



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

27 February 2017

MEMORANDUM CIRCULAR)

NUMBER 01 – 17)

**CONSOLIDATION OF THE OVERALL MANAGEMENT AND
DELIVERY OF MARITIME SAFETY SERVICES AS A MANDATE OF
THE PHILIPPINE COAST GUARD**

I. AUTHORITY:

- A. Republic Act (RA) 9993 (Philippine Coast Guard Law of 2009)
- B. Section I, General Order No. 106 HPCG dated 27 July 2007
- C. Section II, General Order No. 106 HPCG dated 27 July 2007

II. REFERENCES:

- A. HPCG Memorandum-Circular No. 01-00 dated 28 September 2000
(Port State Control)
- B. HPCG Memorandum-Circular No. 03-13 dated 04 December 2012
(Operation and Maintenance of Aids to Navigation)

III. SCOPE:

This Memorandum-Circular applies to all operating units of the Philippine Coast Guard.

IV. OBJECTIVE:

To consolidate into the Maritime Safety Services Command (MSSC) the overall management and delivery of maritime safety services as a mandate of the Philippine Coast Guard.

V. PURPOSES:

A. This Memorandum-Circular establishes the authority of the MSSC to exercise administrative and operational control over all PCG personnel performing maritime safety service functions in the operating units of the PCG.

B. In the exercise of its administrative and operational control, the MSSC is empowered to organize, train, equip, maintain and operate units and personnel tasked with maritime safety service responsibilities.

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VI. DEFINITIONS:

A. Operating Units. These are the frontline units tasked primarily to deliver maritime safety service functions. They include: a) Coast Guard Districts, Stations, Sub-Stations, Detachments, Clearing Outposts; b) Port State Control Centers and Divisions; and c) Port State Control Central.

B. Administrative Control. This is a type of control that a Unit Commander exercises over all personnel assigned to his unit that includes personnel accounting (through Morning Report/Daily Time Record), assignment, rotation, training, leaves/furloughs, retirement, separation, rest and recreation, promotion and disciplinary actions.

C. Operational Control. This is a type of control that a Unit Commander exercises over all personnel on detached service (D/S) status to his unit that includes personnel accounting (through Morning Report/Daily Time Record), additional duty assignment and disciplinary actions. In the case of disciplinary action, the Operational Unit Commander shall initiate the investigation of erring personnel and recommend to the Administrative Unit Commander the appropriate punitive action to be meted.

VII. GENERAL PROVISIONS:

A. The District Aids to Navigation Office (DANO) created in each of the Coast Guard Districts to implement/supervise the necessary maintenance and operational measures for all aids to navigation under their areas of responsibility (AOR) are hereby deactivated.

B. A Maritime Safety Services Unit (MSSU) is hereby activated in every Coast Guard District and will be manned by one (1) Commanding Officer and four (4) non-Officers who shall be designated by the Commander, MSSC from among the MSSC organic personnel. The lighthouse keepers and utility workers presently assigned to the Coast Guard Districts shall also be automatically placed under the Administrative control of the Commander, MSSC and direct supervision of the Commanding Officer, MSSU. The MSSU personnel (including lighthouse keepers and utility workers) shall be placed on detached service (D/S) status with the Districts they are assigned to.

C. The Port State Control Centers and Divisions activated since 1992 shall be placed under the Administrative and Operational control of the Commander, MSSC. This is to ensure that PSC inspections and operations are free of interference from the routine functions of the Districts and Stations where they are co-located. The Commanding Officer, MSSU shall be automatically designated as Commander, PSC Center of the District where there is no such designation. He shall exercise control and supervision of the PSC Divisions established in the District in behalf of the Commander, MSSC.

D. The District Commander shall exercise operational control over the MSSU personnel on D/S with the District. The operational control shall extend only to the direct control and supervision over the exercise of MSSU personnel of their specific functions. However, the Commanding Officer, MSSU may be given collateral duties by the District Commander for as long as they do not interfere with the CO, MSSU's primary functions. Likewise, PSCOs assigned to the Divisions may

be given collateral duties by the Station Commander especially in areas where the frequency of foreign ships calling at their ports is very low.

E. Administrative and Operational control of the PSC Central and Virtual National Center (VNC) shall be transferred from the Deputy Chief of Coast Guard Staff for Maritime Safety Services (CG-8) to the Commander, MSSC. The present PSC unit of the PSSC shall be renamed the PSC Central. The Deputy Commander, MSSC shall be designated as Director, PSC Central. Personnel and equipment of the PSC Central and VNC shall also physically relocated at HMSSC, Cavite Buoy Base, Sangley Point, Cavite City.

F. Assignment and reassignment of MSSU personnel (uniformed and non-uniformed) to and from the Coast Guard Districts shall be administered by the MSSC. The same goes true for PSC Center and Division personnel.

G. The Commanding Officer, MSSU shall be designated as Special Disbursing Officer (SDO). The DANO Funds presently allocated to the Coast Guard Districts shall be transferred to the management and control of the Commanding Officer, MSSU. This is to include other logistics, operational and POL support funds that may later be allocated, the disbursement of which shall be subject to usual accounting procedures.

