

DOCUMENTARY REQUIREMENTS CERTIFICATE OF PROFICIENCY

COP	ISSUANCE	REVALIDATION
BT	<ul style="list-style-type: none"> ▪ Certified True Copy of Training Completion and Records of Assessment (TCROA), Enrolment Report and Training Certificate; ▪ SIRB (photocopy of 1st page) or any government issued ID ▪ Valid Medical Certificate in PEME Format 	<ul style="list-style-type: none"> ▪ Last issued COP; ▪ Certificate of Completion (Refresher on BT); ▪ Certified True Copy of Training Completion and Records of Assessment (TCROA), Enrolment Report; ▪ SIRB (photocopy of 1st page and entries) ▪ Valid Medical Certificate in PEME Format
SDSD	<ul style="list-style-type: none"> ▪ Certified True Copy of Training Completion and Records of Assessment (TCROA), Enrolment Report and Training Certificate; ▪ SIRB (photocopy of 1st page) or any government issued ID ▪ Valid Medical Certificate in PEME Format 	(No need to REVALIDATE)
ATFF	<ul style="list-style-type: none"> ▪ Certified True Copy of Training Completion and Records of Assessment (TCROA), Enrolment Report and Training Certificate; ▪ SIRB (photocopy of 1st page) ▪ Valid Medical Certificate in PEME Format 	<ul style="list-style-type: none"> ▪ Last issued COP ▪ Training Certificate for Refresher Course on ATFF / PSCRB / PFRB; ▪ Certified True Copy of Training Completion and Records of Assessment (TCROA), Enrolment Report; ▪ Sea Service Certificate from manning agency ▪ SIRB (photocopy of 1st page) and entries ▪ Valid Medical Certificate in PEME Format
PSCRB	<ul style="list-style-type: none"> ▪ Certified True Copy of Training Completion and Records of Assessment (TCROA), Enrolment Report and Training Certificate; ▪ Sea Service Certificate from the company/manning ▪ SIRB (photocopy of 1st page & entries) ▪ Valid Medical Certificate in PEME Format ▪ Have approved Seagoing Service of not less than six (6) months. 	<ul style="list-style-type: none"> ▪ Last issued COP ▪ Training Certificate for Refresher Course on ATFF / PSCRB / PFRB; ▪ Certified True Copy of Training Completion and Records of Assessment (TCROA), Enrolment Report; ▪ Sea Service Certificate from manning agency ▪ SIRB (photocopy of 1st page) and entries ▪ Valid Medical Certificate in PEME Format

<p>PFRB</p>	<ul style="list-style-type: none"> ▪ COP in PSCRB; ▪ Certified True Copy of Training Completion and Records of Assessment (TCROA), Enrolment Report and Training Certificate ▪ SIRB (photocopy of 1st page) ▪ Valid Medical Certificate in PEME Format <p><i>(NOTE: ATFF, PSCRB and PFRB are for Management and Operational Level only)</i></p>	<ul style="list-style-type: none"> ▪ Last issued COP ▪ Training Certificate for Refresher Course on ATFF / PSCRB / PFRB; ▪ Certified True Copy of Training Completion and Records of Assessment (TCROA), Enrolment Report; ▪ Sea Service Certificate from manning agency ▪ SIRB (photocopy of 1st page) and entries <p>Valid Medical Certificate in PEME Format</p>
<p>MEFA</p>	<ul style="list-style-type: none"> ▪ Certified True Copy of Training Completion and Records of Assessment (TCROA), Enrolment Report and Training Certificate; ▪ COP in MEFA (for MECA) ▪ SIRB (photocopy of 1st page) ▪ Valid Medical Certificate in PEME Format <p><i>(NOTE: MECA is for Management Level only; MEFA is for Operational Level only)</i></p>	<p>No need to REVALIDATE</p> <ul style="list-style-type: none"> ▪ Last issued COP ▪ Sea Service Certificate from the company / manning ▪ SIRB (photocopy of 1st page) and entries ▪ Valid Medical Certificate in PEME Format
<p>MECA</p>		<p>No need to REVALIDATE</p> <ul style="list-style-type: none"> ▪ Last issued COP ▪ Sea Service Certificate from the company / manning ▪ SIRB (photocopy of 1st page) and entries ▪ Valid Medical Certificate in PEME Format
<p>SSO</p>	<ul style="list-style-type: none"> ▪ Certified True Copy of Training Completion and Records of Assessment (TCROA), Enrolment Report and Training Certificate; ▪ Sea Service Certificate from the company / manning ▪ SIRB (photocopy of 1st page) and entries ▪ Valid Medical Certificate in PEME Format <p><i>(NOTE: SSO is for Management Level only)</i></p>	<p>No need to REVALIDATE</p> <ul style="list-style-type: none"> ▪ Last issued COP ▪ Sea Service Certificate from the company / manning ▪ SIRB (photocopy of 1st page) and entries ▪ Valid Medical Certificate in PEME Format
<p>BTOC and BTLGT</p>	<ul style="list-style-type: none"> ▪ Certified True Copy of Training Completion and Records of Assessment (TCROA), Enrolment Report and Training Certificate; ▪ SIRB (photocopy of 1st page) ▪ Valid Medical Certificate in PEME Format <p><i>(NOTE: BTOC and BTLGT are for Operational Level Officers and Support Level only)</i></p>	<ul style="list-style-type: none"> ▪ Last issued COP on BTOC or BTLGT (<i>for officer only</i>) ▪ Sea Service Certificate from the company/manning; ▪ SIRB (photocopy of 1st page) and entries ▪ Valid Medical Certificate in PEME Format

