



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

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**CG-1/CGAO**

**CIRCULAR**  
**NUMBER . . . . . 05-20**

**ISSUANCE OF PERSONAL CLOTHING AND INDIVIDUAL EQUIPMENT (PCIE) TO THE  
TRAINEES AND NEWLY CAD PERSONNEL OF THE PCG**

**I. REFERENCES**

- a. NHQ-PCG/CG-1/CG-4 Memorandum Circular Number 03-19 dated 21 June 2019
- b. NHQ-PCG/CG-1 Circular Number 08-19 dated 07 July 2019
- c. PCG Uniform Regulations Manual Series 2007 as amended by series 2015
- d. OTAG/PCRD Circular Number dated 07 December 2015

**II. PURPOSE**

This Circular prescribes the policies and procedures in the issuance and control of authorized clothing and equipment for the Officers, Non-Officers, Candidate Coast Guard Officers, Candidate Coast Guardsmen, Draftees and Trainees of the Philippine Coast Guard.

**III. SCOPE**

This Circular covers the authorized list of PCIE to be adhered by all personnel, Newly Called to Active Duty (CAD) Officers, Draftees, Trainees and Cadets/Cadettes of the PCG.

**IV. DEFINITION OF TERMS**

- a. Cadet/Cadettes – refers to PCG personnel undergoing training/schooling at Philippine Merchant Marine Academy, United States Coast Guard Academy and other local and Foreign Service academies.
- b. Draftee – refers to civilians selected among eligible candidates for training proper for Coast Guardsmen Course.
- c. Equipment – personal coast guard supply that is completely functional for its intended purpose, durable and semi-expendable; generally, with service life expectancy of two (2) to three (3) years; it is not intended for sale, does not ordinarily lose its identity or become a component part of another article when put into use.

d. Organizational Clothing and Individual Equipment (OCIE) – any clothing and equipment issued to an individual for which there is a requirement above and beyond the authorized military uniforms. All equipment shall remain to the property of the unit and shall be returned to the issuing authority when the individual transfers to another unit.

e. Personal Clothing and Individual Equipment (PCIE) – refers to uniform, uniform accessories, training uniform paraphernalia and equipment issued to regular uniformed personnel, trainees and cadets/cadettes.

f. Reenlistment Clothing Allowance (RCA) – clothing allowance issued “in kind” and “in-cash” to all active duty Non-Officers who each satisfies one (1) term or every three (3) years of PCG service.

g. Regular Personnel – refers to all organic uniformed and non-uniformed personnel excluding the draftees, trainees and the cadets/cadettes at Philippine Merchant Marine Academy, United States Coast Guard Academy and other local and foreign training institution/service academies.

h. Trainee – refers to PCG personnel undergoing basic Officer and Non-officer training at Coast Guard Education Training and Doctrine Command. Those undergoing Coast Guard Officers Course and Coast Guardsmen Course are classified under this category.

## V. POLICIES

### A. Personal Clothing and Individual Equipment (PCIE) for Pre-Entry Trainees (CCGOs and CCGM)

1) Philippine Coast Guard trainees {Candidate Coast Guard Officers (CCGOs) and Candidate Coast Guardsmen (CCGM)} shall be issued with complete PCIE prior reporting to CGETDC and convening of the basic courses (*Annex 1*). This PCIE shall be issued “in kind” to PCG Trainees undergoing pre-entry courses.

2) The fund shall be released from the Personnel Service (PS) Fund for the procurement and issuance of PCIE to the Candidate Coast Guard Officers/ and Candidate Coast Guardsmen before the start of training.

3) Candidate Coast Guard Officers and Candidate Coast Guardsmen who failed in the course shall return all issued Individual Equipment (IE) to their respective training institutions and shall be accounted for proper disposition.

4) Deputy Chief of Coast Guard Staff for Human Resource Management, CG-1 shall advise the selected applicants/individuals to provide for their own personal items (*Annex 3*) before the start of their respective training.

