



PROTOCOL HANDBOOK

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**Philippine Coast Guard Auxiliary
PROTOCOL HANDBOOK**

April 2018

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

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INTRODUCTION

The PCGA is a uniformed, voluntary, non-government, non-political, service-oriented organization established on 09 February 1972 whose membership adhere to naval customs and traditions; to its organizational structure and its own chain of leadership and management parallel to the Philippine Coast Guard.

The PCGA is officially recognized under Section 11 of Republic Act Number 9993, otherwise known as the PCG Law of 2009.

Vision and Mission

The PCGA shall be an important, relevant and reliable partner of the PCG commissioning dedicated and professional volunteers composed of Auxiliarists from the coastal communities and Officers from various sectors of society. They shall be properly trained in MARSAR, MARSAF, MAREP and MCOMREL procedures; well-equipped with the necessary tools, equipment and floating/air assets; and always ready to assist the PCG in promoting safety of life and property at sea, preservation of the marine environment, conducting search and rescue operations, and, enhancing coastal community relations

Objective

This manual seeks to enlighten, inculcate and inform the members of the PCGA of the expected standards and behavior they are to adhere while wearing the uniform, during activities and whenever representing the PCGA.

SECTION I. COURTESY

The Coast Guard is a maritime service. The protocols and etiquette reflect the customs and traditions of the Naval / Sea Services as well as the military. The PCGA as part of the Coast Guard family, must observe similar customs and protocols, even though Auxiliarists are civilians.

Courtesy among members of the Armed Services is vital to maintain discipline. Military courtesy means good manners and politeness in dealing with other people. Courteous behavior provides a basis for developing good human relations. The distinction between civilian and military courtesy is that military courtesy was developed in a military atmosphere and has become an integral part of serving in uniform.

Most forms of military courtesy have some counterpart in civilian life. For example, we are trained to affix "Sir or Ma'am" when talking to a higher ranking officer. It is often considered good manners for a younger person to say sir or ma'am when speaking to an older person. The use of the word sir is also common in the business world, such as in the salutation of a letter or in any well-ordered institution.

Mutual respect is a vital part of military courtesy. In the final analysis, military courtesy is the respect shown to each other by members of the same profession. Some of the more common courtesies include rendering the hand salute, standing at attention, or even addressing others by their rank.

A. THE SALUTE

The salute is the most important form of military courtesy. It is a privileged gesture of respect and trust among members of the armed services. Remember the salute is not only prescribed by regulation but is also recognition of each other's commitment, abilities, and professionalism.

The way you salute says a lot about you as a Coast Guard Auxiliarist. A proud, smart and snappy salute shows pride in yourself and your unit and that you are confident in your abilities. A sloppy or shabby salute might mean that you're ashamed of your unit, lack confidence, or at the very least, that you haven't learned how to salute correctly.

1. How to Salute:

When in uniform, the **hand salute** is correctly executed by:

- Raise the right hand **SMARTLY** to the outer edge of your right eyebrow
- The upper arm (elbow to shoulder) should be out in line with the side of the body (not across) and horizontal to the ground
- Fingers are together, straight, and your thumb snug along the hand in line with the fingers. The palm is turned slightly in front of the body.
- When wearing a headgear, the forefinger touches the visor slightly above and to the right of your right eye.
- When right hand is encumbered, left hand could be used.
- The first position of the hand salute or the nearest point of approach is more or less six paces. The first position of the salute should be held until the person saluted to have passed or the salute is returned.



Saluting between Auxiliarists is not usually the custom. It is recommended to exchange greetings, such as “good morning”, “good afternoon” or its equivalent in the local dialect.

However, once an Auxiliarist is in uniform, saluting becomes the custom and a tradition, as a sign of courtesy and discipline.

2. When to Salute:

- Personnel in uniform are required to salute when meeting persons entitled to except when inappropriate.
- When the Philippine National Anthem, “Mabuhay”, or foreign national anthems are played.
- When uncased National Colors pass by.
- At Reveille and Retreat ceremonies, during the raising or lowering of the flag.
- When rendering reports.
- When there is a function or a meeting, the salute is rendered to the highest ranking officer in the room. An officer shall say aloud: “Officer on deck” and all stand at attention.



3. When NOT to Salute:

- Indoors, unless reporting to an officer or when on duty as a guard
- When in public places
- In places of divine worship
- Saluting is obviously inappropriate i.e. when working, carrying articles with both hands
- Either the senior or subordinate is wearing civilian clothes
- When leading an animal
- When inside a fast-moving vehicle
- When engaged in athletics, simulated or actual combat
- During Mess night
- In any case not covered, render the salute

4. Persons Entitled to the Salute:

- Commissioned officers of the Armed Forces of the Philippines (AFP), Philippine National Police (PNP), Philippine Coast Guard (PCG), National Flag (Refer to Annex A).
- Commissioned Officers of Friendly Nations, if they are considered as such
- Government Officials
- Heads of State, or their diplomatic envoys



5. Common Faults in Saluting

- Bowing the head as the salute is given
- Dropping the hand salute before it has been returned
- Holding the hand awkwardly high or letting it sag too low
- Saluting while on the double time
- Avoiding the gaze of the person saluted to
- Saluting with a pipe, cigar, or cigarette in the mouth or in hand
- Saluting while left hand is in the pocket

6. When in Civilian Clothes

When outdoors and not in uniform, the salute is rendered by standing at attention and placing the right hand over the heart. Any civilian headdress must be held in the right hand over the heart.

7. When in Vehicles

When in a vehicle at a PCG or other military installation, stop and sit at attention when colors or the National Anthem is played, if traffic safety permits. DO NOT SALUTE. If it is safe, it is appropriate to get out of the vehicle and render honors.

8. When in Vessels

As a passenger in a boat, he / she must remain at attention, seated or standing. The ship officer salutes for the ship. When indoors when the National Flag is presented and / or the National Anthem is being played, all must stand at attention.

B. HONORS TO THE FLAG

Proper Display of the Flag

- The flag shall be displayed in all public buildings, official residences, public plazas, and institutions of learning everyday throughout the year
- The flag, if flown from a flagpole, shall have its blue field on top in time of peace and the red field on top in time of war; if in a hanging position, the blue field shall be to the right (left of the observer) in time of peace, and the red field to the right (left of the observer) in time of war
- When displayed with another flag, the Philippine flag shall be on the right of the other flag. If there is a line of other flags, the Philippine flag shall be in the middle of the line
- If on a stage or platform, the Philippine flag shall be on the right side, but left of the observer/audience
- If displayed with national flags of other countries, they are arranged in alphabetical order
- The flag shall be flown on merchant ships or planes of Philippine registry of more than one thousand (1000) gross tons and on all naval vessels



C. FLAG ETIQUETTE

Auxiliary leaders are primarily concerned with and responsible for those rules of flag etiquette that pertain to the display of the National Ensign at meetings and social events. The flag is often referred to by other names such as the colors, ensign, and standard. Regardless of the name, it is important that the flag always be properly displayed so as not to commit a breach of protocol.

1. Displayed in a Meeting Room

In a meeting, when displayed flat behind the speaker's podium or head table, the flag should be placed above and behind the speaker with the triangle uppermost and with the color blue at the audience's left.

When displayed from a staff in the meeting room, the national flag will be accorded a position of superior prominence over any flag in the same room. It is the only flag displayed behind and right of the speaker's podium or head table (left of the audience). All other flags should be placed on the speaker's left or to the audience's right. (Example: During NAB, DAB or SAB meetings, leadership turnovers ceremonies, and induction ceremonies, the National Flag shall be on the left of the audience and the NAMO, District and Squadron flags on the right).



The National flag and NAMO /District /Squadron flags displayed in a meeting room

2. Prohibitions on the use and display of the flag

The following are prohibitions on the use and display of the flag:

- a. To mutilate, deface, defile, trample on or cast contempt or commit any act or omission casting dishonor or ridicule upon the flag or over its surface
- b. To dip the flag to any person or object by way of compliment or salute.
- c. To use the flag:
 - As a drapery, festoon, tablecloth;
 - As covering for ceilings, walls, statues or other objects;
 - As a pennant in the hood, side, back and top of motor vehicles;
 - As a staff or whip;
 - For unveiling monuments or statues; and
 - As trademarks, or for industrial, commercial or agricultural labels or designs.
- d. To display the flag:
 - Under any painting or picture;
 - Horizontally face-up. It shall always be hoisted aloft and be allowed to fall freely;
 - Below any platform; or
 - In discotheques, cockpits, night and day clubs, casinos, gambling joints and places of vice or where frivolity prevails.
- e. To wear the flag in whole or in part as a costume or uniform;
- f. To add any word, figure, mark, picture, design, drawings, advertisement, or imprint of any nature on the flag;
 - To print, paint or attach representation of the flag on handkerchiefs, napkins, cushions, and other articles of merchandise;
 - To display in public any foreign flag, except in embassies and other diplomatic establishments, and in offices of international organizations;

- To use, display or be part of any advertisement or infomercial; and
- To display the flag in front of buildings or offices occupied by aliens.

D. OTHER COURTESIES

Military courtesy shows respect and reflects self-discipline. Consistent and proper military courtesy is an indicator of unit discipline, as well. Some other simple but visible signs of respect and self-discipline are as follows:

- When talking to an officer of superior rank, stand at attention until ordered otherwise
- When you are dismissed, or when the officer departs, come to attention and salute
- When an officer of superior rank enters a room, the first to recognize the officer calls out "ATTENTION ON DECK" to all personnel in the room but does not salute, unless a more senior officer is already present
- A salute indoors is rendered only when reporting
- Walk on the left of an officer of superior rank. SENIOR OFFICER ALWAYS ON THE RIGHT
- When entering or exiting a vehicle, the junior ranking soldier is the last to enter and the senior in rank is the last to exit
- When you hear the command "ATTENTION" in a dining facility, remain seated, silent and continue eating unless directed otherwise.
- When you report to an officer of superior rank, approach the officer to whom you are reporting and stop about two steps from him, assuming the position of attention. Give the proper salute and say, for example, "Sir, Lt Juan de la Cruz, reporting, sir."
- Use "Sir or Ma'am" when addressing senior officers.
- Naval customs use "Aye" instead of "Yes" to reply in the affirmative.

SECTION 2. DISCIPLINE

Military discipline is founded upon self-discipline, respect for properly constituted authority, and the embracing of the PCGA values and organizational structure with its supporting individual values.

Discipline is a mindset for a unit or an organization to practice sustained, systematic actions to reach and maintain the ability to perform its given functions.

The manner by which the uniform is worn is a clear indication of the kind of discipline one possesses, hence, the following standards must be met to ensure that high standards of discipline are maintained within the PCGA:

A. UNIFORM

1. Uniform Requirements

Auxiliarists are authorized to wear Coast Guard Auxiliary uniforms with the appropriate PCGA insignia, with exceptions and difference from regular Coast Guard uniforms. Uniforms shall be worn as prescribed hereunder or in a separate policy issuance of the Commandant.

Uniform	Shall be procured and maintained by
Service Dress Blue "Alpha" Service Dress Blue "Bravo" Working Blue PCGA Collared Shirt (Blue) PCGA Collared Shirt (Orange)	All Personnel
Dinner Dress White Jacket	For Officers Only (Optional)

2. Uniform Standards

All Coast Guard Auxiliary personnel are responsible for maintaining their uniforms in serviceable condition, and are responsible for procuring sufficient quantities of uniform items and properly maintaining them as appropriate to their assigned duties.

