



MARITIME COMMUNITY RELATIONS

HANDBOOK for CCADs

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**Philippine Coast Guard Auxiliary
Maritime Community Relations Handbook
for CCADs**

January 2018

**PHILIPPINE COAST GUARD AUXILIARY
Units 8 & 9
CCP Bay Terminal, CCP Complex
Manila, PHILIPPINES**

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FOREWORD

The Philippine Coast Guard Auxiliary (PCGA) is mandated to assist the Philippine Coast Guard (PCG) in enhancing maritime community relations through civic action, participation under the National Service Training Program (NSTP), youth development projects, promotion of recreational safety and other related activities.

This handbook has been prepared as a guide or reference for our Coastal Community Auxiliary Division (CCAD) to improve their understanding and participation on the different programs and projects of the PCGA that will foster positive relationships with the communities and will enriched youth educational programs.

We hope this handbook will equipped our CCADs to effectively support and work with various communities in enhancing their lives, development of youth character and citizenship and maritime safety.

VADM VALENTIN B PRIETO JR PCGA
National Director

I. Introduction to Maritime Community Relations (MCOMREL)

A. Mission

The Philippine Coast Guard Auxiliary (PCGA) as per RA 9993 and the 2012 revised PCGA manual is mandated to assist the Philippine Coast Guard (PCG) in enhancing Maritime Community Relations through:

1. Civic Action (Organize a Coastal Community Auxiliary Division, Implement Sustainable Livelihood Projects, Medical Mission)
2. National Service Training Program (NSTP) and Youth Development Projects

B. Mandatory Maritime Community Relations Activities

1. Organizing a Coastal Community Auxiliary Division (CCAD) at least 2per squadron



2. Implementing sustainable livelihood projects



3. Optional civic actions: blood letting with memorandum of agreement with the Philippine Red Cross every January 14 and July 15



4. Adopt the PCG-based NSTP activities to at least 2 schools per squadron

II. Guidelines and Implementing Procedures

A. Organization of Coastal Community Auxiliary Division (CCAD)

1. Requirements

- The CCADs must be located within the area of responsibility of the Coast Guard Auxiliary Squadron (CGAS).
- CGAD must have at least 15 members of legal age, permanent resident of the coastal community and of good moral character.
- Preferably (but not required) fishermen, boat owners or those who have marine-related livelihood within the coastal community.
- The CGAS should coordinate with their respective Coast Guard Station (CGS) and Barangay LGUs using participatory and consultative approach for the CCAD plans and programs.



2. Orientation

- a. New member CCAD applicants must undergo PCG-PCGA Orientation



- b. Upon release of General Orders (GO), an appropriate induction ceremony should follow. These shall be held at the community in the presence of the local barangay and partner CGS.



- c. Prepare the pertinent application forms, pens, stamp pad, camera, small white board and pen marker for labeling.
- d. Ensure that the participants fill-up the application forms such as the PCGA Application Form and the Personal History Statement Form.
- e. Prepare the participants for the on-site ID picture taking. Make sure that the photo captures clearly the entire face with no obstruction together with the white board with the participant's full name placed just below the neck. The photo should be taken against white background.
- f. Refer the applicants to the nearest drug test center and set time to submit the results.



- g. Give ample time for the participants to prepare all the documentary requirements such as the barangay clearance, police clearance and drug test result. NBI clearance is not mandatory.
- h. Submit all application forms and documentary requirements to the CGAD for endorsement of General Orders.
- i. Plan for the activities with the proper coordination with the partner CGS and barangay LGU.

B. Train, Equip and Ready CCAD members as First Responders

1. Conduct training programs, in partnership with CGS on Basic Emergency Medical Services focusing on Basic First-Aid and Basic Life Support (BLS).



Basic First-aid



Basic Life Support

2. Trainings may eventually include Maritime Search and Rescue procedures, Boating Safety and Rules of the Road (navigational guidelines)



Search and Rescue



Boating Safety

3. Conduct information drives and lectures/seminars on Emergency Management and Marine Environmental Protection. These may also include good nutrition, dental and personal hygiene, and common household illnesses. related to good nutrition, dental, hygiene and common household illnesses.



