



**PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS**  
(National Headquarters Philippine Coast Guard)  
139 25<sup>th</sup> St., Port Area  
1018 Manila

30 July 2018

NHQ-PCG  
STANDING OPERATING PROCEDURE  
NUMBER 05-18

**MANAGEMENT, ADMINISTRATION, UTILIZATION AND CONTROL OF OFFICE SPACES  
AND BARRACKS AT NHQ-PCG AND OTHER COAST GUARD BASES**

**1. PURPOSE:**

To provide policies and procedures in the management, administration and control of office spaces and barracks at NHQ-PCG and other Coast Guard Bases.

**2. SCOPE:**

This SOP applies to all PCG Officers, Non-Officers and non-uniformed personnel assigned at PCG units and offices authorized to stay inside barracks at NHQ-PCG and other PCG Bases.

**3. GENERAL:**

- a. Occupancy of barracks is not a right but a privilege granted only to authorized active PCG personnel.
- b. The authorized barracks at NHQ-PCG are the Bachelors Officers Barracks, Female Officers Barracks and the Enlisted Personnel Barracks intended only for personnel assigned or working at HSG and NHQ-PCG staff offices.
- c. NHQ-PCG Staff Offices, Tenant Units at NHQ-PCG and other Coast Guard Bases whose personnel are not accommodated in barracks, shall maintain a common dressing area each for male and female personnel equipped with adequate lockers where they can store only clean uniforms and paraphernalia. Personal belongings are not authorized to be stored inside lockers.

**4. DEFINITION OF TERMS:**

- a. Barracks - Unadorned buildings used for temporary occupancy by PCG personnel.
- b. Common Dressing Room/Area- A designated place where personnel, not staying in barracks, can change/shift from their civilian clothes to specified uniform of the day.
- c. Base Authority – Authority issued by the Commander of the base and/or his authorized representative.

d. Barracks Personnel In-Charge – Senior Petty Officer duly appointed by the base Authority to oversee the cleanliness and orderliness of PCG barracks.

## 5. POLICIES:

The following policies shall govern the administration and utilization of PCG barracks.

- a. Barracks located at the NHQ-PCG and other PCG Bases shall only be available to all PCG officers and non-officers having a duty of 24 hours authorized, recognized and covered with orders from proper authority, subject to the approval of the Commander, Headquarters Support Group.
- b. Lockers provided inside barracks are not owned by individuals but must be shared to other PCG personnel. Only clean, neat and orderly PCG uniforms, paraphernalia and civilian clothes they are wearing for the day are authorized to be seen in designated lockers.
- c. Occupants of barracks are not allowed to install, construct and maintain additional lockers other than the assigned shared lockers.
- d. The use of PCG offices, stock rooms, gymnasium, motor pool and other vacant spaces as barracks at NHQ-PCG or any PCG base is not authorized and therefore strictly prohibited.
- e. Visitors shall be entertained only at the designated receiving area from 0800H to 1700H only.
- f. Any form of gambling, use of prohibited drugs and drinking of intoxicating liquors or any alcoholic beverages are strictly prohibited inside the barracks and its premises.
- g. Smoking inside the barracks and wearing of slippers outside of barracks during office hours are strictly prohibited.
- h. Cooking inside barracks and storage of flammable substances like fuel, thinner and paints are strictly prohibited.
- i. Washing, drying and hanging of laundered clothes are not allowed inside barracks.
- j. Vandalism is strictly prohibited.
- k. Personal fixtures and appliances are not allowed.
- l. Every occupant is responsible in ensuring the cleanliness and orderliness not only in their respective assigned spaces but also in the common areas. Regular inspection shall be conducted by the Base Authorities to ensure the proper maintenance and cleanliness of the facility.
- m. Switching ON and OFF of air conditioners shall follow a prescribed schedule as follows:
  - 1) Receiving Area: 1800H - 2100H
  - 2) Quarters/Barracks: 2100H - 0700H

- n. Children below 7 years of age are not allowed to stay or linger for long period of time inside barracks. Neither are they allowed to stay or roam around in offices during office hours.
- o. Persons applying for commissionship or enlistment in the PCG are not allowed to stay inside the barracks. Neither shall they be allowed to by-stand in PCG offices.
- p. "Strikers" or persons performing menial jobs are prohibited inside HPCG and Base offices and barracks.
- q. Vendors / peddlers are prohibited inside the barracks.
- r. Pets are not allowed inside the barracks.

**6. RESPONSIBILITIES:**

- a. Commanders of HSG, PCG and of other PCG Bases shall be responsible for the strict implementation of this SOP.
- b. Barracks Personnel In Charge shall be responsible for the orderliness and cleanliness of the barracks at all times. Likewise, they are responsible for the discipline and decorum of all duty personnel occupying the barracks. He shall report to appropriate Base Authority any violations or breach of this policy.

**7. RECISSION:**

All SOPs/publications in conflict with this SOP are hereby rescinded.

**8. EFFECTIVITY:**

This SOP takes effect upon publication.

**BY COMMAND OF ADMIRAL HERMOGINO PCG:**

OFFICIAL:



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**LCDR PCG**  
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