



**PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS**  
**(Headquarters Philippine Coast Guard)**  
139 25<sup>th</sup> Street, Port Area  
1018 Manila

HPCG/CG-7

21 December 2013

MEMORANDUM CIRCULAR  
NUMBER.....04-13

**GUIDELINES ON THE IMPLEMENTATION OF THE PCG ORIENTED NSTP-CWTS  
PROGRAM**

**1. AUTHORITY:**

- a. Republic Act Number 9993 also known as the Philippine Coast Guard Law of 2009 and its Implementing Rules and Regulations (IRR);
- b. Republic Act Number 9163 also known as the NATIONAL SERVICE TRAINING PROGRAM (NSTP) for tertiary level students;
- c. Memorandum of Agreement (MOA) between PCG and CHED;
- d. Minimum Standards for the National Service Training Program Common and Specific Modules; and
- e. Revised Implementing Rules and Regulations of the National Service Training Program (NSTP) s.2006

**2. GENERAL:**

This Memorandum Circular prescribes the guidelines and procedures governing the Implementation of the PCG oriented NSTP-CWTS Program. The policies herein are consistent with the conditions stipulated in the MOA between PCG and CHED which aims to introduce the PCG as a significant national agency when it comes to maritime safety, search and rescue, and environmental protection.

**3. SCOPE:**

This Circular applies to all Coast Guard units and personnel, including the PCGA, that are implementing the PCG oriented NSTP-CWTS Program in different schools, universities or colleges.

#### 4. DEFINITION OF TERMS:

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

- a. National Service Training Program (NSTP) - refers to the program aimed at enhancing civic consciousness and defense preparedness in the youth by developing the ethics of service and patriotism while undergoing training in any of its three (3) program components namely Reserve Officers' Training Corps (ROTC), Literacy Training Service (LTS) and Civic Welfare Training Service (CWTS).
- b. Civic Welfare Training Service (CWTS) - refers to programs or activities contributory to the general welfare and the betterment of life for the members of the community or the enhancement of its facilities, especially those devoted to improving health, education, environment, entrepreneurship, safety, recreation and morals of the citizenry.
- c. PCG NSTP-CWTS Program – hereinafter referred to as the 'Program', refers to the NSTP-CWTS Program of the PCG which comprises four modules namely; Disaster Risk Reduction and Management Awareness, Marine Environmental Protection, Leadership Training and Community Services.
- d. Disaster Risk Reduction and Management Awareness – refers to knowledge of the systematic process of using administrative directives, organizations, and operational skills and capacities to implement strategies, policies and improved coping capacities in order to lessen the adverse impacts of hazards and the possibility of disaster. Prospective disaster risk reduction and management refers to risk reduction and management activities that address and seek to avoid the development of new or increased disaster risks, especially if risk reduction policies are not in place.
- e. Environmental Protection - a practice of protecting the environment on individual, organizational or governmental levels, for the benefit of both the natural environment and the populace.
- f. Leadership Training- has been described as "a process of social influence in which one person can enlist the aid and support of others in the accomplishment of a common task".
- g. Community Services - these include activities that are more maritime oriented and target beneficiary are coastal community families and constituents



- h. NSTP Instructors – refers to a PCG Officer, Non-Officer, or PCGA member that is accredited and recognized by the Commander, Coast Guard Education and Training Command as a qualified instructor for the Program.
- i. NSTP Instructor Duty – duty assignment of an Instructor measured in time while teaching, supervising training activities, conducting researches or perform support duties for training in any NSTP training/course.
- j. Actual Training Activities – conduct of actual classroom or field instruction whereby an NSTP Instructor gives lessons/modules and demonstrates to students how to perform a given task and supervising them while performing.
- k. Support Training Activities – activities that help in the formulation of policies on the NSTP Program and conveyance of knowledge or skill directly to the students. These are the following:
  - g.1 Assisting in the formulation of policies on NSTP and other related activities;
  - g.2 Providing assistance to the instructor in the preparation of teaching materials or teaching aides;
  - g.3 As a member of the Demo Team in classroom or field instructions; and
  - g.4 Serving as instructor's assistant in supervising the students in Community Services.

## **5. INSTRUCTOR'S QUALIFICATION**

The minimum qualifications required for NSTP Instructors must have the following:

- a. Must be a BS or AB degree holder
- b. Must have completed the IMO Model Course 6.09 offered by the CGETC or other recognized training institution.
- c. Must have undergone the NSTP Instructor's training for the Program that would be conducted by the CGETC; and
- d. Qualified personnel should be without any pending case.

## **6. GUIDELINES**

(1) The O/CG-7 is responsible for the planning, supervision and proper implementation of the Program. A feedback mechanism to aid in the monitoring and development of the Program should be instituted.

