



PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(National Headquarters Philippine Coast Guard)
139 25th St., Port Area
1018 Manila

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HCGETDC / T1

MEMORANDUM CIRCULAR
NUMBER 01-20

AWARD OF PHILIPPINE COAST GUARD INSTRUCTOR BADGE

1. REFERENCE

- a. Memorandum Circular 10-08 dtd 28 December 2008, Subj: Philippine Coast Guard Instructor Badge;
- b. HPCG Circular Number 05-04 dated 27 July 2004, Subj: Entitlement of Instructor Duty Credits and Granting of Instructor Duty Pay;
- c. HPCG/ETB Circular Number 03-04 dated 12 April 2004, Subj: Function of the PCG Education and Training Board (ETB) and PCG General Training Policies;
- d. HPCG Circular Number 05-15 dated 29 September 2015, Subj: Guidelines on the Implementation of the PCG Oriented NSTP-CWTS Program;
- e. NHQ-PCG Circular Number 02-19 dated 04 March 2019, Subj: Establishment of Satellite Training Institute.

2. PURPOSE

This Circular prescribes the eligibility, authority and policies for the award of the Philippine Coast Guard Instructor Badge.

3. SCOPE

This Circular applies to all PCG Officers, Non-Officers, Non-Uniformed personnel, PCGA and personnel from other agencies/institutions who have earned Instructor Duty Credits as prescribed by HPCG Circular Number 05-04 dated 27 July 2004, Subj: Entitlement to Instructor Duty Credits and Granting Instructor Duty Pay and so qualified by this Circular to be awarded with PCG Instructor Badge.

4. DEFINITION

- a) **Badge** – an insignia of an organization/unit, this is presented or displayed to indicate feat of service.
- b) **Guest Instructor** – non-CGETDC organic personnel/non-uniformed personnel and non-PCG personnel who were invited to lecture or teach on specific subjects in courses offered by CGETDC.
- c) **IMO Model Course 6.09** – a model course of International Maritime Organization (IMO) designed to facilitate the delivery of training in the competence standards required by the IMO Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended (STCW 95). It provides a sound basis for the delivery of other training programs.
- d) **Instructor** – any person performing or has performed instructor duty or taught, lectured in a class or manage a class as a course director, guest lecturer and resource person.
- e) **Instructor Badge** – an insignia for special accomplishment, a symbol of authority granted to any person with specialized talents in teaching or highly scholastic endeavour.
- f) **Instructor Duty** - 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 or training in any Coast Guard training/ courses held at Coast Guard Education Training and Doctrine Command (CGETDC) and PCG Satellite Training Institutions (STI).
- g) **Instructional Hours (IH)** - The total number of hours used in conducting training activities, training management activities and support training activities aboard CGETDC and its Regional Training Centers (RTCs) and in STIs.
- h) **National Service Training Program-Civic Welfare Training Service (NSTP-CWTS) Program** - is a program designed to enhance the civic consciousness of students by developing the value of service and commitment for the welfare and betterment of life of all members of the community. This was instituted by the Government of the Philippines on 05 January 2000 by virtue of Republic Act 9163, otherwise known as the "National Service Training Program (NSTP) Act of 2001."
- i) **Satellite Training Institute (STI)** – established training facility approved by the Commandant, PCG and monitored by CGETDC, supervised by the Functional Commands that offers Functional and or Specialization Career Courses other than that what is being provided by CGETDC, implements the approved Program of Instruction (POI) applicable to the Course offered, follows and prepares the

corresponding Instructor's Guide (IG) and provides training materials and equipment to the students.

- j) **Teaching Hours (TH)** – actual time used for classroom instructions during any training activity.

5. POLICIES

5.1 **Eligibility:** All PCG Officers, Non-Officers, non-uniformed personnel and personnel from other agencies are eligible to earn the PCG Instructor's Badge upon complying with the following requirements:

5.1.1 **Basic Instructor's Badge:**

5.1.1.1 Any PCG Officers, Non-Officers and Non-Uniformed personnel who are assigned as an organic personnel for a period of at least (1) year with CGETDC, DCCGS for Education and Training CG-12 and PCG STIs, and who have satisfactorily rendered at least eighty (80) teaching hours; or

5.1.1.2 Any PCG Officers, Non-Officers and Non-Uniformed personnel not assigned in CGETDC or PCG STI who has satisfactorily served as Guest Instructor and attains cumulative teaching hours of one hundred forty four (144 hours) during any course offered by the CGETDC or any of the accredited STIs ; or

5.1.1.3 Any PCG Officers, Non-Officers and Non-Uniformed personnel who has satisfactorily served as NSTP-CWTS Instructor to universities and colleges with signed Memorandum of Agreement with the PCG and attains cumulative teaching hours of one hundred forty four (144 hours); or

