



PHILIPPINE COAST GUARD



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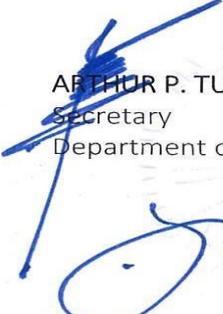


A Citizen's Charter is in itself a commitment that carries within a promise of genuine public service that our people want and deserve.

I therefore laud the men and women of the Philippine Coast Guard (PCG), led by its Commandant, Admiral Leopoldo V. Laroya, for swiftly coming out with a vibrant Citizen Charter that fulfills the mandate of the PCG in capably carrying out its mission and vision and the overall protection and welfare of our maritime resources, environment and boundaries.

This wholehearted effort of the PCG that is in adherence to the Anti-Red Tape and Ease of Doing Business initiative of the National Government, proves to one and all how dedicated and committed our Coast Guard is in good governance, transparency and efficiency in the delivery of its services to our people.

Mabuhay ang PCG! Maraming salamat sa inyong walang sawang pagserbisyo para sa ating mga kababayan, at para sa ating inang Bayan!


ARTHUR P. TUGADE
Secretary
Department of Transportation





The Philippine Coast Guard (PCG) is fully committed in heeding the call and initiative of President Rodrigo Roa Duterte to streamline all government processes through re-engineering in order to provide the most effective and efficient processing of PCG's frontline services.

In this regard, the PCG Citizen's Charter 2021 is a great milestone for the Coast Guard. This shows that the PCG endeavors to serve the public with quality, effective and efficient service. I would like to recognize and congratulate the leadership of PCG Committee on Anti Red Tape (CART) for their tireless effort and dedication that made this possible.

Furthermore, this effort would be an important instrument in achieving the PCG's objective of serving the Filipino people and its attaining vision of being a world class Coast Guardians.


PCG ADMIRAL LEOPOLDO V LAROYA
Commandant
Philippine Coast Guard



The Philippine Coast Guard has been a frontliner and service provider in maritime related functions such as maritime safety, maritime security, marine environmental protection and maritime search and rescue. That's why its Citizen's Charter is an important tool in maintaining consistent and standard services throughout the Country. However, as time goes by, review and updating of the existing charter is necessary as to cope with different changes brought by advancement of technology and other related events.

The Citizen's Charter 2021 of the PCG is a result of active participation, time and effort of all PCG Units who are offering frontline services. This has never been an easy task but through collaborative efforts, we have finalized and published this revised and updated charter of the PCG.

I give my gratitude to all the dedicated CART Members and PCG Unit Representatives who are vital on this success. On behalf of the PCG CART, we present the Citizen's Charter 2021 to the Filipino People as proof of PCG's commitment in streamlining to improve and provide an effective and efficient public service.

CG COMMO FERDINAN B PICAR

Chairman

Philippine Coast Guard Committee on Anti-Red Tape (CART)



PCG VISION

"By 2028, PCG is a world class guardian of the sea committed to save lives, ensure safe maritime transport, cleaner seas, and secure maritime jurisdiction."



PCG MISSION

"We are a uniformed armed service that implements and enforces all national and international maritime safety, security, search and rescue, and marine environmental protection laws in support of the integrated Maritime Transportation Network objectives, national security and economic development of the Philippines."



HOW TO USE THE HANDBOOK

The PCG Citizen's Charter provides the frontline services offered by the various units of the PCG. This manual lays down the step by step procedure in obtaining a service and transacting with the concerned PCG office.

Below is a sample service template with an explanation of the different parts:

1. **Service Name:** Identifies the name and description of the service provided by frontline providers.
2. **Office/Division:** Indicates the name of the office and/or division in-charge of the service.
3. **Classification:** Determine the service which shall be categorize into simple, complex and highly technical transactions.
4. **Type of Transaction:** Depending on the nature of the citizen or client transacting with the agency, identifies if the service is Government-to- Citizen (G2C), Government-to-Business (G2B), and Government-to-Government (G2G).
5. **Who may avail:** Specifies the citizen or client who can avail the service.
6. **Checklist of Requirements:** The complete list of all the requirements necessary to avail a particular service.
7. **Where to secure:** Indicates the office or agency where the citizen or client can secure the requirements.
8. **Client Steps:** Indicates the detail step-by-step process of the citizen or client needs.
9. **Agency Action:** Indicate the sequence or corresponding action to be taken by the assigned and/or designated PCG personnel in response to the client's actions.
10. **Fees to be Paid:** Indicates the fees to be paid by the citizen or client availing the service.
11. **Processing Time:** The length of time, including the waiting time, to complete the entire service, covering the beginning of the transaction until the service has been completed and delivered. The total processing time to conclude the process shall not exceed the maximum periods of three (3) days for simple transactions, seven (7) days for complex transactions, and twenty (20) days for highly technical transactions. It shall be expressed in working days, hours and minutes.
12. **Person Responsible:** Identifies the personnel who is responsible and accountable for each step, identifies by designation and office or division. The head of office/unit shall ensure that there shall be a duly designated person responsible per step as may be warranted.



ANTI-FIXER CAMPAIGN

The Anti-Red Tape Law (RA 9485) imposes stiff penalties on fixers: imprisonment for as long as six years, or a fine of up to P200,000.00 or both.

Labanan ang fixers!

Report the name of the fixer, name and location of the government office, and the date of transaction to the following:

Office of the Ombudsman:

OMB Hotline

(+632) 9262-OMB (662)

Text Hotline

(+63) 9266994703

Trunkline

(+632) 317-8300

(+632) 479-7300

Department of Transportation (DOTr):

Trunkline

(632)790-8300/790-8400

Telefax

(632)726-4925

Philippine Coast Guard (PCG):

(632) 527-8481 to 89

PCG Contact Center ng Bayan

Direct Line: +63 (02) 527-3877

Trunk Line: +63 (02) 527-8481 local 6136 or 6137

Anti-Red Tape Authority (ARTA):

(02) 8487-5091/ 8478-5093/ 8478-5099

Presidential Complaints Center (PCC):

+63(2)-736-8603/ 736-8645

CSC Contact Center ng Bayan in the complaints mechanism:

email@contactcenterngbayan.gov.ph



Part I

CITIZEN'S FEEDBACK FORM

Date: _____

Name (Optional): _____ Office visited: _____

Company/Office: _____ Contact No.: _____

Purpose of Visit (Name of Service): _____



Part II

Kindly evaluate the quality of service provided at the Headquarters Philippine Coast Guard.

Please answer the statements below using the following **5-Point Likert Scale**:

Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree
5	4	3	2	1

Please indicate on the space parallel each statement the rate (5-1 scale) which best fits your experience of the service/s provided by PCG, if not applicable, kindly indicate N/A.

	<u>RATING</u>
RESPONSIVENESS	
▪ <i>I was well assisted and the office personnel acted to my concern promptly and fast.</i>	_____
RELIABILITY	
▪ <i>All the needed requirements conformed with the policy</i>	_____
ACCESS AND FACILITIES	
▪ <i>The location of office is accessible and amenities are well maintained.</i>	_____
COMMUNICATION	
▪ <i>The communication is clear and inquiries are well answered.</i>	_____
COSTS	
▪ <i>I am satisfied with the billing process and cost is reasonable.</i>	_____
INTEGRITY	
▪ <i>Office personnel are consistently professional and demonstrate honesty, fairness and trust.</i>	_____
ASSURANCE	
▪ <i>Office personnel are knowledgeable and capable to address my concern.</i>	_____
OUTCOME	
▪ <i>I am satisfied with the service/s provided by PCG.</i>	_____
TOTAL AVERAGE RATING	_____
<i>To be filled-out by authorized personnel</i>	_____
<i>*Total Average Rating = Sum of Rating Divided by Eight (8)</i>	_____

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Commandant, Philippine Coast Guard
Chairman, PCG Committee on Anti-Red Tape (CART)

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Office of the Deputy Chief of Coast Guard Staff for Intelligence



1. Business Accreditation Certificate for PCG Dealers

To provide the rationale and procedure in the issuance of the Certificate of Business Accreditation to qualified applicants who transact commercial business with the Command in the area of logistics, services, repairs, construction, system development and in other related fields.

Office or Division:	Counter-Intelligence Division, CG-2
Classification:	Simple
Type of Transaction:	G2B -- Government to Business Entity and G2C – Government to Transaction Public
Who may avail:	Interested Supply Dealers
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter Request to transact Business with PCG (1 Original Copy for CG-2, 1 photocopy for Dealers(s) Supplier(s)/ Contractor(s))	Dealers applying for Business Accreditation
2. License to Operate (1 Original Copy and 1 photocopy)	Marina for ship repair, BFAD for Med, PCAB for Construction
3. Application Registration Department of Trade and industry (DTI) (1 Original Copy)	Department of Trade and industry
4. Certificate of Registration Name (DTI) (1 Original Copy) with affirmative Certificate (DTI) (1 Original Copy)	Department of Trade and Industry
5. Accomplished Bio-data of owner's his/her authorized representative (to include Company Profile) (1 Original Copy)	Downloadable form online
6. Government Electronic Procurement System (PhilGEPS Certificate) (1 Original Copy)	Through PhilGeps online (www.philgeps.gov.ph)
7. Sketch or Location Plan of Business firm (1 Original Copy)	Dealers applying for Business Accreditation
8. Picture of Business Facility (1 Original picture)	Dealers applying for Business Accreditation
9. VAT Registration with ITR & Financial statement for the last 2 years (1 Original Copy)	Bureau Internal Revenue (BIR)

Office of the Deputy Chief of Coast Guard Staff for Intelligence



10. 3 ea. ID picture (2x2) of owner or authorized representative (if any) (Original picture)	Office of the Coast Guard Procurement Service (attached at the application form)			
11. Latest Mayor's Permit (1 Original Copy)	Municipal/ Mayor's Office			
12. NBI Clearance (1 Original Copy)	National Bureau of Investigation (NBI)			
13. Authenticated copy of Securities and Exchange Commission (SEC) registration papers (if applicable) (1 Original Copy)	Security and Exchange Commission			
14. Endorsement Letter from Coast Guard Procurement Service (1 Photocopy)	Coast Guard Procurement Service			
15. Product line (kinds and brands carried including origin of manufacturer) (1 Original copy)	Dealers applying for Business Accreditation			
16. List of Manufacturing equipment & other plants facilities (1 Original copy)	Dealers applying for Business Accreditation			
17. Statement of Financial Position (with Auditors Review (1 Original Copy)	Dealers applying for Business Accreditation			
18. Authorization Letter from Authorized Representative (1 Original Copy)	Dealers applying for Business Accreditation			
19. Previous completed projects in any Government entities to include PCG (PO's & Certificate of acceptance) (1 Original copy)	Office of the Coast Guard Procurement Service			
20. Duly accomplished Application for Business Accreditation (1 Original copy)	Dealers applying for Business Accreditation			
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Dealers applying for Business Accreditation Certificate as endorsed by CGPROC	1. All documents forwarded to Counter-Intelligence Branch, CGIF for evaluation	None	30 minutes	Duty CIB

Office of the Deputy Chief of Coast Guard Staff for Intelligence



N/A	2. Conduct background investigation for verification and authenticity of the documents submitted	None	2 days (Manila and Cavite area)	CIB Personnel
N/A	3. Issuance of Business Accreditation Certificate if BI is completed with no findings for ground for disqualification	None	30 minutes	CIB Personnel
TOTAL:		None	2 Working days and 1 hour	

Office of the Deputy Chief of Coast Guard Staff for Operations



1. Request for the availability of PCG Assets, PCG Personnel and PCG Service

This service caters private entity and other government agencies through request send via e-mail or hardcopy. The processing is within the organization in which the requirements party will wait for the approval/ disapproval.

Office or Division:	Deputy Chief of Coast Guard Staff for Operation, CG-3			
Classification:	Simple			
Type of Transaction:	G2C - Government to Transaction Public G2G - Government to Government			
Who may avail:	Other Government Agencies and Private Entities			
CHECKLIST OF REQUIRMENTS		WHERE TO SECURE		
1. Letter request (1 Original copy)		Requesting party		
CLIENT STEPS	AGENCY ACTION	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter Request to CG-3	1. Receipt of the request	None	10 minutes	Duty Office Watch, CG-3
N/A	2. For evaluation of request for identification of appropriate assets and personnel to deploy	None	10 minutes	Deputy Chief of Coast Guard Staff for Operations, CG-3
N/A	3. Coordination with concerned PCG for the requested assets and personnel	None	2 hours	Operation Branch of CG-3
N/A	4. Recommend approval/ disapproval of request to CPCG	None	1 hour	Deputy Chief of Coast Guard Staff for Operations, CG-3
2. Wait for the confirmation of the request if approved/ disapproved	5. Approval/ Disapproval of the request	None	1 calendar day	Commandant, PCG
3. The requesting party can check on the status of their request by sending an email to cg3operations@coastg	6. Inform the Requesting Party	None	10 minutes	Deputy Chief of Coast Guard Staff for Operations, CG-3

Office of the Deputy Chief of Coast Guard Staff for Operations



<p>ward.gov.ph or call tel. no. 6131 or cel no. 0998197732/09178197981</p>				
	<p>TOTAL:</p>	<p>None</p>	<p>1 Calendar day, 3 hours and 30 minutes</p>	



1. Scheduling of Courtesy Calls

This service specification is essential for better coordination purposes. It is used for pre-planning and it helps to organize well the availability of time and schedules of the concerned parties to attain necessary arrangements needed for this kind of service.

Office or Division:	Deputy Chief of Coast Guard Staff for International Affairs, CG-5			
Classification:	Simple			
Type of Transaction:	G2C – Government to Transacting Public and G2G – Government to Government			
Who may avail:	Government Agencies, International Delegates, Project Presenters and Coast Guard Counterparts			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Courtesy call request sent thru email (cg5@coastguard.gov.ph) with at least one (1) attached scanned copy of the signed request letter for reference		O/CG-5		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Request Letter	1. O/CG-5 receives the request letter from applicant	None	N/A	O/CG-5
N/A	2. O/CG5 coordinates the availability of CPCG/DCPCG/CCGS	None	10 minutes	O/CG-5
	3. If the proposed date is unavailable: coordinate with the client	None	5 minutes	O/CG-5
N/A	4. If the proposed date is available: O/CG5 will draft Communication (if requiring fund / concurrence of cognizant staff) to CPCG together with a draft letter reply to applicant	None	3 minutes	O/CG-5
N/A	5. Communication to be approved by CPCG thru CCGS and DCPCG	None	1 working day	CPCG, DCPCG and CCGS Office
N/A	6. Letter reply to be sent to applicant	None	10 minutes	O/CG-5

**Office of the Deputy Chief of Coast Guard Staff for
International Affairs**



	(approved/ disapproved)			
TOTAL:		None	1 Working day, 3 hours and 25 minutes	



2. Scheduling of Meetings or Conferences on International Cooperation and Bilateral Commitment

This service specification is essential for better coordination purposes. It is used for pre-planning and it helps to organize well the availability of time and schedules of the concerned parties to attain necessary arrangements needed for this kind of service.

Office or Division:	Deputy Chief of Coast Guard Staff for International Affairs, CG-5			
Classification:	Simple			
Type of Transaction:	G2C – Government to Transacting Public and G2G – Government to Government			
Who may avail:	International Agencies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Meetings/ Conference request sent thru email (cg5@coastguard.gov.ph) with at least one (1) attached scanned copy of the signed request letter or invitation for reference		O/CG-5		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit necessary documents	1. O/CG-5 receives the invitation and schedule	None	N/A	O/CG-5
N/A	2. Draft Communication to CPCG (concurring by cognizant staff) and letter reply to applicant	None	3 hours	O/CG-5
N/A	3. Communication to be approved by CPCG thru CCGS and DCPCG	None	1 working day	CPCG, DCPCG and CCGS Office
N/A	4. Letter reply to be sent to applicant (approved/disapproved)	None	10 minutes	O/CG-5
TOTAL:		None	1 Working day, 3 hours and 10 minutes	

Office of the Deputy Chief of Coast Guard Staff for Civil Relations Service



1. Organizing Community Relations Activities

Focused on assistance, sports development, celebration/historical religious events, and other community related activities that deals with PCG's active involvement in community affairs.

Office or Division:	Deputy of Coast Guard Staff for Civil Relations Service, CG-7			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen and G2G – Government to Government			
Who may avail:	Any Government or Non-Government Entity/Organizations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter from Requesting Party (1 Original Copy)		Community Relations Branch, O/CG-7		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit to NHQ-PCG the Letter Request	1. Prepare DF with attached memo or rad message (for directives) and letter reply for approval and signature of CPCG	None	30 minutes	Community Relations Branch, O/CG-7
N/A	2. If approved, inform requesting party that the request has been approved by CPCG through email/call and text	None	5 minutes	Community Relations Branch, O/CG-7
N/A	3. Issue directives to concerned units	None	5 minutes	Community Relations Branch, O/CG-7
N/A	4. If disapproved, inform requesting party that the request has been disapproved by CPCG through email/call and text	None	5 minutes	Community Relations Branch, O/CG-7
N/A	5. Prepare letter reply (regret) to the requesting party	None	10 minutes	Community Relations Branch, O/CG-7
TOTAL:		None	55 Minutes	



2. Issuance of General Orders for PCGA Members for Appointments, Promotions, and Awards

Appointments, Promotions and Awards of PCGA applicants and members shall be covered with the General Orders from the National Headquarters Philippine Coast Guard.

Office or Division:	Deputy of Coast Guard Staff for Civil Relations Service, CG-7			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen and G2G – Government to Government			
Who may avail:	Any Government or Non-Government Entity/Organizations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Endorsement letter from District Auxiliary Director and District Commander		PCGA Affairs Branch, O/CG-7		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit to NHQ-PCG complete documents/ requirements	1. Prepare DF for approval and signature of CPCG	None	30 minutes	PCGA Affairs Branch, O/CG-7
N/A	2. Endorsement to PCG Adjutant for Issuance of Appropriate Orders	None	5 minutes	N/A
N/A	3. Forward to the concerned District the General Orders through e-mail	None	1 minute	N/A
TOTAL:		None	36 Minutes	



3. Processing of PCGA ID Application

This process is done for validation, verification and identification purposes of PCGA Auxiliary Members.

Office or Division:	Deputy of Coast Guard Staff for Civil Relations Service, CG-7			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen and G2G – Government to Government			
Who may avail:	Any Government or Non-Government Entity/Organizations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Fully accomplished ID Application Form		PCGA Affairs Branch, O/CG-7		
2. 2x2 picture (GOA “A” with rank and visible name plate) -red background for Officers -green background for Auxiliarists		PCGA Affairs Branch, O/CG-7		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit to NAMO for Endorsement	1. Verification of documents	None	15 minutes	PCGA Affairs Branch, O/CG-7
N/A	2. Issuance of ID	None	1 minutes	N/A
TOTAL:		None	16 Minutes	



1. Issuance of Salvor Certificate of Registration

The PCG issues Salvor Certificate of Registration to qualified person and/or entity as a duly registered salvor.

Office or Division:	Deputy Chief of Coast Guard Staff for Maritime Safety Services, CG-8	
Classification:	Complex Transaction	
Type of Transaction:	G2B – Government to Business Entity and G2C - Government to Transacting Public	
Who may avail:	Duly Accredited Salvor by the Philippine Coast Guard (PCG) Entity or Corporation applying for accreditation	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Department of Trade and Industry Certificate (Single Proprietorship) (1 Original copy and 1 photocopy)	DTI – Finance Office
	2. Securities and Exchange Commission Registration Certificate (Corporate or Partnership) (1 Original copy and 1 photocopy)	SEC – Corporate and Partnership Registration Division (CPRD), Company Registration and Monitoring Department (CRMD)
	3. Community Tax Certificate of applicant (1 photocopy)	Local government unit – City / Municipal hall
	4. NBI Clearance of applicant (1 photocopy)	NBI – Any NBI District’s Office
	5. Income Tax Return for the last two years (1 photocopy)	BIR – to be filed by applicant (BIR Form Nr. 1700)
	6. Documentary Stamp (1 photocopy)	Any BIR Office
	7. Listing and statement of condition or reliability of salvage vessel equipment, machinery and other appurtenances thereof duly certified by authorized PCG personnel (1 photocopy)	PCG Districts - MSSC-MSSU
	8. Items (1) and (2) do not apply if applicant is the owner of the vessel (2 photocopy)	Applicant

Office of the Deputy Chief of Coast Guard Staff for Maritime Safety Services



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application to the nearest Coast Guard District	1. Inspect the availability of salvage equipment, machinery and personnel, and issue certificate of inspection	None	2 working days	District/Station Commanders
N/A	2. Check the compliance with the required documents and submit recommendation to the Commandant, PCG (Attn: CG-8)	None	2 working days	District Commanders
N/A	3. Prepare Disposition Form and the Salvor Certificate of Registration for the approval of the Commandant, PCG	None	1 working day	DCS MSS, CG8
N/A	4. Approve and sign the Salvor Certificate of Registration	None	1 working day	Commandant, PCG
N/A	5. Notify the applicant of the approved Salvor Certificate of Registration	None	5 working minutes	OIC, Navigational Hazard and Salvage Operations Branch
2. Pay Application Fee and Salvor Certificate of Registration Fee	6. Endorse Order of Payment to the Coast Guard Accounting Office	None	10 working minutes	OIC Navigational Hazard and Salvage Operations Branch
N/A	7. Record the amount to be paid and forward the Order of payment to the Coast	None	20 working minutes	Coast Guard Accounting Office

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	Guard Finance Center				
N/A	8. Receive payment and issue receipt	and official	P 500.00 – HPCG/CG-10 para IX (B. A.) Application Fee (SCR) P2,500.00 - HPCG/CG-10 para IX (B.) SCR or renewal of SCR	30 working minutes	Coast Guard Finance Service
3. Receive the Certificate of Registration	9. Release the Salvor Certificate of Registration		None	5 working minutes	DCS MSS, CG-8
TOTAL:			Php 3,000.00	6 Working days, 1 hour and 5 minutes	



2. Issuance of Salvage Permit

This is a permit issued to applicant registered salvor for specific salvage operation.

Office or Division:	Deputy Chief of Coast Guard Staff for Maritime Safety Services, CG-8
Classification:	Complex Transaction
Type of Transaction:	G2B – Government to Business Entity
Who may avail:	Duly Accredited Salvor by the Philippine Coast Guard (PCG)
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. For Commercial or privately owned vessels or wreck	PCG - Deputy Chief of Coast Guard Staff for Maritime Safety Services, CG-8
1. Salvor Certificate of Registration (SCR) (1 Photocopy)	
2. Certificate/proof of ownership (1 Photocopy)	MARINA Regional Office – NCR (MRO-NCR) / Overseas Shipping Section (OSS)
3. Salvage contract agreement between salvor and the vessel owner (1 Photocopy)	Applicant
4. Two (2) 5” x 7” size pictures of different projected view of the object to be salvaged, if available (2 Photocopies).	Applicant
5. Specific description, gross tonnage and identification of the object to be salvaged (1 Photocopy)	MARINA - Management Information Systems Service (MISS) / Information Technology Division
6. Statement of inventory of vessels, equipment, tools and other paraphernalia that will be used in the salvage operations (1 Photocopy)	MARINA - Management Information Systems Service (MISS) / Information Technology Division
7. Official Receipt of payment of the application fee (1 Photocopy)	PCG – Coast Guard Finance Service
8. Detailed plan of the salvage work to be conducted and the approximate date of completion (1 Photocopy)	Applicant
9. Clearance from the Firearms and Explosives Unit, PNP (if the salvor will use explosives) (1 Photocopy)	PNP – Fire arms and explosives Office (FEO)
B. For World War II vessels, military and other government -owned vessels, derelicts or objects	
1. Clearance from the Office of the President (1 Photocopy)	Office of the President
2. Certification/award of contract from the appropriate government awarding authority	Applicant

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or from the CPCG in the absence of interested party (1 Photocopy)				
3. Authority or contract from the awardee if salvor is other than the awardee (1 Photocopy)		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant should submit application to the Coast Guard District Headquarters nearest in the location of vessel to be salvaged	1. CGD/CGS Commanders inspect the availability of salvaging equipment, machinery and personnel that will be used in the operation	None	1 calendar day	District/ Station Commanders DCS MCC, CG-8
N/A	2. CGD/CGS Commanders conduct survey/inspection on abandoned vessels and/or hazards to navigation	PCG SPF – 5C P200.00	1 calendar day	District/ Station Commanders DCS MCC, CG-8
		PCG SPF – 3.5C P500.00		
		PCG SPF – 1C P500.00		
N/A	3. District Commanders check the completion of necessary documents, prepare recommendation and forward the same to CPCG (Attn: CG-8)	None	4 hours	District/ Station Commanders DCS MCC, CG-8

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N/A	4. Notifies the District Commander concerned for the application filed in the headquarters PCG for their comment as to whether or not they will recommend and/or endorse the application	None	1 working day	District/ Station Commanders DCS MCC, CG-8
N/A	5. Prepares the documents for reference of and the salvage permit for the approval of the Commandant, PCG	None	1 working day	District/ Station Commanders DCS MCC, CG-8
N/A	6. CPCG approves the application	None	1 working day	Commandant, PCG
N/A	7. Informs the salvor of the approved salvage permit	None	5 working minutes	Navigational Hazard and Salvage Operations Branch
2. Applicant should coordinate with CG-8 Office and settle the payment for the application and salvor registration fee at the National Headquarters Philippine Coast Guard, Coast Guard Finance Service.	8. Chief, Navigational Hazard and Salvage Operations Branch prepares the order of payment and forwards the same to the CG Accounting Office	HPCG/ CG-10 para IX (G.) P 1,000.00 for 500 tons or less	30 working minutes	Navigational Hazard and Salvage Operations Branch and Coast Guard Finance Center
		HPCG/ CG-10 para IX (G.)		

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		P1,500.00 for over 500 tons but less than 5000 tons		
		HPCG/CG-10 para IX (G.)		
		P2,000.00 5000 tons but less than 10000 tons		
		HPCG/CG-10 para IX (G.)		
		P2,500.00 Over 10000 tons		
		P30.00 Documentary Stamp		
3.Applicant claims the approved SCR.	9. Releases the Salvage Permit	None	5 working minutes	DCS MSS,CG-8
TOTAL:		Php 1,230.0	3 Working days, 2	

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	0 up to P3,030.00	calendar days and 4 hours and 35 minutes	
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3. Issuance of Notice to Mariners

Advises mariners of important matters affecting navigational safety, including new hydrographic information, changes in channels and aids to navigation, and other important data.

Office or Division:	Deputy Chief of Coast Guard Staff for Maritime Safety Services, CG-8			
Classification:	Simple Transaction			
Type of Transaction:	G2B – Government to Business Entity and G2C - Government to Transacting Public G2G – Government to Government			
Who may avail:	All entities, private and government agencies who have or will conduct activities within the territorial waters of the Philippines			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request for the Issuance of NOTAM citing the specific data on the activity to be conducted, the duration, location with coordinates and vessel to be used on the same (1 Original or Photocopy).		Applicant		
ADDITIONAL REQUIREMENTS FOR ACTIVITIES THAT WILL UTILIZE FOREIGN VESSELS:				
2. Clearance from the National Security Council (1 Original or Photocopy).		National Security Council – Information Management Office		
3. Special Permit to Operate (1 Original or Photocopy).		Maritime Industry Authority (MARINA) - Central Office Processing Center		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client should submit their request for the issuance of Notice to Mariners citing complete and specific information of the activity and with the attached complete	1. Checks the details of the activity per submitted request of the client	None	10 working minutes	Aids To Navigation Branch Personnel

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requirements for activities that will utilize foreign vessels.				
N/A	2. ATON branch coordinates with the requesting party for other necessary information or clarification on some details.	None	10 working minutes	Aids To Navigation Branch Personnel
N/A	3. ATON branch prepares the NOTAM	None	1 working hour and 30 minutes	Aids To Navigation Branch Personnel
N/A	4. In situations that require immediate publication of NOTAM, particularly after office hours or weekends or if the DCS for MSS is not available, study and sign the NOTAM.	None	30 working minutes	DCS for MSS,CG-8 or the Command Duty Officer(CDO)
N/A	5. Publishes the NOTAM through PCG Website	None	15 working minutes	Coast Guard Public Affairs Office (PAO)
N/A	6. Disseminates the NOTAM to PCG Districts.	None	20 working minutes	PCG Command Center
N/A	7. Publishes the NOTAM through NAVTEX and Command center PCG publishes.	None	1 working hour	CGWCEISC
2. View the Notice to Mariners in the PCG website or request for a copy	8. furnishes a copy of NOTAM to the requesting party.	None	5 working minutes	Aids To Navigation Branch Personnel
TOTAL:		None	4 Working hours	



4. Filing/Receiving of Marine Protest

This is filed by a concerned client and considered by PCG as primary evidence in the investigation of an accident involving a certain vessel.

Office or Division:	Deputy Chief of Coast Guard Staff for Maritime Safety Services, CG-8			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business Entity and G2C - Government to Transacting Public			
Who may avail:	Master Mariners, Seafarers and Ship Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Compiled Marine Protest Documents (1 Original or Photocopy)		CG District / Station MSSU-MCI		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to CG District / Station Office for filing of Marine Protest	1. Check and evaluate Marine Protest for docketing	None	1 working day	CG District / Station MSSU-MCI
2. Wait for the schedule of preliminary inquiry	2. Issues summons to concerned parties	None	2 calendar days	CG District / Station MSSU-MCI
3. Complainant and Respondent with respective counsels should appear at the hearing	3. Conduct preliminary inquiry and formal hearings	None	2 calendar days	CG District / Station MSSU-MCI
N/A	4. Submit compiled Marine Protest to Office of CG-8	None	1 working day	CG District / Station MSSU-MCI
N/A	5. Forward to MSSC for record keeping	None	1 working day	DCS MSS, CG-8
TOTAL:		None	3 Working days and 4 calendar days	



1. Processing the Proposals for Capability Development and Feasibility Studies

This service accommodates private individuals, local and international business companies requesting for a meeting (face-to-face or via video conferencing) to introduce, present and make proposals of their products and services offered to the Philippine Coast Guard in support of the Commands' Capability Development Program.

