

HPCG/CG-1

01 July 2003

CIRCULAR)
NUMBER 02-03)

SELECTION AND CATEGORIZATION OF CANDIDATES FOR FOREIGN CAREER COURSES, TRAININGS AND SEMINAR/WORKSHOPS AND THEIR UTILIZATION

1. REFERENCES

- a. Department Order Number 91-537 dated 03 July 1991: Revised Guidelines on Training, Scholarships, International Meetings, Conferences, Workshops, Special Missions and other Study Trips.
- b. Department Order Number 93-709 dated 21 April 1993: Addendum to Department Order Number 91-537.
- c. Department Order Number 20001-23 dated 07 March 2001: Addendum/Amendment to Department Order Numbers 91-537 and 93-709

2. PURPOSE

This circular prescribes for the Policies, Guidelines and Procedures governing the selection and utilization of graduates and participants of foreign courses.

3. APPLICATION

This Circular shall apply to all personnel of the Philippine Coast Guard who are candidates for selection, categorization and utilization of those who have completed foreign career courses, trainings and seminars/workshops.

4. DEFINITIONS OF TERMS

The following terms are defined for the very purpose of facilitating comprehension of ideas and stipulations in this circular:

- a. PCG Personnel- Officers and Enlisted Personnel in the active service to include civilian employees with regular appointments.
- b. Course- is a complete series of studies covering a particular field of instructions. Course is classified into three (3) categories.
 - 1) Career Course- is a formal course for officers and enlisted personnel conducted in training institutions and required for promotion to a certain rank or for designation to a certain position.

enhancement of knowledge and skills related to any maritime functional field of specialization.

3) Technical course – is a formal course conducted in training institutions for enhancement of knowledge and skills related to any technical fields.

c. Candidate – Nominee that has successfully met the requirements and has been elected by the ETB to undergo the foreign training course.

d. Graduate – is a Candidate who successfully completed all academic and non-academic requirements of the foreign training course he/she has attended.

e. Education and Training Board (ETB) - is the board responsible for the selection candidates for foreign training courses available.

f. Equivalent Courses – Career courses taken from other foreign or local training institutions, which are recommended and approved by the PCG ETB as equivalent to Junior and Senior Command and Staff Course.

g. Nominee – is an officer or EP who was recommended by action office or unit to undertake foreign training course.

h. Service Obligation – Mandatory period of time to be served by the nominee in the PCG upon completion of the course undertaken abroad.

i. Time Interval – Mandatory time requirement that PCG Personnel may have to wait after completing a course and be again qualified for another.

j. Utilization – is the assignment of graduate to unit or offices for the purpose of transferring his acquired education and training in the field he has taken or putting in application his acquired skill into practice.

k. Duration – Length of time required for the course to be completed.

5. OBJECTIVES

The following are the objectives of this circular:

a. To select and send personnel abroad for courses that can best provide for training in support to the present programs of the PCG particularly in the fields of career courses on Senior Management, Advance Courses, and other courses and trainings in Maritime Safety, Marine Environmental Protection; Maritime SAR, Maritime Law Enforcement and Marine Operations.

b. To categorize and utilize graduates of foreign career courses, training and seminar/workshop for their effective utilization in support of the overall mission and function of the PCG;

c. To develop the capabilities of the CGETC and PCG units to conduct local courses similar to those offered abroad;

d. To develop the expertise and the systems needed for the effective management of the PCG;

e. To fully utilized their acquired knowledge and skills after the completion of the courses taken by recommending for their re-assignment to units/offices that can benefit most out of it;

f. To identify foreign career courses and trainings in relation to requirements for promotion in rank or assignment to certain positions.

6. POLICIES

a. The Coast Guard Education and Training Command (CGETC) in accordance with the approved annual operating and program budget shall prepare foreign training program.

b. Foreign training course equivalent to career course shall be given only to officer and enlisted personnel who satisfies the pre-requisite requirement in the stipulated career course. In this case no personnel will be recommended to undertake said foreign training course on non-compliance of the requirement.

c. The requirement of the host country/foreign institution shall take precedence over the requirement of this circular.

d. In addition, Foreign Education and Training shall be availed of primarily for courses not available in the country and directed to achieve the above-stated objectives. The following are hereby prescribe in the programming of courses under the various foreign education and training program:

1) Priority of courses shall be given to the operations and maintenance requirements in support to the PCG's hardware acquisition program without prejudice to highly needed career and management type courses;

2) Courses should complement and not duplicate local education and training.

