



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



HPCG/CG-3

06 Sep 2005

CIRCULAR)
NUMBER 06-05)

MISSION, CAPABILITIES AND ORGANIZATION OF COAST GUARD MEDICAL SERVICE

1. MISSION: To promote and provide quality medical care to all active duty uniformed and civilian personnel of the Philippine Coast Guard, in order to ensure and preserve their health; prevent diseases, injuries or disabilities that may directly or indirectly impair the performance of their duties; and render medical assistance to direct dependents of PCG personnel, and other civilian patients as authorized by the Command.

2. FUNCTIONS:

- a. To provide routine medical and surgical services to PCG uniformed personnel, civilian employees, and their direct dependents;
- b. To provide means for emergency evacuation services to the nearest medical facility;
- c. To formulate plans and programs regarding CG Medical Service's logistical and operational requirements;
- d. To provide medical assistance in times of disasters and natural calamities within the area of responsibility;
- e. To perform other tasks as directed by the CPCG.

3. CAPABILITIES:

- a. Provide highly-trained medical personnel to all active PCG uniformed and civilian employees, their direct dependents, and other civilian patients authorized by the Command;

b. Conduct of medical / physical examinations to individuals for commissionship, enlistment and reenlistment, appointments and promotions, training and schooling (local and foreign), and other related matters;

c. Conduct of preventive medical and health measures to promote wellness and healthy lifestyle

d. Training of medical personnel relative to the mission and functions of the PCG Medical Service.

4. ORGANIZATION:

1. The Coast Guard Command Surgeon (TCGCS)

The Coast Guard Command Surgeon shall be the head of the CG Medical Service. TCGCS will be a member of the Technical Staff of the Commandant, PCG, and will be under the administrative supervision of the Deputy Commandant for Administration. TCGCS will exercise technical supervision over all Medical Units of the PCG, to include personnel assignments and logistical requirements for their operations. Among the duties and responsibilities are:

a. Advises CPCG in matters pertaining to medical health of PCG personnel, including the utilization of medical equipment and services;

b. Maintains administrative, technical and operational control and supervision over all medical facilities, units and personnel;

c. Prepare plans and programs for the effective and timely delivery of medical health services;

d. Formulates budgetary requirements for the operation of the CG Medical Service, and all its subordinate units;

e. Advises CPCG on requirements for procurement of commissioned officers, enlisted personnel and civilian personnel of CG Medical service, and recommends appointments, classifications, promotions and reductions, awards and decorations, assignments, designations and terminations, etc;

f. Recommends to CPCG the activation, upgrading or deactivation of Medical Units as deemed necessary;

g. Coordinates with other health services/units on matters pertaining to medical health programs of the Command;

h. Recommends plans and programs for the comprehensive training of medical personnel;

i. Supervises the conduct of medical assistance programs and mass-based operations;

j. Perform other tasks as directed by the Commandant, Philippine Coast Guard

2. The Coast Guard Deputy Command Surgeon (TCGDCS)

a. Assists TCGCS in the operations of the Medical Service;

b. Acts as Chief of Staff, CGMS;

c. Supervises and coordinates the activities of the different Staffs of the Unit;

d. Perform other tasks as directed by TCGCS

3. Command Master Chief Petty Officer, CG Medical Service

a. Advises TCGCS on matters pertaining to administrative affairs of all Enlisted Personnel (EP);

b. Assists CCGMSG in maintaining high state of morale and welfare of the Unit's EP;

c. Perform other tasks as directed by TCGCS

4. Chief, Medical Corps

a. Exercises supervisory and staff function of planning, coordinating and controlling all matters pertaining to health and medical services for the PCG;

b. Perform other tasks as directed by TCGCS

5. Chief, Nurse Corps

a. Recommends and coordinates with TCGCS on all matters pertaining to and affecting the Nurse Corps as they relate with the overall program of the CG Medical Service;

b. Perform other tasks as directed by TCGCS

6. Chief, Medical Admin Corps

- a. Supervises administrative matters in coordination with O/CG-1 specifically over health and medical services for PCG personnel;
- b. Perform other tasks as directed by TCGCS

