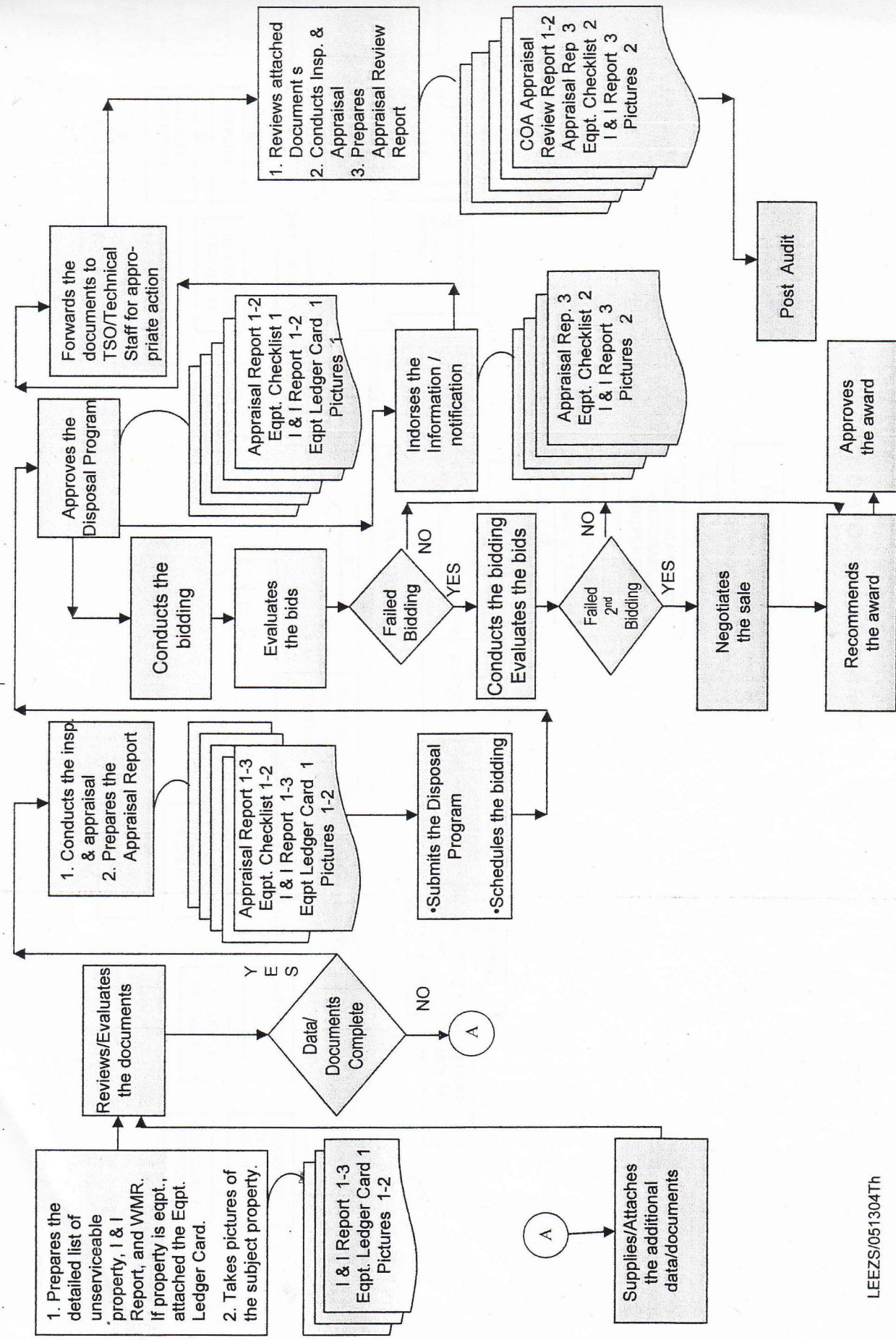


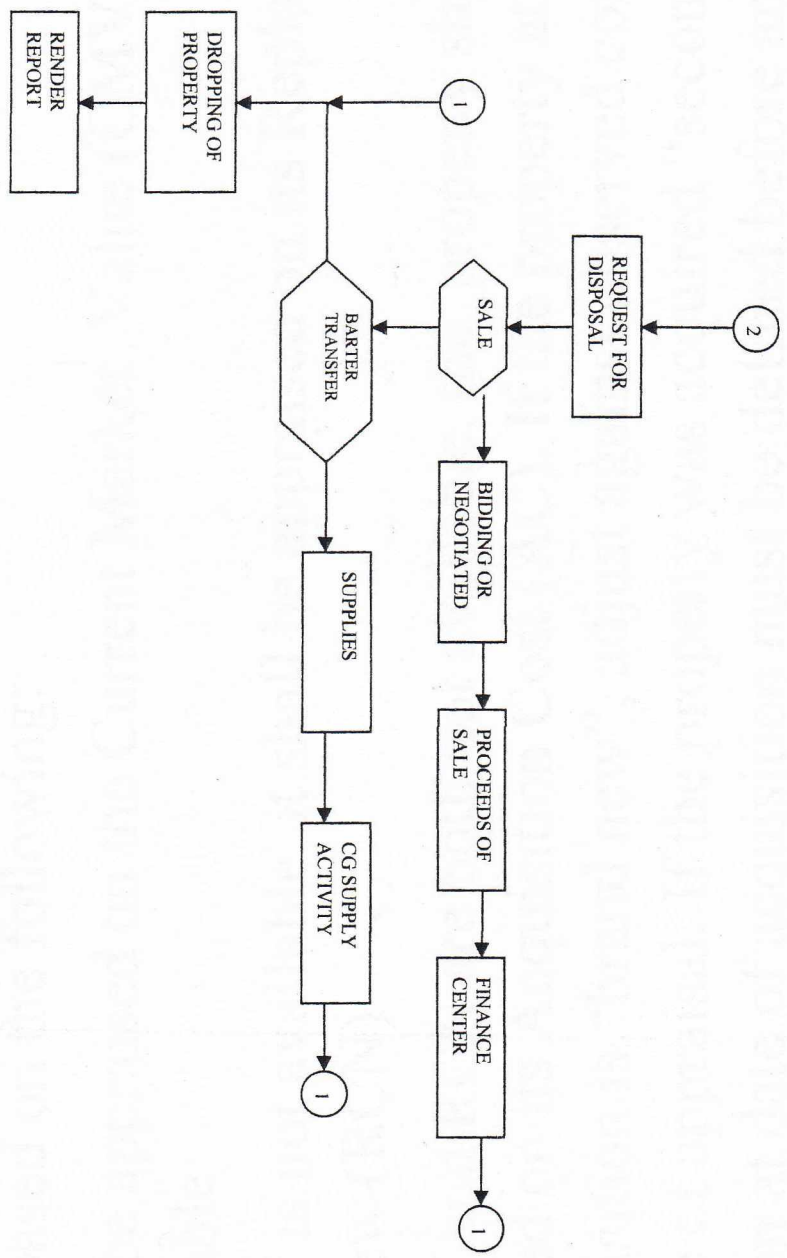
FLOW CHART OF THE DISPOSAL OF PROPERTY

AGENCY OFFICIALS

Property Officer / Admin. Officer / Disposal Committee / BAC on Disposal / Director/HODE / Auditor / Tech. Services Office



LEEZS/051304Th



Determination of the Appraised Value

- Unserviceable property which can still be repaired or reconditioned, and property no longer needed which are still functional, shall be appraised based on the following:
 - It shall be appraised on the Current Market Value (CMV), if such is available
 - If CMV is not available, it shall be appraised on its Replacement Cost-New (RCN)
 - If CMV and RCN are both not available, the property shall be appraised on its Acquisition Cost (AC). If the property at the time of acquisition is "brand new", adjust against observed condition at the time of appraisal. If the property was acquired "second hand", condition at date of acquisition must be defined before any adjustment is made

Guidelines in observing Condition of Property

Very Good (VG), 80-100% - being used to its fully specified purpose w/o being modified

Good (G), 55-75% - being used near its fully specified utilization, with minor repair

Fair (F), 35-50% - below its fully specified utilization, requires general repair / replacement of minor parts

Poor (P), 15-30% - below its fully specified utilization, needs extensive repair/replacement of major components

Scrap (S), 0-10% - unserviceable / cannot be utilized to any practical degree regardless of modification or repair

(CF of Missing Property - 100%)

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Determination of the Appraised Value

- The determination of Salvage Value of component/part of an asset found to be serviceable shall be appraised based on the hierarchy under the above conditions (unserviceable property which can still be repaired or reconditioned, and property no longer needed which are still functional)
- For imported vehicles/mechanized equipment, each component that has no available local replacement shall be treated as junk exclusive of the other components which are available in the domestic market.

