PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(National Headquarters Philippine Coast Guard)
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PHILIPPINE COAST GUARD RECRUITMENT ONLINE APPLICATION PLATFORM (PCG ROAP)

1.   AUTHORITY

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

B.   Republic Act No. 10173, also known as "Data Privacy Act of 2012" dated 15 August 2012;

C.   Republic Act No. 8792, also known as "Electronic Commerce Act of 2000" dated 14 June 2000;

D.   NHQ-PCG/CG-1 Circular No. 07-24, entitled "Revised Procurement of Officers in the Philippine Coast Guard" dated 26 April 2024; and

E.   NHQ-PCG/CG-1 Circular No. 08-24, entitled "Revised Procurement of Non-Officers in the Philippine Coast Guard" dated 26 April 2024.

2.   PURPOSE

This Circular prescribes the guidelines and procedures for the implementation of the PCG ROAP, a secure web-based system designed to streamline recruitment processes, including the submission of application details and documentary requirements for commissionship and enlistment applicants, while serving as a tool for concerned PCG Offices/Units to facilitate application processing and monitoring, ultimately ensuring the procurement of the best qualified candidates for PCG service.

3.   SCOPE

This Circular applies to all commissionship and enlistment applicants and concerned PCG Unit/Offices responsible for handling the online recruitment process.

4. DEFINITION OF TERMS

For the purpose of this Circular, the following terms shall mean or be understood as follows:

A. **Administrator** – refers to personnel assigned at the HRPC responsible for managing administrative matters related to the PCG ROAP, including management of the user accounts, safeguarding applicants' personal information, ensuring data privacy, preventing unauthorized disclosure and, most importantly, ensuring that data is used solely for its intended purpose while maintaining compliance with privacy regulations and ethical standards.

B. **Applicant ID** – a unique number being designated by the PCG ROAP to every PCG applicant after being registered and having submitted the application details and documentary requirements.

C. **Coast Guard Human Resource Management Command (CGHRMC)** – Unit of the PCG that facilitates the recruitment of applicants through its Human Resource Procurement Center.

D. **Deliberation Scoring Platform** – refers to the portal accessed by the members of the PCG Officers' and Non-Officers' Admission Board during panel deliberation. It serves as their platform for submitting applicant's scores based on the PCG recruitment established criteria and standards.

E. **External Users** – refers to authorized personnel who are not part of the HRPC but are permitted to use the recruitment portal for processing and monitoring applicant applications.

F. **Human Resource Management Unit (HRMU)** – Sub-Units under CGHRMC housed by all PCG Units, Commands and Districts all over the Philippines and primarily in charge of the recruitment processes within their respective area of responsibility.

G. **Human Resource Procurement Center (HRPC)** – a Center under CGHRMC that oversee the recruitment processes of the CGHRMC sub-units and primarily in charge of the management and implementation of the PCG Recruitment Online Application Platform.

H. **Internal Users** – refers to personnel assigned at the HRPC who have access to the Recruitment Portal and assist the Administrator in managing administrative matters related to the PCG ROAP.

I. **PCG Applicants** – aspiring Officers and Enlisted Personnel who engage with the PCG ROAP for application, registration and application status monitoring.

J.   **PCG Recruitment Online Platform (ROAP)** – in-house recruitment system managed by the Human Resource Procurement Center that holds the automation of all recruitment stages from online application and registration, application verification, deliberation stage, medical and dental procedures, physical fitness test and background investigation, other known as Recruitment Portal.

K.   **Recruitment Portal for Administrator** – refers to the portal being accessed by the Administrator and Internal Users with designated accounts.

L.   **Recruitment Portal for PCG Applicants** – refers to the portal being accessed by the applicants.

M.   **Recruitment Portal for Background Investigation Personnel** – refers to the portal being accessed by the personnel in charge of Background Investigation of the applicants.

N.   **Recruitment Portal for HRMU Personnel** – refers to the portal accessed by HRMU personnel with designated accounts.

O.   **Recruitment Portal for Medical Personnel** – refers to the portal being accessed by designated member of the PCG Medical Admission Board with assigned account.

