



PAMBANSANG PUNONGHIMPILAN TANODBAYBAYIN NG PILIPINAS
(National Headquarters Philippine Coast Guard)
139 25th Street, Port Area,
1018 Manila

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NHQ-PCG / CG-1

CIRCULAR
NUMBER 08-19

ENLISTMENT AND REENLISTMENT OF PCG NON-OFFICERS

I. REFERENCES

- a. HPCG//CG-1 Circular Number 08-14 dated 26 August 2014;
- b. CG-1/CGA Circular Number 05 dated 25 January 2000
- c. DND/AFP Circular Number 01 dated 22 May 2017
- d. AGA1 Circular Number 13 dated 15 July 1991
- e. AFP Memo dated 20 October 2001
- f. AFPRS/AGA1 Circular 17 dated 2 October 1987

II. PURPOSE

This Circular prescribes the policies, standards, guidelines and procedures governing the Enlistment and Reenlistment of PCG Non-Officers.

III. SCOPE

This Circular covers all application for Enlistment and Reenlistment of PCG Non-Officers in the PCG-DOTr service.

IV. DEFINITION OF TERMS

- a. Enlistee - refers to a PCG Non-Officer who is applying for enlistment
- b. Enlistment – is a contract between the Philippine Coast Guard and the enlistee; it is the process of taking an oath for the Service and becoming a PCG Non-Officer
- c. Enlistment Authority - refers to the Commandant, PCG, who shall have the sole authority to enlist and reenlist PCG Non-Officers.
- d. Enlistment Term – a period of time spent in the service

- e. ETE – Expiration of Term of Enlistment. It shall be for a period of three (3) years and renewable every three (3) years.
- f. Indigenous People (IP) – are those groups especially protected in international or national legislation as having a set of specific rights based on their historical ties to a particular territory, and their cultural or historical distinctiveness from other populations.
- g. Pending Case – all cases which are being held for investigation, hearing before the civil court, PCG Disciplinary Board, PCG Court Martial, PCG Special Drugs Board, Committee on Decorum Investigation and such other bodies/board which can recommend and/or impose penalties against an erring PCG personnel; Provided that, derogatory reports and those pending investigation before the CG Internal Affairs Service, and the likes, shall not be considered as a pending case for purposes of reenlistment.
- h. Reenlistee - refers to a PCG Non-Officer filing for reenlistment before ETE.
- i. Reenlistment – a term of active service in the PCG.
- j. Unit Commander – Head of Office/Unit Commander of reenlistee at the time of the application for reenlistment.

V. GENERAL POLICIES AND GUIDELINES

A. QUALIFICATION. Only persons in qualified status shall be Enlisted or Reenlisted in the PCG-DOTr service

1) REGULAR ENLISTMENT

A person shall be considered in qualified status under the following conditions:

- a. Is a citizen of the Philippines;
- b. Has successfully graduated / completed the Candidate Coast Guardsman Course Coast Guardsman's Course (CGMC) at the Coast Guard Education and Training Command (CGETC) or in such training centers as may be designated by the Deputy Chief of Coast Guard Staff (DCS) for Education and Training, CG-12.
- c. Single
- d. Is not less than 18 years but not more than 28 years of age upon appointment as Candidate Coast Guardsman (CCGM).
- e. Has the minimum entry height requirement of 152.4 cm (5'0") for both male and female applicants/candidates

- f. Is physically and mentally fit for Coast Guard service, in accordance with the provisions of this policy and others applicable regulation; and
- g. Is of good moral character and habits.

2) **SPECIAL ENLISTMENT**

A person shall be considered in qualified status if:

- a. He/She satisfies subparagraphs A.1)a., A.1)b., A.1)e. and A.1)f.;
- b. An individual whose technical/skills qualification is highly desirable in the PCG;
- c. Is not less than 18 years but not more than 35 years of age upon Enlistment;
- d. For IP, a height waiver can be granted provided that the applicant belongs to a recognized tribe and present a certification issued by the National Commission on Indigenous People (NCIP); and
- e. Such other additional qualifications determined by the PCG Unit Commander aligned with their respective personnel skill requirement.

3) **REENLISTMENT**

A Reenlistee shall be considered in qualified status if:

- a. He/She satisfies subparagraphs A.1)a., A.1)e. and A.1)f., above;
- b. The difference between the age and the active service rendered does not exceed 26 years for Regular Enlistment and 30 years for Special Enlistment; and
- c. His/her previous term of Enlistment/Reenlistment was terminated under honorable conditions.

