



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

NHQ-PCG/CGIG-IAS

15 March 2024

**CIRCULAR
NUMBER 04-24**

**REVISED GUIDELINES AND PROCEDURES ON THE CONDUCT OF
ANNUAL GENERAL INSPECTION TO PCG UNITS**

I. AUTHORITY

- A. Republic Act No. 9993, "PCG Law of 2009", and its Implementing Rules and Regulations
- B. NHQ-PCG/CGIG-IAS Circular Number 11-22 dated 19 July 2022,0 "Coast Guard Inspector General and Internal Affairs Service Guidelines and Governing Procedures in the Performance of its Functions"

II. REFERENCES

- A. PNP Internal Affairs Service Guidelines and Procedures Title V, Sections 39 to 51 of Republic Act 8551 dated February 25, 1998
- B. OTAG/OTPMG SOP Number 10 dated 05 June 2020 "Delineation of Investigative Functions of OTIG/OESPA/ and OTPMG"
- C. TIG/AGP SOP Number 04 dated 23 September 1968 "Annual General Inspection"
- D. Armed Forces of the Philippines (AFP) Regulation G 111-134 "Annual General Inspection Reports Inspector General Service"; and
- E. Revised Philippine Government Internal Audit Manual 2020.

III. SCOPE

This Circular shall apply to all levels of Philippine Coast Guard (PCG) Major Units, Functional Commands, Service Commands, Coast Guard Districts, Coast Guard Stations, Coast Guard Sub-Stations and other Detachments and activities of the PCG.

IV. PURPOSE

This Circular prescribes the standard guidelines and procedures for the conduct of Annual General Inspection (AGI).

V. OBJECTIVE

- A. To conduct inspection matters pertaining to mission accomplishment, effectiveness, utilization of resources, state of morale and discipline, and unit readiness.
- B. To determine whether the unit is organized, trained and equipped to perform its functions effectively.
- C. To determine whether the pertinent laws and the existing rules and regulations of the Higher Headquarters are properly disseminated and complied with.
- D. To monitor and inspect the unit's effectiveness, assess possible mismanagement and improve its economy.
- E. To recommend appropriate measures and to rectify the non-conformities and irregularities and further improve the state of morale and discipline, efficiency, economy and readiness of the unit inspected.
- F. To conduct investigations on irregularities found during the course of Annual General Inspection.

VI. DEFINITION OF TERMS

- A. **Annual General Inspection (AGI)** – An annual inspection conducted by the Coast Guard Inspector General and Internal Affairs Service (CGIG-IAS) on a yearly basis for the appraisal of efficiency, effectiveness, mission accomplishment, proper management and utilization of resources, state of morale and discipline, and overall readiness of a unit as well as conveying of appropriate recommendations for improvement.
- B. **AGI Inspector** – An Officer or Non-Officer who is qualified with professional competence to inspect and evaluate offices and units. An AGI Inspector shall complete the required seminar by CGIG-IAS pertaining to the Annual General Inspection to be designated as an AGI Inspector.
- C. **AGI Inspector Eligibility Badge** – The AGI Inspector Eligibility Badge is an important symbol of Coast Guard recognition of competence and eligibility of both Officers and Non-Officers who have been qualified by the Inspector General, CGIG-IAS as AGI Inspector. AGI Inspector's Eligibility Badge shall be awarded to all personnel who are deemed eligible to conduct inspection after completing the AGI workshop.
- D. **Entrance Briefing** –The first activity during the AGI wherein the unit shall be required to present their status of compliance based on the reports of the



