



MARITIME INDUSTRY AUTHORITY

MEMORANDUM CIRCULAR NO. SC-2023-05

Series of 2023

TO : ALL SEAFARERS, MANNING AGENCIES, SHIPPING COMPANIES, MARITIME TRAINING INSTITUTIONS (MTIs), MARITIME HIGHER EDUCATION INSTITUTIONS (MHEIs), SHIPOWNERS, MANNING AGENCIES, OTHER MARITIME INDUSTRY STAKEHOLDERS CONCERNED

SUBJECT : REVISED RULES AND GUIDELINES IN THE ISSUANCE, RENEWAL AND REPLACEMENT OF MARINA PROFESSIONAL LICENSE ID

Pursuant to Presidential Decree (PD) No. 474, Republic Act (RA) No. 10635 and its Revised Implementing Rules and Regulations (R-IRR), Republic Act No. 11032 otherwise known as the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018", Republic Act No. 10173 also known as the "Data Privacy Act of 2012", and Republic Act No. 1080 also known as "An Act Declaring the Bar and Board Examinations as Civil Service Examinations", the following rules are hereby adopted:

ARTICLE I OBJECTIVES

Section 1. To provide revised rules and guidelines in the issuance, renewal, and replacement of MARINA Professional License ID.

ARTICLE II COVERAGE

Section 2. This Circular shall apply to all Marine Deck, Engineer Officers and Electro-Technical Officers (ETO) applying for issuance, renewal, and replacement of MARINA Professional License ID.

Seafarers of any nationality who have met the requirements for the issuance of MARINA Professional License ID under this Circular may also apply.

ARTICLE III DEFINITION OF TERMS

Section 3. For purposes of this Circular, the terms below shall be defined as follows:

1. **MARINA Professional License ID** – is a form of identification card, signed by the MARINA Administrator bearing the name, dates of issuance and expiry, applicable STCW regulation, capacity, and the Seafarers' Registration Number issued to a Marine Deck, Engineer Officers and Electro-Technical Officers, which may be used as an eligibility for seafarers applying for public position pursuant to Republic Act 1080 and may be

used as an identification for financial transactions pursuant to BSP Memorandum No. M-2016-019.

2. **MISMO System** – means the MARINA Integrated Seafarers' Management Online (MISMO) System which is a digital platform used for all transactions of seafarers and MARINA stakeholders relevant to assessment of competence and certification of seafarers.
3. **Certificate of Competency (COC)** – refers to a certificate issued to Masters, Officers, and Global Maritime Distress and Safety System (GMDSS) Radio Operators in accordance with the provisions of Chapters II, III or IV of the Annex to the 1978 STCW Convention, as amended, entitling the lawful holder to serve and perform the functions involved at the level of responsibility specified herein.
4. **Domestic-Certificate of Competency (D-COC)** – refers to a certificate issued by MARINA attesting to the qualification of the holder thereof to serve onboard domestic shipping vessels in a specified capacity and limitation/s, if any.
5. **Seafarers' Registration Number (SRN)** – a unique 10-digit number assigned to a MISMO System user, particularly the seafarers.
6. **Capacity** – refers to the rank or title specified in the 1978 STCW Convention, as amended, or in Certificates issued under Chapters II or III.

ARTICLE IV GENERAL PROVISIONS


Section 4. Application for issuance, renewal or replacement of MARINA Professional License ID under this Circular shall be filed by the applicant seafarers through the MARINA Online System where the creation of an account is free of charge. The process of creating a MISMO account is explained in Annex A hereof.

Section 5. All data collected from the applications of MARINA Professional License ID shall be treated in accordance with Republic Act 10173, otherwise known as "Data Privacy Act of 2012". The processing of the application shall also take into consideration Republic Act 11032 otherwise known as the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018".

Section 6. The MARINA Professional License ID shall be based on the format as reflected in Annex B. Changes to the format may be introduced subject to issuance of an Advisory.

A Quick Response (QR) Code is embedded in the MARINA Professional License ID which directs the user to the MARINA online portal where the details and authenticity of the said ID can be verified.

Section 7. The MARINA Professional License ID certifies that the bearer has been qualified and granted the required eligibility provided by the Civil Service Commission pursuant to Republic Act 1080 and considered as a photo-bearing identification document equivalent to those issued by other government agencies to facilitate financial transactions pursuant to BSP Memorandum No. M-2016-019.



However, the MARINA Professional License ID is not equivalent to a Certificate of Competency or Domestic Certificate of Competency for purposes of boarding the vessel and practice of profession with all the rights and privileges appurtenant thereto.

ARTICLE V DOCUMENTARY REQUIREMENTS

Section 8. Every seafarer applying for **issuance** of MARINA Professional License ID under this Circular shall comply with the specific requirements based on the following:

1. Certificate of Competency (COC) or Professional Regulation Commission Board Certificate; and
2. Passport size picture (wearing proper epaulette in white background)

Section 9. Every seafarer applying for **renewal/replacement** of MARINA Professional License ID under this Circular shall comply with the specific requirements:

1. Old MARINA Professional License ID, as applicable;
2. Passport size picture (wearing proper epaulette in white background); and
3. Duly notarized affidavit in case of loss or damage or erroneous information.

