



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

NHQ-PCG/CG-1

26 April 2024

**CIRCULAR  
NUMBER 07-24**

**REVISED PROCUREMENT OF OFFICERS IN THE  
PHILIPPINE COAST GUARD**

**I. AUTHORITY**

- A. Republic Act 9993, "Philippine Coast Guard Law of 2009", and its IRR
- B. Republic Act 9710, "The Magna Carta of Women"
- C. Presidential Decree (PD) No. 1638, as amended by PD 1650

**II. PURPOSE**

This Circular prescribes the general guidelines for the procurement of officers in the PCG to recruit the best-qualified applicants through a systematic, thorough and efficient recruitment system.

**III. SCOPE**

This Circular applies to all applicants for Commissionship in the PCG service.

**IV. DEFINITION OF TERMS**

- A. **Candidate Coast Guard Officer (CCGO)** – the rank carried by CG P/ENS when placed under trainee status and assigned at CGETDC purposely to undergo CGOC.
- B. **Coast Guard Human Resource Management Command (CGHRMC)** – is the unit of the PCG that facilitates the recruitment of an applicant through its Procurement and Attrition Division. CGHRMC shall recommend all applicants for deliberation to the PCG Officers Admission Board.
- C. **Coast Guard Officers Course (CGOC)** – is the required basic course undertaken by candidate officers to inculcate the customs and traditions of the PCG. The convening of the CGOC shall be determined by the Coast Guard Education, Training and Doctrine Command (CGETDC). CGOC must be completed by the CCGO prior being recommended for Commissionship.

- D. **Coast Guard Probationary Ensign (CG P/ENS)** – is the rank carried by a Commissionship applicant upon appointment in the PCG service.
- E. **Commissionship** – is the appointment of an Officer to the rank/grade of CG Ensign (O-1) or CG Lieutenant (O-3) in the PCG service by the Secretary of the Department of Transportation as recommended by the Commandant, PCG. This shall be the start of an Officer's Time-in-Grade for purposes of promotion.
- F. **Commissionship Applicants** – are those who aspire to become a Commissioned Officer in the PCG service.
- G. **Human Resource Management Units (HRMUs)** – sub-units under the CGHRMC housed by all PCG units, Commands and Districts all over the Philippines. They are primarily in charge of the recruitment processes within their areas of responsibility.
- H. **General Line Officers (GLOs)** – these are PCG Officers who possess functional qualifications, specialized skills, distinctive competencies, and Commissioned with the entry rank of Ensign.
- I. **Office of the Deputy Chief of Coast Guard Staff for Human Resource Management, CG-1** – is the staff primary responsible for the overall recruitment planning of the Command.
- J. **Technical Line Officers (TLOs)** – these are PCG Officers who, by nature of their pre-entry requirement in education and training, are limited to be assigned to a particular occupational specialty. They hold technical qualifications related to their educational background and work specialization such as but not limited to lawyers, medical doctors, veterinarians, dentists and chaplain.

## V. POLICIES

### A. APPOINTMENT

Only applicants who meet the following qualifications shall be considered for appointment as Officers / CG P/ENS in the PCG service:

1. **GENERAL LINE OFFICERS (GLO)**
  - a) Natural-born citizen of the Philippines;
  - b) Of good moral character;
  - c) Physically and mentally qualified under the existing regulations for PCG service;
  - d) Single;

- e) Minimum entry height of 5'2" (157.48 cm) for male and 5'0 (152.4cm) for female;
- f) Baccalaureate Degree holder;
- g) With Professional Civil Service Eligibility of at least 80% rating or any equivalence as may be determined and approved by the Command such as but not limited to PRC License, Marina License for Deck and Engineering Officers, Pilot License issued by the Civil Aviation Authority of the Philippines (CAAP);
- h) At least twenty-one (21) but not more than twenty-eight (28) years of age at the date of appointment in the PCG service. However, age limitations may be waived for exceptionally qualified applicants with special skills deemed highly valuable to the Philippine Coast Guard; and
- i) For applicants from PCG Non-Officers, no age limit will apply but the fitness of the applicant to undergo training shall be determined by the Coast Guard Medical Service.

