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Republic of the Philippines  
Department of Transportation  
MARITIME INDUSTRY AUTHORITY



**MEMORANDUM CIRCULAR NO. SC-2021- 08**  
Series of 2021

**TO: ALL MARITIME TRAINING INSTITUTIONS (MTI), ASSESSMENT CENTERS (ACs), OTHER CONCERNED ENTITIES, SEAFARERS, AND MARITIME INDUSTRY STAKEHOLDERS**

**SUBJECT: POLICIES, RULES AND REGULATIONS ON THE ACCREDITATION OF MARITIME TRAINING INSTITUTIONS AND ASSESSMENT CENTERS**

Pursuant to Presidential Decree No. 474, Republic Act (RA) No.10635 and its Implementing Rules and Regulations (IRR) and consistent with the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW), 1978, as amended, Republic Act No. 11032 otherwise known as the "*Ease of Doing Business and Efficient Government Service Delivery Act of 2018*" and Republic Act No. 10173 also known as the "*Data Privacy Act of 2012*", the following rules and regulations are hereby promulgated and adopted:

**Article I  
OBJECTIVES**

**Section 1.** The objectives of this Circular are:

1. To prescribe the rules and regulations on the accreditation of Maritime Training Institutions (MTIs) and Assessment Centers (ACs);
2. To implement and strengthen compliance with the relevant provisions of the STCW Convention, 1978, as amended, relating to training and assessment of competence of seafarers; and
3. To ensure the delivery of quality maritime training courses and assessment of competence for subsequent issuance of STCW Certificates.

**Article II  
COVERAGE**

**Section 2.** This Circular shall cover the accreditation of institutions intending to operate as an MTI and/or AC which intend to apply for approval to offer maritime training courses and/or conduct of practical assessment respectively, for purposes of certification as mandated under the relevant provisions of the STCW Convention, 1978, as amended.



**Section 3.** This Circular shall also cover existing MTIs and ACs which shall apply for renewal of the course approval of the current training courses and/or conduct of practical assessment respectively, for purposes of certification.

### **Article III DEFINITION OF TERMS**

**Section 4.** For the purpose of this Circular the terms hereunder shall be defined as follows:

1. **Accessibility to medical services** refers to the requirement that training sites are immediately situated in the closest proximity to a hospital or medical clinic i.e. at least not more than 10 kilometers away from the institution.
2. **Administration** refers to the Maritime Industry Authority (MARINA)
3. **Applicant Assessment Center (AC)** refers to existing and new institutions duly established under the existing Philippine laws, rules and regulations which intend to apply for accreditation and conduct of practical assessment for purposes of certification required under the STCW Convention, 1978, as amended.
4. **Applicant Maritime Training Institution (MTI)** refers to existing and new institutions duly established under the existing Philippine laws, rules and regulations which intend to apply for accreditation and offer maritime training courses.
5. **Approved Training Course** refers to the series of maritime lessons composed of subject areas or component modules designed to teach the trainee(s) the knowledge, understanding, and proficiency necessary in the acquisition of the mandatory competences and be certified in accordance with the requirements of the STCW Convention, 1978, as amended.
6. **Assessment of Competence** refers to the process of collecting evidence through theoretical examination and practical assessment of the knowledge, understanding and proficiency, gained from the following: approved education and training; approved training ship experience; approved laboratory equipment training; or approved in-service experience, and making judgments on whether competency has been achieved and that an individual can perform the relevant standards in the table of competences of the STCW Code, as amended.
7. **Certificate of Accreditation** refers to the document issued by the Administration to a Maritime Training Institution and/or Assessment Center, officially confirming that it met the necessary requirements of accreditation as an MTI or AC.