- All officers must maintain a high standard of dress and appearance.
- Uniforms will be properly fitted, clean, and pressed/launched as necessary.
- Uniforms will be kept buttoned, zipped, and snapped;
- Many articles should not be worn or carried exposed or visible on the uniform. These articles include pencils, pens, key chains, pins, handkerchiefs, combs, cigarettes, cigars, pipes, phone holsters, belt bags and similar items
- Officers will not place their hands in their pockets except momentarily to place or retrieve objects;
- Carry the bags with your hand. Do not sling your shoulder bag /straps on your shoulder while in uniform.
- Metal devices such as insignia, belt buckles, and belt tips will be kept in proper luster and will be free of scratches and corrosion;
- The shirt edge is aligned with the front fly opening, so the outside edge of the buckle forms a straight "gig line"
- Members in uniform may wear personal display items such as, bracelets, necklaces, wrist watches, ID bracelets and rings. If visible while in uniform, these items must be conservative, non-controversial, and in good taste. There shall be no more than two rings on each hand. Necklaces and neck chains must not be visible when wearing the uniform
- In uniform, men are prohibited from wearing earrings. Women may wear one pair of gold, silver, or pearl earrings which should be small (maximum 1/4 inch) and of the round ball style; women may wear diamond stud earrings (maximum 1/4 inch) with the Dinner Dress uniforms. Dangling and hoop earrings are prohibited while in uniform. No articles, jewelry or studs other than those specified for women shall be through or attached to the ear, nose, tongue, or any other visible body part while in uniform

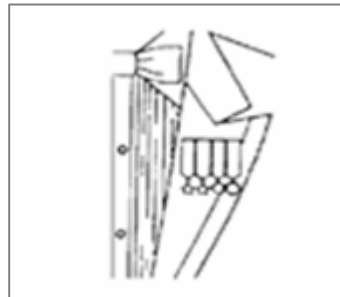
NOTE: The uniform shall never be worn outside of sanctioned PCGA activities

a. Wearing the Ball Cap

- When properly worn, the cap visor is one inch above eyebrows and straight across the forehead. The flash is centered on the forehead
- Hair should not extend below the front bottom edge of the visor
- Hair bun and ponytail may not be packed into the cap



b. Standards of the Mess Jacket



Authorized Uniform Items	Additional Comments
Dinner Dress White Jacket version	Men wear men's version. Women wear women's
Dress Coat Buttons	4 Big; 2 Small with chain The mess chain and buttons (off the box) used to keep the jacket closed are quite flimsy and snap off easily.
Shoulder boards	Hard shoulder boards
Evening Trousers	For men. High waist. Black in color.
Formal Skirt	For women: Long ankle-length black skirt with back slit
White Shirt	Men: soft pleated long sleeve. Women: soft pleated long sleeve. Tuck in the formal white shirt into trousers or skirt. Only three buttons are to be exposed.
Tie	Men: black bow tie. Women: black formal dress necktie.
Black Cumberbund	Men and women. Pleats up. Put on the cumberbund with pleats up around the waist, about halfway between pants/skirt and shirt.
Miniature Medals	Worn 1" below left lapel notch and will not extend beyond the edge of the lapel
Black Socks or Hosiery	Men: Calf-length black socks are worn with oxfords Women: Knee-high, dark-colored hosiery with pumps
Black Oxford Shoes	Oxfords required for men. Mandatory high-gloss (charol)
Black Pumps	Pumps are mandatory with the skirt. Mandatory high-gloss (charol)

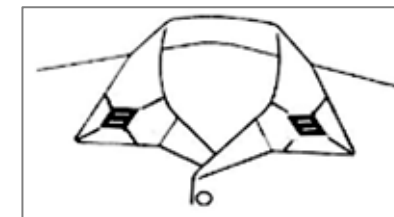
c. Standards of the Service Blue Uniform



Authorized Uniform Items	Additional Comments
Head Gear	Pershing Cap with PCGA Capping Device
Black Socks or Hosiery	Socks are worn with oxfords (charol); hosiery with pumps or flats; Calf-length black socks are worn with oxfords; Knee-high, dark-colored hosiery with pumps.
Black Oxford Shoes	Oxfords required for men; Mandatory high-gloss (charol).
Black Pumps	Pumps are mandatory with the skirt; Mandatory high-gloss. (charol)

d. Standards of the Working Blue Uniform

Authorized Uniform Items	Additional Comments
Light Blue Polo Shirt	Short sleeves
Long Trousers/Slacks	Midnight Blue Dress Trousers/Slacks
Skirt (Women only)	Optional for women.
Shoulder boards	Officers: Hard Shoulder boards for Alpha uniforms (Soft shoulder boards for Bravo uniforms); Auxiliarists: None
Name Plate	Worn over wearer's right pocket; Above the pocket if there is/are no commendation ribbon (s)
Ribbons	Worn over wearer's left pocket for Service Blue "Alpha" ONLY.
Belt with Buckle	Standard 1 ¼ inch CG Blue web belt with brass buckle. 1 ¼ inch nylon belt is optional



Authorized Uniform Items	Additional Comments
Dark Blue Polo Shirt	Short sleeve
Long Trousers/Slacks	Midnight Blue Dress Trousers/Slacks
Belt with Buckle	Standard 1 ¼ inch CG Blue web belt with brass buckle. 1 ¼ inch nylon belt is optional
Head Gear	Ball Cap with PCGA Capping Device
Black Socks	Calf-length Black Socks are worn with oxfords
Black Oxford Shoes	Oxfords required for men; Mandatory high-gloss. (charol)

Respect for the uniform is always emphasized and must be checked regularly by the National Director and Directors of Auxiliary District, Directors Auxiliary Squadron and Protocol Officers of the Districts and Squadrons. The continuous and habitual breach of the proper wearing of uniform is a cause for delisting in the Auxiliary Service.

Always wear the complete uniform, including the proper headgear. Incomplete uniform is like not wearing a uniform at all.

PCGA officers and Auxiliaries are not allowed to wear the auxiliary uniform during any political activity or endorsement for any commercial product.

B. GROOMING STANDARDS

Grooming standards are based on several elements including neatness, cleanliness, safety, military image and appearance. Forms of altering an individual's appearance, such as the use of cosmetics, hair color or styles,

colored contact lenses, fingernail color and length, tattoos, body piercing, branding, intentional scarring, etc., that are not in the keeping with the customs, traditions, and spirit of military appearance are not acceptable for Coast Guard personnel in uniform.

It is the member's responsibility to confirm identity with their official ID card.

It is impossible to provide examples of every appropriate or unacceptable hairstyle or "conservative" or "eccentric" grooming, therefore, the good judgment of leaders at all levels is key to upholding the Coast Guard Auxiliary grooming policy.

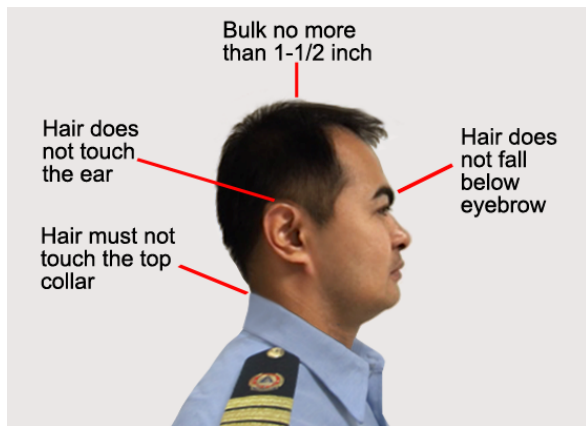
The appropriateness of a hairstyle shall also be judged by its appearance when headgear is worn. All headgear shall fit snugly, properly, and comfortably on the head without distortion or excessive gaps. Hair shall not be visible below the front brim (combination or ball cap) or extend beyond the forward point of the garrison cap.

- Many hairstyles are acceptable, as long as they are neat and conservative.
- Extreme, eccentric, or trendy haircuts or hairstyles are not authorized.
- The hair will not fall over the ears or eyebrows, or touch the collar, except for the closely cut hair at the back of the neck.
- Males will keep their face clean-shaven when in uniform.
- Female officers and Auxiliaries will ensure their hair is neatly groomed, that the length and bulk of the hair are not excessive, and that the hair does not present a ragged, unkempt, or extreme appearance. Likewise, trendy styles that result in shaved portions of the scalp (other than the neckline) or designs cut into the hair are prohibited.
- Hair-holding devices may be used only for securing the hair. Officers will not place hair-holding devices in the hair for decorative purposes. All hair-holding devices must be plain and black.

OVERALL:

1. Must be clean, well groomed, and neat. Hair coloring, if used, must look natural. Unnatural colored hair (e.g. pink, purple, green, two-tone black/blonde) is not authorized. Non-distracting mild highlights that are well blended are authorized
2. Must not touch eyebrows when groomed, or extend below front of properly worn headgear
3. Must not have shaved decorative patterns or sections on the scalp.
4. Must not contain ornamentation other than prescribed in this section for women's hair style

1. For Male PCGA Officers and Members



- Hair above the ears and around the neck will be tapered from the lower natural hairline upwards at least 3/4-inch and outward not greater than 3/4-inch to blend with hairstyle. A totally clean, shaven scalp is authorized
- Hair will not be blocked across the back of the neck

- Hair on the back of the neck must not touch the collar. The bulk of hair must not be more than 1-1/2 inches from scalp. Braids, micro-braids, or other methods of combining strands of hair are not authorized
- Hair will be no longer than 4 inches and may not touch the ears, collar, extend below eyebrows when headgear is removed, show under the front edge of headgear, or interfere with properly worn military headgear
- A moustache if worn, must be neatly groomed and will not extend below the top of the upper lip or beyond the corners of the mouth
- All personnel with beards must be cleanly shaved while in uniform

2. For Female PCGA Officers and Members

Hair must be clean, well groomed, and neat. Hair coloring, if used, must look natural. Must not have shaved decorative patterns or sections on the scalp

Hair must not contain ornamentation other than prescribed in this section for women's hair styles. All haircuts and styles will present a balanced, neat, professional, and well-groomed appearance



- The hair may touch, but not fall below a horizontal level with the bottom edge of the back shirt or Jacket collar

- Hair may be worn loosely (for medium hair length) but should not extend beyond the lower edge of the collar



- Hair (to include bangs) will not extend below the eyebrows.
- No portion of the bulk of the hair as measured from the scalp will exceed two inches.

- Hair accessories (to include the use of a hair sock) shall not add more than two inches of bulk or interfere with the proper wearing of all style Caps.



- Hair that would normally fall below the lower edge of the collar, and all ponytails or braids, regardless of length, shall be neatly and inconspicuously fastened, pinned or secured to the head



When a hairstyle of multiple braids, micro braids, hair extensions, or weave is worn, it must stay within uniform standards and will be of small diameter (approximately 1/4-inch or less) and in uniform dimension. Braid ends will be secured only with inconspicuous material that matches hair color.

- Wigs and hairpieces if worn must be of a good quality and fit properly. Must be of a conservative style and conform to the hair standards above. Natural hair under the wig will meet hair standards described above. Do not wear if it would present a safety hazard
- Cosmetics should be of conservative, natural look and worn in good taste
- Fingernails should be kept clean with rounded, or straight shaped nail tips and will not extend more than ¼ inch beyond the fingertips. Nail polish may be worn, but will be clear or neutral in color. All other colors are prohibited. Decorative nail, nail designs, and nail ornamental art are not authorized

C. WEIGHT STANDARDS

The PCGA does not have a weight standards program. However, members must strive to meet the same standards as the active duty. Auxiliary members are encouraged to maintain a medically recommended weight level for a long and healthy life.

Auxiliarists who wear the PCGA Uniform shall ensure that it fits properly and presents a proper appearance.

The uniform should be tailored if a PCGA member loses or gains weight.

D. PROPER BEHAVIOR

1. Wardroom

The wardroom is where the ship's officers eat. Enlisted personnel eat at the mess deck. If invited to dine in the wardroom and the occasion calls for a sit down meal, expect the Captain, Executive Officer, or other senior ship's officer to be presiding Coast Guard officer at the mess and guests aboard who were invited to be seated at the table when they are ready to be served. It is customary for guests to be invited to dine in the wardroom by the presiding Coast Guard.

When leaving the mess before the meal is finished, the PCGA Officer must request permission to leave and say "May I be excused, Sir (Ma'am). Certain subjects are normally taboo, such as, politics, religion, etc.

If the guest are to be onboard for several days, a list will be prepared indicating the Coast Guard officers and guests to be seated together in each group.

No headgear on the table. There are hat pegs outside the wardroom.

2. Officer's Country

This is a semi-restricted area where officers work, eat and berth. This area is normally off limits unless invited by the host. The wardroom is located within the officer's country.

