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| **Amendment to STCW Circular 2018-04** | **Rationale/ Justification** |
| **MEMORANDUM CIRCULAR NO. SC-2020-\_\_\_\_\_\_**  **Series of 2020** | Administrative Order requires the codification of all Circulars to be named Memorandum Circular. |
| TO **: ALL SEAFARERS, MANNING AGENCIES, SHIPPING COMPANIES, MARITIME TRAINING INSTITUTIONS, MARITIME HIGHER EDUCATION INSTITUTIONS, ASSESSMENT CENTERS, DOH-ACCREDITED MEDICAL FACILITIES FOR SEAFARERS, MEDICAL PRACTITIONERS AND OTHER MARITIME INDUSTRY STAKEHOLDERS CONCERNED** | To include DOH-Accredited Medical Facilities for Seafarers. Under the MISMO system, medical facilities are part of the process where they will encode/ input the medical exam result of the seafarers directly to the system. |
| SUBJECT**: REVISED RULES AND MANDATORY MINIMUM REQUIREMENTS IN THE ISSUANCE AND REVALIDATION OF CERTIFICATE OF PROFICIENCY (COP) FOR SEAFARERS SERVING ON TANKER SHIPS, SHIPS SUBJECT TO THE IGF CODE AND SHIPS OPERATING IN POLAR WATERS UNDER CHAPTER V OF THE STCW CONVENTION, 1978, AS AMENDED** |  |
| Pursuant to Presidential Decree (PD) No. 474, Republic Act No. 10635 and its Implementing Rules and Regulations (IRR), and the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended (STCW Convention, 1978, as amended), Republic Act No. 11032 otherwise known as “the Ease of Doing Business and Efficient Government Service Delivery Act of 2018”, and Republic Act No. 10173 also known as the Data Privacy Act of 2012, the following rules and requirements are hereby adopted and promulgated, thus: | The revised proposed Circular has taken into consideration pertinent provisions of RA Nos. 11032 and 10173. |
| **Article I**  **OBJECTIVE** | Same |
| **Article II**  **COVERAGE**  **Section 2.** This Circular shall cover seafarers applying for issuance and revalidation of COP under Chapter V of the STCW Convention, 1978, as amended, for service on Tanker Ships, Ships subject to the IGF Code and Ships Operating in Polar Waters.  Seafarers of any nationality, except if from UN sanctioned nation, may also apply for any certificate under this Circular. | There are foreign applicants applying or issuance or revalidation of COP under this Circular who took their approved training from MARINA-accredited MTIs. Currently, we are already accepting their applications provided they have completed their trainings in the Philippines. However, this is not clearly stated in the existing Circular. |
| **Article III**  **DEFINITION OF TERMS**   1. ***Expedite application –*** refers to the application for certification filed by the manning/crewing agency or shipping company on behalf of its seafarer or crewmember who is scheduled for deployment within five (5) working days from date of filing of application as well as for its seafarer who is currently serving onboard ship; 2. ***MISMO System –*** means the MARINA Integrated Seafarers’ Management Online (MISMO) System which is a digital platform used for all transactions of seafarers and MARINA stakeholders relevant to assessment of competence and certification of seafarers. It aims to reduce processing time, streamline processes and requirements and eliminate corrupt practices;   ***~~Training Completion and Record of Assessment (TCROA)~~*** ~~– a prescribed document indicating the names of trainees who have completed the course and demonstrated the relevant competence as certified by the qualified assessor and head of the maritime training institution or the duly authorized representative.~~   1. ***Revalidation*** – means establishing continued professional competence by a seafarer in order to renew a certificate required to be revalidated at an interval not exceeding five (5) years from the date of issuance thereof in accordance with Regulation I/11 of the STCW Convention, 1978 as amended and maintaining the required standards of competence in accordance with Sections A-V/1-1, A-V/1-2, A-V/3 and A-V/4 of the STCW Code; 2. ***Replacement –*** refers to the reissuance of lost or damaged COP or with erroneous details of information in the printed COP; 3. ***UN Sanctioned nation*** - are countries in the UN sanctions list in which restrictive measures have been imposed as a foreign policy tool covering wide variety of elements such as financial services, immigration and trade in order to ensure support political settlement of conflicts, nuclear non-proliferation, and counter-terrorism; 4. ***Record of Assessment (ROA) –*** refers to the document indicating the name of the assessee who have demonstrated the relevant competence as certified and where the outcome of assessment are recorded as certified by the qualified assessor and training director of the MTI. | Under the MISMO system, there are 3 types of transactions/processes – i.e. Regular, Expedite and Replacement. These transactions or processes should be defined.  The current STCW Circular does not contain provisions of applications filed through the MISMO system. The existing MARINA policy regarding MISMO is contained in an Advisory only.  TCROA is no longer required for submission under the MISMO system.  ROA is defined in reference to Section 17, para (a) (iii) |
