



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

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NHQ-PCG/CG1

CIRCULAR
NUMBER16-20

REVISED PCG OFFICERS' SENIORITY AND LINEAL LIST (PCGOSLL)

1. AUTHORITY

- a. RA No. 9993 and its IRR (Philippine Coast Guard Law of 2009)

2. REFERENCES

- a. HPA SOP NR 3 dated 13 June 2012 known as Placement and Deletion of Names in the PCG Seniority Lineal List (SLL)
- b. NHQ-PCG/CG-1 Circular Nr 02-18 known as the PCG Officers' Seniority and Lineal List dated 03 December 2018
- c. NHQ-PCG Circular Nr 06-20 dated 28 May 2020 known as the Creation of ReCAD, Reentry, or Reinstatement Board and Guidelines for ReCAD, Reentry, or Reinstatement of Former Philippine Coast Guard Personnel
- d. DOTr Memorandum Circular 2018-001 dated 05 January 2018 known as the Philippine Coast Guard Lateral Entry Policy
- e. DOTC Department Circular on the Promotion System for Commissioned Officers of the Philippine Coast Guard dated 19 May 1998

3. PURPOSE:

This circular is published to provide a uniform procedure in the preparation of PCG Officers' Seniority and Lineal List (PCGOSLL) in the active service and also to assign definite responsibilities in its accurate preparation. It also prescribes the rules and regulations governing the proper placement/deletion of names in the PCGOSLL.

4. GENERAL:

a. The order of precedence of PCG Commissioned Officers of the same grade in the active service reflected in the PCGOSLL are subject for readjustment in cases of promotion, deferment, re-entry or lateral entry. Further, names of Officers may be entered/deleted in the PCGOSLL upon entry, re-entry, lateral entry, attrition, retirement, separation, or death supported by appropriate orders.

b. Officers not included in the PCGOSLL for whatever reasons, both Regular and Technical, shall make formal request or appear in person with supporting documents to the PCG Officer Seniority and Lineal List (PCGOSLL) Board for readjustment of placement/seniority and inclusion in the PCGOSLL.

5. DEFINITION OF TERMS:

a. **Active Commissioned Service (ACS)** - shall mean the cumulative years in the active service rendered by an Officer in his permanent grade.

b. **Attrition** - shall mean a gradual, natural reduction in membership or personnel as through retirement.

c. **Date of Birth (DOB)** - shall mean the date of an individual Officer taken from the Local Civil Registrar/Philippine Statistics Authority.

d. **Date of Call to Active Duty** - shall mean the effective date ordered duty of Regular Officers and Technical Officers.

e. **Date of Commission** - shall mean the effective date of commission of Regular and Technical Officers.

f. **Date of Rank** - shall mean the effective date of appointment/promotion of the individual/group of Officers.

g. **Deletion** - shall mean an act of deleting, something as a word deleted from written or printed matters.

h. **General Order (GO)** - shall mean directives that apply to all, a large part of a command. Information published in a general order is permanent in nature and cannot be easily incorporated into established regulations.

i. **Lateral Attrition** - shall mean the separation from the PCG service of commissioned Officers who are found unqualified for promotion after attaining the prescribed active commissioned service in a grade and age limit as provided by law.

j. **Name** - shall mean to give a name, to identify by name, to nominate or appoint to a specific office, duty or honor.

k. **Philippine Coast Guard Serial Number (PCGSN)** - shall mean the assigned individual serial number of PCG personnel.

- l. **Placement** - shall mean the act of placing or state of being placed.
- m. **Rank** - shall mean an Officer's grade or position, a relative position or degree of value in hierarchy, high or eminent status or position (person of rank).
- n. **Rank Structure** - shall mean the total active commissioned Officer strength in the Military/PCG rank, as prescribed by law.
- o. **Relative Seniority** – the order of precedence of officers of the same grade.
- p. **Retirement** - shall mean an act of retiring, the state of being retired from one's occupation.
- q. **Seniority** - shall mean higher rank, a position of precedence over others by reason of a longer span of service.
- r. **Seniority and Lineal List (SLL)** - a document published by CGA reflecting the names of all Officers in the active PCG service, arranged by grade and in accordance with their relative seniority in each grade, for each regular and technical component and by service to which appointed. Further, it is the list published by CGA which will comprise all Officers in the active service of the PCG
- s. **Separation** - shall mean the act or process of separating or state of being separated/discharge, as from employment in the PCG service.
- t. **Special Order (SO)** - are normally used to promulgate directives affecting the status of an individual. They are in nature an individual in application.
- u. **Total Active Commissioned Service (TACS)** - shall mean the aggregate active commissioned service rendered by an Officer.

