



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

NHQ-PCG/CG-12

29 June 2022

CIRCULAR
NUMBER.....08-22

**PCG-PMMAGS FACULTY MEMBERS AND STUDENT SCHOLAR
SELECTION POLICY**

I. REFERENCES:

- a. Philippine Coast Guard-Philippine Merchant Marine Academy Memorandum of Agreement dated 20 October 2021
- b. HPCG/CG7 Circular Number 01-07 dated 23 March 2007
- c. HPCG Circular Nr 05-04 dated 27 July 2004, Subj: Entitlement of Instructor's Duty Credits and Granting of Instructor Duty Pay

II. PURPOSE:

This Circular provides the policies and guidelines regarding the PCG personnel appointed to join the Philippine Merchant Marine Academy Graduate School (PMMAGS) Faculty and those Philippine Coast Guard (PCG) Officers selected to become graduate school students under the PCG-PMMA scholarship.

III. SCOPE:

This Circular applies to all PCG Officers who are part of the PMMAGS Faculty and those enrolled as graduate school students.

IV. DEFINITION:

A. **CGETDC Academic Board** - a board established in the CGETDC and vested with the authority to hear cases relating to scholastic status and discipline of students training under the auspices of the CGETDC. It also has the power to deliberate and recommend PCG Officers duly qualified to take up the PMMA Graduate School Programs.

B. **Instructor's Duty Pay** – is a form of special pay or an incentive allowance authorized for PCG personnel performing actual instructor duty.

C. **MET Program** – is one of the PMMAGS master's programs that grants an academic degree on Master of Science in Maritime Education and Training.

D. **PMMAGS** – is the Philippine Merchant Marine Academy Graduate School that offers post-graduate degrees related to the maritime industry.

E. **PMMAGS Dean's Certification for PCG Officer's Instructor's Duty Pay** – is a certification issued by the Dean, PMMAGS before the start of every trimester that lists the name of PCG-PMMA faculty members who have teaching load and/or designated as PCG Thesis Advisor.

F. **PCG-PMMAGS faculty coordinator** – A PCG Officer selected by the PCG Education and Training Board for the entire PMMAGS academic year who is the most senior and/or has the highest educational attainment among the PCG-PMMAGS faculty members.

G. **PCG-PMMAGS faculty member** - A PCG personnel qualified to teach at the graduate school recommended by Commander, Coast Guard Education, Training and Doctrine Command (CGETDC) to be part of the PMMAGS faculty.

H. **PCG-PMMAGS student scholar** – A PCG Officer selected by Commander, CGETDC to be a scholar at the PMMAGS for a Master of Science in Maritime Education and Training. There are twenty (20) PCG-PMMAGS student scholars. The PCG pays for the entire miscellaneous fees of the whole group and the tuition fees of the ten (10) student scholars. Likewise, the PMMA waives the tuition fees of the other ten (10) PCG-PMMA student scholars.

I. **PCG Thesis Advisor** – is a PCG-PMMAGS faculty member who supervises PCG-PMMAGS student scholars with their master's thesis.

V. **POLICIES:**

A. **Selection of Student-Scholars:**

a. The Commander, CGETDC, through the Academic Board, shall initially screen, qualify and complete the list of twenty (20) PCG-PMMAGS student scholars for every academic year. Further, five (5) out of the twenty (20) PCG-PMMAGS student scholars shall be PMMA alumni as provided for in the PCG-PMMA MOA.

b. The CGETDC's prepared list of prospective students is subject to the approval of the PCG ETB.

B. **Student-Scholars:**

a. The PCG-PMMA student scholars shall immediately sign a service contract upon enrollment to the PMMAGS. Further, they cannot drop a course since these scholars shall have a 'blocked section.'

b. Although the MET Program is designed to be completed in less than two (2) years, PCG-PMMA student scholars must finish their master's degree within three (3) years, reckoned on the day of the first trimester they enrolled.

c. Respective Commanders of the PCG-PMMA scholars shall authorize the scholars to be excused from Saturday duties for the duration of the program.

