



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

24 February 2010

O/CG-1

STANDING OPERATING PROCEDURES)

NUMBER..... 06-10

ON-THE-JOB TRAINING/PRACTICUM COURSE AT PHILIPPINE COAST GUARD

1. **PURPOSE:** To prescribe the policies/procedures to applicants who wants to undergo on-the-job training/practicum course in the Philippine Coast Guard.
2. **SCOPE:** This SOP is applicable to all students/interested qualified applicants who will undergo on-the-job training/practicum course at HPCG Central, Special and Technical staff offices as a requirement of their course to obtain a Bachelor's degree and to gain knowledge and experience in their field of specialization.
3. **POLICIES:**
 - a. CPCG shall approve the DF/application where the applicant shall undergo on-the-job training.
 - b. The Command shall not be held liable for any untoward incident or accident that may happen to him/her or incidental expenses that he/she may incur while undergoing on-the-job training/practicum course in the PCG. In this connection, no application shall be valid without the applicant having executed the prescribed Waiver of Liability.
 - c. Accepted applicants shall abide by the rules and regulations prescribed by the unit/office Commander/Commanding Officer or Supervisor where the applicant shall undergo OJT.
 - d. CPCG reserves the option to terminate the on-the-job training/practicum course for misconduct/misrepresentation of facts herein required and for failure to assume the chosen position and assigned office or unit as specified in the orders.

e. Duration of the on-the-job training/practicum course shall depend upon the required training hours requested by the school.

f. The PCG unit/office where OJT applicant will train shall evaluate and look into the safety and well-being of the OJT trainee on a day-to-day basis, without hampering the day-to-day activities and routine of said unit/office.

4. QUALIFICATIONS:

a. Applicant must be a citizen of the Philippines and a student currently enrolled in any accredited schools in the Philippines.

b. The application to undergo on-the-job training/practicum course must be properly indorsed to the Philippine Coast Guard by his/her school's Dean or any authorized school official/representative.

5. PROCEDURES:

a. Applicant must fill up Personal Data Sheet and Waiver of Liability at HPCG (O/DCS-HRM, Civilian Affairs Division).

b. Applicant must submit a letter request from the school where he/she is enrolled in indicating thereon the purpose and duration of training.

c. Interested applicant must undergo screening/interview at O/CG-1 and must be cleared by CG-2 before acceptance to undergo on-the-job training/practicum course in the PCG.

d. Applicant shall execute the Affidavit of Waiver indicating that the Command shall not be held liable for any untoward incident that may happen to him/her and will shoulder incidental expenses that he/she may incur while undergoing OJT.

e. Upon completion of the required documents to be processed at O/CG-1, the application will be forwarded to CPCG for approval/signature and will be issued appropriate assignment orders effective upon approval.

f. After completion of the training, a certification shall be issued by the Commander/Commanding Officer/Supervisor where the applicant has undergone OJT.

6. RESPONSIBILITY

CG-1

1. Screens the applicant as to their acceptability and ensures that documents required are authenticated and complete.

2. Recommends applicant for acceptance and issuance of appropriate orders upon approval of CPCG.


3. Maintains all relevant records and reports pertaining to the on-the-job training/practicum course in the PCG.

7. **EFFECTIVITY**: This SOP takes effect upon publication.

BY COMMAND OF ADMIRAL TAMAYO

OFFICIAL:

ENRICO EFREN A EVANGELISTA
COMMO PCG
Chief of Coast Guard Staff, PCG


MARIFEM UBONGEN-ISAAC
LT PCG
Coast Guard Adjutant