



**PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS**

(National Headquarters Philippine Coast Guard)

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1018 Manila

NHQ-PCG/CG-7

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**MEMORANDUM CIRCULAR  
NUMBER 04-24**

**GUIDELINES ON THE RECRUITMENT OF THE PHILIPPINE  
COAST GUARD AUXILIARY (PCGA)**

**I. REFERENCES**

- A. PCGA Regulations Manual 2021 Edition;
- B. HPCG/CG-7 Memorandum Circular Number 01-14 dated 06 June 2014;
- C. HPCG/CG-7 Memorandum Circular Number 01-19 dated 04 February 2019;
- D. Approved Memorandum from Commandant, PCG, "Additional Guidelines on the PCG-PCGA Communications Flow", dated 04 December 2023;
- E. Approved Memorandum from Commandant, PCG, "Decentralization of PCGA Indoctrination to Coast Guard Districts", dated 28 November 2023;
- F. Letter from Commander, CGLS, "Legal Comment on the Recommendations for PCGA Executive Squadron", dated 30 December 2023

**II. AUTHORITY**

Republic Act No. 9993 (Philippine Coast Guard Law) and Its Implementing Rules and Regulations (IRR)

**III. PURPOSE**

To prescribe policies and guidelines relative to the recruitment of the PCGA based on the qualification standards.

**IV. SCOPE**

This guideline shall apply to all the members of the PCGA under the Executive and Regular Squadron.

## V. DEFINITION OF TERMS

- A. **Active Member** - a member who actively participates in at least fifty percent (50%) of the authorized PCGA annual activities and programs and pays the Annual Membership dues.
- B. **Auxiliary** - an individual volunteer who is willing to assist the PCG in the performance of its mandated functions.
- C. **Auxiliarist** - an individual who is a non-PCGA Officer, with levels of seniority, who may be eventually appointed as PCGA Officer after satisfaction of requirements issued by the Commandant, PCG for the said purpose.
- D. **Director Auxiliary District (DAD)** - refers to the person leading and managing the PCGA Auxiliary District.
- E. **Director Auxiliary Squadron (DAS)** - refers to the person leading and managing the PCGA Auxiliary Squadron.
- F. **Director Auxiliary Division (DADiv)** - refers to the person leading and managing the PCGA Auxiliary Division under the Auxiliary Squadron.
- G. **Executive** - a person who manage or directs other people in organization to influence and guide these individuals.
- H. **Executive Squadron** - PCGA members who are under the direct supervision and control of the Commandant, PCG (CPCG) and has an entry rank of AUXILIARY COMMODORE and may be promoted up to AUXILIARY VICE ADMIRAL on meritorious cases subject to the approval of the CPCG.
- I. **Inactive Member** - member declared in inactive status due to serious health problems, failure to attend regular meetings and activities, and failure to pay the required dues for a period of two (2) years.
- J. **National Auxiliary Main Office (NAMO)** - PCGA Head Office with various Staff Officers tasked primarily to provide the Coast Guard Auxiliary Districts (CGAD) with programs and policies that will enable the PCGA to execute its core functions alongside the main tasks and functions of the PCG.
- K. **National Director (ND)** - represents the PCGA and reports to the Commandant, PCG through the Deputy Commandant for Operations (DCO) who examines and evaluates all reports.

- L. **PCGA** - a civilian volunteer organization formed to assist the PCG in the promotion of safety of life and property at sea, the preservation of the marine environment and its resources, the conduct of maritime search and rescue, the maintenance of aids to navigation, recreational safety, and such other activities that enhance maritime community relations which include civic action, participation under the National Service Training Program (NSTP), youth development and other related activities.
- M. **Regular Squadron** - PCGA members who pay the annual dues and are under the direct supervision and control of Coast Guard Districts.

## VI. GUIDELINES

- A. Membership in the PCGA is on a voluntary basis. However, members may introduce the organization to potential members who are interested in rendering community service as they may eventually embrace the concept of PCGA service.
- B. An applicant must first meet the documentary eligibility requirements for membership, complete the Indoctrination Seminar with an issued certificate, complete the three (3) months probationary period with satisfactory rating and be given the appointment order by the Coast Guard District (CGD) Commander for his/her enrollment. The probationary period starts from the day the candidate has attended and completed the orientation seminar.
- C. Application for PCGA membership should be denied if the applicant has been convicted by regular courts of a crime involving moral turpitude or any of the crimes enumerated under the revised penal code and other special penal laws.
- D. The CGD Commander is vested with the authority to appoint new applicants into the PCGA service up to the highest rank of Auxiliary Commander (Aux CDR) considering that he is in the best position to assess the eligibility of the applicants endorsed for his approval.
- E. The Commandant, Philippine Coast Guard (CPCG) shall have the sole authority to confer the rank of Auxiliary Commodore, which will be of permanent status to deserving individuals.
- F. The PCGA Executive Squadron (ES) is open to interested Filipino citizens who are appointed as Government Officials and foreign nationals who are of good moral standing. For foreign nationals, they must submit their National Security Clearance issued by the National Security Council (NSC).

- G. Entry rank for the PCGA ES is Honorary Auxiliary Commodore and they may be promoted up to Honorary Auxiliary Vice Admiral on meritorious cases subject to the approval of the Commandant, PCG. (as amended by HPCG/CG-7 MC 01-19 dated 04 February 2019)
- H. Transfer from Regular Squadron to Executive Squadron shall not be allowed and vice versa. Only transfers within the District and transfers between Districts are allowed for all PCGA members and subject to submission of necessary documents as required.
- I. A member declared as inactive for a period of two (2) years shall be delisted from the PCGA roster upon the recommendation of the DAS, endorsed by the DAD and ND, and approval by the Commandant, PCG.

