



**MEMORANDUM CIRCULAR NO. SC-2021 – 04**  
**Series of 2021**

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

**SUBJECT :** REVISED RULES IN THE ISSUANCE AND REVALIDATION OF CERTIFICATE OF PROFICIENCY (COP) FOR BASIC TRAINING, SURVIVAL CRAFT AND RESCUE BOATS OTHER THAN FAST RESCUE BOATS, FAST RESCUE BOATS, ADVANCED FIRE FIGHTING, MEDICAL FIRST AID, MEDICAL CARE, SHIP SECURITY OFFICER, AND SECURITY-AWARENESS TRAINING & SEAFARERS WITH DESIGNATED SECURITY DUTIES UNDER CHAPTER VI OF THE STCW CONVENTION, 1978, AS AMENDED

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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*", Republic Act No. 11261 otherwise known as the "*First Time Job Seekers Assistance Act*", 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 COP for Basic Training, Survival Craft and Rescue Boats other than Fast Rescue Boats, Fast Rescue Boats, Advanced Fire Fighting, Medical First Aid, Medical Care, Ship Security Officer, and Security-Awareness Training & Seafarers with Designated Security Duties under Chapter VI 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 our compliance with the STCW Convention, 1978, as amended.

## **Article II COVERAGE**

**Section 2.** This Circular shall cover seafarers applying for issuance and revalidation of COP for Basic Training, Survival Craft and Rescue Boats Other Than Fast Rescue Boats, Fast Rescue Boats, Advanced Fire Fighting, Medical First Aid, Medical Care, Ship Security Officer, And Security–Awareness Training & Seafarers with Designated Security Duties under Chapter VI of the STCW Convention, 1978, as amended.

Seafarers of any nationality who have completed approved training course in the Philippines may also apply for any certificate under this Circular.

## **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. **First Time Jobseekers** – refers to a Filipino citizen, who is actively seeking employment, locally or abroad, for the first time, as certified by the barangay of which he/she is a resident for the said purpose, particularly:
  - a. Graduates from all schools, colleges, and universities, and learning institutions offering technical-vocational courses;
  - b. Under RA No. 11261, a graduate is a Filipino who finished a bachelor's degree from any college or university, or completed a technical-vocational course from any learning institution in the Philippines, as well as high school graduates who have completed the K-12 program;
  - c. An early school leaver or out of school youth (OSY);
  - d. A person who has never been employed, not presently employed or engaged in education or training, who was not previously enrolled in any educational institution or who has not finished secondary education;
  - e. A student taking a leave of absence from an institution offering college or tertiary education or from a technical-vocational course; or
  - f. Any person intending to work while enrolled in any school, college, university, or learning institution offering technical and vocational courses;
4. **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; and
5. **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, and maintaining the required standards of competence in accordance with Sections A-VI/1 to A-VI/3 of the STCW Code, as applicable.

#### **Article IV GENERAL PROVISIONS**

**Section 4.** The issuance of COP to seafarers under this Circular shall be in accordance with the following Regulations under Chapter VI of the STCW Convention, 1978, as amended:

1. Regulations VI/1 for Basic Training (BT);
2. Regulation VI/2 for Survival Craft and Rescue Boats other than Fast Rescue Boats (SCRB) and for Fast Rescue Boats (FRB);
3. Regulation VI/3 for Advanced Fire Fighting (AFF);
4. Regulation VI/4 for Medical First Aid (MEFA) and for Medical Care (MECA);
5. Regulation VI/5 for Ship Security Officer (SSO); and
6. Regulation VI/6 for Security Awareness Training and Seafarers with Designated Security Duties (SAT-SDSD).

**Section 5.** Revalidation at an interval not exceeding five (5) years from the date of issuance of the following certificates shall be mandatory in accordance with the pertinent sections of the STCW Code:

1. COP in Basic Training pursuant to Section A-VI/1, paragraphs 3 and 4;
2. COP in Survival Craft and Rescue Boats other than Fast Rescue Boats pursuant to Section A-VI/2, paragraphs 5 and 6;
3. COP in Fast Rescue Boats pursuant to Section A-VI/2, paragraphs 11 and 12; and
4. COP in Advanced Fire Fighting pursuant to Section A-VI/3, paragraphs 5 and 6.

