



Tanod Baybayin ng Pilipinas  
**PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS**  
(Headquarters Philippine Coast Guard)  
139 25<sup>th</sup> Street, Port Area  
1018 Manila

HPCG/CG2

08 June 2012  
Date

**STANDARD OPERATING PROCEDURE  
NUMBER 05-12**

**SECURITY POLICIES ON  
ENTRY AND EXIT OF PERSONS, VEHICLES, GOODS  
AND MATERIALS WITHIN PCG PREMISES AND INSTALLATIONS**

**I. AUTHORITY:**

Republic Act 9993 (The Philippine Coast Guard Law of 2009) and its Implementing Rules and Regulations.

**II. REFERENCES:**

HPCG/CGAO Standard Operating Procedure Number 03-12 (Guidelines on the Issuance, Re-issuance and Renewal of PCG ID) dated 11 April 2012;

**III. PURPOSE:**

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

**IV. POLICIES:**

- a. The security and safety of PCG personnel and installations shall be maintained at all times;
- b. Security awareness within the premises of PCG units and installations shall be developed to prevent untoward incidents that may result to unnecessary loss of life and property;
- c. The unauthorized access or movement of persons without legitimate transactions or purpose to the PCG and bringing in of illegal goods and

materials that may jeopardize the PCG property and personnel shall be prevented.

## **V. PROCEDURES:**

To maintain security and safety of all PCG personnel, installations and equipment, the following procedures shall be observed:

### **a. Security Tags**

1. Color-coded security tags shall be issued to all PCG personnel; white for officers, green for enlisted personnel and orange for civilian employees;
2. The security tag shall particularly bear a loud shade of red for personnel who were granted access to Secret information, blue for those who were cleared to access Confidential information and white for personnel granted with Restricted access to information.

### **b. PCG Organic Personnel**

1. All PCG uniformed personnel and civilian employees shall wear the issued Security Tag to be placed in front collar/lapel/buttoner of the upper garment;
2. The Security Tag shall be displayed while inside the PCG premises or installations.

### **c. Non Organic Personnel of the PCG**

1. Upon entry to PCG premises or installations, a non-organic person shall be issued with color coded Visitor's Pass depending on the area that is intended to be visited;
2. Access of non organic personnel is limited only to areas indicated in their issued Visitor's Pass. Color codes of areas are designated as follows:

**Red - Office of the CPCG, VCO, VCA, CS, CG2, CG3, Action Center, CG11 and CGWCEISS**

**Blue - Office of the CG1, CG4, CG5, CG6, CG7, CG8, CG9, CG10, MCPO, CGAO, CGIAS, CGIA, COA and BMI**

**White - Office of the CGPS, CGFC, CGPAO, CGSSO, CGMED, CGDS, CGIDS and Concessionaire**

3. No person shall be allowed access to HPCG compound and all PCG units and installations without presenting proof of identification. Non-organic PCG personnel, accredited dealers and

visitors shall only be allowed to enter the PCG compound after securing a Visitors' Tag;

4. The Duty Gangway or Gate Guard shall check all goods, materials and equipment that are being brought inside the PCG premises, buildings and installations;
5. No visitor shall be allowed to enter the PCG compound without informing the person/personnel to be visited. Upon entering the PCG premises, buildings and installations, the non organic personnel shall be inquired of his/her transaction/intention of visit. The Duty sentinel shall require him/her to present valid identification card and inform the office concerned about the visitor. After validating the purpose of the visit, the Duty sentinel shall issue the corresponding Visitor's Tag;
6. In case the non organic person or visitor is attending a conference/seminar/training or any relevant activity to be held at PCG building or premises, he/she shall be required to present the Conference Notice for the purpose of issuance of Visitor's Tag;
7. Non organic personnel shall not be allowed to bring firearm or sharpened object inside the premises unless these items are part of the PCG procured material/equipment and are scheduled to be delivered to the PCG Procurement Service or Supply Accountable Officer of a PCG Unit. The Duty sentinel shall require the possessor of the firearm or sharpened object to deposit the item/s at the front desk for safekeeping then he shall be issued with a Visitor's Tag;
8. All visitors shall be limited only to the specific place where they are authorized to transact business or visit.
9. All visitors shall only be allowed to enter and exit through the main gate lobby of the HPCG or PCG Units' visited.
10. All visitors must be out of the compound not later than 2200H of the day he/she entered the compound. The ID cards, deposited in the gangway area or lobby which are not claimed after 2200H, will be turned-over to O/DCS-ISLEN, CG-2 or Field Station of a PCG Unit, as the case may be, for safekeeping. The owner of said ID card is required to report to O/CG-2 or Field Station to surrender their issued Visitor's Tag in exchange of the ID Card.

