



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

**NHQ-PCG/CG-3**

03 February 2025

**STANDING OPERATING PROCEDURE  
NUMBER 02-25**

**GUIDELINES AND PROCEDURES PRESCRIBING THE COAST GUARD SYSTEM  
INFORMATION ON SEARCH AND RESCUE AND RESPONSES**

**1. AUTHORITY**

- A. Republic Act No. 10173, entitled "Data Privacy Act of 2012" dated 15 August 2012; and
- B. Republic Act No. 9993, entitled "The Philippine Coast Guard Law of 2009" and its Implementing Rules and Regulations dated 12 February 2010.

**2. REFERENCE**

Coast Guard System Information on Search and Rescue and Responses (CGSISARR) User Manual

**3. PURPOSE**

To streamline policies and procedures on the utilization, operation and maintenance of CGSISARR in all Philippine Coast Guard (PCG) Districts to sustain an efficient and reliable reporting system of PCG maritime/land-based incidents, operations and activities.

**4. SCOPE**

This Standing Operating Procedure (SOP) applies to all PCG Districts and personnel responsible for the utilization, operation and maintenance of the CGSISARR Database System.

**5. DEFINITION OF TERMS**

- A. **Activities/Incidents** – are proactive measures in relation to the PCG core functions under Maritime Security and Law Enforcement (MARSLEN), Maritime Search and Rescue (MARSAR), Maritime Safety (MARSAF) and Marine Environmental Protection (MAREP) (e.g. coastal patrol, foot patrols, mangrove planting, coastal clean-up).



84

- B. **CGSISARR Administrator** – refers to technical personnel under the Information Systems Division of Coast Guard Weapons, Communications, Electronics and Information System Command (CGWCEISC), responsible for the administration, utilization, maintenance, troubleshooting and security of the hardware and software components of a computer system.
- C. **CGSISARR Director** – refers to the Personnel-In-Charge of the overview of the CGSISARR Database System ensuring its proper monitoring.
- D. **CGSISARR User** – refers to the personnel delegated by the District Commander that are allowed to access the CGSISARR Database System and are in charge of encoding, updating and retrieving relevant information regarding the conduct of PCG functions within respective District Areas of Responsibility (AOR). For the purpose of this SOP, the respective Deputy Chief of District Staff for Operations, D-3 and Command Center of every District are the primary users of the CGSISARR System.
- E. **Database** – refers to an organized collection of data generally stored electronically in a computer system for easy access, retrieval and updating.
- F. **Events** – are regarded as PCG responses to various maritime incidents under its core functions: MARSAR, MARSLEN, MARSARF and MAREP.
- G. **Maritime Incident (MI)** – occurrence or event being caused by, or in connection with, the operations of a vessel by which the vessel or any person is imperiled, or might result in serious damage to the vessels or structure or the environment.

## 6. GUIDELINES

- A. The CGSISARR Database System shall be used in the course of official duties and functions and shall not be employed for personal and illegal purposes.
- B. The CGSISARR Database System shall be properly monitored and maintained by the CGWCEISC.
- C. All CGSISARR data shall be centrally stored, regularly updated, protected and managed at the Philippine Coast Guard Command Center (PCGCC) to ensure efficient availability of accurate information in compliance with established data security standards and observing data privacy protection against any accidental or unlawful destruction, use, alteration, storage and disclosure of collected personal information or data.
- D. All records shall not be deleted from the CGSISARR Database System. All changes must be reflected with the appropriate time and date, designated encoder and approval of the respective District Commander.
- E. The sharing of data with external agencies may be allowed after approval from the respective District Commander. However, data considered to have the utmost confidentiality shall be released to any third party only upon approval by the Commandant, PCG.



- F. External agencies seeking access to CGSISARR data must submit a formal written request specifying the data needed and its intended use. Upon approval, the PCG will release the data accompanied by a guideline on proper usage, ensuring adherence to data privacy laws and responsible handling of sensitive information.
- G. Failure to update, monitor and administer the CGSISARR Database System correctly and intentional entry of false information shall be subject to appropriate disciplinary actions.

