



**PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS**  
(Headquarters Philippine Coast Guard)  
139 25<sup>th</sup> Street, Port Area  
1018 Manila



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HPCG/CG-12

STANDING OPERATION PROCEDURE)  
NUMBER 06-12 )

**POLICY ON NON COMPLETION OF SCHOOLING DUTIES**

**I. REFERENCES:**

- a. DOTC Dept Order No. 2001-23 dated 07 March 2001.
- b. DOTC MC No. 2000-64.
- c. AFP Circular Number 17 dated 02 October 1987.
- d. AFP Policy Re: Uniform Action Against Military Personnel For Failure in Schooling Duties dated 26 March 1981.
- e. CGETC Students Handbook.

**II. INTRODUCTION:**

Career Management as a major personnel activity in the Philippine Coast Guard involves proficient enhancement and employment of PCG personnel following a well-defined career pattern fully tailored to the constant shifting needs of the Philippine Coast Guard. It likewise seeks to expand individual personnel's aptitudes, abilities, interests and potential to become future officers and leaders within the organization that can be tapped with better effectiveness.

With the envisioned goal of the Philippine Coast Guard, the Command places utmost consideration to the need to advance its personnel capability through constant training and education in order to achieve the following objectives:

a) To ensure that PCG personnel with the necessary aptitude, abilities and potential to become future officers and leaders within the organization can be developed with enhanced efficiency.

b) To ensure optimum performance from PCG officers and personnel in their schooling duties motivated by their desire for excellence and awareness of the

significance of their continuing education to keep up with the advances and dynamism of the industry they are sworn to protect.

c) To ensure professionalism of all members of the PCG for them to perform their duties for the best interest of the service and country.

d) To serve as a deterrent to those PCG personnel who will take for granted their schooling duties only for compliance with no intention to learn or improve their knowledge and skills.

### **III. PURPOSE:**

This SOP shall prescribe the procedures that will govern actions and implement sanctions to PCG personnel who failed in their schooling duties.

### **IV. DEFINITION OF TERMS:**

a. Schooling Duties – the attendance of PCG personnel of any formal, career or functional courses, whether local or foreign, civilian or military, as may be required in their career pattern as a pre-requisite to any promotion in rank or appointment to any position. It likewise includes attendance of functional or specialization courses for the purpose of enhancing the technical knowhow of PCG personnel, pertaining to their specific functions within the organization. It includes any trainings, seminars and other formal instruction regardless of duration.

b. Failure – unsuccessful compliance with the requirements for graduation or completion in a formal, career or functional course as required by the training institution, university or school, that is attributable to the fault of the student-personnel or due to other causes within his or her control.

c. Dropped from a course – denotes the termination of training of a student in a course for failure to meet minimum course requirements at any period of a course as described in the Dropping Evaluation.

d. Grantee – any PCG personnel who has availed of any scholarship grant whether from the government, private organization or foreign government or organization, for the purpose of taking up formal, career or functional courses, whether local or abroad.

### **V. POLICIES:**

#### **a. Failure on Foreign Scholarships/trainings/Seminars**

1) Any PCG officer or personnel who is a grantee of foreign scholarships who fails to finish the course through his/her own fault or other causes within his/her control shall be required to refund in full all expenses defrayed by the Philippine Government and that of the donor country within six months and shall be disqualified from any foreign scholarship, training or seminar for two years.

**b. Failure on Local Scholarships/Masters Degrees**

Any PCG officer or personnel who is a scholar who fails to finish his/her masters degree within the given period through his/her own fault or other causes within his/her control shall be required to refund in full all expenses defrayed by the Department and that of the host institution within six months and shall be disqualified from any local scholarship, training or seminar for one year.

**c. Failure in CGETC or Accredited Training Units Career, Functional and Specialization Courses.**

1) "Dropped from a course" denotes the termination of training of a student in a course for failure to meet minimum course requirements at any period of a course as described in the Dropping Evaluation. The student shall then be considered to have failed the course.

2) Dropped Students no longer eligible to take a similar course in the future shall be referred to the PCG Efficiency and Separation Board to determine their fitness for retention in the service, or to the Reenlistment Board in case of non-officers.

**VI. PROCEDURES:**

**a. Failure on Foreign Scholarships/Trainings/Seminars**

1) Immediately after schooling, and upon reporting to office, any PCG officer or personnel sent on foreign Scholarships/Trainings/Seminars, shall submit to the Deputy Chief of Staff for Education and Training, CG-12, copies of their proofs of completion of the scholarships/trainings/seminars within five (5) working days upon return to office pursuant to DOTC Department Order No. 2011-12. Failure to present such documents shall be considered prima facie presumption that such PCG officer or personnel has failed in his or her schooling duties abroad.

2) Should a PCG personnel fail to submit his scholastic documents, or upon proper advice or notification from the concerned foreign training institution or their diplomatic representatives in the country that a PCG personnel sent on training or schooling abroad has failed, the Deputy Chief of Staff for Education and Training, CG-12 shall immediately refer the matter to the PCG Education and Training Board (PCG ETB) to institute the proceedings to implement the provisions of DOTC Department Order No. 2001-23, dated 07 March 2001.

