



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

NHQ-PCG/CG-2

19 June 2025

**CIRCULAR
NUMBER 14-25**

CASE OPERATION PLAN REVIEW AND EVALUATION BOARD (COPREB)

1. AUTHORITY

- A. Republic Act No. 9993, entitled "Philippine Coast Guard Law of 2009" dated 27 July 2009 and its Implementing Rules and Regulations; and
- B. Republic Act No. 9372, entitled "Human Security Act of 2007" dated 06 March 2007.

2. REFERENCES

- A. AFP Intelligence Project Implementation and Management Guidelines
- B. HPCG/CG-2 LOI No. 0617-001, entitled "Coastal Security Patrol" dated 14 June 2017; and
- C. PCG Regulations G 200 – 001, entitled "Security of Classified Matters" dated 23 September 2002.

3. PURPOSE

The Case Operation Plan Review and Evaluation Board is hereby created to evaluate and monitor the progress of PCG Case Operation Plans, and provide interventions for its improvement to further enhance the PCG intelligence operations and ensure optimum use, cost effectiveness and efficiency in the use of resources through capability enhancement and support.

4. DEFINITION OF TERMS

For the purpose of this Circular, the following terms and phrases shall mean and be understood to be as hereunder indicated:

- A. **Case Operation Plan (COP)** – refers to a structured and detailed plan outlining the objectives, strategies and operational procedures for conducting intelligence-related activities on a specific target, case or mission. It serves as a blueprint for intelligence collection, surveillance, counterintelligence or special operations, ensuring coordinated efforts among intelligence units. A COP includes but is not limited to mission, objectives, personnel assignments, timelines, required resources, legal considerations and risk assessments to enhance the effectiveness and security of intelligence operations.
- B. **Case Operation Plan Review and Evaluation Board (COPREB)** – the Board that is responsible for evaluating and monitoring the progress of PCG COPs. It provides necessary interventions to improve these plans, enhancing PCG intelligence operations and ensuring the optimum use, cost-effectiveness and efficiency of resources.
- C. **Case Officer** – an Officer directly in-charge of running a case operation.
- D. **Intelligence** – the process of collecting, analyzing and disseminating classified information to safeguard national security against threats like terrorism, cyber-attacks and regional instability.
- E. **Coast Guard Intelligence Group (CGIG)** – a unit responsible for collecting, analyzing and processing intelligence information to support the decision-making of the PCG leadership to further support the Organization's mission.
- F. **Commander, Coast Guard Intelligence Group (C, CGIG)** – an Officer responsible for collecting and processing intelligence information to support the needs of the Command.
- G. **Intelligence Personnel** – personnel who are responsible for both protecting information as well as collecting data from internal and external threats.
- H. **Staff for Intelligence** – a position in every Coast Guard Unit that is responsible in the analysis and dissemination of secret information to achieve the operational goals of the Organization. This includes Central Staff, District Staff, Functional Command Staff, Admin Support Staff, Operational Support Staff and Special Services Command Staff.
- I. **Staff Intelligence Officer (SIO)** – an Officer responsible for analyzing and reporting intelligence and security information to the Command.

5. GENERAL POLICIES

- A. The COPREB is created to evaluate and monitor the progress of PCG Case Operation Plans and provide interventions for its improvement to further enhance the PCG intelligence operations and ensure optimum use, cost effectiveness and efficiency in the use of resources through capability enhancement and support.
- B. The PCG COPREB shall be composed of the following:
- | | |
|--------------------------------------|-------------------|
| DCCGS for Intelligence, CG-2 | Chairperson |
| Commander, CGIF | Vice Chairperson |
| ADCCGS for Intelligence, CG-2 | Member |
| C, Admin Division, CG-2 | Member |
| C, IOD, CGIF | Member |
| C, Intelligence Legal Division, CGIF | Member |
| C, PRD, CG-2 | Member |
| C, CID, CGIF | Secretariat |
| C, CID, CG-2 | Asst. Secretariat |
- C. The Deputy/Assistant of the members shall be automatically designated as alternate members of the Board. In the absence of the Chairperson, the Vice-Chairperson presides over the meeting. In cases where both the Chairperson and Vice-Chairperson are not present, the most senior ranking member shall preside over the meeting as the Acting Chairperson;
- D. The members of the Board shall be cleared for Secret or higher category of access to information;
- E. All deliberations shall be governed with utmost confidentiality considering the nature of the information contained in the report;
- F. The funding for inherent intelligence activities will be sourced from organic MOOE of the unit. For COP, the funds will be sourced from allocated/downloaded Intelligence Funds (IF) from O/CG-2. This shall cover the expenses incurred in the conduct of case operations. All Case Officers shall utilize first the allocated Intelligence Funds for COPs, and requests for additional funds must be first endorsed to the Unit Commander, and subsequently be deliberated by the COPREB. Majority of the members present is required to be in favor of additional funding before CG-2 releases the said additional fund;
- G. The funding of Case Operations shall be determined by the COPREB after thorough deliberation. Said funding will depend on the nature of the Case Operations and complexity of the target or objectives. The said funds are primarily intended for the operational and incidental expenses of the implementors and salary/allowance of Action Agents; and



