



MARITIME INDUSTRY AUTHORITY

MARINA ADVISORY NO. 2021-55
Series of 2021

TO : ALL SEAFARERS, LICENSED MANNING AGENCIES (LMAs)
AND ALL CONCERNED

SUBJECT: ADDITIONAL GUIDELINES ON THE PROCESSING OF STCW
CERTIFICATES BY LICENSED MANNING AGENCY
PURSUANT TO MARINA ADVISORY NO. 2021-12, ENTITLED
"SUSPENSION OF EXPEDITE PROCESSING OF
APPLICATIONS FILED THROUGH LO OF LMAs"

DATE : SEP 30 2021

Notice is hereby given that pursuant to PD 474, Republic Act No. 10635 and its Implementing Rules and Regulations (IRR), and the Standards of Training, Certification and Watchkeeping for Seafarers, as amended, this Authority hereby adopts and implements the following guidelines relative to the processing of STCW certificate applications on a case to case basis and in order to eliminate unauthorized transactions of company representatives:

1. Expedite applications filed by Licensed Manning Agency on behalf of the seafarers shall be allowed only on those seafarers who are already undergoing quarantine for deployment purposes. The following documents shall be submitted via courier or any authorized company messenger to the Certification Division:
 - a. Letter request/Transmittal from the shipping company/manning agency duly signed by its authorized official/s, and must bear the official logo of the company indicating reason or circumstance behind the request;
 - b. A verifiable Certification from the quarantine facility for crews undergoing quarantine;
 - c. Valid Overseas Employment Certificate (OEC);
 - d. Contract of Employment duly approved by the POEA; and
 - e. Verifiable confirmed E-ticket if joining ship in other country or Bureau of Immigration (BI) issued Embarkation Permit;
2. For onboard processing applications filed by Licensed Manning Agency on behalf of the seafarers, the following documents shall be submitted via courier or any authorized company representative to the Certification Division:

- a. Letter request from the shipping company/manning agency duly signed by its authorized official/s, and must bear the official logo of the company indicating reason or circumstance behind the request;
 - b. Embarkation entry duly signed by the Ship's Captain as appearing in the SIRB/SRB;
 - c. First page of Passport/Letter of Guarantee from BOI (if local embarkation) and page with departure stamp;
 - d. Page of Passport with arrival stamp stating the airport destination;
 - e. Duly notarized Affidavit of Undertaking or Certification from the shipping company/manning agency;
 - f. Ship's Crew List;
 - g. New Contract of Employment approved by the POEA in case of promotion;
 - h. Overseas Employment Certificate; and
 - i. Duly notarized Affidavit in case of lost or damaged COP or with erroneous information therein. The Affidavit should state the circumstances of the loss or damage or the erroneous details of information and give a description of the certificate.
3. Upon receipt of the documents for expedite and onboard processing, courier or authorized company representative must immediately leave the premises of the Certification Division and just monitor the status of the application filed via MISMO.
 4. The MARINA Advisory 2021-39, entitled "NEW GUIDELINES ON THE PROCESSING OF EXPEDITE APPLICATIONS FOR THE ISSUANCE AND REVALIDATION OF STCW CERTIFICATES" is hereby **suspended** until further notice. Processing of the same shall be allowed only to those Seafarers who are due for departure within two (2) days and must present the required expedite processing documents which can only be availed at the MARINA Central Office.

This Advisory shall take effect immediately.

For guidance and strict compliance.


VADM ROBERT A EMPEDRAD AFP (Ret)
Administrator

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