HEADQUARTERS PHILIPPINE COAST GUARD
(Punonghimpilan Tanod Baybayin ng Pilipinas)
Deputy Chief of Coast Guard Staff for Human Resource Management, CG-1
139 25th St., Port Area
1018 Manila

08 March 2016

HPCG
CIRCULAR
NUMBER 02-16

PROCUREMENT POLICY FOR THE PCG-PMMA CADETSHIP AND SCHOLARSHIP PROGRAM

I. **AUTHORITY:** Republic Act 9993 (Philippine Coast Guard Law of 2009)

II. **PURPOSE:** This Circular prescribes the guidelines and procedures in the recruitment, screening, selection and processing of applicants for the Philippine Coast Guard-Philippine Merchant Marine Academy (PMMA) Cadetship and Scholarship Program to ensure that the selected applicants have satisfied all the necessary requirements prescribes by law and in accordance with the standards set forth by the Command.

III. **SCOPE:** This policy applies to all PMMA fourth class cadets (first year) who will signify to join the PCG service.

IV. **QUALIFICATIONS:** PMMA fourth class cadets who have satisfied the following requirements shall be recommended for PCG-PMMA cadetship program:

1) Must be a natural-born citizen of the Philippines;
2) Of good moral character;
3) Unmarried and without a child;
4) Not more than 21 years of age;
5) Must be a newly entered cadet;
6) Must have a good academic standing.

V. **DISQUALIFICATIONS:** Notwithstanding the provisions of paragraph IV above, no PMMA cadet in any of the following conditions shall be qualified for PCG-PMMA Cadetship and scholarship program:

1) Has pending criminal or administrative proceedings;
2) Unsatisfactory performance both in academics and non-academic subjects;

3) Separated from the government service under any condition other than honorable;
4) Unsatisfactory health and physical condition.

VI. **PROCEDURE:**

1. The Coast Guard Education and Training Command (CGETC) is the designated unit primary responsible for the administration and implementation of this program.

2. CGETC will create a Selection Board for this purpose. At least fifteen (15) cadets each, taking up Bachelor in Science for Marine Engineering (BSME) and Bachelor of Science in Marine Transportation (BSMT) will be selected annually from among the newly entered fourth class PMMA cadets.

3. The Commander, CGETC will designate an officer to liase with the PMMA and will establish satellite office thereat.

4. Qualified PMMA cadets will be directed to comply and accomplished all the necessary administrative requirements upon taking oath as PCG scholars. Likewise, they will be directed to open their individual personal savings Land Bank account, wherein their stipend and other compensation will be deposited.

5. Commander, CG Finance Center (C, CGFC) shall prepare a separate payroll for PCG-PMMA cadets for the purposes of monitoring and publication as well as to be apprised of the cadets' status whether active, discharge or under administrative proceedings. C, CGFC shall likewise be responsible for the payment of academic related expenses and stipend of cadets in coordination with O/CG-1.

6. That in terms of the monthly base pay, PCG-PMMA cadets will receive the pay and allowances parallel with the other cadets of the military and uniformed personnel in the Department of National Defense and the Department of Interior and Local Government.

7. Annual recruitment for PCG-PMMA cadetship and scholarship program shall be coordinated with the Office of the Deputy Chief of Coast Guard Staff for Comptrollership, CG-6 to ensure appropriate budget programming.

VII. **WAIVER:** Waivers with respect to age of the PCG-PMMA cadets may only be granted if legally contested.

VIII. **PCG-PMMA CADET TRAINING:** Qualified candidates for the PCG-PMMA cadetship and scholarship program shall undergo the standard PMMA training of at least four (4) years at the Philippine Merchant Marine Academy in San Narciso, Zambales. PCG-PMMA cadets who failed to pass the academic and non-academic requirements of the academy in every semester will lose their scholarship and

eventually deleted from the PCG payroll and further shall be dealt with in accordance with the applicable existing rules and regulations.

IX. **COMMISSIONSHIP:**

1. All PCG-PMMA Cadets who successfully passed all the academics and non-academics subjects of the four-year cadetship program will be automatically commissioned as a regular Coast Guard Officers with the rank of an ENSIGN upon graduation.

