



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

21 March 2020

NHQ-PCG / CG-1

CIRCULAR
NUMBER 02-20

**POLICIES ON THE DEVOLUTION OF
RECRUITMENT, RE-ENLISTMENT AND PROMOTION TO THE FUNCTIONAL,
ADMINISTRATIVE SUPPORT, OPERATIONAL SUPPORT, SPECIAL SERVICE,
TECHNICAL SERVICE AND OPERATING COMMANDS OF THE PCG**

I. REFERENCES

- a. DCS-HRM Circular No. 08-17 dated 11 April 2017 otherwise known as the "Revised Policy on the Procurement of Candidate for Non-Officers in the Philippine Coast Guard Service"
- b. NHQ-PCG/CG-1 Circular No. 08-19 dated 07 July 2019 otherwise known as the "Enlistment and Reenlistment of PCG Non-Officers"
- c. CG-1/CGA Circular No. 03-05 dated 04 April 2005 otherwise known as the "Career Development Pattern of Enlisted Personnel in the Philippine Coast Guard"

II. PURPOSE

This Circular prescribes the policies and procedures for the devolution of certain functions of personnel administration specifically on recruitment, re-enlistment, and promotion to the Functional, Administrative Support, Operational Support, Special Service, Technical Service and Operating Commands of the PCG. The purpose of the devolution is to ease up the tremendous pressure on work load of personnel performing Personnel Administration job at the National Headquarters; to provide certain limited delegated authority to Service Command/District Commanders; and accelerate the process of Personnel Administration programs.

III. SCOPE

This Circular covers the devolution of certain personnel administration specifically on recruitment for Officers and Non-Officers; and re-enlistment and promotion of selected ranks for Non-Officers.

IV. DEFINITION OF TERMS

- a. CG Human Resource Management Command (HRMC) – refers to the Service Command primarily responsible for the personnel management specifically the Recruitment, Quality Management System (QMS) and Personnel Management Information System (PMIS). It shall create Human Resource Management Units (HRMUs) to perform HRMC functions within Service Commands/Districts.
- b. District Non-Officers Admission Board (DNOAB) – refers to the Board created by the District who shall screen and deliberate applicants for Non-Officer or Enlistment.
- c. Expiration of Term of Enlistment (ETE) – refers to the date of termination of Enlistment of a Non-Officer.
- d. HR-1/D-1 – refers to the staff of Service Command/Districts responsible in performing personnel administration functions.
- e. Re-Enlistee – refers to a PCG Non-Officer filing for Re-Enlistment before Expiration of Term of Enlistment.
- f. Re-Enlistment Board – refers to the Board who shall evaluate the applications of Non-Officer for Re-Enlistment and recommend the approval or disapproval of such application to CPCG. There shall be Re-Enlistment Board at the National Headquarters and Service Commands.
- g. Re-Enlistment – refers to a process of renewing the Enlistment of a Non-Officer in the PCG which may be renewed every three (3) years.
- h. Service Command – can be categorized into two types: (a) Functional Line Service Command; and (b) Dedicated Line Service Command. Functional Line Service Command shall include MSSC, MEPCOM, MARSEC, and CGWCEISC; while Dedicated Line Service Command shall include CGSSF, CGETDC, CGLSC, CGSOF, CGAF, CGCRC, CGHRMC, CGFS, CGIIC, CGCSSIA, CGIA, CGIAC, and CGIF.
- i. Service Command Non-Officers Promotion Board (SC NOPB) – refers to the Board created by the Service Command who shall screen, deliberate and select from among the qualified Non-Officer who are best qualified for promotion to E-2 and E-3.
- j. Service Command Non-Officers Promotion Secretariat (SC NOPS) – refers to the secretariat created by the Service Command who shall assist the SC NOPB and shall serve as the depository of all records in the conduct of promotion to E-2 and E-3.

V. POLICIES

A. Recruitment

1) Districts shall be responsible for the screening and deliberation of applicants for Officer and Non-Officer or Enlistment.

