



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY

APR 30 2024

MARINA ADVISORY NO. 2024- 22

Series of 2024

TO : ALL RECOGNIZED MARITIME HIGHER EDUCATION INSTITUTIONS (MHEIs), SEAFARERS, AND ALL CONCERNED

SUBJECT : GUIDELINES ON THE ENCODING OF RELEVANT INFORMATION IN THE MARINA INTEGRATED SEAFARERS MANAGEMENT ONLINE (MISMO) SYSTEM RELATIVE TO EDUCATION

In accordance with Memorandum Circular Nos. SC-2021-03 and 2021-06, relative to the Issuance, Revalidation and Replacement of Certificate of Competency (CoC) under Regulations II and III of the STCW Convention, 1978, as amended, and in view of the implementation of the MISMO System as part of this Administration's intensified modernization initiatives to provide our seafarers with excellent service, the following guidelines on the encoding of relevant information related to education are hereby adopted:

1. All MHEIs shall submit their Letter of Intent (LOI) (See Annex A Template) to the official e-mail address of the Information and Communications Technology Management Division (ICTMD) of the STCW Office at stcw_ictmd@mail.marina.gov.ph for registration and creation of MISMO account.
2. The concerned MHEI shall provide all information required to be encoded in the MISMO System within the prescribed period:

Institution	Information to be Encoded	Prescribed period to encode into MISMO System
MHEI	<ul style="list-style-type: none"> • Degree / Course • Year started the first-year study of the course • Year Graduated • Special Order No. / Resolution No. • Date Issued • Issued by 	Within three (3) working days after the issuance of the Special Order

Starting 01 June 2024, only information regarding education encoded into the MISMO system by the MHEI shall be recognized and accepted for the assessment of competence and issuance of corresponding STCW Certificates. The concerned

institutions shall be held fully liable for the veracity of the information encoded into the MISMO system.

As stipulated in the aforementioned Circulars, the compliance of the MHEI with their reportorial responsibilities under this Circular shall be verified/checked during the joint monitoring activities of MARINA and Commission on Higher Education (CHED).

For guidance and strict compliance.

A handwritten signature in blue ink, appearing to read 'Sonia B. Malaluan', is written over the printed name. The signature is stylized and includes a large loop at the end.
SONIA B. MALALUAN
Administrator

(Company letterhead and logo)

Date: _____

The Executive Director
Office of the Executive Director
STCW Office
Maritime Industry Authority

Thru: The Chief,
Information and Communications Management Technology Division,
STCW Office

Dear Sir/Madam:

This pertains to the encoding of relevant information on the graduates of the Bachelor of Science in Marine Transportation (BSMT) and Bachelor of Science in Marine Engineering (BSMarE), in the MARINA Integrated Seafarers Management Online (MISMO) System.

We, **(NAME OF SCHOOL)**, located at **(ADDRESS OF SCHOOL)**, and offering **(BSMT and/or BSMarE)** would like to request registration and the creation of a MISMO Account in compliance with the Memorandum Circular Nos. 2021-03 and 06.

Furthermore, **(E.g., MR. JUAN DELA CRUZ)**, **(POSITION)**, will serve as our focal person to coordinate with your Office on behalf of **(NAME OF SCHOOL)**. You may reach him/her through **(Telephone Number)** and email address **(email)**.

Thank you.

Sincerely,

President/CEO