



## MARITIME INDUSTRY AUTHORITY

MEMORANDUM CIRCULAR NO. SC-2023-\_\_\_\_  
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 : RULES 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 rules or guidelines in the issuance, renewal, and replacement of MARINA Professional License ID. Moreover, the MARINA Professional License ID 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 transaction pursuant to BSP Memorandum No. M-2016-019.

### 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 purpose 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, STCW regulation, capacity, and the Seafarers' Registration



Number issued to a Marine Deck, Engineer Officers and Electro-Technical Officers.

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. It aims to reduce the processing time and to streamline the process.
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 STCW Convention, 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)** – previously referred as Qualification Document Certificate (QDC) in MC 164 series of 2001, refers to a certificate issued by MARINA attesting to the qualification of the holder thereof to serve in a specified capacity and the 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** – specified in title to the STCW regulations concerned in the case of certificates issued under chapters II and III.
7. **Active Seafarer** - a person that is can be employed to serve on-board marine vessel.
8. **Inactive Seafarer** – a person that was previously an active seafarer and have been employed in a land-based job or has retired.

#### **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 MISMO System. Further, the MARINA Professional License ID was not mandatory but a voluntary document.

**The MISMO appointment system is free of charge.** In order to access the MISMO System, the seafarers shall first create/secure a MISMO account following the steps in Article VI, Section 10 hereof.

**Section 5.** The provisions of Republic Act No. 10173, otherwise known as "Data Privacy Act of 2012" on protection of confidentiality, preservation of the integrity, and promotion of the availability of data authorized used shall apply. The processing of the application shall take into consideration the RA 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 A. Changes to the format may be introduced subject to issuance of an Advisory.

**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 the other government agency to facilitate financial transactions pursuant to BSP Memorandum No. M-2016-019.

However, The MARINA Professional License ID is not equivalent to Certificate of Competency and 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;
2. Seafarer's Registration Number (SRN); and
3. 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 damaged or erroneous information.

## **ARTICLE VI STEPS FOR CREATION OF MISMO ACCOUNT**

**Section 10.** The following are the steps in the creation of MISMO 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 term 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".

## **ARTICLE VII 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) – Setting of appointment venue and schedule for personal appearance and for evaluation.
2. Evaluation of Documentary Requirements – checking the completeness of the submitted documents vis-à-vis the mandatory minimum requirements, its veracity and authenticity of and all the information contained therein.
3. Payment of fees – payment of required fees through the MARINA authorized payment center.
4. Printing of MARINA Professional License ID – Printing of the MARINA Professional License ID.
5. Releasing – Releasing of the printed MARINA Professional License ID

## **ARTICLE VIII 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.

## **ARTICLE IX SCHEDULE OF FEES**

**Section 13.** Applicants for MARINA Professional License ID as herein provided shall pay the corresponding processing fee, through the MARINA authorized payment center, as follows:

Type of Application	Processing fee
Issuance of MARINA Professional License ID	P250.00
Renewal of MARINA Professional License ID	
Replacement of MARINA Professional License ID	

**ARTICLE X  
REPEALING CLAUSE**

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

**ARTICLE XI  
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 XII  
EFFECTIVITY**

**Section 16.** This Circular shall take effect immediately fifteen (15) days after its publication once 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 \_\_\_\_\_.

**BY AUTHORITY OF THE BOARD:**

**Atty. HERNANI N. FABIA**  
Administrator

**SECRETARY'S CERTIFICATE**

This is to certify that Memorandum Circular No. \_\_\_\_\_ was approved by the MARINA Board of Directors during its \_\_\_\_\_ Regular Meeting held on \_\_\_\_\_.

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





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



LAST NAME :

FIRST NAME :

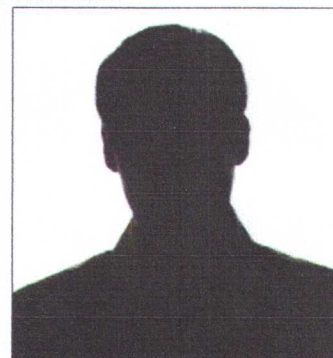
MIDDLE NAME :

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**

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 the other government agency to facilitate financial transactions pursuant to BSP Memorandum No. M-2016-019.

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

SIGNATURE OF PROFESSIONAL

Administrator  
 MARITIME INDUSTRY AUTHORITY