



**PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS**

Headquarters Philippine Coast Guard

139 25th Street, Port Area

1018 Manila

DCS-HRM

11 April 2017

**STANDING OPERATING PROCEDURE**

**NUMBER 04 – 17)**

**REVISED PERSONNEL PROCUREMENT FLOW CHART**

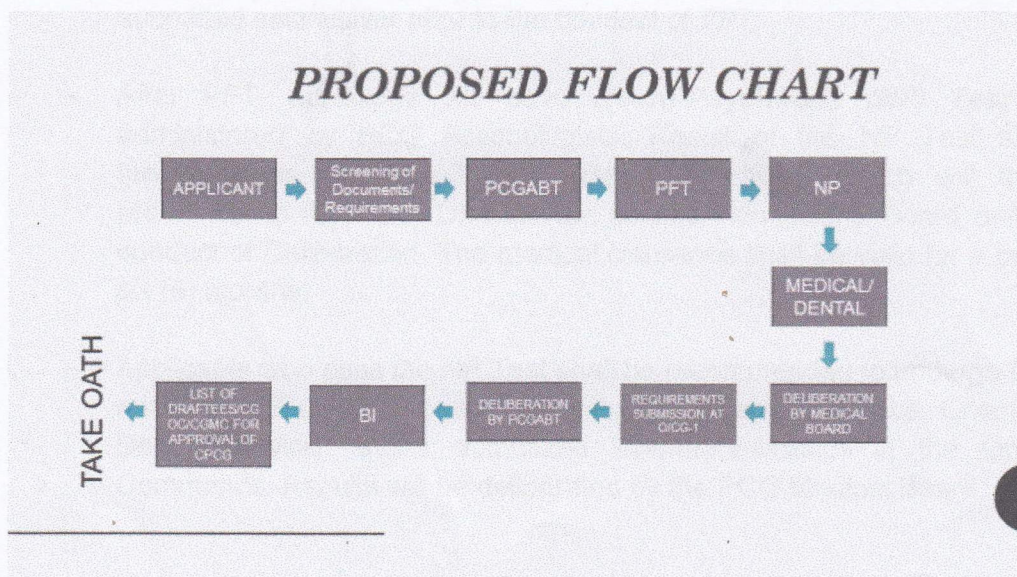
I. **GENERAL.** The Philippine Coast Guard shall adopt these procedures in the PCG Procurement process for the use of Coast Guard Human Resource Management Center (CGHRMC) and respective Fields of Specialization (FOS- Admin Support Commands, Operational Support Commands, Operating Commands, Special and Technical Commands). It is also designed to pre-determine the capabilities and characteristics of aspiring applicants to become PCG Uniformed Personnel and to carefully select only the best among qualified applicants.

II. **PURPOSE.**

- a) To establish uniform procedures in the recruitment of PCG personnel; and
- b) To prescribe the flow of recruitment for the use of CGHRM through its Recruitment Branch, in coordination with the FOS and/or cognizant units/offices.

III. **SCOPE.** This procedure shall be followed and monitored at the CGHRMC, (Recruitment Branch) and respective FOS.

IV. **FLOW CHART:**



## V. PROCEDURES:

- a) The Command shall organize Personnel Procurement Team/s (PPT) from the FOS to recruit, screen, select and process applicants.
- b) Every aspiring applicant shall undertake the Philippine Coast Guard Aptitude Battery Test (PCGABT) after completing the following:
  - Submission of requirements at the Recruitment Branch, CGHRMC or FOS units/offices where PCGABT will be conducted, to include Application Forms, Photocopies of Birth Certificate, Transcript of Records and Diploma;
  - Document screening by the Admin Officer of the corresponding FOS;
  - Applicants who submitted/filed their complete requirements at the Recruitment Branch, CGHRMC or FOS units/office shall be provided with Examination Permits that will be presented on the day of the PCGABT;
  - Walk-in applicants during the examination day are accommodated, provided, they have satisfied/submitted the initial requirements.
- c) Applicants who successfully pass the PCGABT will be posted in the PCG Official website, social media accounts and/or in coordination with the Community Relations Service (CRS) to include important instructions that will guide applicants who will undertake the initial validation process:
  - Applicants who pass the validation will proceed with the **Physical Fitness Test (PFT)** and will be given a copy of a Processing Form (**Annex I**) which will serve as monitoring aid in the course of the series of tests or physical examination. Before the conduct of PFT, all applicants shall secure a copy of PFT Waiver and Release of Liability Form (**Annex II**) and all Athletic Officers, as designated by the respective FOS or as authorized by the Coast Guard Special Service Office (CGSSO), shall ensure that applicants have submitted said waiver prior to the conduct of PFT.
  - After PFT, applicants will have **Neuro-Psychiatric (NP) Test** to be administered by PCG Psychologists. Result of the NP Test shall be forwarded to the Recruitment Branch, CGHRMC which will then be presented to the PCG Officers/Non-officers Admissions Board during the conduct of Deliberation. The medical clearance shall be valid for a period of six (6) months.
  - Applicants who pass the NP Test shall be recommended to undergo Medical and Dental Examination at the Coast Guard Medical Service, Coast Guard Dental Service, and/or authorized laboratories/clinics in the Operating Commands. Results will be deliberated by the PCG Medical Board.

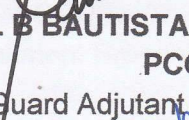
- Applicants who were declared as **“Medically Cleared”** will be recommended to face the PCG Officers/Non-officers Admission Board.
- d) Consolidated medical clearances will be forwarded to Recruitment Branch, CGHRMC for further evaluation and subsequent ***final deliberation by the PCG Officers/Non-officers Admission Board.***
- e) Final deliberation of the PCG Officers/Non-officers Admission Board will be administered to:
  - Applicants who submit their folders containing their complete requirements as provided in the PCG Procurement of Candidates for Officer and Non-officer;
  - The PCG Officers/Non-officers Admission Board shall determine who among the best qualified candidates will proceed for Draftee/CCGO.

**VI. EFFECTIVITY.** This policy shall take effect immediately upon approval.

**BY COMMAND OF COMMODORE GARCIA:**

OFFICIAL:

**JOSE WILLIAM U ISAGA**  
**CAPT PCG**  
Chief of Coast Guard Staff

  
**LIEZEL B BAUTISTA**  
**LCDR PCG**  
Coast Guard Adjutant