



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

**NHQ-PCG/CG-12**

28 June 2022

**CIRCULAR  
NUMBER.....07-22**

**APPROVAL AND ACCREDITATION OF TRAINING COURSE SYLLABUS**

**I. AUTHORITY:** RA 9993 and its Implementing Rules and Regulations

**II. REFERENCE:**

NHQ-PCG Circular Number 02-19 dated 04 March 2019 entitled, "Establishment of Satellite Training Institute

**III. SCOPE:**

This Circular defines the general guidelines for the evaluation and accreditation of the course syllabus. It establishes the policies and procedures that the Coast Guard Education, Training and Doctrine Command (CGETDC) and Satellite Training Institutes (STIs) should adhere to in designing a training course. Further, this Circular defines the specific roles and responsibilities of concerned offices for the accreditation of the course syllabus.

**IV. RATIONALE:**

To standardize the parts, contents and design of the Training Course Syllabus (TCS) of the Philippine Coast Guard (PCG), particularly the courses offered by the CGETDC and the STIs, it is imperative that a policy that governs it must be formulated. While the CGETDC has the autonomy in designing their training courses subject to the recommendation of the PCG Education and Training Board (PCGETB) for the approval of Commandant, Philippine Coast Guard (CPCG), its training course syllabus must adhere to what has been approved for the sake of uniformity and coherence.

Further, such a need has amplified due to the activation of STIs of various Major Commands. The primary purpose is to allow the Coast Guard Commands to educate and train their personnel, whether functional, specialization and other courses relevant to their function since they have the requisite technical expertise and professional skills. However, the course framework and program of instruction must be evaluated to ensure that it supports the overarching mandates of the PCG and aligns with the training standards set forth by the CGETDC.

## **V. PURPOSE:**

This Circular sets the standard and prescribes the procedures in evaluating, approving and accrediting the course syllabus that the CGETDC and STIs designed and created.

## **VI. APPLICABILITY:**

The provisions of this Circular apply to all PCG training courses designed by CGETDC and STIs. In addition, this policy applies to the newly designed Training Course Syllabus and requires those previously approved to be revised.

## **VII. DEFINITION:**

a. Training Course Syllabus (TCS) – is a document that provides the background and learning objectives of the training course conducted by the CGETDC or STIs. It is composed of two major parts: the Course Framework and the Program of Instruction.

b. Course Framework (CF) – is the first part of the TCS. It stipulates the training scope, course detailed description, requirements needed in conducting the course, the qualifications of the instructors, and the teaching aids and methodology.

c. Program of Instruction (POI) – is the second part of the TCS. It details the time allocation in hours for each course topic and categorizes it, whether theoretical or demonstration/practical work. Moreover, it defines the competence to be developed for each module.

d. Satellite Training Institute (STI) – is a PCG-recognized training institute that the Coast Guard Major Commands supervise and manage. It offers functional and specialization courses that their respective Major Commands have designed based on technical competence and professional expertise.

e. Coast Guard Basic Courses – are training courses that CGETDC designed, facilitated and supervised for the new recruits for the PCG Officers and Non-Officers.

f. Coast Guard Advanced Courses – are career courses that CGETDC designed, facilitated and supervised for the PCG Officers as a prerequisite for their promotion to O-4 grade or CG Lieutenant Commander rank.

g. Coast Guard Leadership Courses – are leadership courses that CGETDC designed, facilitated and supervised for PCG Non-Officers to be prepared to hold supervisory positions and senior Non-Officer ranks.

h. Coast Guard Specialization Course – is a required career course for the PCG Non-Officers for them to be promoted to E-4 grade or Coast Guard Petty Officer Third Class. The objective of this course is to train and qualify the PCG Non-Officers for rating specialization.

i. Coast Guard Functional Courses – is a required career course for the PCG Non-officers to be promoted to E-5 grade or CG Petty Officer Second Class rank. It aims to educate and train these personnel to be technically proficient in carrying out a specific PCG core function.

