



HEADQUARTERS PHILIPPINE COAST GUARD
(Punonghimpilan Tanod Baybayin ng Pilipinas)
Deputy Chief of Coast Guard Staff for Human Resource Management, CG-1
139 25th St., Port Area
1018 Manila

MEMORANDUM

To : **The Coast Guard Adjutant**

From : **Deputy Chief of Staff for Human Resource and Management, CG-1**

Subject : **Publication on Guidelines on the use of Philippine Coast Guard Multi-Purpose Gymnasium**

Date : **08 June 2015**

1. This pertains to CPCG approved CG-1 initiated DF dated 03 June 2015 on the proposed SOP Guidelines on the use of Philippine Coast Guard Gymnasium.
2. In this connection, request publication and the widest dissemination of the said Standing Operating Procedures (SOP).
3. For consideration.


RAMON S LOPEZ
CAPT PCG

15 APR 2015 50091

6-04-237

DISPOSITION FORM		SECURITY CLASSIFICATION (if any)
FILE NR: DCSHRM-A-0415- <u>091</u>	SUBJECT: PROPOSED GUIDELINES ON THE USE OF PHILIPPINE COAST GUARD MULTI-PURPOSE GYMNASIUM, REQUEST FOR	

TO : OIC, PCG FROM: CCGS DATE: 13 April 2015 COMMENT NR
 VIA : DCPCG CAPT LOPEZ/ATF/KCGN/CR/MTM/jlp/rlm-6112

[Handwritten signature]
 CG-1 14 Apr '15
 CG-4 14 Apr '15
 CG-6 15 Apr '15

SUMMARY:

1. Reference: Memorandum from Special Service Officer dtd 06 March 2015
2. Above reference pertains to the Memorandum from Coast Guard Special Service Officer, for the approval on the attached Standing Operating Procedure (SOP) in connection with the guidelines on the use of Philippine Coast Guard Multi-Purpose Gymnasium at Coast Guard Base Farola, Binondo, Manila.
3. The Standing Operating Procedure (SOP) prescribes the policies and procedures in the management, administration, operation of the Philippine Coast Guard Multi-purpose Gym. Enclosed with are the specific rules and regulations of the games, reminders for use of basketball court area and after tour duty report format.
4. In view thereof, CG-1 recommends for the approval on the attached SOP Guidelines on the use of the Philippine Coast Guard Multi-Purpose Gymnasium.

RECOMMENDATION:

5. Approval of para 5.

Obi,
 Pls ~~also~~ delete
 the double
 entry in
 para IV-1 -
 definition of
 Term
 03 JUN 2015

[Handwritten signature]
---ENDONA JR---

03 Jun 15
DATE

APPROVED/DISAPPROVED

[Handwritten signature]
OIC/PCG



HEADQUARTERS PHILIPPINE COAST GUARD
 (Punonghimpilan Tanod Baybayin Ng Pilipinas)
COAST GUARD LEGAL SERVICE
 139 25th Street, Port Area
 Manila, 1018



MEMORANDUM

For : Chief of Coast Guard Staff, Philippine Coast Guard
 From : Commander, Coast Guard Legal Service
 Subject : Request for Legal Comment "PCG Gymnasium Proposed Guidelines and Rules and Regulations"
 Date : 19 May 2015

Reference : a) CCGS HWN request for legal comment date 28 April 2015
 b) PCG Gymnasium Proposed Guidelines
 c) Specific Rules and Regulations
 d) PCG Gymnasium Friendly Reminders
 e) After Tour of Duty Report

1. This matter refers to the handwritten instruction received by the legal service from CCGS requesting review of (1) PCG Gymnasium Proposed Guidelines; (2) Specific Rules and Regulations; (3) PCG Gymnasium Friendly Reminders; and (4) After Tour of Duty Report.

2. This service recommends the insertion of provisions, words and/or phrases that emphasize that the fees collected, if any, are exclusively for the over-all maintenance of the PCG Multi Purpose Gym. These suggested provision or insertion is to prevent future legal problems involving tax liabilities and liabilities arising from suit. It must be remembered that government agencies are exempt from tax only as long as it is pursuant to their purpose and not engaged in a commercial activity. In like manner, government agencies are generally exempt from suit unless they are engaged in a commercial activity.

3. For this reason this service recommends the following:

PCG Gymnasium Proposed Guidelines

A. To amend Article III Section 3 of these guideline where it state that:

Art III. OBJECTIVES

...

