



PHILIPPINE COAST GUARD AUXILIARY

REGULATIONS MANUAL
2026 EDITION





TANGGAPAN NG KOMANDANTE
(OFFICE OF THE COMMANDANT)
PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(National Headquarters Philippine Coast Guard)
139 25th Street, Port Area
1018 Manila

LETTER OF PROMULGATION

To : All Concerned

Subject : **Updated and Revised Philippine Coast Guard Auxiliary (PCGA) Regulations Manual**

Date : 19 January 2026

1. In line with the commitment of the Philippine Coast Guard (PCG) to strengthen partnership with its auxiliary arm, and in recognition of the evolving needs of maritime governance, the **Updated and Revised Philippine Coast Guard Auxiliary Regulations Manual** is hereby formally promulgated.

2. This revised edition supersedes all previous versions and shall serve as the official and authoritative reference for the structure, governance, operations, training, and engagement of the Philippine Coast Guard Auxiliary (PCGA). It incorporates newly adopted and enhanced command policies aligned with the modernization initiatives of the PCG, ensuring the effective integration of auxiliary support into PCG mandates.

3. A significant provision in this edition is the inclusion of the PCGA Executive Squadron, which shall serve as a strategic-level advisory and operational support body composed of senior and highly qualified Auxiliary Officers. The Executive Squadron shall be tasked with assisting in the formulation of high-level initiatives, coordination with national and regional agencies, and the advancement of PCGA capabilities in alignment with the strategic directives of the Command.

4. All PCG units and PCGA are hereby directed to study, implement, and uphold the provisions contained in this Manual. Coast Guard District Commanders shall ensure the wide dissemination of this Manual and monitor its proper observance. All previously issued regulations, circulars, or policies inconsistent with the provisions of this Manual are hereby repealed or amended accordingly.

5. This Manual shall take effect immediately upon publication and official dissemination. It is issued for **guidance, compliance, and future reference**.


ADMIRAL RONNIE GIL L GAVAN PCG
Commandant, Philippine Coast Guard



Philippine Coast Guard
OFFICE OF THE COMMANDER
HEADQUARTERS COAST GUARD CIVIL RELATIONS SERVICE
Muelle dela Industria, Farola Compound
Binondo, Manila

ACKNOWLEDGEMENT

It is with great honor and privilege that I extend my heartfelt congratulations to the Philippine Coast Guard Auxiliary (PCGA) on the publication of this Regulations Manual.

This significant milestone serves not only as a guide for the organization but also as a lasting testament to its unwavering commitment to discipline, professionalism, and service to our nation.

The PCGA has always been a steadfast partner of the Philippine Coast Guard, working hand in hand with dedication and selflessness in fulfilling our shared mandate of promoting maritime safety, environmental protection, and humanitarian service. With the issuance of this Manual, every Auxiliarist is equipped with clear policies, standards, and guidance that will further strengthen the foundation of unity, order, and accountability within the Corps.

As Commander of the Coast Guard Civil Relations Service, I recognize the indispensable role of the PCGA in extending the Coast Guard's reach to communities, fostering partnerships, and strengthening public trust. Your selfless service exemplifies the true meaning of bayanihan-working together for the greater good of our nation.

May this Manual not only guide your actions but also inspire you to uphold the highest ideals of integrity, commitment, and patriotism. Together, let us continue to safeguard our seas, protect our people, and contribute to building a stronger and more resilient Philippines.

Mabuhay ang Philippine Coast Guard Auxiliary!
Mabuhay ang Philippine Coast Guard!

RADM TEOTIMO R BORJA JR PCG
Commander, Coast Guard Civil Relations Service



Philippine Coast Guard Auxiliary
OFFICE OF THE NATIONAL DIRECTOR
10TH Floor Standard Insurance Building
999 Pedro Gil St. corner Agoncillo St. Ermita Manila
1000 Metro Manila

ACKNOWLEDGMENT

Warmest greetings!

As the National Director of PCGA, I convey my profound gratitude to the Commandant of the Philippine Coast Guard, ADM RONNIE GIL L GAVAN PCG, whose leadership, vision, and unwavering support have been instrumental in the successful completion of PCGA's mandate. Your commitment to strengthening the synergy between the PCG and the PCGA continues to inspire us to serve with excellence, integrity, and professionalism.

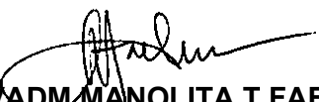
Our sincerest appreciation is likewise extended to our partners in this comprehensive revision process: RADM TEOTIMO R BORJA JR PCG, Commander of the Coast Guard Civil Relations Service (CGCRS); COMMO LEJANIE DY PCG, Deputy Chief of Coast Guard Staff for Civil Relations Service (CG-7); together with the entire CG-7, the Civil Relations Service, and the Legal Team of the Philippine Coast Guard. Your patience, diligence, and steadfast guidance ensured that this Manual remains responsive, relevant, and aligned with the mandates and evolving mission of our organization.

To all the members of the PCGA Technical Working Group (TWG), I extend my deepest appreciation to their dedication and meticulous review which resulted to the successful revision of the Manual. Their commitment, countless hours of consultation, and unwavering support to organizational excellence have ensured that this Manual embodies clarity, discipline, and forward-looking direction for the Auxiliary.

Finally, I extend my sincere appreciation to all members of the National Auxiliary Board and to every PCGA officer and member who, in one way or another, contributed their time, expertise, and unwavering support toward the completion of this Revised PCGA Regulations Manual of 2026. Your collective efforts reflect the true spirit of volunteerism, unity, and service that define the Philippine Coast Guard Auxiliary.

May this 2026 Revised PCGA Regulations Manual serve as a guiding framework that strengthens our organization, enhances our operational readiness, and upholds our enduring commitment to assist the Philippine Coast Guard in safeguarding life and property at sea and serving the Filipino nation.

Mabuhay ang Philippine Coast Guard! Mabuhay ang Philippine Coast Guard Auxiliary!


AUX VADM MANOLITA T FAELNAR PCGA
National Director, PCGA



Pambansang Punonghimpilan Tanod Baybayin ng Pilipinas
(National Headquarters Philippine Coast Guard)
OFFICE OF THE DEPUTY CHIEF OF CG STAFF FOR CIVIL RELATIONS SERVICE, CG-7
139 25th Street, Port Area
1018 Manila

FOREWORD

The Philippine Coast Guard Auxiliary (PCGA) has long stood as a vital partner of the Philippine Coast Guard (PCG) in advancing maritime safety, search and rescue, marine environmental protection, and community relations. As an organization rooted in volunteerism and civic duty, the PCGA embodies the spirit of service to the nation and the maritime community.

This *PCGA Regulations Manual* has been carefully prepared to serve as a comprehensive guide for all Auxiliary members. It consolidates essential policies, organizational principles, and operational protocols to ensure unity of action and consistency in practice across all PCGA squadrons and units nationwide. In this revised edition, approved Command policies have also been incorporated, particularly those relating to recruitment, promotion, election, uniform, special policies, administrative discipline, PCGA decals, and other pertinent matters.

By adhering to these regulations, members are better equipped to carry out their responsibilities with discipline, integrity, and professionalism, in alignment with the mission and vision of the Philippine Coast Guard. It is my earnest hope that this Manual will not only strengthen the organizational framework of the PCGA but also inspire every member to uphold the highest standards of volunteer service.

Let this serve as both a guide and a reminder of the noble role the PCGA plays in supporting the Coast Guard and contributing to national development. With this, may the PCGA continue to grow as a steadfast partner in safeguarding our nation's maritime domain, guided by the principles of service, patriotism, and solidarity.


COMMO LEJANIE T DY PCG

Deputy Chief of Coast Guard Staff for Civil Relations Service, CG-7

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CHAPTER I

HISTORY and ADMINISTRATION

Section A. CREATION OF THE PHILIPPINE COAST GUARD AUXILIARY

On February 9, 1972, during the evening cocktails at the Philippine Navy Officers' Club commemorating Philippine Navy Day, the then Commandant of the Philippine Coast Guard announced the intention of the Navy Flag Officer-in-Command to form a civilian volunteer unit to assist the Philippine Coast Guard (PCG). All those present during the cocktails, including some officials of the Manila Yacht Club, gave their outright support to the plan, and subsequent events led to the formation of what later became known as the Philippine Coast Guard Auxiliary (PCGA).

The PCG in the performance of its functions under Republic Act No. 5173 may perform any and all acts necessary to rescue and aid persons. This authority formed the basis for the creation of the PCGA on February 9, 1972 at the Philippine Navy Officers' Club. The PCGA eventually expanded and is now a large organization. It is also officially covered under Section 11 of Republic Act No. 9993, otherwise known as the PCG Law of 2009. Since then, the PCGA has been instrumental in providing support and assistance to the PCG in the promotion of safety of life and property within the maritime jurisdiction of the Philippines.

Section B. THE ORGANIZATION OF THE PHILIPPINE COAST GUARD AUXILIARY (PCGA) UNDER REPUBLIC ACT NO. 9993, OTHERWISE KNOWN AS THE PHILIPPINE COAST GUARD LAW OF 2009

In recognition of the important role and contributions of the PCGA and its members, the legislators deemed it necessary to include in Republic Act No. 9993, otherwise known as the "Philippine Coast Guard Law of 2009," a provision that clearly defines the establishment of the PCGA as a civilian volunteer organization formed to assist the PCG in the promotion of safety of life and property at sea, the preservation of the marine environment and its resources, the conduct of maritime search and rescue, the maintenance of aids to navigation, recreational safety, and such other activities that enhance maritime community relations including civic action, participation in the National Service Training Program (NSTP), youth development, and other related activities. The PCGA is a volunteer civilian organization initially established to assist the Philippine Coast Guard in search and rescue, as most of its first members were boat and yacht owners. Boat safety has also been identified as an additional concern. It has a PCGA district under every regular Coast Guard district and operates based on PCG-approved annual PCGA plans and programs and is governed by the PCGA Manual of Regulations promulgated by the PCG Commandant.

Hence, the enactment of RA 9993 further strengthened the bond between the PCG and the PCGA toward achieving a safe, clean, and secure marine environment for the entire Filipino people.

Section C. PCGA ADMINISTRATION – GENERAL

1. AUTHORITY

Republic Act No. 9993 provides for the exercise of direct control and supervision of the PCGA by the Commandant of the PCG and his duly designated representatives over the overall activities of the PCGA. In the exercise of his administrative authority, the Commandant authorizes the PCGA to organize various units and elements, and to elect and appoint leaders (as prescribed in this Manual) to effectively plan, coordinate, and carry out the PCGA's missions.

2. COMMANDANT, PHILIPPINE COAST GUARD

The Commandant (CPCG), as the head of the PCG, exercises direct control and supervision over the PCGA. This power encompasses the leadership and membership of the PCGA. The Commandant is responsible for the overall administration, and prescribes policies, and directs and supervises the endeavors and performance of the PCGA.

Supervision and control shall mean including but not limited to the following:

- a. direct the performance of duty;
- b. restrain or prevent the commission of unauthorized acts;
- c. review, approve, reverse, or modify acts and decisions of subordinate officers or units;
- d. determine priorities in the execution of plans and programs; and
- e. prescribe standards, guidelines, plans, and programs.

The Commandant may designate another senior officer to act on his behalf based on a defined delegation of authority.

3. DEPUTY CHIEF OF COAST GUARD STAFF FOR CIVIL RELATIONS SERVICE, CG-7 (DCCGS for CRS, CG-7)

The Deputy Chief of Coast Guard Staff for Civil Relations Service, CG-7 shall have the authority to direct PCGA administration within the policies established by the Commandant.

The DCCGS for CRS, CG-7 shall:

- Consolidate PCGA-related information for encoding in the PCGA database in coordination with NAMO Human Resource Management.
- Formulate policies pertaining to PCGA administration and operations;
- Process all incoming communications and transmit them to the PCGA, through the ND, all instructions, policies, and guidance as may be given by the Commandant.

- Conduct PCGA indoctrination for all PCGA Executive Squadron applicants in coordination with CGCRS.

4. COMMANDER, COAST GUARD CIVIL RELATIONS SERVICE (CGCRS)

The Commander, Coast Guard Civil Relations Service shall have the authority to direct PCGA operations within the policies established by the Commandant.

The Commander, CGCRS shall:

- Facilitate the vetting process of PCGA applications prior to endorsement to NHQ-PCG and subsequently until the issuance of appropriate orders by the DCCGS for CRS, CG-7.
- Furnish the Deputy Chief of Coast Guard Staff for Civil Relations Service, CG-7 with reports on the conduct of PCGA activities that are operational in nature.
- Monitor, supervise, and coordinate the operational movements of the PCGA.

5. COMMANDER, COAST GUARD DISTRICT (C, CGD)

The Commander, Coast Guard District (C, CGD) is the most senior Philippine Coast Guard (PCG) officer assigned to a Coast Guard District. He is responsible for the efficient, safe, and effective execution of PCG duties and functions, as well as the optimal utilization of assigned personnel and facilities.

The C, CGD serves as the primary representative of the PCG on all matters involving the Philippine Coast Guard Auxiliary (PCGA) within the district. He exercises administrative supervision and operational coordination over the PCGA in accordance with existing, rules and regulations issued by the Commandant.

The C, CGD may recommend the appointment and promotion of PCGA officers up to the rank of Auxiliary Captain (AUX CAPT) for the consideration of the Commandant, provided that all appointments comply with existing qualification standards and prescribed procedures.

The C, CGD shall oversee the conduct of background investigation of the applicants for the regular squadron prior endorsement to CGCRS.

6. COAST GUARD STATION COMMANDER (STACOM)

PCGA members should keep in mind that the Coast Guard Station Commander (STACOM) is a vital source of PCG information that can provide guidance on PCGA matters, including special projects and inter-agency coordination. Members must observe the chain of leadership and management in all communications to ensure the orderly conduct of organizational activities.

The STACOM shall serve as the Chairperson of the Election Committee

(ELECOM) responsible for overseeing and facilitating the election process for the position of Director, Auxiliary Squadron (DAS), and Director, Auxiliary Division (DADiv). The Station Commander shall ensure that the election is conducted in a fair, transparent, and orderly manner, in accordance with the established guidelines and regulations of the Philippine Coast Guard Auxiliary (PCGA).

The STACOM shall monitor all PCGA activities to ensure immediate response to any emergencies within their respective Areas of Responsibility (AOR).

7. COMMANDER, CIVIL RELATIONS GROUP (C, CRG)

The Commander, Civil Relations Group (C, CRG) shall be primarily responsible for the recruitment and indoctrination of all PCGA applicants, in close coordination with the Coast Guard Station Commander. The CRG shall ensure that all applicants meet the prescribed qualifications and are properly oriented on the mission, vision, and core values of the PCGA.

During the election for the position of Director, Auxiliary Squadron (DAS), and Director, Auxiliary Division (DADiv), the C, CRG shall serve as Vice Chairperson to the STACOM. In this capacity, the CRG Commander shall assist the Chairperson in supervising the conduct of the election and in ensuring compliance with all applicable election rules and procedures.

The Commander, CRG shall submit an after-activity report on all PCGA activities within its area of responsibility to the concerned PCG District Commanders and to the C, CGCRS for proper monitoring and documentation.

Section D. LEADERSHIP AND MANAGEMENT

Nature of Leadership and Management

The PCGA is a purely civilian and voluntary organization created to assist the PCG in the performance of the PCG's duties and functions as provided by law. The PCGA is neither a separate nor an independent organization of the PCG. The PCGA's existence and purpose is anchored in the PCG, hence all its administration and operations depend on the policies and guidelines prescribed by the PCG. All actions, programs, policies, and undertakings of the PCGA shall be guided by and remain aligned with the PCG's core principles, mission, and values. Member units and personnel are expected to uphold and promote these guiding principles in the performance of their duties and in the conduct of their respective mandates.

However, no military command authority exists within the PCGA. Accordingly, no military command authority can be imposed on or demanded by the PCGA. As such, the process is best described as a chain of leadership and management rather than a chain of command.

Structure

The PCGA is organized into four (4) unit levels, namely: National Auxiliary Main Office (NAMO), PCGA District, PCGA Squadron and PCGA Division. Supporting their activities are the PCGA Functional, Administrative, Operational, Special, Operating, and Technical Services, headed by respective Directors who report directly to the National Director and the two Deputies. These services may provide recommendations to the concerned Deputy on program formulation and monitoring, and may participate in District, Squadron, and Division activities related to their areas of concern.

PCGA leaders responsible for unit administration and supervision are elected at each level and endorsed by the ND to the Commandant for the issuance of appropriate General Orders (GO), except for the above-mentioned services, whose appointments shall be recommended by the National Director to the DNDO and DNDA with the concurrence of CGCRS and CG-7. However, such recommendations do not preclude the Commandant's power to determine and appoint a qualified and competent official to lead any PCGA unit.

PCGA leaders may appoint appropriate staff officers to carry out PCGA missions and programs approved by the PCG, subject to the concurrence of CG-7 and CGCRS for NAMO staff officers, and the Coast Guard District Commander for Auxiliary District, Squadron, and Division Staff.

The qualifications of the elected and appointed officers of the PCGA are set out in Chapter 4 (PCGA Organizational Structure).

Chain of Leadership and Management

The four (4) administrative unit levels are coordinated through a PCGA chain of leadership and management under the control of the Commandant, with the Commander, Coast Guard Civil Relations Service (CGCRS) exercising immediate control and supervisory functions over the activities of the PCGA organization. This concept pertains to the level of responsibility of each elected and appointed member in accordance with the organizational hierarchy. This PCGA chain of leadership and management is patterned after, but not identical to the chain of command in the regular PCG organization.

In the PCGA, the phrase "chain of leadership and management" describes a primary system of communication and responsibility providing for an effective and efficient path for relaying information through all organizational levels.

a. Leadership

When correspondence is submitted via another elected or appointed PCGA leader in the chain of leadership and management, the concerned member must immediately endorse and forward such correspondence as required. Good leadership and management demand the existence of proper channels for members to follow and respect. This process ensures that every activity is well-monitored and carried out by the most capable members thus preventing confusion, avoiding delays in action, and allowing for orderly and

courteous flow of information.

b. Elected Leaders

PCGA elected leaders must convey policy accurately and consistently to PCGA unit members via the chain of leadership and management. Likewise, all members are expected to use the chain of leadership and management for providing and obtaining information and in voicing appropriate concerns.

Section E. LEADERSHIP AND MANAGEMENT RELATIONSHIP

1. National Director

The authority of the **National Director**, PCGA, is derived from the mandate of the PCGA membership through a **democratic electoral process**. This election process grants the National Director the authority to lead and manage the PCGA and to fulfill the responsibilities associated with the office. The National Director, PCGA is a position of trust and confidence reposed by the Commandant, PCG.

2. Deputy National Director for Operations and Deputy National Director for Administration

The National Director shall have a Deputy National Director for Operations and a Deputy National Director for Administration.

The Deputy National Director for Operations is second in leadership to the National Director and, when directed, acts for and on behalf of the ND in matters involving the PCGA. Deputy National Director for Administration (DNDA) is third in the PCGA leadership and, when directed, acts for and on behalf of the ND in matters involving the PCGA. However, the Chief of Staff, PCGA may communicate directly with the office of the Deputy Chief of Coast Guard Staff for Civil Relations Service, CG-7 on matters concerning NAMO staff and the coordination of PCGA programs.

3. Director Auxiliary District (DAD)

At the Coast Guard District level, linkage is achieved by the DAD with the respective Commander, Coast Guard District (C, CGD), through the Deputy Commander, Coast Guard District who is in charge of PCGA affairs in the district. C, CGD supervises PCGA matters pertaining to the proper execution of projects and disaster response activities in the district.

The DADs, within their respective Area of Responsibility (AOR) shall:

- Represent the PCGA during regular meetings with the respective C, CGD.
- Implement the PCGA programs and policies at the PCGA District level and be in charge of all PCGA activities within their area of coverage.

- Maintain close liaison with the DAS, supervise their activities and provide needed advice and counsel.
- Assist the DAS in solving problems that cannot be resolved at squadron/division levels.
- Preside over scheduled PCGA District monthly meetings and any planning meetings.
- Be responsible for the conduct of PCGA programs.
- Represent their districts at the National Auxiliary Board (NAB) meetings and attend PCGA Squadron conferences as necessary.
- Keep the ND and the respective District Commanders informed of progress made in planning and executing the policies and programs of the PCGA through submission of regular written reports.

4. Director Auxiliary Squadron (DAS)

At the Coast Guard Station level, linkage is achieved by the DAS with the respective Commander, Coast Guard Station (C, CGS) through the Deputy Commander, Coast Guard Station, who is in charge of PCGA Affairs in the station. The C, CGS supervises PCGA matters pertaining to the proper execution of projects and disaster response activities in the station.

The DAS, within their respective Area of Responsibility (AOR), shall:

- Represent the PCGA during regular meetings and coordination with the respective C, CGS.
- Implement the PCGA programs and policies at the PCGA Squadron level.
- Maintain close liaison with the DAD, supervise squadron activities, and provide needed advice and counsel.
- Assist the DAD in solving problems that cannot be resolved at the PCGA Division level.
- Preside over scheduled PCGA Squadron monthly meetings and any planning meetings.
- Be responsible for the conduct of PCGA programs by the Squadron.
- Represent their Squadrons at the District Auxiliary Board (DAB) meetings and attend PCGA Division meetings as necessary.
- Keep the DAD and the respective Station Commanders informed of progress made in planning and executing the policies and programs of the PCGA through submission of regular written reports.
- Be responsible for receiving and endorsing applications of prospective

PCGA members to the CRG for processing and evaluation.

5. Director Auxiliary Division

The Directors of Auxiliary Divisions, within their respective Area of Responsibility (AOR), shall:

- Represent the PCGA during regular meetings and coordinate with the respective Commanders of Coast Guard Sub-Stations within their area of responsibility.
- Implement the PCGA programs and policies at the PCGA Division level.
- Resolve problems at the division level.
- Preside over scheduled PCGA Division meetings.
- Be responsible for the conduct of approved PCGA programs.
- Call for meetings and coordination, as needed.
- Keep the DAS informed of progress made in planning and executing the policies and programs of the PCGA through submission of regular written reports.

Section F. PCGA LEADERSHIP AND MANAGEMENT

The PCGA, as a civilian volunteer organization, presents unique leadership and management challenges. There is no military command authority within the PCGA.

1. Leadership

Leadership and management capability rests on the members' consent and on the effective leadership skills of elected and appointed leaders. No group, including the PCGA, can function effectively without direction and goals. Leaders must conduct planning, provide coordination, and employ appropriate motivational techniques to attain desired objectives. Most successful leaders demonstrate strong human-relations skills. Effective PCGA leaders convince members to accept personal responsibility for task and mission accomplishment to accomplish missions for which they volunteered. Elected PCGA leaders are encouraged to seek help from past leaders and draw on their experience whenever possible.

2. Established Management Procedures

There are certain established routines that can help in PCGA unit management, first and foremost is proper planning. The elected leaders should carefully select a staff, develop a schedule of events and meetings, and establish a budget. Newly elected leaders must be thoroughly familiar with the PCGA Manual governing PCGA missions and programs.

3. Annual Budget

To plan expenditures properly, every PCGA unit should have a clearly established annual budget. The annual budget and periodic (quarterly/monthly) expenditure and financial reports should be presented, and a copy submitted to the DAD for subsequent submission to the ND. This provision shall be subject to the supervisory review of the CPCG through CG-7.

4. Transparency

The PCGA, as a voluntary organization and an offshoot of government service, shall adhere to the principle of transparency. All financial reports concerning the annual budget and any mandatory member contributions shall be made available by NAMO, PCGA District, PCGA Squadron, or PCGA Divisions at every NAB meeting. This provision shall be subject to the supervisory review of the CPCG through CG-7.

5. PCGA Database

The Office of the Deputy Chief of Coast Guard Staff for Civil Relations Service, CG-7 (O/CG-7) shall operate and manage the PCGA database which contains all pertinent data (e.g. General Orders (GOs), awards, squadron assignments, etc.) for members at all unit levels.

The database functions as a management tool that is effective only when members provide accurate and timely inputs. NAMO may obtain information or files from the database.

The database maintained by O/CG-7 is intended to assist the CGCRS, through the Chief Coordinator, in monitoring PCGA affairs and to help the PCGA leadership track, manage, and generate reports on PCGA programs, projects and activities. It will also facilitate preparation of program-implementation assessments for the Commandant. The PCGA Affairs office of O/CG-7 shall not permit disclosure, by any means, of members' personal data, in accordance with the Data Privacy Act.

Section G. MEMBER ANNUAL DUES

In support of the programs and activities duly authorized for the Philippine Coast Guard Auxiliary (PCGA), each member shall be assessed annual dues, the amount of which shall be commensurate with the member's rank as determined and approved by the National Advisory Board (NAB). Assessments and dues shall be subject to NAB resolution. This is the PCGA's established funding system. To ensure proper control, these funds—managed by PCGA units and leaders—shall be properly accounted for, and the required monthly and annual financial reports shall be submitted and maintained at all levels. Funds generated are used to maintain PCGA units/offices and for authorized administrative and operational expenses; all such funds shall be accounted for and audited monthly and annually by the appropriate PCGA officers. This provision shall be subject to the supervisory review of the CPCG through CG-7

Procedures:

1. The DAS shall be responsible for collecting members' annual dues. The Squadron must remit the share of the National and District funds and remitting the appropriate percentage, as determined by the NAB, to the National Auxiliary Funds and to the PCGA District funds.
2. Members' annual dues shall be paid not later than 30 January each year.
3. The squadron must forward its share to the National and District funds not later than 15 February of each year.
4. Incoming members who join during the first six (6) months of the year will be assessed the full annual dues; those who join after this period will be assessed a pro-rata amount. New members must remit their dues to the squadron within fifteen (15) days of the induction.
5. PCGA squadrons will retain the remaining balance of their collections to fund administrative and operational expenses.
6. The District Auxiliary Director (DAD) shall submit a comprehensive report on the financial status of the District Auxiliary Organization at every National Auxiliary Board (NAB) Meeting.

A monthly financial report shall be read as part of the agenda at meetings of the PCGA Division, Squadron, District, and National levels. As all members are attached to a particular PCGA Squadron, they shall pay dues to their respective squadrons, except flag-rank officers, who shall pay directly to the NAMO. The PCGA Division shall officially transmit copies of its monthly and annual accomplishment and financial reports to the squadron for review and reference. Likewise, the squadron shall prepare the same reports and officially transmit them to the PCGA District. The PCGA District shall prepare and submit these reports to NAMO.

Section H. PCGA NATIONAL CONVENTION

The PCGA National Convention (NACON) is the annual nationwide gathering of PCGA members that promotes camaraderie, unity, and esprit de corps while reinforcing their collective support to the mission of the Philippine Coast Guard.

The DAD who wishes to host the NACON shall submit their bid proposal to NAMO one (1) month prior to the date of the National Convention for evaluation by the NAB.

Bid proposal shall include the following: financial aspects such as registration fees; hotel and accommodation fees; convention venue and fee; availability and frequency of transportation (land/air/water); side trips (tourist destinations); and the percentage share of NAMO from convention proceeds.

The NAB shall vote for the most capable bidder during the National Convention. The bidder garnering the highest number of votes shall be declared the winner during the convention and shall receive the PCGA Flag as a symbol of acceptance.

PCGA National Convention (NACON) is regularly held in May. During the Philippine national election year, NACON shall remain in May, but elections for key PCGA leadership positions shall follow a revised schedule:

Directors of Auxiliary Squadrons (DAS) and Divisions (DADiv) – January;
Directors Auxiliary Director (DAD) – February;
National Director, PCGA – first week of March.

In non-election year (Philippine National Level), regular schedule of PCGA election as stipulated in this Manual shall be followed.

Section I: INTERNATIONAL CONVENTIONS

PCGA members who wish to participate in international convention such as, but not limited to, the United States Coast Guard (USCG) Auxiliary National Convention shall formally signify their intention through a written communication addressed to the NAMO. Participation is voluntary and at personal expense, unless otherwise authorized.

All approved delegates shall be required to attend a Pre-Departure Orientation to be conducted by the Deputy Chief of Coast Guard Staff for Civil Relations Service, CG-7. This orientation shall provide guidance on international representation protocols, mission alignment, and expected conduct during the convention.

Participation in the convention shall be considered an official representation of the PCGA and the Philippine Coast Guard. As such, delegates are expected to uphold the highest standards of professionalism, decorum, and alignment with the organizational values and objectives of the PCGA and the PCG. The participation of the PCGA shall be subject to the approval of the CPCG.

CHAPTER 2

MISSIONS, FUNCTIONS AND PROGRAMS

Section A. MISSION

The PCGA shall assist the PCG in the performance of its duties and functions, subject to the limitations set by RA 9993 and its Implementing Rules and Regulations.

Section B. FUNCTIONS

The PCGA shall continue to exist as a civilian volunteer organization under the PCG and shall have the following mandated functions under the supervision of the PCG:

1. Assist the PCG in search and rescue operations and in responding to ship emergency situations;
2. Assist the PCG in promoting the safe operation of vessels and the conservation of the country's marine resources through information dissemination and training, and in responding to emergencies at sea that involve containment of marine pollution and the protection of marine resources;
3. Assist the PCG in the maintenance and development of aids to navigation and in the promotion of its significance;
4. Promote youth development to enhance their concern for sea safety and the protection of marine environment;
5. Assist the PCG in the implementation of PCG Oriented NSTP-CWTS Program;
6. Promote goodwill and fellowship in the PCGA and with related domestic and international organizations;
7. Assist the PCG in the performance of Humanitarian Assistance and Disaster Response (HADR);
8. Assist the PCG in carrying out its plans and programs; and
9. Coordinate with the concerned PCG units on all PCGA activities conducted within AORs

Section C. PROGRAMS/ ACTIVITIES AUTHORIZED FOR MEMBERS

This section describes the various programs/activities in which members are currently authorized to participate.

1. Information Sharing

The PCGA plays a significant supporting role to the Philippine Coast Guard (PCG) in various maritime-related activities, including information sharing which includes the following:

Assisting in Search and Rescue (SAR) Operations: The PCGA provides vital information during SAR operations, including reports of distress calls, weather conditions, and the status of vessels in distress.

Maritime Safety and Environmental Protection: The PCGA shares data related to navigational hazards, oil spills, or illegal fishing activities, which help the PCG and other maritime agencies take appropriate actions.

Public Awareness and Advocacy: The PCGA is also involved in educational campaigns and community outreach programs. Information about maritime safety, laws, and regulations is shared with the public, particularly to enhance community participation in preventing maritime accidents and environmental damage under the supervision of the PCG.

Youth Development: The PCGA actively promotes maritime awareness among the youth through leadership training, coastal clean-up drives, and civic programs. Information sharing is also emphasized to educate young individuals about maritime safety, environmental stewardship, and national responsibility, fostering their role as future advocates of marine conservation and public service.

HADR: The PCGA supports the Philippine Coast Guard in delivering timely and effective humanitarian aid and disaster relief during emergencies. This includes the dissemination of vital information such as weather alerts, evacuation notices, and logistical coordination updates. The PCGA also assists in resource mobilization, situational reporting, and post-disaster assessments to ensure responsive and community-based disaster management operations.

2. Support Missions for the PCG

PCGA members augment PCG units by providing a variety of administrative and operational support. The relationship must be made clear between the members assigned to such duties of the PCGA organization and the PCG unit.

The following policies apply when assigning members to provide administrative or operational support to a PCG unit:

- a) Members must inform their respective DAS or DAD before accepting PCG unit support missions.
- b) Members must wear the proper uniform while on assigned missions.
- c) Members must report their activities to their immediate superiors.
- d) While carrying out support missions, no titles—formal or informal—that imply supervision, direction, or leadership over any PCG or PCGA personnel shall be assumed, unless specifically directed in rare and urgent instances by the PCG unit commander in the area.
- e) Members shall not be vested with any title or duty that imply or entail law enforcement responsibilities nor shall they carry, handle, repair, or fire weapons of any sort while assigned to PCG operational missions or PCGA activities. This includes civilian or government employed law enforcement personnel while acting as a member. A waiver to this policy may be obtained for the purpose of utilizing qualified members as range coaches. Waiver requests shall not be submitted by an individual member; instead, they shall be submitted by the operational commander who determines a bonafide need.

- f) No management authority held by PCGA elected or appointed leaders, nor duties of PCGA staff members, shall be delegated to members on support missions assigned by any PCG authority.
- g) Complaints concerning a member's misconduct while serving on a PCG support mission, must be referred in writing to the concerned DAS, with a copy furnished to C, CGS and DAD, for appropriate action as recommended or required by applicable PCG policies or circulars.

3. Programs

The Commandant may authorize additional PCGA programs for members' participation. When specifically authorized by the Commandant, PCGA programs and activities may become international, extending beyond the Philippines, its territories, and possessions subject to the clearance of the National Security Council. The Commandant may approve new non-traditional PCGA programs in advance.

4. Prohibition on Political Partisan Activities

PCGA members and units are not authorized to directly engage or participate in any program or activity espousing political interests or in any business activity for personal gain or to favor someone using the name of PCG and/or PCGA. This also prohibits wearing any current or former PCGA uniform during political or business activities.

5. Role of PCGA on PCG's Functional Areas:

a. Maritime Search and Rescue

The PCG is mandated to conduct Search and Rescue (SAR) operations and to respond to any emergency situations. As such, the PCGA shall assist on this through the following actions:

1. Provide assets such as aircraft, vehicles, vessels, tugs, barge, motor bancas, jet ski, rubber boats or any available transportation that would be of aid in SAR operation
2. Share expertise/knowledge on special cases or emergency situations that arise
3. Provide medical assistance to victims and affected individuals
4. Provide/assist on relief operations
5. Provide manpower as necessary
6. Assist the PCG in the conduct of maritime search and rescue.
7. Assist the PCG in providing courses, seminars and workshops on typhoon doctrines, and search and rescue for SAR units of local governments and non – governmental organizations.

b. Maritime Safety

The best way to promote safety of life and property at sea is the implementation of maritime safety rules and regulations. With the expertise of the PCGA members, it can be essential and more effective to render such expertise in assisting the PCG through the following:

1. Assist the PCG in the conduct of Marine Casualty Investigation (MCI)
2. Assist the PCG in the conduct of recreational activities such as boating handling, lifeguard, etc.
3. Assist the PCG in the maintenance of Aids to Navigation (ATON)
4. Report to the PCG noted vessel deficiencies particularly those of vessels carrying passengers and those carrying hazardous cargoes
5. Provide competent instructors during trainings conducted by the PCG and when requested, to make available technically competent PCGA members to assist in the conduct of ship inspection and/or marine casualty investigations.
6. Assist the PCG in providing courses, seminars and workshops on water safety such as boat handling, of local governments and non – governmental organizations.
7. In coordination with the PCG, help provide seminars for fishermen and other coastal communities whose means of livelihood is dependent on fishing and small boat travel in order to explain the effects of tropical cyclones (tropical depression, tropical storm and typhoon) and the importance of adhering to the PCG regulation governing movement of vessels during heavy weather and also in the absence of any Public Storm Warning Signal.

c. Marine Environment Protection

The promulgation of the Philippine Coast Guard Law of 2009 vested in the PCG the power to enforce laws and promulgate and administer rules and regulations for the protection of the marine environment and resources from offshore sources of pollution within the maritime jurisdiction of the Philippines. In the performance of such functions, the PCGA may assist the PCG through the following:

1. When appropriate, provide technical assistance/expertise to the PCG on matters pertaining Marine Environment Protection (MEP);
2. Assist in the conduct of lectures and training to promote public awareness on MEP;
3. Assist the PCG in the conduct of oil spill response operations;
4. Participate in marine pollution exercises;
5. Assist the PCG in the protection and preservation of Marine Protected Areas (MPAs);
6. Conduct river/coastal clean-up; mangrove planting, coral reef protection/reforestation/preservation activities;
7. Promote eco-tourism in the country; and
8. Assist the PCG in rescuing and monitoring of stranded marine mammals.

d. Civil Relations Service

The PCGA is mandated to assist the PCG in enhancing maritime community relations through the conduct of civic action, participation under the National Service Training Program (NSTP), youth development projects, promotion of recreational safety and other related activities.

d.1. Civic Action

Activities authorized for the PCGA to undertake in coastal communities and navigable bodies of water under the AOR of the PCG in partnership with other local government units and non-government organizations such as, but not limited to the following:

- a) Assist in humanitarian activities and disaster relief operations (proposal on using of reflectorized jacket)
- b) Assist in Environmental activities
- c) Livelihood trainings

d.2. Youth Development

The youth development program approved by the PCG for the PCGA involves a creative strategy which gives the youth the chance to gain the realization of their worth in the society. It further provides them with avenues of participation towards this end.

Youth development programs may include activities in sports, socialization, skills training, and other forms of youth advancement and contribution to the community. Such activities may include:

- a) Livelihood and vocational trainings
- b) Public service and youth relationship enhancement
- c) Emergency response familiarization and training
- d) Sports and athletics activities
- e) Values formation
- f) Sea-scouts activities and PCGA youth activities
- g) Community Outreach and Development
- h) Environmental Awareness and Protection
- i) Humanitarian Assistance and Disaster Preparedness

The participation of the PCGA in the NSTP program of the PCG to be implemented in some tertiary level schools shall be as defined in the PCG Circular to be issued by the Commandant in coordination with the Commission on Higher Education (CHED).

d.3. NSTP

The PCGA shall participate in the NSTP primarily to act as a force multiplier for the PCG. The rationale as a force multiplier for the PCG. The rationale for this involvement is deeply rooted in fostering a culture of

peace, service, patriotism, and safety awareness among the youth.

PCGA members augment the pool of instructors for the PCG oriented NSTP-CWTS Program, which includes specialized modules on disaster risk reduction, marine environmental protection, and leadership.

The program seeks to educate the youth on maritime security, safety, and environmental protection, preparing them to be responsible citizens.

Graduates of the PCG Oriented NSTP-CWTS program become auxiliarists in the partner squadron of their HEI.

CHAPTER 3

MEMBERSHIP

Section A. GENERAL GUIDELINES

1. Membership in the PCGA is purely voluntary.
2. The Civil Relations Group (CRG) in every Coast Guard District is tasked with accepting and vetting the application requirements, with endorsement by the DAS for further processing.
3. The DAS /CGAS shall accept applications from prospective members and shall ensure that the documentary requirements are properly endorsed to the concerned CRG.
4. PCGA members may introduce the organization to potential members interested in rendering PCGA service. Such introductions must be coordinated with the concerned CRG for proper processing of the applicant.
5. All applicants for the Regular Squadron shall undergo the application procedure prescribed in this Manual prior to appointment as members of the PCGA.
6. The District Commander is vested with the authority to appoint qualified applicants into the PCGA Regular Squadron up to the rank of Auxiliary Captain (AUX CAPT), as the District Commander is best positioned to assess the eligibility of the applicants for his endorsement, and subject to the approval of the Commandant, PCG.
7. Every PCGA member must belong to a Squadron.
8. Members who become officers are entitled and authorized to use the PCGA ranks bestowed to them, and they shall be addressed accordingly.
9. Non-officer members are designated "Auxiliarists" with levels of seniority from Auxiliarist 4 to Auxiliarist 1. Auxiliarists may be appointed as PCGA officers after fulfilling the requirements prescribed by the Commandant.
10. A member may request transfer to another Auxiliary District or Auxiliary Squadron in accordance with the prescribed procedures. Reasons for transfer may include change of domicile or preference for a different primary or secondary field of concern.
11. All members performing duties at the National or District level by virtue of designation or assignment (after election or designation) shall maintain membership in their respective PCGA Squadrons. It is an honor for a squadron to have members elected or designated to serve in higher PCGA units and offices.
12. The PCGA rank and position/designation to be held by a prospective member

shall be determined based on his/her qualifications and in accordance with the criteria set forth herein.

13. Squadron Membership need not be limited to members of the same profession, employer, company or office.
14. All active members as of the effectivity date of this Manual shall retain their MIN, membership status, and respective ranks. Prospective new members shall undergo the recruitment process described herein.
15. A member declared inactive for two (2) consecutive years shall be recommended for disenrollment from the PCGA roster upon written endorsement of the NAMO through the National Director (ND) to CGCRS, then from CGCRS to DCCGS for CRS, CG-7, for Commandant's approval.
16. An application shall be denied if the applicant has been convicted by a regular court of a crime involving moral turpitude or of any offense enumerated under the Revised Penal Code and other special penal laws.
17. Any applicant with a pending criminal case shall be disqualified from entry into the PCGA, without prejudice to re-enrollment upon the applicant's full exoneration and the case's final resolution.
18. Foreign nationals are not eligible for appointment as members of the PCGA.

OTHER GUIDELINES:

1. The Commandant, Philippine Coast Guard (CPCG) shall have the sole authority to confer the rank of Auxiliary Commodore to deserving individuals both in Executive and Regular Squadron.
2. The PCGA Executive Squadron (ES) is open to Filipino citizens who are elected or appointed government officials of good moral standing except for the First Spouse (First Lady/First Gentleman). The following government positions correspond to the indicated auxiliary ranks:

Position in the Government	Auxiliary Ranks
First Lady/First Gentleman	Auxiliary Vice Admiral
Senate President	Auxiliary Vice Admiral
Speaker of the House of Representatives	Auxiliary Vice Admiral
Senators	Auxiliary Rear Admiral
Cabinet Secretaries/Diplomats/Consular Representative/Equivalent Level	Auxiliary Rear Admiral
Undersecretaries	Auxiliary Commodore
Bureau Chiefs or Equivalent Level Position	Auxiliary Commodore
Congressman/ Representative	Auxiliary Commodore
Judges or Officials in other oversight bodies/Directors III and IV	Auxiliary Commodore

3. Entry rank for PCGA Executive Squadron members depends on their current government position at the time of application. Members of the Executive Squadron may be promoted up to Honorary Auxiliary Vice Admiral in meritorious cases, subject to the Commandant's approval.
4. Upon vacating their government office, Executive Squadron members may affiliate with a Regular Squadron of their choice, subject to the Commandant's approval.

Section B. TYPES OF MEMBERSHIP

1. **Regular Squadron** is composed of civilian volunteers who serve as the backbone of the organization. These volunteers from various communities support the PCG in its missions on maritime safety, environmental protection, disaster response, search and rescue, and other civic activities.
2. **Executive Squadron**, on the other hand, is composed of distinguished leaders and influential personalities from government sectors whose role is to provide strategic support by promoting PCG programs, mobilizing resources, and strengthening institutional partnerships.
3. **Special Support Squadron** is made up of professional actors/celebrities, athletes, artists, or public figures with well-recognized influence, particularly among the youth.

Section C. PROCEDURES FOR ENROLLMENT

1. Executive Squadron

- a. CGD Commanders and Major Unit Commanders may recommend candidates directly to the Coast Guard Civil Relations Service (CGCRS) (Attention: Office of the PCGA Affairs). Each endorsement letter must indicate the candidate's qualifications and areas of concern related to the PCG mandates and include the following attachments:

1. Accomplished PCGA Application Form
2. Notarized Personal History Statement (PHS) or Curriculum Vitae;
3. Copy of Passport;
4. Two (2) copies of 2x2 colored ID pictures with white background; and
5. Authenticated Birth Certificate from PSA.
6. NBI Clearance
7. Police Clearance

Qualifications:

8. Must be a Filipino Citizen and must not be a dual citizen
9. Must be physically and mentally qualified; and
10. Must have been an elected or appointed Philippine Government official.

