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**PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS**  
**(HEADQUARTERS PHILIPPINE COAST GUARD)**  
139 25<sup>th</sup> Street, Port Area  
Manila

HCPG/CGDS

29 May 2017

STANDING OPERATING PROCEDURE

NUMBER 05-17

**ROTATION POLICY OF COAST GUARD DENTAL OFFICERS**

**I. REFERENCES:**

- (a) PCG Uniformed Personnel Rotation Policy
- (b) AFP Regulations G 162-401(Career Management Program for Dental Officers in the AFP)
- (c) Proposed Career Management Program for Dental Officers in the PNP

**II. PURPOSE:** This SOP provides a comprehensive systematized rotation of duties and responsibilities.

**III. SCOPE:** This SOP applies to all Dental Officers in the Philippine Coast Guard Dental Service.

**IV. DEFINITION OF TERMS:**

a. Dental Field Units – these are the Dental Stations based at the CG Districts or CG Functional Commands/Bases responsible for the dental health care of CG personnel assigned in its AOR, and of the CG personnel assigned at PCG vessel docked thereat.

b. Geographical Assignments – refers to the four (4) major areas of the Philippines namely: Luzon, Visayas, Mindanao and Palawan.

c. Dental Clinical Section – refers to the clinical section in a dental dispensary.

d. Dental Dispensary – a type of dental installation established in camps and bases. It provides dental health services and treatment to all units stationed within these establishments.

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e. Ladder of Position – refers to the graduated designation or assignment of dental officer from the time of CAD, first as OIC Clinical Section at HPCG Dental Dispensary, then as Staff Officer at HPCG Dental Dispensary, then as Staff Dental Service, then as OIC of CG Dental Station and for middle level of Special Staff Duties as Executive Officer, HPCG Dental Dispensary, then as Commanding Officer, HPCG Dental Dispensary and for higher level of Special Staff Duties as Deputy Commander, CG Dental Service, then as Commander, CG Dental Service (Chief, Dental Surgeon) and eventually if given the chance become the Deputy Chief for Technical Staff.

f. Inverse Assignment - refers to the assignment of the Dental Officer away from his permanent address, immediate family location or birthplace, categorized as Luzon, Visayas, Mindanao and Palawan; antonym of home-base assignment

**V. PROCEDURES:**

a. Dental Officers (DO) that are new graduates of the Coast Guard Officer's Course (CGOC) will immediately be assigned at the Coast Guard Dental Dispensary in HPCG for at least twelve (12) months for familiarization and at the same time, will hold a Clinical Section of the Dispensary (OIC, Clinical Section, HPCG Dispensary). Eventually, the DO will hold a Staff position of the same unit for at least twelve (12) months.

b. After complying, the DO is eligible to hold the position of a Commanding Officer, CG Dental Station "B" (CO, CGDenS "B") of inverse assignment for at most twelve (12) months. After completion, the DO is now eligible to hold the Ex-Officer (Deputy) position of a CG Dental Station "A" (Ex-O, CGDenS "A"), again, still in inverse assignment, for another twelve (12) months.

c. Staff Position of Dental Dispensary (Staff Officer, HPCG Dental Dispensary) for forty-two (42) months will follow after the DO's tour of duty stated above. This will be immediately followed by a designation of Commanding Officer, Dental Station "A" (CO, CGDenS "A"), still in inverse assignment, for forty-two (42) months.

d. After holding Field Unit Positions, the DO is now qualified to hold higher positions in the Dental Service, with respect to its rank and designation. The DO is designated to hold any Staff Position in the Dental Service (Staff, CGDS) for a maximum of forty-eight (48) months to be followed by occupying the position of Ex-Officer (Deputy), Dental Dispensary (Ex-O, HPCG Dental Dispensary) for another forty-eight (48) months.

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e. Completing the assignments, the DO will start its Senior position as the Chief-of-Staff (CS) of the Coast Guard Dental Service (CS, CGDS) for twenty-four (24) months, which will qualify him/ her to occupy the next position as the Commanding Officer of the Dental Dispensary (CO, HPCG Dental Dispensary) for another twenty-four (24) months. Next position will be as Deputy Commander of the CG Dental Service (DC, CGDS), with a tenure of not more than thirty-six (36) months.

f. To qualify for the next position, each designation/ position/ assignment of the DO has a minimum tenure of at least eighteen (18) months unless sooner terminated by proper authority. However, if a DO is relieved or would be displaced from his/ her present designation/ position/ assignment during his tour of duty for the purpose of schooling, training, travel or any official concerns covered by legal orders, an Acting DO will assume its designation/ position/ assignment in the absence of the incumbent. Such assumption of designation/ position/ assignment will be credited to the Acting DO if he/ she has reached at least six (6) months. Tenure of less than six (6) months will not be credited or honored as part of the tenure of the DO.

g. Furthermore, the incumbent DO can assume immediately the designation/ position/ assignment he had vacated after complying his official concern and his tenure will continue.

**VI. RESPONSIBILITIES**

a. The Commander, CG Dental Service (C, CGDS) is responsible in implementing this SOP. The Admin Officer, CGDS shall monitor the movement of the Dental Officer, with respect to the Ladder of Position, and the implementation.

b. The CG Dental Service will compose an Officer's Rotation and Re-assignments Board that will determine the designation/ position/ assignment of the DO. The Board will be Chaired by the Deputy Commander, CGDS; Chief-of-Staff, CGDS as the Vice Chairperson; with its members as follows: Admin/Pers Officer, CGDS; Operations Officer, CGDS; and the most Senior Officer (in Rank) of the CGDS. The Assistant Admin/ Pers, CGDS will act as the Secretariat. The Board will convene at least once (1) a year or as necessary.

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VII. RECISSION

All other publications in conflict with this SOP are hereby rescinded.

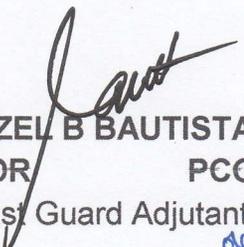
VIII. EFFECTIVITY

This SOP shall take effect upon publication.

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

*02/10/17*

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