5.1.1.4 Any PCG personnel who have actively participated in research, workshop, training policy and curriculum development and who crafted at least ten (10) presentations on different topics which is duly approved by Leadership Doctrine and Development Center (LDDC) or CGETDC Academics Board; and

5.1.1.5 Shall be a certified graduate of IMO Model Course 6.09 or any accredited instructor's development course offered by CGETDC or any equivalent offered in collaboration with foreign or local agencies;

5.1.1.6 Shall have performed satisfactorily as an instructor based on results of regularly conducted course evaluation;

5.1.2 **Senior Instructor's Badge:**

5.1.2.1 Any PCG Officers, Non-Officers and Non-Uniformed personnel who are assigned as an organic personnel for a period of at least two (2) years with the Coast Guard Education, Training and Doctrine Command (CGETDC) or PCG STIs and who have rendered at least one hundred sixty (160) teaching hours; or

5.1.2.2 Any PCG Officers, Non-Officers and Non-Uniformed personnel not assigned in CGETDC or PCG STI who has satisfactorily served as Guest Instructor and attains cumulative teaching hours of two hundred eighty eight (288 hours) during any course offered by the CGETDC or any of the accredited STIs ; or

5.1.2.3 Any PCG Officers, Non-Officers and Non-Uniformed personnel who has satisfactorily served as NSTP-CWTS Instructor to universities and colleges with signed Memorandum of Agreement with the PCG and attains cumulative teaching hours of two hundred eighty eight (288 hours); or

5.1.2.4 Any personnel who have been tasked as OIC or POIC of three (3) curriculum review or developed at least a course or training duly approved by LDDC, CGETDC Academic Board or PCG Education and Training Board; or

5.1.2.5 Shall have been assigned as a course director of at least three (3) CGETDC courses or PCG STI courses; and

5.1.2.6 Shall have consistently performed excellent as an instructor based on results of regularly conducted course evaluation;

5.1.2.7 Shall have been a holder of Basic Instructor's Badge.

5.1.3 **Command Instructor's Badge:**

5.1.3.1 The Badge shall be awarded to PCG Officers who are assigned as Commander, CGETDC; or

5.1.3.2 Assigned as Deputy Commander, CGETDC for at least six (6) months;

5.1.3.3 Assigned as DCCGS for Education and Training CG-12; Chief of Trainings Staff of CGETDC; Director, LDDC; Commanding Officer, CGETDC Installations and Service Support Group; and Superintendent of CGETDC schools and PCG STI for at least six (6) months;

5.1.3.4 The PCG Instructor Badge Awards Committee shall motu proprio convene for the granting of this badge to the aforementioned PCG Officers upon the satisfaction of the qualifications in the described positions.

5.1.4 **Honorary Instructor's Badge:**

5.1.4.1 shall be awarded to any military personnel, PCGA or other civilian personnel who has satisfied the following:

- a) Has satisfactorily served as guest instructor at CGETDC or PCG STI for at least one hundred forty four (144) teaching hours; or
- b) Has satisfactorily served as instructor of PCG oriented NSTP-CWTS to different universities or colleges with signed Memorandum of Agreement with the PCG for at least one hundred forty four (144) teaching hours; or
- c) Has satisfactorily served as a resource speaker / lecturer at CGETDC or PCG STI courses on at least four (4) sessions;

5.1.5 **Honorary Command Instructor's Badge:**

5.1.5.1 This Badge shall be awarded to the Commandant, PCG a month after appointment as such and other Flag Ranks who serve as CGETDC guest of honor and keynote speaker. The Badge shall appropriately reflect the stars of the rank of the Commandant and other Flag Ranks, such changes will be covered by appropriate orders.

5.2 **Logbook:** The Coast Guard Officers School (CGOS), Coast Guard Non-Officers School (CGNOS), Coast Guard School for Special Maritime Affairs (CGSSMA), LDDC, PCG STIs and PCG District NSTP-CWTS units shall maintain a logbook where teaching hours and instructional hours shall be recorded. Individual entries shall be signed by the instructor/lecturer and countersigned by the Course Director or Program Implementor. The logbook shall be the means by which individual teaching or instructional hours will be monitored and certified. LDDC, CGOS CGNOS and CGSSMA shall submit the logbook at the end of the course to O/T1. In case of PCG STI and PCG District NSTP-CWTS Units, the logbook shall be submitted to CGSSMA for consolidation and verification prior to submission to O/T1. The certificate shall be issued upon request reflecting the number of hours rendered by the personnel and shall be authenticated by O/T1 and signed by the Deputy Commander, CGETDC on a monthly basis.

