



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION  
MARITIME INDUSTRY AUTHORITY

FEB 08 2024

**MARINA CIRCULAR NO. SC-2024-01**

**Series of 2024**

**TO: ALL MARITIME TRAINING INSTITUTIONS, ASSESSMENT CENTERS, INSTRUCTORS, ASSESSORS, SUPERVISORS, AND OTHER ENTITIES AND INDIVIDUALS CONCERNED**

**SUBJECT: POLICIES, RULES AND REGULATIONS ON THE ACCREDITATION OF INSTRUCTORS AND TRAINING COURSE ASSESSORS OF MARITIME TRAINING INSTITUTIONS, AND COMPETENCY ASSESSORS OF ASSESSMENT CENTERS**

Pursuant to Presidential Decree No. 474, Republic Act (RA) No. 10635 and its Implementing Rules and Regulations (IRR) and consistent with the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers 1978, as amended (STCW Convention, 1978, as amended), Republic Act No. 11032 otherwise known as the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018" and Republic Act No. 10173 also known as the "Data Privacy Act of 2012", the following rules and regulations are hereby promulgated and adopted.

**Article I  
OBJECTIVES**

**Section 1.** To prescribe standards and procedures in the accreditation of Instructors and Assessors of Approved Training Courses (ATCs) conducted by Accredited Maritime Training Institutions (MTIs), and Competency Assessors of Accredited Assessment Centers (ACs), in compliance with the requirements of the STCW Code, Section A-I/6 and other relevant provisions of the STCW Convention 1978, as amended, and other pertinent rules and regulations; and

**Section 2.** To ensure that instructors, training course assessors, competency assessors and supervisors are qualified for the particular types of training and levels of assessment of competence of seafarers being conducted.

**Article II  
COVERAGE**

**Section 3.** This Circular shall apply to all applicants for accreditation as Instructor or Training Course Assessor for Approved Training Courses (ATCs) in an accredited Maritime Training Institution and Competency Assessor for

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Assessment of Competence in an accredited Assessment Center, which is intended to be used in qualifying for certification under STCW Convention, 1978, as amended.

### **Article III DEFINITION OF TERMS**

**Section 4.** For the purpose of this Circular, the following terms shall be defined as follows:

**4.1** "Accreditation Division" refers to the division under the STCW Office specifically tasked and is responsible for ensuring the proper and full implementation of this Circular.

**4.2.** "Administration" refers to the Maritime Industry Authority (MARINA)

**4.3** "Approved Training Course" refers to a training course relevant to specific competencies, as established and approved by the Administration.

**4.4** "Capacity" refers to the accreditation being applied for either as Instructor, Training Course Assessor or Competency Assessor.

**4.5** "Certificate of Accreditation" (COA) refers to a document issued by the Administration authorizing a person to perform either as Instructor or Training Course Assessor in an MTI for an Approved Training Course, and Competency Assessor in an accredited AC, intended to be used in qualifying for certification under STCW Convention, 1978, as amended.

**4.6** "Competency Assessor" refers to a person accredited by the Administration to conduct an assessment of competence in an accredited (AC) to determine whether the candidate is qualified to be issued the appropriate STCW certificate.

**4.7** "Continuing Development Training for Maritime Instructors and Assessors" refers to a training to be required for maritime instructors and assessors for the inculcation and updating of knowledge, skills, and ethical values.

**4.8** "Instructor" refers to any person accredited by the Administration to conduct training of a seafarer in an MTI, which is intended to be used in qualifying for certification under STCW Convention, 1978, as amended.

**4.9** "MARINA Automated System" refers to the online system used by MARINA for processing applications and evaluation of COA for Instructor, Training Course Assessor, and Competency Assessor.

**4.10** "Practical Assessor's Experience Log" (PAEL) refers to documentary evidence required by the Administration to comply with the requirements of STCW Code, Section A-I/6, Par. 6.4 on the requirement for



a Training Course and Competency Assessor to have gained practical assessment experience.

**4.11** "Simulator Practical Assessor's Experience Log" (SPAEL) refers to documentary evidence required by the Administration to comply with the requirements of STCW Code, Section A-I/6, Par. 6.5 on the requirement that a Training Course Assessor and Competency Assessor have gained practical assessment experience on the particular type of simulator under the supervision and to the satisfaction of an experienced assessor.

