



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

06 October 2020

CG-1/CGAO

**CIRCULAR
NUMBER12-20**

**PERSONNEL INFORMATION OF THE PROBATIONARY ENSIGNS (P/ENS),
CADETS, DRAFTEES AND NEWLY HIRED NON-UNIFORMED PCG
PERSONNEL**

I. REFERENCES

- a. DCS-HRM Circular No. 07-17 dated 11 April 2017 otherwise known as the "Revised Policy in the Procurement of Officers in the Philippine Coast Guard Service"
- b. 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"

II. PURPOSE

This Circular prescribes the policies and procedures for providing basic personnel information such as personal data, educational background, family background, and other information such as the Tax Identification Number (TIN), PhilHealth, GSIS, and PAG-IBIG numbers of newly hired PCG personnel essential to human resource management as required by the Department of Budget and Management (DBM) for purposes of allocating Personnel Service (PS) Funds for their salary and other benefits.

III. SCOPE

This Circular covers the personnel information of the newly hired PCG personnel particularly those who will undergo Coast Guard Officer's Course and Coast Guard Man's Course including Cadets and Non-Uniformed personnel.

IV. DEFINITION OF TERMS

- a. Cadet – 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 the initial rank/grade of an applicant for Enlistment after being appointed in the PCG-DOTr service.
- c. Probationary Ensign (P/ENS) – refers to the initial rank/grade of an applicant for Commissionship after being appointed in the PCG-DOTr service.
- d. Coast Guard Human Resource Management Command (CGHRMC) – refers to the Service Command primarily responsible for the personnel management specifically the Recruitment, Quality Management System (QMS) and Personnel Management Information System (PMIS). Recruitment processing of applications are being facilitated by the Procurement and Attrition Division (for uniformed personnel) and Civilian Affairs (for non-uniformed personnel).
- e. Coast Guard Man's Course (CGMC) – refers to the course undertaken by Draftee to train and inculcate in them the customs and traditions of the PCG. It is a requirement in order for them to be enlisted in the PCG-DOTr service.
- f. Coast Guard Officer's Course (CGOC) – refers to the course undertaken by P/ENS to train and inculcate in them the customs and traditions of the PCG. It is a requirement in order for them to be commissioned in the PCG-DOTr service.
- g. Non-Uniformed Personnel – refers to the civilian employee of the PCG who are appointed and are subject to Civil Service Law, Rules and Regulations.
- h. Personnel Information Sheet – refers to the form containing the basic information of the P/ENS, Draftee and Non-Uniformed personnel such as personal data, educational background, family background, and other information such as the Tax Identification Number (TIN), PhilHealth, GSIS, PAG-IBIG numbers and Personal History Statement (PHS).
- i. PCG Personnel – refers to Officers and Non-Officers in the active service of the PCG including Non-Uniformed personnel.

V. POLICIES

- a. The PCG shall continuously develop measures to professionalize and protect its human resources as the backbone of capability enhancement of the organization to perform its mandated functions;
- b. P/ENS and Draftee prior undergoing CGOC or CGMC, and Cadet and Non-Uniformed personnel prior appointment, shall provide their basic information such as personal data, educational background, family background, and other information such as the Tax Identification Number (TIN), PhilHealth, GSIS, PAG-IBIG numbers in the Personnel Information Sheet (PIS) and Personal History Statement (PHS).

c. The personnel information provided by the P/ENS and Draftee including Cadet and Non-Uniformed personnel shall be treated with strict confidentiality and shall be used only for legal purposes by the PCG.

d. The personnel information of the P/ENS and Draftee including Cadet and Non-Uniformed personnel may be forwarded to other government agencies such as the Department of Budget and Management (DBM) which requires such information for purpose of allocating Personnel Service Funds, the Department of Transportation (DOTr), Civil Service Commission (CSC), Government Service Insurance System (GSIS), Philippine Health Insurance Corporation (PhilHealth), and Home Development Mutual Fund (HDMF) among others which may use such information for whatever legal purpose it may serve.

e. A database shall be prepared by the Coast Guard Human Resource Management Command (CGHRMC) specifically for this purpose.

