

MARINA CIRCULAR NO. 2013-12
Series of 2013

**TO : ALL MARITIME TRAINING INSTITUTIONS, MARITIME INDUSTRY
STAKEHOLDERS AND OTHER ENTITIES CONCERNED**

**SUBJECT : REVISED RULES ON THE ACCREDITATION OF INSTRUCTORS
AND/OR ASSESSORS**

Pursuant to the Presidential Decree No. 474, Executive Order No. 125/ 125-A, Executive Order No. 75 and its Implementing Rules and Regulations (IRR) and to fully comply with the 1978 International Convention on Standards of Training, Certification and Watchkeeping (STCW), as Amended, the following rules shall be adopted in the accreditation of Instructors and Assessors:

I. OBJECTIVES:

1. To prescribe policies and guidelines in the accreditation of Instructors and/or Assessors of maritime training institutions and/or assessment centers; and
2. To ensure that only those Instructors and Assessors accredited by MARINA shall conduct training and assessment respectively, by the accredited maritime training institutions and/or assessment centers.

II. COVERAGE:

This Circular shall apply to the Instructors and Assessors of training courses under the following Chapters of the STCW Convention:

1. Chapters II and III – Relevant regulations covering the approved education and training;
2. Chapter IV – GOC for GMDSS;
3. Chapter V – Special training requirements for personnel on certain types of ships; and
4. Chapter VI – Emergency occupational safety, security, medical care, and survival functions.

III. DEFINITION OF TERMS:

For the purpose of this Circular, the following terms shall be defined as follows:

1. **Assessment Center** – shall refer to an entity, public or private, recognize by the relevant member agency to conduct competence assessment of seafarers for the purpose of issuance of appropriate certificate required under the 1978 STCW Convention, as amended:
2. **Instructor** – refers to an authorized personnel of training institution/center conducting training, teaching and instruction to all trainees who are enrolled in a particular training program.

3. **Assessor** – refers to an authorized personnel of the training or assessment center conducting assessment of competence of trainees to determine if they have met the required standard of competence as required by the STCW Code.
4. **Maritime Training Institution** – refers to the duly established institutions/ centers, public or private, duly authorized by the Administration to offer maritime training courses in accordance with the 1978 STCW Convention, as amended and the applicable laws, rules and regulations.
5. **Certificate of Accreditation** – refers to the document issued by MARINA to Instructors and/or Assessors authorizing them to conduct training and/or assessment at any accredited maritime training and/or assessment institutions/centers.

IV. GENERAL PROVISIONS:

1. All Instructors and Assessors conducting training and/or assessment to any courses under Item II should be accredited by MARINA.
2. All new applicants for Instructor and/or Assessor shall undergo the written and oral examination/ panel interview before the Certificate of Accreditation and Identification Card (ID) will be issued by MARINA.
3. The issued ID to the accredited Instructors and/or Assessors shall always be worn by the concerned assessors/instructors when conducting training and/or assessment.
4. Only those Instructors and Assessors with valid Certificate of Accreditation and ID issued by MARINA shall be authorized to conduct training and/or assessment.
5. All Instructors and Assessors with valid certificate of accreditation and ID can teach and/or assess any accredited maritime training institutions or assessment center without further approval from MARINA.
6. All existing Instructor and/or Assessor shall undergo revalidation before the Accreditation Certificate and ID will be issued by MARINA.
7. The MARINA shall establish a Pool of Examiners and/or Panel of Interviewers per Course who will supervise the written and oral examination/interview of new applicants. **Subject to guidelines to be developed by MARINA for the purpose, MARINA may delegate to Maritime Training Institutions and/or Assessment Centers, the function of supervising and administering the written and oral examination/interview of new applicants for the purpose of accrediting their training course only. The approval process for Instructors/ Assessors shall form part of their respective Quality Standard System.** The results of the written and oral examination/panel interview shall be submitted to the Executive Director for appropriate action.
8. The list of accredited Instructors and/or Assessors shall be posted in the MARINA website.