## **7. MAINTENANCE**

- A. CGWCEISC shall perform a regular backup of the CGSISARR Database System every end of the week.
- B. Upon availability of system and software updates, CGWCEISC shall be responsible for scheduling the updates in a manner that minimizes any disruptions or impact and shall advise authorized users to create a backup prior to initiating updates.
- C. The CGSISARR Director shall report any functionality or serviceability problem of the CGSISARR Database System to the Commander, CGWCEISC.
- D. The CGSISARR Administrator shall introduce new versions of the CGSISARR application to better improve the system.

## **8. PROCEDURES**

- A. CGSISARR Users shall ensure the proper utilization of the CGSISARR Database System in their respective Districts.
- B. CGSISARR Users must familiarize with the system's interface, including the dashboard and reporting tools.
- C. CGSISARR Users shall review and encode accurate and up-to-date reports of daily activities and/or any maritime/land-based incidents immediately, with the following details:
  - i. Date and Time of Incident: The date and time will be selected from the options in the dashboard. It must also reflect the time of response from the PCG responding units;
  - ii. Place of the Incident: The encoder/ user must select the location of the incident in the map by dragging the mouse to the approximate location of the incident or the user may choose to input the coordinates manually in the latitude and longitude option;



- iii. Description of the Incident: Must be brief and concise detailing the vessel involved, the cause of the incident, the number of people rescued, the number of injured persons and the actions taken by the responding PCG unit. For the activities option, it must describe the performance of the PCG unit concerned, the results of the activities and the number of stakeholders involved; and
  - iv. Actions/response taken by the unit.
- D. Shall report any functionality and serviceability problem that occurs in the CGSISARR Database System directly to the CGWCEISC and System Administrator.
- E. The CGSISARR User will be directed to the CGSISARR operational account and shall:
  - i. Use CGSISARR to report maritime incidents and activities. Include detailed information such as the type of incident, location, involved and any relevant observations;
  - ii. Ensure mandatory fields must be completed accurately, including time stamps, identifiers and coordinates;
  - iii. Attach relevant documents, images or videos that support the incident report. Ensure files are correctly labeled and securely uploaded; and
  - iv. Incorrect data entries can be edited but can never be deleted, hence designated personnel should review reports for accuracy and completeness before final submission.
- F. District users must follow a simplified reporting system format (**Annex A**) describing the incident. It must describe the actions of the responding unit and the result of these actions.
- G. PCG Command Center (PCGCC), Deputy Chief of Coast Guard Staff for Operations, CG-3, and Command Group have a CGSISARR viewer's account and may:
  - i. Produce reports based on specific criteria (e.g., date range, type of incident, location) for operational reviews or strategic planning;
  - ii. Utilize CGSISARR's search and filter functions to retrieve historical data and incident reports; and
  - iii. Can input in the feedback system where they can report issues, suggest improvements or highlight challenges with CGSISARR.



## **9. RESPONSIBILITIES**

### **A. PCG Command Center**

- i. Act as the CGSISARR Database System Director and supervise the proper monitoring of the CGSISARR Database System;
- ii. Ensure overall compliance with the guidelines, procedures and maintenance specified in this SOP and impose sanctions for violations of the same;
- iii. Ensure availability of all data during immediate evaluation and assessment;
- iv. Ensure the printing of data entered in the CGSISARR as a contingency plan during emergencies;
- v. Approve any changes recommended by DCCGS for Operations, CG-3 or the Command Group; and
- vi. Ensure that CGSISARR Users are occupying positions as District Operations Officers and have undergone proper and relevant training in the proper utilization of the system.

### **B. DC of CGS for Operations, CG-3**

- i. Review existing regulations and procedures in the conduct of this SOP and initiate reforms or improvement;
- ii. Allocate necessary funding requirements to support functionalities and over all maintenance of the CGSISARR Database System;
- iii. Analyze data to assess maritime safety and security concerns and threats and create reports whenever possible;
- iv. Act upon issues and concerns related to the CGSISARR Database System. Should technical issues arise in the system, this must be referred immediately to the CGWCEISC;
- v. Develop data-sharing agreements during the sharing of utmost confidential data with external agencies;
- vi. Review improvement of the CGSISARR Database System and if there is/are any recommendation/s from the CGSISARR Users; and
- vii. Recommend any necessary changes, improvements, updates and recommendations to CGSISARR.



