

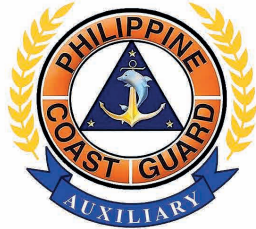


Philippine Coast Guard AUXILIARY

Regulations Manual



2021 Edition



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Regulations Manual



2021 Edition



TANGGAPAN NG KOMANDANTE
PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(OFFICE OF THE COMMANDANT)
(National Headquarters Philippine Coast Guard)
139 25th Street, Port Area
1018 Manila

LETTER OF PROMULGATION

To : All Concerned

Subject : Philippine Coast Guard Civil Relations Service Manual

Date : 06 September 2021

1. The mandate of the Republic Act No. 9993 otherwise known as the “Philippine Coast Guard Law of 2009” provides that the PCG shall continue to maintain, supervise, develop and train the PCGA as a civilian volunteer organization under the direct control and supervision of the PCG Commandant for the purpose of assisting the PCG in carrying out its functions relating to promotion of safety of life and property at sea, preservation of the marine environment and its resources, the conduct of maritime search and rescue, the maintenance of aids to navigation and such other activities that enhance maritime community relations.
2. The growing PCGA faces a range of challenges, different problems and opportunities that demand different solutions that the Philippine Coast Guard Auxiliary Manual 2021 Edition seeks to address and adapt to these changing times. This is a revision that heeds the call of evolution of leadership based on many years of on the ground experience and ensures that it is consistent with applicable laws, rules and regulations, while incorporating the best practice as we continue to improve not just the organization but to a greater degree of the system for a better PCGA.
3. The dream of producing this Manual as a guide in the implementation of PCG-PCGA mandated functions was made a reality because of the painstaking efforts of the Officers and men of the PCG-PCGA particularly the members of the Technical Working Group, with their spirit of community and unselfish sharing of meaningful recommendations to make the Manual more useful to its intended users.
4. This manual is hereby promulgated for the information, reference, and guidance of all concerned.


CG ADM GEORGE V URSABIA JR
Commandant, Philippine Coast Guard

ACKNOWLEDGEMENT



OFFICE OF THE NATIONAL DIRECTOR
NATIONAL AUXILIARY MAIN OFFICE
PHILIPPINE COAST GUARD AUXILIARY
Units 8 and 9 Bay Terminal Building, CCP Complex
Manila 1004 NCR Philippines
pcganamo@coastguard.gov.ph

Warmest greetings to all the officers and men of the Philippine Coast Guard and the Philippine Coast Guard Auxiliary who in one way or another contributed to the gargantuan task of the revision of the PCGA Regulations Manual.

As the National Director, I wish to take this opportunity to express my utmost gratitude to the PCG Commandant, CG ADMIRAL GEORGE V URSABIA JR, the prime mover of this Manual Revision. This task would not have seen its realization without his vision. I take pride in the fact that this particular Technical Working Group has included PCGA officers within its ranks. For the first time, the PCGA has been given such recognition and dignity in allowing our voices to be heard. We cannot thank you enough for including us in the vision you have foreseen for the PCGA.

This gratitude we also wish to extend to the CG VICE ADMIRAL LEOPOLDO V LAROYA, Deputy Commandant for Operations, CG VICE ADMIRAL EDUARDO D FABRICANTE, Deputy Commandant for Administration and to CG CAPT GLENDA T PEREYRA (DSC), the Deputy Chief of the Coast Guard Staff for Civil Relations Service, CG7. Their guidance, advice and genuine concern for the welfare of the PCGA will forever be ingrained in deep appreciation.

We are also indebted to the officers and men of the Philippine Coast Guard, particularly CG COMMO LUZ L ESCARRILLA, CG COMMO FERDINAN B PICAR, CG CAPT MARICOR R SOLIVA who formed part of the PCG TWG that labored extensively to see this PCGA Regulations Manual come into fruition. We owe a debt of gratitude to the indefatigable PCG Secretariat under CG LCDR NACIELYN C ESQUILLO, CG LTJG DORIS B AGULING, CG ENS NORIEL ANN R LANDICHO, and CG ENS LAWRENCE H SORIANO from the Office of DCCGS for CRS (O/CG7) for the administrative work vital to this opus.

It is also but right to acknowledge the efforts of the PCG Auxiliary officers, who formed part of the PCGA Manual Revision Secretariat on our end. Together with senior officers and incumbent NAMO officers, they have put forth their minds and spirits in ensuring that the most notable provisions we wish to have inputted have been painstakingly infused into this Manual.

This PCGA Secretariat team, under the stewardship of AUX COMMO JOY C PUNO PCGA and his team of AUX RADM LEO B CAMPOS PCGA, AUX COMMO ALLAN SISON PCGA, AUX COMMO VIRGILIO FERRER PCGA, AUX CAPT EMMANUEL T VELANTE PCGA, AUX CAPT YASHIKA MARIE F TORIB PCGA, AUX CAPT ARNEL NOCON PCGA, AUX CDR FEBWIN VILLACERAN PCGA, AUX CDR ARISTON YVAN PAGULAYAN PCGA, AUX CDR ERICKSON FLORES PCGA, AUX CDR JONA JOY SANTOS PCGA, AUX CDR WELLIER T ELLO PCGA, and AUX CDR GIL ZERRUDO PCGA and his associates, who have unselfishly dedicated much time and collective efforts to make this revision and publication possible.

Likewise, heartfelt thanks to IP National Director AUX VADM BEETHOVEN N SUR PCGA for being our Consultant on this PCGA Manual Revision and to my two deputies, AUX RADM JORGE G LIM PCGA and AUX RADM BETTY L SUR PCGA, a million thanks to both of you for always being present as our PCGA representatives to 2021 PCG – PCGA TWG. Finally, special mention and appreciation to the National Chief of Staff, AUX COMMO JOSE MARI P DE LA PENA PCGA, who served as the official NAMO Resource Person in the PCG-PCGA Manual 2021 Technical Working Group.

We hope that this 2021 PCGA Regulation Manual will guide the PCG Auxiliary Force to achieve its mission and perform its functions of assisting the PCG in promoting safety of life and property at sea, and to sustain its integral role of supporting the tasks and purpose of the Philippine Coast Guard and service to the Filipino nation.

Mabuhay ang PCG, Mabuhay ang PCGA! Mabuhay ang Philippine Coast Guard Force!

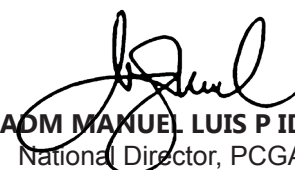

AUX VADM MANUEL LUIS P IDQUIVAL
National Director, PCGA

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CHAPTER I

HISTORY and ADMINISTRATION

Section A. CREATION OF THE PHILIPPINE COAST GUARD AUXILIARY

On February 9, 1972, during the evening cocktails at the Philippine Navy Officers' Club commemorating the Philippine Navy Day, then Commandant, Philippine Coast Guard announced the intention of the Navy Flag Officer-in-Command to form a civilian volunteer unit to assist the Philippine Coast Guard (PCG). All those present during the cocktails including some officials of the Manila Yacht Club gave their outright support on the said plan with the ensuing events leading to the formation of what was later known as the Philippine Coast Guard Auxiliary (PCGA).

The PCG in the performance of its functions under Republic Act No. 5173 may perform any and all acts necessary to rescue and aid persons which have become the basis for the creation of the PCGA in February 9, 1972 at the Philippine Navy Officers' Club. The PCGA eventually expanded and is now a big organization. It is also officially covered now under Section 11 of Republic Act Number 9993, otherwise known as the PCG Law of 2009. Thereafter, the PCGA has become instrumental in providing support and assistance to the PCG in the promotion of safety of life and property within the maritime jurisdiction of the Philippines.

Section B. THE ORGANIZATION OF THE PHILIPPINE COAST GUARD AUXILIARY (PCGA) UNDER REPUBLIC ACT NO. 9993, OTHERWISE KNOWN AS THE PHILIPPINE COAST GUARD LAW OF 2009

In recognition of the important role and contribution of the PCGA and its members, the legislators deemed it necessary to incorporate in Republic Act No. 9993, otherwise known as the "Philippine Coast Guard law of 2009," a provision which clearly defines the establishment of the PCGA as a civilian volunteer organization formed to assist the PCG in the promotion of safety of life and property at sea, the preservation of the marine environment and its resources, the conduct of maritime search and rescue, the maintenance of aids to navigation, recreational safety, and such other activities that enhance maritime community relations which include civic action, participation under the National Service Training Program (NSTP), youth development, and other related activities. The PCGA is a volunteer civilian organization initially established for the purpose of assisting the Philippine Coast Guard in the conduct of search and rescue as most of its first members were owners of boats and yachts. Boat safety has also been identified as an additional

concern. It has a PCGA District under every regular Coast Guard District and operates based on PCG-approved annual PCGA plans and programs and governed by the PCGA manual of regulations promulgated by the PCG Commandant.

Hence, the advent of RA 9993 legislated and further strengthened the bond between the PCG and the PCGA towards achieving a safe, clean and secure marine environment for the entire Filipino people.

Section C. PCGA ADMINISTRATION – GENERAL

1. AUTHORITY

The new PCG law maintained the exercise of direct control and supervision of the PCGA by the Commandant, PCG and his duly designated representatives in supervising the over-all activities of the PCGA. In the exercise of his administrative authority, the Commandant authorizes the PCGA to organize various units and elements, elect and appoint leaders (as prescribed in this manual) to effectively plan, coordinate, and carry out the PCGA's missions.

2. COMMANDANT

The Commandant, as the head of the PCG, is responsible for the administration of PCGA, prescribes policies, directs, and supervises its endeavors and performance. The Commandant may designate another senior officer to act on his behalf based on a defined delegation of authority.

3. DEPUTY COMMANDANT FOR OPERATIONS

The Deputy Commandant for Operations (DCO) has the responsibility of directing and coordinating the implementation of the PCG operational programs approved by the Commandant. These programs include implementing PCG policies, guidelines, and providing the resources for the conduct of law enforcement, navigation, search and rescue, and other PCG functions. The DCO is also responsible for the operation and support of PCG facilities on land, at sea, and in the air. The DCO exercises supervision of the PCGA organization headed by the National Director, PCGA. The DCO submits to the Commandant for his approval of the annual plans and programs of the PCGA to support the PCG in the accomplishment of its mission and functions.

The DCO shall direct PCGA administration and operation through the ND within the policies established by the Commandant.

4. DEPUTY CHIEF OF COAST GUARD STAFF FOR CIVIL RELATIONS SERVICE, CG-7 (DCCGS for CRS, CG-7)

The Deputy Chief of Coast Guard Staff for Civil Relations Service, CG-7 shall assist the DCO in the administration of the affairs of the PCGA by processing incoming communications and transmitting to the PCGA through the ND all

instructions, policies and guidance as may be given by the Commandant through the DCO.

The DCCGS for CRS, CG-7 shall:

- Furnish the Deputy Chief of Coast Guard Staff for Operations, CG-3 reports on the conduct of PCGA activities that are operational in nature.
- Consolidate PCGA related information for encoding in the PCGA database in coordination with NAMO Human Resource Management.
- Monitor, supervise and coordinate the operational movements of the PCGA.

5. DISTRICT COMMANDER

The District Commander is the most senior PCG officer in a Coast Guard District. He is responsible for the efficient, safe, and effective performance of PCG duties and functions and the effective use of assigned personnel and facilities. The District Commander is the primary representative of the PCG on all PCGA matters in the district. The District Commander has administrative and operational supervision of the PCGA in the district.

6. COAST GUARD STATION COMMANDER

Members should keep in mind that the Coast Guard Station Commander is a vital source of PCG information that can provide guidance on PCGA matters, including special projects and inter-agency coordination. Members must observe the chain of leadership and management in all communications to ensure orderly conduct of organizational activities.

7. DELEGATION OF AUTHORITY

The Commandant may delegate special authority on PCGA administration of a particular PCGA unit or office to a PCG member under the supervision of the DCO. In addition, certain management capability may be delegated to PCGA leaders for functioning, organization, and internal administration. These delegations of authority for PCG members may not be further delegated, unless expressly authorized therein. All delegations of authority should be in writing.

Section D. COMMAND AND CONTROL

The PCGA is organized into four (4) unit levels, namely: National Auxiliary Main Office (NAMO), PCGA District, PCGA Squadron and PCGA Division. Supporting their activities are the PCGA Support Groups headed by respective Directors reporting directly under the National Director and the two (2) Deputies. The PCGA Support Groups may give recommendations to the concerned Deputy on program formulation and monitoring, likewise participate in District, Squadron and Division activities based on their special concerns.

PCGA leaders responsible for unit administration and supervision are elected at each level and endorsed by the ND to the Commandant for the issuance of appropriate General Orders (GO), except those of the PCGA Support Group who shall be recommended for the designation by the National Auxiliary Board chaired by the Deputy National Director for Operations and subject for approval of the Commandant.

The PCGA leaders may appoint appropriate staff officers to carry out the various PCGA missions and programs approved by the PCG.

The qualifications of the elected and appointed officers of the PCGA are set out in Chapter 4 (PCGA Organizational Structure).

Chain of Leadership and Management

The four administrative unit levels are coordinated through a PCGA chain of leadership and management under the control of the Commandant, with the DCO exercising immediate supervisory functions over the activities of the PCGA organization. This concept pertains to the level of responsibility of each elected and appointed member in accordance with the organizational hierarchy. This PCGA chain of leadership and management is partly similar but not the same with the chain of command observed in the regular PCG organization.

In the PCGA, the phrase “chain of leadership and management” describes a primary system of communication and responsibility providing for an effective and efficient path for relaying information through all organizational levels. The process is best described as a chain of leadership and management rather than a chain of command, as no military command authority exists in the PCGA organization.

a. Leadership

When correspondence is submitted via another elected or appointed PCGA leader in the chain of leadership and management, the concerned member is obliged to immediately endorse and forward the said correspondence as required. Good leadership and management demand the existence of proper channels for members to follow and respect. This process assures that every activity is well-monitored and carried out by the ablest members thus preventing confusion, avoiding delay of actions, and allowing for orderly and courteous flow of information.

b. Elected Leaders

PCGA elected leaders must convey policy accurately and consistently to PCGA unit members via the chain of leadership and management. Likewise, all members are expected to use the chain of leadership and management for giving and getting information and in voicing appropriate concerns.

Section E. LEADERSHIP AND MANAGEMENT RELATIONSHIP

1. Deputy Commandant for Operations (DCO), PCG

The DCO provides administrative and management guidance to the ND and discusses ways for a more effective operation of PCGA units.

2. National Director

The National Director represents the PCGA and reports to the Commandant through the DCO who examines and evaluates all reports.

In an effort to support the Commandant's Strategic Goals and Objectives, the ND, under the control and direction of the Commandant through the DCO, shall:

- Lead the strategic management of the PCGA and ensures that the corresponding PCG-approved PCGA annual plans, programs, activities and policies are carried out effectively.
- Ensure that appropriate communications and interfaces occur between the PCGA and PCGA units/leaders.
- Create an environment needed to ensure effective and efficient performance at all organizational levels.
- Create an environment that makes the PCGA the organization of choice for those wishing to volunteer their time to serve the public interest in maritime-related fields.
- Support the PCG's international program objectives.
- Evaluate the performance of the PCGA and report as appropriate.
- Serve as the PCGA champion, key advisor, and primary representative of the organization internally and externally.
- Inform the DCO of the overall administration of the PCGA.
- Keep the DCO informed of progress made in planning and executing the PCGA's annual plans, programs and activities.

3. Deputy National Director for Operations and Deputy National Director for Administration

The National Director shall have a Deputy National Director for Operations and a Deputy National Director for Administration.

The Deputy National Director for Operations is second in leadership to the National Director and, when directed, acts for and on behalf of the ND in linkage with the PCG. The DNDA is third in the PCGA leadership and when directed, acts for and on behalf of the ND in linkage with the PCG. However, the Chief of Staff, PCGA may link directly with the office of the Deputy Chief of Coast Guard Staff

for Civil Relations Service, CG-7 (O/CG-7) on matters related to the concerns of the staff of the NAMO, and for PCGA programs coordination.

4. Director Auxiliary District (DAD)

At the Coast Guard District level, linkage is achieved by the DAD with the respective Commander of Coast Guard District (C, CGD) through the Deputy Commander, Coast Guard District who is in charge of PCGA affairs in the Coast Guard District. The C, CGD has supervision over PCGA matters pertaining to the proper execution of projects and disaster response activities in the district.

The DADs, within their respective Area of Responsibility (AOR) shall:

- Represent the PCGA during regular meetings with the respective C,CGD
- Implement the PCGA programs and policies at PCGA District level and in-charge of all PCGA activities in each one's area of coverage.
- Maintain close liaison with the DAS, supervise their activities and provide needed advice and counsel
- Assist the DAS in solving problems not resolvable at squadron / division levels.
- Preside over scheduled PCGA District monthly meetings and any planning meeting
- Be responsible for the conduct of PCGA programs.
- Represent their districts at the National Auxiliary Board (NAB) meetings and attend PCGA Squadron conferences as necessary.
- Keep the ND informed of progress made in planning and executing the policies and programs of the PCGA through submission of regular written reports.

5. Director Auxiliary Squadron (DAS)

At the Coast Guard Station level, linkage is achieved by the DAS with the respective C, CGD through the Deputy Commander, Coast Guard Station who is in charge of PCGA Affairs in the Coast Guard Station. The C, CGS supervises PCGA matters pertaining to the proper execution of projects and disaster response activities in his station.

The DAS, within their respective Area of Responsibility (AOR), shall:

- Represent the PCGA during regular meetings and coordination with the respective C, CGD.
- Implement the PCGA programs and policies at PCGA Squadron level.
- Maintain close liaison with the DAD, supervise their activities and provide needed advice and counsel.

- Assist DAD in solving problems that cannot be resolved at the PCGA Division level.
- Preside over scheduled PCGA Squadron monthly meetings and any planning meeting.
- Be responsible for the conduct of PCGA programs by the Squadron.
- Represent their Squadrons at the District Auxiliary Board (DAB) meetings and attend PCGA Division meetings as necessary.
- Keep the DAD informed of progress made in planning and executing the policies and programs of the PCGA through submission of regular written reports.

6. Director Auxiliary Division

The Directors Auxiliary Divisions, within their respective Area of Responsibility (AOR), shall:

Represent the PCGA during regular meetings and coordination with the respective Commanders, Coast Guard Sub-Station within their area of responsibility.

- Implement the PCGA programs and policies at PCGA Division level.
- Resolve problems at PCGA Division levels.
- Preside over scheduled PCGA Division meetings.
- Be responsible for the conduct of approved PCGA programs.
- Call for meetings and coordination, as needed.
- Keep the DAS informed of progress made in planning and executing the policies and programs of the PCGA through submission of regular written reports.

Section F. PCGA LEADERSHIP AND MANAGEMENT AS MEMBERS

The PCGA, as a civilian volunteer organization, presents unique leadership and management challenges. There is no military command authority that exists.

1. Leadership

Leadership and management capability rests on the members' consent and on the effective leadership skills of elected and appointed leaders. No group, including the PCGA, can function effectively without direction and goals. Leaders must conduct planning, provide coordination, and employ appropriate motivational techniques to attain desired objectives. Most successful leaders are individuals who practice good human relations skills. Effective PCGA leaders convince members to accept personal responsibility for task and mission accomplishment for which they have volunteered. Elected PCGA leaders are encouraged to seek help from past leaders and use their experiences whenever possible.

2. Established Management Procedures

There are certain established routines which can help in PCGA unit management, first and foremost is proper planning. The elected leaders should carefully choose a staff, develop a schedule of events and meetings, and establish a budget. The newly elected leaders must be thoroughly familiar with PCGA and PCG manuals governing PCGA missions and programs.

3. Annual Budget

To plan expenditures properly, every PCGA unit should have a clearly established annual budget. This budget shall be incorporated in the PCGA's annual plans which shall be submitted to the DCO for the information of the Commandant PCG. The annual budget and periodic/quarterly/monthly expenditure/financial report should be presented and a copy of the report should be submitted to the DAD for subsequent submission to the ND.

4. PCGA Database

The Office of the Deputy Chief of Coast Guard Staff for Civil Relations Service, CG-7 (O/CG-7) shall operate and manage the PCGA database which contains all pertinent data (e.g. General Orders (GOs), Awards, Squadron etc.) of the members in all unit levels.

The database functions as a management tool that is only effective when members provide accurate and timely inputs. The NAMO may obtain information or files from the database. A replicated database, however, may be established by NAMO.

The database maintained by the O/CG-7 is created to assist the DCO through the Chief Coordinator in monitoring the affairs of the PCGA, and to help the PCGA leadership in tracking, managing, and creating reports on PCGA programs, projects and activities. This will also enable and prepare the assessments of program implementation for the appreciation of the Commandant.

The PCGA Affairs of the O/CG-7 shall not permit disclosure by any means of the personal data of members, without the approval of the DCO and the ND.

Section G. MEMBER ANNUAL DUES

In order to support the programs and activities authorized for the PCGA, every member is assessed an annual due commensurate to his/her rank as determined and approved by the NAB. This has been the system of funding governing the PCGA organization. In establishing a form of control over these funds which are solely managed by PCGA units and leaders, it is prescribed that these funds shall be properly accounted and the required monthly and annual financial reports submitted and maintained at all levels. The fund generated is used for maintaining a PCGA unit/office, and for authorized administrative and operational expenses that will all be accounted and audited on a monthly and annual basis.

Procedures:

1. The DAS shall be responsible for collecting the annual dues of his members and remitting 10% to the National Auxiliary Funds, and 10% to the PCGA District Funds.
2. The Squadron must forward its share to the National and District Funds not later than the 15th day of February of each year.
3. Payment of member's annual dues shall not be later than the 30th day of January of each year.
4. Incoming members who join the PCGA during the first six (6) months of the year will be assessed in full (for one year) while those who enter after this period will be assessed a pro-rata amount. They must remit their annual dues to the Squadron within fifteen (15) days from induction.
5. PCGA Squadrons will retain the balance of their collection to fund their administrative and operational expenses.

A monthly financial report shall be read as part of the agenda of a meeting in the PCGA Division, Squadron, District and National level. As all members are required to be attached individually to a particular PCGA Squadron, they shall pay their dues in their respective Squadrons except Flag Rank Officers who shall pay directly to the NAMO. The PCGA Division shall officially transmit a copy of its monthly and annual accomplishment and financial reports to the Squadron for review and reference. Likewise, the PCGA Squadron shall prepare the same reports and officially transmit them to the PCGA District. The PCGA District prepares and submits the same type of reports to the NAMO and forwards a copy to the Coast Guard District. The NAMO as a separate office which also caters to the administrative requirements of the NAB, shall also prepare a monthly and annual accomplishment report for submission to the Commandant through the O/CG-7 and the DCO.

Section H. PCGA NATIONAL CONVENTION

The PCGA National Convention shall be set and scheduled on the month of May of each year.

The DAD shall bid for the hosting of the National Convention. Proposal of bid should be submitted to the NAMO one (1) month prior to the date of the National Convention for evaluation by the NAB.

The proposal of bid shall include the following: financial aspects of the convention such as the registration fee; hotels and accommodation fees; convention venue and fee; availability and frequency of transportation (land/ air/water); side trips (tourist destinations); and the percentage share of the NAMO from the proceeds of the convention. The NAB shall vote for the most capable bidder during the National Convention. Bidder garnering the highest number of votes shall be declared during the convention and shall receive the PCGA Flag as a symbol of acceptance.

CHAPTER 2

MISSIONS, FUNCTIONS AND PROGRAMS

Section A. MISSION

The PCGA shall assist the PCG in the promotion of safety of life and property at sea, in the preservation of the maritime environment and its resources, the conduct of maritime search and rescue, engage in maritime safety activities, such as, the maintenance monitoring of aids to navigation equipment and such other activities that enhance maritime community relations which include civic action, participation under the NSTP, youth development, recreational safety and other related activities.

Section B. FUNCTIONS

The PCGA shall continue to exist as a civilian volunteer organization under the PCG and shall have the following mandated functions:

1. Assist the PCG in search and rescue operations and in responding to ship emergency situations;
2. Assist the PCG in promoting the safe operation of vessels and the conservation of the country's marine resources through information dissemination and training, and in responding to emergencies at sea that involve containment of marine pollution and the protection of marine resources;
3. Assist the PCG in the maintenance and development of aids to navigation and in the promotion of its significance;
4. Promote youth development to enhance their concern for sea safety and the protection of marine environment;
5. Promote goodwill and fellowship in the PCGA and with related domestic and international organizations; and
6. Assist the PCG in carrying out its plans and programs.

Section C. UNIT GOALS

Accomplishment of any task, project or undertaking requires a statement of what is to be accomplished and a plan for doing it. Goals are a convenient way to express the desired outcome of activity. All PCGA units are encouraged to establish goals and plans to achieve

them through activities which the unit expects to engage in. Informal systems for goal and plan development are acceptable. However, a more formal process may be better when a larger organization is involved.

Section D. PROGRAMS/ ACTIVITIES AUTHORIZED FOR MEMBERS

This section describes the various programs/activities in which members are currently authorized to participate.

1. Maritime Domain Awareness

Maritime Domain Awareness (MDA) is a comprehensive information, intelligence, and knowledge of all relevant entities within the Philippine maritime domain, and their respective activities, that could affect the country's security, safety, economy, or environment. The PCGA is authorized only in the following limited areas that are subjects of the maritime domain:

- Philippine ports
- Inland waterways
- Harbors
- Navigable rivers
- Lake
- Other Philippine interests as may be authorized by the Commandant

The MDA community is composed of PCG service, relevant military services, national and local agencies with responsibilities in the Philippine maritime domain. Only the above-cited areas are authorized for the PCGA. Because risks and interests are common to government, businesses, and citizens alike, community membership also includes public, private, and commercial stakeholders, as well as foreign governments and international organizations. Qualified members may participate in MDA, as directed by the PCG.

2. Support Missions for the PCG

PCGA members augment PCG units by providing a variety of administrative and operational support. The relationship must be made clear between the members assigned to such duties of the PCGA organization and the PCG unit.

The following policies apply when assigning members to provide administrative or operational support to a PCG unit:

- Members must inform their respective DAS/Directors Auxiliary Divisions before accepting PCG unit support missions.
- Members must wear proper uniform while on assigned missions.
- Members must report their activities to their immediate superiors.
- While carrying out support missions, no titles are assigned, formally or

informally, which imply supervision, direction, or any leadership role over any other PCG or PCGA, unless directed in rare and urgent instances by the PCG unit commander in the area.

- Members shall not be vested with any title or duty which imply or entail law enforcement responsibilities nor shall they carry, handle, repair, or fire weapons of any sort while assigned to PCG operational missions or PCGA activities. This includes civilian or government employed law enforcement personnel while acting as a member. A waiver to this policy may be obtained for the purpose of utilizing qualified members as range coaches. Waiver requests shall not be submitted by individual member, but rather the operational commander who determines a bonafide need for such.
- No management capability held by PCGA elected and appointed leaders, or duties held by PCGA staff members, will be delegated to any other members on support missions assigned by any PCG authority.
- Complaints concerning member's misconduct, while serving on a PCG support mission, must be referred in writing to the concerned DAS member, copy furnished the C, CGS and DAD for appropriate action as recommended or required by any provisions of PCG policies or circular.

3. Programs

The Commandant may authorize additional PCG programs for member's participation. When specifically authorized by the Commandant, PCGA programs and activities may become international, extending beyond the Philippines, its territories, and possessions. The Commandant may approve new non-traditional PCGA programs in advance.

4. Programs not Authorized for Members

PCGA members and units are not authorized to directly engage or participate in any program or activity espousing political interests or in any business activity for personal gains or to favor someone using the name of PCG and/or PCGA. This also prohibits the wearing of any previous or current PCGA uniform during any political or business activity.

5. Role of PCGA on PCG's Functional Areas:

a. Maritime Search and Rescue

The PCG is mandated to conduct Search and Rescue (SAR) operations and to respond to any emergency situations. As such, the PCGA shall assist on this through the following actions:

- Provide assets such as aircrafts, vehicles, vessels, tugs, barge, motor bancas, jet ski, rubber boats or any available transportation that would be of aid in SAR operations

- Share expertise/knowledge on special cases or emergency situations that arise
- Provide medical assistance to victims and affected individuals
- Provide/assist on relief operations
- Provide manpower as necessary
- In no occasion that the PCGA will conduct a SAR without the permission of the CPCG, C, CGD or C, CGS; except while at sea when communication is hampered or is not available, in which case, the PCGA shall render the appropriate report at the first opportunity after arrival at shore.

b. Maritime Safety Administration

The best way to promote safety of life and property at sea is the implementation of maritime safety rules and regulations. With the expertise of the PCGA members, it can be essential and more effective to render such expertise in assisting the PCG through the following:

- Perform Port State Control (PSC) Inspection as needed after proper orientation by PCG PSC officers.
- Report to the PCG noted vessel deficiencies particularly those of vessels carrying passengers and those carrying hazardous cargoes
- Provide competent instructors during trainings conducted by the PCG and when requested, to make available technically competent PCGA members to assist in the conduct of ship inspection and/or marine casualty investigations.
- Assist the PCG in providing courses, seminars and workshops on water safety such as boat handling, typhoon doctrines, and search and rescue for SAR units of local governments and non – governmental organizations.
- In coordination with the PCG, help provide seminars for fishermen and other coastal communities whose means of livelihood is dependent on fishing and small boat travel in order to explain the effects of tropical cyclones (tropical depression, tropical storm and typhoon) and the importance of adhering to the PCG regulation governing movement of vessels during heavy weather and also in the absence of any Public Storm Warning Signal.

c. Marine Environment Protection

The promulgation of the Philippine Coast Guard Law of 2009 vested in the PCG the power to enforce laws and promulgate and administer rules and regulations for the protection of the marine environment and resources from offshore sources of pollution within the maritime jurisdiction of the

Philippines. In the performance of such functions, the PCGA may assist the PCG through the following:

- When appropriate, provide technical assistance/expertise to the PCG on matters pertaining Marine Environment Protection (MEP);
- Assist in the conduct of lectures and training to promote public awareness on MEP;
- Assist the PCG in the conduct of oil spill response operations;
- Participate in marine pollution exercises;
- Assist the PCG in the protection and preservation of Marine Protected Areas (MPAs);
- Conduct river/coastal clean-up activities;
- Conduct mangrove planting activities;
- Conduct coral reef protection/reforestation/preservation;
- Promote eco-tourism in the country; and
- Assist the PCG in rescuing and monitoring of stranded marine mammals

d. Maritime Community Relations

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

d.1) Civic Action

Activities authorized for the PCGA to undertake in coastal communities and navigable bodies of water under the AOR of the PCG in partnership with other local government units and non-government organizations such as, but not limited to the following:

- a. Assist in humanitarian activities and disaster relief operations
- b. Assist in Environmental activities
- c. Livelihood trainings

d.2) Youth Development and NSTP

The youth development program approved by the PCG for the PCGA involves a creative strategy which gives the youth the chance to gain the realization of their worth in the society. It further provides them with avenues of participation towards this end.

Youth development programs may include activities in sports, socialization, skills training, and other forms of youth advancement and contribution to the community. Such activities may include:

- a. Livelihood and vocational trainings
- b. Public service and youth relationship enhancement
- c. Emergency response familiarization and training
- d. Sports and athletics activities
- e. Values formation
- f. Sea-scouts activities and PCGA youth activities

The participation of the PCGA in the NSTP program of the PCG to be implemented in some tertiary level schools shall be as defined in the PCG Circular to be issued by the Commandant in coordination with the Commission on Higher Education (CHED).

d.3) NSTP

In lieu to RA 9163, where NSTP as a program anchored to Higher and Technical-Vocational Educational Institutions which aimed of enhancing civic consciousness and defense preparedness to the youth by developing the ethics of services and patriotism while undergoing training. The organization adapt its mandate to promote service to nation in partnership with institution aiming the same vision with PCG-PCGA.

As the program implied in recognizing the youth's vital role in nation building, the students have an option to join from the organization and serve as the recruitment mechanism by the PCG for their future member.

The participation of the PCGA in the NSTP program of the PCG to be implemented in some tertiary level schools as defined in the PCG Memorandum Circular Number 04-13 dated 21 December 2013 as amended by HPCG MC Number 05-15 dated 29 September 2015.

CHAPTER 3

MEMBERSHIP

Section A. GENERAL GUIDELINES

Membership in the PCGA is on a voluntary basis. However, member, may introduce the organization to potential members who are interested in rendering community service as they may eventually embrace the concept of PCGA service. All members of the PCGA should belong to a Squadron. However, those who become officers are entitled to use the PCGA ranks authorized for them and be addressed as such. There will be no enlisted personnel rank equivalent for the PCGA. Non-PCGA auxiliary officers are plainly called "Auxiliarist" with levels of seniority from Auxiliarist 4, Auxiliarist 3, Auxiliarist 2, and Auxiliarist 1, who may be eventually appointed as PCGA officers after satisfaction of requirements issued by the Commandant for the said purpose.

Membership in a squadron is an entry requirement in the PCGA which has to be maintained while in the PCGA. However, a member, may opt to transfer to another squadron through some prescribed procedures by reason of change of domicile or preference for a different squadron primary and/or secondary field of concern. All those performing duties at the NAMO, PCGA District Office and at the PCGA Support Group by virtue of some designations or assignments (after being elected or appointed) shall maintain memberships in their respective PCGA Squadrons. It is considered an honor for a squadron to have some of its members getting elected or appointed to perform duties in higher units and offices of the PCGA subject to certain terms and conditions.

- The PCGA ranks and positions/designations that will be occupied by the prospective member shall be determined based on his/her qualifications and in accordance with the criteria set forth for the purpose as prescribed herein.
- Membership in a Squadron may not be limited to members belonging to the same profession, employment, company or office.
- These members plus the new members who are accepted and inducted from January 1 to May 30, 2012 shall constitute the list of all regular members. Citizens of foreign countries appearing therein shall continue to retain their "Regular Membership" status. All other members inducted on or after June 1, 2012 shall have to comply with the new membership entry qualifications and procedures prescribed herein and whose appointment and designation of rank shall be covered only by a General Order (GO) from the PCG Headquarters.