P.   **Recruitment Procedures** – refer to the evaluation process of applicants through validation, assessment and examination, including Document Verification, Initial Physical Screening, Panel Deliberation, Neuro-psychological Examination (NP), Dental Examination, Medical and Physical Examination, and Physical Fitness Test (PFT), which may be conducted at any time after the application period concluded.

Q.   **Server** – a dedicated computer or networked system that functions as the central repository for all data related to the PCG ROAP and managed by the System Administrator and Infrastructure Engineer.

R.   **System Administrator** – refers to the PCG personnel (IT professional) primarily responsible to manage and administer the utilization, maintenance, security and improvement/innovation of the PCG ROAP.

S.   **User Types** – refer to the different users of the recruitment portal such as System Administrator, Administrator, Internal Users and External Users.

5. POLICIES

A. The PCG ROAP shall serve as the primary system for managing the entire recruitment process for PCG applicants. Thus, concerned PCG Units/Offices, including Human Resource Management Unit (HRMU), Coast Guard Health Service (CGHS), Coast Guard Intelligence Group (CGIG), Coast Guard Intelligence Force (CGIF), and the Office of the Deputy Chief of Coast Guard Staff for Intelligence, CG-2 shall be required to utilize the system throughout the recruitment period.

B. In the event of issues or concerns affecting the functionality and accessibility of the PCG ROAP, the aforementioned Offices/Units shall implement a contingency plan and established protocols to ensure the continuity of recruitment operation *(Annex)*.

C. Main server and program shall be under the exclusive supervision of Coast Guard Human Resource Management Command (CGHRMC) through Human Resource Procurement Center (HRPC). Said Office/Unit shall ensure the seamless functionality of the recruitment portal at all times. The PCG ROAP shall conform to the security term and condition set by the national regulations.

D. Access to the PCG ROAP shall be strictly limited to designated personnel from authorized PCG Units/Offices. User accounts shall be periodically reviewed, updated, and deactivated if deemed inactive or unauthorized to maintain system security and integrity.

E. All users shall be responsible for ensuring that data entered into the PCG ROAP is complete, accurate and regularly updated. Any discrepancies, inconsistencies or erroneous information must be reported immediately to HRPC for verification and correction.

F. Strict confidentiality shall be maintained for all applicant data and recruitment records. Users are prohibited from sharing, disclosing or disseminating any information from the PCG ROAP to unauthorized individuals, and any violation shall result in administrative sanctions and possible legal consequences under the Data Privacy Act of 2012 and applicable PCG policies.

G. The System Administrator shall ensure the regular implementation of security updates, system patches and preventive maintenance measures to safeguard the PCG ROAP from vulnerabilities and cyber threats. Any system modifications, enhancements or integrations shall require prior approval from the Director, HRPC.

H. Any incidents involving unauthorized access, system breaches, technical failures or data security threats must be reported immediately to HRPC. A formal response and mitigation protocol shall be in place to promptly address and resolve such incidents.

I.   The retention, archiving and disposal of applicant data shall strictly adhere to national regulations and applicable PCG policies. After the designated retention period, data shall be securely archived or permanently deleted to prevent unauthorized access and protect applicants' privacy.

J.   Before being granted access to the PCG ROAP, all users, including External Users, shall undergo mandatory training on system operations, security protocols and data privacy compliance.

K.   Regular and secure backups of all PCG ROAP data shall be conducted to prevent data loss and ensure recruitment operation continuity. A disaster recovery plan, including alternative access measures, shall be established to restore system functionality in the event of system failures or cyber incidents.

L.   All Users shall be held accountable for their activities within the PCG ROAP. Any misuse, negligence or non-compliance with security policies shall result in disciplinary actions, while periodic audits shall be conducted to ensure strict adherence to PCG regulations and national cybersecurity standards.

M.   Any major system updates, scheduled maintenance or procedural changes shall be communicated in advance to all concerned Units and Users. HRPC shall designate a dedicated point of contact to address system-related queries, technical concerns and operational guidance.

N.   The PCG ROAP shall be the only official platform for recruitment applications. Applications submitted through other channels will not be entertained unless authorized by Commander, CGHRMC.

O.   PCG applicants shall comply with the following provision:

       i.   Applicants must meet all eligibility criteria set by the PCG and ensure that all submitted information is truthful and verifiable. Any false documents, misleading details or fraudulent applications will result in immediate disqualification.

       ii.   Applicants must create an account using a valid email address and personal details, and are responsible for maintaining the confidentiality of their login credentials.

       iii.   Required documents must be uploaded in the specified format and submitted before the deadline. Late or incomplete applications will not be processed. Applicants must ensure the accuracy of all submitted information, as changes can only be made with HRPC approval.

iv.   Application statuses will be updated regularly in the PCG ROAP, and applicants are responsible for checking their accounts for updates.

v.   Applicants involved in fraudulent activities, submission of falsified documents or manipulation of the recruitment system will be disqualified and may be blacklisted from future PCG recruitment opportunities.

6.   GUIDELINES

A. General Guidelines

i.   All data within the PCG ROAP shall be managed with the highest standards of integrity and transparency, ensuring accurate record-keeping and secure data handling.

ii.   HRPC in collaboration with the System Administrator and Administrator, shall be responsible for developing and conducting training and orientation programs and providing detailed guidelines for external users to ensure the effective implementation of the PCG ROAP.

iii.   Any proposed changes or system enhancements requested by External Users shall require the approval of the Director, HRPC, upon the recommendation of the System Administrator before implementation.

iv.   Applicants shall comply with the following guidelines:

    a)   Applicants must adhere to the ethical standards of the PCG recruitment process, demonstrate professionalism and follow all instructions provided within the PCG ROAP to ensure a smooth application experience. The system must be used responsibly, and any technical issues encountered should be reported immediately through the appropriate support channels to prevent delays in application processing.

    b)   Communication regarding recruitment updates, requirements and application status shall be conducted solely through official PCG channels. Applicants must avoid engaging with unauthorized individuals claiming to offer recruitment assistance.

    c)   To prevent delays, applicants should prepare all necessary documents in advance and ensure accuracy before submission.

B.   **Specific Guidelines**

i.   System Administrator shall be responsible for the following tasks:

a)   Adhere to the non-disclosure policy, maintain system confidentiality and prevent unauthorized access or data breaches.

b)   Implement and monitor security measures, conduct routine audits and promptly address system vulnerabilities to ensure protection against cyber threats.

c)   Manage user access controls, oversee system performance and apply necessary updates while maintaining system stability and integrity.

d)   Respond to and resolve reported issues from External Users, ensuring the system operates smoothly, securely and efficiently.

e)   Obtain prior approval from the Director, HRPC before implementing any changes or modifications to the recruitment portal.

ii.   Administrator shall be responsible for the following tasks:

a)   Ensure compliance with the non-disclosure policy by maintaining the confidentiality of applicant data and recruitment records.

b)   Address inquiries from External Users, provide basic system assistance and escalate unresolved concerns to the System Administrator.

c)   Secure prior approval from the Director, HRPC before requesting or implementing any changes or modifications to the recruitment portal.

iii. PCG Units/Offices responsible for managing the recruitment process through the PCG ROAP shall be responsible for the following tasks:

a)   Designate a maximum of three (3) personnel, including a PCG Officer to oversee the overall operation and navigation of the recruitment portal, and PCG enlisted personnel responsible for updating and monitoring applicant statuses through the system. The respective Admin Officer of these Units/Offices shall issue appropriate orders designating them as authorized users or external users of the PCG ROAP recruitment portal.

b) External Users shall provide the pertinent information such as full name, rank, current designation, contact number, email address, 2x2 picture and preferred password to the administrator to set up their respective accounts.

c) External Users shall submit a detailed report on the current status of the hardware (computers and laptops) and internet connection in their workplace, including device specifications, network speed, stability and technical limitations, to assess the feasibility of using the system and determine any necessary upgrades or adjustments for optimal functionality of the PCG ROAP.

d) External Users shall document and report any system failures or accessibility issues to the HRPC for resolution and system improvement.

