



**PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS**

(Headquarters Philippine Coast Guard)

139 25<sup>th</sup> Street, Port Area

1018 Manila

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HCPG/CG3

CIRCULAR  
NUMBER 04-16 )

**MISSION, FUNCTION AND ORGANIZATION OF CGWCEIS -  
TRAINING INSTITUTE**

1. **PURPOSE:**

This Circular prescribe and defines the mission, functions and organizational structure of the Coast Guard Weapons, Communications, Electronics and Information System - Training Institute.

2. **MISSION:**

To provide quality education and training for Officers and Non-Officers in relation to missions and function of the CGWCEISC in order to support the technical requirements of the Philippine Coast Guard.

3. **FUNCTION:**

a) Manages, controls, supervises and implements all education and training programs and activities of the CGWCEISC;

b) Trains and develops competent CGWCEIS inspectors for the implementation of Global Maritime Distress and Safety System (GMDSS), Automatic Identification System (AIS), Long Range Identification and Tracking System (LRITS), and Ship Security and Alert System (SSAS) as provided for under the SOLAS Convention, as amended, and International Ship and Port Facility Security Code (ISPS Code) and other maritime communications system that may later be prescribed by the IMO and other relevant organization;

c) Develops a highly skilled and competent pool of dedicated technical instructors;

d) Develops, evaluates and updates the curriculum of CGWCEIS in-house courses, specialization and other short training or programs tailored to the current requirements of the Philippine Coast Guard;

e) Formulates, reviews and assesses communication doctrine and manuals that align policy, training and standardization to ensure PCG units interoperability and readiness;

f) Formulates comprehension measurement system that evaluates and records the readiness of all CGWCEISC units;

g) Conducts timely and highly-quality operation and support training that achieve maximum effect on personnel readiness and mission execution;

h) Supervises the conduct of communication exercise, gunnery exercise, gun safety seminar, Annual General Inspection (AGI) of CGWCEIS support and operational units, and familiarization and records firing in order to increase the efficiency and operational readiness of PCG units;

i) Manages and maintains the training laboratories and facilities, included but not limited to Computer, Electronics and GMDSS laboratory;

j) Research and develops plan and innovation of education and training for Weapons, Communications, Electronics and Information System (WCEIS) equipment.

k) Carries out such other functions as Commander, CGWCEISC may direct.

#### 4. **ORGANIZATION:**

The Coast Guard Weapons, Communications, Electronics and Information System - Training Institute is a Support Unit of Coast Guard Weapons, Communications, Electronics and Information System Command headed by Commanding Officer and Shall be assisted by the Deputy Commanding Officer, CGWCEIS-TI and Chief of Staff, CGWCEIS-TI. The following shall constitute as the Staff Offices and Support Branches of CGWCEIS-TI, namely:

##### A. CGWCEIS-TI Staff Offices:

- a. Staff for Admin and Personnel
- b. Staff for Operations
- c. Staff for Logistics
- d. Staff for Plans and Program

##### B. CGWCEIS-TI Support Offices:

- a. Academic & Doctrine Development Branch
- b. WCEIS Evaluation Branch

- c. AGI Exercise and Demo Branch
- d. Education and Training Branch
- e. Training Support Branch
- f. Research and Development Branch
- g. Registrar

## 5. **FUNCTIONAL RELATIONSHIP**

The CGWCEIS-TI is one of the Support Unit of CGWCEISC. The Commanding Officer, CGWCEIS-TI is under the administrative and operational control of the Commander, Coast Guard Weapons, Communications, Electronics and Information System Command.

## 6. **DUTIES AND RESPONSIBILITIES:**

### **a) Commanding Officer, CGWCEIS-TI**

- 1) Responsible for the conduct of training and operational readiness and evaluation of CGWCEIS units afloat/ashore, in order to attain and maintain optimum efficiency for Coast Guard operations;
- 2) Conduct periodic conference on all matters, objectives, plans and policies pertaining to mission of the institute;
- 3) Exercise over-all supervision of the administrative and operational concerns of the institute; and
- 4) Perform such other duties as the C, CGWCEISC may direct.

