



**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**

01 September 2023

**CIRCULAR  
NUMBER 13-23**

**RE-ENLISTMENT OF PCG NON-OFFICERS**

**I. REFERENCES**

- a. Republic Act No 9993 dated 12 February 2010 otherwise known as Philippine Coast Guard Law of 2009
- b. IRR of Republic Act No 9993 otherwise known as Philippine Coast Guard Law of 2009
- c. HPCG/CG-1 Circular Number 08-14 dated 26 August 2014 otherwise known as Re-enlistment of PCG Non-Officers
- d. NHQ-PCG/CG-1 Circular Number 08-19 dated 07 July 2019 otherwise known as Enlistment and Re-enlistment of PCG Non-Officers
- e. NHQ-PCG/CG-MED Circular Number 12-19 dated 13 November 2019 otherwise known as PCG Regimental Rules on Medical Clearances
- f. NHQ-PCG/CG-1 Circular Number 02-20 dated 21 March 2020 otherwise known as Policies on the Devolution of Recruitment, Re-enlistment and Promotion to the Functional, Administrative Support, Operational Support, Special Service, Technical Service and Operating Commands of the PCG
- g. NHQ-PCG Circular Number 06-20 dated 28 May 2020 otherwise known as Creation of ReCAD, Reentry or Reinstatement Board and Guidelines for ReCAD, Reentry or Reinstatement of Former Philippine Coast Guard Personnel
- h. CG-1/CGAO Circular Number 18-21 dated 09 November 2021 otherwise known as Revised Circular on Issuance of Personal Clothing and Individual Equipment (PCIE) to the Trainees and Reenlisted Personnel of the PCG
- i. ON6/OTNA Circular Number 03 dated 26 January 2022 otherwise known as Enlistment and Reenlistment in the Philippine Navy
- j. NHQ-PCG/CGIG-IAS Circular Nr. 10-22 dated 11 July 2022 otherwise known as Guidelines on Tattoo or Artificial Body Markings

**II. PURPOSE**

This Circular prescribes the policies, standards, guidelines and procedures governing the Re-enlistment of PCG Non-Officers.

### III. SCOPE

This Circular covers all application for Re-enlistment of PCG Non-Officers in the PCG-DOTr service.

### IV. DEFINITION OF TERMS

**a. Commander, CG District/Service Command** – the Head of Office/Unit of re-enlistee at the time of the application for re-enlistment.

**b. District/Service Command Re-enlistment Board (D/SC REB)** – refers to the re-enlistment board of each command, service or unit responsible for the deliberation and recommendation of re-enlistee for re-enlistment.

**c. Expiration of Term of Enlistment (ETE)** – a specific date after rendering the initial three (3) years term of enlistment or three (3) years term of re-enlistment.

**d. Moral Turpitude** - everything which is done contrary to justice, modesty or good morals; an act of depravity in the private and social duties which a man owes his fellowmen or to society in general.

**e. Pending Case** – all cases which are being held for investigation, hearing before the civil court, PCG Disciplinary Board, PCG Court Martial, PCG Special Drugs Board, Committee on Decorum and Investigation and such other bodies/board which performs quasi-judicial function; Provided that, derogatory reports and those pending investigation before the CGIG-IAS and the likes, shall not be considered as a pending case for purposes of re-enlistment.

**f. Physically and Mentally Fit** - a medical evaluation report (MER) issued by the Coast Guard Medical Service (CGMED) to a Re-enlistee with Physical Profile of P1 to P3.

**g. Quasi-Judicial Function** – term which applies to the action, discretion, etc of public administrative officers or bodies, who are required to investigate facts or ascertain the existence of facts, hold hearings and draw conclusions from them, as a basis for their official action and to exercise discretion of a judicial nature.

**h. Re-enlistee** - refers to PCG Non-Officer filing for re-enlistment.

**i. Reinstated Re-enlistee** – refers to the reinstated PCG Non-Officer filing for re-enlistment.

**j. Re-enlistment** – a term of three (3) years active service in the PCG.

**k. Re-enlistment Authority** – refers to the Commandant, PCG or the Officer-In-Charge during the absence of the incumbent, who shall have the sole authority to re-enlist PCG Non-Officers.

