

MEMORANDUM CIRCULAR NO.87

TO : ALL SHIPPING COMPANIES, MANNING AGENCIES, SEAFARERS EMPLOYED OR TO BE EMPLOYED ON OCEAN GOING AND COASTWISE VESSELS, BOTH MERCHANT AND FISHING, OFF-SHORE WORKERS AND ALL CONCERNED

SUBJECT : GUIDELINES ON THE ISSUANCE OF THE SEAFARER'S IDENTIFICATION AND RECORD BOOK(SIRB)

I. LEGAL BASIS AND PURPOSE

Pursuant to Section 12 para. (j) of EO No.125-A dated 13 April 1987, and in conformity with the provisions of ILO Convention No.108, the Seafarer's National Identity Documents Convention, 1958, this memorandum Circular is issued to the issuance of the Seafarer's Identification and Record Book and to establish systems and procedures for the promotion of an efficient and effective means of identification of Filipino seafarers and to maintain a complete and continuing record of their services on board vessels.

II. COVERAGE

In order to establish a system of identification, registration and qualification of Filipino seafarers, it shall be mandatory for all merchant marine officers and ratings on board vessels of 35 gross tons or over, to secure a Seafarer's Identification and Record Book and to show same to proper boarding authorities whenever demanded for routine check and inspection.

In addition, off-shore workers seeking employment are likewise required to secure a seafarer's Identification and Record Book.

III. DEFINITION OF TERMS

1. Merchant Marine Officers- refers to duly licensed deck and engine officers of commercial ships, propelled by machinery, public and private, strictly engaged in maritime commerce, both foreign and local trades, vessels engaged in the training of cadets for the maritime profession, and non-combatant vessels of the Philippine Navy engaged in operations similar to a commercial ship.
2. Master- refers to a duly licensed and registered Master Mariner.

3. Radio Officer- refers to a licensed First Class Radiotelegraph Operator.
4. Seafarer- refers to rated and non-rated skills manning merchant marine vessels and off-shore oil rigs.
5. Seafarer's Identification and Record Book(SIRB)- refers to a document issued by the Maritime Industry Authority(MARINA) to qualified merchant marine officers and ratings including fishermen and off-shore workers, to provide the holders with identity papers and a record of their sea service as well as for the seafarer's registration purposes.
6. Seafarer's Registry Book- refers to the roll of merchant marine personnel, including overseas off-shore workers, to be maintained by the MARINA.
7. Revalidation of SIRB- refers to the process in which the effectivity of an SIRB is extended. The maximum number of times that an SIRB can be revalidated is three(3).
8. Replacement of filled/damaged SIRB- refers to the process in which the SIRB, through not yet expired, has to be replaced either because its pages have been filled up or that or it has been worn out or damaged rendering it unusable.
9. Replacement of lost SIRB- refers to the process in which the SIRB has to be replaced due to loss.

IV. PROCEDURES FOR SIRB ISSUANCE

To insure a smooth and expeditious processing of documents of applicants for SIRB, the following procedures are hereby set forth:

1. Applicants shall apply directly in person at the MARINA Central Office or in any of the Maritime Regional Offices (MROs).
2. In cases of applications for renewal/revalidation, applicants shall apply at least one (1) month before the expiration date. Applications for replacement of SIRB due to damage or loss of the book shall be made immediately.
3. SIRBs may be claimed twenty four(24) hours after receipt by the SIRB Processing Unit except for applications filed at the MROs, in which case, they may be claimed ten (10) days from date of filing.

4. SIRBs issued for overseas employment shall be acceptable for use in fishing and domestic employment.
5. Shipping companies/manning agencies, through their duly authorized representatives, shall be allowed to apply for revalidation/replacement of SIRB in behalf of their seafarers who are actually on board ship at least sixty(60) days before expiration of said document. They shall be required to submit a copy of the Seafarer's 201 file.
6. In case of damaged/lost SIRB, seafarer on board vessels shall apply for the issuance of a replacement SIRB through their respective shipping company or manning agency by presenting an Affidavit of Loss executed and authenticated by the Philippine Embassy or Consulate and all other pertinent documents required for the re-issuance of as SIRB.
7. Special processing shall be entertained only if applicant is leaving the country within eight (8) hours, provided he submits his documents, including proof of his embarkation/departure, two(2) hours before the close of the official working day.