### B. Personal Clothing and Individual Equipment (PCIE) for newly CAD/Commissioned Officers and newly Enlist/Re-enlisted Non-Officers

1) The PCIE issued to individual Coast Guard personnel costs the government sum of money; hence, it is the responsibility of every coast guard to keep his/her clothing and equipment properly maintained to its serviceability.

2) The PCIE shall be issued “in kind” to Officers upon graduation from CG Training and subsequent to their Commissionship or Called to Active Duty

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(CAD), while Enlistment/Re-Enlistment Clothing Allowance to Non-Officers upon enlistment/reenlistment in the PCG service (*Annex 2*).

3) Monthly Clothing Allowance of Php 200.00 or the current rate as provided by law shall take effect upon Commission/CAD/Enlistment/Re-Enlistment.

4) The Coast Guard Finance Service shall determine the appropriate "In-Kind" and "In-Cash" percentage of the Reenlistment Clothing Allowance (RCA) that will be given to the Non-Officers. The In-Cash portion of the RCA shall be credited to the individual ATM accounts of reenlistees after the deduction of the cost of "In-Kind" portion.

5) PCG Non-Officer whose term of enlistment is less than three (3) years due to compulsory retirement shall be entitled to receive the corresponding one (1) term cash equivalent of the current cost of clothing allowance.

6) All clothing balances of previous enlistment shall be settled on or before the end of the present enlistment or reenlistment of any Non-Officer.

7) PCG Non-Officer honorably discharged from the Coast Guard service and subsequently enlisted/reinstated as prescribed by the higher authority within a year is entitled to a cash payment of RCA.

8) Prior to reenlistment, showdown inspection shall be made to ensure that the Non-Officer possesses the minimum clothing requirement.

### **C. Organizational Clothing and Individual Equipment (OCIE)**

1) In the performance of specific functions and peculiar operations, Functional/Admin Support/Operational Support/Special Service/Technical Service Commands require organizational clothing and equipment in the performance of their functions.

2) Functional/Admin Support/Operational Support/Special Service/Technical Service Commands shall determine the appropriate clothing and equipment that is necessary in the performance of their functions and shall endorse for the approval of the Uniform Board and subsequent procurement upon availability of fund chargeable against the Maintenance and Other Operating Expenses (MOOE) Fund of the Office of the Deputy Chief of Coast Guard Staff for Logistics, CG-4. Personal Protective Equipment (PPE) will be issued to PCG personnel thru a Property Acknowledgment Receipt (PAR).

3) Functional/Admin Support/Operational Support/Special Service/Technical Service Commands personnel shall make available of their respective issued PPE/OCIEs for immediate mobilization and dispatch at all times. Such clothing and equipment shall be accounted for by each individual and trained unit to ensure its completeness and serviceability.

## **VI. PROCEDURES**

a) All Personal Clothing (PC) items issued to Coast Guard personnel and trainees shall be retained by said individual upon his/her separation, discharge or termination of duty.



b) Functional/Admin Support/Operational Support/Special Service/Technical Service Commands shall submit to the O/DCCGS-LOGS, CG-4 their annual clothing requirement (OCIE) in accordance with the approved Uniform Manual.

c) O/DCCGS-HRM, CG-1 shall cause the determination and publication of the projected market value of clothing and items prescribed in this circular at the start of every fiscal year and be included in the program and budget for the targeted calendar year.

d) The PCIE and OCIE authorized by this circular shall follow the specifications prescribed by the approved Uniform Manual or as approved by the Uniform Board.

## VII. RESPONSIBILITIES

a) CG-1 in coordination with CG-6 shall be responsible in the programming of funds for the procurement of PCIE.

b) Commander, Coast Guard Education Training and Doctrine Command shall ensure the completeness of the PCIE of Coast Guard trainees.

c) Functional/Admin Support/Operational Support/Special Service/Technical Service Command Commanders, in coordination with CG-1 and CG-4, shall program the OCIEs for all PCG Officers and Non-Officers under their Command.

d) Service Commanders/Chiefs of Office shall enforce strict implementation of laws on the unlawful use, wearing, manufacture and sale of PCG uniforms in effect. No PCG personnel shall dispose PCG uniforms without proper authority.

e) Uniform Boards shall ensure quality, specifications, and standards of the PCIE and OCIE in accordance with the PCG Uniform Regulation Manual.

