



TANGGAPAN NG KOMANDANTE
(OFFICE OF THE COMMANDANT)
PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(National Headquarters Philippine Coast Guard)
139 25th Street, Port Area
1018 Manila

MEMORANDUM

To : All NHQ-PCG Units Afloat and Ashore

From : Commandant, Philippine Coast Guard

Subject : Recission of HPCG SOP Nr 03-13 dated 01 July 2013

Date : 12 SEP 2019

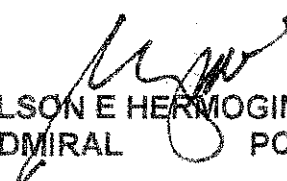
1. References: A) HPCG SOP Nr 03-13 dated 01 July 2013
B) PCG Manual 08-01 (PCG Correspondence 2008)
C) CGWCEISC Communications & Electronics Operating Instructions
2. HPCG SOP Nr 03-13 dated 01 July 2013 sets forth the objectives, guidelines and procedures governing the use of the PCG Message Form and PCG Letter by all PCG shore units including HPCG staff offices and thereby also sets aside the use of the traditional Staff Radio Message by the aforementioned shore units as specified in Sections 14 and 15, Chapter 4 of the PCG Manual 08-01, as it was discoursed that advancement in technology has rendered the said traditional radio message format inappropriate and outdated.
3. It, however, came to the attention of the National Headquarters Philippine Coast Guard that the aforementioned SOP has brought more issues particularly on the timeliness of receipts of messages as well as confusion on the proper recipients, be they action or info addressees. The use of PCG Message Form by PCG shore units and the use of the traditional Staff Radio Message by PCG vessels have unnecessarily removed other significant units from being recipients as info addressees hence the transmission of vital information needed by them has been at risk of being delayed, or worst, not being carried out.
4. The said SOP has also set aside the use of courier dispatch which bears only one signatory, the purpose of which is to expedite disseminations of messages requiring immediate actions by units whose locations are not distant from the originator. The PCG Message Form on the other hand requires three signatories: the drafter, the approving authority, and the releaser. These three layers would cause delay in the dissemination of important messages requiring immediate actions.

5. It was further noted that even the abovementioned SOP issued on 01 July 2013 is not reconciled with the CGWCEISC Communications and Electronics Operating Instructions issued on January 2016 wherein the template prescribed to be used is still the traditional Staff Radio Message. Moreover, the Philippine Navy, which the PCG is maintaining interoperability with, is still using the same traditional Staff Radio Message thus assailing the claim that advancement in technology has rendered it inappropriate and outdated.

6. To resolve and reconcile the abovementioned issues as well as come up with one standard communication template to be used by all PCG units, whether ashore or afloat, the National Headquarters Philippine Coast Guard saw the need for the PCG to revert back to the traditional Staff Radio Message format.

7. In this connection, HPCG SOP HPCG SOP Nr 03-13 dtd 01 July 2013 is hereby rescinded and all PCG units directed to immediately revert back to the traditional Staff Radio Message format through Outgoing Dispatch or Courier Dispatch, as the case may be, as prescribed in Sections 14 and 15, Chapter 4 of the PCG Manual 08-01 (PCG Correspondence 2008).