7. Chief, Veterinary Corps

- a. Exercises technical supervision over all veterinary facilities of the PCG;
- b. Perform other tasks as directed by TCGCS

8. Admin and Personnel Branch

- a. Advises the TCGCS on administrative and personnel matters of the Unit;
- b. Assists in the formulation and implementation of administrative policies/regulations related to the functions of the Sections/Units;
- c. Prepares, handles and monitors all official communications and transmittals of the Unit;
- d. Process all hospital reimbursement and claims of PCG personnel;
- e. Formulate plans and program for the promotion of morale and welfare of the Unit's uniformed and civilian personnel;
- f. Perform other tasks as directed by TCGCS

9. Operations Branch

- a. Advises the TCGCS on operational matters of the Unit;
- b. Monitor all health-related incidents pertaining to PCG personnel or Juring SAR operations in close coordination with concerned HPCG Staff and other government agencies/units;
- c. Supervise, monitor and evaluate personnel assignment and deployment;
- d. Maintains a go-status operational readiness of all CGMS mobile medical units such as CG Medical Ambulance, Mobile Medical Teams and other

Mobile Units as needed, and monitor progress of missions/operations of said units;

e. Formulate SOP for crisis management in times of maritime disasters and SAR operations;

f. Perform other tasks as directed by TCGCS

10. Logistics Branch

a. Advises the TCGCS on logistical matters of the Unit;

b. Formulates plans and policies pertaining to acquisition, storage, distribution, utilization, maintenance and accounting of supplies, equipment and other material resources of the Unit;

c. Ensure adequate logistical requirements in terms of drugs and medicines, medical and laboratory supplies, office and janitorial supplies;

d. Supervises the procurement and deliveries of medicines and supplies;

e. Accounts for the financial resources of the Unit;

f. Operate and maintain CG Medical Pharmacy;

g. Ensure equal and adequate distribution of necessary medical supplies to all PCG units ashore and afloat;

h. Perform other tasks as directed by TCGCS

11. Plans & Programs / Education & Training Branch

a. Advises the TCGCS on matters pertaining to education and training of the Unit's personnel;

b. Formulate and develop plans and programs in line with the mission and functions of the Unit;

c. Coordinate with concerned training institutions for training courses and seminars not available at the CGETC;

d. Perform other tasks as directed by TCGCS.

5. OPERATING UNITS:

1. CG Station Hospital (CGSH) - A permanently established medical facility, classified as primary, secondary or tertiary class. Bed capacity may range from 25-100 units; operates a 24-hour emergency room, laboratory and ancillary services, pharmacy, and provides major and minor multi-specialty medical and surgical services. It may operate on a 30-90 days maximum hospitalization period.

2. CG Medical Infirmary (CGMI) - A permanently established medical facility, with 6-24 bed capacity. It provides limited inpatient care and routine outpatient care, to include minor surgical procedures; basic ancillary services such as X-ray, ECG, routine laboratory tests and pharmacy. It operates on a 14-day maximum hospitalization period.

3. CG Medical Dispensary (CGMD) - A permanently established medical facility, providing routine outpatient care, such as minor medical and surgical procedures, and minor laboratory services. This 5-bed facility can admit patients for observation purposes only.

4. CG Clinical Detachment (CGCD) - A semi-permanent medical facility, providing routine outpatient or primary health care services only, such as medical consultations, minor surgical procedures, immunizations and first aid treatments. It is a subordinate unit of either a CG Medical Infirmary or Dispensary.

5. CG Medical First Aid Station (CGMFAS) - A temporary medical facility, which may be mobile or semi-permanent depending on the medical needs in the area. Usually headed by a Nurse Officer or a senior Hospital Man, they are capable of first aid and basic life support techniques. It is a subordinate unit of a CG Clinical Detachment.

6. CG Mobile Medical Team (CGMMT) - a team of CG Medical personnel, usually headed by a Medical or Nurse Officer. A mobile operating unit, they may continually move from place to place to perform medical services among personnel and dependents. This team may also board a SARV or CG Aircraft as the need arises.

6. COMMAND RELATIONSHIP: The Commandant, PCG shall designate the Coast Guard Chief Surgeon upon recommendation of the PCG Distribution "A".

7. RESCISSION: All PCG previous publications not in conformity with this Circular are hereby rescinded.

8. EFFECTIVITY: This Circular takes effect upon publication.

BY COMMAND OF VICE ADMIRAL GOSINGAN:

OFFICIAL:

**ELPIDIO B PADAMA
RADM PCG
Acting Chief of Staff, PCG**


**JUAN MANUEL DF RAMOS JR
LCDR PCG
The Coast Guard Adjutant**

Annexes:

**Annex A – Organizational Charts
Annex B – Personnel Distribution**

ANNEX A - ORGANIZATIONAL CHART NR 1

COAST GUARD MEDICAL SERVICE

The Coast Guard
Command Surgeon (TCGCS)

CMCPO

The Coast Guard
Deputy Command Surgeon (TCGDCS)

Chief, Medical Corps Chief, Nurse Corps Chief, Medical Admin Corps Chief, Veterinary Corps

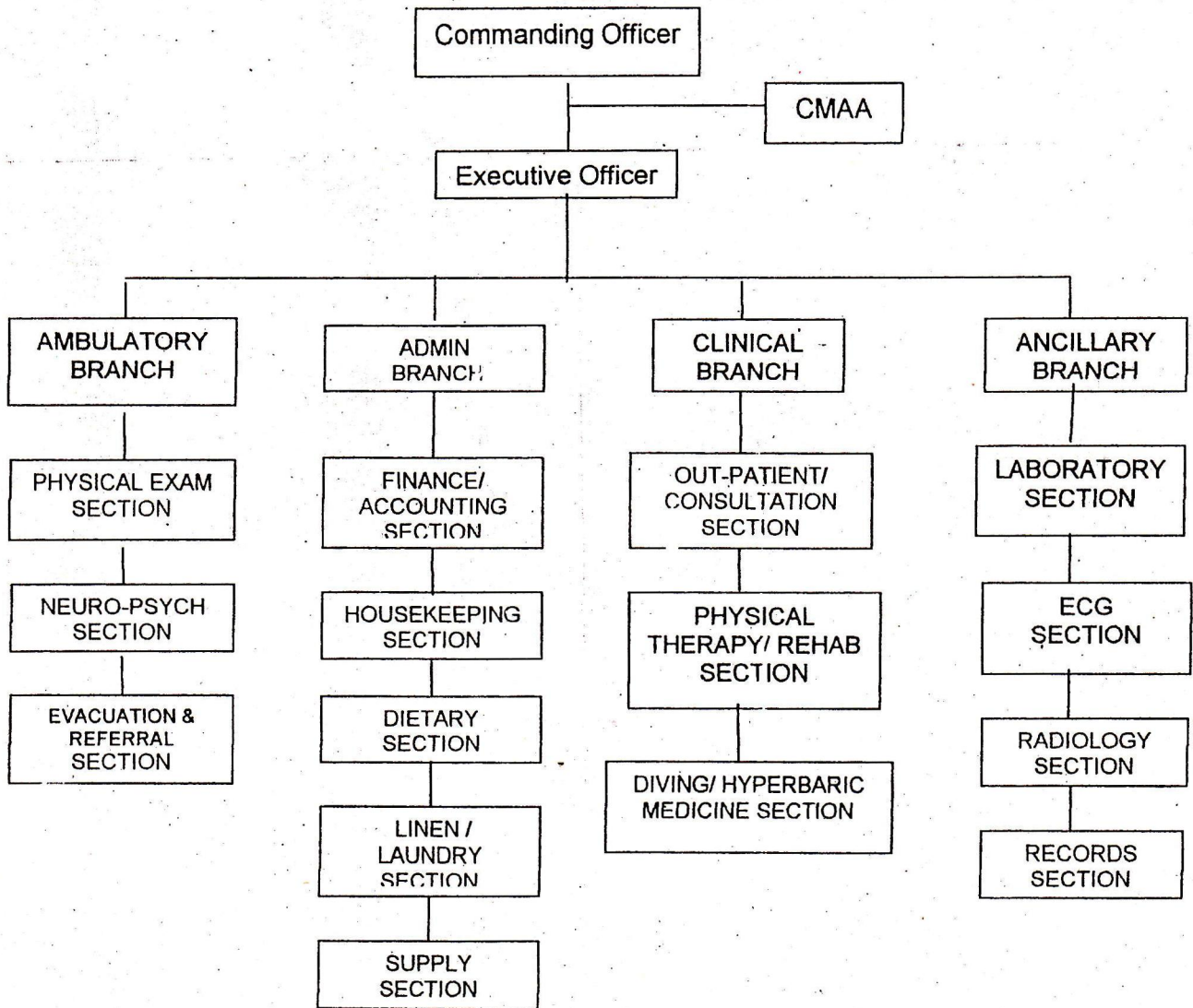
Admin/Personnel Branch Operations Branch Logistics Branch Plans, Programs, Educ, Trng Branch