Office or Division:	Office of the Deputy Chief of Coast Guard Staff for Strategic Studies and Modernization, CG-15			
Classification:	Simple Transactions			
Type of Transaction:	G2B-Government to Business			
Who may avail:	Private and other Business Company			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Appointment letter (set a meeting) 1.a Letter from private/business company for product presentation offered.(thru email or original Copy)		1. Requesting Party/ Private and/or Business Company		
2. Project Proposal Documents 2.a All original copies of Project Proposal Documents.		2. From project proponents to include Coast Guard Units		
3. Feasibility Study. 3.a Complete attachment of Feasibility Study requirement based on the project proposal. (Original copies)		3. From project proponents to include Coast Guard Units		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send a Letter request for appointment(meeting)	1.O/CG-15 receives the Letter request for proposal (set an appointment)	None	10 minutes	CG-15, Duty Office Watch
2. Submit necessary Documents (Original Copy)	2.O/CG-15 receives the Project Proposal/ Feasibility Studies (one Original Copy)	None	30 minutes	Duty Office Watch
3. Follow-up an update to the CG-15 Office	3.O/CG-15 Endorses the Feasibility Study/Project	None	2 working days	CG-15, Duty Office Watch

Office of the Deputy Chief of Coast Guard Staff for Strategic Studies and Modernization



	Proposal to Secretariat PCG Modernization Board			
4. Follow-up an update to the CG-15 Office	4. Assess proposal if within the PCG's Capability Development Plan	None	N/A	Secretariat PCG modernization Board
5. Follow-up an update to the CG-15 Office	5. Check if the proposal is in line with the existing 15 Year Development Plan of the PCG.	None	N/A	Secretariat PCG modernization Board
6. Follow-up an update to the CG-15 Office	6. If No- Inform O/CG-15 to coordinate with the proponent that the proposal is disapproved	None	N/A	Secretariat PCG modernization Board
7. Follow-up an update to the CG-15 Office	7. If Yes - O/CG-15 will inform and coordinate with the proponents that the said proposal is for consideration yet needs further evaluation.	None	N/A	TSEC, DDC, HRDC, FROC, BSSD, BFC
8. Follow-up an update to the CG-15 Office	8. Inform the proponent that the proposal is for further assessment of the Board.	None	30 minutes	O/CG-15
TOTAL:		None	2 Working days and 1 hour and 10 minutes	



1. Issuance of Official Receipt

This service has been rendered to issue a proof of payment made to different transactions such as bidding documents, performance security and Bid security, as well as settlement of disallowances, payments of overpayment of PCG personnel, Marine Protest, application, inspection and other permits, fines and penalties, etc.

Office or Division:	Coast Guard Finance Service-Collection and Remittance Branch			
Classification:	Simple			
Type of Transaction:	G2B-Government to Business G2C-Government to Citizen			
Who may avail:	Dealer(s)/Supplier(s)/Contractor(s) PCG Duly Accredited Salvor PCG Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Order of Payment from PCG Accounting Division (1 original copy for Dealer(s)/Supplier(s)/Contractor(s); 1 photocopy to CGFS Office and; 1 photocopy to concerned unit/office)		Coast Guard Accounting Service Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Order of Payment acquired from PCG Accounting Division	1. Check and verify the amount on the submitted Order of Payment	None	5 minutes	Collection and Remittance Officer
2. Payment of Fees	2. Issue Official Receipt	None	10 minutes	Collection and Remittance Officer
TOTAL:		None	15 Minutes (Working Day)	



2. Issuance of Certificate of Remittance

This Service issues Certificate of Remittance to Uniformed and Non-Uniformed personnel to support the claims of personnel to different government institutions and financial institutions.

Office or Division:	Coast Guard Finance Service-Centralized Payroll Management Unit (CPMU)			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen G2G- Government to Government			
Who may avail:	All PCG Uniformed and Non-Uniformed Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Accomplished CGFS Form 00-005 (Request for Certificate) (1 Original copy)		CGFS Detailed Office Watch		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submits accomplished Request Form	1. Advise the applicant on the time and date of release of the Certificate	None	5 minutes	Detailed Office Watch
N/A	2. Draft and prepare the Certificate of Remittance for signature of authorized signatories	None	15 minutes	Member, CPMU
N/A	3. Review the draft Certificate	None	10 minutes	POIC, CPMU
N/A	4. Affix Signature on the Certificate	None	5 minutes	Any of the CGFS Officers
2. Claims the Certificate on designated date/time at the Help Desk (Claim the certificate of remittance)	5. Release the Certificate to the Applicant	None	5 minutes	Detailed Office Watch
TOTAL:		None	40 Minutes (Working Day)	



3. Loan Endorsement

This Service endorses loans to different Financial Institutions and Associations in order to ensure and maintain the compliance of all PCG personnel to the Minimum Net Take Home Pay (MNTHP) as mandated by the General Appropriations Act provisions.

Office or Division:	Coast Guard Finance Service-Centralized Payroll Management Unit (CPMU)			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen G2B-Government to Business			
Who may avail:	All PCG Uniformed, Non-Uniformed, Retired Personnel and Declared Beneficiary			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. One (1) Original copy of the Accomplished Loan Application Form with complete requirements as per Financial Institutions		Financial Institutions		
2. Loan Computation (1 Original copy or photocopy with Signature)		Financial Institutions		
3. Payslip (1 Original Copy of Payslip of the current month)		Coast Guard Finance Service		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits accomplished Request Form	1. Evaluate the Loan Computation and checks the sufficiency of the required documents	None	5 minutes	Detailed Office Watch
N/A	2. Advise the applicant on the time and date of release of the Certificate	None	5 minutes	Member, CPMU
N/A	3. Records the Loan Application and affix initial	None	10 minutes	Member, CPMU
N/A	4. Review the documentary requirement and affix signature	None	10 minutes	Any of the following Officer: C, CGFS DC, CGFS/ CS, CGFS/ OIC, CPMU/

Coast Guard Finance Service



2. Claim the Loan Application	5. Release the Loan Application to the Applicant	None	5 minutes	Detailed Office Watch
TOTAL:		None	35 Minutes (Working Day)	



4. Issuance of Letter of Introduction for the Opening of LBP Account

The Letter of Introduction is a documentary requirement of Land Bank of the Philippines for the opening of LBP Visa Debit ATM Payroll/Savings Account of newly appointed PCG personnel, internal/external creditors of PCG, pensioners and personnel designated as Special Disbursing Officer, Petty Cash Custodian.

Office or Division:	Coast Guard Finance Service-Staff for Admin and Personnel	
Classification:	Simple	
Type of Transaction:	G2C-Government to Citizen G2B-Government to Business G2G-Government to Government	
Who may avail:	Dealer(s)/Supplier(s)/Contractor(s); Retirees and their Legal Beneficiaries; Newly appointed PCG Personnel; and Special Disbursing Officer and Petty Cash Fund Custodian	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. For Dealer(s)/ Supplier(s)/ Contractor(s) A. CGFS Form 00-010 (Request for Letter of Introduction) (1 Original copy of the accomplished form from the requesting personnel) B. BIR Form 2303 – Certificate of Registration (1 Photocopy)		A. CGFS Detailed Office Watch B. Revenue District Office
2. For PCG Retirees A. CGFS Form 00-010 (Request for Letter of Introduction) (1 Original copy of the accomplished form from the requesting personnel) B. PCG Retired ID (1 Photocopy)		A. CGFS Detailed Office Watch B. Office of Coast Guard Adjutant
3. For PCG Retirees' Legal Beneficiaries A. CGFS Form 00-010 (Request for Letter of Introduction) (1 Original copy of the accomplished form from the requesting personnel) B. PCG Dependent ID (1 Photocopy) C. Declaration of Beneficiaries (1 Photocopy)		A. CGFS Detailed Office Watch B. Office of Coast Guard Adjutant C. Coast Guard Legal Service
4. For Newly Appointed PCG Personnel A. CGAO Order (1 Photocopy)		A. Office of Coast Guard Adjutant
5. For Special Disbursing Officer and Petty Cash Fund Custodian A. CGAO Order (1 Photocopy)		A. Office of Coast Guard Adjutant



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Documentary Requirement	1. Advise the applicant on the time and date of release of the LOI	None	5 minutes	Duty Admin/Detailed Office Watch
N/A	2. Drafts and prepare the Letter of Introduction (LOI)	None	10 minutes	Duty Admin
N/A	3. Review the draft LOI and forwards to CS, CGFS/ DC, CGFS/ C, CGFS	None	5 minutes	Admin & Personnel Officer
N/A	4. Affix signature	None	5 minutes	Any of the following Officers: C, CGFS/ DC, CGFS/ CS, CGFS
2. Claims Letter of Introduction	5. Release the Letter of Introduction to the Applicant	None	5 minutes	Duty Admin/Detailed Office Watch
TOTAL:		None	30 Minutes	



1. Response to Emergency Situation

This government service requires PCG actions for the effective and efficient response of our frontline units, in order to minimize the damage and effect that might be incurred by the anticipated crisis of life, properties, media, political implication, and social reactions.

Office or Division:		Coast Guard Command Center		
Classification:		Highly Technical		
Type of Transaction:		G2C-Government to Citizen G2G-Government to Government		
Who may avail:		Shipping Agency, Government Agency and Concerned Individuals		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request addressed to PCG/PCG ComCen one (1) original		Shipping Agency, Government Agency And Concerned Individuals		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Request Letter	1. Received initial information from district/station/detachment or from cognizant authorities/agencies/individual	None	2 Minutes	Duty Operations
N/A	2. Record message(s) received and address the prevailing situation through directives to concerned PCG unit/district/station/detachment to take appropriate action	None	5 Minutes	Duty Operations
N/A	3. Inform CPCG, DCO, DCA, CCGS, etc. About the incident or request approval to activate Crisis Management Committee (CMC)	None	5 Minutes	District Commander/ Director, PCGComCen /CDO
N/A	4. Coordinate and monitor the independent or	None	5 Minutes	Director, PCGComCen /CDO



	combined action or operations of cognizant agencies/PCG Units			
N/A	5. Gather and record all messages relative to the dispatch message received to all addressees	None	5 Minutes	Duty Operations
N/A	6. Prepare and submit the sitrep/ spot/ progress/ comprehensive reports to CPCG, DCO, DCA, CCGS, including DOTC, Action Center & other cognizant authorities/ agencies as directed by the CPCG	None	<ol style="list-style-type: none"> 1. Every 6 hour 2. Every 2 hours 3. To be accomplished before 0700H the following day <p>Twenty (20) Working Days</p>	District Commander/ Director, PCGComCen /CDO
2. Receive Reply Letter	7. Prepare and submit reply letter to the client regarding the progress of the report	None	Three (3) Working Days	District Commander/ Director, PCGComCen /CDO
N/A	8. Maintain records relative to the incident/ operation	None	N/A	Duty Operations
TOTAL:		None	23 Working Days and 22 Minutes	

Note: A Search and Rescue (SAR) Operations yield more than 20 working days is based on IAMSAR MANUAL approved by the International Maritime Organization (IMO) and LOI NR. 26-2010 (PCG Crisis Management Committee)

For inquires, suggestions, comments, complaints, please call 8527-3877 or 5310-2096



2. Response to Foreign Countries During Emergency Situation

This government service requires PCG actions for the effective and efficient response of our frontline units, in order to minimize the damage and effect that might be incurred by the anticipated crisis of life, properties, media, political implication, and social reactions involving foreign entities.

Office or Division:	Coast Guard Command Center			
Classification:	Highly Technical			
Type of Transaction:	G2C-Government to Citizen G2G-Government to Government			
Who may avail:	Shipping Agency, Government Agency And Concerned Individuals			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter Request addressed to PCG/PCGComCen (Original)			Shipping Agency, Government Agency and Concerned Individuals	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Request Letter	1. Received initial information from foreign bodies/ cognizant authorities/ agencies (ex. DFA, TECO, MECO, KCG & etc.)	None	2 Minutes	Duty Operations
N/A	2. Record message(s) received and address the prevailing situation through directives to concerned PCG unit/district/station/detachment to take appropriate action	None	5 Minutes	Duty Operations
N/A	3. Issue notice to mariners relative to the incident	None	10 Minutes	District Commander/ Director, PCGComCen /CDO
N/A	4. Advise to seek approval from DFA. Coordinate with DFA regarding the request, if they request clearance to dispatch their SAR assets to enter Phil. AOR to conduct SAR operation	None	3 Minutes	
N/A	5. Inform CPCG, DCO, DCA, CCGS, etc. About	None	5 Minutes	District Commander/



	the incident or request approval to activate Crisis Management Committee (CMC)			Director, PCGComCen /CDO
N/A	6. Coordinate, dispatch and monitor the independent or combined action or operations of cognizant agencies/pcg units	None	5 Minutes	District Commander/ Director, PCGComCen /CDO
N/A	7. Gather and record all messages relative to the dispatch message recieved to all addressees	None	5 Minutes	Duty Operations
N/A	8. Prepare and submit the memorandum/ sitrep/ spot/ progress/ comprehensive reports to CPCG, DCO, DCA, CCGS, including DOTC Action Center & other cognizant authorities/ agencies as directed by the CPCG	None	1. Every 6 Hrs. 2. Every 2 Hrs. 3. To be accomplished before 0700H the following day 4. Twenty (20) Working Days	District commander/ Director, PCGComCen/ CDO
2. Receive Reply Letter	9. Prepare and submit reply letter to the client regarding the progress of the report	None	N/A	District Commander Director, PCGComCen/ CDO
N/A	10. Maintain records relative to the incident/ operation.	None	N/A	Duty Operations
TOTAL:		None	20 Working Days and 35 Minutes	

Note: A Search and Rescue (SAR) Operations yield more than 20 working days is based on IAMSAR MANUAL approved by the International Maritime Organization (IMO) and LOI NR. 26-2010 (PCG Crisis Management Committee)

For inquires, suggestions, comments, complaints, please call 8527-3877 or 5310-20



1. Request for the Reproduction of Pictures and Video Clippings

To provide rationale and procedure in the reproduction of pictures and video clippings to qualified media practitioners and PCG units/personnel for purposes of documentation and release.

Office or Division:		Coast Guard Public Affairs		
Classification:		Simple		
Type of Transaction:		G2C - Government to Transacting Public; and G2G - Government to Government		
Who may avail:		Media Practitioners/Internal Client		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request (1 original copy) or filled-out request form (1 original copy)		Requesting party (Letter request) / Coast Guard Public Affairs (request form)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request or filled-out request form	1. Received and check/verify the request	None	10 Minutes	Duty Personnel, Operations Division
N/A	2. Evaluate and sign request	None	15 Minutes	OIC Operations
N/A	3. Approve / disapprove the request for the reproduction of pictures and video clippings [1 signature from commander, coast guard public affairs (C,CGPA)]	None	5 Minutes	C, CGPA
N/A	4. Search / consolidate pictures and/or video clippings • Photos with small mb are being sent via email • Numerous photo / large mbs required requesting party for storage device	None	50 Minutes	Duty Personnel, Operations Division
2. Receive copy of pictures and/or video clippings	5. Release copy of pictures and/or video clippings	None	10 Minutes	Duty Personnel, Operations Division
TOTAL:		None	1 Hour and 30 Minutes	



2. Provide and Disseminate News and Press Releases (PR)

To provide rationale and procedure in the provision and dissemination of news and press releases to the general public, media practitioners, and requesting PCG units as part of PCG's information dissemination campaign.

Office or Division:	Coast Guard Public Affairs			
Classification:	Simple			
Type of Transaction:	G2C - Government to Transacting Public; and G2G - Government to Government			
Who may avail:	General Public/Media Practitioners/Internal Client			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request from requesting party (1 original copy) or requesting party will filled-out request form (1 original copy)		Requesting party (Letter request)/ Coast Guard Public Affairs (request form)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request or filled-out form	1. Monitor daily PCG related news / stories	None	30 Minutes	Duty Personnel, News Info Section
N/A	2. Drafts press release (PR)	None	15 Minutes	Duty Writer
N/A	3. Checks and proofreads PR	None	10 Minutes	Duty Action Officer
N/A	4. Approves PR [1 signature from Commander, Coast Guard Public Affairs (C, CGPA)]	None	5 Minutes	C, CGPA
N/A	5. Release PR to media via viber community • Numerous photo/large mbs required requesting party for storage device	None	5 Minutes	Duty Personnel, Social Media
TOTAL:		None	1 Hour and 5 minutes	



3. Catering E-Complaints and Social Media Queries

To provide rationale and procedure in the catering of e-complaints and social media queries of general public, media practitioners and PCG units/personnel as part of transparency in government service.

Office or Division:	Coast Guard Public Affairs			
Classification:	Complex			
Type of Transaction:	G2C - Government to Transacting Public; And G2G - Government to Government			
Who may avail:	General Public/Media Practitioners/Internal Client			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Complaint Letter/Facebook Private Message			Requesting Party/Complainant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send complaint letter or facebook private message	1. Receive the complaint/query through email and PCG facebook account	None	2 Minutes	Duty Social Media Branch/Online Responder
N/A	2. Assess the nature of complaint/query	None	15 Minutes	Duty Social Media Branch
N/A	3. Furnish factual and comprehensive details to queries	None	1 Hour	Duty Social Media Branch
N/A	4. Process the complaint and transmit the same to concerned PCG unit / office	None	30 Minutes	OIC, Social Media Branch
N/A	5. Inform the requesting party on the actions taken / status of complaint through facebook private message or email.	None	5 Calendar days	Duty Social Media Branch
TOTAL:		None	5 Calendar days, 1 hour and 47 minutes	



4. Facilitation and Implementation of Freedom of Information (FOI) Processes

To provide rationale and procedure in the facilitation and implementation of FOI processes for general public, media practitioners and PCG units/personnel as part of public access to information.

Office or Division:	Coast Guard Public Affairs			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Transacting Public; And G2G - Government to Government			
Who may avail:	General Public/Media Practitioners/Internal Client			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request / eFOI Request Form		Requesting Party / eFOI Portal		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send letter request	1. Receipt of the request	None	10 Minutes	Duty FOI Receiving Officer
N/A	2. Evaluation of the request if information is complete and valid	None	10 Minutes	Duty FOI Receiving Officer
N/A	3. Process the requested information	None	12 Days	Duty FOI Receiving Officer
N/A	4. Approve/ disapprove the request (1 signature from CPCG)	None	1 Day	FOI Decision Maker, Commandant, PCG (CPCG)
N/A	5. Transmit the information to the requesting party	None	1 Day	Duty FOI Receiving Officer
TOTAL:		None	14 Calendar days and 20 minutes	



1. Processing of Command Clearance of Retiring PCG Personnel

Processing of Command Clearance of Retiring PCG Personnel

Office or Division:	Coast Guard Adjutant Office	
Classification:	Simple	
Type of Transaction:	G2C-Government Service to Transacting Public	
Who may avail:	Coast Guard Active Coast Guard Personnel/ Legal Beneficiary (For Special Circumstances)	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
1. Personnel Action Form (PAF)	Current Unit Assignment	
2. Summary of Information (SOI)	Personnel concerned	
3. Unit Clearance/Major Unit Clearance	Current Unit Assignment	
4. Unit Statement of Service	Current Unit Assignment	
5. OTNA/OTAG Statement of Service (For AFP Recruit)	Office of the Naval Adjutant/ Office of the General Adjutant	
6. Unit Leave Record	Current Unit Assignment	
7. Unit Certification of Non-Pending Case	Current Unit Assignment	
8. CGIG-IAS Non-Pending Case	CGIG-IAS	
9. Unit Non-Pending Case	Current Unit Assignment	
10. Latest SALN	Current Unit Assignment	
11. Certificate of No Money Accountability	Accounting Service Office	
12. Certificate of No Property Accountability	Supply Accountable Office	
13. Unit No Money and Property Accountability	Current Unit Assignment	
14. Ombudsman Clearance	Office of the Ombudsman	
15. Half Body Picture (3R size)	Personnel concerned	

Coast Guard Adjutant Office



16. Application of Retirement		Coast Guard Adjutant Office		
17. Pensioners Data Sheet and Authorization to C, CGFC		Coast Guard Adjutant Office		
18. Affidavit of Non-Revocation/ Retraction		Coast Guard Adjutant Office		
19. Waiver		Coast Guard Adjutant Office		
20. Affidavit of Undertaking		Coast Guard Adjutant Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Personnel Action Form with attachments (Items 1-20)	1. Check the correctness and completeness of the documents	None	1 Hour	Members of Retirement and Separation Branch
N/A	2. Prepare and release the draft Command Clearance	None	20 Minutes	Members of Retirement and Separation Branch
2. Forward the Command Clearance to the signatories	N/A	None	N/A	Personnel concerned
N/A	N/A	None	2 Hours	SAO
N/A	N/A	None	N/A	PCG Chief Accountant
N/A	3. Check accountability. i.e. Vehicles/Mobility Assets on PAR to the Retiree	None	2 Hours	Commander, Motor pool Officer
N/A	N/A	None	2 Hours	Armory Officer, CGBF
N/A	N/A	None	2 Hours	Armory Officer, HPCG
N/A	N/A	None	2 Hours	Commander, Headquarters Support Group

Coast Guard Adjutant Office



N/A	4. Check the Pensioners Data Sheet (Item 17)	None	2 Hours	Commander, Coast Guard Finance Service
N/A	5. Check accountability i.e. weapons/arms on MR to the Retiree	None	2 Hours	Deputy Chief of Coast Guard Staff for Maritime Communication Weapons, Electronics and Information System, CG-11
N/A	N/A	None	2 Hours	Deputy Chief of Coast Guard Staff for Comptrollership, CG-6
N/A	6. Check accountability i.e. Vehicles, flee cards, Certificate to SAO	None	2 Hours	Deputy Chief of Coast Guard Staff for Logistics, CG-4
3. For Non-Officers only		None	2 Hours	Command Master Chief Petty Officer
N/A	7. Check Ombudsman Clearance	None	2 Hours	Commander Coast Guard Legal Service
N/A	8. Check for pending cases (Item 8)	None	2 Hours	Coast Guard Inspector General, CGIAS
N/A	N/A	None	4 Hours	Deputy Chief of Coast Guard Staff for Intelligence, CG-2
N/A	9. Re-evaluate the completeness of attachments	None	1 Hour	Deputy Chief of Coast Guard Staff for Human Resource Management, CG-1
N/A	N/A	None	5 Minutes	Coast Guard Adjutant
TOTAL:		None	1 Day, 6 hours and 25 minutes	

Note: The specified processing time will only be followed; if the retiring PCG is cleared/or with no compliances.



2. Computation of Leave Records and Retirement Benefits of Retiring/Separating PCG Personnel

Computation of leave records and retirement benefits of retiring/separating PCG personnel.

Office or Division:	Coast Guard Adjutant Office
Classification:	Simple
Type of Transaction:	G2C-Government Service to Transacting Public
Who may avail:	Coast Guard Active Coast Guard Personnel/ Legal Beneficiary (For Special Circumstances)
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Accomplished Command Clearance with the following attachments:	Current Unit Assignment
1. Personnel Action Form (PAF)	Personnel concerned
2. Summary of Information (SOI)	Current Unit Assignment
3. Unit Clearance/Major Unit Clearance	Current Unit Assignment
4. Unit Statement of Service	Office of the Naval Adjutant/ Office of the General Adjutant
5. OTNA/OTAG Statement of Service (For AFP Recruits)	OTNA/OTAG
6. Unit Leave Record and OTNA/OTAG Leave Record (For AFP Recruits)	Current Unit Assignment/ OTNA/OTAG
7. Unit Certification of Non-Pending Case	CGIG-IAS
8. CGIG-IAS Non-Pending Case	Current Unit Assignment
9. Unit Non-Pending Case	Current Unit Assignment
10. Latest SALN	Accounting Service Office
11. Certificate of No Money Accountability	Supply Accountable Office
12. Certificate of No Property Accountability	Current Unit Assignment
13. Unit No Money and Property Accountability	Office of the Ombudsman
14. Ombudsman Clearance	Personnel concerned
15. Half Body Picture (3R size)	Coast Guard Adjutant Office

Coast Guard Adjutant Office



16. Application for Retirement		Coast Guard Adjutant Office		
17. Pensioners Data Sheet and Authorization to CO, CGFC		Coast Guard Adjutant Office		
18. Affidavit of Non-Revocation/Retraction		Coast Guard Adjutant Office		
19. Waiver		Coast Guard Adjutant Office		
20. Affidavit of Undertaking		Current Unit Assignment		
21. Certificate of Monetization Records		CG Accounting Service Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit accomplished Command Clearance and Certificate of Monetization Records	1. Prepare the Statement of Service	None	2 Days	Members of Records Branch
N/A	2. Prepare the computation of leave record and retirement benefits	None	5 Hours	Members of Retirement and Separation Branch
N/A	3. Check the correctness of the computation of leave record and retirement benefits	None	2 Hours	Petty Officer-In-Charge and Officer-In-Charge Retirement and Separation Branch
N/A	4. Check the correctness and sign the computation of leave record and retirement benefits	None	1 Hour	Coast Guard Adjutant
TOTAL:		None	2 Days and 8 hours	



3. Processing of Retirement and Commutation of Unused Leave of Retiring/Separating PCG Personnel

Processing of Disposition Form for the retirement and commutation of unused leave of retiring/separating PCG personnel.

Office or Division:	Coast Guard Adjutant Office			
Classification:	Technical			
Type of Transaction:	G2C - Government Service to Transacting Public			
Who may avail:	Coast Guard Active Coast Guard Personnel/ Legal Beneficiary (for Special Circumstances)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Accomplished Command Clearance and its attachments				
2. Computed Retirement Benefits and Leave Records		Coast Guard Adjutant Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
N/A	1. Prepare/draft Disposition Form (Re: Issuance of Order for Retirement and Commutation of Unused Leave)	None	2 Hours	Members of Retirement and Separation Branch
N/A	2. Check the correctness of the Disposition Form	None	1 Hour	Petty Officer-In-Charge Retirement and Separation Branch
N/A	3. Check the correctness and sign the Disposition Form	None	1 Hour	Officer-In-Charge Retirement and Separation Branch
N/A	4. Check the correctness and sign the Disposition Form	None	1 Hour	Coast Guard Adjutant
N/A	5. Forward the Disposition Form to CG-1 for concurrence.	None	10 Minutes	Members of Retirement and Separation Branch

Coast Guard Adjutant Office



N/A	<p>6. From CG-1, the Disposition Form will be forwarded to the following office (in order):</p> <ul style="list-style-type: none"> • CG-6 • Office of the Chief of Coast Guard Staff • Office of Deputy Commandant for Administration • Office of Deputy Commandant for Operation • Office of the Commandant for concurrence and approval. 	None	6 Calendar Days	CG-1/CG-6/ Chief of Coast Guard Staff/ Deputy Commandant for Administration/ Deputy Commandant for Operation and Commandant, PCG
N/A	7. Forward the approved DF to CGAO for issuance of Retirement Order	None	30 Minutes	CG-1
TOTAL:		None	6 Calendar days 5 hours 40 minutes	



4. Issuance of Retirement Order for Officers

Issuance of retirement/separation order for retiring/separating PCG Officer.

Office or Division:	Coast Guard Adjutant Office			
Classification:	Simple			
Type of Transaction:	G2C-Government Service to Transacting Public			
Who may avail:	Coast Guard Active Coast Guard Personnel/ Legal Beneficiary (For Special Circumstances)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. CPCG Approved Disposition Form (Re: Issuance of Order for Retirement and Commutation of Unused Leave)				
2. Letter of Approval from Secretary, Department of Transportation		Department of Transportation		
3. Disposition Form for Issuance of Order		Coast Guard Adjutant Office, Retirement and Separation Branch		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
N/A	1. Forward CPCG's Approved Disposition Form and its attachments to the Department of Transportation	None	1 Hour, 30 minutes	Liaison, Coast Guard Adjutant Office
N/A	2. (Waiting for letter from SOTr)	None	N/A	N/A
N/A	3. Upon receipt of Letter of Approval from Secretary, Department of Transportation, prepare/draft the Disposition Form for the issuance of order	None	1 Hour	Members of Retirement and Separation Branch

Coast Guard Adjutant Office



N/A	4. Check the correctness of the Disposition Form	None	30 Minutes	Petty Officer-In-Charge Retirement and Separation Branch
N/A	5. Check the correctness and sign the Disposition Form	None	30 Minutes	Officer-In-Charge Retirement and Separation Branch
N/A	6. Check the correctness and sign the Disposition Form	None	1 Hour	Coast Guard Adjutant
N/A	7. Forward the signed Disposition Form to Publication Branch	None	5 Minutes	Members of Retirement and Separation Branch
N/A	8. Prepare the draft General Order	None	1 Hour	Members of Publication Branch
N/A	9. Check the correctness of the General Order	None	30 Minutes	Petty Officer-In-Publication Branch
N/A	10. Check the correctness and sign the General Order	None	1 Hour	Coast Guard Adjutant
TOTAL:		None	7 Hours 5 minutes	



5. Preparation of Disbursement Voucher

Preparation of the Disbursement Voucher for the retirement benefits and claims of retiring/ separating PCG personnel.

Office or Division:	Coast Guard Adjutant Office			
Classification:	Simple			
Type of Transaction:	G2C-Government Service to Transacting Public			
Who may avail:	Coast Guard Active Coast Guard Personnel/ Legal Beneficiary (For Special Circumstances)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Retirement/Separation Order		Coast Guard Adjutant Office		
2. Certificate of Last Payment		Coast Guard Finance Service		
3. Computation of Retirement Benefits and Unused Leave		Coast Guard Adjutant Office		
4. Accomplished Command Clearance		Coast Guard Adjutant Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Certificate of Last Payment	1. Prepare the Disbursement Voucher	None	30 Minutes	Member, Retirement and Separation Branch
N/A	2. Check the correctness and sign the Disbursement Voucher	None	30 Minutes	POIC, Retirement and Separation Branch
N/A	3. Check the correctness and sign the Disbursement voucher	None	30 Minutes	OIC, Retirement and Separation Branch
N/A	4. Check the correctness and sign the Disbursement voucher	None	30 Minutes	Coast Guard Adjutant
N/A	5. Forward the Disbursement voucher to CG-1	None	5 Minutes	Member, Retirement and Separation Branch
TOTAL:		None	2 Hours and 5 minutes	



6. Issuance of Dependents' Identification Card

Issuance of Identification Cards for the Identification of the PCG Dependents, Active PCG Personnel and Retired PCG Personnel

Office or Division:	Coast Guard Adjutant Office (CGAO)			
Classification:	Simple			
Type of Transaction:	G2C - Government Service to Transacting Public			
Who may avail:	Coast Guard Dependents			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished application form - One (1) original copy		Coast Guard Adjutant Office, ID Section		
2. Marriage Contract, Birth Certificate, whichever is applicable - One (1) original copy (PSA Authenticated) to be given at CGAO, ID Section		Philippine Statistics Authority		
3. For renewal of expired ID - Surrender the old PCG Dependent ID. If lost, submit one (1) original copy of Affidavit of Loss or Police Blotter		Coast Guard Legal Service, Notary Public, Police Station		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the accomplished Application Form	1. Check the correctness and completeness of the information in the accomplished form	None	5 Minutes	Duty personnel, ID Section
N/A	2. For approval and signature of the form	None	5 Minutes	Coast Guard Adjutant
N/A	3. Scan the Application Form	None	2 Minutes	Duty personnel, ID Section
N/A	4. Encode the information and process the ID	None	10 Minutes	Duty personnel, ID Section
N/A	5. Print ID	None	3 Minutes	Duty personnel, ID Section
2. Claim ID	6. Record/Log Release of ID	None	3 Minutes	Duty personnel, ID Section
TOTAL:		None	28 Minutes	



1. Sale and Distribution of Bidding Documents to Interested Bidders

Bidders may be asked to pay for bidding documents to recover the cost of preparation and development as provided under Section 17.4 of the Implementing Rules and Regulations of R.A. 9184.

