



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

04 December 2020

**HCGIG-IAS**

**CIRCULAR**  
**NUMBER . . . . . 15-20**

**RENAMING OF THE INVESTIGATIONS AND AUDIT UNIT TO PROVOST MARSHAL  
UNIT AND DEFINING ITS TRI-SERVICE FUNCTIONS**

**I. AUTHORITY**

- a. Republic Act No. 9993 (PCG Law of 2009) and its Implementing Rules and Regulations (IRR).
- b. General Orders Number 99 dated 16 April 2001 (Activation of Unit: the COAST GUARD INTERNAL AFFAIRS SERVICE)
- c. CGIAS Circular Number 01-08 dated 19 September 2008 (Mission and Function of the Coast Guard Internal Affairs Service (CGIAS) as Special Unit of the Philippine Coast Guard)
- d. NHQ-PCG General Orders Number 27 dated 15 January 2020; (Activation of the Investigation and Audit Unit)
- e. NHQ-PCG General Orders Number 431 dated 07 August 2020

**II. PURPOSE**

To rename the Investigation and Audit Unit to Provost Marshal Unit and prescribe the procedures and operational guidelines governing the establishment and manning of the Provost Marshal Unit (PMU);

**III. SCOPE**

This Circular applies in all Major Units/Commands, Districts, Services, CG Bases and Installations where Provost Marshal Units are established.

**IV. DEFINITION OF TERMS**

For the purpose of this Circular, the following words and phrases shall be defined as:

- a. **Administrative Control** – it refers to the direction of authority over subordinates in respect to administration and support including control of resources and equipment, personnel management, unit logistics, individual and unit training,

readiness, mobilization, demobilization, discipline and other matters not included in the operational missions of the subordinates and other organization.

- b. **Administrative Disciplinary Proceeding** – methods and processes before the PCG Disciplinary Board that are non-litigious in nature and subject to the minimum requirements of the Administrative due process.
- c. **Administrative Investigation** – an internal investigation and inquiry of alleged/reported misconduct of any PCG Personnel.
- d. **Attached/Unassigned (A/U)** – an individual will be reported as Attached/Unassigned (A/U) when he/she is deployed and does not fill a vacant position authorized in the TO of the concerned PCG Unit.
- e. **Autonomy** – to operate independently without the influence of the Unit Commander where the office is located.
- f. **Capacitate** – vested authority to perform a particular action legally and secede partially.
- g. **Certificate of No Pending Case** – refers to the certification issued by CGIG-IAS and that the requesting party has no administrative case pending before any PCG Board.
- h. **Certification** – refers to the certification other than certificate of no pending case issued by CGIG-IAS that the requesting party has ongoing administrative investigation and has pending case before any cited PCG Board.
- i. **Detached Service (DS)** – an individual is on Detached Service when he is performing functions and duties for another office different from where he is actually assigned, or when he performs functions and duties of another attached organization where he has no formal assignment.
- j. **Deputy Provost Marshal** – the PCG Line Officer designated by the Coast Guard Inspector General to be in-charged of a Provost Marshal Unit.

## V. FUNCTIONS:

The Provost Marshal Unit shall perform the following services:

### a) PROVOST MARSHAL SERVICE

- i. Primary investigates complaints involving administrative offences against person and property, vehicular accidents, traffic violations, disturbance of peace and public order, individual violations of laws and regulations and misbehavior/misconduct of personnel; and
- ii. Receives complaints and cause their investigation by subordinate disciplinary authority;

### b) INSPECTOR GENERAL SERVICE

- i. Conduct of professional, just, responsive and timely investigation and disposition of referred cases and/or uncovered cases during the conduct of inspection that affects Unit performance of mission and operational readiness,

utilization and management of resources, state of discipline and the morale and welfare of personnel.

ii. Conduct investigation of unearthed cases in the course of inspection except those specifically provided as within the jurisdiction of OESPA and OPM;

**c) ETHICAL STANDARD AND PUBLIC ACCOUNTABILITY SERVICE (ESPAS)**

i. Conduct investigation on matters pertaining to violations of ethical standards and public accountability, graft and corrupt practices, crimes committed by public officers as defined in the Revised Penal Code, fraud against the government and other pertinent laws as may be appropriate.