VI. PROCEDURES

a. Qualified applicants or those included in the list for P/ENS and Draftee including Cadet and Non-Uniformed personnel shall fill-out the Personnel Information Sheet (Annex A) as well as the Personal History Statement (Annex B) and shall submit the same together with other requirements to the CGHRMC.

b. Upon receipt of the requirements, CGHRMC shall check the submitted PIS and PHS for completeness and correctness and encode the same to the database created for the purpose.

c. Upon issuance of appointment order for Cadet and Non-Uniformed personnel and prior undergoing CGOC and CGMC training for P/ENS and Draftee, CGHRMC shall forward the consolidated personnel information of the qualified applicants for P/ENS and Draftee including Cadet and Non-Uniformed personnel to the Recruitment Branch of the Office of the Deputy Chief of Coast Guard Staff for Human Resource Management, CG-1 (O/CG-1).

d. The Recruitment Branch of the Office of the Deputy Chief of Coast Guard Staff for Human Resource Management, CG-1 (O/CG-1) shall forward the needed information to the Coast Guard Finance Center (CGFC) for the processing of payroll of the P/ENS and Draftee including Cadet and Non-Uniformed personnel.

e. CGFC shall facilitate and process the TIN, PhilHealth, GSIS and PAG-IBIG numbers of the newly appointed P/ENS, Cadet, Draftee and Non-Uniformed personnel who do not have numbers/accounts yet.

VII. RESPONSIBILITIES

a. CGHRMC shall ensure the completeness and correctness of the submitted personnel information of the P/ENS and Draftee including Cadet and Non-Uniformed personnel which shall be encoded in the database.

b. The Civilian Affairs Branch of the CGHRMC shall be responsible for the recruitment and hiring of the Non-Uniformed personnel of the PCG.

c. The O/CG-1 shall maintain the records of the personnel information of the P/ENS and Draftee including Cadet and Non-Uniformed personnel.

d. The CGFC shall be responsible for the processing of payroll of the P/ENS and Draftee including Cadet and Non-Uniformed personnel.

VIII. RESCISSION

All PCG policies, rules and regulations, and other issuance 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 URSABIA JR:

OFFICIAL:


LIEZEL B. BAUTISTA
CDR PCG
Coast Guard Adjutant

ROLANDO LIZOR N PUNZALAN JR
RADM PCG
Chief of Coast Guard Staff

ANNEX A: PERSONNEL INFORMATION SHEET
ANNEX B: PERSONAL HISTORY STATEMENT



**HEADQUARTERS COAST GUARD
HUMAN RESOURCE MANAGEMENT COMMAND**
56 Manuel L. Quezon St., Purok 1, New Lower Bicutan Taguig City
cghrms@coastguard.gov.ph



PERSONAL INFORMATION SHEET

(Write all entries in ALL CAPS legibly and accurately. Use BLUE BALLPEN only. Tick appropriate boxes and indicate N/A if not applicable. DO NOT ABBREVIATE)