**Section 6.** In accordance with the STCW Convention, 1978, as amended, the following COPs are **not** subject to revalidation:

1. COP in Medical First Aid;
2. COP in Medical Care;
3. COP in Ship Security Officer; and
4. COP in Security Awareness Training and Seafarers with Designated Security Duties.

**Section 7.** All applications for issuance and revalidation including replacement of COP shall be filed by the 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 23 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 32 of this Circular and other relevant laws.

**Section 8.** Manning/crewing agencies or shipping companies, through its authorized MARINA-accredited Liaison Officer, may be allowed to file for the expedite processing of application for issuance and revalidation of COP of their seafarers in cases of exceptional and emergency situation only, such as or 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 certificates has expired or will be expiring soon.

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 9.** All applications for revalidation must be filed three (3) months before the date of expiration of the COP to be revalidated. An affidavit explaining the reason for late filing shall be required for submission and shall be charged an additional fee of P500.00. However, no additional fee shall be charged if the late filing was due to any of the following reasons/circumstances only:

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.

The application for revalidation of an **expired COP** shall be treated as a new application for issuance of COP. The applicant shall be required to comply with the applicable requirements in Section 16 hereof.

**Section 10.** A holder of a COP which is lost or damaged or with erroneous information or entry shall apply for its replacement. A certificate will be issued upon compliance with the requirements set forth in Section 19 of this Circular.

**Section 11.** As provided under Regulation I/14 of the STCW Convention, 1978, as amended, it shall be the responsibility of the manning/crewing agencies or shipping companies and their accredited Liaison Officers to ensure that each seafarer assigned to any of its ships shall hold 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 12.** 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 13.** 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, and sea service records of the seafarers, as shown in the table below:

| Institution / Agency                           | Records of seafarer  | Prescribed period to encode into MISMO system                       |
|--|--|---|
| MTI  | <ul style="list-style-type: none"> <li>• Training Course</li> <li>• Batch No.</li> <li>• Location</li> <li>• STCW Regulation</li> <li>• Date the training started</li> <li>• Date of training completion</li> <li>• Class link</li> </ul>  | Within one (1) working day after completion of the training course  |
| DOH-Accredited Medical Facilities for Seafarer | <ul style="list-style-type: none"> <li>• Name of Medical Facility</li> <li>• Medical Practitioner</li> <li>• PRC License ID</li> <li>• Date of Medical Exam</li> <li>• Expiration Date</li> <li>• Findings</li> </ul>  | Within two (2) working days after completion of medical examination |
| Manning Agency / Shipping Company              | <ul style="list-style-type: none"> <li>• Name of Vessel</li> <li>• Type of Vessel</li> <li>• Flag of Registry</li> <li>• IMO No.</li> <li>• GRT</li> <li>• kW</li> <li>• Ship's Trade</li> <li>• Date and Place of Embarkation</li> <li>• Date and Place of Disembarkation</li> <li>• Position/Rank</li> </ul> | Within three (3) working days from disembarkation of the seafarer   |

Upon effectivity of this Circular, only information regarding training, medical fitness and seagoing service encoded into the MISMO system by MTIs, DOH-accredited Medical Facilities for Seafarers, and Manning/Crewing Agencies or Shipping Companies, respectively, shall be accepted for issuance or revalidation of COP.

In order to access the MISMO system, the above-mentioned institutions shall first create/secure a MISMO account following the steps in Section 24 hereof.

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

Training that was taken or completed within two (2) years before the date of application may still be accepted for issuance or revalidation of COP provided that the required information relative thereto is encoded by the concerned training provider, and that the five (5) year validity shall be reckoned from the completion date of the training or refresher course.

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

**Section 14.** Every seafarer applying for issuance and revalidation of COP under the relevant provisions of Chapter VI of STCW Convention, 1978, as amended 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 15.** 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 16.** Every seafarer applying for **issuance of COP** under this Circular shall comply with the specific requirements, as follows:

- 1. Regulation VI/1, paragraph 2 – COP in Basic Training**
  - a) Has completed an approved course in Basic Training in accordance with Section A-VI/1 of the STCW Code; **AND**
  - b) Meet the appropriate standard of competence specified under Section A-VI/1 of STCW Code.
- 2. Regulation VI/2, paragraph 1 – COP in Survival Craft, Rescue Boats Other Than Fast Rescue Boats**

- a) Has completed an approved training course in Survival Craft, Rescue Boats Other Than Fast Rescue Boats and have approved seagoing service of not less than six (6) months; **AND**
- b) Meet the standard of competence for certificates of proficiency in survival craft and rescue boats, set out in Section A-VI/2, paragraphs 1 to 4 of the STCW Code.

