



Republic of the Philippines
DEPARTMENT OF TRANSPORTATION
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[DATE]

MEMORANDUM CIRCULAR
Number 2021-11

**REVISED PROMOTION SYSTEM FOR COMMISSIONED OFFICERS OF
THE PHILIPPINE COAST GUARD**

SECTION I

GENERAL

1. AUTHORITY

- a. Section 13 of Republic Act No. 9993 and its Implementing Rules and Regulations (IRR)

2. REFERENCE

- a. OTAG/PCRD Circular No. 03 dated 19 February 2016, Officers Promotion System in the Armed Forces of the Philippines
- b. GHQ, AFP SOP No. 10, 2006 Edition, Armed Forces of the Philippines Officers Promotion System
- c. DOTC Circular dated 19 May 1998, Promotion System for Commissioned Officers of the Philippine Coast Guard

3. SCOPE

This Circular prescribes the Promotion System for Officers in the active service of the Philippine Coast Guard (PCG).

4. PURPOSE:

This Circular embodies the rules, policies, procedures and guidelines governing the promotions in grades of all Officers in the active service of the PCG. It also aims to regulate the Officers Promotion System in the PCG in order to ensure that only the best qualified are promoted. It establishes the framework in selecting Officers for promotion; provides the

implementing rules, policies and guidelines of all laws, orders, regulations and directives pertaining to promotion of Officers, presents the policies and guidelines governing the separation of Officers as a consequence of their failure to be recommended for promotion; and, prescribes the general procedures to be followed in considering Officers for promotion to the next higher grade.

5. DEFINITION

- a. Best Qualified – Those Officers selected from among the qualified Officers on the basis of their relative seniorities, professional attributes, demonstrated performances and behaviors, and their indicated potentials to discharge the duties and responsibilities required of the next higher grade in accordance with the standard set by the PCG.
- b. Call to Active PCG Service (CAPS) – refers to the appointment of lateral entry applicant to the PCG-DOTr service, from the active service of the AFP, PNP and other uniformed service with sources of commissionship.
- c. Deferred of Promotion – A category of failure of promotion whereby an Officer who is considered / deliberated upon for promotion is not recommended for promotion for cause, i.e., he lacks the necessary individual merits required for promotion or fails to satisfy the required standards set for promotion due to an administrative impediment to his promotion, the incurrence of which is definitely deemed on account of his own fault, failure or negligence.
- d. Grade – The rank of a commissioned Officer of the PCG.
- e. Lateral Attrition – Separation from the service of commissioned Officers who are found unqualified for promotion after attaining the prescribed active commissioned service-in-grade and age limits as provided under Section 10, Presidential Decree No. 1638.
- f. Not Considered for Promotion – A category of failure of promotion whereby an Officer who is considered / deliberated upon for promotion is classified “not on promotable status”, and thus, not recommended for promotion due to an administrative impediment, the incurrence of which is deemed not of his own fault, failure or negligence, and the absence of which would have qualified him for promotion.
- g. Promotion List – List of all active commissioned PCG Officers considered for promotion to the next higher grade.
- h. PCG Lateral Entry – refers to the admission of commissioned Officers and enlisted personnel from the AFP, PNP, and other uniformed service, whether active or separated honorably, with due consideration on their functional qualifications, specialized skills, and distinctive competencies.
- i. Recall to Active Duty/Re-entry/Reinstatement – the re-appointment of the former PCG personnel to the PCG-DOTr service after being honorably discharged or separated therefrom.

- j. Recall to Active Uniformed Service (RAUS) – refers to the appointment to the PCG-DOTr service of an inactive, or honorably separated lateral entry applicant from the AFP, PNP, and other uniformed service with sources of commissionship.
- k. Relative Seniority – The order of precedence of Officers of the same grade.
- l. Seniority and Lineal List (SLL) – A document containing the names of all Officers in the active service, arranged by grade and in accordance with their relative seniority. There shall be a separate SLL for General Line and Technical Line Officer.
- m. Time-in-Grade – A period of active commissioned service rendered by an Officer in a certain rank.

SECTION II

OFFICERS PROMOTION SYSTEM

6. CONCEPT

a. This Circular advocate the principle that as Officers of the PCG are promoted from one grade to the next higher grade, the criteria of competence, individual merit and potentials increase in importance while that of seniority diminishes in significance, such that for promotion to senior grade levels, the criteria of competence, merit and potentials become the primary consideration while seniority become secondary.

(1) **For promotion to grades O-2 and O-3**, the *seniority rule in promotion is supreme*. Pursuant to Sec 6 (D) of RA No. 291, a junior Officer, though maybe more competent and with better merit and potential for higher leadership, cannot be promoted ahead or over his senior who is likewise qualified for promotion.

(2) **For promotions to grades O-4 and O-5**, with *the application of the third-vacancy rule, seniority starts decreasing in significance*. The first and second slots of every three (3) promotion vacancies for such grades must be filled up in accordance with the seniority rule; however, the third or the last slot in every three (3) vacancies shall be filled up by the best qualified Officer, in terms of competence, merit and potentials, regardless of his seniority relative in the particular promotion list.

(3) **For promotions to grade O-6 and higher**, the *seniority rule is relegated to a secondary and less significant role*. Every promotion vacancy in such grades is to be filled up by the best qualified Officer, in terms of competence, merit and potentials, regardless of his relative seniority in the particular promotion list.

b. The PCG Officers Promotion System thus espouses the concept that Officers of the PCG shall be selected for promotion based on their relative seniorities, professional attributes, demonstrated performances and behaviors, and their indicated potentials to discharge the duties and responsibilities of the next higher grade. The fundamental reason behind such selection criteria is not only to recognize past performances, but also to use such records of performances as effective gauge in measuring potentialities for future service. This in turn ensures that the PCG command and control system shall continue to be manned by competent Officers who are imbued with a high sense of achievement, and who can provide wider dimensions of leadership and managerial skills in administering and executing the complex Command and Staff functions in the PCG.

c. Under the preceding concept, the need of the PCG for outstanding executives who are exemplars of competence and vision, of decency and integrity, and who are attuned to the demands of the times, and responsive to the dynamics of change cannot be over-emphasized. The active involvement of the PCG in innovating and administering in a noble and patriotic fashion the ways and means to pursue the maritime objectives and national development goals require a corps of dedicated Officers who have the knowledge in depth, the pertinent skills and discipline, and the

sensitivity to the challenges and opportunities which the PCG is facing and will face in the future.

7. OBJECTIVES

a. The Officers Promotion System shall remain as the primary means by which the PCG shall periodically evaluate and assess its Officer's ranks. To this end, the PCG Officers Promotion System shall have two-fold objectives: first, to determine who should be promoted; and second, to determine who should be attrited (Sections 10 and 12 of Presidential Decree Number 1638). In the pursuit of these objectives, the Officers Promotion System shall institutionalize and continue to implement an efficient process of selection for promotion, as well as, for elimination of Officers to ensure a continuing attainment of these objectives, and at the same time provide just and equitable end-results for all concerned.

b. The PCG shall see to it that the second objective is never relegated to the background. Any tendency of senior Officers to protect erring or incompetent subordinates who are under consideration for promotion shall be curtailed. RA No. 9993 requires that the pyramidal structure of the PCG Officers Corps, starting with a broad base of company grade Officers, be preserved. Through the combined process of promotion and attrition, the rank profile of Officers shall be made to taper upward until only those who have demonstrated their fitness for positions of highest responsibility in the PCG remain. The incompetents, the unfits and those of dubious integrity shall be attrited to prevent the PCG from being saddled with a great number of senior Officers who do not possess the ability or the moral attributes to carry out the responsibilities of higher leadership.

8. OFFICERS GRADE

The grades of Officers in the PCG, in their descending order of precedence and with their corresponding ranks, are the following:

<u>GRADE</u>	<u>PCG RANK</u>	<u>MILITARY EQUIVALENT</u>
O-10	Coast Guard Admiral (CG ADM)	General
O-9	Coast Guard Vice Admiral (CG VADM)	Lieutenant General
O-8	Coast Guard Rear Admiral (CG RADM)	Major General
O-7	Coast Guard Commodore (CG COMMO)	Brigadier General
O-6	Coast Guard Captain (CG CAPT)	Colonel
O-5	Coast Guard Commander (CG CDR)	Lieutenant Colonel
O-4	Coast Guard Lieutenant Commander (CG LCDR)	Major
O-3	Coast Guard Lieutenant Senior Grade (CG LTSG)	Captain
O-2	Coast Guard Lieutenant Junior Grade (CG LTJG)	First Lieutenant
O-1	Coast Guard Ensign (CG ENS)	Second Lieutenant

9. **AUTHORITY ON PROMOTION**

- a. The President. The President has the sole authority to promote Officers of the PCG to grade O-7 and above.
- b. The President shall approve, upon the recommendation of the Secretary of Transportation, the promotion of PCG senior Officers to Flag Rank as submitted by the Board of Senior Officers (BOSO) to the Commandant, PCG.
- c. The Secretary of Transportation. The Secretary of Transportation (SOTr) has the authority to promote Officers of the PCG to grade O-2 to O-6.
- d. In times of emergency declared by the President or the Congress of the Philippines, or in time of war, the President is authorized by law to suspend the operation of any or all of the provisions of law pertaining to promotions in the PCG.

10. **PROMOTION CYCLE**

- a. For promotion to O-2 up to O-6, the promotion cycle shall commence on 01 January of each year and end on 31 December of the same year.
- b. Effective Date of Promotions
 - (1) **Grades O-2 and O-3.** Promotions to O-2 and O-3 shall be effective upon completion of the prescribed Time-In-Grade for promotions to such grades.
 - (2) **Grade O-4 to O-6.** Promotions to grades O-4, O-5 and O-6 shall be effective upon the approval of Secretary of Transportation. There shall be no retroactive promotion.
 - (3) **Grade O-7 and above.** Promotions to grade O-7 and above shall be effective upon the approval of the President. There shall be no retroactive promotion.

SECTION III

PROMOTION LIST

11. GENERAL

a. The names of all active commissioned Officers of the PCG shall be carried in a promotion list in each of the permanent grades below that of grade O-7, for each of the General Line Officers and Technical Line Officers of the PCG.

b. The names of active commissioned Officers in grades O-7 and above shall be maintained in a separate promotion list, categorized by grades.

c. The authorized number of Officers in each promotion list shall not exceed the percentages of the total Officers strength authorized for the PCG as provided for under Republic Act No. 9993, as follows:

Grades O-7 and above	2.00	percentum	
O-10	1/22	} 9.09%	Only one at any time Less one for O-10
O-9	1/22		
O-8	5/22	(22.73%)	
O-7	15/22	(68.18%)	
Grade O-6	6.00	percentum	
Grade O-5	12.00	percentum	
Grade O-4	18.00	percentum	
Grade O-3	20.00	percentum	
Grades O-1 and O-2	42.00	percentum	

d. The names of Officers in all promotion lists shall be arranged according to seniority, with the name of the first Officer on the list as the most senior.

e. Each promotion list shall indicate the following data on each Officer entry:

- (1) Seniority and Lineal List (SLL) Number in the permanent grade
- (2) Surname, Given Name and Middle Name
- (3) PCG Serial Number
- (4) Coast Guard Field of Specialization (CGFOS)
- (5) Career Course Eligibility
- (6) Source of Commission
- (7) Date of Commission
- (8) Date of Call to Active Duty
- (9) Cadet Service (if any)
- (10) EP Service (if any)
- (11) Civilian Service in Government (if any)
- (12) Time-In-Grade
- (13) Length of Active Commissioned Service
- (14) Aggregate Government Service
- (15) Date of Birth
- (16) Date of Compulsory Retirement

- f. Promotion list and any amendments thereto shall carry the security classification of "Confidential".
- g. The Coast Guard Adjutant shall issue a periodic publication showing changes and/or amendments to any of the promotion lists.

12. SENIORITY

- a. In general, an Officer is Junior to the Officer whose name is above his/her in the particular promotion list or SLL. In like manner, an Officer whose name is above that of another Officer in the particular promotion list or SLL is Senior to any Officer and all other Officers below his/her name.
- b. In determining seniority among Officers of the same grade and promotion list, the names shall be arranged as provided for in paragraph 11d of the Circular, and seniority among such Officers shall thereby be established.
- c. For Officers of the same permanent grade whose names are not contained in the same promotion list, the Officer with the longest time in that permanent grade shall be the senior; or, in cases when this is the same, the Officer with the greatest amount of total active commissioned service shall be the senior. However, when both premises are still the same, seniority shall be as established at the time of original appointment. When the foregoing premises are all the same, seniority shall be determined by age; and, in cases not covered by the foregoing premises, the seniority shall be established by the Secretary of Transportation upon recommendation of the Commandant, PCG.
- d. Unless specifically provided otherwise, upon appointment or promotion of an Officer to any permanent grade, such Officer's name shall be placed at the bottom of the promotion list of Officers of the grade and Service in which he was appointed or promoted.
- e. The date of rank of an Officer in the PCG shall be the date of appointment of that Officer to that rank in the PCG.
- f. All changes occasioned by separation, appointments, loss of rank or seniority by action of Disciplinary Boards, and all other changes due to the operation of law or regulations shall be entered on the approved promotion lists, and as corrected, these lists shall be published by Coast Guard Adjutant, as warranted.
- g. For Lateral Entry Officers – Entrants in the PCG active service shall be under the name of the most junior Officer in a corresponding rank in the PCG.
- h. For Re-Entry Officers - Placement in the seniority listing shall be under the name of the most junior Officer in a corresponding rank in the PCG.

13. PROMOTION VACANCIES

- a. Promotion vacancies authorized for grade O-2 and O-3 for each year in each promotion list shall be equivalent to the number of Officers in grades O-1 and O-2, respectively, who are qualified for promotion within that particular year.
- b. Promotion vacancies for grade O-4, O-5, O-6 and O-7 for each year are declared by the Secretary of Transportation upon the recommendation of the Commandant, PCG, and in accordance with paragraph 11c of this Circular.
- c. The following shall submit to the Commandant, PCG, (Attn: CG-1) NLT 15 January of each year the indicated data as basis in determining and allocating promotion vacancies:
 - (1) Coast Guard Adjutant. The actual strength of Officers in each grade and promotion list of the General Line Officers and Technical Line Officers as of 15 December of the preceding year.
 - (2) Deputy Chief of Coast Guard Staff for Operations, CG-3. The Table of Organization and/or the Table of Distribution for the year.
- d. Promotion vacancies in the grade of O-4, O-5, O-6 and O-7 for each year to be recommended for declaration by the Secretary of Transportation shall be determined and allocated to each promotion list in accordance with the procedures as hereunder outlined.
- e. **Maximum Allowable Promotion Vacancies.** The maximum allowable promotion vacancies that may be recommended to be declared by the Secretary of Transportation for the grade O-4, O-5, O-6 and O-7 for each year shall be determined by the lowest result from the following:
 - (1) Table of Organization; and/or,
 - (2) Table of Distribution; or,
 - (3) Pertinent Appropriations Act; or
 - (4) Schedule of Percentages (as prescribed in Para 11c)
 - (5) The number corresponding to the ranks of Coast Guard Admiral, Coast Guard Vice Admiral, Coast Guard Rear Admiral, and Coast Guard Commodore, shall be the maximum. However, if the actual number in a rank is less than the number prescribed herein, the difference may be applied as an increase to the number prescribed in the lower rank, except in the case of Coast Guard Admiral and Coast Guard Vice Admiral (Section 8 of RA No. 9993).
- f. **Determination of Vacancies.** The maximum allowable promotion vacancies for each shall be determined by applying the following procedures:
 - (1) Determine the maximum number of Officers authorized for each grade on the basis of paragraph 13e of this Circular.
 - (2) Determine the vacancies for each grade by deducting the actual Officers' strength in each grade from the corresponding authorized Officers' strength for the year.

(3) Determine the cumulative vacancies for each grade by adding to the vacancies in each grade the corresponding vacancies in the next higher grade except for the grades of O-9 and O-10 as set forth under Section 8 (Para 3) of RA No. 9993.

(4) Determine the maximum allowable vacancies for each grade by adding to the cumulative vacancies in each grade the number of Officers due for compulsory retirement or separation from the Service in that grade for the calendar year.

g. The Commandant, PCG in consultation with the PCG Board of Senior Officers, shall recommend to the Secretary of Transportation the promotion vacancies for the grades of O-7 and above based on the Table of Organization.

h. Distribution of Promotion Vacancies. The Commandant, PCG shall equitably distribute the vacancies among the General Line and Technical Line Officers considering the following factors:

(a) Effects on organization morale;

(b) Comparison in the number of Officers in the General Line and Technical Line with prescribed TIG and active commissioned service; and

(c) Comparison in the relative standing among the contemporaries in the different promotion list of the General Line and Technical Line Officers.

