

**[ POEA MEMORANDUM CIRCULAR NO. 11 s 1993,  
December 30, 1993 ]**

**FURTHER STREAMLINING THE PROCESS OF REGISTRATION OF  
SEAFARERS**

In line with the thrust of the Administration to further streamline the process of registration of seafarers, effective March 15, 1993 authorized manning agencies/shipping companies may request for the upgrading/replacement of expired SRC's of seamen as extra free service to their ex-crew members they are intending to rehire. The agency should submit the following documents to the Manpower Registry Division-Employment Branch of the Welfare and Employment Office.

1. Letter-request of the company president or authorized signatory (pro-forma\* attached);
2. Seafarer's SSRB and original SRC;
3. Properly filled up and signed Seafarer's Information Sheet with thumbmark and one 1 x 1 picture;
4. Original PRC ID license for marine officers and original First Class Radiotelegraphy Certificate for Radio Operators;
5. Original Radar Observer's course and Radar Simulator Certificates for deck officers, and;
6. Other requirements as may be needed.

For information and guidance.

Adopted: 1993

(Sgd.) FELICISIMO O. JOSON  
*Administrator*

