

Philippine Coast Guard



Basic Training Manual S.2019

Coast Guard Education Training and Doctrine Command (CGETDC)
Leadership and Doctrines Development Center (LDDC) Manual Series



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This Manual was written by the Coast Guard Education Training and Doctrine Command- Leadership and Doctrines Development Center (CGETDC-LDDC) with the intent of using it as a reference material for any person undergoing basic training – Coast Guard Officers’ Course (CGOC) and Coast Guardsman's Course (CGMC) – under the CGETDC. Due diligence has been exercised in properly referencing materials and ideas of authors; possible lapses on referencing, however, limits the use of this Manual strictly as a training material and not for sale and/or distribution to any non-PCG personnel

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TANGGAPAN NG KOMANDANTE
(OFFICE OF THE COMMANDANT)
PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
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139 25th Street, Port Area
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MESSAGE

The Coast Guard Officer's Course and the Coastguardman's Course are the basic training programs offered by the Coast Guard Education, Training and Doctrine Command to all aspiring individuals for Commissionship and for Enlistment in the Philippine Coast Guard service. Needless to say, these programs aim to provide every PCG personnel the knowledge and skills needed for them to become full-fledged coastguardians who are dedicated and capable to serve the Filipino people for a clean, safe and secure maritime jurisdiction, amongst others.

As the PCG thrive to intensify its number through its vigorous recruitment, it simultaneously works to provide quality training to its newly recruits and produce professional, committed and gallant coastguardians. The publications of this PCG Basic Training Manual is very much timely as it will provide the necessary reference of the basic knowledge which every PCG personnel must have to perform all the duties and functions of the organizations as provided in Republic Act No. 9993 otherwise known as the Philippine Coast Guard Law of 2009 and such other laws which call upon the PCG to perform.

Congratulations to the men and women behind this initiative. With the leadership of your Commanding Officer, VADM LYNDON F LATORRE PCG, I am certain that this is just the beginning and expect that the CGETDC will aspire to provide the necessary quality and excellent training for a better, if not the best, PCG.


JOEL S GARCIA Ph.D., H.D., Al-Haj
ADMIRAL PCG



Office of the Commander
COAST GUARD EDUCATION TRAINING AND DOCTRINE COMMAND
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ACKNOWLEDGEMENT

The Coast Guard Education Training and Doctrine Command has always aspire to provide each and every PCG personnel with knowledge, information, training and skills which are necessary for them to perform all their duties and responsibilities as coastguardians.

This PCG Basic Training Manual aims to give a uniform standard and reference for our newly recruits to better understand what the PCG and becoming a PCG personnel is all about. It is part of the series of manuals which the CGETDC hopes to publish to provide reference and resources to our students and trainees.

As in any other accomplishments, the PCG Basic Training Manual is product of a collaboration of efforts from the men and women of the PCG. Thus, allow me to thank everyone for their efforts and support that made all of this possible.

To the Commandant, Philippine Coast Guard, **ADMIRAL JOEL S GARCIA PCG PhD., H.D., Al-Haj**, and the Deputy Commandant. Philippine Coast Guard, **VADM LEOPOLDO V LAROYA PCG**, for the support and encouragement that inspire our personnel to work hard and give their best in the performance of our PCG functions. Your leadership by example pave the way for the PCG to be recognized as the primary maritime agency of the country.

To the Chief of Coast Guard Staff, Philippine Coast Guard, **RADM WILLIAM U ISAGA PCG**, and all the Central Staff, Support Staff and Technical Staff, for all your work and efforts to ensure that the vision and mission of the Command will be met and achieved in the most efficient, effective and economic manner.

To our Deputy Commander, CGETDC, **COMMO CHRISTOPHER T VILLACORTE PCG**, our Chief of Staff, CGETDC, **CAPT PAMELA DC DOLINA PCG**, and all the CGETDC staff and personnel, for their diligence and dedication that helped the CGETDC realize and accomplish the missions and tasks given by the higher command to our unit.

To the Director, Leadership and Doctrine Development Center, **CAPT MARIFEM UBONGEN-ISAAC PCG**, and all her staff and personnel, particularly, **CDR MAYETTE M MENDOZA PCG** and **LTJG KAREN NIÑA A ENDONA PCG**, for their initiative, effort and time to make this Manual publication ready.

To the men and women of the Philippine Coast Guard, Commissioned Officers and Enlisted Personnel alike, for the inspiration you have given CGETDC to give more than what is expected and carry on with what we are tasked to perform.

THANK YOU VERY MUCH.

A handwritten signature in black ink, appearing to read 'Latorre', with a stylized flourish at the end.

VADM LYNDON F LATORRE PCG

Commander, Coast Guard Education Training and Doctrine Command

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PART I.

INDOCTRINATION TO THE PCG SERVICE

I. The PCG Organization

A. PCG History

The Philippine Coast Guard (PCG) is the oldest and only humanitarian armed service in the Philippines. Its beginnings could be traced back to the early twentieth century when coast guarding was related to the protection of the customs service of the country and in patrolling the coastlines and harbors. When the Americans came in 1898, one of the first steps undertaken by the military government was the reopening of the port and customs facilities of Manila. On October 17, 1901, the Insular Government, through the Philippine Commission, enacted a law creating the Bureau of Coast Guard and Transportation which was placed under the Department of Commerce and Police. The Captain of the Port was designated as Bureau Director.

The lighthouse service was placed under the Bureau. In 1902, the Coast Guard fleet of 15 streamers from China and Japan was established and were assigned for the lighthouse service inspection trips of top government officials, for transport to Culion Island, for patrolling against illegal entry of aliens, and for troop movement of the Philippine Constabulary. The Bureau of Coast Guard and Transportation was abolished on October 26, 1905 and its functions were taken over by the Bureau of Navigation. The Bureau of Navigation was authorized to create a commissioned and enlisted service, and to adopt its own manual of courts martial patterned after the US Navy.

Subsequently, however, the Bureau of Navigation was also abolished on December 19, 1913, and the organization and its functions were transferred to the Bureau of Customs and the Bureau of Public Works until the Commonwealth period. After gaining independence from the United States, the Philippine government ceded some of the Coast Guard functions, such as the revenue cutter service and the lighthouse service, to the Philippine Naval Patrol which eventually became the Philippine Navy.

For the implementation of these functions, a Coast Guard unit was activated in the Philippine Navy. On August 6, 1967, Republic Act 5173 or the Philippine Coast Guard Law was enacted by Congress, making the PCG a major unit of the Philippine Navy under a flag officer. The Philippine Coast Guard was activated on October 10, 1967. The Coast Guard functions were transferred back to the PCG.

The civilian nature of the PCG functions led its separation from the Navy on March 30, 1998 by virtue of Executive Order 475, transferring the PCG from the Department of National Defense to the Office of the President then to the Office of the Department of Transportation and Communications on April 15, 1998 by virtue of Executive Order 477. These executive orders provided inter alia that the PCG shall continue to be the agency primarily responsible for the promotion of safety of life and property at sea and protection of the maritime environment as mandated under Republic Act 5173, and Presidential Decrees 600, 601, 602 and 979, as amended.

The transformation of the PCG into a non-military organization has a tremendous impact and significance. Its civilian character has allowed the PCG to receive from other government offers of vessels, equipment, technology, services, cooperation and other needed assistance, something which they would not and could not readily offer to a military agency.

Presently, the Philippine Coast Guard is recognized as the third uniformed armed service of the country, following the Armed Forces of the Philippines and the Philippine National Police. As a seagoing force, the PCG takes pride of its time-

honored tradition of humanitarian service and always ready to answer the call of duty.

With the enactment of Republic Act 9993, otherwise known as the Philippine Coast Guard Law of 2009, and its Implementing Rules and Regulations, the Philippine Coast Guard, as an attached agency of the Department of Transportations, has been vested with the necessary authority and responsibility to perform preventive and responsive measures in ensuring the safety of merchant vessels. The new law also strengthened the PCG's authority to meet new challenges and increasing demands for marine resources, technological advancement and climate change. Further, R.A. 9993 defined the Philippine Coast Guard's rightful niche in the bureaucracy as the premier maritime agency and its vital role in nation building.

B. PCG Organizational Structure

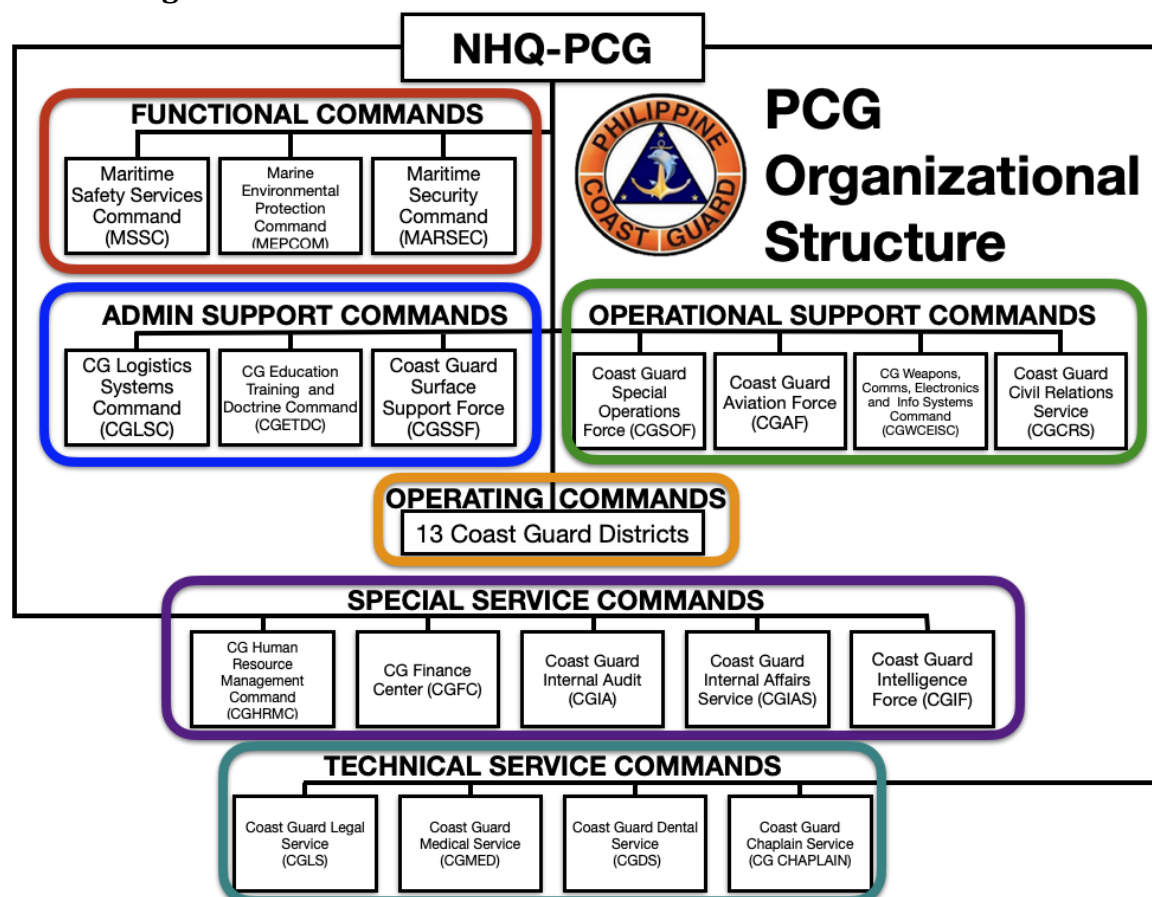


Figure 1. Philippine Coast Guard Organizational Structure

1. NATIONAL HEADQUARTERS, PHILIPPINE COAST GUARD (NHQ-PCG)

Provides the command, control and policy direction of the PCG.

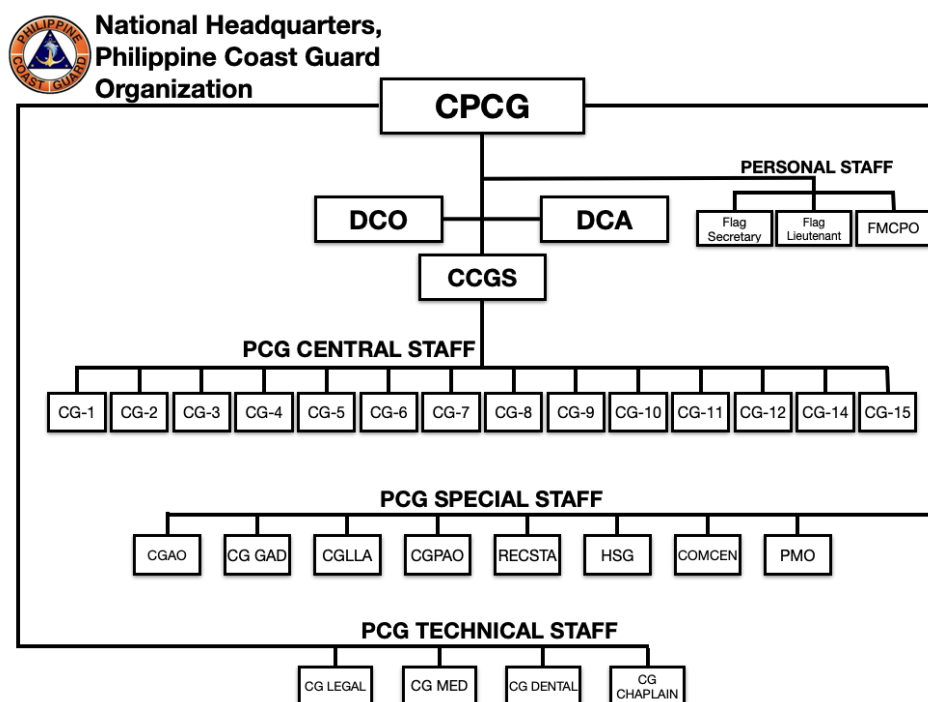


Figure 2. National Headquarters, PCG Organizational Structure

1.a PCG FLAG OFFICE

Office of the Commandant, PCG (O/CPCG)

Supervises and acts on all operational and administrative matters/concerns of the whole PCG.

- **Commandant, PCG (CPCG)**
 - heads the whole PCG;
 - ensures that all mandated functions of the PCG are properly implemented and carried out;
 - report to the Secretary of Transportation (SOTr) on any PCG related matters and occurrence of maritime related incidents.

Personal Staff

- **Flag Secretary** – acts as the Personal Secretary of the CPCG.
- **Flag Lieutenant** - Aide de Camp to CPCG, attends to the needs of the CPCG on matters concerning uniforms, honors, ceremonies and official visitors.
- **First Master Chief Petty Officer (FMCPO)** – acts as the principal adviser of the CPCG on matters pertaining to the collective concerns of PCG Non-Officers.

Office of the Deputy Commandant for Operations, PCG (O/DCOPCG)

- **Deputy Commandant for Operations, PCG (DCO, PCG)**
 - advises and assists the CPCG in developing and overseeing the execution of Administrative Planning, Policy and International Engagement at the strategic level relative to PCG's Vision and Mission.

Office of the Deputy Commandant for Administration, PCG (O/DCAPCG)

- **Deputy Commandant for Administration, PCG (DCA, PCG)**
 - advises and assists the CPCG in the exercise of responsibilities relative to PCG's personnel, logistics and resource management.

Office of the Chief of Coast Guard Staff (O/CCGS)

- **Chief of Coast Guard Staff (CCGS)**
 - acts as the Principal Staff Adviser to CPCG;
 - assists the CPCG in the administration of the NHQ-PCG Central/ Special/ Technical Staff.

1.b PCG CENTRAL STAFF

Deputy Chief of Coast Guard Staff for:	
CG-1	Human Resource Management and Records (DCS-HRM)
CG-2	Intelligence (DCS-INTEL)
CG-3	Operations (DCS-OPNS)
CG-4	Logistics (DCS-LOG)
CG-5	Plans & Programs and International Affairs (DCS-PPIA)
CG-6	Comptrollership (DCS-COMP)
CG-7	Community Relations Service (DCS-CRS)
CG-8	Maritime Safety Services (DCS-MSS)
CG-9	Marine Environmental Protection (DCS-MEP)
CG-10	Ships and Aircraft Engineering (DCS-SAE)
CG-11	Weapons, Communications, Electronics and Information Systems (DCS-WCEIS)
CG-12	Education and Training (DCS-ET)
CG-14	Maritime Security Services (DCS-MSS)
CG-15	Strategic Studies and Modernization (DCS-SSM)

CG-1 - Human Resource Management and Records (DCS-HRM)

- in charge with the formulation of policies and regulations for the direction, control and supervision of Personnel Matters within the PCG, such as career development, conduct and discipline, handling and disposition of cases, leaves, awards and decorations, morale and welfare, and occupational safety of PCG personnel.

CG-2 - Intelligence (DCS-INTEL)

- advises the CPCG on matters pertaining to intelligence, security and counter-intelligence matters;
- prepares and conducts intelligence and counter intelligence studies and research and coordinates with other concerned agencies.

CG-3 - Operations (DCS-OPNS)

- advises the CPCG on all matters related to the deployment, employment, strategies, doctrines, and readiness of all units of the Command;
- supervises, monitors and evaluates planned operations and other Command activities, maintains records of law enforcement activities and search and

rescue (SAR) operations, ensures that SAR operations and activities are properly coordinated and executed.

CG-4 - Logistics (DCS-LOG)

- assists and advises the CPCG on matters pertaining to planning, procurement, distribution, supply management and facility establishment and maintenance of PCG resources and assets.

CG-5 - Plans & Programs and International Affairs (DCS-PPIA)

- assists the CPCG in the formulation, development, and implementation of Command strategic concepts and policies, long-range/ mid-range and short-range plans and programs, and international affairs essential for the efficient operation of the PCG.

CG-6 - Comptrollership (DCS-COMP)

- plans, coordinates and supervises all matters pertaining to the Financial Management of the PCG's resources and advises the CPCG on the cost effective use of PCG funds.

CG-7 - Community Relations Service (DCS-CRS)

- organizes, participates, equips and provides community affairs services for the civilian populace in support of the PCG mission and the socio-economic development of the country;
- plans, directs, coordinates, supervises, and monitors all activities pertaining to Community Relations Service (CRS);
- responsible for the development and administration of the Philippine Coast Guard Auxiliary (PCGA).

CG-8 - Maritime Safety Services (DCS-MSS)

- advises the CPCG in the formulation of policies relevant to the enforcement of regulations for the promotion of safety of life and property at sea, enforcement of safety standards, the establishment, operation and maintenance of aids to navigation, the regulation of salvage operations, and the conduct of marine casualty investigation.

CG-9 - Marine Environmental Protection (DCS-MEP)

- advises the CPCG in the formulation of policies and regulations for the prevention, control and mitigation of pollution of the sea, rivers and tributaries within the jurisdiction of the Philippines.

CG-10 - Ships and Aircraft Engineering (DCS-SAE)

- advises the CPCG on matters pertaining to the maintenance, repair and alteration of the PCG's vessels, craft and aircrafts.

CG-11 - Weapons, Communications, Electronics & Information Systems (DCS-WCEIS)

- serves as the Maritime Communications, Weapons, Electronics and Information System (MCWEIS) to PCG units in order to support the attainment of their missions.

CG-12 - Education and Training (DCS-ET)

- provides the PCG with a responsive education and training program to enhance the professional competence of all PCG personnel.

CG-14 - Maritime Security Services (DCS-MSS)

- advises the CPCG in the formulation of policies relevant to maritime security and law enforcement matters

CG-15 - Strategic Studies and Modernization (DCS-SSM)

- advises the CPCG in the formulation of policies and programs on matters pertaining to Strategic Studies and Modernization.

1.c PCG SPECIAL STAFF

Coast Guard Adjutant Office (CGAO)

- provides administrative services for the PCG in order to attain an efficient and effective personnel administration, records management, publication of orders and PCG policies; processes the retirement and separation of uniformed personnel of the PCG.

Coast Guard Gender and Development (CGGAD)

- plans, monitors, coordinates, assesses and evaluates GAD related activities and programs of the PCG.

Coast Guard Legislative Liaison Affairs (CGLLA)

- ensures that government programs and services are easily accessible for every coastguardsman; attends to the various aspects of the legislative service requirement of the PCG and undertakes liaison work with the Office of the President, the Senate, the House of Representatives and the Department of Budget and Management (DBM).

Coast Guard Public Affairs Office (CGPAO)

- ensures that all received information is properly disseminated to the public through print, electronic (via email or cell phones) and broadcast media; coordinates PCG media relations, provides photo and video coverage for the CPCG and Command directed activities, harnesses the content of the PCG website (coastguard.gov.ph).

Coast Guard Receiving Station (RECSTA)

- accounts PCG uniformed personnel who are on foreign and local schooling, sick in hospital, for reassignment, with pending cases, detailed with VIP's, retired PCG Officers/other PCG unit, detailed with foreign post, resignations/reversion/retirement dependency discharge and detailed outside PCG.

Headquarters Support Group (HSG)

- provides administrative, logistics, mobility and service support to the National Headquarters, Philippine Coast Guard.

Philippine Coast Guard Command Center (PCG COMCEN)

- collects information on significant incidents, current events and activities from all PCG units, other law enforcement agencies, other friendly forces and open source media;
- effects immediate dissemination of reports which warrants the attention of the PCG leadership and other authorized recipients;
- coordinates and monitors operating units and deployments.

Property Management Office, Philippine Coast Guard (PMO, PCG)

- leads and manages the business process of improvement projects of the PCG, monitors and reports active projects, and reports progress to top management for strategic decisions on what projects to continue or cancel.

2. FUNCTIONAL COMMANDS

Functional Commands are responsible in the enforcement of PCG policies in five (5) functional areas: Maritime Safety (MARSAF), Maritime Security (MARSEC) and Maritime Law Enforcement (MARLEN), Marine Environmental Protection (MEP) and Maritime Search and Rescue (MARSAR). They give effect to the provisions of the Implementing Rules and Regulations of RA 9993 through the conduct of operations within their respective area of jurisdictions and propose the promulgation of rules and regulations, memorandum circulars, and standard operating procedures (SOPs) in their field of operations.

2.a Maritime Safety Services Command (MSSC)

The Maritime Safety Services Command (MSSC) assists the CPCG in the formulation of rules and regulations to promote maritime safety. It provides policy doctrines based on the mission direction provided by the Command in relation to such core function. It likewise assumes the administration and operational control of the Maritime Search and Rescue Group which is designated as the Maritime Rescue Command Center (MRCC).

2.b Maritime Security Command (MARSEC)

The Maritime Security Command (MARSEC) assists the CPCG in the implementation of rules and regulations on maritime security and law enforcement. It has administrative control over the following:

Coast Guard K9 Force (CGK9)

- provides trained working dogs and handlers to PCG operating units through training, logistical and veterinary support; provides explosives and narcotics detection K9 Teams to support maritime security and law enforcement activities of PCG units nationwide; and conducts training of K9 handlers and Coast Guard Working Dogs (CGWD) in explosive and narcotics detection, patrol, and search and rescue.

Sea Marshal Group

- provides, maintains and deploys sea marshal, and/ or personnel in support of other Coast Guard operating units as well as special operations personnel in the conduct of VIP protection and maritime security operations.

2.c Marine Environmental Protection Command (MEPCOM)

The Marine Environmental Protection Command (MEPCOM) assists the CPCG in the formulation of rules and regulations to promote marine environmental protection. It sets policy doctrines based on the mission direction provided by the Command in relation to such core function. It also provides the necessary training of personnel in its specific functional area and has operational and administrative control of the National Operations Center for Oil Pollution (NOCOP).

3. PCG DISTRICTS

PCG Districts are the major operating arm of the PCG. They manage and operate CG Stations, CG vessels, small crafts and special units under their cognizance to accomplish the PCG missions within their area of responsibility. Hereunder are the thirteen (13) Coast Guard Districts all over the Philippines and their respective locations:

DISTRICT	ADDRESS
Coast Guard District Northeastern Luzon (CGDNELZN)	Barangay 9, Minanga, Aparri, Cagayan
Coast Guard District Northwestern Luzon (CGDNWLZN)	Poro Point, San Fernando City, La Union
Coast Guard District National Capital Region-Central Luzon (CGDNCR-CL)	Muelle Dela Industria, Farola Compound, Binondo, Manila
Coast Guard District Southern Tagalog (CGDSTL)	Sta. Clara, Batangas City
Coast Guard District Bicol (CGDBCL)	Government Center Site, Rawis, Legaspi City
Coast Guard District Palawan (CGDPAL)	Barangay Liwanag, Port Area, Puerto Princesa City, Palawan
Coast Guard District Central Visayas (CGDCV)	Arellano Boulevard, Cebu City
Coast Guard District Eastern Visayas (CGDEV)	Ebony Street, Port Area City, Leyte
Coast Guard District Western Visayas (CGDWV)	Zone 2, Bo. Obrero, Iloilo City
Coast Guard District Southern Visayas (CGDSV)	Port Area, Dumaguete City, Negros Oriental
Coast Guard District Northern Mindanao (CGDNM)	Corrales Extension, Macabalan, Cagayan De Oro City
Coast Guard District Southeastern Mindanao (CGDSEM)	Km 11, Sasa, Davao City
Coast Guard District Southwestern Mindanao (CGDSWM)	Naval Station Romulo Espaldon, Bagong Calarian,

Figure 3. PCG Districts

*The PCG has 75 Coast Guard Stations and 374 Coast Guard Sub-Stations nationwide as of February 2020. (See annexes for the map of PCG Districts Area of Responsibility)

4. ADMINISTRATIVE SUPPORT COMMANDS

4.a Coast Guard Logistics Systems Command (CGLSC)

The CGLSC is primarily responsible in matters pertaining to planning, procurement, distribution, supply management, facility establishment and maintenance of PCG resources and assets. It has administrative control over the following:

Coast Guard Procurement Service (CGPS)

- responsible in implementing procedures on the procurement of materials and services needed for the PCG in accordance with R.A. 9184, existing policies and procedures; prepares documents for payment of materials and services procured.

Coast Guard Infrastructure Development Service (CGIDS)

- formulates, develops and implements infrastructure plans and programs in support of the PCG Mission such as the creation of overall infrastructure master plan, guidelines on the preparation of project design, cost estimates, and post evaluation of the project. It also prepares complete project documents like design and schematic plans, technical specifications and scope of works.

Real Estate Management Office (REMO)

- advises and recommends to the CPCG matters pertaining to the administration and management of PCG Real Estate. It formulates policies and plans for the general utilization of PCG bases and reservation as well as the acquisition and utilization of PCG real estate properties.

4.b Coast Guard Education Training and Doctrine Command (CGETDC)

The CGETDC educates, trains and continuously provides coastguardsmen with basic and advance coastguard knowledge and skills necessary to effectively perform PCG core functions and pursue a progressive coast guard career. It handles the basic and advance courses for officers and non-officers and supports the requirements of the different PCG Satellite Training Institutes (STI's) in the conduct of their respective training activities.

4.c Coast Guard Surface Support Force (CGSSF)

The CGSSF organizes, trains, equips, designs and maintains all floating assets under the Coast Guard Functional Commands, Coast Guard Districts and Coast Guard Shipyards for the accomplishment of their missions. It is also responsible in the conduct of periodic maintenance, readiness evaluation, training of personnel for different shipboard ratings and formulation of necessary doctrines for the Coast Guard Surface Support Force operation.

5. OPERATIONAL SUPPORT COMMANDS

5.a Coast Guard Special Operations Force (CGSOF)

The CGSOF provides special operations capability in the conduct of both underwater and surface search and rescue operations and provides special operations personnel to undertake, support and assist in the conduct of maritime security and law enforcement operations. It also undertakes underwater hull survey, inspections and maintenance operations to PCG floating assets and assists in buoy laying operations and provides VIP protection as well.

Coast Guard Anti-Terrorist Unit (CGATU)

- renders swift and efficient response in the event of maritime threats (to include acts of terrorism), Piracy/Sea Jacking, Hostage Taking, Counter-terrorist Operations, VIP Protection, and Threatened suicide incidents within the jurisdiction of the PCG; performs air assault/fast rope operations, surface assault/freeboard climbing operations, surface swim/climb operations into vessels; maintains and operates anti-terrorist weapons and equipment.

5.b Coast Guard Aviation Force (CGAF)

The CGAF prepares and provides air assets for Coast Guard operations by maintaining operational readiness of air assets and support equipment. It also trains and deploys assigned personnel for Coast Guard Air operations.

5.c Coast Guard Weapons, Communications, Electronics and Information Systems Command (CGWCEISC)

The CGWCEISC operates, maintains and repairs weapons, communications, electronics, and information systems and equipment of the PCG. It conducts training to personnel as well as ashore and afloat maritime communications inspections and accreditations of GMDSS communication equipment in compliance with existing IMO, MARINA and PPA Regulations.

5.d Coast Guard Civil Relations Service (CGCRS)

The CGCRS organizes, participates and provides community affairs activities for the civilian populace in support of the PCG Mission and the socio-economic development of the country. It is responsible for the formulation of policies on the development and administration of the PCG Auxiliary (PCGA) and establishes linkages with NGAs, LGUs, NGO's and sectoral organizations for the effective implementation of CRS Programs and activities.

6. SPECIAL SERVICE COMMANDS

6.a Coast Guard Human Resource Management Command (CGHRMC)

The CGHRMC advises or assists the CPCG in the attainment of the command and staff activities pertaining to the direction, control and supervision of Human Resource Management or personnel matters within the Philippine Coast Guard (PCG) Uniformed and Non-Uniformed personnel.

Coast Guard Special Service Office (CGSSO)

- The CGSSO recommends to the CPCG matters related to sports and fitness management and development. It is responsible for the promotion and enhancement of the physical and mental fitness of the PCG community in order to ensure a strong, efficient and competent workforce as it aspires to enhance the morale, discipline and sportsmanship of the PCG community vis-à-vis with the civilian populace.

6.b Coast Guard Finance Center (CGFC)

The CGFC provides effective and efficient financial services to the PCG through the implementation of policies and procedures governing the custody, disbursement and collection of funds. It administers the Integrated Payroll Management System (IPMS) and ensures the timely payment of pay and allowances to all PCG personnel.

6.c Coast Guard Internal Audit (CGIA)

The CGIA recommends and advises the CPCG on internal auditing functions in order to achieve an efficient and effective fiscal administration and performance of agency affairs and functions. It provides guidance pertaining to unsettled or overdue accountabilities of Special Disbursing Officers, and Supply Accountable Officers and actuates early settlement thereof and undertakes steps to determine civil, administrative or criminal liability/liabilities of personnel involved and/or concerned.

6.d Coast Guard Internal Affairs Service (CGIAS)

The CGIAS conducts proactive inspections and audit on all PCG, units/facilities and properties and evaluates operational readiness/security of PCG Units. It investigates

complaints against erring PCG personnel involving all offenses punishable by law or rules and regulations; and manages and maintains records pertaining to the Statement of Assets and Liabilities and Net worth of all PCG Personnel.

6.e Coast Guard Intelligence Force (CGIF)

The CGIF provides intelligence and counterintelligence measures through planning, intelligence fusion and effective management of intelligence resources and conducts security operations for the protection of the integrity of the PCG and deterrence of maritime threats affecting the nation.

7. TECHNICAL SERVICE

7.a Coast Guard Legal Service (CGLS)

The CGLS promotes and strengthens the PCG as a multifaceted maritime agency, by providing strong and pro-active legal assistance and representation. It assists and serves as the legal adviser of the CPCG, prepares position papers and administrative orders/ policies and propose amendments on existing laws bearing upon PCG functions. It also reviews cases and investigation reports in relation to maritime accidents and other offenses.

7.b Coast Guard Medical Service (CGMED)

The CGMED promotes and provides quality health care services to all PCG Officers, Non-Officers, Civilian Employees and their dependents, in order to ensure their health and prevent diseases, injuries or disabilities that may directly hamper in the performance of their duties. It aims to be the PCG's effective instrument in providing prompt and efficient medical and surgical services during medical missions and maritime casualties.

7.c Coast Guard Dental Service (CGDS)

The CGDS provides comprehensive dental health care to all PCG personnel and their dependents such as measures to treat, correct and arrest oral, dental and maxillo-facial diseases/injuries and developing abnormalities and disabilities. It renders dento-oral assessment as part of the PCG physical examination which are amongst the requirements for enlistments, reenlistments, commissionship, promotion, and schooling/training of PCG personnel.

7.d Coast Guard Chaplain Service (Chaplain)

The Chaplain spearheads the building up of a God-Centered PCG by providing adequate, relevant, dynamic and integrated religious ministry and moral value enhancement activities to PCG personal and their families in support of the overall mission of the PCG. It pursues an integrated and holistic program through the following: Worship and Religious Service, Pastoral Care and Ministration, and Psycho-Emotional Guidance and Counseling Services.

C. PCG Mission, Vision and Functions

PCG Mission

“The PCG is a uniformed armed service that implements and enforces all national and international maritime safety, security, search and rescue, and marine environmental protection laws in support of the Integrated Maritime Transportation Network objectives, national security and economic development of the Philippines.”

PCG Vision

“By 2028, PCG is a world class guardian of the sea committed to save lives, ensure safe maritime transport, cleaner seas, and secure maritime jurisdiction.”

PCG Core Functions

Maritime Safety (MARSAF)

The Philippine Coast Guard is the country's vanguard against the entry of unsafe foreign vessels into the country through its Port State Control. Pursuant to RA 9993, the Philippine Coast Guard is mandated to enforce regulations in accordance with all relevant national laws, maritime international conventions, treaties or instruments of which the government is a signatory. In addition, Maritime Safety or MARSAF function is designed to help prevent or minimize unnecessary loss of lives and properties at sea.

The seaworthiness of every vessel leaving the port is ensured through the conduct of an intensified Mandatory Pre-departure Inspection (MPDI) which safeguards the compliance of vessels with safety standards and prevents noncompliant vessels from sailing. Random Emergency Readiness Evaluation (ERE) and Operational Readiness Evaluation (ORE), regular vessel safety inspections, publication of Notice to Mariners (NOTAM), and the implementation and enforcement of navigational rules and designation of sea lanes, among others, are likewise conducted to ensure the safety of lives and properties at sea.

Further, the PCG is also responsible in issuing permits and supervises all marine salvage operations. It is mandated to destroy or tow floating hazards to navigation such as, but not limited to illegal fish traps and vessels. Moreover, navigational safety is ensured by operating and/or maintaining and servicing lighthouses and navigational buoys around the country which guide and ensure safe voyage to mariners.

Maritime Security (MARSEC)

To maintain maritime security, the PCG regularly conducts maritime patrols and surveillance for the safety of navigation of ships, to safeguard ships from illegal acts

and to promote freedom of navigation. The PCG is likewise mandated to secure exploration and resource utilization activities within the country's maritime jurisdiction.

In its Sea Marshal Program, the PCG manages composite security forces composed of AFP, PNP and PCG elements to protect voyages of passenger-laden vessels in domestic routes. The Coast Guard also boasts of a newly established nationwide K-9 unit composed of highly trained sniffing dogs deployed in the major ports throughout the country.

Maritime Law Enforcement (MARLEN)

The PCG is likewise mandated to implement laws on fisheries (and poaching), immigration, tariff and customs, forestry, firearms and explosives, human trafficking, dangerous drugs and controlled chemicals, and to implement the Revised Penal Code and all other applicable laws within the country's maritime jurisdiction and battle transnational crimes. The PCG is authorized to board and inspect all watercrafts suspected to be involved in or used in illegal trade. PCG personnel are also deemed agents of BFAR, Immigration, Customs, DENR, PDEA, and INTERPOL in the performance of its MARLEN function.

As a maritime organization under RA 9993, it is deputized by 21 government agencies to perform maritime law enforcement functions directed towards the suppression of piracy, smuggling, poaching, illegal fishing, illegal entry, human smuggling, illegal logging, drug trafficking, gun running and terrorist activities.

Marine Environmental Protection (MAREP)

The Philippines is a signatory to IMO Conventions on Marine Pollution of 1973 and 1978 (MARPOL 73/78). The PCG under Republic Act 9993, is the sole agency responsible for the Philippine implementation of the Conventions with regards to oil pollution, prevention, mitigation and control through the conduct of marine pollution monitoring and control, enhancement of PCG capability and oil spill response operations and enforcement of all marine environmental laws and regulations.

Maritime Search and Rescue (MARSAR)

The Philippine Coast Guard, in accordance with the Safety of Life at Sea (SOLAS) Convention, is the national maritime search and rescue service of the country. The Philippine Coast Guard Command Center (PCGCC) at the PCG Headquarters in Manila serves as the coordinating center for all search and rescue operations. The thirteen (13) Coast Guard Districts are designated as Maritime Rescue Coordinating Council (MRCC) within their areas of responsibility while the 75 Coast Guard Stations are designated as Maritime Rescue Sub-Centers (MRSC). The 374 sub-stations under these stations are designated as SAR units.

The PCG's SAR organization maintains constantly-manned watch centers that operate 24 hours a day, continuously monitoring distress frequencies and

conducting coastal foot and seaborne patrol within their area of responsibility. There is at least one division or squadron of Coast Guard Auxiliary in each MRSC where watch can be set and assistance can be obtained when required. Likewise, at least one Deployable Response Team composed of Special Operations Group, Medical Team, K-9 and rescue swimmers is organized in every Coast Guard District or MRCC which can be dispatched immediately to any maritime and land based search and rescue operations.

The PCG's Powers and Functions pursuant to Republic Act 9993

With the enactment of Republic Act No. 9993, otherwise known as "*The Philippine Coast Guard Law of 2009*", the PCG's powers and functions as the primary maritime agency of the country were specified and clarified. Being the third armed and uniformed service of the country and as an attached agency of the Department of Transportation (formerly Department of Transportation and Communications), the PCG was deemed a *sui generis* (of its own kind), for having both civilian and military characters. Notably, even after its transfer from being one of the branch services of the AFP, the PCG continues to practice and possess the system, discipline, administration, organization, as well as the customs and traditions in the military, taking into account that "*in times of war, as declared by Congress, the PCG or parts thereof shall be attached to the Department of National Defense (DND)*" (Section 2.1 of RA 9993).

Section 3 of RA 9993 provides for the powers and functions of the PCG, which, can be summed up vis-à-vis its core functions, as follows:

MARITIME SAFETY

Rule 3 (a). To enforce regulations in accordance with all relevant maritime international conventions, treaties or instruments and national laws for the promotion of safety of life and property at sea within the maritime jurisdiction of the Philippines and conduct port state control implementation

Rule 3 (a) 1. The PCG shall enforce all pertinent rules and regulations on all vessels, ships, watercrafts and off-shore facilities or platforms or oil rigs in accordance with applicable and relevant international maritime conventions, treaties or instruments, and national laws for the promotion of safety of life and property at sea, including but not limited to ship safety and crew competence and welfare, marine environmental protection, maritime communications and distress monitoring systems and maritime security enforcement within the maritime jurisdiction of the Philippines.

Rule 3 (a) 2. The PCG, as the sole port state control authority under the Asia-Pacific Memorandum of Understanding on Port State Control (Tokyo MOU), shall conduct port state control inspections on all foreign-registered vessels, ships, watercrafts and off-shore facilities or platforms or oil rigs in accordance with relevant international maritime conventions, protocols, treaties, instruments, and agreements.

Rule 3 (a) 3. In the furtherance of regional cooperation and partnership for the promotion of safety of life and property at sea, and in order to effectively discharge its functions and promote national interest in international maritime issues and policies in furtherance of national development, the PCG shall participate in relevant international meetings, gatherings and other regional discussions.

Rule 3 (b). *To conduct inspections on all merchant ships and vessels, including but shall not be limited to inspections prior to departure, to ensure and enforce compliance with safety standards, rules and regulations.*

Rule 3 (b) 1. Owners, operators, masters, crew and other responsible persons or juridical entities of all Philippine-registered merchant ships, vessels, watercrafts and off-shore structures or platforms or oil rigs, required by law to exercise extra-ordinary diligence in ensuring the safety of life and properties at sea, shall adhere and comply with safety standards, rules and regulations hereinafter specified and shall therefore subject their vessels or facilities including their documents to PCG enforcement inspection and verification at all times.

Rule 3 (b) 2. Enforcement Inspections. The PCG may, at anytime, conduct inspections or audits to verify compliance to certain aspects of vessel seaworthiness in accordance with applicable safety standards, rules and regulations including but not limited to the following:

- Plans for the safe construction, repair, modification or alteration of vessels;
- Compliance to standards of materials, equipment and appliances of vessels;
- Appropriate classification or categorization of vessels;
- Safe manning level of vessels;
- Compliance to loadline and stability requirements;
- Safety management and operation systems; g. Security plans and measures implemented by vessels;
- Observance of proper hull and machinery condition and maintenance; and
- Compliance to proper measurements of vessels, watercrafts and similar conveyances.

Rule 3 (b) 3. The PCG shall device checklists specifying therein aspects of vessel seaworthiness subject for compliance verification during different types or schedules of enforcement inspections.

Rule 3 (b) 4. In the course of conduct of enforcement inspections, where the PCG finds clear grounds to believe that the ship or vessel or its equipment or crew do not correspond substantially with the requirements of applicable safety standards, as provided for by relevant international maritime

conventions, national laws, rules and regulations, and that non-conformity(ies) discovered, singly or together, are serious enough to merit holding or suspension of departure of vessels, the PCG shall issue certificates of non-compliance specifying therein the nature of such safety standard non-conformity(ies) subject for rectification.

Rule 3 (b) 5. All safety standard non-conformities discovered by the PCG shall be recorded in the vessel's Inspection Record Book stating therein the allotted time or condition to correct said non-conformities.

Rule 3 (b) 6. Based on the Master's obligation and authority to ensure the seaworthiness of his vessel for its intended voyage, the PCG shall continue to require Masters of vessels to undertake and submit a Master's Declaration of Safe Departure prior to every voyage.

Rule 3 (b) 7. The Master's Declaration of Safe Departure shall contain a declaration of compliance to safety standards, rules and regulations, which includes the following:

- a. Completeness and validity of ship safety certificates and documents;
- b. Compliance with safe manning requirement and crew certification and qualification document validity;
- c. Officers and crew are in healthy and sound condition, not under the influence of alcohol or prohibited drugs and fit for the intended voyage;
- d. Carriage of cargo and passengers are within authorized limits, and properly documented;
- e. Required communications and navigational equipment are complete and in good operating condition;
- f. Main and auxiliary engines are in good operating condition;
- g. Fire-fighting and life-saving appliances are complete, in good operating condition, available and accessible to passengers;
- h. Proper ship stability and trim, cargo stowage, securing and lashings are strictly observed; and
- i. Prevailing weather conditions for intended voyage is safe and latest weather bulletin and advisory are available.

Rule 3 (b) 8. Pre-Departure Inspections. Upon submission of the Master's Declaration of Safe Departure, the PCG shall board the vessel to conduct pre-departure inspection and verification of entries or declarations therein in areas or ports where the PCG has established its presence.

Rule 3 (b) 9. Ship owners, operators, masters, crew, port authorities and terminal operators shall devise and implement a system for safe and orderly

embarkation of passengers and loading of cargoes together with the appropriate security screening systems to ensure that the vessels carry only the authorized passenger and cargo capacity limit and proceed with its voyage safely.

Rule 3 (c). To detain, stop or prevent a ship or vessel which does not comply with safety standards, rules and regulations from sailing or leaving port.

Rule 3 (c) 1. The PCG may suspend, hold, stop or prevent the departure of a ship or vessel, or if underway, supervening events happen that would endanger continuous navigation, commence or direct a vessel to immediately proceed to the nearest possible port of refuge, when the condition of said vessel is discovered or ascertained not to correspond substantially with the applicable safety standards, rules and regulations to ensure its safe voyage without presenting danger to the vessel or persons on board or other vessels navigating along its route, or without presenting an unreasonable threat or harm to the marine environment.

Rule 3 (c) 2. In determining whether the deficiencies are serious as to necessitate suspension, stoppage of operation or detention, the PCG shall assess the ship and/or crew's ability to perform or comply, throughout its intended voyage, with the following:

- a. Navigate safely;
- b. Maintain adequate stability and trim condition;
- c. Safely handle, carry, secure and monitor the condition of the cargo;
- d. Maintain all propulsions and proper steering;
- e. Operate the ship's machineries safely;
- f. Fight fires and prevent flooding effectively in any part of the ship, if necessary
- g. Prevent pollution of the environment;
- h. Maintain adequate watertight integrity;
- i. Communicate in distress situations, if necessary;
- j. Provide adequate life saving devices corresponding to its maximum authorized passenger and crew capacity;
- k. Provide safe and healthy conditions on board;
- l. Complete officer and adequate crew complement corresponding to the proper observance of appropriate periods of work and rest from work
- m. Weather condition does not merit the suspension of the voyage
- n. Required operational and emergency readiness standards of crew is met;
- o. Documentations and certificates are complete and valid;

- p. Sufficient training of the crew based on actual "Operational Readiness Evaluation; and
- q. Other analogous circumstances.

Rule 3 (c) 3. Masters of vessels, whose voyages are voluntarily suspended or stopped due to non-conformity with the above requirements/conditions, shall submit a report to the PCG stating therein the reasons for the suspension of its scheduled voyage. Upon rectification of the same, a report thereon shall likewise be submitted to the PCG.

Rule 3 (d). To conduct emergency readiness evaluation on merchant marine vessels.

Rule 3 (d) 1. The PCG shall prescribe an appropriate operational and emergency readiness standard, procedures and guidelines for all Philippine-registered merchant marine vessels, watercrafts and all off-shore structures or platform or oil rigs.

Rule 3 (d) 2. The PCG shall conduct operational and emergency readiness evaluation on all merchant marine vessels, watercraft and all off-shore structures or platforms or oil rigs within the maritime jurisdiction of the Philippines. The evaluation may be conducted with or without schedule or at the request of the owner or operator.

Rule 3 (d) 3. The PCG and owners, operators, Masters or other responsible persons or entities of merchant ships or vessels shall suspend, hold or stop the operation of vessels whose officers and crew do not meet the prescribed standard operational and emergency readiness until such time that said standard of readiness has been satisfactorily met.

Rule 3 (e). Subject to the approval of the Secretary of the DOTC, to issue and enforce rules and regulations for the promotion of safety of life and property at sea on all maritime-related activities.

Rule 3 (e) 1. Maritime-related activities shall include, but shall not be limited to, the following:

- a. Navigational rules of passage of vessels within Philippine maritime jurisdiction and navigable bays, rivers and inland waters to include, but not limited to, rules for lights, signals, speed, steering, sailing, passing, anchorage, movement and towlines of vessels, in accordance with the International Regulations for Preventing Collisions at Sea (COLREGS 1972) and other relevant laws and international conventions;

- b. Designation of sea lanes, navigable routes, safe havens, Traffic Separation Schemes and Ship Reporting Systems through appropriate maritime communications system;
- c. Berthing and piloting of vessels in restricted navigable waterways outside any port zone and harbor limits;
- d. Offshore ship-salvaging, recycling and scrapping activities;
- e. Aids to Navigation requirements in all government and privately owned and controlled ports and piers or wharves including those in bays and harbors, inland waters, rivers, lakes, floating establishments such as hotels, restaurants, casinos, etc.;
- f. Construction, establishment, alteration or modification of road bridges and other structures over navigable inland waters, rivers and lakes;
- g. Marine parades and regattas;
- h. Operation of pleasure and recreational watercrafts and activities;
- i. SCUBA diving and related underwater activities;
- j. Offshore research, surveys and explorations to include operation of Mobile Off-shore Drilling Units or oil rigs;
- j. Marine surface and underwater laying activities such as submarine cables, pipelines, power plants and other fixed or temporary structures;
- k. Safety and security requirements of coastal and beach resorts, and vessels with pool facilities including qualification and requirements for lifeguards;
- l. Enforcement of safety of navigation in identified marine-protected areas; and
- n. Safety, security and environmental protection requirements for vessels in lay-up condition.

Rule 3 (f). To coordinate, develop, establish, maintain and operate aids to navigation, vessel traffic system, maritime communications and search and rescue facilities within the maritime jurisdiction of the Philippines.

Rule 3 (f) 1. The PCG shall be responsible for the development, establishment, maintenance and operation of aids to navigation. As such, the PCG shall have authority over all lighthouses and marine buoyage systems, and other marine aids to navigation.

Rule 3 (f) 2. The PCG shall approve the establishment/installation of aids to navigation by private, government or non-government entities/organizations.

Rule 3 (f) 3. Private, government or non-government entities/organizations that establish/install Aids to Navigation (ATON) shall register said ATON with the PCG. Such entities shall be responsible for the maintenance, repair and operation of the same.

Rule 3 (f) 4. Private owners of ATON shall not be allowed to alter the

characteristics of ATON or transfer ownership of the same without approval of the PCG.

Rule 3 (f) 5. It shall be unlawful for any individual, group or organizations to destroy, cause damage, or remove ATON.

Rule 3 (f) 6. The PCG shall coordinate with port authorities and/or port owners its program of development, establishment, maintenance and operation of appropriate ATON in all government and private ports and harbors within the maritime jurisdiction of the Philippines in accordance with PCG and IALA standards.

Rule 3 (f) 7. The PCG shall be responsible for the establishment and management of vessel traffic system in the maritime jurisdiction of the Philippines.

Rule 3 (f) 8. The PCG may collect light/ATON dues for the efficient maintenance of aids to navigation that are being directly maintained and operated by the PCG.

Rule 3 (f) 9. The PCG may allow the adoption of lighthouses by private, government or non-government entities/organizations for purposes of preservation, restoration and promotion of tourism and national heritage, subject to certain conditions imposed by the PCG.

Rule 3 (f) 10. The PCG shall continue to develop its capability in maritime communications and shall ensure compatibility and interoperability of merchant marine communications systems by prescribing, in accordance with international standards, the appropriate minimum equipment and specifications to be used in the operation of vessels for the promotion of maritime safety, security and environmental protection.

Rule 3 (f) 11. The PCG shall establish, operate and maintain maritime communications system nationwide, in coordination with relevant agencies, if applicable, in compliance with the regulations of Global Maritime Distress and Safety System (GMDSS), Automatic Identification System (AIS), Long Range Identification and Tracking System (LRITS) and Ship Security and Alert System (SSAS) as provided for under the SOLAS Convention, as amended, and International Ship and Port Facility Security Code (ISPS Code) and other maritime communications system that may later be prescribed by the IMO or other relevant organizations.

Rule 3 (f) 12. The PCG shall continue to operate and maintain the Manila Central Coast Stations for the DSC and radio telephone distress monitoring and NAVTEX broadcast for the maritime safety information and dissemination of Notice to Mariners and for long range communications on MF and HF frequency and other communications system for nationwide coverage that may be established in the future.

Rule 3 (f) 13. The PCG shall establish, operate, regulate and maintain all vessel traffic and monitoring system (VTMS) nationwide both in-land waters or at open sea within the jurisdiction of the Philippines.

Rule 3 (f) 14. The PCG shall develop, establish, maintain, and operate maritime search and rescue coordination centers and sub-centers, and other search and rescue facilities and equipment for the purpose of monitoring and rendering aid to persons and vessels in distress within the maritime jurisdiction of the Philippines, including the high seas in accordance with applicable international conventions.

Rule 3 (g). To remove, destroy or tow to port, sunken or floating hazards to navigation, including illegal fish traps and vessels, at or close to sea lanes which may cause hazard to the marine environment.

Rule 3 (g) 1. To ensure safe navigation, the PCG shall render all navigable waterways subject to the jurisdiction of the Philippines free from obstruction.

Rule 3 (g) 2. With respect to properties deemed hazardous to safe navigation, the PCG shall require immediate removal thereof by its owner. The owner shall shoulder the cost of removing such hazard.

Rule 3 (g) 3. The PCG shall exercise the rights and assume the obligations of the Philippines on wreck removal in accordance with applicable international conventions.

Rule 3 (g) 4. Construction of bridges and other structures over navigable waters shall have prior clearance from the PCG.

Rule 3 (h). To issue permits for the salvage of vessels and to supervise all marine salvage operations, as well as prescribe and enforce rules and regulations governing the same.

Rule 3 (h) 1. The PCG shall regulate, supervise and monitor the conduct of all maritime salvage operations, offshore ship breaking, or vessel scrapping within the waters subject to the jurisdiction of the Philippines.

Rule 3 (h) 2. The PCG shall issue the necessary permits or clearances for the proper conduct of marine salvage operations, offshore ship breaking or scrapping.

Rule 3 (h) 3. All marine research or surveys to be conducted within the waters subject to the jurisdiction of the Philippines shall be undertaken in coordination with the PCG.

Rule 3 (j). *To investigate and inquire into the causes of all maritime accidents involving death, casualties and damage to properties.*

Rule 3 (j) 1. The PCG, through the Board of Marine Inquiry (BMI) and other offices with associated functions that may hereinafter be created by the PCG, shall be the country's maritime casualty investigating authority responsible for conducting investigations on maritime incidents involving death, casualties, and damage to properties occurring within waters subject to the jurisdiction of the Philippines and those involving vessels of Philippine registry. In the performance of this function, the PCG shall promulgate the necessary rules and regulations, subject to the approval of the DOTC Secretary.

Rule 3 (j) 2. The conduct of maritime casualty investigation shall conform to international standards as recommended by the "Code of the International Standards and Recommended Practices for Safety Investigations into a Marine Casualty or Marine Incident" of the International Maritime Organization (IMO).

Rule 3 (j) 3. To enhance cooperation with other international and national maritime safety agencies, the results of the investigation conducted shall be published in the proper forum and shall be submitted to the IMO or any substantially interested state.

Rule 3 (j) 4. The conduct of maritime casualty investigation by the PCG is separate and distinct from any other form of investigation involving civil, criminal and administrative proceedings. The primary purpose of such investigation shall be to: (i) identify the circumstances surrounding the marine incident, (ii) determine the causes and contributing factors, and (iii)

make appropriate recommendations and/or adopt measures to prevent the occurrence of similar incidents.

Rule 3 (j) 5. All maritime casualty investigation records in the possession of the PCG may be disclosed in criminal, civil, disciplinary proceedings upon orders of competent courts or upon written request duly approved by competent authority in accordance with existing rules and regulations.

Rule 3 (j) 6. The PCG shall conduct an investigation for every maritime casualty incident involving, but not limited to the following:

- The death of, or serious injury to, a person;
- The loss of a person from a ship;
- The loss, presumed loss or abandonment of a ship;
- Material damage to a ship;
- The stranding or disabling of a ship, or involvement of a ship in a collision;
- Material damage to marine infrastructure external to a ship that could seriously endanger the safety of a ship, another ship or an individual; or
- Severe damage to or the potential for severe damage to the environment.

Rule 3 (j) 7. The submission of marine protest shall be mandatory from any person/entity responsible for the vessel, watercrafts and other water conveyances, within twenty four (24) hours upon the occurrence of any maritime accidents, grounding, foundering criminalities on board, and other unusual incidents or accidents involving risk on the safety and security of life and property at sea.

Rule 3 (j) 8. In the performance of the aforementioned function, PCG investigators are authorized to board a ship, interview the Master and crew and any other person involved, and if necessary, hold or suspend departure of the vessel to acquire evidentiary materials for use in the maritime casualty investigation.

Rule 3 (j) 9. In cases of hazardous incidents or when an accident nearly occurs in connection with the operation of a vessel ("near miss" incidents), the PCG shall formulate the necessary guidelines for the disposition of such cases.

Rule 3 (j) 10. The PCG shall, within ninety (90) days upon the approval of this

IRR, promulgate and publish the appropriate guidelines and procedures covering maritime casualty investigation.

Rule 3 (m). To board and inspect all types of merchant ships and watercrafts in the performance of its functions.

Rule 3 (m) 1. The PCG, in the performance of its enforcement functions, shall board, visit, and inspect all types of merchant ships, vessels, watercrafts, and off-shore structures or platforms or oil rigs, while underway, anchored, or moored within the maritime jurisdiction of the Philippines, or while in dry-dock.

MARITIME SECURITY

Rule 3 (k). To assist in the enforcement and maintenance of maritime security, prevention or suppression of terrorism at sea, and performance of law enforcement functions in accordance with pertinent laws, rules and regulations

Rule 3 (k) 1. The PCG shall conduct surveillance and inspection on all suspected persons, vessels and watercrafts navigating within the waters subject to the jurisdiction of the Philippines, including offshore platforms or oil rigs, and enforce all applicable national and international maritime security laws and regulations including but not limited to port state control implementation. The PCG shall organize, train, equip and maintain adequate personnel to effectively discharge this function.

Rule 3 (k) 2. The PCG shall control and monitor the flow of traffic of vessels within waters subject to the jurisdiction of the Philippines as part of its maritime security function. As such, it shall establish and operate vessel traffic monitoring systems in selected areas throughout the country and shall provide rules, regulation and guidelines for the effective control of the movement of vessels. For this purpose, the PCG shall apprehend, tow, detain and/or penalize vessels for violation of said traffic regulations.

Rule 3 (k) 3. The PCG, in coordination with MARINA, shall develop a unified numbering system for all Philippine-registered vessels, watercrafts and water conveyances that are not covered by the IMO numbering system for monitoring and accounting purposes and to prevent them from being used in any nefarious activities, act of terrorism, malfeasance, and other related illegal activities at sea. All vessels, watercrafts and water conveyances, prior to operation or renewal of their franchise or licenses, shall acquire a safety

and security number system from the PCG which can be electronically linked in any other offices of the PCG nationwide.

Rule 3 (k) 4. The PCG, in the performance of its maritime security functions, shall arrest, subject to the provisions of Revised Rules of Court, investigate, and file corresponding charges on persons and juridical entities violating any applicable maritime laws, rules and regulations, provisions of Revised Penal Code, and other special laws, when such infraction of laws has been committed within maritime jurisdiction of the Philippines.

Rule 3 (k) 5. In coordination with the Bureau of Customs (BOC), the PCG shall seize, hold or prevent entry and transport of cargoes within waters subject to the jurisdiction of the Philippines that are illegal and/or deemed threat to the safety and security of life and property. Dangerous cargoes, as declared, may be allowed transport by the PCG as long as it complies with the requirements mandated by existing international and local regulations for the transport of dangerous goods, including, but not limited to, the International Maritime Dangerous Goods (IMDG) Code.

Rule 3 (k) 6. The PCG, in the performance of its maritime security functions, may coordinate, cooperate and enter into agreements with international and local agencies and organizations for the enhancement of its maritime security capabilities.

Rule 3 (k) 7. In compliance with the safety and security requirements of the International Convention for the Safety of Life at Sea or the SOLAS Convention, in particular, Chapter XI-2 or the ISPS Code, the PCG shall ensure that all security personnel in ports, harbors, vessels, watercrafts, and off-shore facilities or platforms operating within the country's maritime jurisdiction comply with the standards of the Code, all applicable national laws and transport security regulations as may be set by the designated authority. Likewise, the PCG shall ensure that all Recognized Security Organizations (RSO) duly accredited by the designated authority, comply with the provisions of the said Code.

MARITIME LAW ENFORCEMENT

Rule 3 (l). To assist in the enforcement of laws on fisheries, immigration, tariff and customs, forestry, firearms and explosives, human trafficking, dangerous drugs and controlled chemicals, transnational crimes and other applicable laws within the maritime jurisdiction of the Philippines.

Rule 3 (l) 1. The PCG shall assist in the prevention and suppression of illegal fishing or violation of fishery laws, illegal gathering of corals and other

marine products, illegal entry, smuggling, other customs frauds, illegal transport of forest products, illegal transport of firearms and explosives, human trafficking, illegal transport of dangerous drugs and controlled chemicals, transnational crimes and violations of other applicable maritime laws that may be committed within the maritime jurisdiction of the Philippines. In the exercise of these functions, personnel of the Philippine Coast Guard shall be deemed enforcers of the law, provided, that any other law enforcement agencies may also be called upon by the Philippine Coast Guard to render assistance in the discharge of its functions.

Rule 3 (I) 2. The PCG, in the performance of its law enforcement function, shall apprehend, tow, hold or suspend departure and/or take custody of vessels and/or seize its cargoes that will be found in violation of the preceding provisions in accordance with existing laws, rules and regulations.

Rule 3 (I) 3. The PCG may enter into agreement and cooperation with other government agencies and receive grants, assistance and donation from local and international organization for this purpose.

Rule 3 (n). To enforce laws and promulgate and administer rules and regulations for the protection of marine environment and resources from offshore sources of pollution within the maritime jurisdiction of the Philippines

Rule 3 (n) 1. The PCG shall enforce applicable international and national marine environmental laws including PCG-promulgated rules and regulations pertaining to marine pollution. The PCG shall organize, train, equip and maintain adequate personnel to effectively discharge this function.

Rule 3 (n) 2. The PCG shall prepare, formulate and promulgate rules and regulations in the prevention, abatement, control and mitigation of pollution within the maritime jurisdiction of the Philippines from offshore sources including, but not limited to, vessels, hydrofoil boats, air-cushion vehicles, submersibles, floating craft, fixed or floating platforms, or oil rigs.

Rule 3 (n) 3. The PCG shall issue Marine Environmental Protection (MEP)-related certification and documentation for vessels including, but not limited to, Oil Pollution Prevention Certificate, Sewage Pollution Prevention Certificates, Certificate of Compliance for Oily Waste Separator and Oily Waste Collector, Shipboard Oil Prevention Emergency Plan, Garbage Management Plan and Record Book, Oil Record Books and others that may be later required by relevant international conventions and national laws. Provided, that certificates or documents issued by classification societies which are recognized by the Philippine Government, through the PCG or other government agencies mandated by law, shall be deemed to have complied with this Section. The PCG shall likewise conduct type-approval of MARPOL prevention equipment and accreditation of companies engaged in

MEP-related activities including but not limited to manufacturer or distributor of chemicals, oil waste collectors, oil tank cleaning contractors, MARPOL surveyors and Oil Spill Response Organizations.

Rule 3 (n) 4. The PCG may board and inspect vessels of any type whatsoever operating in the marine environment such as but not limited to hydrofoil boats, air-cushion vehicles, submersibles, floating craft, fixed or floating platforms or oil rigs to ensure compliance with applicable international and national marine environment laws.

Rule 3 (n) 5. The PCG shall investigate all oil and other hazardous noxious substances spill incidents and submit recommendations to the DOTC Secretary.

Rule 3 (n) 6. The PCG shall prescribe procedures for the proper disposal/dumping of wastes and other substances into the waters subject to the jurisdiction of the Philippines in accordance with relevant international conventions, treaties and national laws. The PCG shall by no means allow the dumping at sea of contaminated wastes and substances as defined in existing national laws.

Rule 3 (p). To grant, within its capabilities and consistent with its mandate, requests for assistance of other government agencies in the performance of their functions.

Rule 3 (p) 1. In the exercise of this function, personnel of the Philippine Coast Guard shall be deemed to be acting as agents of the particular department, bureau, office agency or instrumentality charged with the implementation and enforcement of the law.

MARINE ENVIRONMENTAL PROTECTION

Rule 3 (o). To develop oil spill response, containment and recovery capabilities against ship-based pollution.

Rule 3 (o) 1. The PCG shall conduct response operations in the abatement, containment, recovery and shoreline clean-up of oil spills, noxious substances or hazardous materials and other marine pollutants.

Rule 3 (o) 2. The PCG shall develop a national contingency plan of spillages of oil and other hazardous and noxious substances (HNS). It shall likewise ensure that a similar plan is available in vessels, oil refineries, terminals, depots, harbors, shipyards, platforms, oil rigs and other offshore facilities, and manufacturing industries using persistent oil and HNS. Said Plan shall be subjected to regular evaluation by the PCG. The PCG shall likewise ensure

that the abovementioned establishments have the necessary capability to respond to oil spill incidents.

Rule 3 (o) 3. The PCG shall organize, train, equip and maintain adequate personnel for the effective and efficient marine pollution monitoring and response operations. It shall likewise strategically establish and adequately equip Marine Pollution Response Centers with dedicated MARPOL vessels and laboratories.

Rule 3 (o) 4. The PCG may call upon any department, bureau, office, agency or instrumentality of the government for assistance in the response operations as may be necessary in the form of personnel, equipment and expertise.

Rule 3 (o) 5. The PCG, through the National Operations Center for Oil Pollution (NOCOP), may negotiate directly with local companies that have oil containment and recovery facilities for use of such equipment in combating oil pollution. The NOCOP shall likewise serve as the point of contact of similar Operations Center of other countries.

Rule 3 (o) 6. The PCG shall organize, train, equip and maintain specialized teams composed of experts in various aspects of oil and chemical pollution response and other marine environmental concerns. These specialized teams shall provide technical advisory assistance and trainings/lectures to PCG units, other government and non-government organizations, the academe and private companies/institutions.

Rule 3 (o) 7. The PCG shall establish and maintain a marine environmental database system composed of environmental baseline information and marine pollution related incidents. These data and information shall be analyzed and used in developing pollution response methodologies and other marine environmental protection policies.

Rule 3 (o) 8. The PCG shall conduct research, studies and scientific and special projects related to marine environmental protection and preservation with the aim of improving its oil and chemical pollution abatement, containment and response strategies.

MARITIME SEARCH AND RESCUE

Rule 3 (i). *To render aid to persons and vessels in distress and conduct search and rescue in marine accidents within the maritime jurisdiction of the Philippines, including the high seas, in accordance with applicable international conventions. In*

the performance of this function, the PCG may enlist the services of other government agencies and the merchant marine fleet.

Rule 3 (i) 1. The PCG shall render aid to distressed persons or vessels on the high seas and on waters subject to the jurisdiction of the Philippines, and shall perform all acts necessary to effect the same.

Rule 3 (i) 2. The PCG shall be the principal coordinator of maritime search and rescue operations and shall be the point of contact for foreign maritime rescue agencies. It shall promulgate a National Contingency Plan for Maritime Search and Rescue.

Rule 3 (i) 3. In the performance of its search and rescue functions, the PCG may enlist the services of other government agencies and the merchant marine fleet. All government and merchant vessels passing through or in the vicinity or in port nearest to vessel in distress or calling for assistance shall render necessary assistance to the distressed vessel.

Rule 3 (i) 4. All maritime incidents including, but not limited to engine derangements, steering casualty, man overboard, fire on board, collision, allision, grounding, capsizing, sinking, loss of stability, and other distress situations encountered by vessels at sea shall be reported without delay to PCG by any available means of communications.

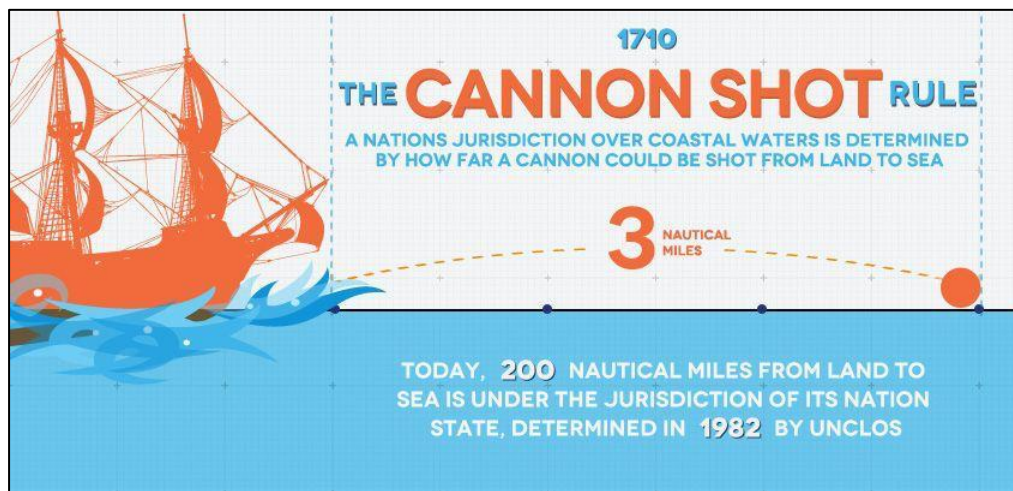
Masters and ship owners shall immediately report to the PCG any incident involving their vessels such as, but not limited to, engine derangement, loss of stability or listing, man overboard, grounding, collision, allision, steering casualty, fire, flooding and other incidents or accidents on board.

