

Department of Transportation and Communications
PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(Headquarters Philippine Coast Guard)
139 25th Street, Port Area
1018 Manila

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HPCG

CIRCULAR)

NUMBER 09-03)

**CAREER AND FUNCTIONAL EDUCATION AND TRAINING REQUIREMENTS
IN SUPPORT OF THE PCG ENLISTED PERSONNEL
CAREER DEVELOPMENT PATTERN**

I. REFERENCES:

- a. Republic Act 5173 dated 04 Aug 67
- b. Executive Order Nr 477 dated 15 Apr 98
- c. PCG 15-Years Development Plan

II. PURPOSE:

To prescribe policies and procedures on PCG Enlisted Personnel Education and Training career program as a requirement for their assignment and promotion in the service.

III. OBJECTIVES:

1. To ensure that PCG Enlisted Personnel have proper education and training to enable them to cope with the duties and responsibilities commensurate to their rank.
2. To establish a career pattern that will serve as a tool to rationalize the schooling, assignment and promotion of PCG Enlisted Personnel.

IV. SCOPE:

This Circular covers the policies and administrative procedures for all types of schooling, assignment, and promotion for the enlisted personnel of the Philippine Coast Guard. This circular also provides for the application of the AFP Retirement and Separation Decree (P.D. 1638) as amended vis-à-vis promotion of EP, specific promotion authority, requirements for promotion and guidelines in the reduction and restoration of grade in the spirit and intent of existing laws and regulations governing the promotion of the enlisted personnel of the PCG.

V. DEFINITION OF TERMS:

1. Enlisted Personnel

In addition to its Officer Corps, the Philippine Coast Guard enlists qualified persons in such strength as authorized by law to serve in its regular uniformed force for a period of three years. At the end of the three-year period, the term of enlistment may be extended depending on the authorized troop ceiling prescribed by higher authorities.

HPCG Circular Number 05 dated 25 January 2000 prescribes the following qualifications for enlistment:

- a. He/She is a natural-born citizen of the Philippines
- b. Single
- c. Must possess a baccalaureate degree in any four- or five-year field of study, preferably marine nautical and engineering
- d. Not less than twenty-one (21) but not more than twenty-six (26) years in the case of males, or not less than twenty-one (21) but not more than twenty-five (25) in the case of females
- e. Not less than sixty-four (64) inches in height (barefooted) in case of males, or not less than sixty-two (62) inches in height (barefooted) in case of females
- f. Of good moral character and habits
- g. Able-minded, physically and mentally qualified under existing regulations for Coast Guard service

Upon enlistment, Enlisted Personnel are authorized to receive such pay, allowances, rations, and clothing as are or may be established by law. They swear to bear true faith and allegiance to the Republic of the Philippines to support and defend the Constitution. They obey the orders of the President of the Republic of the Philippines and the orders of the Officers appointed over them in accordance with the CG Rules and Laws under the Articles of War. They impose this obligation upon themselves voluntarily and without mental reservation or purpose of evasion.

2. Career Course – A formal course of instructions designed to develop the desirable character traits, values, and attitudes of PCG EP. The curriculum of a career course contains programs of instructions appropriate to every level of responsibility in the EP hierarchy. The following are considered EP career courses:

- a. Coast Guardsman Course (CGMC)
- b. Basic Leadership and Management Course (BLMC)
- c. Advance Leadership and Management Course (ALMC)

3. Functional Specialization Course – A formal course of instructions designed to develop the knowledge, skill, and competence of PCG personnel in any one of the three functions of the PCG – Maritime Safety Administration, Marine Environmental Protection, and Maritime Security. The following are considered functional specialization courses:

- a. Maritime Safety Administration (MARSAD) Course
- b. Marine Environmental Protection (MAREP) Course
- c. Maritime Security (MARSEC) Course

The functional specialization courses are further classified as Preparatory and Advance. The Preparatory functional specialization courses aim to prepare and qualify PCG personnel to assist in the performance of the PCG functions. On the other hand, the Advance specialization courses aim to qualify PCG personnel to perform and implement PCG functions.

4. Occupational/Technical Specialty Course – A formal course of instructions designed to train and provide PCG EP specialty training for their chosen rating in the service.

5. Sub-Specialty Rating – An individual EP job classification, which an EP acquired when the Philippine Coast Guard was still under the Philippine Navy, and considered skilled and knowledgeable in such activity.