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- H. COPs with Counter Intelligence Targets shall not be deliberated by the COPREB, unless authorized by DCCGS for Intelligence, CG-2.

6. FUNCTIONS

The COPREB shall have the following functions:

- A. To deliberate COPs to determine their feasibility, alignment with intelligence objectives and funding needs before granting approval;
- B. To monitor the accomplishment and progress of approved and funded COPs. Once a COP is approved and funded, COPREB tracks its development, ensuring that it meets intended goals and that resources are used effectively;
- C. To facilitate the release of funds to support the COP implementation based on the approved criteria and the exigency of needs;
- D. After reviewing and funding a COP, COPREB ensures that its decisions lead to effective intelligence operations by periodically reassessing their impact and outcomes;
- E. To identify areas where intelligence personnel, resources or methodologies need improvement, and implements necessary enhancements for greater operational efficiency in support to the overall conduct of intelligence operations;
- F. To facilitate the conduct of COP Assessment (Mid-term and Year-end) to evaluate the success of COPs, adjust strategies if needed, and determine whether additional funding or modifications are necessary.

7. RESPONSIBILITIES

A. Staff Intelligence Officer/ Commander, CGIG

- i. Responsible for the development of COP, as well as its implementation if approved and funded.
- ii. Must provide Monthly Case Operations Plan Development Report (COPDR) to monitor progress and to determine its termination or request for additional funding.

B. Unit Commanders

Responsible for the review and endorsement of COP developed by their respective SIO/C, CGIG. Their endorsement is required before a COP is presented to COPREB for approval and funding.

C. COPREB Secretariat

- i. Responsible to inform the members of the Board, upon the instruction of the Chairperson, COPREB for the convening for deliberation. The Secretariat shall keep the records of the proceedings and activities of the Board.
- ii. However, COP subject for deliberation originated from C,CID, CGIF, the C,CID, CGIF cannot participate during deliberation nor have voting power to any resolution under consideration.

D. Chief, Counter Intelligence Division, CG-2

- i. Responsible to secure CI COPs not included in the deliberation of the COPREB.
- ii. Responsible for updating DCCGS for Intelligence, CG-2 on the status of CI COPs.

8. PROCEDURES

For purposes of systematic deliberation of COP referred to the Board, the following procedures shall apply (see **Annex A**).

- A. All SIO or C, CGIG and other Intelligence Unit Commanders with operational responsibility shall develop their COP (see **Annex B**) to address the threat the Organization being confronted;
- B. COP proposals shall be presented by requesting SIO or C,CGIG to the COPREB. This shall be done every mid-year and year-end COP assessment or, if the exigency of the situation needs an emergency deliberation which should be acted upon not later than three (3) days upon the receipt of the request for deliberation. Said COP shall be endorsed by the Unit Commander to the COPREB, for its presentation for approval and subsequent funding which will be sourced from the Intelligence Fund;
- C. The Board Secretariat shall submit to the Chairperson, COPREB through the Vice Chairperson and Members of the Board resolution three (3) days after the COPREB deliberation. The COPREB Resolution shall contain the following items: COP approved with corresponding funding, terminated with justifications especially those that were not accomplished for whatever reasons, and requests with justifications;
- D. Upon approval of the COP, Case Officers are responsible for its development and implementation with the end-goal of providing intelligence requirements of Unit Commanders, and in support of the PCG's mission;

- E. Case Officers shall submit Monthly COPDR to the Office of the Deputy Chief of Coast Guard Staff for Intelligence, CG-2 (Attn: C, PRD). The COPDR shall include significant developments/updates and fund utilization reports (see **Annex C**); and
- F. In the event of unforeseen circumstances or causes beyond the control of the assigned SIO or C, CGIG — such as compromised operational security, resource constraints or shifting operational priorities — the pre-termination of an active COP may be considered through the request for termination from SIO, C, CGIG, to the Unit Commander, and subsequent endorsement to the COPREB, which will be deliberated within five (5) working days upon receipt. A majority vote of the members present shall be required to approve the pre-termination of a COP.