- previous AGI conducted. The AGI Team shall deliver a presentation on the CGIG-IAS mandates, functions, and the purpose and scope of AGI.
- E. **Exit Briefing** – The last activity during the AGI wherein the initial report will be presented by the AGI Team to appraise the unit being inspected on their performance using the Inspection Parameters and Rating Checklist (IPRC).
 - F. **Flag of Distinction** – a recognition given to the District that obtained the highest over-all rating during the conduct of annual general inspection for the whole calendar year.
 - G. **Formal AGI Report** – A detailed report with its supporting enclosures which include all the findings and recommendations that shall be rendered by the Chairperson, AGI Team to be submitted to the Commandant, Philippine Coast Guard.
 - H. **Initial AGI Report** – An initial report or the general impression of the inspection that shall be rendered by the members of the AGI Team after the inspection.
 - I. **Inspection and Audit Unit (IAU)** – The operating unit of CGIG-IAS primarily responsible for initiating and supervising the entire process of the AGI.
 - J. **Inspection Parameters and Rating Checklist (IPRC)**– A list of parameters to be reviewed and inspected by individual inspectors during inspection. The checklists are the result of a workshop conducted by the CGIG-IAS as well as resource persons from different HPCG offices.
 - K. **Notification** – A communication indicating the schedule of the AGI. It shall be transmitted to the concerned unit at least fifteen (15) days prior to inspection with a directive to submit all necessary documents for the inspection.
 - L. **Non-Conformity** – Failure to meet the standard or key area of inspection, which is not contrary to the law and can be corrected by the unit inspected.
 - M. **Operational Readiness and Security Systems Inspection, Tests and Evaluation (ORSITE)** – Series of events that will determine and evaluate the state of operational readiness and willingness to perform official coast guard functions in cases of unforeseen events.
 - N. **Pre-AGI Conference** – A short briefing to be presided by the Chairperson, AGI Team. It shall be conducted at least three (3) days prior to the inspection to give guidance and instructions to the AGI Inspectors.

VII. GENERAL GUIDELINES

An AGI shall be carried out over the course of each calendar year, at any given time of day and any day of the week including holidays.

In all AGIs undertaken by the CGIG-IAS to PCG units, the purpose is to look into the efficiency, effectiveness, readiness, proper management and utilization of

resources, mission accomplishment, and state of morale and discipline of the command/unit/office being inspected. Part also of the inspection is looking into the issues and concerns of the unit that need further solutions or intervention from Higher Headquarters.

The conduct of the AGI shall be a concerted effort between the AGI Team led by the Inspector General (IG), CGIG-IAS and the PCG unit being inspected to ensure an orderly manner guided by this Circular.

A. PRINCIPLES OF INSPECTION

In all AGIs, inspectors shall be guided by the following principles of inspection:

1. **Mission-centered.** Inspectors believe that inspections determine the effectiveness and economy of mission performance which vary as the PCG requirements change. The principal concern of any inspection must be the alignment of the missions and functions of units to those of the Higher Headquarters;
2. **Impartial.** Inspectors shall not be influenced by prejudice, preconceived conclusions or snap judgments; and
3. **Logical.** Inspectors must see to it that there is a thorough analysis of facts that will determine the basic cause of non-conformities. These will help determine the necessary corrective action. Analysis of observations can also reveal potential trouble areas and can lead to the discovery of economical and effective practices that the unit can adopt.

B. GUIDELINES FOR THE INSPECTORS

An inspector, as part of the AGI Team and conducting inspections of the different units of the PCG, must:

1. **Have a level of thinking as that of the Commander.** The Inspector must know the mission and plans, as well as the problems and all other causative factors influencing the Command's decision-making process;
2. **Suggest solutions that will bridge the gap between the decision and its implementation.** Should determine where the gaps and lags are in the system to be able to suggest appropriate solutions. Should recommend improvements and initiate innovative measures;
3. **Help rather than find faults.** Encourages the unit to perform better rather than censure them for mistakes. Advises them on how they might be able to improve their performance and brings to the attention of the Commander those matters which are beyond their capability to solve;



4. **Be constructive in assessment.** Must conduct the inspection in the spirit of assisting rather than harassing the command/unit/office;
5. **Be alert in detecting indications of a troubled environment.** Must immediately report such to the Commander so that immediate corrective actions can be undertaken;
6. **Evaluate based on facts only.** Must not evaluate based merely on apparent and superficial observations, but must dig deeper to determine the true status of efficiency, effectiveness and morale and welfare of the unit being inspected; and
7. **Avoid being swept by the “sprucing up” tendency.** Must not be swept by the tendency of some units to put up an artificial appearance to convey efficiency before an inspection or scrutiny by visitors. Unannounced inspections are highly encouraged.

