



**PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS  
(Headquarters Philippine Coast Guard)**

139 25<sup>th</sup> Street, Port Area  
1018 Manila

**CGAO  
MEMORANDUM CIRCULAR  
NUMBER.....08 - 94**

**10 September 1994**

**DECENTRALIZATION OF THE ADMINISTRATION AND OPERATION OF  
LIGHTSTATIONS AND OTHER AIDS TO NAVIGATION**

**I. SCOPE:**

This circular covers all lightstations and other aids to navigation under the administration and operational control of the Philippine Coast Guard.

**II. PURPOSE:**

To prescribe the policies and procedures for the decentralization of the administration and operational control of lightstations and other aids to navigation.

**III. DEFINITION OF TERMS:**

- A. Decentralization** – the delegation to the Coast Guard Districts of the administrative and operational control of lightstations and other aids to navigation within their areas of responsibility.
- B. Administrative and Operational Control** – the exercise of administrative and operational management over persons or group of persons assigned to tend lightstations and other nav aids facilities to ensure efficiency in carrying out their duties and responsibilities.
- C. Aid to Navigation** – any device external to a vessel or watercraft intended to assist a mariner to determine his position, plot his safe course and/ or warn him of danger or obstruction to navigation.
- D. Lightstation** – a lighted aids to navigation of fixed structure to which personnel are assigned for the purpose of tending the light.

#### **IV. POLICIES:**

- A.** The administrative supervision and operational control of light stations and other aids to navigation are delegated to the Coast Guard District Commanders.
- B.** An Aids to Navigation Maintenance and Services Group (MSG) shall be organized in every Coast Guard to serve as special unit of the District responsible in carrying out the prescribed functions of said unit within their respective area. It will be manned by qualified PCG uniformed personnel determined by the District Commander and augmented by civilian counterparts who shall come from the HANC personnel pool.
- C.** Coast Guard District Commander shall designate an Officer in Charge of the MSG.
- D.** Assignment of PCG Uniformed personnel to the MSG shall be at the district level and shall be taken from the existing PCG Uniformed personnel of the district.
- E.** Assignment and reassignment of civilian personnel to and from the Coast Guard Districts shall be at HPCG level as recommended by HANC.
- F.** Assignment and reassignment of civilian personnel to and from the lightstations shall be at the district level.
- G.** HANC shall remain as the central planning and coordinating unit of the Philippine Coast Guard in the establishment, development, modernization, administration, operation and major repair and maintenance of lightstations and aid to navigation.
- H.** Subject to the availability of funds, District Commanders are authorized to recommend for obligation the following fund ceiling in the maintenance and repair of lightstations and aids to navigation in their respective areas subject to the usual accounting and auditing policies.

Other Services (06)     -         - P4,000.00  
Supplies and Materials (07) -     2,000.00

#### **V. DELINEATION OF FUNCTIONS AND RESPONSIBILITIES:**

##### **A. Coast Guard District Commander**

1. Responsible for the assignment / rotation of light keepers within the district, Supervise and control lightkeepers in the operation and maintenance of their respective lightstation.

2. Responsible for the programming of all logistical requirement of the light stations under the district jurisdiction.
3. Responsible for the collection and distribution of pay and allowances, of light stations personnel.
4. Provide administrative requirement of lightstation personnel such as application for leave, performance appraisal report, personnel information sheet, retirement, etc. All leave of absence (sick/ vac ) applied by lightstation personnel shall be processed and recommended on the following manner:
  - a. For less than thirty (30) days, the Coast Guard District Commander shall sign the recommendatory portion of the accomplished leave application prior submitting the same to CPCG for approval.
  - b. For more than thirty (30) days but not exceeding sixty (60) days, CGD Commander shall transmit accomplished leave application to HPCG leaving the recommendatory portion unsigned for approval of CPCG thru Chief of Staff, PCG.
  - c. For more than sixty (60) days CGD Commander shall transmit accomplished leave application similar to instruction (b) above for approval of CPCG thru Chief of Staff, PCG.
  - d. Sick leave application more than five (5) days shall be accomplished with medical certificate and documentary stamp.
5. Conduct preliminary investigation on cases involving lightkeepers an submit investigation reports to HANC for disposition.
6. Ensure the submission of monthly report of the lightstations to HANC.
7. Responsible for the operation and maintenance of light stations, buoy and beacons in their areas of responsibility.
8. For unmanned lightstation, conduct periodic inspection of light apparatuses and accessories.
9. Inspect and monitor the completion of repair projects on structure, dwelling and towers, and render the necessary report to CPCG furnishing HANC a copy of the report.
10. Develop and enhance technical expertise and repair capabilities of personnel in the district.