## **V. GENERAL POLICIES AND GUIDELINES**

### **A. QUALIFICATIONS**

1. Is a citizen of the Philippines;
2. Is physically and mentally fit for Coast Guard service with physical profile of P-1 to P-3, in accordance with the provisions of this policy and other applicable regulation;
3. Re-enlistee's previous term of Enlistment/Re-enlistment was terminated under honorable conditions.

### **B. DISQUALIFICATIONS**

Notwithstanding the above qualifications, a PCG Non-Officer is not in qualified status for re-enlistment if the Re-enlistee:

1. Has definite psychoneurotic tendencies or a chronic alcoholic, as examined and diagnosed by CGMED or by the attending medical specialist;
2. Has previously been convicted by final judgment of an offense involving moral turpitude or for conviction of any of the crimes against national security and the law of nations; crimes against the fundamental laws of the state; crimes against public orders; and crimes against public morals as defined under the Revised Penal Code;
3. Has been dishonorably discharged from the PCG-DOTr service or other branch of service;
4. Has been punished three (3) or more times in accordance with the PCG Code of Conduct to include the disciplinary powers of Commanding Officers;
5. Has been confirmed to have tested positive for illegal drugs; provided, that a Re-enlistee testing positive for illegal drug use, upon confirmation by proper authorities, shall be prima facie evidence of re-enlistee's drug dependence, unless there is evidence to the contrary;
6. Has a pending criminal case and/or other case involving moral turpitude in a court of law;
7. Has been found guilty of an act or conduct prejudicial to good order and military discipline that has a specific definition in the PCG Code of Conduct;
8. Has failing or marginal efficiency ratings; and
9. Is a deserter or felon.

### **C. DOCUMENTARY REQUIREMENTS:**

1. Personnel Action Form (Issuance of Re-enlistment and Subsequent Granting of RCA)
2. Medical Evaluation Report (which shall state the results of the Dental Examination, Neuropsychological Assessment, Drug Test and Physical Examination for the Absence of Visible Tattoos, among others)
3. Certificate of Recommendation from Commander, CG District/ Service Command
4. Certificate of Non-Pending Case (Unit, CG-2, CGIG-IAS, CGLS)
5. Unit Punishment Book
6. Latest Periodic Enlisted Personnel Evaluation Mark (EPEM)
7. Physical Fitness Test Result and Certificate
8. Personal History Statement (PHS)
9. Statement of Service from Unit
10. Certificate of Minimum Clothing Requirement
11. Security Pledge
12. Designation of Beneficiaries

### **D. EFFECTIVE DATE OF RE-ENLISTMENT**

Re-enlistment shall be made effective on the date of expiration of the previous term of enlistment/re-enlistment or on the date of discharge if sooner terminated, provided the re-enlistee on such date is in qualified status and actually assumes position, otherwise re-enlistment shall take effect on the date of issuance of orders.

### **E. APPLICATION FOR RE-ENLISTMENT**

1. Application for re-enlistment shall be submitted one (1) year prior ETE to re-enlistee's unit and shall be submitted by respective unit to the O/CG-1 not later than six (6) months prior the re-enlistee's ETE, duly endorsed by their respective unit commanders to the enlistment authority (To: CPCG Attention: DCS for HRM, CG-1).
2. Submission of re-enlistment request of re-enlistee later than six (6) months prior ETE shall be subjected to administrative sanctions;

3. Re-enlistment of personnel on Detached Service (DS) Status/Detailed outside PCG shall be processed and endorsed to the Re-enlistment Authority (Attn: O/CG-1) by their mother unit;

4. PCG units/offices designated as signatories of the Re-enlistment Clearance Forms shall have no authority to approve/disapprove or hold the re-enlistment documents. In case the re-enlistee is not medically, physically or mentally fit for the service (Physical Profile P-4) or has pending case/s; forward to O/CG-1 any findings for appropriate action.

5. Re-enlistee with pending administrative, civil and criminal case/s as defined under item V on Disqualifications shall be recommended for extension of ETE until the final resolution of the case.

6. Re-enlistee with medical impediments (P-4) shall be recommended for referral to the PCG Medical Board, for the determination of their fitness to stay in the service.

#### **F. GRADE OF RE-ENLISTMENT**

1. A PCG Non-Officer may be re-enlisted in the permanent grade last held if such re-enlistment is made within thirty (30) days following discharge.