## VIII. RESCISSION

All Policies and publications inconsistent with this circular are hereby rescinded or modified accordingly.

## IX. EFFECTIVITY

This Circular shall take effect along with the promulgation of every PCG Uniform Manual Series.

### BY COMMAND OF ADMIRAL GARCIA PCG:

OFFICIAL:

  
LIEZEL B. BAUTISTA  
CDR PCG  
Coast Guard Adjutant

JOSE WILLIAM U ISAGA  
RADM PCG  
Acting Chief of Coast Guard Staff

ANNEXES:

- ANNEX 1 - PCIE for PCG Trainees
- ANNEX 2 - PCIE for Newly CAD/Commissioned Officers and Newly Enlisted/Re-Enlisted Non-Officers
- ANNEX 3 - Items to be provided by Individual Prior the Training
- ANNEX 4 - OCIE/Peculiar Uniforms

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## ANNEX 1

**PROPOSED PERSONAL CLOTHING AND INDIVIDUAL EQUIPMENT  
FOR PCG TRAINEES (CGOC AND CGMC)**

NO	PARTICULAR	QTY/ TIME	CGOC		CGMC	
			MALE	FEMALE	MALE	FEMALE
<b>PERSONAL CLOTHING</b>						
1	Athletic Shoes	pair	1	1	1	1
2	Athletic Uniform	set	1	1	1	1
3	Boot Camp Uniform	set	1	1	1	1
4	Ball Cap	pc	1	1	1	1
5	Battle Dress Attire	set	1	1	1	1
6	Buckles Brass	pc	1	1	1	1
7	Bush Coat	set	1	1	-	-
8	Collar Pin (Ensign)	pair	1	1	-	-
9	Combat Boots	pair	1	1	1	1
10	Coverall Uniform	set	1	1	1	1
11	Dress Shoes	pair	1	1	1	1
12	Garterized Belt	pc	1	1	1	1
13	GOA "A" (Marlen Blue)	set	1	1	1	1
14	HBT Cap	pc	1	1	1	1
15	Name Plate (Magnet)	pc	2	2	2	2
16	Oversea Cap with Insignia	pc	1	1	1	1
17	Patrol Shirt	pc	1	1	1	1
18	Pershing Cap (Blue)	pc	1	1	-	-
19	Pershing Cap (White)	pc	1	1	-	-
20	Pistol Belt	pc	1	1	1	1
21	Shoulder Board	pair	1	1	-	-
22	Shoulder Loop	pair	1	1	-	-
23	Working Blue	set	1	1	1	1
<b>INDIVIDUAL EQUIPMENT</b>						
1	Basket, Laundry	ea	1	1	1	1
2	Bath Towel	pc	2	2	2	2
3	Bedsheet (Blue with PCG Logo)	pack	2	2	2	2
4	Bedsheet (White with PCG Logo)	pack	2	2	2	2
5	Canteen Cup with Pouch	pc	1	1	1	1
6	Dipper	ea	1	1	1	1
7	Duffle Bag	pc	1	1	1	1
8	Footlocker	pc	1	1	1	1
9	Goggles	pc	1	1	1	1
10	Grooming Kit					
11	Handkerchief (White)	pck	2	2	2	2
12	Hanger	doz	1	1	1	1
13	Mess Plate	pc	1	1	1	1
14	Metal Polish	pc	1	1	1	1
15	Mosquito Net	pc	1	1	1	1
16	Pail	pc	1	1	1	1
17	Pillow Case (Blue with PCG Logo)	pack	2	2	2	2
18	Pillow Case (White with PCG Logo)	pack	2	2	2	2
19	Pillow Foam	pc	1	1	1	1
20	Poncho	pc	1	1	1	1
21	School Bag	set	1	1	1	1
22	Shoe Brush	pc	1	1	1	1
23	Shoe Polish	pc	1	1	1	1
24	Slippers	pair	1	1	1	1
25	Socks, Athletic (White)	pack	2	2	2	2
26	Socks, Combat (Black)	pack	2	2	2	2
27	Socks, Dress (Black)	pack	2	2	2	2
28	Spoon and Fork	set	1	1	1	1
29	Swim Wear	ea	1	1	1	1
30	T-shirt (blue, R-neck)	pc	5	5	5	5
31	T-shirt (white, V-neck)	pc	4	4	4	4