A member declared as inactive for a period of two (2) years shall be delisted from the PCGA roster upon the recommendation of the DAS, endorsements by the DAD and ND, endorsement by the DCO, and approval by the Commandant.

1. Three (3) Types of Membership

a. Regular PCGA Members

Natural-born, naturalized Filipinos and dual citizens are qualified to be regular PCGA members.

Regular PCGA members shall have all the privileges accorded as enumerated in this manual. A PCGA member with a foreign nationality who got appointed prior to June 1, 2012 will still be considered a regular member.

b. Foreign Auxiliary Members

Recruitment of foreign nationals must meet any of the following additional pre-qualifying requirements:

- married to Filipinos; and
- permanent residency

PCGA members of foreign nationality who got appointed on or after June 1, 2012 shall have similar privileges accorded to Regular Auxiliary Members as follows:

- i. Wear an Auxiliary uniform with proper devices and insignia.
- ii. Occupy any elected or appointive position in the PCGA;
- iii. Be conferred a rank in the PCGA;
- iv. Head any Committee or Group; and
- v. Vote or be voted upon during election of officers.

c. Honorary Auxiliary Members (Honorary Auxiliary Commodore)

Honorary PCGA Members are Filipino citizens who are neither Regular PCGA Members nor Foreign Auxiliary Members but who are awarded the rank of Honorary Auxiliary Commodore for their notable and extraordinary contributions to the Philippine Coast Guard. The rank of Honorary Auxiliary Commodore is the only rank available for an Honorary Auxiliary Member. A candidate for this distinction needs a sponsoring PCGA Squadron and endorsement by the NAB before the recommendation is forwarded to the Commandant for his consideration.

2. Member Classification

2.1 Active Member

A member shall be classified as active if he pays the Annual Membership Dues and complies any of the requirements indicated below:

- 2.1.a. Participate in at least fifty percent (at least 50%) of the authorized PCGA annual activities and programs.
- 2.1.b. Attend at least fifty percent (at least 50%) of the Squadron/ Division meetings and conference.
- 2.1.c. Paid the Annual Membership dues.

2.2 Inactive member

A member will be declared to be in inactive status due to the following reasons that are duly validated:

- 2.2. a. Serious health problems
- 2.2. b. Failure to attend regular meetings and activities
- 2.2. c. Failure to pay the required dues

Inactive members may be restored to active status under the following conditions and as recommended by the incumbent DAS:

- 1) Has manifested willingness by attending regular meetings again;
and
- 2) Has paid all past dues

3. Member Services

One of the main objective of the PCGA is to recruit, develop, train, nurture, and retain the members for the implementation of their plans and programs. Members are trained to accomplish PCG specific and collateral missions on a day-to-day basis. In addressing PCGA concerns, members provide personnel to support and assist the PCG based on the approved programs and activities.

Related to the recruitment of members is the acceptance of offer-for-use land, water, air, and communication facilities that can be utilized in the conduct of PCG/PCGA activities to accomplish the mission.

4. Membership Board

- a. A Membership Board shall be established at the PCGA District and PCGA Squadron level to be composed of the following:

- 1) PCGA District Level:
 - i) Deputy DAD for Administration Chairman
 - ii) Staff for Personnel Member
 - iii) Staff for Education and Training Member
 - iv) Staff for Plans and Program Member
 - v) Staff for Operations Member
 - vi) Staff for Intelligence Member

- 2) PCGA Squadron Level:
 - i) Deputy DAS for Administration Chairman
 - ii) Staff for Personnel Member
 - iii) Staff for Education and Training Member
 - iv) Staff for Plans and Program Member
 - v) Staff for Operations Member
 - vi) Staff for Intelligence Member

b. Membership Board Duties and Functions

- Review the qualifications of candidates for membership.
- Assess rank to be conferred to candidates in accordance with existing guidelines as prescribed in this manual.
- Make recommendations to approving authority through the proper chain of leadership and management.
- Recommend innovations to enhance the evaluation of candidates, as appropriate.

5. Residency Requirements

A member may join any PCGA Division/Squadron of his choice regardless of geographic location and/or boundaries provided that he has been residing in or has business/work concerns in the geographic location and/or boundaries of the Division/Squadron where he is applying for membership, for not less than the past twelve (12) months. When already a member, one must comply with the prescribed period of residency to be considered in an active status while having continuing compliance with the other membership requirements.

6. Criminal Convictions

Application for PCGA membership should be denied if the applicant has been convicted by regular courts of a crime involving moral turpitude or any of the crimes enumerated under the Revised Penal Code and other special penal laws.

7. Current member who has been enrolled/ appointed but has a prior conviction or who has submitted false declarations in his application.

A member who has been enrolled/ appointed but was later found to have a prior conviction, or who has been subsequently convicted by a regular court of offenses as cited above, or who has been found to have made false declarations/ data in his application for membership, shall be disenrolled without delay at the instance of the C, CGD and properly referred to the DCO for final approval of disenrollment and deletion in the PCGA database.

Section B. ENROLLMENT

1. Initial Enrollment

The C, CGD is vested with the authority to appoint into the PCGA service new applicants up to the highest rank of AUX COMMANDER (AUX CDR) considering that he is in the best position to assess the eligibility of the applicants endorsed for his approval. The appointment order issued by the District Commander shall be communicated to the Commandant, through the proper channels of communication, for his confirmation.

Applicants, including former PCGA members shall undergo the usual enrolment process which entails attendance of a seminar and submission of documents. Furthermore, they must meet the minimum qualifications as prescribed in this manual.

Prior to attending the PCGA Indoctrination Seminar, an applicant must submit the following documentary requirements in four (4) hard copies each and one (1) soft copy.

- a. DAS Endorsement Letter
- b. Certificate of Squadron Orientation
- c. Duly Accomplished Application Form
- d. Notarized Personal History Statement
- e. NBI Clearance (original and one photocopy)
- f. National Police Clearance (original);
- g. Barangay Clearance at place of residence (original);
- h. Community Tax Certificate (original);
- i. Drug Test Certificate;
- j. Physical Exam Result with X-Ray
- k. Professional License, when appropriate (original for verification and one (1) photocopy)
- l. Four (4) copies of 2x2 colored ID Picture with white background
- m. Foreign applicants shall submit a copy of the Passport, Visa, and Alien Certificate of Registry (ACR).

Applicants who have met all the document eligibility requirements for enrollment must attend the indoctrination/orientation seminar to be conducted by the team from the PCGA District and Squadron, assisted by personnel from the Coast Guard District or Station.

After complying with all the requirements herein prescribed, a new applicant shall undergo a probation period of three (3) months to serve in the PCGA and prove his worth to be a member. After completing the probation period and getting a satisfactory rating, he/she shall be appointed as a member and inducted to the PCGA service during a fitting ceremony.

2. Re-Enrollment

Former members who have been separated from the PCGA may be considered for re-enrollment provided they were not administratively disenrolled for cause. To re-enroll, a written request, in addition to the regular requirements for enrollment as provided for in paragraph 1, must be submitted to the DAD or DAS. The DCO upon recommendation of the C, CGD may re-establish a former member seeking for re-enrollment to his previous status, as appropriate.

In order to bring back inactive PCGA members, a “Balik PCGA Program” is hereby adapted to increase its quality membership. The following requisites must be complied with:

- a) Certificate of good standing
- b) Recommendation from active PCGA of CGAD
- c) Must pay his/her annual dues based on years of being inactive

A member declared as inactive for a period of two (2) years shall be delisted from the PCGA roster upon the recommendation of the DAS, endorsements by the DAD and ND, endorsement by the DCO, and approval by the Commandant.

3. Member Identification Number and Identification Card

When an individual has been inducted into the PCGA by the C, CGD, an individual member identification number is assigned and a corresponding identification card shall be issued to him/her. The ID number is critical for proper identification, accounting, and for inclusion into the PCGA database the accomplishments and other information pertaining to him/her.

The Member ID number for PCGA officers shall be prefixed with AO denoting PCGA officer followed by the six-digit number, while that for the non-officers from Auxiliarist 4 to 1 shall be the individual six-digit number only. The system of ID numbering shall be prescribed by the Commandant in a separate Circular.

The said member ID numbers shall be included in the data base at the PCG and District Headquarters, as well as at the NAMO and PCGA District Offices.

Those officers and other members whose names are no longer appearing in the active list of shall be dropped from the PCGA database, and their ID numbers will be set aside for future reference.

4. Lost Identification Card and Re-Enrollment

A replacement for a lost ID card shall be issued after submission of a duly notarized affidavit of loss. There is no new ID number issued to a member who lost his/her ID card since each member receives only one unique membership identification number which may be rendered inactive when a member is disenrolled. Upon return to active status, a re-enrolled member is re-issued his/her former ID number regardless of whether or not he/she is located in a different PCGA district from the original enrollment location. A re-enrollee must provide NBI and National Police clearances subject to endorsement of the DAD and approval of the ND for exemption.

Section C. MEMBERSHIP ACCESSION

To be formally inducted as a member, an applicant must first meet the documentary eligibility requirements for membership, complete the Indoctrination Seminar with an issued certificate, complete the three (3) months probationary period with a satisfactory rating, and be given the appointment order by the C, CGD for his/her enrollment. The probationary period starts from the day the candidate has attended and completed the orientation seminar.

1. Rank Designation upon Entry

As a general policy, the highest PCGA rank that may be conferred to a new regular member officer is PCGA Commander (AUX CDR). Member-candidates who do not qualify to become PCGA officers shall be designated as "Auxiliarist" with the classification Members 4 to 1.

a. Auxiliary Commander (CDR)

- ✓ Candidates who own and operate yachts/boats 100 gross tons and above or aircrafts;
- ✓ Licensed Master Mariner or Chief Engineer (Management Level);
- ✓ Licensed Commercial Pilots;
- ✓ Senior company executives with lowest rank of assistant Vice President;
- ✓ Lawyers, Doctors, Engineers holding managerial or supervisory position);
- ✓ Scientists and educators;

b. Auxiliary Lieutenant Commander (LCDR)

- ✓ License Chief Mate/ Second Engineer;

- ✓ Licensed professionals such as, (medical/dental doctors, lawyers, engineers, School Principals, Division Heads/ School Directors, or businessmen with equivalent stature;
- ✓ certified overhead technical divers, commercial divers, dive masters, diving resort owners;
- ✓ Applicants who own yachts/boats/watercrafts 35 to 100 gross tons;
- ✓ Senior Journalists and Senior Artists (actors, film makers, thespians, painters, musicians) ;
- ✓ Local elected officials with the lowest position of Vice Mayor.

c. Auxiliary Lieutenant (LT)

- ✓ Applicants who own yachts/boats/watercrafts 15 to 35 gross tons;
- ✓ Graduates of Advance Reserve Officer Training Corps.
- ✓ **Other PRC license professional** (Nurses, Physical Therapist, Medical Technologist, Teachers etc.);

d. Auxiliary Lieutenant Junior Grade (LTJG)

- ✓ Bachelor degree with no PRC license
- ✓ Applicants who own boats/yachts/watercrafts 6 to 14 gross tons;
- ✓ Barangay Captain, Municipal Councilors

e. Auxiliary Ensign (ENS)

- ✓ Applicants who own boats/yachts/watercrafts 3 to 5 gross tons;
- ✓ Barangay council
- ✓ Other applicants not meeting the above qualifications.

f. Auxiliary 1 (AUX1)

- ✓ Applicants who own yachts/boats less than 3 gross tons;
- ✓ Applicants who possess skills relevant to PCGA
- ✓ College undergraduate and currently employed
- ✓ Diploma & Technical course graduates (any 2-3 year program)
- ✓ Barangay captain without bachelor's degree

Auxiliary 2 (AUX2)

- ✓ Highschool graduate
- ✓ Fishing boat captain
- ✓ Vocational Courses (any educational program below 2 years with TESDA certification)
- ✓ Barangay councilor without bachelor's degree

Auxiliary 3 (AUX3)

- ✓ High school undergraduate
- ✓ Senior HS students
- ✓ Fishing boat crew

Auxiliary 4 (AUX4)

- ✓ Elementary-level education and below
- ✓ Fishing boat crew

2. Membership Privileges

Only active regular members shall have the following privileges, such as, but not limited to:

- Undergoing PCG and PCGA trainings; and
- Invited to official PCG functions/missions

3. Rank of Honorary Auxiliary Commodore

These are persons who are not members but are awarded ranks of Honorary Auxiliary Commodores for providing notable and extraordinary contribution to the PCG. A PCGA Squadron initiates the process by sponsoring a deserving candidate.

The Commandant shall have the sole authority to confer this honorary rank. The recommendation for such action shall be made by the ND after the same is passed by the NAB. The recommendation shall be reviewed by the DCO before it is forwarded to the CPCG.

Section D. TRANSFERS

1. Within a District

A member may request transfer to another squadron or division. A written request is submitted to the Deputy Commander, CGD via the Director Auxiliary Division, DAS and DAD. Provided the member is current in financial obligations, has no administrative actions pending, and has accounted for all assigned property, the member's Director Auxiliary Division, D DAS and DAD may favorably endorse the transfer. The request is sent through the chain of leadership and management. If the member is delinquent, the Director Auxiliary Division should withhold the approval of the transfer until the member fulfills all current financial or property obligations. The transfer is effective when endorsed by the receiving DAD/DAS and approved by the C, CGD. All approved transfers shall be communicated by the C, CGD to the DCO through the ND and the O/CG7.

2. Between Districts

A member may request for transfer to another PCGA District. A written request is submitted to the Deputy Commander CGD via DAD, DAS and Director Auxiliary District. Provided the member is current in financial obligations, has no administrative actions pending, and has accounted for all assigned property, the member's DAD, DAS and Director Auxiliary District may favorably endorse the transfer. The request is sent through the chain of leadership and management.

If the member is delinquent, the DAD should withhold approval of the transfer until the member fulfills all current financial or property obligations. The transfer is effective when the losing District's endorsement is likewise endorsed favorably in writing by the receiving DAD, DAS, C, CGD, ND, and approved by the DCO. All approved transfers shall be communicated to O/CG7.

Section E. FELLOWSHIP

Fellowship remains an essential ingredient in making any organization of volunteers successful. The PCG recognizes the importance of this aspect of volunteer participation and encourages a close relationship between members and other PCG personnel. Fellowship makes the team work and binds the entire organization together.

CHAPTER 4

ORGANIZATIONAL STRUCTURE

Section A. RANK AND POSITION/ DESIGNATION

The PCGA organization shall be headed by the National Director. Assisting him in the management of the affairs of the PCGA are the DNDO and the DNDA who shall both be past DAD like the ND.

The NAMO has various staff officers on various fields of concerns headed by the Chief of Staff who submits to the ND through the two Deputies all communications emanating from the staff, other PCGA units, the PCG, other organizations, and other individuals, in order to seek guidance, give feedback, forward recommendations, secure approval and concurrence, and/or refer certain matters for the disposition of the ND.

The NAMO is tasked primarily to provide the CGADs with programs and policies that will enable the PCGA to execute its core functions alongside the main tasks and functions of the PCG.

These programs and policies must be coordinated and properly endorsed by the PCG. Plans and programs must be approved by the National Director within the first 100 days following the effective date of Assumption Orders for all concerned. Strict monitoring, reporting, review and revisions of the program shall be in effect thereafter.

The ND may refer to the NAB important issues and concerns including but not limited to policies and programs formulation and review, budget preparations and adjustments, designations of senior officers to sensitive positions, resolution of pending issues, crafting of operational strategies, settlement of high-level organizational issues, periodic election of the ND, review of results of investigations conducted, and many others.

The NAB is chaired by the DNDO with the DNDA as the Vice-Chairman. Other members of the NAB are the Immediate Past ND, all incumbent District Directors, all Immediate Past NDs, and all incumbent Directors of the fifteen (15) PCGA Support Groups. The Chief of Staff, PCGA acts as the Head of the Board Secretariat but is not a member of the Board. The NAB meets quarterly or as needed as determined by the National Director.

DUTIES AND RESPONSIBILITIES

(1) NATIONAL DIRECTOR

- a. Manages the overall administrative and operational control of the PCGA.

(2) Deputy National Director for Operations

- Qualifications:
1. Must be a former DAD who have served for at least one (1) year
 2. Appointed by the ND

- a) Acts for and in behalf of the ND in linkage to the PCG's plans and programs thru the O/CG7 to align operational matters of the PCGA;
- b) Review all programs and policies to be submitted by Support Group Directors and present the same to the O/CG7 for comment and subsequent endorsement;
- c) Perform other tasks as may be directed.

(3) Deputy National Director for Administration

- Qualifications:
1. Must be a former DAD who have served for at least one (1) year
 2. Appointed by the ND

- a) Establish a database system of PCGA personnel updated on a quarterly basis to include all pertinent documentation;
- b) Establish SOPs on submission of reports via online platforms;
- c) Review all plans, programs and policies in relation to administrative and personnel functions in line with PCG regulations;
- d) Develop a matrix for promotion and entry requirements;
- e) Coordinates directly with the DNDO for above-mentioned priorities related to administrative matters; and
- f) Perform other tasks as maybe directed.

(4) Chief of Staff, NAMO

- a) Liaison with O/CG7;
- b) Provide direction, guidance and supervision over Support Group Directors and their Deputies, Central and Personal Staff of the NAMO in relation to their duties and responsibilities; and
- c) Perform other tasks as may be directed by the ND.

(5) District Auxiliary Directors

Qualification: Elected

- a) Responsible for providing leadership, direction and management of their CGADs;
- b) Ensures close coordination with the Commander, CGD in their AOR relative to all plans, programs and activities of their unit;
- c) Implements the plans and programs of the NAMO in accordance with existing conditions in their CGADs;
- d) Provides the National Directorate a monthly accomplishment report ;
- e) Ensures that the CGAD establishes a database that shall be updated on a quarterly basis and submits the same to the NAMO; and
- f) Perform other tasks as may be directed.

(5) Support Group Directors

SGDs being appointed positions are not eligible to vote UNLESS they held an elected position. Likewise, Deputy National Director for Operations (DNDO) and Deputy National Director for Administration (DNDA) being an appointed position, are not eligible to vote UNLESS they are holding concurrently elected position as District Auxiliary Director (DAD) or as immediate past DAD who is eligible to vote.

5.1 External Affairs – National

- a) Establishes guidelines, legal documentation and SOPs in establishing relations, coordination and cooperation with LGUs, GOCCs, private corporations, NGOs to enhance interoperability relative to the core functions of the PCGA
- b) Perform other tasks as may be directed.

5.2 External Affairs – International

- a) Establishes partnerships with international Coast Guard Auxiliary units or similar organizations to provide training, logistics and similar exchange programs;
- b) Provide SOPs in the administration and operation of PCGA units established overseas; and
- c) Perform other tasks as may be directed.

5.3 Internal Affairs Services

- a) SGD primarily responsible for the creation and implementation of a PCGA Code of Conduct;
- b) Establish rules and regulations in the conduct of investigation, documentation and resolution of misconduct and violations of the PCGA Regulations Manual and other pertinent laws and regulations; and
- c) Perform other tasks as may be directed.

5.4 Logistics and Finance

- a) SGD primarily responsible for establishing regulations in procurement, funds generation, logistics support and assets inventory ;
- b) Establish the regulations and SOPs in the collection, disbursement and accounting of NAMO funds; and
- c) Secure all pertinent business permits, registrations, financial accounts of the National Directorate and NAMO; and d) Perform other tasks as may be directed.

5.5 Maritime Safety (MARSAF) Support Group

- a) SGD primarily responsible for the formulation of programs that will establish standard operating procedures in the conduct of MARSAF operations for each organizational level of the PCGA;
- b) ICOW with PCG MSSC, develop gradated training programs that will enhance MARSAF skills and knowledge of PCGA personnel at ALL levels; and
- c) Perform other tasks as may be directed.

5.6 The Marine Environmental Protection (MAREP) Support Group

- a) SGD primarily responsible for the formulation of programs that will espouse environmental awareness and protection with PCGA Units and the coastal communities;
- b) Develop gradated training programs that will enhance the skills and knowledge of all PCGA personnel in the implementation of MAREP programs;
- c) ICOW with MEPCOM, formulate plans, programs and training modules in support of the mission and functions of said unit;
- d) Establish partnerships with government agencies e.g. DA, DENR, DRRMOs, NGOs, private and civic organizations that will enhance MAREP programs; and
- e) Perform other tasks as may be directed

5.7 The Maritime Search and Rescue (MARSAR) Support Group

- a) SGD primarily responsible for the formulation of programs that will establish standard operating procedures in the conduct of Search and Rescue operations for each organizational level of the PCGA;
- b) Develop gradated training programs that will enhance MARSAR skills and knowledge of PCGA personnel at ALL levels;
- c) ICOW with the DNDO, review and recommend IMPLAN in relation extending assistance in training and donation of MARSAR assets to CGADs;
- d) Perform other tasks as may be directed.

5.8 The Maritime Community Relations (MCOMREL) Support Group

- a) SGD primarily responsible for the formulation of programs that will establish disaster resiliency, environmental awareness, and enhance community cooperation and appreciation of PCG and PCGA core functions in the coastal community;
- b) ICOW PCG CRS, establish programs that support the direction, tasks and functions of said Command;
- c) Establish partnerships with governmental and private organizations, educational institutions and NGOs, TESDA, to provide training, livelihood and education services to coastal communities.
- d) Formulate training programs that will enhance skills and knowledge of PCGA relative to community relations; and
- e) Perform other tasks as may be directed.

5.9 Volunteer Services

- a) SGD primarily responsible for the formulation of programs that will enhance partnerships with other civic organizations, NGOs, private corporations, schools, colleges and universities that will support PCG and PCGA functions and missions;
- b) ICOW with O/CG7, develop plans and programs that will utilize the full potential of the PCGA Executive Squadron; and
- c) Perform other tasks as may be directed.

5.10 Education and Training

- a) SGD primarily responsible for the formulation and development of training programs to enhance the skills, knowledge and development of all PCGA personnel;
- b) ICOW CGETDC and O/CG12, review existing training programs and reconfigure to adapt to digital modalities and minimum health and safety protocols, whenever necessary;

- c) ICOW with CG12, develop training programs that will enhance interoperability with PCG units AND reconfigure PCG training modules that may contribute to the growth and development of PCGA personnel;
- d) Establish partnerships with other training institutions that can offer further training and advancement opportunities in relation to PCGA core functions;
- e) Review all training programs developed by SGDs;
- f) Develop a matrix of training programs that will provide professional and personal development for every rank and position;
- g) Perform other tasks as may be directed.

5.11 National Service Training Program

- a) SGD primarily responsible for the review of existing NSTP, provide gap analysis and recommend revisions to the same;
- b) ICOW with CGETDC and O/CG7, develop NSTP training modules for digital modalities, train and accredit NSTP instructors, establish information dissemination campaign materials for CGADs;
- c) Formulate SOPs that will incorporate graduates of the PCG-oriented NSTP modules as auxiliaries or probationary Aux Ensigns;
- d) Perform other tasks as may be directed.

5.12 Air Support

- a) SGD primarily responsible for the formulation of programs that will establish Air Divisions in each CGAD, whenever possible;
- b) Develop gradated training programs that will enhance interoperability of these Air Divisions with PCG and other units with air assets and capabilities;
- c) ICOW with the PCG Air Group, formulate SOP that will ensure interoperability of personnel and assets in support of the mission and functions of said unit; and
- d) Perform other tasks as may be directed.

5.13 Maritime Recreational Safety

- a) SGD primarily responsible for the formulation of programs that will establish standard regulations governing safety protocols, programs and documentation applicable to maritime recreation facilities, personnel and recreational vessels;
- b) ICOW with PCG MSSC, develop gradated training programs that will enhance skills and knowledge of PCGA personnel related to maritime recreational safety; and
- c) Perform other tasks as may be directed.

5.14 Protocol

- a) SGD primarily responsible for the establishment and enforcement of uniform regulations, code of conduct, regulations on administrative and disciplinary sanctions;
- b) Formulate training programs to ensure adherence to set protocol standards;
- c) Develop a matrix to be used as a basis for promotion; assigning points for trainings, seminars, schooling, awards and decorations, leadership duties and other similar activities or accomplishments that may gain merit; and
- d) Perform other tasks as may be directed.

5.15 Youth Development Program

- a) SGD primarily responsible for the formulation of programs that will establish Youth Development in INTERMEDIATE and HIGH SCHOOL, whenever possible;
- b) ICOW with the O/CG7 and SGD for NSTP, establish partnerships with BSP and GSP for the review and subsequent implementation of Sea Scouts program;
- c) Establish communications, partnerships and cross-training programs with overseas Coast Guard Auxiliary units with operational Sea Scouts programs; and
- d) Perform other tasks as may be directed.

5.16 Information and Communication Technology (ICT) Support Group

- a) Responsible in the effective and efficient information gathering, and with the current advancements especially in the utilization of digital modalities and communications technology;
- b) Primarily responsible in establishing standard means, operating procedures and policies relative to the PCGA's management structure; and
- c) Assist in converting into digital platforms the various policies, directives, reporting systems of CG Auxiliary Districts (CGADs) and National Auxiliary Main Office (NAMO) plans and programs including but not limited to, maintaining dynamic website and other social media to expound and expand the missions of PCGA as the most effective tool in reaching out to members and interested volunteers.

(6) NAMO CENTRAL STAFF

6.1. DCS for Human Resource Management

- a) Formulates and supervises personnel and administration systems;
- b) Responsible for the upkeep and maintenance of records systems to include, but not limited to personnel data base, tables of organization, memorandum and general orders;
- c) Perform other tasks as directed.

6.2. DCS for Intelligence

- a) Collects, analyzes data pertinent to the accomplishment of PCGA operations, missions and functions;
- b) Provide information and data relative to PCGA personnel, operations, logistics and other pertinent data;
- c) Perform other tasks as directed.

6.3. DCS for Operations

- a) Formulates, supervises and monitors PCGA standard operating plans and procedures for the effective and efficient accomplishment of the unit's mission and functions;
- b) Formulates standard format for PCGA OPLANs, IMPLANs and Post-Ops Report for use by CGADs, Squadrons and Divisions;
- c) Provides Post-Ops Report for activities conducted by the National Directorate;
- d) Perform other tasks as directed

6.4. DCS for Logistics

- a) Responsible for managing the wide scope of material, transport, facilities, services and equipment attached to the NAMO;
- b) Manages the inventory of Equipment, Air, Land and Floating assets of the NAMO;
- c) Responsible for the collation of the inventory of assets of all CGADs;
- d) Provides the management of funds for the operations, maintenance and expenses of the National Directorate;
- e) Perform other tasks as directed.

6.5. DCS for Plans, Programs and International Affairs

- a) Collates and reviews plans and programs of CGADs;
- b) Formulates operations plans and policies for activities of the National Directorate;

- c) Responsible for publication and maintenance of the NAMO Calendar of Activities;
- d) Perform other tasks as directed by the ND.

6.6. DCS for Volunteer Services

- a) ICOW SGD for Volunteer Services, reviews programs that will enhance partnerships with other civic organizations, NGOs, private corporations, schools, colleges and universities that will support PCG and PCGA functions and missions;
- b) Reviews developed plans and programs that will utilize the full potential of the PCGA Honorary members; and
- c) Perform other tasks as may be directed.

6.7. DCS for Education and Training

- a) ICOW SGD for Education and Training, reviews training programs to enhance the skills, knowledge and development of all PCGA personnel;
- b) Review and ensure alignment to existing PCG training programs
- c) Establish partnerships with other training institutions that can offer further training and advancement opportunities in relation to PCGA core functions; (in coordination with CG-7 and approved by PCG-same with other central staff-come up with over all policy)-(SGDs and Central Staff should be aligned)
- d) Reviews all training programs developed by SGDs;
- e) Develops a matrix of training programs that will provide professional and personal development for personnel;
- f) Perform other tasks as may be directed.

6.8. DCS for Protocol

- a) ICOW the SGD for Protocol, reviews policies and guidelines for the use, design and procurement of uniforms ;
- b) Formulates and reviews SOPs concerning general behavior and conduct to be observed;
- c) ICOW SGD for Logistics, formulates a system for the procurement and issuance of awards and decorations;
- d) Perform other tasks as directed.

6.9. DCS for COMREL

- a) Reviews SOPs, training programs, online modules in relation to MCOMREL plans and programs;

- b) Provides complete staff work in relation to matters concerning MCOMREL activities by the National Directorate;
- c) Perform other tasks as directed.

6.10. DCS for MARSAR

- a) Reviews SOPs, training programs, online modules in relation to MARSAR plans and programs;
- b) Provides complete staff work in relation to matters concerning MARSAR activities by the National Directorate;
- c) Perform other tasks as directed.

6.11. DCS for MARSAF

- a) Reviews SOPs, training programs, online modules in relation to MARSAF plans and programs;
- b) Provides complete staff work in relation to matters concerning MARSAF activities by the National Directorate;
- c) Perform other tasks as directed.

6.12. DCS for MAREP

- a) Reviews SOPs, training programs, online modules in relation to MAREP plans and programs;
- b) Provides complete staff work in relation to matters concerning MAREP activities by the National Directorate;
- c) Perform other tasks as directed.

(7) NAMO SPECIAL AND TECHNICAL STAFF

7.1. Adjutant

- a) SPR for the publication of memorandum, orders, directives and other pertinent information to all PCGA concerned;
- b) Liaison with the O/CG7 in the processing, transmittal, and filing of all pertinent documentation;
- c) Performs other tasks as may be directed.

7.2. Auditor

- a) SPR for the strict monitoring of financial expenditures, review and documentation of financial statements and accounts; and
- b) Performs other tasks as may be directed.

7.3. Medical Staff

- a) Develops and manages the strategic framework on the provision of medical programs to guide the operations of PCGA;
- b) Updates the PCGA with health bulletins and advisories;
- c) Promotes the health and safety of PCGA officers and members; and
- d) Performs other tasks as may be directed.

7.4. Dental Staff (refer to Dental Services)

- a) Develops and manages the strategic framework on the provision of dental programs to guide the operations of PCGA units;
- b) Updates the PCGA with dental bulletins and advisories;
- c) Promotes the dental health and safety of PCGA officers and members; and
- d) Performs other tasks as may be directed.

7.5. Legal Counsel

- a) Provides accurate and timely counsel to the National Director regarding PCGA;
- b) Specifies by-laws and policies, and regularly monitors compliance; and
- c) Performs other tasks as may be directed.

7.6. Ecumenical Staff

- a) Performs religious ceremonies and services;
- b) Promotes morale of the officers and members of the PCGA and provides operation stress support through counseling;
- c) ICOW MCOMREL and DCS for Plans and Programs, develops ecumenical programs and activities;
- d) Advises PCGA directors on religious and moral matters; and
- e) Performs other tasks as may be directed.

(8) ND PERSONAL STAFF

8.1. General Legal Counsel

- a) Develops and manages the strategic framework on the provision of legal services to guide the operations of PCGA;
- b) Provides legal advice; interprets laws and rules affecting operations; and prepares agreements and instruments to which PCGA is a party;
- c) Answers legal queries from the public;

- d) Assists in suits involving the PCGA or its officers or members, or acts as principal counsel in all actions taken in their official capacity before judicial or administrative bodies; and
- e) Performs other tasks as may be directed.

8.2. Flag Secretary

- a) Maintains the National Director's agenda and assists in planning appointments, board meetings, conferences, etc.;
- b) Attends meetings and keeps minutes;
- c) Receives, screens, and prioritizes all outgoing and incoming correspondence and redirects when appropriate;
- d) ICOW SGD and DCS for Finance and Logistics, prepares invoices or financial statements and provides assistance;
- e) Maintains electronic and paper records ensuring information is organized; and
- f) Performs other tasks as may be directed.

8.3. Public Information Officer

- a) Prepares communications by writing and editing press releases, PCGA bulletins and advisories, public service announcements, speeches, articles, and social media posts;
- b) Develops public relations procedures by constantly reviewing media sources and determines the best ways to announce news, handle crises, or release information;
- c) Develops communication programs and strategies relating to media relations, maintains and updates media databases;
- d) Speaks at press conferences, civic events, and schools;
- e) Builds relationships with community leaders, educators, legislators, etc.;
- f) ICOW PIOs and/or O/CG-7, assists with promotional efforts to create promotional materials;
- g) Contributes to the development of promotional campaigns and assists with creating print and video materials; and
- h) Performs other tasks as may be directed.

8.4. Flag Lieutenant

- a) Attends to the needs of the PCGA Flag Officer when required;
- b) Provide assistance to hosts of official functions on behalf of the PCGA Flag Officer; and
- c) Ensures that the correct level of protocol is adhered to at official functions.

The **Director Auxiliary Support Group** must have served for at least one term as DAS. Preference, however, may be given to a Past DAD when he is available and suitable to the functions of a particular PCGA Support Group owing to his experience and leadership record which can benefit the organization. The PCGA Support Groups shall serve as service providers to all PCGA units. In coordination with the DADs, they shall help provide all the PCGA units with trainings, skills development, and knowledge as regards to the functional specialty of their PCGA Support Group. They shall operate and function in coordination always with the PCGA District. Each Director Auxiliary Support Group shall be assisted by a Deputy.

All individuals previously given Honorary Auxiliary Commodore ranks but who are not regular members shall be advised to affiliate in a squadron of their own choice in order to give them the opportunity to learn more about the PCGA and participate in its activities and meetings. They may, however, opt to convert into being regular members after satisfying the requirements as set out in the manual.

At the District organization level, there shall be a DAD in each PCGA District assisted by a Deputy DAD for Operations and a Deputy DAD for Administration all of whom should be Past Directors Auxiliary Squadrons. There shall be a Chief of Staff of the District Auxiliary Office. There shall also be a DAB which shall be chaired by the Deputy DAD for Operations with the Deputy DAD for Administration as Vice-Chairman. Other members include the Immediate Past Director Auxiliary District and all incumbent Directors Auxiliary Squadrons. The Chief of Staff of the District Auxiliary Office is not a member and shall head the Board's Secretariat.

