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(National Headquarters Philippine Coast Guard)
139 25th Street, Port Area
1018 Manila

NHQ-PCG / CG-12

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CIRCULAR
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ESTABLISHMENT OF THE ADMIRAL STAFF CORPS (ASC) AND THE COAST GUARD OFFICERS' SENIOR EXECUTIVE COURSE (CGOSEC) AS THE TERTIARY CAREER COURSE WITH THE ASC AS AN APPELLATION FOR GRADUATES

I. AUTHORITY:

Republic Act No. 9993, otherwise known as "The Philippine Coast Guard Law of 2009", and its Implementing Rules and Regulations (IRR).

II. REFERENCES:

- a. HPCG Circular 04-23 dated 04 April 2023 entitled: PCG Uniformed Personnel Policy and Guidelines on Mandatory Career Courses, Deferment, and Termination from Training.
- b. HPCG Circular 02-13 dated 10 April 2013 entitled: Accreditation of Civilian Post Graduate Course.
- c. HPCG Circular 06-10 dated 24 May 2010 entitled: Philippine Coast Guard Awards and Decorations
- d. HPCG Circular 05-12 dated 28 May 2012 entitled: Accreditation of Civilian Post Graduate Courses as equivalent to AFP Command and General Staff Course (AFPSCGSC)
- e. GHQ SOP Number 07 dated 04 February 2021 entitled: Selection of Students for the Armed Forces of the Philippines Command and General Staff Course (CGSC)
- f. AFPR G131-054 dated 26 June 2014 entitled: Awards and Decorations

III. PURPOSE:

This Circular establishes the PCG Admiral Staff Corps and the CGOSEC as the third-level mandatory career course for PCG officers and provides guidelines for awarding of ASC-prescribed badge and the appellation of graduates into the Admiral Staff Corps.

IV. SCOPE:

This Circular shall apply to all PCG Officers who shall take, undergo and graduate from the Coast Guard Officers' Senior Executive Course (CGOSEC) and its equivalent courses such as the Armed Forces of the Philippines Command and General Staff Course (AFPCGSC) and the PNP's Public Safety Officers Senior Executive Course (PSOSEC).

V. DEFINITION:

- a. **Admiral Staff Corps (ASC)** – an appellation used by the PCG officers who completed the CGOSEC.

- b. **Admiral Staff Corps (ASC) Badge** – awarded to CGOSEC graduates.
- c. **Corps Appellation** – a word or phrase that constitutes the distinctive association of the officer who successfully completed the third-level career course.
- d. **Directorial Staff Corps (DSC)** – an appellation used by the graduates of the Public Safety Officers' Senior Executive Course (PSOSEC).
- e. **General Staff Corps (GSC)** – an appellation used by the graduates of the Armed Forces of the Philippines Command and General Staff Course (AFPCGSC).
- f. **Third Level Career Course** – refers to the strategic course which is a mandatory career course for uniformed personnel and a pre-requisite prior to promotion to the next higher rank of Coast Guard Captain (O-6) either completed in a recognized foreign or local training institution.

VI. POLICIES:

a. Establishment of the Admiral Staff Corps. The Admiral Staff Corps is a group of senior PCG officers who are graduates of CGOSEC and who would ultimately become flag-rank if not the commandant itself of the PCG. The Admiral Staff Corps have the following purposes:

1) Serve as a pool of highly trained and experienced officers who can provide expert advice to the PCG leadership in planning, organizing and conducting coast guard operations.

2) Responsible for developing strategic plans, conducting operational and tactical assessments, providing advice and recommendations to commanders, and ensuring effective coordination and communication between different PCG units.

3) Play a key role in developing policies, procedures and training programs to enhance the capabilities of the PCG.

4) Hold key positions in the PCG's headquarters and staff offices, serving as advisors to the Commandant and other senior leaders. Demonstrate high level of professionalism, leadership and technical expertise in their roles, and uphold the values and standards of the PCG.

b. The CGOSEC shall be established as the primary Third Level Course for PCG Officers which shall be a career course to qualify graduates for promotion to CG Captain (O-6).

c. The Armed Forces of the Philippines Command and General Staff Course (AFPCGSC), the Public Safety Officers Senior Executive Course (PSOSEC) of the Philippine National Police, and other accredited foreign uniformed education and training institutions shall be deemed to be equivalent to the CGOSEC.

d. PCG personnel who are qualified to undergo the AFPCGSC, PSOSEC and other accredited foreign uniformed education and training institutions must comply with similar pre-requisite requirements for CGOSEC.

e. CGOSEC pre-requisite requirements are as follows:

1) A rank of Commander (O-5) with time in grade of 2 years

2) Must have completed a master's degree and completed the Coast Guard Officers' Advanced Course (CGOAC) or its equivalent in the AFP or PNP.

3) Must have a General Point Average of at least 85% in the master's degree course and Advance Career Course.

4) Must have no pending case.

5) Must have at least two (2) years of active service before compulsory retirement, reckoned from the date of graduation.

