



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

NHQ-PCG/CG-7

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**CIRCULAR
NUMBER** **19-24**

**REVISED MAINSTREAMING ACCESSIBILITY PERSPECTIVE AND SENIOR
CITIZENS CONCERNS INTO THE REGULAR ACTIVITIES OF THE PCG**

1. REFERENCES

- A. DBM, DSWD, NCSC and NCDA Joint Circular No. 01, Series of 2023;
- B. DBM and DSWD Joint Circular Nr. 2003-001;
- C. Batas Pambansa Bilang 344, An Act to Enhance the Mobility of Disabled Persons by Requiring Certain Buildings, Institutions, Establishments and Public Utilities to Install Facilities and Other Devices;
- D. Republic Act No. 7277, also known as "Magna Carta for Disabled Persons";
- E. Republic Act No. 9442, An Act Amending Republic Act No. 7277, otherwise known as the "Magna Carta of Disabled Persons, and For Other Purposes";
- F. DOTC Special Order No. 2015-460; and
- G. Republic Act No. 9994, also known as the "Expanded Senior Citizens Act of 2010";

2. PURPOSE

This Circular provides revised guidelines to ensure that the concerns of senior citizens and Persons with Disabilities (PWD) are integrated into the formulation and implementation of plans, programs and projects of the PCG.

3. COVERAGE

This Circular shall apply to all frontline services, equipment, buildings, facilities and other structures of the PCG as well as access to employment opportunities for PWDs.



4. DEFINITION OF TERMS

- A. **Accessibility** - is the "ability to access" and benefit from some system or entity. It is strongly related to universal design which is the process of creating products that are usable by people with the widest possible range of abilities, operating within the widest possible range of situations. This is about making things accessible to all people whether they have a disability or not.
- B. **Community Disability** - an impairment in the process of speech language or hearing. Hearing Impairment is a total or partial loss of hearing function which impedes the communication process essential to the language educational, social and/or cultural interaction. Speech and Language impairments means one or more speech/language disorder of voice, articulation, rhythm and/or receptive and expressive process of language.
- C. **Disability due to Chronic Illness** - disability caused by health conditions that last a long time. It may get slowly worse over time, may become permanent, or it may lead to death. It may cause permanent change to the body and it will certainly affect the person's quality of life.
- D. **Disability Evaluation Board** - responsible for evaluating and determining the fitness for duty of PCG personnel who have incurred injuries or illnesses that may affect their ability to perform their duties.
- E. **Humanitarian Assistance and Disaster Response (HADR) Operations** - encompass the coordinated efforts of government, non-government and international organizations to deliver urgent aid and support to communities impacted by natural or man-made disasters. These operations aim to alleviate suffering, ensure basic needs are met, and facilitate recovery and resilience-building.
- F. **Learning Disability** - any disorder in one or more of the basic psychological processes (perception, comprehension, thinking, etc.) involved in the understanding or in using spoken or written language.
- G. **Mental Disability** - disability resulting from organic brain syndrome (i.e. mental retardation, acquire lesions of the central nervous system or dementia) and/or mental illness (psychotic or non-psychotic disorder).
- H. **National Council Disability Affairs (NCDA)** - government agency mandated to formulate policies and coordinate the activities of all agencies, whether public or private, concerning disability issues and concerns.
- I. **Occupational Safety and Health (OSH) Standards** - refer to programs that ensure safe and healthful working conditions in all places of employment.
- J. **Orthopedic Disability** - disability in the normal functioning of the joints, muscles and limbs.



