

STCW Circular No. 2017 - _____

**TO: ALL SEAFARERS, MARITIME HIGHER EDUCATION INSTITUTIONS,
MARITIME TRAINING INSTITUTIONS, SHIPPING COMPANIES,
MANNING AGENCIES, ASSESSMENT CENTERS AND OTHER
MARITIME INDUSTRY STAKEHOLDERS**

**SUBJECT: MANDATORY MINIMUM REQUIREMENTS FOR CERTIFICATION OF
RATINGS FORMING PART OF A NAVIGATIONAL WATCH**

Pursuant to Presidential Decree (PD) 474, Republic Act 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 shall be adopted:

1 OBJECTIVE

To prescribe the procedures to ensure full compliance with the requirements of STCW Chapter II, Regulation II/4 for mandatory minimum requirements for assessment and certification of ratings forming part of navigational watch on a seagoing ship of 500 gross tonnage or more.

2 COVERAGE

This Circular shall apply to all candidates for certification of ratings forming part of navigational watch on a seagoing ship of 500 gross tonnage or more.

3 DEFINITION OF TERMS

For purposes of this Circular, terms defined in IRR and relevant STCW Circulars are hereby adopted.

4 GENERAL PROVISIONS

.1 The issuance of Certificate of Proficiency (COP) shall be in accordance to Regulation II/4 and the relevant provisions of Regulation I/2 and I/9 of the STCW Convention, 1978, as amended;

- .2 The candidates shall be required to demonstrate the competence to perform the functions at the support level, as specified in Column 1 of Table A-II/4;
- .3 The approved education and training shall meet the knowledge, understanding and proficiency required of ratings forming part of navigational watch serving on a seagoing ship of 500 gross tonnage or more shall be in accordance to Column 2 of Table A-II/4;
- .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 to Column 3 and 4 of the Table A-II/4;

5 SPECIFIC PROVISIONS

- .1 Candidates holding a valid Certificate of Competency (COC) and Certificate of Endorsement (COE) as Officer in Charge of an Navigational Watch (OIC-NW) under Regulation II/1 of STCW Convention, 1978, as amended and intend to seek certification under Regulation II/4 are exempted from taking the Assessment;
- .2 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 complied and upon submission of the following documents:
 - .1 Letter Request from Manning/Crewing Agency;
 - .2 Notarized Affidavit of Undertaking;
 - .3 Approved POEA Contract of Employment;
 - .4 Crew list; and
 - .5 Certified True Copy of the requirements under Section 6 of this Circular.

6 GENERAL REQUIREMENTS FOR ISSUANCE OF CERTIFICATE OF PROFICIENCY FOR RATINGS FORMING PART OF NAVIGATIONAL WATCH

Every candidate for certification of ratings forming part of navigational watch shall:

- .1 be not less than 16 years of age and submit original and photocopy of page one (1) of Seafarer's Identification Record Book (SIRB);
- .2 have approved seagoing;
 - .1 not less 2 months which shall be associated with navigational

watchkeeping function and involved the performance of duties carried out under the direct supervision of master, officer-in-charge of navigational watch, qualified officer or a qualified rating; and

.2 have completed special training, and shall submit any of the following:

.1 Certificate of Completion of training for ratings forming part of navigational watch; or

.2 Transcript of Records (TOR) for Completion of Academic Requirements (CAR) for Bachelor of Science in Marine Transportation, in compliance to the minimum knowledge, understanding and proficiency required of ratings forming part of navigational watch specified in Table A-II/4 of the STCW Code; or

.3 Certificate of Completion / Transcript of Records (TOR) for Enhance Support- Level Program Deck or Maritime Senior High School, in compliance to the minimum knowledge, understanding and proficiency required of ratings forming part of navigational watch specified in Table A-II/4 of the STCW Code.

.3 approved seagoing service as required in Section 6.2.1 above shall be documented through, Original and photocopy of relevant pages of SIRB showing appropriate seagoing service and Certificate of Sea Service from shipping company;

.1 In addition, domestic seagoing service shall submit: Crew list and vessel profile/particulars.

.3 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

.4 Meet the standard of competence specified in section A-II/4 of the STCW Code, and shall submit a Certificate of Assessment.

7 ASSESSMENT OF COMPETENCE

.1 SPECIFIC REQUIREMENTS FOR ASSESSMENT OF COMPETENCE

.1 every candidate for assessment of competence shall present all the specific requirements under Section 6.1- 6.3 of this Circular

.2 PROCEDURES FOR ASSESSEMENT OF COMPETENCE

The candidate shall:

- .1 prior taking the assessment:
 - .1 present all the specific requirements under Section 6.1- 6.3 to:
 - .1 Certification Division (CD) for verification of validity and authenticity of the specific requirements and ask for Notice of Deficiency (NOD); or
 - .2 MARINA Regional Offices (MROs) where the region has an accredited assessment center for verification of validity and authenticity of the requirements and issuance of Notice of Deficiency (NOD);
 - .2 present the issued NOD to the MARINA accredited assessment center for ratings forming part of navigational watch.
- .2 during the assessment:
 - .1 report to the assessment center venue at least 30 minutes prior the schedule;
 - .2 follow the instructions of the authorized assessor; and
 - .3 complete the assessment in every competence indicated within the time allowed.
- .3 after taking the assessment of competence:
 - .1 secure the signed and approved certificate of assessment of competence from the Assessment Center;
 - .2 note the competences with a failing mark; and
 - .3 schedule for re-sit, if necessary.

.3 REQUIREMENTS FOR SUCCESSFUL PASSING OF THE ASSESSMENT OF COMPETENCE

For successfully passing and completing the assessment of competence the following shall be complied:

- .1 the candidate shall pass all the required competences within a period not exceeding 2 years. The competences passed beyond 2 years shall expire and shall be required to be re-assessed accordingly;
- .2 a candidate who fails in the same competence 3 times, shall not be

allowed to re-sit for such competence until upon showing proof of 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 (3-3 rule) or approved training or refresher program relating to that particular competence.

8 DOCUMENTS ISSUED BY THE ADMINISTRATION

For a seafarer who has completed all the requirements under Section 6 of this Circular, Certificate of Proficiency for ratings forming part of navigational watch shall be issued.

9 VALIDITY OF CERTIFICATES

Certificate of Proficiency for ratings forming part of navigational watch shall have no expiration.

10 SCHEDULE OF FEES, PENALTIES AND FINES

The schedule of fees, penalties and fines shall be provided in a separate circular.

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 IRR for RA 10635 and pertinent MARINA STCW Circulars, including any amendment or addendum thereof, as may be promulgated 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, licensing and certification of ratings forming part of navigational watch, which are contrary or inconsistent with this Circular are hereby superseded, repealed or amended accordingly.

13 SEPARABILITY CLAUSE

Should any provision or part of this Circular be 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

Approved:

MARCIAL QUIRICO C. AMARO III, PhD
Administrator

CERTIFICATION

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

ATTY. BENEDICTO G. MANLAPAZ
OIC – Legal Division