



PAMBANSANG PUNONGHIMPILAN TANODBAYBAYIN NG PILIPINAS

(National Headquarters Philippine Coast Guard)

139 25th Street, Port Area,

1018 Manila

NHQ-PCG/CG-1

18 November 2021

STANDARD OPERATING PROCEDURES

NUMBER.....23-21

**GUIDELINES AND PROCEDURES ON THE LATERAL ENTRY POLICY OF THE
PCG**

I. REFERENCES

- a. RA No. 9993 or the Philippine Coast Guard Law of 2009 and its Implementing Rules and Regulations (IRR)
- b. DOTr Memorandum Circular Number 2018-001 dated 05 January 2018 or the Philippine Coast Guard Lateral Entry Policy
- c. DOTr Memorandum Circular Number 2021-11 dated 18 August 2021 or the Revised Promotion System for Commissioned Officers of the Philippine Coast Guard

II. GENERAL

The Philippine Coast Guard (PCG) shall maintain a pyramidal structure and the ratio between the Officers and Non-Officers pursuant to Sections 7 and 8 of its governing law or the PCG Law of 2009 [RA No. 9993]. Accordingly, there should be one Officer for every seven Non-Officers and that the Officer rank distribution should conform to the prescribed percentages as follows: two per centum (2%) in the Flag Officer rank; six per centum (6%) in the rank of Coast Guard Captain; twelve per centum (12%) in the rank of Coast Guard Commander; eighteen per centum (18%) in the rank of Coast Guard Lieutenant Commander; twenty per centum (20%) in the rank of Coast Guard Lieutenant; and forty-two per centum (42%) in the ranks of Coast Guard Lieutenant Junior Grade and Coast Guard Ensign.

In view of the PCG's thrust to significantly increase the number of its personnel to 37,869 by FY 2025 based on its submitted six-year PCG Recruitment Plan to the Department of Budget and Management (DBM) to efficiently and effectively perform its mandates, the PCG considers that the organization's law-mandated pyramidal structure of rank distribution can be addressed by allowing lateral entry on selected ranks.

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III. PURPOSE

This SOP institutionalizes the procedures on the approval of lateral entry of Commissioned Officers and Enlisted Personnel from the AFP, PNP and other uniformed services and the creation of the Lateral Entry Board which shall screen the applicants to ensure that only those with good potential for service and possessing technical skills which the PCG is in critical need will be accepted. Similarly, lateral entry shall be allowed only when there is shortage of personnel and there is no other equally qualified applicant available within or outside the PCG organization.

IV. DEFINITION OF TERMS

a. Call to Active PCG Service (CAPS) – the appointment of lateral entry applicant to the PCG-DOTr service, from the active service of the AFP, PNP and other uniformed service.

b. Commissioned Officers – members of the AFP, PNP and other uniformed service who hold a commissioned rank given by the President or the Secretary.

c. Enlisted Personnel or Non-Commissioned Officer – members of the AFP, PNP and other uniformed service who hold a non-commissioned rank that is given by the military/police hierarchy.

d. Lateral Entrants – refer to Officers and Non-Officers of the AFP, PNP and other uniformed service who apply for lateral entry in the PCG.

e. PCG General Line Officers (GLO) – PCG officers who possess functional qualifications, specialized skills, distinctive competencies and were commissioned in the entry rank of Ensign.

f. PCG Lateral Entry – is the admission of commissioned Officers and enlisted personnel from the AFP, PNP and other uniformed service, whether active or separated honorably, with due consideration on their functional qualifications, specialized skills and distinctive competencies.

g. PCG Non-Officers – members of the PCG who hold a non-commissioned rank and appointed by the Commandant, Philippine Coast Guard.

h. PCG Officers – members of the PCG Officer Corps commissioned in the PCG service by the Secretary of Transportation or the President. Classified into two categories: PCG General Line Officers and PCG Technical Line Officers.