2. A PCG Non-Officer who has served at least one (1) enlistment term and re-enlists after thirty (30) days but within sixty (60) days from the date of discharge may be re-enlisted in the permanent grade last held but will be imposed the penalty of Reprimand with consequent one (1) year prohibition on promotion and schooling.

3. A PCG Non-Officer who has not been re-enlisted by virtue of a pending case but was subsequently acquitted or whose case is provisionally dismissed, may be re-enlisted in the permanent grade last held if such re-enlistment is accomplished within sixty (60) days following the date of the acquittal or the provisional dismissal of the case.

4. A PCG Non-Officer who re-enlists after sixty (60) days from the date of discharge are considered for re-entry in the PCG service subject to the provisions of PCG Re-CAD, Re-entry, Reinstatement Board (PCGRRRB).

5. A PCG Non-Officer who has been admitted as Candidate Coast Guard Officer (CCGO), undergoing training at CGETDC, cadet/trainee of the PMA, PMMA, military, air, naval or other related schools and subsequently discharged from any such school, may be re-enlisted in the permanent grade last held prior to such admission, provided such re-enlistment is done within thirty (30) days after the date of honorable discharge from any of the above schools.

6. A PCG Non-Officer who has been admitted as CCGO, undergoing training at CGETDC, cadet/trainee of the PMA, PMMA, military, air, naval or other related schools and subsequently discharged from any such school, who re-enlisted beyond thirty (30) days after the date of honorable discharge

from any of the above schools are considered for re-entry in the PCG service subject to the provisions of the PCGRRRB.

#### G. RE-ENLISTMENT PRIORITY

1. Re-enlistment, being the renewal of contract of enlistment, shall be by application and subject to CPCG approval, in accordance with the policies prescribed in this circular. Re-enlistment is neither a matter of right for the PCG Non-Officers nor a matter of personal consideration. The interest of the PCG service shall be given primary consideration.

2. PCG Non-Officers who failed to submit the request for re-enlistment prior ETE shall automatically be discharged honorably from the PCG service upon ETE without prejudice to re-entry upon completion of the re-enlistment procedures unless otherwise extended as prescribed in this circular.

#### H. TERM OF RE-ENLISTMENT

1. Re-enlistment shall be for a term of three (3) years, unless extended by the Re-enlistment Authority:

- a. ETE can be extended up to the date of the compulsory retirement provided, the maximum period of extension will not exceed eighteen (18) months or half ( $\frac{1}{2}$ ) of the enlistment term. The extension of ETE *SHALL NOT* be applicable to optional retirement or separation from the PCG service. In case a PCG Non-Officer was already granted re-enlistment and received the Re-enlistment Clothing Allowance (RCA) but later signified intention for optional retirement or separation from the PCG service said PCG Non-Officer shall replenish to the command the amount received, provided, that the period shall not exceed eighteen (18) months or half ( $\frac{1}{2}$ ) of the enlistment term to the effective date of optional retirement or separation.
- b. The term of enlistment of a personnel due to expire while enjoying an accumulated leave prior to separation shall be extended until the expiration of such leave by the Re-enlistment Authority NLT one (1) month prior ETE.
- c. The term of enlistment of a personnel who cannot be discharged under the existing laws or regulations on the date of its expiration due to sickness or injury contracted in line of duty or other justifiably unavoidable cause shall be extended to the day when the discharge can be effected. When hospitalization is necessary, it shall not exceed one (1) year.

2. A PCG Non-Officer **shall automatically be discharged and cease to be in active service upon ETE** unless sooner terminated by proper authority or unless extended upon justifiable cause to be determined by proper authority based on this circular and other governing laws, policies and memorandum of the PCG. **Orders for re-enlistment should be so worded as to be self-terminating.**

3. A PCG Non-Officer who opted not to continue in the PCG-DOTr service upon ETE shall submit all required clearances one (1) year before its termination in order to determine the category of their mode of separation and to process necessary clearances in support of their monetary benefits.

4. The period of extension of ETE of a PCG Non-Officer with pending cases shall form part of their re-enlistment term once subject PCG Non-Officer is re-enlisted upon having the case resolution by the proper authority. The same will apply with PCG Non-Officers with medical impediments as evaluated by the PCG Medical Board.