9. RESCISSION

All other publications in conflict with this Circular are hereby rescinded.

10. SEPARABILITY CLAUSE

If any provision or portion of this Circular is declared unconstitutional, contrary to law or invalid, the remainder of this Circular shall not be affected by such declaration and shall remain valid and subsisting.

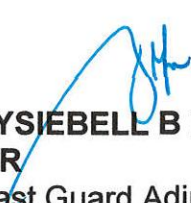
11. EFFECTIVITY

This Circular shall take effect on 30 May 2025.

BY COMMAND OF ADMIRAL GAVAN PCG:

OFFICIAL:

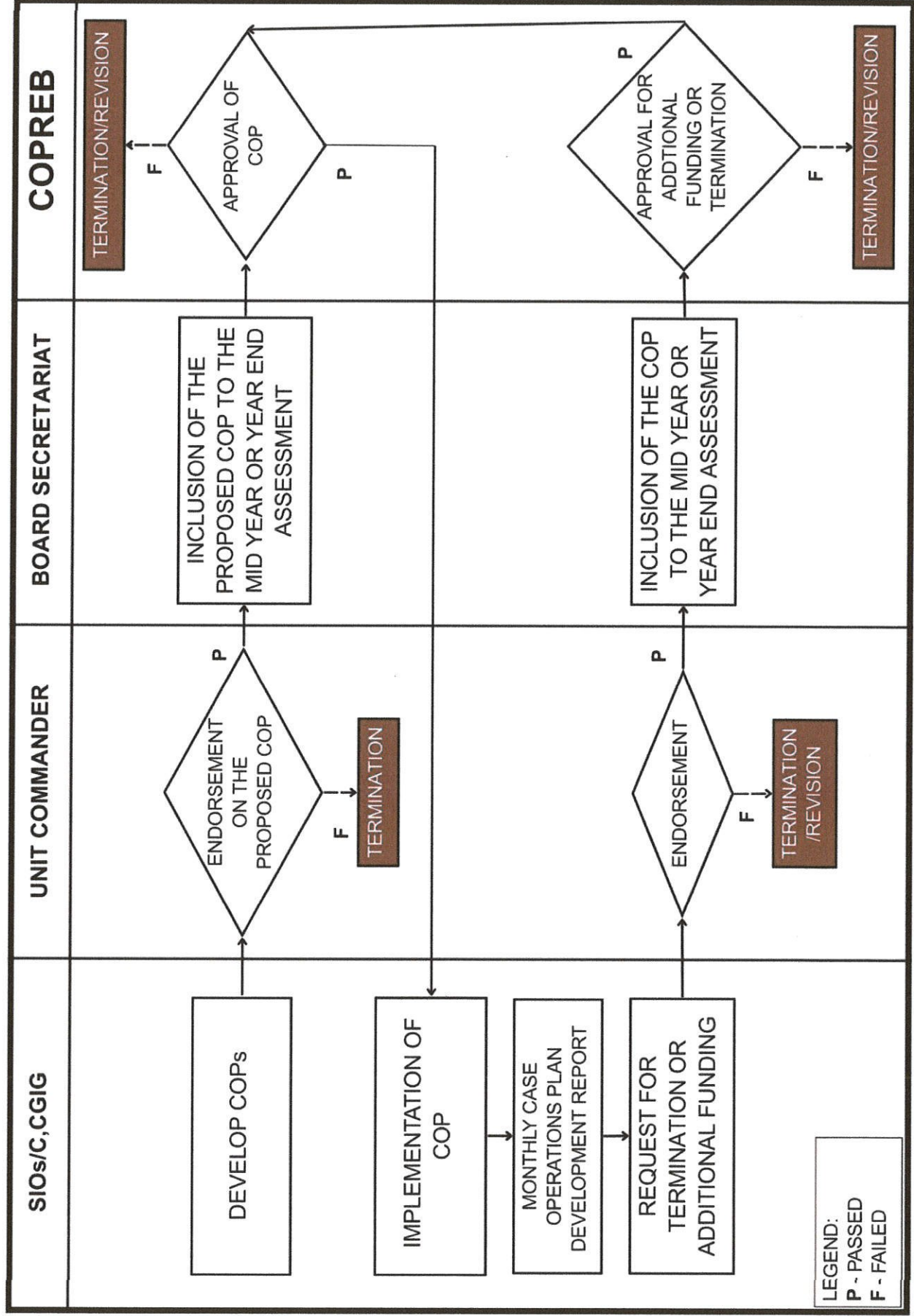
HOSTILLO ARTURO E CORNELIO
RADM PCG
Chief of Coast Guard Staff