**4.12** "Simulator Practical Operational Experience Log" (SPOEL) refers to documentary evidence required by the Administration to comply with the requirements of STCW Code, Section A-I/6, on the requirement that an Instructor conducting training using a simulator to have gained practical operational experience on the particular type of simulator being used.

**4.13** "Supervisor" refers to the Training Director, Training Manager, Assessment Director, or any person designated by an MTI or AC to be responsible for the supervision of training and assessment of a seafarer intended to be used in qualifying for certification under STCW.

**4.14** "Session" refers to the whole duration of a particular training course conducted by an accredited Instructor, or the whole duration of the assessment conducted by an accredited training course assessor or competency assessor.

**4.15** "Training Course Assessor" refers to a person accredited by the Administration to conduct an assessment of competence in an approved training course offered by MTI to determine whether the trainees are qualified to be issued with a Certificate of Training Completion.

#### **Article IV GENERAL PROVISIONS**

**Section 5.** In accordance with Regulation I/6 (Training and Assessment) of the STCW Convention, 1978, as amended, the Maritime Administration shall ensure that:

**5.1** the training and assessment of seafarers, as required under the Convention, are administered, supervised, and monitored in accordance with the provision of Section A-I/6 of the STCW Code; and

**5.2** those responsible for the training and assessment of competence of seafarers, as required by the Convention, are appropriately qualified in accordance with the provisions of Section A-I/6 of the STCW Code for the type and level of training or assessment involved.

**Section 6.** All applicants for Instructor, Training Course Assessor, or Competency Assessor shall file their application using the MARINA Automated System.

**Section 7.** Such application shall be filed by the individual applicant and each capacity shall be filed separately for every ATC and/or levels of responsibility applied for.

**Section 8.** The list of Instructors, Training Course Assessors, and Competency Assessors issued with a Certificate of Accreditation shall be posted on the MARINA-STCW website.

## **Article V**

### **GENERAL QUALIFICATION STANDARDS FOR INSTRUCTORS, TRAINING COURSE ASSESSORS, AND COMPETENCY ASSESSORS**

In accordance with the pertinent provisions of STCW Convention, and as required by MARINA, the following general qualification requirements must be complied with in the application and approval of individual applicants in the following capacities:

#### **Section 9. Instructor**

Any person conducting training of a seafarer as an Instructor of an Approved Training Course which is intended to be used in qualifying the seafarer for certification under STCW Convention, 1978, as amended, shall:

**9.1** have an appreciation of the training program and an understanding of the specific training objectives for the particular type of training being conducted by showing proof of the following:

**9.1.1** prior approved Certificate of Training Completion and/or holder of corresponding COP or appropriate COC or

**9.1.2** prior appropriate education and training to the task

**9.2** be qualified in the task for which training is being conducted by showing proof of:

**9.2.1** Prior approved seagoing service relating to the task as specified in Annex I of this Circular; or

**9.2.2** Prior experience, relevant to the specific approved training Course to be conducted, as stated in the Annex I of this Circular.

and



- 9.2.3 have received appropriate guidance in instructional techniques as specified in Annex I of this Circular

9.3 if conducting training using a simulator, shall have proof of the following:

- 9.3.1 have received appropriate guidance in instructional techniques involving the use of simulators as specified in Annex I of this Circular
- 9.3.2 have gained practical operational experience on the particular type of simulator being used by accomplishing Simulator Practical Operational Experience Log (SPOEL, Annex III) for an aggregate period of at least 20 hours conducted on 10 separate days under the supervision of an experienced instructor of that particular type of simulator.

## **Section 10. Training Course Assessor and Competency Assessor**

10.1 Any person conducting an assessment of a seafarer in an MTI or AC which is intended to be used in qualifying the seafarer for certification under STCW Convention, 1978, as amended, shall:

- 10.1.1 have an appropriate level of knowledge and understanding of the competence to be assessed and be qualified in the task for which the assessment is being made by showing proof of prior Certificate of Accreditation as an instructor of the ATC he is applying for;
- 10.1.2 have received appropriate guidance in assessment methods and practice as specified in Annex I of this Circular;
- 10.1.3 have gained practical assessment experience by accomplishing Practical Assessor's Experience Log (PAEL, Annex III) for an aggregate period of at least twenty (20) hours conducted on at least ten (10) separate assessment days under the supervision of an experienced assessor;
- 10.1.4 if conducting assessment involving the use of simulators, have gained practical assessment experience on the particular type of simulator being used by accomplishing Simulator Practical Assessor's Experience Log (SPAEL, Annex III) for an aggregate period of at least twenty (20) hours conducted on at least ten (10) separate assessment days, under the supervision and to the satisfaction of an experienced assessor in the use of simulators.

