

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

CG-1/CGA

25 January 2000

C I R C U L A R  
N U M B E R 05

**ENLISTMENT AND RE-ENLISTMENT**

**I. GENERAL PROVISION**

1. **AUTHORITY:**

- a. EO 477 dated 15 April 1998
- b. PCG Circular Number 10 dated 03 Nov 75

2. **PURPOSE:** This Circular aims to prescribe policies governing Enlistment and Re-enlistment of PCG personnel.

3. **ENLISTEDMEN'S GRADE DESIGNATIONS:** The following are the enlistedmen's grade designations that correspond to their pay grade symbol:

<u>PAYGRADE SYMBOL</u>	<u>RANK</u>
E9	MCPO
E8	SCPO
E7	CPO
E6	PO1
E5	PO2
E4	PO3
E2	SN1
E1	SN2

/3. Enlistment Authority

3. ENLISTMENT AUTHORITY: The Commandant, PCG shall have the authority to enlist and re-enlist personnel in qualified status who shall fill the authorized enlisted strengths of the PCG. The Commandant, PCG shall hereinafter be referred to as the enlistment authority.

The enlistment authority may designate CG-1 the power to approve or disapprove applications for and in behalf of the enlistment authority. CG-1 shall ensure that enlistment/re-enlistment procedures are complied with.

4. FORMS: The following forms shall be prepared and accomplished for enlistment/ re-enlistment:

- a. Enlistment Record
- b. Service Record
- c. Soldier's Qualification Card
- d. Soldier's Individual Pay Record

5. ENLISTMENT BOARD: The Assistant Chief of Staff of Personnel, CG-1 shall be responsible for accepting application forms for Enlistment/Re-enlistment. CPCG shall create an Enlistment Board composed of at least three (3) PCG Commissioned Officers and a Chief Petty Officer assigned with O/CG-1, to be headed by CG-1. A medical officer or an officer to be designated by CPCG and a CPO shall assist AC of S, CG-1 in the screening and deliberation of applicants.

The PCG Enlistment Board shall process applications for enlistment and to recommend not later than thirty (30) days from the filing of application, the approval or disapproval of such application in accordance with the provisions of this Circular. The Board shall also process applications for re-enlistment.

## II. ENLISTMENT

1. QUALIFIED STATUS: An applicant for Enlistment must possess the following requirements:

- a. He is a natural-born citizen of the Philippines;
- b. Unmarried and without dependents;
- c. Must possess at least seventy-two (72) units of Tertiary studies (college);

/d. Not less than

d. Not less than twenty-one (21) but not more than twenty-six (26) years in the case of males, or not less than twenty-one (21) but not more than twenty-five (25) in the case of females;

e. Not less than seventy (70) inches in height (barefooted) in case of males, or not less than sixty-four (64) inches in height (barefooted) in case of females;

f. Of good moral character and habits;

g. Able-minded, physically and mentally qualified under existing regulations for Coast Guard Service.

2. DISQUALIFICATIONS: The following are disqualified from applying for enlistment:

a. Those who have definite psychoneurotic tendencies, is a chronic alcoholic, or a drug user/dependent;

b. Have been found to be intemperate or incontinent, or a fraud by psychological examination;

c. Have been found to have homosexual tendencies or has been determined by medical/psychological experts to manifest such behavior while in the active service;

d. Have been discharged from the government or civilian employment on any condition other than honorable;

e. Have a pending criminal, civil or administrative case;

f. Have been imprisoned under final judgement of a court for the commission of an act involving moral turpitude or for conviction of any of the crimes against national security and the law of nations, crimes against the fundamental laws of the State, crimes against order, or crimes against public morals;

g. Have been found to be a deserter or felon.

3. RECRUIT TRAINING: New enlistees shall be made to undergo recruit training for a total period of at least three (3) months to be conducted at such training centers and in accordance with such programs of instructions as the Commandant, PCG may prescribe. Enlistees who fail to satisfactorily complete the recruit training program shall immediately be honorably discouraged.

/The Commandant

The Commandant, PCG may in his discretion, waive the required recruit training for those who have previous military training.

The authorized enlisted strength which shall be the basis for enlistment/re-enlistment is that embodied in the approved TDE/TD, troop base, or budget strength.

Enlistment over and above the authorized strength shall be made only on specific authorization by the Enlisting Authority. Enlistment in grades E-1 and E-2 may exceed the authorized strength of those grades.

4. TERM OF ENLISTMENT: Enlistment in the Regular Force shall be for a term of three (3) years.

All enlistment in force at the outbreak of war or other grave national emergency, or entered into during its continuation, shall continue in force until six (6) months after its termination or until expiration of the term of enlistment whichever is later, unless sooner terminated by the Enlisting Authority.

The term of enlistment of a person due to expire while facing a criminal case pending in a civil court involving offense committed in the performance of military or official duty or directly attributable to such without misconduct on the part of the enlisted individual, shall be extended until final resolution of the case. The relation of the offense to the service shall be determined in accordance with regulations governing restoration to/or relief from duty status.

The term of enlistment of a person due to expire while enjoying his/her accumulated leave prior to separation, shall be extended until the expiration of such leave.

The term of enlistment of a person who cannot be discharged under the existing laws or regulations on the date of its expiration due to sickness or injury contracted in line of duty, fortuitous event, or other justifiably unavoidable cause shall be extended to the day when the discharge can be effected. When hospitalization is necessary, it shall not exceed one (1) year.