iv. A ticketing system shall be implemented within the recruitment portal to ensure the proper submission, tracking and resolution of concerns, requests and system-related issues from External Users. The following provisions shall apply:

a) All concerns, technical issues and system modification requests must be submitted through the designated ticketing system. Requests made through other means will not be processed unless authorized by HRPC.

b) Each submitted ticket will be assigned a unique reference number for tracking. External Users will receive notifications on updates, resolutions or any required actions.

c) Tickets will be categorized based on urgency, impact and issue type. High-priority cases, such as system errors or access issues, will be addressed immediately, while routine requests, like data updates, will follow the standard processing timeline.

d) The Administrator will assess and handle basic inquiries and minor technical issues. More complex concerns will be escalated to the System Administrator for resolution.

e) Unresolved or critical issues requiring system modifications will be forwarded to the Director, HRPC for evaluation and approval, based on the System Administrator's recommendation.

f) All tickets, including resolved and pending cases, will be recorded for reference. The HRPC will review tickets periodically to identify recurring issues and improve the system.

g) The ticketing system shall comply with data privacy regulations, ensuring confidentiality and restricting access to authorized personnel only.

v. PCG applicants shall be responsible for the following tasks:

a) Applicants must ensure that their internet connection is stable before accessing the PCG ROAP to avoid disruptions during the application process.

b) Profile details such as personal information, residency, educational and professional background must match the information reflected in official identification documents. Any discrepancies may result in verification delays.

c) When uploading documents, applicants must verify that files are clear, readable and properly labeled according to the prescribed format.

d) Those experiencing login issues or account access problems must reset their credentials using the designated recovery process. Creating multiple accounts to bypass login difficulties is strictly prohibited.

e) In case of discrepancies or errors in submitted information, applicants must submit a formal request for correction within the allowable period set by the HRPC.

C. Responsibilities

i. CGHRMC

a) Supervise the implementation of the PCG ROAP; and

b) Perform other tasks as directed.

ii. HRPC

a) Act as the overall OPR in the implementation of the PCG ROAP.

b) Designate IT professional as the System Administrator to manage and administer the utilization, maintenance and improvements/innovation of the PCG ROAP.

c) Responsible for maintaining the day-to-day operations of the PCG ROAP during the recruitment cycle;

d) Manage and facilitate the control processes and procedures as appropriate to ensure adequate integrity, security and confidentiality of electronic data message and/or documents or records; and

e) Perform other tasks as directed.

iii. **CGWCEISC**

a) Support the implementation of this Circular in coordination with the HRPC;

b) Evaluate the necessary licensed operating system hardware specification of laptop and computers necessary in using the PCG ROAP;

c) Provide necessary software system to HRPC;

d) Deploy personnel (IT professional) to HRPC to manage server-related tasks including but not limited to: server deployment and configuration, server maintenance and performance monitoring, security and access control, backup and disaster recovery, virtualization and cloud server management, and network and server integration; and

e) Perform other tasks as directed.

iv. **CG-6**

a) Provide fund support in the implementation of the PCG ROAP as necessary; and

b) Perform other tasks as directed.

v. **CG-2**

a) Approve the background investigation (BI) process of PCG applicants who were cleared by the CGIF through the PCG ROAP;

b) Ensure that results and updates are promptly and accurately reflected in the PCG ROAP to support timely recruitment processes and adherence to established timelines; and

c) Perform other tasks as directed.

vi. **CGIF**

    a) Perform recruitment-related tasks particularly conduct of background investigation (BI) of PCG applicants through the PCG ROAP;

    b) Direct CGIG personnel in each District to conduct the BI of PCG applicants within their respective AOR;

    c) Ensure that results and updates are promptly and accurately reflected in the PCG ROAP to support timely recruitment processes and adherence to established timelines; and

    d) Perform other tasks as directed.

