

**[MIA MEMORANDUM CIRCULAR NO. 141,
December 17, 1998]**

**GUIDELINES FOR THE CONDUCT OF HARBOR PILOTS
EXAMINATION AND ISSUANCE OF LICENSE**

Pursuant to Section 12 (g) of Executive Order 125/125-A which mandates the Maritime Industry Authority (MARINA) to undertake the issuance of license to qualified Harbor Pilots, the following guidelines are hereby promulgated:

**I
Coverage**

This Circular shall apply to Filipino Master Mariners who are interested in becoming licensed harbor pilots in specific pilotage districts in the Philippines.

**II
Definition of Terms**

1. Master Mariner — shall refer to a marine officer duly licensed as such by the Professional Regulation Commission (PRC).
2. Harbor Pilot — shall refer to a Master Mariner duly licensed by MARINA and appointed by the Philippine Ports Authority (PPA) to act as pilot in a specific pilotage district in the Philippines.
3. Pilotage District — shall refer to a navigable area specified as such by PPA and named after its principal port the navigation of which requires a harbor pilot.
4. Panel of Examiners — shall refer to a body created under this Circular tasked to administer the Harbor Pilot Examination.

**III
Panel of Examiners**

1. Constitution and Composition

A Panel of Examiners, hereinafter referred to as "Panel" shall be constituted by the Board upon recommendation of Management, with the MARINA Administrator or his duly authorized representative as Chairman, two (2) Master Mariners licensed as pilots and two (2) Harbor Pilots as members to be selected from the pilotage district where the examination will be administered. Members shall be appointed by the Board upon the recommendation of the Chairman/MARINA Administrator. In the event of non-availability of qualified harbor pilots in the same district, pilots of other pilotage districts familiar with the port for which the examination will be given shall

be appointed by the Chairman or his duly authorized representative.

The Panel shall meet at least twice a year and may hold special meetings to consider urgent matter/s upon the call of the Chairman.

Each member shall receive a reasonable reimbursable allowance as maybe determined by the MARINA Board.

2. TERMS OF OFFICE

The MARINA Administrator and/or his authorized representative shall sit as Chairman ex-officio. The members shall serve for a term of three (3) years unless sooner replaced for cause.

3. DUTIES AND RESPONSIBILITIES

The Panel shall have the following duties and responsibilities among others:

3.1 To promulgate and prescribe a system and procedure in the conduct of examination;

3.2 To establish/formulate a Test Bank and review and update the same semi-annually;

3.3 To prescribe specific policies in the determination/selection of successful examinees;

3.4 To recommend to the MARINA Board the issuance of license to qualified pilots; and

3.5 To perform such acts as are proper and necessary to implement this Circular.

IV

Basic Qualification Requirements for Applicants

1. Applicant for Harbor Pilots Examination must be:

1.1 Filipino Citizen;

1.2 At least thirty five (35) years of age but not more than fifty five (55) years old;

1.3 Physically and mentally fit with perfect hearing and sight as certified by DOH-accredited medical clinic; provided, that ECG findings/tracing shall be required for those applicants aged forty (40) years or over;

1.4 A duly licensed Master Mariner with a valid Endorsement Certificate as provided for in Regulation II/2: par. 4.2 of the STCW Convention as amended and has been in actual command of a merchant vessel or vessels of more than 500 gross tons for not less than five (5) years; and

1.5 Of good moral character and/or not included in the MARINA watchlist.