14. ZONE OF CONSIDERATION

a. Definition. The Zone of Consideration (ZOC) refers to that group of Officers of a particular promotion list who shall be considered / deliberated upon for promotion to the next higher grade. It is equivalent to the number of Officers prescribed for each grade.

b. Composition of Zone. The ZOC for promotion shall be composed of Officers in a particular grade who are on promotable status. The following are not on promotable status and shall be placed under the "*Outrightly Not Considered*" for promotion category:

(1) Those Officers who are on missing-in-action (MIA) status; and,

(2) Those Officers due for separation, as follows:

(a) For compulsory retirement within six (6) months after the promotion cycle for O-6 and below;

(b) For optional retirement and separation, provided the complete retirement/separation documents are already submitted to the Coast Guard Adjutant before the conduct of interview for promotion;

- (c) For those on terminal leave;
 - (b) For being physically and/or medically unfit for PCG service;
 - (c) For being deferred twice of promotion to the same rank.
 - (d) By virtue of their names having been twice removed by the President or the Secretary of Transportation, as the case may be, (for promotion to the same grade) from the list of Officers recommended for promotion;
 - (e) By virtue of the removal by the President or the Secretary of Transportation, as the case may be, of their names from the list of Officers recommended for promotion, and their being considered / deliberated upon but not selected by the next succeeding Selection Board;
 - (f) For being deferred once in grade O-1;
 - (g) Convicted by the PCG Disciplinary Board/Special Drugs Board or any other discharge board whose sentences include dismissal from the service;
 - (h) By virtue of their lateral attrition having been approved by the President or the Secretary of Transportation, as the case may be; and
 - (i) The separation or dismissal has actually been recommended to the President or the Secretary of Transportation, as the case may be.
- c. Establishing the ZOC. The zone of consideration for promotion to the next higher grade shall be established as follows:
- (1) Go over the names of Officers of the concerned lower grade in the order of their relative seniority list as their names appear in the promotion list; and
 - (2) Pass over the names of those Officers who fall under paragraphs 14b (1 and 2) of this Circular, provided, that the number of Officers prescribed for the ZOC can be increased only to accommodate or include those Officers holding temporary rank.
- d. Contents. Each entry of Officers included in the ZOC shall be remarked with the following information, whenever applicable:
- (1) Suspended from the Service due to:
 - (a) Pending criminal case in civil court; and
 - (b) Pending administrative case
 - (2) Not suspended from the Service, but:
 - (a) With pending criminal case
 - (b) With pending administrative case

- (3) Lineal standing pending adjustments to a lower placement by the PCG Officers' Lineal List Board (PCGOSLL), and if such projected placement will remove such Officer from ZOC.
- (6) Categorized as "Not Considered for Promotion" by the previous Selection Board, and the reasons thereof.
- (7) Promotion to the next higher grade deferred once.
- (8) Promotion to the next higher grade held in abeyance by the President or the Secretary of Transportation, as the case may be.
- (9) Lineal standing subject to or future readjustment of rank not yet readjusted, of Officers previously with pending cases but are now cleared of their cases, recovered from MIA status, or reinstated.
- (8) In temporary grade, indicating such grade and the date such temporary grade will terminate. and
- (9) Date each Officer in the grade of O-1 or O-2 will attain the length of service required for his promotion to grades O-2 or O-3, respectively.

SECTION IV
SELECTION BOARDS

15. GENERAL

a. Candidates for promotion to any Officer grade in the PCG unless otherwise provided for in this Circular, shall be evaluated and passed upon by the appropriate Selection Board, which are as follows:

- (1) PCG Officers Selection and Promotion Board (OSPB)
- (2) PCG Board of Senior Officers (BOSO)
- (3) PCG Temporary Promotion Board

b. The Commandant, PCG shall exercise general administrative supervision over the activities of the PCG BOSO, the PCG OSPB and the PCG Temporary Promotion Board.

c. The general administrative supervision to be exercised by the Commandant, PCG shall include, among others, the following:

- (1) Ensuring the availability to the Selection Boards of records required of PCG Officers;
- (2) The timely convening and submission of reports / recommendations of the Selection Boards, the compliance of the Officers being called upon by the Selection Boards; and
- (3) The uniform interpretation and proper procedural implementation of the provisions of this Circular;

Provided, that in the exercise of such general administrative supervision, the authority and power of the Selection Boards specifically vested in them by law shall not be infringed upon or violated.

d. Except for the recommendation for promotion of the Selection Boards, the Deputy Chief of Coast Guard Staff for Human Resource Management, CG-1 shall bring to the attention of the Board any items that are inconsistent with the guidelines of this Circular.

e. Members of the Selection Boards shall be briefed on their duties and functions by the Deputy Chief of Coast Guard Staff for Human Resource Management, CG-1, PCG and Coast Guard Adjutant, as the case may be, upon assumption of their respective offices.

f. **AUTONOMY**. The Secretary of Transportation and the Commandant, PCG will not tolerate any interference by anyone on the exercise by the Selection Boards of their sound judgment and broad discretion in the selection of Officers for promotion. In this function, they shall have full autonomy. Their members, however, are in no way

relieved from responsibility and disciplinary action should they be remised in their duties or should they work not in accordance with prescribed procedures.

16. OATH OF OFFICE

a. Upon appointment or designation, members of Selection Boards shall be sworn into office with the following oath:

“Ako si _____, ay taimtim na nanunumpa na aking gagampanan at walang kikilingan o papanigan, ang mga tungkuling itatalaga sa akin bilang kasapi ng “_____” para sa taong _____. Sa pagganap ng tungkuling ito ay lagi kong isasaisip ang kapakanan ng Tanod Baybayin ng Pilipinas at kakaibang katangian ng mga pinuno nito. Susuriin ko ang buong katauhan ng mga pagpipilian at ibabatay ko ang aking pagpili sa kakayahan at pagkakarapatdapat nila, at hindi ko ibubunyag ang pagsusuri at kinalabasan ng mga gawain ng lupong ito hinggil sa pagkapili ng sinuman sa pagtaas ng ranggo maliban sa kinauukulan. Kasiyahan nawa ako ng Maykapal.”

b. The Secretary of Transportation shall administer the Oath of Office of the members of the PCG Selection Board.

17. PCG OFFICERS SELECTION AND PROMOTION BOARD (OSPB)

a. The Secretary of Transportation, as recommended by the Commandant, PCG shall create two (2) OSPB in the PCG as necessary to act on the promotion of Officers to grades O-2 to O-5, and lengthening of service or their attrition as the case maybe.

b. Officers Selection and Promotion Board – The OSPB shall be called as:

Selection Board “A” – For promotion to O-4 and O-5

Selection Board “B” – For promotion to O-2 and O-3

c. Composition of Selection Board

(1) **Composition of Selection Board “A” for Promotion of O-4 and O-5.**

The Selection Board “A” shall be composed of nine (9) permanent members and three (3) alternate members.

The Board shall be chaired by a Coast Guard Commodore; vice-chaired by one Coast Guard Captain (preferably one of the most seniors in the rank of O-6); six (6) Coast Guard Captains, and one (1) Senior Technical Officer as members; two (2) representatives from CG-1 to serve as Secretariat and; three (3) Coast Guard Captains as alternate members (two from GLO and one from TLO).

(2) **Composition of Selection Board “B” for Promotion of O-2 and O-3.**

The Selection Board “B” shall be composed of nine (9) permanent members and three (3) alternate members.

The Board shall be composed of four (4) CG Captains and five (5) CG Commanders and; two (2) representatives from CG-1 to serve as Secretariat. The most senior CG Captain from among its appointed members shall Chair the Board.

(3) The most junior permanent member of each Selection Board shall act as the Member-Recorder.

(4) Any permanent member of a Selection Board who is incapacitated or otherwise unable to perform his duties shall be replaced by the Chairman from among the alternate-members and shall sit as voting member.

(5) The Chairman shall appoint an alternate-member to sit as a voting member in behalf of a permanent member who is unable to attend a scheduled meeting of the Selection Board.

(6) All alternate members of a Selection Board shall sit with the permanent members in all Board meetings to enable them to be privy with the proceedings of the Board.

(7) For the promotion of Technical Line Officers, the same Boards shall conduct the deliberation with at least one voting member coming from the same Technical Service as practicable.

(8) The tenure for the members of the abovementioned Selection Boards shall only be one (1) year unless otherwise re-appointed as member by competent authority.

d. Qualification of Members.

(1) The following shall be the qualifications for membership to any Selection Board;

(a) Must be appointed to the particular Selection Board;

(b) Must not be classified as a “deferred Officer” at the time of appointment to the Selection Board.

(c) Must be senior in permanent and in temporary grade to any Officer due for consideration by the particular Selection Board; and

(d) Preferably, have not served in the Selection Board of the preceding year.

e. Appointment of Members

Members of the Selection Boards are appointed by the Secretary of Transportation upon the recommendation of the Commandant, PCG.

f. Convening of the Selection Boards.

(1) Each Selection Board, during its term of office, shall convene at the call of its Chairman any time after the Commandant, PCG shall have certified to each Selection Board the existence of vacancies in each grade; Provided, that the Chairman of a Selection Board may earlier convene the Board if he believes that such an earlier convening is necessary.

(2) The Coast Guard Adjutant shall, upon advice from the Chairman of a Selection Board, announce the date the Board shall first convene at least 15 days prior to its actual convening. The announcement of such convening date shall be effected in such a manner to afford all Officers due for consideration by the Selection Board ample opportunity to exercise the privileges granted by this Circular.

(3) The Board may convene anytime a majority of its members is present. The Chairman may designate any Member –Recorder in acting capacity in the absence of the incumbent, and may designate the next senior permanent member to act in his (Chairman) absence.

g. Tenure of Office of the Board. Each Selection Board shall serve for a period of one year commencing on 01 January and terminating on 31 December of every calendar year; provided, however, that a member who is appointed to a Selection Board as replacement of another member shall serve only the unexpired term of the member he replaced.

h. Board Decisions. A majority of the total permanent members of the Selection Board must agree on any decision of the Board, and on each of the Officers recommended for promotion, or recommended otherwise.

i. Functions.

(a) The OSPB shall evaluate, deliberate and pass upon the records of the Officers considered for promotion to the corresponding higher grades;

(b) The OSPB may summon any other Officer or person to aid in considering the case of any Officer classified as “not fully qualified for promotion or as deferred Officer,” or otherwise to be excluded from the recommended list for promotion; and

(c) The OSPB shall render report of recommendations to the Secretary of Transportation, through the PCG Commandant.

18. BOARD OF SENIOR OFFICERS

a. The PCG shall create a Board of Senior Officers (BOSO) and appoint its members to assist in the selection and evaluation of candidates for promotion to grades O-6 and above.

b. Composition. Board of Senior Officers shall be composed of not less than five (5) and no more than seven (7) voting members and all of whom are at least O-7 in grade.

(1) Composition of BOSO for Promotion of O-8 to O-9. The Board shall be composed of three (3) most senior Officers next to the Commandant, PCG; and CG-1 to serve as Secretariat.

(2) Composition of BOSO for Promotion of O-7 to O-8. The Board shall be chaired by the Deputy Commandant for Operations and vice chaired by the Deputy Commandant for Administration; three (3) most senior Officers next to the Deputy Commandant for Administration will sit as members; and CG-1 to serve as Secretariat.

(3) Composition of BOSO for Promotion of O-6 to O-7. The Board shall be chaired by the Deputy Commandant for Administration and vice chaired by the most senior amongst the members composed of four (4) Coast Guard Rear Admirals; and two (2) Coast Guard Commodores; and CG-1 to serve as Secretariat.

(4) Composition of BOSO for Promotion of O-5 to O-6. The Board shall be composed of six (6) Commodores with the Deputy Commandant for Administration as Chairman and CG-1 as Secretariat.

c. Functions.

(1) As a Selection Board. The Board of Senior Officers shall assist the Commandant, PCG in the evaluation and selection of Officers in grade O-6 and above for promotion to the corresponding higher grades, or for separation from the service, as warranted under this Circular.

(2) As a Position Eligibility Board. The Board of Senior Officers shall assist the Commandant in determining who among the Officers in grade O-6 and above are eligible to occupy and be assigned to positions for which the corresponding next higher grades are authorized.

19. PCG TEMPORARY PROMOTION BOARD

a. Composition. A PCG Temporary Promotion Board is created composed of the Deputy Commandant for Operation PCG, as Chairman, and six (6) members from the Central Staffs, with the most senior being the Vice-Chairman.

b. Function. The PCG Temporary Promotion Board shall evaluate and pass upon Officers considered for temporary promotion based on the criteria prescribed in this Circular and recommend to the Commandant, PCG those who, by its evaluation, were determined to have convincingly demonstrated their exceptional leadership and ability to discharge the duties and responsibilities associated with the next higher grade to which they were being recommended.

20. SELECTION BOARDS SECRETARIATS

a. The Deputy Chief of Coast Guard Staff for Human Resource Management, CG -1 shall establish and operate in his office a Secretariat for the PCG Selection Boards and Board of Senior Officers.

b. The Coast Guard Adjutant shall establish and operate in his office a Secretariat for the PCG Temporary Promotion Board.

c. Functions. The Selection Board Secretariats shall provide basic support and general administrative services to the promotion boards of their concern. Their functions shall be as follows:

(1) Secure and prepare the particular promotion lists needed by the Selection Boards.

(2) Establish and provide the Selection Boards with information regarding Officers included in the ZOC as provided for in paragraph 14c and d of this Circular.

(3) Secure and consolidate the following records concerning each individual Officer to be considered for promotion and submit them to the appropriate Selection Board:

- a. Current Summary of Information
- b. Last three (3) Officer Evaluation Reports
- c. Career Course Completion Order
- d. Statement of Service (only for promotion to O-2 and O-3)
- e. Voter's Registration
- f. Passport
- g. Others as required

(4) Secure in behalf of each Officer considered for promotion, and furnish to the Selection Board, the following clearances required of each Officer considered for promotion, as:

- a. CG-2 Clearance
- d. Money / Property Accountability Clearance
- e. CGIG - IAS Clearance
- f. CGLS Clearance
- g. Medical Clearance
- h. Physical Fitness Clearance

(5) Serve as the depository and repository of records of the Selection Boards.

(6) Perform such other functions as may be required or needed by the Selection Boards.

21. PRIVILEGES OF OFFICERS UNDER CONSIDERATION

a. Any Officer eligible for selection and is for consideration by a Selection Board, except as authorized under this Circular, shall be required to appear before the concern Selection Board for interview and for members of the particular board to better appreciate his personality, aptitudes and qualifications (*See Annex A – Promotion Board Appearance Notice*). Any Officer for consideration may also bring to the attention of the particular board, within five (5) days after his interview or within fifteen (15) days after that particular board first convened, any matter of record concerning himself which he deems important in the consideration of his case.

b. Before any Officer in the zone of consideration (for promotions to grades O-2 and O-3) and in the primary zone of consideration (for promotions to grade O-4 to O-6) is to be classified as “not fully qualified for promotion or as deferred Officer”, or otherwise to be excluded from the recommended list for promotion, such Officer shall be given a chance to appeal in person before the board to explain or elucidate on adverse information of records on him (*See Annex B - Exclusion from Recommended List of Promotion*). The boards may summon any other Officer or person in considering the case of any such Officer. Decision of any promotion board declaring an officer “not fully qualified for promotion”, “deferred”, or “passed over the second time”, having once been made, shall be final and conclusive.

22. GUIDANCE TO SELECTION BOARDS

a. Selection Board members must constantly bear in mind that in their collective hands rest the career of an Officer in the PCG. The boards must be very careful and very deliberate in examining records and evaluating Officers considered for promotion. No factor of evaluation should be left to chance, or be based on unwarranted conclusions.

b. The board must be strict and dispassionate in their evaluation of the merits of Officers such that only those who meet the standards of performance and quality required of the Officers Corps of the PCG shall be promoted. Whenever a doubt exists as to the capability of an Officer to effectively discharge the duties of the next higher grade, that doubt be resolved in favor of the Service.

c. The boards must examine the entire records and the “whole person” of the Officer concerned to determine his potentials for outstanding service in the next higher grade, and to serve as an aid in predicting future performance. The determination of an Officer’s potential must be based largely on the performance of duty in his career field as reflected in his official records. Promotion boards must consider proficiency in performance and must not unduly influenced by diversity of assignments on the level at which duties are performed. Duty assignment philosophy in the PCG is predicated on the belief that all assignments in the PCG are important assignments.

d. The boards, through the collective judgments of their respective members, must determine the weight to be given to derogatory information regarding Officers considered for promotion. The boards must take utmost care not to unduly penalize Officers who have had early exposure to heavy responsibilities and the inherent opportunities to make mistakes through honest misguided efforts. Promotion boards

should likewise exercise adequate thoroughness in examining and evaluating derogatory reports on an Officer. Should there be any doubt in an Officer's record, or should it be discovered that he has any adverse or derogatory information, his attention must be called and be allowed to explain.

e. Selection Board members must ensure that they have the same understanding and interpretation as well as the consistent and uniform applications of the provisions of this Circular, and must persevere to preserve highly selective and competitive nature of promotions in the PCG.

SECTION V

ELIGIBILITY FOR PROMOTION

23. GENERAL

Notwithstanding such other requirements as may be prescribed elsewhere in this Circular or by other competent authorities, an Officer, in order to be eligible for promotion, must possess all the qualifications and none of the disqualifications as enumerated herein.

24. QUALIFICATIONS

a. Following are the prescribed minimum qualifications for an Officer to be eligible for promotion to the next higher grade:

(1) Time-in-Grade (TIG)

(a) The required minimum time-in-grade for promotion to each grade, unless prescribed differently in this Circular, shall be as indicated opposite each Officer's grade:

<u>GRADE</u>	<u>TIME-IN-GRADE</u>
O-2	3 Yrs as O-1
O-3	4 Yrs as O-2
O-4	2 Yrs as O-3
O-5	2 Yrs as O-4
O-6	2 Yrs as O-5
O-7	2 Yrs as O-6

(b) Unless subsequently provided for by law, the Commandant, PCG shall prescribe the minimum time-in-grade requirements for promotion to grades above O-7.

(c) Computation of TIG. The counting of the TIG shall commence from the effective date of the last permanent promotion, or appointment to the active service up to the effective date of the contemplated promotion to the next higher permanent grade. However, in the case of a break in active commissioned service, the gap in the active service shall not be credited as time spent in the grade.

(2) Career Courses

(a) An Officer for promotion must have satisfactorily completed the required career courses for promotion to the grades indicated:

LINE AND TECHNICAL OFFICERS

GRADE	CAREER COURSES/EDUCATION/ELIGIBILITY
O-3	Basic Course (Station Commander's Course/Functional/Specialization Course)
O-4	Junior Staff Course
O-6	PCG Command and General Staff Course (MPM-DevSec-MSS) and its equivalent/ Technical Service Command and Staff Course or any PCG equivalent or Master's Degree for Lawyers, Doctors, and Priests

(b) The PCG Command and General Staff Course (MPM-DevSec-MSS) / Technical Service Command and Staff Course (TSCSC), for the purpose of a mandatory requirement for promotion, may have equivalent course undertaken from civilian educational institutions. Request for accreditation of local and foreign advance studies, as equivalent to PCG Command and General Staff Course (MPM-DevSec-MSS)/ TSCSC shall be passed upon by PCG Education and Training Board and approved by the Commandant, Philippine Coast Guard.

