

Republic of the Philippines
Department of Transportation and Communications
MARITIME INDUSTRY AUTHORITY
STCW OFFICE

STCW Circular No. 2014-01

**TO : ALL MARITIME INDUSTRY STAKEHOLDERS, MARITIME
HIGHER EDUCATION INSTITUTIONS, MARITIME TRAINING
INSTITUTIONS, AND OTHER ENTITIES CONCERNED**

**SUBJECT : RULES ON THE PREPARATION AND APPROVAL OF STCW
CIRCULARS**

Pursuant to Republic Act 10635 and its Implementing Rules and Regulations (IRR) and the 1978 International Convention on Standards of Training, Certification and Watchkeeping (STCW), as amended, the following rules shall be adopted:

I. OBJECTIVES:

1. To prescribe standards and procedures in the preparation and approval of STCW Circulars in the Philippines; and
2. To ensure complete, effective and timely compliance with the 1978 STCW Convention, as amended;

II. COVERAGE:

This Circular shall apply to the standards and procedures to be observed in the preparation of all future STCW Circulars in the Philippines.

III. DEFINITION OF TERMS:

For the purpose of this STCW Circular, the following terms shall be defined as follows:

- a. "MARINA" refers to the Maritime Industry Authority, which is the "Maritime Administration" or "Single Maritime Administration", in accordance with Sec. 2 (e) of R.A. 10635, or the "Administration" under STCW;
- b. "Administrator" refers to the Head of MARINA (the Administration);
- c. "STCW Office" refers to the office in MARINA, specifically tasked to give full and complete effect to the requirements of STCW;
- d. "Executive Director" refers to the Head of the STCW Office;
- e. "Deputy Executive Director" refers to the Deputy Head of the STCW Office, who may act on behalf of the Executive Director, upon proper authorization;
- f. "STCW Circular" refers to a directive prepared by the STCW Office, and approved by the Administrator, covering administrative and operational measures

to ensure complete, effective and timely compliance by the Administration to STCW requirements;

IV. GENERAL PROVISIONS:

1. All STCW Circulars shall cover only matters relating to ensure complete, effective and timely compliance with STCW requirements;
2. Except in cases of extreme importance and urgency, each proposed STCW Circular must substantially meet the general requirements of posting, receiving of recommendations, inclusion of valid recommendations, timely submission to and final approval by the Administrator, and publication.

V. SPECIFIC PROCEDURES:

1. Any proposed STCW Circular originating from the STCW Office shall be posted in the MARINA STCW website for a period of seven (7) calendar days, as a means of public consultation, for the purpose of allowing concerned parties to give recommendations on improvements and revisions;
2. All recommendations must be submitted to the STCW Office within those seven (7) calendar days to be given due course;
3. All recommendations must contain the following items:
 - .1 Specific provision sought to be improved or revised;
 - .2 Recommended improvement or revision on the provision, containing the proposed replacement;
 - .3 Relevant legal basis for the recommendation, such as STCW Convention or Code, related international and national law, IMO Model Courses, and others, with proper citation, as appropriate;
4. The STCW Office, through the Executive Director, shall take into consideration all valid recommendations and submit/transmit a final draft to the Administrator within five (5) calendar days from the last day of the posting;
5. Within five (5) calendar days from submission/transmission by the STCW Office, the Administrator may either:
 - .1 approve the STCW Circular;
 - .2 make appropriate improvements or revisions to it, then approve it;
 - .3 return it to the STCW Office with specific comments on items that may require further improvement; or
 - .4 take no action, in which case, after an additional three (3) calendar days, such STCW Circular is deemed approved immediately upon certification by the Deputy Executive Director of non-objection by the Administrator.

VI. REPEALING CLAUSE:

All other issuances pertaining to the preparation and approval of this Administration's Circulars specifically addressing STCW concerns that are inconsistent with the provisions of this STCW Circular are hereby superseded, repealed or amended accordingly.

VII. EFFECTIVITY:

This STCW Circular shall take effect immediately on the day of its publication.

Manila, Philippines, 27 August 2014.

Submitted:


ALVIN A. TORMON
Executive Director

Approved:


DR. MAXIMO Q. MEJIA, JR.
Administrator

CERTIFICATION

This is to certify that STCW Circular No. 2014-01 was approved by the Administrator on 27 August 2014.


ATTY. JABETH SENA JEPATH A. DACANAY
Deputy Executive Director