B. DISQUALIFICATIONS

Notwithstanding the above qualifications, a person is not in qualified status for Enlistment or Reenlistment if:

- a. Has definite psychoneurotic tendencies or is a chronic alcoholic;
- b. Has been imprisoned under final judgement of court for commission of an offense involving moral turpitude or for conviction of any of the crimes against national security and the law of nations; crimes against the fundamental laws of the state; crimes against public orders; and crimes against public morals;
- c. Has been discharged from the PCG-DOTr service, or other service, dishonorably;

- d. Has been punished three (3) or more times in accordance with the PCG Code of Conduct;
- e. Has been found to be an illegal user of drugs; Provided that, an applicant found positive for drug use, upon confirmation by the proper authorities, shall be prima facie evidence of his/her drug dependence, unless there is evidence to the contrary.
- f. Has a pending criminal case and/or other case involving moral turpitude in a court of law;
- g. Has been found guilty of an act or conduct prejudicial to good order and military discipline that has a specific definition in the PCG Code of Conduct;
- h. Has failing or marginal efficiency ratings; and
- i. Is a deserter or felon.

C. MENTAL AND PHYSICAL EXAMINATIONS

- a. A Minimum score as required in the PCG Aptitude Battery Test (PCGABT) shall be required for all Original Enlistment; and
- b. Only mentally and physically fit applicant shall qualify for Enlistment or Reenlistment; as determined in the physical examination required by existing regulations, including, among others, chest radiology, a serological test for venereal diseases and a careful neuro psychiatric study.

E. EFFECTIVE DATE OF ENLISTMENT AND REENLISTMENT

- a. Enlistment shall be made effective on the date of issuance of orders unless otherwise specified but in no case shall be made retroactive.
- b. Reenlistment shall be made effective on the date of expiration of the previous term of Enlistment/Reenlistment, or on the date of discharge if sooner terminated, provided the Reenlistee on such date is in qualified status and actually assumes his/her position, otherwise Reenlistment shall take effect on the date of issuance of orders.
- c. Report on status of Enlistment and Reenlistment of all personnel under their respective units shall be submitted to the Office of the Deputy Chief of Coast Guard Staff for Human Resource Management and Records (O/CG-1) not later than 15 October of every year.

F. ENLISTMENT PRIORITY

Enlistment priority shall be given to the following applicants, provided, they are in qualified status for Enlistment:

- a. Graduates of the Coast Guardsman Course;

- b. Former cadets of the Philippine Military Academy (PMA), Philippine Merchant Marine Academy (PMMA) or other Military Air and Naval School and Advance Reserve Officer Training Corps (ROTC) Cadets;
- c. Outstanding trainee graduates; and
- d. Those possessing special skills and/or technical qualification highly desirable in the PCG.

G. GRADE ON ENLISTMENT

Origin Enlistment shall be made in grade E-1, except as provided hereunder:

- a. An inactive Reserve Officer may be enlisted in any grade up to and including E-6, provided, that the difference between the individual's age and active service does not exceed 26 years and that he/she otherwise, in qualified status for Enlistment.
- b. A cadet of the PMA, PMMA or other Military Air and Naval School who has been honorably discharged from such school may be enlisted in any grade up to and including E-4, provided, that he is in qualified status for Enlistment.
- c. An individual whose technical qualification is highly desirable in the PCG may be enlisted in any grade up to E-6, provided, that the difference between the individual's age and active government service, if any, does not exceed 26 years and that he/she is in qualified status for Enlistment; and provided, further, that the individual passes the applicable technician's examinations prescribed by the PCG Unit for the grade in which he/she will be enlisted.
- d. Enlistment in grade above E-3 **subparagraph h.1).a), b) and c)**, shall be subject to approval of the Commandant, PCG.
- e. Enlistment in grades E-1 and E-2 may exceed the authorized strength of these grades in a unit as prescribed in accordance with **paragraph d** above, by the number of cumulative vacancies that exist in higher grade(s).

H. GRADE UPON REENLISTMENT:

- a. A PCG Non-Officer may be reenlisted in the permanent grade last held if such reenlistment is made within thirty (30) days following his discharge.
- b. A PCG Non-Officer who has served at least one (1) enlistment term and re-enlists after thirty (30) days but within sixty (60) days from the date of discharge may be reenlisted in the permanent grade last held but be imposed the penalty of Reprimand under AW105, with consequent one (1) year prohibition on promotion.
- c. A PCG Non-Officer who has not been reenlisted by virtue of a pending case but was subsequently acquitted or whose case is provisionally dismissed, may be re-enlisted in the permanent grade last held if such re-enlistment is accomplished within sixty (60) days following the date of the acquittal or the provisional dismissal of the case.

