

DEPARTMENT OF TRANSPORTATION AND COMMUNICATIONS
PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(Headquarters Philippines Coast Guard)
139 25th Street, Port Area
Manila

27 June 2013

HPCG/ETB

CIRCULAR)

NR. . . 03-13)

**FUNCTIONS OF THE PCG EDUCATION AND TRAINING BOARD (ETB) and PCG
GENERAL TRAINING POLICIES**

1. PURPOSE: The PCG Education and Training Board is hereby created to act as an advisory body to the Commandant, Philippine Coast Guard on matters pertaining to the *education and training* system of the Philippine Coast Guard and prescribes general training policies and guidelines, as needed.

2. COMPOSITION:

a. The PCG Education and Training Board (ETB) shall be composed of the following regular members:

-Vice Commandant for Administration	- Chairman
-Commander, CGETC	- Vice Chairman
-DC of CGS for Education and Training, CG12	- Member/Secretariat
-DC of CGS for Plans and Programs, CG5	- Member
-Relevant Staff	- Member
-Relevant Unit	- Member

b. The Deputy/assistant of the members shall be automatically designated as alternate members of the board. In the absence of the Chairman, the Vice-Chairman presides over the meeting,. In cases where in both the Chairman and Vice-Chairman are not present, the most ranking member present shall preside the meeting as Acting Chairman.

c. The relevant staff will be invited, if the course to be deliberated concerned his office functions. Further, he will sit as a regular voting member.

d. The relevant unit commander will be invited, if the course to be deliberated concerned his unit functions. Further, he will sit as a regular voting member.

3. FUNCTIONS:

a. Broad Function:

To act as a policy making body on matters pertaining to Education and Training of the Philippine Coast Guard.

b. Specific Functions:

- 1) To formulate and recommend policies geared towards improving the education and training standard and educational system of the PCG;
- 2) To review and endorse curriculums/program of instructions of basic courses, functional, specialization courses, advance courses and other career courses newly introduced to be offered by CGETC or of existing courses with recommended major revisions;
- 3) To review and evaluate operational and training doctrines formulated or being revised;
- 4) To recommend to the Commandant, PCG, attendance to scholarships/grants/ slots. Training, seminars, special meetings including international training commitments;
- 5) To promote closer working and cordial relationship with AFP, PNP and civilian counterparts;
- 6) To review, study and recommend educational opportunities and training cooperation necessary for the enhancement of the education and training standards of the Command;
- 7) To perform other related functions as the CPCG may direct.

4. GENERAL POLICY:

- a. All PCG Officers and Non-Officers must render service aboard CGETC in accordance with HPCG/ CG-1 Circular Number 02-03, subject: Selection and Categorization of candidates for Foreign Career Courses, Trainings and Seminar/Workshops and their Utilization dated 01 July 2003, and in compliance to the general rotation policy of personnel.
- b. The Board shall not interfere with the day to day training activities and responsibilities of the Coast Guard Education and Training Command (CGETC).
- c. Funding to support the activities of the Board shall be sourced from the budget of the Deputy Chief of Coast Guard Staff for Education and Training, CG-12.

5. RESCISSION: All other publications in conflict with this circular are hereby rescinded.

6. EFFECTIVITY: This circular shall take effect upon publication.

BY COMMAND OF REAR ADMIRAL ISORENA PCG:

OFFICIAL:


ALGIER D RICAFRETE
LCDR PCG
Coast Guard Adjutant *GR*

JOSELITO F DELA CRUZ
COMMO PCG
Chief of Coast Guard Staff