

**CIRCULAR NR 06-12**  
**CONCURRENT**  
**INSTRUCTOR SYSTEM OF**  
**THE COAST GUARD**  
**EDUCATION & TRAINING**

**28 MAY 2012**



Department of Transportation and Communications  
**PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS**  
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1018 Manila



HPCG/CG-12

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**CONCURRENT INSTRUCTOR SYSTEM  
OF THE COAST GUARD EDUCATION AND TRAINING**

1. **REFERENCES:**

- a. DOTC Circular dtd 19 May 1998; Subject: Promotion System for Commissioned Officers of the Philippine Coast Guard
- b. HPCG Circular 01-07 dtd 23 March 2007; Subject: Composition, Eligibilities, Responsibilities and Sources of PCG Faculty
- c. HPCG Circular Number 10-08 dtd 08 December 2008; Subject: Philippine Coast Guard Instructors Badge
- d. HPCG Circular Number 03-05 dtd 04 April 2005; Subject: Career Development Pattern of Enlisted Personnel in the Philippine Coast Guard
- e. HPCG Circular Number 05-04 dtd 27 July 2004; Subject: Entitlement to Instructors Duty Credits and Granting of Instructor Duty Pay
- f. HPCG Circular Nr 02-03 dtd 01 July 2003; Subject: Selection and Categorization of Candidates for Foreign Career Courses, Trainings and Seminars/Workshops and their Utilization)

2. **PURPOSE:** To prescribe the policies, guidelines, procedures, sources, qualifications, responsibilities and benefits relative to the effective and sustainable concurrent instructor system until such time that a permanent faculty system is establish.

3. **DEFINITION OF TERMS:**

- a. **Actual Training Activities-** Conduct of actual classroom or field instruction whereby a Coast Guard shows or demonstrates to students how to perform a given task; gives them lessons; provides them with knowledge, insights or understanding on a particular subject, or supervises them in learning to do something in a specific fields of interest (para 4.5, ref. b);
- b. **Concurrent Instructors** - PCG personnel who, in addition to his/her primary duty in CGETC, concurrently be assigned as an instructor on specific subject to teach and can devote a large part of his/her time for instructor duties;
- c. **Concurrent Instructor Duty Status (CIDS)** – Status of an officer or personnel on concurrent instructors' duty.
- d. **Instructor-** An Officer, non-officer or civilian employee of the PCG and non-PCG personnel performing or has performed instructor duty (para 4.1, ref. b)
- e. **Instructor Duty (ID)-** Duty assignment of an instructor, measured in time, requiring said instructor to teach, convey or communicate knowledge or supervise training activities or conduct researches or perform support duties for training in the Coast Guard training/courses held at the Coast Guard Education and Training Command (CGETC) and PCG Satellite Training Institution (STI) .
- f. **Instructor Duty Pay (IDP)-** a form of incentive allowance authorized to PCG personnel on Instructor Duty performing actual training activities, training

management, support training activities and other support activities as defined in 4.5, 4.6, 4.7 and 4.8 of ref b.

- g. **Guest Instructors-** Non-CGETC organic personnel/ civilian employees and non-PCG personnel who were invited to render instruction to CGETC courses/training (para 4.2, ref. b)
- h. **PCG Personnel-** for the purpose of this Circular, it pertains to PCG officers, non-officers and non-uniformed officers.

#### 4. **POLICIES AND PROCEDURE:**

##### a. **Sources of Poll of Concurrent instructors:**

- 1) PCG personnel who have undergone foreign and/or local schooling with contractual obligation pursuant to para 1(f) hereof.
- 2) Qualified non-officers who are graduates of Basic Leadership Management Course (BLMC) or Advance Leadership Management Course (ALMC) shall serve as a concurrent instructor in CGETC.
- 3) Training specialists who hold a plantilla position in the PCG Table of Organization and Equipment or civilian instructor on service contract with PCG.

The aforementioned personnel shall be assigned in CGETC on full time status. They shall be given teaching loads as concurrent instructor aside from his/her regular assignment as staff or unit commanders of CGETC as the case maybe;

##### b. **Qualifications** - Concurrent Instructor Duty Status Order shall be issued to competent PCG Officers/Non-Officers who would pass the following qualifications:

- 1) Must have an academic discipline (baccalaureate degree holder) or specialized training of not less than three (3) months on IMO Model Courses and considerable experience on a particular subject. Preference will be given to Philippine Regulatory Commission (PRC) license, member of the Bar and post graduate degree holder.
- 2) Must have finished the Training Course for the Instructors (e.g. IMO Model Course 6.09 or any training related to Instructor Development);
- 3) Must pass the Instructor's Qualifying Examination to be administered by CGETC as one of the basis to gauge the Instructors' Teaching Competency;
- 4) There shall be a Board created to be headed by the Deputy Commander and three senior concurrent instructors as *members* that will evaluate the PCG Officer or personnel through an interview and actual teaching demonstration.;
- 5) PCG personnel who had foreign studies should likewise pass the above-mentioned qualifications;
- 6) Upon passing the above qualifications, Concurrent Instructor Duty Status (CIDS) order shall be granted to the candidate. No CIDS shall be given to any PCG Officer found to be contravening the above procedures for the issuance of CIDS.

##### c. **Instructors Development Training-** CGETC shall program development training to concurrent instructors that will provide them with an approach for professional development:

- 1) During orientation phase, newly designated concurrent instructors conducts the actual training activities making use of the available Instructors' Guide under the supervision of a "senior" concurrent instructor;
- 2) After attaining the basic instructor status as categorized in para 1(c) of this circular, concurrent instructor **in addition to his/her duty as concurrent instructor** must be involved in **course or curriculum review** and recommend improvement of the course plan to include **course framework, course outline, detailed teaching syllabus, instructor manual and assessment.**

- 3) When he/she is a holder of a senior or a command instructor badge (para 1(c)), he/she can now be exposed to activities that will enrich their skills such as research, writing and publishing of materials appropriate to individual instructor's professional credentials.
- d. **Subjects or Field of Specialization** - The identified subjects or field of specialization based on the organizational needs of the PCG under RA 9993 including but not limited to the following:
- 1) Elementary naval architecture (ship's nomenclature and ship's construction);
  - 2) Fundamentals of the Conventions such as SOLAS, MARPOL, STCW, COLREGS, Load line;
  - 3) Elementary marine engineering (marine propulsion, parts of rudder, principle of electricity);
  - 4) Fundamentals of Maritime Security and Law Enforcement;
  - 5) Fundamentals of Maritime Safety Administration;
  - 6) Fundamentals of International Maritime Convention and Ship Safety Inspection to include domestic safety regulations ;
  - 7) Maritime Casualty Investigation;
  - 8) Management and Leadership;
  - 9) Proper gun handling, arresting techniques and other law enforcement operations procedures
  - 10)
  - 11) CGETC should designate, in a planned and consistent way, concurrent instructors in the subjects aforementioned, from among the officers and/or enlisted personnel assigned to CGETC
- e. **Tenure of the concurrent instructor** - Three (3) years or longer, (pls. see Encl. A – Sample Program);
- f. **Duty of the Concurrent Instructor**- Concurrent instructors should be:
- 1) In charge of more than half academic modules in CGETC courses;
  - 2) Give lectures;
  - 3) Must devote a large part of his/her time to study the designated subject and how effectively to train trainees;
  - 4) Responsible in the preparation of Session Plan and Instructors' Guide;
  - 5) Develop manuals and other training materials;
  - 6) Review or formulate case study analysis;
  - 7) Recommend improvement of the course plan to include course framework, course outline, detailed teaching syllabus, instructor manual and assessment;
- g. **Incentives/ Benefits**- To attract Officers and personnel to be assigned in CGETC, incentives be given to the designated concurrent instructors to include but not limited to the following:
- 1) Preference to the JICA offered training courses in Japan as well as other available foreign schooling, in conformity with the subject designated to him/her;
  - 2) Priority to participate in seminars and trainings related to field of specialization;
  - 3) Instructor Duty Pay (IDP) of 25 % of the base pay;
  - 4) For promotion purposes, full one (1) point shall be granted to officers in every year of assignment in CGETC as concurrent instructor but not to exceed six (6) points. In excess of a year, points shall be determined by interpolation. Only those actually assigned with CGETC shall be entitled with this promotion points. Promotion points for instructor's duty and other duty credits shall be given in accordance with the existing Circular on PCG Promotion System and PCG-NO Career Pattern and Development.

- 5) Other incentives deemed applicable for concurrent instructors.
  - 6) Duty credits and instructor's duty pay of officers/personnel assigned in CGETC not on "concurrent instructor's duty" status shall be governed by HPCG Circular Number 05-04 dtd 27 July 2004; Subject: Entitlement to Instructors Duty Credits and Granting of Instructor Duty Pay.
5. **RECISSION:** All circulars, policy and other directives that are in conflict with this circular are hereby rescinded.
6. **EFFECTIVITY:** This Directive shall be effective upon publication.

**BY THE COMMAND OF VADM TAN:**

**AARON A RECONQUISTA**  
COMMO                      PCG  
Chief of Coast Guard Staff

**OFFICIAL:**

  
**ALGIER RICAFFRENTE**  
LCDR                      PCG  
Coast Guard Adjutant

**ANNEX**

Assignment plan for Concurrent Instructors (draft image)

Field		1st year(2010)	2nd year(2011)	3rd year(2012)	4th year(2013)	5th year(2014)	6th year(2015)	7th year(2016)
MARLEN1 (Academic)	A	←		→	←		→	←
	B		←		→	←		→
(Arresting Technic)	C(ENS Aguilar)	←		→	←		→	←
	D(PO3 Lizardo)	←		→	←		→	←
MARSAR	E	←		→	←		→	←
	F		←		→	←		→
Boat Handling	G	←		→	←		→	←
	H	←		→	←		→	←
MAREP	I		←		→	←		→
	J			←		→	←	

- 1 Two(2) instructors on MARLEN and one(1) on MARSAR will be assigned for the first step
- 2 Instructor on Boat handling will be assigned after the "Boat handling instructor course"
- 3 Assigned instructor should take advantage of attending study course in Japan