



**PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS**  
(National Headquarters Philippine Coast Guard)  
139 25<sup>th</sup> Street, Port Area  
1081 Manila

NHQ-PCG/CGLLA

15 December 2023

**MEMORANDUM CIRCULAR**  
**NUMBER 10-23**

**GUIDELINES ON THE PCG REPRESENTATIVES TO CONGRESSIONAL  
HEARINGS/MEETINGS AND SUBMISSION OF POSITION PAPERS**

**I. GENERAL:**

The PCG, as the third armed and uniformed service of the Philippines is mandated to perform maritime search and rescue, maritime law enforcement, maritime safety, marine environmental protection and maritime security. As part of these mandates, the PCG has the obligation in planning, preparing and pursuing PCG related bills and formulating, coordinating and maintaining good relation with the House of Representatives and the Senate in order to safeguard and ensure that the functions of the PCG is duly exercised. To cultivate a strong presence within Congress, it is advisable to have senior officers to attend, drawing from their wisdom, experience and expertise to represent the PCG effectively.

**II. SCOPE:**

This Memorandum Circular applies to all PCG Units which are directed to attend and send competent personnel to constitute the PCG delegates to legislative hearings that require their expertise, particularly on the mandated functions of the PCG.

**III. PURPOSE:**

- a) To ensure the attendance and presence of PCG, through authorized and competent representation, during congressional hearings or meetings involving or affecting the organization as a whole.
- b) To regulate the number of PCG delegates in every congressional hearings.
- c) To prescribe the standard uniform for all PCG delegates which have to be observed in both houses of Congress whenever directed to attend hearings and meetings.

#### IV. POLICIES:

- a) Upon receipt of invitation, the PCG, through CGLLA shall act accordingly, determine the concerned unit that has the expertise on the subject legislation and direct the same to attend hearings and meetings, as PCG representative.
- b) Directed officers as PCG representatives shall give priority to congressional hearings. In case of their unavailability due to equally important activity, they shall be represented by another Officer holding at least a rank of Coast Guard Commander or higher.
- c) Bringing of officers other than those requested is highly discouraged. This is to regulate the number of PCG personnel attending the hearings and meetings.
- d) The Deputy Commandant for Operations and Deputy Commandant for Administration shall be invited to attend, subject to their availability.
- e) The standard uniform for all PCG delegates which have to be observed in both houses of Congress whenever directed to attend hearings and meetings is GOA/Bush Coat unless otherwise prescribed by the Commandant, PCG.
- f) Units requested to provide comments, inputs, recommendations or position papers shall observe the deadline for submission as provided in the request.
- g) Observe such other instructions as the Commandant, PCG or the House of Representatives and Senate may require.
- h) Non-observance of this guidelines shall be dealt with accordingly.

#### V. EFFECTIVITY:

This Memorandum Circular shall take effect upon publication.

**BY COMMAND OF COAST GUARD VICE ADMIRAL PUNZALAN JR:**

OFFICIAL:

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

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