

**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  
OFFICER-IN-CHARGE OF A NAVIGATIONAL WATCH (OIC-NW) 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/1 for mandatory minimum requirements for assessment and certification of officer-in-charge of a navigational watch (OIC-NW) on seagoing ships of 500 gross tonnage or more.

**2 COVERAGE**

This Circular shall apply to all candidates for certification of officer-in-charge of a navigational watch (OIC-NW) on a seagoing ship 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 OIC-NW shall be in accordance with Regulation II/1 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 operational level, the task, duties and responsibilities of an OIC-NW on a seagoing ship of 500 gross tonnage or more as specified in column 1 of Table A-II/1;
- .3 The approved education and training shall meet the knowledge, understanding and proficiency (KUP) required of OIC-NW as specified in column 2 of Table A-II/1;
  - .1 The level of knowledge of the material listed in column 2 of Table A-II/1 shall be sufficient for officers to carry out their watchkeeping duties;
  - .2 The training and experience to achieve the necessary theoretical KUP shall be based on section A-VIII/2, par 4-2 – Principles to be observed in keeping a navigational watch, and shall take account the relevant requirements of this part.
- .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 columns 3 and 4 of Table A-II/1.
- .5 The approved program of onboard training of candidates for certification as OIC-NW on a seagoing ship of 500 gross tonnage or more whose seagoing service, in accordance with paragraph 2.2 of Regulation II/1, which form part of a training program which ensures that during the onboard training, the candidates receives systematic practical training and experience in the tasks, duties and responsibilities of an OIC-NW, closely supervised and monitored by a qualified and certificated officers onboard the ships in which the approved seagoing service is performed and is adequately documented in a training record book (TRB);

## **5 SPECIFIC PROVISIONS**

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

**6 GENERAL REQUIREMENTS FOR THE ISSUANCE OF CERTIFICATE OF COMPETENCY FOR OFFICER-IN-CHARGE OF NAVIGATIONAL WATCH (OIC-NW) ON A SEAGOING SHIP OF 500 GROSS TONNAGE OR MORE**

Every candidate for certification as OIC-NW on a seagoing ship of 500 gross tonnage 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 approved seagoing service on a seagoing ship of 500 gross tonnage or more, in position such as but not limited to Deck Cadet, Apprentice Mate or otherwise as trainee for certification as OIC-NW of not less than 12 months as part of an approved education and training program which includes onboard training that meets the requirements of section A-II/1 of the STCW Code and is documented in an approved training record book (TRB);  
or
  - .2 approved seagoing service on a seagoing ship of 500 gross tonnage or more, serving in a relevant position in the deck department such as but not limited to Deck Cadet, Deck Trainee, Deck Boy, Ordinary Seaman (OS), Able Bodied Deck (AB), Bosun, Deck Fitter, GP-OS and GP-AB of not less than 36 months.
- .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.

- .4 have performed, during the required seagoing service, bridge watchkeeping duties under the supervision of the master or qualified officer for a period of not less than six months by submitting the Daily Journal of Bridge Watchkeeping Duties (DJBWD);
- .5 have completed an approved education and training by submitting the Transcript of Records (TOR) for Bachelor of Science in Marine Transportation (BSMT) with Special Order (SO) Number from the accredited Maritime Higher Education Institutions (MHEIs);
- .6 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.
- .7 meet the applicable requirements of the Regulations in Chapter IV, as appropriate, for performing designated radio duties in accordance with the Radio Regulations by submitting the Certificate of Competency (COC) for GMDSS Radio Operators
- .8 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
- .9 meet the standard of competence specified in section A-II/1 of the STCW Code by submitting the Certificate of Passing for Theoretical Examination;
- .10 Certificate of Passing for Practical Assessment from accredited Practical Assessment Center for OIC-NW, no later than 24 months from its completion.

## **7 THEORETICAL EXAMINATION**

- .1 SPECIFIC REQUIREMENTS FOR THE THEORETICAL EXAMINATION

Every candidate for examination as OIC-NW on a seagoing ship of 500 gross tonnage or more shall:

- .1 comply all the general requirements stated under Section 6.1-6.8 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- 6.8 of this Circular.

## .2 PROCEDURES FOR THEORETICAL EXAMINATION

The candidates shall:

- .1 prior taking the theoretical examination:
  - .2 present all the original documents of the general requirements stated under Section 6.1 – 6.8 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;
  - .3 complete the form "Application for Theoretical Examination as OIC-NW";
  - .4 indicate the particular competences that the candidate intends to be examined on;
  - .5 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;
  - .6 secure a schedule for the theoretical examination from the EAD; and
  - .7 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"); 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 PRACTICAL ASSESSMENT OF COMPETENCE**

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

Every candidate for practical assessment of competence as OIC-NW on a seagoing ship of 500 gross tonnage or more shall have successfully completed the theoretical examination for OIC-NW.

### **.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 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 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.

## 9 DOCUMENTS ISSUED BY THE ADMINISTRATION

The candidate who has completed all the requirements under Section 6, Section 7 and Section 8 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 OIC-NW.



## 10 VALIDITY OF CERTIFICATES

Certificate of Competency (COC), Certificate of Endorsement (COE) and MARINA ID for officer-in-charge of navigational watch (OIC-NW) on a seagoing ship 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 OIC-NW on a seagoing ship of 500 gross tonnage or more 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 revalidation of certificates for OIC-NW on a seagoing ship of 500 gross tonnage or more; **or**
  - .5 having completed approved seagoing service, performing as OIC-NW on a seagoing ship 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 OIC-NW; **or**
- .3 successfully completed the approved training course for revalidation of certificates for OIC-NW; **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, COCs, COE and MARINA ID shall be allowed to be reprinted in case of damage, dilapidated or loss by submitting the following:

- .1 original COPs, COCs, COE 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 OIC-NW on a seagoing ship 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