



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

NHQ-PCG/CG-12

20 January 2021

**MEMORANDUM CIRCULAR
NUMBER 02-16**

AMENDMENT 01-21

**REVISED POLICIES AND/OR GUIDELINES ON THE PCG-PMMA CADETSHIP AND
SCHOLARSHIP PROGRAM, AMENDING HPCG CIRCULAR NUMBER 02-16
DATED 08 MARCH 2016 ENTITLED PROCUREMENT POLICY FOR PCG-PMMA
CADETSHIP AND SCHOLARSHIP PROGRAM**

I. REFERENCES:

- HPCG Circular Number 02-16 dated 08 March 2016 entitled Procurement Policy for the PCG-PMMA Cadetship and Scholarship Program

II. PURPOSE:

This Memorandum Circular prescribes the guidelines and procedures in the recruitment, screening, selection and processing of applicants for the Philippine Coast Guard-Philippine Merchant Marine Academy (PMMA) Cadetship and Scholarship Program to ensure that the selected applicants have satisfied all the necessary requirements prescribed by law and in accordance with the standards set forth by the Command. Moreover, this provides guidelines and other provisions during the duration of PCG-PMMA Cadetship and Scholarship Program.

III. SCOPE:

This Policy is applicable to all PMMA fourth class cadets (first year) who will signify to join the PCG service.

IV. DEFINITION OF TERMS:

- 1. PCG-PMMA Cadetship and Scholarship Program** – A program offered to PMMA fourth class cadets (first year) to apply for Cadetship and Scholarship Program.
- 2. PCG-PMMA Cadets** – PCG Cadets who are enrolled at the Philippine Merchant Marine Academy sponsored by the PCG.
- 3. Fourth Class / 4CL Cadets** – First year or freshman students of PMMA.

4. **Liaison Officer** – A designated Officer of the PCG who liaises between PCG and PMMA and is responsible for the direct communication and coordination with PMMA.
5. **PCG Tactics Group** – compose of PCG Officers and Non-Officers that will help Liaison Officer in liaising activities between PCG and PMMA. Likewise, will stand also as mentors to instill PCG customs and traditions during the cadetship of PCG-PMMA cadets.
6. **PCG-PMMA Info Drive Team** - composed of Officers and Non-Officers from Office of the DCCGS for Human Resource Management, CG-1; DCCGS for Education and Training, CG-12; Coast Guard Education Training and Doctrine Command (CGETDC); and Coast Guard Human Resource Management Command (CGHRMC).

V. **QUALIFICATIONS:**

PMMA fourth class cadets who have satisfied the following requirements shall be recommended and considered for PCG-PMMA cadetship program:

- 1) Must be a natural-born citizen of the Philippines;
- 2) Of good moral character;
- 3) Single and with no legal dependents;
- 4) Not more than 21 years of age;
- 5) Must be a newly entered cadet;
- 6) Must pass the modified PCG Aptitude Battery Test;
- 7) Must have no derogatory records or legal impediments;
- 8) Must have a good academic standing.

VI. **POLICIES:**

1. The PCG shall select candidates for the PCG-PMMA Cadetship and Scholarship Program through the PCG-PMMA Selection Board.
2. A PCG-PMMA Selection Board shall be created to deliberate qualified candidates. The Selection Board shall be composed of the following:

Chairman : Deputy Commander, CGETDC

Vice Chairman : the next senior Officer from amongst the member

Members : Chief of Training Staff, CGETDC
 : Superintendent, CG School for Special Maritime Affairs
 : Superintendent, Coast Guard Officers' School
 : Director, CG Leadership and Doctrine Development Center
 : Legal Officer, CGETDC
 : CG-1 Representative
 : CG-12 Representative

Secretariat : PCG-PMMA Liaison Officer
 Asst. Secretariat : Asst. PCG-PMMA Liaison Officer
 : Asst. Superintendent, CGSSMA

3. The funds for the cadetship and scholarship program is directed through scholarship contract as granted by the Commandant, Philippine Coast Guard to cadets that were selected by PCG-PMMA Selection Board;
4. That in terms of monthly base pay, PCG-PMMA cadets will receive the pay and allowances parallel with the other cadets of the military and uniformed personnel in the Department of National Defense and the Department of Interior and Local Government.
5. Separation or resignation of a PCG-PMMA Cadet during his/her cadetship will not be given a replacement and shall not use his/her slot to the next quota or batch.