<p>ATOT, ATCT and ATLGT</p>	<ul style="list-style-type: none"> ▪ Certified True Copy of Training Completion and Records of Assessment (TCROA), Enrolment Report and Training Certificate; ▪ Sea Service Certificate from the company/manning and SIRB (1st page and entries) ▪ COP in BTOC (for ATOT / ATCT) / COP in BTLGT (for ATLGT) ▪ Valid Medical Certificate in PEME Format <p><i>(NOTE: ATOT, ATCT and ATLGT are for Management Level Officers only)</i></p>	<ul style="list-style-type: none"> ▪ Last issued COP on ATOT, ATCT & ATLGT ▪ Sea Service Certificate from the company/manning; ▪ SIRB (photocopy of 1st page) and entries ▪ Valid Medical Certificate in PEME Format
<p>II/4 and III/4</p>	<p>For Reg. II/4:</p> <ul style="list-style-type: none"> ▪ Certificate of Completion (RFPNW) OR TOR for BSMT OR ESLPME (<i>for sea service not less than 2 months</i>) ▪ Practical Assessment ▪ Sea Service Certificate from the company/ manning agency; ▪ SIRB (photocopy of 1st page) and entries ▪ Valid Medical Certificate in PEME Format <p>For Reg. III/4:</p> <ul style="list-style-type: none"> ▪ Certificate of Completion (RFPEW) OR TOR for BSMarE OR ESLPME (<i>for sea service not less than 2 months</i>) ▪ Practical Assessment ▪ Sea Service Certificate from the company/ manning agency; ▪ SIRB (photocopy of 1st page) and entries ▪ Valid Medical Certificate in PEME Format 	<p>No need to REVALIDATE</p>

<p>II/5 and III/5</p>	<p>For Reg. II/5:</p> <ul style="list-style-type: none"> ▪ COP for Reg. II/4 ▪ Certificate of Completion Able Seafarer Deck OR TOR for BSMT OR ESLPME (<i>with 18 month sea service but not less than 12 month</i>) ▪ Practical Assessment ▪ Sea Service Certificate from manning agency; ▪ SIRB (photocopy of 1st page) and entries ▪ Valid Medical Certificate in PEME Format 	<p>No need to REVALIDATE</p>
	<p>For Reg. III/5:</p> <ul style="list-style-type: none"> ▪ COP for Reg. III/4 ▪ Certificate of Completion Able Seafarer Engine OR TOR for BSMarE OR ESLPME (<i>with 12 month sea service but not less than 6 month</i>) ▪ Practical Assessment ▪ Sea Service Certificate from manning agency; ▪ SIRB (photocopy of 1st page) and entries <p>Valid Medical Certificate in PEME Format</p>	
<p>ETR</p>	<ul style="list-style-type: none"> ▪ Sea Service Certificate from the manning agency; ▪ SIRB (photocopy of 1st page) and entries ▪ Practical Assessment ▪ Valid Medical Certificate in PEME Format ▪ Serving on a sea going ship with 750kw propulsion power: <ul style="list-style-type: none"> -12 months of sea service: <ul style="list-style-type: none"> • Duties and responsibilities of relevant capacity or • Attestation of In-Service signed by the Master or Company as Evidence of having achieved the required standard of competence. -6 months of sea service: <ul style="list-style-type: none"> • Have approved seagoing service with a relevant position. 	<p>No need to REVALIDATE</p>

	<ul style="list-style-type: none"> • Approved training completion on ETR <p>-3 months of sea service:</p> <ul style="list-style-type: none"> • Attestation of In-Service signed by the Master or Company as Evidence of having achieved the required standard of competence and. • TOR as graduate of BS Electrical Engr., BS Electronic Engr., Industrial Technology Major in Electronic, Electrical or Mechatronic or. • Approved training completion on ETR. 	
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Additional requirements for expedite processing:	<p>Original and Certified True Copy of:</p> <ul style="list-style-type: none"> - POEA contract and Flight Details - Overseas and Employment Certificate (OEC) - Letter request from the company for expedite processing
Additional requirements for seafarer with domestic sea service:	<p>Additional requirements for seafarer with domestic sea service:</p> <ul style="list-style-type: none"> - Crew list duly signed by the Master of the ship and validated by the Philippine Coast Guard
Reprinting / Re – issuance	<ul style="list-style-type: none"> - Letter Request - For correction / rectification – Original certificate issued - In case of loss – Affidavit of Loss
Certified True Copy/ Certificate of Good Standing	<ul style="list-style-type: none"> - Original and Photocopy of Certificate issued