3) No nominee shall be considered as a candidate for courses, which he/she has already attended locally;

4) Career and management type courses shall be limited to those that are responsive to the needs of the PCG and the Maritime Industry as a whole;

5) Courses shall be availed of if the expenses is nil or minimal;

6) Courses availed of through the acquisition of vessels shall be programmed in coordination with the institution/company of whom a contract was signed with;

7) Formal course abroad with duration of less than eight (8) weeks should not be availed of unless suitable/related cross-training with other courses can be arranged to justify the fixed expenses involved;

8) Only personnel with at least five (5) more years of active service upon completion of the schooling, training and seminar shall be nominated to take up the courses;

9) In order to maximize the utilization of each successful graduate of the courses, it is then a must that they render services to the PCG as part of the agreement made prior to his/her departure for the course (See Annex for the required Service

e. To qualify for the foreign training courses, the nominee:

1. Must be on active duty status for officers and enlisted personnel and must have a permanent appointment for civilian employees;
2. Must have no pending case; administrative civil or criminal case [Ombudsman included] construed to be service-related or one that affects his service reputation an job performance which automatically bar nomination to any local/foreign schooling/training
3. Must have at least five (5) years government service left;
4. Must have no pending application for another course under another program;
5. Must satisfy the requirements of the host country or sponsoring organization.
6. Must be physically and mentally fit to undergo the course training.

f. Nominee shall not be considered to any foreign course which is equivalent to local career course unless he or she has completed the mandatory pre-requisite for the said career courses.

g. The following are the existing approved foreign career course equivalent to the local AFP/PN General Staff Course:

1. World Maritime University (Malmö, Sweden) Master of Science Degree in Maritime Affairs specializing in Maritime Administration, Maritime Safety and Environment Protection (Nautical/Engineering), and Maritime Education and Training (Nautical/Engineering),
2. Dalhousie University (Halifax, Canada) Master of Science Degree in Marine Management

h. The following are the broad guidelines that shall be considered in selecting candidate for foreign training course:

- 1) Previous training and experience – only those with excellent performance in last two previous schooling and performance of assignment shall be recommended as candidate for foreign training to ensure satisfactory completion of the course and optimum future utilization of the graduates.
- 2) Rank Seniority – unless specified in the invitation of foreign training, the rank and seniority shall be given preferential consideration in selecting the candidates.
- 3) Age Limit – unless specified in the invitation of foreign training, nominees with younger age shall be given preferential consideration in selecting the candidates
- 4) Frequency of Foreign Schooling – the PCG foreign training program aims to develop the PCG personnel professionals and not individual professional. After completing the foreign training course, the graduates must be able to impart the knowledge and skills he/she acquired from foreign schooling. Accordingly, due to

limited budget funds and limited frequency of foreign training, there is a need to spread this benefit among our personnel. In this regard the following guidelines are hereby prescribed:

a. No personnel shall be considered for another foreign schooling until he/she has completed the prescribed time interval between foreign schooling as follows:

DURATION OF FOREIGN SCHOOLING	TIME INTERVAL
Two (2) weeks or less	None
More than Two (2) weeks to three (3) Months	Six (6) months
More than Three (3) months to one (1) year	One (1) year
More than one (1) year	Two (2) years

b. No personnel shall be considered to take successive career courses abroad, regardless of the prescribe time interval.

c. Qualified Officers and Enlisted Personnel without foreign schooling shall be given priority.