8. **Evaluation and Inspection Team (EIT)** refers to a group of Accreditation Division evaluators and personnel from other divisions/offices duly designated by the Executive Director or his/her authorized representative to conduct inspection either on-site or virtual or combination of both, on applicant MTI and/or AC, to validate compliance on facilities, equipment and simulators, among others vis-a-vis documents verified during the First Stage of the evaluation.
9. **Institution** refers to a Maritime Training Institution or an Assessment Center.
10. **Learning Resource Center** refers to a facility within an MTI, staffed by a specialist, containing several information sources to facilitate learning for trainees and staff. It focuses on multimedia resources and information technology.
11. **Planned Maintenance System (PMS)** is the documented process of periodic inspection, testing, and repair of equipment and facilities to ensure that, at any given time, they are up and running, preventing any costly unplanned downtime from unexpected equipment failure.
12. **Quality Standards System** refers to the documented policies, procedures, controls and internal quality assurance system, relating but not limited to training, assessment of competence and revalidation activities, designed to ensure the achievement of defined objectives of the training course in accordance with the requirements of the STCW Convention.
13. **Tabletop Evaluation** refers to the *first stage* of evaluation wherein the submitted documents of an applicant institution undergo documentary review before the Tabletop Evaluators to see if it meets or conforms with the standards set forth by the Administration. This refers to the evaluation mentioned in Section 25 of Article VIII of this circular.
14. **Tabletop Evaluators** refers to Accreditation Division personnel assigned to conduct the First Stage of the evaluation of documents submitted by the applicant MTI.
15. **STCW Office** refers to the office in MARINA, specifically tasked to give full and complete effect to the requirements of the STCW Convention, 1978, as amended.
16. **Structural Obstruction** refers to a permanent object or component of a building situated anywhere between the trainee/s and the instructor in a classroom or laboratory room that somehow obstructs the direct and peripheral visions of a trainee/s during lecture or discussions.
17. **Understudy Program** - refers to the method by which instructor, assessor or other personnel involved in training or assessment is prepared to perform the work or role of another in order to act or assume as its replacement.



## **Article IV GENERAL PROVISIONS**

**Section 5.** Only institutions established for the purpose of conducting maritime training and/or assessment duly registered under the Securities and Exchange Commission (SEC) or Department of Trade and Industry (DTI) may apply for accreditation under this Circular.

**Section 6.** Institutions which intend to apply as new MTI/AC shall submit a Letter of Intent together with a Feasibility Study showing viability and sustainability of its operation, including the proposed course, levels of responsibility to be assessed, and the necessary training/assessment fees. However, MTIs/ACs that have been in continuous operation for 5 years or more, shall no longer be required to submit the feasibility study of its operation.

**Section 7.** Applicant institution shall be required to attend a mandatory 1-day orientation to be conducted free of charge by the Administration covering the accreditation standards, processes, and approval of training courses for MTIs and conduct of practical assessment for purposes of certification for ACs. The orientation is a one-time activity and may be conducted at the MARINA STCW Office or through virtual platforms as deemed necessary.

**Section 8.** Two (2) of the principal officers (e.g. President, Vice President for Operations, Training Manager, or their equivalents) of the applicant institution shall have at least two (2) years managerial, supervisory or teaching and assessment experience in maritime education, maritime training and/or maritime assessment of competence. To this effect, documents such as comprehensive resumé and certificate of employment shall be submitted, accordingly.

**Section 9.** The applicant institution shall have at least the following officials or their equivalent:

1. President
2. Director or Manager
  - 2.1. For MTI: Training Director or Training Manager
  - 2.2. For AC: Assessment Director or Assessment Manager
3. Site Supervisor
4. Quality Compliance Officer
5. Research and Development Officer
6. Finance Officer
7. Registrar
8. IT Manager

The duties and responsibilities of the aforesaid officials, including the multiple functions they perform, if any, shall be reflected in the institution's QSS.

**Section 10.** A branch which had been established by the MTI/AC shall be considered as a new applicant for accreditation as MTI/AC. A maximum of two (2) MTI/AC branches may be allowed to utilize the same practical site provided that a Site Utilization Plan is submitted to the Surveillance Division



(Email: [stcw.surveillance@marina.gov.ph](mailto:stcw.surveillance@marina.gov.ph)) twenty-four (24) hours prior to the conduct of practical exercises or assessments.

**Section 11.** The MTI and AC shall provide their own facilities which shall be used solely for the conduct of maritime training courses and/or conduct of practical assessment for purposes of certification.

The sharing of facilities and equipment may be allowed as reflected in the checklists of the Approved Training Courses. The names of the Branches who will be utilizing the same shall be reflected on the shared facilities and equipment.

**Section 12.** The name of the contracting party in the lease contract agreement, as well as in all other documents issued by the institution or entity, shall be the name as appearing in the Certificate of Registration or Charter of the duly registered institution or entity.

**Section 13.** In cases where there are amendments to the submitted documents such as changes in the Articles of Incorporation, By-Laws, Charters or replacement of any of the principal officers, the MTI and/or AC, under this Circular shall inform the MARINA STCW Office in writing, substantiated by photocopies of such pieces of evidence, within thirty (30) calendar days from the date of amendment.