i. PCG Technical Line Officers (TLO) – PCG Officers commissioned from the PCG service because of their occupational specialization related to their educational background and work experience. The initial appointment ranks for lawyers, medical doctors, chaplains, dentists, and veterinarians shall be Coast Guard Lieutenant.

j. Recall to Active Uniformed Service (RAUS) – the appointment to the PCG-DOTr service of an inactive, retired or honorably separated lateral-entry applicant from the AFP, PNP and other uniformed service.

k. Seniority and Lineal List (SLL) – a document containing the names of all active PCG officers in the PCG service, arranged by ranks and in accordance with their relative seniority.

l. Time-in-Grade (TIG) – a period of active commissioned service rendered by an Officer/Non-Officer in a certain rank.

V. POLICIES

a. The lateral entry of Officers and Non-Officers/Enlisted Personnel of the AFP, PNP and other uniformed service shall be categorized into two: (a) the CAPS or those who are still in the active service who applied for lateral entry; and (b) the RAUS or those who are already inactive or honorably separated from their former service and applied for lateral entry in the PCG.

b. Lateral Entrants through CAPS shall be entitled to a continuous and uninterrupted length of active service which includes the tacking in of years of service from their former service and the PCG for purposes of Retirement and Longevity Pay. Provided that, in order for their length of service to be continuous, it is necessary that their CAPS shall be effective the day after their separation order is issued by the AFP, PNP or other uniformed service.

c. Lateral Entrants through RAUS shall only be entitled to the accreditation of their former military service in the computation of length of service for purposes of retirement. Provided, that for those who are already retired lateral entry applicant, their monthly pension will be stopped by the DBM (as per request of the PCG with the written consent of the concerned individual) upon their entry in the PCG service. Provided further, that the conditions set forth in the existing Circular on Mandatory Accreditation of Civilian Government Service and Guidelines on the Computation of Length of Service shall govern.

d. Lateral entry in the PCG Technical services shall be allowed, using the same standards and procedures as prescribed herein and under existing rules and regulations of the PCG.

e. The prospective recruits for lateral entry **shall possess functional qualifications, specialized skills and distinctive competencies** that are necessary to support the PCG mandates.

f. The lateral entry ranks for the PCG Officers is from ENSIGN (O-1 Grade) to Commander (O-5 Grade) unless otherwise the entry of a CAPTAIN (O-6 Grade) is justified due to the exigency of the service and approved by the Secretary, DOTr upon the recommendation of the Commandant, PCG.

g. The entry ranks of those applicants for lateral entry should be equivalent to their ranks from the AFP or PNP prior their resignation/reversion/separation. However, for PNP lateral entry applicants carrying the rank of Inspector, he/she shall either be appointed as ENSIGN (if carrying the rank for at least three years).

h. For those entrants in the PCG active service with ranks of ENSIGN (O-1 Grade) and above, placement in the seniority listing shall be under the name of the

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most junior Officer in a corresponding rank in the PCG as amended by the Revised Promotion System for Commissioned Officers of the PCG.

i. The lateral entry ranks for PCG Non-Officers/Enlisted Personnel/Non-Commissioned Officer is PETTY OFFICER FIRST CLASS (E-6 Grade) and BELOW. Placement in the seniority lineal listing of approved lateral entrants for non-officers shall be under the most junior in the corresponding rank in the PCG.

j. Lateral entry applicants should have at least (10) years remaining in the active service prior compulsory retirement reckoned from the date of lateral entry and should render a minimum of six (6) years in the PCG service prior separation, optional retirement, unless otherwise, he or she possesses significant competence, expertise or specialization strategically needed in the exigency of the PCG service as determined by the Commandant, PCG.

k. The lateral entrants should have at least accumulated twenty (20) years of active service upon reaching the compulsory age retirement of fifty-six (56) years old. The counting thereof shall be done by tacking in his/her prior years of active service as defined under Section 15¹ of RA. No. 9993 and his remaining active service in the PCG upon lateral entry until compulsory retirement. Provided, that for purposes of granting Longevity Pay, the applicable guidelines and procedures pertaining thereto shall govern.

