



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION  
MARITIME INDUSTRY AUTHORITY  
MARINA Board

**IMPLEMENTING RULES AND REGULATIONS ACT NOS. 11760 OR THE "ACT CREATING AN EXTENSION OFFICE OF THE MARITIME INDUSTRY AUTHORITY (MARINA) IN VIGAN, ILOCOS SUR," 11761 OR THE "ACT CONVERTING THE SATELLITE OFFICES OF THE MARITIME INDUSTRY AUTHORITY LOCATED IN MAASIN CITY, PROVINCE OF SOUTHERN LEYTE INTO AN EXTENSION OFFICE, AND APPROPRIATING FUNDS THEREFOR," AND 11849 OR THE "ACT CONVERTING THE SATELLITE OFFICE OF THE MARITIME INDUSTRY AUTHORITY LOCATED IN CALBAYOG CITY, PROVINCE OF SAMAR INTO AN EXTENSION OFFICE AND APPROPRIATING FUNDS THEREFOR**

## **I. LEGAL BASIS**

This IRR is promulgated consistent with the policy of the State articulated in Article 2, paragraph 2 of Republic Act No. 9295 to "ensure the continued viability of domestic shipping operations."

## **II. OBJECTIVES**

- a. To prescribe the requirements for the establishment of a MARINA extension office located in Maasin City, Province of Southern Leyte and Calbayog City, Province of Samar;
- b. To determine jurisdiction over the respective MARINA extension offices;
- c. To specify the conditions that must be properly observed in operating the MARINA extension offices; and
- d. To specify the transactions/ applications to be processed in the MARINA extension offices.

## **III. DEFINITION OF TERMS**

1. "*Authority*" refers to the Maritime Industry Authority (MARINA).
2. "*Extension Office*" refers to an office established under Republic Act Nos. 11760, 11761, and 11849 in Vigan City, Ilocos Sur, Maasin City, Province of Leyte, and Calbayog City, Province of Samar, respectively.
3. "*Regional Office*" refers to a specialized unit within a particular regional area or jurisdiction distinct from the central or primary MARINA Office. This regional entity serves as the focal point of all MARINA regional activities including the management of vessel records and where the main books of accounts are kept and maintained.
4. "*MIDS*" shall refer to Maritime Industry Development Specialist.



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#### **IV. JURISDICTION**

The MARINA extension office of Maasin City, Southern Leyte shall provide services for the residents of the Province of Southern Leyte and its neighboring municipalities of Inopacan, Hilongos, Bato and Matalom, Province of Leyte.

The MARINA extension office of Vigan City, Ilocos Sur shall provide services for the residents of the Vigan City, Ilocos Sur and its neighboring municipalities.

The MARINA extension office in Calbayog City, Province of Samar shall provide services for the residents of the Provinces of Northern Samar, Samar and Eastern Samar.

#### **V. MARINA PERSONNEL IN THE EXTENSION OFFICE**

The minimum personnel required for the operation of the Extension Offices shall be at least ten (10) headed by one (1) Supervising Maritime Industry Development Specialist (Supervising MIDS) or any of its equivalent and supported by the following: Senior MIDS, MIDS II or Shipping Operation Specialist (SOS) II, Shipbuilding Specialist (SBS) II, SOS I, MIDS I, Administrative Officer I, and Administrative Aide VI.

The concerned Regional Director may appoint additional number of personnel as deemed fit in the extension offices.

#### **VI. CONDITIONS FOR THE OPERATIONS OF THE EXTENSION OFFICE**

The following shall be the conditions that must be observed in operating an extension office:

1. Presence of a signage as a MARINA Extension Office;
2. List of specific transactions/applications that may only be undertaken and approved by the Head of the Extension Office or the Regional Director of the Regional Office;
3. Presence of Operational Structure;
4. Maintenance of records of transactions and the submission of summary reports to the Regional Office;
5. Maintenance of Accountable Forms (e.g. security papers, etc.);
6. Provision of Official Receipts as proof of payment of processing fees;
7. Availability of appropriate logistics (e.g. computers, tables, chairs, cash register,





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cash vault box, if applicable, etc.)