**I. CLAIMS FOR RE-ENLISTMENT CLOTHING ALLOWANCE:**

1. All PCG Non-Officers who are qualified for re-enlistment by reason of the expiration of their three-year enlistment are entitled to receive the Re-enlistment Clothing Allowance (RCA). The RCA shall be in the amount indicated in its current policy. RCA should not be treated as clothing allowance, but instead should be utilized for the procurement of uniform based on the particulars stated in the RCA policy.

2. The Re-enlistee shall file request for granting of RCA together with the request for issuance of re-enlistment order.

**J. RE-ENLISTMENT BOARD**

1. There shall be a created District/Service Command Re-enlistment Board (D/SC REB) consists of the following:

- |             |   |   |
|-------------|---|---|
| Chairman    | - | Chief of Staff                                  |
| Members     | - | D-1/Admin Officer                               |
|             | - | D-2/FS Commander                                |
|             | - | Legal Officer                                   |
|             | - | Command Master Chief                            |
| Secretariat | - | Medical Corps Officer or any CGMED Officer      |
|             | - | CGIG-IAS Representative                         |
|             | - | Human Resource Management Unit (HRMU) Commander |
|             | - |   |

2. The D/SC REB shall evaluate applications for re-enlistment and recommend not later than thirty (30) days from the filing of application, the approval and disapproval of such application will be based in accordance with the provisions of this Circular.

3. The D/SC REB shall evaluate applications for extension of ETE and recommend not later than 1 month (30 days) prior ETE for approval and disapproval of the Re-enlistment Authority (Attention: DCS for HRM, CG-1) in accordance with the provisions of this Circular.

## VI. PROCEDURES

### A. REGULAR RE-ENLISTEE

1. The O/CG-1 shall publish list of PCG Non-Officers who are due for re-enlistment every 01 January of the current year.
2. Admin Branch of every Unit shall issue directive to all personnel under their unit to process their re-enlistment.
3. The application for the request for issuance of re-enlistment order and subsequent granting of RCA (through Personal Action Form) shall be submitted by the re-enlistee to their mother units with the documentary requirements stated at para V.C within one (1) year but not later than six (6) months prior ETE. PCG Non-Officers who failed to submit their application within the given period shall attach an explanation letter to his application for re-enlistment.
4. Upon receipt of the request, HRMU will request for the clearances of CG-2, CG Legal Service, CGIG-IAS and will prepare the Certification of Clearances (*see Annex C*)
5. D/SC, REB will convene to evaluate the re-enlistment documents and will forward the same to the District/Service Command.
6. For the re-enlistment documents of operation control (OPCON) personnel, HRMU will request for the re-enlistee's clearances and will transmit said clearances to their respective mother units for deliberation and recommendation.
7. In case a Re-enlistee shall have an extension of ETE as prescribed in Section H, the D/SC REB shall evaluate applications for extension of ETE and recommend not later than 1 month (30 days) prior the Re-enlistee's ETE for approval and disapproval of the Re-enlistment Authority (Attention: DCS for HRM, CG-1).
8. CG-1 will initiate DF for CPCG's approval.
9. Upon approval CG-1 will request for the issuance of Re-enlistment Order to Coast Guard Adjutant Office (CGAO).
10. Admin shall facilitate the oath taking of the re-enlistee within 30 days upon publication of re-enlistment order. Re-enlistee on DS status may have their oath taking in DS unit.
11. Admin shall provide the O/CG-1 the list of personnel who took their oath for reference and preparation of Disbursement Voucher (DV) for RCA.
12. CG-1 will prepare the DV of RCA.

### B. REINSTATED RE-ENLISTEE

1. Coast Guard Human Resource Management Command (CGHRMC) will assist with the processing of documents and clearances for the application of re-enlistment of Reinstated Re-enlistee.



2. CGHRMC will request for the issuance of re-enlistment orders and subsequent granting of RCA to the O/CG-1 together with the summary of clearance form, Re-enlistee's Unit, CGLS, CGIG-IAS and CG-2 Clearances for the approval of the Re-enlistment Authority (Attention: DCS for HRM, CG-1).
3. CG-1 will initiate DF for CPCG's approval.
4. Upon approval, CG-1 will request for the issuance of Re-enlistment Order to CGAO
5. CGHRMC shall facilitate the oath taking of the reinstated re-enlistee within 30 days upon publication of re-enlistment order.
6. CGHRMC shall provide O/CG-1 the list of reinstated re-enlistee who took their oath for reference and preparation of DV for RCA.
7. CG-1 will prepare the DV for RCA.

## VII. RESPONSIBILITY

- A. **RE-ENLISTEE:** Ensure timely filling/processing of re-enlistment.
- B. **DISTRICT/SERVICE COMMAND COMMANDER:** All Functional/Admin Support/Special Service/Technical Command Commanders and District Commanders shall be responsible for the strict implementation and dissemination of this Circular.
- C. **ADMIN:** Monitor and ensure the timeliness filing of re-enlistment of all personnel. Ensure that the procedures for re-enlistment are carried out in accordance with this Circular and other related circulars pertaining to.
- D. **HRMU:** Ensure the timely processing of re-enlistment of all personnel under its AOR. Ensure that the procedures for re-enlistment are carried out in accordance with this Circular and other related circulars pertaining to.
- E. **CG-1:** Ensure and monitor the timely processing of re-enlistment and RCA of all PCG Non-Officers.
- F. **CG-2/CGIG-IAS/CGLS:** Ensure the timely issuance of Clearances of the Re-enlistee.
- G. **CG DENTAL/CG SSO:** Ensure the timely conduct of exam/tests and issuance of clearance of the Re-enlistee.
- H. **CG ADJUTANT:** Shall issue and publish the re-enlistment order of re-enlisted PCG Non-Officers, extension of ETE of re-enlistee and other related orders.

**I. CG-6:**

- 1) Include the budget requirement of RCA in annual budget of PCG.
- 2) Ensure the timely allocation and release of funds for the RCA.

**J. CG ACCOUNTING SERVICE OFFICE:** Check completeness of documentary requirements, ensure correct computation of amount, records transactions and process DV relative to RCA and provide all necessary accounting entries in the DV.

**K. CG FINANCE SERVICE:** Ensure the timely preparation of payroll and payroll registry for the RCA of re-enlisted PCG Non-Officer.

**L. THE COMMAND SURGEON, CGMED:**

- 1) Shall ensure the timely issuance of Medical Evaluation Reports to all Re-enlistee.
- 2) Shall direct the PCG Medical Board to conduct speedy and objective evaluation and deliberation regarding the fitness to stay in the service of personnel with medical impediments (P-4).

**VIII. RESCISSION**

NHQ-PCG/CG-1 Circular Number 08-19 dated 07 July 2019 and all other publications in conflict with this Circular are hereby rescinded.

**IX. EFFECTIVITY**

This Circular shall take effect upon publication.

