



**PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS**  
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**NHQ-PCG / CGHRMC**

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**CIRCULAR**  
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**COAST GUARD HOUSING OFFICE**

**I. PURPOSE:**

This Circular prescribes the responsibility, functions and organization of the Coast Guard Housing Office.

**II. RESPONSIBILITIES:**

The Coast Guard Housing Office is a Support Unit under the administrative and operational supervision of Coast Guard Human Resource Management Command, responsible on all matters pertaining to the administration, management and utilization of all Coast Guard housing facilities, quarters, transient facilities and other housing projects.

**III. DEFINITION OF TERMS:**

- a. Housing Facilities – billeting for PCG personnel; it is either on-base or off-base housing.
- b. On-Base Housing – refers to billets located within a military base.
- c. Off-Base Housing – refers to billets located outside the perimeter of a military base.
- d. Quarters – also known as barracks.
- e. Transient Facilities – are accommodation for PCG personnel who are only staying for a short period of time.
- f. Housing Projects – a publicly supported and administered housing development usually made on reasonable price.

#### **IV. FUNCTIONS:**

The Coast Guard Housing Office assumes the following functions:

- a. Formulate and recommend policies to the CPCG through CGHRMC on the administration and management of all PCG's housing facilities, quarters, transient facilities and other housing projects;
- b. Maintain active coordination with CG Major Units and project administrators to ensure effective and efficient monitoring of the progress of implementation and accomplishment of various on-base and off-base housing, accommodation and transient projects;
- c. Disseminate and implement pertinent policies on housing, quarters, transient facilities and facility accommodations;
- d. Plan and prepare the program for the repair and maintenance of all PCG's housing facilities, quarters, transient facilities and other housing projects;
- e. Oversee the administration and management of PCG housing facilities, quarters, transient facilities and other housing projects including the repairs, renovation and maintenance of these facilities;
- f. Formulate policies, plans and programs on the acquisition, disposition and utilization of available military reservations for PCG off-base housing purposes;
- g. Maintain and compile all reports and records regarding all PCG's housing facilities, quarters, transient facilities and other housing projects; and
- h. Carry-out specific and other instructions.

#### **V. ORGANIZATION:**

The Coast Guard Housing Office is organized as follows:

1. Commander, Coast Guard Housing Office
2. Deputy Commander, Coast Guard Housing Office
3. Administrative Branch
4. Logistics Branch
5. Housing and Accommodation Management Branch
6. Transient Facility Management Branch
7. Plans and Programs Branch

#### **VI. SPECIFIC TASKS:**

- a. Commander, Coast Guard Housing Office
  - 1) Assist the Commander, CGHRMC on all matters pertaining to the administration, management and utilization of all Coast Guard housing facilities, quarters, transient facilities and other housing projects;

- 2) Responsible for the planning, directing, coordinating, supervising and monitoring all activities of CGHO;
- 3) Formulate appropriate measures and policies whenever there is problem on the execution and implementation of the abovementioned outlined functions to achieve smoothly and successfully its mandated mission; and
- 4) Perform other duties as directed.

b. Deputy Commander, Coast Guard Housing Office

- 1) Assist the Commander, CGHO on all matters pertaining to the administration, management and utilization of all Coast Guard housing facilities, quarters, transient facilities and other housing projects;
- 2) Assume operational and administrative control of the unit in the official absence of C, CGHO;
- 3) Initiate and ask specific guidance and policies from the Commander;
- 4) Preside staff conference, meeting and other activities in the absence of the Commander;
- 5) Oversees, monitor and evaluate the proper implementation of the outlined functions stated above;
- 6) Monitor the performance of coordinating staffs, other units and operating units in the area; and
- 7) Perform other duties as directed by C, CGHO.

c. Administrative Branch

- 1) Assists the C, CGHO in carrying-out the administrative and personnel functions of the office;
- 2) Assist and advise on matters pertaining to the morale, welfare and discipline of personnel;
- 3) Formulate administrative and personnel policies and standards and monitor their implementation;
- 4) Publish, authenticate and distribute orders, directives, memoranda, messages and instructions issued by CGHO and higher headquarters; and
- 5) Perform other duties as directed.

d. Logistics Branch

- 1) Responsible for the general supply staff functions;
- 2) Responsible for the speedy requisitioning of supplies, spare parts and other pertinent logistics items needed by the office;
- 3) Responsible for coordination with higher supply agencies for the procurement of items needed by the office;
- 4) Responsible for the systematic receipt, storage and issuance of supplies and materials within the office; and
- 5) Perform other duties as directed.

e. Housing and Accommodation Management Branch

- 1) Formulates and recommends housing programs and policies for the approval of the C, CGHO;
- 2) Identifies priority projects that pertains to construction and maintenance of housing facilities and coordinates for the necessary fund support;
- 3) Conducts physical inspection of CG housing projects;
- 4) Disseminates housing programs and policies to all concerned units and ensures that all housing projects and facilities are availed by deserving personnel;
- 5) Monitors and assesses the implementation of the distribution and allocation of housing accommodation to the personnel of various units of the PCG;
- 6) Keeps and updates records on matters pertaining to CG housing developments; and
- 7) Perform other duties as directed.

a) On-Base Housing Section

- 1) Monitors the status of all on-base housing properties and ensure its good condition;
- 2) Maintains and updates records on all matters pertaining to on-base housing properties on a day to day basis;
- 3) Reports any losses, damages and violations of rules and regulations and terminate the accommodation of flagrant violations of house rules; and

4) Perform other duties as directed.

b) Off-Base Housing Section

1) Monitors the status of all off-base housing properties and ensure its good condition;

2) Maintains and updates records on all matters pertaining to off-base housing properties on a day to day basis;

3) Reports any losses, damages and violations of rules and regulations and terminate the accommodation of flagrant violations of house rules; and

4) Perform other duties as directed.

f. Transient Facility Management Branch

1) Disseminates and monitors the implementation of policies concerning transient facility operations, management and maintenance;

2) Keeps and updates transient facility reservation and property records/reports;

3) Coordinates with the other units and offices on transient facility matters and concerns;

4) Conducts studies and researches on matters pertaining to transient facility development;

5) Perform other duties as directed.

a) Booking Section

1) Monitors the daily reservations and bookings of all transient facilities;

2) Maintains and updates the status of bookings and reservations of all transient facilities on a day to day basis;

3) Coordinates and performs booking and reservation tasks to all transient facilities;

4) Perform other duties as directed.

b) Manning and Supervision Section

1) Receives and acts on requests for accommodation of authorized personnel availing transient facility accommodation and reports status of reservations daily to the Booking Section;

- 2) Reports any losses, damages and violations of rules and regulations and terminate the accommodation of flagrant violations of house rules;
- 3) Maintains transient facility property book and renders monthly status of equipment to C, CGHO; and
- 4) Perform other duties as directed.

g. Plans and Programs Branch

- 1) Formulates, develops and implements the office's strategic concepts and policies, long range and short-range plans and programs essential for the efficient operation of the CGHO;
- 2) Review policies on the matters concerning restructuring and organizational development related to the capability development plan;
- 3) Review policies on the matters concerning the budgetary and financial requirements and implication for projects and activities in the capability development plan;
- 4) Review and updates strategic concepts to be more responsive to the requirements of the office;
- 5) Prepares short-range, mid-range and long-range development plans;
- 6) Coordinates and supervises the planning activities of the office;
- 7) Perform other duties as directed.

a) Research Section

- 1) Conduct reserches on new concepts, methodologies, system development and design in order to upgrade the CGHO standards;
- 2) Prepare special documents and researches and maintain filing of documents, manuals, books and other references; and
- 3) Perform other duties as directed.

b) Special Project Section

- 1) Maintains and updates the status of bookings and Monitor and provide staff support on the implementation of special projects and capability development;

- 2) Provides assessment, review and recommendation on concepts, capability development proposals, and other special concerns relative to the overall mission of the CGHO;
- 3) Maintain documents and records pertaining to the special project requirements of the office; and
- 4) Perform other duties as directed.

**VII. FUNCTIONAL RELATIONSHIP:**

The Coast Guard Housing Office is one of the Support Unit of CGHRMC. The Commander, Coast Guard Housing Office is under the administrative and operational control of Commander, Coast Guard Human Resource Management Command.

**VIII. RESCISSION:**

All publications inconsistent with this Circular are hereby modified or rescinded accordingly.

**IX. EFFECTIVITY:**

This Circular shall take effect upon publication.

**BY COMMAND OF ADMIRAL URSABIA JR:**

**OFFICIAL:**

  
**LIEZEL B. BAUTISTA**  
**CDR PCG**  
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# COAST GUARD HOUSING OFFICE ORGANIZATIONAL STRUCTURE