2) Each District shall create their own Non-Officers Admission Board for screening and panel deliberation of applicants for Non-Officer or Enlistment with the following composition:

Chairman	-	Deputy Commander
Members	-	Chief of Staff
	-	D-2/FS Commander
	-	HRMU
	-	Medical Officer
	-	MCPO
Provisional Member	-	Representative of Service Command
Secretariat	-	Recruitment Officer

3) The panel deliberation of applicants for Officer shall remain with the National Headquarters (NHQ).

4) The applicable guidelines and procedures pertaining to the Recruitment of Officers and Non-Officers as herein provided shall be governed by the Procurement Policy for Officers and Non-Officers.

B. Re-Enlistment

1) Each Service Command shall create their Re-enlistment Board which shall be composed of Commander, HRMU; FS Commander; Commander, Internal Affairs Unit; Commander, CG Legal Unit; Medical Officer; and MCPO to be chaired by the most senior member.

2) The Service Command Re-Enlistment Board shall deliberate Non-Officers with the rank/grade of E-1 (ASN), E-2 (SN2), E-3 (SN1), E-4 (PO3), E-5 (PO2), E-6 (PO1), and E-7 (CPO) and to recommend Non-Officers for re-enlistment for CPCG's approval.

3) The deliberation of Non-Officers with the rank/grade of E-8 (SCPO) and E-9 (MCPO) as well as the request for extension for Re-enlistment shall remain with the NHQ.

4) The applicable guidelines and procedures pertaining to the Re-Enlistment of Non-Officers as herein provided shall be governed by the Enlistment and Re-Enlistment Policy for Non-Officers.

C. Promotion

1) Each Service Command shall create their Non-Officers Promotion Board which shall be composed of three (3) voting members chaired by the Deputy Commander, Admin Officer and the CMAA of the Service Command as ex-officio member.

2) The Service Command Non-Officer Promotion Board (SC NOPB) shall deliberate Non-Officers with grade/rank of E-1 (ASN/ASW) and E-2 (SN2/SW2) and to recommend qualified Non-Officer for promotion for CPCG's approval.

3) Each Service Command shall establish a Non-Officer Promotion Secretariat, which shall serve as the depository of all records pertinent to the promotion of Non-Officers.

4) The seniority rule in promotion with grade/rank of E-1 (ASN/ASW) and E-2 (SN2/SW2) shall be supreme. A junior Non-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.

5) The applicable guidelines and procedures pertaining to the Promotion of Non-Officers as herein provided shall be governed by the Promotion Circular for Non-Officers.

VI. PROCEDURES

A. Recruitment

1) The District shall post in their official FB accounts, websites, bulletin board or any conspicuous place vacancies or job opening for Commissionship and Enlistment.

2) Interested applicants will submit their application form and other necessary documents to the HRMU of the District.

3) The documentary requirements shall be screened by HRMU if it has complied with the qualifications for Commissionship or Enlistment.

4) Qualified applicants shall be given Regional PCG Aptitude Battery Test (PCGABT) to be administered by the HRMC.

5) Successful applicants who passed the PCGABT shall undergo Physical Fitness Test to be conducted by the Special Service Office (SSO) of the District.

6) After the PFT, qualified applicants shall undergo Dental Exam conducted by the Dental Station; and Neuropsychiatric Test, Medical Lab/Physical Exam and deliberation which shall be conducted by the Medical Board of the District.

7) HRMU shall prepare the list of qualified applicants for Commissionship and Enlistment; provided that the list of qualified applicants for Commissionship shall be forwarded to the NHQ-PCG for deliberation by the PCG Officers Admission Board while those qualified applicants for Non-Officer or Enlistment shall be deliberated upon by the DNOAB.

8) The documents of qualified applicants who passed the deliberation shall be forwarded to FSU for Background Investigation (BI).

9) If cleared, HRMC shall prepare the final list of qualified applicants based on the available quota and shall prepare the Endorsement Letter for the approval of CPCG (ATTN: CG-1).

10) Upon approval, qualified applicants shall take their oath as draftee or trainees of the PCG.