## **B. District ATON Maintenance and Service Group ( DMSG ):**

1. Conduct maintenance and inspection service to ensure that all ATON equipment within their AOR will operate normally at all times. This includes the following:

**a.** Inspection of lantern and its parts, batteries, connecting cables, etc.

**b.** Replacement of expired lamps and defective batteries;

2. Cleaning of solar panels:
3. Conduct preventive maintenance and repair of buoys and its moorings;
4. Conduct minor repair service on site; and
5. Determine the condition of the structures and general condition or serviceability of the lightstations.

The above routine should be undertaken for each unmanned lightstations once a month and immediately after a calamity. Lightkeepers are tasked to inspect daily their respective lightstations regardless of weather conditions.

6. Conduct in-house training on the maintenance and operation of lightstations in coordination with HANC.
7. Manage the operation and maintenance of other ATON in the CoastGuard District.
8. Determine and initially coordinate for the proposed sites of lightstations planned to be established.
9. Request, store and distribute spare parts and supplies to lightstations;
10. Send defective spare parts, apparatuses and equipment to HANC for repair/ replacement; and
11. Maximize utilization of personnel who graduated from ATON special courses.

## **C. Headquarters Aids to Navigation Command:**

1. Render technical assistance as needed to the CG District on matters affecting the operation of all aids to navigation.

2. Conduct research and studies for the modernization, improvement of aids to navigation, including technical evaluation, quality control of LS equipment and accessories.
3. Conduct major repairs on the equipment and apparatuses of lightstations.
4. Responsible for the recruitment and training of lightstation personnel.
5. Responsible for the assignment/ rotation of lightkeepers to the district command on confirmation of CPCG.
6. Responsible for the personnel advancement and upgrading of light station personnel, positions, benefits and other allowances due them.
7. Monitor the performance and operating status of lights in all Coast Guard Districts.
8. Evaluate initial report of investigation submitted by Coast Guard District Commanders on erring lightstation personnel for endorsement to CPCG.
9. Undertake other specific requirements for upgrading lightstations such as Annual General Inspections and Survey of lightstations as may be directed by CPCG.
10. Initiate filling up of logistic requirements to include POL of Coast Guard District Maintenance and Service Group for distribution/issuance to lightstations.
11. Render periodic reports to HPCG (Attn: CG-10)

**D. Headquarters Philippine Coast Guard:**

1. Allocate funds, logistics, POL and other personnel requirements for the Coast Guard District ATON Maintenance Service Group.
2. Evaluate, study and approve all recommendations for promotion, assignment training and upgrading of pay and allowances of LS personnel in accordance with existing policies.
3. Issue Notice to Mariners.
4. Evaluate and approve the establishment of new lightstations/buoys private aids to navigation and discontinuance of the operation of a charted light station are recommended by CGD/ HANC.

**VI. RECESSION CLAUSE:**

All circulars and policies inconsistent with this circular are hereby rescinded.

**VII. EFFECTIVITY:**

This circular shall take effect upon publication.

**BY COMMAND OF COMMODORE FAJARDO:**

**MANUEL B PONE  
CDR                      PN  
Acting Chief of Staff**

**OFFICIAL:**

**ROMULO F NEIVES  
LT                      PN  
Adjutant**