



MEMORANDUM CIRCULAR NO. SC-2021-03
Series of 2021

TO : ALL SEAFARERS, MANNING AGENCIES, SHIPPING COMPANIES, MARITIME TRAINING INSTITUTIONS, ASSESSMENT CENTERS, MARITIME HIGHER EDUCATION INSTITUTIONS, DOH-ACCREDITED MEDICAL FACILITIES FOR SEAFARERS, MEDICAL PRACTITIONERS AND OTHER MARITIME INDUSTRY STAKEHOLDERS CONCERNED

SUBJECT : REVISED RULES AND MANDATORY MINIMUM REQUIREMENTS IN THE ISSUANCE AND REVALIDATION OF CERTIFICATE OF COMPETENCY (COC) FOR MASTERS, CHIEF MATES, AND OFFICERS IN CHARGE OF A NAVIGATIONAL WATCH ON SEAGOING SHIPS OF 500 GROSS TONNAGE OR MORE UNDER CHAPTER II AND FOR GLOBAL MARITIME DISTRESS AND SAFETY SYSTEM (GMDSS) RADIO OPERATORS ON SHIPS REQUIRED TO PARTICIPATE IN THE GMDSS UNDER CHAPTER IV OF THE STCW CONVENTION, 1978, AS AMENDED

Pursuant to Presidential Decree (PD) No. 474, Republic Act No. 10635 and its Implementing Rules and Regulations (IRR), the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended (STCW Convention, 1978, as amended), Republic Act No. 11032 otherwise known as the "*Ease of Doing Business and Efficient Government Service Delivery Act of 2018*", and Republic Act No. 10173 also known as the "*Data Privacy Act of 2012*", the following rules and requirements are hereby adopted and promulgated, thus:

Article I
OBJECTIVE

Section 1. The objective of this Circular is to prescribe the rules and requirements in the issuance and revalidation of COC for Masters, Chief Mates, and Officers in Charge of a Navigational Watch on seagoing ships of 500 gross tonnage or more under Chapter II and for Global Maritime Distress and Safety System (GMDSS) Radio Operators on ships required to participate in the GMDSS in accordance with Chapter IV of the STCW Convention, 1978, as amended.

The revision is part of the continual improvement of the certification policies and their harmonization with the MARINA Integrated Seafarers Management Online (MISMO) system which will further strengthen compliance with the STCW Convention, 1978, as amended.

Article II COVERAGE

Section 2. This Circular shall cover the following seafarers applying for issuance and revalidation of COC under Chapters II and IV of the STCW Convention, 1978, as amended:

1. Masters and Chief Mates on seagoing ships of 3,000 gross tonnage or more;
2. Masters and Chief Mates on seagoing ships of between 500 and 3,000 gross tonnage;
3. Officers in Charge of a Navigational Watch on seagoing ships of 500 gross tonnage or more; and
4. GMDSS Radio Operators on ships required to participate in the GMDSS.

Seafarers of any nationality who have completed the approved maritime education in the Philippines including the required training courses and assessment of competence and who met the requirements for certification under this Circular may also apply for any certificate hereof.

Article III DEFINITION OF TERMS

Section 3. For purposes of this Circular, the terms below shall be defined as follows:

1. **Administration** – means the Maritime Industry Authority (MARINA);
2. **Approved** – means approved by the Administration;
3. **Approved Test** – for purposes of revalidation, shall refer to the Practical Assessment prescribed by the Administration as one of the means of establishing continued professional competence as provided under Section A-I/11 of the STCW Code;
4. **Approved Training Course** – for purposes of revalidation, shall refer to the training prescribed by the Administration as one of the means of establishing continued professional competence as provided under Section A-I/11 of the STCW Code;
5. **MISMO System** - means the MARINA Integrated Seafarers' Management Online (MISMO) System which is a digital platform used for all transactions of seafarers and MARINA stakeholders relevant to assessment of competence and certification of seafarers. It aims to reduce processing time, streamline processes and requirements and eliminate corrupt practices;
6. **Other Relevant Capacity** - pertains to the capacity or position/rank with the same functions or tasks being performed by Ratings Forming Part of a

Navigational Watch, OS, AB or Boatswain under the supervision of the Master or the qualified Deck Officer. This shall be supported by a Certificate of Seagoing Service and Job Description attested by the shipping company or manning agency, crew list duly signed by the ship master and contract of employment;

7. **Revalidation** – means establishing continued professional competence by a seafarer in order to renew a certificate required to be revalidated at an interval not exceeding five (5) years from the date of issuance thereof in accordance with Regulation I/11 of the STCW Convention, 1978 as amended, or maintaining the required standards of competence in accordance with Sections A-II/1, A-II/2 and A-IV/2 of the STCW Code, as applicable;
8. **Supernumerary Capacity** – means capacity of a seafarer who is not part of the minimum ship's safe manning complement, undertaking a training program with emergency duties;
9. **Training Record Book** – means a document developed and issued by the Administration or approved in accordance with its existing rules and requirements that is used to record the practical training and experience at sea by a candidate for certification as Officer-In-Charge of a Watch. It contains detailed information about the progress of the tasks and duties undertaken to provide an evidence that a structured program of onboard training has been completed;

Article IV GENERAL PROVISIONS

Section 4. The issuance of COC for Masters, Chief Mates, and Officers in Charge of a Navigational Watch on seagoing ships of 500 gross tonnage or more and GMDSS Radio Operators under this Circular shall be in accordance with the following regulations of the STCW Convention, 1978, as amended:

1. Regulation II/1 for Officers in Charge of a Navigational Watch on seagoing ships of 500 gross tonnage or more;
2. Regulation II/2, paragraph 1 for Masters and Chief Mates on seagoing ships of 3,000 gross tonnage or more;
3. Regulation II/2, paragraph 3 and 4 for Masters and Chief Mates on seagoing ships of between 500 and 3,000 gross tonnage; and
4. Regulation IV/2 for GMDSS Radio Operators on ships required to participate in the GMDSS.

Section 5. Every Master and Officer applying for issuance and revalidation of COC under this Circular shall comply with the following general requirements:

1. Proof of identity;
2. Must be not less than 18 years of age at the time of application; and

3. Meet the standards of Medical Fitness specified in Section A-I/9 of the STCW Code.

Section 6. In accordance with Section A-I/2, paragraph 5 of the STCW Code, the seagoing service required for issuance of COC under this Circular shall be in accordance with the prescribed gross tonnage (GT) specified under the STCW Regulation governing the COC being applied for.

Section 7. Revalidation of COC at interval of not exceeding five (5) years from the date of issuance of the certificate shall be mandatory in accordance with Regulation I/11 of the STCW Convention, 1978, as amended.

Section 8. Whenever there is an amendment to the STCW Convention, the Administration shall determine the need for requiring the *holders of COC issued under the old standards* to undergo appropriate updating training. Thus, the holder of such COC shall present the Certificate of Training Completion of the necessary updating training prior to revalidation or issuance of a COC in higher capacity.

