

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

HPCG

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CIRCULAR
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**ENTITLEMENT OF INSTRUCTOR'S DUTY CREDITS
AND GRANTING OF INSTRUCTOR DUTY PAY
TO CGFREG TRAINING STAFF**

1. REFERENCE:

- a. HPCG Circular Nr 05-04 dated 27 July 2004, Subj: Entitlement to Instructors Duty and Granting of Instructors Duty Pay
- b. CG1/CGAO Circular Number 01 dated 29 Apr 99, Subj: Instructor Duty Pay.
- c. GHQ AGPCR 53-2002 dated 15 Aug 2002, Subj: Guideline on Accreditation of AFP Training Institutions and Granting of Instructor Duty Pay
- d. GHQ AGPCR 15-98 dated 17 Apr 98, Subj: Guidelines on Accreditation of AFP Training Institutions and Granting of Instructor Duty Pay

2. PURPOSE: This Circular prescribes the rules and regulations governing Instructor Duty of Officers, Enlisted Personnel and Civilian Employees performing CGFREG related training activities.

3. SCOPE: This Circular applies to all Officers, Enlisted Personnel and Civilian Employees of, or invited by, the CGFREG so qualified by this Circular to have rendered instructor duty.

4. DEFINITIONS: As used in this Circular, the following terms shall mean and be interpreted as hereunder indicated:

4.1 Coast Guard Fleet (CG Fleet) – is a unit under the administrative and operational control of the Maritime Security and Law Enforcement Command

(MSLEC) primarily tasked to efficiently manage, organize and maintain high state of operational readiness of all surface vessels intended to support operational requirements of the Command. Likewise, it is also tasked to conduct training of all ship's crew and evaluation of ships evolution to achieve optimum readiness to undertake diverse mission.

4.2 Coast Guard Readiness and Evaluation Group (CGFREG) –is a unit under the administrative and operational control of CG Fleet primarily responsible for the conduct of continuous individual/unit training and evaluation of PCG units afloat. In addition, the Group formulates, develops, promulgates and evaluates doctrines pertaining to operational readiness of all surface vessels of the Command.

4.3 Instructor – an Officer, enlisted personnel or civilian employee of the PCG and non-CG personnel performing or has performed instructor.

4.4 Guest Instructors – Non-CGFREG organic personnel/Civilian employees and non-PCG personnel who were invited to render instruction to CGFREG course/training.

4.5 Instructor Duty – Duty assignment of an Instructor measured in time, training said instructor to teach, convey or communicate knowledge or supervise training activities or conduct researches or perform support duties for training in any CGFREG training/course.

4.6 Instructor Duty Pay (IDP) – A form of incentive allowance authorized for CGFREG personnel on instructor duty performing actual training activities, training management, support training activities and other support activities as defined in 4.7,4.8,4.9 and 4.10.

4.7 Actual Training Activities – Conduct of actual classroom or field instructions whereby a Coast Guard shows or demonstrates to students how to perform a given task; gives them lesson; provides them with knowledge, insights or understanding on a particular subject, or supervises them in learning to do something in a specific fields of interest.

4.8 Training Management Activities – Supervision of classroom or field activities. This includes training management by the Commander, instructors, and Course Directors trainers/ evaluators of CGFREG. This also includes direct assistance provided by the member of the course staff members involved in the conduct of the course. This shall also include research activities wherein the instructor makes a careful, systematic and patient study or investigation in some fields of knowledge in order to establish facts or principles.

4.9 Support Training Activities – Activities that help in the formulation of policies on education and training and conveyance of knowledge or skill directly

to students. These are the following:

4.9.1 Assisting in the formulation of policies on education and training and other related activities;

4.9.2 Providing assistance to the instructor in the preparation of teaching materials or teaching aides;

4.9.3 As a member of the demonstration team in classroom or field instructions; and

4.9.4 Serving as instructor's assistant in supervising the students in laboratory works.

4.10 Other Support Duties - Activities of the personnel assigned with CGFREG covered by para 4.7, 4.8, and 4.9. This includes the general *administration of school or training units such as staff duties which are only indirectly connected to classroom/field activities*, such as the organization of routine duties, guard duties, office watches, etc.

4.11 CGFREG Satellite Training Institutions (CGFREG-STI) – Other CGREFG training institutions which conduct unit training in the approved PCG TO&E, sanctioned and under the umbrella supervision of CGFREG.