- b. Upon submission, Executive Squadron applicants must undergo the indoctrination conducted by CG-7. Background Investigation shall be conducted by CG-2 and CGIF prior to the endorsement to CPCG for approval.
- c. Administrative and operational matters concerning the PCGA Executive Squadron will be facilitated by O/CG-7 for CPCG's approval.
- d. A General Order (GO) for appointment from CGAO will be issued once approved by the CPCG. The Donning and Oath-taking Ceremony will be scheduled and facilitated by O/CG-7.

2. Regular Squadron:

- a. Prior to attending the PCGA Indoctrination Seminar, applicants must submit four (4) hard copies of each required document and one (1) soft copy to the Director Auxiliary Division and the Director Auxiliary Squadron.

For Auxiliary Officer

1. Duly accomplished PCGA Application Form
2. Notarized Personal History Statement (PHS)
3. NBI Clearance (original and one photocopy)
4. Police Clearance (original and one photocopy)
5. Barangay Clearance (original)
6. Two (2) valid government IDs (original for verification and one (1) photocopy)
7. Professional license, when applicable (original for verification and one (1) photocopy)
8. Four (4) copies of 2x2 colored ID Picture with white background
9. PSA Copy of Birth Certificate

For Auxiliarist (AUX1-4)

1. Duly Accomplished PCGA Application Form
2. Notarized Personal History Statement (PHS)
3. Barangay Clearance at place of residence (original)
4. Police Clearance;
5. Four (4) copies of 2x2 colored ID Picture with white background;
6. PSA Copy of Birth Certificate

For PCG Oriented NSTP-CWTS enrollees: Auxiliarists

1. School/CRG Endorsement
- b. Applicants who meet documentary eligibility requirements must attend the indoctrination/orientation seminar conducted by the CRG Commander, Station Commander, or any PCG commissioned officer duly designated by the District Commander. The DAS shall conduct CGAS orientation for applicants as required.

- c. After completing the eight (8)-hour indoctrination/orientation seminar, the applicant shall be issued a certificate of indoctrination. The Auxiliary Squadron/District shall assist in processing applications up to indoctrination in coordination with D7/CRG and Station Commander.
- d. The Commander, CGD shall endorse to CGCRS for vetting and subsequent endorsement to NHQ-PCG (Attn: O/CG-7) for CPCG approval.
- e. Upon CPCG approval, O/CG-7 shall transmit the endorsement to Coast Guard Adjutant's Office (CGAO) for issuance of appropriate orders.
- f. O/CG-7 shall furnish copies of General Orders to respective CGDs and NAMO. CGDs shall conduct the Donning and Oath-taking of new members upon issuance of appropriate orders from NHQ-PCG.
- g. New PCGA members will be eligible to apply for a PCGA identification card in accordance with the relevant policy.
- h. Graduates of the PCG Oriented NSTP-CWTS Program shall be assigned to the partner Squadron.
- i. PCGA officers/auxiliarists who have undergone the PCG-NSTP Instructors Course may assist in the implementation of this program.

3. Special Support Squadron:

- a. **Candidates** for the Special Support Squadron may be recommended by CGD Commanders, Major Unit Commanders, or directly endorsed by CGCRS. Endorsements shall justify the candidate's potential contribution to the PCG's community relations, advocacy campaigns, and public information efforts, and must be accompanied by:
 - 1. Duly accomplished PCGA Application Form;
 - 2. Notarized Personal History Statement (PHS) or updated Curriculum Vitae;
 - 3. Two (2) valid government-issued IDs (original for verification and one photocopy);
 - 4. Four (4) copies of 2x2 colored ID pictures with white background; and
 - 5. Authenticated Birth Certificate from PSA or Passport (for verification of identity and citizenship).

b. Qualifications

- 1. Must be a Filipino citizen and must not be a dual citizen
- 2. Must be physically and mentally fit;
- 3. Must be a professional actor, celebrity, athlete, artist, or public figure with well-recognized influence, particularly among the youth; and
- 4. Must possess an untarnished reputation and must be free from any criminal or derogatory record.

c. Indoctrination

Upon completion of documentary requirements, candidates shall undergo a PCGA Indoctrination Seminar by CGCRS in coordination with O/CG-7 to provide comprehensive information on PCG and PCGA missions, responsibilities, and community-oriented service.

d. Vetting and Approval

All applications shall be vetted by the CGCRS (Attn: Office of the PCGA Affairs, CGCRS) and endorsed to NHQ-PCG (Attn: O/CG-7) for further evaluation. The Commandant, PCG shall have the final authority to approve Special Support Squadron membership.

e. Issuance of Orders and Oath-taking

Upon CPCG approval, a General Order (GO) shall be issued by the CGAO. The Donning and Oath-taking Ceremony shall be scheduled and facilitated by O/CG-7 in coordination with CGCRS.

Section D. SPECIAL ROLES AND RESPONSIBILITIES OF THE MEMBERS OF THE EXECUTIVE SQUADRON

1. First Lady / First Gentleman: Auxiliary Vice Admiral

Role & Responsibility: The President's spouse; holds a ceremonial and honorary role involving advocacy and representation of PCGA objectives at official functions.

Advisory Function: Focuses on community outreach, social welfare activities, and advocacy aligned with PCG missions.

Active Participation: Limited to non-operational activities; may participate in awareness campaigns or community engagement.

2. Senate President: Auxiliary Vice Admiral

Role & Responsibility: Honorary rank that supports legislative measures benefiting maritime security, environmental protection, and PCGA initiatives.

Advisory Function: Provide guidance on maritime legislation, resource allocation, and policy development

Active Participation: Shall actively support enactment of relevant laws and policies.

3. Speaker of the House of Representatives: Auxiliary Vice Admiral

Role & Responsibility: Similar to the Senate President; focuses on legislative

support for maritime policies and PCGA operations.

Advisory Function: Ensure maritime policies reflect national priorities.

Active Participation: Involvement in legislative initiatives is encouraged; sponsors' authors legislative initiatives that espouse support to PCG-PCGA mission and functions.

4. Senators: Auxiliary Rear Admiral

Role & Responsibility: Advocate for maritime policies and shape legislation affecting PCG and PCGA.

Advisory Function: Contribute to policy development in maritime safety, search and rescue, and marine environmental protection.

Active Participation: May participate in PCGA programs, forums, and public engagements; sponsors' authors legislative initiatives that espouse support to PCG-PCGA mission and functions.

5. Cabinet Secretaries: Auxiliary Rear Admiral

Role & Responsibility: Provide strategic direction and policy oversight related to maritime safety, security, and governance.

Advisory Function: Ensure alignment between government policies and PCGA initiatives.

Active Participation: May take part in national maritime task forces, policy implementation, and inter-agency coordination efforts.

6. Undersecretaries or Assistant Secretaries: Auxiliary Commodore

Role & Responsibility: Support maritime policies within their respective departments.

Advisory Function: Provide technical and logistical recommendations to enhance PCGA effectiveness.

Active Participation: Engage in drafting policies and overseeing programs.

7. Bureau Chiefs or Equivalent Level Position: Auxiliary Commodore

Role & Responsibility: Lead initiatives to strengthen maritime governance and operations.

Advisory Function: Offer specialized expertise in maritime security, environmental protection, or search and rescue.

Active Participation: Engage in policy implementation, capacity-building

programs, and operational coordination.

8. Congressmen/Representatives: Auxiliary Commodore

Role & Responsibility: Advocate for PCGA-related policies, funding, and legislative support.

Advisory Function: Provide recommendations on maritime safety legislation and coastal security.

Active Participation: May support maritime safety initiatives and PCGA programs.

9. Judges: Auxiliary Commodore

Role & Responsibility: Advise on legal matters concerning maritime law, regulatory compliance, and adjudication.

Advisory Function: Ensure the alignment of PCGA operations with national and international maritime laws.

Active Participation: Shall participate in legal training and consultations for PCGA members.

10. Officials in Other Oversight Bodies (e.g., Commission on Audit, Ombudsman, National Security Council): Auxiliary Commodore

Role & Responsibility: Ensure accountability, compliance, and transparency in PCGA operations.

Advisory Function: Provide guidance on financial auditing, anti-corruption measures, and national security concerns.

Active Participation: Engage in audits, policy reviews, and regulatory assessments to improve governance and operational integrity.

Section E. SPECIAL ROLES AND RESPONSIBILITIES OF THE MEMBERS OF THE SPECIAL SUPPORT SQUADRON

The Special Support Squadron shall focus on community relations and civic action through public outreach, humanitarian missions, and civic programs. It shall also advance environmental advocacy by promoting coastal clean-ups, marine biodiversity conservation, and anti-marine pollution campaigns. The Squadron shall serve as goodwill ambassadors of the PCG in charitable, relief, and rescue-related endeavors, and shall support public information and media engagement to project a positive image of the PCG through the members' platforms and networks.

Section F. MEMBER CLASSIFICATION AS TO PARTICIPATION

1.1 Active Member

- 1.1.a. PCGA Officers: A PCGA Officer shall be classified as active if:
 - the officer pays the Annual Membership Dues; and
 - the officer participates in or supports at least fifty percent (50%) of the authorized PCGA activities and programs, including but not limited to Squadron/ Division meetings and conferences.
- 1.1.b. Auxiliarist: An auxiliarist shall be classified as active if:
 - the Auxiliarist participates in at least fifty percent (50%) of authorized PCGA activities

1.2 Inactive member

A member shall be declared inactive for any of the following duly validated reasons:

- 1.2. a. Failure to pay the required dues;
- 1.2. b. Failure to participate/support PCGA Activities; or
- 1.2. c. Serious health problems

Inactive members may be restored to active status upon fulfillment of the active-member requirements.

Members of the **Executive Squadron** and the **Special Support Squadron** are exempted from paying annual membership dues in view of their honorary and representational nature. Such classifications are intended to harness the influence, expertise, and resources of high-ranking officials and public figures in support of the PCG mandate. Their classification as active members shall be determined by the extent of their service and contributions relevant to the purpose of their recruitment, including, but not limited to involvement in community relations, advocacy campaigns, humanitarian missions, environmental initiatives, resource mobilization, and other activities that advance the PCG and PCGA mandates.

Section G: MEMBER SERVICES

One of the PCGA's main objectives is to recruit, develop, train, nurture, and retain members for the implementation of its plans and programs. Members are trained to accomplish PCG-specific and collateral missions daily. In addressing PCGA concerns, members provide personnel to support and assist the PCG based on the approved programs and activities.

Related to recruitment is the acceptance of offers-for-use of land, water, air, and communication facilities that can be utilized in the conduct of PCG/PCGA mission.

Section H: RESIDENCY REQUIREMENTS

A member may join any PCGA Division or Squadron of his/her choice regardless of geographic location or boundaries, provided the member has been residing in or has business/work concerns within Division's or Squadron's geographic area for at least twelve (12) months prior to the date of application. An existing member must comply with the prescribed residency requirement to be considered active, while maintaining compliance with other membership requirements.

Section I: CRIMINAL CONVICTIONS

Application for PCGA membership shall be denied if the applicant has been convicted by a regular court of a crime involving moral turpitude or any offense enumerated under the Revised Penal Code and other special penal laws.

Current member who has been enrolled/ appointed but has a prior conviction or who has submitted false declarations in his application.

A current member who was later found to have a prior conviction, who has been subsequently convicted by a regular court of offenses cited above, or who is found to have made false declarations or provided false data in his/her application shall be endorsed for disenrollment without delay at the instance of the C, CGD, CGCRS and CG-7 final issuance of disenrollment order and deletion from PCGA database.

Section J: RE-ENROLLMENT

Former members who separated from the PCGA may be considered for re-enrollment provided they were not administratively disenrolled for cause. To re-enroll, a written request, in addition to the regular enrollment requirements specifically stipulated in this Manual, must be submitted to the DAD or DAS. The CPCG, upon recommendation of the C, CGD, may reinstate a former member to his/her previous status, observing proper channels and as appropriate.

PCGA Regular Members

For inactive regular members seeking re-enrollment, the following requisites must be complied with:

- a) Certificate of good standing from DAS;
- b) Recommendation from an active PCGA member of the CGAD; and
- c) Payment of annual dues based on the number of inactive years.

A member declared inactive for two (2) consecutive years shall be disenrolled from the PCGA roster upon the recommendation of the DAS, with endorsements by the DAD and CG District Commander, and forwarded through CGCRS and CG-7 for the Commandant's approval.

PCGA Executive Squadron

Members of the PCGA Executive Squadron may be re-enrolled to active status upon recommendation and approval by the Commandant, PCG. Re-enrollment is permitted under specific conditions (e.g., personal or health reasons, administrative resolution, or service exigency). Applications must follow proper procedures and include endorsements and updated documents. The Commandant retains final authority over all re-enrollment cases.

Requirements:

- a) Letter of intent addressed to the Commandant, PCG through CG-7;
- b) Updated PHS and SOI; and
- c) Copy of Passport or One (1) Valid ID.

The Commandant, PCG, exercises sole discretion in approving or denying re-enrollment requests, based on merit and service requirements

Section K. MEMBER IDENTIFICATION NUMBER AND IDENTIFICATION CARD

GENERAL POLICIES:

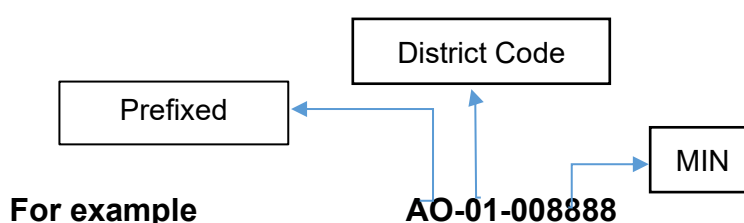
- A. The PCGA shall adopt tamper-evident, colored photo ID cards for authorized members.
- B. The surface of the PCGA ID card shall not be amended, modified or overprinted by any means. No stickers or adhesive materials shall be placed on either side of the card.
- C. Regular PCGA members applying for new ID card, renewal, or replacement shall be charged an amount based on the prevailing operating/market cost.
- D. PCGA ID cards shall expire three (3) years from the date of appointment.
- E. PCGA ID cards shall be issued or renewed under the following circumstances;
 - i. Upon entry/appointment;
 - ii. Upon promotion;
 - iii. Upon expiration of PCGA ID cards; and
 - iv. In case of loss or damage.
- F. A duly notarized affidavit of loss shall be submitted to replace a lost or damaged ID card. No new MIN shall be issued to members who lost their PCGA ID card since each PCGA member receives only one unique MIN. The same MIN shall be rendered inactive when a PCGA member is disenrolled.
- G. DCCGS for CRS, CG-7 is the duly authorized officer to authenticate and issue the PCGA ID cards.
- H. DCCGS for CRS, CG-7 shall implement a permanent MIN system wherein MIN issued to a PCGA member shall not be changed or reassigned to other PCGA members.
- I. A member's MIN is not based on seniority but on the order of precedence to their membership into the PCGA.

- J. PCGA ID cards issued by DCCGS for CRS, CG-7 shall be serialized in letter-and-number code;
- The first two (2) letters indicate whether the PCGA member is an officer or Auxiliarist. PCGA officers (Regular, Special and Executive Squadron) shall be prefixed with “AO” (Auxiliary Officer). Auxiliarists (4-1) shall not have a prefix.
 - The second digit number indicates the CG District code. (applied only to Regular Squadron members — officers and Auxiliarists).

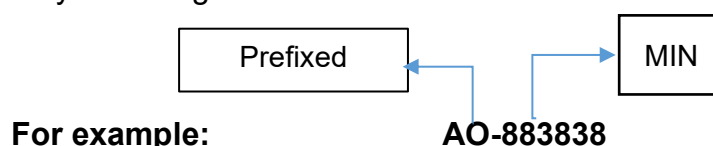
Coast Guard Districts	Code
Coast Guard District National Capital Region- Central Luzon (CGDNCR-CL)	01
Coast Guard District Central Visayas (CGDCV)	02
Coast Guard District South Western Mindanao (CGDSWM)	03
Coast Guard District Palawan (CGDPAL)	04
Coast Guard District Southern Tagalog (CGDSTL)	05
Coast Guard District Western Visayas (CGDWV)	06
Coast Guard District North Western Luzon (CGDNWLZN)	07
Coast Guard District South Eastern Mindanao (CGDSEM)	08
Coast Guard District Bicol (CGDBCL)	09
Coast Guard District Northern Mindanao (CGDNM)	10
Coast Guard District Eastern Visayas (CGDEV)	11
Coast Guard District North Eastern Luzon (CGDNELZN)	12
Coast Guard District Southern Visayas (CGDSV)	13
Coast Guard District Southern Mindanao (CGDSM)	14
Coast Guard District North Eastern Mindanao (CGDNEM)	15
Coast Guard District Bangsamoro Autonomous Region in Muslim Mindanao (CGDBARM)	16
Coast Guard District Kalayaan Island Group (CGDKIG)	17

- The last six digits represent the PCGA members designated serial number and count toward PCGA membership.

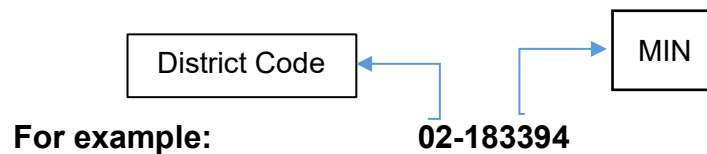
- For Regular Squadron Officers: ID code starts with “AO”, followed by the District code, then the designated serial number.



- For Special/Executive Squadron Officer: ID code starts with “AO” followed by the designated serial number.



- c. For *Auxiliarist 4-1*: ID code starts with the District code followed by the designated serial number.



Lost Identification Card and Re-Enrollment

A replacement ID card shall be issued after submission of a duly notarized affidavit of loss. No new ID number shall be issued to a member who lost his/her ID card since each member receives a unique MIN, which may be rendered inactive upon disenrollment. Upon re-enrollment to active status, a re-enrolled member shall be reissued his/her former MIN regardless of relocation to a different PCGA district. A re-enrollee must provide an affidavit of loss subject to endorsement of the DAD and approval of the ND for exemption.

Section L. MEMBERSHIP ACCESSION

To be formally inducted, an applicant must meet documentary eligibility requirements and complete the Indoctrination Seminar, to receive a certificate from CRG/Station Commander or a duly authorized commissioned officer.

1. Rank Designation upon Entry

As a general policy, the highest PCGA rank to be conferred to a new regular member officer is AUXILIARY CAPTAIN (AUX CAPT) Member-candidates who do not qualify as officers shall be designated as “Auxiliarist” with the classification AUX4 to AUX1.

a. Auxiliary Captain (CAPT)

- ✓ Individuals serving as governors, regional or provincial directors or equivalent position in the Philippine government; or
- ✓ Lawyers, medical doctors, engineers holding managerial or supervisory positions.

b. Auxiliary Commander (CDR)

- ✓ Individuals serving as mayors, or equivalent level in the Philippine government;
- ✓ Licensed master mariners or chief engineers (management level);
- ✓ Licensed professionals (management level) such as certified public accountants, architects, dentists, engineers, veterinarians, school principals, or businesspersons of equivalent stature;
- ✓ Licensed commercial pilots;
- ✓ Senior company executives with minimum rank of assistant vice president;
- ✓ Individuals serving as mayor in the municipality or equivalent position in the Philippine government

- ✓ Division heads, school directors, scientists; or
- ✓ Holders of Doctorate Degrees.

c. Auxiliary Lieutenant Commander (LCDR)

- ✓ Licensed chief mates or second engineers;
- ✓ Licensed professionals such as CPAs, architects, dentists, engineers, veterinarians, or businesspersons of equivalent stature;
- ✓ Certified overhead technical divers, commercial divers, dive masters, resort owners;
- ✓ Senior Journalists and senior artists (actors, filmmakers, thespians, painters, musicians);
- ✓ Local elected officials holding at least the office of vice mayor.

d. Auxiliary Lieutenant (LT)

- ✓ Other PRC-licensed professional (nurses, physical therapist, medical technologist, teachers etc.);
- ✓ College undergraduates who own business, shipping companies, or manning agencies

e. Auxiliary Lieutenant Junior Grade (LTJG)

- ✓ Bachelor's degree holders without PRC license;
- ✓ Barangay captain and municipal councilors;
- ✓ Degree holders with advanced Reserve Officer Training Corps (ROTC) training.

f. Auxiliary Ensign (ENS)

- ✓ Barangay council members;
- ✓ Applicants not meeting the above qualifications.
- ✓ Advanced ROTC Graduates with 72 Units

g. Auxiliarist

Auxiliary 1 (AUX1)

- ✓ Applicants with skills relevant to PCGA;
- ✓ College undergraduates currently employed;
- ✓ Diploma and technical course graduates (2-3 year programs);
- ✓ Barangay captain without bachelor's degree.

Auxiliary 2 (AUX2)

- ✓ Highschool graduate;
- ✓ Fishing boat captains;
- ✓ Vocational Courses graduates (program under 2 years with TESDA certification);
- ✓ Barangay councilors without bachelor's degrees.

Auxiliary 3 (AUX3)

- ✓ High school undergraduate;
- ✓ Senior high school students;
- ✓ Fishing boat crew.

Auxiliary 4 (AUX4)

- ✓ Elementary-level education and below;
- ✓ Fishing boat crew

2. Membership Privileges

Only active regular members shall have the following privileges, including but not limited to:

- Participation in PCG and PCGA trainings;
- Voting rights at Division Level; and
- Invitations to official PCG functions and missions.

Section M. Uniformed Personnel

Retired officers of the Armed Forces of the Philippines (AFP), Philippine National Police (PNP), Philippine Coast Guard (PCG), Bureau of Fire Protection (BFP), Bureau of Jail Management and Penology (BJMP), and other uniformed services may be granted an equivalent rank in the PCGA corresponding to the rank held at honorable retirement. Such appointment is subject to full compliance with PCGA recruitment and membership processes, including submission of required documents, completion of indoctrination, and adherence to applicable policies and regulations.

Section N. TRANSFERS

1. Within a District

A member may request transfer to another squadron or division by submitting a written request to the Deputy Commander, CGD via the Director Auxiliary Division, DAS and DAD. Provided the member is updated in financial obligations, has no pending administrative actions, and has accounted for all assigned property, the member's Director Auxiliary Division, DAS, and DAD may endorse the transfer favorably. The request shall be processed through the chain of leadership and management. If the member is delinquent, the Director Auxiliary Division shall withhold approval until obligations are satisfied. The transfer is effective when endorsed by the receiving DAD/DAS to NAMO. NAMO will forward the request to CRG/D7 for approval by the C, CGD. All approved transfers shall be communicated by the C, CGD to CGCRS and will subsequently be endorsed to CG-7 for CPCG's approval.

2. Between Districts

A member may request for transfer to another PCGA District by submitting a written request to the Commander, Coast Guard District via D7, CRG, NAMO, DAD, and DAS. Provided the member is updated in financial obligations, has no pending administrative actions, and has accounted for all assigned property, the member's DAD and DAS may endorse the transfer favorably. If the member is delinquent, the DAD shall withhold approval until obligations are fulfilled. The transfer is effective when the losing district's endorsement is favorably endorsed in writing by the receiving DAD, DAS, ND, C, CGD and approved by the CPCG. All approved transfers shall be communicated to O/CG7.

Section O. FELLOWSHIP

Fellowship is essential to successful volunteer organization. The PCG recognizes the importance of fellowship in volunteer participation and encourages a close relationship between members and PCG personnel. Fellowship promotes teamwork and cohesion.

To institutionalize this value, the PCGA encourages Annual Assemblies across its units:

1. Regular Squadrons may organize and hold their Annual Squadron Assemblies at the Coast Guard District level for reporting, planning, recognition, and team-building tailored to local needs.
2. The Executive Squadron (PCGA ES) shall hold a centralized Annual Assembly for leadership development, strategic planning, policy updates, and reinforcement of shared values and vision.

Section P. INDOCTRINATION

1. GENERAL GUIDELINES

- a. All applicants shall undergo PCG-PCGA indoctrination, familiarization, and security briefing
- b. Indoctrination concerning PCG operations shall be facilitated by CG-7, CGCRS for Special Support Squadron, and by the Station Commander, Commander, CRG or duly authorized commissioned officer for Regular Squadron applicants.

2. RESPONSIBILITIES

a. Deputy Chief of Coast Guard Staff for Civil Relations Service, CG-7

- i. Ensure Executive Squadron applicants meet membership criteria prescribed in this Manual and existing policy.

- ii. Facilitate the Indoctrination for Executive Squadron applicants based on the Standard Program of Instruction (POI).

b. Deputy Chief of Coast Guard Staff for Intelligence, CG-2

- i. Ensure the completion of security briefing and background investigation prior to the approval of PCGA membership.

c. Coast Guard Civil Relations Service (CGCRS)

- i. Recommend qualified applicants for appointment to the PCGA.
Provide an overview of the PCG and PCGA, including roles, structure, and applicable regulation for PCGA Special Support and Regular Squadron applicants.

d. Coast Guard Districts (CGD)

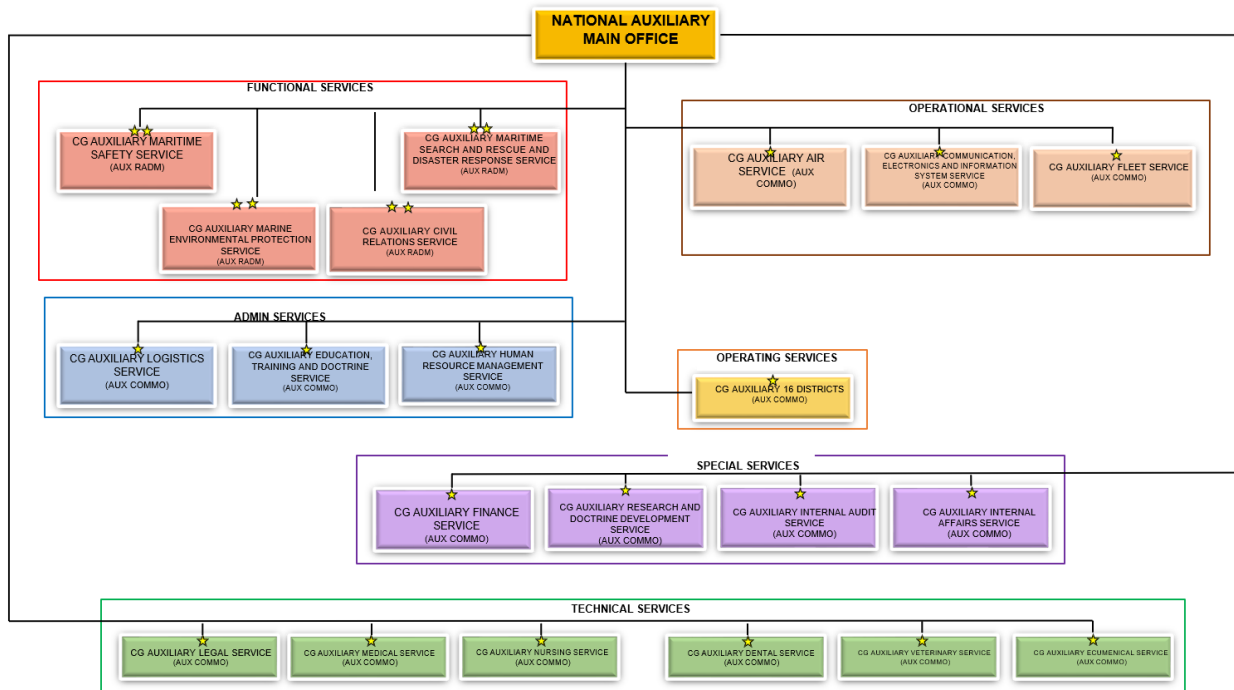
- i. Ensure Regular Squadron applicants meet the membership criteria set in the NHQ-PCG Memorandum Circular No. 04-24.
- ii. Provide applicants an overview of the PCG — its mission, vision, functions, organizational structure, and PCGA members roles — based on the Standard POI (Annex G).
- iii. Educate applicants on PCGA core values and ethical standards including integrity, professionalism, and service.
- iv. Provide trainings and seminars on maritime safety, marine environmental protection, search and rescue, community relations, and other relevant topics.
- v. Evaluate applicants' performance and readiness for full PCGA membership.
- vi. Issue a certificate of completion related for indoctrination to Regular Squadron applicants to signify readiness for induction.

e. Coast Guard Auxiliary District (CGAD)

- i. Assist CRG and CGD in conducting indoctrination procedures.
- ii. Supervise applicants' participation in PCGA activities and gradually increase responsibilities as applicants progress.
- iii. Conduct regular performance evaluations to assess applicants' skills development and adherence to PCG-PCGA standards.

CHAPTER 4

ORGANIZATIONAL STRUCTURE FOR REGULAR MEMBERS



Section A. NATIONAL HIERARCHY

The PCGA is headed by the National Director (ND). THE National Director shall have two (2) deputies: a Deputy National Director for Operations (DNDO) and a Deputy National Director for Administration (DNDA). Both must have completed terms as Director Auxiliary District (DAD).

The National Auxiliary Management Office (NAMO) comprises staff officers in various fields and is headed by the National Chief of Staff (NCOS). The NCOS reports to the ND and the two Deputies all matters and communication emanating from the PCG, PCGA units, NAMO staff, government and non-governmental organizations, entities and individuals. The NCOS seeks guidance and approval from the National Director with the concurrence of the two Deputies.

NAMO's primary task is to provide CGADs with programs and policies that enable the PCGA to execute its core functions alongside the main tasks. Plans and programs must be approved by the National Director within the first 100 days following the effective date of assumption orders for all concerned. Strict monitoring, reporting, revisions of programs shall follow thereafter. These programs and policies must be coordinated with and endorsed to the PCG.

The ND may refer important issues to the National Auxiliary Board (NAB), including but not limited to policy and program formulation and review, budget

preparation and adjustments, designation of senior officers to sensitive positions, resolution of pending issues, operational strategies, settlement of high-level organizational issues, periodic election of the ND, and review of results of investigation results.

The NAB is chaired by the DNDO with the DNDA as Vice-Chair. Other members include the Immediate Past National Director, all incumbent Directors Auxiliary District, and all incumbent Directors of the PCGA Functional services. The Chief of Staff, PCGA acts as Head of the Board Secretariat but is not a member of the Board. The NAB meets quarterly or as needed, as determined by the National Director.

The National Auxiliary Board shall convene on a quarterly basis with the assumption of office by the month of June of each election year as the point of reckoning. Thus, the schedule of NAB meetings shall fall on the last Saturdays of August, November, February and May (coinciding with the National Convention).

Special meetings may be called by the National Director, with the approval of the Commandant, PCG through CGCRS or CG7, if the circumstances so warrant.

A notice of meeting shall be sent to all members of the NAB two (2) weeks prior to the stated quarterly meetings.

Section B. DUTIES AND RESPONSIBILITIES

(1) NATIONAL DIRECTOR (ND)

- a. Manage the overall administration and operations of the PCGA, subject to policies and guidelines in this Manual and directives issued by the Commandant through the DCCGS for CRS, CG-7, and the Commander, CGCRS.
- b. Act for the best interest of the PCG through competent administration of the PCGA.
- c. To support the Commandant's strategic goals and objectives, and under the control and direction of the Commandant through DCCGS for CRS (CG-7) and C, CGCRS, the ND shall:
 1. Lead the strategic management of the PCGA and ensure implementation of PCG-approved annual plans, programs, activities, and policies.
 2. Ensure effective communications, coordination and interoperability between NAMO, PCGA units, and PCGA leaders.
 3. Foster an environment that promotes effective and efficient performance at all organizational levels.
 4. Promote the PCGA as the organization of choice for volunteers serving the public interest in maritime-related fields.
 5. Support the PCG's international program objectives.
 6. Evaluate PCGA performance and report as appropriate.
 7. Serve as the PCGA's principal representative and advisor internally

- and externally.
8. Keep the DCCGS for CRS (CG-7) and C, CGCRS informed of PCGA administration and progress in planning and executing annual plans, programs, and activities.

(2) DEPUTY NATIONAL DIRECTOR FOR OPERATIONS (DNDO)

Qualifications:

- a. Must be a former DAD who have served for at least one (1) year.
- b. Appointed by the ND.

Responsibilities:

- a. Act on behalf of the ND in matters linking PCGA operational matters to PCG plans and programs through O/CG-7 and CGCRS.
- b. Supervise all operational matters pertaining to the PCGA.
- c. Review programs and policies submitted by Directors and PCGA Services and present them to O/CG-7 for comment and endorsement.
- d. Perform other tasks as directed.

(3) DEPUTY NATIONAL DIRECTOR FOR ADMINISTRATION (DNDA)

Qualifications:

- a. Must be a former DAD who have served for at least one (1) year.
- b. Appointed by the ND

Responsibilities:

- a. Supervise all administrative matters of the PCGA;
- b. Establish and maintain a PCGA personnel database updated quarterly with all pertinent documentation.
- c. Review plans, programs and policies related to administrative and personnel functions in line with PCGA regulations.
- d. Coordinate directly with the DNDO for priorities related to administrative matters.
- e. Perform other tasks as directed.

(4) NATIONAL CHIEF OF STAFF, NAMO

Qualifications:

1. Appointed by the ND

Responsibilities:

- a. Liaison with CGCRS and O/CG-7.
- b. Provide direction, guidance and supervision over Directors of PCGA Functional, Operational, Administrative, Operating, Special, and Technical Services and their Deputies, and oversee central NAMO functions in relation to their duties.
- c. Serve as Secretariat during NAB meetings.

- d. Perform other tasks as directed by the ND.

4.1 Protocol

- a. Primarily responsible for implementing of protocol during PCGA ceremonies.
- b. Perform other tasks as may be directed.

(5) COAST GUARD AUXILIARY FUNCTIONAL SERVICES

5.1 Coast Guard Auxiliary Maritime Safety (MARSAF) Service

- a. In coordination with PCG MSSC, develop training programs to enhance MARSAF skills and knowledge of PCGA personnel and formulate programs and SOPs for MARSAF operations at all PCGA organizational levels. This includes safety protocols, program documentation, and maritime recreational safety (e.g., boat handling, lifeguarding, safety inspections of recreational vessels), ensuring alignment with PCG guidelines.
- b. Perform other tasks as directed.

5.1.1 Coast Guard Auxiliary Recreational Safety Services

- a. In coordination with PCG MSSC, promote public education in safe boating practices, including operation, navigation, and legal compliance.
- b. Assist the PCG in conducting boating safety courses, workshops, and public seminars.
- c. Perform other tasks as directed.

5.1.2 Coast Guard Auxiliary Aid to Navigation (ATON) Service

- a. Assist the PCG in formulating policies and guidelines for operation of marine aids to navigation installed nationwide.
- b. Assist in research studies for modernization and improvement of ATON.
- c. Assist in documenting uncharted hazards and updating local Notice to Mariners and charting authorities in coordination with PCG MSSC.
- d. Assist active-duty Coast Guard ATON units during maintenance or inspections when required.
- e. Educate boaters on the use, purpose, and condition of navigational aids.
- f. Perform other tasks as directed.

5.1.3 Coast Guard Auxiliary Marine Casualty Investigation Service

- a. Assist the PCG in formulating policies, plans, and programs regarding maritime casualties in coordination with the PCG

Marine Casualty Investigation Service.

- b. Assist in initial reporting and documentation of marine casualties involving recreational or small commercial vessels.
- c. Gather witness statements, photographs, and scene observations under PCG guidance.
- d. Assist in data collection for mishaps involving collisions, groundings, fires, or structural failure.
- e. Maintain confidentiality and coordinate findings with authorized Coast Guard investigators.
- f. Perform other tasks as directed.

5.2 Coast Guard Auxiliary Marine Environmental Protection (MEP) Service

- a. In coordination with MEPCOM,
 - Formulate programs to enhance environmental awareness and protection among PCGA units and coastal communities.
 - Develop training programs to enhance PCGA personnel skills and knowledge for MEP implementation.
 - Formulate plans, programs, and training modules to support the mission and functions of MEP Service.
- b. Assist the PCG in establishing partnerships with government agencies (e.g., DA, DENR, DRRMOs), NGOs, private and civic organizations to enhance MEP programs.
- c. Assist the PCG in conducting MEP activities.
- d. Perform other tasks as directed.

5.2.1 Coast Guard Auxiliary Marine Environmental Protection Unit

- a. Assist the PCG in monitoring and reporting pollution incidents such as oil spills, chemical discharges, or illegal dumping.
- b. Assist in environmental awareness campaigns on marine debris, ballast water management, and pollution prevention.
- c. Support active-duty Coast Guard or local agencies in environmental assessments and boom deployments during spill response,
- d. Assist in data collection on waterway cleanliness and coordinate volunteer cleanup efforts.
- e. Educate the public and boaters on proper waste handling and environmental compliance.
- f. Perform other tasks as directed.

5.3 Coast Guard Auxiliary Maritime Search and Rescue (MARSAR) and Disaster Response Service

- a. In coordination with concerned PCG Units,
 - Formulate programs and SOPs for Search and Rescue

- operations at each PCGA organizational level.
- Develop training programs to enhance MARSAR skills and knowledge of PCGA personnel at all levels.
- b. In coordination with the DNDO, review and recommend implementing plans to extend training assistance to CGADs.
- c. Assist the PCG in the conduct of Humanitarian Assistance and Disaster Response (HADR);
- d. Assist the PCG in developing HADR and SAR programs.
- e. Perform other tasks as directed.

5.3.1 Coast Guard Auxiliary Humanitarian Assistance and Disaster Response

- a. Assist the PCG in disaster response, damage assessment, and evacuations.
- b. Assist in providing humanitarian aid such as food, water, shelter, and first aid.
- c. Assist in emergency communications and coordination with other cognizant agencies.
- d. Augment SAR operations in affected areas;
- e. Assist in public education on disaster preparedness and resilience.
- f. Perform other tasks as directed.

5.3.2 Coast Guard Auxiliary Search and Rescue and Recovery Unit

- a. Assist the PCG in SAR operations through auxiliary patrols, lookouts, information gathering and sharing, and communications.
- b. Assist in locating persons overboard, lost vessels, or derelict objects during emergencies.
- c. In coordination with PCG Units, participate in water recovery operations and provide auxiliary resources during disaster deployments.
- d. Train in SAR techniques, scene safety, and recovery protocols in coordination with Coast Guard units;
- e. Perform other tasks as directed.

5.4 Coast Guard Auxiliary Civil Relations Service

- a. In coordination with PCG CGCRS,
 - Establish programs that support the direction, tasks, and functions of CGCRS.
 - Formulate programs to build disaster resiliency, environmental awareness, and community cooperation regarding PCG and PCGA core functions.
 - Develop training programs to enhance PCGA skills and knowledge in community relations.
- b. Assist the PCG in establishing partnerships with government and

private organizations, educational institutions, NGOs, and TESDA to provide training, livelihood and education services to coastal communities.

- c. Encourage physical fitness, discipline, and camaraderie through sporting events and wellness initiatives.
- d. Perform other tasks as directed.

5.4.1 Coast Guard Auxiliary National Service Training Program Service

- a. In coordination with CGCRS and O/CG7,
 - Review existing NSTP programs, provide gap analysis and recommend revisions.
 - Develop NSTP training modules for digital delivery, train and accredit NSTP instructors, and prepare information dissemination materials for CGADs.
- b. Assist the PCG in formulating SOPs for incorporating graduates of PCG-oriented NSTP modules as auxiliaries or probationary Aux Ensigns.
- c. Perform other tasks as directed.

5.4.2 Coast Guard Auxiliary Youth Development Service

- a. In coordination with the O/CG7 and PCGA NSTP Service,
 - Establish partnerships with BSP and GSP for program review
 - Formulate youth development programs for intermediate and high schools where possible.
 - Establish communications, partnerships and cross-training programs with overseas Coast Guard Auxiliary units that have operational Sea Scouts programs; and
- b. Perform other tasks as directed.

5.4.3 Coast Guard Auxiliary Public Affairs Service

- a. Assist Coast Guard Public Affairs with media relations, press releases, and social media content.
- b. Assist the PCG in crisis communication and emergency public information efforts;
- c. Assist in producing internal publications and maintaining photo/video archives;
- d. Assist in public safety campaigns and recruitment initiatives.
- e. Ensure accurate and positive public representation of the Auxiliary.
- f. Perform other tasks as directed.

(6) COAST GUARD AUXILIARY ADMINISTRATIVE SERVICE

6.1 Coast Guard Auxiliary Logistics Service

- a. In coordination with relevant PCG Units, establish regulations for funds generation, logistics support and asset inventory;
- b. Manage resource allocation to support PCGA missions and operations efficiently.
- c. Track and maintain accurate inventory records of all committed PCGA equipment and supplies;
- d. Establish regulations for all PCGA assets.
- e. Ensure availability of dental and medical supplies and equipment to support the PCG and PCGA activities; and
- f. Perform other tasks as directed.

6.2 Coast Guard Auxiliary Education, Training and Doctrine Service

- a. In coordination with CGCRS Training Institute, develop training programs to support PCGA career progression.
- b. Assist the PCG in establishing partnerships with training institutions for further training and advancement opportunities related to PCGA core functions.
- c. Assist in training Sea Scouts Masters on disaster preparedness and marine environmental protection.
- d. Review all training programs developed by PCGA Services.
- e. Perform other tasks as directed.

6.3 Coast Guard Auxiliary Human Resource Management Service

- a. Develop and maintain accurate, confidential personnel records, performance tracker, and provide data analytics for strategic planning and decision-making.
- b. In coordination with concerned PCG Units:
 - Maintains records and track performance of PCGA members;
 - Address member concerns and provide welfare support.
- c. Manage awards and honor outstanding service in coordination with concerned PCG Units.
- d. Perform other tasks as directed.

(7) COAST GUARD OPERATIONAL SERVICES

7.1 Coast Guard Auxiliary Air Service

- a. Maintain inventory of all PCGA air assets and equipment to ensure availability in assisting the PCG;
- b. Provide support training exercises for active-duty personnel, whenever possible; and

- c. Perform other tasks as directed.

7.2 Coast Guard Auxiliary Communications, Electronics, Information System Service

- a. Assist the PCG in digitizing policies, directives, and reporting systems of CGADs and NAMO plans and programs, including maintaining dynamic websites and social media to expand PCGA outreach.
- b. Perform other tasks as directed.

7.3 Coast Guard Auxiliary Fleet Service

- a. Maintain inventory of all PCGA floating assets to ensure availability for SAR and HADR augmentation.
- b. Assist the PCG in formulating SOPs for vessel maintenance and readiness of PCGA member assets.
- c. Track and maintain inventory of all auxiliary vessels and equipment committed to assist the PCG.
- d. Establish collaboration and coordination with local and international shipping companies to provide auxiliary, ancillary and affiliate services in times of need.
- e. Perform other tasks as directed.

