



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

CG-1/CGAO

09 November 2021

CIRCULAR

NUMBER.....18-21

**REVISED CIRCULAR ON ISSUANCE OF PERSONAL CLOTHING AND INDIVIDUAL EQUIPMENT (PCIE) TO THE TRAINEES AND REENLISTED PERSONNEL OF THE PCG**

**I. REFERENCES**

- a. NHQ-PCG/CG-1/CG-4 Memorandum Circular Number 03-19 dated 21 June 2019
- b. NHQ-PCG/CG-1 Circular Number 08-19 dated 07 July 2019
- c. PCG Uniform Regulations Manual Series 2007 as amended by series 2015
- d. OTAG/PCRD Circular Number dated 07 December 2015

**II. PURPOSE**

This Circular prescribes the policies on the issuance and control of authorized personal clothing and individual equipment for the Officers, Non-Officers, Candidate Coast Guard Officers, Candidate Coast Guard Non-Officers, Draftees and Trainees of the Philippine Coast Guard.

**III. SCOPE**

This Circular covers the authorized list of PCIE of all personnel, Candidate Coast Guard Officers, Candidate Coast Guard Non-Officers, Draftees, Trainees and Cadets/Cadettes of the PCG.

#### IV. DEFINITION OF TERMS

- a. Cadet/Cadettes – 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. Candidate Coast Guard Officer (CCGO) – refers to the newly appointed Officer undergoing Coast Guard Officer's Course.
- c. Candidate Coast Guard Non-Officer (CCGNO) – refers to the newly appointed Non-Officer undergoing Coast Guard Officer's Course.
- d. Draftee – refers to civilians selected among eligible candidates for training proper for Coast Guard Non-Officer Course.
- e. Equipment – personal coast guard supply that is completely functional for its intended purpose, durable and semi-expendable; generally, with service life expectancy of two (2) to three (3) years; it is not intended for sale, does not ordinarily lose its identity or become a component part of another article when put into use.
- f. PCG Uniform Board- a Board in-charge of the review, evaluation and recommendation of all matters of policy and procedures and administration with regard to PCG uniforms and their manner of wearing.
- g. Personal Clothing and Individual Equipment (PCIE) – refers to uniform, uniform accessories, training uniform paraphernalia and equipment issued to regular uniformed personnel, trainees and cadets/cadettes.
- h. Reenlistment Clothing Allowance (RCA) – clothing allowance issued "in kind" and "in-cash" to all active duty Non-Officers who each satisfies one (1) term or every three (3) years of PCG service.
- i. Regular Personnel – refers to all organic uniformed and non-uniformed personnel excluding the draftees, trainees and the cadets/cadettes at Philippine Merchant Marine Academy, United States Coast Guard Academy and other local and foreign training institution/service academies.
- j. Trainee – refers to PCG personnel undergoing basic Officer and Non-officer training at Coast Guard Education, Training and Doctrine Command. Those undergoing Coast Guard Officers Course and Coast Guard Non-Officer Course are classified under this category.

## V. POLICIES

a) All Personal Clothing (PC) items issued to Coast Guard personnel and trainees shall be retained by said individual upon his/her separation, discharge or termination of duty.

b) O/DCS-HRM shall cause the determination and publication of the projected market value of clothing and items prescribed in this circular at the start of every fiscal year and be included in the program and budget for the targeted calendar year.

c) The PCIE authorized by this Circular shall follow the specifications prescribed by the approved Uniform Manual or as approved by the PCG Uniform Board.

### The following are categories of personal clothing and equipment:

#### 1. Personal Clothing and Individual Equipment (PCIE) for Pre-Entry Trainees (CCGO and CCGNO)

- (a) Philippine Coast Guard trainees {Candidate Coast Guard Officers (CCGO) and Candidate Coast Guard Non-Officer (CCGNO)} shall be issued with complete PCIE, in kind, for purposes of training and subsequent reporting to the first assignment upon completion of training (*Annex 1*).
- (b) The fund shall be released from the Personnel Service (PS) Fund for the procurement and issuance of PCIE to the Candidate Coast Guard Officers/ and Candidate Coast Non-officers.
- (c) Candidate Coast Guard Officers and Candidate Coast Guard Non-Officer who failed in the Course shall return all issued Individual Equipment (IE) to their respective training institutions and shall be accounted for proper disposition.
- (d) Deputy Chief of Coast Guard Staff for Human Resource Management, CG-1 shall advise the selected applicants/individuals to provide for their own personal items (*Annex 3*) before the start of their respective training.