**PROPOSED PERSONAL CLOTHING AND INDIVIDUAL EQUIPMENT  
FOR PCG TRAINEES (CGOC AND CGMC)**

NO	PARTICULARS	QTY/ TIME	QTY PER PERSON	CANVASS PRICE	
				CGOC	CGMC
<b>PERSONAL CLOTHING</b>					
1	Athletic Shoes	pair	1	3,000.00	3,000.00
2	Athletic Uniform	set	1	1,200.00	1,200.00
3	Boot Camp Uniform	set	1	5,000.00	5,000.00
4	Ball Cap	pc	1	700.00	700.00
5	Battle Dress Attire	pc	1	3,500.00	3,500.00
6	Buckles Brass (Silver/Gold)	pc	1	400.00	200.00
7	Bush Coat	set	1	2,800.00	
8	Collar Pin (Ensign)	pair	1	600.00	
9	Combat Boots	pair	1	2,000.00	2,000.00
10	Coverall Uniform	set	1	2,500.00	2,500.00
11	Dress Shoes	pair	1	1,800.00	1,800.00
12	Garterized Belt	pc	1	150.00	150.00
13	GOA "A" (Marlen Blue)	set	1	1,700.00	1,700.00
14	HBT Cap	pc	1	500.00	500.00
15	Name Plate (Magnet)	pc	1	400.00	400.00
16	Oversea Cap with Insignia	pc	1	500.00	500.00
17	Patrol Shirt	pc	1	600.00	600.00
18	Pershing Cap (Blue)	pc	1	3,500.00	
19	Pershing Cap (White)	pc	1	3,500.00	
20	Pistol Belt	pc	1	150.00	150.00
21	Shoulder Board	pair	1	2,500.00	
22	Shoulder Loop	pair	1	1,500.00	
23	Working Blue	pair	1	1,800.00	1,800.00
<b>SUMTOTAL</b>					
<b>INDIVIDUAL EQUIPMENT</b>					
1	Basket, Laundry	ea		50.00	50.00
2	Bath Towel	pc		200.00	200.00
3	Bedsheet (Blue with PCG Logo)	pack	2	400.00	400.00
4	Bedsheet (White with PCG Logo)	pack	2	400.00	400.00
5	Canteen Cup with Pouch	set		100.00	100.00
6	Dipper	ea		20.00	20.00
7	Duffle Bag	pc		500.00	500.00
8	Footlocker	pc		350.00	350.00
9	Goggles	pc		200.00	200.00
10	Grooming Kit	set		200.00	200.00
11	Handkerchief (White)	pack		600.00	600.00
12	Hanger	doz		80.00	80.00
13	Mess Plate	pc		50.00	50.00
14	Metal Polish	pc		200.00	200.00
15	Mosquito Net	pc		100.00	100.00
16	Pail	pc		50.00	50.00
17	Pillow Case (Blue with PCG Logo)	pack	2	200.00	200.00
18	Pillow Case (White with PCG Logo)	pack	3	200.00	200.00