8. Presence of a minimum number of personnel as determined by the Regional Office to effectively discharge the functions of the extension office;
9. Daily receipts on collections must be deposited intact the following day to the Bureau of Treasury (BTr) account of the Regional Office;
10. Timely submission of report of collections and deposits; and
11. Other conditions as may be determined by the Authority.

## **VII. APPLICATIONS IN THE EXTENSION OFFICE**

Part A. The following applications may be processed in the Extension Offices for the approval and signature of the Regional Director/ Officer-In-Charge (OIC) of the Regional Office:

1. Certificate of Ownership;
2. Certificate of Philippine Registry;
3. Certificate of Accreditation of Domestic Shipping Companies;
4. Certificate of Accreditation of Maritime Enterprises;
5. Certificate of Public Convenience;
6. Continuous Synopsis Record;
7. Deletion Certificate;
8. Registration/License certificates of Shipbuilding/ Ship repair/ Afloat Ship Repair/ Boatbuilding and Shipbreaking Companies/ Entities;
9. Vessel Plans Approval;
10. Vessel Construction Certificate;
11. Tonnage Measurement Certificate;
12. Permit to Operate for Recreational Boat;
13. Seafarer's Record Book (SRB);
14. Seafarer's Identification (SID); and



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15. Certificate of Marine Profession.

Part B. The following applications may be processed in the Extension Offices for the approval and signature of the Head of the Extension Office:

1. Local Sale and Purchase of Ships;
2. Certificate of Ownership (for Recreational Boat);
3. Recreational Boat Certificate;
4. Coastwise License;
5. Bay and River License;
6. Permit to Operate for Recreational Boats;
7. Recreational Boat Safety Certificate;
8. Minimum Safe Manning Certificate;
9. Annotation/ Cancellation of Mortgage, Liens and Encumbrances;
10. Registration of Deck/ Engine and other Logbooks;
11. Supervision of Underwater Inspection Survey;
12. Ship Safety Certificate;
13. Short International Voyage Certificate (for Fishing);
14. Certification on the inspection of newly-imported or bareboat chartered vessels prior to release from custody of the Bureau of Customs (BOC);
15. Special Permit to Navigate;
16. Load Line Certificate;
17. Intact Stability Booklet Approval;
18. Damage Stability Booklet Approval;
19. Stability Certificate;
20. Cargo Securing Manual Approval;



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21. Cargo Securing Manual Compliance Certificate;
22. Certificate of Compliance under MC 65/ 65A/ MC 2018-18/ MC 143; and
23. Domestic Certificate of Competency (DCOC).

#### VIII. APPROPRIATION

The amount necessary to carry out the initial implementation shall be provided by the Department of Budget and Management. Thereafter, such amount or appropriations as may be necessary for the continued implementation of RA Nos. 11760, 11761, and 11849 shall be included in the annual General Appropriations Act of MARINA.

Operation of the extension offices shall commence within thirty (30) days from approval of the budget for personnel, MOOE and capital outlay as approved by the Department of Budget and Management.

#### IX. AMENDMENT

As may be necessary, this IRR may be recommended for amendment by the MARINA Administrator for approval of the MARINA Board.

#### X. AUTHORITY TO ISSUE CLARIFICATIONS

The MARINA Administrator is authorized under this IRR whenever necessary to promulgate as well as issue clarifications regarding these Rules.

#### XI. SEPARABILITY CLAUSE

If any provision of this IRR is declared unconstitutional, the other provisions which are not affected thereby shall remain in force and effect.

#### XII. EFFECTIVITY

This Administrative Order shall take effect immediately.

For strict compliance.

**APPROVED** this 24<sup>th</sup> day of August 2023.

Attested by:

  
ATTY. SHARON L. DE CHAVEZ-ALEDO  
Board Secretary

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