

STCW Circular No. 2017 - ____

**TO: ALL SEAFARERS, SHIPOWNERS, MANNING AGENCIES,
MARITIME HIGHER EDUCATION INSTITUTIONS, MARITIME
TRAINING INSTITUTIONS AND OTHER MARITIME
STAKEHOLDERS**

**SUBJECT: MANDATORY MINIMUM REQUIREMENTS FOR THE
CERTIFICATION OF ELECTRO-TECHNICAL OFFICERS**

Pursuant to Presidential Decree (PD) 474, Republic Act 10635 and its Implementing Rules and Regulations (IRR), the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW), 1978, as amended, the following rules and regulations are hereby adopted:

1 OBJECTIVE

To prescribe policies and procedures for the issuance and revalidation of Certificate of Competency (COC) for Electro-Technical Officer (ETO) serving on a seagoing ship powered by main propulsion machinery of 750 kW propulsion power or more for compliance with Regulation III/6 of the STCW Convention, 1978, as amended.

2 COVERAGE

This Circular shall apply to all candidates for certification of Electro-Technical Officers on a seagoing ship powered by main propulsion machinery of 750 kW propulsion power or more.

3 DEFINITION OF TERMS

For the purpose of this Circular, terms defined in IRR of RA 10635 and relevant STCW Circulars are hereby adopted.

4 GENERAL PROVISIONS

- .1 The requirements for the issuance and revalidation of COC for ETO shall be in accordance with Regulation III/6 and the relevant provisions of Regulations I/2, I/9 and I/11 of the STCW Convention, 1978, as amended;
- .2 The education and training required by paragraph 2.3 of Regulation III/6 shall include training in electronic and electrical workshop skills relevant to the duties of ETO;
- .3 The approved program of onboard training of candidates for certification as ETO shall ensure they receives systematic practical training and experience in the task, duties and responsibilities of ETO, closely supervised and monitored by a qualified and certificated officers onboard the ships and is adequately documented in a training record book (TRB);
- .4 The candidates shall be required to demonstrate the ability to undertake the task, duties and responsibilities of ETO as specified in column 1 of Table A-III/6;
- .5 The approved education and training shall meet the knowledge, understanding and proficiency required of ETO as specified in column 2 of Table A-III/6; and
- .6 The evidence of having achieved the required standards of competence in accordance with the methods for demonstrating competence and the criteria for evaluating competence shall be in accordance with columns 3 and 4 of Table A-III/6.

5 SPECIFIC PROVISIONS

- .1 Onboard processing shall be allowed to be filed by MARINA Accredited Liaison Officer, provided that all the requirements under Section 6 of this Circular are duly complied with and upon submission of the following documents:
 - .1 Letter request from the candidate;
 - .2 Company Affidavit of Undertaking, duly signed either by its President or Operations Manager or Crewing Manager and duly notarized, certifying that documents submitted are authentic;
 - .3 Approved POEA Contract of Employment;
 - .4 Crew list duly signed and stamped by the Master;
 - .5 Photocopy of the requirements under Section 6 of this Circular

- .2 ETO who are holder of COC and COE with limitation on ships that has power system operating in excess of 1000 volts shall undergo approved training for Marine High Voltage to remove the said limitation.

6 GENERAL REQUIREMENTS FOR THE ISSUANCE OF CERTIFICATE OF COMPETENCY FOR ELECTRO-TECHNICAL OFFICER

Every candidate for certification as Electro-Technical Officer on a seagoing ship powered by main propulsion machinery of 750kW or more shall:

- .1 be not less than 18 years of age and submit original and photocopy of page one (1) of Seafarer's Identification Record Book (SIRB);
- .2 have completed:
 - .1 not less than 12 months of combined workshop skills training and approved seagoing service of which not less than 6 months, serving in a position such as but not limited to Electro-Technical Cadet, Electro-Technical Trainee, Electrician Cadet, Electrician Trainee, or otherwise as trainee for certification as ETO, on seagoing ship powered by main propulsion machinery of 750kW or more, and as part of an approved training program which meets the requirements of section A-III/6 of the STCW Code and is documented in an approved training record book (TRB); or
 - .2 not less than 36 months of combined workshop skills training and approved seagoing service of which not less than 30 months, serving in a position such as but not limited to Electro-Technical Rating, Assistant Electrician, Junior Electrician, Assistant Electrical Engineer, Electrical Cadet, Electrician Trainee, Electrician or other relevant positions for certification as ETO, in the engine department, on seagoing ships powered by main propulsion machinery of 750kW or more;
- .3 approved seagoing service as required in Section 6.2 shall be documented through, original and photocopy of SIRB showing appropriate seagoing service and Certificate of Sea Service from shipping company;

