



PHILIPPINE COAST GUARD  
HEADQUARTERS PHILIPPINE COAST GUARD  
139 25<sup>th</sup> Street, Port Area Manila  
Tel # (02)5278481loc 6363

05 June 2012

HPCG/CG-7

MEMORANDUM CIRCULAR  
NUMBER . . . . 03-12

**GUIDELINES ON THE ISSUANCE, RE-ISSUANCE AND RENEWAL OF  
IDENTIFICATION CARDS OF AUXILIARISTS**

**1. GENERAL:**

This Memorandum Circular prescribes the guidelines and procedures governing the processing, issuance, re-issuance and renewal of identification cards for all auxiliaries (officer and non-officer).

**2. SCOPE:**

This circular is applicable only for the active members (auxiliaries) of the Philippine Coast Guard Auxiliary under the control and supervision of the Philippine Coast Guard.

**3. AUTHORITY:**

- a. Republic Act Number 9993 also known as the Philippine Coast Guard Law of 2009 and its Implementing Rules and Regulations (IRR).
- b. Revised PCGA Manual dated 03 May 2012

**4. DEFINITION OF TERMS:**

For the purpose of this Memorandum Circular, the following terms are hereby defined as follows:

- a. Identification Card - a card that gives identifying data about a member auxiliary of PCGA

- b. PCGA - a non-government volunteer organization created by and under the supervision of PCG to assist in the implementation of PCG functions and mission as mention in RA 9993.
- c. Auxiliarists - refer to members of the PCGA who can be an officer with the auxiliary rank of Ensign to Vice Admiral, or a non-officer with an auxiliary rank of Auxiliarist 1 to 4.
- d. Director Auxiliary District (DAD) - refers to the person leading and managing the PCGA Auxiliary District
- e. Director Auxiliary Squadron (DAS) - refers to the person leading and managing the PCGA Auxiliary Squadron
- f. Director Auxiliary Division- refers to the person leading and managing the PCGA Auxiliary Division under the Auxiliary Squadron

## 5. GUIDELINES AND PROCEDURES

a. When an individual has been inducted into the PCGA by the Commander Coast Guard District, personal member identification number is assigned and a corresponding identification card shall be issued to him/her.

b. The PCGA Personal Identification Card can be secured/renewed by authorized applicants using the liaison system at the Office of DC of CGS for Community Relations Service, CG-7.

c. Applicant should fill-up the PCGA Personal ID Application Form. The ID Forms are strictly **Not For Sale**. Reproduction is authorized. (appendix a)

d. ID Card Photo requirements:

1) Uniform/Attire

- Wearing Marlen Blue Alpha uniform without headgear

2) Background/Remarks

- Recent picture (*should have been taken within 6 months*) with red background (*2in x 2in size*), no mustache/beard and with prescribed haircut and authorized nameplate that must be visible in proper placement

3) Attachments:

- Latest Appointment/Promotion Orders
- Endorsement letter from Squadron, District and National Commander, as appropriate

e. ID security features:

1) The Personal Identification Number is composed of three alpha numeric group, i.e. (Description-district code-xxxx). The meaning are as follows:

- First is the description of PCGA personnel to indicate whether he/she is an officer or not. Auxiliary Officers shall be prefixed with AO denoting auxiliary officer. Non-officers from Auxiliarist 4 to 1 do not have any prefix letter indicated.
- Second is the CG District Code as shown below:
  - 01 for CGD National Capital Region-Central Luzon
  - 02 for CGD Central Visayas
  - 03 for CGD Southern Tagalog
  - 04 for CGD South Western Mindanao
  - 05 for CGD South Eastern Mindanao
  - 06 for CGD Western Visayas
  - 07 for CGD Palawan
  - 08 for CGD Northern Mindanao
  - 09 for CGD North Western Luzon
  - 10 for CGD Bicol
  - 11 for CGD North Eastern Luzon
  - 12 for CGD Eastern Visayas
- The last four digits alpha-numeric is the assigned Personal Identification Number of a particular auxiliarist.