A PCGA officer giving an orientation on mangrove rehabilitation and proper outplanting procedures



A dental officer giving a lecture on good nutrition and dental hygiene for CCAD members

C. Implementation of Sustainable Livelihood Projects

1. Project Identification

- a. CCAD should be the one to identify and select the appropriate livelihood project relevant to the needs of their community and inform the CGAS and the CGAD. Preferred projects are seaweed farming, food fish processing, mud crab fattening, oyster farming, boat-building and other projects recommended by DSWD, DOLE, DA-BFAR, DTI-TRC and NGO livelihood project and TESDA.
- b. Project must be doable and financially feasible with low cost local technology, either micro or macro enterprise ventures.



Boat-building



Dried fish packaging

- c. It must be commercially viable with identified consumers / buyers. It can be sustained on numerous cycles regardless of the season and can be replicated in other CCAD areas

- d. Projects must be environmentally friendly and sustainable with consistent positive impact to the environment. It should also be among the approved livelihood projects and programs of the local government unit in their area



Shellfish marketing

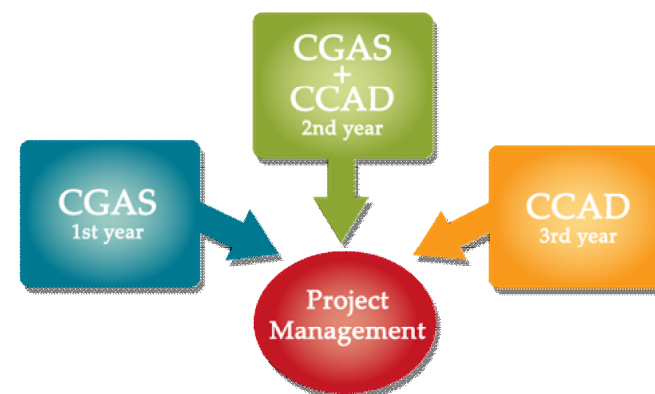
2. Project Beneficiaries

- a. A beneficiary must be a CCAD member.
- b. They must come from a low-income family with an average income of not more than six thousand pesos (Php 6,000) monthly or below minimum daily wage.
- c. They must be willing to undergo basic livelihood training and seminar.



3. Project Profit and Financial Management

- a. During the first year of project operation, the CGAS must be responsible for the full implementation and financial management. On the 2nd year of operations, joint management with the local CCAD until the capitalization is paid off. On the third year of operations onwards, total management of the project shall be turned over to the CCAD.



- b. The profit must be able to increase the daily income of the project beneficiaries by at least 30% per capita per day.



- c. Project providers/partners are DSWD, DOLE, DA-BFAR, DTI-TRC and NGO livelihood project and TESDA.



- c. Instructors who are non-PCGA Officers may apply for accreditation as long as they will comply with the PCGA Membership requirements.
- d. PCG will issue the Certificate of Accreditation to all qualified instructors.
- e. A list of Accredited Instructors shall be submitted to the National Auxiliary Main Office (NAMO) for reference and issuance of orders.

3. Programs of Instructors

The NST-CWTS Program of the PCG comprises of four modules which include the following:

- a. Disaster Risk Reduction and Management Awareness (i.e., earthquake drills)
- b. Marine Environmental Protection (i.e., river & coastal cleanups)
- c. Concept of Leadership in the Coast Guard Service
- d. Community Services

C. Adopt the PCG – based NSTP

1. Selection of School

Any tertiary level school may be tapped for this project with preference for maritime schools. (See Annex B for Program of Instructions)

2. Accreditation of Instructors

- a. The Directors Auxiliary Squadron (DAS), in accordance with the NSTP Coordinator of the School, shall identify PCGA Officers with relevant training and teaching experiences who have the potential to teach the course.
- b. The DAS will recommend the identified potential instructors to the Director Auxiliary District (DAD), for training by the PCG in order to be accredited as PCG NSTP Instructor.



Earthquake drills



Beach/Coastal cleanups

ANNEX A



PUNONG HIMPILAN TANOD BAYBAYIN NG PILIPINAS
(Headquarters Philippine Coast Guard)
139 25th Street, Port Area
1018 Manila

HPCG/CG7
MEMORANDUM CIRCULAR
NUMBER 04-13

21 December 2013

GUIDELINES ON THE IMPLEMENTATION OF THE PCG ORIENTED NSTP-CTWS PROGRAM

1. AUTHORITY:

- a. Republic Act Number 9993 also known as the Philippine Coast Guard Law of 2009 and its implementing Rules and Regulations (IRR);
- b. Republic Act Number 9163 also known as the NATIONAL SERVICE TRAINING PROGRAM (NSTP) for tertiary level students;
- c. Memorandum of Agreement (MOA) between PCG and CHED;
- d. Minimum Standards for the National Service Training Program Common and Specific Modules; and
- e. Revised Implementing Rules and Regulations of the National Service Training Program (NSTP) s 2006.