V. QUALIFICATION AND REQUIREMENTS FOR SIRB ISSUANCE

1. Basic Qualifications

- 1.1 Filipino Citizen; and,
- 1.2 Not less than 18 years old.

2. Interview

All applicants for the issuance of an SIRB may be subjected to interview, if necessary, to ascertain the validity and authenticity of their license and other supporting documents required for the issuance of an SIRB.

3. Documentary Requirements (1-set original and –set photocopy, unless otherwise specified):

3.1 Overseas

3.1.1 New

3.1.1.1 Birth Certificate duly certified by the National Statistics Office(NSO) or Local Civil Registrar. In the absence of a Birth Certificate, an Affidavit of two(2) disinterested persons.

3.1.1.2 NBI Clearance(VISA Seaman)

3.1.1.3 SOLAS Certificate

3.1.1.4 Two(2) latest black and white, 2"x2" head photographs, uncapped, with signature at the back

3.1.1.5 Documentary stamp

3.1.1.6 A,B,C,D, or E as applicable *

3.1.2 Revalidation

3.1.2.1 Old SIRB

3.1.2.2 NBI Clearance (VISA Seaman)

3.1.2.3 SOLAS Certificates if within five(5) years from previous issuance of SIRB, applicant was not able to render at least two(2) years sea service

3.1.2.4 One(1) latest black and white, 2"x2" head photograph, uncapped, with signatures at the back

3.1.2.5 Documentary Stamp

3.1.3 Replacement of Filled SIRB

3.1.3.1 Old SIRB

3.1.3.2 Authenticated PRC License, if applicable

3.1.3.3 NBI Clearance(VISA Seaman)

3.1.3.4 Two(2) latest black and white, 2"x2" head photograph, uncapped, with signature at the back

3.1.3.5 Documentary Stamp

3.1.4 Replacement of Damaged/Lost SIRB

3.1.4.1 NBI Clearance

3.1.4.2 Two(2) latest black and white 2"x2" head photographs, uncapped, with signature at the back

3.1.4.3 Documentary Stamp

3.1.4.4 Duly notarized Affidavit of Loss (for lost SIRBs)

3.1.4.5 POEA Adjudication Division Clearance

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- A. For Licensed Marine Officers/Professional License holders:
Authenticated PRC/NTC License, as applicable
- B. For Graduates of Nautical and Marine Engineering: Transcript of Records
indicating Special Order Number
- C. For Graduates of Basic Seaman Courses: Transcript of Records indicating
Special Order Number
- D. Retired/Honorably Discharged Naval Personnel
 - 1. Service Record issued and duly certified by the Naval Adjutant
 - 2. True copy of retirement/discharge orders
 - 3. Clearance from all accountabilities
- E. Applicants with Special Skills with limited/unlimited experience
 - 1. Service Records or proof of specialized service rendered
 - 2. Employment Contract or Letter Request from contracting
shipping/manning agency.

3.2 Domestic

3.2.1 New

3.2.1.1 Birth Certificate duly certified by the National Statistics
Office(NSO) or the Local Civil Registrar. In the absence of
a Birth Certificate, an Affidavit of two(2) disinterested
persons

3.2.1.1 NBI Clearance (for local employment)

3.2.1.2 SOLAS Certificates

- 3.2.1.3 Two(2) latest black and white, 2"x2" head photographs, uncapped, with signature at the back
- 3.2.1.4 Documentary Stamp
- 3.2.1.5 A,B,C,D, or E as applicable*
- 3.2.2 Revalidation
 - 3.2.2.1 Old SIRB
 - 3.2.2.2 NBI Clearance(for local employment)
 - 3.2.2.3 SOLAS Certificates if within five(5) years from previous issuance of SIRB, applicant was not able to render at least two(2) years sea service
 - 3.2.2.4 One(1) latest black and white, 2"x2" head photograph, uncapped, with signature at he back
 - 3.2.2.5 Documentary Stamp
- 3.2.3 Replacement of Filled SIRB
 - 3.2.3.1 Old SIRB
 - 3.2.3.2 Authenticated PRC Licensed, if applicable
 - 3.2.3.3 NBI Clearance (for local employment)
 - 3.2.3.4 Two(2) latest 2"x2" head photographs, uncapped with signature at the back of the picture
 - 3.2.3.5 Documentary stamp
- 3.2.4 Replacement of Damaged/Lost SIRB
 - 3.2.4.1 NBI clearance (for local employment)
 - 3.2.4.2 Two(2) latest black and white, 2"x2" head photographs, uncapped, with signature at the back
 - 3.2.4.3 Documentary Stamp
 - 3.2.4.4 Duly notarized Affidavit of loss (for lost SIRBs)

