

MEMORANDUM CIRCULAR NO. SC 2021-_____
Series of 2021

TO : ALL CADETS, SHIPOWNERS OF PHILIPPINE-REGISTERED SHIPS, LICENSED MANNING AGENCIES (LMAs), MARITIME HIGHER EDUCATION INSTITUTIONS (MHEIs), AND ALL CONCERNED MARITIME INDUSTRY STAKEHOLDERS

SUBJECT : GUIDELINES FOR THE ONBOARD TRAINING OF CADETS ON PHILIPPINE-REGISTERED SHIPS ENGAGED IN DOMESTIC SHIPPING

Pursuant to Presidential Decree No. 474, Republic Act No. 10635 and its Implementing Rules and Regulations (IRR), Executive Order No. 63 and its IRR, International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW), 1978, as amended, International Convention for the Safety of Life at Sea, 1974 (SOLAS) and Maritime Labor Convention 2006 (MLC 2006), Section X of MARINA Circular No. 2012-06, Section 22.4 of the Joint CHED-MARINA Memorandum Circular No. 01, series of 2019, Joint MARINA-PCG Memorandum Circular No. 001, series of 2019, and DOLE Department Order No. 129, series of 2013 and their subsequent amendments, the following guidelines are hereby promulgated and imposed:

I. OBJECTIVES:

The following are the objectives of this Circular:

1. To set the number of cadets onboard Philippine-registered ships engaged in domestic shipping to ensure compliance with the number of persons allowed onboard as required by the SOLAS Convention and with the minimum on-board accommodation requirements as required by the MLC 2006;
2. To ensure that cadets are closely supervised and monitored by a qualified officer/s to receive structured practical training and experience in the tasks, duties and responsibilities of an officer in charge of a watch as required by the STCW Code during onboard training on Philippine-registered ships;
3. To ensure that the onboard training is documented in an approved Training Record Book (TRB) and Daily Journal of Watchkeeping Duties;

¹ Joint CHED-MARINA Memorandum Circular No. 01, series of 2019

² Joint MARINA-PCG Memorandum Circular No. 001, series of 2019

³ Section B-II/1 paragraph 4.4 of the STCW Code

⁴ RA 9295

⁵ DOLE Department Order No. 129, series of 2013

4. To maintain a list of Philippine-registered ships showing the number of cadets that each ship can accommodate for On-board Training (OBT) based on the criteria set in this Circular;
5. For the shipping companies to develop their own pool of competent and trained seafarers.

II. COVERAGE:

These guidelines shall apply to / cover the following:

1. Philippine-registered ships of 500 gross tonnage or more and/or powered by main propulsion machinery of 750 kW or more engaged in the domestic shipping accommodating cadets for OBT.
2. Cadets who are required to undergo on-board training in order to complete their educational requirements for a maritime education program.

III. DEFINITION OF TERMS:

As used herein, the following terms shall be defined as:

1. **Maritime Administration** – refers to the Maritime Industry Authority (MARINA).
2. **Approved TRB** – refers to an updated version of the International Shipping Federation (ISF) or Global MET Training Record Book (TRB) or MARINA-approved TRB in accordance with the requirements of the STCW Convention, 1978, as amended¹.
3. **Cadet** – refers to a student of MHEI who is required to undergo training on-board ships engaged in international or domestic trade to complete the educational requirements for a maritime education program².
4. **Company Training Officer** – refers to a person nominated or designated by the shipping company who have the overall responsibility for the onboard training program and for coordination with MHEIs where the cadets/students have completed their classroom instructions³.
5. **Daily Journal of Bridge Watchkeeping Duties (DJBWD)** – refers to a documentary evidence required by the MARINA showing specific activities during bridge watchkeeping of a candidate for Certificate of Competency (COC) as Officer-in-

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Charge of a Navigational Watch, under the supervision of the master or a qualified officer for a period of not less than one hundred eighty (180) days, in compliance with Regulation II/1 (2.3) of the STCW Convention, 1978, as amended².