6. PCG OFFICER SLL BOARD (PCGOSLLB):

a. Composition:

The Philippine Coast Guard Officer Seniority and Lineal List Board (PCGOSLLB) shall be composed of the following:

Deputy Commandant for Administration, PCG	Chairman
Chief of Coast Guard Staff	Vice-Chairman
DC, CGSSF	Member
DC, MSSC	Member
DC, MEPCOM	Member
DC, MARSEC	Member
DC of CGS for HRM, CG-1	Member
DC of CGS for Intelligence, CG-2	Member
DC of CGS for Operation, CG-3	Member
CG Medical Service Representative	Member
CG Dental Service Representative	Member

CG Legal Service Representative	Member
CG Chaplain Service Representative	Member
CG Veterinary Medicine Service Rep.	Member
CG Adjutant	Secretariat
Admin and Records Officer, CGAO	Asst. Secretariat
Admin and Records Member, CGAO	Member, Sec.

- b. The PCGOSLL Board shall have the following functions:
- i. Recommend placement of Officers in the PCGOSLL;
 - ii. Deliberate on the request of Officers for readjustment of placement/seniority in the PCGOSLL;
 - iii. Update the PCGOSLL by entering or deleting the names of Officers for entry, re-entry, lateral entry, attrition, retirement, separation, or death supported by appropriate orders; and
 - iv. Handle the Promotion List of all Officers in the PCG.
- c. Membership in the Board shall be positional in nature, provided that any vacancy resulting from the transfer, retirement, death or incapacity of any member thereof, shall be filled by its successor.
- d. The PCGOSLLB shall meet quarterly to perform their functions and/or shall convene upon the request of an Officer for readjustment of placement/seniority, or whose name is not included in the PCGOSLL.
- e. A Technical Working Group (TWG) shall be created to assist the PCGOSLLB in reviewing the letter request/appeal of the Officers requesting for readjustment of placement/seniority in the PCGOSLL and shall provide recommendations to the Board based on the result of their review.
- f. There shall be two (2) TWGs, one for each component (General Line and Technical Officers), which shall be composed of the following:
- i. TWG for General Line Officers:
 1. Asst. Deputy Chief of Coast Guard for Human Resource Management, CG-1
 2. Chief, Career Management & Promotion Branch, CG-1
 3. Chief, Discipline Law and Order Branch, CG-1
 4. Chief, Statistics Branch, CG-1
 5. Chief, Admin Branch, CG-1
 6. Chief, Budget Branch, CG-1
 7. Chief, Morale and Welfare Branch, CG-1
 8. Chief, Recruitment Branch, CG-1
 9. Chief, Re-Enlistment Branch, CG-1
 10. Legal Officer from CGLS

*The Asst. DC of CGS for HRM shall be the Chairman of the TWG.

ii. TWG for Technical Officers

1. Representative for CGLS
2. Representative for CGMS
3. Representative for CGDS
4. Representative for CGVS
5. Representative for CGCS

*The most senior amongst the representatives shall be the Chairman of the TWG.

