



25 October 2019

**MARINA ADVISORY No:** 2019-25  
**Series of 2019**

**TO :** ALL SEAFARERS, SHIPOWNERS, MANNING AGENCIES,  
MARITIME TRAINING INSTITUTIONS (MTIs), MARITIME HIGHER  
EDUCATION INSTITUTIONS (MHEIs), PRACTICAL ASSESSMENT  
CENTERS, OTHER ENTITIES AND INDIVIDUALS CONCERNED

**SUBJECT :** GUIDELINES ON THE DISPOSAL OF UNCLAIMED CERTIFICATE  
OF PROFICIENCY (COP), CERTIFICATE OF COMPETENCY (COC)  
AND CERTIFICATE OF ENDORSEMENT (COE)

Notice is hereby given to all concerned that unclaimed certificates will be disposed in accordance with the following guidelines:

1. The Standards of Training, Certification and Watchkeeping Office (STCWO), this Authority, through its Certification Division (CD) and its Satellite Offices, shall secure all unclaimed certificates for a maximum period of six (6) months reckoned from the date of its issuance.
2. All certificates left unclaimed beyond the retention period of six (6) months shall be transferred to the MARINA Central Office General Services Division (GSD) for proper disposition.
3. Within the six (6) month retention period, concerned seafarers will be given two (2) notices to claim their certificates:
  - a. The first notice will be sent via Short Messaging Service (SMS) or text message to the applicant-seafarer's registered mobile number;
  - b. The second and final notice will be sent via Short Messaging Service (SMS) or text message one (1) month prior to the lapse of the six (6) month period.
4. After the six (6) month retention period, concerned seafarers will be required to re-apply and pay for the new certificate/s.

This Advisory shall take effect immediately after its publication in a newspaper of general circulation.

**VADM NARCISO A VINGSON JR**  
Officer-In-Charge  
Office of the Administrator

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