6. **Daily Journal of Engine-room Watchkeeping Duties (DJEWD)** – refers to a documentary evidence required by the MARINA showing specific activities during engine-room watchkeeping of a candidate for COC as Officer-in-Charge of an Engineering Watch, under the supervision of the chief engineer officer or a qualified engineer officer for a period of not less than one hundred (180) days, in compliance with Regulation III/1 (2.3) of the STCW Convention, 1978, as amended².
7. **Domestic shipping** – refers to the transport of passenger or cargo, or both, by ships duly registered and licensed under Philippine law to engage in trade and commerce between Philippine ports and within Philippine territorial or internal waters, for hire or compensation, with general or limited clientele, whether permanent, occasional, or incidental, with or without fixed routes, and done for contractual or commercial purposes⁴.
8. **Maritime Higher Education Institution (MHEI)** – refers to a higher education institution granted authority to operate BSMT and/or BSMarE program by the CHED.
9. **Pre-departure inspection** – refers to an inspection conducted by PCG on Philippine-registered ships prior to departure².
10. **Shipboard Training Officer** – refers to all qualified officers who are members of the crew or part of the manning complement of the ship responsible to supervise and monitor the performance of cadet during the period of the OBT and ensure that each receives systematic practical training and experience in the tasks, duties and responsibilities of a ship officer, and ensure that the training record book is properly maintained.
11. **Shipowner/Shipping Company** – refers to the owner of the ship or any other organization or person, such as the manager, agent or bareboat charterer, who has assumed the responsibility for operation of the ship from the owner and who, on assuming such responsibility has agreed to take over all the duties and responsibilities imposed on shipowners by this Circular.
12. **Safety Management System (SMS)** – refers to an organized system planned and implemented by the shipping companies to ensure safety of the ship and its crew and/or passengers and marine environment².

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13. **On-board Training** – refers to a seagoing service requirement as part of an approved training program for BSMT or BSMarE students to qualify for graduation and to take the assessment of competence required for certification under Regulation II/1 and Regulation III/1 of the STCW Convention, 1978, as amended, and is documented in an approved TRB. It provides all cadets with the opportunity to receive systematic practical training and experience in the tasks, duties and responsibilities of an officer in charge of a watch.
14. **Onboard Training Program** – refers to the Guidelines on the Implementation of Onboard Training requirement for BSMT and BSMarE Programs which is annexed to the existing Joint CHED-MARINA Memorandum Circular (JCMMC) on the Policies, Standards and Guidelines for BSMT and BSMarE Programs approved by CHED and Maritime Administration.
15. **Onboard Training Plan (OTP)** – refers to the plan approved by the Onboard Training Supervisor of the MHEI and Company Training Officer of the shipping company, which is annexed to the OBT Agreement, indicating the planned schedule for the onboard training tasks under each competence in the TRB which will be accomplished during the OBT period, in consideration of the available machineries, equipment and instruments of a particular ship. Competences and/or tasks that cannot be completed onboard the ships shall likewise be specifically indicated in the OTP.
16. **On-board Training Supervisor** – refers to a person designated by the MHEI to direct and coordinate the facilitation of the cadets and monitor the progress of the shipboard training program.

IV. GENERAL PROVISIONS

1. Philippine-registered ships of 500 gross tonnage or more and/or powered by main propulsion machinery of 750 kW propulsion power or more are required to accommodate cadets for onboard training (OBT).
2. The shipping companies accommodating cadets onboard their ships shall have a clear and comprehensive policy and procedures covering the implementation of OBT requirement in its Quality Standards System (QSS) or Safety Management System (SMS) Manual, which shall cover among others, orientation/familiarization of cadets, designation of shipboard training officer, conduct of onboard training, embarkation/disembarkation of cadets, and issuance of certificates of sea service.

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3. The Shipowner/Shipping Company shall implement the Onboard Training Plan which was based on the onboard training program incorporated in the existing JCMC on the Policies, Standards and Guidelines for BSMT and BSMarE Programs approved by the CHED and the Maritime Administration.
4. Cadets performing tasks, duties and responsibilities as part of the onboard training program under the supervision and monitoring of qualified officers or shipboard training officer/s (STOs) shall not be considered as part of the regular crew.
5. Cadets shall not be required to perform any task which are not part of their training duties stated in the Onboard Training Plan or Training Record Book and Daily Journal of Watchkeeping Duties.
6. Cadets shall be provided with suitable accommodations onboard ship⁵ for the whole duration of the OBT in accordance with the applicable laws and conventions. However, the shipping company of ship engaged in domestic shipping with short voyage of not more than 4 hours travel time may provide the accommodations of their cadets ashore.
7. The expenses to be incurred by the cadet for food, personal protective equipment (PPE) and miscellaneous costs while undergoing OBT on ship engaged in domestic shipping shall be covered by the tuition fee for OBT. This arrangement as well as the health and accident insurance of either group or individual coverage of at least P250,000.00 for each cadet to be shouldered by the shipping company concerned, shall be included in the OBT Agreement between the MHEI, Cadet and Shipping Company before the commencement of the onboard training.
8. In case of any unusual events or incidents, the shipowner shall promptly inform or report the status of cadet to the concerned MHEI, nearest MARINA Regional Office and the Philippine Coast Guard.