At the Squadron organization level, there shall be Director Auxiliary Squadron in each PCGA Squadron assisted by a Deputy DAS for Operations and a Deputy DAS for Administration. There shall be a Chief of Staff of the Squadron Auxiliary Office. There shall also be a Squadron Auxiliary Board chaired by the Deputy DAS for Operations with the Deputy DAS for Administration as Vice-Chairman. Other members of the Board are all the Directors Auxiliary Divisions with the Chief of Staff as the Head of the Board Secretariat.

The Division is the basic unit of the PCGA classed or categorized according to geographical location managed by the Director Auxiliary Division.

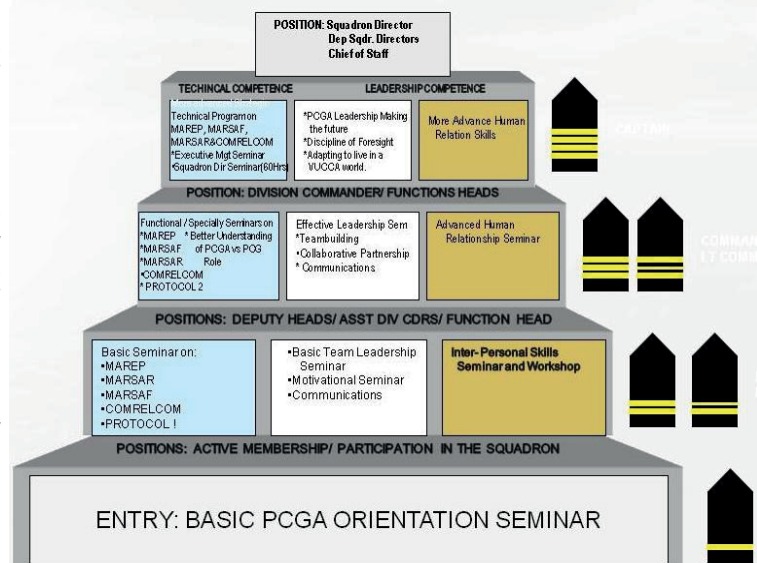
- A squadron should be composed of not less than two Divisions.
- A Division should have at least 20 active members
- A member can be considered an active member if he participates in the activity of the Division such as in the conduct of search and rescue operations, promotion of marine environmental protection, youth development, meetings and others and when he pays his dues on time.

Section B. PCGA OFFICER SENIORITY POSITION AND EQUIVALENT RANKS:

Position	Rank
National Director	Auxiliary Vice Admiral
Deputy National Director for Operations	Auxiliary Rear Admiral
Deputy National Director for Administration	Auxiliary Rear Admiral
Director External Affairs (National) Support Group	Auxiliary Rear Admiral
Director External Affairs (International) Support Group	Auxiliary Rear Admiral
Director Internal Affairs Service Support Group	Auxiliary Rear Admiral
Director Logistics and Finance Support Group	Auxiliary Rear Admiral
Director Auxiliary District	Auxiliary Commodore
Director Auxiliary Support Group	Auxiliary Commodore
Chief of Staff NAMO	Auxiliary Commodore
Deputy Director, External Affairs (National) Support Group	Auxiliary Commodore
Deputy Director, External Affairs (International) Support Group	Auxiliary Commodore
Deputy Director, Internal Affairs Service Support Group	Auxiliary Commodore
Deputy Director, Logistics Support Group	Auxiliary Commodore
Deputy Director Auxiliary District for Operations	Auxiliary Captain
Deputy Director Auxiliary District for Administration	Auxiliary Captain
Deputy Director Auxiliary Support Group	Auxiliary Captain
Director Auxiliary Squadron	Auxiliary Captain
Staff National Auxiliary Main Office	Auxiliary Captain
Chief of Staff Auxiliary District	Auxiliary Captain
Chief of Staff Auxiliary Support Group	Auxiliary Captain
Deputy Director Auxiliary Squadron for Operations	Auxiliary Captain
Deputy Director Auxiliary Squadron for Administration	Auxiliary Captain
Staff Auxiliary District	Auxiliary Commander
Staff Auxiliary Support Group	Auxiliary Commander
Chief of Staff Auxiliary Squadron	Auxiliary Commander
Director Auxiliary Division	Auxiliary Commander
Deputy Director Auxiliary Division	Auxiliary Commander
Staff Auxiliary Squadron	Auxiliary Lieutenant Commander
Chief of Staff Auxiliary Division	Auxiliary Lieutenant Commander
Staff Auxiliary Division	Auxiliary Lieutenant

Promotion:

- The general promotion system for the PCGA shall be governed by a ladderized program. At each level, every officer shall comply and complete the eligibility requirements and minimum time-in-grade to be promoted. In the event that the officer is appointed up to the rank of Auxiliary Lieutenant Commander (AUX LCDR), he/she shall complete all the requirements for the ranks lower than the rank he/she was appointed prior to his promotion to the next higher rank or designation to a Table of Organization (TO) position. Below is the minimum requirements for the promotion program:



2. Minimum Time-in-Grade for promotion when occupying TO Position based on this manual

Auxiliary Vice Admiral	-	0
Auxiliary Rear Admiral	-	0
Auxiliary Commodore	-	0
Auxiliary Captain	-	0
Auxiliary Commander	-	2
Auxiliary Lieutenant Commander	-	2
Auxiliary Lieutenant	-	2
Auxiliary Lieutenant Junior Grade	-	1
Auxiliary Ensign	-	1

3. Promotion of Flag Officers or promotion to a Flag Rank position shall be limited to holders of Table of Organization (TO) positions only

4. Promotion of members from Auxiliarist 4 to Auxiliarist 1 shall be every two (2) years provided that said member serves and satisfies a continuous two (2) years of active service at every stage of the promotion.

5. However, an elected officer shall be promoted to the rank equivalent to the position.

Abbreviation	Full rank name
AUX VADM	AUXILIARY VICE ADMIRAL
AUX RADM	AUXILIARY REAR ADMIRAL
AUX COMMO	AUXILIARY COMMODORE
AUX CAPT	AUXILIARY CAPTAIN
AUX CDR	AUXILIARY COMMANDER
AUX LCDR	AUXILIARY LIEUTENANT COMMANDER
AUX LT	AUXILIARY LIEUTENANT
AUX LTJG	AUXILIARY LIEUTENANT JUNIOR GRADE
AUX ENS	AUXILIARY ENSIGN
AUX1	AUXILIARY 1
AUX2	AUXILIARY 2
AUX3	AUXILIARY 3
AUX4	AUXILIARY 4

Important: The title Auxiliary shall be written before the rank of an Auxiliarist when the rank is abbreviated and used in a document as follows:

- | | | |
|--------------|---------------------------|------|
| 1. AUX VADM | (NAME IN CAPITAL LETTERS) | PCGA |
| 2. AUX RADM | | PCGA |
| 3. AUX COMMO | | PCGA |
| 4. AUX CAPT | | PCGA |
| 5. AUX CDR | | PCGA |
| 6. AUX LCDR | | PCGA |
| 7. AUX LT | | PCGA |
| 8. AUX LTJG | | PCGA |
| 9. AUX ENS | | PCGA |

Example:

1. For Officers: AUX CAPT JUAN M DELA CRUZ PCGA
2. For Members: AUX1 Pedro L Santos PCGA

Retired Service Personnel:

1. Retired military, police and coast guard personnel may join the PCGA organization.
2. They shall be appointed in the PCGA with one rank higher when they retired from the military, police or coast guard service. For a retired officer holding a rank higher than that of the National Director, subject officer shall be appointed with the rank corresponding to the highest PCGA rank. The said retired officers must present their service records for guidance of the PCG-PCGA Membership Boards that will be created for this purpose.

Section C. TERMS OF OFFICE

Position	Number of Terms	Period per Term
National Director	One Term only	2 years
Deputy National Director	maximum of two (2) consecutive terms	2 years
Director Auxiliary District	maximum of two (2) consecutive terms	2 years
Director Auxiliary Support Group	maximum of two (2) consecutive terms	2 years
Chief of Staff, PCGA	maximum of two (2) consecutive terms	2 years
Deputy Director Auxiliary District	maximum of two (2) consecutive terms	2 years
Deputy Director Aux Support Group	maximum of two (2) consecutive terms	2 years
Director Auxiliary Squadron	maximum of two (2) consecutive terms	2 years
Chief of Staff, Auxiliary District Office	maximum of two (2) consecutive terms	2 years
Deputy Director Auxiliary Squadron	maximum of two (2) consecutive terms	2 years
Chief of Staff, Auxiliary Squadron	maximum of two (2) consecutive terms	2 years
Director Auxiliary Division	maximum of two (2) consecutive terms	2 years
Deputy Director Auxiliary Division	maximum of two (2) consecutive terms	2 years

Section D: Election Process

All election Committee members who decide to run for any position should vacate his post ninety (90) days before the filing of candidacy. The ND/DAD/DAS shall immediately appoint their respective replacement. Only the elected members of the NAB shall have voting rights. Appointed members in the TO positions are not eligible to vote.

1. Qualifications of candidates for National Director PCGA

The ND shall be selected from among all past DAD and all outgoing DAD who are about to end their term and are due for replacement. All candidates must be active members in good standing as passed upon by the NAB.

He/She shall have:

- a. Completed a term as REGULAR DAD or as follows:
 - a.1). Served for at least one (1) year of his/her term and not removed for a cause. For a former DAD who was not able to complete his term due to a valid reason accepted and approved by the Commandant and as endorsed favorably by the NAB, he must have served for at least one year of said term; or
 - a.2) For the Acting Director who only served the unexpired term of a previous DAD, he must have served for not less than one year of the unexpired term.

Only the period served by an Acting Director when there is no incumbent regular Director validly occupying the said position may be counted as a regular period for the said term.

- b. Must be physically fit and of good moral character.
- c. Must be an active member of PCGA for at least eight (8) years and an active Flag Officer for at least two (2) years.
- d. Must be in active status for the past four (4) years prior to the start of the term of the position sought/ nominated for.
- e. Must be a Filipino citizen.

Procedures:

- a. The National Election Committee (NELCOM), prior to the PCGANational Convention, shall receive nominations or certificates of candidacy for the position of National Director, PCGA.

All nomination forms or certificates of candidacy shall be:

- Accompanied by a clearance from the NAB allowing the candidate to run for the position of National Director.

- Non-issuance of NAB clearance shall only be for justifiable and valid grounds which shall be made in writing.
 - The NAB evaluates all candidates and nominees as to their conditions of standing as PCGA members during its April monthly board meeting as a special agenda item therein.
 - All active PCGA Officers and members in good standing can nominate a qualified candidate in writing or endorse a certificate of candidacy. After receipt of nomination letters/ certificates of candidacy, and the NAB clearances.
- b. The Election of the National Director shall be conducted by the NELCOM composed of the following members:
- Deputy Chief of Coast Guard Staff for CRS, CG-7 as Chairman;
 - Deputy, CGCRS as Vice Chairman;
 - Assistant, CG-7 as member;
 - CS, NAMO
 - National Auxiliary Main Office (NAMO) DCS for Human Resource Management as member; and
 - Secretariat
 - Chief PCGA Affairs Branch, CG-7
 - Commander, PCGA Affairs, CGCRS
- c. At a time and place to be specifically announced by the NELCOM during the first day of the National Convention, the following are eligible to vote for the position of PCGA National Director if they have served for at least one year of their term:
- Incumbent National Director

All members of the NAB as follows:

- Immediate Past National Director
 - Deputy National Director for Operations
 - Deputy National Director for Administration
 - Directors Auxiliary Districts
 - Immediate Past Directors Auxiliary Districts
 - Directors Auxiliary Support Groups
- d. Selection must be done through secret balloting with the ND and all members of the NAB casting their votes simultaneously. If a qualified voter cannot cast his/her vote during the actual conduct of election during the National Convention, he/she may sign an official proxy form

prescribed by the NELCOM in order to authorize another qualified (second) voter to vote on his behalf. This authorization cannot be transferred through another proxy form by the said second voter to a third qualified voter. In case where a qualified voter (original) signs two (2) or more proxy forms to two or more different qualified voters, only the latest signed proxy form shall be recognized by the NELCOM. One (1) proxy vote only per one (1) eligible voter is allowed.

- e. To be duly elected National Director, even if there is only one qualified candidate, a candidate should be able to garner a majority number of votes (minimum of 50% plus (+) one vote) of the total votes cast.
- f. Where there are three or more candidates and the minimum of 50% plus one vote is not achieved, a second round of election shall be conducted for the two candidates who got the highest number of votes during the first balloting. If the minimum 50% plus one vote is still not achieved, the Commandant shall appoint one of the top two candidates as the new National Director. The selection of the new National Director will be announced by the Chairman, NELCOM before the closing of the National Convention. The new National Director assumes his office on June 1 following the election, together with all the other elected and appointed officers. A new leadership team is therefore put in place on the said date.

Formal Turnover

A formal turnover of Leadership and Management of the PCGA will be scheduled and conducted with the Commandant as the Presiding Officer not later than June 1 of the same year.

Term of Office

The National Director shall serve for a term of two (2) years which starts on June 1 or at an earlier scheduled formal turnover after being duly elected. He shall serve for one (1) term only.

Temporary Incapacity or Permanent Vacancy

In the event that the National Director is temporarily incapacitated to act as such, the DNDO shall act as the National Director until the full recovery of the incumbent National Director. In case of permanent vacancy due to serious illness, death or resignation of the National Director, the DNDO shall continue to serve the unexpired term.

2. Qualifications of candidates for Director Auxiliary District

2.1 Must have completed a term as DAS

- a. For those who only served the unexpired term of a previous DAS, he must have served for at least one year of the unexpired term; or
- b. For an incumbent DAS, he must have served at least one (1) year of his term.
- c. For a former DAS who was not able to complete his term due to a valid reason accepted and approved by the C, CGD as endorsed favorably by the concerned PCGA District Board, he must have served for at least one year of said term.

Note: Only the period served of at least one year by an Acting Director when there is no incumbent regular Director validly occupying the said position may be counted as a regular period for the said term.

2.2 Must be physically fit and of good moral character.

2.3 Must be an active member of PCGA for at least six (6) years.

2.4 Must be in active status for the past three (3) years prior to the start of the term of the position sought for.

2.5 Must be a Filipino citizen.

Procedures:

- a. The District Election Committee (ELECOM), within forty-five (45) days prior to the end of the term of DAD, shall call for nominations for the position of DAD for a period of fifteen (15) days. All active District PCGA Officers and members in good standing can nominate in writing any desired qualified nominee. The District ELECOM shall then pre-qualify the nominees in accordance with the qualification standards prescribed herein. All nominees should be cleared by the PCGA District Board to be active members in good standing.
- b. Within five (5) days after the nomination period and once pre-qualified, the District ELECOM shall then inform in writing all the nominees of their nomination/s. The nominee must accept the nomination in writing, within ten (10) days. Within five (5) days after the acceptance period or ten (10) days prior the end of the term, the ELECOM shall declare and issue the final list of qualified nominees to be elected as DAD.
- c. The Election of the DAD shall be conducted by the District Election Committee (ELECOM). The District Election Committee shall be composed of the following members:

- Deputy Commander Coast Guard District or his/her official representative as Chairman
 - District Staff for CRS, D7 as member;
 - Commander, Civil Relations Group;
 - CS, CGAD
 - Auxiliary District Staff for Human Resource Management as Member; and
 - Secretariat (D7 Staff and CRG Staff)
- d. At a time and place to be specifically announced by the District Election Committee, the following are eligible to vote for the position of DAD:
- d.1 Incumbent Director Auxiliary District
- d.2 All members of the Auxiliary District Board as follows:
- Immediate Past Director Auxiliary District
 - Deputy Director Auxiliary District for Operations
 - Deputy Director Auxiliary District for Administration
 - Directors Auxiliary Squadrons
- e. Selection must be done through secret balloting with the Director Auxiliary District and all members of the PCGA District Board casting their votes simultaneously. If a qualified voter cannot cast his/her vote during the actual conduct of election, he/she may sign an official proxy form prescribed by the ELECOM in order to authorize another qualified (second) voter to vote on his behalf. This authorization cannot be transferred through another proxy form by the said second voter to a third qualified voter. In case where a qualified voter (original) signs two (2) or more proxy forms to two or more different qualified voters, only the latest signed proxy form shall be recognized by the ELECOM.
- f. To be duly elected Director Auxiliary District, even if there is only one qualified candidate, a candidate should be able to garner a majority number of votes (minimum of 50% plus (+) one vote) of the total votes cast.
- g. Where there are three or more candidates and the minimum of 50% plus one vote is not achieved, a second round of election shall be conducted for the two candidates who got the highest number of votes in the first balloting. If the minimum 50% plus one vote is still not achieved, the Deputy Commandant for Operations shall appoint one of the top two candidates as the new Director Auxiliary District.

Formal Turnover

A formal turnover of Leadership and Management of the PCGA District will be scheduled and conducted with the Deputy Commandant for Operations as the Presiding Officer not later than 01 June of the same year after the election.

Term of Office

The Director Auxiliary District shall serve for a term of two (2) years which starts on 01 June or at an earlier scheduled formal turnover after being duly elected. He may only serve for a maximum of two (2) Consecutive terms.

Temporary Incapacity or Permanent Vacancy

In the event that the Director Auxiliary District is temporarily incapacitated to act as such, the Deputy Director Auxiliary District for Operations shall act as the Director Auxiliary District until the full recovery of the incumbent Director Auxiliary District. In case of permanent vacancy due to serious illness, death or resignation of the Director Auxiliary District, the Deputy Director Auxiliary District for Operations shall continue to serve the unexpired term.

3. Qualifications of candidates for Director Auxiliary Squadron

- 3.1 Must be physically fit and of good moral character;
- 3.2 Must be an active member of PCGA for at least four (4) years; and
- 3.3 Must be in active status for the past two (2) years prior to the start of the term of the position sought for.

Procedures:

- a. The Squadron Election Committee (ELECOM), within forty-five (45) days prior to the end of the term of the Director Auxiliary Squadron, shall call for nominations for the position of Director Auxiliary Squadron for a period of fifteen (15) days. All active Squadron PCGA Officers and members in good standing can nominate in writing any desired qualified nominee. The Squadron ELECOM shall then pre-qualify the nominees in accordance with the qualification standards prescribed herein. All nominees should be cleared by the PCGA Squadron Board to be active members in good standing.
- b. Within five (5) days after the nomination period and once pre-qualified, the Squadron ELECOM shall then inform in writing all the nominees of their nomination/s. The nominee must accept the nomination in writing within ten (10) days. Within five (5) days after the acceptance period or ten (10) days prior the end of the term, the ELECOM shall declare and issue the final list of qualified nominees to be elected as Director Auxiliary Squadron.

- c. The Election of the Director Auxiliary Squadron shall be conducted by the Squadron Election Committee (ELECOM). The Squadron Election Committee shall be comprised of the following members:
- Operations Officer Coast Guard District as Chairman
 - Adjutant Coast Guard District as member; and
 - PCGA Squadron Staff for Administration and Personnel as member
- d. At a time and place to be specifically announced by the Squadron Election Committee, the following are eligible to vote for the position of Director Auxiliary Squadron:
- d.1 Incumbent Director Auxiliary Squadron;
- d.2 All members of the PCGA Squadron Board as follows:
- Immediate Past Director Auxiliary Squadron
 - Deputy Director Auxiliary Squadron for Operations;
 - Deputy Director Auxiliary Squadron for Administration
 - Directors Auxiliary Divisions
- e. Selection must be done through secret balloting with the Director Auxiliary Squadron and all members of the PCGA Squadron casting their votes simultaneously. Other means may be availed (e.g. e-mail or online modalities) but no proxy votes will be allowed.
- f. To be duly elected Director Auxiliary Squadron, even if there is only one qualified candidate, a candidate should be able to garner a majority number of votes (minimum of 50% plus (+) one vote) of the total votes cast.
- g. Where there are three or more candidates and the minimum of 50% plus one vote is not achieved, a second round of election shall be conducted for the two candidates who got the highest number of votes in the first balloting. If the minimum 50% plus one vote is still not achieved, the Commander Coast Guard District shall appoint one of the top two candidates as the new Director Auxiliary Squadron

Formal Turnover

A formal turnover of Leadership and Management of the PCGA Squadron will be scheduled and conducted with the Commander Coast Guard District as the Presiding Officer not later than 01 June of the same year after the election.

Term of Office

The Director Auxiliary Squadron shall serve for a term of two (2) years which starts on 01 June or at an earlier scheduled formal turnover after being duly elected. He shall serve for a maximum of two (2) Consecutive terms only.

Temporary Incapacity or Permanent Vacancy

In the event that the Director Auxiliary Squadron is temporarily incapacitated to act as such, the Deputy Director Auxiliary Squadron for Operations shall act as the Director Auxiliary Squadron until the full recovery of the incumbent Director Auxiliary Squadron. In case of permanent vacancy due to serious illness, death or resignation of the incumbent Director Auxiliary Squadron, the Deputy Director Auxiliary Squadron for Operations shall continue to serve the unexpired term.

4. Qualifications of candidates for Director Auxiliary Division

- 4.1 Must be physically fit and of good moral character;
- 4.2 Must be an active member of PCGA for at least two (2) years;
- 4.3 Must be in active status for the past one (1) year prior to the start of the term of the position sought for; and
- 4.4 Must be in active status for the past one (1) year prior to the start of the term of the position sought for.

Procedures:

- a. The Director Auxiliary Division and the Deputy Director Auxiliary Division shall be appointed by the Director Auxiliary Squadron as recommended by the Auxiliary Squadron Board which considers candidates based on their qualifications.
- b. The names and records of the appointed officers shall be forwarded by the Director Auxiliary Squadron to the Director Auxiliary District for his review and confirmation of the appointment.

Formal Turnover

A formal turnover of Leadership and Management of the PCGA Division will be scheduled and conducted with the Director Auxiliary District as the Presiding Officer not later than 01 June of the same year after the confirmation of the appointment.

Term of Office

The Director and Deputy Director of the PCGA Division shall serve for a term of two (2) years which starts on 01 June. They can be appointed to a maximum of two (2) terms only.

Temporary Incapacity or Permanent Vacancy

In the event that the Director Auxiliary Division is temporarily incapacitated to act as such, the Deputy Director Auxiliary Division shall act as the Director Auxiliary Division until the full recovery of the incumbent Director Auxiliary Division.

In case of permanent vacancy due to serious illness, death or resignation of the incumbent Director Auxiliary Division, the Deputy Director Auxiliary Division shall continue to serve the unexpired term.

5. Removal from Office

A National and Auxiliary District officer can be removed from office for cause by the direction of the Commandant for serious violation of the pertinent policies or circular governing the PCGA, as recommended in writing by the DCO.

Likewise, removal from office of the PCGA Squadron officer can be approved by the DCO when so recommended in writing by the Commander, Coast Guard District and Director Auxiliary District. The Director Auxiliary District can approve the removal from office of the PCGA Division officer as recommended by the Director Auxiliary Squadron.

6. Duties of Elected Members

The duty of elected members in all PCGA leadership positions (National, District, Squadron, Division) is to be thoroughly familiar with the regulations and all assigned responsibilities. Each leader must maintain close liaison with units immediately higher or lower in the PCGA organization. Additionally, each must ensure members are trained and qualified in their assigned duties in the unit. Each should strive to inspire cooperation and encourage fellowship among members. Incumbents should use the experience and expertise of the immediate past leaders. Incumbent elected members are responsible for:

- Conduct of unit meetings.
- Supervision and successful execution of unit activities to accomplish PCGA missions and goals.
- Support and compliance with PCGA and PCG policies.
- Prompt submission of required reports and correspondence.
- Membership recruiting and retention.
- Leadership, management, supervision, and operation of their unit, and unit member training, qualification, assignment to duty, recognition, and corrective action.
- Liaison with PCG units in the PCGA area of operations

7. Staff Officers

Introduction

Every unit's senior elected a member leader appoints staff officers. Staff duties are purely administrative, providing functional supervision program management over specifically authorized activities. The appointment and delegation of duties should be given to each staff officer in writing.

The PCGA is organized and administered along parallel staffing principles, which requires staff officers at all levels, in conducting PCGA activities, to report to senior levels and to monitor activities at lower levels. Mission accomplishment will be difficult unless members carefully follow the parallel staffing concept. Staff officers are charged with carrying out their part of the unit mission.

Appointment

Staff officers are appointed and serve. A Staff officer's appointment expires with the term of the appointing leader unless the appointment is terminated earlier. Staff officers may be removed from a position any time the appointing leader deems it appropriate. District Staff officer appointments are made only with the concurrence of the Director Auxiliary District. National Staff officer appointment are made only with the ND's approval.

Staff appointment at each level shall come with minimum qualifications requirements especially for the Deputy positions.

Hereunder are the minimum qualifications:

a. Deputy National Director for Operations/Administration

- Must have served a term as Director Auxiliary District (DAD)
- For an incumbent DAD, he must have served at least one (1) year of his term.
- Must be an active member of PCGA for at least eight (8) years and an active Flag Officer for at least two (2) years.
- Must be in active status for the past four (4) years prior to the start of the term of the position.

b. Deputy Director Auxiliary District for Operations/Administration

- Must have served a term as Director Auxiliary Squadron
- For an incumbent DAS, he must have served for at least one (1) year of his term
- Must be an active member of PCGA for at least six (6) years.
- Must be in active status for the past three (3) years prior to the start of the term of the position.

c. Deputy Director Auxiliary Squadron for Operations/Administration

- Must be physically fit and of good moral character.
- Must be an active member of PCGA for at least four (4) years.
- Must be in active status for the past two (2) years prior to the start of the term of the position.

8. New Member

New members are not normally offered staff officer appointments during their first membership year. They should use their initial period to gain qualifications and learn about the PCG and PCGA. Time may also be spent working with elected leaders or staff officers in areas of the new member's interest. The PCGA unit's elected leader has full discretion to waive the years' service to make appointments, as deemed useful for both the member's and unit's benefit and to encourage member contributions.

9. Staff Officer Responsibilities

To be successful, elected leaders must make certain that staff officers are well briefed on their duties and responsibilities. To carry out these duties, staff officers are encouraged to appoint committees to help them. Staff officers must report progress monthly to the appointing elected leader. Staff officers will maintain records and correspondence concerning their office. These documents are turned over, with all publications and other pertinent material, to the successor when relinquishing office.

10. Elected Leader or Auxiliarist Responsibilities

An elected leader's delegation of management capability to a staff officer does not relieve the elected leader from any responsibility. Elected leaders must ensure that leadership and management capabilities are properly exercised and instructions are properly carried out. Staff officers may assign qualified members to duties in their area of responsibility.

11. Simultaneous Offices

Staff officers are not barred from holding simultaneous elected offices or another staff office. Before appointment of additional jobs, however, the added burden on the member should be considered by the elected leader and by the unit membership.

CHAPTER 5
PCGA ADMINISTRATIVE DISCIPLINE

Section A. PCGA ADMINISTRATIVE DISCIPLINE

Introduction

The purpose of PCGA administrative disciplinary actions is to correct inappropriate behavior. Normally, only when all other reasonable attempts to correct the inappropriate behavior have failed shall disenrollment be considered. Certain offenses are so unacceptable that they may cause such serious discredit to the organization's core values and principles that disenrollment becomes appropriate. The C, CGS and C, CGD shall make these determinations following the procedures in this chapter. The DAS concerned should, however, take initial action or conduct the initial investigation on any complaint and submit his findings through channel. Although the PCGA is a civilian volunteer organization, members are not subject to the PCG Code of Discipline. However, as covered in this circular, members may be subject to various administrative penalties, including disenrollment from the PCGA. Such administrative actions may be initiated when members violate the policies and procedures that govern the PCGA established by the Commandant and for conduct unbecoming of a member.

1. Member's Rights

Membership in the PCGA is not a constitutionally protected liberty or property interest. However, membership shall be provided the due process protections set forth below.

2. Complaints/Request for Investigation

Any citizen/member of the PCG or PCGA who believes that a member has violated the provisions prescribed in the PCGA Regulations Manual or in any other relevant PCG or PCGA policies, may file a complaint/make a request for a preliminary investigation. Prior to instituting any PCG or PCGA disciplinary actions towards a member, the pertinent facts surrounding the circumstances must be determined, including what offenses (if any) occurred, and any matters in defense or explanation. The request must be in writing and shall be made to the senior elected leader (who is not personally involved in the complaint subject matter) at the lowest level of the organization capable of handling the complaint.

Disciplinary Board headed by the Director Auxiliary Squadron is tasked to investigate and resolve the complaint/request for investigation. When the matter involves Staff Officers or Squadron elected leaders, it would be appropriate to refer the complaint/request for investigation to the PCGA District Disciplinary Board headed by the Director Auxiliary District. Complaints regarding District staff or District elected leaders should go to the National Director. When the matter involves National Staff or a National elected leader, complaints should go to the Deputy Commandant for Operations through the O/CG-7.

The C, CGD/C, CGs shall assist in determining the appropriate level of organization to address the complaint.

3. Elected Leader Options

If the elected leader receiving the request needs additional information and/or documentation to determine whether a valid request for an investigation has been made, the elected leader receiving the request shall be in writing, for further information from the complainant, or may appoint a member or committee to determine the facts. If a member or committee is appointed, the elected leader must inform the suspected member that an accusation has been made and that an appointed member or committee is looking into the matter. The member has the right to address, in writing, the appointed member /committee prior to any report to the elected leader. If the elected leader appoints a committee, it will consist of two or three people who are members of his PCGA unit.

4. Elected Leader Determination

Once the PCGA elected leader has received the investigation report and supporting documents (if any), a determination shall be made by this leader as to whether the facts as presented could be a violation of the PCGA Regulations Manual 2012 or PCGA Code of Conduct or other PCGA directives that PCGA policy that might subject a member to discipline. This initial determination shall be made within fifteen (15) days of receipt of the investigation report and any supporting documents.

5. Non-Violation Determination

If the preliminary facts are deemed not to be a violation of PCGA policy or the guidelines as set forth in this manual or if there is insufficient evidence, the elected leader will notify (in writing) the member who requested the investigation that no action will be taken or that minor corrective action will be taken. Those actions could include training and/or counseling of the offending member where that is the only step needed to correct the inappropriate behavior or conduct.

6. Minor Violation

If the preliminary facts, as determined by the investigation and/or the elected leader, indicate a minor violation has been committed, the member shall

be advised of the unacceptable conduct, specific deficiencies, and acceptable standards of performance by informal disciplinary action (as deemed appropriate by the elected leader).

Section B. INFORMAL DISCIPLINARY ACTION

Introduction

Informal disciplinary action involves an elected leader correcting minor violations of PCGA policy made by a member, and documenting that action. The subject of the administrative action shall be advised of the unacceptable conduct or standards, specific efficiencies, and acceptable standards of performance by the elected leader. If no further disciplinary actions are recorded or pending during the next two-year period, the documentation will be removed from the member's file. A separate permanent record shall be retained by the elected leader or Director for the sole purpose of documenting prior discipline should the need arises.

1. Infractions Warranting Informal Disciplinary Action

Infractions that may warrant informal disciplinary action include:

- Flagrant and/or repeated uniform or grooming violations.
- Unintentionally compromising or mishandling PCG or PCGA examinations, privacy act information, or sensitive official message traffic or correspondence.
- Unwarranted violations or abuse of the chain of leadership and management.
- Failure to follow procedures prescribed by PCG or PCGA written directives, procedures, standing rules, or policies. In reviewing a complaint of this nature, the facts must show that the member had knowledge or reasonably should have had knowledge of the directives, procedures, standing rules, or policies.
- Misrepresentation in official correspondence or reports.
- Misrepresenting PCG authority, rank, title, or PCGA position or status, either implied or by design.
- Failure to follow established procedures as prescribed by written directives or policies.
- Failure to follow published PCGA web policies and guidelines when available.

2. Appropriate Sanctions for Minor Infractions

Appropriate sanctions for minor infractions include:

- Counseling Session
- Denial of Certain Privileges
- Letter of Caution

a. Counseling Session

A counseling session, ideally consisting of a frank discussion between the elected leader, complainant (if other than the elected leader), and the subject member, may facilitate corrective action. This counseling session is documented in writing and retained by the elected leader involved and/or Director for a period of two years. If no further disciplinary actions are recorded or pending during the two-year period, the documentation will be removed from the member's file. A separate permanent record shall be retained by the elected leader or Director for the sole purpose of documenting prior discipline should the need arises.

National Auxiliary Main Office and PCGA District staff officers are authorized to conduct oral counseling sessions within their offices or with other staff members regarding their performance of assigned duties and responsibilities.

b. Denial of Certain Privileges

Denial of certain PCGA privileges may suffice as a corrective action for violation of PCGA policies and guidelines.

c. Letter of Caution

A letter of caution is an informal, corrective letter issued to the member by a PCGA Director.

The National Director may issue a letter to the National Auxiliary Board members and National Auxiliary Main Office Staff members regarding performance of assigned staff duties and responsibilities.

Section C. FORMAL DISCIPLINARY ACTION

Introduction

If a violation is deemed to be serious by the elected leader after conducting the preliminary investigation to determine the facts, the PCGA elected leader shall notify the Director Auxiliary District in writing, via the chain of leadership and management, of a recommendation to commence formal disciplinary action. This written recommendation will contain all supporting documents and the factual basis for the recommendation.

1. Infractions Warranting Formal Disciplinary Actions

Infractions that may warrant formal disciplinary actions include:

- Any action which may or does bring discredit to the PCG or PCGA while identified as a member or acting in a PCGA capacity.

- Refusing to follow regulations for the wearing of the PCGA uniform or insignia, including misrepresentation as a PCG officer or petty officer, or flagrant or repeated misuse of rank, titles, or insignia.
- Misuse of PCG or PCGA funds or property.
- Repeated actions prejudicial to the good order of the PCGA or any of its programs, as documented in the member's record.
- Failure to follow civil rights laws, and/or the Human Relations and Sexual Harassment Policy contained in this manual.
- Any knowingly false official statement, oral or written, to include enrollment application data submissions, facility offer of use and inspection forms. This includes forging signatures on any official document and/or falsifying of records.
- Breaches of electronics and communications protocols or any other public communications media, so as to reflect discredit or to publicly embarrass the PCG or PCGA.
- Any other actions that, in the Director's judgment, warrant disenrollment proceedings.

2. Time Requirements

If the Director Auxiliary District and/or the Commander Coast Guard District conclude that formal disciplinary action is warranted, then, the DAD shall commence or be instructed to commence a formal disciplinary action within thirty days of the receipt of the recommendation by a PCGA elected leader.