(8) COAST GUARD AUXILIARY OPERATING SERVICES

8.1 DIRECTOR AUXILIARY DISTRICT (DAD)

Qualification: Elected

Responsibilities:

- a. Provide leadership, direction and management of their CGADs;
- b. Ensure close coordination with the Commander, CRG and Commander, CGD within their areas of responsibility regarding plans, programs, and activities.
- c. Implement NAMO plans and programs in accordance with local conditions.
- d. Provide the National Directorate a monthly accomplishment report.
- e. Ensure that the CGAD establishes a database updated quarterly and submits it to NAMO.
- f. Perform other tasks as directed.

8.1.1 Coast Guard Auxiliary Deployable Response Group (DRG)

- a. In coordination with PCG units:
 - Provide rapid, mission-ready support to Coast Guard operations in disaster or emergency zone.

- Deploy for SAR augmentation, humanitarian assistance, or disaster response upon authorization of PCG supervising unit.
 - Assist in damage assessments, evacuation coordination, and logistical support.
 - Maintain operational readiness through specialized training and readiness evaluations.
- b. Perform other tasks as directed.

8.1.2 Coast Guard Auxiliary Quick Response Team (QRT)

- a. In coordination with PCG units;
- Serve as a first-on-scene Auxiliary unit for localized maritime emergencies or minor incidents;
 - Provide immediate lifesaving assistance, scene safety, and support until full response teams arrive.
 - Participate in drills, public events, and security operations requiring rapid deployment.
- b. Maintain portable emergency kits, communication gear, and mobility assets for rapid dispatch.
- c. Perform other tasks as directed.

(9) COAST GUARD AUXILIARY SPECIAL SERVICES

9.1 Coast Guard Auxiliary Finance Service

- a. Secure pertinent business permits, registrations, financial accounts of the National Directorate and NAMO;
- b. Maintain accurate records of all financial transactions;
- c. Submit quarterly financial reports to the National Director, PCGA.
- d. Perform other tasks as directed.

9.2 Coast Guard Auxiliary Research and Doctrine Development Service

- a. In coordination with PCG units,
- Conduct research to support the development and improvement of Coast Guard and Auxiliary policies, procedures, and operational strategies.
 - Develop and update operational doctrines, guidelines, and best practices for Auxiliary missions.
 - Contribute to training materials, programs, and exercises based on research doctrinal updates.
 - Evaluate effectiveness of current doctrines and recommend improvements.
- b. Perform other tasks as directed.

9.3 Coast Guard Auxiliary Internal Audit Service

- a. Monitor financial expenditures and review financial statements and accounts.
- b. Establish rules and procedures for audits of finances and unit accomplishment reports.
- c. Performs other tasks as directed.

9.4 Coast Guard Auxiliary Internal Affairs Service

- a. Create and implement a PCGA Code of Conduct.
- b. Formulate standardized procedures for informal and formal disciplinary actions, including guidelines for investigative committees.
- c. Consolidate and maintain records of formal disciplinary actions.
- d. Oversee compliance with disciplinary policies and procedures.
- e. Maintain discipline, integrity, and ethical conduct within the PCGA.
- f. Receive and evaluate complaints, grievances, or reports of misconduct.
- g. Conducts fact-finding activities or administrative hearings as necessary.
- h. Formulate recommendations and endorse meritorious cases to CGCRS for appropriate action.
- i. Perform other tasks as directed.

(10) COAST GUARD AUXILIARY TECHNICAL SERVICES

10.1 Coast Guard Auxiliary Legal Service

- a. Provide accurate and timely legal counsel to the National Director regarding PCGA matters.
- b. Draft by-laws and policies and monitor PCGA legal compliance with Commandant-prescribed policies and guidelines.
- c. Performs other tasks as directed.

10.2 Coast Guard Auxiliary Medical Service

- a. In coordination with Coast Guard Medical Service, develop and manage the strategic framework for medical programs guiding PCGA operations.
- b. Updates the PCGA with health bulletins and advisories.
- c. Promote the health and safety of PCGA officers and members.
- d. Maintain a roster of PCGA Medical Officers to ensure the availability during missions.
- e. Performs other tasks as directed.

10.3 Coast Guard Auxiliary Nursing Service

- a. Assist Auxiliary Medical Service during SAR operations, disaster response, humanitarian missions, and other missions.
- b. Support PCG mental health awareness programs.
- c. Promote health and wellness through first aid, CPR training, and wellness programs.
- d. Assist with health assessments and evaluations for members.
- e. Maintain accurate records of medical care provided during missions or training.
- f. Coordinate health services with active-duty Coast Guard medical personnel during operations.
- g. Assist in stress management programs for PCG and PCGA.

10.4 Coast Guard Auxiliary Dental Service

- a. Updates the PCGA with dental bulletins and advisories.
- b. Promote the oral hygiene and dental safety for PCGA officers and members.
- c. Assist the PCG in conducting dental missions.
- d. Performs other tasks as directed.

10.5 Coast Guard Auxiliary Veterinary Service

- a. Provide veterinary care for animals used in Coast Guard operations (e.g., SAR dogs).
- b. Monitor and maintain the health and well-being of service animals.
- c. Provide medical care for animals during disaster response and humanitarian missions.
- d. Support operations involving animals and provide veterinary support during activities.
- e. Offer training and guidance on animal care and welfare for Auxiliary members.
- f. Augment Coast Guard K9 and Veterinary Service to coordinate veterinary care during operations.

10.6 Coast Guard Auxiliary Ecumenical Service

- a. Performs religious ceremonies and services.
- b. Promote morale and provide counseling support to PCGA officers and members.
- c. Develop ecumenical plans and programs.
- d. Advise PCGA directors on religious and moral matters.
- e. Augment PCG Ecumenical Service requirement when needed.
- f. Performs other tasks as directed.

(11) NAMO CENTRAL STAFF

11.1 DCS for Human Resource Management, CGA-1

- a. Formulate and supervise personnel and administration systems.
- b. Maintain records systems, including personnel databases, tables of organization, memoranda, and general orders.
- c. Acts as Adjutant and publish memoranda, orders, directives, and other pertinent information to all PCGA units.
- d. Liaison with CGCRS and O/CG-7 in processing, transmittal, and filing of documentation.
- e. Performs other tasks as directed.

11.2 DCS for Information Sharing, CGA-2

- a. Collect and analyze data pertinent to PCGA missions and functions.
- b. Provide information related to their functions, including personnel and logistics data.
- c. Compile contact, location and other pertinent information of partner PCG units, LGUs and other governmental agencies.
- d. Perform other tasks as directed.

11.3 DCS for Operations, CGA-3

- a. Supervise and monitor PCGA activities.
- b. Provides After Activity Reports for activities conducted by the National Directorate.
- c. Perform other tasks as directed.

11.4 DCS for Logistics, CGA-4

- a. Manage materials, transport, facilities, services, and equipment attached to NAMO in coordination with Auxiliary Logistics Service.
- b. Manage inventory of equipment, air, land, and floating assets in coordination with Auxiliary Logistics Service.
- c. Collate inventory of assets of all CGADs.
- d. Manage funds for operations, maintenance, and expenses of the National Directorate.
- e. Perform other tasks as directed.

11.5 DCS for International Affairs, CGA-5

- a. Collate and review international affairs program;
- b. Establish cooperation, collaboration and exchange of best practices with international partners, foreign embassies and international coast guard auxiliary units.
- c. Monitor and supervise international-related activities.
- d. Perform other tasks as directed.

11.6 DCS for Comptrollership, CGA-6

- a. Ensure availability of funds to support all PCGA activities.
- b. Perform other tasks as directed.

11.7 DCS for COMREL, CGA-7

- a. Formulate plans and programs related to community relations (MCOMREL) activities.
- b. Develop and enhance training programs related to MCOMREL.
- c. Perform other tasks as directed.

11.8 DCS for MARSAF, CGA-8

- a. Formulate MARSAF plans and programs;
- b. Develop and enhance MARSAF training programs.
- c. Ensure availability of capable PCGA subject matter expert to assist the PCG in casualty investigation or other maritime incidents;
- d. Perform other tasks as directed.

11.9 DCS for MAREP, CGA-9

- a. Formulate plans and programs related to marine environmental protection (MAREP).
- b. Enhance SOPs and training modules related to MAREP programs.
- c. Ensure availability of PCGA subject matter experts to assist the PCG in MEP activities (e.g., oil spill response, coral restoration, damage assessment to MPAs).
- d. Perform other tasks as directed.

11.10 DCS for Ships and Aircraft Engineering, CGA-10

- a. Formulate plans and programs that will ensure availability of auxiliary aircraft and affiliate fleet to augment PCG assets and equipment.
- b. Recommend innovative solutions to enhance ship and aircraft performance.
- c. Ensure the availability of PCGA subject matter experts to assist the PCG with floating and air assets maintenance.
- d. Perform other tasks as directed.

11.11 DCS for Communications, Electronics, Information System, CGA-11

- a. Oversee operations of communications, electronics, and information systems.
- e. Ensure availability of PCGA subject matter experts to assist the PCG in its mandates.

- b. Develop strategies to improve system performance and readiness of PCGA systems.
- c. Maintain security protocols for information systems and electronics.
- d. Safeguard data integrity, confidentiality, and availability.
- e. Ensure accurate documentation of PCGA information systems.
- f. Perform other tasks as directed.

11.12 DCS for Education and Training, CGA-12

- a. In coordination with Auxiliary Education and Training Service, develop training programs to enhance skills, knowledge, and development of PCGA personnel.
- b. Review and ensure alignment with existing PCG training programs.
- c. Establish partnerships with training institutions offering advancement opportunities related to PCGA core functions.
- d. Develop partnership for trainings related to PCG and PCGA service
- e. Perform other tasks as directed.

Section C. GENERAL GUIDELINES

The **Director of Auxiliary Functional Services** must have served for at least one (1) term as DAD and one (1) term as DAS. Other **Director Auxiliary Service** must have served for at least one (1) term as DAS. The PCGA Functional Services shall act as service providers to all PCGA units. In coordination with DADs, they shall provide training, skills development, and expertise relevant to their functional specialties. Each Director Auxiliary Service shall be assisted by a Deputy.

At the District level, each PCGA District shall have a DAD assisted by a Deputy DAD (who should be a former DAS). There shall be a Chief of Staff for the District Auxiliary Office.

At the Squadron organization level, each PCGA Squadron shall have a Director Auxiliary Squadron (DAS) assisted by a Deputy DAS. There shall be a Chief of Staff for the Squadron Auxiliary Office.

The Division is the basic PCGA unit, organized by geographical location and managed by the Director Auxiliary Division.

- An Auxiliary District should be composed of not less than two (2) Squadrons.
- An Auxiliary Squadron should be composed of not less than two (2) Divisions.
- An Auxiliary Division should have at least twenty (20) active members.

A member shall be considered active if he/she participates in PCG or PCGA-initiated activities (e.g., SAR operations, marine environmental protection, youth development, meetings) and pays dues on time.

Position	Rank
National Director, PCGA	Auxiliary Vice Admiral
Deputy National Director for Operations	Auxiliary Rear Admiral
Deputy National Director for Administration	Auxiliary Rear Admiral
Director, Coast Guard Auxiliary Functional Services	Auxiliary Rear Admiral
Director, Coast Guard Auxiliary Admin Services	Auxiliary Commodore
Director, Coast Guard Auxiliary Operational Services	Auxiliary Commodore
Director Auxiliary District/Auxiliary Operating Services	Auxiliary Commodore
Director, Coast Guard Auxiliary Special Services	Auxiliary Commodore
Director, Coast Guard Auxiliary Technical Services	Auxiliary Commodore
National Chief of Staff, PCGA	Auxiliary Commodore
Deputy Director, Coast Guard Auxiliary Functional Services	Auxiliary Commodore
Deputy Director, Coast Guard Auxiliary Admin Services	Auxiliary Captain
Deputy Director, Coast Guard Auxiliary Operational Services	Auxiliary Captain
Deputy Director Auxiliary District, Coast Guard Auxiliary Operating Services	Auxiliary Captain
Deputy Director, Coast Guard Auxiliary Special Services	Auxiliary Captain
Deputy Director, Coast Guard Auxiliary Technical Services	Auxiliary Captain
Chief of Staff, Coast Guard Auxiliary Functional Services	Auxiliary Captain
Director, Coast Guard Auxiliary Recreational Safety Service	Auxiliary Captain
Director, Coast Guard Auxiliary Aids to Navigation Service	Auxiliary Captain
Director, Coast Guard Auxiliary Humanitarian Assistance and Disaster Response Service	Auxiliary Captain
Director, Coast Guard Auxiliary NSTP Service	Auxiliary Captain
Director, Coast Guard Auxiliary Youth Development Service	Auxiliary Captain
Director, Coast Guard Auxiliary Public Affairs Service	Auxiliary Captain
Director, Coast Guard Auxiliary Deployable Response Group	Auxiliary Captain
Director, Coast Guard Auxiliary Marine Casualty Investigation Service	Auxiliary Captain
Director, Coast Guard Auxiliary Marine Environmental Protection Unit	Auxiliary Captain
Director, Coast Guard Auxiliary Search and Rescue and Recovery	Auxiliary Captain
Director Auxiliary Squadron	Auxiliary Captain
Chief of Staff, Coast Guard Auxiliary Administrative/Operating/Operational/Special, and Technical Services	Auxiliary Commander
Chief of Staff Auxiliary District	Auxiliary Commander
Deputy Director Auxiliary Squadron	Auxiliary Commander
Director, Coast Guard Auxiliary Quick Response Team	Auxiliary Commander
Staff for Coast Guard Auxiliary Functional Services	Auxiliary Commander
Director Auxiliary Division	Auxiliary Commander
CGA-3 of Coast Guard Auxiliary Administrative/Operating/Operational/Special, and Technical Services	Auxiliary Commander
Other Staff of Coast Guard Auxiliary Admin, Operating, Operational, Special, and Technical Services	Auxiliary Lieutenant Commander
Staff Auxiliary District	Auxiliary Lieutenant Commander

Chief of Staff Auxiliary Squadron	Auxiliary Lieutenant Commander
CGA-3 Auxiliary Squadron	Auxiliary Lieutenant Commander
Deputy Director Auxiliary Division	Auxiliary Lieutenant Commander
CGA-1, CGA-2, CGA-4 Auxiliary Squadron	Auxiliary Lieutenant
Chief of Staff Auxiliary Division	Auxiliary Lieutenant
CGA-3 Auxiliary Division	Auxiliary Lieutenant
CGA-1, CGA-2, CGA-4 Auxiliary Division	Auxiliary Lieutenant Junior Grade

Section D. AUXILIARY ADVANCEMENT FRAMEWORK:

Promotion:

1. The PCGA promotion system is ladderized. At each level, an officer must comply with eligibility requirements and minimum time-in-grade (TIG) to be promoted. If an officer is appointed up to Auxiliary Captain, he/she must complete requirements for lower ranks prior to promotion to the next higher rank or designation to a Table of Organization (TO) position.
2. Minimum Time-in-Grade (TIG) for promotion:

Auxiliary Rank	TIG
Auxiliary Vice Admiral	- 0
Auxiliary Rear Admiral	- 0
Auxiliary Commodore	- 0
Auxiliary Captain	- 2
Auxiliary Commander	- 2
Auxiliary Lieutenant Commander	- 2
Auxiliary Lieutenant	- 3
Auxiliary Lieutenant Junior Grade	- 3
Auxiliary Ensign	- 3

3. Promotion to flag ranks is limited to holders of Table of Organization positions.
4. Promotion from Auxiliarist 4 to Auxiliarist 1 occurs every two (2) years, provided the member serves and satisfies two (2) continuous years of active service at each stage.
5. The District Commander may recommend the appointment and promotion of PCGA officers up to the rank of Auxiliary Captain (AUX CAPT) subject to the approval of the Commandant, provided that all appointments comply with existing qualification standards and prescribed procedures.

6. PCGA officers ELECTED to TO positions shall be eligible for promotion by virtue of their election into office.
7. All appointed officers shall be confirmed for promotion subject to compliance with standard requirements, performance evaluation and endorsement following the proper flow of communications.
8. Promotion and evaluation period shall be subject to prevailing guidelines and memorandum circulars.
9. For PCGA Executive Squadron members, promotion time-in-grade requirements (subject to performance evaluation and endorsement) are:

Auxiliary Commodore	-	3 years
Auxiliary Rear Admiral	-	3 years
10. Officers occupying elected positions in acting capacity, by virtue of vacancy, failure of elections, or incapacity of the incumbent to perform the functions of the position, shall not be eligible for promotion commensurate to the rank equivalency of the vacant post.

Important: The title Auxiliary shall be written before the rank of an Auxiliarist when the rank is abbreviated and used in a document as follows:

AUX VADM	(NAME)	PCGA
AUX RADM	(NAME)	PCGA
AUX COMMO	(NAME)	PCGA
AUX CAPT	(NAME)	PCGA
AUX CDR	(NAME)	PCGA
AUX LCDR	(NAME)	PCGA
AUX LT	(NAME)	PCGA
AUX LTJG	(NAME)	PCGA
AUX ENS	(NAME)	PCGA

Example:

1. Officers: AUX CAPT JUAN M DELA CRUZ PCGA
2. Members: AUX1 Pedro L Santos PCGA

Section E. MATRIX FOR ADVANCEMENT

This merit matrix serves as the basis for promotion of PCGA officers and Auxiliarists. It professionalizes promotion, integrates training and education requirements, and uses a point system tied to PCGA awards, decorations, and citations. It creates a clear, transparent career path, enabling members to identify necessary competencies and requirements for promotion.

1. Promotion criteria:
 - a. Time-in-Grade
 - b. Awards/Citations Received
 - c. Training/seminars/military or civilian schooling

- d. TO position
- e. Election or appointment to government positions

2. Officers from the rank of Ensign to Lieutenant Commander must complete required TIG and earn 100 merits within the inclusive TIG allotment for each rank. Officers who do not earn sufficient points within the period must accumulate 100 points before becoming eligible for promotion.

3. Officers from the rank of Lieutenant Commander to Commander may be promoted based solely on the merit system without completing the TIG, provided they have accumulated 100 points.

4. Points assigned to awards follow the PCGA Regulations Manual hierarchy. Points may also be assigned to certificates, plaques of appreciation, or recognition if awarded for work supporting PCG–PCGA core functions.

5. Awards, decorations, citations and educational attainment used for prior promotions may not be reused for subsequent promotions.

6. A published matrix will assign points to different training and educational levels, including degrees and certifications (e.g., Master’s, Doctorate, etc.)

7. Members appointed or elected to government positions shall be eligible for rank adjustments depending on the position.

8. The merit system does not apply to Auxiliary Captain and flag ranks; promotion to those ranks based on appointment or election to flag-rank TO posts.

9. The inclusive date of reckoning shall start from the date of the general order covering the current rank (either entry rank or last promotion) until the date of completion of education/training or issuance of GOs for awards/decorations or citations received.

10. The Commandant may approve special promotions for acts of conspicuous courage and gallantry above and beyond the call of duty; time-in-grade, education, training, and merit requirements may be waived for such promotions.

11. Merit matrix (selected examples):

CITATIONS/EDUCATION/TRAINING RECEIVED	ASSIGNED POINTS
Letter of Commendation	10
Certificate of Appreciation	10
Plaque of Recognition	15
Participation in national/regional/international competitions	15

Podium finish in national or international competitions	30
Resource Person in symposium/seminar/forum	20
International Conference	20
Associate Degree	50
Bachelor's Degree	100
Master's Degree	100
Doctorate Degree	100
AFP/PCG General Staff Course	100
CITATIONS/EDUCATION/TRAINING RECEIVED	Assigned points

Section F. TERMS OF OFFICE

Position	Number of Terms	Period per Term
National Director	One Term only	2 years
Deputy National Director	maximum of two (2)	2 years
Director Auxiliary District	maximum of two (2)	2 years
Director, Auxiliary Services	maximum of two (2)	2 years
Chief of Staff, PCGA	maximum of two (2)	2 years
Deputy Director Auxiliary District	maximum of two (2)	2 years
Deputy Director Auxiliary Services	maximum of two (2)	2 years
Director Auxiliary Squadron	maximum of two (2)	2 years
Chief of Staff, Auxiliary District Office	maximum of two (2)	2 years
Deputy Director Auxiliary Squadron	maximum of two (2)	2 years
Chief of Staff, Auxiliary Squadron	maximum of two (2)	2 years
Director Auxiliary Division	maximum of two (2)	2 years
Deputy Director Auxiliary Division	maximum of two (2)	2 years

*The minimum term for NAMO officials is one term (two years).

Section G. ADJUSTMENT OF AUXILIARY RANKS

In meritorious and justifiable circumstances, the PCGA may authorize adjustment of an auxiliary member's rank, subject to endorsement by the Commander, Coast Guard District and the approval of the Commandant, through proper channels.

Rank adjustments are not routine and may be granted based on enhanced qualifications and demonstrated capacity for greater responsibilities (e.g., advanced degrees, professional licenses, specialized training, or recognized certifications relevant to PCGA mission areas). Appointment to key leadership positions (Squadron Director, District Director, national functional heads) may warrant rank adjustment if background, competence, and performance justify it.

All requests must be thoroughly evaluated to ensure alignment with PCGA core values, operational needs, and strategic objectives.

Section H. ELECTION PROCESS

Under normal administration, elections for key PCGA positions shall be held at the end of each regular term, as prescribed in this Manual.

All Election Committee (ELECOM) members who intend to run for any position must vacate their post ninety (90) days before the filing of candidacy. The ND/DAD/DAS shall appoint replacements.

FOR THE NATIONAL DIRECTOR POSITION, ONLY CURRENTLY ELECTED MEMBERS OF THE NAB HAVE VOTING RIGHTS; THOSE APPOINTED ARE NOT ELIGIBLE TO VOTE.

1. Qualifications of Candidates for National Director PCGA

- a. Must be active members in good standing as determined by the NAB;
- b. Must have completed a term as regular DAD, or,
 - b.1. at least served for one full term and not removed for a cause.
 - b.2. For a past DAD who was not able to complete his term due to a valid reason accepted and approved by the Commandant and as endorsed favorably by the NAB, he must have served for at least one year of said term; or
 - b.3. For the Acting DAD who only served the unexpired term of a previous DAD, he must have served for not less than one year of the unexpired term.
 - b.4. Only the period served by an Acting DAD when there is no incumbent regular DAD validly occupying the said position may be counted as a regular period for the said term.
- c. Be physically fit and of good moral character;
- d. Be an active PCGA member for at least eight (8) years and an active Flag Officer for at least two (2) years;
- e. Be in active status for the past four (4) years prior to the start of the term of the position sought; and
- f. Be a natural-born Filipino citizen.

Procedures:

- a. The National Election Committee (NELCOM), three (3) months prior to the PCGA National Convention, shall receive nominations or certificates of candidacy for ND.
- b. All nominations or certificates must be accompanied by a clearance from the NAB. Non-issuance of NAB clearance will be issued only for justifiable written grounds.
- c. NAB evaluates candidates during its April board meeting.
- d. Active PCGA officers and members in good standing may nominate candidates in writing, using standard format as provided by the NELCOM.

- e. The NAB directly endorses candidates for the approval of the Commandant. The Commandant has the sole prerogative to accept or deny any nomination.
- f. The Election of the National Director shall be conducted by the NELCOM composed of the following members:
 - Chairman: Deputy Chief of Coast Guard Staff for Civil Relations Service, CG-7
 - Vice Chairman: Deputy Commander, CGCRS
 - Members: Assistant Deputy Chief of Coast Guard Staff for Civil Relations Service, CG-7; Chief of Staff, NAMO; NAMO DCS for Human Resource Management
 - Secretariat: Commander, PCGA Affairs, CGCRS; Chief, PCGA Affairs Branch, CG-7
- g. At a time and place to be specifically announced by the NELCOM during the first day of the National Convention, the following are eligible to vote for the position of National Director, PCGA:
 1. Deputy Commandant for Operations, PCG
 2. Deputy Commandant for Administration, PCG
 3. Chief of Coast Guard Staff, PCG
 4. Commander, Coast Guard Civil Relations Service
 5. Commander, CG MARSLEC
 6. Commander, CG MEPCOM
 7. Commander, CG MSSC
 8. Incumbent National Director
 9. All NAB members (if they have served for at least one (1) year of their term)
 - Deputy National Director for Operations
 - Deputy National Director for Administration
 - Incumbent Directors Auxiliary District (16)
 - Director, Auxiliary Functional Service (4)
 - Immediate Past National Director

Election Mechanics:

- Voting is conducted primarily in person via confidential paper ballots. Online modalities may be adopted if the situation warrants, provided that the integrity of the ballot is guaranteed. The decision to shift to other methods of voting and its modality rests solely on the Chairman, NELCOM.
- To be duly elected ND even if there is only one qualified candidate, the candidate must garner a majority of the votes cast (minimum of 50% plus one vote). If there are two (2) candidates, the candidate with the highest number of votes provided the 50% plus one requirement is met shall be declared the new ND. If not achieved, the Commandant may designate a new ND.
- If there are three or more candidates, a candidate who got the highest majority vote (50% + 1) shall be declared as new ND, however if

majority is not achieved (50% plus 1 vote), the Commandant shall designate the ND. The result will be announced before convention closing.

- The elected ND assumes office on 01 June following the election, along with other elected and appointed officers.

Formal Turnover

A formal turnover will be scheduled with the Commandant as Presiding Officer not later than 01 June of the same year.

Term of Office

The ND serves a two-year term starting 01 June (or earlier formal turnover) and may serve one term only. The ND may be terminated prior to completion for acts prejudicial to service, rule violations, health or personal reasons, or at the Commandant's discretion.

Temporary Incapacity of the National Director

If temporarily incapacitated, the DNDO shall act as Acting ND until recovery. The Commandant shall have the discretion to appoint a National Director in acting capacity. The Acting ND shall exercise the same authority as that of an elected ND.

Permanent Vacancy in the ND Office

In case of permanent vacancy (serious illness, death, resignation), the DNDO shall continue to serve the unexpired term, subject to the Commandant's confirmation.

2. Qualifications of Candidates for Director Auxiliary District (DAD)

- 2.1 Must have completed a term as Director Auxiliary Squadron (DAS), or
 - a. If served an unexpired term of a previous DAS, must have served at least one (1) year of that unexpired term;
 - b. Incumbent DAS must have served at least one (1) year of his/her term; or
 - c. Former DAS who did not complete term for valid, approved reasons must have served at least one (1) year of that term.
- 2.2 Must have rank of at least Auxiliary Captain;
- 2.3 Must be physically fit and of good moral character;
- 2.4 Must be an active PCGA member for at least six (6) years;
- 2.5 Must have been active for the past three (3) years prior to start of term; and
- 2.6 Must be a natural-born Filipino citizen.

Procedures:

- a. The District ELECOM shall prescribe a 15-day nomination period starting 45 days prior to end of term.
- b. Active PCGA officers and members in good standing may nominate any officer belonging to the same Auxiliary District using standard format prescribed by District ELECOM.
- c. District ELECOM pre-qualifies nominees following qualification standards.
- d. Nominees must be cleared by the District Auxiliary Board (DAB).
- e. Within five (5) days after the closing of the nomination period, the District ELECOM informs nominees in writing. Nominees must accept in writing within ten (10) days. ELECOM issues final list of qualified nominees at least ten (10) days prior to the end of term.
- f. The Election of the DAD shall be conducted by the District Election Committee (ELECOM). The District Election Committee shall be composed of the following members:
 - Chairman: Deputy Commander, CGD
 - Vice Chairman: District Staff for CRS, D7
 - Members: Commander, CRG; CS, CGAD; and Auxiliary District Staff for HRM)
 - Secretariat: D7 and CRG staff
- g. At a time and place to be specifically announced by the District Election Committee, the following are eligible to vote for the position of DAD:
 1. Incumbent DAD;
 2. All members of the District Auxiliary Board
 - a. Deputy Director Auxiliary District
 - b. Incumbent Directors Auxiliary Squadrons
 - c. Immediate Past DAD

Election Mechanics:

- Election is primarily face-to-face via secret ballot. Online voting may be adopted and its modality is subject to DELCOM Chair approval and must ensure secrecy, integrity, and transparency.
- To be elected DAD, candidate must secure majority (50% + 1) of votes. If majority not achieved, the C, CGD may designate a new DAD subject to the issuance of appropriate orders.
- If three or more candidates, a candidate who got the highest majority vote (50% + 1) shall be declared as new DAD. However, if majority is not achieved, the C, CGD shall recommend a new DAD subject to the issuance of appropriate orders. In case of tie, a second round of election shall be conducted with the top two candidates, and whoever get the majority vote (50% plus one vote) shall be declared as DAD. If majority vote is still not achieved, the C, CGD shall have the discretion to appoint a District Auxiliary Director in acting capacity.

Formal Turnover

Scheduled and conducted with the District Commander as Presiding Officer not later than 01 June after election.

Term of Office

DAD serves a two-year term starting 01 June and may serve a maximum of two (2) consecutive terms.

Temporary Incapacity or Permanent Vacancy

Deputy Director Auxiliary District shall act as DAD during temporary incapacity or continue to serve the unexpired term in case of permanent vacancy.

3. Qualifications of Candidates for Director Auxiliary Squadron

- 3.1 Must be physically fit and of good moral character.
- 3.2 Must be an active PCGA member for at least four (4) years.

Procedures:

- a. The Squadron ELECOM shall call for nominations within forty-five (45) days prior to term end for fifteen (15) days. Active Squadron PCGA officers and members in good standing may nominate in writing. ELECOM pre-qualifies nominees and nominees must be cleared by the Squadron Board.
- b. ELECOM informs nominees in writing; nominees must accept in writing within ten (10) days. ELECOM issues final list at least ten (10) days prior to term end.
- c. At a time and place to be specifically announced by the Squadron Election Committee, the following are eligible to vote for the position of Director Auxiliary Squadron:
 - Chairman: Deputy Commander, CGD
 - Vice Chair: District Staff for CRS, D7
 - Members: Commander CRG, CS CGAD, Auxiliary District Staff for HRM
 - Secretariat: D7 and CRG staff.
- d. At a time and place to be specifically announced by the Squadron Election Committee, the following are eligible to vote for the position of Director Auxiliary Squadron:
 - Incumbent Director Auxiliary Squadron
 - All members of the PCGA Squadron Board
 - Deputy DAS
 - Directors Auxiliary Divisions
 - Immediate Past DAS

Election Mechanics:

- Elections are done primarily through physical casting of ballots. Online voting and its modality may be authorized by the Squadron ELECOM Chairperson if the situation warrants.
- To be elected DAS, candidate must secure majority (50% + 1). If majority not achieved, the Coast Guard Station Commander (STACOM) may designate a new DAS subject to the issuance of appropriate orders
- If three or more candidates, a candidate who got the highest majority vote (50% + 1) shall be declared as new DAS, however if majority is not achieved, STACOM may designate a new DAS subject to the issuance of appropriate orders. In case of tie, a second round of election shall be conducted with the top two candidates, and whoever get the majority vote (50% plus one vote) shall be declared as DAS. If majority vote is still not achieved, the STACOM shall have the discretion to appoint a Squadron Director in acting capacity.

Formal Turnover

Scheduled with District Commander as Presiding Officer not later than 01 June after election.

Term of Office

DAS serves two-year term starting 01 June and may serve a maximum of two (2) consecutive terms.

Temporary Incapacity or Permanent Vacancy

Deputy DAS acts as DAS during temporary incapacity or serves unexpired term in case of permanent vacancy.

4. Qualifications of Candidates for Director Auxiliary Division (DADiv)

- 4.1 Must be physically fit and of good moral character; and
- 4.2 Must be an active PCGA member for at least one (1) year.

Procedures:

- a. Division ELECOM shall call for nominations within forty-five (45) days prior to term end for fifteen (15) days. Active Division PCGA officers and members in good standing may nominate in writing. ELECOM pre-qualifies nominees and nominees must be cleared by the Division Board.
- b. ELECOM informs nominees in writing; nominees must accept in writing within ten (10) days. ELECOM issues final list at least ten (10) days prior to term end.
- c. The Election of the Director Auxiliary Division shall be conducted by the Division Election Committee (ELECOM). The Division Election Committee

shall be comprised of the following members:

- Chairman: Commander, CRG
- Vice Chairman: District Staff for CRS, D7
- Member: Station Commander
Admin/Adjutant CGD as member
PCGA Division Staff for Administration and Personnel
- Secretariat: D7 and CRG staff

d. At a time and place to be specifically announced by the Division Election Committee, all active PCGA Officers under same Division with a minimum of one (1) year service are eligible to vote.

Election Mechanics:

- Election shall be held via physical casting of ballots. Online voting and its modality are subject to Division ELECOM Chair approval and must meet secrecy and integrity standards. Proxy votes are not allowed.
- To be duly elected Director Auxiliary Division (DADiv), even if there is only one qualified candidate, the candidate must garner a majority of the votes cast (minimum of 50% plus one vote). If there are two (2) candidates, the candidate with the highest number of votes provided the 50% plus one requirement is met shall be declared the new DADiv.
- Where there are three or more candidates, the candidate receiving the highest number of votes shall be declared the new DADiv. In the event of a tie, a second round of balloting shall be conducted between the top two candidates; the candidate with the most votes shall be declared the winner. If a tie persists, the Station Commander may designate a new DADiv.

Formal Turnover

A formal turnover of leadership and management of the PCGA Division shall be scheduled and conducted with the Station Commander as Presiding Officer not later than 01 June of the same year following confirmation of the appointment.

Term of Office

The Director and Deputy Director of the PCGA Division shall serve a two (2)-year term commencing 01 June. They may serve a maximum of two (2) terms.

Temporary Incapacity or Permanent Vacancy

If the Director Auxiliary Division is temporarily incapacitated, the Deputy Director Auxiliary Division shall act as Director until the incumbent's recovery. In the event of a permanent vacancy (serious illness, death, or resignation), the Deputy Director Auxiliary Division shall continue to serve the unexpired term.

Removal from Office

A National and Auxiliary District officer may be removed for cause by order of the Commandant for serious violations of PCGA policies or circulars. Removal of a PCGA Squadron officer may be approved by the CPCG upon written recommendation by the Commander, Coast Guard District and the Director Auxiliary District. The Director Auxiliary District may remove a PCGA Division officer upon recommendation by the Director Auxiliary Squadron.

Online Voting

Online voting shall be conducted through a secure, authenticated platform that provides each eligible voter with a unique access credential and preserves ballot anonymously. The system must ensure:

- One vote per eligible voter;
- No duplication or tampering;
- Simultaneous or time-bound voting as scheduled by the NELCOM/DELCOM/SELCOM, and
- Oversight by a designated electoral committee to ensure transparency and accuracy of results.

Online voting may be allowed under the circumstances such as:

- Public emergencies or force majeure (natural disasters, pandemics, national emergencies) restricting physical gatherings; or
- Travel limitations, official duties, or health restrictions preventing physical presence.

All requests for online voting must be formally endorsed to NELCOM (or appropriate election committee) chairperson, with supporting documentation justifying the modality.

Duties of Elected Members

Elected leaders at all PCGA levels (National, District, Squadron, Division) must be thoroughly familiar with applicable regulations and assigned responsibilities. They must maintain close liaison with units immediately above and below them, ensure members are trained and qualified for assigned duties, promote cooperation and fellowship, and draw on the experience of immediate past leaders. Primary responsibilities include:

- Conduct of unit meetings.
- Supervision and successful execution of unit activities to accomplish PCGA missions and goals.
- Support and compliance with PCGA and PCG policies.
- Prompt submission of required reports and correspondence.

- Membership recruiting and retention.
- Leadership, management, supervision, and operation of their unit, and unit member training, qualification, assignment to duty, recognition, and corrective action.
- Liaison with PCG units in the PCGA area of operations

Suspension of Election

The Commandant may suspend regular elections for reasons of service exigency in the PCG. In such cases the Commandant shall designate an acting National Director. If the exigency ceases, an election may be conducted; the newly elected National Director will serve only for the remainder of the unexpired term.

Section I. POWER OF THE COMMANDANT, PCG TO APPOINT THE NATIONAL DIRECTOR, PCGA

Under special circumstances, the Commandant (CPCG) may designate a National Director prior to a scheduled election to promote or protect the best interests of the PCG. Such circumstances include, but are not limited to:

- Extraordinary conditions (war, rebellion, insurrection, national emergency, national calamity);
- Death or permanent incapacity of the ND;
- Permanent vacancy by resignation;
- Failure of election to secure required majority;
- Only one valid nominee for ND;
- Suspension of the regular election;
- Breach of trust and confidence by the National Director; or
- Recall of an incumbent National Director by the Commandant.

Section J. POWER OF THE COMMANDANT, PCG TO RECALL AN ELECTED/ INCUMBENT NATIONAL DIRECTOR, PCG

At any time, if there is loss of trust and confidence in the National Director for substantive moral, political, or administrative reasons, the Commandant may exercise his authority to recall an elected National Director.

Section K. TRANSITION PROCEDURES

Upon completion of an election, the incoming director should:

- a. Obtain administrative, operational, and logistical records from the outgoing director to ensure continuity;
- b. Ensure the outgoing director conducted an audit of financial records prior to transfer;

- c. Conduct a joint physical inventory of unit property and obtain written explanations for damaged or missing items;
- d. Interview, select, and appoint staff officers for the new term;
- e. Submit, through established channels, names of all officers in the new table of organization.
- f. Submit a program of annual activities as soon as possible after installation of newly elected officers and appointed staff.

Section L. STAFF OFFICER'S INTRODUCTION

Each unit's senior elected leader appoints staff officers. Staff duties are administrative and programmatic; assignments and delegations should be documented in writing. The PCGA follows parallel staffing principles: staff officers at all levels report to senior levels and monitor activities at lower levels. Staff officers must maintain records and correspondence and turn over documents and materials to successors when relinquishing office.

Section M. APPOINTMENT

The Commandant of the Philippine Coast Guard has authority to appoint or designate PCGA leaders in accordance with law and policy, based on qualifications, competence, and alignment with PCG objectives.

- NAMO staff appointments shall be made upon the National Director's recommendation with concurrence or endorsement by CG-7 and CGCRS. NAMO staff terms are co-terminus with the appointing ND unless earlier terminated for cause.
- District staff appointments require concurrence of the Director Auxiliary District.
- Staff appointments at each level shall meet minimum qualification requirements, especially for Deputy positions.

Minimum Qualifications (selected):

a. Deputy National Director for Operations/Administration

- Must have served a term as DAD (incumbent DAD must have served at least one term).
- Must be an active PCGA member for at least five (5) years and an active Flag Officer for at least two (2) years.
- Must have been active for the past four (4) years prior to start of term.
- Concurrence by CG-7 and CGCRS

b. Deputy Director Auxiliary District

- Must have served a term as Director Auxiliary Squadron (incumbent DAS must have served at least one term).

- Must be an active PCGA member for at least four (4) years.
- Must have been active for the past three (3) years prior to start of term.

c. Deputy Director Auxiliary Squadron

- Must be physically fit and of good moral character.
- Must be an active PCGA member for at least four (4) years.
- Must have been active for the past two (2) years prior to start of term

New Member

New members are not normally offered staff officer appointments during their first year of membership. They should use this period to gain qualifications and learn about the PCG and PCGA. They may assist elected leaders or staff officers in areas of interest.

Staff Officer Responsibilities

Elected leaders must ensure staff officers are well briefed on duties and responsibilities. Staff officers are encouraged to appoint committees to assist and must report progress monthly to the appointing leader. Records and correspondence shall be maintained and turned over to successors.

Elected Leader or Auxiliarist Responsibilities

Delegation to staff officers does not relieve elected leaders of responsibility. Leaders must ensure proper exercise of leadership and management and that instructions are followed. Staff officers may assign qualified members to duties within their purview.

Simultaneous Offices

Staff officers may hold simultaneous elected or staff positions, subject to consideration of workload by the elected leader and unit membership.

CHAPTER 5

ADMINISTRATIVE DISCIPLINE

Section A. OBJECTIVE AND SCOPE

This chapter establishes a system of discipline and order within the ranks of the PCG Auxiliary (PCGA) to better achieve its Vision and Mission in service to the PCG and the Filipino people.

This system applies only to members of the PCGA. The Auxiliary Internal Affairs Section (IAS) is responsible for implementing this disciplinary framework.

Section B. ADMINISTRATIVE DISCIPLINARY POLICIES

The IAS and its services exist to aid and improve the performance of the PCGA. It is intended to be a partner to every district squadron, not merely an enforcer of discipline.

However, to achieve this objective, administrative disciplinary actions will have to be taken to correct inappropriate behavior, misconduct, and violations of the PCGA Regulations Manual and other relevant laws and regulations.

Since the PCGA is a civilian volunteer organization, its members are not subject to the PCG Code of Discipline. However, they may face administrative penalties, including, but not limited to, disenrollment. All reasonable efforts to correct misconduct will be exhausted before imposing serious sanctions (such as disenrollment). In certain cases, offenses may be so severe that they warrant immediate disenrollment.

Section C. MEMBER'S RIGHTS AND INITIATING A COMPLAINT

Member's Rights

Membership in the PCGA is not a constitutionally protected liberty or property interest; however, members are entitled to due process protections (Section A(1), PCGA Revised Regulations Manual, PCGA Administrative Discipline).

Complaints/Requests for Investigation

Any citizen, PCG member, or PCGA member who has probable cause that a member has violated the PCGA Regulations Manual or related policies may file a written complaint or request for investigation.

The request shall be submitted to the senior elected leader (uninvolved in the matter) at the lowest organizational level capable of handling the complaint.

The Disciplinary Board, headed by the Director Auxiliary Squadron is tasked with investigating and resolving the complaint. If the case involves Staff Officers or Squadron elected leaders, it should be referred to the PCGA District Disciplinary Board (headed by the Director Auxiliary District). Complaints against District staff or District elected leaders should be referred to the National Director. If the case involves National Staff or a National elected leader, complaints should be forwarded to the Commander, CGCRS.

The Coast Guard Districts (CGDs), Coast Guard Stations (CG Stations), and the Commandant (C, CGD/C, CG Stations) will assist in determining the appropriate level for complaint resolution.

Section D. ELECTED LEADER OPTIONS

The elected leader may:

- Request further information from the complainant.
- Appoint a member or committee to investigate the case.

If a committee is appointed, the member must be informed of the accusation and given the opportunity to respond in writing before any report is submitted to the elected leader. If a committee is formed, it must consist of two or three members of the PCGA unit.

Section E. ELECTED LEADER DETERMINATION

The elected leader must determine within 15 days of receiving the investigation report whether the facts constitute a violation of the PCGA Regulations Manual, Discipline System, or other directives.

If the facts do not constitute a violation or if there is insufficient evidence, the elected leader will notify the complainant in writing that no action will be taken or that minor corrective action will be applied.

Section F. MINOR VIOLATION

If the investigation reveals a minor violation, the member will be informed of the unacceptable conduct, deficiencies, and expected standards through informal disciplinary action (as determined by the elected leader).

Section G. INFORMAL DISCIPLINARY ACTION

Informal disciplinary action involves the elected leader correcting minor violations and documenting the action. The member will be advised of:

- The unacceptable conduct or standards.
- Specific deficiencies.
- Expected standards of performance.

