



Department of Transportation and Communications
PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(Headquarters Philippine Coast Guard)
139 25th St., Port Area
1018 Manila



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CIRCULAR)

NUMBER 01 - 11)

**PCG PERSONNEL PROCUREMENT FOR COAST GUARD OFFICER COURSE
(CGOC) AND COAST GUARDSMAN COURSE (CGMC)**

I. AUTHORITY:

- A. Republic Act 9993, Philippine Coast Guard Law
- B. PCG Circular Number 05-99
- C. PCG Circular Number 05-00
- D. Presidential Decree No. 1908
- E. Philippine Army (PA) policy on Recruitment and Training dtd 02 Mar 2010

II. PURPOSE: This circular prescribes the guidelines and procedures in the recruitment, screening, selection and processing of applicants for Coast Guard Officer Course and Coast Guardsman Course to ensure that all uniformed personnel are equipped with the necessary knowledge, skills and attitude required of the job.

III. SCOPE: This policy applies to all applicants for Commissionship and Enlistment to the PCG service.

IV. QUALIFICATIONS:

A. Coast Guard Officer Course

1. Qualifications. Only applicants in qualified status shall be recommended for CGOC:

a. Line Officer:

- 1) A natural-born citizen of the Philippines;
- 2) Of good moral character;
- 3) Unmarried and without child;

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- 4) Minimum Entry height requirement of 5'4" for male and 5'2" for female applicants;
- 5) Physically and mentally qualified under existing regulations for Coast Guard service;
- 6) Diploma/Holder of baccalaureate degree requiring four (4) years or more of study;
- 7) PCG Aptitude Battery Test rating of at least 85 percent;
- 8) Passed the Neuro Psychiatry (NP) Test
- 9) within the following age bracket:

a) At least twenty (20) years of age but not more than twenty six (26) years of age on the date of appointment in the service, *EXCEPT*:

i. graduate of PMMA or foreign services academies appointed as Ensign/2nd Lieutenants upon graduation;

ii. PCG enlisted personnel who shall qualify for commissionship, whose age should not be more than thirty (30) years on the date of appointment and have served for at least one (1) full term of enlistment.

b. Technical Officer:

1) Dentist, Veterinarian, Chemist, Chemical Engineer, Biologist, Marine Biologist, Nurse, Medical Technologist, Psychologist, Physical Therapist and other Professions considered by the Command as Technical:

- a) a natural-born citizen of the Philippines;
- b) of good moral character;
- c) unmarried and without child;
- d) minimum Entry height requirement of 5'4" for male and 5'2" for female applicants;
- e) physically and mentally qualified under existing regulations for Coast Guard service;
- f) board passer in their respective field of profession;
- g) PCG Aptitude Battery Test rating of at least 85 percent;
- h) passed the Neuro Psychiatry (NP) Test
- i) at least twenty (20) years of age but not more than twenty six (26) years old on the date of appointment in the service.

2) Medical Doctor, Lawyer and Chaplain/Imam

- a) a natural-born citizen of the Philippines;
- b) of good moral character;
- c) minimum entry height requirement of 5'4" for male and 5'2" for female applicants;
- d) physically and mentally qualified under existing regulations for Coast Guard service;

- f) Board/Bar Passer in their respective field of profession;
- g) PCG Aptitude Battery Test rating of at least 85 percent;
- h) Passed the Neuro Psychiatry (NP) Test
- i) At least twenty six (26) years of age but not more than thirty five (35) years old on the date of appointment in the service.

B. Coast Guardsman Course

1. Qualifications. An applicant for CGMC must possess the following qualifications:

- a. a natural born citizen of the Philippines;
- b. Of good moral character;
- c. Unmarried and without a child;
- d. Not less than eighteen (18) years of age but not more than twenty-six (26) on the date of appointment in the service.
- e. Minimum entry height requirement of 5'4" for male and 5'2" for female applicants ;
- f. Physically and mentally qualified under existing regulations for Coast Guard service;
- g. College graduate or earned at least 72 units with skills or a graduate of two (2) year TESDA course;
- h. PCG Aptitude Battery Test rating of at least 80 percent;
- i. Passed the Neuro Psychiatry (NP) Test;

V. DISQUALIFICATIONS: Notwithstanding the provisions of paragraph IV above, no applicant in any of the following categories shall be qualified for CGOC:

A. Persons serving as an officer, EM, official, or employee in any other capacity in the government or Armed Forces of any foreign country;

B. Those who were convicted for offenses involving moral turpitude in military or civil courts or any of the crimes against national security and law of nations, crimes against the fundamental laws of the state, crimes against order or crimes against public moral;

C. Has pending criminal, civil or administrative case;

D. A deserter or a felon;

E. Those separated from the government or civilian service:

1. Under dishonorable conditions.

a) As a result of court-martial.

b) As a result of administrative proceedings.

