

## **MEMORANDUM CIRCULAR NO. 97**

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

**SUBJECT : REVISED GUIDELINES ON THE ISSUANCE OF THE SEAFARER'S IDENTIFICATION AND RECORD BOOK**

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### **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 Identify Documents Conversion, 1958, this revised Memorandum Circular is issued to prescribe the policies, minimum requirements and procedures for 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 commercial and fishing vessels 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, offshore workers seeking employment are likewise required to secure a Seafarer's Identification and Record Book .

### **III. Definitions of terms :**

1. Merchant Marine Officers – refers to duly licensed deck and engine officers of commercial ships, propelled by machinery, public and private, strictly engage 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 and Second Class Radiotelegraph Operator.

4. Seafarer – refers to rated and non rated skills manning merchant marine and fishing vessels and offshore 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, fishermen and off-shore workers to provide the holder with identity papers and record of their sea service as well as for the seafarer's registration purposes.
6. Register of Filipino Seafarers – refers to the roll of merchant marine personnel, including fishermen and off-shore workers; to be maintained by the MARINA.
7. Revalidation of SIRB – Refers to the process of extending validity of expired SIRBs without necessarily replacing the existing SIRB. The maximum number of times that an SIRB can be revalidated is three (3).
8. Reissuance of SIRB – refers to the process in which the SIRB, though not yet expired. has to be replaced due to loss or because its pages have been filled up or that it has been worn out or damaged rendering it unusable.

#### 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:

- A. Applicants should apply directly in person at the MARINA Central Office or in any of the Maritime Regional Offices (MROs) Applications through MARINA accredited Liaison Officers (LOs) shall be allowed only when filed in accordance with rules and regulations to be adapted and prescribed by the MARINA.
- B. Applications for revalidation/reissuance of SIRB must be filed at least one (1) month before expiry date.
- C. SIRBs may be claimed within 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.
- D. Only applicants who have complied with all the herein requirements shall be entertained. Authentication of valid SOLAS Certificate shall be simultaneous with SIRB issuance.
- E. SIRBs issued for overseas employment shall be acceptable for use in fishing and domestic employment, but not vice versa.

V. Qualifications and Requirements for SIRB Issuance:

A. Basic Qualifications:

1. Filipino Citizen;
2. Not less than 18 years old; and
3. High school graduate.

B. Interview:

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.

C. Documentary Requirements (1 set original and 1 set photocopy, unless other wise specified):

1. Overseas
  - a. New
    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 attesting to the birth of applicant.
    2. NBI Clearance (VISA Seaman ).
    3. SOLAS Certificates
    4. Two (2) latest black and white, 2” x 2” head photographs, uncapped, with signature at the back . For Merchant Marine/Radio/Medical Officers/Electricians and graduates of BSMT/AMT and BS Mar E/AME, appropriate shoulder board must be observed. For other applicants , attire must be collared.
    5. Documentary stamp

6. A, B, C, D, or E applicable\*

b. Revalidation

1. Old SIRB

2. NBI Clearance (VISA Seaman)

3. SOLAS Certificates

4. One (1) latest black and white, 2' x 2' head photograph, uncapped, with signature at the back. For Merchant Marine /Radio/Medical Officers and graduates of BSMT/AMT and BS Mar E/AME, appropriate shoulder board must be observed. For other applicants, attire must be collared.

5. Documentary Stamp

\*A. For the Licensed Marine Officers /Professional License Holders: Authenticated PRC/NTC License, as the case may be

B. For graduates of Nautical and Marine Engineering : Transcript of Records with Special Order Number

C. For graduates of Basic Seaman Courses: Transcript of Records with Special Order Number

D. Retired/Honorably Discharged Naval Personnel

1. Service Record and 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 : High school diploma and any of the following