Section 9. All applications for revalidation must be filed three (3) months before the date of expiration of the COC to be revalidated in accordance with Section 21 of this Circular. An affidavit of explanation for late filing shall be required for submission and shall be charged an additional fee of P500.00. However, no additional fee shall be imposed if the late filing was due to any of the following reasons/circumstances:

1. Death of immediate family member;
2. Seafarers with Medical condition/illness; and
3. Force majeure.

Documentary evidence to prove any of the above circumstance shall be required for submission along with the Affidavit.

An expired COC may be revalidated based on the options provided under Section 22 hereof.

Section 10. Practical assessment to be used as evidence of continued professional competence for revalidation of COC under this circular must be taken within six (6) months before application for revalidation.

Section 11. A holder of COC which is lost or damaged or with erroneous information entry shall apply for its replacement. A certificate will be issued upon compliance with the requirements set forth in Section 25 of this Circular.

Section 12. Only MARINA-approved training course(s) and assessment of competence shall be accepted for purposes of issuance or revalidation of COC.

Section 13. Application for issuance or revalidation including replacement of COC under this Circular shall be filed by the applicant seafarers online through the *MARINA Integrated Seafarers Management Online (MISMO)* system.

The MISMO online appointment system is free of charge. In order to access the MISMO system, the seafarer shall first create/secure a MISMO account following the steps in Section 27 hereof.

Seafarers applying for certification under this Circular are enjoined from securing online appointment through fixers. Dealing with fixers is considered as an act of fraud and misrepresentation and is penalized under Section 35 of this Circular and other relevant laws.

Section 14. Manning/crewing agencies or shipping companies, through its authorized MARINA-accredited Liaison Officer, may be allowed to file an expedite processing of application for issuance and revalidation of COC of their seafarers in cases of exceptional and emergency situation only, such as and similar to the following:

1. Replacement/substitution of a crew member(s) due to injury, serious illness or death;
2. Replacement/substitution of crew member as recommended by the ship master due to incompetence, physical or mental condition, habitual drunkenness or criminal conduct; or
3. For seafarers currently serving onboard with extended contract but whose certificate will be expiring.

In order to avoid the expedite processing of documents, manning/crewing agencies or shipping companies are encouraged to have a pool of seafarers with appropriate certificates with at least 1 year validity period as part of good practice.

Section 15. As provided under Regulation I/14 of the STCW Convention, 1978, as amended, it shall be the responsibility of the manning/crewing agency or shipping company to ensure that each seafarer assigned to any of its ships holds an appropriate certificate in accordance with the provisions of the Convention and as established by the Administration.

Manning/Crewing agencies or shipping companies shall also ensure that the STCW certificates are duly signed by the holders/seafarers and shall upload the duly signed certificate into the MISMO account of the seafarer.

Non-compliance with this provision may result to the rejection of succeeding applications under this Circular.

Section 16. The concerned manning/crewing agencies or shipping companies and accredited Liaison Officers shall ensure the authenticity and completeness of the documents/records of the seafarers encoded or uploaded into the MISMO system.

Section 17. As holders of information, it shall be the responsibility of the concerned institutions/agencies to encode into the MISMO system, within the prescribed period, the records and information regarding the training, medical fitness, sea service records of the seafarers, education and assessment of competence, as shown in the table below:

Institution / Agency	Information to be Encoded	Prescribed period to encode into MISMO system
MTI	<ul style="list-style-type: none"> • Name of MTI • Training Course • Batch No. • Location • STCW Regulation • Date the training started • Date of training completion • Class Link 	Within one (1) working day after completion of the training course
DOH- Accredited Medical Facilities for Seafarers	<ul style="list-style-type: none"> • Name of Medical Facility • Medical Practitioner • PRC License ID No. • Date of Medical Exam • Expiration Date • Findings 	Within two (2) working days after completion of medical examination
Manning Agency / Shipping Company	<ul style="list-style-type: none"> • Name of Vessel • Type of vessel • Flag of Registry • IMO No. • GRT • kW • Ship's Trade • Date and place of embarkation • Date and place of disembarkation • Position/Rank 	Within three (3) working days from disembarkation of the seafarer.
MHEI	<ul style="list-style-type: none"> • Name of School • Degree / Course • Year started the first-year study of the course • Year Graduated • S.O. No. / Resolution No. • Date Issued • Issued by 	Within three (3) working days after the issuance of the Special Order
Assessment Center	<ul style="list-style-type: none"> • Name of Assessment Center • Type of Assessment • Batch No. • Location • Class Link • Application No. • Date the assessment started 	Within one (1) working day after completion of the assessment

	<ul style="list-style-type: none"> • Date of completion • Assessment Result 	
--	---	--

Upon effectivity of this Circular, only information regarding education, training, assessment, medical fitness and seagoing service encoded into the MISMO system by MHEIs, MTIs, ACs, DOH-accredited Medical Facilities for Seafarers, and Manning/Crewing Agencies or Shipping Companies, respectively, shall be accepted for issuance or revalidation of COC. In order to access the MISMO system, the above-mentioned institutions shall first create/secure a MISMO account pursuant to Section 28 hereof.

The concerned institutions shall be held fully liable for the veracity of the information encoded into the MISMO system.

The compliance of the above institutions with their reportorial responsibilities under this Circular shall be verified/checked during the joint monitoring activities of MARINA and CHED.

Section 18. The provisions of Republic Act No. 10173, otherwise known as the “*Data Privacy Act of 2012*” on protection of confidentiality, preservation of the integrity, and promotion of the availability of data authorized use shall apply.

Article V SPECIFIC PROVISIONS

Section 19. Every seafarer applying for issuance of COC under this Circular shall comply with the specific requirements, as follows:

1. Regulation II/1 – Officers-In-Charge of a Navigational Watch on seagoing ships of 500 gross tonnage or more

1.1 completed the approved Bachelor of Science in Marine Transportation (BSMT) program;

1.2 have approved seagoing service of:

a) not less than twelve (12) months of structured onboard training as Deck Cadet or Apprentice Mate documented in an approved Training Record Book, **OR**

b) not less than thirty-six (36) months in the Deck Department either as Ratings Forming Part of a Navigational Watch (Ordinary Seaman), or Able Seafarer Deck, or Boatswain, or other relevant capacity in the Deck Department approved by the Administration;

- 1.3 performed Bridge Watchkeeping duties under the supervision of the Master or a qualified Officer for a period of not less than six (6) months during the required seagoing service;
- 1.4 completed the approved training course for GMDSS Radio Operator;
- 1.5 meet the standard of competence specified in Section A-VI/1, paragraph 2 for Basic Training, Section A-VI/2, paragraphs 1 to 4 for SCRB, Section A-VI/3, paragraphs 1 to 4 for Advanced Fire Fighting and Section A-VI/4, paragraphs 1 to 3 for Medical First Aid of the STCW Code.
- 1.6 meet the standards of competence specified in:
 - a) Section A-IV/2 of the STCW Code by passing the MARINA prescribed assessment of competence for GMDSS Radio Operators; **AND**
 - b) Section A-II/1 of the STCW Code by passing the MARINA prescribed assessment of competence for Officers-In-Charge of a Navigational Watch.

