



PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(HEADQUARTERS PHILIPPINE COAST GUARD)
139 25th Street, Port Area
Manila

DCS-HRM

11 April 2017

CIRCULAR

NUMBER 08- 17

REVISED POLICY ON THE PROCUREMENT OF CANDIDATE FOR NON-OFFICERS IN THE PHILIPPINE COAST GUARD SERVICE

I. AUTHORITY:

- a) Presidential Decree No. 1908
- b) Republic Act 9993, Philippine Coast Guard Law and Its IRR

II. PURPOSE.

- a) To prescribe the guidelines for the recruitment, screening, selection and processing of applicants for Non-officers to ensure that they have the basic knowledge, skills and attitude required.
- b) To prescribe the policy governing the grant of waivers for certain requirements such as height, specifically for Indigenous Group or Tribe, age or experience for the purpose of Enlistment in the Philippine Coast Guard (PCG). The foregoing requirements are based on the pertinent qualification standards and guidelines set in pertinent PCG regulations.
- c) To recruit only the qualified applicants through a systematic, thorough and efficient recruitment system.

III. SCOPE. This policy applies to all applicants for Enlistment in the PCG service.

IV. DEFINITION OF TERMS.

A. Candidate Coast Guard Man (CCGM). Pertains to the initial rank/grade of an applicant for Enlistment after being appointed to the PCG Service.

B. Coast Guard Human Resource Management Center (CGHRMC). A Unit of the PCG that facilitates, through its Recruitment Branch, the recruitment processing of applications. HRMC shall also recommend applicants who satisfy all the qualifications and possesses none of the disqualifications set by this policy upon approval of the Commandant, PCG.

C. Enlistment. It is an act whereby an applicant who possessed all the qualifications and none of the disqualifications provided under this circular and other pertinent PCG Circulars, aspires to enter Philippine Coast Guard service as a non-officer.

D. Specialized Skills or Technical Skills. Pertains to the abilities of applicants in the following fields relevant to PCG mandated functions as supported by their documents, including but not limited to:

- Auto Engine Rebuilding
- Automotive Servicing
- Automotive Electrical Assembly
- Automotive Mechanical Assembly
- Automotive Wiring Harness Assembly
- Computer Programming
- Computer Technician
- Computer System Servicing
- Computer Hardware Servicing
- Driving
- Electrical Installation and Maintenance
- Gas Metal Arc Welding
- Marine Electricity

E. Field of Specialization (FOS). Pertains to the Functional Commands, Admin Support Commands, Operational Support Commands, Special Service Commands, Technical Service Commands, and Operating Commands of the PCG as applicant is projected to be assigned based on his/her specialized skill/s or as determined by CGHRMC.

V. QUALIFICATIONS:

An applicant must possess the following qualifications:

- a. A natural-born citizen of the Philippines;
- b. Of good moral character;
- c. Single;
- d. At least eighteen (18) years old but not more than twenty-eight (28) years of age on the date of appointment in the service;
- e. Minimum entry height of 5'0;
- f. Physically and mentally qualified under the existing regulations for Coast Guard Service;
- g. College graduate or has earned at least seventy-two (72) units in only one (1) course as reflected in the Transcript of Records (TOR) or;
- h. High school graduate provided that he/she has completed TESDA Courses relevant to PCG mandates as endorsed by the respective FOS Units;
- i. Passed the PCG Aptitude Battery Test.

VI. DISQUALIFICATIONS. Notwithstanding the provisions of paragraph V above, no applicant/s in any of the following categories shall be qualified for Enlistment:

- A. Persons serving as an officer, enlisted man, official, or employee in any other capacity in the government or Armed Forces of any foreign country;
- B. Those who were convicted for offenses involving moral turpitude in military or civil courts or any of the crimes against national security and law of nations, crimes against the fundamental laws of the state, crimes against public order or crimes against public morals;
- C. Has pending criminal, civil or administrative case;
- D. A deserter or felon;
- E. Those separated from the government or civilian service;
 1. Under dishonorable conditions.
 - a. As a result of court-martial.
 - b. As a result of administrative proceedings.
 2. For unsatisfactory service.
 3. Under any condition other than honorable.
- F. Those who will be rated seventy-four percent (74%) and below during the conduct of deliberation, based on the criteria used by the Admissions Board.

