



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



HPCG / CGMED

STANDING OPERATING PROCEDURE

14 Sep 09

NUMBER 09-09

GUIDELINES IN THE CONDUCT OF PHYSICAL AND MEDICAL EXAMINATION TO APPLICANTS FOR COMMISSIONSHIP AND ENLISTMENT INTO THE PHILIPPINE COAST GUARD

I. AUTHORITY/REFERENCES:

- a) AFP Regulations AFPR-G-165-362 GHQ AFP dated 29 Oct 1995, Subject: Standards of Physical Examination in the AFP;
- b) SOP Nr 05 GHQ AFP dated 10 June 2003, Subject: Hepatitis Immunization;
- c) HPCG/CG-1 LOI Nr 2 dated 20 July 2009, Subject: Recruitment Program 2009.

II. GENERAL:

The Philippine Coast Guard (PCG) is recruiting applicants for Commissionship and Enlistment into the active Coast Guard service. For CY-2009, the first batch of Candidate Officers and Coast Guardsman are already undergoing training at CG Basic School, CG Base Taguig. To complete the program for this year, another fifty (50) CGOC and five hundred (500) CGMC recruits shall be convened tentatively on November 2009.

In the absence of a PCG Regulation, the AFP Regulations on the Standards of Physical Examination shall be used as basis of the PCG in accepting or disqualifying an applicant.

Per HPCG/CG-1 LOI Nr 02, the Coast Guard Medical Service (CGMED) was designated as the UPR for the conduct of physical and medical examination (PME) of all applicants who shall pass the PCG Entrance Examination. Further, per guidance of higher headquarters, all examinations, such as NP screening and interview, blood, urine and stool exams, chest x-ray and ECG, shall be conducted at CGMED Dispensary (HPCG), at no expense to the applicants.

III. PURPOSE: This SOP prescribes the guidelines to be followed by all applicants for Commissionship and Enlistment into the active service, Philippine Coast Guard.

IV. DEFINITION OF TERMS:

a) Physical and Medical Examination (PME) – shall include the following laboratory and diagnostic examinations to be completed by an applicant:

- 1) Neuro-psychological (NP) screening (written exam and interview);
- 2) Vital signs – blood pressure (BP) in mmHg, pulse/cardiac rate (beats/min), respiratory rate (cycles/min), temperature (° Celsius);
- 3) Visual Acuity (Distant and Near Vision), Color Vision (Ishihara)
- 4) Complete Blood Count
- 5) Urinalysis, to include Drug Testing (Methamphetamine and Marijuana), and for females, Pregnancy Testing;
- 6) Fecalysis (Stool Exam)
- 7) Blood typing
- 8) 12-Lead Electrocardiograph (ECG)
- 9) Chest radiograph (x-ray)
- 10) Hepatitis B and C
- 11) AIDS (HIV)
- 12) Syphilis (RPR)
- 13) Malaria

b) Physical Examination – a thorough, whole-body, systematic and systemic examination done by a PCG Examining Medical Officer to an applicant.

c) Examining Medical Officer (EMO) – shall be either a PCG Medical Officer or a PCG Civilian Doctor / Visiting Consultant.

V. PROCEDURES:

a) All applicants for Commissionship and Enlistment who passed the Entrance Exams are required to secure directive for physical and medical examination from O/CG-1. O/CG-1 may issue mass or group directive in lieu of individual directives.

b) In case of mass or group directives, said directive shall be transmitted by O/CG-1 directly to the Office of The Command Surgeon, CG Medical Service (O/TCS, CGMED). APPLICANTS ARE NOT AUTHORIZED TO HANDCARRY DIRECTIVES.

c) Applicants shall proceed to Records Section, CG Medical Service and submit the following:

- 1) Long folder, 2 pcs;
- 2) Colored picture, 2" x 2", with name tag (Last, First and Middle Names), 4 pcs;
- 3) Colored picture, 1" x 1", 4 pcs

d) Applicant shall fill up PME Form (CGMED Form Nr 1) and attach a 2x2" picture on the Routing Slip, which shall indicate their individual Code Number. Afterwards, applicant shall bring the Routing Slip and proceed to any of the following CGMED Sections for corresponding examination/test:

- 1) NP Screening Section

- 2) PE Section
- 3) Laboratory Section
- 4) Radiography Section
- 5) ECG Section

e) After all results become available, applicant shall undergo Physical Examination conducted by the EMO.

f) Female applicants shall be examined by female EMO, and shall undergo gynecological examination by the PCG Consultant on OB/GYN.

g) Applicant will then be scheduled for Final Evaluation by the Command Surgeon, CGMED or the authorized representative.

h) TCS, CGMED shall be the Reviewing Officer and Approving Authority of all PME forms of the applicants. TCS, CGMED shall classify the applicant as either Fit for Training (FIT) or Disqualified (DQ).

i) All PME forms, results and other forms shall be retained at CGMED Records Section. Mass clearance shall be submitted to O/CG-1 upon approval of TCS, CGMED.

j) Results shall be issued to an applicant upon completion of all tests and upon presentation of letter request addressed to CPCG (Attn: TCS, CGMED).

VI. POLICIES:

a) All applicants entering the service shall be free from any defect or pathological condition that would interfere with the performance of any Coast Guard duty, or which may undergo progressive change under the rigors of Coast Guard Officers'/Coast Guardsmans' training, or to become a basis of a claim against the government.

b) All applicants must be present on the date and time of their appointment. A routing slip shall be presented by the applicant in every Section, and must be countersigned by the OIC/POIC of said Section to verify that the applicant is the one appearing for the examination/testing.

c) Classification of applicants shall be as followsⁱⁱ:

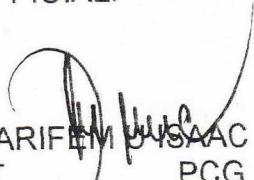
- 1) Fit for Training – Commissionship (P1)
- 2) Fit for Training – Enlistment (P1)
- 3) Fit for Training – Female (P3)
- 4) Fit for Training – Commission into Technical Services (P3)
- 5) Unfit for Training – Disqualified (P4)

d) Reason/s for disqualification shall be enumerated on the PME form. All reports of physical and medical findings shall be submitted to O/CG-1 for transmittal to CPCG.

VII. EFFECTIVITY: This SOP shall take effect upon publication.

BY COMMAND OF ADMIRAL TAMAYO:

OFFICIAL:


MARIFEM ISAAC
LT PCG
Coast Guard Adjutant

ENRICO EFREN A EVANGELISTA
CAPT PCG
Chief of Coast Guard Staff

ⁱ Sec I Para 4.a, AFPR-G-165-362 GHQ AFP dated 29 Oct 1995
ⁱⁱ Sec XXII Para 109.bb, AFPR-G-165-362 GHQ AFP dated 29 Oct 1995