



PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(National Headquarters Philippine Coast Guard)
139 25th Street, Port Area
1018 Manila

NHQ-PCG/HSSG

05 August 2024

**STANDING OPERATING PROCEDURE
NUMBER 18-24**

**IMPLEMENTATION OF THE USE OF PASS PRIOR ENTRY WITHIN NATIONAL
HEADQUARTERS PHILIPPINE COAST GUARD PREMISES AND INSTALLATIONS**

1. AUTHORITY

Republic Act No. 9993, otherwise known as the "Philippine Coast Guard Law of 2009" and its Implementing Rules and Regulations

2. REFERENCES

- A. HSS, PNP – Online Downloadable Forms 2024 – Application Form for Vehicle Sticker/Pass Card
- B. General Headquarters Armed Forces of the Philippines, LOI "Hawkeye" Instructions 2019 – Application Form for Vehicle Pass Card/Sticker
- C. Republic Act No. 10173 dated 15 August 2012, also known as the "Data Privacy Act of 2012"
- D. HPCG Circular No. 05-12 dated 08 June 2012, entitled "Security Policies on Entry and Exit of Persons, Vehicles, Goods and Materials within PCG Premises and Installations"

3. PURPOSE

This Standard Operating Procedure prescribes the guidelines to regulate, control, check or screen all persons, goods, equipment and materials entering the premises of the Philippine Coast Guard National Headquarters and all its units and installations for the protection, security and safety of persons and property and maintenance of law and order within the premises.

4. SCOPE

This applies to all vehicles that intend to access the National Headquarters' premises, excluding PCG-owned vehicles.

5. DEFINITION OF TERMS

- A. **Application Form** - required document to be duly accomplished with attached documentary requirements to be examined by Headquarters Service Support Group (HSSG) Security Branch.
- B. **HSSG Security Branch** - implementing body of security measures tasked on scrutiny of accomplished application form, legitimacy of the documents submitted and other qualifications in consideration with security.
- C. **HSSG Security Officer** - Officer-in-Charge of the HSSG Security Branch tasked to ensure strict implementation of the guidelines stated in this SOP.
- D. **Headquarters Philippine Coast Guard (HPCG) Premises** - refers to the buildings, wharf, grounds and all properties in view within the confines of NHQ-PCG.
- E. **PCG Vehicle Pass** - refers to permanent pass granted to PCG personnel owned vehicle to gain access of entry to National Headquarters' premises
- F. **Quick Response Code (QR Code) Verification Page** - page that will appear upon scanning the QR code found in the PCG Vehicle Pass and Temporary Pass. The vehicle's basic information with the HSSG Security Officer's verification shall appear on the page to ensure authenticity of the aforementioned pass.
- G. **Temporary Pass** - refers to temporary pass granted to contractors and/or visitor-owned vehicle prior entry to National Headquarters' premises.

6. POLICIES AND PROCEDURES

A. Application Process

- i. The applicant shall fill out application form (**Annex A / Annex C**) with personal information, purpose of visit and duration (if temporary), and any other relevant details. Classifications are as follows:
 - a. PCG Vehicle Pass – PCG personnel
 - b. Temporary Pass – contractors and visitors
- ii. The applicant shall submit to HSSG Security Branch the duly accomplished application form with the required attachments
 - a. For PCG Vehicle Pass:
 - 1. Duly accomplished application form;
 - 2. Photocopy of LTO Official Receipt (OR)/ Certificate of Registration (CR); and
 - 3. Valid PCG ID (Photocopy of front and back in one (1) A4 size paper);

- b. For Temporary Pass:
 - 1. Duly accomplished application form;
 - 2. Valid government issued ID (Photocopy of front and back in one (1) A4 size paper);
 - 3. Request letter (If deemed necessary); and
 - 4. Photocopy of OR/CR;
- iii. Application forms shall be endorsed by HSSG Security Officer.
- iv. The applicant must submit a duly accomplished **Data Privacy Consent Form** for collecting and processing of applicant's personal data for the sole purpose of PCG Vehicle Pass/Temporary Pass application processing in accordance with Republic Act No.10173.