Rule 3 (i) 5. Failure to render assistance to distressed vessels, and /or failure or delay in reporting maritime incidents shall be subject to sanctions as may be prescribed by appropriate agencies.

United Nations Convention on the Law of the Sea (UNCLOS)

History

- For hundreds of years, the marine environment was free from regulation of fishing, shipping, and resource exploitation.
- Over time, coastal States (countries) had an increased interest in national security and the enforcement of laws to protect its commerce and marine resources.
- In the 17th century, the limit of the sovereignty of a coastal state roughly corresponded to the outer range of coastal artillery weapons and therefore reflected the principle *terrae dominum finitur, ubi finitur armorum vis* (the dominion of the land ends where the range of weapons ends).



- **The First United Nations Conference on the Law of the Sea (UNCLOS I)** from February 24 until April 29, 1958. UNCLOS I adopted the four conventions, which are commonly known as the 1958 Geneva Conventions:
 1. The Convention on the Territorial Sea and Contiguous Zone;
 2. The Convention on the High Seas;
 3. The Convention on Fishing and Conservation of the Living Resources of the High Seas; and
 4. The Convention on the Continental Shelf.
- **The Second United Nations Conference on the Law of the Sea (UNCLOS II)** from March 17 until April 26, 1960. UNCLOS II did not result in any international agreements. The conference once again failed to fix a uniform breadth for the territorial or establish consensus on sovereign fishing rights.
- **The Third United Nations Conference on the Law of the Sea (UNCLOS III)** from 1973 to 1982. UNCLOS III addressed the issues brought up at the previous conferences.

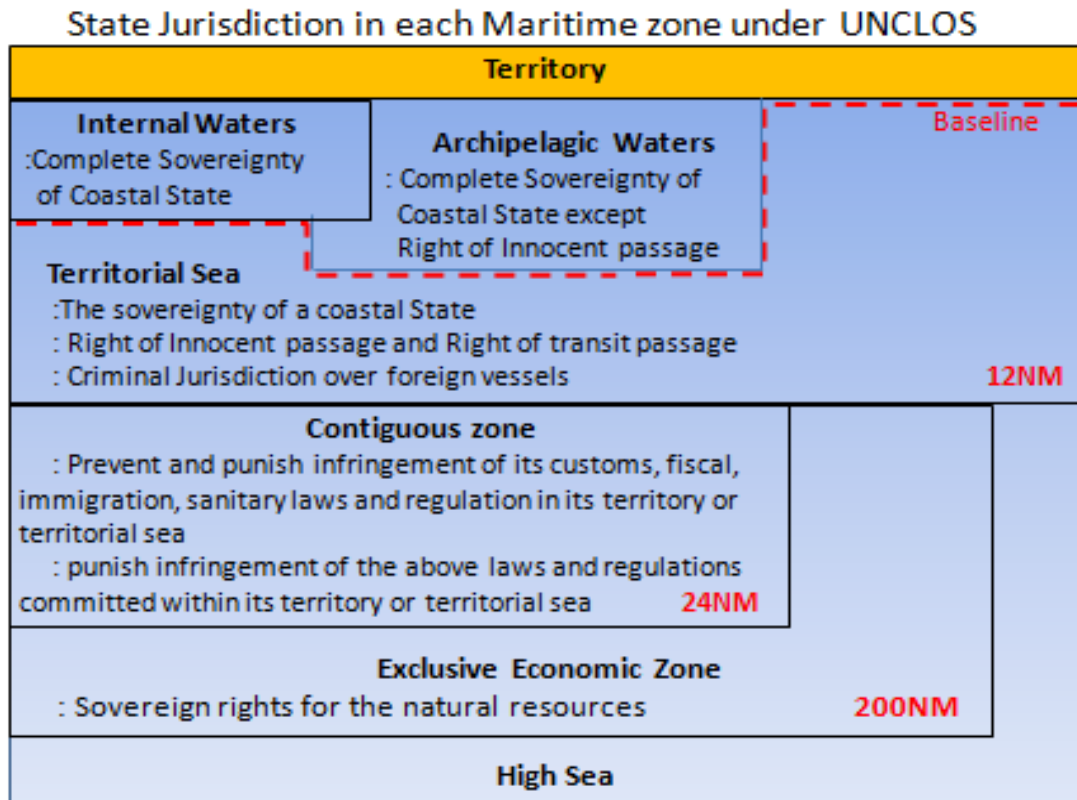
- Definition of **maritime zones**- the territorial sea, the contiguous zone, the exclusive economic zone, the continental shelf, the high sea, the international sea-bed area and archipelagic waters.
- The convention also made provisions for the **passage of ships, protection of the marine environment, freedom of scientific research, and exploitation of resources.**

STATE JURISDICTION IN MARITIME ZONES UNDER UNCLOS

Regime	Law of the Sea
Internal waters	▪ Full sovereignty
Territorial sea	▪ Sovereignty ▪ Complete jurisdiction over foreign ships ▪ Right of innocent passage (including straits) ▪ Can enact and enforce laws in conformity with UNCLOS and other international laws
Contiguous Zone	▪ Functional zone for prevention and enforcement purposes ▪ Customs, immigration, fiscal, sanitary laws, etc.
Archipelagic waters	▪ Right of Archipelagic Sea Lanes Passage ▪ Right of Innocent Passage still exists
Exclusive Economic Zone (EEZ)	▪ Exclusive sovereign rights and jurisdiction on the natural resources of water column ▪ Economic (fishing) activity of foreign nationals “allowed”, subject to some conditions ▪ MSR allowed with consent ▪ Can board inspect, arrest ship or crew but no imprisonment ▪ Should be claimed, if not, it will revert to high seas rights ▪ Freedom of navigation and over flight ▪ Freedom to lay submarine cables
Continental Shelf (including extension)	▪ Exclusive sovereign rights and jurisdiction on the natural resources on the seabed or the subsoil ▪ Jurisdiction on seabed resources ▪ No need to claim ▪ MSR allowed with consent ▪ Freedom of navigation and over flight ▪ Freedom to lay submarine cables
High Seas	▪ The High Seas, which lie beyond 200 nautical miles from shore, are to be open and freely available to everyone, governed by the principle of equal rights for all. ▪ The Convention establishes freedom of activity in six spheres: Navigation, Over flight, Laying of cables and pipelines, Artificial islands and installations, Fishing, Marine Scientific

Research.

- Freedom of navigation is of utmost importance for all, and maritime security activities can be considered part of navigational activities as they protect vessels from interference by third parties.



MEANING OF INNOCENT PASSAGE

1. Passage is innocent so long as it is not prejudicial to the peace, good order or security of the coastal State. Such passage shall take place in conformity with this Convention and with other rules of international law.
2. Passage of a foreign ship shall be considered to be prejudicial to the peace, good order or security of the coastal State if in the territorial sea it engages in any of the following activities:
 - (a) any threat or use of force against the sovereignty, territorial integrity or political independence of the coastal State, or in any other manner in violation of the principles of international law embodied in the Charter of the United Nations;
 - (b) any exercise or practice with weapons of any kind;
 - (c) any act aimed at collecting information to the prejudice of the defense or security of the coastal State;

- (d) any act of propaganda aimed at affecting the defense or security of the coastal State;
- (e) the launching, landing or taking on board of any aircraft;
- (f) the launching, landing or taking on board of any military device;
- (g) the loading or unloading of any commodity, currency or person contrary to the customs, fiscal, immigration or sanitary laws and regulations of the coastal State;
- (h) any act of willful and serious pollution contrary to this Convention;
- (i) any fishing activities;
- (j) the carrying out of research or survey activities;
- (k) any act aimed at interfering with any systems of communication or any other facilities or installations of the coastal State;
- (l) any other activity not having a direct bearing on passage.

REGIME OF THE HIGH SEAS

- **International Offenses:**
 - Piracy
 - Drug trafficking
 - Slavery
 - Unauthorized broadcasting
 - Environmental offenses
 - Right of visit /boarding in relation to international offences or where ships has no nationality
- **Right of Hot Pursuit**
 - The coastal state has reason to believe that there was a violation of its laws
 - Must commenced when ship is within IW, AW, TS, CZ, CS, EEZ following an order to stop which is disregarded
 - The right ceases when the ship enters the TS of another State
 - May only be exercised by warships or government ships or aircraft
- **Constructive Presence**
 - A foreign ship uses boats to commit offenses in the TS, but remains anchored on the high seas

MARINE SCIENTIFIC RESEARCH

- **Requires consent and subject to conditions from coastal state (i.e.TS)**
- **Two categories of MSR (i.e. EEZ&CS)**
 1. Applied research-has direct significance for the exploration and exploitation of natural resources
 2. Pure research-carried out exclusively for peaceful purposes and in order to increase scientific knowledge of the marine environment for the benefit of mankind (Art.263(4))
- **In the High Seas, it is free for all**
 - For peaceful purposes
 - After research, can go to prospecting or exploring subject to rules and conditions set by the International Seabed Authority (ISA)
 - International Seabed Authority - regulate deep seabed mining and to give special emphasis to ensuring that the marine environment is protected from any harmful effects which may arise from mining activities including exploration and exploitation.
 - Managed by ISA

MARITIME SAFETY

Maritime Safety, commonly known as “safety at sea”, denotes “safety” as both the material state resulting from the absence of exposure to danger, and the organization of factors intended to create or perpetuate such situation¹. Relatedly, “safety at sea” was considered as either pertaining to “safety of navigation” (i.e. saving human life at sea and providing defense against perils of the sea) and “safety of trade” (i.e. to protect a ship against dangers caused by unlawful acts such as piracy, maritime fraud and barratry). With this, maritime safety is often seen to include maritime security, as both aim to protect the people, property and the environment.

INTERNATIONAL CONVENTIONS IN MARITIME SAFETY

Since maritime safety is the concern of all States, as all depend on seatriade, several conventions were agreed upon in the international forum which aim to reduce and manage common maritime risks and achieve maritime security, including but not limited to the following:

- **INTERNATIONAL SHIP AND PORT FACILITY SECURITY (ISPS) CODE** is an amendment to the Safety of Life at Sea (SOLAS) Convention (1974/1988) on minimum security arrangements for ships, ports and government agencies. Having come into force in 2004, it prescribes responsibilities to governments, shipping companies, shipboard personnel, and port/facility personnel to "detect security threats and take preventive measures against security incidents affecting ships or port facilities used in international trade."
- **INTERNATIONAL SAFETY MANAGEMENT (ISM) CODE** provides an international standard for the safe management and operation of ships at sea. The purpose of ISM CODE is to ensure safety at sea and prevent damage to property, personnel and environment.
- **International Convention for the Safety of Life at Sea (SOLAS), 1974** The SOLAS Convention in its successive forms is generally regarded as the most important of all international treaties concerning the safety of merchant ships. The first version was adopted in 1914, in response to the Titanic disaster, the second in 1929, the third in 1948, and the fourth in 1960. The 1974 version includes the tacit acceptance procedure - which provides that an amendment shall enter into force on a specified date unless, before that date, objections to the amendment are received from an agreed number of Parties.
- **Maritime Labour Convention MLC** The fourth pillar' of international maritime regulatory regime, beside the key IMO SOLAS, MARPOL & STCW and set minimum requirements to work on a ship strengthen enforcement mechanisms at all levels. The MLC, otherwise known as the Seafarers' Bill of

¹ Ibid, page 31.

Rights, incorporates and builds on sixty eight existing maritime labour conventions and recommendations, as well as more general fundamental principles, to ensure decent working and living conditions for all.

- **International Maritime Dangerous Goods (IMDG) Code** is to enhance the safe transport of dangerous goods. Protect the marine environment Facilitate the free unrestricted movement of dangerous goods. The IMO is a United Nations specialised agency which has developed international legislation dealing with two key issues for the maritime industry: The safety of life at sea and Prevention of pollution from ships
- **United Nations Convention on the Law of the Sea (UNCLOS)**, also called the **Law of the Sea Convention** or the **Law of the Sea treaty**, is the international agreement that resulted from the third United Nations Conference on the Law of the Sea (**UNCLOS III**), which took place between 1973 and 1982. The Law of the Sea Convention defines the rights and responsibilities of nations with respect to their use of the world's oceans, establishing guidelines for businesses, the environment, and the management of marine natural resources. The **Convention**, concluded in 1982, replaced the quad-treaty 1958 Convention on the High Seas. **UNCLOS** came into force in **1994**, a year after Guyana became the 60th nation to ratify the treaty.
- **Loadline Convention (LLC)** - The first International Convention on Load Lines, adopted in 1930, was based on the principle of reserve buoyancy, although it was recognized then that the freeboard should also ensure adequate stability and avoid excessive stress on the ship's hull as a result of overloading. In the 1966 Load Lines convention, adopted by IMO, provisions are made for determining the freeboard of ships by subdivision and damage stability calculations. The regulations take into account the potential hazards present in different zones and different seasons. The technical annex contains several additional safety measures concerning doors, freeing ports, hatchways and other items. The main purpose of these measures is to ensure the watertight integrity of ships' hulls below the freeboard deck. All assigned load lines must be marked amidships on each side of the ship, together with the deck line. Ships intended for the carriage of timber deck cargo are assigned a smaller freeboard as the deck cargo provides protection against the impact of waves
- **Standard Training, Certification and Watch keeping**. The 1978 STCW Convention was the first to establish basic requirements on training, certification and watchkeeping for seafarers on an international level. Previously the standards of training, certification and watchkeeping of officers and ratings were established by individual governments, usually without reference to practices in other countries. As a result standards and procedures varied widely, even though shipping is the most international of all industries. The Convention prescribes minimum standards relating to training, certification and watchkeeping for seafarers which countries are obliged to meet or exceed.

- **International Convention on Tonnage Measurement of Ships** The Convention, adopted by IMO in 1969, was the first successful attempt to introduce a universal tonnage measurement system. Previously, various systems were used to calculate the tonnage of merchant ships. Although all went back to the method devised by George Moorsom of the British Board of Trade in 1854, there were considerable differences between them and it was recognized that there was a great need for one single international system. The Convention provides for gross and net tonnages, both of which are calculated independently. The rules apply to all ships built on or after 18 July 1982 - the date of entry into force - while ships built before that date were allowed to retain their existing tonnage for 12 years after entry into force, or until 18 July 1994

EXISTING PCG POLICIES ON MARITIME SAFETY

Pursuant to Section 3 of RA 9993, the PCG has the following powers and functions in relation to maritime safety:

- (b) To conduct inspections on all merchant ships and vessels, including but shall not be limited to inspections prior to departure, to ensure and enforce compliance with safety standards, rules and regulations;
- (c) To detain, stop or prevent a ship or vessel which does not comply with safety standards, rules and regulations from sailing or leaving port;
- (m) To board and inspect all types of merchant ships and watercrafts in the performance of its functions;

Accordingly, the PCG has issued several Memorandum Circulars, Standing Operating Procedures and Directives to ensure the safety of life and property at sea, specially of persons and vessels that ply within the maritime jurisdiction of the Philippines, to wit:

MEMORANDUM CIRCULARS

- MC 02-17 -Puerto Princesa TSS
- MC 03-17 - Northern Iloilo Strait
- MC 04-17 -Southern Part of Iloilo Strait TSS
- MC 05-17 - Sarangani Bay and Balut Island TSS
- MC 02-13 (Guidelines on Movement of Vessels During Heavy Weather)
- MC 01-14 Navigational Clearance for Road Bridges and other Structures Over Navigable Inland Waters
- MC 02-14 On Recreational Watercraft for the Promotion of Safety of Life at Sea
- MC 03-14 Safety and Security Requirements of Coastal and Beach Resorts, Vessels with Pool Facilities Including Qualification and Requirements of Lifeguards
- Mc 04-14 Marine Parades & Regatta and other Maritime Related Activities for the Promotion of Safety of Life at Sea

- MC 08-12 (Emergency Readiness Evaluation) ERE
- MC 07-12 (Pre-Departure Inspection) PDI
- MC 06-12 (Vessel Safety Inspection) VSEI
- MC 05-12 (Master's Declaration of Safety Departure) MDSD
- MC 08-08 (Routing System at Verde Island Passage and the Batangas Sealane)
- MC 05-07 (Pasig River Safety and the governance of its ecosystem) PASSAGE
- MC 09-05 (Implementing Guidelines for the PCG-MARINA Memorandum of Agreement on the implementation of ship safety functions under RA 9295)
- MC 01-05 (Rules and Regulations prescribing the establishment, administrator and maintenance of private Aids to Navigation)
- MC 06-03 (Routing System at Malapascua Island, Cebu)
- MC 05-03 (Routing System at Cebu-Mactan Channel Southern Approach)
- MC 04-03 (Routing System at Verde Island Passage)
- MC 03-03 (Routing System AT Corregidor Island Passages (North & South Channel))
- MC 01-02 (Guidelines of Servicing of Inflatable Lifecrafts)
- MC 03-01 (Guidelines on Movement of Motorboats/Vessels in the Absence of Weather Bulletin in the Locality)
- MC 01-00 (Port State Control)
- MC 07-00 (Guidelines for Checking Unauthorized Persons on Board Domestic Vessels)
- MC 01-99 (Iloilo River Speed Regulation)
- MC 01-98 (Regulation on Accreditation of Safety Equipment Manufacturers Suppliers/Service Stations and their Enforcement)
- MC 05-97 (Navigational Clearance for Road and Bridges)
- MC 04-97 (Special Rules and Regulation prescribing Navigation along Pasig River)
- MC 07-96 (Operation and Maintenance of Aids to Navigation)
- MC 06-96 (Salvage Regulations)
- MC 02-96 (Carriage of Dangerous Goods)
- MC 05-95 (Vessel Safety Evaluation)
- MC 05-94 (Approval Servicing and Equipage of Inflatable Lifecrafts)
- MC 07-94 (Installation of EPIRB (Emergency Positioning Indicating Radio Bacon) on Board Philippine Registered Vessel)
- MC 08-94 (Decentralization of the Administration and Operation of Lightstations and other Aids to Navigation)
- MC 14-93 (Establishments of Manila-Cavite Sea Lane)
- MC 12-93 (Aids to Navigation Program Policy)
- MC 10-93 (Standard Uniform for Merchant Marine Personnel Aboard Tanker Vessels)
- MC 08-91 (Standard Uniform Merchant Marine Personnel)
- MC 06-90 (Marine Protest)
- MC 01-81 (Rules and Regulation on Monitoring Procedures for Solas and Maritime Environmental Protection (MEP) Requirements for Domestic Vessels)
- MC 08-79 (Safety Briefing for Passengers)

STANDING OPERATING PROCEDURES

- SOP 06-14 (Guidelines on Investigation of Maritime Casualties and Incident)
- SOP 05-13 (Guidelines on Movement of Vessels engaged in “Short Distance Voyages” within the designated “Special Areas”)
- SOP 04-13 (Guidelines on Movement of vessels during Heavy Weather)
- SOP 02-13 (Guidelines for Port State Control Officers on Maritime Labour Convention, 2006)
- SOP 01-13 (Maintenance and Repair of Light Station)
- SOP 11-12 (Emergency Readiness Evaluation) ERE
- SOP 10-12 (Vessel Safety Inspection Procedure) VSEI
- SOP 09-12 (Pre-Departure Inspection of Vessel) PDI
- SOP 08-12 (Masters Declaration of Safe Departure) MDSD
- SOP 03-04 (Guidelines for Port State Control Officers in the Implementation of the International Ship and Port Security (ISPS) Code)
- SOP 01-00 (Initial Incident Report)
- SOP 04-98 (Guidelines for Port State Control Officers in Implementation the ISM Code)
- SOP 02-98 (Report of Marine Casualty or Accident (MARCA)
- SOP 15-96 (Dissemination of Notice to Mariner)
- SOP 14-96 (Security of Lighthouse)
- SOP 13-96 (Duties and Responsibilities and Accountability of Personnel In-Charge (PIC) of Lighthouse)
- SOP 12-96 (Utilization of Meteor Burst Lighthouse Monitoring Control System)

COMMANDANT’S DIRECTIVE

- Issuance of Special Permit for the Carriage of Dangerous Cargoes/Goods
- Inspection of record Book
- Strict Implementation of MC No. 07-12, SOP No. 09-12 and DOTC DO No. 2003-43
- Guidelines on Maritime Safety Inspections
- Memorandum Circular Re Movement of Vessels during Heavy Weather
- Guidelines Re-Signage Concerning Safety of Passengers on board Passenger/Passenger-Cargo Vessels
- Strict Enforcement of Pre-Departure Inspection
- Public Screening of Video about Vessel Safety Procedures on board Passengers/Passenger-Cargo Vessels
- General Guidelines on the Carriage of Dangerous Goods
- Concentrated Inspection Campaign on Fire Safety System
- Guidelines for Video Recording during Mandatory Pre-Departure Inspection
- Activation of Coast Guard District MSSU and Deployment of Coast Guard District MSSU Personnel

MARITIME SAFETY SERVICES COMMAND (MSSC) TERMINOLOGIES

The following are some of the important MSSC terminologies that every Coastguardsman is expected to know/understand:

ATON	-	Aids to Navigation
ANS	-	Aids to Navigation Services
CMSSC	-	Commander Maritime Safety Services Command
ERE	-	Emergency Readiness Evaluation
FMIT	-	Field Maintenance and Installation Training
ISM	-	International Safety Management Code
ISPS	-	International Ship and Port Facility Security Code
IMO	-	International Maritime Organization
IALA	-	International Association of Marine Aids to Navigation and Lighthouse Authorities
LK	-	Lighthouse Keeper
MCIS	-	Maritime Casualty Investigation Service
MSSTI	-	Maritime Safety Services Training Institute
MSSC	-	Maritime Safety Services Command
MSSU	-	Maritime Safety Services Unit
MLC	-	Maritime Labour Convention
MARSAD	-	Maritime Safety Administration
MARSAR	-	Maritime Search and Rescue
MDSD	-	Master's Declaration of Safe Departure
NSSU	-	Navigational Safety Services Unit
NPSCS	-	National Port State Control Service
PDI	-	Pre-Departure Inspection
RSEI	-	Recreational Safety Enforcement Inspection
RSEU	-	Recreational Safety Enforcement Unit
SOLAS	-	Safety of Life at Sea
STCW	-	Standards of Training, Certification and Watchkeeping for Seafarers
TSS	-	Traffic Separation Scheme
VSEI	-	Vessel Safety Enforcement Inspection
VTMS	-	Vessel Traffic Management System
VTs	-	Vessel Traffic System

MARITIME SECURITY AND LAW ENFORCEMENT

MARITIME SECURITY refers to those measures employed by maritime administrations, flag States, vessel owners and operators, port facilities, offshore installations, and other maritime organizations and entities to protect against unlawful acts such as piracy, armed robbery, terrorism or other forms of violence against ships, crews, passengers, port facilities, offshore installations and other targets at sea or in coastal areas.(K.G. Hawkes, Maritime Security, Centreville, Maryland, USA; Cornell Maritime Press, 1989, p.9).

Maritime Security can also be defined as the state wherein the country's marine resources and wealth, maritime trade and commerce, territorial integrity and coastal peace and order are protected, conserved and enhanced.

In the shipping industry, maritime security can be defined as those measures employed by owners, operators and administrators of vessels, port facilities, offshore installations, and other marine organizations or establishments to protect against threats (threats to maritime security) such as piracy; hijacking and armed robbery against ships; pilferage and theft, stowaways, human smuggling and human trafficking (the human element); the illicit trafficking of drugs; the illicit trafficking of arms; and maritime terrorism.

SEVEN THREATS TO MARITIME SECURITY (by the UN Secretary General)

1. Piracy and armed robbery against ships
2. Terrorism
3. Illicit trafficking in arms and weapons of mass destruction
4. Illicit trafficking of narcotic drugs and psychotropic substances
5. Smuggling and trafficking of persons by sea
6. Illegal, unreported and unregulated fishing (IUU Fishing)
7. Intentional and unlawful damage to the marine environment

Note: No. 6 and 7 are considered as “emerging maritime security threats”.

- *Maritime Safety* provides defense against perils of the seas or maritime risks, while *Maritime Security* provides defense against willful and unlawful acts against the ship.
- The aim or goal of both maritime safety and maritime security is the same: The protection of people (passengers and crew), property (the ship itself and its cargo) and the environment (marine environment)

PHILIPPINE MARITIME SECURITY AND UNCLOS

How do we define Maritime Security?

A state wherein the country's maritime assets, maritime practices, territorial integrity and coastal peace and order are protected, conserved and enhance.

So what should be done?

- Know your national boundaries
- Define the extent of sovereignty or national jurisdictions
- Conversely, be aware of the rights of other states and/or other ocean users

- Know your duties and responsibilities applicable to the maritime zones
- Balance these duties and responsibilities

Meanwhile, Maritime Security and Law Enforcement (MARSLEN) Operations pertain to the action of deploying PCG personnel to respond or render assistance to other government agencies in the apprehension of violators of customs, immigration, fisheries, forestry, dangerous drugs, firearms, piracy, environmental laws, Revised Penal Code and other applicable laws within the maritime jurisdiction of the Philippines.

MARSLEN operations are law enforcement operations, not military operations. As such, due consideration should be given to generally accepted rules and procedures on jurisdiction, boarding, evidence, arrest and documentation when conducting an operation.

Gun Safety

Legal Sources of Firearms

1. Licensed firearm dealer through purchase.
2. Licensed firearm holder through sale or transfer. Note that the firearm may be delivered by the seller to the buyer only after the latter has secured the corresponding firearm license.
3. Importation or Purchase abroad of firearm and ammunition by individuals has been suspended by order of the President (SOP # 13 – Sept. 19, 1991):

KINDS OF LICENSES TO POSSESS FIREARM	Firearm Licenses are VALID FOR TWO YEARS.	LONG REGULAR LICENSE (LRL) <i>Private firms, establishments, corporations for use by their officials or employees excluding security guards.</i>	LONG CERT. OF REGISTRATION (LCR) <i>Govt. agencies or offices, govt. owned or controlled corp. For use by their Officials or employees Excluding guards.</i>
REGULAR LICENSE (RL) <i>Privately owned by civilians, security agencies and corporation for use of security guards.</i>	SPECIAL PERMIT (SP) <i>Privately owned by government officials and employees.</i>	SHORT REGULAR LICENSE (SRL) <i>Private employee issued a firearm covered by LRL.</i>	SHORT CERTIFICATE OF REGISTRATION (SCR) <i>Government official or employee issued a firearm covered by LCR.</i>

Revocation / Termination of License

1. A firearm license shall be revoked under any of the following causes:
 - a. Loss of firearm through negligence;
 - b. Carrying of firearm outside residence without the appropriate permit;
 - c. Carrying of firearm in prohibited places;
 - d. Conviction by a competent court involving moral turpitude for any offense where the penalty carries an imprisonment of more than six (6) months and a fine of at least P1,000;
 - e. Unauthorized loan of firearm to another person;
 - f. Dismissal for cause from the service, in the case of government officials and/or employees;
 - g. Commission of a crime where the firearm is involved.
2. Upon revocation of the license, the firearm and ammunition covered by such license shall be surrendered to PNP-FED, in case of Metro Manila residents. In the provinces, it shall be surrendered to the PNP Regional or Provincial Director concerned who shall forward the same to PNP-FED for proper disposition.
3. Upon the death or legal disability of the holder of a firearm, it shall be the duty of the nearest relative, legal representative or any person who shall knowingly come into possession of such firearm and ammunition to deliver the same after securing the necessary transport permit to the PNP-FED or the PNP Provincial or Regional Director. Such firearm and ammunition shall be retained pending issuance of a license in accordance with the law.
4. It is the responsibility of the department head and/or employer to report to the PNP-FED any case of loss of a firearm covered by a SP, LCR, SCR, LRL and/or SRL.

Carrying and Transport of Firearms

1. **TRANSPORT PERMITS** – A one-time pass issued to individuals for the purpose of transporting UNLOADED firearm/s and ammunition from one location to another and vice-versa if necessary.
2. **TRANSPORT PERMITS FOR GUN CLUB MEMBERS** – A written authority issued to FED accredited gun club members for the purpose of transporting UNLOADED firearm/s and ammunition from residence to accredited firing ranges and vice-versa.
3. **HUNTING PERMITS** – A written authority issued to individuals for purposes of transporting UNLOADED firearm/s and ammunition to hunt in legal hunting grounds.
4. **PERMIT TO CARRY FIREARM OUTSIDE RESIDENCE (PTCFOR)** – A written authority issued to individuals who are under actual threat or whose lives are in imminent danger due to the nature of their position, occupation or calling.

PTCFOR is issued by the Chief, Civil Security Group (CSG) per authority granted by the CPNP. PTCFOR is valid for One (1) year provided that the firearm license is valid.

5. **DUTY DETAIL ORDER** – A written order issued by a superior officer to his subordinates assigning to the latter the performance of a specific task within or outside his official station that is a part of his regular duties.
6. **MISSION ORDER** – A written directive issued by a competent authority to individuals who are under his supervision and control for a definite purpose or objective during a specified period and to such place or places therein mentioned.
- NO MISSION ORDER SHALL BE ISSUED TO ANY CIVILIAN AGENT authorizing the same to carry firearm outside residence unless the individual is:
 - included in the regular plantilla of the government agency involved in law enforcement;
 - is receiving regular compensation for the services he is rendering in the agency;
 - The civilian agent must be included in a special law enforcement, police, intelligence project proposal or special project which specifically requires the use of firearm/s to insure its accomplishment.

Manner of Carrying Firearms

1. The sidearm carried by a person in uniform shall be placed in a holster securely attached to the belt.
2. Persons in uniform but without holster and those in civilian clothes who are authorized to carry their firearm outside residence shall ensure that their firearm is concealed unless in actual use for legitimate purpose.
3. The practice of flagrantly displaying a firearm or tucking it at the waist while in uniform or civilian clothes is prohibited.
4. Only firearms specifically described in the permit shall be carried.

FOUR RULES OF GUN SAFETY

1. CONSIDER EVERY GUN AS LOADED.
2. Never let the muzzle of a gun point at anything that you do not intend to shoot.
3. Keep your finger off the trigger unless you are ready to fire.
4. Be sure of your target and what lies beyond and around it before you shoot.

SAFETY TIPS

1. Be sure that your gun is safe to operate.
2. Seek professional training with your gun.
3. Use only the correct ammunition. Be careful of “hot” loads.
4. Wear eye and ear protection as appropriate.
5. Never take a gun away from someone by pulling on the barrel.
6. Never use drugs or alcohol before or during shooting.
7. Never shoot into water and avoid ricochets. Also, do not shoot at heavy objects such as junked cars, old propane tanks and abandoned refrigerators.
8. Store firearms and ammunition separately.
9. While hunting, be completely aware of the whereabouts of your buddies and NEVER SHOOT AT SOUND OR MOVEMENT WHILE HUNTING.
10. While hunting, you should positively identify the sex of the animal before readying your shot. Female animals are normally not hunted.
11. Be aware that certain firearms and activities have additional rules and precautions.
12. Never climb a tree or fence or jump a ditch with a loaded gun.
13. Always obey Range Rules and your Range Safety Officer.
14. Never rely solely on the safety devices of your gun. Remember that your gun is a piece of equipment.
15. Never allow horseplay with your gun.
16. Carry guns in cases.
17. Be sure that your barrel is clear of obstructions before firing.

MARINE ENVIRONMENTAL PROTECTION²

The Philippines is blessed with an extensive coastline of 36,289 km long ringed with unspoiled beaches deemed as among the finest in the world. Its deep-blue, crystal-clear waters offer about 40,000 square kilometers of coral reefs teeming with a wide variety of marine life. The coastal or marine ecosystems - which include the coral reefs, mangroves, and seagrass - of the Philippines are some of the most productive and biologically diverse in the world.³ These resources also attract tourists, creating local business opportunities, and generating income and employment.

The Philippines has a large mangrove area and seagrass area which is second in the world in terms of diversity.⁴ There are also other marine habitats protected under Philippine laws such as sanctuaries, heritage sites, protected seascapes, and fisheries refuge. The coral reefs, mangrove forests, and seagrass beds are habitats to more than 1,400 species of fish and crustaceans, more than 900 species of sea weeds and an unknown number of other species.⁵ This is notwithstanding the fact that the Philippines is touted as the “center of the center” of the marine biodiversity in the world being at the epicenter of the highly diverse and complex “Coral Triangle”, otherwise known as the “Amazon” of the seas. Fish is considered a major staple food in the country and Filipinos are highly reliant on it as part of their daily intake of nutritional protein.

It is settled, therefore, that the protection and preservation of the marine environment is a matter of national interest for the Philippines and as such it is the paramount duty of the State to ensure the same. The said duty of the State is expressly mandated in no less than the highest law of the land – the 1987 Constitution of the Philippines. This is clear under Sec. 16 of Article II of the said Constitution where it states that:

The State shall protect and advance the right of the people to a balanced and healthful ecology in accord with the rhythm and harmony of nature.

Further, Section 2 of Article XII thereof mandates that:

x x x

The State shall protect the nation's marine wealth in its archipelagic waters, territorial sea, and exclusive economic zone . . .

The Supreme Court, on its part, made a major contribution in line with the aforementioned constitutional mandates when it brought to the consciousness of the international community the concept of “inter-generational” responsibility when it held in a decided case that:

² General Introduction, proposed Marine Environmental Protection Rules and Regulations (MEPRR) as of 18 June 2017

³ The Philippines Blue Environment, available at: <http://ecogovproject.denr.gov.ph/Downloads/Publications/Blueenvironment.pdf> [accessed 15 Decemeber 2013].

⁴ Ibid.

⁵ Ibid.

Needless to say, every generation has a responsibility to the next to preserve that rhythm and harmony for the full enjoyment of a balanced and healthful ecology. Put a little differently, the minors' assertion of their right to a sound environment constitutes, at the

same time, the performance of their obligation to ensure the protection of that right for the generations to come.⁶

This environmental activism by the Supreme Court never ended with the aforementioned landmark case. Thereafter, on 15 February 2011, it decided another landmark case wherein it ordered more than ten (10) national line agencies including the Philippine Coast Guard (PCG) to clean up, rehabilitate, and preserve Manila Bay. It further ordered the said Government Agencies to restore and maintain the waters of Manila Bays to levels fit x x x for swimming, skin-diving, and other forms of contact recreation.⁷ In particular, it directed categorically that:

(6) The PCG, pursuant to Secs. 4 and 6 of PD 979, and the PNP Maritime Group, in accordance with Sec. 124 of RA 8550, in coordination with each other, shall apprehend violators of PD 979, RA 8550, and other existing laws and regulations designed to prevent marine pollution in the Manila Bay.⁸*(Emphasis and Underscoring Supplied)*

In line with the principle of the "Continuing Mandamus", the Supreme Court directed the said Government Agencies to speed up the cleaning of Manila Bay and to protect the same from the wanton destruction from solid and liquid wastes coming from "OFFSHORE" sources of marine pollution, in addition to submitting a quarterly progressive report of the activities undertaken to comply therewith. Because of this the Department of Environment and Natural Resources (DENR) along with the Office of the Solicitor General (OSG) established the Manila Bay Coordinating Office (MBCO) to oversee and monitor the compliance of those agencies impleaded in the case of the aforementioned "Writ", and thereafter the MBCO holds a monthly meeting which is chaired by no less than Supreme Court Justice Presbitero J. Velasco Jr.

To ensure compliance by the said Government Agencies, the MBCO has announced that they will include as member an Ombudsman for the environment with the end-view to fast tracking the filing of corresponding cases against responsible government officials in those agencies impleaded under the "Writ of Continuing Mandamus" for civil, administrative, and criminal cases on the basis of non-compliance.

It must be recalled that on 13 April 2010, the Supreme Court approved for implementation "The Rules of Procedure for Environmental Cases". Legal experts

⁶ Philippine Supreme Court, en banc, *Oposa Minors, et al v The Honorable Fulgencio S. Factoran, Jr.*, (July 30, 1993).

⁷ *Manila Metropolitan Development Authority, et. al, petitioners, vs Concerned Residents of Manila Bay, respondents*

(December 18, 2008 - G.R. Nos. 171947-48)

⁸ *Ibid.*

believe that the SC's rules of procedures for environmental cases will be an important catalyst for sweeping environmental reforms."⁹ In a significant way, it has provided the country a positive shift in environmental preservation. Without doubt, The Rules of Procedure for Environmental Cases has in effect empowered every citizen of this Republic to protect and advance his Constitutional right to a balanced and healthful ecology by way of providing a simplified, speedy and inexpensive procedure for the enforcement of environmental rights and duties recognized under the Constitution, existing laws, rules and regulations, and international agreements, in addition to introducing and adopting innovations and best practices to ensure the effective enforcement of remedies and redress for violation of environmental laws, and by enabling the courts to monitor and exact compliance with orders and judgments in environmental cases.¹⁰

Among the novel features introduced by the Rules of Procedure for Environmental Cases that are significant in the aspect of enforcement of environmental laws in the country pertains to those who are allowed to file the appropriate action in court. To better elucidate this point, it will be best to highlight hereunder the said provisions, to wit:

PART II

CIVIL PROCEDURE

RULE 2

PLEADINGS AND PARTIES

Section 4. *Who may file.* — Any real party in interest, **including the government (e.g. Philippine Coast Guard)** and juridical entities authorized by law, **may file a civil action involving the enforcement or violation of any environmental law.** *(Parenthetical, Emphasis and Underscoring Supplied)*

PART IV

CRIMINAL PROCEDURE

RULE 9

PROSECUTION OF OFFENSES

Section 1. *Who may file.* - Any offended party, **peace officer or any public officer charged with the enforcement of an environmental law (e.g. PCG personnel)** may file a complaint before the proper officer in accordance with the Rules of Court. *(Parenthetical, Emphasis and Underscoring Supplied)*

⁹[http:// bonvito . wordpress . com /2010 /04 /16 /sc – unveils – landmark – rules – of - procedure-for-environmental-cases/](http://bonvito.wordpress.com/2010/04/16/sc-unveils-landmark-rules-of-procedure-for-environmental-cases/) accessed on 16 December 2013.

¹⁰ Rules of Procedure for Environmental Cases, Section 3 (a) (b) (c) (d)

Similarly, the Senate in a parallel effort to protect the environment, issued a report through the Senate Committee on Environment, which is chaired by Senator Loren Legarda, concerning their findings on the reported dumping of toxic wastes in the Philippine waters (Subic Bay) by Glenn Marine Defense Ltd. sometime in October 2012. In the said Senate Report No. 738, it opined that “despite numerous legislations, policies, rules and regulations that focus on addressing marine pollution control, policy goals, as enshrined in these laws, have not been met and policies/rules and regulations are not fully **enforced**”. (*Emphasis and Underscoring Supplied*)

The said report continued by stating that, “The laws and policies governing marine pollution control in the Philippines are anchored on at least twenty five (25) legislations and policy mechanisms”. It further added that, “The case at hand is a classic illustration of how legislations remain good on paper, but are unable to achieve the policy goals defined in these laws” due to the following reasons:

- a. Lack of effective environmental leadership
- b. Lack of integrated and coherent regulatory mechanisms for marine pollution control

The report likewise issued numerous observations, the salient recommendations of which concerning the Philippine Coast Guard are the following:

- A. For the DENR, jointly with the PCG, to convene a Task Force, with representatives from the civil society, that will pursue the harmonization of policies, rules, and regulations governing maritime protection¹¹;
- B. For the DENR and the PCG to submit to the Philippine Senate proposals to strengthen the country’s marine protection laws;
- C. For the government, through the DENR, PCG, MARINA, PPA, SBMA, and other Port Authorities to develop appropriate protocols for the immediate coordinated response to water related incidents, including incidents of waste dumping at sea¹².

It is on the basis of these actions of the Supreme Court and the directives of the Philippine Senate concerning their proactive stance in preserving our marine environment as mentioned in the foregoing that the Marine Environmental Protection Command (MEPCOM) of the PCG heeded the call in February 2013 and took the cudgel to initiate proactive measures, necessitating the prompt revisiting of the various PCG related laws in marine environmental protection, such as, the following:

- RA 9993 Sec 3 (n), Philippine Coast Guard Law of 2009;
- R.A. No. 9483, Oil Spill Compensation Act of 2007;

¹¹ This has already been addressed upon by the series of public consultations conducted by the MEPCOM of this “harmonized” Marine Environmental Protection (MEP) Regulations with the private stakeholders, civil societies, DENR- EMB, DOE, MARINA, LGU, MGB, among others.

¹² This concern has already been addressed in this MEP Regulations

- RA 9275 Sec 16, 22, 27 and 28, Philippine Clean Water Act of 2004;
- RA 8550 Sec 4 (4) and 124, Fisheries Code of the Philippines; as amended by RA 10654
- PD 979, Providing for the Revision of PD 600 Governing Marine Pollution;
- RA 6969, Toxic Substances and Hazardous and Nuclear Wastes Control Act;
- Rules of Procedures for Environmental Cases by the Supreme Court;
- International Convention for the Prevention of Pollution from Ships of 1978 (MARPOL Convention);
- International Convention for the Prevention of Pollution from Ships, 1973, as amended (MARPOL Protocol 1978);
- Annex I to V of MARPOL Convention; and
- United Nations Convention on the Law of the Sea (UNCLOS)

As the Senate Report is emphatic on its conclusion that the policies/rules and regulations are not fully “enforced”, the focus of this revisit is centered on the enforcement functions of the Coast Guard vis-à-vis the similar mandates of her sister agency the DENR-EMB. To give a glimpse of the status of the enforcement of the marine environmental laws in the country, the DENR-EMB in its report to the Senate hearing on the same case on 27 November 2012 aptly observed that, “there is a need to address existing coordination gaps between and among agencies implementing marine pollution prevention guidelines and policies and to adopt a more holistic approach toward marine preservation”¹³.

This DENR-EMB’s observation is understandable inasmuch as if we are to revisit the charter of EMB and evaluate the same, particularly, Section 16 of E0 192 (Reorganization of the DENR), its functions as enumerated thereof is bereft with the “law enforcement mandates” or the so-called teeth and muscle similar to that of the PNP and the Coast Guard to go after the perpetrators violating our environmental laws. Although, EMB is empowered under its law to recommend, formulate, advise, coordinate and assist in the effective and efficient environmental management and pollution control of our environment, it lacks the “force” required to “enforce” the full force of the law to curb prohibited acts specified therein, particularly those from the marine environmental laws earlier elucidated.

Incidentally, the issuance of the Environmental Compliance Certificate (ECC) is within EMB’s ambit to discharge, but this, too, is limited since the ECC only provides environmental standards requirement. While the requirement for the ECC is a good deterrent in preventing marine pollution, its issuance is only as good to the time it is issued, leaving behind an absence of a follow through concept of enforcement to check and ensure whether the requisites prescribed under such issuances are followed or not.

¹³ Senate Report No. 738, wherein the DENR-EMB representatives had provided this comment during the meeting conducted by the Committees on 27 November 2012

The Senate Report likewise highlighted the role of the DENR and the PCG with respect to the preservation of the marine environment. While the report has clarified the DENR's mandate as the primary agency responsible for the conservation, management, development, and proper use of the country's environment and natural resources¹⁴, it also emphasized the role of the PCG as the agency **primarily responsible** of **enforcing** the laws, rules and regulations governing marine pollution¹⁵. (*Emphasis and Underscoring Supplied*) Incidentally, the definition of what marine pollution is all about is best described under Section 4 (4) of RA 8550 (Philippine Fisheries Code), which states:

"The introduction by human or machine, directly or indirectly, of substances or energy to the aquatic environment which result or is likely to result in such deleterious effects as to harm living and non-living aquatic resources, pose potential and or real hazard to human health, hindrance to aquatic activities such as fishing and navigation, including dumping/disposal of waste and other marine litters, discharge of petroleum or residual products or petroleum or carbonaceous materials/substances, and other radioactive noxious or harmful liquid, gaseous or solid substances, from any water, land or air transport, or other human-made structures. Deforestation, and sound agricultural practices such as the use of banned chemicals and excessive use of chemicals, intensive use of artificial fish feed, and wet-land conversion, which cause similar hazard and deleterious effects shall also constitute aquatic pollution."

Moreover, RA 8550 has likewise categorically mandated the PCG to be one of the "government agencies authorized (not just deputized) to enforce the Fisheries Code and other fishery laws, rules and regulations"¹⁶(*Parenthetical and Underscoring Supplied*). Even the Supreme Court itself, in recognition of the law enforcement function of the PCG, gave an order to the PCG in a previously cited case herein to apprehend violators of PD 979, RA 8550, and other existing laws and regulations designed to prevent marine pollution in the Manila Bay.

This "enforcement power" of the PCG as expounded by the Senators in their report is best rationalized in no less than the charter of the PCG, particularly under Section 3 (n) of RA 9993 (The PCG Law of 2009), which categorically mandates:

To enforce laws and promulgate and administer rules and **regulations for the protection of marine environment and resources from offshore sources of pollution** within the maritime jurisdiction of the Philippines. (*Emphasis and Underscore Supplied*)

The wisdom behind this latest law mandating the PCG with this extra herculean "enforcement responsibility" of protecting the country's marine environment is just to reiterate its unquestionable enforcement function for thirty-seven (37) years as prescribed under PD 979 (Marine Pollution Decree of 1976) and as sustained by Section 22 of RA 9275 (Philippine Clean Water Act).

¹⁴ EO 192, Section 4 s.1987

¹⁵ PD 979, Section 6 s. 1976

¹⁶ RA 8550, Section 124

Since the Senate has now properly clarified and identified the demarcation line between the DENR and the PCG, which is, the environmental regulator on one hand (DENR), and the marine environmental protector or police on the other hand (PCG), the question that is left behind begging for answer is to resolve the ambiguity in the law of the phrase “OFFSHORE sources of marine pollution”.

The etymology of the word offshore comes from the word “shore” which is defined by Merriam Webster as, “the land bordering a usually large body of water, specifically a coast”. With this definition, it is now safe to deduce that the enforcement responsibility of the PCG should be measured from OFF the country’s 36,289 kilometers shoreline or coastline going seaward up to the border limit of the Philippines Exclusive Economic Zone (EEZ) near the high seas.

Having clarified this demarcation line and jurisdictional issues between the DENR and the PCG, the next question that is posited before us is that “what are the environmental acts the PCG ought to “enforce” as the protector or police of the marine environment”? To give us the answer, let us revisit Section 4 of PD 979, which states the following prohibited acts the PCG ought to prevent under its enforcement powers:

“Section 4. Prohibited Acts: Except in cases of emergency imperiling life or property, or unavoidable accident, collision, or stranding or in any cases which constitute danger to human life or property or a real threat to vessels, aircraft, platforms, or other man-made structure, or if dumping appears to be the only way of averting the threat and if there is probability that the damage consequent upon such dumping will be less than would otherwise occur and except as otherwise permitted by regulations prescribed by the National Pollution Control Commission (now Environmental Management Bureau) or the **Philippine Coast Guard**, it shall be unlawful for any person to: *(Parenthetical and Emphasis Supplied)*

- a. Discharge, dump or suffer, permit the discharge of oil, noxious gaseous and liquid substances and other harmful substances from or out of any ship, vessel, barge, or any other floating craft, or other man-made structures at sea, by any method, means or manner, into or upon the territorial or inland navigable waters of the Philippines;
- b. Throw, discharge or deposit, dump, or cause, suffer or procure to be thrown, discharge, or deposited either from or out of any ship, barge, or other floating craft or vessel of any kind, or from the shore, wharf, manufacturing establishment, or mill of any kind, any refuse matter of any kind or description whatever other than that flowing from streets and sewers passing therefrom in a liquid state into tributary of any navigable water from which the same shall float or be washed into such navigable water; and *(Underscoring Supplied)*
- c. Deposit or cause, suffer or procure to be deposited material of any kind in any place on the bank of any navigable water or on the bank of any

tributary of any navigable water, where the same shall be liable to be washed into such navigable water, either by ordinary or high tides, or by storms or floods, or otherwise, whereby navigation shall or maybe impeded or obstructed or increase the level of pollution of such water.

With the elucidation of the aforementioned, this would provide us with a glimpse of the herculean job of the Coast Guard with respect to Marine Environmental Protection (MEP). It practically covers the protection of the seas and other marine waters from pollutants not just coming from the ships and the coastline sources (e.g. manufacturing establishment, mills of any kind) but as well as from sources coming from the riverbanks and tributaries! Because of this traditional MEP functions, the lawmakers further clarified and bolstered the powers of the PCG in a later law they enacted in 2004, which is the “Philippine Clean Water Act” (RA 9275), when they specifically ordained in Section 22 thereof that, the “Philippine Coast Guard in coordination with the Department of Agriculture and the DENR, **shall enforce for the enforcement of water quality standards in marine waters**, set pursuant to this Act, specifically from offshore sources”. (*Emphasis and Underscoring Supplied*)

This means that the PCG, in the course of its operational enforcement of its mandates based on its laws, shall make as reference the DENR’s “water quality standards” based on the DAO 34 and 35, which sets the parameters on the authorized water ambient level within the Philippine waters. The law directs the PCG to check and conduct inspections on those “offshore sources” of marine pollution enumerated under Section 4 of PD 979 whether or not their effluents discharge are within the normal level prescribe under DAO 34 and 35.

This is the reason why the PCG over the years kept on strengthening the MEPCOM’s marine laboratory in order to cope with the enforcement and inspection of these aforementioned marine pollution sources in the coastal areas, river banks and tributaries. Incidentally, some salient provisions of PD 979 are likewise sustained and reinforced by Section 27 and 28 of RA 9275, which in effect enhanced the enforcement powers of the PCG.

Now, in the event that the PCG shall discover violations of these laws, what shall the agency do with the perpetrators? Under the laws previously mentioned, the PCG now can directly file a complaint before the proper officer in accordance with the Rules of Procedure for Environmental Cases against the violators. It may immediately adjudicate administrative violations at the agency level, without prejudice to the filing of criminal cases in the prosecutor’s office. What should not be overlooked also is the mandate of the PCG which is expressly provided under R.A. No. 9483 (Oil Spill Compensation Act of 2007) in case of pollution damage, to wit:

CHAPTER VI

SEC. 17. *Action for Compensation* – x x x

The PCG shall investigate, *motu proprio* or through written undertaking of a complainant, any incident, claim for compensation or violation of this Act, and shall forthwith file appropriate action with the RTC.*(Emphasis Supplied)*

The foregoing explanations may be viewed by some sector as a departure by the PCG from its so-called traditional “benign enforcement” of its mandates, since the people are not used to see the PCG apprehending violators of the law or even file complaint before the prosecutor’s office since they would often argue that it is the Philippine National Police (PNP) who should do such job, simply because the PCG has no “police power”.

A simple understanding of the law would enlighten us that the “police power” only resides with the State, and that what the PNP has is not the “police power” as understood by the non-lawyers but the “police functions” prescribed under its charter. Like the Customs Police, PPA Police, NBI, PDEA, they, too, have police functions like the PNP. So is the PCG with numerous police functions enshrined under Section 3 of RA 9993, aside from clearly being described and defined in Section 2 and its Title thereof as an ARMED AND UNIFORMED SERVICE, and as expounded:

Section 2. Establishment. The Philippine Coast Guard, hereinafter referred to as the PCG, is hereby established as an **armed and uniformed service** attached to the Department of Transportation and Communications (DOTC), provided, that in times of war, as declared by Congress, the PCG or parts thereof, shall be attached to the Department of National Defense. (Emphasis and underscoring supplied)

It may be surmised in the afore-cited provision and explanation that the PCG is a “sui generis” (a thing of its own kind) creation of the Congress and as such it may be liken to a police, military, environmental warrior, and law enforcer rolled into one with humanitarian services accruing to it. That is what the PHILIPPINE COAST GUARD ought to be and actually is in all essence of the word.

It is quite interesting to note that the PNP, too, assist other agencies in the performance of their functions in relation to special laws such as: the Tariff and Customs Laws; the Fishery Laws; Forestry Laws; Anti-illegal Drug Laws; and Immigration Laws, among others. The Coast Guard, under its mandate, is likewise directed to assist the agencies concerned principally in-charge of these laws. Like the PNP, the PCG, as a law enforcer, is implicitly empowered by law to enforce General Laws including the provisions inscribed under the Revised Penal Code and other similar issuances.

With the numerous legal explanations as expounded in the foregoing, the “ENFORCEMENT GAP” the Senate is looking for has been properly addressed

through equipping the Coast Guard with the legal sword and shield to ENFORCE marine pollution prevention within the maritime jurisdiction of the Philippines, of which in reality and as earlier elucidated, the agency has this shield already donned for scores of years. As to the next Senate recommendations “asking the DENR, jointly with the PCG, to convene a Task Force, with representatives from the civil societies, that will pursue the harmonization of policies, rules and regulations governing maritime protection”¹⁷, this subsidiary legislation of applicable marine environmental protection laws under the mandate of the PCG and subsequently “codified” as a national regulation is the answer to this recommendation.

To all of these, it is clearly evident that with no less than the Supreme Court of the Philippines and the Philippine Senate having already strongly spoken, the PCG as a maritime law enforcement agency with Marine Environmental Protection as one of its core functions as mandated by law, together with other laws and legal instruments enunciated and lengthily discussed earlier, is by all means obliged to act and perform accordingly. This is certainly not just a legal obligation but also a social contract with the Filipino people, not just of this lifetime but by the generations after generations that shall come after us.

NATIONAL LAWS AND OTHER ISSUANCES ON MARINE ENVIRONMENTAL PROTECTION

1. Republic Act 9993: The Philippine Coast Guard Law of 2009 and its Implementing Rules and Regulations
2. Presidential Decree No. 600: Marine Pollution Decree of 1974
3. Presidential Decree No. 602: National Operations Center Decree
4. Presidential Decree No. 979: Marine Pollution Decree of 1976
5. Republic Act No. 8550: The Philippine Fisheries Code of 1998
6. Republic Act No. 9275: Philippine Clean Water Act of 2004 and its Implementing Rules and Regulations
7. Republic Act No. 8749: Philippine Clean Air Act of 1999 and its Implementing Rules and Regulations
8. Republic Act No. 7586: National Integrated Protected Areas System Act of 1992 (NIPAS Act)
9. Presidential Decree No 1152: Philippine Environmental Code

¹⁷ Recommendations under Senate Report No. 738

10. Republic Act 6969: Toxic Substances and Hazardous and Nuclear Wastes Control Act of 1990 and its Implementing Rules and Regulations
11. Republic Act 9295: The Domestic Shipping Development Act of 2004 and its Implementing Rules and Regulations
12. Republic Act No. 9483: Oil Pollution Compensation Act of 2007
13. Presidential Decree No. 856: The Sanitation Code of the Philippines
14. Republic Act 7942: The Philippine Mining Act of 1995
15. National Oil Spill Contingency Plan

INTERNATIONAL CONVENTIONS ON MARINE ENVIRONMENTAL PROTECTION

1. United Nations Convention Law of the Sea (UNCLOS)
2. Annex I, II, III, IV and V of the International Convention for the Prevention of Pollution from Ships, MARPOL 73/78
3. International Convention on Oil Pollution Preparedness, Response and Cooperation (OPRC 92)
4. International Convention on Civil Liability for Oil Pollution Damage
5. International Oil Pollution Compensation Fund 1992
6. Mobile Offshore Drilling Unit (MODU) Code
7. International Maritime Dangerous Goods Code (IMDG)
8. London Dumping Convention of 1972 and 1996 London Dumping Convention Protocol
9. International Ballast Water Convention for the Control and Management of Ship's Ballast Water and Sediments (Ballast Water Management Ballast Water Convention)
10. World Bank Guidelines

POLLUTION defined

The term “pollution” describes the occurrence and inputs of wastes and the impact of these wastes on the environment.

Definition of MARINE POLLUTION

“Introduction of man, directly or indirectly, of substances or energy into the marine environment (including estuaries) resulting in such deleterious effects as harm to living resources, hazard to human health, hindrance to marine activities including fishing, impairment of quality for use of sea-water, and reduction of amenities.”

Types of Marine Pollution

- Sedimentation
- Agricultural runoff (herbicides, pesticides and nutrients)
- Energy (thermal and light)
- Sewage (Fecal Coliform and nutrients)
- Solid Waste
- Chemicals, Metals and Radioactive Substances
- Oil
- Biological

MAJOR MARINE POLLUTANTS

- Worldwide
 - 10 billion tons of ballast water with invasive
 - Est. 10,000 million gallons of sewage annually
 - million metric tons of oil annually

WHAT IS AN OIL SPILL?

- According to the encyclopedia of Earth, an oil spill is the accidental petroleum release into the environment.
- On land, oil spills are usually localized and thus their impact can be eliminated relatively easily. In contrast, marine oil spills may result in oil pollution over large areas and present serious environmental hazards.

PRIMARY SOURCE OF OIL SPILL

- The primary source of accidental oil input into seas is associated with oil transportation by tankers and pipelines (about 70%), whereas the contribution of offshore drilling and production activities is minimal (less than 1%).

WHAT IS SPILL CONTAINMENT?

- Is where spills of chemicals, oils, sewage etc. are contained within a barrier or drainage system rather than being absorbed at the surface.
- In the event of a spill the stopper bladder is inflated to block the drain/s and to prevent the spilled agent from entering the ground water, stream or river.

COMPONENTS OF AN OIL SPILL

- Containment
- Collection
- Temporary Storage

In addition:

- Chemical Dispersants
- Absorbents
- Others

OIL SPILL RESPONSE EQUIPMENT

- BOOM
- SKIMMER
- ABSORBENT
- DISPERSANT

MARITIME SEARCH AND RESCUE

Basic Concept of Search and Rescue (SAR)

- Broadly defined as the employment of available personnel and facilities in rendering aid to persons or vessels in distress.

Concepts: Organization and responsibilities

- The Philippine Government, in conformity with REG 15 of Chapter 5 of SOLAS, accepts responsibility for the coordination of maritime SAR for all classes of ships.
- Additionally, in conformity with annex 12 of CICA, the Phil. Govt. by regulations under the ANA accepts responsibility for provision of SAR services for all civil aircraft.
- The purpose of the SAR org. is to direct, coordinate and control SAR operations within the Phil. Search and Rescue Region (SRR) and to provide the organizational basis for cooperation between different SAR facilities.
- Dedicated SAR facilities are limited in the Philippines. When necessary other facilities are diverted from their primary function by requisition, charter, arrangement or request.
- Certain officers of each SAR authority are authorized directly or by the delegation to provide supplies and equipment necessary for a specific SAR operation.
- Philippine Coast Guard, which is the lead agency on maritime search and rescue through the Maritime Rescue Coordination Center (MRCC) exercises this responsibility.
- The PCG organization, in order to cope with the maritime search and rescue operations is based on following premises.

PREMISES

- The PCG has the over-all responsibility for the development of SAR arrangements and management of operations.
- The DOTC will support the PCG with its over-all responsibility.
- An operational structure, incl. sea search and rescue units will be established to physically manage the operations.
- Support organizations will assist during search and rescue operations.

Participating/Support Organizations

- **PCG**- overall control
- **DOTr** - maritime advice and resources support
- **PAF/ATO**-coordination with air operations, resources support on request, advisory, SAR operations.
- **PCGA**- communication and maritime resources support, conduct of SAR operations.
- **Domestic Shipping Companies**- advisory and resources support.
- **NTC**- advisory and communication support.
- **Philippine Navy**- advisory, maritime and air resources SAR operations.

MARITIME SEARCH AND RESCUE COORDINATION CENTER (MRCC)

- Established at NHQ,PCG –139 25th St. Port Area, Manila

MRCC should have:

- A detailed plan formulating the basis of SAR operations;
- Accommodation for centralizing information having rapid and reliable means of communications and briefing facilities;
- Trained staff capable of directing and coordinating operations;
- Equipment for the efficient conduct of operations; and
- Capability of responding to any request for information or assistance 24 hrs each day.
- MRCC is responsible for preparing a comprehensive plan for the conduct of SAR in its SAR Region (SRR).
- MRCC performs administrative and operational duties:
 - Administrative duty-concerned with maintaining the Rescue Coordinating Center (RCC) in a continuous state of readiness.
 - Operational duty-concerned with the efficient conduct of a SAR operation or exercise.

SEARCH AND RESCUE SUB CENTER (RSC)

- RSC are facilities established at PCG districts for the purpose of managing maritime search and rescue operation.
- These facilities are being used by the Search and Rescue Mission Coordinator (SARMC) / Assistant Mission Coordinator (AMC).

- RSC are selected and established at the time dependent on the location of the incident.

MARITIME SEARCH AND RESCUE OPERATIONAL STRUCTURE

- Search Mission Coordinator
- Assistant Mission Coordinator
- On-scene Commander
- Sea Search and Rescue Units

SAR MISSION COORDINATOR

- Appointed by the commandant, PCG for each SAR operation and will operate from a designated MRCC.
- SARMC may be any PCG officer suitably trained for the appointment.
- District commanders may appoint SARMC in RSC level subject to confirmation by CPGC.
- SARMC is responsible for managing all stages of SAR operation using all available resources.
- Exercising overall control of the operation.
- Appointing an assistant mission coordinator.
- Obtaining and evaluating all information relating the incident.
- Classifying the incident, in accordance with this plan, into the appropriate response phase.

FUNCTIONS OF SARMC

- Alerting appropriate facilities and organizations, which may be involved.
- Obtaining pertinent advise from maritime and aeronautical agencies as may be warranted.
- Where warranted, dispatch initial SAR units.
- Ensuring that probable search area is calculated and search manuals are prepared in consultation with other appropriate agencies.
- Obtaining appropriate weather and oceanographic conditions and forecasts.
- Where appropriate, appointing an On-scene Coordinator.
- Providing crew briefings.

- Organizing all support resources required for the duration of the operation.
- Designating mode of communication to be used.
- Maintaining a continuous log.
- Arranging all publicity (the dissemination of all information relating to the search).
- Handling all media inquiries and issue all media releases.
- Liaisoning with immediate next of kin of missing persons.

ON-SCENE COMMANDER

- Appointed by the SARMC in consultation with the AMC to manage activities at the scene.
- Appointee may be the commander of any suitably equipped vessel, aircraft or ground party.
- Responsible, as delegated by the SARMC for conducting on scene operations using the resources made available.
- Executing the search manual.
- Suggesting modifications to phase plan as necessary to cope with changed conditions and developments.
- Maintaining communication with the SARMC and with search and rescue units.

FUNCTIONS OF ON-SCENE COMMANDER

- Executing the search manual.
- Suggesting modifications to phase plan as necessary to cope with changed conditions and developments.
- Maintaining communication with the SARMC and with search and rescue units area.
- Submitting regular SITREPS to SARMC including:
 - Arrival and departure times of SAR units.
 - Weather, wind and sea conditions and as changes occurs.
 - Pertinent new development and sightings.

- Details of search area completed.
- Recommendations for future action plans.
- Briefing for arriving SAR units.
- If the search area is extremely large, the SARMC may appoint more than one OSC to manage different geographic segments of the search.

SEARCH AND RESCUE UNITS (SRU)

- Any vessel or a group of vessels under a single OSC, or accredited volunteer SAR group.
- The commander of the SRU should be proficient in the operation required and the unit should be adequate for the task.
- The SRU has a limited authority to that which is necessary to execute the assigned task.
- SRU's remain subject to normal operational control procedures while traveling to and from the scene.
- A SAR unit is responsible for effectively executing its assigned task and for keeping the SARMC or the OSC informed.

FUNCTIONS OF SRU

- Execute the SARMC's search manual
- Establish and maintain communication with the SARMC or the OSC
- Provide details of arrival time and estimated arrival time on scene, together with limitations on operational capacity such as equipment failures and endurance on-scene, to the SARMC or the OSC
- Provide on-scene meteorological data
- Report details of all sightings
- Effect rescue

STAGES OF SAR OPERATIONS

Stage 1- Awareness

Stage 2- Initial Action

Stage 3- Formal Search Planning

Stage 4- Search Operation

Stage 5- Mission Conclusion, Debriefing and Post- Operation Reports

PCG Written Communications

A. Coast Guard Letter

The Coast Guard Letter is used by all PCG units as a formal means of communication within the PCG and for other uniformed agencies (local and foreign).

Style – the Coast Guard Letter is prepared in a semi-block style that is without indentation. It has three elements: heading, body and closing.

Letterhead– a printed letterhead stationary is normally used for the first page. However, if printed letterhead stationary is not available, a typed letterhead may be substituted.

The diagram illustrates the layout of a Coast Guard Letter form with the following components and spacing:

- Margins:**
 - 1-1/4 Left Margin
 - Top Margin 3/4
 - Right Margin 3/4
- Heading (Letter Head):** Centered at the top.
- Initial:** Located to the right of the heading.
- Office Symbols, Serial Number, Date:** Located to the right of the initial.
- From:** A line for the sender's name.
- To:** A line for the recipient's name.
- Attn:** A line for the attention line.
- Via:** Two lines for the method of delivery, labeled (1) and (2).
- Subj:** A line for the subject, followed by a 2-space gap.
- Ref:** Two lines for references, labeled (a) and (b), each followed by a 2-space gap.
- 1.** A line for the first paragraph, followed by a 2-space gap.
- a.** A line for the first sub-paragraph, followed by a 2-space gap.
- (1)** A line for the first sub-sub-paragraph, followed by a 2-space gap.
- (a)** A line for the first sub-sub-sub-paragraph, followed by a 2-space gap.
- 2.** A line for the second paragraph, followed by a 2-space gap.
- 3.** A line for the third paragraph, followed by a 2-space gap.
- Last line of the body of the letter:** A line for the final line of the body, followed by a 5-space gap.
- Signature of Officer:** A line for the signature, followed by a 5-space gap.

 HEADQUARTERS PHILIPPINE COAST GUARD (Punonghimpilang Tanod Baybayin Ng Pilipinas) COAST GUARD LEGAL SERVICE 139 25th Street, Port Area Manila, 1018 		MMM/mld#6241 CGLS LTR-1015-06 29 October 2015	
From :	Acting Commander, Coast Guard Legal Service		
To :	Officer-in-Charge, Philippine Coast Guard		
	Attn: DCS for Operations (CG-3)		
Via :	(1) Deputy Commandant for Operations (2) Chief of Coast Guard Staff		
Subject :	Proposed Position to the 21 st Century Maritime Silk Road		
1. Reference :	Email from the DOTC's International Cooperation Desk dated 23 October 2015		
2. Above Reference pertains to the electronic communication sent by the International Cooperation Desk of the Office of the Assistant Secretary for Planning, DOTC which forwarded the invitation to Assistant Secretary Bonifacio as guest speaker to the China's 21st Century Maritime Silk Road Forum to be held on 30 October 2015 at the Diamond Hotel, Manila and requesting the PCG's position to the 21st Century Maritime Silk Road.			
3. A study of the origin of the 21st Century Maritime Silk Road shows the seeming benefits the same will bring to the economy of Asian countries, including the Philippines, should it be enforced. However, the Philippines still has to be cautious of the underlying purpose of the Chinese proposal. The PCG notes that while it is neither a part of the foreign ministry, nor a defense establishment nor an economic agency, it has, on several instances, had encounters and/or deal with individuals or agencies connected with China or the Chinese government and believes that it would be wise to be always cautious.			
4. Whether or not the proposed route will touch the country's maritime zone, this Command has reservation on the same because of the possible increase in maritime traffic in the area covered by said route and the effect of the same to our maritime waters, whether directly and/or indirectly. Undeniably, any maritime incident and/or accident in the route near the Western Philippine Sea can affect our nearby coastal areas.			
<i>"Serving Our Nation by Ensuring Safe, Clean and Secure Maritime Environment"</i>			
		5. Likewise, an increase in maritime traffic also means an increased in the risk of maritime security and possibility of maritime pollution. The Philippines must therefore ensure that should the 21st Century Maritime Silk Road push through, it would be ready to address the many maritime concerns it may bring, including but not limited, to issues concerning maritime security and marine environmental protection.	
		6. Accordingly, this Command submits that the Philippines should welcome China's 21st Century Maritime Silk Road proposal with much caution and preparedness so as to ensure that we may benefit and not be negatively affected by the same.	
		7. Attached for OIC, PCG's approval and signature is the proposed letter for the International Cooperation Desk containing the above position.	
		8. For your consideration and approval.	
		RONALD D PANCIPANE LT PCG	
		<i>"Serving Our Nation by Ensuring Safe, Clean and Secure Maritime Environment"</i>	

B. Civilian Letter

A civilian letter, commonly known as business letter or formal letter, is used by military or uniformed agencies as means of communications (a)with civilians; (b)with other government agencies; and (c)as a personal correspondence

Characteristics of a Civilian Letter

- Simplicity - use of simple and plain words.
- Clarity- ideas are clear.
- Conciseness - ideas are expressed in the fewest words.
- Coherence - treat first things first. Place ideas in an orderly sequence.
- Emphasis – careful and thoughtful arrangement of words.
- Completeness – self-explanatory as possible.