vii. **CGHS**

    a) Secretariat of the PCG Medical Admission Board (PCGMAB), as a user of the Recruitment Portal for Medical Personnel, shall monitor both the initially cleared and disqualified PCG applicants in the NP Exam, Medical Exam, Dental Exam and PFT through the PCG ROAP;

    b) Facilitate the issuance of Medical Clearance upon approval of the Chairperson of the PCGMAB through the PCG ROAP;

    c) Ensure that results and updates are promptly and accurately reflected in the PCG ROAP to support timely recruitment processes and adherence to established timelines; and

    d) Perform other tasks as directed.

viii. **HRMUs**

    a) Perform recruitment-related tasks, particularly by overseeing the recruitment process of applicants within their respective areas of responsibility (AOR) through the PCG ROAP;

    b) Ensure that results and updates are promptly and accurately reflected in the PCG ROAP to support timely recruitment processes and adherence to established timelines; and

    c) Perform other tasks as directed.

7. PROCEDURE

A. Accessing the System: The PCG ROAP shall be accessible during the recruitment cycle on the internet through the link: https://cg-hrmc.com for the applicants, while respective external users has separate link to access.

B. During a recruitment cycle, the following are the steps to be followed by an applicant:

   i. The applicant shall sign-up by registering an account using the following details:

      a) Full Name
      b) Active Email Address
      c) Preferred Password

   ii. Upon registration, the applicant will receive email notification for the confirmation of the account. The applicant shall click on the email address link to confirm the email address and directed to the Recruitment Portal to encode personal information.

   iii. The applicant will then encode his/her personal information such as Residency, Contact Information, Educational and Professional Background.

   iv. The applicant shall select its preferred processing Unit (HRMU) and application type.

   v. The applicant must upload all the following required documents:

      a) PSA Birth Certificate
      b) Valid NBI Clearance
      c) Valid Certificate of No Marriage (CENOMAR)
      d) College Diploma
      e) Transcript of Records (TOR)/ Certificate of Grades
      f) Certificate of Eligibility (Professional License)
      g) NCIP Certificate for IP applicants
      h) Whole Body Picture (4R)
      i) 2x2 Picture

   vi. After the uploading of documents, the applicant can now view his/her respective recruitment portal and status of his/her application.

   vii. The QR Code and unique applicant ID will be generated after the filing of the required information and uploading of documents.

viii. The applicant will receive email notification that his/her application was received and will be directed to report in his/her selected HRMU for document verification and initial physical screening.

ix. The applicant is required to bring his/her original documents when reporting in the HRMU Office.

C. The HRMU shall then take over the processing of application of PCG applicants by verifying their submitted details and documents.

D. The HRMU in coordination with CGIG and CGHS shall conduct document verification and initial physical screening.

E. Applicants who are cleared in the said process shall be marked as verified in the recruitment portal. Otherwise, applicant who have found unqualified shall be marked as Disqualified in the system.

F. Applicant with verified status shall then be scheduled for deliberation.

G. Scheduling for enlistment applicants shall be done by respective HRMU, while commissionship applicants shall be done by HRPC (Administrator).

H. Scheduling thru PCG ROAP requires entering the date, time, attire and important note to be noted by the applicants. Email notification will be received by the applicants after the scheduling.

I. Applicants are directed to attend the given schedule. Failure to do so may result in application forfeiture.

J. Deliberation will be done face-to-face, and respective Admission Board will be utilizing the online deliberation scoring system for ease of scoring each applicant.

K. After the deliberation, respective Admission Board shall evaluate each applicant who will proceed to the next step.

L. HRMUs shall reflect in the recruitment portal the deliberation result of applicants.

M. If the applicant passed the deliberation, the applicant may proceed to the medical phase and evaluation. If the applicant did not passed the deliberation, the applicant shall receive end of application letter in his/her email.

N. HRMU shall facilitate the scheduling of NP exam, dental exam, laboratory exam and physical fitness test of the applicant. Schedule notification will be received thru email of the applicant.

O. HRMU shall reflect the results of any procedures undergone by the applicant based on the transmitted results from administering Office/Unit.

P. If the applicant did not passed any of the abovementioned procedures, the applicant shall receive end of application letter in his/her email. If the applicant passed the abovementioned procedures, the applicant shall be recommended for issuance of medical clearance by the Secretariat of PCG Medical Admission Board.

