



Department of Transportation and Communications  
**PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS**  
(Headquarters Philippine Coast Guard)  
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1018 Manila



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HPCG

CIRCULAR  
NUMBER 03-09

**POLICY ON THE CARRYING OF FIREARMS BY PCG UNIFORMED PERSONNEL  
AND CIVILIAN AGENTS**

1. **PURPOSE:** This circular aims to prescribe policies and guidelines relative to the issuance of Mission Orders/ Letter Orders and the carrying of firearms by Philippine Coast Guard Uniformed Personnel and Civilian Agents.
2. **SCOPE:** This Circular applies to all PCG Uniformed Personnel and Civilian Agents so qualified by this Circular to carry firearms in the performance of his/ her duties.
3. **DEFINITION:** As used in this Circular, the following terms shall mean and be interpreted as hereunder indicated:
  - a. **PCG Uniformed Personnel** - Regular member of the Philippine Coast Guard in the active service under the Department of Transportation and Communications.
  - b. **Civilian Agents** - Regular civilian agents who are involved in intelligence/ counter-intelligence operations for the accomplishment of maritime law enforcement and which specifically requires the use of firearm to ensure its accomplishment.
  - c. **Mission/ Letter Orders**- is a written directive or order issued by the Philippine Coast Guard to its Organic Personnel/ Civilian Agents for a definite purpose or objective during a specified period and to such place as therein mentioned which may entitle the bearer thereof to carry his Government issued FAs outside of his residence when so specified therein. No Mission/Letter Order shall be issued to any civilian agent authorizing the same to carry firearms outside residence unless he/she is included in the regular plantilla of the government agency involved in law enforcement and is receiving regular

compensation for the services he/she is rendering in the agency. Further, the civilian agent must be included in a specific law enforcement/police/intelligence project proposal or special project which specifically requires the use of firearm(s) to insure its accomplishment and that the project is duly approved at the Philippine Coast Guard Districts or its equivalent level in other major services of the AFP, PNP, and NBI, or at a higher level of Command.

**d. Effectivity-** Period sufficient to finish the mission but not more than three (3) months for Mission Order and a minimum period of fifteen days (15) and maximum of one (1) month for Letter Order.

**e. Coverage** - in the issuance of MO/LO, covered places/areas are only those within the area of responsibility as specified in the order. However, in certain instances when demanded by the nature and exigency of the mission, the mission/letter order may cover places not within the area of authority. In such instances the issuing authority shall notify/coordinate with the highest military commander in the area where the mission is to be accomplished. Where the exigency of the mission or the time element is crucial to the successful accomplishment of the mission, notification/ coordination shall be made immediately thereafter as soon as practicable.

**f. Duty-** as task of the function that requires the use of firearms to ensure its accomplishment. This include, but shall be not be limited to guarding or securing person legally entitled to protection and government property; enforcing maritime related laws and regulation; participation in training; PCG intelligence and security operations; detail as participants in parade and ceremonies and the like. The authority to carry firearms in the above instances shall apply not only in the specific place of duty but also from the camps, barracks, quarters or assembly area of such personnel to be place of duty and back.

**g. Official Mission** - Shall refer to a task that requires the personnel concerned to go out of his official station/ and or jurisdiction for its accomplishment.

#### **4. AUTHORITY TO ISSUE MISSION ORDER/ LETTER ORDER TO PCG UNIFORMED PERSONNEL:**

**a. Mission Order** - Issued by the Commandant or the Office of the Deputy Chief of Staff for Intelligence, Security and Law Enforcement, CG-2 (DCS-ISLEN) for PCG Personnel that are performing duty as defined in *para 3d* with a period of not more than three (3) months.

b. **Letter Order** - Issued by the Office of the Deputy Chief of Staff for Intelligence, Security and Law Enforcement, CG-2 (DCS-ISLEN) and or by PCG District/Major Unit Commanders for PCG Personnel that are performing duty as defined in *para 3c* with a minimum period of fifteen (15) days but should not exceed the maximum period of one (1) month.

**5. GUIDELINES IN CARRYING OF FIREARMS OUTSIDE OF RESIDENCE:**

The following guidelines shall be strictly observed in the carrying of firearms outside of residence.

**a. Officers and Men of the Philippine Coast Guard:**

1. Whether in uniform or in civilian attire, the aforementioned personnel are authorized to carry firearms while in actual performance of official duties or when on official mission pursuant to a mission/letter order. When required by proper authorities the mission/letter order should be shown on demand without resentment to avoid any misunderstanding.

2. While in the actual performance of duty such as those enumerated above, the mission/letter order detailing them to such duty, the operation order in combat, PCG intelligence or security operations and other written instructions indicating the authority to carry the firearms issued by a competent authority shall be sufficient. In some instances where time is of the essence, the authority may be verbal, provided the individuals are in uniform within their area of operation or place of duty and accompanied by a person in charge.

3. The bearer of the Mission/ Letter Order should read and fully understand the contents of his/ her mission order and binds himself/ herself to strictly abide by and comply with the instructions contained therein.

4. Mission/ Letter Order shall not be issued to PCG Personnel with or to cover their personally owned firearms and authorizing the same to carry firearms outside residence. Instead, they shall be required to secure a valid License and Permit to carry firearms outside residence.

5. After their tour of duty, the firearms should be returned to the property custodian for safekeeping in the depository. In case of mission outside their official station, they may be allowed to carry their duly issued firearms provided they are covered by a MISSION ORDER. The Mission Order shall state the period and places covered.

**b. Manner of Carrying Firearms:**

1. As a general rule, firearms shall be carried only while in proper uniform.
2. The sidearm carried by a person in uniform shall be placed in a holster securely attached to the belt, except that PCG pilots in flying uniforms and crew may carry their firearms in shoulder holster.
3. PCG Personnel in uniform but without holster and those in civilian clothes who are authorized to carry firearms outside of their residence are to be concealed in a case/bag except during actual use for a legitimate purpose.
4. The practice of flagrantly displaying a firearm or tucking it in the waist while in uniform or in civilian clothes is prohibited.
5. Only firearms specifically described in the mission/letter orders shall be carried by the personnel concerned.

**c. Limitations and Restrictions:**

1. Those authorized to carry firearms shall not bring said firearms in public drinking place, cabarets, public dance halls and public amusement places, place of worship, malls, markets or while attending civic, political and religious rallies and meetings.
2. Carrying of *long firearms* is prohibited in Metro Manila, chartered cities, provincial capitals and other thickly populated areas or during fiestas or other large gatherings except while in the performance of duty.

**d. Restriction during Election Period:**

1. The Commission of Election (COMELEC) has the sole authority to approve the issuance of permit to carry firearms outside of office and residence during election period. Thus, during election period, it shall be unlawful for any person, including those possessing a permit to carry firearms outside of residence or place of residence or place of business, to bear, carry or transport firearms or other deadly weapon in public places including any building, street park, private vehicle or public conveyance, unless with authority from the COMELEC.
2. Any Permits to Carry Firearms Outside of Residence (PTCFOR), Mission /Letter Orders (MO/LO), and Memorandum Receipts (MR),

issued prior to the effectivity of the COMELEC Resolution and covered by the prohibition are declared suspended and without force and effect.

**6. RESCISSION:**


All other directives inconsistent with the provision of this issuance are hereby rescinded or modified accordingly.

**7. EFFECTIVITY:**

This policy shall take effect upon approval.

**BY COMMAND OF ADMIRAL TAMAYO:**

**OFFICIAL:**

  
**MARIFEM U. ISAAC**  
**LT PCG**  
**Coast Guard Adjutant**

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