2. Regulation II/2, paragraphs 1 and 2 – Masters and Chief Mates on seagoing ships of 3,000 gross tonnage or more

- 2.1 meet the requirements for certification as an Officer-In-Charge of a Navigational Watch on ships of 500 gross tonnage or more;
- 2.2 approved seagoing service of:
 - a) **for certification as Chief Mate**, not less than twelve (12) months as an Officer-In-Charge of a Navigational Watch on ships of 3,000 gross tonnage or more, and
 - b) **for certification as Master:**
 - i. not less than thirty-six (36) months as an Officer-In-Charge of a Navigational Watch on ships of 3,000 gross tonnage or more, **OR**
 - ii. not less than twelve (12) months as an Officer-In-Charge of a Navigational Watch plus twelve (12) months as Chief Mate on ships of 3,000 gross tonnage or more;
- 2.3 meet the standard of competence specified in Section A-VI/4, paragraphs 4 to 6 for Medical Care of the STCW Code;
- 2.4 completed an approved Management Level Course for Marine Deck Officers; **AND**
- 2.5 meet the standards of competence specified in Section A-II/2 of the STCW Code by passing the MARINA prescribed assessment of competence for Management Level Marine Deck Officers.

3. Regulation II/2, paragraphs 3 and 4 – Masters and Chief Mates on seagoing ships of between 500 and 3,000 gross tonnage

3.1 **for certification as Chief Mate**, meet the requirements for certification as an Officer-In-Charge of a Navigational Watch on ships of 500 gross tonnage or more;

3.2 **for certification as Master:**

a) meet the requirements for certification as an Officer-In-Charge of a Navigational Watch on ships of 500 gross tonnage or more; **AND**

b) have approved seagoing service of not less than 36 months as an Officer-In-Charge of a Navigational Watch on ships of between 500 and 3,000 gross tonnage, **OR** not less than twelve (12) months as an Officer-In-Charge of a Navigational Watch plus twelve (12) months as Chief Mate on ships of between 500 and 3,000 gross tonnage;

3.3 meet the standard of competence specified in Section A-VI/4, paragraphs 4 to 6 for Medical Care of the STCW Code;

3.4 completed the approved Management Level Course for Marine Deck Officers; **AND**

3.5 meet the standards of competence specified in Section A-II/2 of the STCW Code by passing the MARINA prescribed assessment of competence for Management Level Marine Deck Officers.

4. Regulation IV/2 – GMDSS Radio Operators on ships required to participate in the GMDSS

4.1 completed approved training course for GMDSS Radio Operators;

4.2 meet the standards of competence specified in Section A-IV/2 of the STCW Code by passing the MARINA prescribed Theoretical and Practical Assessment of competence for GMDSS Radio Operators.

Section 20. Seafarers applying for issuance of COC as *Officer-In-Charge of a Navigational Watch* who started their First-Year BSMT study on or before SY 2012-2013, must complete an approved Updating Training for Officers-In-Charge of a Navigational Watch.

Section 21. Masters, Chief Mates, Officers-In-Charge of a Navigational Watch and GMDSS Radio Operators applying for revalidation under this Circular shall:

1. have completed *seagoing service* in the capacity appropriate to the certificate to be revalidated, for a period of at least:

- 1.1 twelve (12) months in total during the preceding five (5) years prior to revalidation, **OR**
- 1.2 three (3) months in total during the preceding six months immediately prior to revalidating;
2. evidence of meeting the standards of Medical Fitness specified in Section A-1/9 of the STCW Code; **AND**
3. completed the updating training (s) as may be necessary and applicable at the time of revalidation.

Section 22. Master, Chief Mate, Officers-In-Charge of a Navigational Watch and GMDSS Radio Operator who do not meet the required seagoing service, may demonstrate continued professional competence to revalidate their COC through either of the following:

1. pass the *practical assessment* prescribed by the Administration appropriate to the certificate to be revalidated; **OR**
2. successfully completed the *approved training course* prescribed by the Administration for purposes of revalidation appropriate to the certificate to be revalidated; **OR**
3. approved seagoing service, performing functions appropriate to the certificate held, for a period of not less than three (3) months in a supernumerary capacity, or in a lower officer rank than that for which the certificate held is valid immediately prior to taking up the rank for which the certificate held is valid. However, this seagoing service in supernumerary capacity cannot be used as an option for the revalidation of expired certificate or COC.

Section 23. Masters and Chief Mates holding COC on seagoing ships of between 500 and 3,000 gross tonnage who wish to be issued a COC in such capacity for service on seagoing ships of 3,000 gross tonnage or more, shall provide evidence of approved seagoing service as follows:

1. **for certification as Chief Mate**, not less than twelve (12) months as an Officer-In-Charge of a Navigational Watch on ships of 3,000 gross tonnage or more within the preceding five (5) years before application of the COC, and
2. **for certification as Master:**
 - 2.1 not less than thirty-six (36) months as an Officer-In-Charge of a Navigational Watch on ships of 3,000 gross tonnage or more within the preceding five (5) years before application of the COC, **OR**
 - 2.2 not less than twelve (12) months as an Officer-In-Charge of a Navigational Watch plus twelve (12) months as Chief Mate on ships of 3,000 gross tonnage or more within the preceding five (5) years before application of the COC.

Section 24. Subject to Section 14 hereof, applications for expedite processing shall comply with the following requirements in addition to the documentary requirements enumerated in Annex-A of this Circular, as applicable:

1. For expedite application, the following additional documents shall be submitted and uploaded into the MISMO account of the seafarer:
 - 1.1 Letter request from the shipping company/manning agency duly signed by its authorized official/s, and must bear the official logo of the company stating therein the reason or circumstance;
 - 1.2 Documentary evidence of the reason or circumstance for requesting expedite processing stated in the letter request;
 - 1.3 Overseas Employment Certificate (OEC) from the Philippine Overseas Employment Administration (POEA); and
 - 1.4 Contract of Employment duly approved by the POEA.
2. For applications filed on behalf of the seafarer who is currently serving on board ship, the following documents shall be submitted and uploaded in the MISMO system:
 - 2.1 Letter request from the shipping company/manning agency duly signed by its authorized official/s, and must bear the official logo of the company stating the reason or circumstance thereof;
 - 2.2 Documentary evidence of the reason or circumstance for requesting expedite processing stated in the letter request;
 - 2.3 Duly notarized Affidavit of Undertaking or Certification from the shipping company/manning agency;
 - 2.4 Ship's Crew List;
 - 2.5 New Contract of Employment approved by the POEA in case of promotion; or
 - 2.6 Duly notarized Affidavit in case of lost or damaged COC or with erroneous information therein. The Affidavit should state the circumstances of the loss or damage or the erroneous details of information and give a description of the certificate.

