



PAMBANSANG PUNONG HIMPILAN TANOD BAYBAYIN NG PILIPINAS
(National Headquarters Philippine Coast Guard
139 25th Street Port Area Manila

10 JUN 2021

NHQ-PCG/CG-7

MEMORANDUM CIRCULAR
NUMBER 01-21

**MAINSTREAMING ACCESSIBILITY PERSPECTIVE AND SENIOR CITIZENS
CONCERNS INTO THE REGULAR ACTIVITIES OF THE PCG**

I. REFERENCES:

- a. DBM and DSWD Joint Circular No. 2003-01
- b. Batas Pambansa Bilang 344;
- c. Republic Act No. 7277;
- d. Republic Act No. 9442;
- e. DOTC Special Order No. 2015-460; and
- f. Republic Act No. 9994

II. PURPOSE

This policy provides for guidelines to ensure that the concerns of senior citizens and Persons with Disabilities (PWD) are integrated in the formulation and implementation of plans, programs, and projects of the PCG.

III. COVERAGE:

This Circular shall apply to all frontline services, equipment, buildings, facilities, and other structures of the PCG as well as access to employment opportunities for Persons with Disabilities.

IV. DEFINITION OF TERMS:

Accessibility - is the "ability to access" and benefit from some system or entity. It is strongly related to universal design which is the process of creating products that are usable by people with the widest possible range of abilities, operating within the widest possible range of situations. This is about making things accessible to all people whether they have a disability or not.

Coast Guard Civil Relations Service – for the purpose of this Circular, is an Operational Support Command that undertakes operations in support to the

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activities of the Task Force on Accessibility, PWD Communities, National Council on Disability Affairs (NCDA) and Senior Citizens Affairs.

Communication Disability - an impairment in the process of speech, language or hearing: a) Hearing impairment is a total or partial loss of hearing impairments function which impedes the communication process essential to the language, educational, social and/or cultural interaction, b) "Speech and Language impairments" means one or more speech/language disorder of voice, articulation, rhythm and/or receptive and expressive process of language.

Deputy Chief of Coast Guard Staff for Community Relations Service, CG-7 – the PCG Central Staff tasked to that formulate policies concerning the integration of Senior Citizens and Persons with Disabilities.

Disability due to Chronic Illness – disability caused by health conditions that last a long time. It may get slowly worse over time or may become permanent or it may lead to death. It may cause permanent change to the body and it will certainly affect the person's quality of life.

Learning Disability - any disorder in one or more of the basic psychological processes (perception, comprehension, thinking, etc.) involved in the understanding or in using spoken or written language.

Mental Disability – disability resulting from organic brain syndrome (i.e. mental retardation, acquire lesions of the central nervous system, or dementia) and or mental illness (psychotic or non-psychotic disorder).

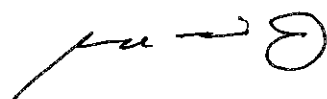
Occupational Safety and Health (OSH) - refers to existing Occupational Safety and Health Standards and/or programs that ensure safe and healthful working conditions in all places of employment.

Orthopedic Disability – disability in the normal functioning of the joints, muscles and limbs.

Persons with Disability/ies – refer to persons suffering from restriction of different disabilities because of mental, physical, sensory impairment, which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others.

Psychosocial Disability – any acquired behavioral, cognitive, emotional or social impairment that limits one or more activities necessary for effective interpersonal transactions and other civilizing process or activities for daily living such as but not limited to deviancy or anti-social behavior.

Qualified Individual with Disability-refers to persons with disability belonging to the legal working age, and holding or desiring employment who can perform the essential functions or tasks in accordance with reasonable job description prescribed and adapted by the employer.

 2

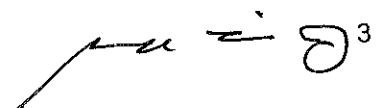
Rehabilitation- an integrated approach including but not limited to physical, psychological, cultural, spiritual, educational or vocational measures that create conditions for the PWD to attain the highest possible level of functionality. This also refers to regaining of skills, abilities, or knowledge that may have been lost or compromised as a result of acquiring a disability or due to a change in one's disability or circumstances.

Task Force on Accessibility (TFA) – a team of PCG Officers and Non-Officers designated to consolidate, review and monitor the implementation of plans, programs and activities for the concerns of Persons with Disabilities and Senior Citizens.

