



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

NHQ –PCG

28 May 2020

CIRCULAR
NUMBER06-20

**CREATION OF RECAD, REENTRY OR REINSTATEMENT BOARD AND
GUIDELINES FOR RECAD, REENTRY OR REINSTATEMENT OF FORMER
PHILIPPINE COAST GUARD PERSONNEL**

1. REFERENCES:

- a. AFP Personnel Directive No. 01, Re CAD/Re-Entry/Reinstatement of Former AFP Personnel dated 30 August 2000.
- b. DILG, NAPOLCOM Memorandum Circular 95-05, Regulating the Re-Appointment of PNP Officer and Members who have resigned from the Service or Filed a Certificate of Candidacy for an Elective Public Office dated 24 January 1995
- c. Department of Transportation Circular 2018-001 dated 05 January 2018, Philippine Coast Guard Lateral Entry Policy
- d. DCS/HRM Circular Number 07-17, Revised Policy in the Procurement of Officers of the Philippine Coast Guard Service dated 11 April 2017
- e. DCS/HRM Circular Number 08-17, Revised Policy on the Procurement of Candidate for Non-Officers in the Philippine Coast Guard Service dated 11 April 2017

2. GENERAL:

a. A good number of personnel who have been separated from the PCG-DOTr service by reason of resignation, marriage, dependency discharge, or failure to apply for reenlistment are requesting for Re-Call to Active Duty (CAD), Reentry or Reinstatement into the service. Another group of re-entrants are those who were separated for cause, discharged without honor, or for the good of the service.

b. However, the PCG shall ensure that restoration/restitution of separated personnel back to active duty should be very selective to ensure that only those with good potential for service and possessing of technical skills which the PCG is in critical need will be accepted back. Similarly, ReCAD, reentry, or reinstatement shall be allowed only when there is shortage of personnel and there is no other equally qualified applicant available within or outside the PCG organization.

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3. PURPOSE:

This Circular provides for the creation of the Philippine Coast Guard Re-CAD, Reentry or Reinstatement Board (PCGRRRB) and the guidelines for determining Officers and Non-Officer best qualified for re-CAD, reentry or reinstatement.

4. DEFINITION:

- a. Functional Specialization – refers to any of the specialized field in the three major functions of the PCG that is maritime safety, marine environmental protection, maritime law enforcement and security.
- b. PCG General Line Officers (GLO) – those officers who possess technical qualifications, specialized skills and distinctive competencies that are necessary to accomplish the PCG mandates. Moreover, the entry rank of it starts at the most junior rank of Coast Guard Ensign.
- c. PCG Non-Officers – members of the PCG who hold a rank given by the Commandant, Philippine Coast Guard and have the general responsibility in taking and following lawful orders from the PCG Officers that is necessary for the performance of PCG mandates.
- d. PCG Officers – classified into two categories: PCG General Line Officers and PCG Technical Line Officers. They are the members of the PCG Officer Corps who hold a commissioned rank appointed by the Secretary of Transportation that entitles them to assume high level of responsibility in leading other members of the PCG and in managing the government assets/resources entrusted under their command.
- e. PCG Personnel – refers to Officers and Non-Officers of the PCG.
- f. PCG Technical Line Officers (TLO) – those officers who were commissioned from the PCG service because of their occupational specialization related to their educational background and work experience. The initial appointment ranks for lawyers, medical doctors, chaplains, dentists, and veterinarians shall be Coast Guard Lieutenant.
- g. 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.
- h. Reentrants – former PCG personnel who are applying for Re-CAD, Reentry or Reinstatement.
- i. Service Command Career Path (SECOMCAP) – it can be categorized into three: Functional Services, Occupational Services and Technical Services. The Functional Service is the mainstream career pattern for the PCG General Line Officers to include selected non-officers who are expected to be highly competent and technically qualified in performing the PCG core functions of maritime safety, maritime security, maritime search and rescue, and marine

environmental protection. On the other hand, the Occupational Service are composed of those specific jobs that are greatly needed to perform and support the day-to-day activities of various PCG units in the attainment of PCG mission, such as but not limited to; pilots, divers, human resource managers, finance officers, logistic officers, trainers, engineers, investigators, etc. Lastly, the Technical Service is the category for the technical officers like medical doctors, priests, lawyers, veterinary doctors, dentists, nurses, and medical allied courses.

- j. Seniority and Lineal List (SLL) – document containing the names of all active PCG Officers and Non-Officers in the PCG service, arranged by ranks in accordance with the relative seniority.

5. POLICIES:

- a. The re-CAD, reentry or reinstatement is open to former PCG personnel, who were honorably discharged or separated from the PCG service and have no pending criminal or administrative case in any court, tribunal, agency, or adjudicating body.

- b. The reentrants for re-CAD, reentry or reinstatement in the PCG shall possess functional qualifications, specialized skills and distinctive competencies that are necessary to support the PCG mandates. Their skills should suitably fit on the PCG Service Command Career Path (SECOMCAP).