OPERATING

UNITS

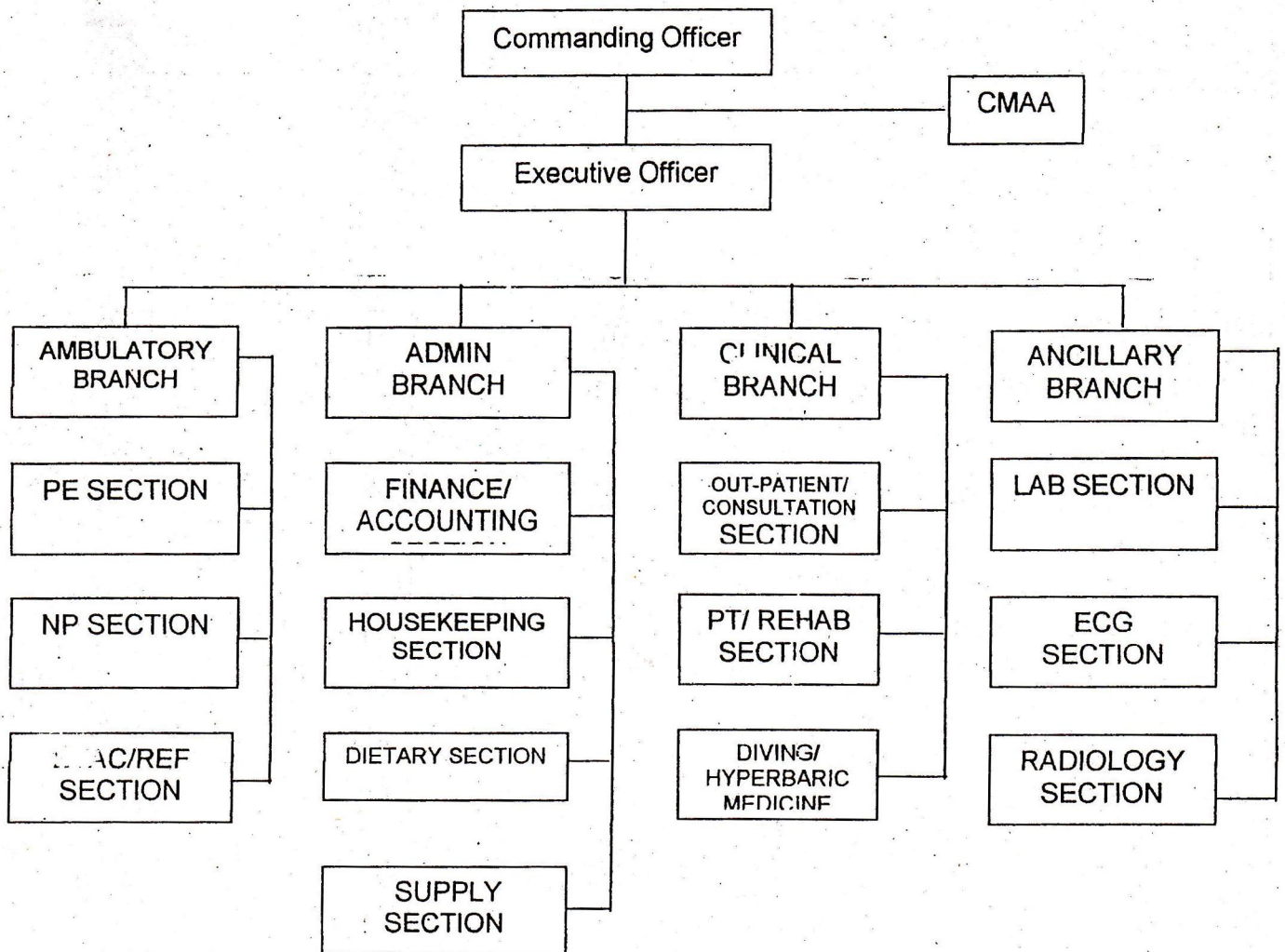
CG Station Hospital CG Medical Infirmary CG Medical Dispensary CG Clinical Detachment

