

[PRC MEMORANDUM CIRCULAR NO. 08-11, June 18, 2008]

**GUIDELINES FOR APPLICANTS IN THE MARINE DECK OFFICERS
LICENSURE EXAMINATIONS WITH APPROVED TRAINING
COURSES FOR THE ISSUANCE OF STCW '95 CERTIFICATES**

I. AUTHORITY

Section 10 (c), Article IV of Republic Act No. 8544, otherwise known as the "PHILIPPINE MERCHANT MARINE OFFICERS ACT OF 1998", as implemented by Section 29, Article VII, Resolution No. 02-04 of the Board for Marine Deck Officers.

II. OBJECTIVE

To facilitate issuance of STCW '95 Certificates to successful examinees in the marine deck officers licensure examinations.

III. PURPOSE

This Memorandum Circular is issued to provide guidelines for applicants in the marine deck officers licensure examinations who have already obtained Certificates for the approved training courses for the issuance of STCW '95 Certificates in order that the STCW '95 Certificates will be issued during the oath taking ceremony or immediately thereafter. This is to avoid a scenario wherein applicants in the marine deck officers licensure examinations who have already obtained Certificates for the approved training courses for the issuance of STCW '95 Certificates at the time of their application will have to go to the STCW Division after passing the licensure examination and apply for the issuance of STCW '95 Certificates.

IV. POLICIES

1. These guidelines SHALL APPLY to ALL applicants for marine deck officers licensure examinations who have already completed or have taken the required training courses for the issuance of STCW '95 Certificates.
2. Applicant must be medically fit, particularly with good eyesight and hearing. The medical certificate required under these guidelines, which shall be valid for at least one (1) month after the date of the licensure examination, must be issued by a Department of Health (DOH) accredited medical clinic or hospital conducting physical and medical examination for seafarers in accordance with the minimum standards set in the STCW Code.

3. The training courses required under these guidelines must be taken from the Maritime Training Council (MTC) accredited training centers and if required, the courses be recognized by the Board of Marine Deck Officers.

4. Every Marine Deck Officer shall be assigned a permanent unique registration/Certificate number which shall appear in his Certificate of Registration, Certificate of Competency and Endorsement Certificate.

5. These guidelines shall not apply to marine deck officers with seagoing services on board:

- a. warships, naval auxiliaries, or other ships owned or operated by a State and engaged only in governmental non-commercial service;
- b. fishing vessels;
- c. pleasure yachts not engaged in commercial trade; or
- d. wooden ships of primitive build.

V. DOCUMENTARY REQUIREMENTS

A. FIRST TIMER:

- 1. Properly accomplished ACTION SHEET (PRC-MDO FORM No. 3) and Application for the Issuance of STCW '95 Certificates (PRC-STCW Form No. 18)
- 2. Original and photocopy of CURRENT Certificate of Registration (Board Certificate) and PRC ID if applicable.
- 3. Original and photocopy of Ship Simulator and Bridge Teamwork (SSBT) and Certificate/Documentary proof for the appropriate Function/s in the Management Level Course (MLC).
- 4. Original and photocopy of TRANSCRIPT OF RECORDS with scanned picture, degree finished, date of graduation, Special Order number, seal of school and remarks "FOR LICENSURE EXAMINATION PURPOSES" appearing therein.
- 5. Original and photocopy of NBI Clearance valid until the last day of the scheduled examination.
- 6. Original and photocopy of Comprehensive Medical Certificate issued by DOH accredited medical clinics and hospitals valid for at least one (1) month after the licensure examination.
- 7. Original and photocopy of Birth Certificate in Security Paper (SECPA) issued by the National Statistics Office (NSO)
- 8. Original & photocopy of CURRENT Community Tax Certificate/Cedula

9. Original and Photocopy Training Record Book (TRB)

10. One (1) year accumulated approved seagoing service using the current certificate/license.

10.1 As Officer In Charge of a Navigational Watch - Must have completed an approved seagoing service for at least twelve months on board seagoing ship of 500 GT or more, as part of an approved education and training program, which includes on board training in accordance with the requirements and standards of competence in section A-II/1 of the STCW Code, documented in an approved training record book.

10.2 As Chief Mate - Must have sea service in the operational level for at least twenty four (24) months under Regulation II/2 of the revised STCW Convention, as amended.

10.3 As Master Mariner - Must have sea service as Chief Mate for at least twelve (12) months under Regulation II/2 of the revised STCW Convention, as amended.

To submit the following documentary requirements:

a. Seafarers' Identification and Record Book (SIRB) Original and photocopy of pages 1 and 2, and other pages reflecting sea service rendered with arrival and departure stamped by immigration.

b. Duly notarized Original and photocopy of company Certification of Sea Service. The Certification shall include the name and type of vessel, rank or capacity being served, vessel's trading area and GRT inclusive of dates of sea service.

c. Duly notarized and properly accomplished original copy of Certificate of Sea Service (PRC-MDO Form No. 5)

d. Original or authenticated copies of POEA Contract for foreign trade, or CREWLIST for domestic trade.

11. National Assessment Center (NAC) Certificate for training courses under Regulations V & VI National Telecommunications Commission (NTC) General Operator's Certificate (GOC) under Regulation IV of the revised STCW Convention.

12. Original and photocopy of certificate of trainings under: