



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

NHQ-PCG / CG-12

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**CIRCULAR
NUMBER 14-23**

**STUDENT ASSESSMENT AND COURSE EVALUATION FOR
PHILIPPINE COAST GUARD TRAININGS**

I. REFERENCE:

- a. HPCG/CG-7 Circular Number 03-07 dated 01 June 2007 entitled, "PCG Integrated Education and Training Evaluation System"
- b. HPCG/CG12 Circular Number 02-19 dated 04 March 2019 entitled "Establishment of PCG Satellite Training Institutes"

II. PURPOSE:

To establish a standard in assessing the students and evaluating the course curriculum in all PCG courses that the Coast Guard Education, Training and Doctrine Command (CGETDC) and Satellite Training Institutes (STIs) designed and implemented to achieve the following purposes:

1. To determine the success of the course through the student's level of performance and course effectiveness;
2. To ensure the standards and relevance of all modules are aligned with the Training Course Syllabus set forth by the CGETDC and STIs;
3. To determine whether or not the newly adopted curriculum is producing the intended results and meeting the objectives and competencies set forth by the CGETDC and STIs; and
4. To develop a standardized after-training report.

III. SCOPE:

This Circular is intended and covers the scope of the following:

1. As general guidelines for the student assessment and course evaluation of PCG courses. It establishes the policies and procedures that the CGETDC and STIs should adhere to, in evaluating a training course;

2. Provides means of obtaining information that is essential and can be use to improve a course and it also provides a basis for decisions about curriculum implementation, revision towards continuous effectiveness and maintains the standard of use;
3. This Circular applies to all PCG career, non-career, special courses and alike offered by the CGETDC and STIs, to standardize the quality, effectiveness and efficiency of training courses;
4. This Circular will assign an evaluation team that will validate the examination for the students' assessment and disseminates the course evaluation; and
5. This Circular will develop a standard after training report format that includes the students' performance before and after the conduct of the course, the most and least learned competencies, course evaluation in terms of objectives, facilities, instructors, modules and recommendations from the instructor's report and course evaluation. In addition, mid-assessment will also be conducted to the basic courses.

IV. RATIONALE:

- 1) To determine if the objectives and competencies of courses are achieved;
- 2) To identify the most learned and least learned competencies of the course;
- 3) To analyze the most and least learned objectives and competencies for the improvement of teaching methodologies and facilities, module contents and presentations;
- 4) To determine the prior knowledge of students before the conduct of the course. If necessary, a Mid-Evaluation shall be given to monitor the progress of the training;
- 5) To assess the students' level of performance after the conduct of the course;
- 6) To evaluate the capability of the instructors in terms of teaching and understanding of the subject matter;
- 7) To standardize the procedure of student assessment and course evaluation and the ability to identify the needs of the students, instructors, and course; and
- 8) To continuously conduct an evaluation in all phases of the training cycle as a whole, to develop a credible analysis for training improvement for planning and implementation.

V. DEFINITION

- a. **After Training Report** – a written report that states the evaluation of the aspects of the training at the end of the course. This includes background, the conduct of the course, resources utilized, the analysis of the student assessment,

the course evaluation result, recommendations from the instructors' accomplishment report and the result of the evaluation.

- b. **Competencies** – desired knowledge and applied skills set by the course that enable the students to successfully perform their duties and functions.
- c. **Course Evaluation** – is a systematic determination of the course level of effectiveness in terms of course objectives, facilities, instructors and modules. This will be given thru paper or electronic copy before the end of the course.
- d. **Evaluation Team** – this is comprised of a team leader, assistant team leader team members and lead evaluator. The team will validate the student assessment to determine if the questions are aligned with the objectives/competencies of the course and disseminate the evaluation before the end of the course.
- e. **Instructors' Accomplishment Report** – this is a standard individual report rendered by the instructor that includes the title of the topic/s discussed, objective/s, activity/ies, problems encountered, solutions given, status and recommendations.
- f. **Instructor's Evaluation** – a standardized process of rating and assessing the teaching effectiveness of instructors. Instructor's performance evaluations aim to help promote a better learning experience for students and foster professional growth for instructors.
- g. **Mid-Test** – an assessment that will be given to the basic courses at the middle part of the course duration to monitor the progress of the training.
- h. **Module Evaluation** – refers to the formal and informal processes of collecting feedback from the students regarding the module's relevance, effectiveness and efficiency in the performance of PCG's mandated functions.
- i. **Objectives** – are the desired outcomes such as knowledge and skills and/or outputs such as research, policies, circulars and alike.
- j. **Pre-Test** – an assessment that will be given before the conduct of the course. This includes questions aligned with the course objectives/competencies that aim to determine the prior knowledge of the students.
- k. **Post Test** – an assessment that will be given at the end of the course. This includes questions aligned with the course objectives/competencies that aim to determine the performance level of the students after the conduct of the course.
- l. **Student's Assessment** – is an assessment given through Pre and Post Test to determine the prior knowledge and students' performance after the conduct of the course.
- m. **Students' Performance Level** – this will be determined through the student assessment. The passing rate is 75% (Score/total number of items X 60 +40).

- n. **Satellite Training Institutes** – is the unit or command education and training centers that offer courses intended for such command as to their specialization.
- o. **Test Item Bank** – repository of student assessment instruments. A database that collects test questions for validation and dissemination.

