



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

NHQ-PCG/CG-7

11 March 2025

**CIRCULAR
NUMBER 05-25**

**REVISED GUIDELINES ON THE RECRUITMENT OF THE PHILIPPINE COAST
GUARD AUXILIARY (PCGA)**

1. REFERENCES

- A. NHQ-PCG/CG-7 Memorandum Circular No. 04-24, entitled "Guidelines on the Recruitment of the Philippine Coast Guard Auxiliary (PCGA)" dated 14 May 2024;
- B. PCGA Regulations Manual 2021 Edition;
- C. NHQ-PCG/CG-7 Standing Operating Procedure No. 15-24, entitled "Guidelines on the Disenrollment of PCGA Members" dated 16 July 2024; and
- D. NHQ-PCG/CG-7 Standing Operating Procedure No. 29-24, entitled "Guidelines on the Conduct of PCG-PCGA Indoctrination/Familiarization for all PCGA Applicants" dated 20 November 2024

2. AUTHORITY

Republic Act No. 9993, entitled "Philippine Coast Guard Law of 2009" dated 27 July 2009 and Its Implementing Rules and Regulations.

3. PURPOSE

To prescribe policies and guidelines relative to the recruitment of the PCGA based on the qualification standards.

4. SCOPE

This Circular shall apply to all the members of the PCGA under the Executive and Regular Squadrons.

5. DEFINITION OF TERMS

- A. **Active Member** – a member who actively participates in at least fifty percent (50%) of the authorized PCGA annual activities and programs and has paid the Annual Membership dues.



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- B. **Auxiliary** – is an individual volunteer who is willing to assist the PCG in the performance of its mandated functions.
- C. **Auxiliarist** – an individual who is a non-PCGA Officer, with levels of seniority, who may be eventually appointed as PCGA Officer after satisfaction of requirements issued by the Commandant, PCG (CPCG) for the said purpose.
- D. **Director Auxiliary District (DAD)** – refers to the person leading and managing the PCG Auxiliary District.
- E. **Director Auxiliary Division (DADiv)** – refers to the person leading and managing the PCG Auxiliary Division under the Auxiliary Squadron.
- F. **Director Auxiliary Squadron (DAS)** – refers to the person leading and managing the PCG Auxiliary Squadron.
- G. **Executive** – a person who manages or directs other people in the organization to influence and guide these individuals.
- H. **Executive Squadron** – PCGA members who are under the direct supervision and control of the CPCG and has an entry rank of AUXILIARY COMMODORE, and may be promoted up to AUXILIARY VICE ADMIRAL on meritorious cases subject to the approval of the CPCG.
- I. **Inactive Member** – member declared inactive status due to serious health problems, failure to attend regular meetings and activities, and failure to pay the required dues for a period of two (2) years.
- J. **National Auxiliary Main Office (NAMO)** – PCGA Head Office with various staff officers tasked primarily to provide the Coast Guard Auxiliary Districts (CGAD) with programs and policies that will enable the PCGA to execute its core functions alongside the main tasks and functions of the PCG.
- K. **National Director (ND)** – represents the PCGA and reports to CPCG through the Deputy Commandant for Operations (DCO) who examines and evaluates all reports.
- L. **Philippine Coast Guard Auxiliary** – a civilian volunteer organization formed to assist the PCG in the promotion of safety of life and property at sea, the preservation of the marine environment and its resources, the conduct of maritime search and rescue, the maintenance of aids to navigation, recreational safety and such other activities that enhance maritime community relations which include civic action, participation under the National Service Training Program (NSTP), youth development and other related activities.
- M. **Regular Squadron** – PCGA members who pay annual dues and are under the direct supervision and control of Coast Guard Districts.



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6. GUIDELINES

- A. Membership in the PCGA is on a voluntary basis. However, members may introduce the organization to potential members who are interested in rendering community service as they may eventually embrace the concept of PCGA service.
- B. An applicant must first meet the documentary eligibility requirements for membership, complete the indoctrination seminar with an issued certificate, complete the three (3) months probationary period with satisfactory rating and be given the appointment order by the District Commander for his/her enrollment. The probationary period starts from the day the candidate has attended and completed the orientation seminar.
- C. Application for PCGA membership shall be denied if the applicant has been convicted by regular Courts of a crime involving moral turpitude or any of the crimes enumerated under the revised penal code and other special penal laws.
- D. The District Commander is vested with the authority to appoint new applicants into the PCGA regular squadron up to the highest rank of Auxiliary Commander (AUX CDR) considering that he is in the best position to assess the eligibility of the applicants endorsed for his approval.
- E. The CPCG shall have the sole authority to confer the rank of Auxiliary Commodore to deserving individuals.
- F. The PCGA Executive Squadron (ES) is open to interested Filipino citizens who are elected/appointed as government officials with good moral standing. Hereunder is the rank that corresponds to their position in the government:

POSITION IN THE GOVERNMENT	AUXILIARY RANKS
First Lady/First Gentleman	Auxiliary Vice Admiral
Senate President	
Speaker of the House of Representatives	
Senators	Auxiliary Rear Admiral
Cabinet Secretaries	
Undersecretaries	
Bureau Chiefs or Equivalent Level Position	Auxiliary Commodore
Congressman/ Representative	

- G. Entry rank for the PCGA Executive Squadron is Honorary Auxiliary Commodore and they may be promoted up to Honorary Auxiliary Vice Admiral on meritorious cases subject to the approval of the CPCG.
- H. Transfer from Regular Squadron to Executive Squadron shall not be allowed and vice versa. Only transfers within the District and transfers between Districts are allowed for all PCGA members, and subject to submission of necessary documents as required.



