



HPCG/CG3

03 March 2005

C I R C U L A R

Number 02-05

**MISSION, FUNCTIONS AND ORGANIZATION OF THE OFFICE OF  
ETHICAL STANDARDS AND PUBLIC ACCOUNTABILITY - PCG**

1. **MISSION:** To enhance professionalism, promote honesty and integrity in the Coast Guard service, instill ethical standards and inculcate a strong sense of public accountability among PCG uniformed and civilian personnel in the pursuit of a common commitment against graft and corruption in the PCG.

**2. FUNCTIONS:**

a. To ensure the implementation of the PCG Code of Ethics specially its integration, internalization and institutionalization.

b. To pursue a continuous organizational development process to suit PCG's ultimate vision to eradicate graft and corruption in the military establishment.

c. To conduct continuous education and information dissemination programs towards the professionalization of the PCG.

d. To collect, analyze and compile all sworn statements of assets and liabilities of uniformed personnel and civilian employees of the PCG.

e. To receive complaints/reports, to inquire into the same and to conduct overt/covert investigation on violations by military and civilian personnel of the PCG of the following laws, rules and regulation:

e1. RA 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees) and the implementing rules thereof;

e2. RA 3019, as amended (Anti-Graft & Corrupt Practices Act);

e3. RA 1379, as amended (An Act declaring Forfeiture in Favor of the State any property found to have been Unlawful Acquired);



e4. Revised Penal Code, title Seven Crimes Committed by Public Officers in relation A (q) 94 (Various Crimes) and AW 5 (Fraud Against the Government with regards to active and retired military personnel.

e5. And such other allied laws, PCG regulations and existing policies.

f. To evaluate, prosecute and monitor civil, criminal and administrative cases related to acts violative of the laws mentioned in para e2, hereof.

g. To integrate and synthesize for the CPCG all polices and regulations, as well as, pertinent data gathered from field units that have direct bearing on OESPA's mission.

h. To process and issue appropriate clearances.

i. To carry out such other functions as the CPCG may direct.

### **3. DUTIES AND RESPONSIBILITIES**

#### **A. CHIEF, ESPA-PCG**

1. Responsible directly to the CPCG on matters relative to the enforcement of anti-graft and the implementation of the PCG Code of Ethics to include but not limited to the following.

a. Advises the CPCG the status of investigation and/or prosecution of graft cases and other significant projects/activities within the cognizance of the office.

b. Oversees the receipt, collection and evaluation of sworn statements of assets and liabilities of all military and permanent civilian personnel of the PN as required by laws.

c. Conducts periodic conferences on all problems, objectives, plans and policies containing the mission of the office.

d. Exercises overall supervision of administrative and security matters relevant to the office.

e. Consolidates reports from Major unit ESPA and submit's periodic accomplishment report to the CPCG.

2. Exercises technical supervision over units and shall promulgate

policies and guidelines approved by the CPCG.

3. Performs such other duties as the CPCG may direct.

**B. DEPUTY CHIEF, OESPA-PCG:**

1. Assists the Chief, ESPA in carrying out his duties and responsibilities and acts in his absence.
2. Responsible for the general supervision and coordination of respective functions by the chiefs of the different branches.
3. Serves as head adviser to the Chief, ESPA-PCG.
4. Assures that all instructions, policies, plans and guidelines of the Chief, ESPA-PCG are carried out efficiently.
5. Develops and maintains competent liaison and communication network with the various major units OESPA.
6. Integrates and coordinates the activities of the different divisions.
7. Studies and formulates office policies for approval by C, ESPA-PCG and ensures implementation thereof.
8. Informs the Chief, ESPA-PCG of the various office activities undertaken from time to time.
9. Reviews office actions to ensure that they are adequate, coordinated and complete.
10. Performs such other duties as the Chief, ESPA-PCG may direct.

**C. PERSONNEL AND ADMINISTRATIVE BRANCH**

1. Provides efficient and effective manpower, logistical, financial and administrative support requirements on the accomplishment of OESPA's mission.
2. Ensures the enhancement of career development and overall morale and welfare of personnel.
3. Prepares and pursues personnel, budgetary and logistical requirements of the office.



4. Maintains adequate and systematic record-keeping procedure.
5. Develops and provides expeditious processing and issuing of appropriate clearances.
6. Supervises the maintenance and upkeep of office facilities and clearances.
7. Collates, processes and submits office accomplishment report to Chief, ESPA, PCG (thru D, ESPA).
8. Gathers, compiles and disseminates all directives, policies, memoranda and the likes for the information and strict compliance of concern personnel.
9. Acts as liaison to OESPA - DOTC, Ombudsman and Office of the Human Rights for the purpose of securing clearances.
10. Performs such other duties as Chief, ESPA, PCG may direct.

