

HPCG CIRCULARS
CY 2007

Department Of Transportation and Communications
HEADQUARTERS PHILIPPINE COAST GUARD
139 25th Street, Port Area
1018 Manila

HPCG/ CG7

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CIRCULAR
NUMBER 01-07)

COMPOSITION, ELIGIBILITIES, RESPONSIBILITIES AND SOURCES OF PCG FACULTY

1. REFERENCES

- a. PCG Rationalization Plan
- b. PCG Officer and Enlisted Personnel Career Patterns
- c. Department Order 91-537 with subject "Revised Guidelines on Trainings, seminars, scholarships, international meetings, conferences, workshops, special missions and other study trips"
- d. HPCG Circular nr 02-03 dated 01 July 2003 with subject "Selection and categorization of candidates for foreign career courses, trainings and seminars/ workshops and their utilization"
- e. HPCG Circular nr 05-04 dated 27 July 2004 with subject " Entitlement to instructor Duty Credits and Granting of Instructor Duty Pay"

2. PURPOSE

This circular defines and describes the composition, eligibilities, responsibilities and sources of the PCG faculty in order to ensure the successful conduct of the different training programs and activities of the Command.

3. SCOPE: The Circular applies to all PCG Officers, Enlisted Personnel, Civilian Employees and/or other individuals performing faculty and instructor duties for the Command.

4. DEFINITIONS

- a. Career Courses- Basic and advance courses required for promotion
- b. Instructor- PCG Officer, Enlisted Personnel, Civilian Employee and/or other individuals performing instructor duty for the Command.

- c. Instructor Duty- Duty assignment of an instructor, measured in time
- d. Instructor's Logbook- a record on the instructional hours given by an instructor
- e. Faculty- pool of qualified instructors and training staff designated by the Command to conduct PCG training activities.
- f. Training Staff- those personnel designated to assist in the conduct of the training programs and activities.
- g. Full-time Faculty- PCG Personnel and/or individuals who can perform full-time duty as member of the faculty at CGETC.
- h. Part-time Faculty- PCG Personnel and/or individuals who can perform faculty/instructor duties on limited period of time and/or during a particular course or training program only.

5. COMPOSITION OF PCG FACULTY

The PCG Faculty will be primarily comprised of CGETC Organic Personnel performing full-time faculty/ instructor duties as complemented by other qualified PCG and non-PCG individuals.

6. SOURCES OF FACULTY

a. Full-time Faculty

CGETC Organic personnel with the corresponding eligibility will constitute the full-time faculty.

b. Part-time Faculty

- i. Other PCG personnel- are PCG personnel and civilian employees who have been identified and qualified as instructors, lecturers, training staff from other PCG units.
- ii. Non-PCG Personnel- refers to qualified instructors invited and employed by the Command to conduct lectures on their field of expertise. They could either be coming from:
 - AFP Training Institutions
 - Other Government agencies
 - PCGA
 - Retired PCG/ AFP personnel
 - Foreign Experts
 - Other qualified individuals

7. ELIGIBILITY

a. Training Staff

- i. Must possess the necessary knowledge and skills related to the training activities to be conducted
- ii. Must be knowledgeable with the relevant training policies.

b. Instructor

- i. Must have undergone an Instructor Training Course (IMO Model 6.09) or have adequate teaching experience from reputable training institutions.
- ii. Must have undergone relevant training and/or courses.
- iii. Must be knowledgeable of the relevant training policies

c. Course Director

- i. Must be a qualified and experienced instructor (refer to sec 7 para b)
- ii. Must have been an assistant course director for at least one or two courses, or
- iii. Must be a graduate of an advance course.

d. Training Evaluators

- i. Must have served as a Course director
- ii. Must have knowledge and experience on training evaluation and assessment
- iii. Must be familiar with the relevant training policies.