| **Article IV**  **General Provisions**  **Section 4.** The issuance of COPs to seafarers under this Circular shall be in accordance with the following regulations under Chapter V of the STCW Convention, 1978, as amended, to wit: | To indicate “Chapter V”. |
| **~~Section 5.~~** ~~Application for issuance of COP shall be filed by the applicant seafarer.~~ | Deleted. Under the MISMO system, the manning/crewing agencies or shipping companies may also file applications under expedite or onboard processing, through their authorized Liaison Officers accredited by MARINA, on behalf of their seafarers who are scheduled for urgent deployment. |
| **Section 5.** Revalidation at an interval not exceeding five (5) years from the date of issuance of the certificates mentioned below shall be mandatory in accordance with the requirements of STCW Convention, 1978, as amended, for:   * 1. Masters and Officers holdingCOP in *Basic Training* for Oil, Chemical and Liquefied Gas Tanker Cargo Operations and Master, Officers and Ratings holdingCOP in *Advanced Training* for Oil, Chemical or Liquefied Gas Tanker Cargo Operations under Regulation I/11, paragraph 3;   2. Master, Chief Mate and Officers in Charge of a Navigational Watch holding COP in *Basic* or *Advanced Training* for Ships Operating in Polar WatersunderRegulation I/11, paragraph 4; and   3. Master, Engineer Officers, Ratings and other personnel with immediate responsibility for the care and use of fuels and fuel systems on ships subject to the IGF Code holding COP in *Basic* or *Advanced Training* for Service on Ships subject to the IGF CodeunderRegulation V/3, paragraph 12 in relation to Table B-I/2 of the STCW Code. |  |
| **Section 6.** In accordance with the STCW Convention, 1978, as amended, the following COPs issued to Ratings are not subject to revalidation:  COP in Basic Training for Oil and Chemical Tanker Cargo Operations; and  COP in Basic Training for Liquefied Gas Tanker Cargo Operations. | Previously Section 20 in the existing Circular. |
| **~~Section 7.~~** ~~The application for issuance of COP shall be filed, as follows:~~   1. ~~within 6 months after completion of the corresponding training; OR~~ 2. ~~for purposes of COPs requiring seagoing service, within 6 months after disembarkation.~~ | Deleted. MARINA had issued STCW Advisory 2020-01 suspending Sections 7 and 9 of the STCW Circular 2018-04 and 2018-05. Thus, we are no longer implementing this provision. |
| **Section 7.** STCW mandatory training courses required for the issuance or revalidation of COP under this Circular shall be taken **ONLY** from Maritime Training Institutions (MTIs) offering MARINA-approved courses. | This was originally Section 16 under the existing Circular. Transferred as this is more appropriate under the General Provisions. |
| **Section 8.** All applications for issuance and revalidation, including replacement of COPs, shall be filed online by the seafarer through the *MARINA Integrated Seafarers Management Online* (MISMO) system. In order to access the MISMO system, the seafarer shall first create or secure a MISMO account following the steps in Section 22 hereof. | This is the provision that replaces Section 5 of the existing Circular. |
| **~~Section 9.~~** ~~Training Courses to be used as evidence of maintaining the required standard of competence for revalidation of COP under this Circular must be taken within six (6) months before application for issuance or revalidation.~~ | Deleted. MARINA issued STCW Advisory 2020-01 suspending Sections 7 and 9 of the STCW Circular 2018-04 and 2018-05. Thus, we are no longer implementing this provision. |
| **Section 9.** However, manning/crewing agencies or shipping companies may be allowed, through its authorized MARINA-accredited Liaison Officer, to file an expedite application for issuance or revalidation of COP on behalf of their seafarers who are scheduled for deployment within five (5) working days from the date of application. | Under the existing Circular, only the seafarers are authorized to personally file applications for COP. However, with the implementation of the MISMO system, the manning/crewing agencies or shipping companies have been allowed to file applications on behalf of their seafarers. Hence, this Section. |
| **Section 10.**  Holder of COP which is lost or damaged or with erroneous information entry shall apply for its replacement. A certificate will be issued upon compliance with the requirements set forth in Section 20 of this Circular. |  |
| **Section 11.** All applications for revalidation must be filed prior to the expiration of the COP to be revalidated. Otherwise, the seafarer concerned shall comply with the requirements under Section 17 hereof. A new certificate shall be issued for purposes of revalidation. | While this is the current practice issuing a new certificate to replace the previous certificate for revalidation, it is not specifically mentioned in the existing policies. |