VII. PROCEDURE:

1. Upon the beginning of PMMA Academic Year or after one-month probationary period, the PCG-PMMA Info Drive Team will conduct information drive to introduce the PCG and recruit the fourth-class cadets to join the PCG-PMMA Scholarship Program;
2. The PCG-PMMA Info Drive Team shall conduct a thorough initial screening and Modified PCG Aptitude Battery Test (PCGABT) to the PMMA 4CL Cadets who initially signified to avail the cadetship program;
3. The selected PMMA 4CL Cadets who passed the initial screening and Modified PCGABT will be interviewed and deliberated by the PCG-PMMA Selection Board;
4. The PCG-PMMA Selection Board thru CGETDC will submit recommendation of the qualified PMMA 4CL Cadets to compose the next batch of the PCG-PMMA Cadetship and Scholarship Program to O/CG-12;
5. At least fifteen (15) cadets each, taking up Bachelor's in Science for Marine Transportation (BSMT) and Bachelor in Science for Marine Engineering (BSME) will be selected annually from among the newly entered fourth class PMMA cadets or upon confirmation of CGHRMC and O/CG-1 for the quota of PCG-PMMA cadets each year;
6. Upon recommendation of qualified 4CL Cadets of PCG-PMMA Cadetship and Scholarship Program, they shall take oath as PCG Cadets and sign a scholarship contract upon approval of CPCG; and
7. Upon taking of oath as PCG-PMMA Cadets, they will be directed to comply and accomplish the necessary administrative requirements to be administered by the designated PCG-PMMA Liaison Officer. Likewise, they will be directed to open their individual personal savings Land Bank of the Philippines account, wherein their stipend and compensation will be deposited.

VIII. RESPONSIBILITIES

During the procurement up to the formal acceptance as cadets of PCG-PMMA Cadetship and Scholarship Program, the said units are responsible for the following:

- a. **Commander, Coast Guard Education, Training and Doctrine Command;**
 - is designated as the primary unit responsible for the administration and implementation of this program.

- will create a Selection Board for this purpose. At least fifteen (15) cadets each, taking up Bachelor of Science for Marine Engineering (BSME) and Bachelor of Science in Marine Transportation (BSMT) will be selected annually from among the newly entered fourth class PMMA cadets.
- will designate an officer to liaise with the PMMA and will establish satellite Office thereat

b. Commander, Coast Guard Human Resource Management Command;

- will ensure the annual or determined slot quota for the PCG-PMMA Cadetship and Scholarship Program.
- will create modified one-hundred question PCGABT to be administered and conducted to the interested PMMA 4CL cadets
- to process the administrative requirements such as BIR Tax Identification Number (TIN), PhilHealth No., PAG-IBIG etc.

c. Commander, Coast Guard Finance Service;

- to process the LBP Payroll account and Automated Teller Machine (ATM) card.
- shall prepare a separate payroll for PCG-PMMA cadets for the purpose of monitoring and publication as well as to be apprised of the cadet's status whether active, discharge or under administrative proceedings.
- shall be responsible for the payment of academic related expenses and stipend of cadets in coordination with O/CG-1.

d. DCCGS for Human Resource Management, CG-1;

- issue appointment orders for accepted PCG-PMMA cadets
- to conduct PCG Career orientation to PMMA 4CL Cadets during the PCG-PMMA Information Drive.
- issue appropriate orders in relation for the payment of academic related expenses and stipend of cadets.
- to process the Commissionship requirements of PCG-PMMA cadets who successfully graduated from training (In coordination with the designated PCG-PMMA Liaison Officer).

e. DCCGS for Comptrollership, CG-6;

- ensure appropriate budget programming for the annual recruitment for PCG-PMMA cadetship and scholarship program

f. DCCGS for Education and Training, CG-12

- will monitor the scholarship status of cadets, to include the termination or suspension of payroll account of terminated or suspended cadets as applicable subject to the provisions of scholarship contract.
- to administer and facilitate the Oath taking and signing of contract of PMMA 4CL Cadets to PCG-PMMA cadetship and scholarship program.