Q. The Secretariat of PCG Medical Admission Board shall take over the issuance of medical clearance through its designated portal upon approval of the Chairperson of the said Board.

R. After the issuance of Medical Clearance, the applicants are directed to upload in his/her portal the required documents for Background Investigation (BI).

S. The applicants are required to upload the following documents as soon as possible:

   i. National Police Clearance
   ii. Mayor's Clearance
   iii. Regional Trial Court Clearance
   iv. Municipal Trial Court Clearance
   v. Barangay Clearance
   vi. Primary IDs (TIN, Pag-ibig & Philhealth)
   vii. Residential Sketch
   viii. Previous Employment Clearance (if any)
   ix. Notarized Personal History Statement (PHS)
   x. Transcript of Records (TOR) with Authorization Letter and Receipt & Photocopy of ID with 3 signatures
   xi. 2x2 Colored Picture (2 pcs)

T. Once the applicant submitted all the required documents in his/her portal, the HRMU shall then check the completeness of documents.

U. The HRMU shall transmit the uploaded documents of applicant to CGIF, which shall be subsequently transmitted to CGIG for the conduct of BI.

V. CGIG & CGIF shall conduct the BI of applicants in a timely manner. CGIG & CGIF shall then reflect the result of BI thru its designated portal.

W. Applicants who got cleared by CGIG & CGIF are then endorsed for BI clearance to be issued by O/CG-2.

X. Applicants who are cleared on all recruitment procedures are then recommended to the final listing.

8.   PENALTY CLAUSE

Any violation of this Circular shall be dealt with pursuant to existing PCG rules and regulations.

9.   RESCISSION

This Circular is intended to reinforce and supplement existing PCG policies and procedures. It shall be applied in harmony with previously issued rules and shall not be interpreted to supersede or amend any prior issuance unless explicitly stated.

10. EFFECTIVITY

This Circular shall be effective upon publication.

BY COMMAND OF ADMIRAL GAVAN PCG:

OFFICIAL:

GLIDE GENE MARY G SONTILLANOSA
COMMO   PCG
Acting Chief of Coast Guard Staff

JAYSIEBELL B FERRER
CDR   PCG
Coast Guard Adjutant

Annex − Contingency Plan for Recruitment Processing in the absence of the PCG Recruitment Online Application Platform (ROAP)

CONTINGENCY PLAN FOR RECRUITMENT PROCESSING IN THE ABSENCE OF THE PCG RECRUITMENT ONLINE APPLICATION PLATFORM (ROAP)

A. In the event that the designated recruitment platform becomes unavailable, the CGHRMC thru Human Resource Procurement Center has established a contingency plan to ensure uninterrupted recruitment operations. This plan will be implemented by the respective units involved in the recruitment process, specifically covering the stages of Registration, Verification, Deliberation, Medical Examination, Dental Examination, Neuropsychological Assessment, Physical Fitness Test (PFT), and Background Investigation.

B. The contingency plan will employ a hybrid approach, combining manual procedures with the utilization of Google productivity tools such as Google Forms, Google Drive, Google Calendar, and Google Sheets. These tools will serve as interim solutions to:

1. Collect applications efficiently through customized Google Forms.
2. Organize and manage candidate data in Google Sheets for streamlined tracking and monitoring.
3. Securely store and share documents via Google Drive with appropriate access controls.
4. Coordinate schedules for interviews, exams, and evaluations using Google Calendar.

C. This integrated setup will facilitate real-time collaboration among the recruitment teams, minimize paperwork, and maintain an organized, accessible, and transparent workflow throughout the recruitment cycle.

D. Prior to the commencement of recruitment activities, a coordination meeting will be conducted with all involved Units to thoroughly discuss the contingency plan. This meeting will aim to:

1. Align responsibilities and clearly define roles for each stage of the recruitment process.
2. Provide orientation or training on the use of the proposed digital tools.
3. Establish communication protocols for monitoring progress and addressing issues promptly.
4. Identify and mitigate potential risks or bottlenecks that may arise from manual and semi-digital operations.

