



**Republic of the Philippines
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY
PHILIPPINE COAST GUARD**



JOINT MARINA-PCG MEMORANDUM CIRCULAR NO. 001

Series of 2019

SUBJECT: GUIDELINES ON MONITORING OF ONBOARD TRAINING

**ARTICLE I
AUTHORITY**

Section 1. In accordance with the pertinent provisions of Republic Act (RA) No. 10635 and its Implementing Rules and Regulations (IRR) which established the Maritime Industry Authority (MARINA) as the Philippines' Single Maritime Administration; Executive Order (EO) No. 63 and its IRR which further strengthened the authority of MARINA as the Single Maritime Administration; MARINA Memorandum Circular 2012-06; RA No. 9993 otherwise known as the "Philippine Coast Guard (PCG) Law of 2009" which mandated the PCG to board and inspect all types of vessels, watercraft and off-shore floating facilities to enforce all applicable laws while within the country's maritime jurisdiction.

**ARTICLE II
OBJECTIVES**

Section 2. To provide guidance and procedures on the monitoring of onboard training of cadets, which shall form part of the vessel inspections by the PCG;

Section 3. To ensure the effective implementation and enforcement of applicable provisions/regulations; and

Section 4. To ensure that cadets undergoing structured 12 months shipboard training onboard vessels engaged in domestic trade are properly monitored.

**ARTICLE III
APPLICATION**

Section 5. This Circular shall apply to vessels engaged in domestic commercial trade calling any Philippine ports with Filipino cadet/s onboard undergoing onboard training.

**ARTICLE IV
DEFINITION OF TERMS**

Section 6. For purposes of this Joint Memorandum Circular, the following terms shall apply:

- 6.1 Cadet** refers to a student of MHEI who is required to undergo training onboard registered international ships or domestic ships to fulfill a maritime academic course.
- 6.2 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) and Certificate of Endorsement (COE) as Officer-in-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.
- 6.3 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 and COE 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 eighty (180) days, in compliance with Regulation III/1 (2.3) of the STCW.
- 6.4 Maritime Higher Education Institution (MHEI)** refers to a higher education institution granted authority to operate BSMT and/or BSMarE program by the CHED.
- 6.5 Pre-departure inspection** refers to an inspection conducted by PCG on Philippine-registered vessels prior to departure.
- 6.6 Safety Management System (SMS)** refers to an organized system planned and implemented by the shipping companies to ensure safety of the ship and marine environment.
- 6.7 Training Record Book (TRB)** – refers to an updated version of the International Shipping Federation (ISF) or Global Met TRB or MARINA-approved Training Record Book which includes the competence requirements of the 2010 Manila Amendments to the STCW Convention, issued to students or cadets who enrolled the structured 12 months shipboard training. The name of the issuing MHEI and the name and number of the student must be stamped on a conspicuous page, preferably next to the front page the TRB. The student's number must also be stamped on all pages of the TRB.

ARTICLE V GENERAL PROVISIONS

Section 7. The MARINA and the PCG hereby established and issued policies and procedures on monitoring of Filipino cadets onboard vessels engaged in domestic commercial trade calling any Philippine ports.

ARTICLE VI SPECIFIC PROVISIONS

Section 8. The MARINA shall identify ships that may be allowed to accommodate cadets for the purpose of onboard training, a copy of which shall be furnished to the PCG. These ships must be engaged in domestic commercial trade of at least 500 GT in respect of tonnage and 750 kW in respect of engine power and can accommodate a **reasonable number** of students of maritime courses for apprenticeship training on board ships, based on the shipowner/ship operator's declared maximum carrying capacity after satisfying the following conditions:

- a. Cadets must be provided with suitable accommodation onboard for the whole duration of the onboard training pursuant to applicable laws and conventions;
- b. Cadets must be allocated with appropriate Life Saving Equipment; and
- c. The shipping companies accommodating cadets onboard must have policies and procedures defining their structured program on apprenticeship training incorporated in their respective Safety Management System (SMS) Manuals.

Section 9. The PCG shall validate the actual number of cadets onboard against the declaration made by the shipowner/ship operators including their TRB and/or DJBWD or DJEWD.

Section 10. The MARINA, in reference to Section 8, shall publish a list of identified ships including their maximum allowable cadets onboard.

ARTICLE VII GUIDANCE AND PROCEDURES IN THE CONDUCT OF MONITORING OF ONBOARD TRAINING

Section 11. The following shall be the guidelines and procedures in the conduct of monitoring of onboard training:

1. The monitoring of onboard training is to be done during pre-departure inspection and shall be carried out by the PCG. It shall basically be a verification of the actual number of cadets onboard as against the declaration made by the shipowner/ship operator including their TRB and/or DJBWD or DJEWD.
2. Masters of vessels are required to submit a Master's Declaration of Safe Departure (MDSD) and must acknowledge Form "A" of this Circular, at the time of monitoring.
3. Copy of the monitoring report which will be furnished by the Monitoring/Inspection Team to the Master of the vessel must be retained onboard for a period of two years for verification.

