

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

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HPCG/CG1

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**SELECTION AND DESIGNATION OF EXECUTIVE OFFICER OF PCG
MANNED VESSELS**

I. PURPOSE: To prescribe policies, guidelines and procedures relative to the individual qualifications and promotion to Executive Officer's Billet aboard different categories of PCG manned vessels.

II. SCOPE AND APPLICABILITY: This Circular applies to all PCG Officers who are prospective Executive Officer or currently performing as Executive Officer's Billet aboardship.

III. OBJECTIVES:

- A. To promulgate policies, guidelines and procedures on the qualification and promotion of PCG Officers to assume Executive Officer (EX-O) Billet aboardship.
- B. To establish the Executive Officer (EX-O) Selection Board to assist the Command in the implementation of this Circular.

IV. DEFINITION OF TERMS:

A. Category 1 – refers to PCG vessels with the length of 30 meters and below and with gross tonnage of 100T and below. This category includes all 30-meters DA-BFAR-MCS vessels, MT Habagat and all other vessels that will be acquired and commissioned into the Coast Guard service under this category.

B. Category 2 – refers to PCG commissioned vessels with the length above 30 meters up to 50 meters and with gross tonnage of more than 100T up to 800T. This category includes all 35-meter Search and Rescue Vessels (SARV), PG-64 and all other vessels that will be acquired and commissioned into the Coast Guard service under this category.

C. Category 3 – this category includes all 56-meter Search and Rescue Vessels (SARV), AE-891, AE-89, AE-79 and all other vessels that will be

B. All prospective Executive Officers must submit and satisfy the following requirements:

1. Accomplished SROB.
2. Latest Officer Fitness Report (OFR).
3. Recommended by incumbent Commanding Officer
4. Passed the Qualifying Exam and interview for EX-O.

C. All Executive Officers aboardship must comply with the following as part of the requirements for the award of the Initial Command -At-Sea Badge:

1. Category 1 – minimum of 8 months and 300 hours TST
2. Category 2 – minimum of 8 months and 200 hours TST
3. Category 3 – minimum of 8 months and 100 hours TST
4. The total steaming time (TST) of at least 600 hours can be accumulated from any category, otherwise, his/ her tour of duty will be extended until such time he/ she complies with the minimum TST.
5. All EX-Os should have assumed and complied with the minimum length of stay of eight (8) months per vessel category.
6. EX-O's with the rank of Captain is required to comply with the minimum length of stay of six (6) months per vessel category.

D. PCG Officers assigned outside CGFLEET with orders to pursue their Executive Officer Billet aboardship:

1. Must first be assigned for a period of not less than one (1) month at Headquarters, Coast Guard Fleet for re-orientation and familiarization with the current policies, procedures, doctrines and regulations prior assignment aboardship.
2. Must take the EX-O Package Course or Command-At-Sea Course.
3. Must pass the EX-O Qualifying Exam and deliberation.

E. PCG Officers who have served as EX-O aboard PN vessels for a specified period will be subject for accreditation and considered to have completed the following categories as follows:

<u>Period</u>	<u>Equivalent/ Accreditation</u>
1. Six (6) months	Category 1 EX-O
2. Twelve (12) months to (17) months	Category 2 EX-O

Note: PCG Officers who have served 12 months to 17 months aboard PN vessels as EX-O (accredited as category 2) shall serve for a period of 6 months aboard category 3 PCG vessels as EX-O.

F. PCG Officers who have served for 18 months and above as EX-O onboard PN vessels shall serve as EX-O category 3 PCG vessel for a minimum period of 3 months.

acquired and commissioned into the Philippine Coast Guard with a length of more than 50 meters and with a displacement of more than 800T.

D. Ready For Sea / Not Ready For Sea (RFS/NRFS) – readiness status of the vessel in accordance with the current prescribed operational standards.

E. Standard Requirements for Officers Billet (SROB) – minimum requirement prescribed for PCG Officers to qualify and comply with the Junior Billet aboardship in accordance with the provision of HPCG Circular # 03-06 dated 12 July 2006 (Career Pattern for Junior Officer Assigned Aboardship).

F. Coast Guard Sea-Going Officer's Logbook (CGSGOL) – an official logbook that contains the record of an Officer's sea duty assignments to include shipboard billets (DO1, DO2, EO1, EO2, EX-O, CO), Detached Service (DS), Duty Officer (DYO), ship rider and collateral assignments aboardship. This logbook serves as the official record of an Officer's history of sea duty service.

G. Deck Line Billets (DLB) – Junior Billets for the position of DO1/MSO and DO2/DGO, preferably with a background of B.S. in Marine Transportation or any other four-year baccalaureate degree.