1. Proof of specialized services rendered, e.g., submission of SSS remittances, for landbased workers

2. Letter request from POEA to contracting/manning agency to process applicants documents within the specified period

3. POEA approved Contract of Employment

- c. Reissuance of Filled/Damaged/Lost SIRB
1. Old SIRB, as applicable
  2. SOLAS Certificate or valid STCW Certificate issued by MARINA
  3. Authenticated PRC License, as the case may be
  4. NBI Clearance (VISA Seaman)
  5. Two (2) latest black & white 2" x 2" photographs, uncapped with signature at the back . For Merchant Marine/ Radio/Medical Officers/Electricians and graduates of BSMT/AMT and BS Mar E/AME, appropriate shoulder board must be observed. For other applicants, attire must be collared.
  6. Documentary stamp
  7. Service Record from last employer
  8. POEA Adjudication Division Clearance, if necessary
  9. Duly notarized Affidavit of Loss

(Note: Documents 7,8 and 9 are required only in cases of reissuance of damaged/lost SIRBs)

- d. On Board Application for Revalidation/Reissuance due to Loss
1. Letter from the company/agency
  2. Photocopy of the employment contract
  3. Photocopy of SIRB
  4. Crewlist duly signed by the Master and stamped by the last Immigration Officer
  5. Affidavit of Loss duly notarized in the country where said affidavit was executed and authenticated by the Philippine Embassy or Consulate and/or the Master's Certification, for the lost SIRBs

2. Domestic

a. New

1. Birth Certificate duly certified by the National Statistic Office (NSO) or the Local Civil Registrar, In the absence of a Birth Certificate, an Affidavit of two (2) disinterested persons attesting to the birth of the applicant.
2. NBI Clearance (Local Employment)
3. SOLAS Certificates
4. Two (2) latest black & white, 2" x 2" head photographs, uncapped, with signature at the back. For the Merchant Marine/Radio/Medical Officers/Electricians and graduate of BSMT/AMT and BS Mar E/AME, appropriate shoulder board must be observed. For other applicants. Attire must be collared.
5. Documentary Stamp
6. A, B, C, or D as applicable\*

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- A. For Licensed Marine Officers/Professional License Holders: Authenticated PRC/NTC License, as applicable
- B. For graduates of Nautical, Marine Engineering and Basic Seaman Courses: Transcript of Records with Special Order Number
- C. 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
- D. Applicants with Special Skills : High School diploma and any of the following
  1. Proof of specialized services rendered
  2. Letter request from contracting/manning agency

3. Contract of employment

b. Revalidation

1. Old SIRB
2. NBI Clearance (Local Employment)
3. SOLAS Certificates
4. One (1) latest black and white, 2" x 2" head photograph, uncapped, with signature at the back. For Merchant Marine/Radio/Medical Officers/Electricians and graduates of BSMT/AMT and BS Mar E/AME, appropriate shoulder board must be observed. For other applicants, attire must be collared.
5. Documentary Stamp

c. Reissuance of Filled/Damaged/Lost SIRB

1. Old SIRB, as applicable
2. SOLAS Certificates or valid STCW Certificate issued by MARINA
3. Authenticated PRC License, as the case may be
4. NBI Clearance (Local Employment)
5. Two(2) latest black & white, 2" x 2" head photographs, uncapped, with signature at the back. For Merchant Marine/Radio/Medical Officers/Electricians and graduates of BSMT/AMT and BS Mar E/AME, appropriate shoulder board must be observed. For other applicants, attire must be collared
6. Documentary Stamp
7. Service Record from last employer
8. Duly notarized Affidavit of Loss

(Note: Documents 7 and 8, are required only in cases of reissuance of damaged/lost SIRBs)

3. Fishing

a. New

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 attesting to the birth of the applicant
2. NBI Clearance (VISA Seaman for Overseas and Local Employment for Domestic )
3. Two (2) latest black & white, 2" x 2" head photographs, uncapped, with signature at the back., attire should be collared
4. Documentary Stamp
5. A or B as applicable\*

b. Revalidation

1. Old SIRB
2. NBI Clearance (VISA Seaman for Overseas and Local Employment for Domestic)
3. One (1) latest black & white, 2" x 2" head photograph, uncapped, with signature at the back. Attired should be collared
4. Documentary Stamp

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A. 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