In addition, for domestic seagoing service shall submit crew list duly signed by the Master and stamped by the Philippine Coast Guard; and

- .4 have completed an approved education and training by submitting the Certificate of Completion of Approved Training Course for ETO;

- .5 meet the standard of competence specified in section A-VI/1, paragraph 2, section A-VI/2, paragraph 1 to 4, section A-VI/3, paragraph 1 to 4, and section A-VI/4, paragraph 1 to 3 of the STCW Code by submitting valid Certificate of Proficiency (COP) of the following:
 - .1 Basic Training;
 - .2 Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats;
 - .3 Advanced Fire Fighting; and
 - .4 Medical First Aid.
- .6 submit a valid medical certificate in PEME standard format from DOH accredited medical hospital or clinic in accordance with Regulation I/9 of the STCW Convention, 1978, as amended.
- .7 meet the standard of competence specified in section A-III/6 of the STCW Code by submitting the Certificate of Passing for Practical Assessment from accredited Practical Assessment Centers for ETO, no later than 24 months from its completion.

7 PRACTICAL ASSESSMENT OF COMPETENCE

.1 SPECIFIC REQUIREMENTS FOR THE PRACTICAL ASSESSMENT

Every candidate for assessment as ETO on a seagoing ship powered by main propulsion machinery of 750kW or more shall:

- .1 comply all the general requirements stated under Section 6.1-6.5 of this Circular; and
- .2 register in the Seafarer Certification System (SCS) through <http://stcw.marina.gov.ph/SCSv2.0/> to secure the Seafarer's Registration Number (SRN) and upload all the documents (except TRB) stated under Section 6.1- 6.5 of this Circular.

.2 PROCEDURES FOR PRACTICAL ASSESSMENT

The candidates shall:

- .1 prior taking the practical assessment:
 - .1 present all the general requirements stated under Section 6.1- 6.5 of this Circular;
 - .2 indicate the particular competences that the candidate intends to be assessed on;

- .3 pay the corresponding examination fee, which shall be a fixed amount each time the candidate sits for the practical assessment, whether taken in full, partially or resit;
 - .4 secure a schedule for the practical assessment from the accredited assessment centers; and
 - .5 proceed to the accredited practical assessment center at the scheduled venue, date and time.
- .2 during the practical assessment:
 - .1 report to the accredited practical assessment center at least 30 minutes prior to the scheduled time;
 - .2 follow the instructions of the accredited assessor;
 - .3 take the practical assessment only for the competences indicated; and
 - .4 complete the practical assessment for every competence indicated within the time allotted.
- .3 after taking the practical assessment:
 - .1 note the competences with a failing mark, if any;
 - .2 schedule for resit, if necessary;
 - .3 schedule other competences that are not yet taken, if necessary; and
 - .4 secure the signed and approved Certificate of Passing for Practical Assessment from the accredited Assessment Center;

.3 REQUIREMENTS FOR SUCCESSFUL PASSING OF THE PRACTICAL ASSESSMENT

In taking assessment, the following rules shall be observed:

- .1 the candidate shall pass all the competences indicated in Annex 1 of this Circular
- .2 the candidate shall pass all the required competences within a period not exceeding 24 months;

- .3 If the candidate fails to complete all the competences within 24-months period, those “PASSED” mark beyond 2 years shall expire and shall be required to be re-assessed accordingly;
- .4 the candidate who fails in 3 or more competences in one sitting shall not be allowed to apply for resit within a 1-month period (“The 3-1 Rule”); and
- .5 the candidate who fails in the same competence 3 times, shall not be allowed to re-sit for such competence until upon showing proof of:
 - .1 approved seagoing service for a period of not less than 3 months, with a certification from the ship’s master that the candidate has undergone onboard experience relating to that particular competence (“The 3-3 Rule”); or
 - .2 approved training or refresher program relating to that particular competence, taken after the third failure.