If no further disciplinary actions are recorded or pending within two years, the documentation will be removed from the member's file. However, a permanent record will be retained by the elected leader or Director for future reference.

Section H. DEBRIEFING SESSION

All disciplinary actions (short of disenrollment) will be followed by a debriefing session to:

- Gather feedback from the member.
- Provide support to the member.

Section I. INFRACTIONS WARRANTING INFORMAL DISCIPLINARY ACTION

Including but not limited to:

- Flagrant or repeated uniform/grooming violations;
- Unintentional compromise or mishandling of PCG/PCGA confidential data, Data Privacy Act-protected information, or sensitive communications. information to be protected under the Data Privacy Act of 2012, or sensitive official message traffic or correspondence;
- Abuse of the chain of leadership and management;
- Failure to follow PCG/PCGA written directives, procedures, or policies;
- Misrepresentation in official correspondence or reports;
- Misrepresenting PCG authority, rank, title, or PCGA position or status;
- Failure to follow established procedures; and
- Violation of published PCGA web policies and guidelines.

Section J. APPROPRIATE SANCTIONS FOR MINOR INFRACTIONS

1. Counseling Session

- A corrective discussion between the elected leader, complainant (if applicable), and the member.
- Documented and retained for two years.
- National Auxiliary Main Office (NAMO) and District staff officers may also conduct oral counseling regarding performance.

2. Denial of Certain Privileges

May include:

- Wearing a PCGA uniform with devices/insignia.
- Holding an elected or appointive position in the PCGA.
- Being conferred a rank in the PCGA.
- Heading a committee or group in the PCGA.

3. Letter of Caution

- An informal corrective letter issued by a PCGA Director.

- The National Director may issue such a letter to National Auxiliary Board members and NAMO staff regarding performance.

Section K. FORMAL DISCIPLINARY ACTION

If the elected leader determines that a violation is serious, they must submit a written recommendation to the Director Auxiliary District (via the chain of command) within 30 days. The recommendation must include:

- Supporting documents; and
- Factual basis for the action

Section L. INFRACTIONS WARRANTING FORMAL DISCIPLINARY ACTION

Including but not limited to:

- Actions that bring or may bring discredit to the PCG or PCGA while identified as a member;
- Refusing to follow uniform or insignia regulations, including misrepresentation as a PCG officer or petty officer;
- Misuse of PCG or PCGA funds or property;
- Repeated actions prejudicial to the good order of the PCGA or its programs;
- Failure to comply with civil rights regulations, or the Human Relations and Sexual Harassment Policy;
- Knowingly making any false official statements, including forgery or falsification of records;
- Breaches of electronic/communication protocols that discredit or embarrass the PCG or PCGA;
- Misrepresenting oneself as a government agent or PCG personnel; and
- Any other actions deemed severe enough to warrant disenrollment proceedings.

Section M. FORMAL DISCIPLINARY ACTION

1. The Director Auxiliary District (DAD) will commence formal disciplinary action within 30 days of receiving the recommendation.
2. The member will be notified in writing of the allegations, including:
 - Reason for the proposed action.
 - Facts supporting the action.
 - Right to respond.
3. The member has 15 days to submit a written response (admission, denial, or explanation).
4. The DAD reviews the case and makes a written recommendation to the Commander Coast Guard District (CGD).

- If the recommendation is for disenrollment, the case is forwarded to the CGD for endorsement for approval of the Commandant, PCG.
5. A letter of reprimand may be issued by the DAD or CGD.
- The Commandant, PCG or National Director may also issue a letter of reprimand to National Board members or NAMO staff.

Section N. TEMPORARY SUSPENSION DURING FORMAL PROCEEDINGS

- A member may be suspended for up to 60 days pending the outcome of the investigation.
- If additional time is needed, the suspension may be extended for 30 days (with written justification).
- The total suspension period shall not exceed 90 days.
- A suspended member is not entitled to any PCGA rights or privileges.
- The member may appeal the suspension to the Commandant.

Section O. APPEALS OF DISCIPLINARY ACTIONS

- Appeals may be filed for both informal and formal disciplinary actions.
- Informal disciplinary actions may be appealed to the next higher elected leader in the chain of command.
- Appeals of a DAD's action go to the National Director (ND).
- Appeals of an ND's action go to the CGCRS.
- Appeals of a CG-7's action go to the Commandant.

Section P. STANDARD OPERATING PROCEDURES

Auxiliary Disciplinary Board (ADB)

- Every District and Squadron must have an ADB.
- The term of office is two years (coterminous with the Director Auxiliary Squadron/District Director), unless removed for just cause.
- The ADB has the power to:
 - Hear and adjudicate complaints.
 - Impose penalties (if warranted).
 - Administer oaths, summon witnesses, and require evidence.
- Squadron ADB Composition:
 - Director Auxiliary Squadron.
 - Deputy Director Auxiliary Squadron for Administration.
 - Deputy Director Auxiliary Squadron for Operations.
 - Division Directors.
- District ADB Composition: The MAP Board under the Director Auxiliary District's chairmanship.

Venue and Jurisdiction over Auxiliarist/Citizen's Complaint

- Complaints must be filed with the ADB of the Squadron/District where the respondent is enlisted.
- The ADB determines whether the offense is grave, less grave, or minor.
- If minor, the case is referred to the immediate superior of the respondent.
- If grave or less grave, the ADB takes cognizance and serves a summons within 3 days.

Procedure – Complaint

- All complaints must be in writing, signed under oath, and filed in at least 3 copies with the Squadron/District Auxiliary Director.
- Formal Requirements of a Complaint:
 - Respondent's name, rank, and address.
 - Designation of the offense.
 - Place, date, and time of the offense.
 - Brief statement of relevant facts.

Prohibition Against Forum Shopping or Multiple Filing of Complaints, and Notice

- The complainant must certify under oath that they are not engaging in forum shopping.
- The ADB must notify the respondent within 3 days and allow 10 days to submit an answer.

Answer

- The answer must be in writing, under oath, and filed in at least 3 copies.
- If the respondent fails to file an answer, it is considered a denial of the charges.

Effect of Admission by Respondent and Pre-Hearing Conference

- If the respondent admits guilt, the ADB proceeds to determine the penalty.
- A pre-hearing conference is held within 5 days to:
 - Define issues.
 - Enter into admissions/stipulations.
 - Limit witnesses.
 - Schedule hearings.

Hearing Proper

- The ADB proceeds with the hearing within 5 days after the conference.
- Order of Hearing:
 1. Complainant presents evidence.
 2. Respondent presents evidence.
 3. Direct examination is dispensed with (affidavits may substitute oral

- testimony).
4. Clarificatory examination is limited to 15 minutes.

Request for Preventive Suspension

- The ADB may request preventive suspension in the following cases:
 1. Respondent refuses to heed summons.
 2. Respondent is charged with bodily harm or grave threats.
 3. Respondent may tamper with evidence.
 4. Respondent may influence witnesses.
- The suspension period shall not exceed 90 days.

Section Q. EFFECT OF FAILURE / REFUSAL / DESISTANCE OF COMPLAINANT TO PROSECUTE/ EFFECT OF FAILURE OR REFUSAL OF RESPONDENT TO APPEAR

- If the complainant fails to prosecute, the case may be dropped.
- If the respondent fails to appear, the hearing proceeds ex parte (without the respondent).

Section R. NATURE AND CONTENTS OF THE DECISION

- The ADB's decision must include:
 - Facts established during the hearing.
 - Conclusions of law.
 - Disposition (exoneration or penalty).
 - The decision is made by majority vote.
 - If the respondent was suspended, a finding of non-culpability entitles them to immediate re-enrollment.

Section S. PERIOD TO RENDER DECISION AND FINALITY

- The ADB must decide within 60 days.
- Finality of Decisions:
 - Exoneration/reprimand decisions are final and unappealable.
 - Suspension/demotion decisions become final after 10 days (unless an appeal is filed).
 - Disenrollment decisions are immediately executory (unless an appeal is filed within 10 days).

Section T. MOTION FOR RECONSIDERATION

- The respondent may file a motion for reconsideration within 10 days based on:
 1. Newly discovered evidence.

2. Errors of law or irregularities.

- Only one motion is allowed and must be decided within 15 days.

Section U. MAINTENANCE OF DOCKET BOOKS

- The ADB must keep a docket book for all administrative complaints.
- Quarterly reports must be submitted to the District and NAMO, including:
 1. Number of cases received.
 2. Nature of offenses.
 3. Cases assumed/referred/heard/decided.
 4. Cases pending.
 5. Number of respondents found culpable/exonerated.
 6. Petitions for reconsideration filed/resolved.

Section V. APPEAL

- If the ADB imposes a penalty of demotion or disenrollment, the respondent may file an appeal within 10 days.
- The memorandum of appeal must be submitted in 3 copies to the District ADB within 10 days of filing the notice.
- The District ADB must decide within 60 days. If not, the Squadron ADB's decision becomes final.

Section W. OTHER PCGA-RELATED POLICIES

1. Information Retention and Handling

- Disciplinary records are retained for up to 3 years by the CPCG thru O/CG-7.
- If no further disciplinary action is taken, the record is removed from the member's file.
- A permanent record is retained for future reference.

2. Sexual Harassment Prevention

- Definition: Unwelcome sexual advances, requests for sexual favors, or other conduct that creates a hostile work environment.
- Policy:
 - Mandatory training for all members.
 - Confidential resolution at the lowest level.
 - Counseling support for affected individuals.

3. Public Appearances for Political Affairs

- Members may appear as private citizens at legislative hearings without PCG approval.

- If testifying on PCG/PCGA-related matters, they must notify the CPCG and CGD in advance.
- Uniforms and PCGA titles are prohibited during political activities.

4. Mainstream and Social Media

- PCGA Director approval is required before releasing publicity postings.
- Members may share PCGA activities that promote public service.
- Classified or restricted information must not be posted.

Section X. TABLE OF PENALTIES

Infractions Warranting Informal Disciplinary Action	
Types of Actions (This is not an exhaustive list)	Appropriate Sanctions (Determined on a case-to-case basis)
• Flagrant and/or repeated uniform or grooming violations • Unintentionally compromising or mishandling PCG or PCGA examinations, information to be protected under the Data Privacy Act of 2012, or sensitive official message traffic or correspondence. • Unwarranted violations or abuse of the chain of leadership and management. • Failure to follow procedures prescribed by PCG or PCGA written directives, procedures, standing rules, or policies. • Misrepresentation in official correspondence or reports. • Misrepresenting PCG authority, rank, title, or PCGA position or status, either implied or by design. • Failure to follow established procedures as prescribed by written directives or policies. • Failure to follow published PCGA web policies and guidelines when available.	• Counseling session • Denial of certain Privileges • Letter of Caution

Infractions Warranting Formal Disciplinary Action

Types of Actions (This is not an exhaustive list)	Appropriate Sanctions (Determined on a case-to-case basis)
• Any action which may bring or brings discredit to the PCG or PCGA while identified as a member or acting in a PCGA capacity. • Refusing to follow regulations for the wearing of the PCGA uniform or insignia, including misrepresentation as a PCG officer or petty officer, or flagrant or repeated misuse of rank, titles, or insignia. • Misuse of PCG or PCGA funds or property. • Repeated actions prejudicial to the good order of the PCGA or any of its programs, as documented in the member's record. • Failure to follow civil rights regulations, and/or the Human Relations and Sexual Harassment Policy contained in the PCGA Regulations Manual. • Knowingly making any false official statement, oral or written, which includes enrollment application data submissions, facility offer of use and inspection forms. This includes forging signatures on any official document and/or falsifying of records. • Breaches of electronics and communications protocols or any other public communications media, which discredits or publicly embarrasses the PCG or PCGA. • Any other actions analogous to the foregoing that will warrant disenrollment proceedings.	• Letter of Reprimand • Suspension • Demotion • Disenrollment

CHAPTER 6

DISENROLLMENT

Section A. GROUNDS FOR DISENROLLMENT

1. Resignation

- a. The request must be in writing and submitted to the Director Auxiliary Squadron (DAS).
- b. The DAS shall promptly forward all such requests to the Director Auxiliary District (DAD) to enable to discuss with the member the reason for resignation before the final paperwork is submitted to the Commander, Coast Guard District.
- c. If the member still wishes to resign after consultation, the DAD will require the
 - Return of the PCGA member's ID card
 - Return of any Government or PCGA-owned property in the member's possession.
- d. Upon receipt of the written request, the Commander, Coast Guard District (CGD) will recommend to the Commander, Coast Guard Civil Relations Service (C, CGCRS) the deletion of the member's name from the active PCGA rosters and database subject to the approval of the Commandant, PCG.
- e. All resignations shall be acknowledged in writing by the Commander, CGD.

2. Ceasing to Possess Membership Qualifications

C, CGCRS may recommend for the disenrollment of a member for CPCG's approval, as recommended by the Commander, CGD and the DAD, if they no longer meet PCGA membership qualifications.

3. Disenrollment for Cause

Any actions warranting formal disciplinary infractions outlined in the PCGA Regulations Manual including:

- a. Actions that bring or may bring discredit to the PCG or PCGA while identified as a member or acting in a PCGA capacity.
- b. Refusal to follow regulations for the proper wearing of the PCGA uniform or insignia, including misrepresentation as a PCGA officer or Auxiliarist, or flagrant or repeated misuse of rank, titles, or insignia.
- c. Misuse of PCGA funds or property.

- d. Repeated actions prejudicial to the good order of the PCG and PCGA or any of its programs, as documented in the member's record;
- e. Failure to follow civil rights laws and/or the Human Relations and Sexual Harassment Policy in the PCGA Regulations Manual;
- f. Rendering or giving false official statements (oral or written), including:
 - Enrollment application data submissions.
 - Facility offer of use and inspection forms.
 - Forging signatures on any official document and/or falsifying of records.
- g. Breaches of electronics and communications protocols or any other public communications media, that discredit or publicly embarrass the PCG or PCGA.
- h. Any other actions deemed by the DAS/DAD to warrant disenrollment proceedings.
- i. Any actions, (not cited in the PCGA Regulations Manual) that have a disruptive impact affecting the operations, administration, or functions of the PCGA, PCG unit, or other entities, the C, CGCRS may take appropriate disciplinary action, including disenrollment subject to CPCG's approval.
- j. Any derogatory record of a PCGA member involving espionage, foreign interference, sabotage, or subversion, as validated by the National Intelligence Coordinating Agency (NICA) or other recognized intelligence agencies.

4. Inactive Members for Two (2) Years

Inactive PCGA members shall be disenrolled from the PCGA roster upon recommendation of the DAS, endorsed by the DAD and National Director (ND), the C, CGCRS, and approved by the Commandant, PCG.

5. Members with Prior or Subsequent Criminal Convictions or False Declarations

- a. A PCGA member who:
 - Was enrolled but later found to have a prior criminal conviction, or
 - Was subsequently convicted by a regular court of offenses involving moral turpitude or any crimes under the Revised Penal Code and other special penal laws, or
 - Made false declarations/data in their membership application,
- b. Shall be disenrolled without delay and deleted from the PCGA roster and database.
- c. A copy of the court's decision convicting the member must be presented as evidence.

6. Upon Direction of the Commandant

The Commandant, PCG may direct disenrollment at his discretion.

7. Upon death.

A member's disenrollment is automatic upon death.

Section B. PROCEDURES

Disenrollment of PCGA Regular Members

1. If a violation is deemed to be serious after a preliminary investigation, the DAS shall notify the DAD in writing to recommend disenrollment.
2. The written recommendation for disenrollment must include:
 - All supporting documents
 - Factual basis for the recommendation.
3. The DAD, through the DAS, shall inform the subject member in writing of the disenrollment, including:
 - Grounds for disenrollment,
 - Recommended action.
 - Supporting facts and circumstances.
 - Member's right to file an Answer.
4. The subject member may file an Answer with the DAD within 10 days of receiving the notice to:
 - Explain or defend themselves
 - Seek reconsideration.
5. The DAD shall review all the documents and determine if disenrollment is proper.
 - If recommended for disenrollment, the recommendation/resolution and investigation folder shall be forwarded to the National Auxiliary Main Office (NAMO) for further evaluation.
6. The NAMO, (headed by the National Director) shall make recommendations to the Commander, CGD for further consideration and endorsement for approval of the Commandant, PCG.
7. If a violation is determined to compromise national security, the disenrollment shall not follow the regular procedural steps. Instead, the Commandant, Philippine Coast Guard shall have the authority to decide on the immediate

disenrollment of the member based on the investigation and verification conducted.

Disenrollment of PCGA Executive/Special Squadron Members

1. If a violation is deemed to be serious after a preliminary investigation, the O/CG-7 shall commence the disenrollment procedure.
2. The CG-7 shall inform the subject member in writing of the disenrollment, including:
 - Grounds for disenrollment.
 - Recommended action.
 - Supporting facts and circumstances.
 - Member's right to file an Answer.
3. The subject member may file an Answer with the O/CG-7 within 10 days of receiving the notice to:
 - Explain or defend themselves
 - Seek reconsideration.
4. O/CG-7 shall review the documents and determine if disenrollment is proper.
 - If recommended for disenrollment, the recommendation/resolution and investigation folder shall be endorsed to the Commandant, PCG for approval.
5. If a violation is determined to compromise national security, the disenrollment shall not follow the regular procedural steps. Instead, the Commandant, Philippine Coast Guard shall have the authority to decide on the immediate disenrollment of the member based on the investigation and verification conducted.

Section C. MOTION FOR RECONSIDERATION AND APPEAL FOR PCGA REGULAR MEMBERS

1. In cases decided by the CPCG involving PCGA Regular Members, the aggrieved party may file a motion for reconsideration with the same authority within 10 days of receiving the Decision/Resolution.
 - A motion filed beyond the prescriptive period shall not be entertained, and the decision shall be considered final and executory.
 - No second motion for reconsideration shall be allowed.
2. Offenses involving national security which were validated by the NICA and other recognized intelligence agencies shall not be subject to reconsideration or appeal.

Section D. APPEAL FOR PCGA EXECUTIVE OR SPECIAL SUPPORT SQUADRON MEMBERS

1. The subject PCGA executive squadron member may file an appeal with the Commandant, PCG (Attn: O/CG-7) within ten (10) days of receiving the Decision/Resolution.
2. O/CG-7, as directed by the Commandant, shall review the cases forwarded to it on appeal.
3. The appeal must specify:
 - Date of the Resolution appealed from.
 - Date of receipt
 - Failure to provide these may cause the dismissal of the appeal.
4. Only one appeal is allowed, and an appeal filed beyond the prescriptive period shall not be entertained.
5. If no appeal is filed or the appeal period lapses, the Commandant's resolution shall be considered final and executory.
6. Offenses involving national security which were validated by the NICA and other recognized intelligence agencies shall not be subject to reconsideration or appeal.

Section E. RESPONSIBILITIES

A. Commandant, PCG

- Has direct control and supervision over the PCGA.
- Has the authority to immediately disenroll a member for the following reasons:
 1. Upon member's request.
 2. Upon ceasing to possess the membership qualifications.
 3. For cause.
 4. Upon direction.
 5. Upon death.

B. Commander, Coast Guard Civil Relations Service (C, CGCRS)

- Orders the submission of all investigation records and requests representation to higher headquarters through the Deputy Chief of Staff for Civil Relations Service (DCCGS for CRS), CG-7.
- Reviews cases and submits appropriate recommendations for the Commandant's approval.

C. Deputy Chief of Coast Guard Staff for Civil Relations Service, CG-7 (DCCGS for CRS, CG-7)

- Review cases of PCGA members subject to disenrollment to ensure:
 - Valid grounds for disenrollment.
 - Due process was followed before recommending to the Commandant, PCG.

D. Commander, Coast Guard District (CGD)

- Ensures that all disenrollment actions are conducted in accordance with relevant laws, regulations, and Coast Guard policies.

E. PCGA National Director (ND)

- Review cases of members subject to disenrollment.
- Assess the grounds
- Recommend whether disenrollment is warranted.

F. Deputy National Director for Administration (DNDA)

- Keeps and monitors accurate records of disenrollment cases, including:
 - Grounds for disenrollment.
 - Proceedings/actions taken.
 - Any appeals made by the affected PCGA members.

G. Director Auxiliary District (DAD)

- Commences disenrollment proceedings within 15 days of receiving the recommendation from the DAS.
- Reviews investigation documents and makes recommendations whether disenrollment is proper.
- Forwards investigation reports and pertinent documents to the NAMO for further evaluation.

H. Director Auxiliary Squadron (DAS)

- Recommends to the DAD to commence disenrollment actions/proceedings, in cases involving Regular PCGA members
- Communicates with members subject to disenrollment, informing them of:
 - Grounds for disenrollment.
 - Opportunity to file an answer.

CHAPTER 7

SPECIAL POLICIES AND PROTOCOL

SECTION A. RESTRICTED USE OF “COAST GUARD” AND SIMILAR WORDS UNIFORM, INSIGNIAS, PARAPHERNALIA, PCGA EMBLEMS, AND LOGOS.

Introduction:

This section establishes the policies and protocol governing the use of the words “Coast Guard” and other related terms, as well as standards for physical appearance, customs, and courtesies.

1. Prohibited Use of the Words “Philippine Coast Guard” or Similar Combinations

No individual, association, partnership or corporation may use the letters “PCG” or “PCGA,” the words “Coast Guard,” “Philippine Coast Guard,” or “Philippine Coast Guard Auxiliary,” or any variation thereof, for commercial purposes or to imply an official connection with the Philippine Coast Guard (PCG) or the Philippine Coast Guard Auxiliary (PCGA) without prior authorization from the Commandant.

No individual, association, partnership or corporation may falsely represent, through any means, that a project, business, or product is endorsed, authorized, or approved by the PCG or the PCGA.

Note: Items of clothing or paraphernalia that may lead the public to believe an unofficial affiliation with the PCG or PCGA in a commercial context are prohibited. Members found violating this policy may face disciplinary action if their intent was to falsely imply endorsement. Evidence of prior misconduct may be considered in determining intent.

2. General Appearance

The public often does not distinguish between PCG active-duty personnel and PCGA members, especially when uniforms are worn. While PCG active-duty members are subject to strict military grooming and weight standards, PCGA members are encouraged to uphold the same standards to maintain the dignity of the uniform.

a. Uniforms

Members are authorized to wear PCGA uniforms with the appropriate PCGA insignia, as prescribed in the Uniform Regulations of this Manual or in a separate policy issuance by the Commandant.

b. Grooming

When wearing the uniform, hair, jewelry, or general appearance of a PCGA must adhere to the standards set by the PCG.

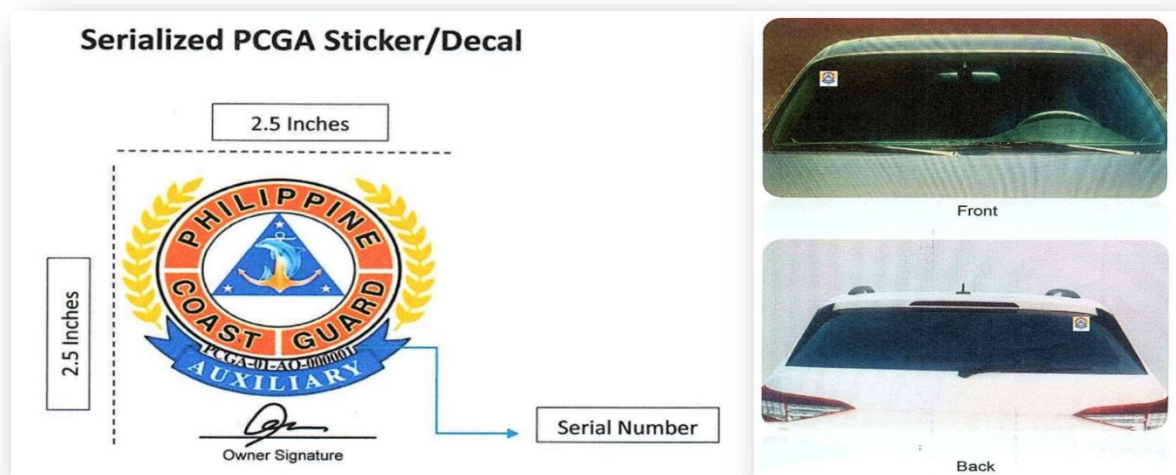
c. Weight Standards

While the PCGA does not enforce a formal weight standards program, members are encouraged to maintain a medically recommended weight level. Members wearing the PCGA uniform must ensure it fits properly and presents a professional appearance. If necessary, uniforms should be tailored to accommodate weight changes

3. PCGA sticker/decals

- a. Authorized use of PCGA stickers/decals is limited to official vehicles (e.g., ambulances, vans, trucks, coasters, utility vehicles and buses) used in PCG - PCGA activities, as authorized by the Commandant or his designated representative.
- b. PCGA personnel are prohibited from placing PCGA stickers on the windshield or back window of privately-owned vehicles (POVs), except for temporary decals issued for specific, limited purposes.
- c. PCGA members shall not display PCGA logos in their POVs unless they have an issued Mission Order or Letter Order from the Commandant, PCG, through the Coast Guard District Commanders, Coast Guard Civil Relations Service (CGCRS); or Deputy Chief of Coast Guard Staff (DCCGS for CRS), CG-7. This authorization applies only to POVs used as augmentative or support vehicles for PCG-PCGA operations and to ensure safe passage or delivery of goods/services to the community.
- d. PCGA members shall not install, place, or display PCG-PCGA stickers/decals on POVs unless the trip is related to official PCG activities.
- e. No PCGA member shall display PCG/PCGA stickers/decals in their POV to avoid paying toll fees on expressways.
- f. The use of PCG/PCGA stickers/decals by spouses, children, relatives, friends, or other unauthorized individuals is strictly prohibited.

A complete list of PCGA members issued with stickers/decals, including any new members who will receive decals, shall be submitted to the Coast Guard Civil Relations Service (CGCRS) and NHQ-PCG (Attn: DCCGS for CG-2) for proper recording and databasing.



Specifications of the PCGA Sticker/Decal

Responsibilities

- A. All CG District, Functional and Major Unit Commanders shall ensure that all PCGA members under their jurisdiction comply with this policy, particularly the restrictions outlined herein.
- B. The National Auxiliary Main Office (NAMO), District Auxiliary Directors, Auxiliary Squadrons/Divisions, and members of the PCGA Executive and Special Support Squadron are strictly prohibited from using or displaying PCG/PCGA decals/stickers on their POVs except as authorized in this SOP.

Reports/monitoring

- A. Any unauthorized use of PCG/PCGA decals and stickers must be reported to NAMO, the DAD, or DAS including details such as the vehicle type, plate number, location, time, and photographic evidence. Strict compliance with reporting protocols is essential to uphold the integrity and reputation of the PCG and PCGA.
- B. Violation of this provision may result in disciplinary action in accordance with the PCGA Regulations Manual, 2026. Such measures are necessary to maintain professionalism, credibility, and compliance with applicable traffic regulations.

4. Customs and Courtesies

The PCGA is non-military organization, but certain military and civilian customs and courtesies apply to members, especially while in uniform, as including:

- Respect for national traditions.
- Courtesy aboard military, PCG, and police installations, vessels, and aircraft.
- Respect and courtesy toward the flags, vessels, aircraft, officials, and personnel of all nations.
- Mutual respect and courtesy toward all PCG personnel and other uniformed services.

5. Saluting

Saluting is appropriate when greeting senior PCG and PCGA officer and extending courtesy to commissioned officers of the Armed Forces of the Philippines (AFP) and the Philippine National Police (PNP). Members, when outdoors in uniform and covered, should:

- Initiate or return a hand salute to commissioned officers as a courtesy.
- Return any and all salutes given.
- Salute the National Ensign:
 - When the flag is raised or lowered during morning or evening colors.
 - When the flag passes in a parade.
 - When the National Anthem or Taps is played.

Boarding and leaving Military and PCG Vessels:

- When in uniform (but not before sunrise and after sunset):
- Stop before the gangplank, turn, and salute the National Ensign at the stern staff (even if obscured and not visible).
- Proceed to the ship's deck, salute the personnel in charge of the quarterdeck, and verbally request permission to come aboard.
- When departing, salute the personnel in charge of the quarterdeck, request permission to depart, step onto the gangplank, and salute the National Ensign before disembarking.
- When not in uniform: Follow the same procedures but do not render salutes.

Proper Salute

When in uniform and covered, the hand salute is executed by raising the right hand smartly until the tip of the forefinger touches the lower part of headdress or forehead, above and slightly to the right of the right eye. The thumb and fingers should be extended and joined, palm down, with upper arm horizontal and the forearm inclined at a 45-degree angle. The hand and wrist should be straight. At the same time, the head is turned toward the person being saluted. To complete the salute, the arm is dropped to its normal side position, and eyes are turned to the front.

Senior PCG Officer Protocol

Members should be aware that senior PCG officers enter a vehicle, boat, or vessel last and leave first. A member may be aboard when a senior officer boards a vessel. The member will be assigned a position for the occasion. As the senior officer boards, the command, "Attention" is given, everyone comes to attention, and a hand salute is rendered. Senior officers' passage should not be obstructed; anyone aware of such a situation will give the command "Gangway," and the area is cleared.

Common Saluting Errors Include:

- Failure to hold the salute until it is returned.
- Failure to look at the person or colors being saluted.
- Failure to assume the position of attention when saluting.
- Improper hand, finger, or arm positioning.
- Saluting with a cigarette in hand or mouth.
- Saluting while the left hand is in a pocket.
- Returning a salute in a casual manner.

6. Posting of Colors and Playing of National Anthem

During the ceremonial posting of colors and/or the playing of the National Anthem, members in uniform should stand at attention facing the National Ensign until the colors are posted and/or the Anthem is completed.

Section B. INTERACTION WITH PUBLIC AND PRIVATE ENTITIES

Introduction

This section outlines the protocol and guidelines for interacting with other public and private entities to ensure accurate and clear dissemination of information.

1. Communication with Other Government Agencies

Members may not communicate with officials of other government agencies or members of Congress in the name of the PCGA unless authorized by the Deputy Commandant for Operations for the National level, or Commander of the Coast Guard District for Auxiliary District and Squadron. Members must seek specific permission in advance of any communication.

2. Interaction as Private Citizens

Members have the right to communicate directly with elected and appointed government officials and agencies as private citizens. However, official PCGA stationery or titles may not be used in such communications.

3. Industry Relation

Unless approved by Officer-in-Charge (O/CG7), no undertaking may be initiated in the name of the PCGA for any manufacturer, product, or service.

Section C. PUBLIC APPEARANCES FOR POLITICAL AFFAIRS

Introduction

Political and legislative activities affecting the PCG may be of interest to members.

1. Public Appearances

Members may appear and testify as private citizens at legislative hearings or political meetings without PCG approval. If members appear and/or testify as private citizen on a matter related to the PCG or PCGA, they must provide advance notification to the CGCRS and the Commander of the Coast Guard District. If appearing in a private capacity, members may not wear the uniform, use a PCGA title, or otherwise imply representation of the PCG or PCGA.

2. Political Activities

Members are prohibited from wearing the PCGA uniform during any political activity.

Section D. MAIN STREAM AND SOCIAL MEDIA

Introduction

There is a need to develop public understanding and appreciation of the PCGA's role and to support PCG's public information program in accordance with PCG's policies on Social Media Publication.

1. Goal

Public Information Officer, under the guidance of NAMO, shall direct PCGA efforts toward publicizing the PCGA's aims, functions, and activities.

2. Publicity

Staff officers for public affairs and publications at the district, squadron and division levels perform activities that stimulate interest within the PCGA and present the aims of the PCG and the PCGA to the general public.

a. Pending Activity

Since the PCGA is a working part of the PCG, the PCGA Director must approve publicity postings concerning pending activities before release.

b. Socials

Announcements or postings of social events are important. Abbreviated approval procedures for announcements or postings of may be done via phone calls, SMS, video conference, or electronic mail. Members are not authorized to announce or post classified or restricted information involving operational activities, casualty information, or speculation incidents. If in doubt, err on the side of caution. A clipping of the published items should be sent to the Commander of the Coast Guard District.

c. Websites

For practicality, PCGA units are encouraged to create and maintain websites to promote PCGA missions and services to the public and to provide program information to members. Likewise, PCGA Directors are encouraged to create sites to assist members and provide program information to PCG units on how to use and obtain PCGA resources within their Area of Responsibility (AOR).

Section E. PUBLICATIONS

Introduction

An individual serving as a member is prohibited from receiving compensation for articles related to the PCG or PCGA produced as a result of their service. Any article written for PCGA publications becomes the sole property of the publishing entity unless intellectual property rights are reserved in writing.

1. National, District, Squadron Publications

Featured articles on PCGA topics prepared by members for commercial periodicals, organizational publications, or Coast Guard internal publications are encouraged.

a. Approval

Publications of PCGA activities must be guided by NAMO in coordination with the CGCRS. Before printing any National Auxiliary publication, all articles and photographs must be submitted to the CGCRS or Commander of the Coast Guard District, as appropriate, for approval.

b. Distribution

The National Director (ND), in consultation with the CGCRS, may authorize official business mail privilege, for mailing a national PCGA publication if the contents are approved.

Section F: AUTHORITY TO ENTER INTO AGREEMENTS, PARTNERSHIPS WITH OUTSIDE ORGANIZATIONS

The policy regarding execution of memorandum of agreement (MOAs) varies by level (e.g., national, district, squadron, or division), with delegated authority for signing depending on the scope and nature of the agreement.

- MOAs of national or international significance must be endorsed by the National Director, PCGA and approved by the Commandant, PCG.
- MOAs related to regional initiatives, projects, or partnerships may be handled at the regional level, with the Squadron Director, Auxiliary Director, and the District Commander or their designated representatives signing the agreement.

All legal documents covering agreements, usufruct, understanding, and partnerships must be reviewed by the PCG and PCGA NAMO Legal Counsels to ensure they are legally sound and to confirm the appropriate level of authority.

Section G: DONATION OR USUFRUCT

As a general rule, no individual PCGA officer may solicit or receive funds for donations in their personal bank accounts or other financial modes.

The National Auxiliary Management Office (NAMO) and its Auxiliary Districts must have a Security and Exchange Commission (SEC) registry under its name or its approved variations (e.g. "Coast Guard Auxiliary District North Eastern Luzon, Inc.").

If the SEC registration is suspended or pending registration/renewal, the Auxiliary Board may authorize the Auxiliary Director or the appointed Finance Officer to receive funds on behalf of the unit.

All funds received must be issued with an official receipt or acknowledgement receipt signed by the officer in charge of funds. All funds must be liquidated and accounted for by the authorized disbursing officer and presented during the monthly or quarterly unit or board meetings.

Materials and equipment donated by outside organizations or individuals for PCGA use must be tagged as unit property and included in the inventory of property and equipment. The inventory should include item descriptions (e.g., make, model, date of manufacture, warranty).

Donation of property and equipment from PCGA unit to the PCG shall remain PCGA property unless covered by a Deed of Donation to the PCG unit, with proof of inclusion in the PCG units' inventory. Such donations must bear commemorative markers and be subject to regular government audit procedures.

All funds and property listed in the PCGA unit's accounts and inventory shall be subject to regular inspection and audit and must be turned over to the Director - elect as stated in preceding policies covering transition procedures.

Section H. AUTHORITY TO APPOINT STANDING AND WORKING COMMITTEES AND SUPPORT STAFF

The Auxiliary Directors may appoint officers to standing and/or working committees and support staff outside the published Table of Organization as deemed necessary. These committees shall be tasked-based, and appointments shall be deemed terminated upon task completion (e.g., convention committees, fact-finding committees).

Completion of tasks may earn merits for committee members or lead to appropriate awards and citations. The same policy applies to PCGA personnel appointed as support staff for administrative, operational and messengerial functions.

Section I: PROVISIONS ON ARRANGEMENTS OF CONDUCT OF TRAINING BETWEEN PCG AND PCGA

PCGA units may arrange for the training of their personnel with their mother PCG units (refer to Chapter 9 on authorized training programs). The PCG shall provide subject matter experts and training venues (whenever possible). All other operational and training expenses shall be borne by the PCGA unit, which may pass on the training costs to the participants with minimal and reasonable increments for administrative and processing expenditures.

The PCG may offer PCGA personnel slots or quotas in regular training

programs offered to PCG units, but the costs of training (as determined by the training directorate) shall be borne by the end user.

When training programs of equivalent ratings and specialization related to the core functions are offered by outside organizations, the PCGA (with approval from the PCG mother unit) may accredit such programs as part of its capacity-building and skills training program.

The PCGA may conduct training via three modalities: online, hybrid and face-to-face (especially true for skills-based learning).

CHAPTER 8

ADDITIONAL GUIDE TO COURTESY AND PROTOCOL FOR PCGA UNITS AND MEMBERS

Introduction

Courtesy is the foundation of successful human relationships. In the Philippine Coast Guard Auxiliary (PCGA), courtesy fosters camaraderie among members and enhances the success of social activities. Protocol, closely tied to courtesy, involves universally accepted customs and regulations governing formality, precedence, and etiquette in civilized society.

For elected and appointed leaders, the practice of courtesy and protocol is essential for the successful performance of duties. The customs and protocols observed in the PCGA contribute to the dignity and tradition of being civilian members of the Philippine Coast Guard (PCG) family.

The PCG, as a maritime service, is primarily responsible for ensuring the safety, security, and protection of the Philippines' territorial waters, maritime borders, and marine resources. The protocols and etiquette within the PCG reflect naval and military customs. As part of the PCG family, the PCGA must observe similar customs and protocols, even though its members are civilians.

Section A. GREETINGS

The hand salute is a long-established form of greeting and recognition exchanged among military personnel. However, saluting among PCGA members is not usually customary. Instead, members should exchange greetings such as "Good morning," "Good afternoon," or "Good evening," accompanied by a smile or cheerful expression.

Note: PCG personnel are not required to render a salute to PCGA members.

Section B. NATIONAL ENSIGN/ANTHEM

When outdoors (in uniform) and addressing the National Ensign or when the National Anthem is played, a salute must be given. This applies particularly during:

- Morning or evening colors ceremonies aboard a ship (not underway) or at a PCG or military installation.
- The hoisting or lowering of the national flag, when those present in uniform should come to attention and render the salute.
- The flag passing in a parade or review.
- The playing of the National Anthem when the flag is displayed, when all in uniform should face the flag, salute at the first note, and maintain the salute until the last note. If the flag is not displayed, those present should stand at attention until the music is concluded.

Section C. CIVILIAN CLOTHES

When outdoors and not in uniform, the salute is rendered by standing at attention, placing the right hand over the heart and, removing any civilian headdress (if worn) to hold in the right hand over the heart.

Section D. VEHICLES

When on a PCG or military installation in a vehicle, or when inside a vehicle on PCG premises during Colors, and if traffic safety permits, the vehicle should stop, and occupants should sit at attention without saluting. If safe to do so, occupants may exit the vehicle and render honors.

Section E. VESSELS

If a passenger on a boat, one should remain at attention, either seated or standing. The ship's officer will salute as the representative of the entire ship. When indoors and the flag is presented and/or the National Anthem is played, all should stand at attention.

Section F. FLAG ETIQUETTE

PCGA leaders are responsible for ensuring proper flag etiquette at meetings and social events. The flag, often referred to as the colors, ensign, and standard, must always be displayed correctly to avoid breaches of protocol.

Displayed in a Meeting Room

Behind the Speaker's podium or Head Table:

- The flag should be placed above and behind the speaker, with the triangle uppermost and the blue field to the audience's left.

From a Staff in the Meeting Room:

- The National Flag must be given superior prominence over any flag in the room.
- It is the only flag that may be displayed behind and to the right of the speaker's podium (to the audience's left).
- All other flags, including the PCGA ensign, should be placed to the speaker's left (audience's right).

Section G. WARDROOM CUSTOMS

The wardroom is where the ship's officers dine. Enlisted personnel eat on the mess deck. If invited to dine in the wardroom, expect the Captain, Executive Officer, or senior ship's officer to preside. Presiding officers invite guests to be seated when ready.

Key Customs:

1. No seating without invitation – Guests must wait to be invited by the presiding officer.
2. Avoid taboo subjects during mealtime – Avoid discussing politics, religion, or shop talk unless the presiding officer initiates the topic.
3. Observe proper attire – Do not wear headgear in the wardroom or place hats on tables. Hat pegs are usually available outside the wardroom.

A. Officer's Country

1. A semi-restricted area where officers work, eat, and berth.
2. Off limits unless invited by the host.
3. The wardroom is located within the officer's country.

B. Chief Petty Officer's Mess

1. On larger vessels, Chief Petty Officers (CPOs or simply chiefs) have their own mess.
2. On privileged areas, guests may enter only if invited by a CPO.
3. The Captain's Quarters (the cabin) is also restricted unless invited.

Section H. AUTHORIZED/ RESTRICTED AREAS

Shipboard hosts may indicate the signs 'authorized and restricted'. Guests must respect these boundaries as a sign of a courtesy. Always observe the ship's rules, and if in doubt, ask the host.

Section I. INVITATIONS

1. Types of Invitations

- Formal invitations (printed or letter format) are used for official visitors at dinners, dinner dances, or ceremonial occasions.
- Less formal invitations are used for meetings, happy hours, or informal gatherings.

2. Information Included

An invitation must provide:

- Place, date, and time.
- Uniform requirements (if applicable)
- Whether the guest may or may not bring a companion.
- The invitee's role in the program (if any).

3. RSVP (Repondez S'il Vous Plait) or Please Respond

- If an invitation requires an RSVP, the invitee must respond on or before the specified date.

- Failure to respond may embarrass the host.

4. Expenses

- If an invitation states, "It is our pleasure to extend an invitation to you and Mrs. Doe as our guest," the guest is not expected to pay.
- If the guest is expected to pay, the invitation should state, "It is our pleasure to ask you and Mrs. Doe to join us at our Fellowship Dinner," and the cost of participation or attendance is included.

5. Timelines

- The earlier the invitation is sent, the better the chance of acceptance, especially for senior PCG officers or National PCGA representatives.

6. Host Responsibilities

The host (or designated aide) must:

- Provide coat and hat storage.
- Point out reserved seating (or suggest appropriate seating for open seating).
- Distribute meal tickets (if applicable)
- Explain or distribute the program.
- Offer drinks to guests.
- Introduce guests to an alternate host if unable to stay.
- For open seating, appropriate seating arrangements should be pointed

Section J. FORMAL FUNCTION AND PROTOCOL

PCGA Districts Directors often preside over formal social and ceremonial functions. When attending such events, guests should:

- Personally greet the host and hostess upon arrival.
- Express appreciation before departing.
- Delay leaving until senior leaders (e.g., DAD, ND, Commander PCG District) have departed.

1. Guest of Honor/ Presiding Officer

The appropriate Guest of Honor/Presiding Officer for formal functions is:

- For PCGA Squadron: DAD/ C,CRG/C,CGS
- For PCGA District: ND/ C,CGD/C,CGCRS
- For National PCGA Events: Commandant, PCG

If a higher-ranking guest attend, the following protocols apply:

- The host must inform the Guest of Honor in advance.