#### 2. Personal Clothing and Individual Equipment (PCIE) for Newly Enlist/Re-enlisted Non-Officers

- (a) The PCIE issued to individual Coast Guard personnel costs the government sum of money; hence, it is the responsibility of every coastguardian to keep his/her clothing and equipment properly maintained to its serviceability.

- (b) The PCIE shall be issued "in kind" to Officers upon graduation from CG Training while Enlistment/Re-Enlistment Clothing Allowance to Non-Officers upon enlistment/reenlistment in the PCG service (*Annex 2*).
- (c) Monthly Clothing Allowance of Php 200.00 or the current rate as provided by law shall take effect upon Commission/CAD/Enlistment/Re-Enlistment.
- (d) The Coast Guard Finance Service shall determine the appropriate "In-Kind" and "In-Cash" percentage of the Reenlistment Clothing Allowance (RCA) that will be given to the Non-Officers. The In-Cash portion of the RCA shall be credited to the individual ATM accounts of reenlistees after the deduction of the cost of "In-Kind" portion.
- (e) PCG Non-Officer whose term of enlistment is less than three (3) years due to compulsory retirement shall be entitled to receive the corresponding one (1) term cash equivalent of the current cost of clothing allowance.
- (f) All clothing balances of previous enlistment shall be settled on or before the end of the present enlistment or reenlistment of any Non-Officer.
- (g) PCG Non-Officer honorably discharged from the Coast Guard service and subsequently enlisted/reinstated as prescribed by the higher authority within a year is entitled to a cash payment of RCA.
- (h) Prior to reenlistment, showdown inspection shall be made to ensure that the Non-Officer possesses the minimum clothing requirement.

## **VI. RESPONSIBILITIES**

- a) CG-1 in coordination with CG-6 shall be responsible in the programming of funds for the procurement of PCIE.
- b) Commander, Coast Guard Education, Training and Doctrine Command shall ensure the completeness of the PCIE of Coast Guard trainees.
- c) Functional/Admin Support/Operational Support/Special Service/Technical Service Command Commanders, in coordination with CG-1 and CG-4, shall program the OCIEs for all PCG Officers and Non-Officers under their Command.
- d) Service Commanders/Chiefs of Office shall enforce strict implementation of laws on the unlawful use, wearing, manufacture and sale of PCG uniforms in effect. No PCG personnel shall dispose PCG uniforms without proper authority.

e) Uniform Boards shall ensure quality, specifications, and standards of the PCIE in accordance with the PCG Uniform Regulation Manual.

## **VII. RESCISSION**

All Policies and publications inconsistent with this circular are hereby rescinded or modified accordingly.


## **VIII. EFFECTIVITY**

This Circular shall take effect along with the promulgation of every PCG Uniform Manual Series.

**BY COMMAND OF COAST GUARD VICE ADMIRAL LAROYA :**

OFFICIAL:

**FERDINAN B PICAR**  
**CG COMMO**  
Chief of Coast Guard Staff

  
**JAYSIEBEL B FERRER**  
**CG CDR**  
Coast Guard Adjutant

## ANNEX 1

**PROPOSED PERSONAL CLOTHING AND INDIVIDUAL EQUIPMENT  
FOR PCG TRAINEES (CCGO AND CCGNO)**

NO	PARTICULAR	QTY/ TIME	CCGO		CCGNO	
			MALE	FEMALE	MALE	FEMALE
<b>PERSONAL CLOTHING</b>						
1	Athletic Shoes	pair	1	1	1	1
2	Athletic Uniform	set	1	1	1	1
3	Boot Camp Uniform	set	1	1	1	1
4	Ball Cap	pc	1	1	1	1
5	Battle Dress Attire	set	1	1	1	1
6	Buckles Brass	pc	1	1	1	1
7	Bush Coat	set	1	1	-	-
8	Collar Pin (Ensign)	pair	1	1	-	-
9	Combat Boots	pair	1	1	1	1
10	Coverall Uniform	set	1	1	1	1
11	Dress Shoes	pair	1	1	1	1
12	Garterized Belt	pc	1	1	1	1
13	GOA "A" (Marlen Blue)	set	1	1	1	1
14	HBT Cap	pc	1	1	1	1
15	Name Plate (Magnet)	pc	2	2	2	2
16	Oversea Cap with Insignia	pc	1	1	1	1
17	Patrol Shirt	pc	1	1	1	1
18	Pershing Cap (Blue)	pc	1	1	-	-
19	Pershing Cap (White)	pc	1	1	-	-
20	Pistol Belt	pc	1	1	1	1
21	Shoulder Board	pair	1	1	-	-
22	Shoulder Loop	pair	1	1	-	-
23	Working Blue	set	1	1	1	1
<b>INDIVIDUAL EQUIPMENT</b>						
1	Basket, Laundry	ea	1	1	1	1
2	Bath Towel	pc	2	2	2	2
3	Bedsheet (Blue with PCG Logo)	pack	2	2	2	2
4	Bedsheet (White with PCG Logo)	pack	2	2	2	2
5	Canteen Cup with Pouch	pc	1	1	1	1
6	Dipper	ea	1	1	1	1
7	Duffle Bag	pc	1	1	1	1
8	Footlocker	pc	1	1	1	1
9	Goggles	pc	1	1	1	1
10	Grooming Kit					
11	Handkerchief (White)	pck	2	2	2	2
12	Hanger	doz	1	1	1	1
13	Mess Plate	pc	1	1	1	1
14	Metal Polish	pc	1	1	1	1
15	Mosquito Net	pc	1	1	1	1
16	Pail	pc	1	1	1	1
17	Pillow Case (Blue with PCG Logo)	pack	2	2	2	2
18	Pillow Case (White with PCG Logo)	pack	2	2	2	2
19	Pillow Foam	pc	1	1	1	1
20	Poncho	pc	1	1	1	1
21	School Bag	set	1	1	1	1
22	Shoe Brush	pc	1	1	1	1
23	Shoe Polish	pc	1	1	1	1
24	Slippers	pair	1	1	1	1
25	Socks, Athletic (White)	pack	2	2	2	2
26	Socks, Combat (Black)	pack	2	2	2	2
27	Socks, Dress (Black)	pack	2	2	2	2
28	Spoon and Fork	set	1	1	1	1
29	Swim Wear	ea	1	1	1	1
30	T-shirt (blue, R-neck)	pc	5	5	5	5
31	T-shirt (white, V-neck)	pc	4	4	4	4

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ANNEX 2				
PERSONAL CLOTHING AND INDIVIDUAL EQUIPMENT FOR NEWLY REENLISTED NON-OFFICERS				
NO	PARTICULAR	QTY/ TIME	NON-OFFICERS	CANVASS PRICE
<b>PERSONAL CLOTHING</b>				
1	Battle Dress Attire	set	1	3,000.00
2	Buckles Brass	pc	1	200.00
5	Combat Boots	pair	1	2,000.00
6	Dress Shoes	pair	1	1,800.00
8	Garterized Belt	pc	1	150.00
9	GOA "A" (Marlen Blue)	set	2	3,200.00
10	HBT Cap	pc	1	500.00
12	Name Plate (Magnet)	pc	2	800.00
16	Oversea Cap with Insignia	pc	1	500.00
19	Service Blouse	set	- 1	9,000.00
27	Working Blue	set	2	3,600.00
<b>TOTAL</b>				<b>24,750.00</b>

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### ANNEX 3

#### PERSONAL ITEMS TO BE PROVIDED BY INDIVIDUAL BEFORE THE START OF TRAINING

NO	PARTICULAR	QTY/ TIME	CCGO		CCGNO	
			MALE	FEMALE	MALE	FEMALE
1	Bra, Sports, White/Black	each	-	4	-	4
2	Bra, Foam Support (Black)	each	-	4	-	4
3	Sando (White)	each	-	4	-	4
4	Brief, Cotton (Black)	each	10	-	10	-
5	Underwear	each	-	10	-	10

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**PERSONAL CLOTHING AND INDIVIDUAL EQUIPMENT  
FOR PCG TRAINEES (CGOC AND CGNOC)**

NO	PARTICULARS	QTY/ TIME	QTY	CANVASS PRICE	
				CCGO	CCGNO
<b>PERSONAL CLOTHING</b>					
1	Athletic Shoes	pair	1	3,000.00	3,000.00
2	Athletic Uniform	set	6000	1,200.00	1,200.00
3	Boot Camp Uniform	set	1	5,000.00	5,000.00
4	Ball Cap	pc	1	700.00	700.00
5	Battle Dress Attire	pc	1	3,500.00	3,500.00
6	Buckles Brass (Silver/Gold)	pc	1	400.00	200.00
7	Bush Coat	set	2	5,000.00	
8	Bush Coat Pin (Ensign)	pair	1	600.00	
9	Combat Boots	pair	1	2,000.00	2,000.00
10	Coverall Uniform	set	1	2,500.00	2,500.00
11	Dress Shoes	pair	1	1,800.00	1,800.00
12	Garterized Belt	pc	1	150.00	150.00
13	GOA "A" (Marlen Blue)	set	2	3,200.00	1,600.00
14	HBT Cap	pc	1	500.00	500.00
15	Name Plate (Magnet)	pc	1	400.00	400.00
16	Oversea Cap with Insignia	pc	1	500.00	500.00
17	Patrol Shirt	pc	1	600.00	600.00
18	Pershing Cap (Blue)	pc	1	3,500.00	
19	Pershing Cap (White)	pc	1	3,500.00	
20	Pistol Belt	pc	1	150.00	150.00
21	Shoulder Board	pair	1	2,500.00	
22	Shoulder Loop	pair	1	1,500.00	
23	Working Blue	pair	1		1,800.00
24	Mess Jacket	pair	1	10,000.00	
25	Service Blouse	pair	1	9,000.00	9,000.00

