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

NHQ-PCG/CGWCEISC/CG-11   03 February 2025

CIRCULAR
NUMBER   04-25

UTILIZATION, OPERATIONS, ADMINISTRATION AND MAINTENANCE OF PCG SSEN DATABASE SYSTEM

1.   AUTHORITY

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

2.   REFERENCES

A. Republic Act No. 10173, entitled "Data Privacy Act of 2012" dated 15 July 2012;

B. Department of Transportation Memorandum Circular No. 2017-001, entitled "Safety, Security and Environmental Numbering (SSEN) System for all Philippine Registered Vessel and/or Watercrafts" dated 31 March 2017; and

C. Executive Order No. 305, entitled "Devolving to Municipal and City Governments the Registration of Fishing Vessels Three Gross Tonnage and Below" dated 02 April 2004.

3.   PURPOSE

To streamline policies and procedures on the utilization, operation and maintenance of Safety, Security and Environmental Numbering (SSEN) Database System in all PCG Units to sustain the optimum use of ICT Infrastructures supporting the said system platform.

In compliance with Paragraph H, Title IV of DOTr Memorandum Circular No. 2017-001, entitled "Safety, Security and Environmental Numbering (SSEN) System for all Philippine Registered Vessel and/or Watercrafts" dated 31 March 2017, *Database shall be maintained by the Coast Guard District where the vessels/watercraft is registered and a National database by Coast Guard Weapons,*

Communications, Electronics and Information System Command (CGWCEISC) who shall also act as Administrator of the System".

4.   SCOPE

This Circular applies to all personnel responsible for the utilization, operation, administration and maintenance of the PCG SSEN Database System.

5.   DEFINITION OF TERMS

A. **CGWCEISC Data Repository** – refers to the storage space of information, documentation and other data concerning the SSEN in HCGWCEISC.

B. **Database** – refers to an organized collection of data generally stored electronically in a computer system for easy access, retrieval and updating.

C. **Expiration** – refers to the ending of the fixed period for which the SSEN Registration is valid.

D. **Management** – refers to the process of planning, organizing, coordinating, leading and controlling; may also refer to those people who manage an organization.

E. **Monitoring** – refers to the constant update and observation of the system.

F. **Numbering** – refers to a sequence of number indicating order or otherwise used for identification. The SSEN System includes the abbreviation of Coast Guard District, abbreviation of Coast Guard Station, date of registration followed by six (6) digit numbers.

G. **Safety, Security and Environmental Numbering (SSEN) System** – refers to a system dedicated for the assignment of a unique identification number for each vessel and/or watercraft in order to enhance marine environmental protection, maritime security and safety within the Philippine Maritime Domain by preventing the use of vessels/watercraft in various maritime infractions, particularly piracy and terrorism.

H. **SSEN System Director** – refers to the personnel in charge in the overview of the SSEN Database System ensuring its proper monitoring, maintenance, troubleshooting and security.

I. **SSEN System Administrator** – refers to highly technical personnel responsible for the administration, utilization, maintenance and management of the hardware and software components of a computer system.

J. **SSEN User** – refers to the personnel delegated by the District, Station, Sub-Station and other Operational Commands who are given access to the SSEN Database System and in-charge of encoding, updating and

retrieving relevant information regarding the Safety, Security and Environmental Numbering (SSEN) System registrants, who was trained by CGWCEISC.

K. **Unit Commanders** – refer to District Commanders, Station Commanders, Sub-Station Commanders and other Commanders who implement the SSEN in the field.

6. **POLICIES**

A. The PCG SSEN Database System shall be used in the course of official duties and shall not be employed for personal and illegal purposes;

B. The PCG SSEN Database System shall be properly monitored and maintained by CGWCEISC;

C. All SSEN data shall be centrally stored, regularly updated, protected and managed at HCGWCEISC Data Repository to ensure efficient availability of accurate information to operating units in compliance with established data security standards;

D. All SSEN registrations of covered vessels shall be encoded into the SSEN Database System prior to issuance of Certificate of Registration;

E. All changes such as name of ownership, home port and vessel descriptions shall be reflected in the SSEN database system. In case of "Change of Port", the assigned SSEN Security Number can be cancelled upon proper request by the registrants. However, no records shall be deleted from the SSEN Database;

F. All Major Commands must have access to the system but limited to viewing only feature for the conduct of any possible related investigation;

G. Certification for SSEN must be implemented before giving the SSEN plate for proper documentation and monitoring to avoid duplication; and

H. Delegated personnel by the Unit Commanders for SSEN must undergo qualified training and seminars provided by CGWCEISC through its Regional Centers.

