| **Amendment to STCW Circular 2018-05** | **RATIONALE/ JUSTIFICATION** |
| --- | --- |
| **MEMORANDUM CIRCULAR NO. SC-2020-\_\_\_\_\_\_****Series of 2020** | Administrative Order requiring 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 Assessment Centers, DOH-Accredited Medical Facilities for Seafarers and Medical Practitioners. Under the MISMO system, assessment centers and medical facilities are part of the certification process where they will encode/ input the medical exam result of the seafarers directly to the system. |
| SUBJECT**: REVISED RULES IN THE ISSUANCE AND REVALIDATION OF CERTIFICATE OF PROFICIENCY (COP) FOR BASIC TRAINING, SURVIVAL CRAFT AND RESCUE BOATS OTHER THAN FAST RESCUE BOATS, FAST RESCUE BOATS, ADVANCED FIRE FIGHTING, MEDICAL FIRST AID, MEDICAL CARE, SHIP SECURITY OFFICER, AND SECURITY–AWARENESS TRAINING & SEAFARERS WITH DESIGNATED SECURITY DUTIES UNDER CHAPTER VI 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”, Republic Act No. 11261 otherwise known as the “First Time Job Seekers Assistance Act”, and Republic Act No. 10173 also known as the Data Privacy Act of 2012, the following rules and requirements are hereby adopted and promulgated: | The revised proposed Circular has taken into consideration pertinent provisions of RA No. 11032, RA No. 11261 and RA 10173. |
| **Article I****OBJECTIVE****Section 1.** The objective of this Circular is to prescribe the rules and requirements in the issuance and revalidation of COP for Basic Training, ~~Proficiency in~~ Survival Craft and Rescue Boats Other Than Fast Rescue Boats, ~~Proficiency in~~ Fast Rescue Boats, Advanced Fire Fighting, Medical First Aid, Medical Care, Ship Security Officer, and Security–Awareness Training & Seafarers with Designated Security Duties under Chapter VI of the STCW Convention, 1978, as amended | Deleted the “Proficiency in” to align with the title of the training courses stated in STCW Advisory 2019-05. |
| **Article II****COVERAGE****Section 2.** This Circular shall cover seafarers applying for issuance and revalidation of COP for Basic Training, Survival Craft and Rescue Boats Other Than Fast Rescue Boats, Fast Rescue Boats, Advanced Fire Fighting, Medical First Aid, Medical Care, Ship Security Officer, And Security–Awareness Training & Seafarers with Designated Security Duties under Chapter VI of the STCW Convention, 1978, as amended.Seafarers of any nationality, except if from a country in a UN sanctions list or had been imposed restrictive measure, may also apply for any certificate under this Circular. | There are foreign nationals applying for issuance or revalidation of COP under this Circular who took their approved trainings from the MARINA-accredited MTIs. Currently, we are already accepting their applications provided they have completed their approved trainings in the Philippines. However, this is not clearly stated in the existing Circular. |
| **Article III****DEFINITION OF TERMS****Section 3.** For purposes of this Circular, the terms below shall be defined as follows:1. ***Administration –*** *x x x x x*
2. ***Approved –*** *x x x x x*
3. **First Time Jobseeker** – a Filipino citizen, who is actively seeking employment, locally or abroad, for the first time, as certified by the barangay of which h/she is a resident for the said purpose, particularly:
	* 1. Graduates from all schools, colleges, and universities, and learning institutions offering technical-vocational courses.
		2. For purposes of this Rules, a graduate is a Filipino who finished a bachelor’s degree from any college or university, or completed a technical-vocational course from any learning institution in the Philippines, as well as high school graduates who have competed the K-12 program;
		3. An early school leaver or out of school youth (OSY);
		4. A person who has never been employed, not presently employed or engaged in education or training, who was not previously enrolled in any educational institution or who has not finished secondary education;
		5. A student taking a leave of absence from an institution offering college or tertiary education or from a technical-vocational course; or
		6. Any person intending to work while enrolled in any school, college, university, or learning institution offering technical and vocational courses.
4. ***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.
5. ***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;
6. ***Replacement –*** refers to the reissuance of lost or damaged COP or with erroneous details of information in the printed COP;

