

Department of Transportation and Communications
PUNONGHIMPILANTANOD BAYBAYIN NG PILIPINAS
(Headquarters Philippine Coast Guard)
139 25th Street, Port Area
1018 Manila

HPCG

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CIRCULAR)

NUMBER 02)

PCG SCHOLARSHIP PROGRAM AND OTHER SIMILAR GRANTS

1. **PURPOSE:** This circular prescribed the policies and procedures governing the PCG Scholarship Program in civilian educational institution and other similar grants.

2. **OBJECTIVES:**

- a. To provide maximum opportunities to selected officers in the development of their potentials through the acquisition of knowledge and expertise for career growth and development.
- b. To develop these officers according to the annual forecast for continuing PCG need for expertise in certain academic disciplines in order to provide manpower requirements in special areas.

3. **SCOPE:** This circular applies to officers of the PCG who are grantees of scholarship under the PCG Scholarship Program and other similar grants to pursue graduate or post-graduate studies in certain academic discipline in local and foreign educational institution.

4. **DEFINITIONS:**

- a. *Scholarship Program* - The PCG program which grants scholarship to selected PCG officers to pursue studies on certain academic discipline in accredited institutions of learning local or abroad.
- b. *Similar Grant* - Any other scholarship which allows PCG officers to pursue studies within the context of the PCG scholarship program including those but not limited to grants by private entities.

- c. *Scholar* - Any PCG officer awarded or granted a scholarship under the PCG Scholarship Program and other similar grants, who studies either full-time, or, because of the exigencies of the Coast Guard service, performs his assigned Coast Guard duties and that at the same time studies at night or on weekends.
- d. *Academic Discipline* - A branch of learning or field of study in natural, applied or social science, management and humanities, such as history, literature, political science, and the like.
- e. *Masteral Program* - covers vast fields of learning including Financial Management, Economics, Accounting, Principles of Management, Human Resources Development, Methods of Research, Human Behavior in Organization, Statistical Methods, Project/Production Management, Research Project, Moral Philosophy, etc. which are useful not only to the inherent functions of Logistics, Finance, Comptrollership and Personnel Administration and Management

4. POLICIES:

- a. The total number of scholars under the following programs shall not exceed one percent of the authorized commissioned officers strength of the PCG, provided however that the total number of full-time scholars shall not exceed one half of the percent of such authorized strength.
 - (1) PCG Scholarship Programs and other Similar Grants.
 - (2) Coast Guard Training Center (CGTC) Faculty Development Program pursuant to PCGR G dated _____.
 - (3) Coast Guard Training Center (CGTC) Instructors Procurement and Development Program pursuant to Cir# _____ HPCG dated _____.
- b. Acceptance of scholarship grants sponsored by private institutions shall be made only with the prior approval of the Commandant, PCG. Scholarship spaces in such programs and other programs which the CPCG may approve shall be subject to the ceiling limitation set in the preceding paragraph.
- c. Studies on selected academic disciplines at certain institutions shall be limited to the graduate and post-graduate fields to be periodically determined by this Headquarters as essential to the attainment of PCG goals and objectives.

- d. A PCG Scholarship Committee composed of The Deputy Commandant for Admin, as Chairman; The Director for Plans and Programs, CG-5; as Vice Chairman; and Director for Personnel, CG-1; Director for Operations, CG-3; Superintendent, CGTC; Director for Affairs, CG-7; and four (4) other officers drawn from the list of degree holders, selected on the basis of their scholastic achievements or records, current positions or assignments and representing different
- e. Academic disciplines as members, is hereby created, which shall meet from time to time as the Chairman may direct at least annually, to assess the efficacy of the scholarship program. A consolidated report of their findings shall be submitted to the Commandant, PCG not later than 01 July annually.
- e. Officers to be eligible for scholarship under this circular shall have a minimum continuous active commissioned service (ACS) of five (5) years.

5. PREPARATION OF SCHOLARSHIP PROGRAM:

- a. Director for Opns, CG-3, in coordination with different cognizant HPCG Staffs, shall prepare annually a five-year scholarship program which shall start from the school year immediately succeeding the year of preparation and shall be submitted to the CPCG for approval not later than 01 September annually. Refinements to the program shall be made from year to year as may be required by changes or emphasis on PCG short and long-range objectives and by assessment of the Scholarship Committee as to the efficacy of the program previously drawn up and under implementation.
- b. The five-year scholarship program shall include essentially the following:
 - (1) Courses or field of study.
 - (2) Duration, description, number of spaces to be programmed and justification for each courses.
 - (3) Quota allocation for HPCG, District, and PCG operating units.
- c. Among other considerations, the preparation of the program shall thoroughly consider the following:
 - (1) Relevance of each field of study in relation to specific PCG objectives.