- c. Quota for re-CAD, reentry or reinstatement applicants, for both Officers and Non-Officers, shall be determined by the Commandant, PCG based on the DOTr approved position vacancies for each calendar year.

- d. The re-CAD, reentry or reinstatement ranks for PCG Officers shall be from ENSIGN (O-1) to COMMANDER (O-5), unless otherwise the entry of a CAPTAIN (O-6) is justified due to the exigency of service and approved by the Secretary, DOTr upon the recommendation of the Commandant, PCG. Placement in the SLL of the approved reentrants shall be placed below the name of the most junior Officer in the corresponding rank in the PCG.

- e. The re-CAD, reentry or reinstatement ranks for PCG Non-Officers shall be from APPRENTICE SEAMAN/SEAWOMAN (NO-1) to PETTY OFFICER FIRST CLASS (NO-5). Placement in the SLL of the approved reentrants shall be placed below the name of the most junior Non-Officer in the corresponding rank in the PCG.

- f. The reentrants should have at least ten (10) years remaining in the active service prior compulsory retirement reckoned from the date of re-CAD, reentry or reinstatement. The reentrants should have render a minimum of six (6) years in the PCG service prior separation, optional retirement or dismissal with honor, unless otherwise, he or she possesses significant competence or specialization needed in the exigency of the PCG service as determined by the Commandant, PCG.

- g. The reentrants should have at least accumulate twenty (20) years of active service upon reaching the compulsory age retirement of fifty six (56) years old. The counting thereof shall be done by tacking in his/her prior years of active

service as defined under Section 15¹ of RA. No. 9993 and his remaining active service in the PCG upon re-CAD, reentry or reinstatement until compulsory retirement. Provided, that for purposes of granting Longevity Pay, the applicable guidelines and procedures pertaining thereto shall govern.

h. The entry ranks of applicants for re-CAD, reentry or reinstatement should be equivalent to their ranks prior to their discharge or separation from the PCG-DOTr service.

i. A Philippine Coast Guard Re-CAD, Reentry or Reinstatement Board (PCGRRRB) shall be created to review, evaluate and recommend the re-CAD, reentry or reinstatement of qualified Officers and Non-Officers into the PCG.

j. Composition:

(1) The PCG Re-CAD, Reentry or Reinstatement Board (PCGRRRB) shall evaluate and deliberate re-CAD, reentry or reinstatement of Officers and Non-Officers including contested previously denied appeal or request for re-CAD, reentry or reinstatement of former PCG personnel and shall be composed of the following:

Chief of Coast Guard Staff,PCG -----	Chairman
Commander, CGHRMC -----	Member
DC of CGS for Intelligence, CG-2 -----	Member
The Command Surgeon, CG Med Serv -----	Member
Commander, CG Legal Serv -- -----	Member
FMCPD (for deliberation of Non-Officer) -----	Member
Recruitment Officer -----	Secretariat

(2) The Board shall conduct a separate deliberation for Officers and Non-Officers.

(3) Coast Guard Adjutant shall issue appropriate orders designating the Chairman and Members of the Board.

(4) In no case shall any member of the Recad/Reentry/Reinstatement Board be junior in rank than the applicant for re CAD/reentry/reinstatement being deliberated.

k. In no case shall a PCG personnel with legal impediment or pending case, discharged without honor, for the good of the service or for convenience of the government with prejudice to reentry be reinstated, unless such legal impediment is extinguished by the operation of law, or of Presidential Proclamation and existing PCG policies, rules and regulations or, unless such legal impediment shall have been resolved in favor of the applicant or, shall have been cleared of all the charges imputed against him/her or, the proximate cause of separation of the applicant from the service has proceeded from an erroneous decision.

¹ SEC. 15. Active Service. For purposes of this Act, the active service of PCG personnel hereof shall refer to services rendered as an officer, non-officer, probationary ensign, or those rendered as a civilian official or employee in the PCG prior to the date of separation or retirement from the PCG: Provided, That the term active service shall include confirmed services rendered as a civilian employee in the Philippine government.

l. As far as practicable, selection of reentrants shall be confined to those not needing waiver, such as specified under para 5 (f) of this Circular.

m. Appeal or request for re-CAD, reentry or reinstatement submitted by the former PCG personnel honorably discharged or separated shall be screened by the CG Human Resource Management Command, through the Recruitment Branch, referred to the PCGRRRB for deliberation and evaluation and if found qualified, be recommended for approval of the appropriate authority.

n. The PCGRRRB shall be guided by, among others, the pertinent provisions of this Circular and other NHQ-PCG Circulars and PCG Rules and Regulations in evaluating each reentrant's qualifications.