Liaison Officers shall bring the original copy of the above documents and present to the designated Document Evaluator, for verification and validation.

Section 25. Seafarers applying personally for **replacement** of COC that was lost or damaged or with erroneous information shall comply with the following requirements:

1. Duly notarized Affidavit stating the circumstances of the loss or damage or the erroneous information in the COC and give a description of the certificate; and

2. Provide any government-issued identification document.

In case the seafarer is onboard the ship, the duly designated liaison officer shall upload the following documents into the MISMO system and bring the original copy of the same for presentation to the designated Document Evaluator, for verification and validation:

1. Letter from the concerned manning agency / crewing agency / shipping company requesting for the replacement of the COP duly signed by authorized official;
2. Affidavit of Loss or Damage;
3. Employment contract approved by the POEA;
4. Oath of undertaking; and,
5. Ship's crew list.

Article VI DOCUMENTARY REQUIREMENTS

Section 26. Seafarers applying for issuance or revalidation of COC shall comply with the documentary requirements corresponding to the COC being applied for provided in **Annex A**.

A seafarer may be required to present additional supporting documents during the evaluation of his/her application for certification under this Circular.

Article VII STEPS FOR CREATION OF MISMO ACCOUNT

Section 27. For MISMO account of Seafarers:

- Step 1. Go to MARINA Online Appointment System website by clicking this link <https://online-appointment.marina.gov.ph>.
- Step 2. Click "Sign-up".
- Step 3. Click "Register New Account".
- Step 4. Fill-in all required information on the template shown on the screen. Make sure to enter your working address.
- Step 5. Click the "I accept the term and conditions".

- Step 6. Click the “Register” button. This message will appear on your screen “You have successfully registered in our system. Please check your email to activate your account”.
- Step 7. Check your registered email address and open the link sent by the administration to verify and activate the MISMO account.
- Step 8. Upon signing-in to your MISMO Account, fill-up your “Personal Information”, and then click “Save Changes”.

Section 28. For creation of their MISMO accounts, MTIs, Assessment Centers (ACs), Manning/Crewing Agencies, Shipping companies, DOH-accredited medical clinics for seafarers, and MHEIs, shall apply through a letter of intent with the Information, Technology and Communication Management Division (ITCMD) of the MARINA at email address: stcw_ictmd@marina.gov.ph to secure their MISMO account.

Article VIII VALIDITY OF CERTIFICATES

Section 29. COCs issued under this Circular shall be valid for five (5) years reckoned from the date of issuance.

Article IX PROCEDURES FOR ISSUANCE OR REVALIDATION OF COC UNDER THIS CIRCULAR

Section 30. The application for issuance, revalidation and replacement of COC under the MISMO system goes through the following processes:

1. Initial online evaluation
2. Final evaluation
3. Printing of COC
4. Validation of printed COC
5. Releasing of COC

Candidates applying for issuance, revalidation and replacement of COC under this Circular shall follow the procedures/steps shown in the process flow diagram in **Annex B**.

**Article X
FORMAT OF COC**

Section 31. The COC to be issued under this Circular is shown in **Annex C** which is in accordance with the format provided in Section A-I/2 paragraph 1 of the STCW Code, which already incorporated the endorsement attesting its issue as required by Article VI of the STCW Convention.

Previously issued Certificate of Competency (COC) and Certificate of Endorsement (COE) attesting the issue of the COC shall remain valid until their expiration date.

**Article XI
VERIFICATION OF COC**

Section 32. COCs issued under this Circular can be verified through the verification portal available at <https://online-appointment.marina.gov.ph/verify-id-certificate> where the following information can be confirmed:

1. The name of the seafarer to whom such certificate or other qualification was issued, its relevant number, date of issue and date of expiry;
2. The capacity in which the holder may serve and any limitations attaching thereto; and
3. The functions the holder may perform, the levels authorized and any limitations attached thereto.

**Article XII
FEES AND OTHER CHARGES**

Section 33. Applicants for COCs as herein provided shall pay the corresponding fees and other charges, through the MARINA authorized payment center, as follows:

<i>Type of Application</i>	<i>Regular processing fee</i>	<i>Expedite / Onboard processing fee</i>
Issuance of COC	P1,030.00 (inclusive of documentary stamp tax)	P1,530.00 (inclusive of documentary stamp tax)
Revalidation of COC		
Replacement of COC		

An additional fee of P500.00 shall be imposed for late filing of application for revalidation subject to exemptions under Section 9 hereof.

The seafarer applicant may opt to personally claim the COC upon its release or authorize the MARINA to have it delivered through an authorized courier service provider upon payment of an additional courier service fee.

Article XIII
GROUNDNS FOR SUSPENSION/REVOICATION OF COC

Section 34. The COC may be suspended or revoked by the Administration, after due process, for any of the following grounds:

1. Declaration by a competent medical practitioner of permanent disability to be engaged onboard and receipt of payment for such disability; Provided, That, if the certificate of the concerned seafarer is still valid, the same shall be deemed revoked (Adopted from Section V.6 of MC MD No. 2019-01);
2. Falsification of seafarer's certificates;
3. Final conviction of a crime involving moral turpitude; and
4. Any act of misrepresentation for the purpose of securing COC such as giving false testimonies or falsified documents

The holder of a COC that is suspended or revoked shall promptly surrender it as directed by the Administration. Suspended or revoked COC will not be re-instated. The seafarer may apply for new COC when he/she has been issued legal clearance by the Administration.

Article XIV
PENALTY CLAUSE

Section 35. Engaging in any act/s of misrepresentation for purpose of securing certificate of proficiency such as giving of false testimonies or falsified documents, engaging in any acts of misrepresentation or use, submission or presentation of fake, fraudulent or tampered documents shall be meted with the following fines and penalties:

1. Seafarers

First Violation – P100,000.00 and disqualification to Apply for Certificate of Competency (COC) for three (3) months from the receipt of the decision/order or resolution

Second Violation - P200,000.00 and disqualification to Apply for Certificate of Competency (COC) for six (6) months from the receipt of the decision/order or resolution

Third Violation - Perpetual disqualification to apply for Certificate of Competency (COC)

2. Liaison Officers (LOs)

LOs shall be penalized with the following for submission of spurious/tampered and/or unauthorized document:

First violation – P50,000 and suspension for six (6) months of Certificate of Accreditation from the receipt of the decision/order or resolution

Second violation – P100,000 and revocation of and perpetual disqualification to apply for Certificate of Accreditation from the receipt of the decision/order or resolution