2) The color of ID card should be light blue.

**PHILIPPINE COAST GUARD AUXILIARY**





PHOTO WITH  
RED  
BACKGROUND  
HERE

PCGA DISTRICT  
NCR - Central Luzon

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SQUADRON  
126TH

<b>MEMBERSHIP TYPE</b> REGULAR	<b>NAME OF AUXILIARIST</b> HOMER T MENDOZA	<b>AUXILIARY RANK</b> COMMO	<b>PERSONAL IDENTIFICATION NUMBER</b> AO-M-0001
<b>DATE OF ISSUE</b> 05 JUNE 2012	<b>ISSUED BY</b> CDR ERWIN O BALAGAS PCG Chief Coordinator, PCGA Affairs, OCG-7		<b>EXPIRY DATE</b> 05 JUNE 2015

DATE OF BIRTH	WEIGHT	HEIGHT	HAIR COLOR		
30 JULY 2012	65 KILOGRAM	5' 9"	BLACK		
SEX	NATIONALITY	BLOOD TYPE	EYE COLOR		
MALE	FILIPINO	"O"	BLACK	MEMBER SIGNATURE	THUMBMARK
This Identification Card is the property of the Philippine Coast Guard, and is issued for official purpose and for identification only. Heavy Penalty will be imposed for unlawful use. If found, finder must promptly return it to the nearest PCG unit or installation or return to: The Office of the Chief Coordinator PCGA Affairs Office (O/CG-7) HPCG, Port Area, 1018 Manila HPCG, Port Area, 1018 Manila			The PHILIPPINE COAST GUARD AUXILIARY (PCGA), a non-government volunteer organization, performs essential duties in support to the PHILIPPINE COAST GUARD on Maritime Search and Rescue missions, Maritime Safety Administration, Marine Environmental Protection, and Maritime Community Relations, among others.		

NON - MILITARY ID

3) The PCGA personal member identification numbers shall be included in the data base at the PCG (CG-7) and District Headquarters, as well as at the PCGA National Auxiliary Main Office and Auxiliary District Offices.

g. A replacement card for a lost ID card shall be issued after submission of a duly notarized affidavit of loss. There is no new personal identification number issued to a member who lost his/her ID card since each auxiliariest receives only one unique personal membership identification number which may be rendered inactive when an Auxiliariest is disenrolled.

h. For renewal/replacement, the old PCGA ID card should be surrendered to O/CG-7

i. Time frame allocated for processing of ID card is approximately 15 calendar days from the day of receipt of the application form from the applicant, post master or from the liaison of respective PCGA districts/squadrons.

j. All application forms must be properly endorsed by the respective Director Auxiliary Squadrons (DAS), Directors Auxiliary Districts (DAD), Commander Coast Guard District and National Director (ND) duly processed by the DC of CGS for CRS.

k. The Chief Coordinator, PCGA Affairs who is also the DC of CGS for CRS shall develop the system of assigning identification numbers to all existing active PCGA members and future members. Inactive members who return to active status and who do not have a personal identification number yet, will be assigned the latest available number.

## 6. RESCISSION:

All other circulars and policies in conflict with this Circular are hereby rescinded.

**7. EFFECTIVITY:**

This Memorandum Circular will take effect upon publication.

**BY COMMAND OF VICE ADMIRAL TAN:**

OFFICIAL:

  
**ALGIER D RICAFRETE**  
**LCDR**  
Coast Guard Adjutant

**PCG**

*2014/12/17*

**AARON T RECONQUISTA**  
**COMMO** **PCG**  
Chief of Coast Guard Staff



HILIPPINE COAST GUARD AUXILIARY

ID APPLICATION FORM

2 X 2 PICTURE
IN MARLEN BLUE UNIFORM
RED BACKGROUND

ID No.: Auxiliary District: Squadron No.:

FIRST NAME: MIDDLE NAME: LAST NAME: (Grids for name entry)

ATTACHMENTS

- 1. Appointment/Promotion Order/Affidavit if lost/damage.
2. Endorsement letter from Squadron, District and National Commander.
\*For ID renewal/replacement, old PCGA ID should be surrendered.

