



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

HPCG

15 July 2005

CIRCULAR)

NUMBER 05-05

**PRE-ENTRY TESTS FOR OFFICERS AND ENLISTED PERSONNEL
SLATED TO UNDERGO SCHOOLING AT CGETC**

I. REFERENCES:

- 1) Differential Aptitude Test administered by CGMED for PCG officers and Enlisted Personnel during NP Tests for promotion and enlistment purposes (sample questions are shown in Appendix A);
- 2) IQ Test administered by CGMED for PCG Officers and Enlisted Personnel during NP Tests for promotion and enlistment purposes (sample questions are shown Appendix B);
- 3) MSA-Simulated College Admission Tests constructed by the Math Tutoring Center (Sample questions are shown in Appendix C);
- 4) DND Circular No. 9 dated 21 June 1993. (Appendix E).
- 5) The Physical Qualification Test administered by CGETC since the convening of CGMC Class 01-2000 (Appendix F).
- 6) The Coast Guard Man's Course Compendium (for general PCG- related matters);

II. APPLICABILITY:

This Circular applies to all PCG Officers and Enlisted Personnel slated to undergo career advancement courses prescribed in CGAO/CG7 Circular Number 01 dated 03 January 02 and HPCG Circular 09-03 dated 24 October 2003.

III. PURPOSE:

To prescribe policies and procedures on the conduct of Pre-Entry Tests for prospective students of CGETC – managed courses.

IV. GENERAL OBJECTIVES:

1. To determine whether the prospective students are mentally and physically prepared to undergo training.

2. To ensure that all the prospective students meet the minimum physical fitness course requirements.
3. To determine which among the test areas covered requires more emphasis or need to be reinforced during the conduct of course.

V. COMPONENTS:

A. PRE-ENTRY WRITTEN TEST(PEWT):

1. Objective. To measure the basic mental ability of the students prior to the start of the course through a set of questions administered under a limited time period.
2. Test Questions. The PEWT is composed of 70 questions under the categories of Abstract Reasoning, Analogies, Number proficiency, Verbal reasoning and PCG-related questions. The table below shows the breakdown of questions for every category.

Category	No. of Questions	Percentage
Abstract reasoning	5	7.14 %
Analogies	10	14.28 %
Number proficiency	15	21.42 %
Verbal meaning	10	14.28 %
Verbal reasoning	10	14.28 %
PCG-related questions	20	28.57 %
TOTAL	70	100.00 %

A copy of the Pre-Entry Written Test is shown in Appendix D.

3. Time Allocation. The set of questions will be administered to both officers and enlisted personnel. The time limit will be 25 minutes and 40 minutes for officers and enlisted personnel, respectively.
4. Procedures.
 - a. The PEWT will be administered to all prospective students of a course.
 - b. If a prospective student fails the PEWT, he/she will be given another chance to take the same test again. Result of which will be his/her final PEWT grade.
 - c. The conduct of the test, subsequent correction and publication of results shall be conducted and done by the Academics Department, Coast Guard School.
 - d. Only the Head, Academics Department and the School Registrar shall be authorized to handle the test questions.
 - e. Examinees are not allowed to bring out of the classroom a copy or part thereof of the questionnaire and/or answer sheet.

5. Rating of results of the PEWT. The results of the PEWT will be rated on a Pass-Fail basis. For an examinee to pass he must obtain 35 correct answers which is equivalent to a passing mark of 50%.

B. PRE-ENTRY PHYSICAL FITNESS (PFT) AND SWIMMING QUALIFICATION TESTS (SQT)

1. Objective.

To measure the physical fitness and swimming proficiency of the students prior convening of the course.

2. Minimum physical fitness standards:

a. The events to be administered are:

1. 60-second horizontal push-up
2. 60-second Sit-up
3. Sit and reach
4. 12-minute run
5. 200-meter swim
6. 15-minute Floating

b. The minimum requirements for each event are:

1) 60-seconds Horizontal Push-up

29 yrs old and below	} Male	min 40 push-ups
30 yrs old to 39 yrs old		min 35 push-ups
40 yrs old to 49 yrs old		min 30 push-ups
50 up (Male) / all Females		min 20 push-ups

2) 60-seconds Sit-up

29 yrs old and below	} Male	min 40 sit-ups
30 yrs old to 39 yrs old		min 35 sit-ups
40 yrs old to 49 yrs old		min 30 sit-ups
50 up (Male) / all Females		min 20 sit-ups

3) Sit and Reach

Male/Female	min 20 cm
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4) 12-Minute Run

29 yrs old and below	} Male	min 2,700 m
30 yrs old to 39 yrs old		min 2,250 m
40 yrs old to 49 yrs old		min 1,800 m
50 up (Male) / all Females		min 1,350 m

- 5) 200 meters swim (for all ages male & female) no time limit
- 6) 15-minute floating (for all ages male & female)

A copy of the Pre-Entry Physical Fitness Test Form is shown in Appendix G.