### **b) Deputy Commanding Officer , CGWCEIS-TI**

- 1) Assists the CO, CGWCEIS-TI in carrying out CGWCEIS-TI mission;
- 2) Act as second in command to CO, CGWCEIS-TI;
- 3) Responsible for the general supervision and coordination of respective functions by the different offices/branches; and
- 4) Perform other functions as CO, CGWCEIS-TI may direct.

### **c) Chief-of-Staff, CGWCEIS-TI**

- 1) Acts as the principal staff adviser to the CO, CGWCEIS-TI;
- 2) Supervises the members of CGWCEIS-TI staff in the implementation of their plans and programs;

- 3) Responsible in the formulation of command policies and guidance in coordination with cognizant staff for approval of CO, CGWCEIS-TI; and
- 4) Performs other functions as CO, CGWCEIS-TI and Deputy CO, CGWCEIS-TI may direct.

**d) CMAA, CGWCEIS-TI**

- 1) Act as the principal non-officer advisor of CO, CGWCEIS-TI;
- 2) Responsible for daily accounting of personnel and preparation of plan of the day;
- 3) Responsible for the indoctrination of newly assigned non-officer; and
- 4) Assist CO, CGWCEIS-TI in enhancing the morale, welfare, discipline and performance of non-officers; and
- 5) Perform other function as directed.

**e) Staff for Admin & Personnel**

- 1) Assists the CO, CGWCEIS-TI in carrying-out the administrative and personnel functions of CGWCEIS-TI;
- 2) Assist and advise CO, CGWCEIS-TI on matters pertaining to the morale, welfare and discipline of non-officers;
- 3) Formulate administrative and personnel policies and standards and monitor their implementation;
- 4) Publish, authenticate and distribute orders, directives, memoranda, messages and instructions issued by CO, CGWCEIS-TI and higher headquarters; and
- 5) Perform other function as directed.

**f) Staff for Operations**

- 1) Advise the CO, CGWCEIS-TI with regards to the development of courses, trainings and exercises, readiness evaluation being conducted by CGWCEIS-TI;
- 2) Formulate plans and policies and develop doctrine in the conduct of training readiness and evaluation of the institute;
- 3) Prepare and submit reports on training and other special activities;

- 4) Maintains record files training of activities; and
- 5) Perform other function as directed.

**g) Staff for Logistics**

- 1) Responsible for general supply staff functions;
- 2) Responsible for the speedy requisitioning of supplies, spare parts and other pertinent logistics items needed by the Institute;
- 3) Responsible for coordination with higher supply agencies for the procurement of items needed by the Institute;
- 4) Responsible for the systematic receipt, storage and issuance of supplies and materials within the Institute;
- 5) Responsible for the smooth functioning of the Supply Group; and
- 6) Perform other function as directed.

**h) Staff for Plans and Programs**

- 1) Responsible for the CO,CGWCEIS-TI in the formulation, development and implementation of Unit strategic concepts and policies to include long range, mid-range and short-range plans and programs for the efficient operation of CGWEIS-TI;
- 2) Reviews and updates strategic concepts to be more responsive to requirements of CGWCEIS-TI;
- 3) Formulates and develops capability and mobilization plans;
- 4) Coordinates and supervises planning activities of the Unit; and
- 5) Perform other function as directed.

**i) Academic & Doctrine Development Branch**

- 1) Formulates, develops, tests, evaluates and pre-validate concepts and doctrines relating to the courses, trainings/seminars and exercises conducted by CGWCEIS-TI;
- 2) Maintains the records of the Academic Board and for this body to be created by Commander, CGWCEISC as advisory group on academic training and standards;
- 3) Responsible for initiating and monitoring the training, evaluation, screening and qualifications of potential instructors;

- 4) Prepare agenda, issue notices and record minutes of Board meetings; and
- 5) Perform other function as directed.

