



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

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NHQ-PCG/CG-12

STANDING OPERATING PROCEDURES
NUMBER 08-19

DUTIES AND RESPONSIBILITIES OF TRAINING STAFF OF
SATELLITE TRAINING INSTITUTE (STI)

I. REFERENCE

NHQ-PCG/O/CG-12 Memorandum Circular dated 04 March 2019 "Establishment of Satellite Training Institute"

II. PURPOSE

This SOP prescribes the standard duties and responsibilities of training staff of Courses offered by PCG Satellite Training Institutes (STI).

III. SCOPE

This SOP covers all STI that provide training on basic, functional and specialization courses and other courses relevant to the performance of the core functions of the organization.

IV. DEFINITION OF TERMS

As used in this SOP, the following terms shall mean and be interpreted as hereunder indicated:

- a. **Assistant Course Director.** The person responsible for providing assistance to the Course Director in the over-all management of the course, coordinating with the instructors, and supervision of the students' performance and well-being.
- b. **Career Course.** This is a formal course of instructions designed to develop the desirable character traits, values, and attitudes of a PCG Non-Officer. Its

curriculum contains programs of instructions appropriate to every level of responsibility in the Non-Officer hierarchy.

- c. **Course Director.** The person responsible for the over-all management of the course and supervision of the students' performance and well-being that conforms to the goal of the training.
- d. **Evaluation.** The act of assessing the performance of a student, instructor, school personnel, curriculum, Program of Instruction, and others.
- e. **Pool of Instructors.** It is composed of experienced Instructors and Subject Matter Experts (SME) who can impart knowledge and skills, who help students understand the subject matter particularly in functional and specialization courses of the PCG.
- f. **Functional Course.** It is a formal course designed to provide and to develop knowledge, skill, and competence of PCG Non-Officers in any of the inherent functions of the organization. Said course is a promotion requirement for PO3 (E-4) to PO2 (E-5). The following are the approved Functional Courses:

- Maritime Safety Administration Course (MARSAD)
- Maritime Security Course (MARSEC)
- Marine Environmental Protection (MAREP)

- g. **Admin/Academics Officer.** The person responsible for providing administrative support functions for the timely issuance and complete delivery of all learning materials of PCG Satellite Training Institutes.
- h. **Logistics Officer.** Person responsible for the logistical requirements needed for the successful conduct of the course.
- i. **Liaison.** It is the person in-charge with coordination with different persons, units or organizations needed or involve in the conduct of the course.
- j. **Operations Officer.** The person responsible for the planning and supervising all operational functions of the unit as well as process improvement, identifying problems and issues and strategic planning and development of the course.
- k. **Registrar.** The person responsible for keeping student academic records and manage enrolment and registering of students.
- l. **Satellite Training Institute (STI).** The established training facility approved by the Commandant, PCG and monitored by the Coast Guard Education and Training Command (CGETC), supervised by the Functional Commands that offer Functional and Specialization Career Courses other than what is being provided by CGETC, implements the approved Program of Instruction (POI) applicable to the Courses

offered, follows and prepares the corresponding Instructor's Guide (IG) and provides training materials and equipment to the students.

- m. **Specialization Course.** It is a formal course which deals with the different ratings of PCG Non-Officers. Said course is a promotion requirement for SN1 (E-3) to PO3 (E-4). The following are the approved Specialization courses:

- Engineering Specialization Course (ESC)
- Deck Specialization Course (DSC)
- Operations Specialization Course (OSC)
- Coast Guard Basic K9 Handler's Course
- Basic Underwater and Special Operations Course (BUSOC)
- Aviation Machinistmate Specialization Course (ADSC)
- Coast Guard Intelligence Course (CGIC)
- Radio Operations and Maintenance Specialization Course (ROMSC)
- Coast Guard Basic Medical Aidman Course (BMAC)
- Aids to Navigation Specialization Course (ATONSC)

- n. **Student.** PCG uniformed personnel (officers, non-officers, cadets/candidate coastguards) taking-up the prescribed career courses and other approved courses in a PCG Training School/Unit.