**D. PROFESSIONAL AND GRAFT PREVENTION BRANCH**

1. Plans, executes and manages OESPA-PCG projects and programs related to the professionalization of the PCG.
2. Initiates projects and evolves appropriate training programs and doctrines to enhance military professionalism and instill ethical standards in accordance with the PCG Code of Ethics.
3. Ensures the effective and efficient implementation, integration and institutionalization of the PCG Code of Ethics by facilitating researches of the following:
  - a. System Review and Improvement
  - b. Organization Climate/Culture Building
  - c. Quality of life Improvement/Self-Reliance
  - d. Organizational development/Renewal Action
4. Establishes and maintains a Secretariat chaired by C, ESPA-PCG that is representative of the major services OESPA and such cognizant to include civilian-bases consultants.
5. Performs such other duties as the Chief, ESPA-PCG may direct.



**E. STATEMENT OF ASSETS AND LIABILITIES (SAL) BRANCH**

1. Collects and complies SAL of all military and permanent civilian personnel of the PCG as required by laws.
2. Ensures that SAL are filed on time, providing adequate filing system and procedure to maintain a 10-year SAL record and transmitting to CGA all SAL that are more than ten (10) years old.
3. Requires the completeness of SAL for evaluation as basis for the issuance of appropriate clearance when warranted.
4. Conducts cash flow analysis of SAL of all PCG personnel who are under investigation for graft related offenses and pursuant to the SOTC directive on period review SAL.
5. Recommends the investigation of PCG personnel found initially liable for possible unexplained wealth after a cash flow analysis and for prosecution against those who failed to file their SAL.
6. Educates PCG personnel on the correct filing of SAL.
7. Performs such other duties as C, ESPA-PCG may direct.

**F. INVESTIGATION AND INTELLIGENCE BRANCH**

1. Receives complaints and investigates cases of unethical and corrupt practices including cases discovered during inspections and intelligence operations.
2. Prepares action plans for an effective investigation to include the technical review of financial analysis and sworn statement of assets and liabilities, the appraisal/evaluation of properties and the examination or documentary evidences.
3. Undertakes liaison activities with various government/non-government and intelligence agencies.
4. Conducts counter-intelligence operations.
5. Responsible for the preparation and/or service of all process.
6. Gathers, collects and safeguards evidences.



7. Assigns intelligence operatives for the gathering of information and evidences related to unconfirmed reports of ethical and/or corrupt practices against PCG personnel.

8. Investigates and recommends to Chief, ESPA-PCG filing of cases before appropriate courts and monitor its conclusion.

9. Performs such other duties as Chief, ESPA, PCG may direct.

**G. LEGAL BRANCH**

1. Reviews and evaluates evidence and if warranted, files and prosecutes cases before appropriate bodies, monitoring them towards its conclusion.

2. Conducts legal researches as well as prepares the necessary and competent legal opinion as basis for OESPA action.

3. Recommends for the procurement, and responsible for the compilation, of pertinent legal documents and such allied reference materials as maybe necessary.

4. Refers cases to proper cognizant offices/units of the PCG and other agencies.

5. Acts as Chief, Legal Counsel of Chief, ESPA-PCG and provides legal assistance to PCG personnel.

6. Maintains the safekeeping of evidence on cases filed.

7. Establishes liaison linkages with various legal agencies and such other similar bodies.

8. Performs such other duties as the C, ESPA, PCG may direct.

**3. COMMAND RELATIONSHIP:**

1. The Commandant, PCG shall designate the Chief of the Office of Ethical Standards and Public Accountability-Philippine Coast Guard upon recommendation of the PCG Distribution "A".

2. All Deputies, or Executive Officers of all units at all levels shall be designated ESPA Officers to undertake the ESPA function of propagation and monitoring at their levels.

**4. RECISSION:**

All PCG publications not in conformity with this circular are hereby rescinded.


**5. EFFECTIVITY:**

This circular takes effect upon publication.

BY COMMAND OF VICE ADMIRAL GOSINGAN:

**RAMON C LIWAG**  
Commodore, PCG  
Chief of Staff

OFFICIAL:

  
**JUAN MANUEL DE RAMOS**  
LT PCG  
The Coast Guard Adjutant

Annex:

PCG OESPA Organizational Set-up