3. It specifies fees to be paid by guests for the over-all maintenance of the Philippine Coast Guard Multi-Purpose Gym.

and instead state that:

3. It specifies fees to be paid by guests for use of the Philippine Coast Guard Multi-Purpose Gym. It specifies that all fees collected are to be used exclusively for the over-all maintenance of the Philippine Coast Guard Multi-Purpose Gym. (emphasis supplied)

B. To amend and include additional provision under Article V, POLICIES, to state that:

Art V. POLICIES

...

10. All fees collected are to be used exclusively for the over-all maintenance of the Philippine Coast Guard Multi-Purpose Gym.

SPECIFIC RULES AND REGULATIONS

C. No comment.

FRIENDLY REMINDERS FOR USE OF BASKETBALL COURT AREA

D. To install similar reminders in other areas of the gymnasium. e.g Badminton Court, weight room and similar areas.

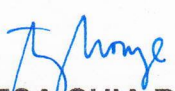
E. To insert the following reminder:

"The Philippine Coast Guard is not engage in the commercial activity of providing recreational facilities to individuals or entities. The fees collected, if any, is for the sole and exclusive purpose of the over-all maintenance of the Philippine Coast Guard Multi-Purpose Gym.

SPECIFIC RULES AND REGULATIONS

F. No comment.

4. For consideration and guidance.


TERESA GUIA R MONJE
LT


PCG

CGLS 0515.10.M



PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(Headquarters Philippine Coast Guard)
139 25th St., Port Area
1018 Manila

18 June 2015

**STANDING OPERATING PROCEDURES
NUMBER 06-15)**

**GUIDELINES ON THE USE OF THE
PHILIPPINE COAST GUARD MULTI-PURPOSE GYMNASIUM**

I. PURPOSE

This SOP prescribes the policies and procedures in the management, administration, operation of the Philippine Coast Guard Multi-Purpose Gym.

II. OBJECTIVES

1. It aims to ensure proper operation, management and use of the Philippine Coast Guard Multi-Purpose Gym.
2. It aims to establish the order of priority of users for the optimal use of all facilities.
3. It specifies fees to be paid by guests for the overall maintenance of the Philippine Coast Guard Multi-Purpose Gym.
4. It also defines functions and responsibilities of the unit tasked for the management and administration of the PCG Multi-Purpose Gym.

III. DEFINITION OF TERMS

1. **COMMAND DIRECTED ACTIVITIES** – Headquarters Philippine Coast Guard directed activities issued with directives that were approved by the Commandant, Philippine Coast Guard.
2. **PHILIPPINE COAST GUARD MULTI-PURPOSE GYM** – a center for recreational sports activities, health and fitness of the Philippine Coast Guard that comprises the sports facilities inside the gymnasium.
3. **PCG PERSONNEL** – All active personnel of the Philippine Coast Guard.

4. **PCG DEPENDENTS** – legal wife/husband of active PCG personnel of the Philippine Coast Guard and their children with ages not exceeding twenty one (21) years old, legal wife/husband of retired PCG personnel and their children with ages not exceeding twenty (21) years old, parents of active PCG personnel living with and dependent upon their support with ages sixty one (61) years old and above.
5. **PCG NON-UNIFORMED PERSONNEL** – All non-uniformed personnel currently employed by the Philippine Coast Guard.
6. **RETIRED PCG PERSONNEL** – All former personnel of the Philippine Coast Guard who have retired from the active service either optionally or compulsory.
7. **GUEST** – All players not classified as active, retired or non-uniformed PCG personnel and PCG dependent who want to avail the use of the PCG Multi-Purpose Gym facilities will be considered as guests.
8. **RESERVATION** – The process to be made if other Government agencies, Civilian companies/organization and other form of private individuals who wants to avail exclusive use of the PCG Multi-Purpose Gym.

IV. POLICIES

A. GENERAL RULES

1. The Philippine Coast Guard Multi-Purpose Gym is the center for recreational sports activity, health and fitness of the Philippine Coast Guard. It comprises the sports facilities inside the gymnasium, the Basketball court, Volleyball court, Badminton court and the weights room.
2. PCG Multi-Purpose Gym is for the exclusive use of PCG uniformed and non-uniformed personnel during athletic day (Tuesday and Thursdays) from 1300H to 1800H. No reservation will be accepted during the said schedules. On the other hand, retired PCG personnel shall have the priority in using the PCG Multi-Purpose Gym facilities every morning of Wednesday and Friday.
3. All players/guests must present a valid ID and register at the front desk for identification, record and security purposes. Guests must pay the fee for the corresponding facility which they intend to use and must present the acknowledgement receipt to the facility attendant before using the facility.
4. All players must observe courtesy, sportsmanship, and proper decorum while inside the PCG Multi-Purpose Gym. Unsportsmanlike conduct shall be referred to the management/organizing committee for resolution. Non –

sports related incidents/controversies shall be referred to cognizant authorities for proper disposition.

