



MARITIME INDUSTRY AUTHORITY

MARINA Circular No. 2012-04
Series of 2012

TO : All Seafarers Onboard Ships Engaged in the Domestic Trade,
Domestic Shipping Companies and All Concerned

SUBJECT : **RULES IN THE ISSUANCE OF DOMESTIC-CERTIFICATE OF
COMPETENCY (D-COC)**

Pursuant to Section 12 (e) of the Executive Order No. 125, as amended, Section 9 of the Republic Act No. 9295, and in order to ensure safety of life and property at sea and protection of marine environment in the Philippine waters, the following rules are hereby adopted:

I. OBJECTIVE

To ensure that all seafarers onboard domestic ships are properly certificated, qualified, competent and medically fit to perform their duties and responsibilities.

II. COVERAGE

1. These rules shall apply to all seafarers performing watchkeeping duties onboard all types of ships, except those onboard the following:
 - 1.1. warships, naval auxiliaries or other ships owned or operated by a State and engaged only on governmental non-commercial service
 - 1.2. fishing vessels
 - 1.3. pleasure yachts not engaged in commercial trade
 - 1.4. wooden ships of primitive built

III. DEFINITION OF TERMS

1. **Boat Captain 1** refers to a Marine Deck Officer duly licensed by the MARINA to command a ship 15 GT and below.

2. **Boat Captain 2** refers to a Marine Deck Officer duly licensed by the MARINA to command a ship below 35 GT.
3. **Boat Captain 3** refers to a Marine Deck Officer duly licensed by the MARINA to command a ship below 100 GT.
4. **Chief Engineer** refers to a senior engineer officer responsible for the mechanical propulsion and the operation and maintenance of the mechanical and electrical installation of the ship.
5. **Chief Mate** refers to an officer next-in-rank to the Master and upon whom the command of a ship will fall in the event of the incapacity of the Master.
6. **Deck Officer** refers to a duly licensed officer in the deck department performing navigational watch.
7. **Domestic-Certificate of Competency (D-COC)**, previously referred as Qualification Document Certificate (QDC) in MC 164 series of 2001, refers to a certificate issued by MARINA attesting to the qualification of the holder thereof to serve in a specified capacity and the limitation/s, if any.
8. **DOH** refers to the Department of Health.
9. **Engine Officer** refers to a duly licensed officer in the engine department performing engineering watch
10. **Major Patron** refers to a Marine Deck Officer duly licensed by the MARINA to command a ship of below 500 GT.
11. **MARINA** refers to the Maritime Industry Authority as the Administration.
12. **Marine Diesel Mechanic 1** refers to a person duly licensed by the MARINA to operate and maintain an engine propulsion power of below 500 KW.
13. **Marine Diesel Mechanic 2** refers to a person duly licensed by the MARINA to operate and maintain an engine propulsion power of below 750 KW.
14. **Master** refers to a person having command of a ship.
15. **Medical Examinations** refer to the *Pre-Employment Medical Examinations (PEME)* to include:
 1. Complete physical and medical examinations which include:
 - a. Ishihara Color Vision and
 - b. Hearing by Audiometry
 2. Ancillary Examinations which include:
 - a. Chest x-ray
 - b. ECG
 - c. Complete Blood Count (CBC) including Hemoglobin determination

- d. Urinalysis
- e. Stool Examination
- f. Blood Type
- g. Dental Examination and
- h. Psychological Test

16. **Minor Patron** refers to a Marine Deck Officer duly licensed by the MARINA to command a ship below 250 GT.
17. **Motorman** (previously referred to as Marine Diesel Mechanic) refers to a person duly licensed by the MARINA to operate and maintain an engine propulsion power of below 250 KW.
18. **MTC** refers to the Maritime Training Council.
19. **NTC** refers to the National Telecommunication Commission.
20. **Passenger Vessel** refers to a ship authorized by the MARINA to carry passengers.
21. **Rating** refers to a ship's crew other than an Officer performing deck or engine watchkeeping duties.
22. **Radio Officer** refers to a person holding an appropriate license issued by NTC under the provision of the Radio Regulations Act.
23. **Seafarer** refers to ship officers and ratings manning ships, cadets, service providers, company representatives and fishing vessels personnel.
24. **Tanker** refers to a cargo ship constructed or adapted for the carriage in bulk of liquid cargoes of an inflammable nature.
25. **Watchkeeping** concerns the division of qualified personnel to operate a ship continuously around the clock, on the bridge and over the running machinery, which include the responsibility for the safe navigation of the ship, keeping the ship on course and away from dangers and ensure that running machinery continues to operate, and ability to respond to emergencies, be it on own ship or involving other ships.