| **Section 12.**  As provided under Regulation I/14 of the STCW Convention, 1978, as amended, it shall be the responsibility of the manning/crewing agencies or shipping companies and their accredited Liaison Officers to ensure that each seafarer assigned to any of its ships shall hold an appropriate certificate in accordance with the provisions of the Convention and as established by the Administration.  Manning/Crewing agencies or shipping companies shall also ensure that the STCW certificates are duly signed by the holders/seafarers and shall upload the duly signed certificate into the MISMO account of the seafarer. Non-compliance to this provision may result to the rejection of succeeding applications under this Circular. | This will address the EMSA Finding which states that MARINA could not guarantee that the holders signed their certificate(s) despite the fact that this was a piece of information relating to the identity of the holder that should be displayed in the document. |
| **Section 13.** The concerned manning/crewing agencies or shipping companies and their accredited Liaison Officers shall ensure the authenticity and completeness of the seafarer’s documents/records being encoded and/or uploaded into the MISMO system. | This is to remind manning/crewing agencies or shipping companies & their authorized Liaison Officers that it is their obligation or responsibility to ensure the supporting documents are authentic and complete. |
| **Section 14.** As holders of information, it shall be the responsibility of the concerned institutions/agencies to encode into the MISMO system, within the prescribed period, the records and information regarding the training, medical fitness, and sea service records of the seafarers, as shown in the table below:   |  |  |  | | --- | --- | --- | | **Institution / Agency** | **Information to be Encoded** | **Prescribed period to encode into MISMO system** | | MTI | * Training Course * Batch No. * Location * STCW Regulation * Date of Completion * Class Link * Record or evidence of passing the in an approved BTOCTCO or BTLGTCO, ass appropriate (applicable for applicants with approved seagoing service on tanker ships but without approved training in BTOCTCO or BTLGTCO) | Within one (1) working day after completion of the training course | | DOH-Accredited Medical Facilities for Seafarer | * Name of Medical Facility * Medical Practitioner * PRC License ID * Date of Medical Exam * Expiration Date * Findings | Within one (1) working day after completion of medical examination | | Manning Agency / Shipping Company | * Name of Vessel * Type of Vessel * Flag of Registry * IMO No. * GRT * kW * Ship’s Trade * Date and Place of Embarkation * Date and Place of Disembarkation * Position/Rank | Within three (3) working days from disembarkation of the seafarer. |   Upon effectivity of this Circular, only information regarding training, medical fitness and seagoing service encoded into the MISMO system by MTIs, DOH-accredited Medical Facilities for Seafarers, and Manning/Crewing Agencies or Shipping Companies, respectively, shall be accepted for issuance or revalidation of COP. In order to access the MISMO system, the above-mentioned institutions shall first create/secure a MISMO account following the steps in Section 23 hereof. Training that was taken or completed within two (2) years before the date of application may still be accepted for issuance or revalidation of COP provided that the required information relative thereto are encoded by the concerned training provider, and that the five (5) year validity of the COP shall be reckoned from the completion date of the training or refresher course.  The compliance of the above institutions to their reportorial responsibilities under this Circular shall be verified/checked during the monitoring and surveillance activities of MARINA. | Under the MISMO system, it is the concerned institutions / agencies that should encode / input the information or records needed in the application for COP of the seafarer.  This will address the EMSA observation on the MISMO system that while it was designed to be fed by the accredited MTIs, Manning Agencies, Medical Centers, MHEIs, and ACs uploading information on the seafarers’ training programs, seagoing service, fitness of duty, education and assessment of competence, however, at the time of EMSA inspection not all these institutions were inputting the information. |
| **~~Section 15.~~**  ~~Unclaimed COP after six (6) months shall be disposed in accordance with the approved Records Disposition Schedule (RDS) of the STCW Office.~~ | Deleted as per recommendation of the Administrator |