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

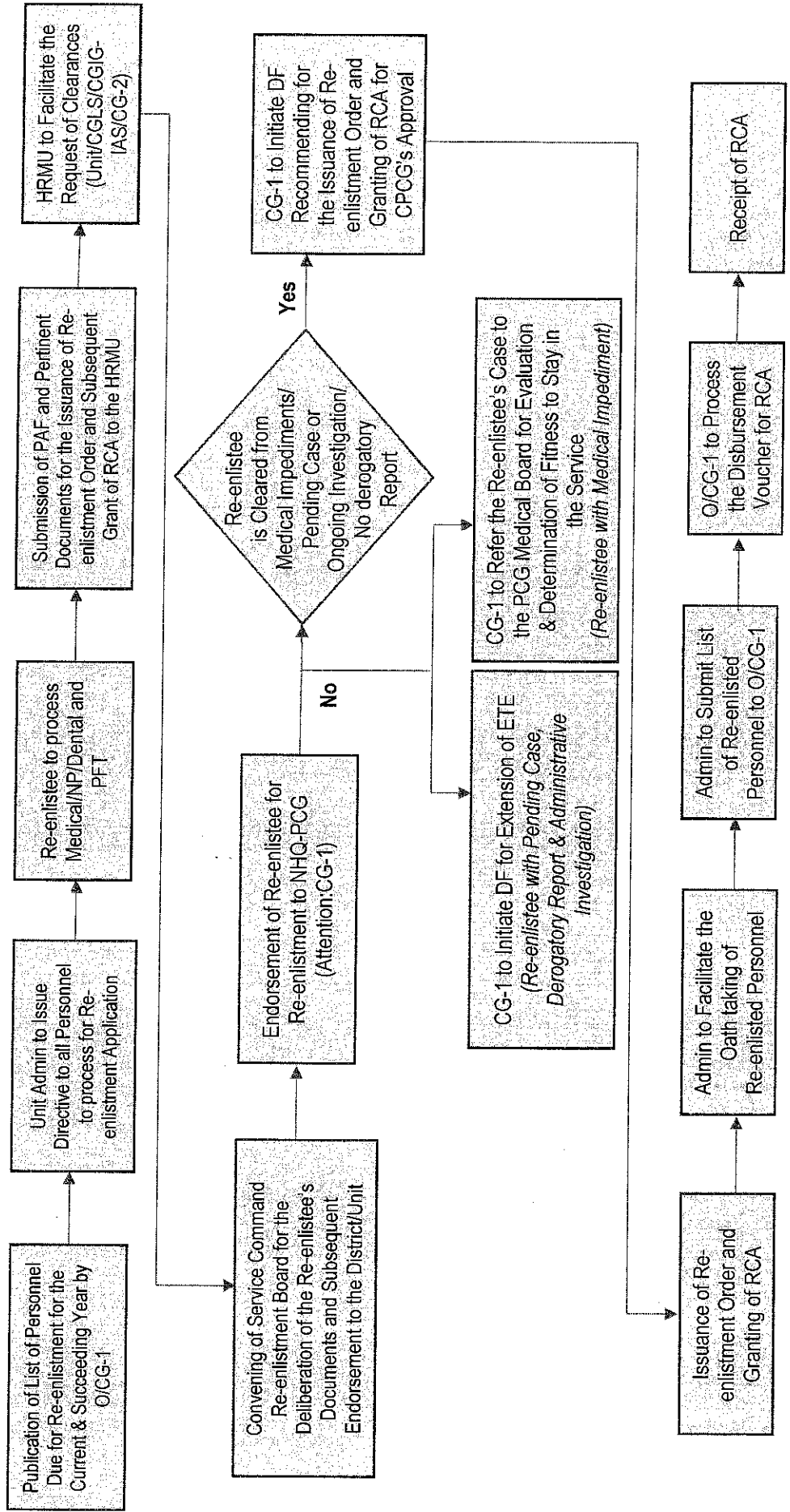
**OFFICIAL:**

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

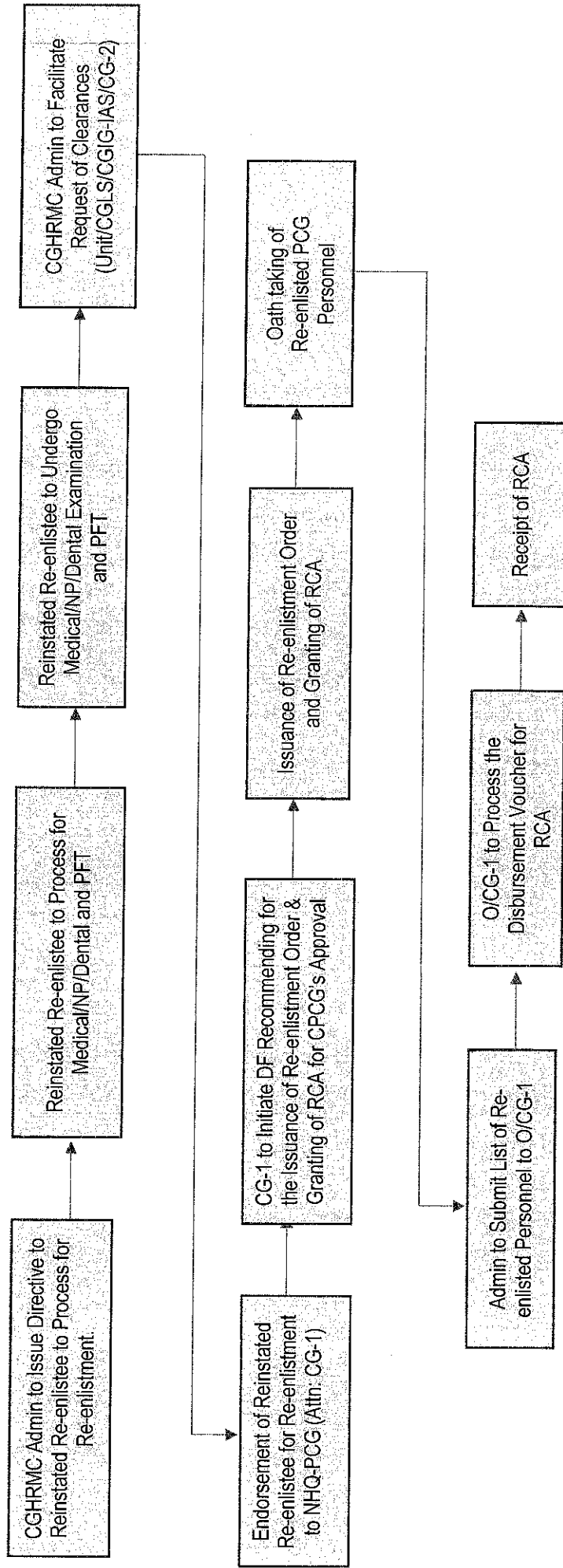
  
**CHARITY G COPIACO**  
**CG CDR**  
Coast Guard Adjutant

*Annexes*  
*Annex A - Reenlistment Flowchart (for Regular Re-enlistees)*  
*Annex B - Reenlistment Flowchart (for Reinstated Personnel)*  
*Annex C - Certification*  
*Annex D - Certificate of Minimum Clothing Requirements*  
*Annex E - Oath and Certificate of Reenlistment*  
*Annex F - Security Pledge*  
*Annex G - Designation of Beneficiaries*

# RE-ENLISTMENT FLOWCHART (for Regular Re-enlistees)



# RE-ENLISTMENT FLOWCHART (for Reinstated Personnel)



**Annex C**



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

**CERTIFICATION**

\_\_\_\_\_  
Date

**THIS IS TO CERTIFY** that \_\_\_\_\_ who requested for re-enlistment upon ETE on \_\_\_\_\_ has no indication of any conviction, pending case nor derogatory report from Coast Guard Legal Service (CGLS), Deputy Chief of Staff for Intelligence, CG-2 Coast Guard Inspector General-Internal Affairs Service (CGIG-IAS) and from this Command/Unit/Office.

All Clearances forwarded by the abovementioned Units and Offices upon request were properly reviewed and verified by this Unit.

This Certification will serve as your reference for the approval and further issuance of re-enlistment order of the said PCG Non-Officer.

**OTHER REMARKS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Name and Signature of Unit Commander**

*NOTE: On the Other Remarks Section, state existing and or previous derogatory report/s with the unit's course of action and whether it is meted or has ongoing investigation/s*

Annex D



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

**CERTIFICATE OF MINIMUM CLOTHING REQUIREMENTS**

Name: \_\_\_\_\_ Rank: \_\_\_\_\_ PCGSN: \_\_\_\_\_

Unit Assignment: \_\_\_\_\_

Description	Unit	Qty	Remarks
Battle Dress Attire	set	1	
Buckle Brass	pc	1	
Combat Boots	pair	1	
Dress Shoes	pair	1	
Garterized Belt	pc	1	
GOA	set	2	
HBT Cap	pc	1	
Name Plate (Magnet)	pc	2	
Oversea Cap with Insignia	pc	1	
Service Blouse	set	1	
Working Blue	set	2	

This is to certify that \_\_\_\_\_ (Name of Re-enlistee) of \_\_\_\_\_ (Name of Unit) possesses the abovementioned minimum clothing requirements this \_\_\_\_ day \_\_\_\_\_.