PERSONAL DATA																					
LAST NAME																					
FIRST NAME				NAME EXT.		Jr., III, IV, etc															
MIDDLE NAME																					
GENDER		<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		CURRENT AGE		RELIGION															
MARITAL STATUS				CITIZENSHIP																	
BIRTH DATE				HEIGHT (In feet)		WEIGHT (In kgs)															
BIRTH PLACE																					
HOME ADDRESS																					
										House/Block/Lot No			Street			House/Block/Lot No			Street		
										Subdivision/Village/Sitio			Barangay			Subdivision/Village/Sitio			Barangay		
										City/Municipality			Province			City/Municipality			Province		
										Region			Zip code			Region			Zip code		
										<input type="checkbox"/> Living with Parents <input type="checkbox"/> Living with Relative / Guardian			<input type="checkbox"/> Home Address <input type="checkbox"/> Living with Relative / Guardian			<input type="checkbox"/> Renting <input type="checkbox"/> Others (Specify _____)			<input type="checkbox"/> Renting <input type="checkbox"/> Others (Specify _____)		
										<input type="checkbox"/> Renting <input type="checkbox"/> Others (Specify _____)											
PRESENT ADDRESS																					
FAMILY BACKGROUND																					
FATHER	LAST NAME																				
	FIRST NAME		NAME EXT.																		
	MIDDLE NAME																				
	OCCUPATION																				
	CURRENT AGE		BIRTH DATE		dd-mm-yyyy																
MOTHER (Maiden Name)	LAST NAME																				
	FIRST NAME																				
	MIDDLE NAME																				
	OCCUPATION																				
	CURRENT AGE		BIRTH DATE		dd-mm-yyyy																
NO. OF BROTHERS		NO. OF SISTERS																			
SIBLING POSITION		<input type="checkbox"/> 1ST <input type="checkbox"/> 2ND <input type="checkbox"/> 3RD <input type="checkbox"/> 4TH <input type="checkbox"/> (Specify _____)			ARE YOU A BREADWINNER					<input type="checkbox"/> YES <input type="checkbox"/> NO											
NEAREST RELATIVE IN SERVICE (ACTIVE)	LAST NAME																				
	FIRST NAME		NAME EXT.		Jr., III, etc																
	MIDDLE NAME																				
	RELATIONSHIP																				
	BRANCH OF SERVICE		RANK																		
NEAREST RELATIVE IN SERVICE (RETIRED)	LAST NAME																				
	FIRST NAME		NAME EXT.		Jr., III, etc																
	MIDDLE NAME																				
	RELATIONSHIP																				
	BRANCH OF SERVICE		RANK																		
PAGE 1 OF 2																					
SIGNATURE				DATE						dd-mm-yyyy											

Pa

EDUCATIONAL BACKGROUND

LEVEL	BASIC EDUCATION / DEGREE / COURSE (Write in Full)	NAME OF SCHOOL	PERIOD OF ATTENDANCE		HIGHEST LEVEL / UNITS EARNED (if not graduated)	YEAR GRADUATED	ACADEMIC HONORS RECEIVED
			FROM	TO			
SECONDARY							
COLLEGE							
GRADUATE STUDIES							
VOCATIONAL / TRADE							
TESDA							
ELIGIBILITY	<input type="checkbox"/> PRC <input type="checkbox"/> CSE - PROFESSIONAL <input type="checkbox"/> CSE - SUB PROFESSIONAL <input type="checkbox"/> OTHERS (SPECIFY: _____)						RATING (for CSE):

OTHER INFORMATION

BODY BUILT	SKIN COLOR
COLOR OF HAIR	COLOR OF EYE
BLOOD TYPE	IDENTIFYING MARKS
FOOD RESTRICTIONS	ALLERGIES
SPORTS	HOBBIES
ORGANIZATION JOINED	
SKILLS (Give at least THREE (3))	
MID # (PAG-IBIG)	PHILHEALTH #
TIN	GSIS #
MOBILE # 1	MOBILE # 2

CONTACT PERSON IN CASE OF EMERGENCY:

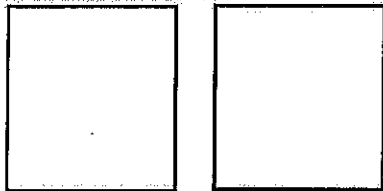
NAME	
RELATIONSHIP	CONTACT NUMBER:
ADDRESS	

PLEASE ANSWER THE FOLLOWING TRUTHFULLY:

1. Have you been involved in any case / investigation pending against you? YES NO If yes, what is its nature and status?
2. Have you ever been charged in any Administrative / Criminal case? YES NO If yes, what is its nature and status?
3. Do you have any history of drug abuse? YES NO If yes, where and when did you undergo rehabilitation?

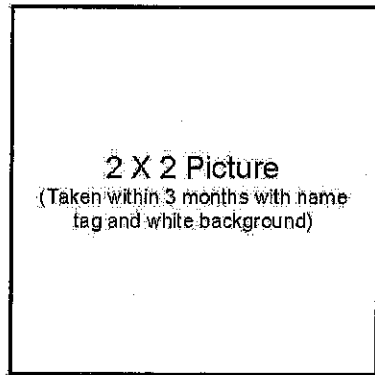
THIS IS TO CERTIFY that all entries above are true and correct and that I support all information contained herein with original or authenticated documentary proofs. Any false information/statement or failure to enclose any material fact may cause the filing of administrative / criminal case/s against me.