6. PROCEDURES:

a. Appeals or requests submitted by the applicant for re-CAD, reentry or reinstatement shall be made in writing. The request shall state in brief, the full name, serial number, grade and organization or assignment at date of separation, the type and nature of the separation discharge.

b. Upon receipt of the appeal or request, the reentrants shall be informed thru the letter format appended hereto as Annex A and shall be required to submit the following documents to the CGHRMC, through the Recruitment Branch, as basis for review and evaluation:

- A. Summary of Information (SOI), duly authenticated by CGAO;
- B. Personal History Statement (PHS);
- C. PSA Birth Certificate;
- D. Updated Statement of Service;
- E. Separation/ Discharge Order;
- F. Local PNP Clearance;
- G. NBI Clearance;
- H. Ombudsman Clearance;
- I. Sandiganbayan Clearance;
- J. PFT Clearance;
- K. Dental Clearance;
- L. Medical Clearance;
- M. Colored Full Body Picture (white background, postcard size)
- N. Residential Sketch;
- O. Letter of Appeal;
- P. Other documents which maybe hereafter required by the Board.

c. The CGHRMC, through the Recruitment Branch, shall screen the reentrants for re-CAD, reentry or reinstatement who fully complied with the requirements and satisfy the regulations as stated above.

d. Effort and extreme concern should be exerted to select the best suitable individual from among the many reentrants for re-CAD, reentry or reinstatement. The reentrants should undergo Physical Fitness Test (PFT) to be conducted by the Special Service Office (SSO).

e. The reentrants are required to undergo the Dental Examination at the CG Dental Service. They shall be required to take and pass the Neuro-Psychiatric and Physical Examination, and such other laboratory test which shall be administered by the CG Medical Service in order to determine their mental, psychological and physical fitness.

f. The reentrants should be notified and required to appear before the PCGRRRB who will deliberate on him in person.

g. The PCGRRRB shall be convened at the call of the Chairman and shall meet as often as necessary to act on appeals or requests for re-CAD, reentry or reinstatement. The Board shall submit its written reports and recommendations to the Commandant, PCG thru the CGHRMC in accordance with the format prescribed in Annex B.

7. AUTHORITY ON APPOINTMENT:

a. Commandant, Philippine Coast Guard approves the application for re-CAD, reentry or reinstatement of Non-Officers in the PCG-DOTr service.

b. Secretary, DOTr, upon recommendation of the Commandant, PCG, approves the re-CAD, reentry or reinstatement of Officers in the PCG-DOTr service.

8. RESCISSION:


All provisions of existing policies and regulations not consistent with the provisions of this policy are hereby rescinded or modified accordingly upon approval and effectivity of this Circular.

9. EFFECTIVITY:

This Circular shall immediately take effect upon approval.

BY COMMAND OF ADMIRAL GARCIA

OFFICIAL


LIEZEL B. BAUTISTA
CDR PCG
Coast Guard Adjutant

JOSE WILLIAM U ISAGA
RADM PCG
Chief of Coast Guard Staff



Department of Transportation
Philippine Coast Guard
COAST GUARD HUMAN RESOURCE MANAGEMENT COMMAND
56 M.L. Quezon St., Purok 1, New Lower Bicutan
Taguig City 1632

(Date)

Dear Mr/Ms. _____:

Your application for (re-CAD/reentry/reinstatement) had been referred to this office for review and evaluation. In this connection, you are advised to submit the following documents at your most convenient time:

- A. Summary of Information (SOI), duly authenticated by CGAO;
- B. Personal History Statement (PHS);
- C. PSA Birth Certificate;
- D. Updated Statement of Service;
- E. Separation/ Discharge Order;
- F. Local PNP Clearance;
- G. NBI Clearance;
- H. Ombudsman Clearance;
- I. Sandiganbayan Clearance;
- J. PFT Clearance;
- K. Dental Clearance;
- L. Medical Clearance;
- M. Colored Full Body Picture (white background, postcard size)
- N. Residential Sketch;
- O. Letter of Appeal;

Subject documents will serve as basis in evaluating your (appeal/request) for (re-CAD/reentry/reinstatement). You will be informed of action taken within a reasonable time upon receipt of the above documents.

Sincerely yours,

Commander, CGHRMC



PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(National Headquarters Philippine Coast Guard)
PCG RE-CAD/REENTRY/REINSTATEMENT BOARD
139 25th Street, Port Area
1018 Manila

(Date)

TO: Commandant, Philippine Coast Guard

SUBJECT: Board Deliberation

1. References:

- a.
- b.

2. The report must confirm that the applicant was discharged or separated under honorable conditions.

3. The report must confirm the demonstrated/proven technical skill/knowledge of the individual.

4. The report must show that such skill/knowledge is critically needed by a certain Service Command, that there is a dearth of personnel possessing such skill or knowledge and that there is a difficulty in training members to acquire such skill or knowledge.

5. The report must show that the PCG-DOTr service will benefit from the reentry of such candidate.

6. The report must confirm the availability of vacancy in the troop ceiling or current rank fill-up to accommodate the applicant.

Chairman

Member

Member

Member

Member

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