- d. A PCG Non-Officer who has been admitted as CCGO, from the ranks, undergoing training at CGETC, cadet/trainee of the PMA, PMMA, military, air, naval or other related schools and subsequently discharged from any such school, may be re-enlisted in the permanent grade last held prior to such admission, provided such re-enlistment is done within thirty (30) days after the date of his/her honorable discharge from any of the above schools.
- e. A PCG Non-Officer who reenlists after sixty (60) days from the date of discharge are considered for re-entry in the PCG service subject to the provisions of the PCG Personnel Procurement Circular.
- f. Reenlistment in any grade may exceed the authorized strength of that grade in any unit by the number of cumulative vacancies that exists in higher grade/s.

VI. REENLISTMENT

1. WHEN AND HOW TO FILE: Application for re-enlistment shall be filed at least six (6) months before ETE and shall be endorsed by their respective Unit Commanders to the enlistment authority (Attention: DCS for HRM, CG-1).

2. ADMINISTRATIVE IMPEDIMENTS: PCG units/offices designated as signatories of the re-enlistment Clearance Forms shall have no authority to approve/disapprove or hold the re-enlistment documents. In case the re-enlistee is not medically, physically or mentally fit for the service or has pending case/s; forward to O/CG-1 any findings for appropriate action. Re-enlistee with pending cases will be honorably discharged from the service after the lapse of their ETE but may apply for reenlistment in the permanent grade last held despite lapse of the period prescribed in this Policy should he/she be found and declared clear from any liability. Provided that, only those with pending cases filed because of the performance of their duties may be extended their ETE upon CPCG's approval. Reenlistee with medical impediments shall be forwarded to the PCG Medical Board for the determination of fitness to continue/discontinue the service.

3. EXTENSION OF ETE:

a. In order to protect the interest of the PCG service, ETE can be extended up to the date of the compulsory retirement provided, the maximum period of extension will not exceed eighteen (18) months or half ($\frac{1}{2}$) of the enlistment term. The extension of ETE *SHALL NOT* be applicable to optional retirement or separation from the PCG service. In case a PCG Non-Officer was already granted reenlistment and received the Reenlistment Clothing Allowance (RCA) but later signified intention for optional retirement or separation from the PCG service said non-officer shall replenish to the Command the amount he/she received, provided, that the period shall not exceed eighteen (18) months or one-half ($\frac{1}{2}$) of the enlistment term to the effective date of optional retirement or separation.

b. The term of enlistment of a person due to expire while enjoying his/her accumulated leave prior separation, shall be extended until the expiration of such leave.

c. The term of enlistment of a person who cannot be discharged under existing laws or regulations on the date of its expiration due to sickness or injury contracted in line of duty, or other justifiably unavoidable cause shall be extended to the day when the discharge can be effected. When hospitalization is necessary, it shall not exceed one (1) year.

d. Nothing in this rules and regulations shall operate to prevent the discharge prior expiration of term of enlistment (ETE) in accordance with existing regulations. However, the re-enlistee is eligible to apply for re-entry in the PCG within the period of three (3) years reckoning from the date of his termination from the service

4. CLAIMS FOR RE-ENLISTMENT PAY: All PCG Non-Officers who are qualified for reenlistment by reason of the expiration of their three-year enlistment are entitled to receive the Re-Enlistment Clothing Allowance (RCA). The RCA shall be in the amount of Twelve Thousand Three Hundred Sixty Five Pesos and 85/100 Centavos (P12,365.85) for both Male and Female Non-Officers. Said RCA should not be treated as clothing allowance, but instead should be utilized for the procurement of uniform based on the authorized Requirements of PCG Non-Officers as per ANNEX A.

5. RE- ENLISTMENT BOARD: There shall be a Re-Enlistment Board composed of the DCS for HRM CG-1, DCS for ISLEN CG-2, Commander CGIAS, Commander CGLS, Command Surgeon, CG Medical Service and PCG Command Master Chief, to be chaired by the most senior member.

The PCG Re-Enlistment Board shall evaluate applications for re-enlistment and recommend the approval and/or disapproval of such application not later than thirty (30) days from the filing of application, in accordance with the provisions of this Circular.

6. PROCEDURES

A. The application for Enlistment shall follow the procedure prescribed in the PCG Policy on the procurement of PCG Non-Officers.

B. The application for the request for reenlistment (through Personal Action Form) shall be forwarded to CPCG (Attention: DCS for HRM, CG-1) with the following:

- a. Medical Certificate (including Dental /Drug Test Results, etc.)
- b. Certificate of Recommendation from Unit CO
- c. Certificate of Non-Pending Case
- d. Unit Punishment Book
- e. EPEM
- f. Physical Fitness Test Result and Certificate
- g. PHS

C. Upon receipt of the request, O/CG-1 will prepare *Clearance Forms* of the re-enlistee attaching the aforementioned documents which shall be forwarded to the following offices:

- a. CGLS
- b. CGIAS

- c. DCS-ISLEN,CG-2
- d. Back to CG-1

Concerned PCG Units/Office must sign and forward the Clearance Forms within fifteen (15) days from receipt thereof.

