

HPCG:

29 September 2009

CIRCULAR
NUMBER 09-09

PCG ANIVERSARY AWARDS

1. **PURPOSE:** This Circular prescribes the criteria for PCG Awards to be given during the yearly PCG Anniversary Celebration. It includes guidance, procedures and criteria in awarding such honors to deserving personnel and different Coast Guard Units.

2. **OBJECTIVES:**

- a. To recognize exemplary and meritorious contribution, outstanding services, conduct or achievement of deserving personnel, employees or units in the performance of PCG functions and operations.
- b. To provide the criteria for deliberating PCG awards given during the yearly PCG anniversary.

3. **SCOPE:** This circular applies to all PCG units, and uniformed and non-uniformed personnel serving in any capacity with PCG and are eligible to receive PCG awards based on the criteria established for the purpose.

4. **PCG ANNIVERSARY AWARDS:**

a. **AWARD FOR STATION OF THE YEAR CLASS "A," "B," "C"**

This award is given to the Coast Guard Station for actions or accomplishments performed which contributed to the overall accomplishment of the unit's mission and functions as well as for valorous or meritorious achievement or service in support of Coast Guard Operations. Coast Guard stations belonging to class "Alpha" are those with ports where a great number of foreign and domestic vessels are calling in while Coast Guard stations belonging to class "Bravo" are those with ports with medium number of calls from domestic and foreign vessels. Coast Guard stations belonging to class "Charlie" are those with ports lightly visited by domestic and foreign vessels.

B. COAST GUARD DETACHMENT OF THE YEAR

The award given to a Philippine Coast Guard Detachment as an evidence of deserved honor, good management, and distinction to any organization, detachment, or other unit for outstanding performance in action with great contribution to the PCG mission accomplishment and projection of the PCG's good image to the public.

c. SHIP OF THE YEAR (56 METERS, 35 METERS and BUOY TENDERS)

The award is given to the vessel of the Philippine Coast Guard for meritorious achievement in the performance of assigned missions and outstanding service during the conduct of Coast Guard operations. It likewise includes non-combat service, in support of military or civic operations, which is deemed outstanding compared to other ships performing the same service. The nominees for the Ship of the Year for 56 meters, 35 meters and lighthouse/buoy tenders category will be determined and deliberated by the Coast Guard Fleet.

d. MCS VESSEL OF THE YEAR

The award is given to the MCS vessel of the Philippine Coast Guard which distinguishes the vessel through exceptionally meritorious service to the Philippine Coast Guard in a duty of great responsibility for the development, improvement, management and conservation of the country's fisheries and aquatic resources. The nominees for the MCS Vessel of the Year will be determined and deliberated by the Coast Guard Fleet.

e. CRAFT OF THE YEAR

The award is given to any small craft of the Philippine Coast Guard which distinguishes the craft through outstanding performance of Coast Guard missions, and valorous or extremely meritorious service, not involving combat, but in support of Coast Guard operations. It is awarded primarily for responding or conducting rescue/relief, law enforcement and environmental protection operations. The nominees for the Craft of the Year Award will be determined and deliberated by the Coast Guard Fleet.

f. PCG AIRCRAFT OF THE YEAR

The award is given to any aircraft of the Philippine Coast Guard which performs exceptionally meritorious service, in the conduct of search and rescue or disaster response operations during maritime incidents or natural calamities, surveillance for law enforcement and marine environmental protection operations, and important transport/logistical run missions or conducts with distinction support to military operations involving conflict with, or exposure to, a hostile action by any opposing

g. PCG EP OF THE YEAR

This award is given to PCG Enlisted Personnel of the year for conspicuously meritorious and valuable achievements in individual capacity with significant contribution to the success of PCG operational and/or administrative undertakings in pursuit of Philippine Coast Guard enlisted personnel promotion, morale recognition, and the cause of better welfare.

h. LIGHTHOUSE KEEPER OF THE YEAR

The award is given to a lighthouse keeper of the Philippine Coast Guard who has distinguished himself or herself through exceptionally meritorious service to the Philippine Coast Guard in a duty of great responsibility by maintaining high operational status of lighthouses which serves as a vital guide to safety of mariners and vessels.