3. Chief Petty Officer's Mess

On larger vessels, the chief petty officers (CPO)s or simply chiefs) have their own mess. This is a privileged area and guests do not enter unless invited by the CPO of the chief's mess.

The Captain's quarters, referred to as "cabin" is restricted unless invited by the Captain.

It is customary not to enter the crew's quarters unless invited to do so, or to pass through when moving from one area to another part of the ship.

4. Authorized Restricted Areas

In some instances, shipboard hosts may indicate areas that may be frequented and may also point out other areas that will be restricted. Respect these areas. This is a sign of a courteous guests. Always observe the ship's rules. If in doubt, ask the host.

Coast Guard active duty personnel are bound by strict military grooming and weight standards.

The PCGA is made up of volunteers and the active duty grooming and appearance standards are relaxed. Auxiliary members should set the goal to strive to be in the same standards as active duty members. Auxiliarists who wear the PCGA uniform are expected to adhere to high grooming and appearance standards.

SECTION 3. PROTOCOL

A. WHAT IS PROTOCOL?

Protocol is a set of established ways by which a uniformed individual is to conduct himself as a show of respect to the organization and others. In military circles, it is the recognized and generally accepted system of courtesy.

Protocol is closely integrated with courtesy and involves universally accepted customs and regulations that govern the formality, precedence, and etiquette practiced on a daily basis in a civilized society. It is the body of accepted rules of social behavior practiced by thoughtful and considerate people.

For elected and appointed leaders, the practice of courtesy and protocol are necessary requirements for the successful performance of their duties.

Customs and protocol are part of the ceremonial procedures that contribute to the dignity and color to our lives as civilian members of the Coast Guard family.

B. INVITATIONS

1. Types of Invitations

There are several basic forms for invitations. The individual extending the invitation should select the format most suited to the specific function and to the invitee. Formal invitations, either printed or in letter format, should be used for official visitors invited to attend formal dinners, dinner dances, or ceremonial occasions. A less formal invitation may be used for other events such as regular meetings, happy hours, or other informal gatherings.

2. Information Included

Courtesy to the invitee includes the provision of all information regarding the event for which the invitation is extended. This includes specific information regarding the place, date, time, uniform required, whether or not the invitee is expected to bring a guest, and what part (if any) the invitee is expected to play in the program.

3. RSVP

One way to ascertain whether or not the invitee will attend is to request an RSVP. If it is important for planning purposes to determine if guests will be present, indicate RSVP (by phone or mail) not later than (date the reply is needed). If an invitation with an RSVP requirement is received, courtesy requires an appropriate response. Failure to do so may put the potential host in an embarrassing position.

4. Expenses

Regardless of the civilian, auxiliary or Coast Guard status of the invitee, if an invitation stipulates, "It is our pleasure to extend an invitation to you and Mrs. Doe to attend our Turnover Dinner as our guest," Mr. Doe will assume that he will not be expected to pay for dinner tickets for himself and his guest.

To extend an invitation which the invitee is expected to pay, include the cost of the event, and enclose a reservation form in the letter.

5. Timelines

The more senior the guest, the earlier they must establish a schedule. If the invitation is to a senior Coast Guard officer or a National representative of the Auxiliary, it has the best chance of being accepted if it is received at least eight weeks in advance of the event.

6. Host

Normally, the auxiliary leader or Coast Guard leader of the organizational unit sponsoring the function is considered the host for invited guests unless other specific arrangements are made. Hosts have certain responsibilities toward the guests. In many instances, it may not be possible for the host to personally take care of all of the individual responsibilities.

If this is the case, the host may delegate an Auxiliarist to function as an aide for each guest or group of guests, as necessary. The host's responsibility is to arrive at the event before the time guests are expected to arrive to be on hand to greet them. Again, common courtesy is the answer.

The following responsibilities of the hosts apply:

- a. There should be places for coats and hats.

- b. Reserved seating should be pointed out as guests arrive.
- c. For open seating, appropriate seating arrangements should be pointed out to guests.
- d. Meal tickets, if any, should be given to guests as they arrive.
- e. The program should be explained or distributed.
- f. The host should ensure that guests are offered drinks.
- g. If the host is unable to remain with the guests, they should be introduced to an alternate host.

C. FORMAL FUNCTIONS

Directors Auxiliary District (DADs) usually have the job of presiding at formal social and ceremonial functions sponsored by the Auxiliary district and, at times, may be invited to attend similar functions given by other Auxiliary units or outside organizations. These formal activities include changes of watch, changes of command, dinners, award banquets, luncheons, and at times, social gatherings in another's home.

On occasions when one is a guest, it is customary to personally greet the host and hostess as soon as possible after arriving. At the conclusion of the function.

it is also common courtesy to personally express appreciation to the host and hostess for being invited, before departing. When a senior Auxiliary leader is present, such as the DAD, ND, or the Commander CGD etc., it is considered proper to delay leaving until they have paid their respects to the host and left the venue.

1. Guest of Honor (GOH) / Presiding Officer

During formal functions or ceremonies, the following are the most appropriate GOH / Presiding Officers:

- a. Auxiliary Squadron - DAD/ Commander CGD / Station
- b. Auxiliary District - Commander CG District / Deputy CPCG
- National Director
- c. National Auxiliary - Commandant, PCG



COMMO Joselito F de la Cruz PCG, Commander of CGDSEM as the Presiding Officer during the CGADSEM Change of Leadership & Management ceremony held on 30 July 2016

However, the host is not restricted from inviting other high ranking dignitaries to the occasion/ceremony. That personality maybe higher in rank or position than that of the GOH or Presiding Officer. In this case, the following protocols must be observed:

- a. The Host must inform the GOH/ Presiding Officer in advance that a personality higher or equal to his rank/position is invited to the occasion/ceremony.
- b. The Host must inform the invited guest in advance that the GOH / Presiding Officer is equal or lower in rank/position as that of him.

- c. Before the start of the program, if the invited guests arrive earlier than the GOH / Presiding Officer, they must be entertained at a separate room / venue (holding room).
- d. Upon the arrival of the GOH/Presiding Officer, everyone shall stand as a gesture of respect and honor while the Host will escort him to his designated seat at the presidential table. All those present at the venue may be seated once the GOH has seated.
- e. Once everyone is seated including the GOH/Presiding Officer, the invited guest may then be allowed to enter the ceremony area. Upon entry, the invitee shall be acknowledged in accordance to his rank or position. Everyone including the GOH/Presiding Officer shall stand to render respect until the invitee has taken his seat. Considering that that invitee is not part of the program, he/she shall not be given a seat at the presidential table but rather be designated a seat in front of the audience.
- f. With the indulgence of the invitee, the program shall commence without delay.
- g. Once the GOH / Presiding Officer has been introduced, everyone shall stand in attention. However, the most senior officer / Invited guest may remain seated.
- h. During the program proper, the GOH/Presiding Officer will be the last to deliver his remarks/ speech. No one may render a speech or remark after the GOH / Presiding Officer has delivered his speech. Other remarks may be allowed in a separate portion of the ceremony (Cocktails/ portions specifically allotted for remarks after the conclusion of the program proper) so as to give due respect to the GOH / Presiding Officer.

- i. Immediately after the GOH has rendered his speech, a memento should be given. The closing shall follow.



2. SIDE BOYS

As a matter of courtesy, Side boys are detailed in the entrance of the building or quarter deck to welcome a Distinguish Visitor or the Guest of Honor and Speaker:

CAPT AND BELOW -	4 side boys
COMMO TO REAR ADMIRAL -	6 side boys
VICE ADMIRAL UP -	8 side boys



VADM Valentin B Prieto Jr PCGA

D. RECEPTIONS

If attending a function where a receiving line is established and the time for beginning of the function is specified, it is courteous to be present to proceed through the line at, or immediately after the time indicated. It is discourteous to carry a drink, cigarette, cigar, etc., when going through the line. It is also a courtesy to other guests, who may be waiting, not to stop for any extended conversation with any member of the official party in the receiving line.

Normally, spouses or significant others immediately precede their Auxiliary spouse or mate when couples are going through a receiving line. A clear, distinct introduction is given to the first official member of the line. This is necessary so that members of the official party may be introduced as people proceed through the line. Once introduced to the last person on the line, it is courteous to move some distance away so that other people still passing through the line are not blocked.

Normally, spouses or significant others immediately precede their Auxiliary spouse or mate when couples are going through a receiving line. A clear, distinct introduction is given to the first official member of the line. This is necessary so that members of the official party may be introduced as people proceed through the line. Once introduced to the last person on the line, it is courteous to move some distance away so that other people still passing through the line are not blocked.

E. INTRODUCTIONS

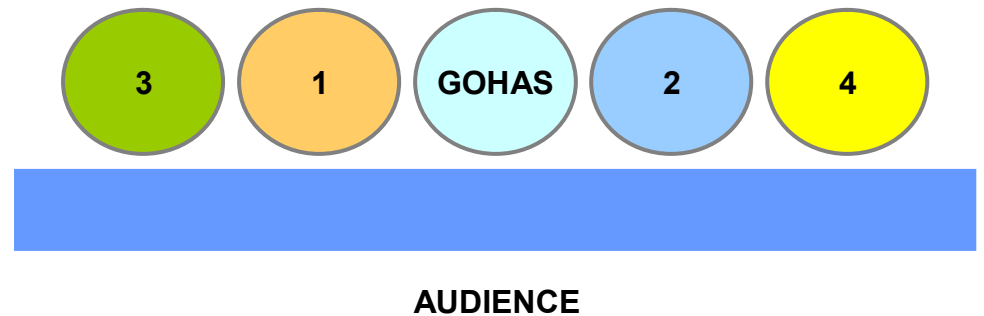
When introducing guests, be extremely careful to be accurate with names and titles. Lengthy introductions for each person at the head table frequently embarrass the individuals concerned and may prove boring to the other guests. Generally, only the principal speaker or speakers at the event require an introduction over and above their name and present title. Even then, it may be desirable to limit the special introduction to a brief description of the speaker's career achievements to date.

Do not make the introduction longer than the speech. Practice beforehand, if necessary, so that names and titles can be spoken fluently and easily when introducing guests. Before introducing a senior guest, examine the intent. If the plan is to inform the audience regarding the individual's background, give a brief career resume.

If the guest is to be the principal speaker, your introductions should be within a minute or two, establish the guest's credibility with the intended topic. Introductions should help to launch the speaker into a successful talk. An extended discourse on the individual's career and prior assignments would probably not serve that purpose.

F. SEATING ARRANGEMENTS

Whenever guests are specifically invited to attend functions where seating is provided, whether it is a meeting, luncheon, a dinner, or some other sit-down activity, be certain that guests know where they will be seated, and for invited speakers, in what order they will speak.



Sample of seating arrangement / speaking order

1. Head Table

If there is a head table for a meal and meal tickets are required, arrangements should be made with the serving personnel so that individuals at the head table are not required to present individual tickets before being served. It is not essential that all invited guests be seated at the head table at a structured function. In some instances, where the number of distinguished guests exceeds the available seating space at the head table, or for various other reasons only a few of the distinguished guests may be seated at the head table should include at least the principal speaker and senior Coast Guard and Auxiliary must be given priority.

Special guests and spouses of the officers at the head table may be seated at the front tables on the main floor of the dining area. Other distinguished guests may also be seated at the front tables on the main floor of the dining area. The guests should be acknowledged at the beginning of the affair.

2. Seating at Head Table

Seating at the head table is primarily for persons who are involved in the program of the event or hold a position of responsibility in the organizational chain of the Auxiliary, including supervising Coast Guard personnel. Seating at the head table is assigned in descending order of the individual's status (Coast Guard rank, Auxiliary office, with official representatives of senior officers, regardless of rank/office, afforded the same status as those they represent).

3. Precedence at the Head Table

The office held by the individual should be considered. If a national Auxiliary elected or appointed leader is present and the CGD is not present, the national Auxiliary elected or appointed leader (other than members of the national staff) should occupy one of the two primary places of honor at the center of the table. If the Commander Coast Guard Station or Detachment is present, that officer should also be accorded a place of honor at the head table (**See Annex K**).