**j) Evaluation Branch**

- 1) Responsible for the unit training related to the conduct of WCEIS Evaluation Team;
- 2) Develop, operate and maintain an appropriate database system to ensure an effective and efficient management of WCEIS Evaluation Team;
- 3) Organize an Evaluation team with one (1) Communication Officer as his assistant and at least three (3) personnel with a minimum rank of Petty Officer Third Class (E4) who have finished radio operations and maintenance specialization course;
- 4) Conduct regular schedule of inspection of communications equipment aboard CGWCEIS operational units ;
- 5) Responsible to recommend to the Coast Guard Districts and Major Units thru Commander, CGWCEISC to identify necessary improvements, repairs and provision for all communication equipment and other operational requirements; and
- 6) Perform other function as directed.

**k) Annual General Inspection (AGI) and Exercise Branch**

- 1) Directly responsible to the CO, CGWCEIS-TI for the conduct Annual General Inspection to all CGWCEIS units;
- 2) Conduct Annual General Inspection to all CWCEIS units and Exercises necessary to enhance the operational readiness of the Units;
- 3) Formulate, analyze and review CGWCEIS Exercises manuals to enhance the interoperability of the communication link to other offices and agencies;
- 4) Conduct preparation and production of training materials, personnel and necessary documents for the efficient conduct of exercises and Annual General Inspection; and
- 5) Perform other functions as directed.

#### **l) Training Support Branch**

- 1) Provides venue, training equipment and materials, and pool of instructors necessary in the conduct of trainings and evaluations;
- 2) Coordinates with other CGWCEIS Units for the provision of instructors and lecturers;
- 3) Coordinates with cognizant government and/or non-government agencies for the availability or conduct of trainings, workshops, and seminars relative to CGWCEIS assignment; and
- 4) Perform other function as directed.

#### **m) Education and Training Branch**

- 1) Advises the CO,CGWCEIS-TI on all matters pertaining to the trainings conducted;
- 2) Implement all courses, trainings and seminars being conducted by CGWCEIS-TI;
- 3) Prepare all training materials and necessary documents for courses to be convened at CGWCEIS-TI;
- 4) Reproduce and distribute student hand-outs;
- 5) Provide training aids and equipment such as projectors and documentary training films;
- 6) Maintain and provide library services,
- 7) Provide administrative and service support to CGWCEIS-TI; and
- 8) Directly responsible for the planning, review and implementation of trainings under CGWCEIS-TI ; and
- 9) Perform other function as directed.

#### **n) Research and Development Branch**

- 1) Responsible for the conduct of research, system analysis, re-engineering and development of training and education tailored to the technical requirements of the PCG Units;
- 2) Responsible in the research, design and development of new teaching methods/techniques;

- 3) Responsible for the planning, research and information activities that are an essential pre-requisite to formulate coherent policies in Education and Training.
- 4) Develops and implements research and development procedures and techniques;
- 5) Perform other function as directed.

**o) Registrar**

- 1) Responsible with the enrollment of students;
- 2) Responsible in maintaining student's record; and
- 3) Responsible in assisting with the review and evaluation of student's transcripts and records;
- 4) Perform other function as directed.

**7. RESCISSION CLAUSE:**

All publications inconsistent with this Circular are hereby modified or rescinded accordingly.


**8. EFFECTIVITY:**

This Circular shall take effect upon approval.

**BY COMMAND OF REAR ADMIRAL MELAD:**

**OFFICIAL**

**ATHELO L YBAÑEZ**  
**COMMO      PCG**  
**Acting Chief of Coast Guard Staff**

  
**LIEZEL B BAUTISTA**  
**LCDR      PCG**  
**Coast Guard Adjutant** *06/09/2019*



# Organizational Chart