3) Upon receipt of the documents showing that a PCG personnel has failed in his or her foreign schooling duties or upon failure of the PCG personnel to submit his/her proof of completion of schooling, the PCG ETB, shall within seven (7) days serve a written notification to the concerned PCG personnel, requiring him or her to explain within forty-eight (48) hours from receipt of such notification why he failed in his or her schooling duties and why no sanction should be imposed upon such personnel for failure in his or her schooling duties.

4) Such Notification shall be personally served to the concerned PCG personnel. In case such PCG personnel is assigned and has already reported to his area of assignment, said notification shall be sent through formal communications of the PCG. In case the said PCG personnel has not yet reported to his office, the notification shall be sent to his last known address provided to the PCG by registered mail with return card.

5) Upon receipt of the Notification from the PCG ETB, the personnel concerned shall within forty-eight hours, submit his or her written explanation attaching therewith documentary evidences,

6) Upon receipt of the written explanation from the concerned PCG personnel, the PCG ETB shall have fifteen days to determine whether the failure of the PCG personnel is through his/her own fault or other causes within his/her control as provided for under DOTC Dept Order No 2001-23.

7) Upon determination that the failure of the concerned PCG personnel was due to his or her own fault or other causes within his or her control, PCG ETB shall then issue a Resolution indicating therein their findings and recommended sanctions. Upon approval of CPCG, said Resolution shall become final and executory within ten (10) days from receipt of such Resolution absent any written appeal from the concerned PCG personnel.

8) Copies of the said Resolution shall be served personally to the respondent or in case of impracticability thereof, the same may be served to the PCG personnel concerned via registered mail with return card.

9) Notwithstanding the above, PCG personnel who failed in their schooling duties abroad shall, in case of an officer, be referred by PCG ETB to the ESB for determination of fitness for retention to service, or in case of an enlisted personnel, to the Reenlistment Board in accordance with the provisions of AFP Cir No 17 dated 02 October 1987.

#### **b. Failure on Local Scholarships/Masters Degrees**

1) Immediately after schooling, and upon reporting to office, any PCG officer or personnel sent on Local Scholarship for Masters Degrees, shall submit to the Deputy Chief of Staff for Education and Training, CG-12, copies of their diplomas, or other proofs of completion of the scholarships within five (5) working days upon return to office pursuant to DOTC Department Order No. 2011-12. Failure to present such documents shall be considered prima facie presumption that such PCG officer or personnel has failed in his or her schooling duties.

2) Should a PCG personnel fail to submit his scholastic documents, or upon proper advice or notification from the concerned local training institution or civilian training institution that a PCG personnel sent on local scholarship for Masters Degree has failed, the Deputy Chief of Staff for Education and Training, CG-12 shall immediately refer the matter to the PCG ETB to institute the proceedings to implement the provisions of DOTC Department Order No. 2001-23, dated 07 March 2001.

disqualify the said PCG personnel from any local scholarship for Masters Degree for one (1) year.

3) In case of PCG personnel failing in their career courses in CGETC or in any accredited training units within PCG, the following sanctions shall apply:

a) In case of PCG Officers who shall fail in their career courses in CGETC, or any accredited training units, without valid reasons, shall be referred to the PCG Efficiency and Separation Board (ESB) for determination of their fitness for retention to service.

b) Officers who shall fail in their schooling duties shall not be eligible to take similar course within one (1) year, nor shall they be considered for other schooling.

c) In case of PCG Non-officers (NO) who shall fail in their career or functional courses in CGETC or any accredited training units, shall be referred to the Reenlistment Boards having jurisdiction over said NO for retention to service pursuant to the provisions of Cir 17 dated 02 October 1987.

d) Said NO shall likewise be ineligible to take the similar course for one (1) year nor shall they be considered for further schooling.

#### **VIII. APPEALS:**

1) Any PCG personnel aggrieved by the resolution under para VI, subpara a and b, may file their notice of appeal to the Office of the Commandant, PCG within fifteen (10) days from receipt of the Resolution.

2) Should the Commandant, PCG finds merit to give due course to the said appeal, the Commandant, may motu proprio grant or deny the said appeal, or in the exercise of his discretion, remand the same to the Coast Guard Legal Service (CGLS) for proper review and resolution.

3) Should the Commandant, PCG refer the appeal to the CGLS, any resolution thereof issued by CGLS shall be submitted to the Commandant, PCG for approval. The Commandant, PCG may approve, deny, modify or set aside any resolution submitted before him for approval. The approved resolution shall then be served to the concerned personnel through personal service. In case of impracticability thereof, the same may be served through substituted service via registered mail with return card.

4) Within ten (10) days from receipt of the resolution, the appellant may file a petition for review with the Secretary, DOTC, should he or she finds the decision to be adverse to him, otherwise, the same shall become final and executory.

**IX. EFFECTIVITY:** This SOP shall take effect upon publication.

X. **RESCISSION:** All policies that are inconsistent with this SOP are hereby rescinded.

**BY THE COMMAND OF VICE ADMIRAL TAN:**

**OFFICIAL:**

**AARON T RECONQUISTA**  
**COMMO PCG**  
Chief of Coast Guard Staff

  
**ALGIER D RICALFRENTE**  
**LCDR PCG**  
Coast Guard Adjutant

*14 Dec 1997*