



PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(National Headquarters Philippine Coast Guard)
139 25th Street, Port Area
1018 Manila

NHQ-PCG/CG-1

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CIRCULAR
NUMBER.....02-22

PCG PROMOTIONAL EXAMINATION (PROMEX)

I. REFERENCES:

- A. RA 9993 (PCG Law) dated 12 Feb 2010
- B. HPCG Circular Nr 03-05 (Career Development Pattern of Enlisted Personnel in the Philippine Coast Guard) dated 04 April 2005
- C. Circular Nr 1 (EP Promotion System in the AFP) dated 02 January 2008

II. PURPOSE:

To prescribe policies and procedures that will govern the conduct of promotional examination (PROMEX) for Non-Officers qualified for promotion from the E-3 (CG SN1/CG FN1) to E-4 (CG PO3) and from grade E-6 (CG PO1) to E-7 (CG CPO).

III. OBJECTIVE:

- A.** To guarantee the smooth and efficient transition from one responsibility level to the next such as from highest support level (E-3) to lowest supervisory level (E-4) and highest supervisory Level (E-6) to lowest managerial level (E-7).
- B.** To ensure that only the best qualified get promoted and assigned with higher levels of responsibility.

IV. SCOPE:

This Circular covers the general policies, management and administrative procedures in the conduct of promotional examination for Non-officers in the Philippine Coast Guard.

V. DEFINITION OF TERMS:

A. PCG Non-Officer- one of the categories in the PCG organization enumerated in Sec. 6 of RA 9993 composed of uniformed members of the regular force of the Philippine Coast Guard from grades E-1 to E-10.

B. Support Level- Level of responsibility associated with performing tasks, duties and responsibilities as “strikers” in both shipboard and shore-based units /offices under the direction of an individual serving in the Operational or Supervisory level.

C. Supervisory Level- serving as Assistant Boat Captain, Assistant Detachment Commander, and Division / Section Petty Officer-In-Charge of major units and special units and HPCG Central/Special/Personal/Technical Staff offices and maintaining direct control over the performance of all functions within the designated area of responsibility in accordance with proper procedures and under the directions of an individual serving in the supervisory level.

D. Managerial Level- serving as Class “C” Station Commander, Class “B” Deputy/Assistant Station Commander, Detachment Commander, Boat Captain, Chief Muster-At-Arms, Senior Chief Petty Officer, and Master Chief Petty Officer of HPCG Central/Special/Technical Staff Offices, PCG major units Master Chief Petty Officers and ensuring thorough supervision that all functions within the designated area of responsibility are properly performed under the direction of commissioned officer(s).

VI. POLICIES:

A. Non-Officer qualified for promotion from the E-3 (CG SN1/CG FN1) to E-4 (CG PO3) and from grade E-6 (CG PO1) to E-7 (CG CPO) needs to undertake and pass a promotional examination (PROMEX). This is deemed necessary to ensure that only the best qualified get promoted and assigned with higher levels of responsibility.

B. The Personnel Advancement and Training Branch (PATB) of the Satellite Training Institute, Coast Guard Human Resource Management Command (STI-CGHRMC) shall administer promotional examination as enunciated in the existing Circular on Career Development Pattern of EP in the PCG (Circular 03-05 dated 04 Apr 2005). Further, Human Resource Management Units (HRMUs) of different Coast Guard Districts may be utilized to assist the PATB in the administration of PROMEX.

