



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

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NHQ-PCG/CG-1

CIRCULAR
NUMBER 04-21

**APPOINTMENT OF NEW OFFICERS
TO THE PHILIPPINE COAST GUARD SERVICE**

I. REFERENCES

- a. Section 12 (*Appointments*) of RA No. 9993 otherwise known as The PCG Law of 2009
- b. DCS-HRM Circular Num 07-17 dated 11 April 2017 (*Revised Policy in the Procurement of Officers in the Philippine Coast Guard Service*) and its Amendment 01-20 dated 10 September 2020 (*Amending Section V, VI and VIII (E) Of DCS-HRM Circular No. 07-17*)
- c. Circular Number 08-15 dated 22 January 2016 (*Addendum to Procurement of Officers in the Philippine Coast Guard Service*)
- d. PCG Memorandum of Agreement with PMMA dated 14 Oct 2014
- e. NHQ-PCG/CG12 Cir Num 10-19 dated 16 August 2019 (*Selection of Candidates for the US Coast Guard Academy International Cadetship Program*)

II. GENERAL:

Section 12 of RA No. 9993 and its Implementing Rules and Regulations provide that the Secretary, DOTr shall, upon the recommendation of the PCG Commandant, appoint the PCG officers with the initial rank of Coast Guard ENSIGN; Provided that in case of Lawyers, Medical Doctors, Chaplain, Dentists, and Veterinarians, their initial appointment rank shall be Coast Guard LIEUTENANT.

One of the established sources of new officers for appointment and call to active duty to the PCG service as Line Officers is the Cadetship Program of the Command. This is a proactive scheme of selecting and recruiting individuals who will join the Officer Corp wherein the PCG is partnering with Philippine Merchant Marine Academy, US Coast Guard Academy and other maritime academic institutions, local or foreign, that are expert in refining discipline, leadership, and morals, and producing well trained, competent and skilled marine officers. These maritime academic institutions provide academic degree and relevant training while the PCG supports the administrative requirements from the start that an individual who qualify in this program is admitted for schooling until successful completion thereof.

Likewise, another source of appointment for new officers shall be from civilian schools and graduates of the Coast Guard Officers Course (CGOC) offered by the Coast Guard Officer's School (CGOS) under the Coast Guard Education, Training and Doctrine Command.

These measures ensure that individuals appointed in the PCG Officer Corp shall be of good moral standing, well trained and competitive professionals who can assist the organization in achieving its vision and mission and carry out the Coast Guard functions.

III. PURPOSE:

This Circular establishes the guidelines for the appointment to the Philippine Coast Guard (PCG) service of individuals who are covered by the PCG Cadetship Program with maritime academic institutions, whether local or foreign, and those graduates of Coast Guard Officers Course (CGOC).

IV. SCOPE

This Circular applies to the graduates of maritime academic institutions, whether local or foreign, under the PCG cadetship program, and those graduates of CGOC, who shall be commissioned and Call to Active Duty to the PCG service. This also covers the PCG units and offices in charged with procurement, admission and processing of individuals who qualify under the cadetship program and CGOC requirements.

V. DEFINITION OF TERMS

- a. Call to Active Duty – placement of an Officer to full time Coast Guard duty upon taking their oath before the Commandant, PCG;
- b. Coast Guard Officer's Course (CGOC) – course/training undertaken by those graduates of maritime academic and training schools under the PCG Cadetship program (CGOC Alpha ["A"]), and those qualified civilian applicants for General Line Officer (CGOC Bravo ["B"]) and Technical Line Officer (CGOC Charlie ["C"]), to inculcate the customs and traditions of the PCG;
- c. Commissionship – conferment/appointment of Officers by the Secretary, Department of Transportation to the initial rank of Coast Guard ENSIGN or Coast Guard LIEUTENANT, as the case may be;
- d. Maritime Academic Institution – government or private training schools or universities whether local or foreign that provide academic degree on management, engineering or maritime sciences;
- e. PCG Cadetship Program – agreements or understanding entered into by the PCG with Philippine Merchant Marine Academy (PMMA), International Cadetship Program of the US Coast Guard Academy (USCGA) or with any local or foreign maritime academic institution, schools or universities, to train its cadets/cadettes to become competent marine officers and able Coast Guard leaders;

