



**PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS**  
(Headquarters Philippine Coast Guard)  
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1018 Manila

HPCG/CG3

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CIRCULAR

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**MISSION, FUNCTION AND ORGANIZATION OF COAST GUARD  
COMMUNICATION AND ELECTRONICS SYSTEM (CGCOMELS)**

I. **PURPOSE:**

This Circular prescribes and defines the mission, functions and organizational structure of the Coast Guard Communication Electronics System (CGCOMELS)

II. **MISSION:**

To plan, develop, repair and maintain the electronics, radio communications, navigations and other related equipment of PCG units afloat and ashore.

III. **FUNCTION:**

a. To perform troubleshooting and repairs to all radio communications, electronics, navigations system and other equipment that is beyond the capability of the remote operating units or CGWCEIS Stations.

b. Monitor the expiration and provide the Search and Rescue Transponders (SART), Emergency Position Indicating Radio Beacon (EPIRBs) and other safety devices for all CG vessels.

c. Conduct basic training to CG Units regarding the proper utilization, maintenance and operation of electronic, radio communication, radars, sonar and other navigational equipment.

d. Conduct research, planning and development for the operability and integration of ships HF and VHF radio communication to all CG ashore Units and vice versa.

e. Maintain the PCG communication backbone such as HF Data Communications, VHF Marine Band communication and phone patch equipment.

f. Repair and maintain the NAVTEX, HF/MF/VHF DSC Radios and antenna systems aboard CGWCEISC controlled facilities.

g. Maintain and update the status of all electronics and communication system of the PCG as well as forecast the future requirements thereof.

h. To establish and develop radio communications interoperability and interconnectivity with Armed Forces of the Philippines (AFP) and other law enforcement agencies.

i. Provide technical support in preparing communication plan (COMPLAN) and establishment of deployable communications equipment.

j. To establish and develop capability on electronic warfare.

k. To carry such other functions as Commander, CGWCEISC may direct.

#### IV. ORGANIZATION:

The Coast Guard Communication and Electronics System (CGCOMELS) is a Support Unit of Coast Guard Weapons, Communications, Electronics and Information System Command headed by Commanding Officer and shall be assisted by the Deputy Commanding Officer, Chief of Staff and CMAA. The following shall constitute as the Staff Offices and Support Branches of CGCOMELS, namely:

##### A. CGCOMELS Staff Offices:

- a. Staff for Admin and Personnel
- b. Staff for Logistics
- c. Staff for Operations
- d. Staff for Research and Development
- e. Staff for Maintenance and Repair
- f. Staff for Training

##### B. CGCOMELS Support Group:

- a. Electronics Automation Group
- b. Communication Electronics Group
- c. Electricians Group
- d. Navigational Equipment Group
- e. CGCOMELS Support Group

#### V. FUNCTIONAL RELATIONSHIP

The CGCOMELS is one of the Support Unit of CGWCEISC. The Commanding Officer, CGCOMELS is under the administrative and operational control of the

Commander, Coast Guard Weapons, Communications, Electronics and Information System Command.

VI. **DUTIES AND RESPONSIBILITIES:**

**a) Commanding Officer, CGCOMELS**

- 1) Responsible for the repairs and maintenance of all communications and electronics equipment aboard the CG Units afloat and ashore.
- 2) Responsible for the planning and development of the integration and operability of ships HF and VHF Radio Communications to radio communication on shore PCG Units and PCG Communication Backbone.
- 3) Responsible for the repairs and maintenance of PCG communications backbone such as HF Data Communication, VHF Marine Band Radio Communication and Phone Patch equipment aboard PCG Units.
- 4) Responsible for the immediate repair and maintenance of mission critical equipment such as NAVTEX, HF/MF and VHF DSC radio communication and antenna systems.
- 5) Responsible for the repairs and maintenance of the MRCC and RCC Communication equipment.
- 6) Perform such other duties as the C, CGWCEISC may direct.

**b) Deputy, CGCOMELS**

- 1) Assists the Commander, CGCOMELS in the performance of his duties and responsibilities.
- 2) Implement the instructions of the Commander, CGCOMELS and ensure that it was carried out by Units.
- 3) Assume the duties and responsibilities of Commander, CGCOMELS in the absence of the incumbent.
- 4) Ensure that the welfare of CGCOMELS personnel such as equal opportunity to training, career advancement are observed, as well as rewards and punishments are judiciously rendered
- 5) Ensure that the functions of every branch Offices are properly accomplished
- 6) Perform other functions as CO, CGCOMELS may direct.

**c) Chief-of-Staff, CGCOMELS**

- 1) Act as the principal staff adviser to the CO,CGCOMELS;

- 2) Supervises the members of CGCOMELS staff in the implementation of their plans and programs;
- 3) Responsible in the formulation of command policies and guidance in coordination with cognizant staff for approval of CO, CGCOMELS; and
- 4) Performs other functions as CO, CGCOMELS and Deputy Commanding Officer, CGCOMELS may direct.

**d) CMAA, CGCOMELS**

- 1) Act as the principal non-officer advisor of CO, CGCOMELS;
- 2) Responsible for daily accounting of personnel and preparation of plan of the day;
- 3) Responsible for the indoctrination of newly assigned non-officer;
- 4) Assist CO, CGCOMELS in enhancing the morale, welfare, discipline and performance of non-officers; and
- 5) Perform other duties as directed.