| **Section 15.** Every seafarer applying for issuance and revalidation of COP under the relevant provisions of Chapter V of the STCW Convention, 1978, as amended shall comply with the following general requirements:  Proof of identity;  Must not be less than 18 years of age at the time of application; **AND**  Meet the standards of Medical Fitness specified in Section A-I/9 of the STCW Code. | This section enumerates the general requirements was not integrated in the existing circular. |
| **Section 16.** The provisions of Republic Act No. 10173, otherwise known as the Data Privacy Act of 2012, providing for the protection of confidentiality, preservation of the integrity and promotion of the availability of data authorized use, shall apply. | New provision to comply with RA 10173. |
| **Article V**  **SPECIFIC PROVISIONS**  **Section 17.** Every seafarer applying for issuance of COP under this Circular shall comply with the specific requirements, as follows:   * 1. **Regulation V/1-1, paragraph 2 – COP in Basic Training for Oil and Chemical Tanker Cargo Operations**       1. x x x x x x;      2. x x x x x x;      3. Has at least three (3) months of approved seagoing service on Oil or Chemical Tankers and meet the standard of competence specified in Section A-V/1-1, paragraph 1 of the STCW Code, **OR** has completed approved Basic Training for Oil and Chemical Tanker Cargo Operations and meet the standard of competence specified in Section A-V/1-1, paragraph 1 of the STCW Code.   To meet the standard of competence specified in Section A-V/1-1, paragraph 1 of the STCW Code, the applicant shall undertake the written examination and practical assessment of an approved training in BTOCTCO offered by authorized MTIs. The concerned MTI shall encode the result or record of assessment into the MISMO system. | Additional option for the seafarer-applicants applying for COP in BTOCTCO.  To meet the standard of competence, the applicant must complete and pass the written exam and practical assessment of an approved training in BTOCTCO offered by authorized MTIs. The MTI shall encode into the MISMO the information or evidence that the seafarer passed the assessment in an approved BTOCTCO. |
| * 1. **Regulation V/1-1, paragraph 4 – COP in Advanced Training for Oil Tanker Cargo Operations**       1. x x x x x x;      2. x x x x x x;      3. While qualified for certification in Basic Training for Oil and Chemical Tanker Cargo Operations, has completed at least three (3) months of approved seagoing service on Oil Tankers, **OR** at least one month of approved onboard training on Oil Tankers, in a supernumerary capacity, which includes at least three (3) loading and three (3) unloading operations and is documented in an approved training record book taking into account guidance in Section B-V/1. If the three-loading and three-unloading criteria cannot be achieved within the one-month onboard training period, then the period of onboard training should be extended until these criteria have been satisfactorily achieved; **AND**      4. x x x x x x; | This will address the finding of EMSA that the provisions for certification in advanced training for oil, chemical & liquefied gas tanker cargo operation did not establish that the required period of seagoing service shall be completed only while the candidates were qualified for certification in basic training for oil, chemical & liquefied gas tanker cargo operations, as applicable. |
| * 1. **Regulation V/1-1, paragraph 6 – COP in Advanced Training for Chemical Tanker Cargo Operations**       1. x x x x x x;      2. x x x x x x;      3. While qualified for certification in Basic Training for Oil and Chemical Tanker Cargo Operations, has completed at least three (3) months of approved seagoing service on chemical tankers, **OR** at least one month of approved onboard training on chemical tankers, in a supernumerary capacity, which includes at least 3 loading and 3 unloading operations and is documented in an approved training record book taking into account guidance in Section B-V/1. If the three-loading and three-unloading criteria cannot be achieved within the one-month onboard training period, then the period of onboard training should be extended until these criteria have been satisfactorily achieved; **AND**      4. x x x x x x; | This will address the finding of EMSA that the provisions for certification in advanced training for oil, chemical & liquefied gas tanker cargo operation did not establish that the required period of seagoing service shall be completed only while the candidates were qualified for certification in basic training for oil, chemical & liquefied gas tanker cargo operations, as applicable. |