The Presiding Officer for the function, should be at the center of the table. Honors begin at the Presiding Officer's immediate right, then immediate left, then right, then left, etc., in turn until places are assigned for each of the distinguished guests or PCGA Officers who will be seated at the head table.



Customarily, the place of honor, at the presiding officer's immediate right, will be assigned to the principal speaker. The position on the immediate left of the presiding officer would then be given to the senior officer present from the Coast Guard, or by the Auxiliary leader. Auxiliary leaders at the national level take precedence over Auxiliary district leaders whenever two levels of the organization are represented by elected leaders.

There is nothing mandatory about having all of the Coast Guard officers on one side of the presiding Auxiliary elected or appointed leader and all Auxiliary leaders on the other side. In fact, quite frequently Coast Guard guests already know one another, thus, the best interchange may take place if Coast Guard officers are interposed among Auxiliary leaders. Civilian guests may also be interspersed between Coast Guard officers and Auxiliary leaders at the head table.

When the Commander CGD or his Deputy is not present at an Auxiliary function, the Commander CGS, regardless of rank, shall be recognized and afforded all appropriate protocol as the Commander CGD would receive as the direct representative of the Commander CGD unless he has designated another officer

for that purpose in the event. This would call for the Commander CGS to be accorded a seat recognizing that precedence, even though another officer may be present who might have a higher rank than him.

G. SOCIALIZING

When invited as guests at a structured function, most people enjoy meeting the other people present, particularly if they are not acquainted with the membership of the local group. Either the host or someone assisting as the local host for guests at a structured function has an unwritten obligation to not allow one person to monopolize the time of invited guests in lengthy conversations, especially on subjects that could become embarrassing. In such a situation, it is appropriate to interrupt the discussion in a courteous manner, either by asking the guest if you could have a few words, or simply by taking someone else to the guest for an introduction.

H. PROTOCOL FOR ELECTED LEADER ENTERING ROOM

If in a room and seated when the Commandant, Deputy Commandant, Commander Coast Guard District, any Admiral, the ND or other elected national leader enters the room, it is courtesy to stand. Coast Guard personnel must stand at attention when a senior Coast Guard officer enters the room.

As a courtesy, Coast Guard personnel are encouraged to stand to recognize leaders of the Auxiliary. Discontinue any conversation until at least a senior officer in the room has had an opportunity to greet the new arrival and assure that a seat has been provided, if they indicate a desire to remain.

It is not necessary to call for attention on these occasions. If you are the first to observe them entering the room, simply say, "Ladies and Gentlemen, the Commander CGD (or other appropriate title) has joined us or say "acknowledging the arrival (or presence) of the Commander CGD.

I. SPEAKING ORDER FOR GUESTS

When a number of distinguished invited guests are seated at the head table or present at honors tables, and the program includes remarks from each distinguished invited guest, the question rises as to the order in which each should speak. A special guest may be invited to address a specific subject and is usually accorded a special place in the program before remarks are made by other guests.

If the primary speaker is to be the Commander CGD his/her comments fall in this category. Otherwise, the order for speaking by distinguished guests at the head table or honors table is usually performed in ascending order according to Coast Guard rank or auxiliary office (low to high).

For Auxiliary District meetings, the DAD will speak last. This includes speaking after the Commander CGD or high-ranking Coast Guard Officer.

For national meetings, the ND will speak last. This includes speaking after the Commandant or any other Coast Guard Flag officer.

For all other meetings (squadron, division, etc.), the Commander CGD or Station (CGS), as appropriate, will normally immediately precede the last speaker who will normally be the DAD when present. For those ceremonial occasions where it may be desirable for the Commander CGD to speak last, the DAD will usually agree to the change in support of the ceremonial event.

J. CHAIN OF LEADERSHIP AND MANAGEMENT

All PCGA documents and communications (whether verbal or written) must follow the Chain of Leadership and Management (Annex I).

Non-observance of this Chain of Leadership and Management constitutes a breach of protocol and shall be dealt with accordingly.

CONCLUSION

This Handbook aims to guide all PCGA Officers and members to become responsible, effective and dedicated officer and members of the PCGA.

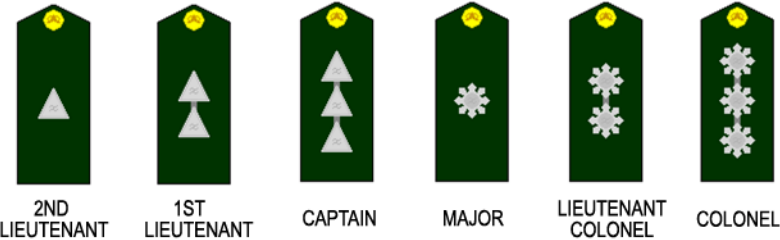
As partners of the Philippine Coast Guard, we must follow the standards required of being a PCGA Officer and member. Only when adhering to these standards can we be truly and deservingly called members of the PHILIPPINE COAST GUARD AUXILIARY.

REFERENCES

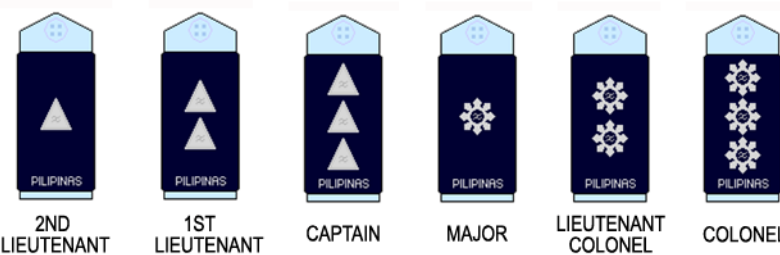
1. FM 7-21.13 Customs, Courtesies and Traditions
2. FM 22-5 Drill Regulations
3. RA 8491 Flag and Heraldic Code of the Philippines
4. RA 9993 Philippine Coast Guard Law of 2009
5. COMDTINST M1020.6 United States Coast Guard Uniform Regulations

ANNEX A.
Rank Insignias of Commissioned Officers in the Philippines

PHILIPPINE ARMY



PHILIPPINE AIR FORCE

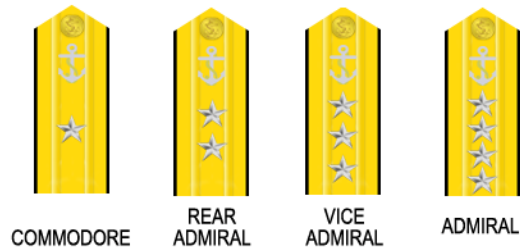
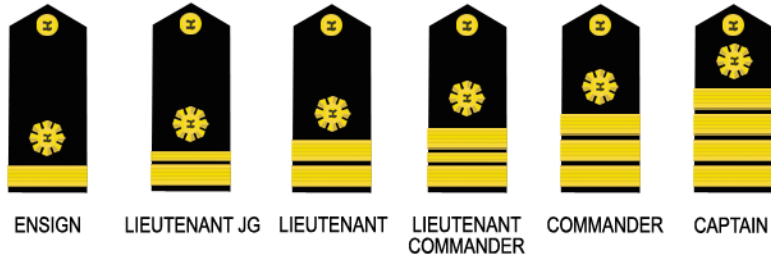


ANNEXES

ANNEX A. (continued)

Rank Insignias of Commissioned Officers in the Philippines

PHILIPPINE COAST GUARD



PHILIPPINE NATIONAL POLICE



ANNEX B

Standard Program during a Squadron/District Meeting

- I. INVOCATION
- II. SIGNING OF NATIONAL ANTHEM
- III. SALUTE TO THE HIGHEST T.O. OFFICER
- IV. ACKNOWLEDGEMENT/CALLING OF THE ROLLS
- V. READING AND APPROVAL OF PREVIOUS MINUTES
- VI. FINANCIAL REPORT
- VII. OPERATIONAL MATTERS
- VIII. ADMINISTRATIVE MATTERS
- IX. OTHER MATTERS
- X. DIRECTOR'S TIME
- XI. SINGING OF PCGA HYMN

ANNEX C

STANDARD PROGRAMME Induction & Promotion Ceremonies

I. Entry of Official Party

II. Entry of Colors

(If the GOH is a PCG, the colors shall likewise come from the PCG)

III. Invocation

(By Squadron/District/PCGA Chaplain)

IV. National Anthem

V. Welcome Remarks

(By DAS for Squadron Level, DAD for District Level or ND for National Level)

VI. Induction Ceremonies

- Reading of Orders
(Squadron and District Level: District Assistant Chief of Staff for COMREL – D7)
(National Level: PCG National Adjutant)
- Charging
(Squadron Level: DAS)
(District Level: DAD)
(National Level: ND)
- Donning
(Squadron Level: DAD and DAS)
(District Level: District Commander and DAD)
(National Level: Commandant and ND)
- Oath of Membership
(Squadron Level: DAD)
(District Level: District Commander)
(National Level: Commandant)

VII. Promotion Ceremonies

(To be presided by GOH)

- Reading of Orders
(Squadron and District Level: District Assistant Chief of Staff for COMREL – D7)
(National Level: PCG National Adjutant)
- Donning
(Squadron Level: DAD and DAS)
(District Level: District Commander and DAD)
(National Level: Commandant and ND)
- Oath of Promotion
(Squadron Level: DAD)
(District Level: District Commander)
(National Level: Commandant)

VIII. Awarding of Medal & Ribbon

(To be presided by GOH)

- Reading of Orders
(Squadron and District Level: District Assistant Chief of Staff for COMREL – D7)
(National Level: PCG National Adjutant)
- Awarding
(Squadron Level: DAD and DAS)
(CGAD Level: District Commander and DAD)
(National Level: Commandant and ND)

IX. Introduction of Guest of Honor

(Squadron Level: DAS)
(CGAD Level: DAD)
(National Level: ND)

X. Keynote Speech

(By GOH)

XI. Presentation of Memento

(Squadron Level: DAS and DDASO)
(CGAD Level: DAD and DDADO)
(National Level: ND and DNDO)

XII. Singing of PCGA Hymn

XIII. Exit of Official Party

XIV. Exit of Colors

ANNEX D

PCGA Charging

TO ALL THE INDUCTEES, I SALUTE YOU AND WELCOME YOU ABOARD, TO THE WORLD OF THE PHILIPPINE COAST GUARD AUXILIARY, OR PCGA FOR SHORT.

IT GIVES ME GREAT PLEASURE TO BE THE ONE TO CHARGE YOU, BEFORE YOUR FORMAL INDUCTION AS OFFICERS AND MEMBERS OF THE ___th SQUADRON OF COAST GUARD DISTRICT AUXILIARY _____.

IT MAY INTEREST YOU TO KNOW THAT YOU ARE JOINING AN ELITE GROUP OF MEN AND WOMEN WHO HAVE DISTINGUISHED THEMSELVES IN THEIR CIVILIAN LIFE AND YOU ARE NO EXCEPTION.

THE PCGA IS AN ORGANIZATION OF MORE THAN 6,000 BUSINESSMEN AND PROFESSIONAL LEADERS NATIONWIDE. IT WAS FORMED PRIMARILY TO ASSIST THE PHILIPPINE COAST GUARD IN THE DISCHARGE OF ITS FUNCTIONS OF PROMOTING SAFETY OF LIFE AND PROPERTY AT SEA, PRESERVING THE MARINE ENVIRONMENT AND CONDUCTING MARITIME SEARCH AND RESCUE OPERATIONS AND ENHANCING COASTAL COMMUNITY RELATIONS..

THE PCGA IS A UNIFORMED NON-GOVERNMENT ORGANIZATION WITH A MILITARY STRUCTURE AND HAS ITS OWN CHAIN OF LEADERSHIP AND MANAGEMENT. THE PCGA IS COMPOSED OF TWELVE (12) AUXILIARY DISTRICTS WHICH IS PARALLEL TO THE ORGANIZATIONAL STRUCTURE OF THE PHILIPPINE COAST GUARD ALL OVER THE COUNTRY.