VIII. RESPONSIBILITIES:

- A. The Commander, Maritime Safety Services Command shall be responsible for the implementation of this Memorandum-Circular and shall ensure:
1. Proper coordination and information dissemination with Coast Guard District Commanders.
 2. Proper assignment, re-assignment and balanced rotation of MSSU and PSC personnel to ensure their continuous operation.
 3. Proper coordination with higher headquarters for the availability and appropriate allocation of funds to the MSSUs and PSC Centers/Divisions.
 4. Review of qualifications and subsequent endorsement for the confirmation by CPCG of appointment orders of qualified PSCOs.
 5. Programming and conduct of local and foreign training for PSCOs.
 6. Proper country representation in PSC-related local and foreign forum.
- B. The Commanders of the Coast Guard Districts shall ensure full cooperation with the Commander, MSSC for the successful implementation of this Memorandum-Circular.
- C. The Deputy Commander, MSSC/Director, PSC Central shall undertake the following:

1. Monitoring of the general conduct of PSC inspections in the country.
2. Approval and forwarding of relevant PSC reports to the IMO and the Tokyo MOU Secretariat including those being sent to the Asia-Pacific Computerized Information System (APCIS) database.
3. Maintenance and updating of all PSC records and reports aboard PSC Central.
4. Maintenance of close coordination with the Tokyo MOU Secretariat and other Members of the Tokyo MOU on PSC in the Asia-Pacific Region.
5. Periodic review of PSC regulations and procedures.
6. In coordination with the Maritime Safety Services Training Institute (MSSTI) and upon approval by the Commander, MSSC, conduct local training for PSCOs.
7. Monitor the status of vessels detained until they are cleared for their next voyage.

D. The Commanding Officer, MSSU shall undertake the following:

On Aids to Navigation

1. Exercise direct control and supervision of all MSSU personnel and lighthouse keepers and utility workers and direct them to conduct inspection and progressive maintenance services to ensure normal operation of all AtoN equipment at all times.
2. Conduct troubleshooting and major repair services to AtoN on site.
3. Conduct inspection and determine condition of structure and serviceability of lighthouses and stations affected by any calamity.
4. Manage the operation and maintenance of other AtoN systems in the Coast Guard District AOR.
5. Determine and verify viability of location (coordinates) of proposed sites of light stations and recommend to the Commander, MSSC appropriate actions.
6. Acquire, store and distribute AtoN spare parts and supplies as appropriate. Ensure proper documentation and reporting on the distribution and utilization of AtoN spares and supplies in accordance with the usual accounting requirements.

7. Inspect and monitor the progress up to the completion of installation projects and repairs on lighthouse and station structures and render appropriate report to the Commander, MSSC copy furnished the District Commander.
8. Render the Monthly Status Report of Lighthouses and Stations and continuously update the Coast Guard District Light List.
9. Effectively disburse funds allocated to the unit in accordance with usual accounting procedures and requirements to ensure optimum operating efficiency of AtoN systems in the District AOR.

On Port State Control

1. If designated as Commander, PSC Center, exercise direct control and supervision of PSC Divisions established in the District AOR.
2. Proper coordination and information dissemination, particularly with the Philippine Ports Authority and local shipping agents.
3. Proper conduct of PSC inspections and accomplishment of required reports including those that needs to be posted to the VNC.
4. Submission of accomplished PSC forms and inspection reports to the Commander, MSSC (Attn: Director, PSC Central) if reports have not been posted in the VNC (APCIS).
5. Proper maintenance of PSC records. Forwarding of reports and appropriate notices of ship detentions to the Commander, MSCC (Attn: PSC Central), District Commander, PPA, Master of the vessel, local shipping agent concerned/owner's representative, Classification Society representative concerned, and local office of the flag State whose flag the vessel is entitled to fly (Consul). The Coast Guard Action Center (CGAC) shall likewise be furnished copies of PSC reports in cases of vessel detention.

On Vessel Safety Enforcement and Inspection

1. Exercise direct control and supervision of the VSEI database system. The VSEI section of the MSSU shall merely be repository of reports on vessel safety enforcement and inspection activities conducted by the Districts and Stations.
2. Advise the District Commander and Station Commanders on the conduct of vessel safety enforcement and inspection based on recent policy formulations.
3. Assist, whenever required, in the conduct of vessel safety enforcement and inspection procedures.

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4. In coordination with the MSSTI and VSEI Unit of the MSSC, arrange for the conduct of periodic in-house training for District and Station personnel performing VSEI functions.

On Search and Rescue Operations

1. Provide assistance to the District Operations Branch on the preparation of SAR incident reports. Furnish a copy of same to the Commander, MARSAR Group.
2. When necessary, render assistance to District SAR operations.

On Salvage Operations

1. Provide assistance to the District in the evaluation and processing of requests for a Salvage Permit.
2. Recommend to the Commander, MSSC approval of duly processed requests for a Salvage Permit.
3. Provide assistance to the District/Station in the monitoring of duly approved salvage operations.

IX. RESCISSION CLAUSE:

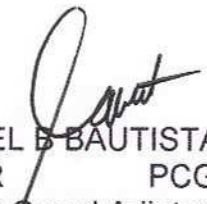
The provisions of Memorandum-Circular No. 01-00 (Port State Control) dated 28 September 2000 and Memorandum-Circular No. 03-13 (Operation and Maintenance of Aids to Navigation) dated 04 December 2013 found in conflict with this Memorandum-Circular are hereby deemed rescinded. Other provisions in both Memorandum-Circulars remain in effect.

X. EFFECTIVITY:

This Memorandum-Circular shall take effect upon publication.

BY COMMAND OF COMMO GARCIA:

OFFICIAL:


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13/03/17/11

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