CG STATION HOSPITAL



ANNEX A - ORGANIZATIONAL CHART NR 3

CG MEDICAL INFIRMARY



NP Section	MC	O-3		OIC / Psychiatrist
		E-6	4707	POIC/NP Technician
		E-3/4	4704	Hospital Man
ANCILLARY BRANCH	MC	O-3		Head
		E-6	4707	POIC
Laboratory Section	MC	O-3		Pathologist
		E-6	4707	POIC
		E-4	4711	Lab Technician
Radiology Section	MC	O-3		Radiologist
		E-6		POIC
		E-3/4/5	4704	X-ray Technician
ECG Section	MC	O-3		OIC
		E-5	4707	POIC
		E-3/4	4704	ECG Technician
CLINICAL DIVISION				
Out-patient/Consultation Sec	MC	O-3		OIC
	NC	O-2/3		Nurse in Charge
	NC	O-1/2/3		Duty Nurse
		E-4	4711	POIC
		E-2/3/4	4700/ 4704	Hospital Man
PT / Rehab Section	MC	O-3		OIC
	MAC	O-1/2/3		Physical therapist
	NC	O-1/2/3		Duty Nurse
		E-4	4711	POIC
		E-2/3/4	4700/ 4704	Hospital Man
Diving/Hyperbaric Medicine Section	MC	O-3		OIC
	NC	O-2/3		Nurse in Charge
	NC	O-1/2/3		Duty Nurse
		E-4	4711	POIC
		E-2/3/4	4700/ 4704	Hospital Man

OPERATING UNIT: COAST GUARD MEDICAL DISPENSARY

OFFICE	TECH SVC	RANK	NEJC	POSITION
CG MEDICAL DISPENSARY	MC	O-4		Commanding Officer
		E-5	4707	Admin Clerk
		E-2/3	4700	Messenger/Driver
EXECUTIVE OFFICER	MC	O-3		Executive Officer
		E-7	4707	CMAA
		E-4	4711	Admin Clerk
ADMIN BRANCH	NC/MAC	O-2/3		HEAD
		E-6	4707	POIC
		E-5	4707	Admin PO
		E-4	4711	Personnel PO
Logistics Section		E-4/5	4711/ 4707	Fin, Accounting & Disbursing PO
		E-4	4711	Housekeeping PO
		E-2/3	4700	Computer Operator
		E-2/3	4700	Messenger
Supply Section	NC	O-2/3		Supply Officer
		E-6	4707	POIC
		E-4	4711	Central Supply PO
		E-5	4707	Pharmacy PO
		E-4	4711	Computer Operator
		E-4	4710	Record Filer
		E-5	4707	Transportation PO
		E-2/3	4700	Ambulance Driver
	E-2	4700	Messenger/Driver	
AMBULATORY BRANCH	MC	O-3		HEAD
		E-6	4707	POIC
Emergency / Evac / Referral Section	MC	O-3		OIC
		NC	O-2	Nurse in Charge
	NC	O-1/2	Duty Nurse	
		E-4	4711	POIC
		E-3/4	4704	Hospital Man
PE Section	MC	O-3		OIC
	NC	O-2/3		Nurse in Charge
		E-6	4707	POIC
		E-2/3/4	4700/ 4704	EENT Technician