## **Article V REQUIREMENTS FOR FILING OF APPLICATION**

**Section 14.** After attending the mandatory 1-day orientation as prescribed under Section 7 above, the applicant institution shall file an Application Letter at the Accreditation Division, MARINA STCW Office.

**Section 15.** All applications shall be filed and submitted electronically to the Accreditation Division, MARINA, STCW Office. Applications with incomplete requirements shall immediately be returned to the applicant. The applicant institution shall be required to pay the filing and inspection fees of an amount stipulated in the schedule of fees for the initial evaluation to commence.

Filing and inspection fees paid to the Administration relative to the application for accreditation shall be non-refundable.

**Section 16.** The application shall only be accepted by the Accreditation Division (AD) upon completion of the following documentary requirements:

1. Feasibility Study, this should include an analysis that takes all relevant factors into consideration—including economic, technical, legal, scheduling, and risk assessment. The institution shall also include in its study, the sustainability of its venture and consider a possible outcome of a worst-case scenario i.e. when the institution is unable to honor its financial obligations.
2. Certificate of Registration with the SEC together with the Articles of Incorporation and copy of by-laws for private institutions or DTI registration



certificate for sole proprietors or Charter and Board Resolution for government institutions.

3. Resume of principal officials indicated under Section 9 with recent pictures and specimen signatures.
4. Proof of ownership for theoretical and/or practical site, assessment site, or Lease Contract valid within the period of five (5) years or the period of the Certificate of Accreditation applied for, whichever is longer. The name of the contracting party in the Lease Contract shall be the name of the duly registered institution.
5. Valid Business Permit
6. ISO Certificate or any proof of initial evaluation by a certifying body (First Level Audit)
7. Floor Plan of administrative office, classroom, learning resource center and facilities.
8. For MTIs: Site Map of practical site for courses with practical training and assessment.
9. For ACs: Site Map of practical site for the conduct of practical assessment
10. Photos with label of the institution's facilities

**Section 17.** The Applicant institution shall also submit documents pertaining to the following:

1. Quality Standard System to include Training and Assessment System for MTIs and ACs, respectively;
2. Human Resources;
3. Physical Resources; and
4. Safety and Security

## **Article VI ACCREDITATION CRITERIA**

Applicant institution shall be required to demonstrate compliance with the following criteria:

**Section 18.** Quality Standards System (QSS)

1. QSS shall be documented in a Quality Standards Manual incorporating the following, to wit:
  - a. Vision, mission, and goals statements of the institution;
  - b. details of training/assessment strategies in use;
  - c. organizational chart with corresponding job descriptions and information on the composition of committees and advisory bodies, if any;
  - d. trainees'/candidates' required information;
  - e. a description of facilities and equipment including its planned maintenance system;
  - f. institutional development program;
  - g. Faculty Development Program (for MTI);
  - h. Assessors' Development Program (for AC); and
  - i. policies and procedures on:
    - Trainee's/candidate's admission;



- Adoption and compliance with the new training/assessment standards;
  - Development of exercise and assessment tools;
  - Review of existing courses and assessment tools as well as the composition of review committee;
  - Examination and assessment system, including appeals and re-sits;
  - Staff recruitment, training, development, appraisal, and promotion;
  - Feedback from trainees/candidates;
  - Availability of Research and Development;
  - Use of Simulators;
  - Safety, Security, and Emergency Situations including contingency plans;
  - Supervision and monitoring of the conduct of training and assessment;
  - Provisions for the compliance to DOLE on Occupational Health and Safety;
  - Provisions for the compliance to the requirements of Data Privacy Act;
  - Provisions for compliance to other pertinent government regulations and directives; and
  - Continual improvement
2. The QSS shall also address the following key areas, which ensures:
    - a. an effective records management of the clients' training and/or assessment documents and its retention period for both hard and electronic copies (at least one year);
    - b. control of maintenance, updating and backup of databases (IT and/or manual);
    - c. that all facilities and equipment to be used during the conduct of training and/or conduct of practical assessment for purposes of certification are in good working condition at all times;
    - d. that resources required by trainees/candidates for training and/or conduct of practical assessment for purposes of certification requirements are identified, compliant and readily available;
    - e. that all training and/or conduct of practical assessment for purposes of certification are conducted safely, and the well-being of the trainees/candidates, staff and other personnel of the institution are maintained at all times;
    - f. adherence to advisories in times of calamities or emergencies; and
    - g. observance of other MARINA issuances.
  3. The QSS shall be evaluated for continuous compliance including the conduct of risk assessment.
  4. Shall comply with other requirements of MARINA regarding the establishment of the QSS.
  5. The QSS of the institution's branch/es, although may have the same content as the Head Office's QSS, shall be implemented independently.



