



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

NHQ-PCG / CGLS/CG-14

09 August 2023

**CIRCULAR  
NUMBER 11-23**

**PRESCRIBING A UNIFORM COAST GUARD BLOTTER FOR THE PHILIPPINE COAST  
GUARD**

**I. TITLE**

This Circular shall be known as "Prescribing a Uniform Coast Guard Blotter for the Philippine Coast Guard"

**II. AUTHORITY**

Republic Act No. 9993 (PCG Law of 2009) and its Implementing Rules and Regulations (IIR).

**III. REFERENCES**

- A. Philippine Coast Guard Maritime Security and Law Enforcement Manual s.2011
- B. PNP Memorandum Circular No. 2020-037 Police Blotter and CIRAS Information Access

**IV. PURPOSE**

This Code prescribes the rules, regulations and guidelines for making entries in the Coast Guard Blotter. The recording system is vital in the performance of the PCG's Law Enforcement functions wherein PCG personnel will be at the forefront in the prosecution of maritime offenders. Not only is the blotter system used to record the daily events in and around a Coast Guard unit or command, entries therein will likewise be used for evidentiary purposes if ever it is required to be presented in court, in the likely event that a case will be filed as an offshoot to the occurrence of all the events recorded therein.

**V. SCOPE AND COVERAGE**

This Code shall apply to all Philippine Coast Guard Districts, Stations/Sub-Stations, all operating units or divisions and all duty personnel responsible for making entries in the Coast Guard Blotter.

**VI. DEFINITION OF TERMS**

For the purpose of this Circular, the following words and phrases shall be defined as:

- A. **Coast Guard Blotter** - is a record of daily events occurring within the territories/jurisdiction of a given PCG District, Station and Sub-station. It contains material details concerning any event, communications, calls, movement of personnel and equipment

and the like for legal statistical purposes. This Coast Guard blotter is therefore an informational record book that may be utilized for evidentiary or referral purposes.

B. **Duty Officer of the Day** - Philippine Coast Guard Commissioned Officer who is detailed on duty at Districts/Stations during specified period of time and represents the Commander during latter's absence.

C. **Duty Petty Officer on Watch** - Duty in the District/Station/Sub-station detailed to record complaints and reports of crime incidents and dispatches in the Coast Guard Blotter.

D. **Duty Complaint Desk Non-Officer** - Duty in the District/Station/Sub-station detailed to record complaints and reports of crime incidents and dispatches in the Coast Guard Blotter.

## VII. SPECIFICATIONS, DESIGN, FORM AND SIZE

The Coast Guard Blotter shall be a record book bound with hard cover and have the following specifications, design, form and size<sup>1</sup>;

1. Color	:	Orange (General Use)
2. Length	:	40 cms (±5%)
3. Width	:	Width – 30 cm (±5%)
4. Thickness (Cover)	:	3.18 mm (min)
5. Thickness (Leaf Paper)	:	0.12 mm (min)
6. Number of pages	:	500 (General Use)
7. Bookbinding Type	:	Hard Bound
8. Paper Material	:	COVER = covered Cardboard
9. Paper Material	:	LEAF – Book Paper or Publish

## VIII. CONTENTS OF ENTRY

A. All entries in the Coast Guard Blotter should contain the following;

1. **Who is the complainant or reportee?** Write down the names of all those who were involved in the incident, victims, suspects, witnesses and whosoever may be listed as present during the incident or may not be present, but with knowledge about the incident including their respective personal circumstances.

2. **What is the nature of the complaint or event sought to be recorded?** Indicate if the incident is violation of Revised Penal Code (RPC), Special Laws, Ordinances and Coast Guard rules and regulations. It is the responsibility of Duty Complaint Desk Non-officer to determine such violation. What is important is to present the detailed circumstances of what happened.

3. **Why is such complaint or event recorded?** The “WHY” answers a question among others as to the motive of the incident. It is necessary to list down and detail all that were alleged by the person/s reporting, victims, suspects and witnesses.

4. **Where did such event or complaint occur?** Describe in detail where the incident occurred e.g. “At the shaded area of NHQPCG 139 25<sup>th</sup> Street, Port Area Manila.”

5. **When did such event occur?** Be precise as much as possible in indicating the time and date of the incident.

<sup>1</sup> ANNEX “A” – The annex provides the detailed specifications, design, form and size of the Coast Guard Blotter.

**6. How did such an event occur?** The narrative on how the incident happened shall be indicated to show the description of the chronology of events that led to the incidents. No limit as to what to include in this portion of narrative.

**7. Disposition of case?** This shall provide the action taken by the Station/Sub-Station concerned including determination of whether or not further details or investigation is needed for appropriate filing of cases before the courts.

