



PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(Headquarters Philippine Coast Guard)
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HPCG / CGIAS

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CODE OF CONDUCT AND DISCIPLINE FOR PCG UNIFORMED PERSONNEL

I. AUTHORITY

Republic Act No. 9993 (Philippine Coast Guard Law of 2009) and its Implementing Rules and Regulations.

II. REFERENCES

A. Commonwealth Act No. 408 (Articles of War, as amended by Republic Act No. 242 and 516 and further amended by PD 1166 and PD 1968);

B. Republic Act No. 6713 (Code of Conduct and Discipline of Conduct and Ethical Standards for Public Officials and Employees) and its IRR; and

C. Republic Act No. 3019 (Anti – Graft and Corrupt Practices Act);

D. Revised Rules on Administrative Procedures in the Civil Service.

E. Executive Order No. 292 (Administrative Code of Conduct and Discipline of 1987);

F. AFP Code of Ethics 2007

G. AFPRS / AGA1 Circular Number 17 dated 02 October 1987 (Administrative Discharged Prior to Expiration of Term of Enlistment);

III. TITLE

This Circular shall be known as the “Code of Conduct and Discipline for PCG Uniformed Personnel”.

IV. PURPOSE

This Circular formally highlights the identity and character of the PCG and its Uniformed Personnel and further providing for the customs and traditions recognized and practiced in the PCG among PCG Uniformed Personnel.

V. SCOPE AND COVERAGE

This Circular shall govern all PCG Uniformed Personnel in their conduct, discipline, character and behavior under all circumstances and situations.

VI. DEFINITION OF TERMS

For the purpose of this Circular, the following words and phrases shall refer to or be defined as:

A. Board - pertains to the PCG Disciplinary Board.

B. Chain of Command- is the line of authority and responsibility along which orders are passed.

C. Commanding Officer - the Commander of Coast Guard Districts, Major Service Commands, Commissioned Vessel, Coast Guard Station, Coast Guard Installation, Head of Office of the Headquarters PCG, or Central Staff vested with authority, significant responsibilities, duties and powers under the PCG law of 2009.

D. Complaint - a sworn written statement of disciplinary infractions allegedly committed by the Respondent PCG Uniformed Personnel, subscribed by the Offended Party.

E. Conduct – pertains to the personal behavior; way of acting, bearing or deportment of the PCG Uniformed Personnel.

F. Customs - are accepted practices realized through continued usage that take the force and effect of a common law.

G. Discipline – refers to the behaviour in accordance with the rules of conduct; behavior and order prescribed by the PCG rules and regulations.

H. Investigation- an inquiry for the discovery or collection of facts concerning the matter(s) involved or a careful and accurate examination and inquisition of the information to establish facts.

I. Misconduct – generally means wrongful, improper or unlawful conduct motivated by premeditated, obstinate or intentional purpose. It usually refers to transgression of some established and definite rule of action, where no discretion is left except what necessity may demand; it does not necessarily imply corruption or criminal intention but implies wrongful intention and not merely error of judgment.

J. PCG – shall refer to the Philippine Coast Guard.

K. PCG Disciplinary Board –refers to the body composed of PCG Uniformed Personnel designated to resolve administrative disciplinary actions filed against PCG Uniformed Personnel involving any offense enumerated in this Circular.

L. PCG Officers – shall include Admiral, Vice Admiral, Rear Admiral, Commodore, Captain, Commander, Lieutenant Commander, Lieutenant Senior Grade, Lieutenant Junior Grade, Ensign, Probationary Ensign, Cadet or Cadette and Candidate Coast Guard Officer.

M. PCG Non – Officers – shall include Master Chief Petty Officer, Senior Chief Petty Officer, Chief Petty Officer, Petty Officer 1, Petty Officer 2, Petty Officer 3, Seaman 1 / Seawoman 1, Seaman 2 / Seawoman 2, Apprentice Seaman / Apprentice Seawoman, Candidate Coastguardsman and Draftee.

N. PCG Uniformed Personnel – shall include all PCG Officers and PCG Non – Officers.

O. Respondent – refers to a PCG Uniformed Personnel under investigation or with pending case before the Board.

P. Traditions – are inherited principles, standards and practices that serve as guide for individuals or groups. Traditions are accumulated practices, experiences and deeds passed on from generation to generation.

VII. THE PCG ORGANIZATION

The PCG shall be so designed, structured, staffed and manned as to be able to carry out its missions and functions effectively through the optimum use of resources.

The PCG shall undertake the full development and equipage of all its Units and PCG Uniformed Personnel for the performance of its legislative mandates including the conduct of civil assistance activities during disasters, calamities and national emergencies.