2. **TECHNICAL LINE OFFICERS (TLO)**

- a) **TLO with the rank of CG Lieutenant upon Commissionship** (Lawyers, Medical Doctors, Dentists, Veterinarians and Chaplain)
  - (1) Natural-born citizen of the Philippines;
  - (2) Of good moral character;
  - (3) Physically and mentally qualified under the existing regulations for PCG service;
  - (4) Single or Married;
  - (5) Minimum entry height of 5'0" (152.4 cm) for both male and female;
  - (6) Bar or Board Passer in their respective fields of profession;
  - (7) At least twenty-six (26) but not more than thirty-six (36) years of age upon appointment. However, age limitations may be waived for exceptionally qualified applicants with special skills deemed highly valuable to the Philippine Coast Guard;
  - (8) Exception to age requirement will apply if the applicant has a previous government service and if tacked to the



remaining years to be served in the PCG until reaching the compulsory age retirement of fifty-six (56) years old, he/she can still accumulate at least twenty (20) years in the service to avail retirement benefits (As stipulated in Section 1 of P.D 1650).

b) **TLO with the rank of CG Ensign upon Commissionship**  
(Nurses, Medical Technologists, Psychologists, Physical Therapist and other professionals considered by the Command as Technical)

- (1) Natural-born citizen of the Philippines;
- (2) Of good moral character;
- (3) Physically and mentally qualified under the existing regulations for PCG service;
- (4) Single;
- (5) Minimum entry height of 5'0" (152.4 cm) for both male and female;
- (6) Board Passer in their respective fields of profession;
- (7) At least twenty-one (21) but not more than twenty-eight (28) years of age upon appointment. However, age limitations may be waived for exceptionally qualified applicants with special skills deemed highly valuable to the Philippine Coast Guard.

**B. DISQUALIFICATIONS FOR APPOINTMENT**

Notwithstanding the provisions of paragraph V.a above, no applicant in any of the following categories shall be appointed in the PCG service:

1. Those who are serving as Officers, Enlisted Personnel, officials or employees in any other capacity in the government or Armed Forces of any country;
2. Those who were convicted for offenses involving moral turpitude in military or civil courts or any of the crimes against national security and law of nations, crimes against the fundamental laws of the state, crimes against public order or crimes against public morals;
3. Has pending criminal, civil or administrative case;
4. A deserter or felon;

5. Those who were separated from the government or uniformed service under the following conditions:
  - a) Dishonorably separated from the Service;
  - b) As a result of court-martial;
  - c) As a result of administrative proceedings;
  - d) For unsatisfactory service;
  - e) Under any condition other than honorable.
  
6. Those who have any form of body art or artificial body markings (ABM), unless required for legitimate health aesthetic purposes, which are visible while wearing PCG uniforms, are prohibited. The minimum prescribed uniform shall be the PCG Athletic uniform (short-sleeved athletic shirt and shorts) and the crew/ V-necked shirt for the PCG GOA. Thus, the minimum covered area should be up until the forearm and the middle of the thighs. Likewise, when attending any Command activity, while wearing civilian attire, and/ or Coast Guard/ military weddings, the tattoo should always be covered.
  
7. Those who have any form of body art or artificial body markings (ABM) anywhere in the body which will fall under the following categories are strictly prohibited, even if under cover/ clothing:
  - a) Contrary to the published basic core values of the Philippine Coast Guard;
  - b) Political or commercial endorsement;
  - c) Advocates or symbolizes all types of discrimination (gender, race, color, etc);
  - d) Obscene, graphic or sexual images;
  - e) Promote supremacist or extremist ideals;
  - f) Ethnically or religiously discriminatory or offensive;
  - g) Group/ gang affiliation;
  - h) Suggests or promotes illegal drug use or alcoholism;
  - i) Prejudicial to good order and discipline; or
  - j) Brings dishonor or discredit to the PCG or government service.
  