REVISED FORMULAE ON APPRAISAL OF GOVERNMENT PROPERTIES

- For waste materials and property which are unserviceable and can no longer be repaired/reconditioned :

$$AV = \text{Junk Value}$$

Note: Junk Value is based on prevailing price of scrap metal or lumber, whichever is appropriate

Inventory and Inspection Report of Unserviceable Property (Annex A)

INVENTORY AND INSPECTION REPORT OF UNSERVICEABLE PROPERTY (IIRUP)

INSTRUCTIONS

- A. This report shall be accomplished as follows:
1. As of - period covered by the report
 2. Letter Head and logo of the agency
 3. Fund - fund name/code
 4. INVENTORY:
 - a. Date Acquired - date of acquisition
 - b. Particulars - a brief description of the Property, Plant and Equipment (PPE)
 - c. Property No. - assigned property number by the Property Custodian
 - d. Quantity - quantity of PPE
 - e. Unit Cost - unit cost of the PPE
 - f. Total Cost - quantity multiplied by the unit cost of the PPE
 - g. Accumulated Depreciation - total amount of depreciation charged to the PPE
 - h. Net Book Value - the difference between the total cost of the PPE less the accumulated depreciation
 - i. Remarks - brief information on the condition of the property
 - j. Certified Correct by/Date - name and signature of the Property Officer/Custodian who prepared the report/date of the report
 - k. Verified by/Date - name and signature of the Head of the Accounting Unit who verified the propriety of the Unit Cost, Total Cost, Accumulated depreciation and Net Book Value/date when verified
- B. The "INVENTORY" portion shall be accomplished by the Property Unit. While the "INSPECTION" portion shall be accomplished by a Technical Inspector where technical knowledge is needed for the determination of the true condition or appraised value of the property and to be witnessed by member of a committee created for that purpose.
- C. The assets shall remain in the books until these are sold/disposed.
- D. When the property is sold, this report, together with the sales report and other supporting documents shall serve as basis in preparing the JEV to drop the assets from the books.
- E. All Property Acknowledgement Receipt (PAR) covering the PPE shall be cancelled so that the end user shall be relieved from his/her accountability over the property.
- F. The report shall be prepared in two (2) copies by the Property Officer/Custodian and serves as a basis for preparing a JEV to adjust the accounts affected. This shall be distributed as follows:

Original - Accounting Unit

2nd copy - Property Officer's/Custodian's file

5. INSPECTION:
- a. Appraised Value - appraised value of the PPE
 - b. Disposition - different modes of disposing the PPE such as sale, donation, destruction, etc.
 - c. Remarks - additional information on the condition of the property inspected
 - d. Inspected by/Date - name and signature of the inspector and the date of inspection
 - e. Witnessed by/Date - name and signature of the witness/date when witnessed

Waste Materials Report (Annex B)

➤ This form shall be used:

- to report all waste materials previously taken up in the books as assets so that they may be properly disposed of and dropped from the accounts.
- in the disposal of waste materials which result from the consumption or utilization of expendable materials, and covers damaged equipment parts, empty containers, and remnants salvaged from destroyed or damaged property, plant and equipment.

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

02 April 09

HPCG/CG1

Date

CIRCULAR)

NUMBER 04-02)
05-09)

