



**Department Of Transportation and Communications**  
**Philippine Coast Guard**  
**HEADQUARTERS COAST GUARD DISTRICT NCR-CENTRAL LUZON**  
**Muelle Dela Industria, Farola Compound**  
**Binondo, Manila 1006**



19 March 2015

**HCGDNCR-CL**

**MEMORANDUM CIRCULAR)**  
**NUMBER . . . . . 04-2015)**

**GUIDELINES ON THE PARTICIPATION OF CGDNCR-CL AND CGADNCR-CL IN THE  
IMPLEMENTATION OF THE PCG-ORIENTED NATIONAL SERVICE TRAINING PROGRAM-  
CIVIC WELFARE TRAINING SERVICE PROGRAM**

**I. AUTHORITY:**

1. Section 3 (q), Section 11 of the Republic Act No. 9993, otherwise known as "The Philippine Coast Guard Law of 2009"
2. Rule 3 (q), Rule 11.1, Rule 11.2 and Rule 11.4 of the Implementing Rules and Regulations (IRR) of R.A. No. 9993
3. Republic Act No. 9163, otherwise known as "National Service Training Program (NSTP) Act of 2001"
4. Memorandum of Agreement (MOA) between Philippine Coast Guard (PCG) and Commission on Higher Education (CHED).
5. PCGA Regulations Manual 2012 Edition.

**II. SCOPE:**

This Circular applies to CGDNCR-CL and CGADNCR-CL, and their subordinate units that will undertake the implementation of PCG-oriented NSTP-CWTS Program.

**III. PURPOSE:**

This Memorandum Circular prescribes the guidelines and procedures on how the Coast Guard Auxiliary District NCR-CL and its subordinate units may assist the Coast Guard District NCR-CL in the implementation of the PCG-oriented National Service Training Program- Civic Welfare Training Service (NSTP-CWTS) program.

**IV. DEFINITION OF TERMS:**

1. Philippine Coast Guard (PCG) – is an armed and uniformed service attached to the Department of Transportation and Communications that was mandated to implement PCG-oriented NSTP-CWTS to schools and universities in the Philippines.
2. Commission on Higher Education – the supervising government institution of universities and colleges in the Philippines.

3. National Service Training Program (NSTP) - refers to the program aimed at enhancing civic consciousness and defense preparedness in the youth by developing the ethics of service and patriotism while undergoing training in any of its three (3) program components namely: Reserve Officers Training Corps (ROTC), Literacy Training Service (LTS) and Civic Welfare Training Service (CWTS).
4. Civic Welfare Training Service (CWTS) - refers to programs or activities contributory to the general welfare and the betterment of life for the members of the community or the enhancement of its facilities, especially those devoted to improving health, education, environment, entrepreneurship, safety, recreation and morals of the citizenry.
5. Leadership Training – “process of social influence in which one person can enlist the aid and support of others in the accomplishment of a common task”
6. Community Services - these include activities that are more maritime oriented and target beneficiary are coastal community families and constituents
7. NSTP Instructor – refers to a PCG Officer, non-officer, or PCGA member who is accredited and recognized by the Commander, Coast Guard Education and Training Command (CGETC) as a qualified instructor of the Program.

#### **V. POLICY:**

1. The CGADNCR-CL may assist in the implementation of PCG-oriented NSTP-CWTS Program upon the request of the Commander, CGADNCR-CL and subordinate units.
2. The CGADNCR-CL Coast Guard Station, in their implementation of the PCG-oriented NSTP-CWTS, may request the assistance of qualified member(s) of the CGAD Auxiliary Squadron to augment the pool of instructors and for other NSTP-CWTS related activities.
3. Upon request of the Station Commander or the designated CGDNCR-CL unit, the Auxiliary Squadron may provide assistance in the implementation of the program.
4. The Memorandum of Agreement for the NSTP-CWTS with schools/universities shall only be entered by CPCG or his duly authorized PCG representative.
5. Support Training activities shall be done by the Auxiliary District's NSTP unit to complement and enhance the NSTP activities. These activities shall also include the use, if the circumstances allow, of PCGA facilities, equipment, and other personnel related to the contents of the program.
6. PCGA Instructors who are requested or tasked with handling the Program in their own schools should be trained and certified by the CGETC as well. Completion of the CGETC Training for the Program shall form part of the PCGA member's career training course as per Chapter 9 Section B of PCGA Regulations Manual 2012.
7. Concerned CGADNCR-CL Squadrons shall render a monthly NSTP-CWTS Report to CGADNCR-CL. Coast Guard Stations shall likewise render a monthly NSTP-CWTS Report to CGDNCR-CL.

#### **VI. PROCEDURES:**

1. CGADNCR-CL shall submit a pool of qualified instructors to CGDNCR-CL who will assist in the implementation of the PCG-Oriented NSTP-CWTS.

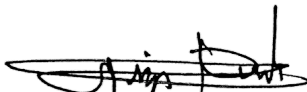
2. CGADNCR-CL and subordinate units shall assist in identifying schools, universities and colleges who are willing to adapt the PCG-Oriented NSTP-CWTS and may coordinate for the disposition of the Memorandum of Agreement (MOA) to be entered by CPCG or his authorized PCG representative.
3. Concerned Station Commander shall facilitate the processing of the MOA upon submission by the concerned PCGA Squadrons.
4. Director Auxiliary Squadrons shall recommend their qualified officers and members to the concerned Coast Guard Stations for appropriate NSTP Instructor's Qualification Training.
5. Concerned Coast Guard Stations shall coordinate with CGDNCR-CL for the conduct of the NSTP Instructor's Qualification Training.
6. The monthly NSTP-CWTS Report shall, among others, include the following:
  - a. List of students/Attendance Sheet
  - b. List of Instructors and Staffs
  - c. Subjects/Lectures for the month
  - d. Activities/Community immersion
  - e. Problems
  - f. Recommendations

#### **VIII EFFECTIVITY:**

This Memorandum Circular shall take effect immediately upon approval.

**BY COMMAND OF COMMO GARCIA PCG:**

**OFFICIAL:**



**MIZAR R CUMBE**  
**P/ENS PCG**  
**District Adjutant**

**ERNESTO NUÑEZ**  
**CDR PCG**  
**Chief of Staff, CGDNCR-CL**