B. For Applicants with Special Skills ( any of the following )

1. Proof of specialized services rendered



2. Letter/request from contracting /manning agency
3. Contract of Employment
  
- c. Reissuance of Filled/Damaged/Lost SIRB
  1. Old SIRB, as applicable
  2. Authenticated PRC License, as the case may be
  3. NBI Clearance (VISA Seaman for Overseas and Local Employment for Domestic)
  4. Two (2) latest black and white, 2" x 2" head photographs, uncapped, with signature at the back. Attire should be collared
  5. Documentary Stamp
  6. Service Record from last employer
  7. Duly notarized Affidavit of Loss
  8. POEA Adjudication Division Clearance, if applicable

(Note: Documents 6, 7 and 8 are required only in cases of reissuance of damaged/lost SIRBs)

- d. On Board Application for Revalidation/Reissuance Due to Loss (For Overseas Only)
  1. Letter from the company/agency
  2. Photocopy of the contract , if applicable
  3. Photocopy of SIRB
  4. Crewlist duly sign by the Master and stamp by the last Immigration Officer
  5. Affidavit of Loss duly notarized in the country where said Affidavit was executed and authenticated by the Philippine

Embassy or Consulate and/or the Master's Report, for the lost SIRBs

4. Offshore

a. New

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 attesting to the birth of the applicant.
2. NBI Clearance (VISA Seaman)
3. Two (2) latest black and white, 2" x 2" head photographs, uncapped, with signature at the back. For Merchant Marine/Radio/Medical Officers/Electricians and graduates of BSMT/AMT and BS Mar E/AME, appropriate shoulder board must be observed. For other applicants, attire should be collared
4. Documentary Stamp
5. Employment Contract
6. A, B or C, as applicable\*

b. Revalidation

1. Old SIRB
2. NBI Clearance (VISA Seaman)
3. One(1) latest black & white, 2" x 2" head photographs, uncapped, with signature at the back. For Merchant Marine/Radio/Medical Officers/Electricians and graduates of BSMT/AMT and BS Mar E/AME. appropriate shoulder board must be observed. For other applicants, attired must be collared
4. Documentary Stamp
5. Employment Contract

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- A. For Licensed Marine Officers/Professional License Holders: Authenticated PRC/NTC License, as applicable
- B. For College Graduates: Transcript of Records with Special Order Number
- C. Applicant with Special Skills : Proof of specialized services rendered, e.g., submission SSS remittances, for landbased workers and high school diploma

- c. Reissuance of Filled/Damaged/Lost SIRB

- 1. Old SIRB, as applicable
    - 2. Authenticated PRC License, as the case may be
    - 3. NBI Clearance (VISA Seaman)
    - 4. Two (2) latest black and white, 2" x 2" head photographs, uncapped, with signature at the back. For Merchant Marine/Radio/Medical Officers/Electricians and graduates of BSMT/AMT and BS Mar E/AME, appropriate shoulder board must be observed. For other applicants, attire must be collared
    - 5. Documentary Stamp
    - 6. Employment Contract
    - 7. Service Record from last employer
    - 8. Duly notarized Affidavit of Loss
    - 9. POEA Adjudication Division Clearance

(Note: Documents 7, 8 and 9 are required only in cases of reissuance of damaged/lost SIRBs)

- e. On Board Application

- 1. Letter from the company/ agency
      - 2. Photocopy of the contract ,if applicable
      - 3. Photocopy of SIRB

4. Crewlist duly signed by the Master and stamped by the last Immigration Officer
5. Affidavit of Loss duly notarized in the country where said Affidavit was executed and authenticated by the Philippine Embassy or Consulate and/or the Master's Report, for Lost SIRBs

#### VI. Expedite Processing

Applications for expedite processing shall be entertained only upon presentation of any of the following documents in addition to the requirements specified under section V.C. above:

- A. Overseas Employment Contract
- B. POEA Notice/Letter allowing the applicant to process documents within fifteen (15) days.
- C. Immigration/PPA Berthing or Departure Clearance (for applicants joining in Philippine ports)
- D. Letter addressed to Panamanian and other embassies applying for VISA
- E. Confirmed plane ticket