3. Notification

Members who are the subject of formal disciplinary action, including disenrollment and/or the issuance of a letter of reprimand, shall, prior to imposition of the discipline, be provided notice of the allegations that prompted the action and an opportunity to respond to those allegations.

4. Notice/Written Response

The Director shall inform the subject of formal disciplinary action, in writing, of the allegations against him. The written notice should clearly state the reason for the proposed action as well as facts and information upon which the Director has based the action. The letter shall also inform the member of his right to respond.

Within fifteen (15) days from mailing the notification required above, the member may submit a written statement either admitting, denying, or admitting with an explanation of the allegation(s). Any denials not made in good faith may alone provide sufficient basis to warrant additional disciplinary action. This written response is in addition to anything submitted during the investigation.

5. Director Auxiliary District Review

The DAD will review the request for formal discipline and the investigation record, and will then make recommendations as to appropriate sanction(s) (if any). This report shall be in writing and forwarded to the Commander Coast Guard District. Normally, the appropriate sanction will consist of a letter of reprimand issued by the DAD. If the recommendation is for disenrollment, the entire investigation package shall be forwarded to the Commander Coast Guard District for further consideration and endorsement to the DCO.

6. Letter of Reprimand

A letter of reprimand is a formal corrective letter issued to a member by the DAD or Commander Coast Guard District. The DCO or National Director may issue a letter of reprimand to the National Board members or National Auxiliary Main Office Staff members regarding their performance of assigned duties and responsibilities.

a. Content

The reprimand will discuss the specific improper action(s) and the acceptable standards. It will include consideration of any written statements submitted by the subject member and how such statements influenced the decision. References to any previous disciplinary action(s) may be included. The subject member will be advised that a written reply may be made within thirty (30) days of receipt of the letter of reprimand, and such a reply will be retained by the issuer, along with the letter of reprimand.

b. Time Requirements

For all members , except those in the National Auxiliary Main Office Staff, a letter of reprimand is valid up to three years, but shall not exceed three years without the concurrence of both the DAD and Commander Coast Guard District. The time period for non-availability for elected and appointed offices, if any, including vacating elected or appointed office, and the denial of a right for the wearing of any insignia or past officer pin for such office, shall be determined by the Commander Coast Guard District and DAD. For National elected leaders and staff officers, the same requirements apply, but cannot exceed three years without the concurrence of the DCO and ND Concerned.

7. Disenrollment Authority

The authority for disenrolling a member rests with the Commandant who has delegated to the DCO the authority to review a case and to submit the appropriate recommendation.

8. Immediate Disenrollment

The DCO may exercise the authority to disenroll a member for any one of the following causes:

- Upon member's request.
- Upon ceasing to possess the qualifications for membership.
- For cause.
- Upon direction of the Commandant.
- Upon death.

a. Auxiliarist's Request

The PCGA is an organization of volunteers and a member may resign at any time. The resignation request must be in writing and submitted to the Director Auxiliary Squadron. The DAS shall promptly forward all such requests to the Commander Coast Guard District via the DAD. This action will enable the DAD to discuss with the member the reason for resignation before the final paperwork is submitted to the Commander Coast Guard District. If the member still wishes to resign after consultation with the DAD, the DAD will require the return of the member's ID card and return of any Government or PCGA-owned property in the member's possession. Upon receipt of the written request, the Commander Coast Guard District will recommend to the DCO the deletion of the member's name from the active members listed in the PCGA database. All resignations shall be acknowledged in writing by the Commander Coast Guard District.

b. Ceasing to Possess Qualifications for Membership

The DCO may disenroll a member whenever the member ceases to possess any of the qualifications for membership, as recommended by the Commander, Coast Guard District and the DAD.

c. For Cause

Any infraction outlined in this section may lead the DCO to immediately disenroll a member. However, if in the DCO's opinion, a member's action(s), though not cited in this section, has a disruptive impact that adversely affects the operations/ administration/functions of the PCGA, PCG unit, or other entity, the DCO may take the appropriate disciplinary action including disenrollment. The DCO shall take such action based upon all available information presented or after initiating further inquiry to gather additional relevant facts when, in the DCO's judgment, it is deemed necessary. Such detrimental conduct may arise from a single incident or be the result of a pattern of conduct which warrants immediate disciplinary action by the DCO, so as to preserve program integrity and/or the good order of the PCGA.

Section D. TEMPORARY SUSPENSION DURING FORMAL PROCEEDINGS

Introduction

During formal proceedings, members may be temporarily suspended, pending the outcome of the proceeding. This section describes suspension authorization, effect on duties, and other related matters.

1. Authorization

The DCO is authorized to suspend any certifications, duties of office (elected and appointed), or membership of a member during formal disciplinary proceedings (the seriousness of the matter may result in the disenrollment of a member). This suspension must be in writing, detailing the reason and length of the suspension.

2. Effect on Leader Duties

If the membership is suspended, the suspension will include elected and/or appointed office duties. If the certifications are suspended, and the member is the senior elected leader of an PCGA unit, the suspension will include elected leader duties. If the member whose certifications are suspended is an elected leader, but not the senior elected leader of a PCGA unit or an appointed leader, the suspension may include elected and/or appointed office duties, as determined by the ND and DCO. The member may resume the duties of these offices, if and when full member's rights and privileges are regained (if the term of office has not expired).

3. Extensions

If the investigation requires additional time, the suspension may be extended accordingly. The extension's circumstances must be explained in writing and the member may appeal the extension to the Commandant.

4. Members Rights and Privileges

A member under suspension, for any offense that may lead to disenrollment, is not entitled to any PCGA rights or privileges

5. Appeal

A member who receives notice of temporary suspension of qualification and/or membership may appeal the DCO's action to the Commandant. Temporary suspensions will remain in effect, unless overturned on appeal.

6. Notification

The DCO shall notify the ND of any suspension of qualifications and/or membership of a National Auxiliary Board member, Deputy National Director, or National Auxiliary Main Office Staff member.

Section E. APPEALS OF DISCIPLINARY ACTIONS

Introduction

Appeals may be made for both informal and formal disciplinary actions. This section describes the requirements for appeals under these circumstances.

1. Informal Disciplinary Actions

Appeals of informal disciplinary actions shall be made directly to the PCGA leader or PCG officer below without obtaining endorsements from the chain of leadership and management.

- Appeal of an informal disciplinary action is taken by a PCGA elected leader to the senior PCGA elected leader at the next higher level in the chain of leadership and management within the district or National Area.
- Appeals of a DAD's action are made to the ND.
- Appeals of ND action are made to the DCO.
- Appeals of DCO action are made to the Commandant.

An appeal must be filed within fifteen (15) days upon receipt of the notice of an informal disciplinary action. Once an appeal has been determined, there is no further appeal.

2. Formal Disciplinary Actions and Dis-enrollments

Requirements for appeals of formal disciplinary actions and disenrollment are as follows:

a. Appeal of DAD's Action

Appeals of DAD's formal disciplinary action must be submitted to the ND. Any appeal must be filed with the ND within thirty days of the DAD's mailing of the letter to the subject member. The action shall include a complete review of the entire record of the disciplinary action, with appropriate legal counsel. The standard of review is limited to whether the disciplinary procedures have been followed. The ND's decision is final.

b. Appeal of ND's Action

Appeals of ND's formal disciplinary action (letter of reprimand) must be submitted to the DCO within thirty days of the ND mailing the letter to the subject member. The DCO's action shall include a complete review of the entire record of the disciplinary action. The standard of review is limited to whether the disciplinary procedures have been followed. The DCO's decision is final.

c. Appeals of DCO's Action

Appeals of the DCO's formal disciplinary action (letter of reprimand) must be submitted to the Commandant. Any appeal must be filed within thirty days of the DCO's action. The Commandant's action shall include a complete review of the entire record of the disciplinary action. The standard of review is limited to whether the disciplinary procedures have been followed. The Commandant's decision is final.

d. Disenrollment Appeals

Appeals of disenrollment must be submitted to the Commandant. Any appeal must be filed within thirty days of the DCO's mailing the notification to the subject member. Appeals of disenrollment to the Commandant shall include a complete review of the entire record of the disciplinary action. The Commandant may make independent findings of facts and conclusions. The Commandant's decision is final.

Section F. Additional Procedural Rules for Appeals

The following additional procedural rules apply for all appeals:

1. Effect of Appeal

No appeal, once submitted, will in any way suspend the implementation of any disciplinary action once issued during the processing of the appeal.

2. Right to Appeal

The right of appeal extends only to a member who is the subject of disciplinary action and to no other person. Notwithstanding this section, a complainant may seek relief from an initial determination that no action be taken, or that action taken was of an insufficient nature, by a written request to the senior PCGA elected leader at the next higher level in the PCGA chain of leadership and management.

Section G. INFORMATION RETENTION AND HANDLING

Introduction

This section describes the requirements for retaining information obtained during the course of investigating complaints and handling of processing appeals to disciplinary actions.

1. Records

Copies of any records of any disciplinary action taken with regard to a member will be retained for the specified period of time, up to three years from the date of the action by the DCO.

2. Record Removal

As described above, these records will be removed from the member's file if no subsequent disciplinary action has neither been initiated nor finalized during the specified period of time. A separate permanent record shall be retained by the DCO for the sole purpose of documenting prior discipline should the need arise.

Section H. SEXUAL HARASSMENT PREVENTION

Introduction

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. This also encompasses unwelcome display or communicating of sexually offensive materials. Harassment based on perceived or stated sexual orientation is considered sexual harassment and is prohibited.

1. Responsibilities

The PCG and PCGA must have people who work together effectively to accomplish missions and are responsible for enabling and ensuring this for each of its members.

a. Fair Treatment

All persons are entitled to be treated fairly and with dignity and respect. All must be allowed to work and to enjoy an environment free of unlawful discrimination.

b. Adverse Affects of Harassment

The economic costs of sexual harassment are significant. Even more harmful are the negative effects of sexual harassment on productivity and readiness. These areas include increased absenteeism, greater personnel

turnover, lower morale, and decreased effectiveness. Adverse actions also result in a loss of personal, organizational, and public trust. While not easy to quantify, these costs are real and seriously affect the PCG and PCGA's ability to accomplish missions.

c. Prevention Through Leadership and Commitment

The key to preventing sexual harassment is personal leadership and commitment. Those who serve in PCGA leadership and staff positions must commit themselves to promoting equitable treatment. PCGA leaders must convey this commitment clearly and unequivocally to all Members by holding themselves and their Members accountable. This section provides tools for preventing sexual harassment and for addressing sexual harassment incidents, should such actions occur. There must be an affirmative will to use these tools in meeting the Commandant's goals as stated in this chapter.

d. Prevention of Gender Discrimination

Sexual harassment is a form of prohibited discrimination based upon sex. Discrimination against people based upon their gender is also a significant problem. Gender or sexual discrimination exists when a person is treated differently because of gender. Prevention of gender discrimination must be pursued with the same vigor as that for preventing sexual harassment.

2. Policy

The PCG is committed to maintaining a work environment free from unlawful discriminatory practices and inappropriate behavior. In support of this commitment, the PCG's policy is:

- All Members will receive training in the areas of identification, prevention, resolution, and elimination of sexual harassment. This training is a mandatory condition and is an integral portion of the initial orientation. It must be reinforced annually thereafter.
- Individuals who believe they have been sexually harassed shall be afforded the opportunity and venues to seek resolutions and redress. All leaders within the chain of leadership and management will ensure that Members are aware of the process through which to file reports of allegations of sexual harassment. The climate shall not tolerate acts of reprisal, intimidation, or further acts of harassment. All Members must be aware of the avenues of resolution and redress available.
- All reported incidents of sexual harassment should be resolved at the lowest possible level. All incidents should be resolved promptly and with sensitivity. Confidentiality will be maintained to the greatest extent possible.
- Counseling support or referral services will be made available for all persons involved in incidents of sexual harassment.

CHAPTER 6

SPECIAL POLICIES AND PROTOCOL

Section A. RESTRICTED USE OF “COAST GUARD” AND SIMILAR WORDS; UNIFORM, INSIGNIAS, PARAPHERNALIA, PCGA EMBLEMS, AND LOGOS.

Introduction:

This section prescribes the policies and protocol pertaining to the use of the words “Coast Guard” and other similar or related words, physical appearance, customs and courtesies.

1. Prohibited use of word “Philippine Coast Guard” or any other combinations outside official purposes or functions (e.g Personal transaction, etc)

No individual, association, partnership or corporation shall, without authority of the Commandant, use the combination of the letters “PCG” or “PCGA,” the words “Coast Guard,” “Philippine Coast Guard,” or “Philippine Coast Guard Auxiliary,” or any combination or variation of such letters or words alone or with other letters or words, as the name under which he or it shall do business for the purpose of trade, or by way of advertisement to induce the effect of leading the public to believe that any such individual, association, partnership or corporation has any connection with the Philippine Coast Guard or the Philippine Coast Guard Auxiliary. No individual, association, partnership or corporation shall falsely advertise, or otherwise represent falsely by any device whatsoever, that any project or business in which he or it is engaged, or product which he or it manufactures, deals in, or sells, has been in any way endorsed, authorized, or approved by the Coast Guard or the auxiliary.

Note: Any items of clothing or any other paraphernalia which may be perceived by members of the general public to establish an official relationship with the Coast Guard or the Coast Guard Auxiliary in a commercial context are prohibited. Any member who acts contrary to this provision may be subject to disciplinary action if the actual intent of the wearing or display is to advance falsely an endorsement. Actual intent may be established upon a showing of prior conduct contrary to this provision.

2. General Appearance

Often the public does not differentiate between PCG active duty and the PCGA, especially when the uniform is worn. PCG active duty members are bound

by strict military grooming and weight standards. As a matter of pride, all PCGA members should set the goal to strive to attain the same standards set for active duty members. To maintain the dignity of the uniform, PCGA members who wear their uniform must abide to high standards of grooming and appearance.

a. Uniforms

Members are authorized to wear PCGA uniforms with the appropriate PCGA insignia, with exceptions and difference from regular PCG uniforms. Uniforms shall be worn as prescribed in Uniform Regulations in this manual or in a separate policy issuance of the Commandant.

b. Grooming

Members who desire to wear their hair, jewelry, or maintain a general appearance shall conform to standard set by the PCG.

c. Weight Standards

The PCGA does not have a weight standards program, but all members should set the goal to strive to meet the same standards as the active duty. PCGA members are encouraged to eat a balanced diet and maintain a medically recommended weight level, which is conducive to a long and healthy life. Members who wear the PCGA uniform shall ensure that it fits properly and presents a proper appearance. The uniform should be tailored if a member loses or gains weight.

3. PCGA Emblem and Logo

a. PCGA Emblem

The PCGA emblem may be used in official and authorized publications and articles regarding the PCGA. Use of the PCGA official seal without authorization is strictly prohibited.

b. PCGA Logo

The PCGA Logo is authorized for use on official PCGA documents like Invitations, PCGA Letterheads or Stationery, Certificates, Programs, and for display on PCGA exhibits and vehicles subject to written authorization.

4. Customs and Courtesies

The PCGA is non-military but certain military and civilian customs and courtesies apply to members, especially while in uniform, as follows:

- Respect for our national traditions.
- Courtesy aboard military, PCG and police installations, vessels, and aircraft.

- Respect and courtesy toward the flags, vessels, aircraft, officials, and other personnel of all nations.
- Mutual respect and courtesy toward all PCG personnel and personnel of other military services.

5. Saluting

Saluting is proper courtesy for Members when greeting senior PCG and PCGA officers, and in extending courtesy to commissioned officers of the Armed Forces of the Philippines and the Philippine National Police. Members, when out of doors, in uniform and covered, should:

- As a courtesy, initiate, or return a hand salute to commissioned officers.
- Return any and all salutes given.
- Salute the National Ensign: When the flag is raised or lowered at morning or evening colors; when the flag passes in a parade; when the National Anthem or Taps is played.
- Observe protocol upon boarding and leaving military and PCG vessels: When boarding in uniform (but not before sunrise and after sunset), stop before the start of the gangplank, turn and salute the National Ensign at the stern staff, even if obscured and not visible. Then, proceed to walk towards the ship's deck and salute the personnel in charge of the vessel's quarterdeck and verbally request permission to come aboard. When departing in uniform, salute the personnel in charge of the quarterdeck and verbally request permission to depart. Upon receiving permission, step onto the gangplank and disembark. As soon as you leave the gangplank, turn and salute the National Ensign (but not before sunrise and after sunset), and then proceed. If not in uniform, follow the above procedures, but do not render salutes.

Proper Salute

When covered in uniform, the hand salute is correctly executed by raising the right hand smartly until the tip of the forefinger touches the lower part of headdress or forehead, above and slightly to the right of the right eye, thumb and fingers extended and joined, palm down, upper arm horizontal, forearm inclined at forty-five degrees, hand and wrist straight. At the same time, one's head is turned toward the person being saluted. To complete the salute, the arm is dropped to its normal side position and eyes are turned to the front.

Senior PCG Officer Protocol

Members should be aware that custom dictates that senior PCG officers enter a vehicle, boat, or vessel last, and leave the vehicle, boat, or vessel first. A member may be aboard when a senior PCG officer entitled to honors boards a vessel. The member will be assigned a position for the occasion. As the senior PCG officer honored boards the vessel, the

command, “Attention” is given, everyone comes to attention, and the hand salute is rendered. Be aware that the passage of senior PCG officers should not be obstructed. Anyone aware of such a situation will give the command, “Gangway” and the area is cleared.

Some of the more frequently observed gross saluting errors include:

- Failure to hold the position of the salute until it is returned by the person saluted.
- Failure to look at the person or colors being saluted.
- Failure to assume the position of attention when saluting.
- Failure to have the fingers, hand, and arm in the proper position for saluting as mentioned in the previous paragraph.
- Saluting with a cigarette in the hand or mouth.
- Saluting while the left hand is in a pocket.
- Returning a salute in a casual manner.

6. Posting of Colors and Playing of National Anthem

During the ceremonial posting of colors and/or the playing of the National Anthem, indoors and in uniform, Members should stand at attention facing the National Ensign until the colors are posted and/or the Anthem is completed.

Section B. INTERACTION WITH PUBLIC AND PRIVATE ENTITIES

Introduction

This prescribes the protocol and guidelines in interacting with other public and private entities for accurate and clear dissemination of information.

1. Communication with Other Government Agencies

Members shall not communicate with officials of other Government agencies or members of Congress in the name of the members unless the DCO, (for National Auxiliary), or Commander CGD, (for Auxiliary District and Squadron) determine that the recommendations or requests are consistent with policies of the PCG and PCGA policies. Members need to seek for specific permission in advance of the communication.

2. Interaction as Private Citizens

The right of members to communicate directly with elected and appointed government officials and agencies as private citizens is not restricted. However, official PCGA stationery or PCGA titles shall not be used in such communications.

3. Industry Relation

Unless approved by O/CG7, no undertaking may be initiated in the name of the PCGA for any manufacturer, product, or service.

Section C. PUBLIC APPEARANCES FOR POLITICAL AFFAIRS

Introduction

Political and legislative activity affecting the PCG may be of interest to Members.

1. Public Appearances

Members may appear and testify as private citizens at legislative hearings or political meetings without PCG approval. If Members appear and/or testify as a private citizen on a matter related to the PCG or the PCGA, they must provide the DCO and the Commander Coast Guard District with advance notification. If Members appear and/or testify in a private capacity, they may not wear the uniform, use an PCGA title, or otherwise indicate that they represent the PCG or the PCGA.

2. Political Activities

Members are not allowed to wear the PCGA uniform during any political activity.

Section D. MAIN STREAM AND SOCIAL MEDIA

Introduction

There is a need to develop public understanding and appreciation of the PCGA's role and a need to help the PCG in maintaining and carrying out the service's public information program in line with PCG's policies on Social Media Publication

1. Goal

Public Information Officer under the guidance of NAMO shall direct PCGA efforts toward publicizing the PCGA's aims, functions and activities.

2. Publicity

Staff officers for public affairs and publications at the district, squadron and division levels perform many activities that stimulate interest within the PCGA. They also present the aims of the PCG and the PCGA to the general public.

a. Pending Activity

Since the PCGA is a working part of the PCG, the PCGA Director should approve, before release, publicity postings concerning pending activities.

b. Newsworthy Activities.

Announcement or posting of noteworthy and newsworthy activities is important. Abbreviated approval procedure for the announcement or posting of information may be done thru phone calls, SMS, video conference, or electronic mail. Members are not authorized to announce or post classified or restricted information involving operational activities, casualty information, speculation of cause or fault in an incident. If in doubt, err on the side of caution. A clipping of the published items shall be sent to the Commander Coast Guard District.

c. Websites

For purposes of practicality, PCGA units are encouraged to create and maintain websites to promote PCGA missions and services to the public and to provide program information to members. Likewise, PCGA Directors are encouraged to create sites designed to assist their members and provide program information to PCG units on how to use and obtain PCGA resources within their Area of Responsibility (AOR).

Section E. PUBLICATIONS

Introduction

An individual serving as a member is prohibited from receiving any compensation for articles related to the PCG or the PCGA which are produced as a result of such service. Any article written for PCGA publications becomes the sole property of such entity that publishes such work unless intellectual property rights are reserved in writing.

1. National, District, Squadron Publications

Featured articles on PCGA topics prepared by members for commercial periodicals, articles for organization's publications, or Coast Guard internal publications are encouraged.

a. Approval

Publications of PCGA activities should be under the guidance of NAMO in coordination with the DCO. Prior to the printing of any National Auxiliary publication, all articles and photographs must be submitted to the DCO or Commander Coast Guard District, as appropriate, for approval.

b. Distribution

The ND in consultation with the DCO may authorize official business mail privilege, for mailing a national PCGA publication when the contents of the publication are approved.

CHAPTER 7

ADDITIONAL GUIDE TO COURTESY AND PROTOCOL FOR PCGA UNITS AND MEMBERS

Introduction

Courtesy is the key to successful human relationships. In the PCGA, courtesy kindles the friendly association of members and enhances the success of social activities. The term protocol is closely integrated with courtesy and involves universally accepted customs and regulations that govern the formality, precedence, and etiquette practiced on a day-to-day basis within a civilized society. Courtesy is nothing more than proper consideration for the feelings and rights of others, and protocol 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 protocols practiced in the PCGA are a part of the ceremonial procedures that contribute dignity and color to our lives as civilian members of the PCG family.

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

Section A. Greetings

The hand salute is a long-established form of greeting and recognition exchanged between persons in the armed services. Saluting between members is not usually the custom. It is customary to exchange greetings such as “good morning,” “good afternoon,” “good evening,” etc. along with the salute. The exchange of greetings should also be accompanied by a smile or a cheerful expression.

Moreover, PCG personnel are not obliged to render salute to PCGA members.

Section B. National Ensign/Anthem

When out of doors, (in uniform) and addressing the National Ensign, or whenever the National Anthem is rendered, a salute is given. This particularly applies to the respect paid at Morning or Evening Colors ceremonies aboard a ship (not underway) or aboard a PCG

or other military installation. During the ceremony of hoisting or lowering the flag, those present in uniform should come to attention and render the salute. The same applies if the flag is passing in a parade or in review. The salute to the flag in a moving column should be rendered at the moment the flag passes. During a rendition of the National Anthem when the flag is displayed, all those present in uniform should face the flag and render the salute at the first note of the anthem and retain this position until the last note. When the flag is not displayed, those present should stand at attention until the music is completed.

Section C. Civilian Clothes

When outdoors and not in uniform, the salute is rendered for the same situation. The salute is made by standing at attention and placing the right hand over the heart. Any civilian headdress should be removed and held in the right hand over the heart.

Section D. Vehicles

When on a PCG or other military installation in a vehicle, when inside a vehicle in a PCG premises or other military installation, at the time of colors, and traffic safety permits, stop and sit at attention, but do not salute. Provided it is safe to do so, it is appropriate to also get out of the vehicle and render honors.

Section E. Vessels

If a passenger in a boat, one should remain at attention, seated or standing. The ship officer salutes for the ship. When indoors and the flag is presented and/or the National Anthem is played, all should stand at attention.

Section F. Flag Etiquette

PCGA 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.

Displayed in a Meeting Room

In a meeting room, 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 displayed in the same room. It is the only flag that may be displayed behind and to the right of the speaker's podium or head table. In other words, to the left of the audience. All other flags, displayed in the same room including the PCGA ensign, will be placed on the speaker's left and to the audience's right.

Section G. Wardroom Customs

The wardroom is where the ship's officers eat. Enlisted personnel eat on the mess deck. If invited to dine in the wardroom and the occasion calls for a sit-down meal, expect the Captain, the Executive officer, or other senior ship's officer to be the presiding PCG officer at the mess. Presiding PCG officers will invite the other PCG officers who are members of the mess, plus those guests aboard who were invited to use the mess to be seated at the table when they are ready for the meal to be served. It is not customary for anyone to sit at the table without being invited to do so by the presiding PCG officer.

Customs also dictates that if it is necessary to leave the table before the meal is finished and the presiding PCG officer has not risen, ask for permission before leaving the table by asking, "May I be excused, sir (or ma'am)?" Certain subjects are normally taboo during mealtime. Among these subjects are politics, religion, or shop talk. If in doubt, always let the presiding PCG officer guide the conversation. Frequently, when several guests are aboard, it may be necessary to have the seating in the PCG officers' wardroom mess in groups, particularly if the guests are going to be aboard for several days. Usually, a list will be posted indicating the PCG officers and wardroom guests of each seating group to be seated. Do not wear headgear in the wardroom or other indoor spaces. Do not place hats on eating tables. As a hint, there are usually hat pegs just outside the wardroom or in the passageway.

1. Officer's Country

Officer's country 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 officer's country.

2. Chief Petty Officer's Mess

On larger vessels, the Chief Petty Officers (CPOs or simply chiefs) have their own mess. This is a privileged area and guests do not enter at any time unless specifically invited by a CPO of the chief's mess. The same is true of the captain's quarters (also known as "the cabin"). It is customary not to enter the crew's quarters unless invited to do so, or if it is necessary, to pass through that area in your movement from one part of the ship to another.

Section H. 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 guest. Always observe the ship's rules. If in doubt, ask the host.

Section I. 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. Répondez S'il Vous Plait (RSVP) or Please Respond

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 (phone number or address) not later than (date the reply is needed). If an invitation with an RSVP requirement is received, courtesy requires an appropriate response to the person who sent the invitation. Failure to do so may put the potential host in an embarrassing position.

4. Expenses

Regardless of the civilian, PCGA or PCG 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. In order to extend an invitation to an event in which the invitee is expected to pay, state, "It is our pleasure to ask you and Mrs. Doe to join us at our Fellowship Dinner." Then 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 PCG officer or a National PCGA representative of the PCGA, 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 PCGA leader or PCG 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, and for, 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 a member 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 hosts apply:

- There should be places for coats and hats.
- Reserved seating should be pointed out as guests arrive.
- For open seating, appropriate seating arrangements should be pointed out to guests.
- Meal tickets, if any, should be given to guests as they arrive.
- The program should be explained or distributed.
- The host should ensure that guests are offered drinks.
- If the host is unable to remain with the guests, they should be introduced to an alternate host.

Section J. Formal Function and Protocol

Directors PCGA Districts usually have the job of presiding at formal social and ceremonial functions sponsored by the district and, at times, may be invited to attend similar functions given by other PCGA units or outside organizations. These formal activities include changes of watch, changes of command, dinners, award banquets, luncheons and, at times, social gathering 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 PCGA leader is present, such as the DAD, ND, or the Commander PCG District, etc., it is considered proper to delay leaving until they have paid their respects and departed.

1. Guest of Honor/ Presiding Officer

During formal function or ceremonies, the following are the most appropriate Guest of Honor/ Presiding Officer:

- a) PCGA Squadron - Director PCGA District/ C, CGD
- b) PCGA District - National Director/ DCO
- c) National PCGA - Commandant, PCG

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 Guest of Honor or Presiding Officer. In this case, the following protocols must be observed:

- a. The Host must inform the Guest of Honor/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 Guest of Honor/Presiding Officer is equal or lower in rank/position as that of him.
- c. Before the start of the program, if the invited guest arrives first than the GOH/Presiding Officer, the guest must be first entertained at a separate room/venue.

- d. Upon the arrival of the GOH/Presiding Officer, everyone shall stand as symbol 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(s) 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 designate him a seat at the front of the audience.
- f. With the indulgence of the invitee, the program shall commence without any delay.
- g. Once the GOH/Presiding Officer has been introduced, everyone shall stand in attention. However, the most senior officer/Invited guest may not stand and may remain seated.
- h. During the program, only the GOH/Presiding Officer will be allowed to deliver his remarks/speech. Whenever the invited guests wants to deliver their own remarks out of the prescribed program, they may be allowed but on the separate portion of the ceremony (Cocktails/ portions specifically allotted for other remarks after the conclusion of the program proper) so as not to embarrass the GOH/Presiding Officer.
- i. During the cocktail/dinner/reception, the most senior invited guests shall be given a seat at the presidential table to join and mingle with the Host and GOH/Presiding Officer.

2. Receiving Lines and 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 PCGA 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 in the line, it is courteous to move some distance away so that other people still passing through the line are not blocked.

3. 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, within one or two minutes, establish the credibility of the guest to speak on the intended topic or subjects. Introductions should help to launch the speaker into a successful talk. An extended discourse on the individual's career and prior assignments probably would not serve that purpose.

4. Seating Arrangements and Speaking Order

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 if invited speakers, what order they will speak.

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. These should include at least the principal speaker and senior PCG and PCGA personnel. Other special guests may be seated at front tables on the main floor of the dining area, or the spouses of the officers at the head table may be seated at special tables in the main dining area. The distinguished guests may be seated at front tables on the main floor of the dining area, and brought up to places at the head table at the start of the program. If this format is followed, the guests should be acknowledged at the beginning of the affair.

5. 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 PCGA, including supervising PCG personnel. Seating at the head table is assigned in descending order of the individual's status (PCG rank, PCGA office, with official representatives of senior officers, regardless of rank/office, afforded the same status as those they represent).

6. Precedence at the Head Table

The office held by the individual should be considered. If a national PCGA elected or appointed leader is present and the Commander PCG District is not

present, the national PCGA 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 PCG Station or Detachment is present, that officer should also be accorded a place of honor at the head table. The master of ceremonies, or presiding officer for the function, should be at the center of the table. Honors begin at the master of ceremonies' immediate right, then immediate left, then right, then left, etc., in turn until places are assigned for each of the distinguished guests or members who will be seated at the head table. Most frequently, 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 filled by the senior officer present from the PCG, or by the PCGA leader. PCGA leaders at the national level take precedence over PCGA district leaders whenever two levels of the organization are represented by elected leaders.

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

When the Commander PCG District or his Deputy is not present at an PCGA function, the Commander PCG Station, regardless of rank, shall be recognized and afforded all appropriate protocol as the Commander PCG District would receive as the direct representative of the Commander PCG District unless he has designated another officer for that purpose at the event. This would call for the Commander PCG Station to be accorded a seating position recognizing that precedence, even though another officer may be present who might have a higher rank than him.

7. 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.

8. Protocol for Elected Leader Entering Room

If in a room and seated when the Commandant, DCO Commander PCG District, any Admiral, the ND or other elected national leader enters the room, it is courtesy to stand. PCG personnel must stand at attention when a senior PCG officer enters the room. As a courtesy, PCG personnel are encouraged to stand to recognize leaders of the PCGA. 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 is 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 PCG District (or other appropriate title) has joined us," or say, "acknowledging the arrival (or presence) of the Commander PCG District."

Section K. 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 on the program before remarks are made by other guests. If the primary speaker is to be the Commander PCG District, his/her comments fall in this category. Otherwise, the precedence for speaking by distinguished guests at the head table or honors table is usually performed in an ascending order according to PCG rank or PCGA office (low to high).

- For PCGA District meetings, the DAD will speak last. This includes speaking after the Commander PCG District or higher ranking PCG Officer.
- For national meetings, the ND will speak last. This includes speaking after the Commandant or any other PCG Flag officer.
- For all other meetings (squadron, division, etc.), the Commander PCG District or Station, 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 PCG District to speak last, the DAD will usually agree to the change in support of the ceremonial event.

Section L. PCGA Funeral Services

Participation by the PCG/PCGA in funeral services for deceased members is governed entirely by the wishes of the family of the deceased. The PCGA should make known through normal channels of communication that services are available for use at the time of the death of a member. If the deceased member had previously specified, or if the survivor of a member desires that the PCGA take an active part in the funeral services, the survivor should make this request known to the mortuary and the priest.

1. Notifications

Any member having knowledge of the death of a fellow member should notify the Director PCGA Squadron without delay. The DAS should call (in person) on the deceased survivor to offer condolence and assistance. At that time, it can be determined from the family whether participation by the PCGA is desired and to what extent. Details of participation can then be worked out. It is important that members not put undue pressure on the survivors for the use of the PCGA service. A great deal of hurt can be done by overzealous friends of the deceased. PCGA involvement should not be restricted to members of the deceased's squadron. Most members have a wide circle of friends and associates. Members at other

division, squadron and district levels should be made aware of the situation and the recognition planned, so they may participate. Participating members should be in uniform. Service Dress Blue (Alpha) is appropriate.

2. Church Service

If there is to be a church service, or a service conducted at the funeral home by a priest or church leader, the PCGA service should come before the church service. It is usually held in the evening at the funeral home. The interment should be given by the family's priest or church leader. Not to observe this is to breach an important pastoral relationship between the family and their pastor.

The PCGA participation in a member's funeral may, depending on the wishes of the deceased's family, range from the members arriving as a group to pay their respects, an PCGA vigil (with no rifles) posted at the viewing in conjunction with a brief memorial service or participation in the funeral itself.

Whatever the level of PCGA activity, great care must be taken to maintain the dignity of the occasion.

Firing of guns and playing of taps are military traditions not allowed for PCGA funeral services except for those who have served the military service.

If the deceased had once been in the military service, and the family concurs, the casket shall be draped with the national flag. If the deceased had never been in the military, a flag can still be used as provided by the squadron. When the flag is draped on the casket, it shall be placed so the triangle is at the head of the casket with the red color over the left shoulder of the deceased. Nothing shall rest on top of the flag. The flag is removed before the casket is lowered during interment. The folded flag is then handed over to the family representative who is normally the spouse, son/daughter, or parent.