V. RESPONSIBILITIES

The subsequent statements shall serve as guidelines in performing the duties and responsibilities of the following training staff:

- a. **Course Director**
- 1) In-charge of the supervision of students throughout the duration of the course
 - 2) Responsible for the over-all management of the course
 - 3) Coordinates with instructors for their availability and topic/subject to teach
 - 4) Ensures that the instructors are properly briefed for the effective delivery of the course
 - 5) Gives feedback/recommendations to the Director, Satellite Training Institute on how to improve the course's program of instruction and methodology
 - 6) Assists the Director, STI in revising curriculum design
 - 7) Reports to the Director, Satellite Training Institute problems being encountered during the period of the course
 - 8) Keeps abreast of developments likely to impact the course he/she directs
 - 9) Submits After-Training Report to the Director, Satellite Training Institute
 - 10) Performs other duties that may be directed by the Director, Satellite Training Institute

b. Assistant Course Director

- 1) Assists the Course Director in managing the course
- 2) Assists the Course Director in coordinating with the instructors on their availability and topics to teach and provide them with the Instructor's Guide(IG)
- 3) Ensures high standards in the classroom and provide necessary support to the instructors
- 4) Supports the Course Director in safeguarding the welfare and protection of the students throughout the duration of the course or training
- 5) Ensures that all course materials are in place before the start of the course
- 6) Assists the Course Director in maintaining a high standard of teaching at all times
- 7) Provides support and guidance to the teaching staff
- 8) Feedback regularly to the Course Director on the status of the training
- 9) Deals quickly and effectively with student academic queries
- 10) Helps in timetabling classes
- 11) Submits After-Training Report to the Course Director
- 12) Takes charge the duties and responsibilities of the Course Director on his/her absence
- 13) Performs other duties that may be directed by the Course Director and the Director, STI.

c. Training Admin/Academics Officer/Registrar

- 1) Provides efficient and effective administrative support for the accomplishment of the objectives and goal of the course.
- 2) Responsible for the effective and efficient management of students' records and other academic records
- 3) Regularly provides DCS for Education and Training, CG-12 a copy of Order of Merit of the Class that completed the Course for recording/monitoring purposes
- 4) Logs and maintains enrolled students' academic records such as grade, attendance and others.
- 5) Oversees the enrollment process for students and gathers all required information
- 6) Coordinates class schedules and resolves scheduling conflicts
- 7) Responds to transcript requests, prepares honor lists, determines graduation eligibility and plans commencement activities
- 8) Must maintain records on approved policies, Program of Instructions and other learning materials needed by all courses offered by the unit
- 9) Performs administrative and clerical duties
- 10) Gather, compile and disseminate all directives, policies, memoranda and the likes for the information and strict compliance of concerned personnel.
- 11) Performs such other duties that may be directed by the Course Director and Director, STI.

d. Logistics/Operations Officer

- 1) Provide efficient and effective logistical support requirements for the accomplishment of the school's mission
- 2) Prepare budgetary and logistical requirements of the STI to include requirements of its courses
- 3) Audit the purchase of equipment and supplies needed in the conduct of courses
- 4) Develops logistics along with support plans and budget requirements for new courses
- 5) Develops logistical plans for current courses and contingency plans
- 6) Develops and executes tools and methodologies to enable effective implementation of logistic plans
- 7) Designs and develops standard operating methods to manage logistic operations efficiently
- 8) Ensures accountable, timely and cost-effective learning materials/equipment
- 9) Develops reports on material movements and various operational logistics problems.
- 10) Provides efficient and effective operations requirements needed by the STI in achieving its course objectives/goals
- 11) Follow up communications and requests by the STI for its courses
- 12) Prepare necessary communications related to the conduct of the course
- 13) Ensures that operational activities of the course are executed within the allotted time.
- 14) Sets operational goals to meet or exceed performance expectations
- 15) Provide guidance to staff in resolving operational issues and problems
- 16) Conducts regular meeting with staff to discuss about operational updates, ideas and issues
- 17) Develops and implements plans to improve operational effectiveness and efficiency.
- 18) Performs such other duties that may be directed by the Course Director and Director, STI.

e. Faculty and Staff / Liaison

- 1) Oversees communications and coordination with students, instructors, teaching staff and other persons involve in the conduct of the course
- 2) Submits and follows-up documents or communications to the higher headquarters
- 3) Supports other training staff in performing simple clerical jobs
- 4) Assists the instructors during classroom instructions.
- 5) Performs other duties that may be directed by the Course Director.

VI. RESCISSION: Any publication in conflict with this SOP is hereby rescinded.

VII. **EFFECTIVITY:** This SOP will take effect upon approval.

BY THE COMMAND OF ADMIRAL HERMOGINO:

OFFICIAL:

EDUARDO D FABRICANTE
COMMO **PCG**
Chief of Coast Guard Staff



LIEZEL B BAUTISTA
CDR **PCG**
Coast Guard Adjutant
25/06/14