VI. POLICIES

- a. All concerned shall provide the Command with all necessary documents before the conduct of the course such as the Training Course Syllabus, Course Framework, Program of Instruction, Student Assessment [Pre/Mid/Post Test with Table of Specification (TOS)], and Course Evaluation Tool.
- b. All student assessment and course evaluation forms are subject to the approval of the Commander, thru DCTS for PDE, T12 with the recommendation of Leadership and Doctrine Development Center (LDDC) and concern STIs or CGETDC schools.
- c. The evaluation team will validate the student assessment before the dissemination prior to the conduct of the course.
- d. The pre-Test will be given right after the convening of the course. For the CGETDC courses, the Evaluation Team will disseminate the test through face to face or online. Analysis of the result will be forwarded to the validation team and finally to the LDDC. For the STIs', the course director and training staff will disseminate the examination, and the result and analysis will be forwarded to LDDC and Coast Guard School for Special Maritime Affairs (CGSSMA).
- e. Post Test and Course Evaluation shall be given one month before the graduation. For the CGETDC courses, the Evaluation Team will disseminate the test through face to face or online. The After Training Report will be forwarded to the validation team and finally to the LDDC. For the STIs, the course director, training staff and representatives from the CGETDC evaluation team will disseminate the examination and course evaluation the after-training report will be forwarded to LDDC and CGSSMA.
- f. Failure to Pass (75%) the Student Assessment (Post Test) is subject to the academic board for a retake. The score on the retake examination will be multiplied by .90 to get the final rating. The Final Rating will encompass 10% of the Total Final Grade of the Course.
- g. If the student failed a retake assessment even after incorporating the result of the retake examination to the final grade, there will be a remedial assessment.
- h. Instructors shall submit an accomplishment report at the end of the topics/modules to determine if the objectives are attained, the teaching strategies, activities, and problems during the class session/s for the improvements.
- i. The evaluation shall be continuously conducted to develop a credible analysis for training improvement and implementation. If a member of the Training Directorate failed in the evaluation, he/she will undergo retraining for Training

Staff. In this case, all things concern with the training will be reevaluated in order to have a deeper evaluation and assessment.

- j. The evaluation shall also be conducted in particular modules, to introduce immediate training improvement and/or satisfy other training needs requirements.
- k. Any recommendations to improve, revise, update and/or develop training programs or activities based on the training evaluations shall be deliberated and reviewed by the Academic Board before the approval of C, CGETDC.
- l. All available evaluation instruments such as tests, surveys, interviews, and observations shall be used in the system to ensure credible evaluation analysis. The instruments should be updated periodically.

VII. QUALIFICATIONS OF EVALUATORS

- a. Must be a PCG personnel, whether uniformed or non-uniformed and on duty status; and
- b. Must have completed the IMO Instructors Model Course (6.09) and Assessors Model Course (3.12); or
- c. Licensed teacher and/or have a post-graduate degree in education.
- d. The Team Leader must have a rank of at least LCDR (O-4)
- e. Assistant Team Leader must have a rank of ENS (O-1) to LTSG (O-3)

VIII. RESPONSIBILITIES

a. Student

- 1) To perform tasks as may be required in the assessment (Pre/Mid/Post Test) and evaluation process; and
- 2) Has full control in giving personal judgement with regard to the course, module, and instructors.

b. Instructor

- 1) Submit assessment questions for the Test Item Bank;
- 2) Submit Instructor's Accomplishment Report at the end of discussion/s;
- 3) To perform tasks as may be required in the evaluation process; and
- 4) Has full control in giving personal judgement in the course, module, and student evaluation.

c. Training Staff

- 1) Collect the assessment questions and instructor's accomplishment report at the end of the discussion;
- 2) To perform tasks as may be required in the student assessment and evaluation process.

d. Evaluation Team

- 1) Validate the student assessment instruments before the dissemination;
- 2) Update the assessment instruments at the Test Item Bank;
- 3) Conduct student assessment (Pre/Mid/Post Test) and course evaluation;
- 4) To perform tasks as may be required in the student assessment and evaluation process; and
- 5) Assist the Course Directors, and training Staff in the analysis of the assessment and evaluation results.

e. Course Director

- 1) To make use of available tools/instruments of evaluation;
- 2) Conduct student assessment (Pre/Mid/Post Test) and course evaluation with the Evaluation Team as required upon-course convening and completion;
- 3) Verifies and oversees the result of the assessment and evaluation;
- 4) Submit after course convening, mid-assessment, and after training report upon convening, mid-assessment and completion of the course;
- 5) To perform other tasks as may be required in the evaluation of the process; and
- 6) To perform other tasks as may be required in the evaluation of the course.

f. Superintendent, Coast Guard Officers' School (CGOS)/ Philippine Coast Guard Academy and Coast Guard Non-Officers' School (CGNOS)

- 1) Responsible for the proper and regular conduct of student assessment and course evaluation;
- 2) Prepare and submit reports and appropriate recommendations to Commander, CGETDC;

- 3) Undertake necessary action to improve training programs and activities within his scope of responsibilities as may be required from the evaluation; and
- 4) To perform other tasks as may be required in the evaluation of the process.

g. Superintendent, STIs

- 1) Responsible for the proper and regular conduct of student assessment and course evaluations;
- 2) Submit Student Assessment (Pre/Post Test) for validation to CGETDC Evaluation Team;
- 3) Prepare and submit reports and appropriate recommendations to Commander, CGETDC through CGSSMA;
- 4) Undertake necessary action to improve training programs and activities within his scope of responsibilities as may be required from the evaluation; and
- 5) To perform other tasks as may be required in the evaluation of the process.

h. Director, Leadership and Doctrine Development Center

- 1) LDDC shall be the assessor and validator;
- 2) It shall train and qualify assessors and validators for deployment to CGETDC Schools/STIs;
- 3) Identify the group who will assess, validate, and evaluate for the course in collaboration with CGETDC Schools and STIs.
- 4) Create and maintain test and assessment questions bank that will serve as source of assessment questions;
- 5) Validate the assessment questions submitted by the CGETDC Schools and STIs.
- 6) Evaluate CGETDC Schools and STIs in developing questions for question bank.
- 7) Performs other tasks as may be required in the evaluation process; and
- 8) Verify the after-training reports submitted by the STIs.
- 9) Ensure strict implementation of the Circular.

i. Deputy Chief of Training Staff for Personnel Development and Enhancement T-12

- 1) Monitor the assessment instruments at the Test Item Bank;
- 2) Monitor the validation team in the conduct of student assessment and course evaluation at CGETDC;
- 3) Consolidate After Training Report and Assessment Report including recommendation(s) of Academic Board to Commander, CGETDC; and
- 4) Performs other tasks as may be required under this circular.

j. Superintendent, Coast Guard School for Special Maritime Affairs

- 1) Work jointly with the Superintendent of STIs to come up with a credible analysis of the different course evaluations conducted;
- 2) Verify the after-training reports submitted by the STIs; and
- 3) Performs other tasks as may be required under this circular.