- K. **Persons with Disability/ies (PWD)** - refer to persons suffering from restriction of different disabilities because of mental, physical, sensory impairment, which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others.
- L. **Psychosocial Disability** - any acquired behavioral, cognitive, emotional or social impairment that limits one or more activities necessary for effective interpersonal transactions and other civilizing process or activities for daily living such as but not limited to deviancy or anti-social behavior.
- M. **Qualified Individual with Disability** - refers to persons with disability belonging to the legal working age and holding or desiring employment who can perform the essential functions or tasks in accordance with reasonable job description prescribed and adapted by the employer.
- N. **PCG Task Force on Accessibility (TFA)** - a team of PCG Officers and Non-Officers designated to consolidate, review and monitor the implementation of plans, programs and activities for the concerns of Persons with Disabilities and Senior Citizens.
- O. **Rehabilitation** - an integrated approach including but not limited to physical, psychological, cultural, spiritual, educational or vocational measures that create conditions for the PWD to attain the highest possible level of functionality. This also refers to regaining of skills abilities or knowledge that may have been lost or compromised as a result of acquiring a disability or due to a change in one's disability or circumstances.
- P. **Senior Citizens** - Filipino citizens who are sixty (60) years old and above.
- Q. **Visual Disability** - is one who has impairment of visual functioning even after treatment and/or standard refractive correction and has visual acuity in the better eye of less than (6/18 for low vision and 3/60 for blind) or a visual field of less than 10 degrees from the point of fixation.

5. GENERAL GUIDELINES

- A. All PCG Units shall:
 - i. Provide accessible facilities based on the minimum requirement of BP 344 (Ramp, Rail, Signage, Parking and Comfort Rooms);
 - ii. In the conduct of Humanitarian Assistance and Disaster Response operation (Search and Rescue, Relief, Medical/Dental) ensure that equipment (stretchers, wheelchairs, etc) and welfare goods (medical kit, survival aid kit, hygiene kit, food packs, potable water, etc) are readily available during such mission;
 - iii. Make avail welfare goods for the survivors while in the custody of the PCG District/Vessel/Facility;

- iv. In case of emergency during the conduct of security and law enforcement and HADR operations, ensure that injured personnel while in the actual performance of duty be assisted for hospitalization and rehabilitation until completely recovered.;
 - v. Formulate plans, programs and projects intended to address the concerns of Senior Citizens and PWD, in so far as it relates to the respective mandated functions, and integrate the same into the regular activities;
 - vi. Submit the Unit's plans, programs and activities for the succeeding year every November of the calendar year;
 - vii. Allocate funding requirements for these activities subject to the usual government procurement budgeting, accounting and auditing rules and regulations;
 - viii. Ensure the implementation of this circular in their respective units;
 - ix. Submit plans and programs benefitting Senior Citizens and Persons with Disabilities using the attached reporting form (**Annexes A and B**);
 - x. Submit an accomplishment report one week after the completion of the activity and quarterly report using the attached reporting form (**Annexes C and D**). Annual accomplishment report shall also be submitted not later than 31 December of the present calendar year; and
 - xi. Designate a Focal Person in-charge in the monitoring of the unit's compliance.
- B. All PCG Personnel performing vessel inspection shall ensure that:
- i. PWDs and Senior Citizens are given priority to occupy their designated areas. These areas shall be nearest to the entrance and/or exit doorways of the vessels;
 - ii. Designated crew members of the passenger vessels are providing the necessary assistance to PWDs and Senior Citizens during embarkation and disembarkation;
 - iii. Crew members conduct proper orientation on safety and emergency procedures and standards in consideration to the specific types of disabilities of the passengers as defined in this Circular; and
 - iv. Assistive devices in the vessel such as wheelchairs and canes are readily available.

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C. All PCG Units shall designate a portion of their annual budget to fund programs and projects for senior citizens and PWDs. This funding shall adhere to the standard government procurement, budgeting, accounting and auditing rules and regulations. The Deputy Chief of Coast Guard Staff for Comptrollership, CG-6 shall ensure that appropriate budget for this purpose is allocated by each Unit Head.