**3. Regulation VI/2, paragraph 2 – COP in Fast Rescue Boats**

- a) Be the holder of a valid COP in Survival Craft and Rescue Boats other than Fast Rescue Boats;
- b) Has completed an approved training course in Fast Rescue Boats; **AND**
- c) Meet the standard of competence for COP in Fast Rescue Boats, set out in Section A-VI/2, paragraphs 7 to 10 of the STCW Code.

**4. Regulation VI/3 – COP in Advance Fire Fighting**

- a) Has completed approved training course in Advanced Training in Fighting Fire; **AND**
- b) Meet the standard of competence specified under Section A-VI/3, paragraphs 1 to 4 of the STCW Code.

**5. Regulation VI/4, paragraph 1 – COP in Medical First Aid**

- a) Has completed an approved training course in Medical First Aid; **AND**;
- b) Meet the standard of competence in medical first aid specified in Section A-VI/4, paragraphs 1 to 3 of the STCW Code.

**6. Regulation VI/4, paragraph 2 – COP in Medical Care**

- a) Has completed an approved training course in Medical Care; **AND**
- b) Meet the standard of competence in Medical Care specified in Section A-VI/4, paragraphs 4 to 6 of the STCW Code.

**7. Regulation VI/5 – COP in Ship Security Officer**

- a) Has approved seagoing service of not less than 12 months;
- b) Has completed an approved training course for Ship Security Officer; **AND**
- c) Meet the standard of competence for COP as Ship Security Officer set out in Section A-VI/5, paragraphs 1 to 4 of the STCW Code.

**8. Regulation VI/6 – COP in Security Awareness Training and Seafarers with Designated Security Duties**

- a) Completed an approved training course for Security Awareness Training and Seafarers with Designated Security Duties; **AND**
- b) Meet the appropriate standard of competence specified in Section A-VI/6, paragraphs 1 to 4 and in paragraphs 6 to 8 of the STCW Code.

**Section 17.** Seafarers applying for **revalidation of COPs** under this Circular shall comply with the specific requirements, as follows:

| <b>COP TO BE REVALIDATED</b>   | <b>SPECIFIC REQUIREMENTS FOR REVALIDATION</b>   |
|--|---|
| 1. COP in Basic Training   | <ul style="list-style-type: none"> <li>a) approved seagoing service for a period of at least twelve (12) months in total within five (5) years, <b>OR</b> three (3) months in total within six (6) months prior to the date of revalidation; <b>AND</b></li> <li>b) completed an approved Refresher Course in Basic Training; <b>OR</b></li> <li>c) if the applicant for revalidation does not meet the required seagoing service, he must complete an approved course in Basic Training.</li> </ul>  |
| 2. COP in Survival Craft and Rescue Boats other than fast rescue boats | <ul style="list-style-type: none"> <li>a) approved seagoing service for a period of at least twelve (12) months in total within five (5) years, <b>OR</b> three (3) months in total within six (6) months prior to the date of revalidation; <b>AND</b></li> <li>b) completed an approved Refresher Course in Survival Craft and Rescue Boats other than fast rescue boats; <b>OR</b></li> <li>c) if the applicant for revalidation does not meet the required seagoing service, he must complete an approved training course in Survival Craft and Rescue Boats other than fast rescue boats.</li> </ul> |
| 3. COP in Fast Rescue Boats  | <ul style="list-style-type: none"> <li>a) Valid COP in SCRB;</li> <li>b) approved seagoing service for a period of at least twelve (12) months in total within five (5) years, <b>OR</b> three (3) months in total within six (6) months prior to the date of revalidation onboard ship fitted with Fast Rescue Boat; <b>AND</b></li> <li>c) completed an approved Refresher Course in Fast Rescue Boats; <b>OR</b></li> <li>d) if the applicant for revalidation does not</li> </ul>   |



|                                  |   |
|----------------------------------|---|
|                                  | meet the required seagoing service, he must complete an approved training course in Fast Rescue Boats.  |
| 4. COP in Advanced Fire Fighting | <p>a) approved seagoing service for a period of at least twelve (12) months in total within five (5) years, <b>OR</b> three (3) months in total within six (6) months prior to the date of revalidation; <b>AND</b></p> <p>b) completed an approved Refresher Course in Advanced Fire Fighting; <b>OR</b></p> <p>c) if the applicant for revalidation does not meet the required seagoing service, he must complete an approved course in Advanced Fire Fighting.</p> |