B. In answering the above five (5) Ws and one (1) H and the Case Disposition, all such material details about the event, including the names of the suspects; the victim; the witnesses, if any; the nature of the action or offense; the possible motive; the place; the date and time of occurrence; significant circumstances that aggravate or mitigate the event or the crime; should be entered along with the identity of the officer to whom the case is assigned (Officer-on-Case); and, the status/disposition of the case. The officer shall write his name, put the date beside it and sign above.

C. The Duty Complaint Desk Non-Officer of the office who receives the report of an incident/transaction shall record it in the Coast Guard blotter following the cardinal elements of a Coast Guard Record.

D. The following incidents or transactions, among others, may be entered in the Coast Guard blotter;

1. Violations of the RPC and all maritime laws, rules and regulations reported and/or discovered;
2. All calls in which any member of the PCG is dispatched and/or takes official actions;
3. All reports and information received by the PCG unit concerned;
4. Movement of personnel or detained persons with corresponding notations on the authority for such movements;
5. Cases of missing and/or found persons, animals and property both on land and at sea;
6. All maritime incidents and other types of accidents that require Coast Guard action;
7. All cases in which a Coast Guard member is involved;
8. All arrests and returns made; and
9. Miscellaneous cases, general and special orders, violations of rules and any other reportable incident that the Detachment/Station Commander or his personnel desires to be recorded.

## **IX. PROCEDURE IN MAKING ENTRIES IN THE COAST GUARD BLOTTER**

A. All entries in the Coast Guard blotter shall be handwritten in a clear, concise and simple manner but answer as far as practicable the above-mentioned criteria.

B. The entries must be legibly written in long hand and consecutively numbered.

C. A ballpen or pen with blue, black or blue-black ink is used for making the entries.

D. Every page of the blotter shall be consecutively or chronologically filled up. No line or spaces are left blank between any two entries.

E. No erasures shall be made on the entries. Corrections are made by drawing one horizontal line over such words or phrases and the actual entry initiated by the Coast Guard officer making the correction.

F. Only facts, not opinions, must be entered in the blotter.

G. The first blotter book must contain on the first page, an opening certification by the substation or station commander to the effect that the said blotter book has been opened to record all events, communications, calls and actions made by said substation or station and that the same shall remain open until the last page of said blotter book has been properly filled and closed before another blotter book will be used for the same purpose.

H. The Duty Petty Officer on Watch (POW), under the Duty Officer of the Day (OOD) and the Complaint Desk Non-officer, shall make the actual entries in the blotter during or at the end of his tour of duty; both the supervising Duty POW and Duty Complaint Desk Non-officer shall sign the blotter.

I. Once actual entries in the blotter has been made, the Duty Petty Officer on Watch (POW) and the Complaint Desk Non-officer shall accomplish the POST INCIDENT RECORD FORM or PIRF, either handwritten or typewritten, by filling in the required information thereat. The POST INCIDENT RECORD FORM shall then be scanned and forwarded to Coast Guard District (attention to their respective District Operations, D-3) having jurisdiction of the Station or Sub-Station and to the Commandant, Philippine Coast Guard (attention Deputy Chief of Coast Guard Staff for Operations, CG-3) on a weekly basis. Nevertheless, the Station or Sub-Station concerned must maintain their own records of PIRF. Entries to the PIRF shall not deviate but must actually reflect the actual entries in the Coast Guard Blotter<sup>2</sup>.

J. All succeeding blotter books must contain on their first page a reference number of the last entry in the closed blotter book including the page number and date of when the said entry was made and shall continue in chronological order following the last reference number in the closed blotter book;

K. Misrepresentations in the blotter or any attempt to suppress or delete any information therein are punishable criminally and administratively.

L. Any development of cases to be reflected in the blotter should be a new entry at the time and day it was reported. A reference to the previous entry number of the cases shall, however, be made.

M. In the event that the person reporting/complainant desires to amend or make supplemental of his report/complaint, the Duty Complaint Desk Non-Officer shall inform and request authority from the Station Commander and/or Sub-station Commander to make the necessary corrections and state therein that it amends or supplements the previous report and shall place the signature both of the complainant and the Station Commander.

N. Only Coast Guard personnel shall be allowed to view the Coast Guard Blotter and entries for official purposes or for the purpose of carrying out their duties. No form of reproduction (e.g. photocopying, reprinting or photograph) of the Coast Guard Blotter or of the Post Incident Record Form or other information shall be made without the approval of the Station Commander concerned or his representatives. Provided that the reproduction thereof shall be limited to official purpose/s. Nevertheless, the person reporting/complainant/client

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<sup>2</sup> ANNEX "B" – The Post Incident Record Form contains the personal circumstances of the complainant/reportee including the actual incident reported/complained entered in the Coast Guard Blotter which shall be accomplished by the Duty Petty Officer on Watch and Complaint Desk Non-Officer.

or next of kin in case the former becomes incapacitated may request to have access to the Coast Guard Blotter for purposes not contrary to law, rules and regulations.