- The guest must be entertained separately if they arrive before the Guest of Honor.
- Upon the Guest of Honor's arrival, all stand in respect while the host escorts them to their seat.
- The guest is acknowledged but not seated at the presidential table unless invited.
- The program proceeds without delay.
- The Guest of Honor delivers the primary remarks.
- Senior guests may join the presidential table during cocktails/dinner.

Section K. SPEAKING ORDER FOR GUESTS

When multiple distinguished guests are present, the speaking order follows:

- For PCGA District meetings: The DAD speaks last (even after the Commander PCG District).
- For National meetings: The ND speaks last (even after the Commandant).
- For Squadron/Division meetings: The Commander PCG District/ Station speaks before the DAD.

Section L. PCGA FUNERAL PROTOCOL

Participation in the funeral is governed by the bereaved families' wishes. The PCGA should inform the family of the deceased PCGA member that services are available upon a member's death.

1. Notification of Death

- Any member aware of a PCGA member's death must notify the Director Auxiliary Squadron (DAS).
- The DAS must visit the family to offer condolences and confirm if PCGA participation is desired.

2. Coordination

- The DAS assist with funeral home and religious officiant coordination.
- Information about the member's passing should be across Squadrons for broad participation.

3. Authorized Uniform

- The deceased may be laid in Service Blue Alpha or Dress Blue if the family consents.
- Medals, ribbons, and insignia must follow PCGA standards for deceased members.
- If the family does not permit the wearing of the uniform, the PCGA uniform may be displayed beside the casket if the family consents.

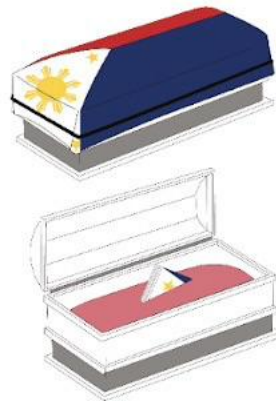
4. Church or Home

- A brief memorial ceremony may be held before the religious service (if permitted).
- PCGA members must be in proper uniform (Service Blue Alpha).
- The Coast Guard District may offer a Funeral Mass, upon request.

5. Flag Draping Procedure

- The flag may be used to cover the caskets of the:
 - a. honored dead of the military;
 - b. veterans of previous wars;
 - c. national artists; and of
 - d. civilians who have rendered distinguished service to the nation, as may be determined by the local government unit concerned.
- The flag shall be placed such that the white triangle shall be at the head, and the blue portion shall cover the right side of the caskets.
- The flag shall not be lowered to the grave or allowed to touch the ground but shall be folded solemnly and handed over to the heirs of the deceased.

COVERING CASKET WITH PHILIPPINE FLAG



The national flag may be used to cover the caskets of the honored dead, as recognized by the state.

When positioning the flag, the white triangle must be at the head of the casket, while the blue field must cover the right side.

Before lowering the casket, the flag must be folded and handed to the heirs of the deceased. The national flag must not be lowered into the grave or be allowed to touch the ground.



If the head panel of the casket is open and the foot panel is close



If the panel of the casket is open

6. Placement of Headgear

- No item (including PCGA headgear) may be placed atop or adjacent to the flag.
- If visibility is desired, items may be placed beside the casket on a ceremonial table.

7. Posthumous Promotion and Awards

A posthumous promotion to the next higher rank may be conferred and the Outstanding Achievement Medal and Ribbon may be awarded for meritorious service upon recommendation through proper channels.

8. PCGA Vigil

- Requires family permission and coordination.
- At least four PCGA members in Service Blue Alpha must be assigned for vigil duty (rotating in pairs every 15 to 30 minutes).
- The National Flag and PCGA Flag must be placed beside the casket.
- Silence and respect must be maintained at all times.
- The vigil concludes with a short closing message or prayer.

9. Firing of Guns

- Prohibited for PCGA funeral (reserved for military/uniformed personnel ONLY).

10. Eligibility for Funeral Honors and Privileges

Eligible PCGA members include:

- Those with twenty (20) years of continuous or cumulative service;
- Those who served as NAMO Officers, DAD, DAS, or DADiv for at least two (2) years;

- Those who served in CGAD, CGAS, or CGADiv staff for at least four (4) years; or
- Those with distinguished service (subject to endorsement by the DAD, Commander of the District, and NHQ-PCG).

11. Duties and Responsibilities

- **Commander, Coast Guard District:** Oversees PCGA funeral honors and approves posthumous promotions/awards
- **Commander, Civil Relations Group:** Ensures compliance with PCG protocols and assists with funeral arrangements.
- **Director Auxiliary District (DAD):** Coordinates with the Coast Guard District and oversees funeral planning.
- **Director Auxiliary Squadron (DAS):** Serves as the primary liaison with the family and ensures proper execution of funeral honors.
- **PCGA Participating Members:** Must attend in Service Blue Alpha, maintain discipline, and assist as needed.

General Guidelines

- The Commander, Coast Guard District, may confer a Posthumous Merit and Medal Ribbon.
- The vigil must be conducted exclusively by PCGA members.
- Participation is optional and members must respect the family's wishes.
- No member may pressure the family to allow PCGA involvement.
- No firearms or ceremonial taps are permitted.
- Members from other units may also join to show support.
- The PCGA ceremony must not conflict with religious rites.
- The family must be consulted on key decisions (e.g., flags, attendance, program timing).

CHAPTER 9 MEMBER TRAINING AND QUALIFICATIONS

Section A. AUTHORITY

1. Advancement

The Commandant shall prescribe the circumstances and qualifications under which members of the PCGA may be advanced.

2. Training, Examination, and Assignment

The Commandant shall determine:

- The types of training, qualifications, and examinations required for members to be deemed qualified to perform certain duties.
- The circumstances and manner in which certain PCGA members may be authorized to perform regular and emergency specific duties.

Section B. TRAINING AND QUALIFICATION OPPORTUNITIES

Introduction

Members may pursue training to enhance their knowledge, skills, and qualifications for participation in PCG and PCGA programs.

Members may also be admitted to PCG regular training for organic personnel. Regular in-house squadron training sessions are essential to keep members informed, engaged, and prepared for full participation in PCGA activities.

1. Other Administrative Training Programs

a. PCGA Administrative Procedures Course

This course shall be developed and conducted to help members understand PCGA administrative procedures.

b. PCGA Leadership Courses

The PCGA shall develop and offer Leadership Courses to all members. Additionally, a Leadership and Management Short Course shall be provided to orient and train squadron members on:

- Basics of PCGA leadership
- Interpersonal communications
- Motivation of volunteers in a diverse environment

- Management of PCGA units
- Rewards and recognition procedures

c. PCG Correspondence Courses

With the exception of classified courses, correspondence courses shall also be made available to members

Section C. TRAINING AND TRAINER ACCREDITATION

All PCGA training programs and activities must be:

1. Cleared by the Director, PCGA District
2. Endorsed by the Deputy National Director for Administration (DNDA)
3. Approved by the National Director (ND)

All training programs shall be conducted only by qualified trainers who have:

- Completed the PCGA Train the Trainers Program
- Been authorized by the DNDA via the DAD (Director, Auxiliary District)
- Possess the following qualifications:
- Extensive experience in training on specific subjects (Subject Matter Experts)
- Experience as educators, trainers, or communicators

Section D. PCGA MEMBERSHIP ORIENTATION/ INDOCTRINATION

All PCGA membership orientation/indoctrination sessions shall be conducted only by trained PCG and PCGA personnel.

Section E. BASIC TRAINING FOR PCGA

The following mandatory basic training courses shall be completed by all PCGA members:

1. Basic Life Support (BLS)
2. Standard First-Aid
3. Water Search and Rescue (WASAR)
4. Water Survival/Ditching
5. Basic Radio Communication Skills
6. Basic Marine Pollution (MARPOL) Course
7. Basic Lifeguard
8. Basic Maritime Safety Course
9. Technical Writing and Reporting
10. Leadership and Management Training
11. Squadron Director Course
12. District Director Course
13. PCG Oriented NSTP-CWTS Instructors' Course

14. Basic Incident Command System
15. Civil Relations Orientation Course
16. Other Courses re Functional Services

Section F. COORDINATION OF TRAINING REQUIREMENTS AND PARTNERSHIPS

1. Training Collaboration with PCG and CGCRSTI

The PCGA shall coordinate with the Commandant, Philippine Coast Guard (PCG, through CG-7) and the Coast Guard Civil Relations Service Training Institute (CGCRSTI) to determine specific training requirements for PCGA personnel, ensuring alignment with PCG standards and protocols.

2. Joint Training Arrangement

Training activities involving both PCG and PCGA personnel shall follow these terms:

- PCGA members may join PCG training activities, subject to availability of slots and prior approval by the concerned PCG authority.
- Cost-sharing arrangements must be clearly defined before training, with the PCGA potentially covering a percentage of the per capita training cost, as mutually agreed.

3. Training Requests from PCGA

The PCGA may request training programs from the PCG based on operational needs, subject to evaluation and scheduling by the concerned PCG Unit.

4. Collaboration with External Training Institutions

Requests for PCGA participation in or facilitation of training through external institutions (e.g., the Philippine Red Cross) must be pre-coordinated with the PCG; ensure compliance with the existing policies and operational standards; and align with PCG's training objectives.

CHAPTER 10

OFFICIAL INSIGNIA and UNIFORMS

Organization, entities, groups and even smaller units are identified and unified through symbols, emblems, logos and wearing of uniform.

1. The official LOGO and INSIGNIA of the PCGA.

For clarity, logistics and practical reasons, the PCGA logo and insignia shall be one and the same.

Design and Symbolism

The PCGA logo and insignia feature:

- The PCG Coat of Arms at the center
- The bold capital letters “PHILIPPINE COAST GUARD”.
- The word “AUXILIARY” at the bottom of the Coat of Arms



The design symbolizes the PCGA’s attachment and bond to the PCG, reinforcing its vision, mission, and objectives while submitting to the PCG’s control and supervision as mandated by Republic Act 9993 (PCG Law).

The official PCGA INSIGNIA and LOGO is shown on the right.

Usage Guidelines

- Must be used in all written communications, letterheads, uniforms and presentations as an identifying mark of the PCGA.
- Must not be altered or given any additional background.
- Written authority from the Director, PCGA District (or next higher officer) is required for use, with a copy furnished to the National PCGA Board.
- May be used on calling cards to identify PCGA membership/affiliation and conduct numbers, provided:

Squadron Adoption

- All PCGA units and offices, particularly Squadrons, must adopt the official insignia and logo with the letters “PCGA” and squadron number beneath it.
- The squadron insignia and logo must be used in:
 - Squadron letterhead, communications, and presentations.
 - Squadron badge (worn on the center of the right breast pocket of the prescribed uniform).

The PCGA SQUADRON INSIGNIA, LOGO AND BADGE



2. Authorized Uniforms and Usage

Uniforms have been used for centuries to identify military personnel by country, service, group and rank. Similarly, the PCGA follows this tradition, ensuring that its uniforms are worn properly, proudly, and with dignity.

Uniform Wearing Guidelines

Prescribed uniforms must be worn when attending:

- Official PCGA meetings/conference/conventions
- Official PCG/PCGA activities or functions
- Only flag-rank officers holding TO (Table of Organization) positions may wear the PCGA uniform at Squadron Meetings.
- Other flag-rank officers (not holding TO positions) and PCGA Board members may wear:
 - PCGA prescribed short-sleeved Barong Tagalog or shirt-jack with the PCGA Insignia (for regular meetings).
- PCGA formal uniform with rank insignias (for National Conventions, anniversaries, District Conventions, or as authorized by the Commandant).

Prohibited Uniform Wearing

- In public places/establishments (e.g., airports, malls, church) unless a PCG or PCGA function is being held.
- In places that may bring discredit to the uniform or the organization.
- During political activities, paid employment or sports.
- Aboard PCG vessel or aircraft (unless on an authorized PCG mission).
- In a foreign country/territory (unless specifically authorized by a PCG authority for official business).
- Wearing any part of the uniform or PCGA insignia with civilian clothing is prohibited.

Section A. AUTHORIZED UNIFORMS FOR PCGA:

1. For Men/ Women Auxiliary Officer

- a. Dinner Dress White/Dinner Dress Black Uniform (Optional)
- b. Service Blue (Alpha)
- c. Service Blue (Bravo)
- d. Working Blue
- e. Field Uniform
- f. Dress Blue (for formal occasions)
- g. Physical Training (PT) Uniform

2. For Men/ Women Member (Aux4 - Aux1)

Field Uniform (additional designs may be approved by Directors, PCGA Districts, provided they include the activity name/logo and participating units/agencies).

3. Detailed Uniform Descriptions

a. Dinner Dress White Uniform (Optional)



- Coat: Standard PCG (Navy) white-colored mess jacket with brass buttons and chain closure.
- Shoulder Boards: Hard shoulder boards attached to designate rank.
- Bow Tie: Black, plain style (not extending beyond 2 ¼ inches).
- Miniature Medals: Worn on the left lapel, ½ inch below the notch (no ribbons or name tags allowed).
- Inner Shirt: White, pleated soft-front dress shirt with turn-down collar, black cuff links, and black shirt studs (only three buttons exposed).
- Cummerbund: Pleated black, 5" high, pleats facing upward

(between pants and shirt).

- Trouser/Skirts: Black, high-waisted, plain design (women may wear ankle-length, pencil-cut black skirt).
- Hair: Women must wear hair in a bun with a black hair net.
- Earrings: Women may wear one pair of small gold, silver, or pear ball-style earrings (no larger than ¼ inch). Diamond studs are allowed.
- Socks: Black, knitted or rib-knit, undecorated.
- Shoes: Black, low-cut, plain style (no decorations, heels no higher than 1").

b. Service Blue Alpha Uniform

- Components:
- Pershing cap
- Service blue polo shirt
- Blue web belt with gold PCGA buckle
- Dark blue pants
- Black socks and prescribed black shoes
- Undershirt: V-neck white cotton shirt (no visible markings through the polo shirt).
- Authorized Attachments:
 - Ribbons (on top of the left breast pocket cover).
 - Squadron Badge (center of the right breast pocket)
 - Prescribed nameplate, unit citation ribbons, and Command Badge
 - Enhanced (HARD) shoulder boards
- Prohibited Items: No other devices (pens, pins, patches, paraphernalia) unless explicitly approved by the Commandant (upon recommendation of the PCGA National Board).
- Occasions for Wear:
- Formal Squadron Meetings, Turnover/Change of Command, National Convention, District and National Command Conference.



c. Service Blue Bravo Uniform

Components:

- Pershing cap
- Service blue polo shirt
- Blue web belt with gold PCGA buckle
- Dark blue pants
- Black socks and prescribed black shoes



- Undershirt: V-neck plain white cotton shirt (shirt should not be visible when the blouse is buttoned).
- Authorized Attachments:
 - Squadron Badge (center of the right breast pocket)
 - Prescribed nameplate and Command Badge
 - SOFT shoulder loops
- Prohibited Items: No other badges, ribbons, pins, patches, or paraphernalia.

d. Modified Working Blue Uniform

Material and Color: high-quality navy-blue fabric designed to be tucked in.

Rank Insignia: Embroidered rank insignia in golden yellow on both collars.

Nameplate: same with Service Blue Alpha

Service Ribbons and Badges: same with Service Blue Alpha uniform.

Pockets: Equipped with breast pockets (left and right) with standard flaps to accommodate the secure pinning of the required nameplate, ribbons, and badges.

Footwear: black, low-cut, plain-style shoes (free of decorations) with heels not exceeding 1 inch.

Belt and Buckles: same with Service Blue Alpha



e. PCGA Field Uniform

For Men and Women Officers:

- Collared T-Shirt (dark blue or orange, dry-fit material)
- Tactical Pants (khaki); Tactical Belt (khaki); Tactical Boots (khaki) and optional ball cap
- PCGA Logo (max. 4 inches diameter) on the left breast
- PCG (3 inches height) and PCGA (2 inches height) on the back (Arial Black font)
- For Members (Aux4 - Aux1):
 - Round-neck T-Shirt (dark blue or orange, dry-fit material)
 - Blue web belt with gold PCGA buckle
 - Dark blue jeans and optional ball cap
 - PCGA Logo (max. 4 inches diameter) on the left breast
 - PCG (3 inches height), PCGA, CGAD, and

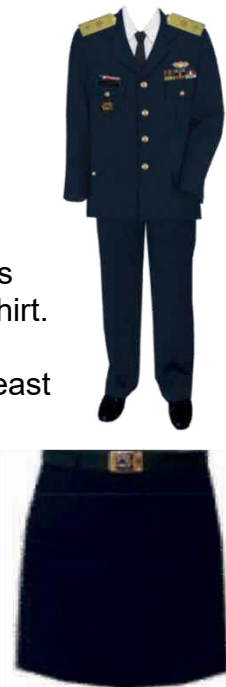
- Squadron No.
 - (optional) (2 inches height) on the back (Arial Black font)
- Occasions for Wear:
 - Coastal cleanups, mangrove plantings, bloodlettings, medical/dental missions, boating, and other physical activities.



f. Dress Blue (for Formal Occasions)

Components:

- Pershing cap
- Blue web belt with gold PCGA buckle
- Dark blue pants
- Black socks and prescribed black shoes
- Undershirt: Plain white V-neck cotton shirt.
- Authorized Attachments:
 - Ribbons (on top of the left breast pocket cover)
 - Squadron Badge (center of the right breast pocket)
 - Prescribed nameplate, unit citation ribbons
 - Command Badge, and Shoulder Boards
- Prohibited Items: No other devices (pens, pins, patches, paraphernalia) unless explicitly approved by the Commandant (upon recommendation of the NAB).



g. Physical Training (PT) Uniform

- Blue dri-fit shirt (with “COAST GUARD AUXILIARY” printed on the front and PCGA logo on the back)
- Athletic blue shorts (garterized with drawstring)
- Occasions for Wear:
 - Activities requiring physical exertion (mangrove planting, coastal activities, etc.).



h. PCGA Cover All

- Coverall Uniform (for Marine/Hazardous Activities):
 - Material: 65% international orange and 35% navy blue polyester/cotton fabric.
 - Design: Zippered front, buttoned long sleeves, two side and two back pockets.
- Worn with: PCGA Ball Cap and black safety shoes.
- Rank Insignia: Embroidered on both sides of both collars.
- PCGA Logo: Embroidered on the right upper arm.
- Squadron Name: embroidered on the left upper arm.
- Back Text: “AUXILIARY” in gray color.
- Safety Shoes: Pigmented split leather with polyamide absorbing lining (slip-resistant, oil-resistant, shock-resistant toe cap) or black combat shoes.
- Ball Cap: Dark blue fabric with PCGA Insignia at the center front (optional laurel markings for rank).
- Name cloth: Embroidered with white background, blue letterings and linings (right: last name; left: PCGA).



i. Humanitarian Dress Uniform (HDU)

The HDU is **only authorized** to be worn during Heightened or Red Alert by PCGA members relative only to the conduct of PCG-PCGA activities **with a Letter Order** duly issued by the Commander, Coast Guard District, Deputy Chief of Coast Guard Staff for Civil Relations Service, CG-7 or Coast Guard Civil Relations Service (CGCRS) such as and limited to the following:

- Humanitarian Assistance and Disaster Relief (HADR) operations; and
- Intensified Community Assistance, Awareness, Response, and Enforcement (iCARE) related activities.

All issued Letter Orders in CGDs and by the CGCRS must be communicated to the O/CG-7.

HDU is not authorized to be worn during the following instances:

- When traveling for personal purposes;
- When transacting business or political activity;
- When visiting other offices or facilities which is not related to any of the abovementioned authorized activities; and
- When attending meetings/webinars.

A PCGA member who will violate the aforesaid provisions shall be dealt with accordingly under Chapter 5 PCGA Administrative Discipline of the Revised PCGA Manual.

Note: HDU shall always be worn open collar and the following should be embroidered:

Front:

Surname and the word "AUXILIARY"

- Font Color: Golden Yellow
- Background: Blue

Rank on collar

- Font Color: Golden Yellow
- Background: Blue

PCGA Logo on the cap

- Font Color: Gray



Section B. DESCRIPTION of AUTHORIZED UNIFORMS:

a. Service and Working Blue Trousers

- Material: Dark blue cloth
- Options: Pleated or plain from the front waistline.
- Belt: Blue web belt with PCGA gold buckle (always worn with trousers).
- Women's Option: May wear a skirt of the same color and fabric (length not higher than 3 inches above the knees).



b. Official PCGA Buckle and Belt

- Design: PCGA Insignia at the center of a front gold metal plate.
- Belt: Dark blue web canvas belt, wrapped around the waist.
- Buckle Tip: Must be inside the buckle (no protrusion)



Prescribed buckle for AUX4
to AUX CAPTAIN

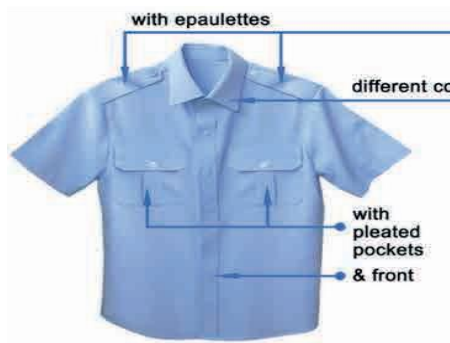


Prescribed buckle for
Flag Ranks

c. Service Blue Polo Shirt

- Material: Light blue cloth.
- Design: Short-sleeved, flat coat-type collar with stays and epaulets, pleated button row at the front, double-pleated breast pocket.

- Wearing Guidelines:



- Collar is worn open (no tie).
- Tucked-in at all times.
- Prospective officers (pending General Orders) may wear this with the prescribed nameplate ONLY (no other attachments).

d. Official PCGA Nameplate

- Design: Black background with gold letters and borders, topped with a shiny plastic laminate.



- Placement:

- Service Blue Alpha: On top of the right breast pocket (½ inch clearance from citation ribbons).
- Service Blue Bravo: On the right breast pocket (bottom aligned to the top of the pocket cover).
- Working Blue: Embroidered with yellow gold letters on the right breast pocket.

e. Prescribed Shoes and Socks

- Shoes:

- Black, low-cut, plain style (no decorations).
- Heels: No higher than 1 inch (men) 2 ½ inches (women).
- Material: Smooth and shiny leather or synthetic (charol).
- No stitching or seams across the toe.
- Sole edges, heels, and laces must be black.



- Socks:

- Calf-length, black, knitted or rib-knit, undecorated material.

Section C. HEADGEARS

1. Pershing Cap

- Origin: Named after General John “Black Jack” Pershing (U.S. Army Chief of Staff and Commanding General during WWI).
- Design: Field-grade and flag officers have elaborated braids on the visors.
- Company-grade officers have no silver braids.
- Worn with dark blue covers (for Dinner Dress White and Service Blue uniforms).



2. Ladies Headgear

- Design: Similar to the Pershing cap for men but without braids
- Usage: Worn with Dinner Dress White, Service Dress White, and Service Blue Alpha and Bravo uniforms.
- Material: Dark blue cloth with PCGA Insignia.



3. PCGA Ball Cap

- Design: Dark blue fabric with PCGA Insignia at the center front.
- Usage: Worn with the Working Blue uniform for field activities (especially at sea).
- Optional Markings: Laurels (consistent with an officer’s rank) may be printed on the visor.



Section D. OFFICIAL SHOULDER BOARD AND LOOP

Types of Shoulder Board

a. HARD shoulder board

- Material: Cloth with a hard insert inside, adorned with metal ornaments.
- Design: Metal-casted PCGA insignia with PCGA acronym directly below.
- Small golden button locker with dolphin and anchor symbols.
- Usage: Worn with the Dinner Jacket and Service Blue Alpha uniforms.

- Flag-Rank Officers: Flat plain gold background with metal star symbol on top.
- Lower-Rank Officers: Black background with yellow gold color stripes to indicate ranks.

Vice Admiral	
Rear Admiral	
Commodore	
Captain	
Commander	
Lieutenant Commander	
Lieutenant	
Lieutenant Junior Grade	
Ensign	

HARD shoulder board (Board)

Emblem for use on HARD Shoulder Boards



The hard shoulder board of a flag rank officer has a flat plain gold color background fabric with the metal star symbol on top; while that of a lower rank officer uses boards with black background fabric and yellow gold color stripes to indicate ranks.

b. SOFT shoulder board (Loop)

- Material: Soft black cloth with PCGA acronym embroidered at the end (yellow gold threads).
- Rank Indicators: Stars (for flag officers) and bars are (for Captain and below) (embroidered in yellow gold threads).
- Usage: Worn with the Service Blue Bravo uniform.

Vice Admiral	
Rear Admiral	
Commodore	
Captain	
Commander	
Lieutenant Commander	
Lieutenant	
Lieutenant Junior Grade	
Ensign	

SOFT shoulder board (Loop)

Section E. OFFICIAL INSIGNIA FOR WORKING BLUE

Rank Insignia: Embroidered in the collar with blue background and golden yellow stripes.



AUX ENS



AUX LTJG



AUX LT



AUX LCDR



AUX CDR



AUX CAPT

Section F: PROPER WEARING OF UNIFORM (UNIFORM STANDARDS)

The PCGA is a civilian volunteer organization under the PCG. The proper wearing of its prescribed uniform is the responsibility and sacred obligation of each and every member. High standards must be maintained through:

Uniform Standards

- **Shirts pockets:** Must be empty of any article.
- **Trouser Pockets:** No bulky appearance (wallets, coins, keys, etc. must not protrude). No key chains, fobs, phone/multi-tool holsters, or belt bags attached to the belt loops.
- **Buttons:** All must be properly fastened (except the collar button on the Service Blue Alpha shirt).
- **Shoulder Boards and Accessories:** Must be worn in the proper place and position.
- **Uniforms:** Must be properly fitted, clean, and neatly pressed
- **Buckles, Badges, Insignia, and Shoes:** Must be polished and free of scratches/corrosion.

Grooming Standards

Neatness, cleanliness, military image, and appearance are key.

Hair: It would be impossible to provide examples of every appropriate or unacceptable hairstyle, therefore, the good judgement of leaders at all levels is key to upholding the Coast Guard Auxiliary grooming policy.

- Hair coloring, if used, must look natural. Unnatural colored hair (e.g. pink, purple, green, two-tone black/blonde) is not authorized. Non-distracting mild highlights that are well blended are authorized.
- Must not touch eyebrows when or extend below front visor of properly worn cover.
- Must not have shaved decorative patterns or sections on the scalp.
- Hairpieces (If worn): Must be of good quality, conservative style and, conform to hair standards.
- Natural-Looking Hair Coloring: Unnatural colors (e.g., pink, purple, green, two-tone uniform).
- Facial Hair: No facial hair allowed (male officers must be clean-shaven at all times when in uniform).

Cosmetics (If worn): Must be a natural look, in good taste, and not contain bright colors (e.g., blue, yellow, green or orange).

Fingernails: Shall be clean and neatly maintained, either rounded or straight in shape, and shall not extend more than ¼ inch beyond the fingertip. If worn, nail polish shall be clear or match the natural skin tone.

Earrings:

- Men: No earrings.
- Women: Only authorized pair of earrings (small, ball-style, no larger than ¼ inch)
- Other Piercings: Not visible (except authorized earrings for women).

Section G: Disciplinary Action

- Continuous and habitual breaches of proper uniform wearing may result in disenrollment from the PCGA service.
- Respect for the uniform must be regularly checked by Auxiliary Directors.

Note: Designs and colors may not appear exactly as described due to print color and layout differences. The prescribed colors and sizes are as specifically stated herein, with samples available at different CGA Districts.

Section H: PROHIBITION ON THE USE OF UNIFORM AND INSIGNIA BY DELISTED MEMBERS

Any member who has been formally delisted from the PCGA roster is strictly prohibited from wearing, using, or otherwise representing themselves in the official uniform, insignia, or any distinctive symbol of the PCGA and its units. Unauthorized wearing or use of the same by a disenrolled member shall be deemed a misrepresentation and a violation of this prohibition, and shall subject the individual to appropriate legal action under existing laws, rules, and regulations.

CHAPTER 11

AWARDS, DECORATIONS AND RECOGNITION

Section A. SIGNIFICANCE

The PCGA's mission is to assist the PCG in promoting safety of life at sea, protection of the marine environment, and humanitarian activities as directed by the Commandant, PCG. The acts and deeds of these volunteer individuals or groups are of paramount importance. Public recognition of exemplary performance motivates members to achieve greater individual and organizational goals, enhancing their efficiency and effectiveness.

Awards and decorations serve as tokens of honor, meritorious service, and heroic acts, symbolizing proficiency, competence, and excellence in service. They serve as memorabilia and inspiration for continued excellence.

Section B. APPLICABILITY

This policy applies to all PCGA members (officers and non-officers) who have distinguished themselves through exemplary achievements or service in activities relevant to the PCG's and PCGA's objectives.

Additionally, the PCG, upon recommendation from the PCGA, may grant appropriate awards and recognitions to members of other volunteer organizations or professions who have significantly contributed to PCGA activities such as:

- Search and rescue
- Disaster relief operations
- Marine environmental protection.

Section C. PURPOSE

This chapter establishes the policies and procedures for granting awards and decorations to deserving PCGA officers, members, and organizations in recognition of their exceptional service or achievement.

Section D. TYPES OF AWARDS AND DECORATIONS

1. Dolphin Service Plaque Recognition Award

Purpose: Recognizes outstanding service of a member who has served at least 20 years of continuous active PCGA service and has served at least one year as a Director, PCGA Squadron.

Additional Awards: Recipients who continue serving may receive the same award every additional five years of outstanding service.

Alternative Award: Members with 20 years of continuous service but less than one year as DAS receive a Long Service Ribbon with Dolphin Appurtenance.



2. PCGA OUTSTANDING ACHIEVEMENT MEDAL AND RIBBON

Awarded by: PCG Commandant

Criteria: For highest achievement in outstanding performance of duty in support of the PCG's mission and functions.

Justification: Must demonstrate voluntary initiative and exceptional performance.



1 st Award	(Basic Ribbon)
2 nd Award	with 1 Triangle
3 rd Award	with 2 Triangles
4 th Award	with 3 Triangles
5 th Award	with 4 Triangles
6 th Award	with 1 Star
7 th Award	with 1 Star & 1 Triangle
8 th Award	with 1 Star & 2 Triangles
9 th Award	with 1 Star & 3 Triangles
10 th Award	with 1 Star & 4 Triangles
11 th Award	with 2 Stars
12 th Award	with 2 Stars & 1 Triangle

3. PCGA Distinguished Service Medal and Ribbon

Awarded to: Outgoing PCGA officers who have served in leadership and responsibility roles (e.g., National Director, DAD, or Squadron Director).



4. PCGA Merit Medal and Ribbon

Awarded for: Meritorious service with a great impact on the PCGA's mission or efficient leadership of a PCGA unit (other than those cited above) for at least six months.

Issue Limit: Given only once per term for those serving a term in a unit.



5. PCGA Commendation Medal and Ribbon

Awarded for: Exemplary efficient service in pursuit of the PCG's mission and functions (lower in degree than the Merit Ribbon).



6. PCGA Good Conduct Medal and Ribbon

Criteria: For members with at least two years of active participation in PCG-PCGA projects and activities with no record of punishment, conviction, or derogatory information.



7. PCGA Search and Rescue Medal and Ribbon

Awarded for: Exemplary acts in search and rescue operations resulting in saving lives at sea.

Justification: Must demonstrate voluntary participation in the face of great risk and sacrifice.



8. PCGA Civic Action Medal and Ribbon

Awarded for: Meritorious achievement in civic action in support of the PCG and PCGA mission.



9. PCGA Long Service Medal and Ribbon

Awarded for: Fruitful and honorable service to the PCGA.

Criteria: Five (5) years of continuous service with the PCGA.



10. PCGA Anti-Marine Pollution Campaign Medal and Ribbon

Awarded for: Participation in marine environmental protection programs (e.g., anti-pollution exercises or response services).



11. PCGA Disaster Relief and Rehabilitation Medal and Ribbon

Awarded for: Voluntary participation in relief and rehabilitation operations (e.g., typhoons, floods, earthquakes, and other disasters).



12. PCGA Red Cross Medal Ribbon

Awarded to: PCGA members who have actively participated in at least two (2) bloodletting activities.



13. PCGA National Convention Medal and Ribbon

Awarded for: Attendance at the PCGA National Convention.



14. PCGA International Convention Medal and Ribbon

Awarded for: Attendance at a PCGA International Convention.



15. PCGA World Clean-up Day Medal and Ribbon

Awarded for: Participation in the PCG/PCGA National Clean-Up Activity.



16. PCGA Anniversary Ribbon

Awarded by: National Director

Criteria: Attendance at the National Convention commemorating the PCGA's Founding Anniversary.



- 40th Anniversary: No appurtenance
- 50th Anniversary: With 1 triangle appurtenance
- 60th Anniversary: With 2 triangle appurtenances

17. Commandant PCG Unit Citation

Awarded by: Commandant, PCG

Criteria: Any PCGA unit (District, Squadron, Division, or other unit) that has demonstrated outstanding and exemplary service in pursuit of the PCGA's mission and functions.



Wearing Privilege: May be worn by all members of the unit that earned the award.

18. National Director PCGA Unit Citation

Awarded by: National Director (ND)

Criteria: Any PCGA unit that has distinguished itself in outstanding service.



19. Presidential Unit Citation

Awarded by: President of the Republic of the Philippines

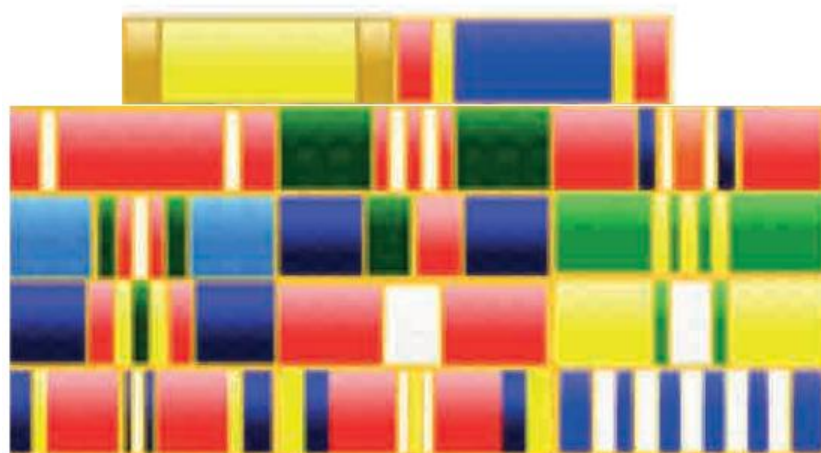


Criteria: To any PCGA unit that has rendered distinguished voluntary service in pursuit of the PCG and PCGA's mission and functions.

Justification: Recognizes exemplary performance of a District, Squadron, Division, or other unit during a given period deemed uniquely outstanding.

1. Presidential Unit Citation		10. Anti-Marine Pollution Campaign Ribbon	
2. Commandant PCG Unit Citation		11. Disaster Relief and Rehabilitation Ribbon	
3. PCG Anniversary Ribbon		12. Commendation Ribbon	
4. National Director PCGA Unit Citation		13. Civic Action Ribbon	
5. Outstanding Achievement Ribbon		14. Red Cross Ribbon	
6. Distinguished Service Ribbon		15. Good Conduct Ribbon	
7. Long Service Ribbon		16. Convention Ribbon	
8. Merit Ribbon		17. International Coastal Clean-up Ribbon	
9. Search and Rescue Ribbon			

The above-cited medals may be worn on the formal Mesh Jacket Uniform only, while the basic Ribbons may be worn with corresponding triangles and stars on the Service Blue Alpha Uniform only.



Proper arrangement and alignment of Ribbons

Hierarchy of Awards and Points System

Specific awards and decorations are conferred upon members who meet the prescribed criteria. These awards have a clear and defined hierarchy and corresponding point value. This will not only distinguish individual accomplishments and good standing among awardees but would form a solid basis for promotion to higher rank and election to leadership positions from PCGA Squadron to District and National levels.

Marks on the basic ribbon connote the subsequent granting of the same award. The standard mark is either a triangle or a star, depending on the number of times the same award was given. The hierarchy and points system shall be as follows:

• Outstanding Achievement Ribbon...	15 points
• Distinguished Service Ribbon...	14 points
• Long Service Ribbon...	13 points
• Merit Ribbon...	12 points
• Search and Rescue Ribbon...	11 points
• Anti-Marine Pollution Campaign Ribbon.....	10 points
• Disaster Relief and Rehabilitation Ribbon...	9 points
• Commendation Ribbon...	8 points
• Civic Action Ribbon...	7 points
• Red Cross Ribbon...	6 points
• Good Conduct Ribbon...	5 points
• National Convention Ribbon...	4 points
• International Convention Ribbon...	4 points
• World Clean-up Day Ribbon...	3 points

For unit citations, the Directors of the units cited will be given the following points value:

• Presidential Unit Citation...	15 points
• Commandant PCG Unit Citation...	14 points
• National Director PCGA Unit Citation...	13 points

20. Traditional Awards and Units Citations

Conferred by: PCG

Awarded during: PCGA National Convention

Recipients:

- Best PCGA District of the Year
- Best PCGA Squadron of the Year
- Best PCGA Division of the Year
- Best PCGA Officer of the Year
- Best Non-Officer Member of the Year

21. PCGA Leadership Badges

PCGA officers who have served for a time in a position of leadership, management and responsibility shall be entitled to wear certain PCGA Leadership Badges indicative of their service in the PCGA. The following are the authorized PCGA Leadership Badges:

a. Unit Leadership Badge

Worn by: PCGA officers who have served as:

- National Director (ND)

- Director, PCGA District (DAD)
- Director, PCGA Squadron (DAS)
- Director, PCGA Division (DADiv)

Design:

- Round laurel leaves with the PCGA logo
- Flag officers may place the commensurate number of gold stars above the laurel leaves.

Distinctions:

- National Director: Gold laurel leaves with 3 stars
- Director, PCGA District: Gold laurel leaves with 1 star
- Director, PCGA Squadron: Gold laurel leaves with no star
- Director, PCGA Division: Silver laurel leaves with no star

Wearing Guidelines:

- Above the left pocket on top of ribbons (for Service Blue Alpha uniform).
- At least 1 inch above the left pocket cover (for Service Blue Bravo or Working Blue uniforms).
- Above the right pocket on top of unit citation ribbons (for Service Blue Alpha uniform).
- At least 1 inch above the right pocket cover on top of the nameplate (for Service Blue Bravo or Working Blue uniforms).

b. Dolphin Service Badge

Worn by: PCGA officers with 20 years of continuous active Auxiliary service and elected as Director, Auxiliary Squadron.

Issued to: Recipients of the Dolphin Service Recognition Plaque.



c. The Beacon ELIGIBILITY BADGE

Awarded to: Past National Directors ONLY for exemplary leadership.

Approval Process:

- Reviewed by the National Auxiliary Board (NAB)
- Final approval by the National Director (ND)

Section E. RECOMMENDATION FOR AWARDS

Timeliness: Awards should be timely and processed quickly.

Basis of Recommendation:

- Must be based on a statement from a responsible witness (certifications or affidavits).
- Must specify the exact status of the person being recommended at the time of the act.
- If supported by official records, such records must be included in the recommendation.
- All accomplishments must be confirmed by previous reports to the Commander, PCG District, Station, and Substations or Detachments. Reports must be duly entered in their journals.

Processing Flow:

1. Director, PCGA Division submits a recommendation to the Director, PCGA Squadron, who refers it to the Squadron Awards and Decorations Board for evaluation.
2. If not meritorious, the Director, PCGA Squadron returns it to the Director, PCGA Division with an explanation.
3. If meritorious, the Director, PCGA Squadron endorses it to the Director, PCGA District.
4. The Director, PCGA District refers it to the District Awards and Decorations Board. If approved, it is endorsed to the Commander, PCG District, or National Director (ND) for approval.
5. If the award is within the ND's authority, it is approved and issued. If not, the ND endorses it to the CGCRS for further endorsement to the Commandant, PCG.
6. Upon issuance, the order is transmitted to the ND, PCGA District, and Squadron for presentation to the awardees.
7. Processing Time: 15 days from receipt of official communication.

Section F. PRESENTATION OF AWARDS

Ceremony: Must be formal and impressive, preferably in the presence of other officers and members of the PCGA.

Uniform Requirement: An award or decoration may be pinned on the awardee only when in proper PCGA uniform.

Section G. LIMITATIONS

No Duplicate Awards: Only one award shall be given for the same act of heroism, extraordinary achievement, or period of meritorious service.

No Overlapping Awards: Duplicating awards shall not be made for outstanding achievement and inclusive meritorious service within the same period.

Continuation of Service: Continuation of the same or similar type of duty previously recognized by an award shall not be the basis for a second decoration.

Section H. AWARDS AND DECORATIONS BOARD

Purpose: To deliberate and pass upon recommendations for awards and decorations.

Composition:

Chairman: Deputy Director for Administration

Members: Administrative and Personnel Officer and Operations Officer

Section I. PROCUREMENT OF AWARDS AND DECORATIONS

Responsibility: PCGA Squadron recommending the awards.

Requirement: Awards and decorations must reflect the exact description in the Manual.

Section J. ANNOUNCEMENT AND PUBLICATION

Awards by CPCG and DCO: Announced and published in NHQ-PCG General Orders, with a copy furnished to the PCGA Database Manager.

Awards by Commander, PCG District: Announced and published in Special Orders by their respective Commands, with copies furnished to the PCGA Database Manager and National PCGA Main Office.

Section K. MANNER OF WEARING

Ribbons may be worn on formal PCGA uniforms on the following occasions:

- State occasions (local or abroad)
- When receiving or calling on high-ranking PCG, PNP or AFP officers (including PCG/PCGA officers of a recognized country)
- As escort of colors
- During regular PCGA functions and meetings
- Parades, reviews, inspections, and funerals.
- Ceremonial and social occasions

Prohibited Wearing:

- When wearing Service Blue Bravo
- When engaged in PCGA field work or activity

Wearing Guidelines:

- Ribbons are worn in rows above the left breast pocket (highest award at the topmost row, right to left according to the hierarchy of awards).
- Medals, ribbons, pins, wings, devices, etc. awarded by other institutions may be worn on the right breast pocket (with prior authorization from the National Auxiliary Board).
- Wearing unauthorized medals, ribbons, or devices (not covered by General Orders) is prohibited and subject to disciplinary action (as prescribed in Chapter 5 of this Manual).

Section L. LEVELS OF APPROVING AUTHORITIES FOR AWARDS AND DECORATIONS

Approving Authority	Awards and Decorations
Commandant, PCG	- Dolphin Service Recognition Plaque - Outstanding Achievement Ribbon - PCG Commandant Unit Citation - Beacon Eligibility Badge - Presidential Unit Citation Endorsement - Distinguished Service Ribbon - Long Service Medal - Convention Ribbon
Commander PCG District and Other PCG Unit Commanders	- Merit Ribbon and below - Good Conduct Ribbon - Anti-Marine Pollution Medal & Ribbon - Civic Action Medal & Ribbon - Red Cross Medal & Ribbon
National Director PCGA	- National Director PCGA Unit Citation

All awards and decoration ribbons approved by the Commandant and DCO must be endorsed through observing proper channels. Awards and decorations can only be worn when formally covered by General Orders.