5. INSTRUCTOR'S QUALIFICATION:

5.1 The minimum qualifications required for Coast Guard uniformed personnel to be assigned as instructors are:

- Graduate of the course or must have specialized training on the particular subject that he/she will teach;
- Has gained adequate shipboard experience needed for the subject that he/she will teach; and
- Has completed the IMO instructor Model Course 6.09 or the Instructor Course offered by CGETC or CGFREG.

5.2 The minimum qualification required for a PCG civilian employee and non-PCG personnel is a baccalaureate degree of the course he/she will teach or must have specialized training and consideration experience on the particular subject. Preference will be given to those with Philippine Regulatory Commission's (PRC) license and postgraduate diploma. In addition, for maritime related course, the instructor must have completed the IMO Instructor Model Course 6.09 and other related IMO Model Training/Specialization Courses.

6. POLICIES AND PROCEDURES ON INSTRUCTOR DUTY:

6.1 Instructor Duty credits can be earned at CGFREG and CGFREG-STI as organic personnel in full duty status (no other assignment outside CGFREG nor on DS status only) or as PCG Guest Instructor based on the certification issued by the Commander, CGFREG (CCGFREG).

6.2 CGFREG is authorized to issue orders designating qualified personnel on Instructor Duty status and to terminate same.

6.3 All Personnel assigned with CGFREG and CGFREG-STI performing or have performed activities inconsonance with para 4.7, 4.8, and 4.9 shall earn Instructor Duty credits corresponding to the period rendered as organic personnel of the unit. Hence, an assignment of 6 months, 1 year, 2 years at CGFREG will earn an equivalent Instructor Duty of 6 months, 1 year, 2 years, respectively.

6.4 For CGFREG and CGFREG-STI personnel solely performing "other support duties" as defined in para 4.10, the Instructor Duty credits shall be one-half of the period of assignment (e.g. 2 years assignment is equivalent to 1 year ID credits)

6.5 CGFREG Personnel not assigned with CGFREG and to any CGFREG-STI who have served as Guest Instructor shall earn Instructor Duty credits according to the actual instructional hours rendered multiplied by two(2) for the preparations made (e.g. research works, training aids preparation, etc.) to constitute for an overall two(2) hours for every one(1) hour of actual instruction. Moreover, 48 hours of Instructor Duty is equivalent to one (1) month Instructor Duty, and in excess of 48 hours shall be computed by interpolation (Example: 60 hours of Instructor Duty is equivalent to 1 & 1/4 month)

6.5.1 To give due credit to personnel assigned at CGFREG and PCG STI, maximum creditable ID for guest instructors is limited to one (1) year. Hence, earned from rendering instructions as guest instructor in excess of one (1) will no longer be credited for promotion and other purposes.

6.5.2 PCG Personnel may be pleased on duty/detail with CGFREG for purposes of performing prolonged or extended instructor duties or augmenting the teaching staffs of the school when such instructional duty will require a teaching load of at least 48 hours or a duration of at least one (1) month, provided, that the number of personnel so detailed is within the authorized number of personnel authorized to receive IDP.

6.6 Instructor Duty Record

6.6.1 CGFREG shall keep, maintain and update records of Instructor Duty

6.6.2 Upon request, CGFREG may issue a certification of record of Instructor Duty.

7. COMPUTATION OF INSTRUCTOR DUTY PAY (IDP)

7.1 Pay of Instructor Duty Pay (IDP) shall be done on monthly basis.

7.2 PCG Personnel, Civilian Employees, and Non-PCG uniformed assigned CGFREG who were actually performing Instructor's Duties as defined in para 4.7 and 4.8 are authorized to receive IDP equivalent to 25% of their base pay.

7.3 PCG Personnel and Civilian Employees performing activities as defined in para 4.9 and 4.10 are authorized to receive IDP equivalent to 10% of their base pay, provided they must have rendered at least twenty (20) days of full duty status on the month that IDP is being claimed.

7.4 Those on official leave or whose absences are authorized for more than ten (10) days may receive IDP in the amount proportionate to their actual duty days.

7.5 Personnel receiving other incentive pays (e.g. flying pay, sea duty pay, etc.) shall have the option to chose which pay he/she would receive.


7.6 Funds to support this purpose shall form under the program directorship of the Deputy Chief of Staff for Human Resource Management (CG1).

8. EFFECTIVITY: This circular shall be effective upon approval and publication.

BY COMMAND OF VICE ADMIRAL TAMAYO:

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