**C. Commander, CGWCEISC**

- i. Appoint a CGSISARR Administrator, having the following qualifications:
  - a. Must be a PCG personnel under the Information Systems Division of CGWCEISC;
  - b. Must be proficient with technical expertise specializing in programming and everything that comes with it; and
  - c. Understands the process of CGSISARR.
- ii. Provide testing and trainings to the CGSISARR Users;
- iii. Produce an updated user's manual to help users understand CGSISARR;
- iv. Ensure the proper utilization of the CGSISARR Database System in the respective CG District; and
- v. Endorse funding requirements to support functionalities and overall maintenance of the CGSISARR Database System to the Office of the Deputy Chief of Coast Guard Staff for Maritime Communications, Weapons, Electronics and Information System, CG-11.

**D. CGSISARR Administrator**

- i. Ensure that the CGSISARR systems are running properly;
- ii. Grant access authority to System Users to the CGSISARR Database System;
- iii. Ensure that appropriate system updates are applied as needed and instructed by the CGSISARR Director and will not impact the performance of the system;
- iv. Perform regular backups and as deemed necessary;
- v. Create a database backup before initiating the updates;
- vi. Ensure the security of the CGSISARR data from any cyber attacks; and
- vii. Ensure that all requests for system changes, such as deployment of new applications, are documented and approved by Higher Headquarters.

**E. District Commanders**

- i. Appoint CGSISARR Users consisting of personnel from their Operations Division and/or District Command Center;
- ii. Enforce the Operations Division and/or District Command Center to utilize the CGSISARR;



Handwritten signature or mark.

- iii. Release classified CGSISARR data to other agencies after written approval from Higher Headquarters; and
- iv. Approve any modifications made to the reports encoded in the CGSISARR System.

**F. Inspector General, Coast Guard Inspector General and Internal Affairs Service**

Shall impose administrative action on those PCG personnel who alter, duplicate or share any information without proper authorization, and any negligence on the utilization, operation and maintenance of the CGSISARR Database System upon submission of investigation report and recommendation from DC of CGS for Operations, CG-3.

**10. REVISION AND UPDATES**

This SOP shall be subject to an automatic review every three (3) years. Provided, all Coast Guard Districts shall provide their automatic review in relation to their functions for the possible improvement of the CGSISARR Database System and the SOP itself.

**11. REPEALING CLAUSE**

All publications inconsistent with this SOP are hereby repealed or modified accordingly.

**12. EFFECTIVITY**

This SOP shall take effect upon publication.

