



PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(National Headquarters Philippine Coast Guard)
139 25th Street, Port Area
1018 Manila

CGLSC/CGIDS

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**CIRCULAR
NUMBER.....12-22**

**SPACE ALLOCATION STANDARDS OF PHILIPPINE COAST GUARD
BUILDINGS AND OFFICES**

I. REFERENCES

1. DBM – DPWH Joint Circular No. 1 dated 20 October 2016
2. PD 1096 – National Building Code of the Philippines
3. RA 9514 - Fire Code of the Philippines
4. BP 344 – Accessibility Law of the Philippines
5. RA 1378 – Plumbing Law of the Philippines
6. NHQ-PCG / CG-1 Circular No. 11-21 Guidelines on Philippine Coast Guard Titling dated 24 June 2021
7. CHED Memorandum Order No. 52 Series 2007 – Addendum to CMO 30, Series of 2004 Entitled “Revised Policies and Standards for Undergraduate Teacher Education Curriculum

II. PURPOSE

To enhance the mobility of persons and the accessibility of the working area within PCG building or offices.

III. OBJECTIVE

To prescribe the minimum space allocation standard for PCG buildings / office space based on the pertinent laws, rules and regulations, directives, and guidelines.

IV. SCOPE

This Circular shall cover all architectural designs of PCG buildings and any portion thereof, whether for new construction, renovation, and/or repair and maintenance to be performed by the Command or by contractors.

This shall apply to all future projects or current projects where modification shall still be allowed.

V. DEFINITION OF TERMS

1. Accessibility - refers to features that enable disabled persons to make use of the primary functions for which a structure is built (BP 344)

2. Gross Floor Area - the total floor space within the perimeter of the permanent external building walls (inclusive of main and auxiliary buildings) such as office areas, residential areas, corridors, lobbies and mezzanine level/s (PD 1096)
3. Occupant Load - The maximum number of persons that may be allowed to occupy a particular building, structure, or facility, or portions thereof (RA 9154).
4. Space Allocation - distribution of appropriate measurement of workspace for specific use or person.

VI. ACRONYMS

1. PWD - Persons with Disabilities
2. WC - Water Closet

V. POLICIES

1. PCG units shall adhere to the minimum space allocation standards on planning the office space indicated in this Circular.
2. The CGIDS shall revise/amend schematic plans, technical specifications, scope of works, and cost estimate to ensure compliance with the Circular.
3. The space allocation technical support services given by CGIDS to PCG units shall be based on this Circular.
4. The CGIDS shall ensure the execution of the compliance of the infrastructure projects to this Circular through supervision, monitoring, inspection, and coordination to the end-user and contractor/s.
5. The complete project documents, i.e., design and schematic plans, technical specifications, scope of works, and cost estimate must adhere to this Circular.
6. The CGIDS shall update the Circular provision to the future laws, rules and guidelines regarding minimum space allocation standards.

VI. GUIDELINES

Based on the consolidated relevant guidelines from the mentioned laws and circular, the PCG established a compatible space allocation standard in designing the agency's buildings with respect to the Table of Organization (TO) position of a particular unit or office. Indicated on the established guideline are the standard spaces and ideal area measurements based on rank. In addition, it also includes measurements and minimum standards for common particular spaces for the utilization of all personnel in PCG buildings. The table herewith is the PCG Space Allocation Standard.