3. Manning Agencies

Manning agencies shall be penalized with the following for submission of false statement or misrepresentation, fraudulent or spurious or tampered licenses, documents, and/or certificates where they or any of their accredited LOs have consented or participated in the tampering/misrepresentation or in securing the questioned licenses, documents, and/or certificates from any source:

First violation – P500,000 and suspension of the Certificate of Accreditation for one (1) year from the receipt of the decision/order or resolution

Second violation – P1,000,000 and revocation of and perpetual disqualification to apply for the Certificate of Accreditation from the receipt of the decision/order or resolution

4. MTIs and ACs

MTIs and ACs shall be penalized with the following for encoding false information into the MISMO System required in the processing of Certificate of Proficiency and/or Certificate of Competency:

First Violation – P500,000.00 fine and suspension of Certificate of Accreditation involving the training course/assessment applied for the COP for one (1) year from the receipt of the decision/order or resolution

Second Violation – P1,000,000.00 fine and revocation of and perpetual disqualification to apply for Accreditation involving the training course/assessment applied for COP from the receipt of the decision/order or resolution

The commission of the above violation is without prejudice to any criminal liability that may be imposed under applicable laws.

Article XV REPEALING CLAUSE

Section 36. STCW Circular No. 2018-06 and any existing MARINA and STCW Circulars, rules and regulations which are contrary to or inconsistent with this Circular are hereby superseded, repealed or amended accordingly.

**Article XVI
SEPARABILITY CLAUSE**

Section 37. If any provision or part of this Circular is declared by any competent authority to be invalid or unconstitutional, the remaining provisions or parts hereof shall remain in full force and effect and shall continue to be valid and effective.

**Article XVII
EFFECTIVITY**

Section 38. This STCW Circular shall take effect fifteen (15) days following its publication in a newspaper of general circulation and submission to the Office of the National Administrative Register (ONAR).

Done in the City of Manila, Philippines on FEB 11 2021.

BY AUTHORITY OF THE BOARD:


VADM ROBERT A EMPEDRAD AFP (Ret)
Administrator

SECRETARY'S CERTIFICATION

This is to certify that Memorandum Circular No. SC-2021-03 was approved by the MARINA Board of Directors during its 283rd Regular Meeting held on 11 February 2021.


ATTY. EUSEBIA CADLUM-BOCO
Acting Corporate Board Secretary

Date of Publication: 23 March 2021
Business Mirror

Date of Submission to ONAR: _____

DOCUMENTARY REQUIREMENTS
for the Issuance, Revalidation and Replacement of Certificate of Competency
(COC)

CHECKLIST OF REQUIREMENTS
I. FOR ISSUANCE OF COC
1. COC for Officer in Charge of a Navigational Watch (OIC-NW) on Ships of 500 GT or more under Regulation II/1 of the STCW Convention, 1978, as amended
a. Passed the Theoretical Examination for Deck Operational Level
b. Passed the Practical Assessment for Deck Operational Level
c. Valid COPs in BT, SCRB, AFF, MEFA and COC for GMDSS Radio Operator
d. Transcript of Records (TOR) in Bachelor of Science in Marine Transportation (BSMT) with Special Order number or Certification, Authentication and Verification (CAV) or Resolution Number for MHEIs authorized to graduate students without prior CHED approval in the form of SO; AND Certificate of Training Completion in Updating Training programs for OIC-NW (Part A and Part B) under STCW Circular 2015-03, if the applicant seafarer started first year of BSMT study on or before SY 2012-2013. NOTE: Applicant seafarers who started their First-Year BSMT study from SY 2013-2014 onwards are EXEMPTED to take Updating Training for OIC-NW (Part A and Part B)
e. Approved seagoing service on ship of 500 GT or more of: <ul style="list-style-type: none"> i. not less than twelve (12) months of structured onboard training as Deck Cadet or Apprentice Mate documented in an approved Training Record Book, OR ii. not less than thirty-six (36) months in the Deck Department either as Ratings Forming Part of a Navigational Watch (Ordinary Seaman), or Able Seafarer Deck, or Boatswain, or other relevant capacity in the Deck Department approved by the Administration;
f. Valid Medical Certificate in PEME format
2. COC for GMDSS Radio Operator under Regulation IV/2 of the STCW Convention, 1978, as amended
a. Valid COPs in BT, SCRB, AFF, and MEFA
b. Certificate of Training Completion on approved training course for GMDSS Radio Operator
c. Passed the Theoretical Examination for GMDSS Radio Operator
d. Passed the Practical Assessment for GMDSS Radio Operator
e. Valid Medical Certificate in PEME format
3. COC for Chief Mate on Ships of 3,000 GT or more under Regulation II/2, paragraph 1 of the STCW Convention, 1978, as amended
a. Passed the Theoretical Examination for Deck Management Level
b. Passed the Practical Assessment for Deck Management Level

c. Valid COPs in BT, SCRB, AFF, MEFA and MECA
d. TOR and Updating Training programs for Officer in Charge of a Navigational watch (Part A & Part B) under STCW Circular 2015-03, if applicant seafarer started the first year BSMT study on or before SY 2012-2013 and in order to qualify to take the Management Level Course for Marine Deck Officers. <i>NOTE: Applicant seafarers who started their First-Year BSMT study from SY 2013-2014 onwards are EXEMPTED to take Updating Training for OIC-NW (Part A and Part B)</i>
e. Certificate of Training Completion in the new Management Level Course (MLC) for Marine Deck Officers OR Certificate of Training Completion in Updating Course for MLC for Marine Deck Officers, as applicable, under MARINA Circular 2014-01.
f. Approved Seagoing Service of not less than 12 months as OIC-NW on ship of 3,000 gross tonnage or more.
g. Valid Medical Certificate in PEME format
4. COC for Chief Mate on Ships of between 500 GT and 3,000 GT under Regulation II/2, paragraph 3 of the STCW Convention, 1978, as amended
a. Passed the Theoretical Examination for Deck Management Level
b. Passed the Practical Assessment for Deck Management Level
c. Valid COC as OIC-NW
d. Valid COPs in BT, SCRB, AFF, MEFA and MECA
e. TOR and Updating Training programs for Officer in Charge of a Navigational watch (Part A & Part B) under STCW Circular 2015-03, if applicant seafarer started the first year BSMT study on or before SY 2012-2013 and in order to qualify to take the Management Level Course for Marine Deck Officers. <i>NOTE: Applicant seafarers who started their First-Year BSMT study from SY 2013-2014 onwards are EXEMPTED to take Updating Training for OIC-NW (Part A and Part B).</i>
f. Certificate of Training Completion in the new Management Level Course (MLC) for Marine Deck Officers OR Certificate of Training Completion in Updating Course for MLC for Marine Deck Officers, if applicable, under MARINA Circular 2014-01.
g. Approved Seagoing Service of not less than 12 months as OIC-NW on ship of between 500 GT and 3,000 gross tonnage.
h. SIRB/SRB first page and entries
i. Valid Medical Certificate in PEME format
5. COC for Master on Ships of 3,000 GT or more under Regulation II/2, paragraph 1 of the STCW Convention, 1978, as amended
a. Passed the Theoretical Examination for Deck Management Level
b. Passed the Practical Assessment for Deck Management Level
c. Valid COC as OIC-NW and/or COC as Chief Mate
d. Valid COPs in BT, SCRB, AFF, MEFA and MECA
e. Approved seagoing service on ship of 3,000 gross tonnage or more of: i. not less than 36 months as OIC-NW; OR ii. not less than 12 months as OIC-NW plus 12 months as Chief Mate
f. SIRB/SRB first page and entries
g. TOR and Updating Training for Officer in Charge of a Navigational Watch (Part A & Part B under STCW Circular 2015-03), if applicant seafarer started the

first year BSMT study on or before SY 2012-2013 and in order to qualify to take the Management Level Course for Marine Deck Officers.