H. Engineering Line Billets (ELB) – Junior Billets for the position of EO1/DCO and EO2/EngrO, preferably with a background on B.S. in Marine/ Mechanical/ Electrical/ Electronics Engineering or any other four-year baccalaureate degree.

I. Deck Officer 1 (DO1) – traditionally known as Mess and Supply Officer (MSO) assigned with the Deck Department and falling under the Deck Line Billet (DLB).

J. Deck Officer 2 (DO2) – traditionally known as Deck and Gunnery Officer (DGO) assigned with the Deck Department and falling under the Deck Line Billet (DLB).

K. Engineering Officer 1 (EO1) – traditionally known as Damage Control Officer (DCO) assigned with the Engineering Department and falling under the Engineering Line Billet (ELB).

L. Engineering Officer 2 (EO2) – traditionally known as Engineering Officer (EO) assigned with the Engineering Department and falling under the Engineering Line Billet (ELB).

V. POLICIES/ PROCEDURE:

A. All prospective Executive Officers must have completed the following prescribed Junior Billets aboardship:

1. Deck Officer 1/ MSO and Deck Officer 2/ DGO under the Deck Department.
2. Engineering Officer 1/ DCO and Engineering Officer 2/ EngrO under the Engineering Department.

- G. All Officers who have completed their Billets as MSO, DGO and EngrO to include Operations Officer aboard PN and PCG vessels is considered as Junior Billet for purposes of this circular.
- H. All Officers assigned aboardship as Duty Officer (DYO) cannot be considered for accreditation as a regular billet.
- I. PCG Officers who were designated as Acting EX-O aboard PN/ PCG vessels as their collateral duty assignment shall not be considered for accreditation as regular EX-O billet.
- J. The designation of PCG Officers as Officer in Charge of BFAR MCS vessel or any PCG vessel is equivalent to an EX-O billet until such time ICAS is awarded to him.
- K. A CGFleet Selection Board shall be created to deliberate prospective EX-O's and their subsequent promotion in billets to higher categories.

VI. CGFLEET EXECUTIVE OFFICER SELECTION BOARD

- A. The CGFleet Executive Officer Selection Board shall be composed of the following Officers:
 - 1. Deputy Commander, CGFleet – Chairman;
(Must be Command Badge Holder)
 - 2. Chief of Staff, CGFleet – Member;
- Voting permanent member
 - 3. F-1, CGFleet – Secretariat;
- Non-voting member
 - 4. F-2, CGFleet - Member;
- Non-voting member if not completed the EX-O Billet;
 - 5. F-3, CGFleet = Member;
- Non-voting member if not completed the EX-O Billet;
 - 6. At least one (1) Command-At-Sea Badge Holder
- Voting non-Permanent Member;
 - 7. At least two (2) incumbent CO of PCG Commissioned Vessel
- Voting non Permanent member;
- B. The Coast Guard Fleet Executive Officer Selection Board shall perform the following duties and responsibilities:
 - 1. To deliberate and recommend Officers who have completed their junior billets aboardship and fully satisfied all requirements for advancement to EX-O billet aboard PCG and MCS vessels.
 - 2. To deliberate and recommend request for accreditation of sea duty for EX-O billet;
 - 3. To deliberate and recommend prospective and current Executive Officers with inept performance or with doubtful competence;
 - 4. To submit result of deliberation to Commander, CGFleet for approval.
 - 5. To perform other task as directed by Commander, CGFleet.

VII. RESPONSIBILITIES:

- A. The AC of S for Personnel, F-1 shall monitor and keep track of sea duty records of prospective and current Executive Officers onboard PCG/ MCS vessels.
- B. The AC of S of Operation, F-3 shall monitor and validate the TST/TMC submitted by prospective and current EX-Os.
- C. The Commanding Officer shall be responsible in evaluating and/or recommending his/ her Junior Officer for promotion to EX-O.
- D. The Commander, CGFREG shall be responsible in conducting the Command at Sea Course and or the EX-O Package Course.
- E. The Commander, Coast Guard Fleet is responsible for the strict implementation of this circular.

VIII. RESCISSON: All publications in conflict with this circular is hereby rescinded.

IX. EFFECTIVITY: This circular will take effect upon publication.

BY COMMAND OF VICE-ADMIRAL TAMAYO PCG:

OFFICIAL:

ENRICO EFREN A EVANGELISTA
CAPT PCG
Chief of Coast Guard Staff

CONRADO T PARDILLA
LT PCG
Coast Guard Adjutant