Office or Division:	Coast Guard Procurement Service			
Classification:	Simple Transactions			
Type of Transaction:	G2C – Government to Transacting Public G2B – Government to Business Entity G2G – Government to Government			
Who may avail:	Dealer(s)/Supplier(s)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Form (One (1) original copy)		1. Coast Guard Procurement Service		
2. Request for Order of Payment (One (1) original copy)		2. Accounting Service Office		
3. Official Receipt (One (1) Photocopy)		3. Coast Guard Finance Service		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out request form	1. Check for the details of filled-up form	None	5 Minutes	BAC Secretariat for Infrastructure/ BAC Secretariat for Ships Repair, Aircraft Engineering, Watercraft and Land Mobility (SRAEWLM)/ BAC Secretariat for Weapons, Electronics and Information System (WCEIS)/ BAC Secretariat for Supplies and Materials/ BAC Secretariat for Aids to Navigation (ATON)
2. Proceed to Accounting Service Office (ASO) to request for the Order of Payment	2. Issue Order of Payment	None	5 Minutes	Accounting Staff for Bidding and Capital Outlay

Coast Guard Procurement Service



3. Proceed to Coast Guard Finance Service for Payment and ask for Receipt	3. Issue Official Receipt	See Annex A	15 Minutes	Coast Guard Finance Service
4. Proceed to CGPS and show the receipt	4. Issue the printed copy of the bidding documents	None	5 Minutes	BAC Secretariat for Infrastructure/ BAC Secretariat for SRAEWLM/ BAC Secretariat for WCEIS/ BAC Secretariat for Supplies and Materials/ BAC Secretariat for ATON
TOTAL:		See Annex A	30 Minutes	

Annex A STANDARD RATES

The cost of bidding documents shall correspond to the ABC range as indicated in the table below. This shall be the maximum amount of fee that procuring entities can set for the acquisition of bidding documents.

Approved Budget for the Contract	Maximum Cost of Bidding Documents (in Philippine Peso)
500,000 and below	Php 500.00
More than 500,000 up to 1 Million	1,000.00
More than 1 Million up to 5 Million	5,000.00
More than 5 Million up to 10 Million	10,000.00
More than 10 Million up to 50 Million	25,000.00
More than 50 Million up to 500 Million	50,000.00
More than 500 Million	75,000.00



1. Filing of Complaints/Walk-In-Complaints against PCG Personnel

The CGIG-IAS has the authority to investigate complaints against PCG erring personnel, unsatisfactory conduct, including alleged commission of fraud and improper use of the PCG organization's resources by PCG personnel, or other activities in breach of the organization's regulations, rules, policies or procedures.

Office or Division:	Coast Guard Inspector General and Internal Affairs Service			
Classification:	Simple			
Type of Transaction:	G2C-Government to Transacting Public G2G-Government Employee to Another Government Agency			
Who may avail:	Client/Requesting Party			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Verified Complaint-Affidavit w/ attachment (1 Original Copy)		CID, CGPM		
2. Certified True Copies of Documentary Evidence (1 Original Copy)		CID, CGPM		
3. Certification of Non-Forum Shopping (1 Original Copy)		CID, CGPM		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request Assistance from the Duty Investigator and present the Complaint-Affidavit	1. Checks the sufficiency of the Complaint-Affidavit with the attached documentary evidence and compliance with the requirement of Verification and Certification on Non-Forum Shopping	None	10 Minutes	Duty Investigator
N/A	2. Assist the Complainant in the verification with the Administering-Officer, answer questions if any (Signature of Administering-Officer)	None	5 Minutes	Duty Investigator
TOTAL:		None	15 Minutes	



2. Filing of Pleading (Counter-Affidavit, Answer, Reply, etc.)

The CGIG-IAS ensures observance of due process in the conduct of administrative investigation hence the parties thereto are given an opportunity to explain his/her side and/or make the necessary response to counter or clarify the allegations in the complaint filed.

Office or Division:	Coast Guard Inspector General and Internal Affairs Service			
Classification:	Simple			
Type of Transaction:	G2C-Government to Transacting Public G2G-Government Employee to Another Government Agency			
Who may avail:	Client/Requesting Party			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Verified Counter-Affidavit, Answer or Reply (1 Original Copy)		CID, CGPM		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request Assistance from the Duty Investigator and present pleading to be submitted (Counter-Affidavit), Answer, Reply, etc.)	1. Receive the Complaint-Affidavit with the attached documentary evidence and incorporate the same in the Case folder	None	5 Minutes	Duty Investigator
TOTAL:		None	5 Minutes	



3. Request for Status of Case

The CGIG-IAS recognizes the right of a Respondent and other parties to the speedy disposition of cases and administration of justice.

Office or Division:	Coast Guard Inspector General and Internal Affairs Service			
Classification:	Simple			
Type of Transaction:	G2C-Government to Transacting Public G2G-Government Employee to Another Government Agency			
Who may avail:	Client/Requesting Party			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Case Reference		CID, CGPM		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request Assistance from the Duty Investigator and present case reference or any relevant documents. Present proof of authorization, in case of representative	1. Retrieves Case Folder and informs the client of the status of the case	None	5 Minutes	Duty Investigator
TOTAL:		None	5 Minutes	



4. Request for Copy of Case Document

The CGIG-IAS provides a copy of case document as a legal way for the Respondent or other parties concerned to get an information about the case. Copies of case documents may be released upon a valid request to be used for just and legal purposes.

Office or Division:	Coast Guard Inspector General and Internal Affairs Service			
Classification:	Simple			
Type of Transaction:	G2C-Government to Transacting Public G2G-Government Employee to Another Government Agency			
Who may avail:	Client/Requesting Party			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Letter-Request w/ Statement of Purpose (1 Original Copy)		Records & Clearance Section, CID, CGPM		
2) Valid Identification Card for Non-PCG Personnel		Records & Clearance Section, CID, CGPM		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request Assistance from the Duty Investigator and state purpose or any relevant documents. Present proof of authorization, if representative.	1. Checks the sufficiency of the request and purpose.	None	5 Minutes	Duty Admin, Records & Clearance Section
N/A	2. Reviews the Letter-Request and purpose approves the request.	None	5 Minutes	CGIG
N/A	N/A	None	20 Minutes	Duty Admin, Records & Clearance Section
TOTAL:		None	30 Minutes	



5. Request for a copy of SALN

The CGIG-IAS is the repository of copies of the Statements of Assets, Liabilities and Net Worth (SALN) of all PCG personnel. Copies of SALN may be released upon a valid request to be used for just and legal purposes.

Office or Division:	Coast Guard Inspector General- Internal Affairs Service			
Classification:	Simple			
Type of Transaction:	G2C-Government to Transacting Public G2G-Government Employee to Another Government Agency			
Who may avail:	Client/Requesting Party			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter with statement of purpose		SALN Branch, ESPAU		
2. Valid Identification Card for non- PCG personnel		SALN Branch, ESPAU		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request assistance from the duty POW/Investigator and state purpose or present any relevant documents. Present proof of authorization, if representative	1. Check the sufficiency of the request and purpose. Prepare the transmittal for approval of CGIG; Inform the Declarant of the request; Retrieves copy of the SALN	None	30 Minutes	SALN Branch, ESPAU
N/A	2. Recommends approval of the request to CPCG	None	15 Minutes	CS, CGIG Deputy, CGIG CGIG
N/A	3. Transmits the request to O/CPCG	None	1 Hour	SALN Branch, ESPAU
N/A	4. Approves or Disapproves request	None	1 Hour	CPCG
N/A	5. Receives CPCG approved request; Inform the Requester of availability;	None	5 Minutes	SALN Branch, ESPAU

Coast Guard Inspector General and Internal Affairs Service



	Release the SALN to requester			
TOTAL:		None	2 Hours and 50 minutes	



6. Request for Apprehension of PCG Uniformed & Non-uniformed

The CGIG IAS provides assistance during the apprehension of PCG Uniformed Personnel to put them in custody and to restrain them purposely to compel obedience to the PCG Policy and Guidelines, lawful orders of the Court or other law enforcement agencies.

Office or Division:	Coast Guard Inspector General and Internal Affairs Service			
Classification:	Simple			
Type of Transaction:	G2C-Government to Transacting Public G2G-Government Employee to Another Government Agency			
Who may avail:	Client/Requesting Party			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Police Blotter (1 Original/photocopy)		CGPM		
2. Warrant of Arrest and other Court processes		CGPM		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Report any known valid ground or basis for arrest or apprehension	1. Check the authenticity of the grounds and basis for arrest and apprehension; informs Coast Guard Inspector General	None	30 Minutes	Duty Marshal/ Duty OOD
N/A	2. Render immediate response, if called for	None	N/A	Duty Marshal/ Duty OOD
N/A	3. Submit after Operation/Apprehension Report to Coast Guard Inspector General	None	N/A	Duty Marshal/ Duty OOD
TOTAL:		None	30 Minutes	



7. Mediation of Case

The CGIG-IAS observes the mediation process during the confrontation of parties which aim to help immediate resolution of their differences and find solutions which enable them to move forward respectively.

Office or Division:	Coast Guard Inspector General and Internal Affairs Service			
Classification:	Simple			
Type of Transaction:	G2C-Government to Transacting Public G2G-Government Employee to Another Government Agency			
Who may avail:	Client/Requesting Party			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter-Request w/ Statement of Purpose		CID, CGPM		
2. Valid Identification Card for Non-PCG Personnel		CID, CGPM		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter-Request to the Duty Investigator for possible referral to Mediation proceedings	1. Check the existence of a valid cause of action if the case are among those which may be compromised under applicable laws	None	30 Minutes	Duty Investigator
N/A	2. Call the parties for possible Mediation proceedings	None	N/A	Duty Investigator
2. Execute undertaking if the parties arrived at an amicable settlement	3. Submit format report to CGIG	None	N/A	Duty Investigator
TOTAL:		None	30 Minutes	



8. Issuance of Certificate of No Pending Case

The CGIG-IAS issues a certificate/clearance to all requesting PCG Personnel indicating whether or not they have a pending Case nor derogatory record pending before this Service. A certification is issued to a PCG personnel who is a subject of an ongoing investigation or whose case has been referred to the appropriate disciplinary board/authority.

Office or Division:	Coast Guard Inspector General and Internal Affairs Service			
Classification:	Simple			
Type of Transaction:	G2C-Government to Transacting Public G2G-Government Employee to Another Government Agency			
Who may avail:	Client/Requesting Party			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request from Unit Commanders/ Commanding Officer		Admin & Records, CGPM		
2. Letter request from DCS for Education and Training, CG-12		Admin & Records, CGPM		
3. Photocopy of recent pay slip		Admin & Records, CGPM		
4. Personal Action Form duly endorsed by Unit Commander		Admin & Records, CGPM		
5. Photocopy of PCG Identification Card and Firearm License		Admin & Records, CGPM		
6. Relevant document or proof of valid transaction		Admin & Records, CGPM		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application and other documentary requirements	1. Ask for the purpose of the Certificate	None	3 Minutes	Help Desk Officer / Duty Admin
N/A	2. Examines the required documents, Drafts and prepares the Certificate for CGIG signature	None	10 Minutes	Help Desk Officer / Duty Admin
N/A	3. Advises the applicant on the time and date of release of the Certificate	None	2 Minutes	Help Desk Officer / Duty Admin
N/A	4. Reviews the documents submitted and the draft Certificate.	None	5 Minutes	Help Desk Officer / Duty Admin



	Forwards to the CGIG for signature			
N/A	5. Approves the Documents submitted. Affix Signature.	None	3 Minutes	POIC, Admin & Records / Clearance
2.Claims the Certificate on designated date/time at the releasing Counter	6. Release the Certificate to the Applicant	None	2 Minutes	Duty Admin / Gangway
TOTAL:		None	25 Minutes	



1. Screening of Lighthouse Keeper Applicant (LK)

Requirements for the application of Light House Keeper.

Office or Division:	Maritime Safety Services Command – Aids to Navigation Service (ANS)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Transacting Public			
Who may Avail:	Civilian Applicant for Light House Keeper Position			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Endorsement letter from MSSU (1 Original copy for ANS and 1 photocopy for Civilian Affairs)		MSSU		
2. Endorsement letter from CG1 (1 Original copy for ANS and 1 photocopy for Civilian Affairs)		CG-1		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Endorsement to Office Civilian Affairs	1. Validate the endorsement letter from MSSU	None	5 Minutes	Civilian Affairs Personnel
2. Submit Duly Accomplished Application Form to CG-1	2. Validate the endorsement letter from Civilian Affairs	None	5 Minutes	ANS Personnel
N/A	3. Conduct Written and Practical Examination	None	2 Hours	ANS Personnel
N/A	4. Submit letter regarding the examination Result to CG-1/Office of the Civilian Affairs	None	2 Days	ANS Personnel
TOTAL:		None	2 Working days, 2 hours and 10 minutes	



2. Proposed Memorandum Circular of Traffic Separation Scheme (TSS)

Establishment of traffic separation scheme within the maritime jurisdiction of the Philippines

Office or Division:	Maritime Safety Services Command – Navigational Safety Services Unit (NSSU)			
Classification:	Highly Technical Transaction			
Type of Transaction:	G2G – Government to Government			
Who may Avail:	All Maritime Stakeholders Transiting Within The TSS			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
N/A		N/A		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of letter request from Local Government Unit (LGU) and other maritime entities endorsed by CG Districts or CPCG to NSSU thru)	1. Awaiting for the directives from CPCG	None	One (1) week	NSSU
2. Draft TSS Memo Circular	2. NSSU personnel will validate the coordinates of the said draft Memo TSS	None	Three (3) months	NSSU
3. HMSSC thru NSSU will conduct site/survey base on LOI/directives from CPCG)	3. Site survey/pubcon	None	One (1) week	NSSU
4. Approval of drafted Memo Circular by CPCG	4. Awaiting the furnished copy of drafted Memo from CG-8	None	One (1) month	NHQPCG/CG-8
5. Approval of the drafted Memo Circular by DOTr	5. Awaiting the furnished copy of drafted Memo from CG-8	None	One (1) month	NHQPCG/CG-8
6. Dissemination of approved TSS	6. Awaiting the furnished copy	None	One (1) month	NHQPCG/CG-8

Coast Guard Maritime Safety Services Command



Memo Circular to concerned CG Districts	of drafted Memo from CG-8			
7. Implementation of TSS Memo Circular	7. Publication the approved MC	None	Three (3) months	CPCG / CG8 / NSSU
TOTAL:		None	Nine (9) Months and Two (2) Weeks	



3. Conduct of COLREG Seminar for Domestic Seafarers, Fishing Boat Operators and Boat Crew Members

Requirements for the conduct of COLREG Seminar.

Office or Division:	Maritime Safety Services Command – Navigational Safety Service Unit (NSSU)			
Classification:	Complex			
Type of Transaction:	G2C – Government to Transacting Public			
Who may Avail:	Domestics Seafarers, Fishing Boat Operators and Boat Crew Members			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Formulated Policy and materials for the conduct of COLREG seminar to domestic Seafarers and Fishing Boat Crew through MSSU and PCG Districts.		MSSU		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. To provide training to all mariners of Domestic Shipping and Fishing Industry with regards to collision avoidance	1. Formulated Policy	None	1 Day	All Domestic Seafarers
2. Directed to conduct COLREG Seminar for Domestic Seafarers and Fishing Boat and crew thru respective PCG Districts	2. NSSU will provide Program of Instruction (POI), Course Framework and Teaching Materials	None	5 Days	All Domestic Seafarers
TOTAL:		None	6 Working days	



4. Appropriate Action for Flood and Water Rescue Seminar

To minimize the loss of life, injury, property loss/damage by rendering aid to persons in distress and property in the maritime environment; to educate PCG Personnel and to help them in develop and understand of what search and rescue is and how to handle a disaster situation.

Office or Division:		Maritime Safety Services Command- Maritime Search and Rescue (MARSAR) Group		
Classification:		Complex		
Type of Transaction:		G2G – Government to Government		
Who may avail:		PCG Personnel		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Endorsed Letter from CMSSC		Student/Participant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Endorsement Letter from CMSSC	1. Checked the required document	None	20 Minutes	MARSAR Personnel
N/A	2. Orientation	None	1 Day	MARSAR Personnel
N/A	3. Familiarization	None	1 Day	MARSAR Personnel
N/A	4. Demonstration	None	1 Day	MARSAR Personnel
N/A	5. Practical	None	2 Days	MARSAR Personnel
TOTAL:		None	5 Working Days, and 20 Minutes	



1. Sea Marshalling of Domestic Ships

To provide sea marshals that will act as security forces onboard domestic ships.

Office or Division:	MARSLEC / Coast Guard Sea Marshal Group			
Classification:	Simple Transaction			
Type of Transaction:	G2B – Government to Business entity			
Who may avail:	Domestic Shipping Lines			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request letter from Domestic shipping company (one 1 original copy)		Requesting party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter Request to Headquarters, Maritime Security and Law Enforcement Command	1. Letter Request of Shipping Company will be forwarded to HMARSLEC Taguig City for approval.	None	1 Day	Duty Sea Marshal (Office Staff)
N/A	2. Allocate Personnel for Sea Marshalling, conduct necessary adjustment in Schedule and Posting of other Sea Marshal if necessary.	None	1 Hours	Duty Sea Marshal (Office Staff)
N/A	3. Conduct briefing on New Posting (Ships Peculiarities, Sea Routes, Security and Threat Assessment).	None	2 Hours	Commander, Sea Marshal Group
N/A	4. Initial Posting of Sea Marshals, conduct of security survey of the ship and K9 Paneling if needed.	None	3 Hours	Detailed Sea Marshal Personnel
N/A	5. Preparation of After Operation Report.	None	2 Hours	Duty Sea Marshal (Office Staff)

**Coast Guard Maritime Security and Law Enforcement
Command (Sea Marshal Group)**



	(Preparation of Transmittal from CGSMG to C, MARSLEC Attn: S3).			
TOTAL:		None	1 Calendar Day and 8 Hours	

Coast Guard Maritime Security and Law Enforcement Command (Sea Marshal Group)



2. Law Enforcement Activity in Relations with Bomb Threat Aboardship

Sea Marshals onboard passenger vessels shall directly deal with the situation in the event of bomb threat aboardship until the arrival of an EOD Team.

Office or Division:	MARSLEC / Coast Guard Sea Marshal Group			
Classification:	Simple Transaction			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Concerned Citizens, other Government Agencies, Company Personnel, Ship's Crew or Passengers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Verified Report of a Bomb Threat Aboardship		Reporting party/Any person onboard		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Bomb Threat Report	1. PCG Sea Marshal to validate bomb threat report.	None	5 Minutes	Detailed Sea Marshal Personnel/ Ship Security Officer
N/A	2. Render advance information / incident Report to HMARSLEC (Attn: S3 / Action Center using all available means of communication.	None	5 Minutes	Duty Sea Marshal (Office Staff)
N/A	3. Sea Marshals (PCG, PNP, AFP) together with Ship Security Officer shall activate contingency plans as stipulated in the Ship Security Plan.	None	N/A	Detailed Sea Marshal Personnel/ Ship Security Officer
N/A	4. Conduct of evacuation and K9 paneling if necessary.	None	2 Hours variable time pending proximity to next port.	Detailed Sea Marshal Personnel/ K9 Personnel Ship's Personnel
TOTAL:		None	2 Hours and 10 Minutes (Calendar day)	



3. Law Enforcement Activity in Relations with Actual Presence of a Bomb Aboardship

Sea Marshals onboard passenger vessels shall directly deal with the situation in the event of actual presence of a bomb aboard ship until the arrival of an EOD Team.

Office or Division:	MARSLEC / Coast Guard Sea Marshal Group			
Classification:	Simple Transaction			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Concerned citizens, other Government Agencies, Company Personnel, Ship's Crew or Passengers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Intelligence Report, Directives from PCG or other cognizant Government Agencies		PCG or other Cognizant Government Agencies		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Law Enforcement Activity in relation with Actual Presence of a Bomb Aboardship	1. Sea Marshals (PCG, PNP, AFP) together with Ship Security Officer shall activate contingency plans as stipulated in the Ship Security Plan.	None	5 Minutes	Detailed Sea Marshal Personnel/ Ship Security Officer
N/A	2. Activation of Security Counter measures (during initial or impending security breach relating to an act of terrorism).	None	15 Minutes	Detailed Sea Marshal Personnel/ Ship Security Officer
N/A	3. Render Incident Report to Commander CSMG Info CPCG/ Command Center. SSO shall also simultaneously render incident report to CSO with both reports followed by progress report every 15 minutes as long as	None	5 Minutes	Detailed Sea Marshal Personnel/ Ship Security Officer

**Coast Guard Maritime Security and Law Enforcement
Command (Sea Marshal Group)**



	communications permit.			
N/A	4. Facilitate transfer of crew and passengers from the ship at an anchorage area to a port, request availability of Bomb Squad if available for bomb sweep of the vessel prior calling to port.	None	2 Hours	Detailed Sea Marshal Personnel/ Ship Security Officer/ Duty Sea Marshal Staff
N/A	5) Conduct debriefing/ Rendering After Operation Report.	None	1 Hour	CCGSMG/ Duty Sea Marshal (Office Staff)
TOTAL:		None	3 Hours and 25 Minutes Calendar Day	

Coast Guard Maritime Security and Law Enforcement Command (CG K-9)



1. Availability of Coast Guard K9 Search and Rescue (SAR) Team/s

The team shall conduct a search, rescue and retrieval operations during earthquake, landslide, or other disaster. A SAR team shall be composed of a K9 handler, a Coast Guard Working Dog (Search and Rescue), and a Spotter/Security. This procedure has 4 (four) steps that are already reduced to include only the concerned/responsible units/ persons.

Office or Division:	HMARSLEC/ Coast Guard K9 Force
Classification:	Simple
Type of Transaction:	G2G- Government to Government G2B- Government to Business G2C- Government to Citizen
Who may avail:	All Coast Guard District/ Major Commands and Units, Mining Companies, Local Government Units, other Government Agencies and General Public

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request (Send thru email with signature)		Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request directly to HMARSLEC or through the Coast Guard Districts	1. Receipt of letter request and prepare transmittal letter to Coast Guard K9	None	30 Minutes	Personnel from the Operations MARSLEC/CG Districts and Commander, MARSLEC/CG Districts
2. Requesting party may follow up status of their request thru email: cgk9force@coastguard.gov.ph or call tel no: 8767288 or cel.nos: 09178425135/ 099985893978	2. Receipt of the transmittal letter approved by C, MARSLEC	None	30 Minutes	Coast Guard K9 Operations Duty Personnel and CGK9 Force concerned Staff

**Coast Guard Maritime Security and Law Enforcement
Command (CG K-9)**



N/A	3.Approval/Disapproval of the request and issuance of directives	None	20 Minutes	Commander, Coast Guard K9 Force,
N/A	4.Inform the requesting party	None	10 Minutes	Commander, Coast Guard K9 Group and Commanding Officer and Coast Guard K9 Field Operating Unit/s
TOTAL:		None	1 Hour and 30 minutes	

Coast Guard Maritime Security and Law Enforcement Command (CG K-9)



2. Availability of Coast Guard K9 Explosive Ordnance Disposal (EOD) Technician

The CGK9 EOD Technician shall detect, identify, render safe procedure, and manage all explosive threats. Also, for the conduct of an Explosive Ordnance Reconnaissance Agent (EORA) and Counter Improvised Explosive Device (IED) Seminar.

This procedure has 4 (four) steps that are already reduced to include only the concerned/ responsible units/ persons.

Office or Division:	HMARSLEC/ Coast Guard K9 Force			
Classification:	Simple			
Type of Transaction:	G2G- Government to Government G2C- Government to Citizen G2B- Government to Business			
Who may avail:	All Coast Guard District/ Major Commands and Units, Local Government Units, Other Government Agencies and General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request (Send thru email with signature)		Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request directly to HMARSLEC or through the Coast Guard Districts	1. Receipt of letter request and prepare of transmittal letter to Coast Guard K9	None	30 Minutes	Personnel from the Operations MARSLEC/CG Districts and Commander, MARSLEC/CG Districts
2. Requesting party may follow up status of its request thru email: cgk9force@coastguad.gov.ph or call tel no: 8767288 or cel.nos: 09178425135/ 099985893978	2. Receipt of the transmittal letter approved by C, MARSLEC	None	30 Minutes	Coast Guard K9 Operations Duty Personnel and CGK9 Force concerned Staff

**Coast Guard Maritime Security and Law Enforcement
Command (CG K-9)**



N/A	3.Approval/Disapproval of the request. If approved,issue directives	None	20 Minutes	Commander, Coast Guard K9 Force,
N/A	4. Inform the requesting party	None	10 Minutes	Commander, Coast Guard K9 Group and Commanding Officer and Coast Guard K9 Field Operating Unit/s
TOTAL:		None	1 Hour and 30 minutes	



3. Availability of Coast Guard K9 Firing Range and Coast Guard K9 Range Officer

The Coast Guard K9 Firing Range serves as a venue for firearms qualification, practice, training and competition among other things. Range Officers at the Coast Guard K9 Training Center are in charge of maintenance and operation of the firing range.

This procedure has 4 (four) steps that are already reduced to include only the concerned/ responsible units/ persons.

Office or Division:	HMARSLEC/ Coast Guard K9 Force			
Classification:	Simple			
Type of Transaction:	G2G- Government to Government G2C- Government to Citizen G2B- Government to Business			
Who may avail:	All Coast Guard District/ Major Commands and Units, Local Government Units, other Government Agencies and Law Enforcement Agencies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request (Send thru email with signature)		Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request to HMARSLEC	1. Receipt of letter request and prepare transmittal letter to Coast Guard K9	None	30 Minutes	Personnel from the Operations MARSLEC and Commander, MARSLEC
2. The requesting party can check on the status of their request by sending an email to cgk9force@coastguard.gov.ph or calling 8767288 or 09178425135/ 099985893978.	2. Receipt of the transmittal letter approved by C, MARSLEC	None	30 Minutes	Coast Guard K9 Operations Duty Personnel and CGK9 Force concerned Staff

**Coast Guard Maritime Security and Law Enforcement
Command (CG K-9)**



N/A	3. Approval/Disapproval of the request. If approved issue directives	None	20 minutes	Commander, Coast Guard K9 Force,
N/A	4. Inform the requesting party	None	10 minutes	Director, Coast Guard K9 Training Center
TOTAL:		None	1 Hour and 30 minutes	



4. Additional Deployment/Augmentation of Coast Guard K9 Teams

The team consists of a K9 handler and a Coast Guard Working Dog (Explosive Detection Dog, Narcotics Detection, and Search and Rescue) will be assigned or augmented to Coast Guard Districts under their operational control. Said team shall conduct K9 paneling, provide security assistance, and perform other tasks as directed by Commander CG Districts within their area of responsibilities.

This procedure has 3 (three) steps that are already reduced to include only the concerned/ responsible units/ persons.

Office or Division:	HMARSLEC/ Coast Guard K9 Force			
Classification:	Simple			
Type of Transaction:	G2G- Government to Government			
Who may avail:	All Coast Guard District/ Major Commands and Units, Local Government Units, other Government Agencies and Law Enforcement Agencies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request (Send thru email with signature)		Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request to HMARSLEC	1. Receipt of letter request and preparation of transmittal	None	30 Minutes	Personnel from the Operations MARSLEC and Commander, MARSLEC
2. The requesting party can check on the status of their request by sending an email to cgk9force@coastguard.gov.ph or calling 8767288 or 09178425135/ 099985893978.	2. Receipt of the transmittal and letter approved by C, MARSLEC	None	30 Minutes	Coast Guard K9 Operations Duty Personnel and CGK9 Force concerned Staff
N/A	3. Approval/ Disapproval of the request and	None	20 Minutes	Commander, Coast Guard K9 Force,

**Coast Guard Maritime Security and Law Enforcement
Command (CG K-9)**



	issuance of directives			
N/A	4. Inform the requesting party	None	10 Minutes	Commander, Coast Guard K9 Group and Commanding Officer and Coast Guard K9 Field Operating Unit/s
TOTAL:		None	1 Hour and 30 minutes	



5. Availability of K9 Team for Conduct of K9 Panelling/ Sanitation, K9 Visibility and Security Assistance

The team shall be composed of a K9 handler and a Coast Guard Working Dog (either Explosive Detection Dog or Narcotics Detection Dog) and, if available, CGK9 Explosive Ordnance Detection (EOD).

The team shall conduct K9 related operations during international or locally hosted events of the country/LGU and inter agency operation, such as: Summits, SONA, Feast of Black Nazarene, Operation Greyhound, Bar Examination, PCG Major Events and Ceremonies and among others.

This procedure has 3 (three) steps that are already reduced to include only the concerned/ responsible units/ persons.

Office or Division:	HMARSLEC/ Coast Guard K9 Force			
Classification:	Simple			
Type of Transaction:	G2G- Government to Government G2C- Government to Citizen G2B- Government to Business			
Who may avail:	International and National Summit Organizers, Event Organizers, Local Government Units and other Government Agencies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request (Send thru email with signature)		Letter Request will originate from the office of the Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request to HMARSLEC or Coast Guard Districts	1. Receipt of letter request and preparation of transmittal	None	30 Minutes	Personnel from the Operations MARSLEC and Commander, MARSLEC
2. The requesting party can check on the status of their request by sending an email to cgk9force@coastguard.gov.ph or calling 8767288 or	2. Receipt of the transmittal and letter approved by C, MARSLEC	None	30 Minutes	Coast Guard K9 or CG Districts Operations Duty Personnel and concerned Staff

**Coast Guard Maritime Security and Law Enforcement
Command (CG K-9)**



09178425135/ 099985893978				
N/A	3.Approval/Disapproval of the request and issuance of directives	None	20 Minutes	Commander, Coast Guard K9 Force or CG Districts,
N/A	Inform the requesting party	None	10 Minutes	Commander, GCK9 Group or Commanding Officer, CGK9 Field Operating Unit/s
TOTAL:		None	1 Hour and 30 minutes	



6. Accommodation for Coast Guard K9 Basic Dog and Handler Course/ Coast Guard K9 EDD/NDD Specialization Dog and Handler Specialization Course

Personnel of law enforcement agencies including the PNP, PDEA, BJMP, and other government agencies together with their material dogs may avail the trainings upon the recommendation of their Commander/Head of Office.

The personnel with his/her material dog must complete the four (4) month Coast Guard K9 Dog and Handler Course as well as the six (6) month Coast Guard K9 EDD/NDD Detection Dog and Handler Specialization Course after which a certificate of completion shall be issued to them.

This procedure has 4 (four) steps and the steps are already reduced in which only concerned/ responsible units/ persons are included.