IV. General Provisions

1. All seafarers covered under this Circular shall at all times possess a valid D-COC while onboard, as applicable.
2. Holders of valid Certificate of Competence (COC) issued by the Professional Regulations Commission (PRC) or Certificates of Proficiency (COP) issued by Technical Educational and Skills Development Authority (TESDA) pursuant to the 1978 STCW Convention, as amended, shall be acceptable and deemed compliant to go onboard ships operating within the national territory.

3. PRC-licensed Officers-In-Charge of Navigational Watch and Engineering Watch with valid COCs who will be acting as Master, Chief Engine Officer, Chief Mate or 2nd Engine Officer of Tanker Ships shall secure the required D-COC for tankers and they must have attended the required trainings as reflected in Section V.3 of this Circular, before they be allowed to act on such positions.
4. All maritime enterprises with ships operating within the national territory shall ensure that their seafarers performing watchkeeping duties onboard shall possess valid D-COC and must possess the required training certificates.
5. Application for the issuance of D-COC shall be personally filed and secured by the applicant at the MARINA Central Office or at any of its Maritime Regional Office (MRO). However, a seafarer whose D-COC will expire while onboard may file an application for renewal through an authorized company representative.
6. The MARINA upon request of domestic shipping companies and other maritime entities, may dispatch the MARINA D-COC mobile team for onsite processing provided there are at least twenty-five (25) applicants.
7. Required medical certificate shall be issued by a DOH accredited medical clinic/hospital.
8. All trainings shall be acquired from MARINA, NTC or MTC accredited training centers.
9. Retraining shall be required for seafarers who have not served onboard for at least six months within five (5) years from the date of issuance of the training certificates or date of last disembarkation.

V. REQUIREMENTS FOR ISSUANCE/RENEWAL OF D-COC

1. Qualification Requirements:
 - 1.1. Filipino citizen;
 - 1.2. Medically and physically fit;
 - 1.3. Must possess valid SIRB or SIB, as applicable;
 - 1.4. Must have completed the prescribed training requirements as enumerated under the Training Requirements for the Issuance of Certificate of Competency for domestic seafarers;
 - 1.5. For Deck Ratings, must have served onboard ships above 3 GT for at least six (6) months;
 - 1.6. For Engine Ratings, must have served onboard ships in any capacity in the engine department for at least six (6) months.

2. Documentary Requirements

2.1. The Applicant shall comply with the herein prescribed documentary requirements, regardless of type of application:

- 2.1.1. Duly accomplished application form;
- 2.1.2. Valid medical certificate*;
- 2.1.3. Photocopy of pertinent pages of valid SIRB/SIB/ Certification of latest sea service;
- 2.1.4. Photocopy of training certificates (as required)**and Certificate of Competency/Endorsement**;
- 2.1.5. Duly authenticated MARINA/PRC/ NTC license for officers (as applicable);
- 2.1.6. Duly notarized affidavit of loss/ Presentation and submission of damaged COC (as applicable)

3. Training Requirements

3.1. Deck Department

a. Training requirements for Masters, Chief Officers and Deck Officers on High Speed Crafts, regardless of tonnage and on Ships of 500GT and Above:

- 1. Advanced Firefighting;
- 2. Medical Emergency First Aid (for Masters & Chief Mates);
- 3. Medical Care (for OICs);
- 4. Proficiency in Survival Craft and Rescue Boat;(as applicable)
- 5. Proficiency in Fast Rescue Boat;(as applicable)
- 6. Function 1 – Navigation;
- 7. Function 2 - Cargo Handling;
- 8. Maritime Law for Ships Officers;
- 9. GOC(one year validity);
- 10. Crowd and Crisis Management for Personnel Serving Onboard Domestic RORO/Passenger and Cargo/ Passenger Ships (as applicable);
- 11. General Tanker Familiarization (as applicable);
- 12. Specialized Training on (as applicable):
 - a. Oil Tanker (for Masters & Chief Mates of Tankers)
 - b. Chemical Tanker (for Masters & Chief Mates of Tankers)
 - c. Gas Tanker/Carrier (for Masters & Chief Mates of Tankers)

* Medical certificates shall be valid for one (1) year from the date of issuance and must reflect the results of all tests covered by the Medical Examination.

