



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

NHQ-PCG/CG-1

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CIRCULAR
NUMBER.....07-23

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

I. AUTHORITY

- a. Republic Act 9993, Philippine Coast Guard Law 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 a 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 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 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 / P/ENS in the PCG Service:

- i. **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 5'0" (152.4 cm) for both male and female;
 - f. Baccalaureate Degree holder;
 - g. With Professional Civil Service Eligibility or PRC License, Marina License for Officers, Pilot License issued by the Civil Aviation

Authority of the Philippines (CAAP) or any equivalence as may be determined and approved by the Command;

- 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.
- i. For applicants coming from the ranks, no age limit will apply but the fitness of the applicant to undergo training shall be determined by the Coast Guard Medical Service.

ii. **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 (except for Priests)
- 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;
- 8. Exception to age requirement:
 - a) 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 of retirement benefits (As stipulated in Section 1 of P.D 1650)
 - b) If the applicant has less than twenty (20) years in the service upon appointment, the applicant is still allowed to apply provided he/she is willing to sign an affidavit of undertaking that he/she is only entitled to separation benefits/pay instead of retirement benefits upon reaching the compulsory age of fifty-six (56);
 - c) If applicants for TLO agrees to the terms and conditions under the affidavit of undertaking, no age limitation will apply. However, physical fitness to undergo CGOC training will be one of the primary considerations of the



Commander of Technical Services in assessing and recommending the applicant.

b. TLO with the rank of CG Ensign upon Commissionship
(Nurses, Medical Technologists, Psychologists, Physical Therapist and other professions 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.

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:

- i. Those who are serving as Officers, Enlisted Personnel, officials or employees in any other capacity in the government or Armed Forces of any country;
- ii. 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;
- iii. Has pending criminal, civil or administrative case;
- iv. A deserter or felon;
- v. Those who were separated from the government or civilian 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.
- vi. Those who will not be recommended by the PCG Officers Admission Board.



c. COMMISSIONSHIP

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

- i. CGOC Certificate of Completion;
- ii. Summary of Information
- iii. PSA Birth Certificate
- iv. Diploma
- v. TOR
- vi. Certificate of Eligibility
- vii. NBI Clearance
- viii. 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:

- i. Application Form
- ii. PSA Birth Certificate
- iii. NBI Clearance
- iv. Certificate of No Marriage (CENOMAR)
- v. Diploma
- vi. Transcript of Records (TOR)
- vii. Certificate of Eligibility
- viii. 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:

- i. Summary of Information (SOI)
- ii. Latest re-enlistment order
- iii. CGIG-IAS Clearance
- iv. Endorsement from Unit Commander
- v. Ombudsman Clearance
- vi. 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 based



on the result of the deliberation. The PCG Officers Admission Board shall be constituted as follows:

Chairperson, HRDB	- Chairperson
Chief of Coast Guard Staff	- Vice Chairperson
Commander, CGHRMC	- Member
Commander, CG Legal Service	- Member
The Command Surgeon, CGMED	- Member
DC of CGS for HRM, CG-1	- Member
DC of CGS for Intelligence, CG-2	- Member
DC of CGS for Education and Training, CG-12	- Member
Commander, Technical Service	- Provisional Member
Recruitment Officer, CGHRMC	- Secretariat

f. Only selected applicants shall proceed to the next steps of the recruitment (PFT, Medical, Dental) and shall submit the additional requirements to CGHRMC:

- i. National Police Clearance
- ii. Mayor's Clearance
- iii. Barangay Clearance
- iv. Residential Sketch
- v. Previous Employment Clearance (if any)

g. Applicants who will not be selected and those who will be found to have deficiencies along the process shall have their application automatically be 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.

h. There shall be **NO** waiver of all qualifications.

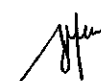
i. The only deficiency that may be considered is the height of an applicant belonging to any Indigenous Group. Said applicant belonging in this group shall submit (during the submission of initial application) to the HRMU a certification duly issued by their head or chief in the group where they belong. Said certification must likewise be validated by the National Commission of the Indigenous People (NCIP) to ascertain the authenticity of their membership.

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

Alpha – shall be composed of USCG Academy graduates and Advance ROTC NS-43, Naval Reserve Command (NAVRESCOM)

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.



- k. 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.
- l. The processing of the Commissionship of the CCGOs shall be thirty (30) days after the convening of CGOC.

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/HRMU shall accept applications and conduct initial screening / pre-qualification assessment to applicants by conducting height/physical check and ensure that the qualifications stated in this Memorandum Circular were met by scrutinizing their submitted documents.
- b. The CGHRMC shall consolidate all applications and endorse to Higher Headquarters / Office of the DCS for HRM, CG-1 for 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 of applicants and shall select the best candidate based on the result of the deliberation.
- d. The result of the deliberation shall be submitted by the Board to the Commandant, PCG for approval.
- e. All applicants in the approved list 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 through writing regarding status or termination of his /her application.
- f. All applicants in the approved list 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 through writing regarding status or termination of his /her application.
- g. All applicants who will satisfy the requirements and pass all the screening procedure shall be considered for appointment in the PCG Service. In case the clearances of said applicants is not yet available during the schedule of their appointment, they shall be required to submit an Affidavit of Undertaking indicating therein that any deficiencies found even after their appointment in the Service is subject for termination.



- h. All appointed applicants 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) as well as other required documents for the processing of their Commissionship. Said CG P/ENS will be given ample time to process said documents prior placement in the trainee status and inclusion in the next CGOC Class to be convened.
- i. Upon convening, CG P/ENS shall be assigned at CGETDC, placed under trainee status, and shall carry the rank of CCGO while undergoing training.
- j. Thirty (30) days after the convening, the application for the Commissionship of said trainees shall be prepared 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 CGAO in publishing their seniority ranking as CG Ensign.

VIII. RESCISION

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


IX. EFFECTIVITY

This Circular shall take effect immediately upon approval.

BY COMMAND OF COAST GUARD ADMIRAL ABU:

OFFICIAL:

TITO ALVIN G ANDAL
CG COMMO
Chief of Coast Guard Staff


JAYSIBELLE FERRER
CG CDR
Coast Guard Adjutant