IX. RESCISSIONS

PCG policies inconsistent with this Circular are hereby rescinded or modified accordingly.

X. EFFECTIVITY

This Circular shall take effect upon approval.

BY COMMAND OF COAST GUARD ADMIRAL ABU:

OFFICIAL:

JOEVEN L FABUL
CG COMMO
Chief of Coast Guard Staff


CHARITY G COPIACO
CG CDR

Coast Guard Adjutant

Annexes

- 1 – Student Assessment Instrument Format (Sample)
- 2 – Course Evaluation Instrument (Sample)
- 3 – Instructor's Accomplishment Report
- 4 – After Training Report (Templat

Annex 1 Student Assessment Instrument Format (Sample)

**Coast Guard Non-Officer Course Assessment Instrument
Table of Specification (TOS)**

Learning Outcome/Competency	Topic	No. of Meetings/ hrs. spent on topic	No. of Items		Total No. of Items	%	Item Placement
			Lower Order Thinking Skills (Remembering, Understanding, Applying)	Higher Order Thinking Skills (Analyzing, Evaluating, Creating)			
Understand the Philippine Coast Guard (PCG) history, organization, vision, mission, and functions.	Introduction to the Coast Guard Service		3	2	5	10	3, 4, 8, 9, 40
Identify the Non-Officer Career Pattern.	Introduction to the Coast Guard Service		1	2	3	6	1, 32, 33
Understand the Republic Act No. 9993 and its Implementing Rules and Regulations and other relevant laws.	Introduction to PCG Functions and Administrations		3	2	5	10	6, 7, 26, 34, 45
Understand the relationship of the PCG functions to other government agencies.	Introduction to PCG Functions and Administrations		2	1	3	6	21, 25, 30
Discover the principles and techniques in human relations and human behavior.	Introduction to the Coast Guard Service		1	1	2	4	27, 35,
Demonstrate PCG shore and shipboard guard duties and responsibilities	Introduction to Seamanship		1	4	5	10	13, 22, 23, 24, 48, 49
Use effective communication skills	PCG Functions and Administrations		2	1	3	6	19, 21, 44
Demonstrate the refinements and social presence embodied by Non-Officers.	PCG Functions and Administrations			2	2	4	17, 18
Apply the gained swimming skills for emergency situations and alike.	Non Academic		1	2	3	6	11, 12, 38

Apply the gained swimming skills for emergency situations and alike.	Non Academic		2	1	3	6	13,39, 41
Demonstrate skills in handling and firing basic individual weapons.	Non Academic		2	1	3	6	15, 16, 42
Apply the knowledge and skills gained to meet the physical demands of the service	PCG Functions and Administrations		2	1	5	10	10, 37, 38, 43, 50
Develop sense of discipline, good moral values, and right attitude for the service	Introduction to the Coast Guard Service		1	2	3	6	2, 29, 47
Embodies ethical standards and professionalism.	Introduction to the Coast Guard Service		1	2	3	6	5, 28, 46
Develop the sense of nationalism and service to the maritime industry and the Filipino people.	Introduction to the Coast Guard Service		1	1	2	4	14, 31
			23	27	50	100%	

Multiple Choice

1. Understanding the career development pattern is significant for PCG non-officers except for
 - a. To guide the non-officers with their career management from the time of enlistment until retirement.
 - b. To identify the training, courses and scholarships locally and internationally.
 - c. To establish a career pattern that will serve as a tool to rationalize the training, assignment, and promotion of PCG non-officers.
 - d. To ensure that non-officers have proper education and training to cope up with duties and responsibilities commensurate with their ranks.
2. A group of SN1 will undergo a Physical Fitness Test as one of the requirements for promotion. SN2 Pacquiao is assigned to monitor the activity. In the list, some candidates did not finish, and some did not even perform the assigned activities. SN2 Pacquiao is about to give the list to the SSO officer for signing and clearance. If you were SN2 Pacquiao, how would you respond? SSO officer for signing and clearance. If you were SN2 Pacquiao, how would you respond?
 - a. Give the list of all the candidates even if they did not comply with the task
 - b. Tell the candidates to repeat the activities or else they will not be included in the list
 - c. Tell the immediate superior about the situation and the attitudes of the candidates
 - d. Ask permission from to immediate superior to reprimand the candidates for not participating in the PFT activities.
3. Among the following PCG Major function which is not properly specified?
 - a. Maritime safety to prevent or minimize the loss of lives and property at sea
 - b. Maritime search and rescue to effectively respond to marine casualties and disasters
 - c. Marine Environmental Protection to prevent, control and investigate oil spills and other types of marine pollution
 - d. Maritime security and law enforcement to make posts on the water boundaries and suppress illegal fishing activities.
4. The Philippine Coast Guard envisions that in 2028, PCG will be a world-class guardian of the sea committed to saving lives, ensure safe maritime transport, cleaner seas, and secure maritime jurisdiction. Which among the following are the PCG core values?
 - a. Professionalism, commitment, gallantry
 - b. Makatao, makadiyos, Makabansa

- c. Honesty, Integrity, Faithfulness
 - d. Nationalism, Bravery, Integrity
5. You are assigned to encode the expenditure of petty cash in the office. Your immediate superior is responsible for the disbursement of the petty cash and asked you to increase a certain amount of expenditure. However, you have not seen any item paid, although it is only amounting to 500 pesos. What will you do?
- a. Do nothing and just wait to see what happens.
 - b. Just give the 500 pesos from your pocket.
 - c. Inform the other superior about the incident.
 - d. Tell your immediate superior you will be looking for the missing 500 pesos proof expenditure to justify the amount.
6. As stated on RA 9993 known The Philippine Coast Guard, hereinafter referred to as the PCG, is hereby established as an armed and uniformed service attached to the Department of Transportation and Communications (DOTC). In what instances shall the PCG be attached to the Department of National Defense?
- a. Amendment of RA 9993
 - b. During wars
 - c. The decision of senate and congress and approved by the president.
 - d. As requested by the PCG Commandant.
7. The Philippine Commission Act 266 known as the Creation of the Bureau of Coast Guard and Transportation (BCGT) was established on 17 October 1901 which has the functions of;
- a. Construction and operation of agency vessels and maintenance of the light house.
 - b. Prevention of smuggling
 - c. Mail delivery in cooperation with the Bureau of Post
 - d. A and B are correct
 - e. All the above
8. What is/are the importance/s of understanding the PCG organizational structure.
- a. To know where to focus to solve major problems in the PCG organization
 - b. To know what to expect based on the duties and responsibilities of each member of the organization.

