

Department of Transportation and Communications  
**PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS**  
(Headquarters Philippine Coast Guard)  
139 25<sup>th</sup> Street, Port Area  
1018 Manila

Date: 14 Feb 09

HPCG/CG-7

HPCG CIRCULAR  
NUMBER 02-09

**ADMINISTRATIVE GUIDELINES ON THE ISSUANCE OF PCGA ID**

I. **REFERENCE:** Coast Guard Regulations Manual for PCGA 2008 Edition

II. **PURPOSE:**

To prescribe policies and administrative procedures in addition to the existing HPCG Circular No 04-08 (Coast Guard Regulations Manual for PCGA) dated 01 May 2008 pertaining to the issuance of PCGA ID.

III. **APPLICATION:**

These guidelines are applicable to all members of the Philippine Coast Guard Auxiliary.

IV. **DEFINITION OF TERMS:**

- a) Philippine Coast Guard – a government agency created under RA 5173
- b) Philippine Coast Guard Auxiliary – a non-government volunteer organization created by and under the supervision of the PCG to assist in the implementation of PCG functions.
- c) PCGA Members – refer to the Auxiliarists whether officer, non-officer or honorary member of the PCGA.
- d) Rank – the rank of a PCGA member which is patterned after the PCG ranking system.
- e) Time-in-Rank – the period rendered by a PCGA member in a particular rank that starts from the effective date of his last promotion or reduction to a lower

permanent grade to the effective date of his contemplated promotion to the next higher permanent grade.

**V. POLICY:**

The PCG through the Coast Guard Adjutant Office is the sole authority to issue Identification Cards to all PCGA members.

**VI. PROCEDURE:**

a) Any member who had been inducted to the PCGA are eligible to apply for a PCGA ID.

b) Application for PCGA ID should be properly endorsed by the Squadron or unit where subject individual is a member and should be supported/accompanied by the General Order of his appointment. In the case of ID renewal due to change in rank by virtue of his promotion or demotion, the appropriate GO should be enclosed with the application.

c) From the Squadron/Unit, the PCGA ID application should pass through PCGA District for notation by the Auxiliary District Personnel Officer and to the Office of PCGA National Commander for final endorsement to VCO (Attn: CG-7) for his approval.

d) The PCG Adjutant will be the one who will sign and issue the PCGA ID.

e) Processed PCGA ID will be forwarded to the Office of PCGA National Commander for subsequent distribution or release to the units or squadron of concerned PCGA member.

f) Cost of printing for the PCGA ID will be shouldered by the concerned PCGA member.

**VII. REPEALING CLAUSE:**

All orders, circulars and other issuances inconsistent herewith are deemed amended or revoked.

**VIII. EFFECTIVITY:**

This Circular shall take effect fifteen (15) days after approval.

**BY COMMAND OF VICE ADMIRAL TAMAYO:**

**OFFICIAL:**

**ENRICO EFREN A EVANGELISTA**  
**CAPT PCG**  
Chief of Coast Guard Staff

**MARIFEM UBONGEN-ISAAC**  
**LT PCG**  
Coast Guard Adjutant

**OPERATIONAL AND DEFINITION OF COMMANDING OFFICERS OF PCG  
MANNED VESSELS AND ASSIGNING OF PCG COMMAND AT SEA BADGE**

**I. PURPOSE.** To prescribe the policies, procedures and responsibilities in the selection and designation of Commanding Officers aboard PCG manned vessels and the wearing of the PCG Command at Sea Badge.

**II. SCOPE AND APPLICABILITY.** This Order applies to PCG Officers who are presently serving as Commanding Officers of PCG manned vessels and the wearing of the PCG Command at Sea Badge.

**III. DEFINITION**

**A. Category 1** – refers to PCG vessels with the length of 24 meters and below and with gross tonnage of 100 tons and below. This category includes all 24 meters DA 3500-2000 category of Harbors and all other vessels that will be assigned and commissioned into the Coast Guard service under this category.

**B. Category 2** – refers to PCG manned vessels with the length of 24 meters up to 30 meters and with gross tonnage of more than 100 tons and below. This category includes all 30 meters Search and Rescue Vessels (SARV), P-301 and all other vessels that will be assigned and commissioned into the Coast Guard service under this category.

**C. Category 3** – this category includes all 56 meters Search and Rescue Vessels (SARV), E-201, AE-29, AE-79 and all other vessels that will be assigned and commissioned into the Philippine Coast Guard with a length of more than 30 meters and with gross tonnage more than 100 tons.

**D. Ready for Duty (RD)** – refers to the status of a vessel that is ready to be assigned and commissioned into the Coast Guard service.

**E. Standard Requirements for Officers' Bibles (SROB)** – minimum requirements provided to PCG Officers in quality and copies with the Order Book.