A. Identity

The PCG, as declared under Republic Act No. 9993, is an armed and uniformed service and attached agency of the Department of Transportation (DOTr) mandated and responsible to conduct maritime search and rescue, law enforcement, safety, environmental protection and security functions. This is further espoused in its restated mission below.

1. Mission

“The PCG is a uniformed armed service that implements and enforces all national and international maritime safety, security, search and rescue, and marine environmental protection laws in support of the Integrated Maritime Transport Network objectives, national security and economic development of the Philippines.”

As a government agency, the PCG puts premium on the following core and related values that serve as the underlying principle that will guide and direct the way its uniformed Personnel act:

2. Core Values

a. Professionalism

The PCG thrives towards excellence thru the perpetual improvement of its competence in human resource and equipment capability for the efficient and effective performance of its mandated functions.

For the purpose of this Circular, professionalism maybe interpreted to mean as synonymous, comparable, related to or espousing Excellence and Competence.

b. Commitment

The burning desire of every PCG Uniformed Personnel is his / her conscientiousness and passion to serve that is a catalyst to being a reliable organization in service to the country and people 24 / 7 enabling itto be a dependable organization responding to maritime emergencies.

For the purpose of this Circular, commitment maybe interpreted to mean as synonymous, comparable, related to or espousing: Conscientiousness; Passion to Serve; Reliability; and Dependability.

c. Gallantry

The value embodied in the PCG Credo and the Coast Guardian March instilled in every PCG Uniformed Personnel espousing Honor, Integrity, and Courage.

B. Supremacy of Civilian Authority

The PCG shall respect and obey the laws promulgated by the President and enacted by the Congress. It shall further enforce writs issued by the Judiciary, carry out directives of the Commission on Election under circumstances provided by law and subscribe to regulations enacted by the Commission on Audit concerning the management of funds.

C. Chain of Command

The PCG shall observe the Chain of Command. Every PCG Uniformed Personnel shall obey the lawful orders of his / her immediate superior. Any PCG Uniformed Personnel who shall refuse or fail to carry out a lawful order from the PCG Chain of Command shall be subject to administrative discipline as may be determined by the appropriate PCG Authority. Similarly, the Commanders shall exercise their authority over their subordinates with prudence and shall accept responsibility for their actions. Command responsibility shall extend to the level as determined by an appropriate and competent Board.

D. PCG Leadership

The PCG Command has the ability to influence PCG Uniformed Personnel towards the fulfillment of its roles, obligations, and functions. It shall have a genuine concern for the uplift of the morale and welfare of PCG Uniformed Personnel. It shall also endeavor promote camaraderie and solidarity among PCG Uniformed Personnel to ensure the successful performance of its mandates.

E .Family Life

The PCG recognizes the indispensable role of the family in the society. Thus, it recognizes that PCG Uniformed Personnel have family obligations like other government or civilian personnel and employees. It shall, therefore, support activities that will strengthen family relations, and family-community relationships; provide facilities conducive to a wholesome home and community life, and protect the dependents of PCG Uniformed Personnel especially minors, from exploitation especially from the dangers of drug abuse.

F. Commitment, Measures and Standards

The PCG shall maintain a high level of credibility and integrity to gain the trust, confidence, and respect of the Filipino people. It shall develop a high level of skills and competence and establish an excellent standard of performance in all its undertakings.

VIII. PCG MEMBERSHIP

The PCG Service, as a noble calling, demands from all PCG Uniformed Personnel not only specialized knowledge and skills but also a distinct character and lifestyle. Each PCG Personnel shall voluntarily bind themselves to build and sustain their character and life-style in line with the PCG Core Values, Customs and Traditions; otherwise, he / she shall have no place in the PCG service.

A. PCG Uniformed Personnel

The PCG Uniformed Personnel is recognized as the most important asset of the PCG Organization. Efforts shall, therefore, be exerted to attract only the best qualified and most deserving applicants / candidates, in order to maintain the high standards set forth in this Circular.

The membership of the PCG uniformed personnel, for purposes herein, is composed of PCG Officers and PCG Non - Officers.

B. Recruitment

The PCG shall adopt an efficient system of recruitment that shall ensure uniform and strict implementation of established policies and procedures in order to upgrade the quality of its members. Extreme care must be made in the setting of criteria that shall not discriminate skilled and/or gifted applicants. Recruitment of PCG Uniformed

Personnel shall be proportionately taken from all regions of the archipelago in order to have an equitable regional representation nationwide.