6) Must pass the PCG Standard Physical Fitness Test (PFT) administered by the NHQ PCG Special Service Office (SSO).

f. Master's degree courses approved by the PCG Education and Training Board (ETB) shall hold credence and may be taken as the requisite master course before taking CGOSEC provided that the training institution is in good standing as approved by the ETB.

g. All PCG personnel who will be taking graduate courses at local or foreign universities, colleges, or education and training institutions of good standing shall comply with the requirements under Circular Number 06-14, Granting of Permission to Study After Office Hours.

h. Management of CGOSEC Students

1) The determination of the number of CGOSEC Students for each class shall be based on the requirements of the PCG and on the training readiness condition of the CGETDC which shall be completed six (6) months prior to the opening of every class. However, a minimum of 40 students is required to convene a CGOSEC class.

2) The Office of the Deputy Chief of Coast Guard Staff for Education and Training, CG12 shall publish the Training Directive five (5) months prior to the opening of class to serve as a reference for the functional, operational, and admin-support commands, operating commands, and CGETDC to plan, coordinate and make necessary preparations for the course.

3) CG12 shall be responsible for allocating quota and sending invitations to other uniformed services for inclusion in the course as the case may be.

4) CG-12 shall determine the list of personnel who are due to take the CGOSEC based on the SLL from CG-1;

i. PCG personnel are not allowed to apply directly to any of the career courses offered both inside and outside the PCG without written approval by the Command through the CG-12 office;

ii. The CG-12 shall facilitate the request for the Certificate of No Pending Case with the Coast Guard Inspector General and Internal Affairs Service (CGIG-IAS) for PCG personnel who are subject to undergo the CGOSEC prior to the release of the schooling order. PCG personnel with pending administrative case shall not be included in the list of schooling orders;

iii. Any PCG personnel with less than two (2) years of active service remaining shall no longer be included to undergo CGOSEC; and

iv. PCG personnel who refused to undergo the CGOSEC because they intend to avail of the optional retirement from the service should first submit a copy of their Personnel Action Form (PAF) on their application for Irrevocable Retirement, received and authenticated by the CG-1 and copy furnished CGAO. Otherwise, PCG personnel's name shall be included in the scheduled schooling.



v. When the list of students due for CGOSEC has been finalized by CG-12, the CG-1 shall request to the CGAO the issuance of a schooling order placing the PCG personnel on an attached/unassigned status at CGETDC/PCG STI during the duration of the training.

vi. No request for cancellation of schooling order shall be entertained except for the issuance of a deferment order based on the reason stated under Section IX of HPCG Circular 04-23 dated 04 April 2023 entitled: PCG Uniformed Personnel Policy and Guidelines on Mandatory Career Courses, Deferment, and Termination from Training; and

vii. If PCG personnel refuse or for other reasons have not been attached/unassigned status at CGETDC/PCG STI, such personnel shall be removed from the official list of students who will be taking up the CGOSEC and shall be dealt with accordingly as per existing regulations.

5) PCG personnel who are subject to undergo CGOSEC shall be relieved from their present assignments. The Higher Headquarters thru the CG-1 shall designate new personnel to discharge the duties and responsibilities vacated by the PCG personnel who will undergo schooling;

6) The respective Unit Commander of PCG personnel who prevented the latter from being attached/unassigned to CGETDC/PC STI to undergo CGOSEC shall be held liable;

7) One (1) month before the convening of the CGOSEC, all candidates shall submit the following documentary requirements for the pre-qualifying exam to be administered by CGETDC:

i. Medical Certificate with Coast Guard Medical Evaluation Report issued by CG Medical Service (CGMED SVC/CG Medical Unit);

ii. Officer Fitness Report/Enlistment Personnel Evaluation Mark; and

iii. Summary of Information signed by the Unit Admin Officer.

8) Student Officer who failed to appear at the convening of CGOSEC without a deferment order shall not be allowed to undergo CGOSEC or its equivalent for two (2) years, counted from the time of the course' convening;

9) In case the PCG personnel fails or refuses to comply with the schooling order for the CGOSEC due to unjustifiable reasons, the subject PCG personnel shall be assigned to HSG (Dy O/RECSTA) without prejudice to the filing of the appropriate administrative case against the erring PCG personnel.

10) Student Officer who failed to complete the CGOSEC or obtained a failing grade shall be viewed as "inefficiency or incompetence"; therefore, shall be assigned to HSG (Dy O/RECSTA). CGETDC/PCG STI shall endorse the failing Officers to the Efficiency Separation Board for disposition.

11) Upon completion of CGOSEC, the CGETDC/PCG STIs shall submit the After Course Completion Report to CPCG (Attn: CG-12).