D. If and when the reenlistee is cleared of any pending case, DCS for HRM, CG-1 will recommend to the CPCG the approval of the application for reenlistment, issuance of reenlistment orders and the availability of funds to support the claims for Reenlistment Clothing Allowance. Otherwise, CG-1 will issue extension of ETE for eighteen (18) months, if applicable.

E. Upon CPCG's approval, O/CG-1 will forward the names of reenlistees to CG Adjutant for the issuance of reenlistment orders or ETE extension.

F. Reenlistees shall submit the following documents for their Reenlistment Clothing Allowance (Annex "A") claim:

- a. Re-enlistment Order (Authenticated by CGAO)
- b. Re-enlistment Record
- c. Oath and Certificate of Re-enlistment
- d. Security Pledge
- e. Designation of Beneficiaries

The required documents shall be transmitted by the respective Unit Commanders to HPCG addressed to Commandant, PCG (Attn: DCS for HRM, CG-1).

7. ACCOUNTABLE OFFICERS AND SIGNATORIES OF PAF

The following shall be responsible for the reenlistment of PCG Non-Officers:

- A. Unit Commander;
- B. Unit Deputy Commander;
- C. Administrative Officer;
- D. Liaison Officers entrusted with the custody of the Reenlistment Documents of personnel in their respective units.

The above accountable officers may be held administratively liable should a Non-Officer under their unit fail to reenlist within the period provided in this Circular without the fault of the reenlistee. Any accountable officer found to have caused such unreasonable delay, intentionally or negligently, in the reenlistment of a Non-Officer under his/her unit may be investigated and punished in accordance with existing PCG policies

VII. RESPONSIBILITY

All Unit Commanders/Heads of Office will be responsible for the strict implementation and dissemination of this Circular and shall likewise ensure proper utilization of Reenlistment Clothing Allowance according to its purpose.

VIII. RESCISSION

All other publications in conflict with this Circular are hereby rescinded.

IX. EFFECTIVITY

This Circular shall take effect within fifteen (15) days from publication.

BY THE COMMAND OF ADMIRAL HERMOGINO:

OFFICIAL:

EDUARDO D FABRICANTE
COMMO **PCG**
Chief of Coast Guard Staff



LIEZEL B BAUTISTA
CDR **PCG**
Coast Guard Adjutant
07/07/1941



ANNEX "A"



PAMBANSANG PUNONGHIMPILAN TANODBAYBAYIN NG PILIPINAS
 (National Headquarters Philippine Coast Guard)
 139 25th Street, Port Area,
 1018 Manila

CERTIFICATE OF MINIMUM CLOTHING REQUIREMENTS
 (For Male Non-Officers)

Name: _____ Rank: _____ PCGSN: _____ Br of Svc: _____

Unit Assignment: _____

Note: Designated inspector must ensure that all the following items are properly marked with the initial and serial number of the re-enlistee.

Description	Unit	Qty	Remarks
GOA Marlen Blue	set	2	
Working Blue	set	2	
Chevron (rank patches)	ea	4	
Buckle	ea	1	
Belt	ea	1	
Dress Shoes	pair	1	
Oversea cap	ea	1	
Insignia	ea	1	
White Tshirt	ea	2	
Blue Tshirt	ea	3	
Socks	ea	5	

Verified true and correct this _____ day of _____.

 (Signature of Re-enlistee)

 (Signature of Inspector)

 (Unit Commander)



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CERTIFICATE OF MINIMUM CLOTHING REQUIREMENTS
(For Female Non-Officers)

Name: _____ Rank: _____ PCGSN: _____ Br of Svc: _____

Unit Assignment: _____

Note: Designated inspector must ensure that all the following items are properly marked with the initial and serial number of the re-enlistee.

Description	Unit	Qty	Remarks
GOA Marlen Blue	set	2	
Working Blue	set	2	
Chevron (rank patches)	ea	4	
Buckle	ea	1	
Belt	ea	1	
Dress Shoes	pair	1	
Oversea cap	ea	1	
Insignia	ea	1	
White Tshirt	ea	2	
Blue Tshirt	ea	3	
Socks	ea	5	
Skirt	ea	1	

Verified true and correct this _____ day of _____.

(Signature of Re-enlistee)

(Signature of Inspector)

(Unit Commander)