ARTICLE VI PROCEDURES FOR ISSUANCE OR RENEWAL OR REPLACEMENT OF MARINA PROFESSIONAL LICENSE ID

Section 11. The application for issuance, renewal and replacement of MARINA Professional License ID under the MISMO System goes through the following processes:

1. Setting of Appointment (Venue and Schedule)
2. Evaluation of Documentary Requirements
3. Payment of fees
4. Printing of MARINA Professional License ID
5. Releasing

ARTICLE VII VALIDITY OF MARINA PROFESSIONAL LICENSE ID

Section 12. MARINA Professional License ID shall be valid for five (5) years reckoned from the date of issuance.

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**ARTICLE VIII
SCHEDULE OF FEES**

Section 13. Applicants for MARINA Professional License ID shall pay the corresponding processing fee as provided under Memorandum Circular No. SC-2021-07 or subsequent amendments.

**ARTICLE IX
REPEALING CLAUSE**

Section 14. STCW Circular Nos. 2016-09 and 2018-01, STCW Advisory Nos. 2015-26, 2019-11 and MARINA Advisory 2020-89 and other issuances inconsistent herewith are hereby superseded, repealed, or amended accordingly.

**ARTICLE X
SEPARABILITY CLAUSE**

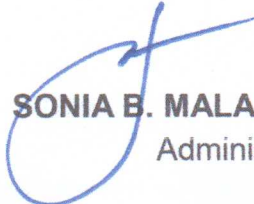
Section 15. Should any provision or part of this Circular be declared by any competent authority to be invalid or unconstitutional, the remaining provisions or part hereof shall remain in full force and effect and shall continue to be valid and effective.

**ARTICLE XI
EFFECTIVITY**

Section 16. This Circular shall take effect fifteen (15) days from the date of its publication in a newspaper of general circulation and upon its filing with the Office of the National Administration Register (ONAR) of the University of the Philippines Law Center.

Done in the City of Manila, Philippines on 29 JAN 2024.

BY AUTHORITY OF THE BOARD:


SONIA B. MALALUAN
Administrator

SECRETARY'S CERTIFICATE

This is to certify that Memorandum Circular No. SC-2023-05 was approved by the MARINA Board of Directors during its 302nd Regular Meeting held on 14 December 2023.


ATTY. SHARON L. DE CHAVEZ-ALEDO
Board Secretary

A. Steps for creation of MARINA Online account for Seafarers

The following are the steps in the creation of MARINA Online account for seafarers:

1. Go to MARINA Online Appointment System website by clicking this link <https://online-appointment.marina.gov.ph>.
2. Click "Sign-up".
3. Click "Register New Account".
4. Fill-in all required information on the template shown on the screen. Make sure to enter your working address.
5. Click the "I accept the terms and conditions".
6. Click the "Register" button. This message will appear on your screen "You have successfully registered in our system. Please check your email to activate your account".
7. Check your registered email address and open the link sent by the administration to verify and activate MISMO Account.
8. Upon signing-in to your MISMO Account, fill-up your "Personal Information", and then click "Save Changes".

B. Steps for applying for a MARINA Professional License ID

The following are the steps in applying for a MARINA Professional License ID:

1. Go to MARINA Online Appointment System website by clicking this link <https://online-appointment.marina.gov.ph>.
2. Fill-in all log-in information and click enter
3. Click "Select Transaction".
4. Click "MARINA Professional License ID".
5. Click the necessary type of application (Issuance, Renewal, or Replacement) then select document type and click "Proceed".
6. Upload the necessary documents then click the submit button.

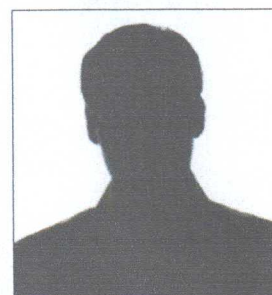
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Republic of the Philippines
Department of Transportation
MARITIME INDUSTRY AUTHORITY
PROFESSIONAL LICENSE ID



LAST NAME :
FIRST NAME :
MIDDLE NAME :
DATE OF BIRTH:
DATE ISSUED:
DATE EXPIRY:
STCW REGULATION:



SRN:

CAPACITY:



If found, please return to Certification Division, STCW Office, Maritime Industry Authority
3rd floor MARINA Building, Bonifacio Drive cor. 20th Street, Port Area, Manila

In case of emergency, please contact:

Name:

Contact No.:

Address:

CERTIFICATION

This is to certify that the person whose name, photograph, signature appearing herein is a duly registered maritime professional. This is to certify further that he/she is qualified and has been granted the required eligibility under RA 1080 in relation to RA 10635.

The MARINA Professional License ID can be used as identity document for any financial transactions pursuant to BSP Memorandum No. M-2016-019. However, this cannot be used for purposes of boarding the vessel to practice profession.

SIGNATURE OF PROFESSIONAL

Administrator
MARITIME INDUSTRY AUTHORITY