<b>SUMTOTAL</b>					
<b>INDIVIDUAL EQUIPMENT</b>					
1	Basket, Laundry	ea		50.00	50.00
2	Bath Towel	pc		200.00	200.00
3	Bedsheet (Blue with PCG Logo)	pack	2	400.00	400.00
4	Bedsheet (White with PCG Logo)	pack	2	400.00	400.00
5	Canteen Cup with Pouch	set		100.00	100.00
6	Dipper	ea		20.00	20.00
7	Duffle Bag	pc		500.00	500.00
8	Footlocker	pc		350.00	350.00
9	Goggles	pc		200.00	200.00
10	Grooming Kit	set		200.00	200.00
11	Handkerchief (White)	pack		600.00	600.00
12	Hanger	doz		80.00	80.00
13	Mess Plate	pc		50.00	50.00
14	Metal Polish	pc		200.00	200.00
15	Mosquito Net	pc		100.00	100.00

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16	Pail	pc		50.00	50.00
17	Pillow Case (Blue with PCG Logo)	pack	2	200.00	200.00
18	Pillow Case (White with PCG Logo)	pack	3	200.00	200.00
19	Pillow Foam	pc	1	100.00	100.00
20	Poncho	pc		150.00	150.00
21	School Bag	set		700.00	700.00
22	Shoe Brush	pc		50.00	50.00
23	Shoe Polish	pc		150.00	150.00
24	Slippers	pair		50.00	50.00
25	Socks, Athletic (White)	pack	2	400.00	400.00
26	Socks, Combat (Black)	pack	2	400.00	400.00
27	Socks, Dress (Black)	pack	2	200.00	200.00
28	Spoon and Fork	set		50.00	50.00
29	Swim Wear	ea		800.00	800.00
30	T-shirt (blue, R-neck)	pc	5	1,000.00	1,000.00
31	T-shirt (white, V-neck)	pc	4	800.00	800.00
<b>TOTAL</b>				<b>69,950.00</b>	<b>43,350.00</b>

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**PERSONAL CLOTHING AND INDIVIDUAL EQUIPMENT  
FOR PCG TRAINEES (CCGO AND CCGNO)**

NO	PARTICULARS	QTY/ TIME	NR OF RECRUITS	QTY PER PERSON	CANVASS PRICE		TOTAL PRICE	
					CCGO	CCGNO	CCGO	CCGNO
<b>PERSONAL CLOTHING</b>								
1	Athletic Shoes	pair	6000	1	3,000.00	3,000.00	18,000,000.00	18,000,000.00
2	Athletic Uniform	set	6000	1	1,200.00	1,200.00	7,200,000.00	7,200,000.00
3	Boot Camp Uniform	set	6000	1	5,000.00	5,000.00	30,000,000.00	30,000,000.00
4	Ball Cap	pc	6000	1	700.00	700.00	4,200,000.00	4,200,000.00
5	Battle Dress Attire	pc	6000	1	3,500.00	3,500.00	21,000,000.00	21,000,000.00
6	Buckles Brass (Silver/Gold)	pc	6000	1	400.00	200.00	2,400,000.00	1,200,000.00
7	Bush Coat	set	480	2	5,000.00		4,800,000.00	-
8	Collar Pin (Ensign)	pair	480	1	600.00		288,000.00	-
9	Combat Boots	pair	6000	1	2,000.00	2,000.00	12,000,000.00	12,000,000.00
10	Coverall Uniform	set	6000	1	2,500.00	2,500.00	15,000,000.00	15,000,000.00
11	Dress Shoes	pair	6000	1	1,800.00	1,800.00	10,800,000.00	10,800,000.00
12	Garterized Belt	pc	6000	1	150.00	150.00	900,000.00	900,000.00
13	GOA "A" (Marine Blue)	set	6000	2	3,200.00	1,600.00	38,400,000.00	19,200,000.00
14	HBT Cap	pc	6000	1	500.00	500.00	3,000,000.00	3,000,000.00
15	Name Plate (Magnet)	pc	6000	1	400.00	400.00	2,400,000.00	2,400,000.00
16	Oversea Cap with Insignia	pc	6000	1	500.00	500.00	3,000,000.00	3,000,000.00
17	Patrol Shirt	pc	6000	1	600.00	600.00	3,600,000.00	3,600,000.00
18	Pershing Cap (Blue)	pc	480	1	3,500.00		1,680,000.00	-
19	Pershing Cap (White)	pc		1	3,500.00		-	-
20	Pistol Belt	pc	480	1	150.00	150.00	72,000.00	72,000.00
21	Shoulder Board	pair	480	1	2,500.00		1,200,000.00	-
22	Shoulder Loop	pair	480	1	1,500.00		720,000.00	-
23	Working Blue	pair	6000	1		1,800.00	-	10,800,000.00
24	Mess Jacket	pair	6,000	1	10,000.00		60,000,000.00	
25	Service Blouse	pair	6000	1	9,000.00	9,000.00	54,000,000.00	