Visual Disability – is one who has impairment of visual functioning even after treatment and/or standard refractive correction, and has visual acuity in the better eye of less than (6/18 for low vision and 3/60 for blind), or a visual field of less than 10 degrees from the point of fixation.

V. GENERAL GUIDELINES:

1. All PCG Units shall...
 - a. provide accessible facilities based on the minimum requirement of BP 344 (Ramp, Rail, Signage, Parking, and Comfort Rooms);
 - b. in the conduct of Humanitarian Assistance and Disaster Response operations (Search and Rescue, Relief, Medical/Dental) ensure that equipment (stretchers, wheelchairs, etc) and welfare goods (medical kit, survival aid kit, hygiene kit, food packs, potable water, etc) are readily available during such mission;
 - c. make avail welfare goods for the survivors while in the custody of the PCG District/Vessel/Facility;
 - d. in case of emergency during the conduct of security and law enforcement and HADR operations in case of emergency, ensure that injured personnel while in the actual performance of duty be provided with hospitalization and rehabilitation assistance until completely recovered;
2. All PCG Personnel performing vessel inspection shall ensure that:
 - a. persons with disabilities and Senior Citizens are given priority to occupy their designated areas. These areas shall be nearest to the entrance and/or exit doorways of the vessels;
 - b. designated crewmembers of the passenger vessels are providing the necessary assistance to PWDs and Senior Citizens during embarkation and disembarkation;
 - c. crewmembers conduct proper orientation on safety and emergency procedures and standards in consideration to the specific types of disabilities of the passengers as defined in this Circular; and
 - d. assistive devices in the vessel such as wheelchair and canes are readily available



3. An allocation of at least one percent (1%) of the total yearly budget of the PCG shall be made. This shall provide funding mechanisms for programs, and projects of PWDs subject to the usual government, procurement, budgeting, accounting, and auditing rules and regulations.

4. Deputy Chief of Coast Guard Staff for Comptrollership, CG-6 shall ensure appropriate budget allocation for this purpose.

5. All Coast Guard Districts shall designate a Technical Working Group (TWG) who shall collaborate with the TFA on matters concerning the implementation of this MC. Such TWG shall be composed of the following:

District Chief of Staff - Chairperson;

Members

- a. Deputy Chief of Staff for Human Resource Management, D-1;
- b. District Staff for Supply and Logistics, D-4;
- c. District Chief of Staff for Civil Relations Service, D-7;
- d. District Chief of Staff for Maritime Safety Services, D-8; and
- e. District Medical Officer

VI. DUTIES AND RESPONSIBILITIES:

1. Coast Guard Education, Training and Doctrine Command (CGETDC) in coordination with the TFA shall integrate Basic Disability Sensitivity Orientation in its Program of Instruction (POI) for both Officers and Non-Officer's Basic Courses;

2. Coast Guard Human Resource Management Service (CGHRMS) shall...

i. through the Office of Civilian Affairs allocate at least 1% plantilla position for qualified Persons with Disabilities; and

ii. ensure that Uniformed and Non-Uniformed Personnel who in the performance of duties and responsibilities became a PWD upon certification of the DEB while in active service be designated in a position that will not compromise his/her present condition and be assigned in offices or units where they can comfortably work and could still be productive to the PCG. Likewise, their promotion in rank shall not be jeopardized due to such disability.

3. Coast Guard Inspector General and Internal Affairs Service, during the conduct of Annual General Inspection shall include in its standard check-off list, the inspection of PCG buildings, facilities and other utilities.