**VI. POLICIES AND GUIDELINES**

- a. The PMU shall receive and investigate complaints against erring PCG Personnel subject for administrative disciplinary action within the jurisdiction of the Major Units/Commands, Districts, CG Bases and installations where the Unit is attached.
- b. The PMU shall conduct investigation of all administrative disciplinary offenses within his jurisdiction as directed by CGIG.
- c. The PMU-investigator will act as Pre-charge Investigator to determine any probable cause in the filed complaint and subsequently recommend to conduct a summary hearing, Investigation Report there are findings for its appropriate disposition.
- d. The PMU-investigator will be automatically designated as member of the Unit/District Summary Hearing Body as the official investigator on the case at hand.
- e. The PMU shall maintain a docket records and ensure the confidentiality of the investigation of each case in all stages of its investigation of their assigned Units only.
- f. The PMU shall report daily accomplishment, submit monthly and annual accomplishment report to CGIG-IAS and copy furnished their respective Unit/District Commanders.
- g. The PMU shall assist the Dangerous Drug Test team (DDTT) during the conduct of drug testing in their respective AOR upon request by the concerned Unit.
- h. The PMU shall assist in the conduct of Background Investigation (BI) of all PCG applicants upon request and shall conduct separate verification and validation of information in their respective AOR.
- i. The PMU will accommodate all walk-in complaints with findings of merit against PCG personnel of their assigned Unit, provided the complainant is properly screened by the PCG security personnel.
- j. The PMU shall apprehend PCG personnel in their respective AOR who are subject of complaint and properly identified involve in a minor infraction (e.g. Alcohol intoxication, quarrels, frays and disorder) and effect the arrest of those Unit/Commands, Districts, CG Bases and installations and subsequently turn-over the apprehended party to the concerned Unit for their proper disposition or detained in the PCG brig, if available.

- k. The PMU will operate as an autonomous body and shall not be given any collateral duties that will interfere their primary functions in their respective assignment, similar to AFP IG and PNP-IAS set-up.
- l. The PMU shall perform other duties which are relevant to the function of the Three (3) Services of the CGIG-IAS as may be directed by CGIG.
- m. The PMU shall assist and accommodate the CGIG-IAS Staff or any authorized representative who have Visitorial Power over the Unit in different major Unit/Commands, Districts, CG Bases, and installations.
- n. The PMU shall assist the Major Units/Commands, Districts, Services, CG Bases and installations in any necessary preparation prior the conduct of Annual General Inspection.
- o. The PMU shall at anytime may conduct an inspection and an audit on matters affecting the effectiveness of mission and function, the utilization of resources and the operational readiness of the Major Units/Commands, Districts, Services, CG Bases and installations as directed by the Inspector General.
- p. The PMU shall assist the Major Units/Commands, District, Services, CG Bases and installations on matters pertaining to the filing and submission of Statement of Assets, Liabilities and Net worth (SALN) as stipulated in a separate policy.

**VII. OFFICE**

The Major Units/Commands, Districts, CG Bases and installations shall provide temporary suitable office and billeting space for Provost Marshal personnel. However, Lot allocation for construction of an ideal Office of the Provost Marshal is utmost preferred for future programming.

**VIII. PERSONNEL**

NAME	DESIGNATIONS	QUANTITY
LT (O-3) to CDR (O-5)	Deputy Provost Marshal	1
ENS (O-1) to LTJG (O-2)	Assistant Deputy, Provost Marshal	1
CPO (E-7) to SCPO (E-8)	CMAA/Senior Investigator	1
PO2 (E-5) to PO1 (E-6)	POIC/Investigator 1	1
SN1/SW1 (E-3) to PO3 (E-4)	Assistant POIC/ Investigator 2	1
ASN/ASW (E-1) to SN2/SW2 (E-2)	Staff/Investigator 3	4
NUP	Record Keeper/Researcher	1

**IX. QUALIFICATIONS:** Personnel to be assigned at PMU (Officers and Non-Officers shall at least posses the following requirements:

- a. Must have completed the CGIG-IAS Basic Investigation Course (BIC) or any formal basic investigation course from AFP, PNP and security training centers.
- b. Must have earned the CGIG-IAS Investigators Badge;
- c. Must have been assigned at the HCGIG-IAS for at least 2 years; and
- d. Positions may be determined later on.

**X. TENURE**

PMU personnel shall serve at least Two (2) years for the Officer and Three (3) years for Non-Officers in each assignment unless earlier recalled or extended by CGIG.

**XI. LIMITATION OF AUTHORITY**

Provost Marshal Unit personnel shall only conduct administrative investigation involving PCG personnel, Unit and Offices, while criminal investigation, as directed by higher headquarters.

**XII. BUDGET ALLOCATION**

The Inspector General Staff for Logistics and Comptrollerships, IG-4 shall allocate appropriate funds to defray the necessary expenses which may be entailed in the establishment and operations of the Provost Marshal Units and other related expenses as determined later on.

**XIII. EFFECTIVITY**

This Circular shall take effect upon publication.

**BY COMMAND OF ADMIRAL URSABIA JR PCG**

**OFFICIAL:**

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

  
**LIEZEL B. BAUTISTA**  
**CDR PCG**  
**Coast Guard Adjutant**  
8/22/12/20