6. Individual Rating – An individual EP job classification where he is considered skilled and knowledgeable in such job activity. PCG EP ratings are categorized as Shipboard, Shore, and Technical Ratings:

a. Shipboard Ratings

- Engineering Specialist (ES)
- Deck Specialist (DS)
- Operations Specialist (OS)

b. Shore Ratings

- Maritime Safety Administration Specialist (MARSAD Sp)
- Marine Environmental Protection Specialist (MEP Sp)
- Maritime Security Specialist (MARSAR Sp)

c. Technical Ratings

- Dental Service Specialist (DENTS)
- Medical Service Specialist (MEDS)
- Chemist Specialist (CHEMS)
- Musician Specialist (MUS)

7. Levels of Responsibilities - These are the levels that define the extent of responsibility of every individual EP in the organization in accordance to his rank. These are:

a. Support Level

- Serving as strikers in both shipboard and shore units/offices.
- Level of responsibility associated with performing tasks, duties or responsibilities either onboard PCG vessels/craft or in shore units under the direction of an individual serving in the Operational or Supervisory level.

b. Operational Level

- Serving as Assistant Boat Captain, Assistant Detachment Commander, and Division/Section Petty Officer-In-Charge of major units, special units, and HPCG Central Staff offices.

Maintaining direct control over the performance of all functions within the designated area of responsibility in accordance with proper procedures and under the directions of an individual serving in the supervisory level.

c. Supervisory Level

- Serving as Detachment Commander, Boat Captain, Chief Muster-At-Arms, Senior Chief Petty Officer, and Master Chief Petty Officer of major units of the PCG.

- Ensuring through supervision that all functions within the designated area of responsibility are properly performed.

8. Reduction in Grade - refers to the demotion of an EP from his present rank to the next lower rank.

9. Grade - the rank of an EP of the Philippine Coast Guard, which is patterned after the PN ranking system except the rating system.

10. Time-in-Grade - the period rendered by an enlisted personnel in a particular grade of rank that starts from the effective date of his last promotion or reduction to a lower permanent grade to the effective date of his contemplated promotion to the next higher permanent grade.

11. Active service - refers to the service defined in Section 3 of Presidential Decree 1638.

12. Compulsory Retirement - this refers to the compulsory retirement provided for in Presidential Decree 1638, as amended by Presidential Decree 1650 and/or such other pertinent laws, which may hereafter, be enacted.

VI. CONCEPT OF CAREER DEVELOPMENT:

Enlisted Personnel form the bulk of the uniformed workforce of the Philippine Coast Guard. They are basically the followers who are put to task by the leaders -- the Officers -- to produce outputs in the accomplishment of the PCG mission and functions. They carry the burden of implementing the orders of their immediate superiors in the hierarchy of the Command.

In accordance with this organizational relationship, the careers of Enlisted Personnel must be managed in such a manner as to enable them to advance in their own hierarchy should they choose to devote in part or in full their career lifetime in the PCG service. For this purpose, Enlisted Personnel should be guided to plan a career path taking into account their personal interests, education and training background, abilities, and the needs of the service. The following concept in the development of an Officer's career development should find relevance for Enlisted Personnel:

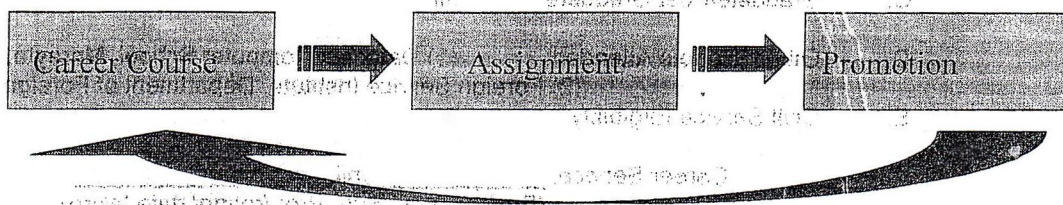


Fig. 1

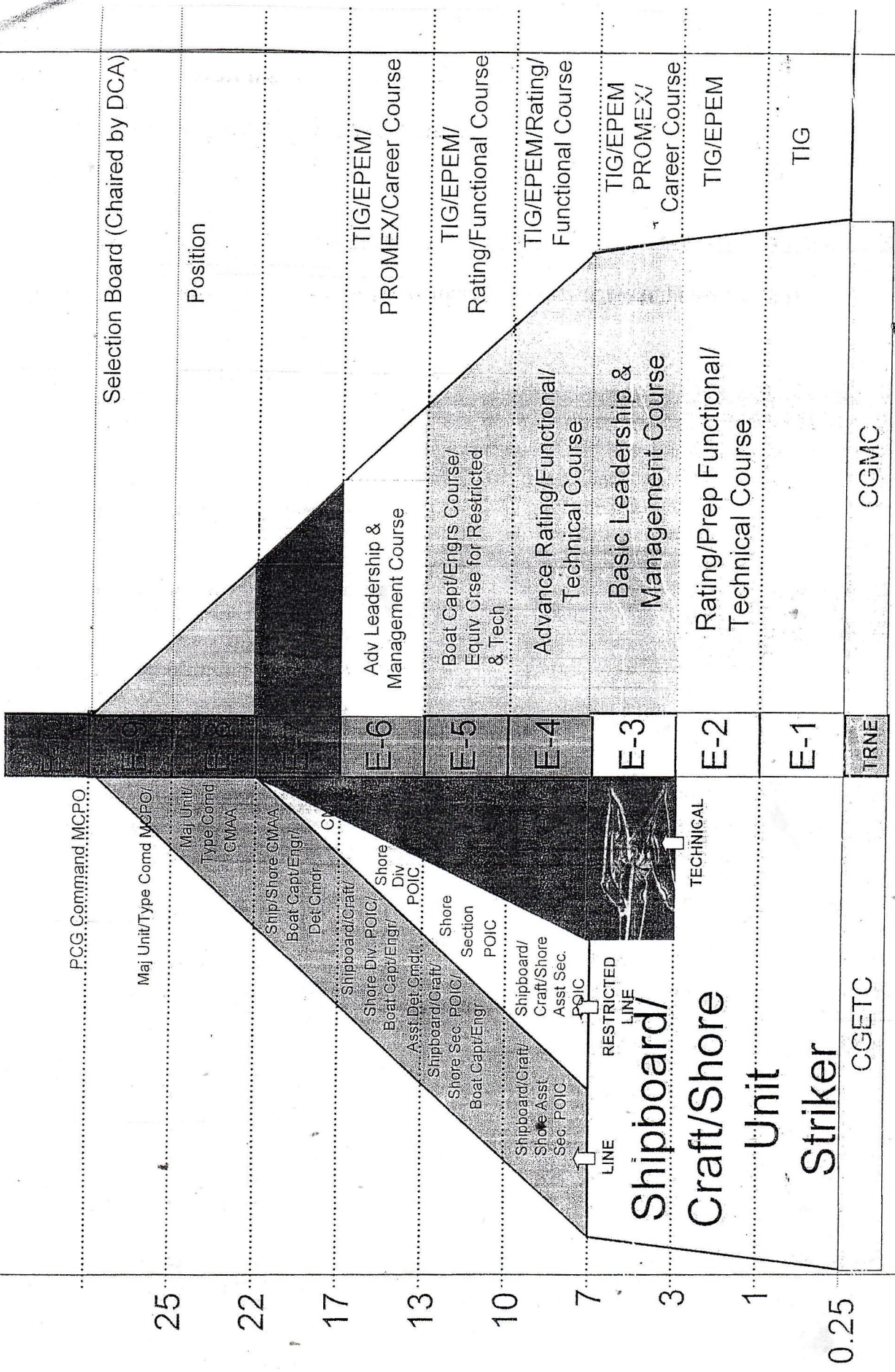
Just like Officers, Enlisted Personnel should first satisfy the career course requirements before they can aspire for a higher assignment and therefore become eligible for promotion to a higher rank. Likewise, this concept puts premium to education and training, which augurs well for the professional advancement of Enlisted Personnel and, in turn, promotes the delivery of more credible service by the PCG.

VII. ENLISTED PERSONNEL CAREER PATTERN:

In accordance with the concept of career development outlined in the preceding section, the promotion of Enlisted Personnel within each level of responsibility shall be based mainly on time-in-grade in a certain rank, duty assignment (shipboard/shore) and career course. The exception is the promotion in the transition from one responsibility level to the next -- Support Level (E-3) to Operational Level (E-4), and Operational Level (E-6) to Supervisory Level (E-7). In this case, an EP qualified for promotion needs to undertake and pass a promotional examination (PROMEX). This is deemed necessary to ensure that only the best qualified get promoted and assigned with higher levels of responsibility.

The PCG EP Career Pattern takes the form of a modified pyramid represented as shown in Figure 2. The numbered blocks at the center of the pyramid represent the grades of EP as they progress through their service in the PCG. To the right of these numbered blocks are the various courses that EP needs to undertake before they can be assigned to any of the positions listed on the left side of the pyramid.

PCG ENLISTED PERSONNEL CAREER PATTERN



Selection Board (Chaired by DCA)

Position

Time-In-Grade

Assignment

Grade

Required Courses

Promotion

EP in grades E-1 to E-3 are assigned Support Levels of responsibility in the organization. From grade E-1, personnel in this level get promoted until grade E-3 by merely satisfying the time-in-grade in each rank plus the mandatory career and functional courses. Upon completion of the courses, they get assigned either ashore or aboard ship as unit strikers. Personnel in this level shall render a maximum 4-years sea duty and a minimum 2-years. At the third year of their service, EP in grade E-2 (with or without sea duty especially those hired for their technical expertise — e.g., dental and medical technicians, musicians, etc.) may already opt to follow the technical service path and not anymore go back to sea. However, at grade E-3 and in order to get to the next level of responsibility, which is Operational, EP on promotional status need to undertake and pass a promotional examination.

Personnel in grades E-4 to E-6 are assigned Operational Levels of responsibility. Upon entry to this level, EP must further decide to follow either the line or restricted line service path. Line personnel go all the way to the top of the EP hierarchy by satisfying the requirements for promotion as they progress, most especially the required years of shipboard duty in each level of responsibility. Line personnel in this level shall render an additional maximum 4-years sea duty. On the other hand, restricted line personnel shall render an additional 2-years sea duty before they are reassigned ashore for the rest of their service. At this level, technical personnel cannot anymore hope to cross service paths even if they volunteer for sea duty. Nevertheless, everybody in this level needs to undertake and pass a promotional examination in addition to the other requirements for promotion to E-7.

Those in the restricted and technical service paths cannot expect to go higher than E-7 even after mandatory 22-years time-in-grade. At the 22nd year and after serving 5-years time-in-grade as E-7, EP in the restricted line and technical services shall be given 3-years extension of their services in that grade until they reach 25-years service where they will be compulsorily retired from the PCG service.

EP in grades E-7 to E-10 is assigned supervisory levels or responsibility. Personnel in this level shall render an additional 2-years sea duty before they can be reassigned to so-called Table of Organization (TO) positions and obtain the corresponding grades (E-8 to E-10). Promotion to grades E-9 and E-10 shall pass through the deliberation and recommendation of an EP Board of Senior Chief Petty Officers.

VIII. AUTHORITY TO PROMOTE:

1. The Commandant, Philippine Coast Guard is designated as a promotion authority and as such, he is mandated to promote enlisted personnel up to pay grade E-10 (PCG Command, Master Chief Petty Officer).
2. Major Unit Commanders/Commanding Officers are granted authority to promote up to the permanent pay of grade of E-2, provided, the recommendee(s) has/have TIG of at least one year in grade E-1 and shall issue special orders as specifically indicated, "subject to the confirmation of the Commandant, Philippine Coast Guard".

3. Other promotional categories such as meritorious, temporary and posthumous shall only be within the authority of the Commandant, Philippine Coast Guard. Major Unit Commanders shall recommend promotion under these categories to the Commandant, Philippine Coast Guard for approval.

IX. RESTRICTION ON PROMOTION:

No promotion shall be valid unless covered by an adequate appropriate promotion vacancy, except the automatic promotion of E-2 (FN2/SN2) upon reaching the one-year TIG.

X. ELIGIBILITY FOR PROMOTION:

1. Promotable Status – enlisted personnel must be in promotable status to be eligible for promotion. An individual will be on promotable status when he/she possesses none of the following disqualifications:

a. Absent without official leave, under confinement by civil authorities, under arrest and sick in hospital for illness not contracted in line of duty.

b. Serving an unsuspended sentence as a result of a disciplinary action will be automatically considered to be not promotable status for a period of one (1) year.

c. Charged in civil court until such charges have been dismissed or withdrawn or the individual has been tried and acquitted.

d. Under discharge proceedings, except for the purpose of reenlistment.

e. Awaiting or undergoing reclassification action based on inefficiency.

2. Eligible Status – enlisted personnel will be in eligible status when he/she is in promotable status and has attained the standard requirements as stated in para XI.

XI. PCG EP EDUCATION, TRAINING AND ASSIGNMENT REQUIREMENTS FOR PROMOTION:

1. In addition to the current PCG regulations and polices on promotion of enlisted personnel, the following PCG education and training requirements for promotion to the next higher grade in the active service are hereby prescribed:

a. For Promotion to Seaman/Specialist First Class (Grade E-3) – one must have completed the Preparatory Functional/Technical Course, time-in-grade, assignment as shipboard/craft/shore/technical unit striker, plus a favorable Enlisted Personnel Evaluation Mark (EPEM) and must pass the EP Board of Promotion (EPBP) deliberation.