APPLICABLE FOR MARRIED FEMALE

MAIDEN'S MIDDLE NAME: MAIDEN'S LAST NAME: (Grids for maiden name entry)

STATEMENT OF CONSENT

I declare that I am fully aware that the above data shall be used for securing my PCGA Identification membership card. I trust that the above data shall remain confidential hence I give my consent that the same data be secured and accessed for subsequent validation, verification, and for other purposes.

RANK: AUTHORITY: DESIGNATION: (Grids for rank and designation entry)

HOME ADDRESS: (Grids for home address entry)

MARITAL STATUS: (PLS. CHECK ONE) SINGLE MARRIED WIDOWED SEPARATED DIVORCED

WEIGHT[Kgs]: HEIGHT[Cms]: BLOOD TYPE: RELIGION: EYES: HAIR: SEX: (Grids for physical and personal info entry)

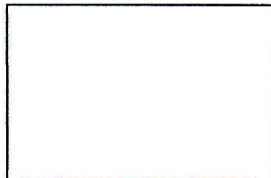
DATE OF BIRTH (DD-MMM-YYYY): (Grids for date of birth entry)

IDENTIFYING DATA/ MARK: (Grids for identifying data entry)

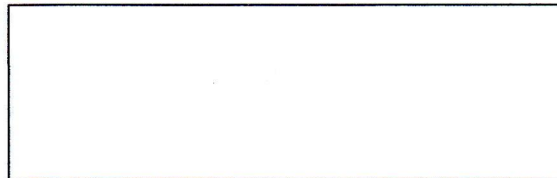
PERSON TO BE NOTIFIED IN CASE OF EMERGENCY AND RELATIONSHIP: (Grids for emergency contact entry)

ADDRESS OF PERSON TO BE NOTIFIED: (Grids for address entry)

CONTACT NO.: (Grids for contact number entry)



RIGHT THUMBMARK



SPECIMEN SIGNATURE

ENDORSED BY:

SIGNATURE OVER PRINTED NAME

SIGNATURE OVER PRINTED NAME

SIGNATURE OVER PRINTED NAME

SQUADRON DIRECTOR

DISTRICT AUXILIARY DIRECTOR

PCGA NATIONAL DIRECTOR

PROCESSED BY:

APPROVED BY:

CDR ERWIN O BALAGAS PCG
DC of CGS for CRS, CG-7

EDMUND C TAN
VADM PCG



PHILIPPINE COAST GUARD AUXILIARY

ID APPLICATION FORM

2 X 2 PICTURE  
IN MARLEN BLUE UNIFORM  
RED BACKGROUND

ID No.: \_\_\_\_\_ Auxiliary District: \_\_\_\_\_ Squadron No.: \_\_\_\_\_

FIRST NAME: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  
MIDDLE NAME: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  
LAST NAME: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

**ATTACHMENTS**  
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2. Endorsement letter from Squadron, District and National Commander.  
\*For ID renewal/replacement, old PCGA ID should be surrendered.

APPLICABLE FOR MARRIED FEMALE  
MAIDEN'S MIDDLE NAME: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  
MAIDEN'S LAST NAME: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

RANK: [ ] [ ] [ ] [ ] [ ] [ ] AUTHORITY: [ ] [ ] [ ] [ ] [ ] [ ]  
DESIGNATION: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

HOME ADDRESS: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  
[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  
[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

