



**PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS**

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**NHQ-PCG/CG-3**

11 March 2025

**STANDING OPERATING PROCEDURE  
NUMBER 04-25**

**PCG DOCTRINE CLASSIFICATION AND CODING SYSTEM**

**1. REFERENCES**

- A. Developing Joint Doctrine Handbook, Fourth Edition, Ministry of Defense, United Kingdom;
- B. AFP Doctrine Development Manual (AFPM 8-03), Series of 2014; and
- C. GHQ-AFP Standing Operating Procedure No. 27, entitled "Revised AFP Doctrine Development System," dated 18 August 2021.

**2. GENERAL**

The Deputy Chief of Coast Guard Staff for Operations, CG-3 has initiated the formulation of a PCG Doctrine Classification and a PCG Doctrine Coding System for the improvement of the PCG Doctrine Development Process. This coding system shall apply only to all PCG Doctrine Manuals that will be utilized by the NHQ-PCG Offices; Functional, Administrative Support, Operational Support, Special Service and Operating Commands, when appropriate.

**3. SCOPE**

The system covers the doctrine classification and coding system relative to PCG Doctrine Development.

**4. OBJECTIVES**

- A. To adopt a standard coding system for all PCG Doctrine Manuals for purposes of classification, identification, reference, and records or documents management; and
- B. To promote consistency in the coding and identification of PCG Doctrines/Manuals.

## 5. DEFINITION OF TERMS

- A. **Capstone Doctrine** – refers to the PCG Basic Doctrine, which is the mother doctrine of all Doctrine Manuals. It serves as the main document or reference in the development of all proposed Doctrine Manuals. The capstone doctrine contains all the fundamental principles that guide the actions of PCG forces in support of national objectives.
- B. **Coding System** – is a method designed for classifying, identifying, referencing and recording of documents to promote consistency in the coding and identification of PCG Doctrine Manuals. In the system, code numbers are determined based on the categories and classification of the Doctrine Manuals.
- i. The Doctrine Base Number – The PCG Doctrine Manuals series are marked with the letters “PCGM” and shall be followed by a space, then the base number which identifies the major area of activity. The base number is followed by a dash and the sub-base number which identifies the sub-area of activity.
  - ii. Sub-Base Number – The Sub-Base Number is the second numerical group preceded by a dash which designates PCG Doctrine Manuals that are linked to the functional areas identified by the base numbers.
    - a. For PCG Doctrine Manuals concerning PCG human resources, the following are the categorization and the corresponding prescribed codes:

BASE NR	SUB-BASE NR	TITLE	CODE
1	00	Personnel Administration and Management	PCGM 1-00
1	01	Personnel Support and Services	PCGM 1-01

- b. For intelligence-related PCG Doctrine Manuals, the following are the prescribed codes:

BASE NR	SUB-BASE NR	TITLE	CODE
2	00	Intelligence	PCGM 2-00
2	01	Security	PCGM 2-01
2	02	Counter-Intelligence	PCGM 2-02

- c. For operations-related PCG Doctrine Manuals, the following shall be the prescribed codes:

BASE NR	SUB-BASE NR	TITLE	CODE
3	00	Maritime Law Enforcement Operations	PCGM 3-00
3	01	Special Operations	PCGM 3-01
3	02	Search and Rescue Operations	PCGM 3-02

- d. PCG Doctrine Manuals concerning support and sustainment, the following shall be the prescribed codes:

BASE NR	SUB-BASE NR	TITLE	CODE
4	00	Supply Management	PCGM 4-00
4	01	Facility Establishment and Maintenance	PCGM 4-01
4	02	Mobility	PCGM 4-02
4	03	Procurement	PCGM 4-03

- e. For PCG Doctrine Manuals concerning international affairs, the following shall be the prescribed codes:

BASE NR	SUB-BASE NR	TITLE	CODE
5	00	International Maritime Affairs	PCGM 5-00
5	01	Maritime Strategic Planning	PCGM 5-01

- f. For PCG Doctrine Manuals concerning financial management, the following shall be the prescribed codes:

BASE NR	SUB-BASE NR	TITLE	CODE
6	00	PCG Comptrollership	PCGM 6-00

- g. For PCG Doctrine Manuals concerning civil relations, the following shall be the prescribed codes:

BASE NR	SUB-BASE NR	TITLE	CODE
7	00	Community Relations	PCGM 7-00
7	01	PCGA Affairs	PCGM 7-01
7	02	NSTP Affairs	PCGM 7-02

- h. For PCG Doctrine Manuals concerning maritime safety, the following shall be the prescribed codes:

BASE NR	SUB-BASE NR	TITLE	CODE
8	00	Aids to Navigation/Navigational Hazard	PCGM 8-00
8	01	Salvage Operations	PCGM 8-01
8	02	Maritime Casualty Investigation/Vessel Safety	PCGM 8-02

- i. For PCG Doctrine Manuals concerning marine environmental protection, the following shall be the prescribed codes:

BASE NR	SUB-BASE NR	TITLE	CODE
9	00	Maritime Pollution	PCGM 9-00

- j. For PCG Doctrine Manuals concerning ships and aircraft engineering, the following shall be the prescribed codes:

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BASE NR	SUB-BASE NR	TITLE	CODE
10	00	Ships Repair and Maintenance	PCGM 10-00
10	01	Aircraft Repair and Maintenance	PCGM 10-01
10	02	Small Watercraft Repair	PCGM 10-02

- k. For PCG Doctrine Manuals concerning Maritime Communications, Weapons, Electronics and Information System, the following shall be the prescribed codes:

BASE NR	SUB-BASE NR	TITLE	CODE
11	00	Communications Electronics	PCGM 11-00
11	01	Weapons	PCGM 11-01
11	02	Information System	PCGM 11-02

- l. For PCG Doctrine Manuals concerning education, training and doctrine, the following shall be the prescribed codes:

BASE NR	SUB-BASE NR	TITLE	CODE
12	00	Education and Training	PCGM 12-00
12	01	Doctrine	PCGM 12-01
12	02	Unit Training	PCGM 12-02

- m. For PCG Doctrine Manuals concerning maritime security, the following shall be the prescribed codes:

BASE NR	SUB-BASE NR	TITLE	CODE
14	00	Maritime Security	PCGM 14-00

- n. For PCG Doctrine Manuals concerning special studies and modernization, the following shall be the prescribed codes:

BASE NR	SUB-BASE NR	TITLE	CODE
15	00	Modernization	PCGM 15-00
15	01	Special Studies	PCGM 15-01

- C. **Concept** – an idea that contains a statement of how something might be done. It addresses emerging operational challenges and proposes solutions describing how the maritime force, using art and science, may operate to achieve strategic goals within the context of the anticipated future security environment.
- D. **Doctrine** – a body of principles in any branch of knowledge or a set of beliefs that is set forth as speculative and/or self-evident truth, or as speculative working principles, especially taught to others or recommended for acceptance in religious beliefs or in the armed profession.

- E. **Doctrine Classification** – This refers to the categorization and organization of PCG Doctrine Manuals. It contains the capstone, keystone doctrine manuals and support publication.
- F. **Doctrine Manual** – refers to all approved and promulgated publications of the PCG that contain statements of shared principles, beliefs and attitudes that link development objectives to maritime strategies and tactics, techniques and procedures.
- G. **Keystone Doctrine** – refers to the doctrine that provides guidance in the fields of Human Resource Management (CG-1), Intelligence (CG-2), Operations (CG-3), Logistics (CG-4), International Affairs (CG-5), Comptrollership (CG-6), Civil Relations (CG-7), Maritime Safety (CG-8), Marine Environmental Protection (CG-9), Ships and Aircraft Engineering (CG-10), Maritime Communications, Weapons, Electronics and Information System (CG-11); Education and Training (CG-12), Maritime Security (CG-14), and Strategic Studies and Modernization (CG-15).

Below are the classification and description of the keystone doctrine based on the functional areas:

- i. The PCGM 1 (Human Resource Management) Series – provides the fundamental principles, guidance and procedures in the management and assessment of PCG human resource support during operations.
- ii. The PCGM 2 (Intelligence) Series – provides the staff planners with specific direction on intelligence, counterintelligence (CI) and targeting, and also principles for worldwide intelligence support. It also describes the process of integrating CI assets into deliberate and crisis planning and covers CI collection, reporting, analysis, production, investigation and operations in the maritime environment.
- iii. The PCGM 3 (Operations) Series – establishes doctrines for directing, planning and executing PCG operations in support of the PCG mission. It discusses missions and objectives, capabilities, and concepts of employment.
- iv. The PCGM 4 (Logistics) Series – establishes doctrines for directing, planning and carrying out logistical support to operations. It provides guidelines for the planning and movement of personnel, units, equipment and supplies moving over lines of communications in operations. It also provides guidance for service components on the mobilization and demobilization of personnel, planning and execution of health services and logistics in operations including multinational operations.