5) Remaining Service – PCG career personnel with long remaining of active service will be given priority consideration for schooling. This would ensure maximum benefits to the organization.

i. Alternate candidate shall be selected for every foreign training slot to ensure that the course slot is availed in the event that the principal candidate is unable to travel for whatever reasons. Alternate candidate fall under two categories:

One-Time Alternate – this alternate status is only good for the particular training slot for which such candidate was selected. His/her alternate status shall be terminated when the principal candidate has actually departed to attend the foreign training course. Such, he should again compete with other nominee for the course when it is offered or he may compete with other foreign training courses offered within the same year.

j. Principal and alternate candidates who voluntarily defer attendance to the slated career course will permanently lose their turn and will not be considered for any other foreign schooling for the next two (2) years. However if the deferment is recommended by competent authorities due to exigencies of the service, the application of this rule shall be waived.

k. Candidate while on actual attendance to the foreign training and failed to finish the said course due to failure to comply the course academic and non-academic requirements or for whatever reason under his/her control may not be considered again for any other foreign schooling.

l. Foreign training, in general, should complement and not duplicate local education and training. Therefore, no nominee will be considered as candidate for a foreign course if he/she has already attended it locally. Additionally, considering that he attended it locally but fail to finish the course for whatever reason shall likewise will not be considered for the equivalent foreign courses.

m. Selection of candidates for foreign career courses shall be limited to those who successfully completed the required lower career course and should be within the top twenty-five percent (25%) of the class with an average grade of eighty-five (85%).

7. CRITERIA FOR SELECTION

Senior PCG personnel play a vital role in the career development of PCG officer and personnel and in improving the quality of the performance and leadership of the PCG organization as a whole. Thus, it is very important to exercise extreme cautions and impartiality in the selection of candidates to foreign training. Faulty selections do not only result to improper use of limited funds and resources but likewise create morale problems that can adversely affect the efficiency of the personnel and the organization itself.

Therefore, this is a set of selection parameters designed to evaluate the candidates to be used by the selection board in determining the best qualified principal and alternate candidates for the particular training course with the end view of optimizing their potential utilization upon successful completion of the course. The overall selection criteria is given a total of 100 pts and the parameters considered are given specific weight as follows:

- a. Seniority (10 pts) – this pertains to the relative ranking placement of an individual in a lineal list compared to other candidates. When the candidates have different rank or grade the point distribution for specific ranks will follow. If there are two or more candidates with the same rank, point one (.1) will be deducted in the point distribution for the rank).

OFFICER	ENLISTED PERSONNEL	POINT DISTRIBUTION
O6	E7 ABOVE	10
O5	E6	9
O4	E5	8
O3	E4	7
O2	E3	6
O1	E1 - E2	5

- b. Educational Attainment (15 pts) – higher level of educational attainment are given corresponding points as added credential.

EDUCATIONAL LEVEL (highest only)	POINTS DISTRIBUTION
DOCTORATE (PhDs)	10
Master	5

OTHER COURSE TAKEN (Max-5 pts)	POINT DISTRIBUTION
Other Courses	1 per course

- c. Job Performance (20 pts) – is based on the ratings of candidates in his assigned job based on the Officer Fitness Report (OFR) for officers and Enlisted Personnel Evaluation Mark (EPEM) for EP given to him by his present Commander maximum of 10 points and the received medals within three (3) years maximum of 10 points.

OFR (Average)	EPEM (Average)	POINT DISTRIBUTION
4.6 – 5.0	4.6 – 5.0	10 (Max)

3.5 - 3.9	3.6 - 4.0	6
3.0 - 3.4	3.1 - 3.5	4
2.5 - 2.9	2.6 - 3.0	2
2.0 - 2.4	2.0 - 2.5	1

AWARDS	POINT DISTRIBUTION
Distinguish Service Medal and Above	3 per award
In between Awards	2 per award
Merit Medal and Below	1 per award

d. Duty Assignment (10 pts) – this refers to the present and assumed position and duties for the past five years vis-à-vis the foreign training course he is recommended. The candidate who is assuming a present position whose job description is related to the offered course will be given higher points.