7. **MAINTENANCE**

A. CGWCEISC shall perform a regular backup of SSEN Database every end of the week;

B. CGWCEISC shall provide up-to-date security for both the hardware and software of the server;

C. CGWCEISC shall have a backup server at a separate location in case of unforeseen disasters that may fall upon the main server;

D. 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;

E. The delegated SSEN Director shall report any functionality or serviceability problem of SSEN Database System to the Commander, CGWCEISC; and

F. The SSEN Administrator shall introduce new versions of the SSEN application after testing, when necessary.

8. **DISCLOSURE AND SHARING**

A. The sharing of SSEN data with external agencies may be allowed upon written request and upon approval of the Higher Headquarters.

B. In compliance with RA No. 10173, otherwise known as the "Data Privacy Act of 2012", information on SSEN shall not be released to any third party unless explicitly approved for the release by the Commandant, PCG or his/her Data Privacy Officer or upon order of the Court.

The following information on disclosure and sharing shall be provided to the CGWCEISC Data Repository before the collection of SSEN data or before the SSEN data is shared:

   i. Identity of the third party that will be given the SSEN data;
   ii. Purpose of the SSEN data sharing;
   iii. Categories of SSEN data sharing;
   iv. Intended recipients or categories of recipients of the SSEN data; and
   v. When the Registrant's Personal Data is concerned, written approval of the latter is required in addition to the above.

9. **PROHIBITED ACTS**

A. Altering, deleting or tampering with SSEN data without proper authorization.

B. Disclosure and sharing of SSEN data to third party without prior approval of the Commandant or the approval of the Registrant, when the Registrant's Personal Data is concerned.

C. Failure to update, monitor and administer the SSEN system correctly.

D. Any act that compromises the accuracy, completeness and reliability of the SSEN data, including falsification or suppression of relevant information.

E. Accessing SSEN database without appropriate authorization.

F. Utilizing SSEN data for personal benefit or any unauthorized purpose.

G. Intentional dissemination and posting of the Registrant's Personal Data is a violation of the Data Privacy Act of 2012 and will be subject to appropriate disciplinary actions under the Code of Conduct and Discipline of the PCG. If evidence further warrants, criminal complaints may also be filed.

H. Any analogous circumstances or acts not mentioned above.

10. **RESPONSIBILITIES**

A. **Commander, CGWCEISC**

   i. Shall ensure overall compliance with the policies, procedures and maintenance specified in this Circular and impose sanctions for violations of same;

   ii. Shall grant access authority to the delegated System Director, System Administrator and System User of the PCG SSEN Database System;

   iii. Shall endorse funding requirements to support functionalities and overall maintenance of the PCG SSEN Database System;

   iv. Shall release SSEN information to other agencies after written approval by the Higher Headquarters; and

   v. Shall perform other duties in relation to this Circular, as may be directed.

B. **Commander, Coast Guard Information System**

   i. Shall act as the SSEN Database "System Director" and supervise the proper monitoring, maintenance, troubleshooting and security of the SSEN Database System;

   ii. Shall designate qualified "System Administrators" with relevant knowledge in the development and utilization of the System to manage, administer and ensure that the system is operating properly;

   iii. Shall ensure that trainings concerning the SSEN System are properly scheduled and undertaken;

   iv. Shall ensure support to accommodate official requests for immediate SSEN information during the conduct of operation as granted by C, CGWCEISC; and

   v. Shall perform other duties in relation to this Circular, as may be directed.

C. CGWCEIS Regional Center Commanders

  i.   Shall ensure the proper utilization of the SSEN System in the respective area of responsibility;

  ii. Shall ensure that SSEN User/s have undergone relevant training in the proper utilization of the system to encode and use the system;

  iii. Shall act upon issues and concerns related to the SSEN System and escalate the issue to HCGWCEISC when necessary;

  iv. Shall review the improvement of the SSEN System proposed by the SSEN Users to be approved by the C, CGWCEISC;

  v.   Shall ensure support to accommodate official requests for immediate SSEN information during the conduct of operation as granted by the System Director; and

  vi. Shall perform other duties in relation to this Circular, as may be directed.

D. SSEN System Administrator

  i.   Shall ensure that the SSEN systems are running properly;

  ii.   Shall ensure the appropriate system updates are applied as needed and such will not impact the performance of the system;

  iii. Shall perform regular backups and as may be necessary;

  iv.   Shall create a database backup prior to initiating the updates;

  v.   Shall ensure the security of the SSEN data from any cyber attacks outside or inside the PCG;

  vi.   Shall ensure that all requests for system changes, such as deployment of new applications, are documented and approved;

  vii. Shall review the query scripts or commands executed and recommend modification to query scripts or commands to ensure efficiency; and

  viii. Shall perform other duties in relation to this Circular, as may be directed.