- C. A PROMEX Board shall be created and shall be composed of the following:
1. Deputy Commander, CGHRMC- Chairman
 2. Superintendent, STI-CGHRMC- Vice Chairman
 3. OIC, Career Management Branch- Member
 4. FMCPO, PCG – Member
 5. CMCPO, CGHRMC- Member
 6. CMCPO, CGETDC- Member
 7. CMAA, DCS for Personnel, CG-1- Member
 8. CMCPO of Functional Command - Member
(MSSC, MEPCOM, MARSLEC)
 9. Four MCPO and four SCPO (most senior in ranks)- Members
 10. DC of HRS for Education and Training, HR-12- Head Secretariat
 11. PATB Staff- Secretariat Members
- D. The PROMEX Board shall have the following functions:
1. Assist the PATB in the preparation and administration of the promotional examination;
 2. Responsible in furnishing review materials for PROMEX to respective candidates for promotion not later than thirty (30) days before the scheduled date of PROMEX;
 3. Shall validate and submit the result of the examination to EP Promotion Board; and
 4. Perform other task as directed by CGHRMC and CPCG.
- E. Appointment in the Board shall be renewed every year unless sooner terminated due to reassignment to other position of any member, retirement, exigency of the service or other justifiable reasons.
- F. The Board shall be under the direct supervision of the Commander, CGHRMC.
- G. A PCG Non-Officer can take only the prescribed PROMEX within the year he will complete the Time-In-Grade requirements and upon the recommendation of his immediate Commanding Officer/Head/Chief of Office.
- H. The Philippine Coast Guard shall conduct Promotion Examination in every region of the country or Coast Guard District at least twice a year.
- I. Types of Examination-
1. Coast Guard Requirement Examination - a test on *basic Coast Guard skills* peculiar to the rating and career specialization of EP.

2. Professional Rating- a test on the *knowledge, skills and abilities* peculiar to the rating and career specialization of Non-Officer.

J. The STI-CGHRMC shall establish, maintain and upgrade computerization for reliable, efficient and steadfast conduct of PROMEX all over the country. The SOP for the Online Promotional Examination shall be published accordingly.

K. The Regular PROMEX will be administered in March of the calendar year.

L. Special PROMEX will be administered in July or in extreme cases may be administered any time after the July schedule provided that the cause for not administering the examination is due to urgent operational needs provided further that their unit commander/head or chief of office will request for a special consideration in order to qualify examinees who failed to take the scheduled PROMEX. Special PROMEX will be granted to qualified personnel only if they failed to take the regular PROMEX under any of the following reasons:

1. Sick in Hospital
2. Unit Out on Mission
3. DS Foreign Schooling
4. Missing in Action (MIA)
5. On Leave
6. In Transit
7. Other causes deemed legitimate

M. Upon approval of the computation of PROMEX, Non-Officers are allowed to take the promotional examination (PROMEX) twice a year. They are allowed for retake three (3) months after the date of their first examination.

N. The Philippine Coast Guard Non-Officer Promotion Board, will determine the fitness and eligibility for promotion/retention in the coast guard service of Non-Officer who did not pass the PROMEX for three (3) consecutive times and those who were considered but failed to be promoted for the same number of times. Those Non-Officers found deserving shall be recommended for promotion provided they attain the following minimum promotion points in the overall rating of the promotion board.

Promotion to	Promotion Points
E-3	50
E-4	50
E-5	55
E-6	60
E-7	65
E-8	70
E-9	75

O. The validity of the PROMEX will be effective on the pay grade for which it was purposely taken. In no case will a Non-Officer be allowed to take promotional examination intended for the next higher pay grade.

P. PROMEX can be waived for temporary promotion as enunciated in Para X Temporary Promotion and Para XXI Special Promotions Circular Nr 03-05 CG-1/CGA dated 04 April 2005 provided the prospective promotee has satisfied the career training requirement and the required TIG. An EP holding temporary rank shall be accommodated to take the required career course and PROMEX in order to qualify him for permanent rank, within the one (1) year period prescribed.

Q. PROMEX may be done in person or through videoconferencing, webcasting or similar technology.

R. The Coast Guard Human Resource Management Command shall program in the Annual Plan and Budget the Operational Support Fund for PROMEX Board.

S. The DC of CGS for Human Resource Management, CG-1 shall submit the list of personnel due for PROMEX on the first week of February of the calendar year.

VII. RESCISSION:

All publication not consistent with the provisions of this policy is hereby rescinded.

VIII. TRANSITORY PROVISIONS:

Existing Rules and Regulations as provided in Circular 03-05 covering the conduct of PROMEX shall apply while awaiting the affectivity of this Circular.

IX. EFFECTIVITY: This Directive shall be effective upon publication.

BY COMMAND OF COAST GUARD ADMIRAL ABU:

OFFICIAL:

TITO ALVIN G ANDAL
CG COMMO
Chief of Coast Guard Staff


JAYSIEBELL B FERRER
CG CDR
Coast Guard Adjutant