



Republic of the Philippines
DEPARTMENT OF TRANSPORTATION

MARITIME INDUSTRY AUTHORITY



Date: FEB 03 2021

MARINA ADVISORY NO. 2021-07
Series of 2021

TO: ALL ASSESSMENT CENTERS (ACs)

SUBJECT: GUIDELINES ON THE SUBMISSION OF PRACTICAL ASSESSMENT REPORTS, ISSUANCE OF CERTIFICATE OF PASSING THE PRACTICAL ASSESSMENT AND OTHER RELATED MATTERS

Pursuant to STCW Circular 2015-10 which pertains to the Policies, Rules and Regulations on the Accreditations of Assessment Centers (ACs) for the Conduct of Theoretical Examination and Practical Assessment and in view of the implementation of the MARINA Integrated Seafarers Management Online (MISMO) System, the following guidelines on the submission of practical assessment reports, issuance of Certificate of Passing the Practical Assessment and other related matters for practical assessment under Chapters II, III and IV of the STCW Convention, 1978, as amended are hereby adopted:

I. GENERAL GUIDELINES

- a. Submission of the following reports and issuance of relevant Certificate shall be in accordance with the template annexed to this Advisory:

Annex A	Certificate of Passing the Practical Assessment;
Annex B	Practical Assessment Anecdotal Record (PAAR);
Annex C	Results of Assessment (ROA);
Annex D	Summary Report of Assessment; and
Annex E	Monthly Schedule of Assessment.

- b. The submission of the following reports and encoding of relevant information shall be done through the MISMO System using AC's respective MISMO Account:

Subject	Deadline of Submission
Encoding of enrolled candidates	At least one (1) working day prior to the conduct of Practical Assessment
Encoding of results of assessment	Within one (1) working day after the conduct of practical assessment
Submission ROA	Within one (1) working day after the conduct of practical assessment

MARINA Building
20th Street corner Bonifacio Drive
1018 Port Area (South), Manila

Tel. Nos: (632) 523-9078 / 526-0971
Fax No: (632) 524-2895
Website: www.marina.gov.ph

- c. The following reports shall be submitted through STCW Office's relevant e-mail address:

Report	E-mail Address	Deadline of Submission
PAAR	stcwo_ead@marina.gov.ph	Within one (1) working day after the conduct of assessment
Monthly Schedule of Assessment	stcwo_ead@marina.gov.ph; stcw_monitoring@marina.gov.ph; stcw_surveillance@marina.gov.ph; stcw_accr@marina.gov.ph; and to respective BOE email address: stcwo_bomdo@marina.gov.ph stcwo_bomeo@marina.gov.ph deckratingboard@marina.gov.ph engineratingboard@marina.gov.ph	For existing ACs: Every second Friday of the preceding month For newly Accredited ACs: Five (5) days prior to the actual conduct of practical assessment Revision shall be submitted two (2) weeks prior to the actual conduct of assessment subject to the approval of the Administration.
Summary Report of Assessment	stcwo_ead@marina.gov.ph	Shall be submitted in a monthly basis. Every second working day of the month.

For purposes of uniformity and traceability, the following file name, code, and email subject shall be adopted:

Coding:

LEVEL OF ASSESSMENT	CODE
Deck Management Level	PAD-MNGT
Deck Operational Level	PAD-OIC
Engine Management Level	PAE-MNGT
Engine Operational Level	PAE-OIC
GMDSS Radio Operator	GMDSS
Ratings Forming Part of a Navigational Watch	RFPNW
Able Seafarer Deck	ABD

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LEVEL OF ASSESSMENT	CODE
Ratings Forming Part of an Engineering Watch	RFPEW
Able Seafarer Engine	ABE
Electro-Technical Officers	ETO
Electro-Technical Ratings	ETR

File Name and Email subject format:

PAAR – Date of Assessment (MMDDYYYY) – Level of Assessment
Code – AC Name

e.g: PAAR-01152020-RFPNW-XXXXXX

Monthly Schedule of Assessment – Period of Assessment (MMYYYY)
– Name of AC

e.g.: Monthly Schedule of Assessment – 012021 - XXXXX

Summary Report of Assessment – Period of Assessment (MMYYYY) –
Name of AC

e.g: Summary Report of Assessment – 012021 - XXXXX

- d. The Certificate of Passing the Practical Assessment shall be issued by the Assessment Centers to the respective candidates after passing the practical assessment. ACs are reminded to ensure that the regulations under the relevant STCW Circulars are appropriately cited.
- e. The conduct of practical assessment are being monitored by the Examination and Assessment Division (EAD) and the Board of Examiners (BOE) remotely. ACs shall ensure accessibility of its real-time audio and video monitoring system. However, in case of sudden suspension of work in MARINA Central Office and as required by the Administration, the submission of the recorded practical assessment through flash drive/CDs shall be required one (1) working day after the conduct of the assessment.

For newly accredited ACs, they shall secure a schedule for the installation and configuration of CCTV application at the EAD at least one (1) week prior to the start of its operations. Subsequently, they shall provide its login credentials for the remote monitoring.

- f. The practical assessment shall be conducted from Monday to Friday, 6:00 AM to 5:00 PM only. The conduct of practical assessment during regular and/or special non-working holidays and as suspended by the Administration is strictly prohibited.

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II. GUIDELINES ON THE TRANSITION FROM STCW CIRCULAR NOS. 2014-08 TO 2014-13 AND 2016-17 (OLD SYSTEM) TO STCW CIRCULAR NOS. 2018-08 AND 2018-09

Assessment Centers shall ensure no mix-up of candidates under the Old System and the New System. Upon enrollment, the AC shall require all candidates to present their Certificate of Passing the Theoretical Examination together with their Practical Assessment Application Number to identify the appropriate assessment for them. For easier identification, below are the features of the said Certificates under the relevant system:

Report	New System	Old System
BOE Signature	X	✓
Documentary Stamp	X	✓
Dry Seal	X	✓
QR Code incorporating the bearer's full name and SRN	✓	X
Notation that the bearer of Certificate is qualified to take the Practical Assessment	✓	X
Notation as to until when to complete and pass the assessment of competence	✓	X
System generated	✓	X

III. GUIDELINES FOR THE CONDUCT OF PRACTICAL ASSESSMENT UNDER THE NEW SYSTEM

- a. **Practical Assessment Permit is no longer required** for candidates under the New System. The Candidates **only need to present the system generated Application Number** sent via text message or reflected in the MISMO Accounts of seafarer-candidate. All ACs are given discretion to establish a procedure in their quality system in providing every candidate a copy of their practical assessment scores.


However, due to the ongoing transition, candidates under the New System also receive a system generated Practical Assessment Permit in their MISMO accounts, Assessment Centers are advised to just disregard it as these permits are intended only for candidates under the Old System.

- b. Practical assessment under the New System shall have its own Batch Number with the following format:

Sequence Number – Current Year (New System)
e.g: 001-2021 (New System)

- c. The rules on practical assessment provided in Section 15 of STCW Circular Nos. 2018-08 and 2018-09, supported by its Erratum, shall be observed at all times.
- d. Appropriate number of STCW Circular shall be cited in the Certificate of Passing the Practical Assessment:
- STCW Circular No. 2018-08 for Deck Operational and Management Level, and the GMDSS Radio Operator; and
 - STCW Circular No. 2018-09 for Engine Operational and Management Level, and Electro-Technical Officers (ETO).
- e. Provision under Section 11 of the STCW Circular Nos. 2018-08 and 2018-09 is hereby reiterated and shall be observed at all times wherein it is stated that Maritime Training Institutions (MTIs) or Maritime Higher Education Institution (MHEIs) that are at the same time accredited as ACs are prohibited to conduct practical assessment to their own trainees or students for purposes of qualifying for the issuance of any certificates mandated under the STCW Convention, 1978, as amended.

For guidance and strict compliance.


VADM ROBERT A EMPEDRAD AFP (Ret)
Administrator