- d. Those PCG-PMMA student scholars who have completed their academic coursework as scheduled in less than two (2) years without any failing grades and in the thesis writing phase are qualified to avail the six (6) months 'study leave' to complete their papers and eventually graduate.
- e. The PCG-PMMA student scholar who failed his/her academic subjects in a trimester shall be directed to enroll again and shoulder the corresponding tuition fees personally for the re-enrolled subject/s without subject of reimbursement.
- f. The PCG-PMMA student scholar who will not complete the MET Program after three (3) years shall face the PCG ETB and be directed to explain why such failure should not be construed as gross incompetence and gross negligence. If the Board finds his/her explanation to be inadequate, the PCG- PMMA student scholar shall be directed to refund the total incurred PCG expenses to support his/her PMMAGS studies and he/she shall be recommended to face the PCG Efficiency and Separation Board.
- g. No request for deferment shall be entertained once an officer is selected, recommended and undergoing schooling, except on meritorious grounds.
- h. The grounds for deferment from this program are as follows:
- i. When subject officer becomes sick, or otherwise physically or mentally incapacitated to prevent him from fulfilling his/her schooling duties as may be certified by the CG MED or any government hospital;
 - ii. When there is a pending case filed against the subject officer before the convening or during the duration of his/her course, and the solution of the said case against the subject officer will affect his schooling. A pending case in this circular shall mean any administrative or criminal cases that may be filed against the subject officer;
 - iii. When an immediate family of the subject officer dies or gets terminally ill, and said officer's presence with his/her family member will substantially affect his/her schooling. For purposes of this circular, immediate family members are those within the 4th civil degree of consanguinity or affinity;
 - iv. When disasters or calamities will affect the subject officer and his/her family in such a way as to prevent the subject officer from continuing with his/her studies;

Requests for deferment under the abovementioned circumstances shall be filed by the requesting officer with the PCG-PMMAGS Faculty Coordinator, who shall then forward such request to the CS, CGETDC. Upon receipt of such request, C, CGETDC shall then forward the same to the CGETDC Academic Board to determine the propriety of granting or denying such request. If the request is granted, the same shall be forwarded to the PMMAGS for appropriate disposition on the matter.

In case of denial of any request for deferment, no second request shall be entertained unless the same is based on meritorious grounds as mentioned above.

C. PCG-PMMAGS Faculty:

- a. The PCG Officers recommended to be part of the PCG-PMMAGS faculty members are entitled to receive the Instructor's Duty Pay if they have teaching loads for a specific trimester or are designated as PCG Thesis Advisor to at least three (3) PCG-PMMAGS student scholars.
- b. Any member of the PCG-PMMAGS faculty who is found and proven to have committed infringement, misconduct and unprofessional behavior will be permanently disqualified to teach at the PMMAGS.
- c. The certification of the Dean, PMMAGS shall serve as the only basis of the CGETDC to process the Instructor's Duty Pay of the PCG-PMMAGS faculty members.
- d. The PCG-PMMAGS Faculty Coordinator is the designated point of contact of the Commander, CGETDC in matters concerning the performance and evaluation of the PCG-PMMAGS faculty members and the PCG-PMMAGS student scholars.
- e. The PCG-PMMAGS Faculty Coordinator shall receive the Instructor's Duty Pay for the entire academic year even if he/she does not have a teaching load or is not designated as PCG Thesis Advisor; unless otherwise the Commander, CGETDC cancels such collateral pay for his/her failure to perform the duties and responsibilities enumerated in this circular.
- f. The official functions and duties of the PCG Officers designated as PCG-PMMAGS faculty members shall be prioritized, while the teaching load/thesis advisory shall only be secondary.
- g. The PCG-PMMAGS faculty members and PCG-PMMA student scholars shall maintain proper decorum at all times. If infringements, misconducts and unprofessional behavior are committed and reported, the Commander, CGETDC shall have it investigated and impose punishment if proven guilty, and shall report the same to the Higher Headquarters via CGIAS for review, approve, disapprove, amend or modify the appropriate punishment in accordance with the PCG Code of Conduct and Discipline. (Since the C,CGETDC is the one recommending who will be joining the faculty, then it follows that it should be C,CGETDC who has the proper disciplinary authority over them.)
- i. Those PCG Officers who plan to join the PCG-PMMAGS faculty or those who intend to become PCG-PMMA student scholars must be recommended by their respective Unit Commanders.

