



HEADQUARTERS PHILIPPINE COAST GUARD
(Punonghimpilan Tanod Baybayin ng Pilipinas)
139 25th Street, Port Area
1018 Manila

DCS-HRM

05 September 2014

STANDING OPERATING PROCEDURES
NUMBER 04 – 14

OFFICERS FITNESS REPORT

- I. **REFERENCE:** AFP GHQ Circular Number 22 dated 14 October 1987
- II. **GENERAL:** This SOP provides guidelines on rating individual Officer through the Officers Fitness Report (OFR)
- III. **PURPOSE:** To prescribe policies and procedures in rating Officers for a specific period of time.
- IV. **DEFINITIONS:**
 - a. **Officers Fitness Report (OFR)** – is a tool use to provide the command leadership with information concerning professional attributes, demonstrated performance and potentials of an Officer as basis for selection in assignments, promotions, training for his/her professional advancement and proper utilization.
 - b. **Endorser** – is the immediate supervisor and is responsible for the direct supervision of rated officer under a chain of command and or staff structure.
 - c. **Rater** – is the immediate supervisor of rated Officer under a chain of command and or staff structure.
 - d. **Rated Officer** – is the officer subject of OFR
- V. **POLICIES:**
 - a. Officers Fitness Report (OFR) shall be rendered as follows:
 1. *Periodic* – every 30 June and 31 December of the year.
 2. *Relief of Rated Officer* – upon relief of the rated officer from his primary duty assignment upon attaining thirty (30) days or more.

3. *Relief of Rater* – upon relief of the rater as specified.
4. *Relief of Endorser* – upon relief of the endorser as specified.
5. *Promotion* – when the rated officer is eligible for promotion.
6. *On special occasions, to wit:*
 - (a) Upon completion of a duty as student (local or foreign) or duty as detailed outside of PCG (i.e. DOTC)
 - (b) When, in the opinion of the rater, an individual is deficient in his/her ability in the performance of duty as to require appropriate personnel or disciplinary action.
 - (c) When, in the opinion of the rater, the manner of performance of duty is outstanding to justify submission of a special report.

b. OFR of each Officers shall be rendered by the following rater and endorser:

RATED OFFICER	RATER	ENDORSER
Head of Branches of the Central Staff	Assistant DCS	Deputy Chief of Staff
Assistant DCS	Deputy Chief of Staff	Chief of Staff
Deputy Chief of Staff	Chief of Staff	CPCG
Staff of PCG Units	Deputy	Unit Commanders
Deputy Commanders of Special/ Technical Unit and Bases	Unit Commanders	VCA
Commanders of Special/ Technical Unit and Bases	VCA	CPCG
Deputy of Support Commands	Unit Commanders	VCA
Support Commands Commander	VCA	CPCG
Deputy of Functional Commands	Unit Commanders	VCO
Functional Commands Commander	VCO	CPCG
Deputy of Districts	District Commanders	VCO
District Commanders	VCO	CPCG

c. For purposes of OFR, the PCG units are categorized based on peculiar mission-functions as follows:

CATEGORIES	PCG UNITS
Operating Units	Twelve (12) Coast Guard Districts
Functional Units	Marine Environment Protection Command (MEPCOM) Maritime Safety Services Command (MSSC) Coast Guard Fleet (CG Fleet) Coast Guard Intelligence Force (CGIF)
Major Support Units	Coast Guard Education and Training Command (CGETC) Coast Guard Weapons Communications Electronics

	Information System Service (CGWCEISS) Coast Guard Internal Affairs Service (CGIAS)
Technical Units	Coast Guard Medical Service (CGMS) Coast Guard Dental Service (CGDS) Coast Guard Legal Service (CGLS) Coast Guard Chaplain Service (CGCHS)
Special Units	Coast Guard Procurement Service (CGPS) Coast Guard Finance Service (CGFS) Coast Guard Infrastructure Development Service (CGIDS) Coast Guard Special Service Office
CG Bases	Headquarters Support Group (HSG) Coast Guard Base Farola (CGBF) Coast Guard Base Taguig (CGBT)

d. Officers detailed outside the PCG or other agencies shall be rated by OIC, RECSTA/Concerned Staff (i.e. CG-2).

e. Rater and Endorser shall render report with utmost impartiality. Evaluation must be based upon actual records observation and assessment of the rated officer based on the performance of duties, actions and reactions, and in the manner an officer carries out his obligations. It should not be based on a few isolated or striking incidents. In the absence of pertinent facts on concerning performance of various duties, no rating shall be made.

f. Through OFR, rated officer shall be evaluated in comparison with other officers of similar grade.

g. The rater/endorser shall ensure that all required entries in the OFR are filled up and shall incorporate their personal views under "Comments."

h. In case additional space or entries are required for "Duty Assignment" and/or "Comments," use "A4" size of bond paper indicating the word "CONTINUATION."

i. If the rater has given rated Officer with a rating of 1 (Question/ Unacceptable) in any of the criteria, the former shall clearly state the reason. The rater shall then directly refer the report to the rated officer for his remarks on the unacceptable rating prior transmitting it to the endorser. The report shall be forwarded to the endorser by the rater with his remarks in reference to the remarks of the rated officer. If the endorser has again rated the Officer with 1, the report with its endorsements shall be referred directly to the rated officer for his comments and explanations to the endorser, through the rater. Likewise, justifications by the rater/endorser shall be attached to the OFR for a rating of 5 (Role-Model).

j. Rated Officer shall sign in the OFR to ensure that he/she had read the report and was apprised of his/her performance.

k. Original copy shall be forwarded to the Coast Guard Adjutant and a duplicate copy to the Admin Officer of their respective units. OFR to reach the concerned unit within thirty (30) days.

I. OFR shall only be submitted to the concerned promotion and or career management boards. Any Officer on active service may verify his/her OFR at any time upon request and as approved by CG-1.

VI. EFFECTIVITY:

This SOP shall take effect upon publication.

BY COMMAND OF VICE ADMIRAL ISORENA:

OFFICIAL:

**JOSELITO F DELA CRUZ
COMMO PCG
Chief of Coast Guard Staff**

L. Bautista
**LIEZEL B BAUTISTA
LCDR PCG
Coast Guard Adjutant**