**10.2** Unless otherwise not required by Annex 1 of this Circular for a specific course, the applicant must have at least one (1) teaching session for each course to be applied.

**10.3** For Competency Assessor, he/she must have undergone orientation on the following to be conducted by the Board of Examiners (BOE) for Management Level and Operational Level, and by the Board of Deck Ratings (BODRA) or Board of Engine Ratings (BOERA) for Support Level, and he/she must also submit Certificate of Orientation.

## **Article VI**

### **RE-ACCREDITATION OF THE CERTIFICATE OF ACCREDITATION (COA)**

**Section 11.** All individuals who are issued a COA shall undergo re-accreditation every five (5) years. He/she shall also undergo a Continuing Development Training for Maritime Instructors and Assessors at least once during the validity of the COA to be given by the institution or center where he/she is/has been employed. All applications for re-accreditation must be filed prior to expiration to avoid any applicable penalties for late filing.

**11.1** An application for re-accreditation of Instructor and Training Course Assessor of ATCs referred to by pertinent provisions in **Chapters V and VI** of the STCW Convention, 1978, as amended shall be supported by **any** of the following:

**11.1.1** documentary evidence of having performed as an Instructor or Training Course Assessor, as appropriate, for not less than five (5) teaching/assessing sessions within the last five (5) years in the training course to which he/she is applying for re-accreditation, or

**11.1.2** two (2) teaching/assessing sessions within the preceding one (1) year immediately prior-re-accreditation of COA, or

**11.1.3** Completion of a relevant full course training within the last five (5) years shall be required if the teaching/assessing session has not been met, or

**11.1.4** At least six (6) months of sea service experience within the last five (5) years as specified in Annex I of this Circular.

**11.2** An application for re-accreditation of Instructor, Training Course Assessors and Competency Assessor of training courses and assessment of competence under **STCW Table A II/1, II/2, II/3, II/4, II/5, III/1, III/2, III/3, III/4, III/5, III/6, III/7, and IV/2** shall be supported by **any** of the following:



**11.2.1** documentary evidence of having performed as an instructor or assessor, as appropriate, for at least two (2) teaching/assessing sessions reckoning from the date of issuance of COA in the course to which he/she is accredited; or

**11.2.2** one (1) teaching/assessing session within the immediately preceding one (1) year prior re-accreditation of COA; or

**11.2.3** at least six (6) months of sea service experience prior to revalidation; or

**11.2.4** Valid COC or Certificate of Passing of Practical Assessment, taken within the last five (5) years, if required by Annex 1 of this Circular.

**11.4** Legal Clearance issued by the Legal Division of the STCW Office

**11.5.** Proof of Successful completion of an Updating Training, as appropriate, for courses that have changes in the standard of competence.

**11.6** Applications that failed to comply with any of the requirements under this Circular, or with incomplete requirements, shall be disapproved and shall be required to comply with the requirements for a new application, including the completion for Continuing Development Training for Maritime Instructors and Assessors.

#### **Article VII**

#### **SPECIFIC QUALIFICATION STANDARDS AND DOCUMENTARY REQUIREMENTS FOR INSTRUCTORS, TRAINING COURSE ASSESSORS, AND COMPETENCY ASSESSORS**

**Section 12.** The specific qualification standards for ensuring that an applicant is qualified to perform the task as instructors and assessors is contained in Annex I of this Circular.

#### **Article VIII**

#### **APPLICATION FOR ACCREDITATION AND RE-ACCREDITATION**

**Section 13.** Generally, the application for issuance and re-accreditation of COA filed under the MARINA Automated System goes through the following processes:

1. Initial online evaluation
2. Final evaluation
3. Approval

Upon approval of the applications and receipt of the corresponding fees, the Certificate of Accreditation will be automatically released to the MARINA Automated System account of the applicant Instructor, Training Course Assessor or Competency Assessor and can be printed in a legal size bond paper.

Personal appearance of the applicant may be required in instances where submitted documents need to be clarified.

The specific guidelines for the filing of application for accreditation and re-accreditation of Instructor, Training Course Assessor, and Competency Assessor are provided in Annex II of this Circular.