(c) Officers who were granted **“PCG Command and General Staff Course (MPM-DevSec-MSS) Eligibility”** by virtue of either having successfully completed the same or the Technical Service Command and Staff Course are deemed to have satisfied the career course requirement for promotion to O-6 and O-7.

(d) Officers who were conferred upon the **“PCG Command and General Staff Course (MPM-DevSec-MSS) Equivalent”** by virtue of either finished a civilian Masteral or Doctoral course as passed upon by the PCG Education and Training Board and approved by the Commandant, PCG, or having completed certain foreign courses accredited as MPM-DevSec-MSS equivalent are deemed to have satisfied the career course requirement for promotion to O-6 and O-7.

(e) Individual request for accreditation of Masteral / Doctoral degree as equivalent to Master in National Security Administration (MNSA) shall be submitted to the Commandant, PCG through The Deputy Chief of Coast Guard Staff for Human Resource Management, CG-1, PCG for approval.

(3) **Zone of Consideration.** An Officer to be eligible for promotion must have his name within the zone of consideration as prescribed for each grade. No Officer shall be considered and recommended for promotion to any permanent grade unless his name appears in the zone of consideration prescribed for that permanent grade.

(4) **Position Eligibility.** An Officer to be eligible for promotion to the next higher grade must be holding a TO position commensurate to the rank being considered.

25. DISQUALIFICATIONS

a. The following Officers are "*Outrightly Not Considered for Promotion*" and shall not be deliberated upon nor evaluated for purposes of promotion:

- (1) Those missing-in-action (MIA); and
- (2) Those due for separation as provided for in paragraph 14b(2) of this Circular.

b. The following Officers, who are considered with administrative impediments to their promotion, are not fully qualified for promotion and are classified "Not on Promotable Status" and shall be placed under the "*Not Considered for Promotion*" category.

- (1) Those whose names are carried in the Morning Report as Absent Without Leave (AWOL).
- (2) Those under arrest or in confinement.
- (3) Those who have escaped arrest or confinement.
- (4) Those sick not in line of duty
- (5) Those with pending cases until such cases have been dismissed or withdrawn or the individual has been tried and acquitted.
- (6) Those who are facing administrative proceedings aimed at determining their suitability for retention in the PCG.
- (7) Those meted out punishments under the PCG Code of Conduct and Discipline within one (1) year upon being considered for promotion.
- (8) Those with unliquidated outstanding accountabilities.
- (9) Those without the required career courses.

c. Any Officer who, per concerned board evaluation, lacks the necessary merits for promotion or fails to satisfy the standard set for promotion shall not be qualified for promotion. Furthermore, any Officer who fall under this category and who is covered under the provision of Section 10 of Presidential Decree Number 1638 (attainment of limits of age and service-in-grade) shall be recommended for lateral attrition.

26. GUIDELINES ON IMPEDIMENTS TO PROMOTIONS

a. Pending Case. The following criteria shall be observed on pending cases.

- (1) For the purpose of determining whether an Officer is on non-promotable status.

(a) As a general rule, a criminal case becomes pending from the date the criminal information is filed in court and a warrant is issued. However, Selection Boards shall inquire into the merits of the case. If after inquiry, it is found that the case is service-connected and the incurrence of which is in accordance with and within the prescribed mandate, and without fault, failure or negligence on the part of the candidate, such instance shall not be considered as an impediment to promotion. This is in accordance with the Section 46, Rule 8, 2017 RACCS in relation to Section 14, Para 2, Article III, 1987 Philippine Constitution on the Presumption of Innocence.

(b) An administrative case is one referred to an Efficiency and Separation Board, PCG Disciplinary Board, Special Drugs Board or any discharge board, and such case become pending upon its referral to the Board by the appropriate authority.

(2) Any of the following situations may occur anywhere between action by the promotion board and actual submission of its recommendation.

(a) An Officer was categorized "*Not Considered for Promotion*" by the board due to a pending case and the case is terminated and the impediment removed after the board has submitted its recommendation.

(b) An Officer who did not have a pending case, was considered and recommended by the board is accused / respondent in a case, thereby placing him on non-promotable status after the board has submitted its recommendation.

(c) An existing pending case against the Officer is not known to a selection board and the latter considered and recommended said Officer. After submission of the board's recommendation, the pending case is discovered.

(3) In situation (a), the Officer concerned shall be considered in the next promotion cycle, and if no other impediments exist will be recommended for promotion. In situation (b) and (c), the Commandant, PCG, after recital of the concerned facts / circumstances, shall advise the President or the Secretary of Transportation, as the case may be, that the Officer affected should be deemed deleted from the recommended list submitted by the selection board on the ground that said Officer is on non-promotable status. This could have the legal effect of a deferment.

b. Unliquidated Accountabilities

(1) The following guidelines on the promotion status of Officers with unliquidated outstanding money and/or property accountabilities are hereby prescribed:

(a) Having unliquidated outstanding money / property accountability, the incurrence of which is in accordance with pertinent

policies and regulations, and the failure to liquidate the same is through subject Officers own fault or neglect shall be a ground for deferment.

(b) Having unliquidated outstanding money / property accountability, the incurrence of which is in accordance with pertinent policies and regulations, and the failure to liquidate the same is definitely not through subject Officer's own fault or neglect shall not be a ground for deferment or non-consideration, and the Officer may be deliberated upon for promotion.

(c) Having unliquidated outstanding money / property accountability, the determination as to whether or not the incurrence of which and/or failure to liquidate the same is through subject Officer's fault or neglect is still pending, shall be sufficient cause for "*Not Considered*" category.

(2) The Accounting Service Office or the Supply Accountable Officer, as the case may be, shall immediately determine, vis-à-vis the above guidelines, the fault / neglect, or lack thereof, of all Officers who have unliquidated outstanding money and/or property accountabilities and are due for promotion during the current year and shall furnish result of such determination and furnish not later than the end of January, either directly or through the promotion boards concerned, list of Officers with unliquidated outstanding money / property accountabilities as of the 1st of January, indicating therein which of the aforesaid three (3) categories each of the Officers falls.

(3) The determination in any particular case shall not go beyond a period of one promotion cycle, i.e., no Officer shall fall under the third category (determination pending) for more than one promotion cycle for the same accountability, unless there are valid and acceptable reasons for such category.

c. Punishment under the PCG Code of Conduct and Discipline

(1) Disciplinary punishment under PCG Code of Conduct and Discipline imposed against an Officer will have the consequence of rendering him on non-promotable status for a period of one year from date of imposition of punishment, only if the same is imposed by Commandant, PCG or a Flag Rank in Command.

(2) One or even two disciplinary punishments meted against an erring Officer under PCG Code of Conduct and Discipline by Commandant, PCG or a Flag Rank in Command within a span of 3 years next preceding the consideration for promotion of the former cannot be a ground for deferment from promotion of respondent Officer.

(3) Three (3) or more disciplinary punishments imposed against an errant Officer under PCG Code of Conduct and Discipline by CPCG or a flag rank in Command within a period of 3 years next preceding the consideration for promotion of the former, shall constitute a ground for deferment of promotion.

(4) The term "*Non-Promotable Status*" simply means that the Officer concerned cannot be considered for promotion within a period of one (1) year

from the date of the imposition of a disciplinary punishment under PCG Code of Conduct and Discipline.

d. Career Courses

- (1) An Officer who is taking up or attending a career course required for his promotion to the next higher grade at the time he is due for consideration for promotion to the next higher grade and in fact is considered as having not satisfied the required career course for promotion to that grade.
- (2) An Officer who failed to qualify for promotion due to lack of a career course, and again fail to qualify for promotion to the same grade for lack of the same career course on account of his own fault or negligence, shall be sufficient ground for recommendation for deferment.
- (3) An Officer who fails to qualify for promotion due to the lack of a career course, and such lack of a career course was due to his inability to successfully complete such course or his failure to satisfactorily comply to the requirements and standards of such course, or otherwise returned to his unit while taking the course for breach of discipline or serious violation of school regulations, shall be sufficient ground for recommendation for deferment.

SECTION VI

SELECTION PROCESS

27. GENERAL

- a. Unless expressly provided for by law, Officer of the PCG shall be selected for permanent promotion to grade O-2 to O-9 only when favorably passed upon for promotion to those grades by a selection board created for the purpose.
- b. Selection boards are required to justify in writing their selection of Officers for promotions or otherwise, setting forth the reason or reasons for such.
- c. Any list of Officers recommended for promotion by any board shall not be altered just to place an Officer ahead of any Officer whose name appears above his on such list.

28. FACTORS FOR SELECTION

- a. Aside from his relative seniority as reflected in the particular promotion list, the professional attributes, demonstrated performance and behavior, and the indicated potentials of an Officer for outstanding service in the next higher grade shall be the principal criteria in his selection for promotion. In the determination of such qualities, the following factors for selection are prescribed:

- (1) Seniority and Maturity. The hierarchy of ranks, or the relative order of precedence among Officers, is an inescapable reality in the PCG organization. It connotes the exercise of authority by one Officer over another, and flows from top to bottom. It also connotes that as an Officer grows and matures in his career, he acquires the knowledge, the wealth of experience, and the wisdom of age which give him distinct advantage over his juniors, and which, when used properly and wisely enhance his value to the organization and his potential for further service. Likewise, a PCG Officer whether in official functions or in his personal capacity, is expected to act and behave in a manner befitting his rank and position.

- (2) Physical Fitness and Appearance. PCG policy requires that every individual Officer must be physically and medically fit regardless of age or duty assignment. Physical appearance provides an important indicator of an Officer's physical fitness. Proper physical appearance and bearing evoke respect, and are important indicators of the kind of discipline an Officer imposes upon himself. On the other hand, the PCG recognizes also that waivers may be granted to Officers with certain medical profiles and partial disabilities which are the results of disease, wound or injury sustained in line of duty. Accordingly, the fact that an Officer has continuous active duty indicates that the Officer possesses the minimum medical and physical qualifications required for promotion and for assignment to any position commensurate with his grade, career field, and profile limitations. In all instances, however, an Officer's appearance and bearing, and his adherence to the PCG's policies and regulations on physical and medical

fitness minimum requirements, shall be given prominent consideration in the selection process for promotion.

(3) Record of Performance. Every Officer is expected to contribute to the overall mission of the PCG, in general, and to the mission of his unit, in particular. The quality of performance and service given by an Officer through the various positions in the different assignments that he had during his entire career speaks well of the contributions he had given towards the accomplishment of this mission. An Officer's record of performance provides a gauge of his overall value and potential for continued service to the PCG.

(4) Professional Preparation and Development. PCG regulations require certain education and training at every level of an Officer's career in the PCG. This education and training prepares an Officer for responsibilities in the various grade levels and in the various levels of assignments. The kind of education and training that an Officer obtained from both civilian and military institutions, as well as his scholastic performance and the efforts he has given in acquiring this education and training will indicate the kind of professional preparation he has acquired for the next higher grade. The professional background and qualities of an Officer can give a fairly accurate prediction of his future performance.

(5) Professional Ethics. This is the most intangible among the factors prescribed for the selection of an Officer for promotion, yet it provides the real foundation for successful leadership. Professional ethics refers to an Officer's dedication to duty, professional deportment, desire to excel, and adherence to the professional military attributes of loyalty, chivalry, courage, integrity, moral responsibility, selfless service, and such other attributes which distinguishes him from other professionals. An Officer who has sacrificed the ethical behavior required of him by the profession of arms has forfeited the respect and trust of those with whom he serves. Accordingly, each Officer bears great responsibility for the establishment and observance of scrupulous ethical and moral standards for the PCG.

(6) Service Reputation. This is the general impression that an Officer builds up for himself throughout his career, and it is the sum total of all other factors prescribed in the evaluation and assessment of an Officer and his eventual selection for promotion. It is a summary profile of an Officer's acceptance to his subordinates, contemporaries and superior in terms of his value to the organization and the accomplishment of its mission. Service reputation imposes upon an Officer the obligation to be exemplar of decency and professional competence in his organization. Accordingly, Officers must at all times adhere to the standard of behavior and competence set by the PCG.

b. Since the selection process is inherently a product of summary evaluation of an Officer, the factors for selection shall be given weights in their order of importance to the grade to which an Officer is being considered for promotion. However, the greater emphasis in applying these factors must be placed on an Officer's more recent performance in his career field.

c. Where the evaluation results in all the factors for selection are more or less equal among two or more candidates for promotion, relative seniority, or the relative order

of precedence of Officers in a particular grade, shall serve as the main criterion by which selection for promotion shall be based, and the one senior shall be recommended for promotion ahead of the one junior.

29. RATING STANDARDS

a. Purpose. Rating standards are promulgated in precise and measurable terms in order to ensure that all Officers considered for promotion are assessed and evaluated using the same PCG-wide set of standards. This provides fair and equal opportunity among Officers considered for promotion. It also allows them to concentrate on improvements in those areas which are significant in increasing their promotion potentials, and in those areas where they are evaluated in comparison to their contemporaries.

b. Rating Scales.

(1) For promotions to Grade O-2 up to O-5. Each Officer considered for promotions to grades O-2, O-3, O-4 and O-5 shall be rated in a scale of one (1) to six (6) in each of the six (6) factors for selection as provided for in paragraph 28 of this Circular as follows:

6.0	-	Outstanding (Stands out among contemporaries)
5.0	-	Superior (Rarely equaled by contemporaries)
4.0	-	Excellent (Equaled by few of contemporaries)
3.0	-	Satisfactory (Equaled by majority of contemporaries)
2.0	-	Barely Satisfactory (Fails to meet the minimum requirements and job standards)
1.0	-	Unsatisfactory (Fails to meet minimum requirement and job standards)

(2) For promotions to Grades O-6 and O-7. The rating standard for Officers considered for promotions to senior grade levels are more rigid and precise. Rating standards for promotion to grades O-6 and O-7, in addition to the factors for selection, are divided into the qualitative and the quantitative criteria.

(3) Qualitative Criteria. The qualitative criteria for promotion to Grades O-6 and O-7 are the following:

- (a) Physical Fitness and Physical Ability
- (b) Professional Development
- (c) Records of Performance
- (d) Professional Attributes and Ethics
- (e) Maturity

(4) Quantitative Criteria. The quantitative criteria for promotion to grades O-6 and O-7 are the following:

(a)	Seniority	12 pts
(b)	Geographical Assignments	8 pts
(c)	Type of Assignments	12 pts
(d)	Troop Command	16 pts
(e)	Educational Attainment	12 pts
(f)	Awards	10 pts
(g)	Service Reputation	30 pts
Total		100 pts

30. PROCEDURE IN PROMOTION

a. The OSPB and BOSO shall observe the following procedures:

- (1) Publication/send out of a Notice of Vacancy/Fill-up of position;
- (2) Evaluation of the qualifications of all interested candidates for promotion;
- (3) Make a short list of all those qualified for promotion;
- (4) Deliberation of Officers qualified for promotion to ensure that they possess all the qualification and none of the disqualifications provided under pertinent laws, rules, and regulations specifically on the required schooling, training, and minimum time in grade for each rank to be filled-in;
- (5) Submission of the report of the Board to the Commandant, PCG for approval prior recommendation to the Secretary of Transportation and the President, as the case may be.

b. Recommendation by PCG Commandant. Upon receipt from the OSPB and BOSO of the shortlist qualified candidates not more than the declared promotion vacancies, the Commandant, PCG shall make an independent evaluation of the qualifications of each of them and recommend the most qualified candidate or candidates to the Secretary of Transportation for approval. Provided that, in case of Flag Officers, the shortlisted candidates submitted by the Commandant, PCG, shall be recommended by the Secretary of Transportation to the President for approval.

SECTION VII

SELECTION FOR PROMOTIONS TO GRADES O-2 AND O-3

31. GENERAL

- a. Officers eligible for promotion to grades O-2 and O-3 shall be evaluated and passed upon, and shall be recommended for promotion or otherwise by an appropriate PCG Selection Board created for the purpose.
- b. Irrespective of the existence of any vacancies, each Officer in the appropriate promotion list in the permanent grades of O-1 and O-2 shall be considered by the appropriate Selection Board for promotions to the grades of O-2 and O-3 sufficiently in advance of the date on which he shall have completed three (3) and four (4) years active commissioned service, respectively, so that such Officer as recommended by the Selection Board may be promoted to and appointed in such grade on the date on which he shall have completed such length of service.
- c. Officers in grades O-1 and O-2 who shall complete the years of active commissioned service prescribed in the paragraph b above during the pertinent promotion cycle shall be considered by the appropriate selection boards.
- d. When an Officer in the permanent grade of O-1 or O-2 in any promotion list must be considered for promotion by reason of the completion of the years of service prescribed in paragraph b above, the selection board shall also consider Officers of that grade whose names appear above his in that promotion list, irrespective of the existence of any vacancy in the next higher grade in that promotion list.

32. ZONE OF CONSIDERATION

The zone of consideration for promotion to the grades of O-2 and O-3 in each of the promotion lists shall be composed of all Officers in the permanent grades of O-1 and O-2, respectively, who satisfy the time and grade or length of the active commissioned service requirements to those grades, as appropriate; Provided, that Officers who are included in such ZOC and who are missing in action status or pending separation as defined in this Circular shall be categorized as *Outrightly Not Considered for Promotion* and shall be recommended as such.

33. EVALUATION CRITERIA

- a. Factors for Selection. Officers considered for promotion to grades O-2 and O-3 shall be assessed by the appropriate PCG Selection Boards on the basis of the factors for selection enumerated in paragraph 29 of this Circular.
- b. Rating Standard. Each of the Officers considered for promotion shall be rated in each of the factors for selection, as in paragraph 29b (1) of this Circular.

