



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION AND COMMUNICATIONS

**MARITIME INDUSTRY AUTHORITY**



**MARINA ADVISORY NO. 2013-23**  
Series of 2013

**TO :** All Seafarers, Manning/Crewing Agencies, Shipping Companies,  
Maritime training Centers and Others Concerned

**SUBJECT :** **New Procedures in the Filing for Issuance of Certificates of  
Proficiency (COP)**

**DATE :** 25 October 2013

In the interest of the service and to better serve our seafarers, the MARINA shall adopt a new system in the filing and issuance of the COPs and other STCW related certificates.


Commencing on 29 October 2013, all seafarers who were issued the priority numbers for the day shall proceed to the 7<sup>th</sup> Floor for receiving, screening and evaluation of their documents by the concerned evaluators.

After evaluation, each seafarer shall be required to have his photo taken at the designated photo booth located at the same room/level. The seafarer shall be provided with the requisite uniform appropriate to his rank or position.

Acceptance of applications from the Maritime Training Institutions (MTIs) shall be at the 6<sup>th</sup> Floor. Regular batch applications for revalidation from Manning Agencies shall also be at the 6<sup>th</sup> Floor.

Payment and Releasing of Certificates shall remain at the 6<sup>th</sup> Floor.

For immediate compliance.

  
**MAXIMO Q. MEJIA JR., PhD**  
Administrator

Date of Publication: October 28, 2013  
Published in: Manila Times  
Date of Submission to ONAR: November 8, 2013