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b. For Promotion to Petty Officer Third Class (Grade E-4) – one must have completed the Basic Leadership and Management Course and pass the required promotional examination to be administered by CGETC, has the required TIG, assignment as shipboard/craft/shore/technical unit Assistant Section Petty Officer-in-Charge (POIC) and a favorable EPEM.

c. For Promotion to Petty Officer Second Class (Grade E-5) – one must have completed the Advance Rating/Functional/Technical courses, TIG, assignment as shipboard/shore/technical unit Section POIC or Boat Captain/Engineer, a favorable EPEM and must pass the EPBP deliberation.

d. For Promotion to Petty Officer First Class (Grade E-6) – one must have completed the Boat Captain/Engineer's Course (or equivalent course for the restricted line and technical service paths), TIG, assignment as shipboard/shore/technical unit Division POIC, Boat Captain/Engineer and Assistant Detachment Commander, a favorable EPEM and must pass the EPBP deliberation.

e. For Promotion to Chief Petty Officer (Grade E-7) – one must have completed the Advance Leadership and Management Course and pass the required promotional examination to be administered by CGETC, TIG, assignment as shipboard/shore/technical unit CMAA, Boat Captain/Engineer, and Detachment Commander, and a favorable EPEM.

f. For Promotion to Senior and Master Chief Petty Officer (Grades E-8 & E-9) – one must have completed the Senior Chief Petty Officer Course, pass the deliberation for promotion by the EPBP and must be occupying the position with authorized TO rank for which he is considered for promotion.

g. Priority of choosing enlisted personnel to attend the course requirements for promotion shall be on the basis of seniority.

h. An EP who failed for three consecutive times in the deliberation for promotion and the PROMEX for the next higher grade shall still be considered for promotion by a board to be convened by the PCG for the purpose of determining if subject EP merits the promotion based on practical factors and performance. Individuals who have rendered less than 20 years service and who fail the deliberation shall not be re-enlisted. On the other hand, individuals with 20 or more years of service but who fail the deliberation shall have the option to retire

2. Standard Requirements:

LEVEL	MINIMUM				MAXIMUM			
	Shipboard Duties	Shore Duties	Schooling	TIG For Promotion	Shipboard Duties	Shore Duties	Schooling	TIG For Promotion
Support	2 yrs	2 yrs	Rating/Prep Functional/Tech Crse Basic Leadership & Mngmnt Crse	E-1 to E-2 1 yr E-2 to E-3 3 yrs E-3 - E-4 3 yrs	4 yrs	3 yrs		E-1 to E-2 1 yr E-2 to E-3 3 yrs E-3 - E-4 3 yrs
Operational	2 yrs	3 yrs	Adv Functional/Equip Tech Crse for Restricted line	E-4 to E5 3 yrs E-5 to E-6 3 yrs	4 yrs	4 yrs	Boat Capt/Engineers Crse	E-4 to E5 3 yrs E-5 to E-6 3 yrs
Supervisory		4 yrs	Adv Leadership & Management Crse	E-6 to E-7 4 yrs	2 yrs	5 yrs	Senior Chief Petty Officer Crse	E-6 to E-7 4 yrs E-7 to E8 3 yrs E-8 to E-9 5 yrs

XII. PROMOTION VACANCY AND QUOTA:

1. Promotion Vacancy. The promotion vacancy shall be determined by Headquarters Philippine Coast Guard and recommended to the Secretary, Department of Transportation and Communications (DOTC) not later than 01 March of every year. The recommendation is based on the maximum number of cumulative promotion vacancies for each grade to be declared for enlisted personnel promotion. The vacancies shall be within the troop ceiling announced by the Secretary, DOTC.

2. Promotion Quota. This is the adjustment in the promotion vacancies as warranted by the exigencies of the service once the promotion vacancies have been declared by the Secretary, DOTC.

XIII. PROMOTION BOARD AND LIST:

1. General. Since promotion is a Command responsibility, every Unit Commander must ensure that all requirements are complied with for the timely promotion of enlisted personnel assigned his/her unit. This will ensure that all enlisted personnel qualified for promotion are properly selected and their supporting papers for promotion are submitted promptly to the appropriate authority.