5. All players/guests shall be held accountable for any damage incurred through willful neglect and inappropriate use of equipment and facilities.
6. The management shall not be held liable for any loss or damage to personal belongings within the vicinity of PCG Multi-Purpose Gym compound to include the parking area, as well as, any form of injury incurred by players/guests.
7. All Players/guests must strictly adhere to all safety rules and regulations.
8. All Players/guests must wear the appropriate playing attire required of the sports they are engaged.
9. Use of PCG Multi-Purpose Gym facilities is a privilege, not a right. Hence, the Management reserves the right to impose appropriate changes to schedules and sanctions to erring players/guests ranging from warning to forfeiture of their playing privilege.

B. ORDER OF PRIORITY

Priority 1 – All Command directed activities and sports tournaments sponsored by PCG units organized and participated-in by PCG personnel.

Priority 2 – PCG uniformed and non-uniformed personnel, PCGA.

Priority 3 – Direct dependents of active PCG Personnel and retired PCG personnel, AFP, PNP, BFP, and BJMP.

Priority 4 – Government agencies, civilians associations and private individuals with written request duly approved by CPCG.

C. OPERATING SCHEDULE

The PCG Multi-Purpose Gym is open from Tuesday to Saturday. Monday is intended for general cleaning and maintenance.

Tuesday – Saturday	0600H – 2100H
Holiday/Sunday	Closed

D. SPECIAL INSTRUCTIONS

1. Smoking, sleeping, loitering, gambling, drinking liquor, and eating are strictly prohibited inside the PCG Multi-Purpose Gym.

2. Decency must be maintained at all times.
3. All children below 10 years old must be accompanied by an adult/guardian.
4. Persons afflicted with contagious/ communicable diseases are not allowed inside the PCG Multi-Purpose Gym premises.
5. Pets/animals are not allowed inside the PCG Multi-Purpose Gym.
6. Bringing of firearms or deadly weapons inside the Multi-Purpose Gym is prohibited.

E. SCHEDULE/FEES

1. During Athletics day (Tuesday and Thursday)
 - a. From 1300H to 1800H, all PCG, Non-uniformed personnel and PCGA will be **free** of charge using all the gym facilities.
 - b. From 1800H to 2100H will be available for guests/civilians/AFP/PNP/BJMP/BFP/Retired Personnel with the corresponding fees applied during non-athletic days.
2. Non-athletics day, the following rates will apply to all players/users of the PCG Multi-Purpose Gym;

a. Group Reservation for Basketball Court:

PCG Active and Non-uniformed Personnel	- For Free
PCGA/Direct Dependents	- For Free
Retired Personnel	- Php 500.00/hour
AFP/PNP/BJMP/BFP	- Php 500.00/hour
Guests/Civilians	- Php 1000.00/hour

b. Individual rate for the use of Basketball Court:

PCG Active and Non-uniformed Personnel	- For Free
PCGA/Direct Dependents	- For Free
Retired Personnel	- Php 50.00/hour
AFP/PNP/BJMP/BFP	- Php 50.00/hour
Guests/Civilians	- Php 100.00/hour

c. Exclusive use of Badminton Court:

PCG Active and Non-uniformed Personnel	- For Free
PCGA/Direct Dependents	- For Free

Retired Personnel	- Php 50.00/hour
AFP/PNP/BJMP/BFP	- Php 50.00/hour
Guests/Civilians	- Php 200.00/hour

d. Progressive Resistance Training (PRT) room(Weights Room)

PCG Active and Non-uniformed Personnel	- For Free
PCGA/Direct Dependents	- For Free

Retired Personnel	}	Entrance Fee of: P50.00/session
AFP/PNP/BJMP/BFP		
Guests/Civilians		

- Use of PCG Multi-Purpose Gym facilities for fund raising purposes whether users are PCG personnel, PCG civilian personnel or PCG dependents shall pay the corresponding rates.
- The aforementioned fees/charges are subject to change without prior notice.

F. RESERVATIONS

- Reservation can be made thru submission of written request subject for approval of CGSSO.
- Approved reservation shall be confirmed upon payment of 50% of the fee within 24 hours. The remaining balance should be paid prior to the actual use of the facilities.
- Cancellation of reservation shall be made forty eight (48) hours before the scheduled date. The 50% down-payment shall be refunded. Down payment for cancelled reservation in less than forty eight (48) hours is non-refundable.
- The management reserves the right to cancel approved reservation to give way for command directed activities.