(2) CG Districts will implement the Program to interested colleges and universities in their respective AORs.

(3) CG Districts are authorized to enter into Memoranda of Agreement (MOA) with interested schools in their AOR. The attached MOA serves as the guide in coming up with terms of reference that should be acceptable to both parties. This Circular does not restrict CG Districts from coming up with activities or agreements that would be beneficial to the parties concerned subject to pertinent laws, rules and regulations.

(4) NSTP Instructors for the Program should be trained and accredited by the CGETC. Additional requirements for instructors aside from the qualifications set forth by the PCG should be determined prior to entering an agreement with an interested school.

(5) NSTP instructor's duty and actual training activities of the Program will be based on the subject outline set forth by the CGETC and the partner schools.

(6) Normally, CWTS classes are civilian in nature and community oriented. Students who prefer CWTS and LTS as their NSTP are not used to the military discipline of the ROTC. Thus, NSTP Instructors of the Program in schools that offer traditional CWTS should assume a civilian type of demeanor in the conduct of their lessons. Coast Guard type of discipline may be imposed on students whose schools observe a regimental structure, such as maritime schools provided that they explicitly express their intention to adopt a more rigid training routine.

(7) Support training activities will be done by the CG District's NSTP unit to complement and enhance the NSTP activities. These activities should also include the use and/or availability, if the circumstances allow, of PCG facilities, equipment and other personnel related to the contents of the Program.

(8) Instructor Duty Record

(7.1) NSTP unit aboard CG Districts will record, maintain and update records of Instructor Duty;

(7.2) Upon request, the NSTP unit may issue a certification of record of Instructor Duty.

(7.3) The Instructor Duty under NSTP should be credited same with regular CGETC instructors.

(9) The schools shall be responsible for the overall conduct of their NSTP-CWTS. The instructors of the Program, who shall teach only four (4) of the fourteen (14) subjects of the CWTS should conform to the grading system of the partner school for purposes of consistency.

(10) The PCG instructors are authorized to receive honoraria in the form of travel, board and lodging allowances, for the actual services rendered to



partner schools. Coast Guard Districts should ensure that the provisions of the MOA include the allotment of honoraria for personnel as well as provide teaching related materials, equipment/s and office space.

(11) The MOA should include the following :

(11.1) The school should specify if they prefer a regimented discipline on their students or not.

(11.2) The implementing schools should ensure that the health and accident group insurances are provided for students as well as the NSTP Instructors.

(11.3) The Instructors shall submit the grades of NSTP students on time, based on the grading system used by the School.

(11.4) The NSTP units shall issue a certificate of completion of the Program to students if required.

(11.5) NSTP Instructors shall, at all times, observe the GAD policies of the Command and the school where they will instruct.

(11.6) The school shall provide the allotment of honoraria for NSTP Instructors in the form of travel, board and lodging allowances and other allowances to cover incidental expenses incurred as well as provide teaching materials, equipment and office space.

(11.7) CG Districts should ensure that the student to teacher ratio in each subject in the Program should be within the acceptable standards of the schools as practiced in their regular CWTS.

(12) All PCG personnel performing actual training activities and support training activities for NSTP is entitled to receive Instructors Duty Pay, aside from honoraria from implementing schools.

(13) In cases where the number of students who want to take up the program overwhelm the available instructors from the District NSTP units, qualified PCG instructors from other units that are located within the AOR of concerned District, may be requested to handle a class or several classes provided that subject personnel is allowed to perform NSTP instructions and that his/her primary duties should take precedence over the requested collateral duty. If qualified instructors are not available, PCGA members, who are preferably members of the regular faculty of the schools which have numerous students interested in the Program, may be requested to handle some or most of the classes. Provided that they have undergone the qualifying training for the Program and subsequently certified at the CGETC.

(14) PCGA Instructors who are requested or tasked with handling the Program in their own schools should be trained and certified by the CGETC as well. Completion of the CGETC Training for the Program shall form part of the PCGA member's career training course as per Chapter 9 Sec B of PCGA Regulations Manual 2012.

(15) Students who successfully complete the Program can join the PCGA as Auxiliarists under an appointed Squadron provided that they satisfy requirements for membership.

**7. REPEALING CLAUSE:**

All other Circulars and policies in conflict with this Circular are hereby repealed, amended or modified accordingly.

**8. EFFECTIVITY:**

This Memorandum Circular will take effect upon publication.

**BY COMMAND OF REAR ADMIRAL ISORENA:**

**OFFICIAL**

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

**RODERIK M ELIORAN**  
**LCDR PCG** *06/01/14 &*  
Acting Coast Guard Adjutant