## 6. Training System

- a. There shall be a documented system to ensure that training is conducted in accordance with the requirements of the STCW Convention, 1978, as amended and with the training standards issued by the Administration.
- b. The training system shall be composed of the following policies and procedures:
  - Curriculum planning
  - Design and development
  - Review, Verification, Validation and Approval
  - Conduct of Training
    - Development of practical exercises
    - Conduct of training at the practical site
    - Conduct of training using simulators
    - Supervision of Instruction
  - Evaluation and Continual Improvement
- c. The design and development process shall ensure alignment of the learning outcomes and teaching-learning activity with the knowledge, understanding and proficiency (KUP), competence vis-à-vis the level of responsibility as provided in the relevant table of competence of the STCW Code. It shall also be ensured that these activities and tasks (TLA) as well as other instructional decisions are always in the view of achieving or assessing the intended learning outcomes (ILOs).
- d. The development of training courses shall be in accordance with the prescribed standards of the STCW Convention, 1978 as amended. Model training courses established by MARINA shall serve as guide in the development of the courses.

## 7. Examination and Assessment System

- a. There shall be a documented system to ensure that assessment is conducted in accordance with the requirements of this Circular and the STCW Convention, 1978, as amended
- b. The design and development process shall ensure alignment of assessment outcomes with the knowledge, understanding and proficiency (KUP), competence, methods of demonstrating competence, and criteria for evaluating of competence vis-à-vis the level of responsibility as provided in the relevant table of competence of the STCW Code, as amended.
- c. For MTIs, the Assessment System shall be composed of the following policies and procedures:
  - i. The development of Assessment Tools
    - Design and development
      - Assessment Methods to be Used
      - Table of Specifications for theoretical examination
      - Competency Mapping for practical assessment
      - Practical Exercises and Assessment shall be in accordance with Sec A –I/12 and B-I/12 of the STCW Code, as amended
    - Review and verification
    - Pilot Testing and validation



- For theoretical examination - basis of item analysis and the frequency at which it is conducted
  - For practical assessment scenarios - criteria and instruments used in validation
  - Approval
  - Continual improvement
  - ii. Grading System including re-sits and appeal
  - iii. Conduct of assessment (using written exam and simulator-based assessment) and using laboratory -based assessment
  - iv. Invigilation Procedure
  - v. Assessments and Assessors
- d. For ACs, the Assessment System shall be composed of the following policies and procedures:
- i. The development of Assessment Tools
    - Design and development
      - Assessment Methods to be Used
      - Competency Mapping
      - Practical Assessment shall be in accordance with Sec A – I/12 and B-I/12 of the STCW Code, as amended
      - Scenario
    - Review and verification
    - Pilot Testing and validation for practical assessment scenarios
      - criteria and instruments used in validation
      - ACs Approval
      - BOE validation
      - BOE approval
      - Continual improvement
  - ii. Grading System including re-sits and appeal
  - iii. Conduct of simulator-based assessment and using laboratory -based assessment
  - iv. Invigilation Procedure
  - v. Competency Assessors
  - vi. Records keeping
  - vii. Control and security of practical assessment scenarios;
  - viii. Conduct of familiarization on the simulator to be used for the practical assessment;
  - ix. Submission of list of candidates for assessment and the corresponding Competency Assessor to the STCW;
  - x. Submission of results and summary report of assessment, including re-sits, to the STCW;
  - xi. Ensuring that there are no human interventions during the conduct of practical assessment;
  - xii. Internal control, monitoring and supervision on the conduct of assessment.
- e. The assessment system of the institutions shall explicitly indicate separately the requirements and processes in the conduct of assessment for issuance of Certificate of Training Completion, for the purpose of the issuance of a



Certificate of Proficiency (COP) for MTIs, and for the purpose of the issuance of a Certificate of Competency (COC) for ACs.

**Section 19. Human Resources**

1. Establish a system in hiring qualified instructors, assessors, supervisors and other key personnel in accordance with the qualification standards set forth by the MARINA STCW Office.

For purposes of ensuring that the conduct of training is properly carried out, Supervisor will be required as per the Circular on the Accreditation of Instructor and Assessor. In cases where there are practical exercises and/or assessments conducted at the practical site, additional Supervisor will be required.

