



Republic of the Philippines  
Philippine Coast Guard  
**PHILIPPINE COAST GUARD AUXILIARY**  
**NATIONAL AUXILIARY MAIN OFFICE**



21 January 2013

**MEMORANDUM CIRCULAR**  
**NAMO Number 07-01-13**

**To :** Director Auxiliary Districts  
**From:** National Director, PCGA  
**Re :** 3<sup>rd</sup> Follow-Up on the National IDs

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1. The PCG is now ready to process the PCGA National IDs. However, the requirements for processing have to be complete before the NAMO endorses for processing to CG7/CGAO;
2. We have sent several Memorandum Circulars, MC NAMO No. 05-06-12, dated 27 June 2012 and MC NAMO No. 01-11-12 dated 06 November 2012, on this important matter but NAMO still have yet to receive **completed requirements**, as follows:
  - 2.1 Personal History Statement (Annex III);
  - 2.2 PCGA ID Application Form (Annex XIII);
  - 2.3 Certification by respective Squadron Directors that member (s) has/have paid Annual Dues (newly approved 2013 Annual Dues);
  - 2.4 SO1 PCGA Database System Form (CG7 Memorandum, dated 28 August 2012);
    - a) Photocopy of General Orders for all Officers, Appointment / General Orders for Appointed and Elected Officers in the National, District, Squadron and Division;
    - b) **Electronic copy of 2 x 2 pictures (Jpeg format, at least 200 – 300 DPI resolution), with red background.**  
**Attire: Service Blue Alpha (complete with ribbons, new squadron badge, hard shoulder board not shoulder loop, without Pershing cap).**  
**Proper grooming must be observed: Female members should have their long hair set in a bun; Male members must have neatly trimmed hair and face well shaven.**
3. Prepare five sets of completed forms and other requirements: (1 set each): Squadron, District (CGAD), PCG District (CGD), NAMO and CG7/CGAO.
4. Submit two (2) sets to NAMO; one set will go to CGG7 with the endorsement from NAMO, upon completion of the requirements.
5. All required original documents must be sent through courier (LBC, JRS, etc.). Submit electronic copies of documents using the PDF writable forms for records management, review and approval of the Membership, Awards, Promotion Review Board (MAPRB) prior to endorsement to VCO via CG7/CGAO.

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6. There is no charge for the IDs but will charge when PCG charges.
7. For your information and compliance.

**Enclosures:**

- 1) Annex III - Personal History Statement Form (writable PDF format)
- 2) Annex XIII - ID Application Form (writable PDF format)
- 3) SO1 PCG Database System for District, Squadron, Division (Excel format)

**Distribution:**

- 1) Director Auxiliary District
- 2) Director Auxiliary Squadron
- 1) Director Auxiliary Division

**BY ORDER OF THE NATIONAL DIRECTOR:**

**OFFICIAL:**

**RAMON SEBASTIA-MORENO  
COMMO PCGA  
National Chief of Auxiliary Staff**

  
**JEREMIAH C CHING  
CDR PCGA  
National Adjutant**