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- A. For Licensed Marine Officers/Professional License Holders: Authenticated PRC/NTC, as applicable
 - B. For Graduates of Nautical and Marine Engineering: Transcript of Records indicating Special Order Number
 - C. For Graduates of Basic Seaman Courses: Transcript of Records indicating Special Order Number
 - D. Retired/Honorably Discharged Naval Personnel
 - 1. Service Record issued and duly certified by the Naval Adjutant
 - 2. True copy of retirement/discharge orders
 - 3. Clearance from all accountabilities
 - E. Applicants with Special Skills
 - 1. Service Records or Proof of Specialized service rendered
 - 2. Letter Request from contracting shipping/manning agency or employment contract
- 3.3 Fishing
- 3.3.1 New
 - 3.3.1.1 Birth Certificate duly certified by the National statistics Office (NSO) or the Local Civil Registrar. In the absence of a Birth Certificate, an Affidavit of two(2) disinterested person
 - 3.3.1.2 NBI Clearance (for local employment)
 - 3.3.1.3 Two (2) latest black and white, 2"x2" head photographs, uncapped, with signature at the back
 - 3.3.1.4 Documentary stamp
 - 3.3.1.5 A or B if applicable *

3.3.2 Revalidation

3.3.2.1 Old SIRB

3.3.2.2 NBI Clearance (for local employment)

3.3.2.3 One (1) latest black and white, 2"x2" head photograph, uncapped, with signature at the back

3.3.2.4 Documentary Stamp

3.3.3 Replacement of Filled SIRB

3.3.3.1 Old SIRB

3.3.3.2 Authenticated PRC License, if applicable

3.3.3.3 Two(2) latest black and white, 2"x2" head photographs, uncapped, with signature at the back

3.3.3.4 NBI Clearance(for local employment)

3.3.3.5 Documentary Stamp

3.3.4 Replacement of Damaged/Lost SIRB

3.3.4.1 NBI Clearance (for local employment)

3.3.4.2 Two (2) latest black and white, 2"x2" head photographs, uncapped, with signature at the back

3.3.4.3 Documentary Stamp

3.3.4.4 Duly notarized Affidavit of loss (for lost SIRBs)

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- A. For licensed Marine Officers/Professional Licensed Holders: Authenticated PRC/NTC Licensed, as applicable

- B. For Graduates of Fisherman's Course offered by the Bureau of Fisheries and Aquatic Resources (BFAR) and other training centers: Certificate of Training or its equivalent

3.4 Off-shore

3.4.1 New

3.4.1.1 Birth Certificate duly certified by the National Statistics Office (NSO) or the Local Civil Registrar. In the absence of a Birth Certificate, an Affidavit of two(2) disinterested persons

3.4.1.2 NBI Clearance (VISA Seaman)

3.4.1.3 Two(2) latest black and white, 2"x2" head photographs, uncapped, with signature at the back

3.4.1.4 Documentary stamp

3.4.1.5 Employment Contract

3.4.1.6 A, B, or C as applicable*

3.4.2 Revalidation

3.4.2.1 Old SIRB

3.4.2.2 NBI Clearance(VISA Seaman)

3.4.2.3 One(1) latest black and white, 2"x2" head photograph, uncapped, with signature a the back

3.4.2.4 Documentary stamp

3.4.2.5 Employment Contract

3.4.3 Replacement of Filled SIRB

3.4.3.1 Old SIRB

3.4.3.2 Authenticated PRC License, if applicable

3.4.3.3 NBI Clearance(VISA Seaman)

3.4.3.4 Two(2) latest black and white, 2"x2" head photographs, uncapped, with signature at the back

3.4.3.5 Documentary stamp

3.4.4 Replacement of Damaged/Lost SIRB

3.4.4.1 NBI Clearance(VISA Seaman)

3.4.4.2 Two latest black and white, 2"x2" head photographs, uncapped, with signature at the back

3.4.4.3 Documentary stamp

3.4.4.4 Duly notarized Affidavit of Loss (for lost SIRBs)

3.4.4.5 POEA Adjudication Division Clearance, if applicable

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- A. For Licensed Marine Officers/Professional License Holders: Authenticated PRC/NTC License, as applicable
- B. For College Graduates
 - 1. Transcript of Records
- C. Applicants with Special Skills: Proof of Specialized services rendered