**BY COMMAND OF ADMIRAL GAVAN PCG:**

**OFFICIAL:**

**HOSTILLO ARTURO E CORNELIO**  
**RADM PCG**  
Chief of Coast Guard Staff

  
**JAYSIEBELL B FERRER**  
**CDR PCG**  
Coast Guard Adjutant

*Annex A - Simplified Reporting System Format*





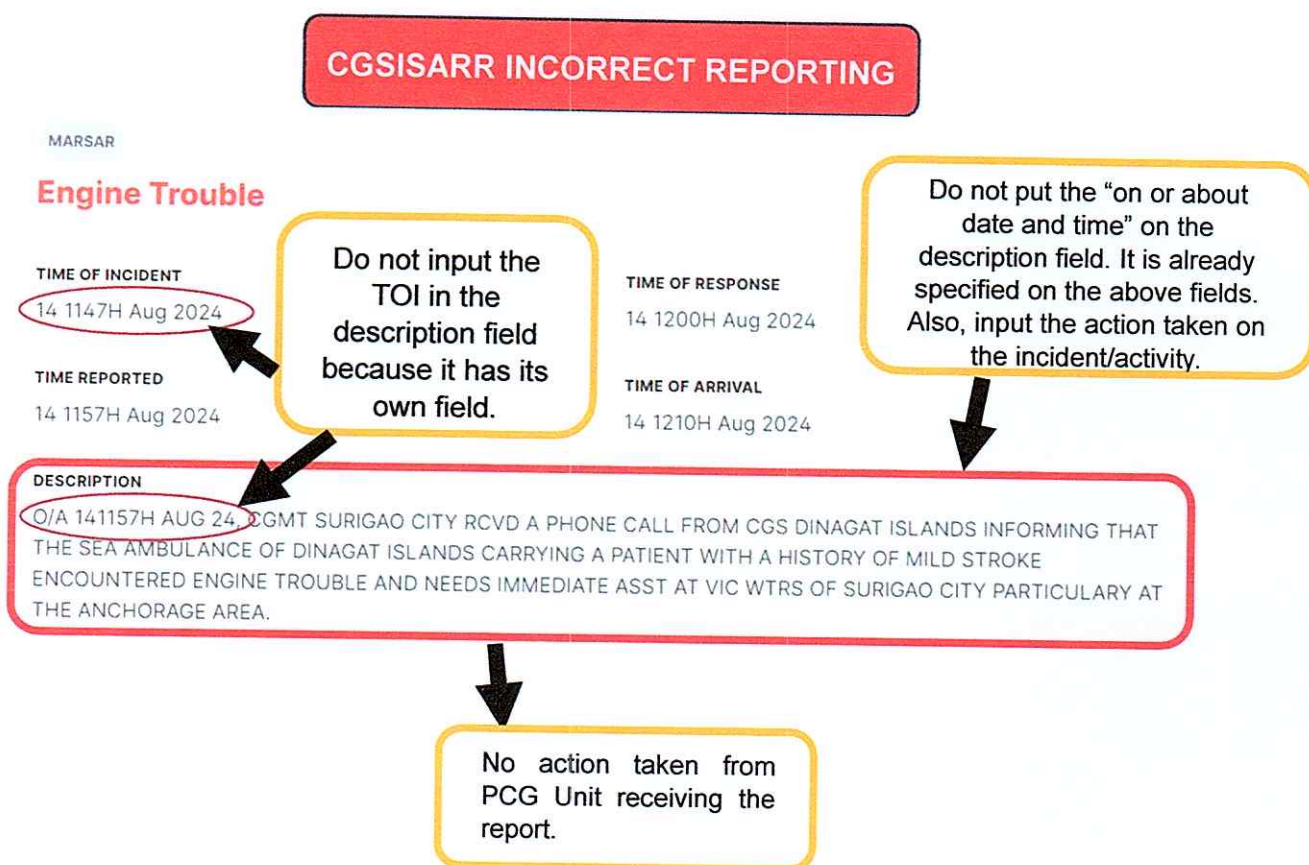
## ANNEX A

### SIMPLIFIED REPORTING SYSTEM FORMAT

Actions Per Districts	Remarks
<p><b>1. Every activity and incident should be reported in the CGSISARR</b></p> <ul style="list-style-type: none"> <li>▪ <b>Reports:</b> <ul style="list-style-type: none"> <li>○ Must be during and after the incident/activity (edit the event if necessary)</li> </ul> </li> <li>▪ <b>CG SISARR Report Content:</b> <ul style="list-style-type: none"> <li>○ Do not include the words (WHAT, WHEN, and WHERE) since the system already indicated it.</li> <li>○ Action Taken (WHY and HOW) shall be answered since this will be a brief description of the incident.</li> <li>○ Make the report description a short narrative and omit jargon and semantics so that it can easily be understood from the public's perspective.</li> <li>○ Refrain from reporting fake reports.</li> <li>○ Be mindful of the inputs on the time of incident, time of response, time reported, and time of arrival. (<i>See the Dos and Don'ts below</i>)</li> </ul> </li> </ul>	<p>District Operations and/or District COMCEN</p>
<p><b>2. DON'TS</b></p> <ul style="list-style-type: none"> <li>▪ Do not cut, copy and paste Radio Messages to the description of the incidents. It is best to summarize it and highlight the action taken by the responding unit and its result.</li> <li>▪ Do not input very long narratives into the description of the incident/activity. This is already covered in the incident report forwarded to the NHQ-PCG COMCEN.</li> <li>▪ Do not upload high-resolution pictures. Limit the size or resize to 1MB.</li> <li>▪ Do not type in ALL CAPS in the description of the activity/incident.</li> </ul>	
<p><b>3. DOS</b></p> <ul style="list-style-type: none"> <li>▪ Do upload action photos in every incident/activity reported.</li> <li>▪ Report within fifteen (15) minutes upon receipt of the incident/activity in the CGSISARR system.</li> <li>▪ Summarize description of the incident/activity based on the following examples: <ul style="list-style-type: none"> <li>○ Ex 1: CGS Manila responded to a drowning incident involving a 12-year-old Mr. X Dela Cruz, a resident of Pasig River who fell into the river while playing on top of Jones Bridge. The body was retrieved by responding SOF personnel.</li> <li>○ Ex 2: CGS Manila promptly responded to a drowning incident involving 12-year-old Mr. X Dela Cruz, a resident of Pasig River, who fell into the river while playing on top of Jones Bridge. Search and Rescue operations by SOF personnel are still ongoing.</li> <li>○ Ex 3: CGS Mindoro immediately dispatched its aluminum boat to render assistance to a reported capsized motorbanca at 300 yards of Puerto Galera pier and eventually rescued two passengers identified as Mr X Dimalunod and Ms Y Dimagiba all residents of Bulalacao, Mindoro. Both were taken to Puerto Galera Municipal Hospital in good condition.</li> <li>○ Ex 4: CGSS Macabalan conducted a successful coastal clean-up at Opol Beach with 300 participants, including local officials from Barangay Macabalan, residents, and Xavier University students. They collected 300 kilograms of mixed non-biodegradable materials.</li> </ul> </li> </ul>	