34. SELECTION PROCEDURES

- a. Interview. The concerned selection board shall initially assess and evaluate all the Officers considered for promotion based on the records made available to the board, and on such other information as may be collectively known to the members, and determine who among these Officers considered can be evaluated and rated based on the prescribed criteria without the need to appear before the board for interview, except as provided for in this Circular. All the other Officers considered must appear before the board for interview and further evaluation.
- b. Rating. After the interview and ensuing evaluation and assessment of the candidates and the thorough evaluations of their records, each member of the selection board, using Promotion No. 1 (*Annex C – Selection Board Individual Member's Rating Sheet*), shall rate each candidate in each of factors for selection, with the best Officer and the worst Officer in each factor getting ratings of "6.0" and "1.0 to 3.0", respectively, depending on how the worst Officer fared with the best Officer. Each candidate shall be compared with the best and/or the worst Officer in each of the factors for selection. If a candidate is comparable with the best, he shall be rated "6.0". On the other hand, if he is comparable with the worst, he shall be rated the same as the worst. If he is somewhere in between, his rating shall be interpolated accordingly.
- c. Those Officers getting a rating of at least "3.0" in each of the factors for selection shall be voted as "**P**" (**Promote**), while those Officers who obtained a rating of less than "3.0" in any of the selection factors shall be voted as "**NP**" (**Not Promote**).
- d. The selection board chairman, using Promo form No. 2 (*Annex D – Selection Board Rating Tally Sheet*), shall then tabulate the votes of each of the board members. Those Officers who obtain a majority of "P" votes from the members of the selection board shall be remarked as "**Promote**", while those who obtained a majority of "NP" votes shall be remarked as "**Not Promote**".
- e. Any or all of the Officers remarked "Not Promote" shall be called upon by the board for further interview, if necessary. All those Officers remarked "Not Promote" shall again be evaluated and rated by the board using the same procedures. Those subsequently voted by the majority of members of the board as "P" after the re-evaluation shall be remarked as "Promote", those still voted by the majority as "NP" shall be remarked as "Not Promote", and they shall be categorized as "*Deferred of Promotion*" and be recommended as such.
- f. All those Officers with remarked "Promote" shall be further examined by the board, and those determined to have administrative impediments for promotion as provided for in paragraph 25b of this Circular shall be categorized as *Not Considered for Promotion*, or otherwise in consonance with paragraph 26, of this Circular and shall be recommended as such.
- g. All those remaining Officers with remarked "Promote" and determined to have no impediments to their promotion shall be recommended for promotion in their order of relative seniority.

SECTION VIII

SELECTION FOR PROMOTIONS TO GRADES O-4 AND O-5

35. GENERAL

a. Officers in the permanent grades of O-3 and O-4 in any promotion list shall be considered and be recommended by the appropriate selection boards for promotion to the permanent grades of O-4 and O-5, respectively, or shall be recommended otherwise by the same selection boards in accordance with the provisions of this Circular.

b. Promotion on the Basis of Vacancies. Based upon the number of promotion vacancies, existing and anticipated, in any promotion list for grades O-4 and O-5, the appropriate selection boards shall consider and recommend for promotion to such grades a number of officers from a zone of consideration of that list in the permanent grades of O-3 and O-4, respectively; Provided, that the number of officers from each promotion shall not exceed the number of promotion vacancies declared by the Secretary of Transportation.

c. Third Vacancy Rule. In recommending officers to fill every third vacancy, the selection boards must observe utmost discretion with the end view of recommending only the best qualified. The philosophy behind the third vacancy rule is to ensure that, at any one time, there should be available at each level of the organization the best qualified officers who shall someday provide direction in the PCG. The third vacancy rule should be used not only to recognized but more so as a means of choosing who, because of their exceptional leadership and demonstrated ability to assume greater responsibility, should be promoted ahead of their contemporaries.

36. ZONE OF CONSIDERATION

a. Size. The ZOC for promotion to the permanent grades of O-4 and O-5 shall not be more than twice the number of promotion vacancies declared by the Secretary of Transportation for those grades; Provided, that Officers included in the ZOC satisfy the one (1) year time-in-grade requirements for promotion to those grades; and Provided further, that all Officers holding temporary grades O-4 and O-5, regardless of their time in permanent grades, and the forecited limitation in number, shall be added as part of the ZOC for those grades.

b. The ZOC for promotion to grades O-4 and O-5 shall have a primary and a secondary zone of consideration:

(1) Primary Zone. The primary ZOC for promotion to grades O-4 and O-5 is the list of Officers in a particular promotion list comprising the uppermost portion of the ZOC and is equivalent to the number of declared promotion vacancies to those grades.

(2) Secondary Zone. The secondary zone of consideration for promotion to grades O-4 and O-5 includes those remaining Officers in the ZOC when the lists of those Officers in the primary zone is separated. The Officers in the secondary

zone are the candidates for accelerated promotion. They shall be evaluated together with the Officers in the primary zone who were initially not selected for promotion. Officers holding temporary grades in O-4 and O-5 shall be included in the secondary zone.

c. Extension of the Primary Zone. In the event that the number of Officers in the primary zone shall be reduced significantly due to the unusual number of Officers determined to be not fully qualified for promotion from that zone, the primary zone may be extended to not more than two-thirds (2/3) of its original number; Provided, that those Officers to be included in the primary zone as a result of this extension shall be treated as if they have been in the primary zone from the beginning. Selection Boards must be careful in deciding to extend the primary zone of consideration as those to be included shall be liable to the provisions of Section XII (Failure of Promotion) and Section XIII (Separation) of this Circular.

37. EVALUATION CRITERIA

a. Factors for Selection. Officers considered for promotions to the grade of O-4 and O-5 shall be assessed by the appropriate Selection Boards on the basis of factors for selection as enumerated in paragraph 29 of this Circular.

b. Rating Standard. Each of the Officers considered for promotion shall be rated in each of the aforementioned factors for selection in paragraph 29b(1) of this Circular.

38. SELECTION PROCEDURES

a. Officers for promotion to the permanent grades of O-4 and O-5 shall be selected in accordance with the procedures as hereinafter outlined.

b. Upon certification by the Commandant, PCG of the existence of the promotion vacancies for the grades of O-4 and O-5, the concerned selection boards shall implement the distribution of those vacancies in those grades, as warranted, and as provided for in paragraph 13 of this Circular.

c. The board shall then establish the ZOC based on such allocation. The ZOC shall be broken down in its primary and secondary zones of consideration.

d. The board shall take note of those *Outrightly Not Considered for Promotion* as provided for in paragraph 25a, and their records shall be returned to the Secretariat. These Officers shall be eventually placed under "*Outrightly Not Considered for Promotion*" category.

e. Interview. The board shall then assess and evaluate all the Officers considered for promotion based on the thorough examinations and evaluations of all the records and other relevant information made available or collectively known to the members of the board and determine who among these Officers can be evaluated and rated based on the prescribed criteria without the need to appear before the Board for interview, except as provided for in this Circular.

f. After the interview, the Board shall proceed to a thorough examinations of the records and the evaluation and deliberation of each candidate:

(1) Rating and Ranking. After completely examining and evaluating the entire records of all the candidates, the particular selection board shall be reconfigured into three (3) panels of three (3) permanent and one (1) alternate each. Each member in each panel shall rate the candidates in each of the factors of selection. Using Promo Form No. 3 (*Annex E - Selection Board Panel Member's Evaluation Sheet*), each member shall rate initially all Officers in the primary zone in a scale of one (lowest) and six (highest). Each candidate shall be compared with the best, he shall be rated "6.0". On the other hand, if he is comparable to the worst, he shall be rated the same as the worst. If he is somewhere in between, his rating shall be interpolated accordingly. After a member has rated all those in the primary zone, he shall rank them according to their ratings. The candidate with the highest rating shall be ranked as No. 1, the second highest as No. 2 and so on. In instances where there are more than one who receive the same rating, they shall be ranked in the order of their relative seniority within that rating.

(2) Voting. Based on the ranking he established in the primary zone, a panel member shall vote "**P**" (**Promote**) to those belonging to the top two-thirds (2/3) and vote "**NP**" (**Not Promote**) to those belonging to the bottom one-third (1/3).

(3) Determination of the Best Qualified from the Primary Zone. An Officer who received a majority vote of "P" in a panel shall be considered selected by the panel for promotion, and be remarked "**S**" (**Selected**). On the other hand, an Officer who receives a majority vote of "NP" in a panel shall be considered as "**Not Selected**" and be remarked as "**NS**". Those who are selected by at least one panel shall be recommended for promotion, and those unanimously selected by the three (3) panels (triple Select) shall be additionally be considered for filing up "third vacancy" positions, while those who are not selected unanimously (triple Not Select) by all the three panels shall be considered for "*Deferment.*"

(4) Determination of the Best Qualified from the Secondary Zone. Whenever there are Double-Select (DS), Single Select (SS), and triple Not-Select (TNS) in the primary zone, the Selection Board members shall also examine the entire records and the whole person of those in the secondary zone. Similarly, the TNS from the primary zone and the Officers in the secondary zone shall be reconstituted, and together, shall be rated and ranked in the same manner as the primary zone. Based on the ranking of that a panel member established of the Officers in the reconstituted secondary zone (TNS in the primary zone and the officers in the original secondary zone), he shall vote "P" (Promote) those belonging to the top one-third (1/3), and vote "NP" (Not Promote) those belonging to the bottom two-thirds. The vote of the panels shall again be consolidated to determine those who are selected and not selected in the reconstituted secondary zone. Those from the original primary zone who will not come out as triple select when evaluated and compared to those in the secondary zone shall be recommended for deferment, or attrition, as appropriate; while those re-evaluated as triple select shall be recommended for promotion, and when made to re-occupy their original positions in the original primary zone, shall be remarked as "SS" as if they were originally Single Select. This is to preclude

them from being considered for third vacancy rule positions. On the other hand, the Triple Select (TS) from the original secondary zone shall be considered for filling up of the third vacancy positions. TNS on the original secondary zone shall not be considered as a deferred officer.

g. Determination of Third Vacancy Positions. After all the board members voted on all Officers in the primary zone, the panel shall independently count their own votes and the panel chairman shall accomplish Promo form No. 4 (*Annex F – Panel Tally Sheet*) and submit the same to the board chairman. Upon receipt of all panel tally sheets, the board chairman assembles the members and prepares Promo Form No.5 (*Annex G - Selection Board Evaluation Tally Sheet*), and the partial lists of recommendees. The list shall be composed of the TS, DS, SS and reconsidered TNS who have satisfied the eligibilities for promotion as provided for in Section V of this Circular. Every number in the list which is divisible by three (3) shall be considered as a third vacancy position.

h. Should a panel member find that a candidate has been voted too low, he may request that the candidate be revoted in. Gross deviations between votes of panel members should be brought to the attention of the panel chairman for further discussion and voting, if necessary.

i. Filling Up of Third Vacancy Positions. The most TS shall be considered for filling up the first third vacancy position which could be filled; the second most senior TS for the second third vacancy position and so on. A TS from the secondary zone shall be made to “jump” only if he is comparable with the triple select from the primary zone.

j. Evaluation of the Final List of Recommendees. Having determined the “jumpers” and the third vacancy positions they will fill up, the board examines each of those to be recommended to determine who are with administrative impediments to their promotion as provided for in paragraph 25b, of this Circular and therefore to be categorized as “*Not Considered for Promotion*”, or otherwise in consonance with paragraph 26 of this Circular. The Board then prepares its report to the Secretary of Transportation. Vacancies created by deferment shall be normally filled up via the third vacancy rule. However, if after the application of the third vacancy rule there are still “unfilled” vacancies due to deferment and non-consideration for promotion, these vacancies can only be filled up by recommending the most senior and so on, in the secondary zone; Provided, they are TS and comparable with the Officers who belong to the best one-third (1/3) of the primary zone, and will not “jump over” any DS or SS in the process.

k. In the event that after the selection process, there are still unfilled vacancies created by deferment or non-consideration for promotion of some Officers, and cannot be filled-up by Officers from the secondary zone via the third vacancy rule, or through the preceding paragraph j, the selection board concerned may recommend, in their order of relative seniority and in a separate report to the Secretary of Transportation, through the Commandant, PCG, the temporary promotion of those Officers in the secondary zone who found to be the best qualified (TS) for promotion to the next higher grade; Provided that the number of Officers to be recommended shall not be more than the number of unfilled vacancies due to deferment and non-consideration for promotion. This scheme is necessary to ensure that Officers not qualified for third

vacancy positions are given equal opportunities for promotion without unnecessarily disturbing the seniority that has already been established.

1. In the event that after the selection process, more than one-third (1/3) of the declared promotion vacancies are left unfilled as a result of deferment and non-consideration for promotion of officers in the ZOC, the Selection Board concerned with the approval of the Commandant, PCG (Attn: CG-1), may constitute the ZOC as follows:

(1) If after the evaluation of the primary zone, the number of the Triple-Select(s), Double-Select(s) and Single-Select(s) is less than two thirds (2/3) of the declared promotion vacancies because of the unusual number of Officers who are Triple-Non-Selects (TNS), and are deferred and of the Officers not considered for promotion, the Selection Board may reconstitute the ZOC by including other Officers who have the same time-in-grade as the most junior in the original ZOC.

(2) Having reconstituted the ZOC, the Selection Board evaluates the new primary and secondary zones using the prescribed Selection Board procedures to determine who will be recommended for promotion.

(3) Triple-Non-Selects of the original primary zone shall be included in the new secondary zone.

SECTION IX

SELECTION FOR PROMOTIONS TO GRADES O-6 AND O-7

39. GENERAL

- a. Officers in the permanent grades of O-5 and O-6 in their respective promotion lists shall be initially screened and evaluated for promotion to the next corresponding higher grade, or be recommended otherwise, by the PCG Selection Board created for the purpose.
- b. From the shortlist of qualified candidates not more than the declared promotion vacancies as submitted by the Board of Senior Officers to grade O-6 and O-7, the Commandant, PCG shall make an independent evaluation of the qualifications of each of them and recommend the most qualified candidate or candidates for promotion.
- c. Eligibility Requirements. Officers in grades O-5 and O-6 must satisfy the following eligibility requirements for promotion to the corresponding next higher grades:
 - (1) The eligibility for promotion as provided for in Section V of this Circular.
 - (2) Occupying position for which the next higher grade is authorized for at least the past three months cumulative prior to their consideration.
 - (3) For promotion to O-7: No Officer shall be promoted to the rank of Commodore if he has less than (1) year of active service remaining prior to compulsory retirement (Para 2, Section 10 of RA No. 9993).

40. ZONE OF CONSIDERATION

- a. Size. The ZOC for promotion to the permanent grades of O-6 and O-7 shall not be more than four times the number of promotion vacancies declared by the Secretary of Transportation for those grades. Provided, that all Officers included in the ZOC must satisfy the time-in-grade requirements for promotion to those grades. Provided further, that all Officers holding temporary grades, regardless of the aforesaid limitations on number and time in permanent grade shall be added as part of the ZOC. Those in the uppermost portion of the ZOC equivalent in numbers to the declared promotion vacancies shall comprise the primary ZOC while the rest shall comprise the secondary ZOC.
- b. In establishing the ZOC for promotion to grade O-7, aside from the names of those missing-in-action and due for separation, the names of those not occupying positions for which the grade of O-7 is authorized shall likewise be passed over.

41. EVALUATION CRITERIA

a. Officers considered for promotions to grade of O-6 and O-7 shall be initially evaluated under the following criteria:

- (1) Qualitative Criteria
- (2) Quantitative Criteria

b. **Qualitative Criteria.** The qualitative criteria for promotion to O-6 and O-7 are established in order to determine the Officer's fitness for further service in PCG in those grades. An Officer is deemed not qualified for promotion to grades O-6 and O-7 if he fails in any of the following qualitative criteria:

- (1) **Physical Fitness Ability.** Refers to the Officer's fitness for duty considering the standards set by the PCG regulations in terms of appearance and bearing, and the requirements prescribed under Annual Physical Examination and the periodic Physical Fitness Test.
- (2) **Professional Development**
 - (a) **Professional Education and Training.** Refers to the amount of training and education, the scholastic standing, the special skills and qualifications, and other maritime training obtained by an Officer, with special emphasis given to the career courses and mandatory training requirements for promotions to grade O-6 and O-7.
 - (b) **Professional Civilian Education and Training.** Refers to the appropriateness and amount of education and training obtained by an Officer from civilian institutions, with particular attention given to civilian education which has relevance to the needs of the PCG.
 - (c) **Assignment History.** Refers to the specific jobs and responsibilities held by an Officer which allow him to gain knowledge and experience that can enhance his value and potential for further service.
- (3) **Record Performance.** Refer to the manner in which an Officer performed his jobs in various assignments he had throughout his period of service, his valuable to service, and his contribution to the overall mission of the PCG.
- (4) **Professional Attitudes and Ethics.** Refers to how well the Officer fulfills his commitment of service and is a reflection of his dedication to his country people and organization, it is also a reflection on the Officer's character traits which distinguishes him as an Officer and a gentleman.
 - (a) **Integrity and Character.** These attributes are great foundation for successful leadership. Absolute integrity of word, deed and signature is a matter which permits no compromise. An Officer who has sacrifice his integrity and character has forfeited the respect and trust of those with whom he serves. Accordingly, each Officer bears great responsibility for

the establishment and observance of scrupulous ethical and moral standards in the PCG.

(b) **Attitude, Dedication and Service.** Selection of an Officer requires evaluation of the Officer's attitude and dedication to serve the nation and the PCG. Particular attention must be given to the selfless Officer whose records reflect a consistent willingness to make personal sacrifice in order to accomplish his mission, and to the bold and innovative Officer who demonstrates a willingness to take calculated, but not indiscriminate, risks.

(c) **Concern for the Non-Officer and their Families.** Seek the Officer who shows genuine concern for the Non-Officer and their families. Non-Officer are the PCG's most important resource. The Officer selected should be one who do not only exhibits imagination in challenging subordinates but who also has sympathy and compassion for the real problems his subordinates face.