Styles of a Civilian Letter

- General or Indented Style – all the first lines of the paragraphs are indented.
- Block Style – no indentation on the paragraphs.
- Semi Block Style – except letterhead, all parts of the letter are aligned at the left margin of the paper.

General or Indented Style



HEADQUARTERS PHILIPPINE COAST GUARD
(Punonghimagan Tanod Baybayin Ng Pilipinas)
139 25th Street, Port Area
Manila, 1018

29 October 2015

INTERNATIONAL COOPERATION DESK
Office of the Assistant Secretary for Planning
Department of Transportation and Communications
Unit 85, 8th Floor, The Columbia Tower
Ortigas Avenue, Mandaluyong

Dear Sir/Ma'am:

This pertains to the electronic communication sent by your Office dated 23 October 2015 on Atty. Bonifacio's participation on China's 21st Century Maritime Silk Road Forum to be held on 30 October 2015 at the Diamond Hotel, Manila which requested for the PCG's position on the same.

A study of the origin of the 21st Century Maritime Silk Road shows the seeming benefits the same will bring to the economy of Asian countries, including the Philippines, should it be enforced. However, the Philippines still has to be cautious of the underlying purpose of the Chinese proposal. The PCG notes that while it is neither a part of the foreign ministry, nor a defense establishment nor an economic agency, it has, on several instances, had encounters and/or deal with individuals or agencies connected with China or the Chinese government and believes that it would be wise to be always cautious.

Whether or not the proposed route will touch the country's maritime zone, this Command has reservation on the same because of the possible increase in maritime traffic in the area covered by said route and the effect of the same to our maritime waters, whether directly and/or indirectly. Undeniably, any maritime incident and/or accident in the route near the Western Philippine Sea can affect our nearby coastal areas.

Likewise, an increase in maritime traffic also means an increased in the risk of maritime security and possibility of maritime pollution. The Philippines must therefore ensure that should the 21st Century Maritime Silk Road push through, it would be ready to address the many maritime concerns it may bring, including but not limited, to issues concerning maritime security and marine environmental protection.

Accordingly, this Command submits that the Philippines should welcome China's 21st Century Maritime Silk Road proposal with much caution and preparedness so as to ensure that we may benefit and not be negatively affected by the same.

With sincere esteem to serve our people, I remain

Very truly yours,

WILLIAM M MELAD
RADM PCG

"Serving Our Nation by Ensuring Safe, Clean and Secure Maritime Environment"

Semi Block Style



HEADQUARTERS PHILIPPINE COAST GUARD
(Punonghimpitan Tanod Baybayin Ng Pilipinas)
139 25th Street, Port Area
Manila, 1018

08 January 2019

DIRECTOR MARIA NORINA S. TANGARO-CA SINGAL

Law Department - Commission on Elections
Palacio del Gobernador Bldg., Gen. Luna Street,
Intramuros, Manila

Dear Director Tangaro-Casingal:

By virtue of Republic Act No. 9993, the Philippine Coast Guard (PCG) became the third armed and uniformed service of the country with primary functions involving maritime safety administration, maritime security, maritime law enforcement, maritime search and rescue and marine environmental protection.

Recognizing the importance of the performance of the PCG's functions, the Department of Budget and Management (DBM) approved the increased number of personnel; thus, the PCG was allowed to hire around 4,000 personnel per year from 2017 to 2022 to achieve its projected personnel strength. Thus, continued appointment and hiring of personnel is necessary.

In this connection, the PCG respectfully requests for the Grant of Continuing Authority in order for this Agency to be able to appoint and transfer its personnel during the election/campaign period to ensure that such appointment, transfers and movement will not be in violation of the COMELEC Election Ban pursuant to COMELEC Resolution No. 10429 dated 01 October 2018.

Should you have any concerns in relation to the foregoing, CAPT MARIFEM UBONGEN-ISAAC PCG, Deputy Chief of Coast Guard Staff for Human Resource Management, with landline no. 527-8481 local 6112, 6113, and 6114 and email address at cgt1@coastguard.gov.ph, will be more than pleased to accommodate any query.

In anticipation of your prompt and favorable action, I remain

Very truly yours,

EL SON E HERMOGINO
RADM PCG

"Serving our Nation by Ensuring Safe, Clean and Secure Maritime Environment"

Fully Block Style



HEADQUARTERS PHILIPPINE COAST GUARD
(Funonghinspilan Tanod Baybayin Ng Pilipinas)
139 25th Street, Port Area
Manila, 1018

10 October 2014

VADM JOSE LUIS M ALANO AFP
Flag Officer in Command, Philippine Navy
Headquarters Philippine Navy,
Naval Station Jose Andrada,
#2335 Roxas Boulevard, Manila

Dear VADM ALANO AFP:

This pertains to the Memorandum of Agreement entered and executed by former Flag Officers in Command, Philippine Navy (PN) with former Commandants of the Philippine Coast Guard (PCG) in connection with the portion of land which is currently occupied by the Headquarters Coast Guard District Southern Mindanao (HCGDSWM), PCG Officers' Quarters and PCG EP Barracks in Western Mindanao Command, Armed Forces of the Philippines, Lower Calarian, Zamboanga City.

While communications between the PN and the PCG's respective Real Estate Management Office (REMO) in relation to the different properties of the two organizations continue to date, undersigned's attention was called on the possibility of entering into another contract with the PN in connection with the aforesaid property.

Attached for your perusal is a draft Memorandum of Agreement which the undersigned proposes to be executed between the PN and the PCG. Notably, the attached MOA is a reiteration of past MOAs entered by the two organizations on the same subject matter.

In anticipation of your favorable response, I remain

Very truly yours,

RODOLFO D ISORENA
RADM PCG

C. Military Letter

A Military Letter is used for communication within the different branches of the military and for communications by major branches of the AFP to their General Headquarters. Used for communication between Army, Navy and Air Force. It is also used for communication between activities of major services and other units of the Philippine Coast Guard. The Military Letter has the same three elements found in civilian letters: heading, body, closing. However, none of these elements is put on paper in the same manner as in a Civilian Letter. Each element of Military Letter varies in its details depending on the office for which it is written. A letter shall be phrased in courteous way and the feelings of the person to whom the letter is addressed will be considered at all times.

STYLE

- Letterhead - printed letterhead stationery is normally used for the first page. If letterhead stationery is not available, use a typed letterhead.
- Placement - beginning of the heading, body and complimentary closed and paging will be placed in their appropriate locations. Margins will be measured in inches or number of spaces.
- Top Margin- For stationeries without printed letterhead, it shall be typed in the center measuring 1 ½ inches (7 spaces) down from the top edge of the paper. Subsequently pages will be spaced 1- ¾ inches (9 spaces) down from the bottom edge of the paper.
- Bottom Margin- The last line of the body or complimentary close will be placed not lower than 1 ¼ inches (9 spaces) from the bottom edge of the paper. Page number will be placed ½ inch or 3 spaces from the edge.

The diagram illustrates the standard format for a Military Letter, detailing margins and line spacing. It is enclosed in a rectangular border.

- Margins:**
 - Left Margin:** Indicated as 1-1/4" on the left side.
 - Top Margin:** Indicated as 1 1/2" (7 spaces) from the top edge, centered.
 - Right margin:** Indicated as 3/4" on the right side.
- Heading Section:**
 - Office Symbols:** Located on the left.
 - SUBJECT:** Followed by a line.
 - THRU:** Followed by a line.
 - TO:** Followed by a line.
 - 1.** Followed by a line.
 - a.** Followed by a line.
 - (1)** Followed by a line.
 - (a)** Followed by a line.
 - 2.** Followed by a line.
 - 3.** Followed by a line.
 - Last line of the body of the letter** followed by a line.
- Spacing:**
 - 2 spaces between SUBJECT and THRU.
 - 4 spaces between THRU and TO.
 - 4 spaces between TO and 1.
 - 5 spaces between 1 and a.
 - 2 spaces between a and (1).
 - 2 spaces between (1) and (a).
 - 2 spaces between (a) and 2.
 - 2 spaces between 2 and 3.
 - 2 spaces between 3 and the last line of the body.
 - 2 spaces between the last line of the body and the BY COMMAND OR AUTHORITY LINE.
 - 5 spaces between the BY COMMAND OR AUTHORITY LINE and the Signature of Officer.
- Signature and Closing:**
 - BY COMMAND OR AUTHORITY LINE:** Centered.
 - Signature of Officer:** On the right, with a line for the signature.
 - 2 Encls:** On the left, followed by two numbered lines (1. and 2.).

**GENERAL HEADQUARTERS
ARMED FORCES OF THE PHILIPPINES**
Camp Heneral Emilio Aguinaldo
Quezon City

AGM

01 August 2001

SUBJECT: Military Letter

THRU: Channels

To: Chief of Staff, AFP

1. The military letter is used for correspondence with military, naval and air personnel and between activities of major services and other units of the Philippine Coast Guard.

2. Only one side of a sheet of paper is used. The file reference is typed on the upper left corner as shown on this sample and the list of enclosure is typed on the lower left corner beginning on the same line on which the type signature appears.

3. Single spacing with double spacing between paragraphs and sub-paragraphs is the standard practice. If the letter is less than nine lines and neither reply nor further action is anticipated, it may be double spaced.

FOR THE FLAG OFFICER IN COMMAND:

EDWIN M ACOSTA
CAPT PN
The Naval Adjutant

D. Memorandum

A Memorandum is the prescribed publication pertaining to matters that are directive, advisory or informative in nature, the term of which may either be temporary or permanent in duration. Memoranda are used in lieu of bulletin and circulars. A memorandum is effective for a maximum period of 2 years and with a minimum period of 1 year.

Memorandum Basic Parts

- **Heading-** In the “TO” and “FROM” sections, the designation or business title is often included.
- **Subject-** Uses the same rules as those used in letters or disposition forms. It is a brief statement indicating what the memorandum is about, to help reader prepare himself for the contents.
- **Body-** States the reasons for the Memorandum. Subsequent paragraph prescribed in detail the action desired. Indicates whether the publication is informative, advisory, or a directive.

	_____	XXX/yyy-1234
OFFICE SYMBOLS	_____	
Date		
MEMORANDUM		
To: All Concerned		
Subj: Sample Memo Form		
1. This paragraph states the reasons for the Memorandum.		
2. This and subsequent paragraphs prescribed in detail the action desired.		
3. This paragraph indicates whether the publication is informative, advisory or a directive.		
4. The rescission close is always indicated in the last paragraph. In case there is none, the preceding paragraph becomes the last paragraph of the Memorandum.		
		SA SAMBOT By Direction



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

MEMORANDUM

For : **The Commandant, Philippine Coast Guard**
Thru : **Chief of Coast Guard Staff**
Deputy Commandant, PCG
From : **Deputy Chief of Coast Guard Staff for Operations**
Subject : XXXXXXXXXXXXXXXXXXXXXXXX
Date : dd Mmmmmmm, yyyy

1. _____

2. _____

TEOTIMO R BORJA JR
CAPT PCG

(12-point, normal Arial)
"Serving Our Nation by Ensuring Safe, Clean and Secure Maritime Environment"

One (1") Inch bottom margin

E. Special Orders

Special Orders are routine directives that pertain to personnel administration which may either be temporary or permanent in effect.

USE OF SPECIAL ORDERS

- Personnel administration
 - Enlistment
 - Re-enlistment
 - CAD
 - Reversion
 - Leaves
 - Furloughs
 - Promotion
 - Demotion
 - Designation
 - Assumption
 - Relinquishment
 - Transfer

COMPONENTS OF SPECIAL ORDERS

- Heading
 - Date- An order is dated on the date it is issued.
 - Numbering- Special orders are numbered in series for the fiscal years.
- Body
 - Paragraphing- each paragraph is numbered and not sub-divided
- Authority for Order
 - Authentication- is part of the order which makes it a directive made up at command and official sections.

Philippine Coast Guard
Coast Guard Education, Training & Doctrine Command
DOCTRINE DEVELOPMENT AND RESEARCH CENTER
MuelleDeLaIndustria, Farola Compound
Binondo, Manila

DDRC

July 2008

SPECIAL ORDER
NUMBER 01

Following named Officers and Enlisted Personnel in addition to their other duties are hereby designated as indicated effective this date:

Name/Designation

P/ENS Jonie G BelarminoPCG	OIC IT Department, DDRC
PO1 Oscar D Corpuz PCG	CMAA DDRC
SW2 Luzviminda M Almeniana PCG	POIC, Curriculum Department
ASN Jay-r M Loria PCG	Member, IT Department
ASN Ariel O Binungcal PCG	Member, IT Department

BY ORDER OF COMMO RUERAS:

RONNIE GIL L GAVAN
LCDR PCG
Commanding Officer, DDRC

RESTRICTED

PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(Philippine Coast Guard)
Headquarters Coast Guard Education and Training Command
Muelle dela Industria, Farola Compound
Binondo, Manila

EGP/BLC/oml-629

ET1

11 January 2004

SPECIAL ORDERS
NUMBER . . . 02

1. Ord/SK granted fol-named Dftees fifteen (15) days Lv plus five (5) days tvl time on incl dates indicated: (Auth: DOTC G, 135-358).

<u>Name</u>	<u>Incl Dates</u>	<u>Home Address</u>
DFT Siogfredo G Carrera	22 Jan-Feb 04	123-B Labo St. La Loma, Quezon City/41 Bonifacio St., Silay City Negros Occidental
DFT Reberto S Esmeralda	15-29 Jan 04	Jalandoni Estate Lapaz, Iloilo City/Rizal St., Isabela, Negros Occidental

BY COMMAND OF COMMODORE PADRE JR:

OFFICIAL:

BUENAVENTURA L COMPUESTO JR
LT PCG
Academic Secretary

MANUEL C PADUA
ENS PCG
Actg Pers & Admin O, CGETC

RESTRICTED

F. General Orders

General Orders apply to all or a large part of a command. It has a permanent duration and such nature as to be readily susceptible to incorporation into established regulations. This is a prescribed form/ publication for the promulgation of any of the following activity and shall be used:

- To announce assumption of command
- To activate a unit or organization
- To inactivate or dissolve a unit or organization
- To announce the appointment of a Chief of Staff; or Assistant chief of Staff or head of a special or technical staff of the headquarters
- To announce the closing of headquarters and/or opening of a new headquarters
- To announce the awards and decorations being given.
- To cite individual or unit for outstanding performance in combat

STYLE

- it is written clearly and concisely
- Clarity is not sacrificed for brevity and telegraphic style is not used
- Abbreviations are not used normally
- Punctuations are used whenever necessary

BODY

Section- The body of a general order may be subdivided into sections

- All paragraphs pertaining to a particular type of announcement are placed in the same section.
- Each section is given a title and sections are numbered consecutively using Roman Numerals

Paragraph- (a) A numbered paragraph is used for subject in the body of the order
(b) Paragraph is numbered consecutively within each section. Sub-paragraphs are indicated and indented in the same manner as in correspondence

<u>RESTRICTED</u>	
_____ Xx/yy/6120	
_____ (DATE)	
OFFICE SYMBOLS	
GENERAL ORDERS	
NUMBER	
(SUBJECT/S)	
I. This paragraph should contain provisions of the first subject.	
II. This paragraph should contain provisions of subject No. 2.	
BY COMMAND OF (APPROPRIATE COMMAND LINE):	
OFFICIAL:	FELIPE Q SIERRA CAPT PCG Chief of Staff
MARIO C INDENCIO CDR PCG Adjutant	
<u>RESTRICTED</u>	

RESTRICTED
Department of Transportation and Communications
PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(Headquarters Philippine Coast Guard)

139 25th St., Port Area
Manila

PED:LVP:JFA:efn:6155

02 August 2003

OCGA

GENERAL ORDERS

NUMBER 195

Section

TERMINATION OF DESIGNATION I
ANNOUNCEMENT II

I. TERMINATION OF DESIGNATION. Designation of LIEUTENANT COMMANDER PRIMITIVO J TOLOCON O-0790 PHILIPPINE COAST GUARD as Acting the Coast Guard Adjutant terminated effective 21 August 2003.

II. ANNOUNCEMENT. LIEUTENANT COMMANDER PREMITIVO J TOLOCON O-0790 PHILIPPINE COAST GUARD is announced as The Coast Guard Adjutant effective 21 August 2003.

BY COMMAND OF VICE ADMIRAL DE CASTRO:

OFFICIAL:

FRANCISCO P CAPATE
CAPT PCG
Chief of Staff PCG

RESTITUTO B CATOY
CDR PCG
Adjutant

G. Personnel Action Form (PAF)

Personnel Action Forms are used to request, recommend, direct, or report any personnel action for which no other standard form is required. It may be used between sections of a headquarters as well as between all parts of a command through regular correspondence channels.

TRANSMITTAL OF PAF-There will be a brief endorsement (comment) on the form itself. Additional covering letter or other transmittal will not be used.

THE USE OF PERSONNEL ACTION FORM-PAF will be used in accordance with para 1a to make application (request) or recommendation for any of the following actions:

1) Form No. 110 will be used in accordance with para 1a to make an application (request) or recommendation for any of the following actions.

- a) Claims for RA no. 610 (Death gratuity of P3, 000.00) Sec 699 RAC (Gratuity equivalent to three months salary); RA No. 30 (Death gratuity equivalent to one year salary but in no case less than P10, 000.00); and Executive Order s-41 Reimbursement or burial expenses.
- b) Claims for RA no. 610 (Disability Pension)
- c) Claims for RA No. 340 (AFP Retirement Law)
- d) RA NO. 340 (posthumous Retirement)
- e) Discharge of enlisted personnel.
- f) Promotion of enlisted personnel.
- g) Reduction of enlisted personnel.
- h) Resignation of officer
- i) Retirement of officer
- j) Retirement of Enlisted person
- k) Transfer of enlisted person
- l) Transfer, assignment and reassignments of officers.

2) Form No. 110 will also be used to make an application (request) or recommendation for any of the following actions controlled by local directives:

- a) Advance Pay
- b) Assignment to post schools
- c) Board Action
- d) Entries or correction in personnel records
- e) Change of MOS
- f) Disciplinary action
- g) Delinquency report
- h) Efficiency report
- i) Examination of my type
- j) Immunization
- k) Separate rations
- l) Orders or amendments to orders
- m) Transportation
- n) Weapons qualification

3) Form No. 110 may be used to order any personnel action when no other type of order is specially required. For example: To release an unsentenced prisoner from confinement, to transfer a person between units of the same parent organization when no travel is involved, to make a duty assignment, etc.

4) Elimination of Local Forms – As many local forms and letters as possible will be eliminated through maximum use of form no. 110.

FILE REFERENCE		PERSONNEL ACTION FORM (Read Cir Nr 41 GHQ, AFP dtd 23 Apr 54)		DATE 28 June 2019	
REQUEST X		RECOMMENDATION/DIRECTIVE		TRANSMITTAL	
To: Commandant, PCG (Attn: DCS for HRM, CG-1) Via: (1) OIC, Admin, DDRI (2) Director, DDRI (3) Commander, CGETDC		From: SN2 Elmer N Grey 010256 PCG			
1. NAME, GRADE, PCGSN. UNIT & STN GREY, Elmer N 010256 PCG Doctrines Development and Research Institute Coast Guard Education & Training Command Muelle dela Industria, Farola Compound, Binondo, Manila		2. NATURE OF ACTION & AUTH IF ANY <i>Re- enlistment Upon ETE and Subsequently Issuance of Re-enlistment Order, Request for</i>			
3. REASON/S FOR ACTION: 1) That my ETE will expire on 17 March 2020 2) That I want to continue my service with the PCG for another three (3) years. 3) For favorable consideration		4. SUPPLEMENTAL DATA (as required) ETE – 17 March 2020			
5. ENCLOSURE/S: a. Medical Certificate b. Certificate of Recommendation from Unit CO c. Certificate of Non-Pending Case d. Unit Punishment Book e. EPEM f. PFT Result and Certificate g. PPP		SN2 Elmer N Grey 010256 PCG TYPED NAME & SIGNATURE OF ORIG			
PROCESSING ACTION					
NO.	COMMENTS		AUTHENTICATION		
1	Fm: OIC, Admin, DDRI To: CPCG (Attn: CG-1) Via: Director, DDRI Forwarded recommending approval.		RUTH GLENDA M REVELAR ENS PCG		
2	Fm: Director, DDRI, CGETDC To: CPCG (Attn: CG-1) Via: CCGETDC Forwarded recommending approval.		DOMINADOR P SENADOR III CAPT PCG		
3	Fm: C,CGETDC To: CPCG (Attn: CG-1) Forwarded recommending approval.		OSCAR C ENDONA JR COMMO PCG		

H. Disposition Form (DF)

A Disposition Form may be employed in informal correspondence:

- 1) Among staff sections of a Headquarters.
- 2) By staff section of a Headquarters with corresponding counterpart sections of subordinate units, only when:
 - a) Gathering data for studies and reports.
 - b) Exercising staff supervision, such as: interpreting plans and policies; furnishing assistance in implementing command directives; or supervising the execution of command directives.

Uses

- 1) To give instructions.
- 2) To transmit orders, policies, advises or information.
- 3) To request actions, instructions, policies, opinions, etc.
- 4) To trace action or check or follow-up implementation of order.
- 5) To record comments, coordination, and recommendations, including brief summary when the action recommended is prepared.

Security Classification

The security classification is marked or stamped (not typed) in the space provided at the top and at the bottom of the form as well as at the top and bottom of each succeeding page.

File Number

The file reference is written in the space provided. Determination of file reference is the same as for a military letter.

Subject

The subject is entered in the space provided. It is stated in as few words as possible.

Addressee

The addressee is entered after "To". A DF is never addressed to a headquarters or office. It is addressed to the commanding officer or head of an office or unit by his title.

Originator

The title of the originator is entered after "from". Authorized abbreviations are used.

Date

The date is written in the space provided. A DF prepared for signature of CS, PCG will not be dated until after they are signed. In this case, SCGS will stamp the date before dispatching.

Identification of Writer

The grade or title and last name of the writer, the initials of the typist, and the telephone number of the writer and typist must be indicated below the printed word "Comment".

Body

The substance of the comment begins on the second line below the last line of the heading. Paragraphs are numbered and indicated like those of a military letter; margins are governed by the printed lines on the form.

Signature

Only the last name of the originator is typed printed or stamped, five (5) spaces to the right of the center on the fifth line below the last line. The originator signs above his typed-last name. If another person signs for the originator, the former will legibly sign his own family name, and write the word "For" in front of the typed name.

Enclosure

Enclosures are shown at the left margin aligned with the first line of the typed last name of the originator and are listed as in the military letter.

Duplicate Copies

Ordinary two duplicate copies are prepared, one copy accompanies the original, the other kept for file, or suspense control.

Exceptions:

- (1) When the DF is sent from an office not authorized to keep records the copies for file will be eliminated.
- (2) In "multiple-address" DF, so many copies as the number of addresses plus one copy for file (if the originating office is authorized to keep records) will be made.

DISPOSITION FORM		(SECURITY CLASSIFICATION) (STAMPED OUT)	
FILE NR. DCS-ODF-0207-010	SUBJECT: Entries in Disposition Form		
TO: CPCG VIA: VCO VCA	FROM: CCGS	DATE: 01 Aug 00 LTJG CALDERON/itm-1234	COMMENT NR. _____
		_____ DCS-O _____ DCS-RM	
<u>SUMMARY:</u>			
1. References: (a) Relevant references needed in outlining the brief (b) Alphabetically arrange if more than one reference is require/cited. 2. A brief summary of the text will be placed in the following paragraphs immediately below the Ref line.			
<u>COORDINATION:</u>			
3. Coordination Line will be entered if necessary and/or as required.			
<u>CONCLUSION:</u>			
4. A Concluding line will be entered when the originator so desires or called for in the brief.			
<u>RECOMMENDATIONS:</u>			
5. Course of action as recommended by the originator.			
3 Encls: (Enclosure Line)		- - - - AGUSTIN - - - -	

I. Radio Message

A Radio Message is considered as the most effective means of disseminating information to widely spread units and station: ashore, in-flight and afloat.

TYPES OF RADIO MESSAGE

1. *Outgoing Dispatch* – shall be used to facilitate transmission of information/directives to units whose locations are distant from the originator. It fill up the blank spaces with the following information opposite the different items:
 - From
 - To
 - Info
 - Approved By
 - Drafted By
 - Released By
 - Security Classification
 - Precedence
2. *Courier Dispatch* – shall be used to facilitate transmission of information/directives to units whose locations are not distant from the originator and must only use when requiring immediate action.
Uses:
 - Readiness condition
 - Changes in details
 - Reminder to suspend/pending requirements
 - Unexpected activities

PROCEDURE (Outgoing Dispatch)

FROM – The official designation of the originator. However, if the message is addressed to an individual or Agency outside PCG, the full title of the originator must be used.

TO – The official designation of the action addressee. Messages should be addressed to Unit Commanders and not to staff section.

INFO – The official designation of information addressee(s). Info addressee is not required to take action to the messages.

APPROVED BY – The typewritten name and written signature or initial of the approving officer (head of the unit/ section drafting the message).

DRAFTED BY – The type written name and written signature or initial of the person who actually prepared the message.

RELEASED BY – The typewritten name and written signature or initial of the duly designated officer to release messages for the unit/office/section other than the approving officer.

SECURITY CLASSIFICATION – The degree of security afforded (top Secret, Secret, Confidential, or Restricted). Those bearing no classification should be marked unclassified.

PRECEDENCE – The relative order in which the message should be handled with respect to time.

REFERENCE DATA For identifying the originating office, quick reference and easy accounting of message, radiogram sent in the name of the commander shall bear a reference data placed at the beginning of the text immediately after the first long break BT.

Reference data will consist of the word CITE, office control symbol, and two groups of numbers separated by a dash sign to indicate the current month and number of the message prepared within the month. Designating officer is responsible for assigning and maintaining consecutive numbers of radiograms emanating from that office.

Example: 28th radiogram originated DCS-O on the month of August 2007 drafted by Operations Section addressed to C O, AE-891 should read:

From: Commandant, PCG

To: AE-891

BT.... CITE DCS-O-0807-28X PRCD IMTLY AREA JULIET X REPT KING
MIDAS ... BT

DRAFTING THE TEXT

Clarity – must be written in easily understood words to convey what the drafter wants. It must be interpreted as having only one meaning to avoid misunderstanding.

Brevity – must be brief, consistent and with clarity. Eliminate all unnecessary words, commonly used conjunction, preposition and articles such as AND, FOR, BUT, IN, ON and THE, unless essential to the meaning of the message. Authorized Abbreviations in appropriate service publications should be used ensuring that no uncertainty will result.

Punctuation – It shall not be employed unless necessary to the sense of the message. When it is considered essential, the abbreviations as listed below shall be used:

PERIODS – X

COMMA - CMA

COLON - CLN

SEMI-COLON - SMCLN

PARENTHESIS - PAREN

QUESTION MARK - QUERY

DECIMAL POINT - PT

PARAGRAPH –PARA

Numbers – Arabic numerals appearing in the message shall be transmitted and recorded in Arabic characters.

Spelled out numerals shall be transmitted and recorded in plain words (spelled out).

In general, numerals in the text whether Arabic character or spelled in nature will be transmitted and recorded as they original appear in the text of the message.

Phonetic Alphabet – when it is necessary to include isolated letters other than authorized abbreviations in message, phonetic alphabet should be employed.

A – ALPHA; I – AYE; - - DASH

Repetition – Words may be repeated to prevent errors. It shall not however, be reported solely for the purpose of emphasis.

PRECEDENCE CLASSIFICATION

Responsibility – The assignment of precedence to a message is the responsibility of the originator and is determined by the subject. It does not indicate the action to be taken by the addressee or the precedence designation to be assigned to the reply. Such instruction if necessary should be included in the text or in other special orders.

Assignment – It is important that a message should not be assigned a precedence designation higher than what is required to ensure that it will reach all addressee(s) on time.

Appropriate use of various precedence designations is determined by careful considerations of the following:

- **Flash (Z)** – (10 minutes or less) this precedence is reserved for initial enemy contact reports or special emergency operational combat traffic. This traffic must be short reports for special emergency situation of vital importance.
- **Emergency (Y)** – Reserved for message required in current implementation or tactical actions, and situation, which gravely affect the national security or concerning distress, which demands immediate delivery to the addressee.
- **Operational Immediate (O)** – 30 minutes to 1 hour, Reserved for important tactical message pertaining to the operations in progress or for important administrative message having an immediate bearing on tactical operations and when necessary, these messages concern the immediate movement of ships, aircraft and ground forces.
- **Priority (P)** – 3 to 6 hours, Reserved for important messages, which must have precedence over routine traffic. This is the highest administrative precedence in nature.
- **Routine (R)** – 6 hours to next working day, to be employed for all types of message which justify transmission by rapid means, but which will admit delay necessary for transmission of messages of higher precedence.

CLASSIFICATIONS OF RADIO MESSAGE

- Top secret
- Secret
- Confidential
- Restricted
- Unclassified

OUTGOING DISPATCH NATIONAL HEADQUARTERS PHILIPPINE COAST GUARD		
MSG NR -	- P -	H SEP 19
FM: CPCG	DRAFTED BY: CAPT GE BASILIO PCG	
TO: ALL PCG UNITS	APPROVED BY: ADM EE HERMOGINO PCG	
INFO:	RELEASED BY: CAPT LIM PCG	
BT ... CONFID X CITE CG3-0919-024 X		
1. HPCG SOP NR 0 DASH 13 DTD 01 JUL 13 SETS FORTH THE OBJECTIVES, GUIDELINES AND PROCEDURES GOVERNING THE USE OF THE PCG MSSG FORM AND PCG LTR BY ALL PCG SHORE UNITS INCLDG NHPCG STAFF OFFICES AND THEREBY ALSO SETS ASIDE THE USE OF TRADITIONAL STAFF RAD MSSG BY THE AFOREMENTIONED SHORE UNITS AS SPECIFIED IN SECTIONS 14 AND 15 CMA CHAPTER 4 OF PCG MANUAL 08 DASH 01 CMA AS IT WAS DISCOURSED THAT ADVANCEMENT IN TECHNOLOGY HAS RENDERED SAID TRADITIONAL RAD MSSG FORMAT INAPPROP AND OUTDATED X 2. IT CMA HOWEVER CMA CAME TO THE ATTENTION OF NHPCG THAT THE AFOREMENTIONED SOP HAS BROUGHT MORE ISSUES PARTICULARLY ON THE TIMELINESS OF RECEIPTS OF MSSGS AS WELL AS CONFUSION ON THE PROPER RECIPIENTS CMA BE THEY ACTION OR INFO ADDEES X THE USE OF PCG MSSG FORM BY PCG SHORE UNITS AND THE USE OF THE TRADITIONAL STAFF RAD MSSG BY PCG VESSELS HAVE UNNECESSARILY REMOVED OTHER SIGNIFICANT UNITS FM BEING RECIPIENTS AS INFO ADDEES HENCE TRANSMISSION OF VITAL INFO NEEDED BY THEM HAS BEEN AT RISK OF BEING DELAYED CMA OR WORST CMA NOT BEING CARRIED OUT X 3. SAID SOP HAS ALSO SET ASIDE THE USE OF COURIER DISPATCH WHICH BEARS ONLY ONE SIGNATORY CMA PURPOSE OF WHICH IS TO EXPEDITE DISSEMINATIONS OF MSSGS REQUIRING IMMDTE ACTIONS BY UNITS WHOSE LOCATIONS ARE NOT DISTANT FM THE ORIGINATOR X PCG MSSG FORM ON THE OTHER HAND REQUIRES THREE SIGNATURES CLN DRAFTER CMA APPROVING AUTHORITY CMA AND RELEASER X THESE THREE LAYERS WOULD CAUSE DELAY IN THE DISSEMINATION OF IMPT MSSGS REQUIRING IMMDTE ACTIONS X 4. IT WAS FURTHER NOTED THAT EVEN THE ABOVEMENTIONED SOP ISSUED ON 01 JUL 13 IS NOT RECONCILED WITH CGWCEISC COMMUNICATIONS AND ELECTRONICS OPERATING INSTRUCTIONS ISSUED ON JAN 16 WHEREIN THE TEMPLATE PRESCRIBED TO BE USED IS STILL THE TRADITIONAL STAFF RAD MSSG X MOREOVER CMA PN CMA WHICH THE PCG IS MAINTAINING INTEROPERABILITY WITH CMA IS STILL USING THE SAME TRADITIONAL STAFF RAD MSSG .THUS ASSAILING THE CLAIM THAT ADVANCEMENT IN TECHNOLOGY HAS RENDERED IT INAPPROP AND OUTDATED X 5. TO RESOLVE AND RECONCILE THE ABOVEMENTIONED ISSUES AS WELL AS TO COME UP WITH ONE STANDARD COMMUNICATION TEMPLATE TO BE USED BY ALL PCG UNITS CMA WHETHER ASHORE OR AFLOAT CMA NHPCG SAW THE NEED FOR THE PCG TO REVERT BACK TO THE TRADITIONAL STAFF RAD MSSG FORMAT X 6. ITCON CMA HPCG SOP HPCG SOP NR 03 DASH 13 DTD 01 JUL 13 IS HEREBY RESCINDED AND ALL PCG UNITS ARE DIRECTED TO IMMEDIATELY REVERT BACK TO THE TRADITIONAL STAFF RAD MSSG FORMAT THRU OUTGOING DISPATCH OR COURIER DISPATCH CMA AS THE CASE MAY BE CMA AS PRESCRIBED IN SECTIONS 14 AND 15 CMA CHAPTER 4 OF PCG MANUAL 08-01 OPEN PAREN PCG CORRESPONDENCE 2008 CLOSE PAREN X 7. FOR GUIDANCE AND WIDEST DISSEMINATION X		

Radio message by courier dispatch

It shall be used only to subordinate units inherent to the command and shall contain information, which shall be directive in nature and requiring immediate action.

- Readiness Condition e.g., Typhoon Alert, Blue Alert and White Alert.
- Changes in details (Daily Bulletin)
- Reminder to suspended/ pending requirements e, g, submission of reports and requiring reports.
- Unexpected activities e, g, VIP visits, conferences and meetings, etc.

INSTRUCTION IN ACCOMPLISHING A COURIER DISPATCH

DTG – A group consisting of the date, time and year the message has been drafted.

FROM – Abbreviated designation of the originator.

TO– Addressee(s) of the message normally in abbreviated form.

INFO – Information addressee(s) is abbreviated form.

CLASSIFICATION – Appropriate security classification of the message.

BT – Long Break. To indicate the beginning and the ending of the text of the message.

SCTY CLASS – As appropriate, the type of security classification shall follow after BT.

CITE – A group of letter symbols and numbers signifying the file/control number of message that has been transmitted within the month of the current year

C O U R I E R D I S P A T C H

DTG: _____

From: CCGETC To : CO, CG School Info: CO, TSG Classification: CONFID
CO, WEIECS

BT . . . CONFID X CITE T1-0980-123 X THIS COURIER DISPATCH SHALL BE
ACCOMPLISHED IN ACCORDANCE WITH THE PRESCRIBED
PROCEDURES SET HEREIN X BE GUIDED ACCORDINGLY. . . BT

A B Caluyag
By Direction

J. CHIPS Report

- source document in reporting **changes of personnel status**
- shall be rendered by radiograms, courier dispatch or through fastest available means
- information on changes of personnel status of the previous day shall be sent starting 0800H in case of backlogs
- no report needed for units having no changes in personnel status for the day

Morning Report Preparing Units (MRPU)

- accounts personnel on active status and continue to render official morning report to higher headquarters; will render their morning reports daily on the whereabouts, strength, and status of personnel; must render CHIPS report directly to CPCG (Attn:HRMS) or in their respective mother units for consolidation prior submission to CPCG.

Radio Message Format

- a) Item A - CHIPS Number.
 - sequential number starting from 001 for the first report of the year, 002 for the second report, etc.
 - will be reinitialized to 001 after last report of the calendar year.
- b) Item B - date when change in personnel status occurs.
- c) Item C- brief description of the change in personnel status.
 1. RANK (Officer)
RATE or RATING (Non-Officers)
 2. NAME (Family Name, First Name, Middle Initial)
 3. PCGSN (Serial Number)
EMPLOYEE NR (CE Number payroll system)
 4. UNIT (Assignment)
 5. BILLET/POSITION (Primary)
 6. EFF (Effectivity Date)
 7. AUTHORITY

Source-	OP, GHQ, HPCG, MAJ/SPCL Unit Orders
Type -	GO, SO, LO, UO, Rad Msg
Para -	Paragraph Number
Date -	Date Order was Issued

K. Morning Report (MR)

Morning Reports are legal documents used in the accounting of PCG personnel who are on active PCG service. PCG personnel who are on active duty status are accounted for in the report daily and any changes affecting their PCG status are also entered and described thereto.

Purpose: For the Daily Accounting of Personnel.

Guidelines in Composing Morning Report

- Accounting of Personnel – updated number of personnel carried in a unit.
- Gains and Losses – number of personnel reported or departed / relieved if there is any.
- Rate and Rating Profile – specialization taken of a personnel
- Roster of Troops – serves as a Muster List

RESTRICTED													
MORNING REPORT					ENDING	DAY	MONTH	YEAR					
STATION OR LOCATION													
(LAST NAME, FIRST NAME) (MIDDLE INITIAL)		AFPSN		GRADE		BR SVC		DUTY MOS		PRIMARY MOS			
					PRESENT				ABSENT				
	ASG	ATCH For Other ORG	To- tal	Atch Un- Asg	For Duty	Not For Duty	TDY DS	S K	C o n f	L V F U R	A W O L	Mi ssi ng	
GEN/COM													
COL/CAPT													
LT COL CMDR													
MAJ LT CMDR													
CAPT/LTSG													
1 ST LT/LTJG													
2 ND LT/ENS													
TOTAL													
P/2 ND LT/ENS													
CADET													
CMGT/MCPO													
SMGT/SCPO													
MSGT/CPO													
TSGT/PO1													
SSGT/PO2													
SGT/PO3													
CPL/S1-F1-													
PFC/S2-F2													
PVT/AS-AF													
TOTAL													
TRAINEE													
I CERTIFY THAT THIS MORNING REPORT IS CORRECT					PAGE		OF		PAGES				
SIGNATURE					NAME TYPED OR PRINTED								
GRADE		ARM OF SERVICE			POSITION OR DESIGNATION								

L. Routing Slip

a. Purpose and Use

1) The principal purpose of a routing slip is to transmit papers from office to office within a headquarters or from section to section within an office. It is never to forward papers to an agency outside of the headquarters. The routing slip is used to speed up transmittal or correspondence direct to action section, without using a DF or a formal endorsement. However, when it is faster to stamp a comment on the DF or basic paper and the comment is intended to form a part of the record, the routing slip will not be used. This is usually applicable in transmitting to CGAO signed papers for dispatch or records for file. Routing slip is accomplished in handwriting.

2) Routing slip is used for interoffice routing for the purposes indicated by the remarks printed on the form. It may contain informal comments which are not intended to be forwarded beyond the addressee on the slip. Since the routing slip is ordinarily not filed, it will never be used for approvals, disapprovals, concurrences, nonoccurrence, or other important actions or documents, even though brief. This type of action is placed either on the basic paper itself or on a DF.

b. Procedure

(1) Fill up longhand. Use abbreviations to the maximum.

(2) The second person using the same slip will fill up the "To, From, Date, and Sender's last name" on line 2, cancel the first check and then re-check the new appropriate remark of comment, as required.

(3) Priority Cases – Ordinarily, plain white routing slip will be used. But a pink routing slip will be used in transmitting communications demanding immediate action. A pink routing slip will thus indicate that the paper to which it is attached must be given priority.

(4) Time stamps will not be placed on the routing slip but on the papers to which it is attached.

COAST GUARD EDUCATION TRAINING AND DOCTRINE COMMAND				
ROUTING SLIP				
FROM: <u>DDRI</u>				
TO: VIA: RECOMMENDED INITIAL/DATE ACTION REQUESTED				
☐		C, CGETDC	_____	☐ For Information
☐	☐	D/C	_____	☐ For approval/signature
☐	☐	CS	_____	_____
☐	☐	T1	_____	☐ For notation of _____
☐	☐	T2	_____	☐ For comment/recommendation
☐	☐	T3	_____	☐ For redrafting/retyping
☐	☐	T4	_____	
☐	☐	T5	_____	
☐	☐	T6	_____	
☐	☐	T11	_____	
☐	☐	T12	_____	
REMARKS:				
<u>DP SENADOR III</u> Sender's Last Name				

M.Letter of Instruction (LOI)

Letters of Instructions are prescribed publications which provide guidance for operations involving large command and control thereof over a long period of time. It may be distributed to other interested commands for information.

Purpose and Use

To convey general policy-guidance in the execution of an operational nature which may not be suited for promulgation for formal OPLAN and OPORD. Normally, it states the concept, mission, command relationships, and are or operations, gives special instructions such as communication requirements, assigns forces, sets forth planning responsibilities, and specific reports which are required. Letter of Instructions generally follow the paragraphing for an operation order, omitting those paragraphs not used, and using broad rather than specific terms.

Format of LOI

<u>CLASSIFICATION</u>	
Issuing Headquarters Place	
OFFICE SYMBOLS	_____ (Date)
SUBJECT: Letter of Instruction Nr _____	
TO: _____	
Reference: Maps, Charts and relevant documents	
1. <u>SITUATION</u> : Continuation which exist or such information of the general over-all situation as may be essential for subordinates to understand the current situation.	
2. <u>MISSION</u> ": A Clear-concise statement of the task which is to be accomplished and the purpose.	
3. <u>EXECUTION</u> :	
a. Concept of Operation:	
(1) General plan for operation which includes objectives and/or phasing.	
b. Tasks	
(1) List or discuss briefly the immediate tasks assigned by higher authority or derived by the command through which the strategic objective of para 2. (MISSION) will be attained.	
(2) This paragraph normally contains the designated unit commanders/CO's concerned tasked to perform or accomplish within the command.	
(3) No member of the staff inherent to the command to perform any action shall be entered under the Task portion.	
x. Coordination Instructions:	
(1) Instructions necessary for the coordination on the general conduct of the operation.	
(2) Time or coordination under which plan is to be placed in effect.	
(3) The letter "X" preceding Coordinating Instructions signifies the last paragraph under para 3 (Execution).	
4. <u>ADMINISTRATION AND LOGISTICS</u> : Instructions concerning administration and logistical arrangement applicable to the plan.	
5. <u>COMMAND AND SIGNAL</u> : Information Relating to:	
a. Plans for signal communications	
b. Recognition instructions	
c. Identification instructions	

d. Code words, names

e. Liaison

Acknowledgment Instructions:

Here the word "acknowledgment" may suffice. The acknowledgement to an operation means that it has been received and understands.

JUSTO N. PERPECTO
Rear Admiral PCG

ADDENDA or ANNEXES: (as desired)

DISTRIBUTION:

CPCG ----- 2
CCGOF ----- 2
CCGETC ----- 2
CANC ----- 2
Central Staff O-----12
File ----- 1



Philippine Coast Guard
COAST GUARD EDUCATION AND TRAINING COMMAND
Muelle dela Industria, Farola Compound
Binondo, Manila

17 February 2014

HCGETC/T-3

SUBJECT: Letter of Instruction (LOI) Nr 003 (Joint Convening Ceremony of Deck Specialization Course (DSC) CL 11-14, Operation Specialization Course (OSC) CL 09-14 and Engineering Specialization Course (ESC) CL 07-14).

TO: See Distribution

I. SITUATION

This command will conduct Joint Convening Ceremony of Deck Specialization Course (DSC) CL 11-14, Operation Specialization Course (OSC) CL 09-14 and Engineering Specialization Course (ESC) CL 07-14 at Diving Training Facility, Coast Guard Education and Training Command Scheduled on 190900H February 2014 with CCGETC as Keynote Speaker.

II. MISSION

To undertake necessary preparations in order to ensure the successful conduct of the convening ceremony.

III. EXECUTION

a. Concept of Operations:

A simple program will be highlighted thru the presentation of students by Superintendent, CGNOS to Commander, CGETC and subsequently the delivery of speech by the Keynote Speaker. After the program, simple refreshments will be served aboard CGETC Classroom 3 & 4.

b. Tasks:

SUPT. CGNOS

1. To act as UPR for the activity;
2. Prepare the program and invitations;
3. To assist the Commander CGETC during the presentation of students;
4. Prepare the list of students for each courses;
5. Attend the convening ceremony; and
6. Undertake other tasks as directed.

SUPT. CGOS

1. Attend the convening ceremony; and
2. Undertake other tasks as directed.

CO. DDRI

1. Attend the convening ceremony; and
2. And undertake other tasks as directed.

CO. TSG

1. Ensure availability of sound system and other materials;
2. Ensure the availability of stage and other paraphernalia to be used at the venue;
3. Coordinate with T3 for the request of paraphernalia and other requirements;
4. Ensure availability and cleanliness of the venue;
5. Supervise and account all materials and paraphernalia which are subject to be returned properly to HSG and other concerned units; and
6. Undertake other tasks as directed.

OIC. PCG Band

1. Prepare the availability of PCG Band; and
2. Undertake other tasks as directed.

STAFF SUPPORT

DCTS for PERSONNEL T1

1. Prepare the manuscript for the program;

2. Prepare the final list of students;
3. Invite CGETC officers and personnel to witness the affair;
4. Designate 2 (two) emcees;
5. Coordinate with TSG regarding the availability of personnel to compose the Honor Battalion or Side Buoys and prepare Memorandum accordingly;
6. Assign working committees for the affair; and
7. And undertake other tasks as directed as directed.

DCTS for Intelligence, T2

1. Coordinate with the CGIAS for systematic flow of vehicle traffic and designated parking areas; and
2. Ensure the safety and security of the venue and personnel during rehearsals and actual activity.

DCTS for Operations, T3

1. Follow up preparations of this activity;
2. Shoot-out RAD messages informing students for the date of convening of above-mentioned courses. Likewise, inform all students on the schedule of rehearsals and the actual ceremony;
3. Ensure proper implementation of this LOI; and
4. And undertake other tasks as directed.

DCTS for Logistics, T4

1. Prepare Estimate of Expenditures for the affair;
2. Provide funds and logistical requirements;
3. UPR for food preparation;
4. Provide back draft; and
5. And undertake other tasks as directed.

x. Coordinating Instructions

1. This LOI is effective for planning upon receipt and execution upon approval.
2. Tasked units, staffs and detailed personnel shall ensure the designated duties are carried out.
3. Uniform of designated personnel:

Actual: Officers and EP- Marlen Blue "A"

Uniform on D-Day:

Officers, CPO and above- Marlen Blue "A"
PO1 and below- GOA "A"
Civilian Employee - Office Uniform

4. Lateral coordination between task units and staff is highly encouraged.
5. Addenda/changes to this LOI will be made through FRAGO, and/or radio message.

IV. ADMINISTRATION AND LOGISTICS

IAW current procedures.

V. COMMAND AND SIGNAL

Omitted

ROLANDO D LEGASPI
COMMO PCG

Distributions:

C, CGETC	-1	T1	-1
DC, CGETC	-1	T2	-1
CS, CGETC	-1	T3	-1
CO, TSG	-1	T4	-1
SUPT, CGOS	-1	CMAA, CGETC	-1
SUPT, CGNOS	-1	CMCPO, CGETC	-1

N. Circulars

- is the prescribed publication for directive which is general in nature. It is the medium for the expeditious dissemination of important matters or amplification of established forms of regulations.
- It has a maximum period of effectivity of 5 years with a minimum of 2 years.

1) Form and Style – It should be prepared in logical sequence and written in a clear and direct style be more easily read and understood by the average person, couched in plain language.

2) In the event that any of the standard paragraphs are omitted, all paragraphs are, nevertheless numbered in numerical sequence.

3) Directives over 700 words are avoided. Longer orders dealing with separate subjects are written as separate orders. Where a long order is necessary, it is broken into paragraphs and sub-paragraphs, each with a proper description heading.

		XXX/yyy/1234
OFFICE SYMBOL		(Date)
CIRCULAR		
NUMBER		
TITLE OF SUBJECT		
1. <u>PURPOSE:</u> This paragraph states the objective or general purpose of the order. This also gives a brief outline of the action desired without details. 2. <u>DEFINITION:</u> This paragraph (Optional) states the back ground of the order and policy involved in its issuance. This paragraph is drawn so as to enable subordinates to understand the reasons for the order. This method will enable them to carry out their assigned mission in a more intelligent manner. 3. <u>SUB-TITLES:</u> This and subsequent paragraphs prescribe the administrative details for carrying out the action desired. The steps to be taken are presented in a logical and chronological sequence. Short sentences with cleat and concise language are employed. Limiting dates for action are definitely and conspicuously stated. 4. The last paragraph includes rescission and references to other publication if any.		
BY COMMAND OF (Appropriate command line).		
OFFICIAL:		EDWIN M MACOPA CAPT PCG Chief of Staff
PRIMITIVO A GOPO CDR PCG Adjutant		



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

12 May 2014

CG-12/CGAO

C I R C U L A R)
N U M B E R 06-14

GRANTING OF PERMISSION TO STUDY AFTER OFFICE HOURS

1. PURPOSE: This Circular prescribes the policies and procedures governing the granting of permission for PCG Officers and Non Officers to study after office hours in a civilian educational institution for professional advancement.

2. OBJECTIVES:

- a. To encourage Officers and Non-Officers to develop their competence through the acquisition of knowledge and skills for career growth;
- b. To give opportunity for Officers and Non-Officers to develop in their chosen field of specialization or expertise.

3. POLICIES:

- a. Officers and Non-Officers must have a minimum of three (3) years continuous active PCG service to avail of this privilege.
- b. The applicant must have no pending civil, administrative or criminal case in any judicial or quasi judicial bodies.
- c. The applicant's attendance in school will not interfere with his/her official duties and will not impair his/her efficiency in the PCG service.
- d. The permission to study is a privilege and may be revoked by CPCG in the exigency of service or based on justifiable grounds.
- e. The permission or grant to study is good for one (1) semester only and should be re-applied for as necessary not later than 01 June for the first semester and 01 November for the second semester.

4. PROCEDURES:

- a. Officers and Non-Officers who wish to study after office hours should apply in writing through their respective Unit Commanders.
- b. Applicants shall submit the following requirements to the Commandant, Philippine Coast Guard (Attn: DCS for Education and Training CG-12):
 1. A Personal Action Form of the applicant duly endorsed by respective Unit Commander/Head of Office
 2. A Summary of Information SOI of the applicant.
 3. Course name and address of the school the applicant intends to enroll.
 4. Transcript of records.
 5. Certificates of no pending case from CGIAS, CG-Legal and CG-2
- c. The DCS for Education and Training, CG-12 upon receipt thereof, shall evaluate the request of applicants, hence recommends its approval to the Commandant, PCG.
- d. Upon approval of request, the DCS for Human Resource Management CG-1 shall issue appropriate order granting the applicant permission or authority to study after office hours.

5. ADMINISTRATIVE AND SUPERVISION:

- a. Orders authorizing applicant to study after office hours under this Circular shall specify the particular degree or course the applicant will take, school and inclusive dates (by semester) and shall be re-applied only upon successful completion of every semester or prescribed duration prerequisite to the completion of the course/degree.
- b. Unit Commanders shall direct the applicants to enroll immediately upon receipt of order.
- c. In case of failure to enroll on the specified academic semester, he/she shall submit a written explanation to HPCG (Attn: CG-12) stating therein the reasons.
- d. Fifteen (15) days after the end of every academic semester, the applicant shall submit to HPCG (Attn: CG-12), an official record of his/her academic performance.
- e. Failure in any course shall be immediately reported to HPCG (Attn: CG-12). This failure shall form part of his/her Coast Guard Personnel File (201 File).
- f. Such failure in any course shall be basis or ground for non- consideration of subsequent request for continuation of study after office hours.

6. EFFECTIVITY: This Circular takes effect upon publication.

7. RESCISSION: All publication in conflict with this Circular are hereby rescinded.

BY THE COMMAND OF VICE ADMIRAL ISORENA:

OFFICIAL:


LIEZEL B. BAUTISTA
LCDR PCG
Coast Guard Adjutant

JOSELITO F DELA CRUZ
COMMO PCG
Chief of Coast Guard Staff

O. Standing Operating Procedures (SOP)

a set of instructions in giving the procedures to be followed as a matter of routine, like the preparation and submission of reports, in the maintenance of motor vehicles, armaments, etc., and for the performance of those features of operations both tactical and administrative which the commander desires to make routine. They set down the regular procedures to be followed in the absence of instructions to the contrary.

Procedures

(1) Heading – The usual heading for the routine is used, appropriately modified to show the type of publication.

(2) Numbering – SOPs are numbered serially during a calendar year.

(3) Form and Style –

- a) Like circulars, SOPs should be prepared in logical sequence and written in a clear and direct style to be easily understood by the average person.
- b) Paragraphs are numbered in numerical sequence and sub-paragraphs are arranged in alphabetical sequence for easy identification

_____ _____ _____	
OFFICE SYMBOL	_____ (Date)
STANDING OPERATING PROCEDURES	
NUMBER	
TITLE OR SUBJECT	
1. This paragraph states the general purpose or objective, scope and applicability of the instruction. 2. DEFINITION: This paragraph states the definition of terms used and/or background of the instructions. 3. SUB-TITLES: This and subsequent paragraphs prescribe the complete procedure in every detail. These steps to be taken are presented in a logical and chronological sequence. Short sentences with clear and concise language are employed but clarity should not be sacrificed for brevity. 4. RESCISSION: The last paragraph includes rescission and reference to other publication if any.	
BY COMMAND OF (Appropriate command line).	
OFFICIAL:	ARTEMIO A MORES CAPT PCG Chief of Staff
FELIPE G PROCOPIO LT PCG Adjutant	



Department of Transportation and Communications
PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(Headquarters Philippine Coast Guard)
139 25th St., Port Area
1018 Manila



10 April 2012

DCS-HRM

STANDING OPERATING PROCEDURE)

Number 02 - 12)

PCG REST AND RECREATION PROGRAM

I. **PURPOSE:** This SOP establishes the nature and policy for the availment, enjoyment and termination of Rest and Recreation program for all Officers and Non-Officers of the Coast Guard Service.

II. **CONCEPT:** The Rest and Recreation program intends to deliver maximum and equitable R & R to PCG personnel regardless of assignment as long as it complies with the conditions prescribed in the succeeding sections.

III. **OBJECTIVE:** To uplift the morale of any PCG uniformed personnel and enhance the operational readiness of PCG units through effective grant of R & R privilege.

IV. **DEFINITION:**

a. **Rest and Recreation** – is a non-material benefit, privilege in nature, granted to PCG Uniformed personnel in order to provide opportunities to go home and bond with their immediate families once every three (3) months for Officers and once every six (6) months for Non-Officers for a maximum period of fifteen (15) days R & R plus the authorized travel time.

b. **Rest and Recreation Orders** – are authority issued to personnel by the Commanders of the morning report preparing unit in the area and/or Operational Commanders for non-preparing units authorizing him/her for R & R privilege.

c. **Rest and Recreation Administrators** – District Commanders and Major/Special Unit Commanders are designated to administer/manage R & R program in their respective areas.

V. POLICIES:

a. Personnel on R & R status shall not exceed ten (10%) percent of the total strength of uniformed personnel of a certain unit at any one time, in order not to jeopardize Coast Guard Operations and related activities.

b. Rest and Recreation shall be granted once every three (3) months for Officers and once every six (6) months for Non-Officers for a maximum period of fifteen (15) days plus authorized travel time (see *ANNEX*). Provided, that no request for R & R shall be approved beginning 01 December of every year until 15 January of the incoming year.

c. PCG uniformed personnel whose immediate family resides beyond 200 kilometers from their actual place of assignment are first in priority to go on R & R. Personnel whose families reside within 200 kilometers from their actual place of assignment may also avail R & R at the discretion of their respective Unit Commanders.

d. PCG uniformed personnel whose immediate family resides outside the Philippines shall be granted R & R to be spent abroad once every six (6) months for a maximum period of twenty (20) days plus six (6) days travel time. Provided, that he/she will submit the following requirements one (1) month prior to the intended date and subject for CPCG's approval:

- i. Personal Action Form**
- ii. Certificate of Non-Pending Case**
- iii. Certificate of Non-Pending Task**
- iv. Certificate of No Intention to Retire/Separate from the service**

e. PCG personnel whose immediate families reside beyond 200 kilometers may be given corresponding R & R support fund for his/her transportation expenses (vice versa) and said support fund is subject for liquidation of accounts by PCG personnel benefited as such.

f. Operational requirements in the AOR shall have priority over all application/request for R & R personnel in order not to jeopardize the mission of the unit. If deemed necessary, personnel on R & R shall be subject to recall during heightened or full alert.

g. The effectivity of an R & R shall be on the date indicated in the application request as approved by unit Commanders or authorized Officer. However, all requests for R & R must be filed at least fifteen (15) days prior to the intended date except R & R to be spent abroad.

h. R & R beneficiary shall be back and must report to their unit assignments not later than 2400H on the expiration date specified in the R & R order.

i. Personnel on R & R shall be covered with orders indicating therein the duration of their R & R and their destinations/addresses.

j. R & R Administrators shall submit a report every month on personnel within their AOR who availed R & R to HPCG (ATTN: DCS-HRM) for record purposes and monitoring.

VI. RESCISSION:

All other publication in conflict with this SOP is hereby rescinded.

VII. EFFECTIVITY:

This SOP shall take effect upon publication.

BY COMMAND OF VICE ADMIRAL TAN:

OFFICIAL:

**AARON T RECONQUISTA
COMMO PCG
Chief of Coast Guard Staff**

**JEFFERSON L RICO
LT PCG
Coast Guard Adjutant**

DISTRIBUTION:

"A"

P. Daily Bulletin

- is an information sheet which usually contains official directives as well as official and unofficial information. Daily Bulletins are published at any post, camp, stations, and installations and also by headquarters up to and including a division or similar unit.
- is published at a specific hour so it can be distributed just before noon. A deadline is established to the hour of publication, after which no notices will be received for inclusion in the day's bulletin.

1) Heading – The usual heading for routine orders is used appropriately modified to show the type of order and number. Special decorative heading are used in some places.

2) Numbering – Daily Bulletin are numbered chronologically for each calendar year. In some cases they are issued on alternate days or even in less frequency.

3) Style – It is written clearly in simple language as that the average reader will have no difficulty in understanding the meaning. Only the most common abbreviations are used.

4) Body – The body of the daily bulletin comprises the OFFICIAL and UNOFFICIAL sections:

(a) Official Section –

1. The matter place in this section may be advisory or directive in
2. nature. Directives are usually of temporary duration.
3. The word "OFFICIAL" may be placed in the head of this section
4. but in usual practice, this is not done.

(b) Unofficial Section –

1. This section is always marked by placing the words "UNOFFICIAL" or "INFORMATION" in capital, centered in the spaces at the top of the section.
2. Items of timely information such as motion picture programs, athletic events, notice of lost or found articles and church services may be placed in this section.
3. Paragraph numbers are not assigned to item in this section.
4. The unofficial section is not authenticated.

(5) Paragraph – Each item is placed in separate paragraph. Sub-paragraph such as "A" and "B" are avoided. Each paragraph of the official section is numbered.

(6) Authentication – Authentication follows the official section in the same manner as in other type of routine orders.

(7) Compilation –

- a. Experiment has shown that the vast majority of items published in daily bulletin are temporarily in nature. At the end of each month or quarter subject matter of daily bulletin should be reviewed and those items of

official in nature which are still effect should be republished in a memorandum or circular. The amount of such matters will normally be less than two sides or a single sheet. The daily bulletins are then rescinded.

- b. At the end of the fiscal year, those monthly compilations are again reviewed. Items still in existence are republished in post regulations or other more permanent media. The obsolete memoranda are rescinded.
- c. All rules of daily bulletins, except those for the headquarters record files are destroyed monthly. Current files will then consist of general orders, memoranda for the current year and daily bulletin for the current month.

	_____ _____ _____	MMM/nnn/123 _____ (Date)
OFFICIAL SYMBOL		
DAILY BULLETIN NUMBER:		
OFFICIAL		
1. DETAIL FOR MONDAY 7 AUG 95		
SCDO: _____	CDO: _____	
OOD: _____	SCTY OFFR: _____	
JOOD: _____	DPOW: _____	
2. READ YOUR DAILY BULLETIN:		
a. The Daily Bulletin is an information sheet. It contains official directives as well as unofficial information. It is a type of routine order whereby the commander transmits his instructions to individuals under his command.		
b. Inspection Prohibited Drugs will be conducted at MTG building.		
c. T1 & E: 1300H-1400H at CGETC Mess Hall. LCDR MAKASO will preside.		
d. Clothing Store: 0900H-100H. Issuance of uniforms and raincoats.		
e. Marriage Counseling: 1500H-1100H at CGETC Mess Hall. Chaplain PIKOT will preside.		
CALDERON By Direction		
UNOFFICIAL/INFORMATION		
CRUISE:	Capones Island Cruise every Saturday and Sunday Tickets/Reservations: Special Services Officer, JURADO HALL, CGETC Phone: 3610	
ATHLETICS:	Golf Tournament at South China Sea Golf: 1200H-1600H	
MOVIES:	Teen Hut: Brave Heart – 1800H-2100H	

COAST GUARD PERSONNEL ADMINISTRATION

A. PAY, ALLOWANCES AND COLLATERAL ENTITLEMENTS

Pay

- A wage or salary earned for work
- Compensation or recompense for work done or services rendered

Salary

- a fixed regular payment, typically paid on a monthly or biweekly basis but often expressed as an annual sum, made by an employer to an employee

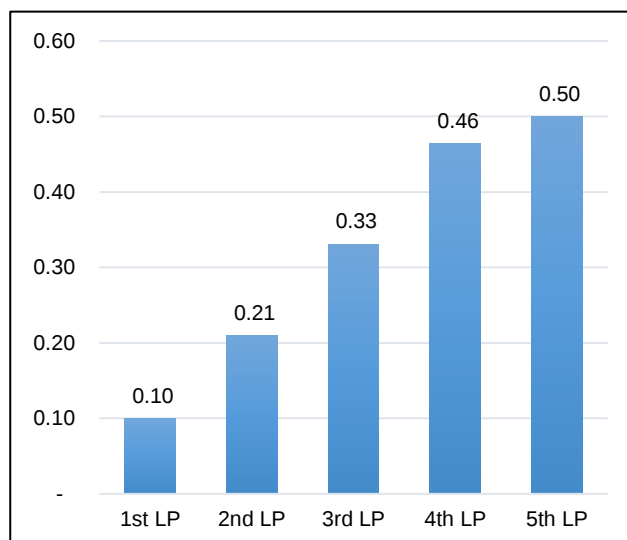
Allowances

- a supplementary fund to provide to the PCG personnel who performed additional duties

RA 9993 SECTION 14. Salaries and Other Benefits.

- **Rule 14.1.** The salaries and other benefits of PCG uniformed and non-uniformed personnel as provided by applicable laws shall constitute the following:
 - Base pay
 - Longevity pay
 - Hazard pay
 - Other benefits and allowances
- **Rule 14.2. Regular Pay and Allowances.** The PCG uniformed personnel shall be entitled to salaries and other allowances corresponding to the salary grades and ranks in the Armed Forces of the Philippines (AFP). The PCG non-uniformed personnel shall be entitled to salaries and other allowances in accordance with the Civil Service laws, rules and regulations.

Longevity Pay of PCG Personnel



1st LP = Base Pay X .10

2nd LP = Base Pay X .21

3rd LP = Base Pay X .331

4th LP = Base Pay X .4641

5th LP = Base Pay X .50

1 LP = 5 years of service

Allowances

Subsistence Allowance	P150.00 daily
Quarters Allowance	P600.00
Clothing Allowance	P200.00
Hazard Pay	P540.00
Laundry Allowance	P60.00
Personnel Emergency Relief Allowance (PERA)	P2,000.00

Collateral Entitlements

Rule 14.3. Collateral Entitlements. The PCG uniformed personnel shall receive collateral entitlements as those granted to military personnel in the AFP. Collateral Entitlements are emoluments or monetary benefits given apart from the regular pay and allowances.

- a) **Sea Duty Pay**
 - For PCG personnel who are assigned aboardship (25% of Base Pay)
- b) **Hazardous Duty Pay**
 - For PCG personnel who are actually performing hazardous duties/activities. (50% of Base Pay)
- c) **Flying Pay**
 - For PCG personnel who hold an aeronautical rating and are placed on flying duty status (50% of Base Pay)
- d) **Instructor Duty Pay**
 - Incentive granted to CG personnel on instructor duty status or who have actually rendered instructor duties in any accredited PCG schools and training unit.
- e) **Combat Duty Pay/ High Risk Duty Pay**
 - For PCG personnel who are engaged or have participated in any combat duties/activities
- f) **Magna Carta Benefits**
 - For PCG health personnel, PCG medical administrative personnel, PCG uniformed health officers and civilian health workers exposed to High Risk and Low Risk Hazard
 - P/ENS / SG 19 BELOW - 25% of current rate of Monthly Base Pay
 - O-1 (ENS) / SG 20 – Fixed amount of PHP 4,989.75
- g) **Lawyer's Incentive Pay**
 - For PCG Lawyers who render professional legal service and/or appear as counsel before civilian courts, military courts or administrative boards. (P5,000.00)

h) **Special Clothing & Maintenance Allowance**

- For PCG personnel detailed or assigned as aides, escorts, band members, military police, and those on flying status.

i) **Cold Weather and Clothing Allowance**

- For PCG personnel who are assigned, or on detached service, or undergoing training at any of the station/units/sites in the Philippines that are considered cold places

B. BENEFITS

Benefits - are various non-wage compensations provided to PCG Personnel in addition to their normal wages or salaries.

Rule 14.4. Benefits and Privileges

- Active PCG personnel shall be entitled to commutation of leave, educational benefits, disability benefits, and other benefits and privileges as provided by law.
- Retired PCG personnel shall be entitled to disability benefits, commutation of leave, refund of contributions, educational benefits and old-age pension as provided by law.

Rule 14.4. Benefits and Privileges.

- Separated PCG uniformed personnel shall be entitled to separation and reversion gratuities as provided by law.
- Survivors, heirs of posthumously retired personnel shall be entitled to posthumous benefits, commutation of leave, educational benefits, cash assistance, old-age pension for surviving spouse, special financing assistance, burial allowance and others as may be provided by law, rules and regulations.

Benefits PCG Personnel Personnel are entitled to:

- a) Dispensary or Outpatient services
- b) Hospitalization (professional services, medicine and medical supplies)
- c) Ambulance Service
- d) Dental benefits are also given to PCG personnel and their dependents. Active PCG personnel and their beneficiaries are entitled to free dental treatment or services which may range from tooth extraction to dentures.

RETIREMENT BENEFITS PROVISION

Rule 17.1 Retirement.

- The compulsory retirement age of PCG uniformed officers and non-officers shall be fifty six (56) years of age. Upon attaining twenty years (20) years of active service, however, PCG Officers and Non-Officers may optionally retire, provided, however, that such officers or non-officers who shall have attained fifty six (56) years of age with at least twenty (20) years of active service

shall be allowed to complete thirty (30) years of service but not beyond his sixtieth (60th) birthday, provided further, that such CG personnel compulsorily retiring by age shall have at least twenty (20) years of active service.