E. This approach ensures recruitment continuity, accountability, and adaptability in the face of technical disruptions.

F. In this contingency plan, we have carefully outlined the detailed procedures, the involved units, and the specific Google productivity tools to be utilized:

I. **Registration Process**

> Involved Unit: HRPC
> Google Productivity Tools: Google Forms, Google Drive and Google Sheets

1. The HRPC must secure a Google Plan subscription with unlimited storage prior to commencing the online registration process.
2. Registration will be facilitated through a Google Form, which will collect essential applicant information and required documents.
3. Link and QR code for registration will be posted in CGHRMC Official Page:

https://forms.gle/fQgCfxW1igE74UTU7

4. Details/Documents to be Collected from Applicants:

    A. Personal Information
    B. Residency
    C. Educational Background
    D. Professional Background
    E. Documents to be Uploaded:

        1) PSA Birth Certificate
        2) Valid NBI Clearance
        3) Valid Certificate of No Marriage (CENOMAR)
        4) College Diploma
        5) Transcript of Records (TOR) / Certificate of Grades
        6) Certificate of Eligibility / Professional License
        7) NCIP Certificate (for Indigenous Peoples applicants)
        8) 2x2 ID Picture
        9) Resume

5. At the conclusion of the registration period, HRPC will compile the list of registered applicants from the Google Form.

6. The collected documents will be organized and shared with each HRMU via Google Drive for their reference and further validation.

7. All responses will automatically generate a unified masterlist in Google Sheets, accessible to the designated units involved in the recruitment process.

8. HRPC will retain exclusive rights to edit or remove entries in the masterlist to maintain its accuracy and integrity.

9. Applicants who fail to meet the required procedures will be removed from the unified masterlist and transferred to a separate listing.

10. This separate listing will be maintained solely by HRPC and will only be made available to other units upon formal request.

II. Verification Process

Involved Unit: HRPC, HRMU, CGIG, CG Medical Svc
Google Productivity Tools: Google Sheets

1. After the registration process, applicants will proceed to their respective HRMUs for document verification and physical screening to determine their eligibility to apply for the PCG.

2. Only applicants listed in the official roster provided by the HRPC will be accommodated.

3. Each applicant is required to submit one photocopy of their documents for HRMU record keeping and present the original documents for authenticity verification.

4. The verification process will be conducted in two parts: document verification by the CGIG and initial physical screening by the CGMED.

5. The HRMU will update the unified masterlist to reflect each applicant's verification progress.

6. Verification results will then be transmitted to the HRPC to identify those who passed and those who did not.

7. Applicants who fail the verification process will be removed from the unified masterlist by the HRPC.

III. Deliberation Process

Involved Unit: HRPC, HRMU, PCGOAB & PCG District NOAB
Google Productivity Tools: Google Sheets, Google Drive,

1. Those who successfully pass the verification stage may proceed to the next step, which is the deliberation. Applicant may be informed on their scheduled deliberation thru CGHRMC Official FB page posting of schedule.

2. The HRMU will then retrieve and prepare the following electronic documents for the respective Admission Board, enabling the panelists to access them during the deliberation:

   a. Transcript of Records
   b. Diploma
   c. Resume
   d. Professional License / Eligibility / TESDA Certification

3. Each applicant's electronic documents will be stored in Google Drive, organized by applicant name.

4. Access to these files will only be granted to the panelists during the deliberation proper.

5. Scoring will be conducted through Google Sheets via Deliberation Scoring Sheet, where each panelist will record their individual ratings for consolidation into the overall score.

6. Access to this Google Sheet will also be limited to the deliberation period. This platform will serve as the sole scoring medium for panelists.

7. The compiled scores from each HRMU will be consolidated and subsequently submitted to C, CGHRMC, and O/CG-1.

8. Applicants who do not pass the deliberation will be removed from the unified masterlist.

Deliberation Scoring Sheet (Panelist Perspective)

Consolidated Deliberation Score Sheet (HRPC Perspective)

IV. Medical Process

Involved Unit: CGMED and NPAD
Google Productivity Tools: Google Sheets, Google Calendar

1. The NPAD and CGMED will be granted access to the unified masterlist, limited only to applicants who have passed the deliberation and are included in the directive to undergo medical examinations.
2. From this masterlist, the NPAD will schedule applicants for their Initial Neuro-Psychiatric (NP) Exam through Google Calendar or via text message. The same process will apply for the Final NP Exam.