THE ORGANIZATION IS NON-POLITICAL AND NON-SECTARIAN AND WHATEVER PCGA MEMBERS DO, THEY DO SO AS VOLUNTEERS.

MEMBERSHIP IN THE PCGA IS BY INVITATION ONLY. YOU ALL HAVE BEEN INVITED IN RECOGNITION OF YOUR BEING A STANDOUT IN YOUR CHOSEN CIVILIAN ENDEAVOR AND PROFESSION AND THE POTENTIAL HELP YOU CAN PROVIDE AND EXTEND, IN TERMS OF PROVIDING HUMANITARIAN SERVICE TO THE PHILIPPINE COAST GUARD, IN THE PERFORMANCE OF THEIR FUNCTIONS AND THE ATTAINMENT OF THEIR MISSIONS.

BUT, BEFORE YOU ALL ARE FORMALLY INDUCTED AND BE COUNTED AS OFFICERS AND MEMBERS OF THE ___ AUXILIARY SQUADRON, COAST GUARD AUXILIARY DISTRICT _____, ALLOW ME TO ASK YOU TWO IMPORTANT QUESTIONS AND YOUR ANSWERS TO THESE QUESTIONS SHOULD BE LOUD AND CLEAR FOR OTHERS TO HEAR.

- 1) DID YOU ALL COME TO PCGA ON YOUR OWN FREE WILL?
- 2) ARE YOU ALL OF LAWFUL AGE, TRULY PREPARED AND WELL QUALIFIED TO TAKE ON THE RESPONSIBILITIES AND OBLIGATIONS OF BEING A MEMBER OF THE PCGA?

AT THIS POINT, I WOULD LIKE TO REQUEST THE ATTENTION OF (Inducting Officer), SIR, ALL THE CANDIDATES HAVE ANSWERED THE TWO QUESTIONS WITH A RESOUNDING "YES" WHEN ASKED TO DO SERVICE FOR PCGA.

CONSIDERING THAT YOU HAVE ALL EXPRESSED YOUR WILLINGNESS TO JOIN THE PCGA, MAY I INFORM YOU, THAT YOU HAVE TO ASSUME RESPONSIBILITIES AND OBLIGATIONS, SUCH AS:

- PAYMENT OF YOUR PCGA ANNUAL DUES ON TIME
- ATTENDANCE IN YOUR SCHEDULED MEETINGS AND ACTIVE PARTICIPATION IN THE ACTIVITIES OF YOUR RESPECTIVE UNIT ASSIGNMENT
- YOU SHOULD LEARN TO GROW MORE IN THE PCGA BY ATTENDING SEMINARS, ACQUIRNG INFORMATION THROUGH HANDBOOKS AND GUIDES, AND PCGA REGULATIONS MANUAL AVAILABLE IN PRINT AND POSTED ON THE PCGA WEBSITE : www.pcgauxiliary.com.

AGAIN WELCOME TO THE WORLD OF THE AUXILIARY MOVEMENT AND WE HOPE THAT YOUR BECOMING A MEMBER OF THE PCGA WOULD BRING LUSTER TO YOUR WAY OF LIFE, PARTICULARLY THE WEARING OF ITS PRESCRIBED UNIFORM. WEAR THE UNIFORM PROPERLY AND WITH PRIDE AND DIGNITY AS YOU BRING HONOR TO THE ORGANIZATION.

AS MY PARTING MESSAGE, ALWAYS KEEP THESE WORDS OF WISDOM IN MIND AS PCGA MEMBERS. "WE MAKE A LIVING BY WHAT WE RECEIVE, AND WE MAKE OUR LIFE WORTH LIVING BY WHAT WE GIVE!"

THANK YOU AND CONGRATULATIONS TO ALL!

ANNEX E

OATH OF MEMBERSHIP

I, _____, having been accepted as a member of the Philippine Coast Guard Auxiliary ____ Squadron, do hereby solemnly swear that I will abide by the rules and regulations of the PCGA as prescribed by the PCG Commandant, dedicate my best effort to carry out its mission of promoting safety of life at sea, protecting the marine environment, conducting search and rescue operations, conducting coastal community relations projects, and assisting in youth development, among others. To effectively accomplish the PCGA Mission, I hereby declare that I impose this obligation upon myself voluntarily without mental reservation or purpose of evasion.

So help me God.

ANNEX F

OATH OF PROMOTION

I, _____, having been promoted to the rank of Auxiliary _____ of the Philippine Coast Guard Auxiliary, do hereby solemnly swear that I shall continue to abide by the rules and regulations of the PCGA as prescribed by the PCG Commandant, re-dedicate my best effort to carry out its mission of promoting safety of life at sea, protecting the marine environment, conducting search and rescue operations, conducting coastal community relations projects, and assisting in youth development, among others. To effectively accomplish the PCGA Mission, I hereby declare that I impose this obligation upon myself voluntarily without mental reservation or purpose of evasion.

So help me God.

ANNEX G

TURNOVER OF LEADERSHIP AND MANAGEMENT CEREMONY Standard Programme

- I. Entry of Official Party**
- II. Entry of Colors**
(If the GOH is a PCG, the colors shall likewise come from the PCG)
- III. Invocation**
(By Squadron/District/PCGA Chaplain)
- IV. National Anthem**
- V. Welcome Remarks**
(By DAS for Squadron Level, DAD for District Level or ND for National Level)
- VI. Awarding of Outstanding Medal & Ribbon to Outgoing DAS/DAD/ND**
(To be presided by DAD for Squadron Level; District Commander for CGAD Level; and Commandant for National Level. Wife of awardee can also participate)
- VII. Turn-over of Leadership and Management**
(To be presided by GOH)
 - Reading of Orders by District Assistant Chief of Staff for COMREL – D7
 - Reading and Signing of Orders by Outgoing DAS/DAD/ND
 - Reading and Signing of Orders by Incoming DAS/DAD/ND

VIII. Turn-over of Leadership and Management Symbols

(To be presided by GOH)

- Turn-over of Leadership symbol (Flag)
- Turn-over of Management symbol (Sword)

IX. Awarding of Outgoing Squadron/District/National Central Staff

(To be presided by GOH, Immediate past and Incumbent DAS/DAD/ND)

X. Introduction of Guest of Honor

(By DAS for Squadron Level, DAD for District Level or ND for National Level)

XI. Keynote Speech

(By GOH)

XII. Presentation of Memento

(By Immediate past and Incumbent DAS/DAD/ND)

XIII. Singing of PCGA Hymn

XIV. Exit of Official Party

XV. Exit of Colors

ANNEX H

Reading of Relinquishment Order

(Outgoing DAD or DAS before reading his Relinquishment Orders, deliver his Valedictory Message and after which read his Relinquishment Orders "Pursuant to CGAO/CG-7 General Orders No. ____ dated _____, I hereby relinquish my duties and responsibilities as (DAS or DAD) of (____ Squadron or CGAD ____) effective this date. I sign before you")

(Upon signing the Relinquishment Order, the Outgoing DAD or DAS will face the incoming DAD or DAS and say "I AM READY TO BE RELIEVED" and stands in front of his seat)

(Incoming DAD or DAS stands up and proceeds to the podium and read his Assumption Orders "Pursuant to CGAO/CG-7 General Orders No. ____ dated _____, I hereby assume my duties and responsibilities as (DAS or DAD) of (____ Squadron or CGAD ____) effective this date. I sign before you")

(After reading and signing his Assumption Orders, proceed to a point in front of his seat and faces the outgoing DAD or DAS and say "I AM READY TO RELIEVE YOU, SIR" executing a hand salute and waits for the outgoing DAD or DAS to respond)

(Outgoing DAD or DAS will respond "I STAND RELIEVED" and acknowledge the salute)

(Outgoing and Incoming DAD or DAS simultaneously face the Presiding Officer)

(The Presiding Officer stands up and the Outgoing DAD or DAS will say "SIR (executing a salute) I HAVE RELINGUISHED LEADERSHIP AND MANAGEMENT OF ___ SQUADRON OR CGAD ___ EFFECTIVE THIS DATE")

(the Ingoing DAD or DAS will say "SIR (executing a salute) I HAVE ASSUMED LEADERSHIP AND MANAGEMENT OF ___ SQUADRON OR CGAD ___ EFFECTIVE THIS DATE")

ANNEX I

Turnover of Leadership Symbols (Sword and Flag)

(Designated Auxiliariist will go up the stage carrying the Squadron or District Flag and hands it over to the outgoing DAD or DAS. Outgoing DAD or DAS receives the flag and hands it over to the Presiding Officer and say "*SIR, I AM TURNING OVER THIS FLAG AS A SYMBOL OF LEADERSHIP AND AUTHORITY WITH ALL ITS POWERS APPERTAINING THERETO*")

(Presiding Officer hands the flag to the incoming DAD or DAS and the latter say '*SIR, I ACCEPT THIS FLAG AS A SYMBOL OF LEADERSHIP AND AUTHORITY WITH ALL ITS POWERS APPERTAINING THERETO*', then incoming DAD or DAS gives the flag to the awaiting Auxiliariist)

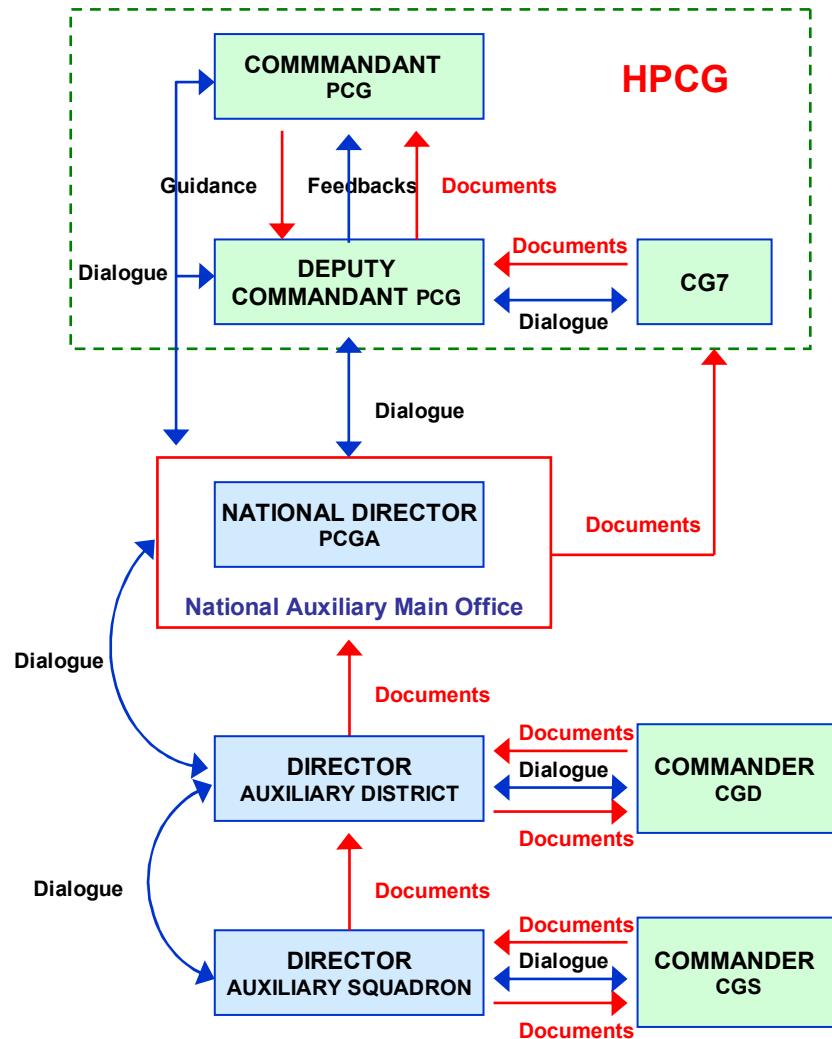
(Designated Auxiliariist will go up the stage carrying the Ceremonial Sword and hands it over to the outgoing DAD or DAS. Outgoing DAD or DAS receives the ceremonial sword and hand it over to the Presiding Officer and say "*SIR, I AM TURNING OVER THIS SWORD AS A SYMBOL OF LEADERSHIP AND AUTHORITY WITH ALL ITS POWERS APPERTAINING THERETO*")

(Presiding Officer hands the sword to the incoming DAD or DAS and the latter say 'SIR, I ACCEPT THIS SWORD AS A SYMBOL OF LEADERSHIP AND AUTHORITY WITH ALL ITS POWERS APPERTAINING THERETO', then incoming DAD or DAS hand the sword to the awaiting Auxiliariist).

