



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

NHQ-PCG/O/CG-12

04 March 2019

CIRCULAR
NUMBER 02-19

ESTABLISHMENT OF SATELLITE TRAINING INSTITUTE

I. AUTHORITY: RA 9993 and its Implementing Rules and Regulations

II. REFERENCES:

- a.) HPCG Circular Number 05-04 dated 27 July 2004 entitled, *"Entitlement to Instructor Duty Credits and Granting of Instructor Duty Pay"*.
- b.) OTAG/PCRD Circular Number 04 dated 03 October 2012 entitled, *"Inclusion of Accreditation System for AFP Training School/Units as Annex C to Circular Nr2, S-2009, Subject: Instructor Duty Pay"*

III. PURPOSE:

This Circular prescribes the standards for the creation, management and operation of Satellite Training Institutes (STIs) among the units of PCG.

IV. SCOPE:

This policy covers all PCG units that provide training on functional and specialization courses and other courses relevant to the performance of the core functions of the organization.

V. DEFINITION OF TERMS:

As used in this Circular, the following terms shall mean and be interpreted as hereunder indicated:

- a. **Administration** - composed of the leadership, support personnel, and non-teaching staff that manage and supervises the STI.
- b. **Curriculum** - all approved Courses of study offered by the Coast Guard Education and Training Command (CGETC) and STIs.

- c. **Career Courses** - composed of courses which include Specialization Courses and Functional Courses that are requirement for promotion and has the minimum duration of three (3) months.
- d. **PCG Education and Training Board (PCGETB)** - an advisory body to the Commandant, PCG on matters pertaining to education and training system of the PCG;
- e. **Evaluation** - the act of assessing the performance of a student, instructor, school personnel, curriculum, POI, and others.
- f. **Pool of Instructors** - composed of experienced Instructors and Subject Matter Experts (SME) who can impart knowledge and skills, who help students understand the subject matter particularly in functional and specialization courses of the PCG.
- g. **Facility** - a building or place that provides a particular service or is used for a particular training.
- h. **Functional Course** – required course for PO3 to PO2 (E-4 and E-5) that deals with the core functions of the PCG.
- i. **Laboratory** – a place of learning which provides opportunity for educational experimentation and observation necessary for acquisition of practical knowledge and skills.
- j. **Satellite Training Institute (STI)** – established training facility approved by the Commandant, PCG and monitored by Coast Guard Education and Training Command (CGETC), supervised by the Functional Commands that offers Functional and or Specialization Career Courses other than that what is being provided by CGETC, implements the approved Program of Instruction (POI) applicable to the Courses offered, follows and prepares the corresponding Instructor's Guide (IG) and provides training materials and equipment to the students.
- k. **Specialization Course** – course pre-requisite to Functional Course and is required course for SN1 to PO3 (E-3 and E-4) that deals with ratings of PCG Non-Officers.
- l. **Student** - PCG uniformed personnel (officers, non-officers, cadets/candidate coastguards) taking-up the prescribed career courses and other approved courses in a PCG Training Schools/Units.
- m. **Specialized and Functional Subject Matter Expert (SME)** – an individual possessing knowledge, skill, and experience of the specific subject or in performing a specialized task within the Coast Guard organization.

- n. **Program of Instruction (POI)** - approved Modules and subjects relevant to a Course with corresponding descriptions and number of hours of instruction.

VI. POLICIES:

- a. the Deputy Chief of Staff for Education and Training, CG-12 shall formulate training policies, govern and manage training programs to achieve the goal of enhancing the skills and competencies of the personnel to effectively carry out the mandates of the PCG;
- b. the DCS for Education and Training, CG-12 in coordination with the Coast Guard Education and Training Command (CGETC) shall enhance the capability of the PCG training institutes;
- c. the CGETC shall be responsible for the management and supervision of all career courses of PCG;
- d. Satellite Training Institutes (STIs) shall be established to the following PCG Units, but not limited to:

Functional Commands

- MARSEC
- MEPCOM
- MSSC

Admin Support Command

- CGIF

Operational Support Commands

- CGK9F
- CGSOF
- CGAF
- CGWCEISC
- CGSSF

- e. Only training centers conducting PCGETB approved functional and specialization courses shall be considered;
- f. the PCGETB, through the CG-12, shall approve policies and standards for the accreditation of STIs; and
- g. PCG Units intending to accredit their training centers as Satellite Training Institute of CGETC shall submit request for accreditation to the PCGETB, through CG-12.

