

APPLICATION FOR ISSUANCE OF CERTIFICATE OF PHILIPPINE REGISTRY/CERTIFICATE OF OWNERSHIP AND MINIMUM SAFE MANNING CERTIFICATE

Schedule of Availability of Service:

Daily, Monday to Friday
7:00 AM to 6:00 PM without noon break

Who may avail of the service:

Shipowners, operators, Bareboat Charterers and Shipmanagers of Philippine-registered seagoing ships, who will apply for the Certificate of Philippine Registry (CPR)/Certificate of Ownership (CO) and Minimum Safe Manning Certificate (MSMC)

What are the requirements:

For initial issuance of CPR/CO/MSMC

1. Letter of intent

For Full Term of CPR/CO:

1. Letter of intent
2. Protocol of Delivery
3. Approved General Arrangement and Capacity Plans

For full term MSMC:

1. Letter of Intent
2. Protocol of Delivery

Duration: 3 days

How to Avail of the Service:

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Screening Form (SF)
1.	Secures the checklist of documentary requirements from the Officer of the Day, completes the documentary requirements.	Provide the application and checklist of documentary requirements	5 minutes	Officer of the Day (OTD)		SF19
2	Proceeds to the OTD and submits the documentary requirements	Checks completeness of documentary requirements.	10 minutes	OTD		
		If complete, the screening officer issues the Authority to Accept Payment (ATAP) and instructs the applicant to proceed to the Cashier for payment.	5 minutes	OTD		
		If incomplete, returns the application to the Applicant for completion/ compliance				
3	Pays to the Cashier the corresponding amount of processing fee	Receives payment from applicant; issues and attaches the corresponding Official Receipt (OR) then advise the applicant to proceed to Central Receiving Unit (CRU)	10 minutes	Cashier	CPR/CO – ➤ Initial - P2,650.00 plus P1.15/GT in excess of 500 GT ➤ Reissuance/Full Term – P1,650.00 MSMC – ➤ Initial/Reissuance/for Special	

					Permit for overseas trade P1,650.00 For Bareboat Charter/Importation of Ships: ➤ Full Term – P8,050.00 ➤ Interim – P1,650.00 ➤ Reissuance for compliance to new IMO Regulations – P600.00	
4.	Proceeds to the Records Section	Receives the application and forwards the application to OSS.	15 minutes	Records Section		
		Receives and logs-in the application in the DTracks/ logbook & attaches an assignment card \ (index card) in the application and forwards the application to the Division Chief for work assignment	10 minutes	OSS Secretary/ Clerk		
		Assigns the application to the Evaluator	20 minutes	Division Chief		
		Evaluates the application. If in order/ complies with existing rules/ regulation/policies, the evaluator recommends approval; drafts/Executive Brief, Letter Approval and Certificate.	1.5 days	Evaluator		

		If it does not conform with existing rules/regulations/policies, drafts Letter of Disapproval.				
		Edits and reviews the submitted draft Executive Brief, Certificate, Letter Approval or Letter Disapproval. If in order, Division Chief/OIC affixes her initial in the Executive Brief then forwards the application to the Director for signature/approval.	40 min.	Division Chief		
		Further review and signs Executive Brief and affixes his initials in the Letter Approval and Certificate.	20 minutes	Director		
		Releases/ Logs-out the application in the DTracks/logbook and forwards the application to the Office of the Deputy Administrator for Operations (DAO).	10 minutes	OSS Secretary Releasing Clerk		
		Receives and logs-in the application in the DTracks/ logbook and forwards to the Executive Assistant.	10 minutes	ODAO Receiving Clerk		
		Further reviews the application and forwards to DAO	30 minutes	Executive Assistant of DAO		

		Affixes her initial in the Letter Approval and Certificates and returns to the Secretary/Clerk	20 minutes	DAO		
		Logs-out/D-Tracks the application and then forwards the application to the Office of the Administrator.	10 minutes	ODAO Releasing Clerk		
		Receives and logs-in the application in the DTracks/logbook.	5 minutes	OADM Receiving Clerk		
		Further reviews the application.	30 minutes	Executive Assistant		
		Signs/approves the application and return to the Clerk	20 minutes	Administrator		
		Logs-out the application in the DTracks/logbook then forwards the application to Records Section for release.	5 minutes	OADM Releasing Clerk		
		Receives and logs-in the application in the DTracks/logbook	5 minutes	Clerk/ Records Section		
5	Receives Letter Approval and Certificates at the Records Section	Releases and logs-out the application to the Applicant; retains copy of all the documents for safekeeping; then forwards one copy of Letter Approval/Certificate/ to OSS.	15 minutes	Releasing Clerk-Records Section		
END OF TRANSACTION						