

HPCG CIRCULARS
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MASTER file

R E S T R I C T E D

Department of Transportation and Communications
Philippines Coast Guard
HEADQUARTERS PHILIPPINE COAST GUARD
139 25th Street, Port Area
1018 Manila

CGAO/CG-3

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**FUNCTIONS AND ORGANIZATION OF THE OFFICE
OF THE CHIEF OF STAFF, PHILIPPINE COAST GUARD**

1. **PURPOSE:** This Circular prescribes the functions, responsibilities and organization of the office of the Chief of Staff, Philippine Coast Guard.

2. **FUNCTIONS:**

- a. Directs, supervises and coordinates the activities the HPCG staff.
- b. Formulates and implements HPCG staff operating policies.
- c. Ensures that the Commandant, PCG; Deputy Commandant for Operations, Deputy Commandant for Administration and the HPCG staff concerned are always informed of the matters affecting the Command.
- d. Implements CPCG's instructions, policies and directives and ensures compliance by cognizant HPCG staff and units.

3. **ORGANIZATION:**

The Office of the Chief of Staff is organized as follows:

- a. Chief of Staff
- b. Secretary Coast Guard Staff
- c. Assistant Secretary Coast Guard Staff
- d. Administrative Branch
- e. Protocol and General Services Branch

4. **FUNCTIONAL RELATIONSHIP:**

The Chief of Staff is the principal staff adviser of CPCG

5. **DUTIES AND RESPONSIBILITIES:**

a. ***Chief of Staff***

- 1) Acts as the principal staff adviser to the CPCG.

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2) Assists the Commandant, PCG in the administration of the HPCG Central/Special/Technical Staff.

3) Supervises the members of HPCG staff in the implementation of their plans and programs.

4) Responsible in the formulation of Command policies and guidance in coordination with cognizant staff for approval of CPCG.

5) Represents CPCG and/or DCO/DCA when so directed.

6) Perform other functions as CPCG and/or DCO/DCA may direct.

b. Secretary Coast Guard Staff

1) Assists the Chief of Staff in the management of official and social functions of the Commandant, PCG, Deputy Commandant for Operations, Deputy Commandant for Administration and/or the Chief of Staff.

2) Ensures that all incoming and outgoing communications are properly proceed and acted upon prior approval and/or signature of the Chief of Staff, Deputy Commandants for Operations, Deputy Commandant for Administration and the Commandant, PCG.

3) Checks and edits staff documents proposals, studies, etc.

4) Prepares and/or edits speeches, messages and letters.

5) Prepares the minutes of Command conference and meetings.

6) Acts as Protocol officer of HPCG.

7) Perform other duties as directed.

c. Assistant Secretary Coast Guard Staff

1) Assists the Secretary Coast Guard Staff in his functions.

2) Acts as Administrative Officer of O/CPCG.

3) Acts as Special Disbursing Officer of O/CPCG.

4) Acts as Protocol and General Services Officer.

5) Prepares Command gifts and mementos.

6) Perform other duties as directed.

d. Administrative Branch

1) Administer the personnel of O/CPCG.

2) Maintains files of pertinent records/documents.

3) Processes all communications which pass through O/CPCG.

4) Handles the properties and procurement of supplies for the Office of the Chief of Staff, Secretary Coast Guard Staff.

5) Attends/insures proper arrangement and cleanliness of the Office of the Chief of Staff, Secretary Coast Guard Staff including the Conference room.

6) Renders services to the personnel of the office e.g. preparation/follow-up of vouchers and claims.

7) Implements staff message control.

8) Takes charge of the overall accounting of communications/documents.

9) Handles classified matters and keeps classified files.

10) Implements documents security.

11) Control routing and follow-up of directives from CPCG, DCO, DCA, CS, SCGS and ASCGS.

e. Protocol and General Service Branch

1) Coordinates and supervises social affairs hosted by the Command

2) Service conferences and ensures the cleanliness and maintenance of equipment in the HPCG conference room.

6. **RESCISSION:** All policies in conflict with this Circular are hereby rescinded.

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

BY COMMAND OF VICE ADMIRAL GOSINGAN:

OFFICIAL:

LINO H DABI
CAPT PCG
Chief of Staff


ROGER A BARRERA
LCDR PCG
Coast Guard Adjutant

Enclosures:

- 1 – Organization Structure
- 2 – Personnel Allowance

Enclosure 1 to HPCG Circular Nr _____ dtd _____

O/CS ORGANIZATIONAL CHART

