

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

CG-7/CGAO

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C I R C U L A R
NUMBER 03

**MANAGEMENT OF EDUCATION AND TRAINING
ACTIVITIES OF THE COMMAND**

1. **PURPOSE:** This circular aims to consolidate the management of all education and training activities of the Command with the Office of the Assistant Chief of Staff for Education and Training, CG-7.
2. **SCOPE:** All education and training both local and foreign which concerns uniformed and civilian personnel will be managed by CG-7 to provide better control and efficient management of this activity. Likewise, CG-7 shall exercise functional supervision of training exercises, maneuvers, both local and foreign in close coordination with concerned staff which may be designated as OPR by CPCG.
3. **PROCEDURES:**
 - a) All communications pertaining to education and training upon receipt shall be forwarded and consolidated to the Office of CG-7 for appropriate action.
 - b) Official communications addressed to individual units, staff and personnel shall likewise be forwarded to O/CG-7 to avoid unnecessary delay.
 - c) CG-7 will provide appropriate action pertaining to activities that concern the PCG Education and Training Board.
 - d) CG-7 shall immediately inform the CPCG via the DCA training activities that are urgent and require immediate action.
 - e) Training activities offered for free by other institutions in Coast Guard District AOR can be accepted. However, after training report shall be forwarded to CPCG (Attn: CG-7) for its appreciation.

1) Priority is given to programmed courses. However, request for the conduct of unprogrammed courses which require fund support should have prior clearance of CPCG.

g) Training activities supported by Direct Support Fund shall be conducted as soon as the funds are received. After training report shall be forwarded to CPCG (Attn: CG-7) for evaluation.

h) Other aspects of education and training will be covered by separate circulars.

4. RESCISSION: Any publication in conflict with this Circular are hereby rescinded or modified accordingly.

5. EFFECTIVITY: This Circular shall take effect upon publication.

BY COMMAND OF REAR ADMIRAL DE LEON:

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