## VIII. POLICIES:

a. All TCS are subject to the approval of the Commandant, Philippine Coast Guard, as recommended by the PCG ETB.

b. The TCS of CGETDC shall be deliberated and evaluated by the PCG ETB and, if favorably considered, will be recommended for CPCG's approval.

c. The TCS of STIs shall be submitted to the CGETDC for the evaluation of the Leadership and Doctrine Development Center (LDDC). It shall then be deliberated by the CGETDC Academic Board and, if favorably considered, will be forwarded to the PCG ETB for its subsequent recommendation of CPCG's approval.

d. The TCS shall have two main parts: Part 1. Course Framework and Part 2. Program of Instruction.

e. The Training Scope and the Learning Objectives of the courses shall be in alignment and coherent, and the Learning Assessment to be used shall be appropriate to measure the learned knowledge and skill competency of the students.

f. The CF shall explicitly state the qualifications of the course director and instructors who will be facilitating and conducting the training.

g. The CF shall indicate the entry qualifications for the prospective students/trainees and the course certificate that they will receive after passing the training course.

h. The CF shall detail the teaching facilities needed, equipment to be used, teaching aids, training references, and the training methodology.

i. The POI shall set the time allotment in terms of the number of hours for each training course topic.

j. The topics in the POI shall be categorized, whether it is classroom discussion for theoretical or lecture demonstration for practical skills. The classroom discussion is to supplement the knowledge and understanding of the students, while the lecture demonstration is to develop their skill competency.

k. The POI shall distinctly identify the competency that will be developed for each training module. These defined competencies shall align with the Learning Objectives that the CF outlined.

l. The POI shall set the number of hours in conducting the assessment for theoretical and practical skills.

## IX. PROCEDURES:

### a. For the approval of CGETDC's TCS

(1) The CGETDC shall submit its TCS to the Secretariat, PCGETB (Deputy Chief of Coast Guard Staff for Education and Training, CG-12) for the deliberation and evaluation of the PCG ETB.

(2) The PCG ETB shall deliberate and evaluate the submitted TCS and, if it merits favorable consideration, shall be recommended to CPCG for his approval.

**b. For the approval and accreditation of STIs' TCS**

(1) The STIs shall submit their TCS to CGETDC for the evaluation and deliberation of LDDC.

(2) After the comprehensive evaluation of LDDC with the inclusion of its recommended modifications, said office will forward it to the CGETDC Academic Board for its appraisal.

(3) If the CGETDC Academic Board appreciates the TCS to be accredited as an equivalent for CG Specialization Course or CG Functional Course, the Board will recommend to Commander, CGETDC for his endorsement to PCG ETB.

(4) The CGETDC shall submit the STIs' TCS to the Secretariat, PCGETB (Deputy Chief of Coast Guard Staff for Education and Training, CG-12) for the deliberation and evaluation of the PCG ETB.

(5) The PCG ETB shall deliberate and evaluate the submitted TCS and, if it merits favorable consideration, shall be recommended to CPCG for his approval.

**c.** During the evaluation of the submitted TCS to the LDDC, the said office shall require the concerned STI to participate in the evaluation to clarify and guide them in understanding how and why the training courses will be conducted and what are its Learning Objectives.

**d.** The PCG ETB and the CGETDC Academic Board may compel the STIs to attend the deliberation and present their proposed TCS.

**X. RESPONSIBILITIES:**

**a. Commandant, Philippine Coast Guard (CPCG)**

(1) Has the full authority to approve and disapprove the TCS.

(2) Has the prerogative to return the proposed TCS to PCG ETB for modification, alteration, amendment and inclusion of training modules based on his professional judgment.

**b. Commander, Coast Guard Education, Training and Doctrine Command**

(1) Has the autonomy in formulating and designing TCS for Coast Guard Training Courses.

(2) Has to submit the proposed TCS to Secretariat, PCG ETB for the appraisal of the PCG ETB.

(3) Has the responsibility to meticulously evaluate the submitted TCS of the STIs through its LDDC and CGETDC Academic Board.

**c. PCG Education and Training Board**

(1) Has the responsibility to evaluate the submitted TCS of CGETDC and STIs meticulously.

(2) Has the authority to disapprove outright the proposed TCS if the majority of the members of the honorable body do not see its significance to the PCG organization.

(3) Has the duty to integrate the modifications that CPCG intends to include on the proposed TCS.

**d. Commanders, PCG Major Commands with STIs**

(1) Have the responsibility to guarantee that the proposed TCS of their respective STIs is needed to improve the professional development of personnel under their respective Command.

(2) Has an obligation to ensure that the proposed TCS is in accordance with the provisions of this policy.

**XI. RESCISSION:**


PCG policies inconsistent with this Circular are hereby rescinded or modified accordingly.