D. PCG-TFA shall be composed of the following:

Commander, CGCRS	- Commander, PCG-TFA
DCCGS for CRS, CG-7	- Deputy Commander, PCG-TFA
Asst. DCCGS for HRM, CG-1	- Task Group for Human Resource
Asst. DCCGS for MSS, CG-8	- Task Group for Maritime Safety
T-7, CGETDC	- Task Group for Education
IG-7, CGIG-IAS	- Task Group for Inspection
MED-7, CGMED	- Task Group for Medical Service
DC, CGPAS	- Task Group for Public Affairs
DC, CGIDS	- Task Group for Infrastructure
Chief of Staff, CGCRS	- Operations Officer
CRS-7, CGCRS	- Asst. Operations Officer
Chief, CRS Branch, CG-7	- Admin Officer
Asst. Chief / POIC, CRS Branch, CG-7	- Asst. Admin Officer

E. Each Task Group shall submit accomplishment reports to Commander, PCG-TFA based on their areas of responsibilities/functions on a quarterly basis (March, June, September, December) and annual accomplishment report of the current year.

6. DUTIES AND RESPONSIBILITIES

A. Commander, PCG-TFA

- i. Direct all Commander, Civil Relations Groups to monitor the conduct of District activities related to Senior Citizens and Persons with Disability within their AOR;
- ii. Ensure that PCG Units conduct plans, programs and projects related to Senior Citizens and PWD; and
- iii. Submit annual accomplishment report to the Department of Transportation (Attn: Maritime Sector, TWG-TFA and Secretary, Department of Transportation), and to PCG Resident Auditor, copy furnished the National Commission of Senior Citizens (NCSC), National Council on Disability Affairs (NCDA) and Coast Guard Internal Audit, not later than 15 January of the present calendar year.



B. Deputy Commander, PCG-TFA

- i. Shall formulate policies in monitoring and evaluation mechanisms to monitor the implementation of accessibility plans and programs; and
- ii. Assist the Commander, PCG-TFA in ensuring the implementation of accessibility plans and programs.

C. Task Group for Human Resource

- i. Create a Disability Evaluation Board (DEB) composed of three (3) Officers, two (2) of whom shall be Medical Officers, and the Chairperson shall be the Commander, CGHRMC;
- ii. Develop such policy that will provide for the recruitment of PWD into the plantilla position of Non-Uniformed Personnel;
- iii. Through the Office of Civilian Affairs, may allocate plantilla position for qualified Persons with Disabilities; and
- iv. Ensure that all Uniformed and Non-Uniformed Personnel who, in the performance of duties and responsibilities, became a PWD upon certification of the DEB while in active service be designated in a position that will not compromise his/her present condition and be assigned in Offices or Units where they can comfortably work and could still be productive to the PCG. Likewise, their promotion in rank shall not be jeopardized due to such disability.

D. Task Group for Maritime Safety - shall integrate in the Circulars and ensure that in the conduct of Vessel Safety Enforcement Inspection (VSEI), Pre-Departure Inspection (PDI) and Emergency Readiness Evaluation (ERE), Inspection Accessibility perspective is observed.

E. Task Group for Education - in coordination with the NCDA, shall integrate Basic Disability Sensitivity Orientation in its Program of Instruction (POI) for both Officers and Non-Officers' Basic Courses.

F. Task Group for Inspection - during the conduct of Annual General Inspections, shall include in its standard check-off list:

- i. The inspection of PCG buildings, facilities and other utilities to verify the compliance on the minimum requirements as stated in BP 344 and other related laws;
- ii. The conduct of activities related to Senior Citizens and PWD; and
- iii. That there is an allocation in the budget on the conduct of accessibility programs.

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G. Task Group for Medical Service

- i. Act as UPR for the conduct of training on proper handling of Senior Citizens and PWD; and
- ii. Develop programs and activities for disability prevention of all Coast Guard personnel.

H. Task Group for Public Affairs

- i. Develop inclusive Information and Education Campaign (IEC) Materials and shall upload official streamer and other advocacy campaign materials in the PCG Digital Media platforms; and
- ii. Set up grievance mechanism under the Public Assistance Division to handle complaints related to Senior Citizens and PWD.

