



PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS

National Headquarters Philippine Coast Guard

139 25th Street, Port Area

1018 Manila

17 May 2018

**STANDING OPERATING PROCEDURE
NUMBER 03-18)**

**GUIDELINES ON THE SELECTION AND
ASSIGNMENT OF SENIOR NON-OFFICERS AS COMMAND MASTER CHIEF PETTY
OFFICER**

1. REFERENCES

- a. Republic Act No. 9993 and its IRR
- b. HPCG/CGAO Circular Number 03 dated 07 February 2002
- c. HPCG/CGAO Circular No. 06 dated 15 June 2002
- d. AFP/GHQ Circular Nr 06 dated 08 March 2007

2. **SCOPE:** This SOP applies to Senior Non-Officers who are qualified for the position as Command Master Chief Petty Officer (CMCPO) of the Philippine Coast Guard.

3. **PURPOSE:** This SOP prescribes the policies and procedures in the selection and assignment of Senior NOs as CMCPO of the PCG with authorized Table of Organization position.

4. POLICIES

a. The PCG Command Master Chief Petty Officer, who shall carry the rank of Coast Guard First Master Chief Petty Officer, shall be rotated amongst the Senior Non-Officers of the PCG. The Candidates shall be screened from among the list of existing Master Chief Petty Officers of the PCG and shall serve for a maximum period of three (3) years, unless sooner terminated by the Commandant, Philippine Coast Guard or due to retirement, prolonged illness or death.

b. The three (3) years maximum tenure-in-grade for CMCPO shall not be disturbed, unless sooner relieved by the Commandant, PCG.

5. PROCEDURES:

a. The PCG CMCPO Selection Board shall be created to screen and recommend at least three (3) Senior Non-Officers as candidates to the Commandant, PCG for the PCG CMCPO Position for his approval. The Board shall be composed of at least five (5) members with CCGS as Chairman; and CG1, CG3, CGLS and the outgoing PCG CMCPO as members. The Coast Guard Adjutant shall serve as Secretariat.

b. The Board shall convene as soon as practicable to screen, deliberate, and recommend to the Commandant, PCG the most qualified Senior NO for the position.

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c. The PCG CMCPD Selection Board may set additional criteria, rules and procedures in order to facilitate the selection of the "best qualified NO" which may include, but not limited to the following parameters:

1. Seniority shall not be the primary consideration;
2. Administrative or technical abilities should be looked into;
3. Selection shall be based on leadership and performance and not on popularity.
4. Rating shall be based on the Selection Board Worksheet, Annex A

d. Turn-over and assumption of office shall be done during appropriate ceremony but not limited to flag raising or other EP function and social gatherings.

7. CRITERIA IN SELECTION

a. The following are the common qualifications for the selection of PCG CMCPD:

1. Must be graduate of the Senior Chief Petty Officers' Course/SCPOC;
2. Must serve at least as a MCPOs of PCG Districts or Major Commands, and as SCPOs of other PCG units/offices
3. Must be proficient in both oral and written communication.
4. Must be physically, mentally and emotionally fit.
5. Must have no pending case before civil or military court.
6. Must possess a credible service reputation
7. Preferably a college graduate.
8. Must have at least one year remaining active duty before attaining compulsory retirement pursuant to RA 9993 in relation to PD 1638, as amended.

8. EFFECTIVITY

This SOP takes effect fifteen (15) days upon publication.

BY COMMAND OF REAR ADMIRAL YBAÑEZ PCG:

OFFICIAL:



LIEZEL B BAUTISTA
LCDR PCG
Coast Guard Adjutant

29/05/18 ff

JUAN MANUEL DF RAMOS JR
CAPT PCG
Acting Chief of Coast Guard Staff

Administrative Point Rating Worksheet

Maximum 50 Points

Name: _____ (RANK/FIRST NAME/MI/LAST NAME/SN)

Present Assignment: _____ Designation: _____

1. TIME-IN-GRADE (MAXIMUM 10 POINTS) GRANTED: _____

a. _____ Years _____ Months in present permanent grade. Computation will be based on the last date of promotion _____.

b. COMPUTATION: Grant 7 points for 1 year attained in present permanent grade. Add 0.5 point for each full month that the individual has attained not exceeding a total of 3 points.