Rule 17.2.

- The retirement of non-uniformed personnel shall be governed by Civil Service laws, rules and regulations.

Rule 18. Retirement Benefits.

- Monthly retirement pay of Officers and Non-Officers shall be fifty percent (50%) of base pay and longevity pay of the next higher grade last held in case of twenty (20) years of service rendered beyond twenty (20) years to a maximum of ninety percent (90%) for thirty-six (36) years of active service and over. The retirement benefits of non-uniformed personnel shall be governed by Civil Service Law/Government Security and Insurance System Law.

C. PRIVILEGES

Privileges - are peculiar benefits, advantage or favor enjoyed by PCG personnel.

Types of Leave

a) Ordinary Leave

- authorized absence of an Officer or an Enlisted Personnel from Coast Guard duty
- granted on the basis of 15 days per year of satisfactory service subject to the exigencies of the service
- Trainees/draftees must have served the mandatory period of training for six months.

b) Sick Leave

- Leave granted to a PCG individual to promote convalescence from disease or injury by affording him to rest on a better climate or a change of environment.
- It may also be granted on account of sickness of any member of his family. This is granted on the basis of 15 days per year of continuous service for certain cases, where the chief factors is recovery, a leave may properly be given when progress and convalescence has reached a point where further hospital treatment is deemed unnecessary, but the person is still under full coastguard duty.

c) Maternity Leave

- granted to any female PCG personnel on account of pregnancy and childbirth.
- is not chargeable against committed vacation or sick leave.

d) Paternity Leave

- refers to the privilege given to a married male PCG personnel allowing him

not to work for a period not to exceed two weeks while continuing to earn compensation.

- granted to a married male PCG person to support the needs of his pregnant wife due for delivery for a period not to exceed two weeks.

e) Convalescent Leave

- authorized absence of PCG Personnel recovering from sickness or disability, considered as part of hospital treatment and not chargeable against leave of PCG personnel as provided by law.

f) Compassionate Leave

- granted to PCG Personnel who are patients in any hospitals in order to allow them to spend the rest of their days with their families at home after they have been declared beyond recovery by hospital authorities concerned.

g) Academic Leave

- granted to PCG Personnel on formal schooling in an institution of learning
- shall not be charged against vacation and/or sick leave they have earned

h) Study Leave

- a time-off from work not exceeding six (6) months with pay for PCG Officers and Non-officers to help them prepare for their bar or board examinations or complete their master's degree.

i) Informal Leave

- Commanding Officers may grant oral permission for absence on Sundays, holidays and during any period not exceeding 24 hours.
- COs may grant written permission for leave longer than 24 hours but not to exceed 72 hours.

j) Terminal Leave

- applied only by an officer or non-officer who intends to sever his/her connection with the PCG service. This requires a condition precedent like resignation, retirement or separation from service.

k) Mandatory Leave

- means that it is a compulsory leave;
- all officers and non-officers shall be required to avail five (5) days vacation/ordinary leave annually, chargeable against their leave credits.

l) Passes

- Passes may be granted by the Commanding Officer/Officer-In-Charge of subordinate units. The authority may be delegated by the CO to any Officer of his command.

m) Rest and Recreation

- Is a non-material benefit, privilege in nature, granted to PCG Uniformed personnel in order to provide opportunities to go home and bond with their immediate families once every three months for Officers and once every six

months for Non-Officers for a maximum period of fifteen days plus authorized travel time.

n) Leave to be spent abroad

- a PCG personnel may enjoy leave to be spent abroad upon approval by the Secretary of DOTr provided that he/she will certify that he/she will not apply for separation/ diversion while abroad.

Authorization of Leave

- leaves shall be covered by special order, a copy of which is furnished the personnel concerned who shall keep it while on leave
- The special order shall contain the following information:
 - Type of Leave
 - Grade, full name, serial number and branch of service
 - Unit or organization
 - Number of days authorized including travel time allowance
 - Address while on leave

Approving Authority of Leave

APPLICANTS	APPROVING AUTHORITY
Commandant, PCG	SOTr
District/Major/Support/unit Commanders/Central/Technical/Special Staff	CPCG
O-6 (Captain)	
a. Not holding Unit Commander position	District/Major Unit Commander
b. Holding Unit Commander position	Commandant, PCG
O-4 (LCDR) and below:	
a. Up to 15 days	Unit Commanders/Commanding Officers
b. 16 days and beyond	Commandant, PCG
Non-Officers:	
Up to 30 days	District/Major Unit Commander
31 days and beyond	Commandant, PCG

Approving Authority of Leave

TYPE OF LEAVE	APPROVING AUTHORITY	NO OF DAYS
Maternity	CPCG upon the recommendation C,CGMED CG District Med Officer	105 days (w/ option to extend 30 days w/o pay)
Paternity	District Commander/Major/Unit Commander	14 days
Informal	Commanding Officer	24 hours (oral permission) 72 hours (written permission)

Study	CPCG, upon recommendation of District/Unit Commander	6 months maximum
Graduation	Commander, CGETC	15 days
Academic	DCA upon recommendation of DCS for Education and Training	7 days (2 months below) 15 days (2 months up) 30 days (1 year up)
Compassionate	CPCG, upon recommendation of C,CGMED	2 months
Convalescent	District/Major/Unit Commander upon recommendation of C,CGMED, CG District Medical officer	15 days and depends upon recommendation of C,CGMED
Terminal	CPCG	10 months maximum

CHECKLIST/ATTACHMENTS:

MATERNITY LEAVE	PATERNITY LEAVE	LEAVE TO BE SPENT ABROAD
▪ Endorsed PAF ▪ Marriage Contract ▪ Medical Certificate	▪ Endorsed PAF ▪ Marriage Contract ▪ Medical Certificate of Wife/ Certificate of Live birth	▪ Endorsed PAF ▪ Leave Furlough Record ▪ Certificate of No Pending Case (CGIAS) ▪ Certificate of No Money Accountability (Accounting) ▪ Certificate of No Pending Task (CGAO, Admin Officer) ▪ Certificate of No Intention to Retire

PROCEDURES

Contents of Application:

Leave – any application for leave must state the duration, reason, address while on leave, date of initial service with the AFP which inclusive dates of latest leave enjoyed.

Application for pass will contain the following information:

- State name of issuing headquarters
- Signature of authorized headquarters
- Name, grade, serial number, organization and signature of applicant.
- Specific address while on pass
- Inclusive dates and hours of the pass.
- Whether or not authorized to carry firearms
- Authorized uniform.

Extension of Leave:

- Leave may be extended by granting authority upon application
- Extension may be made by telegram or letter
- In no case shall informal leave be used for extension of leave
- Extension of leave abroad shall be applied for prior departure to the

Philippines

Sickness or Injury

- An application for leave of absence without pay on account of sickness or injury shall be treated in the same manner as that of the paragraph 2-33 d above.
- Leave of absence without pay due to sickness or injury incurred not in line of duty shall not affect entitlement to allowance as authorized under section 13, RA Nr. 138 as amended.

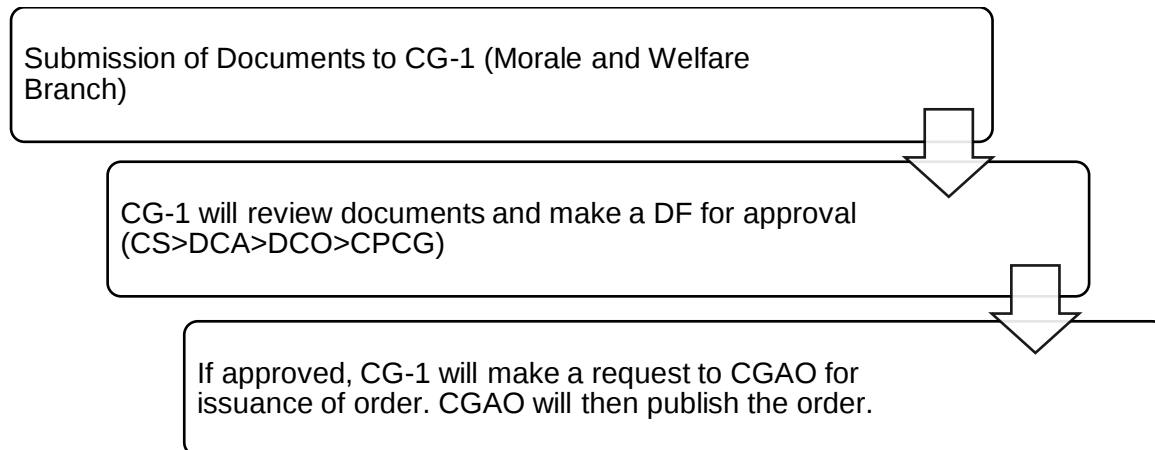
Channels of Application – All applications for leave shall be coursed through channels.

AWOL After leave:

- Unexcused extension of leave shall cause the forfeiture of all pay and allowances for the period of the over stay.
- In computing the duration of overstay, the date due to the return from leave shall be counted as the first day of AWOL. The date before the days of return shall be counted as the date as the last day of AWOL.

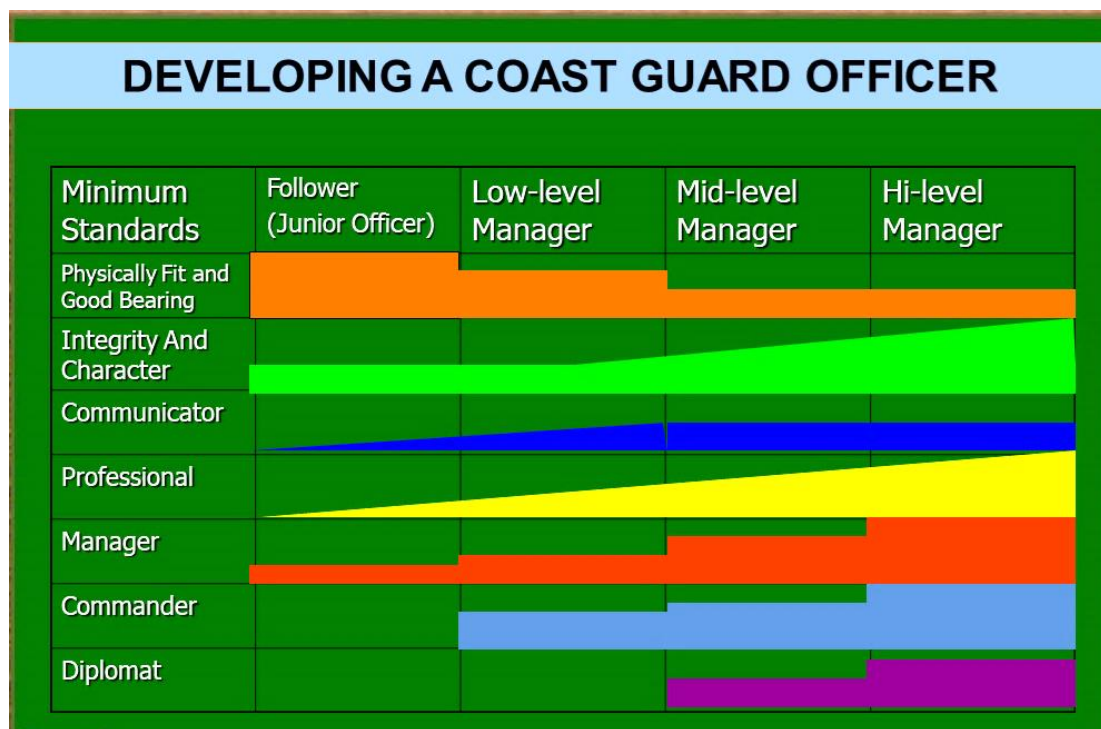
Individual Leave Record – all leaves shall be recorded

PROCESS:

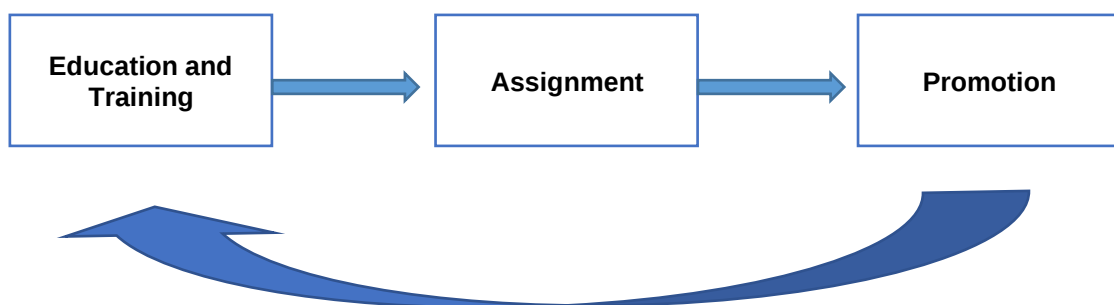


D. Philippine Coast Guard Officers Career Pattern

Development Process



The career pattern presented is only a guide for officers to base their career decisions as they go along their chosen fields. The career pattern was designed in such a way that an officer will have to be careful in planning his career taking into account his personal interests, education and training background, abilities, as well as the needs of the service.



This means that officers should first satisfy the **education and training** requirements before they will aspire for a higher **assignment** and therefore be eligible for **promotion** to a higher rank.

Education and Training

Another important concept in planning one's career is "matching" the particular officer's educational and training background, desires, talents and

abilities with that of the organization's needs. This goes both way as the organization cannot also expect to reasonably maximize the effectiveness of its officers if it will not take into account the officer's educational and training background. The command will ensure that the officer's Field of Specialization (FOS) will always be considered in meeting those functional needs.

All officers should choose their specialties early on their career with the Coast Guard. The following are the PCG Functional Commands and Specialties:

Functional Commands

- Maritime Safety Services Command
- Marine Environmental Protection Command
- Maritime Security Command

Admin Support Commands

- CG Logistics System Service
- CG Education Training and Doctrine Command
- CG Surface Support Force

Operational Support Commands

- CG Special Operations Force
- CG Aviation Force
- CG Weapons, Comms, Electronics and Info System Command
- CG Civil Relations Service

Operating Commands

- 13 Coast Guard Districts

Special Service Commands

- CG Human Resource Management Service
- CG Finance Center
- CG Internal Audit
- CG Internal Affairs Services

Technical Service Commands

- CG Legal Service
- CG Medical Service
- CG Dental Service
- CG Chaplain Service

Assignment

Assignments are where the PCG Officer has a chance to use what he has learned during his education and training period. He will be able to use the knowledge and skills being gained. Through assignments of an officer it is one of the determining factors if an officer will be promoted to the next grade.

Several guidelines and policies are being followed with regards to the officer's tour of duty (or length of time in particular duty assignment or billet). The tour of duty is also quite important as it has an effect to future career decisions as well as personal satisfaction not only on the part of a particular officer but the whole officer corps as well.

Assignments in the PCG are basically categorized into the following:

- **Shore Assignment** – assignment to the different shore units of the PCG such as NHQ PCG, District/Commands, Special Units, Stations, etc.
- **Shipboard Assignment** – assignment to the different commissioned units afloat such as SAR Vessels, Buoy Tenders, Patrol and Fast Crafts, etc.

Shore Assignments should follow a progressive pattern wherein all will start from the lowest office in order to qualify for position to a higher one. This will ensure that an officer has the experience on all aspects of the organization or particular unit before being assigned to a higher position.

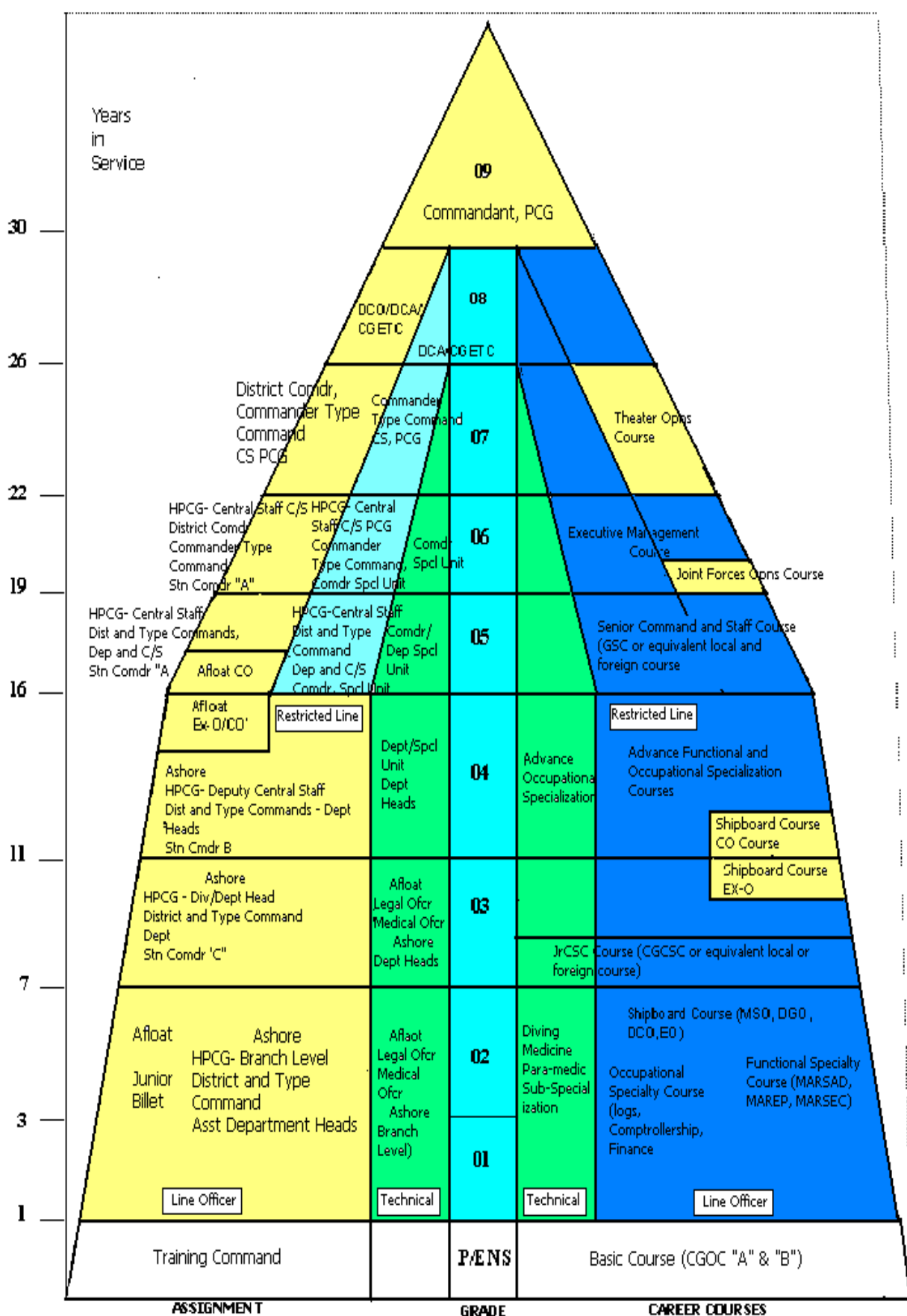
Shipboard assignments on other hand will follow the same concept. With the directive from the CPCG that shipboard assignment shall be based on the educational background of the officer.

Promotion

In accordance with DOTC Department Circular dated 19 May 1998 entitled "PROMOTION SYSTEM FOR COMMISSIONED OFFICERS OF THE PHILIPPINE COAST GUARD", the following are the concepts for Officer's Promotion System

- a. "Officers of the Philippine Coast Guard are promoted from one grade to the next higher grade, the criteria of competence, individual merit and potentials increase in importance while that of seniority diminishes in significance, such that for promotion to senior grade levels, the criteria of competence, merit and potentials become the primary consideration while seniority become secondary.
- b. "Officers of the Philippine Coast Guard shall be selected for promotion based on their relative seniorities, professional attributes, demonstrated performances and behaviors, and their indicated potentials to discharge the duties and responsibilities of the next higher grade. The fundamental reason behind such selection criteria is not only to recognize past performances, but also to use such records of performances as effective gauge in measuring potentialities for future service."

Career Pattern



PCG OFFICER'S CAREER PATTERN

The Career Pattern shown was designed with due consideration to the multifarious field of expertise that a PCG Officer can specialize in order to fully maximize his potential and contribute greatly to the accomplishment of the organization's mission and functions.

All officers except technical officers are categorized as line officers. They shall all start their career with the PCG as **Probationary Ensign (P/ENS)** and are required to take up the Basic Course – the Coast Guard Officer's Course (CGOC). After the basic course and being commissioned as Ensign (01), it is desired that all newly commissioned officers should be assigned aboardship and complete the junior billet assignments.

Technical offices can also be assigned aboardship to perform peculiar occupational specialty duties for a specific period of time. Those who cannot accommodate aboardship have the option to be assigned at HPCG as head of branch offices or at District, Commands as Asst. Department Heads. However, before they are assigned to the different shore assignments, should have already taken up the Basic Functional Specialty Courses, which they are interested in. This is to ensure that they are equipped with necessary knowledge needed for them to perform properly in their chosen fields.

Ideally, this phase of the officer's career will be for 7 years, which is equivalent to the total minimum Time in Grade (TIG) of an officer before he or she is considered for promotion to the grade 03 (LT). This means that those who were assigned initially in shore assignments should rotate to shipboard assignments with the said 7 years and vice versa for those who had an initial shipboard assignment. Furthermore, it assumed that by the end of this phase, the officer is already qualified for re-assignment to the next level of duties and therefore eligible for promotion to 03 (LT).

Under this level of duties includes HPCG assignment as Division/Dept Head, District/ Type Commands as Dept Heads or Command of a PCG small unit. In addition, the officer is required to take up the Advance (Coast Guard Command and Staff Course CGCSC or equivalent course and the Shipboard Course (Ex-O and CO), which is a requirement for him to be assigned to the next level of duties and therefore eligible for promotion to 04 (LCDR).

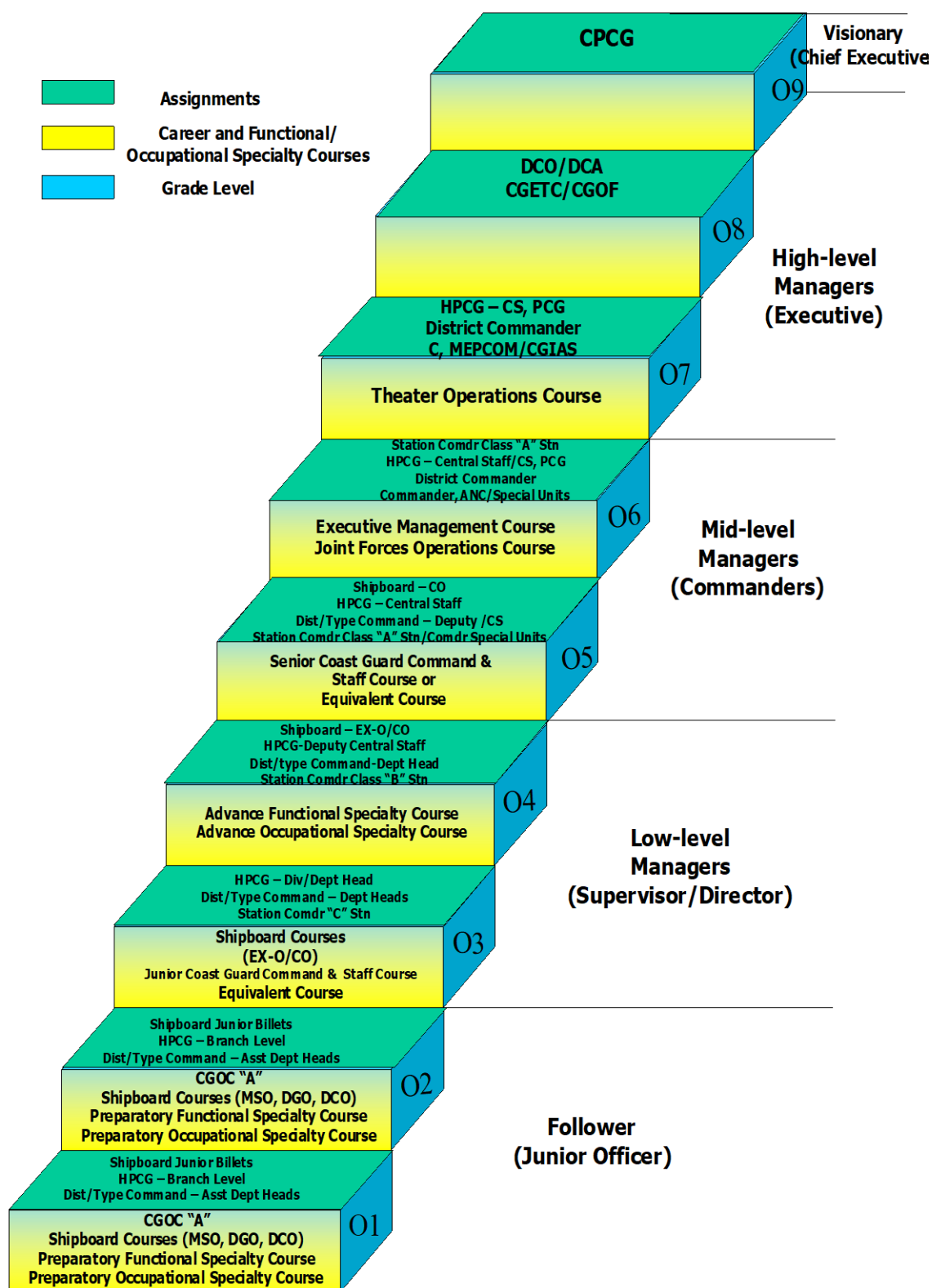
This next level of duties includes Shipboard assignment as Executive Officer and eventually Commanding Officer. The shore assignments under this level include HPCG assignment as Deputy in a Central Staff Office, District/ Type Command as Department head and Station Commander. It is presumed that in this level that an officer had already chosen his particular field of specialty and would take up the Advance Courses relating to a particular period. If an officer wants to concentrate in his or her chosen field, they can opt to shift to become a non-line officer thus foregoing the shipboard assignment as Ex-O or CO. By completing all the requirements (career course and assignments) will make the officer eligible for assignment to the next level and therefore eligible for promotion to 05 (CDR).

In this level of duties includes shipboard assignment (for Line Officer) as Commanding Officer (ideally, subject officer should have completed his Ex-O billet before being promoted to 05/CDR). Shore assignments include HPCG assignment as Central Staff, District/Type Command as Deputy or Chief of Staff and Commander/ Special Units. In preparation for the next level of duties, an officer is required to take up the Senior Management Course or its equivalent course. By completing all the requirements will make an officer qualified for assignment to the next level and therefore eligible for promotion of 06 (CAPT).

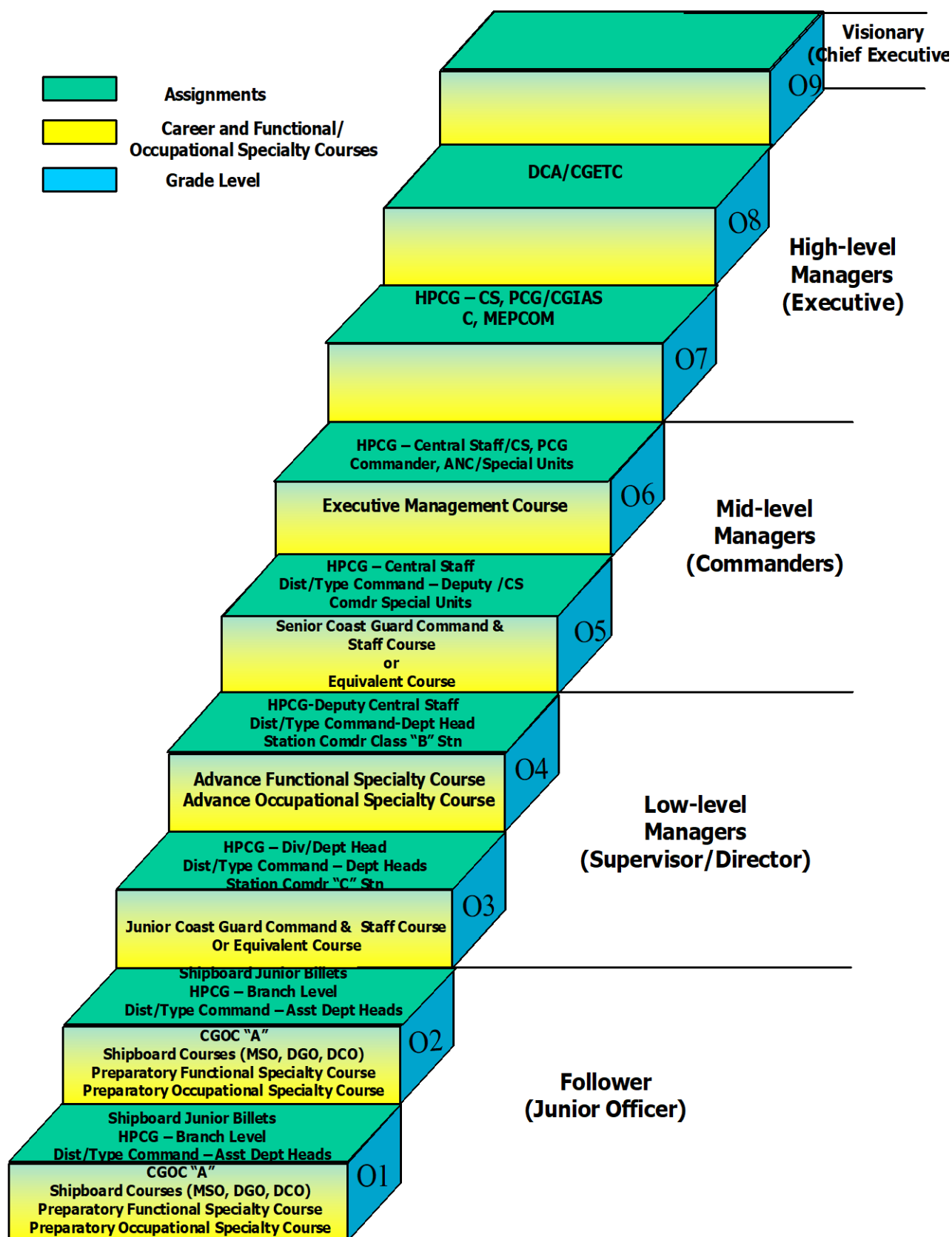
The next level of duties does include assignments as Station Commander, HPCG assignment as Central Staff or Commander, District/ Type Command/ Special Units. Restricted line officers however are ineligible to be assigned as Station Commander, District Commander and Operations Officer, Central Staff. Assignments to the following billets will make an officer eligible for promotion to 07 (COMMO).

This next level of duties include assignment as Commander, Type Command, HPCG assignments as CS, PCG and District Commander, however only line officers are qualified to be assigned as District Commander. Assignment to the following billets qualifies the officer to be assigned as either Deputy Commandant for Operations (DCO) or Deputy Commandant for Administration (DCA) however restricted line officers are only eligible to be assigned as DCA. Officers assigned to said positions are eligible for promotion to grade 08 (RADM).

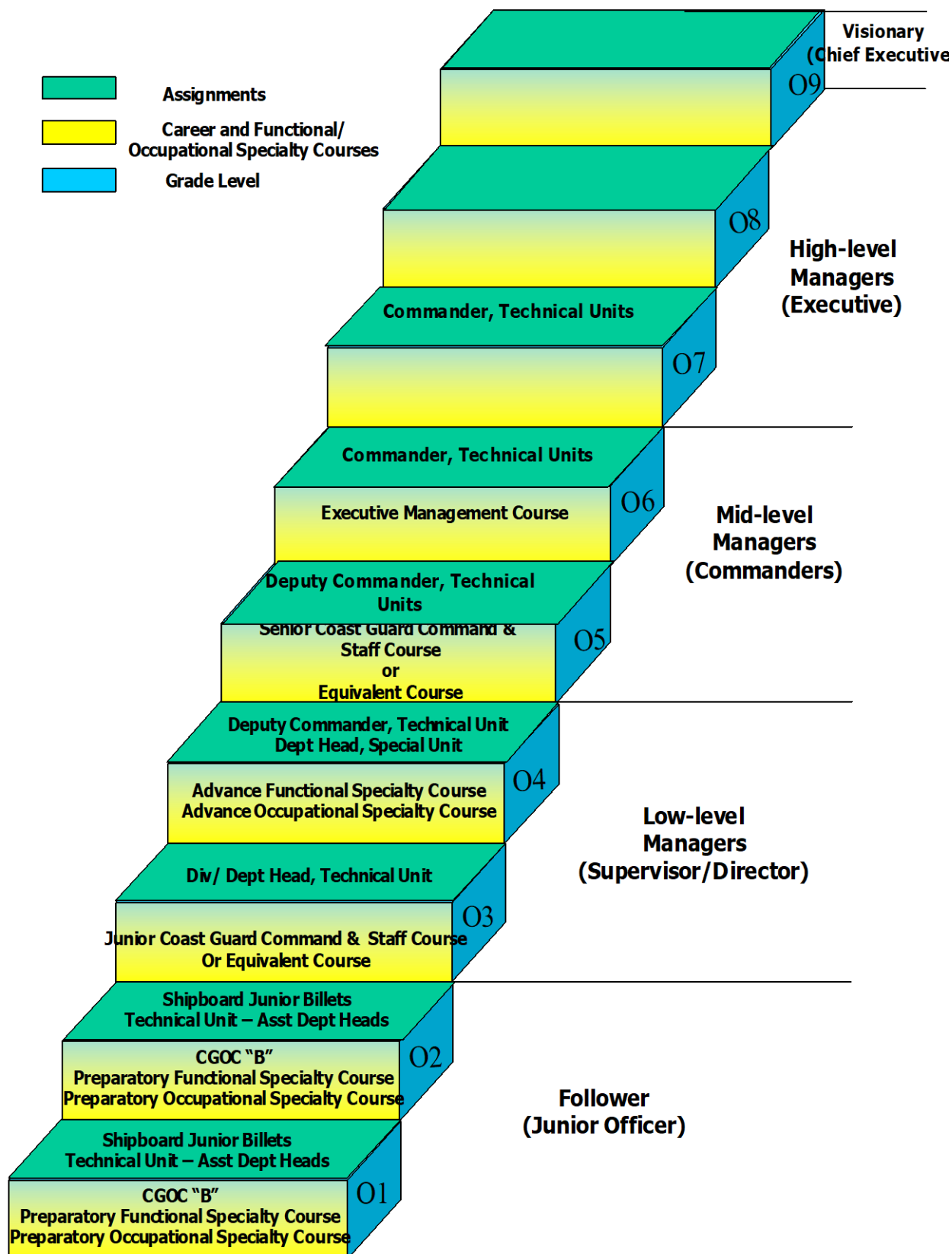
Line officers assigned to the following billets are qualified to be designated as COMMANDANT, PCG and is therefore eligible for promotion to 09 (VADM).



Career Pattern Application for Line Officers



Career Pattern Application for Restricted Line Officers



Career Pattern Application for Technical Officers

- No problem as present profile of officers belonging to these grades follows the career pattern presented.
- **Grade 0-3**
 - All officers belonging to the said grade have complied with the required assignments (Junior Billet aboardship) and some have taken up the required career course (JCSC).
 - Applying the career pattern will have no problem with this grade except for those who have more than 2 years service in grade as they will not be anymore required to take up the PFSC or POSC.
- **Grade 0-4**
 - Almost all have the required career course (JCSC) however majority have not taken up the required shipboard courses (CO and EX-O Package Course).
 - Applying the career pattern will pose no problem except for those who have more than 2 years service in grade as they will not anymore be required to take up the AFSC or AOSC and should be given priority in assignment aboardship as EX-O and consequently as CO.
- **Grade 0-5**
 - Almost half have not taken up the required career course (SCSC) and majority are not assigned aboardship (as EX-O or CO).
 - There will be great difficulty in applying the career pattern to those who have not complied with the 2 requirements.
 - To solve the dilemma, it is proposed that.
 - Officers who will be retiring in the next 5 years will not anymore be considered for assignment aboardship. However they will still be required to take up the required career course (SCSC) in order to be qualified for assignment to positions in the next higher level.
 - Officers who have taken up the required career course (SCSC) and have still more than 5 years remaining in the service will be given the priority in assignment aboardship as EX-O or CO if they opt to choose the line officer's career path.
- **Grade 0-6**
 - Majority have complied with the required career course (SCSC) however only a few have complied with the assignment requirements (Command-At-Sea).
 - Majority also have less than 5 years remaining in the service.
 - It is proposed that a status quo will be observed in the implementation of the career pattern in this grade.
 - Other officers who want to be assigned to positions in this grade level and higher in the future will have comply with the requirements set forth in the career pattern
 - In addition, officers who still have more than 4 years service remaining should be given priority to comply with the said requirements.
 - Requirements for the Executive Management Course will be temporarily waived.

Authority of Promotion

- a. **The President.** The President has the authority to promote officers of the Philippine Coast Guard to any grade. The President is likewise empowered by law to remove from the list submitted to him the name of any officer recommended for promotion to any grade who, in his opinion, is not qualified for promotion.
- b. The President upon the recommendation of the Commandant, Philippine Coast Guard and endorsement of the Secretary of Transportation, may promote to the next higher rank the Commissioned Officers of the Philippine Coast Guard who are eligible for promotion as determined by the Selection Board.
- c. In time of emergency declared by the President or the Congress of the Philippines, or in time of war, the President is authorized by law to suspend the operation of any or all of the provisions of law pertaining to promotions in the Philippine Coast Guard.

Promotion Cycle

- a. For promotion to O-2 up to O-6, the promotion cycle shall commence on 01 January of each year and end on 31 December of the same year.
- b. Effective Date of Promotions
 - (1) Grades O-2 and O-3. Promotions to O-2 and O-3 shall be effective upon completion of the prescribed service-in-grade or active commissioned service, whichever is appropriate, for promotions to such grades.
 - (2) Grade O-4 to O-6. Promotions to grades O-4, O-5 and O-6 shall be effective upon the approval of the President. There shall be no retroactive promotion.

Promotion Vacancies

- a. Promotion vacancies authorized for grade O-2 and O-3 for each year in each promotion list shall be equivalent to the number of officers in grades O-1 and O-2, respectively, who are qualified for promotion within that particular year.
- b. Promotion vacancies for grade O-4, O-5, O-6 and O-7 for each year are declared by the Secretary of Transportation and Communications upon the recommendation of the Commandant, PCG, and in accordance with paragraph 12c of this Circular.
- c. The following shall submit to the Commandant, PCG, (Attn: CG-1) NLT 15 January of each year the indicated data as basis in determining and allocating promotion vacancies:

- (1) Coast Guard Adjutant. The actual strength of officers in each grade and promotion list of the Line Officers and Technical Services as of 15 December of the preceding year.
 - (2) Assistant Chief of Staff for Operations, CG-3, PCG. The Table of Organization and/or the Table of Distribution for the year.
- d. Promotion vacancies in the grade of O-4, O-5, O-6 and O-7 for each year to be recommended for declaration by the Secretary of Transportation and Communications shall be determined and allocated to each promotion list in accordance with the procedures as hereunder outlined.
- e. Maximum Allowable Promotion Vacancies. The maximum allowable promotion vacancies that may be recommended to be declared by the Secretary of Transportation and Communications for the grade O-4, O-5, O-6 and O-7 for each year shall be determined by the lowest result from the following:
- (1) Table of Organization; and/or,
 - (2) Table of Distribution; or,
 - (3) Pertinent Appropriations Act.
- f. Determination of Vacancies. The maximum allowable promotion vacancies for each shall be determined in the following procedures:
- (1) Determine the maximum number of officers authorized for each grade on the basis of paragraph 14e of this Circular.
 - (2) Determine the vacancies for each grade by deducting the actual officers strength in each grade from the corresponding authorized officers strength for the year.
 - (3) Determine the cumulative vacancies for each grade by adding to the vacancies in each grade the corresponding vacancies in the next higher grade.
 - (4) Determine the maximum allowable vacancies for each grade by adding to the cumulative vacancies in each grade the number of officers due for compulsory retirement or separation from the Service in that grade for the calendar year.
- g. The Commandant, PCG in consultation with the PCG Board of Senior Officers, shall recommend to the Secretary of Transportation and Communications the promotion vacancies for the grades of O-7 and above based on the Table of Organization.
- h. Any promotion list is not entitled to certain grades by the Table of Organization and/or Table of Distribution shall not be included in the computation of vacancies for that grade.

Time-in-Grade

- a. The required minimum time-in-grade for promotion to each grade, unless prescribed differently in this Circular, shall be as indicated opposite each officer's grade:

<u>GRADE</u>	<u>TIME-IN-GRADE</u>
O-2	3 Yrs Active Comsn Svc
O-3	7 Yrs Active Comsn Svc
O-4	1 Yr as O-3
O-5	1 Yr as O-4
O-6	1 Yr as O-5
O-7	1 Yr as O-6

- b. Unless subsequently provided for by law, the Commandant, PCG shall prescribe the minimum time-in-grade requirements for promotion to grades above O-7.
- c. Computation of TIG. The counting of the TIG shall commence from the effective date of the last permanent promotion, or appointment to the active service up to the effective date of the contemplated promotion to the next higher permanent grade. However, in the case of a break in active commissioned service, the gap in the active service shall not be credited as time spent in the grade.

Career Courses

- a. An officer for promotion must have satisfactorily completed the required career courses for promotion to the grades indicated:

<u>GRADE</u>	<u>CAREER COURSES</u>
O-1 (Commission)	Pre-Entry / Pre-Commission Course
O-3	Basic Course
O-4 and O-5	Advance Course
O-6	Command and General Staff Course/Technical Service Command and Staff Course

- b. The regular General Command and Staff Course (CCGSC) / Technical Service Command and Staff Course (TSCSC), for the purpose of a mandatory requirement for promotion, may have equivalent course undertaken from civilian educational institutions. Request for accreditation of local and foreign advance studies, as equivalent to CGSC / TSGSC shall be passed upon by PCG Education and Training Board and approved by the Commandant, Philippine Coast Guard.
- c. Officers who were granted GSC eligibility by virtue of either having successfully completed the regular or Technical Service Command and General Staff Course or having undertaken similar courses from foreign

schools are deemed to have satisfied the career course requirement for promotion to O-6 and O-7.

- d. Officers who were conferred upon the GSC equivalent by virtue of either finished a civilian Masters or Doctoral course as passed upon by the PCG Education and Training Board and approved by the Commandant, PCG, prior to the termination of the granting of GSC equivalent, or having completed certain foreign military courses accredited as GSC equivalent are deemed to have satisfied the career course requirement for promotion to O-6 and O-7.
- e. Individual request for accreditation of Masters / Doctoral degree as equivalent to Masters in National Security Administration (MNSA) shall be submitted to the Commandant, PCG through The Assistant Chief of Staff for Personnel, CG-1, PCG for approval.

E. EP Career Development Pattern and Promotion System

Department of Transportation and Communications
PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(Headquarters Philippine Coast Guard)
139 25th Street, Port Area
1018 Manila

CG-1/CGA

04 April 2005

CIRCULAR

NUMBER 03-05

CAREER DEVELOPMENT PATTERN OF ENLISTED PERSONNEL IN THE PHILIPPINE COAST GUARD

I. REFERENCES

- A. Republic Act 5173 dated 04 Aug 67
- B. Executive Order Nr 477 dated 15 Apr 98
- C. PCG 15-Years Development Plan
- D. Presidential Decree 1638 as amended
- E. Cir Nr 09-03 HPCG dated 24 Oct 03
- F. RA 8220 dated 9 Oct 96
- G. GHQ Cir Nr 01 dated 24 Jan 97 Implementing RA 8220

II. PURPOSE:

To prescribe policies and procedures that will govern the career management of Enlisted Personnel in the Philippine Coast Guard from the time of enlistment into the Regular Force until retirement.

III. OBJECTIVES

- 1. To establish a career pattern that will serve as tool to rationalize the training, assignment and promotion of PCG Enlisted Personnel.
- 2. To ensure that PCG Enlisted Personnel have proper education and training to enable them to cope up with the duties and responsibilities commensurate to their rank.

IV. SCOPE

This Circular governs the general policies and administrative procedures for all types of training, career pattern, promotion, promotion authority, requirements and guidelines in reduction and restoration of grade in the spirit and intent of

existing laws and regulations affecting all Enlisted Personnel of the Philippine Coast Guard.

V. DEFINITION OF TERMS

1. **Enlisted Personnel** – uniformed members of the Regular Force of the PCG from grades E-1 to E-10.
2. **Career Course** – a formal course of instructions of not less than twelve (12) weeks in duration designed to develop the desirable character traits, values and attitudes of PCG EP. The curriculum of a career course contains programs of instructions appropriate to every level of responsibility in the EP hierarchy. The following are considered EP career courses;
 - a. **Coast Guardsman Course (CGMC)** – pre-entry training requirement for new recruits' prior enlistment into the Regular Force of the PCG
 - b. **Occupational/Technical Specialization Course** – training designed to train and to provide EP specialized program of instructions for their assigned rating in the service.
 - c. **Functional Specialization Course** – peculiar training designed to provide and to develop knowledge, skill and competence of EP in any of the inherent functions of the PCG – Maritime Safety Administration, Marine Environmental Protection and Maritime Security. The following are considered functional specialization courses;
 - 1) Maritime Safety Administration (MARSAD) Course
 - 2) Marine Environmental Protection (MAREP) Course
 - 3) Maritime Security (MARSEC) Course
 - d. **Basic Leadership and Management Course (BLMC)** – training designed to provide and to equip EP the fundamentals of leadership and management preparatory to assumption of supervisory level of responsibilities.
 - e. **Advance Leadership and Management Course (ALMC)** – training designed to provide and to equip EP higher category of knowledge as tools in the application of leadership and management preparatory to assumption of managerial level of responsibilities.
 - f. **Senior Chief Petty Officer Course (SCPOC)** – training designed to provide and to equip senior enlisted personnel of the PCG performing managerial level of responsibility more advanced and comprehensive program of instructions necessary to further enhance performance of their present and projected assignment of major responsibility.
3. **Rating** – an individual job classification assigned to each EP prior to or after the separation of the PCG from the PN where he/she is considered skilled and

knowledgeable in such activity. For EP called to active duty after the separation of the PCG from the PN, they may be classified as follows: (NOTE: Traditional PN ratings are regrouped as indicated for the purpose of identifying their placement in the present rating classification system and not as reference in classifying the new enlistees)

a. General Line Ratings

(1) **Engineering Specialist (ES)** – skills and knowledge that deals with the application, operation, maintenance and repair of all machineries, electronic and electrical equipment including circuits aboard units afloat and ashore and air assets;

Engineman (EN)	Electrician's Mate (EM)
Damage Control Mate (DC)	Machinery Repairman (MR)
Electronic Technician (ET)	Aviation Machinist Mate (AD)
Certified Driver (CD)	Construction Electrician (CE)

(2) **Deck Specialist (DS)**– skills and knowledge that deals with the application, operation and maintenance of deck, gunnery and administrative equipment and appearance aboard units afloat and ashore;

Boatswain's Mate (BM)	Gunner's Mate (GM)
Yeoman (YN)	Storekeeper (SK)
Journalist (JO)	Disbursing Clerk (DK)
Photographer (PH)	Commissary Steward (CS)
Data Processor (DP)	Dental Technician (DT)
	Hospital Corpsman (HC)

(3) **Operations Specialist (OS)** – skills and knowledge that deals with the application, operation and maintenance of navigational, communication and other related equipment aboard units afloat and ashore:

Quartermaster (QM)	Radarman (RD)
Radioman (RM)	Sonarman (SO).

b. Technical Ratings

(1) **Underwater SAR Specialist (SS)** – skills and knowledge that deals with special operations requiring the employment of diving, explosive, ordnance and disposal techniques; weapons and tactics; K-9 handling and other underwater and surface related activity

(2) **Dental Service Specialist (DS)** – skills and knowledge that deals with the application, operation, repair and maintenance of dental facilities and other related activity

(3) **Medical Service Specialist (MS)** – skills and knowledge that deals

with the application of first aid, treatment of minor wounds and fractures both in units afloat and ashore; operation, repair and maintenance of medical equipment and facilities and other medical related activity

(4) **Chemical Specialist (CS)**– skills and knowledge that deals with the application chemical substances analysis(es) including the operation and maintenance of equipment and facilities and other related activity

(5) **Legal Service Specialist (LS)** – skills and knowledge that deals with investigation of cases and other investigation and legal related activity including the operation, maintenance of investigative equipment and other related activity

(6) **Musician Specialist (MS)** – skills and knowledge that deals with the operation and maintenance of musical instruments and equipment including the conduct of other musical related activity

4. **Levels of Responsibilities** – These are the levels that define the extent of responsibility of every individual EP in the organization in accordance with his rank. These are:

a. **Support Level** – Level of responsibility associated with performing tasks, duties and responsibilities either onboard PCG vessels/craft or in shore units under the direction of an individual serving in the Operational or Supervisory level.

b. **Supervisory Level** – Serving as Asst Boat Captain, Asst Det. Cmdr and Div/Sec POIC of major and special units and HPCG Central/Special/Personal/Technical Staff offices and maintaining direct control over the performance of all functions within the designated area of responsibility in accordance with proper procedures and under the direction of an individual serving in the Supervisory level.

c. **Managerial Level** – Serving as Class “C” Stn Cmdr, Class “B” Deputy/Asst Stn Cmdr, Det Cmdr, Boat Captain, CMAA of HPCG Central/Special/Personal/Techl Staff offices, PCG major/special units, PCG commissioned vessels and Coast Guard stations and as PCG Major Unit MCPO and ensuring thorough supervision that all functions within the designated area of responsibility are properly performed under the direction of commissioned officer(s).

5. **Reduction in Grade** – refers to the demotion of an EP from his present rank to the next lower rank.

6. **Grade** – the rank of an EP of the PCG which is patterned after the PN ranking system except the rating system.

7. **Time-In-Grade** – the inclusive period rendered by an EP in a particular

grade/rank starting from the effective date of his last permanent promotion or reduction to a lower permanent grade to the effective date of his contemplated promotion to the next higher permanent grade.

8. **Service Path** – refers to that part of EP career pattern that outlines the various assignments under certain duration that guides EP in the selection of the type of career he/she wishes to pursue. Accordingly, EP may be classified as General Line and Technical in accordance with the job classification assigned to him/her, rendered as an EP both to the PCG and the PN.

9. **Active Service** – refers to the accumulated and or total number of years

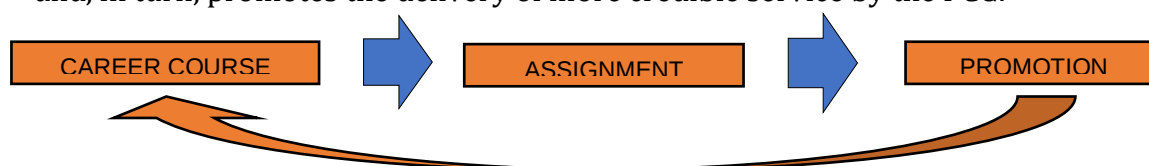
10. **Retirement** – refers to either optional or compulsory cessation or termination of active service upon accumulation of minimum years of such service or upon reaching the maximum age limit to render the same under specific terms and conditions provided by law, rules and regulations and other applicable statutes.

VI. CONCEPT OF CAREER DEVELOPMENT:

1. Enlisted Personnel form the bulk of the uniformed workforce of the PCG. They are basically the followers who are put to task by the leaders – the Officers – to produce outputs in the accomplishment of the PCG mission and functions. They carry the burden of implementing the orders of their immediate superiors in the hierarchy of the Command.

2. In accordance with this organization relationship, the career of EP must be managed in such a manner to enable them to advance in their own hierarchy should they choose to devote in part or in full their career in the PCG service. For this purpose, EP should be guided to plan a career path taking into account their personal interest, education and training background, abilities and the needs of the service. The following concept in the development of an Officer's career should find relevance for EP.

3. Just like Officers, EP should first satisfy the career course requirements before they can aspire for a higher assignment and therefore become eligible for promotion to a higher rank. Likewise, this concept put premium to education and training, which augurs well for the professional advancement of EP and, in turn, promotes the delivery of more credible service by the PCG.

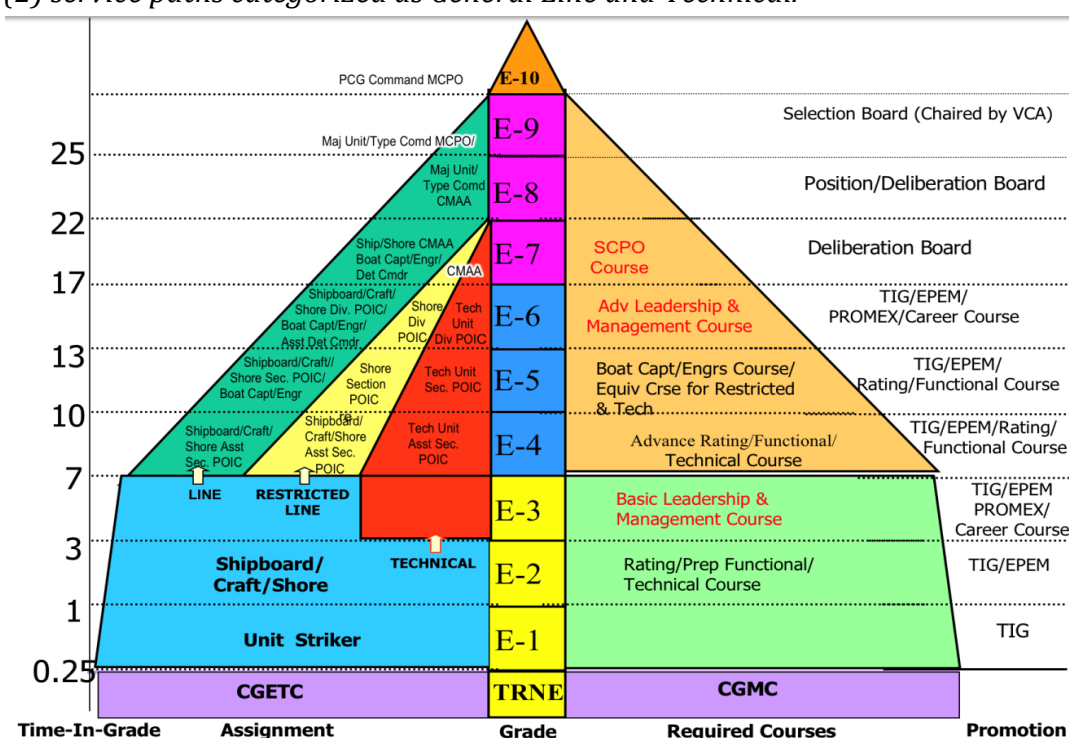


VII. ENLISTED PERSONNEL CAREER PATTERN:

1. In accordance with the concept of career development outlined in the

preceding section, the promotion of EP within each level of responsibility shall be based mainly on time-in-grade in a certain rank, duty assignment (shipboard/shore) and career course. The exception is the promotion in the transition from one responsibility level to the next i.e. highest Support Level (E-3) to lowest Supervisory Level (E-4) and highest Supervisory Level (E-6) to lowest Managerial Level (E-7). In this case, an EP qualified for promotion needs to undertake and pass a promotional examination (PROMEX). This is deemed necessary to ensure that only the best qualified get promoted and assigned with higher levels of responsibility.

2. The PCG EP Career Pattern takes the form of a modified pyramid as shown in Figure 2. The numbered blocks at the center of the pyramid represent the grades of EP as they progress through their service in the PCG. To the right of these numbered blocks are the various courses that EP needs to undertake before they can be assigned to any of the positions listed on the left side of the pyramid *under the two (2) service paths categorized as General Line and Technical*.



3. EP in grades E-1 to E-3 is assigned Support Levels of responsibility in the organization. From grade E-1, personnel in this level get promoted until grade E-3 by merely satisfying the time-in-grade in each rank plus the mandatory career and functional courses. Upon completion of the courses, they get assigned either ashore or aboard ship as unit strikers. Personnel in this level shall render 4 years sea duty and a minimum 2 years. At the third year of their service, EP in grade E-2 (with or without sea duty especially those hired for their technical expertise – e.g., dental and medical technicians, musicians, etc.) may already opt to follow the technical service path and *need not be required for shipboard assignment*. However, at grade E-3 and in order to get to the next level of responsibility, which is Supervisory, EP on promotional status need to undertake and pass a promotional examination.

4. Personnel in grades E-4 to E-6 are assigned *Supervisory* Levels responsibility. Upon entry to this level, EP must further decide to follow either the

*General*Line or Technical service path. *General* Line personnel go all the way to the top of the EP hierarchy by satisfying the requirements for promotion as they progress, most especially the required years of shipboard duty in each level of responsibility. *General* Line personnel in this level shall render an additional maximum 4 years sea duty *to qualify them for promotion higher than E-7*. At this level, Technical personnel shall be allowed to cross service paths *should* they volunteer for sea duty *to comply the requirements of General Line service path*. Nevertheless, everybody in this level needs to undertake and pass a promotional examination in addition to the other requirements for promotion to E-7.

5. EP in grades E-7 to E-9 is assigned *Managerial* Levels of responsibility. Personnel in this level shall render at least *one (1) year HPCG Central/Special Staff duty and Instructor's duty at any PCG recognized training unit, respectively*, before they can be reassigned to so-called Table of Organization (TO) positions and obtain the corresponding grades (E-8 to E-9) and shall pass through the deliberation and recommendation of an EP *Promotion Board*.

6. In all levels of responsibility, assignment and reassignment of EP from one unit to another or from position/designation to another shall be commensurate or within the level of the present rank they hold. Should the same be a promotion in billet, the assignment shall only be assumed in acting capacity until such time that he/she shall have been promoted to the next higher grade for which such assignment calls for. Relief thereof may only be effected unless the same is done under compelling circumstances and to the best interest of the unit concerned.

7. Selection of Major Unit Master Chief Petty Officers (MCPO) may be vested upon the unit commanders. The same shall be only be final and executory unless he/she shall have satisfied the provisions prescribed in paragraph 5 above and concurred by an appropriate Board created for the purpose. His/her promotion to the next higher grade may only be considered unless recommended by the EP Promotion Board and upheld by the highest promoting authority of the PCG.

VIII. VIII. MAXIMUM TENURE-IN-GRADE

1. The maximum tenure-in-grade of enlisted personnel in grades E-7, E-8, and E-9 shall be as follows:

CPO (E-7)	Twelve (12) Years
SCPO (E-8)	Five (5) Years
MCPO (E-9)	Three (3) Years

2. Unless earlier separated, retired or promoted to the next higher grade, enlisted personnel in grades of E-7, E-8 and E-9 shall be retired upon attainment of the maximum tenure in grade prescribed above or upon reaching the age of compulsory retirement whichever is earlier.

3. The designated PCG Command Master Chief Petty Officer shall have three (3) years maximum tenure-in-grade unless relieved from said position or should he/she opts to retire prior to or upon reaching the age of compulsory retirement.

IX. THE PCG COMMAND MCPO

1. The PCG Command MCPO shall be selected from among the MCPOs of the Major Units of the PCG. He/she shall serve for a maximum term of three (3) years unless sooner terminated by the Commandant, PCG. He shall act as the principal adviser of the Commandant, PCG on matters pertaining to the collective concern of the EP. He shall perform other tasks as the Commandant, PCG may direct.

2. The criteria in the selection of the PCG Command MCPO are as follows:

- a. Bachelor degree holder;
- b. A good leader, speaker and writer;
- c. No pending case
- d. Has more than one (1) year of service remaining on the date of the effectivity of his/her designation prior to compulsory retirement.

3. The selection of the PCG Command MCPO shall be in accordance with the procedures and guidelines as may hereinafter be prescribed by the Commandant, PCG.

PROMOTION SYSTEM

X. AUTHORITY TO PROMOTE

1. The Commandant, PCG is designated as a promotion authority and as such, he is mandated to promote EP up to pay grade E-10 (PCG Command MCPO).

2. Major Unit Cmdrs/COs are granted authority to promote up to the permanent grade of E-2, provided, the recommendee(s) has/have TIG of at least one year in grade E-1 and shall issue special orders as specifically indicated, "subject to confirmation of the Commandant, PCG".

3. Other promotional categories such as t, PCG. Major Unit Cmdrs shall recommend promotion under these categories to the Commandant meritorious, temporary and posthumous shall only be within the authority of the Commandant, PCG for approval.

XI. RESTRICTION ON PROMOTION

No promotion shall be valid unless covered by an appropriate promotion vacancy, except the automatic promotion of E-2 (FN2/SN2) upon reaching the 1 year TIG.

XII. ELIGIBILITY FOR PROMOTION

1. **Promotable Status** – enlisted personnel must be in promotable status to be eligible for promotion. An individual will be on promotable status when he/she possesses none of the following disqualifications:

- a. Absent without official leave, under confinement by civil authorities, under arrest and sick in hospital for illness not contracted in line of duty.
- b. Serving an unsuspended sentence as a result of a disciplinary action will be automatically considered to be not promotable status for a period of one (1) year.
- c. Charged in civil court until such charges have been dismissed or withdrawn or the individual has been tried and acquitted.
- d. Under discharge proceedings, except for the purpose of reenlistment.
- e. Awaiting or undergoing reclassification action based on inefficiency.

2. **Eligible Status** – enlisted personnel will be in eligible status when he/she is in promotable status and has attained the standard requirements as stated in para XIII.

XIII. PCG EP EDUCATION, TRAINING & ASSIGNMENT REQUIREMENTS FOR PROMOTION

1. In addition to the current PCG regulations and policies on promotion of enlisted personnel, the following PCG education and training requirements for promotion to the next higher grade in the active service are hereby prescribed:

- a. For promotion to Seaman/Fireman First Class (Grade E-3) – one must have completed the Time-In-Grade (TIG), assignment aboardship/craft/shore/technical unit as striker, plus a favorable Enlisted Personnel Evaluation Mark (EPEM) and must pass the EP Board of Promotion deliberation.
- b. For promotion to Petty Officer Third Class (E-4) – one must have completed the Occupational/Technical Specialization (Rating) Course, time-in-grade, assignment, recommended by his/her Commander/Commanding Officer/Chief or Head of Office and must pass the required promotional examination to be administered by CGETDC.
- c. For promotion to Petty Officer Second Class (E-5) – one must have completed the Functional/Technical course, time-in-grade, assignment, EPEM, recommended by his/her Unit Commander/Commanding Officer/Chief or Head of Office and must pass the EP Board of Promotion deliberation.
- d. For promotion to Petty Officer First Class (E-6) – one must have completed the Basic Leadership and Management Course, time-in-grade, assignment, EPEM, recommended by his/her Unit Commander/Commanding Officer/Chief or Head of Office and must pass the EP Board of Promotion deliberation.

e. For promotion to Chief Petty Officer (E-7) – one must have completed the Advance Leadership and Management Course, time-in-grade, assignment, EPEM and recommended by his/her Unit Commander/Commanding Officer/Chief or Head of Office and pass the required promotional examination to be administered by CGETDC.

f. *For promotion to Senior and Master Chief Petty Officer (E-8 & E-9)* – one must have completed the Senior Chief Petty Officer Course, must be occupying the position with authorized TO rank for which he/she is being considered for promotion, recommended by his/her Unit Commander/Commanding Officer/Chief or Head of Office and must pass the EP Board of Promotion deliberation.

g. Priority of choosing EP to attend course requirements for promotion shall be on the basis of seniority.

h. An EP, who failed for three (3) consecutive times in the PROMEX to the next higher grade, shall face EPBP for the purpose of determining if subject EP merits the promotion based on practical factors and performances. EP who failed to pass the deliberation will not be reenlisted. However, if at the time of such failure he/she is qualified for retirement, existing laws, rules and regulations prescribing such retirement shall be applied unto him/her accordingly.

LEVEL	MINIMUM				MAXIMUM			
	Shipboard Duties	Shore Duties	Schooling	TIG For Promotion	Shipboard Duties	Shore Duties	Schooling	TIG For Promotion
Support	2 yrs	2 yrs	Rating/Prep Functional/ Tech Course Basic Leadership & Management Course	E-1 to E-2 1 yr E-2 to E-3 3 yrs E-3 – E-4 3 yrs	4 yrs	3 yrs		E-1 to E-2 1 yr E-2 to E-3 3 yrs E-3 – E-4 3 yrs
Operational	2 yrs	3 yrs	Adv Functional/ Equiv Tech Crse for Restricted line	E-4 to E5 3 yrs E-5 to E-6 3 yrs	4 yrs	4 yrs	Boat Capt/Engineers Crse	E-4 to E-5 3 yrs E-5 to E-6 3 yrs
Supervisory		4	Advance Leadersh	E-6 to	2 yrs	5 yrs	Senior Chief	E-6 to E-7

		yrs	ip & Manage ment Course	E-7 4 yrs			Petty Officer Crse	4 yrs E-7 to E-8 3 yrs E-8 to E-9 5 yrs
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XIV. PROMOTION VACANCY/QUOTA

Promotion vacancy/quota shall be determined by HPCG based on the maximum number of cumulative promotion vacancies/quota for each grade in accordance with the authorized Troop Ceiling. No promotion shall be announced/effectuated unless covered by appropriate vacancies. Any adjustment thereof shall be made only when the exigencies of the service warrant.

XV. PROMOTION BOARD AND LIST

1. **General.** Since promotion is a Command responsibility, every Unit Commander must ensure that all requirements are complied with for the timely promotion of EP under him. This will ensure that all EP qualified for promotion is properly selected and their supporting papers for promotion are submitted promptly to the appropriate authority.

2. **EP Promotion Board.** In line with the above general policy, there shall be created an EP Promotion Board, which shall screen, deliberate and select from among the qualified EP who are best qualified for promotion to E-2 and above. It shall have tenure, composition, duties and responsibilities as follows:

- a. **Tenure.** Each EP Promotion Board member shall serve for one (1) year unless sooner dissolved/terminated due to exigencies of the service or other justifiable reasons.
- b. **Composition.** HPCG shall create a board consisting of six (6) voting members and three (3) ex-officio members. The Ex-Officio member will be the Career Management Branch Chief, the CMAA assigned with O/CG-1 as non-voting members and the CMCPD who will serve as voting member. The members of the Board will be designated from the following offices: CG-1, CG-2, CG-3, CGIAS, and CGJA. For the promotion authority to E-2, the promotion Board shall be composed of three (3) voting members chaired by the Executive Officer, Admin Officer and the CMAA of the unit as ex-officio member.
- c. **Duties and Responsibilities:**

(1) The Chairman of the Board must be the most ranking commissioned officer and with a permanent grade of at least Lieutenant Commander, except as otherwise provided in this Circular.

(2) The PCG CMCPD and EP member must be senior to any EP considered for promotion and not due for consideration by the promotion board.

(3) Membership or lack of membership in clubs, organizations, whether Coast Guard or civilian, are not and should not be used as determining factor in selection for promotion.

(4) The non-selection by a prior board of EP will not be considered as a ground for his rejection by future boards. Each Board must form its own independent and collective evaluation on the basis of the individual's performance and potentials as compared to all those competing for the higher grade.

(5) Any consideration given to derogatory information should be determined by the collective judgment of the Board. The Board should consider the significance of the information particularly as it relates to the individual's recent years in service. Incidents of a disciplinary nature must be weighed against the individual's overall manner of performance. Undue consideration neither should be given to unfavorable comments, which are later debunk by continuous outstanding performance of duty. On the other hand, serious repetitive disciplinary action warrants grave consideration.

(6) No EP shall be promoted without having been satisfactorily evaluated and passed upon by the EP Promotion Board, except otherwise provided in this Circular.

(7) Promotion authorities are not precluded from providing the promotion Board with additional guidelines as deemed necessary to facilitate and enhance the implementation of these provisions as long as such guidelines issued are consistent with the provisions and intent of this Circular.