The selection is likewise based on display of pride, professionalism, and dedication to the Philippine Coast Guard core values. The nominees for the PCG Lighthouse Keeper of the Year Award will be determined and deliberated by the Maritime Safety Services Command (MSSC).

i. CIVILIAN EMPLOYEE OF THE YEAR

The award is given to a civilian employee who has distinguished himself or herself in terms of individual achievement administratively benefiting the PCG and the government as a whole. Civilian decorations are typically issued for sustained meritorious service over a long period of time.

j. PCGA SQUADRON OF THE YEAR

The award is intended to recognize the PCGA Squadron's valuable contribution in support of the Philippine Coast Guard particularly in the areas of search and rescue and disaster response operations, marine environmental protection, community relations, and youth development, true to the spirit of volunteerism, which resulted in the overall success of Coast Guard operations. The nominees for the PCGA Squadron of the Year Award will be determined and deliberated by the Deputy Chief of Coast Guard for Community Relation Service, CG-7.

5. CRITERIA OF AWARDS: The following criteria are used in deliberating the PCG ANNIVERSARY AWARDS:

**CRITERIA for STATION OF THE YEAR CLASS "A," "B," "C,"
and COAST GUARD DETACHMENT OF THE YEAR**

I. MARSAD	22.5%
1. VESSEL SAFETY	
A. MANDATORY PRE DEPARTURE	4%
B. PSC	2%
C. MVR/IAR ISSUED	4%
2. NAVIGATIONAL SAFETY	
A. LIGHTHOUSE OPERATIONAL EFFICIENCY	5%
B. LIGHTHOUSE MAINTENANC	5%
3. OTHERS	2.5%
II. MAREP	27.5%
1. INSPECTION	
A. VESSEL	10%
B. INSTALLATION	5%
C. COASTAL	5%
2. COASTAL CLEAN-UP/MANGROVE PLANTING	5%
3. OTHERS	2.5%
III. MARSAR	12.5%
1. SAR UNIT ORGANIZED	5%
2. NO. OF EXERCISE CONDUCTED	5%
3. OTHERS	2.5%
IV. MARLEN	22.5%
1. PATROL CONDUCTED	
A. SEABORNE PATROL	5%
B. LAND MOBILE PATROL	5%
2. NO. OF APPREHENSION	5%
3. WORTH OF CONFISCATED ITEMS	5%
4. OTHERS	2.5%
V. MAROPS	10%
1. PCGA ACTIVITIES	2.5%
2. SEA SCOUTS ACTIVITIES	2.5%
3. SEA LIFT OPERATION	2.5%
4. OTHERS	2.5%
VI. INFRASTRUCTURE DEVELOPMENT	5%
TOTAL	100%

CRITERIA for SHIP OF THE YEAR (56 METERS AND 35 METERS)

CRITERIA	%
I. MAROPS	15%
1. <i>Number of Missions</i>	5%
2. <i>Civic Action / Evacuation</i>	3%
3. <i>Assistance to other Gov't Agency</i>	3%
4. <i>Number of Passengers</i>	2%
5. <i>Passenger Miles</i>	2%
II. MARLEN	15%
1. <i>Number Of Apprehensions</i>	
A. <i>Vessels / MBCA</i>	3%
B. <i>Persons</i>	2.5%
2. <i>Value/Amount of Confiscated Items</i>	5%
3. <i>Number of Vessel / MBCA Inspected</i>	2%
4. <i>Others</i>	2.5%
III. MARSAR	20%
1. <i>Number of Responded Missions</i>	5%
2. <i>Number of Person Recovered</i>	
A. <i>Survivors</i>	5%
B. <i>Dead Bodies</i>	5%
3. <i>Others</i>	5%
IV. MARSAD	10%
1. <i>Number of Missions</i>	4%
2. <i>Number of MVR/IAR</i>	4%
3. <i>Others</i>	2%
V. MAREP	10%
1. <i>Number of Missions</i>	2%
2. <i>Volume of Oil Spill Contained</i>	2%
3. <i>Number of Coastal Clean-up Related Activities Conducted</i>	2%
4. <i>Number of Sea Mammals Saved</i>	2%
5. <i>Others</i>	2%
VI. TRAINING	10%
1. <i>Number of Exercises Participated</i>	4%
2. <i>Number of Unit Training Conducted</i>	4%
3. <i>Others</i>	2%
VII. AWARDS	10%
1. <i>Bronze Cross Medal & Above</i>	3%
2. <i>CG Merit Medal / Military Merit Medal</i>	2%
3. <i>CG Commendation Medal & Below</i>	1%
4. <i>Commendations and Appreciations</i>	4%
VIII. RFS STATUS	10%
1. <i>Number of days RFS</i>	4%
2. <i>Total Steaming Time</i>	3%
3. <i>Total Miles Covered</i>	3%
TOTAL POINTS	100%

CRITERIA for SHIP OF THE YEAR (BUOY TENDER)

