



## MARITIME INDUSTRY AUTHORITY

07 December 2018

STCW ADVISORY No: 2018-11  
Series of 2018

**TO :** ALL SHIPPING COMPANIES, MANNING AGENCIES,  
SHIPOWNERS, SEAFARERS AND ALL OTHERS CONCERNED

**SUBJECT :** MARINA ONLINE APPOINTMENT SYSTEM FOR THE  
APPLICATION OF THEORETICAL EXAMINATION FOR  
MERCHANT MARINE OFFICERS

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Notice is hereby given that as part of its intensified modernization initiatives, MARINA will officially launch on December 17, 2018, its MARINA Online Appointment System for the application of Theoretical Examination for Merchant Marine Officers.

Starting December 26, 2018, all seafarers applying for the said theoretical examination are directed to upload the required documents to MARINA Online Appointment System for purposes of online verification. Once verified, applicant shall pay the corresponding amount through an authorized payment partner prior to setting an appointment schedule through the above-mentioned online system for their physical appearance at the MARINA-STCW Office on their preferred date and time.

The following are the procedures for the Online Appointment System:

### ONLINE APPLICATION FOR NEW APPLICANT

1. Go to MARINA Online Appointment System website  
<https://online-appointment.marina.gov.ph>
2. Click your desired option for registration
  - a) Register New Account
  - b) Register via SIRB Number
3. Fill out the required information
4. Open your registered email address for activation of your account
5. Update your profile
6. Click "Select Transaction" button
7. Click "Examination"

8. Select your desired transaction
9. Upload the required documents based on your selected transaction
10. Click "Submit"  
(Note: Once submitted, your documents will be subjected for online verification to be conducted by the STCW Office)
11. Wait for an email and SMS for the status of your application (Accepted or Rejected)
12. If "Accepted", payment portal will appear then click "Proceed".  
*If "Rejected", re-check your uploaded documents and comply the deficiency.*
13. Pay your transaction to the authorized payment partner.
14. Wait for the email and SMS confirmation that your payment was successfully made.
15. Choose the time and date of your appointment for personal appearance.
16. The system will provide you your appointment details.
17. Proceed to your chosen MARINA Office for personal appearance and bring all your original documents for final evaluation.
18. Wait for your documents to be released.

#### **ONLINE APPLICATION WITH SCS ACCOUNT**

1. Go to MARINA Online Appointment System website  
<https://online-appointment.marina.gov.ph>
2. Click the "Sign In" button
3. Enter you Log In credentials (E-mail Address and Password)
4. Click "Select Transaction" button
5. Click "Examination"
6. Select your desired transaction
7. Upload the required documents based on your selected transaction
8. Click "Submit"  
(Note: Once submitted, your documents will be subjected for online verification to be conducted by the STCW Office)
9. Wait for an email and SMS for the status of your application (Accepted or Rejected)
10. If "Accepted", payment portal will appear then click "Proceed".  
*If "Rejected", re-check your uploaded documents and comply the deficiency.*
11. Pay your transaction to the authorized payment partner.
12. Wait for the email and SMS confirmation that your payment was successfully made.
13. Choose the time and date of your appointment for personal appearance.

14. The system will provide you your appointment details.

15. Proceed to your chosen MARINA Office for personal appearance and bring all your original documents for final evaluation.

16. Wait for your documents to be released.

For your information and guidance.

  
VADM NARCISO A VINGSON JR  
Officer-In-Charge  
Office of the Administrator