| * 1. **Regulation V/1-2, paragraph 2 – COP in Basic Training for Liquefied Gas Tanker Cargo Operations**      1. x x x x x x;      2. x x x x x x;      3. Has at least three (3) months of approved seagoing service on Liquefied Gas Tankers and meet the standard of competence specified in Section A-V/1-2, paragraph 1 of the STCW Code, **OR** have completed approved Basic Training for Liquefied Tanker Cargo Operations and meet the standard of competence specified in Section A-V/1-2.   To meet the standard of competence specified in Section A-V/1-2, paragraph 1 of the STCW Code, the applicant shall undertake the written exam and practical assessment of an approved training in BTLGTCO offered by authorized MTIs. The concerned MTI shall encode the result or record of assessment into the MISMO system. | Additional option for the seafarer-applicants applying for COP in BTLGTCO.  To meet the standard of competence, the applicant must complete and pass the written exam and practical assessment of an approved training in BTLGTCO offered by authorized MTIs. The MTI shall encode into the MISMO system the information or evidence that the seafarer passed the assessment in an approved BTLGTCO. |
| **e) Regulation V/1-2, paragraph 4 – COP in Advanced Training for Liquefied Gas Tanker Cargo Operations**   1. x x x x x x;    * 1. x x x x x x;      2. While qualified for certification in Basic Training for Liquefied Gas Tanker Cargo Operations, has completed at least three (3) months of approved seagoing service on liquefied gas tankers, **OR** At least one (1) month of approved onboard training on liquefied gas tankers, in a supernumerary capacity, which includes at least three (3) loading and three (3) unloading operations and is documented in an approved training record book taking into account guidance in Section B-V/1. If the three-loading and three-unloading criteria cannot be achieved within the one-month onboard training period, then the period of onboard training should be extended until these criteria have been satisfactorily achieved; **AND**      3. x x x x x x; | This will address the finding of EMSA that the provisions for certification in advanced training for oil, chemical & liquefied gas tanker cargo operation did not establish that the required period of seagoing service shall be completed only while the candidates were qualified for certification in basic training for oil, chemical & liquefied gas tanker cargo operations, as applicable. |
| * 1. **x x x x x** | No changes |
| * 1. **Regulation V/3, paragraphs 8 and 9 – COP in Advanced Training Service on Ships Subject to the IGF Code**       1. x x x x x x;      2. x x x x x x;      3. While holding the COP in Basic Training for Ships Subject to the IGF Code:   2. Has completed approved Advanced Training for Service on Ships subject to the IGF Code in accordance with their capacity, duties and responsibilities as set out in Table A-V/3-2 and meet the standard of competence as specified in Section A-V/3, paragraph 2 of the STCW Code; **AND**   3. Has completed at least one (1) month of approved seagoing service that includes a minimum of three (3) bunkering operations onboard ships subject to the IGF Code. Two (2) of the three (3) bunkering operations may be replaced by approved simulator training on bunkering operations as part of the approved training in Advanced Training for Service on Ships subject to the IGF Code;      1. x x x x x x; | This will address the finding of EMSA that the provisions for certification in advanced training for service on ships subject to IGF Code did not establish that the required period of seagoing service, as well as the advanced training course, shall be completed only while the candidates were qualified for certification in basic training for service on ships subject to the IGF Code. |
| * 1. **Regulation V/4, paragraph 4 – COP in Advanced Training for Ships Operating in Polar Waters**       1. x x x x x x;      2. x x x x x x;      3. Has at least two (2) months of approved seagoing service in the deck department, at management level or while performing duties at the operational level, within polar waters or other equivalent approved seagoing service in areas with ice regimes, in different regions and during the winter seasons replicating the conditions in the Arctic and the Antarctic regions; **AND**      4. x x x x x x; | To address one of the issues raised by EMSA (perceived finding) i.e. to define “*other equivalent approved seagoing service”* |
| **Section 18.** Seafarers applying for revalidation of the following COPs under this Circular shall comply with the specific requirements, as follows:   |  |  | | --- | --- | | **COP to be**  **Revalidated** | **Specific Requirements**  **for Revalidation** | | 1. COP in Basic Training for Oil and Chemical Tanker Cargo Operations of Master, Chief Engineer Officer, Chief Mate, Second Engineer Officer, Officer in Charge of a Navigational Watch, and Officer in Charge of an Engineering Watch | 1. approved seagoing service for a period of at least three (3) months in total within five (5) years prior to the date of revalidation onboard Oil or Chemical Tanker **OR** completed an approved Basic Training for Oil and Chemical Tanker Cargo Operations ~~within six (6) months before application for revalidation of the COP~~; **AND** 2. x x x x x x; | | 1. COP in Advanced Training for Oil Tanker Cargo Operations of Master, Chief Engineer Officer, Chief Mate, Second Engineer Officer, OIC of a Navigational Watch (OICN-W), and OIC of an Engineering Watch (OIC-EW) and Ratings | 1. approved seagoing service for a period of at least three (3) months in total within five (5) years prior to revalidation in the capacity as Master, Chief Engineer Officer, Chief Mate, Second Engineer Officer, OIC-NW, or OIC-EW and Ratings as appropriate onboard Oil Tanker **OR** completed an approved Advanced Training for Oil Tanker Cargo Operations ~~within six (6) months before application for revalidation of the COP~~; **AND** 2. x x x x x x; | | 1. COP in Advanced Training for Chemical Tanker Cargo Operations of Master, Chief Engineer Officer, Chief Mate, Second Engineer Officer, OIC of a Navigational Watch (OIC-NW), and OIC of an Engineering Watch (OIC-EW) and Ratings | 1. approved seagoing service for a period of at least three (3) months in total within five (5) years prior to revalidation in the capacity as Master, Chief Engineer Officer, Chief Mate, Second Engineer Officer, OIC-NW, or OIC-EW and Ratings as appropriate onboard Chemical Tanker **OR** completed an approved Advanced Training for Chemical Tanker Cargo Operations ~~within six (6) months before application for revalidation of the COP~~; **AND** 2. x x x x x x; | | 1. COP in Basic Training for Liquefied Gas Tanker Cargo Operations of Master, Chief Engineer Officer, Chief Mate, Second Engineer Officer, Officer in Charge of a Navigational Watch, and Officer in Charge of an Engineering Watch | 1. approved seagoing service for a period of at least three (3) months in total within five (5) years prior to the date of revalidation onboard Liquefied Gas Tanker **OR** completed an approved Basic Training for Liquefied Gas Tanker Cargo Operations ~~within six (6) months before application for revalidation of the COP~~; **AND** 2. x x x x x x; | | 1. COP in Advanced Training for Liquefied Gas Tanker Cargo Operations of Master, Chief Engineer Officer, Chief Mate, Second Engineer Officer, and OIC of a Navigational Watch (OICNW), and OIC of an Engineering Watch (OICEW) and ratings | 1. approved seagoing service for a period of at least three (3) months in total within five (5) years prior to revalidation in the capacity as appropriate onboard as Master, Chief Engineer Officer, Chief Mate, Second Engineer Officer, OICNW, or OICEW and ratings as appropriate onboard Liquefied Gas Tanker **OR** completed an approved Advanced Training for Liquefied Gas Tanker Cargo Operations ~~within six (6) months before application for revalidation of the COP~~; **AND** 2. x x x x x x; | | 1. COP in Basic Training for Ships Operating in Polar Waters of Master, Chief Mate and Officer in Charge of a Navigational Watch | 1. approved seagoing service for a period of at least two (2) months in total within five (5) years prior to revalidation in the capacity either as Master, Chief Mate or Officer in Charge of a Navigational Watch, as appropriate onboard Ships Operating in Polar Waters, **OR**   evidence of passing the assessment in an approved Basic Training for Ships Operating in Polar Waters, **OR**  completed an approved Basic Training for Ships Operating in Polar Waters ~~within six (6) months before application for revalidation of the COP~~; **AND**   1. x x x x x x; | | 1. COP in Advanced Training for Service on Ships Operating in Polar Waters of Master and Chief Mate | 1. approved seagoing service for a period of at least two (2) months in total within five (5) years prior to revalidation in the capacity either as a **Master or** **Chief Mate**, as appropriate onboard Ships Operating in Polar Waters, **OR**   evidence of passing the assessment in an approved Advanced Training for Ships Operating in Polar Waters, **OR**  completed an approved Advanced Training for Ships Operating in Polar Waters ~~within six (6) months before application for revalidation of the COP~~; **AND**  x x x x x x; | | 1. COP in Basic Training for Service on Ships subject to the IGF Code | 1. completed Refresher in Basic Training for Service on Ships subject to the IGF Code ~~within six (6) months before application for revalidation of the COP~~, **AND** 2. x x x x x x; | | 1. COP in Advanced Training for Service on Ships subject to the IGF Code of Master, Chief Engineer Officer, Second Engineer Officer, Officer in Charge of an Engineering Watch, and all personnel with immediate responsibility for the care and use of fuels and fuel systems on ships subject to the IGF Code | 1. completed Refresher in Advanced Training for Service on Ships subject to the IGF Code ~~within six (6) months before application for revalidation of the COP~~, **AND**   x x x x x x; | | Deleted the “within 6 months before applications for revalidation of the COP”. This is no longer being required with the issuance of STCW Circular 2020-01.  Deleted the “within 6 months before applications for revalidation of the COP”. This is no longer being required with the issuance of STCW Circular 2020-01.  Deleted the “within 6 months before applications for revalidation of the COP”. This is no longer being required with the issuance of STCW Circular 2020-01.  