I. Task Group for Infrastructure

- i. Ensure that designs of PCG buildings, wharves, rescue facilities, barracks, sports, recreation and training centers, parking spaces, work places and public utilities are incorporated with accessible structures provided in BP 344;
- ii. Issue standard structural designs or blueprints and costing of sidewalks, ramps, railings, utilities and the like; and
- iii. Regularly inspect existing buildings, establishments or public utilities, and renovate or alter non-conformances with the standard structural designs provided by the CGIDS.

J. Operations Officer and Asst. Operations Officer

- i. Consolidate the after-activity/accomplishment report, quarterly report, annual report and funding requirements of all PCG Units in connection with the implementation of the activities, and submit to PCG-TFA Admin Officer to be forwarded to Deputy Commander and Commander, PCG-TFA; and
- ii. Ensure active participation of the PCG to meetings, forum, seminars/trainings, conferences and activities organized by the National Council on Disability Affairs (NCDA), Sub-Committee on Accessibilities, Built Environment and Transportation (SCABET), Sub-Committee on ICT, Inter-Agency National Working Committee, NCDA-JICA (Japan International Cooperation Agency) Non-Handicapping Project.

K. Admin and Asst. Admin Officer

- i. Conduct monitoring and evaluation, surveys and/or ocular inspections to all PCG units to verify compliance of the minimum requirements as stated in BP 344 and other related laws;

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- ii. Consolidate accomplishment reports submitted by the Operations Officer, PCG-TFA prior submission to Deputy Commander and Commander, PCG-TFA;
- iii. Conduct periodic accessibility audit to monitor compliance of this Circular;
- iv. Prepare PCG-TFA correspondence and minutes of the meeting; and
- v. Recommend for the issuance of appropriate award to the members and focal person of the TFA, subject to the approval of C, PCG-TFA.

7. PROGRAMS /ACTIVITIES:

All PCG Units shall integrate activities in their Annual Plan and Budget (APB) subject to existing accounting and auditing rules and regulations including, but not limited to:

- A. **Autism Consciousness Week** - celebrated every 3rd week of January to raise awareness by sharing vital information on the lifelong neurological disorder known as Autism Spectrum Disorder or ASD, a developmental disability caused by differences in the brain.
- B. **National Mental Health Week** - celebrated every 2nd week of October to help raise awareness of the importance of mental health.
- C. **Women with Disability Day Celebration** - celebrated every last Monday of March to push the needs of Women with Disabilities among other marginalized groups to lead and promote societal reform geared toward their empowerment and full participation in all human endeavors.
- D. **National Disability Prevention and Rehabilitation Week** - celebrated every 3rd Week of July to stimulate public awareness on the issues of disability and promote disability rights and encouraging everyone to take an active participation in uplifting the economic and social conditions of persons with disabilities and further enhance their integration into the mainstream of society.
- E. **Disability Sensitivity Training** - to equip the PCG personnel in understanding the concepts of disability and to enhance their skills in communicating and assisting PWD for their specific needs and concerns towards promotion of quality life.
- F. **Run for Accessibility and Inclusion** - making sure that barriers that may prevent people with disabilities from taking part are removed. Inclusion is about going a step further and ensuring that people with disabilities are included as valuable members in all aspects of society.
- G. **Freedom Walk** - to strengthen public support for a barrier-free society for persons with disabilities.

- H. **International Day of PWDs** - celebrated every 3rd of December to promote the rights and well-being of persons with disabilities in all spheres of society and development, and to increase awareness of the situation of persons with disabilities in every aspect of political, social, economic and cultural life.
- I. **Filipino Elderly Week** - commemorated every first week of October to emphasize the contributions of senior citizens in the development of the country.

8. INTER-AGENCY COORDINATION

The PCG-TFA shall establish coordination mechanism with the Department of Transportation (DOTr)-TFA, Maritime Sector Maritime Industry Authority (MARINA) and Philippine Ports Authority (PPA). Likewise, it shall be the Point of Contact on matters concerning the activities of the National Council on Disability Affairs (NCDA), Office of Senior Citizens Affairs (OCA), non-government organizations (NGOs) and other relevant agencies to ensure implementation of this Circular.

