



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

NHQ-PCG/CG-3

23 July 2020

STANDING OPERATING PROCEDURES
NUMBER.....06-20

POLICY FOR DESIGNATING COMMUNICATORS AND DOCUMENTORS
DURING ANY OPERATION OF THE PCG

1. **PURPOSE:** This SOP prescribes the procedures and guidelines in the designation of communicators and documentors during any operation.
2. **OBJECTIVE:** To provide efficient and reliable communication within respective PCG Districts during any operation.
3. **SCOPE:** This SOP applies to all Functional, Admin Support, Operational Support, District, Special Service and Technical Service Commanders to include its Operational Control Unit Commanders, Staff, designated Communicators and Documentors during any operation.
4. **DEFINITION OF TERMS:**
 - a. **Communicator** — a person who communicates, especially one skilled in conveying information, ideas, or policy to the public or concern offices.
 - b. **Documentor** — a person who sends photos and at least one (1) video clip of significant events of the operations.
 - c. **Cellular Phone** — a portable telephone that can make and receive calls over a radio frequency link while user is moving within a telephone service area.
 - d. **Dispatch** — to send off or way with speed as a messenger telegram, or body of troops.
 - e. **Power Bank** — a battery charger or recharger device used to put energy into a secondary cell or rechargeable battery by forcing an electric current through it
 - f. **Response** — the act of responding, reply or reaction.
 - g. **Sim card** — usually in the form of a miniature smart-card that is theoretically tamper-proof and is used associate a mobile subscriber with a mobile network subscription.

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h. **Viber** - is a VOIP and instant messaging application with cross-platform capabilities that allows users to exchange audio and video calls, stickers, group chats and instant voice and video messages.

5. **PROCEDURES:**

a. Communicators and Documentors shall be designated by Functional, Admin Support, Operational Support, District, Special Service and Technical Service Commands to include its OPCON Unit Commanders, District Staff, Coast Guard Station Commanders and Sub-Station Commanders for all operations. The designated Communicator and Documentor may only be one (1) person provided that the tasks are effectively performed.

b. Designated communicators shall text the following prior deployment for operation:

- 1) Check-in.
- 2) Report the composition of the team, assets, and their unit.

c. All communications shall be rendered to the following at all times:

- 1) Functional, Admin Support, Operational Support, District, Special Service and Technical Service Commanders
- 2) Action Centers of respective PCG units
- 3) Staff
- 4) OPCON Unit Commanders
- 5) PCGCC

d. Reports shall be real time as much as possible. As such, texting the time of the report will not be necessary.

e. Designated communicators report shall be sent every thirty (30) minutes or within thirty (30) minutes if a significant event happens.

f. The report may be sent in Tagalog.

g. Designated documentors shall send photos and at least one (1) video clip of significant events of operations thru Viber.

6. **RESPONSIBILITIES:**

a. **Functional, Admin Support, Operational Support, District, Special Service and Technical Service Commanders, Station Commanders, OPCON Unit Commanders, District Staff and Sub-Station Commanders :**

- 1) Designate communicators within your respective unit during operations.
- 2) Shall ensure that this policy is properly carried out by all personnel.
- 3) Perform other tasks as directed.

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b. **Designated Communicators**

- 1) Shall ensure that the cellphone battery and back-up phone battery and/or power bank are properly and fully charged prior dispatch.
- 2) Shall render real time report of the operation.
- 3) Perform other tasks as directed.

c. **Designated Documentors**

- 1) Shall ensure that the cellphone battery and back-up phone battery and/or power bank are properly and fully charged prior dispatch.
- 2) Shall send photos and video clips (10-15 seconds) of significant events of the operations thru viber.
- 3) Perform other tasks as directed.

7. **RESCISSION:**

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

8. **EFFECTIVITY:**

This SOP shall take effect upon publication.

BY THE COMMAND OF VICE ADMIRAL URSABIA JR:

ROLANDO LIZOR N PUNZALAN JR
RADM **PCG**
Chief of Coast Guard Staff

OFFICIAL:


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Coast Guard Adjutant *24/07/2024*

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