- c. Understand the roles of each member to better accomplish overall goals.
 - d. All of the above.
9. The PCG Uniformed Personnel Rotation Circular prescribes the policy and procedures for the assignment and re-assignment of PCG uniformed personnel for shore and shipboard billets. It also set guidelines and methods to be used for efficient and systematic distribution of PCG personnel in accordance with existing PCG officers and non-officer career development patterns. This policy is important in
- a. To be exposed to all verticals of PCG organization, broaden skills and gain experiences necessary for a productive workplace.
 - b. To be familiarized with all the functions of PCG
 - c. A only
 - d. B only
 - e. All of the above
10. On a family vacation, you are riding a boat together with your relatives. The boat turns over, what should you do?
- a. Save the family member who doesn't know how to swim.
 - b. Tell your relatives to push up on the boat to submerge further down towards the bottom and swim out from under the boat
 - c. Look for the life vest
 - d. Tell your relatives to hold on to the boat and you will save them one by one.
11. Being a member of PCG it is important to follow the general water safety procedures to help ensure a water safe experience in, on or around the water. The procedure includes:
- a. Learn first aid, boating and CPR skills
 - b. Be familiarized with WASAR
 - c. All of the above
 - d. B only
12. To be prepared for a water accident or emergency, it is important for a Coast guard to
- a. Read reports and learn what accidents have occurred in the past
 - b. Be aware of the conditions and potential hazards of the water environment where your activity will take place

- c. Participate in all recreational activities that occur in the water environment
 - d. Encourage everyone to enroll in swimming lessons at a very young age.
13. The Orders to Sentinel is the official title of rules governing sentry or guard or watch duty in the PC. When you are the sentinel, you are in “charge” this means that
- a. You can make plans and proposals for the duties.
 - b. This means that no one, no matter what their rank or position—may overrule your authority in carrying out your orders. The only way that you may be exempted from carrying out your orders is if your orders are changed by your superior.
 - c. You are in charge of making reports of the duty whereabouts
 - d. All of the above
14. A coastguardian that embodies nationalism shows
- a. Doing duties and responsibilities for the achievement of world peace and global understanding
 - b. By the order of command, willing to take over societies by force
 - c. Do everything to solve basic economic problems of society
 - d. Loyalty to the people, values, tradition and country’s sovereignty.
15. Alcohol and drugs are prohibited when handling firearms because
- a. Alcohol and drugs may cause blurry vision therefore targets will be missed.
 - b. Alcohol and drugs are suppressant
 - c. Alcohol and drugs can cause slow and dull mental and physical reactions.
 - d. Alcohol and drugs are prohibited for gun owners
16. Which among the statement/s is/are the firearm safety rule/s.
- a. Always point firearm in a safe direction
 - b. Treat every firearm as loaded
 - c. Identify your target beyond all doubt.
 - d. A and C only
 - e. All of the above
17. In one mess night you are with someone who passes gas and then says “Excuse me” what is the most gracious way respond?

- a. Tell your fellow that next time you should go to a distant area to release the gas
 - b. Say, "That's okay, it happens to all of us."
 - c. Try to keep the mood light by saying something like "It happens to everyone"
 - d. Don't say anything. You can acknowledge with a smile or nod to show you heard the person's comment, but you want to draw as little attention to the matter as possible.
18. While having dinner at a retirement party your fellow coastguardian asked if you will be leaving for school abroad. Your mouth is full of food, how are you going to respond?
- a. Answer the question right away, even if your mouth is full of food.
 - b. Just smile and ignore the question
 - c. Hold your index finger as a sign of "wait a minute" and once you're done chewing and swallowing you may now answer the question.
 - d. Just text the answer.
19. Why are rules on how to effectively communicate essential to PCG?
- a. So that PCG organization makes sure it has full control over everybody
 - b. To make sure that everyone in the organization understands each other
 - c. It is an obligation to every organization to make policy on different means of communication
 - d. Because some people are not good at communicating.
20. In an orientation about the new guidelines on re-enlistment policy there are questions in your mind that you want to seek for clarifications. Which of these questions do you need to ask yourself before asking a question?
- a. Is it an appropriate time to ask?
 - b. Is this an appropriate place to ask?
 - c. Would I feel comfortable answering this question?
 - d. Will my knowing the answer benefit fellow coastguardians?
 - e. All of the above
21. There are various catastrophic consequences caused by ship accidents. It includes loss of human lives, damage to cargo and environmental damage. Why do ship accidents cause marine pollution?

- a. Because the ship carries passengers when it collapsed it will result to death of many people
 - b. Because ships are very huge and damage marine resources
 - c. Dredged material which carries heavy metals causes marine pollution
 - d. Ship materials stuck inside the marine organisms
22. One of the duties of Coast Guard is to act on port state control. There are measures adopted to ensure that vessels visiting in ports possess relevant certificates and documents required, overall conditions of ship and crew, equipment, machinery spaces and accommodation, and hygienic condition on board, meets the provisions of the relevant instrument. Which among them is the proper inspection procedure?
- a. Selection of eligible ship->observation before boarding->observation at the gangway-> observation at the captain's cabin or ship's office->document check->observation around the ship-> clearing the grounds ->declaration of more detail inspection to the Master
 - b. Selection of eligible ship->observation before boarding->observation at the gangway-> observation at the captain's cabin or ship's office->document check->observation around the ship-> clearing the grounds ->declaration of more detail inspection to the Master
 - c. Observation around the ship->Selection of eligible ship->observation before boarding ->observation at the gangway-> observation at the captain's cabin or ship's office->document check-> clearing the grounds ->declaration of more detail inspection to the Master
 - d. Declaration of more detail inspection to the Master-> selection of eligible ship->observation before boarding->observation at the gangway-> observation at the captain's cabin or ship's office->document check->observation around the ship-> clearing the grounds
23. Vessel Safety Enforcement Inspection prescribes procedures for an effective safety inspection of all Philippine-registered vessels engaged in domestic trade calling at any ports in the country to verify their continuing compliance to certain aspect of seaworthiness in accordance with applicable safety standards, rules and regulations and to safe, fast, efficient and reliable conveyance of passengers and cargoes. Arrange the following enforcement activities.
- A. Verify compliance with Vessels and Crew Documentation, Certificate of Public Convenience (CPC), Provisional Authority (PA), Special Permit (SP) or CPC Exemption
 - B. Serve copies of MARINA-issued Cease and Desist Order (CDO) on the master of the vessel and to enforce the same
 - C. Conduct the Emergency Readiness Evaluation (ERE)/Materials Readiness Evaluation (MARE).