VII. REQUIREMENTS:

- a. the STI shall offer Functional or Specialization Career Courses peculiar to its unit function;

- b.** the STI shall be established with reference to the approved PCG Table of Organization and Equipment (attached as Annex A is the minimum staffing/organization);
- c.** the minimum number of organic instructors shall be at least three (3) to create a 1:10 instructor-student ratio and that they shall have completed the IMO Model Course 6.09 and IMO Model Course 3.12 or other related IMO Model Training/Specialization Training;
- d.** the POI to be implemented must be approved by the PCGETB. Modification, amendment or revision of which shall pass DDRI, CGETC for review and subsequent referral to the ETB for deliberation and endorsement to CPCG for approval;
- e.** the Instructional Package confirmed by DDRI for every subject and complete Training Management Package for every course shall be available and continuously updated annually or as the need arises;
- f.** there shall be available guest lecturers or Subject Matter Experts (SMEs) qualified to deliver a topic or subject matter in the prescribed POI; Provided that the qualification of the guest lecturer and SME shall be determined by the STI Director, taking into consideration the educational background, work experience, and in depth understanding of the Coast Guard functions (refer to VII © Requirements);
- g.** there shall be designated classroom/s , which can accommodate at least thirty (30) students with audio visual equipment, reading room or study spaces preferably with internet service for the research activity of the students, and adequate school materials and supplies;
- h.** there shall be pool of instructors capable of teaching the subjects in the Programs of Instructions to assist in the conduct of the specialized and functional courses of the PCG, Satellite Training Institutes;
- i.** STI shall have appropriate laboratory, equipment or working environment for the practical and application of the specialization;
- j.** STI is desired to have a nearby pool or track space for the conduct of PFT and swimming test;
- k.** for purposes of uniformity of schooling standard, the STI shall follow the CGETC Academic Handbook, Grading System and other established system that will assess the performance of each student. It shall also create an Academic Board, to be composed of Deputy Commander of the Unit, STI Director and Course Director, to effectively address the academic issues that do not require Higher Headquarters' approval;
- l.** If possible, billeting space or list of available dormitories for students; and

- m. the training units requesting for accreditation shall have a history of courses conducted and completed for the last two (2) years;

VIII. PROCEDURES:

The PCG Commands offering functional, specialization and other equivalent courses shall adhere to the following accreditation procedures subject to evaluation, review and recommendation of the PCGETB for approval of CPCG:

- a. shall ensure that the requirements are completed prior application;
- b. shall submit a letter addressed to CPCG (Attn: PCGETB, through the CG-12) requesting for accreditation with attached pertinent documents deemed necessary;
- c. the PCGETB shall review and evaluate application for accreditation and ensure that the requirements are met by the requesting units. It may conduct actual/ocular inspection to verify if the parameters are met and achieved;
- d. upon approval of the request, said activation of the STI shall be covered with an HPCG General Order and released for publication;
- e. the accredited STI shall maintain the stated requirements in Para 7 of this Circular in order to sustain its status. It shall provide NHPCG (Attn: CG-12) and CGETC Course Readiness and Completion Report for monitoring and evaluation of the effectiveness of the training programs which could be used as basis for policy upgrade. The order of merit shall also be included in the Completion Report to include the list students who were not able to complete the said course;
- f. the PCGETB shall continue to evaluate the status of the accredited STI. Also, the PCGETB, in any case that the STI has neither sustained nor maintained the requirements of this Circular, may hold the status of the STI including the benefits entitled to its Faculty and Staff, until such time that the non-conformance is rectified. It is only then that the STI shall be returned to its accredited status; and
- g. should the PCGETB finds that the request for STI accreditation does not meet the prescribed requirements, the requesting unit shall be informed of its disapproval. However, the requesting unit may opt to reapply for accreditation upon compliance of the provisions under this Circular;

IX. ISSUANCE AND PUBLICATION

After the approval and issuance of the Circular, PCG shall cause its publication and shall also post the same on its Website.

X. EFFECTIVITY:

This Circular shall take effect upon the approval of the Commandant, PCG.

XI. RESCISSION:

All PCG circulars in conflict with this circular are hereby rescinded.

BY COMMAND OF ADMIRAL HERMOGINO PCG:

OFFICIAL:



LIEZEL B BAUTISTA
CDR PCG
Coast Guard Adjutant

04/03/19/11

EDUARDO D FABRICANTE
COMMO PCG
Chief of Coast Guard Staff

ANNEX A: Proposed STI Organizational Structure

ANNEX A

PROPOSED STI ORGANIZATIONAL STRUCTURE

