

CIRCULAR NR 09-08

**PHILIPPINE COAST
GUARD IDENTIFICATION
CARD SYSTEM**

27 AUGUST 2008

C O N F I D E N T I A L

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

HPCG/ CGAO

C I R C U L A R)

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PCG IDENTIFICATION (ID) CARD SYSTEM

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1. PURPOSE:

a. To prescribe policies and procedures governing the processing and issuance of PCG Identification (ID) Cards.

b. To provide peculiar features in the PCG ID Card for easy identification of the bearer and distinction with other government and civilian entities.

2. GENERAL:

a. The PCG ID Card system aims to regulate the issuance of identification cards to authorized PCG personnel, P/ENS, Officer Candidates, retired and their dependents, civilian employees and PCGA.

b. The ID card only identifies the bearer whether he/she is an active, PCG Personnel, Officer Candidates, or P/ENS, Retired and their dependents, civilian employees and PCGA.

c. The PCG ID system is directly connected with records management system, hence, no ID shall be issued without complete documentation.

3. DEFINITION OF TERMS:

a. PCG Personnel - are Commissioned Officers and Enlisted Personnel in the active service of the PCG, including those candidates Officer, candidates CGMC undergoing both academic instruction and PCG training within a prescribed period, both locally and abroad.

b. Probationary Ensigns (P/ENS) – are personnel undergoing a probationary training or its equivalent for possible call to active duty (CAD) in the PCG as P/ ENS.

c. PCG Direct Dependents – Legitimate spouse, unmarried children below twenty one (21) years of age and children above twenty one (21) but who are suffering from congenital physical or mental disability and who are living with their parents and totally dependent on them for support; and parents sixty (60) years old or above; or if the PCG personnel is unmarried and without any child, the parents regardless of age; Provided, that if the parents are still below sixty (60) years old they must be indigent. Provided further, that purposes of this regulations, the parents shall be considered indigent if their aggregate income from all sources is inadequate for daily sustenance or places them in the class of those below the poverty line based on the figure released by the appropriate government agency.

d. Civilian Employees- appointed civilian employees in the PCG the regular, casual and contractual status.

e. Retired Personnel- those who had reached the compulsory and optional retirement from the service.

f. Retired Personnel's Direct Dependents- dependents of retired officers and Enlisted Personnel of the PCG, including dependents of PCG Personnel who were honorably separated from the PCG Service such as, legitimate spouse, unmarried children below 21 years old of age and children above 21 years of age who are suffering from the congenital physical or mental disability or who are living with their parents and totally dependent on them for support.

g. Legal Beneficiary (ies) – dependents of the deceased PCG personnel from the active service and/or retired/ honorably separated from the service who are declared as legal Beneficiary (ies) per existing supporting document(s), record(s) and/or through affidavit designating them as such officially by the office of the Coast Guard Legal Service.

h. PCGA - non- government volunteer organization created by and under the supervision of PCG to assist in the implementation of PCG functions and mission.

i. PCG Biometrics ID – refers to the automatic identification or identity verification of PCG personnel and dependents using their demographic data and physiological characteristics such as finger prints, facial photo and signature.

4. POLICIES:

a. The PCG shall adopt a tamper-evident, colored photo ID cards for the authorized PCG personnel, P/ENS, Retired and their dependents, civilian employees and PCGA. For the active PCG personnel the ID cards will be free of charge, however for the dependents and PCGA there will be a cost to be shouldered by them.

b. Expiration date of issued PCG ID Card which is good for three (3) years will be based on the following to wit:

- | | |
|---|--------------------------------|
| (1) Active Officers | - Time in Grade |
| (2) Active Enlisted Pers & their dependents | - ETE |
| (3) P/ENS, and their dependents | - Inclusive of training period |
| (4) Civilian Employees | - Appointment |
| (5) Officer's dependent and all others | - Birth Date |

c. ID Cards will be issued/ renewed under the following conditions:

- (1) Upon entry into the service/appointment/designation/re-assignment
- (2) Upon promotion/demotion
- (3) Upon expiration of PCG ID Card
- (4) Upon change of marital status
- (5) In case of loss or damage

d. The Coast Guard Adjutant is the duly authorized official to authenticate/sign all PCG ID cards.

e. There shall be separate color coding of ID cards issued to Officers (active and retired), enlisted personnel (active and retired), civilian employees, PCGA, Direct dependents and Legal beneficiaries as follows:

- | | |
|--|--|
| Officer and their Direct Dependents | - White |
| P/ENS and their Direct Dependents | - White (title to read "Probationary Officer") |
| Enlisted Personnel and their Direct Dependents | - Olive Green |
| Civilian Employees | - Orange (regardless of hiring status) |
| PCGA | - Powder Blue |
| Retired PCG Officer and EP and their Legal Beneficiaries | - Gray |

f. An affidavit of loss dully notarized or authenticated by a PCG authenticating officer or notary public and police blotter will be required for those requesting for a replacement of lost current ID card.

g. Production of ID cards of PCG Personnel, Civilian Employee, Direct Dependents and shall be at the Office of the Coast Guard Adjutant, 139 25th Street Port Area Manila.

5. REQUIREMENTS:

a. The following requirements will be submitted together with a duly accomplished application form by an individual requesting for the issuance/renewal of PCG ID card.

(1) Active Personnel - CAD/ETAD, Enlistment/Re-Enlistment, Promotion, assignment, Change of Marital Status, Amendment Orders, whatever is applicable.

(2) Civilian Employee - Appointment Order/Plantilla, Promotion, Change of marital status, amendment orders, whatever is applicable.

(3) Retired Personnel - Retirement/Separation Order, Amendment Orders, whatever is applicable.

(4) PCGA - Appointment, Promotion, Unit Assignment, Amendment Orders, whatever is applicable.

(5) Dependents:

(a) Spouse - NSO Marriage Contract, CENOMAR if applicable

(b) Children - NSO Birth Certificate

(c) Parents - NSO Birth Certificate of Active Personnel and concerned

(6) Legal Beneficiaries:

(a) Authenticated copy of Declaration of Legal beneficiaries from Coast Guard Legal Service

(b) NSO Death certificate

(c) NSO Marriage Contract (wife); CENOMAR if applicable / NSO Birth Certificate (children/parents)

Retirement/Posthumous Order

b. Old or expired ID cards of retired personnel including their dependents and PCGA will be surrendered for reference purposes and to preempt proliferation of unauthorized PCG ID Cards. On the other hand, PCG personnel, P/ENS, their dependents and civilian employees may keep their old ID card, in case of loss, submit a duly notarized affidavit and police blotter. A 15 days grace period is needed for issuance of new ID in lieu of lost ID of Retirees and Legal Beneficiary cards.

c. Uniform/Attire:

PCG ID USER'S CATEGORY	UNIFORM/CLOTHES	PROPER BEARING
a. Active Officers/EP	GOA "A" uniform w/out headgear	No mustache/beard, proper haircut, the authorized nameplate must be visible in proper placement
b. Civilian Employees	Prescribed Uniform	No mustache/beard, proper haircut
c. Retired Officers/EP	GOA "A" uniform w/out headgear	No mustache/beard, proper haircut, the authorized nameplate must be visible in proper placement
d. Dependents/Legal Beneficiaries	Formal/Semi-Formal (Shirt w/ collar or Blouse w/sleeve & collar	No mustache/beard, proper haircut

e. PCGA	GOA "A" uniform w/ out headgear	No mustache/beard, proper haircut
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6. PROCEDURE:

Personnel to be issued a PCG ID card shall accomplish a PCG/Civilian ID information data sheet which shall be submitted and processed to the Office of Coast Guard Adjutant.

