



**PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS**  
(Headquarters Philippine Coast Guard)  
139 25<sup>th</sup> Street, Port Area  
1018 Manila

28 October 2015

DCS-HRM  
CIRCULAR  
NUMBER 09-15

**PROCUREMENT OF CANDIDATE FOR NON-OFFICERS IN THE PHILIPPINE  
COAST GUARD SERVICE**

**I. AUTHORITY:**

- a) DCS-HRM Number 05-08 dated 15 May 2008
- b) Republic Act 9993, Philippine Coast Guard Law
- c) Presidential Decree No. 1908
- d) DCS-HRM Number 01-11 dated 10 February 2011
- e) DCS-HRM Number 02-14 dated 27 January 2014
- f) DCS-HRM Number 05-14 dated 24 April 2014
- g) HPCG Circular Number 01-15 Addendum to 01-11 dated 05 March 2015

**II. PURPOSE.**

- a) This circular prescribes the guidelines in the recruitment, screening, selection and processing of applicants for Non-officers to ensure that they have the basic knowledge, skills and attitude required.
- b) Prescribes the policy governing the granting of waivers for height specifically for Indigenous Group or Tribe, age, experience and education requirements for the purpose of Enlistment in the Philippine Coast Guard (PCG). The said requirements are based on the pertinent qualification standards and guidelines as set in pertinent PCG regulations.

- c) To recruit only the qualified applicants through a systematic, thorough and efficient recruitment system.

**III. SCOPE.** This policy applies to all applicants for Enlistment to the PCG service.

**IV. DEFINITION OF TERMS.**

**Enlistment.** It is an act wherein an applicant that possess all the qualifications and none of the disqualifications provided under PCG Circular who aspire to enter Philippine Coast Guard service as a non-officer.

**Specialized Skills or Technical Skills.** Pertains to the abilities of applicants on the following TESDA courses as supported by their documents:

- Auto Engine Rebuilding
- Automotive Servicing
- Automotive Electrical Assembly
- Automotive Mechanical Assembly
- Automotive Wiring Harness Assembly
- Computer Programming
- Computer Technician
- Computer System Servicing
- Computer Hardware Servicing
- Driving
- Electrical Installation and Maintenance
- Gas Metal Arc Welding
- Marine Electricity

**V. QUALIFICATIONS:**

An applicant must possess the following qualifications:

- a. A natural-born citizen of the Philippines;
- b. Of good moral character;
- c. Unmarried and without child;
- d. Not less than eighteen (18) years of age but not more than twenty-six (26) years of age on the date of appointment in the service;
- e. Minimum entry height requirement of 5'0 for both male and female applicants;
- f. Physically and mentally qualified under the existing regulations for Coast Guard Service;

- g. College graduate or has earned at least seventy-two (72) units in only one (1) course as seen in the Transcript of Records (TOR) with TESDA Skills;
- h. PCG Aptitude Battery Test of at least "Below Average" rating;

**VI. DISQUALIFICATIONS.** Notwithstanding the provisions of paragraph V above, no applicant/s in any of the following categories shall be qualified for Enlistment:

- A. Persons serving as an officer, EM, official, or employee in any other capacity in the government or Armed Forces of any foreign country;
- B. Those who were convicted for offenses involving moral turpitude in military or civil courts or any of the crimes against, national security and law of nations, crimes against the fundamental laws of the state, crimes against public order or crimes against public moral;
- C. Has pending criminal, civil or administrative case;
- D. A deserter or felon;
- E. Those separated from the government or civilian service;
  - 1. Under dishonourable conditions.
    - a. As a result of court-martial.
    - b. As a result of administrative proceedings.
  - 2. For unsatisfactory services.
  - 3. Under any condition other than honorable.
- F. Those who will be rated seventy-four percent (74%) and below during the conduct of deliberation, based on the criteria used by the Admissions Board.

**VII. GUIDELINES.**

- A. The Candidates for Non-officer shall be recruited from all the provinces and cities as far as practicable. A nationwide test shall be conducted through designated testing centers.
- B. Recruitment of personnel into the active service shall be dependent on the vacancies created between the actual strength and authorized troop ceiling in a given year and the DBM-approved quota.
- C. Recruitment Quota for Female for Non-officer or Enlistment shall not be less than twenty percent (20%) of the approved vacancy for a particular year however this shall be applied in increments starting at ten percent (10%) until necessary facilities and provisions have been provided and made available in PCG units.