B. Approval Process

- i. Applications are examined only by designated personnel from HSSG Security Branch.
- ii. For PCG Vehicle Pass, additional background checks may be conducted to verify the applicant's credentials and eligibility.
- iii. For Temporary Pass, the HSSG Security Branch may require request letter or authorization letter from concerned unit/branch. Moreover, duration of access must be clearly stated on the application form.
- iv. All documentary requirements must be attached in the application form. Incomplete submission will automatically disqualify or defer the application process.

C. Issuance of Pass

- i. Upon approval of the application, designated pass will be granted to the applicant. Both PCG Vehicle Pass and Temporary Pass will feature a unique QR code containing the vehicle's essential detail. When scanned, the QR code will direct to a verification page allowing the HSSG Officer to easily confirm the vehicle's information.
- ii. A QR code will be printed on the **(Annex B) PCG Vehicle Pass** and **(Annex D) Temporary Pass** which encompass the QR Code Verification Page wherein the basic vehicle's details verified by the HSSG Security Officer will appear upon scanning.
- iii. For Temporary Pass, a control number will be assigned and the duration of access will be specified on the pass.
- iv. A claim stub attached on the application form must be used to claim the

issued pass. The applicant or authorized representative must present the stub to the designated Security Officer to claim the pass on the scheduled date of release.

- v. Issued passes will be released on the same day of application, provided that all requirements are complied.

D. Pass Usage

- i. Pass holders are responsible for using their pass in accordance with the guidelines stated in this circular.
- ii. The use of PCG Vehicle Pass and Temporary Pass will not exempt the vehicle from security inspection imposed by security personnel of the National Headquarters.
- iii. Passes must only be utilized for entry into NHQ-PCG premises and may not be utilized for any other purposes.
- iv. Registered vehicles must adhere to National Headquarters' rules and regulations pertaining to operation, routing, speed limits and parking of vehicles.

E. Return or Deactivation

- i. Temporary Pass must be surrendered to HSSG Security Branch at the end of the designated access period.
- ii. PCG Vehicle Pass must be surrendered to HSSG Security Branch upon retirement, resignation or discharge in the PCG service of the end user. Moreover, it must also be surrendered upon sale or transfer of ownership of the registered vehicle.

F. Monitoring and Review

- i. Security personnel must monitor pass usage to ensure compliance with security protocols and to detect any unauthorized access attempts.
- ii. Periodic reviews of access of privileges must be conducted to ensure that access levels are appropriate and up to date.

G. Revocation

In case of non-compliance on provisions stated in this SOP or changes in employment status of the end user, pass may be revoked promptly to prevent unauthorized access.

H. Record Keeping

Records of application forms, documentary requirements, records of

issuance, and surrendered passes must be maintained by HSSG Security Branch.

I. Authorized Pass Design

Only authorized PCG Vehicle Pass and Temporary Pass as described in **Annex B** and **Annex D** shall be permitted to use, and unauthorized reproduction of the said pass is strictly prohibited.

J. In Case of PCG Vehicle Pass/Temporary Pass Loss

- i. Submit an affidavit of loss together with photocopies of OR/CR for the registered vehicle and valid government ID.
- ii. The applicant must fill out new application form (**Annex A/Annex C**) and undergo the whole application process to acquire pass replacement.

7. RESPONSIBILITIES

A. Duty Sentinel (JOOD, POW, Gangway Watch, Roving Watch)

- i. Execute the procedures provided in this SOP and ensure that no vehicle shall have unauthorized access to NHQ-PCG premises or installation;
- ii. Ensure that all visitors stay in the designated receiving/ waiting area;
- iii. Inspect all baggages and goods/materials coming in and out the NHQ-PCG compound.
- iv. Perform other duties in relation to this SOP as may be directed.

B. Officer of the Day (OOD)

- i. Supervise the duty sentinel in implementing the security policies under this SOP;
- ii. Remind the duty detail during muster on the existing security measures of the PCG;
- iii. Make the necessary report and recommendation on violation of this SOP;
- iv. Perform other duties in relation to this SOP as may be directed.