Office or Division:	Coast Guard K9 Force			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government			
Who may avail:	PNP, PDEA, BJMP and other Government Agencies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request (Send thru email with signature)		Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request directly to HMARSLEC or through the Coast Guard Districts	1. Receipt of letter request and prepare transmittal letter to Coast Guard K9	None	20 Minutes	Personnel from the Operations MARSLEC and Commander, MARSLEC
2. The requesting party can check on the status of their request by sending an email to cgk9force@coastguard.gov.ph or calling 8767288 or 09178425135/ 099985893978.	2. Receipt of the transmittal letter approved by C, MARSLEC	None	20 Minutes	Coast Guard K9 Operations Duty Personnel and CGK9 Force concerned Staff

**Coast Guard Maritime Security and Law Enforcement
Command (CG K-9)**



N/A	3. Approval/Disapproval of the request. If approved, issue directives	None	10 minutes	Commander, Coast Guard K9 Force,
N/A	4. Inform the requesting party	None	10 minutes	Director, Coast Guard K9 Training Center
TOTAL:		None	1 Hour	



7. Availability of Coast Guard K9 Evaluation Team

The CGK9 Force through the CGK9 Training Center shall provide evaluators to conduct efficiency assessments on Detection Dogs and Handlers of various government agencies, shipping companies and K9 service providers upon request.

This procedure has 4 (four) steps and the steps are already reduced in which only concerned/ responsible units/ persons are included.

Office or Division:	HMARSLEC/ Coast Guard K9 Force			
Classification:	Simple			
Type of Transaction:	G2G- Government to Government G2B- Government to Business			
Who may avail:	All Government Agencies and other Business Sector like Shipping Companies K9 Service Providers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request (Send thru email with signature)		Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter Request to HMARSLEC	1. Receipt of letter request and prepare transmittal letter to Coast Guard K9	None	30 Minutes	Personnel from the Operations MARSLEC and Commander, MARSLEC
2. The requesting party can check on the status of their request by sending an email to cgk9force@coastguard.gov.ph or calling 8767288 or 09178425135/ 099985893978.	2. Coast Guard K9 Operations Duty Personnel will have the received transmittal together with Letter Request for routing to all CGK9 Force concerned Staff.	None	30 Minutes	Coast Guard K9 Operations Duty Personnel and CGK9 Force concerned Staff
N/A	3. Approval/Disapproval If approved issue directives	None	20 Minutes	Commander, Coast Guard K9 Force,

**Coast Guard Maritime Security and Law Enforcement
Command (CG K-9)**



N/A	4. Inform the requesting party	None	10 Minutes	Director, Coast Guard K9 Training Center
TOTAL:		None	1 Hour and 30 minutes	



1. Issuance of International Oil Pollution Prevention Certificate (IOPPC)

Issuance of International Oil Pollution Prevention Certificate is for Philippine registered vessels engaged in international voyage/trade in compliance with Memorandum Circular 06-05 dated 28 October 2005 on the prevention of pollution by oil from ships. IOPPC is valid for five (5 years) from its approval by Commandant, Philippine Coast Guard.

Office or Division:	Marine Environmental Protection Command			
Classification:	Simple			
Type of transaction:	G2B - Government to Business; G2C - Government to Citizen			
Who may avail:	Shipping Companies, Ship Owners and Land Based Companies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request (One (1) Original Copy)		Company		
2. Certificate of Philippine Registry (One (1) Photocopy)		MARINA		
3. Certificate of Ownership (One (1) Photocopy)		MARINA		
4. Ship Safety Certificate (One (1) Photocopy)		MARINA		
5. Surveyor Report from Surveyor (One (1) Photocopy)		Surveyor in contract with company		
6. Records of Construction and Equipment (One (1) Photocopy)		Company		
7. Boarding Certificate (One (1) Photocopy)		MEPFORCE		
8. Oily-Water Separator Accreditation Certificate (One (1) Photocopy)		MEP ACCES		
9. Pictures during inspection (One (1) Photocopy)		MEPFORCE		
10. One (1) Certified true copy of old certificate (for renewal)		Company		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements (Online/Physical Transaction)	1. Receive complete requirements based on Checklist (endorsed by MEPFOR) (Online/Physical Transaction)	None	15 Minutes	Information Management Branch, MEP-ACCES
N/A	2. Evaluate all necessary documents. Forward	None	15 Minutes	Evaluation Management Branch, MEP-ACCES



	link of payment form (for online application) or refer client to cashier for payment (physical transaction).			
2. Proceed to Payment (via online transaction and over the counter at HMEPCOM cashier for Physical Transaction)	3. Receive payment. Issue Official Receipt (E-copy of OR for Online Application)	Php 1,000.00	15 Minutes	Revenue Management Branch, MEP-ACCES
N/A	4. Encoding of details of the vessel and the type of service applied for Commander, MEPCOM's endorsement to CPCG	None	45 Minutes	Document Processing Management Branch, MEP-ACCES CMEPCOM
N/A	5. Approval and signature of CPCG	None	2 Working Days & 8 Hours	CPCG/CG-9
3. Claim Certificate	6. Release Certificate	None	30 Minutes	Document Processing Management Branch, MEP-ACCES
TOTAL:		Php 1,000.00	2 Working Days and 10 Hours	



2. Issuance of Oil Pollution Prevention Certificate (OPPC)

Issuance of International Oil Pollution Prevention Certificate is for Philippine registered vessels engaged in Domestic voyage/trade in compliance with Memorandum Circular 06-05 dated 28 October 2005 on the prevention of pollution by oil from ships. OPPC is valid for five (5 years) upon approval of Commander, Marine Environmental Protection Command.

Office or Division:	Marine Environmental Protection Command			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business; G2C - Government to Citizen			
Who may avail:	Shipping Companies, Ship Owners and Land Based Companies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request (One (1) Original Copy)		Company		
2. Certificate of Philippine Registry (One (1) Photocopy)		MARINA		
3. Certificate of Ownership (One (1) Photocopy)		MARINA		
4. Ship Safety Certificate (One (1) Photocopy)		MARINA		
5. Surveyor Report from Surveyor (One (1) Photocopy)		Surveyor in contract with company		
6. Records of Construction and Equipment (One (1) Photocopy)		Company		
7. Boarding Certificate (One (1) Photocopy)		MEPFORCE		
8. Oily-Water Separator Accreditation Certificate (One (1) Photocopy)		MEP ACCES		
9. Pictures during inspection (One (1) Photocopy)		MEPFORCE		
10. One (1) Certified true copy of old certificate (for renewal) (Photocopy)		Company		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements (Online/Physical Transaction)	1. Receive complete requirements based on Checklist (endorsed by MEPFOR) (Online/Physical Transaction)	None	15 Minutes	Information Management Branch, MEP-ACCES
N/A	2. Evaluate all necessary documents.	None	15 Minutes	Evaluation Management



	Forward link of payment form (for online application) or refer client to cashier for payment (physical transaction).			Branch, MEP-ACCES
2. Proceed to Payment (via online transaction and over the counter at HMEPCOM cashier for Physical Transaction)	3. Receive payment. Issue Official Receipt (E-copy of OR for Online Application)	Php 1,000.00	15 Minutes	Revenue Management Branch, MEP-ACCES
N/A	4. Encoding of details of the vessel and the type of service applied. Subsequently, print Certificate for Commander, MEPCOM's signature	None	30 Minutes	Document Processing Management Branch, MEP-ACCES CMEPCOM
3. Claim Certificate	5. Release Certificate	None	30 Minutes	Document Processing Management Branch, MEP-ACCES
TOTAL:		Php 1,000.00	1 Hour and 45 Minutes	



3. Issuance of International Sewage Pollution Prevention Certificate (ISPPC)

Issuance of International Sewage Pollution Prevention Certificate are for Philippine registered vessels engaged in international voyage/trade in compliance with Memorandum Circular 10-14 dated 19 December 2014 on the prevention of pollution by sewage from ships. ISPPC is valid for five (5 years) from its approval by Commandant, Philippine Coast Guard.

Office or Division:	Marine Environmental Protection Command			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business; G2C - Government to Citizen			
Who may avail:	Shipping Companies, Ship Owners and Land Based Companies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request (One (1) Original Copy)		Company		
2. Certificate of Philippine Registry (One (1) Photocopy)		MARINA		
3. Certificate of Ownership (One (1) Photocopy)		MARINA		
4. Ship Safety Certificate (One (1) Photocopy)		MARINA		
5. Surveyor Report from Surveyor (One (1) Photocopy)		Surveyor in contract with company		
6. Records of Construction and Equipment (One (1) Photocopy)		Company		
7. Boarding Certificate (One (1) Photocopy)		MEPFORCE		
8. Sewage Treatment Plant/Holding Tank Accreditation Certificate (One (1) Photocopy)		MEP ACCES		
9. Pictures during inspection (One (1) Photocopy)		MEPFORCE		
10. One (1) Certified true copy of old certificate (for renewal) (Photocopy)		Company		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements (Online/Physical Transaction)	1. Receive complete requirements based on Checklist (endorsed by MEPFOR)	None	15 Minutes	Information Management Branch, MEP-ACCES



	(Online/ Physical Transaction)			
N/A	2. Evaluate all necessary documents. Forward link of payment form (for online application) or refer client to cashier for payment (physical transaction).	None	15 Minutes	Evaluation Management Branch, MEP-ACCES
2. Proceed to Payment (via online transaction and over the counter at HMEPCOM cashier for Physical Transaction)	3. Receive payment. Issue Official Receipt (E-copy of OR for Online Application)	Php 5,000.00	15 Minutes	Revenue Management Branch, MEP-ACCES
N/A	4. Encoding of details of the vessel and the type of service applied for Commander, MEPCOM's endorsement to CPCG	None	45 Minutes	Document Processing Management Branch, MEP-ACCES CMEPCOM
N/A	5. Approval and signature of CPCG	None	2 Working Days and 8 Hours	CPCG/CG-9
3. Claim Certificate	6. Release Certificate	None	30 Minutes	Document Processing Management Branch, MEP-ACCES
TOTAL:		Php 5,000.00	2 Working Days And 10 Hours	



4. Issuance of Sewage Pollution Prevention Certificate (SPPC)

Issuance of Sewage Pollution Prevention Certificate are for vessels engaged in Domestic voyage/trade in compliance with Memorandum Circular 10-14 dated 19 December 2014 on the prevention of pollution by sewage from ships. SPPC is valid for five (5 years) upon approval of Commander, Marine Environmental Protection Command.

Office or Division:	Marine Environmental Protection Command			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business; G2C - Government to Citizen			
Who may avail:	Shipping Companies, Ship Owners and Land Based Companies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request (One (1) Original Copy)		Company		
2. Certificate of Philippine Registry (One (1) Photocopy)		MARINA		
3. Certificate of Ownership (One (1) Photocopy)		MARINA		
4. Ship Safety Certificate (One (1) Photocopy)		MARINA		
5. Surveyor Report from Surveyor (One (1) Photocopy)		Surveyor in contract with company		
6. Records of Construction and Equipment (One (1) Photocopy)		Company		
7. Boarding Certificate (One (1) Photocopy)		MEPFORCE		
8. Sewage Treatment Plant/Holding Tank Accreditation Certificate (One (1) Photocopy)		MEP ACCCES		
9. Pictures during inspection (One (1) Photocopy)		MEPFORCE		
10. One (1) Certified true copy of old certificate (for renewal) (Photocopy)		Company		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements (Online/Physical Transaction)	1. Receive complete requirements based on Checklist (endorsed by MEPFOR) (Online/Physical Transaction)	None	15 Minutes	Information Management Branch, MEP-ACCES
N/A	2. Evaluate all necessary	None	15 Minutes	Evaluation Management



	documents. Forward link of payment form (for online application) or refer client to cashier for payment (physical transaction).			Branch, MEP-ACCES
2. Proceed to Payment (via online transaction and over the counter at HMEPCOM cashier for Physical Transaction)	3. Receive payment. Issue Official Receipt (E-copy of OR for Online Application)	Php 5,000.00	15 Minutes	Revenue Management Branch, MEP-ACCES
N/A	4. Encoding of details of the vessel and the type of service applied. Subsequently, print Certificate for Commander, MEPCOM's signature	None	30 Minutes	Document Processing Management Branch, MEP-ACCES CMEPCOM
3. Claim Certificate	5. Release Certificate	None	30 Minutes	Document Processing Management Branch, MEP-ACCES
TOTAL:		Php 5,000.00	1 Hour and 45 Minutes	



5. Issuance of Certificate of Accreditation for Oily-Water Separator (OWS)

In compliance with Memorandum Circular 04 dated 17 October 2005, a Certificate of Accreditation for type-approval of OWS devices are issued to a Philippine registered vessel compliant with the set of standards of MARPOL 73/78 Rules and Regulation on the prevention of pollution by Oil from ships. OWS certificate is valid for three (3) years upon approval of Commander, Marine Environmental Protection Command.

Office or Division:	Marine Environmental Protection Command			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business; G2C - Government to Citizen			
Who may avail:	Shipping Companies, Ship Owners and Land Based Companies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request (One (1) Original Copy)		Company		
2. Fully Accomplished Application Form (One (1) Photocopy)		Company		
3. Certificate of Philippine Registry (One (1) Photocopy)		MARINA		
4. Certificate of Ownership (One (1) Photocopy)		MARINA		
5. Schematic Diagram (One (1) Photocopy)		Company		
6. Inspection Report (One (1) Photocopy)		MEPFORCE		
7. Boarding Certificate (One (1) Photocopy)		MEPFORCE		
8. Photocopy of Official Receipt for testing fee of OWS (One (1) Photocopy)		MEP ACCES		
9. Laboratory Result (One (1) Photocopy)		Marine Science Investigation Force Lab		
10. One (1) Certified true copy of old certificate (for renewal) (Photocopy)		Company		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements (Online/Physical Transaction)	1. Receive complete requirements based on Checklist (endorsed by MEPFOR) (Online/Physical Transaction)	None	15 Minutes	Information Management Branch, MEP-AcCeS



N/A	2. Evaluate all necessary documents. Forward link of payment form (for online application) or refer client to cashier for payment (physical transaction).	None	15 Minutes	Evaluation Management Branch, MEP-ACCES
2. Proceed to Payment (via online transaction and over the counter at HMEPCOM cashier for Physical Transaction)	3. Receive payment. Issue Official Receipt (E-copy of OR for Online Application)	Testing fee of OWS Samples Php 6,000.00 Accreditation Fee Php 1,000.00 Certificate Fee Php 300.00	15 Minutes	Revenue Management Branch, MEP-ACCES
N/A	4. Encoding of details of the vessel and the type of service applied. Subsequently, print Certificate for Commander, MEPCOM's signature	None	30 Minutes	Document Processing Management Branch, MEP-ACCES CMEPCOM
3. Claim Certificate	5. Release Certificate	None	30 Minutes	Document Processing Management Branch, MEP-ACCES
TOTAL:		Php 7,300.00	1 Hour and 45 Minutes	



6. Issuance of Certificate of Accreditation for Sewage Treatment Plant (STP)

In compliance with Memorandum Circular 10-14 dated 19 December 2014, a Certificate of Accreditation for type-approval of STP devices are issued to a Philippine registered vessel compliant with the set of standards of MARPOL 73/78 Rules and Regulation on the prevention of pollution by Sewage from ships. STP certificate is valid for three (3 years) upon approval of Commander, Marine Environmental Protection Command.

Office or Division:	Marine Environmental Protection Command			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business; G2C - Government to Citizen			
Who may avail:	Shipping Companies, Ship Owners and Land Based Companies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request (One (1) Original Copy)		Company		
2. Fully Accomplished Application (One (1) Photocopy)		Company		
3. Certificate of Philippine Registry (One (1) Photocopy)		MARINA		
4. Certificate of Ownership (One (1) Photocopy)		MARINA		
5. Ship Safety Certificate (One (1) Photocopy)		MARINA		
6. Schematic Diagram (One (1) Photocopy)		Company		
7. Inspection Report (One (1) Photocopy)		MEPFORCE		
8. Boarding Certificate (One (1) Photocopy)		MEPFORCE		
9. Laboratory Result (One (1) Photocopy)		Any DENR recognized Environmental Lab		
10. One (1) Certified true copy of old certificate (for renewal) (Photocopy)		Company		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements (Online/Physical Transaction)	1. Receive complete requirements based on Checklist	None	15 Minutes	Information Management Branch, MEP-ACCES



	(endorsed by MEPFOR) (Online/ Physical Transaction)			
N/A	2. Evaluate all necessary documents. Forward link of payment form (for online application) or refer client to cashier for payment (physical transaction).	None	15 Minutes	Evaluation Management Branch, MEP-ACCES
2. Proceed to Payment (via online transaction and over the counter at HMEPCOM cashier for Physical Transaction)	3. Receive payment. Issue Official Receipt (E-copy of OR for Online Application)	Accreditation Fee Php 1,000.00 Certificate Fee Php 300.00	15 Minutes	Revenue Management Branch, MEP-ACCES
N/A	4. Encoding of details of the vessel and the type of service applied. Subsequently, print Certificate for Commander, MEPCOM's signature	None	30 Minutes	Document Processing Management Branch, MEP-ACCES CMEPCOM
3. Claim Certificate	5. Release Certificate	None	30 Minutes	Document Processing Management Branch, MEP-ACCES
TOTAL:		Php 1,300.00	1 Hour and 45 Minutes	



7. Issuance of Certificate of Compliance for Holding Tank (HT)

This Certificate is issued whenever vessel has complied with standard dimensions required to stored such sewage as to prevent sewage pollution in compliance with Annex IV of MARPOL Convention 73/78. HT certificate is valid for three (3 years) upon approval of Commander, Marine Environmental Protection Command.

Office or Division:	Marine Environmental Protection Command			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business; G2C - Government to Citizen			
Who may avail:	Shipping Companies, Ship Owners and Land Based Companies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request (One (1) Original Copy)		Company		
2. Fully Accomplished Application Form (One (1) Photocopy)		Company		
3. Certificate of Philippine Registry (One (1) Photocopy)		MARINA		
4. Certificate of Ownership (One (1) Photocopy)		MARINA		
5. Ship Safety Certificate (One (1) Photocopy)		MARINA		
6. Schematic Diagram (One (1) Photocopy)		Company		
7. Inspection Report (stipulate the holding tank computation) (One (1) Photocopy)		MEPFORCE		
8. Boarding Certificate (One (1) Photocopy)		MEPFORCE		
9. One (1) Certified true copy of old certificate (for renewal) (Photocopy)		Company		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements (Online/Physical Transaction)	1. Receive complete requirements based on Checklist (endorsed by MEPFOR) (Online/ Physical Transaction)	None	15 Minutes	Information Management Branch, MEP-ACCES



N/A	2. Evaluate all necessary documents. Forward link of payment form (for online application) or refer client to cashier for payment (physical transaction)	None	15 Minutes	Evaluation Management Branch, MEP-ACCES
2. Proceed to Payment (via online transaction and over the counter at HMEPCOM cashier for Physical Transaction)	3. Receive payment. Issue Official Receipt (E-copy of OR for Online Application)	Accreditation Fee Php 1,000.00 Certificate Fee Php 300.00	15 Minutes	Revenue Management Branch, MEP-ACCES
N/A	4. Encoding of details of the vessel and the type of service applied. Subsequently, print Certificate for Commander, MEPCOM's signature	None	30 Minutes	Document Processing Management Branch, MEP-ACCES CMEPCOM
3. Claim Certificate	5. Release Certificate	None	30 Minutes	Document Processing Management Branch, MEP-ACCES
TOTAL:		Php 1,300.00	1 Hour and 45 Minutes	



8. Issuance of Certificate of Accreditation for Oil Spill Material (OSM)

In compliance with Memorandum Circular Number 04-2005 dated 17 October 2005, a Certificate of Accreditation are issued to the company and/or product such as Oil Spill Material, Oil Spill Boom and other Oil Spill Response Equipment's and devices compliant with the testing and evaluation of the PCG prior to be utilized during an oil spill incident. OSM certificate is valid for three (3 years) upon approval of Commander, Marine Environmental Protection Command.

Office or Division:	Marine Environmental Protection Command			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business; G2C - Government to Citizen			
Who may avail:	Shipping Companies, Ship Owners and Land Based Companies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request (One (1) Original Copy)		Company		
2. Fully Accomplished Application Form (One (1) Photocopy)		Company		
3. Company Profile (One (1) Photocopy)		Company		
4. Product Brochures/Product Specification (One (1) Photocopy)		Company		
5. Laboratory Result/Product Evaluation Report (One (1) Photocopy)		Marine Science Investigation Force Lab		
6. One (1) Certified true copy of old certificate (for renewal) (Photocopy)		Company		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements (Online/Physical Transaction)	1. Receive complete requirements based on Checklist (endorsed by MEPFOR) (Online/Physical Transaction)	None	15 Minutes	Information Management Branch, MEP-ACCES
N/A	2. Evaluate all necessary documents. Forward link of payment form (for online application) or refer client to cashier for payment	None	15 Minutes	Evaluation Management Branch, MEP-ACCES



	(physical transaction)			
2. Proceed to Payment (via online transaction and over the counter at HMEPCOM cashier for Physical Transaction)	3. Receive payment. Issue Official Receipt (E-copy of OR for Online Application)	Accreditation Fee Php 1,000.00 Certificate Fee Php 300.00	15 Minutes	Revenue Management Branch, MEP-ACCES
N/A	4. Encoding of details of the vessel and the type of service applied. Subsequently, print Certificate for Commander, MEPCOM's signature	None	30 Minutes	Document Processing Management Branch, MEP-ACCES CMEPCOM
3. Claim Certificate	5. Release Certificate	None	30 Minutes	Document Processing Management Branch, MEP-ACCES
TOTAL:		Php 1,300.00	1 Hour and 45 Minutes	



9. Issuance of Certificate of Accreditation for Oil Spill Boom (OSB)

In compliance with Memorandum Circular Number 04-2005 dated 17 October 2005, a Certificate of Accreditation are issued to the company and/or product such as Oil Spill Material, Oil Spill Boom and other Oil Spill Response Equipment's and devices compliant with the testing and evaluation of the PCG prior to be utilized during an oil spill incident. OSB certificate is valid for three (3 years) upon approval of Commander, Marine Environmental Protection Command.

Office or Division:	Marine Environmental Protection Command			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business; G2C - Government to Citizen			
Who may avail:	Shipping Companies, Ship Owners and Land Based Companies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request (One (1) Original Copy)		Company		
2. Fully Accomplished Application Form (One (1) Photocopy)		Company		
3. Company Profile (One (1) Photocopy)		Company		
4. Product Brochures/Product Specification (One (1) Photocopy)		Company		
5. Laboratory Result/Product Evaluation Report (Photocopy)		Marine Science Investigation Force Lab		
6. One (1) Certified true copy of old certificate (for renewal) (Photocopy)		Company		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements (Online/Physical Transaction)	1. Receive complete requirements based on Checklist (endorsed by MEPFOR) (Online/Physical Transaction)	None	15 Minutes	Information Management Branch, MEP-ACCES
N/A	2. Evaluate all necessary documents. Forward link of payment form (for online application) or refer client to cashier for	None	15 Minutes	Evaluation Management Branch, MEP-ACCES



	payment (physical transaction)			
2. Proceed to Payment (via online transaction and over the counter at HMEPCOM cashier for Physical Transaction)	3. Receive payment. Issue Official Receipt (E-copy of OR for Online Application)	Accreditation Fee Php 1,000.00 Certificate Fee Php 300.00	15 Minutes	Revenue Management Branch, MEP-ACCES
N/A	4. Encoding of details of the vessel and the type of service applied. Subsequently, print Certificate for Commander, MEPCOM's signature	None	30 Minutes	Document Processing Management Branch, MEP-ACCES CMEPCOM
3. Claim Certificate	5. Release Certificate	None	30 Minutes	Document Processing Management Branch, MEP-ACCES
TOTAL:		Php 1,300.00	1 Hour and 45 Minutes	



10. Issuance of Certificate of Accreditation for Oil Spill Response Equipment (OSRE)

In compliance with Memorandum Circular Number 04-2005 dated 17 October 2005, a Certificate of Accreditation are issued to the company and/or product such as Oil Spill Material, Oil Spill Boom and other Oil Spill Response Equipment's and devices compliant with the testing and evaluation of the PCG prior to be utilized during an oil spill incident. OSRE certificate is valid for three (3 years) upon approval of Commander, Marine Environmental Protection Command.

Office or Division:	Marine Environmental Protection Command			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business; G2C - Government to Citizen			
Who may avail:	Shipping Companies, Ship Owners and Land Based Companies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request (One (1) Original Copy)		Company		
2. Fully Accomplished Application Form (One (1) Photocopy)		Company		
3. Company Profile (One (1) Photocopy)		Company		
4. Product Brochures/Product Specification (One (1) Photocopy)		Company		
5. Laboratory Result/Product Evaluation Report (One (1) Photocopy)		Marine Science Investigation Force Lab		
6. One (1) Certified true copy of old certificate (for renewal) (Photocopy)		Company		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements (Online/Physical Transaction)	1. Receive complete requirements based on Checklist (endorsed by MEPFOR) (Online/Physical Transaction)	None	15 Minutes	Information Management Branch, MEP-ACCES
N/A	2. Evaluate all necessary documents. Forward link of payment form (for online application) or refer client to	None	15 Minutes	Evaluation Management Branch, MEP-ACCES



	cashier for payment (physical transaction)			
2. Proceed to Payment (via online transaction and over the counter at HMEPCOM cashier for Physical Transaction)	3. Receive payment. Issue Official Receipt (E-copy of OR for Online Application)	Accreditation Fee Php 1,000.00 Certificate Fee Php 300.00	15 Minutes	Revenue Management Branch, MEP-ACCES
N/A	4. Encoding of details of the vessel and the type of service applied. Subsequently, print Certificate for Commander, MEPCOM's signature	None	30 Minutes	Document Processing Management Branch, MEP-ACCES CMEPCOM
3. Claim Certificate	5. Release Certificate	None	30 Minutes	Document Processing Management Branch, MEP-ACCES
TOTAL:		Php 1,300.00	1 Hour and 45 Minutes	



11. Issuance of Certificate of Accreditation for Oil Spill Dispersant (OSD)

In compliance with Memorandum Circular Number 04-2005 dated 17 October 2005, a Certificate of Accreditation are issued to the company and/or product of Oil Spill Dispersant compliant with the testing and analysis of the PCG prior to be utilized during an oil spill incident. OSD certificate is valid for three (3 years) upon approval of Commander, Marine Environmental Protection Command.

Office or Division:	Marine Environmental Protection Command			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business; G2C - Government to Citizen			
Who may avail:	Shipping Companies, Ship Owners and Land Based Companies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request (One (1) Original Copy)		Company		
2. Fully Accomplished Application Form (One (1) Photocopy)		Company		
3. Company Profile (One (1) Photocopy)		Company		
4. Product Brochures/Product Specification (One (1) Photocopy)		Company		
5. Laboratory Result/Product Evaluation Report (One (1) Photocopy)		Marine Science Investigation Force Lab		
6. One (1) Certified true copy of old certificate (for renewal) (Photocopy)		Company		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements (Online/Physical Transaction)	1. Receive complete requirements based on Checklist (endorsed by MEPFOR) (Online/Physical Transaction)	None	15 Minutes	Information Management Branch, MEP-ACCES
N/A	2. Evaluate all necessary documents. Forward link of payment form (for online application) or refer client to cashier for	None	15 Minutes	Evaluation Management Branch, MEP-ACCES



	payment (physical transaction)			
2. Proceed to Payment (via online transaction and over the counter at HMEPCOM cashier for Physical Transaction)	3. Receive payment. Issue Official Receipt (E-copy of OR for Online Application)	Toxicity and Effectiveness Test Php 3,000.00 Accreditation Fee Php 1,000.00 Certificate Fee Php 300.00	15 Minutes	Revenue Management Branch, MEP-ACCES
N/A	4. Encoding of details of the vessel and the type of service applied. Subsequently, print Certificate for Commander, MEPCOM's signature	None	30 Minutes	Document Processing Management Branch, MEP-ACCES CMEPCOM
3. Claim Certificate	5. Release Certificate	None	30 Minutes	Document Processing Management Branch, MEP-ACCES
TOTAL:		Php 4,300.00	1 Hour and 45 Minutes	



12. Issuance of Certificate of Accreditation for Tank Cleaning Contractor (TCC)

In compliance with Memorandum Circular Number 08-14 dated 19 December 2014, a Certificate of Accreditation are issued to the company and/or a service provider engaged to tank cleaning operations and/or involved in the collection and disposal of diluted oil and other related substances which compliant with the set of standards of the PCG on prevention of pollution by oil. TCC certificate is valid for one (1 year) upon approval of Commander, Marine Environmental Protection Command.

Office or Division:	Marine Environmental Protection Command
Classification:	Simple
Type of Transaction:	G2B - Government to Business; G2C - Government to Citizen
Who may avail:	Shipping Companies, Ship Owners and Land Based Companies
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter Request (One (1) Original Copy)	Company
2. Articles of Incorporation (Company Profile, DTI Permits, Business Permits & etc.) (One (1) Photocopy)	Company
3. Land Base Inspection Report (One (1) Photocopy)	MEPFORCE
4. List of Equipment and PPE (One (1) Photocopy)	Company
5. One (1) Plan for the conduct of tank cleaning activity (One (1) Photocopy)	Company
6. Emergency plan in case of injury, accidents or spillage (One (1) Photocopy)	Company
7. MOA/Contract with treatment facilities (company without treatment facilities) (One (1) Photocopy)	Company
8. One (1) List of qualified personnel conducting Tank Cleaning Operation (attach Certificates or any proof of training taken to qualify to perform tank cleaning operation) (Photocopy)	Company
9. One (1) Certified true copy of old certificate (for renewal) (Photocopy)	Company



CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements (Online/Physical Transaction)	2. Receive complete requirements based on Checklist (endorsed by MEPFOR) (Online/ Physical Transaction)	None	15 Minutes	Information Management Branch, MEP-AcCeS
N/A	2. Evaluate all necessary documents. Forward link of payment form (for online application) or refer client to cashier for payment (physical transaction)	None	15 Minutes	Evaluation Management Branch, MEP-ACCES
2. Proceed to Payment (via online transaction and over the counter at HMEPCOM cashier for Physical Transaction)	3. Receive payment. Issue Official Receipt (E-copy of OR for Online Application)	Inspection Fee Php 5,000.00 Accreditation Fee Php 3,000.00 Certificate Fee Php 300.00	15 Minutes	Revenue Management Branch, MEP-ACCES
N/A	4. Encoding of details of the vessel and the type of service applied. Subsequently, print Certificate for Commander, MEPCOM's signature	None	30 Minutes	Document Processing Management Branch, MEP-ACCES CMEPCOM



3. Claim Certificate	5. Release Certificate	None	30 Minutes	Document Processing Management Branch, MEP-ACCES
TOTAL:		Php 8,300.00	1 Hour and 45 Minutes	



13. Issuance of Certificate of Accreditation for Oily Waste Collector (OWC)

In compliance with Memorandum Circular Number 08-14 dated 19 December 2014, a Certificate of Accreditation are issued to the company and/or a service provider engaged to collection and disposal of diluted oil and other related substances which compliant with the set of standards of the PCG on prevention of pollution by oil. OWC certificate is valid for one (1 year) upon approval of Commander, Marine Environmental Protection Command.

