



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

NHQ-PCG/CG-1

26 April 2024

CIRCULAR
NUMBER 08-24

**REVISED PROCUREMENT OF NON-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"

II. PURPOSE

This Circular prescribes the general guidelines for the procurement of non-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 Enlistment in the PCG Service.

IV. DEFINITION OF TERMS

- A. **Candidate Coast Guard Non-Officer (CCGNO)** - the rank carried by a CG Draftee when placed under trainee status and assigned at CGETDC purposely to undergo CGNOC.
- B. **Coast Guard Draftee (CG DFT)** - is the rank carried by an Enlistment applicant upon appointment in the PCG service.
- C. **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.
- D. **Coast Guard Non-Officers Course (CGNOC)** - is the required basic course undertaken by CCGNO to inculcate the customs and traditions of the PCG. The convening of CGNOC shall be determined by the Coast Guard Education, Training and Doctrine Command (CGETDC). CGNOC must be completed by the CCGNO prior being recommended for Enlistment in the PCG service.

- E. **Enlistment** - is the appointment of a PCG Non-Officer to the rank/grade of CG Apprentice Seaman / Seawoman (NO-1) in the PCG service by the Commandant, PCG. Enlistment in the PCG service in three (3) years and shall be re-applied by a PCG Non-Officer if he/she intends to extend his service in the PCG.
- F. **Enlistment Applicant** - are those who aspire to become Non-Officers in the PCG service.
- G. **Human Resource Management Units (HRMUs)** - sub-units under CGHRMC housed by all PCG units, Commands and Districts all over the Philippines. They are primarily in charge of the recruitment processes within their respective areas of responsibility.
- H. **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.

V. POLICIES

A. APPOINTMENT

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

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 5'2" (157.48 cm) for male and 5'0 (152.4cm) for female;
6. A graduate of K-12 degree program, or earned at least seventy-two (72) units in college in only one (1) course as reflected in the Transcript of Records (TOR), or a Baccalaureate Degree holder;
7. With Sub Professional Civil Service Eligibility or higher, or with TESDA National Certificate (NCII) as identified priority skills and competency as deemed highly valuable to the Philippine Coast Guard; and
8. At least eighteen (18) 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.

B. DISQUALIFICATION FOR APPOINTMENT

Notwithstanding the provision 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.

VI. GUIDELINES

- A. The candidates for Enlistment 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 the respective HRMUs for the initial screening:
- 1. Application Form
 - 2. PSA Birth Certificate
 - 3. NBI Clearance
 - 4. Certificate of No Marriage (CENOMAR)
 - 5. Diploma (if any)
 - 6. Transcript of Records (TOR)
 - 7. Certificate of Eligibility
 - 8. Colored Full Body Picture (4R)
- B. Allowable number of female quota shall be based on 20% ratio of the total PCG population.
- C. 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 District/Unit Non-Officers Admissions Board of every District/Unit.
- D. The District/Unit Non-Officers Admission Board shall conduct panel deliberation of applicants for enlistment and shall select the best candidate based on the result of the deliberation.
- 1. Composition of District Non-Officers Admission Board:

Deputy Commander, CG District / Unit	- Chairperson
CS, CG District / Unit	- Vice Chairperson
Legal Officer	- Member
Commander, MSSU	- Member
Commander, MEP Force	- Member
Commander, MSLEO	- Member
District Staff for HRM, D-1	- Member
District Staff for Intelligence, D-2	- Member
District Master Chief	- Member
Commander, HRMU	- Member/Secretariat
 - 2. Composition of Functional, Admin and Operational Support Command Non-Officers Admission Board:

Deputy Commander	- Chairperson
Chief of Staff	- Vice Chairperson

Legal Officer	- Member
Staff for HRM	- Member
Staff for Intelligence	- Member
Command Master Chief	- Member
Commander, HRMU	-Member/Secretariat

- E. The establishment of PCG Medical Admission Board shall assist Coast Guard District/Unit Non-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

- F. Only selected applicants shall proceed to the next steps of the recruitment (PFT, Medical, Dental) and shall submit the additional requirements to respective HRMUs:

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)

- G. All successful applicants shall undergo and complete the required basic course (CGNOC) prior inclusion in the endorsement for Enlistment.

VII. PROCEDURE

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

- A. All HRMUs shall accept application and conduct initial screening and document qualification assessment to applicants by conducting height/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: HRPC) detailed profile of Enlistment 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 Coast Guard District/Unit Non-Officers Admission Board.
- C. The Coast Guard District/Unit Non-Officers Admission Board shall conduct panel deliberation to the Enlistment applicants and shall select the best candidate based on the result of deliberation and skills of the applicant.
- D. The result of deliberation shall be endorsed by the Board for the endorsement of the District/Unit Commander to the Commandant, PCG thru CGHRMC for approval.
- E. All applicants who passed the deliberation shall be directed to proceed to the next steps of screening: 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 thru writing regarding status or termination of his/her application.
- F. 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 Coast Guard District/Unit Non-Officers Admission Board (Attn: CGHRMC).
- G. All applicants who are medically cleared by Medical Admission Board NHQ-PCG/CG-MED Cir Nr 12-19 dated 13 November 2019 "PCG Regimental Rules on Medical Clearances" shall likewise be directed to submit additional requirements for Background Investigation (BI). Said requirements shall be forwarded to the Office of the 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 thru writing regarding status or termination of his/her application.
- H. Applicants who will satisfy the requirements and pass all the screening procedure shall be considered for appointment in the PCG service.
- I. 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.
- J. Applicants in the approved list shall be appointed with the rank of CG Draftee and shall be assigned at the CGHRMC/HRMU for processing of their documentary requirements (TIN, Pag-IBIG, PhilHealth). Subject CG Draftees will be given ample time to process said documents prior placement in the trainee status and inclusion in the next CGNOC Class to be convened.

- K. The Coast Guard Finance Service shall facilitate the processing of Land Bank Payroll Account of appointed CG Draftee prior CGNOC training.
- L. Upon convening, CG Draftees shall be assigned at CGETDC, be carried MR and placed under trainee status, and shall carry the rank of CCGNO while undergoing training.
- M. All trainees shall be Enlisted in the PCG service and appointed with the rank of CG Apprentice Seaman/Seawoman (CG ASN / CG ASW) right after the completion of the CGNOC and during their graduation ceremony. Further, the CGNOC merit roll shall serve as the basis for CG-1 in determining their seniority ranking as CG ASN/ CG ASW.

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

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:

HOSTILLO ARTURO E CORNELIO
CG RADM
Chief of Coast Guard Staff


JAYSIEBELL B FERRER
CG CDR
Coast Guard Adjutant