E. **SSEN System User**

   i. Shall ensure the proper utilization of the SSEN System in the respective area of responsibility;

   ii. Shall ensure that the SSEN data is accurate and up-to-date and its supporting documents are verified and recorded diligently;

   iii. Shall ensure any functionality or serviceability problem that occurs in the SSEN System is reported to CGWCEIS Regional Commanders and System Administrator.

   iv. Shall ensure that the appropriate database updates are applied and such will not impact the performance of the system;

   v. Shall ensure that vessels for renewal or vessels with expiration warnings should be coordinated with appropriate actions;

   vi. Shall recommend additional features to the System Administrator for the improvement of the SSEN System;

   vii. Shall perform regular backups and as may be necessary;

   viii. Shall maintain and ensure operability of necessary devices or equipment for the proper utilization of the system; and

   ix. Shall perform other duties in relation to this Circular, as may be directed

F. **District/Station/Sub-Station/Operational Command Commanders**

   i. Shall ensure that all vessels/watercraft undergo proper screening during the registration and renewal process for the SSEN System;

   ii. Shall ensure that the applications filed are accurate and up-to-date and its supporting documents are verified;

   iii. Shall intensify the campaign for the registration of vessels/watercraft under the SSEN system within their area of responsibility through the conduct of information drive and mobile registration;

   iv. Shall designate SSEN System User from Stations and Sub-Stations for encoding of SSEN data;

   v. Shall be responsible for the issuance of SSEN Certificate generated in the PCG SSEN database;

   vi. Shall accommodate and endorse official requests to CGWCEISC for immediate SSEN information during the conduct of operation;

vii. Shall ensure that SSEN User/s have the necessary device or equipment for the proper utilization of the system; and

viii. Shall perform other duties in relation to this Circular, as may be directed.

G. Commander, Maritime Security Law Enforcement Command

i. Shall monitor the database to ensure compliance of vessels and/or watercraft with maritime security related policies;

ii. Conduct regular analysis of data to assess maritime security threats;

iii. Create a report based on the analysis of data;

iv. Direct MARSLEC units and/or offices to act on, investigate and review the report and recommendation based on data collected;

v. Provide inputs or comments for further improvement of the SSEN system and its database system;

vi. To assign a focal person to aid the Commander in the abovementioned responsibilities; and

vii. Shall perform other duties in relation to this Circular, as may be directed.

H. Commander, Maritime Safety Services Command

i. Shall monitor the database to ensure compliance of vessels and/or watercraft with maritime safety related policies;

ii. Conduct regular analysis of data to assess maritime safety threats;

iii. Create a report based on the analysis of data;

iv. Direct MSSC units and/or offices to act on, investigate and review the report and recommendation based on data collected;

v. Provide inputs or comments for further improvement of the SSEN system and its database system;

vi. To assign a focal person to aid the Commander in the abovementioned responsibilities; and

vii. Shall perform other duties in relation to this Circular, as may be directed.

I. **Commander, Marine Environmental Protection Command**

   i. Shall monitor the database to ensure compliance of vessels and/or watercraft with marine environmental related policies;

   ii. Conduct regular analysis of data to assess marine environmental threats;

   iii. Create a report based on the analysis of data;

   iv. Direct MEPCOM units and/or offices to act on, investigate and review the report and recommendation based on data collected;

   v. Provide inputs or comments for further improvement of the SSEN system and its database system;

   vi. To assign a focal person to aid the Commander in the abovementioned responsibilities; and

   vii. Shall perform other duties in relation to this Circular, as may be directed.

J. **Commander, Coast Guard Intelligence Force**

   i. Shall conduct a proper investigation of any illegal activity conducted within the system;

   ii. Shall have access restricted to the viewing of data only for the conduct of any legal investigation; and

   iii. Shall perform other duties in relation to this Circular, as may be directed.

K. **DCS for MCWEIS, CG-11**

   i. Shall review existing regulations and procedures in the conduct of this Circular and initiate reforms or improvement;

   ii. Shall allocate necessary funding requirements to support the implementation, functionalities and over all maintenance of SSEN Database system; and

   iii. Shall perform other duties in relation to this Circular, as may be directed.

11. ADMINISTRATIVE SANCTION

Any person who commits any of the prohibited acts under Title 9 of this Circular shall be referred to the Coast Guard Inspector General and Internal Affairs Service for investigation, and shall be subject to disciplinary action under the Code of Conduct and Discipline of the PCG.

12. AUTOMATIC REVIEW

This Circular shall be subject to an automatic review every three (3) years. Provided, the MSSC, MEPCOM and MARSLEC shall provide their automatic review in relation to their functions for the possible improvement of both the SSEN database system and the Circular itself.

13. SEPARABILITY CLAUSE

If any provision of this Circular is found to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

14. AMENDATORY CLAUSE

Any substantial or formal amendment to this Circular may be done through another PCG issuance.

15. REPEALING CLAUSE

All PCG issuances and other publications inconsistent with this Circular are hereby repealed accordingly.
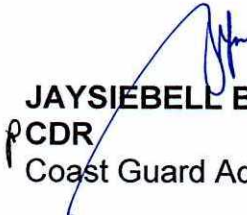
16. EFFECTIVITY

This Circular shall take effect on 21 January 2025.

BY COMMAND OF ADMIRAL GAVAN PCG:

OFFICIAL:

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

JAYSIEBELL B FERRER
CDR   **PCG**
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