** Original Certificates shall be presented where the photocopies must be verified.

- b. Training requirements for Masters, Chief Officers and Deck Officers on Ships of below 500 GT:
 - 1. Safe Navigation and Collision Regulation (SafeNav&ColReg) or Collision Avoidance or Ship Simulator and Bridge Teamwork (SSBT);
 - 2. Deckwatchkeeping in the Domestic Trade or Rating Forming Part of Navigational Watch (for those who have not completed the academic requirements for BSMT);
 - 3. Radar Observer's Course (ROC) or Radar Navigation, Radar Plotting and Use of ARPA (RNRPUA);
 - 4. Radio Telephony or Ship's Restricted Radio Operators Course (SRROC) or General Operator's Course (GOC) or 1st Class RTG License;
 - 5. Crowd and Crisis Management for Personnel Serving Onboard Domestic RORO/Passenger and Cargo/ Passenger Ships (as applicable);
 - 6. General Tanker Familiarization (as applicable);
 - 7. Specialized Training on:(as applicable)
 - a. Oil Tanker (for Masters & Chief Mates of Tankers);
 - b. Chemical Tanker (for Masters & Chief Mates of Tankers);
 - c. Gas Tanker/Carrier (for Masters & Chief Mates of Tankers)

- c. Training Requirements for Masters, Chief Officers and Deck Officers on Ships of below 100 GT to 16 GT:
 - 1. Deckwatchkeeping in the Domestic Trade or Rating Forming Part of Navigational Watch (for those who have not completed the academic requirements for BSMT);
 - 2. Safe Navigation and Collision Regulation (SafeNav and ColREg) (for those who will board ships of below 100 GT up to 35 GT);
 - 3. Crowd and Crisis Management for Personnel Serving Onboard Domestic RORO/Passenger and Cargo/ Passenger Ships (as applicable);
 - 4. General Tanker Familiarization (as applicable);
 - 5. Specialized Training on:(as applicable):
 - a. Oil Tanker (for Masters & Chief Mates of Tankers);
 - b. Chemical Tanker (for Masters & Chief Mates of Tankers);
 - c. Gas Tanker/Carrier (for Masters & Chief Mates of Tankers)

- d. Training Requirements for Masters and Deck Ratings on Ships of 15 GT and below:

Modified Basic Safety Training (MBST)

- e. Training Requirements for Deck Ratings on Ships of 16 GT and above:

- 1. Deckwatchkeeping in the Domestic Trade or Rating Forming Part of Navigational Watch (for those who have not completed the academic requirements for BSMT);
- 2. Crowd and Crisis Management for Personnel Serving Onboard Domestic RORO/Passenger and Cargo/ Passenger Ships (as applicable);
- 3. General Tanker Familiarization (as applicable);

3.2. Engine Department

- a. Training Requirements for Chief Engine Officer, 2nd Engine Officer, Engine Officers of Ships with Engine Propulsion Power of 750 kW & above.

- 1. Advanced Firefighting;
- 2. Medical Emergency First Aid (for Chief Engine Officers & 2nd Engine Officers);
- 3. Medical Care (for Engine Officers);
- 4. Proficiency in Survival Craft & Rescue Boat;
- 5. Function 1 - Marine Engineering;
- 6. Function 2 Electrical Engineering;
- 7. Function 3 - Maintenance and Repair;
- 8. Function 4 - Controlling the Operation of Ships and Care of Persons Onboard;
- 9. Crowd and Crisis Management for Personnel Serving Onboard Domestic RORO/Passenger and Cargo/ Passenger Ships (as applicable);
- 10. General Tanker Familiarization (as applicable);
- 11. Specialized Training on: (as applicable)
 - a. Oil Tanker (for Chief Engine Officers & 2nd Engine Officers);
 - b. Chemical Tanker (for Chief Engine Officers & 2nd Engine Officers);
 - c. Gas Tanker/Carrier (for Chief Engine Officers & 2nd Engine Officers);

- b. Training Requirements for Chief Engine Officers, 2nd Engine Officers and Engine Officers of Ships with Engine Propulsion Power of below 750 kW to 250 kW.