JAYSIEBELL B FERRER
CDR PCG
Coast Guard Adjutant

Annexes:

- A – Conceptual Flowchart*
- B – Case Operation Plan Template*
- C – Case Operation Plan Development Reports*

CONCEPTUAL FLOW CHART



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ANNEX B: CASE OPERATION PLAN TEMPLATE

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PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS

(National Headquarters Philippine Coast Guard)

139 25th Street, Port Area,
1018 Manila

Date

From:

To:

Subj:

Refs: a)

- Encls: 1) COP Proposal
2) Spotting and Recruitment Report
3) HUSDAR of Action Agents
4) Agent's Agreement
5) Pseudonym Agreement
6) Oath of Loyalty
7) Personal Identification
8) Target Research
9) Initial Contact Report
10) Initial Development Report

1. Submitted is the proposed Case Operation Plan codenamed "Insert Name and narrative".
2. For approval.

NAME OF CASE OFFICER
RANK **PCG**

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A handwritten signature in blue ink, located in the bottom right corner of the page.

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HEADQUARTERS

Coast Guard Intelligence Group (Insert Area)

Coast Guard District (Insert District)

Address 1st Line

Address 2nd Line

Insert Date

CASE OPERATION PLAN : NAME OF COP
INTELLIGENCE PROJECT REFERENCE : IP NAME
MAP REFERENCE : AREA

I. SITUATION:

Insert Background

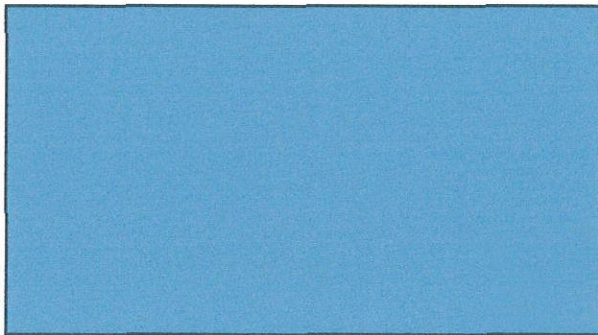


Fig 1. Insert Visual Evidence with details (Location and Date)



Fig 2. Insert Visual Evidence with details (Location and Date)

II. MISSION:

A. Purpose

To conduct intelligence and counterintelligence operation that will result to the apprehension of Target Personality engaged in activity in Address.

B. Objectives

This case operation shall endeavor to:

1. Apprehend Target Personality while in the act of conducting Activity in Address.
2. Identify other Target Personality involved in the conduct of Activity.

C. Targets

1. Target Name;

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2. Target Name; and
3. Other target opportunities

III. OPERATIONAL PLAN

A. CONCEPT OF OPERATION

Action Agent Name will gather information on the sightings of the target fishing boat.

1. Phase I – Case Build-Up

- a. Pinpoint and identify the target's movements and illegal Activities.
- b. Find out certain key weaknesses of the targets in order for the possibility of apprehension.
- c. Identify personalities that provide accommodations and houses utilized by the targets.
- d. Conduct surveillance on said Areas.

2. Phase II – Neutralization Phase

- a. Preparation of the neutralization plan after all the Essential Elements of Information (EEIs) on the target and target area have been satisfied, or upon signal from the action agent.
- b. Coordination with counterpart agencies based in Address for a joint operation.
- c. Implementation of the neutralization plan.