2. EP Promotion Board. In line with the above general policy, there shall be created an Enlisted Personnel Promotion Board, which shall screen, deliberate, and select from among the Enlisted Personnel who are best qualified for promotion to E-3 and above. It shall have tenure, composition, duties, and responsibilities as follows:

a. Tenure. Each EP Promotion Board member shall serve for one (1) year unless sooner dissolved/terminated due to exigencies of the service or other justifiable reasons.

b. Composition. HPCG shall create a board consisting of six (6) voting members and three (3) ex-officio members. The Ex-Officio members will be the: 1) Career Branch Chief, O/CG-1, 2) Chief Master-At-Arms, O/CG-1as non-voting members, and 3) Command Master Chief Petty Officer who will serve as a voting member of the board. The members of the Board will be designated from the following offices: CG-1, CG-2, CG-3, CG-5, CGIG, and CGJA. For the promotion authority of E-2, the promotion board shall be composed of three (3) voting members chaired by the Executive Officer, Admin Officer and the CMAA of the unit as ex-officio member.

c. Duties and Responsibilities:

1) The Chairman of the Board must be the most ranking commissioned officer and with a permanent grade of at least Lieutenant Commander, except as otherwise provided in this Circular.

2) The CG Command Master Chief Petty Officer and EP member must be senior to any EP considered for promotion and not due for consideration by the promotion board.

3) Membership or lack of membership in clubs, organizations, whether military or civilian, are not and should not be used as determining factor in selection for promotion.

4) The non-selection by a prior board of enlisted personnel will not be considered as a ground for his rejection by future boards. Each Board must form its own independent and collective evaluation on the basis of the individual's performance and potentials as compared to all those competing for the higher grade.

5) Any consideration given to derogatory information should be determined by the collective judgment of the Board. The board should consider the significance of the information particularly as it relates to the individual's recent years of service. Incidents of a disciplinary nature must be weighed against the individual's overall manner of performance. Undue consideration neither should be given to unfavorable comments, which are later debunked by continuous outstanding performance of duty. On the other hand, serious repetitive disciplinary action warrants grave consideration.

6) No enlisted personnel shall be promoted without having been satisfactorily evaluated and passed upon by the EP Promotion Board, except as otherwise provided in this Circular.

7) Promotion authorities are not precluded from providing the promotion board with additional guidelines as deemed necessary to facilitate and enhance the implementation of these provisions as long as such guidelines issued are consistent with the provisions and intent of this Circular.

8) The fact that a partially disabled EP has been allowed to continue his active duty, he/she is deemed physically qualified for promotion to the next higher grade, except where quota prescribes change of assignment or duty where certain physical standards are required; provided that his/her disability was incurred in line of duty.

9) An EP candidate for promotion may submit to the EP Promotion Board any information, which is deemed necessary to bolster his chances for promotion.

10) Records and proceedings of promotion boards are confidential until its recommendation shall have been duly approved, except as provided otherwise in this Circular,

11) A promotion board shall inform any qualified EP not selected for promotion the reasons why he was not recommended for promotion to give him a chance to present his side before the Board.

d. EP Promotion Secretariat. Designated and delegated promotion authorities shall establish an EP Promotion Secretariat, which shall serve as the depository of all records pertinent to the promotion of enlisted personnel. Unit Commanding Officers shall see to it that an EP recommended by the unit board for promotion to E-2 satisfies the performance, discipline and conduct, right attitude, and integrity to continue his service in the Philippine Coast Guard.

3. Promotion List:

a. Promotion authorities shall maintain an EP promotion list, which shall be updated quarterly. It shall list the names of EP within the zone of consideration according to seniority and by grades. This list shall indicate, as minimum, the following data:

- 1) Number of Seniority
- 2) Last Name, First Name, Middle Name
- 3) Coast Guard Serial Number
- 4) Duty Assignment
- 5) Date of Enlistment
- 6) Date of Last Permanent Promotion/Demotion
- 7) Highest Eligibility for EP Career Course Taken
- 8) Rating Score (PROMEX)
- 9) Remarks

b. Headquarters, PCG shall establish the Zone of Consideration for Promotion, based on the allocated promotion vacancies for each grade in accordance with the Table of Distribution.

c. Promotion Points Worksheet. Promotion standards have been defined in precise and measurable terms in the promotion point worksheet to ensure that all EP Promotion Boards evaluate individual EP using the same set of standards. This system provides parity and equal opportunity among individuals, particularly when transferred from one unit to another. It allows them to concentrate on improving themselves in areas, which will increase their promotion potential.

XIV. PROMOTIONAL EXAMINATION:

In accordance with the EP Career Pattern, a Promotional Examination (PROMEX) shall be required for promotion from grade E-3 (Seaman/Specialist First Class) to E-4 (PO3) and from grade E-6 (PO1) to E-7 (CPO). The Personnel Advancement and Training Branch (PATB) of the Coast Guard Education and Training Command shall administer promotional examinations every July of the year.