<b>SUMTOTAL</b>								
<b>INDIVIDUAL EQUIPMENT</b>							-	-
1	Basket, Laundry	ea	6000	1	50.00	50.00	300,000.00	300,000.00
2	Bath Towel	pc	6000	1	200.00	200.00	1,200,000.00	1,200,000.00
3	Bedsheet (Blue with PCG Logo)	pack	6000	2	400.00	400.00	4,800,000.00	4,800,000.00
4	Bedsheet (White with PCG Logo)	pack	6000	2	400.00	400.00	4,800,000.00	4,800,000.00
5	Canteen Cup with Pouch	set	6000	1	100.00	100.00	600,000.00	600,000.00
6	Dipper	ea	6000	1	20.00	20.00	120,000.00	120,000.00
7	Duffle Bag	pc	6000	1	500.00	500.00	3,000,000.00	3,000,000.00
8	Footlocker	pc	6000	1	350.00	350.00	2,100,000.00	2,100,000.00
9	Goggles	pc	6000	1	200.00	200.00	1,200,000.00	1,200,000.00
10	Grooming Kit	set	6000	1	200.00	200.00	1,200,000.00	1,200,000.00
11	Handkerchief (White)	pack	6000	1	600.00	600.00	3,600,000.00	3,600,000.00
12	Hanger	doz	6000	1	80.00	80.00	480,000.00	480,000.00
13	Mess Plate	pc	6000	1	50.00	50.00	300,000.00	300,000.00
14	Metal Polish	pc	6000	1	200.00	200.00	1,200,000.00	1,200,000.00
15	Mosquito Net	pc	6000	1	100.00	100.00	600,000.00	600,000.00
16	Pail	pc	6000	1	50.00	50.00	300,000.00	300,000.00
17	Pillow Case (Blue with PCG Logo)	pack	6000	2	200.00	200.00	2,400,000.00	2,400,000.00
18	Pillow Case (White with PCG Logo)	pack	6000	3	200.00	200.00	3,600,000.00	3,600,000.00
19	Pillow Foam	pc	6000	1	100.00	100.00	600,000.00	600,000.00
20	Poncho	pc	6000	1	150.00	150.00	900,000.00	900,000.00
21	School Bag	set	6000	1	700.00	700.00	4,200,000.00	4,200,000.00
22	Shoe Brush	pc	6000	1	50.00	50.00	300,000.00	300,000.00
23	Shoe Polish	pc	6000	1	150.00	150.00	900,000.00	900,000.00
24	Slippers	pair	6000	1	50.00	50.00	300,000.00	300,000.00
25	Socks, Athletic (White)	pack	6000	2	400.00	400.00	4,800,000.00	4,800,000.00
26	Socks, Combat (Black)	pack	6000	2	400.00	400.00	4,800,000.00	4,800,000.00
27	Socks, Dress (Black)	pack	6000	2	200.00	200.00	2,400,000.00	2,400,000.00
28	Spoon and Fork	set	6000	1	50.00	50.00	300,000.00	300,000.00
29	Swim Wear	ea	6000	1	800.00	800.00	4,800,000.00	4,800,000.00
30	T-shirt (blue, R-neck)	pc	6000	5	1,000.00	1,000.00	30,000,000.00	30,000,000.00
31	T-shirt (white, V-neck)	pc	6000	4	800.00	800.00	19,200,000.00	19,200,000.00
<b>TOTAL</b>					<b>69,950.00</b>	<b>43,350.00</b>	<b>399,960,000.00</b>	<b>267,672,000.00</b>

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