

DEPARTMENT OF TRANSPORTATION AND COMMUNICATION
HEADQUARTERS, PHILIPPINE COAST GUARD
139 25TH Street, Port Area,
Manila

CGAO

07 February 2002

CIRCULAR
NUMBER 03

ADDITIONAL ENLISTED GRADES/RANKS
IN THE PHILIPPINE COAST GUARD

1. PURPOSE

This Circular implements Republic Act No. 8220 dated 9 October 1996 providing for the creation of the enlisted rank of Chief Master Sergeant/Master Chief Petty Officer (E-9) and Senior Master Sergeant/Senior Chief Petty Officer (E-8) in the Armed Forces of the Philippines.

2. DEFINITION OF TERMS:

For the purpose of this Circular, the following terms shall be construed to mean:

a. Table of Organization (TO) – This refers to the portion of the PCG Table of Organization and Equipment (TOE) which reflects among others the positions in the Coast Guard organization which are to be occupied by enlisted personnel, the grades authorized for the positions and the major/technical/administrative service.

b. Grade – The uniformed rank of an enlisted personnel of the Philippine Coast Guard.

c. Time in Grade – The period rendered by an enlisted person in a particular grade or rank that starts from the effective date of his last permanent promotion, or reduction to a lower permanent grade, up to the effective date of his contemplated promotion to the next higher permanent grade.

d. Active Service – This refers to the active service defined in Section 3 of Presidential Decree 1638.

e. Maximum Tenure-in-Grade – The maximum period of active service rendered by an enlisted person in a particular grade or rank.

f. Compulsory Retirement – This refers to the compulsory retirement provided for in the Presidential Decree Number 1638, as amended by Presidential Decree Number 1650, and/or such other pertinent laws which may hereafter be enacted.

3. ENLISTED GRADES/RANKS IN THE AFP:

a. The following enlisted grades are hereby created and shall form a component part of the non-commissioned officer grades of the Armed Forces of the Philippines:

<u>PAY GRADE</u> <u>SYMBOL</u>		<u>PHILIPPINE</u> <u>COAST GUARD</u>	<u>NAVY</u> <u>(Except MARINES)</u>
(E-8)		CG Senior Chief Petty Officer	Senior Chief Petty Officer
(E-9)		CG Master Chief Petty Officer	Master Chief Petty Officer

<u>PAY GRADE</u> <u>SYMBOL</u>	<u>ARMY/</u> <u>MARINES</u>	<u>PHILIPPINE</u> <u>COAST GUARD</u>	<u>NAVY</u> <u>(Except MARINES)</u>
E-1	Private	CG Apprentice Seaman	Apprentice Seaman
E-2	Private Ist Class	CG Seaman 2 nd Class	Seaman 2 nd Class
E-3	Corporal	CG Seaman 1 st Class	Seaman 1 st Class
E-4	Sergeant	CG Petty Officer 3 rd Class	Petty Officer 3 rd Class
E-5	Staff Sergeant	CG Petty Officer 2 nd Class	Petty Officer 2 nd Class
E-6	Technical Sergeant	CG Petty Officer 1 st Class	Petty Officer 1 st Class
E-7	Master Sergeant	CG Chief Petty Officer	Chief Petty Officer

4. TABLE OF ORGANIZATION:

a. The Table of Organization of the PCG shall provide for the different enlisted personnel positions in the PCG and the grades or ranks authorized for the positions. It shall serve among others as a guide or basis in the distribution, promotion and assignment of enlisted personnel, and other related personnel actions. Likewise, it shall serve as basis in determining the authorized number of personnel in the grades/ranks of SCPO and MCPO in the PCG.

b. Preparations, changes and adjustments of the Table of Organization shall be in accordance with the policies and procedures laid down in Circular Number 14, dated 13 June 1985, entitled "Organization and Authorization Tables", subject to the approval by the Secretary of Transportation and Communications.

5. DISTRIBUTION OF ENLISTED PERSONNEL IN THE GRADES OF E-8 AND E-9

The total authorized number of enlisted personnel in the grades of E-8 and E-9 shall be in accordance with the number of positions in the approved Table of Organization which are authorized the grades of E-8 and E-9.