(8) The fact that a partially disabled EP has been allowed to continue his active duty, he/she is deemed physically qualified for promotion to the next higher grade, except where quota prescribes change of assignment or duty where certain physical standards are required; provided that his/her disability was incurred in line of duty.

(9) An EP candidate for promotion may submit to the EP Promotion Board any information, which is deemed necessary to bolster his chances for promotion.

(10) Records and proceedings of promotion Boards except as provided otherwise in this Circular, are CONFIDENTIAL until its recommendation shall have been duly approved.

(11) A promotion Board shall inform any qualified EP not selected for promotion the reasons why he was not recommended for promotion to give him a chance to present his side before the Board.

- d. **EP Promotion Secretariat.** Designated and delegated promotion authorities shall establish an EP Promotion Secretariat, which shall serve as the depository of all records pertinent to the promotion of enlisted personnel. Unit Commanding Officers shall see to it that an EP recommended by the unit Board for promotion to E-2 (SN2/FN2), satisfies the performance, discipline and conduct, right attitude and integrity to continue their service in the Philippine Coast Guard.

e. **Promotion List:**

- (1) Promotion authorities shall maintain an EP promotion list, which shall be updated quarterly. It shall list the names of EP within the zone of consideration according to seniority and by grades. This list shall indicate as minimum, the following data:

- (a) Number of Seniority
- (b) Last Name, First Name, Middle Name
- (c) Coast Guard Serial Number
- (d) Duty Assignment
- (e) Date of Enlistment
- (f) Date of Last Permanent Promotion/Demotion
- (g) Highest Eligibility for EP Career Course Taken
- (h) Rating Score (PROMEX)
- (i) Remarks

(2) HPCG shall establish the Zone of Consideration for Promotion, based on the allocated promotion vacancies for each grade based on the Table of Distribution.

f. **Promotion Points Worksheet.** Promotion standards shall be promulgated by HPCG and shall be defined in precise and measurable terms to be used as reference by all levels of EP Promotion Boards in the preparation of promotion point worksheet which shall be the basis in evaluating individual EP using the same set of standards. This system provides parity and equal opportunity among individuals particularly when transferred from one unit to another. It allows them to concentrate on improving in areas which will increase their promotion potential.

XVI. **PROMOTIONAL EXAMINATION**

In accordance with the Enlisted Personnel Career Pattern (Fig - 2), a PROMEX shall be required for promotion from E-3 (SN1/FN1) to E-4 (PO3) and from grade E-6 (PO1) to E-7 (CPO). The Personnel Advancement and Training Branch (PATB) of the CGETDC shall administer promotional examination every 1st Monday of July of the year.

XVII. EFFECTIVE DATE OF PROMOTION

1. The effective date of promotion of EP shall take effect every 01 Dec of the year.
2. In no case, promotion shall take effect under the following circumstances:
 - a. On or after the death of an EP, except in outstanding circumstances
 - b. Missing in Action
 - c. AWOL/Deserter
3. An EP who is found best qualified for promotion but is not recommended due to pending administrative or criminal case shall not be considered. After being cleared or acquitted, he will be included in the primary zone of consideration in the next promotion cycle. The effective date of his promotion shall be the date his contemporaries were promoted subject to the approval of the CPCG.

XVIII. PROMOTION ORDER

1. Promotion of an enlisted personnel shall be announced in Special Orders issued by the appropriate promotion authority and, when so required under this Circular, confirmed by HPCG.
2. Promotion orders shall cite the specific paragraph and sub-paragraph of this Circular upon which the authority of the promotion is based.
3. Promotion orders shall, in any case, specify whether the promotion is temporary or permanent as herein provided. In case of temporary promotion, the order should be stated in such a way that it will be self-terminating after one (1) year.

XIX. REVOCATION OF ORDER

Orders announcing the promotion of EP may be revoked or amended when the promotion is found in violation to the provision of this Circular, subject to approval of the Commandant, Philippine Coast Guard.

XX. TEMPORARY PROMOTION

1. Temporary promotion to grades E-3 to E-7 may be effected by the Commandant, PCG under circumstances and conditions set forth in this Circular.
2. Temporary promotion shall not exceed one grade over the present permanent grade and shall be within the authorized strength in that grade.

3. No EP shall be given temporary promotion if he/she does not have at least one (1) year time-in-grade in his present grade/rank.

4. Temporary rank shall be self-terminating after one (1) year, unless otherwise terminated earlier by competent authority. Upon presentation of proof that he/she has satisfied the requirements for permanent promotion, the temporary rank shall be readjusted to permanent.

5. Upon recommendation of his/her Unit Cmdr./CO/Chief or Head of Office, the readjustment from temporary to permanent grade of EP who are to be separated shall be effected thirty (30) days before the date of separation. Posthumous readjustment from temporary to permanent rank of an EP who died in line of duty may also be effected upon recommendation of his/her Unit Cmdr./CO/Chief or Head of Office.

6. The temporary rank held by an EP must first be readjusted to permanent status before he/she can be promoted to the next higher rank.

XXI. SPECIAL PROMOTION

Promotion under this provision shall not be subject to restriction of promotion vacancy/quota and authorized troop ceiling per grade. This shall be programmed and funded under O-1 Contingency Fund. The following shall be the different categories under special promotions:

1. **Promotion of Outstanding Students**

a. CPCG may effect the promotion of *outstanding students* who took their career course requirement.

b. The work "outstanding" as used in this promotion shall mean a general weighted average of 95% or higher and with no grade less than 85% in any of the prescribed subject/module of a course. And provided that the course is at least three (3) months in duration and the class is composed of at least twenty-five (25) regular students at the start of the course.

c. An EP is likewise considered outstanding upon presentation of proof that he passed a government licensure examination conducted by the Professional Regulation Commission (PRC) in his first attempt; provided, that the duration of the course is at least four years. An EP is also considered outstanding upon attainment of a masteral or doctoral degree. Civil Service Eligibility examinations conducted by the Civil Service Commission are not considered as government licensure examination and therefore not covered by this provision.

2. **Meritorious Promotion.** EP may be granted meritorious promotion to the next higher grade only on the following grounds:

a. The service rendered is beyond the normal call of duty and so singular that an award is deemed insufficient to fully recognize the exceptional ability and leadership shown.

b. This promotion is not an award for a job well done, but rather recognition of an individual with great potential for leadership and/or increased ability in his chosen field as compared to others exposed to the same situation.

3. Promotion of PCG Major Unit EP of the Year. EP of the Year promotion under this provision shall be permanent in status, provided that the promotee has at least one-half of the required TIG in his present permanent grade and has completed the required career course. Otherwise, the promotion will be temporary until he satisfies these conditions. Promotion under this category may be granted at the option of the candidate on a later date, not immediately after an EP was adjudged as Major Unit EP of the Year, in accordance with the above provision with an added condition that the accomplishment for that year could only be used once.

4. Major Units EP of the Year shall be considered as finalists to compete for the PCG EP of the Year. The EP to be adjudged/selected as such shall not be promoted to the next higher grade, but instead, shall be awarded plaque of recognition and a cash incentive equivalent to one (1) month gross pay/salary.

5. Automatic Promotion One-Year Prior to Compulsory Retirement. An EP in the permanent grade of E-2 to E-6 who is not disqualified for promotion shall automatically be promoted to the next higher permanent grade effective one year prior to date of his/her compulsory retirement prescribed under PD 1638 as amended by PD 1650; provided that an EP retiring by age shall have completed at least twenty nine (29) years satisfactory active service.

6. Promotion Following Reduction in Grade. The promotion authority after reducing the grade of an EP to a lower permanent grade may promote another EP who is best qualified for promotion to fill the grade vacancy; provided that the latter has complied the requirements for regular promotion. Furthermore, the reduction in grade may effect upon confirmation by the Commandant, PCG. The promotion under this category shall be made within the same year that the reduction occurred provided that the resulting personnel strength is within the authorized strength of the unit concerned.

7. Posthumous Promotion

a. Eligibility An EP is eligible for posthumous promotion to the next higher permanent EP grade based on the following grounds:

(1) He is due and has been officially recommended for promotion in accordance with this Circular prior to the date of death.

(2) He was unable to accept such promotion because of his death, which occurred in line of duty.

(3) Outstanding Circumstances. Notwithstanding other requirements, any enlisted person killed in action under extreme heroic circumstances as to warrant posthumous promotion may be granted posthumous promotion to the next higher permanent grade of EP without prejudice to the awards he may deserve or is entitled to.

XXII. REDUCTION IN GRADE

1. Authority to reduce the grade of an EP is granted to the CPCG and may be further delegated in accordance with this Circular.
2. Reduction in grade which may be effected by the subordinate Commanding Officers through the delegated authority, shall be subject to confirmation by the CPCG.

XXIII. REDUCTION IN GRADE ORDERS

Appropriate Special Orders duly issued by the competent authority to reduce shall announce reduction in grade of enlisted personnel, citing the specific paragraph and sub-paragraph of this Circular wherein the reduction is based and specifying whether the grade from which reduced is permanent or temporary. Reduction orders will, in each case, specify the date on which the reduction is to take effect.

XXIV. REVERSION FROM A TEMPORARY TO LOWER PERMANENT GRADE

The competent authority to reduce may, at any time effect the reversion from a temporary grade to the lower permanent grade of an enlisted personnel; provided, that the enlisted personnel holding temporary grades by virtue of attendance in a Coast Guard Officer Qualification Course shall not be reduced to their last permanent grades if they completed the course satisfactorily.

XXV. RESTORATION OF GRADE

This paragraph covers the restoration of grade of enlisted personnel who were honorably discharged and former holders of higher grades are enlisted anew in grade E-1.

1. Restoration of former grade of enlisted personnel under this paragraph may be effected with regard to the authorized strength of enlisted grade and that his separation was not for cause; provided further, that the EP has the capability, proficiency and ability to discharge the duties and functions associated with his former grade and is occupying commensurate positions in the unit based on the existing Table of Organization/Table of Distribution, and that he is so recommended by his immediate superior, and provided finally, that the enlisted personnel concerned has served two years active service from the date of his enlistment and possesses none of the disqualification cited in this Circular.

2. The time-in-grade of an enlisted person restored to his former grade shall be reckoned from the effective date his/her grade was restored.

XXVI. TRANSITORY PROVISION

1. Only EP in grades E-4 to E-6 who hold permanent promotion and have performed/is performing Supervisory Level of responsibility for at least one (1) year on or before the effectivity of this Circular, shall only be required to comply the corresponding career course requirement in their present rank/grade to qualify for reassignment to the next level of responsibility and for promotion, Provided that they occupy the position with authorized TO rank/grade for which they are being considered.
2. EP in grade E-7 who holds permanent promotion and have accumulated the least shipboard duty assignment in any level of responsibility and have performed Managerial Level of responsibility for at least six (6) months at HPCG Central/Special Staff and in any Major Unit of the PCG on or before the effectivity of this Circular shall be exempted from compliance of career course to be qualified for promotion. Provided, he/she occupies the position with authorized TO rank/grade for which he/she is being considered.
3. EP in grade E-8 who holds permanent promotion and have performed Supervisory Level of responsibility in any HPCG Central/Special Staff and Major Unit of the PCG for at least two (2) years but have had not accumulated shipboard duty assignment in any level of responsibility on or before the effectivity of this Circular shall be considered for promotion to the next higher grade. Provided, he/she occupies the position with authorized TO rank/grade for which he is being considered.

XXVII. MISCELLANEOUS

Promotion authorities are not allowed to give promotions during the prohibited period prescribed by the Commission on Elections during election period or law may provide such other periods.

XXVIII. APPLICABILITY

This Circular shall apply to Enlisted Personnel who have more than five (5) years remaining active service prior to compulsory retirement age on the effectivity of this Circular.

XXIX. RESCISSION

Circular Nr 09-03 HPCG dated 24 Oct 03 and other policies and directives inconsistent with the provisions of this Circular are hereby rescinded.

XXX. EFFECTIVITY

This circular shall take effect upon publication.

F. Officers Fitness Report (OFR)

Reference: HPCG SOP Nr 04-14 dated 05 September 2014

Definitions:

- a. **Officers Fitness Report (OFR)** - is a tool use to provide the command leadership with information concerning professional attributes, demonstrated performance and potentials of an Officer as basis for selection in assignments, promotions, training for his/her professional advancement and proper utilization.
- b. **Endorser** - is the immediate supervisor and is responsible for the direct supervision of rated officer under a chain of command and or staff structure.
- c. **Rater** - is the immediate supervisor of rated Officer under a chain of command and or staff structure.
- d. **Rated Officer** - is the officer subject of OFR

Policies:

a. Officers Fitness Report (OFR) shall be rendered as follows:

1. Periodic - every 30 June and 31 December of the year.
2. Relief of Rated Officer - upon relief of the rated officer from his primary duty assignment upon attaining thirty (30) days or more.
3. Relief of Rater - upon relief of the rater as specified.
4. Relief of Endorser - upon relief of the endorser as specified.
5. Promotion - when the rated officer is eligible for promotion.
6. On special occasions, to wit:
 - (a) Upon completion of a duty as student (local or foreign) or duty as detailed outside of PCG (i.e. DOTC)
 - (b) When, in the opinion of the rater, an individual is deficient in his/her ability in the performance of duty as to require appropriate personnel or disciplinary action.
 - (c) When, in the opinion of the rater, the manner of performance of duty is outstanding to justify submission of a special report.

b. OFR of each Officers shall be rendered by the following rater and endorser:

RATED OFFICER	RATER	ENDORSER
Head of Branches of the Central Staff	Assistant DCS	Deputy Chief of Staff
Assistant DCS	Deputy Chief of Staff	Chief of Staff
Deputy Chief of Staff	Chief of Staff	CPCG

Staff of PCG Units	Deputy	Unit Commanders
Deputy Commanders of Special/Technical Unit and Bases	Unit Commanders	VCA
Commanders of Special/ Technical Unit and Bases	VCA	CPCG
Deputy of Support Commands	Unit Commanders	VCA
Support Commands Commander	VCA	CPCG
Deputy of Functional Commands	Unit Commanders	VCO
Functional Commands Commander	VCO	CPCG
Deputy of Districts	District Commanders	VCO
District Commanders	VCO	CPCG

- c. Officers detailed outside the PCG or other agencies shall be rated by OIC, RECSTA/ Concerned Staff (i.e., CG-2)
- d. Rater and Endorser shall render report with utmost impartiality. Evaluation must be based upon actual records, observation and assessment of the rated officer based on the performance of duties, actions and reactions, and in the manner an officer carries out his obligations. It should not be based on a few isolated or striking incidents. In the absence of pertinent facts on concerning performance of various duties, no rating shall be made.
- e. Through OFR, rated officer shall be evaluated in comparison with other officers of similar grade.
- f. If the rater has given rated Officer with a rating of 1 (Question/Unacceptable) in any of the criteria, the former shall clearly state the reason. The rater shall then directly refer the report to the rated officer for his remarks on the unacceptable rating prior transmitting it to the endorser. The report shall be forwarded to the endorser by the rater with his remarks in reference to the remarks of the rated officer. If the endorser has again rated the Officer with 1, the report with its endorsements shall be referred directly to the rated officer for his comments and explanations to the endorser, through the rater. Likewise, justifications by the rater/endorser shall be attached to the OFR for a rating of 5 (Role-Model).
- g. Rated Officer shall sign in the OFR to ensure that he/she had read the report and was apprised of his/her performance.
- h. Original copy shall be forwarded to the Coast Guard Adjutant and a duplicate copy to the Admin Officer of their respective units. OFR to reach the concerned unit within thirty (30) days.
- i. OFR shall only be submitted to the concerned promotion and or career management boards. Any Officer on active service may verify his/her OFR at any time upon request and as approved by CG-1.

Format of OFR

PCG OFFICER FITNESS REPORT

IMPORTANT: This report will reflect, during a specific period, an officer's fitness in the Coast Guard Service. It must be prepared with utmost impartiality, objectivity and accuracy.

Part I: Rated Officers Identification																																																																																																																																																																																																																																																															
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4. UNIT & STATION			5. PERIOD OF REPORT																																																																																																																																																																																																																																																												
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Part VI: Performance Evaluation		
RATER ☐ Always exceeded requirements ☐ Usually Exceeded requirements ☐ Met Requirements ☐ Often Failed Requirements ☐ Usually Failed Requirements	ENDORSER ☐ Always exceeded requirements ☐ Usually Exceeded requirements ☐ Met Requirements ☐ Often Failed Requirements ☐ Usually Failed Requirements	
Part VII: Overall Potential		
RATER ☐ Superior, Ahead of the Pack ☐ In Pack ☐ Behind the Pack	ENDORSER ☐ Superior, Ahead of the Pack ☐ In Pack ☐ Behind the Pack	
Part VIII: CO's Endorsement		
☐ Promote Ahead of Contemporaries	☐ Promote with Contemporaries	☐ Do Not Promote
Part IX: CO's Recommended Assignment		
Strongest Qualification: Suggested Job: Organizational Level:		
Part X: Comment		
Raters Comment: (Additional comments may be enclosed)		
Part XI: Authentication		
RATER (Rank, Name, Designation) _____ Designation	ENDORSER (Rank, Name, Designation) _____ Designation	
Signature of Rated Officer: "I acknowledge that I have read this report, and have been appraised of my performance and right to make a statement" _____ Rated Officer (Any statement/ dissenting comment to be forwarded to the Commandant, PCG, Attn:CG-1)		

G. Enlisted Personnel Evaluation Mark (EPEM)

Reference: Cir 16 GHQ AFP dated 13 September 1993

Purpose: The EPEM is designed to provide the PCG with a means of measuring the efficiency and effectiveness of an EP carrying out his duties and responsibilities. It shall be used as one of the criteria for promotion, re-enlistment, schooling (local and abroad), selection for key positions and for retention/separation from the service.

Importance of EPEM

- Provides a written document that is objective, accurate, and timely noting significant accomplishments or aspects of performance that occurred during the marking period.
- To enhance professionalism among Non-Officers
- The latest EPEM of a Non-Officer will be used as part of the criteria for his/her promotion and reenlistment to the next higher rank/grade.

Definition of terms:

- a. **Endorser** – refers to the immediate and direct superior of the personnel/Ratee who, by the nature of his/her position or authority given by competent authority, assigns work to the personnel, monitors and evaluates the same on the basis of agreed targets and standards.
- b. **Rater** – the immediate superior who exercises immediate supervision over the individuals involved in the rating scheme.
- c. **Ratee** – an individual whose performance is being evaluated vis-vis set standards and required attributes.

Procedures to follow

- EPEM shall be rendered at the end of June and December by two (2) raters and one (1) endorser.
- ASN to PO1 of every unit shall be rated by their immediate ChiefMaster-at-Arms (CMAA) and Officer-in-Charge with the Commanding Officer as endorser.
- CMAA of each unit shall be rated by Command CMAA and OIC with the Commanding Officer as the endorser.
- Command CMAA shall be rated by Command MCPO and Deputy Commander of the Command with the CO of each Command as endorser.
- Command MCPO shall be rated by the Deputy Commander and Commander of every Command

Criteria set forth in the EPEM

1. Proficiency in Rate
 - The degree to which a member demonstrated technical competency and proficiency for rating or special assignment.
 - Competence, attention and performance of duty.
2. Conduct
 - the degree to which a member through personal behavior, conformed to the rules, regulations, military standards and Coast Guard core values, on and off duty.
 - Loyalty, enthusiasm, progressiveness, open-mindedness and disposition.
3. Initiative
 - Ability to originate and act on new ideas, pursue opportunities to learn, and develop, and seek responsibility without guidance and supervision.
 - Vision, Decisiveness, Self-reliance, does not wait to be told
4. Morality
 - The degree to which a member demonstrated the qualities of honesty and fair mindedness in personal relationships and action on and off duty.
 - Integrity, sobriety, honor and trustworthiness
5. Appearance
 - The extent to which a member appeared neat, smart and well groomed in uniform, and set standards for subordinates
 - Military bearing, neatness and Self confidence
6. Expression
 - The degree to which a member listened, spoke, responded to feedback and expressed thought clearly and logically
 - Oral/ written ability to effectively communicate
7. Personal Relations
 - The degree to which a member cooperated with other people or units to achieve a common goal
 - Cooperation, tact and amount of respect received
8. Personal Traits
 - Treated others fairly and with dignity w/o regard to religion, sex, age, race, marital status or ethnic background
 - Demonstrated through leadership a strong personal commitment to fair and equal treatment of others.
 - Temper, fairness, punctuality
9. Leadership
 - The effectiveness of a member in influencing and guiding others in the completion of task.
 - Given due confidence obedience and respect of suborders

10. Social Presence

- The extent to which the member conformed to military traditions, customs, and courtesies and set standards for subordinates' performance and behavior.
- Courtesy, good manners and proper decorum

11. Physical Fitness

- The degree to which this member thought and acted effectively under conditions that were stressful and mentally and physically fatiguing
- Endurance to military training fitness/capability to perform both combat and office duties.

Appraising Members' EPEM

1st Rater – After observing and gathering input on Members' performance rate accordingly, then forward to 2nd rater within the specified time frame.

2nd Rater – Review the rate given by 1st rater and consider other ratee's performance and behaviour, rate accordingly then forward to the endorser within timeframe specified.

Endorser - Review the rate given by 1st and 2nd rater, rates that does not concurred should be discussed with the 2nd rater. Ensure that the required written comments are provided. In case you wanted to change the rate, crossed it out with a line and set a new rate and put an initial on the incorrect mark.

Unsatisfactory Rating

An EP who shall receive and "Unsatisfactory Rating" shall be warned/cautioned by the raters and shall be advised to improve his performance of assigned duties.

Format of EPEM

ENLISTED PERSONNEL EVALUATION MARK

IMPORTANT: The preparation of this report is a serious responsibility. Prepare this impartially, accurately and judiciously. All entries should be in accordance with Cir Nr 16 GHQ AFP dtd 13 Sep 93.

1. Last Name	First Name	MI	2. Serial Number	3. Grade	4. Br of SVC
5. Unit/Organization & Station			6. Period of Report		
7. Reason for Report: ☐ Periodic ☐ Change of Rater ☐ Relief of Rater ☒ Other (Specify) For Re-enlistment					
8	PERSONAL QUALITIES			IR	IIR
	A. PROFICIENCY IN RATE – Competence, attention and performance of duty.				
	B. CONDUCT – Loyalty, enthusiasm, progressiveness, open-mindedness and disposition.				
	C. INITIATIVE – Vision, Decisiveness, self-reliance, does not wait to tell.				
	D. MORALITY – Integrity, sobriety, honor, trustworthiness.				
	E. APPERANCE – Military bearing, neatness and self confidence.				
	F. EXPRESSION – Oral and written ability to effectively communicate.				
	G. PERSONAL RELATIONS – Cooperation, tact and amount of respect received.				
	H. PERSONAL TRAITS – Temper, fairness, punctuality and sense of humor.				
	I. LEADERSHIP – Given due confidence, obedience, and respect of subordinates.				
	J. SOCIAL PRESENCE – Courtesy, good manners and proper decorum.				
	K. PHYSICAL FITNESS – Endurance to military related training, fitness/capability to perform combat and office duties.				
9. Comment on Rated EP (State if you have any comment which will have an increase objectively).					
10. FIRST RATER	Name	Grade	Serial Nr	Br of SVC	
11. SECOND RATER	Name	Grade	Serial Nr	Br of SVC	
12. ENDOSER	Name	Grade	Serial Nr	Br of SVC	

LEGEND:

Rating

Outstanding (Stand out among contemporaries)
 Excellent (Rarely equaled by contemporaries)
 Very Satisfactory (Equaled by his/her few contemporaries)
 Satisfactory (Equaled by majority of his/her contemporaries)
 Average (Just enough to meet normal standards)
 Fair (Needs improvement)
 Unsatisfactory (Incompetent)

Equivalent

4.6-5.0
 4.1-4.5
 3.6-4.0
 3.1-3.6
 2.6-3.0
 2.0-2.5
 2.0 and below

H. PCG Uniformed Personnel Rotation Policy

Reference: HPCG Circular Nr 01-08 dtd 21 Feb 2008 (PCG Uniformed Personnel Rotation Policy)-This Circular prescribes the policy and procedures for the assignment and re-assignment of PCG uniformed personnel for shore and shipboard billets. It also set guidelines and methods to be used for efficient and systematic distribution of PCG personnel in accordance with existing PCG officers and non-officer career development pattern

Definition of Terms

1. **Assignment** – Destination or attachment with a unit to perform duties thereat on a more or less permanent basis unless sooner terminated.
2. **Career Course** – requirement for promotion to a higher level.
3. **Career Pattern** – pattern serves as a guide in the development and utilization of all PCG personnel.
4. **Detail** – Temporary placement of personnel within a unit for the purpose of performing certain specific functions for a limited period. His/her mother unit still retains administrative control over him/her.
5. **General Line Officers (GLO)** – are officers who comply with the requirements for Advancement in assignment and grades ultimately leading to the position of Commandant, PCG
6. **Homesteading** – system assigning personnel within the vicinity of their respective area of residences.
7. **Immediate Reassignment** – transfer of a personnel from his present unit assignment to another unit effective immediately upon receipt of the formal request. The compliance shall be made punctually on EDRD.
8. **Joint Spouse** – a system of assignment wherein service members who are married to other service members are assigned at least within 100 km of each other.
9. **PCG Integrated Personnel Management System (IPMS)** – the database of PCG personnel information maintained by the Command through the O/CG-1 as a tool to facilitate personnel administration
10. **Positional Criteria** – set of criteria prescribed to qualify individuals to specific billets/position
11. **Rotation** – the transfer of personnel from one billet/position to an equal or higher level billet or position
12. **Technical Officers** – are officers who by nature of their pre-entry requirements in education and training are limited to be assigned to a particular Technical service

13. **Tour of Duty** – prescribed period of duty to a particular level of shipboard or shore unit assignment
14. **Tenure of Duty** – inclusive period of time or assignment to a specific billet or position.
15. **Transfer** – physical transportation or the implementation of a change in assignment.

Tour of Duty periods

For Officers

1st Sea Tour	Junior Staff Duty/Initial Shore Command	2nd Sea Tour	Mid-grade Staff/Field Duty Assignment	Senior Staff/Field Duty Assignment	Major Command Position
3 yrs	8 yrs	3 yrs	5 yrs	3 yrs	8 yrs

For Non-Officers

Level	Min Tour of Duty		Max Tour of Duty	
	Shipboard	Shore	Shipboard	Shore
Support	2 yrs	2 yrs	4 yrs	3 yrs
Operational	2 yrs	3 yrs	4 yrs	6 yrs
Supervisory		4 yrs	2 yrs	11 yrs

POLICIES

- **1.5 years to a maximum of 2 years**– tenure of duty for GLO for specific shore billets/position.
- EP can be considered for rotation after completing the minimum tour of duty (shipboard or shore assignments)
- *Support and supervisory level EP* should be rotated after completing the maximum tour of duty for the particular level of responsibility.
- Completion of appropriate education, training and assignment requirements (as per the prescribe career patterns) used as one of the primary criteria for consideration of new billets/positions of qualified personnel.
- Unit manning requirements shall be determined based on the approved Table of Distribution (TD)/ Troop Ceiling (TC) as determined by CG-3

The following position criteria shall be used in the determination of the appropriate assignment/re-assignment of personnel:

- a) Rank/rate and length of service;
- b) Education and training and experience;

- c) Performance rating (OFR and EPEM)
 - d) Career reputation;
 - e) Awards and decorations received at current position/billet;
 - f) Fitness to assume command or higher position;
- **Major Operating/Support Commands** shall prescribe its own procedures for the rotation of personnel under their administrative and/or operational control. Procedures shall strictly adhere at all times to personnel policies, guidelines, directives and instructions emanating from HPCG
 - **Rotation of technical service officers** shall be governed by the existing rotation policy of the respective technical service concerned.
 - Moves to seek political influence or assistance from higher authorities for reassignment of choice or pleasurable assignment shall not be tolerated and will be dealt with administrative sanctions under AW 105.
 - **“Homesteading” and “Joint Spouse”**- Service members married to service members however should not be assigned within one unit or office. Personnel who want to avail of said opportunity should apply same through the appropriate means of communication as prescribe in this circular.

Effective date of Reporting to Duty (EDRD)

- 15 days prior EDRD for personnel within Luzon
- 30 days prior EDRD for personnel within Vis/Pal
- 45 days prior EDRD for personnel within Min/Sulu

The following are the level of authority of the different PCG units for assignment of personnel:

- a. **HPCG**- Assignment of personnel from HPCG to subordinates units and vice-versa and from one unit to another, assignment of major operational and support units/special units and technical service Commanders and Deputy Commanders, Commanding Officers/ Boat Captains of PCG vessels, Central and Special Staff and special duty assignment of personnel detailed outside the PCG or to foreign assignments;
- b. **Support Commands**- all personnel within Command Headquarters and support command units under administrative control except the Chief of Staff and support command unit Commanders whose orders shall be subject to confirmation by CPG.
- c. **Operating Commands/Units** – All personnel within Command headquarters and subordinate units except the Chief of Staff and Station Commanders whose orders shall be subject to confirmation by CPG.
- d. **Special Units and Technical Service** – All personnel within unit headquarters and subordinate units.

I. Statement of Assets, Liabilities and Net Worth (SALN)

What is SALN?

Refers to the declaration of assets (i.e., land, vehicles, etc.) and liabilities (i.e., loans, debts, etc), including business and financial interests, of PCG personnel, of his or her spouse, and of his or her unmarried children under eighteen (18) years old still living in their parent's households.

Reference:

HPCG / CGIAS Cir No 03 – 15 dtd 15 June 2015 (PCG GUIDELINES AND PROCEDURES IN THE FILING OF STATEMENT OF ASSETS, LIABILITIES, AND NET WORTH (SALN) AND FOR OTHER PURPOSES)

WHO ARE REQUIRED TO FILE SALN?

All PCG Uniformed Personnel shall be required to file their respective SALNs.

Number of SALN Copies:

Four (4) Original Copies shall be submitted and distributed as follows:

- a. One (1) to Ombudsman;
- b. One (1) to CGIAS;
- c. One (1) to Administrative Officer of the Mother Unit and
- d. One (1) for personal copy duly signed and dated by the Administrative Officer/ Receiving Personnel Staff

The Administrative Officers of Mother Units shall include the copy for the Ombudsman and copy for CGIAS for transmittal to the CGIAS.

PERIODS FOR FILING OF SALN

1. Within thirty (30) days after appointment as member of the PCG;
2. On or before April 30 of every year thereafter, statements of which must be reckoned as of the end of the preceding year. For purposes, however, of facilitating the submission requirements to the Office of the Ombudsman by the PCG of the SALNs of all PCG Uniformed Personnel, the Commanders are required to submit the SALNs of all PCG Uniformed Personnel under their Command to the CGIAS on or before 30 March of every year; and
3. Within thirty (30) days after separation from the PCG Service, statements of which must be reckoned as of his / her last day of office.

Where to file SALN

The SALN may be filed at the Administrative Office of their respective Units or to the CGIAS, whichever is more convenient to the concerned PCG Uniformed Personnel.

Evaluation of the submitted SALN

1. A **Review and Compliance Committee (RCC)** composed of a Chairman and two (2) members shall be designated by Commandant, PCG as recommended by the CG-1;

2. The CG-1 shall likewise designate a Head Secretariat and four(4)members of the RCC Secretariat;
3. The RCC shall be responsible in evaluating whether the SALNs submitted under Para VI (C) herein were submitted on time, accomplished completely, and / or in proper form;
4. The RCC shall coordinate and furnish to CGIAS the result of their evaluation;
5. Accordingly, the CGIAS shall submit to the Commandant, PCG a list of all PCG uniformed Personnel who: filed their SALNs with complete data; filed theirs SALNs with incomplete data; did not file their SALNs, and filed beyond on either the 30 March or 30 April deadline based on the RCC report;
6. The Commandant, PCG may authorize the Commander, CGIAS to issue a Memorandum directing the concerned PCG Uniformed Personnel to submit their SALNs or re - submit their corrected SALNs within thirty (30) days from receipt thereof; and
7. The same Memorandum shall require the concerned PCG Uniformed Personnel to explain before 30 April of the same year.

**Non-filing of SALN /Filing with Incomplete Data
Preparation and Service of Memorandum**

- a. CGIAS shall prepare the List of personnel who did not file/submit their SALN and those who filed their SALN with incomplete data. Said List shall be furnished to each Mother Unit;
- b. The CGIAS' List, together with the previously mentioned CGIAS Memorandum in Para VI-G (6), shall be furnished to the concerned Mother Units by mail through recognized couriers,
- c. Upon receipt of the mail, the Administrative Officer of Mother Unit shall affix signature and date on the CGIAS' List and furnished a scanned copy of the same to the CGIAS through e-mail as receiving copy of the CGIAS;
- d. The Administrative Officer of Mother Unit shall serve to the concerned PCG Uniformed Personnel a copy of the aforementioned CGIAS Memorandum and require them to affix their signature and date opposite their respective names in the CGIAS' List as proof of their receipt of the said Memorandum;
- e. If the concerned PCG Uniformed Personnel are assigned with Subordinate Units, the Administrative Officer of Mother Unit shall furnish to the said Subordinate Units a copy of the aforementioned list together with the Memorandum;
- f. The Administrative Officer / POIC, Administrative Branch of Subordinate Units shall then serve to the concerned PCG Uniformed Personnel a copy of the aforementioned CGIAS Memorandum and require them to sign the CGIAS'

List with date opposite their respective names as proof of their receipt of the said Memorandum;

- g. The Administrative Officers / POIC, Administrative Branch of Subordinate Units shall ensure that the Mother Unit is duly furnished a copy of the CGIAS' List; and
- h. Notwithstanding the above, the CGIAS shall have the option to directly serve the Memorandum to the concerned PCG Uniformed Personnel preferably by personal service or by recognized courier if the same will be more expeditious, economical, or convenient for the Command.

Non-filing of SALN /Filing with Incomplete Data

Filing after the Periods required under Para VI (F) herein

- a. The concerned PCG Uniformed Personnel, upon receipt of the previously mentioned CGIAS Memorandum shall submit their respective SALNs or re - submit their corrected SALNs within thirty (30) days from receipt of the same to the CGIAS; and
- b. In case of non - filing of SALNs, the concerned PCG Uniformed Personnel shall also include an explanation for their failure to comply with the prior directive of the CGIAS to submit the same on or before 30 April of the same year;

SCHOOLING / TRAINING / TRAVEL ABOARD

- 1. PCG Uniformed Personnel who are on schooling, training, or travel abroad shall not be exempted with the filing of SALNs;
- 2. The respective Mother Units of the previously mentioned PCG Uniformed Personnel shall monitor and ensure that they are able to file their respective SALNs;
- 3. Notices may be sent to the previously mentioned PCG Uniformed Personnel through their respective e-mail addresses; and
- 4. Failure on the part of the previously mentioned PCG Uniformed Personnel to comply with the submission of their respective SALNs may be a ground for their recall.

LAST KNOWN ADDRESS AND CONTACT DETAILS

All PCG Uniformed Personnel are required to provide to the Administrative Office of their respective units an updated address where memorandum and other notices may be sent to them. They shall also provide updated e – mail addresses and land line phone/cellphone numbers where they can be contacted.

RESPONSIBILITIES

A. All PCG Uniformed Personnel

- 1. Submit their SALNs on time;
- 2. Update their mailing address, contact numbers, and e – mail address with

their respective Administrative Office; and

3. Submit to the CG-1 a Notarized Affidavit of Undertaking providing that they shall submit their SALNs within thirty (30) days after their separation from the PCG Service and that if they fail to comply with the submission, the Coast Guard Finance Center (CGFC) shall be authorized to withhold their separation benefits.

B. Unit Commanders

1. Direct and ensure that all newly appointed members of the PCG Service under their respective Commands are able to submit their SALNs within thirty (30) days after their appointment as members of the PCG;
2. Direct and ensure that all PCG Uniformed Personnel under their respective Commands are able to submit their SALNs within a period to be determined by them; provided that, they will be able to submit the same to the CGIAS on or before 30 March of the every year;
3. Submit a Commander's List with the SALNs of all the said PCG Uniformed Personnel to the CGIAS on or before 30 March of the every year; and
4. Submit to the CGIAS the CGIAS' List duly signed and dated by the concerned PCG Uniformed Personnel indicating their receipt of the CGIAS Memorandum.

C. Administrative Officer of Mother Unit

1. Monitor the preparation and timely submission of the SALNs of all PCG Uniformed Personnel under his / her Office;
2. Provide guidance to PCG Uniformed Personnel in the preparation and filing of SALNs when necessary;
3. Collect all SALNs from all PCG Uniformed Personnel under the Mother Unit.
4. Prepare the Commander's List for submission of the Commander to the CGIAS;
5. Affix signature and date of receipt on the CGIAS' List and immediately furnish a scanned copy of the same to the CGIAS through e - mail;
6. Immediately serve the CGIAS Memorandum to the concerned PCG Uniformed Personnel who did not file or filed SALNs with incomplete Data under his / her office further requiring them to affix their signatures with dates opposite their names on the CGIAS' List as proof of their receipt of the said CGIAS Memorandum;
7. Immediately furnish a copy of the CGIAS' List and the CGIAS Memorandum to Subordinate Units for PCG Uniformed Personnel

assigned in the said Units; and

8. Immediately prepare a copy of the CGIAS' List upon return of the same by the Subordinate Units for submission by the Commander to the CGIAS.

D. Administrative Officer /POIC, Administrative Branch of Subordinate Unit

1. Ensure the submission of the SALNs of all PCG Uniformed Personnel covered by his / her Office not later than the period determined by the Commander;
2. Provide guidance to PCG Uniformed Personnel under his / her office in the preparation and filing of SALNs when necessary;
3. Collect the SALNs from all PCG Uniformed Personnel under his /her office;
4. Prepare a list of all PCG Uniformed Personnel under his I her Office together with the SALNs of all the said PCG Uniformed Personnel for submission to the Commander;
5. Immediately served the CGIAS Memorandum to all concerned PCG Uniformed Personnel who did not file or filed SALNs with incomplete Data under his / her office further requiring them to affix their signatures with dates opposite their names on the CGIAS' List as proof of their receipt of the CGIAS Memorandum; and
6. Immediately prepare the CGIAS' List for transmittal by the Unit Commander to the Mother Unit.

E. Review and Compliance Committee (RCC)

1. Evaluate whether the SALNs were submitted on time, accomplished completely, and/or in proper form upon receipt of the SALN Forms from the CGIAS;
2. Prepare a report of PCG Uniformed Personnel in alphabetical order, who:
 - a) Filed their SALNs with complete data;
 - b) Filed theirs SALNs but with incomplete data;
 - c) Did not file their SALNS, and
 - d) Filed beyond on either the 30 March or 30 April deadline.
3. Coordinate and furnish to CGIAS the result of their evaluation.

F. Coast Guard Internal Affairs Service

1. Issue an Order on behalf of the Commandant, PCG not later than 15 January of the current year to all Commanders. The said Order shall require the Commanders to submit the SALNs of all PCG Uniformed Personnel under their command to the CGIAS not later than 30 March of the same year;

2. Prepare the CGIAS' List for each Mother Unit based on the report of the RCC;
3. Submit to the Commandant, PCG the CGIAS' List;
4. Issue a CGIAS Memorandum directing the concerned PCG Uniformed Personnel to submit their SALNs or re-submit their corrected SALNs within thirty (30) days from receipt thereof; and
5. Furnished the concerned Mother Units with a copy of the CGIAS' List together with the CGIAS Memorandum for concerned PCG Uniformed Personnel assigned in the said Mother Units.

G. Deputy Chief of Coast Guard Staff for Human Resource and Management, CG-1

1. Issue order for the Chairman and two (2) members of the RCC;
2. Issue order for the Head Secretariat with four (4) members;
3. Furnish a complete list to the CGIAS and respective Mother Units of all PCG Uniformed Personnel who have been newly appointed as members of the PCG service; and
4. Require all PCG Uniformed Personnel applying for separation from the PCG Service to submit a Written Undertaking subscribed and sworn to before a Notary Public providing that they shall submit their SALNs within thirty (30) days after their separation from the PCG Service and that if they fail to comply with the said submission, the CGFC shall be authorized to withhold their separation benefits.

H. Coast Guard Finance Center

Shall withhold the separation benefits of former PCG Uniformed personnel who failed to submit their SALNs within thirty (30) days after separation from the PCG Service.

EFFECTS OF NON-FILING OF SALN /FAILURE TO SUBMIT SALN

1. Non-filing of SALN within thirty (30) days after appointment as member of the PCG
 1. Shall be given notice with directive to file not later than thirty (30) days from receipt thereof.
 2. Failure to comply with the said directive shall result to Administrative liability for Non-Filing of SALN.
2. Failure to Submit SALN on or before 30 March of the Current Year as directed by the Commander
 1. May be considered as an insubordination.
 2. May be considered as a Less Grave Offense under Para IX (C) [10] of HPCG Circular Number 11 - 14 and be proceeded with in accordance with the

said Circular.

3. Non-filing of SALN on or before 30 April of the Current Year
 1. The concerned PCG Uniformed Personnel shall be given notice w/ directive to file NLT 30 days from receipt thereof
 2. Failure to comply with the said directive shall result to Administrative liability for Non-Filing of SALN.
4. Non-filing of SALN w/in 30 days after Separation from the PCG Service
 1. Withholding of his/her separation benefits by the CGFC

Effects of Filing of SALN with Incomplete Data

1. The concerned PCG Uniformed Personnel shall be given notice w/ directive to re-file his/her corrected SALN NLT 30 days from receipt thereof
2. Failure to comply with the said directive shall be considered as non-filing.

Offenses and Penalties

B. Non-filing of SALN

1. Failure to comply with the Memorandum from the CGIAS for the filing of SALNs, in case of non-filing of SALNs on or before 30 April or filing of SALN with Incomplete Data, not later than 30 days from receipt of the said Memorandum; and
2. Maybe considered as Less Grave Offense under Para IX (C) [19] of HPCG Cir Num 11-14

C. Neglect of Duty

1. Failure of a Commander to submit the respective SALNs of all PCG Uniformed Pers under his/her Command; and
2. Maybe considered as Less Grave Offense under Para IX (C) [11] of HPCG Cir Num 11-14

D. Insubordination

1. Failure of a the concerned PCG Uniformed Pers to comply with the Memorandum of the CGIAS directing him/her to file his/her SALN on or before 30 April of the current year; and
2. Maybe considered as Less Grave Offense under Para IX (C) [10] of HPCG Cir Num 11-14 and be proceeded with in accordance with the said Circular

E. Violation of other provisions of this Circular

Shall be considered as a violation under appropriate provisions of HPCG Circular Number 11-14 and be proceeded with and imposed corresponding penalty under the same Circular.

ADMINISTERING OFFICERS OF SALN FORMS

- A. Commanders and Commanders of units under the control and supervision of Mother Units who must be Commissioned Officers;
- B. The Administrative Officers of Mother Units and Administrative Officers of Subordinate Units, who must be Commissioned Officers, if authorized and issued with appropriate written orders by their respective Commanders/ Commanders of units under the control and supervision of Mother Units.

Accessibility of SALNS

A. Inspection / Reproduction

- 1. The SALNs submitted herein shall be made available for inspection at reasonable hours;
- 2. The SALNs shall be made available for copying or reproduction after ten (10) working days from the time they are filed;
- 3. The said SALNs shall be made available to the public for a period of ten (10) years after receipt of the same. After the said period, the CGIAS may destroy the same unless needed in an ongoing investigation;
- 4. The person requesting for the SALNs shall be required to file a written request for the same stating clearly the reason/s for the same;
- 5. The said request shall be forwarded by the CGIAS to the Office of the Commandant, PCG through proper channel for approval;
- 6. The CGIAS shall not release the said SALNs without the written approval of the request from the Commandant, PCG except if the requesting parties are authorized law enforcement agents who request the said SALNs in relation to a pending investigation I case.
- 7. The person requesting for a copy of the SALNs shall be required to pay a reasonable fee to cover the cost of reproduction, mailing of said SALN, as well as the cost of certification in accordance with appropriate written policy and guidelines of the PCG.

B. Prohibited Acts

It shall be unlawful for any person to obtain or use any SALNs submitted/ filed under herein for:

- 1. For purposes contrary to morals or public policy; and
- 2. Any commercial purpose other than by news and communications media for dissemination to the general public.

SALN Form

Revised as of January 2015
Per CSC Resolution No. 1500088
Promulgated on January 23, 2015

SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of _____

(Required by R.A. 6713)

Note: Husband and wife who are both public officials and employees may file the required statements jointly or separately.

☐ Joint Filing

☐ Separate Filing

☐ Not Applicable

DECLARANT:	_____	POSITION:	_____
	(Family Name) (First Name) (M.I.)	AGENCY/OFFICE:	_____
ADDRESS:	_____	OFFICE ADDRESS:	_____
	_____		_____
	_____		_____
SPOUSE:	_____	POSITION:	_____
	(Family Name) (First Name) (M.I.)	AGENCY/OFFICE:	_____
		OFFICE ADDRESS:	_____

UNMARRIED CHILDREN BELOW EIGHTEEN (18) YEARS OF AGE LIVING IN DECLARANT'S HOUSEHOLD

NAME	DATE OF BIRTH	AGE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

ASSETS, LIABILITIES AND NETWORTH

(Including those of the spouse and unmarried children below eighteen (18) years of age living in declarant's household)

1. ASSETS

a. Real Properties*

DESCRIPTION (e.g. lot, house and lot, condominium and improvements)	KIND (e.g. residential, commercial, industrial, agricultural and mixed use)	EXACT LOCATION	ASSESSED VALUE	CURRENT FAIR MARKET VALUE	ACQUISITION		ACQUISITION COST
			(As found in the Tax Declaration of Real Property)		YEAR	MODE	

Subtotal: _____

b. Personal Properties*

DESCRIPTION	YEAR ACQUIRED	ACQUISITION COST/AMOUNT

Subtotal: _____

TOTAL ASSETS (a+b): _____

* Additional sheet/s may be used, if necessary.

2. LIABILITIES*

NATURE	NAME OF CREDITORS	OUTSTANDING BALANCE

TOTAL LIABILITIES: _____**NET WORTH: Total Assets less Total Liabilities =** _____

* Additional sheet/s may be used, if necessary.

BUSINESS INTERESTS AND FINANCIAL CONNECTIONS

(of Declarant / Declarant's spouse/ Unmarried Children Below Eighteen (18) years of Age Living in Declarant's Household)

☐ I/We do not have any business interest or financial connection.

NAME OF ENTITY/BUSINESS ENTERPRISE	BUSINESS ADDRESS	NATURE OF BUSINESS INTEREST &/OR FINANCIAL CONNECTION	DATE OF ACQUISITION OF INTEREST OR CONNECTION

RELATIVES IN THE GOVERNMENT SERVICE

(Within the Fourth Degree of Consanguinity or Affinity. Include also Bilas, Balae and Inso)

☐ I/We do not know of any relative/s in the government service)

NAME OF RELATIVE	RELATIONSHIP	POSITION	NAME OF AGENCY/OFFICE AND ADDRESS

I hereby certify that these are true and correct statements of my assets, liabilities, net worth, business interests and financial connections, including those of my spouse and unmarried children below eighteen (18) years of age living in my household, and that to the best of my knowledge, the above-enumerated are names of my relatives in the government within the fourth civil degree of consanguinity or affinity.

I hereby authorize the Ombudsman or his/her duly authorized representative to obtain and secure from all appropriate government agencies, including the Bureau of Internal Revenue such documents that may show my assets, liabilities, net worth, business interests and financial connections, to include those of my spouse and unmarried children below 18 years of age living with me in my household covering previous years to include the year I first assumed office in government.

Date: _____

(Signature of Declarant)_____
(Signature of Co-Declarant/Spouse)
 Government Issued ID: _____
 ID No.: _____
 Date Issued: _____

 Government Issued ID: _____
 ID No.: _____
 Date Issued: _____

SUBSCRIBED AND SWORN to before me this ____ day of _____, affiant exhibiting to me the above-stated government issued identification card.

(Person Administering Oath)

Page 2 of ____

PCG Code of Conduct and Discipline

a. PCG Core Values

Core Values - refer to a foundation for the command and mission to continue personal excellence.

Importance of Core Values

- 1) In order for every Coast Guardsmen to demonstrate uncompromising ethical conduct and moral behavior in all of their actions.
- 2) To treat each other Coast Guardian with fairness, dignity, and compassion.
- 3) That every PCG personnel will be professional, who seek responsibility, accept accountability, and are committed to the successful achievement or the organization's goals.
- 4) The members of the Coast Guard Service are public servants who are oath-bound to uphold the constitution. The peculiarity of the Coast Guard Service, which requires to bear arms, calls for a corresponding assurance of professionalism for every Coast Guardsman.

PCG CORE VALUES

As a government agency, PCG puts premium on the following core and related values that will serve as the underlying principle that will guide and direct the way its uniformed personnel act:

Professionalism

- The PCG thrives towards excellence thru the perpetual improvement of its competence in human resource and equipment capability for the efficient and effective performance of its mandated functions.
- *Excellence and Competence.*

Commitment

- The burning desire of every PCG Uniformed Personnel is his/her conscientiousness and passion to serve that is a catalyst to being a reliable organization in service to the country and people 24/7 enabling it to be a dependable organization responding to maritime emergencies.
- *Conscientiousness, Passion to Serve, Reliability, and Dependability.*

Gallantry

- The value embodied in the PCG Credo and the Coast Guardian March instilled in every PCG Uniformed Personnel espousing *Honor, Integrity, and Courage*.
- *Honor, Integrity, and Courage*

b. The Coast Guard's 6 Ps

- These are standards that depends on the personal focus or interest of the sitting Commandant
- Personal guiding concepts wherein an administration becomes known for

1. Presence

- Every PCG personnel is a reflection of the Coast Guard organization.
- Increase presence means enhanced awareness of the Filipino people about the existence and relevance of the PCG and the much needed accessibility of the public to Coast Guard services on a 24/7 basis.
- Coast Guard Presence does not only mean physical presence in the offices but rather being on board the ship when inspection is required to be done.
- It means being visible on-shore, in the ports and/or at sea for the conduct of boarding and inspection of vessels, SAR and/or disaster response operations, oil and chemical spill response, ATON runs, maritime law enforcement, maritime security operations and good community relations through stronger PCG-PCGA partnership, public information dissemination, medical/dental missions, water search and rescue or lifesaving courses and other humanitarian activities.
- It also means initiating or attending more interagency or stakeholders' meetings especially when immediate action is warranted, information promptly disseminated, and concerns discussed or resolved.

2. Preparedness

- The PCG continues to develop and exercise a systematic anticipation or forehandedness in pursuit of its mandates.
- This implies more vigilance and an absolute "NO" to complacency.
- Preparedness requires organizational, manpower and equipment readiness, operating environment awareness and strategic deployment of surface, air and ground assets and deployable response group of well-equipped and highly trained personnel to be able to shorten response time to maritime incidents or to deter maritime law infractions.
- It means taking more time and effort to foresee possible problems/challenges and the corresponding operational needs that may arise.
- It entails the formulation of both administrative and operational plans much ahead of time to efficiently and effectively prepare manpower, equipment and facility to address maritime incident prevention and response requirements.

- It means our inherent willingness and attentiveness to anticipate or continuously monitor significant developments in the operating environment and even to hear or learn of unpleasant news or reports particularly on maritime incidents at the soonest possible time so that timely, sustained and appropriate action is undertaken to be able to save lives and property at sea and to protect or secure the maritime environment.

3. Partnership

- The PCG continues to develop well-established linkages with both the government and private sector.
- This means strengthening mutual working relationships with partner nations and agencies in order to achieve common goals.
- It means identifying and working hand in hand with persons as well as institutions and other stakeholders that can help us carry out our mandates and institutional plans.
- This also means being aware of our strengths and weaknesses, sharing our strengths with others and seeking the support of others to help us work on each other's weaknesses.
- Linkages among our substations, stations, districts, support commands and with partner nations, services and agencies must therefore continue to be strengthened.

4. Professionalism

- The PCG ensures that quality public service shall be delivered at all times.
- This means consciously taking steps to improve public satisfaction in the Coast Guard service.
- It means continuously honoring our skills and craft from the Headquarters down to the lowest command levels or field units so that we may be able to carry out or perform our mandates more efficiently and effectively.
- It means optimum and proper use of available resources and more efficient conduct of operations through experiences, lessons learned, competence, confidence building measures, dedication to duty and good work ethics.

5. Passion to Serve

- It is the Philippine Coast Guard's duty to serve the society and attend to the needs of the maritime stakeholders round-the-clock.

- The PCG aims to implement zero maritime casualty by being more proactive and by increasing maritime safety awareness to further promote safety of life and property at sea.

6. Pride

- For the measure of any good organization is the pride that the members derive in belonging to it.
- And the measure of a good member is the pride that the organization gains because of him.

c. **Coast Guard Credo**

Definition of **Credo**.

- Doctrine, tenet and philosophy; A system of belief, principles, or opinions

What is the **Coast Guard Credo**?

- It is a standard of the Philippine Coast Guard personnel which they are encouraged to devote and fulfil themselves to be a public servant;
- It is also common practice to recite the PCG Credo during morning colors.

COAST GUARD CREDO

I am a Coast Guard man. I am sworn to a noble profession of safeguarding our coastal waters, protecting the marine environment, maintaining safety standards, and above all, saving life and property at sea.

I believe that professionalism, dedication to duty, hard work and courage are the prime qualities of a true Coast Guard man.

I will put my personal relation second only to my loyalty to the Coast Guard service and to my country.

I will always value a good name over worldly goods or princely glories.

I will always put the welfare of the state, particularly the seafarers and other users of the sea over any selfish ends.

I will consider it obscene to flaunt wealth and privilege, however well-earned, while my fellow Coast Guard men endure adversity.

I will always walk the straight and narrow path, uphold what is right, however unpopular it may be.

To all these, I pledge my life, my honor, my sacred duty for country, flag and people.

d. Coast Guardian March

The Coast Guardian March is the designated marching tune of the Philippine Coast Guard.

Occasions when the Coast Guardian March is played:

- Monday Morning Colors
- Send-off ceremonies
- Parades
- Philippine Coast Guard Anniversary
- Anniversary and turnover ceremonies of Districts, Stations, Major and Special Units
- Convening and graduation ceremonies

COAST GUARDIAN MARCH

Composed by: CAPT DANILO A ABINOJA PCG

Music by: CAPT REYNALDO S TRAJANO PCG

Arranged by: Mrs. Tarhata S. Trajano

Behold the vast seas and lengthy coasts. The orient pearl seafarer's trading post.
Guardians of her coastal seas are we. Gallant men serving with glee.

Sturdy protectors of our water's reserve. Stalwart Coast Guardians are we. Proudly
serving maritime and country for safer ships and cleaner seas.

Over rough seas and mighty winds and hostile shores. Our striped white ships will
navigate so brilliantly. Steadfastly guiding mariners home. Secure from harm,
safe from the storm.

Avast maritime offenders. Lest to our brigs a-hauling. Take heart thou ships a-
listing. To thy mayday we're responding. Coast Guardians are we ever ready for
maritime safety. An albatross to safe haven providing.

Sturdy protectors of our water's reserve, stalwart Coast Guardians are we, proudly
serving maritime and country for safer ships and cleaner seas.

e. **Eleven (11) General Orders of a Sentinel**

11 General Orders of a Sentinel

- is the official title of a set of rules governing sentry (guard or watch) duty in the PCG
- Also known as the 11 General Orders, the list is meant to cover any possible scenario a sentry might encounter on duty.

Duty – is a personal act of responsibility manifested by accomplishing all assigned tasks to the fullest of one's capability, meeting all our commitments and taking opportunities to improve ourselves for the good of the service.

While any guard posting has rules that may go without saying (Stay awake, for instance), these orders are carefully detailed.

11 General Orders

1. To take charge of this post and all government properties in view.
2. To walk my post in a Coast Guard manner, keeping always on the alert and observing anything that takes place within sight or hearing.
3. To report all violations of orders I am instructed to enforce.
4. To repeat all calls from posts more distant from the guardhouse than my own.
5. To quit my post only when properly relieved.
6. To receive, obey, and pass on to the sentinel who relieves me all orders from the Commanding Officer, Officer of the Day, and Officers and Non-Commissioned Officers of the guard only.
7. To talk to no one except in the line of duty.
8. To give the alarm in case of fire or disorder.
9. To call the Petty Officer of the Watch in any case not covered by instructions.
10. To salute all officers and all colors and standards not cased.
11. To be especially watchful at night and during the time of challenging, to challenge all persons on or near my post and to allow no one to pass without proper authority.

f. Code of Conduct and Discipline for PCG Uniformed Personnel

References:

- a. HPCG/CGIAS Circular Nr 05-16 dated 30 August 2016 (Code of Conduct and Discipline for PCG Uniformed Personnel)
- b. HPCG/CGIAS Circular Nr 06-16 dated 30 August 2016 (Guidance and Procedures on Disposition of Violations of Code of Conduct and Discipline for PCG Uniformed Personnel)

Purpose:

Prescribes the rules and regulations which shall govern the conduct, discipline and administrative disciplinary proceeding involving all PCG Uniformed Personnel.

Definition of Terms

- A. **Administrative Disciplinary Proceeding-** methods and processes before the PCG Disciplinary Board that are non-litigious in nature and subject to the minimum requirements of administrative due process. The technicalities of law, procedure and evidence shall be liberally applied thereto. Administrative due process is recognized to include:
 - a. the right to notice, be it actual or constructive, of the institution of the proceedings that may affect a person's legal right;
 - b. a real opportunity to be heard personally or with assistance of counsel, to present witnesses and evidence in one's favor and to defend one's rights;
 - c. a tribunal or board so constituted as to give him reasonable assurance of honesty and impartiality, and one of competent jurisdiction; and
 - d. a finding by the board or tribunal supported by substantial evidence submitted for consideration during the hearing, or at least contained in the records or disclosed to the parties affected.
- B. **Administrative Penalty-** disciplinary sanctions imposed by the Disciplinary Authority upon erring PCG uniformed personnel not resulting to imprisonment.
- C. **Chain of Command** - is the line of authority and responsibility along which orders are passed.
- D. **Commanding Officer** - the Commander of Coast Guard Districts, Major Service Commands, Commissioned Vessel, Coast Guard Station, Coast Guard Installation, Head of Office of the Headquarters PCG, or Central Staff vested with authority, significant responsibilities, duties and powers under the PCG law of 2009.

- E. **Complaint** - a sworn written statement of disciplinary infractions allegedly committed by the Respondent PCG Uniformed Personnel, subscribed by the Offended Party.
- F. **Complaint sheet** - is the formal written instrument in which the allegations against the respondent PCG uniformed personnel is set forth.
- G. **Conduct** – pertains to the personal behavior; way of acting, bearing or deportment of the PCG Uniformed Personnel.
- H. **Convening/Appointing Authority**- refers to the Commandant, PCG who has the authority to direct the constitution and convening of PCG Disciplinary Board; likewise referred as the approving authority as to the resolution and recommendation of the PCG Disciplinary Board.
- I. **Customs** - are accepted practices realized through continued usage that take the force and effect of a common law.
- J. **Disciplinary Authority**- persons vested with authority under this Code to impose sanctions for violating the same and provide corrective measures to offenders.
- K. **Discipline** – refers to the behavior in accordance with the rules of conduct; behavior and order prescribed by the PCG rules and regulations.
- L. **Grave Misconduct**- is the transgression of some established and definite rule of action, more particularly, unlawful behavior or gross negligence. The misconduct is grave if it involves any of the additional elements of corruption, willful intent to violate the law, or to disregard established rules, which must be established by substantial evidence. As distinguished from simple misconduct, the elements of corruption, clear intent to violate the law, or flagrant disregard of established rule, must be manifest in a charge of grave misconduct.
- M. **Grave Offense**- those offenses to which this Code attaches the minimum penalty of suspension without pay of six (6) months and one (1) day up to the maximum penalty of dismissal from the PCG service. In cases of PCG Non-Officers, in lieu of suspension, reduction demotion to the intermediate or lowest ran pay grade maybe imposed for the first offense provided a PCG Non-Officer in a pay grade above NO-4 (PO3) may not be reduced more than two (2) ranks/pay grades.
- N. **Investigation**- an inquiry for the discovery or collection of facts concerning the matter(s) involved or a careful and accurate examination and inquisition of the information to establish facts.
- O. **Judgment on the Pleadings**- Judgment or resolution of the Board based on the respondent's answer or affidavit which fails to tender an issue or otherwise admits the material allegations in the complaint or report.

- P. **Less grave offense**- those offenses to which this Code attaches the penalty of suspension without pay of six (6) months and one (1) day to one (1) year for the first offense and dismissal from the service for the second offense.
- Q. **Minor/Light Offense**- those offenses to which this Code attaches the penalty prescribed in the Table of Punishment.
- R. **Misconduct** – generally means wrongful, improper or unlawful conduct motivated by premeditated, obstinate or intentional purpose. It usually refers to transgression of some established and definite rule of action, where no discretion is left except what necessity may demand; it does not necessarily imply corruption or criminal intention but implies wrongful intention and not merely error of judgment.
- S. **Moral turpitude**- everything which is done contrary to justice, modesty, or good morals; an act of depravity in the private and social duties which a man owes his fellowmen, or to society in general.
- T. **PCG Disciplinary Board** –refers to the body composed of PCG Uniformed Personnel designated to resolve administrative disciplinary actions filed against PCG Uniformed Personnel involving any offense enumerated in this Circular.
- U. **PCG Uniformed Personnel** – shall include all PCG Officers and PCG Non – Officers.
- V. **Respondent** – refers to a PCG Uniformed Personnel under investigation or with pending case before the Board.
- W. **Simple Misconduct** - is the transgression of established rules that does not involve any of the additional elements of corruption, willful intent to violate the law or disregard of established rules.
- X. **Substantial Evidence**- that amount of evidence which a reasonable mind might accept as adequate to justify a conclusion.
- Y. **Traditions** – are inherited principles, standards and practices that serve as guide for individuals or groups. Traditions are accumulated practices, experiences and deeds passed on from generation to generation.

DISCIPLINARY AUTHORITY

- A) The Commandant, PCG being the head of the organization, exercise administrative and disciplinary control and supervision over all Coast Guard personnel, Uniformed and Non-Uniformed, alike. The Commandant, PCG may direct the conduct of administrative investigation for disciplinary infractions at his own instance or based on verified reports (those originating from CG-2) or verified complaints of private offended party.

- B) The Coast Guard Internal Affairs Service may conduct investigation on alleged disciplinary infractions of CG uniformed personnel at its own instance or as may be directed by the Commandant, PCG or based on verified complaints by private offended party.
- C) The following persons exercise disciplinary authority over uniformed CG personnel assigned within their area of responsibility and may direct the conduct of administrative investigation for disciplinary infractions, at their own instance or based on verified reports or verified complaints of private offended party and accordingly impose disciplinary sanctions based on the applicable provisions of this Code.
 - a. CG District Commanders exercise disciplinary authority over uniformed personnel within their AOR;
 - b. Commanders of major service commands, commissioned vessel, CG Station, installation or Head of office of the HPCG Central staff exercise disciplinary authority over uniformed personnel assigned in their respective units;
- D) The Commandant, PCG exercises original and concurrent disciplinary authority with the abovementioned PCG personnel in paragraphs C.1) and 2\ and at any instance, may take cognizance and direct the CGIAS to assume and take over any ongoing administrative investigation by PCG units concerned.

CLASSIFICATION OF OFFENSES and PENALTIES

Administrative offenses with corresponding penalties are classified into **GRAVE, LESS GRAVE** and **MINOR or LIGHT**, depending on their gravity or depravity and effects on the PCG organization and the government service.

- A) The commission of the following **GRAVE OFFENSES** shall be punishable by **Dismissal without Honor from the PCG service**:
 - 1. Enlistment, fraudulent: Enlistment procured by means of willful misrepresentation or concealment of a fact in regard to a prior enlistment or discharge, or in regard to a conviction of a civil or criminal offense, or in regard to imprisonment under sentence of a court;
 - 2. Desertion: Any PCG uniformed personnel who, having tendered his resignation and prior to due notice of the acceptance of the same, quits his post or proper duties without leave and with intent to absent himself permanently there from shall be deemed a deserter; or

Any PCG Non-Officer who, without having first received a regular discharge and absents himself from the PCG service and enlisted in other uniformed service shall be deemed to have deserted the PCG service.; or

Any PCG uniformed personnel who quits the organization or place of duty with the intent to avoid hazardous duty or to shirk important service shall be deemed a deserter;

3. Advising or aiding another to Desert: Any PCG uniformed personnel who advises or persuades or knowingly assists another to desert the PCG service;
4. Absence Without Leave. Any PCG uniformed personnel who fails to report at the fixed time to the properly appointed place of duty, or goes away from the same without proper leave, or absents himself from his command, guard, quarters, station, or camp without proper leave for more than 60 days.
5. Disrespect toward the President, Vice-President, Congress of the Philippines or Secretary of the Department of Transportation and Communications. Any PCG uniformed personnel who shall use contemptuous or disrespectful words against the President, Vice-President, Congress of the Philippines or Secretary of the Department of Transportation and Communications.
6. Assaulting or Willfully disobeying Superior PCG Officer. Any PCG uniformed personnel who, on any pretense whatsoever, strikes his superior Officer or draws or lifts up any weapon or offers any violence against him, being in the execution of his office, or willfully disobeys any lawful command of his superior Officer.
7. Insubordinate conduct toward PCG non-Officer. Any PCG Non-Officer who strikes or assaults, or who attempts or threatens to strike or assault, or willfully disobeys the lawful order of a PCG Non-Officer while in the execution of his office, or uses threatening or insulting language, or behaves in an insubordinate or disrespectful manner toward a PCG Non-Officer while in the execution of his office.
8. Quarrels; Frays; Disorders. Any PCG uniformed personnel who 'shall refuse to obey an order or draws a weapon upon or otherwise threatens or does violence to another PCG uniformed personnel who ordered him to part and quell from a quarrel, fray and disorder.
9. Escaping or conspiring to escape from confinement or arrest. Any PCG uniformed personnel found to have been administratively liable under this Code maybe held in confinement or arrest. Any PCG uniformed personnel placed in arrest under the provisions of this Code shall thereby be restricted to his barracks, quarters, or tent, unless such limits shall be enlarged by the disciplining authority.
10. Releasing without proper authority or allowing escape through negligence or design any PCG uniformed personnel committed to his charge.

11. Willfully or through negligence causing damage or loss of any coastguard property of a value of more than P 6,000.
12. Willfully or through negligence selling, injuring or losing any arms, ammunition, accoutrement, equipment, clothing, or other property issued for use in the coastguard service of a value of more than P 6,000.
13. Found drunk on duty. Any PCG uniformed personnel found drunk on duty.
14. Misbehavior of Sentinel. Any PCG uniformed personnel who is found drunk or sleeping upon his post or who leaves it before properly relieved.
15. Concealing, destroying, mutilating, obliterating, or removing willfully and unlawfully a public property or public record.
16. False swearing or giving of false statements under oath.
17. Introducing or using or being in the influence of a narcotic drug into command, quarters, station, or camp
18. Gross Neglect of Duty
19. Grave Misconduct
20. Grossly immoral conduct. A grossly immoral act is one that is so corrupt and false as to constitute a criminal act or an act so unprincipled or disgraceful as to be reprehensible to a high degree.
21. Gross insubordination
22. Conviction of a crime involving moral turpitude
23. Falsification of Official Document
24. Physical or mental incapacity or disability due to immoral or vicious habits
25. Receiving for personal use of a fee, gift or other valuable thing in the course of official duties or in connection therewith when such fee, gift or other valuable thing is given by any person in the hope or expectation of receiving a favor or better treatment than that accorded to other persons, or committing acts punishable under the anti-graft laws;
26. Soliciting or accepting directly or indirectly, any gift, gratuity, favor, entertainment, loan or anything of monetary value which in the course of his/her official duties or in connection with any operation being regulated by, or any transaction which may be affected by the

functions of his/her office. The propriety of impropriety of the foregoing shall be determined by its value, kinship, or relationship between giver and receiver and the motivation. A thing of monetary value is one which is evidently or manifestly excessive by its very nature;

27. Willful defamatory imputation of any and all circumstances which tend to damage or discredit the image and reputation of the PCG organization.