8. Any physical differences that exhibit an unfavorable appearance and could potentially impact individual performance.

### **C. COMMISSIONSHIP**

Qualified applicants or those included in the list of candidates for Commissionship shall submit the following:

1. CGOC Certificate of Completion;
2. Summary of Information;
3. PSA Birth Certificate;
4. Certificate of No Marriage (CENOMAR);
5. Diploma;

6. TOR;
7. Certificate of Eligibility;
8. NBI Clearance; and
9. Other documents as may be required

## VI. GUIDELINES

A. The candidates for Commissionship shall be recruited from all the provinces and cities as far as practicable. Interested applicants who have satisfied the initial qualifications shall submit the following documents at HRMU for the initial screening:

1. Application Form;
2. PSA Birth Certificate;
3. NBI Clearance;
4. Certificate of No Marriage (CENOMAR);
5. Diploma;
6. Transcript of Records (TOR);
7. Certificate of Eligibility; and
8. Colored Full Body Picture (4R)

B. Candidates for Commissionship shall also be recruited from among the qualified PCG Non-Officers. Interested applicants must be favorably endorsed by his/her Unit Commander and shall submit the following additional requirements:

1. Summary of Information (SOI)
2. Latest re-enlistment order
3. CGIG-IAS Clearance
4. Endorsement from Unit Commander
5. Ombudsman Clearance
6. Sandiganbayan Clearance

C. Allowable number of female quota shall be based on 20% ratio of the total PCG population.

D. Initial screening of the applicants shall be conducted by the concerned HRMU. Applicants who will pass the initial screening shall be endorsed/recommended by the said HRMU to the PCG Officers Admission Board through CGHRMC.

E. The PCG Officers Admission Board shall conduct panel deliberation of applicants for Commissionship and shall select the best candidate to fill up the requirement of PCG. The PCG Officers Admission Board shall be constituted as follows:

Chairperson, HRDB	- Chairperson
Commander, MEPCOM	- Member
Commander, MSSC	- Member
Commander, MARSLEC	- Member

Commander, CGETDC	- Member
Commander, CGHRMC	- Member
Representative, Technical Service	- Member
DC of CGS for HRM, CG-1	- Member
DC of CGS for Intelligence, CG-2	- Member
DC of CGS for Comptrollership, CG-6	- Member
DC of CGS for Education and Training, CG-12	- Member
Director, HRPC	- Secretariat
Recruitment Division, CG-1	- Asst Secretariat

- F. The establishment of PCG Medical Admission Board shall assist PCG Officers Admission Board to determine the fitness of the applicants based on the result of Neuro-Psychology Examination, Medical Examination, Dental Examination and Physical Fitness Test (PFT). The PCG Medical Admission Board shall be constituted as follows:

Commander, CGETDC	- Chairperson
CG Medical Service	- Vice Chairperson
CG Dental Service	- Member
CG Nursing Service	- Member
CG Special Service Center	- Member
AC of MS for HRRM, MED-1	- Secretariat
Director, HRPC	- Asst. Secretariat

- G. Only Medically cleared applicants based on PCG REGIMENTAL RULES ON MEDICAL CLEARANCES shall proceed to the next step of recruitment and shall submit the additional requirements to CGHRMC:

1. National Police Clearance
2. Mayor's Clearance
3. Regional Trial Court Clearance
4. Municipal Trial Court Clearance
5. Barangay Clearance
6. Primary IDs (Pag-IBIG, Philhealth and TIN)
7. Residential Sketch
8. Previous Employment Clearance (if any)
9. Notarized PHS
10. Transcript of Records (TOR) with Authorization Letter with Receipt & ID with 3 signatures (PHOTOCOPY)
11. 2x2 Picture (2 pcs. Colored)

- H. Applicants who will not be selected and those who will be found to have deficiencies along the process shall be informed and have their application be automatically terminated. They may be allowed to re-apply and re-submit their application on the next recruitment cycle, subject to the qualifications set by the policy.

- I. Commissionship applicants shall be categorized into three groups and shall belong in the CGOC Classes as follows:

**Alpha** – shall be composed of Foreign Service Academy graduates, PMMA and MAAP graduates.

**Bravo** – civilian applicants possessing other educational degrees and eligibilities needed by the Command.

**Charlie** – civilian applicants with technical expertise and eligibilities that are commissioned in the rank of CG Lieutenant as prescribed in RA 9993 and other applicants identified by the Command as Technical.

**Delta** – a peculiar Coast Guard Officers Course and class where all Candidate Coast Guard Officers are chosen from qualified PCG Senior Non-Officers.

- J. Cadets belonging to United States Coast Guard (USCG) and other academy's cadetship program shall be Commissioned as Coast Guard Ensign (CG ENS) upon their graduation in the said cadetship program.

