



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 07-2015)

CREATION OF PCGA COASTAL COMMUNITY AUXILIARY DIVISION
AND RECRUITMENT OF AUXILIARISTS THEREOF

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 personnel of CGDNCR-CL and CGADNCR-CL including subordinate units that will undertake the creation and recruitment of PCG Coastal Community Auxiliary Division.

III. PURPOSE:

This Memorandum Circular establishes the policies and procedure in establishing and recruitment of PCG Coastal Community Auxiliary Division.

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. District Commander - the commanding officer or head 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.).
3. Coast Guard Station (CGS) - A PCG unit of the Coast Guard District (CGD) located usually in a maritime sector of a locality, such as, Harbors, Ports etc. The CGS is headed by a Station Commander with Sub-Stations in strategic areas usually in the coastal area located in an area which provides services pertaining to MARSAR, MARSAR, MEP, among others.

4. Philippine Coast Guard Auxiliary (PCGA) – is a uniformed non-government organization under the supervision of the Philippine Coast Guard.
5. Director Auxiliary District - is the head of Auxiliary Squadrons with a District Staff for Administration/Personnel, Operations, Plans and Programs, Logistics, MARSAR, MAREP, MARSARF and MCOMREL.
6. Director Auxiliary Squadron – is the head of the squadron which is primarily composed of two divisions comprising twenty (20) members per division. This is the minimum requirement to organize and maintain it's active status as a squadron
7. Coast Guard Auxiliary Squadron (CGAS) - A unit of the PCGA under a Coast Guard Auxiliary District headed by the Director Auxiliary Squadron (DAS) which has a minimum membership of forty (40) Officers and Auxiliarists. It has its own staff similar to the Auxiliary District staff.
8. Coastal Community Auxiliary Division – A squadron division created in the coastal barangay.
9. Coastal Community Auxiliarist - refers to the member of the coastal community auxiliary division.
10. General Order - is a published directive from the PCG, issued by a Commander, and binding upon all personnel, the purpose of which is to enforce a policy or procedure. A general order has the force of law and is addressed to a unit or individual officer or officers.
11. Area of Responsibility (AOR) – a geographic area belonging to or under the jurisdiction of a PCG / PCGA unit.
12. Local Government Unit (LGU's) – refers to any political subdivisions, such as, provincial, city, municipal and barangay.
13. Non-Government Organization (NGO) – refers to organizations, corporations, associations not operated or subsidized financially by the government.
14. Coastal Community Auxiliarist Orientation Seminar - the initial requirement for all applicants wishing to enlist in the PCGA. The seminar is organized by the DCS for Training of the concerned Auxiliary District and is conducted by certified trainers of the PCGA.
15. PCGA Application Form and Personal History Statement - The forms are provided for upon completion of the orientation seminar and are submitted together with the required police and barangay clearances.
16. Police Clearance - A police clearance certificate lists and certifies a person's criminal convictions, if any. It is issued by the local police station in a municipality / city. If the person does not have any criminal convictions, a Police Clearance Certificate will certify that the individual does not have any criminal convictions. This is a minimum requirement for coastal community Auxiliarist applicants
17. Barangay Clearance - Certificate issued by the local government unit of the barangay where the applicant is a resident or a non-resident who has business or intends to set up a business in the concerned area. This is also a requirement for coastal community Auxiliarist.

V. POLICY:

1. The Station Commander, being the representative of the Commander, Coast Guard District in his jurisdiction, has the administrative and operational supervision of the Auxiliary Squadron(s) assigned in his AOR.
2. Station Commanders shall supervise and administer the activities of the Auxiliary Squadron under areas of jurisdiction pertaining to the creation and recruitment of Coastal Community Auxiliary Division.
3. The Auxiliary Squadron and Coast Guard Station shall jointly conduct the required Coastal Community Auxiliarist Orientation Seminar to all prospective applicants/recruits once there are at least a minimum of twenty (20) candidates who must be able to read and write.
4. All documents submitted by the applicants shall be reviewed and evaluated by the PCG Auxiliary for completeness and validity prior recommendation to Director Auxiliary District and endorsement to CGDNCR-CL for the issuance of Appointments and Designation Orders.

VI. PROCEDURES:

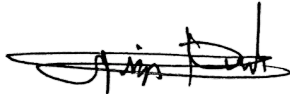
1. The Squadron, Coast Guard Station, shall identify and evaluate which coastal barangay is most appropriate to establish a Coastal Community Auxiliary Division.
2. Upon identification and evaluation, the Squadron shall coordinate with the Local Government Unit that has jurisdiction of the community with the intent of recruiting prospective auxiliarists.
3. The Squadron, in collaboration with the concerned Coast Guard Station, shall schedule and initiate an information drive in the target barangay.
4. Once the prospective applicants, signified during the information drive, reaches at least twenty (20), an orientation seminar shall be scheduled and jointly be initiated by the Squadron and concerned Coast Guard Station.
5. Immediately after the Coastal Community Auxiliary Orientation Seminar, all participants shall be required to fill up the required PCGA Application Form and the PCGA Personal History Statement.
6. The required Barangay and Police Clearance must be submitted within ten (10) days from the date of the Coastal Community Auxiliarist Orientation Seminar.
7. The Squadron, through the DAS, shall recommend the qualified applicants with complete documentary requirements for appointment as Auxiliarist to the service of the PCGA, duly noted by the partner Station Commander and submit the same to the Auxiliary District for further action.
8. The Auxiliary District, upon review and evaluation, shall endorse for further review and evaluation the qualified applicants to the Commander, CGDNCR-CL, for the issuance of appropriate appointment and Designation Orders in the service to the PCGA.
9. Upon issuance of the appropriate Order and subsequent Confirmation by the HPCG, the Squadron shall schedule the induction and Oath-taking Ceremony of the new members.

VII. EFFECTIVITY

This Memorandum Circular shall take effect immediately upon approval.

BY COMMAND OF COMMO GARCIA PCG:

OFFICIAL:

A handwritten signature in black ink, appearing to read 'Mizar R Cumbe', written over a horizontal line.

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

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