VIII. AGI TEAM COMPOSITION AND QUALIFICATIONS

- A. The AGI Team shall be composed of PCG Personnel who are deemed eligible to carry out the inspection after completing the required seminar related to Annual General Inspection. Provided, that the AGI Inspectors shall be designated in accordance with the appropriate NHQ-PCG/CGAO Special Order.
- B. The IG, CGIG-IAS shall evaluate the experiences, training and backgrounds of the members of the AGI Team.
- C. AGI Team shall be composed including but not limited to the following:

IG, CGIG-IAS	Ex-Officio Chairperson
DIG, CGIG-IAS	Vice Chairperson
CG-1/Representative	Member
CG-2/Representative	Member
CG-3/Representative	Member
CG-4/Representative	Member
CG-6/Representative	Member
CG-7/Representative	Member
CG-11/Representative	Member
CG-12/Representative	Member
C, MSSC/ Representative	Member
C, MEPCOM/ Representative	Member
C, MARSLEC/ Representative	Member
CGREMS/ Representative	Member
CGIDS/ Representative	Member
CGGAD/ Representative	Member
CGLS/ Representative	Member
Legal, CGIG-IAS	Member
FMCPD	Member
C, Inspection and Audit Unit (IAU), CGIG-IAS	Secretariat

- D. The Head of Office included in the AGI team composition may send their respective representative in the event the scheduled AGI conflicts with their schedule, provided that the representative shall at least be CG LTSG for Officer and CG SCPO for Non-Officer and must have completed the required AGI seminar by the CGIG-IAS.

IX. PROCEDURES

A. PREPARATION FOR THE INSPECTION

Proper preparation is integral prior to the conduct of an inspection and essential to the efficient accomplishment of the assigned task. Important matters to be prepared are as follows:

1. Inspection Parameters and Rating Checklist (IPRC) Enhancement Workshop

- a. An Inspection Parameters and Rating Checklist (IPRC) Enhancement Workshop shall be conducted every January or February of the year, as the case may be, by IG, CGIG-IAS together with various resource persons to enhance the parameters by which the command/unit/office to be inspected will be measured upon.
- b. The proposed IPRC will be endorsed to the Commandant, PCG for approval. Once approved, the IPRC will serve as the basis of the IG, CGIG-IAS inspectors in rating the command/unit/office being inspected.
- c. IPRC and other inspection guides applicable to the type of the units inspected shall be devised by the CGIG-IAS subject to the approval of the IG, CGIG-IAS.

2. Notification

- a. IG, CGIG-IAS shall notify the unit to be inspected fifteen (15) days prior to the actual inspection. The Unit to be inspected shall be required to submit its organizational structure, roster of troops, camp defense plan, watch quarter station bill and other pertinent documents that are needed for the inspection.
- b. In case the schedule of the AGI conflicts with other schedules of the Unit, the Unit to be inspected shall submit a letter request addressed to the Office of the CGIG-IAS for rescheduling and indicating the reason for rescheduling.
- c. The IG, CGIG-IAS may approve or disapprove the request for rescheduling and will notify the Unit to be inspected in response to their request.



3. Inspection Plan

- a. To facilitate the inspection, the AGI Team shall adopt an inspection plan which shall include the following:
 - 1) Task Organization;
 - 2) Duties and Responsibilities;
 - 3) Schedule of Activities;
 - 4) Concept of Inspection;
 - 5) Areas of Interest;
 - 6) Personnel Composition;
 - 7) Entrance Briefing Program; and
 - 8) Exit Briefing Program.
- b. The Commander, IAU shall be responsible for drafting the Inspection Plan and the arrangement for travel to be approved by the IG, CGIG-IAS.

