



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



22 January 2013

**MEMORANDUM CIRCULAR**  
**NAMO Number 10-01-13**

**To :** Director Auxiliary Districts  
**From:** National Director, PCGA  
**Re :** Standardization of Official PCGA Letterhead and Calling Cards

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1. Effective immediately, all letterheads and calling cards shall follow the standard format, dropping the DOTC logo and the heading "Department of Transportation and Communications".
2. A template is attached for all concerned to adopt in all your official communications to PCGA units and the NAMO.
3. For your information and compliance.

**Distribution: All District Directors, Squadron Directors, and Division Directors**

**Enclosures:**

1. Template of A4 size letterhead
2. Template of Calling Cards

**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"*