\_\_\_\_\_  
(Name Signature of Re-enlistee)

\_\_\_\_\_  
(Name & Signature of Inspector)

*Note: Designated inspector must ensure that the following items are properly marked with the initial and serial number of the re-enlistee.*

**Annex E**

**OATH AND CERTIFICATE OF RE-ENLISTMENT**

Province of \_\_\_\_\_ )  
:S.s)  
City, Town or PCG Post )

I \_\_\_\_\_ (Name of Re-enlistee) \_\_\_\_\_, a citizen of the Philippines, do hereby acknowledge to have voluntarily re-enlisted on \_\_\_\_\_ as a member of the Philippine Coast Guard, Department of Transportation, for a period of three (3) years, unless sooner terminated or discharged by proper authority; and do agree to accept from the Republic of the Philippines such pay, rations and clothing allowance as are or maybe established by law; and I do solemnly swear or affirm that I will bear true faith and allegiance to the Republic of the Philippines; that I will serve it honestly and faithfully against all its enemies whomsoever; that I will support and defend the Constitution of the Philippines; that I will obey the orders of the President of the Philippines and the Officers appointed over me, according to the PCG Code of Conduct and Regulations; and that I impose this obligations upon myself voluntarily, without mental reservation or purpose of evasion. SO HELP ME GOD.

(Rank/First name/MI/Last Name/SN)  
Signature

I certify that the above oath was subscribed and only sworn to before me this \_\_\_\_\_. I further certify that this person was thoroughly interrogated by me previous to this subscription to the oath, that I found him entirely sober and in full position of all his mental faculties, that to the best of my judgement and belief he fulfill all legal requirements on re-enlistment and that in re-enlisting him into service of the Philippine Coast Guard, Department of Transportation, I have strictly observed the regulations which govern the recruiting service. I FURTHER CERTIFY that the above oath, as filled in, was read to the re-enlistee before his subscription thereof.

(Type Name/Grade & Organization of Unit Commander/Commanding Officer)  
SIGNATURE OVER PRINTED NAME

- 
1. Carefully compare with the name at the top of page 1
  2. The signature must be identical with the subscribed to declaration of applicant.
  3. Read dates in the oath and certification must be the same.
- 

Full name of nearest relatives (Other than wife or minor children)

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Relationship & Address: (Number and Street or rural route, if none, state so)

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**Annex F**



Department of Transportation  
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(National Headquarters Philippine Coast Guard)  
139 25<sup>th</sup> Street, Port Area,  
1018 Manila

\_\_\_\_\_ Date

**SECURITY PLEDGE**

I, \_\_\_\_\_ (Name of Re-enlistee) \_\_\_\_\_, having been assigned to and/or employed in the Philippine Coast Guard, Department of Transportation hereby solemnly swear that in the performance of duties and obligation imposed upon me by virtue of this assignment and/or employment, I will observe strictly the prescribed security rules and regulations; that any behavior, actuation or association on my part which shall be adjudged as violative of said rules and regulations shall be deemed sufficient to warrant transfer, separation or termination of my assignment and/or employment, and that furthermore, in the interest of NATIONAL SECURITY I will not disclose to any person or agency any information concerning the nature of my work and information I may obtain, unless properly authorized by my superiors.

SO HELP ME GOD.

\_\_\_\_\_  
(Signature over Printed Name of Re-enlistee)

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ at  
\_\_\_\_\_.

\_\_\_\_\_  
(Name & Signature of Administering Officer)



**Annex G**



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

**DESIGNATION OF BENEFICIARIES**

The person eligible to be any beneficiary are designated below:		
1) Full name and address of spouse for married/ parents for single (If none or deceased, state so)		
<b>Name</b>	<b>Address</b>	
_____	_____	
2) Full name and address of each minor child and each dependent child not over 21 years of age (If there are no children, state so, if the address is the same as spouse, do not repeat address)		
<b>Name</b>	<b>Address</b>	
_____	_____	
_____	_____	
_____	_____	
3) In the event of my leaving with no widow or child or in case of their death before payment of benefits due to me or them is made. I then designate as my beneficiary the following relatives (Given name, relationship and address)		
<b>Name</b>	<b>Relationship</b>	<b>Address</b>
_____	_____	_____
_____	_____	_____
4) In the death or disqualification of the last-named dependent relative before payment is made. I then designate as my beneficiary the following relative. (Give name, relationship and address)		
<b>Name</b>	<b>Relationship</b>	<b>Address</b>
_____	_____	_____
_____	_____	_____
Signature over printed of Re-enlistee (Rank, Firstname, MI, Last Name, SN)		
Name, Grade & Organization of Attending Witness (Admin Officer/Personnel)		