**SELECTION AND DESIGNATION OF EXECUTIVE OFFICER OF PCG
MANNED VESSELS**

- I. **PURPOSE:** To prescribe policies, guidelines and procedures relative to the individual qualifications and promotion to Executive Officer's Billet aboard different categories of PCG manned vessels.
- II. **SCOPE AND APPLICABILITY:** This Circular applies to all PCG Officers who are prospective Executive Officer or currently performing as Executive Officer's Billet aboardship.
- III. **OBJECTIVES:**
- A. To promulgate policies, guidelines and procedures on the qualification and promotion of PCG Officers to assume Executive Officer (EX-O) Billet aboardship.
 - B. To establish the Executive Officer (EX-O) Selection Board to assist the Command in the implementation of this Circular.
- IV. **DEFINITION OF TERMS:**
- A. Category 1 – refers to PCG vessels with the length of 30 meters and below and with gross tonnage of 100T and below. This category includes all 30-meters DA-BFAR-MCS vessels, MT Habagat and all other vessels that will be acquired and commissioned into the Coast Guard service under this category.
 - B. Category 2 – refers to PCG commissioned vessels with the length above 30 meters up to 50 meters and with gross tonnage of more than 100T up to 800T. This category includes all 35-meter Search and Rescue Vessels (SARV), PG-64 and all other vessels that will be acquired and commissioned into the Coast Guard service under this category.
 - C. Category 3 – this category includes all 56-meter Search and Rescue Vessels (SARV), AE-891, AE-89, AE-79 and all other vessels that will be

acquired and commissioned into the Philippine Coast Guard with a length of more than 50 meters and with a displacement of more than 800T.

D. Ready For Sea / Not Ready For Sea (RFS/NRFS) – readiness status of the vessel in accordance with the current prescribed operational standards.

E. Standard Requirements for Officers Billet (SROB) – minimum requirement prescribed for PCG Officers to qualify and comply with the Junior Billet aboardship in accordance with the provision of HPCG Circular # 03-06 dated 12 July 2006 (Career Pattern for Junior Officer Assigned Aboardship).

F. Coast Guard Sea-Going Officer's Logbook (CGSGOL) – an official logbook that contains the record of an Officer's sea duty assignments to include shipboard billets (DO1, DO2, EO1, EO2, EX-O, CO), Detached Service (DS), Duty Officer (DYO), ship rider and collateral assignments aboardship. This logbook serves as the official record of an Officer's history of sea duty service.

G. Deck Line Billets (DLB) – Junior Billets for the position of DO1/MSO and DO2/DGO, preferably with a background of B.S. in Marine Transportation or any other four-year baccalaureate degree.

H. Engineering Line Billets (ELB) – Junior Billets for the position of EO1/DCO and EO2/EngrO, preferably with a background on B.S. in Marine/ Mechanical/ Electrical/ Electronics Engineering or any other four-year baccalaureate degree.

I. Deck Officer 1 (DO1) – traditionally known as Mess and Supply Officer (MSO) assigned with the Deck Department and falling under the Deck Line Billet (DLB).

J. Deck Officer 2 (DO2) – traditionally known as Deck and Gunnery Officer (DGO) assigned with the Deck Department and falling under the Deck Line Billet (DLB).

K. Engineering Officer 1 (EO1) – traditionally known as Damage Control Officer (DCO) assigned with the Engineering Department and falling under the Engineering Line Billet (ELB).

L. Engineering Officer 2 (EO2) – traditionally known as Engineering Officer (EO) assigned with the Engineering Department and falling under the Engineering Line Billet (ELB).

V. POLICIES/ PROCEDURE:

A. All prospective Executive Officers must have completed the following prescribed Junior Billets aboardship:

1. Deck Officer 1/ MSO and Deck Officer 2/ DGO under the Deck Department.
2. Engineering Officer 1/ DCO and Engineering Officer 2/ EngrO under the Engineering Department.

B. All prospective Executive Officers must submit and satisfy the following requirements:

1. Accomplished SROB.
2. Latest Officer Fitness Report (OFR).
3. Recommended by incumbent Commanding Officer
4. Passed the Qualifying Exam and interview for EX-O.

C. All Executive Officers aboardship must comply with the following as part of the requirements for the award of the Initial Command –At-Sea Badge:

1. Category 1 – minimum of 8 months and 300 hours TST
2. Category 2 – minimum of 8 months and 200 hours TST
3. Category 3 – minimum of 8 months and 100 hours TST
4. The total steaming time (TST) of at least 600 hours can be accumulated from any category, otherwise, his/ her tour of duty will be extended until such time he/ she complies with the minimum TST.
5. All EX-Os should have assumed and complied with the minimum length of stay of eight (8) months per vessel category.
6. EX-O's with the rank of Captain is required to comply with the minimum length of stay of six (6) months per vessel category.