2. Ensure that the conduct of teaching demonstration forms part in the hiring procedure of instructors and duly documented in the quality standard system;
3. Establish an Understudy Program for Instructors, Assessors and other personnel directly involved in the conduct of training and/or assessment, to ensure readiness to perform their designated duties and responsibilities.
4. There shall be a Development Program for instructors, assessors, and supervisors to ensure continuing career and professional growth and development.
5. There shall be a Performance Management System to ensure continuing pool of qualified and competent human resources.

**Section 20. Physical Resources**

1. Resources needed relative to the requirements of specific training course and assessment of seafarers' competence is available, adequate, operational, and functional.
  - a. Classroom size shall be at least 42 square meters, with no side less than 5 meters and with no structural obstruction.
  - b. Classrooms shall be equipped with a TV set or LCD projector (at least 55" screen size), white board, Instructor's Table, and a CCTV with an audio-video provision. The institution shall ensure that the CCTV is appropriately positioned that it shall cover all areas of the classroom and ascertain that the instructor/s and students are recognizable. The CCTV shall be connected continuously during the conduct of training/assessment to the internet for monitoring by the Administration in real time. Any interruption or technical problem with the CCTV system shall immediately be reported to the Administration in writing. Violations thereof may result in a punitive sanction and/or the institution will be subjected to a surveillance activity.
  - c. IP-based CCTV cameras of at least two (2) megapixels shall likewise be available at the practical site covering all areas of exercises and conduct of assessments (theoretical and practical).
  - d. Internet service provider. Alternate service provider will be required for ACs.



- e. Provisions for registration of trainees/candidates for assessment of competence
  - f. Provisions for learning resource center (MTI only)
  - g. Provisions for faculty/assessor's room
  - h. Provisions for employees' workplace
  - i. Provisions for rest rooms
  - j. Provisions for medical clinic at the practical site area
2. For MTIs: The Learning Resource Center, which shall be available to the trainees and staff, must include at least the following provisions:
- a. technical books (may include e-books);
  - b. training films;
  - c. technical journals;
  - d. internet connection; and
  - e. E-books
3. In addition, the following shall be provided by the applicant ACs:
- a. Briefing Room with floor area of at least 20 square meters, with no side less than 4 meters for a maximum number of 15 candidates.

The Briefing Room may also serve as the Holding Room provided that the assessment center shall ensure that candidates who had been assessed shall not intersperse or mix with those who are yet to take the assessment, otherwise a separate holding room shall be required.

- b. A separate Debriefing Room (at least 20sq.m. with no side less than 4 meters for a maximum of 15 candidates) equipped with Monitor/TV set linked to the simulator system shall be required. Briefing Room may be utilized as a De-briefing Room provided that a Facility Utilization Plan will be submitted to the MARINA Examination and Assessment Division (stcwo\_ead@marina.gov.ph) not later than twenty-four (24) hours prior to the conduct of assessment.
- c. Real-time Audio and Video Monitoring System and Facilities – Practical Assessment area must be provided with installation of real-time audio and video monitoring technology. These devices must be positioned appropriately that the candidates' and assessors' faces are recognizable and that activities can be recorded and accessed remotely by the Administration at any given time.

### **Section 21. Planned Maintenance System**

- 1. There shall be a Planned Maintenance System to ensure that all equipment and facilities are safe and fit for purpose. Moreover, the institution shall ensure that all training and assessment equipment are maintained in accordance with the requirements of the equipment operating manual. Such undertaking shall be documented in the institution's Planned Maintenance System (PMS).
- 2. Fire extinguishers shall be subjected to regular inspections and the institution shall ensure that the same are in good working condition.



3. Pool or any associated body of water where trainees and candidates are immersed shall be subjected to micro-biological testing in accordance with the local and/or national government provisions relative to the Health and Safety Standards. The frequency of testing shall be reflected in the QSS and must warrant the safety and wellbeing of the users. It is also recommended that records of such testing are filed for verification.

### **Section 22. Readiness to Medical Emergencies**

For the safety of the trainees, candidates, instructors, and assessors shall ascertain the operational readiness of all training and assessment activities. The institution shall ensure that the following are adhere to:

1. Immediate medical care for **ambulatory patients** must be provided by having at least two (2) medical personnel, either a Registered Nurse or a Certified First Aid Responder equipped with a first aid kit, one (1) at the theoretical site and another at the practical site.

The First Aid Kit shall be used **solely** for emergency purposes and shall **not**, in anyway, be used in the conduct of training.

