



24 May 2010

HPCG Circular)
Number 08-10)

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 threat or force. The nominees for the PCG Aircraft of the Year Award will be determined and deliberated by the Coast Guard Air Group.

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 PCG EP OF THE YEAR

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

PCG AIRCRAFT OF THE YEAR

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

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. Personal Appearance	5%
2. Morality	5%
3. Personal Relation	5%
4. Social Presence	5%
5. Personality	5%
IV. Previous Awards	5%
V. Civil Service	15%
1. Professional	10%
2. Sub Professional	5%
VI. Masteral / Doctoral	10%
TOTAL	100%

PCGA SQUADRON OF THE YEAR

CRITERIA	%
I. MAREP	30%
A. COASTAL CLEAN-UP	10%
B. TREE / MANGROVE PLANTING	10%
C. OTHERS	10%
II. MARSAR	30%
A. NO. OF INCIDENT	10%
B. NO. OF RESPONSES	10%
C. NO. OF EXERCISE CONDUCTED	10%
III. MAROPS	40%
A. PCGA ACTIVITIES	10%
B. SEA SCOUTS ACTIVITIES	15%
C. INFO DRIVE	5%
D. SEA LIFT OPERATION	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.

8. RESCISSION

HPCG Circular No. 09-09 dated 29 September 2009 (PCG Anniversary Awards) and other policies that are inconsistent with this circular are hereby rescinded or modified upon approval and effectivity of this circular.

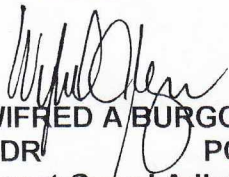
9. EFFECTIVITY:

This circular is hereby implemented effective this date.

BY COMMAND OF ADMIRAL TAMAYO:

ENRICO EFREN A EVANGELISTA
COMMO PCG
Chief of Coast Guard Staff

OFFICIAL:



WIFRED A BURGOS
CDR PCG 6
Coast Guard Adjutant