NOTE: All badges given to the PCG and PCGA must be approved by the National Historical Commission of the Philippines (NHCP).

ANNEX A: Glossary

Abbreviations and Acronyms

CGCRS	Coast Guard Civil Relations Service
COMREL	Community Relations
C, CGD	Commander, Coast Guard District
C, CGS	Commander, Coast Guard Station
CPCG	Commandant, Philippine Coast Guard
CS	Chief of Staff
DAD	Director Auxiliary District
DAS	Director Auxiliary Squadron
DCA	Deputy Commandant for Administration
DCO	Deputy Commandant for Operations
DNDA	Deputy National Director for Administration
DNDO	Deputy National Director for Operations
DOTr	Department of Transportation
DCCGS for CRS, CG-7	Deputy Chief of Coast Guard Staff for Civil Relations Service, CG-7
MEP	Marine Environmental Protection
MARLEN	Maritime Law Enforcement
MARSAF	Maritime Safety
MARSAR	Maritime Search and Rescue
HADR	Humanitarian Assistance and Disaster Response
ICT	Information and Communication Technology
MARSEC	Maritime Security
NAB	National Auxiliary Board
ND	National Director
NSTP-CWTS	National Service Training Program-Civic Welfare Training Service
PCG	Philippine Coast Guard
PCGA	Philippine Coast Guard Auxiliary
TWG	Technical Working Group

ANNEX B: Procedure on the Issuance of PCGA – Related General Orders

1. Submission of Requirements (for New applicants)

- Applicants submit the required documents to the Coast Guard Auxiliary Division (GADiv), Coast Guard Auxiliary Squadron (CGAS), or Coast Guard Stations/Sub-stations.
- Director Auxiliary Squadron (DAS) checks the completeness of the documents and endorses to the Coast Guard Regional Group (CRG).

2. Vetting of Documents

- CRG reviews and vets the application/endorsement for appropriate orders
 - **If disqualified** → *Application Denied* → **End**
 - **If qualified** → Endorse to the Coast Guard District Commander (Attn: D7), with copies furnished to CGAD and NAMO.

3. District-Level Assessment

- D7 reassesses and drafts the appropriate communication for the approval of the Coast Guard District Commander.
- The District Commander assesses and approves/disapproves the application.
 - **If not approved** → *Application Denied* → **End**
 - **If approved** → Request for issuance of orders is forwarded to NHQ-PCG through CGCRS.

4. Processing at NHQ-PCG

- CGCRS vets the endorsed application and forwards it to NHQ-PCG (Attn: CG-7).
- CG-7 drafts the appropriate communication for the issuance of orders, subject to the approval of the Commandant, PCG.
 - **If not approved** → *Application Denied* → **End**
 - **If approved** → CG-7 transmits to CGAO for issuance of the order.

5. Issuance of Orders

- Once signed by the Coast Guard Adjutant, the official General Order is released.
- CG-7 furnishes copies to CGCRS and the concerned Coast Guard District for dissemination and implementation.

ANNEX C: PCGA Membership Application Form

A. PCGA Regular

PHILIPPINE COAST GUARD AUXILIARY _____AUXILIARY SQUADRON MEMBERSHIP APPLICATION				
☐ New Enrollment		☐ Re-enrollment		☐ Transfer of Squadron
LAST NAME	FIRST NAME	MIDDLE NAME	SUFFIX	GENDER ☐ Male ☐ Female
OTHER NAMES USED:				
HOME ADDRESS				
MARITAL STATUS ☐ Single ☐ Married ☐ Separated ☐ Widow/Widower		NAME OF SPOUSE		NO. OF CHILDREN
HEIGHT	WEIGHT	COLOR OF EYES	COLOR OF HAIR	
SCARS OR MARKS AND OTHER DISTINGUISHING FEATURES:				
SSS/GSIS NO.	DATE OF BIRTH		PLACE OF BIRTH	
CITIZENSHIP	RELIGION		BLOOD TYPE	
TEL. NO. (HOME)	TEL. NO. (BUSINESS)		MOBILE PHONE	
EMAIL 1	EMAIL 2		FAX NO.	
PASSPORT NO./EXPIRY DATE			TIN NO.	
SECTION II – EDUCATIONAL BACKGROUND – College/Post-Grad/Special Studies				
NAME OF SCHOOL	DEGREES OBTAINED	INCLUSIVE DATES	YEAR GRADUATED	
<i>(Attached photocopies of either the transcript of records, diploma or PRC certificate)</i>				
SECTION III – EMPLOYMENT/OCCUPATIONAL BACKGROUND				
☐ EMPLOYED		☐ OWN BUSINESS		
COMPANY	NATURE OF BUSINESS	DESIGNATION	INCLUSIVE DATES	
<i>(Attached latest employment's certification, SEC Registration, Art. Of Incorporation or DTI Registration)</i>				
FOR PAST OR CURRENTLY IN GOVERNMENT POSITION – Please state highest Appointment/Elected Office				
Position/Period Assumed:				
Nature of Office:				
<i>(Attached certification from the Office concerned)</i>				
SECTION IV – ADDITIONAL DATA				
PROFESSIONAL LICENCES:				
SPECIAL TRAININGS:				
SPECIAL INTERESTS/SKILLS:				
<i>(Attached photocopies of license/s or certificate/s)</i>				

MA – 2009 Page 2 of 4		MEMBERSHIP APPLICATION		
SECTION V – EMERGENCY CONTACT INFORMATION				
LAST NAME	FIRST NAME	MI	SUFFIX	RELATIONSHIP
ADDRESS				
TEL NO. (HOME)		TEL NO. (BUSINESS)		MOBILE PHONE NO.
SECTION VI – READINESS INPUT				
A. FUNCTIONS YOU WANTED TO BE INVOLVED IN: (Please check choice/s)				
☐ MARSAR – Maritime Search and Rescue ☐ MAREP – Marine Environmental Protection ☐ MARSARF – Maritime Safety ☐ COMREL – Community Relations (Civic action activities i.e. Medical/Dental Missions; Youth development)				
B. ANSWER B1 AND CHECK APPROPRIATE ANSWERS FOR B2 TO B4:				
1. What is your purpose in joining the PCGA? (in at least 50 words you may use separate sheet)				
2. Are you willing to be trained? ☐ Yes ☐ No				
3. Are you willing to travel outside of your home area? ☐ Yes ☐ No				
4. Are you available on call 24 hours? ☐ Yes ☐ No If No, need _____ days/advance notice				
SECTION VII – ASSETS/RESOURCES AVAILABLE TO PCGA PROJECTS				
(This data will be used for reference as available resources in times of disaster/emergency only and does not mean a full turn-over to PCG/PCGA of said items/equipment)				
ITEMS/CLASSIFICATION	QUANTITY	DESCRIPTION		
WATERCRAFT (Boat)		Name _____ Type _____ Speed _____ Power _____ Range _____ Full Capacity (Ltrs/Gals) _____		
AIRCRAFT				
LAND TRANSPORTATION				
AMBULANCE/FIRETRUCKS				
OTHER EQUIPMENTS (Please specify) i.e. Communications: Telephone, 2-way radios, generators, etc.				
MANPOWER (Please specify-Doctors/Dentists/Nurses/Support Staff, etc)				
SECTION VIII – ORGANIZATIONS				
LIST OF ORGANIZATIONS OR SOCIAL GROUPS WHICH YOU HAVE BEEN A MEMBER OF:				
ORGANIZATION	PLACE	DATE OF MEMBERSHIP	POSITION HELD	
SECTION IX – REQUIRED CLEARANCES and ATTACHMENTS				
a. NBI CLEARANCE		e. ENDORSEMENT LETTER FROM THE SQUADRON DIRECTOR		
b. POLICE CLEARANCE				
c. BARANGAY CLEARANCE				
d. ORIENTATION SEMINAR CERTIFICATE (copy)				
<i>(All of the listed items must be included with the application package)</i>				

MA – 2009 Page 3 of 4		MEMBERSHIP APPLICATION					
SECTION X – MISCELLANEOUS							
COPY THE FOLLOWING PARAGRAPH IN YOUR OWN HANDWRITING.							
“As Luis F. Repazo of 105th Xavier Ave., guzzled his way through three bottles of brandy, Josephine Z. Quinsing, a partner in the law firm of San Diego and Ballesteros, located at 2879 Valley Forge St., Quezon City, turned to Richard Ting Sr., a Chinese food expert from O.W. Kwantung Company Ltd., 346 Hadji Jairula Hussein Blvd., and said, “I can’t for my Government but I’m quite sure your country and mine better get together for closer understanding.”							
SECTION XI – APPLICANT STATEMENT AND SIGNATURE							
I have () have not () been convicted of a violation of any laws of the Republic of the Philippines, classified as a major misdemeanor or a felony, (If convicted of a major misdemeanor or felony, state specifics, including date, city & state offense/s occurred, disposition and comments and attach to this application.) I affirm under the penalties of perjury as to the truth of all the statements contained in this application and authorize verification for the official use of the Philippine Coast Guard or Philippine Coast Guard Auxiliary. I understand that any false statement contained herein is grounds for my disenrollment from the Philippine Coast Guard Auxiliary. I PLEDGE TO SUPPORT THE PHILIPPINE COAST GUARD AUXILIARY AND ITS PURPOSES AND TO ABIDE BY THE GOVERNING POLICIES ESTABLISHED BY THE COMMANDANT OF THE PHILIPPINE COAST GUARD.							
NAME AND SIGNATURE OF SPONSOR	DATE	NAME AND SIGNATURE OF APPLICANT					
THUMBMARKS <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center; padding: 5px;">LEFT</td> <td style="width: 50%; text-align: center; padding: 5px;">RIGHT</td> </tr> <tr><td style="height: 100px;"></td></tr> <tr><td style="height: 100px;"></td></tr> </table> Please paste here 2 x 2 colored photo with white background				LEFT	RIGHT		
LEFT	RIGHT						

MEMBERSHIP APPLICATION

1. **GENERAL** – Everyone requesting membership in the Philippine Coast Guard Auxiliary must complete this form.
 - a. Read all instructions carefully
 - b. This form is used to supply new member personal information for entry into the Auxiliary database.
 - c. USE BLUE OR BLACK INK FOR COMPLETING THE WRITTEN PORTION OF ALL OF THESE FORMS.
2. **SECTION I – PERSONAL DATA OF APPLICANT** – To be completed by applicant.
 - a. LAST NAME, FIRST NAME, MIDDLE NAME and SUFFIX – Enter full legal name
 - b. OTHER NAMES USED – List all other names you were known by or are now using. If you are female, and are or have been married, include maiden name, and other married names if married more than once. Identify maiden name with “NEE”.
 - c. GENDER – Check one of the genders.
 - d. HOME ADDRESS – Enter current home address.
 - e. MARITAL STATUS – Check one of the marital status.
 - f. NAME OF SPOUSE – Use spouse’s given name – no nicknames
 - g. NO. OF CHILDREN – Indicate number
 - h. HEIGHT, WEIGHT, COLOR OF EYES, COLOR OF HAIR – Enter appropriate answers
 - i. SCARS OR MARKS AND OTHER DISTINGUISHING FEATURES – Enter description
 - j. SSS/GSIS NO. – Enter SSS or GSIS No. as the case maybe
 - k. DATE OF BIRTH, PLACE OF BIRTH – Enter DOB using MM/DD/YY numeric format, 01/18/45. Membership eligibility begins with 18 years of age.
 - l. CITIZENSHIP, RELIGION, BLOOD TYPE – Enter appropriate answers.
 - m. TEL. NOS. (HOME), (BUSINESS) & MOBILE PHONE – Enter phone numbers.
 - n. EMAIL 1, EMAIL 2, & FAX NO. – Enter email addresses and fax no.
 - o. ACR NO./PASSPORT NO./EXPIRY DATE, TYPE OF VISA & TIN NO. – Enter corresponding nos. Attach photo copies of ACR AND PASSPORT.
3. **SECTION II – EDUCATIONAL BACKGROUND – College/Post-Grad/Special Studies** – To be completed by applicant
 - a. Enter appropriate answers
 - b. Attach photocopies of either the transcript of records, diploma or PRC certificate.
4. **SECTION III – EMPLOYMENT/OCCUPATIONAL BACKGROUND** – To be completed by applicant
 - a. Enter appropriate answers
 - b. Attach latest employment’s certification, SEC Registration, Articles of Incorporation or DTI Registration. If Government employee, attach certification from the office concerned.
5. **SECTION IV – ADDITIONAL DATA** – To be completed by applicant
 - a. Enter appropriate answers.
 - b. Attach photo copies of licence/s or certificate/s.
6. **SECTION V – EMERGENCY CONTACT INFORMATION** – To be completed by applicant
 - a. Enter name, emergency contact’s relationship, address and phone numbers.
7. **SECTION VI – READINESS INPUT** – to be completed by applicant after the orientation seminar.
 - a. Answer B1 in at least 50 words. You may use a separate sheet.
 - b. Check appropriate answers for B2 to B4.
8. **SECTION VII – ASSETS/RESOURCES AVAILABLE TO PCGA PROJECTS** – To be completed by applicant after the orientation seminar.
 - a. Enter appropriate answers.
9. **SECTION VIII – ORGANIZATIONS** – To be completed by applicants
 - a. Enter appropriate answers.
10. **SECTION IX – REQUIRED CLEARANCES AND ATTACHMENTS** - To be attached to application
 - a. NBI Clearance (Original and 3 copies)
 - b. Police Clearance (Original and 3 copies)
 - c. Barangay Clearance (Original and 3 copies)
 - d. Orientation Seminar Certificate (copy)
 - e. Endorsement letter from the Squadron Director.
11. **SECTION X – MISCELLANEOUS** – To be completed by applicant
 - a. To be copied by the applicant in his own handwriting.
12. **SECTION XI – APPLICANTS STATEMENT AND SIGNATURE** – To be completed by the applicant and sponsor.
 - a. Felony/misdemeanor convictions – check appropriate answer to conviction statement. Review application and data to ensure accuracy, then sign and indicate date using either blue or black ink. The sponsor will co-sign the statement. The applicant will affix his thumb marks and attach his 2 x 2 picture.
13. **SECTION XII – SQUADRON DIRECTOR ENDORSEMENT** – To be completed by the Squadron Director.
 - a. The Squadron Director check appropriate decision then sign the application form and indicate the date.

B.PCGA EXECUTIVE/SPECIAL SQUADRON

Revised Form 2025

 PHILIPPINE COAST GUARD AUXILIARY _____ SQUADRON MEMBERSHIP APPLICATION				
SECTION I – PERSONAL DATA OF APPLICATION				
LAST NAME	FIRST NAME	MIDDLE NAME	SUFFIX	GENDER () Male () Female
OTHER NAMES USED:				
HOME ADDRESS				
MARITAL STATUS () Single () Married () Separated () Widow/Widower		NAME OF SPOUSE		NO. OF CHILDREN
HEIGHT	WEIGHT	COLOR OF EYES	COLOR OF HAIR	
SCARS OR MARKS AND OTHER DISTINGUISHING FEATURES:				
SSS/GSIS NO.		DATE OF BIRTH		PLACE OF BIRTH
CITIZENSHIP		RELIGION		BLOOD TYPE
TEL. NO. (HOME)		TEL. NO. (BUSINESS)		MOBILE PHONE
EMAIL 1		EMAIL 2		FAX NO.
SECTION II – EDUCATIONAL BACKGROUND – College/Post-Grad/Special Studies				
NAME OF SCHOOL	DEGREES OBTAINED	INCLUSIVE DATES	YEAR GRADUATED	
<i>(Attached photocopies of either the transcript of records, diploma or PRC certificate)</i>				
SECTION III – EMPLOYMENT/OCCUPATIONAL BACKGROUND				
() EMPLOYED		() OWN BUSINESS		
COMPANY	NATURE OF BUSINESS	DESIGNATION	INCLUSIVE DATES	
<i>(Attached latest employment's certification, SEC Registration, Art. Of Incorporation or DTI Registration)</i>				
CURRENT GOVERNMENT POSITION – Please state highest Appointment/Elected Office				
Position/Period Assumed:				
Nature of Office:				
<i>(Attach certification from the Office concerned)</i>				
SECTION IV – ADDITIONAL DATA				
PROFESSIONAL LICENCES:				
SPECIAL TRAININGS:				
SPECIAL INTERESTS/SKILLS:				
<i>(Attach photocopies of license/s or certificate/s)</i>				

MEMBERSHIP APPLICATION				
SECTION V – EMERGENCY CONTACT INFORMATION				
LAST NAME	FIRST NAME	MI	SUFFIX	RELATIONSHIP
ADDRESS				
TEL NO. (HOME)		TEL NO. (BUSINESS)		MOBILE PHONE NO.
SECTION VI – READINESS INPUT				
A. FUNCTIONS YOU WANTED TO BE INVOLVED IN: (Please check choice/s)				
☐ MARSAR – Maritime Search and Rescue ☐ MAREP – Marine Environmental Protection ☐ MARSARF – Maritime Safety ☐ COMREL – Community Relations (Civic action activities i.e. Medical/Dental Missions; Youth development)				
SECTION VII – ASSETS/RESOURCES AVAILABLE TO PCGA PROJECTS				
(This data will be used for reference as available resources in times of disaster/emergency only and does not mean a full turn-over to PCG/PCGA of said items/equipment)				
ITEMS/CLASSIFICATION	QUANTITY	DESCRIPTION		
WATERCRAFT (Boat)		Name _____ Type _____ Speed _____ Power _____ Range _____ Full Capacity (Ltrs/Gals) _____		
AIRCRAFT				
LAND TRANSPORTATION				
AMBULANCE/FIRETRUCKS				
OTHER EQUIPMENT (Please specify) i.e. Communications: Telephone, 2-way radios, generators, etc.				
MANPOWER (Please specify-Doctors/Dentists/Nurses/Support Staff, etc)				
SECTION VIII – ORGANIZATIONS				
LIST OF ORGANIZATIONS OR SOCIAL GROUPS WHICH YOU HAVE BEEN A MEMBER OF:				
ORGANIZATION	PLACE	DATE OF MEMBERSHIP	POSITION HELD	
SECTION IX – REQUIRED CLEARANCES and ATTACHMENTS				
a. ACCOMPLISHED PCGA APPLICATION FORM				
b. NOTARIZED PERSONAL HISTORY SHEET (PHS) OR CURRICULUM VITAE				
c. COPY OF PASSPORT				
d. FOUR COPIES OF 2X2 COLORED ID PICTURES WITH WHITE BACKGROUND				
e. AUTHENTICATED BIRTH CERTIFICATE				
(All of the listed items must be included with the application package)				

INSTRUCTIONS

MEMBERSHIP

APPLICATION

1. **GENERAL** – Everyone requesting membership in the Philippine Coast Guard Auxiliary must complete this form.
 - a. Read all instructions carefully
 - b. This form is used to supply new member personal information for entry into the Auxiliary database.
 - c. USE BLUE OR BLACK INK FOR COMPLETING THE WRITTEN PORTION OF ALL OF THESE FORMS.
2. **SECTION I – PERSONAL DATA OF APPLICANT** – To be completed by applicant.
 - a. LAST NAME, FIRST NAME, MIDDLE NAME and SUFFIX – Enter full legal name
 - b. OTHER NAMES USED – List all other names you were known by or are now using. If you are female, and are or have been married, include maiden name, and other married names if married more than once. Identify maiden name with “NEE”.
 - c. GENDER – Check one of the genders.
 - d. HOME ADDRESS – Enter current home address.
 - e. MARITAL STATUS – Check one of the marital status.
 - f. NAME OF SPOUSE – Use spouse’s given name – no nicknames
 - g. NO. OF CHILDREN – Indicate number
 - h. HEIGHT, WEIGHT, COLOR OF EYES, COLOR OF HAIR – Enter appropriate answers
 - i. SCARS OR MARKS AND OTHER DISTINGUISHING FEATURES – Enter description
 - j. SSS/GSIS NO. – Enter SSS or GSIS No. as the case maybe
 - k. DATE OF BIRTH, PLACE OF BIRTH – Enter DOB using MM/DD/YY numeric format, 01/18/45. Membership eligibility begins with 18 years of age.
 - l. CITIZENSHIP, RELIGION, BLOOD TYPE – Enter appropriate answers.
 - m. TEL. NOS. (HOME), (BUSINESS) & MOBILE PHONE – Enter phone numbers.
 - n. EMAIL 1, EMAIL 2, & FAX NO. – Enter email addresses and fax no.
 - o. ACR NO./PASSPORT NO./EXPIRY DATE, TYPE OF VISA & TIN NO. – Enter corresponding nos. Attach photo copies of ACR AND PASSPORT.
3. **SECTION II – EDUCATIONAL BACKGROUND – College/Post-Grad/Special Studies** – To be completed by applicant
 - a. Enter appropriate answers
 - b. Attach photocopies of either the transcript of records, diploma or PRC certificate.
4. **SECTION III – EMPLOYMENT/OCCUPATIONAL BACKGROUND** – To be completed by applicant
 - a. Enter appropriate answers
 - b. Attach latest employment’s certification, SEC Registration, Articles of Incorporation or DTI Registration. If Government employee, attach certification from the office concerned.
5. **SECTION IV – ADDITIONAL DATA** – To be completed by applicant
 - a. Enter appropriate answers.
 - b. Attach photo copies of license/s or certificate/s.
6. **GENERAL** – Everyone requesting membership in the Philippine Coast Guard Auxiliary must complete this form.
 - a. Read all instructions carefully
 - b. This form is used to supply new member personal information for entry into the Auxiliary database.
 - c. USE BLUE OR BLACK INK FOR COMPLETING THE WRITTEN PORTION OF ALL OF THESE FORMS.
7. **SECTION I – PERSONAL DATA OF APPLICANT** – To be completed by applicant.
 - a. LAST NAME, FIRST NAME, MIDDLE NAME and SUFFIX – Enter full legal name
 - b. OTHER NAMES USED – List all other names you were known by or are now using. If you are female, and are or have been married, include maiden name, and other married names if married more than once. Identify maiden name with “NEE”.
 - c. GENDER – Check one of the genders.
 - d. HOME ADDRESS – Enter current home address.
 - e. MARITAL STATUS – Check one of the marital status.
 - f. NAME OF SPOUSE – Use spouse’s given name – no nicknames
 - g. NO. OF CHILDREN – Indicate number
 - h. HEIGHT, WEIGHT, COLOR OF EYES, COLOR OF HAIR – Enter appropriate answers
 - i. SCARS OR MARKS AND OTHER DISTINGUISHING FEATURES – Enter description
 - j. SSS/GSIS NO. – Enter SSS or GSIS No. as the case maybe
 - k. DATE OF BIRTH, PLACE OF BIRTH – Enter DOB using MM/DD/YY numeric format, 01/18/45. Membership eligibility begins with 18 years of age.
 - l. CITIZENSHIP, RELIGION, BLOOD TYPE – Enter appropriate answers.
 - m. TEL. NOS. (HOME), (BUSINESS) & MOBILE PHONE – Enter phone numbers.
 - n. EMAIL 1, EMAIL 2, & FAX NO. – Enter email addresses and fax no.
 - o. ACR NO./PASSPORT NO./EXPIRY DATE, TYPE OF VISA & TIN NO. – Enter corresponding nos. Attach photo copies of ACR AND PASSPORT.

8. **SECTION II – EDUCATIONAL BACKGROUND – College/Post-Grad/Special Studies** – To be completed by applicant
 - a. Enter appropriate answers
 - b. Attach photocopies of either the transcript of records, diploma or PRC certificate.
9. **SECTION III – EMPLOYMENT/OCCUPATIONAL BACKGROUND** – To be completed by applicant
 - a. Enter appropriate answers
 - b. Attach latest employment's certification, SEC Registration, Articles of Incorporation or DTI Registration. If Government employee, attach certification from the office concerned.
10. **SECTION IV – ADDITIONAL DATA** – To be completed by applicant
 - a. Enter appropriate answers.
 - b. Attach photo copies of license/s or certificate/s.
11. **SECTION V – EMERGENCY CONTACT INFORMATION** – To be completed by applicant
 - a. Enter name, emergency contact's relationship, address and phone numbers.
12. **SECTION VI – READINESS INPUT** – to be completed by applicant after the orientation seminar.
 - a. Answer B1 in at least 50 words. You may use a separate sheet.
13. **SECTION VII – ASSETS/RESOURCES AVAILABLE TO PCGA PROJECTS** – To be completed by applicant after the orientation seminar.
 - a. Enter appropriate answers.
14. **SECTION VIII – ORGANIZATIONS** – To be completed by applicants
 - a. Enter appropriate answers.
15. **SECTION IX – REQUIRED CLEARANCES AND ATTACHMENTS** - To be attached to application\
 - a. Accomplished ~~Prca~~ Application Form
 - b. Notarized Personal History Sheet (~~Phs~~) Or Curriculum Vitae
 - c. Copy of Passport
 - d. Four Copies Of 2x2 Colored Id Pictures with White Background
 - e. Authenticated Birth Certificate
16. **SECTION X – APPLICANTS STATEMENT AND SIGNATURE** – To be completed by the applicant and sponsor.
 - a. Felony/misdemeanor convictions – check appropriate answer to conviction statement. Review application and data to ensure accuracy, then sign and indicate date using either blue or black ink. The sponsor will co-sign the statement. The applicant will affix his thumb marks and attach his 2 x 2 picture.

A. FOR REGULAR MEMBERS



ID APPLICATION FORM

[illegible]

MAIDEN'S MIDDLE NAME:

MAIDEN'S LAST NAME:

RANK: [] [] [] [] [] APPOINTMENT DATE: [] [] [] [] [] []
DESIGNATION: [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] []

HOME ADDRESS:

MARITAL STATUS: ☐ SINGLE ☐ WIDOWED ☐ DIVORCED
(PLS. CHECK ONE) ☐ MARRIED ☐ SEPARATED

[illegible]

DATE OF BIRTH (DD-MMM-YYYY):								
IDENTIFYING DATA MARK:								
PERSONAL CONTACT NO:								
PHILSYS NO:							TIN NO.:	
PERSON TO BE NOTIFIED IN CASE OF EMERGENCY AND RELATIONSHIP:								
ADDRESS OF PERSON TO BE NOTIFIED:								
CONTACT NO:								

CONTACT NO:																								

--

RIGHT THUMB MARK

--

SPECIMEN SIGNATURE

SIGNATURE OVER PRINTED NAME

SIGNATURE OVER PRINTED NAME

SIGNATURE OVER PRINTED NAME

SQUADRON DIRECTOR

DISTRICT AUXILIARY DIRECTOR

PCGA NATIONAL DIRECTOR

REVIEWED AND VERIFIED BY:

APPROVED BY:

Commander, CGCRS

DCCGS for CRS, CG-7

2 X 2 PICTURE

(Recent picture (should have been taken within 6 months) with white background (2inch x 2inch size), no mustache/beard, prescribed haircut, and authorized nameplate must be visible in proper placement)

**AUXILIARY OFFICER: SERVICE BLUE
ALPHA WITH WHITE BACKGROUND
WITHOUT HEADGEAR**

AUXILIARIST:
ORANGE FIELD UNIFORM WITH
WHITE BACKGROUND

ATTACHMENTS

1. Appointment/Promotion Order/Affidavit if loss/damage.
 2. Endorsement letter from Squadron, District and National Commander.
- *For ID renewal/replacement, old PCGA ID should be surrendered.

NOTE:

Inactive PCGA members will not be issued an identification (ID) card in accordance with the established regulations.

STATEMENT OF CONSENT

I declare that I am fully aware that the above data shall be used for securing my PGA Identification membership card. I trust that the above data shall remain confidential hence I give my consent that the same data be secured and accessed for subsequent validation, verification, and for other purposes. I further affirm that all statements/data, which appear in this registration form and made by me are true and complete to the best of my knowledge and belief.

SIGNATURE OVER PRINTED NAME

DATE SIGNED _____

B. FOR EXECUTIVE/SPECIAL MEMBERS



PHILIPPINE COAST GUARD AUXILIARY SQUADRON

ID APPLICATION FORM

2 X 2 PICTURE

(Recent picture (should have been taken within 6 months) with white background (2inch x 2inch size), no mustache/beard, prescribed haircut, and authorized nameplate must be visible in proper placement)

SERVICE BLUE ALPHA WITH
WHITE BACKGROUND
WITHOUT HEADGEAR

ID No.: _____

FIRST NAME:
MIDDLE NAME:
LAST NAME:

APPLICABLE FOR MARRIED FEMALE

MAIDEN'S MIDDLE NAME:
MAIDEN'S LAST NAME:

RANK: APPOINTMENT DATE:
DESIGNATION:

HOME ADDRESS:

MARITAL STATUS: ☐ SINGLE ☐ WIDOWED ☐ DIVORCED
(PLS. CHECK ONE) ☐ MARRIED ☐ SEPARATED

NATIONALITY:
WEIGHT(KGS): EYES:
HEIGHT(CMS): HAIR:
BLOOD TYPE: SEX:
RELIGION:

DATE OF BIRTH (DD-MMM-YYYY):
IDENTIFYING DATA/ MARK:
PERSONAL CONTACT NO:
PHILSYS NO: TIN NO.

PERSON TO BE NOTIFIED IN CASE OF EMERGENCY AND RELATIONSHIP:

ADDRESS OF PERSON TO BE NOTIFIED:

CONTACT NO:

ATTACHMENTS

1. Appointment/Promotion Order/Affidavit if lost/damage.
 2. Endorsement letter from Squadron, District and National Commander.
- *For ID renewal/replacement, old PCGA ID should be surrendered.

NOTE:

Inactive PCGA members will not be issued an identification (ID) card in accordance with the established regulations.

STATEMENT OF CONSENT

I declare that I am fully aware that the above data shall be used for securing my PCGA Identification membership card. I trust that the above data shall remain confidential hence I give my consent that the same data be secured and accessed for subsequent validation, verification, and for other purposes. I further affirm that all statements/data, which appear in this registration form and made by me are true and complete to the best of my knowledge and belief.

SIGNATURE OVER PRINTED NAME

DATE SIGNED



RIGHT THUMBMARK



SPECIMEN SIGNATURE

ENDORSED AND VERIFIED BY:

APPROVED BY:

Commander, CGCRS

DCCGS for CRS, CG-7

ANNEX E : APPLICANT'S PERSONAL HISTORY STATEMENT FORM

INSTRUCTIONS

1. Answer all the questions completely; if the question is not applicable, write "NA." Write "UNKNOWN" only if you do not know the answer and cannot obtain the answer from personal records. Use the blank pages at the back of this form for extra details on any question for which you do not have sufficient space.
2. Type, print or write carefully, illegible or incomplete forms will not receive consideration.

WARNING

1. The correctness of all statements of entries made herein will be investigated.
2. Any deliberate omission or distortion of material facts may give sufficient cause for denial of clearance.
3. The statement made herein is classified "CONFIDENTIAL." Revelation or use for purposes other than that authorized is prohibited by pertinent provisions of AFPRG 200-052.

I. PERSONAL DETAILS

- A. Name: _____ (Last) _____ (First) _____ (Middle)
- B. Rank: _____ PCGSN: _____ Br/Svc: _____
- C. Present Job / Assignment: _____
- D. Business or Duty Address: _____
- E. Home Address (Include St. & Nr): _____
- F. Birth Date: _____ Place of Birth: _____
- G. Change in Name (If by Court Action give details): _____
- H. Nicknames: _____ Nationality: _____
- I. TIN: _____ National Reg. Card: _____
- J. Religion: _____ Blood Type: _____

II. PERSONAL CHARACTERISTICS

- A. Description: Sex: _____ Age: _____ Height: _____ (cms) Weight _____ (kgs)
Build (heavy, Medium, Light): _____ Complexion (Dark, Fair, Light): _____
Color of Eyes: _____ Color of Hair: _____
Scars or marks and other distinguishing features: _____
- B. Physical Condition/Present State of health (Excellent, Good, Poor) _____
Physical or Mental Defects: _____ Recent Serious Illness: _____

III. MARITAL HISTORY

- A. Marital Status: _____
(Single, Married, Separated or Widow)

B. Name of Spouse: _____
(Full Name)

Date and Place of Marriage: _____

Occupation and Place of Employment: _____

C. Children:

Name	Date of Birth	Citizenship

IV. FAMILY HISTORY AND INFORMATION

A. Father's Name: _____
(Full name)

Date and Place of Birth: _____

Address: _____

Occupation and Place of Employment: _____

Citizenship: _____ if naturalized, give date and place where naturalized _____

B. Mother's Name: _____
(Full Name)

Date and Place of Birth: _____

Address: _____

Occupation and Place of Employment: _____

Citizenship: _____ if naturalized, give date and place where naturalized

C. Brothers and Sisters

Name	Age	Address	Occupation

D. Step-parent or Guardian: _____
(Full Name)

Address: _____

Occupation and Place of Employment: _____

Citizenship: _____ if naturalized, give date and place where naturalized

E. Father-in-Law _____
(Full Name)

Date and Place of Birth: _____

Address: _____
(Street) (Bo/Brgy) (Town/City)

_____ Tel Nr: _____
(Province)

Occupation and Place of Employment: _____

Citizenship: _____ If naturalized, give date and place where naturalized _____

F. Mother-in-Law: _____
(Full Name)

Address: _____
(Street) (Bo/Brgy) (Town/City)

_____ Tel Nr: _____
(Province)

Occupation and Place of Employment: _____

Citizenship: _____ If naturalized, give date and place where naturalized _____

V. EDUCATIONAL BACKGROUND

A. Elementary

School	Location	Date of Attendance	Year Graduated

B. High School

School	Location	Date of Attendance	Year Graduated

C. College

School	Course	Location	Date of Attendance	Year Graduated

D. Post Graduate

School	Course	Location	Date of Attendance	Year Graduated

E. Other Schools Attended and Date of Attendance

School	Course	Location	Date of Attendance	Year Graduated

F. Civil Service Eligibility, if any, and others similar qualifications: _____

VI. MILITARY HISTORY

A. Date Enlisted in the AFP _____

B. Date of Commission _____ Source of Commission _____

C. Important Unit Assignment since Enlistment/CAD: _____

D. Military Schools Attended

Name of Schools & Location	Date of Attendance	Nature of Training	Rating

E. Decorations and Awards or Commendations Received

Have you ever been dismissed or forced to resign from a position? Yes ___ No ___

If yes, explain _____

VII. FOREIGN COUNTRIES VISITED (In chronological order)

Date	Country Visited	Purpose of Visit

VIII. CREDIT REPUTATION

A. Are you entirely dependent on your salary? Yes ___ No ___ if no, state other sources of income _____

B. Name and Address of Banks or other Credit/Institution with which you have accounts/loans:

- C. Have you filed a statement of your Assets and Liabilities with any government agency
Yes _____ No _____ If so, what, agency? _____
- D. Have you filed your last income tax return? _____
- E. Three (3) credit references in the Philippines:

Name	Address

IX. ARREST RECORD AND CONDUCT

- A. Have you ever investigated / arrested, indicted or convicted for any violation of law? _____
If so, state name of court, nature of offense and disposition of case. _____
- B. Has any member of your family ever been investigated / arrested, indicated or convicted for any violation of law? _____ If so, state name of court, nature of the case and disposition of case. _____
- C. Have you, ever been charged in any Administrative Case? _____
- D. Have you ever been arrested or detained pursuant to the provision of PD 1081 and its implementation order (GO, PO, LOI)? ____ If so, state the nature of the case and the place of your detention _____
- E. Do you use intoxicating liquor or narcotics? _____
- F. If so, what extent? _____

X. GENERAL REPUTATION

- A. Give five (5) character references (not relatives) known three years or longer, who are not your relatives:

Name	Business Address/Residence (Include Street & Number)

B. List down three (3) neighbors at your present residence:

Name	Business Address/Residence (Include Street & Number)

XI. ORGANIZATION

List of organization or social groups which you have been a member:

Organization	Address	Date of Membership & Position held

XII. MISCELLANEOUS

A. Hobbies, sports and past times

B. Language and Dialect (indicate ability as fluent, fair or poor):

Language or Dialect	Speak	Read	Write

C. Are you willing to undergo periodic lie detection test? _____

D. Copy exactly the following paragraph in your own handwriting

As Luis E Rapazo III of 105th Xavier Ave guzzled his way through three bottles of brandy, Josephine Z Quinsing, a partner in law firm of San Diego and Ballesteros located at 2879 Valley Forge St., Quezon City turned to Richard Ting Sr., a Chinese food expert from O.W. Kwantung Company, Ltd., 346 Hadji Jairul Hussein Blvd., and said, "I can't speak for my Government but I'm quite sure your country and mine better get together for closer understanding."

I certify that the foregoing answers are true and correct to the best of my knowledge and belief and I agree that my misstatement or omission as to material facts will constitute ground for denial of my application for clearance.

