

**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 CERTIFICATION OF  
MASTERS AND CHIEF MATES ON SHIPS OF 500 GROSS  
TONNAGE OR MORE**

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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 the procedures to ensure full compliance with the requirements of STCW Chapter II, Regulation II/2 for mandatory minimum requirements for assessment and certification of masters and chief mates on ships of 500 gross tonnage or more.

## **2 COVERAGE**

This Circular shall apply to all candidates for certification of masters and chief mates on ships of 500 gross tonnage 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 Certificate of Competency (COC) and Certificate of Endorsement (COE) for masters and chief mates on ships of 500 gross tonnage or more shall be in accordance with Regulation II/2 and the relevant provisions of Regulations I/2, I/9 and I/11 of the STCW Convention, 1978, as amended.
- .2 The candidates shall be required to demonstrate the ability to undertake, at the management level, the task, duties and responsibilities on a seagoing ship of 500 gross tonnage or more as specified in column 1 of Table A-II/2.
- .3 Bearing in mind that the master has the ultimate responsibility for safety and security of the ship, its passengers, crew and cargo, and for the protection of the marine environment against pollution by the ship, and the chief mate shall be in a position to assume that responsibilities at any time, assessment in these subjects shall be designed to test the candidate's ability to assimilate all available information that affects the safety and security of the ship, its passengers, crew and cargo, and the protection of marine environment.
- .3 The approved education and training shall meet the knowledge, understanding and proficiency (KUP) required of masters and chief mates as specified in column 2 of Table A-II/2;
  - .1 The level of knowledge of the material listed in column 2 of Table A-II/2 shall be sufficient to enable the candidate to serve in the capacity of master and chief mate;
  - .2 The level of theoretical KUPs required under the different sections in column 2 of Table II/2 maybe varied according to whether the certificate is to be valid for ships of 3,000 gross tonnage or more or for ships of between 500 and 3,000 gross tonnage; and
  - .3 The training and experience to achieve the necessary level of theoretical KUP shall take into account the relevant requirements of Section A-II/2 and the guidance given in Section B-II/2 of STCW Code.
- .4 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 column 3 and 4 of Table A-II/2.

- .5 The Administration may issue a certificate restricted to service on ships engaged exclusively on near-coastal voyages and, for the issue of such a certificate, may exclude such subjects as are not applicable to the waters or ships concerned, bearing in mind the effect on the safety of all ships which may operating in the same waters.

## **5 SPECIFIC PROVISIONS**

- .1 Candidates holding a valid Certificate of Competency (COC) and Certificate of Endorsement (COE) for chief mate on seagoing ships of between 500 and 3,000 gross tonnage who intent to apply for certification of chief mate on ships of 3,000 gross tonnage or more, shall:
  - .1 have seagoing service of at least 12 months as chief mate on ships of between 500 and 3,000 gross tonnage; and
  - .2 have successfully completed the practical assessment for masters and chief mates on ships of 3,000 gross tonnage or more, in MARINA accredited practical assessment centers.
- .2 Candidates holding a valid Certificate of Competency (COC) and Certificate of Endorsement (COE) for master on seagoing ships of between 500 and 3,000 gross tonnage who intent to apply for certification of master on ships of 3,000 gross tonnage or more, shall:
  - .1 have seagoing service of at least 12 months as master on ships of between 500 and 3,000 gross tonnage; and
  - .2 have successfully completed the practical assessment for masters and chief mates on ships of 3,000 gross tonnage or more, in MARINA accredited practical assessment centers.
- .3 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

- .4 Candidates who have successfully completed the requirements of the Professional Regulation Commission (PRC) for Theoretical Examination and Practical Assessment shall have complied with the provisions of Section 7 and Section 8 of this Circular, respectively.