l. Quota for lateral entry in the Officer and Non-Officer ranks each year shall be determined by the Commandant, PCG based on the DOTr approved position vacancies for each calendar year.

m. Determination of lateral entry quota must be geared towards achieving the ideal Officer rank percent distribution provided for in RA No. 9993 and must take into consideration the approved PCG budgetary appropriations in a given year.

n. A Philippine Coast Guard Lateral Entry Board (PCGLEB) shall be created to screen, evaluate, deliberate and recommend the lateral entry of qualified applicants into the PCG.

o. Composition:

(1) The PCGLEB shall screen, evaluate and deliberate applicants for lateral entry and shall be composed of the following:

Deputy Commandant for Administration	-	Chairman
Coast Guard Inspector General-IAS	-	Member
Commander, CGHRMC	-	Member
DC of CGS for HRM, CG-1	-	Member
DC of CGS for Intelligence, CG-2	-	Member
The Command Surgeon, CG Medical Service	-	Member

¹ SEC. 15. Active Service. For purposes of this Act, the active service of PCG personnel hereof shall refer to services rendered as an officer, non-officer, probationary ensign, or those rendered as a civilian official or employee in the PCG prior to the date of separation or retirement from the PCG: Provided, That the term active service shall include confirmed services rendered as a civilian employee in the Philippine government.

Commander, CG Legal Service FMCP (For deliberation of Non-Officers) Recruitment Officer	-	Member Member Secretariat
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(2) The Board shall conduct a separate deliberation for Officers and Non-Officers.

(3) Coast Guard Adjutant shall issue appropriate orders designating the Chairman and Members of the Board.

(4) In no case shall any member of the PCGLEB be junior in rank than the applicant for lateral entry being deliberated.

p. In no case shall an applicant for lateral entry with legal impediment or pending case, discharged without honor, for the good of the service or for convenience of the government with prejudice to reentry be accepted, unless such legal impediment is extinguished by the operation of law, or of Presidential Proclamation and existing policies, rules and regulations or, unless such legal impediment shall have been resolved in favor of the applicant or, shall have been cleared of all the charges imputed against him/her or, the proximate cause of separation of the applicant from the service has proceeded from an erroneous decision.

q. As far as practicable, selection of applicants for lateral entry shall be confined to those not needing waiver, such as specified under Section V (h) of this SOP.

r. Application for lateral entry submitted by the applicants honorably discharged or separated shall be screened by the CG Human Resource Management Command, through the Recruitment Branch, referred to the PCGLEB for deliberation and evaluation and if found qualified, be recommended for approval to the appropriate authority.

s. The PCGLEB shall be guided by, among others, the pertinent provisions of this SOP, the PCG Lateral Entry Policy, and other NHQ-PCG Circulars and PCG Rules and Regulations in evaluating each applicant's qualifications.

VI. PROCEDURES:

a. Application submitted by the applicant for lateral entry shall be made in writing. The request shall state in brief, the full name, serial number, grade and organization or assignment and date of separation, the type and nature of the separation discharge with attached Summary of Information and Separation/Discharged Order.

b. Upon receipt of the application, the CGHRMC, through the Recruitment Branch shall initially screen and evaluate the documents submitted. The applicant shall then be informed thru the letter format appended hereto as Annex A and shall be required to submit the following documents to the CGHRMC, through the Recruitment Branch, as basis for further review and evaluation:

- A. Summary of Information (SOI);
- B. Personal History Statement (PHS);
- C. PSA Birth Certificate;
- D. Updated Statement of Service;
- E. Separation/ Discharge Order;
- F. Local PNP Clearance;
- G. NBI Clearance;
- H. Ombudsman Clearance;
- I. Sandiganbayan Clearance;
- M. Colored Full Body Picture (white background, postcard size);
- N. Residential Sketch; and
- P. Other documents which maybe hereafter required by the Board.