4. Pre-AGI Conference

- a. The Pre-AGI Conference shall be conducted to synchronize the plan of action of the Inspection Team on administrative and operational matters. Said conference is conducted three (3) days prior to the actual inspection to be presided by the Chairperson, AGI Team.
- b. The Secretariat, AGI Team shall present and discuss the Inspection Plan to the inspectors. To include the date, time, means of transportation, place of departure, rundown of scheduled visits, itinerary and tentative date of exit briefing.
- c. Chairperson, AGI Team shall discuss the sources of information and the key areas to be inspected and provide guidelines for the inspectors, including but not limited to the following:
 - 1) Examination of documents needed as stipulated in the IPRC;
 - 2) Observation of existing conditions of the command/unit/office;
 - 3) Records and reports; and
 - 4) Interview of responsible personnel.

B. CONDUCT OF INSPECTION

1. Entrance Briefing

The conduct of entrance briefing prior to the inspection proper shall be presented by the command/unit/office to be inspected which includes the following:

- a. Mission, capabilities and organizational structure
- b. Overview of activities, plans and programs
- c. Unit readiness
- d. Financial Performance
- e. Accomplishments versus target goals of the previous year



- f. Actions taken on previous AGI findings
- g. Issues and concerns of the command/unit/office

The AGI Team shall deliver a presentation which includes the following:

- a. Scope of the Annual General Inspection;
- b. CGIG-IAS History, Functions and Mandates; and
- c. Revised AGI Policy.

2. Ranks and Barracks Inspection

- a. The proper grooming and appearance will reflect the discipline of each personnel of the Unit. Likewise, it is imperative to provide leaders with the ability to monitor the safety of facilities and the welfare of the personnel working and living under their jurisdiction. These shall be determined by conducting a Ranks and Barracks Inspection.
- b. The non-conformities found during the said inspection will be immediately forwarded to the Commanding Officer of the unit inspected for his/her appropriate action. The result of the personnel and facilities inspection shall be presented during the exit briefing and shall be included in the formal AGI report which will then be forwarded to the Commandant, PCG.

3. Management, Document Control, Resources and Operation Processes Inspection

- a. Operational and administrative inspection is a critical aspect of AGI as it involves measuring, examining and reviewing materials using the IPRC and other established standards to determine whether the unit complies with the latest regulations and guidelines.
- b. All units/offices shall be inspected by the designated inspectors. The key areas to be inspected include the following:
 - 1) Circulars, policies and standard operating procedures (SOPs);
 - 2) Organizational structure and administrative functions;
 - 3) Personnel management;
 - 4) Operational plans and programs;
 - 5) Training plan and implementation;
 - 6) Organizational equipment, supply procedures, control, acquisition, storage, distribution, disposal and maintenance; and
 - 7) Utilization of funds.
- c. The non-conformities that will be noted by the inspectors shall have corresponding recommendations.
- d. The result of the inspection shall be presented during the exit briefing and shall be included in the formal AGI report to be forwarded to the Commandant, Philippine Coast Guard.

4. Morale and Discipline Survey (MADS)

- a. The MADS shall be administered to the personnel of the command/unit/office inspected in order to determine the effectiveness of leadership and management and to determine the state of morale and discipline. There shall be a separate survey for Officers and Non-Officers.
- b. The sole authority to conduct MADS is vested to the Office of the CGIG-IAS, with the Inspector General, CGIG-IAS as the Chairperson of the survey team to preserve respect for authority enforcing regulations, and eliminating conditions detrimental to coast guard discipline, law and order.

5. Operational Readiness and Security Systems Inspection, Tests and Evaluation (ORSITE)

- a. The ORSITE shall be conducted spontaneously and simultaneously during the duration of AGI to ascertain the operational readiness and security of the unit.
- b. The sole authority to conduct ORSITE is vested to the Office of the CGIG-IAS, with the Inspector General, CGIG-IAS as the Chairperson of the team.
- c. Evaluation of the performance will be based on the prepared IPRC by the inspectors which shall include reaction time to civil disturbance in accordance with its camp defense plan and contingency plans.
- d. The result of the ORSITE shall be presented during the Exit Briefing and shall be included in the formal AGI report to be submitted to the Commandant, PCG.