V. SPECIFIC PROVISIONS

1. The following criteria shall be taken into consideration in determining the allowable number of cadets to be accommodated onboard the Philippine-registered ship:
 - 1.1. Cadets shall be provided with suitable accommodation onboard for the whole duration of the OBT in accordance with applicable laws and conventions;
 - 1.2. Cadets shall be allocated with appropriate life-saving appliances while the corresponding ship must meet the minimum occupational safety and health protection pursuant to guidelines in B4.3 of Regulation 4.3 of the MLC 2006;

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- 1.3. Cadets undergoing onboard training must be closely supervised and monitored by the qualified officers referred to as STO. Each officer may be assigned with not more than three (3) cadets per work shift of watchkeeping duty/sea watch and in-port watch; and
- 1.4. The total number of persons allowed onboard reflected in the ship's safety certificate shall not be exceeded with the acceptance of the cadet/s.
2. The qualified officer onboard referred to as STO shall meet the following qualifications:
 - 2.1 Have completed approved BSMT or BSMarE program, as applicable;
 - 2.2 Holder of a valid Certificate of Competency (COC) or Domestic Certificate of Competency (DCOC) for merchant ships engaged in domestic shipping appropriate to the level of responsibility or capacity they perform onboard ship; and
 - 2.3 Have proper orientation on the duties and responsibilities of the Shipboard Training Officer conducted by the Company Training Officer (CTO).
3. The following shall be the duties and responsibilities of a qualified officer, referred to as STO, with respect to OBT:
 - 3.1 Implement the approved onboard training plan;
 - 3.2 Supervise and monitor the performance of cadet during the period of the OBT;
 - 3.3 Ensure that each cadet receives systematic practical training and experience in the tasks, duties and responsibilities of a ship officer;
 - 3.4 Review, examine and ensure, in a supervisory capacity, that the TRB and Daily Journal of Watchkeeping Duties are properly filled up and maintained, and that all other requirements are fulfilled including the progress of the training based on the OBT Plan; and
 - 3.5 Affix initial or signature in the TRB and the Daily Journal of Watchkeeping Duties after evaluating that the cadet has satisfactorily achieved the tasks and duties itemized therein.

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4. Duties and responsibilities of Shipowners/Shipping companies accommodating cadets on board their ships engaged in domestic shipping:
 - 4.1 Incorporate all activities and programs relative to the onboard training in their respective Quality Standards System (QSS) and/or Safety Management System (SMS) Manual or cite/cross-reference the OBT plan therein.
 - 4.2 Submit to MARINA a list of their ships of 500GT or more and/or powered by main propulsion machinery of 750 kW or more including the number of cadets each can accommodate taking into consideration the criteria enumerated in Item V.1 above using the attached template in **Annex A**.
 - 4.3 Ensure that the cadet has enrolled for OBT in a duly recognized MHEI and has valid OBT agreement executed between them (Shipowner-MHEI-Cadet) which shall be inclusive of, among others, the provisions stated in Item IV.7 of this Circular.
 - 4.4 Designate CTO who shall provide orientation to the qualified officers or Shipboard Training Officer/s of its domestic ships on their duties and responsibilities stated in Item V.3 above.
5. Notwithstanding the provision of Item V.1.1.3 above, passenger ships/RORO passenger ships may be allowed to accommodate more cadets than the recommended maximum number based on the aforementioned criteria in Item V.1. For additional 1 to 10 deck cadets, the concerned shipping company shall engage additional 1 STO. This ratio also applies in the engine department, i.e. for additional 1 to 10 engine cadets there must be additional 1 STO. These additional dedicated STOs shall not be considered as part of the regular crew but must meet the qualification enumerated in Item V.2 above, and shall also be provided with suitable accommodation and appropriate life-saving appliances. The primary function of the additional STOs is to assist the qualified officers in supervising the OBT of cadets in the deck or engine works and watchkeeping duties.
6. In relation to item V.5 above, the concerned shipping company shall, taking into consideration Item V.4.4.1, ensure that their performance is properly supervised and monitored by the qualified officers/STOs as well as by the CTO and OBT Supervisor of the MHEIs during the period of the OBT, and that cadets are given sufficient opportunity to complete their watchkeeping duties and receive systematic practical training and experience in the tasks, duties and responsibilities of a ship officer. A letter indicating intent to accommodate additional cadet/s and STO/s shall be submitted by the Shipping Companies together with a copy of these procedures or the OBT Plan, the list of their ships and the number of cadets each ship can accommodate to the MARINA Regional