The national ensign and PCGA flag should also be placed on the left and right sides of the casket, respectively.

3. Posthumous Promotion and Awards

a. Promotions

Considering that the PCGA member is a volunteer, a posthumous promotion to the next higher rank is bestowed on a deceased PCGA member by the Commandant in grateful recognition of the member's dedicated service to PCG-PCGA and to our country.

b. Awards

Deceased PCGA members Officers are bestowed a posthumous award of Outstanding Achievement Medal and Ribbon in grateful recognition of the deceased member's service in support to the mission of the PCG and PCGA.

CHAPTER 8

HUMAN RESOURCES

Section A. DIVERSITY MANAGEMENT

Introduction

The PCGA is guided by the current diversity policies of the Commandant, PCG. No person shall be subject to discrimination in the PCGA or its programs because of race, color, religion, sex, age, national origin, or disability.

1. Responsibilities

The Commandant is responsible for providing overall leadership and policy direction to ensure all policies and procedures contained in this section are in effect throughout the PCG and PCGA.

The DCO is responsible for implementation of the PCG's Diversity Policy Statement within and throughout the PCGA through the National Director.

The ND and the NAB are responsible for supporting the Commandant's Diversity Policy Statement and in promoting diversity and diversity management principles throughout the organization.

2. Policy

All leaders are responsible for implementing diversity enhancing activities and working towards diversity goals and objectives.

DIVERSITY POLICY STATEMENT

The men and women of the PCG and the PCGA are the core of capability. Their ability to attract, develop, retain, and deploy a quality, diverse workforce is the key to the PCG's success - it must be a top priority for everyone. The strength of their differences and similarities shall be honed to:

- Create a positive environment, through consistent leadership, where all members of the PCGA can achieve their potential and make their greatest contribution to accomplishing the mission.

- Continuously strive for a progressive and effective workforce and promote an environment that places high value on individual dignity, respect, and professional growth.

Diversity in the workforce contributes measurably to creative thinking and innovation so critical to excellence. Each one must ensure that his actions conform to the spirit and intent of this policy, based on our core values of Honor, Respect, and Devotion to Duty.

3. PCG PCGA Diversity Vision Statement

As a volunteer organization, the PCGA has its own uniqueness. Members serve in communities throughout the country, come from different social, religious, ethnic, and economic backgrounds, and yet bond together to contribute their time, talents, and treasure toward the common cause of supporting PCG missions. They recognize diversity and remove all barriers, real or perceived, so that current and potential members will feel an increased pride and honor in their membership.

The PCG PCGA will:

- HONOR the members' desire for training and meaningful involvement, so that they can enhance the PCG's capability and promote sea safety, security and the protection of the marine environment.
- RESPECT the volunteer nature of their organization and its unique attributes, which enable them to fulfill their role as an integral part of PCG.
- Recognize and encourage DEVOTION TO DUTY, while understanding the diversity of the members and their varying abilities to give of their valuable resources.
- PROVIDE the current and potential members with a positive environment that will promote membership in all segments of the population, enhance their opportunities to serve, and increase their desire to remain as long-term contributing members.
- FULFILL their missions and provide adequate resources to their membership and inspire pride in the PCGA. This will enable them to expand their membership diversity and strengthen their ability to be ready at all times.

4. PCGA Diversity Goals and Objectives

The PCG PCGA has established three (3) goals and related objectives to support and promote diversity.

a. Positive Environment

Goal 1 – Positive Environment - Create a positive volunteer environment for managing membership diversity. The objectives to meet this goal are as follows:

- Enlighten leaders to manage diversity as a membership retention issue.
- Achieve a diverse volunteer membership that represents all segments of the population.
- Gain an understanding of current PCGA culture to enable the identification and removal of barriers for a positive environment for members.
- Ensure plans, resources and policies to fully support managing diversity.

b. Value All Members

Goal 2 – Value All members - Be an organization that highly values its members and respects their differences. The objectives to meet this goal are as follows:

- Ensure leaders and members understand and value diversity.
- Recognize and reward individual and group contributions to managing diversity.
- Provide fair, equal, and rapid conflict resolution.
- Communicate effectively with all members

c. Promote Individual Success

Goal 3 – Promote Individual Success - Ensure all members are given the opportunity to reach their full potential as individuals. The objectives to meet this goal are as follows:

- Ensure every member understands task requirements and responsibilities and is coached to achieve success.
- Remove or reasonably attempt to remove physical barriers to participation consistent with law.
- Ensure every member understands task requirements and responsibilities and is coached to achieve success.
- Remove or reasonably attempt to remove physical barriers to participation consistent with law.

5. Implementation

In order to effectively implement the PCGA's diversity goals and objectives, ND will appoint a National Diversity Advisor who will head the National Diversity Team.

- Maintain a knowledge base of current diversity and diversity management initiatives through reading and research.
- Conduct district and national seminars, workshops, forums, and panel discussions to educate the membership on diversity and its effect on the organization.
- Work closely with the NAB to encourage implementation of tasks relative to the PCGA's diversity goals and objectives.
- Share practical experiences in managing diversity through PCGA publications.
- Utilize the results of surveys and exit interviews to determine diversity issues and intervention strategies that affect the satisfaction of the membership.

Section B. EQUAL OPPORTUNITY

All PCG and PCGA personnel shall be treated with respect. The PCG and PCGA prohibits all forms of discrimination that violate law or policy in any action affecting our personnel, those seeking employment with the PCG and PCGA, and those benefiting from our public services or sponsored programs.

Toward this end, all concerned shall:

- Reach out widely to identify the best-qualified applicants for enlistment, officer accession, civilian employment, and PCGA enrollment. The goal is to recruit, retain, train, and deploy a highly capable, diverse, and flexible workforce;
- Ensure that all people are given fair and equal treatment in personnel decisions; evaluate personnel based on their job performance; provide advancement and retention opportunities based on demonstrated performance and potential; and
- Take prompt, appropriate, and effective measures to enforce this policy and to ensure personal accountability

Every Commander, Commanding Officer, Officer-in-Charge, Director and Supervisor is to be personally committed to and responsible for fair and equal treatment of all PCG and PCGA personnel and those with whom they interact. They must be in a model organization that ensures no unlawful discrimination in recruitment, selection, assignment, retention, training, or general treatment of any member of the PCG and PCGA.

CHAPTER 9
MEMBER TRAINING AND QUALIFICATIONS

Section A. AUTHORITY

1. Advancement

The Commandant shall prescribe the circumstances and qualifications under which members of the PCGA may be advanced.

2. Training, Examination, and Assignment

The Commandant will prescribe the type of training, qualifications, and examinations required before a member of the PCGA shall be deemed qualified to perform certain duties. The Commandant also will prescribe the circumstances and manner in which certain members of the PCGA shall be authorized to perform regular and emergency specific duties.

Section B. TRAINING AND QUALIFICATION OPPORTUNITIES

Introduction

Members can pursue training to increase knowledge and skills, and to attain qualifications for participation in various PCG and PCGA programs.

Members may also be admitted in PCG regular training for organic personnel. Regular in-house squadron training sessions are fundamental to keeping members informed, interested, qualified, and ready to participate fully in PCGA activities.

1. Other Administrative Training Programs

a. PCGA Administrative Procedures Course

This course shall be developed and given to members to help them understand the administrative procedures in the organization.

b. PCGA Leadership Courses

The PCGA Leadership courses shall likewise be developed and offered to all concerned members. In addition, an PCGA Leadership and Management short course is an alternative designed to orient and train squadron members in some of the basics of PCGA leadership, interpersonal communications, motivation of volunteers in a diverse world, management of PCGA units, rewards and recognition procedures, etc.

c. PCG Correspondence Courses

With the exception of classified courses, correspondence courses shall also be offered to members.

Section C. TRAINING AND TRAINER ACCREDITATION

All training programs and activities of the PCGA shall have the prior clearance, recommended by the Director PCGA District, endorsed by the Deputy National Director for Administration, and approved by the National Director.

All training programs shall be conducted only by trainers who have completed the PCGA Train the Trainers program. As qualified and authorized by the DNDA via the DAD, they should also possess the following:

- a. Have earned extensive experience in giving training on particular subjects/fields. (Subject matter experts)
- b. Experienced educators/ trainers/ communicators.

Section D. PCGA MEMBERSHIP ORIENTATION/ INDOCTRINATION

All indoctrination/orientation for PCGA membership shall be conducted only by trained PCG and PCGA personnel.

CHAPTER 10

OFFICIAL INSIGNIA and UNIFORMS

Organization, entities, groups and even smaller units are identified and bonded together with symbols, emblems, logos and of course wearing of uniform.

1. The official LOGO and INSIGNIA of the PCGA.

For purposes of clarity, logistics and for practical reasons, the PCGA logo and insignia shall be one and the same.

The PCGA logo and insignia carries the PCG Coat of Arms in the middle and the bold capital letters PHILIPPINE COAST GUARD. It symbolizes the attachment and bond of the PCGA to the PCG. It is bolstered with the word “AUXILIARY” at the bottom of the said Coat of Arms to identify itself as the PCGA referred to by the RA 9993 (PCG Law). The laurels symbolize that the PCGA totally embraces the vision, mission and objectives of the PCG and submits itself to its control and supervision as mandated by law creating the PCG and its Auxiliary, the PCGA.

The official PCGA INSIGNIA and LOGO is shown on the right.



The said insignia and logo should be used in all written communications, letterheads, uniforms and presentation and identifying mark of the PCGA. It should not be altered nor be given any additional background.

Its use, however, must have the written authority of the Director PCGA District or of the next higher officer, with a copy furnished to the National PCGA Board.

The identification with PCGA and the use of the said logo in a calling card may be allowed. However, it shall not be used/placed side-by-side or together with the logo/s of any other organization/s, entity or unit/s, except the PCG. The logo and rank should only be printed if the card merely provides information on the squadron membership/affiliation and contact numbers of the PCGA member. Prior evaluation and written approval of the Director of next ranking PCGA unit/office is required prior to the printing of said calling card.

All PCGA units and offices particularly the PCGA Squadron where all members must be affiliated shall automatically adopt the said insignia and logo, with the letters PCGA and squadron number beneath the same. The said squadron insignia and logo shall be used in all squadron letterhead, communications and presentations, and more importantly to be adopted also as the squadron badge. All Members are required to wear the squadron badge on the center of the right breast pocket of the prescribed uniform.

The PCGA SQUADRON INSIGNIA, LOGO AND BADGE



2. The Official Uniforms of the PCGA Member

Uniforms have been used for centuries to identify military persons as to country, service, group and place in the chain of command. Generally, all members of each service wear similar uniforms with enough distinction/s to permit identification by service, and show membership of groups in a given service.

There are also small marks of identification added to uniforms to identify the wearer, groupings, show position in a chain of command, or achievements and awards.

Another distinguishing feature is the headgear, which differs from Flag Officers, Field Grade Officers and Company Grade Officers. Cap devices are the same for men and women of the same rank.

The PCGA regular officers and members have the distinction and privilege of wearing uniforms, the designs of which were initially patterned from the PCG uniforms with some modifications. Having descended from a military heritage, the uniforms are steeped in tradition and should therefore be worn properly, proudly and in accordance with the dignity of the office it represents.

The prescribed uniforms for PCGA shall be worn only when attending official PCGA meetings/conferences or conventions or when attending official PCG/PCGA activities or functions. To assure the maturity and value of the PCGA's chain of leadership and management, only flag rank officers presently occupying TO positions shall wear the PCGA uniform when attending Squadron Meetings.

Other flag rank officers not holding any TO position, as well as the other members of the PCGA Boards, shall wear the PCGA prescribed short sleeves Barong Tagalog or shirt jack with the PCGA Insignia. They can, however, wear the usual PCGA formal uniform with rank insignias during PCGA National Conventions and anniversaries, PCGA District and Squadron anniversaries, District Conventions, or as may be authorized by the Commandant.

Wearing of the PCGA uniform without proper authority is a violation of law. Occasions when wearing of uniforms is prohibited include:

- In public places/establishments such as airports, malls, church, and the like, except when a PCG or PCGA function or activity is being held thereat.
- In places of dubious reputation where the uniform might be discredited or disgraced.
- When engaged in political activities.
- During paid employment or sports.
- Aboard PCG vessel or aircraft facility unless the facility is on an authorized PCG mission.
- Entry to or while present in a foreign country or territory unless specifically authorized by an appropriate PCG authority. Authorization may be granted when visiting a foreign country as a member on official business.
- Members may not wear any distinctive part of the uniform or official PCGA insignia or shoulder boards with civilian clothing.

Section A. AUTHORIZED UNIFORMS FOR PCGA:

1. For Men/ Women Auxiliary Officer

- a. Dinner Dress White/Dinner Dress Black Uniform (Optional)
- b. Service Blue (Alpha)
- c. Service Blue (Bravo)
- d. Working Blue
- e. Field Uniform
- f. Humanitarian Dress Uniform (HDU)
- g. Bush Coat
- h. Dress Blue for Formal occasions
- i. Physical Training (PT) Uniform

2. For Men/ Women Member (Aux4 - Aux1)

Field Uniform

Other field uniforms may be authorized upon approval of the respective Directors PCGA Districts that are intended for special and specific activities within their respective areas of responsibility. However, the design of the uniform shall include the name or logo of the specific activity and all the other participating units/agencies, if any.

Section B. DESCRIPTION of AUTHORIZED UNIFORMS:

1. Dinner Dress White (Mess Jacket) Uniform



- a. The Dinner Dress White uniform is worn for formal dinner occasions;
- b. Pershing cap is worn with this uniform;
- c. The coat is the standard PCG (Navy) white colored mess jacket. The buttons are silver. Two medium buttons with a chain same color as the buttons are used to close the coat;
- d. Hard shoulder boards are attached to loop upon the shoulder to designate rank;
- e. Black bow tie plain style, not extending 2 ¼ inches in vertical width is worn;
- f. Breast insignias/devices. Miniature medals are worn on this uniform. PCGA pin/badges, that have no miniatures, are also worn if authorized. Ribbons and name tags are not allowed;
- g. The shirt is white with pleated soft front dress shirt with a turn-down collar and worn with plain gold cuff links and gold shirt studs;
- h. Cummerbund (waistband). A pleated silver cummerbund 5" high is worn with pleats facing upwards;
- i. Trousers shall be black of the same material as the coat, high-waisted of plain design (this means no stripe down the leg), without back pockets; Women PCGA Officers may wear ankle length, pencil cut black skirt.

- j. Socks shall be black, made of knitted or rib knit, undecorated material;
- k. Shoes shall be black with heels made of smooth leather or synthetic materials. Shoes shall be low cut of plain style without decorations. There shall be no stitching or seams across the toe. Heels shall be no higher than 1". Sole edges, heels and laces must be black.

Optional items: white suspenders, with gloves.

2. Service Blue Alpha Uniform

The Service Blue Alpha is worn with the pershing cap, service blue polo shirt, blue web belt with gold PCGA buckle, dark blue pants, black socks and prescribed black shoes. The prescribed undershirt is a v-neck white cotton shirt, without any large markings or print that may be seen through the polo shirt.



The following are the ONLY authorized attachments: (1) Ribbons directly on top of the left breast pocket cover; (2) Squadron Badge on the center of the right breast pocket (below the cover); (3) prescribed nameplate, unit citation ribbons; and (4) Command Badge. The enhanced (HARD) shoulder boards are worn with this uniform. No other devices i.e. pen, pins, patches or paraphernalia may be attached or worn on it. Any other badges, pins, wings, flags, etc., not mentioned in items 1-4 cited in this paragraph, or those given by other international organizations, other military units, may be worn only if it has the explicit written approval of the Commandant upon the recommendation of the PCGA National PCGA Board.

This uniform should be worn during Formal Squadron Meeting, Turn-over/ Change of Command, National Convention, District and National Command Conference.

3. Service Blue Bravo Uniform

The Service Blue Bravo is worn with the pershing cap, service blue polo shirt, blue web belt with gold PCGA buckle, dark blue pants, black socks and

prescribed black shoes. The prescribed undershirt is a V-neck plain white cotton shirt. (shirt should not be seen when the blouse is buttoned), The prescribed undershirt is a V-neck white cotton shirt, without any large markings or print that may be seen through the polo shirt.

The following are the only authorized attachments: (1) Squadron Badge on the center of the right breast pocket (below the cover); (2) prescribed nameplate; and (3) Command Badge. The SOFT shoulder loops are worn with this uniform. No other badge, ribbon, pin, patch, device or paraphernalia may be attached or worn on it.



4. Working Blue Uniform

The Working Blue Uniform is worn with the PCGA ball cap, working blue polo shirt, blue web belt with gold PCGA buckle, dark blue pants, black socks and prescribed black shoes. An embroidered name tag with Yellow Gold Letters over same blue cloth is permanently sewn on top of the right pocket, while the letters PCGA embroidered in yellow gold letters over the same blue cloth is sewn permanently on top of the left pocket cover. A rank patch with appropriate bar/s for the rank of Ensign to Captain embroidered in yellow gold letters over same blue cloth shall be sewn each on the left and right collars. The prescribed undershirt is a round neck dark blue cotton shirt.

The following are the ONLY authorized attachments: (1) Squadron Badge on the center of the right breast pocket (below the cover), (2) Command Badge and (3) metal star/s for appropriate star rank. No other badge, ribbon, pin, patch, device or paraphernalia may be attached or worn on it.

This uniform shall be worn during outreach activities such as blood lettings, medical and dental services, boating and other activities which require physical actions.



5. PCGA Field uniform

a. Field Uniform for Men and Women PCGA Officer

The Field Uniform is composed of a collared T-Shirt in either dark blue or orange color, (Dry - Fit Material), Tactical Pants (Khaki), Tactical Belt (Khaki), and will be worn with Tactical Boots (Khaki) and optional ball cap, blue web belt with gold PCGA buckle, blue maong pants, and optional bull cap.

The PCGA Logo (maximum of 4 inches diameter) shall be printed on the left breast portion on the front and the words/letters PCG (3inches height), PCGA) (2 inches height) at the back, using ARIAL BLACK font.

This uniform shall be worn during outreach activities such as coastal cleanups, mangrove plantings, bloodlettings, medical and dental missions, boating, and other activities that require physical actions.



b. Field Uniform for Men and Women Non-officer Member

The Field Uniform is composed of a round neck T-Shirt in either dark blue or orange color (Dry Fit Material), blue web belt with gold PCGA buckle, dark blue jeans, and optional ball cap. A printed PCGA Logo (maximum of 4 inches diameter) shall be printed on the left breast portion on the front and the words/letters PCG (3 inches height), PCGA, CGAD and SQUADRON NO (optional) (2 inches height) at the back, using ARIAL BLACK font.

This uniform shall be worn during outreach activities such as coastal cleanups, mangrove plantings, bloodlettings, medical and dental missions, boating, and other activities which require physical actions.



Field Uniform

6. Humanitarian Dress Uniform (HDU)

Guidelines on the wearing of HDU:

The HDU is **only authorized** to be worn during Heightened or Red Alert by PCGA members relative only to the conduct of PCG-PCGA activities **with a Mission Order** duly issued by the Commander, Coast Guard District, Deputy Chief of Coast Guard Staff for Civil Relations Service, CG-7 or Coast Guard Civil Relations Service (CGCRS) such as and limited to the following:

- ✓ Humanitarian Assistance and Disaster Relief (HADR) operations; and
- ✓ Medical, Dental and Veterinary Capability Missions.

All issued Mission Orders in Coast Guard Districts and by the Coast Guard Civil Relations Service (CGCRS) must be communicated to the O/CG-7.

HDU is **not authorized** to be worn during the following instances:

- When traveling for personal purposes;
- When transacting business or political activity;
- When visiting other offices or facilities which is not related to any of the abovementioned authorized activities; and
- When attending meetings/webinars.

A PCGA member who will violate the aforesaid provisions shall be dealt with accordingly under Chapter 5 PCGA Administrative Discipline of the Revised PCGA Manual.

Note: HDU shall always be worn open collar and the following should be embroidered:

Front:

- Surname and the word “AUXILIARY”
 - Font Color: Golden Yellow
 - Background: Blue
- Rank on collar
 - Font Color: Golden Yellow
 - Background: Blue
- PCGA Logo on the cap
 - Font Color: Gray



7. BUSH COAT

This uniform should be worn with the PCGA Badge, belt, and “Auxiliary” patch on the left sleeve. The rank/insignia must be placed in the collar.



8. Dress Blue for Formal Occasions

The Dress Blue is worn with the Pershing cap, blue web belt with gold PCGA buckle, dark blue pants, black socks and prescribed black shoes. The prescribed undershirt is a plain white V-neck cotton shirt.



The following are the ONLY authorized attachments: (1) Ribbons directly on top of the left breast pocket cover; (2) Squadron Badge on the center of the right breast pocket (below the cover); (3) prescribed nameplate, unit citation ribbons; and (4) Command Badge, and (5) Shoulder Boards.

No other devices i.e. pen, pins, patches or paraphernalia may be attached or worn on it. Other badges, pins, wings, flags, etc., not mentioned in items 1-4 cited in this paragraph, or those given by other international organizations, other military units, may be worn only if it has the explicit written approval of the Commandant upon the recommendation of the PCGA National Auxiliary Board (NAB).

9. Physical Training Uniform (PT Uniform)

Use for activities that require physical exertion or the need for wearing shorts i.e. mangrove planting, coastal activities and the like.

The PT uniform should be blue dri-fit with COAST GUARD AUXILIARY printed/ sublimated in the front and PCGA logo at the back. Athletic blue shorts should be garterized and with drawstring.



DESCRIPTION OF BASIC COMPONENTS OF THE UNIFORMS

a. Service and Working Blue Trousers

Trousers or pants for the Service Blue and Working Blue Uniforms are one and the same. It is made of dark blue cloth. The wearer has the option to have it pleated or plain from the front waistline. A blue web belt with a PCGA gold buckle is always worn with the trousers.

Women PCGA Officers have the option to wear a skirt with the same color and fabric, in lieu of the trousers, the length of which should not go higher than 3 inches above the knees



b. Official PCGA Buckle and Belt

The Official PCGA buckle carries the PCGA Insignia at the center over the front gold metal plate. A dark blue web canvass belt is always attached to it, and wrapped around the waist line of the trouser. The tip or end portion of the belt is placed inside the buckle and should not protrude out of the buckle.



**Prescribed buckle
for Ranks from Aux
4 to Captain**



**Prescribed buckle
for Flag Ranks**

c. Service Blue Polo Shirt

Service Blue Polo Shirt The service blue polo shirt is made of light blue cloth. It is short-sleeved with flat coat type collar with stays and epaulets. Its difference with the PCG service polo shirt is that it has pleated button row at the front and double pleated breast pocket. With this shirt, the collar is worn open without a tie.

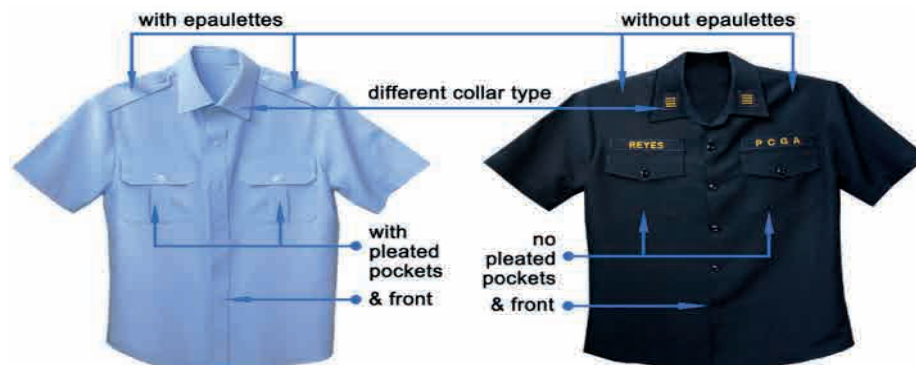
Its proper manner of wearing and attachments are specified earlier. Prospective PCGA officers with pending General Orders or with General Orders but not yet officially inducted can wear this with the prescribed nameplate ONLY and without any other attachments.

It is worn tucked-in at all times for both male and female PCGA officers.

d. Working Blue Polo Shirt

The working blue polo shirt is made of dark blue cloth. It is short-sleeved with flat coat type collar without stays and epaulets. It is the same with the PCG working blue polo shirt and should be buttoned up to the last top button.

It is worn tucked-in at all times for both male and female PCGA officers



e. Official PCGA Name Plate

An official PCGA nameplate must always be worn with the Service Blue uniform. The PCGA nameplate shall have black background with gold letters and borders and topped with a shiny plastic laminate.

On the Service Blue Alpha, it shall be worn on top of the right breast pocket directly with a half inch clearance from the citation ribbons.

On the Service Blue Bravo, it shall be worn on the right breast pocket with its bottom seating or aligned to the top of the pocket cover.



For the Working Blue uniform, the PCGA nametag shall be embroidered using yellow gold letters over the same blue cloth fabric as the Working Blue uniform. It shall be sewn directly on top of right breast pocket.

f. Prescribed Shoes and Socks

Shoes shall be black with heels made of smooth and shiny leather or synthetic material (**Charol**). Shoes shall be low cut plain style without decoration.

There shall be no stitching or seams across the toe. It should have heels which, however, shall not be higher than one (1") inch for men and two and half (2 ½ ") inches for women. Sole edges, heels and laces must be black.



Socks should always be worn with the prescribed shoes. It shall be black in color, made of knitted or rib knit undecorated material

Section C. HEADGEARS

1. Pershing Cap



The Pershing cap is named after the famous American General John “black jack” Pershing, Chief of Staff of the U.S Army and Commanding General of the U.S Army Expeditionary Force which saw action in Zamboanga, Philippines and in France during WW1.

Field grade and flag officers have elaborated braids on the visors of their Pershing caps; company grade officers do not have silver braids; Pershing caps are worn with dark blue covers (dinner dress white uniform and service blue uniforms)

2. Ladies Headgear

The Ladies headgear is similar to the pershing cap for men but has no braids and is likewise worn with dinner dress white uniform, service dress white uniform, and service blue alpha and bravo uniforms.



Both the Pershing Cap and the Ladies Headgear are made of dark blue cloth material and bears the PCGA Insignia.

3. PCGA Ball Cap

PCGA ball caps, popularly known as baseball caps, are now known in the military as Command Ball Caps. This is used with the working blue for field activities especially on sea duty. This is in dark blue fabric and bears the PCGA insignia at the center front.



Appropriate markings (laurels), consistent to an officer's rank may be printed on the visor of the ball cap.

Section D. OFFICIAL SHOULDER BOARD AND LOOP

The shoulder boards and loops are the epaulette or adornment consisting of an ornamental cloth pad worn on the shoulders that indicate rank. They are worn on and inserted properly on the epaulettes strap of the Service Blue or dinner uniforms.

The PCGA shoulder boards are designed with the insignia and with the PCGA acronym on it.

Types of Shoulder Board

The **HARD shoulder board** is made of cloth material with a hard insert inside it and is adorned with metal ornaments. It always carries the metal-casted PCGA insignia with the PCGA acronym directly below and a small golden button locker with the dolphin and anchor symbols on it. It is used with the Dinner Jacket and the Service Blue Alpha uniforms.

Vice Admiral		
Rear Admiral		
Commodore		
Captain		
Commander		
Lieutenant Commander		
Lieutenant		
Lieutenant Junior Grade		
Ensign		

The hard shoulder board of a flag rank officer has a flat plain gold color background fabric with the metal star symbol on top; while that of a lower rank officer uses boards with black background fabric and yellow gold color stripes to indicate ranks.

Emblem for use on
HARD Shoulder
Boards

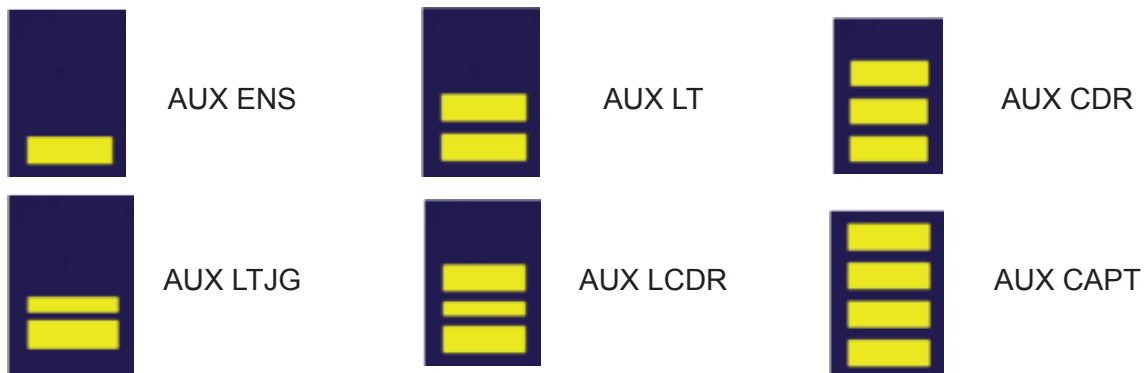


Vice Admiral	
Rear Admiral	
Commodore	
Captain	
Commander	
Lieutenant Commander	
Lieutenant	
Lieutenant Junior Grade	
Ensign	

The **SOFT shoulder board** or **LOOP** is made of soft black cloth material with the PCGA acronym embroidered at the end using yellow gold threads. Stars indicate the ranks of flag officers while bars are used for the rank of Captain and below. The stars and bars are also embroidered using yellow gold threads. The shoulder loop is used with the Service Blue Bravo uniform.

Section E. OFFICIAL INSIGNIA FOR WORKING BLUE, BUSH COAT AND HDU

Appropriate Ranks for the Working Blue, Bush Coat and HDU must be embroidered in the collar with blue background and golden yellow strips.



Section F. Proper Wearing of Uniform

The PCGA is a civilian volunteer organization established by the PCG. The proper wearing of its prescribed uniform is the responsibility and sacred obligation of each and every member of the PCGA. The proper wearing of uniform not only earns respect, but also symbolizes the proper decorum expected of a PCGA Officer and a “Gentleperson.”

In addition to what was previously presented in this chapter, hereunder are additional guidelines in the wearing of the aforementioned uniforms:

- Shirts pockets should be empty of any article.
- All buttons must be properly fastened, except the collar button on the service blue alpha shirt.
- Shoulder boards and all other uniform accessories must be worn in the proper place and position.
- Appropriate uniforms must be worn at all times.
- Uniforms must be clean and neatly pressed while buckles and shoes must be polished.
- A PCGA Gentleman Officer should not wear the uniform with long pony-tailed hair, or with earrings, tattoos, or lewd jewelries.

Respect for the uniform is always emphasized and must therefore be checked regularly by the National Director and the Directors of PCGA Districts and Squadrons. The continuous and habitual breach of the proper wearing of uniform is a cause for delisting/disenrolling from the PCGA service.

Note: Designs and colors as shown in the illustrations may not appear exactly as described herein due to print color and layout differences. The prescribed colors and sizes are as specifically stated herein with samples made available at the different CGA Districts.

CHAPTER 11

PCGA MEMBER RECOGNITION AWARD

Section A. SIGNIFICANCE

The mission of the PCGA is to assist the PCG in promoting safety of life at sea, protection of the marine environment and such other humanitarian activities as may be directed by the Commandant, PCG. Hence, acts and deeds of these volunteer individuals or groups of persons are of paramount consideration. There is a need for public recognition of exemplary performance to motivate them to achieve greater individual and organizational goals, thus enhancing their efficiency and effectiveness.

Awards and decorations are tokens or intangible proofs of deeds embodying honorable, meritorious and heroic acts and display of skills with proficiency, competence and excellence that serve as memorabilia and inspiration.

Section B. APPLICABILITY

This provision applies to all members (officers and non-officers) of PCGA who have distinguished themselves on exemplary achievement or service in activities relevant to the objectives of the PCGA and the PCG in general.

The PCG through the recommendation of the PCGA may give appropriate awards and recognitions to members of other volunteer organizations or professions who have participated in or significantly contributed to PCGA activities such as on search and rescue, disaster relief operations or marine environmental protection.

Section C. PURPOSE

To prescribe the policies and procedures in the granting of awards and decorations to deserving PCGA officers and members/ organizations in order to recognize actions or deeds and exceptional service or achievement.

Section D. TYPES OF AWARDS AND DECORATIONS

1. Dolphin Service Plaque Recognition Award

While there is no retirement scheme in the PCGA, and considering that the PCGA is a volunteer rather than an employment organization, a Dolphin Service Plaque Recognition Award will be given by the Commandant, PCG for exemplary service of a member who has served outstandingly for at least twenty (20) years of continuous active PCGA service and has served at least one-year as Director PCGA Squadron.

A recipient of this award who will continue to serve actively in the PCGA will receive the same award for every additional five years of outstanding continuous active PCGA service.

Members who have not served for at least one year as DAS but have reached 20 years of continuous service are entitled to receive a long service ribbon with dolphin appurtenance.



2. PCGA OUTSTANDING ACHIEVEMENT MEDAL AND RIBBON

This is awarded by the PCG Commandant for the highest achievement of a PCGA member with outstanding performance of his duty in support of the PCG Mission and Functions. To justify the award, the act must be evidenced by the outstanding voluntary initiative of the member. As a distinction, the award shall be conferred as follows:



1 st Award	(Basic Ribbon)
2 nd Award	with 1 Triangle
3 rd Award	with 2 Triangles
4 th Award	with 3 Triangles
5 th Award	with 4 Triangles
6 th Award	with 1 Star
7 th Award	with 1 Star & 1 Triangle
8 th Award	with 1 Star & 2 Triangles
9 th Award	with 1 Star & 3 Triangles
10 th Award	with 1 Star & 4 Triangles
11 th Award	with 2 Stars
12 th Award	with 2 Stars & 1 Triangle

3. PCGA Distinguished Service Medal and Ribbon

This award is given to outgoing PCGA officers who have served for a time in a position of leadership and responsibility in recognition of their service as a ND and DAD or Squadron.



4. PCGA Merit Medal and Ribbon

This is awarded for meritorious services rendered that has great impact on the accomplishment of the PCGA mission or for leading and managing efficiently a PCGA unit other than those cited above for at least six months. For those serving a term of a unit, this is issued only once for the term covered.