MARITAL STATUS:  SINGLE  WIDOWED  DIVORCED  
(PLS. CHECK ONE)  MARRIED  SEPARATED

WEIGHT[Kgs]: [ ] [ ] [ ] [ ] [ ] [ ] EYES: [ ] [ ] [ ] [ ] [ ] [ ]  
HEIGHT[Cms]: [ ] [ ] [ ] [ ] [ ] [ ] HAIR: [ ] [ ] [ ] [ ] [ ] [ ]  
BLOOD TYPE: [ ] [ ] [ ] [ ] [ ] [ ] SEX: [ ] [ ] [ ] [ ] [ ] [ ]  
RELIGION: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

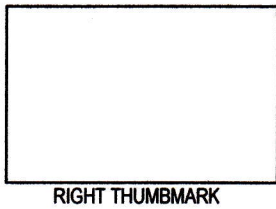
DATE OF BIRTH (DD-MMM-YYYY) : [ ] [ ] - [ ] [ ] [ ] [ ] - [ ] [ ] [ ] [ ]  
IDENTIFYING DATA/ MARK: [ ]

PERSON TO BE NOTIFIED IN CASE OF EMERGENCY AND RELATIONSHIP:  
[ ] [ ]

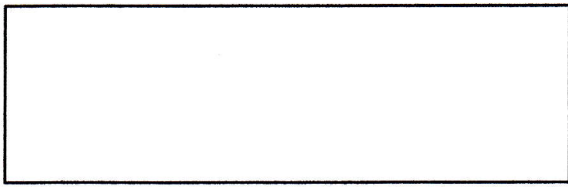
ADDRESS OF PERSON TO BE NOTIFIED:  
[ ] [ ]

CONTACT NO.: [ ]

**STATEMENT OF CONSENT**  
I declare that I am fully aware that the above data shall be used for securing my PCGA Identification membership card. I trust that the above data shall remain confidential hence I give my consent that the same data be secured and accessed for subsequent validation, verification, and for other purposes. I further affirm that all statements/data, which appear in this registration form and made by me are true and complete to the best of my knowledge and belief.  
  
\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME  
  
\_\_\_\_\_  
DATE SIGNED



RIGHT THUMBMARK



SPECIMEN SIGNATURE

ENDORSED BY:

SIGNATURE OVER PRINTED NAME

SIGNATURE OVER PRINTED NAME

SIGNATURE OVER PRINTED NAME

\_\_\_\_\_  
SQUADRON DIRECTOR

\_\_\_\_\_  
DISTRICT AUXILIARY DIRECTOR

\_\_\_\_\_  
PCGA NATIONAL DIRECTOR

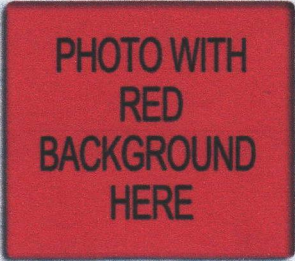
*PROCESSED BY:*  
APPROVED BY:

APPROVED BY:

CDR ERWIN O BALAGAS PCG  
DC of CGS for CRS, CG-7

EDMUND C TAN  
VADM PCG

**PHILIPPINE COAST GUARD AUXILIARY**



**PCGA DISTRICT**

NCR - Central Luzon

**SQUADRON**

126TH

MEMBERSHIP TYPE <b>REGULAR</b>	NAME OF AUXILIARIST <b>HOMER T MENDOZA</b>	AUXILIARY RANK <b>COMMO</b>	PERSONAL IDENTIFICATION NUMBER <b>AO-01-0001</b>
DATE OF ISSUE <b>05 JUNE 2012</b>	ISSUED BY <b>CDR ERWIN O BALAGAS PCG</b> <small>Chief Coordinator, PCGA Affairs, OCG-7</small>		EXPIRY DATE <b>05 JUNE 2015</b>

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MEMBER SIGNATURE



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The Office of the Chief Coordinator  
PCGA Affairs Office (O/CG-7)  
HPCG, Port Area, 1018 Manila  
Tel # 527-8481 to 89 local 6362/6363

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**NON - MILITARY ID**