

MEMORANDUM CIRCULAR NO. 174

TO : ALL PERSONS AND ENTITIES CONCERNED

SUBJECT : RULES ON THE ACCREDITATION OF MARITIME TRAINING CENTERS IN THE CONDUCT OF TRAINING PROGRAMS FOR SEAFARERS

Pursuant to section 13 (c) of Presidential Decree No. 474, the following rules on the accreditation of maritime training centers in the conduct of training programs developed by the Maritime Industry Authority (MARINA) for the domestic are hereby prescribed.

I. COVERAGE

These rules shall apply to all maritime training centers and concerned maritime training entities which will offer and conduct training required by the MARINA for officers and crew on board Philippine-registered ships operating in Philippine waters.

II. QUALIFICATION REQUIREMENTS

The applicants must meet the following qualification requirements:

1. Must be a Filipino citizen or a corporation/partnerships at least 60% of the authorized capital stock/shares of which is owned by Filipino citizen;
2. The Articles of Incorporation/Partnerships or DTI Registration must reflect the of providing maritime training services;
3. Must have the training facilities, equipment and personnel prescribed and approved by the Authority; and,
4. Must have the financial capability to put up cash bond or surety bond sufficient to secure payment of fines and/ or penalties which may become due and payable to the MARINA.

III. DOCUMENTARY REQUIREMENTS

1. Letter of Intent;
2. Articles of Incorporation of Partnership, or DTI registration, as the case may be;
3. List of instructors/trainors and assessors accompanied by their respective resume/bio data detailing experience and training.
4. Copy of assignment of cash or surety bond in favor of MARINA in the amount of Three Hundred Thousand Pesos (P300,000.00). The surety company must be in the updated list of duly registered/licensed surety companies provided by the Office of the Insurance Commission;
5. List/description of training facilities, equipment and/or materials, including the training site/facility;
6. Proof of Safe Occupancy of building and the structures used or occupied for training – related services; and,
7. Provision of group insurance policy to ensure that trainees are properly covered in case of accidents incurred during training.

IV. INSPECTION OF MARITIME TRAINING CENTER

The MARINA shall conduct an inspection prior to accreditation/ reaccréditation of the applicant training center to determine its technical adequacy and capability to carry out the training. The MARINA may likewise conduct un-announced inspection whenever necessary. Results of the inspection shall be given to the applicant within five (5) days after termination of the inspection.

V. VALIDITY AND RENEWAL OF CERTIFICATE

The Certificate of accreditation shall be valid for three (3) years. Application for renewal shall be filed at least two (2) months prior expiration thereof.

VI. FEES AND CHARGES

The following corresponding fees shall be collected by the MARINA from the applicant .

Filing Fee	P 250.00
Inspection Fee	P 200.00

Re-Inspection Fee	P 250.00
Accreditation Fee	P 15,000.00

VII. REPORTORIAL REQUIREMENTS

The accredited maritime training center shall submit the following reports and/or documents within the period prescribed:

1. Updated list of trainees, within ten (10) days after every completion of the training.
2. Replacement of the instructor/trainor and assessor, within ten (10) days after every replacement; and,
3. Annual Accomplishment Report, within thirty (30) days after the end of each calendar year.

VIII. RESPONSIBILITIES OF ACCREDITED TRAINING CENTERS

1. The accredited maritime training centers shall comply with the following responsibilities:
 - 1.1 Maintain the qualification requirements;
 - 1.2 Comply with the reportorial requirements under Item VII hereof;
 - 1.3 Conduct the training only at the approved venue and by instructors/trainors And assessors duly approved by the MARINA;
 - 1.4 Secure the MARINA approval whenever a ship will be used in the conduct of Training;
 - 1.5 Comply with /observed strictly the training program developed by MARINA;
 - 1.6 Observed the required maximum number of twenty-four (24) trainees per class but not less than six (6) in each group during the practical training;
 - 1.7 Maintain the classrooms in a safe, secure, sanitary and comfortable condition.
 - 1.8 Ensure and maintain the training equipment to be used in the program in a safe and good working condition. Equipment other than those specified may be allowed by the MARINA provided that it can be shown that the objective of the training/course program will be likewise achieved;

- 1.9 Ensure that the required textbooks and teaching aids prescribed in the program shall be available, sufficient and updated;
- 1.10 Issue Certificate of training and passed the assessment;
- 1.11 Inform the MARINA immediately whenever it intends to withdraw from the business or suspend operations; and,
- 1.12 Comply with such other orders/regulations/issuances/policies that the MARINA may issue relative to conduct of training.

IX. ADMINISTRATIVE SANCTIONS AND PENALTIES

A. Following the summary administrative procedure, the MARINA may impose the following times and penalties for any of the following Offenses:

1. Failure to comply with the reportorial requirements under Item VII hereof:

- First Offense - P 10,000 + warning
- Second Offense - P 25,000 + suspension of Accreditation for one (1) month
- Third Offense - P 50,000 + cancellation of Accreditation

2. Non-compliance with any of the responsibilities of accredited training centers under Item VIII hereof:

- First Offense - P 10,000 + warning
- Second Offense - P 25,000 + suspension of Accreditation for one (1) month
- Third Offense - P 50,000 + cancellation of Accreditation

3. Failure to Comply with other provisions of this Circular;

- First Offense - P 10,000 + warning
- Second Offense - P 25,000 + suspension of Accreditation for one (1) month

Third Offense - P 50,000 + cancellation of Accreditation

4. Submission of any false or misleading data/information, or spurious document ---- P 100,000.00, without prejudice to the suspension or cancellation of the accreditation and criminal/civil prosecution.

X. DIRECTORY OF ACCREDITED MARITIME TRAINING CENTERS AND REGISTERED OF TRAINED DOMESTIC SEAFARERS

The MARINA shall maintain and publish an updated list of accredited Maritime training centers and shall also maintain an updated register of domestic seafarers who underwent the training programs developed by the MARINA under this Circular.

IX. EFFECTIVITY

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

June 28, 2002 at Manila, Philippines.

BY AUTHORITY OF THE BOARD:

ATTY. OSCAR M . SEVILLA
Administrator

SECRETARY'S CERTIFICATE

This is to certify that Memorandum Circular No. 174 has been approved during
the _____ Regular Meeting of the MARINA Board on _____.

ATTY. GLORIA J. VICTORIA-BAÑAS
Acting Corporate Board Secretary

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