4. Coast Guard Civil Relations Service (CGCRS) shall...
 - a. ensure active participation to National Council on Disability Affairs (NCDA), Office of Senior Citizen's Affairs' (OSCA), Non-Government Organizations (NGO's) commemorative activities and other related programs; and
 - b. act as UPR for community-related activities
5. Coast Guard Medical Service (CGMS) shall...
 - a. act as UPR for the conduct of training on proper handling of Senior Citizens and Persons with Disabilities; and
 - b. develop programs and activities for disability prevention of all Coast Guard personnel;
6. Coast Guard Public Affairs (CGPA) in coordination with the TF on Accessibility shall develop inclusive Information and Education Campaign (IEC) Materials and shall upload official streamer and other advocacy campaign materials in the PCG Digital Media platforms;
7. Coast Guard Infrastructure Development Services (CGIDS) shall...
 - a. ensure that designs of PCG buildings, wharves, rescue facilities, barracks, sports, recreation and training centers, parking spaces, work places and public utilities are incorporated with accessible structures provided in BP 344;
 - b. issue standard structural designs or blueprints and costing of sidewalks, ramps, railings, utilities and the like; and
 - c. regularly inspect existing buildings, establishments or public utilities and renovate or alter non-conformances with the standard structural designs provided by the CGIDS
8. Deputy Chief of Coast Guard Staff for Human Resource Management and Records, CG-1 shall...
 - a. create a Disability Evaluation Board (DEB) composed of three (3) officers at least two of whom shall be medical officers;
 - b. develop such policy that will provide for the recruitment of Persons with Disabilities into the plantilla position of Non-Uniformed Personnel;
9. Deputy Chief of Coast Guard Staff for Community Relations Service, CG-7 in coordination with the TFA shall formulate policies in monitoring and evaluation mechanism to monitor the implementation of accessibility plans and programs;
10. Deputy Chief of Coast Guard Staff for Maritime Safety, CG-8 in coordination with the TFA shall integrate in their Circulars the

Accessibility perspective in the conduct of Vessel Safety Enforcement Inspection (VSEI), Pre-Departure Inspection (PDI), and Emergency Readiness Evaluation (ERE) Inspection;

11. The PCG Task Force on Accessibility shall...

- a. consolidate the proposed funding requirements of all PCG units in connection with the proper implementation of the activities as indicated in Section VII of this MC;
- b. conduct monitoring and evaluation, surveys and or ocular inspections to all PCG units to verify compliance of the minimum requirements as stated in BP 344 and other related laws;
- c. consolidate annual accomplishment report for submission to the Department of Transportation (Attn: Maritime Sector, Technical Working Group, TF on Accessibility);
- d. ensure active participation of the PCG to meetings, forum, seminars/trainings, conferences and activities organized by the National Council on Disability Affairs (NCDA), Sub-Committee on Accessibilities, Built Environment and Transportation (SCABET), Sub-Committee on ICT, Inter-Agency National Working Committee, NCDA-JICA (Japan International Cooperation Agency) Non-Handicapping Project;
- e. consolidate accomplishment reports and submit to Commission on Audit (COA) copy furnished the National Council on Disability Affairs (NCDA) and Secretary, Department of Transportation not later than 31 November of the present calendar year; and
- f. conduct periodic accessibility audit to monitor compliance of this Circular.

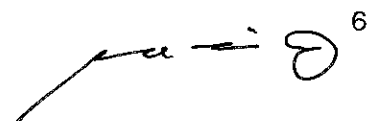
VII. PROGRAMS /ACTIVITIES:

All PCG Units shall integrate the following activities in their Annual Plan and Budget (APB) subject to existing accounting and auditing rules and regulations.

- Autism Consciousness Week
- National Mental Health Week
- Women with Disability Day Celebration
- National Disability Prevention and Rehabilitation Week
- Disability Sensitivity Training
- Run for Accessibility and Inclusion
- Freedom Walk
- International Day of Persons with Disabilities
- Filipino Elderly Week

VIII. INTER-AGENCY COORDINATION:

The PCG Task Force on Accessibility shall establish coordination mechanism with the Department of Transportation (DOTr) Task Force on Accessibility



6

Maritime Sector: Maritime Industry Authority (MARINA), and Philippine Ports Authority. Likewise, it shall be the Point of Contact on matters concerning the activities of National Council on Disability Affairs (NCDA), Office of Senior Citizens Affairs (OSCA), non-government organizations (NGOs) and other relevant agencies to ensure implementation of this Circular.

- IX. **ADMINISTRATIVE LIABILITY:** Any person suffering material or moral loss because a PCG personnel refuses or neglects, without just cause, to perform his official duty may file an administrative action against subject PCG personnel without prejudice to other legal actions as may be provided by law.
- X. **RESCISSION:** All circular, policies and directives inconsistent with the provision of this Circular are hereby rescinded and modified accordingly. This circular shall be periodically reviewed by the PCG Task Force Accessibility (TFA), which may recommend to CPCG an amendment as necessary.
- XI. **EFFECTIVITY:** This circular shall take effect upon publication.

BY COMMAND OF ADMIRAL URSABIA JR:

FERDINAN B PICAR
COMMO PCG
Chief of Coast Guard Staff

OFFICIAL:


JAYSIEBELL B FERRER
CDR PCG
Coast Guard Adjutant

Approved
10 June 2021