B. Re-Enlistment

1) CG-1 shall issue list of Non-Officers who are due for re-enlistment for the current and succeeding year not later than 31 January of the current year to process and prepare all requirements for re-enlistment.

2) Non-Officer shall submit his application for re-enlistment to the HRMU of the Service Command/District six (6) months prior his Expiration of Term of Enlistment (ETE); provided, that the required/attached documents such as Medical Certificate; Certificate of Recommendation from Unit CO; Certificate of Non-Pending Case; Unit Punishment Book; EPEM; Physical Fitness Test Result and Certificate; and PHS shall be obtained by the re-enlistee at the respective units concerned in the Service Command/District; provided further, that non-officers who failed to submit their application within the given period shall attached an explanation letter to his application for re-enlistment.

3) Upon receipt of the request, HRMU will prepare the Clearance Forms of the re-enlistee attaching the requirements which shall be forwarded to the CG Legal Units, CG Internal Affairs Units, FS Units, and back to HRMU.

4) Upon completion of the rotation of clearance forms to the units concerned, HRMU will forward the same to the District/Service Commander for endorsement.

5) If endorsed by the District/Service Commander, it will be forwarded to the Secretariat of the Service Command Re-Enlistment Board (SC REB) for the schedule of deliberation; otherwise, the District/Service Commander shall return the documents with explanation letter to the HRMU for further evaluation.

6) SC REB shall deliberate the Non-Officers on the basis of the documents submitted while Non-Officers not endorsed by their respective District/Service Commander shall be deliberated upon, requiring their personal appearance before the Board.

7) HRMU-Service Command shall prepare the Endorsement Letter incorporating therein the recommendation of the Board for the approval of CPCG (ATTN: CG-1).

8) If the recommendation of the Board is for Re-Enlistment of Non-Officer and thereafter approved by CPCG, Re-Enlistment Order shall be issued; provided however, that if CPCG disapproved the recommendation of the Board, an Order of Honorable Discharge shall be issued.

9) If the recommendation of the Board is for Honorable Discharge upon ETE and thereafter approved by CPCG, an Order of Honorable Discharge shall be issued; provided however, that if CPCG disapproved the recommendation of the Board, Re-Enlistment Order shall be issued.

10) HRMU shall facilitate the oath-taking of the re-enlistee and shall prepare the documents for the claim of Re-Enlistment Clothing Allowance (RCA) and will submit the same to CG-1 for processing.

C. Promotion

1) CG-1 shall issue the Non-Officers Promotion List for E-1 and E-2 containing the names of the Non-Officer according to seniority and by grades based on the available quota.

2) Non-Officers due for promotion shall prepare necessary documents to be submitted to HRMU-Service Command.

3) The SC NOPB shall deliberate all the Non-Officer due for promotion to the next higher grade with due regard to their Time-in-Grade and the satisfaction of other eligibility requirements for promotion.

4) HRMU-Service Command shall prepare the Endorsement Letter incorporating therein the recommendation of the Board for the approval of CPCG (ATTN: CG-1); provided, that if the recommendation of the Board was thereafter approved by CPCG, Promotion Order shall be issued.

5) Non-Officers not recommended by the Board for promotion shall be scheduled for re-deliberation in the next promotion cycle.

VII. RESPONSIBILITIES

a) All Functional/Admin Support/Operational Support/Special Service/Technical Service Command Commanders and District Commander shall be responsible for the strict implementation of this Circular.

b) Commander, HRMU shall ensure that the procedures for Recruitment, Re-enlistment, and Promotion are carried out in accordance with this Circular and other related Circulars pertaining thereto.

c) Coast Guard District Commanders shall be responsible for the preparation and processing of documents of all the personnel under its operational command.

VIII. RESCISSION

All PCG policies, rules and regulations, and other issuances or parts thereof which are inconsistent with this Circular are hereby repealed, amended, or modified accordingly.