6. Inspection of different Operational Control (OPCON) and subordinate units

- a. Validation visits to the different OPCON and subordinate units shall be conducted during the inspection period, whenever possible, to validate both the unit as part of their respective area of responsibility (AOR), the contributions of both the OPCON and subordinate units in the mission accomplishment of the command/unit/office being inspected, as well as the utilization of downloaded funds of the command/unit/office visited.
- b. The said visits also aim to gather their issues and concerns to be forwarded to their respective mother units for resolution.

7. Exit Briefing

- a. Upon completion of the inspection, an exit briefing shall be conducted where all pertinent observations will be cited, which comprises of, but are not limited to, the following:
 - 1) Significant findings, observations and recommendations for the improvement of the command/unit/office;
 - 2) Corrective, remedial, constructive and preventive, rather than punitive, recommendations;
 - 3) Issues and concerns of the command/unit/office and its subordinate and component units;
 - 4) Respective representatives from the Higher Headquarters are required to provide responses to issues and concerns; and
 - 5) Other matters concerning the conduct of AGI.
- b. The initial AGI report result including the result of MADS and ORSITE shall, likewise, be presented during the exit briefing.

C. SUBMISSION OF REPORTS

1. An AGI Report is made with the specific objective of evaluating the effectiveness of a particular function, system or program within a unit. It embraces all the aspects of a command, installation or activity within the PCG's jurisdiction.
2. Preparation of the Inspection Report shall be the sole duty of the members of the AGI Team. The Inspection Report with the attached accomplished IPRC and documentation shall be submitted to the AGI Head Secretariat within seven (7) days after the AGI.
3. The CGIG-IAS shall be the custodian of the original copies of all AGI reports and other pertinent documents.
4. Upon consolidation of the reports, the AGI Head Secretariat shall then submit the Formal AGI Report to the Chairperson, AGI Team within ten (10) days. Upon approval of the Chairperson, AGI Team, the formal AGI Report shall be submitted to the Commandant, PCG.
5. An AGI Report is prepared to provide the Commandant, PCG with:
 - a. An appraisal of the performance of the mission and the state of morale, discipline, efficiency and economy of the unit inspected.
 - b. Information concerning any irregularities, deficiencies or problem areas, outstanding accomplishments, and best practices noted during the inspection.
 - c. Recommendations for improving the morale, discipline, efficiency and economy of the unit.



D. FINDINGS

1. The CGIG-IAS shall, likewise, furnish a copy of the report to the unit inspected. The Commanding Officer of the unit inspected shall submit a letter to explain the violations and action taken on the defects and irregularities noted during the AGI. The same shall be submitted within seventy-two (72) hours to Commandant, PCG via IG, CGIG-IAS after the conduct of the inspection.
2. If necessary, the IG, CGIG-IAS shall issue orders to the C, IAU to conduct an appropriate investigation in case of a gross violation of rules and regulations that affects the operational readiness and over-all function of the unit inspected.
3. The Chairperson, AGI Team shall recommend proper recognition for the outstanding and meritorious achievement of the unit to the Commandant, PCG.

E. FOLLOW-UP OF SIGNIFICANT FINDINGS/OBSERVATIONS

Following-up significant findings/observations is a way for Commanders to be informed of the progress and quality of corrective action. The problems which have been identified must be resolved. Follow-up may be anything from a review of the report to a scheduled re-inspection.

Failure to take necessary corrective action on the recommendation (non-conformities) based on the finding of the AGI Inspectors may warrant an investigation and administrative sanction as per Commandant, PCG approval.

X. RATING

- A. A rating based on the manner of performances on mission and status of discipline, efficiency and economy of the Unit/Activity inspected shall be awarded as a result of inspection.
- B. The following are the adjectival descriptions and their corresponding criteria:

Mark Percentage	Team	Symbol	Criteria
96 - 100	Outstanding	O	When the Unit has performed its primary mission in a most exemplary manner that it clearly deserves commendation/award. The Unit should have no reports of any irregularities or violations. The Unit may, however, have minor non-conformities.
90 - 95	Superior	SU	When the Unit has performed its functions in a very exemplary manner, some subordinate units merit commendation. Although it may have minor

			non-conformities, it should have no reports of irregularities and violations.
85-89	Excellent	E	When the Unit has performed any of its functions in an excellent manner. The Unit should have no violation. The Unit may, however, have non-conformities and defects.
80 – 84	Satisfactory	S	When the Unit has performed its primary functions in a manner expected of it pursuant to its TOE. While the Unit may have minor defects and deficiencies, the Unit should have no reports of irregularities and violations.
75 – 79	Marginal	M	When the Unit barely gets by in accomplishing its primary mission. While the Unit may or may not have any irregularities or violations, there may be major non-conformities of such magnitudes as to merit the attention of all Commanders and Staff above the Unit level.
0 – 74	Unsatisfactory	U	When the Unit has reports of irregularities and violations serious in nature as to warrant the attention of all Commanders and Staff above the Unit level.

- C. The Individual and Unit Morale and Discipline Survey Result shall be rated as **HIGH**, **GOOD** and **POOR** as defined hereunder:
- a. **High** - This rating indicates superior quality, performance or excellence. It signifies that the Commanding Officer has exceeded expectations and demonstrated remarkable abilities to attain the Unit's mission and the PCG as a whole.
 - b. **Good** - This rating indicates satisfactory or acceptable quality. It signifies that the Commanding Officer has the above-average performance or quality to fulfill the Unit's mission and the PCG as a whole.
 - c. **Poor** - This rating indicates unsatisfactory or below average quality. It signifies inadequate performance or quality to fulfill the Unit's mission and the PCG as a whole. It emphasizes the aspects that require attention, development or enhancement.
- D. Highly sensitive and confidential results of MADS shall be reported directly to the Commanding Officer of the Unit Inspected.

XI. RECOGNITION

Recognition refers to the acknowledgment of the Unit's remarkable achievement in accomplishing its mandated mission. This Distinction is given to the Unit that obtained the highest over-all rating and manifested an exemplary performance during the conduct of the Annual General Inspection. To accord the recognition, hereunder are the conditions for granting the appropriate recognition to the Unit inspected:

- A. The Certificate of Merit shall be given to a PCG Unit that attains the Excellent rating and higher.
- B. The result of AGI shall be included as one of the basis for granting the "BEST" District/Station of the year and shall be awarded a Flag of Distinction.
- C. The Flag of Distinction is given to the adjudged "BEST" District/Station and shall be awarded during the PCG Anniversary.

XII. RESPONSIBILITIES

A. Inspector General, CGIG-IAS

1. Shall act as the Chairperson, AGI Team; and
2. Shall make the necessary recommendations to the C, PCG after the AGI.

B. Deputy Inspector General, CGIG-IAS

1. Shall act as the Vice Chairperson, AGI Team;
2. Shall be the Chairperson for the MADS for Officers; and
3. Shall be the Chairperson of the ORSITE Team.

C. Commander, Inspection and Audit Unit

1. Shall act as the Head Secretariat of the AGI Team;
2. Shall be responsible for the preparation of AGI;
3. Shall prepare the AGI Report to be forwarded to the Commandant, PCG
4. Shall be responsible for conducting appropriate investigation in cases of violation of PCG rules and regulations, policy and other complaints from individual or groups pertaining to the irregularities in the performance of the PCG functions; and
5. Perform other tasks the Inspector General may direct.

D. Deputy Commander, Inspection and Audit Unit

1. Shall act as the Deputy Secretariat of the AGI Team;
2. Shall assist the C, IAU for the preparation of the AGI;
3. Shall assist the C, IAU in drafting the AGI report;
4. Shall assist the C, IAU in conducting investigation; and
5. Perform other tasks as directed.

E. LEGAL, CGIG-IAS

1. Shall submit the updated IPRC upon the request of the IG, CGIG-IAS;

2. Shall provide an inspector for the AGI to be designated as the Chairperson of Morale and Discipline Survey for Officer;
3. Shall submit report pertaining to the result of AGI; and
4. Perform other tasks as directed.