8. RESPONSIBILITIES

a. HPCG

i. AC of Staff for Personnel, CG-1

1. Shall ensure the adequate minimum manning requirements of CGETC.
2. Shall issue appropriate instructor duty orders to those qualified PCG personnel.

ii. AC of S for Intelligence, CG-2

1. Shall review and update of all the policies/ circulars relating to maritime security that shall constitute as ready reference for lectures.
2. Shall make avail qualified personnel as instructors to conduct lectures on the said functional area.

iii. AC of S for Operations, CG-3

1. Shall study and update the current PCG Table of Organization and Equipment according to the current operational and training requirements of the Command.
2. Shall review and update of all the policies/ circulars relating to PCG core functions that shall constitute as ready reference for lectures.
3. Shall make avail qualified personnel as instructors to conduct lectures on said core functions.

iv. AC of S for Education and Training, CG-7

1. Shall review and update of all the policies/ circulars under his cognizance that shall constitute as ready reference for lectures.
2. Shall make avail qualified personnel as instructors to conduct lectures on said cognizant areas.
3. Shall require all those who will undergo foreign/local scholarships and training to sign an oath of undertaking to render faculty/instructor duty at CGETC commensurate to their period of training as follows:

<u>Period Of Training</u>	<u>Service required</u>
1 year or more	2 years
Six mos or less than one year	1 year
less than six mos	Serve as Faculty

4. Shall exempt those who have already satisfied maximum Instructors Duty requirement from the provisions of the preceding paragraph but shall require them to sign a separate oath of undertaking to serve as faculty as required by CGETC.

5. Shall require those who have undergone trainings and courses to immediately furnish CGETC all lectures and available references obtained in the course of their study.
6. Shall regularly furnish CGETC updated list of PCG personnel who have undergone local and foreign training/courses.

v. AC of S for Maritime Safety, CG-8

1. Shall review and update of all the policies/ circulars relating to maritime safety administration that shall constitute as ready reference for lectures.
2. Shall make avail qualified personnel as instructors to conduct lectures on the said functional area.

vi. AC of S for Marine Environmental Protection, CG-9

1. Shall review and update of all the policies/ circulars relating to marine environmental protection that shall constitute as ready reference for lectures.
2. Shall make avail qualified personnel as instructors to conduct lectures on the said functional area.

vii. AC of S for Aids to Navigation, CG-10

1. Shall review and update of all the policies/ circulars relating to aids to navigation that shall constitute as ready reference for lectures.
2. Shall make avail qualified personnel as instructors to conduct lectures on the said functional area.

viii. AC of S for Communications, CG-11

1. Shall review and update of all the policies/ circulars relating to electronics and communications that shall constitute as ready reference for lectures.
2. Shall make avail qualified personnel as instructors to conduct lectures on the said functional area.

ix. Other HPCG Central/Technical/Personal Staff

1. Shall review and update of all the policies/ circulars under their respective cognizance that shall constitute as ready reference for lectures.
2. Shall make avail qualified personnel as instructors to conduct lectures on their cognizant areas.

b. CGETC

i. Coast Guard School

1. Shall update and maintain the list of qualified instructors.
2. Shall assign faculty to the courses to be conducted.
3. Shall maintain an instructor's logbook to record instructional hours.
4. Shall maintain training materials of all the lectures given.
5. Shall maintain the course curricula.
6. Shall make necessary assessment and evaluation of faculty and courses conducted.

ii. Doctrine Development and Research Center

1. Shall review and update course curricula
2. Shall maintain and keep the publications, research papers and other reference materials.
3. Formulate doctrines and conduct research works for faculty use.

c. OTHER PCG UNITS/Offices

- i. Shall make avail qualified personnel as instructors to conduct lectures on their respective areas of specialization.
- ii. Shall ensure proficiency of personnel that can be tapped for faculty/ instructor duties.
- iii. Shall make avail equipment and other necessary materials under their respective inventory that can be used as training aids.

d. Individual

- i. Shall commit his/her availability to teaching/training engagements as required by CGETC.
- ii. Shall maintain a record of his lectures, keep updated on new developments, and likewise endeavor to make a publication/ documentation on his field of expertise.

- iii. Shall register his/ her instructional hours in the instructors logbook provided by CGETC
- iv. For those who have availed of foreign schooling/scholarships, shall render service to CGETC corresponding to the period of training as required by this circular.

9. POLICIES

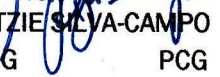
- a. In line with the thrust of the Command to achieve high operational effectiveness thru quality and sustainable education and training, Faculty/ Instructor duties shall be given utmost priority over other responsibilities provided that it will not compromise operational readiness/accomplishment of the individual's unit in particular and/or the Command in whole.
- b. All grants on honoraria, instructor duty pay and other incentives will be IAW existing policies.
- c. Training directives and policies in conflict with this circular shall be resolved thru the Coast Guard Education and Training Board prior CPCG's approval.

10. EFFECTIVITY: This Circular shall take effect upon publication.

BY COMMAND OF ADMIRAL CARLOS:

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