CRITERIA	%
I. MAROPS	8%
1. <i>Number of Missions</i>	2%
2. <i>Civic Action / Evacuation / Disaster Response</i>	2%
3. <i>Number of Passengers</i>	2%
4. <i>Passenger Miles</i>	2%
II. MARLEN	7%
1. <i>Number Of Apprehensions</i>	2%
2. <i>Value/Amount of Confiscated Items</i>	2%
3. <i>Number of Vessel / MBCA Inspected</i>	2%
4. <i>Others</i>	1 %
III. MARSAR	7%
1. <i>Number of Responded Missions</i>	5%
2. <i>Others</i>	2%
IV. MAREP	10%
1. <i>Number of Missions</i>	2%
2. <i>Volume of Oil Spill Contained</i>	2%
3. <i>Number of Coastal Clean-up Related Activities Conducted</i>	2%
4. <i>Number of Sea Mammals Saved</i>	2%
5. <i>Others</i>	2%
V. TRAINING	10%
1. <i>Number of Exercises Participated</i>	4%
2. <i>Number of Unit Training Conducted</i>	4%
3. <i>Others</i>	2%
VI. AWARDS	6%
1. <i>Medals</i>	3%
2. <i>Commendations and Appreciations</i>	3%
VII. RFS STATUS	12%
1. <i>Number of days RFS</i>	4%
2. <i>Total Steaming Time</i>	4%
3. <i>Total Miles Covered</i>	4%
VIII. ATON RUN	20%
1. <i>Number of Missions</i>	10%
2. <i>Total Miles Covered</i>	5%
3. <i>Total Steaming Time</i>	5%
IX. BUOY LAYING	20%
1. <i>Number of Missions</i>	10%
2. <i>Total Miles Covered</i>	5%
3. <i>Total Steaming Time</i>	5%
TOTAL	100%

WCS VESSEL OF THE YEAR

CRITERIA	%
I. MAROPS / FERRY MISSION	15%
1. <i>Nr of MSN</i>	5%
2. <i>Civic Action / Evacuation</i>	3%
3. <i>Assistance to other Gov't Agency</i>	3%
4. <i>Nr of PSGR</i>	2%
5. <i>PSGR Miles</i>	2%
II. MARLEN PTRL MSN	
1. <i>Nr Of Apprehension</i>	15%
a. <i>Vessel / MBCA</i>	5%
b. <i>Persons</i>	5%
2. <i>Volume of Confiscated Items</i>	3%
3. <i>Nr of Vessel / MBCA Inspected Boarded</i>	2%
III. MARSAR	20%
1. <i>Nr of Responses MSN</i>	5%
2. <i>Nr of Person Recovered</i>	
a. <i>Survivors</i>	5%
b. <i>Dead Bodies</i>	5%
c. <i>Other (items)</i>	5%
IV. MARSAD	10%
1. <i>Nr of MSN</i>	5%
2. <i>Nr of SOLAS Inspection Conducted</i>	5%
V. MAREP	10%
1. <i>Nr of MSN</i>	2%
2. <i>Volume of Oil Spill Contained</i>	6%
3. <i>Nr of Coastal Clean-up Related Activities</i>	2%
VI. TRAINING	10%
1. <i>Nr of Exercise Participated</i>	5%
2. <i>Nr of Unit Training Conducted</i>	5%
VII. AWARDS	10%
1. <i>Bronze Cross Medal & Above</i>	3%
2. <i>CG Merit Medal / Military Merit Medal</i>	2%
3. <i>CG Commendation Medal & Below</i>	1%
4. <i>Letter of Commendation and Appreciation</i>	4%
VIII. RFS STATUS	10%
1. <i>Nr of days RFS</i>	4%
2. <i>TST</i>	3%
3. <i>TMC</i>	3%
TOTAL POINTS	100%

CRITERIA	%
I. MAROPS / FERRY MISSION	
<i>NR of MSN</i>	20%
II. MARLEN PTRL MSN	
<i>NR of MSN</i>	20%
III. MARSAR MSN	
<i>NR of MSN</i>	20%
IV. MARSAD MSN	
<i>NR of MSN</i>	10%
V. MAREP MSN	
<i>NR of MSN</i>	10%
VI. TRAINING	
<i>Nr of Exercise Participated</i>	10%
VII. AWARDS	
1. <i>Medals Received</i>	5%
2. <i>Plaque / Letter / Commendation</i>	5%
VIII. RFS STATUS	
1. <i>TST</i>	5%
2. <i>TMC</i>	5%
TOTAL POINTS	100%

PCG AIRCRAFT OF THE YEAR

- **Accomplishment Report of the aircraft**
- **Total Flying Time**
- **Number of Mission**