VI. VALIDITY OF SIRB

- 1. Overseas: five (5) years
- 2. Off-shore: five(5) years
- 3. Domestic: three(3) years
- 4. Fishing: three(3) years

VII. FEES AND OTHER CHARGES

- 1. Overseas/Off-shore SIRB
 - 1.1 New/Replacement P500.00
 - 1.2 Revalidation P300.00

- 2. Domestic/Fishing SIRB
 - 2.1 New/replacement P250.00
 - 2.2 Revalidation P150.00

VIII. SUSPENSION/REVOCAION OF SIRB

- 1. Grounds for suspension/revocation of SIRB
 - 1.1 Incompetence, negligence of incapacity in the performance of duty
 - 1.2 Intemperate habits such as drunkenness tending to cause immediate loss or destruction or serious damage to the vessel or tending to endanger the life of any person organic to or passenger of such vessel.
 - 1.3 Insubordination or direct assault
 - 1.4 Violation of the terms and conditions of the contract without just cause
 - 1.5 Final conviction by a court of competent jurisdiction of a crime involving moral turpitude
- 2. Mandatory revocation of SIRB
 - 2.1 Assault with dangerous weapon
 - 2.2 Malicious destruction of ship's property
 - 2.3 Misconduct resulting in loss of life and/or serious injury
 - 2.4 Molestation of passenger
 - 2.5 Murder or attempted murder
 - 2.6 Mutiny
 - 2.7 Possession, use, sale or association with prohibited drugs, including marijuana
 - 2.8 Sabotage
 - 2.9 Court conviction of a crime involving moral turpitude

- 2.10 Smuggling of aliens or goods including firearms and ammunition
- 2.11 Theft of ship's property or stores
- 2.12 Perversion
- 2.13 Jumping ship
- 2.14 Serious neglect of duty

IX. ADDITIONAL PROVISIONS

The Master/Owner/Operator/Manning Agencies shall be responsible for the strict adherence to this regulation and its corresponding provisions and for any violations of same.

Any applicant who submits any false statement or misrepresentation in his application, fraudulent or tampered certificates or documents, including holders of fake/tampered SIRBs, shall be subject to criminal prosecution under the Revised Penal Code and administrative penalty as follows:

	1 st Offense	2 nd and Succeeding Offense
Officers:		
Master Mariner	P7,000.00	P14,000.00
Chief Engineer	P6,000.00	P12,000.00
Chief Mate/3 RD Engineer	P5,000.00	P10,000.00
2 ND Mate/3 RD Engineer/ Radio Operator/Electrician	P4,000.00	P8,000.00
3 RD Mate/4 TH Engineer	P3,000.00	P6,000.00
Ratings	P2,000.00	P4,000.00

for succeeding offenses, suspension or disqualification to practice his/her profession by the Professional Regulations Commission or proper government agency upon recommendation of the Maritime Industry Authority shall be imposed.

Shipping companies or manning agencies requesting or recommending issuance of an SIRB for and or in behalf of a particular seaman shall be held responsible for the spurious or tampered documents submitted to this Authority which were secured or tampered by the shipping company or manning agency or any of their employees or liaison officers/messengers, or where said company

or agency or employee / liaison officers/messenger has tampered or participated in securing the documents from any source shall be made solidarily liable to the following administrative fine:

- First Infraction - Twenty Five thousand (P25,000.00) Pesos
- Second Infraction - Fifty Thousand (P50,000.00) Pesos and suspension of company's license for one (1) month by the Philippine Overseas Employment Administration or proper government agency upon recommendation of the Maritime Industry Authority
- Third Infraction - One Hundred Thousand(P100,000.00) Pesos and recommendation for cancellation of the company's license by the Philippine Overseas Employment Administration or proper government agency upon recommendation of the Maritime Industry Authority

In addition , the responsible officials of the company or agency and employee/liaison officers/messenger shall be subject to criminal prosecution under the Revised Penal Code.

X. EFFECTIVITY

This Memorandum Circular shall take effect fifteen days(15) days after its publication once in a newspaper of general circulation in the Philippines.

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