C. Education and Training

It shall be the responsibility of both the PCG as an organization and every PCG Uniformed Personnel as individuals to develop and enhance necessary proficiency in the service. Whenever there will be conflict between the organization and the individual PCG Uniformed Personnel needs, the exigency of the service shall prevail.

The thrust of PCG education and training shall include the continued build – up, development, and strengthening of the PCG Core Values.

For the purpose of career development and advancement, no PCG Uniformed Personnel shall be assigned to any PCG unit without first undergoing the proper orientation and basic training being conducted by the appropriate PCG training schools.

E. Promotion

The PCG shall offer equal opportunities for PCG Uniformed Personnel of all ranks and specialties to develop their potentials. However, only those who are best qualified and most deserving can be assured of promotion and be guaranteed progressive PCG career.

Promotion of PCG Officers shall be open and limited only to those who fully satisfy the criteria of seniority, competence, standard of accomplishment, and soundness of characters. A competitive promotional written and physical examination for each rank shall be administered to help determine the best qualified for promotion. Subjective criterion for selection like career reputation shall have limited equivalent weight in order to avoid abuse of discretion or influence of popularity on decisions.

PCG Non - Officers shall be promoted according to standardized criteria similar to that for PCG Officers set forth by PCG regulations. Meritorious promotion shall be awarded to those qualified but limited only up to the grade of E-7 (CPO).

F. Retirement, Separation and Benefits

All PCG Uniformed Personnel are given the opportunity to serve the PCG until their optional or compulsory retirement in accordance with pertinent laws and existing rules and regulations.

Separation of PCG Uniformed Personnel shall either be by voluntary decision on their part or separation for cause. Grounds for separation shall include illegal and immoral acts and inefficiency as determined by the appropriate PCG Disciplinary Board. For PCG Officers, being twice deferred in promotion shall also be a ground for their separation from the PCG service.

Benefits provided by law and applicable rules and regulations for services rendered shall be given fully to PCG Uniformed Personnel upon their retirement or

honorable separation. Claims for benefits shall be attended expeditiously by the responsible offices.

IX. PCG PROFESSIONALISM

A. General Statement

The members of the PCG are public servants who are bound by their solemn oath to fulfill their duties and responsibilities. The peculiarity of PCG Service which requires the right to bear arms calls for a corresponding assurance of professionalism from every PCG Uniformed Personnel.

B. Professionalism

The responsible application of specialized skills and knowledge with the highest degree of excellence guided by this Circular and other applicable laws and regulations for the accomplishment of the PCG mandates.

C. Standards of PCG Professionalism

All PCG Uniformed Personnel shall observe the following as guidelines in the discharge of their official duties:

1. Loyalty

All PCG Uniformed Personnel shall pledge loyalty only to the Republic of the Philippines, the Constitution, PCG Organization and to the people at all times. They shall obey the duly constituted authorities of the Republic of the Philippines, abide by the laws, legal orders, good morals, good customs, and promote order and public security and safety.

2. Competence

All PCG Uniformed Personnel must possess the knowledge, skills, physical attributes, and character traits necessary and indispensable for the outstanding performance of duty and accomplishment of the PCG mandates.

3. Ethics

The PCG, as an Organization, is part of the Filipino society. Hence, every PCG Uniformed Personnel must observe and conform to the accepted principles of right conduct being observed in the said society. Among these principles of right behavior are: honesty; justice; truthfulness; and concern for others. Honesty should be practiced in all dealings with other PCG Uniformed Personnel as well as with the general public. All PCG Uniformed Personnel shall render service to everyone regardless of their status in life. Their word is taken on face value because they are supposed to be trusted public servants. They should show concern for the well-being of others to include maritime offenders who have surrendered or have been apprehended. They should be trusted stewards of PCG resources under their care.

4. Morals

Man is a rational and moral being who is given the capacity to determine and do what is right and recognize what is wrong and avoid it. In a society, there are accepted practices, customs and traditions which are necessary to maintain proper order and good relations.

Accordingly, it is therefore expected from all PCG Uniformed Personnel to respect their superiors, peers, and subordinates. They must be faithful to their oath as PCG Uniformed Personnel to serve the country above self. When married, they must be faithful and true to their vow of fidelity to their respective wife/husband. They must not only protect their personal honor but that of others as well. Transparency and openness must characterize the dealings/transactions of all PCG Uniformed Personnel. However, they must keep in mind that there are certain matters/information which must be safeguarded because they involve the security of the state.

