

- b. PCGA - a non-government volunteer organization created by and under the supervision of PCG to assist in the implementation of PCG functions and mission as mention in RA 9993.
- c. Auxiliarists - refer to members of the PCGA who can be an officer with the auxiliary rank of Ensign to Vice Admiral, or a non-officer with an auxiliary rank of Auxiliarist 1 to 4.
- d. Director Auxiliary District (DAD) - refers to the person leading and managing the PCGA Auxiliary District
- e. Director Auxiliary Squadron (DAS) - refers to the person leading and managing the PCGA Auxiliary Squadron
- f. Director Auxiliary Division- refers to the person leading and managing the PCGA Auxiliary Division under the Auxiliary Squadron

## 5. GUIDELINES AND PROCEDURES

a. When an individual has been inducted into the PCGA by the Commander Coast Guard District, personal member identification number is assigned and a corresponding identification card shall be issued to him/her.

b. The PCGA Personal Identification Card can be secured/renewed by authorized applicants using the liaison system at the Office of DC of CGS for Community Relations Service, CG-7.

c. Applicant should fill-up the PCGA Personal ID Application Form. The Application Forms are strictly **Not For Sale**. Reproduction is authorized. (appendix a)

d. ID Card Photo requirements:

1) Uniform/Attire

- Wearing Marlen Blue Alpha uniform without headgear

2) Background/Remarks

- Recent picture (*should have been taken within 6 months*) with red background (*2in x 2in size*), no mustache/beard and with prescribed haircut and authorized nameplate that must be visible in proper placement

3) Attachments:

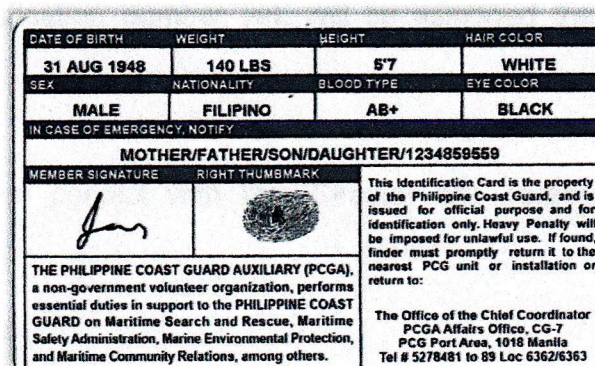
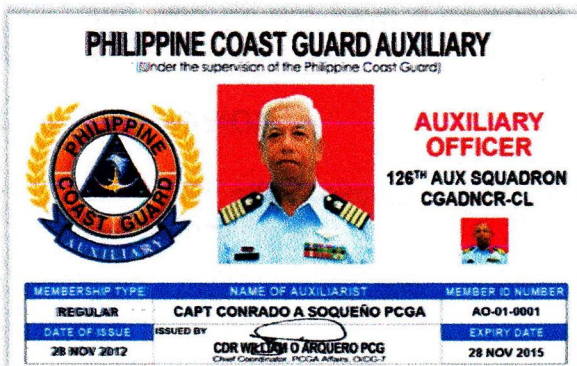
- Latest Appointment/Promotion Orders
- Endorsement letter from Squadron, District and National Commander, as appropriate

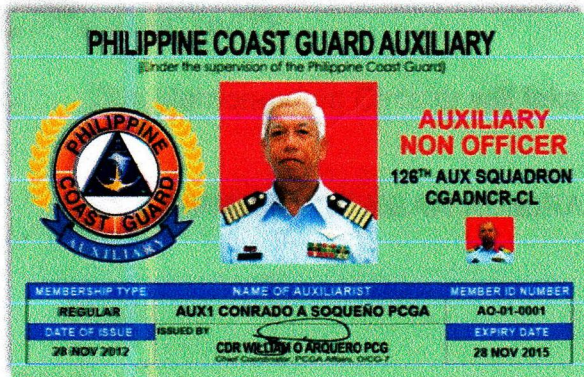
e. ID security features:

1) The Personal Identification Number is composed of three alpha numeric group, i.e. (Description-district code-xxxx). The meaning are as follows:

- First is the description of PCGA personnel to indicate whether he/she is an officer or not. Auxiliary Officers shall be prefixed with AO denoting auxiliary officer. Non-officers from Auxiliarist 4 to 1 do not have any prefix letter indicated.
- Second is the CG District Code as shown below:
  - 01 for CGD National Capital Region-Central Luzon
  - 02 for CGD Central Visayas
  - 03 for CGD South Western Mindanao
  - 04 for CGD Palawan
  - 05 for CGD Southern Tagalog
  - 06 for CGD Western Visayas
  - 07 for CGD North Western Luzon
  - 08 for CGD South Eastern Mindanao
  - 09 for CGD Bicol
  - 10 for CGD Northern Mindanao
  - 11 for CGD Eastern Visayas
  - 12 for CGD North Eastern Luzon
- The last four digits alpha-numeric is the assigned Personal Identification Number of a particular auxiliarist.

2) The color of ID card should be white for Auxiliary Officers and Green for Auxiliary Non-Officers.





DATE OF BIRTH	WEIGHT	HEIGHT	HAIR COLOR
31 AUG 1948	140 LBS	5'7	WHITE
SEX	NATIONALITY	BLOOD TYPE	EYE COLOR
MALE	FILIPINO	AB+	BLACK
IN CASE OF EMERGENCY, NOTIFY			
MOTHER/FATHER/SON/DAUGHTER/1234859559			
MEMBER SIGNATURE	RIGHT THUMBMARK	This Identification Card is the property of the Philippine Coast Guard, and is issued for official purpose and for identification only. Heavy Penalty will be imposed for unlawful use. If found, finder must promptly return it to the nearest PCG unit or installation or return to:  The Office of the Chief Coordinator PCGA Affairs Office, CG-7 PCG Port Area, 1018 Manila Tel # 5278481 to 89 Loc 6362/6363	
<i>[Signature]</i>	<i>[Thumbmark]</i>		
THE PHILIPPINE COAST GUARD AUXILIARY (PCGA), a non-government volunteer organization, performs essential duties in support to the PHILIPPINE COAST GUARD on Maritime Search and Rescue, Maritime Safety Administration, Marine Environmental Protection, and Maritime Community Relations, among others.			