XV. EFFECTIVE DATE OF PROMOTION:

1. The effective date of promotion of EP shall take effect every 01 December.

2. In no case shall a promotion take effect under the following circumstances:

- a. On or after the death of an EP, except in outstanding circumstances
- b. Missing in Action
- c. AWOL/Deserter

3. An EP who is found best qualified for promotion but is not recommended due to pending administrative or criminal case shall not be considered. After being cleared or acquitted, he will be included in the primary zone of consideration in the next promotion cycle. The effective date of his promotion shall be the date his contemporaries were promoted subject to the approval of the Commandant, Philippine Coast Guard.

XVI. PROMOTION ORDERS:

1. Promotion of EP shall be announced in Special Orders issued by the appropriate promotion authority and, when so required, under this circular, confirmed by Headquarters, Philippine Coast Guard.

2. Promotion orders shall cite the specific paragraph and sub-paragraph of this Circular upon which the authority of the promotion is based.

3. Promotion orders shall, in any case, specify whether the promotion is temporary or permanent as herein provided. In case of temporary promotion, the order should be stated in such a way that it will be self-terminating after one (1)

XVII. REVOCATION OF PROMOTIONS ORDERS:

Orders announcing the promotion of EP may be revoked or amended when the promotion is found in violation to the provisions of this Circular, subject to approval of the Commandant, Philippine Coast Guard.

XVIII. TEMPORARY PROMOTION:

1. Temporary promotion to grades E-3 to E-7 may be effected by the Commandant, Philippine Coast Guard under circumstances and conditions set forth in this Circular.

2. Temporary promotion shall not exceed one grade over the present permanent grade and shall be within the authorized strength in that grade.

3. No EP shall be given temporary promotion if he/she does not have at least one (1) year time-in-grade in his present grade/rank

4. Temporary rank shall be self-terminating after one (1) year, unless otherwise terminated earlier by competent authority. Upon presentation of proof that he/she has satisfied the requirements for permanent promotion, the temporary rank shall be readjusted to permanent.

5. Upon recommendation of his/her Unit Commander/Commanding Officer/Chief or Head of Office, the readjustment from temporary to permanent grade of EP who are to be separated shall be effected thirty (30) days before the date of separation.

6. An EP holding temporary rank shall be recommended to take the required career course in order to qualify him/her for permanent rank, within the one (1) year period prescribed.

7. Posthumous readjustment from temporary to permanent rank of an EP who died in line of duty may also be effected upon recommendation of his/her Unit Commander/Commanding Officer/Chief or Head of Office.

8. The temporary rank held by an EP must first be readjusted to permanent status before he/she can be promoted to the next higher rank.

XIX. SPECIAL PROMOTIONS:

Promotion under this provision shall not be subject to restriction of promotion vacancy/quota and authorized troop ceiling per grade. This shall be programmed and funded under 0-1 Contingency Fund. The following shall be the different categories under special promotions:

1. Promotion of Outstanding Students

a. CPCG may effect the promotion of *outstanding students* who took their career course requirement.

graduated in the upper 15% of the class. And provided that the course is at least two (2) months in duration and the class is composed of not less than twenty-five (25) regular students at the start of the course.

c. An EP is likewise considered outstanding upon presentation of proof that he passed a government licensure examination conducted by the Professional Regulation Commission (PRC); provided that the duration of the course is at least four years. An EP is also considered outstanding upon attainment of a masteral or doctoral degree. Civil Service Eligibility examinations conducted by the Civil Service Commission are not considered as government licensure examination and therefore not covered by this provision.

d. The promotion of an outstanding student shall be permanent in status, provided that the promotee has at least one-half of the required time-in-grade (TIG) in his present permanent grade and completed the required career course. Otherwise, the promotion will be temporary until he satisfies the requirements of this Circular. The student may avail of promotion under this category on a later date (in instance where the required TIG is more than one year) provided further that the course taken is the career course requirement for the next higher grade.

e. The temporary grade of an EP given for attending the Coast Guard Officer Qualification Course shall be readjusted to permanent upon successful completion of the required course of instruction, provided that he/she possesses all the qualifications and none of the disqualifications for permanent promotion.

2. Meritorious Promotion. Enlisted personnel may be granted meritorious promotion to the next higher grade only on the following grounds:

a. The service rendered is beyond the normal call of duty and so singular that an award is deemed insufficient to fully recognize the exceptional ability and leadership shown.

b. This promotion is not an award for a job well done, but rather recognition of an individual with great potential for leadership and/or increased ability in his chosen field as compared to others exposed to the same situation.