NOTE: Applicant seafarers who started their First-Year BSMT study from SY 2013-2014 onwards are **EXEMPTED** to take Updating Training for OIC-NW (Part A and Part B).

h. Certificate of Training Completion in MLC for Marine Deck Officer **OR** Certificate of Training Completion in Updating Course for MLC for Marine Deck Officer if applicable, under MARINA Circular 2014-01.

i. Valid Medical Certificate in PEME format

6. COC for Master on Ships of between 500 GT and 3,000 GT under Regulation II/2, paragraph 3 of the STCW Convention, 1978, as amended

a. Passed the Theoretical Examination for Deck Management Level

b. Passed the Practical Assessment for Deck Management Level

c. Valid COC as OIC-NW or COC as Chief Mate

d. Valid COPs in BT, SCRB, AFF, MEFA and MECA

e. Approved seagoing service on ships of between 500 and 3,000 gross tonnage:

i. not less than 36 months as OIC-NW; **OR**

ii. not less than 12 months as OIC-NW plus 12 months as Chief Mate

f. Updating Training programs for Officer in Charge of a Navigational watch (Part A & Part B) under STCW Circular 2015-03, if applicant seafarer started the first year BSMT study on or before SY 2012-2013 and in order to qualify to take the Management Level Course for Marine Deck Officers.

NOTE: Applicant seafarers who started their First-Year BSMT study from SY 2013-2014 onwards are **EXEMPTED** to take Updating Training for OIC-NW (Part A and Part B)..

g. Certificate of Training Completion in the new Management Level Course (MLC) for Marine Deck Officers **OR** Certificate of Training Completion in Updating Course for MLC for Marine Deck Officers, if applicable, under MARINA Circular 2014-01.

h. Valid Medical Certificate in PEME format

II. FOR REVALIDATION OF COC

1. COC for Officer in Charge of a Navigational Watch (OIC-NW) on Ships of 500 GT or more under Regulation II/1 of the STCW Convention, 1978, as amended

a. Valid COPs in BT, SCRB, AFF, and MEFA.

b. Valid COC as OIC-NW & COC for GMDSS Radio Operator

NOTE: If expired COC, may complete and pass the practical assessment prescribed by the Administration appropriate to the certificate to be revalidated.

c. Approved seagoing service on ship of 500 gross tonnage or more as OIC NW for a period of not less than:

i. three (3) months within the last six (6) months; **OR**

ii. twelve (12) months within the last five (5) years

NOTE: OIC-NW who do not meet the required seagoing service, may demonstrate continued professional competence to revalidate their COC through either of the following:

<ul style="list-style-type: none"> i. <i>pass the practical assessment prescribed by the Administration appropriate to the certificate to be revalidated; OR</i> ii. <i>successfully completed the approved training course prescribed by the Administration for purposes of revalidation appropriate to the certificate to be revalidated; OR</i> iii. <i>approved seagoing service, performing functions appropriate to the certificate held, for a period of not less than three (3) months in a supernumerary capacity, or in a lower officer rank than that for which the certificate held is valid immediately prior to taking up the rank for which the certificate held is valid.</i>
d. SIRB/SRB first page and entries
e. Valid Medical Certificate in PEME format
2. COC for CHIEF MATE on Ships of 3,000 GT or more under Regulation II/2 paragraph 1 of the STCW Convention, 1978, as amended
a. Valid COPs in BT, SCRB, AFF, MEFA & MECA
b. Valid COC as Chief Mate NOTE: <i>If expired COC, may complete and pass Practical Assessment prescribed by the Administration appropriate to the certificate to be revalidated.</i>
c. Approved seagoing service on ship of 3,000 gross tonnage or more as Chief Mate for a period of not less than: <ul style="list-style-type: none"> i. three (3) months within the last six (6) months; OR ii. twelve (12) months within the last five (5) years NOTE: <i>Chief Mate who do not meet the required seagoing service, may demonstrate continued professional competence to revalidate their COC through either of the following:</i> <ul style="list-style-type: none"> i. <i>pass the practical assessment prescribed by the Administration appropriate to the certificate to be revalidated; OR</i> ii. <i>successfully completed the approved training course prescribed by the Administration for purposes of revalidation appropriate to the certificate to be revalidated; OR</i> iii. <i>approved seagoing service, performing functions appropriate to the certificate held, for a period of not less than three (3) months in a supernumerary capacity, or in a lower officer rank than that for which the certificate held is valid immediately prior to taking up the rank for which the certificate held is valid.</i>
d. SIRB/SRB first page and entries
e. Valid Medical Certificate in PEME format
3. COC for CHIEF MATE on Ships of between 500 and 3,000 GT under Regulation II/2 paragraph 3 of the STCW Convention, 1978, as amended
a. Valid COPs in BT, SCRB, AFF, MEFA & MECA
b. Valid COC as Chief Mate NOTE: <i>If expired COC, may complete and pass Practical Assessment prescribed by the Administration appropriate to the certificate to be revalidated.</i>
c. Approved seagoing service on ship of between 500 and 3,000 gross tonnage as Chief Mate for a period of not less than: <ul style="list-style-type: none"> i. three (3) months within the last six (6) months; OR ii. twelve (12) months within the last five (5) years

NOTE: Chief Mate who do not meet the required seagoing service, may demonstrate continued professional competence to revalidate their COC through either of the following:

- i. pass the practical assessment prescribed by the Administration appropriate to the certificate to be revalidated; **OR**
- ii. successfully completed the approved training course prescribed by the Administration for purposes of revalidation appropriate to the certificate to be revalidated; **OR**
- iii. approved seagoing service, performing functions appropriate to the certificate held, for a period of not less than three (3) months in a supernumerary capacity, or in a lower officer rank than that for which the certificate held is valid immediately prior to taking up the rank for which the certificate held is valid.