#### VII. Validity

- A. Overseas : five (5) years
- B. Domestic : three (3) years
- C. Fishing : three (3) years
- D. Offshore : five (5) years

#### VIII. Fees and Other Charges

- A. Overseas and Offshore

New/Reissuance	P500.00
Expedite	700.00
Revalidation	300.00
Certificate for on board Revalidation	50.00

B. Domestic

New/Reissuance	P250.00
Expedite	350.00
Revalidation	150.00

IX. Suspension/Revocation of SIRB

A. Grounds for Suspension/Revocation of SIRB

1. Incompetence, negligence or incapacity in the performance of duty
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
3. Insubordination or direct assault.
4. Violation of the terms and conditions of the contract without just cause.
5. Final conviction by a court of competent jurisdiction of a crime involving moral turpitude.

B. Mandatory Revocation of SIRB

1. Assault with dangerous weapon
2. Malicious destruction of ship's property
3. Misconduct resulting in loss of life and/or serious injury
4. Molestation of passenger
5. Murder or attempted murder
6. Mutiny
7. Possession, use, sale or association with prohibited drugs, including marijuana
8. Smuggling of aliens or goods including firearms and ammunitions

9. Sabotage
10. Court conviction of a crime involving moral turpitude
11. Theft of ship's property or stores
12. Perversion
13. Jumping ship
14. Serious neglect of duty

C. Those seafarers included in the watchlist pursuant to Memorandum Circular No. 96 are disqualified from the issuance of SIRB

X. Administrative Fines and /or Penalties:

1. Any seafarer who shall go on board vessels and/or shipping company/manning agency which shall allow a seafarer to go on board/join a vessel without first securing an SIRB shall be solidarily liable and shall be subject to the following administrative fine:

	Seafarer	Shipping Co. / Manning Agency
First Offence	P2, 000.00	P10, 000.00
Second Offence	P3, 000.00	P15, 000.00
Third & Succeeding Offences	P5, 000.00	P20, 000.00

In case a seafarer goes on board with SIRB whose validity is shorter than his/her contract of employment, the liability of the seafarer and the shipping company/manning agency shall be equivalent to one-half the penalties above provided.

2. Any applicant who submits any false statements 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:

	First Offenses	Second & Succeeding Offenses
Officers:		
Master Mariner	P 7, 000.00	P 14, 000.00
Chief Engineer	6,000.00	12, 000.00
Chief Mate /2 <sup>nd</sup> /Engr.	5, 000.00	10, 000.00
2 <sup>nd</sup> Mate/3 <sup>rd</sup> Engr./ Radio Operator/ Electrician	4, 000.00	8, 000.00
3 <sup>rd</sup> Mate /4 <sup>th</sup> Engr.	3, 000.00	6, 000.00
Ratings:	P 2, 000.00	P 4, 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 or liaison officer/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 (50, 000.00) Pesos And suspension of company's license for one month by the Philippine Overseas Employment Administration or proper government agency upon recommendation of MARINA.
Third Infraction	One Hundred Thousand

( P 100,000.00) Pesos  
and cancellation of the company  
license by the Philippine Overseas  
Employment Administration agency  
upon recommendation of MARINA.

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

XI. Repealing Clause  
Henceforth , MARINA Memorandum Circular No. 87 in here by repealed  
accordingly.

XII. Effectivity

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

Manila, Philippines, 23 March 1995.

BY AUTHORITY OF THE BOARD:

PACIENCIO M. BALBON , JR.  
Administrator

#### SECRETARY'S CERTIFICATE

This is to certify that Memorandum Circular No. 97 has been approved during  
the 126<sup>th</sup> Regular Meeting of the Maritime Industry Board held on 16 March 1995.

EMERSON M . LORENZO  
Deputy Corporate Board Secretary

Date of Publication : 24 March 1995, Malaya Newspaper  
Date of submission to the U.P. Law Center : 23 March 1995