8. For guidance and widest dissemination.

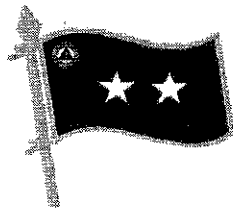

ELSON E HERMOGINO
ADMIRAL PCG



PHILIPPINE COAST GUARD

Message Form

PRECEDENCE: "P"		DATE - TIME - GRP - SG/INSTN:	
TRANSMISSION: CHECK BOX ☐ FAX ☐ EMAIL ☐ SMS ☐ COURIER			
FM: CPCG		GROUP :	
TO: ALL PCG UNITS		SECURITY CLASSIFICATION: UNCLAS	
INFO:		ORIGINATOR NUMBER: CCGS-0613-001	
1. REFERENCE: A) SOP ON USE OF PCG MESSAGE FORM AND PCG LETTER B) PCG CORRESPONDENCE MANUAL 08-01 2. IT HAS BEEN OBSERVED THAT PCG SHORE UNITS ARE STILL UTILIZING THE TRADITIONAL RADIO MESSAGE FORM OF THE PHILIPPINE NAVY IN SENDING AND RECEIVING WRITTEN COMMUNICATIONS TO AND FROM OTHER PCG SHORE UNITS, INSPITE OF THE FACT THAT MOST OF THE SHORE UNITS DO NOT USE VOICE RADIOS TO TRANSMIT AND RECEIVE RADIO MESSAGES, BUT INSTEAD UTILIZE TELEFAX, CELLULAR PHONES (TEXT MESSAGING) AND EMAILS. 3. WHILE RADIO MESSAGES BEING USED BY PCG FLOATING ASSETS, CONSIDERING THAT THEY ARE EQUIPPED WITH RADIOS ARE STILL ACCEPTABLE, TRANSMITTING AND RECEIVING COMMUNICATIONS VIA TELEFAX, TEXT MESSAGING, AND EMAILS HAVE ALREADY RENDERED THE RADIO MESSAGE FORM INAPPROPRIATE AND OUTDATED FOR PCG SHORE UNITS. 4. HENCE, A NEW PCG MESSAGE FORM HAS BEEN DESIGNED TO CONFORM WITH THE ADVANCEMENT IN TECHNOLOGY FOR SIMPLICITY AND UNIFORMITY AMONG SHORE UNITS. 5. IN THIS CONNECTION, ALL PCG SHORE UNITS ARE DIRECTED TO USE THIS NEW PCG MESSAGE FORM IN TRANSMITTING AND RECEIVING WRITTEN COMMUNICATIONS TO AND FROM OTHER SHORE UNITS SENT THROUGH TELEFAX, EMAIL AND TEXT MESSAGING (SMS). 6. A STANDING OPERATING PROCEDURE ON HOW AND WHEN THIS NEW PCG MESSAGE FORM WILL BE USED SHALL BE TRANSMITTED TO YOUR UNITS. 7. FOR INFO AND WIDEST DISSEMINATIONS.			
DRAFTED BY:		OFFICE TEL 6030	
CAPT JOSELITO F DELA CRUZ PCG Chief of Coast Guard Staff			
APPROVED BY:			
RADM RODOLFO D ISORENA PCG Commandant			
RELEASED BY:			
CAPT DARYL G VARGAS PCG Director, Coast Guard Action Center			



TANGGAPAN NG KOMANDANTE
(OFFICE OF THE COMMANDANT)
PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(Headquarters Philippine Coast Guard)

139 25th Street, Port Area
1018 Manila

RD/LMT/CRC/JFDC/GBB
O/CPCG - 6003
0631-001
JUL 01 2013

From : Commandant, Philippine Coast Guard
To : All PCG Units

Subject : SOP on the Use of PCG Message Form and PCG Letter

Ref : a) PCGM 08-01 (PCG Correspondence S-2008)
b) Approved DF SCGS-0613-01

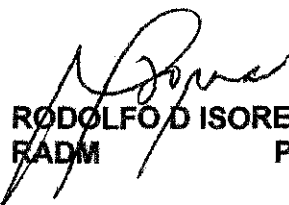
Encl : 1) SOP Nr 03-13 (Use of PCG Message Form and PCG Letter)
2) Sample PCG Message Form

1. It has been observed that PCG shore units are still utilizing the traditional radio message format of the Philippine Navy in sending written communications to other PCG shore units inspite of the fact that most if not all of the units ashore no longer use voice radios in transmitting and receiving radio messages and instead utilize telefax, text messages and emails.

2. While radio messages is still being used by and among PCG floating assets, considering that they are equipped with VHF/HF radio transceivers, transmitting and receiving written communications via telefax, text messaging, and emails utilizing radiogram format have already rendered it inappropriate and outdated for PCG shore units.

3. In this connection, attached is the Standing Operating Procedure setting forth the objectives, guidelines and procedures governing the use of the new PCG Message Form and strengthening the use of the PCG Letter (similar to Naval Letter) by all PCG shore units.

