

APPLICATION FOR THE ISSUANCE OF CERTIFICATE OF PROFICIENCY

Schedule of Availability of Service:

Daily (Monday to Friday)
5:30AM to 10:00PM without noon break

Who may avail of the service:

All seafarers/trainees/cadets, accredited maritime training institutions, accredited manning/shipping agencies applying for the issuance/revalidation, reprinting and Certified True Copy of Certificate of Proficiency.

Duration:

For Individual Application (Seafarers)

- **Regular Processing** - within five (5) working days
- **Expedite Processing** - within the day

For Bulk Application filed by Manning Agency

- **Regular Processing** - within five (15) working days*
- **Expedite Processing** - within the five working days

For Bulk Application filed by maritime training institutions (MTIs)

- **Regular Processing** - within five (15) working days

- **Expedite Processing –Not Applicable**

Note: Due to the voluminous number of applications filed by the maritime training institution, the processing time to finish/complete the task to be done is set by fifteen working days due to lack of resources and man power.

Processing Fee :

- Regular application - ₱ 200.00
- Expedite application - ₱ 400.00
- On-board processing - ₱ 400.00
(Filed by manning agency)
- Certified True Copy - ₱ 100.00 per photocopied certificate

What are the requirements:

NOTE: The ORIGINAL COPY of the document and ONE (1) PHOTOCOPY of the enumerated requirements must be presented when applying for the issuance of Certificate of Proficiency.

Additional Requirements for Expedite Processing

1. Letter request
2. Certified True Copy of Valid Overseas and Employment Certificate
3. Certified True Copy of Employment Contract
4. Certified True Copy of Air Ticket/Flight Details

TABULAR PRESENTATION OF THE DOCUMENTARY REQUIREMENTS FOR TRAINING COURSES
ISSUANCE OF CERTIFICATE OF PROFICIENCY

TRAINING COURSE	CTC TCROA	CTC ER	CTC TC	CTC CSS3	CTC CSS12	CTC 1 ST PAGE SIRB	MEDICAL CERTIFICATE	BST/BT	PREREQUISITE TRAINING COURSE
1. Basic Training	✓	✓	✓			✓	✓		
2. Proficiency in Survival Craft and Rescue Boat (PSCRB)	✓	✓	✓		✓	✓	✓	✓	
3. Proficiency in Fast Rescue Boat (PFRB)	✓	✓	✓		✓	✓	✓	✓	Proficiency in Survival Craft and Rescue Boat (PSCRB)
4. Advanced Fire Fighting (AFF)	✓	✓	✓		✓	✓	✓	✓	
5. Medical First Aid (MEFA)	✓	✓	✓			✓	✓	✓	
6. Medical Care (MECA)	✓	✓	✓		✓	✓	✓	✓	Medical First Aid (MEFA)
7. Ship Security Officer (SSO)	✓	✓	✓		✓	✓	✓	✓	
8. Ship Security Awareness Training and Seafarers with Designated Security Duties/ Seafarers with Designated Security Duties Ship Security Awareness (SDSD)	✓	✓	✓			✓	✓	✓	
9. Basic Training for Oil and Chemical Tanker Cargo Operations (BTOCTO)	✓	✓	✓			✓	✓	✓	
10. Basic Training for Liquefied Gas Tanker Cargo Operations (BTLGTCO)	✓	✓	✓			✓	✓	✓	

11. Advanced Training for Oil Tanker Cargo Operations (ATOTCO)	✓	✓	✓	✓		✓	✓	✓	Basic Training for Oil and Chemical Tanker (BTOCT)
12. Advanced Training for Chemical Tanker Cargo Operations (ATCTCO)	✓	✓	✓	✓		✓	✓	✓	Basic Training for Oil and Chemical Tanker (BTOCT)
13. Advanced Training for Liquefied Gas Tanker Cargo Operations (ATLGTCO)	✓	✓	✓	✓		✓	✓	✓	Basic Training for Liquefied Gas Tanker (BTLGT)

CTC - Certified True Copy

TCROA - Training Completion Records of Assessment

ER - Enrollment Report

TC - Training Certificate

CSS3 - Certificate of Sea service with company dry seal (in MARINA prescribed form)

a. Approved seagoing service on board Oil/Chemical/Liquefied Gas Tanker vessel of at least three months on board ship of 500 GT or 750kW.

b. Certified True Copy of filled-up SIRB pages showing seagoing service

CSS12 - Certificate of Sea Service with company dry seal (in MARINA form)

a. Approved seagoing service of not less than twelve months on board ship of 500 GT or 750kW.

b. Certified True Copy of filled-up SIRB pages showing seagoing service.