O. A request for an excerpt from the Coast Guard Blotter shall be allowed in the form of certification signed by the Duty Complaint Desk Non – Officer and sealed with the official dry seal of the concerned district/ station/ sub-station. Should the District/Station/Sub-Station have no official dry seal yet, such circumstances must be stated in the certification as “No Official Dry Seal Available”. Such request shall only be allowed to data subject, information owner, real party-in-interest or when there is a court order authoring the same. The issued Certification shall likewise be scanned and forwarded to the concerned District and Office of Deputy Chief of Coast Guard Staff for Operations<sup>3</sup>.

P. Should the request for data comes from third-party stakeholder such as, media, researches, students, the request shall be addressed to Commandant, Philippine Coast Guard, attention to District Commander having operational control over the concerned Station or Sub-Station.

Q. Access to records may be denied if the disclosure is contrary to the public interest and the records concern records of investigations, intelligence information, security procedures or investigatory files, interfere with valid and proper law enforcement proceedings, constitute an unwarranted invasion of personal privacy, records that discloses a confidential source, prejudice investigation or endanger the life or physical safety of any person<sup>4</sup>.

## **X. DUTIES AND RESPONSIBILITIES**

A. The Duty Officer of the Day shall ensure that Duty Petty On Watch and Duty Complaint Desk Non-Officer accurately record incidents reported and personnel dispatches within their respective area of responsibility. Assure that the POST INCIDENT RECORD FORMs/Certifications are forwarded to Coast Guard Districts attention to District Operations, D-3 and to the Office of the Deputy Chief of Coast Guard Staff for Operations.

B. The Duty Petty Officer on Watch shall direct the Duty Complaint Desk Non-Officer to scan and forward POST INCIDENT RECORD FORMs/Certifications to Coast Guard District attention to District Operations, D-3 and to the Office of the Deputy Chief of Coast Guard Staff for Operations on a weekly basis.

C. The Duty Complaint Desk Non-Officer shall be responsible for initially attending to requests for Coast Guard assistance. Scan and forward POST INCIDENT RECORD FORMs/Certifications to Coast Guard District attention to District Operations, D-3 and to the Office of the Deputy Chief of Coast Guard Staff for Operations on a weekly basis.

D. The Coast Guard Districts/Stations/Sub-stations and operating units shall maintain a Coast Guard blotter.

E. All PCG operating units or divisions in addition to the CG Districts/Stations/Sub-stations/detachments shall likewise maintain separate blotters.

F. The Coast Guard Legal Service shall facilitate the conduct of Troops Information and Education relative to the provisions of this Circular. It shall likewise conduct yearly inspections of all Coast Guard Districts/Stations/Sub-stations and operating units to ensure compliance with the standards of operation and proper filing of the Coast Guard Blotter. It may conduct a random inspection as the need arises as a result of reported malfunction due

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<sup>3</sup> ANNEX “C” – Certification – to be issued by the Coast Guard District, Station or Sub-Station concerned upon request by the reportee/complainant/third party of any incident entered within their jurisdiction in the Coast Guard Blotter.

<sup>4</sup> ANNEX “D” – Flow Chart – Indicates the simplified steps to be followed by the Duty Petty Officer on Watch and Complaint Desk Non-Officer in making entries in the Coast Guard Blotter.

to any cause such as lack of training of the Duty Petty Officer on Watch (POW) under the supervision of Duty Officer of the Day (OOD).

G. Office of the Deputy Chief of Coast Guard Staff for Operations CC-3 shall be responsible for consolidating all forwarded Post Incident Record Forms/Certifications and shall maintain a data base for record purposes and safe keeping.

H. The Office of the Deputy Chief of Coast Guard Staff for Operations, District Commanders, Station/Sub-Station Commanders and Unit Commanders of Operating Units shall maintain and retain all Coast Guard Blotter, Post Incident Record Forms, Certifications for not less than five (5) years reckoned from the date of issue. Such Coast Guard Blotter, Post Incident Record Forms, Certifications shall be made available for inspection upon request by Coast Guard Legal Service. Furthermore, the Commandant, Philippine Coast Guard or his authorized representative may require that these Coast Guard Blotter, Post Incident Record Forms, Certifications be kept for an additional period of three (3) years.

#### **XI. PENAL CLAUSE**

Any violation of this Circular shall be dealt with administratively as may be warranted by the evidence. All Unit Commanders shall be included in the investigation under the principle of command responsibility. If evidence further warrants, criminal complaints shall also be filed against those who may have committed acts or omissions contrary to the Revised Penal Code or any special penal statutes.

#### **XII. REPEALING CLAUSE**

Any issuance, memoranda, rules and regulations issued by the PCG inconsistent herewith are deemed repealed or amended accordingly.