C. Headquarters Service Support Group and all PCG Units within NHQ-PCG

- i. Familiarize the PCG personnel assigned in their respective units on the requirements of this SOP;
- ii. Ensure that all enlisted personnel are familiar with duties and responsibilities of a duty sentinel;



- iii. Schedule a regular security training/ seminar for all personnel assigned within their respective units;
- iv. Monitor the implementation of this SOP.

D. Counter Intelligence Branch, CG-2

- i. Monitor the implementation of this SOP;
- ii. Investigate through the recommendation of Command Duty Officer or OOD or JOOD any violation committed by the duty sentinel. The punishment to be imposed upon a duty sentinel who will be found remiss on his responsibilities under this SOP shall be in accordance with the existing policy on the PCG Uniformed Personnel Code of Conduct;
- iii. Conduct security seminar to all personnel assigned in their respective units;
- iv. Provide a security seminar to duty sentinel who will be found to have violated the procedure.

E. Provost Marshall

Provide information, if necessary, in aid of the investigation of violation of this SOP.

8. RESCISSION

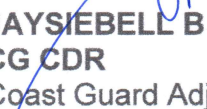
All publications in conflict with this SOP are hereby rescinded.

9. EFFECTIVITY

This SOP shall take effect upon publication.

BY COMMAND OF COAST GUARD ADMIRAL GAVAN:

OFFICIAL:


JAYSIEBELL B FERRER
CG CDR
Coast Guard Adjutant

HOSTILLO ARTURO E CORNELIO
CG RADM
Chief of Coast Guard Staff

Annex A - Application Form PCG Vehicle Pass
Annex B - PCG Vehicle Pass Format
Annex C - Application Form Temporary Pass
Annex D - Temporary Pass Format
Annex E - QR Code Verification Page
Annex F - Data Privacy Consent Form



BAGONG PILIPINAS



PHILIPPINE COAST GUARD
National Headquarters Philippine Coast Guard
139 25th St., Port Area 1018 Manila

APPLICATION FOR VEHICLE PASS

DATE: _____ CONTACT NO.: _____ ID NO: _____
 FIRST NAME: _____
 MIDDLE NAME: _____
 LAST NAME: _____
 DATE ENTERED THE SERVICE: _____
 RANK: _____ SERIAL NO.: _____
 UNIT ASGMT: _____
 HOME ADDRESS: _____

REQUIREMENTS

1. Application Form
2. Photocopy of OR/CR attached in this form
3. Valid PCG ID (Photocopy of front and back in one A4 size paper)

VEHICLE DATA (Check as necessary): 4-Wheeled 2-Wheeled

VEHICLE MAKER(S)	PLATE NO.	YEAR MODEL	COLOR	CHASIS NO.	MOTOR NO.	DECAL NO.

PERSON TO NOTIFY IN CASE OF EMERGENCY

NAME: _____ RELATIONSHIP: _____
 ADDRESS: _____
 CONTACT NO.: _____

SIGNATURE INSIDE THIS BOX

STATEMENT OF COMPLIANCE

I hereby certify that I will abide by all headquarters rules and regulations pertaining to operation and routing of vehicles, speed limits and parking. Presidential Decree 96 and the Land Transportation Code while inside the headquarters and if found in violation hereof, I agree to have myself apprehended and cited in accordance with law. I further certify that I will surrender the pass upon sale or transfer of my vehicle and inform the authorities accordingly.

RIGHT THUMBMARK

DATE SIGNED _____ SIGNATURE OVER PRINTED NAME _____
 APPROVED BY: _____

HSSG Security Officer

CLAIM STUB

To be filled by HSSG Security personnel

Date:

Pass NO: _____
 Name: _____
 Processed by: _____ Signature: _____



PCG VEHICLE PASS

This serves as a vehicle pass issued to _____ of _____ office with _____ plate no. _____ by the National Headquarters Philippine Coast Guard for access within its premises. This will not exempt this its premises. This security inspection imposed by security personnel of the headquarters.

