



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION



**MARITIME INDUSTRY AUTHORITY  
STCW OFFICE**

**STCW CIRCULAR NO. 2018 – \_\_\_\_\_**

**TO: ALL SEAFARERS, SHIPOWNERS, CREWING AND MANNING AGENCIES, MARITIME TRAINING INSTITUTIONS (MTIs), ASSESSMENT CENTERS, PORT STATE CONTROL AUTHORITIES AND OTHER ENTITIES AND INDIVIDUALS CONCERNED**

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

Pursuant to Presidential Decree No. 474, Republic Act (RA) No. 10635 and its Implementing Rules and Regulations (IRR), and the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW), 1978, as amended, the following rules and requirements are hereby adopted:

### **1. OBJECTIVES**

- .1 To implement the provisions of Regulation III/6 of the STCW Convention, 1978, as amended; and
- .2 To prescribe rules and requirements for the issuance and revalidation of Certificate of Competency (COC) and Certificate of Endorsement (COE) for Electro-Technical Officers (ETO) serving on a seagoing ship powered by main propulsion machinery of 750 kW propulsion power or more in compliance with Regulation III/6 of the STCW Convention, 1978, as amended.

### **2. COVERAGE**

The circular should cover and apply to:

- .1 Candidates intending to be certified as ETO and existing ETOs intending to revalidate their COC; and
- .2 Issuance and revalidation of STCW certificates as ETO

### **3. DEFINITION OF TERMS**

For purposes of this Circular, in addition to the terms defined under the STCW Convention, 1978, as amended, the IRR of RA 10635 and other relevant STCW Circulars, the following terms shall be defined as follows:

- .1 **“Approved”** means approved by the Administration in accordance with the STCW Convention, 1978, as amended, and other statutory rules and requirements;
- .2 **“Assessor”** refers to a person accredited or permitted by the Administration to conduct in-service assessment of competence of a seafarer, either on board or ashore in MTI, which is intended to be used in qualifying for certification under STCW Convention, 1978, as amended;
- .3 **“Electro-Technical Officer (ETO)”** refers to an Officer qualified in accordance with the provisions of Regulation III/6 of the STCW Convention, 1978, as amended;
- .4 **“Re-sit”** refers to taking the theoretical or practical assessment for the same competence, due to previous failure;
- .5 **“Seagoing Service”** refers to the service on board a ship relevant to the issuance or revalidation of a certificate or other qualification in accordance with the STCW Convention, 1978, as amended, which shall be properly documented in the Seafarer’s Identification and Record Book (SIRB) and the Certificate of Sea Service duly signed by an authorized representative of the company:

Electro-Technical Cadet,  
Electro Cadet,  
ETO Cadet,  
ETR Cadet,  
Electrician Cadet,  
Electrical Cadet  
Electrician Trainee,  
ETO Trainee  
ETR Trainee  
Electrical Trainee  
Electrician,  
Junior Electrician,  
Junior ETO,  
Junior ETR,  
Junior Electro-Technical,  
Electro-Technical Rating,  
Assistant ETO,  
Assistant Electrical Engineer,  
Assistant Electrician  
Assistant ETR  
Reefer Technical  
Reefer Engineer  
Electro-Technical Officer

1st Elec-Tech Officer  
2nd Elec-Tech Officer  
3rd Elec-Tech Officer  
1<sup>st</sup> Electrician  
2<sup>nd</sup> Electrician  
3<sup>rd</sup> Electrician  
Electrical Technician

- .6 **“Training Course”** refers to a program designed for approved education and training *in specific skills and competence* established by the Administration for the acquisition of required *knowledge, understanding and proficiency* leading towards certification under Regulation III/6 of the STCW Convention, 1978, as amended;
- .7 **“Training Record Book (TRB)”** refers to a record book for a candidate for certification as ETO approved by the Administration;
- .8 **“Workshop Skills Training”** refers to the training in *“electronic and electrical workshop skills”* relevant to the duties of an ETO as provided under Section A-III/6, paragraph 1 of the STCW Code.

Commented [w1]: Any activity that involves, practical, laboratory, workshop activities relating to the achievement of the desired competence

#### 4. GENERAL PROVISIONS

- .1 The requirements for the issuance and revalidation of COC and COE 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 approved education and training shall meet the minimum knowledge, understanding and proficiency required for certification of ETO as listed in column 2 of Table A-III/6 of the STCW Code, and shall take into account radio maintenance guidelines for Global Maritime Distress and Safety System (GMDSS);
- .3 The education and training required by paragraph 2.3 of Regulation III/6 of the STCW Convention, 1978, as amended, shall include training in electronic and electrical workshop skills relevant to the duties of ETO;
- .4 The onboard training of every candidate for certification as ETO shall:
- .1 ensure that, during the required period of seagoing service, the candidate receives systematic practical training and experience in the tasks, duties and responsibilities of an ETO;
- .2 be closely supervised and monitored by qualified and certificated officers aboard the ships in which the approved seagoing service is performed; and

.3 be adequately documented in a Training Record Book (TRB).

