



PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS

(National Headquarters Philippine Coast Guard)

139 25th Street, Port Area

1018 Manila

NHQ-PCG/CG-4

30 January 2026

STANDING OPERATING PROCEDURE

NUMBER

01-26

REGULAR CONDUCT OF PROCUREMENT TRAINING FOR PCG PROCURING ENTITIES

1. REFERENCES

- A. Republic Act No. 12009, entitled "New Government Procurement Act" and its Revised Implementing Rules and Regulations dated 10 February 2025; and
- B. National Budget Circular No. 596, entitled "Updated Guidelines on Participation of Government Officials and Employees in Conventions, Seminars, Conferences, Symposia, and Similar Non-Training Gatherings Sponsored by Non-Government Organizations or Private Institutions" dated 20 January 2025.

2. PURPOSE

This Standard Operating Procedure (SOP) delineates the procedures for the National Headquarters Philippine Coast Guard (NHQPCG) to implement regular procurement training for all PCG procurement entities. This facilitates adherence to the professionalization mandates of R.A. No. 12009 and guarantees the development of procurement personnel's skills and competencies.

3. SCOPE

This SOP applies to all procurement personnel, members of Bids and Awards Committees (BACs), BAC Technical Working Groups (TWGs), BAC Secretariats and end-user units across all Philippine Coast Guard (PCG) procuring units nationwide.

4. DEFINITION OF TERMS

- A. **Advance Training** – high-level training designed for senior procurement personnel, particularly those assuming leadership roles or preparing for GPPB's Procurement Specialist Level 1 Certification. This training addresses complex procurement scenarios, strategic procurement

planning, legal remedies, contract administration, audit requirements, ethics and risk management. Personnel who complete this training may be designated as BAC Chairpersons, Procurement Unit Heads, Compliance Officers or Certification Candidates.

- B. **Basic Training** – foundational training designed for newly designated procurement personnel, such as members of the BAC, TWG, BAC Secretariat and end-user representatives. This training covers the fundamental principles and legal bases of government procurement under R.A. No. 12009, including procurement planning, standard bidding procedures, preparation of bidding documents, roles and responsibilities of procurement personnel and basic use of PhilGEPS. Personnel who complete this training may be assigned as BAC Secretariat members, TWG members or procurement representatives from end-user units.
- C. **Intermediate Training** – training intended for procurement personnel with prior training and some level of procurement experience. This course provides a deeper understanding of the procurement process, focusing on bid evaluation, post-qualification, contract implementation, alternative methods of procurement and procurement documentation. It is intended for BAC Vice Chairpersons, TWG leaders, Assistant Heads of the BAC Secretariat and Procurement Officers handling multiple procurement phases.
- D. **Government Procurement Policy Board (GPPB)** – the central policy and regulatory body overseeing the implementation of the government procurement reform program, as established under R.A. No. 9184 and reaffirmed under R.A. No. 12009.
- E. **Government Procurement Policy Board – Technical Support Office (GPPB-TSO)** – the implementing arm of the GPPB responsible for training, technical support, research and monitoring of procurement activities across all government agencies.
- F. **Procurement Personnel** – individuals involved in any phase of the procurement process, including but not limited to BAC members, TWG members, BAC Secretariat and end-users.
- G. **Procurement Specialist Level 1 Certification** – a professional certification issued by the GPPB-TSO for individuals who pass the required examination, confirming their capability to perform procurement functions in accordance with relevant laws and guidelines.

5. POLICY

- A. In pursuit of efficiency, transparency, accountability and integrity in all procurement activities, the PCG shall comply with the provisions of R.A. No.12009 by ensuring that procurement personnel are properly trained, certified and continuously developed.