D. Applicants with technical and specialized skills as provided under Para IV (Definition of Terms) shall be given preference in the recruitment of personnel. The PCG shall recruit only the qualified applicants through a systematic, thorough and efficient recruitment system.

E. The Command shall organize respective Personnel Procurement Team/s (PPT) to recruit, screen, select and process applicants from different regions of the country for Non-officer or Enlistment into the PCG service.

F. An Admission Board for screening and panel deliberation of applicants for Non-officer or Enlistment shall be created with the following composition:

CO, PMS	- Chairman
DCS for ISLEN	- Member
Legal Officer	- Member
Medical Officer	- Member
FMCPD	- Member
Recruitment Officer	- Secretariat

G. The result of PCGABT shall be valid for a period of one (1) year.

H. Only applicants in qualified status and have passed the PCGABT, Psychological Test, Medically Cleared and Panel Deliberation shall be included in the list of Candidates for Draftees or CCGM.

I. Qualified applicants or those included in the list of candidates for Non-officer or Enlistment shall submit the following requirements:

- 1) Personal History Sheet (PHS)
- 2) NBI Clearance
- 3) Local PNP Clearance
- 4) Crime Clearance
- 5) Mayor's Clearance
- 6) Municipal Trial Court Clearance (MTC)
- 7) Regional Trial Court Clearance (RTC)
- 8) Barangay Clearance
- 9) Diploma
- 10) Transcript Of Records (TOR)
- 11) PRC License/Certificate Of Civil Service
- 12) NSO Birth Certificate
- 13) Marriage Contract Of Parents
- 14) Certificate Of No Marriage (CENOMAR) available at NSO
- 15) Colored Full Body Picture (Postcard Size)
- 16) Residential Sketch

- J. The CPCG has the sole authority to grant waivers for deficient in pre-entry requirements for Non-officer in the PCG for those who have previously served as non-uniformed personnel of the PCG.
- K. Height waiver of an applicant belonging from Indigenous Group of People shall be waived without setting up a measurement limitation to it provided that the said applicant shall be required to submit to the PMS a certification duly issued by his/her/their head of chief in the group where he/she/they belong/s with a validation or verification of the said certification by the National Commission on Indigenous People (NCIP) in order to ascertain the authenticity of group membership of the applicant/s.
- L. Height waiver of an applicant belonging from Indigenous Group of People will be treated as case to case basis and shall be waived only if an applicant/s possesses a very desirable skill or traits that is needed by the command and skills that can contribute mainly on the functions of the PCG service.

**VIII. PRE-ENTRY REQUIREMENTS COVERED BY THE GRANT OF WAIVERS:**

- a) Pertinent provisions on age and other pre-entry requirements for Non-officer are the following:

**Age** – At least 18 to 26 years old

**Educational Attainment** – Must possess at least seventy-two (72) units of tertiary studies (college)

**Civil Status** – must be unmarried and has no child

- b) Height requirements for Male and Female Applicants must be 153 centimeters (cm) or 5'0 feet.

**IX. WAIVER PARAMETERS.**

- a. The Commandant, PCG may grant the waiver for deficiencies on the requirements as stated in Para VIII. Subject waiver on Age of Applicant for Non-officer shall see to it that the condition of the deficiency shall not exceed two (2) years provided that for applicants who have previously served as non-uniformed personnel, it shall not exceed six (6) years from the date of enlistment.
- b. In addition to the above, the CPCG may further waive civil status pre-entry requirements for applicants who have previously served as PCG non-uniformed personnel provided that the candidate is proven to have a

specialized or technical skills provided in Para IV (Definition of Terms) and other qualifications needed by the command.


**X. RESCISSION.** All provisions of existing policies and regulation, particularly DCS-HRM Number 05-08 dated 15 May 2008, DCS-HRM Number 01-11 dated 10 February 2011, DCS-HRM Number 02-14 dated 27 January 2014, DCS-HRM Number 05-14 dated 24 April 2014 and HPCG Circular Number 01-15 Addendum to 01-11 dated 05 March 2015 is hereby rescinded or modified accordingly upon approval and effectivity of this Circular.

**XI. EFFECTIVITY.** This policy shall take effect immediately upon approval.

**BY COMMAND OF ADMIRAL ISORENA PCG.**

**OFFICIAL**

**OSCAR C ENDONA JR**  
**CAPT PCG**  
Chief of Coast Guard Staff

  
**LIEZEL B BAUTISTA**  
**LCDR PCG**  
Coast Guard Adjutant