



TANGGAPAN NG KOMANDANTE  
(OFFICE OF THE COMMANDANT)  
**PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS**  
(Headquarters Philippine Coast Guard)

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RDI/LMT/CRC/JFDC/GBB  
O/CPCG - 6003  
0631-001  
JUL 01 2013

From : **Commandant, Philippine Coast Guard**  
To : **All PCG Units**

Subject : **SOP on the Use of PCG Message Form and PCG Letter**

Ref : a) PCGM 08-01 (PCG Correspondence S-2008)  
b) Approved DF SCGS-0613-01

Encl : 1) SOP Nr 03-13 (Use of PCG Message Form and PCG Letter)  
2) Sample PCG Message Form

1. It has been observed that PCG shore units are still utilizing the traditional radio message format of the Philippine Navy in sending written communications to other PCG shore units inspite of the fact that most if not all of the units ashore no longer use voice radios in transmitting and receiving radio messages and instead utilize telefax, text messages and emails.

2. While radio messages is still being used by and among PCG floating assets, considering that they are equipped with VHF/HF radio transceivers, transmitting and receiving written communications via telefax, text messaging, and emails utilizing radiogram format have already rendered it inappropriate and outdated for PCG shore units.

3. In this connection, attached is the Standing Operating Procedure setting forth the objectives, guidelines and procedures governing the use of the new PCG Message Form and strengthening the use of the PCG Letter (similar to Naval Letter) by all PCG shore units.

4. For strict compliance and widest dissemination.

  
**RODOLFO D ISORENA**  
**RADM** **PCG**



**PUNONGHIMIPILAN TANOD BAYBAYIN NG PILIPINAS**  
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HPCG

JUL 0 1 2013

STANDING OPERATING PROCEDURE)

NUMBER .....03-13)

**USE OF PCG MESSAGE FORM AND PCG LETTER**

**I. REFERENCE:**

Philippine Coast Guard Manual 08-01 (PCG Correspondence S-2008)

**II. BACKGROUND:**

It has been observed that PCG shore units are still utilizing the traditional radio message format of the Philippine Navy in sending communications to other PCG shore units, inspite of the fact that most if not all of the shore units do not use voice radios in transmitting and receiving radio messages and instead utilize telefax, text messages, and e-mails.

The advancement in technology prompting our personnel to send and receive messages via other means has rendered the traditional radio message format inappropriate and outdated.

**III. PURPOSE:**

This SOP sets forth the objectives, guidelines and procedures governing the use of the PCG message form and PCG letter by all PCG shore units including HPCG staff offices.

**IV. OBJECTIVES:**

a. To have a prescribed format for each type of written communication being sent and received by PCG shore units to and from other PCG shore units including HPCG staff offices;

b. To replace the traditional PN radio message format being used by PCG shore units including HPCG staff offices in sending and receiving information to and from other PCG shore units with an appropriate PCG message form; and

c. To strengthen the use of PCG letter in lieu of the traditional radio message requiring appropriate action of the addressees.

V. **DEFINITION OF TERMS:**

a. **Radio Message** - a shore-to-ship, ship-to-shore, and ship-to-ship informal written communication sent and received through wire services to facilitate action on a certain matter.

b. **PCG Message Form** - a short informal written communication among shore units that are directive, advisory or informative in nature.

c. **PCG Letter** – the traditional naval letter (from-to-subject) used by all units within the Philippine Coast Guard as a formal means of communication.

VI. **SPECIFIC GUIDELINES:**

a. The PCG message form shall be utilized on the following occasion:

1. Issuing a directive to a subordinate shore unit requiring immediate action;
2. Sending short messages of information;
3. Sending advisory messages; and
4. Sending short messages for coordination.

b. The PCG message form shall use plain text language and punctuation marks. It will no longer use radiogram/abbreviated words and shall no longer spell out punctuation marks.

c. The PCG letter shall be utilized on the following occasion:

1. Transmitting documents (i.e. SOPs, LOIs, IMPLANs, Memorandum Circulars, Letters from other personalities) for appropriate action of the addressees; and
2. Communications needing comments, concurrences, and/ approval.

d. The PCG message form and PCG letter may be communicated either through telefax, e-mail, or courier.

e. The PCG message form may also be communicated through text messaging (SMS).

f. Scanned documents bearing the signatures of all concerned shall be required in communications via e-mail.

g. Internal communications initiated by a staff sent to other staffs through the traditional radio courier dispatch form shall be replaced by memoranda with reference to PCGM 08-01.

h. The radio message format shall be utilized only when communicating with and among units afloat.