		E-2/3/4	2	6	Hospital Man
PE Section	MC	O-3	1	1	OIC
	NC	O-3	1	1	Nurse in Charge
		E-6	1	1	POIC
		E-2/3/4	2	4	EENT Technician
NP Section	MC	O-3	1	1	Psychiatrist
		E-6	1	1	NP Technician
		E-2/3/4	2	3	Hospital Man
ANCILLARY BRANCH	MC	O-3	(1)	(1)	Coll of Branch OIC
		E-6	1	1	POIC
Laboratory Section	MC	O-3	1	1	Pathologist
		E-6	1	1	POIC
		E-4	1	3	Laboratory Technician
Radiology Dept	MC	O-3	1	1	Radiologist
		E-6	1	1	POIC
X-ray Section		E-3/4/5	2	3	
ECG Section	MC	O-3	(1)	(1)	OIC
		E-5	1	1	POIC
		E-3/4	1	2	ECG Technician
CLINICAL BRANCH	MC	O-3	1	1	OIC
	NC	O-3	1	1	Nurse in Charge
	NC	O-1/2/3	1	2	Duty Nurse
		E-4			POIC
		E-2/3/4	2	4	Hospital Man
PT / Rehab Section	MC	O-3	1	1	OIC
	MAC	O-1/2/3	1	2	Physical therapist
	NC	O-1/2/3	1	2	Duty Nurse
		E-4			POIC
		E-2/3/4	2	4	Hospital Man
Diving/Hyperbaric Medicine Section	MC	O-3	1	1	OIC
	NC	O-3	1	1	Nurse in Charge
	NC	O-1/2/3	1	2	Duty Nurse
		E-4			POIC
		E-2/3/4	2	4	Hospital Man

ANNEX B – TABLE OF DISTRIBUTION NR 3

OPERATING UNIT: COAST GUARD MEDICAL INFIRMARY

OFFICE							
CG Medical Infirmary	MC	O-4/5	1	1	Commanding Officer		
		E-5	1	1	Admin Clerk		
		E-2/3	1	1	Messenger/Driver		
	MC	O-3	1	1	Executive Officer		
		E-7	1	1	CMAA		
		E-4	1	1	Admin Clerk		
CHIEF OF CLINICS	MC	O-3	(1)	(1)	Coll of Ex-O, CGSH		
		E-6	1	1	Admin Clerk		
		E-3/4	1	1	Messenger/Driver		
ADMIN BRANCH	NC/MAC	O-3	1	1	Head		
		E-6	1	1	POIC		
		E-5	1	2	Admin PO		
		E-4	1	2	Personnel PO		
		Fin, Acctg & Disb Section	E-4/5	1	2	POIC	
		Housekeeping Section	E-4	1	1	POIC	
		Dietary Sectin	E-4	1	1	POIC	
		Linen/Laundry Section	E-4	1	1	POIC	
			E-2/3	1	1	Computer Operator	
			E-2/3	1	1	Messenger	
		Supply Section	NC	O-3		1	OIC
				E-6	1	1	POIC
				E-4	1	1	Central Supply PO
				E-5	1	1	Pharmacy PO
E-4	1			1	Mess PO		
E-4	1			1	Computer Operator		
E-4	1			1	Record Filer		
E-5	1			1	Transportation PO		
E-2/3/4	1			2	Ambu Driver		
E-2	1	1	Messenger/Driver				
AMBULATORY BRANCH	MC	O-3	(1)	(1)	Coll of Branch Head		
		E-6	1	1			
POIC							
Emerg/Evacuation/Referral Section	MC	O-4	1	1	OIC		
		NC	O-3	1	1	Nurse in Charge	
		NC	O-1/2/3	2	4	Duty Nurse	
		E-4	1	1	POIC		

