



PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(Headquarters Philippine Coast Guard)
139 25th Street, Port Area
1018 Manila

05 May 2016

DCS-HRM
STANDING OPERATING PROCEDURE
NUMBER (05 – 16)

NEURO-PSYCHIATRIC SCREENING OF PCG PERSONNEL AND APPLICANTS

1. **SCOPE:** This SOP prescribes the procedures to prevent entry into the Philippine Coast Guard service of those with psychological, emotional, neurological and psychiatric disorders and to detect those with such disorders who are in the service.
2. **PURPOSE:** To establish standard NP screening procedures as guides of PCG personnel. To delineate the duties and responsibilities of all personnel involved in the processing.
3. **RESPONSIBILITY:** Deputy Chief of Coast Guard Staff for Human Resource Management, OIC and staff of Recruitment Branch and Coast Guard Medical Service shall be responsible for the implementation of this SOP.
4. **POLICIES:**
 - A. All PCG personnel and applicants shall undergo the following Exams:

Neuro-logical Exams (Categories):

1. Posture and locomotion
2. Muscle tone, volume and power
3. Tremors and other involuntary movements
4. Finger to nose test for coordination
5. Test for nystagmus, convergence, and papillary reaction
6. Reflexes, Deep reflexes as biceps, triceps, patellar and achilis
7. Sensory Examination
8. Personal Interview

h

9. General appraisal of the candidate or clients and verification if NP Screening questions were understood and answered truthfully.

Psychological and Psychiatric Exams:

For Promotable PCG Officers:

1. Intelligence test (MD5, CFT Scale 2 & 3, etc.)
2. Personality test (SSCT, PDS, LEADERSHIP, DAP 1 and 2 Leadership Q-sort test or LOQ, FDT, HAND TEST, BPI, Millon Clinical Multi-axial Inventory, DTS, etc.)

For PCG non-officers for re-enlistment and reentry:

1. Personality test (SSCT, DAP, 1 and 2 FDT, etc.)
2. IQ Test if necessary
3. Personal interview or stress debriefing or counseling

For PCG applicants (Commissionship and Non-Officer):

1. IQ TEST after passing the PCG Entrance Examination which was given by PCG.
2. Personality Test (Alcad- Test, DAP 1 and 2, FDT, PDS, HTT, BPI, Millon Clinical Multi-axial Inventory, SSCT, Hand Test, etc).

For Commissionship, additional Personality test (LEADERSHIP, Leadership Q-sort test or LOQ, DTS, etc.) shall be conducted.

For PCG personnel with referred cases:

1. Battery of Projective and Personality Test
2. IQ Test if necessary

B. The following are the Grounds for Disqualification:

1. Psychosis, History of any drug prohibition
2. Brain Syndromes with mental or neurological deficits
3. Psychoneurotic disorders
4. Psycho-physiologic disorders
5. Mental deficiency
6. Personality disorders
7. History of Epilepsies
8. Nervous diseases with neurological and or mental deficits

5. PROCEDURES:

- a. The office of the Deputy Chief of Coast Guard Staff for Human Resource Management (Recruitment Branch) in coordination with the Coast Guard Medical Service or private center with PCG MOA shall be in charge of all NP examinations concerning NP for Promotions, ETAD, Renewal, Entry, APE and other related NP prior to re-entry into the PCG service.
- b. All NPE (Neuro-Psychiatric Examination) shall be conducted at the testing room on agreed conducive place for purposes of entry, renewal, commissionship, promotions, referred cases, patients and authorized civilians.
- c. All result of NP screening be duly signed by Certified Assessment and Clinical Psychologist and NP screener or Psychiatric consultant as the case may be or if Psychiatric intervention is needed, referral will be done.
- d. NP Screening teams shall screen only personnel upon request by the unit commanders concerned.
- e. NP Screening teams shall not screen personnel without written request of their commander.
- f. NP Screening teams shall not screen personnel without abstract of record of PCG service from their assignment place.
- g. For cases referred by Efficiency and Separation Board (ESB), NP Screening team shall screen only Officers upon written order issued by the ESB.
- h. Report should be treated as "CONFIDENTIAL" Matter and must be delivered or mailed to the requesting officer. Applicants shall not be allowed to hand carry the report. (Special cases) (G1) Test assessment or interpretation evaluation shall be transmitted to concerned officer or the Chairman of the Board for reference as to why he/she is disqualified or qualified aside from individual rated form result.
- i. NPE is good only for SIX MONTHS and renewable after expiration by taking again another or same battery of psychological tests. This condition shall apply for all purposes.
- j. Re-examinations or re-evaluation will be done after SIX MONTHS but depending on diagnosis or recommendations and suggestions of NP Teams.
- k. Minimum IQ Requirements for entry must be DULL NORMAL or BELOW AVERAGE.
- l. Minimum IQ Requirements for OFFICERS or those in the service must be at least AVERAGE level.

h

4. **EFFECTIVITY:** This SOP shall take effect immediately upon approval.

BY COMMAND OF REAL ADMIRAL MELAD PCG.

OFFICIAL

TEOTIMO R BORJA JR
CAPT PCG
Acting Chief of Coast Guard Staff


LIEZEL B BAUTISTA
LCDR PCG
Coast Guard Adjutant
12/05/14