8 DOCUMENTS ISSUED BY THE ADMINISTRATION

For the candidate who has completed all the requirements under Section 6 and Section 7 of this Circular shall be issued:

- .1 Certificate of Competency (COC);
- .2 Certificate of Endorsement (COE);
- .3 MARINA Board Certificate; and
- .4 MARINA Licensure Identification Card (MARINA ID) for ETO on a seagoing ship powered by main propulsion machinery of 750kW or more

9 VALIDITY OF CERTIFICATES

Certificate of Competency (COC), Certificate of Endorsement (COE) and MARINA Licensure Identification Card (MARINA ID) for Electro-Technical Officer (ETO) shall be valid for 5 years from the date of issuance.

10 REVALIDATION OF CERTIFICATE OF COMPETENCY

Every officer holding a Certificate of Competency who is serving at sea or intends to return to sea after a period ashore, shall, in order to continue to qualify for seagoing service, be required, at intervals not exceeding five (5) years to:

- .1 meet the standards of medical fitness prescribed by Regulation I/9 by submitting a valid medical certificate in PEME standard format from DOH accredited medical hospital or clinic.
- .2 establish continued professional competence in accordance with Section A-I/11 of the STCW Code.
 - .1 approved seagoing service on seagoing ships powered by main propulsion machinery of 750kW or more, performing in a position such as but not limited to ETO, Chief Electrician, Senior Electrician, Electrician, Electrical Officer, Electrical Engineer, Electronics Engineer, Electro-Engineer, Electronic Communication Engineer and Instrumentation Engineer for a period of at least:
 - .1 twelve (12) months in total from the last five years; or
 - .2 three (3) months in total from the last six months immediately prior to revalidating; or
 - .2 having performed functions considered to be equivalent to the seagoing service in relevant position performing functions appropriate to the certificate held; or
 - .3 passing an approved test by passing the practical assessment for ETO; or
 - .4 successfully completed the approved training course for revalidation of certificates for ETO; or
 - .5 having completed approved seagoing service on seagoing ships powered by main propulsion machinery of 750kW or more, 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 taking up the rank for which it is valid;

11 RENEWAL OF MARINA ID

The requirements for renewal of MARINA ID shall be renewed by submitting any of the following:

- .1 Valid COC and COE; or
- .2 has passed the practical assessment for ETO; or

- .3 successfully completed the approved training course for revalidation of certificates for ETO; or
- .4 has served for a total of at least 12 months in the last five (5) years, in any positions in MHEIs, MTIs, ACs, Manning Agencies and other government or private agencies relevant to the maritime industry.

12 REPLACEMENT OF DOCUMENTS ISSUED BY MARINA

The COPs, COC, COE, MARINA Board Certificate and MARINA ID shall be allowed to be reprinted in case of damage or loss by submitting the following:

- .1 original COPs, COC, COE, MARINA Board Certificate or MARINA ID;
- .2 in case of loss, Notarized Affidavit of Loss

13 TRANSITORY PROVISIONS

Seafarers may be considered by the Party to have met the requirements of this regulation if they have served such as but not limited to ETO, Chief Electrician, Senior Electrician, Electrician, Electrical Officer, Electrical Engineer, Electronics Engineer, Electro-Engineer, Electronic Communication Engineer and Instrumentation Engineer on board ship for a period of not less than 12 months within the last 60 months preceding the entry into force of this regulation for that Party and meet the standard of competence specified in section A-III/6 of the STCW Code.

14 PENALTY CLAUSE

Any violation of the provisions of this circular and other related MARINA issuances shall be governed and sanctioned by the provisions of the IRR of RA 10635, including relevant circulars promulgated thereof by the administration.

15 REPEALING CLAUSE

Any provision of other existing MARINA and STCW Circulars, rules and regulations, or of any other Philippine government agency related to education, training, examination, assessment, licensing and certification of Electro-Technical Officer, which are contrary or inconsistent with this Circular are likewise hereby superseded, repealed or amended accordingly.

16 SEPARABILITY CLAUSE

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.

17 EFFECTIVITY

This STCW Circular shall take effect immediately on the day of its publication.

Manila, Philippines, _____

Submitted:

ATTY. VERA JOY S. BAN-EG.
OIC, Deputy Executive Director

Approved:

MARCIAL Q. C. AMARO III, PhD
Administrator

CERTIFICATION

This is to certify that STCW Circular No. 2017- ____ was approved by the Administrator on _____.

ATTY. BENEDICTO G. MANLAPAZ
OIC, Legal Division