VI. GUIDELINES

- a. The PCG shall continuously strengthen its human resource capability by providing them with appropriate education and training that can be applied in the performance of Coast Guard functions as well as for career and personal advancement;
- b. An individual who qualifies under the PCG Cadetship Program with PMMA, USCGA or other local or foreign maritime academic institutions shall be appointed by the

Commandant, PCG as PCG Cadets/cadettes; Provided that upon completion of the Program in good academic and moral standing, he/she shall be qualified for appointment to the PCG service and commissioned as Coast Guard ENSIGN upon recommendation of the Commandant, PCG and approval of the Secretary, Department of Transportation (SOTr); Provided further that the date of Commissionship shall take effect on the date of graduation from the academy or maritime academic institution; Provided finally that he/she shall undergo and complete the required CGOC and shall be categorized under CGOC Class "A" in order for him/her to be oriented on the powers and functions of the Coast Guard, leadership, management and operations.

- c. Those civilian applicants who qualified for admission under the existing Circular on the procurement of Officers in the PCG service shall be appointed as Candidate Coast Guard Officer (CCGO) in the General Line for purposes of undergoing Coast Guard Officers Course (CGOC) training which shall be categorized as CGOC Class "B"; Provided that upon completion of the Course in good academic and moral standing, they shall be commissioned as Coast Guard ENSIGN upon recommendation of the Commandant, PCG and approval of the Secretary, Department of Transportation; Provided further that the date of Commissionship shall be on the date of graduation in CG Education, Training and Doctrine Command (CGETDC);
- d. In the case of Lawyers, Medical Doctors, Chaplain, Dentists, and Veterinarians applying to the PCG service and qualified for admission under the existing Circular on the procurement of Officers in the PCG service, they shall be in a probationary status in the Technical Service as Probationary Ensign; Provided that they shall undergo the CGOC training which shall be classified as CGOC Class "C"; Provided further that even before the completion of the Course they shall be commissioned as full-fledged Coast Guard Lieutenant upon recommendation of the Commandant, PCG and approval of the Secretary, Department of Transportation (SOTr) as provided by RA No. 9993, which shall take effect on the date of the approval thereof; Provided finally that on the date of the Commissionship, they shall possess all the qualifications and none of the disqualifications, as stated in the existing PCG Circulars;
- e. Upon the approval of their Commissionship, they shall be Called to Active Duty in the PCG effective upon taking their Oath of Office before the Commandant, PCG; Provided that this shall be the reckoning point of their years of active commissioned service in the PCG for purposes of promotion.

VII. RESPONSIBILITY

- a. The Coast Guard Human Resource Management Command (CGHRMC) shall be responsible in facilitating the required documents for appointment and Commissionship as enumerated under DCS-HRM Circular Num 07-17 dated 11 April 2017 for subsequent submission to the National Headquarters (Attn: DCCGS for HRM, CG-1)
- b. The Deputy Chief of Coast Guard Staff for Human Resource Management , CG-1 shall process the application for appointment and Commissionship for endorsement by the Commandant, PCG to the Secretary of Transportation for approval;
- c. CG-1 shall also undertake the processing of Call to Active Duty of the new PCG Officers;
- d. The Deputy Chief of Coast Guard Staff for Education and Training, CG-12 shall provide CG-1 and CGHRMC the scholastic records, Certificate of Completion and related academic records of those who have completed the PCG Cadetship Program for processing of the application for appointment/commissionship.

VIII. REPEALING CLAUSE

All PCG policies, rules and regulations, and other issuances or parts thereof which are inconsistent with this Circular are hereby repealed, amended, or modified accordingly.

IX. EFFECTIVITY

This Circular shall be effective upon publication thereof.

BY COMMAND OF ADMIRAL URSABIA JR:

OFFICIAL:



LIEZEL B. BAUTISTA
CDR PCG
Coast Guard Adjutant

FERDINAN B. PICAR
COMMO PCG
Chief of Coast Guard Staff