**Article VI  
OTHER REQUIREMENTS**

**Section 18.** Subject to Section 8 above, 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:
  - a) 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;
  - b) Documentary evidence of the reason or circumstance stated in the letter request for expedite processing;
  - c) Overseas Employment Certificate (OEC) from the Philippine Overseas Employment Administration (POEA); and
  - d) 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:
  - a) 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;
  - b) Documentary evidence of the reason or circumstance stated in the letter request for expedite processing;
  - c) Duly notarized Affidavit of Undertaking or Certification from the shipping company/manning agency;

- d) Ship's Crew List;
- e) New Contract of Employment approved by the POEA in case of promotion; or
- f) Duly notarized Affidavit in case of lost or damaged COP 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 19.** Seafarers applying personally for **replacement** of COP that was lost or damaged or with wrong information entry shall comply with the following requirements:

1. Duly notarized Affidavit stating the circumstances of the loss or damage or the wrong information entry in the COP and give a description of the certificate; and
2. 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.

**Section 20. First Time Jobseekers** applying for issuance of COP in BT and/or SDSD shall, in addition to the abovementioned general and specific requirements, as applicable, shall submit and upload into the MISMO system the following requirements:

1. SRB/SID or any valid government identification document;
2. Barangay Certification that the applicant is a first-time job seeker and a resident of the issuing barangay for at least six (6) months as of the issuance date of such document using the format annexed to Memorandum Circular No. SC-2019-02; and
3. Oath of Undertaking accomplished by the first-time job seeker and executed before the Punong Barangay or the latter's authorized officer in accordance with the format annexed to Memorandum Circular No. SC-2019-02.

**Section 21.** STCW mandatory training courses required for the issuance or revalidation of COP under this Circular shall be taken **ONLY** from Maritime Training Institutions (MTIs) offering MARINA-approved training courses.

## **Article VII DOCUMENTARY REQUIREMENTS**

**Section 22.** Seafarers applying for issuance or revalidation of COP shall comply with the documentary requirements corresponding to the COP 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 VIII STEPS FOR CREATION OF MISMO ACCOUNT**

**Section 23.** 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 24.** For creation of their MISMO accounts, MTIs, Manning/Crewing Agencies, Shipping companies, and DOH-accredited Medical Facilities for Seafarers, 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 IX  
PROCEDURES FOR ISSUANCE OR REVALIDATION OF COP UNDER CHAPTER  
VI OF THE STCW CONVENTION, 1978, AS AMENDED**

**Section 25.** In general, the application for issuance, revalidation and replacement of COP under the MISMO system goes through the following processes:

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

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

**Section 26.** Notwithstanding Section 25, there will be **no need for initial online evaluation** for the following type of applications:

1. Application for **issuance** of COP in BT, SDS, ATFF, FRB, MEFA, and MECA; and
2. Application for **issuance** of COP in BT and SDS filed by a **First-Time Job Seeker**. Under Memorandum Circular No. SC-2019-02 which set forth the MARINA guidelines in the implementation of Republic Act No. 11261, otherwise known as the “First Time Job Seekers Assistance Act”, **no fees and charges** shall be collected from the first-time jobseeker applying for the issuance of COP in BT and/or SDS, subject however, to the requirements in Section 20 above.

**Article X  
VALIDITY OF COP**

**Section 27.** The COP under this Circular shall have the following validity:

| <i>Type of Certificate</i> | <i>Validity period</i>   |
|----------------------------|--|
| 1. COP in BT               | Five (5) years from date of issuance / revalidation if application is filed within 6 months upon completion of the training. Otherwise, the 5 years validity shall reckon from the date of completion of the training. |
| 2. COP in SCRB             |  |
| 3. COP in AFF              |  |
| 4. COP in FRB              |  |
| 5. COP in MEFA             | Unlimited  |
| 6. COP in MECA             |  |
| 7. COP in SSO              |  |
| 8. COP in SDS              |  |

**Article XI  
FORMAT OF COP**

**Section 28.** The COP shall contain the information provided under Section B-1/2 paragraph 5 of the STCW Code, and shall be in a format shown in the **Annex C**.