3) The PCGA personal member identification numbers shall be included and maintained in the data base of the HPCG through the Office of the Deputy Chief of Coast Guard Staff for Community Relations Service, CG-7.

g. A replacement card for a lost ID card shall be issued after submission of a duly notarized affidavit of loss. There is no new personal identification number issued to a member who lost his/her ID card since each auxiliariast receives only one unique personal membership identification number which may be rendered inactive when an Auxiliariast is disenrolled.

h. For renewal/replacement, the old PCGA ID card should be surrendered to O/CG-7

i. Time frame allocated for processing of ID card is approximately 15 calendar days from the day of receipt of the application form from the applicant, post master or from the liaison of respective PCGA districts/squadrons.

j. All application forms must be properly endorsed by the respective Director Auxiliary Squadrons (DAS), Directors Auxiliary Districts (DAD), Commander Coast Guard District and National Director (ND) duly processed by the DC of CGS for CRS.

k. The Chief Coordinator, PCGA Affairs who is also the DC of CGS for CRS shall develop the system of assigning identification numbers to all existing active PCGA members and future members. Inactive members who return to active status and who do not have a personal identification number yet, will be assigned the latest available number.

**6. RESCISSION:**

All other circulars and policies in conflict with this Circular are hereby rescinded.

**7. EFFECTIVITY:**

This Memorandum Circular will take effect upon publication.

**BY COMMAND OF REAR ADMIRAL ISORENA:**

OFFICIAL:

  
**ALGIER D. RICAFRENTÉ**  
LCDR PCG  
Coast Guard Adjutant *08/04/2016*

**JOSELITO F DELA CRUZ**  
CAPT PCG  
Chief of Coast Guard Staff

APR 03 2013 40452

<b>DISPOSITION FORM:</b>	SECURITY CLASSIFICATION( IF ANY )
<b>FILE NR:</b> DCS-CRS-DF-0413-001	<b>SUBJECT: PCGA ID DESIGN</b>

TO: CPCG                      FM: CCGS                      DATE: 02 April 2013    COMMENT NR \_\_\_\_\_  
 VIA: VCA/VCO                      CDR ARQUERO/ERP/rga-6362

*[Handwritten signatures]*  
 CG-7 02 Apr 13  
 CG-3 02 Apr 13

**SUMMARY:**

1. References: (a) HPCG/CG-7 Memorandum Circular Nr. 03-12 dated 05 June 2012 with approved PCGA ID design  
 (b) Memorandum from National Auxiliary Director dated 19 February 2013
  
2. Reference a pertains to the approved PCGA ID design with the corresponding Memorandum Circular on the processing, issuance, re-issuance and renewal of PCGA ID cards.
  
3. Per reference b, the PCGA National Auxiliary Director, VADM DANILO G CABALDE PCGA endorsed a revised version of the Command approved ID design that was reviewed and approved by a Technical Working Group (TWG) headed by the OIC, PCG at the time. Said ID design was presented during a Staff Conference and to the VCA and VCO who all recommended some modifications (encl 1). Although the ID design in ref a has not been fully implemented, the modified ID design has some similarity with the said ID except for some visual changes and the definitive phrase "Under the supervision of the Philippine Coast Guard" under the heading. As such, the recommended ID design is clear enough that the ID bearer would not be mistaken as regular PCG personnel.
  
4. In view thereof, since ref. a stipulates the design of the PCGA ID, CG-7 recommends the approval of the proposed PCGA ID design and the subsequent amendment of HPCG Memorandum Circular Nr. 03-12 (encl 2).

**RECOMMENDATION:**

5. Approval of para 4.

Encls:

1. New PCGA ID Design
2. Amended HPCG Memorandum Circular Nr 03-12

-----*[Signature]*-----  
 DE LA CRUZ

3 APR 13  
DATE

APPROVED / DISAPPROVED

*[Signature]*  
COMMANDANT



PHILIPPINE COAST GUARD  
HEADQUARTERS PHILIPPINE COAST GUARD  
139 25<sup>th</sup> Street, Port Area Manila  
Tel # (02)5278481loc 6363

02 April 2013

HPCG/CG-7

MEMORANDUM CIRCULAR  
NUMBER . . . . . 01-13

**GUIDELINES ON THE ISSUANCE, RE-ISSUANCE AND RENEWAL OF  
IDENTIFICATION CARDS OF AUXILIARISTS AS AMENDED**

**1. GENERAL:**

This Memorandum Circular prescribes the guidelines and procedures governing the processing, issuance, re-issuance and renewal of identification cards for all auxiliarists (officer and non-officer):

**2. SCOPE:**

This circular is applicable only for the active members (auxiliarists) of the Philippine Coast Guard Auxiliary under the control and supervision of the Philippine Coast Guard.

**3. AUTHORITY:**

- a. Republic Act Number 9993 also known as the Philippine Coast Guard Law of 2009 and its Implementing Rules and Regulations (IRR).
- b. Revised PCGA Manual dated 03 May 2012

**4. DEFINITION OF TERMS:**

For the purpose of this Memorandum Circular, the following terms are hereby defined as follows:

- a. Identification Card - a card that gives identifying data about a member auxiliarist of PCGA