2. Training sites are immediately situated in the closest proximity i.e. at least 10 kilometers to a hospital or medical clinic, and further ensure that a service vehicle is readily available in case of emergencies.
3. Accident insurance of at least Php 50,000 per trainee/candidate must be included. The insurance coverage must be valid only for the duration of the training or conduct of assessment.

## **Article VII QUALIFICATION AND COMPOSITION OF THE EVALUATION AND INSPECTION TEAM**

**Section 23. Qualification.** Every personnel joining the Evaluation and Inspection Team shall possess the following qualifications:

### For the Lead Evaluator of MTIs and/or ACs

1. Have completed the Lead Auditor's Course;
2. Have participated at least three (3) on-site inspection activities;
3. Must be knowledgeable of the statutory requirements of the STCW Convention and Code, MARINA Circulars and Advisories by being involved in the crafting of policies, procedures, guidelines, plans and other similar activities in the MARINA STCW Office;
4. Have signed a disclosure of conflict of interest; and
5. Have completed the following courses:
  - Training course for instructors (IMO Model course 6.09)
  - Course on assessment, examination, and certification of seafarers (IMO Model course 3.12)
  - Train the simulator trainer and assessor (IMO Model course 6.10)



#### For the Technical Evaluator/s of MTIs and/or ACs

1. Must be at least an Operational Level Officer (OICNW/EW) on seagoing ships of 500 gross tonnage or more (for the marine deck officer) or a main propulsion machinery of 750 kW propulsion power or more (for the marine engineer officer). They must have an approved seagoing service in that capacity of at least thirty-six (36) months;
2. Must be knowledgeable on the following:
  - Course/s being evaluated (by being a holder of a training certificate of the course being evaluated);
  - Statutory requirements (STCW Convention and Code, MARINA Circulars and Advisories);
3. Have completed the Internal Quality Auditor Course;
4. Have participated at least three (3) inspection activities;
5. Have signed a disclosure of conflict of interest; and
6. Have completed the following courses:
  - Training course for instructors (IMO Model course 6.09)
  - Course on assessment, examination, and certification of seafarers (IMO Model course 3.12)
  - Train the simulator trainer and assessor (IMO Model course 6.10)

#### For the Member, EIT

1. Basically, the members of the team must be composed of personnel from the Accreditation Division, however, this does not preclude the Executive Director, STCW Office, from choosing personnel from other divisions, as he finds it necessary;
2. Have participated at least three (3) on-site inspection activities;
3. Have completed the Internal Quality Auditor Course;
4. Must be knowledgeable of the statutory requirements of the STCW Convention and Code, MARINA Circulars and Advisories, by being involved in the crafting of policies, procedures, guidelines, plans and other similar activities in the MARINA STCW Office;
5. Have signed a disclosure of conflict of interest; and
6. Have completed the course on the *Training course for instructors* (IMO Model course 6.09).

**Section 24. Composition.** The composition of the team will be determined by the Division Chief of the Accreditation Division and will be approved by the Executive Director, MARINA STCW Office. The quantity of the team members will vary depending upon the number of courses/assessments and the nature of the institution being inspected i.e. will it be an MTI only or both, MTI and AC.

### **Article VIII EVALUATION AND INSPECTION PROCESS**

Applicant institution shall be subjected to an evaluation process to verify if it can consistently deliver quality training courses and/or conduct of practical assessment for purposes of certification in accordance with the pertinent standards of the Administration. This shall be conducted in two (2) stages, as follows:



**Section 25. First stage.** The *first stage* of evaluation will be conducted by the Tabletop Evaluators, which is composed of the Accreditation Division personnel and those duly designated by the Executive Director or his/her authorized representative. The aim is to verify if the applicant MTI and/or AC has complete and valid supporting documents as prescribed under Section 16 to 19 of this Circular and has a documented QSS in place, compliant with the Approval Criteria, has the necessary resources to deliver quality training courses and/or the conduct of practical assessment for purposes of certification.

The results of the tabletop evaluation will be finalized in a report and will be communicated to the applicant MTI and/or AC containing the decision as to whether its application should proceed to the next stage or not. Applicant MTI and/or AC shall submit a one-time compliance within fifteen (15) working days upon receipt of the Notice of Deficiency (NOD).

Failure to rectify any of the deficiency is sufficient ground for the Accreditation Division of the MARINA STCW Office to deny the application. The applicant MTI/AC may however re-apply provided that the concerned institution will show proof of full compliance.