VII. GUIDELINES.

- A. The Candidates for Non-officer shall be recruited from all the provinces and cities as far as practicable. A nationwide test shall be conducted through designated testing centers.
- B. Recruitment of personnel into the active service shall be dependent on the vacancies created between the actual strength and authorized troop ceiling in a given year and the DBM-approved quota.
- C. Allowable number for Female quota shall be based on 20% ratio of the total PCG population¹
- D. Applicants with technical and specialized skills as provided under Para IV (Definition of Terms) shall be given preference in the recruitment of personnel. The PCG shall recruit only the qualified applicants through a systematic, thorough and efficient recruitment system.
- E. The Command shall organize respective Personnel Procurement Team/s (PPT) from the FOS to recruit, screen, select and process applicants from different regions of the country for Non-officer or Enlistment into the PCG service.
- F. PCG Non-Officers Admission Board for screening and panel deliberation of applicants for Non-officer or Enlistment shall be created with the following composition:

Commander, CGHRMC	- Chairman
DCS for ISLEN, CG-2	- Member
Legal Officer	- Member
Medical Officer	- Member
FOS Admin Officer	- Provisional Member
FMCPD	- Member
Recruitment Officer	- Secretariat
- G. The result of PCGABT shall be valid for a period of one (1) year.
- H. Only applicants in qualified status and have completed the recruitment process shall be included in the list of Candidates for Draftees or CCGM.

¹ The ratio for Female Officer to Female Non-Officer is 1 is to 7 (As stipulated in Section 7 of RA 9993).



I. Qualified applicants or those included in the list of candidates for Non-officer or Enlistment shall submit the following requirements:

- 1) Personal History Sheet (PHS)
- 2) NBI Clearance
- 3) Local PNP Clearance
- 4) Crime Clearance
- 5) Mayor's Clearance
- 6) Municipal Trial Court Clearance (MTC)
- 7) Regional Trial Court Clearance (RTC)
- 8) Barangay Clearance
- 9) Diploma
- 10) Transcript Of Records (TOR)
- 11) PRC License/Certificate Of Civil Service
- 12) PSA Birth Certificate
- 13) Marriage Contract Of Parents/Birth Certificate of Parents
- 14) Certificate Of No Marriage (CENOMAR) available at Philippine Statistics Office
- 15) Colored Full Body Picture (White Background, Postcard Size)
- 16) Residential Sketch
- 17) Previous Employment Clearance, if any;
- 18) Congressional Nomination (optional)

J. The CPCG/Head of PCG has the sole authority to grant waivers for deficiencies in pre-entry requirements for Non-officer in the PCG for those who have previously served as non-uniformed personnel of the PCG.

K. Height waiver of an applicant belonging to an Indigenous Group of People shall be waived without setting up a measurement limitation to it provided that the said applicant shall be required to submit to the PMS a certification duly issued by his/her/their head of chief in the group where he/she/they belong/s with a validation or verification of the said certification by the National Commission on Indigenous People (NCIP) in order to ascertain the authenticity of group membership of the applicant/s.

L. Height waiver of an applicant belonging to an Indigenous Group of People may be exercised provided that they have all the qualifications and none of the disqualifications as provided in this circular.



VIII. WAIVER PARAMETERS. The Commandant, PCG may grant the waiver for the following:

- a. For deficiencies on Age provided that the condition of the deficiency shall not exceed two (2) years from the date of appointment and provided further that the minimum age of 18 years old is not waived.
- b. For deficiencies in Height provided that subject applicant possesses a very desirable skill or trait that is needed by the Command or skill that can contribute mainly on the performance of the functions of the PCG service;
- c. That applicants for height waiver belongs from Indigenous Group of People with certification from the National Commission on Indigenous People (NCIP) in order to ascertain the authenticity of group membership of the applicant.

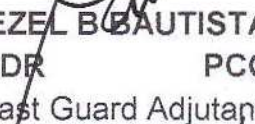
IX. RESCISSION. All provisions of existing policies and regulations not consistent with the provisions of this policy are hereby rescinded or modified accordingly upon approval and effectively of this Circular.

X. EFFECTIVITY. This policy shall take effect immediately upon approval.

BY COMMAND OF COMMODORE GARCIA:

OFFICIAL:

JOSE WILLIAM U ISAGA
CAPT PCG
Chief of Coast Guard Staff


LIEZEL BBAUTISTA
LCDR PCG
Coast Guard Adjutant

03/05/17/19