



**PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS**  
**(HEADQUARTERS PHILIPPINE COAST GUARD)**  
139 25<sup>th</sup> Street, Port Area  
Manila

DCS-HRM

11 April 2017

CIRCULAR

NUMBER 07-17

**REVISED POLICY IN THE PROCUREMENT OF OFFICERS IN THE  
PHILIPPINE COAST GUARD SERVICE**

**I. AUTHORITY.**

- a) Presidential Decree No. 1908
- b) Republic Act 9993, Philippine Coast Guard Law
- c) IRR of RA 9993
- d) DCS-HRM Circular Number 08-15 dated 28 October 2015

**II. PURPOSE.**

- a) To prescribe the general guidelines for the recruitment, screening, selection and processing of applicants for Officer/Commissionship and/or Call to Active Duty (CAD).
- b) To prescribe the policy governing the grant of waivers for height specifically for Indigenous Group or Tribe, age, experience and education requirements for the purpose of Commissionship/CAD 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 Commissionship and CAD to the PCG service.

**IV. DEFINITION OF TERMS.**

**A. Call to Active Duty (CAD).** Is the placement of a person to full-time Coast Guard duty as Ensign (O-1) or Lieutenant (O-3) in the PCG service.

Applicants for Call to Active Duty are those who are appointed as ENSIGN from the regular force of inactive status and will be commissioned to the Coast Guard Service upon approval of the Secretary, DOTr after completion of the Coast Guard Officers Course.

- B. Candidate Coast Guard Officer (CCGO).** Is the initial rank/grade of an applicant for Commissionship after being appointed to the PCG service.
- C. Commissionship.** Is the conferment/appointment of Officer to the rank/grade of Ensign (O-1) or Lieutenant (O-3) in the PCG service.

Commissionship Applicants are those who possess all the qualifications and none of the disqualifications provided under PCG Circular who aspire to become a Commissioned Officer in the PCG service.

- D. Coast Guard Human Resource Management Center (CGHRMC).** Is a unit of the PCG that facilitates the recruitment of an applicant through its Recruitment Branch. HRMC shall recommend all applicants who satisfy all the qualifications and possess none of the disqualifications set by this policy upon the approval of the Commandant, PCG (CPCG)/Head of PCG.
- E. Coast Guard Officers Course (CGOC).** Is the course undertaken by Officers to inculcate the customs and traditions of the PCG. CGOC training is determined by the Coast Guard Education and Training Command (CGETC).
- F. Fields of Specialization (FOS).** are the Functional Commands, Admin Support Commands, Operational Support Commands, Special Service Commands, Technical Service Commands, and Operating Commands of the PCG to which an applicant is projected to be assigned based on his/her specialized skill/s or as determined by the CGHRMC.
- G. General Line Officers (GLOs).** Are officers who comply with all the requirements for advancement in assignment and grades ultimately leading to the position of Commandant, PCG.
- H. Philippine Coast Guard Aptitude Battery Test (PCGABT).** Is a series of tests used by the PCG to select qualified applicants for Officer/Non-officer in addition to all the qualifications and requirements as stated in this policy.
- I. Technical Line Officers (TLOs).** Are officers who by the nature of their pre-entry requirement in education and training are limited to be assigned to a particular occupational specialty.

## V. QUALIFICATIONS IN THE PROCUREMENT OF OFFICERS.

Only applicants who meet the following requirements shall be considered to be in qualified status and recommended for Officer or Commissionship:

### a. General Line Officer:

- 1) A natural-born citizen of the Philippines;
- 2) Of good moral character;
- 3) Single;
- 4) Minimum Entry height requirement of 5'0;
- 5) Physically and mentally qualified under the existing regulations for Coast Guard Service;
- 6) Holder of Baccalaureate degree;
- 7) With Professional Civil Service Eligibility of at least 82% rating or PRC Licensed or any equivalence;
- 8) Has passed the PCGABT;
- 9) At least twenty-one (21) but not more than twenty-eight (28) years of age at the date of appointment in the PCG service except for PCG Non-officer who shall qualify for Commissionship.

