



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



21 January 2013

**MEMORANDUM CIRCULAR**  
**NAMO Number 09-01-13**

**To :** Directors Auxiliary Districts  
**From:** National Director, PCGA  
**Re :** Train the Trainers Program; Guidelines on the Selection of District Training Officers

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1. NAMO is pleased to announce the new schedule for the Train the Trainers Program which will be organized and conducted by the Volunteer Services Training and Protocol (VST & P).
2. Please send two (2) participants for every District to ensure that the District will be able to conduct the Orientation/Indoctrination Seminar and other seminars/trainings with at least one District Trainer at all times
3. The program shall be held on March 1 – 3, 2013, Friday to Sunday, in Metro Manila at a venue to be announced.
4. Please refer to the criteria in the selection of your candidates in your respective Districts. (See enclosure).
5. Please send the names and the CVs / resumes of your candidates, for evaluation no later than 11 February 2013 to NAMO;
6. For your information and compliance.

**Enclosure: Criteria for the Selection of District Trainer**

**BY ORDER OF THE NATIONAL DIRECTOR:**

**OFFICIAL:**

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

  
**JEREMIAH C CHING**  
**CDR PCGA**  
**National Adjutant**

*"Committed to the Philippine Coast Guard for Safer Ships and Cleaner Seas"*

## **Criteria in the Selection of District Training Officers**

### **The candidate must be:**

- 1. COLLEGE GRADUATE OR WITH 2 YEARS in college level, preferably with teaching experience.**
- 2. EXPERIENCED and PATIENT in conducting lectures to an audience;**
- 3. COMMITTED to attend the three (3) day training program actively in Manila without being absent or late during the sessions;**
- 4. ORGANIZED and ABLE TO CONDUCT scheduled District Orientation Seminar and other technical trainings/seminars;**
- 5. ACADEMICALLY PREPARED to be able to impart knowledge on the subject matter to the audience through his/her mastery of the subject matter;**
- 6. ARTICULATE and PROFICIENT in the English/Pilipino language and local dialect;**
- 7. ABLE TO EXPRESS himself / herself with confidence in front of the audience;**
- 8. FLEXIBLE and able to ADAPT to new innovations in delivering lectures, etc.**
- 9. OBJECTIVE in giving lectures;**
- 10. Be able to ANALYZE quickly situations when confronted;**
- 11. CREDIBLE in his actions and demeanor.**

**The candidate must commit and be able to lead and serve as District Trainer for at least two (2) years immediately after the Training Course.**

### **Recommended Readings:**

**It is recommended that the candidates selected and accepted in the Course, must read and/or have an idea of the following prior to the Training Course:**

- a) 2012 Auxiliary Regulations Manual;**
- b) PCGA Functional Areas:**
  - Maritime Search and Rescue**
  - Marine Environment Protection**
  - Maritime Safety**
  - Maritime Community Relations**
- c) District, Squadron and Division activities in their respective areas.**