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<b>DISPOSITION FORM</b>		SECURITY CLASSIFICATION (if any)
FILE NR DCS-HRM-0215- <u>398</u>	<b>SUBJECT: PROPOSED SOP ON THE CREATION OF BOARD OF SENIOR NON-OFFICERS IN THE PCG</b>	

To: CPCG From: CCGS  
Via: DCPCG

Date: 26 February 2015 Comment Nr\_\_  
CAPT LOPEZ:ATF:KOGN - 6112

 CG-1 27 Feb 15

**SUMMARY:**

1. This pertains to the proposed SOP on the creation of Board of Senior Non-Officers (BOSNO) in the Philippine Coast Guard. The SOP will govern the BOSNO in the distribution of positional assignment of Non-Officers from CPO (E-7) to FMCPPO (E-10) and will also provide guidelines on selecting/designating Major/District Master Chief as well as PCG Command Master Chief.

2. The SOP has the following salient point.

- a. Equitable system on positioning Senior Non-Officers in a Middle-Managerial Level of assignment;
- b. Senior non-officer will be considered to the next higher position based on his competence, merit and potentials, regardless of his relative seniority in the Seniority and Lineal List (SLL); and
- c. The Board has full autonomy.

3. Moreover, the Board will be composed of the following:

- |  |                                     |
|--|-------------------------------------|
| DCS for Human Resource Management, CG-1      | - Chairman                          |
| PCG Command Master Chief                     | - Vice Chairman                     |
| Assistant Command Master Chief for Admin     | - Member                            |
| Assistant Command Master Chief for Operation | - Member                            |
| Chief Master-At-Arms of O/CG-1               | - Ex-Officio Member/<br>Secretariat |
| CMCPO of CGFleet and CGETC                   | - Members                           |

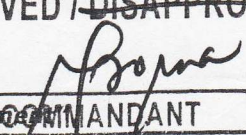
4. Relative to the foregoing, CG-1 recommends for the approval of the proposed SOP on "Creation of Board of Senior Non-Officers (BOSNO) in the Philippine Coast Guard" as corrected.

**RECOMMENDATION:**

5. Approval of para 4 and subsequent publication of the proposed SOP. (Enclosure)

  
--- ENDONA JR. ---

ENCL: Draft Standard Operating Procedure

<u>5 MAR 15</u> DATE
<b>APPROVED / DISAPPROVED</b>
 COMMANDANT



**PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS**  
(Headquarters Philippine Coast Guard)  
139 25<sup>th</sup> St., Port Area  
1018 Manila

05 March 2015

CIRCULAR  
NUMBER 02-15

**GUIDELINES IN THE CREATION OF BOARD OF SENIOR NON-OFFICERS**

**1. REFERENCES:**

- a. Republic Act 9993 dated 12 February 2010 (PCG Law of 2009)
- b. Republic Act 8220 dated 09 October 1996
- c. Republic Act 9365 dated 21 December 2006
- d. HPCG Memo-Circular Nr 03-05, 2005 Edition dated 04 April 2005
- e. GHQ Cir. Nr 06 dated 06 and 08 March 2007

**2. SCOPE:**

This circular shall apply to PCG Non-officers who are qualified to compose the membership of the PCG Board of Senior Non-Officers (BOSNO).

**3. PURPOSE:**

This circular shall provide guidelines, policies, designation and qualification of members to compose the PCG BOSNO which shall assist the CPCG in the selection and evaluation of candidates for positional assignment to grades SCPO/E-8 to FMCPO/E-10.

**4. DEFINITION:**

- a. Grade – The rank of a Non-Officer of the Philippine Coast Guard.
- b. Seniority and Lineal List (SLL) – A document containing the names of all Non-Officers in the active services, arranged by grade and in accordance with their relative seniority.
- c. Deferred of Promotion- A category of failure of promotion whereby a Non-Officer who is considered/ deliberated upon for promotion is not recommended for promotion for cause, i.e., He lacks the necessary individual merit required for promotion or fails to satisfy the required standards set for promotion due to an administrative impediment to his promotion, the incurrance of which is definitely deemed on account of his own fault, failure or negligence.

d. Time-in-Grade – The inclusive period rendered by Non-Officers in a particular grade/rank starting from the effective of his/her permanent promotion or reduction to a lower permanent grade to the effective date of his/her contemplated promotion to the next higher permanent grade.

e. Compulsory Retirement – this refers to the compulsory retirement provided for in the RA 9993 and PD1638, as amended by PD 1650.

f. Best Qualified – Those Senior Non-officers selected from among the qualified Non-officers on the basis of their relative seniority, professional attributes, demonstrated performances and behaviors, and their indicated potentials to discharge the duties and responsibilities required of the next higher position in accordance with the standard set by the Board of Senior Petty Officers of the Philippine Coast Guard.

g. Table of Organization (TO) - The Table of Organization of the PCG shall provide for the different Non-Officers positions in the PCG and the grades or ranks authorized for the positions. It shall serve among others as a guide or basis in the distribution and assignment of Non-Officers. Likewise, it shall serve as basis in determining the authorized number of personnel in the grades/ranks of SCPO, MCPO and FMCPO in the PCG.

h. Middle-Manual Level- Non-Officers in grade E-7 to E-10 are individuals who exercise responsibility to managerial responsibilities to wit:

**Chief Petty Officer (Grade E-7)**

Sub-Station Commander of PCG Sub-Stations,  
Chief Master-At-Arms of PCG Unit/Station  
Chief Master-At-Arms of PCG commissioned vessel;  
Boat Captain of PCG Floating Craft and;  
Boat Engineer of PCG Floating Craft