(Outgoing DAD or DAS proceed to take the seat of the Incoming DAD or DAS while the Incoming DAD or DAS proceed to the podium and deliver his MESSAGE)

Message of the Incoming Director

ANNEX J
PCG-PCGA COMMUNICATION FLOW



ANNEX K. PROTOCOL FOR EMCEES AND ORGANIZERS

Selecting the Guest of Honor/Presiding Officer

1. **For Squadron level ceremonies:**

The GOH/PO shall be the officer who heads the Auxiliary District to which the Squadron belongs to – **the DAD**. If unavailable, the Squadron can re-schedule the event convenient to the GOH or the GOH can assign his deputy to preside the event on his behalf.

2. **For District level ceremonies:**

The GOH / PO shall be the officer who heads PCG District to which the Auxiliary District belongs to – **the DISTRICT COMMANDER**. If unavailable, the District can re-schedule the event convenient to the GOH or the GOH can assign his deputy to preside the event on his behalf.

3. **For National level ceremonies:**

The GOH/PO shall be the officer who heads the entire organization – **the PCG Commandant**. If unavailable, the NAMO can re-schedule the event convenient to the GOH or the GOH can assign his deputy to preside the event on his behalf.

For Official Party

1. **Entry:**

- The order of entry is lowest to highest in office:
 - ❖ Squadron Level: Squadron Chaplain, DAS, DAD
 - ❖ District Level: District Chaplain, DAD, District Commander
 - ❖ National Level: PCG Chaplain, National Director, Commandant
- The office/position precedes the rank: (i.e. Squadron Director is higher than Squadron Chaplain regardless if the former is a Commander and the latter is Captain)
- Entry of colors follows the official party

2. **Exit:**

- The order of exit is highest to lowest in office:
 - ❖ Squadron Level: DAD, DAS, Squadron Chaplain
 - ❖ District Level: District Commander, DAD, District Chaplain
 - ❖ National Level: Commandant, National Director, PCG Chaplain

- The office/position precedes the rank:
(i.e. Squadron Director is higher than Squadron Chaplain regardless if the former is a Commander and the latter is Captain)
- Exit of colors follows the official party

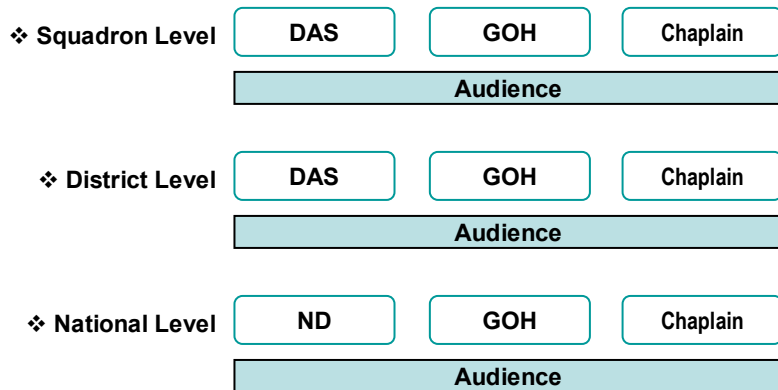
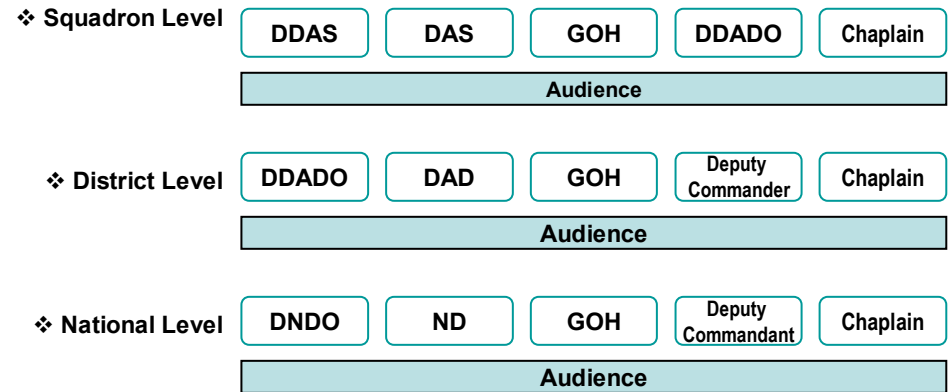
3. Reading of ranks:

- Officers who are heading a regional or national office are simply addressed with the name of their unit:
 - DAD is addressed in the entry as: COAST GUARD AUXILIARY DISTRICT NATIONAL CAPITAL REGION-CENTAL LUZON)
 - National Director is addressed in the entry as: PHILIPPINE COAST GUARD AUXILIARY)
 - PCG Commandant is addressed in the entry as: PHILIPPINE COAST GUARD
- Officers who do not head any regional or national office are simply addressed with their rank and organization:
 - Deputy DAS for Operations is addressed as CAPTAIN, PHILIPPINE COAST GUARD AUXILIARY (depending on the rank; change as appropriate)
 - Deputy District Commander is addressed as CAPTAIN, PHILIPPINE COAST GUARD (depending on the rank; change as appropriate)
 - Squadron Chaplain is addressed as COMMANDER, PHILIPPINE COAST GUARD AUXILIARY (depending on the rank; change as appropriate)

4. Seating arrangement of official party:

- The GOH/PO sits in the middle of the stage. On his left shall be the host of the event. On his right is the chaplain.

- The officers to be seated at the stage shall be in odd numbers. If the official party consists of five or seven members, it shall include the second-in-command of the GOH and host. Special guests/VIPs can likewise be included.
- Seating arrangement will be in a left-and-right distribution according to office. GOH sits in the middle, on his left is the host, on his right is his deputy. On the left of the host, is his deputy, and on the right of the GOH's deputy is the chaplain.
- The chaplain's place can be exchanged for a civilian VIP guest.



Saluting during National Anthem:

The basic protocol is following the lead of the highest officer in the room – the Guest of Honor (GOH). If the GOH salutes, the rest will follow; if not, the rest will likewise not salute.

For Induction Ceremony:

- 1. Charging:** The officer to preside over the Charging of new members is the host of the event:
 - Squadron Level Induction: DAS
 - District Level Induction: DAD
 - National Level Induction: ND

2. **Donning:** The officer to preside over the Donning of shoulder boards of new members is the GOH and the host of the event. The better half of the inductee can also assist.
 - Squadron Level Induction: DAD and DAS
 - District Level Induction: District Commander and DAD
 - National Level Induction: Commandant and ND
3. **Oath of Membership:** The Presiding Officer to swear in the new members is the GOH / PO:
 - Squadron Level Induction: DAD
 - District Level Induction: District Commander
 - National Level Induction: Commandant

For Promotion Ceremony:

1. **Donning:** The officer to preside over the Donning of shoulder boards of newly promoted officers is the GOH and the host of the event. The better half of the inductee can also assist.
 - Squadron Level Promotion: DAD and DAS
 - District Level Promotion: District Commander and DAD
 - National Level Promotion: Commandant and ND
2. **Oath of Promotion:** The officer to swear on the new members is the GOH/PO:
 - Squadron Level Promotion: DAD
 - District Level Promotion: District Commander
 - National Level Promotion: Commandant

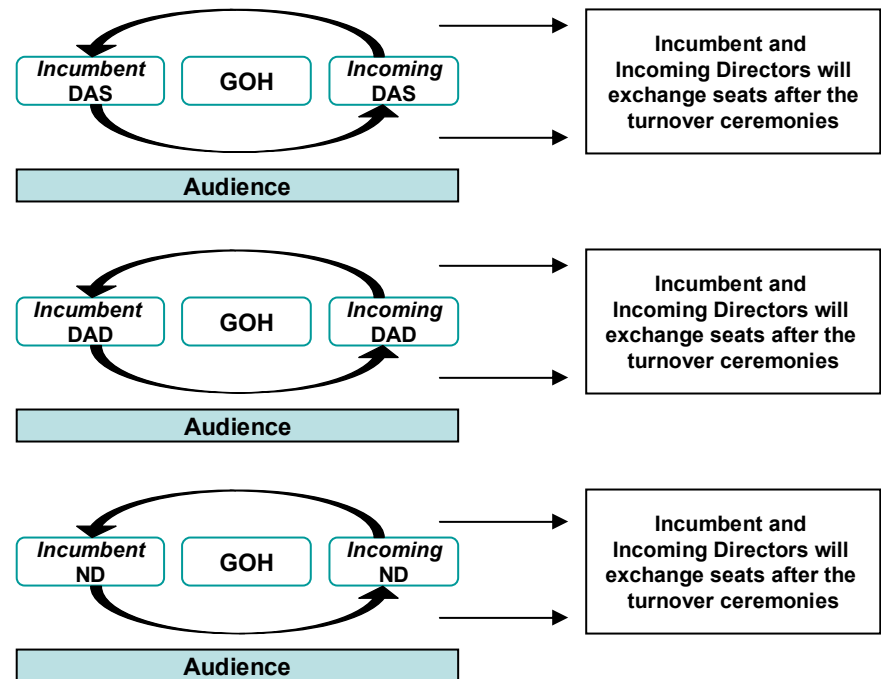
For Awarding Ceremony:

- The officers to hand-out medals/ribbons/awards/plaques shall be the GOH and the host of the event:
 - ❖ Squadron Level: DAD and DAS
 - ❖ District Level: District Commander and DAD
 - ❖ National Level: Commandant and ND

For Turnover Ceremony:

1. Seating arrangement of official party:

- The GOH/PO sits in the middle of the stage. Before the turnover ceremonies, the incumbent director shall be seated on his left and the incoming director on his right. After the turnover ceremonies (reading & signing of G.O.s, and turnover of management symbols), the two directors will exchange seats.



2. For Hand-Over of Leadership Symbols:

- The assigned Auxiliant (wearing the Service Blue Alpha uniform) of the Incumbent and Incoming Directors shall assist in the hand-over and receiving of the leadership and management symbols (Unit flag and ceremonial sword).

- They shall stand a pace behind their Directors during the hand-over ceremonies and will leave the stage as soon as it is over.
3. For Raising and Lowering of Unit Flag:
- After the incumbent District or National Director reads and signs his relinquishment orders, his assigned Auxiliariist (wearing the Service Blue Alpha uniform) will lower his unit flag, fold it appropriately and bring it to him on the stage on the double (marching twice as fast as normal with arms placed on the chest vertically and the fists facing on level with breast pocket).
 - The Unit Flag will be used in the handing-over of leadership symbols as presided by the GOH. After the flag is handed over to the newly appointed director, he will instruct his assigned auxiliariist (wearing the service blue uniform) to raise his unit flag on the double. (marching twice as fast as normal with arms placed on the chest vertically and the fists facing on level with breast pocket). This is only applicable if there is a flag pole outside of the ceremonial hall premises, or whether the official party wishes to do so.

For Presentation of Memento:

The officers to hand-out the memento to the GOH shall be the host of the event and his second-in-command:

- Squadron Level: DAS and DDASO
- District Level: DAD and DDADO
- National Level: ND and DNDO

For Passing Honor (Side Boys):

Who and when to give Passing Honors:

- Officers heading a unit (Squadron, District, National units)
- Lieutenant, Lieutenant Commander, Commander, Captains and Flag Ranks (Commodore, Rear Admiral, Vice Admiral, Admiral).
- This is given whenever the abovementioned officers board or leave the ceremonial premises. This is given ONLY from 0800H to sunset.