- D. Provide a copy of the IAR to the Philippine Ports Authority (PPA) in accordance with Executive Order No. 493 with recommendation to deny issuance of departure clearance where detention of the vessel is warranted.
- E. Issue and serve Inspection Apprehension Report (IAR) to the Master of the vessel who fails to comply with MARINA circulars, rules and regulations and conduct appropriate hearing/disposition for purposes of imposing fines and penalties.
- a. A B C E D
 - b. B A C D E
 - c. A B C D E
 - d. B C A E D
24. Which among the following are the duties and responsibilities of ship's mess and supply personnel?
- a. Responsible for the maintenance and operation of the ground tackle /mooring lines associated and is in charge of the forecandle during special sea detail.
 - b. Responsible for procuring, receiving, storing, issuing, shipping, transferring, accounting and while in his custody, maintaining all stores, provisions and equipment of the ship.
 - c. Coordination and supervision of compartment tests for tightness; maintenance of bills for control of stability; posting of correct compartment check-off list; training of ship's personnel in damage control including fire fighting, and emergency repairs; and, operation, care and maintenance of auxiliary machinery piping and drainage systems, shop repair facilities and the repair of hull and boats.
 - d. Responsible for the receipt, transmission and routing of ship's messages; operation and maintenance of visual and electronic communications equipment; proper handling and control of all registered publications and, the maintenance of communications security which includes transmission and physical security.
25. The Philippines was a signatory to different IMO Conventions on maritime safety and marine environmental protection. The Philippine Coast Guard under RA 9993 is the sole agency responsible for the Philippine implementation of the Conventions with regards to what aspects?
- a. maintain good order at sea by conducting regular patrols and surveillance for the safety of navigation of ships, to safeguard ships from illegal acts and to promote freedom of navigation
 - b. frontline defense against the entrance of precarious unsafe foreign seagoing vessels into the country through the implementation of Port State Control

- c. perform maritime law enforcement functions directed towards the suppression of piracy, smuggling, poaching, illegal fishing, illegal entry, human smuggling, illegal logging, drug trafficking, gun running and terrorist activities
 - d. oil pollution, prevention, mitigation and control through the conduct of marine pollution monitoring and control, enhancement of PCG capability and oil spill response operations and enforcement of all marine environmental laws and regulations
26. The Philippine Clean Water Act of 2004 (Republic Act No. 9275) aims to provide protection, preservation and revival of the quality of our fresh, brackish and marine waters. How can the Philippine Coast Guard take part in the implementation of the law?
- a. Understand the Republic Act No. 9275 and its implementing rules and regulation and determine the responsibilities and duties of the Coast Guard as set out in law.
 - b. Participate in disseminating the information about Republic Act No. 9275 and its implementing rules and regulation in Coast Guard District
 - c. Reprimand the violators of RA 9275
 - d. Help in Coastal Clean Up brigades.
27. Human relation is the ability to interact with members of PCG in a healthy manner to build strong relationships. It involves the framework for developing methods and performance management to enable personnel interactions as well as solid one-on-one relationships. The major benefit of understanding the human relation within the PCG organization is
- a. Acquire enormous information about the other members of PCG organization
 - b. To cope up with the problems emerging in PCG
 - c. Develop skills in dealing with the members of PCG organization and other stakeholders
 - d. To build friendship and alliance.
28. Which of the following are the functions of PCG code of ethics
- A. Express a shared commitment to the service as part of the organization to strive and attain the mission and vision of the PCG
 - B. This can help foster the PCG organization govern by norms and ethical behavior.
 - C. This can serve as a guide or reminder in specific situations even outside the PCG
 - D. PCG code of ethics is valuable for academic and educational legacy of the organization

- a. A B C D
 - b. A B C
 - c. A B D
 - d. A and B
29. Conflict of interest arises when what is in a person's best interest is not in the best interest of the organization to which that individual owes loyalty. For example, a PCG personnel helped a family member to win the bidding process of a particular project of the organization. Which among the following elements takes the most and immediate set back in case of conflict of interest by a PCG personnel.
- a. The reputation of the personnel
 - b. The trust that the public holds in the PCG
 - c. The legitimacy of PCG
 - d. The constitution of the Philippines.
30. The national decree between the PCG and Maritime Industry Authority (MARINA) legally authorized the PCG to
- a. Enforce regulations promoting safety of life and property at the sea within the Philippine jurisdiction
 - b. Conduct inspections on ships and vessels to ensure and enforce compliance with safety standards, rules and regulations
 - c. Implements laws and regulations for marine pollution, monitoring and control
 - d. A and B only
 - e. All of the above
31. Whenever the flag has deteriorated to the point where it is no longer a fitting emblem for display, it should be properly disposed in a dignified way. What is the proper way to dispose the Philippine National Flag?
- a. Place in a box together with the other worn-out flags
 - b. Conduct a burning ceremony
 - c. The worn-out flag is lowered from the pole, folded and then buried
 - d. Give the worn-out flag to the National Historic Commission
32. Levels of responsibility is the extent of responsibility of every individual non-officer in accordance with his/her rank. Which among the following is/are properly stated.

