



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

NHQ-PCG/CG-7

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**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. NHQ-PCG/CG-7 Standing Operating Procedure No. 15-24, entitled "Guidelines on the Disenrollment of PCGA Members" dated 16 July 2024;
- C. 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; and
- D. PCGA Regulations Manual 2021 Edition

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 guideline 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 Officers after satisfaction of requirements issued by the Commandant, PCG for the said purpose.
- D. **Director Auxiliary District (DAD)** – refers to the person leading and managing the PCGA Auxiliary District.
- E. **Director Auxiliary Squadron (DAS)** – refers to the person leading and managing the PCGA Auxiliary Squadron.
- F. **Director Auxiliary Division (DADiv)** – refers to the person leading and managing the PCGA Auxiliary Division under the 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 Commandant, PCG (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 the Commandant, PCG through the Deputy Commandant for Operations (DCO) who examines and evaluates all reports.
- L. **PCGA** – 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 Commander, Coast Guard District 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 should 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 Commandant, Philippine Coast Guard (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	Auxiliary Commodore
Bureau Chiefs or Equivalent Level Position	
Congressman/ Representative	
Judges or Officials in other oversight bodies	

- G. Entry rank for the PCGA ES 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. Upon completion of their term as government officials, members of the PCGA ES maybe affiliated to a regular squadron within their geographic location as honorary members, subject to the issuance of appropriate orders observing proper channels. Honorary members are exempted from the payment of annual dues.

- 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 as prescribed in **reference c.**
- J. Foreign Nationals are not allowed to be appointed as members of the PCGA.

7. PROCEDURES

A. Executive Squadron

- i. The 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 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 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 will 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.

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)
 - 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 **reference d.**
 - iii. After completion of the eight (8) hours indoctrination/orientation seminar, PCGA applicant shall be issued a Certificate of Indoctrination by the respective CGDs, said applicants shall then complete the three-month probationary period with a satisfactory rating.
 - iv. District Commander 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 CGDs. CGDs 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 the relevant Memorandum Circular.

8. ROLES AND RESPONSIBILITIES OF GOVERNMENT OFFICIALS ASSOCIATED WITH EACH AUXILIARY RANK, EMPHASIZING THE NATURE OF EACH INDIVIDUAL'S INVOLVEMENT:

A. First Lady / First Gentleman: Auxiliary Vice Admiral

Role & Responsibility: Typically filled by the spouse of the President, the First Lady / First Gentleman holds a ceremonial and honorary role primarily involving advocacy and representation of PCGA objectives in official functions.

Advisory Function: Focuses on public outreach, social welfare activities and advocacy efforts that align with the missions of the PCG.

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Active Participation: Limited to non-operational aspects but may extend to participation in awareness campaigns or community engagement activities.

B. Senate President: Auxiliary Vice Admiral

Role & Responsibility: As a high-ranking government official, the Senate President holds an honorary rank, primarily supporting legislative measures that benefit maritime security, environmental protection and PCGA initiatives.

Advisory Function: Provides guidance on legislative matters concerning maritime laws, resource allocation and policy development.

Active Participation: While mainly advisory, may actively support the enactment of laws and policies beneficial to the PCG and PCGA.

C. Speaker of the House of Representatives: Auxiliary Vice Admiral

Role & Responsibility: The Speaker's role aligns with that of the Senate President, focusing on legislative support for maritime policies and the PCGA's operational framework.

Advisory Function: Ensures maritime-related policies reflect national priorities in maritime safety, environmental preservation and security.

Active Participation: Primarily advisory, though involvement in legislative discussions and initiatives is encouraged.

D. Senators: Auxiliary Rear Admiral

Role & Responsibility: Senators advocate for maritime policies and play a crucial role in shaping legislation affecting the PCGA and PCG.

Advisory Function: Contributes to policy development in maritime safety, search and rescue and marine environmental protection.

Active Participation: Primarily legislative but may include participation in PCGA programs, forums and public engagements.

E. Cabinet Secretaries: Auxiliary Rear Admiral

Role & Responsibility: Provides strategic direction and policy oversight related to maritime safety, security and governance.

Advisory Function: Ensures alignment between government policies and PCGA initiatives, advising on regulatory and operational concerns.

Active Participation: May take part in national maritime task forces, policy implementation and inter-agency coordination efforts.

F. Undersecretaries: Auxiliary Commodore

Role & Responsibility: Supports maritime policies within their respective departments, including safety, environmental management and search and rescue operations.

Advisory Function: Provides technical and logistical recommendations to enhance PCGA effectiveness.

Active Participation: Actively engaged in drafting policies and overseeing programs relevant to maritime affairs.

G. Bureau Chiefs or Equivalent Level Position: Auxiliary Commodore

Role & Responsibility: Leads initiatives within their respective agencies to strengthen maritime governance and operational capabilities.

Advisory Function: Offers specialized expertise in maritime security, environmental protection, or search and rescue strategies.

Active Participation: Involves direct engagement in implementing PCGA policies, capacity-building programs, and operational coordination.

H. Congressman / Representative: Auxiliary Commodore

Role & Responsibility: Advocates for PCGA-related policies, funding and legislative support in Congress.

Advisory Function: Provides recommendations on maritime safety legislation and coastal security measures.

Active Participation: May engage in community-level maritime safety initiatives and support local PCGA programs.

I. Judges: Auxiliary Commodore

Role & Responsibility: Advises on legal matters affecting maritime law, regulatory compliance and adjudication of maritime disputes.

Advisory Function: Ensures PCGA operations align with national and international maritime laws, assisting in policy formulation and legal interpretation.

Active Participation: Limited to legal review and advisory roles but may include participation in legal training and consultations for PCGA members.

J. Officials in Other Oversight Bodies (e.g., Commission on Audit, Ombudsman, National Security Council): Auxiliary Commodore

Role & Responsibility: Ensures accountability, compliance and transparency in PCGA operations through regulatory oversight.

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Advisory Function: Provides guidance on financial auditing, anti-corruption measures and national security concerns relevant to maritime governance.

Active Participation: Engages in audits, policy reviews and regulatory assessments to improve governance and operational integrity within the PCGA.

9. ROLES AND RESPONSIBILITIES OF REGULAR PCGA

The roles and responsibilities of regular PCGA members are defined in the PCGA Regulations Manual. As stated therein, regular PCGA members assist the PCG in carrying out its mandated functions, particularly in maritime search and rescue, marine environmental protection, maritime safety, community relations, youth development and other humanitarian initiatives. Their contributions are primarily channeled through active participation in the Coast Guard District activities.

10. REPEALING CLAUSE

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

11. EFFECTIVITY

This Circular 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
PCDR PCG
Coast Guard Adjutant