V. MANAGEMENT OF FUNDS

- An acknowledgement receipt will be issued to all fees collected for the use of the PCG Multi-Purpose Gym.
- Personnel of the Office of the Coast Guard Special Service who is detailed duty front desk shall record all the funds collected from the PCG Multi-Purpose Gym operations on a daily basis.

- C. Deputy, Office of the Coast Guard Special Service shall be the Officer-in-Charge for the collection, safekeeping, accounting and recording of all the funds from PCG Multi-Purpose Gymnasium operations.
- D. Funds collected from the operations of the PCG Multi-Purpose Gym will be intended for the: a) improvement and upgrading of sports equipment b) repair and maintenance of exhausted and used-up equipment, furniture and other gym fixtures c) logistical requirements for the beautification and cleanliness of the PCG Multi-Purpose Gym c) other operational expenses.
- E. The Coast Guard Special Service Officer shall submit a monthly financial report of all the funds collected and spent for the management and operation of the PCG Multipurpose Gymnasium to the Chief of Coast Guard Staff, PCG.

VI. RESPONSIBILITIES

- A. The Coast Guard Special Service Officer shall be the over-all responsible officer in the implementation of PCG Multi-Purpose Gym rules and regulations.


VII. RESCISSION: Any publication in conflict with this SOP is hereby rescinded.

VIII. EFFECTIVITY: This SOP will take effect upon approval.

BY COMMAND OF ADMIRAL ISORENA:

OFFICIAL:

**OSCAR C ENDONA JR
CAPT PCG (GSC)
Chief of Coast Guard Staff**


**LIEZEL B BAUTISTA
LCDR PCG
Coast Guard Adjutant**

SPECIFIC RULES AND REGULATIONS

1. BASKETBALL/VOLLEYBALL COURT

a. Attire

- (1) Basketball: sports sando or round neck shirt (no collar), shorts and flat rubber shoes.
- (2) Volleyball: same as above expect that short-sleeved shirts and jogging pants are also allowed.

b. Rules and Regulations

- (1) All players/guests must register at the front desk, pay the corresponding fee and present the receipt to the court attendant.
- (2) Children below four (4) years old are not allowed in the court and its surrounding areas unless accompanied by the parent or guardian.
- (3) Court attendant has right to prohibit anyone from using the gym and their facilities if the player/guests goes against any of the rules and regulations.

c. For Situations or conditions not covered by this information, please consult the "Policy Guidelines on the Use of PCG Multi-Purpose Gym facilities.

2. BADMINTON COURT

a. Attire: Sports shorts, T-shirt, socks, and flat soft soled rubber shoes for badminton.

b) Rules and Regulation

- 1) All players/guests must register at the front desk, pay the corresponding fee and present the receipt to the court attendant.
- 2) Children below four (4) years old are not allowed in the court and its surrounding areas unless accompanied by the parent or guardian.

- 3) Adhere to queuing schedule. The next player/s must act as scorer before playing.
 - 4) One full game (2 sets with decision when necessary) is allowed per set of players to give way to other players standing by.
 - 5) Training activity is allowed during non-peak hours from 0800H-1500H daily.
 - 6) A five minute warm-up is advised per game.
 - 7) Practices that may cause damage to facilities or injury to other users are prohibited.
- c. For situations or conditions not covered by this information, please consult the "POLICY GUIDELINES on the Use of PCG Multi-Purpose Gym facilities.

3. Progressive Resistance Training (PRT) ROOM (Weights Room)

a. Attire:

(1) Male – Rubber Shoes, T-shirts, shorts, sports sando (not the underwear type), towel.

(2) Female – Leotards, short, t-shirts, dry swimsuits, and towel.

b. Procedures:

1) All players/guests must register at the front desk, pay the corresponding fee and present the receipt to the weights room attendant.

(2) All players/guests must sign the log book before and after workout.

(3) Ask assistance from the gym instructor for proper handling of equipments.

c. Rules and Regulations

(1) Players/guests are not allowed to operate any electronic equipment inside the gym.