3. Phase III – Documentation & Case Disposition

- a. Immediately after neutralization of the targets, documentation and picture-taking will follow.
- b. The neutralized personalities will be turned over to the Counterpart for proper disposition.
- c. Preparation of reports which will be forwarded to proper agency to support the filling of cases.
- d. Preparation of post operation reports.

B. TASKS

1. Project Officer

- a. Directly in charge of the operation.
- b. Ensure that all financial and material support and other operational requirements are readily provided to the personnel involved in the operation.
- c. See to it that liaising and coordination with other law enforcement agencies are properly carried out.

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- d. Issue EEIs relative to the target.
- e. Evaluate/process all information gathered about the target.
- f. Submit reports on the COP as required by higher headquarters.

2. Assistant Project Officer

- a. Assists the Project Officer in the proper implementation of this COP.
- b. Act on behalf of the Project Officer whenever the need arises specifically when the Project Officer is not available to attend to the matter personally.
- c. Perform other tasks as the Project Officer may direct.

3. Case Officer

- a. Directly in-charge of the operation.
- b. Ensures that all financial and material support and other operational requirements are readily provided to the personnel involved in the operation.
- c. Ensure that liaising and coordination with cognizant operating units are properly carried out.
- d. Issue EEIs relative to the target.
- e. Evaluate/process all information gathered on the target.
- f. Submit reports on the COP as required by higher headquarters.

4. Assistant Case Officer

- a. In the event that the Case Officer is not available, the Assistance Case Officer will assume responsibility to the operation.
- b. Assists the Case Officer in the proper implementation of this COP.
- c. Performs other tasks as the Case Officer may direct.

5. Agent Handler

- a. Supervises and manages all activities of the Agent to ensure the success of the operations.
- b. Submits periodic report and related information to the Case Officer.
- c. Maintains efficient communication link with the Agent.
- d. Acts on problems encountered by the Agent and make recommendation when necessary.
- e. Ensures that EEIs relative to the target are obtained.
- f. Makes continuous assessment on the progress of the COP and the performance of the Agent and report significant development as obtained.
- g. Performs other tasks as Case Officer may direct.

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6. Assistant Agent Handler/s

- a. Assist the Agent Handler in the performance of his task.
- b. Perform other tasks as the Case Officer may direct.

7. Support Team

- a. Shall be activated only upon the confirmation by agent to conduct further casing, surveillance and monitoring of the target in preparation for the neutralization.
- b. Perform other tasks as the Case Officer may direct.

8. Agents

- a. Conducts sustained intelligence gathering on the plans, activities and whereabouts of the target.
- b. Submits answers to EEIs as required.

C. OPERATIONAL SUPPORT

All personnel of CGIG Name shall extend support, if necessary to ensure the success of the operation.

D. PLAN OR ARRANGEMENTS IN COORDINATION

1. A coordinating conference will be conducted by the Case Officer, Agent Handlers and all personnel involved in the Case Operation to assess the progress of the COP.
2. A meeting will be immediately conducted as significant development arises.
3. A meeting with Assets/Informants is strictly on the need-to-know basis. Information relay shall be conducted in clandestine manner and without a hint of relation whatsoever.
4. The Case Officer will brief the participants in the counter-action/neutralization operation. The standing rules of engagement as established by this COP must be in full effect.
5. All significant developments shall be reported to Higher Headquarters.

E. SECURITY

1. Personal Security
 - a. Pseudonyms of personnel involved in operations

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Name	Pseudonym
INSERT NAME IN ORDER OF RANK OF INVOLVED PERSONNEL	Insert Name

b. Involvement of Personnel

The informant will collect information on the target by carrying out continuous monitoring of its activities and whereabouts. Meanwhile, the Agent Handler will receive and collect information from the informants as well as supervise and manage their activities.

c. Motivation of Personnel

i. Monetary

ii. Security

d. Cover Story

i. Cover for Status

The informant will act his natural cover as a (nature of cover) to collect vital information and have access to the target, family and relatives and colleagues.

ii. Cover in Action

The informant will discreetly monitor the target by continuously observing their activities. He would also constantly visit his colleagues and relatives near the target in order to identify the activity of the target.

e. Security rules for personnel involved in operation

i. Personnel/participants in the operation will assume Codenames.

ii. Safe houses and cut-outs shall be maintained.

iii. Clandestine communication shall be strictly observed.

iv. Access on classified information shall be on the need-to-know basis.