(d) **Reputation as an Officer and Gentleman.** Factors such as failure to pay just debts, etc., and lack of positive Officer attributes which negate PCG efforts to reflect a good public image must be considered against the Officer concerned.

(5) **Maturity.** Refers to the manner in which an Officer carries his rank. Senior Officer are expected to act and behave with certain maturity that befits their ranks and positions. They must have gained the experienced and the wisdom that they need to correctly guide their subordinates.

c. **Quantitative Criteria.** The quantitative evaluation encompasses all duty assignments and/or positions held by the Officer throughout his active commission service. It defines in detail the parameters for quantification by classifying assignments as to their nature, level and location, and prescribed the appropriate duration. The concept is to program a career development for thirty (30) years or more length of active commissioned service into a balance, productive and fulfilling career. *(See Annex H – PCG Officers Career Development Pattern)*

d. The selection process for promotions to grades O-6 and O-7 is governed by certain criteria and guidelines in evaluating the candidates to ensure a standard, uniform, and an objective application of quantifiable factors, which are as follows:

(1) **Seniority (Max – 12 pts)**

Seniority pertains to the relative placement of an Officer in the particular promotion list or SLL, and to the extent as appropriate, to the time spent in his permanent grade computed as of a certain period reckoned from the date of his last permanent promotion.

Candidates are grouped based on their placement in the promotion list or SLL, and or the date of their last promotion, and the four (4) appointments of the ZOC. Rating is done by determining the seniority placements and/or the difference in TIG between each group, as follows:

1 st Group (primary zone)	-	10.1 – 12.0 Points
2 nd Group (senior)	-	9.1 – 10.0 Points
3 rd Group (junior)	-	8.1 – 9.0 Points
4 th Group (most junior)	-	7.1 – 8.0 Points

The most senior and the most junior in the primary zone are allocated 12 and 10.1 points, respectively. The points for the other Officers in the primary zone are interpolated accordingly between 10.1 and 12 points, for a spread of 2 points.

On the next group, however, the most senior therein are given a maximum of 10.0 points. The points for the other members of the group are spread out uniformly from 9.1 – 10.0 points, for one (1) point spread for the whole group. The succeeding group follow the same procedure.

(2) Geographical Assignments (Max – 8 pts)

For this purpose, geographical assignment refers to the four (4) main geographical divisions of the country, namely: Luzon, Visayas, Mindanao and the National Capital Region (NCR).

Geographical assignments have a maximum of eight (8) points; two (2) points each for assignment in Luzon, Visayas, Mindanao and NCR.

Geographical assignments however are by no means all inclusive. There are those assigned in one geographical area but by nature of their assignments or positions, attend to, or are responsible for the situations or developments, and in the process acquired broad and important knowledge about other geographical locations, and as such, contribute greatly to the overall mission of their unit, in particular, and the PCG, in general. In such cases, due credit for geographical assignments, although on a limited scale, must be given and the corresponding points shall be added to the points earned in any of the aforementioned geographical divisions of the country, but for the total points for such geographical assignment should not exceed the prescribed maximum.

In like manner, assignments to foreign countries also contribute greatly to the greater mission of the PCG. For such assignment, credit may also be earned and the corresponding points can be added to or be given in lieu of points which should have been earned in any one (but not more than one) of the geographical assignments as listed.

Likewise, to give due recognition, to Officers with special skills and technical expertise but cannot be rotated to geographical areas for long period of times because their skills and expertise are needed by their units, geographical assignments need not always mean prolong physical presence in the designated geographical areas in accordance with the prescribed periods. Rather, geographical assignments in these cases may also be interpreted to mean frequent working visitations whereby they are able to exercise their special skills and technical expertise in these areas in the pursuit of the overall mission and objectives of the PCG, and also for them to be able to gain a broad knowledge of

those areas and contribute immensely to the overall mission of the PCG in these areas. Limited credit in points, however, shall be accorded in this situation.

The computation of point allocation for geographical assignments are as follows:

(a) For the Grade O-6. Grant 0.4 to a maximum of 0.8 point each for assignment of a total of from six (6) months to one (1) year each. Add 0.3 point to 0.6 point for every six (6) months to one (1) year in excess of one (1) year, but not to exceed a maximum of two (2) points each. [3 years = 2 points]

Grant 0.2 to a maximum of 1.0 point for foreign assignment, other than schooling, of a total of six (6) months to three (3) years and add them to the points in one but only one of the geographical areas. The points will be interpolated but the points for such geographical area should not exceed the prescribed maximum of 1.0 point. [3 years = 1 point]

(b) For grade of O-7. Grant 0.4 to a maximum of 0.8 point each for assignment of a total of one (1) to two (2) years each. Add 0.3 point to 0.6 point for every six (6) months to one (1) year in excess of two years, but not to exceed a maximum of two (2) points. [4 years = 2 points]

Points to be earned for foreign assignments shall be the same as that prescribed for grade O-6.

(3) Type of Assignments (Max – 12 pts)

Type of Assignments pertains to the type of duty assignments performed by an Officer, and is subdivided as follows:

(a) **Field Duties.** This refers to Command and Staff assignments associated with District, Stations, Shipboard and Flight duties or those assignments outside NHQ-PCG.

The computation of point allocation for field duties is as follows:

i. For the Grade of O-6. Grant 0.6 to a maximum of one (1) point for one (1) year up to three (3) years of the total field duties. Add 0.5 to one (1) point to the maximum point of one (1) for every six (6) months to one (1) year in excess of three (3) years, but not to exceed a maximum of three points for field duty. [5 years = 3 points]

ii. For the grade of O-7. Grant 0.5 to maximum of one (1) point for two (2) years up to five (5) years of total field duties. Add 0.5 to the maximum point of one (1) for every one (1) year in excess of five (5) years, but not to exceed a maximum of three (3) points for field duty. [7 years = 3 points]

(b) **Staff Duties.** This refers to assignment as member of coordinating, special, technical, and personal staff of at least a District, Major and Special Units to include NHQ, PCG; and the Department of Transportation. The computations of point allocation for staff duties are as follows:

i. For the Grade of O-6. Grant 0.5 to a maximum of one (1) point for three (3) year up to six (6) years of the total staff duty. Add 0.5 point to the maximum point of one (1) for every one (1) year in excess of six (6) years, but not to exceed a maximum of four points for staff duty. [9 years = 4 points]

ii. For the grade of O-7. Grant 0.5 to maximum of one (1) point for four (4) up to eight (8) years of total staff duty. Add 0.5 for every year in excess of eight (8) years, but not to exceed a maximum four (4) points for staff duty. [14 years = 4 points]

Provided that, Staff Duties of those assigned in NHQ-PCG, shall earn an equivalent point for Field Duties simultaneously. Provided further, that the maximum points earned will not exceed the prescribed maximum points for Field and Staff Duty. [Maximum of 7 points].

(c) **Instructor Duty.** This refers to assignment in the CGETDC and those not assigned thereof but performing instructor duty such as guest instructor. Likewise, it includes those who served in the AFP training institutions prior to the transfer of PCG. The computation of point allocation for instructor duty is as follows:

Grant 0.5 to a maximum of one (1) point for six (6) months up to a total of two (2) years of instructor's duty. Add 0.3 point to the maximum point of one (1) for every six (6) months in excess of two (2) years, but not to exceed a maximum of three (3) points for instructor's duty. [3 years = 3 points]

Provided that, the computation of point allocation for instructor duty shall be based on the policies and procedures on the entitlement of Instructor Duty Credits.

(d) **Special Duties and Assignments**

i. Grant 0.1 point per membership such as member of PCG Disciplinary Board, Efficiency and Separation Board (ESB), PCG Selection Board, or on special assignments with DOTr or performing additional duties in PCG-wide research activities, books / magazines / news publications, international or multinational-sponsored conferences, operations, and joint / combined maritime exercises, and other PCG-wide oriented specialized fields, other than in those type of assignments earlier credited.

ii. Grant 0.2 per Chairmanship such as Chairmen or Heads, or as President or Managers, or as Chief Project Officer or as chief researchers, or as authors or editors, or as chief delegates in the areas as defined in (d)i above.

(4) **Command – (16 pts)**

Command pertains to position of responsibility related to command and direction of personnel or group of people, such as District, Station, Major and Functional Commands, PCG Commissioned Vessels, Task group / Task Force, or the management of substantial number of people in a major staff position. In addition, position of Executive Officer of Station or Commissioned Vessel and Deputy Commander of Districts, Major and Special Units shall be credited as command duties, though on a lesser degree, due to the very limited number of command position as compared to the number of Officers available and qualified. Likewise, chief of major offices or division in the Central Staff, NHQ-PCG by virtue of their responsibilities and proximity to higher command functions, shall also be credited in a lesser degree for command duty.

It must be recognized further that some Officers whose special skills and technical expertise are very much needed at NHQ-PCG are not given wider opportunities to assume command positions, since to designate them as such will deprive the PCG of the efficient use of their skills and expertise. In order to be fair and equitable with them, the positions in which their special skills and technical expertise are exercised, provided such positions involved management and direction of a substantial number of subordinates, must be designated counterpart command positions, although again on a lower degree, and awarded the corresponding points as equivalent commands.

The computation of point allocation for command duties is as follows:

(a) **Station Commander.** Grant one point for at least one year of duty as Station Commander or its equivalent. Add 0.5 point for every six (6) months in excess of one (1) year but not to exceed the prescribed maximum two (2) points. [2 years = 2 points]

(b) **Commanding Officer.** Grant a maximum of one (1) point for at least one year of duty as Commanding Officer of PCG Vessel or its equivalent. Add one (1) point for every year in excess of one year but not to exceed three (3) points for Commanding Officer or equivalent positions. [3 years = 3 points]

(c) **Major / Special Unit Commander.** Grant a maximum of two (2) points for at least one year of duty as Major Unit / Special Unit Commander or its equivalent. Add one (1) point for every year in excess of one (1) year, but not to exceed a maximum of five (5) points for Major / Special Unit Commander or equivalent. [4 years = 5 points]

(d) **District Commander.** Grant a maximum of two (2) points for at least one year of duty as District Commander or higher command, or its equivalent. Add one (1) point for every year in excess of one year, but not to exceed a maximum of six (6) points for District Commander or equivalent. [5 years = 6 points]

(5) **Educational Attainment – (12 pts)**

Pertains to the educational attainment and training courses taken by the Officer. In as much as the PCG prescribes career courses for promotion, special emphasis, when granting the points rating to career courses, must be given to the scholastic performance and standing of an Officer.

(a) **Career Courses.**

i. Basic Career Course or its equivalent. Grant maximum of one (1) point.

ii. Advance Career Course or its equivalent. Grant maximum of two points.

iii. Coast Guard Command and Staff Course. Grant maximum of three points.

iv. Master in National Security Administration or equivalent Masteral / Doctoral degree. Grant maximum of three (3) points (maximum of two (2) points for Masteral / Doctoral degree if not accredited as MNSA-equivalent).

(b) **Other Courses.**

i. Baccalaureate Degree (except when counted as equivalent in any of career courses): Grant maximum of two (2) points.

ii. Special Courses (except when counted as equivalent in any of the career courses): Grant maximum of one point.

(6) **Awards (Max – 10 pts)**

Pertains to the awards received by the Officer in his entire career.

Grant a maximum of five (5) points for the awards received in the present grade, and another maximum of five (5) points for the awards received other than in the present grade.

Points allocation per award is as follows:

Award

Points per Award

Medal of Valor and Ribbon	5.0
Legion of Honor and Ribbon	4.0
CG Distinguished Conduct Star and Ribbon	3.0
CG Distinguish Service Medal and Ribbon	3.0
Distinguish CG Cross and Ribbon	3.0
Distinguished Aviation Cross	3.0
CG Outstanding Achievement Medal and Ribbon	2.5
CG Superior Achievement Medal and Ribbon	2.0
CG Bronze Cross Medal and Ribbon	2.0
CG Merit Medal and Ribbon	1.5
Silver Wing Medal	1.5
CG Search and Rescue Medal	1.0
CG Wounded Personnel Medal and Ribbon	0.5
CG Civic Action Ribbon	0.5
CG Good Conduct Ribbon	0.5
CG Long Service Ribbon	0.5
CG UN Service Medal and Ribbon	0.5
CG Disaster, Relief and Rehabilitation Operation Ribbon	0.5
CG Commendation Medal and Ribbon	0.3
Commendation from Major Unit Commanders and Higher Authorities	0.2
Other awards, ribbons and decorations	0.2
All other commendations	0.1

(7) **Service Reputation (Max – 30 pts)**

Service Reputation is principally composed of two aspects: namely the person, and his performance. Leadership qualities are reflected in the Officer as a person in terms of integrity, appearance and bearing, decisiveness, stability, and his acceptability to his superiors, peers and subordinates. His performance can be measured or observed in terms of his competence to do the job, his dedication to his job and his organization, the knowledge that he possesses, and his skills to communicate both orally and in writing.

The following points are the allocation:

- | | | |
|-----|--------------------------|---------------|
| (a) | Integrity | (Max – 5 pts) |
| (b) | Competence | (Max – 4 pts) |
| (c) | Dedication | (Max – 3 pts) |
| (d) | Acceptability | (Max – 3 pts) |
| (e) | Knowledge | (Max – 3 pts) |
| (f) | Communication Skills | (Max – 3 pts) |
| (g) | Stability Under Pressure | (Max – 3 pts) |

(h) Decisiveness (Max – 3 pts)

(i) Appearance and Bearing (Max – 3 pts)

Rating in service reputation shall be done by the members of the Board of Senior Officers by comparing each candidate with the other candidates. If a candidate can compare with the best, he shall be rated the maximum points allowed; if comparable with the worst, his rating shall not be less than one-half (1/2) of the allowed maximum, depending on how he fared with the best candidate. On the other hand, if he is somewhere in-between, his rating shall be interpolated accordingly.

Services of Officers on detached service with the Department of Transportation shall be considered as within the purview of the Evaluation Criteria provisions of this Circular particularly those rating to geographical Assignments, Type of Assignments, Special Duties and other Assignments and Command.

42. RATING STANDARDS

a. Qualitative Rating. Each Officer considered for promotions to grades O-6 and O-7 shall be rated in scale of one (1) to six (6) in each of the qualitative criteria as follows:

- 6.0 - Outstanding
- 5.0 - Superior
- 4.0 - Excellent
- 3.0 - Satisfactory
- 2.0 - Barely Satisfactory
- 1.0 - Unsatisfactory

b. Quantitative Rating. Each Officer considered for promotions to grades O-6 and O-7, and who satisfactorily passed the qualitative criteria, shall be rated in the qualitative criteria in a scale as prescribed in each criterion.

43. SELECTION PROCEDURES

a. Officers for promotion to grades O-6 and O-7 shall be selected in accordance with the procedures as hereunder outlined.

b. PCG Board of Senior Officers

(1) Upon certification by the Commandant, PCG of the existence of promotion vacancies for grades O-6 and O-7, the Board of Senior Officers shall determine the allocation and distribution in each grade, as warranted.

(2) After determining the allocation, the Board shall establish the ZOC.

- (3) Interview. The Board shall then initially assess and evaluate all the Officers considered for promotion based on the records and other relevant information made available or collectively known to the members of the Board, and determine who among these Officers can be evaluated and rated based on the prescribed criteria without the need to appear before the Board for interview, except as provided for in this Circular. All others in the ZOC must appear before the Board for interview and further evaluation.
- (4) After the interview, and the ensuing evaluation and assessment of the candidates for promotion and the thorough evaluations of their records, each member of the Board using Promo Form No. 6 (*Annex I – Board of Senior Officers Individual Members Qualitative Rating Worksheet*) shall rate each candidate in each of the qualitative criteria with the best Officer and the worst Officer in each criterion getting ratings of “6.0” and “1.0 to 3.0”, respectively, depending on how the worst Officer fared with the best Officer. Each candidate shall be compared with the best and/or worst Officer in each of the criterion. If a candidate is comparable with the best, he shall be rated “6.0”. On the other hand, if he is comparable to the worst, he shall be rated the same as the worst. If he is somewhere in between, his ratings shall be interpolated accordingly.
- (5) Those Officers getting a rating of at least “3.0” in each of the criteria shall be voted as “S” (**Select**) while those Officers who obtained a rating of less than “3.0” in any of the criteria shall be voted as “NS” (**Not Select**).
- (6) The Board of Senior Officers Chairman, using Promo Form No. 7 (*Annex J – Board of Senior Officers Qualitative Rating Tally Sheet*) shall then tabulate the votes of each of the members of the Board. Those Officers who obtained a majority of “S” votes from the members of the Board shall be remarked as “Select” while those who obtained a majority of “NS” shall be marked as “Not-Select”.
- (7) Any or all of the Officers remarked “Not Select” by the Board shall be called upon for further interview, if necessary. All those Officers remarked “Not Select” shall again be evaluated and rated by the Board using the same procedures. Those eventually voted by the majority of the members of the Board as “S” shall be remarked as “Select”, while those still voted by the majority as “NS” shall be remarked as “Not Select”, and if they belong to the primary zone, shall be determined as to whether the provisions on Separation as provided for in Section XIII apply to them; if so, they shall be recommended for separation.
- (8) The Board shall then examine the list of the “Select” candidates and determine those with administrative impediments to their promotion as provided for in paragraph 25b of this Circular. Their names shall be deleted from the list of candidates.
- (9) All those Officers with remark “Select”, and without impediments to their promotion, shall be consolidated into a list and shall be evaluated and assessed in terms of the quantitative criteria.

