

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

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CG-3/CGAO

CIRCULAR)
 :
NUMBER 04-13)

ACTIVATION OF COAST GUARD STATIONS (CGS) AND COAST GUARD
SUB-STATIONS (CGSS)

I. REFERENCES:

- a) Republic Act 9993 (Philippine Coast Guard Law of 2009) and its IRR.
- b) CG-5 / CGAO Circular Number 01 dated 17 August 1990 subj: Activation of Coast Guard Stations and Detachments

II. PURPOSE:

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This Circular sets forth the rationale for the creation of Coast Guard Stations and Coast Guard Sub-Stations and prescribes the procedures in the activation, de-activation, upgrading, and downgrading of these operating units.

III. SCOPE:

This circular applies to existing CG Stations and CG Detachments and future CG Stations and CG Sub-Stations.

IV. DEFINITION:

- 1. Coast Guard Stations (CGS) – A Coast Guard Station is an operational unit strategically located within a coastal town or city and mandated to perform coast guard functions and other activities as may be prescribed by higher authorities. CGS is a subordinate unit of the Coast Guard District (CGD) and headed by an Officer as Station Commander. The CGS has a clear and defined operational boundary over land and maritime waters along the lines of provincial boundaries.
- 2. Coast Guard Sub-Station (CGSS) – A Coast Guard Sub-Station is a smaller operational unit strategically located within a coastal town or city and mandated to perform coast guard functions and other

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activities as may be prescribed by higher authorities. CGSS is a subordinate unit of the Coast Guard Station (CGS) and headed by a leading Non-Officer with the minimum rank of Petty Officer 3rd Class (PO3) as Coast Guard Sub-Station Commander. The CGSS has a clear and defined operational boundary over land and maritime waters along the lines of municipal boundaries. The CGSS shall have a minimum manning requirement of five (5); one personnel primarily responsible per coast guard function (i.e. maritime safety, marine environmental protection, maritime security and law enforcement, and maritime communications).

3. Mobile Team -- A Mobile Team (MT) is a subordinate unit of the CGS and or CGSS, it has no permanent base of operation (i.e. separate office and billeting spaces from that of the CGS or CGSS), it shall be composed of three (3) or more Non-Officers led by a Petty Officer-In-Charge (POIC). The MT is mandated to perform coast guard functions within the operational boundaries of its mother unit (i.e. CGS or CGSS).

V. POLICIES:

1. General

- a. The general basis for the rationale / justification in recommending and authorizing the activation, de-activation, upgrading, downgrading, of CGS or CGSS shall be the efficient and effective performance, or the lack thereof, of coast guard functions under Section 3 of RA 9993.
- b. The Commandant, PCG shall be the sole approving authority for the activation and de-activation of CGS, upgrading of CGSS into a CGS and the downgrading of CGS into a CGSS upon the recommendation/justification of the District Commander concerned.
- c. The District Commander may activate ad-interim a CGSS if the Commandant has already approved in principle the activation. In the meantime that the confirmation process is being undertaken for the full activation, the CGSS can operate as mandated by this circular. The District Commander shall ensure that the activated ad-interim CGSS shall have adequate and comfortable office and billeting spaces for the number of assigned personnel, efficient and effective reliable communication equipment, and well supported with logistics and operational support funds.
- d. The Headquarters, PCG will endeavor to provide the manpower and materiel support, and operational support funds of the newly activated CGS or CGSS within the current

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Fiscal Year, otherwise the support will be programmed and made avail in the next Fiscal Year.

2. Specific

a. Activation

1) The following shall be the fundamental criteria in the activation of a Coast Guard Station or Coast Guard Sub-Station:

- a) The activation will greatly enhance the delivery of public service and performance of coastguard functions under RA 9993.
- b) The location must be strategic and where the delivery of coastguard services can be projected with optimize results in terms of quality and timeliness.
- c) The office should be easily accessible physically and electronically to the public.
- d) The minimum number of personnel necessary to man the CGS or CGSS must be available and equipped with basic office and communications equipment at the time of the activation.


2) Specific information / data not limited to the following shall be included in the justification for the activation of a CGS or the upgrading of a CGSS into a CGS:

- a. General political, economic, maritime trade and security characteristics of the operational area;
- b. Security and illegal activities assessment of the operational area;
- c. Specific area of operation (AOR). The operational boundary should be clearly defined by coordinates and same should be sketched / drawn in the operational area chart;
- d. List of vessels homeported and plying in the AOR, categorized into passenger, cargo, fishing vessels, for personal use, etc.;
- e. Average daily volume of maritime traffic during peak periods (i.e during OPLAN Ligtas Kwaresma, Balik Eskwela, Undas, and Krismas). Passenger volume should be categorized into inbound and outbound;
- f. List of aids to navigation and or VTMS being managed (if any);

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- g. List of oil depots, industrial plants, beach resorts, and other facilities that are being monitored in compliance to marine pollution regulations;
- h. There should be a permanent structure, whether PCG owned or leased/rented, adequate for the purpose of an office and comfortable billeting space for personnel;
- i. List and status of communications equipment;
- j. List and status of land vehicles;
- k. List of available floating assets, organic or otherwise, that can be called upon during emergency situations (i.e. SAR operations);
- l. The proposed organizational chart defining the specific duties/responsibilities of each assigned personnel;
- m. Actual manning distribution of the CGD and its sub-units at the time of the activation of the CGS or CGSS;

b. De-activation

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- 1) A CGS in areas where there is a significant decline in the activities requiring coast guard presence should be considered by the CGD Commander for de-activation depending on the assessment vis-à-vis coast guard functions under RA 9993.
 - 2) A CGSS in areas where there is a significant decline in the activities to the point where coast guard presence on a day-to-day basis is no longer viable or when security consideration warrants the transfer of the CGSS, should be de-activated or operated only on a seasonal or visitation basis by a mobile team.

c. Downgrading and Upgrading

- 1) A CGS in areas where there is a significant decline in the maritime activities to the level that coast guard functions can be better delivered by a CGSS, should be downgraded into a CGSS.
- 2) A CGS may be downgraded in class upon the recommendation and or justification of the CGD Commander to the Commandant.
- 3) A CGSS in areas where there is a significant increase in the maritime activities to the level that coast guard functions can be better delivered by a CGS, should be upgraded into a CGS.


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Activation of Coast Guard Stations (CGS)...cont.

VI. EFFECTIVITY:

This circular is effective upon publication.

VII. RECISSION:


All previous publication in conflict with this Circular are hereby rescinded.

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