7. GUIDELINES

- a. As a general rule, the PCGOSLL shall be prepared separately by components, i.e., one for Regular Officers and the other one for Technical Officers.
- b. The names of Officers listed under each permanent grade will be numbered consecutively from No. 1 in accordance with their relative seniority. Name will be printed as follows:

NO	RANK	LAST NAME	FIRST NAME	MI	PCGSN	BR/SVC	DATE OF BIRTH	DATE OF CAD	DATE OF LAST PROMOTION	DATE OF COMP RETIREMENT	REMARKS
1.	LTJG	DELA CRUZ	JUAN	P	O-1111	PCG	12/18/1975	08/01/2011	01/31/2020	09/18/2045	AWOL/THR

- c. The name of an Officer holding a temporary higher rank (THR) shall be carried among the list of Officers of his permanent rank.
- d. The remarks portion will carry such statements as: THR, Dropped from Rolls, Missing in Action, or any other similar statements that are comprehensible.
- e. The sources of Commission are the following:
 - i. Philippine Military Academy (PMA) graduate
 - ii. Philippine Merchant Marine Academy (PMMA) graduate
 - iii. Philippine Coast Guard Academy (PCGA) graduate
 - iv. Coast Guard Officers Course (CGOC) graduate
 - v. Lateral Entry
 - vi. By virtue of Profession for the Technical Line Officers specifically Lawyers, Doctors, and Priests/Imams/Pastors
- f. Determination of Relative Seniority - Seniority among Officers of the same rank and component (Regular and Technical) in the PCGOSLL shall be determined by the following order of precedence:
 - i. For General Line and Technical Officers:
 1. The first to appear in the roster is senior, unless affected by the 3rd vacancy rule provided under DOTr Circular "Promotion

System for Commissioned Officers of the Philippine Coast Guard" dated 19 May 1998;

2. Longest time in that permanent grade;
3. Greatest amount of Total Active Commissioned Service (TACS);
4. Earlier date of commission or Call to Active Duty (CAD); provided that among Officers belonging to the same class or carried in one original order of commission, seniority is prearranged by the class order of merit as indicated by their difference in files in the serial number; provided further that above procedures do not apply;
5. Where the first four (4) criteria above are still the same, seniority will be determined by age such that the older becomes senior;
6. In cases not covered by the foregoing premises, the seniority shall be established by the Secretary of Transportation upon the recommendation of the Commandant, Philippine Coast Guard.

ii. For Lateral Entry Officers:

1. Entrant in the PCG active service with the ranks of Ensign (O-1) to Lieutenant Junior Grade (O-2), placement in the seniority listing shall be based on their date of called to active duty (CAD) or date of last promotion in their current rank; and
2. Entrant in the PCG active service with the ranks of Lieutenant (O-3) and above, placement in the seniority listing shall be under the name of the most junior Officer in a corresponding rank in the PCG.

iii. For Re-Entry Officers

1. For re-entrant in the PCG active service, placement in the seniority listing shall be under the name of the most junior Officer in a corresponding rank in the PCG.

- g. Authentication – the Coast Guard Adjutant (CGA) shall authenticate the list at least at the last page as in the following sample:

"This list which consists of five (5) pages contains the names of Officers belonging to the promotion roster of this Command. Any error or omission noted herein must be reported at once to the Office of CGA."

- h. Errata sheets - when at any time after the publication of the PCGOSLL, errors in any form are noted, an errata sheet as in Annex A, will be accomplished by the originating unit and forwarded to CGA for posting in the PCGOSLL.
- i. The CGA shall publish the PCGOSLL quarterly and distribute hard copies of the same to all PCG Units. Five (5) copies will be forwarded to CG-1 at the end of every quarter for consolidation by its Statistics Division.
- j. Changes in the PCGOSLL within the month shall be reflected in a form (see Annex B) and forwarded to CGA in order to reflect the changes in the PCGOSLL. Changes envisioned in this paragraph are those that pertain to promotion, re-entry, lateral entry, separation, or death within the month prior to and after the publication of the PCGOSLL.
- k. Any request for Electronic Copy (E-Copy) of the PCGOSLL shall be coursed thru the Office CGA and shall be approved by the PCGOSLL Board.