Duty Assignment	POINT DISTRIBUTION
Actual Job (Directly Related)	10
Collateral Duty (Directly Related)	8
Place of Assignment (Related)	7
Previous Assumed Position	6
Previously Place of Assignment	5
Other Assignment	3

e. Interview with ETB, PCG (25 pts) – intended to determine the ability of the nominee to relate himself/herself to relevant subjects and foreign nationalities and how he/she may carry himself/herself in projecting the good image of the country in general in foreign land and assess his/her aptitude for training.

f. Personal Factors (20 pts) – are those individual traits or qualities of the candidates that may be considered by the selection board for foreign schooling. It maybe personal strength, weaknesses, service reputation, bearings, enthusiasm or such other factors that the board may agree to consider. Likewise this is an assessment of the candidates' potential for future utilization upon successful completion of the course. To ensure unbiased distribution of points for the foreign course. Accordingly, a maximum point is hereby prescribed:

8. SELECTION PROCEDURES:

a. An Education and Training Board (ETB) shall be created and to compose as follows:

REGULAR MEMBERS

Deputy Commandant	-	Chairman
C, CGETC	-	Vice Chairman
AC of S for Operation, CG-3	-	Member
AC of S for Personnel, CG1	-	Member
AC of S for Intelligence, CG2	-	Member
AC of S for Plans & Programs, CG5	-	Member
Education & Training Division, CGETC	-	Secretariat

~~Secondary members who are experts in their own field can be permitted as persons as non-voting members who maybe invited by the Chairman to participat~~
deliberation course under consideration requires their expertise.

- c. Upon receipt of the invitation from host countries or agencies, CG-1 and Secretariat, ETB to come up with the list of qualified candidates based on the requirements set by the host country or sponsoring organizations and on the candidates training and educational background.
- d. The Secretariat, ETB will prepare a worksheet listing the qualified candidates with corresponding earned points based on the criteria listed in para 7.
- e. The individual members of the board shall review the worksheets and other pertinent documents of the qualified candidates and note any errors or observations before the deliberation proceedings.
- f. Selections Board shall screen all potential candidates. All possible means must be exhausted to get comprehensive and accurate information on potential candidates. To this end, the boards may avail of the existing records and conduct interview, as necessary, of the potential candidates, their past and present immediate superiors and contemporaries.
- g. The members of the ETB shall rate each qualified candidate separately and fill up the column/space for personal factors in the prescribed rating tabulated form prepared by ETB. Any member of the ETB may take up with the board any error or observation noted on the worksheet so that the erroneous entries may be accordingly rectified.
- h. The Secretary of the ETB will consolidate the ratings of the individual members of the board, consolidate and present the final results. The board may interview the qualified candidates as necessary before making its final ratings. The final recommendation of the board must conform to the order of the final board ratings. In case two or more qualified candidates obtained the same ratings, the more senior candidate shall be designated as principal.
- i. To ensure the filling up of training slots, a principal and alternate shall be selected by the ETB for each slot. When there are two or more slots, the principal and alternate candidates shall be recommended in the order of priority.
- j. Selected candidates shall be required to sign a service contract and a certification to the effect that they shall render service as instructor in the training school for a minimum period of one (1) year upon their return to the Philippines.
- k. The candidates as selected by the ETB shall be recommended by the Chairman for approval of the Commandant, PCG.

9. UTILIZATION OF FOREIGN SCHOOL GRADUATES

- a. A successful graduate is a very effective tool in the advancement of the organization particularly in the utilization of his/her acquired skill and knowledge. Accordingly, he/she is required to submit an after training report to the C,CGETC with an appropriate presentation to the ETB, CGETC. Likewise, graduates of GSC and its equivalent foreign post graduates studies per para 6(g) of this circular shall be assigned to the CGETC.

For this purpose the following conditions are hereby prescribed:

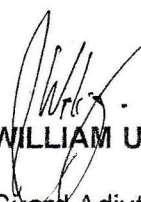
DURATION OF COURSE	ASSIGNMENT
More than two (2) Months except GSC and equivalent foreign post-graduate studies	For Assignment Deliberation of PCG Distribution Board
Two (2) weeks to two (2) months	As appropriate

10. **RESCISSION:** The Circular rescinds CGETC Circular Nr. 5 dated 04 June 2002 and other publications or parts thereof which are inconsistent with the provisions of this circular. This Circular shall be periodically reviewed by the PCG Education and Training Board which may recommend to CPCG, amendment as necessary.

11. **EFFECTIVITY:** This Circular shall take effect upon publication.

BY ORDER OF THE COMMANDANT, PHILIPPINE COAST GUARD:

OFFICIAL:


JOSE WILLIAM U ISAGA
LCDR PCG
Coast Guard Adjutant

WILFREDO D TAMAYO
CAPT PCG
Chief of Staff