- Ex 5:  
MRRV 4406 successfully conducted a rescue operation to MV Trans Asia near Marcelo Fernan Bridge after it caught fire due to an engine explosion. All 650 passengers were rescued.
- Ex 6:  
The CGK9 team at Sasa Wharf apprehended a white Toyota Hi-Ace van (plate number XOX 636) after CGWD Aruy detected suspected shabu hidden in the trunk. The 1 kg of shabu, valued at P20 million, led to the arrest of Mr. Muamar Khadafi (45) and Mr. Saddam Hussein (49) from Sitio Puting Bato, Panacan, Davao City, along with the driver, Mr. Xi Jinping from Beijing, China. The suspects were turned over to PDEA-10.
- District Operation Officers/ District COMCEN Officers are directed to update all activities of their respective CG Districts in the CG SISARR every 0800H, 1200H, and 1600H.



84

MARSAR

## Man Overboard

TOR must not be earlier than TOI.

### TIME OF INCIDENT

06 1636H Aug 2024

### TIME OF RESPONSE

03 0630H Aug 2024

Input the correct time of the incident and time of response to make the report accurate and reliable.

### TIME REPORTED

03 0615H Aug 2024

### TIME OF ARRIVAL

07 0645H Aug 2024

### DESCRIPTION

On 03 August 2024 a crew of FBCA Kikay was confirmed missing after being last seen sleeping on the aft of the Fishing bangka. And on 06 Aug 2024 at 1530H, a cadaver was retrieved and the identity was confirmed by the wife and owner of the said bangka as the person missing by the similarities of the tattoos of the recovered Cadaver.

No action taken from PCG Unit receiving the report.

MARSAR

## Drowning

### TIME OF INCIDENT

15 0825H Jun 2024

### TIME OF RESPONSE

15 0827H Jun 2024

### TIME REPORTED

15 0825H Jun 2024

### TIME OF ARRIVAL

15 0915H Jun 2024

Refrain from copying/pasting reports from RAD messages and reporting in CAPS LOCK. Summarize and highlight the action taken and the result.

### DESCRIPTION

ABOVE REF CMA O/A 150825H JUNE 2024 CMA MRS ELSA AQUINO CMA BRGY KAGAWAD OF DARIGAYOS CMA LUNA CMA LA UNION CAME ABD CGSS LUNA AND INFORMING THAT THERE WAS ALFA DROWNING INCIDENT TRANSPIRED AT BRGY DARIGAYOS CMA LUNA CMA LA UNION X 3. O/A 0827H OF SAME DATE CMA CGSS LUNA DEPLOYED DRG TM WITH RESCUE EQUIPMENT ONBD LOANED MOTORCYCLE PROCEEDED AT SAID BRGY TO VERIFY THE VERACITY OF THE SAID RPT X UPAR THEREAT CMA THE TM SIGHTED A FLOATING BODY OF THE VICTIM AT THE RIVER AND IMMEDIATELY CMA CONDTD RETRIEVAL OPNS USING ALFA BAMBOO RAFT OPEN PAREN Balsa CLOSE PAREN TOG WITH THE VOLUNTEER RESIDENTS OF THE SAID BRGY X 4. O/A 0915H OF SAME DATE CMA DR PRIMITIVO L SAMBRANO CMA MUNICIPAL HEALTH OFFICE OPEN PAREN MHO CLOSE PAREN LUNA CMA LA UNION CAME ABD AT THE AREA AND CONDTD ASSESSMENT TO THE VICTIM CMA ACCORDING TO DR SAMBRANO CMA HE DECLARED THE VICTIM DEAD WITH AN ESTIMATED OF 7 DASH 8 HRS X 5. O/A 0948H OF SAME DATE CMA THE VICTIM WAS PROPERLY TURNED OVER TO THE RELATIVES FOR PROPER DISPOSITION X 6. INFO REVEALED CMA THAT O/A 14 1300H JUNE 2024 CMA THE DROWNED VICTIM WAS IDENTIFIED AS MR WILLIAM SALANDINO CMA 64 Y/O AND ALFA RESIDENT OF SAID BRGY WENT ON FISHING ALONG THE RIVER AT SITIO KARIK CMA BRGY CMA DARIGAYOS CMA LUNA CMA LA UNION X UNFORTUNATELY CMA MR SALANDINO FAILED TO RETURN HOME X O/A 15 0815H JUNE 2024 CMA ALFA CERTAIN MR WILSON ULARIN CMA 66 Y/O AND A RESIDENT OF SAID BRGY SAW THE FLOATING BODY OF THE VICTIM X 7. O/A 1000H OF SAME DATE CMA TM SAFELY RETURNED PROPER SUB DSH STN X 8. FOR INFO X