***~~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 –*** *x x x x x*
2. ***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;
 | New provision from RA 11261The current Circular does not contain yet provisions on application through the MISMO system. The existing MARINA policy regarding MISMO is contained in an Advisory only.Under the MISMO system, there are 3 types of transactions / processes – i.e. Regular, Expedite and Replacement. These transactions or processes are now being defined.TCROA is no longer required for submission under the MISMO system.New provision.  |
| **Article IV****General Provisions****Section 4.** The issuance of COP to seafarers under this Circular shall be in accordance with the following Regulations underChapter VI of the STCW Convention, 1978, as amended:* 1. Regulations VI/1 for Basic Training (BT);
	2. Regulation VI/2 for Survival Craft and Rescue Boats other than Fast Rescue Boats (SCRB) and for Fast Rescue Boats (FRB);
	3. Regulation VI/3 for Advanced Fire Fighting (AFF);
	4. Regulation VI/4 for Medical First Aid (MEFA) and for Medical Care (MECA);
	5. Regulation VI/5 for Ship Security Officer (SSO); and
	6. Regulation VI/6 for Security Awareness Training and Seafarers with Designated Security Duties (SAT-SDSD).
 |  |
| **~~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 following certificates shall be mandatory in accordance with the pertinent sections of the STCW Code:* 1. COP in Basic Training pursuant to Section A-VI/1, paragraphs 3 and 4;
	2. COP in Survival Craft and Rescue Boats other than Fast Rescue Boats pursuant to Section A-VI/2, paragraphs 5 and 6;
	3. COP in Fast Rescue Boats pursuant to Section A-VI/2, paragraphs 11 and 12; and
	4. COP in Advanced Fire Fighting pursuant to Section A-VI/3, paragraphs 5 and 6.
 | Previously Section 6 in the existing Circular. |
| **Section 6.** In accordance with the STCW Convention, 1978, as amended, the following COPs are not subject to revalidation:* 1. COP in Medical First Aid;
	2. COP in Medical Care;
	3. COP in Ship Security Officer; and
	4. COP in Security Awareness Training and Seafarers with Designated Security Duties.
 | 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 training courses. | Previously Section 16 in the existing Circular. |
| **Section 8.** All applications for issuance and revalidation including replacement of COP shall be filed by the seafarers online through the MARINA Integrated Seafarers Management Online (MISMO) system. In order to access the MISMO system, the seafarer shall first create/secure a MISMO account following the steps in Section 23 hereof. | This is a new provision which requires the filing of applications online thru the MISMO system.  |
| **~~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 revalidation.~~ | 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 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. | In the existing Circular, only the seafarers are authorized to personally file applications for COP. However, with the advent 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. | While we are currently accepting applications for replacement of COP that is lost/damaged or with wrong information entry, this is not documented in the existing Circular. Hence, this proposed provision. |
| **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. | Previously Section 8 in the existing Circular. 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. | To address one of the EMSA Findings 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 accredited Liaison Officers shall ensure the authenticity and completeness of the documents/records of the seafarers encoded 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 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
 | 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 24 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 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. | This section requires the concerned institution to directly encode into the MISMO system the information necessary in the processing of application for certification.This is to address one of the EMSA observations that while the MISMO system 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.** Every seafarer applying for issuance and revalidation of COP under the relevant provisions of Chapter VI of STCW Convention, 1978, as amended shall comply with the following general requirements:* 1. Proof of identity;
	2. Must be not less than 18 years of age at the time of application; **AND**
	3. Meet the standards of Medical Fitness specified in Section A-I/9 of the STCW Code.
 | Previously Section 10 in the existing Circular. |
| **~~Section 16.~~** ~~Unclaimed COP after six (6) months shall be disposed in accordance with the approved Records Disposition Schedule (RDS) of the STCW Office.~~ | ~~This is being proposed because there are printed certificates that are still unclaimed and under the safekeeping of the MARINA.~~ Deleted as per recommendation of the Administrator |
| **Section 16.** The provisions of Republic Act No. 10173, otherwise known as the Data Privacy Act of 2012 on 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: | No changes were made. |
| **Section 18.** Seafarers applying for **revalidation of 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
 | 1. approved seagoing service for a period of at least twelve (12) months in total within five (5) years, **OR** three (3) months in total within six (6) months prior to the date of revalidation; **AND**
2. completed an approved Refresher Course in Basic Training ~~within six (6) months before application for revalidation of the COP~~; **OR**
3. if the applicant for revalidation does not meet the required seagoing service, he must complete an approved course in Basic Training ~~within six (6) months before application for revalidation of the COP.~~
 |
| 1. COP in Survival Craft and Rescue Boats other than fast rescue boats
 | 1. approved seagoing service for a period of at least twelve (12) months in total within five (5) years, **OR** three (3) months in total within six (6) months prior to the date of revalidation; **AND**
2. completed an approved Refresher Course in ~~Proficiency in~~ Survival Craft and Rescue Boats other than fast rescue boats ~~within six (6) months before application for revalidation of the COP~~; **OR**
3. if the applicant for revalidation does not meet the required seagoing service, he must complete an approved training course in ~~Proficiency in~~ Survival Craft and Rescue Boats other than fast rescue boats.
 |
| 1. COP in Fast Rescue Boats
 | 1. Valid COP in SCRB;
2. approved seagoing service for a period of at least twelve (12) months in total within five (5) years, OR three (3) months in total within six (6) months prior to the date of revalidation onboard ship fitted with Fast Rescue Boat; **AND**
3. completed an approved Refresher Course in Fast Rescue Boats ~~within six (6) months before application for revalidation of the COP~~; **OR**
4. if the applicant for revalidation does not meet the required seagoing service, he must complete an approved training course in Fast Rescue Boats.
 |
| 1. COP in Advanced Fire Fighting
 | 1. approved seagoing service for a period of at least twelve (12) months in total within five (5) years, **OR** three (3) months in total within six (6) months prior to the date of revalidation; **AND**
2. completed an approved Refresher Course in Advanced Fire Fighting ~~within six (6) months before application for revalidation of the COP~~; **OR**
3. if the applicant for revalidation does not meet the required seagoing service, he must complete an approved course in Advanced Fire Fighting.
 |