**Article IX**  
**OTHER MATTERS RELATING TO THE APPLICATION AND**  
**PERFORMANCE OF FUNCTIONS AS INSTRUCTOR, ASSESSOR, AND**  
**SUPERVISOR**

**Section 14.** The validity and authenticity of the COA may be verified through QR code found on the certificate.

**Section 15.** The duties and responsibilities of approved **Instructor** are the following:

- 15.1** Design and develop instructional materials in accordance with the course plan, consisting of the following processes:
  - (a) Design and development
  - (b) Review and verification
  - (c) Pilot testing and validation
- 15.2** Deliver the course program in accordance with the approved course package and QSS.
- 15.3** Provide technical inputs for the continual improvement of instructional materials.
- 15.4** Other duties and responsibilities as may be assigned by the Training Director or Training Manager.

**Section 16.** The duties and responsibilities of **Training Course Assessor** are the following:

- 16.1** Prepare Examination and Assessment Tools.
- 16.2** Plan and conduct assessment of competence;
- 16.3** Analyze and evaluate the outcome of the assessment;
- 16.4** Sign assessment results for submission to the Administration;
- 16.5** Provide technical inputs for the continual improvement of examination and assessment tools; and
- 16.6** Other duties and responsibilities as may be assigned by the Training Director or Training Manager.



**Section 17.** The duties and responsibilities of **Competency Assessor** are the following:

- 17.1 Prepare Examination and Assessment Tools.
- 17.2 Interview candidates and examinee identity portfolio of evidence;
- 17.3 Analyze and evaluate the outcome of the assessment of competence;
- 17.4 Sign assessment results for submission to the Administration;
- 17.5 Provide technical inputs for the continual improvement of assessment tools; and
- 17.6 Other duties and responsibilities as may be assigned by the Assessment Director or Assessment Manager.

**Section 18.** The supervision of the conduct of ATC and Assessment of Competence shall be performed by the Training Manager, Training Director or Assessment Director or any person designated by the MTI/AC. Under this Circular, the supervisor will not be required to apply for an accreditation. However, the MTI/AC shall ensure that the supervisor shall have a full understanding of the training program, specific objectives for each type of training, assessment system, assessment methods and practice and have undergone IMO Model Course 6.09, IMO Model Course 3.12 and IMO Model Course 6.10, if necessary. This requirement shall be reflected in the institution's Quality Standard System (QSS).

**Section 19.** An Instructor shall not conduct the assessment of his own class for purposes of certification.

**Section 20.** The delivery of a particular topic by a resource person shall be supervised by the designated instructor.

In this case, the MTI shall seek approval from the Administration prior to the utilization of a resource person.

**Section 21.** An accredited training course assessor for the courses MLC-Deck/Engine, RFPEW/NW, Able Seafarer Deck/Engine, ETO/ETR, and GMDSS Radio Operators is deemed qualified to be a competency assessor for an assessment center (AC) in their respective level of responsibility, provided that he shall apply for that specific capacity as Competency Assessor and comply with the additional requirements.

**Section 22.** All MTIs and ACs shall ensure that Article VI of this Circular shall be complied with, and the policies, processes, and procedures shall be expressly provided in the Institution's Quality Standard System.

With reference to the requirement on Continuing Development Training for Maritime Instructors and Assessors, the MTI and/or AC may develop and conduct the said training or send their instructors or assessors to undergo training with another entity/association/organization.



The objectives of the Continuing Development Training for Maritime Instructors and Assessors is to ensure that all Instructors and Assessors accredited by the MARINA are continuously updated and competent with the latest industry standards. In this regard, the succeeding paragraphs set forth the general guidelines for the program development of the Continuing Development Training.

The Continuing Development Training includes, but shall not be limited to, the following subject areas:

1. Updates/refresher in assessment ethics and methodologies (for assessor) with the following sub-areas:

- Assessing applications
- Competence-based standards
- Developing written tests
- Scoring tests
- Assessment process

\*IMO Model Course 3.12 may be used for the preparation of the Training program

2. Updates/refresher in teaching ethics and methodologies (for instructor) with the following sub-areas;

- Use a range of teaching methods effectively
- Use appropriate teaching aids
- Evaluate teaching and learning

\*IMO Model Course 6.09 may be used for the preparation of the Training program

3. Updates in emerging technologies in the maritime industry; and

4. Updates in the MARINA Circulars and other relevant policies or legislations (common).

The said CDT shall have a duration of at least 16 hours covering all the minimum subject areas to be facilitated by a qualified facilitator whose qualifications are in accordance with the institution's QSS.