5. PCGA Commendation Medal and Ribbon

This award is for demonstrating exemplary efficient service in pursuance of the PCG's mission and functions. The accomplishment is lower in degree than that of the Merit ribbon.



6. PCGA Good Conduct Medal and Ribbon

To earn this award, a PCGA member must have served at least two (2) years of active participation in all PCG-PCGA projects and activities with no record of punishment, conviction or derogatory information.



7. PCGA Search and Rescue Medal and Ribbon

An award given for exemplary acts in the conduct of search and rescue resulting in saving of life at sea. To justify the award, the act shall be evidenced by voluntary participation in the face of great risk and sacrifice during such activity/operation.



8. PCGA Civic Action Medal and Ribbon

This award is given for meritorious achievement in the field of civic action in line with the approved programs in support of the PCG and PCGA mission.



9. PCGA Long Service Medal and Ribbon

An award given for recognition of fruitful and honorable service to the PCGA. To warrant the award of service ribbon, a PCGA officer must have rendered five (5) years of continuous fruitful and honorable service with the PCGA.



10. PCGA Anti-Marine Pollution Campaign Medal and Ribbon

For participation in an exercise to protect the marine environment or to take part through voluntary rendition of actual response service in anti-marine pollution programs conducted in the PCG Districts and Stations.



11. PCGA Disaster Relief and Rehabilitation Medal and Ribbon

For voluntary participation in relief and rehabilitation operations connected with typhoons, floods, earthquakes and disasters or calamities



12. PCGA Red Cross Medal Ribbon

Awarded to all PCGA members who have actively participated in at least two (2) bloodletting activities.



13. PCGA National Convention Medal and Ribbon

For attending the PCGA National Convention, one may qualify for this award.



14. PCGA International Convention Medal and Ribbon

For attending a PCG PCGA International Convention, one may qualify for this award.



15. PCGA World Clean-up Day Medal and Ribbon

For participating in the PCG/PCGA National Clean-up activity.



16. PCGA Anniversary Ribbon

This special award is exclusively given by the National Director to members who attended the National Convention commemorating its Founding Anniversary of the PCGA.

- * 40th Anniversary
- * 50th Anniversary (w/ 1 triangle appurtenance)
- * 60TH Anniversary (w/ 2 triangles appurtenance)



17. Commandant PCG Unit Citation

This award is exclusively awarded by the Commandant, PCG to any unit, i.e. PCGA District, Squadron, Division or any other unit in the PCGA that in the judgment of the Commandant has demonstrated outstanding and exemplary service in the pursuance of the PCGA mission and functions. It may be worn by all members of the unit that have earned the award.



18. National Director PCGA Unit Citation


















This is awarded exclusively by the ND to any PCGA unit that has distinguished itself outstandingly in the rendition of its duty. The award is intended to recognize the performance of the PCGA District, Squadron, Division and other units within the PCGA that the ND recognizes to have demonstrated outstanding service.



19. Presidential Unit Citation

This is awarded exclusively by the President of the Republic of the Philippines to any unit of the PCGA that has rendered distinguished voluntary service in pursuance of the mission and functions of both the PCG and the PCGA. The award is given in recognition of the exemplary performance of a District, Squadron, or Division, or other unit of the PCGA during a given period that is deemed to be uniquely outstanding.



1. Presidential Unit Citation		10. Anti-Marine Pollution Campaign Ribbon	
2. Commandant PCG Unit Citation		11. Disaster Relief and Rehabilitation Ribbon	
3. PCG Anniversary Ribbon		12. Commendation Ribbon	
4. National Director PCGA Unit Citation		13. Civic Action Ribbon	
5. Outstanding Achievement Ribbon		14. Red Cross Ribbon	
6. Distinguished Service Ribbon		15. Good Conduct Ribbon	
7. Long Service Ribbon		16. Convention Ribbon	
8. Merit Ribbon		17. International Coastal Clean-up Ribbon	
9. Search and Rescue Ribbon			

The above-cited medals may be worn on the formal Mesh Jacket Uniform only, while the basic Ribbons may be worn with corresponding triangles and stars on the Service Blue Alpha Uniform only.

Proper arrangement and alignment of Ribbons



Hierarchy of Awards and Points System

Specific awards and decorations are conferred upon members who meet the prescribed criteria. These awards have a clear and defined hierarchy and corresponding point value. This will not only distinguish individual accomplishments and good standing among awardees but would form a solid basis for promotion to higher rank and election to leadership positions from PCGA Squadron to District and National levels.

Marks on the basic ribbon connote the subsequent granting of the same award. The standard mark is a triangle or in some cases a star.

The hierarchy and points system shall be as follows:

- Outstanding Achievement Ribbon.....15 points
- Distinguished Service Ribbon.....14 points
- Long Service Ribbon.....13 points
- Merit Ribbon.....12 points
- Search and Rescue Ribbon.....11 points
- Anti-Marine Pollution Campaign Ribbon.....10 points
- Disaster Relief and Rehabilitation Ribbon.....9 points
- Commendation Ribbon.....8 points
- Civic Action Ribbon.....7 points
- Red Cross Ribbon.....6 points
- Good Conduct Ribbon.....5 points
- National Convention Ribbon.....4 points
- International Convention Ribbon.....4 points
- World Clean-up Day Ribbon.....3 points

For unit citations, the Directors of the units cited will be given the following points value:

- Presidential Unit Citation.....15 points
- Commandant PCG Unit Citation.....14 points
- National Director PCGA Unit Citation.....13 points

20. Traditional Awards and Units Citations

These awards and/or unit citations shall be exclusively conferred by the Philippine PCG to any member or officer or unit of the PCGA that has rendered distinguished voluntary service in pursuance of the mission and functions of the PCG. These awards and unit citations shall be given during the anniversary celebrations of the PCG.

- Best PCGA District of the year
- Best PCGA Squadron of the Year
- Best PCGA Division of the Year
- Best PCGA Officer of the Year
- Best Non-Officer Member of the Year

21. PCGA Leadership Badges

PCGA officers who have served for a time in a position of leadership, management and responsibility shall be entitled to wear certain PCGA Leadership Badges indicative of their service in the PCGA. The following are the authorized PCGA Leadership Badges:

- **Unit Leadership Badge**

This PCGA Leadership Badge shall be worn by PCGA officers who have served a term as PCGA National Director, Director PCGA District, Director PCGA Squadron, or as Director PCGA Division.

The National Director, Director PCGA District and Director PCGA Squadron Leadership Badge shall have round laurel leaves and the PCGA logo. Flag officers may place the commensurate number of gold star above the laurel leaves. The distinctions are as follows:

- a. National Director - Gold Laurel Leaves with 3 stars
- b. Director PCGA District - Gold Laurel Leaves with 2 stars
- c. Director PCGA Squadron - Gold Laurel Leaves with 1 star
- d. Director PCGA Division - Silver Laurel Leaves, with no star

The above-named incumbent officers shall wear the PCGA Unit Leadership Badge above the left pocket on top of the ribbons for the Service Blue Alpha uniform, or at least one (1") inch on top of the left pocket cover on the Service Blue Bravo or Working Blue uniforms only.

Officers who have served in the named positions for at least one (1) year and who were given orders awarding to them such badges shall wear the PCGA Unit Leadership Badge above the right pocket on top of the unit citation ribbons for the Service Blue Alpha uniform, or at least an one (1") inch above the right pocket cover on top of the name plate on the Service Blue Bravo or Working uniforms only.

- **Dolphin Service Badge**

This PCGA Leadership Badge shall be worn by PCGA officers who have served twenty (20) years of continuous active Auxiliary service and have been elected as Director Auxiliary Squadron.

The Dolphin Service Badge is issued to the recipients of the Dolphin Service Recognition Plaque.



22. The Beacon ELIGIBILITY BADGE

The Beacon Eligibility Badge is a special award of distinction given to Past National Directors **ONLY** for their exemplary leadership.

A Beacon Eligibility Badge Review will be conducted by the National PCGA Board (NAB) and the final approval on the list of awardees will come from the National Director.

Section E. RECOMMENDATION FOR AWARDS

- To be fully effective, an award should be timely. A recommendation shall be coursed through channels which shall be acted upon as quickly as possible.
- Recommendations must be based upon the statement of a responsible person who is a witness to the deed or act done. Written testimony shall be in the form of certifications or affidavits.
- Each basis of recommendation for an award/decoration shall show the exact status based on the services of the person being recommended at the time of rendition.
- When a recommendation is supported by official records, that fact shall be stated and included in the recommendation. Such information enables prompt and certain identification of the record.
- All accomplishments must be confirmed by previous reports to the Commander PCG District, Station and Detachment, and duly entered in their journals.

The processing flow for the grant of awards shall be as follows:

- a) The Director PCGA Division submits a recommendation for award to the Director PCGA Squadron who refers the document to the Squadron Awards and Decorations Board for evaluation.
- b) If the recommendation is found not to have merit, the Director PCGA Squadron returns it to the Director PCGA Division with an explanation on his decision; otherwise, he endorses it immediately to the Director PCGA District.
- c) The Director PCGA District refers the recommendation to the District Awards and Decorations Board. If the Board finds it to be meritorious, he endorses the recommendation to the Commander PCG District National Director for approval

if within his authority to issue. If it requires approval of the DCO, the Commander PCG District National Director endorses it to the National Director for further endorsement to the. All recommendations shall be acted upon within fifteen (15) days from receipt of the official communications.

- d) The ND endorses the request to the DCO for his approval and issuance of award. If the award subject of the request is not within the authority of the DCO to issue, the DCO shall endorse the same to the Commandant for approval if found to be in order.
- e) Upon issuance, the order is then transmitted to the ND and back to the PCGA District and Squadron level for presentation to the awardees.
- f) Processing of an award must be given preferential attention by all concerned. As earlier stated, the recommendation must be acted upon within fifteen (15) days from receipt of the official communication.

Section F. PRESENTATION OF AWARDS

Presentation of award shall be made with formal and impressive ceremony and as much as possible in the presence of other officers and members of the PCGA.

In the presentation, an award or decoration may be pinned on the awardee only when he/she is in proper PCGA uniform.

Section G. LIMITATIONS

Only one award shall be made for the same act of heroism, extraordinary achievement or period of meritorious service.

Duplicating awards shall not be made for outstanding achievement and inclusive meritorious service within the same period of time. Continuation of the same or similar type of duty previously recognized by an award shall not be the basis for a second decoration.

Section H. AWARDS AND DECORATIONS BOARD

The Awards and Decorations Board shall be created in every Squadron and District, covered by appropriate orders, to deliberate and pass upon recommendations for awards and decorations.

Composition

- Deputy Director for Administration : Chairman
- Administrative and Personnel Officer : Member
- Operations Officer : Member

Section I. PROCUREMENT OF AWARDS AND DECORATIONS

This shall be the responsibility of the PCGA Squadron recommending the awards. It is important that the awards and decorations procured should reflect the exact description of the award in the manual.

Section J. ANNOUNCEMENT AND PUBLICATION

Awards and decorations granted by the CPCG and the DCO shall be announced and published in the HPCG General Orders, copy furnished the PCGA Database Manager.

Awards and decorations granted by the Commander PCG District shall be announced and published in the Special Orders by their respective Commands, copies of which shall be furnished to the PCGA Database Manager and the National PCGA Main Office.

Section K. MANNER OF WEARING

Ribbons may be worn on formal PCGA uniforms on the following occasions, unless otherwise prescribed:

- During state occasions, local or abroad;
- When receiving or calling on high-ranking PCG, PNP or AFP officers, including PCG PCGA officers of a recognized country;
- As escort of colors;
- During regular PCGA functions and meetings
- Parades, reviews, inspections and funerals.
- Ceremonial and social occasions

Ribbons may not be worn when wearing the PCGA Service Blue Bravo or working blue uniform, and/or when engaged in PCGA field work or activity.

Ribbons are worn in rows on the uniform above the left breast pocket. The highest award at the topmost row, right to left according to the hierarchy of awards.

Medals, ribbons, pins, wings, devices, etc. awarded by other institutions may be worn with the PCGA uniforms over the right breast pocket. The documentation for said award, ribbon or pin shall first be transmitted to the National PCGA Board upon the recommendation of the Director PCGA Squadron through the Director PCGA District.

The National PCGA Board shall deliberate on the recommendation and shall communicate to the National Director its recommendation. If approved, the ND issues a General Order authorizing the same to be worn.

Wearing of unauthorized medals, ribbons, pins, device, etc. which are not covered by proper General Orders is tantamount to wearing an unauthorized uniform and is subject to disciplinary action as earlier prescribed in Chapter 5 of this Manual.

Section L. LEVELS OF APPROVING AUTHORITIES FOR AWARDS AND DECORATIONS

Approving Authority	Awards and Decorations
Commandant, PCG	<ul style="list-style-type: none"> - Dolphin Service Recognition Plaque - Outstanding Achievement Ribbon - PCG Commandant Unit Citation - Beacon Eligibility Badge - Presidential Unit Citation Endorsement
Deputy Commandant for Operations	<ul style="list-style-type: none"> - Distinguished Service Ribbon - Long Service Medal - Convention Ribbon
Commander PCG District and Other PCG Unit Commanders	<ul style="list-style-type: none"> - Merit Ribbon and below
National Director PCGA	<ul style="list-style-type: none"> - National Director PCGA Unit Citation
Director PCGA District	<ul style="list-style-type: none"> - Good Conduct Ribbon - Anti-Marine Pollution Medal & Ribbon - Civic Action Medal & Ribbon - Red Cross Medal & Ribbon

Note: Policies on Awards may be issued by the Commandant on a separate document/ booklet with more details and description.

All awards and decoration ribbons approved by the Commandant and the DCO must have the endorsement of the National Director.

The above stated ribbons, decorations, awards and medals can only be worn when formally covered by General Orders.

ANNEX A: Glossary

Abbreviations and Acronyms

CGCRS	Coast Guard Civil Relations Service
COMREL	Community Relations
C, CGD	Commander, Coast Guard District
C, CGS	Commander, Coast Guard Station
CPCG	Commandant, Philippine Coast Guard
CS	Chief of Staff
DAD	Director Auxiliary District
DAS	Director Auxiliary Squadron
DCA	Deputy Commandant for Administration
DCO	Deputy Commandant for Operations
DNDA	Deputy National Director for Administration
DNDO	Deputy National Director for Operations
DOTr	Department of Transportation
DCCGS for CRS, CG-7	Deputy Chief of Coast Guard Staff for Civil Relations Service
MAREP	Marine Environmental Protection
MARLEN	Maritime Law Enforcement
MARSAF	Maritime Safety
MARSAR	Maritime Search and Rescue
HADR	Humanitarian Assistance and Disaster Response
HDU	Humanitarian Dress Uniform
ICT	Information and Communication Technology
MARSEC	Maritime Security
NAB	National Auxiliary Board
ND	National Director
NSTP-CWTS	National Service Training Program-Civic Welfare Training Service
NTF-ELCAC	National Task Force to End Local Communist Armed Conflict
PCG	Philippine Coast Guard
PCGA	Philippine Coast Guard Auxiliary
TWG	Technical Working Group

ANNEX B: Recommendation for Changes

(Originating Agency)

DATE :

TO : DCCGS for CRS, CG-7

SUBJECT : Recommendation for Changes

The following recommendations are submitted for improvement of

(title)

(figure number)

(line/sentence/phrase)

(page)

Comment:

Recommendation:

Name, Signature, Date

ANNEX C: List of PCGA National Director



AUX VADM JOSELITO ASENIERO PCGA
(2002-2008)



AUX VADM EDUARDO ALVAREZ PCGA
(2008-2010)



AUX VADM DANILO G CABALDE PCGA
(2012-2014)



AUX VADM HIGINIO MENDOZA PCGA
(2010-2012)



AUX VADM JOSEPH N DY PCGA

(2014-2015)



AUX VADM VALENTIN B PRIETO JR PCGA

(2015-2018)



AUX VADM BEETHOVEN N SUR PCGA

(2018-2021)



AUX VADM MANUEL LUIS P IDQUIVAL PCGA

(2021- Present)

ANNEX D: General Provisions

1. Definition of Terms

- a) **Administrative due process** – the right of a party interested or affected to notice and hearing to enable him to present his side and submit evidence in support thereof. In essence, due process pertains to the opportunity of the party impleaded to be heard.
- b) **Affidavit** – a written declaration or statement of facts, made voluntarily under oath or affirmation before an officer authorized to administer such oath or affirmation.
- c) **Answer** – a responsive pleading containing the respondent’s negative and affirmative defenses.
- d) **Auxiliarist Disciplinary Board** - in charge of hearing of complaints and request for investigation in different levels from squadron, district to national administrative management office.
- e) **Breach of Internal Discipline** – any offense committed by a member involving and affecting order and discipline within the organization.
- f) **Citizen’s Complaint** – a formal charge initiated by a natural or juridical person of his/its duly authorized representative or guardian on account of an injury, damage or disturbance sustained as a result of an irregular or illegal act or omission of a member of the PCGA.
- g) **Civic Duty** – an obligation or service pertaining to a citizen as member of the community.
- h) **Complaint** – a written and sworn statement regarding a wrong, grievance or injury sustained by a person.
- i) **Complainant** – one who has initiated a complaint or charge against another either as private individual or an officer who, by reason of his office or position, is required or authorized to institute or file an administrative complaint.
- j) **Decision** – a written disposition of a case personally and directly prepared and signed by the members of the AUXILIARIST DISCIPLINARY BOARD stating clearly the findings of facts and the law applicable thereto. It shall also include a finding of exoneration or culpability of the respondent with the corresponding penalty in case of the latter.
- k) **Error of law** – a misapplication of law by the Board hearing the case.
- l) **Exoneration** – the finding made by the AUXILIARIST DISCIPLINARY BOARD that respondent is not culpable of the charge.
- m) **Findings of fact(s)** – the determination by the AUXILIARIST DISCIPLINARY BOARD of an issue of fact after an evaluation of the evidence submitted in the case.

- n) **Forum Shopping** – the practice of filing several complaints arising from one and the same cause of action and involving the same parties with the different disciplinary authorities.
- o) **Habituality** – is a circumstance where the offender has been previously punished for an administrative offense to which the law attaches an equal or greater penalty or for two or more administrative offenses to which it attaches a lighter penalty.
- p) **Jurisdiction** – the authority vested by law to hear and decide a case.
- q) **Material Evidence** – is that evidence which is relevant and goes to the substantial matter in dispute, or has a legitimate and effective influence or bearing on the decision in the case.
- r) **Newly Discovered Evidence** – that evidence which could not have been discovered and produced during the hearing of the case despite due diligence, and if presented, would probably alter the decision.
- s) **Quorum** – it refers to the number necessary to do business, which in this case, is the presence of the majority of the AUXILIARIST DISCIPLINARY BOARD members.
- t) **District Auxiliarist Disciplinary Board** – an appellate body organized in different administrative districts of the country tasked to decide appeals on decisions of the AUXILIARIST DISCIPLINARY BOARD where the penalty imposed is demotion or forced resignation or disenrollment from the service.
- u) **Reglementary Period** – the period required by law to perform a specific act. In the computation of the period of time, the first day shall be excluded and the last day included unless it be a Saturday, a Sunday or a legal holiday, in which case the period shall run until the end of the next day which is neither a Saturday, a Sunday or a legal holiday.
- v) **Relevant Evidence** – having any value in reason as tending to prove any matter provable (sic) in an action. Evidence is relevant when it tends to prove or disprove the issue or issues outlined in the pleading of the parties.
- w) **Service** – the execution of a writ or process.
- x) **Subpoena** – a process directed to a person requiring him to attend and to testify at the hearing before the AUXILIARIST DISCIPLINARY BOARD.
- y) **Subpoena Duces Tecum** – a process that requires a person to bring with him any book, document, or thing under his control at the scheduled hearing before the AUXILIARIST DISCIPLINARY BOARD.
- z) **Substantial Evidence** – such relevant evidence as a reasonable mind might accept as adequate to support a conclusion.
- aa) **Summary Proceeding** – an abbreviated administrative proceeding conducted consistent with due process to determine the culpability or innocence of the respondent.

- bb) **Summons** – a written order informing the respondent that he is charged of an offense and directing him to file his answer and other responsive pleadings.
2. **Nature of Proceedings** – The hearing is summary in nature and shall not be governed strictly by the technical rules of procedure. However, the proceedings must be consistent with the principles of administrative due process.
 3. **Solemnity of Proceedings**
The hearing shall be conducted with solemnity. The chairman and members shall comport themselves with proper decorum, impartiality and dignity befitting their office. They shall always bear in mind that the AUXILIARIST DISCIPLINARY BOARD's duty is to determine the facts of the case as presented by the party litigants, judiciously evaluate the evidence adduced and, thereafter, arrive at a fair and just decision.
 4. **Effect of the Criminal Case to Administrative Action**
A criminal case is separate and distinct from the administrative case. Accordingly, an acquittal from or dismissal of the criminal case shall not affect the administrative case unless such acquittal or dismissal arose from a declaration by the Court that the accused did not commit the crime.

CREATION, FUNCTION, COMPOSITION, TERM OF OFFICE AND QUORUM

1. Creation

The National Administrative Management Office shall create in every District and Squadron an Auxiliarist Disciplinary Board (ADB);

2. Functions, Powers and Duties

The ADB shall have the power to hear and adjudicate all members/citizen's complaints formally filed with, or referred to it, against any PCGA, and, if warranted, impose the corresponding penalty.

In the exercise of its functions, the ADB, acting through its chairman, the Director Auxiliary Squadron or Director Auxiliary District, as the case maybe, is empowered to administer oaths, summon witnesses, require the production of documents, records, books, or other things by a subpoena duces tecum and issue other processes as may be necessary.

3. Composition on Squadron Level

The SADB shall be composed of the following:

- a) The Director Auxiliary Squadron;
- b) The Deputy Director Auxiliary Squadron for Administration;
- c) The Deputy Director Auxiliary Squadron for Operations;
- d) Division Directors

4. Composition on District Level

The DADB shall be composed of the MAP BOARD under the chairmanship of the Director Auxiliary District;

5. Term of Office

The term of office of the members of the ADB shall be coterminous with the Director Auxiliary Squadron/District Auxiliary Director. Such member shall hold office until his/her successor shall have been chosen and qualified.

6. Quorum

The presence of the majority of all the ADB members shall constitute a quorum.

If for any reason, the chairman is unable to attend a meeting or is disqualified from participating therein, the members shall elect from themselves a temporary chairman to perform the duties appurtenant thereto.

7. Disqualification by Reason of Affinity or Consanguinity

Any member of the ADB who is related to the complainant or respondent by affinity or consanguinity within the fourth civil degree shall be disqualified from participating in the proceeding and the case shall be tried by the remaining members: Provided, That there is sufficient number to constitute a quorum.

VENUE AND JURISDICTION OVER AUXILIARIST/CITIZEN'S COMPLAINT

1. Every member/citizen's complaint, regardless of the imposable penalty for the offense alleged, shall be filed with the ADB of the Squadron/District where the respondent member is enlisted.
2. Upon receipt and docketing of the complaint, the ADB shall immediately determine whether the offense alleged therein is grave, less grave or minor. If the ADB finds that the offense alleged is minor, it shall refer the complaint to immediate superior of the respondent member to be advised of the unacceptable conduct, specific deficiencies, and acceptable standards of performance. Minor infractions include:
 - a. Flagrant and/or repeated uniform or grooming violations.
 - b. Unintentionally compromising or mishandling Coast Guard or auxiliary examinations, privacy act information, or sensitive official message traffic or correspondence.
 - c. Unwarranted violations or abuse of the chain of leadership and management.
 - d. Failure to follow procedures prescribed by Coast Guard and/or auxiliary written directives, procedures, standing rules, or policies. In reviewing a complaint of this nature, the facts must show that the member had knowledge or reasonably should have had knowledge of the directives, procedures, standing rules, or policies.
 - e. Misrepresentation in official correspondence or reports.
 - f. Misrepresenting Coast Guard authority, rank, title, or auxiliary position or status, either implied or by design.
 - g. Failure to follow established procedures as prescribed by written directives or policies.
 - h. Failure to follow published auxiliary web policies and guidelines when available.

3. Appropriate Sanctions for Minor Infractions

a. Counseling Session

A counseling session, ideally consisting of a frank discussion between the elected leader, complainant (if other than the elected leader), and the subject member, may facilitate corrective action. This counseling session is documented in writing and retained by the elected leader involved and/or Director for a period of two years. If no further disciplinary actions are recorded or pending during the two-year period, the documentation will be removed from the member's file. A separate permanent record shall be retained by the elected leader or Director for the sole purpose of documenting prior discipline should the need arises.

National Auxiliary Main Office and Auxiliary District staff officers are authorized to conduct oral counseling sessions within their offices or with other staff members regarding their performance of assigned duties and responsibilities.

b. Denial of Certain Privileges

Denial of certain auxiliary privileges may suffice as a corrective action for violation of auxiliary policies and guidelines.

c. Letter of Caution

A letter of caution is an informal, corrective letter issued to the member by an Auxiliary Director.

The National Director may issue a letter to the National Auxiliary Board members and National Auxiliary Main Office Staff members regarding performance of assigned staff duties and responsibilities.

4. Should the ADB find that the offense alleged is grave or less grave, it shall take cognizance of the case and accordingly serve summons upon the respondent member within three (3) days from receipt of the complaint. Alleged grave or less grave offense are:

- a. Any action which may or does bring discredit to the Coast Guard or Coast Guard Auxiliary while identified as a member or acting in an auxiliary capacity.
- b. Refusing to follow regulations for the wearing of the Auxiliary uniform or insignia, including misrepresentation as a Coast Guard officer or petty officer, or flagrant or repeated misuse of rank, titles, or insignia.
- c. Misuse of Coast Guard or auxiliary funds or property.
- d. Repeated actions prejudicial to the good order of the auxiliary or any of its programs, as documented in the member's record.
- e. Failure to follow civil rights laws, and/or the Human Relations and Sexual Harassment Policy contained in this manual.
- f. Any knowingly false official statement, oral or written, to include enrollment application data submissions, facility offer of use and inspection forms. This includes forging signatures on any official document and/or falsifying of records.

- g. Breaches of electronics and communications protocols or any other public communications media, so as to reflect discredit or to publicly embarrass the Coast Guard or auxiliary.
- h. Any other actions that, in the Director's judgment, warrant disenrollment proceedings.

PROCEDURE

1. Complaint

All proceedings must be commenced by a complaint in writing and signed under oath, by the aggrieved party or his/its duly authorized representative or guardian against any member of the PCGA who appears to be responsible for the administrative offense charged.

Said complaint shall be filed in at least three (3) copies with the Office of the SQUADRON/ DISTRICT AUXILIARY DIRECTOR where the respondent member is enlisted.

2. Formal Requirements of a Complaint

The Complaint shall be drawn in clear, simple, brief and concise language and must contain the name of the respondent, his rank and address, the designation of the offense complained of, the place, date and time of commission of the offense, and a brief statement of relevant and material facts.

3. Prohibition Against Forum Shopping or Multiple Filing of Complaints – To avoid multiplicity of suits for the same cause of action, the complainant shall certify under oath in his pleading, or in a sworn certification annexed thereto and simultaneously filed therewith, to the truth of the following facts and undertakings:

- a) That he/she has not filed or commenced any other action or proceeding involving the same in other disciplinary forum;
- b) That to the best of his/her knowledge, no such action or proceeding is pending in other administrative disciplinary authority;
- c) That if there is any such action or proceeding which is either pending or may have been terminated, he/she must state the status thereof; and
- d) That if he/she should thereafter learn that a similar action or proceeding has been filed or is pending before any other disciplinary authority, he/she undertakes to report such fact within five (5) days therefrom to the disciplinary authority wherein the original complaint or pleading and sworn certification contemplated herein have been filed.

4. Notice – Within three (3) days upon receipt of the complaint, the ADB shall furnish a copy thereof to the respondent, directing him/her to submit his/her answer thereto within five (5) days from receipt thereof, together with whatever documentary evidence he/she may have in support of the defense.

5. Answer

The answer shall be in writing, under oath and must contain material facts, which may either be a specific denial or affirmation of the allegations in the complaint. It shall be accompanied by documentary or other evidence, if there be any, in support of the

defense, copy furnished the complainant. It shall also contain a list of witnesses and their individual addresses.

The answer shall be filed in at least three (3) copies either personally or by registered mail. The answer is deemed filed on the date and hour of receipt stamped by the post office on the envelope, if filed by registered mail. Said envelope shall be kept and made an integral part of the records of the case.

No motion to dismiss, motion for bill of particulars or any other interlocutory motion shall be allowed hence, filing of the same shall not interrupt the running of the reglementary period for filing an answer.

6. Effect of Failure / Refusal To File Answer

Failure of the respondent to file an answer within the reglementary period shall be considered as a general denial of the charges.

7. Effect of Admission By Respondent

When the respondent in his answer admits his culpability to the charge, the ADB shall, nonetheless, proceed with the hearing in order to determine the degree of his responsibility, and the appropriate penalty to be imposed.

8. Pre-Hearing Conference

Within five (5) days from receipt of the answer, the ADB shall summon the parties to a pre-hearing conference for the purpose of: a) defining and simplifying the issues of the case; b) entering into admissions and/or stipulation of facts; c) limiting the number of witnesses to be presented; d) scheduling the dates of hearing; and e) threshing out all other matters relevant to the case.

The conference shall be completed in one (1) day and the proceedings thereof shall be duly recorded and signed by the parties and/or counsels. Where the parties are represented by counsel, the latter shall be made to sign and/or file a certificate of readiness to appear at the scheduled hearings. In said certification, the date of hearing agreed upon by both counsels shall be strictly followed to avoid unnecessary delay in the proceeding. In no circumstance shall there be an amicable settlement of the case.

9. Hearing Proper

Within five (5) days from the termination of the conference, the ADB shall proceed with the formal hearing of the case.

The parties and their witnesses shall be duly notified of the scheduled hearing at least three (3) days before the date thereof, specifying the date, time, and place of hearing.

At the start of the hearing, the Chairman of the ADB shall ask for the appearance of the parties and inquire if they are ready to proceed with the presentation of their evidence.

10. Order of Hearing

The order of the hearing before the ADB shall be as follows:

- a) The complainant shall adduce evidence with proper identification and marking thereof of his exhibits;

- b) The respondent shall then present evidence in support of his defense with proper identification and marking thereof of his exhibits;
- c) The proceedings being summary in nature, direct examination of witnesses shall be dispensed with and the sworn statements/affidavits of witnesses, after proper identification and affirmation on the truth of the contents thereof, shall take the place of their oral testimony;
- d) Clarificatory examination, if requested by either party, shall be confined strictly to material and relevant matters and, insofar, as may be compatible with the ends of justice, shall be limited to not more than fifteen (15) minutes. Prolonged argumentation and other dilatory proceedings shall not be entertained.

11. Proceedings In the Absence of Counsel

If the respondent at the start of the proceedings appears without any counsel, the chairman of the ADB shall inform him/her of his/her right to avail of one if he/she desires. Respondent may, however, waive this right expressly or impliedly. However, the hearing shall proceed as scheduled in spite of absence of one or both counsel.

In such cases, it shall be incumbent upon the ADB to propound questions, interrogate witnesses and examine material and relevant evidence which are necessary in the determination of the issues and in arriving at a just and fair conclusion.

12. Postponement

Postponement of hearing should be discouraged and shall be allowed only in meritorious cases, such as illness of a party or his/her counsel and/or other similar unavoidable causes. A request for postponement on the ground of illness shall be supported by a duly sworn medical certificate.

Regardless of the ground invoked, not more than two (2) postponements shall be granted. Accordingly, the next scheduled hearing shall proceed as scheduled.

13. Request for Preventive Suspension – The ADB may ask any authorized superior to place under preventive suspension a subordinate police officer who is the subject of a complaint. In the following cases the superior officer shall not deny a request for preventive suspension:

- a) when the respondent refuses to heed the ADB's summons or subpoena;
- b) when the respondent has been charged with offenses involving bodily harm or grave threats;
- c) when the respondent is in a position to tamper with the evidence; and
- d) when the respondent is in a position to unduly influence the witnesses.

The period of preventive suspension shall not exceed ninety (90) days. Upon the expiration thereof, the suspended respondent member shall be automatically reinstated without prejudice to the continuation of the proceedings against him.

14. Effect of Failure / Refusal / Desistance of Complainant to Prosecute – The failure/refusal/desistance of the complainant and/or his/her witnesses to appear and to prosecute the case during the hearing, despite due notice, shall be a sufficient ground

to drop the complaint where the culpability of the respondent could not be established or proven without the testimony of the complainant. However, before dropping the complaint, the ADB shall exert all efforts to locate the complainant and his/her witnesses and to inquire into the reason(s) for their failure or refusal to testify or desistance to prosecute the case.

In cases where the culpability of the respondent can be established by evidence other than the testimony of the complainant, non-appearance of the latter shall not be a ground to terminate the proceedings. The ADB shall endeavor to continue with the hearing and secure the attendance of other vital witnesses to avoid a miscarriage of justice.

15. Effect of Failure or Refusal of Respondent to Appear

If the respondent, despite due notice, fails or refuses to appear during the scheduled hearings, he/she is deemed to have waived his/her right to be present and to submit evidence in his/her favor and the said scheduled hearing shall proceed ex-parte.

16. Effect of Exoneration

A finding of non-culpability on the respondent member who has been placed on preventive suspension shall entitle him to immediate reinstatement.

17. Minutes of the proceedings

A substantial account of the proceedings duly certified to as correct by the Chairman of the ADB shall suffice.

18. Nature and Contents of the Decision.

Decision, as used in these rules, is the written findings of fact by the ADB as established during the hearing, the conclusions of law upon which they are based, and the disposition thereof, personally and directly prepared and signed by all the members who participated in the proceedings/deliberations.

It shall include the name of the respondent, his unit or office and rank, and the offense to which he was exonerated or found liable, including the appropriate penalty to be imposed.

The ADB shall determine by a majority vote of its members, whether or not the respondent officer or member of the member is culpable of the charge.