2. PCG-PMMA cadets who successfully graduate from training shall submit their Commissionship requirements to O/CG-1 (in coordination with the designated Officer from CGETC) at least three (3) months prior the scheduled graduation for purposes of processing their Commissionship application to Secretary, DOTC, provided, that their Commissionship processing will commence upon confirmation that they have passed their training and considered as graduates.

X. **RESCISSION:** All provisions of existing policies and regulation, particularly DCS-HRM Circular Number 01-14 dated 13 January 2014 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 REAR ADMIRAL MELAD PCG:

OFFICIAL:

ENRICO EFREN A EVANGELISTA
COMMO PCG
Chief of Coast Guard Staff

LIEZEL B BAUTISTA
LCDR PCG
Coast Guard Adjutant

0316-099

HEADQUARTERS PHILIPPINE COAST GUARD
(Punonghimpilan Tanod Baybayin Ng Pilipinas)
139 25th St., Port Area
1018 Manila

MEMORANDUM

To	:	**Coast Guard Adjutant**
From	:	**Deputy Chief of Coast Guard Staff for Human Resource Management, CG-1**
Subject	:	Publication of Procurement Policy for the PCG-PMMA Cadetship and Scholarship Program
Date	:	08 March 2016

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1. Herewith is the approved amendment on Procurement Policy for the PCG-PMMA Cadetship and Scholarship Program.

2. In this connection, request publication of said circular effective 04 March 2016.

3. For appropriate action and widest dissemination.

RAMON S LOPEZ
CAPT PCG

HPCG
OFFICE OF THE COAST GUARD
ADJUTANT
RECEIVED
08 MAR 2016
BY: cwm 1600H

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23 FEB 2016 53207

DISPOSITION FORM	SECURITY CLASSIFICATION (if any)
FILE NR: DCS-HRM-0216-036	SUBJECT: **APPROVAL ON PROCUREMENT POLICY FOR THE PCG-PMMA CADETSHIP AND SCHOLARSHIP PROGRAM, REQUEST FOR**

To: CPCG From: CCGS Date: 22 February 2016 Comment Nr_
VIA: DCPCG CAPT LOPEZ:LAT:EEM – 6114

CG-1 22 Feb '16
CG-12 29 Feb '16

SUMMARY:

1. Reference:
   a) DCS-HRM Circular Number 13 January 2014
   b) Letter from DBM dtd 24 July 2015
   c) Legal Comment dtd 10 February 2016

2. Ref **a**, pertains to the current Procurement Policy for the PCG-PMMA Cadetship and Scholarship Program dated 13 January 2014.

3. Per para 6 Section VI of said circular, PCG-PMMA cadets will initially receive a pay grade equivalent to seaman first class (SN1) to cope with the stipend and expenses of regular PMMA cadets. The pay grade will be annually increased to appropriate rank to compensate the growing academic expenses. However on 24 July 2015 the Department of Budget and Management (DBM) approved the inclusion of cadet in the PCG pay scale rank structure, and will receive the same pay grade at par with the Philippine Military Academy (PMA) cadets.

4. Hence, revision on the existing policy regarding pay and allowances of PCG-PMMA cadets must be amended further and for inclusion in the proposed amendment is the provision that "PCG-PMMA cadets who successfully graduate from training shall submit their Commissionship requirements to O/CG-1 (in coordination with the designated Liaison Officer from CGETC) at least three (3) months prior the scheduled graduation for purposes of processing their Commissionship application to the Secretary, DOTC.

5. AC, Coast Guard Legal Service concurred with the policy amendment, provided that their commissionship processing will commence upon confirmation that they have passed their training and considered as graduates.

6. In this connection, CG-1 recommends the amendment of Procurement Policy for the PCG-PMMA Cadetship and Scholarship Program.

RECOMMENDATION:

7. Approval of para 6 and issuance of appropriate orders of the attached draft circular upon approval.

----EVANGELISTA----

ENCLOSURE: Draft Amendment

MAR 04 2016
DATE

APPROVED / DISAPPROVED

COMMANDANT