Who gives Passing Honors:

- Men or women who are not in ranks/auxiliariists/enlisted
- They should stand in formation, an arm's length from one another, with one group standing in parallel and fronting the other.
- They shall be commanded by their senior using a tin whistle (i.e. AUX1 or ENS)

Signals:

Attention to starboard (right) – one blast

Attention to port (left) – two blasts

Hand salute – one blast

End salute – two blasts

One long blast when the officer enters the line until he exits

Number of Side Boys:

- LT and LCDR : Two (2) Side Boys
- CDR and CAPT : Four (4) Side Boys
- Flag Ranks (1-star and 2-star) : Six (6) Side Boys
- Flag Rank (3-star and 4-star) : Eight (8) Side Boys

ANNEX L. Standard Program for PCGA Anniversary and Awards Ball

**PCGA Anniversary and Awards Ball
The Heritage Hotel, Manila
241800H February 2018**

Host: VADM VALENTIN B PRIETO JR PCGA
National Director, PCGA

Chairman of the Mess: RADM GERONIMO P REYES PCGA

Vice-Chairman of the Mess: COMMO RONALD A BAJA PCGA

Masters of Ceremonies: CAPT EMMANUEL T VELANTE PCGA
CDR YASHIKA F TORIB PCGA

**PART I – ARRIVAL & COCKTAILS
(1800H-1900H)**

- ⇒ Arrival and cocktails of PCG, PCGA and guests
- ⇒ Dining Hall remains closed during cocktails.
- ⇒ As soon as the Host and Dignitaries arrive, they will be escorted by their assigned officer to the Holding Room for Refreshments.
- ⇒ The receiving line will immediately be organized in preparation for the Formal Reception.

**PART II – ATTENTION CALL & RECEPTION
(1900H)**

- ⇒ Entrance call by Vice-Chairman of the Mess (COMMO BAJA PCGA)
- ⇒ Doors to Dining Hall will be opened
- ⇒ Receiving Line will be ushered in the following order:
 - ND and spouse
 - DNDO and spouse
 - DNDA and spouse
 - DNDSP and spouse
 - NCOS and spouse
- ⇒ Ship’s bell rings to draw attention.
- ⇒ Vice-Chairman of the Mess announces that the formal reception is about to begin:

A. ATTENTION CALL

VICE CHAIRMAN: *Ladies and Gentlemen the formal reception for the 46th Philippine Coast Guard Auxiliary Anniversary and Awards Ball shall now begin.*

B. RECEPTION

EMCEE: *Please rise. Ladies and Gentlemen...*

- ⇒ Entrance will be accompanied by appropriate flute tune by PCG Quintet
- ⇒ Calls the names of the Dignitaries in the following order:

Dignitaries	PCGA Officers as Escorts
REAR ADMIRAL RICHARD J GORDON PCGA Senator of the Republic of the Philippines and his Lady, Mrs. KATE GORDON	COMMO JORGE G LIM PCGA
COMMODORE CYNTHIA A VILLAR PCGA Senator of the Republic of the Philippines and her Gentleman, Sen. MANUEL VILLAR	LT BEVERLY M ABAD PCGA
HONORABLE ARTHUR P. TUGADE Secretary, Department of Transportation and his Lady, Mrs. MARIA SOLEDAD MADDELA TUGADE	CDR PAZ D VILLANUEVA PCGA
REAR ADMIRAL ELSON E HERMOGINO PCG Commandant, Philippine Coast Guard and his Lady, Mrs. RUTCHEL S. HERMOGINO	CAPT JANET ABUID-DANDAN PCGA

- ⇒ Proper seating arrangements shall be observed as follows:

Mannie Villar - Mrs. Tugade - RADM GORDON - Ms. Prieto - Hon. Tugade - Mrs. Hermogino - VADM PRIETO - Mrs. Gordon - COMMO VILLAR - RADM HERMOGINO

- ⇒ Thereafter, the Master of Ceremonies will call on the following:
 - PCGA Past National Directors
 - HPCG Senior Officers
 - PCG District Commanders
 - PCGA DADs, Support Group Directors
 - IP DADs, other PCG HPCG Officers
 - other PCGA Flag Rank Officers
 - NAMO Central Staff

- ⇒ Above officers will be received by members of the Receiving Line and will then be assisted by AIMS usherettes to their assigned tables.
- ⇒ Table assignments are pre-designated and posted at the main entrance.
- ⇒ When all PCGA/PCG Dignitaries and officers have passed through the reception line, the Receiving Line will enter the hall:

EMCEE: *Ladies and Gentlemen: The Host for tonight's affair*

The National Director,
VICE ADMIRAL VALENTIN B PRIETO JR PCGA
and his Lady Mrs. ELAINE MORALES-PRIETO

The Deputy National Director for Operations,
REAR ADMIRAL SALVADOR G TIANGCO JR PCGA
and his Lady, Mrs. FE B TIANGCO

The Deputy National Director for Administration,
REAR ADMIRAL KENNETH D RECLUSADO PCGA
and his Lady, CDR MARISSA ALCANTARA-RECLUSADO PCGA

The Deputy National Director for Special Projects,
REAR ADMIRAL GERONIMO P REYES PCGA
and his Lady, Mrs. LILIAN MARTINEZ-REYES

The National Chief of Staff,
COMMODORE MYLENE H CO PCGA
and her Gentleman, Mr. TONY CO

PART III – CEREMONIES

A. REPORT OF ATTENDANCE

EMCEE: *The Vice-Chairman will now render his Report of Attendance.*

VICE CHAIRMAN: *Mr. Chairman, the members are now assembled.*

CHAIRMAN: *Ladies and Gentlemen, the formal dinner program commences.*

- ⇒ Gavel Rap

B. INVOCATION

CHAIRMAN: *PCGA Ecumenical Officer, deliver the invocation.*

EMCEE: *Please rise for the Invocation.*

CHAPLAIN: *Let us put ourselves in the presence of our Lord:*
⇒ Accompanied by appropriate flute tune in low volume:

*LORD CREATOR, LORD OF HEAVEN AND THE SEA
GIVE US YOUR LOVE, YOUR WISDOM AND STRENGTH*

C. NATIONAL ANTHEM

EMCEE: *Please remain standing for the singing of the Philippine National Anthem*

- ⇒ AVP: Lupang Hinirang (military cadence)
- ⇒ Spotlight focus on National Ensign

D. ANNIVERSARY CAKE CEREMONY

EMCEE: *We shall now witness the entrance of the cake, the symbol of the 46th Philippine Coast Guard Auxiliary Anniversary.*

- ⇒ The main dining lights will be dimmed and a spotlight shall highlight the entry of the anniversary cake

EMCEE: *Ladies and gentlemen, please rise for the entry of the traditional birthday cake.*

- ⇒ A piper positioned near the dining hall entrance will sound the boatswain's pipe to signal the entrance of the cake. Detailed personnel will rise the Ship's bell.
- ⇒ The PCGA Hymn will be played. The first note of the hymn signals the time to take the first step for the cake detail to move forward. The first note of the hymn is also cue for the SPOT LIGHT operator to direct the light to cake detail.
- ⇒ The anniversary cake is ushered into the hall towards the stage. The Chairman and the Sword Bearer (CDR DELA PEÑA PCGA) shall wait to receive the cake.
- ⇒ Cake detail halts at the pre-designated place for cake cutting ceremony. The halt of marching should be in time with the last hymn of the PCGA Hymn.

VICE CHAIRMAN: *Sir, here is the symbol of the 46th Philippine Coast Guard Auxiliary Anniversary.*

CHAIRMAN: *Prepare the Anniversary Cake.*

- ⇒ Vice Chairman faces about and directs Sword Bearer to light the candles.
- ⇒ The PCG Quintet plays a mellow Happy Birthday Song as the candles are being lit; the National Director PCGA approaches the cake.

EMCEE: *May we request the National Director, Philippine Coast Guard Auxiliary VICE ADMIRAL VALENTIN B PRIETO JR PCGA, together with the Chairman, RADM GERONIMO P REYES PCGA, for the ceremonial blowing of the candles and cutting of the cake.*

- ⇒ At the last note of the Birthday Song, the Host will blow off the candles.
- ⇒ Spotlight turned to the Anniversary Cake once the candle lights are blown off.
- ⇒ The Host will cut the first slice and taste it, he will then offer another slice to the Chairman and to one of the bearers of the cake (Auxiliarist).
- ⇒ Timed with this ceremony, the emcee will narrate the significance of the cutting of the anniversary cake.

EMCEE: *The significance of cutting the Anniversary cake has been loaded with symbolism. It is the nourishment to each and every Auxiliary Member of the PCGA in order to have the strength to carry on with the tasks for the next year.*

The gesture of having one PCGA Officer and Auxiliarist taste the cake symbolizes the equal and fair treatment accorded by the Leadership of the Philippine Coast Guard Auxiliary.

Finally, it symbolizes the strong partnership between the PCGA and PCG.

- ⇒ The Host returns to his seat after which the Chairman directs the Vice Chairman to post the cake.

VICE CHAIRMAN: *Head of the Cake Detail, post the cake.*

- ⇒ After the Cake Details clear the dining hall, the main door will be closed; the Chairman then makes a brief acknowledgement of the presence of the Dignitaries and VIPs and other important guests.
- ⇒ AVP: "PCGA in 46 Years"

EMCEE: *Ladies and Gentlemen, please direct your attention to the L.E.D screen for the video presentation of the PCGA's growth and transformation; from its birth in the early 70s to its current dynamic form today.*

- ⇒ After the video presentation, the Chairman will acknowledge the presence of distinguished guests

CHAIRMAN: *I acknowledge the distinguished presence of the*

1. Senator of the Republic of the Philippines
REAR ADMIRAL RICHARD J GORDON PCGA
and his Lady, MRS KATE GORDON

2. Senator of the Republic of the Philippines
COMMODORE CYNTHIA A VILLAR PCGA
and his Gentleman, Senator MANUEL VILLAR
3. The Secretary, Department of Transportation
ATTY ARTHUR P TUGADE
and his Lady, Mrs. MARIA SOLEDAD MADDELA TUGADE
4. The Commandant, Philippine Coast Guard
REAR ADMIRAL ELSON E HERMOGINO PCG
and his Lady, Mrs RUTCHEL S HERMOGINO
5. The National Director
VICE ADMIRAL VALENTIN B PRIETO JR PCGA
and his Lady, Mrs. ELAINE MORALES PRIETO
6. The Deputy National Director for Operations
RADM SALVADOR G TIANGCO JR PCGA
and his Lady, Mrs. FE B TIANGCO
7. The Deputy National Director for Administration
RADM KENNETH D RECLUSADO PCGA
and his Lady, CDR MARISSA ALCANTARA – RECLUSADO PCGA

The Past National Directors:

1. VADM JOSELITO C ASENIERO PCGA and his Lady, Mrs. ASENIERO
2. VADM HIGINIO C MENDOZA JR PCGA and his Lady, CDR MELBA COS PCGA
3. VADM DANILO G CABALDE PCGA and his Lady, Mrs. LORNA G CABALDE
4. VADM JOSEPH N DY PCGA and his Lady, Mrs. CONSUELO DY

The Commanders Coast Guard Districts and their Ladies
The Senior Officers of the Headquarters PCG and their Ladies
The CRS – CG-7 Officers and Staff
The Directors Auxiliary Districts and their Ladies
The Support Group Directors of the NAMO and their Ladies/Gentlemen
The Past Directors Auxiliary Districts and their Ladies
The Central Staff Officers
The National Auxiliary Main Office and their Ladies/Gentlemen

The Flag Rank Officers of the PCGA and their Ladies
The PCGA Officers from the various CGADs and CGAS and their Ladies/
Gentlemen
Other Officers and their Ladies.

E. Ceremonial Toasts

VICE CHAIRMAN: *Please fill up your glasses with the wine on the table*

- ⇒ Drum roll
- ⇒ Waiters (one waiter per two table) bearing wine will march (in choreograph) at the center of the aisle and proceed to their assigned tables and fill the wine glasses of the officers to about ¾ full. The ladies may have a choice of sparkling wine or juice.
- ⇒ While the waiters are filling-up the wine glasses, the emcee shall narrate the importance of customary traditional toasting in the military.