- to administer and facilitate the Graduation Rites and ceremony of graduating PCG-PMMA cadets to include Welcome Dinner Rites and ceremony and Oath Taking as Commissioned Coast Guard Officer upon graduation.
- will process the monthly billing of PCG cadets to PMMA like tuition fee, institutional fee and miscellaneous fee.

g. PCG-PMMA Liaison Officer;

- will monitor the progress of PCG Cadets during their four-year course until their graduation.
- will submit monthly status report of cadets to include their whereabouts, academic and non-academic grades, Cadets who were either terminated or suspended due to violations of the PMMA Rules and Regulations if there's any.
- will create a PCG Tactics Group that will teach and instill PCG customs and traditions to PCG-PMMA cadets during the four (4) years at PMMA.
- to administer all administrative requirements of PCG-PMMA cadets as required such as TIN, LBP Account, PhilHealth, SALN, SOI, PAG-IBIG etc.
- to monitor shipboard training of PCG-PMMA 2CL Cadets and render assistance who might not have the sponsoring shipping company in coordination with the O/CG-12.
- to direct and supervised the PCG-PMMA graduating cadets to process their Commissionship requirements.

IX. PCG-PMMA CADET TRAINING

- Qualified candidates for PCG-PMMA cadetship and scholarship program shall undergo the standard PMMA training of at least four (4) years at the Philippine Merchant Marine Academy in San Narciso, Zambales.
- All PCG-PMMA Cadets shall be bound by the provision of their signed Scholarship Contract and PMMA rules and regulations.

X. TERMINATION OF THE SCHOLARSHIP CONTRACT

- Scholarship of PCG-PMMA cadets who commit grave or fewer offenses according to PMMA Rules and Regulations shall immediately terminate or suspend depends on the recommendation of PMMA.
- Failure of suspended cadets to resume and enroll on the academic year upon receipt of written notice, the scholarship shall be terminated.
- PCG-PMMA Cadets who failed to pass in any two (2) of the academic and non-academic requirements of the Academy during the entire duration of his/her studies will lose their scholarship and eventually be deleted from the PCG payroll and further dealt with in accordance with the applicable existing rules and regulations;
- PCG-PMMA Cadets who committed any of the disqualifications mentioned in their signed scholarship contract or any grounds for the termination/suspension of PMMA existing rules and regulations, the Liaison Officer shall notify the PCG-

PMMA Cadetship and Scholarship Program Selection and Evaluation Board to hear and shall make proper recommendation on the disposition of the case. The recommendation shall then be forwarded to DCCGS for Education and Training, CG-12 for the approval of CPCG.

XI. COMMISSIONSHIP

- All PCG-PMMA Cadets who successfully passed all the academics and non-academics subjects of the four-year cadetship program will be automatically commissioned as regular Coast Guard Officer with the rank of Ensign (O-1) upon graduation.
- Upon commissioned as regular Coast Guard Officer, they will render continuous service to PCG for a period not less than eight (8) years.

XII. RESCISSION:

All circulars, policies and provisions of existing regulations that are inconsistent with the provisions of this circular are hereby amended or rescinded as the case may be.

XIII. EFFECTIVITY:

This Circular shall take effect upon publication.

BY COMMAND OF ADMIRAL URSABIA JR:

OFFICIAL:

ROLANDO LIZOR N PUNZALAN JR
RADM **PCG**
Chief of Coast Guard Staff


LIEZEL B. BAUTISTA
CDR **PCG**
Coast Guard Adjutant