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- I. A member declared as inactive for a period of two (2) years shall be delisted from the PCGA roster upon the recommendation of the DAS, endorsed by the DAD and ND, and approved by the Commandant, PCG (**Ref C**).
- J. Foreign Nationals are not allowed to be appointed as members of the PCGA.

7. PROCEDURES

A. Executive Squadron

- i. The Coast Guard District Commanders and Major Unit Commanders may recommend directly to Coast Guard Civil Relations Service (CGCRS) (Attention: Office of the PCGA Affairs), with said endorsement letter indicating the candidate's qualifications and areas of concern related to the mandates of the PCG. The said endorsement letter shall also include the following attachments:
 - a. Accomplished PCGA Application Form;
 - b. Notarized Personal History Statement (PHS) or Curriculum Vitae;
 - c. Copy of Passport;
 - d. Four (4) copies of 2x2 colored ID pictures with white background;
 - e. Authenticated Birth Certificate from PSA; and
 - f. NSC Clearance, if dual citizen

Qualifications:

 - a) Natural-born and naturalized Filipinos and dual citizens;
 - b) Physically and mentally qualified; and
 - c) Elected and appointed as Philippine Government officials.
- ii. Upon submission of the aforementioned documents, PCGA applicants must undergo the indoctrination to be conducted by the CGCRS in coordination with the Office of the Deputy Chief of Coast Guard Staff for Civil Relations Service, CG-7 for comprehensive information and understanding of the PCG-PCGA service and operations.
- iii. All the administrative and operational concerns relative to PCGA Executive Squadron shall be initially forwarded to the CGCRS (Attn: Office for the PCGA Affairs) for vetting, prior endorsement to the National Headquarters, Philippine Coast Guard (NHQ-PCG) (Attn: O/CG-7) to ensure organized, coordinated and monitored operations and administration.
- iv. A corresponding General Order (GO) for their appointment shall be issued once approved by the CPCG. The Donning and Oath-taking Ceremony will be scheduled, to be facilitated by the CGCRS in coordination with the O/CG-7.
- v. PCGA applicants will also be scheduled (via O/CG-7) to pay courtesy call with the CPCG for future collaborations and for them to express their intentions.



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B. Regular Squadron

- i. Prior to attending the PCGA Indoctrination Seminar, an applicant must submit the following documentary requirements in four (4) hard copies each and one (1) soft copy:
 - a. DAS Endorsement Letter;
 - b. Certificate of Squadron Orientation;
 - c. Duly Accomplished PCGA Application Form;
 - d. Notarized Personal History Statement (PHS);
 - e. NBI Clearance (original and one photocopy);
 - f. National Police Clearance (original);
 - g. Barangay Clearance at place of residence (original);
 - h. Community Tax Certificate (original);
 - i. Drug Test Certificate;
 - j. Physical Exam Result with X-Ray;
 - k. Professional License, when appropriate (original for verification and one (1) photocopy); and
 - l. Four (4) copies of 2x2 colored ID Picture with white background
- ii. Applicants who have met all the documentary eligibility requirements for enrollment must attend the indoctrination/orientation seminar to be conducted by the Deputy Commander, Coast Guard District or Station Commander with at least the rank of Lieutenant (LT), and authorized PCGA Member under the same CGAD or as prescribed in **Ref D**.
- iii. After completion of the eight (8) hours indoctrination/orientation seminar, PCGA applicant shall be issued a Certificate of Indoctrination by the respective Coast Guard Districts, said applicants shall then complete the three (3) months probationary period with a satisfactory rating.
- iv. District Commanders shall endorse to CGCRS for vetting, prior endorsement to the NHQ-PCG (Attn: O/CG-7) for the approval of the CPCG.
- v. Upon approval of the CPCG, O/CG-7 shall transmit the names to Coast Guard Adjutant Office (CGAO) for issuance of appropriate orders.
- vi. O/CG-7 shall then transmit to the respective Coast Guard Districts. Coast Guard Districts shall conduct the Donning and Oath-taking of the new member upon the issuance of confirmation orders from the NHQ-PCG.
- vii. New members of PCGA will now be eligible to apply for a PCGA identification card in accordance with the proper procedure outlined in NHQ-PCG/CG-7 SOP No. 19-24, entitled "Guidelines on the Issuance, Re-issuance and Renewal of PCGA ID Cards" dated 02 September 2024.

8. REPEALING CLAUSE

All other existing policies and regulations inconsistent with the provisions of this Circular are hereby rescinded and modified accordingly.



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9. EFFECTIVITY

This Circular shall take effect immediately 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



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