

## APPLICATION FOR THE ISSUANCE OF CERTIFICATE OF MARINE PROFESSION (CMP) MC NO. 2012-03

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### Schedule of Availability of Service:

Daily, from Monday to Friday  
8:00 am – 6:00 PM without noon break

### Who May Avail of the Service:

1. All seafarers holding MARINA issued licenses to act as Major Patron (MAP), Minor Patron (MIP), Boat Captain (BC) and Marine Diesel Mechanic (MDM) issued under MC No. 170; and
2. All seafarers who have passed the CMP Examinations both written and oral.

### What Are the Requirements:

Applicants for the issuance of CMP must submit the following (Original with 1 set photocopy)

QUALIFICATION AND DOCUMENTARY REQUIREMENTS							
MAP	MIP	BC 3	BC 2	BC 1	MDM 2	MDM 1	Motorman
1. College Diploma/BSMT	College Diploma/AMT	College Diploma/AMT or SRC	High School Diploma or SRC	Must be able to read and write	College Diploma/BSMarE	College Diploma/AMarE	High School Diploma
2. Transcript of Record	Transcript of Record	Transcript of Record	SIRB/SIB	SIRB/SIB	Transcript of Record	Transcript of Record	SIRB/SIB
3. SIRB	SIRB	SIRB	NBI Clearance	NBI Clearance	SIRB/SIB	SIRB/SIB	NBI Clearance
4. NBI Clearance	NBI Clearance	NBI Clearance	Medical Certificate	Medical Certificate	NBI Clearance	NBI Clearance	Medical Certificate
5. Passport size picture	Passport size picture	Passport size picture	Passport size picture	Passport size picture	Passport size picture	Passport size picture	Passport size picture
6. Medical	Medical Certificate	Medical	1 year sea	2 years sea	Medical Certificate	Medical	1 year sea

Certificate		Certificate	service as BC 1 onboard ship of below 15 GT	service onboard ship of any capacity		Certificate	service as Motorman onboard ship with engine propulsion of any capacity
7. 1 year sea service as MIP onboard ship of below 250 GT	1 year sea service as BC3 onboard ship of below 100 GT	1 year sea service as BC2 onboard ship of below 35 GT			1 year sea service as MDM onboard ship with engine propulsion power of below 500 kW	1 year sea service as Motorman onboard ship with engine propulsion of below 250 kW	
8. Passing examinations results/MAP license; as applicable	Passing examinations results/MIP license; as applicable	Passing examinations results/BC3 license; as applicable	Passing examinations results/BC2 license; as applicable	Undergone interview by the Director/Authorized Personnel	Passing examinations results/MDM2 license; as applicable	Passing examinations results/MDM1 license; as applicable	Passing examinations results/Motorman /MDM license; as applicable
9. Documentary Stamp	Documentary Stamp	Documentary Stamp	Documentary Stamp	Documentary Stamp	Documentary Stamp	Documentary Stamp	Documentary Stamp
10. Affidavit of Loss; as applicable							

**Duration:** Five (5) Working Days

**How to Avail of the Service:**

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fee	Form
1.	Secures checklist of documentary requirements and application form	Provides checklist and application form	5 minutes	Receiving Clerk		Application Form
2.	Fills out Application Form and prepare necessary documents	Requests Applicant to log in the Evaluator's Logbook	2 minutes	Sr. MIDS/MIDS II / MIDS I		
		Evaluates and checks compliance with the qualifications and completeness	10 minutes	Sr. MIDS/MIDS II / MIDS I		

		of documentary requirements. Indicates the CMP category being applied for.				
		If complete, prepares and issues the Authority to Accept Payment (ATAP).	3 minutes	Sr. MIDS/MIDS II / MIDS I		ATAP
		If not complete, returns documentary requirements to applicant for completion.				
3.	Pays the corresponding amount of processing fee	Receives payment from applicant and issues corresponding Official Receipt (OR)	10 minutes	Cashier II	Replacement of Licenses issued under MC No. 170 to CMP Php160.00  Issuance to Passers of CMP Examinations Php 1,000.00  Replacement of Lost CMPs Php1,500.00	Official Receipt
		Indicates OR Number and amount then affix signature on ATAP Form.	2 minutes	Cashier II		
4.	Returns to the Evaluator	Receives paid application. Indicate date of return at the back of the OR to serve as Claim Slip. Advises the applicant to return on the date reflected thereon.	5 minutes	Sr. MIDS / MIDS II / MIDS I		
		Forwards paid application to the Chief MIDS for further processing.	2 minutes	Sr. MIDS / MIDS II / MIDS I		
		Reviews previous processes and if found in order, assigns blank CMP to the application and forwards application to the Encoder.	5 minutes	Chief MIDS / Supervising MIDS		Blank CMP
		Encodes pertinent data of the	10 minutes	MIDS II / MIDS I		Printed CMP

		applicant and assigns license control number. Prints CMPs in duplicate. Forwards application with CMP to the Division Chief.				
		Checks entry in the CMP and if found in order affixes initials in the duplicate copy and forwards application to the Director	10 minutes	Chief MIDS / Supervising MIDS		
		If application is found in order, affixes signature on CMPs and forwards the Application to the Releasing Clerk	10 minutes	Director / Officer-in- Charge		
5.	Presents OR as claim stub for CMP on the date reflected at the back thereon, Receives CMP	Releases CMP to applicant and retains duplicate copy.	2 minutes	Releasing Clerk/ Officer		Certificate of Marine Profession
<b>END OF TRANSACTION</b>						