- (10) Using Promo Form No. 8 (*Annex K – Board of Senior Officers Individual Members Quantitative Rating Sheet*) each candidate for promotion shall be rated by each member of the Board of Senior Officers.
- (11) The Chairman shall examine all the ratings given by the members of the Board to each candidate for promotion, and any substantial difference or deviation between the rating given by one member and the rating given by the majority of the members to the same candidate, the Chairman as necessary, may call on the members of the Board to deliberate upon, and to evaluate and rate anew such candidate. This is to preclude the rating given by one member overwhelming or overruling the ratings given by the majority of the members.
- (12) The Chairman shall then tabulate the ratings of each candidate using Promo Form No. 9 (*Annex L – Board of Senior Officers Quantitative Evaluation Tally Sheet*), determine the total and average ratings of each candidate.
- (13) A ranking of the candidates shall be based on the ratings, with the Officers getting the highest rating as being ranked no. 1 and so on down the line. When there are more than one candidate who received the same rating, they shall be ranked in the order of their relative seniority within that rating.
- (14) Using the results of the rating process as guide, the Board of Senior Officers shall proceed to deliberate on and pass upon each candidate, and select who among them shall be recommended for promotion.
- (15) To recognize the merits of the Officers with great potential to lead the organization as recognized early on with the given Position Eligibility, the Board of Senior Officers shall then submit to the Commandant, PCG the final list of qualified candidates equivalent to the declared promotion vacancies. Provided, that the final list shall be rearranged according to who first assume the TO position, or in case of gap or break thereof, the one who accumulated the longest tenure/period in the said TO position.

SECTION X

SELECTION FOR PROMOTIONS TO GRADES ABOVE O-7

44. GENERAL

a. The Secretary of Transportation indorses to the President for promotion to grades above O-7 those Officers in the corresponding lower grades who, in his best judgment, have demonstrated by actual performance of duty and experience their capability and potential and are best qualified to hold the next higher grade.

b. The Commandant, PCG in consultation with the PCG Board of Senior Officers, shall determine from among those qualified Officers those whom in his judgment, are best qualified to be recommended and be indorsed by the Secretary of Transportation for promotion to the grades above O-7 in accordance with the authorized Table of Organization / Table of Distribution in those grades.

SECTION XI

TEMPORARY PROMOTION

45. GENERAL

a. Officers of the Philippine Coast Guard maybe recommended for temporary promotion to the next higher grade under any of the following categories:

- (1) Singular Achievement
- (2) Consistently Meritorious Performance
- (3) Fill-up of Unfilled Vacancies

b. Award vs. Temporary Promotion. A recommendation for an award is a recognition of an outstanding achievement or meritorious service; a recommendation for temporary promotion is a recognition of an Officer for the leadership ability he displayed in rendering such outstanding achievement or meritorious service and clearly demonstrated his potential capability to perform the duties and responsibilities required of the grade to which he was recommended. Award recognizes a past deed; temporary promotion recognizes a future capability.

46. SINGULAR ACHIEVEMENT CATEGORY

a. The following elements must all be present before an Officer can be recommended for temporary promotion under this category;

(1) The particular achievement or service rendered from which the recommendation is based is beyond the normal call of duty that award is deemed insufficient to fully recognize the exceptional leadership ability shown;

(2) Such particular achievement or service rendered is so singular as to distinguish the leadership qualities of the recommended Officer from other Officers when so exposed on the same situation; and,

(3) Such particular achievement or service rendered, by itself, and when combined with the past performance and records of the Officer recommended, are enough to show the standard of leadership and performance required in the grade to which recommended for temporary promotion.

b. Temporary promotion under this category shall be recommended by the District and Major / Functional Commanders concerned and passed upon by the PCG Temporary Promotion Board.

47. CONSISTENTLY MERITORIOUS PERFORMANCE CATEGORY

a. Officers of the PCG who possess the necessary leadership potentials and who have consistently performed their jobs in meritorious and outstanding manner maybe

recommended by their District/Major or Functional Commander or Chief of Office for temporary promotion under this category.

b. Officers to be recommended under this category must have convincingly and consistently demonstrated their leadership qualities and their ability to discharge the duties and responsibilities associated with the next higher grade to which recommended.

48. **FILL-UP OF UNFILLED VACANCIES CATEGORY**

a. In the event that after the selection process conducted by a PCG Selection Board for regular promotion to grades O-4, O-5 and O-6, there are still unfilled vacancies created by deferments, and by the *"Not Considered for Promotion"* or the inability to fill-up such vacancies by the Triple-Selects in the Secondary Zone due to constraints as provided for in this Circular, the Selection Board concerned may recommend in accordance with this Circular, in their order of relative seniority, and in a separate report to the President, through the Commandant, PCG, the temporary promotion of those best qualified among the Triple Selects in the Secondary Zone to fill-up the unfilled vacancies.

b. The number of those to be recommended under this category must not exceed the number of vacancies created by deferments and *"Not Considered for Promotion"* in the primary ZOC.

49. **APPLICABILITY AND LIMITATIONS**

a. Temporary promotion is applicable only to Officers in the active service of the PCG, and shall not be confined to those who are engaged in field operations or on overseas duties, but shall be extended as well to Officers who have shown exceptional leadership abilities and outstanding efficiency in important assignments and non-field endeavors.

b. Temporary Promotion is bestowed in recognition of the exceptional leadership shown while rendering the outstanding service or achievement, and the potential to discharge the duties and responsibilities of the grade to which he was recommended.

c. The number of Officers holding permanent and temporary appointments in a certain grade shall in no case exceed the maximum authorized strength prescribed for such grade, and in no case shall temporary promotion exceed 5% of the maximum authorized strength prescribed for each grade.

d. Temporary grades shall not be authorized in the grades of O-2 and O-7 and above, and no recommendation thereof shall be initiated.

e. Temporary promotion of Officers is limited to only one (1) grade higher than the permanent grade presently held.

f. Temporary promotion shall be effective for one (1) year only unless sooner terminated by a competent authority. The implementing order announcing the

temporary promotion shall be so worded as to self-terminate after one (1) year from the date of its effectivity.

g. Officers to be recommended for temporary promotion must have at least one-half of the minimum time-in-grade required for permanent promotion to the grade recommended.

h. Candidates for temporary promotion must not possess any of the disqualifications enumerated in paragraph 25 of this Circular.

i. The selection procedures for permanent promotion shall be followed in the selection process for temporary promotion, to the extent applicable.

j. The achievement or service used as basis for the recommendation must not have been the basis or one of the justifications of a temporary promotion previously denied or extended.

SECTION XII

FAILURE OF PROMOTION

50. GENERAL

a. Officers who were considered or deliberated upon but failed to qualify for promotion to the next higher grade shall be categorized as follows:

- (1) Not considered for Promotion
- (2) Outrightly Not Considered for Promotion
- (3) Deferred of Promotion

b. *Applicability.* The categories of failure of promotion under this Section shall only apply to promotions to grades O-2 up to O-5, and only to those Officers within the ZOC of a particular promotion list; Provided, that for promotion to grades O-4 to O-5, these categories shall only apply to those Officers in the primary ZOC.

c. Selection Boards are required to justify in writing Officers recommended to any of the aforementioned categories setting forth their reason or reasons for such category.

d. An Officer to be recommended for any of the aforementioned categories under this Section shall be made to appear before the particular Selection Board to be apprised of such a recommendation, and the basis thereof, and be given the opportunity to be heard. A certification to this effect, signed by the Member-Recorder, shall form part of the reports of the Selection Board.

51. NOT CONSIDERED FOR PROMOTION

a. *Not Considered for Promotion* is a disqualification for promotion to the next higher grade due to an administrative impediment the incurrence of which is not attributable to the Officer's own fault, failure, or negligence and the absence of which would have qualified him for promotion. For promotion to grades O-4 and O-5, this disqualification is a form of deferment, although to a lesser degree, since this will not be counted as first deferment of promotion for purposes of implementing Section 12, Presidential Decree 1638 (Separation of an Officer after twice deferment).

52. OUTRIGHTLY NOT CONSIDERED

a. Officers who are on missing-action status, or are due for separation as provided for in paragraph 25a of this Circular shall be categorized as *Outrightly Not Considered for Promotion* and they need not be evaluated nor deliberated upon for purposes of promotion.

b. Officers with administrative impediments to their promotion as provided for in paragraph 25b of this Circular are not on promotable status and shall be categorized as

"Not Considered for Promotion" only if there is no other reason as to further disqualify them for promotion.

c. Officers who are to be categorized as *"Not Considered for Promotion"* pursuant to the preceding paragraph shall be evaluated and deliberated upon by the Selection Board concerned, and if there are other reasons existing that will disqualify them for promotion on account of their own fault, failure or negligence, or if they lacked the necessary individual merits for promotion, shall instead be recommended for deferment or separation, as appropriate.

d. An Officer categorized by a previous Selection Board as *"Not Considered for Promotion"* and is again being contemplated by the succeeding Selection Board to categorize him as *"Not Considered for Promotion"* due to the same reason as the previous instance, shall instead be recommended for deferment or separation, as appropriate; unless a valid and justifiable cause exist or is presented to the Selection Board for the perpetuation of such same reason.

53. DEFERRED OF PROMOTION

a. Deferred of promotion is a disqualification for promotion as a result of the low evaluation of an Officer's performance, behavior and potential, or for lack of the individual merits required for promotion, as compared to the standards set by the PCG for a given grade; or, of administrative impediment the incurrence of which is definitely attributable to the Officer's own fault, failure or negligence.

b. **Deferred Officer.** An Officer considered but not recommended for promotion to the next higher grade by the appropriate Selection Board on account of his own fault and lack of individual merits shall be known and classified as a **"Deferred Officer"**.

c. **Effect.** Each deferred Officer shall suffer loss in precedence for promotion purposes to those Officers recommended for promotion by the Selection Board which deferred him. Such loss in precedence for promotion purpose will not, however, result in any loss in seniority by such deferred Officer until his juniors are promoted to the next higher grade.

d. **Grounds for Deferment.** Following, among others, are sufficient grounds for purposes of **"Deferred of Promotion"** category:

(1) Inefficiency, low potentiality for the service and lack of fitness for the next higher grade. This should be adequately explained and embodied in the Selection Board reports.

(2) Unjustified lack of career courses or failure in school while taking up the prescribed career course.

(3) Being consistently involved in cases of a disciplinary nature.

(4) Having been sentenced or serving sentence by final judgment for criminal cases tried by civil or military courts.

- (5) Negligence/fault in clearing money and/or property accountability.
- e. The following categories of Officers shall NOT be classified as "Deferred Officers"
- (1) An Officer passed over by the appropriate Selection Board by virtue of his not having been selected for promotion to a third vacancy.
 - (2) An Officer considered and recommended for promotion to the next higher grade but whose name was removed by the President or the Secretary of Transportation, as the case may be, from the list submitted by a Selection Board except as hereunder provided.
- f. Subsequent action on "Deferred Officers". Except for grade O-1, deferred Officers shall be considered a second time by the next Selection Board designated for the consideration of Officers of his grade in the same promotion list, except as otherwise provided for in this Circular;
- (1) If a deferred Officer is subsequently recommended and promoted to that grade, he ceases to be classified as such deferred Officer and his first failure in the grade from which promoted shall not in any sense be construed as a failure of selection when he is subsequently considered for future promotion.
 - (2) Twice Deferment. If a deferred Officer is not recommended for promotion by the next consecutive Selection Board, and his second deferment is approved by the President or the Secretary of Transportation, as the case may be, he shall be subsequently separated from the active service in accordance with the provisions of Section 12, Presidential Decree Number 1638.

54. REMOVAL BY THE PRESIDENT/SECRETARY OF TRANSPORTATION

- a. The President or the Secretary of Transportation, as the case may be, may remove from the list submitted by any Selection Board the name of any Officer recommended for promotion to any grade who, in his opinion, is not qualified for promotion.
- b. Any Officer whose name is removed by the President or the Secretary of Transportation, as the case may be, from the list submitted by any Selection Board shall continue to be eligible for consideration for promotion by the succeeding Selection Board.
- (1) Should the succeeding Selection Board recommend and the President or the Secretary of Transportation, as the case may be, approves the promotion of such Officer, he shall take the same date of rank and place on the promotion list as he would have had been promoted as the result of his original selection.
 - (2) Should the succeeding Selection Board recommends the promotion of such Officer, but again, his name is removed from the list by the President or the Secretary of Transportation, as the case may be, he shall be considered a

twice deferred Officer and shall be subsequently separated from the active service in accordance with Section 12, Presidential Decree Number 1638.

(3) Should the succeeding Selection Board consider but not recommend the promotion of such Officer, and the President or the Secretary of Transportation, as the case may be, approves his deferment, he likewise be considered as twice deferred Officer and shall be subsequently separated from the active service in accordance with Section 12, Presidential Decree Number 1638.

SECTION XIII

SEPARATION

55. GENERAL

a. Officers who were considered but failed to qualify for promotion to the next higher grade on account of their own faults, failures or negligence, or who lack the individual merits required for promotion, or who are otherwise deferred of promotion, shall be subsequently separated from the active service pursuant to Presidential Decree Number 1638, s-79, and in accordance with existing regulations, under any of the following circumstances:

- (1) Deferment of Promotion in Grade O-1
- (2) Twice Deferment of Promotion
- (3) Lateral Attrition

b. **Applicability.** Separation under this Section shall only apply to promotions to grades O-2 up to O-6, and only those Officers within the ZOC of a particular promotion list; Provided, that for promotion to grades O-4, O-5 and O-6, separation under this Section shall only apply to those Officers in the primary zone of consideration.

c. Selection Boards are required to justify in writing their recommendation for separation under any of the aforementioned circumstances, setting forth their reasons for such recommendation.

d. An Officer contemplated to be recommended for separation under this Section shall be made to appear before the particular Board recommending such separation, and be given the opportunity to be heard. A certification to this effect, signed by the secretary/member-recorder of the Board, shall form part of the Board report.

56. DEFERMENT

a. An Officer in grade O-1, who after having been considered for promotion to grade O-2, failed to qualify for promotion to that grade and categorized as **"Deferred of Promotion"** shall be subsequently separated from the active service in the permanent grade he holds.

b. Such separation from the service shall be effective on the first day of the third month after the President or the Secretary of Transportation, as the case may be, shall approved the promotion of Officers recommended by the particular Selection Board which recommended the deferment of such Officer.

57. TWICE DEFERMENT

a. An Officer in the permanent grade of O-2, O-3, O-4, or O-5 who was categorized as deferred of promotion to the corresponding next higher permanent

grade by a previous Selection Board, and who, after having been considered for promotion to the same corresponding higher permanent grade is again categorized as "Deferred of Promotion" by the succeeding Selection Board to the next higher permanent grade, shall be categorized as "Twice Deferred of Promotion" and shall be subsequently separated from the service in the permanent grade he holds.

b. Such separation from the service shall be effective on the first day of the third month after the President or the Secretary of Transportation, as the case may be, shall have approved the promotion of Officers recommended by the particular Selection Board which recommended the deferment of such Officer.

c. An Officer to be separated from the service under this provision and who has at least 20 years of active service shall be retired in the permanent grade he holds.

58. LATERAL ATTRITION

a. Section 10 of Presidential Decree Number 1638, series 79, provided as follows:

"X X X Officers in the permanent grades of Lieutenant, Lieutenant Commander, and Commander shall be separated in accordance with the provisions of existing laws *upon completing five (5), six (6), and seven (7) years of active commission service-in-grade*, respectively, or *upon attaining thirty-three (33), thirty-nine (39) and forty-six (46) years of age*, respectively, whichever is later; Provided that the President may lengthen such active service-in-grade when necessary to maintain the desirable Officer rank structure and/or enhance a progressive professional development of the Officer corps; Provided further that an Officer with at least twenty (20) years of active service shall be retired in the next higher than the permanent grade he holds".

b. An Officer in the grade of O-3, O-4, O-5, who, after having been considered for promotion to the corresponding next higher permanent grade, failed to qualify for promotion to such grade on account of his own fault, failure, or negligence, or lacks the individual merits for promotion, or is otherwise deferred of promotion; and, who have exceeded the limits in service-in-grade and age-in-years as prescribed under section 10 Presidential Decree Number 1638, series 79, and such disqualification for promotion is approved by the President or the Secretary of Transportation, as the case may be, shall be subsequently separated from the service in such grade as provided for in said decree.

c. No Officer who qualifies for promotion but cannot be recommended for promotion due to lack of promotion vacancy, or such other justifiable reasons, shall be recommended for separation under this Section.

d. For an Officer contemplated to be recommended for lateral attrition who have at least twenty (20) years of active service, the following guidelines are prescribed:

(1) The concerned Selection Board shall give the affected Officer the option to file his non-retractable application for optional retirement. Such retirement shall be effective not later than the end of the promotion cycle (31 December of the year) during which he was deliberated upon by the Board.

(2) Any Officer falling under this category shall submit to the Board early enough before the Board finalizes its recommendation the following:

(a) Affidavit of Non-Retractation of application for optional retirement (*See Annex M*).

(b) Certification from the Coast Guard Adjutant that he has filed his application for optional retirement (*See Annex N*).

(3) Upon submission of the two (2) required documents by the concerned Officer, the Board shall place their names under the category of Officers Outrightly Not Considered for Promotion due to their impending separation from the service instead of the contemplated recommendation of lateral attrition.

(4) An affected Officer who choses not to apply for optional retirement shall be included in the list of Officers recommended for lateral attrition without prejudice to optional retirement and shall be attrited upon approval by the President or the Secretary of Transportation, as the case may be, of the Board's recommendation.

e. An Officer within the ZOC for promotion who has attained the limits of age and service-in-grade in accordance with section 10, Presidential Decree Number 1638 and Section 9 of RA No. 9993 is recommended neither for promotion nor attrition shall be recommended for lengthening of active service-in-grade for one (1) year. Likewise, an Officer beyond the ZOC who is covered by said Decree and is not due for separation by any reason shall be lengthened.