d. SIRB/SRB first page and entries

e. Valid Medical Certificate in PEME format

4. COC for MASTER on Ships of 3,000 GT or more under Regulation II/2 paragraph 1 of the STCW Convention, 1978, as amended

a. Valid COPs in BT, SCRB, AFF, MEFA & MECA

b. Valid COC as Master Mariner

NOTE: If expired COC, may complete and pass Practical Assessment prescribed by the Administration appropriate to the certificate to be revalidated

c. Approved seagoing service on ships of 3,000 gross tonnage or more as Master Mariner for a period of not less than:

- i. three (3) months within the last six (6) months; **OR**
- ii. twelve (12) months within the last five (5) years

NOTE: Master who do not meet the required seagoing service, may demonstrate continued professional competence to revalidate their COC through either of the following:

- i. pass the practical assessment prescribed by the Administration appropriate to the certificate to be revalidated; **OR**
- ii. successfully completed the approved training course prescribed by the Administration for purposes of revalidation appropriate to the certificate to be revalidated; **OR**
- iii. approved seagoing service, performing functions appropriate to the certificate held, for a period of not less than three (3) months in a supernumerary capacity, or in a lower officer rank than that for which the certificate held is valid immediately prior to taking up the rank for which the certificate held is valid.

d. SIRB/SRB first page and entries

e. Valid Medical Certificate in PEME format

5. COC for MASTER on Ships of between 500 and 3,000 GT under Regulation II/2 paragraph 3 of the STCW Convention, 1978, as amended

a. Valid COPs in BT, SCRB, AFF, MEFA & MECA

b. Valid COC as Master Mariner

NOTE: *If expired COC, may complete and pass Practical Assessment prescribed by the Administration appropriate to the certificate to be revalidated.*

- c. Approved seagoing service on ship of between 500 and 3,000 gross tonnage as Chief Mate for a period of not less than:
 - i. three (3) months within the last six (6) months; **OR**
 - ii. twelve (12) months within the last five (5) years

NOTE: *Master who do not meet the required seagoing service, may demonstrate continued professional competence to revalidate their COC through either of the following:*

- i. *pass the practical assessment prescribed by the Administration appropriate to the certificate to be revalidated; **OR***
 - ii. *successfully completed the approved training course prescribed by the Administration for purposes of revalidation appropriate to the certificate to be revalidated; **OR***
 - iii. *approved seagoing service, performing functions appropriate to the certificate held, for a period of not less than three (3) months in a supernumerary capacity, or in a lower officer rank than that for which the certificate held is valid immediately prior to taking up the rank for which the certificate held is valid.*

d. SIRB/SRB first page and entries

e. Valid Medical Certificate in PEME format

6. COC for GMDSS RADIO OPERATORS

a. Valid COPs in BT, SCRB, AFF, and MEFA

b. COC as GMDSS Radio operator

NOTE: *If expired COC, must complete and pass Practical Assessment prescribed by the Administration appropriate to the certificate to be revalidated.*

- c. Approved seagoing service on ship of 500 gross tonnage or more as OIC-NW or GMDSS Radio Operator for a period of not less than:
 - i. three (3) months within the last six (6) months; **OR**
 - ii. twelve (12) months within the last five (5) years

NOTE: *GMDSS Radio Operator who do not meet the required seagoing service, may demonstrate continued professional competence to revalidate their COC through either of the following:*

- i. *pass the practical assessment prescribed by the Administration appropriate to the certificate to be revalidated; **OR***
 - ii. *successfully completed the approved training course prescribed by the Administration for purposes of revalidation appropriate to the certificate to be revalidated; **OR***
 - iii. *approved seagoing service, performing functions appropriate to the certificate held, for a period of not less than three (3) months in a supernumerary capacity, or in a lower officer rank than that for which the certificate held is valid immediately prior to taking up the rank for which the certificate held is valid.*