 | Deleted the “within 6 months before applications for revalidation of the COP”. MARINA issued STCW Advisory 2020-01 on January 2020 suspending the implementation of this 6 month rule.Deleted the “Proficiency in” to align with the title of the training course in STCW Advisory 2019-05.Deleted the “within 6 months before applications for revalidation of the COP”. MARINA issued STCW Advisory 2020-01 on January 2020 suspending the implementation of this 6 month rule.Deleted the “within 6 months before applications for revalidation of the COP”. MARINA issued STCW Advisory 2020-01 on January 2020 suspending the implementation of this 6 month rule.Deleted the “within 6 months before applications for revalidation of the COP”. MARINA issued STCW Advisory 2020-01 on January 2020 suspending the implementation of this 6 month rule. |
| **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 wrong information entry shall comply with the following requirements:Duly notarized Affidavit stating the circumstances of the loss or damage or the wrong information entry in the COP and give a description of the certificate; and 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.
 | Seafarers may also file personally an application for replacement of their lost/damaged COP or with wrong information entry in COP. Hence, this Section is being proposed. |
| **Section 21. First Time Jobseeker** applying for issuance of COP in BT and/or SDSD shall, in addition to the abovementioned general and specific requirements, as applicable, shall submit and upload into the MISMO system the following requirements:SRB/SID or any valid government identification document;Barangay Certification that the applicant is a first-time job seeker and a resident of the issuing barangay for at least six (6) months as of the issuance date of such document using the format annexed to Memorandum Circular No. SC-2019-02; andOath of Undertaking accomplished by the first-time job seeker and executed before the Punong Barangay or the latter’s authorized officer in accordance with the format annexed to Memorandum Circular No. SC-2019-02. | This additional Section is being proposed in compliance with the pertinent provisions of RA 11261 otherwise known as the “First Time Job Seekers Assistance Act” and consistent with the requirements of Memorandum Circular No. SC-2019-02. |
| **Article VI****DOCUMENTARY REQUIREMENTS****Section 22.** 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. | The mandatory documentary requirements are already provided in the proposed Circular. |
| **Article VII****STEPS FOR CREATION OF MISMO ACCOUNT****Section 23.** 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 24.** 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 Communication Management Division (ITCMD) of the MARINA to secure MISMO account. |

 |  |
| **Article VIII****PROCEDURES FOR ISSUANCE OR REVALIDATION OF COP UNDER CHAPTER VI OF THE STCW CONVENTION, 1978, AS AMENDED****Section 25.** Generally, the application for issuance, revalidation and replacement of COP under the MISMO system goes through the following processes:Initial online evaluationFinal evaluationPrinting of COPValidation of printed COPReleasing of COPCandidates 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.** | Replace Chapter V with Chapter VI. This is one of the inconsistencies noted by EMSA in the references used in the circular. |
| **Section 26.** Notwithstanding Section 25, there will be **no need for initial online evaluation** for the following type of applications:Application for **issuance** of COP in BT, SDSD, ATFF, FRB, MEFA, and MECA; andApplication for **issuance** of COP in BT and SDSD filed by a ***First-Time Job Seeker.*** Under Memorandum Circular No. SC-2019-02 which set forth the MARINA guidelines in the implementation of Republic Act No. 11261, otherwise known as the “First Time Job Seekers Assistance Act”, **no fees and charges** shall be collected from the first-time jobseeker applying for the issuance of COP in BT and/or SDSD, subject however, to the requirements in Section 21 above. |  |
| **Article IX****VALIDITY OF COP****Section 27.** The COP under this Circular shall have the following validity:

|  |  |
| --- | --- |
| ***Type of Certificate*** | ***Validity period*** |
| COP in BT | 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 SCRB |
| COP in AFF |
| COP in FRB |
| COP in MEFA | Unlimited  |
| COP in MECA |
| COP in SSO |
| COP in SDSD |

 |  |
| **Article X****FORMAT OF COP****Section 28.** 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 is to 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. |
| **Article XI****VERIFICATION OF COP****Section 29.** 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 30.** 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 ~~automatically~~ 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 31.** 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 XIV****PENALTY CLAUSE****Section 32.** Engaging in any act/s of misrepresentation for purpose of securing certificate of proficiency such as giving false testimonies or falsified documentsa) **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 33.** STCW Circular No. 2018-05 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. |  |