19. Respondent Found Liable For an Offense Different and Distinct From That to Which He Was Charged.

A respondent member may be found culpable of an offense different from that he was charged: Provided, That the offense to which he was found liable was alleged or included in the recital of the complaint and the respondent has been given the opportunity to answer.

20. Period to Render Decision

The ADB shall decide the case within sixty (60) days after its submission for decision.

21. Finality of Decision

- (A) The decision of the ADB exonerating or reprimanding the respondent in an administrative case is final and executory upon receipt of a copy thereof by the parties, hence unappealable.
- (B) Where the decision of the ADB involves the suspension, demotion, or forced resignation, the same shall become final and executory only after the lapse of ten (10) days from the receipt of a copy thereof by the respondent unless the latter files a motion for reconsideration or appeal within said period in which case, the resolution on the motion or appeal shall become final and executory only after the lapse of ten (10) days from receipt of a copy of said resolution by the respondent
- (C) However, where the decision of the ADB involves the penalty of disenrollment, the same shall be immediately executory upon receipt of a copy thereof by the respondent as furnished to him by his/her immediate superior officer. The filing of a motion for reconsideration or appeal as the case may be, within the reglementary period of ten (10) days shall not suspend the implementation thereof.

22. Motion for Reconsideration

The respondent may file a motion for reconsideration from the decision rendered by the ADB within ten (10) days from receipt of a copy of the decision based on the following grounds:

- a) Newly discovered evidence which, if presented, would materially affect the decision rendered; or
- b) Errors of law or irregularities have been committed prejudicial to the substantial rights and interest of the movant.

Only one (1) motion for reconsideration shall be allowed and the same shall be considered and decided by the ADB within fifteen (15) days from receipt thereof.

23. Service of Decision

Copies of the decisions, orders and resolutions issued by the ADB shall be served either personally or by registered mail. Whenever possible service of decisions and other papers shall be done personally.

24. Maintenance of Docket Books

The ADB shall keep a docket book for administrative complaints in which all complaints shall be properly entered and given their corresponding number in the order of their receipt. The docket book shall contain the following records:

Number and title of the case;

- a) Date the case was filed or received by the ADB;
- b) Name and mailing address of complainant;
- c) Rank and name of respondent and place of assignment;
- d) A determination by the ADB on the charge alleged;
- e) Case referral where the offense charged is not cognizable by the ADB;
- f) Date the respondent received a copy of the complaint

- g) Date the respondent's superior officer received a copy of the complaint;
- h) Date the respondent filed his answer;
- i) Date the respondent filed his answer;
- j) Date subpoena or subpoena duces tecum was issued;
- k) Date when the hearing actually commenced;
- l) Date when the hearing terminated;
- m) Date the decision was promulgated indicating whether respondent was exonerated, or, if found culpable, the penalty imposed;
- n) Date the decision was served on the respondent; and,
- o) Date when motion for reconsideration/appeal was filed if any, and its status.

25. Quarterly Report

At the end of every quarter the ADB is required to submit a report to the district and NAMO:

- a. Number of administrative cases received during the period;
- b. Nature of offense charged;
- c. Number of administrative cases assumed;
- d. Number of administrative cases referred;
- e. Number of cases heard during the quarter;
- f. Number of cases pending hearing;
- g. Number of cases decided during the quarter;
- h. Number of respondents found culpable/exonerated; and,
- i. Number of petitions for reconsideration filed/resolved.

APPEAL

In cases where the decision of the ADB imposes a penalty of demotion in rank, forced resignation or disenrollment from the service, the respondent may file, with the deciding authority, and serving upon the adverse party, a notice of appeal, within ten (10) days from receipt of a copy of the decision.

Likewise, the appellant is required to submit the memorandum of appeal in three (3) copies with the DISTRICT AUXILIARIST DISCIPLINARY BOARD (DADB) concerned within ten (10) days from filing of notice of appeal.

In addition, the respondent shall submit to the DADB concerned the proof of service of a copy of the notice of appeal together with the appeal memorandum to the SADB that rendered the decision being appealed.

Within fifteen (15) days from receipt of the notice of appeal, the SADB concerned shall forward the records of the case, which shall be systematically and chronologically arranged, paged and securely bound to prevent loss, with its comment, to the DADB. The transmittal of the records of the case to the DADB is a ministerial responsibility of the SADB. Accordingly, failure of the SADB to forward the same to the DADB concerned will be a ground for administrative disciplinary action.

Period to Act on Appeal.

The DADB shall decide the appeal within the period of sixty (60) days from receipt of the complete records of the case.

Effect of Failure to Decide Appeal

Failure of the DADB to decide the appeal within sixty (60) days from receipt of the case records shall render the decision of the SADB final and executory without prejudice, however, to the filing of an appeal to the NAMO.

ADDITIONAL ADMINISTRATIVE OFFENSES

1. Administrative Offenses.

The following are the offenses for which a member of the AUXILIARY may be charged administratively:

- a. Neglect of duty
- b. Irregularity in the Performance of Duty
- c. Misconduct
- d. Incompetency
- e. Oppression
- f. Dishonesty
- g. Disloyalty to the Government
- h. Violation of Law

2. Definition of Offenses

The foregoing offenses are defined as follows:

- a. **Neglect of duty or Nonfeasance** – is the omission or refusal, without sufficient excuse, to perform an act or duty which was the peace officer's legal obligation to perform; it implies a duty as well as its breach.
- b. **Irregularity in the Performance of Duty** – is the improper performance of some acts, which might lawfully be done.
- c. **Misconduct or Malfeasance** – is the doing, either through ignorance, inattention or malice, of that which the officer had no legal right to do at all, as where he acts without any authority whatsoever, or exceeds, ignores or abuses his powers.

Misconduct generally means wrongful, improper or unlawful conduct, motivated by premeditated, obstinate or intentional purpose. It usually refers to transgression of some established and definite rule of action, where no discretion is left except what necessity may demand; it does not necessarily imply corruption or criminal intention but implies wrongful intention and not to mere error of judgment.
- d. **Incompetence** - is the manifest lack of adequate ability and fitness for the satisfactory performance of police duties. This has reference to any physical, moral or intellectual quality the lack of which substantially incapacitates one to perform the duties of a peace officer.

e. Oppression

imports an act of cruelty, severity, unlawful exaction, domination, or excessive use of authority. The exercise of unlawful powers or other means, in depriving an individual of his liberty or property against his will, is generally an act of oppression.

f. Dishonesty

is the concealment or distortion of truth in a matter of fact relevant to one's office, or connected with the performance of his duties.

g. Disloyalty to the Government

consists of abandonment or renunciation of one's loyalty to the Government of the Philippines, or advocating the overthrow of the government.

h. Violation of Law

Presupposes final conviction in court of any crime or offense penalized under the Revised Penal Code or any special law or ordinance.

ADMINISTRATIVE PENALTIES

1. Imposable Penalties

The following are the penalties that may be imposed by the ADB:

- a. Suspension
- b. Demotion
- c. Forced Resignation
- d. Dismissal

2. Limitation in the Imposition of Penalties

If the penalty of suspension is imposed by the ADB, the same shall not exceed ninety (90) days;

Should the penalty of demotion be imposed it shall not exceed one rank lower.

3. Qualifying Circumstances

In the determination of penalties to be imposed, mitigating and aggravating circumstances attendant to the commission of the offense/s shall be considered.

A. The following are mitigating circumstances:

- a. physical illness
- b. good faith
- c. length of service
- d. analogous circumstances

B. The following are aggravating circumstances:

- a. taking advantage of official position
- b. taking undue advantage of subordinate
- c. undue disclosure of confidential information

- d. use of government property in the commission of the offense
- e. habituality
- f. employment of fraudulent means to commit or conceal offense
- h. analogous circumstances

4. Guidelines in the Application of Penalties. – The imposition of the penalty shall be made in accordance with the manner herein below provided:

- a. Like penalties shall be imposed for like offenses and only one penalty shall be imposed for each case. “Each case” means one administrative case which may involve one or more charges or counts.
- b. The minimum of the penalty shall be imposed where only mitigating and no aggravating circumstances are present.
- c. The medium of the penalty shall be imposed where no mitigating and aggravating circumstances are present.
- d. The maximum of the penalty shall be imposed where only aggravating and no mitigating circumstances are present.
- e. Where aggravating and mitigating circumstances are present, rule (b) shall be applied where there are more mitigating circumstances present; rule (c) shall be applied where the circumstances equally off-set each other; rule (d) shall be applied when there are more aggravating circumstances.
- f. If the respondent is found guilty of two (2) or more charges or counts, the penalty to be imposed should be that corresponding to the most serious charge or count and the rest shall be considered as aggravating circumstances.

5. Range of Penalties

The period of penalties shall be as follows:

A. For Light Offenses

- 1. Minimum Period = 1 day to 10 days
- 2. Medium Period = 11 days to 20 days
- 3. Maximum Period = 21 days to 30 days

B. For Less Grave Offenses

- 1. Minimum Period = 31 days to 45 days
- 2. Medium Period = 46 days to 60 days
- 3. Maximum Period = 61 days to 3 months

C. For Grave Offenses

- 1. Minimum Period = 3 months suspension
- 2. Medium Period = demotion or forced resignation
- 3. Maximum Period = disenrollment

6. Disenrollment Authority

The authority for disenrolling a member rests with the Commandant who has delegated to the DCO the authority to review a case and to submit the appropriate recommendation. No member may disenroll another member.

7. Immediate Disenrollment

The DCO may exercise the authority to disenroll a member for any one of the following causes:

- Upon member's request.
- Upon ceasing to possess the qualifications for membership.
- For cause.
- Upon direction of the Commandant.
- Upon death.

a. Member's Request

The PCGA is an organization of volunteers and a member may resign at any time. The resignation request must be in writing and submitted to the Director Auxiliary Squadron. The DAS shall promptly forward all such requests to the Commander Coast Guard District via the DAD. This action will enable the DAD to discuss with the member the reason for resignation before the final paperwork is submitted to the Commander Coast Guard District. If the member still wishes to resign after consultation with the DAD, the DAD will require the return of the member's ID card and return of any Government or auxiliary-owned property in the member's possession. Upon receipt of the written request, the Commander Coast Guard District will recommend to the VCO the deletion of the member's name from the active members listed in the auxiliary database. All resignations shall be acknowledged in writing by the Commander Coast Guard District.

b. Ceasing to Possess Qualifications for Membership

The DCO may disenroll a member whenever the member ceases to possess any of the qualifications for membership, as recommended by the Commander Coast Guard District and the DAD.

c. For Cause

Any infraction outlined in this section may lead the DCO to immediately disenroll a member. However, if in the DCO's opinion, a member's action(s), though not cited in this section, has a disruptive impact that adversely affects the operations /administration/functions of the auxiliary, Coast Guard unit, or other entity, the DCO may take the appropriate disciplinary action including disenrollment. The DCO shall take such action based upon all available information presented or after initiating further inquiry to gather additional relevant facts when, in the DCO's judgment, it is deemed necessary. Such detrimental conduct may arise from a single incident or be the result of a pattern of conduct which warrants immediate disciplinary action by the DCO, so as to preserve program integrity and/or the good order of the auxiliary.

APPEALS OF DISCIPLINARY ACTIONS

Introduction

Appeals may be made for both informal and formal disciplinary actions. This section describes the requirements for appeals under these circumstances.

1. Informal Disciplinary Actions

Appeals of informal disciplinary actions shall be made directly to the Auxiliary leader or Coast Guard officer below without obtaining endorsements from the chain of leadership and management.

- Appeal of an informal disciplinary action is taken by an auxiliary elected leader to the senior Auxiliary elected leader at the next higher level in the chain of leadership and management within the district or National Area.
- Appeals of a DAD's action are made to the ND.
- Appeals of ND action are made to the DCO.
- Appeals of DCO action are made to the Commandant.

An appeal must be filed within thirty days of the date of an informal disciplinary action. Once an appeal has been determined, there is no further appeal.

2. Formal Disciplinary Actions and Dis-enrollments

Requirements for appeals of formal disciplinary actions and dis-enrollments are as follows:

a. Appeal of DAD's Action

Appeals of DAD's formal disciplinary action must be submitted to the ND. Any appeal must be filed with the ND within thirty days of the DAD's mailing of the letter to the subject member. The action shall include a complete review of the entire record of the disciplinary action, with appropriate legal counsel. The standard of review is limited to whether the disciplinary procedures have been followed. The ND's decision is final.

b. Appeal of ND's Action

Appeals of ND's formal disciplinary action (letter of reprimand) must be submitted to the DCO within thirty days of the ND mailing the letter to the subject member. The DCO's action shall include a complete review of the entire record of the disciplinary action. The standard of review is limited to whether the disciplinary procedures have been followed. The DCO's decision is final.

c. Appeals of DCO's Action

Appeals of the DCO's formal disciplinary action (letter of reprimand) must be submitted to the Commandant. Any appeal must be filed within thirty days of the DCO's action. The Commandant's action shall include a complete review of the entire record of the disciplinary action. The standard of review is limited to whether the disciplinary procedures have been followed. The Commandant's decision is final.

d. Disenrollment Appeals

Appeals of disenrollment must be submitted to the Commandant. Any appeal must be filed within thirty days of the DCO's mailing the notification to the subject member. Appeals of disenrollment to the Commandant shall include a complete review of the entire record of the disciplinary action. The Commandant may make independent findings of facts and conclusions. The Commandant's decision is final.

e. Additional Procedural Rules for Appeals

The following additional procedural rules apply for all appeals:

1. Effect of Appeal

No appeal, once submitted, will in any way suspend the implementation of any disciplinary action once issued during the processing of the appeal.

2. Right to Appeal

The right of appeal extends only to a member who is the subject of disciplinary action and to no other person. Notwithstanding this section, a complainant may seek relief from an initial determination that no action be taken, or that action taken was of an insufficient nature, by a written request to the senior auxiliary elected leader at the next higher level in the auxiliary chain of leadership and management.

INFORMATION RETENTION AND HANDLING

Introduction

This section describes the requirements for retaining information obtained during the course of investigating complaints and handling of processing appeals to disciplinary actions.

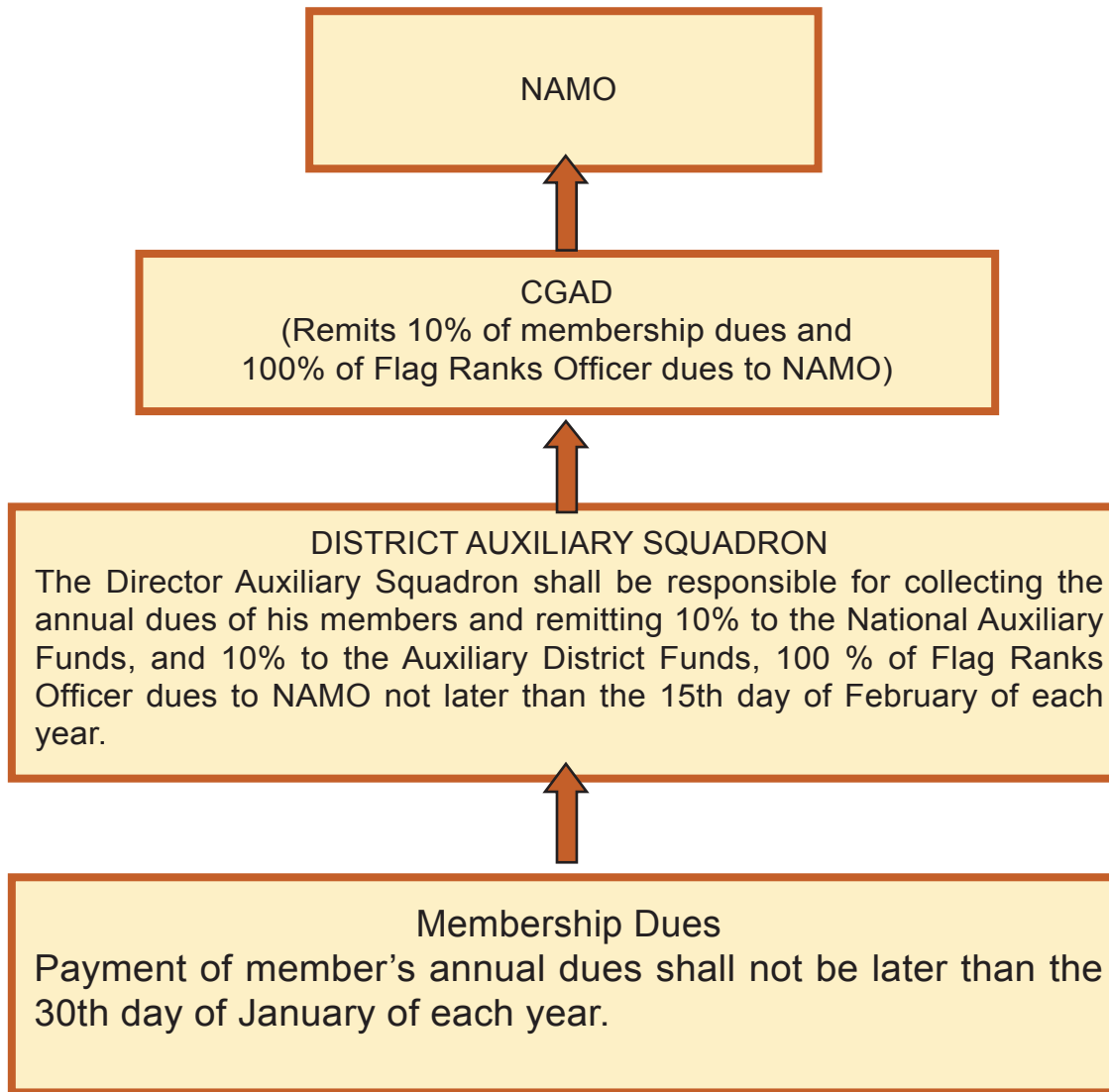
1. Records

Copies of any records of any disciplinary action taken with regard to a member will be retained for the specified period of time, up to three years from the date of the action by the DCO.

2. Record Removal

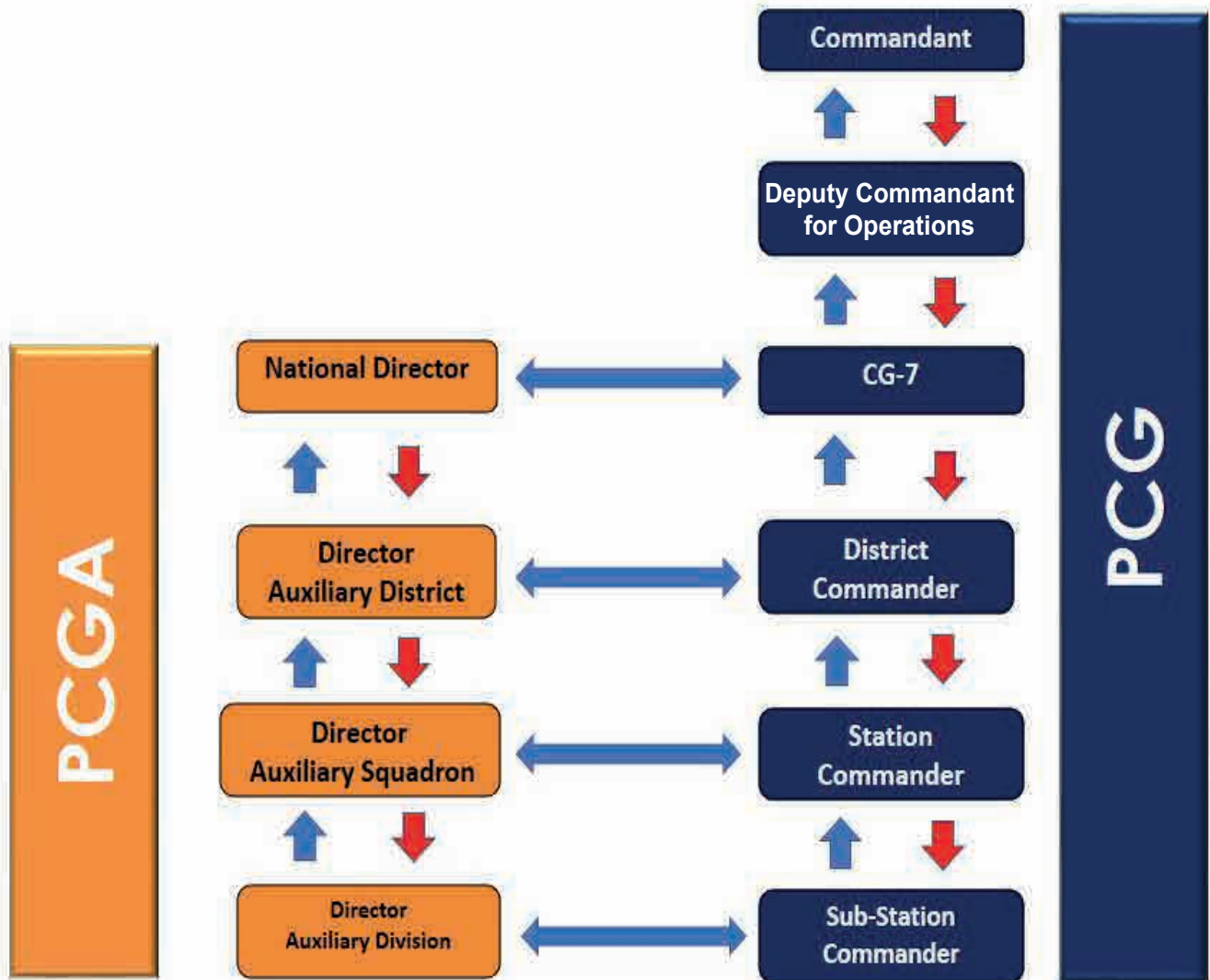
As described above, these records will be removed from the member's file if no subsequent disciplinary action has neither been initiated nor finalized during the specified period of time. A separate permanent record shall be retained by the DCO for the sole purpose of documenting prior discipline should the need arise.

ANNEX E : PCGA Officer Annual Dues

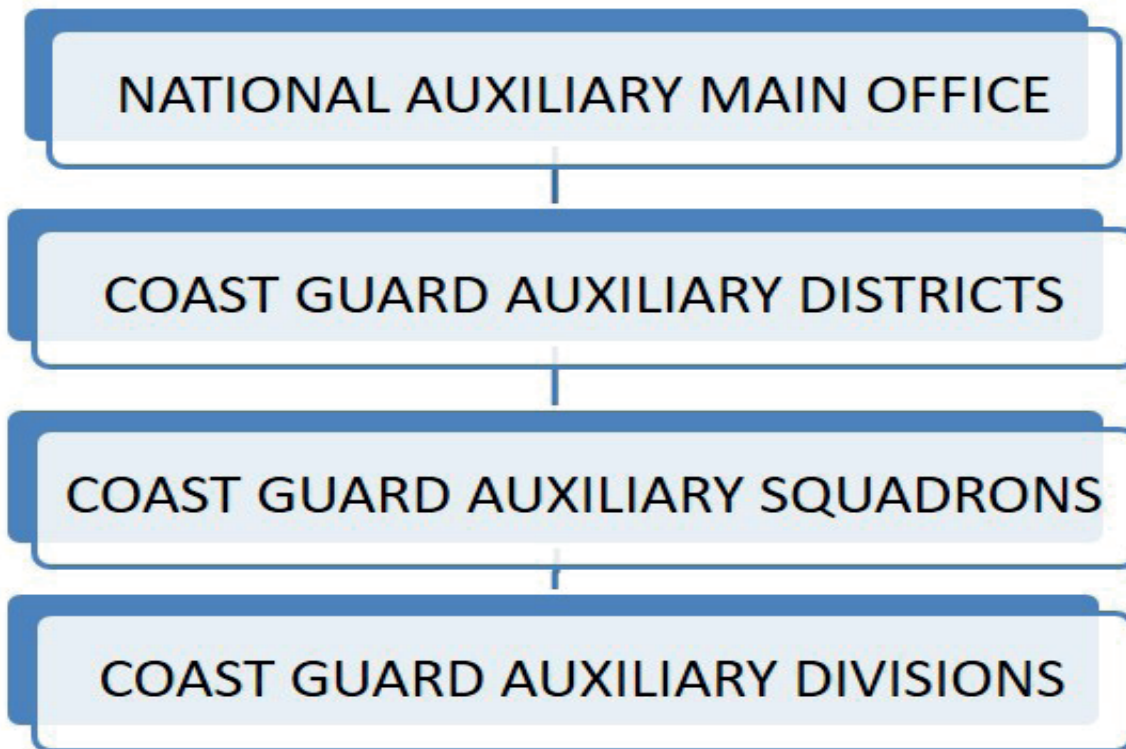


ANNEX F: PCG-PCGA Communication Flow Chart

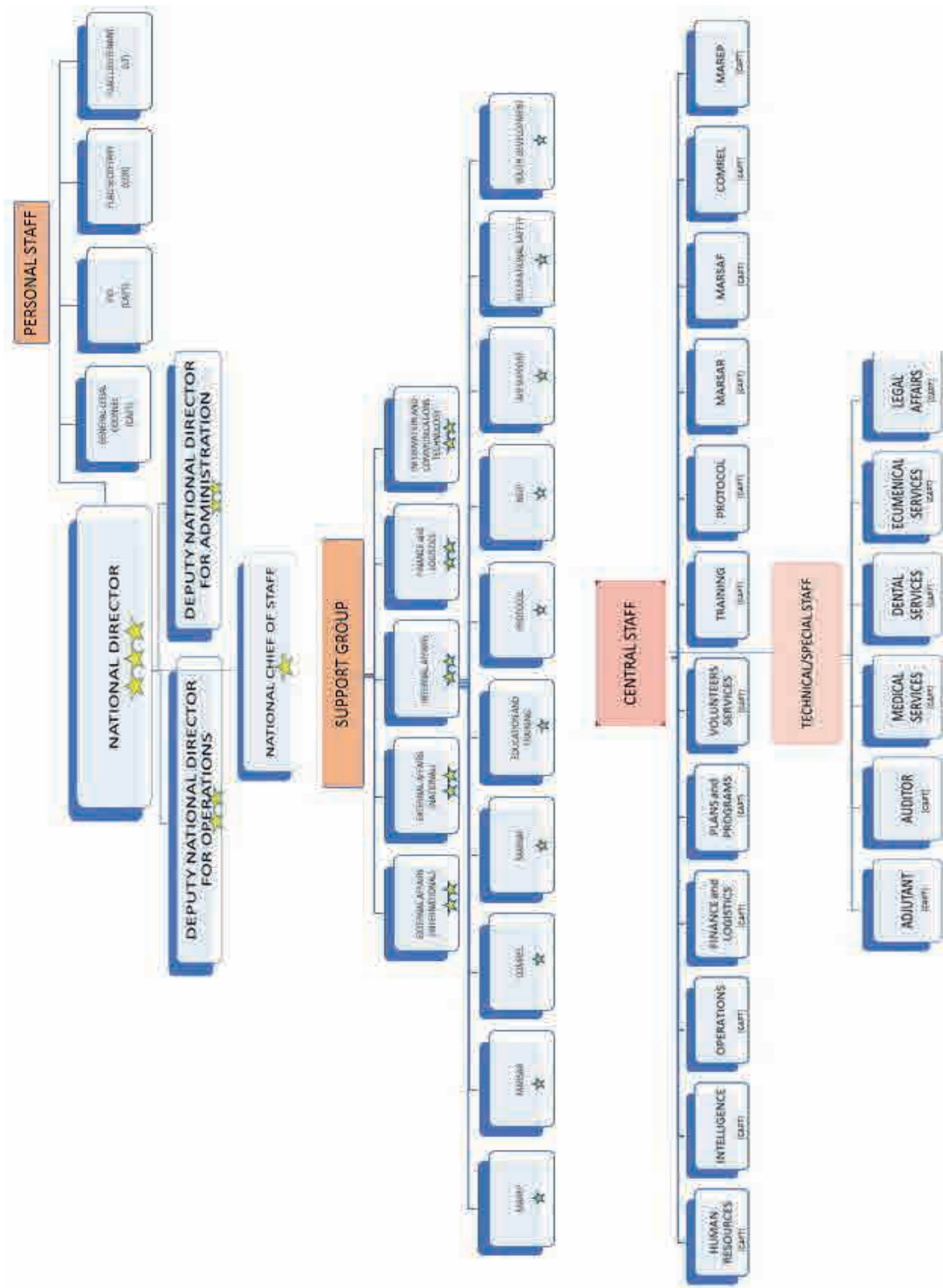
Defines that all communications to include appointments, promotions and other operational and administrative concerns must have express approval or confirmation of the National Director.



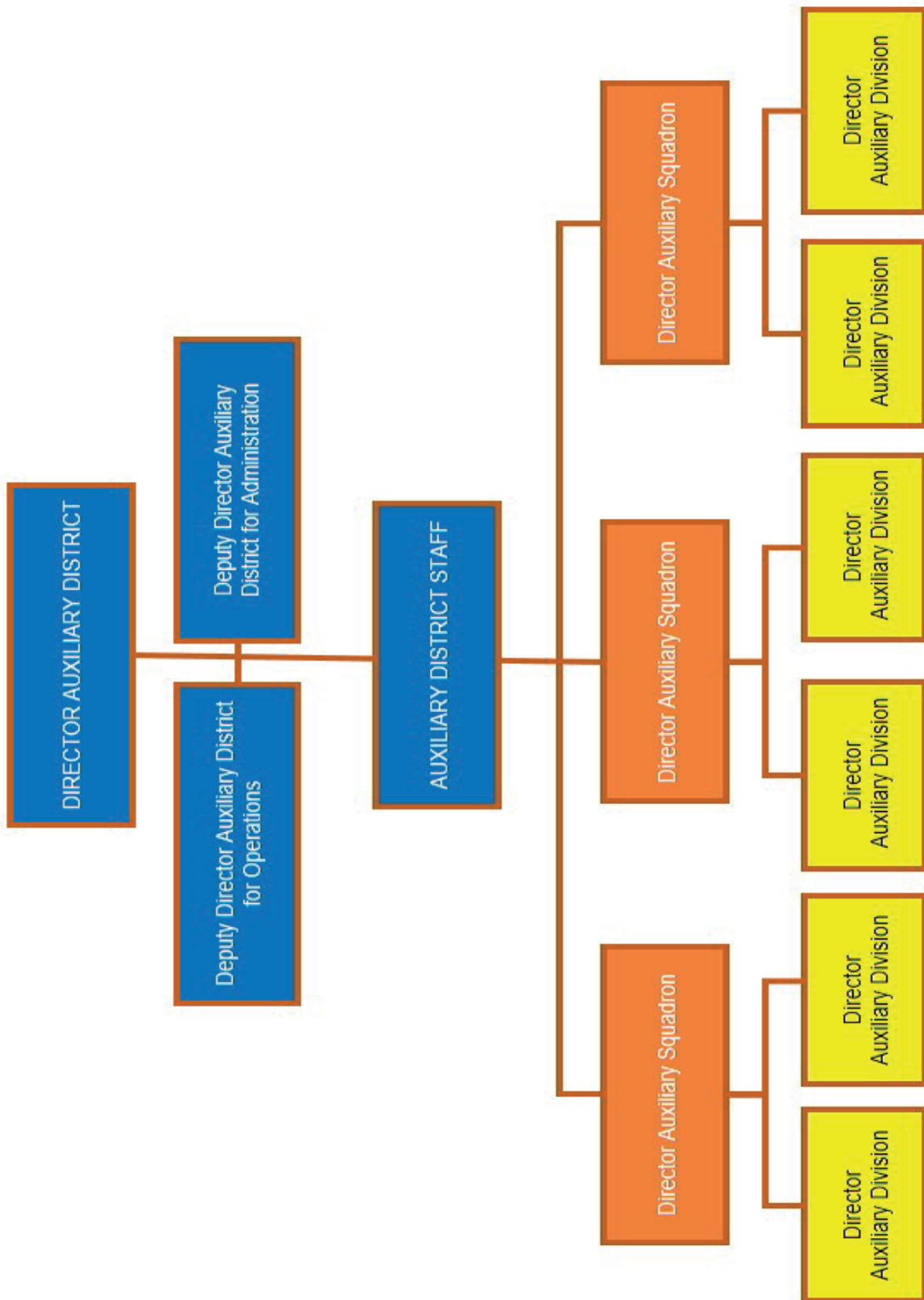
ANNEX G: PCGA Chain of Leadership and Management