## CGSISARR CORRECT REPORTING

MARSEC

### Illegal Fishing

#### TIME OF INCIDENT

14 0100H Aug 2024

#### TIME OF RESPONSE

14 0750H Aug 2024

#### TIME REPORTED

14 0730H Aug 2024

#### TIME OF ARRIVAL

14 0850H Aug 2024

Correct way to input the details that make the report accurate and reliable.

#### DESCRIPTION

Coast Guard Substation Liloan personnel together with PNP- Maritime Group apprehended and interdicted an illegal fishing activity in the vicinity waters of Anilao, Liloan Southern Leyte in violation of Liloan Municipal Order 2014-199 section 60 (unauthorized fishing gear). Two individuals were apprehended during the operation and confiscated were the 3GT motorbanca, 1 set Drift Gill Net and 4k caught fish with a total estimated market value of 240,500.00. Apprehended persons and confiscated items were turned over to Municipal Agrarian Office-Liloan for proper disposition and filing of appropriate charges.

The correct way to make a report is by emphasizing the action taken and the results of the action taken.

MARSAR

### Submerged

#### TIME OF INCIDENT

05 1900H Aug 2024

#### TIME OF RESPONSE

05 1907H Aug 2024

#### TIME REPORTED

05 1900H Aug 2024

#### TIME OF ARRIVAL

05 1910H Aug 2024

Correct way to input the details that make the report accurate and reliable.

#### DESCRIPTION

CGS Zamboanga received a call from Police Staff Sergeant Arquiza about water ingress on the cargo vessel M/L Chowee, moored at Ben Go Wharf. The vessel, with 25 crew members, was found to have seawater in the engine room due to a damaged cooling system gauge valve. The CGS Zamboanga team arrived, used a submersible pump to drain the water, and the vessel was set to be towed to Brgy. Cawit, Zamboanga City for repairs.

#### Proposed:

CGS Zamboanga responded to a M/L Chowee which was taking in water at Ben Go Wharf by successfully siphoning the sea water from M/L Chowee using a submersible pump. The vessel including 25 of its crew were towed to Brgy. Cawit, Zamboanga City for repairs. The incident was reported by PSSGT Arquiza of the Zamboanga PNP.

MARSAR

## Medevac

**TIME OF INCIDENT**

15 0815H Jul 2024

**TIME OF RESPONSE**

15 2200H Jul 2024

**TIME REPORTED**

14 2154H Jul 2024

**TIME OF ARRIVAL**

15 0157H Jul 2024

**DESCRIPTION**

FPB 2404 in collaboration with MEDS-WV successfully conducted MEDEVAC to a Chinese national crew member of M/V Heng Tai Qiang after having a symptoms of heart attack at vicinity waters off Brgy. Sinapsapan, Jordan, Guimaras. The said crew member was turn-overed by MEDS-WV to Dr. Conlu of Bureau of Quarantine and was immediately transported to Saint Paul's Hospital of Iloilo, Iloilo City.

The correct way to make a report is by including only the important personalities/actors in an incident.

84