Further, newly hired instructors, training course assessors, and competency assessors of MTIs and/or ACs, who have no teaching and assessing experience with IMO Model Courses 6.09 & 3.12 taken within the last five (5) years prior employment, shall be required to undergo the CDT to ensure that said instructors and/or assessors are updated prior to engagement in teaching and assessing services;

All the necessary policies and procedures for the effective implementation of the CDT shall be written in the institution's QSS.

**Section 23.** For Instructors and Assessors of the distance learning scheme, they shall undergo training requirements specified under the applicable Circular. The general and specific policies and processes for distance learning shall be reflected in the Institution's QSS.



**Section 24.** The use of any false or forged information or the production of any fake documentary evidence for qualification shall be grounds for future action by the Administration against the candidate and the perpetrator.

**Section 25.** All issued Certificate of Accreditation may be subjected to post evaluation, if necessary.

## **Article X FEES AND CHARGES**

**Section 26.** Fees shall be charged for each application and separately for accreditation in each capacity and in each ATC.

**Section 27.** As approved under MC SC No. 2021-07 s 2021 or its subsequent amendment, the following fees shall apply:

- 27.1** Application Fee for the Accreditation of Instructor and Assessor- Php 500.00/course
- 27.2** Certificate of Accreditation for Instructor and Assessor- Php 500.00/course
- 27.3** Surcharge for expired Certificate of Accreditation – Php 500.00/course
- 27.4** Surcharge for Replacement of Lost/Damaged Certificate of Accreditation- Php 500.00/course
- 27.5** Reprinting of Certificate of Accreditation due to change of name and updating of record- Php 500.00/course
- 27.6** Certified True Copy (CTC) of Certificate of Accreditation- Php 100.00/course

## **Article XI FINES AND PENALTIES**

**Section 28.** An individual applicant who, after due process, has been found to have submitted a false statement in his application, fraudulent or tampered certificates or documents shall be penalized as follows:

- 28.1** First Offense – P50, 000.00 and disqualification to apply for Certificate of Accreditation (COA) for three (3) months from the receipt of the decision/order or resolution

**28.2** Second Offense – P100,000.00 and disqualification to apply for a Certificate of Accreditation (COA) for six (6) months from the receipt of the decision/order or resolution;

**28.3** Third Offense – Perpetual disqualification to apply for Certificate of Accreditation (COA)

**Section 29.** Any violation of the provisions of this Circular and other related MARINA issuances shall be governed and sanctioned by the provisions of the IRR of RA 10635 and its amendment and MARINA Circular 2013-05, including any amendment or addendum thereof as may be promulgated by the Administration

## **Article XII TRANSITORY PROVISIONS**

**Section 30.** All applications for the issuance of a Certificate of Accreditation for Instructor or Assessor received by the Accreditation Division before the date of effectivity of this Circular shall be processed in accordance with the existing rules and regulations prior to the date of effectivity.

**Section 31.** All applications for the issuance and re-accreditation of a Certificate of Accreditation received by the STCW Office from the date of effectivity of this Circular shall be governed by these rules.

**Section 32.** All holders of COA as Assessor issued in accordance with STCW Circular 2014-04 with more than one (1) year validity from the effectivity date of this Circular shall be given one (1) year to apply for COA as Competency Assessor in accordance with the relevant provisions of this Circular.

**Section 33.** The implementation of CDT shall take effect from the issuance of appropriate guidelines thereof by the Administration.

## **Article XIII REPEALING CLAUSE**

**Section 34.** STCW Circular 2014-04 is hereby repealed. Any provisions or other issuances which are inconsistent with this Memorandum Circular are likewise superseded and amended accordingly.



**Article XIV  
EFFECTIVITY**

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

Done in the City of Manila, Philippines on 08 FEB 2024.

**BY AUTHORITY OF THE BOARD:**

  
**SONIA B. MALALUAN**  
Administrator

**SECRETARY'S CERTIFICATION**

This is to certify that MARINA Circular No. SC-2024-01 was approved by the MARINA Board of Directors during its Regular Meeting held on DEC 14 2023.

  
**ATTY. SHARON L. DE CHAVEZ-ALEDO**  
Acting Corporate Board Secretary

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