



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



16 Sept 09
(Date)

DCS-HRM

STANDING OPERATING PROCEDURES)

NUMBER 16-09)

UTILIZATION OF DRAFTEES IN SUPPORT OF OFFICIAL FUNCTIONS OF THE PCG

I. **GENERAL.** The Philippine Coast Guard shall adopt policies and guidelines in availing of the services of "draftees" in designated staffs or offices at Headquarters and other designated units. It is also designed to pre-determine the traits, qualities and character of draftees aspiring to become PCG Uniformed Personnel, prepare them for eventual formal training if compliant with all the requirements, and to fill the inadequacies of personnel of some offices for the time being.

II. **PURPOSE.** To establish policies and guidelines in the utilization of pre-selected applicants under the draftee program by utilizing draftees as organic personnel to act in the assigned unit or offices in the PCG in support of the office/unit official functions.

III. **SCOPE.** This system covers the concerned staffs and units of the PCG who may avail of the services of draftees in their respective offices, and the terms and conditions to be observed for such purpose for the duration of being a draftee.

IV. DEFINITION OF TERMS.

- A. **Draftee** refers to civilians who are selected among eligible candidates for training and while waiting for training proper shall undergo basic orientation and perform works or activities as utility personnel of the PCG particularly in support of official functions, subject to the terms and conditions of being a draftee.
- B. **Head of Office** refers to the immediate Commanding Officer or head of staff, unit or office having direct control and supervision on the draftee, and to whom actual service is rendered.

V. POLICIES.

- A. The draftee must possess all the qualifications for enlistment prescribed by the Command under Circular No. 5 dated 25 Jan 2000.
- B. The O/CG-1 under the supervision of the Chief of Coast Guard Staff shall be responsible in the distribution of the draftees in each office/unit.

C. Draftees shall be assigned only within Metro Manila and Cavite area to facilitate their immediate recall upon convening of the CGMC training.

D. Heads of offices shall be directly responsible to the draftees assigned in their respective offices.

E. The maximum duration of term for draftees shall be eighteen (18) months unless sooner terminated by the Command. However, the term of duration is extendible for another 18 months, if warranted.

F. Draftees shall at all times be required to wear clean "maong" pants, white shirt, rubber shoes and I.D for proper identification.

G. Food and billeting shall be shouldered by the draftees themselves.

H. The draftee shall be utilized only within the PCG premises and only during office hours in support of the official activities of the Command or unit/office to which the draftee is assigned.

I. Strictly, no draftee shall be utilized as duty office watch or office duty drivers without being accompanied by regular PCG personnel.

J. The draftees shall be required to report to the O/CG-1 every Friday afternoon for accounting purposes.

K. No draftee shall be allowed to go out of the Office with the regular PCG personnel for any purpose other than official function.

L. No draftee shall be allowed to familiarize with regular members or employees of the PCG.

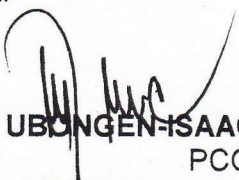
M. Any willful act which recklessly or intentionally endangers the mental or physical health of the draftee is prohibited. Such prohibition includes any willful act of physical injury, or punishment in the form of excessive calisthenics, being forced to eat unpleasant substances, and psychological or sexual abuse or harassment (verbal or physical) of both male and female.

VI. **EFFECTIVITY.** This policy shall take effect immediately upon publication.

BY THE COMMAND OF ADMIRAL TAMAYO:

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Captain PCG
Chief of Coast Guard Staff

OFFICIAL:


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