**Section 26. Second stage.** There shall be an inspection which will either be on-site or virtual that will be carried out at the applicant's premises. The remote virtual evaluation shall only be conducted on the following bases:

1. If on-site inspection is not possible e.g. circumstances where the lives of the evaluators will be endangered; and
2. Where it is possible to conduct evaluation of an item through remote virtual evaluation without compromising the quality of collecting and analyzing information e.g. verifying a *steel fire trays* or *dummies* for search and rescue.

The site inspection shall be conducted by the duly designated Evaluation and Inspection Team of the MARINA STCW Office which shall cover the provisions as mentioned in Section 20 and the availability of the actual documents under Sections 16 and 17 of this Circular.

**Section 27.** An Inspection Report containing the results of the evaluation and subsequent recommendation, supported by other pertinent documents, shall be submitted by the assigned Evaluation and Inspection Team to the Chief of the Accreditation Division, who then shall endorse the same to the Executive Director, MARINA STCW Office, for appropriate action.

**Section 28.** If the applicant MTI and/or AC have been found to have deficiency/ies during the site inspection, they shall be given a one-time opportunity to rectify the noted finding/s as indicated in the NOD within a period of fifteen (15) working days. Failure to rectify the deficiency/ies within the period provided, upon receipt of the official notice, is sufficient ground for the Accreditation Division of the MARINA STCW Office to deny the application.

The applicant MTI/AC may however re-apply provided that the concerned institution will show proof of full compliance.



On the other hand, applicant MTI and/or AC that had been found to be compliant after the second stage of evaluation, shall likewise receive a notice from the MARINA STCW Office with the information that they have successfully qualified in their application for accreditation.

**Section 29.** After the submission of the compliance report, a re-inspection either on-site or virtual maybe required by the Accreditation Division to validate the information provided by the applicant MTI or AC. The following conditions will be observed:

1. The composition of the re-inspection team should preferably be the same as the original team during the conduct of inspection.
2. Only the remaining findings will be evaluated and inspected during re-inspection.
3. During re-inspection, the original Evaluation Report Forms containing the remaining findings shall be used.
4. The MTI or AC shall ensure that all remaining deficiencies are complied with during the re-inspection, otherwise, the application shall be denied.
5. An Inspection Report containing a recommendation, the accomplished Evaluation Report Forms and other relevant documents shall be submitted by the assigned Evaluation and Inspection Team to the Chief, Accreditation Division who shall endorse the same to the Executive Director for appropriate action.

## **Article IX ISSUANCE OF CERTIFICATE OF ACCREDITATION**

**Section 30.** Accreditation under this Circular shall be valid for a period of ten (10) years commencing from the date of approval. The MTI and/or AC will then be subjected to a periodic monitoring and random surveillance by the Monitoring and Surveillance Divisions of the MARINA STCW Office, respectively.

**Section 31.** Upon accreditation as an MTI and/or AC, the institution shall apply for the creation of a MISMO account through a letter of intent with the ICTMD of the MARINA and ensure that all entries in their MISMO account are true and correct. It is also the responsibility of the institution to update their information in the MISMO system.

## **Article X RENEWAL OF ACCREDITATION**

**Section 32.** Application for renewal of accreditation shall be submitted at least twelve (12) months prior to the expiration date of the accreditation of an MTI and/or AC. Failure on the part of the institution to submit their application for renewal on time, may risk the expiration of their Certificate of Accreditation before their request for renewal is approved. As such, the accreditation of the institution will be terminated, pending approval of its application for renewal.



**Section 33.** Failure of an MTI/AC to adhere to the 12-month rule above may risk the forfeiture/expiration of their *Certificate of Accreditation* before the approval of their re-accreditation is granted and shall subject the MTI/AC to the imposition of surcharge/s and other applicable fees.

**Section 34.** Any institution applying for renewal after the expiration of the Certificate of Accreditation shall be subjected to the imposition of surcharge/s and other applicable fees and shall be treated as a new applicant.

**Section 35.** Requirements for the renewal of accreditation as MTI and/or AC are as follows:

- a. Application Letter
- b. Business Permit
- c. Document attesting proof of ownership of building/s (if owned) and/or lease contract of properties not owned;
- d. Changes in Floor Plan, if any.
- e. Changes/Additional Facilities and Equipment, if any;
- f. Certificate of simulator/equipment ownership or other document attesting the same;
- g. Improvements in the QSS, if any
- h. Updated lists (positions and names) of the following:
  - Officials of the institution;
  - Instructors and assessors for MTI;
  - Assessors for AC;
  - Non-teaching personnel i.e. Registrar, IT Personnel
- i. Payment of filing, inspection, and accreditation fees

**Section 36.** The application for renewal of Certificate of Accreditation shall follow the process indicated in Article VII of this Circular.