3. Procedures.

- a. The PFT and SQT will be simultaneously administered to all prospective students of a course.
- b. The Tactics Department, Coast Guard School shall conduct the tests. The results are to be submitted to the Registrar for consolidation and processing.
- c. Venue for the PFT and SQT will be at the CGBF grounds and CGETC DTF respectively or any other appropriate location identified by the Tactics Department, Coast Guard School.

4. Rating of results.

- a. The results will be rated on a Pass-Fail basis based on the above-enumerated minimum requirements for various age groups. If a candidate gets a score that exceeds or meets the minimum requirement for an event, he earns a Pass rating. If he gets a score lower than the minimum requirement, he gets a Fail rating.
- b. In case a candidate fails one (1) or more events, he will be allowed to join the class but he/she will have to undergo additional Physical Development Program to be conducted and supervised by the Tactics Group Department until the candidate meets the minimum requirement before the first regular PFT and SQT of the course.

C. **PRE-ENTRY INTERVIEW (PEI)**

1. Objective.

To gauge the level of oral communicational skills of the prospective students and their confidence in public speaking.

2. Pre-Entry Interview Board (PEIB).

The interview will be conducted by a Pre-entry Interview Board (PEIB), the composition of which shall depend on the category of courses which the candidates will undergo. Members of the PEIB shall be appointed by the Superintendent, CG School.

3. Recommended topics. Recommended interview topics are shown below. Any member of the PEIB may, however, ask other relevant questions if

he deems it necessary in relation to the above-cited objective of the Pre-Entry Interview.

- a. Personal background of the candidate.
- b. Description of previous and present unit assignments and tasks of the candidate.
- c. Knowledge gained from previous courses undertaken.
- d. The candidate's expectations of the course.
- e. His personal opinion regarding present issues in the PCG Service.
- f. Other relevant matters the interviewers would wish to ask.

A copy of the Pre-Entry Interview Form is shown in Appendix H.

4. Conduct and duration of the interview.

- a. Candidates will be called for individually to face the PEIB.
- b. He shall be in complete and proper uniform.
- c. Each member of the board will be given a chance to ask questions and the duration of the interview shall not exceed 20 minutes for each candidate unless necessary.

5. Evaluation of the results.

- a. Due to the subjective nature of interviews, the result of this exercise will depend on the general impression of the members of the PEIB.
- b. The candidates will be rated on a Pass-Fail basis.
- c. A PEIB member is entitled to one vote. The majority votes among the members of the PEIB will determine the over-all result of the interview of the candidate. For example, among 5 members of the PEIB, 3 Pass votes as against 2 Fail votes will result to an over-all Pass result for the candidate.

D. RESULTS OF THE PRE-ENTRY TESTS

1. The various components of the Pre-entry Test System shall be treated independently from each other.
2. To automatically qualify for entry to the course, the candidate should pass all components of the Pre-Entry Test, except for the Pre-Entry PFT and SQT wherein if the candidate fails one (1) or more of the stipulated events, he will have to undergo a Physical Development Program as described in the particulars of the PEPFT component.
3. A candidate who fails in either the PEWT or the PEI or both, shall face the CGETC Academic Board for deliberation.
4. The Academic Board will then evaluate the candidate's capacity for improvement and assess his/her ability to pass the course. The Board will then decide whether the candidate will be accepted on a probationary status or not to the course he/she is recommended to undergo.
5. The CGETC will then submit evaluation report to CPCG attention CG1 and CG7 of the candidates not accepted to a particular course.

6. Candidate not accepted from a particular course may take the next convening course provide he/she passes the Pre-Entry Test.

VI. RESCISION:

All circular, policies and directives inconsistent with the provision of this Circular are hereby rescinded and modified accordingly.

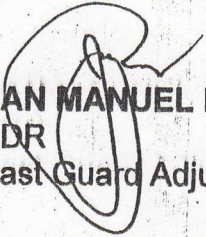
VII. EFFECTIVITY:

This Circular shall take effect upon publication.

BY COMMAND OF VICE ADMIRAL GOSINGAN, PCG:

OFFICIAL:

ELPIDIO B PADAMA
RADM PCG
Acting Chief of Staff



JUAN MANUEL DF RAMOS JR
LCDR PCG
Coast Guard Adjutant

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