



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

NHQ-PCG/CG-1

11 May 2023

**CIRCULAR**  
**NUMBER.....08-23**

**PROCUREMENT OF NON-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

**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.

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- 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 is 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 Applicants** - 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:

- i. Natural-born citizen of the Philippines;
- ii. Of good moral character;
- iii. Physically and mentally qualified under the existing regulations for PCG Service;
- iv. Single;
- v. Minimum entry height of 5'0" (152.4 cm) for both male and female;
- vi. College graduate or has earned at least seventy-two (72) units in college in only one (1) course as reflected in the Transcript of Records (TOR);
- vii. With Sub Professional Civil Service Eligibility / second level eligibility or higher; or with TESDA National Certificate (NCII);
- viii. At least eighteen (18) but not more than twenty-eight (28) years of age at the date of appointment in the PCG Service.

## **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 District/Unit Non-Officers Admission Board.

## **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:
  - i. Application Form
  - ii. PSA Birth Certificate
  - iii. NBI Clearance
  - iv. Certificate of No Marriage (CENOMAR)
  - v. Diploma (if any)
  - vi. Transcript of Records (TOR)
  - vii. Certificate of Eligibility
  - viii. 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. The District/Unit Non-Officers Admission Board shall be constituted as follows:

Deputy Commander, CG District / Unit	- Chairperson
CS, CG District / Unit	- Vice Chairperson
Legal Officer	- Member
Medical Officer	- Member
Dental Officer	- Member
District Staff for HRM, D-1	- Member
District Staff for Intelligence, D-2	- Member
HRMU Commander	- Secretariat

- e. Only selected applicants shall proceed to the next steps of the recruitment (PFT, Medical, Dental) and shall submit the additional requirements to respective HRMUs:
  - i. National Police Clearance
  - ii. Mayor's Clearance
  - iii. Barangay Clearance
  - iv. Residential Sketch
  - v. Previous Employment Clearance (if any)
- f. 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.
- 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. The CGHRMC/HRMU/Coast Guard Districts/Units 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. Respective HRMUs of Coast Guard Districts/Units shall consolidate all applications and set the schedule for the deliberation of applicants to be conducted by the District / Unit Non-Officers Admission Board.
- c. The Coast Guard District/Unit Non-Officers Admission Board shall conduct panel deliberation of applicants and shall select the best candidate based on the result of deliberation and skills of the applicant.
- d. The result of the 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 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 thru 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 thru 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. Shortlisted applicants shall be appointed with the rank of CG Draftee and shall be assigned at the CGHRMC/HRMU for processing of other 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.
- i. Upon convening, CG Draftees shall be assigned at CGETDC, placed under trainee status, and shall carry the rank of CCGNO while undergoing training.
- j. 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 CGAO in publishing their seniority ranking as CG ASN / CG ASW.

**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**

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