Nothing in this rules and regulations shall operate to prevent the discharge prior to expiration of term of enlistment (ETE) in accordance with existing regulations.

5. PRIORITY IN ENLISTMENT: In recruiting, priority shall be given to the following applicants, provided they are in qualified status for enlistment:

/a. Outstanding trainee

a. Outstanding trainee graduates

b. Those possessing special skills and/or technical qualifications critically needed in the PCG.

6. REQUIRED DOCUMENTS FOR FILING: Certified true copies of the following original clearances shall be submitted to CG-1:

a. PCGATB

b. Certificate of Live Birth

c. Marriage Contract of parents

d. Diploma/Certificate of Completion

e. Transcript of Records

f. NBI Clearance

g. PNP Crame (C-2)

h. CGJA Clearance

i. RTC Clearance

j. MTC Clearance

k. Prosecutor/Fiscal's Clearance

l. Mayor's Clearance

m. Local Police's Clearance

n. Barangay Clearance

7. ORIGINAL ENLISTMENT: Original enlistment shall be made in grade E-1, except as provided hereunder:

a. An inactive reserve officer may be enlisted in any grade up to E-6, provided that the difference between the individual's age and the active service does not exceed twenty-six (26) years if male or twenty-five (25) if female, and that he/she is in qualified status for enlistment.

/b. A technician whose

b. A technician whose technical qualifications are highly desirable in the PCG may be enlisted in any grade up to E-6, provided that the difference in the individual's age and active years of service, if any, does not exceed twenty-six (26) years if male or twenty-five years if female, and that he/she is in qualified status for enlistment, and provided further, that the individual passes the applicable technician's examinations provided for the grade in which he is to be enlisted.

c. Any former enlisted person of the AFP who has at least two (2) consecutive years of enlistment may be enlisted in grade E-1, provided that he/she possesses a technical skill of which the PCG is in critical need, provided that the difference in the individual's age and active years of service, if any, does not exceed twenty-six (26) years if male or twenty-five years if female, and that he/she is in qualified status for enlistment.

8. EFFECTIVE DATE OF ENLISTMENT: Enlistment shall be made effective on the date of issuance of orders unless otherwise specified, but in no case shall it be retroactive.

### III. RE-ENLISTMENT

1. WHEN CONDUCTED: Re-enlistment shall be made effective on the date of expiration of the term of enlistment/re-enlistment or on the date of discharge if the previous term of enlistment/re-enlistment is sooner terminated, provided the re-enlistment on such date is in qualified status and actually assumed his/her position, otherwise re-enlistment shall take effect on the date of issuance of order.

2. NOT A MATTER OF RIGHT: Re-enlistment, being a renewal of the contract of enlistment, shall be by application and subject to approval by the Commandant, PCG in accordance with policies prescribed in this Rules. Re-enlistment is not a matter of right for the enlisted individual. Neither is it a matter of personal consideration. The interest of the military service shall be given primary consideration.

3. GRADE ON RE-ENLISTMENT:

a. An enlisted individual may be re-enlisted in the permanent grade last held if such re-enlistment is made on the day following his discharge.

/b. An individual who

- b. An individual who has served at least two (2) consecutive terms of enlistment and re-enlists within sixty (60) days from the date of discharge may be re-enlisted one (1) grade lower than the permanent grade held at the time of his/her discharge.
  - c. An enlisted individual who has not been enlisted by virtue of a pending criminal case before the civil court, but was subsequently acquitted or whose case is provisionally dismissed, may be re-enlisted in the permanent grade last held if such re-enlistment is accomplished within sixty (60) days following the date that his/her legal counsel obtains judgment of acquittal or the provisional dismissal of the case.
  - d. An enlisted person who has served a tour of active duty as a reserve officer may, within sixty (60) days after reversion to inactive status be re-enlisted in the permanent enlisted grade last held provided that he/she has completed at least two (2) years of continuous active commission service, he/she may be re-enlisted in the grade next higher than permanent enlisted grade previously held and provided, further that he/she has not been reverted for cause.
  - e. An enlisted person who has been admitted as a cadet of the PMA, PAF Flying School or other military, air or naval school and subsequently discharged from any such school, may be re-enlisted in the permanent grade last held prior to such admission, provided such re-enlistment is done within sixty (60) days after the date of his honorable discharge.
  - f. Re-enlistment in any grade may exceed the authorized strength of that grade in a unit by the number of cumulative vacancies that exist in a higher grade(s).
4. WHEN AND HOW TO FILE: Application for re-enlistment shall be filed at least six (6) months before ETE and shall be endorsed by their respective commanding officers to the enlistment authority who shall approve or disapprove such request upon recommendation of CG-1.

In order not to disrupt re-enlistment proceedings, no enlisted personnel shall be transferred or re-assigned within six (6) months prior to his/her ETE from one unit to another.

#### **IV. FINAL PROVISIONS**

1. REPEALING CLAUSE: Conflicting publications and/or policies inconsistent with the provisions of this Circular are hereby repealed.

/2. Effectivity

2. **EFFECTIVITY.** - This Circular shall take effect upon publication.

BY COMMAND OF COMMODORE FAJARDO PCG:

OFFICIAL

  
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