VI. PROCEDURES:

A. For the appointment of PCG-PMMAGS faculty member

(1) The Commander, CGETDC shall identify among the recommended PCG Officers who can be designated as a PCG-PMMAGS faculty member with due consideration on his/her highest educational attainment and teaching skills.

(2) The Commander, CGETDC shall write a formal letter to the Dean,



PMMAGS forwarding the list of PCG personnel that the PMMAGS can utilize to be part of its faculty or to be designated as Thesis Advisors.

(3) The Dean, PMMAGS shall issue a Certification for PCG Officers' Instructor's Duty Pay before the start of the trimester to attest that a particular PCG Officer whom he/she has given a teaching load and/or designated as Thesis Advisor.

(4) The Commander, CGETDC shall request the National Headquarters (Attention: CG-12) to issue appropriate orders that will be used to support the processing of the Instructor's Duty Pay of the PCG-PMMAGS faculty member who has a teaching load and/or designated as Thesis Advisor.

B. For the appointment of PCG-PMMAGS Faculty Coordinator

(1) The Commander, CGETDC shall nominate to the PCG ETB a list of candidates for PCG-PMMA faculty coordinator among the PCG-PMMAGS faculty members whom he/she deems qualified.

(2) The PCG ETB shall select the PCG-PMMA faculty coordinator from the list of candidates. The honorable body's professional judgment shall be primarily based on the highest educational attainment and/or seniority of the PCG-PMMAGS faculty member.

(3) The PCG ETB Secretariat shall facilitate the issuance of appropriate orders for the designation of the PCG-PMMAGS faculty coordinator for one (1) academic year.

(4) The Commander, CGETDC shall formally communicate to the Dean, PMMAGS, the PCG officer designated as the PCG-PMMAGS faculty coordinator.

C. For the selection of PCG-PMMAGS Student Scholar

(1) The Commander, CGETDC shall disseminate to all PCG units the availability of twenty (20) scholarship slots at the PMMAGS every third quarter of the year.

(2) The Commander, CGETDC, through the Academic Board, shall screen, qualify and complete the list of twenty (20) recommended PCG- PMMAGS student scholars for every academic year by December of every year.

(3) The PCG ETB shall have the authority to recommend to CPCG for approval the list of prospective students who will be enrolled at the PMMAGS.

(4) The PCG ETB Secretariat shall facilitate the issuance of appropriate orders to selected PCG-PMMAGS student scholar.

(5) The PCG-PMMA faculty coordinator shall facilitate the enrolment of the PCG-PMMAGS student scholars and their signing of the service contract.



VII. QUALIFICATIONS:

A. PCG-PMMAGS Faculty Member

- (1) Must be recommended by his/her immediate unit commander;
- (2) Must be a PCG personnel, whether uniformed or non-uniformed and on full-duty status;
- (3) Must have a post-graduate degree and considered to be specialized on a particular subject that he/she will teach;
- (4) Must not have a pending administrative or criminal case; and
- (5) Must duly be accepted and recognized by the PMMAGS.

B. PCG-PMMAGS Student Scholar

- (1) Must be recommended by his/her immediate unit commander;
- (2) Must be a PCG commissioned officer and on full-duty status;
- (3) Must pass the PMMAGS student evaluation standard and entry requirements;
- (4) Must not have a pending administrative or criminal case; and
- (5) Must not be a recipient of any PCG post-graduate courses, whether locally or abroad.

VIII. RESPONSIBILITIES:

A. PCG Education and Training Board

- (1) Approves the list of prospective students to be selected as PCG-PMMAGS student scholars;
- (2) Evaluates whether the PCG-PMMA student scholar who failed to finish the MET Program in three (3) years shall be required to pay the total incurred PCG expenses that supported his/her entire graduate school studies, and to face the PCG Efficiency and Separation Board to evaluate his/her fitness and competence;
- (3) Recommends to the Commandant, Philippine Coast Guard the granting of corresponding awards to those PCG-PMMA student scholars who will graduate with honors and best master's thesis during the annual PMMA Commencement Exercises; and
- (4) Selects among the PCG-PMMAGS faculty members who will be appointed as PCG-PMMAGS Faculty Coordinator for the entire academic year.