- A. Support Level is associated with performing tasks, duties and responsibilities either onboard PCG vessels/craft or in shore units under the direction of an individual serving in the Operational or Supervisory level
 - B. Managerial Level serving as Asst Boat Captain, Asst Det Cmdr and Div/Sec POIC of major and special units and HPCG Central/Special/Personal/Technical Staff offices and maintaining direct control over the performance of all functions within the designated area of responsibility in accordance with proper procedures and under the direction of an individual serving in the Supervisory level.
 - C. Supervisory level serving as Class "C" Stn Cmdr, Class "B" Deputy/Asst Stn Cmdr, Det Cmdr, Boat Captain, CMAA of HPCG Central/Special/Personal/Techl Staff offices, PCG major/special units, PCG commissioned vessels and Coast Guard stations and as PCG Major Unit MCPO and ensuring thorough supervision that all functions within the designated area of responsibility are properly performed under the direction of commissioned officer(s).
 - a. A only
 - b. A & C
 - c. B & C
 - d. All of the above
33. PCG non-officers will be ineligible for promotion if he/she possesses which among the following disqualifications
- A. Absence without official leave under confinement by civil authorities, under arrest and
 - B. Charged in civil court until such charges have been dismissed or withdrawn or the individual has been tried and acquitted
 - C. Awaiting or undergoing reclassification action based on inefficiency.
 - D. 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.
 - a. A & B
 - b. A B & D
 - c. B only
 - d. All of the above
34. According to RA 6713, known as the Code of Conduct and Ethical Standards for Public Officials and Employees, what are the duties of a public official?
- A. Submit annual performance reports.

- B. Process documents and papers expeditiously.
 - C. Act immediately on the public's personal transactions.
 - D. Make documents accessible to the public
 - a. A B D
 - b. B C D
 - c. A B
 - d. A B C D
35. Workplace conflict is inevitable even in PCG organization. Personnel came from various place with different background, culture, religion and work style brought together by the mission and vision of the PCG. Imagine you are assigned in a unit where there is an intense conflict. How will you respond?
- a. Request for transfer to another unit
 - b. Encourage the personnel to have a fight. The winner will stay at the unit.
 - c. Suggest to conduct team building and activities that will settle differences
 - d. Just continue to work.
36. Which of the following should you do when performing survival swimming?
- A. Adopt the Heat Escape Lessening Posture (H.E.L.P.) or huddle position.
 - B. Change position and stroke to save energy and avoid overusing your muscles
 - C. Remain calm, breathe regularly and swim with slow relaxed strokes.
 - a. All of the above
 - b. A & B
 - c. C only
 - d. B & C
37. Before swimming down or sometimes on the way down to deep water the pressure must be equalized with that of water. In what way will the water and ear pressure be equalized?
- A. Pinch your nose shut, keep your mouth shut and blow really hard through your nose.
 - B. Pinch your nose shut, keep your mouth shut and gently try to blow air out through your nose, but don't let any air out.

- C. Pinch your nose shut, keep your mouth shut and gently try to blow air out through your nose, but don't let any air out. If this does not work, you should see your doctor.
 - D. All of the above
 - E. None of the above
38. Physical fitness is important to the coastguardians because it maintains good health, keeps the members in shape and enables PCG to be productive. Regular physical exercise improves physical fitness in which ways?
- A. reduces the risk of dying from heart disease
 - B. reduces the risk of dying from diabetes
 - C. reduces the risk of dying prematurely from ALL causes
 - D. reduces feelings of depression and anxiety
 - E. makes you more attractive
 - F. reduces the risk of developing colon cancer
 - G. makes you run faster for errands.
- a. All of the above
 - b. A B C D F
 - c. A B C D E F
 - d. A B C D E
39. The PCG march is the designed marching tune of the Philippine Coast Guard known as "Coast Guardian March". What is the significance of having PCG's own march?
- a. Marching will build unit cohesion and confidence in fighting ability
 - b. Will serve as PCG image to organization to build unity and boost the confidence of the Coast Guardians.
 - c. Marching is a significant part of PCG training
 - d. Marching will transform civilian to coastguardian.
40. Together with the Philippine National Anthem and invocation, the PCG Credo is a common practice to recite during the conduct of morning colors. What is the importance of understanding and practicing the PCG Credo?
- a. The PCG Credo defines the culture, vision and goals of the organization

- b. It is a standard of the PCG personnel which they are encouraged to devote and fulfil themselves to be a public servant.
 - c. PCG Credo served as the branding of the organization
 - d. All of the above
41. One of the fundamentals of PCG training and indoctrination is to learn the proper conduct of drills and ceremonies. It is vital for coastguardians to be acquainted with the drills and ceremonies but also to perfectly perform them on the fields. What is the significance of drills and ceremonies to the coastguardians?
- a. Drills and ceremonies develop teamwork, camaraderie and uplift the morale of coastguardians.
 - b. Drills and ceremonies are part of every PCG program
 - c. PCG drills and ceremonies should be mastered during the boot camp
 - d. All of the above
42. Gun safety is a collection of rules and recommendations that can be applied when possessing, storing, or handling firearms. The purpose of gun safety is to eliminate or minimize the risks of unintentional death, injury or damage caused by improper possession, storage, or handling of firearms. During a search and operation, you recovered a gun. How are you going to treat the gun even if you suspect it has never once been loaded with ammunition?
- a. Treat the gun as if it was inaccurate
 - b. Give it to your officer
 - c. Treat the gun as if it were loaded
 - d. Treat the gun as if it were broken.
43. Cardiopulmonary resuscitation or CPR is a life-saving procedure done when someone's breathing or heartbeat has stopped. What is/are included in CPR procedure
- a. Rescue breathings
 - b. Compression of the chest
 - c. Allow the patient to drink
 - d. All of the above
 - e. A and B
44. Correspondence is a formal method of PCG communication which is concerned with almost every subject and takes many forms. Through the PCG correspondence even the farthest-unit assigned personnel in the PCG chain of command can communicate with its immediate higher headquarters. Thus,

correspondence is to get the action, or as means to influence decisions. What type of correspondence is used as an information sheet that contains official and non-official directives published at any post, camp, station and also to all offices or headquarters' unit?