6. AWARDING

6.1 The PCG Instructor Badge Awards Committee shall be formed to screen, evaluate and recommend for the award of PCG Instructor Badge to deserving PCG personnel and individual. This Committee shall be composed of the following:

Deputy Commander, CGETDC	-	Chairman
Chief of Training Staff	-	Member
Director, LDDC	-	Member
Superintendent, CGOS	-	Member
Superintendent, CGNOS	-	Member
Superintendent, CGSSMA	-	Member
CMCPO, CGETDC	-	Member
DCTS for HRM (O/T1)	-	Secretariat

6.2 Recommendations for award of the PCG Instructor Badge shall be submitted to PCG Instructor Badge Awards Committee Chairman (Attn: Secretariat, PCG Instructor Badge Awards Committee). The Secretariat shall consolidate all recommendations and prepare the evaluation worksheets for presentation to the Committee.

6.2.1 The Committee shall prescribe the appropriate procedure / policy in the awarding of appropriate badge. Those individual who was awarded with PCG Instructor's Badge shall be included in the Instructor's Eligibility Listing which will be maintained by the Secretariat, PCG Instructor Badge Awards Committee;

6.2.2 Upon recommendation of the committee and endorsement by the Commander, CGETDC, the PCG Instructor's Badge shall be awarded by CPCG in appropriate orders;

6.2.3 The PCG Instructor Badge Awards Committee shall formulate Standing Operating Procedure (SOP) for the implementation of this Circular.

7. INSTRUCTOR'S BADGE DESCRIPTION

7.1 **Dolphin**- the central piece in the badge signifying PCG. The dolphin of the cetacean family is considered as one of the most intelligent, if not the most intelligent marine mammals. It aptly symbolizes CGETDC as a citadel of erudition.

7.2 **Quill**- the feathered writing paraphernalia as a tool for learning, which bears considerable might when wielded.

- 7.3 **Anchor-** the gargantuan weight denotes CGETDC's steadfast resolve, anchored in the ideals of excellence and professionalism.
- 7.4 **Laurels-** the wreath of leaves for the honor and glory of being able to impart the knowledge and skills for all Coastguardsmen.
- 7.5 **Scroll-** the roll of parchment where PCG and CGETDC's prestigious names are to be forever etched in the annals of history as bastions of great men and women.
- 7.6 **Star-** the leader's sterling quality of being an educator with far-reaching luminescence shines brilliantly, enlightening disciplines in quest of knowledge.
- 7.7 **"Excelsior Floreat"** – Latin words depicting the aim for the education and training to be flourished in higher standards and quality.

8. TYPES OF INSTRUCTOR'S BADGE

- 8.1 **Basic Instructor's Badge**– Copper, Bronze Badge with a dimension of 35mm x 35mm which includes dolphin, quill, anchor and scroll. (Figure 1)
- 8.2 **Senior Instructor's Badge** - The same dimension with that of the Basic Instructor's Badge but the color is silver to include dolphin, quill, anchor and scroll. It supersedes the Basic Instructor Badge. (Figure 2)
- 8.3 **Command Instructor's Badge** - Same as the Senior Instructor's Badge but the color is gold to include dolphin, quill, anchor and scroll. (Figure 3)
- 8.4 **Command Instructor Badge with Star(s)** - Same with the Command Instructor's Badge and with star rank of the Flag Rank awardee. It supersedes the instructor badge earlier awarded. (Figure 4)
- 8.5 **Honorary Instructor's Badge** – Same with Senior Instructor's Badge, except that the laurel strings are replaced with an abaca-rope loop. (Figure 5)
- 8.6 **Honorary Command Instructor's Badge** - Same with the Command Instructor's Badge and with star rank which represent the star rank of the Commandant, PCG and such other Flag Ranks who serve as CGETDC guest of honor and keynote speaker.

9. MANNER OF WEARING

- 9.1 The PCG Instructor shall be worn below the left breast pocket, if the awardee is currently assigned with the school or otherwise performing

instructor duty. In all other cases, the badge shall be worn below the right breast pocket.

- 9.2 The Honorary Instructor Badge shall be worn below the right breast pocket for active military uniformed personnel.

10. REPEALING CLAUSE

This Circular repeals HPCG Circular 10-08 dated 28 December 2008 and all other publications in conflict with this Circular.

11. EFFECTIVITY

This Circular shall take effect upon approval.

BY COMMAND OF ADMIRAL URSABIA JR:

OFFICIAL:

ROLANDO LIZOR N PUNZALAN JR
RADM **PCG**
Chief of Coast Guard Staff


LIEZEL B BAUTISTA
CDR **PCG**
Coast Guard Adjutant

- Figure 1 – Basic Instructor Badge
- Figure 2 – Senior Instructor Badge
- Figure 3 – Command Instructor Badge
- Figure 4 – Command Instructor Badge with Star
- Figure 5 – Honorary Instructor Badge

Basic Instructor Badge



Senior Instructor Badge



Command Instructor Badge



Command Instructor Badge with Star



Honorary Instructor Badge



Handwritten initials