**Section 37.** Re-application for accreditation of an institution shall be denied, after due process, for any of the following reasons:

1. Failure to correct and implement appropriate corrective actions within the prescribed time for any noted finding/s identified during monitoring activity by the Monitoring Division, MARINA STCW Office.
2. Failure to resolve any noted finding/s acquired as a result of a surveillance activity.

## **Article XI**

### **GROUND FORS SUSPENSION, REVOCATION AND SANCTIONS**

**Section 38.** A Certificate of Accreditation may be revoked, after due process, on the ground of repeated commission of prohibited act/s as enumerated in Rule IV, Section 8.3 of the IRR of R.A. 10635.

**Section 39.** Sanctions shall be in accordance with the provisions of Section 8.4.3.2.2 of IRR of RA 10635 and its subsequent amendments



**Section 40.** To ensure continued compliance of all institutions, including its trainees or assesses, investigation of cases involving violations shall be subject to the rules and guidelines under MARINA Circular 2013-05 and its subsequent amendments, and/or in any of the applicable issuances provided by the Administration.

## **Article XII FEES AND CHARGES**

**Section 41.** Pursuant to the provisions of RA 10635, and its IRR, the Public Service Act, as amended; Executive Order 292 (Administrative Code of 1987); Executive Order No. 197, s. 2000 and DOF-NEDA Joint Circular No. 1-2013 and other pertinent laws, decrees, rules and regulations, the following fees and charges are hereby prescribed:

Filing Fee	Php 1,000/application
Inspection Fee (to be paid prior to the conduct of the inspection)	1,000/application
Accreditation Fee (to be paid upon approval)	33,600/application
Surcharge for late renewal / expired Certificate of Accreditation	500.00
Surcharge for Replacement of Lost/ Damaged Certificate of Accreditation	500.00
Reprinting of Certificate of Accreditation due to change of name and updating of record	500.00
Certified True Copy (CTC) for Certificate of Accreditation	100.00

## **Article XIII PENALTY CLAUSE**

**Section 42.** Any violation of the provisions of this Circular and other related MARINA Issuances shall be governed and sanctioned by the provisions of the IRR of RA 10635 and MARINA Circular 2013-05 including any amendment or addendum thereof as may be promulgated by the Administration.

## **Article XIV TRANSITORY PROVISIONS**

**Section 43.** Accreditation of institutions for new applicants shall be in accordance with the rules, policies and standards provided for under this Circular.

This Circular shall apply to applications filed upon its effectivity.

**Section 44.** Existing institutions shall be required to comply with the provisions of this Circular only upon renewal of accreditation of any of the existing course it offers or if it intends to apply for accreditation of a new course. MTIs shall ensure that they



apply for a **Certificate of Accreditation** six (6) months prior to the expiration of any approved training courses that they offer.

**Article XV  
REPEALING CLAUSE**

**Section 45.** MARINA Circular 2013-01 and STCW Circular 2015-19 are hereby repealed. Any provision or other issuances which are in consistent with this STCW Circular are likewise superseded and repealed.

**ARTICLE XVI  
SEPARABILITY CLAUSE**


**Section 46.** If any provision or part of this Circular is declared by any competent authority to be invalid or unconstitutional, the remaining provisions or parts hereof shall remain in effect and full force and shall continue to be valid and effective.

**Article XVII  
EFFECTIVITY**

**Section 47.** This Circular shall take effect fifteen (15) days after its publication in a newspaper of general circulation in the Philippines and submission to the Office of the National Administrative Register (ONAR).

Manila, Philippines on DEC 29 2021.

**BY AUTHORITY OF THE BOARD:**

  
**VADM ROBERT A EMPEDRAD AFP (Ret)**  
Administrator



**SECRETARY'S CERTIFICATION**

This is to certify that Memorandum Circular No. SC-2021-08 was approved by the MARINA Board of Directors during its Regular Meeting held on 29 November 2021.

  
**ATTY. MAXIMO I. BAÑARES, JR.**  
Corporate Board Secretary

Date of Publication: \_\_\_\_\_

Date of Submission to ONAR: \_\_\_\_\_