D. PCG Officers assigned outside CGFLEET with orders to pursue their Executive Officer Billet aboardship:

1. Must first be assigned for a period of not less than one (1) month at Headquarters, Coast Guard Fleet for re-orientation and familiarization with the current policies, procedures, doctrines and regulations prior assignment aboardship.
2. Must take the EX-O Package Course or Command-At-Sea Course.
3. Must pass the EX-O Qualifying Exam and deliberation.

E. PCG Officers who have served as EX-O aboard PN vessels for a specified period will be subject for accreditation and considered to have completed the following categories as follows:

<u>Period</u>	<u>Equivalent/ Accreditation</u>
1. Six (6) months	Category 1 EX-O
2. Twelve (12) months to (17) months	Category 2 EX-O

Note: PCG Officers who have served 12 months to 17 months aboard PN vessels as EX-O (accredited as category 2) shall serve for a period of 6 months aboard category 3 PCG vessels as EX-O.

F. PCG Officers who have served for 18 months and above as EX-O onboard PN vessels shall serve as EX-O category 3 PCG vessel for a minimum period of 3 months.

- G. All Officers who have completed their Billets as MSO, DGO and EngrO to include Operations Officer aboard PN and PCG vessels is considered as Junior Billet for purposes of this circular.
- H. All Officers assigned aboardship as Duty Officer (DYO) cannot be considered for accreditation as a regular billet.
- I. PCG Officers who were designated as Acting EX-O aboard PN/ PCG vessels as their collateral duty assignment shall not be considered for accreditation as regular EX-O billet.
- J. The designation of PCG Officers as Officer in Charge of BFAR MCS vessel or any PCG vessel is equivalent to an EX-O billet until such time ICAS is awarded to him.
- K. A CGFleet Selection Board shall be created to deliberate prospective EX-O's and their subsequent promotion in billets to higher categories.

VI. CGFLEET EXECUTIVE OFFICER SELECTION BOARD

- A. The CGFleet Executive Officer Selection Board shall be composed of the following Officers:
 - 1. Deputy Commander, CGFleet – Chairman;
(Must be Command Badge Holder)
 - 2. Chief of Staff, CGFleet – Member;
- Voting permanent member
 - 3. F-1, CGFleet – Secretariat;
- Non-voting member
 - 4. F-2, CGFleet - Member;
- Non-voting member if not completed the EX-O Billet;
 - 5. F-3, CGFleet – Member;
- Non-voting member if not completed the EX-O Billet;
 - 6. At least one (1) Command-At-Sea Badge Holder
- Voting non-Permanent Member;
 - 7. At least two (2) incumbent CO of PCG Commissioned Vessel
- Voting non Permanent member;
- B. The Coast Guard Fleet Executive Officer Selection Board shall perform the following duties and responsibilities:
 - 1. To deliberate and recommend Officers who have completed their junior billets aboardship and fully satisfied all requirements for advancement to EX-O billet aboard PCG and MCS vessels.
 - 2. To deliberate and recommend request for accreditation of sea duty for EX-O billet;
 - 3. To deliberate and recommend prospective and current Executive Officers with inept performance or with doubtful competence;
 - 4. To submit result of deliberation to Commander, CGFleet for approval.
 - 5. To perform other task as directed by Commander, CGFleet.

VII. RESPONSIBILITIES:

- A. The AC of S for Personnel, F-1 shall monitor and keep track of sea duty records of prospective and current Executive Officers onboard PCG/ MCS vessels.
- B. The AC of S of Operation, F-3 shall monitor and validate the TST/TMC submitted by prospective and current EX-Os.
- C. The Commanding Officer shall be responsible in evaluating and/or recommending his/ her Junior Officer for promotion to EX-O.
- D. The Commander, CGFREG shall be responsible in conducting the Command at Sea Course and or the EX-O Package Course.
- E. The Commander, Coast Guard Fleet is responsible for the strict implementation of this circular.

VIII. RESCISSION: All publications in conflict with this circular is hereby rescinded.

IX. EFFECTIVITY: This circular will take effect upon publication.

BY COMMAND OF VICE-ADMIRAL TAMAYO PCG:

OFFICIAL:


CONRADO P. PARDILLA
LT PCG
Coast Guard Adjutant

ENRICO EFREN A EVANGELISTA
CAPT PCG
Chief of Coast Guard Staff