#### **XIII. SUPPLY AND ACCOUNTABILITY**

Headquarters, PCG shall supply Coast Guard blotters to each PCG Districts, Stations, and Sub-stations who shall carry the same in their property books as an accountable item. District Commanders, Station/Sub-Station Commanders, Unit Commanders of all Operating Units shall be responsible for the proper maintenance, use, safekeeping and accounting of Coast Guard blotters under their custody.

#### **XIV. EFFECTIVITY**

This Circular takes effect fifteen (15) days upon publication.

**BY COMMAND OF COAST GUARD ADMIRAL ABU:**

**OFFICIAL:**

**JOEVEN L FABUL**  
**CG COMMO**  
Chief of Coast Guard Staff

  
**CHARITY G COPIACO**  
**CG CDR**  
Coast Guard Adjutant

*ANNEX "A" – Specification of Coast Guard Blotter*  
*ANNEX "B" – The Post Incident Record Form*  
*ANNEX "C" – Certification*  
*ANNEX "D" – Flow Chart*



NATIONAL HEADQUARTERS PHILIPPINE COAST GUARD  
(Pambansang Punonghimpilan Tanod Baybayin ng Pilipinas)  
139 25<sup>th</sup> Street, Port Area  
Manila, 1018



30.0 cm

**COAST GUARD DISTRICT**

**COAST GUARD STATION**

**COAST GUARD SUB-STATION**

# COAST GUARD BLOTTER

**VOLUME NR**

**SERIES OF**

**PERIOD COVERED**

40.0 cm

FOR COAST GUARD BLOTTER  
ENCODER USE ONLY  
BLOTTER ENTRY NUMBER

TYPE OF INCIDENT



Philippine Coast Guard

ANNEX "B"

# POST INCIDENT RECORD FORM

**INSTRUCTIONS:** Please Refer to CG SOP on Coast Guard Blotter

Time and Date of Report

## Reporting Person

Family Name		First name	Middle Name	Qualifier	Nickname
Citizenship	Gender	Date of Birth (DD/MM/YY)	Place of Birth	Home Phone	Mobile Phone
Current Address (House Number/Street)		Village/Sitio	Barangay	Town/City	Province
Other Address (House Number/Street)		Village/Sitio	Barangay	Town/City	Province
Occupation	Work Address	Work Address	Work Phone	Email Address	
ID Card Presented	Person of Reference	Person of Reference	Occupation	Address	Mobile Phone





Philippine  
Coast Guard  
Logo



Complete Address of  
District/Station/SubStation with Email  
Address and Contact Information

District/  
Station Sub-  
Station  
Logo



Department of Transportation  
**Philippine Coast Guard**

**HEADQUARTERS COAST GUARD DISTRICT NORTH EASTERN LUZON**

63A Caritan Highway, Caritan Centro, Tuguegarao City, Cagayan

Email address: [cgdnelzn\\_operations@gmail.com](mailto:cgdnelzn_operations@gmail.com)

Contact Number: 0997-1632-854/ Telefax (078) 3779-755

DATE: \_\_\_\_\_

**CERTIFICATION**

TO WHOM IT MAY CONCERN

**THIS IS TO CERTIFY** That the following data is an excerpt from the Coast Guard Blotter of this **District/Station/Sub-station** to wit:

NATURE OF COMPLAINT	:	_____
COMPLAINT RCD BY	:	_____
DATE AND TIME RCD	:	_____
PAGE NUMBER	:	_____
VOL. NUMBER	:	_____

**DETAILS OF THE COMPLAINT:**

Style : Arial  
Size: 12  
Paragraph justified

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SIGNED: \_\_\_\_\_

SIGNED: \_\_\_\_\_

X=====X

This **CERTIFICATION** is issued for whatever legal purposes it may serve.

Prepared by:

\_\_\_\_\_  
Duty Complaint Desk Non-Officer



# ANNEX "D"

START

Duty POW/Duty Complaint Desk Officer entertains and receives report from the complainant

It is a crime incident?

NO

Yes

Duty POW/Duty Complaint Desk Officer receives details of the incident

Duty POW/Duty Complaint Desk Officer receives details of the crime

Complainant and Duty POW/Duty Complaint Desk Officer review the summary details of the incident

Complainant and Duty POW/Duty Complaint Desk Officer review the summary details of the crime

Is there any correction?

Is there any correction?

Yes

Yes

NO

NO

Duty POW/Duty Complaint Desk Officer stores data to the PCG blotter

Duty POW/Duty Complaint Desk Officer stores data to the PCG blotter

Complainant and Duty POW/Duty Complaint Desk Officer sign the blotter

Complainant and Duty POW/Duty Complaint Desk Officer sign the blotter

Duty POW/Duty Complaint Desk Officer accomplish, scan and forward PIRF

**Flow Chart for making entries, request for reproduction, excerpt or data/request for amendment**