2. GENERAL:

This Memorandum Circular prescribes the guidelines and procedures governing the implementation of the PCG oriented NSTP-CTWS Program. The policies herein are consistent with the conditions stipulated in the MOA between PCG and CHED which aims to introduce the PCG as a significant national agency when it comes to maritime safety, search and rescue, and environmental protection.

Annexes

3. SCOPE:

This Circular applies to all Coast guard units and personnel including the PCGA, that are implementing the PCG oriented NSTP-CWTS Program in different schools, universities or colleges.

4. DEFINITION OF TERMS:

For the purpose of this Memorandum Circular, the following terms are hereby defined as follows:

- a. **National Service Training Program (NSTP)** - refers to the program aimed at enhancing civic consciousness and defense preparedness in the youth by developing the ethics of service and patriotism while undergoing training in any of its three (3) program components namely Reserve Officers' Training Corps (ROTC), Literacy Training Service and Civic Welfare Training Service CWTS)
- b. **Civic Welfare Training Service CWTS)** - refers to the programs or activities contributory to the general welfare and the betterment of life for the members of the community or the enhancement of its facilities, especially those devoted to improving health, education, environment, entrepreneurship, safety, recreation and morals of the citizenry.
- c. **PCG NSTP-CWTS Program** – hereinafter referred to as the 'Program', refers to the NSTP-CWTS Program of the PCG which comprises four modules namely, Disaster Risk Reduction and Management Awareness, Marine Environmental Protection, Leadership Training and Community Services.
- d. **Disaster Risk Reduction and Management Awareness** - refers to the knowledge of the systematic process of using the administrative directives, organizations, and operational skills and capacities to implement strategies, policies and improved coping capacities in order to lessen the adverse impacts of hazards and the possibility of disaster. Prospective disaster risk reduction and management refers to risk reduction and management activities that address and seek to avoid the development of new or increased disaster risks, especially if risk reduction policies are not in place.

- e. **Environmental Protection** - a practice of protecting the environment on individual, organizational or governmental levels, for the benefit of both the natural environment and the populace.
- f. **Leadership Training** – has been described as “a process of social influence in which one person can enlist the aid and support of others in the accomplishment of a common task”.
- g. **Community Services** – these include activities that are more maritime oriented and target beneficiary are coastal community families and constituents.
- h. **NSTP Instructors** – refers to a PCG Officer, Non-Officer, or PCGA member that is accredited and recognized by the Commander, Coast Guard Education and Training Command as a qualified instructor for the Program.
- i. **NSTP Instructor Duty** – duty assignment of an instructor measured in time while teaching, supervising training activities, conducting researches or performing support duties for training in any NSTP training/course.
- j. **Actual Training Activities** – conduct of actual classroom or field instruction whereby an NSTP Instructor gives lessons/modules and demonstrates to students how to perform a given task and supervising them while performing.
- k. **Support Training Activities** – activities that help in the formulation of policies on the NSTP Program and conveyance of knowledge or skills directly to students. These are the following:
 - g.1 Assisting in the formulation of policies on NSTP and other related activities;
 - g.2 Providing assistance to the instructor in the preparation of teaching materials or teaching aides.
 - g.3 As a member of the Demo Team in the classroom or field instructions; and
 - g.4 Serving as instructor's assistant in supervising the students in Community Services.

5. INSTRUCTOR'S QUALIFICATION

The following qualifications required for NSTP Instructors must have the following:

- a. Must be a BS or AB degree holder
- b. Must have completed the IMO Model Course 6.09 offered by the CGETC or other recognized training institutions
- c. Must have undergone the NSTP Instructor's training for the Program that would be conducted by the CGETC, and
- d. Qualified personnel should be without any pending case.

6. GUIDELINES

- (1) The O/CG-7 is responsible for the planning, supervision and proper implementation of the Program. A feedback mechanism to aid in the monitoring and development of the Program should be instituted.
- (2) CG Districts will implement the Program to interested colleges and universities in their respective AORs.
- (3) CG Districts are authorized to enter into Memoranda of Agreement (MOA) with interested schools in their AOR. The attached MOA serves as the guide in coming up with the terms of reference that should be acceptable to both parties.
- (4) NSTP instructors for the Program should be trained and accredited by the CGETC. Additional requirements for instructors aside from the qualifications set forth by the PCG should be determined prior to entering an agreement with an interested school
- (5) NSTP instructor's duty and actual training activities of the Program will be based on the subject outline set forth by the CGETC and partner schools.

