



MARITIME INDUSTRY AUTHORITY

CITIZEN'S CHARTER

DECEMBER 2020



MANDATES:

Created pursuant to Presidential Decree No. 474 on 01 June 1974, The **Maritime Industry Authority** (MARINA) Is an attached agency of the Department of Transportation (DOTr) mandated to integrate the development, promotion and regulation of the maritime industry in the country. Originally placed under the office of the president, the marina was attached to the department of transportation (formerly ministry of transportation and communications) for policy and program coordination.

BY VIRTUE OF PRESIDENTIAL DECREE NO. 474 (1974)

1. Adopt and implement a practicable and coordinated Maritime Industry Development Program (MIDP) which shall include among others:
 - the early replacement of obsolescent and uneconomic vessels;
 - modernization and expansion of the Philippine merchant fleet;
 - enhancement of domestic capability for shipbuilding, repair and maintenance; and
 - development of a reservoir of trained manpower.
2. Provide and help provide the necessary:
 - financial assistance to the industry thru public/private financial institutions and instrumentalities;
 - technological assistance; and
 - favorable climate for expansion of domestic and foreign investments in shipping enterprises.
3. Provide for the effective supervision, regulation and rationalization of the organizational management, ownership and operations of all water transport utilities and other maritime enterprises.

BY VIRTUE OF EXECUTIVE ORDER NO. 546 (1979)

The maritime industry authority (MARINA) was attached to the department of transportation and communications (DOTC) or policy and program coordination.



BY VIRTUE OF EXECUTIVE ORDER NO. 1011 (1985)

MARINA assumed the quasi-judicial functions of the Board of Transportation (BOT) over the domestic transport.

BY VIRTUE OF EXECUTIVE ORDER NO. 125/125-A (1987)

MARINA assumed the functions of vessel registration, vessel safety regulation, and issuance of Seafarer Identification and Record Book (SIRB).

BY VIRTUE OF REPUBLIC ACT NO. 9295 (2004)

1. Register vessels;
2. Issue certificate of public convenience, or any extensions or amendments thereto, authorizing the operation of all kinds, classes and types of vessels in domestic shipping: provided, that no such certificate shall be valid for a period or more than twenty-five (25) years;
3. Modify, suspend or revoke at any time, upon notice and hearing, any certificate, license or accreditation it may have issued to any domestic ship operator;
4. Establish and prescribe routes, zones or areas of operations of domestic ship operators;
5. Require any domestic ship operator to provide shipping services to any coastal area, island or region in the country where such services are necessary for the development of the area, to meet emergency sealift requirements, or when the public interest so requires;
6. Set safety standards for vessels in accordance with applicable conventions and regulations;



7. Require all domestic ship operators to comply with operational and safety standards for vessels set by applicable conventions and regulations, maintain its vessels in safe and serviceable condition, meet the standards of safety of life at sea and safe manning requirements, and furnish safe, adequate, reliable and proper service at all times;
8. Inspect all vessels to ensure and enforce compliance with safety standards and other regulations;
9. Ensure that all domestic ship operators shall have the financial capacity to provide and sustain safe, reliable, efficient and economic passenger or cargo service, or both;
10. Determine the impact which any new service shall have to the locality it will serve;
11. Adopt and enforce such rules and regulations which will ensure compliance by every domestic ship operator with required safety standards and other rules and regulations on vessel safety;
12. Adopt such rules and regulations which will ensure the reasonable stability of passengers and freight rates and, if necessary, to intervene in order to protect public interest;
13. Hear and adjudicate any complaint made in writing involving any violation of this law or the rules and regulations of the authority;
14. Impose such fines and penalties on, including the revocation of licenses of, any domestic ship operator who shall fail to maintain its vessels in safe and serviceable condition, or who shall violate or fail to comply with safety regulations;
15. Investigate any complaint made in writing against any domestic ship operator, or any shipper, or any group of shippers regarding any matter involving violations of the provisions of this act;
16. Upon notice and hearing, impose such fines, suspend or revoke certificates of public convenience or other license issued, or otherwise penalize any ship operator, shipper or group of shippers found violating the provisions of this act; and
17. Determine the impact which any new service shall have to the locality it will serve.

BY VIRTUE OF EXECUTIVE ORDER NO. 75 (2012)



Designating the Department of Transportation and communications (DOTC), through the Maritime Industry Authority (MARINA), as the single administration in the Philippines responsible for oversight in the implementation of the 1978 International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, as amended.