**COPs issued prior to the effectivity of this Circular shall remain valid until their expiration date.**

**Article XII  
VERIFICATION OF COP**

**Section 29.** COPs issued under this Circular can be verified through the verification portal available at <https://online-appointment.marina.gov.ph/verify-id-certificate>.

**Article XIII  
GROUNDS FOR SUSPENSION/REVOCATION OF COP**

**Section 30.** The COP 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;
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 COP such as giving false testimonies or falsified documents.

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

**Article XIV  
FEES AND OTHER CHARGES**

**Section 31.** Applicants for COPs 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 COP            | P230.00<br>(inclusive of documentary stamp tax) | P630.00<br>(inclusive of documentary stamp tax) |
| Revalidation of COP        |   |   |
| Replacement of COP         |   |   |

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 COP 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 XV PENALTY CLAUSE**

**Section 32.** Engaging in any act/s of misrepresentation for purpose of securing certificate of proficiency such as giving of false testimonies or falsified documents, or use, submission or presentation of falsified, fraudulent or tampered documents shall be meted with the following fines and penalties:

### **1. Ratings (Support level)**

***First Violation*** - P50,000.00 and disqualification to Apply for Certificate of Proficiency (COP) for three (3) months from the receipt of the decision/order or resolution.

***Second Violation*** – P100,000.00 and disqualification to Apply for Certificate of Proficiency (COP) for six (6) months from the receipt of the decision/order or resolution.

***Third Violation*** - Perpetual disqualification to apply for Certificate of Proficiency (COP).

### **2. Officers**

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

***Second Violation*** - 200,000.00 and disqualification to Apply for Certificate of Proficiency (COP) for six months (6) from the receipt of the decision/order or resolution.

***Third Violation*** - Perpetual disqualification to apply for Certificate of Proficiency (COP).

### **3. 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.

#### **4. 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.

#### **5. 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 civil and/or criminal liability that may be imposed under applicable laws.

### **Article XVI REPEALING CLAUSE**

**Section 33.** STCW Circular No. 2018-05, STCW Advisory No. 2020-01 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 XVII  
SEPARABILITY CLAUSE**

**Section 34.** 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 XVIII  
EFFECTIVITY**

**Section 35.** 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-2021-04 was approved by the MARINA Board of Directors during its 283<sup>rd</sup> Regular Meeting held on 11 February 2021.