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Offices (MRO) where the ship is homeported, in order to determine their capability to implement the OBT program prior to the commencement of the OBT.

7. In reference to Item IV.6 and the preceding paragraph above, all cadets on passenger ships/RORO Passenger Ships with more than 4 hours travel time shall be provided with suitable accommodation for the whole duration of the OBT. On the other hand, the accommodation of cadets onboard passenger ships/RORO Passenger Ships with 4 hours or less travel time may be provided ashore.
8. For purposes of briefing and debriefing of cadets, the shipping company that intends to accommodate more cadets than the recommended number based on the criteria in Item V.1 above shall install a classroom laboratory or designate any room onboard their ship appropriate for the said purpose which shall contain the necessary equipment and furniture such as but not limited to chairs, instructor's podium, multimedia, black/white board, and computers.
9. The MARINA shall publish in its website and social media platforms an evolving list of ships accommodating cadets based on the submission of shipowners/shipping companies, including the number of cadets allowed onboard the ships.
10. The CTO shall be responsible for the following:
 - 10.1 Facilitate the approval of the OBT Agreement, including the development and approval of the OBT Plan of the cadets to be implemented onboard the ship in coordination with the OBT Supervisor of the MHEI;
 - 10.2 Act as focal person of the shipping company in the implementation of the OBT program;
 - 10.3 Monitor the progress of cadets throughout the period of OBT in coordination with the OBT Supervisor of the MHEI;
 - 10.4 Provide guidance, as required, and ensure that the responsibilities of all concerned with respect to the OBT are complied with; and
 - 10.5 Provide orientation to the qualified officers referred to as STO on the proper filling up of TRB and Daily Journal of Watchkeeping Duties.
11. The Master of the ship shall be responsible for the following:
 - 11.1 Provide the link between the qualified officers/STO and the CTO ashore;

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- 11.2 Ensure the continuity of the OBT in case the qualified officer/STO is relieved during the voyage;
 - 11.3 Ensure that the qualified officers/STO and cadets are effectively carrying out the activities in the OBT Plan, TRB and Daily Journal of Watchkeeping Duties;
 - 11.4 Ensure that cadets receive basic safety familiarization to know what to do in an emergency situation before being assigned to shipboard duties as required by Section A-VI/1 paragraph 1 of the STCW Code; and
 - 11.5 Evaluate cadets' performance onboard before affixing signature in the TRB and DJBWD or DJBEW.
12. The following shall be the Cadet's responsibilities:
- 12.1 Diligently perform his/her training duties in accordance with the OBT program/OBT plan;
 - 12.2 Keep the TRB and DJBWD or DJEWD properly filled-up, prepare and gather all required projects and objective evidences of performance of onboard tasks, and complete the OBT within the period stipulated;
 - 12.3 Performs other designated tasks and assignments, and comply with all the company policies and procedures including all policies on the safety and security of the ship and the protection of the marine environment;
 - 12.4 Abide by all lawful instructions of the Master of the ship and other officers designated to supervise & monitor the conduct of OBT; and
 - 12.5 Conduct himself/herself in an orderly and respectful manner towards shipmates, passengers, shippers, stevedores, port authorities, and other persons on official business with the ship.
13. The Shipping Company may, after observing due process and giving prior notice to the concerned MHEI and MRO, terminate the engagement of a cadet in the OBT program for any of the following reasons:
- 13.1 Repeated failure of a cadet to perform duties assigned, or meet designated tasks, or comply with requirements, regulations, policies, procedures, or conditions, or pass necessary assessment criteria defined in the OBT Plan and TRB.