D. Unprofessional Acts

Behaviors that fall short of the professional standards set forth in the Circular are considered unprofessional acts. Specifically, the following constitute offenses falling under this category:

1. Acts of Disloyalty

Acts or omissions of a PCG Uniformed Personnel betraying faith, duty, and commitment to God, country, people, Constitutional government, PCG chain of command, unit or office, and its mission. The following are examples:

- a. Any form of cowardice, desertion or abandonment of post, duty;
- b. Absence without leave and with the intent not to return for any reasons or advising, aiding a deserter to commit such acts, or entertaining him without informing the latter's commander or unit, such as: when a PCG Uniformed Personnel, who having tendered his / her resignation and prior due notice of its acceptance, quits his / her post or duties without leave and with intent to absent himself / herself permanently;
- c. When a PCG Uniformed Personnel, without first having received a regular discharge, joins other law enforcement agencies, enlist in the Armed Forces of the Philippines or in any foreign armed forces;
- d. When he / she quits his / her organization or place of duty with the intent to avoid hazardous duty or to shirk from important service or abandons his / her post; or advices or aids another to desert, or entertains a deserter;
- e. Contempt or disrespect by words or deeds towards the President and appropriate civilian authorities, one's superior PCG Officers or PCG Non- Officers, such as when one uses contemptuous or disrespectful words;

- f. Behaves with disrespect or neglects customary salute;
- g. Exhibits undue familiarity, marked disdain, indifference, insolence, or impertinence;
- h. Displays other rudeness in the presence of a senior PCG Officer or PCG Non - Officer;
- i. Commits character assassination;
- j. Bypasses chain of command or usurps/deprives authority;
- k. Prevents senior PCG Officers or PCG Non – Officers in the lawful exercise of their functions without reasonable justification;
- l. Strikes a senior PCG Officer or PCG Non - Officer; draws or lifts any weapon or offer any violence against the aforementioned;
- m. Willfully disobeys any lawful command of a senior PCG Officer or PCG Non - Officer;
- n. Actually strikes or assaults or attempts or threatens to strike or assault a senior PCG Officer or PCG Non - Officer;
- o. Uses threatening or insulting language; behaves in an insubordinate or disrespectful manner toward a senior PCG Officer or PCG Non - Officer;
- p. Any attempt to create, or participate in any violent action against the duly constituted government, or its subdivisions, agencies and instrumentalities, or engaging in any mutiny or sedition, such as when one conspires and proposes to commit treason; misprision of treason; coup - de-etat; attempts to create a mutiny or sedition; begins or joins in a mutiny or sedition; causes or excites a mutiny or sedition.
- q. Giving or attempting to give aid, protection, comfort, information, or any form of support to the enemy or his allies or fronts, such as when one relieves the enemy with arms, ammunitions, supplies money or other things; knowingly harbors or protects an enemy; corresponds with the enemy; discloses classified information; causes a prisoner to escape through design; or espionage;
- r. Refusal to execute duty or take appropriate action during times of crisis such as siege, uprising, mutiny and similar occurrences for a perceived personal advantage; and
- s. When a subordinate compels or attempts to compel a commander to surrender, refuses to obey or to do his duty or to participate in any measure of defense.

2. Acts of Incompetence

Refer to the lack of the required knowledge, skills physical attributes and character traits necessary for the adequate performance of duty and accomplishment of the PCG mandates. The following are examples:

a. Failure to attain the minimum passing grade in any PCG training and education program;

b. Inability to meet the physical, medical, mental, and moral fitness test requirements of the service;

c. Apathy, indifference, half-heartedness towards duty or the imprudent or negligent execution thereof, such as:

1) Failure to report on time to the properly appointed place of duty; leaving one's place of duty without proper leave;

2) Absenting oneself from one's unit, guard, quarters, station, or camp without proper leave;

3) Failure to do one's utmost to suppress mutiny or sedition; refusal to receive or keep a prisoner committed to his charge;

4) Misbehaving before the enemy;

5) Running away from the enemy;

6) Shamefully abandoning or delivering up any command/unit

7) Endangering the safety of any command by any misconduct, disobedience, or neglect;

8) Speaking words inducing others to misbehave, run away or abandon or deliver up or colors to plunder or pillage;

9) Causing false alarms;

10) Refusing to engage the enemy in combat;

11) Displaying acts of cowardice;

12) Making known the watchword/password/countersigns to persons not entitled to receive it;

13) Giving a watchword/passwords/countersigns to persons not entitled to receive it;

14) Giving a watchword/password/countersign different from that that received;