Signed at _____ Date _____

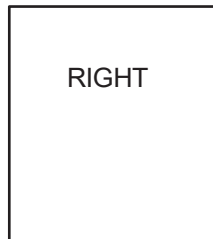
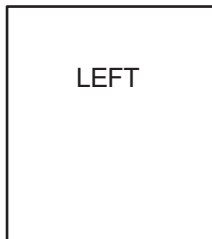


(Signature of Applicant)

(Witness)

(Witness)

THUMBMARKS



Subscribed and sworn to before me this _____ day of _____ 20____

Philippines, affiant exhibited to me his /her Community Certificate Nr _____

Issued on _____ at _____

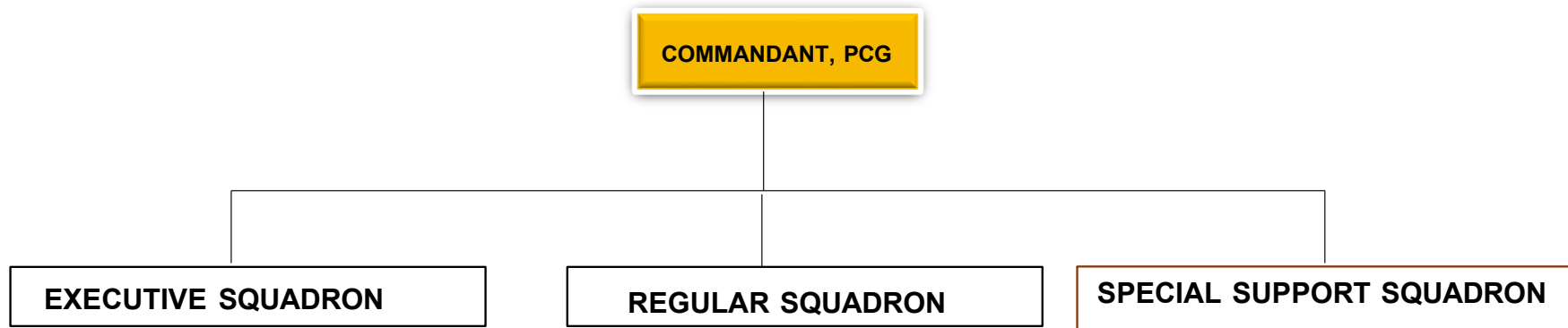
(Administrative Officer/Notary Public)

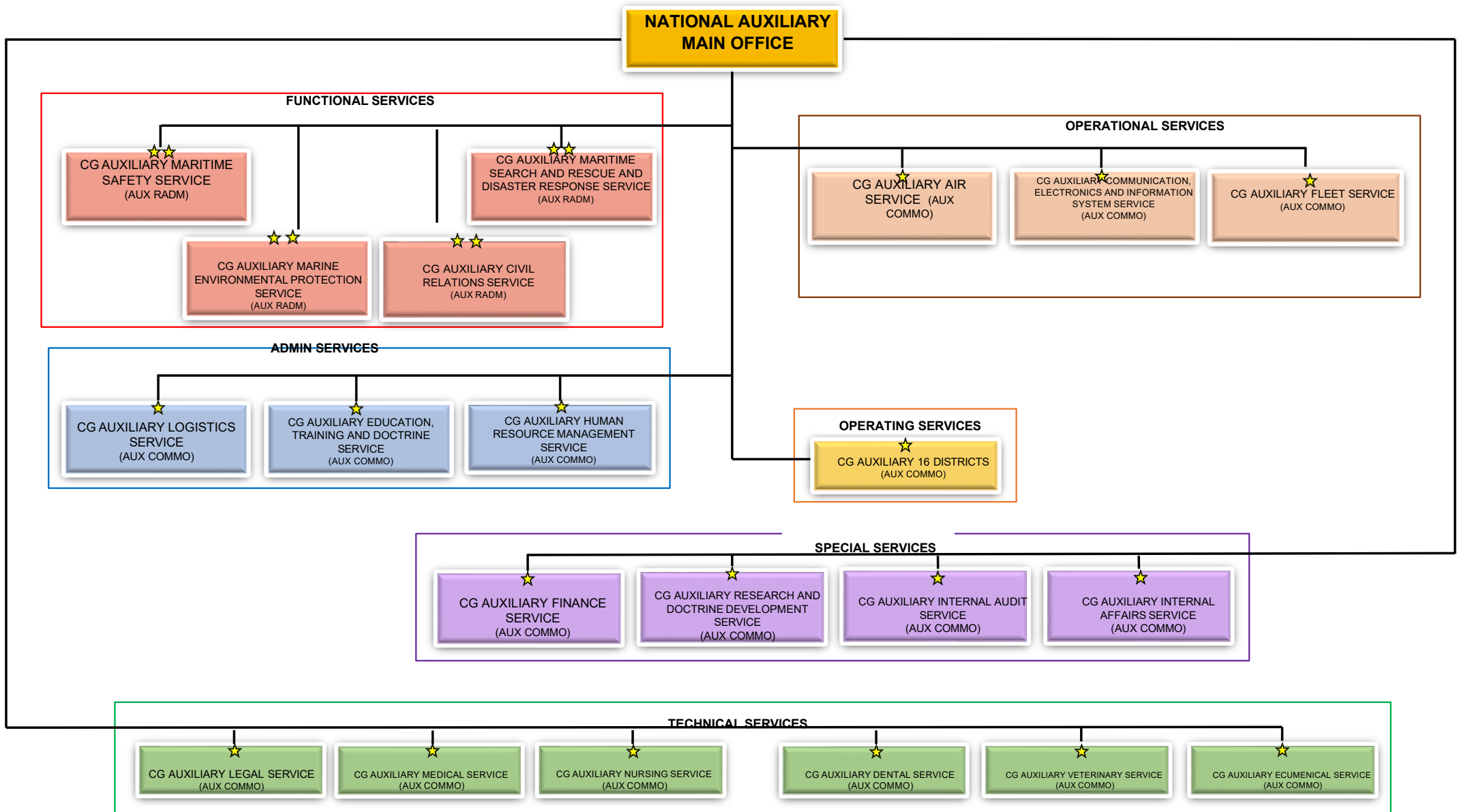
(Rank and Designation)

(TIN)

ANNEX F. PCGA TABLE OF ORGANIZATION

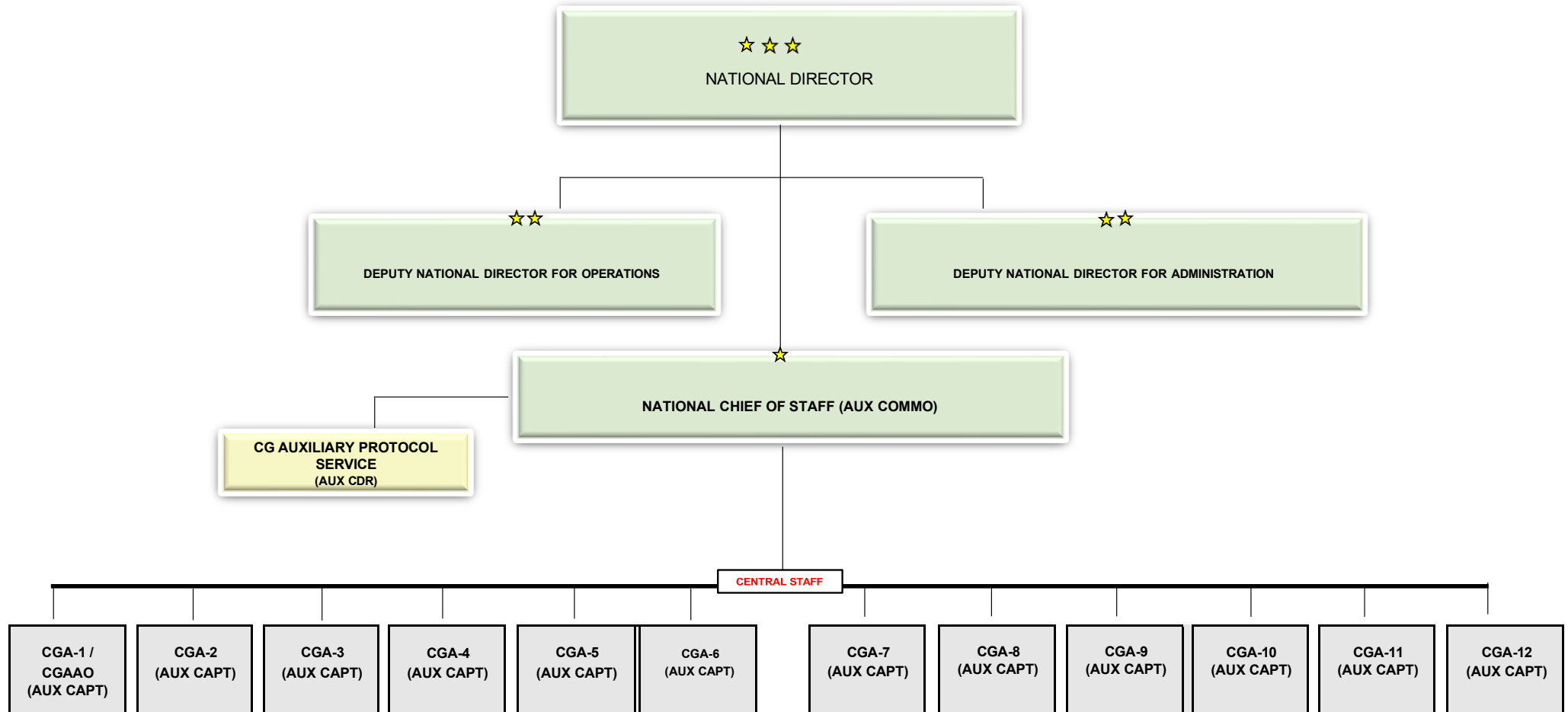
TYPES OF PCGA MEMBERSHIP





PCGA REGULAR SQUADRON

NATIONAL AUXILIARY MANAGEMENT OFFICE



CG OPERATING SERVICES

CG AUXILIARY DISTRICTS

**DIRECTOR AUXILIARY
DISTRICT**
(AUX COMMO)

**AUX DEPLOYABLE
RESPONSE GROUP**
(AUX CAPT)

**DEPUTY DIRECTOR
AUXILIARY DISTRICT**
(AUX CAPT)

CHIEF OF STAFF
(AUX CDR)

CENTRAL STAFF

**CGA-1/
CGAAO**
(AUX LCDR)

CGA-2
(AUX LCDR)

CGA-3
(AUX LCDR)

CGA-4
(AUX LCDR)

CGA-5
(AUX LCDR)

CGA-6
(AUX LCDR)

CGA-7
(AUX LCDR)

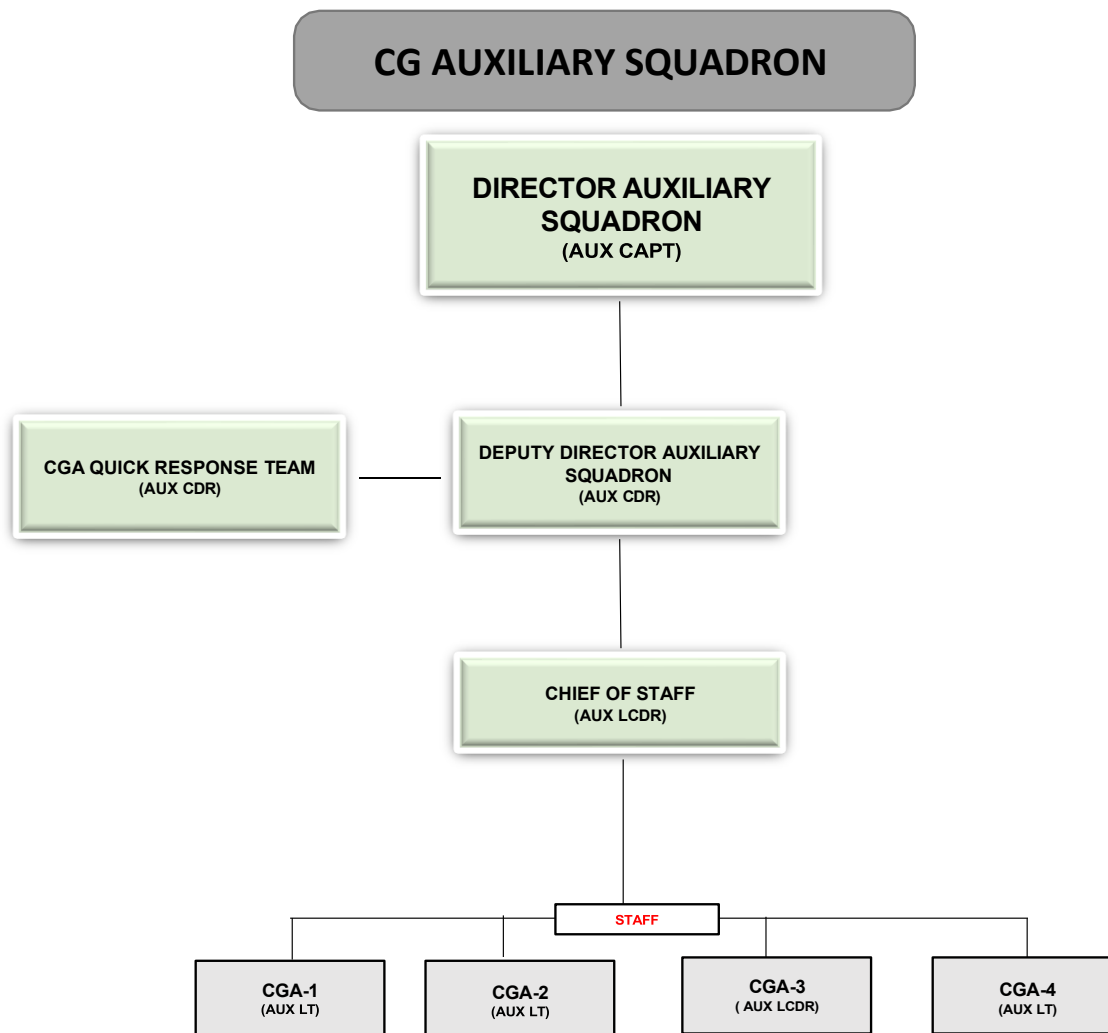
CGA-8
(AUX LCDR)

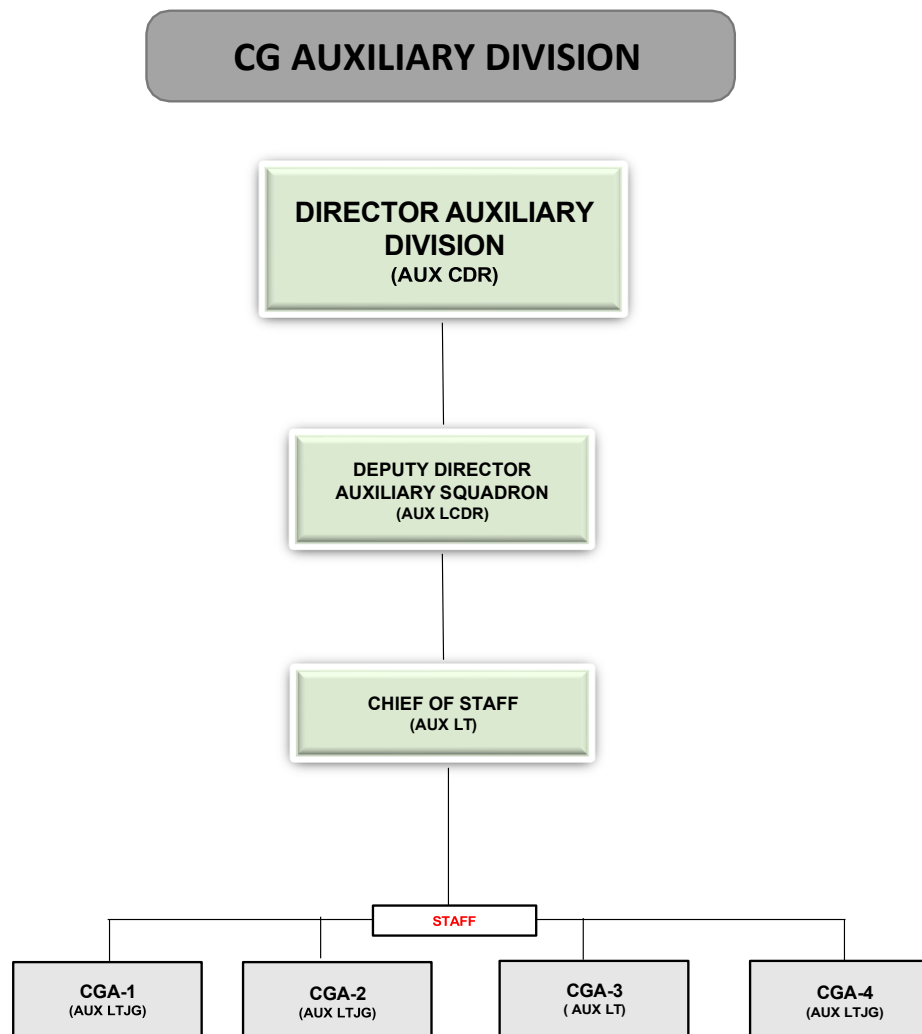
CGA-9
(AUX LCDR)

CGA-10
(AUX LCDR)

CGA-11
(AUX LCDR)

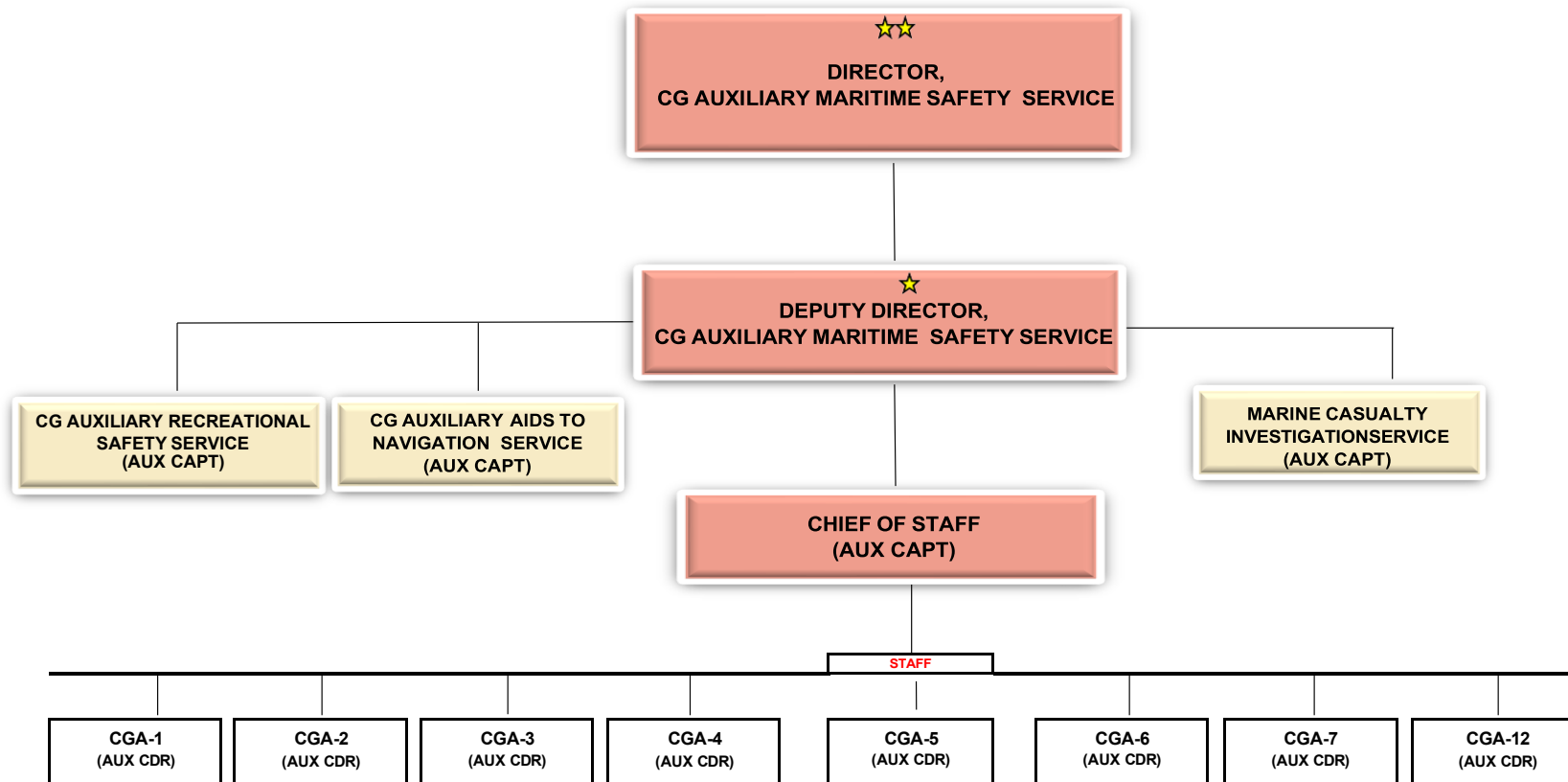
CGA-12
(AUX LCDR)