- 1. Engine Watchkeeping in the Domestic Course or Ratings Forming Part of Engineering Watch (for those who have not completed the academic requirements for BSMarE);

2. Marine Engineman 1 (for MDM 1);
 3. Marine Engineman 2 (for MDM 2);
 4. Crowd and Crisis Management for Personnel Serving Onboard Domestic RORO/Passenger and Cargo/ Passenger Ships (as applicable);
 5. General Tanker Familiarization (as applicable);
 6. Specialized Training on:(as applicable);
 - a. Oil Tanker (for Chief Engine Officers & 2ndEngine Officers);
 - b. Chemical Tanker (for Chief Engine Officers & 2ndEngine Officers);
 - c. Gas Tanker/Carrier (for Chief Engine Officers & 2ndEngine Officers);
- c. Training Requirements for Chief Engine Officers and Engine Ratings of Ships with Engine Propulsion Power of below 250 kW.
1. Engine Watchkeeping in the Domestic Course or Ratings Forming Part of Engineering Watch (for those who have not completed the academic requirements for BSMarE);
 2. Crowd and Crisis Management for Personnel Serving Onboard Domestic RORO/Passenger and Cargo/ Passenger Ships (as applicable);
 3. General Tanker Familiarization (as applicable);
 4. Specialized Training on:(as applicable);
 - a. Oil Tanker (for Chief Engine Officers);
 - b. Chemical Tanker (for Chief Engine Officers);
 - c. Gas Tanker/Carrier (for Chief Engine Officers)
- d. Training Requirements for Engine Ratings of Ships with Engine Propulsion Power of 250 kW and above.
1. Engine Watchkeeping in the Domestic Course or Ratings Forming Part of Engineering Watch (for those who have not completed the academic requirements for BSMarE);
 2. Crowd and Crisis Management for Personnel Serving Onboard Domestic RORO/Passenger and Cargo/ Passenger Ships (as applicable);
 3. General Tanker Familiarization (as applicable)

VI. VALIDITY OF CERTIFICATES

D-COC shall be valid for five (5) years from the date of issuance.

VII. SCHEDULE OF FEES

Issuance of D-COC	Fees
a. Issuance/Renewal of D-COC	P 800.00
b. Replacement of Lost/damaged D-COC	P 1,000.00
c. On-site application/Expedite processing	P 1,500.00

VIII. ADMINISTRATIVE FINES AND PENALTIES

- Any operator who shall allow a seafarer to go onboard/ join a ship without first securing a D-COC or with expired D-COC shall be jointly and severally liable to pay the following administrative fines and penalties:

Particulars	First Offense	Second Offense	Third and Succeeding Offenses
Seafarers:			
<ul style="list-style-type: none"> 500 GT and Above 	P4,000 for Officers & P1,000 for Ratings	P6,000 for Officers & P2,500 for Ratings and 30-day suspension of D-COC until compliance	P10,000 for Officers & P5,000 for Ratings and suspension of D-COC until compliance
<ul style="list-style-type: none"> Below 500 GT 			
Major Patron	P 1,500	P 3,000 and 30-day suspension of D-COC until compliance	P 6,000 and non-employment onboard until compliance
Minor Patron	P 1,200	P 2,400 and non-employment onboard until compliance	P 4,800 and non-employment onboard until compliance
Boat Captain 3	P 900	P 1,800 and non-employment onboard until compliance	P 3,600 and non-employment onboard until compliance
Boat Captain 2	P 700	P 1,400 and non-employment onboard until compliance	P 2,800 and non-employment onboard until compliance
Boat Captain 1	P 500	P 1,000 and non-employment onboard until compliance	P 1,500 and non-employment onboard until compliance
MDM 2	P 1,200	P 2,400 and non-	P 4,800 and non-employment onboard

		employment onboard until compliance	until compliance
MDM 1	P 900	P 1,800 and non-employment onboard until compliance	P 3,600 and non-employment onboard until compliance
Motorman	P 600	P 1,200 and non-employment onboard until compliance	P 2,400 and non-employment onboard until compliance
Ratings:	P 500	P 1,000 and non-employment onboard until compliance	P 2,000 and non-employment onboard until compliance

Shipping Company/Ship Operator:			
• 500 GT and Above	P 25,000.00	P 50,000.00 and 30-day suspension of CPC	P 75,000.00 and cancellation of CPC
• Below 500 GT	P 20,000.00	P 40,000.00 and 30 days suspension of CPC	P 60,000.00 30 days suspension of CPC
• Below 250 GT	P 15,000.00	P 30,000.00 30 days suspension of CPC	P 45,000.00 30 days suspension of CPC
• Below 100 GT	P 10,000.00	P 20,000.00 30 days suspension of CPC	P 30,000.00 30 days suspension of CPC
• Below 35 GT	P 5,000.00	P 10,000.00 30 days suspension of CPC	P 15,000.00 30 days suspension of CPC
• Below 3 GT	P 2,500.00	P 5,000.00 30 days suspension of CPC	P 7,500.00 30 days suspension of CPC