BY VIRTUE OF REPUBLIC ACT NO. 10635 (2014)

“An Act establishing the Maritime Industry Authority (MARINA) as the single maritime administration responsible for the implementation and enforcement of the 1978 International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, as amended, and international agreements or covenants related thereto.

BY VIRTUE OF EXECUTIVE ORDER NO. 83 (2018)

Strengthened the authority of MARINA as the single maritime administration for the purpose of implementing the STCW Convention through a majority membership in the Technical Panel On Maritime Education (TPME) and lead role in the evaluation and monitoring of bachelor of science in marine transportation and marine engineering and other higher education programs with Commission on Higher Education (CHED), as well as the establishment of medical standards for issuance of certificates to and relevant control procedures governing Filipino seafarers with the Department of Health (DOH) and the Philippine Coast Guard (PCG).

- VISION** : A Globally Competitive Philippine Maritime Industry
- MISSION** : To Lead A Progressive Maritime Administration for Safer People, Safer Ships, And Cleaner Environment
- CORE VALUES** : Dedicated Service Anchored on Professionalism, Integrity and Excellence



SERVICE PLEDGE:

We, The Officials and Employees of The Maritime Industry Authority, Commit To:

Maintain integrity, dignity and quality in the delivery of frontline services to the clientele/stakeholders at all times;

Act expeditiously on all applications and requests, achieve satisfaction and meet the expectations of the clientele/stakeholders from marina services;

Respond to all queries, feedbacks, comments, complaints, suggestions thru the Public Assistance Coordinator, designate Officer of the Day and duly filled-out frontline service feedback (ARTA Form 1);

Instill the true meaning of “public service” within marina and eliminate “graft and corrupt practices” by supporting/ implementing anti-fixing campaigns and other measures;

Nurture professionalism of the marina officials and employees by continuously upgrading the capability and competence through necessary training, scholarships; implementation of rewards, awards and incentives system; and providing conducive work environment; and

Always provide efficient, prompt, quality and continuous service to the clientele / stakeholders from Monday to Friday, 7:00 am to 6:00 pm (no noon break)



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Central Office

External Services



DOMESTIC SHIPPING SERVICE

1. Authority to Acquire Ship thru Importation and Bareboat Charter

MARINA issues authority to acquire ship through importation and bareboat charter upon compliance with the requirements of MARINA Circular No. 2017-04

Office/Division:	Domestic Shipping Service/Shipping Business Division		
Classification:	Complex		
Type of Transaction:	G2C – Government to Citizen / G2B – Government to Business Entity		
Who may avail:	Shipping Companies, Ship Owners/Operators/Managers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Authority to acquire Ship thru Importation/Outright Purchase/Extension of Importation			
New Application			
Type of vessel:			
Cargo, Barge, Tanker, Ro-Ro Passenger, Fishing Vessel and Fast Craft etc.			
1. Letter of Application		Applicant	
2. Certificate of Ship’s Original Registry/Nationality/Builder’s Certificate (in case of New Building)		Owner of the Vessel/Government Entity issuing the Certificate from Port of Origin/Builder	
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Recreational boats, Speedboats, Landing Craft Boat, etc.			
1. Letter of Application		Applicant	
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1. Letter of Application		Applicant				
2. Certificate of Ship's Original Registry/ Nationality/ Builder's Certificate (case of New Building)		Owner of the Vessel/Government Entity issuing the Certificate from Port of Origin/Builder				
3. Class Certificate (if applicable)		Government Entity from Port of Origin				
Authority to Acquire Ship thru Lease-Purchase/Lease Irrevocable-Purchase/Bareboat Charter/Renewal Extension of Bareboat Charter						
1. Letter of Application		Applicant				
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4. Consent to the Bareboat Charter Registration in the Philippine by State of Former Registry		Government Entity from Port of Origin				
CLIENT ACTION		AGENCY ACTION		FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
1	Submits accomplished application form with other requirements to the Administrative Assistant III of the Shipping Business Division	1.1	Checks the completeness using the checklist of documentary requirements and receives the application, logs in the logbook/D-tracks and forwards to SBD Chief MIDS for assignment. 1.1.1 If complete, issues the Authority to	Authority to Acquire Ship thru Importation/Outright Purchase •P12,400.00/per vessel Vessel 10 years old and below •P24,700.00/per vessel Vessel over 10 years old	1 hour	Evaluators Senior MIDS, MIDS I, Administrative Assistant III SBD (DSS)



