



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

NHQ-PCG/CGLSC/CGIDS

02 January 2025

CIRCULAR
NUMBER 01-25

**REVISED SPACE ALLOCATION STANDARDS OF THE PHILIPPINE COAST GUARD
BUILDINGS AND OFFICES**

1. REFERENCES

- A. Republic Act No. 1378, entitled "Plumbing Law of the Philippines" dated 18 June 1955;
- B. Batas Pambansa Blg. 344, entitled "Accessibility Law of the Philippines" dated 25 February 1983;
- C. Presidential Decree 1096, entitled "National Building Code of the Philippines" dated 19 February 1977;
- D. CGLSC/CGIDS Circular No. 12-22, entitled "Space Allocation Standards of Philippine Coast Guard Buildings and Offices" dated 20 July 2022;
- E. NHQ-PCG/CG-1 Amendment 01-21 Circular No. 11-21, entitled "Guidelines on Philippine Coast Guard Titling" dated 24 June 2021;
- F. DBM-DPWH Joint Circular No. 1, entitled "Guidelines on the Rehabilitation or Construction of Government Buildings / Office Space and the Acquisition or Outright Purchase of Lot and Building" dated 20 October 2016;
- G. CHED Memorandum Order No. 52 Series 2007 – Addendum to CMO 30, Series of 2004, entitled "Revised Policies and Standards for Undergraduate Teacher Education Curriculum" dated 17 October 2007.

2. PURPOSE

To enhance the mobility of persons and the accessibility of the working area within Philippine Coast Guard (PCG) Building or Offices.

3. OBJECTIVE

To prescribe the minimum space allocation standard for PCG Buildings / Office Space based on the pertinent laws, rules and regulations, directives and guidelines.

4. SCOPE

This Circular shall cover all architectural designs of PCG Buildings and any portion thereof, whether for new construction, renovation and/or repair and maintenance to be performed by the Command or by contractors.

This shall apply to all future projects or current projects where modification shall still be allowed.

5. DEFINITION OF TERMS

- A. **Accessibility** – refers to features that enable disabled persons to make use of the primary functions for which a structure is built (BP 344).
- B. **Gross Floor Area** – the total floor space within the perimeter of the permanent external building walls (inclusive of main and auxiliary buildings) such as office areas, residential areas, corridors, lobbies and mezzanine level/s (PD 1096).
- C. **Space Allocation** – distribution of appropriate measurement of workspace for specific use or person.

6. POLICIES

- A. PCG units shall adhere to the minimum space allocation standards on planning the office space indicated in this Circular.
- B. The Coast Guard Infrastructure Development Service (CGIDS) shall revise/amend schematic plans, technical specifications, scope of works and cost estimate to ensure compliance with the Circular.
- C. The space allocation technical support services given by CGIDS to PCG units shall be based on this Circular.
- D. The CGIDS or implementing unit shall ensure compliance of the PCG infrastructure projects to this Circular through supervision, monitoring, inspection and coordination to the implementing unit, end-user and contractor/s.
- E. The complete project documents, i.e., design and schematic plans, technical specifications, scope of works and cost estimate must adhere to this Circular.
- F. The CGIDS shall update the Circular provision to the future laws, rules and guidelines regarding minimum space allocation standards.

Handwritten signature or initials.

7. GUIDELINES

Based on the consolidated relevant guidelines from the mentioned laws and circulars, the PCG established a compatible space allocation standard in designing the Agency's buildings with respect to the Table of Organization (TO) position of a particular unit or office. Indicated on the established guideline are the standard spaces and ideal area measurements based on rank. In addition, it also includes measurements and minimum standards for common particular spaces for the utilization of all personnel in PCG buildings. The table herewith is the PCG Space Allocation Standard.