- 15) Neglecting to secure captured property;
- 16) Wrongful appropriating captured property;
- 17) Failure to turn over such property without delay when the same comes to his possession;
- 18) Selling or wrongful disposing of PCG property;
- 19) Being drunk on duty;
- 20) Misbehaving as sentinel;
- 21) Committing any kind of depredation or riots;
- 22) Committing any wastes or spoiling's;
- 23) Willfully destroying PCG or other Government property;
- 24) Refusing or omitting to see reparations made;
- 25) Using reproachful speech or gesture;
- 26) Using provoking speech or gesture;
- 27) Disorders and neglects prejudicial to good order and PCG discipline;
- 28) Conduct of a nature bringing discredit upon the PCG service;
- 29) Disregard of policies, regulation or directives;
- 30) Bypassing the chain of command;
- 31) Improper display of insignia, awards and decorations;
- 32) Disregard of PCG customs and traditions;;
- 33) Dereliction and negligence of duty;
- 34) Malingering or allowing a prisoner to escape through neglect;
- 35) Refusing or willfully neglecting to deliver over an accused person; and
- 36) Refusing or willfully neglecting to aid officers of justice in apprehending and securing an accused person.



3. Unethical Acts

Refer to all acts omission which deviate from established and accepted ethical and moral standards of behavior and performance as set forth in this Circular. The following are examples:

a. Directly or indirectly engaging outside employment or business sidelines using government time, unless authorized by proper authority;

b. Arrogance in words, ways and deeds including, but not limited to, unnecessary use or display of fire arms or uniforms or unwarranted assertion of rank, position or authority;

c. Allowing any wrong doing or irregularity in the PCG service or refusing or failing to take action thereon or to report same to the appropriate authorities;

d. Occupying other positions in concurrent capacity to obtain influence, privileges, honoraria and other benefits incidental to said position;

e. Lobbying for any favor, including but not limited to promotions, assignments, positions and other privileges personally or through other persons;

f. Any act of circumventing PCG rules, regulations, circulars, directives for purposes of recruitment, promotion, schooling, assignments or awards and decorations to the damage or prejudice of any applicant or PCG Uniformed Personnel committed by any member of a board, committee or office, created for the purposes mentioned;

g. Allowing/tolerating spouses and dependents to interfere/meddle in official functions;

h. Fornication (i.e., Adultery, Concubinage, Homosexuality, Lesbianism, Pedophilia, and etc);

i. Engaging in vices including but not limited to excessive gambling, womanizing excessive drinking of intoxicating liquor, use of prohibited drugs and the like;

j. Sexual Harassment is defined as: influencing or threatening the career, pay or job of a person in exchange for sexual comments, gestures or physical contact of sexual nature in a work related environment;

k. Forum shopping – Filing of similar case / complaint in different judicial tribunals, administrative boards, and investigative agencies resulting to the disregard of PCG Chain of Command; and

l. Unauthorized Airing of Grievances/Seeking to Redress Grievances – Directly or indirectly seeking redress of grievances through the use of tri-media that will destroy the image of the PCG.

4. Corrupt Acts

All acts or omissions described and characterized as crimes against public interest, public morals, property, chastity, civil status of persons, and honor under the pertinent provisions of the Revised Penal Code of Conduct and Discipline and those specifically mentioned in Republic Act No. 3019 (Anti – Graft and Corrupt Practices Act) and Republic Act No. 6713 (Code of Conduct and Discipline of Conduct and Ethical Standards for Public Officials and Employees), other special penal laws, rules and regulations, and this Circular which involve dishonesty, injustice and immorality, committed by any PCG Uniformed Personnel in connection with his / her office, position, rank, or influence to obtain material gain or personal interest or advantage, causing damage to any party including the government. The following are examples:

a. Any form of conversation, sale, application or use of government funds or properties other than what they are intended for including, but not limited to POL allocations, firearms, ammunitions, and other supplies;

b. Any form of manipulation of unit or individual funds including, but not limited to maintenance and operating expenses (MOE), project money, pay and allowances, remittances to GSIS, PAG-IBIG and the like;

c. Any participation in or toleration of rigged bidding;

d. Falsification/alteration of records/documents to justify unwarranted acquisition or disposal/sale of government equipment to favor any party including himself;

e. Allowing/ tolerating spouses and dependents or dummies of PCG Uniformed Personnel to deal or participate in any form of transactions with the PCG including but not limited to biddings and the like;

f. Utilization/disposition/employment of PCG Uniformed Personnel including but not limited as family/personal drivers, houseboys, security guards and the like;

g. Utilization/disposition/employment of PCG material resources for personal/family use including but not limited to vehicles, office supplies, POL products and the like; and

h. Receiving/accepting/demanding or insinuating to receive gifts in any form on any occasion.