## **6 GENERAL REQUIREMENTS FOR THE ISSUANCE OF CERTIFICATE OF COMPETENCY FOR MASTERS AND CHIEF MATES ON A SEAGOING SHIP OF 500 GROSS TONNAGE OR MORE**

### **Master and chief mate on ships of 3,000 gross tonnage or more**

- .1 Every candidate for certification as masters and chief mates on a seagoing ship of 3,000 gross tonnage or more shall:
  - .1 meet the requirements for certification as OIC-NW on ships of 500 gross tonnage or more by submitting the COC and COE for OIC-NW.
  - .2 have approved seagoing service:
    - .1 for certification as chief mate, not less than 12 months as OIC-NW, in a position such as but not limited to third mate or second mate, on seagoing ships of 3,000 gross tonnage or more, and
    - .2 for certification as master, not less than 12 months as chief mate on seagoing ships of 3,000 gross tonnage or more;
  - .2 meet the standard of competence specified in section A-II/2 of the STCW Code by submitting the Certificate of Passing for Theoretical Examination; and
  - .3 Certificate of Passing for Practical Assessment from accredited Practical Assessment Center for masters and chief mates on a seagoing ship of 3,000 gross tonnage or more, no later than 24 months from its completion.

### **Master and chief mate on ships of between 500 and 3,000 gross tonnage**

- .4 Every candidate for certification as masters and chief mates on a seagoing ship of between 500 and 3,000 gross tonnage shall:
  - .1 meet the requirements for certification as OIC-NW on a seagoing ship of 500 gross tonnage or more by submitting the COC and COE for OIC-NW.

- .2 have approved seagoing service:
    - .1 for certification as chief mate, not less than 12 months as OIC-NW, in a position such as but not limited to third mate or second mate, on a seagoing ship of between 500 and 3,000 gross tonnage, and
    - .2 for certification as master, not less than 12 months as chief mate on a seagoing ship of between 500 and 3,000 gross tonnage;
  - .5 meet the standard of competence specified in section A-II/2 of the STCW Code by submitting the Certificate of Passing for Theoretical Examination;
  - .6 Certificate of Passing for Practical Assessment from accredited Practical Assessment Center for masters and chief mates on a seagoing ship of between 500 and 3,000 gross tonnage, no later than 24 months from its completion;
  - .7 approved seagoing service as required under Section 5.1.1, 5.2.1, 6.1.2 and 6.4.2 of this Circular 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;
- .8 have completed an approved education and training by submitting the Management Level Course (MLC) from accredited MTIs that meets the requirements as specified in section A-II/2 of the STCW Code;
  - .9 submit valid Certificate of Competency (COC) for GMDSS Radio Operators under Regulation IV/2 of STCW Convention, 1978, as amended;
  - .10 submit valid Certificate of Proficiency (COP) or Certificate of Completion issued by MARINA accredited Maritime Training Institutions (MTIs) of the following:
    - .1 Basic Training;
    - .2 Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats;
    - .3 Advanced Fire Fighting;
    - .4 Medical First Aid; and
    - .5 Medical Care.

- .11 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; and

## 7 THEORETICAL EXAMINATION

### .1 SPECIFIC REQUIREMENTS FOR THE THEORETICAL EXAMINATION

Every candidate for examination as masters and chief mates on a seagoing ship of 500 gross tonnage or more shall:

- .1 comply all the specific requirements stated under Section 6.1 or 6.4 (whichever is applicable) and 6.7- 6.10 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 stated under Section 6.1 or 6.4 (whichever is applicable) and 6.7- 6.10 of this Circular.

### .2 PROCEDURES FOR THEORETICAL EXAMINATION

The candidates shall:

- .1 prior taking the theoretical examination:
  - .1 present all the original documents of the specific requirements stated under Section 6.1 or 6.4 (whichever is applicable) and 6.7 - 6.9 of this Circular to:
    - .1 Examination and Assessment Division (EAD) of MARINA Central STCW Office for verification of validity and authenticity of the specific requirements; or
    - .2 EAD's counterpart in any MARINA Regional Office (MROs) that conducts theoretical examination for verification of the requirements;
  - .2 complete the form "Application for Theoretical Examination of Master and Chief mate";
  - .3 indicate the particular competences that the candidate intends to be examined on;

- .4 pay the corresponding examination fee, which shall be a fixed amount each time the candidate sits for the examination, whether taken in full, partially or resit;
  - .5 secure a schedule for the theoretical examination from the EAD; and
  - .6 proceed to the theoretical examination at the scheduled venue, date and time.
- .2 during the theoretical examination:
- .1 report to the theoretical examination venue at least 30 minutes prior to the scheduled time;
  - .2 follow the instructions of the authorized MARINA theoretical examination proctor;
  - .3 take the theoretical examination only for the competences indicated; and
  - .4 complete the theoretical examination for every competence indicated within the time allotted.
- .3 after taking the theoretical examination:
- .1 secure his ratings in the various competences;
  - .2 note the competences with a failing mark, if any; and
  - .3 schedule for resit, if necessary; or
  - .4 schedule other competences that are not yet taken, if necessary.
- .3 REQUIREMENTS FOR SUCCESSFUL PASSING OF THE THEORETICAL EXAMINATION

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”);

- .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; and
- .6 the candidate who fails more than 3 times in at least 4 competences, approved seagoing service of not less 3 months with a certification from the ship's master that the candidate has undergone onboard experience relating to that particular competence.