8. PROCEDURES

- a. Request for readjustment of placement/seniority, or whose name is not included in the PCGOSLL shall submit its Letter Request/Appeal to the Secretariat, PCGOSLL Board along with other requirements/supporting documents, to wit:
 - i. Latest Promotion Order;
 - ii. Appointment Orders/ CAD or Order to Duty;
 - iii. Summary of Information (SOI);
 - iv. Birth Certificate issued by PSA, if required by the PCGOSLL Board; and
 - v. Highest Career Course Orders, Diploma, Final Order of Merit and Orders of Declaration of Graduates.
- b. The Board shall inform subject Officer through the Secretariat to submit additional documents as may be necessary to his/her request for readjustment.
- c. The request for readjustment of placement/seniority, or whose name is not included in the PCGOSLL shall be published in the Official website of the PCG, PCG Official Facebook page, or in other conspicuous places in the National Headquarters PCG or other offices/units, and thru a Radio Message to notify those Officers who are affected by reason of the readjustment, and to give them an opportunity to be heard.
- d. The affected Officer/s may submit their motion thru a Letter addressed to the Board (Attn: Secretariat, PCGOSLL Board).
- e. The Board shall then deliberate on the merits of the documents presented, the motion submitted by the affected Officers, or the Board may require the concerned Officer/s to appear before them for deliberation.

- f. The Board shall then recommend to the Commandant, PCG for approval, the placement/seniority or inclusion of the name of the Officers deliberated upon or the reason for the denial thereof.
- g. The concerned Officers shall be properly informed of the approval or denial of the request for readjustment of placement/seniority in the PCGOSLL.

9. DUE DATES: Following due dates must be observed by all concerned strictly:

- a. Preparation and publication by CGA of the PCGOSLL - NLT 15th day of the month following the end of a quarter of any given fiscal year.
- b. Changes – as they occur.
- c. Errata Sheets – as the errors are noted.

10. REMOVAL OF NAME FROM PCGOSLL: The name of an Officer shall be removed from the PCGOSLL under any of the following circumstances:

- a. Death;
- b. Separation;
- c. Retirement;
- d. Attrition;
- e. Conviction by court-martial or civil court for an offense punishable by at least confinement in penitentiaries.

11. RESPONSIBILITIES:

- a. The CGA shall be responsible for the preparation of the PCGOSLL of Officers and shall be responsible for the publication thereof.
- b. CGA shall assist the PCGOSLL Board in the preparation of the Promotion List and shall issue a periodic publication showing changes and/or amendments to any of the promotion lists; however, new or updated promotion lists shall be issued during the months of January and July of each year.
- c. CG-1, Statistics Division shall compile the PCGOSLL in accordance with the prescribed procedures set forth under this Circular.

12. REPEALING CLAUSE: NHQ-PCG/CG-1 Circular Nr 02-18 known as the PCG Officers' Seniority and Lineal List dated 03 December 2018 and other existing policies and regulations not consistent with the provisions of this policy are hereby rescinded, repealed or modified accordingly upon approval and effectivity of this Circular.


13. EFFECTIVITY:

This Circular shall be effective upon publication thereof.

BY THE COMMAND OF ADMIRAL URSABIA JR:

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

OFFICIAL:



LIEZEL B BAUTISTA
CDR **PCG**
Coast Guard Adjutant

Annexes:

Annex A – Changes in PCGOSLL
Annex B – Errata Sheets

Annex "A"

(Sample Only)

SUBJECT: Errata Sheet

TO: Coast Guard Adjutant
National Headquarters Philippine Coast Guard
139 25th St. Port Area, Manila 1018

Errors noted on PCGOSLL of this Command dated 10 April 2018:

1. Under Column – CAPTAIN

As Read

JUSTINO DE LOS REYES

To Read

JUSTINIANO DELOS REYES

Commander

Annex "B"

(Sample Only)

SUBJECT: Changes in PCGOSLL

TO: Coast Guard Adjutant
National Headquarters Philippine Coast Guard
139 25th St. Port Area, Manila 1018

The following are changes in the PCGOSLL of this Command dated _____.

NAME, PCGSN, SVC	REASON FOR CHANGES	AUTHORITY
LTJG PABLO C PEDRO O-4444 PCG	Promoted to LT	GO Nr. 10 NHPCG dtd 01 January 2018
CAPT JOSE D LAGAO O-4109 PCG	Retired eff 01 December 2018	GO Nr 122 NHPCG dtd 25 November 2018
LT QUEL S NAMO O-4225 PCG	Death, 10 Mar 2018	GO Nr 07 NHPCG dtd 23 January 2018

Commander