3. Similarly, the CGMED will schedule applicants for laboratory tests and physical examinations using Google Calendar or text message notifications.

4. Both the NPAD and CGMED will update each applicant's progress directly from the unified masterlist. Transmittal of medical results will be observed to inform the respective HRMUs regarding the status of their applicants.

5. Applicants who fail the NP or Medical Examination will be removed from the unified masterlist.

V. Dental Process

Involved Unit: CGDS
Google Productivity Tools: Google Sheets, Google Calendar

1. The CGDS will be granted access to the unified masterlist, limited only to applicants who have passed the deliberation and are included in the directive to undergo dental examination.

2. From this masterlist, the CGDS will schedule applicants for their Initial Dental Exam through Google Calendar or via text message.

3. The CGDS will also update each applicant's progress directly within the unified masterlist. Transmittal of dental results will be observed to inform the respective HRMUs regarding the status of their applicants.

4. Applicants who fail the Dental Examination will be removed from the unified masterlist.

VI. Physical Fitness Test

Involved Unit: HRMU
Google Productivity Tools: Google Sheets, Google Calendar

1. The HRMU will be granted access to the unified masterlist, limited only to applicants who have passed the Medical and Dental Examinations.

2. From this masterlist, the HRMU will schedule applicants for their Physical Fitness Test (PFT) through Google Calendar or via text message.

3. The HRMU will also update each applicant's progress directly within the unified masterlist. Transmittal of PFT results will be observed to inform the HRPC and the PCG Medical Admission Board for record-keeping purposes.

4. Applicants who fail the PFT will be removed from the unified masterlist.

VII. Background Investigation Process

Involved Unit: HRMU, CG-2, CGIG and CGIF
Google Productivity Tools: Google Sheets, Google Drive

1. Applicants who have passed the medical process will be required to prepare and submit the following documents via Google Forms:

   a. National Police Clearance
   b. Mayor's Clearance
   c. Regional Trial Court Clearance
   d. Municipal Trial Court Clearance
   e. Barangay Clearance
   f. Primary IDs (TIN, Pag-IBIG, and PhilHealth)
   g. Residential Sketch
   h. Previous Employment Clearance (if any)
   i. Notarized Personal History Statement (PHS)
   j. Transcript of Records (TOR) with Authorization Letter, Receipt and Photocopy of ID with three (3) signatures

2. Link and QR code for submission of document will be posted in CGHRMC Official Page:

https://forms.gle/Z7psAQCkpj96QduP8

3. Each HRMU will be granted access to the responses of their respective applicants to monitor document submissions.

4. Once all applicants have submitted the required documents for Background Investigation (BI), the HRPC will consolidate these per HRMU and forward them to the concerned units for BI, along with access to the submitted files and the unified masterlist.

5. From the unified masterlist, the CG-2, CGIF, and CGIG will update each applicant's progress during the Background Investigation. Transmittal of BI results will be observed to inform the CGHRMC for monitoring and record purposes.

6. Applicants who fail the Background Investigation will be removed from the unified masterlist.

G. The outlined set of procedures for each process shall be strictly observed by all units involved in recruitment in the absence of the PCG ROAP. A coordinating meeting is mandatory prior to the commencement of recruitment activities to ensure that all concerned units are fully informed of this contingency plan, their respective roles, and the expected timelines.

H. Any changes or adjustments to these procedures, whether concerning a specific process or a particular unit, must be formally communicated to the HRMC or HRPC for proper coordination, approval, and documentation. This ensures that all modifications remain aligned with the overall recruitment framework and maintain the integrity and transparency of the selection process.

I. This contingency plan serves as an interim guide to sustain the continuity of recruitment operations while ensuring accountability, proper documentation, and clear communication channels among all participating units.

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