	(SBD), Domestic Shipping Service (DSS)		Accept Payment (ATAP) to the applicant. 1.1.2 If not complete, returns the application with attached Notice stating the reason/s	<ul style="list-style-type: none">• P 37,400.00/per vessel High Speed Craft Extension of Validity of Authority to Acquire Ship: <ul style="list-style-type: none">• P2,800.00/month/vessel Authority to Acquire Ship thru Lease-Purchase/Lease Irrevocable- Purchase/Bareboat Charter/Renewal Extension of Bareboat Charter <ul style="list-style-type: none">• P 12,400.00/per vessel Vessel 10 years old and below• P 24,700.00/per vessel Vessel over 10 years old• P 37,400.00/per vessel High Speed Craft		
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				• P 24,700.00/per vessel Sub-Charter of BBC Vessel		
2	Pays the processing fee to the Cashier	2.1	Receives payment from the applicant based on ATAP, issues Official Receipt (OR) and advises Applicant to proceed to Central Records Unit (CRU)	None	10 minutes	<i>Cashier (MFAS)</i>
3	Submits the application to CRU together with the ATAP reflecting the OR number and validation of the Cashier.	3.1	Receives the application and attaches D-tracking.		30 minutes	<i>Records Officer (CRU, MFAS)</i>
		3.2	Returns the duly stamped receiving copy to the Applicant.			
		3.3	Forwards the application to DSS			
		3.4	Receives the application, logs in the logbook/D-tracks and forwards to the SBD Chief MIDS for assignment.		15 minutes	<i>Administrative Assistant III SBD (DSS)</i>
		3.5	Assign the application to the evaluator by indicating the name in routing/action slip and return to the Admin Assistant III for recording the name the		1 hour	<i>Chief MIDS SBD (DSS)</i>



			evaluator in the logbook of application.			
		3.6	Record the name of the Evaluator in the logbook of application and forward the application to the Evaluator.		30 minutes	<i>Administrative Assistant III SBD (DSS)</i>
		3.7	<p>Evaluates the application</p> <ul style="list-style-type: none"> If compliant, prepares the Executive Brief, Letter Approval and submits to Chief MIDS for review <p>If not compliant, prepares the Executive Brief and Letter Disapproval; submits to the Chief MIDS for review</p>		12 hours	<i>Evaluators Senior MIDS, MIDS I, Administrative Assistant III SBD (DSS)</i>
		3.8	Draft Executive Brief, Letter Approval/Disapproval			
		3.9	<p>Reviews documents, draft Executive Brief, Letter Approval/Disapproval</p> <ul style="list-style-type: none"> If the evaluation is accurate, instructs 		2 hours and 30 minutes	<i>Chief MIDS SBD (DSS)</i>



			<p>the Evaluator to finalize the draft Executive Brief, and Letter Approval/ Disapproval</p> <p>If there is an inaccuracy in the evaluation, returns to the Evaluator to rectify the inaccuracy</p>			
		3.10	Finalizes draft Executive Brief, and Letter Approval/ Disapproval and submits to the Chief MIDS		1 hour	<i>Evaluators Senior MIDS, MIDS I, Administrative Assistant III SBD (DSS)</i>
		3.11	Signs the Executive Brief, affixes initial to the Letter Approval/Disapproval and forwards to the Director		1 hour	<i>Chief MIDS SBD (DSS)</i>
		3.12	<p>Signs the Executive Brief, and Affixes initial on the Letter Approval</p> <p>Otherwise, returns to the Chief MIDS for rectification of errors</p>		1 hour	<i>Director (FS)</i>
		3.13	Logs out the Application, and forwards to the Office of the Deputy		30 minutes	<i>Administrative Assistant III (FS)</i>