2. A seafarer who either represents false statement, submits any fraudulent, tampered, or irregularly issued D-COC, licenses or documents shall be liable to pay the following administrative fines and penalties:

Particulars	First Offense	Second Offense	Third and Succeeding Offenses
Seafarers:			
Master Mariner/ Chief Engineer	P 8,000.00	P 20,000.00 and 30-day suspension of D-COC	P30,000.00 and cancellation of D-COC

Chief Mate/ 2nd Engineer	P 6,000.00	P 15,000.00 and 30-day suspension of D-COC	P 22,500.00 and cancellation of D-COC
2M/3M/3E/4E	P 5,000.00	P 10,000.00 and 30-day suspension of D-COC	P 15,000.00 and cancellation of D-COC
Ratings	P 2,500.00	P 5,000.00 and 30- day suspension of D-COC	P 7,500.00 and cancellation of D-COC
• Below 500GT			
Major Patron	P 5,000.00	P 7,500.00 and 30- day suspension of D-COC	P 10,000.00 and cancellation of D-COC
Minor Patron	P 2,500.00	P 5,000.00 and 30- day suspension of D-COC	P 7,500.00 and cancellation of D-COC
Boat Captain 3	P 2,000.00	P 2,500.00 and 30- day suspension of D-COC	P 5,000.00 and cancellation of D-COC
Boat Captain 2	P 1,500.00	P 2,000.00 and 30- day suspension of D-COC	P 4,000.00 and cancellation of D-COC
Boat Captain 1	P 1,000.00	P 1,500.00 and 30- day suspension of D-COC	P 3,000.00 and cancellation of D-COC
MDM 2	P 2,500.00	P 5,000.00 and 30- day suspension of D-COC	P 7,500.00 and cancellation of D-COC
MDM 1	P 2,000.00	P 4,000.00 and 30- day suspension of D-COC	P 6,000.00 and cancellation of D-COC
Motorman	P 1,500.00	P 3,000.00 and 30- day suspension of D-COC	P 4,500.00 and cancellation of D-COC
Ratings	P 1,000.00	P 1,500.00 and 30- day suspension of D-COC	P 2,000.00 and cancellation of D-COC

3. Shipping companies/ operators shall be held responsible for spurious or tampered documents submitted by any seafarer to MARINA which were secured or tampered by the shipping company /operator or any of their employees or liaison officers/ messengers, or where said company /operator or employee / liaison officer/ messenger has tampered or participated in securing the questioned documents from any source, shall be liable pay the following administrative fines and penalties:

• 500 GT and Above	
First Violation	P 25,000.00
Second Violation	P 50,000.00
Third Violation	P 100,000.00 and recommendation for the cancellation of the company's license by proper government agency
• Below 500 GT	
First Violation	P 12,500.00
Second Violation	P 25,000.00

Third Violation	P 50,000.00 and recommendation for the cancellation of the company's license by proper government agency
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4. Payment of foregoing fines shall be without prejudice to the filing of appropriate criminal case under the Revised Penal Code.

IX. TRANSITORY PROVISIONS

Existing QDC shall remain valid until its expiration, after which D-COC shall be issued after completion of the required training/s;

X. REPEALING CLAUSE

The provisions of MARINA Memorandum Circular Nos. 164, 171, 173, MARINA Advisory Nos. 2006-005, 2010-08, and any Circular/regulations inconsistent herewith are hereby repealed.

XI. SEPARABILITY CLAUSE

Should any part of this Circular be declared null and void, the same shall not affect the validity of the remaining part.

XII. EFFECTIVITY

This MARINA Circular shall take effect fifteen (15) days after its publication once in a newspaper of general circulation.

BY AUTHORITY OF THE BOARD:

(Signed) **ATTY. NICASIO A. CONTI**
Officer-in-Charge

SECRETARY'S CERTIFICATE

This is to certify that the foregoing MARINA Circular No. 2012-04 has been approved by the MARINA Board during its 219th Board Meeting held on 04 July 2012.

(Signed) **ATTY . VIRGILIO C. CALAG**
Corporate Board Secretary