4. For strict compliance and widest dissemination.


RODOLFO D ISORENA
RADM PCG



PUNONGHIMIPILAN TANOD BAYBAYIN NG PILIPINAS

(Headquarters Philippine Coast Guard)
139 25TH Street, South Harbor, Port Area
1018 Manila

HPCG

JUL 01 2013

STANDING OPERATING PROCEDURE)

NUMBER03-13)

USE OF PCG MESSAGE FORM AND PCG LETTER

I. REFERENCE:

Philippine Coast Guard Manual 08-01 (PCG Correspondence S-2008)

II. BACKGROUND:

It has been observed that PCG shore units are still utilizing the traditional radio message format of the Philippine Navy in sending communications to other PCG shore units, inspite of the fact that most if not all of the shore units do not use voice radios in transmitting and receiving radio messages and instead utilize telefax, text messages, and e-mails.

The advancement in technology prompting our personnel to send and receive messages via other means has rendered the traditional radio message format inappropriate and outdated.

III. PURPOSE:

This SOP sets forth the objectives, guidelines and procedures governing the use of the PCG message form and PCG letter by all PCG shore units including HPCG staff offices.

IV. OBJECTIVES:

- a. To have a prescribed format for each type of written communication being sent and received by PCG shore units to and from other PCG shore units including HPCG staff offices;
- b. To replace the traditional PN radio message format being used by PCG shore units including HPCG staff offices in sending and receiving information to and from other PCG shore units with an appropriate PCG message form; and

- c. To strengthen the use of PCG letter in lieu of the traditional radio message requiring appropriate action of the addressees.

V. **DEFINITION OF TERMS:**

- a. **Radio Message** - a shore-to-ship, ship-to-shore, and ship-to-ship informal written communication sent and received through wire services to facilitate action on a certain matter.
- b. **PCG Message Form** - a short informal written communication among shore units that are directive, advisory or informative in nature.
- c. **PCG Letter** - the traditional naval letter (from-to-subject) used by all units within the Philippine Coast Guard as a formal means of communication.

VI. **SPECIFIC GUIDELINES:**

- a. The PCG message form shall be utilized on the following occasion:
1. Issuing a directive to a subordinate shore unit requiring immediate action;
 2. Sending short messages of information;
 3. Sending advisory messages; and
 4. Sending short messages for coordination.
- b. The PCG message form shall use plain text language and punctuation marks. It will no longer use radiogram/abbreviated words and shall no longer spell out punctuation marks.
- c. The PCG letter shall be utilized on the following occasion:
1. Transmitting documents (i.e. SOPs, LOIs, IMPLANs, Memorandum Circulars, Letters from other personalities) for appropriate action of the addressees; and
 2. Communications needing comments, concurrences, and/ approval.
- d. The PCG message form and PCG letter may be communicated either through telefax, e-mail, or courier.
- e. The PCG message form may also be communicated through text messaging (SMS).
- f. Scanned documents bearing the signatures of all concerned shall be required in communications via e-mail.

g. Internal communications initiated by a staff sent to other staffs through the traditional radio courier dispatch form shall be replaced by memoranda with reference to PCGM 08-01.

h. The radio message format shall be utilized only when communicating with and among units afloat.

VII. RESPONSIBILITY:

All unit commanders shall ensure the widest dissemination and compliance to this SOP.

VIII. RECISSION:

The provisions of paragraph 4-14 and 4-15 of the PCGM 08-01 (PCG Correspondence Manual S-2008) in conflict with this SOP are hereby rescinded.

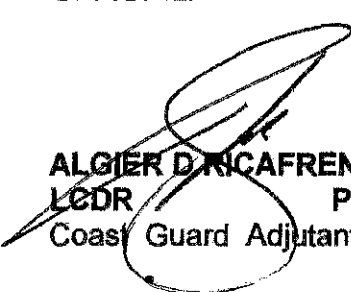
IX. EFFECTIVITY:

This SOP shall take effect upon publication.

BY COMMAND OF REAR ADMIRAL ISORENA:

OFFICIAL:

JOSELITO F DELA CRUZ
COMMO PCG
Chief of Coast Guard Staff


ALGIER D. RICAFRENT
LCDR PCG
Coast Guard Adjutant