## **VII. PROCEDURES:**

### **A. Executive Squadron**

1. Natural-born and naturalized Filipinos and dual citizens are qualified to be regular PCGA members.
2. Directors Auxiliary Squadron (DAS) and Directors Auxiliary District (DAD) may recommend interested candidates to their respective District Commanders who will then recommend them for membership to the PCGA Executive Squadron through a letter of endorsement/recommendation from Major Unit Commanders and /or CGD Commanders. The CGD Commanders and Major Unit Commanders may recommend directly to Coast Guard Civil Relations Service (CGCRS) (Attention: Office of the PCGA Affairs), with said endorsement letter indicating the candidate's qualifications and areas of concern related to the mandates of the PCG. The said endorsement letter shall also include the following attachments:
  - a. Accomplished PCGA Application Form
  - b. Notarized Personal History Statement (PHS) or Curriculum Vitae;
  - c. Copy of Passport;
  - d. Four (4) copies of 2x2 colored ID pictures with white background;
  - e. Authenticated Birth Certificate;
  - f. Marriage contract to a Filipino citizen (if any);
  - g. Copy of Permanent Resident Visa (for Foreign Nationals); and
  - h. Copy of National Security Clearance issued by the NSC (for Foreign Nationals).



3. Upon submission of the aforementioned documents, PCGA applicants must undergo the indoctrination to be conducted by the CGCRS in coordination with the Office of the Deputy Chief of Coast Guard Staff (DCCGS) for Civil Relations Service (O/CG-7) for comprehensive information and understanding of the PCG-PCGA service and operations.
4. All the administrative and operational concerns relative to PCGA Executive Squadron will be initially forwarded to the CGCRS (Attn: Office for the PCGA Affairs) for vetting, prior endorsement to the National Headquarters, Philippine Coast Guard (NHQ-PCG) (Attn: CG-7) to ensure organized, coordinated and monitored operations and administration.
5. A corresponding General Order (GO) for their appointment shall be issued once approved by the CPCG. The Donning and Oath-taking Ceremony will be scheduled, to be facilitated by the CGCRS in coordination with the O/CG-7.
6. PCGA applicants will also be scheduled (via O/CG7) to pay courtesy call with the CPCG for future collaborations and for them to express their intentions.
7. Additional requirements
  - a. Filipino Citizen:
    - i. Natural born citizen of the Philippines;
    - ii. Physically and mentally qualified;
    - iii. Elected and appointed as Philippine Government officials
  - b. Foreign Nationals:
    - i. Parents of foreign nationals must have Filipino blood or must be married to natural born Filipino;
    - ii. With a Permanent Residency issued by the Bureau of Immigration; and
    - iii. National Security Council (NSC) Clearance

**B. Regular Squadron: (For Filipino Citizen and Foreign Nationals)**

1. Prior to attending the PCGA Indoctrination Seminar, an applicant must submit the following documentary requirements in four (4) hard copies each and one (1) soft copy:

- a. DAS Endorsement Letter
  - b. Certificate of Squadron Orientation
  - c. Duly Accomplished PCGA Application Form
  - d. Notarized Personal History Statement (PHS)
  - e. NBI Clearance (original and one photocopy)
  - f. National Police Clearance (original);
  - g. Barangay Clearance at place of residence (original);
  - h. Community Tax Certificate (original);
  - i. Drug Test Certificate;
  - j. Physical Exam Result with X-Ray
  - k. Professional License, when appropriate (original for verification and one(1) photocopy)
  - l. Four (4) copies of 2x2 colored ID Picture with white background
  - m. Foreign applicants shall submit the following additional requirements:
    - i. Copy of Passport;
    - ii. Visa;
    - iii. Alien Certificate of Registration (ACR) issued by the BI;
    - iv. Authenticated birth certificate;
    - v. National Security Clearance from NSC; and
    - vi. Marriage contract to a Filipino citizen.
2. Applicants who have met all the documentary eligibility requirements for enrollment must attend the indoctrination/orientation seminar to be conducted by the Deputy Commander, Coast Guard District or Station Commander with at least the rank of Coast Guard Lieutenant (CG LT), and authorized PCGA Member under the same CGAD.
  3. After completion of the eight (8) hours indoctrination/orientation seminar, PCGA applicant shall be issued a Certificate of Indoctrination by the respective CGDs, said applicants shall then complete the (3) month probationary period with a satisfactory rating.
  4. Commander, CGD shall endorse the applicant to CGCRS for vetting, prior endorsement to the NHQ-PCG (Attn: O/CG-7) for the approval of the CPCG.
  5. Upon approval of the CPCG, O/CG-7 shall transmit the names of PCGA to Coast Guard Adjutant Office (CGAO) for issuance of appropriate orders.

6. O/CG-7 shall then transmit the appointment orders to the respective CGDs. CGDs shall conduct the Donning and Oath-taking of the new member upon the issuance of confirmation orders from the NHQ-PCG.
7. New members of PCGA will now be eligible to apply for a PCGA identification card in accordance with the proper procedure outlined in the relevant MC.

#### **VIII. REPEALING CLAUSE**

All other existing policies and regulations inconsistent with the provisions of this Memorandum Circular are hereby rescinded and modified accordingly.

#### **IX. EFFECTIVITY**

This Memorandum Circular shall take effect immediately upon publication.

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

**OFFICIAL:**

**HOSTILLO ARTURO E CORNELIO**  
**CG RADM**  
Chief of Coast Guard Staff

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