## **8 PRACTICAL ASSESSMENT OF COMPETENCE**

### **.1 SPECIFIC REQUIREMENTS FOR THE PRACTICAL ASSESSMENT**

#### **.1 PRACTICAL ASSESSMENT OF MASTERS AND CHIEF MATES ON SHIPS OF BETWEEN 500 AND 3,000 GROSS TONNAGE:**

Every candidate for practical assessment of competence as master and chief mate on ships of between 500 and 3,000 gross shall have successfully completed the theoretical examination for master and chief mate.

#### **.2 PRACTICAL ASSESSMENT OF MASTERS AND CHIEF MATES ON SHIPS OF 3,000 GROSS TONNAGE OR MORE**

Every candidate for practical assessment of competence as master and chief mate on ships of 3,000 gross tonnage or more shall:

- .1 have successfully completed the theoretical examination for masters and chief mates.
- .2 for candidates who are holder of COC and COE for masters and chief mates on ships of between 500 and 3,000 gross tonnage, have comply the requirements stated under Section 5.1.1 or 5.2.1 of this Circular.

## .2 PROCEDURES FOR PRACTICAL ASSESSMENT

The candidates shall:

- .1 prior taking the practical assessment:
  - .1 present the Certificate of Passing for Theoretical Examination;
  - .2 indicate the particular competences and the type of practical assessment (assessment for between 500 and 3,000 gross tonnage or assessment for 3,000 gross tonnage or more) that 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 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 2 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.
- .6 the candidate who fails more than 3 times in at least 4 competences, approved seagoing service of not less 3 months with a certification from the ship’s master that the candidate has undergone onboard experience relating to that particular competence.

## **9 DOCUMENTS ISSUED BY THE ADMINISTRATION**

The candidate who has completed the requirements under Section 6, Section 7, Section 8 and specific provisions under Section 5.1 - 5.2 of this Circular shall be issued:

- .1 Certificate of Competency (COC), Certificate of Endorsement (COE), MARINA Board Certificate and MARINA Licensure Identification Card (MARINA ID) for masters and chief mates on a seagoing ship of 3,000 gross tonnage or more; or
- .2 Certificate of Competency (COC), Certificate of Endorsement (COE), MARINA Board Certificate and MARINA Licensure Identification Card (MARINA ID) for masters and chief mates on a seagoing ship of between 500 and 3,000 gross tonnage.

## 10 VALIDITY OF CERTIFICATES

Certificate of Competency (COC), Certificate of Endorsement (COE) and MARINA ID for masters and chief mates on ships of 500 gross tonnage or more shall be valid for 5 years from the date of issuance.

## 11 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, performing as masters and chief mates on seagoing ships, appropriate to the Certificate/s applied for revalidation, 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 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 the practical test by passing practical assessment of competence from an accredited practical assessment center; **or**
  - .4 successfully completed the approved training course or courses for masters and chief mates on ships of 500 gross tonnage or more; **or**
  - .5 having completed approved seagoing service, performing as masters and chief mates on ships of 500 gross tonnage or more 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.

## **12 RENEWAL OF MARINA ID**

The requirements for renewal of MARINA ID or Professional Regulation Commission (PRC) ID (previously issued to marine professionals) shall be renewed by submitting any of the following:

- .1 Valid COC and COE; or
- .2 has passed the practical assessment for master and chief mate; or
- .3 successfully completed the approved training course for revalidation of certificates for master or chief mate whichever is applicable; or
- .4 has served for a total of at least 12 months in the last five (5) years, in any position in MHEIs, MTIs, ACs, Manning Agencies and other government or private agencies related to the maritime industry.

## **13 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, dilapidated 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.

## **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 masters and chief mates on ships of 500 gross tonnage or more 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