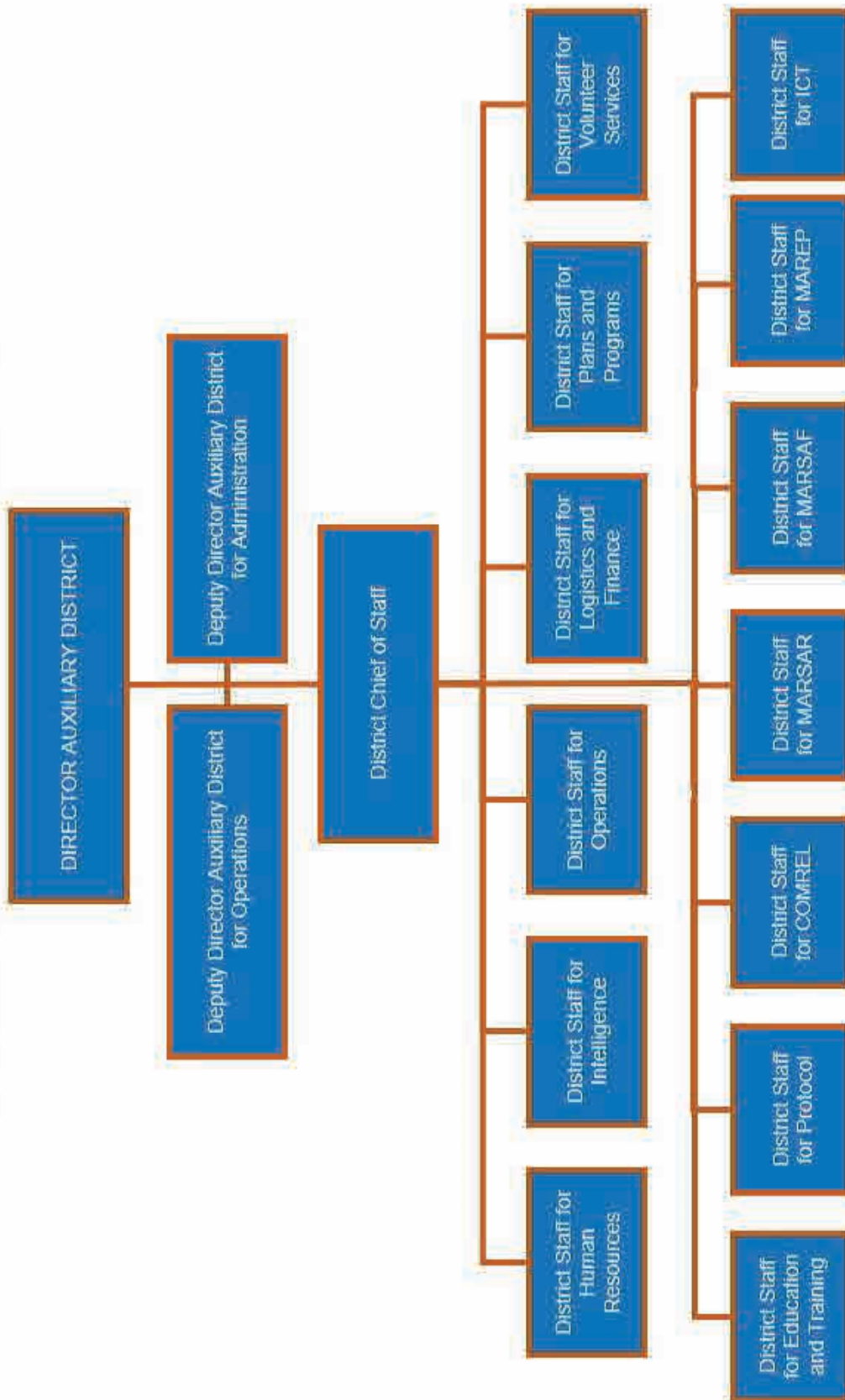
ANNEX H: NAMO Organizational Structure



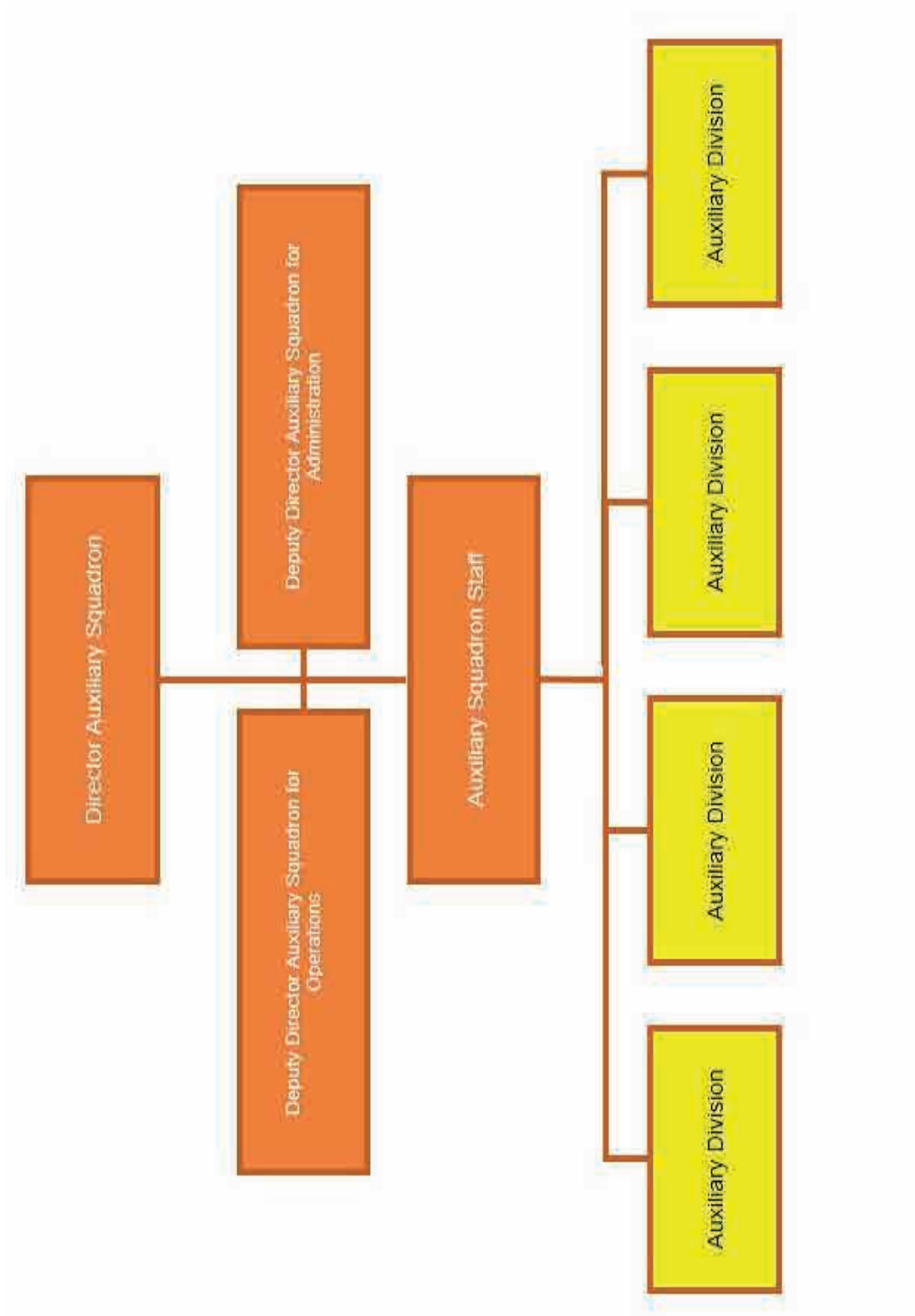
ANNEX I: Auxiliary District Organization Structure



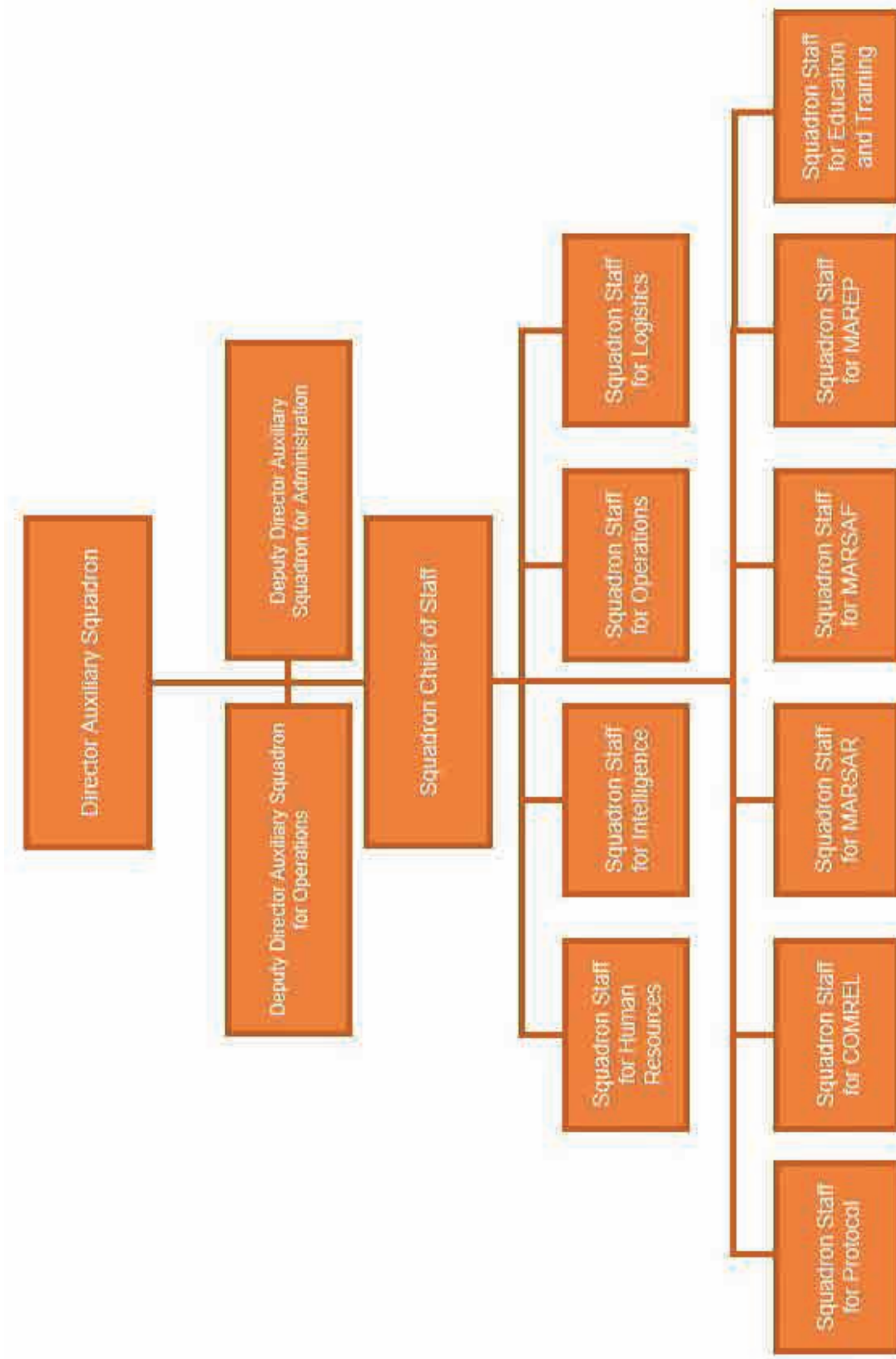
ANNEX J: Auxiliary District Staff Organization



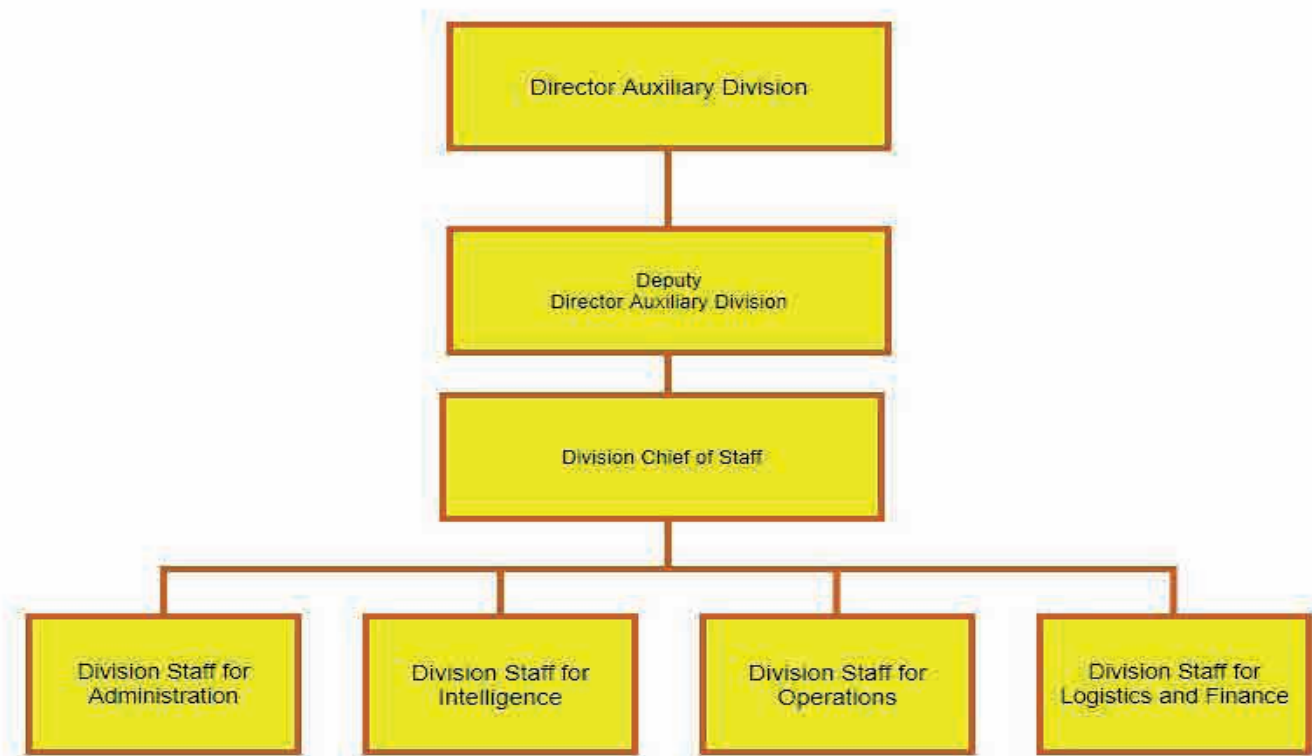
ANNEX K: Auxiliary Squadron Organizational Structure



ANNEX L: Auxiliary Squadron Staff Organization



ANNEX M: Auxiliary Division Staff Organization



ANNEX N: PCGA Application Form

PHILIPPINE COAST GUARD AUXILLARY _____ AUXILIARY SQUADRON MEMBERSHIP APPLICATION				
() New Enrollment		() Re-enrollment		() Transfer Squadron
LAST NAME	FIRST NAME	MIDDLE NAME	SUFFIX	GENDER () MALE () FEMALE
OTHER NAMES USED:				
HOME ADDRESS:				
MARITAL STATUS () Single () Married () Separated () Widow / Widower		NAME OF SPOUSE		NO. OF CHILDREN
HEIGHT	WEIGHT	COLOR OF EYES	COLOR OF HAIR	
SCARS OR MARKS AND OTHER DISTIGUISHING FEATURES:				
SSS/GSIS NO.		DATE OF BIRTH	PLACE OF BIRTH	
CITIZENSHIP		RELIGION	BLOOD TYPE	
TEL. NO. (HOME)		TEL. NO. (BUSINESS)	MOBILE PHONE	
EMAIL 1		EMAIL 2	FAX NO.	
ACR NO. (IF ALIEN)	PASSPORT NO./EXPIRY DATE	TYPE OF VISA ISSUED	TIN NO.	
SECTION II - EDUCATIONAL BACKGROUND - College/Post-Grad/Special Studies				
NAME OF SCHOOL	DEGREE OBTAINED	INCLUSIVE DATES	YEAR GRADUATED	
<i>(Attached photocopies of either the transcript of records, diploma or PRC certificate)</i>				
SECTION III - EMPLOYMENT/OCCUPATIONAL BACKGROUND				
() EMPLOYED		() OWN BUSINESS		
COMPANY	COMPANY	COMPANY	COMPANY	
<i>(Attached latest employments certification, SEC Registration, Art. of Incorporation or DTI Registration)</i>				
FOR PAST OR CURRENTLY IN GOVERNMENT POSITION - Please state highest appointment/Elected Office				
Position/Period Assumed:				
Nature of Office:				
<i>(Attached certification from the Office concerned)</i>				
SECTION IV - ADDITIONAL DATA				
PROFESSIONAL LICENSES:				
SPECIAL TRAININGS:				
SPECIAL INTERESTS/SKILLS:				
<i>(Attached photocopies of license/s or certificate/s)</i>				

MA – 2009 Page 2 of 4		MEMBERSHIP APPLICATION		
SECTION V – EMERGENCY CONTACT INFORMATION				
LAST NAME	FIRST NAME	MI	SUFFIX	RELATIONSHIP
ADDRESS				
TEL NO. (HOME)	TEL NO. (BUSINESS)		MOBILE PHONE NO.	
SECTION VI – READINESS INPUT				
A. FUNCTIONS YOU WANTED TO BE INVOLVED IN: (Please check choice/s)				
<input type="checkbox"/> MARSAR – Maritime Search and Rescue <input type="checkbox"/> MAREP – Marine Environmental Protection <input type="checkbox"/> MARSAF – Maritime Safety <input type="checkbox"/> COMREL – Community Relations (Civic action activities i.e. Medical/Dental Missions; Youth development)				
B. ANSWER B1 AND CHECK APPROPRIATE ANSWERS FOR B2 TO B4:				
1. What is your purpose in joining the PCGA? (in at least 50 words you may use separate sheet)				
2. Are you willing to be trained? <input type="checkbox"/> Yes <input type="checkbox"/> No				
3. Are you willing to travel outside of your home area? <input type="checkbox"/> Yes <input type="checkbox"/> No				
4. Are you available on call 24 hours? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, need _____ days/advance notice				
SECTION VII – ASSETS/RESOURCES AVAILABLE TO PCGA PROJECTS				
(This data will be used for reference as available resources in times of disaster/emergency only and does not mean a full turn-over to PCG/PCGA of said items/equipment)				
ITEMS/CLASSIFICATION	QUANTITY	DESCRIPTION		
WATERCRAFT (Boat)		Name _____ Type _____ Speed _____ Power _____ Range _____ Full Capacity (Ltrs/Gals) _____		
AIRCRAFT				
LAND TRANSPORTATION				
AMBULANCE/FIRETRUCKS				
OTHER EQUIPMENTS (Please specify) i.e. Communications: Telephone, 2-way radios, generators, etc.				
MANPOWER (Please specify-Doctors/Dentists/Nurses/Support Staff, etc)				
SECTION VIII – ORGANIZATIONS				
LIST OF ORGANIZATIONS OR SOCIAL GROUPS WHICH YOU HAVE BEEN A MEMBER OF:				
ORGANIZATION	PLACE	DATE OF MEMBERSHIP	POSITION HELD	
SECTION IX – REQUIRED CLEARANCES and ATTACHMENTS				
a. NBI CLEARANCE		a. NBI CLEARANCE		
b. POLICE CLEARANCE		b. POLICE CLEARANCE		
c. BARANGAY CLEARANCE		c. BARANGAY CLEARANCE		
d. ORIENTATION SEMINAR CERTIFICATE (copy)		d. ORIENTATION SEMINAR CERTIFICATE (copy)		
(All of the listed Items must be included with the application package)				

SECTION X – MISCELLANEOUS

COPY THE FOLLOWING PARAGRAPH IN YOUR OWN HANDWRITING.

“As Luis F. Repazo of 105th Xavier Ave., guzzled his way through three bottles of brandy, Josephine Z. Quinsing, a partner in the law firm of San Diego and Ballesteros, located at 2879 Valley Forge St., Quezon City, turned to Richard Ting Sr., a Chinese food expert from O.W. Kwantung Company Ltd., 346 Hadji Jairula Hussein Blvd., and said, “I can’t for my Government but I’m quite sure your country and mine better get together for closer understanding.”

SECTION XI – APPLICANT STATEMENT AND SIGNATURE

I have () have not () been convicted of a violation of any laws of the Republic of the Philippines, classified as a major misdemeanor or a felony, (If convicted of a major misdemeanor or felony, state specifics, including date, city & state offense/s occurred, disposition and comments and attach to this application.) I affirm under the penalties of perjury as to the truth of all the statements contained in this application and authorize verification for the official use of the Philippine Coast Guard or Philippine Coast Guard Auxiliary. I understand that any false statement contained herein is grounds for my disenrollment from the Philippine Coast Guard Auxiliary.

I PLEDGE TO SUPPORT THE PHILIPPINE COAST GUARD AUXILIARY AND ITS PURPOSES AND TO ABIDE BY THE GOVERNING POLICIES ESTABLISHED BY THE COMMANDANT OF THE PHILIPPINE COAST GUARD.

NAME AND SIGNATURE OF SPONSOR	DATE	NAME AND SIGNATURE OF APPLICANT
-------------------------------	------	---------------------------------

THUMBMARKS

LEFT	RIGHT
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Please paste here
2 x 2 colored photo
with white background

SECTION XII – SQUADRON DIRECTOR ENDORSEMENT

APPLICANT IS: <input type="checkbox"/> ACCEPTED <input type="checkbox"/> NOT ACCEPTED	SQUADRON DIRECTOR SIGNATURE	DATE
---	-----------------------------	------

Note: If applicant is not accepted, explain in detail below

MEMBERSHIP APPLICATION

1. **GENERAL** – Everyone requesting membership in the Philippine Coast Guard Auxiliary must complete this form.
 - a. Read all instructions carefully
 - b. This form is used to supply new member personal information for entry into the Auxiliary database.
 - c. USE BLUE OR BLACK INK FOR COMPLETING THE WRITTEN PORTION OF ALL OF THESE FORMS.
2. **SECTION I – PERSONAL DATA OF APPLICANT** – To be completed by applicant.
 - a. LAST NAME, FIRST NAME, MIDDLE NAME and SUFFIX – Enter full legal name
 - b. OTHER NAMES USED – List all other names you were known by or are now using. If you are female, and are or have been married, include maiden name, and other married names if married more than once. Identify maiden name with “NEE”.
 - c. GENDER – Check one of the genders.
 - d. HOME ADDRESS – Enter current home address.
 - e. MARITAL STATUS – Check one of the marital status.
 - f. NAME OF SPOUSE – Use spouse’s given name – no nicknames
 - g. NO. OF CHILDREN – Indicate number
 - h. HEIGHT, WEIGHT, COLOR OF EYES, COLOR OF HAIR – Enter appropriate answers
 - i. SCARS OR MARKS AND OTHER DISTINGUISHING FEATURES – Enter description
 - j. SSS/GSIS NO. – Enter SSS or GSIS No. as the case maybe
 - k. DATE OF BIRTH, PLACE OF BIRTH – Enter DOB using MM/DD/YY numeric format, 01/18/45. Membership eligibility begins with 18 years of age.
 - l. CITIZENSHIP, RELIGION, BLOOD TYPE – Enter appropriate answers.
 - m. TEL. NOS. (HOME), (BUSINESS) & MOBILE PHONE – Enter phone numbers.
 - n. EMAIL 1, EMAIL 2, & FAX NO. – Enter email addresses and fax no.
 - o. ACR NO./PASSPORT NO./EXPIRY DATE, TYPE OF VISA & TIN NO. – Enter corresponding nos. Attach photo copies of ACR AND PASSPORT.
3. **SECTION II – EDUCATIONAL BACKGROUND – College/Post-Grad/Special Studies** – To be completed by applicant
 - a. Enter appropriate answers
 - b. Attach photocopies of either the transcript of records, diploma or PRC certificate.
4. **SECTION III – EMPLOYMENT/OCCUPATIONAL BACKGROUND** – To be completed by applicant
 - a. Enter appropriate answers
 - b. Attach latest employment’s certification, SEC Registration, Articles of Incorporation or DTI Registration. If Government employee, attach certification from the office concerned.
5. **SECTION IV – ADDITIONAL DATA** – To be completed by applicant
 - a. Enter appropriate answers.
 - b. Attach photo copies of licence/s or certificate/s.
6. **SECTION V – EMERGENCY CONTACT INFORMATION** – To be completed by applicant
 - a. Enter name, emergency contact’s relationship, address and phone numbers.
7. **SECTION VI – READINESS INPUT** – to be completed by applicant after the orientation seminar.
 - a. Answer B1 in at least 50 words. You may use a separate sheet.
 - b. Check appropriate answers for B2 to B4.
8. **SECTION VII – ASSETS/RESOURCES AVAILABLE TO PCGA PROJECTS** – To be completed by applicant after the orientation seminar.
 - a. Enter appropriate answers.
9. **SECTION VIII – ORGANIZATIONS** – To be completed by applicants
 - a. Enter appropriate answers.
10. **SECTION IX – REQUIRED CLEARANCES AND ATTACHMENTS** - To be attached to application
 - a. NBI Clearance (Original and 3 copies)
 - b. Police Clearance (Original and 3 copies)
 - c. Barangay Clearance (Original and 3 copies)
 - d. Orientation Seminar Certificate (copy)
 - e. Endorsement letter from the Squadron Director.
11. **SECTION X – MISCELLANEOUS** – To be completed by applicant
 - a. To be copied by the applicant in his own handwriting.
12. **SECTION XI – APPLICANTS STATEMENT AND SIGNATURE** – To be completed by the applicant and sponsor.
 - a. Felony/misdemeanor convictions – check appropriate answer to conviction statement. Review application and data to ensure accuracy, then sign and indicate date using either blue or black ink. The sponsor will co-sign the statement. The applicant will affix his thumb marks and attach his 2 x 2 picture.
13. **SECTION XII – SQUADRON DIRECTOR ENDORSEMENT** – To be completed by the Squadron Director.
 - a. The Squadron Director check appropriate decision then sign the application form and indicate the date.

ANNEX O: APPLICANT'S PERSONAL HISTORY STATEMENT FORM

PERSONAL HISTORY STATEMENT

INSTRUCTIONS

1. Answer all the questions completely; if the question is not applicable, write "NA." Write "UNKNOWN" only if you do not know the answer and cannot obtain the answer from personal records. Use the blanks pages at the back of this form for extra details on any question for which you do not have sufficient space.
2. Type, print or write carefully, illegible or incomplete forms will not receive consideration.

WARNING

1. The correctness of all statements of entries made herein will be investigated.
2. Any deliberate omission or distortion of material facts may give sufficient cause for denial of clearance.
3. The statement made herein is classified "CONFIDENTIAL." Revelation or use for purposes other than that authorized is prohibited by pertinent provisions of AFPRG 200-052.

I. PERSONAL DETAILS

- A. Name: _____
(Last) (First) (Middle)
- B. Rank: _____ PCGSN: _____ Br/Svc: _____
- C. Present Job / Assignment: _____
- D. Business or Duty Address: _____
- E. Home Address (Include St. & Nr): _____
- F. Birth Date: _____ Place of Birth: _____
- G. Change in Name (If by Court Action give details): _____
- H. Nicknames: _____ Nationality: _____
- I. TIN: _____ National Reg. Card: _____
- J. Religion: _____ Blood Type: _____

II. PERSONAL CHARACTERISTICS

- A. Description: Sex: _____ Age: _____ Height: (cms) _____ Weight: (kgs) _____
Build (heavy, Medium, Light): _____ Complexion (Dark, Fair, Light): _____
Color of Eyes: _____ Color of Hair: _____
Scars or marks and other distinguishing features: _____
- B. Physical Condition/Present State of health (Excellent, Good, Poor) _____
Physical or Mental Defects: _____ Recent Serious Illness: _____

III. MARITAL HISTORY

A. Marital Status: _____
(Single, Married, Separated or Widow)

B. Name of Spouse: _____
(Full Name)

Date and Place of Marriage: _____

Occupation and Place of Employment: _____

C. Children:

Name	Date of Birth	Citizenship

IV. FAMILY HISTORY AND INFORMATION

A. Father's Name: _____
(Full name)

Date and Place of Birth: _____

Address: _____

Occupation and Place of Employment: _____

Citizenship: _____ if naturalized, give date and place where naturalized

B. Mother's Name: _____
(Full Name)

Date and Place of Birth: _____

Address: _____

Occupation and Place of Employment: _____

Citizenship: _____ if naturalized, give date and place where naturalized

C. Brothers and Sisters

Name	Age	Address	Occupation

D. Step-parent or Guardian: _____
(Full Name)

Address: _____

Occupation and Place of Employment: _____

Citizenship: _____ if naturalized, give date and place where naturalized

E. Father-in-Law _____
(Full Name)

Date and Place of Birth: _____

Address: _____
(Street) (Bo/Brgy) (Town/City)

_____ Tel Nr: _____
(Province)

Occupation and Place of Employment: _____

Citizenship: _____ If naturalized, give date and place where naturalized

F. Mother-in-Law: _____
(Full Name)

Address: _____
(Street) (Bo/Brgy) (Town/City)

_____ Tel Nr: _____
(Province)

Occupation and Place of Employment: _____

Citizenship: _____ If naturalized, give date and place where naturalized

V. EDUCATIONAL BACKGROUND

A. Elementary

School	Location	Date of Attendance	Year Graduated

B. High School

School	Location	Date of Attendance	Year Graduated

C. College

School	Course	Location	Date of Attendance	Year Graduated

D. Post Graduate

School	Course	Location	Date of Attendance	Year Graduated

E. Other Schools Attended and Date of Attendance

School	Course	Location	Date of Attendance	Year Graduated

F. Civil Service Eligibility, if any, and others similar qualifications: _____

VI. MILITARY HISTORY

A. Date Enlisted in the AFP _____

B. Date of Commission _____ Source of Commission _____

C. Important Unit Assignment since Enlistment/CAD: _____

D. Military Schools Attended

Name of Schools & Location	Date of Attendance	Nature of Training	Rating

E. Decorations and Awards or Commendations Received

_____ Have you ever been dismissed or forced to resign from a position? Yes

_____ No _____

If yes, explain _____

VII. FOREIGN COUNTRIES VISITED (In chronological order)

Date	Country Visited	Purpose of Visit

VIII. CREDIT REPUTATION

- A. Are you entirely dependent on your salary? Yes _____ No _____ if no, state other sources of income

- B. Name and Address of Banks or other Credit/Institution with which you have accounts/loans:
- C. Have you filed a statement of your Assets and Liabilities with any government agency
Yes _____ No _____ If so, what, agency? _____
- D. Have you filed your last income tax return? _____
- E. Three (3) credit references in the Philippines:

Name	Address

IX. ARREST RECORD AND CONDUCT

- A. Have you ever investigated / arrested, indicted or convicted for any violation of law? _____
If so, state name of court, nature of offense and disposition of case. _____
- B. Has any member of your family ever been investigated / arrested, indicated or convicted for any violation of law? _____ If so, state name of court, nature of the case and disposition of case. _____
- C. Have you, ever been charged in any Administrative Case? _____
- D. Have you ever been arrested or detained pursuant to the provision of PD 1081 and its implementation order (GO, PO, LOI)? _____ If so, state the nature of the case and the place of your detention

- E. Do you use intoxicating liquor or narcotics? _____ If so, what extent? _____

X. GENERAL REPUTATION

- A. Give five (5) character references (not relatives) known three years or longer, who are not your relatives:

Name	Business Address/Residence (Include Street & Number)

B. List down three (3) neighbors at your present residence:

Name	Business Address/Residence (Include Street & Number)

XI. ORGANIZATION

List of organization or social groups which you have been a member:

Organization	Address	Date of Membership & Position held

XII. MISCELLANEOUS

- A. Hobbies, sports and past times
- B. Language and Dialect (indicate ability as fluent, fair or poor):

Language or Dialect	Speak	Read	Write

C. Are you willing to undergo periodic lie detection test? _____

D. Copy exactly the following paragraph in your own handwriting

As Luis E Rapazo III of 105th Xavier Ave guzzled his way through three bottles of brandy, Josephine Z Quinsing, a partner in law firm of San Diego and Ballesteros located at 2879 Valley Forge St., Quezon City turned to Richard Ting Sr., a Chinese food expert from O.W. Kwantung Company, Ltd., 346 Hadji Jairul Hussein Blvd., and said, "I can't speak for my Government but I'm quite sure your country and mine better get together for closer understanding."

I certify that the foregoing answers are true and correct to the best of my knowledge and belief and I agree that my misstatement or omission as to material facts will constitute ground for denial of my application for clearance.

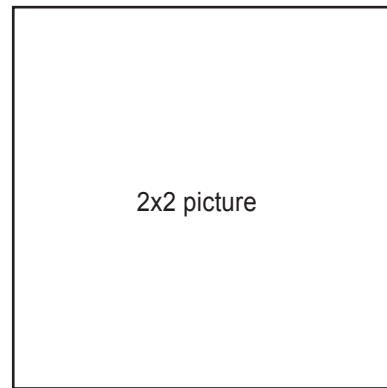
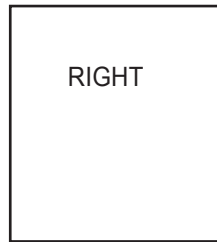
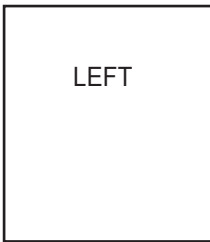
Signed at _____ Date _____

(Signature of Applicant)

(Witness)

(Witness)

THUMBMARKS



Subscribed and sworn to before me this _____ day of _____ 20_____

Philippines, affiant exhibited to me his /her Community Certificate Nr _____

Issued on _____ at _____

(Administrative Officer/Notary Public)

(Rank and Designation)

(TIN)

ANNEX P: DIRECTOR AUXILIARY SQUADRON ENDORSEMENT MEMORANDUM

Philippine Coast Guard PHILIPPINE COAST GUARD AUXILIARY
COAST GUARD AUXILIARY DISTRICT _____
0000TH PCGA SQUADRON
address

MEMORANDUM

FOR : Director Auxiliary District _____
Via : Station Commander, CGS _____
From : Director Auxiliary Squadron 0000th PCGA Squadron
Encl : Individual Application Form
Date : _____

1. The 0000th PCGA Squadron has recruited prospective PCGA members. After completion of the necessary documents, the required eight (8) hours orientation and indoctrination seminar has been conducted on _____ have been issued Certificates of Indoctrination. and the participants
2. In this regard, the following-named recruits are respectfully endorsed for appointment into the Philippine Coast Guard Auxiliary (PCGA) service with honorary ranks as indicated hereunder:

To be rank
Mr./Ms. _____
Mr./Ms. _____

To be rank
Mr./Ms. _____
Mr./Ms. _____

3. Furthermore, request that the above-named applicants be endorsed for appointment as members of the unit as indicated:

To be members of 000TH Squadron
LT _____
ENS _____

TO BE MEMBERS OF 0000.00 PCGA DIVISION
LT _____
ENS _____

4. For your favorable consideration.

CAPT MAGITING VOLUNTEER PCGA
Squadron Auxiliary Director, 0000th PCGA Squadron

Noted by:

LT SUPER MAN PCG

ANNEX R: Indoctrination Certificate



Department of Transportation and Communications
Philippine Coast Guard
Coast Guard District Southwestern Mindanao
PHILIPPINE COAST GUARD AUXILIARY DISTRICT SOUTHWESTERN MINDANAO 308TH
PCGA SQUADRON
Port Area, Pagadian City



Certificate of Indoctrination

This is to certify that

MS./MR. JUAN DELA CRUZ

has undergone the required eight (8) hours Indoctrination and Orientation Seminar per requirements for membership under the Philippine Coast Guard Auxiliary Manual, series 2012 at _____ on _____

Given this ____ th day of _____.

CAPT MAGITING VOLUNTER PCGA
Squadron Auxiliary Director, 308th PCGA Squadron

LT PEDRO DUGUMON PCG
Station Commander, CCS Pagadian