ARTICLE VIII

SUBMISSION OF MONITORING REPORTS OF ONBOARD TRAINING

Section 12. Monitoring Reports containing any of the violations/findings listed below must be immediately transmitted by the PCG to the nearest MARINA Regional Office (MRO):

1. The vessel where the cadet/s is/are undergoing onboard training is not listed as an identified vessel pursuant to Section 10 of the Joint MARINA-PCG Memorandum Circular No. 001.
2. The vessel carries more than the allowed number of cadets as declared by its shipowner/s or ship operator/s.
3. Cadets have no suitable accommodation onboard for the whole duration of the onboard training.
4. Cadets have no allocated Life Saving Equipment.
5. The shipping company has no policies and procedures defining their structured program on apprenticeship training incorporated in their respective Safety Management System (SMS) Manuals.
6. Failure to document the training activities in the TRB and DJBWD or DJEWD.

ARTICLE IX

ACTIONS ON THE MONITORING REPORTS ON ONBOARD TRAINING

Section 13. The MRO who is in receipt of monitoring reports with findings/violations shall, subject to observance of due process, cancel / recommend the cancellation of the identified vessels to accommodate cadets for onboard training, furnishing the PCG a copy thereof.

Section 14. Relevant information regarding the cancellation of the identified vessels shall be provided by the concerned MRO to the nearest CHED Regional Office (CHEDRO) who will in turn inform the concerned MHEIs who have or may have existing agreements with the shipping company, furnishing the PCG a copy thereof.

ARTICLE X

MISCELLANEOUS PROVISIONS

Section 15. Repealing Clause. All issuances, which are inconsistent with the provisions of this Joint Memorandum Circular are hereby repealed, amended, modified or superseded in accordance with the intent of this Circular.

Section 16. Separability Clause. If any part or provision of this Joint Memorandum Circular shall be held unconstitutional or invalid, other provisions hereof which are not affected shall continue to be in full force and effect.

Section 17. Fines and Penalties. Any violations committed by the shipping company shall be subject to the fines and penalties prescribed under existing MARINA Memorandum Circular.

Section 18. Effectivity Clause. This Joint Memorandum Circular shall take effect fifteen (15) days after its publication once in a newspaper of general circulation.

Manila, Philippines OCT 28 2019.

Approved:

For the **Maritime Industry Authority:**


VADM NARCISO A VINGSON JR
Officer-In-Charge
Office of the Administrator

For the **Philippine Coast Guard:**


VADM JOEL S GARCIA PCG Ph.D., H.D., Al-haj
Commandant

Date of Publication : 05 November 2019
Business Mirror



Republic of the Philippines
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY
PHILIPPINE COAST GUARD



FOR : **The Regional Director**
MARINA Regional Office _____

FROM : Monitoring/Inspection Team

SUBJECT: : **ONBOARD TRAINING MONITORING REPORT**

DATE : _____

Madam/Sir:

Pursuant to Section 12, Article VIII of the Joint MARINA-PCG Memorandum Circular No. 001, Series of 2019, we are forwarding a summary of the recently concluded onboard monitoring, together with the Master's Declaration of Safe Departure (MDSD), for your information and appropriate action.

Name of vessel and Official Number:	
Maximum allowable cadets onboard as declared by the Shipowner/Ship Operator:	
Date and Place of Monitoring / Inspection:	Date and Place of last Monitoring / Inspection:
Findings/Violations: <ul style="list-style-type: none"> <input type="checkbox"/> 1. The vessel where the cadet/s is/are undergoing onboard training is not listed as an identified vessel pursuant to Section 10 of the Joint MARINA-PCG Memorandum Circular No. 001. <input type="checkbox"/> 2. The vessel carries more than the allowed number of cadets as declared by its shipowner/s or ship operator/s. <input type="checkbox"/> 3. Cadets have no suitable accommodation onboard for the whole duration of the onboard training. <input type="checkbox"/> 4. Cadets have no allocated Life Saving Equipment. <input type="checkbox"/> 5. The shipping company has no policies and procedures defining their structured program on apprenticeship training incorporated in their respective Safety Management System (SMS) Manuals. <input type="checkbox"/> 6. Failure to document the training activities in the Training Record Book and Daily Journal of Bridge Watchkeeping Duties or Daily Journal of Engine-room Watchkeeping Duties. 	
Remark/s:	

Name and Signature of the Monitoring/Inspection Team

Name	Rank / Position	Signature

Acknowledged by:

Signature over printed name of the Master and Ship's Stamp	Date