2. PROMOTIONAL EXAMINATION SCORE (MAXIMUM OF 10 PTS) GRANTED: _____

a. PROMEX SCORE: _____

b. COMPUTATION: For a PROMEX score of 70, grant 4.0 points. For a PROMEX score higher than 70, add 0.2 for each PROMEX score over 70.

3. EDUCATION (MAXIMUM 10 PTS) GRANTED: _____

a. Completion of Mandatory career service course, grant 4 points

b. Grant additional 2 points if individual is a graduate of OCS or Master's Degree.

c. Grant additional one (1) point if individual graduates at the top of the class of the career course required promotion.

d. Additional 0.5 point for each bachelor's degree holder if Non-officer is a Board Passer. Do not exceed 1 pt. Addition of 0.25 point for an associate degree.

e. Grant additional 0.5 points for each specialized course taken. (Do not exceed 1.5 point)

f. Grant additional 0.1 for each seminar and short course taken. (Do not exceed 1.5 point)

4. PHYSICAL FITNESS TEST (MAXIMUM 5 POINTS) GRANTED: _____

a. Individual PFT Score

b. COMPUTATION: for a PFT score of 70, grant 3.0 points, higher than 70, add 0.07 point for each percent over 70.

c. EXAMPLE:

PFT SCORE	POINTS GRANTED
70	3.0
71	3.07
72	3.14
80	3.7
90	4.4
100	5.0

d. Individual declared as P2 or P3 officially, grant 3.0 points.

5. ENLISTED PERSONNEL EVALUATION MARKS (EPEM – MAXIMUM 5 POINTS) GRANTED: _____

a. This shall be based on the general weighed average rating in the last three (3) EPEM of a Non-officer. Subject Non-officer Evaluation Marks (EPEM)

b. Point Allocation:

GEN AVERAGE RATING (LAST 3 EPEM)	POINTS GRANTED
2.1-2.5	2.5
2.6-3.0	3.0
3.1-3.5	3.5
3.6-4.0	4.0
4.1-4.5	4.5
4.6-5.0	5.0

c. General average rating computation procedure: For one (1) EPEM, there are three (3) raters (2 raters, 1 endorser). Add the points granted by each rater to the eleven (11) criteria and divide the sum by 11. You have the average rating of one (1) EPEM. Do the same for two (2) raters. Add the average ratings given by the three (3) raters and divide the sum by three (3). You have now the average rating of one (1) EPEM. Follow the same procedure for the other two (2) EPEMs. Then add three (3) average taken

from each of the three (3) EPEMs and divide the sum by three (3). You have the general average rating for the three (3) EPEMs.

6. AWARDS AND DECORATIONS (MAXIMUM 10 POINTS) GRANTED: _____

a. Medals	Equivalent points
1. CG Medal of Valor and Ribbon	8 points
2. CG Distinguished Conduct Star and Ribbon	6 points
3. Distinguished Coast Guard Cross and Ribbon	5 points
4. CG Outstanding Achievement Medal and Ribbon	4 points
5. CG Superior Achievement Medal and Ribbon	2 points
6. CG Bronze Cross Medal and Ribbon	2 points
7. CG Search and Rescue Medal and Ribbon	1.5 points
8. CG Merit Medal and Ribbon	1.5 points
9. CG Commendation Medal and Ribbon	1 point
10. CG Wounded Personnel Medal and Ribbon	1 point

b. Unit Citations, Commendations, Appreciations, Plaque: Grant 0.25 for each but not to exceed 2 points.

I certify the above administration points shown have been accurately extracted from appropriate records and promotion list points indicated are correct.

TOTAL – ADMINISTRATIVE POINTS (MAXIMUM 50 POINTS) GRANTED: _____

TOTAL – BOARD POINTS (MAXIMUM 50 POINTS) GRANTED: _____

DATE: _____ SIGNATURE OF BOARD MEMBER: _____