7. DESCRIPTION:

a. Active officers:

- (1) The face and the back of the card shall have a white background.
- (2) PCG logo shall be printed in full color on the middle of the card.
- (3) DOTC logo shall be printed in full color on the uppermost left side of the card
- (4) Title "Department of Transportation and Communication and Philippine Coast Guard" shall be printed on the upper most center of the card.
- (5) Image or photo of the ID card holder shall be printed in full color on the uppermost right hand side of the card.
- (6) Word "OFFICER" shall be printed in "red" color exactly below the title, Philippine Coast Guard
- (7) The following data shall be printed on the remaining half of the card.
 - (a) Name
 - (b) Rank
 - (c) PCG Serial Number
 - (d) Unit assignment
 - (e) ID Number
 - (f) Date Issued
 - (g) Expiration date
- (8) Authenticated signature of The Coast Guard Adjutant shall be printed on the lower right hand side of the card.
- (9) At the lowest left hand side of the card is the ghost mini-photo of the ID card holder, superimposed by the printed ID number and date of issuance respectively.
- (10) The following shall be printed on the remaining half- the back portion of the card:

- a) Weight (kilogram/kgs)

- b) Height (in centimeters/cms)
- c) Color of Eyes
- d) Color of Hair
- e) Religion
- f) Blood Type
- g) Taxpayers Identification Number (TIN)
- h) Date of Birth (DD/MM/YY)
- i) Other Identification Data

(11) Name, relationship, address and contact number of the person to be notified in case of any emergency.

(12) ID Cardholder's Signature.

(13) Right Thumb Mark

(14) "PENALTY WARNING" - a message which should read as follows:

Heavy penalty will be imposed for unlawful use. If found, finder must promptly return it to the nearest PCG unit or installation or return it to the Office of the Coast Guard Adjutant, PCG. For verification, please call tel. no. 527 8481 local 6171/6170.

b. Probationary Ensigns:

Same as Officers except that the title should read: "PROBATIONARY OFFICER" and the PCGSN portion deleted because they are not yet issued serial numbers.

c. Enlisted Personnel:

(1) The front of the card shall have a olive green background and the back of the card shall have a white background.

(2) All the other features and data indicated in the officers ID data shall be the same except item (9.6) which will indicate "ENLISTED PERSONNEL.

d. Civilian Employees:

(1) The front of the card shall have an orange background and the back of the card shall have white background.

(2) Image or photo of the ID cardholder in full color shall be located at the uppermost left hand side of the card.

(3) The word (CIVILIAN EMPLOYEE IDENTIFICATION CARD) shall be indented right below the issuing headquarters and printed in "red" color.

(4) The following data shall be printed on the face of the card:

- (a) Name
- (b) Designation

- (c) Office
- (d) ID Number
- (e) Date Issued
- (f) Expiry Date

(5) Authenticating signature of The Coast Guard Adjutant shall be printed on the lower right hand side of the card.

(6) The ghost mini photo of the ID cardholder is located at the lowermost left hand side of the card, superimposed by the printed ID number and the date of issue respectively.

(7) All other features and data of the back of the ID card are identical to the issued ID's of the Officer, P/ENS and Enlisted Personnel.

e. Retired Officers:

(1) The front of the card shall have gray background and the back of the card shall have white background.

(2) Features and data from items (2) of the Officer's ID data shall be the same expected item which will indicate "RETIRED OFFICER" printed in "red".

(3) "WARNING" message should read as:

Heavy penalty will be imposed for unlawful use. If found, finder must promptly return it to nearest PCG unit or installation or return it to the Office of the Coast Guard Adjutant, PCG 139 25TH Street Port Area Manila. City. For verification, please call tel. no. 527 8481 local 6170/6171

f. Retired Enlisted Personnel:

Same as retired officers except in item (5) which will indicate "Retired Enlisted Personnel" in red and item (9) which bear the printed logo of the of the PCG.

g. Philippine Coast Guard Auxiliary:

(1) The front of the card shall have a powder blue background and the back of the card shall have white background.

