



HEADQUARTERS PHILIPPINE COAST GUARD

(Punonghimpilan Tanod Baybayin Ng Pilipinas)

139 25th St., Port Area

1018 Manila

05 October 2015

DCS-HRM

CIRCULAR

Number 07-15

RE-CATEGORIZATION OF PCG OFFICERS

- I. **AUTHORITY:** Republic Act 9993 otherwise known as the "Coast Guard Law" and its Implementing Rules and Regulations
- II. **REFERENCE:** Department Circular dated 19 May 1998 on the "Promotion System for Commissioned Officers of the Philippine Coast Guard"
- III. **PURPOSE:** This Circular provides policies, guidelines and procedures in the re-categorization of PCG Officer from General Line to Technical or from Technical to General Line.
- IV. **SCOPE:** This Circular shall be applied to all Officers who intend to shift from General Line to Technical or from Technical to General Line.
- V. **DEFINITIONS:**
 - a. **Approving Authority** – refers to the Commandant, PCG who shall have the authority to approve the re-categorization of a PCG Officer
 - b. **Coast Guard Officer Course (CGOC)** – refers to the Pre-entry requirements of a PCG Officer
 - c. **General Line Officers (GLO)** – are PCG Officers not appointed as Technical Officer.
 - d. **Technical Officer (TO)** – are PCG Officers appointed by virtue of their technical and specialized training.

e. **Re-categorization** – is a process applied by a PCG Officer who intends to shift from a General Line Officer to Technical Officer or Technical Officer to General Line Officer.

f. **Relative Seniority** – The order of precedence of officers of the same grade as listed in the SLL.

g. **Unit Commander/Commanding Officer** – refers to the Head of Office/Unit of an Officer at the time of application for re-categorization, provided, that for Technical Officer it refers to the Head of their Mother Unit.

h. **Seniority Lineal List (SLL)** –A document containing the names of all officers in the active service, arranged by grade and in accordance with their relative seniority.

VI. POLICIES:

a. Re-categorization of an Officer from Technical to General Line or General Line to Technical shall only be applicable to members of CGOC Class 08-2007 to CGOC Class 12-2011 by virtue of their joint training, provided, that their rank upon application is ENSIGN (O-1) or LIEUTENANTJUNIOR GRADE (O-2).

b. Re-categorization of Officer shall be endorsed by the Unit Commander/Commanding Officer. In case request for re-categorization was denied by the Unit Commander/Commanding Officer, explanation for denial shall be attached to apprise the applicant.

c. The office of DCS-HRM, CG-1 in coordination with the office of DCS for Operations, CG-3 shall ensure the equal distribution of General Line Officer and Technical Officer based on the approved Table of Organization (TO).

d. Re-categorization of Officer may be authorized by the CPCG as, in his discretion, the exigencies of the service and the needs of individual applicants may warrant, subject to the provisions of this Circular.

e. An Officer authorized for re-categorization shall be transferred from the Seniority Lineal List of General Officer to Technical Officers or vice versa, and his/her name shall be inserted in the SLL in relative seniority.

f. In cases that members of said classes is already in the rank of Lieutenant (O-3) upon application of re-categorization, the Approving Authority as, in his discretion, the exigencies of the service and the needs of individual applicants may warrant, may approved said request. Provided, that name of said Officer shall be placed below the most junior in the rank of Lieutenant in the SLL of General Officer or Technical Officer, whichever is applicable.

VII. PROCEDURES:

a. An Officer requesting for re-categorization shall submit to the Career Development Management and Promotion Branch of the Personnel Management Service (PMS) a Personal Action Form (PAF) indicating therein the reason for categorization and duly endorsed by his/her respective Unit Commander/Commanding Officer.

b. The PMS shall endorse the PAF to the office of DCS for HRM, CG-1 for appropriate action.

c. Upon CPCG's approval of said request, the Office of DCS for HRM, CG-1 shall initiate the issuance of orders re-categorizing an Officer from General Officer to Technical Officers or vice versa effective upon approval. In case the request was disapproved, the Officer shall be properly informed of the denial of his/her request.

d. The Office of DCS for HRM, CG-1 thru the office of Coast Guard Adjutant shall then publish an updated SLL resulting from the said re-categorization.

VIII. EFFECTIVITY:

This Circular shall take effect upon publication.

BY COMMAND OF ADMIRAL ISORENA:

OFFICIAL:

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


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