**XII. EFFECTIVITY:**

This Circular is hereby implemented effective this date.

**BY COMMAND OF COAST GUARD ADMIRAL ABU:**

OFFICIAL:

  
**JAYSIEBELL B FERRER**  
**CG CDR**  
Coast Guard Adjutant

**TITO ALVIN G ANDAL**  
**CG COMMO**  
Chief of Coast Guard Staff

Annexes

- 1 - Training Course Syllabus (*Template*)
- 2 - Part 1. Course Framework (*Template*)
- 3 - Part 2. Program of Instruction (*Template*)

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**COMMAND HEADING**

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**TRAINING COURSE SYLLABUS FOR NAME OF THE COURSE**

**I. COURSE BACKGROUND**

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*(This part will detail why and how this training course was conceptualized. Further, explain the significance of this training course in professionalizing the PCG personnel.)*

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**II. TRAINING OUTCOMES**

At the end of this training course, the student/trainee will be able to:

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**COMMAND HEADING**

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**TRAINING COURSE SYLLABUS FOR NAME OF THE COURSE**

**I. TRAINING SCOPE**

This \_\_\_\_\_ Course covers \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This requires a total of \_\_\_\_\_ instructional hours to cover the topics enumerated in Part 2. Program of Instruction.

**II. LEARNING OBJECTIVES**

\_\_\_\_\_  
*(The learning objectives should be specific, measurable, achievable, and align with the training outcomes)*  
\_\_\_\_\_  
\_\_\_\_\_

**III. ENTRY QUALIFICATIONS**

\_\_\_\_\_  
*(Detail the requirements needed for a PCG personnel to be qualified to join this training course)*  
\_\_\_\_\_  
\_\_\_\_\_

**IV. COURSE CERTIFICATE**

\_\_\_\_\_  
*(Once successfully completed the training course, state the certificate/badge/qualification that the trainee/student will receive.)*  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**V. INSTRUCTOR'S QUALIFICATIONS**

*(Define the qualifications of the instructors/lecturers should possess in conducting the course)*

**VI. LEARNING ASSESSMENT**

*(The learning assessment to be utilized should be able to gauge the knowledge and skills of the students/trainees. Further, it should serve as a tool to evaluate whether the learning objectives and training outcomes are met.)*

**VII. COURSE REQUIREMENT**

*(The grading system and other requirements to pass or complete the training course are discussed in this part.)*

**VIII. TEACHING FACILITIES AND EQUIPMENT**

*(To show that the course can be conducted, it is imperative that the teaching facilities and equipment to be used is readily available)*

**IX. TEACHING AIDS AND METHODOLOGY**

*(The training aids and teaching methodology will be discussed here)*

**X. REFERENCES**

*(The references to be used in conducting the training course are listed in this section)*



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**COMMAND HEADING**


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**TRAINING COURSE SYLLABUS FOR NAME OF THE COURSE**

TOPICS	TIME ALLOTMENT (in hours)	
	THEORETICAL (Classroom Discussion)	PRACTICAL (Lecture Demonstration)
<b>Course Introduction</b>		
<b>Module 1. Title</b>		
<i>Competency: Undertake -----</i>		
1. Sample Topic 1	2.5	1.5
2. Sample Topic 2		2.0
3. Sample Topic 3	2.0	
<b>Module 2. Title</b>		
<i>Competency: Maintain -----</i>		
1. Sample Topic 1		2.0
2. Sample Topic 2	2.0	
3. Sample Topic 3	2.5	1.5
<b>Module 3. Title</b>		
<i>Competency: Assess -----</i>		
1. Sample Topic 1		2.0
2. Sample Topic 2	2.0	
3. Sample Topic 3	2.5	1.5
<b>Module 4. Title</b>		
<i>Competency: Ensure -----</i>		
1. Sample Topic 1		2.0
2. Sample Topic 2	2.0	
3. Sample Topic 3	2.5	1.5
<b>Module 5. Title</b>		
<i>Competency: Promote -----</i>		
1. Sample Topic 1		2.0
2. Sample Topic 2	2.0	
3. Sample Topic 3	2.5	1.5
<b>Sub-total</b>	<b>22.5</b>	<b>17.5</b>
<b>Total</b>	<b>40.0 Hours</b>	
<b>Assessment</b>	<b>3</b>	<b>5</b>