Date issued: _____

Approved by: _____

HSSG Security Officer

A handwritten signature in blue ink, located at the bottom right of the page.



ANNEX C

PHILIPPINE COAST GUARD

National Headquarters Philippine Coast Guard
139 25th St., Port Area 1018 Manila

Control No. HSSG2-002

APPLICATION FOR TEMPORARY PASS

DATE: _____ CONTACT NO.: _____ ID NO: _____

COMPANY NAME: _____

COMPANY REPRESENTATIVE NAME: _____

COMPANY ADDRESS: _____

DURATION OF ACCESS: FROM: _____ TO: _____

REQUESTING OFFICE (OFFICE/ CONTACT PERSON/CONTACT NO.): _____

PURPOSE OF ENTRY: _____

REQUIREMENTS

1. Application Form
2. Valid Gov't ID (Photocopy of front and back in one A4 size paper)
3. Request Letter (if deemed necessary)
4. Photocopy of OR/CR attached in this form

VEHICLE AND COMPANY PERSONNEL'S DATA (Check as necessary): 4-Wheeled 2-Wheeled

COMPANY PERSONNEL	CONTACT NO.	SEX	SIGNATURE

VEHICLE MAKER	PLATE NO.	YEAR MODEL	COLOR

AUTHORIZATION OF REQUESTING OFFICE

UNIT/OFFICE: _____

DATE SIGNED

SIGNATURE OVER PRINTED NAME

AUTHORIZED BY:

SIGNATURE INSIDE THIS BOX

STATEMENT OF COMPLIANCE

I hereby certify that I will abide by all headquarters rules and regulations pertaining to operation and routing of vehicles, speed limits and parking. Presidential Decree 96 and the Land Transportation Code while inside the headquarters and if found in violation hereof, I agree to have myself apprehended and cited in accordance with law.

DATE SIGNED

SIGNATURE OVER PRINTED NAME

APPROVED BY:

HSSG Security Officer

RIGHT THUMBMARK

CLAIM STUB

Temporary Pass No.: _____ Date: _____

Name: _____

Processed by: _____ Signature: _____

--- This Will Serve as Your Proof of Transaction ---

PCG VEHICLE PASS

This serves as a vehicle pass issued to _____ of _____ office with plate no. _____ by the National Headquarters Philippine Coast Guard for access within its premises. This will not exempt this its premises. This security inspection imposed by security personnel of the headquarters.

Date issued: _____

Approved by: _____

HSSG Security Officer

TEMPORARY PASS



Ctrl No: _____

PCG 8742
SECURITY CODE: HSSG001



VEHICLE PASS VERIFICATION

PLATE NO:

VEHICLE MAKE/MODEL:

COLOR:

Verified by: _____

HSSG SECURITY

**To be filled up by HSSG Security Officer*

DATA PRIVACY

CONSENT FORM

I, _____, hereby consent to the collection and processing of my personal data by the Philippine Coast Guard (PCG) for the purpose of processing my PCG Vehicle Pass/Temporary Pass application. I understand that the personal data collected may include but is not limited to:

- Full Name
- Address
- Contact Information (Phone Number, Email Address)
- Vehicle Information
- Identification Documents (ID, License, etc.)

I understand that my personal data will be processed in accordance with the provisions of **Republic Act No. 10173**, also known as the **Data Privacy Act of 2012**, its implementing rules and regulations, and other relevant policies, including but not limited to the PCG's own data privacy policies.

I acknowledge that the purpose of collecting and processing my personal data is solely for the processing of PCG Vehicle Pass/Temporary Pass and for related administrative purposes. I understand that the PCG may disclose my personal data to third parties such as government agencies or service providers who are involved in the PCG passes processing procedure. However, my personal data will only be disclosed to the extent necessary to fulfill the stated purpose.

I understand that I have the right to request access to, correction of, or deletion of my personal data held by the PCG, in accordance with the provisions of the Data Privacy Act of 2012.

By signing this consent form, I hereby declare that I have read and understood the terms and conditions regarding the collection and processing of my personal data for PCG Vehicle/Temporary Pass processing purposes.

Signature: _____
Date: _____