

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

HPCG/CGIAS

22 September 2003

CIRCULAR)
NUMBER 07-03)

MORALE AND DISCIPLINE SURVEY (MADS)

1. SCOPE: This Circular shall apply to all units and personnel of the Philippine Coast Guard.

2. PURPOSE: To establish a set of guidelines and procedure in the conduct of morale and discipline survey to all PCG units and to prescribe remedial measures, effective practices and techniques to attain the highest level of morale and discipline of the unit.

3. CONCEPT/POLICIES:

a. Morale and Discipline Survey (MADS) is conducted to determine the state of morale and discipline of all PCG units. The survey shall be done simultaneously with the Annual General Inspection (AGI). However, the Commandant, PCG may direct that a similar survey be held upon receipt of an adverse report against a particular unit or personnel assigned therein.

b. The sole authority to conduct MADS is vested to the Office of the Coast Guard Internal Affairs Service (O/CGIAS), with the Commander, CGIAS as the head of the Survey Team. He may delegate this authority to the Deputy, CGIAS as may be deemed necessary.

c. The composition of the Evaluation Team shall include the Command Master Chief Petty Officer (CMCPO) and at least two (2) personnel from Inspector's Office, CGIAS to act as Evaluators. The members of the team may be increased depending on the strength of the unit to be surveyed.

4. PROCEDURE:

a. The prescribed Questionnaire on morale and discipline shall be distributed to the personnel of the unit including the Commanding Officer.

b. The Team shall evaluate applicable records of the unit in connection with the survey. Previous records may be considered and used as reference in the conduct of the survey.

c. The Team shall conduct personal interviews to the organic personnel to obtain views of the cross- section of the unit. The interview with the Officers shall be conducted separately from the Enlisted Personnel and Civilian Employees.

d. The Team shall take note important information that maybe gathered during the course of the interview.

e. The Commanding Officer of the unit shall be given opportunity to make his evaluation, comments and recommendation.

f. The Team shall evaluate all the answers given by the personnel of the Unit being surveyed taking into consideration their respective remarks/ comments given in the questionnaire.

g. The state of morale and discipline of a particular unit shall be determined from the answers given by its personnel during the interview and on the questionnaire.

5. REPORTS:

a. Result of MADS conducted during the AGI of a unit shall be included in the AGI Report. The report shall comprise the assessment of the status of morale and discipline of the unit being surveyed and the recommendation of the Team.

b. Report of MADS conducted other than during the AGI of a unit shall be submitted to the Commandant, PCG five (5) days immediately after the conduct of MADS.


6. EFFECTIVITY:

This Circular shall take effect upon approval.

BY COMMAND OF VICE ADMIRAL LISTA:

OFFICIAL:

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