

**MEMORANDUM CIRCULAR NO. SC-2021-\_\_\_\_\_**  
**Series of 2021**

**TO: ALL SHIPPING COMPANIES, SHIP OWNERS, SEAFARERS, MANNING AGENCIES, MARITIME TRAINING INSTITUTIONS, MARITIME HIGHER EDUCATION INSTITUTIONS, ASSESSMENT CENTERS, MARITIME ENTITIES AND OTHERS CONCERNED**

**SUBJECT: FEES AND CHARGES RELATING TO THE IMPLEMENTATION OF THE STCW CONVENTION,1978, AS AMENDED**

Pursuant to the provisions of RA 10635, and its IRR, the Public Service Act, as amended; Executive Order 292 (Administrative Code of 1987); Executive Order No. 197, s. 2000 and DOF-NEDA Joint Circular No. 1-2013 and other pertinent laws, decrees, rules and regulations, the following fees and charges are hereby prescribed:

| <b>SCHEDULE OF FEES AND CHARGES</b>  |                                  |
|--|----------------------------------|
| <b>CERTIFICATION DIVISION</b>  |                                  |
| <b>Type of Application</b>   | <b>Fees &amp; Charges (Php)*</b> |
| <b>1. Certificate of Proficiency (COP)</b>   |                                  |
| a. Issuance/Revalidation/Replacement   |                                  |
| ➤ Regular  | 200.00                           |
| ➤ Expedite/Onboard   | 600.00                           |
| <i>*under MC No. SC-2021-05 Section 30</i>   |                                  |
| <b>2. Certificate of Competency (COC)</b>  |                                  |
| a. Issuance/Revalidation/Replacement   |                                  |
| ➤ Regular  | 1,000.00                         |
| ➤ Expedite/Onboard   | 1,500.00                         |
| <i>*under MC No. SC-2021-03 Section 33</i>   |                                  |
| <b>3. Issuance of MARINA License ID</b>  | 250.00                           |
| <b>4. Surcharge for the late filing of renewal of COP and COC</b>  | 500.00                           |
| <i>*under MC No. SC-2021-05 Section 30</i>   |                                  |
| <b>5. Certified True Copy (CTC) of COP/COC/Marina License ID</b>   | 100.00                           |
| <b>6. Certification of Authenticity / and other Certifications</b>   | 300.00                           |
| <b>7. Certification of Enhanced Support Level Program (ESLP)/ Certification, Authentication and Verification (CAV)</b> | 300.00                           |
|  |                                  |
| <b>EXAMINATION AND ASSESSMENT DIVISION</b>   |                                  |
| <b>1.Theoretical Examination for Officers</b>  |                                  |
| ➤ Initial Schedule / Reschedule / Resit / Retake   | 1,000.00                         |
| <b>2.Theoretical Examination for Global Maritime Distress and Safety System (GMDSS) Radio Operators</b>                |                                  |
| ➤ Initial Schedule / Reschedule / Resit / Retake   | 500.00                           |
| <b>3.Certificate of Passing the Theoretical Examination</b>  | 250.00                           |
| <i>*under STCW Cir. Nos. 2014-08 to 13 and 2016-17</i>   |                                  |

|  |        |
|--|--------|
| <b>4. Authentication of Professional Regulation Commission (PRC) Examination Results</b> | 300.00 |
| *under STCW Advisory No. 2019-09   |        |
| <b>5. Certified True Copy (CTC) of Certificate of Passing</b>                            | 100.00 |

|  |   |
|--|---|
| <b>ACCREDITATION DIVISION</b>  |   |
| <b>1. Application for Course Accreditation of Maritime Training Institutions (MTIs)</b>            |   |
| ➤ Filing Fee   | 1,000.00/course   |
| ➤ Inspection Fee - to be paid prior to the conduct of the inspection                               | 1,000.00/course   |
| ➤ Accreditation Fee – to be paid upon approval   | 10,400.00/course  |
| <b>2. Application for Assessment of Competence Based on the Different Levels of Responsibility</b> |   |
| ➤ Filing Fee   | 1,000.00/assessment of competence per level of responsibility   |
| ➤ Inspection Fee - to be paid prior to the conduct of the inspection                               | 1,000.00/assessment of competence per level of responsibility   |
| ➤ Accreditation Fee – to be paid upon approval   | 10,400.00/ assessment of competence per level of responsibility |
| <b>3. Application Fee for Instructor/Assessor/ Supervisor</b>                                      | 500.00/course   |
| <b>4. Certificate of Accreditation for Instructor/Assessor/ Supervisor</b>                         | 500.00/course   |
| <b>5. Surcharge for the expired Certificate of Accreditation</b>                                   | 500.00  |
| <b>6. Surcharge for Replacement of Lost/ Damaged Certificate of Accreditation</b>                  | 500.00  |
| <b>7. Reprinting of Certificate of Accreditation due to change of name and updating of record</b>  | 500.00  |
| <b>8. Certified True Copy (CTC) for Certificate of Accreditation</b>                               | 100.00  |
| <b>9. Other Certification</b>  | 300.00  |
| <b>OTHER MISCELLANEOUS FEES</b>  |   |
| Legal Clearance  | 300.00  |

\*excluding other applicable government and online processing fees

MARINA rules, regulations and issuances inconsistent herewith are hereby repealed, amended or modified accordingly.

All other provisions of MARINA Circular 2015-05, not otherwise inconsistent herewith, shall remain in full force and effect.

This MARINA Circular shall take effect fifteen (15) days after its publication in a newspaper of general circulation.

Manila, Philippines\_\_ of \_\_\_\_\_ 2021.

**BY AUTHORITY OF THE BOARD:**

**VADM ROBERT A EMPEDRAD AFP (Ret)**  
**Administrator**

**SECRETARY'S CERTIFICATE**

This is to certify that MARINA Circular No.\_\_\_\_ has been approved by the MARINA Board during its \_\_\_\_\_ Board Meeting on \_\_\_\_\_ of \_\_\_\_\_ 2021.

**ATTY. EUSEBIA A. CADLUM-BOCO**  
**Corporate Board Secretary**

Date of Publication: \_\_\_\_\_

Date of Submission to ONAR: \_\_\_\_\_