X. CUSTOMS AND TRADITIONS

A. General Statement

The continued use of desirable practices long accepted by our predecessors serves as a source of strength that cannot be obtained from new approaches that still

require testing. Customs and traditions that are cherished provide a simplification of lifestyles and serve to inspire us to emulate our honorable predecessors.

B. PCG Customs and Traditions

The following are some of the significant customs and traditions in the PCG.

1. Salute

PCG Uniformed Personnel execute salute as an exchange of greeting, courtesy, and as respect among themselves.

2. Wearing of Authorized and Proper Uniforms

PCG Uniformed Personnel are required to wear only authorized and proper uniforms as provided by appropriate PCG Policies.

3. General Appearance

In accordance with appropriate PCG Policies, PCG Uniformed Personnel are expected to observe proper grooming. This includes proper haircut and hair grooming for male and female personnel, respectively. Male personnel are also required to shave their beard and moustache.

4. Flag Raising Ceremony

The PCG Uniformed Personnel honors the flag by raising it before the start of the official day's work to pledge that all their efforts for the day is dedicated to God, country and people.

5. The Retreat Ceremony

The sounds of the evening gun during a combined ceremonial parade and retreat ceremony constitute one of the inspiring customs of the PCG Service. PCG Uniformed Personnel in camps shall pause for a moment either to salute the Nation's Flag or sing the National Anthem.

6. The Three Volleys over Graves

This is a sign of respect and gesture tendered to a departed comrade - in-arms.

7. The Wearing of Decorations

PCG Uniformed Personnel, who honorably earned decorations in the performance of duty, displays them as part of the uniform during appropriate occasions.

8. The Raising of the Right Hand in Taking Oath

The taking oath for truth of statement or testimonial has always been solemn and serious matter accompanied by ceremony. In essence, the taker of the oath calls upon his / her God to bear witness that the truth would be told.

9. Courtesy of the Post

A PCG Officer of any PCG Unit visiting at another PCG Unit or one who resides in its vicinity is often extended the "Courtesy of the Post" by the Commanding Officer after the prescribed official call has been made. This may include the privilege of accommodation at the PGC Officer's Club and PCG Officer's Wardroom if the visit is of short duration and the privilege of membership, if the stay in the vicinity is extended.

10. Presentation of Recruits to Colors

It is a ceremony in which recruits are presented to the colors for the purpose of signifying acceptance and welcome into the organization.

11. Welcome / Farewell tendered to a newly Assigned / Departing PCG Officer

A newly assigned PCG Officer is tendered a welcome party. While prior to the departure of a PCG Officer from his / her station or change of assignment, a farewell party is tendered. Other suitable unit officers and ladies in honor of the newly assigned/departing PCG Officer and his / her family. When pressure of work prohibits this nicety, a "Happy Hour" or a simple get-together is held in its place. The same is extended to selected senior key PCG Officers and PCG Non - Officers.

12. Ceremony Tendered to a Retiree

This is tendered to a PCG Uniformed Personnel who retires in recognition of his / her long, faithful, and honorable service to the PCG.

13. Pipe Calls, Trumpet or Bugle Call add more distinction and excitement to the regimented life of a PCG Uniformed Personnel.

As the activities of the day unfold, the sound of these calls rejuvenates every system of his/ her body to continue performing the things as signaled by each call.

14. Courtesy Calls

The following are some of the significant courtesy calls in the PCG.

a. A PCG Officer who has been detailed outside of and is rejoining his / her major service or has been reassigned to units outside his / her Major Service customarily calls on his / her Major Service Commander;

b. Upon arrival or prior to departure, PCG Officers from overseas missions or foreign schooling pay a call to their respective Major Service Commanders. It is also appropriate for PCG Officers assuming foreign posts or coming back from such assignments to call on the Commandant, PCG;

c. PCG Officers assuming command positions or similar key positions call on their immediate commanders, including Major Service Commanders. They do the same prior to transfer or relief from duty;

d. Newly promoted PCG Officers customarily call on their Major Service Commanders. This is usually done in groups of the same rank;

e. In some cases, senior PCG Officers who are subject of all these calls maybe extremely busy to attend or receive callers. Nevertheless, it is always a sign of courtesy and goodwill to have manifested an intention to pay such a call;

15. Call of Newly Promoted Flag Officers

PCG Officers promoted to star ranks call on the Major Service Commanders, Commandant, PCG, Secretary, DOTC after taking their oath of office before the President. Call on the Major Service Commanders is usually accompanied by some form of arrival and departure honors.