28. Any analogous circumstances or cases not mentioned above.

B) The following **GRAVE OFFENSES** shall be punishable by **suspension without pay of six (6) months and one (1) day to one (1) year for the first offense** and **Dismissal without Honor from the service for the second offense**:

1. Absence without Leave of not less than 10 days but not more than 60 days
2. Inefficiency and incompetence in the performance of official duties;
3. Frequent unauthorized absences, or tardiness in reporting for duty, loafing from duty during regular office hours;
4. Drunk and disorderly in command, quarters, station or camp
5. Knowingly making a false official report or statement
6. Gambling in a command, quarters, station, or camp
7. Indecent exposure
8. Introducing, using or being under the influence of any intoxicating liquor in the command, quarters, station, or camp
9. Conduct prejudicial to the best interest of the service or of a nature that brings discredit to the PCG organization;
10. Directly or indirectly having financial and material interest in any transaction requiring the approval of his/her office. Financial and material interest ii defined as pecuniary or proprietary interest by which a person will gain or lose something;
11. Owning, controlling, managing or accepting employment as officer, employee, consultant, counsel, broker, agent, trustee, or nominee in any private enterprise regulated, supervised or licensed by his/her office, unless expressly allowed by law;
12. Disclosing or misusing confidential or classified information officially known to him/her by reason of his/her office and not made available

to the public, to further his/her private interests or give undue advantage to anyone, or to prejudice the PCG organization or the public interest;

13. Obtaining or using any statement filed under the Code of Conduct and Ethical Standards for Public Officials and Employees for any purpose contrary to morals or public policy or any commercial purpose other than by news and communications media for dissemination to the general public; and
14. Recommending any person to any position in a private enterprise which has a regular or pending official transaction with his/her office, unless such recommendation or referral is mandated by (1) law, or (2) international agreements, commitment and obligation, or as part of the function of his/hers office.
15. Conduct unbecoming of a PCG uniformed personnel
16. Failure to observe the Chain of Command in relation to the exhaustion of the remedies provided in this Circular such as but not limited to seeking redress or intervention from political figures, government or non-government agencies for personal gain or interest.
17. Any analogous circumstances or cases not mentioned above

Provided that the Board may likewise recommend the placement of the Respondent eight (8) piles lower in the promotion list in addition to the penalty of suspension in cases involving PCG Officers.

Provided further that, the Board may, in lieu of suspension, recommend the reduction /demotion to the immediate or lowest rank/pay grade in cases involving PCG Non-Officers. In no case, however, shall a PCG Non-Officer in a pay grade above NO-4 (PO3) be reduced more than two (2) ranks/pay grades.

The penalty of dismissal without honor shall be imposed for the second offense committed by both PCG Officers and PCG Non-Officers.

- C) The following **LESS GRAVE OFFENSES** are punishable by **Suspension without pay of one month and one day to six months for the first offense** and **dismissal without Honor from the service for the second offense**:

1. Other cases of Fraudulent Enlistment
2. Attempting to Desert
3. Entertaining a Deserter by any PCG uniformed personnel
4. Absence without Leave of not more than 10 days
5. Attempting to escape arrest or confinement

6. Willfully or through negligence causing damage or loss of any Coastguard property of a value of more than two hundred pesos (P200.00) but less than or equal to six thousand pesos (P6,000.00).
7. Willfully or through negligence selling, injuring or losing any arms, ammunition, accoutrement, equipment, clothing, or other property issued for use in the coastguard service of a value of more than two hundred pesos (P200.00) but less than six thousand pesos (P6,000).
8. Using a provoking or reproachful speech or gesture to another
9. Misconduct
10. Insubordination
11. Neglect of Duty
12. Abusing a public animal (CGK9)
13. Allowing a prisoner to receive or obtain intoxicating liquor and/or drinking liquor with a prisoner
14. Possessing an unauthorized weapon
15. Discharging a firearm due to negligence
16. Drunk and disorderly under such circumstances as to bring discredit upon coastguard service
17. Immoral Conduct. Immoral conduct is conduct that is willful, flagrant or shameless, and that shows a moral indifference to the opinion of the good and respectable members of the community.
18. Willful failure to pay just debts or willful failure to pay taxes due to the government. The term Just debts" shall apply only to:
 - i. Claims adjudicated by a court of law, or
 - ii. Claims the existence and justness of which are admitted by the debtor
19. Failure to submit Statement of Assets and Liabilities (SALN) or submission of SALN with incomplete/ incorrect data in accordance with pertinent Government regulations.
20. Being held administratively liable for commission of acts constituting minor or light offenses for three (3) times, or
21. Any analogous circumstances or cases not mentioned above

Provided further that, the Board may, in lieu of suspension, recommend the placement of the Respondent four (4) piles lower in the promotion list in addition to the penalty of suspension in cases involving PCG Officers.

Provided further that, the Board may, in lieu of suspension, recommend the reduction/ demotion to the next lower rank/pay grade in cases involving PCG Non-Officers

MITIGATING AND AGGRAVATING CIRCUMSTANCES

In the determination of the penalties to be imposed, mitigating and/or aggravating circumstances attendant to the commission of the offense shall be considered. **In relation to the aforementioned, the Board may consider the penalty / penalties imposed by a Commanding Officer for Grave or Less Grave Offenses as mitigating circumstance/s in favor of the Respondent.**

PENALTY FOR THE MOST SERIOUS OFFENSE

If the respondent is found guilty of two (2) or more charges or counts, the penalty imposed should be that corresponding to the most serious charge and the rest shall be considered as aggravating circumstances.

DISCIPLINARY POWERS OF COMMANDING OFFICERS

The Commanding Officer of any Coast Guard District, Major Service Command, Commissioned Vessel, Coast Guard Station, Installation or the Heads of Office of the HPCG Central Staff, may for **MINOR / LIGHT OFFENSES**, impose disciplinary punishments upon PCG Uniformed Personnel of his/her unit/office without the intervention of the PCG Disciplinary Board.

A) Investigation Procedures

1. The Commanding Officer shall *motu proprio*, based on reports from the CG-2, receipt of verified reports, complaints, or directive from the Commandant, PCG conduct an investigation of a PCG Uniformed Personnel assigned in his/her unit/office regardless of the nature of the assignment of the said PCG Uniformed Personnel. For the aforementioned purpose, the CO may designate an Investigating Officer.
2. The Respondent shall be notified in writing of the complaint/report against him/her by the Investigating Officer requiring him/her further to give his sworn statement or submit his/her counter-affidavit / explanation preferably by personal service. Otherwise, service shall be made by registered mail with return card. Within ten (10) days from receipt of the notice, the Respondent shall give his/her sworn statement or submit his counter-affidavit/ explanation to the Investigating Officer.
3. The Investigating Officer shall prepare and submit his/her Investigation Report to the CO within ten (10) days after receipt of the sworn statement or counter-affidavit / explanation of the Respondent or the lapse of the ten (10) days period given to the Respondent for the aforementioned purpose.

4. The CO shall approve or disapprove the Investigation Report of the Investigating Officer within fifteen (15) days from the receipt thereof. The Respondent may be furnished a copy of the Investigation Report upon his/her request.
5. The CO shall immediately submit a copy of the Approved Investigation Report to the Commandant, PCG (Attn: DCS-HRM, CG-1) copy furnished CGIAS for information and reference.

B) LIGHT OR MINOR OFFENSES that are under the Disciplinary Powers of Commanding Officers:

1. Failing to report or leaving without permission at the fixed time to the properly appointed place of Reveille, Retreat, Roll Call, Scheduled Duty or Troop Formation;
2. Appearing in civilian clothing without authority;
3. Committing a nuisance. A nuisance is any act, omission, establishment, condition of property or anything else which injures or endangers the health or safety of others; annoys or offends the senses; shocks, defies or disregards decency or morality; obstructs or interferes with the free passage of any public highway or street, or any body of water; or hinders or impairs the use of property.
4. Appearing in unclean uniform, or not in prescribed uniform, or in uniform otherwise in manner prescribed;
5. Disorderly in command, quarters station or camp;
6. Loitering or sitting down on duty;
7. Unclean accoutrement, arm, clothing, equipment, or other coastguard property in his charge;
8. Violation of any office rules and regulations;
9. Simple Misconduct;
10. Non-Support; and
11. Any analogous circumstances or cases not mentioned above.

C) Penalties. The Commanding Officer may impose the applicable penalties under the **Table of Authorized Maximum Punishment** for violations of **Minor or Light Offenses**. Provided that, the Commanding Officer may impose one or more of the said penalties as he/she may deem necessary.

D) Effects of Imposition of Penalties for violations of Minor or Light Offenses

1. The imposition and enforcement of disciplinary punishment under authority of this Title for commission of Light or Minor Offenses shall immediately be executory. The punishment imposed shall form part of the erring PCG Uniformed Personnel 201 File and Unit Punishment Book.
 2. A PCG Officer meted punishment under this Title by a Flag rank Officer shall automatically be considered on non-promotable status for a period of one year from the date of the imposition of the punishment. The imposition by a Flag rank Officer of three or more disciplinary punishments during the three years next preceding the consideration for promotion of an erring PCG Officer shall constitute a ground for deferment from promotion of the said erring PCG Officer.
 3. A PCG Non-Officer meted punishment under this Title by a PCG Officer with a rank of Commander or higher shall automatically be considered on non-promotable status for a period of one year from the date of the imposition of the punishment.
 4. A PCG Uniformed Personnel punished under this Title who deems his punishments unjust or disproportionate to the offense may through the proper channel, appeal to the next superior authority, but shall in the meantime be required to undergo the punishment imposed.
- E) Authority of the Commanding Officer to impose penalties for violations of GRAVE or LESS GRAVE offenses provided in the herein Code

The Commanding Officer shall have the authority to initially impose one or more penalties provided in the **Table of Authorized Maximum Punishment** for violations of Grave or Less Grave Offenses and immediately implement the same without prejudice to the endorsement/submission of the appropriate Investigation Report to the Commandant, PCG for his/her approval or referral to the CGLS, CGIAS, or PCG Disciplinary Board for review, further Investigation, or disposition of the appropriate administrative case, respectively.

RELIEF OR RE-ASSIGNMENT OF RESPONDENT

The Commanding Officer may, at his/her option, seek the relief and reassignment of the Respondent during the conduct of the administrative proceeding which shall also not be considered as a penalty.

LIMITATIONS UPON PROSECUTIONS

No PCG Uniformed Personnel shall be tried or punished by the PGG Disciplinary Board for any offense committed **more than two years from the date of the discovery of the offense**. Provided that the absence of the respondent from the jurisdiction of the Philippines shall interrupt the running period prescribed herein.

The filing of injunction (Temporary restraining Order) cases with the regular courts or tribunal any other delay in bringing an administrative action to the PCG disciplinary Board caused by the respondent shall be excluded in computing the period of limitations.

OTHER LEGAL ACTIONS

The Command may further employ or pursue such other civil and criminal actions as provided for under existing laws

EFFECT OF DEATH

Death of the Respondent during the pendency of the investigation and/or pendency of the administrative case before the PCG Disciplinary Board Terminates the administrative case has the effect of exoneration.

CERTIFICATE OF NON-FORUM SHOPPING					
I, _____, of legal age,					
_____ Filipino,		and		a _____ resident	
of _____					
, after having been duly sworn to in accordance with law, do hereby depose and say that:					
1.	I	filed	a	complaint	affidavit against _____.
2.	I have NOT filed any criminal or administrative complaint or commenced any other action or proceeding involving the same parties, issues and cause of action in any other form EXCEPT the following: (Note: Check all applicable boxes and specify the forum where complaint or action is pending and the nature of the proceedings in the blank space. Otherwise, put N/A or "not applicable")				
	☐ court _____				
	☐ prosecutor's office _____				
	☐ quasi-Judicial body _____				
	☐ other government agencies _____				
3.	Should I learn that a similar action or proceeding has been filed or is pending in the aforementioned court, prosecutor's office, quasi-judicial body or government agency, I undertake to notify the Office of the Ombudsman of the present status thereof within FIVE (5) DAYS from my notice of the same.				
4.	I fully understand that failure on my part to comply with the foregoing requirement shall be sufficient cause for the dismissal of this case.				
IN WITNESS WHEREOF, I hereby affix my signature hereto.					

Complainant					
I hereby certify that I have examined the Complainant and that I am fully satisfied that he / she voluntarily executed and understood the contents of this Certification.					

Administering Officer					

TABLE OF AUTHORIZED PUNISHMENTS UNDER TITLE XX

AUTHORIZED PUNISHMENT	BY A CO WITH FLAG RANK		BY A CO WHOSE RANK IS CDR OR ABOVE		BY A CO WHOSE RANK IS LCDR OR BELOW	
	Officer	Non-Officer	Officer	Non-Officer	Officer	Non-Officer
Withholding of Privileges	60 days	60 days	30 days	30 days	30 days	30 days
Restriction	60 days	60 days	30 days	60 days	30 days	30 days
Arrest in Quarters	30 days	30 days	15 days	30 days	15 days	15 days
Forfeiture of pay	1/2 of 1 mo for 3mos	1/2 of 1 mo for 2mos	1/2 of 1 mo for 1mo	1/2 of 1 mo for 2 mos	1/2 of 1 mo for 1 mo	1/2 of 1 mo for 1 mo
Detention or w/holding of pay	1/2 of 1 mo for 6mos	1/2 of 1 mo for 4 mos	1/2 of 1mo for 3mos	1/2 of 1 mo for 4mos	1/2 of 1 mo for 3 mos	1/2 of 1mo for 3mos
Deprivation of Liberty	60 days	60 days	30 days	60 days	30 days	30 days
Reprimand	Yes	yes	yes	yes	yes	yes
Admonition	Yes	yes	yes	yes	yes	yes
Confinement	No	30 days	no	30 days	no	15days
Correctional Custody	No	30 days	no	30 days	no	15 days
Extra Duties	No	45 days	no	45 days	no	15 days
Reduction in Rank	No	above E-4 (2 grade only) Others-lowest or any grade	no	above E-4 (2 grades only) Others- lowest or any grade	no	not lower than 1 or 2 grades

g. Standards of PCG Professionalism

Reference: HPCG/CGIAS Circular Nr 05-16 dated 30 August 2016 (Code of Conduct and Discipline for PCG Uniformed Personnel)

Standards of PCG Professionalism

All PCG Uniformed Personnel shall observe the following as guidelines in the discharge of their official duties:

1. Loyalty

All PCG Uniformed Personnel shall pledge loyalty only to the Republic of the Philippines, the Constitution, PCG Organization and to the people at all times. They shall obey the duly constituted authorities of the Republic of the Philippines, abide by the laws, legal orders, good morals, good customs, and promote order and public security and safety.

2. Competence

All PCG Uniformed Personnel must possess the knowledge, skills, physical attributes, and character traits necessary and indispensable for the outstanding performance of duty and accomplishment of the PCG mandates.

3. Ethics

The PCG, as an Organization, is part of the Filipino society. Hence, every PCG Uniformed Personnel must observe and conform to the accepted principles of right conduct being observed in the said society. Among these principles of right behavior are: honesty; justice; truthfulness; and concern for others. Honesty should be practiced in all dealings with other PCG Uniformed Personnel as well as with the general public. All PCG Uniformed Personnel shall render service to everyone regardless of their status in life. Their word is taken on face value because they are supposed to be trusted public servants. They should show concern for the well-being of others to include maritime offenders who have surrendered or have been apprehended. They should be trusted stewards of PCG resources under their care.

4. Morals

Man is a rational and moral being who is given the capacity to determine and do what is right and recognize what is wrong and avoid it. In a society, there are accepted practices, customs and traditions which are necessary to maintain proper order and good relations.

Accordingly, it is therefore expected from all PCG Uniformed Personnel to respect their superiors, peers, and subordinates. They must be faithful to their oath as PCG Uniformed Personnel to serve the country above self. When married, they must be faithful and true to their vow of fidelity to their respective wife / husband. They must not only protect their personal honor but that of others as well. Transparency and openness must characterize the dealings/transactions of all PCG Uniformed Personnel. However, they must keep in mind that there are certain

matters/information which must be safeguarded because they involve the security of the state.

Unprofessional Acts

Behaviors that fall short of the professional standards set forth in the Circular are considered unprofessional acts. Specifically, the following constitute offenses falling under this category:

1. Acts of Disloyalty

Acts or omissions of a PCG Uniformed Personnel betraying faith, duty, and commitment to God, country, people, Constitutional government, PCG chain of command, unit or office, and its mission. The following are examples:

- a. Any form of cowardice, desertion or abandonment of post, duty;
- b. Absence without leave and with the intent not to return for any reasons or advising, aiding a deserter to commit such acts, or entertaining him without informing the latter's commander or unit, such as: when a PCG Uniformed Personnel, who having tendered his/her resignation and prior due notice of its acceptance, quits his/her post or duties without leave and with intent to absent himself/herself permanently;
- c. When a PCG Uniformed Personnel, without first having received a regular discharge, joins other law enforcement agencies, enlist in the Armed Forces of the Philippines or in any foreign armed forces;
- d. When he/she quits his/her organization or place of duty with the intent to avoid hazardous duty or to shirk from important service or abandons his/her post; or advises or aids another to desert, or entertains a deserter;
- e. Contempt or disrespect by words or deeds towards the President and appropriate civilian authorities, one's superior PCG Officers or PCG Non - Officers, such as when one uses contemptuous or disrespectful words;
- f. Behaves with disrespect or neglects customary salute;
- g. Exhibits undue familiarity, marked disdain, indifference, insolence, or impertinence;
- h. Displays other rudeness in the presence of a senior PCG Officer or PCG Non - Officer;
- i. Commits character assassination;
- j. Bypasses chain of command or usurps/deprives authority;
- k. Prevents senior PCG Officers or PCG Non - Officers in the lawful exercise of their functions without reasonable justification;

- l. Strikes a senior PCG Officer or PCG Non - Officer; draws or lifts any weapon or offer any violence against the aforementioned;
- m. Willfully disobeys any lawful command of a senior PCG Officer or PCG Non - Officer;
- n. Actually strikes or assaults or attempts or threatens to strike or assault a senior PCG Officer or PCG Non - Officer;
- o. Uses threatening or insulting language; behaves in an insubordinate or disrespectful manner toward a senior PCG Officer or PCG Non - Officer;
- p. Any attempt to create, or participate in any violent action against the duly constituted government, or its subdivisions, agencies and instrumentalities, or engaging in any mutiny or sedition, such as when one conspires and proposes to commit treason; misprision of treason; coup - de - etat; attempts to create a mutiny or sedition; begins or joins in a mutiny or sedition; causes or excites a mutiny or sedition.
- q. Giving or attempting to give aid, protection, comfort, information, or any form of support to the enemy or his allies or fronts, such as when one relieves the enemy with arms, ammunitions, supplies money or other things; knowingly harbors or protects an enemy; corresponds with the enemy; discloses classified information; causes a prisoner to escape through design; or espionage;
- r. Refusal to execute duty or take appropriate action during times of crisis such as siege, uprising, mutiny and similar occurrences for a perceived personal advantage; and
- s. When a subordinate compels or attempts to compel a commander to surrender, refuses to obey or to do his duty or to participate in any measure of defense.

2. Acts of Incompetence

Refer to the lack of the required knowledge, skills physical attributes and character traits necessary for the adequate performance of duty and accomplishment of the PCG mandates. The following are examples:

- a. Failure to attain the minimum passing grade in any PCG training and education program;
- b. Inability to meet the physical, medical, mental, and moral fitness test requirements of the service;
- c. Apathy, indifference, half-heartedness towards duty or the imprudent or negligent execution thereof, such as:
 - 1) Failure to report on time to the properly appointed place of duty; leaving one's place of duty without proper leave;

- 2) Absenting oneself from one's unit, guard, quarters, station, or camp without proper leave;
- 3) Failure to do one's utmost to suppress mutiny or sedition; refusal to receive or keep a prisoner committed to his charge;
- 4) Misbehaving before the enemy;
- 5) Running away from the enemy;
- 6) Shamefully abandoning or delivering up any command/unit
- 7) Endangering the safety of any command by any misconduct, disobedience, or neglect;
- 8) Speaking words inducing others to misbehave, run away or abandon or deliver up or colors to plunder or pillage;
- 9) Causing false alarms;
- 10) Refusing to engage the enemy in combat;
- 11) Displaying acts of cowardice;
- 12) Making known the watchword/password/countersigns to persons not entitled to receive it;
- 13) Giving a watchword/passwords/countersigns to persons not entitled to receive it;
- 14) Giving a watchword/password/countersign different from that that received;
- 15) Neglecting to secure captured property;
- 16) Wrongful appropriating captured property;
- 17) Failure to turn over such property without delay when the same comes to his possession;
- 18) Selling or wrongful disposing of PCG property;
- 19) Being drunk on duty;
- 20) Misbehaving as sentinel;
- 21) Committing any kind of depredation or riots;
- 22) Committing any wastes or spoiling;
- 23) Willfully destroying PCG or other Government property;

- 24)Refusing or omitting to see reparations made;
- 25)Using reproachful speech or gesture;
- 26)Using provoking speech or gesture;
- 27)Disorders and neglects prejudicial to good order and PCG discipline;
- 28)Conduct of a nature bringing discredit upon the PCG service;
- 29)Disregard of policies, regulation or directives;
- 30)Bypassing the chain of command;
- 31)Improper display of insignia, awards and decorations;
- 32)Disregard of PCG customs and traditions;
- 33)Dereliction and negligence of duty;
- 34)Malingering or allowing a prisoner to escape through neglect;
- 35)Refusing or willfully neglecting to deliver over an accused person; and
- 36)Refusing or willfully neglecting to aid officers of justice in apprehending and securing an accused person.

3. Unethical Acts

Refer to all acts omission which deviate from established and accepted ethical and moral standards of behavior and performance as set forth in this Circular. The following are examples:

- a. Directly or indirectly engaging outside employment or business sidelines using government time, unless authorized by proper authority;
- b. Arrogance in words, ways and deeds including, but not limited to, unnecessary use or display of fire arms or uniforms or unwarranted assertion of rank, position or authority;
- c. Allowing any wrong doing or irregularity in the PCG service or refusing or failing to take action thereon or to report same to the appropriate authorities;
- d. Occupying other positions in concurrent capacity to obtain influence, privileges, honoraria and other benefits incidental to said position;
- e. Lobbying for any favor, including but not limited to promotions, assignments, positions and other privileges personally or through other persons;
- f. Any act of circumventing PCG rules, regulations, circulars, directives for purposes of recruitment, promotion, schooling, assignments or awards and decorations to the damage or prejudice of any applicant or PCG Uniformed

Personnel committed by any member of a board, committee or office, created for the purposes mentioned;

- g. Allowing/tolerating spouses and dependents to interfere/meddle in official functions;
- h. Fornication (i.e., Adultery, Concubinage, Homosexuality, Lesbianism, Pedophilia, and etc);
- i. Engaging in vices including but not limited to excessive gambling, womanizing excessive drinking of intoxicating liquor, use of prohibited drugs and the like;
- j. Sexual Harassment is defined as: influencing or threatening the career, pay or job of a person in exchange for sexual comments, gestures or physical contact of sexual nature in a work-related environment;
- k. Forum shopping – Filing of similar case/complaint in different judicial tribunals, administrative boards, and investigative agencies resulting to the disregard of PCG Chain of Command; and
- l. Unauthorized Airing of Grievances/Seeking to Redress Grievances – Directly or indirectly seeking redress of grievances through the use of tri - media that will destroy the image of the PCG.

4. Corrupt Acts

All acts or omissions described and characterized as crimes against public interest, public morals, property, chastity, civil status of persons, and honor under the pertinent provisions of the Revised Penal Code of Conduct and Discipline and those specifically mentioned in Republic Act No. 3019 (Anti – Graft and Corrupt Practices Act) and Republic Act No. 6713 (Code of Conduct and Discipline of Conduct and Ethical Standards for Public Officials and Employees), other special penal laws, rules and regulations, and this Circular which involve dishonesty, injustice and immorality, committed by any PCG Uniformed Personnel in connection with his/her office, position, rank, or influence to obtain material gain or personal interest or advantage, causing damage to any party including the government. The following are examples:

- a. Any form of conversation, sale, application or use of government funds or properties other than what they are intended for including, but not limited to POL allocations, firearms, ammunitions, and other supplies;
- b. Any form of manipulation of unit or individual funds including, but not limited to maintenance and operating expenses (MOE), project money, pay and allowances, remittances to GSIS, PAG - IBIG and the like;
- c. Any participation in or toleration of rigged bidding;
- d. Falsification/alteration of records/documents to justify unwarranted acquisition or disposal sale of government equipment to favor any party including himself;

- e. Allowing tolerating spouses and dependents or dummies of PCG Uniformed Personnel to deal or participate in any form of transactions with the PCG including but not limited to biddings and the like;
- f. Utilization/disposition/employment of PCG Uniformed Personnel including but not limited as family/personal drivers, houseboys, security guards and the like;
- g. Utilization/disposition/employment of PCG material resources for personal/family use including but not limited to vehicles, office supplies, POL products and the like; and
- h. Receiving/accepting/demanding or insinuating to receive gifts in any form on any occasion.

h. Code of Ethics

- A written set of guidelines issue by an organization to its workers and management to help them conduct their actions in accordance with its primary values and ethical standards.

R.A. No. 6713 - An act establishing a code of conduct and ethical standards for public officials and employees. It is the policy of the State to promote a high standard of ethics in public service.

Norms & Conduct of Public Officials and Employees:

- **Commitment to public interest**- always uphold the public interest over above personal interest
- **Professionalism** - perform and discharge their duties with the highest degree of excellence, professionalism intelligence and skill
- **Justness and sincerity** - shall remain TRUE to people at all time
 - shall not discriminate against anyone especially to the POOR and UNDERPRIVILEGED
- **Political Neutrality** - shall provide service to everyone without unfair discrimination & regardless of political affiliation or preference
- **Responsiveness to the public** - shall extend prompt, courteous and adequate service to the public
- **Nationalism and Patriotism** - at all times be loyal to the Republic and to the Filipino people
- **Commitment to Democracy** - commit to the democratic way of life and values, maintain the principle of public accountability and manifest the deeds the supremacy of civilian authority over the military.
- **Simple Living** - shall lead modest lives appropriate to their positions and income

Duties of Public Officials & Employees

- Act promptly on letters and requests
- Submit annual performance reports
- Process documents and papers expeditiously
- Act immediately on the public's personal transaction
- Make documents accessible to the public

Prohibited Acts and Transactions

- Financial and Material Interest
- Outside employment and other activities related thereto
- Disclosure and/or misused of confidential information
- Solicitation or acceptance of gifts

Statements and Disclosure

- SALN
- Identification and disclosure of relatives
- Accessibility of the documents

Divestment - A public official or employee shall avoid conflicts of interest at all times. The requirement of divestment shall not apply to those who serve the government in an honorary capacity, laborers & casual or temporary employees.

Penalties

- Fine not exceeding one (1) year or removal depending on the gravity of the offense
- Imprisonment not exceeding five (5) years or a fine not exceeding five thousand (Php 5,000.00) pesos or both
- Dismissal from the office
- Private individuals who participates in conspiracy as co-principals, accomplices, or accessories is subject to the same penal liabilities

Exercise

Evaluate the behavior or conduct of the public official in the following cases according to the seriousness of the act or omission using the scale:

SCALE

3 - VERY SERIOUS actuation & should be dealt with fully & severely;

2 - LESS SERIOUS actuation but cannot be tolerated or justified;

1 - NOT SO SERIOUS and can be tolerated and justified to some extent;

0 - NOT BAD at all but **NOT GOOD** either

- Form a group of 10 and come up to a consensus rating.
- Try to identify other circumstances not mentioned that would affect the rating in each case.
- Make a short presentation of the result of your group discussion

SCENARIO/ SITUATION

1. Refusing or neglecting directive to respond to an emergency relief operation due to a pre-arranged family vacation trip.

2. Accepting an expensive bottle of wine from the widow of public officer after facilitating the release of her husband's death benefits
3. Falling in line in the bundy clock/ biometrics 15mins before 5pm.
4. Accepting Php 5,000.00 commission from a supplier
5. Giving Php 150.00 to a traffic enforcer
6. Bringing home 2pcs of bond paper for your child's homework.
7. Using printer in the office to print important emergency but personal document.
8. Dropping off a family member on the way to office/ school using gov't vehicle.
9. Giving job to a Kumpare's nephew who is not qualified for a job.
10. Delaying assistance to barangay constituents that are known supporters of the other party last elections.
11. Selling Tupperware, chorizo, cosmetic products or other items in the workplace.
12. A high ranking official of was given a computer including a printer for his personal use by the contractor who won the bid to supply computers. The bidding process was fair and above board.

Public Office as a Public Trust

- A- ccountable to the people
- S- erve them with utmost responsibility, integrity, loyalty and efficiency
- A- ct with patriotism
- L- ead a modest lives

i. Honor Code

is a set of rules or principles governing a community based on a set of rules or ideals that define what constitutes honorable behavior within that community.

History and Relevance of the Honor Code

- When Sylvanus Thayer was the Superintendent in the 1820s, he focused on the principles of good scholarship and expressly forbade cheating. West Point treated allegations of stealing singularly under Army regulations through the 1920s.
- The first major step toward formalizing the unwritten Honor Code came in 1922 when the Superintendent, Brig. Gen. Douglas MacArthur, formed the Cadet Honor Committee to review all honor allegations.
- In 1947, the Superintendent, Maj. Gen. Maxwell Taylor, drafted the first official Honor Code publication marking the beginning of the written "Cadet Honor Code." However, the Cadet Honor Code did not formally include a "tolerate those who do" clause until 1970."
- In August 1951, *Time* reported that 90 of the Academy's 2,500 cadets were facing dismissal for mass violations of the honor code related to "cribbing", receiving the answers to exams ahead of time, allegedly through upper class tutors who were assisting other cadets, mostly dedicated football players, to study for those exams."
- There have been other instances of mass cheating scandals at the Academy, including one very famous one, in August 1976, where it was found that possibly over half of the junior class at the Academy had violated the honor code by cheating on a case assignment.

Goal of the Code

The ultimate goal of the Honor Code is for each Candidate to accept Honor as a part of his life. They should learn the essentials of living honorably as a way of life. The Code must not be seen as a composite set of rules that should be followed strictly to live honorably.

Other Goals of the Code

1. The Candidates shall learn and practice the essential leader's responsibility of establishing a healthy climate within the unit.
2. The Candidates shall develop an understanding of the importance of integrity as an essential part of leadership
3. The Candidates shall develop a strong desire to maintain an honorable lifestyle manifested in the Spirit of the Code

4. The Candidates' moral-ethical convictions shall be strengthened, thereby preparing them for greater challenges to their integrity throughout a lifetime service to our country.

Four (4) Tenets of the Honor Code

1. Lying

- PCG personnel violate the Honor Code by lying if they deliberately deceive another by stating an untruth or by any direct form of communication to include the telling of a partial truth and the vague or ambiguous use of information or language with the intent to deceive or mislead.
- Lying is given a special condemnation in the Honor Code for no society or organization would consent to the existence of a culture of lies and deceit.

2. Cheating

- A violation of cheating would occur if a person fraudulently acted out of self-interest or assisted another to do so with the intent to gain or to give an unfair advantage.
- Cheating includes such acts as plagiarism (presenting someone else's ideas, words, data, or work as one's own without documentation), misrepresentation (failing to document the assistance of another in the preparation, revision, or proofreading of an assignment), and using unauthorized notes.

3. Stealing

- The wrongful taking, obtaining, or withholding by any means from the possession of the owner or any other person any money, personal property, article, or service of value of any kind, with intent to permanently deprive or defraud another person of the use and benefit of the property, or to appropriate it to either their own use or the use of any person other than the owner.

4. Tolerating

- Personnel violate the Honor Code by tolerating if they fail to report an unresolved incident with honor implications to proper authority within a reasonable length of time.
- "Proper authority" includes the Commandant, the Assistant Commandant, the Director of Military Training, the Athletic Director, a tactical officer, teacher or coach. A "reasonable length of time" is the time it takes to confront the Candidate suspected of the honor violation and decide whether the incident was a misunderstanding or a possible violation of the Honor Code. A reasonable length of time is usually considered not to exceed 24 hours.
- To have violated the honor code, a personnel must have lied, cheated, stolen, or attempted to do so, or tolerated such action on the part of another personnel.

The Two Basic Questions:

The spirit of the honor code is based on two basic questions one must always seek to answer unequivocally.

- 1. Do I intend to deceive?**
- 2. Do I intend to take undue advantage?**

If one can answer NO to both questions, then he or she is doing the honorable thing. To further guide oneself, the following question is provided for reflection:

- 3. Would I like this to be done to me?**

HONOR CODE

We, the Candidate Coast Guardmen/Officers of the Philippine Coast Guard shall not lie, cheat, steal nor tolerate among us those who do.

HONOR OATH

We, the Candidate Coast Guardmen/Officers of the Philippine Coast Guard shall not lie, cheat, steal nor tolerate anyone who does and we resolve to do our duty and live honorably. So help us God.

PART III.

PCG CUSTOMS AND TRADITIONS

Customs, Traditions and Ceremonies in the Service

A. PCG Customs and Traditions

Reference: HPCG/CGIAS Circular Nr 05-16 dated 30 August 2016 (Code of Conduct and Discipline for PCG Uniformed Personnel)

General Statement

The continued use of desirable practices long-accepted by our predecessors serves as a source of strength that cannot be obtained from new approaches that still require testing. Customs and traditions that are cherished provide a simplification of lifestyles and serve to inspire us to emulate our honorable predecessors.

PCG Customs and Traditions

The following are some of the significant customs and traditions in the PCG:

1. Salute

PCG Uniformed Personnel execute salute as an exchange of greeting, courtesy, and as respect among themselves.

2. Wearing of Authorized and Proper Uniforms

PCG Uniformed Personnel are required to wear only authorized and proper uniforms as provided by appropriate PCG Policies.

3. General Appearance

In accordance with appropriate PCG Policies, PCG Uniformed Personnel are expected to observe proper grooming. This includes proper haircut and hair grooming for male and female personnel, respectively. Male personnel are also required to shave their beard and moustache.

4. Flag Raising Ceremony

The PCG Uniformed Personnel honors the flag by raising it before the start of the official day's work to pledge that all their efforts for the day is dedicated to God, country and people.

5. The Retreat Ceremony

The sounds of the evening gun during a combined ceremonial parade and retreat ceremony constitute one of the inspiring customs of the PCG Service. PCG Uniformed Personnel in camps shall pause for a moment either to salute the Nation's Flag or sing the National Anthem.

6. The Three Volleys over Graves

This is a sign of respect and gesture tendered to a departed comrade-in-arms.

7. The Wearing of Decorations

PCG Uniformed Personnel, who honorably earned decorations in the performance of duty, displays them as part of the uniform during appropriate occasions.

8. The Raising of the Right Hand in Taking Oath

The taking oath for truth of statement or testimonial has always been solemn and serious matter accompanied by ceremony. In essence, the taker of the oath calls upon his/her God to bear witness that the truth would be told.

9. Courtesy of the Post

A PCG Officer of any PCG Unit visiting at another PCG Unit or one who resides in its vicinity is often extended the "Courtesy of the Post" by the Commanding Officer after the prescribed official call has been made. This may include the privilege of accommodation at the PCG Officer's Club and PCG Officer's Wardroom if the visit is of short duration, and the privilege of membership, if the stay in the vicinity is extended.

10. Presentation of Recruits to Colors

It is a ceremony in which recruits are presented to the colors for the purpose of signifying acceptance and welcome into the organization.

11. Welcome/Farewell tendered to a newly Assigned/Departing PCG Officer

A newly assigned PCG Officer is tendered a welcome party. While prior to the departure of a PCG Officer from his/her station or change of assignment, a farewell party is tendered. When pressure of work prohibits this nicety, a "Happy Hour" or a simple get-together is held in its place. The same is extended to selected senior key PCG Officers and PCG Non Officers.

12. Ceremony Tendered to a Retiree

This is tendered to a PCG Uniformed Personnel who retires in recognition of his/her long, faithful, and honorable service to the PCG.

13. Pipe Calls, Trumpet or Bugle Call add more distinction and excitement to the regimented life of a PCG Uniformed Personnel.

As the activities of the day unfold, the sound of these calls rejuvenates every system of his/her body to continue performing the things as signaled by each call.

14. Courtesy Calls

The following are some of the significant courtesy calls in the PCG.

- a. A PCG Officer who has been detailed outside of and is rejoining his/her major service or has been reassigned to units outside his/her Major Service customarily calls on his/her Major Service Commander;
- b. Upon arrival or prior to departure, PCG Officers from overseas missions or foreign schooling pay a call to their respective Major Service Commanders. It is also appropriate for PCG Officers assuming foreign

posts or coming back from such assignments to call on the Commandant, PCG;

- c. PCG Officers assuming command positions or similar key positions call on their immediate commanders, including Major Service Commanders. They do the same prior to transfer or relief from duty;
- d. Newly promoted PCG Officers customarily call on their Major Service Commanders. This is usually done in groups of the same rank;
- e. In some cases, senior PCG Officers who are subject of all these calls maybe extremely busy to attend or receive callers. Nevertheless, it is always a sign of courtesy and goodwill to have manifested an intention to pay such a call;

15. Call of Newly Promoted Flag Officers

PCG Officers promoted to star ranks call on the Major Service Commanders, Commandant, PCG, Secretary, DOTr after taking their oath of office before the President. Call on the Major Service Commanders is usually accompanied by some form of arrival and departure honors.

16. New Year's Call on the Commanding Officer

It has been an invariable custom throughout the PCG that PCG Officers make a formal call upon their respective Commanders during New Year's Day.

17. Happy Hour

This is special form of PCG Officer Comradeship in a PCG Unit which has been developing and spreading in recent years. When this is directed, PCG Officers gather at their local club for a beer and conversation. Usually held on Fridays, the growing calls for a light-hearted jesting about the events of the week, or airing a minor gripe, and blowing off a little steam, it may also be a time to slip in a judicious request for passes or even to inquire about taking a leave. The behavior and activities, however, should conform strictly to the moral and ethical standards set forth in this Circular.

18. PCG Weddings

These customs are generally the same for all faiths. They vary only as chaplains of the different churches incorporate other procedures to add to their color and tone.

19. Patronage of the Officers' Club and Eps' Club Houses

This custom enables PCG Officers and PCG Non-Officers to spend social and recreational life in said centers during their off duties.

20. Ceremonies at Holiday Dinners

This is the practice on Christmas and New Year's Day, in which Commanding Officers visit the PCG Uniformed Personnel of their Units during

meal time or prior to the serving of the meal. The method varies rather widely.

21. Christmas Holiday Entertainment

This is another practice on Christmas, in which children are given gifts and entertained. This is jointly organized by the Chaplain, Special Service Officer or Ladies Club with the band present.

22. Rank Has Its Privileges (RHIP)

Whenever a choice is to be made, such a selection of billets or quarters, electing means of transportation, or other privileges, the option of selection follows rank, with the senior given the privilege to select first.

23. Visiting the Sick

A PCG Uniformed Personnel who is sick in the hospital is visited by available PCG Officers and PCG Non-Officers of the unit in such number as may be permitted by the doctor or surgeon in charge. A PCG Officer or PCG Non-Officer of the unit visits him/her so that his/her needs are attended to.

24. Survivor Assistance to Bereaved Family

When any PCG Uniformed Personnel of a unit dies, a PCG Officer is immediately designated by the Commanding Officer to render every possible assistance to the bereaved family. A family courtesy may be tendered, if desired, in case of death of a family member of any PCG Uniformed Personnel.

25. "I Wish" and "I Desire" Statement

When the Commanding Officer states, "I wish", or "I desire" rather than "I order that you do such and such", this wish or desire has all the force of a direct order.

26. Saying "I am Sorry is Taboo"

Taking responsibility and action to correct mistakes committed is indirectly saying "I am Sorry".

27. Place of Honor

The place of honor is one's right. When a junior walks, rides, or sits with a senior, he takes position abreast to the left of the senior.

28. Use of the Word "Sir/Ma'am"

The word "Sir/Ma'am" is used in conversation by junior PCG Officers in addressing a senior, and by all PCG Non-Officers in addressing PCG Officers. It shall precede and be used in the end of a report, a query, and statement.

29. Use of the Word "Chief/Senior Chief/Master Chief/First Master Chief"

Junior PCG Non-Officers shall address PCG Non-Officers more senior in rank to them as Chief; except, PCG Non-Officers who are Senior Chief Petty Officer, Master Chief Petty Officer, and First Master Chief who shall be addressed as Senior Chief, Master Chief, and First Master Chief, respectively,

by junior PCG Non-Officers. PCG Officers shall also address all PCG Non-Officers as Chief, Senior Chief, Master Chief, and First Master Chief, as the case may be.

30. Use of the Word "Aye"

The word "Aye" in lieu of "Yes" is used in PCG conversation by the junior PCG Officer in addressing a senior, and by all PCG Non-Officers in addressing PCG Officers.

31. Wreath Laying

Wreath laying has a historical function that immortalizes great men, events and places. This activity is usually given by visiting dignitaries, ranking government and military official to pay tribute, homage and respect to a particular place or person on significant occasions and dates that are of great importance to a history or person. This is usually done at the following places.

- a. Rizal Monument
- b. Libingan ng mga Bayani
- c. Bonifacio Monument
- d. Aguinaldo Shrine
- e. Corregidor Shrine
- f. Tejeros Convention Marker
- g. Dambana ng Kagitingan
- h. Other national shrine and sites

B. Coast Guard Courtesy

Courtesy is essential in human relationship. It stimulates harmonious associations among individuals, smoothens the conduct of affairs, and adds welcome note to all manner of human contacts, civilians as well as military. It pertains to wholesome relationships between juniors and to use their title socially, and in connection with commercial enterprises, subject to prescribed limitations.

SALUTE

A. WHOM TO SALUTE

Commissioned officers of the PCG, AFP, National Flag, Colors, and standards not cased. Officers of foreign Armed Forces whose government is recognized by the Republic of the Philippines and all civilians who are entitled by the custom to the salute.

B. WHEN TO USE THE HAND SALUTE AND THE HAND SALUTE WITH ARMS

- **All personnel in uniform** are required to salute at all times when they meet and recognize persons entitled to the salute, *except* in public conveyances such as trains and buses or in public places such as theaters, or when a salute would be manifestly inappropriate or impractical.
- Salutes will be exchanged **between officers and non-officers** and with the personnel of the Philippine Coast Guard/Armed Forces of the Philippines. It is customary to salute officers of friendly foreign nations when recognized as such. Civilians may be saluted by persons in uniform when appropriate, but the uniform hat or cap will not be raised as a form of salutation.
- Personnel under arms will render the salute prescribed for the weapon with which they are armed, whether or not the weapon ordinarily is prescribed as a part of their equipment.
- If the exchange of the salutes is otherwise appropriate, it is customary for military in civilian clothing to exchange salute upon recognition. Civilian personnel including civilian guards, do not render the salute to military personnel or to other civilian personnel.
- Except in formation, when a salute is prescribed, the individual either faces toward the person or colors saluted or turns the head so as to observe the person or color saluted.
- Covered or uncovered, salutes are executed in the same manner.
- If a person is running, he comes to walk before saluting. Candidate Coast Guard Officers and Candidate Coastguardsmen on road run do not salute.

- A group of officers or non-officers within the confines of post or stations, and not in formation, on the approach of the more senior officer, is called to attention by the first person noticing him; if in the formation, by the one in charge. If outdoors and not in formation, they all salute; in formation, the salute is rendered by the person in charge. If indoors, not under arms, they uncover.
- Drivers of vehicles salute only when the vehicle is halted. Gate guards salute recognized officers in official vehicles only. Salutes are otherwise not required by or to personnel in vehicles. Members in civilian attire need not exchange salute. Also, head gear shall not be worn while in vehicles other than official vehicles.
- Organization and detachment commanders (commissioned and non-commissioned) salute officers or higher grades by bringing the organization to attention before saluting except when in the field.
- The smartness with which the officer or non-officer gives the salute is held to indicate the degree of the pride he has in his military responsibilities. *A careless or half-hearted salute is discourteous.*

C. METHOD OF SALUTING USED BY OFFICERS

- The hand salute is the usual method. While in most instances it is rendered while standing, marching or attention, it may be rendered while seated, e.g. an officer seated at his desk who acknowledges the salute of an officer or non-officer who is making a report.
- The salute, by placing the right hand over the heart, is used under three conditions.
 - (1) At a military funeral, all personnel dressed in civilian clothes use this form of salute in rendering courtesy to the deceased;
 - (2) A member of the service in civilian clothes uncovered (without headdress) salutes this way during the national anthem, to the Colors;
 - (3) While in the same dress, this salute is used in paying homage to the National Flag or Color.
- Individuals in civilian clothing who are covered with the headdress held in the right hand over the left shoulder has a courtesy to the national anthem or the national flag or color.

D. EXECUTION OF THE HAND SALUTE

- Before the instance arrives to render the salute, stand or walk erectly with head up, chin-up, and pull in your stomach muscles. Look squarely and frankly at the person to be saluted.
- If you are saluting an officer, **execute first the movement and hold the position until the salute is acknowledged**, and then complete yours by

dropping the hand smartly to your side. Do these things correctly and you will derive many rewards.

- To execute the hand salute correctly, raise the right hand smartly until the tip of the forefinger touches the lower part of the forehead or tip of the eyebrow slightly above the right eye, thumb and finger extended and joined, palm to the left, upper arm horizontal, forearm inclined at 45 degrees, and wrist straight; at the same time turning the head and eyes to the front.
- The hand salute under the coast guard custom is accompanied by a word of greeting such as "Good morning, Sir/Ma'am" depending on the time of day. Naval custom permits saluting with left hand when a salute cannot be rendered by the right hand.
- The junior officer or non-officer executes the first movement, holds the position until it is returned and executes the second movement. Accompanying the salute with an appropriate greeting, such as "Good morning, Sir".
- The salute is rendered within the **saluting distance**, which is defined as the distance within which recognition is easy. It usually does not exceed 30 paces. **The salute is begun when about 6 paces from the person or color saluted** or, in case the approach is outside that distance, 6 paces from the point of nearest approach.

E. Some of the more frequently observed errors in saluting are these:

- failure to hold the position of the salute until it is returned by the officer being saluted;
- failure to look at the person or color being saluted;
- failure to assume the position of attention while saluting;
- failure to have the thumb and fingers extended and joined, a protruding thumb being especially objectionable;
- a bent wrist (the hand and wrist should be in the same plane);
- failure to have the upper arm horizontal.

F. Gross errors include:

- saluting with a cigarette in the right hand or in the mouth or
- saluting with the left hand in a pocket or
- returning a salute in casual or perfunctory manner

G. RENDERING THE HAND SALUTE

When at the training center/headquarters and in uniform, CCGOs and CCGMs in training will salute all officers. It is appropriate to accompany the salute with words of greetings, for example, "LTJG ENDONA Ma'am, Good morning Ma'am".

Hereunder are the examples of when to salute for CCGOs and CCGMs:

- a. When walking outdoor and you approach an officer.

- b. When rendering report.
- c. When outdoors and when the national flag is being raised or lowered.
- d. When reporting to an officer in his/her office, will make his/her presence at the door known, enter when permission is given, come to attention, salute and state his/her name.
- e. When an officer approaches a uniformed group outside, the first to recognize the officer will call attention and stay at attention until given "At ease", "Rest", "Carry on", or other command or until the officer passes by.
- f. If trainees are performing a work detail, only the person in charge will come to attention and salute. The detail will continue to work.
- g. When in formation and an officer approaches, the person in charge will call the formation to attention and salute.

H. WHEN NOT TO SALUTE

Salutes are not rendered by individuals in the following cases:

- A PCG non-officer in ranks who is not standing at attention will instead stand at attention when addressed by an officer.
- Details (and individuals) at work do not salute. The officer and non-officer who is in-charge renders a salute for the entire detail unless he is actively engaged at the time.
- When actively engaged in games such as baseball, tennis or golf
- In churches, theaters, or places or public assemblage, or in public conveyances
- When marching in combat, or under simulated combat conditions
- No salute is rendered to persons by a member of the guard who is engaged in the performance of a specific duty as the proper execution of which would prevent saluting.
- A sentinel armed with a pistol does not salute after challenging. He stands at Raise pistol until the challenged party has passed.
- The driver of a vehicle in motion is not required to salute.
- Indoors, salutes are not exchanged except when reporting to a senior.

I. CANNON SALUTE

In addition to the salute rendered by the individuals, regulations prescribe the occasions and the procedures for rendering cannon salutes. A salute with canon

(towed, self-propelled or tan mounted) would be fired with a commissioned officer present and directing the firing. Salutes will not be fired between retreat and reveille on Sundays, or on national holidays (excluding memorial and Independence Days) unless, under the discretion of the officer directing the honor, international courtesy or the occasion requires the exception. Salutes will be rendered at the first available opportunity thereafter, if still appropriate. The interval between rounds is normally 3 seconds.

COURTESIES RENDERED BY JUNIORS TO SENIORS

A. THE SENIOR PLACE OF HONOR

An officer or senior place of honor is always at the **right**.

B. REPORTING TO A SUPERIOR OFFICER IN HIS OFFICE

When reporting to a superior officer in his/her office, the junior (unless under arms) removes his headgear, knocks and enters when told to do so. Upon entering, he marches up to within about two paces of the officer's desk, halts, salutes and reports in this manner, for example "Sir/Ma'am, Candidate Coast Guard Officer Gonzales, reporting as ordered Sir/Ma'am." After the report, conversation is carried on in the first or second person. When the business is completed, the junior salutes, executes about face and withdraws. A junior uncovers (under arms) upon entering a room where a senior officer is present.

C. COURTESIES EXCHANGED WHEN AN OFFICER ADDRESSES A CANDIDATE COASTGUARDMAN

In general, when a conversation takes place between an officer and a Candidate Coast Guard Officer/Candidate Coast Guardsman, the following procedure is correct: salutes are exchanged, a conversation is completed; salutes are again exchanged. Exceptions: a non-officer in ranks comes to attention and does not salute. Indoors, salutes are not exchanged except when reporting to an officer.

D. PROCEDURE WHEN AN OFFICER ENTERS AN OFFICE

In an office, individuals rise, uncover (if armed) and stand at attention when an officer enters. If more than one person is present, the first to perceive the officer calls "Attention". In officers' quarters, such courtesies are not observed.

E. USE OF "SIR", "MA'AM" AND "DRILL INSTRUCTOR"

All officers are addressed by CCGOs and CCGMs in training as "Sir, Ma'am". All Drill Instructors shall be addressed by "Drill Instructor". As a rule, "Sir, Ma'am" is used in speaking either officially or socially to any senior. The word is repeated with each complete statement. "Yes" and "No" should **always** be accompanied by "Sir/Ma'am". All non-officers will be addressed as "Chief" with exemption to Drill Instructors, Chief Master-at-Arms and First Master Chief who shall be addressed by their title.

F. ENTERING AN AUTOMOBILE AND SMALL BOATS

Military persons enter automobiles and small boats in inverse order of rank; that is **the senior enters an automobile or boat last and leaves first**. Juniors,

although entering the automobile first, take to their appropriate seats in the car. The senior is always seated in the right.

COURTESIES TO THE NATIONAL FLAG AND THE NATIONAL ANTHEM

A. MORNING COLORS AND FLAG RETREAT

The daily ceremonies of the morning colors and flag retreat constitute a dignified homage to the national flag at the beginning of the day, when it is raised and at the end of the day when it is lowered. The Duty Candidate Coast Guard Officer / Coastguardsman at the Quarterdeck and the Duty Tactical Petty Officer of the Watch (Tac-POW) shall direct the time of sounding morning colors and retreat.

At PCG shore units and ships not underway, the National Flag is hoisted at 0800H and is lowered at sunset. The National Anthem or the bugle call for colors shall be played while the National Flag is hoisted while the bugle call for flag retreat shall be sounded as the National Flag is gradually lowered, at pace with the music. All Coast Guard personnel shall observe proper courtesy during morning colors and flag retreat.

B. THE FLAG AT THE HALF MAST

The national flag is displayed at half-mast as a tribute to the dead and upon the death or funeral of military personnel and high civilian dignitaries. When the flag is displayed at half mast, it is first hoisted to the top of the staff and then lowered to the half-staff position. When lowering, the flag is first hoisted to the top and then lowered.

C. SALUTE TO PASSING COLORS

When passing or being passed by the uncased national color, coast guard/military personnel render honors by executing a salute appropriate to their dress and formation as indicated previously. If indoors and not in formation, personnel assume the position of attention but do not salute. If the colors are cased, honors are not required.

D. SHIFTING COLORS

On unmooring, the instant the last mooring line leaves the pier or the anchor is aweigh, the quartermaster will blow the whistle and pass the word "**Shift colors**". The jack and ensign if flying will be hauled down smartly. At the same instance the "steaming" ensign will be hoisted on the gaff and the ship's call sign and other signal flags will be hoisted or broken. On mooring, the instant the anchor is let go or the first mooring line is made fast on the pier, the quartermaster passes the word as for unmooring, the ship's call sign and the "steaming" ensign are hauled down smartly, and the jack and ensign are hoisted.

E. COLORS UNDERWAY

Ships underway do not make morning or evening colors but fly a "steaming" ensign at the gaff from sunrise to sunset. The jack is not flown at sea. When steaming independently out of sight of land and other ships the ensign may be hauled down to reduce wear and tear.

F. DIPPING

Merchant ships "salute" Navy and Coast Guard ships by dipping their ensign. They seldom fly an ensign at sea so this will normally occur in or near a port. When merchant ships of any nation formally recognizes the Navy or Coast Guard ship, it will lower its national colors to half-mast. In response, at its closest point of approach, will lower the ensign to half-mast for a few seconds then close it up after which the merchant ship raises its own flag. If the salute is made when the ensign is not displayed, the Navy or the Coast Guard ship will hoist her colors, dip for the salute, close them up again and then hauled them down after suitable interval. Naval and Coast Guard vessels dip the ensign only to answer a salute, they never salute first.

G. UNION JACK

It is flown by ships at anchor from 0800H to sunset. The union jack is hoisted at a yardarm and is half-masted if the ensign is half-masted but it is not dip when the ensign is dip.

H. COURTESIES TO THE NATIONAL ANTHEM

At the first note, all dismounted personnel in uniform and not in formation, within saluting distance of the flag, will face the flag, or the music if the flag is not in view, salute, and maintain the salute until the last note of the music is sounded. Men not in uniform will remove the headdress with the right hand and hold it at the left shoulder within the hand over the heart. If no headdress is involved, stand at attention holding the right hand over the heart. Men in athletic uniform should stand at attention, removing head dress if any. Men not in uniform should salute by placing the right hand over the heart.

Vehicles in motion will be brought to a halt. Persons riding in passenger cars or a motorcycle will dismount and salute. Occupants of other types of military vehicles and buses remain seated in attention in the vehicle with individuals in charge of each vehicle dismounting and rendering the hand salute. Tanks and armored car commanders salute for the vehicle. The above acts of respect are likewise shown to the national anthem of any friendly country when it is played at official occasions.

I. INDOORS

When the national anthem is played indoors, PCG officers and non-officers at attention and face the music, or the flag is one is present.

J. DIPPING THE FLAG OR COLORS

The national color and standard are never dipped by the way of salute of compliment except by naval vessels. The organizational color or standard will be dipped in salute in all military ceremonies while the Philippine National Anthem or foreign national anthem or when rendering honors to the Commandant, PCG; his direct representative; or an individual of higher grade but in no other case.

K. DISPLAY AND USE OF THE FLAG

International usage forbids the display of the flag of one nation above another nations in time of peace. When the flags of two or more nations are to be

displayed, they should be flown from separate staffs, or from separate hall yards, of equal size and on the same level.

The national flag, when not flown from a staff of mast, should always be hung flat, whether indoors or out. It should not be festooned over doorways or arches, not tied in a bow knot, nor fashioned into a rosette. When used on a rostrum, it should be displayed above and behind the speaker's desk. It should never be used to cover the speaker's desk nor to drape over the front of the platform. For this latter purpose, as well for decoration in general, bunting of the national colors should be used and the colors should be arranged with the blue above and the red below.

Under no circumstances should the flag be draped over chairs or benches, nor should any object or emblem of any kind be placed above or upon it, nor should it be hung with other flags. The National flags will always be on the right (as color bearers are facing) or in front. The flag of the Republic of the Philippines should be at the center and the highest point of the group when a number of flags of localities or pennants of societies are grouped and displayed from staffs.

When flown at a military post, or when carried by troops, the national flag is never dipped by way of salute or compliment. The authorized unit color is dipped as a salute by lowering the pike (as the staff of a color is called) to the front so that it makes an angle of about 45 degrees with the ground.

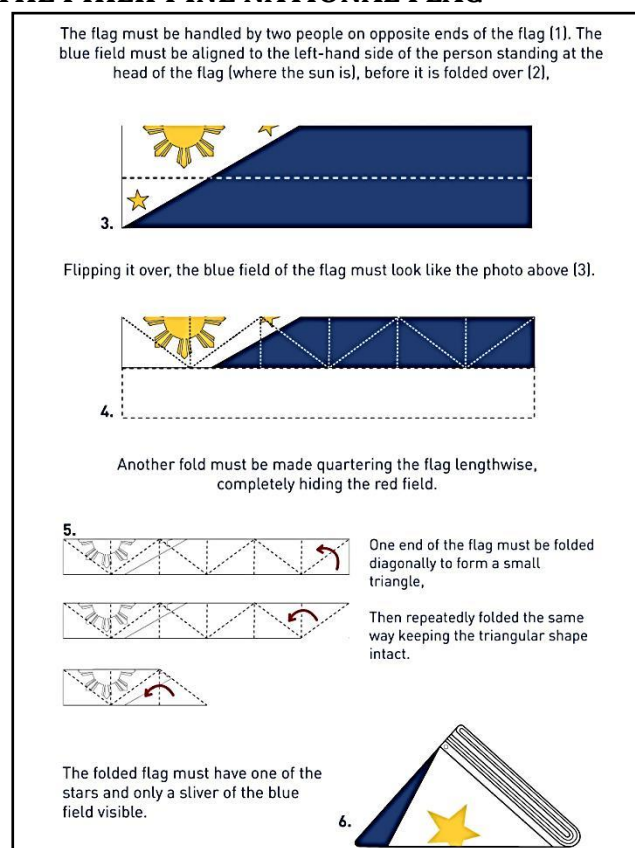
The national flag is used to cover the casket at the military funeral of present or former members of the Coast Guard service. It is placed lengthwise on the casket with the sun at the head of the deceased. The flag is not lowered into the grave and is not allowed to touch the ground.

L. HOW TO DISPLAY THE FLAG

1. When displayed over the middle of the street, the flag should be suspended vertically with the white triangle to the north in an east and west street, or to the east in a north and south street.
2. When displayed with another flag from crossed staff, the Philippine flag should be on the right and its staff should be in front of the staffs of the other flag.
3. When flown at half-mast, the flag should be hoisted to the peak, then lowered to the half-mast position. When the flag is to be lowered for the day, it should be raised to the peak first.
4. When the flags of states or cities or pennants and the Philippine flag are together, the latter should always be at the peak.
5. When the flag is suspended over a sidewalk from a rope extending from house to pole at the edge of the sidewalk, the flag should be hoisted out from the building, toward the pole.

6. When the flag is displayed from a staff projecting horizontally or at any angle from the window sill, balcony, or front of a building, the upper star of the flag should go to the peak of the staff (unless the flag is to be displayed at half-mast).
7. When the flag is used to cover a casket, it should be placed in a way that the white triangle is at the head. The flag should not be lowered into the grave or allowed to touch the ground.
8. When the flag is displayed other than by being flown from a staff, it should be displayed wither horizontally or vertically against the wall with the white triangle on the uppermost side. When displayed in a window in the same manner, the blue field must be positioned so that it is to the left of the observer in the street.
9. When carried in a procession with another flag or flags, the Philippine flag should be either on the marching right, or when there is a line of other flags, in front of the center of that line.
10. When a number of flags of states or cities or pennants of societies are grouped and displayed from the staff with the National flag, the latter should be at the center or at the highest point of the group.
11. When the flags of two or more nations are displayed, they should be flown from separate staffs of the same height and the flags should be of approximately equal size

HOW TO FOLD THE PHILIPPINE NATIONAL FLAG



C. Candidates Lingo, Terms and Phraseology

Candidate's Lingo

- Avast – a nautical command to stop or cease
- AWOL – Absence Without Official Leave
- Aye Aye – means “yes; I hear, I understand, and I will comply to the best of my ability
- Back – to go backwards
- Beast Barracks – barracks occupied during training
- Belay – to cancel an order or stop
- Billet – an allotted sleeping space; an individual's position in the ship's organization
- Boloman – one who is unqualified in marksmanship training
- Booodle Fight – a gathering at which boodles are served
- Boodles – Eatables, candy, cake, any food that is consumable
- Boot – slang for recruit
- B.O.Q. – Bachelor Officers' Quarters; billeting space for Officers
- Brace-up – to assume a position of rigid attention
- Bug – a trainee
- Bunkmate – the other occupant of a bunk
- Bonkie – a slang term for a bunkmate.
- Carry On – means to proceed with any duty
- CCGO – Candidate Coast Guard Officers undergoing basic officer's training
- CCGM – Candidate Coast Guardman undergoing basic non-officer's training
- C.D. – Course Director of a class
- Clip Wings – to bring one's elbows close to his/her body
- Close Call – Call to Quarters
- C.O. – Commanding Officer
- Deck – a nautical term for floor
- D.I. – Drill Instructor in charge of CCGO and CCGM basic training
- Double Time – an order to move quickly; a fast marching pace of 180 steps per minute
- Dugong – a slang/colloquial term for a CCGO
- Dulong – a slang/colloquial term for a CCGM
- Field Day – general cleaning day, usually the day before inspection
- Galley – the ship's kitchen
- Gangway – opening in the bulwark to give entrance; an order to stand aside and get out of the way
- Goat – least ranking trainee in the class order of merit
- Head – a place for personal necessities

- Iho/Ijo – a more formal term for a trainee, synonymous with mister.
- Irish pennant – a loose thread of a naval or military uniform; untidy loose end of lines carelessly left dangling
- Java- slang for coffee
- Liberty- Authorized absence of individual from place of duty, not chargeable as leave. No period of liberty shall exceed four days.
- In the Red – in debt
- Limits – either summer or permanent camp to which a trainee is restricted
- Mato – stupid
- Mess – meal time
- Mess Hall – an area or building where mess is served and consumed
- Open Call – release from quarters
- Ostracize – to avoid communicating in any manner to another trainee
- Pass the Word – to repeat an order or information to the crew
- Pipe Down – an order to keep silent
- Poop-sheet – information/ lecture sheet
- Port – the left side of a ship
- Porthole – Window
- Reveille – a signal, as of a drum or bugle, sounded early in the morning to awaken military personnel and to alert them for assembly
- R.H.I.P. – Rank Has Its own Privilege
- Rot – to receive a failing grade; not to progress in any activity
- Shabby – self-centered, selfish
- Skag – a cigarette
- Sickbay – ship's hospital or dispensary/medical facility
- Skivvy –slang for undergarment/undershirt
- Sound Off – to use a powerful voice
- Stalwart – determined, strong, courageous
- Stand By – to prepare for or make ready
- Starboard – the right side of a ship
- Slug – a special punishment for a serious offense, a disagreeable duty
- Tac-O – Tactical Officer in charge of the trainees
- Tac-Po – Tactical Petty Officer in charge of the trainees
- Take Life – an act of taking a risk
- Taps – a bugle call that signals that all unauthorized lights are to be shut off in preparation for sleeping
- Vault Files – a compilation of information on a certain subject or any document of some importance
- Verify – Look, see
- Wardroom – a room/place where Officers eat

Candidate's Phraseology

Phraseology – the way in which words and phrases are used in speech or writing style

1. Addressing Yourself:

"Candidate Coast Guard Officer (Last Name), Sir/Ma'am/Drill Instructor."

"Candidate Coastguardman (Last Name), Sir/Ma'am/Drill Instructor."

2. Entering the room/quarters/classroom/office/(any place):

Knock thrice, slightly open the door, then state the rank and last name of the most senior aboard, "Sir/Ma'am, Candidate Coast Guard Officer/Man (Last Name) request permission to enter the room/quarters/classroom, Sir / Ma'am/ Drill Instructor!"

3. Asking permission to leave the room/quarters/classroom/office/(any place):

Stand in attention, render a snappy salute and say, "Sir/Ma'am, Candidate Coast Guard Officer/ Man (Last Name) request permission to leave the room/quarters/classroom/office/ (any place), Sir/Ma'am/Drill Instructor."

4. Making Statements:

Render a snappy salute then state the rank and last name of the Officer/ Staff/ Drill Instructor, "Sir/Ma'am, Candidate Coast Guard Officer/Man (Last Name) request permission to make statement, Sir/Ma'am/Drill Instructor."

5. Complying to orders:

Render a snappy salute then say, "Sir/Ma'am/Drill Instructor, the order of (whoever orders it) to (you) to (perform 10 squat thrusts/write CCGM name/shout 10 times) has been properly complied with Sir/Ma'am/Drill Instructor."

6. When asking for permission to go ahead/ to proceed (after a conversation/ after reporting/ after being given instruction):

Render a snappy salute then say, "(Rank, Last Name) Sir/Ma'am, Candidate Coast Guard Officer/ Man (Last Name) request permission to go ahead, Sir / Ma'am."

The officer/ drill instructor/ training staff acknowledges by saying "Go ahead/ Carry on/ Proceed."Then reply with "Aye sir/ma'am/drill instructor, good morning/afternoon/evening sir/ma'am/drill instructor."Bring down the salute then execute the about face/*harap sa likod* and then walk away/carry on/proceed with the instruction.

7. Greeting Officers/Drill Instructors (Inside Barracks/Office/Room/Quarters):

(When outside barracks/office building, CCGOs and CCGMs under recognized status salute to officers and greet)

OFFICERS:

"(Rank, Last Name) Sir/ Ma'am, Good Morning / Afternoon / Evening Sir/ Ma'am."

"CDR GURA Sir, Good Morning / Afternoon / Evening Sir."

"LTJG ENDONA Ma'am, Good Morning / Afternoon / Evening Ma'am."

DRILL INSTRUCTORS / TRAINING STAFF:

(Rank, Last Name) Sir / Ma'am, Good Morning / Afternoon / Evening Sir/Ma'am."

"Petty Officer First Class Cabotage, Sir, Good Morning / Afternoon / Evening Sir/ Drill Instructor."

"Seawoman First Class Estrada, Ma'am, Good Morning / Afternoon / Evening Ma'am/ Drill Instructor."

8. When an officer enters the room / quarters / barracks / office:

Any CCGO/CCGM who first notices the arrival of an officer who enters the room must shout, "Attention on Deck!" and command "Greet (Rank, Last Name), Greet!"

"CDR GURA Sir, Good / Morning / Afternoon / Evening Sir!"

9. When passing in between two persons/ officers/ drill instructors talking to each other or passing closely or from behind:

"(Rank, Last Name), Sir/ Ma'am), permission to pass Sir/ Ma'am".

When acknowledged, say: "Good Morning/ afternoon/ evening, Sir/ Ma'am/ Drill Instructor".

10. When outside barracks and would want to leave behind an Officer or Drill Instructor when moving in double time/ marching:

"(Rank, Last Name) Sir / Ma'am, by your leave Sir / Ma'am."

*CCGOs and CCGMs under recognized status salute to officers and state "(Rank, Last Name) Sir / Ma'am, by your leave Sir / Ma'am/ Drill Instructor."

