



MARITIME INDUSTRY AUTHORITY

STCW ADVISORY NO. 2019-01

TO : ALL SHIPPING COMPANIES, MANNING AGENCIES, MARITIME TRAINING INSTITUTIONS, ASSESSMENT CENTERS, SEAFARERS AND OTHER ENTITIES CONCERNED

SUBJECT : IMPLEMENTATION OF MARINA INTEGRATED SEAFARERS MANAGEMENT ONLINE (MISMO) SYSTEM FOR THE ISSUANCE OF CERTIFICATE OF PROFICIENCY (COP) UNDER REGULATIONS II/4, III/4, II/5 AND III/5 OF THE STCW CONVENTION, 1978, AS AMENDED

Notice is hereby given that MARINA, as part of its intensified modernization initiative to provide seafarers with excellent services, shall implement on 29 January 2019 its online appointment system for application of issuance of COP for the following:

1. Rating Forming Part of a Navigational Watch under Regulation II/4;
2. Rating Forming Part of an Engine-Room Watch under Regulation III/4;
3. Able Seafarer Deck under Regulation II/5; and
4. Able Seafarer Engine under Regulation III/5;

All seafarers who intend to have any of the COPs above shall have to file their application through the MARINA online appointment system following the steps outlined below:

Steps in securing approval to undergo practical assessment for ratings under Regulations II/4, III/4, II/5 and III/5:

1. Go to MARINA Online Appointment System website at <https://online-appointment.marina.gov.ph> and log-in to your MISMO account;
2. Check and make sure the details of your profile is complete and updated in particular the cell phone number, email address, and rank or position;
3. Click "Select Transaction";
4. Click "ASSESSMENT";
5. Choose Practical Assessment;
6. Choose II/4, III/4, II/5 and III/5;

7. Click "I hereby declare that my profile & service records are updated";
8. Click "Proceed" (*List of requirements will appear. All previously approved documents will be marked green*);
9. Upload or attach your documentary requirements. (*make sure no expired documents*);
10. Click the "Submit" button;
11. Click "Yes" to submit the application;
12. Wait for the result of online evaluation within 24 hours from submission during working days only;
13. You will receive SMS or Text messages if your application for online evaluation is approved or rejected (*make sure registered cellphone no. in your MISMO account is true and correct*);
14. If application is approved by online evaluation, you will receive an SMS application number to be shown to Assessment Center for your practical assessment.

If your document/s is rejected, open your MISMO account and look for deficient documents. Once complied, resubmit said documents and wait for txt messages indicating status of your application.
15. Proceed to accredited Assessment Center to undergo practical assessment. (*Regions with accredited Assessment Centers for Ratings are NCR, Ilo-ilo and Cebu*);
16. Assessment Centers shall transmit and upload in their MISMO account the Result of Practical Assessment and Daily Record of Assessment (DROA) within the day of the conduct of practical assessment.

As provided above, applicant seafarers are required to first secure MARINA approval online to undergo Practical Assessment in accredited Assessment Centers. Nevertheless, practical assessment undertaken prior to the issuance of this advisory would still be accepted.

Steps in the application for issuance of COP II/4, III/4, II/5 and III/5:

1. Go to MARINA Online Appointment System website at <https://online-appointment.marina.gov.ph> and log-in to your MISMO account;
2. Click "Select Transaction";

3. Click "CERTIFICATION";
4. Choose "ISSUANCE". Choose COP;
5. Choose II/4, III/4, II/5 and III/5; **(If applicant is a holder of OIC COC, choose II/4, III/4, II/5 and III/5 for officers)**
6. If applying more than one COP, Click "Add Certification" and follow step number 5.
7. Click "I hereby declare that my profile & service records are updated";
8. Click "Proceed" (*List of requirements will appear. All previously approved documents will be marked green*);
9. Upload or attach your documentary requirements. (*make sure no expired documents*);
10. Click the "Submit" button;
11. Click "Yes" to submit the application;
12. Wait for the result of online evaluation within 24 hours from submission during working days only;
13. You will receive SMS of Text messages if your application is approved or rejected (*make sure registered cellphone no. in your MISMO account is true and correct*);
14. If your application is rejected, log-in to your MISMO account and check the deficient documents. Once complied, resubmit the correct documents and wait for txt messages indicating the status of your application.
15. If application is approved thru online evaluation, you will receive SMS messages that you may now set an appointment.
16. Click "SET APPOINTMENT" then choose desired date, time and MARINA Regional Office (*NCR, Cebu, Davao and Ilo-ilo*) for the Final Evaluation and verification of the original documents that you uploaded in your MISMO account;
17. Click "PROCEED" button for payment portal. SMS message will be received indicating the Reference Number to be used for online payment. Payment shall be made in accredited Bayad Centers.
18. Proceed to chosen MARINA Regional Office on the date and time set for final evaluation and release of COP.

This Advisory shall take effect immediately.

For information and guidance.

Approved:


VADM NARCISO A WINGSON JR
Officer-In-Charge
Office of the Administrator

CERTIFICATION

This is to certify that STCW Advisory No. 2019- 01 was approved by the
Officer-in-Charge, Office of the Administrator on 25 January 2019.


ATTY. VIRGILIO B. CALAG
Chief, Legal Division
STCW Office