.5 Every candidate for certification as ETO shall be required to demonstrate the ability to undertake the tasks, duties and responsibilities listed in column 1 of Table A-III/6 of the STCW Code.

.6 Every candidate for certification shall be required to provide evidence of having achieved the required standard of competence tabulated in columns 3 and 4 of table A-III/6 of the STCW Code.

**5. GENERAL REQUIREMENTS FOR THE ISSUANCE 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**

Every candidate for certification as ETO shall:

.1 be not less than 18 years of age;

.2 have completed:

.1 not less than 6 months seagoing service with **Approved Training Record Book (TRB)**; or

.2 not less than 30 months seagoing service; and

.3 have a Certificate of Completion of Approved ETO Training Course; and

.4 have a Transcript of Records (TOR) as a graduate of Bachelor of Science in Marine Engineering or Bachelor of Science in Electronics and Communication Engineering, or Bachelor of Science in Electronics Engineering, Bachelor of Science in Electrical Engineering or Bachelor of Science in Industrial Technology major in Electrical, Electronics, Mechatronics, Control Engineering; and

.5 meet the standard of competence specified in section A-III/6 of the STCW Code through the assessment certificate and result of assessment.

.6 meet the standard of competence specified in section A-VI/1, paragraph 2, section A-VI/2, paragraphs 1 to 4, section A-VI/3, paragraphs 1 to 4 and section A-VI/4, paragraphs 1 to 3 of the STCW Code by having valid Certificates of Proficiency for:

1. Basic Training;
2. Proficiency in Survival Crafts and Rescue Boats other than Fast Rescue Boats;
3. Advanced Fire Fighting; and
4. Medical First Aid; and

- .7 meet the standard of competence specified in section A-VI/6 of the STCW Code by having valid Certificate of Proficiency for Ship Security Awareness Training and Seafarers with Designated Security Duties.
- .8 have a valid medical certificate in PEME standard format from a DOH-Accredited Medical Facility for Overseas Workers and Seafarers, in accordance with Regulation I/9 of the STCW Convention, 1978, as amended.

## **6. PRACTICAL ASSESSMENT OF COMPETENCE**

- .1 Every candidate for assessment as ETO on a seagoing ship powered by main propulsion machinery of 750 kW propulsion power or more shall register in the Seafarer Certification System (SCS) to secure the Seafarer's Registration Number (SRN) and upload all the documentary requirements corresponding to Sections 5.2, 5.3, 5.4 and 5.8 of this Circular.

### **.2 PROCEDURES FOR PRACTICAL ASSESSMENT**

Every candidate for assessment as ETO shall:

- .1 prior to taking the practical assessment:
  - .1 file an application for practical assessment and submit documentary requirements as proof of complying with section 5.1, 5.2, 5.3 and 5.6 of this Circular to the Maritime Examination and Assessment Division (MEAD) of the STCW Office at the MARINA Central Office in Manila or to the counterpart office of MEAD in any MARINA Regional Office;
  - .2 after verification of authenticity of submitted documentary evidences, complete the form "Application for Practical Assessment for ETO" and indicate the particular competences that the candidate intends to undergo;
  - .3 secure the permit for practical assessment from the MEAD of the STCW Office at the MARINA Central Office in Manila or to the counterpart office of MEAD in any MARINA Regional Office;
  - .4 proceed to a MARINA-Accredited Practical Assessment Center for ETO and secure schedule of practical assessment; and
  - .5 undergo the practical assessment on the scheduled date, time and venue.
- .2 during the practical assessment:
  - .1 undergo the assessment only for the competences indicated in the permit for practical assessment; and

.2 complete the practical assessment for every competence indicated in the permit within the time allotted for each competence.

.3 after undergoing the practical assessment:

.1 schedule remaining competence/s that are not yet taken by filing an application to the MEAD of the STCW Office at the MARINA Central Office in Manila or to the counterpart office of MEAD in any MARINA Regional Office; or

.2 note the competence/s with failing mark/s; and

.3 schedule for re-sit by filing an application to the MEAD of the STCW Office at the MARINA Central Office in Manila or to the counterpart office of MEAD in any MARINA Regional Office; or

.4 file for the Certificate of Passing the Practical Assessment for ETO to the MEAD of the STCW Office at the MARINA Central Office in Manila or to the counterpart office of MEAD in any MARINA Regional Office.

### .3 REQUIREMENTS TO SUCCESSFULLY PASS THE PRACTICAL ASSESSMENT

A candidate shall be considered to have successfully passed the practical assessment of competence for certification as ETO if the following have been complied with:

.1 The candidate shall pass all the competences indicated in Annex 1 of this Circular

.2 The candidate passed all the required competences within a period not exceeding two years (24 months);

.3 If the candidate fails to completely pass all of the required competences within the two-year period, the competence/s which the candidate got a "PASSED" mark/s shall expire, and shall be required to be re-assessed accordingly;

.4 A candidate who failed in three (3) or more competences in one assessment schedule shall not be allowed to retake assessment within a one-month period ("3 – 1 Rule");

.5 A candidate who failed in the same competence three (3) times shall not be allowed to retake assessment for such competence until upon showing proof of:

.1 an approved seagoing service for a period of not less than 3 months, with a certification from the ship's master or a qualified officer that the

candidate has undergone onboard experience relating to that particular competence ("3 – 3 Rule"); or

- .2 successful completion of an approved training or refresher program relating to that particular competence, which should have been taken after the third failure.