11. When overtaking an officer/ drill instructor/ training staff proceeding in the same direction:

A CCGO/CCGM should draw abreast on the officer's/ drill instructor's/ training staff's left. CCGOs/CCGMs under recognized status must salute while a CCGM under boot camp status will observe side stepping and say, "By your leave,

Sir/ Ma'am/ Drill Instructor." The officer/ drill instructor/ training staff acknowledges the salute and replies, "Granted" or "Carry on."

12. Reciting Coast Guard Knowledge

"Attention to order, Sir/Ma'am/ Drill Instructor! (State the Coast Guard knowledge: example, Desiderata, Coast Guard Credo, etc.) then recite, Sir/Ma'am!"

13. During Exercises: Start of Exercise

MARCHER

"First warm-up exercise is (name of the exercise), in two (2) counts, Five-Zero (50) repetitions, Starting position, move! Commence Exercise!"

"Next exercise is (name of exercise) in four (4) counts, Five-Zero (50) repetitions, Starting position, move! Commence Exercise!"

"First Cool-down exercise is (name of exercise), in four counts / two counts, (number of repetitions), Starting position, move! Commence Exercise!"

14. When serving as steward:

Offering a glass of water/cup of java/bowl of soup, etc.

(Rank, Last Name) Sir/Ma'am, a (glass of water, cup of java, etc.) for (Rank, Last Name) Sir/Ma'am."

"Sir, a glass of water for LCDR GURA sir."

Offering another glass of water/cup of java, etc.

"Does (Rank, Last Name) care for another (glass of water/cup of java, etc.) sir/ma'am?"

Asking permission to fix plates

"May Candidate Coastguardman (Last Name) fix the plate of (Rank, Last Name) Sir/ Ma'am?"

Reciting the menu for mess

"Attention to order, Sir/ Ma'am/ Drill Instructor. The menu for today's (morning/noon/evening) mess. First viand, (_____). Second viand (_____) with (steamed/fried) rice Sir/ Ma'am/ Drill Instructor."

Personal and Social Etiquette

A. Good Manners and Right Conduct

Rules on Good Conduct:

- Practice the GOLDEN RULE: *Do unto others what you want others to do unto you.*
- Act with justice, give everyone what is due him and observe honesty and good faith.
- Respect the dignity, personality, privacy and peace of mind of your neighbor.
- Do not stir intrigue or cause one to be alienated from his friends.

Being On Time

Being on time is considered as one of the valued habits one can acquire because it is considered a form of respect.

Time To Go

Junior officers at official or very important functions should leave only after the Guests of Honor or the high-ranking guest has departed.

Forms of Address:

Addressing Seniors

- it is a long-standing soldierly tradition in the Coast Guard Service that when non-officers and junior officers address senior officers, they use the word “Sir/Ma’am” before or after the statement they make.

Example: Aye, Sir! or Aye Ma’am!

Addressing Juniors

- When speaking to a junior, you must address them by proper titles and names to promote subordination and respect.
- Formality in speaking to subordinates is never wrong. Whereas, when you speak to your men informally, you run the risk of being too familiar to them and you are liable to compromise your position.

Courtesies of Juniors to Seniors and Vice Versa

- Seniors should never forget that they serve as an example to their subordinates.
- The use of “Sir or Ma’am” as a form of address to officers.
- The use of “Chief/ Petty Officer/ Seaman” as a form of address for Non-officers.
- Saying “Thank You” for a gift or favor.

Hats/ Head gears On and Off

- Caps are always worn when reporting outdoors/ indoors but are removed when entering sick bay or passing through messing compartments while meals are in progress.
- When in uniform, do not raise his/her head gear when greeting an officer in passing outdoors, instead, he must execute hand salute.

Uncovering:

Head gears are removed when:

- Entering places of divine worship
- While attending official reception
- When unarmed, the cap of all personnel is removed
- Indoors
- When not in a place of duty

Bowing

- A deep bow shows great respect. When introduced to a woman, an older man sometimes bows slightly while shaking hands.
- If seated in a restaurant table, one may half-rise and gives a slight bow so as not to disturb others, unless with someone junior to you just remain seated.
- Lady's bow is done by slightly inclining the head and with a smile as if to say "I'm glad to see you".

Saluting in Civilian Dress

- When in civilian dress, military personnel should stand at attention, remove his hat with the right hand, and place it over his heart whenever the national anthem is played.
- Salute must always be rendered to an officer whether they are in uniform or not when you meet one in a base, camp or anywhere in the work place.

Handshake Protocol

- A handshake should be brief with a feeling of strength and warmth in the clasp and should be done while looking into the face of the person you are shaking hands with.
- The shake should be done if the full hand grasp and not with the tip of the fingers.

Gloves

- When introduced outdoors, one must remove his right glove if he has time. If not, it is better to shake hands with gloves on than to keep the person waiting.

- When introduced indoors, one must remove his gloves except when ushering at weddings or funerals or on official duty; if introduced one must not take off his gloves.

On Your Feet

- At a dinner, men should stand when a woman enters the room and remain standing until she sits down. However, this shall not apply if the woman is a uniformed personnel.

Seating a Woman

- A man assists the woman to his right with her chair when she sits down and rises at the dining table. The chair is pulled back as she steps into place from the left, then he slides the chair under her as she bends to sit down and when she rises, he draws the chair back without jerking it.

Place of Honors

- A. The first place of honor is on the right.
 - You should always afford seniors this position of honor when walking, riding, or sitting with them.
 - Therefore, when you accompany or join an individual senior to you, you should always take the position to the senior's left.
 - In the same manner officers junior to you, noncommissioned officers, and enlisted personnel will walk or sit at your left side.
- B. The second place of honor is that of being in front or "going first."
 - As a junior, you should normally open the door and then stand aside for the senior to pass through.
- C. In the combination of a junior woman and a senior man, to be militarily proper, the senior man should precede the junior woman through the door.
 - Unofficially, or in an "off-duty" social situation, the man may extend traditional courtesies and allow the woman the position of honor. In short, combine common sense with common courtesy.

When entering Automobiles/Small boats:

- The **senior officer** is the last to enter and the first to leave.
- The position of honor in an automobile is in the rear seat to the right of the driver. If the driver cannot open or close the door, it's proper for the junior passenger to do so.

Walking Outdoors

- Walking in a group of three, the most senior occupies the middle position.
- Walking at the right side of the senior is the next ranking individual, while the most junior walks on the left side of the most senior.

- When walking in a group composed of more than three, shall observe the above-cited procedure. The rest walk behind the first line of walkers, but according to seniority in rank.

Opening of Doors

- A junior officer opens a door for his or her senior, stands aside for the senior to pass through, and then follows.
- On official occasions or in his office, a senior female officer does not hold the door open for the junior female officer, nor follow her through the door.

Who Goes First

The woman goes first except on the following when assistance is needed such as;

- stepping from a bus or train
- when there is no waiter to precede her to a table in a restaurant
- usher in theaters or movie houses
- in a crowd when the men will clear the way
- When going down or on official/formal receiving line where it is the title that takes precedence.
- on military occasions where the senior male officer precedes a junior female officer

Military Courtesy in Boats, Aircrafts and Cars

- The senior officer enters last and the junior enters first. But it will be reversed in entering at a left side of the vehicle wherein he sits to the right without stumbling over the juniors seated at the left.
- Seniors are accorded the most desirable seats.
- If three persons are seated at the back seat, the junior should be in the middle.
- In a boat, the junior sits forward with senior sitting at the aft.
- Inside a military mobile, the place of honor is at the right front, in a car it is the right back seat.
- In an aircraft, if the senior is engaged in flying the plane, the disembarkation procedures apply only among passengers. But if you travel aboard the aircraft of a commodore or admiral, unless instructed otherwise, you must be on board before the senior arrives, and remain in your designated seat until the VIP leaves the plane at its destination.
- Passengers are subject to orders of the first pilot or airplane commander, regardless of rank, seniority, or service.
- Dependents are loaded and unloaded after dignitaries, but before officers regardless of rank.

- When a flag officer is aboard a government plane, mark the aircraft with a detachable plate carrying stars appropriate to the highest rank aboard.
- Passengers are not allowed to enter the flight deck or compartment unless invited.

Holding Coats

When assisting a woman in putting on her coat, the man holds the coat by the arm holes at a comfortable height so that she slips her arms into them. He must be careful not to mess her hair.

Sending Flowers

Flowers to be sent must be appropriately chosen to fit the recipient's type and the occasion at which they will be worn. It must be pinned on a costume heads up-just as they grow.

Remember:

1. **Introduction** – Man to woman, junior to senior, young to old
2. **Opening Doors** – Man for woman, junior for senior, young for old
3. **Offering your arm** – Men for women only when assistance is required or on a formal occasion. Women in uniform never take men's offered arm
4. **Invitation** – RSVP-you must respond within 48 hours whether you are going to attend or not
5. **Thank you notes** – Must be mailed within 48 hours
6. **Keeping Quiet** – Do not speak when others are speaking, especially at lectures or briefing

B. The Art of Conversation

Conversation - is an art or interaction process that must be learned and refined by any person in all walks of life.

Two Things to consider on how to be a good conversationalist:

- a. One must have something to say, and
- b. has the ability to say it well

Manner of Conversation

- Official and Social Conversation
 - Official Conversation
 - the speakers recognize differences in rank. The conversation one has in performance of duties and responsibilities.
 - Social Conversation
 - there is no conscious recognition of rank. Done during social interactions, happy hour, party, meetings;
 - topics to consider, avoid religious, political topics, avoid too personal questions unless you are so close

Familiarity

- “Familiarity breeds contempt”
- Avoid undue familiarity with your senior officers even when they seem to encourage you.
- It is an individual’s responsibility to maintain respect for his or her senior at all times.

Dissensions

- Learn how to disagree without being disagreeable.
- Avoid racist, chauvinist and degrading terms, words and remarks at all times.

When You Do Know or Don’t Know the Answer

- It takes a big person to admit that he or she does not know the answer to a question that he should know, particularly when the questioner is an important person whom he would like to impress.
- What is important is for the person to offer to get back to the questioner about the answer as soon as possible.

The Joker

- A joke that discredits another person, intentionally or not, is not funny at all.

Taboos

- Controversial subjects – religion, race and politics and any unpleasant subject should not be discussed at social functions and are treated carefully at all times.

Easy Conversation

- An essential part of your everyday living is the art of simple, easy conversation.
- A good conversationalist always has something interesting to talk about, it is not over-bearing and ever irritates listeners.

Poise and Good Manners

- Poise in conversation includes the ability to time a conversation to know when to talk and when to be silent.

Tone of Voice

- A well-modulated voice is an asset to anyone.

Do's and Don'ts in Conversations

Do's:

1. Have something to say and say it well
2. Be a good listener
3. Develop the art of small talk
4. Learn to remember names and faces
5. Put shy persons at ease
6. Put yourself at ease
7. As a host, act as moderator and intervene in a monologue, a “dead” group, or a controversial discussion by changing the subject.
8. Talk in a moderate tone of voice.
9. Keep your eyes and ears open, and occasionally, your mouth shut; and
10. Be able to say “I don't know” when you don't.

Don'ts:

1. Say anything about anyone that you would not want them to hear.
2. Talk about anybody not present no matter how well meant
3. Talk business at a social gathering.
4. Substitute sarcasm or ridicule for it.
5. Interrupt or contradict others
6. Monopolize a conversation
7. Talk over anyone's head or “talk down” to anyone
8. Flatter others; insincerity is unwelcome
9. Talk endlessly, silence at times is golden
10. Allow a guest to be stranded with a conversational bore
11. “Clam up”, a shy guest is a burden to a host, who their upon must force conversation.
12. Exclude anyone from a conversational group – other than a disruptive person, such as one “under the influence”.

13. Give the state of your health when someone says, "How are you? This is simply a polite expression, generally used in greetings or "small talk"
14. Talk about a party you have been invited to when others present have not;
15. Be ingratiating – deference expresses respect for authority; boot-licking does not.
16. Speak about controversial subjects.

Introductions and Farewells

Introduction – a formal act of making persons known to each other or the art of presenting one person to another. When you are speaking with someone you know and someone new approaches, always make an introduction.

When making an introduction...

Give a piece of information about the person—it can be a conversation starter.
 "This is Sue; she just opened a new store in town."

Whom to Introduce

- Position or rank determines who should be introduced to whom. The junior is always introduced to the senior.
 - *Example: "LT SANTOS, may I introduce to you our Mess and Supply Officer, ENS GABO."*
- Due to the special honor accorded to the president, members of the royalty, recognized heads of states, high-ranking officials and the clergy; everyone is presented to them regardless of title, age or sex.
- In a party or any social gathering, it is the duty of the hostess or the host to introduce their guests to the guest of honor. Strangers seated beside or opposite each other should introduce themselves to one another. A joke or a humorous comment may serve as an icebreaker for this purpose.
 - *Example: No wonder the General did not invite the ladies to this party. By the way gentlemen, I'm LT LIMA from the Coast Guard. May I know your name, please?"*
- Words such as "introduce," "meet" and "present" are usually used. However, for word "present" is more appropriate and more acceptable than the other forms.
 - *Example: Miss LOPEZ, May I present to you LT. SOLIS."*

How to Introduce

- Members of royal family are addressed "*Your Royal Highness*"
- The President and the recognized heads of states of other countries and addressed "*Your Excellency*"
- An ex-president or an ex-senator is addressed "*President*" and "*Senator*".

- Others are addressed in accordance with their position or professions, such as Captain, Colonel, Dean, Engineer, etc.
- A gentleman must stand when being introduced to a woman, to a clergy or to anyone who is very much his senior.
- A junior officer of course, stands up when introduced to a senior officer. He will remain standing until the person whom he was presented to, takes a seat or moves away.

Rules to remember in Introductions

- A man is always presented to a woman
 - *Ex. Mary, this is Jose Torres.*
Ms. Cruz, this is Mr. Jose Torres.
- Young people are presented to older people of the same sex
 - *Mrs. Garcia, this is Ana Torres.*
- A single person is introduced to a group
- Introduce a lower ranking person
 - *Ex. Ambassador Cruz, this is Jose Torres*
 - *Note: The honored or higher-ranking person's name is stated first, then the name of the person being presented*
- Exceptions: Women are introduced to the ruler of a country, as the president, the head of the state or the dignitary of a church, like a cardinal or bishop

Service Introductions

- Commissioned and non commissioned officers in all services, male and female are introduced and addressed by rank and rating.
- A Chaplain is introduced by his rank when inside post or military installations – but it is not incorrect to address him as “Chaplain” or “Father” on occasions outside a military base.

What to Say in a Formal Introduction

- State the names of the two persons concerned.
- In formal introductions, use the phrase “May I present” or “May I introduce”.
- State the names of the two persons concerned.
 - *“May I present” is more formal, but it is also correct to say “Miss Garcia, may I present Mr. Gonzales”*

Introductions in Group

- Introductions made in group must be handled efficiently, with the person or persons presented to the group.

- A host or hostess introduces a guest into a small group upon his or her arrival, and to others later, when convenient.
- To introduce a latecomer to a small group, the easiest way is to announce to all present.
 - *"This is Jane Gutierrez".* Then the names of those present are stated in rotation around the room.

Family Introductions

- When introducing a member of your family, you usually omit the last name of the person you are introducing.
 - *"Mother, this is my roommate Edgar Mercado"* then turning to SCPO Mercado, you would say, - *"Mrs. Moreno"*.

Acknowledgements

- The customary answer to an introduction
 - *"How do you do? Please to meet you"* Or *"How do you do, Mr. Conception?"*
- Always avoid such acknowledgements as *"I am pleased to make your acquaintance, but"* *"Pleased to meet you"* is standard acknowledgement.
- Avoid the phrases "delighted" or "charmed". Women or men introduced to each other may shake hands.
- But a hostess will cordially greet a guest's friend who is stranger by saying, *"I am so pleased you could come."*

Self-Introductions

- When you introduce yourself at a social or non-official occasions, do not use your rank or title. Say, *"My name is Edgar Katigbak"*.
- When telephoning a senior, say *"Major Lopez, this is Edgar Katigbak"*.
- When the call is official, state your rank or title.
- At an occasion when a junior officer is not in uniform but wishes to identify himself to a senior officer, he might say something like this: *"Sir, I'm Lieutenant Marasigan. I was one of your men in CGETDC."*

Farewells

- After an introduction, the first person to move away might say, *"I hope to see you again soon"*.
- The other person will probably answer *"Thank you"*. And may wish to comment such as *"I hope so too."*

- The most courteous is to nod goodbye to anyone who happens to be looking at you. No attempt should be made to attract the attention of those who are apparently unaware that you are leaving.
- When bidding goodbye, say, *"Nice to see you", or "I hope we meet again soon."*
- A hostess rises to her feet when she sees that a guest is ready to leave.
- A woman guest of honor, or ranking guest, makes the first move to leave, and that person's spouse or escort if seated, immediately rises.

REMEMBER:

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3. **Offering your arm:** Men for women only when assistance is required or on a formal occasion. Women in uniform never take men's offered arm
4. **Invitation:** RSVP – You must respond within 48 hours whether you are going to attend or not
5. **Thank you notes:** Must be mailed within 48 hours
6. **Keeping Quiet:** Do not speak when others are speaking, especially at lectures or briefings

C. Seating Arrangement, Rank and Precedence, Honoring the Flag and Toasts

Seating Arrangements

- a. Usual mixed dinner - in the traditional arrangement, with the host and hostess sitting at the head and foot of the table:

- 1) Spouses are seated at dinners according to the ranks of their sponsors unless they personally hold official positions.

Rule to remember:

The ranking female sits to the right of the host and the ranking man to the right of the hostess

- 2) All guests are seated by rank since female ambassadors, Cabinet members, and Congresswomen are on precedence lists within their own right and could outrank their husbands, or the senior man could sometimes be a bachelor or a widower.

- 3) In completing the table plan, the second ranking man sits at the left of the hostess; the second ranking woman at the host's left. The third ranking lady sits at the right of the first ranking man; the fourth ranking lady at the left of the second highest-ranking man. This continues until all guests are seated.

- 4) If strict observance of rank would seat a wife next to her husband, one of them is moved. Pick that person to be moved and his new position carefully. Cause as little disruption of rank as possible.

- 5) The host and hostess do not give up their positions at the head and foot of the table unless a guest is the president, king, or queen of a country.

Usual Mixed Dinner

HOSTESS			
Man	1	2	Man
Woman	3	4	Woman
Man	5	6	Man
Woman	6	5	Woman
Man	4	3	Man
Woman	2	1	Woman
HOST			

Usual Large Official Dinner

Man	8	7	Woman
Woman	6	5	Man
Man	4	3	Woman
Woman	2	1	Man
HOST			HOSTESS
Woman	1	2	Man
Man	3	4	Woman
Woman	5	6	Man
Man	7	8	Woman

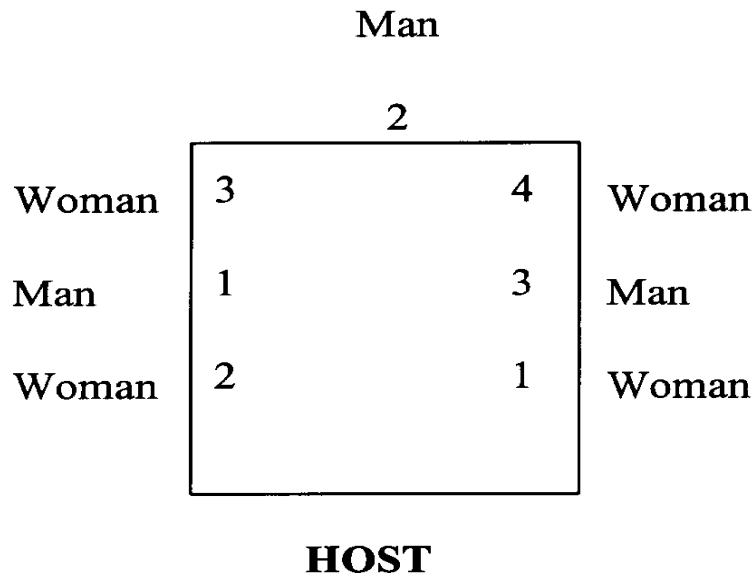
Married Couples at Mixed Dinner

		Man		
Woman	4	1		HOSTESS
Man	5		2	Man
Woman	3		5	Woman
Man	4		3	Man
Woman	2		1	Woman
		HOST		

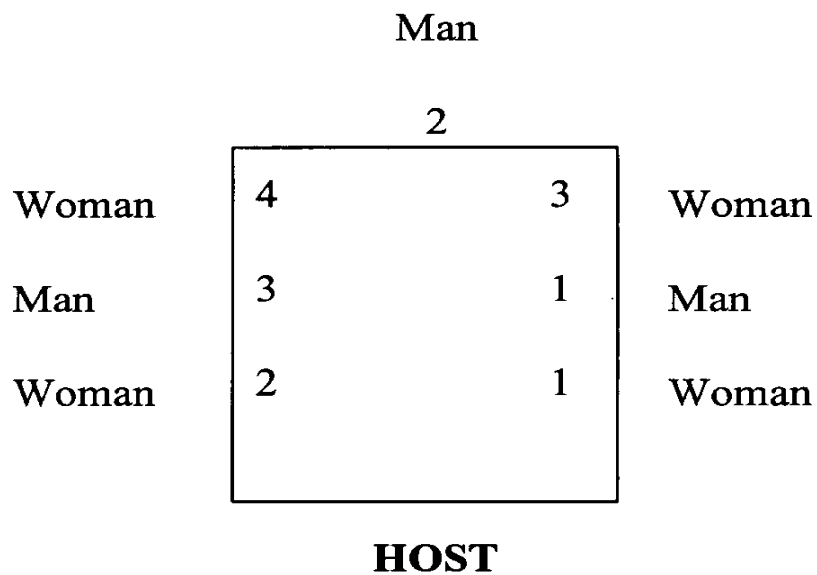
Unmarried Couples at Mixed Dinner

		Man		
Woman	3	1		HOSTESS
Man	5		2	Man
Woman	5		4	Woman
Man	4		3	Man
Woman	2		1	Woman
		HOST		

Small mixed dinner (no hostess) (guest of honor and spouse are at No. 2)



Small mixed dinner (no hostess)



Importance of Social Protocols

With the role of the Coast Guard as a public service entity, and to ensure socially good relation with the public, it has become imperative for us to always present the best image of the “Man in Uniform” and observe the right to do in social activities.

D. Dining Etiquette

Arrival

- Arrive 15 minutes early
- Wait for host/guest in the lobby
- Make sure you are standing when they arrive and reach out to shake their hand

Once Seated

- Wait for the host to make the first move
- Leave main fold in place – away from your body
- Never “flap”!
- When you leave the table, rest the napkin on your chair

Table Manners

Napkin- Placed to the left of the fork with the fold to the left. Sometimes placed under the forks or on the plate. If white napkins are present on the table and you’re wearing black clothing, it’s proper to ask a waiter if he/she can get you a black napkin.



At informal occasions, napkins may be placed on the plate when a first course is not on the plate.

How to Use Table Napkins

- Napkins - Don’t blot or rub – dab. Don’t wave it around or flap. Gently unfold and leave it on your lap. When you leave the table, remember to lay it on your chair and when finished, loosely lay it to the left of your plate.
- NEVER use it to wipe your face or nose!

At a private dinner party:

The meal begins when the host or hostess unfolds his or her napkin. This is your signal to do the same. Place your napkin on your lap, completely unfolded if it

is a small luncheon napkin or in half, lengthwise, if it is a large dinner napkin. Do not shake it open.

The host will signal the end of the meal by placing his or her napkin on the table. Once the meal is over, you too should place your napkin neatly on the table to the left of your dinner plate.

Ordering

- Drink orders are taken first – no alcohol! If your host is drinking alcohol, drink at the ratio of 1 (of yours) to 2 (of theirs)
- It's usual to spend 5-10 minutes talking before opening the menu after drinks are ordered
- Follow the lead of your host when looking at the menu
- Order the same number of courses as your host (i.e. salad, main course, beverage)
- If unsure of price range ask the host what they recommend
- Do not *study* the menu!
- Avoid the wild food!

How to Eat?

- The soup is spooned by strokes away from you. If you wish to tilt the soup plate to get all the soup, tilt the plate away from you (this however, is discouraged). Use the side of the spoon in taking soup unless it is thick in which case you may use the front of the spoon.
- Bread is always broken into moderate sized piece with the fingers before eating. A piece is buttered with a knife while held on the edge of the bread and butter plate. Never butter the bread in the air. Also do not butter the whole piece of bread at once. Avoid making a sandwich either.
- A bread plate is placed on the left and forwards the Dinner plate.
- Cheese may spread with either knife or fork. A butter Knife however, must be used on soft cheese.
- Cut only a small piece of meat at a time. Do not cut the whole chunk of meat at once.
- As a first course, shrimp may be eaten in one piece if not large. If big, cut neatly, using the edge of the fork. You may use your knife also for this purpose.
- Spaghetti is taken first by holding few pieces with the end of the fork against the plate. The fork is then twisted to wrap the spaghetti around the tines before eating.

- In formal dinners, always use the knife and fork for the chicken. In informal meals, however, one may use the fingers in taking small bony pieces. The main body is cut by the knife and picked up with the fork.
- All sandwiches are eaten from the fingers. Club sandwiches and other thick ones must be cut into smaller pieces before being picked up
- When fried potatoes (French Fries) are served together with sandwiches, it may be eaten by the fingers too. However, it is also permissible to use the fork.
- Canapés are picked and eaten with the fingers.
- Following are the procedures in eating fruits:
- Bananas should be peeled off all the way and laid on the plate. It is then sliced into pieces and eaten with a fork, one piece at a time.
- Apples are best eaten by quartering (cut into four) them with a knife. Then remove the seeded core and eat with your fingers. If you wish, you may remove the rind from the quartered apple with a knife.
- Cantaloupes and watermelons are usually quartered or halved depending on their size. The seeds may be removed by using the fork after which, smaller pieces on the slices are cut with a knife. These are then picked up with the fork or when they are too soft, spoon may be used to scoop them up.
- Cakes are best eaten with a fork, while cookies are picked up and are eaten with the fingers.
- Beverages should be drunk from a goblet or a glass. However, when transferring beverages on a glass, do not fill it to the brim. Leave an approximately one sixteenth of an inch from the brim unfilled.
- Coffee is taken directly from the cup and not sipped tentatively with a spoon. Be sure that the coffee is not hotter than you can stand. When it is, bear it.
- Gravy and sauces are used for specific dishes and should not be spread all over the food on the plate.

When to Start Eating?

In a restaurant:

Wait until all are served at your table before beginning to eat.

At a private dinner party:

When your host or hostess picks up their fork to eat, then you may eat. Do not start before this unless the host or hostess insists that you start eating.

- Step One: When cutting a piece of food, place your fork in your left hand with the handle hidden in the palm of your hand and the fork tines down. Place the

knife in your right hand with the handle hidden and the serrated edge facing the plate.

- Step Two: After cutting the piece of food, lay your knife across the top of your plate with the serrated edge facing you. Transfer the fork from your left hand to your right with the fork handle now showing between your index finger and thumb and the tines facing up
 - Step Three: After chewing and swallowing the food, repeat the first three steps
 - Step Four: When you choose to lay your utensils down to rest or to listen more intently to the people with whom you are dining, the “rest” position is to place your knife across the top of the plate with the serrated edge towards you. Place your fork, tines up, with its handle resting on the lower right side of the plate
 - Step Five: When you are finished, place your fork across the center of the plate with the handle to the right and the fork tines down. Bring your knife from across the top of the plate and place it next to the fork with the blade still facing you, Remember: Keep with the pace of others!
- **Chewing.** Never chew with your mouth open. Never. Even if you feel you must add your words at the perfect moment, wait until you have swallowed
 - **Appearance.** No elbows in the table and sit up straight
 - **Bread.** Tear roll or slice in to bite size pieces and butter each one just before eating it. Do not butter the whole slice at the beginning
 - **Speed.** Watch your pace. Have the same number of courses as your host/guests
 - **Picking.** If you have something trapped in your teeth, don’t pick! If you must, excuse yourself and pick in the restroom
 - **Lipstick.** Do not leave a lipstick trail. Blot before dinner (not at the table)
 - **Purses, Briefcases.** Keep all items off of the table. This includes keys, eyeglasses, pens, basically anything that is not part of the meal
 - **Soup.** Scoop with the spoon tilted away from you. Don’t slurp, drink or dribble. Don’t blow on it if it is hot (wait) and don’t crumble crackers in it. When done, leave the spoon in the soup plate or rest it on the saucer if it is a soup cup
 - **Salt and pepper shakers.** They are married, pass them together. Don’t divorce the salt and pepper.
 - **Passing.** Offer to the left then go to the right
 - **Seasoning.** Only after you taste the food first

- ***Cutting your food.*** Only enough for one mouthful
- ***Dining Etiquette.*** Don't draw attention to your correct use of etiquette or to mistakes
- ***Pace Yourself***-When your host is done you are done
- ***Necktie***-Do not flip or tuck your tie!
- ***Ask for items to be passed***-Do not reach across the table
- Don't push back your plate when finished eating.

Passing Dishes or Food

- Pass food from the left to the right. Do not stretch across the table, crossing other guests, to reach food or condiments.
- If asked for the salt or pepper, pass both together, even if a table mate asks for only one of them. This is so dinner guests won't have to search for orphaned shakers.
- Set any passed item, whether it's the salt and pepper shakers, a bread basket, or a butter plate, directly on the table instead of passing hand-to-hand.
- Never intercept a pass. Snagging a roll out of the breadbasket or taking a shake of salt when it is en route to someone else is a no-no.
- Always use serving utensils to serve yourself, not your personal silverware.

Things to Consider when Eating

- Do NOT talk with food in your mouth! This is very rude and distasteful to watch! Wait until you have swallowed the food in your mouth.
- Always taste your food before seasoning it.
- Don't blow on your food to cool it off. If it is too hot to eat, take the hint and wait until it cools.
- Always scoop food, using the proper utensil, away from you.
- Cut only enough food for the next mouthful (cut no more than two bites of food at a time). Eat in small bites and slowly.
- Do eat a little of everything on your plate. If you do not like the food and feel unable to give a compliment, just keep silent. It is acceptable to leave some food on your plate if you are full and have eaten enough.

- Do not "play with" your food or utensils. Never wave or point silverware. Do not hold food on the fork or spoon while talking, nor wave your silverware in the air or point with it.
- Try to pace you're eating so that you don't finish before others are halfway through.
- Once used, your utensils, including the handles, must not touch the table again. Always rest forks, knives, and spoons on the side of your plate or in the bowl.
- If the food served is not to your liking, it is polite to at least attempt to eat a small amount of it.
- If food gets caught between your teeth and you can't remove it with your tongue, leave the table and go to the mirror where you can remove the food from your teeth in private.

When Drinking Wine

- Never turn a wine glass upside down to decline wine. It is more polite to let the wine be poured and not draw attention. Otherwise, hold your hand over the wine glass to signal that you don't want any wine.
- Hold your wine glass by the stem, not the rim.
- Where a different wine is served with each course, it is quite acceptable to not finish each glass.

Conclusion

Besides eating, these things should also be taking place at the table:

1. Communication via conversation
2. Relationship development
3. Values development (I care enough to spend time with you)
4. Exchange of ideas

Principles of Good Human Relations

a. Relationship among Coast Guard Personnel

Morale – also known as *esprit de corps* when discussing the morale of a group, is an intangible term used to describe the capacity of people to maintain belief in an institution or a goal, or even in oneself and others.

The relationship that exists among Coast Guard personnel is characterized by a deep feeling of friendship and respect for one another. The camaraderie and strong kinship shared by all personnel give fire to the renowned *esprit de corps* in our organization

OFFICER TO OFFICER RELATIONS

Relationship among Coast Guard officers should be characterized by respect, courtesy, and propriety.

Here are some guidelines that officers should follow in dealing with fellow officers:

- Never doubt the integrity of a fellow officer. Always take his/her word to be the truth. Give him/her the “Special Trust and Confidence” due to him/her.
- Be loyal to your commander. Respect and support his/her decisions. Just like any individual, he/she may have weaknesses and failures, but as a subordinate, you should always stand by him/her.
- In a staff or committee study, state all your objections and adverse opinions in an issue, however, when the decision has been made, support it as if it was your own.
- Be extremely circumspect in any kind of financial transaction with fellow officers. Be wary in acting as a co-maker to any loan as it bindingly ties you up to the loan company as much as the borrower himself. This may cost you and your co-signee your friendship and the amount of the loan too.
- Do not meddle in the private lives of your fellow officers. Respect their privacy.

In the uniformed service where discipline emphasize much the distinction between officers of various grades, **junior officers are expected to be aware of their position in the officer society at all times.** Junior officers should look up to their seniors for professional guidance and at the same time should develop a close friendship with their peers. On the other hand, senior officers should make every effort to help the junior officers feel that they are members of the officer’s corps and at the same time should give them the guidance they seek.

OFFICER TO NON-OFFICER RELATIONS

By virtue of their commission, officers are in charge of enlisted personnel. Relations among officers and non-officers should be based on a foundation of mutual respect. Enlisted personnel want to respect their officers—to admire them and to be able to boast about them to those aboard other ships.

The following points will help establish good relationships between officers and non-officers:

- Cultivate a climate of personal dignity between yourself and your subordinates. That will enable you to converse with them about casual and unofficial matters and yet maintain that reserve which discourages undue familiarity.
- Be considerate. Show your subordinates you care for their welfare.
- Undue familiarity in expression and actuations with officers should be avoided by non-officers even though some officers may seem to encourage it.
- Officers should avoid entertainment and recreational areas frequently visited by non-officers of his unit. In the same manner, non-officers should refrain from entering recreational places patronized by officers
- Officers should not intrude into the non-officers' affairs. They are entitled to privacy among themselves. Officers should never enter the non-officer's mess unless on official business.
- Officers should not turn away any enlisted personnel who approach them for help even outside of official business and regardless of the branch of service of the latter. If they are not in the position to solve his problem, they help the subordinate find someone who can.
- Officers should never use their rank or position to gain favor from their subordinates.
- An officer does not borrow money from a non-officer.
 - If he cannot avoid it, he borrows from fellow officers. However, this too is discouraged.
- When conversing with an officer on official business, a non-officer stands at attention unless otherwise directed.
 - When seated, he stands up when talked to by an officer. He only sits down when told to or when the officer sits down himself.
- Coast Guard non-officers who invite officers to celebrations at home, restaurants, etc. should see to it that their officer guest shall not be made to pay for his food and entertainment.
 - Invited officers should not ask more than what is offered to him.

- Generally, Coast Guard personnel take pride in paying for petty expenses of officers they respect and like.
- This may happen in the bus, in a snack bar, inside barbershops, or elsewhere. Officers should not embarrass these non-officers by asking the cashier to return the small amount and insist to pay the bill himself or herself.
- Non-officers never enter and dine inside the Officer's Club/ Wardroom.
 - When invited by a misinformed officer, they politely decline the invitation.
- Officers who attend social functions with enlisted driver or securities, etc., should see to it that these non-officers have the means and a place to eat while waiting as they attend the affair.

NON-OFFICER TO NON-OFFICER RELATIONS

- Address a fellow non-officer as "Chief/Petty Officer/Seaman so and so" or simply "Chief/Petty Officer/ Seaman" if you do not know his last name. Never call a fellow non-officer by his/her nickname unless he is your contemporary or your junior. Avoid calling a fellow non-officer just by his last name as it sounds unpleasant to the ear.
- Respect the private life of your fellow non-officer. Never meddle in his/her family or other personal affairs of which you have no concern.
- Do not make fun or take pleasure at the expense of a fellow non-officer. Observe propriety and proper timing in giving jokes directed to a fellow non-officer.
- Discussions and arguments are common among non-officers. Do not engage in any form of argument when either of you is under the influence of liquor.

b. Civilian Relations

Civil-military relations (Civ-Mil or CMR) describes the relationship between civil society as a whole and the military organization or organizations established to protect it. More narrowly, it describes the relationship between the civil authority of a given society and its military authority.

Points to remember:

- Deal with them according to the tolerant of their ways.
- Act and speak with utmost courtesy and tactfulness when dealing with civilians.
- Never turn away civilians who are appealing for help.
- Remember that their way of thinking and manner of living is quite different from the regimented and exacting Coast Guard way of life.
- Respond enthusiastically to them and be ready to extend help when necessary.
- Remember that our folks back home are civilians too and that we are being supported by their taxes.
- Help them as best as you could at your level. If you are not in the position to, refer them to persons who are.

Family/ social setting

- When with a love and when in uniform, avoid showing of affection while in public.
- Never address a woman by her first name unless she permits.
- Never use your military position to influence civilians to do you a favor.
- Your love life is your private affair that need not be practiced in public view.

Media relations

- In your conversation with the public, avoid using military expressions, terminologies and slang which they are likely to misinterpret.
- Do not talk about classified matters with civilians.
- When cornered by the press to give your ideas on certain issues, give intelligent answers.
 - This practice may jeopardize the present and future operations of your unit. Refer members of the press media to the Coast Guard Public Information Officer who is qualified and authorized to answer their questions.
 - Make it clear, however, that those are your personal beliefs, which may not necessarily be that of the Command.

CONCLUSION

Remember that from the moment we took our oath to become PCG personnel, we already became a symbol of the PCG Organization. And the civilians must see it in us that we are different, and we truly deserve respect.

c. Taboos

1. Uniform must not be Defamed – the uniform and one's official or social position must not be defamed. Conduct which is unbecoming of a gentleman is punishable under the Course Regulations Manual and the PCG Code of Conduct and Discipline. The confidence of the nation in the integrity and high standards of the officers and men of the PCG is an asset which no individual may be permitted to lower.

2. Never slink under cover to avoid Retreat – As a good Coast Guard personnel, always be proud and willing to pay homage and respect to the National Flag and National Anthem.

3. Offer no Excuses – Never volunteer excuses or explain a shortcoming unless an explanation is required. The Command demands results; more damage than good is done by proffering unsought excuses.

4. Use of Third Person by an Officer is Poor Taste – It is in poor taste for an officer to use the third person in conversation with their seniors. For example, do not say, "Sir is it your desire...?" Most senior officers frown upon the use of the third person under any condition as it is regarded as a form of address implying servility.

5. Servility is Scorned – Servility, "boot-licking", and deliberate courting of favor are beneath the standards of the conduct expected of officers, and any who openly practice said things earn the scorn of their associates.

6. Avoid Praising your Commander to His Face – Paying compliments to your commander or chief is in poor taste. However genuine your regard for him, to express it partakes of apple polishing or flattery and thus is prone to misinterpretation. If you particularly admire your boss, you can show it by extending the standard Coast Guard courtesies and meticulously carrying out his policies and doing all in your power to make the organization more effective.

With respect to subordinates, on the other hand, recognition of good work on their part is an inherent part of the exercise of command; do not hesitate to commend a subordinate whose actions are praiseworthy.

7. Avoid violating the Chain of Command – For example, a company commander making a request of the Brigade Commander concerning a matter which should first have been presented to the commander of his battalion. This act is contrary to Coast Guard procedure and decidedly disrespectful.

8. Harsh Remarks are to be Avoided – The conveying of gossip, slander, harsh criticism and fault finding are unfavorable practices and behavior.

9. Avoid Vulgarity and Profanity – Foul and vulgar language larded with profanity is repulsive to most self-respectful men.

10. Excessive Indebtedness to be Avoided – There are few offenses which injure the standing of an officer more than earning the reputation of being a poor credit risk. Debts incurred must be liquidated.

PART IV.

**INTRODUCTION
TO
SHIPBOARD**

Seamanship Fundamentals

A. Shipboard Terminologies, Phraseologies and Nomenclature

Nautical Terminologies and Phraseologies

Nautical or marine terminology may all sound like old-fashioned jargon to some land based professions. But there are good reasons why it is important to use the right words aboard ship. Many nautical terms have historical significance that was developed over centuries. For instance, "starboard" (the right side of the boat when you're facing the bow) is derived from the term "steerboard." This reference goes back to very early ships that were steered by a steering oar on the right-hand side of the ship — in the days before ships had rudders on their centerlines. When these ships came into a port, they needed to dock keeping the steering oar safe on the outside, away from the dock. So the "port" side referred to the left-hand side of the ship when facing forward, the side tied to the dock once the ship pulled into the dock.

In this section, you will be able to familiarize and understand a lot of nautical terms that you will be encountering on board a ship.

Nautical Term	Meaning
<i>Abaft</i>	towards the stern/aft of beam
<i>Abeam</i>	at right angles to the keel
<i>Abreast</i>	side by side
<i>Aerial</i>	a single wire between mastheads for use with ship's wireless equipment
<i>Aft</i>	toward the stern
<i>Alleyway</i>	passageway or corridor
<i>Aloft</i>	above the deck
<i>Amidships</i>	in the centre of the ship
<i>Anchor</i>	heavy iron used to hold the vessel in a particular place in shallow water
<i>Anchor cable</i>	heavy chain used to attach the anchor to the vessel
<i>Astern</i>	behind the vessel
<i>Ballast tank</i>	compartments at the bottom of a ship or on the sides, which are filled with liquids for stability
<i>Barge</i>	Flat-bottomed boat designed to carry cargo on inland waterways, usually without engines or crew accommodations
<i>Beam</i>	extreme width of ship
<i>Berth</i>	a docking space for a ship in port or a bunk for sleep
<i>Bilge</i>	lowest portion of a ship inside the hull, used for drainage of fluids (oil/water)
<i>Bitts</i>	strong posts, usually fitted in pairs, to which working ropes, mooring lines, cables and so on are secured.
<i>Boatswain (Bosun)</i>	the highest unlicensed rating in the deck department who has immediate charge of all deck hands and who in turn comes

	under the direct orders of the master or chief mate.
<i>Bollard</i>	term generally applied to the post fixed on a pier or quay for securing mooring lines.
<i>Boom</i>	pole used in handling cargo or the lower post attached to a sail.
<i>Breakwater</i>	natural or manmade dock offering shelter to boaters from weather or water conditions.
<i>Bulkhead</i>	a vertical partition, usually flat steel, inside a ship, used to divide the interior space.
<i>Bulwark</i>	plating erected around the outboard edge of a deck.
<i>Capstan</i>	vertical barrel used for hauling mooring ropes.
<i>Chain locker</i>	compartment in the bow of the ship, used to store the anchor cable.
<i>Chocks</i>	deck fittings for a mooring line to pass through.
<i>Cleat</i>	metal fitting having 2 projecting horns to which a rope affixes
<i>Cofferdam</i>	closely related to bulkheads - void space between two bulkheads separating two adjacent compartments which isolates two compartments from each other to prevent the liquid contents of one compartment from entering the other.
<i>Deadweight</i>	total weight of cargo, fuel, water, stores, passengers, crew & effects that a ship can carry when at her full load draft.
<i>Derrick</i>	a pivoted boom that can be raised, lowered or swung from side to side. Used for loading and discharging cargo
<i>Double bottom</i>	General term for all watertight spaces contained between the outside bottom plating, the tank top and the margin plate.
<i>Dry dock</i>	manmade basin used to repair or construct vessels; operates similar to a lock - ship is secured, water is removed to allow access to ship's hull.
<i>Draft/draught</i>	The vertical distance between the waterline and the keel.
<i>Dunnage</i>	loose wood or mats placed under or over cargo.
<i>Even keel</i>	When the draft of a ship fore and aft are the same.
<i>Fair lead</i>	fixture which will lead a rope in a desired direction.
<i>Fathom</i>	measurement of length = 6 feet
<i>Fender</i>	devices fastened to sides of a vessel to prevent rubbing.
<i>Flying bridge</i>	bridge above the main deck on a ship, provides a platform to navigate safe passage in bad weather.
<i>Fore and aft</i>	parallel to the ship's centreline; forward and after.
<i>Frames</i>	ribs of a ship
<i>Freeboard</i>	distance from the water line to the top of the weather deck.
<i>Gangplank</i>	board with cleats forming a bridge reaching from a gangway of a vessel to the wharf.
<i>Gangway</i>	opening in the bulwarks of a vessel through which persons board or disembark, also a narrow portable platform used as a passage, by persons entering or leaving a vessel moored alongside a pier or quay.
<i>Hatch</i>	openings in the deck of a ship for the passage of cargo.
<i>Helm</i>	a tiller or a wheel generally installed on the bridge or wheelhouse of a ship to turn the rudder during manoeuvring

	and navigation. It is in fact the steering wheel of the ship.
<i>Hold</i>	compartment below ship's deck for the storage of cargo.
<i>Jacob's ladder</i>	rope ladder with wooden rounds. Sometimes called Jack Ladder
<i>Knot</i>	nautical unit of speed which is the rate of nautical mile (1.15 statute) miles per hour
<i>List</i>	vessel leans to one side
<i>Load line</i>	a vertical line on the ship's side with horizontal lines running from it, denoting the depth to which the ship may load under varying conditions and seasons
<i>Mast</i>	vertical pole that supports the yards and cargo booms
<i>Monkey island</i>	top of the wheelhouse
<i>Nautical mile</i>	equal to one minute of latitude, which enables a navigator to use the latitude scale on a chart as a scale of nautical miles. 1 nautical mile = 1.15 statute miles or 6076.6 ft. or 1852 m.
<i>Old man</i>	Slang term for master, captain
<i>Overboard</i>	in the water
<i>Roll</i>	motion of a ship from side to side
<i>Scuppers</i>	rectangular or oval openings in the bulwarks close to the deck level which allow sea water shipped on deck to run freely overboard, also the drains set in the decks connected to pipes leading overboard
<i>Sounding</i>	measuring the depth of a liquid (water/oil) in a bilge or tank
<i>Tanks</i>	compartments for liquids or gases, may be formed by ship's structure or as independent containers
<i>Underway</i>	not anchored, secured to a buoy, made fast to the shore or aground. proceeding through the water
<i>Wing</i>	overhanging part of a deck, normally associated with the Bridge, as in a "a bridge wing"

Ship Nomenclature

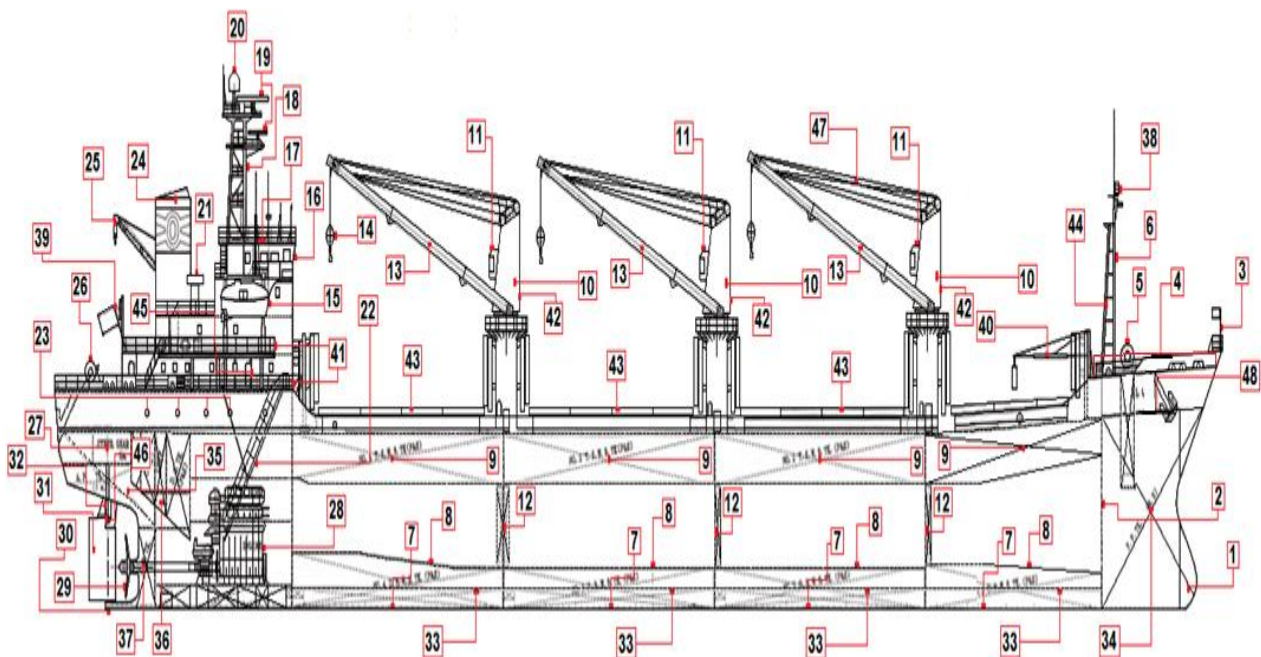
In its construction, a ship or vessel, like a building, is started on its foundation and carried through to completion by the fitting and securing of its many parts together to form a designed shape. However, the nomenclature of the several members of which the ship is composed and the parts and spaces provided in its erection differs from that used for buildings.

The foundation of a ship is called the KEEL and extends FORE and AFT from BOW to STERN, which, when speaking of a building in a similar way, would be from front to back. The STEM is located at the very forward end of the keel and the STERN POST to which the RUDDER is attached is at the after end. The keel is the "backbone" of the ship, and extending outward from it to form the "ribs" or framing of the ship are the FRAMES, to which steel PLATES are welded or riveted to form the "skin" or SHELL of the ship.

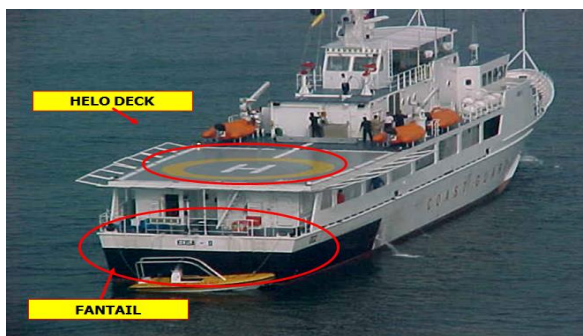
The ship is divided into many spaces by "walls" called BULKHEADS, and these spaces or rooms are called COMPARTMENTS or TANKS. Corresponding to the

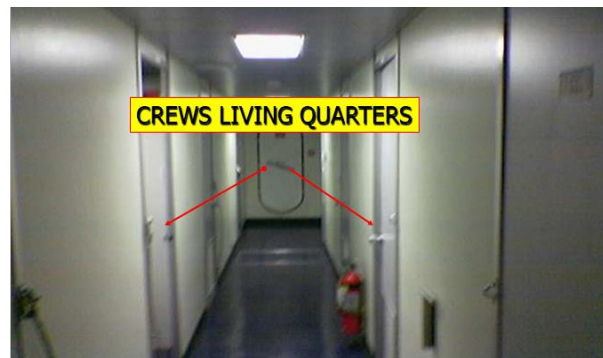
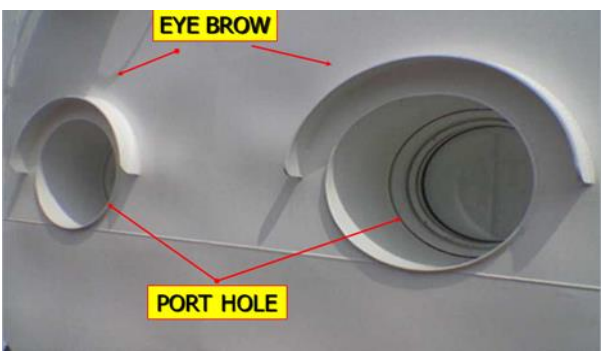
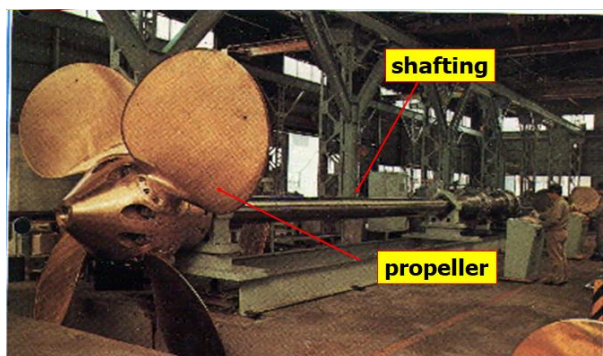
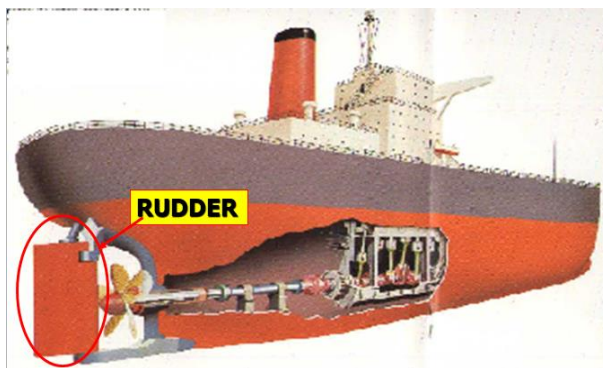
floors of a building of several stories are the DECKS and PLATFORMS which are made of steel plates laid across steel beams called DECK BEAMS. The "windows" of a ship are called PORTHOLES, and entrance into compartments or tanks is gained through DOORS, HATCHWAYS, SCUTTLES, or MANHOLES. The "chimneys" are called STACKS or FUNNELS. The ship is driven through the water by the PROPELLER, sometimes called the WHEEL, and it is steered by the RUDDER.

The image below shows a sample of the ship's nomenclature and the actual photos of some parts of the ship.



NR	NOMENCLATURE	NR	NOMENCLATURE	NR	NOMENCLATURE	NR	NOMENCLATURE
1	BULB	13	DERRICK BOOM	25	CARGO BOOM	37	STERN TUBE
2	FOREPEAK BULKHEAD	14	CARGO BLOCKS	26	MOORING WINCH	38	FOREMAST LIGHT
3	JACK STAFF	15	LIFEBOAT	27	EMERGENCY STEERING	39	FLAG STAFF
4	FORECASTLE	16	NAVIGATION BRIDGE	28	MAIN ENGINE	40	BOOM
5	WINDLASS WITH MOORING WINCH	17	MAST DECK	29	PROPELLER	41	RAILING
6	FOREMAST	18	MAIN MAST	30	SHOE PIECE	42	DERICK POST
7	BOTTOM PLATE	19	RADAR ANTENNAES	31	RUDDER	43	HATCH COVER
8	INNER BOTTOM PLATE	20	GMDSS DOME (ANTENNAE)	32	RUDDER STOCK	44	FORE MAST MONKEY LADDER
9	WING TANKS	21	MUSHROOM TYPE VENT	33	DOUBLE BOTTOM TANK	45	ACCESS DOOR (PORT & STARBOARD)
10	CRANE PLATFORM	22	ACCOMODATION LADDER	34	FOREPEAK TANK (DEEP TANK)	46	GUDGEON AND RUDDER PINTLE
11	OPERATOR'S CAB	23	PORTHOLES	35	AFTER PEAK TANK	47	LINES (WIRE ROPE)
12	WATER TIGHT BULKHEAD	24	FUNNEL	36	HEADER TANK	48	SPECTACLE PLATE





B. Shipboard Customs and Traditions

Honors and Ceremonies

a) COLORS

- afloat and ashore, colors is observed twice daily.
- *0800H* – termed as morning colors, national ensign and the union jack are hoisted.
- *Union Jack* – hoisted at the bow at the jack staff.
- *National Ensign* – hoisted at the flags staff or flag gaff
- Five (5) minutes before color, the PREPARATIVE PENNANT is hoisted and lowered during hoisting or lowering of the national ensign and union jack.
- *During sunset (Sunset Colors)* – the national ensign and union jack are lowered.

b) SHIFTING COLORS

- The colors are hauled down smartly every time the ship gets underway and a national ensign is hoisted at the gaff.
- The BMW or QM whistles once and announce in the PA system “Shifting Colors”
- In vice versa, if the ship moors her first line to a pier or anchor touches the ground, steaming ensign and union jack upon whistle of the BMW or QM.

c) HALF MASTING the ENSIGN and UNION JACKS

- Half masting is a tribute to the dead. Normally, it is announced by the higher headquarters. The flag is first close up and lowered at half-mast. When lowering, first close up and then lowered

d) DIPPING

- Merchant vessels salute coast guard ships by lowering her colors to half-mast. Coastguard ships returned the salute when she is 90 degrees from merchant ship by lowering the ensign to half-mast for a few second and then close up, after which merchant raises her flag.

e) PASSING HONOR

- Close Aboard
 - 1) 400 yards for boats
 - 2) 600 yards for ships
- QMW Sounds Whistle for Passing Honors
 - 1) attention to port – 2 whistle
attention to starboard – 1 whistle
 - 2) Sounded when the bow of ship passes the bow or astern of another commissioned vessels
 - 3) Salute – 1 whistle
 - 4) Sounded when abreast
 - 5) End of Salute
 - 6) Carry On – 3 whistle

- 7) Sounded when the astern of ship passes the astern or bow of another commissioned vessel.
- 8) All hands on deck man the rail – properly distributed from bow to fantail.
- 9) Maybe waived by the SOPA during tactical maneuvers
- 10) Rendered from 0800H to sunset except when international courtesy requires.

f) FLAG DISPLAY in BOATS

- The national ensign is displayed in waterborne boats belonging to naval vessels.
 - 1) When underway during daylight in a foreign port.
 - 2) When ships are required to be dressed or fully dressed
 - 3) When an officer or official embarked for an official occasion.
 - 4) When a flag or general officer, a unit commander, a CO or a Chief of Staff, in uniform, embarked in a boat of his command or in one assigned for his personal use
 - 5) At such other times as maybe prescribed by the SOPA

g) DRESSING and FULL DRESSING

- Dressing Ship – the national ensign is flown at the flag staff, and another ensign at the flag gaff (mast)
- Full Dressing – in addition to the two (2) ensigns, a rainbow of signal flags are displayed from bow to astern over the mastheads.
- Done from 0800H to sunset
- Ships underway do not dress or full dress.

h) SIDE BOYS

- Given to commissioned officers or civilian officials when on an official visit.
- Rendered from 0800H to sunset except
 - 1) During Meal
 - 2) On Sundays or Holidays

Number of Side Boys

- 1) Vice-Admiral/Lt General and above – 8
- 2) Commodore/Brig Gen to Rear Adm/Maj Gen – 6
- 3) Captain/Col and Cdr/Lt Col – 4
- 4) Other Commissioned Officers – 2
- 5) Naval or other military governor, commissioned as such by the President within area of his jurisdiction - 8

i) GUN SALUTES

- Civil Officials
 - 1) President or head of state {Example: President 21}; arrival and departure
 - 2) Vice Presidents – 19 – Departure
 - 3) Speaker of Parliament – 19 – Departure
 - 4) Governors, Ambassadors – 19 – Departure

j) BRIDGE CUSTOMS

- The bridge is the center of operation underway when in port, the counterpart is the quarterdeck. Only men on watch are permitted to stay at the bridge. Personnel not on watch are permitted only upon request from the OOW. If the captain is present, all personnel will give him proper greeting to include civilians.

k) BOARDING YOUR OWN SHIP

- In boarding salute the national ensign if flying, the quarterdeck if no ensign. Salute OOD or his representative (CMAA, POW or GW) and say "I report my return, Sir." OOD or his representative will return the salute and say "Very well."

l) LEAVING YOUR OWN SHIP

- Salute OOD or his representative and say "I request permission to leave the ship, Sir." The OOD or his representative return the salute and will say "Permission granted". Then salute the national ensign if flying and disembark the ship.

m) BOARDING OTHER SHIP

- Same way is being done as boarding your own ship except that the phrase being used will be "I request permission to come aboard, Sir." You may be asked to identify yourself and state your business. The OOD returned the salute and will say "Permission granted."

n) LEAVING OTHER SHIP

- Will salute the OOD and will say "With your permission Sir, I shall leave the ship." The OOD may search and inspect you before disembarking.

o) BOARDING and LEAVING the SHIP in a GROUP/PARTY/COMPANY

- Only the POIC/OIC request permission from the OOD to board or leave the ship. All men still salute national ensign and the OOD for both embarking and disembarking.

p) CROSSING NEST

- When your ship is tied alongside with another ship and you will pass a quarterdeck of another ship in going to your ship – ask permission from the quarterdeck watch. Salute the colors and then the quarter deck and say "Request permission to cross". Repeat procedures on each ship until you reach your own ship.

q) DIVINE SERVICE

- When the divine services is in session, the church pennant is hoisted the flown at the mast. It is followed by the passing of the word thru the PA system. "Divine services are being held in (place/space)". It is the custom that silence shall be maintain at the deck. Personnel within the area shall uncover to include the actual watch/es

r) SICKBAY

- When entering sickbay, all hands shall uncover (it is a form of respect to the dying and the dead). Silence is maintained and smoking is prohibited.

s) OFFICER's and CPO COUNTRY

- Officer's country includes all staterooms and the wardroom. CPO's country includes their living spaces and mess hall. Do not enter these areas except on official business. Avoid using their passage as a thoroughfare or shortcut passage. Always uncover in passing through these areas except men on watch. Always knock before entering except in your own room.

t) QUARTERDECK

- It is an area designated by the Commanding Officer for official and ceremonial functions. It is treated as a sacred part of the ship. The following rules must be obeyed:
 - 1) The uniform of the day shall be worn except in a working party.
 - 2) Excessive noise is not permitted on or in the vicinity to include lounging.
 - 3) Walking on or through the quarterdeck is not permitted except when necessary.
 - 4) Smoking is also not permitted.

u) MESS HALL

- It is the Non-Officer's dining hall treated with same courtesy as the wardroom. All hands shall uncover when meal is in progress including men on watch passing the area.

v) BOAT, VEHICLE and PASSAGE WAY MANNERS/COURTESIES

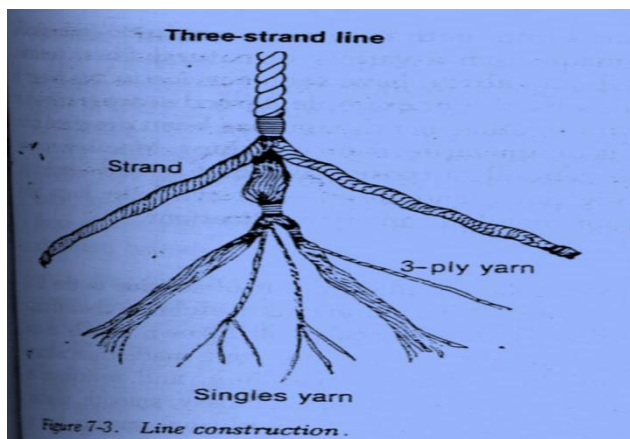
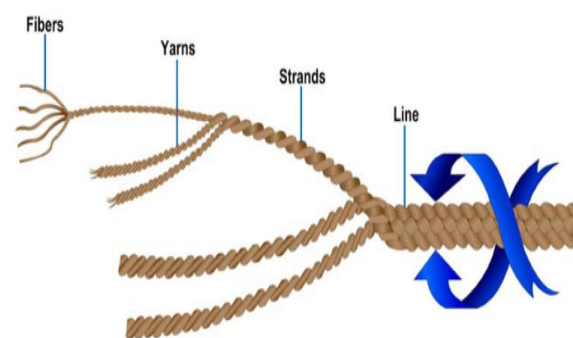
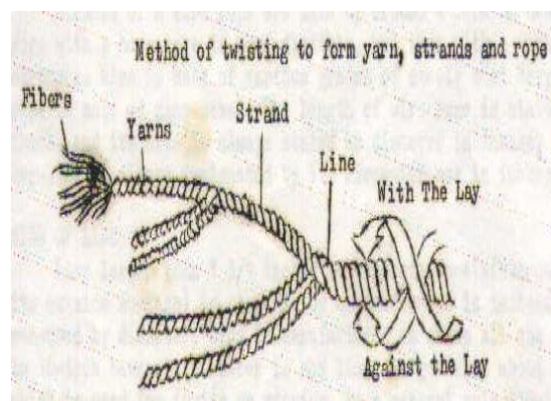
- Make way for a senior. Do it quietly without confusion. When embarking boats and entering vehicles, junior first in and senior last in. When disembarking, senior first out and junior last.

C. Marlinspike Seamanship

Seamanship is the oldest of all technical seagoing skills, thousands of years before steam power, gunnery, and navigation were developed. The basic elements of seamanship such as knotting and splicing, rigging, boat handling, anchoring and mooring were practiced by the world's first mariners. Marlinspike seamanship is the art of handling and working with line or rope.

Line - is a rope that has definite purpose- as a mooring line, heaving line, etc. Line takes its name from the purpose it serves.

Rope- is a general word for cordage that has no specific use.



Types of Ropes

The rope is an essential item in our lives. Whether we use it to keep things from falling apart or we have more specific purposes, such as climbing, the rope can come in hand in a multitude of situations. The presence of a good type of rope in your survival kit could literally save your life because it can be used for multiple purposes. There is no general rope that is good for everything, but depending on your needs you can find the perfect rope type that will not let you down when you

most need it. Here are the most common ropes used aboardship and their characteristics.

1) Manila

- most important of the natural fibers
- manufactured from the leaf of the Abaca plant
- until the advent of synthetic rope, manila was the only rope considered suitable for all around marine use

2) Sisal

- not customarily used in the maritime field, except in the making of boat fenders.
- only about 80% of the strength of manila and has a greater tendency to mildew and rot
- Comes from Agave plant in West and East Indies and Africa

3) Cotton

- Use for marine purpose where strength is not essential such as halyards, lashing and cords on sails

4) Hemp

- Very flexible and ease of handling

5) Jute

- Usually tarred and used as marline for whipping and serving
- Come from Jute plant in India and Pakistan

6) Synthetic Rope

- Began to take the place of manila
- Made from polyamide, commonly known as nylon
- Very elastic and will absorb seven times the shock load of manila.
- Ideal for mooring and towing lines

7) Polypropylene Rope

- Made in monofilament, multifilament, and film form
- Stronger when wet than dry

Line

Sizes of Fiber Line

a) Small Stuff

- Cordage of smaller sizes (3/4", 1", 1.25", etc)
- Sizes below 21 thread stuff
- known by the number of yarns it contains, called threads.

b) Line

- Sizes larger than 21 thread stuff

c) Hawsers

- lines with 5 inches or more in circumference

Synthetic Fiber Line

- It is made of inorganic material (man-made), such as nylon, polypropylene, polyethylene, and polyester
- 2.7 times stronger than Manila
- Lasts five times longer
- Stand 7 times the shock load
- Dacron stronger when wet than dry
- Polypropylene - so light it floats

1) **Nylon**

- Three times as strong as Manila rope of the same size
- stretches up to 40% of its original length before it reaches a critical point
- As it becomes older, the critical point is reduced

2) **Polyethylene**

- Half as strong as nylon rope, size for size
- Floats in the water
- Used mainly for heaving lines and trail lines on life- rings

3) **Dacron**

- Similar to nylon but it will not stretch quite as much
- Very popular since it wears well and handles quite well.

Cotton Line

- Use for lead lines, heaving lines, and signal halyards
- Usually braided instead of laid

Care of Line

- ✓ Always make up line neatly and in the correct direction, otherwise it will kink.
- ✓ Work kinks and turns out of a line.
- ✓ Avoid removing kinks by putting a strain on the line; the kink may disappear, but the line may have been seriously weakened
- ✓ Always make sure that the line is dry before you stow it. Wet line can develop mildew and rot
- ✓ Avoid dragging line over sharp objects. Some of the fibers will surely be damaged
- ✓ Do not allow dirt or sand to work into the strands; it cuts the fiber
- ✓ Do not use frozen line. Line that freezes after becoming wet is easily broken and cannot be trusted. Dry it thoroughly before using it again

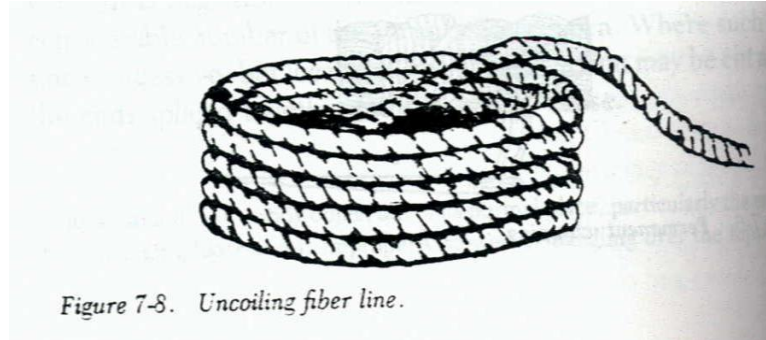
Care of Fiber Line

To render safe, dependable service over a maximum period of time, fiber line must have the care and upkeep necessary to keep it in good condition. In the long run, the life of the fiber will be longer and more useful when necessary precautions and care were performed in the following situations; *kink, stowage, blocks, chemicals, frozen line, clean lines, chafe and abrasion, lubrication and overload*.