c. The CGHRMC, through the Recruitment Branch, shall screen the applicants for lateral entry who fully complied with the requirements and satisfy the regulations as stated above.

d. Effort and extreme concern shall be exerted to select the best suitable individual from among the many applicants for lateral entry.

e. The applicants shall then undergo Physical Fitness Test (PFT) to be conducted by the Special Service Office (SSO).

f. The applicants shall be required to undergo the Dental Examination at the CG Dental Service. They shall be required to take and pass the Neuro-Psychiatric and Physical Examination, and such other laboratory tests which shall be administered by the CG Medical Service in order to determine their mental, psychological and physical fitness.

g. The applicants shall be notified and required to appear before the PCGLEB who will deliberate on him/her in person.

h. The PCGLEB shall be convened at the call of the Chairman and shall meet as often as necessary to act on applications for lateral entry. The Board shall submit its written reports and recommendations to the Commandant, PCG thru the CGHRMC in accordance with the format prescribed in Annex B.

VII. AUTHORITY ON APPOINTMENT

a. Commandant, Philippine Coast Guard approves the lateral entry of Non-Officers in the PCG-DOTr service.

b. Secretary, DOTr, upon recommendation of the Commandant, PCG, approves the lateral entry of Officers in the PCG-DOTr service.

VIII. REPEALING CLAUSE

All PCG policies, rules and regulations, and other issuances or parts thereof which are inconsistent with this SOP are hereby repealed, amended or modified accordingly.

IX. EFFECTIVITY

This Circular shall take effect fifteen (15) days after its publication.

BY COMMAND OF COAST GUARD VICE ADMIRAL LAROYA:

OFFICIAL:

FERDINAN B PICAR
CG COMMO
Chief of Coast Guard Staff


JAYSIEBELL B FERRER
CG CDR
Coast Guard Adjutant



Department of Transportation
Philippine Coast Guard
COAST GUARD HUMAN RESOURCE MANAGEMENT COMMAND
56 M.L. Quezon St., Purok 1, New Lower Bicutan
Taguig City 1632

(Date)

Dear Mr/Ms. _____:

Your application for lateral entry had been referred to this office for review and evaluation. In this connection, you are advised to submit the following documents fourteen (14) days upon receipt thereof:

- A. Summary of Information (SOI), duly authenticated by CGAO;
- B. Personal History Statement (PHS);
- C. PSA Birth Certificate;
- D. Updated Statement of Service;
- E. Separation/ Discharge Order;
- F. Local PNP Clearance;
- G. NBI Clearance;
- H. Ombudsman Clearance;
- I. Sandiganbayan Clearance;
- M. Colored Full Body Picture (white background, postcard size); and
- N. Residential Sketch.

Subject documents will serve as basis in evaluating your application. You will be informed of action taken within a reasonable time upon receipt of the above documents.

Sincerely yours,

Commander, CGHRMC

ANNEX B



PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(National Headquarters Philippine Coast Guard)
PCG LATERAL ENTRY BOARD
139 25th Street, Port Area
1018 Manila

(Date)

To: Commandant, Philippine Coast Guard

Subject: Board Deliberation

1. References:

- a.
- b.

2. The report must confirm that the applicant was discharged or separated under honorable conditions.

3. The report must confirm the demonstrated/proven technical skill/knowledge of the individual.

4. The report must show that such skill/knowledge is critically needed by a certain Service Command, that there is a dearth of personnel possessing such skill or knowledge and that there is a difficulty in training members to acquire such skill or knowledge.

5. The report must show that the PCG-DOTr service will benefit from the reentry of such candidate.

6. The report must confirm the availability of vacancy in the troop ceiling or current rank fill-up to accommodate the applicant.

Chairman

Member

Member

Member

Member