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19	Pillow Foam	pc	1	100.00	100.00
20	Poncho	pc		150.00	150.00
21	School Bag	set		700.00	700.00
22	Shoe Brush	pc		50.00	50.00
23	Shoe Polish	pc		150.00	150.00
24	Slippers	pair		50.00	50.00
25	Socks, Athletic (White)	pack	2	400.00	400.00
26	Socks, Combat (Black)	pack	2	400.00	400.00
27	Socks, Dress (Black)	pack	2	2	2
28	Spoon and Fork	set		50.00	50.00
29	Swim Wear	ea		800.00	800.00
30	T-shirt (blue, R-neck)	pc	5	1,000.00	1,000.00
31	T-shirt (white, V-neck)	pc	4	800.00	800.00
<b>TOTAL</b>				<b>48,852.00</b>	<b>34,252.00</b>

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**ANNEX 2**

**PROPOSED PERSONAL CLOTHING AND INDIVIDUAL EQUIPMENT  
FOR NEWLY CAD/COMMISSIONED OFFICERS AND NEWLY REENLISTED NON-OFFICERS**

NO	PARTICULAR	QTY/ TIME	OFFICERS		NON-OFFICERS	
			MALE	FEMALE	MALE	FEMALE
	<b>PERSONAL CLOTHING</b>					
1	Battle Dress Attire	set	1	1	1	1
2	Buckles Brass	pc	1	1	1	1
3	Bush Coat	set	1	1	-	-
4	Collar Pin (Ensign)	pair	1	1	-	-
5	Combat Boots	pair	1	1	1	1
6	Dress Shoes	pair	1	1	1	1
7	Felt Cap	pc	-	1	-	1
8	Garterized Belt	pc	1	1	1	1
9	GOA "A" (Marlen Blue)	set	1	1	1	1
10	HBT Cap	pc	1	1	1	1
11	Mess Jacket	set	1	1	-	-
12	Name Plate (Magnet)	pc	2	2	2	2
13	Pershing Cap (Blue)	pc	1	1	-	-
14	Pershing Cap (White)	pc	1	1	-	-
15	Pump Shoes	pair	-	1	-	1
16	Oversea Cap with Insignia	pc	1	1	1	1
17	Chevron (Rank Patches)	ea	-	-	1	1
18	Pistol Belt	pc	1	1	1	1
19	Service Blouse	set	1	1	-	-
20	Shoulder Board	pair	1	1	-	-
21	Shoulder Loop	pair	1	1	-	-
22	Socks, Athletic (White)	pack	2	2	2	2
23	Socks, Combat (Black)	pack	2	2	2	2
24	Socks, Dress (Black)	pack	2	2	2	2
25	T-shirt (blue, R-neck)	pc	3	3	3	3
26	T-shirt (white, V-neck)	pc	3	3	3	3
27	Working Blue	set	1	1	1	1



### ANNEX 3

#### PERSONAL ITEMS TO BE PROVIDED BY INDIVIDUAL BEFORE THE START OF TRAINING

NO	PARTICULAR	QTY/ TIME	CGOC		CGMC	
			MALE	FEMALE	MALE	FEMALE
	<b>PERSONAL CLOTHING</b>					
1	Bra, Sports, White/Black	each	-	4	-	4
2	Bra, Foam Support (Black)	each	-	4	-	4
3	Sando (White)	each	-	4	-	4
4	Brief, Cotton (Black)	each	10	-	10	-
5	Underwear	each	-	10	-	10

ANNEX 4

ORGANIZATIONAL CLOTHING AND INDIVIDUAL EQUIPMENT  
(PECULIAR UNIFORMS)

NO	PARTICULARS	QTY/ TIME
1	PCG BAND GALA UNIFORM (BLUE AND WHITE)	set
2	CGAF FLIGHT UNIFORM	set
3	ORANGE COVERALL (MEPCOM, PSC, CGSSF)	set
4	DRILL INSTRUCTOR UNIFORM	set
5	SOF RESCUE UNIFORM	set
6	SOF DIVING SUIT	set
7	K9 TACTICAL UNIFORM	set
8	MEDICAL AND DENTAL SCRUBSUIT	set

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