			Administrator for Operations (ODAO)			
		3.14	Reviews and affixes initial on the Letter Approval; forwards to the Office of the Administrator (OAdm). Otherwise, returns to DSS for rectification of errors		1 hour	<i>Deputy Administrator for Operations (ODAO)</i>
		3.15	Reviews and signs the Letter Approval; forwards to CRU. Otherwise, returns to DSS for rectification of error/s		1 hour	<i>Administrator (OADM)</i>
		3.16	Receives the application from the OAdm and logs in the application, D-Tracks and affixes dry seal on the Letter Approval		30 minutes	<i>Administrative Assistant (CRU, MFAS)</i>
4	Signs the duplicate copy of the Letter Approval	4.1	Release of Application		10 minutes	<i>Administrative Assistant (CRU, MFAS)</i>
END OF TRANSACTION					Total: Three (3) days and five (5) minutes	



2. Annotation/Registration of Ship Mortgage, Maritime Liens and Encumbrances

All transfer of rights including ship mortgage, maritime liens and other encumbrances of ships engaged in domestic trade must be annotated and registered with the MARINA

Office/Division:	Domestic Shipping Service/Shipping Registration and Development Division	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizen / G2B – Government to Business Entity	
Who may avail:	Shipping Companies, Ship Owners and Operators	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Chattel Mortgage		
1. Letter application / Request		Mortgagee/Mortgagor
2. For (4) copies of Notarized Deed of Chattel Mortgage, if perfected abroad, the Deed of Chattel Mortgage must be duly notarized and authenticated by the nearest Philippine Consulate		Mortgagee
3. Original CO and CPR		MARINA
4. Proof of payment of documentary stamp tax		BIR
5. If filing of application is thru authorized representative - Notarized Board Resolution/Secretary's Certificate for Corporation/Partnership/Cooperative; or - Notarized Special Power of Attorney for Single Proprietorship		Mortgagee and Mortgagor
For Maritime Liens and Encumbrances		
1. Letter of application/request or Court Order		Pertinent Court
2. Other pertinent documents in support of claim		Petitioner company/Entity



CLIENT ACTION		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Fills in and submits accomplished application form with other requirements	1.1	Checks the completeness and screens the validity of the documentary requirements using the checklist of documentary requirements. 1.1.1 If complete, issues the Authority to Accept Payment (ATAP) to the applicant. 1.1.2 If not complete, returns the application with Notice stating the reason/s	Registration/Annotation of Chattel Mortgage		<i>Evaluators Supervising MIDS, Senior MIDS, MIDS I SRDD (DSS)</i>
				Below Php5,000.00	P3,000.00	
				Php5,000.00 to Php25,000.00	P3,000.00 +30.00/ P1,000.00 In excess of P5,000.00	
				Over Php25,000.00	P3,600.00 +0.70.00/ P1,000.00 In excess of P25,000.00	
2	Pays the processing fee to the Cashier	2.1	Receives payment from the applicant based on ATAP, issues Official Receipt (OR) and advises Applicant to proceed to Central Records Unit (CRU)			Cashier (MFAS)
3	Submits the application to CRU together with the ATAP reflecting the OR number and	3.1	Receives the application and attaches D-tracking.			0.5 hour
		3.2	Returns the duly stamped receiving copy to the Applicant.			



	validation of the Cashier.	3.3	Forwards the application to DSS			
		3.4	Receives the application, logs in the logbook/D-tracks and forwards to the SRDD Chief MIDS for assignment.		0.5 hour	<i>Administrative Assistant III SRDD (DSS)</i>
		3.5	Assign the application to the evaluator by indicating the name in routing/action slip and return to the Admin Assistant III for recording the name the evaluator in the logbook of application.		2.0 hours	<i>Chief MIDS SRDD (DSS)</i>
		3.6	Record the name of the Evaluator in the logbook of application and forward the application to the Evaluator.		0.5 hour	<i>Administrative Assistant III SRDD (DSS)</i>
		3.7	Evaluates the application 3.7.1 If compliant, prepares the Executive Brief, Letter Approval and submits to Chief MIDS for review 3.7.2 If not compliant, prepares the Executive Brief and Letter Disapproval; submits to the Chief MIDS for review		3.5 hours	<i>Evaluators Supervising MIDS, Senior MIDS, MIDS I SRDD (DSS)</i>
		3.9	Draft Executive Brief, Letter Approval/Disapproval and Certificates		6.0 hours	<i>Evaluators Senior MIDS, MIDS I SRDD</i>