  
**ATTY. EUSEBIA CADLUM-BOCO**  
Acting Corporate Board Secretary

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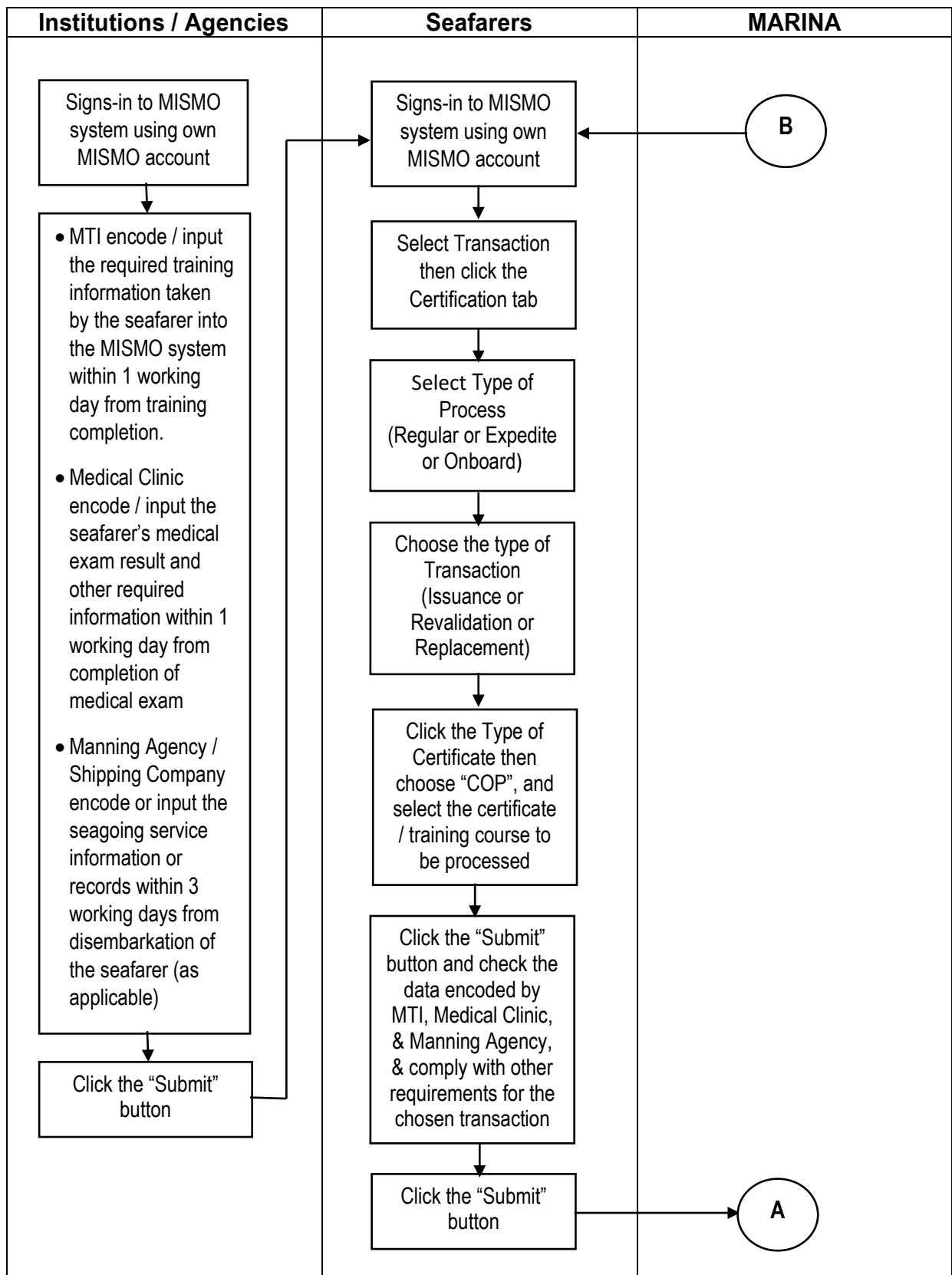
**DOCUMENTARY REQUIREMENTS  
FOR THE ISSUANCE, REVALIDATION AND REPLACEMENT OF  
CERTIFICATE OF PROFICIENCY (COP)**