3. Promotion of PCG Enlisted Person of the Year. Enlisted Person of the Year promotion under this provision shall be permanent in status provided the promotee has at least one half of the required TIG in his present permanent grade and has completed the required career course. Otherwise, the promotion will be temporary until he satisfies these conditions. Promotion under this category may be granted at the option of the candidate on a later date, not immediately after an EP was adjudged as PCG EP of the Year. EP adjudged as Major Unit EP of the Year, can also be promoted in accordance

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with this provision with the added condition that the accomplishment for that year could only be used once. In the latter case, an appropriate recommendation for promotion should be forwarded to HPCG for the confirmation of the promotion by CPCG.

4. Automatic Promotion One-Year Prior to Compulsory Retirement. An Enlisted person in the permanent grade of E-2 to E-7 who is not disqualified for promotion shall automatically be promoted to the next higher permanent grade effective one year prior to the date of his/her compulsory retirement prescribed under PD 1638 as amended by PD 1650; provided, that an enlisted person retiring by age shall have completed at least twenty nine (29) years of satisfactory active service.

5. Promotion Following Reduction in Grade. The promotion authority reducing the grade of an enlisted person to a lower permanent grade may promote another EP who is best qualified for promotion to fill the grade vacancy; provided the latter has complied the requirements for regular promotion. Furthermore, the Commandant, Philippine Coast Guard, may effect the reduction in grade only upon confirmation. The Promotion under this category shall be made within the same year that the reduction occurred provided that the resulting personnel strength is within the authorized strength of the unit concerned.

6. Posthumous Promotion

a. Eligibility. An enlisted person is eligible for posthumous promotion to the next higher permanent EP grade based on the following grounds:

1) He is due and has been officially recommended for promotion in accordance with this Circular prior to the date of death.

2) He was unable to accept such promotion because of his death, which occurred in line of duty.

3) Outstanding Circumstances. Notwithstanding other requirements, any enlisted person killed in action under extreme heroic circumstances as to warrant posthumous promotion may be granted posthumous promotion to the next higher permanent grade of EP without prejudice to the awards he may deserve or is entitled thereto.

XX. REDUCTION IN GRADE:

1. The authority to reduce the grade of an EP is granted to the Commandant, Philippine Coast Guard and may be further delegated in accordance with this circular.

2. The promotion authority to E-2 shall be the same authority delegated to reduce that grade.

3. Reduction in grade effected by the subordinate Commanding Officers, through the delegated authority, shall be subject to confirmation by the Commandant, Philippine Coast Guard.

XXI. REDUCTION IN GRADE ORDERS:

Reduction in grade of enlisted personnel shall be announced by appropriate Special Orders issued by the competent authority to reduce, citing the specific paragraph and sub-paragraph of this Circular wherein the reduction is based and specifying whether the grade from which reduced is permanent or temporary. Reduction orders will, in each case, specify the date on which the reduction is to take effect.

XXII. REVERSION FROM A TEMPORARY TO LOWER PERMANENT GRADE:

The authority competent to reduce may, at any time, effect the reversion from a temporary grade to the lower permanent grade of an enlisted personnel; provided, that enlisted personnel holding temporary grades by virtue of attendance in a Coast Guard Officer Qualification Course shall not be reduced to their last permanent grades if they completed the course satisfactorily.

XXIII. RESTORATION OF GRADE:

This section covers the restoration of grade of enlisted personnel who were honorably discharged and former holders of higher grades and are enlisted anew in grade E-1.

1. Restoration of former grade of enlisted personnel under this paragraph may be effected with regard to the authorized strength of enlisted grade and that his separation was not for cause; provided, that the EP has the capability, proficiency and ability to discharge the duties and functions associated with his former grade and is occupying commensurate positions in the unit based on the existing Table of Organization/Table of Distribution, and that he is so recommended by his immediate superior; and provided, further, that the enlisted personnel concerned has served two years active service from the date of his enlistment and possesses none of the disqualification cited in this Circular.

2. The time-in-grade of an enlisted person restored to his former grade shall be reckoned from the effective date his/her grade was restored.

XXIV. MISCELLANEOUS:

Promotion authorities are not allowed to give promotions during the prohibited period prescribed by the Commission on Elections specifically during election period or such other periods, as may be provided by law.

XXV. RESCISION:

All circulars, policies and directives inconsistent with the provisions of this Circular are hereby rescinded and modified accordingly.

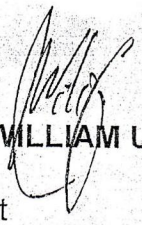
XXVI. EFFECTIVITY:

This Circular shall take effect upon publication.

BY COMMAND OF VICE ADMIRAL LISTA, PCG:

OFFICIAL:

WILFREDO D TAMAYO
CAPTAIN PCG
Chief of Staff


JOSE WILLIAM U ISAGA
LCDR PCG
Adjutant