- (6) Normally, CTWS classes are civilian in nature and community oriented. Students who prefer CWTS and LTS as their NSTP are military discipline of the ROTC. Thus NSTP instructors of the Program in schools that offer traditional CWTS should assume a civilian type of demeanor in the conduct of their lessons. Coast Guard type of discipline may be imposed on students whose schools observe a regimental structure, such as, maritime schools provided that they explicitly express their intention to adopt a more rigid training routine.
- (7) Support training activities will be done by the CG District's NSTP unit to complement and enhance the NSTP activities. These activities should also include the use and/or availability, if the circumstances allow, of PCG facilities, equipment and other personnel related to the contents of the Program.
- (8) Instructor Duty Record
 - (7.1) NSTP unit aboard CG Districts will record, maintain and update records of Instructor Duty;
 - (7.2) Upon request, the NSTP unit may issue a certification of record of Instructor Duty;
 - (7.3) The Instructor Duty under the NSTP should be credited same with regular CGETC instructors.
- (9) The schools shall be responsible for the overall conduct of their NSTP-CWTS. The instructors of the Program, who shall teach only four (4) of the fourteen (14) students of the CWTS should conform to the grading system of the partner school for purposes of consistency.
- (10) The PCG instructors are authorized to receive honoraria in the form of travel, board and lodging allowances, for the actual services rendered to the partner schools. Coast Guard Districts should ensure that the provisions of the MOA include the allotment of honoraria for personnel, as well as provide teaching related materials, equipment and office space.

- (11) The MOA should include the following:
- (11.1) The school should specify if they prefer a regimented discipline on their students or not.
 - (11.2) The implementing schools should ensure that the health and accident group insurances are provided for students as well as, the NSTP instructors.
 - (11.3) The instructors shall submit the grades of NSTP students on time, based on the grading system used by the School
 - (11.4) The NSTP units shall issue a certificate of completion of the Program to the students if required
 - (11.5) NSTP instructors shall, at all times, observe the GAD policies of the Command and the school where they will instruct
 - (11.6) The school shall provide the allotment of honoraria for NSTP instructors in the form of travel, board and lodging allowances and other allowances to cover incidental expenses incurred as provide teaching materials, equipment and office space.
 - (11.7) CG Districts should ensure that the students to teacher ratio in each subject in the Program should be within the acceptable standards of the schools as practiced in their regular CWTS.
- (12) All PCG personnel performing actual training activities and support training activities for NSTP is entitled to receive instructors Duty Pay, aside from honoraria from implementing schools.
- (13) In cases where the number of students who want to take up the program overwhelm the available instructors from the District NSTP units, qualified PCG instructors from other units that are located within the AOR of the concerned District, may be requested to handle a class or several classes provided that subject personnel is

allowed to perform NSTP instructions and that his/her primary duties should take precedence over the requested collateral duty. If qualified instructors are not available, PCGA members, who are preferably members of the regular faculty of the schools which have numerous students interested in the Program, may be requested to handle some or most of the classes. Provided that they have undergone the qualifying training for the Program and subsequently certified at the CGETC.

- (14) PCGA Instructors who are requested or tasked with handling the Program in their own schools should be trained and certified by the CGETC as well. Completion of the CGETC Training for the Program shall form part of the PCGA member's career training course as per Chapter 9 Sec B of PCGA Regulations Manual 2012.
- (15) Students who successfully complete the Program can join the PCGA as Auxiliarists under an appointed Squadron provided that they satisfy requirements for membership.

7. REPEALING CLAUSE:

All other Circulars and policies in conflict with this Circular are hereby repealed, amended or modified accordingly.

8. EFFECTIVITY:

This Memorandum Circular will take effect upon publication.