**Senior Chief Petty Officer (Grade E-8) (Positional Rank of Non-Officers)**

Deputy Station Commander of PCG Station;  
Chief Master-At-Arms of PCG Districts and PCG Major Units;  
Chief Master-At-Arms of PCG Technical Units;  
Chief Master-At-Arms of HPCG Central/Special/Staff offices

**Master Chief Petty Officer (Grade E-9) (Positional Rank of Non-Officers)**

Command Master Chief of different PCG Districts and Major Units;  
Assistant PCG Command Master Chief for Operations;  
Assistant PCG Command Master Chief for Support Units; and  
Assistant PCG Command Master Chief for Women Affairs

**5. BOARD OF SENIOR NON-OFFICERS:**

5. **BOARD OF SENIOR NON-OFFICERS:**

a. **PCG Board of Senior Non-Officers (PCG-BOSNO)** - In line with the above General Policy, there shall be created a PCG-BOSNO, which shall screen, deliberate, and select from among the qualified PCG-NOs who are best qualified for positional assignment to E-8 and above. It shall have tenure, composition, duties, and functions as follows:

1) **Tenure** - Each **PCG-BOSNO** member shall serve one (1) year commencing on 01 January and terminating on 31 December of every calendar year unless sooner dissolve/terminated due to exigencies of the service or other justifiable reasons.

2) **Qualifications of PCG Non-Officer for BOSNO** - If the BOSNO deliberates positional assignment it should also state the qualification of becoming a BOSNO member:

- Must have no administrative/criminal records from any judicial/quasijudicial bodies.
- Must have no derogatory information/reports.
- Must have performed as CMCP0 of major units in the PCG of at least one year.
- Must be proficient in oral/written communications.
- Must be physically/mentally and emotionally fit.
- Must have no pending cases in civil/military courts.
- Must be cleared to handle classified matters.
- Must possess a credible service reputation.
- Preferably a college graduate.

3) **Composition** - For positional assignment to E-8 and above, HPCG shall create a Board shall be composed of six (6) voting members and one (1) ex-officio member. The Deputy Chief of Coast Guard Staff for Human Resource Management, CG-1 as Chairman of the Board; PCG Command Master Chief as Vice Chairman; Assistant PCG Command Master Chief for Admin (O/CMCP0) as Member; Assistant PCG Command Master Chief for Operation (O/CMCP0) as Member and *the ex-officio member will be the Chief Master-At-Arms (CMAA) assigned with O/CG-1 who will serve as voting member and shall likewise serve as the Secretariat.* The other members of the Board will be designated from the following units/offices: Command Master Chief Petty Officer (CMCP0) from CGETC and CG FLEET and who will serve as voting members and all of whom are at least E-8 in grade; provided that when there is not enough Non-Officers in grade E-8 to complete a particular Board of

Senior Non-Officers, Senior Non-Officers in grade E-7 may be designated as members.

**4) Duties and Functions:**

- a. The Board(s) shall consolidate, review and finalize all the recommendations for positional assignment to the Chairman, PCG BOSNO prior submission to the Commandant, Philippine Coast Guard for approval.
- b. The Board of Senior Non-Officers shall assist the Commandant, Philippine Coast Guard in the evaluation and selection of Non-Officers in grade E-8 and above for distribution to the corresponding positional assignment, as warranted under this SOP.
- c. The Board of Senior Non-Officers shall assist the Commandant, Philippine Coast Guard in determining who among the Non-Officers in grade E-8 and above are eligible to occupy and be assigned to positions for which the corresponding next higher grades are authorized.
- d. The PCG BOSNO shall formulate policy, guidelines and procedure in the selection of senior PCG Non-Officers to be selected for positional assignment at HPCG, PCG major units and support units.
- e. The PCG BOSNO shall formulate policies and procedures for the qualifications of senior PCG Non-Officers to be designated as CMCPO and CMAA of major and support units of the PCG.

**5). Governing Policies of the Board:**

- a. The Deputy Chief of Coast Guard Staff for Human Resource Management, CG-1 as Chairman of the Board
- b. The Vice Chairman of the Board must be the most ranking Non-Officers or PCG Command Master Chief.
- c. *The non-selection by a prior PCG-BOSNO of PCG Non-Officers will be considered as ground for rejection by future PCG-BOSNO of the said PCG Non-Officers.*
- d. *The PCG BOSNO shall formulate policy, guidelines and procedure in the selection of senior PCG Non-Officers to be selected for positional assignment at HPCG, PCG Major Units and support units.*
- e. The PCG BOSNO shall formulate policies and procedures for the qualifications of senior PCG Non-Officers to be designated as CMCPO and CMAA of major and support units of the PCG.

f. No PCG Non-Officer shall be distributed or assigned without having been satisfactorily evaluated and passed upon by the PCG-BOSNO, except otherwise provided in this Circular .

**6) Board Decisions Mechanism** – A majority of members of the PCG Board of Senior Non-Officers must agree on nay decision of the Board, and on each of the Non-Officers recommended for position to be submitted to the PCG-BOSNO for evaluation prior recommendation for approval to the Commandant, Philippine Coast Guard.

**7. RESCISSIONS:**

PCG policies inconsistent with this SOP are hereby rescinded or modified accordingly.


**8. EFFECTIVITY:**

This Circular is hereby implemented effective upon publication.

BY COMMAND OF VICE ADMIRAL ISORENA PCG:

OFFICIAL

OSCAR C ENDONA JR  
CAPT PCG(GSC)  
Chief of Coast Guard Staff

  
LIEZEL B BAUTISTA  
LCDR PCG  
Coast Guard Adjutant *01/04/17*