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- 13.2 Any action of cadet on board that jeopardizes the safety or security of the ship, its crew, passengers or any person on business with the ship.
- 13.3 Any action taken by cadet that pollutes or otherwise causes harm to the marine environment.
14. When the cadet is unable to carry out his/her duties under the OBT Plan or TRB for serious medical reasons occurring during the period of OBT, or is incapacitated due to illness, injury or medical condition, the shipping company may temporarily suspend the training of the cadet. However, upon full recovery and submission of a medical fitness certificate, the shipping company shall allow the cadet to complete the training onboard the ship.
15. In accordance with the provisions of Item V.4.4.2 above, the following procedures relative thereto shall be followed:
- 15.1 The shipowners/shipping companies shall submit to MARINA, through the concerned MARINA Regional Offices (MROs) where their ships are homeported/registered, the list of their ships engaged in domestic shipping with the declared maximum number of allowable cadets to be accommodated on board based on the aforementioned criteria within 2 months from the effectivity date of this Circular.
- 15.2 The MROs shall forward the submission of the shipowners/shipping companies to the MARINA Central Office for consolidation and publication in its website and social media platforms.
- 15.3 Any request for revision of the submitted list of ships and the maximum allowable number of cadets each ship can accommodate shall be submitted to MARINA, through the concerned MRO where the ship is homeported, for evaluation and approval.

VI. CONTROL MECHANISM

1. The MROs and/or Enforcement Service Unit of MARINA shall conduct random inspection/monitoring of ships accommodating cadets based on the list submitted to MARINA to verify compliance with the requirements of this Circular. The OBT procedures in the SMS shall likewise be verified by the MARINA during the conduct of ISM audit and safety inspection of the ship.
2. In accordance with the Joint MARINA-PCG Memorandum Circular No. 001, Series of 2019 and its subsequent amendments, the Philippine Coast Guard (PCG) shall also monitor the onboard training of cadets as part of its inspection procedures on

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domestic ships. The MARINA shall furnish the PCG with a copy of the list of ships accommodating cadets as basis for the conduct of monitoring of OBT.

3. The Onboard Training Monitoring Reports containing violations/findings shall be immediately transmitted by the PCG to the nearest MRO.
4. The MRO who is in receipt of the Onboard Training Monitoring Reports with violations/findings shall, subject to observance of due process, impose fines and penalties to the Shipping Company which may include the cancellation of the Ship's Safety Certificate.
5. Relevant information regarding the cancellation of the Ship's Safety Certificate shall be provided by the concerned MRO to the nearest CHED Regional Office (CHEDRO) who will subsequently inform the concerned MHEIs who have or may have existing agreements with the shipping company, furnishing the PCG a copy thereof.

VII. PENALTY CLAUSE

Any violation of the provisions of this Circular shall be subject to fines and penalties prescribed under the pertinent existing MARINA Circulars, including any amendment or addendum thereof, as may be promulgated by the Maritime Administration.

VIII. REPEALING CLAUSE

MARINA Advisory 2020-11 and any existing MARINA and STCW Circulars, Advisories, rules and regulations, which are contrary to or inconsistent with the provisions of this Circular are hereby repealed, amended, modified or superseded accordingly.

IX. SEPARABILITY CLAUSE

If any part or provision of this Circular is declared by any competent authority to be invalid or unconstitutional, the remaining provisions or parts hereof shall remain in full force and effect and shall continue to be valid and effective.

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X. EFFECTIVITY CLAUSE

This Circular shall take effect fifteen (15) days after its publication once in a newspaper of general circulation and submission to the Office of the National Administrative Register (ONAR).

Done in the City of Manila on _____.

BY AUTHORITY OF THE MARINA BOARD:

VADM ROBERT A EMPEDRAD AFP (RET)
Administrator

SECRETARY'S CERTIFICATION

This is to certify that Memorandum circular No. SC-2021-_____ was approved by the MARINA Board of Directors during its _____ Regular Meeting held on _____.

MARINA CORPORATE BOARD SECRETARY

Date of Publication: _____

Date of submission to ONAR: _____

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