SPACE	MINIMUM AREA (square meters)	MAXIMUM AREA (square meters)
Coast Guard Admiral (O-10)		
Office	9.30 sq.m. per person	72
Staff	9.30 sq.m. per person	6 sq.m. per person
Conference Room	1.40 sq.m.per person	60
Reception Room	1.40 sq.m.per person	30
Toilet / Bathroom	1.20 sq. m. With least dimension of 0.90 meter	6
Pantry	3 sq. m. With least dimension of 1.50 meter	10
Storage Area		10
Coast Guard Vice Admiral (O-9)		
Office	9.30 sq.m. per person	63
Staff	9.30 sq.m. per person	6 sq.m. per person
Conference Room	1.40 sq.m.per person	40
Reception Room	1.40 sq.m.per person	20
Toilet / Bathroom	1.20 sq. m. With least dimension of 0.90 meter	6
Pantry	3 sq. m. With least dimension of 1.50 meter	10
Storage Area		10
Coast Guard Rear Admiral (O-8); Coast Guard Commodore (O-7)		
Office	9.30 sq.m. per person	5 6
Staff	9.30 sq.m. per person	6 sq.m. per person
Conference Room	1.40 sq.m.per person	30
Reception Room	1.40 sq.m.per person	20
Toilet / Bathroom	1.20 sq. m. With least dimension of 0.90 meter	6
Pantry	3 sq. m. With least dimension of 1.50 meter	10
Storage Area		10
Coast Guard Captain (O-6)		
Office	9.30 sq.m. per person	36
Staff	9.30 sq.m. per person	6 sq.m. per person
Reception Room	1.40 sq.m.per person	10
Toilet / Bathroom	1.20 sq. m. With least dimension of 0.90 meter	4
Storage Area		6
Coast Guard Commander (O-5); Coast Guard Lieutenant Commander (O-4)		
Office	9.30 sq.m. per person	24
Staff	9.30 sq.m. per person	6 sq.m. per person

Reception Room	1.40 sq.m.per person	10
Toilet / Bathroom	1.20 sq. m. With least dimension of 0.90 meter	4
Storage Area		6
Lieutenant Senior Grade (O-3); Coast Guard Lieutenant Junior Grade (O-2); Ensign (O-1); Coast Guard First Master Chief Petty Officer (E-10)		
Office	9.30 sq.m. per person	12
Staff	9.30 sq.m. per person	6 sq.m. per person

PARTICULARS		
SPACE	MINIMUM AREA (square meters)	MAXIMUM AREA (square meters)
Main Lobby	0.25 sq. m. per person	0.28 sq. m. per person
Training Room	68.40 sq.m. (for 35 students and 01 instructor)	86.40 sq.m. (for 35 students and 01 instructor)
Conference Room	1.40 sq. m. per person	30
Storage Area		15
Pantry	3 sq. m. With least dimension of 1.50 meter	10
Quarters	6 sqm. With a least dimension of 2.00 m	Single Bed Room 4
		Twin – Sharing Bed Room 8
Quarters Lobby / Lounge	1.40 sq. m. per person	0.25 per person
Toilet / Bathroom	1.20 sq. m. With least dimension of 0.90 meter	4
Living Area	1.40 sq. m. per person	
Dining Area	6.00 sq. m. with minimum dimension of 2.00 m	
Kitchen	3.00 sq. m. With least dimension of 1.50 meter	

TOILET FACILITIES		
PWD Toilet	One (1) accessible toilet per accessible floor	1.70 m x 1.80 m = 3.06 sq. m.
	1 WC / 1-100 for female	

For agencies providing frontline services (for public use)	1 WC / 1-200 for male	1.50 per one water closet (WC) enclosure
	1 urinal / 1-100 for male	
	1 lavatory / 1 - 2 WC	
For agencies providing frontline services (for employee's use)	1 WC / 1-15, 2 WC / 16-35, 3 WC / 36-55 males	
	1 WC / 1-15, 2 WC / 16-35, 3 WC / 36-55 females	
	1 lavatory / 40 males; or 1 lavatory / 2 WC (whichever is applicable)	
	1 lavatory / 40 females; or 1 lavatory / 2 WC (whichever is applicable)	
PARKING AREA		
Office Space Parking	Office space with a gross floor area up to 70.00 sq. meters - provide one (1) parking slot for each unit	Automobile parking dimensions: 2.50 m. x 5.00 m.
PWD Parking Area	1 PWD Parking per office	3.70 m. x 5.00 m.

VII. RESPONSIBILITY CLAUSE

Project Proponents shall be responsible in ensuring that all infrastructure projects are presented to CGIDS for the latter's evaluation and review.

Commander, CGIDS shall ensure that all future infrastructure projects and current infrastructure projects which may still be modified should comply with the standards set forth in this Circular.

VIII. RESCISSION


All publications in conflict with this Circular are hereby repealed, rescinded or modified accordingly.

XI. EFFECTIVITY

This Circular shall take effect upon publication.

BY COMMAND OF COAST GUARD ADMIRAL ABU:

OFFICIAL:


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