SECTION XIV

REPORTS OF SELECTION BOARDS

59. TO THE PRESIDENT

- a. The PCG Board of Senior Officers and the PCG Selection Boards shall render a report of recommendations to the President, through the Commandant, Philippine Coast Guard and with the favorable endorsement of the Secretary of Transportation.
- b. The Commandant, Philippine Coast Guard shall render a report of recommendation for temporary promotion to the President, through and with the concurrence of the Secretary of Transportation, based on the report as submitted by the PCG Temporary Promotion Board.
- c. Reports to the President or the Secretary of Transportation, as the case may be, of the Selection Board shall substantially be in the form shown in *Annex O*, and shall include therewith its records of deliberations and such other records as required.
- d. The reports of PCG Selection Boards shall be prepared in six (6) copies, each page of which shall be signed by each member of the Board concurring in the reports. The triplicate shall be retained by the Board to form part of its records.
- e. The reports of the PCG Selection Boards shall be endorsed by the Commandant, Philippine Coast Guard to the President, through the Secretary of Transportation, substantially in the form shown in *Annex P*.
- f. Individual listing of Officers recommended for lengthening of active service-in-grade for one (1) year shall include only those who are within the ZOC. For those beyond the ZOC, their names shall no longer be listed but a general statement to the effect that they are recommended for lengthening shall be made, except for those who are due for separation by any reason. (*See Annex Q – Format of Selection Board Recommendation / Report*).

60. TO THE COMMANDANT, PHILIPPINE COAST GUARD

- a. The OSPB shall transmit its reports to the Secretary of Transportation, through the Commandant, Philippine Coast Guard with cover memorandum, and containing a statement on each Officer placed in the various categories mentioned in the report to the Secretary of Transportation. The cover memorandum shall be signed by the Chairman of the Board. The triplicate shall be retained by the Board to form part of its records.
- b. The report of the Board of Senior Officers and its attachment, shall be submitted in eight (8) copies, with the original clearly identified and segregated, to the President, through the Commandant, Philippine Coast Guard and upon endorsement of the Secretary of Transportation.

61. TO THE COAST GUARD ADJUTANT

a. Not later than thirty (30) days after the date the term of office of each concerned selection board expires, the secretary / member-recorder of the Board shall forward to the Coast Guard Adjutant all records of such Board which it collected and compiled during its term of office.

b. The records shall be contained in a closed envelope, sealed and shall be transmitted with cover letter of transmittal which may contain comments and/or recommendations of the Board on provisions of laws and regulations relative to Boards and/or promotion of Officers.

62. CONFIDENTIALITY OF REPORTS

Deliberations, reports and records of each Selection Board shall be regarded as confidential matters and each sheet be marked "**CONFIDENTIAL**". The pertinent provisions regarding responsibility, dissemination, reproductions, handling and transmission of classified materials shall be strictly observed. Such records may be opened only in the presence of an Officer of the Office of the Coast Guard Adjutant or a member of the pertinent Board, and such opening duly recorded.

63. INSTRUCTIONS ON THE PREPARATION OF REPORTS

a. The list of Officers recommended by the concerned promotion Boards to the President or the Secretary of Transportation, as the case may be, shall be arranged in their order of relative seniority, EXCEPT in such instances resulting from the application of the third vacancy rule and those best qualified as to merit and fitness as determined by the BOSO for promotion to O-6 and O-7.

b. The name of any Officer contained in the Promotion Board's report to the President or the Secretary of Transportation, as the case may be, must appear under only one of the following categories (except when an Officer has to be further recommended for lengthening of active service-in-grade):

- (1) For Promotion
- (2) Not Considered for Promotion
- (3) Outrightly Not Considered for Promotion
- (4) Deferment of Promotion with Subsequent Separation (for O-1 only)
- (5) First Deferment of Promotion (for O-2 up to O-5 only)
- (6) Second Deferment of Promotion with Subsequent Separation (for O-2 up to O-5 only)
- (7) Optional Retirement in lieu of Lateral Attrition

- (8) Lateral Attrition
- (9) Lengthening of Active Service-in-Grade

c. The form of the letter of the concerned Selection Board to the President or the Secretary of Transportation as the case may be, as prescribed in this Circular shall be substantially adhered to. If no Officers falls under certain paragraphs of the said letter, the word “None” or “Not Applicable” shall be entered under the corresponding paragraph instead of omitting the same.

d. All signatories to all records and reports of the Boards shall sign the same before submission. Members shall affix their full signatures on all pages of their recommendation and not merely initial the same.

e. In cases where Officers are Not Considered for Promotion or Deferred as reflected in the concerned Board’s report to the President or the Secretary of Transportation, as the case may be, the reasons or grounds therefore shall be so specified and not merely listed down by names. The phrase “*Low Potential*” as a reason for deferment shall be fully explained. This will be attached to the recommendation of the Board as enclosure.

f. Recommendations of the Boards to be submitted to the President or the Secretary of Transportation as the case may be, shall not include alternates. Promotion Boards shall recommend only the number of Officers sufficient to fill declared vacancies; not more although it may be less.

g. Selection Board recommendations, in the case of promotions to grades O-6 and O-7, shall be submitted directly to the Deputy Chief of Coast Guard for Human Resource Management, CG-1 for appropriate processing.

h. Target dates of submission of Selection Boards’ recommendations shall be determined by the Deputy Chief of Coast Guard for Human Resource Management, CG-1, PCG.

i. Statement on each Officer placed in the various categories as mentioned in the report to the President or the Secretary of Transportation as the case may be, in the Memorandum of the Commandant, Philippine Coast Guard shall explain the causes or reasons for non-consideration, deferment or for being passed-over for the second time of Officers so listed, as appropriate

j. In the case of Officers with administrative impediments to their promotion, the number of times notified and whether or not the Officers concerned appeared / did not appear before the concerned Board should be stated. Documents used by the Board to summon any Officer in this category, and the reasons in case of non-appearance shall be made part of the Board’s report.

k. The Selection Boards shall not include in their recommendations the effective dates of promotion. The Deputy Chief of Coast Guard for Human Resource Management, CG-1, based on reports available, determines the dates of effectivity to be recommended to the President or the Secretary of Transportation as the case may be.

SECTION XV

MISCELLANEOUS

64. PROHIBITION OF PROMOTION

No promotion or appointment to any grades, regardless of the effectivity, shall be approved or announced during the period prior to or after election as prescribed by law.

65. RULES AND REGULATIONS ON SECTION IX

The Commandant, Philippine Coast Guard shall issue rules and regulations, as may be necessary to implement the provisions under Section IX [Selection for Promotion of Grade O-6 and O-7].

66. TRANSITORY PROVISIONS

- a. Upon effectivity of this Circular, Officers due for promotion to the next higher rank under the 1998 Promotion System for Commissioned Officers of the Philippine Coast Guard shall be exempted from compliance of the Time-in-Grade requirement under the revised Circular;
- b. Officers holding the rank of Commander (O-5) and Captain (O-6) prior effectivity of this Circular shall comply with the amended point system for promotion to Captain (O-6) and Commodore (O-7) unless the application thereof is deemed disadvantageous on their part;
- c. Officers who have completed or undergoing the Public Safety Officers Senior Executive Course (PSOSEC) as equivalent of MPM-DevSec-MSS prior effectivity of this Circular shall be exempted from compliance of the twinning Master's Degree for promotion to Captain (O-6); provided however, that the completion of the twinning Master's Degree shall be required prior their promotion to Commodore (O-7)

67. REPEALING CLAUSE

DOTC Memorandum Circular on PCG Promotion System for Commissioned Officer of the PCG dated 19 May 1998 and other policies inconsistent with this Circular are hereby rescinded or modified accordingly.

68. SEPARABILITY CLAUSE

If any provision of this Circular is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.

69. **EFFECTIVITY**

This Circular shall take effect fifteen days (15) after its publication.

~~ARTHUR P. TUGADE~~
ARTHUR P. TUGADE
Secretary
*add'l Secretary
PCP's office
for a day*



DOT-OSEC OUTGOING 21-001135

ANNEX A



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

Date: _____

SUBJECT: Promotion Board Appearance Notice

TO:

1. You are hereby directed to appear before the _____ CY
_____ at _____ on dd/mm/yy at (venue) on (time).

2. Bring along with you specifically the following documents and such other documents which may help determine your fitness and qualification for promotion:

- a.
- b.
- c.

3. For strict compliance.

4. Acknowledge receipt.

Secretary/Member Recorder

ANNEX B



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

(Date)

SUBJECT: Exclusion from Recommended List of Promotion

TO: _____

1. You are hereby informed that the _____, CY _____ may excluded you from the recommended list for promotion to the permanent grade of _____ due to the following deficiency(ies)/reason(s) pertaining to your records with this Board:

- a. Summary of Information
- b.
- c.

3. Initiate immediately the necessary appropriate action in order to correct/clarify the aforementioned deficiencies/reasons and submit result NLT _____ . You are also required to appear before this Board to elucidate on such deficiencies/reasons on _____ at _____.

4. For strict compliance.
5. Acknowledge receipt.

Secretary/Member Recorder

ANNEX C

**PROMO FORM NO.1
PCG SELECTION BOARD " " "
INDIVIDUAL MEMBER'S RATING SHEET
(FOR THE RANK OF _____)**

1. This report is a serious responsibility and should be prepared impartially, accurately, judiciously and with painstaking care.
2. Each member of the Selection Board shall rate each candidate in each of the Factors for Selection with the best and the worst officers in each factor getting ratings of 6.0 and 1.0 to 3.0 respectively.
3. A candidate comparable with the best shall be rated 6.0 and if comparable with the worst shall be interpolated accordingly.
4. Those officers who obtained a majority of "P" votes shall be remarked as "Promote" while those who obtained a majority of "NP" votes shall be remarked as "Not Promote".

NO.	RANK	LAST NAME	FIRST NAME	M.I.	Seniority and Maturity	Fitness and Appearance	Record of Performance	Professional Preparation and Development	Professional Ethics	Service Reputation	Vote
GENERAL LINE OFFICERS											
1											
2											
3											
4											
5											
TECHNICAL OFFICERS											
1											
2											

_____ Member

ANNEX D

**PROMO FORM NO.2
PCG SELECTION BOARD " _____ "
RATING TALLY SHEET
(FOR THE RANK OF _____)**

1. This report is a serious responsibility and should be prepared impartially, accurately, judiciously and with painstaking care.
2. The Selection Board Chairman shall tabulate the votes of each of the members of the Board as presented in their Individual Member's Rating Sheet (Promo Form No. 1)
3. Those officers who obtained a majority of "P" votes shall be remarked as "Promote" while those who obtained a majority of "NP" votes shall be remarked as "Not Promote".

NO.	RANK	LAST NAME	FIRST NAME	M.I.	SELECTION BOARD MEMBER'S INITIALS										REMARKS
GENERAL LINE OFFICERS															
1															
2															
3															
4															
5															
6															
7															
8															

Technical Officers															
1															
2															
3															
4															

_____ Chairman

ANNEX E

**PROMOFORM NO. 3 (FOR O-4 PROMOTION)
PCG SELECTION BOARD "____"
PANEL MEMBER'S EVALUATION SHEET
(Primary Zone / General Line Officers)**

- 1 This report is a serious responsibility and should be prepared impartially, accurately, judiciously and with painstaking care.
- 2 Each member of the panel shall rate initially all officers in the primary zone in each of the factors for selection in a scale of one (lowest) to six (highest).
- 3 A candidate comparable with the best shall be rated 6.0 and if comparable with the worst shall be rated the same as the worst. If he is somewhere in between his rating shall be interpreted accordingly.
- 4 The candidate in the primary zone shall be ranked in accordance with their total ratings. The candidates with the highest total rating shall be No. 1, the second highest No. 2 and so on. When there are more than one with the same rating, they shall be ranked to the order of their relative seniority within that rating.
- 5 Based on the ranking established in the primary zone, a panel member shall vote "P" (Promote) those belonging to the top 2/3 and vote "NP" (Not Promote) those belonging to the bottom 1/3.
- 6 The triple Non-Selects in the primary zone, and the candidates from the secondary zone, shall be reconstituted and together shall be rated in the same manner as the primary zone, with the top 1/3 voted "P" and the lower 2/3 voted "NP".

SLL No	NAMES	Seniority & Maturity	Fitness and Appearance	Record of Performance	Prof Prep & Dev't	Prof Ethics	Svc Reputation	TOTAL	RANK	VOTE
1										
2										
3										
4										
5										
6										
7										

Chairman, PCG Selection Board "____"

ANNEX F



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

PROMOFORM NO. 4 (FOR O-4 PROMOTION)
PCG SELECTION BOARD " _____ "
PANEL TALLY SHEET
Primary Zone / General Line Officers

SLL No	NAMES	PANEL A MEMBER'S INITIALS			REMARKS
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

 Panel " _____ " Chairman

ANNEX G



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

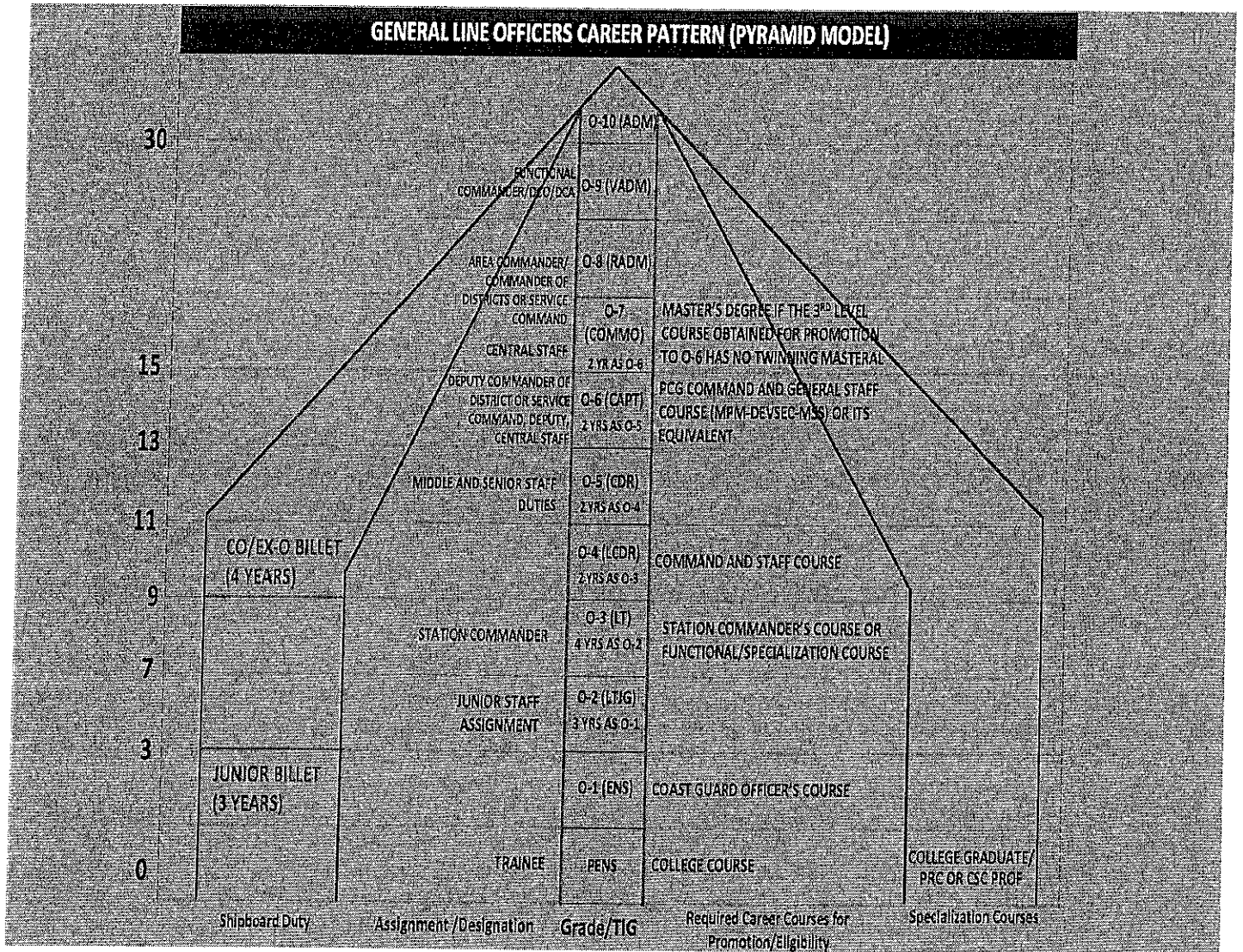
PROMOFORM NO. 5 (FOR O-4 PROMOTION)
PCG SELECTION BOARD "A"
SELECTION BOARD EVALUATION TALLY SHEET
Primary Zone / General Line Officers

SLL No	NAMES	PANEL			REMARKS
		A	B	C	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Chairman, PCG Selection Board "A"

ANNEX H

PCG Officers Career Development Pattern



ANNEX I

**PROMO FORM NO. 6
BOARD OF SENIOR OFFICERS FOR PROMOTION OF O-5 TO O-6
INDIVIDUAL MEMBERS QUALITATIVE RATING SHEET**

1. This report is a serious responsibility and should be prepared impartially, accurately, judiciously and with painstaking care.
2. Each member of the Board of Senior Officers shall rate each candidate in each of the qualitative criteria with the best and worst officers in each criterion of respectively.
3. A candidate comparable with the best shall be rated 6.0 and if comparable with the worst shall be rated the same as the worst. If he is somewhere in between, his rating shall be interpolated accordingly.
4. Those officers getting a rating of at least 3.0 in each of the qualitative criteria shall be voted as "S" (Select), while those officers who obtained a rating of less than the CRITERIA shall be voted as "NS" (Not Select)

SLL	NAME	PHYSICAL FITNESS ABILITY	PROFESSIONAL DEVELOPMENT	RECORD OF PERFORMANCE	PROFESSIONAL ATTITUDE AND ETHICS	MATURITY	VOTES
	BASIS	Physical Fitness Test	Educational Attainment Record of Assignment Feedback Interview	Record of Assignment Feedback Interview	Clearances Record of Assignment Awards and Decorations	Clearances Record of Assignment Feedback	
1							
2							
3							
4							
5							

Member, BOSO for Promotion of _____ for CY _____

ANNEX J

**PROMOFORM NO. 7
BOARD OF SENIOR OFFICERS
QUALITATIVE RATING TALLY SHEET**

1. This report is a serious responsibility and should be prepared impartially, accurately, judiciously and with painstaking care.
2. The BOSO Chairman using Promo form No. 7 shall then tabulate the votes of each of the members of the Board.
3. Those officers obtained a majority of "S" votes from the members of the Board shall be remarked as "Select" while those who obtained a majority of "NS" shall be marked as "Non-Select."