Office or Division:	Marine Environmental Protection Command	
Classification:	Simple	
Type of Transaction:	G2B - Government to Business; G2C - Government to Citizen	
Who may avail:	Shipping Companies, Ship Owners and Land Based Companies	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
1. Letter Request (One (1) Original Copy)	Company	
2. Articles of Incorporation (Company Profile, DTI Permits, Business Permits & etc.) (One (1) Photocopy)	Company	
3. List of Equipment used during operation (One (1) Photocopy)	Company	
4. List of Qualified personnel to conduct such operation with corresponding certificate of training (One (1) Photocopy)	Company	
5. Emergency plan in case of injury, accidents or spillage (One (1) Photocopy)	Company	
6. Oil Spill Contingency Plan (One (1) Photocopy)	Company	
7. Environmental Compliance Certificate (ECC) (One (1) Photocopy)	DENR-EMB	
8. Transporter Registration Certificate (One (1) Photocopy)	DENR-EMB	
9. Treatment, Storage and Disposal (TSD) Certificate (One (1) Photocopy)	DENR-EMB	
10. MOA/Contract with treatment facilities (company without treatment facilities) (One (1) Photocopy)	Company	
11. Land Base Inspection Report (One (1) Photocopy)	MEPFORCE	



12. One (1) Certified true copy of old certificate (for renewal) (Photocopy)		Company		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements (Online/Physical Transaction)	1. Receive complete requirements based on Checklist (endorsed by MEPFOR) (Online/ Physical Transaction)	None	15 Minutes	Information Management Branch, MEP-ACCES
N/A	2. Evaluate all necessary documents. Forward link of payment form (for online application) or refer client to cashier for payment (physical transaction)	None	15 Minutes	Evaluation Management Branch, MEP-ACCES
2. Proceed to Payment (via online transaction and over the counter at HMEPCOM cashier for Physical Transaction)	3. Receive payment. Issue Official Receipt (E-copy of OR for Online Application)	Inspection Fee Php 5,000.00 Accreditation Fee Php 3,000.00 Certificate Fee Php 300.00	15 Minutes	Revenue Management Branch, MEP-ACCES
N/A	4. Encoding of details of the vessel and the type of service applied. Subsequently, print Certificate	None	30 Minutes	Document Processing Management Branch, MEP-ACCES CMPCOM



	for Commander, MEPCOM's signature			
3. Claim Certificate	5. Release Certificate	None	30 Minutes	Document Processing Management Branch, MEP- ACCES
TOTAL:		Php 8,300.00	1 Hour and 45 Minutes	



14. Issuance of Certificate of Accreditation for Sewage and Gray Water Collector (SGWC)

In compliance with Memorandum Circular Number 08-14 dated 19 December 2014, a Certificate of Accreditation are issued to the company and/or a service provider engaged to collection and disposal of diluted oil and other related substances which compliant with the set of standards of the PCG on prevention of pollution by sewage. SGWC certificate is valid for one (1 year) upon approval of Commander, Marine Environmental Protection Command.

Office or Division:	Marine Environmental Protection Command	
Classification:	Simple	
Type of Transaction:	G2B - Government to Business; G2C - Government to Citizen	
Who may avail:	Shipping Companies, Ship Owners and Land Based Companies	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
1. Letter Request (One (1) Original Copy)	Company	
2. Articles of Incorporation (Company Profile, DTI Permits, Business Permits & etc.) (One (1) Photocopy)	Company	
3. List of Equipment used during operation (One (1) Photocopy)	Company	
4. List of Qualified personnel to conduct such operation with corresponding certificate of training (One (1) Photocopy)	Company	
5. Emergency plan in case of injury, accidents or spillage (One (1) Photocopy)	Company	
6. Plan for the conduct of operation (One (1) Photocopy)	Company	
7. Environmental Compliance Certificate (ECC) (One (1) Photocopy)	DENR-EMB	
8. Transporter Registration Certificate (One (1) Photocopy)	DENR-EMB	
9. Treatment, Storage and Disposal (TSD) Certificate (One (1) Photocopy)	DENR-EMB	
10. MOA/Contract with treatment facilities (company without treatment facilities) (One (1) Photocopy)	Company	
11. Land Base Inspection Report (One (1) Photocopy)	MEPFORCE	



12. One (1) Certified true copy of old certificate (for renewal) (Photocopy)		Company		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements (Online/Physical Transaction)	1. Receive complete requirements based on Checklist (endorsed by MEPCOM) (Online/ Physical Transaction)	None	15 Minutes	Information Management Branch, MEP-ACCES
N/A	2. Evaluate all necessary documents. Forward link of payment form (for online application) or refer client to cashier for payment (physical transaction).	None	15 Minutes	Evaluation Management Branch, MEP-ACCES
2. Proceed to Payment (via online transaction and over the counter at HMEPCOM cashier for Physical Transaction)	3. Receive payment. Issue Official Receipt (E-copy of OR for Online Application)	Inspection Fee Php 5,000.00 Accreditation Fee Php 3,000.00 Certificate Fee Php 300.00	15 Minutes	Revenue Management Branch, MEP-ACCES
N/A	4. Encoding of details of the vessel and the type of service applied. Subsequently, print Certificate for Commander, MEPCOM's signature	None	30 Minutes	Document Processing Management Branch, MEP-ACCES CMEPCOM



3. Claim Certificate	5. Release Certificate	None	30 Minutes	Document Processing Management Branch, MEP-ACCES
TOTAL:		Php 8,300.00	1 Hour and 45 Minutes	



15. Issuance of Certificate of Accreditation for Solid Waste Collector (SWC)

In compliance with Memorandum Circular Number 08-14 dated 19 December 2014, a Certificate of Accreditation are issued to the company and/or a service provider engaged to collection and disposal of diluted oil and other related substances which compliant with the set of standards of the PCG on prevention of pollution by garbage. SWC certificate is valid for one (1 year) upon approval of Commander, Marine Environmental Protection Command.

Office or Division:	Marine Environmental Protection Command
Classification:	Simple
Type of Transaction:	G2B - Government to Business; G2C - Government to Citizen
Who may avail:	Shipping Companies, Ship Owners and Land Based Companies
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter Request (One (1) Original Copy)	Company
2. Articles of Incorporation (Company Profile, DTI Permits, Business Permits & etc.) (One (1) Photocopy)	Company
3. List of Equipment used during operation (One (1) Photocopy)	Company
4. List of Qualified personnel to conduct such operation with corresponding certificate of training (One (1) Photocopy)	Company
5. Emergency plan in case of injury, accidents or spillage (One (1) Photocopy)	Company
6. Plan for the conduct of operation (One (1) Photocopy)	Company
7. Environmental Compliance Certificate (ECC) (One (1) Photocopy)	DENR-EMB
8. Transporter Registration Certificate (One (1) Photocopy)	DENR-EMB
9. Treatment, Storage and Disposal (TSD) Certificate (One (1) Photocopy)	DENR-EMB
10. Certification/Permits/Contract of Sanitary Landfill/Dumpsite (One (1) Photocopy)	DENR



11. MOA/Contract with treatment facilities (company without treatment facilities) (One (1) Photocopy)		Company		
12. Land Base Inspection Report (One (1) Photocopy)		MEPFORCE		
13. One (1) Certified true copy of old certificate (for renewal) (Photocopy)		Company		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements (Online/Physical Transaction)	1. Receive complete requirements based on Checklist (endorsed by MEPFOR) (Online/ Physical Transaction)	None	15 Minutes	Information Management Branch, MEP-ACCES
N/A	2. Evaluate all necessary documents. Forward link of payment form (for online application) or refer client to cashier for payment (physical transaction)	None	15 Minutes	Evaluation Management Branch, MEP-ACCES
2. Proceed to Payment (via online transaction and over the counter at HMEPCOM cashier for Physical Transaction)	3. Receive payment. Issue Official Receipt (E-copy of OR for Online Application)	Inspection Fee Php 5,000.00 Accreditation Fee Php 3,000.00 Certificate Fee Php 300.00	15 Minutes	Revenue Management Branch, MEP-ACCES
N/A	4. Encoding of details of the vessel and the type of service applied. Subsequently, print Certificate	None	30 Minutes	Document Processing Management Branch, MEP-ACCES CMPCOM



	for Commander, MEPCOM's signature			
3.Claim Certificate	5. Release Certificate	None	30 Minutes	Document Processing Management Branch, MEP-ACCES
TOTAL:		Php 8,300.00	1 Hour and 45 Minutes	



16. Issuance of Certificate of Accreditation for MARPOL Surveyor

In compliance with Memorandum Circular Number 06-05 dated 28 December 2005 and Memorandum Circular Number 10-14 dated 19 December 2014, a Certificate of Accreditation are issued to the company and/or a service provider engaged to conducting MARPOL survey on Philippine registered vessels under MARPOL Convention and other MEP related regulation. MARPOL SURVEYOR certificate is valid for one (1 year) upon approval of Commander, Marine Environmental Protection Command.

Office or Division:	Marine Environmental Protection Command			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business; G2C - Government to Citizen			
Who may avail:	Shipping Companies, Ship Owners and Land Based Companies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request (One (1) Original Copy)		Company		
2. Articles of Incorporation (Company Profile, DTI Permits, Business Permits & etc.) (One (1) Photocopy)		Company		
3. List of Qualified Surveyor with corresponding resume and certificate (One (1) Photocopy)		Company		
4. Inspection Report (One (1) Photocopy)		MEPFORCE		
5. One (1) Certified true copy of old certificate (for renewal) (Photocopy)		Company		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements (Online/Physical Transaction)	1. Receive complete requirements based on Checklist (endorsed by MEPFOR) (Online/ Physical Transaction)	None	15 Minutes	Information Management Branch, MEP-ACCES
N/A	2. Evaluate all necessary documents. Forward link of payment form (for online application) or	None	15 Minutes	Evaluation Management Branch, MEP-ACCES



	refer client to cashier for payment (physical transaction)			
2. Proceed to Payment (via online transaction and over the counter at HMEPCOM cashier for Physical Transaction)	3. Receive payment. Issue Official Receipt (E-copy of OR for Online Application)	Accreditation Fee Php 1,000.00 Certificate Fee Php 300.00	15 Minutes	Revenue Management Branch, MEP-ACCES
N/A	4. Encoding of details of the vessel and the type of service applied. Subsequently, print Certificate for Commander, MEPCOM's signature	None	30 Minutes	Document Processing Management Branch, MEP-ACCES CMEPCOM
3. Claim Certificate	5. Release Certificate	None	30 Minutes	Document Processing Management Branch, MEP-ACCES
TOTAL:		Php 1,300.00	1 Hour and 45 Minutes	



17. Registration of Oil Record Book (ORB) Part I & II

In compliance with Memorandum Circular 01- 05 dated 07 October 2005, Oil Record Book Part I (Machinery space operations) and Oil Record Book Part II (Cargo/Ballast Operations) of Philippine registered vessel are subject to be registered with the PCG to monitor the discharges and disposal of oily waste generated onboard in relation with the prevention of pollution by oil under MARPOL 73/78 and other MEP related regulations.

Office or Division:	Marine Environmental Protection Command			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business; G2C - Government to Citizen			
Who may avail:	Shipping Companies, Ship Owners and Land Based Companies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request (One (1) Original Copy)		Company		
2. Certificate of Philippine Registry (One (1) Photocopy)		MARINA		
3. One (1) Certificate of Ownership (Photocopy)		MARINA		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements (Online/Physical Transaction)	1. Receive complete requirements based on Checklist (endorsed by MEPFOR) (Online/Physical Transaction)	None	15 Minutes	Information Management Branch, MEP-ACCES
N/A	2. Evaluate all necessary documents. Forward link of payment form (for online application) or refer client to cashier for payment (physical transaction)	None	15 Minutes	Evaluation Management Branch, MEP-ACCES
2. Proceed to Payment (via online transaction and over the counter at HMEPCOM	3. Receive payment. Issue and release Official Receipt (E-copy of OR for Online Application)	Php 240.00	15 Minutes	Revenue Management Branch, MEP-ACCES



cashier for Physical Transaction)				
N/A	4. Encoding of details of the vessel and the type of record book. Subsequently, forward documents to the service provider.	None	45 Minutes	Document Processing Management Branch, MEP-ACCES CMEPCOM
N/A	5. Printing and binding of service provider	None	2 Days and 10 Hours	Service Provider
3. Claim Record Book	6. Release Record Book	None	30 Minutes	Document Processing Management Branch, MEP-ACCES
TOTAL:		Php 240.00	2 Working Days and 12 Hours	



18. Registration of Cargo Record Book (CRB)

Issuance of CRB is for ships carrying Noxious Liquid Substances in Bulk on board vessels. Registration of Cargo Record Book is in compliance with MARPOL 73/78 Convention “International Convention for the Prevention of Pollution from Ships and other MEP Rules and Regulations.

Office or Division:	Marine Environmental Protection Command			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business; G2C - Government to Citizen			
Who may avail:	Shipping Companies, Ship Owners and Land Based Companies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request (One (1) Original Copy)		Company		
2. Certificate of Philippine Registry (One (1) Photocopy)		MARINA		
3. Certificate of Ownership (One (1) Photocopy)		MARINA		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements (Online/Physical Transaction)	1. Receive complete requirements based on Checklist (endorsed by MEPCFOR) (Online/ Physical Transaction)	None	15 Minutes	Information Management Branch, MEP-ACCES
N/A	2. Evaluate all necessary documents. Forward link of payment form (for online application) or refer client to cashier for payment (physical transaction)	None	15 Minutes	Evaluation Management Branch, MEP-ACCES
2. Proceed to Payment (via online transaction and over the	3. Receive payment. Issue and release Official Receipt	Php 240.00	15 Minutes	Revenue Management Branch, MEP-ACCES



counter at HMEPCOM cashier for Physical Transaction)	(E-copy of OR for Online Application)			
N/A	4. Encoding of details of the vessel and the type of record book. Subsequently, forward documents to the service provider.	None	45 Minutes	Document Processing Management Branch, MEP-ACCES CMEPCOM
N/A	5. Printing and binding of service provider	None	2 Days and 10 Hours	Service Provider
3. Claim Record Book	6. Release Record Book	None	30 Minutes	Document Processing Management Branch, MEP-ACCES
TOTAL:		Php 240.00	2 Working Days and 12 Hours	



19. Registration of Garbage Record Book (GRB) Part I & II

In compliance with Memorandum Circular 01- 05 dated 07 October 2005, Garbage Record Book of Philippine registered vessels are subject to be registered with the PCG to monitor the discharges and disposal of garbage generated onboard in relation with the prevention of pollution by garbage under MARPOL 73/78 and other MEP related regulations.

Office or Division:	Marine Environmental Protection Command			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business; G2C - Government to Citizen			
Who may avail:	Shipping Companies, Ship Owners and Land Based Companies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request (One (1) Original Copy)		Company		
2. Certificate of Philippine Registry (One (1) Photocopy)		MARINA		
3. Certificate of Ownership (One (1) Photocopy)		MARINA		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements (Online/Physical Transaction)	1. Receive complete requirements based on Checklist (endorsed by MEPFOR) (Online/Physical Transaction)	None	15 Minutes	Information Management Branch, MEP-ACCES
N/A	2. Evaluate all necessary documents. Forward link of payment form (for online application) or refer client to cashier for payment (physical transaction)	None	15 Minutes	Evaluation Management Branch, MEP-ACCES
2. Proceed to Payment (via online transaction and over the counter at HMEPCOM cashier for Physical Transaction)	3. Receive payment. Issue and release Official Receipt (E-copy of OR for Online Application)	Php 500.00	15 Minutes	Revenue Management Branch, MEP-ACCES
N/A	4. Encoding of details of the vessel and the	None	45 Minutes	Document Processing Management



	type of record book. Subsequently, forward documents to the service provider.			Branch, MEP-ACCES CMEPCOM
N/A	5. Printing and binding of service provider	None	2 Days and 10 Hours	Service Provider
3. Claim Record Book	6. Release Record Book	None	30 Minutes	Document Processing Management Branch, MEP-ACCES
TOTAL:		Php 500.00	2 Working Days and 12 Hours	



20. Registration of Garbage Management Plan (GMP)

GMP is a complete guideline which comprises of a written procedure for collecting, storing, processing, and disposing of garbage generated onboard ship as per regulations provided in Annex V of MARPOL 73/78. Registration of Garbage Management Plan is in compliance with Memorandum Circular Number 07-14 dated 19 December 2014, MARPOL 73/78 and other related MEP regulation. GMP is valid for three (5 years) upon approval of Commander, Marine Environmental Protection Command.

Office or Division:	Marine Environmental Protection Command			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business; G2C - Government to Citizen			
Who may avail:	Shipping Companies, Ship Owners and Land Based Companies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request (One (1) Original Copy)		Company		
2. Certificate of Philippine Registry (One (1) Photocopy)		MARINA		
3. Certificate of Ownership (One (1) Photocopy)		MARINA		
4. Color coded receptacles (One (1) Original)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements (Online/Physical Transaction)	1. Receive complete requirements based on Checklist (endorsed by MEPFOR) (Online/Physical Transaction)	None	15 Minutes	Information Management Branch, MEP-ACCES
N/A	2. Evaluate all necessary documents. Forward link of payment form (for online application) or refer client to cashier for payment (physical transaction)	None	15 Minutes	Evaluation Management Branch, MEP-ACCES
2. Proceed to Payment (via	3. Receive payment. Issue and release	Php 2,000.00	15 Minutes	Revenue Management



online transaction and over the counter at HMEPCOM cashier for Physical Transaction)	Official Receipt (E-copy of OR for Online Application)			Branch, MEP-ACCES
N/A	4. Encoding of details of the vessel and the type of record book. Subsequently, forward documents to the service provider.	None	45 Minutes	Document Processing Management Branch, MEP-ACCES CMEPCOM
N/A	5. Printing and binding of service provider	None	2 Days and 10 Hours	Service Provider
3. Claim of Plan	6. Release Record Plan	None	30 Minutes	Document Processing Management Branch, MEP-ACCES
TOTAL:		Php 2,000.00	2 Working Days and 12 Hours	



21. Registration of Shipboard Oil Pollution Emergency Plan (SOPEP)

SOPEP provides guidance to the Master and officers on board the ship with respect to the steps to be taken when an oil pollution incident has occurred or is likely to occur. Registration of SOPEP is in compliance of Memorandum Circular 09-14 dated 19 December 2014 and other MEP Rules and Regulations. SOPEP is valid for three (5 years) upon approval of Commander, Marine Environmental Protection Command.

Office or Division:	Marine Environmental Protection Command			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business; G2C - Government to Citizen			
Who may avail:	Shipping Companies, Ship Owners and Land Based Companies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request (One (1) Original Copy)		Company		
2. Certificate of Philippine Registry (One (1) Photocopy)		MARINA		
3. Certificate of Ownership (One (1) Photocopy)		MARINA		
4. General Arrangement Plan (One (1) Photocopy)		Company		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements (Online/Physical Transaction)	1. Receive complete requirements based on Checklist (endorsed by MEPFOR) (Online/Physical Transaction)	None	15 Minutes	Information Management Branch, MEP-ACCES
N/A	2. Evaluate all necessary documents. Forward link of payment form (for online application) or refer client to cashier for payment (physical transaction)	None	15 Minutes	Evaluation Management Branch, MEP-ACCES
2. Proceed to Payment (via online transaction and over the counter at HMEPCOM)	3. Receive payment. Issue and release Official Receipt (E-copy of OR for Online Application)	Php 1,000.00	15 Minutes	Revenue Management Branch, MEP-ACCES



cashier for Physical Transaction)				
N/A	4. Encoding of details of the vessel and the type of record book. Subsequently, forward documents to the service provider.	None	45 Minutes	Document Processing Management Branch, MEP-ACCES CMEPCOM
N/A	5. Printing and binding of service provider	None	2 Days and 10 Hours	Service Provider
3. Claim of Plan	6. Release Record Plan	None	30 Minutes	Document Processing Management Branch, MEP-ACCES
TOTAL:		Php 1,000.00	2 Working Days and 12 Hours	



22. Registration of Shipboard Material Pollution Emergency Plan (SMPEP)

SMPEP provides guidance to the Master and officers on board the Ship with respect to the steps to be taken when a marine pollution other than oil incident has occurred or is likely to occur. Registration of SMPEP is in compliance of Memorandum Circular 09-14 dated 19 December 2014 and other MEP Rules and Regulations. SMPEP is valid for three (5 years) upon approval of Commander, Marine Environmental Protection Command.

Office or Division:	Marine Environmental Protection Command			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business; G2C - Government to Citizen			
Who may avail:	Shipping Companies, Ship Owners and Land Based Companies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request (One (1) Original Copy)		Company		
2. Certificate of Philippine Registry (One (1) Photocopy)		MARINA		
3. Certificate of Ownership (One (1) Photocopy)		MARINA		
4. General Arrangement Plan (One (1) Photocopy)		Company		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements (Online/Physical Transaction)	1. Receive complete requirements based on Checklist (endorsed by MEPFOR) (Online/Physical Transaction)	None	15 Minutes	Information Management Branch, MEP-ACCES
N/A	2. Evaluate all necessary documents. Forward link of payment form (for online application) or refer client to cashier for payment (physical transaction)	None	15 Minutes	Evaluation Management Branch, MEP-ACCES
2. Proceed to Payment (via online transaction)	3. Receive payment. Issue and release Official Receipt (E-	Php 1,000.00	15 Minutes	Revenue Management



and over the counter at HMEPCOM cashier for Physical Transaction)	copy of OR for Online Application)			Branch, MEP-ACCES
N/A	4. Encoding of details of the vessel and the type of record book. Subsequently, forward documents to the service provider.	None	45 Minutes	Document Processing Management Branch, MEP-ACCES CMEPCOM
N/A	5. Printing and binding of service provider	None	2 Days and 10 Hours	Service Provider
3. Claim of Plan	6. Release Record Plan	None	30 Minutes	Document Processing Management Branch, MEP-ACCES
TOTAL:		Php 1,000.00	2 Working Days and 12 Hours	



23. Registration of Oil Spill Contingency Plan (OSCP)

OSCP provides guidance with respect to the steps to be taken when an oil pollution incident has occurred or is likely to occur. Registration of OSCP is in compliance to the Memorandum Circular 01-05 dated 07 October 2005 and other MEP Rules and Regulations. OSCP is valid for three (5 years) upon approval of Commander, Marine Environmental Protection Command.

Office or Division:	Marine Environmental Protection Command	
Classification:	Simple	
Type of Transaction:	G2B - Government to Business; G2C - Government to Citizen	
Who may avail:	Shipping Companies, Ship Owners and Land Based Companies	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Letter Request (One (1) Original Copy)	Company
	2. Articles of Incorporation (Company Profile, DTI Permits, Business Permits & etc.) (One (1) Photocopy)	Company
	3. List of MARPOL Equipment with pictures to include the quantity thereof (One (1) Photocopy)	Company
	4. List of Qualified personnel to conduct such operation with corresponding certificate of training (One (1) Photocopy)	Company
	5. Oil Spill Contingency Plan (Four (4) original)	Company
	6. Plan for the conduct of exercise (original)	Company
	7. Environmental Compliance Certificate (ECC) from EMB-DENR (One (1) Photocopy)	DENR-EMB
	8. Inspection Report with pictures during inspection (One (1) Original)	MEPFORCE
	9. Official receipt (One (1) Photocopy)	DENR-EMB
	10. Expired OSCP in case of amendment/s or renewal (One (1) Photocopy)	Company



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements (Physical Transaction)	1. Receive complete requirements based on Checklist (endorsed by D,NOCOP) (Online/ Physical Transaction)	None	15 Minutes	Information Management Branch, MEP-ACCES
N/A	2. Evaluate all necessary documents. Refer client to cashier for payment (physical transaction)	None	15 Minutes	Evaluation Management Branch, MEP-ACCES
2. Proceed to Payment (via over the counter at HMEPCOM cashier for Physical Transaction)	3. Receive payment. Issue and release Official Receipt	Php 1,000.00	15 Minutes	Revenue Management Branch, MEP-ACCES
N/A	4. Encoding of details of the vessel and the type of record book. Subsequently, print OSCP registration cover for CMEPCOM's signature	None	30 Minutes	Document Processing Management Branch, MEP-ACCES CMEPCOM
3. Claim of Plan	5. Release of Plan	None	30 Minutes	Document Processing Management Branch, MEP-ACCES
TOTAL:		Php 1,000.00	1 Hour and 45 Minutes	



1. Request for Availability of Medical Team During Maritime Emergency Situation

To augment and detail Medical Teams to rapidly respond to any forms of maritime emergency situations upon request of the Command and other Agencies/Sectors.

Office or Division:	Coast Guard Medical Service			
Classification:	Simple Transaction			
Type of Transaction:	G2G – Government to Government G2C – Government to Citizen			
Who may avail :	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Radio Message/Directives for SAR/Retrieval Operation and any Maritime Incidents (1 original copy)		PCG Units		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request assistance thru phone call or directives from concerned PCG units.	1. Record all important details including Name, Address and Contact Number; 1.1. Give advance info to Medical Team for their preparation.	None	10 Minutes	Duty Operations
N/A	2. Issue a directive/briefing to Medical Team to conduct necessary Operations	None	15 Minutes	The Command Surgeon (TCS), CGMED/ Service Support Group (SSG), CGMED/ Duty Operations
N/A	3. Immediately dispatch a Team with complete medical equipment and ambulance if necessary.	None	5 Minutes	Medical Team/ Duty Operations
TOTAL:		None	30 Minutes (Working day)	



2. Treatment and Consultation Procedure for Non-Emergency Cases

To assess and determine the health status and medical needs of PCG personnel and their direct dependents.

Office or Division:	Coast Guard Medical Service			
Classification:	Simple Transaction			
Type of Transaction:	G2G – Government to Government G2C – Government to Citizen			
Who may avail:	PCG Uniformed, Non-Uniformed Personnel, PCG Retired Personnel, PCG Dependents and others			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. PCG Uniformed/Non-Uniformed Personnel – Sick Call Slip (1 original copy)		Respective Office/Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Referral to Duty Hospital Man	1. Retrieval and Accomplishment of Patient Clinical Record documenting pertinent details including Name, Unit, Contact Number, Address; 1.1. Logging of patient’s chief complaint. Vital Signs taking and recording	None	15 minutes	Duty Hospital man
2. Referral to Nurse Officer-On-Duty (NOD)	2. Nurse assessment and verification of client’s chief complaint; 2.1. Assessment and recording patient health and medical history;	None	15 minutes	NOD



	<p>2.2. Review of history of present illness.</p> <p>2.3. Independent Nurse Action and immediate management as deemed necessary.</p>			
3. Referral to Medical Officer-on-Duty (MOD)	<p>3. Detail Medical Assessment;</p> <p>3.1. Referral to concerned sections for Diagnostic and Laboratory Examinations (Laboratory, ECG, X-RAY);</p> <p>3.2. Determination of patient status: DUTY, SIQ, ISOLATION, SICKBAY;</p> <p>3.3. Referral to Tertiary Level Hospital as needed in accordance with patient's hospital of choice.</p>	None	30-60 Minutes	MOD, Laboratory, ECG, X-Ray Section.
TOTAL:		None	1 Hour and 30 minutes (Working Day)	



3. Treatment and Consultation Procedure for Emergency Cases

To assess and determine the health status and medical needs of PCG personnel and their direct dependents.

Office or Division:	Coast Guard Medical Service			
Classification:	Simple Transaction			
Type of Transaction:	G2G – Government to Government G2C – Government to Citizen			
Who may avail:	PCG Uniformed, Non-Uniformed Personnel, PCG Retired Personnel, PCG Dependents and others			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
N/A		N/A		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Referral to Nurse Officer-On-Duty (NOD) and Medical Officer-on-Duty (MOD)	1. Assessment and triage of patient's chief complaint as: 1.1. Category 1/Resuscitation: Immediately life-threatening 1.2. Category 2/Emergent: Imminently life threatening or Important time-critical treatment or very severe pain 1.3. Category 3/Urgent: Potentially Life threatening or Situational Urgency or Human Practice 1.4. Category 4/Less Urgent: Situational Urgency or Significant complexity	None	5 Minutes	MOD and NOD

Coast Guard Medical Service



	1.5. Category 5/Non-urgent: Clinic-administrative problems			
N/A	2. Assessment and recording patient health and medical history. Review of history of present illness.	None	15 Minutes	MOD and NOD
N/A	3. Disposition of patients. Referral to Tertiary Level Hospital as needed in accordance with patient's hospital of choice.	None	30 Minutes	MOD and NOD
TOTAL:		None	50 Minutes (Working Day)	



4. Issuance of Neuro-Psychiatric Clearance for PCG Applicants (Commissionship/Enlistment, Lateral Entry, Re-Entry and Civilian Employee)

Issuance of Neuro-Psychiatric Clearance to PCG Applicants who passed the Neuro-Psychiatric Examination.

Office or Division:	Neuro-Psychiatric Section			
Classification:	Simple Transaction			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	PCG Applicants (Commissionship/Enlistment, Lateral Entry, Re-entry and Civilian Employee)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Directives for Medical Process (1 photocopy)		CGHRMC		
2. Processing Form of Applicants (1 original copy)		CGHRMC		
3. Materials needed: a. 1 long brown envelope b. 1 2x2 latest ID picture with white background and name tag c. 1 black ball pen d. 1 pencil		To be provided by the Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to CGMED for the conduct of written neuro-psychiatric (NP) examination	1. Conduct of written NP examination	None	8 Hours	NP Section Personnel
N/A	2. Checking, interpreting, and sorting all psychological test	None	20 Minutes	NP Section Personnel
N/A	3. Conduct initial interview by psychologist/psychometrician	None	30 Minutes	NP Section Personnel
N/A	4. Summary and write-up of psychological test results	None	20 Minutes	NP Section Personnel
N/A	5. Final interview by outsourced NP Screener	Price may vary	30 Minutes	Outsourced NP Screener

Coast Guard Medical Service



N/A	6. Issuance of NP Result transmittal to the Command Surgeon (TCS) attn: Physical Examination (PE) and Records Section	None	15 Minutes	NP Section Personnel
2. Present processing form of applicants	7. Verification of NP Result to processing form of applicants	None	15 Minutes	NP Section Personnel
TOTAL:		None	10 Hours and 10 minutes (Working Day)	

Note:

***Note:** NP Service can accommodate 100 applicants per week. However, completion of NP process may vary upon availability of NP Screener.

****Note:** NP Screener maybe be outsourced and subject to their available schedule.



5. Conduct of Laboratory Services for Check-Up

To provide reliable laboratory result in the diagnosis, treatment, and prevention of disease affecting the health of PCG personnel and their Dependents.

