



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



20 February 2014

**MEMORANDUM CIRCULAR**  
**NAMO Number 04-02-14**

**TO :** Directors Auxiliary Districts  
Directors Auxiliary Squadrons

**FROM :** National Director, PCGA

**SUBJECT :** Requirements for All Purchases of Authorized PCGA Paraphernalia / Accessories

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1. In order to ensure that all PCGA paraphernalia and accessories are purchased by bonafide PCGA members only, this Memorandum is being issued, with the following salient points as guidelines, to wit:
  - 1.1 All purchases of PCGA accessories must have the prescribed Purchase Order form duly signed by the requesting officer, the DAS and the DAD.
  - 1.2 In the absence of a Purchase Order, a PCGA member may present his/her new newly issued/released PCGA National ID;
  - 1.3 For awards/decorations, a copy of the General Orders (G.O.) issued by authority, shall be attached to the Purchase Order form;
2. This Memorandum Circular should be furnished to all District and Squadrons. The accredited supplier shall post a copy of this Memorandum Circular in their shop (s).
3. All PCGA paraphernalia/accessories, including PCGA flags, must be purchased only from the NAMO-accredited supplier (**R. De Leon's Tailoring and Military Supplies**).
4. For your information and prompt compliance.

**ENCLOSURES:** PCGA Purchase Order Form

**For the National Director:**

**VALENTIN B PRIETO JR**  
**RADM PCGA**  
**Deputy National Director for Administration**

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