Medical Certificate - Valid Medical Certificate issued by DOH Accredited Medical Clinics
(In Pre-Employment Medical Examination [PEME] form)

BST/BT – Certificate of Proficiency on Basic Safety Training/Basic Training

**TABULAR PRESENTATION OF THE DOCUMENTARY REQUIREMENTS
FOR REVALIDATION OF TANKER AND SHIP SECURITY OFFICER COURSES**

TRAINING COURSE	Letter from Manning Agency	Original COP	ROA Form	CTC CSS12	CTC 1 ST PAGE SIRB	MEDICAL CERTIFICATE	BST/BT
1. General Tanker Familiarization	✓	✓	✓	✓	✓	✓	✓
2. Specialized Training for Oil Tanker	✓	✓	✓	✓	✓	✓	✓
3. Specialized Training for Chemical Tanker	✓	✓	✓	✓	✓	✓	✓
4. Specialized Training for Liquefied Gas Tanker	✓	✓	✓	✓	✓	✓	✓
5. Ship Security Officer (SSO)	✓	✓	✓	✓	✓	✓	✓

CTC - Certified True Copy

ROA - Records of Assessment form for the course being applied form.

CSS12 - Certificate of Sea Service with company dry seal (in MARINA form)

- a. Approved seagoing service on board Oil/Chemical/Liquefied Gas Tanker vessel of at least twelve months on board ship of 500 GT or 750kW (Tanker Courses). For Ship Security Officer approved seagoing service on board a vessel of at least twelve months on board ship of 500 GT or 750kW.

- b. Certified True Copy of filled-up SIRB pages showing seagoing service.
- Medical Certificate - Valid Medical Certificate issued by DOH Accredited Medical Clinics
(In Pre-Employment Medical Examination [PEME] form)
- BST/BT – Certificate of Proficiency on Basic Safety Training/Basic Training

**TABULAR PRESENTATION OF THE DOCUMENTARY REQUIREMENTS
FOR THE SUPPORT LEVEL**

ISSUANCE OF CERTIFICATE OF PROFICIENCY

TRAINING COURSE	RRAC	CTC BST/BT	COC	CTC TC	CTC 1 ST PAGE SIRB	CTC CSS22	CTC CSS12	MEDICAL CERTIFICATE	REQUIRED TRAINING CERTIFICATE	REQUIRED POSITION
New Entrant (Passed the written and practical examination conducted at the accredited maritime assessment centers)										
1. Ratings Forming Part of a Navigational Watch	✓	✓		✓	✓	✓		✓	Ratings Forming Part of a Navigational Watch	
2. Rating Forming Part of a Watch in a manned engine-room or designated to perform duties in a periodically unmanned engine-room	✓	✓		✓	✓	✓		✓	Rating Forming Part of a Watch in a manned engine-room or designated to perform duties in a periodically unmanned engine-room	

Issuance of Certificate of Proficiency for Seafarer who are holder of TESDA Certificate of Competency										
3. Ratings Forming Part of a Navigational Watch		✓	✓	✓	✓		✓	✓		Ordinary Seaman/Able Bodied Seaman/Boatswain/Pumpman
4. Rating Forming Part of a Watch in a manned engine-room or designated to perform duties in a periodically unmanned engine-room		✓	✓	✓	✓		✓	✓		Wiper/Oiler/Motorman/Electrician/Fitter/Welder/Mechanic
5. Able Seafarer Deck		✓	✓	✓	✓		✓	✓	Proficiency in Survival Craft and Rescue Boat	Able Bodied Seaman/Boatswain/Pumpman
6. Able Seafarer Engine		✓	✓	✓	✓		✓	✓		Oiler/Motorman/Electrician/Fitter/Welder/Mechanic

