

**[ MIA MARINA CIRCULAR NO. 2010 - 02,  
December 14, 2010 ]**

**RULES IN THE ISSUANCE OF A SEAFARER'S IDENTIFICATION  
BOOK (SIB) FOR SEAFARERS ONBOARD PHILIPPINE-  
REGISTERED VESSELS BELOW 35 GT**

Pursuant to PD 474, Section 12 Paragraph (j) of Executive Order No. 125-A, these guidelines on the issuance of Seafarer's Identification Book (SIB) for seafarers onboard Philippine-registered vessels below 35 GT is hereby adopted:

**I. OBJECTIVES**

1. To further enhance the safety of life of the passengers onboard vessels; and
2. To prescribe the policies and minimum requirements in the issuance of SIB.

**II. COVERAGE/EXEMPTION**

- 1.1 These rules shall apply to every seafarer as defined herein and who is engaged in any capacity onboard a Philippine-registered vessel below 35 GT;
- 1.2 Seafarers onboard warships, naval vessels, naval auxiliaries and other government- registered ships are exempted from the application of these rules:

**III. DEFINITION OF TERMS**

1. MARINA – refers to the Maritime Industry Authority.
2. Modified Basic Safety Training Course (MBSTC) – refers to a customized version with typhoon training course developed by the MARINA of the IMO basic safety training course for seafarers, other vessel personnel complement onboard vessels below 35 GT.
3. Seafarer's Identification Book (SIB) – refers to the document issued by the MARINA to all Filipino seafarers and other ship personnel

complement onboard vessels below 35 GT.

4. Seafarer – refers to any person who is employed or engaged or works in any capacity onboard a vessel.

#### **IV. GENERAL PROVISIONS**

1. The minimum qualification requirements for the issuance of SIB are as follows: a) must be a Filipino citizen, and b) 18 years of age.
2. All seafarers covered by this Circular must be properly documented and shall possess valid SIB at all times.
3. All maritime enterprises operating Philippine-registered vessels below 35 GT shall ensure that seafarers onboard their vessels possess valid SIB.
4. All applications for the issuance of SIB shall be filed personally by the applicant to MARINA or in any of its recognized service providers.
5. The MARINA, upon the request of shipping/fishing companies/operators and other maritime entities, may dispatch the MARINA-SIB Mobile Team for on-site processing.
6. All seafarers covered by this Circular shall be required to undergo the Modified Basic Safety Training Course (MBSTC) in comic version with typhoon awareness which shall be conducted by MTC-accredited training centers and PAMTCI member training centers.
7. Retraining shall be required of holder of MBSTC for seafarer who has not served onboard for at least a year within five (5) years from the date of issuance of MBSTC certificates or date of last disembarkation;
8. Seafarers who have gone onboard for at least one (1) year in the last five (5) years will no longer be required to present the MBSTC certificates when they apply for re-issuance of or replacement of lost SIB.

#### **V. SPECIFIC PROVISIONS**

1. The Typhoon Awareness has the following modules
  - Introduction
  - The Tropical Cyclone
  - Salient Features of Typhoons
  - Frequency of Tropical Cyclones
  - Distinguishing Characteristics of Tropical Cyclones

- Types of Weather Bulletins
- Maneuvering in a Stormy Sea
- Actions to be Undertaken When in the Vicinity of a Storm
- Practical Rules for Avoiding the Center of the Storm
- Guiding Principles of Surviving the Mountainous Sea
- Sheltering Areas During Stormy Weather
- Framework of Concerned Government Agencies on Disaster Management
- Responsibilities of Each Agency During Emergency

2. The MBST has four (4) modules as follows:

- Elementary First Aid
- Personal Survival Technique
- Fire Prevention and Fire Fighting
- Personal Safety and Social Responsibility

3. Documentary Requirements

(See Image (NAR) VOL. 22 NO. 1/ JANUARY - MARCH 2011 page 448)

## **VI. VALIDITY**

1. The SIB shall be valid for five (5) years.
2. Replacement of damaged/lost - the validity period shall be the unexpired portion of the previously issued SIB

## **VII. FEES AND CHARGES**

<b>Type of Application</b>	<b>Fees</b>
• New/Re-issuance	P350.00
• Replacement of Lost SIB <sup>*</sup>	
-- 1 <sup>st</sup> Time	P500.00
-- Succeeding issuance	Double the cost of last replacement

<sup>\*</sup> Replacement of lost SIB accompanied with marine protest or proof of accident/damage shall be charged the same fee as with the New/Re-issuance.

## **VIII. RESPONSIBILITIES OF OPERATORS/ SHIPPING COMPANIES/ MANNING AGENCIES/ MARITIME INSTITUTIONS/ SEAFARERS**

1. All shipping companies/ manning agencies/operators covered by this Circular shall ensure:
  - a. That all Filipino seafarers onboard Philippine-registered vessels shall hold valid SIB at all times;
  - b. The genuineness and authenticity of all documents and supporting papers of every seafarer where the application is endorsed by the operators/shipping company/manning agency; and
  - c. That the seafarers shall be engaged/shall provide services with due regard to the applicable limitations specified in the SIB.
2. All seafarers covered by this Circular shall:
  - a. Secure a valid SIB before going on board/ joining a vessel.
  - b. Submit authentic documents and/or papers in support of his application for the issuance of SIB.

## **IX. ADMINISTRATIVE SANCTIONS**

1. A seafarer's SIB may be suspended/revoked after due process for any of the following grounds:
  - 1.1 Suspension of SIB:
    - 2.1.1 Negligence or incapacity in the performance of duty;
    - 2.1.2 Intemperate habits such as drunkenness tending to cause immediate loss or destruction or serious damage to the vessel or tending to endanger the life of any person organic to or passenger of such vessel;
    - 2.1.3 Insubordination or direct assault;
    - 2.1.4 Violations of the terms and conditions of the contract without just cause;
    - 2.1.5 Repeated violations of any of the provisions of this Circular.
  - 1.2 Revocation of SIB:
    - 1.2.1 Assault with dangerous weapon;