Office or Division:	Coast Guard Medical Service			
Classification:	Simple Transaction			
Type of Transaction:	G2G – Government to Government G2C – Government to Citizen			
Who may avail:	PCG Uniformed, Non-Uniformed Personnel, PCG Retired Personnel, PCG Dependents			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Laboratory Request Form (1 original copy)		1. Treatment and Consultation Area, CGMED SVC 2. Attending Physician		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Laboratory Request Form from Treatment and Consultation Area, CGMED SVC/ Attending Physician	1. Provide Laboratory Result Form to fill-up.	None	5 Minutes	MedTech on Duty
2. Proceed to Urine Collection/ Blood Extraction	2. Collection of Urine and Blood samples	None	15 Minutes	MedTech on Duty/Personnel
N/A	3. Conduct of Laboratory services as requested by Medical-Officer-On-Duty (MOD)/ Attending Physician 3.1. Logging and Releasing of Laboratory Result	None	5 Hours 40 minutes Note: (STAT – Release Laboratory Result within 30 minutes – 1 hour)	MedTech on Duty
TOTAL:		None	6 Hours (Working Day)	



6. Issuance of Medical Clearance for PCG Applicants (Commissionship/Enlistment, Lateral Entry, Re-entry and Civilian Employee)

Issuance of Medical Clearance for PCG Applicants who undergone and passed the NP, Laboratory and Physical Examination.

Office or Division:	PE and Records Section			
Classification:	Complex Transaction			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	PCG Applicants (Commissionship/Enlistment, Lateral Entry, Re-entry and Civilian Employee)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Directives for Medical Process (1 photocopy)		CGHRMC		
2. Processing Form of Applicants (1 original copy)		CGHRMC		
3. Material needed: a. 1 long ordinary white folder b. 1 2x2 latest ID picture with white background and name tag c. 1 black ball pen		To be provided by the Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client will proceed to CGMED for the conduct of Physical Examination (PE)	1. Provide PE forms to fill-up and referral form to partnered diagnostic clinic for Laboratory Test, ECG and X-ray	None	15 Minutes	PE and Records Section Personnel
2. Present PE form to Treatment and Consultation Section	2. Obtain Vital Signs, Ishihara and Snellen, Height and Weight, and BMI	None	30 Minutes	Nurse Officer-On-Duty (NOD)/ Duty Hospitalman
3. Present referral form to partnered diagnostic clinic	3. Proceed to partnered diagnostic clinic for laboratory test, ECG and X-ray	Price vary depending on the current partnered diagnostic clinic	7 Days (Working days)	Partnered Diagnostic Clinic



4. Present PE form to Treatment and Consultation Section	4. Conduct of Physical Examination	None	15 Minutes	Medical-Officer-On-Duty (MOD)
N/A	5. Final Evaluation of the physical exam, laboratory result, ECG and X-ray result	None	30 Minutes	The Command Surgeon (TCS), CGMED SVC
N/A	6. Issuance of transmittal of partial list of medically cleared applicants to CGHRMC	None	1 Hour	PE and Records Section Personnel
5. Present processing form of applicants	7. Verification of processing form of applicants	None	15 Minutes	PE and Records Section Personnel
TOTAL:		None	7 Working Days, 2 Hours, and 45 Minutes	

Note:

***Note:** Laboratory test, ECG and CXR maybe be outsourced and time element may vary.

****Note:** Physical Examination is scheduled after all Laboratory test, ECG and CXR has been received by PE and Records Section.

*****Note:** Medical Clearances/Certificates shall be issued once all medical requirements, NP clearance and other medical compliances has been met.



1. Dental treatment and other services for PCG personnel and their dependents.

-Provide measures to treat correct and arrest oral, dental and maxillo-facial diseases/injuries.

-Execute preventive measure to preserve and maintain the general oral health of all Coast Guard Personnel.

-Offer and extended dental care services to Dependents of all Coast Guard Personnel.

Office or Division:	Coast Guard Dental Service			
Classification:	Simple Transaction			
Type of Transaction:	G2G -Government to Government G2C – Government to Citizen			
Who may avail:	PCG personnel and their Dependents.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. PCG Uniformed ID (1 Original Copy)		Coast Guard Adjutant Office		
2. PCG Dependents ID (1 Original Copy)		Coast Guard Adjutant Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Patient must call CGDS Office for tele-Dentistry or may visit the dental clinic	1. Patient will be ask for Basic Information 1.1. Tele-interview/ Interview to assess dental needs and medical-dental history taking prior categorization of patients according to order of priorities and treatment limitations	None	15 Minutes	Dental Operation/ Duty Dental Technician Dental Officer / Civilian Dentist
2. Patient must Attend to his / her Scheduled Dental Appointment	2. Log-in the scheduled patients for treatment 2.1. Prepare dental patient record	None	15 Minutes	Duty Dental Technician Dental Records Personnel

Coast Guard Dental Service



3. Pre Operative Procedure for Patient prior treatment area (Check the vital signs and BP)	3. Pre-Operative Procedure for Dental Health Personnel: 3.1. Donning of Personal Protective Equipment (PPE's) such as clinical gown or scrub suits, face mask, face shield head cap, gloves, etc	None	15 Minutes	Dental Assistant Dental Officer / Civilian Dentist
N/A	4. DENTAL Treatment Procedure 4.1. Update dental record 4.2. Input Treatment done to Log Book	None	50 Minutes (varies depends on case)	Dentist / Dental Assistant
4. After Treatment Procedure for Patient and Patient Discharge	5. Dental Education and Post-Operative Instruction	None	5 Minutes	Dentist
TOTAL:		None	1 Hour and 40 minutes (Working day)	



2. Dental processing of PCG applicants (Commissionship, Enlistment, Later-Entry, Re-entry to the service and civilian employee.

Render dento-oral assessment being a part of the PCG physical examination as one of the procedural requirements for PCG Recruitment.

Office or Division:	Coast Guard Dental Service			
Classification:	Complex Transaction			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	PCG Applicants			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Applicants' Directive to proceed to dental examination. (CGHRMC will issue a copy to CGDS Office the list PCG Applicants for dental Examination)		CGHRMC		
2. (1) Original copy of Applicants Processing Form duly signed my CGHRMC Recruitment Officer		CGHRMC		
3. One (1) Photocopy of Valid ID		Government Issued ID		
4. One (1) pc Recent 2x2 ID Picture with white background		Requesting Party		
5. One (1) long white folder		Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Valid ID (Government Issued ID) must be shown for verification	1. Screening of Dental Applicants 1.1. Applicants must be included in the list of PCG ABT Passers and also included in the directive to proceed for dental Exam 1.2. Fill-up CGDS Forms	None	5 Minutes	Personnel from Dental Recruitment Branch

Coast Guard Dental Service



<p>2. Submit the following:</p> <p>2.1. Applicants Processing from CGHRMC</p> <p>2.2. Recent 2x2 ID Picture with white background</p> <p>2.3. Photocopy of Valid ID (Gov. Issued ID)</p> <p>2.4. One (1) long white folder Fill-up CGDS Forms</p>	<p>2. Issue of Dental Forms</p> <p>2.1. Referral Form</p> <p>2.2. Letter of Agreement</p>	<p>None</p>	<p>10 Minutes</p>	<p>Personnel from Dental Recruitment Branch</p>
<p>3. Applicant will read or instructed to utter some phrases</p>	<p>3. Speech problem determination phase</p>	<p>None</p>	<p>5 Minutes</p>	<p>Personnel from Dental Recruitment Branch</p>
<p>4. Proceed to dental examination area</p>	<p>4. Initial Oral Examination / Check-up and Dental recording</p>	<p>None</p>	<p>20 Minutes</p>	<p>Dental Examining Officer</p>
<p>5. Applicant with <u>compliance</u></p> <p>5.1. Will receive Referral form indicating dental defects</p>	<p>5. Issuance of Oral Examination Result</p> <p>5.1. Dental Compliances Applicant with dental requirements/compliance will be given <u>Referral Form</u>, which indicates treatment required then</p> <p>5.1.1. Consolidate documents</p> <p>5.1.2. Indicate PENDING on Applicants Processing form and sign</p>	<p>None</p>	<p>10 Minutes</p>	<p>Dental Examining Officer</p> <p>Personnel from Dental Recruitment Branch</p>

Coast Guard Dental Service



<p>5.2. Dentally Fit Applicant -without compliance</p>	<p>5.1.3. Instruct the applicant to proceed to their prefer Private Dentist for dental treatment and comeback if all requirements are completed.</p> <p>5.2. Applicant without compliance/Cleared</p> <p>5.2.1. Consolidation documents</p> <p>5.2.2. Indicate <u>CLEARED</u> on Applicants Processing form and sign</p> <p>5.2.3. Instruct applicant to <u>proceed to Step 7</u></p>			
<p>6. Applicant with compliance</p> <p>6.1. Bring the copy of referral form and Dental Certificate from private Dentist</p>	<p>6. Final Dental Examination or Re-examination (Revalidated if all requirements is properly complied or completed)</p> <p>6.1. Applicant who COMPLETED the requirements: the dental examiner will sign and indicate <u>CLEARED</u> on Applicants Processing form</p> <p>6.2. Applicant with INCOMPLETE requirements: still pending status and <u>Go back to Step 5.A.</u></p>	<p>None</p>	<p>10 Minutes</p>	<p>Dental Examining Officer</p>

Coast Guard Dental Service



7. Log-in in to Cleared Applicants Logbook	7. Record 'Cleared Applicant'	None	5 Minutes	Personnel from Dental Recruitment Branch
N/A	8. Submission of dental cleared Applicants to CG HRMC (Transmittal)	None	10 Minutes	Personnel from Dental Recruitment Branch
TOTAL:		None	1 Hour and 15 minutes (Working day)	

NOTE:

In two (2) weeks applicants competence to comply in dental requirements



3. Dental Missions/ Civic Actions

Conduct free dental services for the civilian populace in the field as part of the Civil Relation services of the command.

Office or Division:	Coast Guard Dental Service			
Classification:	Simple Transaction			
Type of Transaction:	G2G - Government to Government G2C - Government to Citizen			
Who may avail:	Other Government Agency, Private non-Profit Agency / Organization, LGU			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request of the activity, which also indicates that the requesting parties will shoulder all the logistical requirements of the activity. (One (1) Original Copy)		CGDS/ NHPCG Dental Dispensary - CPCG,		
2. Approved letter request the activity (One (1) Original Copy)		CG Dental Stations - PCG Major Unit Commanders		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request to CPCG attention Commander, CGDS/ 1.1. Letter request to PCG Unit Commander 1.2. Letter Request from PCG Unit Commander to Commander, CGDS	1. Drafting of Letter Request to DCGS for Operations for the Approval of the Activity (Military letter)	None	30 Minutes	C, CGDS
2. Waiting for approval	2. Drafting of DF for the activity	None	2 Hours	DCGS for Operations
N/A	3. For Approval of DF.	None	1 Working day	a. DCAPCG b. DCOPCG c. CPCG

Coast Guard Dental Service



N/A	4. If approved, CG Dental Service will conduct Dental Mission on the provided date, time and venue.	None	N/A	N/A
TOTAL:		None	1 Working Day, 2 hours and 30 minutes	



1. Recruitment for Officers and Non-Officers

(To select the best qualified applicants to be part of the PCG-DOTr Service)

Office or Division:	Coast Guard Human Resource Management Command	
Classification:	Complex	
Type of Transaction:	G2C – Government to Transacting Public	
Who may avail:	Applicants	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
1. Personal Information Sheet and Application Form (1 Original Copy)	Procurement and Attrition Division – Examination Branch	
2. Transcript of Records (1 Certified True Copy)	School Registrar	
3. Diploma and/or TESDA Certificate (for enlistment applicants) - (1 Certified True Copy)	School Registrar	
4. PSA Birth Certificate (1 Certified True Copy)	Philippine Statistics Authority	
5. PSA Marriage Certificate of Parents (1 Certified True Copy)	Philippine Statistics Authority	
6. PSA Certificate of No Marriage (1 Certified True Copy)	Philippine Statistics Authority	
7. NBI Clearance (1 Certified True Copy)	National Bureau of investigation	
8. PNP Crame Clearance (1 Certified True Copy)	Camp Rafael T Crame – Quezon City	
9. Local PNP Clearance (applicants residence area) (1 Certified True Copy)	Municipal Police Precinct	
10. Mayor's Clearance (applicants residence area) (1 Certified True Copy)	Mayor's Office	
11. Barangay Clearance (applicants residence area) (1 Certified True Copy)	Barangay Hall	
12. Municipal Trial Court Clearance (applicants residence area) (1 Certified True Copy)	Municipal Trial Court	
13. PRC ID and/or CSC Certification (for officers application) - (1 Certified True Copy)	Philippine Regulatory Commission and/or Civil Service Commission	
14. Regional Trial Court Clearance (applicants residence area) (1 Certified True Copy)their region	Regional Trial Court	



15. Two (2) Copies 2x2 pictures with white background wearing White Polo Shirt for Commissionship and White Round neck for Enlistment	Photography Studio			
16. Whole Body Picture (Colored 4R)-(1 Original copy) with white background wearing White Polo Shirt for Commissionship and White Roundneck for Enlistment also wearing maong pants and rubber shoes	Photography Studio			
17. Residential Sketch (1 Original Copy)	To be complied by the applicant			
18. PAG-IBIG No. (1 Certified True Copy)	PAG-IBIG			
19. PhilHealth No. (1 Certified True Copy)	PhilHealth			
20. Tax Identification No. (1 Certified True Copy)	Bureau of Internal Revenue			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submits the duly accomplished application form together with the Initial documentary requirements</p> <p>1.1. The Following are the said initial Requirements:</p> <p>1.1.1. TOR</p> <p>1.1.2. Certificate or Diploma</p> <p>1.1.3. PSA (Birth Certificate)</p> <p>1.1.4. Completed Personal Information Sheet</p> <p>1.1.5. Completed Application Form 2020</p>	<p>1. Checks the entries on the application form and the sufficiency of the documentary requirements for initial screening</p>	None	5 Minutes	Procurement and Attrition Division – Examination Branch
N/A	2. Applicants who passed the initial screening shall be informed on	None	5 Minutes	Procurement and Attrition Division – Examination Branch



	the date of the PCGABT Test and will be given an examination stub with the control numbers			
2. Proceed to the examination area and take the PCGABT	3. Conduct the PCGABT and ensure the probity of the examination	None	4 hours	Procurement and Attrition Division – Examination Branch
N/A	4. Verification of PCGABT Result	None	7 working days	N/A
N/A	5. Publish the list of names of applicants who passed the examination	None	5 minutes	Procurement and Attrition Division – Examination Branch
N/A	6. consolidate the names of applicants who passed the PCGABT for issuance of directives	None	N/A	N/A
3. Proceed to PCG Units responsible for the conduct of Physical Fitness Test, Medical Examination and Dental Examination	7. Issue directives to applicants who passed the PCGABT to proceed with the following:	None	N/A	Procurement and Attrition Division – Examination Branch
N/A	7.1. Physical Fitness Test	None	N/A	CG Special Service Office
N/A	7.2. Medical Examination / Neuropsychiatric examination	None	N/A	CG Medical Service
N/A	7.3. Dental Examination	None	N/A	CG Dental Service
N/A	8. Those who completed and passed the PFT, Medical, NP and Dental will be inform to prepare 7 long folders	None	N/A	N/A



	with tabbings of all documentary requirements to CGHRMC via nearest HRMU on the residence of the applicant.			
4. Submit all the documentary requirements to be utilized by the Deliberation board during deliberation and for the purpose of Background investigation INSTRUCTIONS: 4.1. Submit all documentary requirements to CGHRMC via nearest HRMU on the residence of the applicant.	9. Forward the documents to DC of CGS for Intelligence, CG-2 for Background Investigation	None	N/A	Procurement and Attrition Division and DC of CGS for Intelligence, CG-2 (CI Branch)
N/A	10. Those who cleared by CG-2 will be inform to proceed for deliberation	None	2 Working days	N/A
5. Face the deliberation board for the final evaluation	11. Applicants shall undergo Deliberation that will be conducted by PCG Officers Admission Board for Officer applicants and PCG Non-Officers Admission Board for Non-Officer applicants	None	10 Minutes	Procurement and Attrition Division – Examination Branch / PCG Officer Admission Board (PCGOAB) or PCG Non-Officer Admission Board (PCGNOAB)
N/A	12. Applicants Who Passed the deliberation will	None	N/A	N/A



	<p>be endorsed by PCG Officer Admission Board (PCGOAB) or PCG Non-Officer Admission Board (PCGNOAB) to Commandant Philippine Coast Guard for their appointment in PCG service.</p> <p>12.1. Once approved by CPCG, Applicants will be informed of the date of Oath taking / Convening</p>			
TOTAL:		None	9 Working days, 4 hours and 25 minutes	



2. Filing of Application for Non-Uniformed Personnel

(To select the best qualified applicants to be part of the CG Civilian Affairs)

Office or Division:	Coast Guard Human Resource Management Command – Civilian Affairs Service			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Transacting Public			
Who may avail:	Applicants			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Resume / Curriculum Vitae (1 Original Copy)		To be complied by the applicant		
2. PSA Birth Certificate (1 Certified True Copy)		Philippine Statistics Authority		
3. Transcript of Records (1 Certified True Copy)		School Registrar		
4. Diploma (1 Photocopy)		School Registrar		
5. Two (2) Copies 2x2 pictures with white background wearing white shirt.		Photography Studio		
6. PRC ID and/or CSC Certification (1 Certified True Copy)		Philippine Regulatory Commission and/or Civil Service Commission		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the duly accomplished application form together with the documentary requirements	1. Checks the entries on the application form and the sufficiency of the documentary requirements for initial screening	None	5 Minutes	Coast Guard Civilian Affairs – Recruitment Branch
N/A	2. Applicants who passed the initial screening shall be informed on the date of the examination	None	5 Minutes	Coast Guard Civilian Affairs – Recruitment Branch
2. Proceed to Civilian Affairs Office and take the entrance exam	3. Conduct the entrance exam and ensure the probity of the examination	None	2 Hours	Coast Guard Civilian Affairs – Recruitment Branch



N/A	4. Inform the applicants who passed the examination	None	5 Minutes	Coast Guard Civilian Affairs – Recruitment Branch
3. Proceed to PCG Units responsible for the conduct of Medical Examination and Dental Examination	5. Issue directives to applicants to proceed with the following: 5.1. Medical Examination / Neuropsychiatric examination	None	7 Working days, 12 hours and 45 minutes	Coast Guard Civilian Affairs – Recruitment Branch CG Medical Service
N/A	5.2. Dental Examination	None	1 Hour 45 minutes	CG Dental Service
4. Face the deliberation board for the final evaluation	6. Applicants shall undergo Deliberation that will be conducted by Human Resource Merit and Promotion Board	None	10 Minutes	Coast Guard Civilian Affairs / Human Resource Merit and Promotion Board (Chairman C,CGHRMC)
5. Submit all of the documentary requirements for the purpose of Background investigation	7. Forward the documents to DC of CGS for Intelligence, CG-2 for Background Investigation	None	5 Working days	Coast Guard Civilian Affairs and DC of CGS for Intelligence, CG-2 (CI Branch)
N/A	8. Applicants Who Qualified will be endorse by Human Resource Merit and Promotion Board to Commandant Philippine Coast Guard for their appointment as Civilian employee in the PCG. 8.1. Once approved by CPCG, Applicants will be inform of the date of Oath taking.	None	N/A	N/A
TOTAL:		None	12 Working days, 16 hours and 55 minutes	



3. Recruitment of Lateral Entry Applicants

To select the best qualified applicants to be part of the CG Service via Lateral Entry.

Office or Division:	Coast Guard Human Resource Management Command	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Transacting Public	
Who may avail:	Active and Honorably Discharged Officers and Non-Officers from other Branches of Armed Service in the Philippines	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Personal History Sheet (1 Original Copy)		Procurement and Attrition Division – Examination Branch
2. Transcript of Records (1 Certified True Copy)		School Registrar
3. Updated Statement of Service (SOS) (1 Original Copy)		Previous Branch of Service
4. Updated Summary of Information (SOI) (1 Original Copy)		To be complied by the Lateral Entrants
5. Diploma - (1 Certified True Copy)		School Registrar
6. PSA Birth Certificate (1 Certified True Copy)		Philippine Statistics Authority
7. Ombudsman Clearance (1 Original Copy)		Office of the Ombudsman
8. Sandiganbayan Clearance (1 Original Copy)		Sandigan Bayan
9. NBI Clearance (1 Certified True Copy)		National Bureau of investigation
10. Whole Body Picture (Colored 4R) (1 Original Copy) white background 10.1. When in Active service – wearing GOA Alpha of their branch of service. 10.2. If Inactive service - formal attire.		Photography Studio
11. Discharge Order from Headquarters (1 Certified true Copy)		Headquarters of previous Branch of Service
12. Letter of Intent (1 Original Copy)		To be complied by the applicant



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submits the letter of intent together with the initial documentary requirements</p> <p>1.1. The following are the said initial requirements: 1.1.1. SOS 1.1.2. SOI 1.1.3. Discharge order from Headquarters(if inactive)</p>	1. Checks the sufficiency of the documentary requirements	None	5 Minutes	Procurement and Attrition Division
N/A	2. Screen the documents submitted by the Lateral Entry Applicants	None	5 Minutes	Procurement and Attrition Division
2. Submit all of the documentary requirements to be utilized by the Deliberation board during deliberation and for the purpose of Background investigation	3. Forward the documents to DC of CGS for Intelligence, CG-2 for Background Investigation	None	5 Working days	Procurement and Attrition Division and DC of CGS for Intelligence, CG-2 (CI Branch)
N/A	4. Inform the qualified Lateral Entry Applicants on the schedule of his/her deliberation date	None	5 Minutes	Procurement and Attrition Division – Secretariat, PCG Lateral Entry Board
3. Proceed to PCG Units responsible for the conduct of Physical Fitness Test, Medical Examination and Dental Examination	5. Issue directives to applicants to proceed with the following:	None	2 Hours	Procurement and Attrition Division –
N/A	5.1. Physical Fitness Test	None	7 Working days, 12 hours	CG Special Service Office



N/A	5.2. Medical Examination / Neuropsychiatric examination	None	45 Minutes	CG Medical Service
N/A	5.3. Dental Examination	None	1 Hour & 45 Minutes	CG Dental Service
4. Face the deliberation board for the PCG Lateral Entry	6. Applicants shall undergo Deliberation that will be conducted by PCG Lateral Entry Board	None	20 Minutes	Procurement and Attrition Division – / PCG Lateral Entry Board
N/A	7. Applicants Who Qualified will be endorsed by PCG Lateral Entry Board to Commandant Philippine Coast Guard for their appointment in the PCG service. 7.1. Once approved by CPCG, Applicants will be inform of the date of Oath taking.	None	N/A	N/A
TOTAL:		None	12 Working days, 17 hours and 5 minutes	



4. Filing of Application for ReCAD, Re-Entry or Reinstatement

To select the best qualified applicants to be reverted back to active PCG Service.

Office or Division:	Coast Guard Human Resource Management Command	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Transacting Public	
Who may avail:	Former PCG Officers and Non-Officers who Honorably Discharged, Resigned or Separated from active PCG Service	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Personal Information Sheet (1 Original Copy)	Procurement and Attrition Division – Examination Branch
	2. Summary of Information (1 Photocopy Authenticated by CGAO)	Coast Guard Adjutant's Office
	3. Updated Statement of Service (1 Certified True Copy)	Previous Branch of Service
	4. PSA Birth Certificate (1 Certified True Copy)	Philippine Statistics Authority
	5. Separation/Discharge order and Certificate of Length of Active PCG Service (1 Photocopy Authenticated by CGAO)	Coast Guard Adjutant's Office
	6. Ombudsman Clearance (1 Original Copy)	Office of the Ombudsman
	7. NBI Clearance (1 Certified True Copy)	National Bureau of investigation
	8. Sandigan Bayan Clearance (1 Original Copy)	Sandigan Bayan
	9. Local PNP Clearance (1 Certified True Copy)	Municipal Police Precinct
	10. PFT Clearance (1 Original Copy)	CG Special Service Office
	11. Medical Clearance (1 Original Copy)	CG Medical Service
	12. Dental Clearance (1 Original Copy)	CG Dental Service
	13. Residential Sketch (1 Original Copy)	To be complied by the applicant
	14. Letter of appeal (1 Original Copy)	To be complied by the applicant
	15. Whole Body Picture (Colored 4R) (1 Original Copy)	Photography Studio



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submits the letter of intent together with the initial documentary requirements</p> <p>1.1. The Following Are The Said Initial Requirements:</p> <p>1.1.1. Updated SOS 1.1.2. SOI 1.1.3. Separation / Discharge order and length of PCG Active Service</p>	1. Checks the sufficiency of the documentary requirements	None	5 Minutes	Procurement and Attrition Division – Secretariat, PCGRRRB
2. Submit all of the documentary requirements to be utilized by the Deliberation board as reference during deliberation	2. Screen the documents submitted by the Re-entrant	None	5 Minutes	Procurement and Attrition Division – Secretariat, PCGRRRB
N/A	3. Send letter request to CG-2, CG Legal Service and CG Inspector General & Internal Affairs Service (CGIG-IAS) In order to verify if the Reentrant has any derogatory records	None	5 Working days	Procurement and Attrition Division – Secretariat, PCGRRRB/ CG-2/ CGLS/ CGIG – IAS
N/A	4. Issuance of clearance from CG-2, CG Legal Service and CGIG-IAS	None	2 working days	N/A
3. Proceed to PCG Units responsible for the conduct of Physical Fitness Test, Medical	5. Issue directives to applicants to proceed with the following:	None	N/A	Procurement and Attrition Division – Secretariat, PCGRRRB



Examination and Dental Examination				
N/A	5.1. Physical Fitness Test	None	2 Hours	CG Special Service Office
N/A	5.2. Medical Examination / Neuropsychiatric examination	None	7 Working days, 12 Hours and 45 Minutes	CG Medical Service
N/A	5.3. Dental Examination	None	1 Hour 45 Minutes	CG Dental Service
N/A	6. Those who completed and passed the PFT, Medical, NP and Dental will be inform to prepare 7 long folders with tabings of all documentary requirements to CGHRMC	None	N/A	N/A
4. Face the deliberation board for the final evaluation	7. Applicants shall undergo Deliberation that will be conducted by PCGRRRB	None	10 Minutes	Procurement and Attrition Division – Secretariat, PCGRRRB / PCGRRRB
N/A	8. Applicants Who Qualified will be endorse by PCGRRB to Commandant Philippine Coast Guard for their appointment in the PCG service. 8.1. Once approved by CPCG, Applicants will be inform of the date of Oath taking.	None	N/A	N/A
TOTAL:		None	14 Working days, 16 hours and 50 minutes	



1. Computation of Monthly Pension

Issued to pensioners and beneficiaries who have the intention to verify the computation of monthly pension and utilize as attachment to the effectivity of monthly pension for reference of Coast Guard Finance Service.

Office or Division:	Philippine Coast Guard-Pension and Gratuity Management Center (PCG-PGMC), Benefits and Gratuity Claims Unit			
Classification:	Simple Transactions			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	PCG Pensioners / Legal Beneficiaries			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Submit any of the following: For PCG Principal Pensioners: <ul style="list-style-type: none"> • Retiree's ID – One (1) Photocopy; • Any valid Government ID (One ID) –One (1) Photocopy 		CGAO (Coast Guard Adjutant Office)		
For PCG Beneficiary: <ul style="list-style-type: none"> • Dependent ID – One (1) Photocopy; • Any valid Government ID (One ID) – One (1) Photocopy 		CGAO		
2. Yearly Verification of Pensioners (YVOP) Form with requirements (if not submitted two (2) months prior to the month of contingency) - One (1) Original Copy		PCG-PGMC		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements	1. Advise the client on the time of release of the Computation of Monthly Pension	None	2 Minutes	Duty Office Watch
N/A	2. Review the status of the pensioner NOTE: If the pensioner is not yet updated, advise to fill-out Yearly Verification of Pensioners (YVOP) Form and submit	None	5 Minutes	Member, Cleansing and Investigating Unit



	the necessary attachments (repeat Step 1)			
N/A	3. Draft and prepare the Computation of Monthly Pension	None	10 Minutes	Member, Benefits and Gratuity Claim Unit
N/A	4. Review the drafted Computation of Monthly Pension and affix the signature	None	3 Minutes	Commander, PCG-PGMC
2. Claim the Computation of Monthly Pension on the designated time	5. Release the Computation of Monthly Pension to the client	None	2 Minutes	Duty Office Watch
TOTAL:		None	22 Minutes	



2. Transmittal of Effectivity of Monthly Pension

To transmit to CG Finance Service the effectivity of monthly pension of principal pensioners.

Office or Division:	Philippine Coast Guard-Pension and Gratuity Management Center (PCG-PGMC), Benefits and Gratuity Claims Unit			
Classification:	Simple Transactions			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	PCG Pensioners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Retirement Order		CGAO		
2.Land Bank ATM Card Copy		Land Bank of the Philippines		
3.Computation of Monthly Pension		PCG-PGMC		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements	1. Receive and review the completeness of submitted documents and forward to Pensioners Assistance Unit for further evaluation	None	5 Minutes	Duty Office Watch
N/A	2. Draft and prepare the memorandum for CG Finance Service for the Effectivity of Monthly Pension	None	10 Minutes	Member, Pensioners Assistance Unit
N/A	3. Review the draft memorandum for CG Finance Service for the Effectivity of Monthly Pension	None	2 Minutes	OIC, Pensioners Assistance Unit
N/A	4. Review the drafted memorandum for CG Finance Service for the Effectivity of Monthly Pension and affix the signature	None	2 Minutes	Commander, PCG-PGMC



N/A	5. Forward the memorandum for CG Finance Service for the Effectivity of Monthly Pension to CGHRMC	None	1 Hour and 30 Minutes	Duty Liaison of PCG-PGMC
N/A	6. Review the memorandum for CG Finance Service for the Effectivity of Monthly Pension and affix the signature	None	10 Minutes	Commander, CGHRMC
N/A	7. The transmittal letter will be forwarded to CG Finance Service for the Effectivity of Monthly Pension of the Pensioner and inclusion of the payroll	None	1 Hour and 30 Minutes	Duty Liaison of CGHRMC
TOTAL:		None	3 Hours and 29 Minutes	



3. Issuance of Certification of Monthly Pension

The Certification of Monthly Pension is being issued to Pensioners or Beneficiaries who have the intention to apply for loan and/or to claim financial assistance to different financial institutions.

Office or Division:	Philippine Coast Guard-Pension and Gratuity Management Center (PCG-PGMC), Benefits and Gratuity Claims Unit			
Classification:	Simple Transactions			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	PCG Pensioners / Legal Beneficiaries a. Who have the Intention to Apply for Loan b. Who Will Claim Financial Assistance to Financial Institutions			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application Form & Computation from Loan Association (for loan purposes) – One (1) Original Copy		LOAN INSTITUTION (Example: Philippine Coast Guard-Savings and Loan Associations Inc. [PCGSLAI], ACDI Multipurpose Cooperative, etc.)		
2. Submit any of the following: For PCG Principal Pensioners: <ul style="list-style-type: none"> • Retiree’s ID – One (1) Photocopy • Any valid Government ID (One ID) – One (1) Photocopy 		CGAO (Coast Guard Adjutant Office)		
For PCG Beneficiary: <ul style="list-style-type: none"> • Dependent ID – One (1) Photocopy • Any valid Government ID (One ID) – One (1) Photocopy 		CGAO		
3. Yearly Verification of Pensioners (YVOP) Form with requirements (if not submitted two (2) months prior to the month of contingency) – One (1) Original Copy		PCG-PGMC		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements	1. Review the completeness of the submitted documents	None	2 Minutes	Duty Office Watch
N/A	2. Review the status of the pensioner NOTE: If the pensioner is not yet updated, require to	None	5 Minutes	Member, Cleansing and Investigating Unit



	submit Yearly Verification of Pensioners (YVOP) Form with requirements (see Filing of YVOP)			
N/A	3. Draft and prepare the Certification of Monthly Pension	None	10 Minutes	Member, Benefits and Gratuity Claim Unit
N/A	4. Review the drafted Certification of Monthly Pension and affix the signature on the Certification	None	5 Minutes	Commander, PCG-PGMC
2. Claim the Certification of Monthly Pension	5. Release the Certification to the client	None	2 Minutes	Duty Office Watch
TOTAL:		None	24 Minutes	



4. Filing of Yearly Verification of Pensioners

This service is provided to update and validate the status and records of pensioners and beneficiaries in the event of death, re-marriage and loss of citizenships in order to cleanse and maintain records and other pertinent documents.