						(DSS)
		3.10	Reviews documents, draft Executive Brief, Letter Approval/Disapproval 3.10.1 If the evaluation is accurate, instructs the Evaluator to finalize the draft Executive Brief, and Letter Approval/ Disapproval 3.10.2 If there is an inaccuracy in the evaluation, returns to the Evaluator to rectify the inaccuracy			Chief MIDS SRDD (DSS)
		3.11	Finalizes draft Executive Brief, and Letter Approval/ Disapproval and Certificates and submits to the Chief MIDS		1.0 hour	Evaluators Supervising MIDS, Senior MIDS, MIDS / SRDD (DSS)
		3.12	Signs the Executive Brief, affixes initial to the Letter Approval/Disapproval and Certificate/s; and forwards to the Director		4.0 hours	Division Chief SRDD (DSS)
		3.13	Signs the Executive Brief, Letter Approval /Disapproval and Certificate/s Otherwise, returns to the Chief MIDS for rectification of errors		1.0 hour	Director (DSS)



		3.14	Logs out the Application, D-tracks and forwards to the CRU		0.5 hour	<i>Administrative Assistant III SRDD (DSS)</i>
		3.15	Receives the application from DSS and logs in the application, D-tracks and affixes dry seal on the Letter Approval/Disapproval and Certificate/s.			<i>Records Officer (CRU, MFAS)</i>
END OF TRANSACTION					Total: 3 working days	



3. Special Permit/Exemption Permit/Renewal/Extension of Special Permit

Special Permit/Exemption Permit is issued to ships engaged in domestic shipping as authority for their flexible operation in domestic trade

Office/Division:	Domestic Shipping Service/Shipping Business Division
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen / G2B – Government to Business Entity
Who may avail:	Shipping Companies, Ship Owners/Operators/Managers
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Letter of Application	Applicant
2. Fixture Note/Contract of Affreightment /Time/Voyage Charter Agreement	Applicant/Charterer/Shipping Company/Owner of the vessel
3. Duly notarized Resolution of the company's Board of Directors certified by the Board Secretary authorizing the filing of the application and designating the Officials/authorized representative to represent the applicant-company/registered owner.	Shipping Company/Charterer
4. Valid Certificate of Ship's Original Registry/Nationality	Owner of the vessel/Charterer/Government Entity issuing the certificate from its Port of origin
5. Class Certificate by an Internationally Accredited Classification Society (IACS)/Latest Survey Report (Valid for the last six (6) months)	Shipping Company/Owner of the vessel/Classification Society (Port of Origin)
6. Ship's Crew List with any of the following applicable documents: 7. Valid STCW Certificates for Officers and ratings and Basic Safety Course (BBC) Certificates for other crew; and Applicable valid certificates (for specialized ship)	Shipping Company/Owner of the vessel
8. Certified true copy of the ship's valid insurance coverage	Shipping Company/Charterer/Insurance Company



9. Clearance from concerned government agencies/associations/affected operators that they have no available local ship to service the requirements of the shipper		Government Agency/Private Association affected by the operation(s)/project			
10. SEC Registration (for branch offices of foreign owners/charterers/ship representative)		Shipping Company/Charterer			
11. Other related documents/contracts that would trace the operation/project involving the utilization of the ship (if there are two or more other companies involved in the project)		Charterer/Shipping Company/Owner of the vessel			
CLIENT ACTION		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME
1	Fills in and submits accomplished application form with other requirements	1.1	Checks the completeness and screens the validity of the documentary requirements using the checklist of documentary requirements. 1.1.1 If complete, issues the Authority to Accept Payment (ATAP) to the applicant. 1.1.2 If not complete, returns the application	Authority to Acquire Ship thru Importation/Outright Purchase <ul style="list-style-type: none"> • P12,400.00/per vessel Vessel 10 years old and below • P24,700.00/per vessel Vessel over 10 years old • P 37,400.00/per vessel High Speed Craft 	<i>Evaluators Senior MIDS, MIDS I, Administrative Assistant III SBD (DSS)</i>