- a. Disposition Form
 - b. Daily Bulletin
 - c. Routing Slip
 - d. Radio Message.
45. RA 5173 known as the Act Creating Philippine Coast Guard, Prescribing Its Powers and Functions, Appropriating the Necessary Funds Therefor and For Other Purposes also known as the Coast Guard Law was established on August 8, 1967. What is the most significant point of this law?
- a. Detachment of Philippine Coast Guard to Philippine Navy
 - b. Attachment of Philippine Coast Guard to Department of Transportation and Communication
 - c. Memorandum of Agreement between PCG and Maritime Industry and Authority
 - d. Declaration of Martial Law that placed more responsibilities to PCG
46. SALN stands for Statement of Assets, Liabilities, and Net Worth. It is a declaration of assets and liabilities of an official/employee, of his or her spouse, and of his or her unmarried children under 18 years old still living in their parents' households. What will happen if you fail to accomplish your SALN properly or accurately?
- a. The administering authority will call your attention
 - b. Bonuses and other incentives will not be received
 - c. Punishable by law or even discharged from service
 - d. One rank demotion
47. Good manners show respect to those you interact with while right conduct is living in a moral and ethical way in the absolute sense rather than by the standards set by society in a given situation. How can a coastguardian demonstrate good manners and right conduct?
- A. To arrive on or before the time of meeting or program and to leave after the guest.
 - B. When introduced to a woman, an older man sometimes bows slightly while shaking hands.
 - C. The shake should be done with the full hand grasp and not with the tip of the fingers.

- D. At a dinner, men should stand when a woman enters the room and remain standing until she sits down.
- a. A B C D
 - b. C B D
 - c. A B D
 - d. A C D
48. The Exxon Valdez was one of the worst oil spills in history. The ship struck Bligh Reef which is a well-known navigation hazard in Alaska's Prince William Sound. The impact of the collision tore open the ship's hull, causing some 11 million gallons of crude oil to spill into the water. Investigators later learned that Joseph Hazelwood, the captain of Exxon Valdez, had been drinking at the time and had allowed an unlicensed third mate to steer the massive ship. If that incident happened to the Philippines what is the liabilities of the PCG?
- a. PCG is liable for allowing unlicensed personnel to board on ship
 - b. PCG allowed alcohol
 - c. None because Exxon Valdez complied with all the necessary documents and inspections
 - d. None because when a vessel is already in sail and has cast all her lines it is now under the command of the captain.
49. A light house is a tower or other similar structure containing a signal light to warn or guide ships at sea. What is the main purpose of a light house?
- a. Light house is like a traffic sign on the sea and serve as a navigational aid to warn boats in dangerous areas.
 - b. It is a welcoming device to the ship that enters an area
 - c. It serves as a sign of a dangerous part of the sea
 - d. It is a trademark or tourist attraction in the area.
50. Coast guardians are known for having skills in Aikido. It is a Japanese martial art know for the purpose of
- a. Combat and attack
 - b. Work out and physical fitness
 - c. Meditation
 - d. Self defense

Annex 2 Course Evaluation Instrument



Philippine Coast Guard
COAST GUARD EDUCATION, TRAINING AND DOCTRINE COMMAND
 Muelle dela Industria, Farola Compound
 Binondo, Manila

COURSE OBJECTIVES EVALUATION

Please check (/) the column below that best suit your description.

	4-Strongly Agree	3-Agree	2-Disagree	1-Strongly-Disagree
Statements	4	3	2	1
1. The objectives of the course were clearly defined.				
2. The course was aligned with the mission and vision of PCG.				
3. The course prepares the students to develop innate knowledge, skills, and character to become a productive citizen				
4. The instructor in each subject was prepared and knowledgeable.				
5. Administrative or vacant time was adequately used.				
6. The time allotted for the course was enough.				
7. Significant topics were discussed elaborately in adequate time.				
8. The topics discussed were a progression from previous courses.				
9. The course shows evidence of adequate planning				
10. The course provides an opportunity for the students to be globally prepared, resilient and ethical.				

1. What aspect of the course could be improved?

INSTRUCTORS EVALUATION

Please check (/) the column below that best suit your description.

	4-Strongly Agree	3-Agree	2-Disagree	1-Strongly-Disagree
Statements	4	3	2	1
1. The instructor/s provided discussion/lesson/topic guide				
2. The instructor/s provided teaching materials				
3. There is a training staff that gave assistance in the whole duration of the training				
4. Instructor/s was/were knowledgeable in teaching the subject/topic.				
5. The discussions were clear and systematic.				
6. Enough time was allotted to discussing the topic/s.				
7. The assessment used is applicable in the subject discussion.				

8. The discussions are suited to the trainee's level of understanding and comprehension				
9. The discussions developed critical and logical thinking skills.				
10. I have gained knowledge and skills during the discussions				

1. What is/are the significant part/s of the discussions?
2. What suggestion/s may be recommended to further improve the discussion/s?

STUDENTS EVALUATION

Please check (/) the column below that best suit your description.

4-Strongly Agree 3-Agree 2-Disagree 1-Strongly-Disagree

Statements	4	3	2	1
a. Competence				
1. Able to focus on a topic for a long period of time				
2. Able to learn autonomously and independently				
3. Sustained interest in certain subjects or issues				
4. Persistent and refuse to give up when facing difficulties or failure				
5. Able to suggest ideas and solutions to various problems				
b. Capability				
1. Able to understand the logical relationship between situations				
2. With a strong sense of responsibility and can be entrusted with tasks				
3. Able to understand other people's feelings and needs				
4. Able to cooperate with others				
5. Show leadership in various activities.				
c. Character				
1. Study or participate in activities in accordance with instructions				
2. Show courage to ask questions				
3. Able to concentrate on his/her study				
4. Able to understand other's feelings and needs				
5. Able to discern what is right and wrong				

1. What additional suggestions may be recommended to further improve the performance of the students?

MODULE EVALUATION

Please check (/) the column below that best suit your description.

4-Strongly Agree 3-Agree 2-Disagree 1-Strongly-Disagree

Statements	4	3	2	1
1. The module objectives were clearly defined.				