- v. The PCGM 5 (International Affairs) Series – establishes doctrines for maritime international affairs and strategic planning.
- vi. The PCGM 6 (Comptrollership) Series – establishes the procedures in financial management, including budget planning, programming and budgeting process in support of the PCG mission.
- vii. The PCGM 7 (Civil Relations) Series – provides the planning factors, operational constraints and operational implications, and employs the use of civil relation assets in planning and conducting civil relation activities across the range of maritime operations.
- viii. The PCGM 8 (Maritime Safety) Series – establishes doctrines for aids to navigation/navigational hazard, salvage operations and maritime casualty investigation/vessel safety.
- ix. The PCGM 9 (Marine Environmental Protection) Series – establishes doctrines for the prevention, control and mitigation of pollution of the sea, rivers and tributaries within the jurisdiction of the Philippines.
- x. The PCGM 10 (Ships and Aircraft Engineering) Series – provides doctrines on maintenance, repair and alteration of the PCG's vessels, craft and aircraft.
- xi. The PCGM 11 (Maritime Communications, Weapons, Electronics and Information System) Series – establishes doctrines for Command, Control, Communications and Computer (C4) and Information System to maritime operations. It also addresses the entire spectrum of C4I support to maritime force operations at the strategic, operational and tactical levels of command.
- xii. The PCGM 12 (Education and Training) Series – establishes the framework for the conduct of education and training in the development of the human resources of the PCG to become professional Coastguardians and leaders in support of PCG's mission. It also discusses the importance of doctrines in the PCG.
- xiii. The PCGM 14 (Maritime Security Services) Series – establishes doctrines on the conduct, procedures and protocols on maritime security law enforcement operations.
- xiv. The PCGM 15 (Strategic Studies and Modernization) Series – establishes doctrines on the strategic outlook of the PCG in terms of strategic studies, policy development and modernization efforts towards organizational and capability development.

- H. **Manual Cover Page Template** – a format that shows the suggested or sample format of PCG manual cover page (*see enclosure for illustration*).

The connotations are as follows:

- i. The PCG seal with a diameter of 3.5 cm must be placed on the upper right side of the manual. This seal indicates that the manual is PCG-owned and intended for PCG personnel.
- ii. The seal with a diameter of 5.5 cm in the center represents the major unit of the PCG proposing the manual.
- iii. The classification and coding of the manual are printed in the upper left corner of the front cover page, 2.0 cm from the edge.
- iv. The front cover page of the Doctrine Manuals contains no further seals or images.
- v. The title of the manual appears in bold in the center, 1.5 cm below the seal.

## 6. POLICIES

- A. All PCG Doctrine Manuals to be facilitated by the CGSSIAC shall promote a common perspective from which to plan, train, conduct and support maritime operations.
- B. All PCG Doctrine Manuals that are geared towards coordination and integration of forces in maritime operations including those that dwell on building, supporting and sustaining the PCG forces are to be titled "PCG Manual".
- C. To achieve the standard classification of all PCG Doctrine Manuals the CGSSIAC shall be responsible for the categorization and determination of all PCG Doctrine Manuals.
- D. The coding and numbering of PCG Doctrines/Manuals shall utilize the prescribed Standard Coding System.
- E. All Admin Support, Operational Support and Functional Commands shall align their respective Doctrine Manuals coding system to this policy for standardization.

## 7. RESPONSIBILITIES

- A. Director, Coast Guard Strategic Studies and International Affairs Center (CGSSIAC)

- i. Unit of Primary Responsibility (UPR) in the development and institutionalization of PCG doctrine classification and coding system.
- ii. Supervise in the implementation and institutionalization of PCG doctrine classification and coding system.
- iii. Program fund availability to support and sustain PCG doctrine classification and coding system.
- iv. Promote and provide advocacy teams to disseminate and educate all PCG units to incorporate doctrine classification and coding system in their respective doctrine proposal.
- v. Ensure that doctrine classification and coding system shall be sustained in all Doctrine Manuals development.
- vi. Repository of all PCG Doctrine Manuals.

**B. Deputy Chief of Coast Guard Staff for Operations, CG-3**

- i. Staff of Primary Responsibility (SPR) in the development and institutionalization of PCG doctrine classification and coding system.
- ii. Oversee the development and institutionalization of PCG doctrine classification and coding system to all PCG units and offices.

## **8. RESCISSION CLAUSE**

Policies and publications that are in conflict with this SOP are hereby rescinded.

## **9. 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

*Encl: PCG Manual Cover Page Template*

## PCG MANUAL COVER PAGE TEMPLATE