**e) Staff for Admin & Personnel**

- 1) Assists the CO, CGCOMELS in carrying-out the administrative and personnel functions of CGCOMELS;
- 2) Assist and advise CO, CGCOMELS on matters pertaining to the morale, welfare and discipline of non-officers;
- 3) Formulate administrative and personnel policies and standards and monitor their implementation;
- 4) Publish, authenticate and distribute orders, directives, memoranda, messages and instructions issued by CO, CGCOMELS and higher headquarters;
- 5) Ensures that all the records such as accomplishment reports of every CGCOMELS branch Offices and Remote Communication Stations, incoming and outgoing communication letters and documents shall be filed and secured at all times
- 6) Perform other duties as directed.

**f) Staff for Operations**

- 1) Advise the CO, CGCOMELS with regards to the development of communication system, maintenance, repair and training conducted by CGCOMELS;
- 2) Monitoring, management and control of all deployments of Maintenance and Repair Training Team (MRTT), and other activities of the Communications and Electronics System Group;

- 3) Responsible for the evaluation and dissemination of maintenance, repair and operational information required to the PCG to fulfill its assigned mission;
- 4) Develops plans for new areas of electronics and communication technology for the manufacturing functions along with sufficient planning for areas that support the mission of the MRTT;
- 5) Presents monthly reports on performance as requested; and
- 6) Perform other duties as directed.

**g) Staff for Logistics**

- 1) Responsible for general supply staff functions;
- 2) Responsible for the speedy requisitioning of supplies, spare parts and other pertinent logistics items needed by the CGCOMELS;
- 3) Responsible for coordination with higher supply agencies for the procurement of items needed by the CGCOMELS;
- 4) Responsible for the systematic receipt, storage and issuance of supplies and materials within the CGCOMELS;
- 5) Responsible for the smooth functioning of the Supply Group; and
- 6) Perform other duties as directed.

**h) Staff for Research and Development**

- 1) Manage and directs the research and development programs to meet CGWCEISC communication needs;
- 2) Developing new processes, refine existing and optimize electronic communication of the PCG;
- 3) Conduct test protocols and procedures and product evaluation; and
- 4) Perform other duties as directed.

**i) Staff for Maintenance and Repair Office**

- 1) Advise the CO,CGCOMELS on matters pertaining to the repair and maintenance of all PCG Communication and Electronics equipment to be conducted by MRTT; and

2) Perform other duties as directed.

**j) Electronics and Automation Group**

- 1) Monitor and maintain all the Search and Rescue Transponders (SART), Emergency Position Indicating Radio Beacon (EPIRBs) and other safety devices of all CG vessels;
- 2) Administer the repairs and periodic maintenance of all electronics equipment aboard CG Units afloat and ashore such as PA Systems, Navigation Systems, Ships Automation and Control Systems and other related equipment; and
- 3) Perform other duties as directed.

**k) Communication Electronics Group**

- 1) Administer the repairs, installation, maintains, and adjusts various communications equipment, including microwave, mobile and fixed radio transmitters and receivers, telephone equipment and devices, and other communications devices;
- 2) Maintain and develop the advanced radio communications ashore and afloat units;
- 3) Proactively assesses potential items of risk and opportunities of vulnerability in the communication link; and
- 4) Perform other duties as directed.

**l) Electrician Group**

- 1) Supervises the repair and maintenance of all electrical wiring and fixtures;
- 2) Conducts inspection and recommends electrical lay-out/ installation for rehabilitation and upgrading;
- 3) Perform other duties as directed.

**m) Navigational Technician Group**

- 1) Responsible in formulating policies, rules and regulations pertaining to navigational equipment matters;
- 2) Conduct basic training to all afloat CG Units for the proper maintenance and operation of the navigation and shipboard communication system;

- 3) Supervises repairs and periodic maintenance of all shipboard communications and navigations system equipment such as radars, sonar, Global Positioning System (GPS), Global Maritime Distress Safety System (GMDSS) components and other related equipment onboard
- 4) Perform other duties as directed.

**n) CGCOMELS Headquarters Support Group**

- 1) Responsible for the overall accomplishment of the vision and mission of the unit;
- 2) Responsible for the formulation, development, and implementation of the CGCOMELS Defense Plan/ Contingency Plan;
- 3) Supervise the strict implementation of security and discipline of CGCOMELS Personnel; and
- 4) Perform other duties as directed.

**VII. RESCISSION CLAUSE:**


All publications inconsistent with this Circular are hereby modified or rescinded accordingly.

**VIII. EFFECTIVITY:**

This Circular shall take effect upon approval.

**BY COMMAND OF COMMODORE GARCIA:**

**OFFICIAL:**

  
**LIEZEL B. BAUTISTA**  
**LCDR PCG**  
Coast Guard Adjutant  
*09/12/17*

**ALLEN T TORIBIO**  
**CAPT PCG**  
Acting Chief of Coast Guard Staff

COAST GUARD COMMUNICATION AND ELECTRONIC SYSTEM (CGCOMELS)  
ORGANIZATIONAL CHART