F. HPCG Central Staff

1. Shall submit the updated IPRC upon the request of the IG, CGIG-IAS;
2. Shall provide an inspector for the AGI to be designated as the inspector for the unit staff;
3. Shall submit report pertaining to the result of AGI; and
4. Perform other tasks as directed.

G. Maritime Safety Services Command

1. Shall submit the updated IPRC upon the request of the IG, CGIG-IAS;
2. Shall provide an inspector for the AGI to be designated as the inspector for maritime safety services functions;
3. Shall submit report pertaining to the result of AGI; and
4. Perform other tasks as directed.

H. Marine Environmental Protection Command

1. Shall submit the updated IPRC upon the request of the IG, CGIG-IAS;
2. Shall provide an inspector for the AGI to be designated as the inspector for marine environmental protection functions;
3. Shall submit report pertaining to the result of AGI; and
4. Perform other tasks as directed.

I. Maritime Security Law Enforcement Command

1. Shall submit the updated IPRC upon the request of the IG, CGIG-IAS;
2. Shall provide an inspector for the AGI to be designated as the inspector for maritime security law enforcement functions;
3. Shall submit report pertaining to the result of AGI; and
4. Perform other tasks as directed.

J. Coast Guard Logistics Systems Command

1. Shall submit the updated IPRC upon the request of the IG, CGIG-IAS;
2. Shall provide an inspector for the AGI to be designated as the inspector for real estate management;
3. Shall provide an inspector for the AGI to be designated as the inspector for facilities and infrastructure development and maintenance;
4. Shall submit report pertaining to the result of AGI; and
5. Perform other tasks as directed.

K. Coast Guard Gender and Development

1. Shall submit the updated IPRC upon the request of the IG, CGIG-IAS;
2. Shall provide an inspector for the AGI to be designated as the inspector for gender and development;

3. Shall submit report pertaining to the result of AGI; and
4. Perform other tasks as directed.

L. Coast Guard Legal Service

1. Shall submit the updated IPRC upon the request of the IG, CGIG-IAS;
2. Shall provide an inspector for the AGI to be designated as the inspector for the legal unit;
3. Shall submit report pertaining to the result of AGI;
4. To inspect or obtain records of cases involving PCG personnel filed with the regular courts; and
5. Perform other tasks as directed.

M. Office of the First Master Chief

1. Shall submit the updated IPRC upon the request of the IG, CGIG-IAS;
2. Shall provide an inspector for the AGI to be designated as the Chairperson of Morale and Discipline Survey for Non-Officers;
3. Shall submit report pertaining to the result of AGI; and
4. Perform other tasks as directed.

XIII. CONDUCT OF INVESTIGATION

- A. The conduct of investigation may be directed by the Commandant, PCG involving irregularities or gross violation of policies, directives, procedures, discipline, efficiency, economy, and the good name, prestige and integrity of the PCG.
- B. The IG, CGIG-IAS may direct the C, IAU to conduct an appropriate investigation of the unit inspected which manifested violation of laws, rules and regulations during inspection.
- C. Initiate, *motu proprio*, the investigation of all complaints pertaining to violation of any law, policy or rules and regulations involving Coast Guard personnel obtained from print, broadcast and other social media platforms, concerned individual or groups from any source, anonymous or not, relative to the function of the Unit.

XIV. BUDGET ALLOCATION

The Inspector General Staff for Logistics and Comptrollership, IG-4 shall allocate appropriate funds to defray the necessary expenses which may be entailed in the establishment and operations of the IAU and other related expenses as determined.

XV. RESCISSION

Other policies that are inconsistent with this circular are hereby rescinded upon approval and effectivity of this Circular.



XVI. AMENDMENT

Any amendment or modification of this policy as may be necessary must be approved by the Commandant, PCG.

XVII. EFFECTIVITY

This Circular shall be implemented effective 08 February 2024.

BY COMMAND OF COAST GUARD ADMIRAL GAVAN:

OFFICIAL:

HOSTILLO ARTURO E CORNELIO
CG RADM
Chief of Coast Guard Staff


JAYSIEBELL B FERRER
CG CDR
Coast Guard Adjutant