



**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 . . . . . 06-2015)**

**DESIGNATION OF CGADNCR-CL DUTY AUXILIARY SQUADRON ABOARD HCGDNCR-CL**

**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. PCGA Regulations Manual 2012 Edition.

**II. SCOPE:**

This Memorandum Circular applies to all officers and members of CGADNCR-CL and its subordinate units who will be designated as the duty squadron at HCGDNCR-CL.

**III. PURPOSE:**

To prescribe the policies and general provisions which govern the assignment of duty squadrons at Coast Guard District National Capital Region-Central Luzon (CGDNCR-CL) office on a weekly basis.

**IV. DEFINITION OF TERMS**

1. Philippine Coast Guard (PCG) – is an armed and uniformed service attached to the Department of Transportation and Communications. The PCG has twelve Districts all over the country ensuring maritime safety and addressing environmental concerns in coordination with other government agencies and non-government organizations.
2. Philippine Coast Guard Auxiliary (PCGA) – is a uniformed non-government organization under the supervision of the Philippine Coast Guard.
3. District Commander - the commanding officer of the Coast Guard District which has several Stations / Substations, District Support Units (Administration and Personnel, Operations, Marine Environmental Protection Unit or MEPU, Special Operations Group, K9 Unit, etc.).

4. Director Auxiliary District - is the head of Auxiliary Squadrons with a District Staff for Administration/Personnel, Operations, Plans and Programs, Logistics, MARSAR, MAREP, MARSAR and MCOMREL.
5. Squadron on Duty – Squadron on duty status and is expected to be able to immediately respond to a call for assistance.
6. Action Officer – The officer who is tasked by the Squadron Director to man the CGADNCR-CL office in CGDNCR-CL and serve as a liaison between the two district offices.
7. Duty Officer – The officer who is assigned by the Duty Squadron to man the CGDNCR-CL and CGADNCR-CL on a weekly basis.

**V. POLICY:**

1. CGADNCR-CL shall designate a regular duty Auxiliary Squadron aboard HCGDNCR-CL in a rotation basis to act as the Action/Liaison Officer.
2. CGADNCR-CL shall establish and institutionalize a system for the effective and efficient performance of duty squadron at HCGDNCR-CL.
3. The Duty Officer and Action Officer shall hold ranks no lower than Lieutenant Commander (LCDR) and Ensign (ENS), respectively.

**VI. PROCEDURES:**

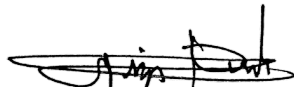
1. A duty Auxiliary Squadron shall assign at least a minimum of two officers to act as the Action/Liaison Officer and Assistant, respectively.
2. A duty squadron shall be assigned on a weekly basis to provide assistance to any activity/operation that may be requested by the CGDNCR-CL.
3. The duty squadron depending on the nature of the activity/operation may request the Director Auxiliary District (DAD) to assign one or more squadrons to assist in the activity/operations.
4. In case the duration of an activity/operation exceeds the one week duty period, the duty squadron shall continue to operate until said activity/operation is terminated.
5. Duty Auxiliary Squadron shall perform duties from 0800H to 1700H.
6. Duty Auxiliary Squadron shall not resign his/her post unless properly relieved by the incoming duty Auxiliary Squadron.
7. A Turn-Over Report shall be made between outgoing and incoming Auxiliary Squadron and submitted to the GADNCR-CL.

**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**