2. For unsatisfactory services.

3. In lieu of court-martial or administrative proceedings.

4. Under any condition other than honorable.

F. Those who failed in PCGABT, Neuro Psychiatry (NP) Test and/or such other qualification tests, as may hereafter be prescribed;

G. Those who do not satisfy the physical and medical standards prescribed in current PCG regulations.

VI. GUIDELINES:

A. The candidates for CGOC and CGMC shall be recruited from all provinces and cities, as far as practicable. A nationwide admission test shall be conducted through designated testing centers determined by Coast Guard District Commanders.

B. Recruitment of personnel into the active service shall be dependent on the vacancies created between the actual strength and authorized troop ceiling in a given year. Technical Services shall recruit personnel based on the approved personnel procurement program and shall be conducted on a year round basis.

C. Applicants with technical and specialized skills shall be given preference in the recruitment of personnel. The PCG shall recruit only the qualified applicants through a systematic, thorough, and efficient recruitment system.

D. The Command shall organize respective personnel procurement team/s (PPT) to recruit, screen, select and process applicants from the different regions of the country, for commissioning and enlistment into the PCG service.

E. A separate Board for screening and panel deliberation of applicants for CGOC and CGMC shall be created. The Boards shall be composed of at least five (5) PCG officers (to include a Legal and Medical Officer) and Master Chief Petty Officer (MCPO). CG-1 shall sit as chairman of the Boards.

F. After passing the PCGABT as well as the panel deliberation, applicants will be issued medical directives by the Commandant for NP test, Laboratory Exam, PCG Dental Exam and OB-GYNE examination for female applicants only.

G. Only CGOC and CGMC applicants in qualified status and have passed the PCGABT, NP, panel deliberation and those given medical clearance shall be included in the list of candidates for CGOC and CGMC training.

H. Qualified applicants or those included in the list of candidates for CGOC and CGMC shall submit with the following requirements:

- 1) NBI Clearance
- 2) PNP Clearance
- 3) Local PNP Clearance
- 4) Mayor's Clearance

- 5) Regional Trial Court Clearance
- 6) Barangay Clearance
- 7) School Diploma
- 8) Transcript of Records
- 9) Certificate of No Marriage (CENOMAR) available at NSO
- 10) Parents' Marriage Contract
- 11) Whole Body Picture
- 12) Accomplished PHS

VII. WAIVER: Waivers with respect to height and age requirements for the purpose of CGOC and CGMC basic training, commissioning and enlistment may be granted in accordance with the applicable existing circular/policy on granting of waivers.

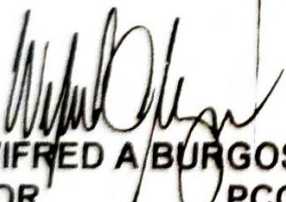
VIII. PCG BASIC TRAINING: Qualified candidates for CGOC and CGMC training shall be made to undergo the basic training for at least six (6) months to be conducted at the training centre and in accordance with the programs of the DCS for Education and Training and instructions as the Commandant, PCG may prescribe. CGOC and CGMC trainees who fail to satisfactorily complete the basic training program shall be dealt in accordance with the applicable existing rules and regulations.

IX. RESCISSION: All Provisions of existing policies and regulations, particularly PCG Circular Number 05-99 and PCG Circular Number 05-00, inconsistent with the foregoing is hereby rescinded or modified accordingly upon approval and effectivity of this Circular.

X. EFFECTIVITY: This directive takes effect upon approval.

BY COMMAND OF ADMIRAL TAMAYO:

OFFICIAL:


WIFRED A. BURGOS
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Coast Guard Adjutant

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