Emergency/Evacuation/Referral Section	MC	O-4		OIC
		E-4	4711	POIC
		E-2/3	4700	Hospital Man
Physical Examination Section	MC	O-4		OIC
	NC	O-3		Nurse in Charge
		E-6	4707	POIC
		E-3/4	4700/ 4711	Hospital Man
Neuro-Psych Section	MC	O-4		OIC
		E-6	4707	POIC
		E-3/4	4700/47 04	Hospital Man
ANCILLARY BRANCH	MC	O-4		Head
		E-6	4707	POIC
Laboratory Section	MC	O-4		OIC
		E-6	4707	POIC
		E-4	4711	Lab Technician
Radiology Section	MC	O-4		OIC
		E-6	4707	POIC
		E-3/4/5	4704	X-ray PO
ECG Section	MC	O-4		OIC
		E-5	4707	POIC
		E-3/4	4704	ECG Technician
CLINICAL DIVISION				
Out-patient/Consultation Sec	MC	O-4		OIC
	NC	O-3		Nurse in Charge
	NC	O-1/2/3		Duty Nurse
		E-4	4711	POIC
		E-2/3/4	4700/ 4704/ 4711	Hospital Man
PT Rehab Section	MC	O-4		OIC
	MAC	O-1/2/3		Physical therapist
	NC	O-1/2/3		Duty Nurse
		E-4	4711	POIC
		E-2/3/4	4700/ 4704	Hospital Man
Diving/Hyperbaric Med Sec	MC	O-4		OIC
	NC	O-3		Nurse in Charge
	NC	O-1/2/3		Duty Nurse
		E-4	4711	POIC
		E-2/3/4	4700/ 4704/ 4711	Hospital Man

ANNEX B TABLE OF DISTRIBUTION NR 2

OPERATING UNIT: COAST GUARD STATION HOSPITAL

OFFICE	TECHNICAL SERVICE	RANK	NJEC	POSITION
CG STATION HOSPITAL	MC	O-5		Commanding Officer
		E-5	4707	Admin Clerk
		E-2/3	4700	Messenger/Driver
EXECUTIVE OFFICER	MC	O-5		
		E-7	4707	CMAA
		E-4	4711	Admin Clerk
CLINICS	MC	O-4		Chief
		E-6	4707	Admin Clerk
		E-3/4	4704	Messenger/Driver
Chief Nurse	NC	O-5		Chief
		E-6	4707	Admin Clerk
		E-3	4704	Messenger/Driver
ADMIN BRANCH	NC/MAC	O-4		Head
		E-6	4707	POIC
		E-5	4707	Admin PO
		E-4	4711	Personnel PO
Finance, Accounting and Disbursing Section		E-4/5	4711	POIC
		E-4	4711	Housekeeping PO
Dietary Section		E-4	4711	POIC
		E-4	4711	Linen/Laundry PO
		E-2/3	4700	Computer Operator
Supply Section	NC	E-2/3	4700	Messenger
		O-3		Supply Officer
		E-6	4707	POIC
		E-4	4711	Central Supply PO
		E-5	4707	Pharmacy PO
		E-4	4711	Mess PO
		E-4	4711	Computer Optr
		E-4	4711	Record Filer
		E-5	4707	Transportation PO
E-2/3/4	4700/ 4704	Ambulance Driver		
	E-2	4700	Messenger/Driver	
AMBULATORY BRANCH	MC	O-4		HEAD
		E-6	4707	POIC