BY COMMAND OF REAR ADMIRAL ISORENA:

(Original Signed)

JOSELITO F DE LA CRUZ
 COMMO PCG
 Chief of Coast Guard Staff

OFFICIAL

(Original Signed)
RODERICK M ELIORAN
 LCDR PCG
 Acting Coast Guard Adjutant

ANNEX B - Program of Instructions for NSTP-CWTS

SUBJECT OUTLINE	TIME	REFERENCES
1. Disaster Risk Reduction and Management Awareness	7 Hours	
1.1 Geographic profile of the Philippines	1	Civic Welfare Training Service Practice Modular Approach (2nd edition By: Simon P. Caday, Ph.D)
1.2 Disaster Risk Profile of the Philippines (focus on Specific Region/Area where the school is located)	1	
1.3 Overview of Philippine Disaster Management System	1	National Development via NSTP RA 9163 (CWTS 1) (By: Sonia Gasilla-Dela Cruz Paul M Mapua)
1.4 Basic Concept to Maritime Search and Rescue	1	Contingency Plan Manual SAR MANUAL
1.5 Stages and Phases of SAR Operations	1	
1.6 Basic Concept on Water Search and Rescue	2	
2. Marine Environmental Protection	7 Hours	
2.1 Introduction to Marine Environmental Protection	.5	Aquatic Resources and Ecology (by: Paciente A Cordero, Jr., D.Sc.
2.2 Basic Concepts and Laws Governing Environmental Protection	1	Environmental Science A Study Of Interrelationships (9th Edition by: Eldon D. Enger & Bradley F Smith)
2.3 Hazardous Wastes	2	
2.4 Basic Concepts on Marine Pollution	1.5	MAREP MANUAL HPCG MC 03-2005 HPCG MC 07-2005 HPCG MC 01-2006 MARPOL 73/78 HPCH MC 01-05 EO 579 RA 9512-2008
2.5 National Oil Spill Contingency Plan	2	

SUBJECT OUTLINE	TIME	REFERENCES
3. Concept of Leadership in the Coast Guard Service	7 Hours	
3.1 Leadership Principles		
3.1.1 Principles and Styles	.5	
3.1.1.1 Human Behavior	5	Leadership in the Service (By: Dr. Robert T. Tap-Diangco, Phd)
3.1.1.2 Leading, direction and communication (Management Process)	1	Leadership in the Service (By: Dr. Robert T. Tap-Diangco, Phd)
3.1.1.3 Motivation	1	Organizational Behavior 1st Edition – 2006 (By: Dr. Roxel A. Apruebo)
3.1.1.4 Time Management	1	Essentials of Personnel Management 6th Edition (by Edwin B. Flippo)
3.1.1.5 Decision-making	1	Management and Motivaton (by Nancy H. Shanks)
3.1.1.6 Team Work	.5	
3.2 Etiquette and Protocol (for Service and Everyday Use)		•Service Etiquette and Protocol Manual
3.2.1 Good Manners and Right Conduct	.5	•PCG Customs and Traditions Manual
3.2.2 Introductions and Farewells	.25	•Drill and Ceremonies Manual

SUBJECT OUTLINE	TIME	REFERENCES
3.3 Introduction to the PCG		
3.3.1 PCG History, Mission and Vision	.5	CGMC Manual
3.3.2 PCG Functions	.5	
3.3.3 R.A. 9993 (“Coast Guard Law”) and its IRR	.25	CGMC Manual / R. A. 9993
3.3.3.1 Decision-making	1	Management and Motivation (by Nancy H. Shanks)
3.3.3.2 Team Work	.5	
4. Community Services	32 Hours	CGMC Manual R.A. 9993
4.1 Coastal Clean up	4	
4.2 Mangrove Planting	4	Mangrove Restoration by J.H. Primavera
4.3 Tsunami Preparedness Response	1	Mangrove Restoration by J.H. Primavera
4.4 Improvised Oil Spill Equipment on the Spot Response	4	NSTP – Focus On Community Immersion, Projects, Development And Organization (By: Rogelio Espiritu, Maria Rosario E. Monce Madeleine M. Co, Jaime C. Ignacio, & Herman A. Nazuel)
4.5 Information Program Visit to Depot	4	
4.5.1 Team Work	.5	

UNDER THE LEADERSHIP OF:



VADM VALENTIN B PRIETO JR PCGA
National Director
Best District of the Year (2014)

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PCGA HYMN

Onward we go, PCGA
With the commitment of saving lives at sea
Dedicated to a service that is true
Making this world a safe place for me and you.

Forward we go, PCGA
Philippine Coast Guard Auxiliary
Onward we go, Onward we go
Saving lives we always do.

Kami ang kabalikat ninyo
Lahat ng oras, ulan man o bagyo
Handang tumulong sa kapwa Pilipino
PCGA kami'y handang magserbisyo.

Sulong kapatid sa PCGA
Philippine Coast Guard Auxiliary
Mabuhay tayo, Mabuhay tayo
Philippine Coast Guard Auxiliary!
Philippine Coast Guard Auxiliary.