(2) Features and data from items (2 to 13) of the officers ID data shall be the same except item (5) which will indicate "Philippine Coast Guard AUXILIARY" printed in "red".

h. Direct Dependent(s):

(1) Face of the card shall have a white background direct dependent(s) of active Officer; green background for direct dependent(s) of active Enlisted Personnel; gray background for direct dependent(s) of retired Officers and Enlisted Personnel. All these ID card have a white background at the back.

(2) Image or photo of the cardholder shall be printed in full color at the uppermost left hand of the card.

(3) The word "Dependent" shall be indicated right below the Headquarters preceded by a qualifying phrase, such as: "OFFICERS", "RETIRED OFFICERS", "ENLISTED PERSONNEL", "RETIRED ENLISTED PERSONNEL"

(4) Name is printed below the word "DEPENDENTS" with a qualifying phase.

(5) Printed directly below the dependents photo is the name and rank of the person of which he or she is dependent of and in-line far right of the face of the ID card is the serial number.

(6) It is also indicated the relationship at far right as SON, DAUGHTER, WIFE, HUSBAND, MOTHER and FATHER.

(7) ID Number and Date of Issue are printed in succession, one below the other at the lowermost left hand side of the ID card, while printed Expiry Date is at near center below in line with the date of issue and Authentication portion printed at the lowermost right hand side of the ID card.

(8) The ghost mini-photo of the ID cardholder is located at the lowermost left hand side of the card, super imposed by the printed ID number and the date of issue respectively.

(9) Other features and data at the back portion of the ID card are the same as that of the Officers ID data.

i. Legal Beneficiary(ies):

(1) Face of the card shall have a gray background both Officers and Enlisted Personnel. All these ID cards have white back ground at the back.

(2) Image or photo is similarly placed as that ID card of direct dependent(s).

(3) The words "LEGAL BENEFICIARY" shall be indicated right below the headquarters with the name of dependent/heir or beneficiary directly below it and subsequently followed by the complete address underneath.

(4) Directly below the photo succession downward at the lower left hand side of the ID card are: Date of Issuance, ID Number, Remarks NAD Date of Validity. In- line with the date of validity at lowermost right hand side of ID card is the Authenticating authority.

(5) The ghost mini-photo of the ID cardholder is located at the lowermost left hand side of the card, superimposed by the printed ID number and the date of issue respectively.

(6) Features and other data indicated at the back of the ID card on its first line from left to right: Weight in Kgs., Height in Cms, Birth Date, and Blood Type. In

the succeeding line, indicated is the deceased relationship to holder of the ID card followed at far right by other identifying data.

(7) Right Hand Thumb mark is located at the lower left hand side of the ID card with card holder's signature at near center above warning message similar to what is indicated in direct dependent's ID card.

8. ADMINISTRATIVE INSTRUCTIONS:

a. CGAO, PCG shall be the solely authorized person to authenticate all ID cards issued to all PCG Personnel, Retirees, Civilian Employees, Dependents and PCGA.

b. PCG ID Card application form(s) is free of charge and not for sale. The Office of the Adjutant are authorized to reproduce the form(s). The processed PCG ID card cost – Php 80.00.

c. For security purposes, CGAO, PCG

(1) Information System of the computer related activities in the implementation of the New ID System.

(2) Provide a physically secured computer system or in terms of file corruption and other natural elements such as rain, dust and temperature.

(3) Maintain regular back-up, both softcopy and hardcopy of the database file. If possible, an off-site back-up file of the database must be maintained.

d. PCG dependents ID cards shall be likewise considered as official authority for entry of PCG vicinities headquarters, finance units, and other duly recognized government, department, financial or business institution subject to existing rules and regulations.


e. Civilian Employees ID cards shall likewise be considered an official authority for entry into PCG installations and other units.

9. RESCISSION:

All other publications in conflict with this circular are hereby rescinded.

BY COMMAND OF VICE ADMIRAL TAMAYO:

OFFICIAL:


MARIFE LUBONGEN-ISAAC
LTJG PCG
Coast Guard Adjutant

RODOLFO D ISORENA
COMMO PCG
Chief of Coast Guard Staff

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