### b. Technical Line Officer:

- 1) Chemist, Chemical Engineer, Biologist, Marine Biologist, Nurse, Medical Technologist, Psychologist, Physical Therapist and other Professions considered by the Command as Technical:
  - a) A natural-born citizen of the Philippines;
  - b) Of good moral character;
  - c) Single;
  - d) Minimum Entry height requirement of 5'0;
  - e) Physically and mentally qualified under existing regulations for Coast Guard Service;
  - f) Board passer in their respective fields of profession;
  - g) Has passed the PCGABT;
  - h) At least twenty-one (21) but not more than twenty-eight (28) years of age at the date of appointment in the PCG service.
- 2) Dentist, Veterinarian, Medical Doctor, Lawyer and Chaplain (Priest)/Imam:
  - a) A natural-born citizen of the Philippines;
  - b) Of good moral character;
  - c) Medical Doctors, Lawyers and Imam can be married except for Priest;
  - d) Minimum Entry height requirement of 5'0, however, height waiver may also be allowed for the above Technical Officers;

- e) Physically and mentally qualified under existing regulations for Coast Guard Service;
- f) Board or Bar passer in their respective fields of profession;
- g) Has passed the PCGABT;
- h) At least twenty-six (26) but not more than thirty-six (36) years of age on the date of appointment;
- i) An endorsement from the Commanding Officer of Technical Service he/she is applying for, before processing of his/her application;
- j) Exception to Age Requirement:
  - i. If the applicant/s has previous government service and if tacked to the remaining years to be served in the PCG until reaching the compulsory age retirement of Fifty-six (56) years old, he/she can still accumulate at least 20 years in service to avail of retirement benefits (As stipulated in Section 1 of P.D. 1650);
  - ii. If applicant/s has less than twenty (20) years in the service upon appointment, the applicant is still allowed to apply provided he/she is willing to sign an Affidavit of Undertaking that he/she is only entitled to separation benefits/pay instead of retirement benefits;
  - iii. If applicant/s for Medical Doctors, Lawyers and Priest/Imam agrees to the terms and conditions under the affidavit of undertaking, no age limitation will apply. However, physical fitness to undergo CGOC training will be one of the primary considerations of the Commander of Technical Services in assessing and recommending the applicant.
  - iv. The policy for age requirement for TLOs shall be reviewed by the Commanding Officers of the Technical Service every five (5) years.

## VI. QUALIFICATIONS FOR THE PROCUREMENT OF OFFICERS FOR CAD.

Only applicants in qualified status shall be recommended for Call to Active Duty:

1. A natural-born citizen of the Philippines;
2. Of good moral character;
3. Single (for GLO and Fig. 1 of TLO);
4. Minimum Entry height requirement of 5'0";
5. Physically and mentally qualified under existing regulations for Coast Guard Service;
6. Graduates of Philippine Military Academy (PMA), Philippine Merchant Marine Academy, Philippine National Police Academy (PNPA), US Merchant Marine Academy, United States Coast Guard (USCG), and other graduates of local and foreign service academies;
7. Has passed the PCGABT;

8. Within the age bracket of not more than twenty-eight (28) years of age for GLO and Fig.1 of TLO, and not more than thirty-six (36) years of age for Fig.2 of TLO on the date of appointment in the PCG service;

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

- A. Persons serving as an Officer, Enlisted Man (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 morals;
- C. Has pending criminal, civil or administrative case;
- D. A deserter or felon;
- E. Those separated from the government or civilian service;
  1. Under dishonorable conditions.
    - a. As a result of court-martial.
    - b. As a result of administrative proceedings.
  2. For unsatisfactory service.
  3. Under any condition other than honorable.
- F. Those who will not be recommended by the PCG Officers Admission Board.

**VIII. GUIDELINES.**

- A. The Candidates for Officer/Commissionship and/or CAD shall be recruited from all the provinces and cities as far as practicable. A nationwide test shall be conducted through designated testing centers.
- B. Candidates for Officer/Commissionship shall also be recruited from among qualified PCG Non-officers.
- C. Allowable number for Female quota shall be based on 20% ratio of the total PCG population.<sup>1</sup>
- D. The Command shall organize respective Personnel Procurement Team/s (PPT) from the FOS to recruit, screen, select and process applicants from different regions of the country for Commissionship and CAD into the PCG service.

---

<sup>1</sup> The ratio for Female Officer to Female Non-officer is 1 is to 7 (As stipulated in Section 7 of R.A. 9993).



- E. PCG Officers Admission Board for screening and panel deliberation of applicants for Commissionship and CAD shall be created as follows:

The Admission Board shall be constituted as follows:

Chief of Coast Guard Staff	- Chairman
Commander, CGHRMC	- Member
DCCGS for Education & Training, CG-12	- Member
Legal Officer	- Member
Medical Officer	- Member
Admin Officer	- Provisional Member
Recruitment Officer	- Secretariat