**d. Vehicles:**

1. All vehicles with decal or security pass shall be allowed to enter the PCG designated parking area. However, only the authorized organic and staff vehicles with assigned parking area are allowed to park;

2. All vehicles entering and leaving the PCG premises are subject for inspection and control procedures by the duty sentinel posted and the driver/person onboard shall be required to present any valid identification card to include permit/gate pass of goods/materials of any kind coming in and out of PCG compound;
3. In case there is an activity or celebration in the PCG premises or when security situation warrants, all vehicles parked in inside the premises shall be removed or transferred to the parking area designated for the purpose.

## **VI. RESPONSIBILITIES:**

### **a. Duty Sentinel (JOOD, POW, Gangway Watch, Roving Watch)**

1. Execute the procedures provided in this SOP and ensure that no unauthorized access to PCG premises or installations is made;
2. Ensure that all visitors stay in the designated receiving/ waiting area;
3. Advise the non organic-person entering the PCG premises that he/she is only allowed entrance in exchange of a valid identification card such as driver/PRC license, company ID, Passport, SSS, or any valid ID card;
4. Inform the concerned office/personnel thru telephone or by any other means of communication about the intention/transaction of the non organic personnel/visitor;
5. Accompany or escort the non organic person to the office to be visited;
6. Hold/refuse the entrance of a non organic personnel or visitor in case the PCG person to be visited is not available or has declined to accept/entertain the visitor;
7. Inspect all baggage and goods/materials coming in and out the HPCG compound. Ensure that all materials and equipment brought out the HPCG compound has a tally duly signed by the Head of office concerned;
8. Unclaimed baggage, box, package or any deposited item at the Gangway shall be reported and turned over to CIB, CG2 for inspection/verification;
9. Perform other duties in relation to this SOP as may be directed.

**b. Officer on Duty:**

1. Supervise the Duty Sentinel in implementing the security policies under this SOP;
2. Remind the Duty Detail during muster on the existing security measures of the PCG;
3. Make the necessary report and recommendation on violation of this SOP;
4. Perform other duties in relation to this SOP, as may be directed.

**c. Headquarters Support Group of HPCG and all PCG Units:**

1. Familiarize the PCG personnel assigned in their respective units on the requirements of this SOP;
2. Ensure that all Enlisted Personnel are familiar with duties and responsibilities of a duty sentinel. No Enlisted Person shall be included in the Duty Detail if he/she is not yet accustomed with the obligations of a duty sentinel;
3. Schedule a regular security training/seminar for all personnel assigned within their respective units;
4. Monitor the implementation of this SOP.

**d. PCG uniformed personnel and civilian employees:**

1. As soon as the visitor/s left the designated receiving/ waiting area, the security responsibility shall fall on the visited person or office. Likewise, the person or office being visited has the accountability for any misdemeanor committed by the visitor;
2. Remind the visitor/s not to roam around the premises or outside the designated area;
3. Lost of the issued ID/ Security Tag shall be reported immediately in person or in writing to the issuing authority. The report shall be in affidavit form and circumstances thereof shall be adequately explained for proper accounting. In addition, a fee of Fifty Pesos (P50.00) or as determined by the Security Committee will be imposed to those who lose their ID tag prior issuance of the replacement.

**e. CI Branch, CG2 and all CGIF Field Stations:**

1. Monitor the implementation of this SOP;

2. Investigate through the recommendation of Command Duty Officer or OOD or JOOD any violation committed by a duty sentinel. The punishment to be imposed upon a duty sentinel who would be found remiss on his duties and responsibilities under this SOP shall be in accordance with the existing policy on discipline;
3. Investigate through the recommendation of the OOD or JOOD or POW and Gangway visitor who left his/her ID or packages deposited upon entry at the gate, after 2200H;
4. Conduct Security Seminar to all personnel assigned in their respective units;
5. Provide a security seminar to duty sentinel who would be found to have violated the procedures of this SOP.

**f. Provost Marshal:**

1. Ensure the orderliness in the PCG premises and installations;
2. Escort out of the premises unruly visitor;
3. Provide information, if necessary, in aid of the investigation of violation of this SOP.

**VII. RESCISSION:**

The provisions of existing rules and regulations, circulars and other publications which are inconsistent with the provisions of this SOP are hereby rescinded, repealed or modified accordingly.

**VIII. EFFECTIVITY:**

This SOP shall take effect immediately after approval.

**BY COMMAND OF VICE ADMIRAL TAN:**

  
**ALGIER RICAFRENTÉ**  
**LCDR PCG**  
Coast Guard Adjutant *19/04/2014*

**AARON T RECONQUISTA**  
**COMMO PCG**  
Chief of Coast Guard Staff