SPACE	MINIMUM AREA	MAXIMUM AREA
Coast Guard Admiral (O-10)		
Office	5.00 sq. m. per person *	72 sq. m.
Staff	5.00 sq. m. per person *	6 sq. m. per person
Conference Room	5.00 sq. m. per person *	60 sq. m.
Reception Room	0.28 sq. m. per person *	30 sq. m.
Toilet / Bathroom	1.20 sq. m. With least dimension of 0.90 meter	6 sq. m.
Pantry	3.00 sq. m. With least dimension of 1.50 meter	10 sq. m.
Storage Area	10 sq. m.	
Coast Guard Vice Admiral (O-9)		
Office	5.00 sq. m. per person *	63 sq. m.
Staff	5.00 sq. m. per person *	6 sq. m. per person
Conference Room	5.00 sq. m. per person *	40 sq. m.
Reception Room	0.28 sq. m. per person *	20 sq. m.
Toilet / Bathroom	1.20 sq. m. With least dimension of 0.90 meter	6 sq. m.
Pantry	3.00 sq. m. With least dimension of 1.50 meter	10 sq. m.
Storage Area	10 sq. m.	
Coast Guard Rear Admiral (O-8); Coast Guard Commodore (O-7)		
Office	5.00 sq. m. per person *	56
Staff	5.00 sq. m. per person *	6 sq. m. per person
Conference Room	5.00 sq. m. per person *	30
Reception Room	0.28 sq. m. per person *	20
Toilet / Bathroom	1.20 sq. m. With least dimension of 0.90 meter	6
Pantry	3.00 sq. m. With least dimension of 1.50 meter	10
Storage Area	10 sq. m.	
Coast Guard Captain (O-6)		
Office	5.00 sq. m. per person *	36
Staff	5.00 sq. m. per person *	6 sq. m. per person
Reception Room	0.28 sq. m. per person *	10



JK

Toilet / Bathroom	1.20 sq. m. With least dimension of 0.90 meter	4
Storage Area	6 sq. m.	
Coast Guard Commander (O-5); Coast Guard Lieutenant Commander (O-4)		
Office	5.00 sq. m. per person *	24
Staff	5.00 sq. m. per person *	6 sq. m. per person
Reception Room	0.28 sq. m. per person *	10
Toilet / Bathroom	1.20 sq. m. With least dimension of 0.90 meter	4
Storage Area	6 sq. m.	
Lieutenant Senior Grade (O-3); Coast Guard Lieutenant Junior Grade (O-2); Ensign (O-1); Coast Guard First Master Chief Petty Officer (E-10)		
Office	5.00 sq. m. per person *	12 sq. m.
Staff	5.00 sq. m. per person *	6 sq. m. per person

PARTICULARS		
SPACE	MINIMUM AREA	MAXIMUM AREA
Main Lobby	0.28 sq. m. per person *	
Training Room	68.40 sq. m. (For 35 students and 01 instructor)	86.40 sq. m. (For 35 students and 01 instructor)
Conference Room	5.00 sq. m. per person *	30 sq. m.
Storage Area	N/A	15 sq. m.
Pantry	3.00 sq. m. With least dimension of 1.50 meter	10 sq. m.
Quarters Lobby / Lounge / Living Area	5.83 sq. m. per person *	
Toilet / Bathroom	1.20 sq. m. With least dimension of 0.90 meter	4 sq. m.
Dining Area	5.83 sq. m. per person *	
Kitchen	3.00 sq. m. With least dimension of 1.50 meter	
Quarters	5.83 sq. m. per person *	
<i>*With minimum area of 6.00 sq. m. with minimum dimension of 2.00 m</i>		

TOILET FACILITIES		
Persons with Disability (PWD) Toilet	One (1) accessible toilet per accessible floor	1.70 m x 1.80 m = 3.06 sq. m.
For agencies providing frontline services (for public use)	1 WC / 1-100 for female	1.50 per one water closet (WC) enclosure
	1 WC / 1-200 for male	
	1 urinal / 1-100 for male	
	1 lavatory / 2 WC	
For agencies providing	1 WC / 1-15, 2 WC / 16-35, 3 WC / 36-55 males	
	1 WC / 1-15, 2 WC / 16-35, 3 WC / 36-55 females	

Handwritten signature

frontline services (for employee's use)	1 lavatory / 40 males; or 1 lavatory / 2 WC (whichever is applicable)	
	1 lavatory / 40 females; or 1 lavatory / 2 WC (whichever is applicable)	
PARKING AREA		
Office Space Parking	Office space with a gross floor area up to 70.00 sq. meters - provide one (1) parking slot for each unit	Automobile parking dimensions: 2.50 m. x 5.00 m.
PWD Parking Area	1 PWD Parking per office	3.70 m. x 5.00 m.

8. RESPONSIBILITY CLAUSE

Project proponents shall be responsible in ensuring that all infrastructure projects are presented to CGIDS for the latter's evaluation and review.

Commander, CGIDS shall ensure that all future infrastructure projects and current infrastructure projects, which may still be modified, should comply with the standards set forth in this Circular.

9. RESCISSION

All publications in conflict with this Circular are hereby repealed, rescinded or modified accordingly.


10. EFFECTIVITY

This Circular shall take effect upon publication.

BY COMMAND OF ADMIRAL GAVAN PCG:

OFFICIAL:

HOSTILLO ARTURO E CORNELIO
RADM **PCG**
Chief of Coast Guard Staff


JAYSIEBELL B FERRER
CDR **PCG**
Coast Guard Adjutant