



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

NHQ-PCG / MARSLEC

12 July 2021

**MEMORANDUM CIRCULAR**  
**NUMBER 02-21**

**ACTIVATION OF MARITIME SECURITY AND LAW ENFORCEMENT OFFICE (MSLEO)  
TO ALL COAST GUARD DISTRICTS ALL OVER THE PHILIPPINES**

**I. AUTHORITY:**

- a. Republic Act No. 9993<sup>1</sup> and its Implementing Rules and Regulation (IRR)

**II. REFERENCES:**

- a. Executive Order No. 107<sup>2</sup> (s. 2020)
- b. ISPS Code, SOLAS Convention Chapter XI-2<sup>3</sup>

**III. OBJECTIVES:**

1. To activate Maritime Security and Law Enforcement Offices (MSLEO) to all Coast Guard Districts for the purpose of establishing permanent centers specializing on the aspects of security and law enforcement on sea transports and maritime infrastructures in the country; and
2. To provide Maritime Security and Law Enforcement Command (MARSLEC) the administrative control and supervision for such MSLEO but under the operational control of CG Districts similar to that of MEPU and MSU concept.

**IV. DEFINITIONS:**

- a. Operating Units – these are the Maritime Security and Law Enforcement Offices (MSLEO) tasked to perform and enforce maritime security and law enforcement functions. This shall include all CG Districts, CG Stations and CG Sub-Stations.
- b. Administrative Control – this is a type of control exercised by the Commander, MARSLEC over all personnel assigned to MSLEO for the assignment, rotation, training, leaves, rest and recreation, promotion and matters involving the

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<sup>1</sup> An Act Establishing the Philippines Coast Guard as an Armed and Uniformed Service Attached to the Department of Transportation and Communications, thereby repealing Republic Act No. 5173, as Amended, and for Other Purposes

<sup>2</sup> Reconstituting the Office for Transportation Security and National Civil Aviation Security Committee, defining their Powers and Functions, amending Executive Order Nos. 277 (s.2004) and 311 (s. 2004) and for Other Purposes

<sup>3</sup> International Ship and Port Facility Code dtd 1 July 2004

administrative process of said personnel including disciplinary action as recommended by the District Commanders.

- c. Operational Control – this is a type of control exercised by the Commander, Coast Guard Districts of all personnel assigned to MSLEO on Detached Service (D/S) status from his/her unit that includes personnel accounting (through Morning Report/Daily Time Record), additional duty assignment and disciplinary actions.

#### V. GENERAL PROVISIONS:

- a. A Maritime Security and Law Enforcement Office (MSLEO) is hereby activated in all Coast Guard Districts and shall be included in the MARSLEC Table of Organization and Equipment (TOE) attached herein as *Annex "A"*, tasked to supervise and implement laws, policies, guidelines, rules and regulations pertaining to the security and law enforcement on sea transport and maritime infrastructures in the country.
- b. The Coast Guard Station Commanders co-located with the District shall, in addition to their duties and responsibilities, be designated as Officer-in-Charge (OIC) of MSLEOs.
- c. The CG Station Commanders will determine from among the CGS personnel who will perform duties as MSLEO staff/s without prejudice on the deployment of MARSLEC specialist/personnel to be assigned in the MSLEO on DS status later on.

#### VI. RESPONSIBILITIES:

- a. The **Commander, Maritime Security and Law Enforcement Command** shall be responsible for the implementation of this Memorandum Circular and shall ensure:
  - 1. Proper coordination and the dissemination of information with Coast Guard District Commanders.
  - 2. Monitoring on the assignment of officers and enlisted personnel to ensure continuous operability of the MSLEO.
  - 3. Provide necessary guidance and relevant trainings and/or orientations to the designated officers and enlisted personnel, particularly to their duties and responsibilities.
  - 4. Programming and conduct of local and foreign training for officers and enlisted personnel.
  - 5. Coordination for the availability and appropriate allocation of funds for the MSLEOs.
- b. The **Commander, Coast Guard District** shall ensure full cooperation with the Commander, MARSLEC for the successful implementation of this Memorandum Circular.
  - 1. In the case of disciplinary action, the District Commander shall initiate the investigation upon recommendation of the OIC of erring personnel and recommend to the C, MARSLEC for appropriate action.
- c. The **OIC, MSLEO** shall undertake the following:



- c. The **OIC, MSLEO** shall undertake the following:
1. Exercise direct control and supervision of all MSLEO officers and enlisted personnel conducting maritime security inspections.
  2. Render weekly and monthly accomplishment report of all matters pertaining to maritime security to the Commander, MARSLEC and shall likewise furnish a copy to the Deputy Chief of Coast Guard Staff for Maritime Security Services, CG-14.
  3. Effectively manage the funds allocated to the MSLEO in accordance with existing accounting procedures and requirements.
  4. Enforce applicable national and domestic laws, treaties, conventions, international agreements, memorandum circulars, standard operating procedures, and other policies and regulations pertaining to maritime security, to include the conduct of inspections relating to the ISPS Code implementation.
  5. Perform other tasks as may be directed by the Commander, MARSLEC and/or the District Commander.
- d. The **Deputy Chief of Coast Guard Staff for Maritime Security Services, CG-14** shall:
1. Monitor the strict implementation of this Memorandum Circular.
  2. Allocate appropriate funds for the training requirements of the MSLEO officers and enlisted personnel.
  3. To regularly coordinate with C, MARSLEC for all other concerns relating to the implementation of maritime security.

**VII. EFFECTIVITY:**

This Memorandum Circular shall immediately take effect upon publication.

**BY COMMAND OF COAST GUARD ADMIRAL URSABIA JR:**

OFFICIAL:

  
**JAYSIEBELL B FERRER**  
**CG CDR**  
Coast Guard Adjutant

**FERDINAN B PICAR**  
**CG COMMO**  
Chief of Coast Guard Staff