THUMB MARKS



LEFT

RIGHT



2 X 2 Picture

(Taken within 3 months with name tag and white background)

Signature over Printed Name

Date

low

PERSONAL HISTORY STATEMENT

INSTRUCTIONS

1. Answer all the questions completely; if the question is not applicable, write "NA." Write "UNKNOWN" only if you do not know the answer and cannot obtain the answer from personal records. Use the blanks pages at the back of this form for extra details on any question for which you do not have sufficient space.

2. Type, print or write carefully, illegible or incomplete forms will not receive consideration.

WARNING

1. The correctness of all statements of entries made herein will be investigated.

2. Any deliberate omission or distortion of material facts may give sufficient cause for denial of clearance.

3. The statement made herein is classified "**CONFIDENTIAL**." Revelation or use for purposes other than that authorized is prohibited by pertinent provisions of AFPRG 200-052.

I. PERSONAL DETAILS

A. Name: _____

(Last) (First) (Middle)

B. Rank: _____ PCG/SN: _____ Br/Svc: _____

C. Present Job / Assignment: _____

D. Business or Duty Address: _____

E. Home Address (Include St. & Nr): _____

F. Birth Date: _____ Place of Birth: _____

G. Change in Name (If by Court Action give details): _____

H. Nicknames: _____ Nationality: _____

I. TIN: _____ PAGIBIG No: _____ PhilHealth NO: _____

J. Religion: _____ Blood Type: _____

K. Cellphone/ Telephone Number: _____

II. PERSONAL CHARACTERISTICS

A. Description: Sex: _____ Age: _____ Height: _____ (cms) Weight _____ (kgs)
Build (heavy, Medium, Light): _____ Complexion (Dark, Fair, Light): _____
Color of Eyes: _____ Color of Hair: _____

Scars or marks and other distinguishing features: _____

B. Physical Condition/Present State of health (Excellent, Good, Poor) _____
Physical or Mental Defects: _____ Recent Serious Illness: _____

III. MARITAL HISTORY

A. Marital Status: _____
(Single, Married, Separated or Widow)

B. Name of Spouse: _____
(Full Name)

Date and Place of Marriage: _____

Occupation and Place of Employment: _____

C. Children:

Name	Date of Birth	Citizenship

IV. FAMILY HISTORY AND INFORMATION

A. Father's Name: _____
(Full name)

Date and Place of Birth: _____

Address: _____

Occupation and Place of Employment: _____

Citizenship: _____ if naturalized, give date and place where naturalized.

B. Mother's Name: _____
(Full Name)

Date and Place of Birth: _____

Address: _____

Occupation and Place of Employment: _____

Citizenship: _____ if naturalized, give date and place where naturalized.

B. Brothers and Sisters

NAME	AGE	ADDRESS	OCCUPATION

D. Step-parent or Guardian: _____

Address _____

Occupation and Place of Employment _____

Citizenship _____ if naturalized, give date and place where naturalized

E. Father-in-Law _____

Date and Place of Birth _____

Address _____
 (Street) (Bo/Brgy) (Town/City)

Tel Nr _____
 (Province)

Occupation and Place of Employment _____

Citizenship _____ If naturalized, give date and place where naturalized

F. Mother-in-Law _____

Date and Place of Birth _____

Address _____
 (Street) (Bo/Brgy) (Town/City)

Tel Nr _____
 (Province)

Occupation and Place of Employment _____

Citizenship _____ if naturalized, give date and place where naturalized

V. EDUCATIONAL BACKGROUND

A. Elementary

School	Location	Date of Attendance	Year Graduated

B. High School

School	Location	Date of Attendance	Year Graduated

C. College

School	Course	Location	Date of Attendance	Year Graduated

D. Post Graduate

School	Course	Location	Date of Attendance	Year Graduated

E. Other Schools Attended and Date of Attendance

School	Course	Location	Date of Attendance	Year Graduated

F. Civil Service Eligibility, if any, and others similar qualifications

G. Skills and other expertise

VI. MILITARY HISTORY

A. Date Enlisted in the PCG _____

B. Date of Commissionship _____ Source of Commission _____

C. Important Unit Assignment since Enlistment/CAD:

Unit Assignment	Designation	Inclusive Dates

D. Military Schools Attended

Name of Schools & Location	Date of Attendance	Nature of Training	Rating

E. Decorations and Awards or Commendations Received

Type of Award	Authority

VII. PLACES OF RESIDENCE SINCE BIRTH

Inclusive Dates	Places/Address

VIII. EMPLOYMENT

Inclusive Dates	Type of Employment	Name/Address of Employment	Reason of Leaving

Have you ever been dismissed or forced to resign from a position? Yes ___ No ___
 If yes, explain _____