IX. EFFECTIVITY

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

BY COMMAND OF ADMIRAL GARCIA PCG:

OFFICIAL:

JOSE WILLIAM U ISAGA
RADM PCG
Chief of Coast Guard Staff

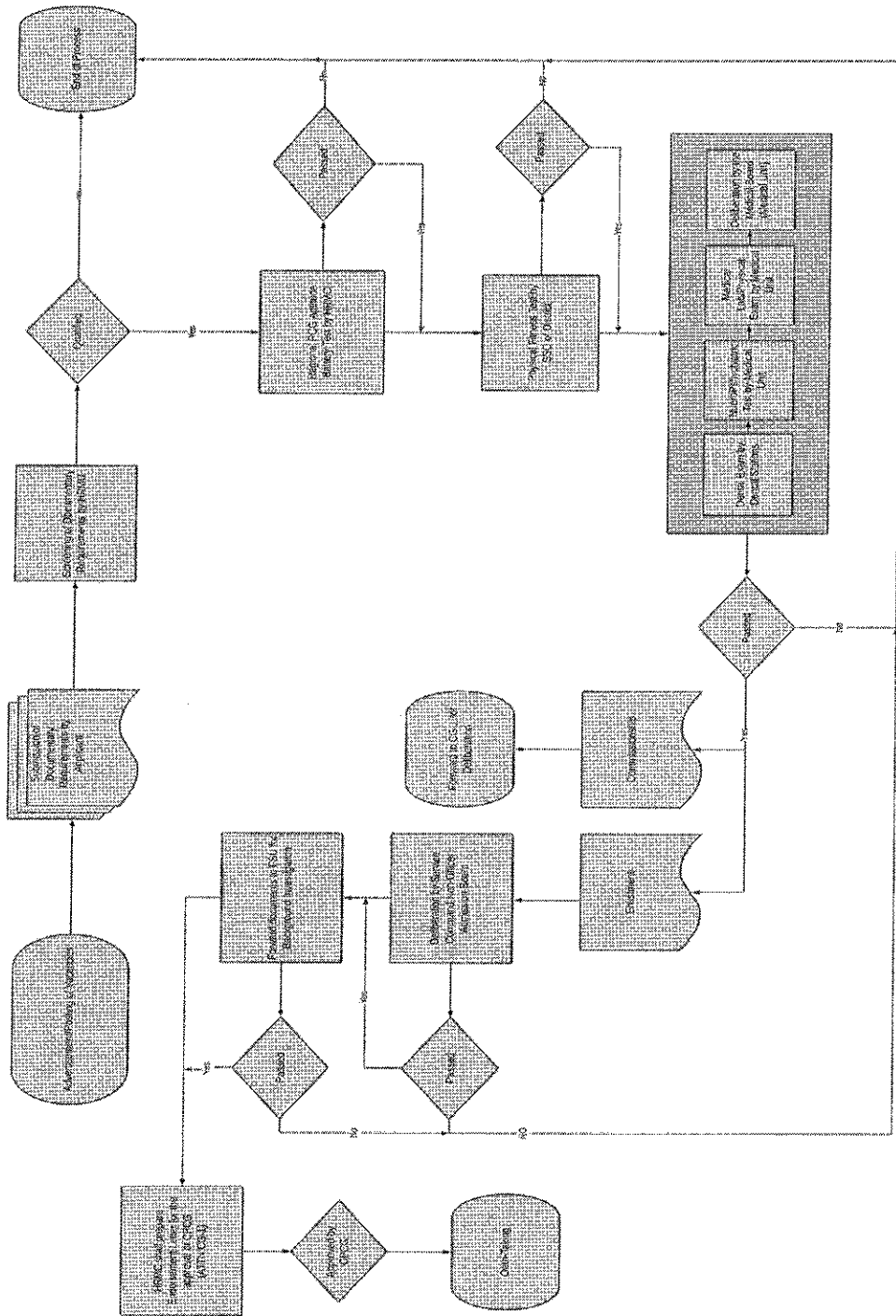

MA IVY C BOTICARIO
ENS PCG 2/02/20
Acting Coast Guard Adjutant

ANNEXES:

- ANNEX 1 - Recruitment Flow Chart
- ANNEX 2 - Re-Enlistment Flow Chart
- ANNEX 3 - Promotion Flow Chart