Policy:

PCG Pensioners/Beneficiaries shall update their status annually for the pensioner 70 years old and below and semi-annually for pensioners 71 years old and above during their month of contingency.

Month of Contingency

- For Principal Pensioners : Month of Retirement
- For Beneficiaries : Month of Death of the Principal Pensioner
- For Complete Disability Discharge (CDD) : Month of Disability

The Philippine Coast Guard-Pension and Gratuity Management Center (PCG-PGMC) shall notify the pensioners two (2) months prior their month of contingency. Failure to update the Pensioners/Beneficiaries status on the month of contingency shall prompt the PGMC to tag/hold their monthly pension. The PCG-PGMC shall notify tagged pensioners through registered mail and other means of information, and for the subject to reply and update within two (2) months. Failure to do so will cause deletion from the PCG Pensioners List.

Office or Division:	PCG-PGMC, Cleansing and Investigation Unit (Research and Collection Branch)	
Classification:	Simple Transactions	
Type of Transaction:	G2C-Government to Citizen	
Who may avail:	PCG Pensioners / Legal Beneficiaries	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. SUBMITTED PERSONALLY BY PRINCIPAL PENSIONER	
	a. Accomplished Yearly Verification of Pensioners (YVOP) Form	PCG-PGMC
	b. One (1) Photocopy of PCG Pensioner’s ID or one (1) valid government ID with three (3) signatures	PCG Pensioner/Coast Guard Adjutant Office (CGAO)
	2. For Pensioner who is a LOCAL RESIDENT AND YEARLY VERIFICATION OF PENSIONERS (YVOP) FORM IS SUBMITTED THROUGH EMAIL	



a. Accomplished Yearly Verification of Pensioners (YVOP) Form	PCG-PGMC
b. One (1) Photocopy of PCG Pensioner's ID or one (1) valid government ID with three (3) signatures	PCG Pensioner/CGAO
c. Sketch of Residence	PCG Pensioner
d. Proof of life (Whole body picture holding current broadsheet. <i>Date must be clearly indicated</i>)	PCG Pensioner
3. For Pensioner who is a LOCAL RESIDENT AND YEARLY VERIFICATION OF PENSIONERS (YVOP) FORM IS SUBMITTED THROUGH COURIER (e.g. Post Office, LBC, etc.)	PCG-PGMC
a. Accomplished Yearly Verification of Pensioners (YVOP) Form	
b. One (1) Photocopy of PCG Pensioner's ID or one (1) valid government ID with three (3) signatures	PCG Pensioner/CGAO
c. Sketch of Residence	PCG Pensioner
d. Proof of life (Whole body picture holding current broadsheet. <i>Date must be clearly indicated</i>)	PCG Pensioner
4. For Pensioner who is a LIVING ABROAD AND YEARLY VERIFICATION OF PENSIONERS (YVOP) FORM IS SUBMITTED THROUGH COURIER AND EMAIL	
a. Accomplished Yearly Verification of Pensioners (YVOP) Form	PCG-PGMC
b. One (1) Photocopy of PCG Pensioner's ID or one (1) valid government ID with three (3) signatures	PCG Pensioner/CGAO
c. Photocopy of valid ID issued by host country, Government unit/agency	PCG Pensioner
d. Proof of life (Whole body picture holding current broadsheet. <i>(Date must be clearly indicated)</i>)	PCG Pensioner
5. For LEGAL BENEFICIARY	
a. Declaration of Legal Beneficiary	PCG-PGMC



b. Accomplished Yearly Verification of Pensioners (YVOP) Form	PCG-PGMC
c. One (1) Photocopy of PCG Dependent ID or one (1) valid government ID with three (3) signatures	PCG Pensioner/CGAO
b. One (1) Photocopy of Philippine Statistics Authority (PSA) Birth Certificate (if CHILD)	PCG Pensioner/PSA
c. One (1) Photocopy of PSA Advisory on Marriage (if SPOUSE)	PCG Pensioner/PSA
d. One (1) Photocopy of PSA Certificate of No Marriage (CENOMAR)	PCG Pensioner/PSA
e. Proof of life (Whole body picture holding current broadsheet. <i>(Date must be clearly indicated)</i>)	PCG Pensioner
5. For Pensioner who has a status of <u>COMPLETE DISABILITY DISCHARGE (CDD)</u>	
a. Accomplished Yearly Verification of Pensioners (YVOP) Form	PCG-PGMC
b. One (1) Photocopy of PCG Pensioner's ID or one (1) valid government ID with three (3) signatures	PCG Pensioner/CGAO
c. Sketch of Residence	PCG Pensioner
d. Proof of life (Whole body picture holding current broadsheet. <i>(Date must be clearly indicated)</i>)	PCG Pensioner
6. For Legal Beneficiary who are <u>mentally & physically incapacitated</u>	
a. Accomplished Yearly Verification of Pensioners (YVOP) Form	PCG-PGMC
b. One (1) Photocopy of PCG Dependent ID or one (1) valid government ID with three (3) signatures	PCG Pensioner/CGAO
c. Sketch of Residence	PCG Pensioner
d. Declaration of Legal Beneficiary	CG Legal Service
e. Proof of life (Whole body picture holding current broadsheet. <i>(Date must be clearly indicated)</i>)	PCG Pensioner

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filling-up Yearly Verification of Pensioners (YVOP) Form	1. Receive and review the completeness of submitted documents and forward the same to Cleansing and Investigating Unit of PCG-PGMC for validation	None	10 Minutes	Duty Office Watch
2. Submit Yearly Verification of Pensioners (YVOP) Form	2. Encode the information in the database monitoring NOTE: If the documents are incomplete, inform the pensioner regarding the incomplete supporting documents (repeat Step 1)	None	5 Minutes	Member, Cleansing and Investigating Unit
N/A	Pensioners / Beneficiaries status verified and updated at Yearly Verification of Pensioner (YVOP) monitoring	None	2 Minutes	Member, Cleansing and Investigating Unit
TOTAL:		None	17 Minutes	



5. Transmittal of Transfer of Monthly Pension

In the event that there is a need to transfer the monthly pension to the declared Legal Beneficiaries, the PGMC will transmit necessary communication to the Coast Guard Finance Service.

Office or Division:	PCG-PGMC, Pensioners Assistance Unit			
Classification:	Highly Technical Transactions			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Legal Beneficiaries			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Accomplished Transfer of Pension Form - One (1) Original Copy		PCG-PGMC		
2. Birth Certificate of the deceased - One (1) Original PSA Copy		PSA		
3. Death Certificate of the deceased - One (1) Original PSA Copy		PSA		
4. Marriage Contract - One (1) Original PSA Copy		PSA		
5. Advisory on Marriage of Retired Personnel- One (1) Original PSA Copy		PSA		
6. Advisory on Marriage of Wife/Husband - One (1) Original PSA Copy		PSA		
7. Birth Cert of Minor Children - One (1) Original PSA Copy (if the Principal Pensioner has children)		PSA		
8. Affidavit of Widow / Widower - One (1) Original Copy		PCG-PGMC		
9. Affidavit of Two (2) Disinterested person - One (1) Original Copy		PCG-PGMC		
10. Oath of Undertaking of the Wife/Husband of Principal Pensioner - One (1) Original Copy		PCG-PGMC		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements	1. Receive and review the completeness of submitted documents and forward to Pensioners Assistance Unit for further evaluation	None	5 Minutes	Duty Office Watch
N/A	2. Advise the client on the time and date on the release of the	None	2 Minutes	Duty Office Watch



	Declaration of Beneficiary			
N/A	3. Draft and prepare the memorandum for CG Legal Service for the Declaration of Legal Beneficiary	None	8 Minutes	Member, Pensioners Assistance Unit
N/A	4. Review the draft memorandum for CG Legal Service for the Declaration of Legal Beneficiary	None	2 Minutes	OIC, Pensioners Assistance Unit
N/A	5. Review the drafted memorandum for CG Legal Service for the Declaration of Legal Beneficiary and affix the signature	None	2 Minutes	Commander, PCG-PGMC
N/A	6. Forward the memorandum for CG Legal Service for the Declaration of Legal Beneficiary to CGHRMC	None	1 Hour and 30 Minutes	Duty Liaison of PCG-PGMC
N/A	7. Review the memorandum for CG Legal Service for the Declaration of Legal Beneficiary and affix the signature	None	10 Minutes	Commander, CGHRMC
N/A	8. The memorandum will be forwarded to CG Legal Service for evaluation and for the issuance of Declaration of Legal Beneficiaries	None	1 Hour and 30 Minutes	Duty Liaison of CGHRMC
N/A	9. For review of CG Legal Service and Issuance of Declaration of Legal Beneficiaries	None	2 Weeks	CG Legal Service
N/A	10. The Declaration of Legal Beneficiaries will be forwarded to CGHRMC	None	1 Hour and 30 Minutes	Duty Liaison of CG Legal Service
N/A	11. The Declaration of Legal Beneficiaries forwarded to PCG-PGMC	None	1 Hour and 30 Minutes	Duty Liaison of CGHRMC



2. Claim the Declaration of Beneficiary on designated date/time	1. Photocopies are given to the beneficiaries once the Declaration of Beneficiaries is forwarded to PCG-PGMC	None	2 Minutes	Duty Office Watch
N/A	2. Advise the beneficiaries to submit one (1) photocopy of ATM account (LBP) to PCG-PGMC	None	2 Minutes	Duty Office Watch
N/A	3. Draft and prepare the memorandum for CG Finance Service for the Transfer of Monthly Pension to the declared beneficiaries	None	8 Minutes	Member, Pensioners Assistance Unit
N/A	4. Review the draft memorandum for CG Finance Service for the Transfer of Monthly Pension to the declared beneficiaries	None	2 Minutes	OIC, Pensioners Assistance Unit
N/A	5. Review the drafted memorandum for CG Finance Service for the Transfer of Monthly Pension to the declared beneficiaries and affix the signature	None	10 Minutes	Commander, PCG-PGMC
N/A	6. Forward the memorandum for CG Finance Service for the Transfer of Monthly Pension to the declared beneficiaries to CGHRMC	None	1 Hour and 30 Minutes	Duty Liaison of PCG-PGMC
N/A	7. Review the memorandum for CG Finance Service for the beneficiaries and affix the signature Transfer of Monthly Pension to the declared	N/A	2 Minutes	Commander, CGHRMC

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N/A	8. The transmittal letter will be forwarded to CG Finance Service for the transfer of the Monthly Pension of the Declared Beneficiaries and inclusion of the payroll	None	1 Hour and 30 Minutes	Duty Liaison of CGHRMC
TOTAL:		None	2 Weeks, 9 Hours and 55 Minutes	

Note:

This Office will wait for the Declaration of Beneficiaries from the CG Legal Service before furnishing copies to the beneficiaries/dependent.



1. Issuance of Special Permit to Dumping/Discharge waste and/or Other Matters

The process for the issuance of a special permit issued by PCG for the authorized dumping/discharging of waste or other matters into the sea per HPCG/CG-9 Memorandum Circular Number 11-14 dated 19 December 2014.

Office or Division:	Coast Guard District			
Classification:	Simple Transaction			
Type of Transaction:	G2B – Government to Business Entity			
Who may avail:	Shipping Companies/Ship Owner/Land-Based Companies and others			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application for special permit to dump/dischARGE water waste and/or other matter 2 copies (1 original, 1 photocopy)		Department of Environment and Natural Resources (DENR)		
2. Company Profile of the applicant 2 copies (1 original, 1 photocopy)		Requesting Party		
3. Environmental Compliance Certificate (ECC) issued by DENR 2 copies (1 original, 1 photocopy)		Department of Environment and Natural Resources (DENR)		
4. Official Receipt of payment of application fee 2 copies (1 original, 1 photocopy)		Department of Environment and Natural Resources (DENR) - EMB		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application for Dumping Permit with attached documentary requirements.	1. Check the veracity of submitted requirements	None	5 Minutes	District Staff for MEP, D9
N/A	2. Prepare Dumping Permit Form for approval and signature of Coast Guard District Commander	None	10 Minutes	District Staff for MEP, D9
N/A	3. Approve and sign the Dumping Permit	None	5 Minutes	District Commander

Coast Guard District



2. Pay Dumping Permit Fee.	4. Issue Official Receipt	Php 3,000.00 per trip	5 Minutes	District Staff for MEP, D9
3. Receive Dumping Permit	5. Issue Dumping Permit	N/A	5 Minutes	District Staff for MEP, D9
TOTAL:		Php 3,000.00	30 Minutes	



2. Water Search and Rescue (WASAR) Training to LGU’s and other Requesting Parties

WASAR training aims to develop skills from safety and survival, basic lifesaving, to rubber boat assembly and engine operation as well as navigation and maneuver rules. Services of PCG as facilitators and instructor of WASAR Training are offered to different LGUs, NGOs, and the private sector for free.

Office or Division:	Coast Guard District			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business Entity			
Who may avail:	Other Government Agency, PCGA, PNP, AFP, LGU’s, NGO’s, Schools, Rescue Volunteer Groups and Other Government Agency			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request (1 Original and 1 Photocopy)		Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request of WASAR Training	1. Organize WASAR Training.	None	5 Minutes	District Staff for Education and Training, D12
N/A	2. Meeting and Planning with the requesting party.	None	5 Minutes	D3/ D12/ SOG/ Medical Team
TOTAL:		None	10 Minutes	



3. Event Marshal/Standby Rescue Swimmers during Fluvial Parades, Regattas, and other Maritime Related Activities

Procedures for LGU's/NGO's or other event organizers requests of PCG as Event Marshal/Standby Rescue Swimmers during Fluvial Parades, Regattas, and other maritime related activities.

Office or Division:	Coast Guard District			
Classification:	Simple Transaction			
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government			
Who may avail:	LGU's /NGO's / Motorboat Association / Event Organizers/ Other Government Agency			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request (1 original copy)		Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter Request	1. Receive letter and evaluate.	None	10 Minutes	District Staff for Operation, D3
N/A	2. Dispatch event marshals/rescue swimmers to proceed to concerned Station.	None	20 Minutes	District Staff for Operation, D3/ SOU
N/A	3. Event marshals/ rescue swimmers will be under Operational Control (OPCON) of concerned Stations until termination of the activity.	None	N/A	Concerned Coast Guard Station
TOTAL:		None	30 Minutes	



4. Filing of Complaints Against Erring PCG Personnel

The filing of a formal complaint and the assistance rendered by PCG District to any person, group, or company who has a valid cause of action or evidence against any erring PCG personnel under their jurisdiction.

Office or Division:	Coast Guard District			
Classification:	Simple			
Type of Transaction:	G2C- Government to Transacting Public and G2B- Government to Business Entity G2G- Government to Government			
Who may avail:	Any aggrieved party with valid evidence against any erring PCG Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Complaint Affidavit (1 Original and 1 Photocopy)		Requesting Party / Complainant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Complaint Affidavit	1. Receive complaint affidavit and check the sufficiency of the affidavit with attached documentary evidence and compliance with the requirements of verification and certificate of non-forum shopping.	None	10 Minutes	Duty Investigator
N/A	2. Check the sufficiency of the contents of the complaint sheet and the documentary evidence presented. Obtain statement from the complainant. D1 Officer as administering officer.	None	30 Minutes	Duty Investigator
N/A	3. Assist the complainant in the verification with the Administering Officer. Answer question if any.	None	5 Minutes	Duty Investigator
TOTAL:		None	45 Minutes	



5. Request of Medical Mission

A frontline service offered by PCG Medical Service by way of conducting missions to the community in collaboration with LGUs, NGOs, government agencies, and other stakeholders.

Office or Division:	Coast Guard District			
Classification:	Simple Transaction			
Type of Transaction:	G2C- Government to Transacting Public and G2G- Government to Government			
Who may avail:	LGU's, NGO's, Government Agencies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request (1 Original and 1 Photocopy)		Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit/ Send Letter Request	1. Receive letter and send to D7. Advance info the concerned units.	None	5 Minutes	District Staff for Operations, D3/ District Staff for CRS, D7
N/A	2. Approval of District Commander.	None	5 Minutes	Medical Officer, D7
N/A	3. If necessary, request for additional medical team from NHQ-CGMED and PCGA Squadron of District.	None	N/A	D7
TOTAL:		None	10 Minutes	



6. Request of Dental Mission

A frontline service offered by PCG Dental Service by way of conducting missions to the community in collaboration with LGUs, NGOs, government agencies, and other stakeholders.

Office or Division:		Coast Guard District		
Classification:		Simple Transaction		
Type of Transaction:		G2C- Government to Transacting Public and G2G- Government to Government		
Who may avail:		LGU's, NGO's, Government Agencies		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request (1 Original and 1 Photocopy)		Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit/ Send Letter Request	1. Receive letter, evaluate and determine the mission to be conducted	None	10 Minutes	District Staff for Operations, D3/ District Staff for CRS, D7
N/A	2. Approval of District Commander.	None	5 Minutes	Dental Duty Officer, D7
N/A	3. If necessary, request for additional medicines and dentists from CG Dental Service and PCGA thru D7	None	N/A	D7
TOTAL:		None	15 Minutes	



7. Response to Maritime Emergency Situations

Any Shipping Companies, concerned citizen, Organized Rescue teams and likewise the PCG Command Center and other PCG District may report any maritime incident to PCG and will immediately response to ensure safety at sea, prevention of human injury or loss of life, and avoidance of damage to marine environment and property at sea.

Office or Division:		Coast Guard District		
Classification:		Simple Transaction		
Type of Transaction:		G2C- Government to Transacting Public		
Who may avail:		Shipping Companies, Concerned Citizen, Organized Rescue Teams, PCG Command Center and other PCG District		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
N/A		N/A		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Report Maritime Incident	1. Receive report, evaluate/ record all the information and determine the kind of response needed. Give advance info to concerned units for their preparation.	None	15 Minutes	District Staff for Operations, D3/ Command Duty Officer
N/A	2. Inform D3 Officer, Chief of Staff, Deputy Commander and District Commander. Issue directives to concerned CG Station for immediate action.	None	15 Minutes	D3/ CDO
N/A	3. Approval of District Commander.	None	15 Minutes	District Commander
N/A	4. If necessary, request NHQ-PCG for the availability of additional	None	15 Minutes	D3/ CDO

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	floating and air assets.			
TOTAL:		None	1 Hour	



8. Request for Availability of Special Operation Unit (SOU) during Maritime Incident

A frontline service of the PCG wherein clients can request the technical expertise and services of the PCG Special Operation Unit (SOU) during maritime incidents.

Office or Division:	Coast Guard District			
Classification:	Simple			
Type of Transaction:	G2C- Government to Transacting Public, G2B- Government to Business Entity and G2G- Government to Government			
Who may avail:	Concerned Citizen, Relatives and other Rescue Teams			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter (1 Original & 1 Photocopy)		Requesting party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Report Maritime Incident/ Request assistance thru phone call	1. Receive report, evaluate/ record all the information and determine the kind of response needed. Give advance info to SOU for their preparation.	None	5 Minutes	District Staff for Operations, D3/ Command Duty Officer
N/A	2. Issued directives to SOU to conduct necessary Operations	None	10 Minutes	D3/ CDO
N/A	3. Immediately dispatch SOU Team with complete diving gears and rubber boat if necessary.	None	10 Minutes	D3/ CDO / SOU
TOTAL:		None	25 Minutes	



9. Application/ Accreditation of Oil Record Book (ORB), Garbage Management Plan/ Garbage Record Book (GMP/GRB), Oil Sorbent Material (OSM) & Shipboard Oil Pollution Emergency Plan (SOPEP)

Procedures for the issuance of Oil Record Book (ORB), Garbage Management Plan/ Garbage Record Book (GMP/GRB), Oil Sorbent Material (OSM) & Shipboard Oil Pollution Emergency Plan (SOPEP).

Office or Division:	Coast Guard District	
Classification:	Simple Transaction	
Type of Transaction:	G2C- Government to Transacting Public G2B- Government to Business Entity	
Who may avail:	Shipping/ Fishing Companies	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
A. Requirements for Oil record Book;		
1. Letter Request addressed to C, MEPCOM 2 copies (1 original copy, 1 photocopy)	Requesting Party	
2. Endorsement Letter from MEPU/ MEPEU 2 copies (1 original copy, 1 photocopy)	MEPFORCE	
3. Certificate of Inspection (COI)/ Certificate of Vessel registry (CRV) 2 copies (1 original copy, 1 photocopy)	Requesting Party	
4. Official Receipt-Registration Fee- Php 240.00 (1 original copy)	MEPCOM	
B. Requirements for Garbage Management Plan/ Garbage Record Book:		
1. Letter Request addressed to C, CG District 2 copies (1 original copy, 1 photocopy)	Requesting Party	
2. Endorsement Letter from MEPU/ MEPEU 2 copies (1 original copy, 1 photocopy)	MEPFORCE	
3. Certificate of Inspection Ownership/ certificate of vessel Registry 2 copies (1 original copy, 1 photocopy)	Requesting Party	



4. Official Receipt, Registration Fee- Php 2500.00 2 copies (1 original copy, 1 photocopy)	Requesting Party
C. Requirements for Oil Spill Materials:	
1. Letter Request addressed to C, MEPCOM 2 copies (1 original copy, 1 photocopy)	Requesting Party
2. Application Form 2 copies (1 original copy, 1 photocopy)	Requesting Party
3. OSM Brochure/ catalogue specification 2 copies (1 original copy, 1 photocopy)	Requesting Party
4. Product Sample 2 copies (1 original copy, 1 photocopy)	Requesting Party
5. Articles of Incorporation/ Company Profile 2 copies (1 original copy, 1 photocopy)	Requesting Party
6. Official Receipt	MEPCOM
a. Testing Fee- Php 1,000.00 b. Certification Fee- Php 300.00 copies (1 original copy, 1 photocopy)	MEPCOM
D. Requirements for Shipboard Oil Pollution Emergency Plan:	
1. Letter Request addressed to C, MEPCOM 2 copies (1 original copy, 1 photocopy)	Requesting Party
2. Endorsement Letter from MEPU/ MEPEU 2 copies (1 original copy, 1 photocopy)	MEPFORCE
3. Certificate of Inspection (CI)/ Certificate of Vessel Registry (CVR) 2 copies (1 original copy, 1 photocopy)	Requesting Party
4. General Arrangement/ Vessel Particulars	Requesting Party

Coast Guard District



2 copies (1 original copy, 1 photocopy)				
5. Official Receipt a. Registration Fee-Php 1,000.00 2 copies (1 original copy, 1 photocopy)		MEPCOM		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the necessary requirements	1. Check the requirements.	None	2 Minutes	MEPFORCE
2. Pay necessary fees	N/A	A. Php 240.00 B. Php 2,500 .00 C. Php 1,300.00 D. Php 1,000.00	5 Minutes	Maritime Branch
3. Receive the needed Certificates	2. Release (ORB, GBM, GRB, OSM or SOPEP).	None	1 Working Day	N/A
TOTAL:		Php 5,040.00	1 Working Day and 7 minutes	



10. Issuance of Tank Cleaning Permit

Tank cleaning is a method of removing from the tankers the residue of her previous cargo. The PCG issues Tank Cleaning Permit to ensure observance and compliance with the requirements for tank cleaning operations and collection and disposal of diluted oil and other substance as provided in PCG/CG-9 MC 08-14 dated 19 December 2014.

Office or Division:	Coast Guard District			
Classification:	Simple			
Type of Transaction:	G2C- Government to Transacting Public G2B- Government to Business Entity			
Who may avail:	Accredited Contractor/ Operator			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Articles of Incorporation (1 Original Copy and 1 Photocopy)		Requesting Party		
2. List of Equipment's (1 Original Copy and 1 Photocopy)		Requesting Party		
3. Copy of the Contract with the vessel's owner/agent (1 Original Copy and 1 Photocopy)		Requesting Party		
4. Plan for the conduct of tank cleaning activity (1 Original Copy and 1 Photocopy)		Requesting Party		
5. Emergency plan in case of injury/ accident (1 Original Copy and 1 Photocopy)		Requesting Party		
6. Disposal plan of waste (1 Original Copy and 1 Photocopy)		Requesting Party		
7. Permit from EMB for Land Disposal (1 Original Copy and 1 Photocopy)		Requesting Party		
8. Contract of the company for proper disposal (1 Original Copy and 1 Photocopy)		Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Letter request from the contractor/ operator	1. Received letter request and inform them about the requirements needed for the tank cleaning permit	Php 1,600.00	15 Minutes	MEPU
2. Sign the application form for tank cleaning and submit the	2. Evaluate the completeness of the documents.	None	10 Minutes	MEPU

Coast Guard District



corresponding requirements.				
N/A	3. Conduct inspection of the vessel	None	1 Hour	MEPU
N/A	4. If the said vessel found to be in compliant, with the PCG, MC submit recommendation for the issuance of tank cleaning permit	None	N/A	MEPU
N/A	5. Approval of tank cleaning permit	None	10 Minutes	District Commander
TOTAL:		Php 1,600.00	1 Hour and 35 Minutes	



11. Monitoring and Assistance of Tank Cleaning Operations/Permit

A frontline service offered by PCG to monitor and supervise tank cleaning operations to ensure compliance to the proper collection and disposal of diluted oil and other substances from the vessel.

Office or Division:	Coast Guard District			
Classification:	Simple Transaction			
Type of Transaction:	G2B – Government to Business Entity			
Who may avail:	Shipping Companies & Ship-Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Tank Cleaning Permit/form (1 Original and 1 Photocopy)		MEPU		
2. Certificate to conduct tank cleaning operation (1 Original and 1 photocopy)		MEPU		
3. Copy of Accreditation certificate of tank cleaning contractor (1 original and 1 photocopy)		MEPU		
4. List of equipment to be used (1 original and 1 photocopy)		MEPU		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit necessary documents	1. Check and verify the submitted requirement and issue Certificate to conduct Tank cleaning and confirm the schedule of tank cleaning operation.	None	5 Minutes	MEPU/MEPEU Personnel
N/A	2. Monitor the Tank cleaning operation.	None	1 Working day	MEPU Personnel
TOTAL:		None	1 Working day and 5 minutes	



12. Law Enforcement Assistance to other Government Agencies and Non-Government Agencies

Other Government Agencies and Non-Government Organization may request for law enforcement assistance for organize and effective enforcing the law. It is most applied to engage maritime patrols or surveillance to dissuade and discover criminal activity.

Office or Division:	Coast Guard District			
Classification:	Simple Transaction			
Type of Transaction:	G2C- Government to Transacting Public and G2G- Government to Government G2B- Government to Business Entity			
Who may avail:	Other Government Agencies and Non-Government Organization			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter request (1 Original Copy and 1 Photocopy)			Requesting Party	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit/ Send letter request	1. Received initial information from cognizant agencies for their preparation.	None	2 Minutes	District Staff for Operations, D3/ Command Duty Officer
N/A	2. Record message(s) received and inform the District Commander	None	2 Minutes	D3/ CDO
N/A	3. Render assistance requested thru directives to concerned PCG unit/station/ detachment	None	10 Minutes	District Commander
N/A	4. Inform CPCG about the incident and action taken	None	5 Minutes	D3/ CDO
N/A	5. Coordinate and monitor the independent or combined action or operations of cognizant agencies/ PCG units.	None	5 Minutes	District Staff for Operations, D3/ Command Duty Officer
N/A	6. Receive and record all messages received relative to the incident	None	5 Minutes	District Staff for Operations, D3/ Command Duty Officer

Coast Guard District



N/A	7. Prepare Situation Report/Progress/ Comprehensive Reports	None	5 Minutes	District Staff for Operations, D3/ Command Duty Officer
TOTAL:		None	34 Minutes	



1. Response to Drowning

Any concerned citizens/private entity and other Government agencies may report drowning incident to PCG and will immediately response to ensure safety at sea and prevention of loss of life.

Office or Division:	Coast Guard Station (Operations Branch) -S3			
Classification:	Simple Transaction			
Type of Transaction:	G2C- Government to Transacting Public and G2B- Government to Business Entity G2G- Government to Government			
Who may avail:	Concerned Citizens/Private Entity and other Government Agencies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
N/A		N/A		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Report Drowning Incident	1. Receive report, evaluate the information and determine the kind of response needed.	None	5 Minutes	Duty Office Watch
N/A	2. Organize response team and other resources needed.	None	5 Minutes	S3
N/A	3. Coordinate with other rescue units within the area.	None	N/A	S3
N/A	4. Dispatch deployable response team.	None	5 Minutes	Station Commander / Deployable Response Team
N/A	5. If an operation needs additional DRT, assistance will be requested from: 5.1. CG District 5.2. Neighboring CGS 5.3. Other Gov't Agencies 5.4. PCGA 5.5. LGUs	None	N/A	Station Commander

Coast Guard Station



	5.6. Shipping Companies 5.7. Volunteer Organizations			
TOTAL:		None	15 Minutes	



2. Response to Collision, Grounding, Capsizing, Man-Overboard (MOB) and Distressed Vessels

Any Shipping Companies/Concern Citizens/ Private Entity and other Government Agencies may report maritime incident regarding collision, capsizing, Man-overboard and distressed vessel to PCG and will immediately response to ensure safety at sea, prevention of human injury or loss of life and avoidance of damage to marine environment and property.

Office or Division:	Coast Guard Station (Operations Branch) -S3			
Classification:	Simple Transaction			
Type of Transaction:	G2C- Government to Transacting Public and G2B- Government to Business Entity G2G- Government to Government			
Who may avail:	Shipping Companies/Concerned Citizens/Private Entity and other Government Agencies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Distress Message/Distress Call		PCGCC		
Distress Message/Distress Call		1. Requesting Party 2. PCGCC		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Report Maritime Incident	1. Receive report, evaluate the information and determine the kind of response needed	None	5 Minutes	S3
N/A	2. Organize response team and other resources needed	None	5 Minutes	S3
N/A	3. Coordinate with other rescue units within the area	None	N/A	S3
N/A	4. Dispatch Deployable Response Team	None	5 Minutes	Station Commander / Deployable Response Team
N/A	5. If operation needs additional deployable response team's assistance will be requested from the ff: 5.1. Coast Guard District 5.2. Neighboring CGS Other Gov't Agencies	None	N/A	S3

Coast Guard Station



	5.3. PCGA 5.4. LGU'S 5.5. Shipping Companies 5.6. Volunteer Organizations			
TOTAL:		None	15 Minutes	



3. Response to Missing Vessels and Persons

Any Shipping Companies, Concern Citizens, Private Entity, Organized Rescue Teams and Local Government Units may report missing vessel and person to PCG and will immediately response to ensure safety at sea and prevention of missing or loss of life and property.