16. New Year's Call on the Commanding Officer

It has been an invariable custom throughout the PCG that PCG Officers make a formal call upon their respective Commanders during New Year's Day.

17. Happy Hour

This is special form of PCG Officer Comradeship in a PCG Unit which has been developing and spreading in recent years. When this is directed, PCG Officers gather at their local club for a beer and conversation. Usually held on Fridays, the growing calls for a light hearted jesting about the events of the week, or airing a minor gripe, and blowing off a little steam, it may also be a time to slip in a judicious request for a passes or even to inquire about taking a leave. The behavior and activities, however, should conform strictly to the moral and ethical standards set forth in this Circular.

18. PCG Weddings

These customs are generally the same for all faiths. They vary only as chaplains of the different churches incorporate other procedures to add to their color and tone.

19. Patronage of the Officers' Club and EPs' Club Houses

This custom enables PCG Officers and PCG Non – Officers to spend social and recreational life in said centers during their off duties.

20. Ceremonies at Holiday Dinners

This is the practice on Christmas and New Year's Day, in which Commanding Officers visit the PCG Uniformed Personnel of their Units during meal time or prior to the serving of the meal. The method varies rather widely.

21. Christmas Holiday Entertainment

This is another practice on Christmas, in which children are given gifts and entertained. This is jointly organized by the Chaplain, Special Service Officer or Ladies Club with the band present.

22. Rank Has Its Privileges

Whenever a choice is to be made, such a selection of billets or quarters, electing means of transportation, or other privileges, the option of selection follows rank, with the senior given the privilege to select first.

23. Visiting the Sick

A PCG Uniformed Personnel who is sick in the hospital is visited by available PCG Officers and PCG Non - Officers of the unit in such number as may be permitted by the doctor or surgeon in charge. A PCG Officer or PCG Non - Officer of the unit visits him / her so that his / her needs are attended to.

24. Survivor Assistance to Bereaved Family

When any PCG Uniformed Personnel of a unit dies, a PCG Officer is immediately designated by the Commanding Officer to render every possible assistance to the bereaved family. A family courtesy may be tendered, if desired, in case of death of a family member of any PCG Uniformed Personnel.

25. "I Wish" and "I Desire" Statement

When the Commanding Officer states, "I wish", or "I desire" rather than "I order that you do such and such", this wish or desire has all the force of a direct order.

26. Saying "I am Sorry is Taboo"

Take responsibility and action to correct mistake committed is indirectly saying "I am Sorry".

27. Place of Honor

The place of honor is one's right. When a junior walks, rides, or sits with a senior, he takes position abreast to the left of the senior.

28. Use of the Word “Sir / Ma’am”

The word “Sir / Ma’am” is used in PCG conversation by junior PCG Officers in addressing a senior, and by all PCG Non – Officers in addressing PCG Officers. It shall precede and be used in the end of a report, a query and statement.

29. Use of the Word “Chief / Senior Chief / Master Chief / First Master Chief”

Junior PCG Non – Officers shall address PCG Non – Officers more senior in rank to them as Chief; except, PCG Non – Officers who are Senior Chief Petty Officer, Master Chief Petty Officer, and First Master Chief who shall be addressed as Senior Chief, Master Chief, and First Master Chief, respectively, by junior PCG Non – Officers. PCG Officers shall also address all PCG Non – Officers as Chief, Senior Chief, Master Chief, and First Master Chief, as the case may be.

30. Use of the Word “Aye”

The word “Aye” in lieu of “Yes” is used in PCG conversation by the junior PCG Officer in addressing a senior, and by all PCG Non – Officers in addressing PCG Officers.

XI. PENALTIES AND ADMINISTRATIVE SANCTIONS

The penalties for the foregoing disloyal, incompetent, unethical and corrupt acts and the disregard of Customs and Traditions mentioned in this Circular shall be those which are provided in HPCG/CGIAS Circular Nr 06-16 dated 31 August 2016 providing for guidance and procedures on disposition of violations of code of conduct and discipline for PCG Uniformed personnel. The administrative investigations and imposition of administrative punishments of the offenders shall not be waived or condoned.

XII. APPLICATION AND IMPLEMENTATION

A. Legal Force

This Circular shall be guided by the provisions of the Constitution of the Republic Act of the Philippines, Republic Act No. 9993, Revised Penal Code, R.A. 6713 (Ethical Standards of Public Officials and Employee), R.A. 3019 (Anti-Graft Practices Act) and other special laws.

B. Moral Force

All PCG Uniformed Personnel in the implementation of this Circular shall be morally bound by Divine Laws, PCG Rules and Regulations, the PCG Oath of Office, and PCG Customs and Traditions.

C. Compliance

In order to ensure compliance with the provisions of this Circular, the following shall be observed:

1. All PCG Uniformed Personnel shall take upon themselves that the intent and spirit of this Circular is upheld at all times.

2. Commanders shall set the example and be responsible in the implementation of this Circular.

3. The Chaplains, as advisers of Commanders on matters of morality and religious life, while setting the example, shall participate and assist in the internalization of this Circular.

4. All PCG Uniformed Personnel should take an oath that they will abide by this Circular and the same shall form part of their personnel file.

5. Each PCG Uniformed Personnel shall sign a certification that he / she has read and understood the provision of this Circular. The certification shall be submitted to the office of CGIAS on or before 01 April of each of calendar year. The certification will form part of his / her personnel file;

D. Dissemination

The following shall be followed to ensure effective dissemination of this Circular and inculcate awareness of the same:

1. Immediately upon the promulgation of this Circular, the Coast Guard Internal Affairs Service (CGIAS) shall conduct information drives in the different PCG Units for dissemination of the same to the PCG Uniformed Personnel of the said Units.

2. This Circular shall be included in the curricula of all PCG courses and training programs;

3. It shall be incorporated in the Constitution and by-laws of associations recognized within the PCG;

4. The entrance examination for prospective applicants of PCG membership, as well as the promotional examinations shall include questions that shall enhance knowledge and appreciation of this Circular to ensure sustained dissemination and promotion;

5. The provisions of this Circular shall be taken up during TI & E sessions.

6. Before any officer will be designated to occupy a key position, he/she should have undergone a seminar on this Circular;

7. Knowledge of this Circular should be a requirement for promotion to the next higher grade for all PCG Officers and PCG Non – Officer; and

E. Investigation Procedure

The following shall be followed to expedite the disposition of cases against violations of this Circular:

1. All offenses committed by a PCG Uniformed Personnel under this Circular shall be investigated by appropriate investigating unit/board/officer and shall be referred to the appropriate PCG Disciplinary Board for resolution.

2. If the offense consists of acts and omissions which can be disposed administratively without the need of referral to the appropriate PCG Disciplinary Board, the decision of the Disciplinary Authority shall be implemented subject to the remedies available to the offenders.

F. Compromise or Amicable Settlement

In order to instill discipline and to serve as deterrence to would-be violators, commission of the acts/practices mentioned in this Circular are not subject to compromise or amicable settlement. All offenders shall be investigated and punished if found guilty in accordance with existing rules and regulations.

XII. AMENDMENT

Any amendment to or revision of this Circular may be proposed by committee / technical working group formed for the purpose, the representation or membership of which shall be taken from various Units of the PCG.

There shall be a sustained effort to improve this Circular in the following functional areas of concern:

A. Research on alternative culture based on signs, symbols indigenous to the PCG customs and traditions.

B. Strengthen and reorient activities on historical recordings and interpretations of contemporary events.

C. A human resource development program shall be undertaken by the PCG to ensure strict compliance of values, conduct and discipline on the PCG among PCG Uniformed Personnel.

D. The organizational structures of the PCG shall reinforce values, conduct and discipline in the PCG among PCG Uniformed Personnel.

E. Effective monitoring system shall be designed and institutionalized to improve personnel behavior development and creed/core value formation.

F. Research and development protocols consistent with performance standards and professionalism shall be vigorously pursued.

G. In case of conflict in the execution of customs and traditions, the principle of functionality shall supersede formality and formality shall be supportive of functionality.

H. The PCG Modernization Program shall be implemented consistent with the appropriate provisions of this Circular.

XIII. BUDGET ALLOCATION

The Command through the DCS of HRM, CG - 1 shall allocate funds to defray the necessary expenses for the information dissemination of this Circular, implementation and appropriate amendments of the same.

XIV. REPEALING CLAUSE

All rules and / or regulations or portion thereof inconsistent with the provisions of this Circular, are hereby repealed or modified accordingly.

XV. SEPARABILITY CLAUSE

If, for any reason, a provision or part hereof shall be declared illegal, the validity of the other provisions shall not be affected by such declaration.

XVI. EFFECTIVITY

This Circular shall take effect fifteen (15) days after its publication by the Coast Guard Adjutant.

BY COMMAND OF RADM WILLIAM M MELAD PCG:

OFFICIAL:

ATHELO L YBAÑEZ
COMMO PCG
Acting Chief of Coast Guard Staff


LIEZEL B BAUTISTA
LCDR PCG
Coast Guard Adjutant
07/09/16/19

