



**HEADQUARTERS PHILIPPINE COAST GUARD**  
(PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS)  
139 25<sup>TH</sup> Street, Port Area  
1018 Manila

04 December 2013

**MEMORANDUM CIRCULAR**  
**NUMBER.....03-13)**

**OPERATION AND MAINTENANCE OF AIDS TO NAVIGATION**

**I. PURPOSE:**

- a. This circular establishes the system in the maintenance and operation of aids to navigation.
- b. It prescribes the policies and responsibilities of all personnel concerned.

**II. SCOPE:**

This circular applies to all concerned in the performance, operation and maintenance of aids to navigation.

**III. DEFINITIONS:**

The following terms when used in this circular shall be construed to mean:

- a. **Lighthouse Keeper** – a PCG employee detailed to operate and maintain a light station and stays at the LH dwelling.
- b. **Personnel In-Charge (PIC)** – any PCG personnel designated responsible for the light station in accordance with HPCG Memo dated 11 Mar 96. PIC of unmanned LS has office at Coast Guard Stations.
- c. **District Aids to Navigation Office (DANO)** – it is an office created at the CGD to implement/ supervise the necessary maintenance and operational measures for all aids to navigation under his area of responsibility (AOR).

d. **Lighthouse/Light Station** – a fixed structure fitted with lighting apparatus that emits light of constant quality installed at the top of the tower which serves as markers of land and veering points for confirming position of vessels.

#### **IV. POLICIES:**

a. Coast Guard District Commanders shall have the administrative supervision and operational control of lights station and other aids to navigation.

b. A district Aids to Navigation office (DANO) shall be organized in every Coast Guard District and will be manned by qualified coast guard Officer, personnel, light keepers and utility workers. Lighthouse keepers shall be placed under the administrative control of the Commander, MSSC but under the operational control of the district Commanders.

c. Only one (1) light keeper will be assigned in a light station. PIC will be designated to temporarily take over the duties of the light keeper to his authorized absence.

d. Assignment and reassignment of civilian personnel to and from the Coast Guard District shall be at HPCG recommended by CMSSC.

e. Assignment and reassignment of coast guard personnel to and from the light station shall be district level concurred by CMSSC. Aids to Navigation trained personnel should remain to perform Aids to Navigation functions for at least three (3) years for officers and or at least five (5) years for EP's.

f. MSSC shall remain as the central and major Command of PCG in the establishment, development, modernization, administration, operation and major repair and maintenance of light stations and other aids to navigation.

g. Deputy Chief of Coast Guard Staff for Maritime Safety Services (CG8) shall be the central coordinating staff for aids to navigation matters.

h. No officer or personnel assigned or performing functions relating to Meteor burst Monitoring System shall be relieved, until time the relieving counterpart has adequately learn the task.

#### **V. RESPONSIBILITY:**

A. Coast Guard District Commander:

1. Responsible for the light keepers within the district level and apply HPCG Memorandum on Supervisors (SUP) and Personnel in- charge (PIC)

on lighthouse and other ATON equipments and accessories. (Refer to HPCG Memo DTD 11 Mar 1996).

2. Responsible for the organization of District Aids to Navigation Office (DANO) and fill-up at ATON personnel/manning administrative, logistics and operations requirements.
3. Responsible for the programming of logistics requirements and establishments of storage facility for equipments, repair parts and other materials.
4. Responsible for the formulation of accounting system and ensure that non-expendable items shall be accounted with signed Memorandum Receipts (MRs).
5. Develop and enhance technical expertise and repair capabilities of personnel in the district.
6. Responsible for the operation and maintenance of lighthouse and other Aids to Navigation in the area of responsibility.
7. Supervise security of light station and other Aids to Navigation in their area of responsibility.
8. Render monthly report on List of Existing ATON (Annex 3).

B. District Aids to Navigation Officer:

1. Conduct periodic inspection and progressive maintenance services to ensure normal operation of all ATON equipment at all times.
2. Conduct trouble shooting and major repair services to ATON on site.
3. Conduct inspection and determine condition of structure and serviceability of light station specifically after the calamity.
4. Conduct in-house training on the maintenance and operation of ATON in coordination with CANG.
5. Manage the operation and maintenance of other ATON in the Coast Guard District AOR.
6. Determine the location/coordinates for proposed sites of LS.
7. Acquire, store, and distribute spare parts and supplies to light station.