- F. The Admin Officer of the respective FOS shall be designated as Provisional Member of the PCG Officers Admission Board.
- G. The result of PCGABT shall be valid for a period of one (1) year.
- H. The PCGABT shall only be administered during the scheduled examination as determined by O/CGHRMC. Applicants who fail the PCGABT shall be allowed to retake once in a calendar year.
- I. Only Officer/Commissionship and/or CAD applicants in qualified status who have completed the recruitment process shall be included in the list of Candidates for appointment as Candidate Coast Guard Officer (CCGO), Probationary Ensign (P/ENS), Ensign (ENS) or Lieutenant (LT).
- J. Qualified applicants or those included in the list of candidates for CCGO 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 Eligibility
  - 12) PSA Birth Certificate
  - 13) Marriage Contract Of Parents/Birth Certificate of Parents
  - 14) Certificate Of No Marriage (CENOMAR) available at PSA
  - 15) Colored Full Body Picture (White Background, Postcard Size)
  - 16) Residential Sketch
  - 17) Previous Employment Clearance, if any;
  - 18) Congressional Nomination (Optional)

K. Qualified applicants or those included in the list of candidates for Commissionship/CAD shall submit the following requirements:

1. Summary of Information (SOI)
2. Birth Certificate
3. Diploma
4. TOR
5. Statement of Service (SOS)
6. PFT Clearance
7. Medical Clearance
8. NBI Clearance
9. Ombudsman Clearance
10. Sandiganbayan Clearance
11. CG-2 Clearance
12. CGIAS Clearance
13. Legal Clearance
14. Money and Property Accountability Clearance
15. Colored Full Body Picture (General Office Attire "A", White Background, Postcard size); and
16. Other documents as may be required

L. CPCG/Head of PCG has the sole authority to grant waivers for deficiencies in age, height and marital status for Commissionship and/or CAD in the PCG.

M. To offset any regulation which is not satisfied, the CPCG/Head of PCG, as may be recommended by the PCG Officers Admission Board, may consider applicant for admission to cater to the needs and exigencies of the PCG service.

N. The CPCG/Head of PCG can waive only one (1) deficiency or regulation in favor of an individual for Commissionship/CAD.

O. The CGHRMC, through its Recruitment Branch, shall screen applicants who do not fully satisfy the regulations as stated above and determine if said individual possesses redeeming qualification, exceptional professional competence or unique skills which would justify the grant of waiver.

P. The CGHRMC shall then endorse the recommended names of applicants together with the justification for the grant of waiver to the CPCG/Head of PCG for approval.

Q. Height waiver of an applicant belonging to an Indigenous Group of People shall be waived without setting up a measurement limitation provided that



the applicant submits 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 the group membership of the applicant/s.

- R. Height waiver of an applicant belonging to an Indigenous Group of People may be exercise provided that they have all the qualifications and none of the disqualifications as provided in this Circular.
- S. Age waiver for applicants for Commissionship for TLOs shall be limited to not more than 36 years which is in compliance to the requirement of RA 9993 so that said officer could at least render 20 years of active service to the PCG when he/she reaches the age of 56, which is the age for compulsory retirement, excluding however those who have rendered government service to another government agency either as a uniformed official or as a civilian employee as qualified by R.A 9993, Sec 15 on Active Service.
- T. In compliance with Section 12 of R.A. 9993, Chaplain, Dentists, Lawyers, Medical Doctors and Veterinarians should be commissioned as Coast Guard Lieutenant (O-3) even before they undergo the CGOC training. Hence, CGOC training is not a requirement for Commissionship as Lieutenant (O-3). Furthermore, considering the field of expertise and training acquired by the subject TLOs, their CGOC training shall be approximately three (3) months or Seven Hundred Twenty (720) hours, this is also in conformity with the existing Course of Framework being used by CGETC.

**IX. PRE-ENTRY REQUIRMENTS COVERED BY THE GRANT OF WAIVERS:**

- a. Pertinent provisions on age and other pre-entry requirements for Commissionship/CAD are the following:
  - i. For General Line Officer

Rank	Age Limit
CCGO or P/ENS	28
CCGO or P/ENS (From the Ranks)	N/A

ii. For Technical Line Officer

Rank	Age Limit
ENS	28
LT	36

b. Height requirement must be 152.40 centimeters (cm) or 5'0 feet.

**X. WAIVER PARAMETERS.**

- a) The CPCG/Head of PCG may grant the waiver for deficiencies on the requirements as stated in Para IX. Subject waiver for age shall see to it that the condition of the deficiency does not exceed one (1) year from the date of appointment;
- 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 (NUP) provided that they satisfy at least two (2) criteria as stated in Para VIII (Guidelines) M.

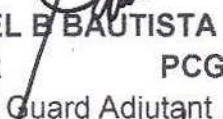
**XI. RESCISSION.** All provisions of existing policies and regulations not consistent with the provisions of this policy are hereby rescinded or modified accordingly upon approval and effectivity of this Circular.

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

**BY COMMAND OF COMMODORE GARCIA:**

OFFICIAL:

**JOSE WILLIAM U ISAGA**  
**CAPT PCG**  
Chief of Coast Guard Staff

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

03/05/17