SLL	NAME	MEMBERS' INITIALS								VOTE
		LFL	JDDV	JMDFR	CTV	ENPE	NBT	GBB		
1										
2										
3										
4										
5										
6										
7										
8										
9										

Chairman, BOSO for Promotion of O-5 TO O-6 for CY 2020

ANNEX K

**PROMO FORM NO. 8
BOARD OF SENIOR OFFICERS FOR PROMOTION OF _____ TO _____
INDIVIDUAL MEMBERS QUANTITATIVE RATING SHEET**

(This report is a serious responsibility and should be impartially, accurately, judiciously and with painstaking care.)

NAMES OF CANDIDATES	SUB TOTAL	SERVICE REPUTATION										SUB TOTAL	TOTAL
		Integrity	Competence	Dedication	Acceptability	Knowledge	Communication Skills	Stability Under Pressure	Decisiveness	Appearance and Bearing			
	(70)	(5)	(4)	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(3)	(30)	(100)
1													
2													
3													
4													
5													
6													

Member, BOSO for Promotion for _____ to _____ for CY _____

ANNEX L

**PROMO FORM NO. 9
BOARD OF SENIOR OFFICERS FOR PROMOTION OF ___ TO ___
QUANTITATIVE EVALUATION TALLY SHEET**

- 1 This report is a serious responsibility and should be prepared impartially, accurately, judiciously. The Chairman of the Board of Senior Officers shall tabulate the total quantitative ratings as presented in the Quantitative Rating Sheet (Promoform No.8). Determine the total ratings of each candidate and rank them in accordance with averaged ratings.
- 2
- 3 This form shall be signed by all members of the Board of Senior Officers.

SLL NO	NAMES	MEMBERS' INITIALS								TOTAL	AVE	RANK
		LFL	JDDV	JMDFR	CTV	ENPE	NBT	GBB				
1												
2												
3												
4												
5												

Member

Member

Member

Member

Chairman, BOSO for Promotion for ___ TO ___ for CY ___

ANNEX M

**AFFIDAVIT OF NON-RETRACTION OF APPLICATION
FOR OPTIONAL RETIREMENT**

I, _____ (married/single/separated), _____ of _____ age, Filipino, resident of _____, after having been duly sworn to in accordance with law do hereby depose and say:
to this date: _____, and have served therein for a total number of (years/mos/days)

That I desire to retire optionally from the Coast Guard service under existing laws effective (date must be NLT end of promotion cycle during which concerned Officer was deliberated upon by the appropriate Selection Board/Board of Senior Officers):
That in this connection, I will NOT retract my application for optional retirement nor work for the revocation of my retirement order once issued;

That I am voluntarily executing this affidavit to support my application for Optional Retirement and for whatever legal purpose this may serve best.

IN WITNESS WHEREOF, I have hereunto affixed my signature this _____ day of _____ 20____ at _____
_____ Philippines.

_____ Affiant

SUBSCRIBED AND SWORN to before me this _____ day of _____ 20____ at _____ at _____
exhibiting to me his CTR No. _____ Issued _____ on _____ affiant

_____ Administering Office

ANNEX N



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

CERTIFICATION

TO WHOM IT MAY CONCERN:

This is to certify that (Name of Officer/SN) has filed his application for optional retirement at this Headquarters on (date filed). The effective date of his retirement is on (date must be NLT the end of the promotion cycle for which the Selection Board/Board of Senior Officers contemplated to recommend concerned Officer for lateral attrition).

This certification is issued in compliance to the requirements for retirement.

Coast Guard Adjutant

ANNEX O



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

(Date)

President _____
Malacañang, Manila

Thru: **Secretary** _____
Department of Transportation
Apo Court, Pinatubo St. corner
Sergio Osmeña St. Brgy Claro M. Recto,
Clark Freeport Zone, Angeles City,
Pampanga 2009

Dear **President** _____:

PURSUANT to the provisions of Section VII (for promotions to grades O-2 and O-3) or Section VIII (for promotions to grades O-4 and O-5) of Promotion Circular, the _____ Board ____ Calendar Year ____ has the honor to recommend the promotion of the following-named Officers of the Philippine Coast Guard to the ranks indicated, and in the order of seniority/application of Third Vacancy Rule/ rank as to merit and fitness:

1. To the permanent rank of _____
 - a. General Line Officers (Number of Officers)
 - (1)
 - (2)
 - (3)
 - b. Technical Line Officer (Number of Officers)
 - (1)

- (2)
- (3)

2. To the permanent rank of _____: (omit this para if not applicable)

Above-named Officers have no pending case (whether criminal, civil or administrative and are cleared of money and property accountabilities with the government. They were likewise found to be physically and psychologically fit for Coast Guard service.

A list of justifications for third vacancy positions is herewith attached as enclosure (Omit this paragraph is not applicable).

The following Officers were not considered/outrightly not considered for promotion to the next higher grade by this Board for reasons stated opposite their names:

3. Officers Not Considered for Promotion:

a. General Line Officers (Number of Officers)

- (1)
- (2)
- (3)

b. Technical Line Officer (Number of Officers)

- (1)
- (2)
- (3)

4. Officers Outrightly Not Considered for promotion

a. General Line Officers (Number of Officers)

- (1)
- (2)
- (3)

b. Technical Line Officer (Number of Officers)

- (1)
- (2)
- (3)

PURSUANT to the pertinent provisions of the Promotion Circular, this Board has decided to place in the categories indicated below the following Officers who were considered for promotion but, based on the best judgment of the Board, were found not fully qualified for promotion to the next higher grade:

5. Deferment of promotion and subsequent separation from the service of the following-named Ensign who were found not fully qualified for promotion to the next

higher grade in accordance with the provisions of Section XIII (Para 56) of the Promotion Circular:

a. General Line Officers (Number of Officers)

- (1)
- (2)
- (3)

b. Technical Line Officer (Number of Officers)

- (1)
- (2)
- (3)

6. First deferment of promotion of the following-named Officers Section XII Para 53 of the Promotion Circular:

a. General Line Officers (Number of Officers)

- (1)
- (2)
- (3)

b. Technical Line Officer (Number of Officers)

- (1)
- (2)
- (3)

7. Twice deferment of promotion and the subsequent separation from the service of the following-named Officers pursuant to Section 13 (Para 57) of the Promotion Circular:

a. General Line Officers (Number of Officers)

- (1)
- (2)
- (3)

b. Technical Line Officer (Number of Officers)

- (1)
- (2)
- (3)

8. Optional retirement in lieu of lateral attrition of the following-named Officers who have completed at least twenty (20) years of active service pursuant to Section 13 Para 58 of the Promotion Circular:

a. General Line Officers (Number of Officers)

- (1)
- (2)
- (3)

b. Technical Line Officer (Number of Officers)

- (1)
- (2)
- (3)

9. Lateral attrition of the following-named Officers who have not completed at least twenty (20) years of active service pursuant to Section 13 Para 58 of the Promotion Circular:

a. General Line Officers (Number of Officers)

- (1)
- (2)
- (3)

b. Technical Line Officer (Number of Officers)

- (1)
- (2)
- (3)

The list of justifications for the foregoing categories are included herewith as Enclosures _____, _____, _____, _____, and _____, respectively (omit this para if not applicable).

Pursuant to the provision of the Promotion Circular in relation to Section 10, Presidential Decree No. 1638, as amended, this Board recommends the lengthening of the active service-in-grade of the following Officers (in the grades of 03, 04, 05) who have attained the limits of age and service-in-grade as prescribed by said Decree in order to maintain the desirable Officer rank structure and/or enhance a progressive professional development of the Officer corps:

10. Lengthening of active service-in-grade for one (1) year of the following-named Officers who are within the zone of consideration for promotion but were not recommended for promotion, optional retirement, lateral attrition, and second deferment of promotion and subsequent separation:

a. General Line Officers (Number of Officers)

- (1)
- (2)
- (3)

b. Technical Line Officer (Number of Officers)

- (1)
- (2)
- (3)

11. Lengthening of active service-in-grade for one (1) year of all Officers beyond the zone of consideration for promotion except the following-named Officers for reasons stated opposite their names:

a. General Line Officers (Number of Officers)

- (1)
- (2)
- (3)

b. Technical Line Officer (Number of Officers)

- (1)
- (2)
- (3)

This _____ Board was appointed pursuant to Special Order Number _____, National Headquarters-Philippine Coast Guard, dated _____. Its tenure of office expires on _____.

Very respectfully yours,

(Chairman)

(Member)

(Member)

(Member)

(Member-Recorder)

(Alt-Member)

(Alt-Member)

NOTES:

1. Lists 1 and 2 - If promotion by selection to fill a third vacancy is recommended, indicate such fact opposite the name of the Officer as selected with the phrase "Best Qualified from Number____ in the Promotion List", and the detailed justifications in the corresponding enclosure.

2. Lists 3, 4, 5, 6, 7, 8, 9, 10 and 11 - If no Officer is placed in any of the categories, indicate by the word "NONE" or "NOT APPLICABLE", as appropriate under the category.

ANNEX P



TANGGAPAN NG KOMANDANTE
(OFFICE OF THE COMMANDANT)
PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(National Headquarters Philippine Coast Guard)
139 25th St., Port Area
1018 Manila

MEMORANDUM FOR THE SECRETARY, DEPARTMENT OF TRANSPORTATION

Thru : UNDERSECRETARY FOR MARITIME, DOTr
ASSISTANT SECRETARY FOR MARITIME, DOTr

From : COMMANDANT, PHILIPPINE COAST GUARD

Subject : Report of _____ (Appropriate Selection Board)

Date :

Action Requested: For the consideration of the Secretary, DOTr and subsequent endorsement to the Office of the President.

Background: Pursuant to the provisions of Republic Act No. 9993 and its Implementing Rules and Regulations, and the Department Circular on Promotion System for the PCG Commissioned Officers dated _____, the PCG Board of Senior Officers for Promotion of _____ for _____ through the undersigned, hereby submits, in their order of priority, the names of the following officers whom the Board has found to be best qualified for promotion to the permanent grade of _____ from a zone of consideration consisting of ___ General Line Officers and ___ Technical Line Officers:

GENERAL LINE OFFICERS (_____ Officers)

TECHNICAL LINE OFFICERS (_____ Officers)

Pursuant to the same Department Circular, the Board likewise submits the names of the following officers from the primary zone of consideration whom the Board has found not qualified for promotion, and hereby recommends their lateral attrition from the Service without prejudice to retirement as applicable: (omit this paragraph if not applicable)

GENERAL LINE OFFICERS (_____ Officers)

TECHNICAL LINE OFFICERS (_____ Officers)

Documents pertaining to the above-listed officers are hereto attached and duly tabbed for ready reference.

For the consideration and approval of the Honorable Secretary, Department of Transportation.

or

(In view thereof, the PCG most respectfully requests for the Secretary of Transportation's favorable endorsement to the Office of the President on the approval of the promotional appointment of the abovementioned Officers to the next higher rank of _____. Attached for the Secretary's signature and favorable endorsement is the Letter to the Office of the President.)

Very respectfully yours,

Commandant, PCG

Enclosures:

TAB A - Promotion List of Officers Considered for Promotion

TAB B - Report of Board Deliberations

TAB C - Board of Senior Officers Individual Members
Quantitative Rating Sheet (Promo form No. 8)

TAB D - Board of Senior Officers Quantitative Evaluation
Tally Sheet (Promotion No. 9)

TAB E - Justifications for Recommendation for Promotion

TAB F - Justification for Non-Recommendation or Lateral Attrition (as applicable) of Officers
within the Primary Zone of Consideration.

TAB G - Justifications for Non-Recommendation of all Officers who are Senior to the Most Junior
Officer Recommended for Promotion.

TAB H - Clearances of Candidates

TAB I - SOIs of all Officers Considered for Promotion

TAB J - Others (specify)

ANNEX Q



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

MEMORANDUM

For : **Commandant, Philippine Coast Guard**

From : **Chairman, _____**

Subject : **Selection Board Report to the President/Secretary of Transportation**

Date :

1. Attached in five (5) copies is the Memorandum to the Secretary of Transportation containing the recommendation of (PCG) Selection Board _____ CY_____ on the promotion of certain officers in the _____ promotion list.

2. In connection with list Nr. 3, 4, 5, 6, 7, 8, 9, 10 and 11 appearing in the attached letter, this Board submits the following statement on each Officer placed in the categories indicated:

a. List Nr. 3 - - Officers Not Considered for promotion.

LCDR JUAN DELA CRUZ PCG - This officer ...

b. List Nr. 4 - - Officers Outrightly Not-Considered for promotion.

c. List Nr. 5 - -Ensigns first deferred of promotion and for subsequent separation from the service.

d. List Nr. 6 - - Officers (above 01 but below 06) first deferred of promotion.

e. List Nr. 7 - - Officers (above 01 but below 06) twice deferred of promotion (passed over for the 2nd time) and for subsequent separation from the service.

f. List Nr. 8 - - Officers (in grades 03, 04, and 05) recommended for optional retirement in lieu of lateral attrition.

g. List Nr. 9 - - Officers (in grades 03, 04, and 05) recommended for lateral attrition.

h. List Nr. 10 – Officers (in grades 03, 04, and 05) within the zone of consideration for promotion who are recommended for lengthening of service-in-grade for one (1) year.

i. List Nr. 11 – Officers (in grades 03, 04, and 05) beyond the zone of consideration and have attained the limits of age and service-in-grade who are not recommended for lengthening of active service for one (1) year.

3. This Selection Board was appointed pursuant to Letter Order Number _____, NHQ-PCG dated _____.

4. For the approval of the Commandant, Philippine Coast Guard and signature on the attached letter to the Secretary, Department of Transportation.

(Chairman)

Note:

If no officer is placed in any of the categories, indicates the word "NOT APPLICABLE".



Department of Transportation
PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(National Headquarters Philippine Coast Guard)
REVIEW COMMITTEE ON THE REVISION OF OFFICERS PROMOTION SYSTEM
139 25th Street, Port Area
1018 Manila

REVIEW COMMITTEE ON THE REVISION OF OFFICERS PROMOTION SYSTEM
Resolution Nr. 0621-002

DISCUSSION OF SOTR'S COMMENT RE THE PROPOSED REVISION OF OFFICERS PROMOTION SYSTEM

WHEREAS, the Review Committee on the Revision of Officers Promotion System was created pursuant to Para 03 SO 220 NHQ-PCG dated 20 October 2020;

WHEREAS, the Committee has convened on 110900H June 2021 aboard NHQ-PCG Flag Officers' Lounge to discuss SOTr's comment on the proposed revision of Officers Promotion System;

WHEREAS, the Committee agreed to adopt the recommendation of SOTr to delete the position of Captain (O-6) in Section IX.39.b of the proposed circular as the approving authority for the rank of Captain remains with SOTr;

WHEREAS, the Committee agreed to adopt the recommendation of SOTr to create BOSO for promotion of O-8 to O-9 to fill in the gaps in the existing rules for promotion to grade O-9, and shall be composed of the three most Senior Officers next to the Commandant, PCG. However, for promotion to grade O-10, the creation of BOSO is not necessary since only the Commandant, PCG carries the rank of Admiral (O-10) chosen amongst the Flag Ranks of the PCG, and the selection and approval thereof rests with the President of the Philippines;

WHEREAS, the Committee agreed to adopt the recommendation of SOTr to amend certain provisions that are merely in form to provide clarity in the future implementation of the policy;

WHEREAS, the Committee agreed to retain the provision under Section III.11 contrary to the recommendation of SOTr to use the Table of Organization as reference. Section III speaks of the Promotion List only and not the promotion vacancies, hence, the distribution of ranks is more appropriate as the promotion list should not be more than the total Officers strength authorized for the PCG. As defined in the proposed Circular, the Promotion List is list of all active commissioned PCG Officers considered for promotion to the next higher grade;

WHEREAS, the Committee agreed to adopt the recommendation of SOTr to remove the provision on Section IV.18.c designating the Secretariat as member, albeit non-voting of the BOSO;

WHEREAS, the Committee agreed to use the term "Memorandum Circular" instead of "Department Circular" as recommended by SOTr;


WHEREAS, the Committee agreed to incorporate relevant provisions of RA No. 9993 into a comprehensive Promotion Circular to streamline PCG's procedures and processes; and

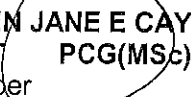
WHEREAS, the Committee agreed to include Voter's Registration Certificate and Passport of Officers in the documentary requirements for promotion.

NOW THEREFORE, for and in consideration of the foregoing premises, the Review Committee on the Revision of Officers Promotion System **RESOLVES** as it is hereby **RESOLVED** to recommend the abovementioned provisions for the approval of the Commandant, PCG.

Adopted this 10th day of June 2021, at the National Headquarters, Philippine Coast Guard, Port Area, Manila.

Attended by: LCDR JERA M DECOLONGON PCG
ROLAND D PANGIPANE
CAPT PCG(LLM)
Member


MARIFEM UBONGZEN-ISAAC
CAPT PCG(MSc)
Member


VIVIEN JANE E CAY
CAPT PCG(MSc)
Member

-Absent-
FERDINAN B PICAR
COMMO PCG
Member


CHRISTOPHER T VILLACORTE
RADM PCG
Member


ARTEMIO M ABU
RADM PCG
Member

-Absent-
ROLANDO LIZOR N PUNZALAN JR
RADM PCG
Member


OSCAR C ENDONA JR
VADM PCG
Vice Chairman


EDUARDO D FABRICANTE
VADM PCG
Chairman

APPROVED:


GEORGE V URSABIA JR
ADM PCG
Commandant, Philippine Coast Guard