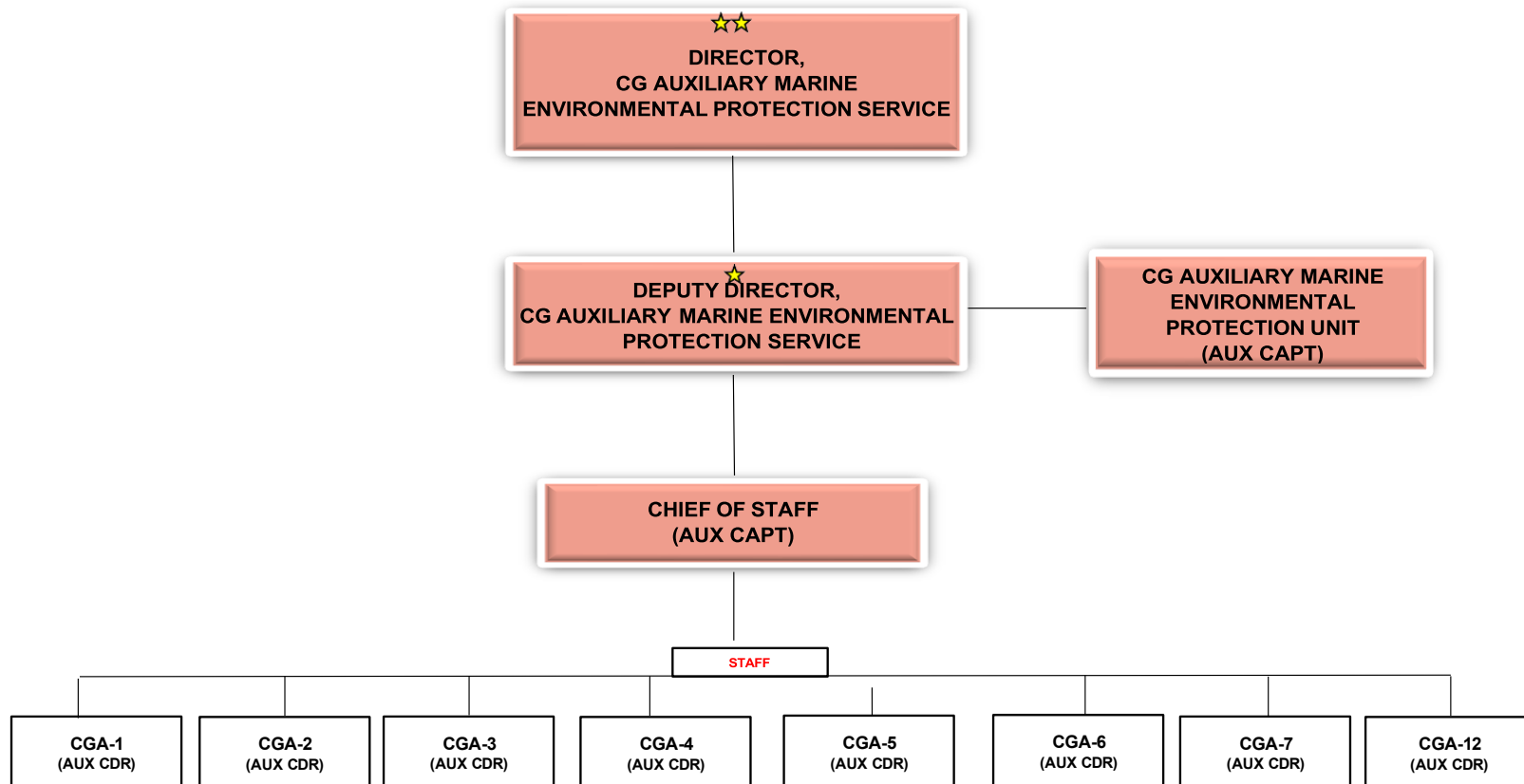


FUNCTIONAL SERVICES

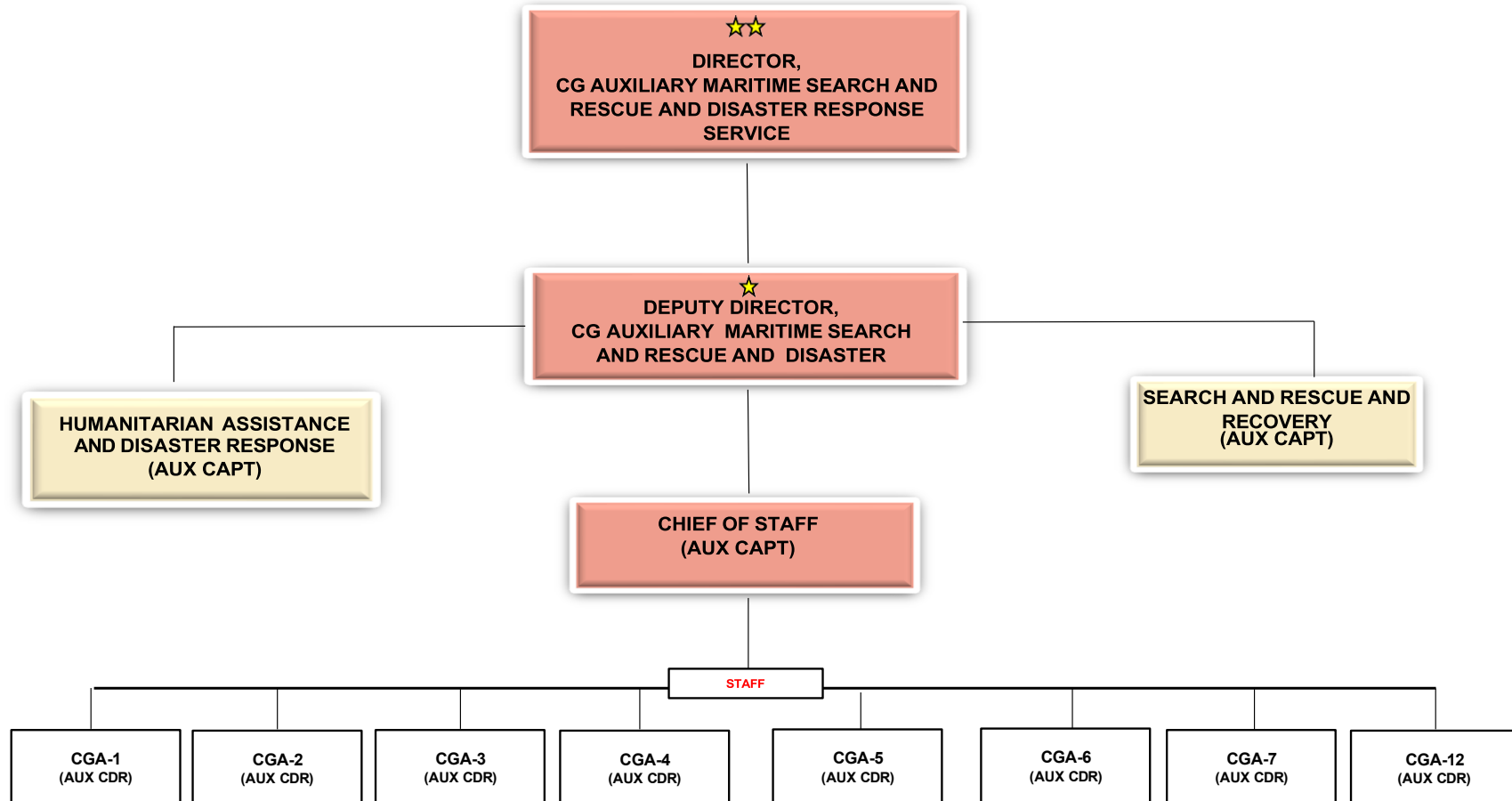
CG AUXILIARY MARITIME SAFETY SERVICE



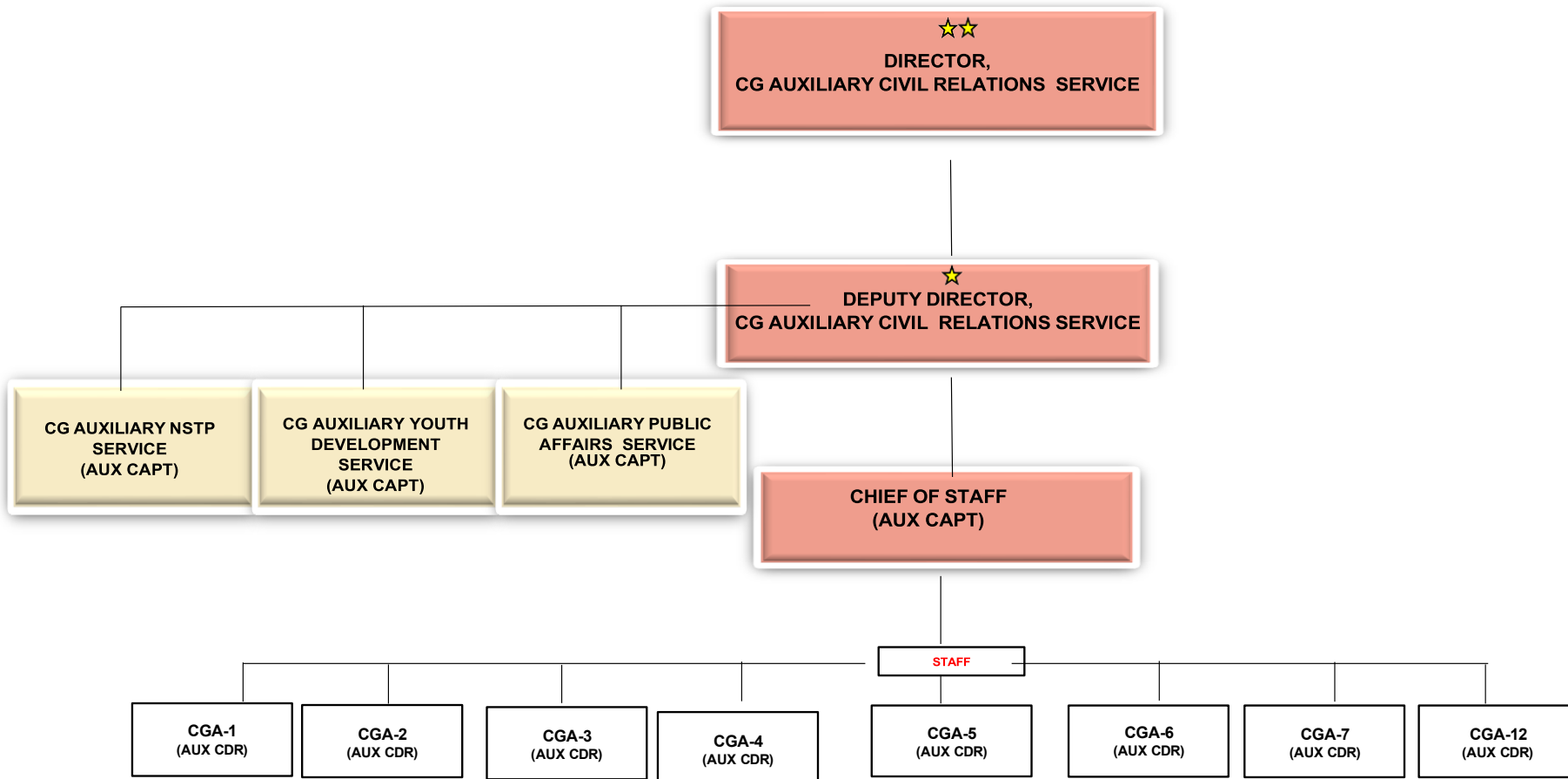
CG AUXILIARY MARINE ENVIRONMENTAL PROTECTION SERVICE



CG AUXILIARY MARITIME SEARCH AND RESCUE AND DISASTER RESPONSE SERVICE

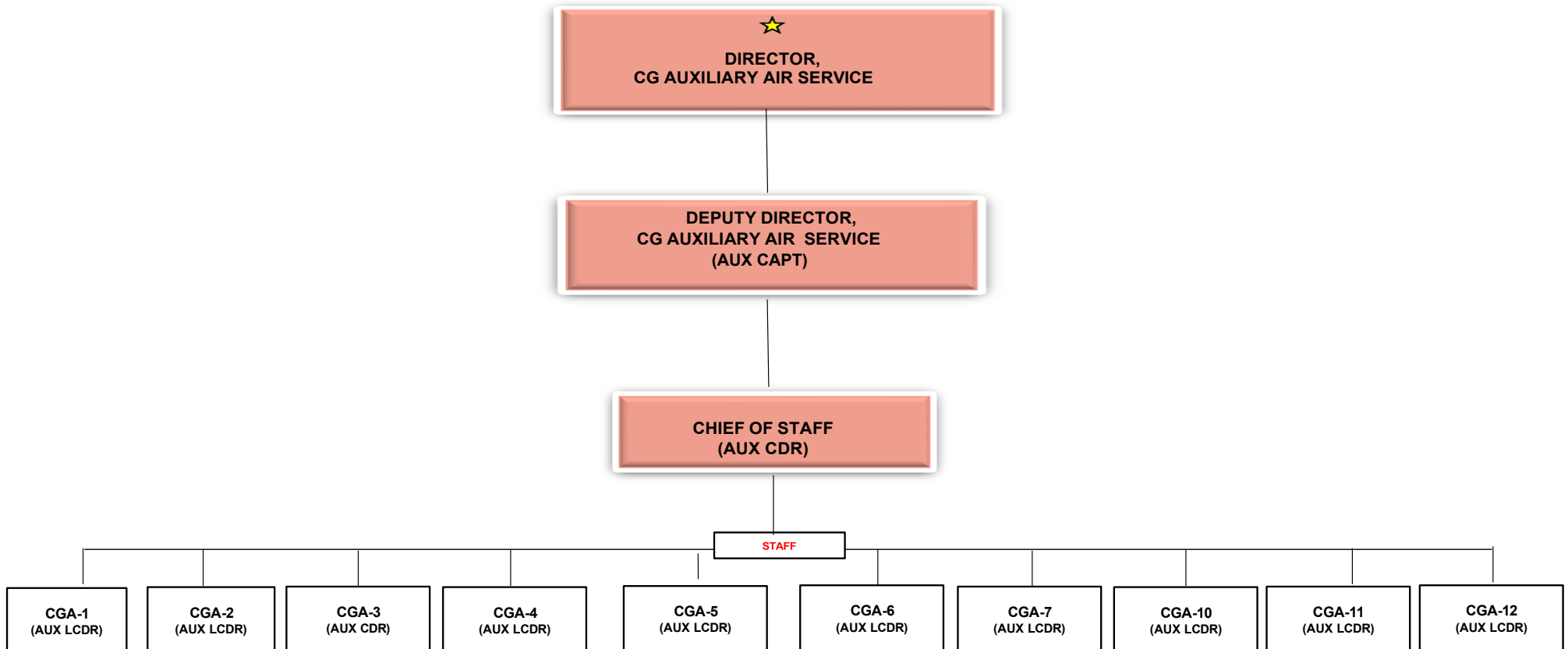


CG AUXILIARY CIVIL RELATIONS SERVICE

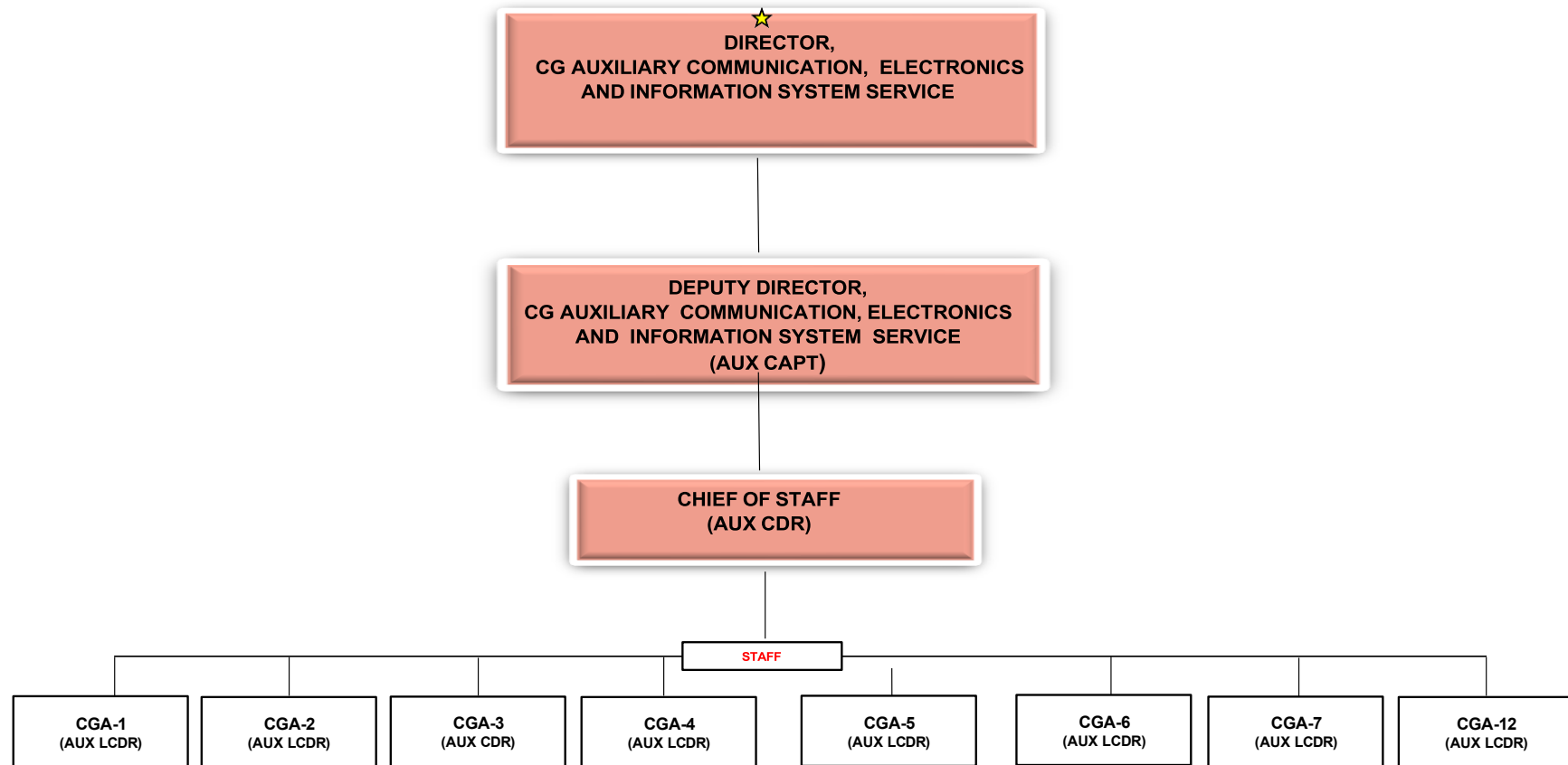


OPERATIONAL SERVICES

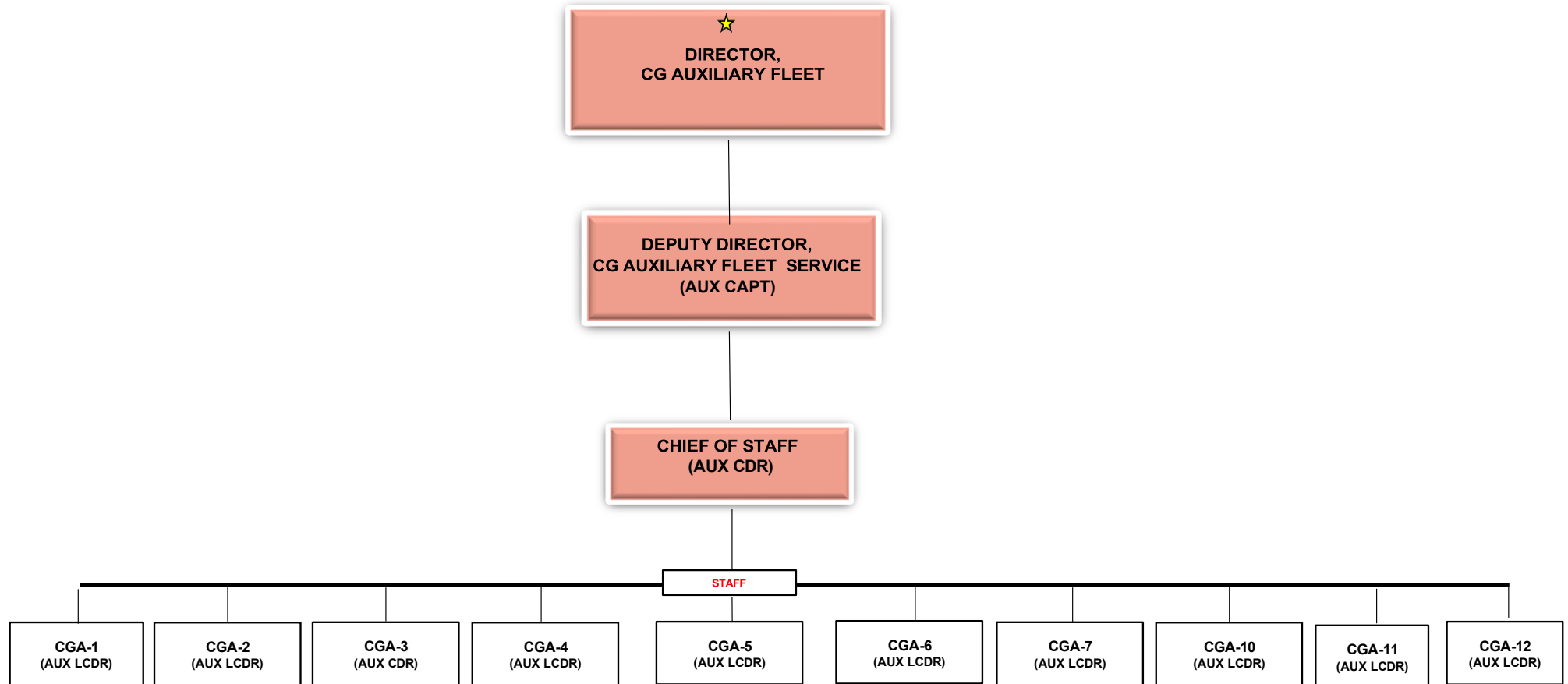
CG AUXILIARY AIR SERVICE



CG AUXILIARY COMMUNICATION, ELECTRONICS, AND INFORMATION SYSTEM SERVICE

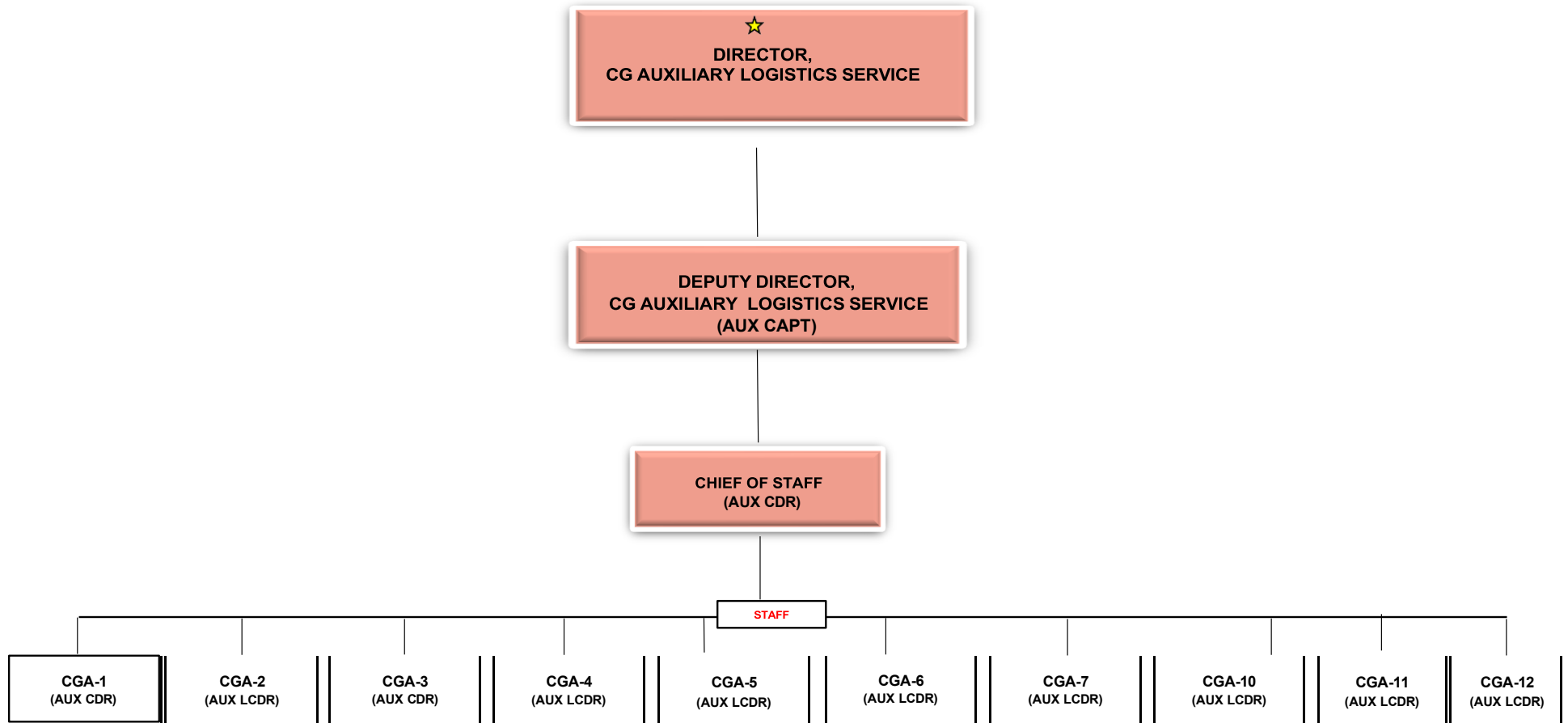


CG AUXILIARY FLEET

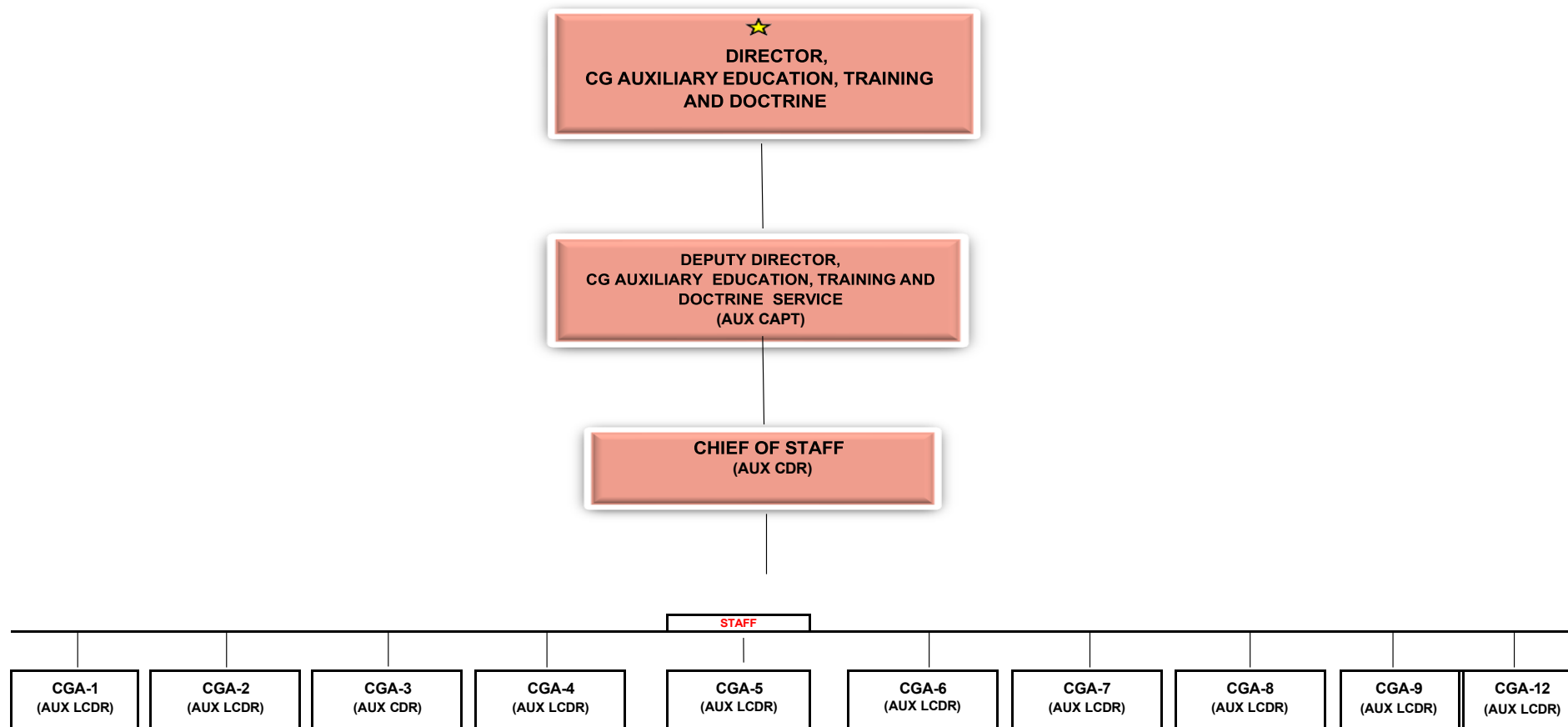


ADMIN SERVICES

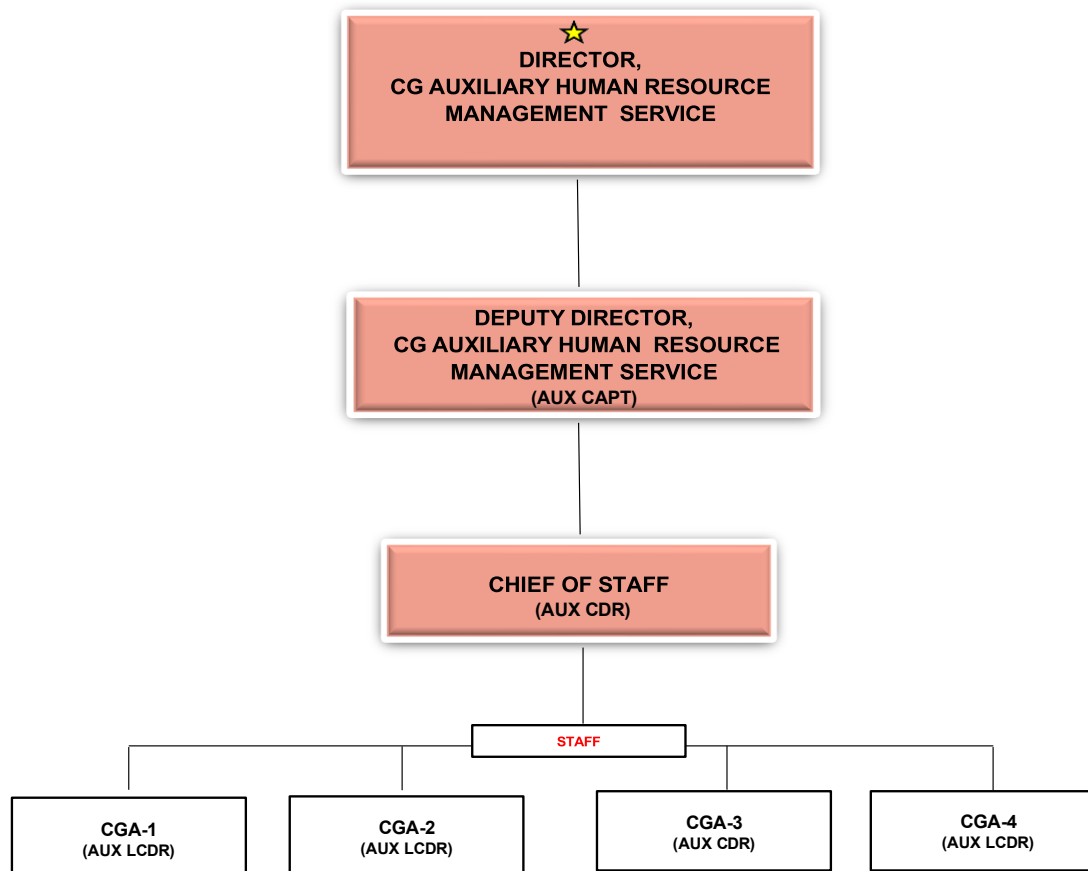
CG AUXILIARY LOGISTICS SERVICE



CG AUXILIARY EDUCATION, TRAINING AND DOCTRINE SERVICE

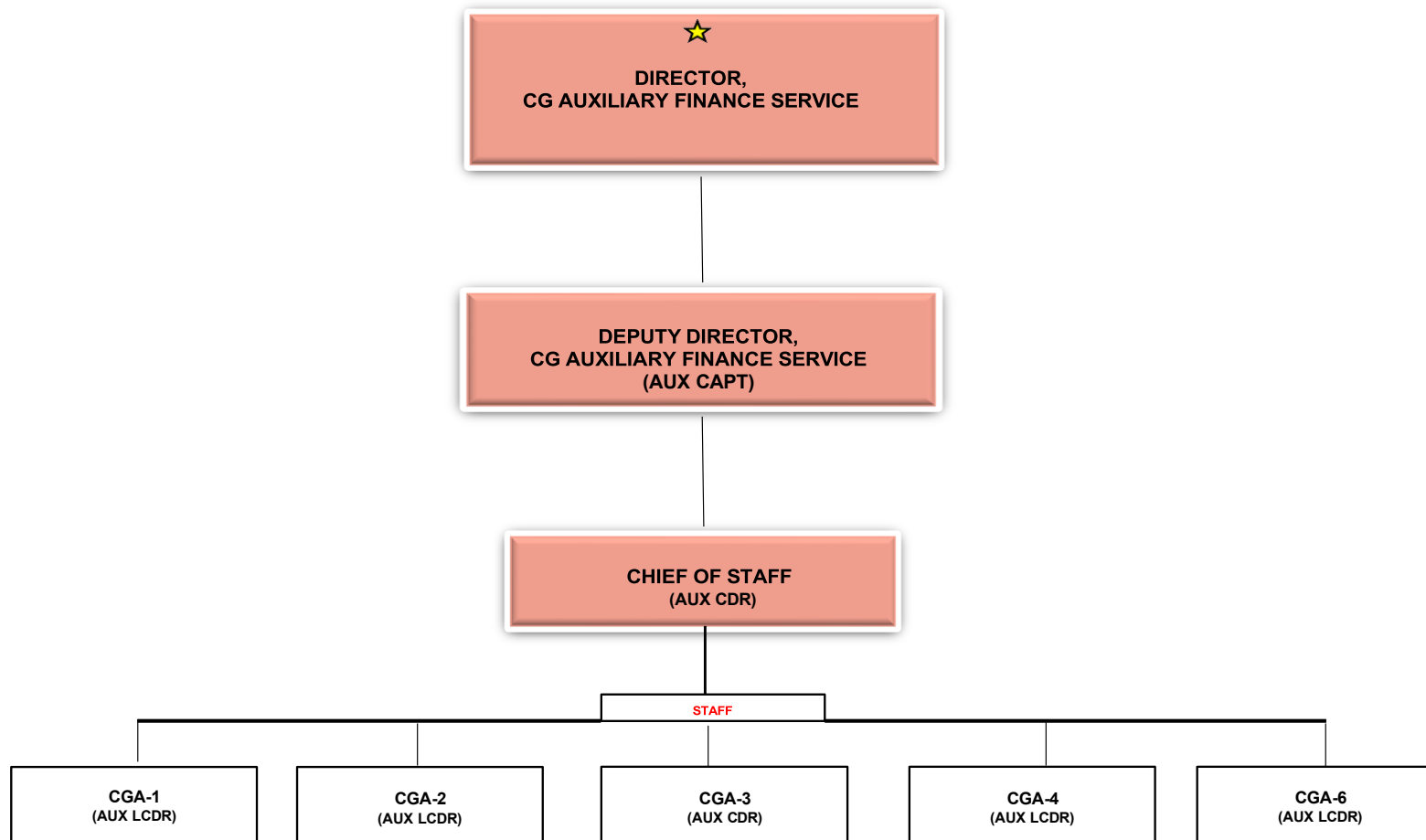


CG AUXILIARY HUMAN RESOURCE MANAGEMENT SERVICE

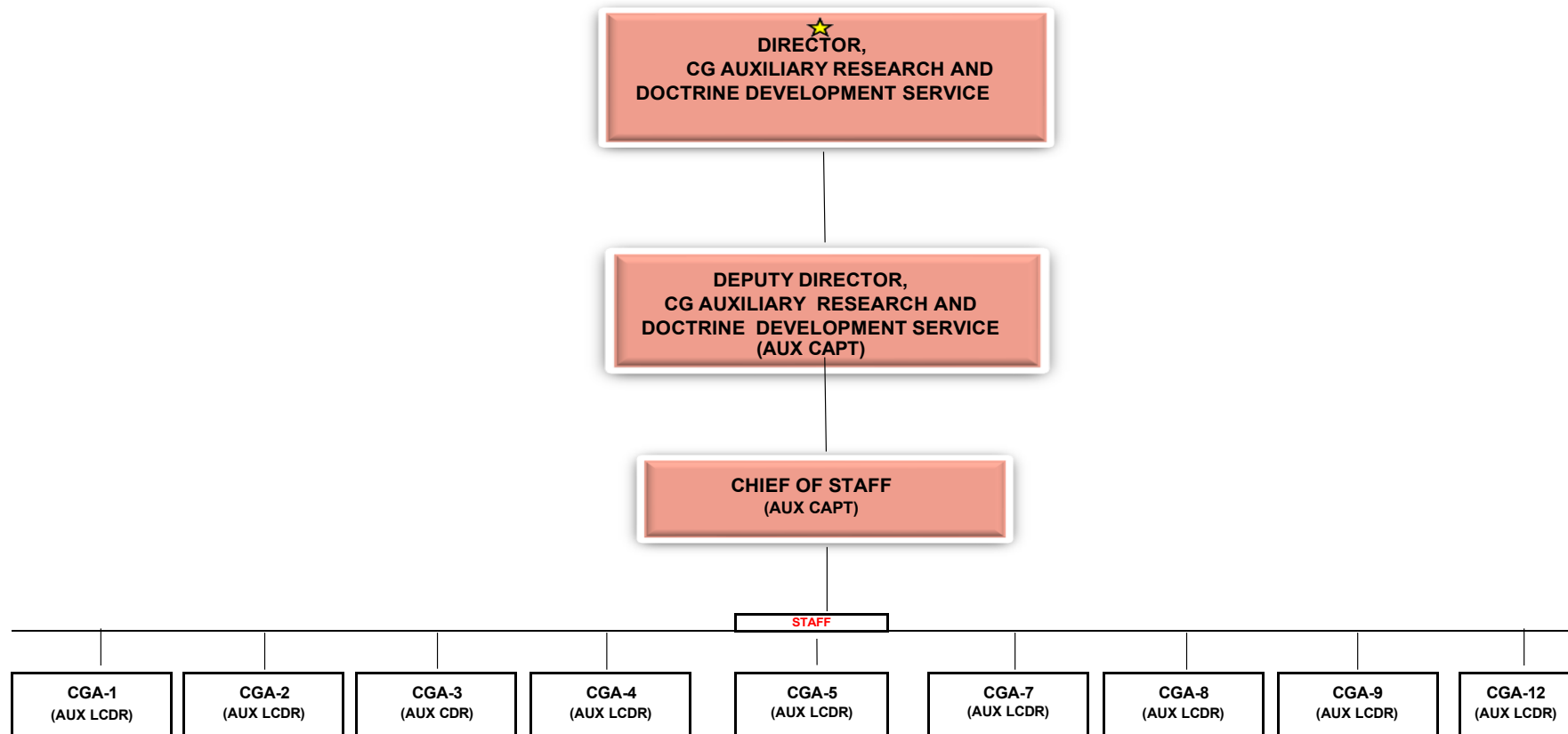


SPECIAL SERVICES

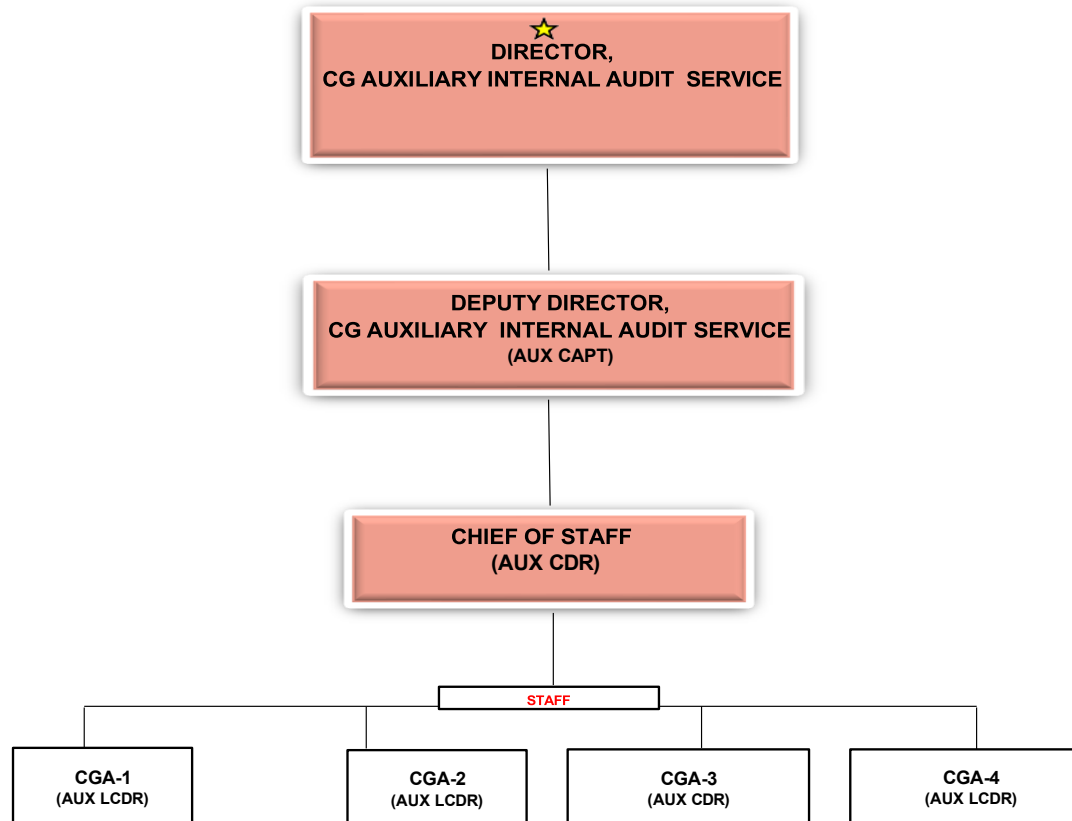
CG AUXILIARY FINANCE SERVICE



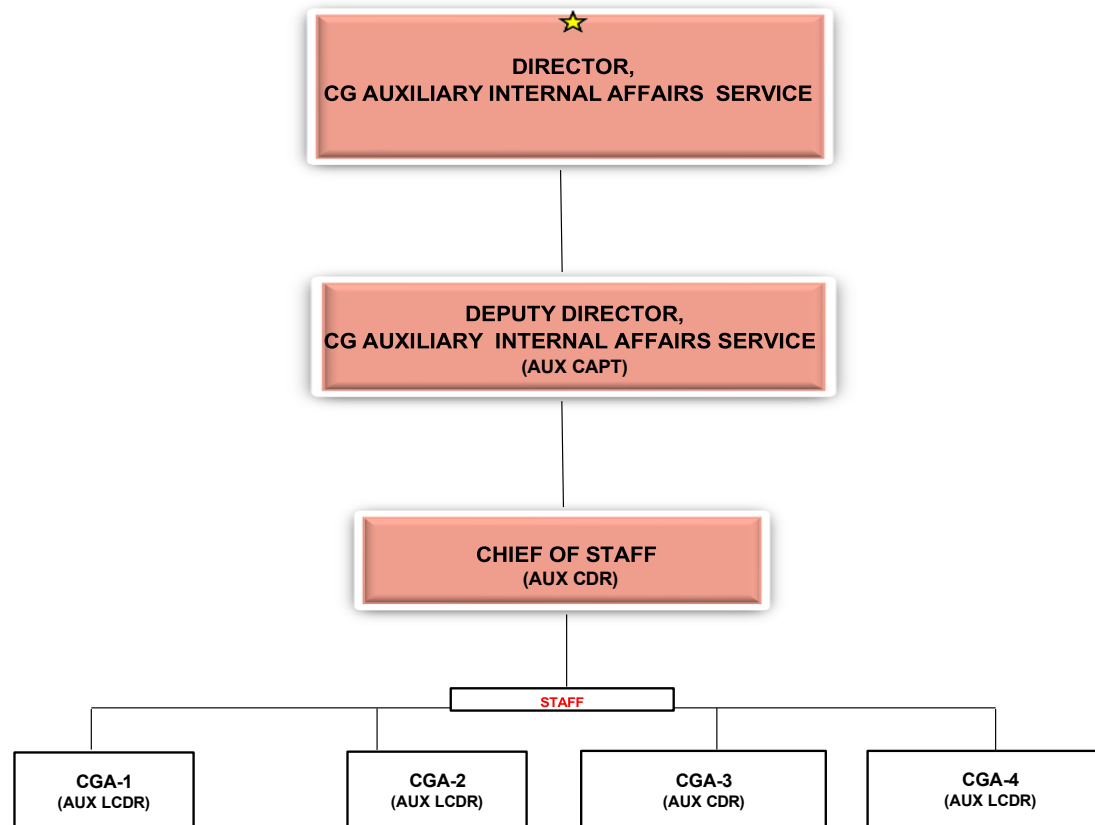
CG AUXILIARY RESEARCH AND DOCTRINE DEVELOPMENT SERVICE



CG AUXILIARY INTERNAL AUDIT SERVICE

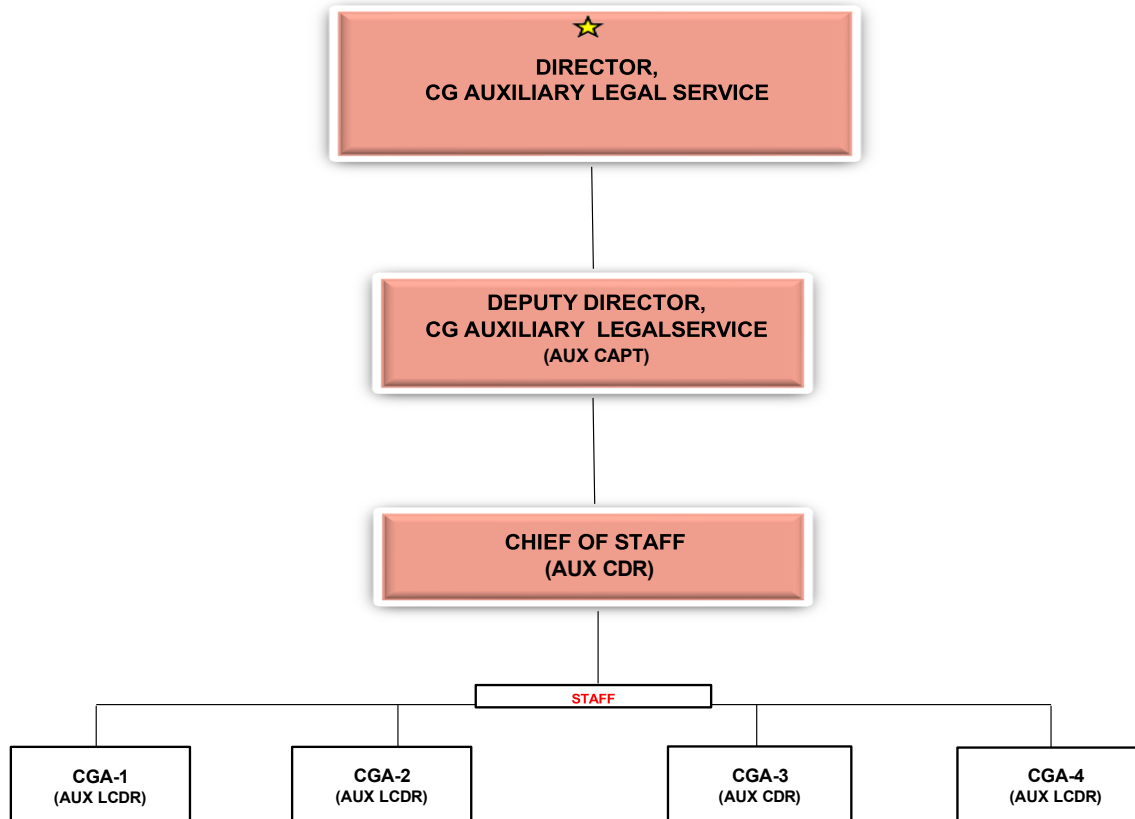


CG AUXILIARY INTERNAL AFFAIRS SERVICE

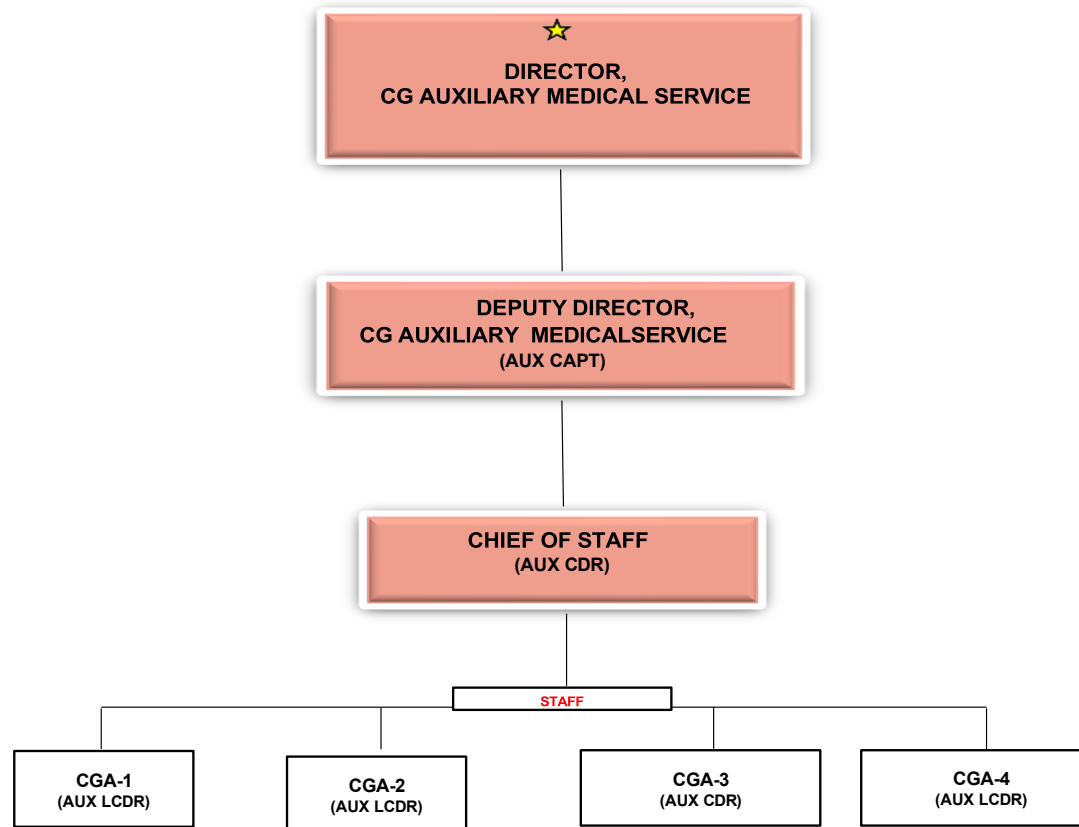


TECHNICAL SERVICES

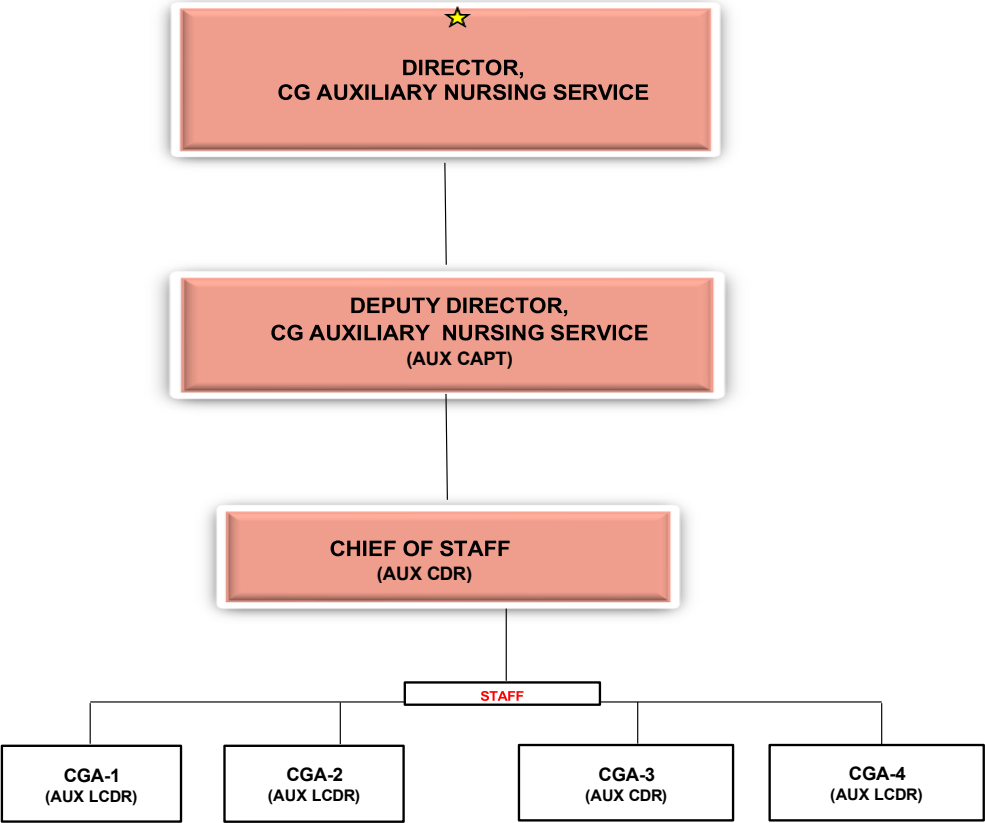
CG AUXILIARY LEGAL SERVICE



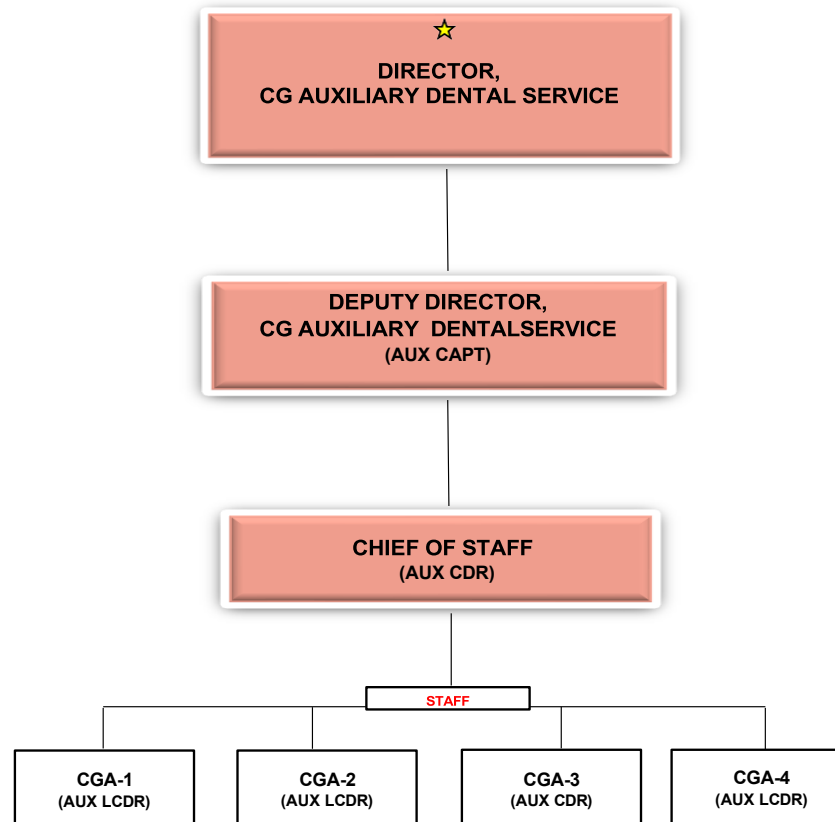
CG AUXILIARY MEDICAL SERVICE



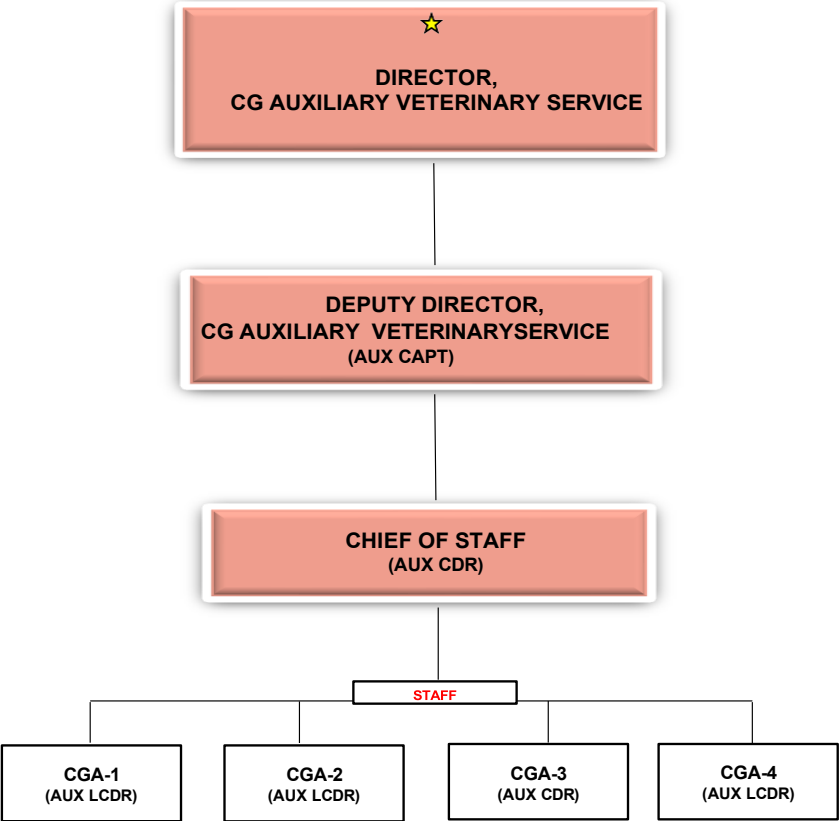
CG AUXILIARY NURSING SERVICE



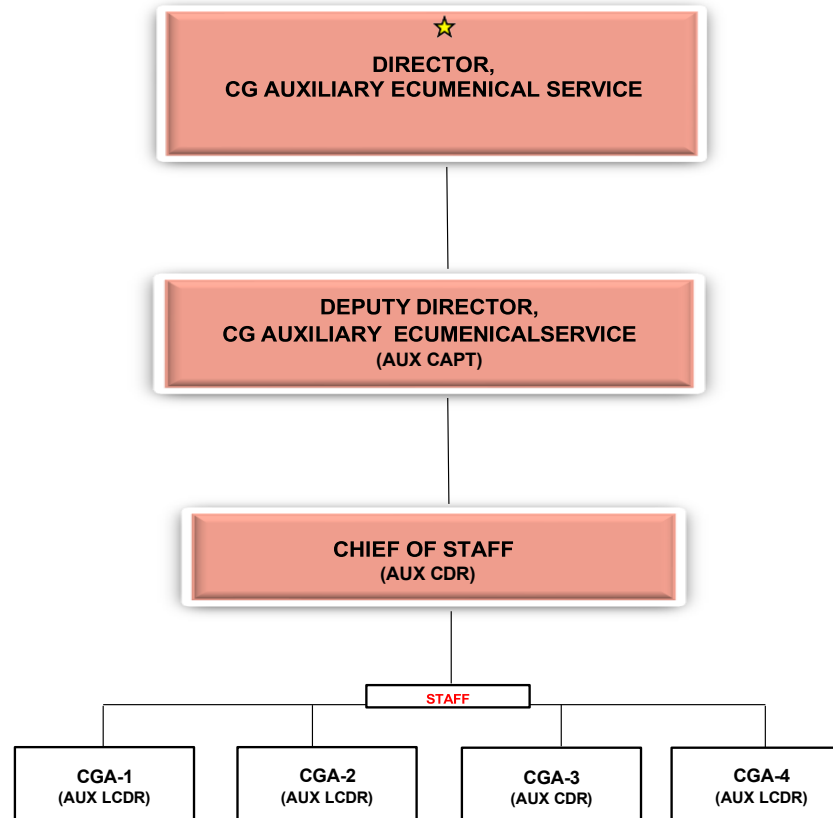
CG AUXILIARY DENTAL SERVICE



CG AUXILIARY VETERINARY SERVICE



CG AUXILIARY ECUMENICAL SERVICE



ANNEX G: STANDARD PROGRAM OF INSTRUCTION FOR PCGA INDOCTRINATION

Overview:

The Philippine Coast Guard Auxiliary (PCGA) probationary program is designed to prepare new members for their roles in supporting the Philippine Coast Guard (PCG). Over a three-month period, applicants will be trained on the core functions of the PCG, with a focus on maritime safety, search and rescue, marine environmental protection, community relations, youth development, NSTP, and HADR.

Program Objectives:

- Define the PCG's and PCGA's missions, functions, and organizational structures;
- Summarize and explain key functions and protocols in maritime safety, environmental protection, and HADR;
- Demonstrate practical skills in search and rescue, pollution response, and community engagement;
- Examine ethical situations and assess adherence to professional standards;
- Assess personal readiness and role-specific skills through hands-on applications and peer review; and
- Develop strategies for community involvement, environmental initiatives, and disaster response.

Topic	Duration	UPR
1. Introduction to the Philippine Coast Guard	2 Weeks	District Operations, D3/Station Commanders
➤ <u>History and Mission of the PCG</u> ○ Overview of PCG history ○ Mission and vision ○ Functions (Republic Act No. 9993 "Philippine Coast Guard Law of 2009")		District Operations, D3/Station Commanders
➤ <u>PCG Organizational Structure</u> ○ Understanding the hierarchy ○ Roles and responsibilities within the PCG		District Operations, D3/Station Commanders
➤ <u>Code of Conduct and Ethics</u> ○ Professional standards ○ Ethical behavior and expectations		District Legal Service
➤ <u>Policies</u> ○ NHQ-PCG/CG-7 MC Nr.04-24 dated 14 May 2024 (Guidelines on the Recruitment of the PCGA) ○ NHQ-PCG/CG-7 SOP 19-24 dated 02 September 2024 (Guidelines on the Issuance, Re-issuance and Renewal of PCGA ID Cards)		D7/CRG

○ NHQ-PCG/CG-7 SOP 09-24 dated 03 May 2024 (Guidelines on the Usage and Display of PCGA Stickers/Decals on POV) ○ NHQ-PCG/CG-7 SOP 15-24 dated 16 July 2024 (Guidelines on the Disenrollment of PCGA)		
2. Introduction to the Philippine Coast Guard Auxiliary		
➤ <u>History and Mission of the PCGA</u> ○ Overview of PCGA history ○ Mission/Functions	1 week	Deputy DAD / Deputy DAS
➤ <u>PCGA Organizational Structure</u> ○ Understanding the hierarchy ○ Roles and responsibilities		
➤ <i>Code of Conduct and Ethics</i> ○ Professional standards ○ Ethical behavior and expectations ○ Protocols		
3. PCGA ON PCG'S FUNCTIONAL AREAS		
Maritime Search and Rescue	2 Weeks	D3/SOU
○ Basic Life Support (BLS) Training ○ Water Safety Training ○ WASAR Training		CGNS SOG SOG
Maritime Safety	1 Week	D8/MSSU
○ Introduction to ATON -Lighthouses -Buoys ○ Typhoon Doctrine ○ MC 02-23 dated 23 March 2023 (Revised Guidelines on Movement of Vessels during Heavy Weather) ○ MC 03-01 (Guidelines on the Movement of Vessels in the Absence of Weather Bulletin in the locality) ○ Overview of national and international marine environmental laws ○ Role of the PCG/PCGA in enforcing these laws		

Marine Environmental Protection	2 Weeks	D9/MEPGru
➤ <u>Environmental Laws and Regulations</u>		
➤ <u>Pollution Response</u> ○ Types of marine pollution ○ Techniques for preventing and responding to pollution incidents		
➤ <u>Conservation Initiatives</u> ○ PCG/PCGA local conservation projects ○ Community involvement in environmental protection (Coastal Clean-up/Mangrove Planting/ SCUBAsurero/ Reef Enhancement Program)		
Community Relations	3 Weeks	D7/CRG
➤ <u>Civic Action</u> ○ Humanitarian activities/disaster relief operations ○ Environmental Activities ○ Livelihood Trainings ➤ <u>Youth Development</u> ○ Livelihood and vocational trainings ○ Public service and youth relationship enhancement ○ Emergency Response Familiarization trainings ○ Values Formation ○ Sea Scout and PCGA Youth Activities		
NSTP		D7/CRG
○ Republic Act No. 9163 “NSTP Act of 2021” ○ HPCG Memorandum Circular 05-15 dated 29 September 2015 “Guidelines on the Implementation of the PCG Oriented NSTP- CWTS Program”		
<u>HADR</u>		D3/CRG
○ SOP Nr 02-21 dated 17 February 2021 (Guidelines during the conduct of HADR Operations)		

Evaluation Criteria for PCGA Applicant Performance

Overview

The evaluation criteria aim to assess the knowledge, skills, and conduct of PCGA applicants during the three-month Probationary Period, ensuring they are prepared to effectively support the Philippine Coast Guard (PCG).

Evaluation Component	Objective	Key Areas	Weight
1. Knowledge Assessment	Measure applicant understanding of PCG and PCGA missions, structure, policies, and relevant maritime laws.	- History and mission of the PCG/PCGA - Organizational structure and roles - Code of Conduct and key policies	30%
2. Practical Skills Evaluation	Assess proficiency in essential maritime operations and hands-on skills in maritime safety, search and rescue, and environmental protection.	- Basic Life Support (BLS) - Water Safety and WASAR techniques - Pollution response and conservation efforts	30%
3. Behavioral Assessment	Evaluate professionalism, ethical conduct, teamwork, and leadership.	- Adherence to the Code of Conduct - Professional standards and ethical behavior - Collaboration and initiative in group settings	20%
4. Community Engagement Evaluation	Assess active involvement in community relations and outreach initiatives.	- Participation in humanitarian activities and disaster response - Youth engagement and community development programs	10%
5. Final Assessment	Confirm overall readiness to serve PCG objectives, synthesizing knowledge, skills, and values.	- Knowledge retention and application - Skill proficiency and problem-solving - Demonstrated commitment to PCG values	10%
TOTAL			100%

Grading Scale

- **Exemplary (90-100):** Exceeds expected performance in all components, demonstrating high readiness and professionalism.
- **Proficient (75-89):** Meets all performance expectations, with minor areas for improvement.
- **Satisfactory (60-74):** Demonstrates basic competency, though targeted improvement is recommended in specific areas.
- **Needs Improvement (below 60):** Does not meet standards; requires remedial actions.



Department of Transportation
Philippine Coast Guard
HEADQUARTERS COAST GUARD DISTRICT _____
(Address)

CERTIFICATE OF INDOCTRINATION

THIS IS TO CERTIFY THAT

MS./MR. JUAN DELA CRUZ

has undergone the required eight (8) hours of PCG/PCGA Indoctrination and Orientation Seminar
at _____ on _____

Given this _____ day of _____

Director Auxiliary District

Coast Guard District Commander

ANNEX H. List of Past PCGA National Director



AUX VADM JOSELITO ASENIERO PCGA
(2002-2008)



AUX VADM EDUARDO ALVAREZ PCGA
(2008-2010)



AUX VADM HIJINIO MENDOZA PCGA
(2010-2012)



AUX VADM DANILO G CABALDE PCGA
(2012-2014)



AUX VADM JOSEPH N DY PCGA
(2014-2015)



AUX VADM VALENTIN B PRIETO JR PCGA
(2015-2018)



AUX VADM BEETHOVEN N SUR PCGA
(2018-2021)



AUX VADM MANUEL LUIS P IDQUIVAL PCGA
(2021-2023)



AUX VADM JORGE G LIM PCGA
(2023-2025)

ANNEX I: DIRECTOR AUXILIARY SQUADRON ENDORSEMENT MEMORANDUM

(LOGO)
Philippine Coast Guard
COAST GUARD AUXILIARY DISTRICT
0000th Auxiliary Squadron
Address

MEMORANDUM

For : **Commander, Civil Relations Group - _____**

Via : **Director Auxiliary District, CGAD _____**

From : **Director Auxiliary Squadron, 0000th PCGA Squadron, CGAD _____**

Encl : Individual Application Form

Date : _____

1. The 0000th PCGA Squadron has recruited prospective PCGA members. After completion of the necessary documents, the required eight (8) hours orientation and indoctrination seminar has been conducted on _____ and have been issued Certificates of Indoctrination.

2. In this regard, the following-named recruits are respectfully endorsed for appointment into the Philippine Coast Guard Auxiliary (PCGA) service with honorary ranks as indicated hereunder:

To be rank
Mr./Ms. _____
Mr./Ms. _____

To be rank
Mr./Ms. _____
Mr./Ms. _____

3. Furthermore, request that the above-named applicants be endorsed for appointment as members of the squadron as indicated:

To be members of 000TH Squadron
AUX ENS _____ PCGA

To be members of 0000.00 PCGA DIVISION
AUX ENS _____ PCGA

4. For your favorable consideration.

(*SIGNATURE*)

AUX CAPT MAGITING VOLUNTEER PCGA

Squadron Auxiliary Director, 0000th PCGA Squadron

Endorsed by:

(*SIGNATURE*)

AUX COMMO JUAN DELA CRUZ PCGA

DAD, CGAD _____

ANNEX J: AUTHORIZED USAGE OF FLAG RANK LOGO ON CORRESPONDENCE

(A) UTILIZED FOR PCG AUXILIARY VICE ADMIRAL (National Director)



Philippine Coast Guard Auxiliary
OFFICE OF THE NATIONAL DIRECTOR
(Office Address if applicable)

(B) UTILIZED FOR PCG AUXILIARY REAR ADMIRALS (DNDO, DNDA, NAMO Directors & Officials, DADs etc)



Philippine Coast Guard Auxiliary
OFFICE OF THE DEPUTY NATIONAL DIRECTOR FOR OPERATIONS
(Office Address if applicable)

(C) UTILIZED FOR PCG AUXILIARY COMMODORES (DADs, DAS, NAMO Officials etc)



Philippine Coast Guard Auxiliary
OFFICE OF THE DIRECTOR AUXILIARY DISTRICT
Coast Guard Auxiliary District _____
(Office Address if applicable)

Note: For clarity purpose, the PCGA rank flag also bears the PCGA logo