12) The CGETDC and PCG STIs shall have the authority in granting fifteen (15) days inclusive of Saturdays, Sundays and Holidays academic breaks for CGOSEC graduates who completed the course.

i. Utilization of Graduates



- 1) All CGOSEC graduates are eligible for ASC Badge Award.
- 2) All CGOSEC graduates shall be deliberated by the Board of Senior Officers (BOSO) for their assignment to the O-6 position in the PCG.
- 3) CGOSEC graduates shall be prioritized for positioning in the PCG organization and subsequent promotions.

j. Appellation to the Admiral Staff Corps

1) Graduates of CGOSEC become members of the Admiral Staff Corps, an elite group of people trained to provide support to the upper management level of the PCG and who will eventually qualify to be flag-rank officers as provided for in para 6-i. In giving credit to the eligibility of a CGOSEC graduate, the Command authorizes to append as a suffix in all orders, publications and communications within or outside the PCG the ASC appellation.

2) PCG Officers who completed the authorized Third Level Career Course as prescribed in para 6-b, and upon issuance of the appropriate orders from CGAO, shall be authorized to use the Admiral Staff Corps (ASC) appellation in all orders, publications and communications within or outside the PCG.

3) For the alternative Third Level Courses, the Command also authorizes appending as a suffix in all orders, publications and communications within or outside the PCG the corresponding corps appellations subject to confirmation by ETB via the Academic Board of CGETDC and subsequent approval of the Commandant, PCG:

Third-Level Career Course	Corps Appellation
Armed Forces of the Philippines Command and General Staff Course	GSC
Public Safety Officer Senior Executive Course	DSC

4) Manner of Placement

Placements shall be in the following order: the Officer's service, rank and corps appellation; block style and close/open parenthesis are used. This means placing the service, rank and corps appellation directly under the Officer's name and signature. For order and publications, it is appended parallel to the Officer's service and rank.

Example of: 1) Signature Block:

(Communications within the PCG)

JUAN DELA CRUZ
CG CAPT (ASC)

(Communications outside the PCG)

JUANA DELA CRUZ
CG CAPT (ASC)
Designation

2) Order: placing the Title preceding the service

CG CAPT JUAN DELA CRUZ O-serial number (ASC)

3) Publication:

CG CAPT JUAN DELA CRUZ (ASC)
Designation

5) Termination of placement of ASC, GSC and DSC titles. The placement of ASC, GSC and DSC on the names of those authorized shall cease to be placed once said officer is promoted to flag rank.

k. Awarding of ASC Badge. The ASC badge shall only be awarded to CGOSEC graduates. The GSC and DSC badges shall be worn by those PCG officers who graduated from the Command and General Staff College of AFP and the Philippine Public Safety College of the PNP, respectively. The requirements of the ASC Badge Award are as follows:

- 1) To Whom Awarded: Any individual who completed the CGOSEC
- 2) By Whom Awarded: Commander, CGETDC
- 3) Requirements: The individual must have completed the CGOSEC career course.
- 4) Symbolism

i. 20-point star. The Icosahedron 20-point star represents unity, interconnection, balance, harmony, imagination and creativity. These characteristics represent the Senior PCG Officers as they establish and strengthen their foundation to attain a Flag Rank, fueled by the desire for unity, the thirst for harmony, and the passion for innovation.

ii. Symbolizes the first eight Philippine provinces to revolt against the Spanish in the 16th century. The provinces' combined effort became a trivial representation of the CGOSEC graduates' strength in unity.

iii. The shield and the PCG emblem. Symbolizes the loyalty and commitment of a rising senior officer of the PCG organization in promoting the welfare of the organization and its personnel and defending the national interest through the Coast Guard's mandates.

iv. The two-crossed sabers. Represents the excellence, mental fortitude and transformation that each CGOSEC graduate embodies.

5) Colors

- i. White – symbolizes purity not only in words but also in deeds.
- ii. Gray – signifies maturity and wisdom which is associated with experience, learning and empathy as CGOSEC graduates aged in the service.
- iii. Gold – symbolizes prestige, knowledge and wisdom being a graduate of the highest career course in the PCG.

6) Dimension: The overall diameter of the Badge is 3.8 cm.

7) Illustration



8) Manner of Wearing: The badge shall be worn at the center of the left breast pocket area below the pocket flap of the General Office Attire (GOA) and Bush Coat Blue uniforms.

VII. TRANSITORY PROVISION

This circular shall apply to all mid-level Officers as a requirement for promotion to the next higher rank in the PCG upon effectivity. Provided, that Officers who have taken masteral courses under the NHQ-PCG/CG12 Circular Number 04-23 dated 04 April 2023 entitled "PCG Uniformed Policy and Guidelines on Mandatory Career Courses, Deferment, and Termination from Training" before the issuance of this circular are no longer covered by the requirements herein. Provided further, that Officers who have taken GSC-equivalent courses as provided in the above-mentioned circular and are still holding LCDR (O-4) ranks or below at the time of the issuance of this circular shall still be required to take the CGOSE Course.

VIII. REPEALING CLAUSE:

All circulars, policies and provisions of existing regulations that are inconsistent with the provisions of this circular are hereby amended, repealed or rescinded as the case may be.

IX. EFFECTIVITY:

This Circular shall take effect upon publication.

BY COMMAND OF COAST GUARD ADMIRAL ABU :

OFFICIAL:

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