- ~~(2) Number of personnel already trained in each particular field of study.~~
 - (3) Overall development program in particular fields of study as they relate to national development emphasis and trend.
 - (4) Trends affecting the development of the PCG.
- d. The number of spaces in specific fields of study allocated to DOTC/HPCG/Districts/and PCG operating units for every school year shall be announced by HPCG not later than 01 October of the preceding year.

7. PROCEDURES:

- a. In the implementation of this program, each District/PCG Operating units shall select the best qualified candidates through its own scholarship committee. Dir for Pers, CG-1 shall insure that all recommendees satisfy the requirements before submitting the same to the CPCG for approval and issuance of orders
- b. Upon receipt of quota spaces under this program, each District/Operating unit shall disseminate and thereafter process qualified candidates and submit recommendees (principal and alternates) to reach this Headquarters (Attn: Dir for Pers) not later than 01 March annually. The following requirements shall be provided by the recommending units for each recommendee.
 - (1) Statement of circumstances of the candidate to include name, rank, Ser Nr, date of birth, effectivity of present rank, length of government service (military and civilian separately indicated), and statement of educational qualifications, outstanding academic achievements and related accomplishments.
 - (2) Course duration (in number of semester/trimester/summer sessions).
 - (3) A transcript of records for all collegiate courses completed or partially completed.
 - (4) A statement as to the nature of any scholarship (full or partial) previously granted the candidates.
 - (5) A statement of the future utilization of the candidate, relating the education or training to be acquired with the future assignment.
- c. The PCG Scholarship Committee shall prescribe from time to time additional criteria on selection of student candidates.

6. ADMINISTRATION AND SUPERVISION OF SCHOLARS:

- a. Orders detailing officers as scholars under this circular shall specify the course, inclusive dates by academic year (normally for a period of one (1) year detail with the schools) and shall be extended only upon successful completion of every academic year or include periods necessary for the completion of other academic requirements or prerequisites in the awarding of a degree or title.
- b. For the efficient administration and supervision of scholars, District/Operating units shall require the following:
 - (1) Upon receipt of orders, an officer so detailed as scholars shall immediately consult the School Registrar or a Course Adviser for the preparation of an education plan to complete the entire course or program. The District/Operating units Headquarters training officer shall in turn require the scholar to prepare the PCG Scholar Form, Annex A. Pertinent papers to be attached to the proposed education program are the following.
 - (a) Calendar of activities for the proposed, academic year indicating the course, subjects to be taken with corresponding unit credits, and schedule of classes.
 - (b) Calendar of activities for the succeeding year as can be best ascertained, basically to contain information of the preceding sub-paragraph.
 - (c) Justification(s) of the proposed education plan.
 - (2) Fifteen (15) days after the end of every academic semester/trimester/summer session scholars shall submit in writing to the District/Operating units Commander (Attn: AC of S for Pers, D-1) his academic performance or the reasons for justification(s) of the non-availability of same. Each District/Operating units shall submit a consolidated report of the performance of their scholars to this Headquarters (Attn: Dir for Pers, CG-1) 30 days after the termination of every semester or session. Failure in any subject shall immediately explained and submitted by scholar/officer. A copy of such explanation shall be placed in his Personal File (CGPF).

~~(3) During the term breaks, scholars shall be on full-study status with their respective unit assignments. Scholars may be allowed to complete other requirements of the course of enroll for summer classes with a minimum of two (2) subjects, subject to approval by the respective District/ Operating unit Scholarship Committee.~~