IX. FOREIGN COUNTRIES VISITED (In chronological order)

Date	Country Visited	Purpose of Visit

X. CREDIT REPUTATION

A. Are you entirely dependent on your salary? Yes _____ No _____ if no, state other _____ sources of income

B. Name and Address of Banks or other Credit/Institution with which you have accounts/loans: _____

C. Have you filed a statement of your Assets and Liabilities with any government agency

Yes _____ No _____ If so, what, agency? _____

D. Have you filed your last income tax return?

E. Three (3) credit references in the Philippines:

Name	Address

XI. ARREST RECORD AND CONDUCT

A. Have you ever investigated / arrested, indicted or convicted for any violation of law? _____? If so, state name of court, nature of offense and disposition of case. _____

C. Has any member of your family ever been investigated / arrested, indicated or convicted for any violation of law? _____ If so, state name of court, nature of the case and disposition of case. _____

D. Have you ever been charged in any Administrative Case? _____

E. Have you ever been arrested or detained pursuant to the provision of PD 1081 and its implementation order (GO, PO, LOI)? _____ If so, state the nature of the case and the place of your detention _____

F. Do you use intoxicating liquor or narcotics? _____ If so, what extent? _____

XII. GENERAL REPUTATION

A. Give five (5) character references (not relatives) known three years or longer, who are not your relatives:

Name	Business Address/Residence (Include Street & Number)

B. List down three (3) neighbors at your present residence:

Name	Business Address/Residence (Include Street & Number)

XIII. ORGANIZATION

List of organization or social groups which you have been a member:

Organization	Address	Date of Membership & Position held

XIV. MISCELLANEOUS

A. Hobbies, sports and past times

B. Language and Dialect (indicate ability as fluent, fair or poor):

Language or Dialect	Speak	Read	Write

C. Are you willing to undergo periodic lie detection test?

D. Copy exactly the following paragraph in your own handwriting

As Luis E Rapazo III of 105th Xavier Ave guzzled his way through three bottles of brandy, Josephine Z Quinsing, a partner in law firm of San Diego and Ballesteros located at 2879 Valley Forge St., Quezon City turned to Richard Ting Sr., a Chinese food expert from O.W. Kwantung Company, Ltd., 346 HadjiJairul Hussein Blvd., and said, "I can't speak for my Government but I'm quite sure your country and mine better get together for closer understanding."

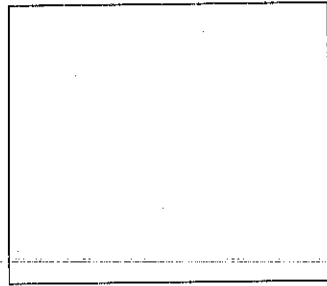
I certify that the foregoing answers are true and correct to the best of my knowledge and belief and I agree that my misstatement or omission as to material facts will constitute ground for denial of my application for clearance.

Signed at _____ Date _____

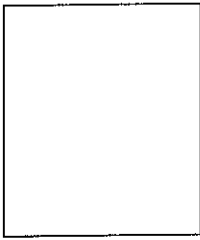
(Signature of Applicant)

(Witness)

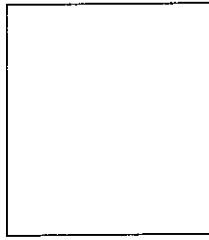
(Witness)



THUMBMARKS



LEFT



RIGHT

Subscribed and sworn to before me this _____ day of _____ 20_____
Philippines, affiant exhibited to me his/her Community Certificate Nr _____
Issued on _____ at _____

(Administrative Officer/Notary Public)

(Rank and Designation)

(TIN)

NOT FOR SALE
PHILIPPINE CONST GUARD