9. ADMINISTRATIVE LIABILITY

The Commander, Civil Relations Service has the full administrative and operational control of the PCG Task Force on Accessibility.

10. RESCISSION

All circulars, policies and directives inconsistent with the provisions of this circular are hereby rescinded and modified accordingly. This circular shall be periodically reviewed by the PCG Task Force on Accessibility (TFA) which may recommend to CPCG an amendment as necessary.

11. EFFECTIVITY

This circular shall take effect upon publication.

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 @

Annex A – Unit's Plans, Programs and Activities (Older Persons)
Annex A1 - Unit's Plans, Programs and Activities (Older Persons)
Annex B - Unit's Plans, Programs and Activities (Persons with Disabilities)
Annex B1 - Unit's Plans, Programs and Activities (Persons with Disabilities)
Annex C - Accomplishment Report (Older Persons)
Annex C1 - Accomplishment Report (Older Persons)
Annex D - Accomplishment Report (Persons with Disabilities)
Annex D1 - Accomplishment Report (Persons with Disabilities)

UNIT'S PLANS, PROGRAMS AND ACTIVITIES
ANNEX A-Older Persons

PCG UNIT: _____

Fiscal Year: _____

Total Approved Budget for Fiscal Year: _____

Specific area of concern	Objective: Describe the Specific Objective for each area of concern (For PWD/for Elder Person)	Strategies/Programs/Activities to address area of concern	Outcome Indicators (Specify indicators that measure the intended outcome of the objective)	Output Indicators	Data Collection and Sources: Specify the data collection method	Physical Targets	Responsible Person/Office

Prepared By: _____

Approved By: _____

Date: _____

Head of Unit _____

Day/Month/Year _____

FILL UP INSTRUCTIONS
UNIT'S PLANS, PROGRAMS AND ACTIVITIES
ANNEX A1- OLDER PERSONS

This form shall contain the unit plan for strategies/programs/projects/activities to be implemented and funding requirements for older persons.

- Column 1 - Indicate specific area of concern of older persons to be addressed

- Column 2 - Provide brief and concise description of each strategies/programs/project and activities to address the identified areas of concerns

- Column 3 - Indicate verifiable output indicators that would measure results/outputs of each of the indicated strategies/programs/projects and activities to be implemented.

- Column 4 - Reflect annual target corresponding to each of performance indicators indicated in Column 3.

- Column 5 - Reflect the amount required for the implementation of strategies/programs/projects/activities to specified targets.



UNIT'S PLANS, PROGRAMS AND ACTIVITIES
ANNEX B-Persons with Disabilities

PCG UNIT: _____ Fiscal Year: _____

Total Approved Budget for Fiscal Year: _____

Specific area of concern	Objective: Describe the Specific Objective for each area of concern (For PWD/for Elder Person)	Strategies/Programs/Activities to address area of concern	Outcome Indicators (Specify indicators that measure the intended outcome of the objective)	Output Indicators	Data Collection and Sources: Specify the data collection method	Physical Targets	Responsible Person/Office

Prepared By: _____ Date: _____
 _____ Day/Month/Year
 Head of Unit

FILL UP INSTRUCTIONS

UNIT'S PLANS, PROGRAMS AND ACTIVITIES ANNEX B1- PERSONS WITH DISABILITIES

This form shall contain the unit plan for strategies/programs/projects/activities to be implemented and funding requirements for person with disabilities.

- Column 1 - Indicate specific area of concern of person for persons with disabilities to be addressed
- Column 2 - Provide brief and concise description of each strategies/programs/project and activities to address the identified areas of concerns
- Column 3 - Indicate verifiable output indicators that would measure results/outputs of each of the indicated strategies/programs/projects and activities to be implemented.
- Column 4 - Reflect annual target corresponding to each of performance indicators indicated in Column 3.
- Column 5 - Reflect the amount required for the implementation of strategies/programs/projects/activities to specified targets.