CRITERIA for POG EP OF THE YEAR

CRITERIA	%
1. Outstanding Achievement	30%
2. Educational Background	10%
1. <i>Seminars/Military Schooling/Short Courses (TESDA)</i>	2%
2. <i>PRC</i>	2%
3. Civil Service Eligibility	
A. <i>sub professional</i>	1%
B. <i>professional</i>	2%
4. Masteral / Doctoral	2%
5. Bacalaureate Degree	1%
3. Military/Coast Guard Training	20%
1. <i>Foreign Schooling</i>	5%
2. <i>Local Schooling</i>	15%
4. Awards and Decorations	10%
5. Personal Factor	30%
1. <i>Communication Skills</i>	10%
2. <i>Knowledge</i>	10%
3. <i>Stability</i>	5%
4. <i>Appearance Bearing</i>	5%
GRAND TOTAL POINTS EARNED	100%

CRITERIA for LIGHTHOUSE KEEPER OF THE YEAR
and CIVILIAN EMPLOYEE OF THE YEAR

CRITERIA	%
I. Outstanding Achievement during the year	25%
II. Performance Evaluation Report	20%
III. Traits and Characteristics	25%
1. <i>Personal Appearance</i>	5%
2. <i>Morality</i>	5%
3. <i>Personal Relation</i>	5%
4. <i>Social Presence</i>	5%
5. <i>Personality</i>	5%
IV. Previous Awards	5%
V. Civil Service	15%
1. <i>Professional</i>	10%
2. <i>Sub Professional</i>	5%
VI. Masteral / Doctoral	10%
TOTAL	100%

CRITERIA	
	%
I. MARSAP Accomplishments	
II. MAREP Accomplishments	20
III. MASAR Accomplishments	20
IV. MCOMREL Accomplishments	20
V. Other Accomplishments	20
VI. Presentability/Packaging	10
	10
TOTAL	100%

6. FINAL AUTHORITY TO APPROVE AWARDS:

The awards given during the PCG Anniversary are finally approved and awarded by the Commandant, Philippine Coast Guard.

7. GUIDELINES FOR THE PROCESSING OF AWARDS:

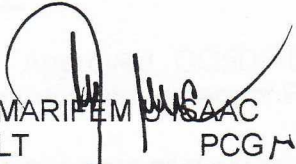
- a. Anyone that meets the criteria for an award may be recommended by the Unit's Commanding Officer or head of office or by any commissioned officer.
- b. Recommendations shall be in a formal letter indicating therein the following:
 1. Name and rank of person(s) being recommended for the award
 2. Recommended award
 3. Narrative description of the act, conduct, achievement or service for the recommendation.
 4. Action Date/Meritorious Period of Achievement
 5. Unit at the time of action or meritorious period
 6. Duty assignment(s)
 7. Name, grade, title or originator or recommendation
- c. Recommendations should include an unclassified proposed citation in the prescribed format and should reach the appropriate authority on or before deadline.
- d. Recommendation for unit award shall be in a formal letter and will include the following:
 1. A description justifying sufficient data including eligibility requirements to enable appropriate authorities to properly review and consider them adequately. The narrative should be specific and direct in establishing why the unit has earned distinction and just what sets this unit distinct from other units.
 2. A comprehensive list of all units endorsed for participation, including staffs when appropriate, with dates of attachments to the unit recommended for the award. Previous unit awards of any units listed should be identified. A statement indicating that no previous unit awards have been given for the period of recommendation should be stated if this is so.
- e. Supporting documents such as accomplishment reports, after operations/training reports, affidavits, eyewitness accounts, newspaper clippings or any other documents which could show proof of deed, act or achievement being sited shall be submitted together with all recommendations for awards.

This circular is hereby implemented effective this date.

BY COMMAND OF ADMIRAL TAMAYO:

OFFICIAL:

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


MARIFEM UNSAAC
LT PCGM
Coast Guard Adjutant

Philippine Coast Guard DISPOSITION FORM	Security Classification (if any)
File Nr: CG5DF-1009- 003	SUBJECT: Circular on the Secondment of PCG Officers to ReCAAP ISC and other Foreign Posts

TO: CGAO FROM: CG-5 Date: 05 October 2009 Comment Nr. _____

SUMMARY:

1. Ref: Approved CG5DF-0909-008 dated 23 September 2009 subj: Proposed Circular on the Secondment of PCG Officers to ReCAAP ISC and other Foreign Posts.
2. In the absence of a written policy, CG-5 has proposed a circular that would govern the Secondment of PCG Officers to ReCAAP ISC and Other Foreign Posts which has been approved by CPCG.
3. Inputs from the Central Staff have been incorporated in the approved circular.

RECOMMENDATION:

4. Signature on the attached circular.


--- ENRIQUEZ ---