6. PROMOTION TO THE GRADES OF E-8 AND E-9.

a. Qualified Chief Petty Officers (CPO) shall be eligible for promotion to Senior Chief Petty Officers and qualified Senior Chief Petty Officers to Master Chief Petty Officers.

b. The following are the eligibility requirements for promotion to the ranks of SCPO and MCPO:

- 1) Present rank must be a permanent promotion.
- 2) Must be occupying the position with authorized TD in the Table of Organization for SCPO (E-8) and MCPO (E-9) for at least six (6) months.
- 3) Must have no pending case.
- 4) Must be physically fit.
- 5) Must have passed the appropriate promotional examination.
- 6) The promotion to Senior Chief Petty Officers/Master Chief Petty Officer (SCPO/MCPO) is a positional in nature and he/she shall not be relieved from his/her position unless reassigned to a unit with the same authorized TO or to a higher position considered to be a promotion, otherwise, within six (6) months without positional assignment equivalent to his/her rank, he/she will be forced to optional retirement. **Provided, that while the PCG is still in the transition period of filling up vacancies for E-8 and E-9 as well as Class C Stations, requirement number 5 above shall be dispensed with until all vacancies shall have been filled-up.**

c. The following are the criteria for promotion to the grades of E-8 and E-9:

- 1) Time-in-Grade – at least 3 years E-7.
- 2) Promotion Examination Score
- 3) Physical Fitness Test
- 4) Enlisted Personnel Evaluation Marks
- 5) Awards and Decorations
- 6) Designated as Class C Station Commander
- 6) Nature and Significance of Assignments

d. The following enlisted personnel are disqualified/shall not be considered for promotion to the grades of E-8 and E-9:

- 1) Those who are charged with criminal offense in civil court and under court-martial proceedings, until such case has been dismissed or withdrawn or the individual has been tried and acquitted;
- 2) Those who have been sentenced or are serving sentence by final judgment for criminal cases tried by either civil or military court actions;
- 3) Those who are facing administrative proceedings aimed at determining their suitability for retention in the service;
- 4) Those who are waiting reduction in grade for cause (e.g. inefficiency, breach of discipline and misconduct);

5) Those meted punishment under Article of War 105 who shall be automatically placed on non-promotable status for a period of one year from the date of the imposition of punishment;

6) Those who have applied, within the promotion cycle he is to be deliberated upon, for separation or terminal leave and subsequent optional retirement;

7) Those whose names are carried in the Morning Report as Absent Without Leave (AWOL), or as deserter, officially confirmed as such through preliminary investigation;

8) Those who are under arrest or in confinement and those who escaped arrest or confinement;

9) Those who have less than one (1) year of active service remaining prior to compulsory retirement.

e. There shall be no temporary or meritorious promotion to the grades of E-8 and E-9.

7. COMPENSATION:

a. The CMS/MCPO and SMS/SCPO shall receive the following monthly basic pay and quarters allowance:

1) CMS/MCPO

Base Pay = Monthly Base Pay of MSG/CPO + $\frac{1}{2}$ (Monthly Base Pay of 2LT/Ensign - Monthly Base Pay of MSG/CPO)

Quarter Allowance = Monthly Quarter Allowance of MSG/CPO + $\frac{1}{2}$ (Monthly Quarters Allowance of 2LT/Ensign - Monthly Quarters Allowance of MSG/CPO).

2) SMS/SCPO

Base Pay = Monthly Base Pay of MSG/CPO + $\frac{1}{2}$ (Monthly Base Pay of CMS/MCPO - Monthly Base Pay of MSG/CPO)

Quarter Allowance = Monthly Quarter Allowance of MSG/CPO + $\frac{1}{2}$ (Monthly Quarters Allowance of CMS/MCPO - Monthly Quarters Allowance of MSG/CPO).

b. CMS/MCPO and SMS/SCPO are entitled to receive the other mandatory pays and allowances provided for by existing laws, policies, rules and regulations which include but not limited to long pay, subsistence allowance, hazard pay, clothing allowance, cost of living allowance, personal economic relief allowance (PERA) and compensation adjustment.

c. CMS/MCPO and SMS/SCPO are entitled to receive collateral pays and allowances such as combat pay, flying pay, sea duty pay and the like, if so qualified under existing laws, policies, rules and regulations.

8. RETIREMENT AND SEPARATION:

a. An enlisted personnel in the grades of E-7, E-8 or E-9 who shall retire from the service is entitled to receive a gratuity payable in one lump sum, computed as follows.

① Gratuity of MSG/CPO = Gratuity of 2LT/Ensign = Monthly Base Pay and Long Pay of 2LT/Ensign x No. of years in the Service x 2.5%

② Gratuity of SMS/SCPO = Gratuity of MSG/CPO + 1/2 (Gratuity of CMS/MCPO - Gratuity of MSG/CPO)

Gratuity of CMS/MCPO = Gratuity of MSG/CPO + 1/2 (Gratuity of 1LT/LTJG - Gratuity of MSG/CPO)

b. An enlisted personnel in the grades of E-7, E-8 or E-9 upon retirement may opt to receive a monthly retirement pay, in lieu of gratuity: Provided, that he may at his option, receive in advance his lump sum annual retirement pay for the first three (3) years and thereafter receive his annual retirement pay payable in equal monthly installment as they accrue. The monthly retirement pay and three (3) years lump sum shall be computed as follows:

1) MSG/CPO

Monthly Retirement Pay = Monthly Retirement Pay of 2LT/Ensign = Monthly Base Pay and Long Pay of 2LT/Ensign x 2.5% for every years of active service (but not exceeding 85%)

2) SMS/SCPO

Monthly Retirement Pay = Monthly Retirement Pay of MSG/CPO + 1/2 (Monthly Retirement Pay of CMS/CPO - Monthly Retirement Pay of MSg/CPO)

Three (3) year Lump Sum = Monthly Retirement Pay of SMS/SCPO x 36 Months

3) CMS/MCPO

Monthly Retirement Pay = Monthly Retirement Pay of MSG/CPO + 1/2 (Monthly Retirement Pay of 1LT/LTJG - Monthly Retirement Pay of MSg/CPO)

Three (3) year Lump Sum = Monthly Retirement Pay of CMS/MCPO x 36 Months

c. If he dies within the three (3) years period following his retirement and is survived by beneficiaries as defined in PD1638, the latter shall only receive the derivative benefits thereunder starting the first month after the aforesaid three year period.

d. There shall be no adjustment of pay or payment of any differential in retirement pay to officers and enlisted men who are already retired prior to the approval of RA 8220 as a result of increase in salary of those in the active service.

e. Personnel who are retired but recalled to active duty may have their retirement pension adjusted based on the rank they hold and on the prevailing pay of military personnel in the active service at the same time of the termination of their recall to active duty.

f. The provisions of PD 1638, as amended, on retirement and separation which are applicable to other enlisted personnel of the AFP, unless in the conflict with the provisions of RA 8220, shall likewise be applicable to enlisted personnel in the grades of E-8 and E-9

a. The PCG Command Master Chief Petty Officer shall be selected from among the qualified Master Chief Petty Officers and Senior Chief Petty Officers.

b. The PCG Command Master Chief Petty Officer shall serve for a maximum term of three (3) years, unless sooner terminated by the Commandant, PCG.

c. The PCG Command Master Chief Petty Officer shall act as the principal adviser of the Commandant, PCG on matters pertaining to the collective concern of the enlisted personnel. He shall have other duties and responsibilities as the Commandant, PCG may prescribe.

d. The criteria in the selection of the PCG Command Master Chief Petty Officer are as follows:

- 1) Bachelor degree holder;
- 2) A good leader, speaker and writer;
- 3) No pending case;
- 4) Has more than one (1) year of service remaining on the date of the effectivity of the designation prior to compulsory retirement.

e. The selection of the PCG Command Master Chief Petty Officer shall be in accordance with the procedure prescribed by the Commandant, PCG.

10. APPROPRIATION:

For this year, the amount necessary for the implementation of this Circular shall be taken from the appropriations of the PCG under the current General Appropriation Act.

11. RECISSION:


Provisions of existing rules and regulations, circular and other publications which are inconsistent with the provisions of this Circular are hereby rescinded, repealed or modified accordingly.

12. EFFECTIVITY:

The provisions of this Circular shall take effect upon approval.

BY ORDER OF THE VICE ADMIRAL LISTA:

OFFICIAL:


NEIL J PALAPAR
LTJSG PCG
Coast Guard Adjutant

DANILO A ABINOJA
Commodore PCG
Chief of Staff

OFFICES/UNITS

OFFICES/UNITS	10	11	12	13	14	15
O/CPCG DCPCG/CSPCG			0	1	1	0
Office of the AC of S for Pers (CG-1)			0	1		1
Office of the AC of S for Intel (CG-2)			0	1		1
Office of the AC of S for Opns (CG-3)			0	1	1	0
Office of the AC of S for Logistics (CG-4)			0	1		1
Office of the AC of S for Plans & Prog (CG-5)			0	1		1
Office of the AC of S for Comptrollership (CG-6)			0	1	1	0
Office of the Command MCPO/ACMCPO	1	1	0	1		1
CG Internal Affairs			0	1		1
CG Adjutant Office			0	1	1	0
Maritime Division			0	1		1
WCEIS			0	1		1
CG Medical Dispensary			0	1		1
CG Dental Dispensary			0	1		1
HQS MEPCOM	1		1	1	2	-1
HQS ANC	1		1	1	1	0
HQS CGTC	1	1	0	1		1
HQS CGOF	1		1	1	1	0
HQS SVC GROUP			0	1	1	0
HQS CGSOG				1	1	0
HQS CGIIF			0	1	1	0
HQS CGFC			0	1		1
HQS COMMANDANT			0	1		1
HQS CGD NCR-CL (Type A)	1		1	1	1	0
CGS MLA (Type A w/ 5 Det)			0	1	1	0
CGS PASIG (Type B w/ 3 Det)			0	1		1
CGS LAGUNA (Type C w/ 4 Det)			0	1	1	0
CGS SUBIC (Type C w/ 4 Det)			0	1		1
CGS PTO REAL (Type C w/ 4 Det)			0	1		1
CGS CORREGIDOR (Type C)			0	1		1
CGS PSC MLA (Type C w/ 1 Det)			0	1		1
SUB-STATION NAVOTAS			0	1		1
HQS CGD CEV (Type A)	1		1	1	1	0
CGS CEBU (Type A w/ 11 Det)			0	1		1
CGS TAGBILARAN (Type B w/ 4 Det)			0	1		1
CGS TACLOBAN (Type B w/ 2 Det)			0	1		1
CGS DUMAGUETE (Type B w/ 4 Det)			0	1		1
CGS ORMOC (Type B w/ 3 Det)			0	1		1
CGS CATBALOGAN (Type C w/ 4 Det)			0	1		1
CGS MAASIN (Type C w/ 5 Det)			0	1		1
HQS CGD SWM (Type A)	1	1	0	1		1
CGS ZAMBO (Type A w/ 2 Det)			0	1		1
CGS JOLC (Type B w/ 1 Det)			0	1		1
CGS BONGAO (Type C w/ 1 Det)			0	1		1
CGS MAPUN (Type C w/ 1 Det)			0	1		1
CGS PAGADIAN (Type B w/ 5 Det)			0	1		1
CGS DAPITAN (Type C w/ 2 Det)			0	1		1

CGS PTO PRINCESA (Type B w/ 3 Det)	1	1	0	1		1
CGS BRKS PT (Type C w/ 5 Det)			0	1		1
CGS CORON (Type C w/ 3 Det)			0	1		1
CGS LIMINANGKONG (Type C w/ 2 Det)			0	1	1	0
HQS CGD STL (Type A)	1		1	1	1	0
CGS BATANGAS (Type A w/ 8 Det)			0	1	1	0
CGS LUCENA (Type B w/ 9 Det)			0	1		1
CGS ROMBLON (Type C w/ 6 Det)			0	1		1
CGS CALAPAN (Type B w/ 4 Det)			0	1		1
CGS SAN JOSE (Type C w/ 5 Det)			0	1		1
HQS CGD WV (Type B)	1		1	1		1
CGS ILOILO (Type A w/ 3 Det)			0	1		1
CGS ROXAS (Type B w/ 1 Det)			0	1		1
CGS BACOLOD (Type B w/ 6 Det)			0	1		1
CGS SJDB (Type C w/ 2 Det)			0	1	1	0
CGS DUMAGUIT (Type C w/ 2 Det)		1	-1	1		1
HQS CGD NLZ (Type C)	1		1	1	1	0
CGS SN FDO (Type B w/ 3 Det)			0	1		1
CGS CURRIMAO (Type C w/ 2 Det)		1	-1	1		1
CGS APARRI (Type C w/ 3 Det)			0	1		1
CGS BASCO (Type C w/ 2 Det)			0	1		1
CGS SUAL (Type C w/ 3 Det)			0	1		1
HQS CGD SEM (Type A)	1	1	0	1		1
CGS DAVAO (Type A w/ 4 Det)			0	1		1
CGS GEN SAN (Type B w/ 1 Det)			0	1		1
CGS COTABATO (Type B w/ 2 Det)			0	1		1
CGS BISLIG (Type C w/ 2 Det)			0	1		1
CGS SARANGANI (Type C w/ 2 Det)			0	1		1
CGS MATI (Type C w/ 2 Det)			0	1		1
HQS CGD BICOL (Type C)	1	1	0	1	1	0
CGS LEGASPI (Type B w/ 10 Det)			0	1	1	0
CGS MASBATE (Type C w/ 6 Det)			0	1		1
CGS SORSOGON (Type C w/ 5 Det)			0	1	1	0
HQS CGD NM (Type C)	1	1	0	1	1	0
CGS CAG DE ORO (Type B w/ 3 Det)			0	1	1	0
CGS SURIGAO (Type B w/ 3 Det)			0	1	1	0
CGS OZAMIZ (Type B w/ 3 Det)			0	1	1	0
CGS ILIGAN (Type C w/ 2 Det)			0	1		1
CGS BUTUAN (Type C w/ 1 Det)			0	1	1	0
T/O OF DESIGNATED CLASS "C" STN & FIELD STN COMMANDERS WILL BE E-9	19		19	0		0
GRAND TOTAL	35	14	21	86	42	44