d. SIRB/SRB first page and entries

e. Valid Medical Certificate in PEME format

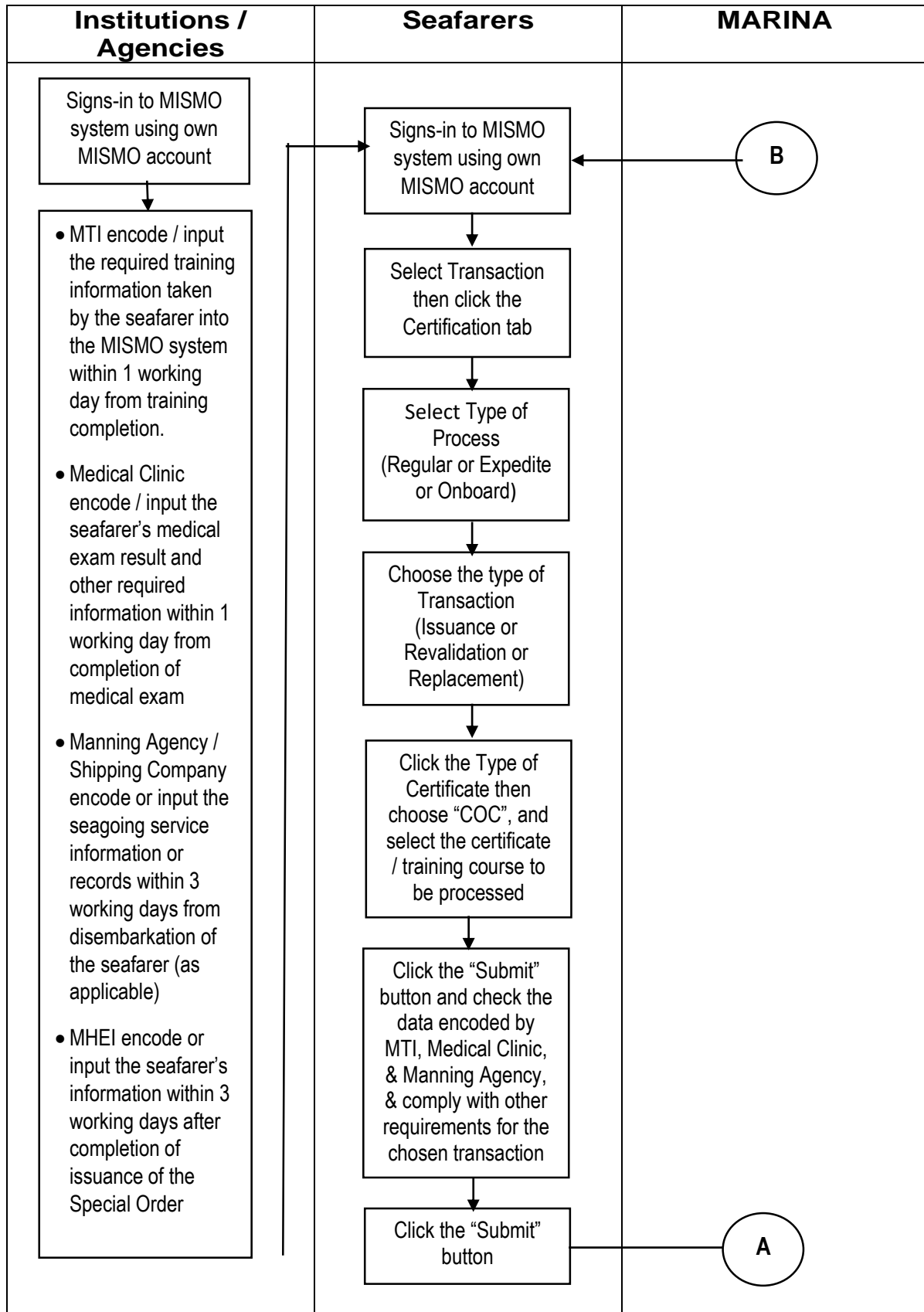
III. FOR REPLACEMENT OF COC

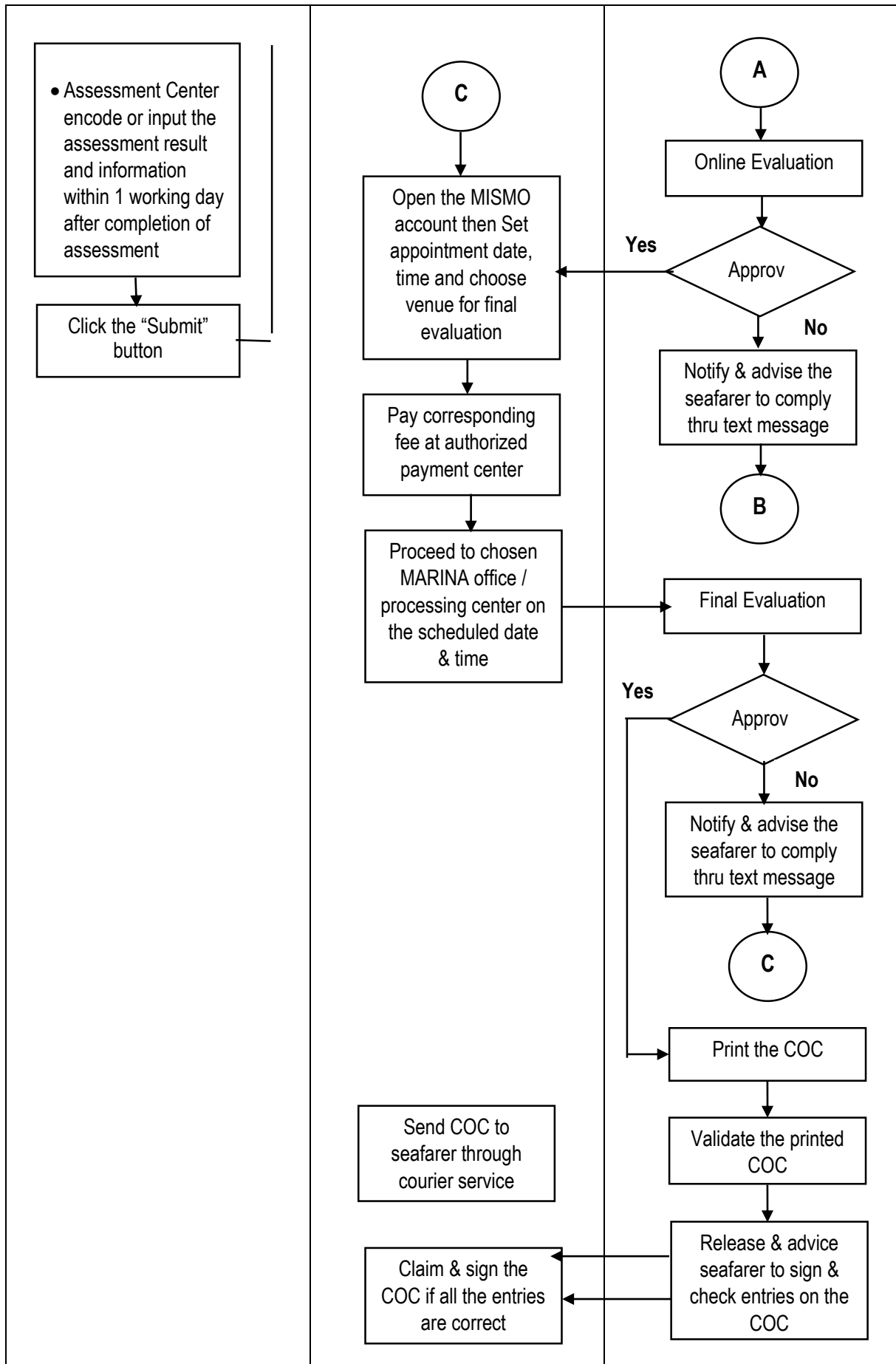
1. Duly notarized Affidavit in case of lost or damaged COC or if the COC has wrong information entry.

The Affidavit should state the circumstances of the loss or damage or the wrong details of information, and give description of the certificate/s to be replaced.

2. In case the seafarer is onboard ship:
 - letter from the concerned manning agency / crewing agency / shipping company requesting for the replacement of the COC duly signed by authorized official;
 - Affidavit of Loss or Damage
 - employment contract approved by the POEA;
 - Oath of undertaking; and
 - ship's crew list.

PROCESS FLOW DIAGRAM FOR ISSUANCE, REVALIDATION AND REPLACEMENT OF COC UNDER THIS CIRCULAR







REPUBLIC OF THE PHILIPPINES

CERTIFICATE ISSUED UNDER THE PROVISIONS OF THE INTERNATIONAL CONVENTION ON STANDARDS OF TRAINING, CERTIFICATION AND WATCHKEEPING FOR SEAFARERS (STCW CONVENTION), 1978, AS AMENDED

The Government of the Republic of the Philippines,
through the Maritime Industry Authority (MARINA), certifies that

(NAME OF SEAFARER)

has been found duly qualified in accordance with the provisions of Regulation _____ of the STCW Convention, 1978, as amended, and has been found competent to perform the following functions, at the level specified, subject to any limitation indicated, as follows:

FUNCTION	LEVEL	LIMITATIONS APPLYING (IF ANY)

The lawful holder of this certificate may serve in the following capacity or capacities specified in the applicable safe manning requirements of the Administration:

CAPACITY	LIMITATIONS APPLYING (IF ANY)



VADM ROBERT A EMPEDRAD AFP (Ret)
Administrator
MARITIME INDUSTRY AUTHORITY
Bonifacio Drive corner 20th Street, Port Area,
Manila 1018 Philippines
Telephone No.: (02) 8523-9078 / (02) 8524-2895

This certificate must be kept available in its original form on board the ship on which the lawful holder is serving as required under Regulation I/2, paragraph 11 of the Convention.

Certificate No. : _____
Issued on : _____
Date of Expiry : _____
Date of birth : _____



Signature of the holder of the certificate: _____