



PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(National Headquarters Philippine Coast Guard)
139 25th Street, Port Area
1018 Manila

DCS-HRM

20 December 2018

**STANDING OPERATING PROCEDURE
NUMBER.....11-18**

**REVISED POLICY ON THE UTILIZATION OF PROBATIONARY ENSIGNS AND DRAFTEES
IN SUPPORT OF OFFICIAL FUNCTIONS OF THE PCG**

I. GENERAL. The Philippine Coast Guard shall adopt policies and guidelines in availing the services of Probationary Ensigns (P/ENS) and Draftees while awaiting their respective basic training courses in designated staffs or offices at the National Headquarters and other designated units. It is also designed to pre-determine the traits, qualities and character of P/ENS and Draftees aspiring to become PCG Uniformed Personnel, prepare them for eventual formal training if compliant with all the requirements, and to fill the inadequacies of personnel of some offices for the time being.

II. PURPOSE.

- a) To establish policies and guidelines concerning any incident involving the P/ENS and Draftees that may occur in the duration of their appointment as P/ENS and as Draftee prior their basic training courses;
- b) To establish specific policies and guidelines on the administrative proceedings involving pre-selected applicants under the P/ENS and Draftee program;
- c) To establish policies and guidelines in the utilization of pre-selected applicants under the P/ENS and Draftee program by utilizing them as organic personnel to act in the assigned unit or offices in the PCG in support of the office/unit official functions.

III. SCOPE. This system covers the concerned staffs and units of the PCG who may avail of the services of P/ENS and Draftees in their respective offices, and the terms and conditions to be observed for such purpose for the duration of being a P/ENS / Draftee.

IV. DEFINITION OF TERMS.

- a) Probationary Ensign (P/ENS) – are aspiring PCG Commissioned Officers who have yet to be commissioned in the PCG service and are selected among eligible candidates for Coast Guard Officers training and while waiting for training proper shall undergo basic orientation and perform works or activities as may be directed, in support of the PCG's official functions.

- b) Coast Guardsman's Course (CGMC) - is the basic course being offered by the Coast Guard Education and Training Command to selected candidates aspiring to become non-officers in the Philippine Coast Guard.
- c) Coast Guard Officer's Course (CGOC) - is the basic course being offered by the Coast Guard Education and Training Command to selected candidates aspiring to become officers in the Philippine Coast Guard.
- d) Draftee - refers to civilians who are selected among eligible candidates for CGMC training and while waiting for training proper shall undergo basic orientation and perform works or activities as utility personnel of the PCG in support of its official functions.

V. POLICIES.

- a) The P/ENS must possess all qualifications and none of the disqualifications for Commissionship prescribed by the Command under DCS-HRM Circular Number 08-17 dated 11 April 2017;
- b) The Draftee must possess all qualifications and none of the disqualifications for Enlistment prescribed by the Command under DCS-HRM Circular Number 08-17 dated 11 April 2017;
- c) The O/CG-1 under the supervision of the Chief of Coast Guard Staff shall be responsible in the distribution of the P/ENS and Draftees in each office/unit. Office/Unit who would request for Draftee shall submit their intention at O/CG-1 for proper distribution;
- d) P/ENS or Draftees shall be assigned only within Metro Manila and Cavite area to facilitate their immediate re-call upon convening of the CGOC or CGMC training;
- e) Heads of offices shall be directly responsible to the P/ENS or Draftees assigned in their respective offices;
- f) The maximum duration of term for P/ENS shall be one (1) year unless sooner terminated by the Command. However, the term of duration is extendible for another one (1) year, if warranted;
- g) The maximum duration of term for Draftees shall be six (6) months unless sooner terminated by the Command. However, the term of duration is extendible for another six (6) months, if warranted;
- h) P/ENS or Draftees shall at all times be required to wear clean "maong" pants, white shirt, rubber shoes and ID card for proper identification. Navy blue shirt shall be used every Wednesday, Thursday and Friday and during calisthenics;
- i) Food and billeting shall be shouldered by the P/ENS or Draftees themselves;
- j) The P/ENS or Draftee shall be utilized only within the PCG premises and only during office hours in support of the official activities of the Command or unit/office to which the P/ENS or Draftee is assigned;

- k) Strictly, no P/ENS or Draftee shall be utilized as duty office watch or office duty drivers without being accompanied by regular PCG personnel;
- l) The P/ENS or Draftees shall be required to report at the O/CG-1 every Friday afternoon for accounting purposes;
- m) No P/ENS or Draftee shall be allowed to go out of the Office with the regular PCG unless it is official business;
- n) No P/ENS or Draftee shall be allowed to familiarize with regular members or employees of the PCG;
- o) A female P/ENS or female Draftee who is found to be pregnant within the duration of their period of appointment as P/ENS /Draftee shall be automatically discharged from the service;
- p) A P/ENS or Draftee who is found positive for the use of illegal drugs shall be automatically discharged from the PCG service;
- q) All P/ENS or Draftees who went on AWOL for three (3) consecutive days shall be automatically discharged from the PCG service;
- r) Any willful act which recklessly or intentionally endangers the mental or physical health of the P/ENS or Draftee is prohibited. Such prohibition includes any willful act of physical injury or punishment in the form of excessive calisthenics, being forced to eat unpleasant substances, and psychological or sexual abuse or harassment (verbal or physical) of both male and female.

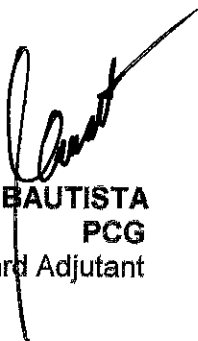
VI. RESCISSION. DCS-HRM SOP Number 08-15 dated 01 September 2015 and other policies inconsistent with the provisions stated in this SOP are hereby rescinded.

VII. EFFECTIVITY. This policy shall take effect immediately upon approval.

BY COMMAND OF ADMIRAL HERMOGINO PCG.

OFFICIAL

EDUARDO D FABRICANTE
COMMO PCG
 Chief of Coast Guard Staff



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