2. The modules are aligned with the vision and mission of PCG				
3. The modules have clear information and guidance on what was covered and on assessment details				
4. My understanding of the subject has increased as a result of taking the modules				
5. The modules enabled me to develop skills and knowledge necessary for PCG				
6. The module contents were up to date				
7. The modules are intellectually stimulating				
8. I have received sufficient advice and guidance in relation to the modules				
9. The quality of teaching on the modules has been good				
10. The assessment requirements and marking criteria were clear				

1. Are you satisfied with the learnings you gained from the modules? Why? or Why not?

FACILITIES AND INSTRUCTIONAL RESOURCES EVALUATION

Please check (/) the column below that best suit your description.

4-Strongly Agree

3-Agree

2-Disagree

1-Strongly-Disagree

Statements	4	3	2	1
1. The course has a safe conducive environment for learning				
2. The classroom/s is/are well ventilated				
3. Learning materials such as handouts and manuals are provided to the students				
4. There is an internet connection for researching				
5. Libraries and electronic resources are available				
6. There are available medical supplies and personnel assigned for emergencies				
7. The course uses updated and innovative technology in delivering the learnings.				
8. The resources and facilities observe gender equality				
9. The physical space is enough for the students				
10. The facilities promote the physical, psychological, and emotional well-being of the students				

Are you satisfied with the facilities and learning resources? Why? or why not?

What are your recommendations to improve the facilities and learning resources of the course?

Annex 3 Instructor's Accomplishment Report

Topic	Objective/s	Activity/ies	Time Frame	Problem/s Encountered	Root Cause/s	Action/s Taken	Status	Recommendation/s

Annex 4 After Training Report Format



Philippine Coast Guard
COAST GUARD EDUCATION, TRAINING AND DOCTRINE COMMAND
Muelle dela Industria, Farola Compound
Binondo, Manila

AFTER TRAINING REPORT

- I. BACKGROUND
- II. CONDUCT OF THE COURSE
- III. RESOURCES UTILIZED
- IV. STUDENT ASSESSMENT

A. Students' Performance

Student	Pre-Test Rating	Post Test Rating

Result Analysis

B. Item Analysis

Item Number	Number with Correct Answers	Percentage	Number with Incorrect Answers	Percentage

Result Analysis

C. Most Learned Competencies

Item Number	Competencies	Question	Number with Correct Answers	Percentage

D. Least Learned Competencies

Item Number	Competencies	Question	Number with incorrect Answers	Percentage

Result Analysis

Note: Student assessment report shall be conducted for Pre-Test and Post Test

V. EVALUATION ANALYSIS

A. Quantitative Parts Based on Survey

Kakayahang Ukol, Wastong Asal, at Galing ng Organisasyon

Table 1
Descriptive Measures on the Course Evaluation

Item	Frequency				Mean	Verbal Interpretation
	4	3	2	1		
1. The objectives of the course were clearly defined.					3.40	
2. The course was aligned with the mission and vision of PCG.						
3. The course prepares the students to develop innate knowledge, skills, and character to become a productive citizen						
4. The instructor in each subject was prepared and knowledgeable.						
5. Administrative or vacant time was adequately used.						
6. The time allotted for the course was enough.						
7. Significant topics were discussed elaborately in adequate time.						
8. The topics discussed were a progression from previous courses.						
9. The course shows evidence of adequate planning						
10. The course provides an opportunity for the students to be globally prepared, resilient and ethical.						

Table 2
Descriptive Measures on the Instructors' Evaluation

Item	Frequency				Mean	Verbal Interpretation
	4	3	2	1		
1. The instructor/s provided discussion/lesson/topic guide						
2. The instructor/s provided teaching materials						
3. There is a training staff that gave assistance in the whole duration of the training						
4. Instructor/s was/were knowledgeable in teaching the subject/topic.						
5. The discussions were clear and systematic.						
6. Enough time was allotted to discussing the topic/s.						
7. The assessment used is applicable in the subject discussion.						

8. The discussions are suited to the trainee's level of understanding and comprehension
9. The discussions developed critical and logical thinking skills.
10. I have gained knowledge and skills during the discussions

Table 3
Descriptive Measures on the Students' Self Evaluation

Item	Frequency				Mean	Verbal Interpretation
	4	3	2	1		
a. Competence						
1. Able to focus on a topic for a long period of time						
2. Able to learn autonomously and independently						
3. Sustained interest in certain subjects or issues						
4. Persistent and refuse to give up when facing difficulties or failure						
5. Able to suggest ideas and solutions to various problems						
b. Capability						
1. Able to understand the logical relationship between situations						
2. With a strong sense of responsibility and can be entrusted with tasks						
3. Able to understand other people's feelings and needs						
4. Able to cooperate with others						
5. Show leadership in various activities.						
c. Character						
1. Study or participate in activities in accordance with instructions						
2. Show courage to ask questions						
3. Able to concentrate on his/her study						
4. Able to understand other other's feelings and needs						
5. Able to discern what is right and wrong						

Table 4
Descriptive Measures on the Module Evaluation

Item	Frequency				Mean	Verbal Interpretation
	4	3	2	1		
1. The module objectives were clearly defined.						

2. The modules are aligned with the vision and mission of PCG
3. The modules have clear information and guidance on what was covered and on assessment details
4. My understanding of the subject has increased as a result of taking the modules
5. The modules enabled me to develop skills and knowledge necessary for PCG
6. The module contents were up to date
7. The modules are intellectually stimulating
8. I have received sufficient advice and guidance in relation to the modules
9. The quality of teaching on the modules has been good
10. The assessment requirements and marking criteria were clear

*Table 5
Descriptive Measures on Facilities and Instructional Resources Evaluation*

Item	Frequency				Mean	Verbal Interpretation
	4	3	2	1		
1. The course has a safe conducive environment for learning						
2. The classroom/s is/are well ventilated						
3. Learning materials such as hand outs and manuals are provided to the students						
4. There is an internet connection for researching						
5. Libraries and electronic resources are available						
6. There are available medical supplies and personnel assigned for emergencies						
7. The course uses updated and innovative technology in delivering the learnings.						
8. The resources and facilities observe gender equality						
9. The physical space is enough for the students						

10. The facilities promote the physical, psychological, and emotional well-being of the students

VI. CONCLUSION

VII. RECOMMENDATIONS

The following are recommended as pattern.

- A. Students' Assessment
- B. Based on the Instructors Individual Accomplishment Reports; and
- C. Qualitative parts of the survey.