CTC - Certified True Copy

RRAC - Registry of Ratings Assessed and Certified

BST/BT - Certificate of Proficiency on Basic Safety Training/Basic Training

COC - TESDA Certificate of Competency on Rating Forming Part of a Navigational Watch/Rating Forming Part of a Watch in a manned engine-room or designated to perform duties in a periodically unmanned engine-room

TC - Photocopy of Training Certificate on Rating Forming Part of a Navigational Watch/Rating Forming Part of a Watch in a manned engine-room or designated to perform duties in a periodically unmanned engine-room

CSS2 - Certificate of Sea Service with company dry seal (in MARINA form)

a. Approved seagoing service of not less than two months on board ship of 500 GT or 750kW

b. Certified True Copy of filled-up SIRB pages showing seagoing service.

CSS12 - Certificate of Sea Service with company dry seal (in MARINA form)

c. Approved seagoing service of not less than twelve months within the last five years on board ship of 500 GT or 750kW

d. Certified True Copy of filled-up SIRB pages showing seagoing service.

Medical Certificate - Valid Medical Certificate issued by DOH Accredited Medical Clinics
(In Pre-Employment Medical Examination [PEME] form)

How to Avail of the Service for the following processes:

Issuance of Certificates/Revalidation of Certificates/Renewal of Documentary Evidence/Issuance of Certificate of Proficiency for Seafarer who are holder of TESDA Certificate of Competency/Issuance of STCW Certificate of Proficiency for Ratings (New Entrant)

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	Duration of Activity (Under Normal Circumstances)	RESPONSIBLE PERSON/S	Fees	FORM/S USED
1.	<p><i>Walk-in</i></p> <ul style="list-style-type: none"> ➤ Present Document to the form distributor. <p><i>On-line</i></p> <ul style="list-style-type: none"> ➤ Set an appointment and acquire form through on-line. 	<p><i>Walk-in</i></p> <ul style="list-style-type: none"> ➤ Provide/distribute form to applicant seafarer. 	<ul style="list-style-type: none"> ➤ 3 minutes 	Designated Form Distributor/Receiving Staff		<ul style="list-style-type: none"> ➤ Screening form ➤ Stub Number
2.	<ul style="list-style-type: none"> ➤ Submit/present documentary requirements 	<ul style="list-style-type: none"> ➤ Checks the completeness of the documents. ➤ Verifies the authenticity of the documents. ➤ Qualifies the seafarer if he meets the requirements. 	<p>Individual</p> <ul style="list-style-type: none"> ➤ 15 minutes <p>Bulk application</p> <ul style="list-style-type: none"> ➤ It depends on the number of applications filed 	Document Evaluator		<ul style="list-style-type: none"> ➤ Screening Form ➤ Routing Slip ➤ NOD Form
3.	<ul style="list-style-type: none"> ➤ Submit the Authority to Accept Payment 	<ul style="list-style-type: none"> ➤ Receives the payment and issues an Official 	<ul style="list-style-type: none"> ➤ 5 minutes 	Cashier	P200 (Regular)	<ul style="list-style-type: none"> ➤ MARINA Official Receipt

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	Duration of Activity (Under Normal Circumstances)	RESPONSIBLE PERSON/S	Fees	FORM/S USED
	and pay for the fees	Receipt for such payment.			P400 (Expedite)	➤ Routing Slip
4.	➤ Submit documentary requirements	<ul style="list-style-type: none"> ➤ Verifies personal information e.g. correct spelling of the name and birth date of the seafarer. ➤ Encodes data of the evaluated documents. ➤ Capture a photo of the applicant to be placed in the certificate. <p>For Bulk applications MTIs/Manning Agency</p> <ul style="list-style-type: none"> ➤ The encoder verifies personal information e.g. correct spelling of the name and birth date of the seafarer. ➤ Encodes data of the evaluated documents. ➤ Scanning staff scans manually the picture/upload the 	<p>Individual</p> <ul style="list-style-type: none"> ➤ 15 minutes <p>Bulk application</p> <ul style="list-style-type: none"> ➤ It depends on the number of applications filed 	Data Encoder		➤ Routing Slip