B. Commander, Coast Guard Education, Training and Doctrine Command

- (1) Disseminates the PCG-PMMAGS scholarship program to all PCG units annually every Third Quarter;
- (2) Evaluates the applicants for the PCG-PMMAGS scholarship program and prepares the list of prospective students by December every year;
- (3) Evaluates and recommends those qualified PCG officers who intend to join the PCG-PMMAGS faculty;
- (4) Recommends the payment of Instructor's Duty Pay to those PCG-PMMAGS faculty members who have teaching load or designated as Thesis Advisors for at least three (3) PCG-PMMAGS student scholars;
- (5) Endorses the possible candidates for PCG-PMMAGS Faculty Coordinator to PCG ETB;
- (6) Monitors religiously the performance of the PCG-PMMAGS faculty members and the PCG-PMMAGS student scholars.

C. CGETDC Academic Board

- (1) Deliberates, qualifies and recommends to the C, CGETDC qualified PCG Officers who will join as PCG Scholars to the PMMAGS Program;
- (2) Investigates the concerned PCG-PMMAGS faculty members and PCG-PMMA student scholars if infringements, misconducts and unprofessional behavior are committed and properly reported, and to impose punishment if proven guilty thereof.

D. DC of CGS for Education and Training, CG-12

- (1) Programs the corresponding payment of the PCG to the PMMA Graduate School in accordance with the Philippine Coast Guard - Philippine Merchant Marine Academy Memorandum of Agreement;
- (2) Facilitates the issuance of appropriate orders to PCG-PMMA student scholars, PCG-PMMA faculty members and PCG-PMMA faculty coordinator;
- (3) Ensures that the recipient of the Instructor's Duty Pay are only those PCG-PMMA faculty members who have teaching loads or designated as Thesis Advisor to at least three (3) PCG-PMMA students scholars;
- (4) Provides the appropriate awards that the Commandant will give to those PCG-PMMAGS student scholars who will graduate with honors and best master's thesis during the annual PMMA Commencement Exercises; and
- (5) Monitors religiously the performance of the PCG-PMMAGS faculty members and the PCG-PMMAGS student scholars.



E. PCG-PMMAGS Faculty Coordinator

- (1) Assists the Commander, CGETDC in screening and selecting the twenty (20) prospective students for PMMAGS;
- (2) Facilitates the enrolment of the PCG-PMMAGS student scholars and the signing of the service contract;
- (3) Assists the Commander, CGETDC in screening and selecting those PCG Officers who are applying for PCG-PMMA faculty;
- (4) Assists the Dean, PMMAGS in looking for a faculty member/guest lecturer that the PCG could provide;
- (5) Assists and guides the PCG-PMMA student scholars in writing their research topic proposals;
- (6) Provides time for PCG-PMMAGS student scholars' consultation;
- (7) Assists and guides the PCG-PMMA student scholars in selecting their Thesis Advisors;
- (8) Makes a comprehensive report every end of the trimester regarding the academic performance of the PCG-PMMA student scholars and the result of teaching evaluation of the PCG-PMMA faculty members;
- (9) Coordinates directly with the Dean, PMMAGS for any concern concerning the PCG-PMMA students scholars and PCG-PMMA faculty members; and
- (10) Periodically evaluates the course curriculum vis-à-vis the performance of the PCG-PMMA student scholars, and makes commendation to the Dean, PMMAGS how the PCG Officers could apply the MET Program to the PCG setting.

F. PCG-PMMAGS Faculty Member

- (1) Conducts lecture and deals with the PMMAGS graduate school students in a professional manner;
- (2) Observes proper decorum in dealing with the other members of the PMMAGS Faculty;
- (3) Adheres to the policies and guidelines set forth by the Dean, PMMAGS; and
- (4) Supports the activities of the PMMAGS as long as it will not conflict with his/her schedule in the performance of official duties and functions.

G. PCG-PMMAGS Student S0cholar

- (1) Attends classes and submits the necessary academic requirements for the subjects that he/she is enrolled;



- (2) Complete and pass all the academic subjects that he/she is enrolled for every trimester;
- (3) Observes proper decorum in dealing with the PMMAGS Faculty and other graduate school students;
- (4) Adheres to the policies and guidelines set forth by the Dean, PMMAGS; and
- (5) Finish the MET Program within three (3) years.

IX. RECISSION:

All provisions of existing policies and regulations inconsistent with this policy are hereby rescinded or modified accordingly upon approval of this Circular.

X. 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