ACCOMPLISHMENT REPORT
ANNEX C-Older Persons

PCG UNIT: _____
Total Approved Budget for Fiscal Year: _____

Fiscal Year: _____
Semester _____

Specific area of concern	Strategies /Programs/Project/Activities to address area of concern	Budget Allocation (PHP)	Amount Utilized (PHP)	Fund Utilization on (%)	Variance in Financial Accomplishment	Physical Targets	Physical Accomplishment	Variance in Physical Accomplishment	Reasons for variance/Challenges encountered	Next Steps

Prepared By: _____

Approved By: _____

Date: _____

Head of Unit _____

Day/Month/Year _____

RP

FILL UP INSTRUCTIONS
ACCOMPLISHMENT REPORT
ANNEX C1- OLDER PERSONS

This form shall contain the unit plan for accomplishment report for the strategies/programs/projects/activities to be implemented and funding requirements for older person.

- Column 1 - Indicate specific area of concern of person for older persons being addressed.
- Column 2 - Describe the strategies/programs/projects/activities undertaken to address the identified area of concern.
- Column 3 - Reflect the funding requirements approved/allocated per strategy/program/projects/activities.
- Column 4 - Reflect the amount utilized to implement the strategies/programs/projects/activities.
- Column 5 - Reflect the percentage of fund utilization by dividing the amount utilized against the funding requirements indicated in column 4
- Column 6 - Reflect annual target as indicated in Annex A1-Plan for Older Persons
- Column 7 - Reflect the actual accomplishment for the period covered
- Column 8 - Reflect percentage of accomplishment (actual over annual target X 100%)
- Column 9 - reflect remarks/comments to include the following information:
- Relevance of program/projects to agency mandate and objectives
 - Explanation for performance variance/gaps

(e.g reasons for overshooting or not attaining targets and implementation problems)

- Proposed adjustments/remedial measures
- Other relevant information that will help clarify the reported accomplishments

**ACCOMPLISHMENT REPORT
ANNEX D-Persons with Disabilities**

PCG UNIT: _____
 Total Approved Budget for Fiscal Year: _____

Fiscal Year: _____
 _____ Semester

Specific area of concern	Strategies /Programs/Project/Activities to address area of concern	Budget Allocation (PHP)	Amount Utilized (PHP)	Fund Utilization on (%)	Variance in Financial Accomplishment	Physical Targets	Physical Accomplishment	Variance in Physical Accomplishment	Reasons for variance/Challenges encountered	Next Steps

Prepared By: _____

Approved By: _____
 Head of Unit

Date: _____
 Day/Month/Year

Note: Provide a brief description of the specific program/projects/strategies/activities undertaken.
 To be submitted to PCG Task Force on Accessibility

HR

FILL UP INSTRUCTIONS
ACCOMPLISHMENT REPORT
ANNEX D1- PERSONS WITH DISABILITIES

This form shall contain the unit plan for accomplishment report for the strategies/programs/projects/activities to be implemented and funding requirements for person with disabilities.

- Column 1 - Indicate specific area of concern of person for older persons being addressed.
- Column 2 - Describe the strategies/programs/projects/activities undertaken to address the identified area of concern.
- Column 3 - Reflect the funding requirements approved/allocated per strategy/program/projects/activities.
- Column 4 - Reflect the amount utilized to implement the strategies/programs/projects/activities.
- Column 5 - Reflect the percentage of fund utilization by dividing the amount utilized against the funding requirements indicated in column 4
- Column 6 - Reflect annual target as indicated in Annex A1-Plan for Persons with Disabilities
- Column 7 - Reflect the actual accomplishment for the period covered
- Column 8 - Reflect percentage of accomplishment (actual over annual target X 100%)
- Column 9 - reflect remarks/comments to include the following information:
- Relevance of program/projects to agency mandate and objectives

- Explanation for performance variance/gaps
(e.g reasons for overshooting or not attaining targets and implementation problems)
- Proposed adjustments/remedial measures
- Other relevant information that will help clarify the reported accomplishments