V. SPECIFIC PROVISIONS:

1. All existing Instructors and/or Assessors previously approved by MARINA may apply personally or may submit their application for the issuance of Certificate of Accreditation and ID at the STCW Office, through the training or assessment center's authorized Liaison Officers for revalidation.
2. New Instructors and/or Assessors shall submit their documentary requirements in accordance with the approved qualification standards to the MARINA for evaluation. Those applicant Instructors and/or Assessors who passed the documentary evaluation shall be notified to undergo the written and oral examination/panel interview.
3. Certificate of Accreditation and ID shall be issued within fifteen (15) days after completion of the written and oral examination/panel interview.
4. Those applicants who failed in the written and/or oral examination/panel interview may be allowed to re-apply after three (3) months.
5. Only the following Instructors and/or Assessors shall be accredited by MARINA and be allowed to conduct training and/or assessment:
 - For existing Instructor and/or Assessor – those who passed the revalidation
 - For New Applicant for Instructor and/or Assessor – those who passed the written and oral examination/panel interview conducted by Pool of Examiners and/or Panel of Interviewers **of MARINA or those who underwent oral/written assessment/interview administered and supervised by Maritime Training Institution and Assessment Center.**

VI. DOCUMENTARY REQUIREMENTS:

The application for accreditation shall be accepted by the MARINA STCW Office upon presentation of the following:

1. For Existing Instructor and/or Assessor
 - 1.1 Application Letter
 - 1.2 Letter of Approval issued by MARINA/TESDA or the then Maritime Training Council (MTC)
 - 1.3 Payment of the required fees and charges
2. For New Applicant for Instructor and/or Assessor
 - 2.1 Application Letter
 - 2.2 Certified True Copy of the required documents indicated in the approved Qualification Standards issued by MARINA
 - 2.3 Payment of the required fees and charges

VII. FEES AND CHARGES:

The payment of the following fees and charges shall be made through the MARINA Central Office or any accessible Regional Offices:

Application and Examination Fee	-	P 500.00
Accreditation Fee and ID for Instructors or Assessors	-	P 500.00
Replacement of Lost/damaged certificate of Accreditation or ID	-	P 500.00
Accreditation Fee and ID for Instructors who are at the same time Assessors	-	P 1,000.00
Surcharge for Expired Accreditation Certificate/ID	-	P 500.00

VIII. VALIDITY OF THE CERTIFICATE AND ID:

The Accreditation Certificate and ID shall be valid for five (5) years and the application for renewal shall be filed at least six (6) months before the expiration of the original certificate and ID.

IX. FINES AND PENALTIES:

1. An applicant who after due process, has been found to have submitted false statement in his application, fraudulent or tampered certificates or documents shall pay the following administrative penalties:

First Offense	-	P 5,000.00
Second and Succeeding Offenses	-	P 10,000.00

2. Any Certificate of Accreditation and ID issued by MARINA shall be subject to suspension or revocation if the holder is found guilty of gross violation of this Circular.

X. TRANSITORY PROVISIONS:

All existing Instructors and/or Assessors who were previously approved by MARINA/TESDA or the then Maritime Training Council (MTC) shall be recognized up to 31 December 2013. Thereafter, only those have a valid Certificate of Accreditation and ID issued by MARINA shall be authorized to teach and/or assess at any accredited maritime training institution.

XI. REPEALING CLAUSE:

All other issuances that are inconsistent with the provisions of this MARINA Circular are hereby superseded, repealed or amended accordingly.

XII. EFFECTIVITY:

This Memorandum Circular shall take effect immediately after its publication once in a newspaper of general circulation.

Manila, Philippines, 30 August 2013.

BY AUTHORITY OF THE BOARD:

(SGD) MAXIMO Q MEJIA JR, PhD
Administrator

SECRETARY'S CERTIFICATE

This is to certify that MARINA Memorandum Circular No. 2013-12 was approved by the MARINA Board of Directors pursuant to Board Resolution No. 2013-01 dated 30 August 2013.

(SGD) ATTY. VIRGILIO B. CALAG
Acting Corporate Board Secretary