EMCEE: *Toasts in the Coast Guard have always been looked upon as a ritual of importance. The toasts are as follows:*

- The Republic of the Philippines
- The Department of Transportation
- The Philippine Coast Guard
- The Philippine Coast Guard Auxiliary
- The National Director, PCGA
- The Lovely Ladies
- The dearly departed comrades
- Chairman waits until all tables have been served. After the glasses are filled, the Chairman stands up and directs the members to rise.

CHAIRMAN: *Ladies and gentlemen, please rise for the ceremonial toast.*

Toast Nr 1

HOST: *Ladies and Gentlemen, a toast to the colors of the Republic of the Philippines*

- ⇒ Response from the Members: To the Republic of the Philippines!
- ⇒ (PCG Quintet plays “To the Colors”)

Toast Nr 2

VADM ASENIERO PCGA: *Ladies and Gentlemen, a toast to the Department of Transportation*

- ⇒ Response from the Members: To the Department of Transportation!
- ⇒ (PCG Quintet plays “Ruffles”)

Toast Nr 3

VADM MENDOZA PCGA: *Ladies and Gentlemen, a toast to the Philippine Coast Guard!*

- ⇒ Response from the Members: To the Philippine Coast Guard!
- ⇒ (PCG Quintet plays “Ruffles”)

Toast Nr 4

VADM CABALDE PCGA: *Ladies and Gentlemen, a toast to the Philippine Coast Guard Auxiliary*

- ⇒ Response from the Members: To the Philippine Coast Guard Auxiliary
- ⇒ (PCG Quintet plays “Ruffles” and “Happy Birthday Song”)

Toast Nr 5

VADM DY PCGA: *Ladies and Gentlemen, a toast to the National Director Philippine Coast Guard Auxiliary VICE ADMIRAL VALENTIN B PRIETO JR PCGA!*

- ⇒ Response from the Members: To the National Director Philippine Coast Guard Auxiliary

Toast Nr 6

RADM TIANGCO PCGA: *Ladies and Gentlemen, a toast to all of the lovely ladies who joined us in this 46th Anniversary of the Philippine Coast Guard Auxiliary*

- ⇒ Response from the Members: Mabuhay

CHAIRMAN: *Please be seated.*

- ⇒ Members take their seats, Chairman remains standing. Spotlight will focus on the pre-set empty table. Table is covered with white table cloth with a black diagonal cloth overlay.

CHAIRMAN: *Ladies and Gentlemen, if you will notice, we have set-up a lone, empty table at the front. The table is dedicated to our dearly departed PCG and PCGA members who cannot join us to toast on the occasion of the PCGA 46th Founding Anniversary, BUT THEY ARE HERE IN SPIRIT. Remember . . .*

And so, in this toast for our dearly departed men and women of the PCG and PCGA, kindly rise and take hold of your glasses. May we request the Deputy National Director for Administration, REAR ADMIRAL KENNETH D RECLUSADO PCGA to offer a toast to our men and women of the PCG / PCGA.

Toast Nr 7

DNDA: *Ladies and Gentlemen, we toast for our dearly departed PCGA and PCG members who have gone ahead of us and were gently caught by God's*

own hands to be with Him on high to dwell among the soaring clouds they have known so well before, at Heaven's very door. Ladies and Gentlemen, a toast to our dearly departed PCGA and PCG members.

- ⇒ Response from the Members: Mabuhay
- ⇒ Immediately PCG Quintet plays "TAPS" accompanied by a video presentation of the fallen comrades.
- ⇒ Smoke shall begin to emerge under the table of the departed PCGA / PCG members

Toast Nr 8

CHAIRMAN: Ladies and Gentlemen, a toast to the Philippine Coast Guard Auxiliary on the occasion of our 46TH Anniversary.

- ⇒ Response from the Members: Mabuhay ang PCGA!

CHAIRMAN: Please put down your glasses for the PCGA chant.

- ⇒ CHAIRMAN: (leads the PCGA chant)

*Mabuhay ang PCGA! (2 claps and chant Hooyah / Hooh while raising a fist.)
Mabuhay and PCG! (2 claps and chant Hooyah / Hooh, raising a fist.)*

- ⇒ Band plays the PCGA Hymn

EMCEE: Please be seated.

F. WELCOME REMARKS OF THE CHAIRMAN

EMCEE: The Chairman RADM GERONIMO P REYES PCGA will now deliver his Welcome Remarks.

- ⇒ After the remarks, all the members will rise and say:

Mabuhay and PCG! (2 claps and chant Hooyah / Hooh, raising a fist.)

G. DINNER

EMCEE: Please rise for the prayer "Grace before meals" led by the PCGA Chaplain, CDR FLORES PCGA

CDR FLORES PCGA: Bless us oh Lord . . .

CHAIRMAN: Ladies and Gentlemen, dinner will be served. Let us enjoy our meal.

- ⇒ Waiters enter in line and proceeds to their assigned tables with the first course.
- ⇒ PCG Quintet shall play soft background music during dinner.
- ⇒ Dinner will last approximately one (1) hour and will be timed by the Protocol Officer after which the program resumes.

PART IV – AWARDING CEREMONY

EMCEE: Ladies and Gentlemen, we thank our Lord for the dinner. And now we move on to the awards portion of this programme. To give the awards, may we call on:

- The Secretary of Transportation Honorable ARTHUR P. TUGADE (Presiding Officer)
- The Commandant Philippine Coast Guard REAR ADMIRAL ELSON E HERMOGINO PCG and
- The National Director Philippine Coast Guard Auxiliary VICE ADMIRAL VALENTIN B PRIETO JR PCGA

- ⇒ Spotlight on the awardees while the LED shows photo of awardee and their awards in the LED screen.
- ⇒ Picture-taking with the awardees (individually / group) with SOTr, CPCG and ND.

Group 1

- Awarding of medals to REAR ADMIRAL RICHARD J GORDON PCGA
- Awarding of medals to COMMODORE CYNTHIA A VILLAR PCGA
- Best Auxiliary District of the Year Award
Coast Guard Auxiliary District South Eastern Mindanao
Best Auxiliary Officer of the Year
COMMODORE BEETHOVEN N SUR PCGA
- Best Auxiliary Squadron of the Year
125th Auxiliary Squadron
Coast Guard Auxiliary District National Capital Region-Central Luzon

EMCEE: May we call on REAR ADMIRAL RICHARD J GORDON PCGA, and his Lady, Mrs. KATE GORDON.

- ⇒ Mrs. Gordon shall pin the miniature medals to RADM GORDON PCGA, assisted by the National Director VADM PRIETO JR PCGA. SOTr and CPCG shall witness the pinning of the miniature medals.
- ⇒ CPCG will hand over the box of ribbons and the General Orders.
- ⇒ Picture-taking with RADM GORDON, MRS GORDON, SOTR, CPCG AND ND.

EMCEE: Our next awardee is COMMODORE CYNTHIA A VILLAR PCGA who will be assisted by her Gentleman, Senator MANUEL VILLAR.

- ⇒ Sen Manny Villar shall pin the miniature medals to COMMO VILLAR PCGA, assisted by the National Director VADM PRIETO JR PCGA. SOTr and CPCG shall witness the pinning of the miniature medals.
- ⇒ CPCG shall hand over the box of ribbons and the General Orders to COMMO VILLAR.
- ⇒ Picture-taking with RADM GORDON, MRS GORDON, SOTR, CPCG AND ND.

EMCEE: *Our next awardee is the 2017 Best Squadron of the Year, the 125th Auxiliary Squadron. Receiving the award is its Director Auxiliary Squadron, COMMODORE NOEMI S ALVARAN PCGA assisted by her Gentleman and Officer CAPTAIN ARNEL D ALVARAN PCGA.*

- ⇒ COMMO ALVARAN PCGA receives the award from SOTR, witnessed by CPCG and ND.
- ⇒ ND may invite RADM GORDON AND COMMO VILLAR for the awarding and picture-taking.
- ⇒ Picture-taking with SOTR, CPCG, ND, RADM GORDON PCGA and COMMO VILLAR PCGA

EMCEE: *The next award is the: 2017 Best Auxiliary District of the Year, the Coast Guard Auxiliary District South Eastern Mindanao and the 2017 Best Auxiliary Officer of the Year – COMMODORE BEETHOVEN N SUR PCGA.*

- ⇒ COMMO SUR PCGA, with his Lady and Officer CAPTAIN BETTY SUR PCGA and CAPTAIN PATRICK LAM PCGA, CGADSEM Deputy District Directors for Operations and Administration shall accompany COMMO SUR PCGA to receive the awards.
- ⇒ Picture-taking with SOTr, CPCG, ND, RADM GORDON, and COMMO VILLAR.

EMCEE: *And now, the individual awards for the Officers of the National Auxiliary Board and Central Staff of the National Auxiliary Main Office.*

Assigned PCGA Officers shall immediately line-up 10 awardees on the right side below the stage.

- ⇒ First in the list of awardees will go up the front right side stage facing the audience at attention, paused for a few seconds and as the name is called , execute right face and steps forward (2 paces in front of SOTr, CPCG and ND.)
- ⇒ Spotlight focused on him/her as he receives the award from SOTr. Witnessed by CPCG and ND
- ⇒ Next awardee will follow the same procedure, going up to the right side of the stage facing the audience at attention, when the previous awardee is being awarded. He executes a smart right face and steps forward two (2) paces before SOTr and receives his award

EMCEE: *Our next awardees.....*

PART 5: SPEECH OF THE HOST (National Director)

EMCEE: *And now, the National Director VICE ADMIRAL VALENTIN B PRIETO JR PCGA will deliver his message followed by his introduction of the Guest of Honor.*

- ⇒ After the remarks of the National Director, all the PCGA members will rise and say “Mabuhay ang PCG” and simultaneously clap twice and chant HOOH with raised fist;
- ⇒ The whole members and guests will take seats.

Memento

EMCEE: *The National Director Vice ADMIRAL VALENTIN B PRIETO JR PCGA will now present a Memento to our Commandant, Philippine Coast Guard REAR ADMIRAL ELSON E HERMOGINO PCG.*

The National Director VICE ADMIRAL VALENTIN B PRIETO JR PCGA will also present a memento to our Guest of Honor, Secretary ARTHUR PLANTA TUGADE of the Department of Transportation.

Adjournment

Chairman: *Ladies and Gentlemen the formality of the dinner is now over. We will be giving five minutes break after which would be the start of the PCGA ball. Let us enjoy the night.*

PART VI –PCGA Ball and Entertainment

EMCEE: *Ladies and Gentlemen, welcome to the PCGA Ball!*

EMCEE: *At this point, we will witness the National Director, Philippine Coast Guard Auxiliary and his Lady for the first dance for tonight’s ball.*

- ⇒ PCG Quintet plays waltz
- ⇒ Upon signal of the National Director, PCG and PCGA Senior Officers and their Ladies may join.

Together with:

- *Chairman and his Lady*
- *Flag Rank Officers*
- *PCG District Commanders*
- *Major Unit Commanders*
- *HPCG Officers*
- *DNDO and his Lady*
- *DNDA and his Lady*
- *NCOS and his Gentlemen*
- *Other NAB Officers (DADs, IP DADs, Support Group Directors, NAMO Central Staff*

EMCEE: *And that concludes our Anniversary Celebration. The dance floor is hot and officially open. Everyone is invited to party and enjoy the night of music, dancing and bonding together . . . Good Evening everyone!!!*

- ⇒ During the informal activities, usherettes will distribute the souvenirs/tokens to the guest
- ⇒ After the informal activities, the emcee will announce the departure of the National Director, Philippine Coast Guard Auxiliary and subsequently, signals the end of functions

UNDER THE LEADERSHIP OF:



VADM VALENTIN B PRIETO JR PCGA
National Director



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.

ACKNOWLEDGEMENTS:



COMMO RONALD A BAJA PCGA
PROTOCOL Support Group Director (2017-2018)



CDR JOSE MARIE DELA PEÑA PCGA
PROTOCOL Support Group Deputy Director (2018)



COMMO MANUEL F ORTIZ PCGA
PROTOCOL Support Group Director (2016-2017)



RADM KENNETH D RECLUSADO PCGA
PROTOCOL Support Group Director (2015 –2016)