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| **Section 19.** Subject to Section 9 hereof, **applications for expedite** processing shall comply with the following requirements in addition to the documentary requirements enumerated in Annex-A of this Circular, as applicable:   1. For expedite application, the following additional documents shall be submitted and uploaded into the MISMO account of the seafarer:   Letter request from the shipping company/manning agency duly signed by its authorized official/s, and must bear the official logo of the company;  Overseas Employment Certificate (OEC) from the Philippine Overseas Employment Administration (POEA);  Contract of Employment duly approved by the POEA.   1. For applications filed on behalf of the seafarer who is currently serving on board ship, the following documents shall be submitted and uploaded in the MISMO system:   Letter request from the shipping company/manning agency duly signed by its authorized official/s, and must bear the official logo of the company;  Duly notarized Affidavit of Undertaking or Certification from the shipping company/manning agency;  Ship’s Crew List  New Contract of Employment approved by the POEA in case of promotion; or  Duly notarized Affidavit in case of lost or damaged COP or with erroneous information therein. The Affidavit should state the circumstances of the loss or damage or the erroneous details of information and give a description of the certificate.  Liaison Officers shall bring the original copy of the above documents and present to the designated Document Evaluator, for verification and validation. | As mentioned earlier, MISMO system allows for expedite and onboard applications to be filed by authorized LO. This additional section enumerates the additional documentary requirements to support the applications for expedite and onboard processing. |
| **Section 20.** Seafarers applying personally for **replacement** of COP that was lost or damaged or with erroneous information shall comply with the following requirements:  Duly notarized Affidavit stating the circumstances of the loss or damage or the erroneous information in the COP and give a description of the certificate; and  Provide any government-issued identification document.  In case the seafarer is onboard the ship, the duly designated liaison officer shall bring the original copy of the following documents and present the same to the designated Document Evaluator, for verification and validation:   1. Letter from the concerned manning agency / crewing agency / shipping company requesting for the replacement of the COP duly signed by authorized official; 2. Affidavit of Loss or Damage 3. Employment contract approved by the POEA; 4. Oath of undertaking; and 5. Ship’s crew list. |  |
| **Article VI**  **DOCUMENTARY REQUIREMENTS**  **Section 21.** Seafarers applying for issuanceor revalidation of COP shall comply with the documentary requirements corresponding to the COP being applied for provided in **Annex A.**  Seafarer may be required to present additional supporting documents during the evaluation of his/her application for certification under this Circular. |  |
| **Article VII**  **STEPS FOR CREATION OF MISMO ACCOUNT**  **Section 22.** For MISMO account of Seafarers:   |  |  | | --- | --- | | Step 1. | Go to MARINA Online Appointment System website by clicking this link <https://online-appointment.marina.gov.ph>. | | Step 2. | Click “Sign-up”. | | Step 3. | Click “Register New Account”. | | Step 4. | Fill-in all required information on the template shown on the screen. Make sure to enter your working address. | | Step 5. | Click the “I accept the term and conditions”. | | Step 6. | Click the “Register” button. This message will appear on your screen “You have successfully registered in our system. Please check your email to activate your account”. | | Step 7. | Check your registered email address and open the link sent by the administration to verify and activate the MISMO account. | | Step 8. | Upon signing-in to your MISMO Account, fill-up your “Personal Information”, and then click “Save Changes”. | |  |
| **Section 23.** For MISMO account of MTIs, Manning/Crewing Agencies, Shipping companies and DOH-accredited medical facilities for seafarers:   |  |  | | --- | --- | | Step 1. | Enter a Memorandum of Agreement (MOA) with MARINA on the implementation of MISMO system. | | Step 2. | Submit the duly signed MOA to the Legal Division of the STCW Office. | | Step 3. | Proceed to the Information Technology and Communications Management Division (ITCMD) of the MARINA to secure MISMO account. | |  |
| **Article VIII**  **PROCEDURES FOR ISSUANCE AND REVALIDATION OF COP UNDER CHAPTER V OF THE STCW CONVENTION, 1978, AS AMENDED**  **Section 24.** Generally, the application for issuance, revalidation and replacement of COP goes through the following processes:  Initial online evaluation  Final evaluation  Printing of COP  Validation of printed COP  Releasing of COP  Candidates applying for issuance, revalidation and replacement of COP under this Circular shall follow the procedures/steps shown in the process flow diagram in **Annex B.** |  |