- (2) Only registered players/guests for workout are allowed inside the gym.
 - (3) Slippers and provocative attire are not allowed.
 - (4) Practices that may cause injury to others, damage to equipment, fixtures, and facilities are strictly prohibited.
 - (5) The gym instructor/attendant has the right to prohibit anyone from using the gym and other facilities if the player/user goes against any of the rules and regulations.
 - (6) No Towel, no workout.
 - (7) 14 years old and below are not allowed.
 - (8) Personal belongings should be deposited in the locker room.
- d. For situations or conditions not covered by this information, please consult the "Policy Guidelines on the use of PCG Multi-Purpose Gym".

FRIENDLY REMINDERS FOR USE OF BASKETBALL COURT AREA

"The Philippine Coast Guard is not engaged in the commercial activity of providing recreational facilities to individuals or entities. The fees collected, if any, is for the sole and exclusive purpose of the over-all maintenance of the Philippine Coast Guard Multi-Purpose Gym,"

- Hard sole shoes, or any shoes that can damage the floor, are not permitted to use in the court area.
- Wear your soft sole rubber shoes at the court area, to prevent floor scratches.
- No belt buckles, blue jeans, shorts with metal or loose jewelry may be worn in the court area while playing.
- Foods are not allowed in bleacher area.
- Spitting and throwing any liquid beverages is strictly prohibited.
- No profanity and lewd behavior allowed.
- No roller blades, skateboards and bikes inside the court area.
- No littering (please do observe proper disposal of used bottle container, candy wrapper and bubble gum on designated garbage bin).
- Any kind of gambling is **ABSOLUTELY PROHIBITED**.
- **FIREARMS** are absolutely prohibited inside the **PCG Multi-Purpose Gym** premises.
- Prohibited drugs or substances, and any toxic materials are not allowed inside the **PCG Multi-Purpose Gym** or within its premises. If a member or his guest or visitor violates this rule, the member will be liable to suspension or will be block listed.
- Always wear your upper garments at all times.

DRESS CODE

- Rubber shoes (soft rubber sole)
- Basketball uniform or Shirt and Short for men
- Shirt and skirts, jogging pants or short for women

RESERVATION POLICIES

- Reservation will be accepted on a **FIRST COME FIRST SERVED** basis by registering at the operations branch, **Office of the Coast Guard Special Service**.

LOST AND FOUND

- Contact the staff **Office of the Coast Guard Special Service** to inquire for lost item. Lost items are held for two weeks. Unclaimed lost items more than two weeks will be donated to charity.
The **PCG Multi-Purpose Gym** management is not responsible for any lost, stolen or personal belongings of any kind while it is on the premises.

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HEADQUARTERS PHILIPPINE COAST GUARD
OFFICE OF THE COAST GUARD SPECIAL SERVICE
139 25th St., Port Area
1018 Manila

Date _____

Subj: After Tour Duty Report (Non-Officer)

To: CGSSO

1. Submitted is the After Tour of Duty Report for the period from _____
to _____ following day are as follows:

___ Yes ___ No a. Reported to _____ Duty operations 30
minutes before assumption of post for instructions.

___ Yes ___ No b. Assumed post 15 minutes prior to the operating schedule
(0545H for PRTC, 0745H for Badminton & Basketball).

___ Yes ___ No c. Supervised the janitor/doorkeeper for the cleanliness of the
facility and its comfort rooms.

___ Yes ___ No d. Log all the names of visitors/players that comes in and out of
the facility and collect corresponding fees as prescribed in the
regulation.

___ Yes ___ No e. Strictly implemented all rules and regulations of the PCG Multi-
purpose Gymnasium.

___ Yes ___ No f. Conduct inspection inside and outside of the facility at least
three (3) times before and after Taps to check on the
orderliness, cleanliness, fire hazards, safety and security of the
facility.

Time: _____ H; _____ H; _____ H; _____ H; _____ H;
_____ H;

___ Yes ___ No g. Report all unusual incident that have transpired during my tour
of duty.

___ Yes ___ No h. Inform the operations officer of any problems that arises that
requires immediate action.

___ Yes ___ No i. Turn-off and unplug all electrical equipment, unnecessary lights,
air conditioning units, running water and secure the premises of
the sports facility upon closing.

___ Yes ___ No j. One (1) Hour warm-up of split type air-conditioning unit at 1200H- 1300H every Tuesday, Thursday and Saturday.

___ Yes ___ No k. Turn-over all the duties and responsibilities to the incoming watch O/A _____ H and left post only after being properly relieved.

2. Communications:

<u>Communications/Messages Received</u>	<u>Date/Time</u>	<u>Action Taken</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Observation (s):

4. Recommendation(s):

5. Remarks:

Outgoing Duty Personnel

Incoming Duty Personnel

Noted by:

Operations Officer