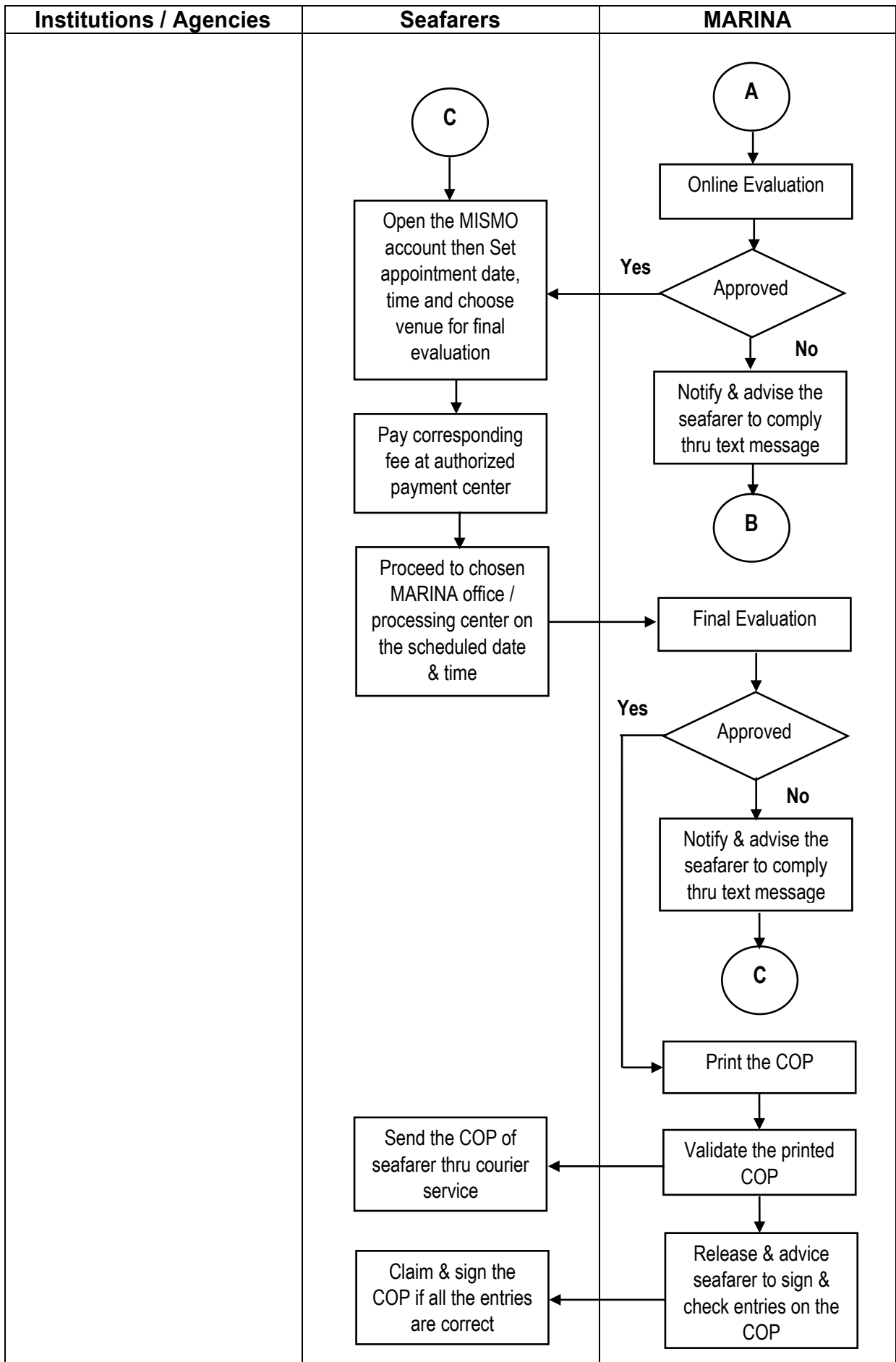
| <b>CHECKLIST OF REQUIREMENTS**</b>  |  |
|---|--|
| <b>I. FOR ISSUANCE OF COP</b>   |  |
| <b>1. COP in Basic Training (BT)</b>  |  |
|   | a. Certificate of Training Completion for BT   |
|   | b. SIRB/SRB first page <b>or</b> any valid government ID or birth certificate  |
|   | c. Valid Medical Certificate in PEME format  |
| <b>2. COP in Survival Craft and Rescue Boats other than Fast Rescue Boats (SCRB)</b>              |  |
|   | a. Certificate of Training Completion for SCRB   |
|   | b. Approved Seagoing service of not less than six (6) months   |
|   | c. SIRB/SRB first page and entries   |
|   | d. Valid Medical Certificate in PEME format  |
| <b>3. COP in Fast Rescue Boats (FRB)</b>  |  |
|   | a. Certificate of Training Completion for PFRB   |
|   | b. Valid COP in SCRB   |
|   | c. Valid Medical Certificate in PEME format  |
| <b>4. COP in Advance Fire Fighting (AFF)</b>  |  |
|   | a. Certificate of Training Completion for AFF  |
|   | b. SIRB/SRB first page <b>or</b> any valid government ID or birth certificate  |
|   | c. Valid Medical Certificate in PEME format  |
| <b>5. COP in Medical First Aid (MeFA)</b>   |  |
|   | a. Certificate of Training Completion for MeFA   |
|   | b. SIRB/SRB first page <b>or</b> any valid government ID or birth certificate  |
|   | c. Valid Medical Certificate in PEME format  |
| <b>6. COP in Medical Care (MeCA)</b>  |  |
|   | a. Certificate of Training Completion for MeCa   |
|   | b. Valid Medical Certificate in PEME format  |
|   | c. SIRB/SRB first page <b>or</b> any valid government ID or birth certificate  |
| <b>7. COP in Ship Security Office (SSO)</b>   |  |
|   | a. Certificate of Training Completion for SSO  |
|   | b. Approved Seagoing service of not less than twelve (12) months   |
|   | c. SIRB/SRB first page and entries   |
|   | d. Valid Medical Certificate in PEME format  |
| <b>8. COP in Security Awareness Training and Seafarers with Designated Security Duties (SDSD)</b> |  |
|   | a. Certificate of Training Completion for SDSD   |
|   | b. SIRB/SRB first page <b>or</b> any valid government ID or birth certificate  |
|   | c. Valid Medical Certificate in PEME format  |
| <b>II. FOR REVALIDATION OF COP</b>  |  |
| <b>1. COP in Basic Training (BT)</b>  |  |
|   | a. Valid COP in BT   |
|   | b. Approved seagoing service for a period of at least twelve (12) months in total within the last five (5) years <b>OR</b> three (3) months in total within the last six (6) months prior to the date of revalidation. |
|   | c. Certificate of Training Completion for Refresher Course in BT, <b>OR</b> Certificate of Training Completion in BT (full course) if expired COP in BT or if applicant does not meet the required seagoing service.   |
|   | d. Medical Certificate in PEME format  |

