

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

CGAO

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CIRCULAR)

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**ORGANIZATION OF SECURITY ADJUDICATION BOARD**  
**IN THE PHILIPPINE COAST GUARD**

1. **PURPOSE:** This Circular prescribes the authority, functions, and procedures governing the organization, operation and administration of Security Adjudication Board. It also provides for the establishment and organization of Security Adjudication Board in the Philippine Coast Guard.
2. **FUNCTIONS:** The Adjudication Board shall:
  - a. Deliberate on the legal, security and moral merits of cases referred to it for adjudication and make recommendations on the denial or the granting of appropriate security or command clearance.
  - b. Recommend further investigation of cases which may be deemed incomplete or inaccurate for proper adjudication.
3. **ORGANIZATION:**
  - a. Authority - Clearance Authority in reference to para 13 of AFPR G 200-053 dtd 01 Jun 78, is authorized to appoint an adjudication board. The Adjudication Board shall exist at the discretion of the Clearance Authority.
  - b. Whenever used in this Circular "Clearance Authority" shall mean the "Commandant, PCG".
  - c. Composition/Membership of the Board
    - (1) Security Adjudication Board shall be constituted upon written orders issued by the Clearance Authority mentioned above.
    - (2) The Adjudication Board shall be composed of six (6) Officer-members designated by the Clearance Authority who will represent the following:

- (a) ~~Deputy Commandant as Chairman~~
- (b) Assistant Chief of Staff for Personnel, Cg1
- (c) Assistant Chief of Staff for Intelligence, CG2
- (d) Coast Guard Judge Advocate (CGJA)
- (e) Coast Guard Inspector General (CGIG)
- (f) Counter-Intelligence/Investigation Branch, CG2 as Secretary/member-recorder; or his duly authorized representative.

(3) Members of the Adjudication Board shall be cleared for secret or higher category of access.

#### 4. PROCEDURES:

##### a. Jurisdiction

- (1) The Adjudication Board shall have jurisdiction over all cases brought before its attention by the Clearance Authority.
- (2) The Adjudication Board shall have the authority to recommend further investigation of cases brought before it, whenever further investigation is necessary.

##### b. Limitation

The Adjudication Board shall have jurisdiction only over cases of security investigation involving uniformed and civilian personnel in the Philippine Coast Guard.

##### c. Criteria for evaluation and suitability determination

The factors that shall be considered in evaluation of available evidence and the corresponding recommendations shall include but shall not be limited to the following:

- (a) The seriousness of the derogatory information unearthed and developed.
- (b) The power, duties and responsibilities of the position involved.
- (c) The possible access, authorized, of the individual concerned to classified information and/or material.
- (d) The effect of the derogatory information on the individual's performance or lack of performance while in the service of the PCG.

##### d. Adjudication

- (1) Place & frequency of meetings

- (a) Meetings of the Adjudication Board shall be held at HPCG on the third Wednesday of each month or has deemed necessary by the Chairman.
  - (b) When the Adjudication Board meets, the meeting shall continue until the case at bar shall have been adjudicated.
- (2) Quorum - presence of four (4) members shall constitute a quorum. All deliberations shall be presided over by the Chairman or by designated Acting Chairman.
  - (3) Voting - All cases brought before the Board shall be decided by a majority vote. The opinions of the dissenting members must be included in the records of the cases.
  - (4) All activities/proceedings of the board shall be duly recorded. All records/files shall be under the official custody of the Secretary/member-recorder.
  - (5) The subject of the case under consideration may at the discretion of the Adjudication Board be interviewed for the purpose of enlightening the board on the adverse or derogatory information against him..
  - (6) The Adjudication Board shall submit within 3 working days a report of its findings and recommendation to the Clearance Authority.
  - (7) The requesting interested party (not the subject of the inquiry) seeking issuance of the particular clearance may appeal an adverse decision on the Commandant, PCG.
  - (8) The decision of the Commandant, PCG shall be final.
  - (9) Proceedings of the Board shall be classified in reference to the provisions of AFP G 200-013 (Security of Classified Matters).

5. ADMINISTRATION: Clearance Authority shall provide adequate support to the Adjudication Board on matters of Administration, Logistics, Records/Files etc.

6. RECIPROCAL ACCEPTANCE OF PREVIOUSLY ADJUDICATED CASES:

- (a) Results of Adjudication issued by any Security Adjudication Board may be accepted by the different PCG Intelligence Units/Office on a Reciprocal Basis.

- (b) The above provision of para 6a is not intended to limit the prerogatives of the accepting Clearance Authority to review the files and conduct of additional investigation before reciprocal acceptance on said adjudicated cases.

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

BY COMMAND OF COMMODORE FAJARDO:

OFFICIAL:

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