Opening New Coil of Line

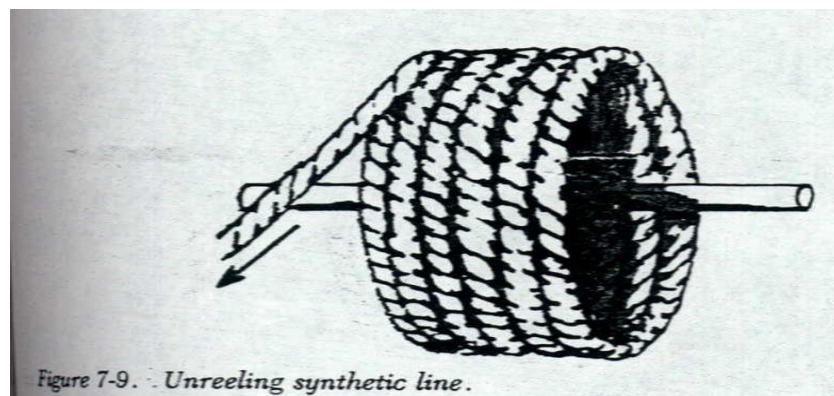
Handling Fiber

- Look inside the center tunnel of the coil and locate the line end.
- Position the coil so that the inside line end is at the bottom of the center tunnel
- Start uncoiling the line by drawing the inside end up through the top of the tunnel.

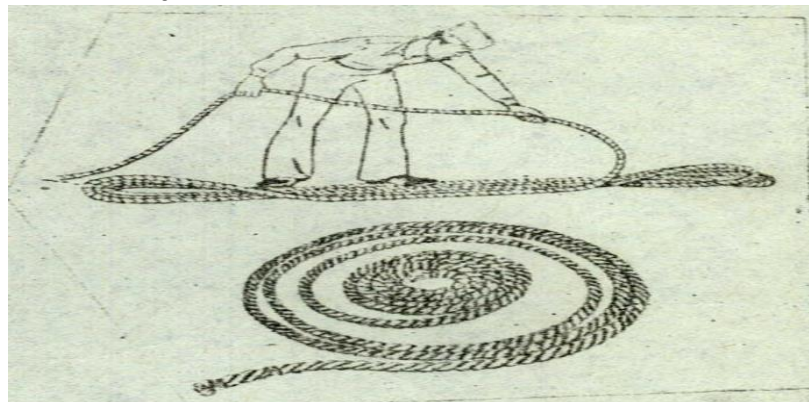


Handling Nylon

- When new nylon hawser are used and strained, sharp, cracking noise will be heard.
- This is normal and does not mean the nylon will part unless the line is stretched too much (more than 1/3 of its length)
- The nylon line is parted by too much strain.



Laying out line for ready use



Faking Down

Laying Out of Mooring Lines

a) *Coiling Down*

- Means laying down in circles, roughly one on top of the other.
- Remember, right laid line is always coiled down right handed or clockwise
- One end is ready to run off
- This is the end that went down last and that is now on top

b) *Faking Down*

- means laying down in the same manner, except that it is laid out in long, flat bight, one forward of the other, instead of in round coils.
- Faking down a heavy line is much easier than coiling it down.

c) *Flemishing Down*

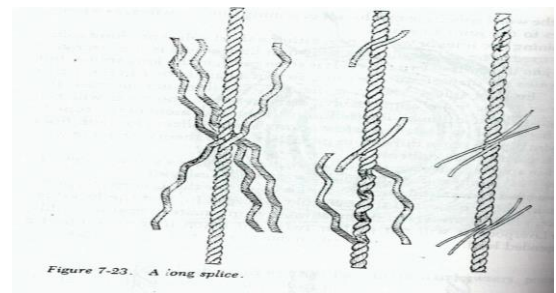
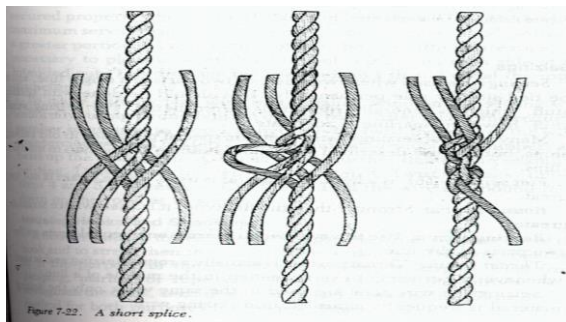
- Means to coil it down first, and then wind it tight from the bottom end so that it forms a close mat.

Splicing

- Method of permanently joining the ends of two lines or of bending a line back on itself so as to form a permanent loop or eye.
- Strongest way to join the ends of two ropes

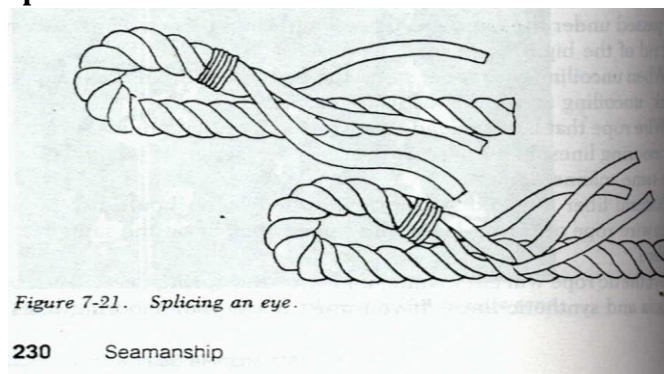
Forms of Splice

- Long Splice
- Short Splice
- Eye Splice



Short Splice

Long splice



Eye Splice

Worming, Parceling, and Serving

- done to protect a rope that must be exposed to weather or to exceptionally hard usage.

Worming – passing a very small cordage with the lay.

Parceling – Long strip of tarred or oiled canvas is then wrapped around the rope, again with the lay.

Serving – Binding against the lay similar to a common whipping.

Wire Rope

- Made in much the same way as fiber rope.
- Used extensively for heavy lifts since it is much stronger than natural or synthetic fiber line.

NOTE: Always wear heavy gloves when handling wire rope

- made the same way as fiber rope, and much stronger than natural or synthetic fiber line.

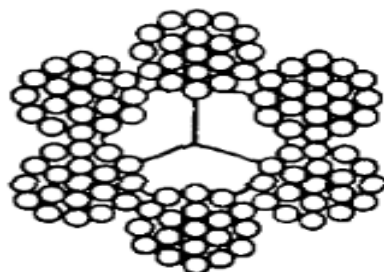
4-inch manila hawser = 15,000 lbs

1-inch wire = 46,000 lbs

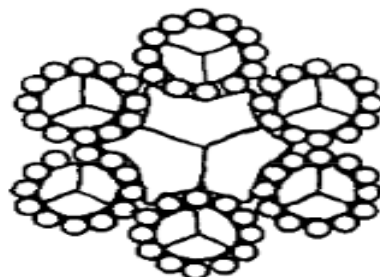
Steel wires = strands = wire rope

Number of strands and number of wires per strand

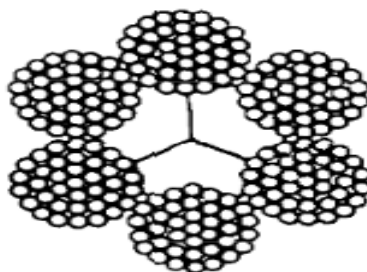
6x19 rope = 6 strands of 19 wires per strand



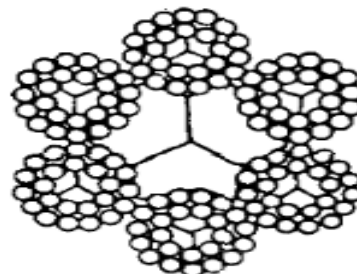
6 STRANDS OF 19
WIRES (6X19)



6 STRANDS OF 12
WIRES (6X12)

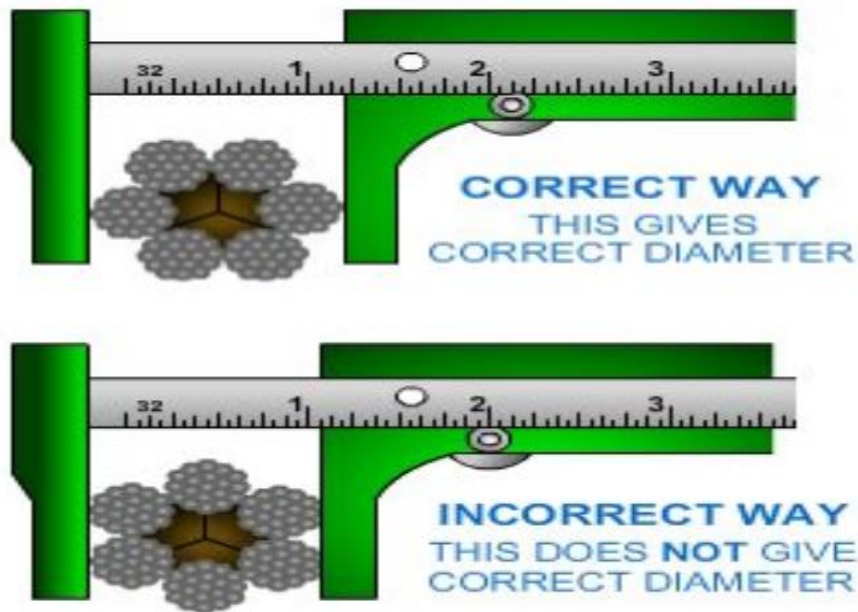


6 STRANDS OF 37
WIRES (6X37)



6 STRANDS OF 24
WIRES (6X24)

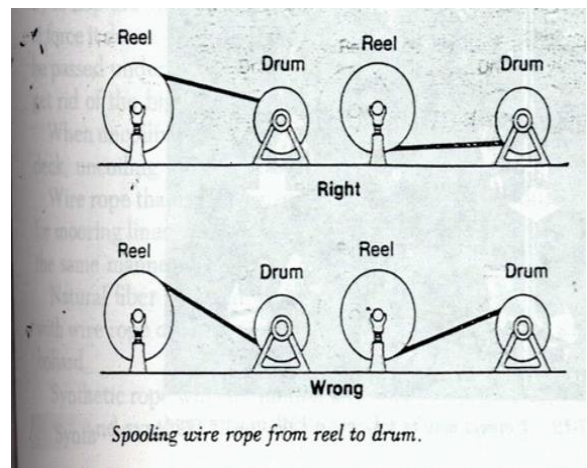
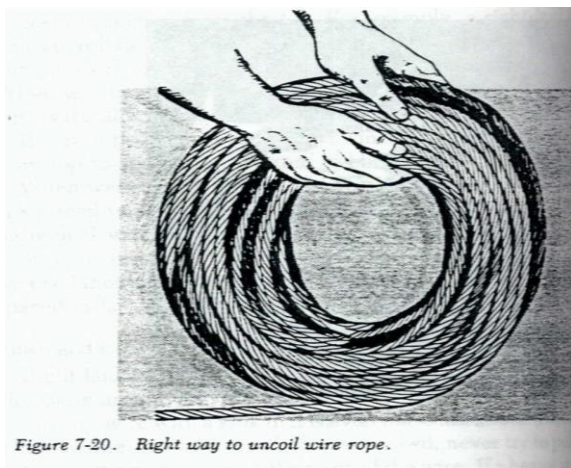
Arrangement of strands in wire rope



Measuring wire rope diameter

Handling Wire Rope

- Wire rope wears out faster when run at high speed over a pulley...better to increase the load than increase the speed.



Causes of Wire Failure

- Using incorrect size, construction or grade of wire.
- Allowing wire to drag over obstacle
- Improper lubrication
- Operating over sheaves and drums of inadequate size or allowing overriding or cross winding on drums
- Subjecting wire to moisture, acid fumes or excessive heat
- Using improper attached fittings

- Permitting wire to untwist
- Internal wear caused by grit penetrating between strands and wires
- Subjecting wire to severe overload
- Using wire in kinked condition

Knots, Bends, and Hitches

Four Classes of knots

Class I - Knots tied in the end of a line used in fastening or tying the rope upon itself.

Class II - Knots for binding or joining the ends of two ropes or two ends of the same rope.

Class III - Knots that secure a line to a ring or spar (hitches and bends)

Class IV - Knots used to give finish to the end of a line, to prevent unreeving or for ornamental purposes

Overhand knot

- It is used for temporary whipping and preventing the rope unreeving from the block and provides the foothold for the life line.



Figure of 8 knot

- Provide foothold on the lifeline of the lifeboat davit and with the keel grab line and prevent the rope from unreeving patent log with the log line.



Figure Eight Knot

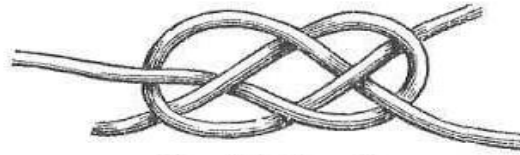
Single sheet bend/double sheet bend

- Used to join two rope of the same size and also to be used to tying the sheets with the clew of a sail



Carrick bend

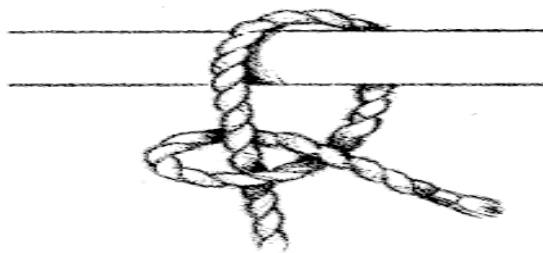
- It is used to join two hawsers together when the joint has to pass over the warping drum.



Carrick-bend.

Half hitch

- It is used as a part of the other hitches.



Clove hitch

- It is used to secure a rope to a spar or guard-rail or with the similar fittings.

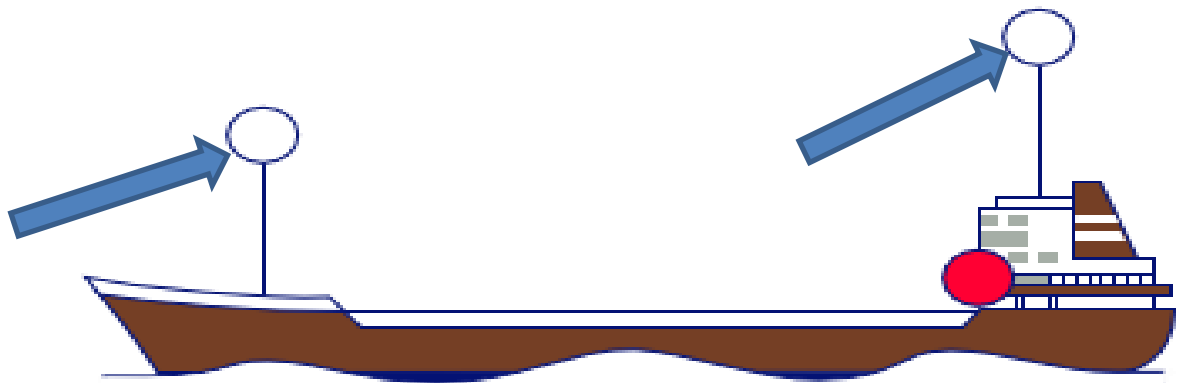


D. Lights And Shapes

DIFFERENT LIGHTS AND SHAPE SIGNALS

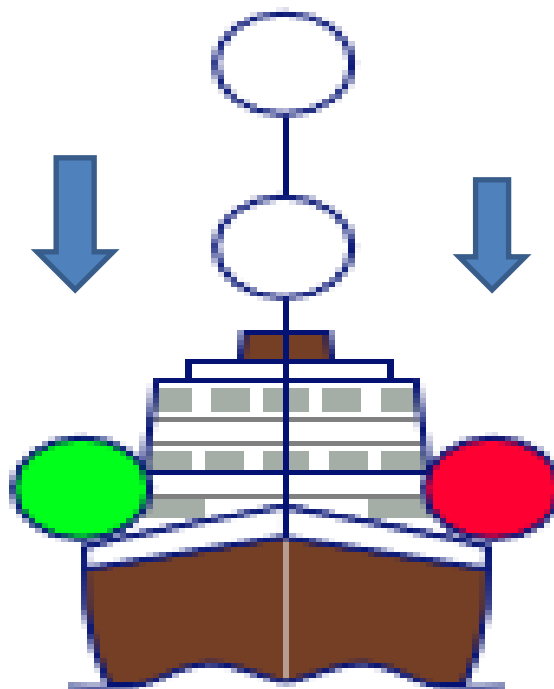
MASTHEAD LIGHT

A white light placed over the fore and aft centreline of the vessel showing an unbroken light over an arc of the horizon of 225° and so fixed as to show the light from right ahead to 22.5° abaft the beam on either side of the vessel.



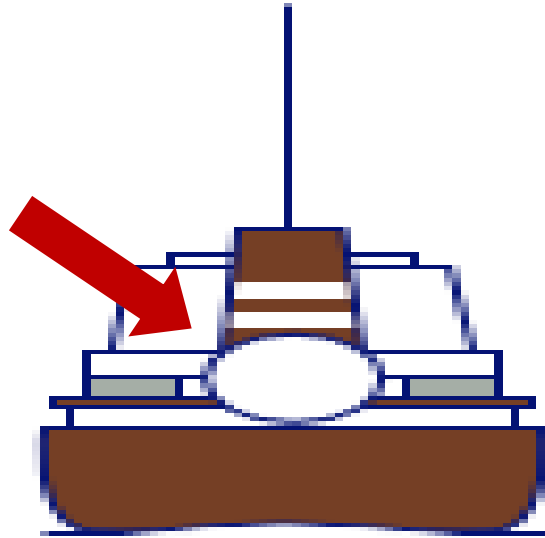
SIDE LIGHT

A green light on the starboard side and a red light on the port side each showing an unbroken light over an arc of the horizon of 112.5° and so fixed as to show the light from right ahead to 22.5° abaft the beam on its respective side. In a vessel of less than 20 metres in length the sidelights may be combined in one lantern carried on the fore and aft centreline of the vessel.



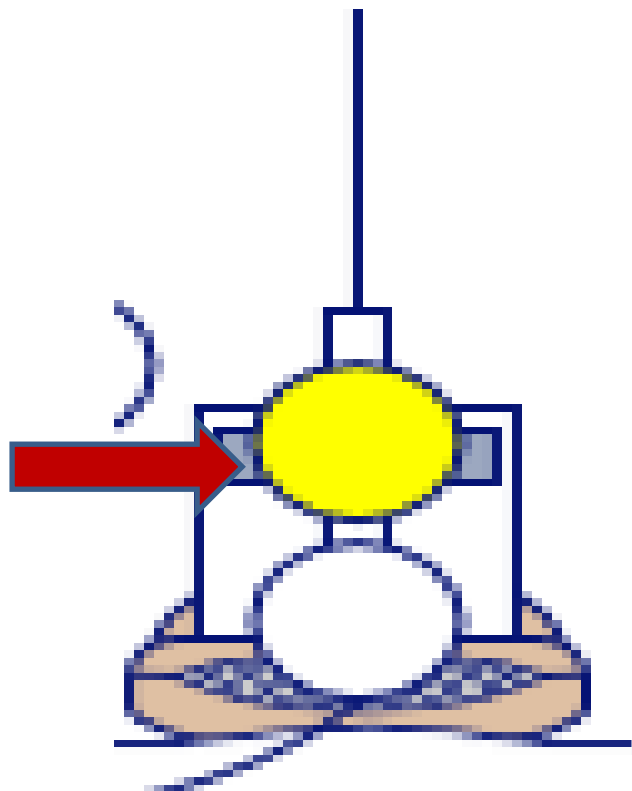
STERNLIGHT

A white light placed as nearly as practicable at the stern showing an unbroken light over an arc of the horizon of 135° and so fixed as to show the light 67.5° from right aft on each side of the vessel.



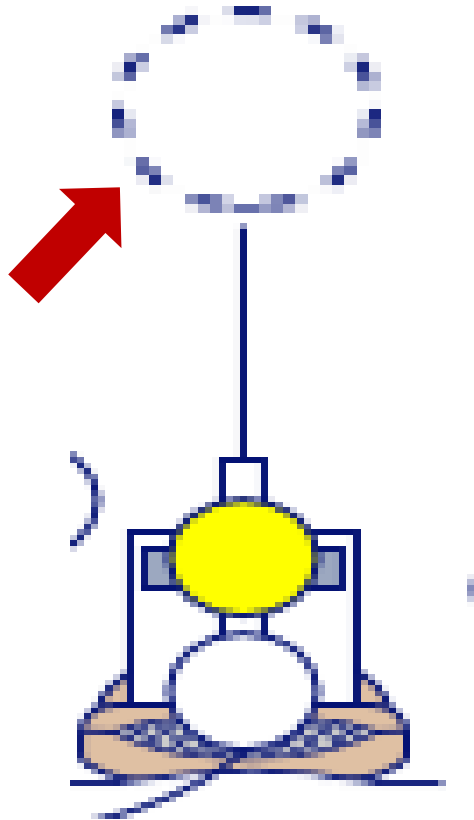
TOWING LIGHT

A yellow light having the same characteristics as the sternlight.



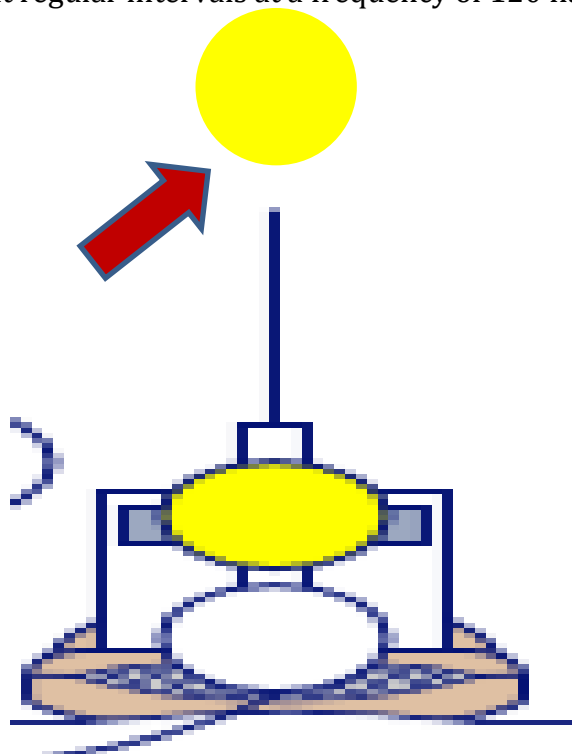
ALL AROUND LIGHTS

Light showing an unbroken light over an arc of the horizon of 360°



FLASHING LIGHT

Means a light flashing at regular intervals at a frequency of 120 flashes or more per minute.

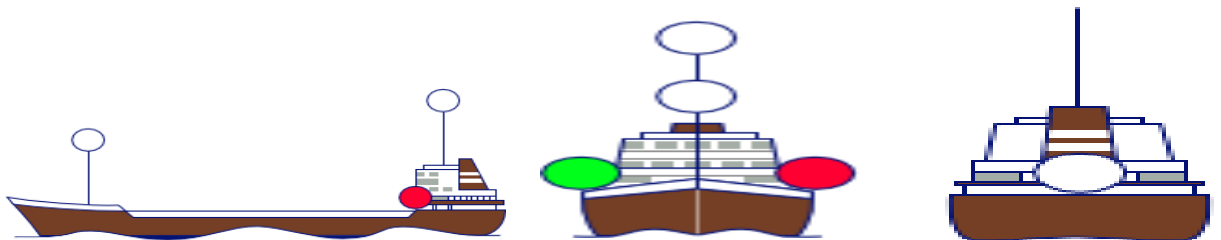
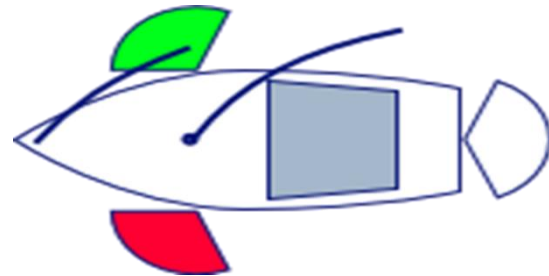


MEANING OF LIGHTS AND SHAPE SIGNALS

Power-driven vessel underway

A power-driven vessel underway shall exhibit:

- a masthead light forward;
- a second masthead light abaft of and higher than the forward one; except that a vessel of less than 50 metres in length shall not be obliged to exhibit such light but may do so;
- sidelights
- a sternlight.



Sailing vessels underway and vessels under oars

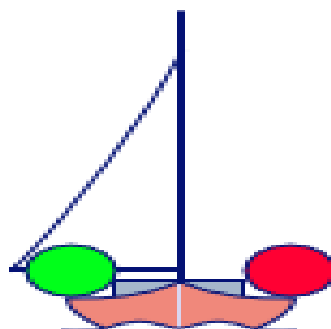
A sailing vessel underway shall exhibit:

- sidelights;
- a sternlight.

SAILING VESSEL EXHIBIT 1



Abeam, port side

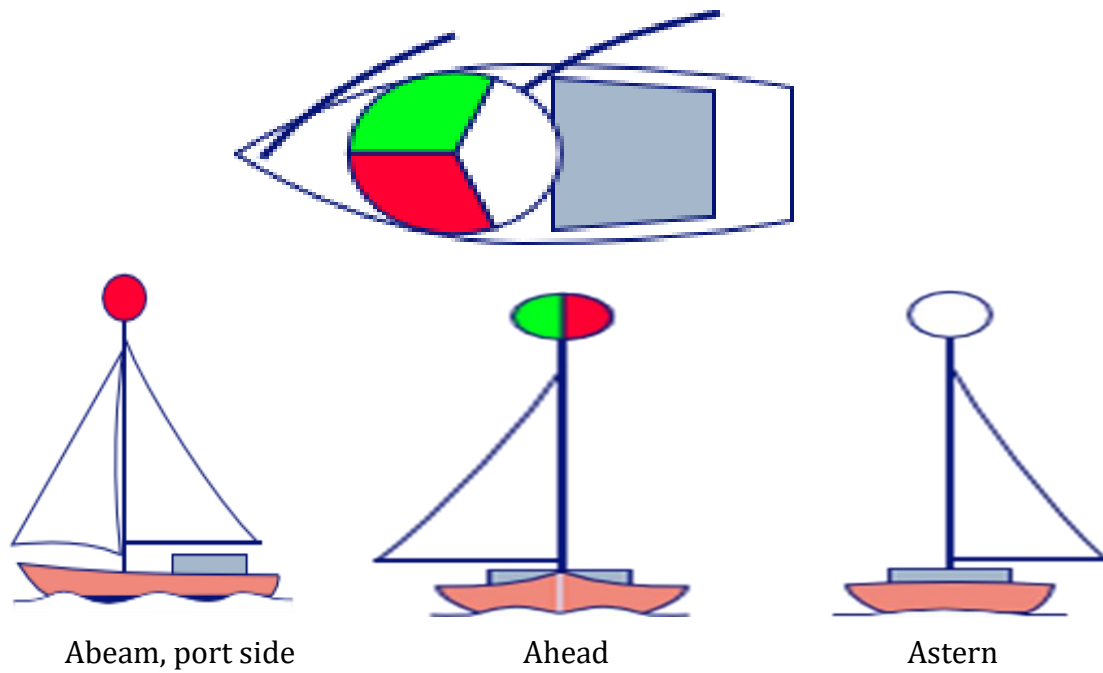


Ahead

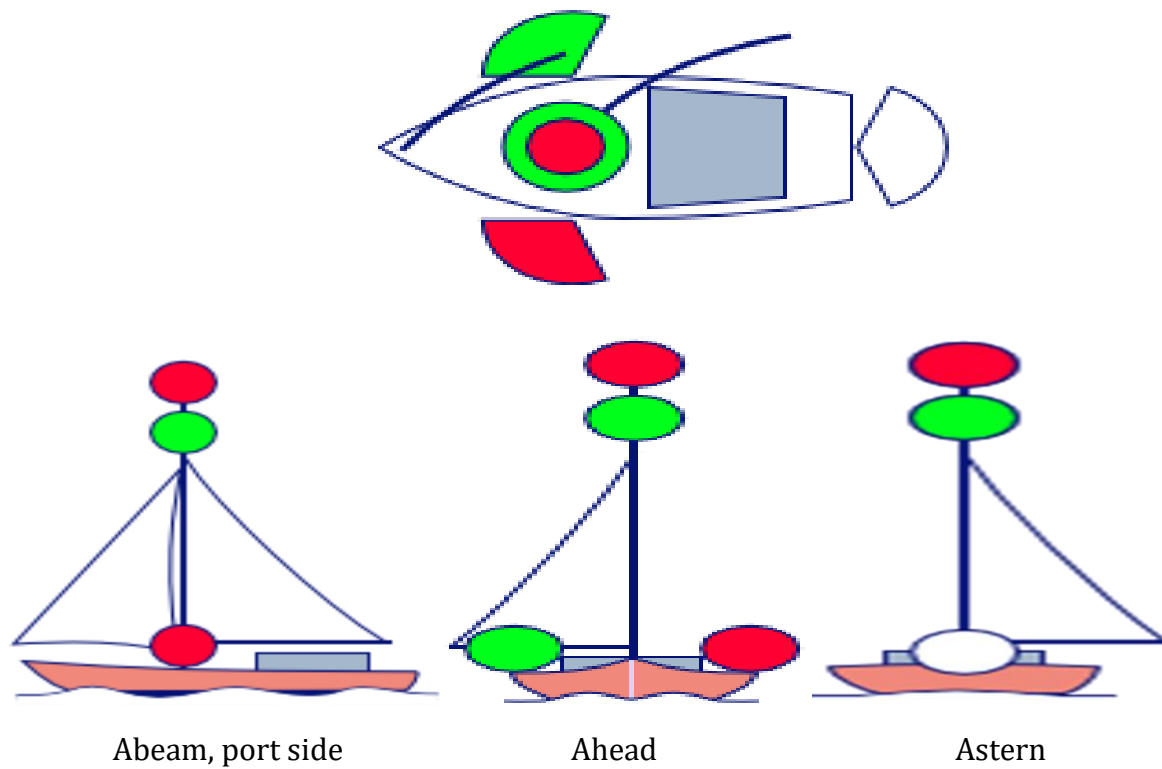


Astern

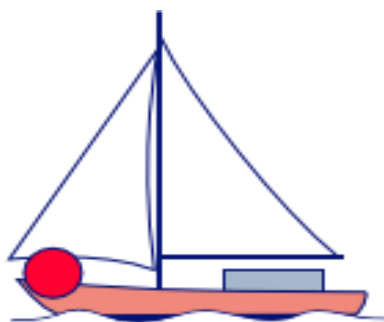
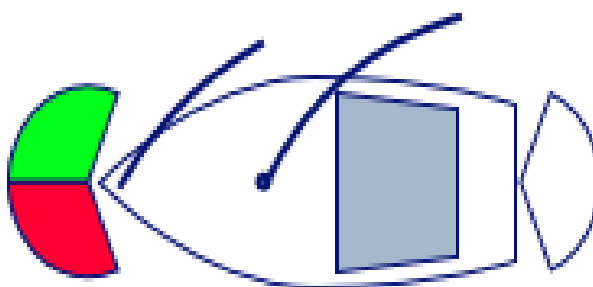
SAILING VESSEL 2



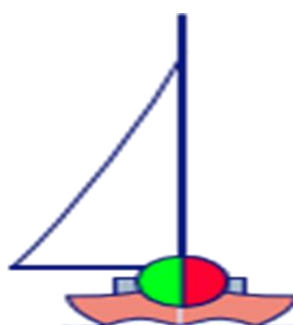
SAILING VESSEL EXHIBIT 3



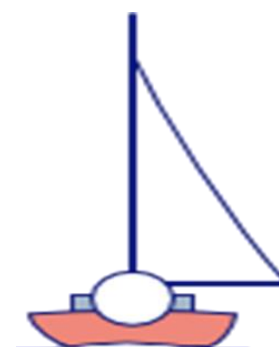
SAILING VESSEL EXHIBIT 4



Abeam, port side



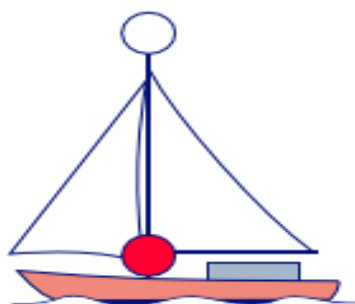
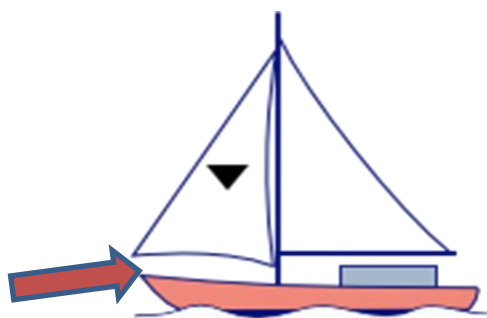
Ahead



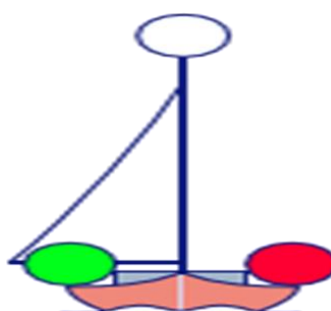
Astern

SAILING AND MONITORING

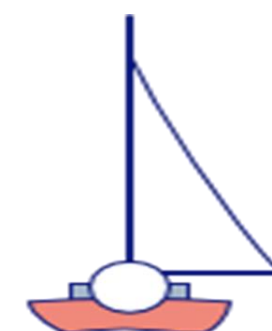
A vessel proceeding under sail which has her engine running shall exhibit forward where it can best be seen a conical shape, apex downwards. She shall exhibit lights according to a power-driven vessel.



Abeam, port side



Ahead



Astern

ANCHORING



Day sign (1 black sphere)

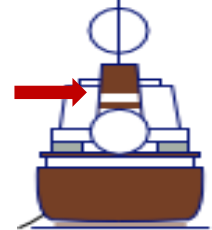


Abeam, port side

Night sign (2 white light)



Ahead



Astern

E. Flags and Pennants

International maritime signal flags are various flags used to communicate with ships. The principal system of flags and associated codes is the International Code of Signals (ICS). Various navies have flag systems with additional flags and codes, and other flags are used in special uses, or have historical significance.

There are various methods by which the flags can be used as signals:

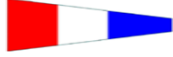
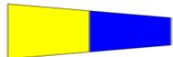
- A series of flags can spell out a message, each flag representing a letter.
- Individual flags have specific and standard meanings; for example, diving support vessels raise the "A" flag indicating their inability to move from their current location because they have a diver underwater and to warn other vessels to keep clear to avoid endangering the diver(s) with their propellers.
- One or more flags form a code word whose meaning can be looked up in a code book held by both parties.

Letter Flags with ICS

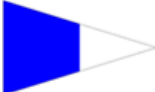
	Alpha	"I have a diver down; keep well clear at slow speed."
	Bravo	"I am taking in or discharging or carrying dangerous goods."
	Charlie	"Affirmative."
	Delta	"Keep clear of me; I am maneuvering with difficulty."
	Echo	"I am altering my course to starboard."
	Foxtrot	"I am disabled; communicate with me."
	Golf	"I require a pilot." By fishing vessels near fishing grounds: "I am hauling nets."
	Hotel	"I have a pilot on board."
	India	"I am altering my course to port."
	Juliet	"I am on fire and have dangerous cargo on board: keep well clear of me."
	Kilo	"I wish to communicate with you."
	Lima	In harbour: "The ship is quarantined." At sea: "You should stop your vessel instantly."
	Mike	"My vessel is stopped and making no way through the water."

	November	"Negative."
	Oscar	"Man overboard."
	Papa	In harbour: All persons should report on board as the vessel is about to proceed to sea. At sea: fishing vessels: "My nets have come fast upon an obstruction."
	Quebec	"My vessel is 'healthy' and I request free pratique."
	Romeo	No International Code of Signals (ICS) meaning as single flag.
	Sierra	"I am operating astern propulsion."
	Tango	"Keep clear of me." Fishing boats: "Keep clear of me; I am engaged in pair trawling."
	Uniform	"You are running into danger."
	Victor	"I require assistance."
	Whiskey	"I require medical assistance."
	Xray	"Stop carrying out your intentions and watch for my signals."
	Yankee	"I am dragging my anchor."
	Zulu	"I require a tug." By fishing vessels near fishing grounds: "I am shooting nets."

Number Flags

	Zero
	One
	Two
	Three
	Four
	Five
	Six
	Seven
	Eight
	Nine

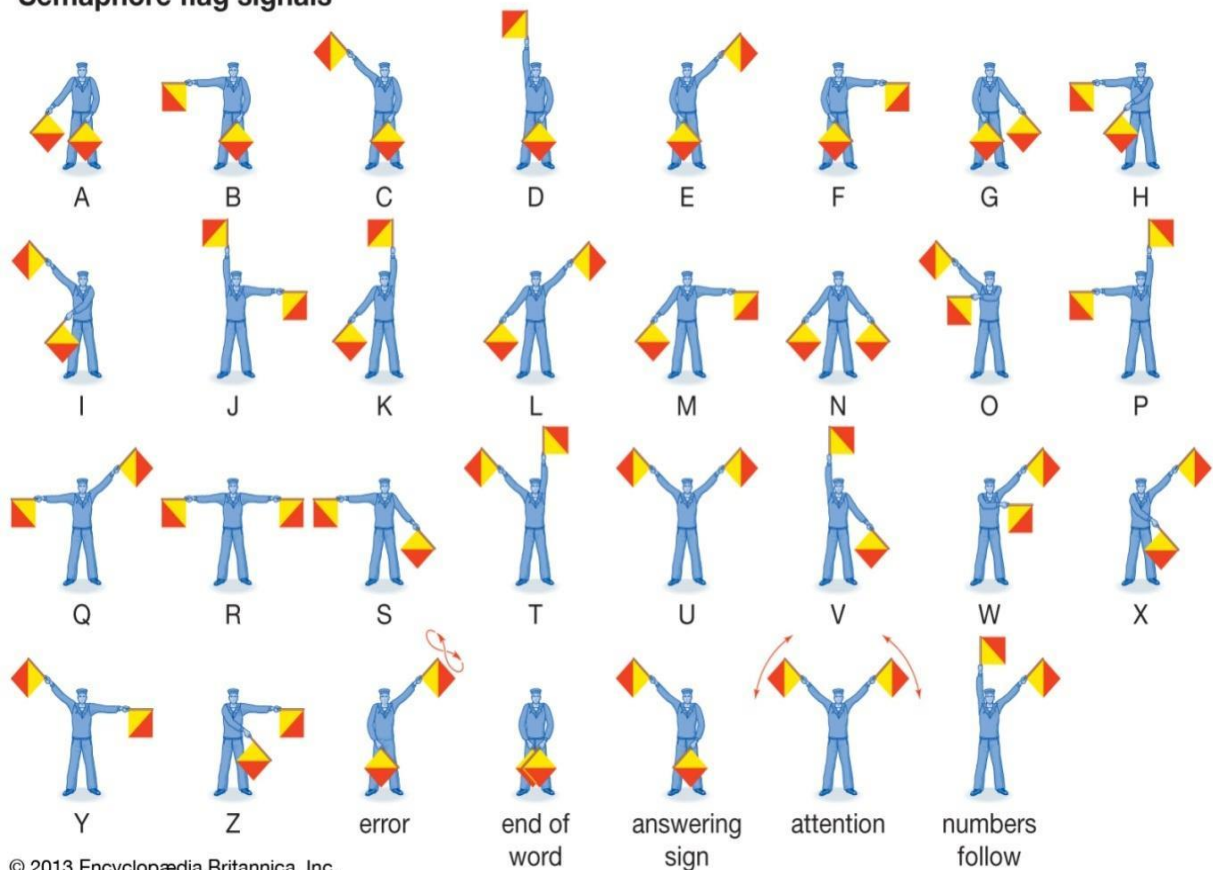
Substitute Flag

	1 st Substitute	Used to repeat the first flag of a hoist later within the same hoist. This and the other two substitutes allows any four letter or number combination to be sent using only one set of flags.
	2 nd Substitute	Used to repeat the second flag of a hoist later within the same hoist.
	3 rd Substitute	Used to repeat the third flag of a hoist later within the same hoist.
	Code/Answer Pennant	At the dip (about half-way up the halyard): Ready to receive message Close up: Message has been received and understood (the flag is then hauled back at the dip to receive the next hoist) Hauled down: Signals end of message. With numerals: Decimal point

F. Semaphore

Semaphore - method of visual signaling, usually by means of flags or lights. Before the invention of the telegraph, semaphore signaling from high towers was used to transmit messages between distant points. One such system was developed by Claude Chappe in France in 1794, employing a set of arms that pivoted on a post; the arms were mounted on towers spaced 5 to 10 miles (8 to 16 km) apart. Messages were read by telescopic sightings. Modern semaphores included movable arms or rows of lights simulating arms, displayed from towers and used to signal railroad trains. Semaphore signaling between ships, now largely abandoned, was accomplished by persons who held a small flag in each hand and, with arms extended, moved them to different angles to indicate letters of the alphabet or numbers.

Semaphore flag signals



G. Radio Communications

A radio communication system sends signals by radio. Types of radio communication systems deployed depend on technology, standards, regulations, radio spectrum allocation, user requirements, service positioning, and investment.

The radio equipment involved in communication systems includes a transmitter and a receiver, each having an antenna and appropriate terminal equipment such as a microphone at the transmitter and a loudspeaker at the receiver in the case of a voice-communication system.



A radio communication system may send information only one way. For example, in broadcasting a single transmitter sends signals to many receivers. Two stations may take turns sending and receiving, using a single radio frequency; this is called "simplex." By using two radio frequencies, two stations may continuously and concurrently send and receive signals - this is called "duplex" operation.

Phonetic Alphabet

A phonetic alphabet is a list of words used to identify letters in a message transmitted by radio or telephone. Spoken words from an approved list are substituted for letters.

The uniformed service relies on the phonetic alphabet to clarify communications. In a uniformed service situation, a message that isn't understood correctly can have critical consequences. It also minimizes the possibility of confusing "C Company" with "G Company" by using the easily distinguishable "Charlie Company" and "Golf Company" instead.

A	Alpha	N	November
B	Bravo	O	Oscar
C	Charlie	P	Papa
D	Delta	Q	Quebec
E	Echo	R	Romeo
F	Foxtrot	S	Sierra
G	Golf	T	Tango
H	Hotel	U	Uniform
I	India	V	Victor
J	Juliett	W	Whiskey
K	Kilo	X	X-ray
L	Lima	Y	Yankee
M	Mike	Z	Zulu

Calling and Communicating Techniques

Before you key your mike, gather your thoughts about what you are going to say. Many people with radios have a tendency to talk and/or repeat too much. Say what you need to say without unnecessary repeats. Keep in mind that you must strive to get your message through the first time.

1st, you **MUST** give the radio call sign of the station you are calling. This alerts that station that they are being called and that they should listen to determine who is calling.

2nd; say "THIS IS". The called station knows your tactical call follows. This is extremely important in cases where there is a lot of confusion or poor signal conditions.

3rd, give your radio call sign. Don't give your first name. Radio callsigns are important and first names are not, egos notwithstanding. Remember, we are licensed for radio to radio NOT person to person communications.

4th, give your message. Speak clearly. Don't speak too fast especially if the message needs to be written down. Pause after logical phrases.

5th, end your every transmission with the word "OVER"

DO's and DON'Ts

DO'S

a. Listen before transmitting.

* Unauthorized break-in cause confusion and delay.

b. Speak clearly and distinctly.

c. Speak slowly.

* A slowly spoken message will get faster through the line than a rapidly spoken message that has got to be repeated.

d. Be natural.

your message phrase by phrase, rather than word by word.

e. Keep correct distance between lips and microphone.

* About 2 inches for most microphones.

* Too great distance – speech inaudible and background noises creep in.

* Too small distance-blaring and lasting result.

f. Pause momentarily.

* This allows the receiving station to interrupt your signal at other station with higher precedence traffic to break-in.

g. Adhere strictly to prescribed procedure.

* Up-to-date radiotelephone procedure is found in the effective edition of ACP 125.

h. Keep correct distance between lips and microphone.

* About 2 inches for most microphones.

* Too great distance – speech inaudible and background noises creep in.

* Too small distance-blaring and lasting result.

i. Pause momentarily.

* This allows the receiving station to interrupt your signal at other station with higher precedence traffic to break-in.

j. Adhere strictly to prescribed procedure.

* Up-to-date radiotelephone procedure is found in the effective edition of ACP 125.

DON'Ts

a. Don't transmit while surrounded by other persons loudly discussing the next maneuver or event.

* Confuse receiving stations.

* Serious security violations can result.

b. Don't press microphone button until absolutely ready to transmit.

* Your signal or carrier blocks or interfered communications in the net.

c. Don't send test signals for longer than 10 seconds.

* Do not blow into microphone for testing.

Rules for Radio Use

- Listen before transmitting and release the push-to-talk button immediately after speaking.
- Make messages clear and concise. Know what you are going to say and, if possible, write messages out before transmitting.
- Speak clearly, slowly, and in natural phrases, distinctly enunciating each word. If the receiving operator must transcribe, allow time for writing.
- Always assume the enemy is listening

PART V. BASIC MEMORIZATIONS

a. Honor Oath

We, the Candidate Coast Guardmen / Officers of the Philippine Coast Guard shall not lie, cheat, steal nor tolerate anyone who does and we resolve to do our duty and live honorably. So help us God.

b. Honor Code

We, the Candidate Coast Guardmen/ Officers of the Philippine Coast Guard shall not lie, cheat, steal nor tolerate among us those who do.

c. Loyalty Pledge

If you work for a man in heaven's name, work for him, speak well of him and stand by the institution that he represents. Remember, an ounce of loyalty is worth a pound of cleverness.

If you must growl, condemn and eternally find fault, why, resign your position, and when you are on the outside, damn to your heart's content. But as long as you are a part of the institution, do not condemn it. If you do, the first high wind that comes along will blow you away and probably you will never know why Sir/Ma'am.

d. Military Professionalism

Men who adopt the profession of arms submit their own free will to a law of perpetual constraint of their own accord. They resist their right to live where they choose, to say what they think, to dress as they like. From the moment they become soldiers, it needs but an order to settle them in this place, to move them to that, to separate them from their families and dislocate their normal lives.

In the world of command, they must rise, march, run, endure bad weather, go without sleep or food, be isolated in some distant post, work until they drop. They have ceased to become masters of their own fate. If they drop on their tracks, their ashes shall be scattered in the four winds, that is all part and parcel of their job, Sir/Ma'am.

e. Preamble of the Philippine Constitution

We, the sovereign Filipino people, imploring the aid of Almighty God, in order to build a just and humane society and establish a Government that shall embody our ideals and aspirations, promote the common good, conserve and develop our patrimony and secure to ourselves and posterity the blessings of independence and democracy under the rule of law and a regime of truth, justice, freedom, love, equality, and peace do ordain and promulgate this Constitution.

f. Are You Resigning?

I came from the land of kings where everyone can do what he wishes. I hiked the mountains of Bagac, Bataan, hurdled the mighty waves of the sea just to reach my precious destination, the Coast Guard Non-Officers' Basic Education and Training Center.

Now I am here to labor my aspirations as Dulong to my seniors, a sea cousin of the Ducrot. Dumber than the dumb guard. That is why I am not thinking of resigning, at least not yet, Sir/Ma'am.

g. What is a Kiss?

A kiss is when all is said, what is a kiss? An oath taken out upon close confession is red rose of eternity murmuring like a bee, a balmy communion with a flavor of a flower, a secret with the ears, a passion of expansion of the heart and tasting the lips of each other's soul. This is a kiss.

h. How Many Days?

Sir, there are ----- days ----- hours, ----- minutes, ----- seconds, and ----- ticks and a but till ----- Oh, Noble Cataline, may the great God in Heaven speed them more quickly by the great God Jupiter and may the coming days be more joyous, but not for me, Sir! May your classes be no soirees, and your sorrows negligible, and on your leave, may there be some beautiful femmes, sandwiches, lots of scags, full moons, and plenty of Coca-Cola; hot darn; but not for me, Sir!

i. Don't Quit

Don't Quit

by Edgar A. Guest

When things go wrong as they sometimes will
When the road you're trudging seems all uphill
When the funds are low and the debts are high
And you want to smile but you have to sigh
When care is pressing you down a bit
Rest if you must but don't you quit

Life is queer with its twists and turns
As every one of us sometimes learns
And many a failure turns about
When he might have won had he stuck it out
Don't give up though the pace seems slow
You may succeed with another blow
Often the goal seems nearer than
It seems to a faint and faltering man
Often the struggler has given up
When he might have captured the victor's cup
And he learned too late when the night came down
How close he was to the golden crown

Success is failure turned inside out
The silver tint of the cloud of doubt
And you never can tell how close you are
It may be near when it seems so far
So stick to the fight when you're hardest hit
It's when things seem worst that you must not quit

j. Desiderata

DESIDERATA by Max Ehrmann

Go placidly amid the noise and the haste and remember what peace there may be in silence.

As far as possible, without surrender, be on good terms with all persons. Speak your truth quietly and listen to others even the dull and ignorant they too have their story.

Avoid loud and aggressive persons they are vexatious to the spirit.

If you compare yourself with others you may become vain and bitter for always there will be grater persons than yourself.

Enjoy your achievements as well as your plans keep interested in your career however humble it is a real possession in the changing fortunes of time.

Exercise caution in your business affairs for the world is full of trickery but let this not blind you for what virtue there is. Many persons strive for high ideals and everywhere life is full of heroism.

Take kindly the counsel of years. Gracefully surrendering the things of youth. Nurture the strength of spirit to shield you from sudden misfortune. But do not distress yourself from dark imaginings. Many fears are born of fatigue and loneliness.

Beyond the wholesome discipline be gentle with yourself. You are a child of the universe no less than the tress and the stars. You have a right to be here and whether or not it is clear to you no doubt the universe is unfolding as it should.

Therefore, be at peace with God whatever you conceive Him to be and whatever your labors and aspirations, in the noisy confusion of life, keep peace with your soul.

With all its sham, drudgery and broken dreams it is still a beautiful world. Be cheerful, strive to be happy.

ANNEX

PCG DISTRICTS AND THEIR RESPECTIVE AREAS OF RESPONSIBILITY (AOR)



Annex B

PCG Uniforms

a. Mess Jacket



Mess Jacket for
Flag Officers

Mess Jacket for
Officers (O-1 to O-6)

Mess Jacket for Female
Officers (O-1 to O-6)

b. Service Blouse Blue



c. General Office Attire (GOA)/ Marlen Blue Uniform



GOA "A" for Officers

GOA "B" for Officers

GOA "B" for Non-Officers

GOA "A" for Non-Officers

d. Working Blue Uniform



e. Bush Coat (for Officers and Senior Non-Officers)



f. PCG Patrol Shirt/ Field Uniform



g. Maternity Dress



h. Athletic Uniform



i. Battle Dress Attire (BDA)



PCG Organizational Uniforms

a. Coast Guard Special Operations Force Rescue Uniform and Dive Suit



b. Coast Guard Surface Support Force Orange Coverall



c. PCG Band Gala Uniform



d. Coast Guard Medical Service and Dental Service Scrub Suits



e. CGETDC Drill Instructor Uniform



f. CG K9 Field Uniform



Headgear

a. Cap Insignia



Cap Insignia
for Officers



Cap Insignia
for Non-Officers

b. Combination Cap/Pershing Cap



Combination Cap
(Pershing Cap) for Officers



Combination Cap
for Senior Non-Officers



c. Oversea Cap



Oversea cap
for Officers



Oversea cap
for Non-Officers

Peculiar Devices

are worn by Technical Staff Officers in their GOA uniforms in order to easily identify them. These insignias are characterized according to their technical/job description. The proper way of wearing the insignia should be pinned in the upper portion of the left pocket of GOA uniforms.



Medical



Dental



Legal



Chaplain

Badges

are awarded based on the prescribed requirements as stated in approved circulars, SOPs and other publications.

a. Command at Sea Badge



This badge is given to officers who have successfully completed their Commanding Officer's billet aboard PCG vessels.

b. Sea Service Badge



Officers



Non-Officers

This badge is awarded to PCG officers and non-officers who have qualified, are performing and completed sea duty billets aboard PCG commissioned vessels and small crafts including those PCG manned BFAR vessels.

c. Aviator's Badges



Command Pilot
Rating Badge



Senior Pilot
Rating Badge



First Pilot
Rating Badge



Aircraft Maintenance
Officer Badge



Coast Guard
Aircrew Badge

d. Instructor's Badges



Basic



Senior



Command



Honorary

e. Coast Guard Special Operations Force Badges



CGSOF Badge



SCUBA Diver's Badge



CGATU Badge



Explosive Ordnance
Reconnaissance Agent
(EORA) Badge



Basic



Senior



Master

Explosive Ordnance Disposal (EOD) Badge

f. Functional Specialization Badges



Marine Environmental
Protection Course Badge



Maritime Safety
Administration
Course Badge



Maritime Security
Specialist Course
Badge



Maritime Law
Enforcement
Course Badge

ANNEX C

RANKS IN THE PHILIPPINE COAST GUARD (Officers and Non-Officers)

OFFICERS		NON-OFFICERS	
O-10	Admiral (ADM)	E-10	First Master Chief Petty Officer (FMCPO)
O-9	Vice Admiral (VADM)	E-9	Master Chief Petty Officer (MCPO)
O-8	Rear Admiral (RADM)	E-8	Senior Chief Petty Officer (SCPO)
O-7	Commodore (COMMO)	E-7	Chief Petty Officer (CPO)
O-6	Captain (CAPT)	E-6	Petty Officer First Class (PO1)
O-5	Commander (CDR)	E-5	Petty Officer Second Class (PO2)
O-4	Lieutenant Commander (LCDR)	E-4	Petty Officer Third Class (PO3)
O-3	Lieutenant Senior Grade (LT)	E-3	Seaman/Seawoman First Class (SN1/SW1)
O-2	Lieutenant Junior Grade (LTJG)	E-2	Seaman/Seawoman Second Class (SN2/SW2)
O-1	Ensign (ENS)	E-1	Apprentice Seaman/Seawoman (ASN/ASW)
	Probationary Ensign (P/ENS)		Candidate Coast Guardman (CCGM)
	Candidate Coast Guard Officer (CCGO)/ Cadet/ Cadette		Draftee

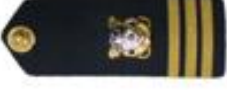
Annex D

PCG Officer Ranks and Insignias

OFFICERS		Collar (Rank) Insignia	Shoulder Board
O-10	Admiral (ADM)		
O-9	Vice Admiral (VADM)		
O-8	Rear Admiral (RADM)		
O-7	Commodore (COMMO)		
O-6	Captain (CAPT)		
O-5	Commander (CDR)		
O-4	Lieutenant Commander (LCDR)		
O-3	Lieutenant Senior Grade (LT)		
O-2	Lieutenant Junior Grade (LTJG)		
O-1	Ensign (ENS)		
	Probationary Ensign (P/ENS)		

Annex E

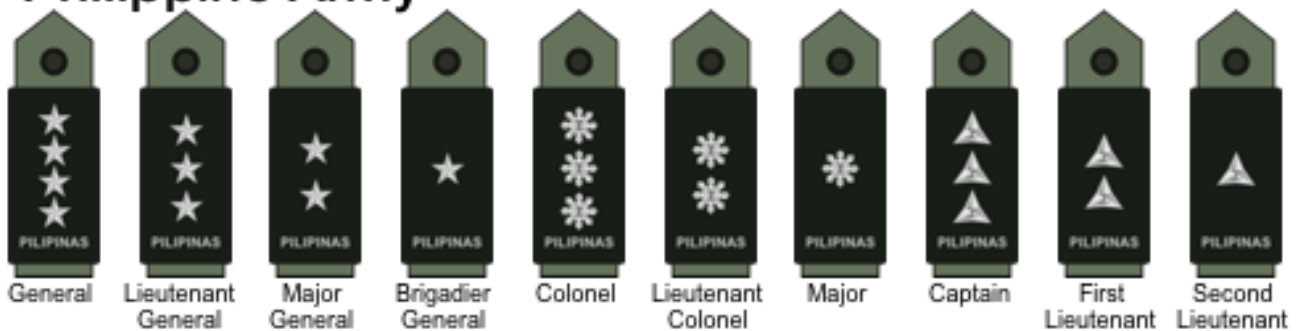
PCG Non-Officer Ranks and Insignias

NON-OFFICERS		Cloth Insignia	Collar (Rank) Insignia	Shoulder Board
E-10	First Master Chief Petty Officer (FMCPO)			
E-9	Master Chief Petty Officer (MCPO)			
E-8	Senior Chief Petty Officer (SCPO)			
E-7	Chief Petty Officer (CPO)			
E-6	Petty Officer First Class (PO1)	 		
E-5	Petty Officer Second Class (PO2)	 		
E-4	Petty Officer Third Class (PO3)	 		
E-3	Seaman/Seawoman First Class (SN1/SW1)	 		
E-2	Seaman/Seawoman Second Class (SN2/SW2)	 		
E-1	Apprentice Seaman/Seawoman (ASN/ASW)	 		

Annex F

Equivalent Ranks in the AFP and PNP

Philippine Army



Philippine Navy



Philippine Air Force



Philippine National Police



Annex G

PCG Awards And Decorations HPCG Circular Nr 06-10 dated 24 May 2010

1. Individual Awards (In order of precedence)

Award	Description
a. Coast Guard Medal of Valor and Ribbon 	This award is given for exceptionally meritorious conduct and actions involving actual conflict with an enemy or in the performance of Coast Guard operations. To qualify for this award, an individual should have distinguished himself conspicuously by gallantry and intrepidity at the risk of life above and beyond the call of duty. The individual should likewise exhibit exceptional courage, extraordinary decisiveness and presence of mind which resulted to the unusual swiftness of action regardless of his or her personal safety in an attempt to save or protect a human life. This award is covered by national law and is approved by authority of the President of the Republic of the Philippines. No devices or attachments are authorized for this award.
b. Coast Guard Legion of Honor and Ribbon	This award is given for exceptionally meritorious conduct in the performance of outstanding services and achievements. It is awarded to senior PCG Officers occupying positions of major responsibility, military or political figures and other eminent personalities of the country or foreign governments.
c. Coast Guard Distinguished Conduct Star and Ribbon 	The award is given for sustained acts of heroism whether in the face of an armed enemy or in the conduct of Coast Guard Operations. For the decoration to be awarded, an individual must have performed a voluntary act of heroism in the face of great personal danger or of such performance was in direct contact with an enemy, the Valor "V" device is authorized as an attachment to the award. Additional awards of the CG Distinguished Conduct Star are denoted by gold and silver stars.

d. Coast Guard Distinguished Service Medal and Ribbon 	This award is given by eminently meritorious and valuable service rendered in a position of great responsibility. A superior performance of duties normal to the grade, specialty of assignment and experience of an individual is not an adequate basis for this award. The services rendered must be comparable to that required for the CG Legion of Honor but in a duty of lesser though considerable responsibility. Additional awards of the CG Distinguished Service Medal are denoted by gold and silver stars.
e. Distinguished Coast Guard Cross and Ribbon 	Operations conducted are in such nature that it exposes the individual to a constant personal danger. Additional awards of the Distinguished Coast Guard Cross are denoted by gold and silver stars.
f. Coast Guard Outstanding Achievement Medal and Ribbon 	This award is given to individuals for distinguished and extraordinary achievement in the field of science, socio-economic, technology, research, education or in other fields of endeavor, which in turn have contributed immensely in the advancement of Coast Guard capabilities and expertise. The achievement should clearly show that it had contributed to the development of at least a particular field or area in the Coast Guard organization or that it had brought immense prestige not only to the individual but to the whole organization as well. The award may also be given to civilian personalities who by their expertise or service to the PCG have contributed immensely to the accomplishment of the PCG mission. Additional awards of the CG Outstanding Achievement Medal are denoted by bronze and silver dolphins.

g. Coast Guard Superior Achievement Medal and Ribbon 	This award is given for achievement in the socio economic field or other activities, which contributed to the improvement of the quality of life for Coast guard personnel or the community as a whole. To qualify for the said award, the individual must have led, initiated and implemented activities (i.e. short or long term programs, new policies, livelihood projects, etc.) which resulted to a significant positive impact to the lives of Coast Guard personnel and a significant portion of the community. Additional awards of the CG Superior Achievement Medal are denoted by bronze and silver dolphins.
h. Coast Guard Bronze Cross Medal and Ribbon 	This award is given for individual acts of heroism not involving participation in connection with operations against an armed enemy. The acts performed should be of lesser degree than that required for the award of the Distinguished Coast Guard Cross. Additional awards of the CG Bronze Cross Medal are denoted by bronze and silver dolphins.
i. Coast Guard Search and Rescue Medal 	This award is given to any personnel of the PCG, PCGA and other persons for exemplary conduct during search and rescue operations resulting in saving life and property at sea.
j. PCG Enlisted Personnel of the Year Plaque and Ribbon 	This award is given to enlisted personnel who have distinguished themselves through outstanding achievement, meritorious and honorable service and superior performance of duties thereby being adjudged as the PCG EP of the year. Additional awards of the PCG EP of the year are denoted by gold stars on the ribbon.

k. Coast Guard Merit Medal and Ribbon 	This award is given for heroic acts or meritorious achievement or meritorious service in connection with Coast Guard operations or administrative activities. The achievement or service should be of a lesser degree than that required for the award of the Distinguished Service Medal. For awards received through heroic acts, a bronze or silver trident is authorized as an attachment for this award. Additional awards of the CG Merit Medal are denoted with bronze and silver dolphins.
l. Coast Guard Commendation Medal and Ribbon 	This award is given for demonstrating exemplary efficiency, devotion and loyalty to duty assignments. Additional awards of the CG Commendation Medal are denoted by bronze and silver clams.
m. Coast Guard Wounded Personnel Medal and Ribbon 	This award is given for having been wounded in action against an enemy or as a direct result of an act of the enemy. The wound received should necessitate treatment by a medical officer and confinement to a medical facility of not less than 72 hours. Additional awards of the CG Wounded Personnel Medal are denoted by gold and silver stars.
n. Coast Guard Civic Action Ribbon 	This award is given for meritorious achievement or service in the field of civic action. To qualify for this award, the individual must have actual participation in civic action activity which contributed to the positive image of the PCG within the community. Additional awards of the CG Civic Action Ribbon are denoted by bronze and silver anchors.

o. Coast Guard Good Conduct Ribbon	This award is given for Enlisted Personnel who have served two (2) successive enlistment terms with no record of punishment, conviction or derogatory information. Additional awards of the CG Good Conduct Ribbon are denoted by bronze and silver anchors.
p. Coast Guard Long Service Ribbon (No Medal Authorized) 	This award is given upon completion of twenty (20) years of faithful and honorable service with the PCG. For each additional five (5) years, one bronze star is attached to the ribbon.
q. Coast Guard UN Service Medal and Ribbon 	This award is given to PCG personnel dispatched by the national government as contingent members of a UN sanctioned operation. Additional awards of the CG UN Medal are denoted by gold and silver stars.
r. Coast Guard Disaster Relief and Rehabilitation Operation Ribbon (No Medal Authorized)	This award is given for participation in rescue, relief or rehabilitation operations conducted in connection with typhoons, floods, earthquakes, conflagrations, landslides and other disasters or calamities. Additional awards of the CG Disaster, Relief and Rehabilitation Operation Ribbon are denoted by bronze and silver anchors.
s. Coast Guard Sea Service Ribbon 	This award is given for serving more than thirty six (36) consecutive months of sea duty onboard commissioned PCG vessels. No devices are authorized for this award.

2. Unit Awards

Award	Description
a. Presidential Unit Citation and Streamer	This award is given on authority by the President of the Republic of the Philippines to units for exemplary performance, accomplishment or meritorious service during times of national emergencies. The unit must display such gallantry, determination and <i>esprit de corps</i> in accomplishing its mission under extremely difficult and hazardous conditions so as to set it apart from other units participating in the same operation. The degree of performance, accomplishment or meritorious service required is the same as that which would warrant award of the CG Distinguished Service Medal or higher awards. Only members of the unit who were actually present and participated in the action(s) for which the unit was cited are authorized to wear the award. Additional awards of the Presidential Unit Citation are denoted by silver and gold stars.
b. Secretary of Transportation and Communication Unit Citation and Streamer	This award is given on authority of the SOTC to units for exemplary performance, accomplishment or meritorious service of a lesser degree which would warrant the award of the Presidential Unit Citation. Only members of the unit who were actually present and participated in the action(s) for which the unit was cited are authorized to wear the award. Additional awards of the SOTC Unit Citation are denoted by bronze stars.
c. CPCG Unit Citation and Streamer	This award is given on authority of the CPCG to units for exemplary performance, accomplishment or meritorious service of a lesser degree which would warrant the award of the SOTC Unit Citation. Only members of the unit who were actually present and participated in the action(s) for which then unit was cited are authorized to wear the award.
d. Coast Guard Meritorious Unit Commendation Ribbon (No Medal Authorized)	This award is given to PCG units for valorous or meritorious achievement or service in support of Coast Guard operations. The performance of duty must render the unit outstanding when compared to other units performing similar service but not of such nature to merit the award of the CPCG Unit Citation. Moreover, the service

	performed or meritorious achievement must be comparable to that which would merit the award of at least the CG Merit Medal to an individual. Only members of the unit who have personally participated in the acts which the unit was cited are authorized to wear this award. Additional awards of the CG Meritorious Unit Commendation Ribbon are denoted by bronze and silver dolphins.
e. Coast Guard Meritorious Team Commendation Ribbon (No Medal Authorized)	This award is given to teams or groups within PCG units for actions or accomplishments performed which contributed to the overall accomplishment of the unit's mission and functions. Said actions or accomplishment must be comparable to that which would merit the award of at least the CG Commendation Medal to an individual. Only team or group members who have personally participated in the acts which the team or group was cited are authorized to wear this award. Additional awards of the CG Meritorious Unit Commendation Ribbon are denoted by bronze and silver dolphins.
f. Coast Guard "E" (Efficiency) Ribbon and Insignia (No Medal Authorized)	This award is given to units as recognition for having been adjudged as the PCG Station, Detachment or Ship of the Year. Unit personnel eligible to wear this award must have served aboard the unit for at least six (6) months of the period during which it was given. A red "E" insignia is authorized for display at the port and starboard bridge wing of the ship for the award as the Coast Guard Ship of the Year. Subsequent awards are denoted by red stars (5 inches) painted below the "E" insignia. Shore units adjudged as such shall be issued plaques instead of the insignia. Additional awards of the CG "E" ribbon are denoted by silver and gold E.

Annex H

PHONETIC ALPHABET

NATO Phonetic Alphabet			
A	Alpha	N	November
B	Bravo	O	Oscar
C	Charlie	P	Papa
D	Delta	Q	Quebec
E	Echo	R	Romeo
F	Foxtrot	S	Sierra
G	Golf	T	Tango
H	Hotel	U	Uniform
I	India	V	Victor
J	Juliett	W	Whiskey
K	Kilo	X	X-ray
L	Lima	Y	Yankee
M	Mike	Z	Zulu

RECORD OF CHANGES

[illegible]