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| <b>2. COP in Survival Craft and Rescue Boats other than Fast Rescue Boats (SCRB)</b>   |
| a. Valid COP in SCRБ   |
| b. Approved seagoing service for a period of at least twelve (12) months in total within the last five (5) years, <b>OR</b> three (3) months in total within the last six (6) months prior to the date of revalidation.  |
| c. Certificate of Training Completion for Refresher Course in SCRБ, <b>OR</b> Certificate of Training Completion in SCRБ (full course), if expired COP in SCRБ or if applicant does not meet the required seagoing service.  |
| d. Medical Certificate in PEME format  |
| <b>3. COP in Fast Rescue Boats (FRB)</b>   |
| a. Valid COPs in SCRБ and FRB  |
| b. Approved seagoing service for a period of at least twelve (12) months in total within the last five (5) years, <b>OR</b> three (3) months in total within the last six (6) months prior to the date of revalidation onboard ship fitted with FRB.   |
| c. Certificate of Training Completion for Refresher Course in FRB, <b>OR</b> Certificate of Training Completion in FRB (full course), if expired COP in FRB or if applicant does not meet the required seagoing service.   |
| d. Medical Certificate in PEME format  |
| <b>4. COP in Advance Fire Fighting (AFF)</b>   |
| a. Valid COP in AFF  |
| b. Approved seagoing service for a period of at least twelve (12) months in total within five (5) years, <b>OR</b> three (3) months in total within six (6) months prior to the date of revalidation.  |
| c. Certificate of Training Completion for Refresher Course in AFF, <b>OR</b> Certificate of Training Completion in AFF (full course), if expired COP in AFF or if applicant does not meet the required seagoing service.   |
| d. Medical Certificate in PEME format  |
| <b>III. FOR REPLACEMENT OF COP</b>   |
| 1. Duly notarized Affidavit in case of lost or damaged COP or if the COP has wrong information entry.<br><i>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.</i>  |
| 2. In case the seafarer is onboard ship:<br>2) letter from the concerned manning agency / crewing agency / shipping company requesting for the replacement of the COP duly signed by authorized official;<br>3) Affidavit of Loss or Damage<br>4) employment contract approved by the POEA;<br>5) Oath of undertaking; and<br>6) Ship's crew list. |

**ANNEX - B**

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







REPUBLIC OF THE PHILIPPINES

**CERTIFICATE OF PROFICIENCY  
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 THE SEAFARER)**

has successfully completed the approved training course in

**(TITLE OF THE TRAINING COURSE)**

in accordance with Regulation \_\_\_\_ of the STCW Convention, 1978, as amended  
and has been found qualified after passing the assessment  
under Section A-\_\_\_\_\_ of the STCW Code.

Certificate Number : \_\_\_\_\_  
Date of Issue : \_\_\_\_\_  
Date of Expiry : \_\_\_\_\_  
Date of birth of the seafarer: \_\_\_\_\_



Passport  
size  
Photo of  
the Seafarer

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

Signature of the holder : \_\_\_\_\_

*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 above-mentioned Convention.*