8. Send defective spare parts and equipment to HANC for repair/replacements.
9. Inspect and monitor completion of installation on projects and repairs on structures, dwellings render report to District Commander and C,MSSC.
10. Render the Monthly List of Existing ATON (Annex 3).

C. Headquarters Maritime Safety Services Command:

1. Render technical assistance as needed to the Coast Guard District on matters affecting the operation of all aids to navigation.
2. Conduct scheduled inspection on condition and actual situation of Aids to Navigation.
3. Conduct major repair on the equipment and apparatus of lighthouses to include its tower and structures.
4. Conduct repairs, replacement and planning of navigational buoys.
5. Provide refresher courses and advance training to personnel of CG District ATON office/units and light keepers.
6. Conduct necessary repairs of defective apparatus, spares parts and equipment received from CG District ATON office/units.
7. Determination, acquisition, storage and distribution of spare parts and apparatus to cognizant ATON end users. (Refer to Annex 4).
8. In coordination with CG-1, responsible for the recruitment and assignment as well as rotation of lighthouse personnel to the District Command.
9. In coordination with CG-1, responsible for the personnel advancement and upgrading of lighthouse personnel/position.
10. Monitor the performance and operating status of lighthouses beacon and buoys.
11. In coordination with other government agencies, plan, program and execute the establishment and acquisition of light stations, other aids to navigation and equipment.
12. Render Periodic reports to HPCG (Attn: CG-8).

D. Station Commanders:

1. Conduct periodic inspection of light station in respective AOR and render report to District level on matters related to light station and/ or light keeper.
2. Render assistance in the repair of light stations and other ATON.
3. Supervision of security of ATON in respective AOR.
4. Conduct minor repair on Lighthouses within their AOR.
5. Conduct ATON situation report by RAD MSG Form (Refer Annex 1).

E. Light Keeper/Personnel in-Charge (PIC)

1. Responsible in the normal operation and maintenance of respective light station and other ATON.
2. Conduct daily inspection of respective light station or other ATON especially after calamity.
3. Render report for any abnormal operation of light station of ATON (Refer to Annex 2).
4. Responsible for the security of light station or ATON.
5. Responsible for the maintenance of LS site and reservation.
6. Conduct PMS/ minor repair on his assigned light station. (Refer to Annex 4).

F. Deputy Chief of Coast Guard Staff for Maritime Safety Services (CG-8)

1. Allocate funds, logistics and POL of Coast Guard District and personnel requirements of District Aids to Navigation Office.
2. Evaluate/study and approve all recommendation for promotion, assignment, training, and upgrading of pay and allowances of LS Personnel in accordance with existing policies.
3. Issue of Notice to Mariners.

4. Evaluate and approved the established of new light stations, buoys, private aids to navigation and discontinuance of the operation of a chartered light station as recommend by CGD.

5. Reporting system:

A. ATON Situation report (Rad Msg / Annex 1)

This report will be rendered by the Coast Guard Station Commander after being informed by the lighthouse keeper concerned on the lighthouse situation report (Annex 2). It is rendered accordingly to update/upgrade the ATON Data System.

In this particular reporting system, an initial report will be made filling up all the information as shown by the format in Annex 1. The succeeding situation report, only the change of status shall be included in the radio message.

How to render report (After initial report): If batteries of LS Bojeador are defective. The Message is as follows:

FM: SC, CGS CURRIMAO  
TO: CCGD NLZ (ATTN: DANO)  
INFO: CPCG (ATTN: CG-10/CANC)  
BT...  
UNCLAS X CITE                      X ATON SR 04 JUN 96 X  
A1/LS BOJEADOR  
01/YUASA/SOLAR BATT  
02/6 EA  
03/2 VDC  
06/NOT OPTG  
07/04 JUNE 96  
08/DETERIORATED/NO VOLTAGE READING

B. Lightstation Situation Report (Written/Annex 2):

The LS Situation report is rendered by LK/PIC whenever is a change of lighthouse status such as after servicing repair or any changes that may occur in the said lighthouse.

Filling up of the information is similar to ATON Situation Report RAD Message. Refer to Annex 2. This will be the basis of ATON Situation Report by the cognizant CG Station.

C. List of Existing ATON (Annex 3)

This is a monthly report rendered by the Coast Guard District to the Headquarters Philippine Coast Guard (Attn: CG8) with the copy furnished to Commander, Maritime Safety Services Command. It is a coordinated report on all Aids to Navigation in the District's AOR.

This particular report shall be made every end of the month to reach the headquarters not later than 7<sup>th</sup> day of the succeeding month (Annex 3).