ANNEX 1

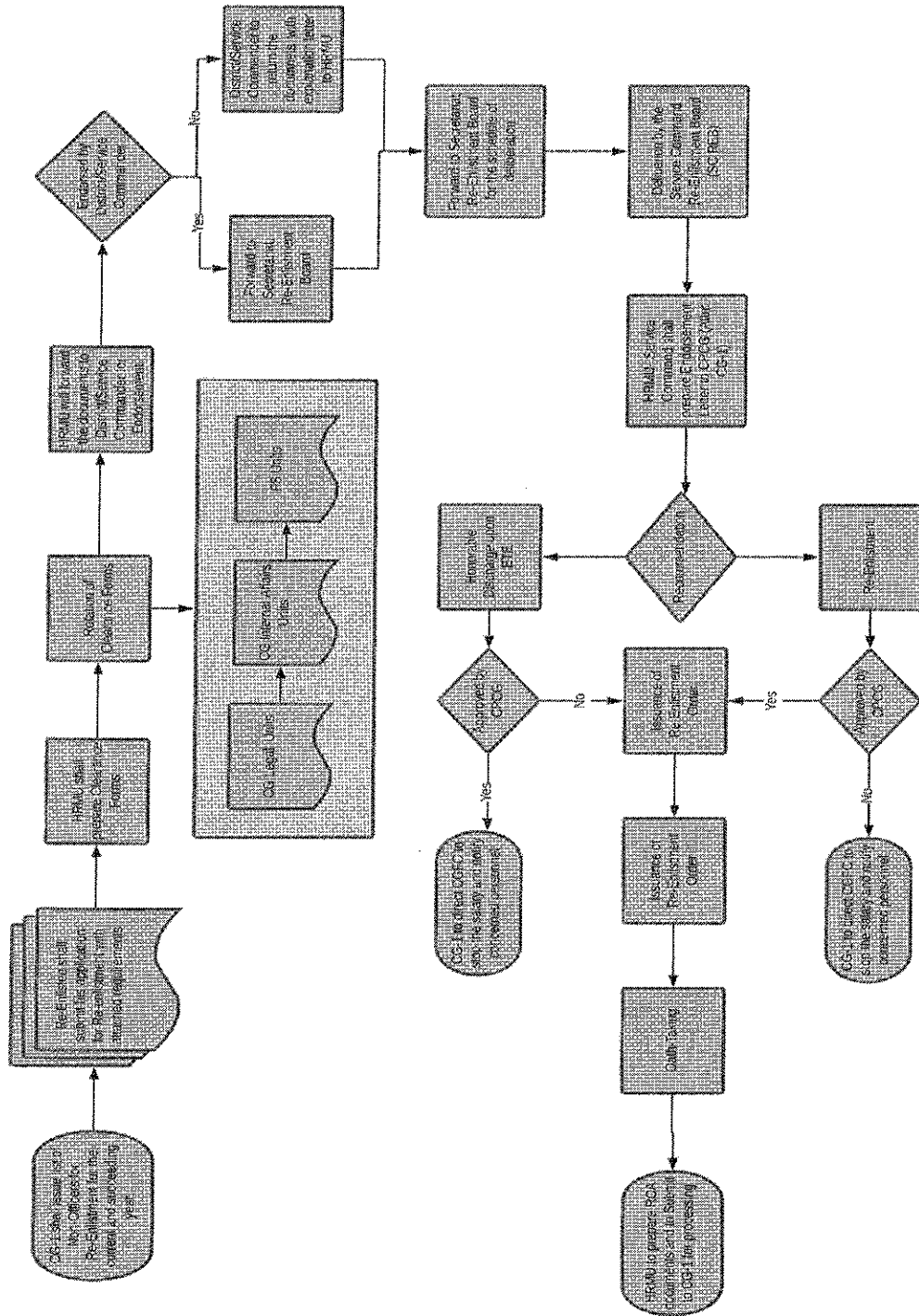
RECRUITMENT FOR OFFICER AND NON OFFICER



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ANNEX 2

Re-Enlistment



ANNEX 3

Promotion of Non-Officer (E-1 and E-2)