- c. The District/Operating Unit Commanders shall request extension of order for their scholars who successfully complete the program of instruction during the first academic year. Subsequent extension after the normal period of two (2) years shall only be on a highly justifiable basis, such as the completion of thesis work including oral or panel presentations.
- d. Before the end of the first-year studies and upon approval by this Headquarters, the District/Operating Unit Commanders shall assign appropriate topics for the graduate thesis work to their scholars. Each scholar shall be allowed the freedom of choice from at least three (3) predetermined subject matters and upon arrival at a choice shall submit the following the HPCG Scholarship Committee not later than the start of the succeeding academic year.
- (1) Tentative title of thesis and scope of study.
 - (2) Justification for the research or investigation
 - (3) Methodology
 - (4) List of bibliography or references.
- e. Subsequent changes in the tentative thesis proposal shall be submitted to this Headquarters for approval. Final proposals duly approved by the faculty adviser or panel shall be forwarded to this Headquarters during the last academic semester.
- f. Upon completion or non-completion of the entire course (to include graduate or post-graduates thesis work if any), District/Operating Unit Commanders shall require their scholars to submit a final report in two (2) copies to reach this Headquarters (Attn: DCA; Dir for Pers, CG-1; Dir for Opns, CG-3), containing among others the following:
- (1) Evaluation and relevance of the course.
 - (2) Completion or non-completion of the course ((including the manner of completion and the reasons for non-completion)
 - (3) Summary of total government expenses incurred during the schooling.
 - (4) Problems

(5) Recommendations

- g. Failure to graduate from the course within one (1) year after completion of academic requirements for Master's Degree and two (2) years for Doctorate Degree shall constitute failure in the performance of assigned duties. Beyond these periods, any further extension shall be subject to approval by PCG Scholarship Committee. A special OER shall be prepared by respective AC of S for Pers to reflect such failure. This official report, indorsed by District/Operating Unit Commanders, shall form part of individual's CGPF.

9. **UTILIZATION OF GRADUATE:** Optimization in the accomplishment of AFP mission and objectives shall dictate the policy for assignment and utilization of graduates from this program.

- a. Successful PCG scholars shall be assigned to units or positions and functions inline with or allied to, the course just completed.
- b. The Scholarship Committee may recommend the deployment and utilization of graduates.

10. FUNDING:

- a. The District/Operating units from which the scholar is selected or, the sponsoring agency in case of privately funded scholarships, pays for the tuition and other school expenses of the grantees necessary for the successful completion of the course.
- b. Subject to the usual accounting and auditing procedures, the following expenses shall be authorized per scholar on a reimbursement basis:
 - (1) Tuition, matriculation and library fees, medical and dental fees, required books or reference materials and instructional aids or devices in an amount not exceeding P1, 300/1,000 per semester/trimester.
 - (2) Expenses for thesis writing and preparation, including but not limited to adviser's consultation fee, typing and bookbinding in an amount not to exceed P2, 000.
 - (3) Graduation and diploma fees.

- c. The rates prescribed in (1) and (2) above may be increased by not more than ten (10) percent by the Commandant, PC(G) who shall submit a report of such increase to the Department of Transportation and Communications; provided, however, that no increase shall be made within one (1) academic year of the previous increase and that no such increase shall be made retroactive.

11. MANDATORY SERVICE:

- a. Any officer so detailed to study under the provisions of this circular shall, prior to enrollment, execute a written promise (Annex B) to serve the Philippine Coast Guard or the Philippine Government for a prescribed period of mandatory service (number of years for every years of study or a fraction thereof but not less than two months) based on the degree of financial support or assistance given by the government as shown below:

Scholarship Supported by:

(1) Government Funds Service	Period of Mandatory Service
(a) Local Schooling	2.5 years
(b) Schooling Abroad	3.0 years
(2) Private Institutions (no funds involved other than salary/allws)	
(a) Local Schooling	2.0 years
(b) Schooling Abroad	2.5 years

- b. All other scholarships but not limited to NSDB grants, Colombo Plan, state university scholarship, shall be classified according to any one of the above modes of scholarship support for determining the period of mandatory services.
- c. Each year mandatory service shall be added to previously obligated service and shall be served one after the other consecutively.
- d. At no instance shall an officer-grantee of any form of scholarship, either private or government sponsored, be allowed to resign his or her commission, or request for separation during the period of mandatory service.

12. **MISCELLANEOUS:** All scholarship grants availed of by PCG personnel under this circular, except those detailed with the Office of the President, The Office of the Executive Secretary, Office of the Secretary, DOTC shall be approved by the Commandant, PCG. Under no circumstances shall such study grants be allowed without orders from this Headquarters.

13. **RESCISSION:** Any publication in conflict with this memo is hereby rescinded.

14. **EFFECTIVITY:** This Circular takes effect upon publication.

BY ORDER OF THE DOTC SECRETARY:

OFFICIAL:

MANUEL I DE LEON
RADM AIFP
Commandant, PCG

VIRGILIO N GARCIA JR
LTJG PN
Coast Guard Adjutant