Office or Division:	Coast Guard Station (Operations Branch) -S3			
Classification:	Simple Transaction			
Type of Transaction:	G2C- Government to Transacting Public and G2B- Government to Business Entity G2G- Government to Government			
Who may avail:	Shipping Companies/Concern Citizens/Private Entity/Organized Rescue Teams/ Local Government Units			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
N/A		N/A		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Report Maritime Incident	1. Receive report, evaluate the information and determine the kind of response needed	None	5 Minutes	S3
N/A	2. Organize response team and other resources needed	None	5 Minutes	CGS
N/A	3. Coordinate with other rescue units within the area.	None	5 Minutes	Duty Operations
N/A	4. Dispatch deployable response team	None	5 Minutes	Station Commander / Deployable Response Team
N/A	5. If operation needs additional deployable response team's assistance will be requested from the following: 5.1. Coast Guard District 5.2. Neighboring CGS	None	N/A	S3

Coast Guard Station



	5.3. Other Gov't Agencies 5.4. PCGA 5.5. LGU's 5.6. Shipping Companies 5.7. Volunteer Organizations			
N/A	5. If missing vessel/person is not yet located/recovered, assistance will be requested from vessels, fishermen and local populace in coastal communities to be on the look-out through broadcast media and Notice to Mariners(NOTAM)	None	N/A	S3
TOTAL:		None	20 Minutes	



4. Response to Medical Evacuation

Any Shipping Companies, Concern Citizens, Relatives, Organized Rescue Teams and Local Government Units may request for medical evacuation to PCG and will immediately response to ensure safety at sea and prevention of human loss of life.

Office or Division:	Coast Guard Station (Operations Branch) -S3			
Classification:	Simple Transaction			
Type of Transaction:	G2C- Government to Transacting Public G2B- Government to Business Entity G2G- Government to Government			
Who may avail:	Shipping Companies / Concerned Citizens / Relatives / Organized Rescue Teams / Local Government Units			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Emergency Calls/ Request Letter		Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Report Maritime Incident	1. Receive report, evaluate the information and determine the kind of response needed	None	5 Minutes	S3
N/A	2. Organize response team and other resources needed	None	5 Minutes	CG Station
N/A	3. Coordinate with other rescue units within the area	None	5 Minutes	S3
N/A	4. Dispatch Deployable Response Team	None	5 Minutes	S3
TOTAL:		None	20 Minutes	



5. Response to Oil Spill

Any Shipping Companies, Concern Citizens, Relatives, Organized Rescue Teams and Local Government Units may report oil spill incident to PCG and will immediately response to ensure safety at sea and avoidance of damage to marine environment and property at sea.

Office or Division:	Coast Guard Station (Operations Branch) -S3 /Marine Environmental Protection Unit			
Classification:	Simple Transaction			
Type of Transaction:	G2C- Government to Transacting Public G2B- Government to Business Entity G2G- Government to Government			
Who may avail:	Shipping Companies / Concerned Citizens / Relatives / Organized Rescue Teams / Local Government Units			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Emergency Calls/ Request Letter		Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Report Maritime Incident	1. Receive report, evaluate the information and determine the kind of response needed	None	5 Minutes	S3/MEPU
N/A	2. Dispatch MEPU personnel as advance party for in-site assessment	None	5 Minutes	Station Commander
N/A	3. Mobilize Oil Spill Response Teams (OSRT) from the station and oil depots with marine pollution (MARPOL) response equipment	None	10 Minutes	CGS/MEPU
N/A	4. Dispatch OSRT	None	5 Minutes	S3
TOTAL:		None	25 Minutes	



6. Law Enforcement Assistance to other Government Agencies and NGO's

Other Government Agencies and Non-Government Organization may request for law enforcement assistance for organize and effective enforcing the law. It is most applied to engage maritime patrols or surveillance to dissuade and discover criminal activity.

Office or Division:	Coast Guard Station (Operations Branch) -S3 / Petty Officer Of The Watch (POW)			
Classification:	Simple			
Type of Transaction:	G2G- Government to Government			
Who may avail:	Local Government Units / National Government Organizations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Letter Request (1 Original and 1 Photocopy)		Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter Request	1. Receive report, evaluate the information and determine the kind of response needed	None	5 Minutes	S3/DPOW
N/A	2. CGS to choose any or all of the following: 2.1. Dispatch station maritime law enforcement (MARLEN) team. 2.2. Direct concerned CGSS for immediate action or if incident very far from station 2.3. Joint CGS & CGSS operation	None	5 Minutes	S3/DPOW
N/A	3. Monitor the activity up to its termination	None	5 Minutes	S3/DPOW
TOTAL:		None	15 Minutes	



7. Event Marshal/Standby Rescue Swimmers During Marine Parades/ Regattas

Request for Event Marshal/ Standby Rescue swimmers during maritime activities is very significant to ensure the safety of community during the events and respond immediate assistance.

Office or Division:	Coast Guard Station (Operations Branch) -S3 / Coast Guard Stations – Special Operations Unit (CGS-SOU)			
Classification:	Simple Transaction			
Type of Transaction:	G2B- Government to Business Entity G2G- Government to Government			
Who may avail:	Local Government Units / National Government Organizations / Event Organizers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
N/A		N/A		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents.	1. Receive the required documents and evaluate.	None	5 Minutes	Maritime Safety Services Branch
2. Pay the Marine Parade, Regatta, and Other Marine Event Permit Fee.	2. Receive payment and issue an Official Receipt.	Php 1,000.00	5 Minutes	Maritime Safety Services Branch
3. Submit Letter Request	3. Alert designated event marshals	None	N/A	S3/DPOW
N/A	4. CGS to choose one: 4.1. Deploy event marshal team 4.2. Direct concerned Coast Guard Sub-Station for immediate action or if incident very far from Station 4.3. Joint CGS & CGSS operation	None	N/A	Event Marshal Team Leader
N/A	5. Deploy event marshals	None	N/A	Event Marshal Team Leader
TOTAL:		Php 1,000.00	10 Minutes	



8. Conduct of Pre-Departure Inspection (PDI) to Passenger and Cargo Vessels (2 Hours Prior to Departure)

The conduct of Pre-departure Inspection to passenger and cargo vessel at domestic port is to promote the continuing compliance with safety standards prescribed by the existing policies, rules and regulations, marine pollution prevention, standards on manning and competency of seafarers.

Office or Division:	Coast Guard Station (Operations Branch) -S3 / VSEI Team			
Classification:	Simple Transaction			
Type of Transaction:	G2B- Government to Business Entity			
Who may avail:	Shipping Companies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Ship's Safety Documents (1 Original and 1 Photocopy)		MARINA		
2. Master's Decree of Safe Departure (MDSD) (1 Original and 1 Photocopy)		PCG		
3. Roll Book (1 Original and 1 Photocopy)		MARINA		
4. Passenger Manifest (1 Original and 1 Photocopy)		Ship Company		
5. Cargo Manifest (1 Original and 1 Photocopy)		Ship Company		
6. One (1) original and four (4) photocopies of Crew Manifest		Requesting Party		
7. Crew List		Requesting Party		
8. Certificate of Orderly Inspection		VSEI Team		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit MDSD to CGS or notify PCG of vessel readiness to depart	1. Check MDSD and organize boarding team	None	5 Minutes	S3
N/A	2. Proceed to pier and board the vessel	None	5 Minutes	VSEI Team
N/A	3. Conduct thorough and proper inspection: 3.1. Vessel general appearance 3.2. Navigational equipment	None	2 Hours	VSEI Team

Coast Guard Station



	3.3. Communication equipment 3.4. Lifesaving appliances 3.5. Passengers' accommodation areas 3.6. Ship machineries 3.7. Cargo areas 3.8. Completeness of officer and crew 3.9. Validity of safety documents 3.10. No excess passengers 3.11. No overcrowding 3.12. Unobstructed passageways 3.13. No overloading 3.14. Proper stowage and lashing of cargoes			
2. Master to affix his second signature on the MDSD.	4. Stamp "cleared to depart" on MDSD	None	3 Minutes	VSEI team
N/A	5. Issue Certificate of Orderly Inspection (COI)	None	2 Minutes	VSEI team
TOTAL:		None	2 Hours and 15 Minutes	



9. Conduct of Pre -Departure Inspection (PDI) to Passenger / Cargo Motorbanca (30 Minutes Prior to Departure)

The conduct of Pre-departure Inspection to passenger and cargo vessel at domestic port is to promote the continuing compliance with safety standards prescribed by the existing policies, rules and regulations, marine pollution prevention, standards on manning and competency of seafarers.

Office or Division:	Coast Guard Station (Operations Branch) -S3 / VSEI Team			
Classification:	Simple Transaction			
Type of Transaction:	G2B- Government to Business Entity			
Who may avail:	Shipping Companies & Ship-Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.MBCA Documents (1 Original and 1 Photocopy)		MARINA / LGU		
2.Master’s Decree of Safe Departure (MDSD) (1 Original and 1 Photocopy)		PCG		
3. Roll Book (1 Original and 1 Photocopy)		MARINA		
4. Boarding Certificate (1 Original and 1 Photocopy)		Shipping Companies & Ship-Owners		
5. Passenger Manifest (1 Original and 1 Photocopy)		Shipping Companies & Ship-Owners		
6. Cargo Manifest (1 Original and 1 Photocopy)		Shipping Companies & Ship-Owners		
7. One (1) original and two (2) photocopies of Crew List		Requesting Party		
8. Certificate of Orderly Inspection		VSEI Team		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit MDSD to CGS or notify PCG of vessel readiness to depart	1. Check MDSD and organize boarding team	None	5 Minutes	S3
N/A	2. Proceed to pier and board the vessel	None	5 Minutes	VSEI Team
N/A	3. Conduct proper inspection:	None	20 Minutes	VSEI Team

Coast Guard Station



	3.1. MBCA general appearance 3.2. No excess passengers / no overloading 3.3. Completeness of officers and crew 3.4. Lifesaving appliances 3.5. Validity of safety documents 3.6. Navigational equipment 3.7. Communication equipment Completeness of officer and crew			
2. Boat Captain to affix his second signature on the MDSD.	4. Stamp cleared to depart on MDSD	None	2 Minutes	VSEI Team
3. Issue a Certificate of Orderly Inspection (COI).	5. Receive COI and disembark	None	3 Minutes	VSEI Team
TOTAL:		None	35 Minutes	



10. Conduct of Emergency Readiness Evaluation (ERE)

The conduct of Emergency Readiness Evaluation to all Philippine registered vessel is to determine their compliance to safety standards and readiness of the officers and crew in responding to any emergency situation on board the vessel while underway or at port.

Office or Division:	Coast Guard Station/Maritime Safety Services Branch			
Classification:	Simple Transaction			
Type of Transaction:	G2B- Government to Business Entity			
Who may avail:	Shipping Companies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Result of Previous ERE (1 Original and 1 Photocopy)		PCG		
2. Ships Documents (1 Original and 1 Photocopy)		MARINA		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inform CGS of the ship's readiness for ERE	1. Organize ERE Team / conduct briefing to members	None	20 Minutes	Maritime Safety Services Branch
N/A	2. Proceed to pier and board the vessel	None	5 Minutes	ERE Team
2. Prepare / muster vessel officers and crew	3. Conduct pre -ERE briefing	None	20 Minutes	ERE Team
3. Conduct ERE	4. Evaluate at least two (2) of the following shipboard evolutions: 4.1. Man-overboard 4.2. Steering casualty 4.3. Collision 4.4. Fire 4.5. Abandon ship	None	30 Minutes	ERE Team
4. Receive critique	5. Conduct critique	None	20 Minutes	ERE Team
5. Issue Certificate of Orderly Inspection (COI)	6. Disembark	None	5 Minutes	ERE Team

Coast Guard Station



6. Receive results of ERE	7. Furnish Coast Guard District and Shipping Company of ERE result	None	5 Minutes	ERE Team
TOTAL:		None	1 Hour and 45 minutes	



11. Conduct of Vessel Safety Enforcement Inspection (VSEI)

The conduct of Vessel Safety Enforcement Inspection to all Philippine-registered vessel engaged in domestic trade calling at any ports in the country is to verify the continuing compliance to certain aspects of seaworthiness in accordance with applicable safety standards, rules and regulations and to safe, fast efficient and reliable conveyance of passengers and cargoes.

Office or Division:	Coast Guard Station/Maritime Safety Services Branch			
Classification:	Simple Transaction			
Type of Transaction:	G2B- Government to Business Entity			
Who may avail:	Shipping Companies / Ship Owners / Vessel Masters Or Boat Captains			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Inspection Record Book (IRB) (1 Original and 1 Photocopy)		PCG		
2. Ship's documents (1 original and 1 photocopy)		Concerned Vessel		
3. Result of previous VSEI (1 original and 1 photocopy)		Concerned Vessel		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
N/A	1. Notify the master of the conduct of VSEI	None	5 Minutes	VSEI Team
N/A	2. Proceed to the pier and board the vessel	None	5 Minutes	VSEI Team
1. Provide the VSEI Team the record of last inspection	3. Conduct VSEI in accordance with the checklist	None	1 Hours 30 Minutes	VSEI Team
N/A	4. Accomplish the VSEI checklist	None	30 Minutes	VSEI Team
2. Receive the accomplished VSEI checklist	5. Inform the master of the result of inspection and furnish a copy of accomplished VSEI checklist	None	5 Minutes	VSEI Team
N/A	5. Conduct critique	None	10 Minutes	VSEI Team
3. Issue Certificate of Orderly	6. Receive copy of COI and disembark the vessel	None	5 Minutes	VSEI Team

Coast Guard Station



Inspection (COI)				
TOTAL:		None	2 Hours and 30 Minutes	



12. Request for Supervision of Bunkering or Transfer Operations

Any oil tankers and oil depot wishes to operate bunkering must seek supervision to PCG to ensure the safety and effectiveness of the operations.

Office or Division:		Coast Guard Station (Operations Branch) -S3 / Marine Environmental Protection Unit (MEPU)		
Classification:		Simple Transaction		
Type of Transaction:		G2B- Government to Business Entity		
Who may avail:		Oil Tankers / Oil Depots		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Notice of Unloading of Oil Products (1 Original and 1 Photocopy)		PCG		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Notify CGS of the oil transfer operation	1. Alert oil transfer monitoring team	None	5 Minutes	MEPU
N/A	2. Proceed to pier or anchorage and board the vessel	None	30 Minutes	OTMT
N/A	3. Monitor the oil transfer operation properly by checking the ff: 2.1. Pipes and fittings 2.2. Pressure gauges 2.3. Pumps 2.4. Oil pipelines and hoses 2.5. Oil spill booms	None	N/A	OTMT
TOTAL:		None	35 Minutes	



13. Request for Supervision of Tanks Cleaning Operations

Any Shipping Companies and Ship-owners wishes to operate tank cleaning must seek supervision to PCG to ensure the safety and effectiveness of the operations.

Office or Division:	Coast Guard Station (Operations Branch) -S3 / Marine Environmental Protection Unit (MEPU)			
Classification:	Simple Transaction			
Type of Transaction:	G2B- Government to Business Entity			
Who may avail:	Shipping Companies / Ship Owners / Vessel Masters			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Tank Cleaning Permit (TCP) (1 Original and 1 Photocopy)		PCG		
2. Notice of Tank Cleaning (1 original copy)		Concerned Vessel		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Notify the CGS of the tank cleaning operations	1. Inform/advise tank cleaning monitoring team (TCMT)	None	5 minutes	SC/MEPU
N/A	2. Proceed to pier and board the vessel	None	15 minutes	TCMT
N/A	3. Ensure the following: 3.1. For tankers, tank cleaning be strictly done in a safe area. 3.2. Adequate tank cleaning/ Marpol equipment 3.3. Strict adherence to safety precautionary measures 3.4. Oil wastes shall be disposed to decrumb accredited reception 3.5. Awake during the entire tank	None	N/A	TCMT

Coast Guard Station



	cleaning operations			
N/A	4. Disembark Upon Completion	None	N/A	TCMT
TOTAL:		None	20 Minutes	



14. Request for Supervision of Dumping Operations

Any Shipping Companies who wishes to discharge of waste materials is required to request for supervision of Dumping operation.

Office or Division:	Coast Guard Station (Operations Branch) -S3 / Marine Environmental Protection Unit (MEPU)			
Classification:	Simple Transaction			
Type of Transaction:	G2B- Government to Business Entity			
Who may avail:	Shipping Companies / Requesting Companies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Dumping Permit (DP) (1 Original and 1 Photocopy)		PCG		
2. Notice of Dumping (1 original copy)		Concerned Vessel		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Notify CGS of the vessels readiness	1. Inform/advise duty dumping escorts	None	5 minutes	S3/MEPU
N/A	2. Proceed to the vessel	None	5 minutes	Dumping Escort
2. Conduct dumping operation	3. Ensure the following: 3.1. Dumping be strictly done in the designated dumping area 3.2. Awake during the entire voyage	Php 3,000.00/ Trip	N/A	Dumping Escort
N/A	4. Disembark upon completion	None	N/A	TCMT
TOTAL:		Php 3,000.00/ Trip	10 Minutes	



15. Filing / Receiving of Marine Protest (MP)

A Vessel Master may file a marine protest to declare an oath that his Vessel was damaged or lost and intended to show that the loss accrued by the perils of the sea.

Office or Division:		Coast Guard Station/Marine Safety Services Branch		
Classification:		Simple Transaction		
Type of Transaction:		G2B- Government to Business Entity		
Who may avail:		Vessel Master		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Marine Protest (MP) (1 Original and 1 Photocopy)		Vessel Master		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit marine protest	1. Receive 4 copies of MP and check the entries	None	5 Minutes	Maritime Safety Services Branch
2. Pay the Filing Fee	2. Receive payment	Php 200.00	5 Minutes	MSSU
3. Received the stamped owner's copy of MP and OR	3. Returned stamped owner's copy of MP with OR	None	5 Minutes	MSSU
N/A	4. File for documentary proposes	None	N/A	Maritime Safety Services Branch
TOTAL:		Php 200.00	15 Minutes	



16. Issuance of Salvage Certificate of Inspection

A qualified PCG Accredited Salvor may apply for Salvor Certificate to PCG attesting that proper survey has been conducted of the object to be salvaged, stating therein pertinent data of the sunken object and declaring it hazard to navigation.

Office or Division:	Coast Guard Station/Marine Safety Services Branch			
Classification:	Simple Transaction			
Type of Transaction:	G2B- Government to Business Entity			
Who may avail:	PCG Accredited Salvor / Coast Guard District			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request (1 Original and 1 Photocopy)		Requesting Party		
2. SCR (1 Original and 1 Photocopy)		Requesting Party		
3. Survey Permit(1 Original and 1 Photocopy)		Requesting Party		
4. Location Map of Sunken Derelicts (1 Original and 1 Photocopy)		Requesting Party		
5. Ocular Site Inspection Branch (1 Original and 1 Photocopy)		Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Coast Guard District Commander issues directive to conduct onsite survey and inspection	1. Conduct onsite survey and inspection	None	22 Hours and 40 Minutes	CGS
N/A	2. Prepare SCI for the approval and signature of Station Commander	None	10 Minutes	Maritime Safety Services Branch
N/A	3. Approval / signature of SCI	None	5 Minutes	Station Commander
2. Pay necessary fees	4. Issue Official Receipt.	Php 500.00	5 Minutes	Maritime Safety Services Branch
3. Receive the needed Certificate	5. Issue Salvage Certificate of Inspection.	None	2 Minutes	Maritime Safety Services Branch
3. Receive SCI	6. Submit SCI to Coast Guard District (attn:d8) through email or fax	None	5 Minutes	Maritime Safety Services Branch

Coast Guard Station



N/A	7. Submit SCI (original document) through normal means of delivery to Coast Guard District (attn: D8)	None	N/A	Maritime Safety Services Branch
TOTAL:		Php 500.00	23 Hours and 7 Minutes	



17. Filing of Complaint Against Erring PCG Personnel

Any aggrieved party with valid evidence against any erring PCG personnel may file a complaint to this unit and must comply with the requirements of verification and certificate of non-forum shopping.

Office or Division:	Coast Guard Station (Operations Branch) -S3			
Classification:	Simple Transaction			
Type of Transaction:	G2C- Government to Transacting Public G2B- Government to Business Entity G2G- Government to Government			
Who may avail:	Any aggrieved party who has a valid cause of action against erring PCG Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Complaint Affidavit (1 Original and 1 Photocopy)		Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complaint affidavit	1. Obtain sworn statement and other documentary evidence from the complainant	None	1 Hour	Chief- Master-At Arms
N/A	2. Endeavor to have the complainant and respondent to meet in person	None	N/A	Station Commander
TOTAL:		None	1 Hour	



LIST OF OFFICES

OFFICES	ADDRESS	CONTACT INFORMATION
Deputy Chief of Coast Guard Staff for Intelligence, CG-2	139 25 th Street, South Harbor, Port Area, 1018 Manila	imbcoms@coastguard.gov.ph Trunkline: 527-8481 Local: 6122 Mobile No.: 0998-585-6382 / 0945-579-5011
Deputy Chief of Coast Guard Staff for Operations, CG-3	139 25 th Street, South Harbor, Port Area, 1018 Manila	cg3@coastguard.gov.ph / cg3opns@coastguard.gov.ph Trunkline: 527-8481 Local: 6131/ 6134 Mobile No.: 0915-098-6734
Deputy Chief of Coast Guard Staff for International Affairs, CG-5	139 25 th Street, South Harbor, Port Area, 1018 Manila	cg5@coastguard.gov.ph Trunkline: 310-0634 Mobile No.: 0945-987-3335
Deputy Chief of Coast Guard Staff for Civil Relations Service, CG-7	139 25 th Street, South Harbor, Port Area, 1018 Manila	cg7@coastguard.gov.ph / cg7crs@coastguard.gov.ph Trunkline: 527-8481 Local: 6171 Fax: 6172 Mobile No.: 0935-467-3168/ 0998-589-3977
Deputy Chief of Coast Guard Staff for Maritime Safety Services, CG-8	139 25 th Street, South Harbor, Port Area, 1018 Manila	cg8@coastguard.gov.ph nhqpcg8@gmail.com Trunkline: 527-8481 Local: 6181/ 6182 Mobile No.: 0995-337-2664
Deputy Chief of Coast Guard Staff for Staff for Strategic Studies and Modernization, CG-15	139 25 th Street, South Harbor, Port Area, 1018 Manila	cg15@coastguard.gov.ph Trunkline: 527-8481 Local: 6215 Mobile No.: 0969-168-2220
Coast Guard Finance Service (CGFS)	139 25 th Street, South Harbor, Port Area, 1018 Manila	cgfc@coastguard.gov.ph Trunkline: 527-8481 Local: 6222/ 6223 Mobile No.: 0966-897-7333



Philippine Coast Guard Command Center (PCGCC)	139 25 th Street, South Harbor, Port Area, 1018 Manila	pcgcomcen@coastguard.gov.ph Trunkline: (+62) 527-3877 / 527-8481 Local: 6136 / 6137 Mobile No.: 0966-217-9610
Coast Guard Public Affairs Office (CGPAO)	139 25 th Street, South Harbor, Port Area, 1018 Manila	cgpao@coastguard.gov.ph Trunkline.: 527-8481 Local: 6292 Mobile No.: 0927-5607-729
Coast Guard Adjutant Office (CGAO)	139 25 th Street, South Harbor, Port Area, 1018 Manila	adjutant.office@coastguard.gov.ph Trunkline: 527-8481 Local: 6271 / 6272 Mobile No.: 0946-965-2099/ 0926-962-9291
Coast Guard Procurement Services (CGPS)	139 25 th Street, South Harbor, Port Area, 1018 Manila	procurement@coastguard.gov.ph Trunkline: 527-8481 Local: 6281/ 6282 Mobile No.: 0967-243-1551/ 0949-829-2292
Coast Guard Inspector General and Internal Affairs Service (CGIG-IAS)	HCGIAS, Coast Guard Base Farola, Muella Dela Industria, Binondo, Manila 1006	cginas@coastguard.gov.ph Viber No.: 0917-800-8385
Maritime Safety Services Command (MSSC)	Cavite Bouy Base, Naval Base Heracleo Alano, Sangley Point, Cavite City	mssc@coastguard.gov.ph Mobile No.: 0927-839-8546
Maritime Security and Law Enforcement Command (MARSLEC)	# 56 M.L. Quezon St., Purok 1, New Lower Bicutan, Taguig City	marslec.operation@coastguard.gov.ph Telephone No.: (825) 49989 Mobile No.: 0927-693-7763 / 0947-417-8808
• Coast Guard Sea Marshal Group	Pier 8 North Harbor, Tondo Manila	pcgseamarshalgroup@coastguard.gov.ph Mobile No.: 0956-162-4397
• Coast Guard K9 Force	# 56 M.L. Quezon St., Purok 1, New Lower Bicutan, Taguig City	cgk9force@coastguard.gov.ph Telephone No.: (02) 8876-7288 Mobile No.: 0963-396-5750



Marine Environmental Protection Command (MEPCOM)	Muelle Dela Industria Farola Compound, Binondo, Manila, Metro Manila	mepcom@coastguard.gov.ph Viber No.: 0917-815-0065 Mobile No.: 0956- 934-8832
Coast Guard Medical Service	139 25 th Street, South Harbor, Port Area, 1018 Manila	cgmed3.operations@gmail.com Telephone No.: (02) 527-8481 Local: 6323 / 6341 Mobile No.: 0956-174-6964
Coast Guard Dental Service	139 25 th Street, South Harbor, Port Area, 1018 Manila	cgdentalsvc@yahoo.com / dental.service@coastguard.gov.ph / cgdentalservice@gmail.com Telephone No.: (02) 527-8481 Local: 6311 / 6312 Mobile No.: 0967- 243-1595
Coast Guard Human Resource Management Command (CGHRMC)	# 56 M.L. Quezon St., Purok 1, New Lower Bicutan, Taguig City	cghrmchr3@coastguard.gov.ph Mobile No.: 0963-476-8968 /0926-216-5507
Philippine Coast Guard Pension and Gratuity Management Center (PCG- PGMC)	Ground Floor Citadel Building 637, Bonifacio Drive, Port Area Manila	pcg.pgmc@coastguard.gov.ph / yvop@coastguard.gov.ph Mobile No.: 0926-064-6613 / 0928-726-4445
COAST GUARD DISTRICT (CGD)		
CGD National Capital Region- Central Luzon (CGDNCR-CL)	Muelle Dela Industria Farola Compound, Binondo, Manila, Metro Manila	ncrclidac@gmail.com Mobile No.: 0956-162-4587
CGD Southern Tagalog (CGDSTL)	Brgy. Sta Clara, Batangas City	hcgdstl_opn@yahoo.com Mobile No.: 0997-785-4915
CGD Northeastern Luzon (CGDNELZN)	63A Caritan Highway, Barangay Caritan Centro, Tuguegarao City, Cagayan	cgdnelzn@coastguard.gov.ph / cgdnelzn.operation@coastguard.gov.ph Mobile No.: 0997-163-2854
CGD Central Visayas (CGDCV)	Pier 3, Arellano Boulevard, Cebu City 6000	coastguarddistrict.cv@coastguard.gov.ph Telephone No.: (032) 402-0489 Mobile No.: 0966-780-5606 / 0926-037-3678



CGD Eastern Visayas (CGDEV)	Ebony Street, Port Area, Ormoc City, Leyte	cgdev@coastguard.gov.ph Mobile No.: 0916-232-7414
CGD South Western Mindanao (CGDSWM)	Headquarters Coast Guard District South Western Mindanao, Naval Station, Romulo Espaldon, Bagong Calarian, Zamboanga City	hcgdswm@yahoo.com / cgdswm2018@gmail.com Hotline No.: (62) 993-1004 Mobile No.: 0967-276-1478
CGD Palawan (CGDPAL)	Headquarter Coast Guard District Palawan, Port Area, Brgy. Liwanag, Puerto Prinsesa City, Palawan	cgdpal@coastguard.gov.ph Mobile No.: 0975-116-0875 / 0975-110-7858
CGD Western Visayas (CGDWV)	Zone 2, Bo. Obrero, Lapuz, Iloilo City 5000	cgdwv@coastguard.gov.ph Telephone No.: (033) 323-5289 Mobile No.: 0931-713-7123 / 0945-687-5254
CGD Northwestern Luzon (CGDNWLZN)	Poro Point, City of San Fernando, La Union	cgdnwlzn@coastguard.gov.ph Mobile No.: 0945- 746-3430
CGD Southeastern Mindanao (CGDSEM)	Km. 10, Sasa Wharf, Sasa, Davao City	cgdsem@coastguard.gov.ph / coastguardsem@yahoo.com Telephone No.: +632 (082) 235-0002 / 2282-405 Mobile No.: 0955-508-3665 / 0920-538-7037
CGD Bicol (CGDBCL)	Regional Government Center, Rawis, Legaspi City, Albay	cgd.bicol@yahoo.com Mobile No.: 0977-612-1237 / 0948-874-4595
CGD Northern Mindanao (CGDNM)	NQS CGDNM 1280 Bldg., Brgy., Puntod, Corrales Extension, Macabalan, Cagayan De Oro City	cgdnm@coastguard.gov.ph Telephone No.: (088) 880-5956 Mobile No.: 0916-689-3261
CGD Southern Mindanao (CGDSM)	Makar Wharf, Brgy. Labangal, General Santos City	cgdsmd3@coastguard.gov.ph Mobile No.: 0965-516-3025



CGD Northeastern Mindanao (CGDNEM)	2nd Flr. Danaque Leon Bldg. 1377 Borrromeo Street, Brgy. Taft, Surigao City	cgdnem@coastguard.gov.ph Telephone No.: 827-0959 Mobile No.:0951-091-4219 / 0953-397-6127
CGD Bangsamoro Autonomous Region in Muslim Mindanao (CGDBARMM)	No. 10 Rajah Tabunaway Blvd., Cotabato City,	cgdbarrrm@coastguard.gov.ph / cgs_cotabato@yahoo.com Mobile No.:0956-400-051 / 0930-188-9389



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Chairman



CG CAPT VINCENT BINGBONG D FIESTA O-0261
Vice-Chairman

MEMBERS



CG COMMO ARMANDO A BALILO O-0210



CG COMMO JOEVEN F FABUL O-0158



CG CAPT ROMEO P PULIDO O-1318



CG COMMO VIVIEN JANE E CAY O-0237



CG CAPT ERIC R FERRANCULLO O-0372



CG CAPT DENNIS REM C LABAY O-0307



CG CAPT RONALD D PANCIPANE O-0591



CG CDR JAYSIEBELL B FERRER O-0546



MEMBER



CG CDR ROXANNE A NATIVIDAD O-0548

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