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- v. Informants shall be instructed to deny any link with the Group and his work as an informant in collecting information on the target in case of compromise.
- vi. SOP and security policies are in effect.

2. Operational Security

a. Finance

i. Cover in financial support of agents

For this case operation, financial support of informants will be dispatched through money transfers and remittance centers. To avoid exposure, covers such as friend or relative will be used by the Agent Handler.

ii. Other financial security rules

In order to avoid being located, financial support of informant that is dispatched through money transfers and remittance centers will not be sent in the same location and will be forwarded by the Agent Handler using pseudonyms.

b. Supply and Equipment

i. Cellular Phone

ii. Digital Camera

c. Communication

i. Personal Meeting

ii. Cellular Phone

3. Organizational Security

a. Compartmentation

All information collected by the informants and the Agent Handlers of this case operation will be handled on the need-to-know basis.

b. Security in Training

Before the conduct of this case operation, security briefing and debriefing of personnel in clandestine operation will be conducted. These include surveillance, casing and other tradecraft activities.

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4. Administration

a. Personnel

Designation	Name
Project Officer	INSERT NAME OF INVOLVED PERSONNEL
Case Officer	
Assistant Case Officers	
Case POIC/Agent Handler	
Support Personnel	
Principal Agent	

b. Finance

The financial requirement of this COP is Amount in Words (Php 000.00) which includes the agent's incentives and operational expenses of this Group for this project (see **Finance – Enclosure A**).

5. Communication

a. Regular

Cellular Phone

b. Alternate/ Emergency

Personal Meeting

c. Clandestine Communication

1. Cut Outs
2. Live/Dead Drops
3. Signs/Countersigns
4. Personal Meeting

6. Reports

- A. Periodic – Weekly and Monthly Development Report
- B. Review – Quarterly
- C. Report – As obtained
- D. Special Report – As required
- E. Spot Report – As obtained

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IV. EFFECTIVITY DATE

This COP shall take effect upon approval.

NAME OF CASE OFFICER
RANK **PCG**
Case Officer

FORWARDED RECOMMENDING APPROVAL:

APPROVED/DISAPPROVED:

NAME OF PROJECT OFFICER
RANK **PCG**
Project Officer

NELSON JAY T TIMBANG
COMMO **PCG**
DCCGS for Intelligence, CG-2

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Enclosure: **Finance**

PHASES	PARTICULARS	AMOUNT
I – Case Build-Up	Operational Requirements	Php 000.00
	Operational Requirements	Php 000.00
	Operational Requirements	Php 000.00
Sub Total		Php 000.00
II – Neutralization Phase	Operational Requirements	Php 000.00
	Operational Requirements	Php 000.00
	Operational Requirements	Php 000.00
Sub Total		Php 000.00
III – Documentation and Case Disposition	Operational Requirements	Php 000.00
	Operational Requirements	Php 000.00
	Operational Requirements	Php 000.00
Sub Total		Php 000.00
Grand Total		Php 000.00

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ANNEX C: CASE OPERATION PLAN DEVELOPMENT REPORTS

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

**DEVELOPMENT REPORT
(AGENT HANDLER'S CONTACT/PROGRESS REPORT)**

I. Situation/Circumstances/Details:

Insert input

II. Time and Date of Next Meeting:

Insert input

III. Expenses Incurred:

Insert input

IV. Recommendation:

Insert input

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PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS

(National Headquarters Philippine Coast Guard)

139 25th Street, Port Area,
1018 Manila

Date:

DEVELOPMENT REPORTS

I. Situation/Circumstances:

Follow up information was received by Agent Handler (AH) of *insert name* from Action Agent (AA).

On Date, subject led the *activity* attended by members of *details of meeting with agent* held at *place* on *date*. Among the attendees and organizers present in the said event were: *Insert name*.

II. Instruction to Action Agents:

Agent Handler of *name* instructed AAs to conduct further surveillance for future CAO.

III. Time and Date of Next Meeting:

insert date

IV. Expenses Incurred:

insert date

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V. Recommendation:

Agent Handler together with this Group should *insert instruction*.

NAME OF AGENT HANDLER
(Agent Handler)

Noted by:

NAME OF PROJECT CASE OFFICER
(Project Case Officer)

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