## VII. PROCEDURE

Upon the declaration of the approved vacancy for the year and the announcement of the filing of application for Commissionship, the following procedure shall be followed:

- A. The CGHRMC/HRMUs shall accept applications and conduct initial physical screening and document qualification assessment to applicants by conducting height, weight, physical check for tattoo/s and physical deformities in coordination with CG District Medical Service, then ensure that the qualifications stated in this Memorandum Circular were met by scrutinizing their submitted documents.
- B. All HRMUs shall submit to CGHRMC (Attention: Human Resource Procurement Center) detailed profile of Commissionship applicants who passed the initial physical screening and document qualification assessment for consolidation, programming and setting of schedules for deliberation to be conducted by the PCG Officers Admission Board.
- C. The PCG Officers Admission Board shall conduct panel deliberation to the Commissionship applicants and shall select the best candidate based on the priority courses, identified competency and result of the deliberation.
- D. All applicants who passed the deliberation based on the quota requirement shall be directed to proceed to the next steps for processing: Neuropsychiatric Exam, Medical Exam, Dental Exam and Physical Fitness Test. All applicants who will be found to have deficiencies in any of the said screening shall not be allowed to continue his/her application. Moreover, said applicant shall be informed through writing regarding status or termination of his/her application.



- E. The Medical Admission Board shall submit list of applicants who are medically cleared and list of applicants who are disqualified for PCG application based on the Neuro-Psychology Examination, Medical Examination and Dental Examination result to the PCGOAB (Attn: CGHRMC).
- F. All applicants who were medically cleared by Medical Admission Board shall likewise be directed to submit additional requirements for Background Investigation (BI). Said requirements shall be forwarded to the Office of DCS for Intelligence, CG-2 for the conduct of BI. All applicants found to have derogatory report shall not be allowed to continue his/her application. Likewise, said applicant shall be informed through writing regarding the status or termination of his/her application.
- G. Applicants who will satisfy the requirements and pass all the screening procedures shall be considered for appointment in the PCG service.
- H. In case the clearances of said applicants are not yet available during the schedule of their appointment, they shall be required to submit an Affidavit of Undertaking indicating therein that if any deficiencies are found even after their appointment in the Service, they will be subject for termination.
- I. The PCGOAB shall submit the list of applicants who satisfy the requirements and pass all the screening procedures to the Commandant, PCG for approval.
- J. Applicants in the approved list shall be appointed with the rank of CG P/ENS and shall be assigned at the CGHRMC for processing of other documentary requirements (TIN, Pag-IBIG, PhilHealth) prior placement in the trainee status and inclusion in the next CGOC Class to be convened.
- K. The Coast Guard Finance Service shall facilitate the processing of Land Bank Payroll Account of appointed CG P/ENS prior CGOC training.
- L. Upon convening, CGHRMC shall turn-over all appointed CG P/ENS to CGETDC, be carried MR and placed under trainee status, and shall carry the rank of CCGSO/CCGO while undergoing training.
- M. Before graduation, the application for the Commissionship of the said trainees shall be prepared by the Coast Guard Education, Training and Doctrine Command for submission to the Deputy Chief of Coast Guard Staff for Human Resource Management, CG-1 for the endorsement of the Commandant, PCG to the Secretary, Department of Transportation for approval. This is to ensure that said trainees will take their oath as Commissioned Officers of the PCG with the rank of CG Ensign right after the completion of CGOC and during their graduation ceremony. Further, the CGOC merit roll shall serve as the basis for CG-1 in determining their seniority ranking as CG Ensign.

## **VIII. WAIVER PARAMETERS**

The Commandant, PCG may grant the waiver for the following:

- A. For applicants who are over or under the age requirement or who failed to meet the minimum height requirement provided that the applicant possesses technical and special skills needed by the Command;
- B. Applicants for height waiver who belong to the Indigenous Group of People must be duly certified by the National Commission on Indigenous People (NCIP); and
- C. Any other waivers deemed advantage and highly valuable to the Philippine Coast Guard service.

## **IX. RESCISSION**

All PCG policies inconsistent with this Circular are hereby rescinded or modified accordingly upon effectivity of this Circular.

## **X. EFFECTIVITY**

This Circular shall take effect on 24 February 2024.

**BY COMMAND OF COAST GUARD ADMIRAL GAVAN:**

**OFFICIAL:**

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

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