



PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(National Headquarters Philippine Coast Guard)
139 25th St., Port Area
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NHQ-PCG/CG-3

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**ACTIVATION OF SUB-UNIT OF PHILIPPINE COAST GUARD'S FUNCTIONAL
COMMAND, ADMINISTRATIVE SUPPORT COMMAND, OPERATIONAL SUPPORT
COMMAND, TECHNICAL/ SPECIAL SERVICE COMMAND**

I. REFERENCES:

- a) Republic Act No. 9993 (Philippine Coast Guard Law of 2009)
- b) DO Nr. 2014-010 dated 15 July 2014

II. PURPOSE:

This Circular sets forth the rationale and prescribes the guidelines for the activation of sub-unit of Functional Command, Administrative Support Command, Operational Support Command, Technical/ Special Service Command.

III. SCOPE:

This Circular applies to all Functional Command, Administrative Support Command, Operational Support Command, Technical/ Special Service Command.

IV. DEFINITION OF TERMS:

1. Administrative Support Command - shall provide the NHQ-PCG and other units with administrative support in terms of training, developing knowledge, skills and professionalism, as well as proficiency in management of financial, assets, resources and material of the PCG.
2. Functional Command – shall be responsible in the implementation of respective policies of the five (5) functional areas of the PCG: maritime safety, marine environmental protection, maritime security, maritime law enforcement and maritime search and rescue.
3. National Headquarters, Philippine Coast Guard (NHQ-PCG) - provides the command, control and policy direction of the Philippine Coast Guard. It periodically reviews the Implementing Rules and Regulations to ensure policies and procedures are developed and implemented responsively to the prevailing situation or environment and prospectively attuned to foreseeable developments of the future.

4. Operational Support Command - are primary responsible for supporting the Coast Guard Districts with highly skilled personnel and specialized equipment.
5. Sub-unit- a component or subordinate element of a larger unit.
6. Technical / Special Service Command- provides NHQ-PCG, Functional Command, CGD, Administrative Support Command and Operational Support Command with support in terms of, but not limited to providing legal services; health care; training; information/technical knowledge; investigative service, finance services, real estate management; infrastructure design; procurement services; recruitment services; other special services and venue for related activities.
7. TOE- Also known as the Table of Organization and Equipment, is a document published to prescribe the organizational structure and equipment of the PCG.
8. TWG- Also known as Technical Working Group, is established to pursue a technical task which is of importance to achieve objectives.

V. POLICIES:

1. The general basis for the rationale/ justification in recommending and authorizing the activation of sub-units shall be the efficient and effective performance of coast guard functions under Section 3 of RA 9993.
2. The concerned Commander may recommend to activate a sub-unit which includes the following requirements identified in para 9.
3. The Commandant, PCG shall be the sole approving authority for the activation of sub-unit upon the recommendation/ justification of concerned Commander.
4. No Command shall operate a sub-unit without the activation order issued by NHQ-PCG Coast Guard Adjutant. Thus, interim order will not be considered valid.
5. All requests for the activation of sub-unit shall only be based on the existing approved Table of Organization and Equipment as endorsed and duly authenticated by O/CG-3.
6. Prior activation, all concerned Command should identify location that is co-located within the Headquarters.
7. In any case that the request for activation is not in the TOE, the concerned Command may submit a proposed sub-unit with position paper and/or justification to the TWG to review the positions in the 2017 TOE and Rank Distribution (Attn: O/CG-3 as Secretariat). The TWG will review the proposal prior submission to the Commandant, PCG and approval of the Secretary, DOTr.
8. The TWG to review the positions in the 2017 TO and Rank Distribution shall be composed of the following:

<u>Names</u>	<u>Designation</u>
Deputy Commandant for Operations	Chairman
Deputy Commandant for Administration	Vice-Chairman
Commander, CGHRMC	Member
Chief of Coast Guard Staff	Member
Command Surgeon, CG Medical Service	Member

DCCGS for Human Resource Management, CG-1	Member
Commander, CG Legal Service	Member
DCCGS for Operations, CG-3	Member/Head Secretariat
Asst. DCCGS for Operations, CG-3	Asst. Secretariat
Chief, OPSDD Division, CG-3	Staff Secretariat
POIC, OPSDD Division, CG-3	Staff Secretariat
Member, OPSDD Division, CG-3	Staff Secretariat

9. The requirements for the activation are the following:

- a) Letter request to the Commandant, Philippine Coast Guard (Attention: CG-3) duly signed by Commander detailing therein;
- b) The specific duty/ responsibility of the personnel to be assigned in the unit for activation should be clearly stated in the request, which shall be included in the issuance of order;
- c) Pictures of proposed office with appropriate communications equipment and other logistical requirements; and
- d) Organizational Chart indicating the rank and adequate number of officer/ personnel to operate the sub-unit.

VI. EFFECTIVITY:

This Circular shall take effect upon publication.


VII. RESCISSION:

All previous publications in conflict with this circular are hereby rescinded.

BY THE COMMAND OF COAST GUARD ADMIRAL LAROYA:

OFFICIAL:

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 Chief of Coast Guard Staff


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 Coast Guard Adjutant