VII. **RESPONSIBILITY:**

All unit commanders shall ensure the widest dissemination and compliance to this SOP.

VIII. **RECISSION:**

The provisions of paragraph 4-14 and 4-15 of the PCGM 08-01 (PCG Correspondence Manual S-2008) in conflict with this SOP are hereby rescinded.

IX. **EFFECTIVITY:**

This SOP shall take effect upon publication.

**BY COMMAND OF REAR ADMIRAL ISORENA:**

OFFICIAL:

**JOSELITO F DELA CRUZ**  
**COMMO**                      **PCG**  
Chief of Coast Guard Staff

  
**ALGIER D. RICAFRETE**  
**LCDR**                      **PCG** *on/09/13*  
Coast Guard Adjutant



# PHILIPPINE COAST GUARD

## Message Form

PRECEDENCE: "P"	DATE - TIME - GRP - SG/INSTN:
TRANSMISSION: CHECK BOX <input type="checkbox"/> FAX <input type="checkbox"/> EMAIL <input type="checkbox"/> SMS <input type="checkbox"/> COURIER	
FM: CPCG	GROUP :
TO: ALL PCG UNITS	SECURITY CLASSIFICATION: UNCLAS
INFO:	ORIGINATOR NUMBER: CCGS-0613-001

1. REFERENCE: A) SOP ON USE OF PCG MESSAGE FORM AND PCG LETTER  
B) PCG CORRESPONDENCE MANUAL 08-01
2. IT HAS BEEN OBSERVED THAT PCG SHORE UNITS ARE STILL UTILIZING THE TRADITIONAL RADIO MESSAGE FORM OF THE PHILIPPINE NAVY IN SENDING AND RECEIVING WRITTEN COMMUNICATIONS TO AND FROM OTHER PCG SHORE UNITS, INSPITE OF THE FACT THAT MOST OF THE SHORE UNITS DO NOT USE VOICE RADIOS TO TRANSMIT AND RECEIVE RADIO MESSAGES, BUT INSTEAD UTILIZE TELEFAX, CELLULAR PHONES (TEXT MESSAGING) AND EMAILS.
3. WHILE RADIO MESSAGES BEING USED BY PCG FLOATING ASSETS, CONSIDERING THAT THEY ARE EQUIPPED WITH RADIOS ARE STILL ACCEPTABLE, TRANSMITTING AND RECEIVING COMMUNICATIONS VIA TELEFAX, TEXT MESSAGING, AND EMAILS HAVE ALREADY RENDERED THE RADIO MESSAGE FORM INAPPROPRIATE AND OUTDATED FOR PCG SHORE UNITS.
4. HENCE, A NEW PCG MESSAGE FORM HAS BEEN DESIGNED TO CONFORM WITH THE ADVANCEMENT IN TECHNOLOGY FOR SIMPLICITY AND UNIFORMITY AMONG SHORE UNITS.
5. IN THIS CONNECTION, ALL PCG SHORE UNITS ARE DIRECTED TO USE THIS NEW PCG MESSAGE FORM IN TRANSMITTING AND RECEIVING WRITTEN COMMUNICATIONS TO AND FROM OTHER SHORE UNITS SENT THROUGH TELEFAX, EMAIL AND TEXT MESSAGING (SMS).
6. A STANDING OPERATING PROCEDURE ON HOW AND WHEN THIS NEW PCG MESSAGE FORM WILL BE USED SHALL BE TRANSMITTED TO YOUR UNITS.
7. FOR INFO AND WIDEST DISSEMINATIONS.

DRAFTED BY:

OFFICE TEL 6030

CAPT JOSELITO F DELA CRUZ PCG  
Chief of Coast Guard Staff

APPROVED BY:

RADM RODOLFO D ISORENA PCG  
Commandant

RELEASED BY:

CAPT DARYL G VARGAS PCG  
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