## **7. DOCUMENTS ISSUED BY THE ADMINISTRATION**

The following shall be issued to a candidate who has complied with all the requirements under Section 5 and 6 of this Circular:

- .1 Certificate of Competency (COC) as Electro-Technical Officer (ETO) on seagoing ships powered by main propulsion machinery of 750 kW propulsion power or more (under Regulation III/6 of the STCW Convention, 1978, as amended);
- .2 Certificate of Endorsement (COE) attesting to the issuance of the COC as ETO (under Regulation I/2 of the STCW Convention, 1978, as amended); and
- .3 MARINA Identification Card (MARINA ID) for ETO on a seagoing ships powered by main propulsion machinery of 750 kW propulsion power or more.

## **8. VALIDITY OF CERTIFICATES**

- .1 The COC as ETO shall be valid for a period of five years from the date of issuance thereof, or until the validity of any of the Certificates of Proficiency (COPs) that shall be expiring first, as provided in Section 5.6 of this Circular.
- .2 The COE shall have the same validity period with the corresponding COC.

## **9. REVALIDATION OF CERTIFICATE OF COMPETENCY**

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

- .1 establish continued professional competence in accordance with the Section A-I/11 of the STCW Code, which can be proven by
  - .1 approved seagoing service on seagoing ships powered by main propulsion machinery of 750kW or more, performing functions appropriate to an ETO for a period of at least:
    - .1 twelve (12) months in total during the preceding five years; or

- .2 three (3) months in total during the preceding six months immediately prior to revalidating; or
  - .2 having performed functions considered to be equivalent to the seagoing service required in Section 9.1.1 of this Circular, where two days of in-service experience ashore shall be equivalent to one day seagoing service (2 is to 1 ratio) as follows:
    - .1 service in the Administration specific to STCW-related tasks; or
    - .2 service as active Naval or Coast Guard Officer in the Philippines performing functions appropriate to an ETO under the Guidance in Section B-IX of the STCW Code; or
    - .3 actual days of service as a MARINA-Accredited Instructor or Assessor or Supervisor of an approved ETO training program; or
    - .4 service onboard seagoing ships powered by main propulsion machinery of 750kW or more, as a MARINA-Accredited Instructor or Assessor of ETO competence; or
    - .5 such other functions which require, by regulation, an equivalent level of certificate of competency, to perform the same while serving ashore; or
  - .3 successfully passing an approved test; or
  - .4 successfully completing the approved training course for revalidation of certification as ETO; or
  - .5 successfully completed the 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.
- .2 The holder of the COC to be revalidated shall be required to complete an approved Updating Training, as may be necessary, and as required under Regulation I/11, paragraphs 4 and 5 of the STCW Convention, 1978, as amended.
- .3 The candidate for revalidation shall be required to meet the standards of medical fitness prescribed by Regulation I/9 of the STCW Convention, 1978, as amended, by presenting a valid medical certificate in PEME standard format, from a DOH-Accredited Medical Facility for Overseas Workers and Seafarers.



.5 A corresponding Certificate of Endorsement (COE) attesting to the issuance of the duly revalidated COC and related Certificates shall be issued upon full compliance with all the requirements for revalidation as provided above.

#### **10. REPLACEMENT OF DOCUMENTS ISSUED BY MARINA**

- .1 The COC, COE or COP, as applicable, and MARINA ID shall be allowed to be reprinted:
  - .1 in case of damage (dilapidated, torn, soaked in water, or such that the security features have been impaired), upon presenting the original damaged COC, COE, COP or MARINA ID, as applicable; or
  - .2 in case of loss, upon presenting a duly notarized Affidavit of Loss;
- .2 upon payment of the corresponding fee.

#### **11. 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 Implementing Rules and Regulations of RA 10635, including relevant circulars as may be promulgated thereof by the administration.

#### **12. 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 and certification of Electro-Technical Officer, which are contrary or inconsistent with this Circular are hereby superseded, repealed or amended accordingly.

#### **13. 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.

#### **14. EFFECTIVITY**

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

Manila, Philippines, \_\_\_\_\_

Submitted:

**ATTY. VERA JOY S. BAN-EG**  
OIC – Executive Director  
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STCW Office, MARINA

Approved:

**FELIPE A. JUDAN**  
Undersecretary for Maritime  
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**CERTIFICATION**

This is to certify that STCW Circular No. 2018-\_\_\_\_\_ was approved by the Undersecretary for Maritime, Department of Transportation on \_\_\_\_\_.

**ATTY. FERNAN H. CABRAL**  
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