| **Article IX**  **VALIDITY OF COP**  **Section 25.** The COP under this Circular shall have the following validity:   |  |  |  | | --- | --- | --- | | ***Type of Certificate*** | ***Validity period*** | | | ***For Ratings*** | ***For Masters and Officers*** | | COP in BTOCTO | Unlimited | Five (5) years from date of issuance / revalidation if application is filed within 6 months upon completion of the training. Otherwise, the 5 years validity shall reckon from the date of completion of the training. | | COP in BTLGTCO | | COP in ATOTCO | Five (5) years from date of issuance / revalidation if application is filed within 6 months upon completion of the training. Otherwise, the 5 years validity shall reckon from the date of completion of the training. | | COP in ATCTCO | | COP in ATLGTCO | | COP in BTSSIC | | COP in ATSSIC | | COP in BTSOPW | Not applicable | | COP in ATSOPW | |  |
| **Article X**  **FORMAT OF COP**  **Section 26.** The COP shall contain the information provided under Section B-I/2 paragraph 5 of the STCW Code and shall be in a format shown in the **Annex C.** | This will address the EMSA finding that the existing format of the COP has the same format of the COC. Hence a new format of the COP is being proposed. |

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| **Article XI**  **VERIFICATION OF COP**  **Section 27.** COPs issued under this Circular can be verified through the verification portal available at [**https://online-appointment.marina.gov.ph/verify-id-certificate**](https://online-appointment.marina.gov.ph/verify-id-certificate). |  |
| **Article XII**  **GROUNDS FOR SUSPENSION/REVOCATION OF COP**  **Section 28.** The COP may be suspended or revoked by the Administration, after due process, for any of the following grounds:  Declaration by a competent medical practitioner of permanent disability to be engaged onboard and receipt of payment for such disability; Provided, That, if the certificate of the concerned seafarer is still valid, the same shall be deemed revoked (Adopted from Section V.6 of MC MD No. 2019-01);  Falsification or fraudulent duplication of seafarer certification;  Final conviction of a crime involving moral turpitude;  Any act of misrepresentation for the purpose of securing COP such as giving false testimonies or falsified documents  The holder of a COP that is suspended or revoked shall promptly surrender it as directed by the Administration. Suspended or revoked COP will not be re-instated. The seafarer may apply for new COP when he/she has been issued legal clearance by the Administration. | Provided by the Legal Division. |
| **Article XIII**  **FEES AND OTHER CHARGES**  **Section 30.** Applicants for COPs as herein provided shall pay the corresponding fees and other charges, through the MARINA authorized payment center, as follows:   |  |  |  |  | | --- | --- | --- | --- | | ***Type of Application*** | ***Regular processing fee*** | ***Expedite / Onboard processing fee*** | ***Courier Service Fee*** | | Issuance of COP | P230.00  (inclusive of documentary stamp tax) | P430.00  (inclusive of documentary stamp tax) | Minimum of P200.00 | | Revalidation of COP | | Replacement of COP | |  |
| **Article XV**  **PENALTY CLAUSE**  **Section 31.** Engaging in any act/s of misrepresentation for purpose of securing certificate of proficiency such as giving false testimonies or falsified documents  a) **Ratings**  **First Violation** - P250,000.00 and disqualification to Apply for Certificate of Proficiency (COP) for one (1) month from the receipt of the decision/order or resolution;  **Second Violation** - P500,000.00 and disqualification to Apply for Certificate of Proficiency (COP) for three months (3) from the receipt of the decision/order or resolution;  **Third Violation** - P1,000,000.00 and perpetual disqualification to apply for Certificate of Proficiency (COP)  b) **Officers**  **First Violation** - P500,000.00 and disqualification to Apply for Certificate of Proficiency (COP) for three (3) months from the receipt of the decision/order or resolution  **Second Violation** - 1,000,000.00 and disqualification to Apply for Certificate of Proficiency (COP) for six months (6) from the receipt of the decision/order or resolution  **Third Violation** - P2,000,000.00 and perpetual disqualification to apply for Certificate of Proficiency (COP)  Failure of the covered entities to comply with this Circular shall be dealt with in accordance with applicable existing rules and regulations. |  |
| **Article XVI**  **REPEALING CLAUSE**  **Section 32.** STCW Circular No. 2018-04, STCW Advisory No. 2020-01 and any existing MARINA and STCW Circulars, rules and regulations which are contrary to or inconsistent with this Circular are hereby superseded, repealed or amended accordingly. |  |