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	Duration of Activity (Under Normal Circumstances)	RESPONSIBLE PERSON/S	Fees	FORM/S USED
		pictures submitted by the MTIs/Manning Agency to the system scan folder.				
		➤ Prints the certificates corresponding to the evaluated application.	Individual ➤ 3 minutes per certificate Bulk application ➤ 3 minutes per certificate	Printing Clerk		➤ Routing Slip ➤ NOD Form
		➤ Countersigns the Administrator's facsimile signature.	Individual ➤ 3 minutes per certificate Bulk application ➤ 3 minutes per certificate	Designated Personnel		➤ Routing Slip
		➤ Dry seals the printed COP/s	➤ 2 minutes per course/certificate	Designated Releasing Staff		
5.	➤ Receive the	➤ Locate and release	Individual	Releasing Staff		➤ Routing Slip

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	Duration of Activity (Under Normal Circumstances)	RESPONSIBLE PERSON/S	Fees	FORM/S USED
	Certificate of Proficiency	of the Certificate of Proficiency.	<ul style="list-style-type: none"> ➤ 3 minutes per certificate Bulk application ➤ It depends on the number of applications filed 			

Reprinting of Certificates

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	Duration of Activity (Under Normal Circumstances)	RESPONSIBLE PERSON/S	Fees	FORM/S USED
1.	<p><i>Walk-in</i></p> <ul style="list-style-type: none"> ➤ Present Document to the form distributor. <p><i>On-line</i></p> <ul style="list-style-type: none"> ➤ Set an appointment and acquire form through on-line. 	<p><i>Walk-in</i></p> <ul style="list-style-type: none"> ➤ Provide/distribute form to applicant seafarer. 	<ul style="list-style-type: none"> ➤ 3 minutes 	Designated Form Distributor/Receiving Staff		<ul style="list-style-type: none"> ➤ Screening form ➤ Stub Number

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	Duration of Activity (Under Normal Circumstances)	RESPONSIBLE PERSON/S	Fees	FORM/S USED
2.	➤ Submit/present documentary requirements	<ul style="list-style-type: none"> ➤ Checks the completeness of the documents. ➤ Verifies the authenticity of the documents. ➤ Qualifies the seafarer if he meets the requirements. ➤ Determine who made the error. 	Individual ➤ 15 minutes Bulk application ➤ It depends on the number of applications filed	Document Evaluator		<ul style="list-style-type: none"> ➤ Screening Form ➤ Routing Slip ➤ NOD Form
3.	<ul style="list-style-type: none"> ➤ Submit the Authority to Accept Payment and pay for the fees. Note: if the seafarer committed the error.	<ul style="list-style-type: none"> ➤ Receives the payment and issues an Official Receipt for such payment. 	<ul style="list-style-type: none"> ➤ 5 minutes 	Cashier	P200 (Regular) P400 (Expedite)	<ul style="list-style-type: none"> ➤ MARINA Official Receipt ➤ Routing Slip
4.	➤ Submit documentary requirements	<ul style="list-style-type: none"> ➤ Verifies personal information e.g. correct spelling of the name and birth date of the seafarer. 	Individual ➤ 15 minutes	Data Encoder		<ul style="list-style-type: none"> ➤ Routing Slip
		<ul style="list-style-type: none"> ➤ Edit the records. ➤ Prints the certificates corresponding to the evaluated application. 	Individual ➤ 3 minutes per certificate Bulk application	Printing Clerk/ IT Personnel		<ul style="list-style-type: none"> ➤ Routing Slip ➤ NOD Form

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	Duration of Activity (Under Normal Circumstances)	RESPONSIBLE PERSON/S	Fees	FORM/S USED
			➤ 3 minutes per certificate			
		➤ Countersigns the Administrator's facsimile signature.	Individual ➤ 3 minutes per certificate Bulk application ➤ 3 minutes per certificate	Designated Personnel		➤ Routing Slip
		➤ Dry seals the printed COP/s	➤ 2 minutes per course/certificate	Designated Releasing Staff		
5.	➤ Receive the Certificate of Proficiency	➤ Locate and release the Certificate of Proficiency.	Individual ➤ 3 minutes per certificate Bulk application ➤ It depends on the number of applications filed	Releasing Staff		➤ Routing Slip