VI. **RECESSION CLAUSE:**

All circulars and policies inconsistent with this circular are hereby rescinded.


VII. **EFFECTIVITY:**

This Circular shall take effect upon publication.

**BY COMMAND OF REAR ADMIRAL ISORENA:**

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

**OFFICIAL:**

  
**RODERIK M ELIORAN**  
**LCDR PCG**  
Acting Coast Guard Adjutant

**ANNEX 1**



**PHILIPPINE COAST GUARD**

Outgoing Message

PRECEDENCE -P-		DATE-TIME-GRP-SG/INSTN:	
TRANSMISSION: CHECK BOX <input type="checkbox"/> FAX <input type="checkbox"/> EMAIL <input type="checkbox"/> SMS <input type="checkbox"/> COURIER <input type="checkbox"/>		GROUP:	
FM: C,CG STATION		SECURITY CLASSIFICATION: UNCLAS	
TO: C,CG DISTRICT (ATTN: DANO)		ORIGINATOR NUMBER:	
INFO: CPCG (ATTN: CG-3/CG-8/CGAC)			
C,MSSC (ATTN: ANS)			
<p>1. <u>(NAME OF LS)</u> LOCATED AT <u>(ADDRESS)</u> OR AT LAT (____) NORTH LONG (____) EAST WITH LIGHT CHARAC <u>(FLASH CHARACTER)</u> HAS BEEN RESTORED TO NORMAL OPERATION EFFECTIVE <u>(DATE)</u>.</p> <p>2. IT THIS CONNECTION, REQUEST REPRESENTATION WITH HPCG FOR ISSUANCE OF APPROPRIATE NOTAM FRO WIDEST DESSIMINATION.</p> <p>3. FOR FAVORABLE CONSIDERATION.</p>			
DRAFTED BY:		OFFICE NUMBER: _____	
APPROVED BY:			
RELEASED BY:			



ANNEX 2



PHILIPPINE COAST GUARD

Outgoing Message

PRECEDENCE -P-	DATE-TIME-GRP-SG/INSTN:
TRANSMISSION: CHECK BOX <input type="checkbox"/> FAX <input type="checkbox"/> EMAIL <input type="checkbox"/> SMS <input type="checkbox"/> COURIER <input type="checkbox"/>	
FM: LHK, NAME OF LS	GROUP:
TO: C,CG DETACHMENT	SECURITY CLASSIFICATION: UNCLAS
INFO: CPCG (ATTN:CGAC/CG3/CG8) C,MSSC (ATTN: CO,ANS) C,CG DISTRICT (ATTN: DANO) C,CG STATION	ORIGINATOR NUMBER:
<p>1. <u>(NAME OF LS)</u> LOCATED AT <u>(ADDRESS)</u> OR AT LAT (____) NORTH LONG (____) EAST WITH LIGHT CHARAC <u>(FLASH CHARACTER)</u> IS NOT OPERATING DUE <u>(REASONS/PROBLEMS)</u>.</p> <p>2. IT THIS CONNECTION, REQUEST REPRESENTATION FOR THE AVAILABILITY OF <u>(NEEDED SPARE PARTS TO MAKE THE LS OPERATING)</u> . FURTHER REQUEST TO HPCG FOR THE ISSUANCE OF APPROPRIATE NOTAM FOR WIDEST DESSIMINATION.</p> <p>3. FOR FAVORABLE CONSIDERATION.</p>	
DRAFTED BY:	OFFICE NUMBER: _____
APPROVED BY:	
RELEASED BY:	

ANNEX 3

DEPARTMENT OF TRANSPORTATION AND COMMUNICATION  
 PHILIPPINE COAST GUARD  
 COAST GUARD DISTRICT  
 ATON SPARE PARTS INVENTORY AND EXPENDITURES MONITORING SHEET  
 (AS OF \_\_\_\_\_)

CGD \_\_\_\_\_  
 DANO CONTACT No. \_\_\_\_\_  
 POIC, DANO CONTACT No. \_\_\_\_\_

DATE INSTALLED	ATON SPARE PARTS EXPENDED			RECIPIENT	REMARKS (RESTORED/ NOT RESTORED/ STAUS OF REPAIR)
	QTY/ UNIT	PARTICULARS	STN/DET		

PREPARED BY:

\_\_\_\_\_  
 OIC, DANO CGD \_\_\_\_\_  
 \_\_\_\_\_  
 PCG