- B. In accordance with Section 3.2 of National Budget Circular No. 596 dated 20 January 2025, registration or participation fees for procurement training shall not exceed Php 2,800.00 per participant per day.
- C. The Coast Guard Logistics Command (CGLSC) through the Coast Guard Procurement Service (CGPS) shall coordinate with the Government Procurement Policy Board – Technical Support Office (GPPB-TSO) to ensure alignment with current procurement training standards. This includes securing updated training modules, verifying accreditation of trainers, obtaining certification schedules and identifying available training slots for PCG personnel.
- D. The Coast Guard Logistics Systems Command (CGLSC), as the lead implementing unit for procurement capacity development under O/CG-4 oversight, in close coordination with the Coast Guard Procurement Service (CGPS), shall develop, schedule, coordinate and facilitate regular procurement training activities for all PCG Procuring Entities in compliance with R.A. No. 12009 and GPPB guidelines. The Office of the Deputy Chief of Coast Guard Staff for Logistics (O/CG-4) shall provide strategic direction, policy alignment and budget oversight.
- E. Procurement personnel shall be enrolled in training programs appropriate to their roles, such as Basic, Intermediate or Advanced courses. These may include GPPB-recognized training programs or other capacity development activities organized or endorsed by the PCG, provided such programs are aligned with the standards and principles of R.A. No. 12009 and its IRR:
 - i. Attendance in such training shall be strictly monitored, with participation reports submitted accordingly.
 - ii. Personnel who fail to attend without valid justification may be subject to administrative action.
- F. Personnel designated as Head or Assistant Head of the BAC Secretariat shall be required to undergo and pass the GPPB Procurement Specialist Level 1 certification.
- G. No personnel shall be designated to any procurement role without having completed the prescribed training appropriate to the position.
- H. Procurement personnel who have completed the required training or certification shall be officially assigned to relevant procurement roles. Their performance in executing procurement functions shall be incorporated into regular performance appraisals and unit-level audit reviews.

- I. In consideration of the fact that the BAC Chairperson is typically the highest-ranking Officer in a Unit and may carry significant operational responsibilities, hybrid training (a combination of online and face-to-face sessions) may be adopted to accommodate their schedules without compromising training quality.

6. PROCEDURES

A. Programming and Budget Allocation

- i. The O/CG-4, in coordination with the CGLSC and CGPS, shall develop an annual training program. This program shall include:
 - a) Regular procurement training courses (e.g., Basic, Intermediate, Advanced); and
 - b) Training specifically designed to prepare for the GPPB Procurement Specialist Level 1 Certification.
- ii. The O/CG-4 shall program and allocate funds for the procurement training and certification preparation in the Annual Procurement Budget (APB) for all Procuring Entities. This shall include:
 - a) Registration/training fees; and
 - b) Certification exam fees (if applicable).

B. The CGLSC, in coordination with CGPS, shall:

- i. Initiate coordination with GPPB-TSO or other GPPB-recognized training providers to secure training opportunities for PCG procurement personnel;
- ii. If in-house or mobile training is deemed more practical, CGLSC shall engage GPPB-certified instructors to conduct the training within PCG premises or designated venue with technical support from CGPS;
- iii. CGLSC shall obtain the official training schedules, course modules, availability of certified trainers and examination timelines for Procurement Specialist Level 1 Certification in coordination with CGPS.

C. Upon issuance of official designations for BACs, TWGs, BAC Secretariats or end-users involved in procurement, the Head of the Procuring Entity (HoPE) of each Unit, through their respective BAC Secretariat, shall identify and submit a list of nominated personnel for training or certification to CGLSC. The CGLSC shall consolidate all submissions, manage the master

nomination list and align it with the annual training program and schedules developed under Section VI.A, in coordination with CGPS.

- D. The CGPS, in coordination with O/CG-4 and relevant units, shall implement the scheduled procurement training or certification programs by ensuring the availability of training materials, coordination with accredited trainers or institutions, and provision of necessary logistical support. During the training, CGPS shall monitor and document attendance and participation of personnel, and facilitate the collection of feedback and evaluation reports for post-activity assessment.
- E. For the Procurement Specialist Level 1 Certification, CGPS shall ensure that preparatory training is conducted in compliance with the standards and requirements set by the GPPB-TSO. Only those personnel who have completed the preparatory course and met the minimum requirements shall be endorsed by CGPS to take the certification examination. CGPS shall recommend and coordinate personnel who are willing to take the procurement specialist certification, putting in consideration the procurement roles of these personnel.
- F. Immediately after the completion of each training or certification activity, CGLSC, based on the documentation provided by CGPS regarding attendance and feedback, shall prepare and submit a consolidated After-Activity Report (AAR) to CG-4 and the Commandant, PCG. CG-4 shall utilize this AAR for monitoring unit compliance.
- G. Following each training or certification, CGLSC shall update the centralized database of trained and certified procurement personnel. This includes recording newly trained individuals and needed further training.

7. RESPONSIBILITIES

- A. **Unit Commanders / Heads of Procuring Entities (HoPE)**
 - i. Ensure prompt nomination and enrollment of procurement personnel in GPPB-recognized training programs.
 - ii. Guarantee the timely processing of training-related fund requirements (e.g., registration fees, travel expenses).
 - iii. Monitor the attendance and participation of their assigned personnel in the training activities.
 - iv. Submit reports as required in Section VI.F.

B. Commander, Coast Guard Logistics Systems Command

- i. Lead the development, scheduling coordination and facilitation of the annual procurement training program in accordance with this SOP and CG-4 direction;
- ii. Manage the centralized processing and disbursement of allocated procurement training funds;
- iii. Consolidate unit nominations and maintain the master training roster;
- iv. Coordinate directly with GPPB-TSO and training providers for logistics and administration, leveraging CGPS for technical procurement expertise and GPPB-TS liaison support;
- v. Maintain the centralized database of trained and certified procurement personnel;
- vi. Prepare and submit consolidated after activity report to O/CG-4 and to the Commandant, PCG; and
- vii. Evaluate the effectiveness of training delivery and logistics, providing recommendations for improvement to O/CG-4.

C. Deputy Chief of Coast Guard Staff for Logistics, CG-4

- i. Consolidate training attendees and coordinate scheduling of procurement training activities with the CGLSC and CGPS and O/CG-12;
- ii. Monitor adherence of PCG Units to the provisions of this SOP, including participation in required training and compliance with certification requirements.
- iii. Oversee the utilization of training funds allotted to procurement capacity development.

D. Deputy Chief of Coast Guard Staff for Education and Training, CG-12

- i. Request the issuance of appropriate orders for training participants through the Deputy Chief of Coast Guard Staff for Human Resource Management, CG-1, in coordination with O/CG-4, to ensure timely and proper documentation of attendance.
- ii. Assist in integrating procurement training activities into the PCG's official training calendar and ensure alignment with other Coast Guard-wide learning and development initiatives.

- iii. Coordinate with O/CG-4 and CGLSC to confirm the availability of training facilities, instructors and materials when necessary.
- iv. Maintain a liaison role with O/CG-1 and O/CG-4 to support policy compliance and facilitate smooth administrative processing for training-related actions.

E. Commander, Coast Guard Procurement Service (CGPS)

- i. Coordinate with GPPB-TSO regarding updated procurement training modules, training schedules, certification processes and availability of training slots.
- ii. Assist CGLSC in maintaining a centralized database of all certified procurement personnel, including tracking the expiration and renewal of certifications.
- iii. Assist CGLSC in monitoring the expiration and renewal of certifications and submit updated records regularly to CG-4.
- iv. Assist in monitoring unit compliance with the training and certification requirements outlined in this SOP.

8. RESCISSION

All PCG policies, rules and regulations or issuances or parts thereof which are inconsistent with this SOP are hereby repealed, amended or modified accordingly.

9. EFFECTIVITY

This SOP shall be implemented effective 03 October 2025.

BY COMMAND OF ADMIRAL GAVAN PCG:

OFFICIAL:

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


JAYSIEBELL B FERRER
CDR PCG
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