		E-1/2	4700	Messenger/Driver
VETERINARY CORPS	VC	O-5		Chief
	VC	O-4		Asst Chief
Admin/Personnel Section	VC	O-3		OIC
Plans/Programs/ Education/Training Section	VC	O-3		OIC
Clinical Section	VC	O-3		OIC
		E-6	4707	POIC
		E-4	4711	Admin Clerk
		E-4	4711	Computer Operator
		E-3	4704	Filing Clerk
		E-3	4704	Training Coordinator
		E-1/2	4700	Messenger/Driver
ADMIN/PERS BRANCH	NC/MAC	O-4		Head
		E-6	4707	POIC
		E-5	4707	Admin Clerk
		E-4	4711	Computer Operator
		E-4	4711	Reimbursement PO
		E-1/2	4700	Messenger/Driver
OPERATIONS BRANCH	NC/MAC	O-4		
		E-6	4707	POIC
		E-4	4711	Computer Operator
		E-3	4704	Radio Operator
		E-1/2	4700	Messenger/Driver
LOGISTICS BRANCH	NC/MAC	O-4		Head
		E-6	4707	POIC
		E-5	4707	Supply PO
		E-4	4711	Procurement PO
		E-4	4711	Unit Inspector
		E-4	4711	Admin Clerk
		E-3	4704	Computer Operator
		E-1/2	4700	Messenger/Driver
PLANS/PROG/EDUC/TRNG BRANCH	NC/MAC	O-4		Head
		E-6	4707	POIC
		E-4	4711	Computer Operator
		E-3	4704	Admin Clerk
		E-1/2	4700	Messenger/Driver
COMMAND MCPO		E-9	4707	Command MCPO
		E-7	4707	CMAA
		E-6	4707	Admin Clerk
		E-4	4711	Computer Operator
		E-2/3	4700	Messenger / Driver

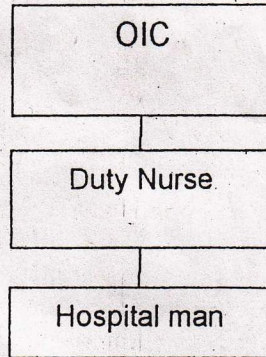
ANNEX B - TABLE OF DISTRIBUTION NR 1

UNIT : HEADQUARTERS COAST GUARD MEDICAL SERVICE

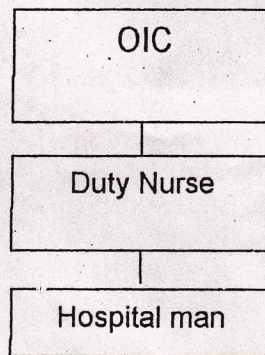
OFFICE	TECHNICAL SERVICE	RANK	NEJC	POSITION
CG MEDICAL SERVICE	MC	O-6		Commander
		E-7	4707	POIC
		E-5	4707	Admin Clerk
		E-4	4711	Messenger/Driver
DEPUTY COMMANDER	MC	O-5		Deputy Commander
		E-5	4707	Admin Clerk
		E-4	4711	Messenger/Driver
MEDICAL CORPS	MC	O-5		Chief
		O-4		Asst Chief
		C-4		OIC, Clinical Dept
Plans/Programs / Education & Trng Section	MC	O-4		OIC
		E-6	4707	POIC
		E-5	4707	Admin Clerk
		E-4	4711	Computer Operator
		E-3	4704	Filing Clerk
		E-3	4704	Training Coordinator
		E-1/2	4700	Messenger/Driver
NURSE CORPS	NC	O-5		Chief
		O-4		Asst Chief
		O-3		OIC
Admin/Personnel Section	NC	O-3		OIC
Plans/Programs/ Education/Training Section	NC	O-3		OIC
Clinical Dept	NC	O-3		OIC
		E-6	4707	POIC
		E-5	4707	Admin Clerk
		E-4	4711	Computer Operator
		E-3	4704	Record Filer
		E-2/3	4700	Training Coordinator
		E-1/2	4700	Messenger/Driver
MEDICAL ADMIN CORPS	MAC	O-5		Chief
		O-4		Assistant Chief
		O-3		OIC
Admin/Personnel Section	MAC	O-3		OIC
Plans/Programs/ Education/Training Section	MAC	O-3		OIC
Clinical Section	MAC	O-3		OIC,
		E-6	4707	POIC
		E-5	4707	Admin Clerk
		E-4	4711	Computer Operator
		E-3	4704	Record Filer
		E-3	4704	Training Coordinator

ANNEX A - ORGANIZATIONAL CHART NR 5

CG CLINICAL DETACHMENT



CG MEDICAL MOBILE TEAM



ANNEX A - ORGANIZATIONAL CHART NR 4

CG MEDICAL DISPENSARY