				<p>Extension of Validity of Authority to Acquire Ship:</p> <ul style="list-style-type: none">• P2,800.00/month/vessel <p>Authority to Acquire Ship thru Lease-Purchase/Lease Irrevocable-Purchase/Bareboat Charter/Renewal Extension of Bareboat Charter</p> <ul style="list-style-type: none">• P 12,400.00/per vessel Vessel 10 years old and below• P 24,700.00/per vessel Vessel over 10 years old• P 37,400.00/per vessel High Speed Craft• P 24,700.00/per vessel Sub-Charter of BBC Vessel		
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2	Pays the processing fee to the Cashier	2.1	Receives payment from the applicant based on ATAP, issues Official Receipt (OR) and advises Applicant to proceed to Central Records Unit (CRU)			Cashier (MFAS)
		3.1	Receives the application and attaches D-tracking.			Records Officer (CRU, MFAS)
		3.2	Returns the duly stamped receiving copy to the Applicant.			
		3.3	Forwards the application to DSS			
		3.4	Receives the application, logs in the logbook/D-tracks and forwards to the SBD Chief MIDS for assignment.		0.5 hour	Administrative Assistant III SBD (DSS)
		3.5	Assign the application to the evaluator by indicating the name in routing/action slip and return to the Admin Assistant III for recording the name the evaluator in the logbook of application.		2 hours	Chief MIDS SRDD (DSS)
3	Submits the application to CRU together with the ATAP reflecting the OR number and validation of the Cashier	3.6	Record the name of the Evaluator in the logbook of application and forward the application to the Evaluator.		0.5 hour	Administrative Assistant III SBD (DSS)



		3.7	Evaluates the application 3.7.1 If compliant, prepares the Executive Brief, Letter Approval and submits to Chief MIDS for review 3.7.2 If not compliant, prepares the Executive Brief and Letter Disapproval; submits to the Chief MIDS for review		12 hours	<i>Evaluators Senior MIDS, MIDS I, Administrative Assistant III SBD (DSS)</i>
		3.8	Draft Executive Brief, Letter Approval/ Disapproval			<i>Evaluators Senior MIDS, MIDS I, Administrative Assistant III SBD (DSS)</i>
		3.9	Reviews documents, draft Executive Brief, Letter Approval/ Disapproval 3.9.1 If the evaluation is accurate, instructs the Evaluator to finalize the draft Executive Brief, and Letter Approval/ Disapproval 3.9.2 If there is an inaccuracy in the evaluation, returns to		2 hours	<i>Chief MIDS SBD (DSS)</i>



			the Evaluator to rectify the inaccuracy			
		3.10	Finalizes draft Executive Brief, and Letter Approval/ Disapproval and submits to the Chief MIDS		3 hours	<i>Evaluators Senior MIDS, MIDS I, Administrative Assistant III SBD (DSS)</i>
		3.11	Signs the Executive Brief, affixes initial to the Letter Approval/Disapproval and forwards to the Director		1.5 hours	<i>Chief MIDS SBD (DSS)</i>
		3.12	Signs the Executive Brief, and Affixes initial on the Letter Approval Otherwise, returns to the Chief MIDS for rectification of errors		2 hours	<i>Director (DSS)</i>
		3.13	Logs out the Application, and forwards to the Office of the Deputy Administrator for Operations (ODAO)		0.5 hour	<i>Administrative Assistant III (DSS)</i>
		3.14	Signs the Special Permit; Otherwise, returns to DSS for rectification of errors			<i>Deputy Administrator for Operations (ODAO)</i>
		3.15	Receives the application from the ODAO and logs in the application, D-Tracks and affixes dry seal on the Special Permit			<i>Administrative Assistant (CRU, MFAS)</i>



4	Signs the duplicate copy of the Special Permit	4.1	Releases of Application			Administrative Assistant (CRU, MFAS)
END OF TRANSACTION					Total: Three (3) working days from payment of processing fee and receipt of complete documentary requirements	



5. ISSUANCE OF THE GRANT OF PIONEER STATUS UNDER MARINA MC 2015-04

Pioneer Status refers to the status or classification or category granted to the domestic shipowners/operators who will introduce IACS-classed brand new or newly constructed ships in their authorized or applied routes with corresponding benefits and privileges appurtenant thereto.

Office/Division:	Domestic Shipping Service/Shipping Promotion and Development Division			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen / G2B – Government to Business Entity			
Who may avail:	Shipping Companies, Ship Owners/Operators/Managers/ Bareboat Charterers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Intent/ Application addressed to the MARINA Administrator		Applicant		
2. Copy of valid MARINA Accreditation Certificate under MC No. 2006-03		MARINA		
3. IACS classed certificate and other applicable safety certificates		Applicant/ Classification Society		
4. Copy of Certificate of Ownership (CO) and Certificate of Philippine Registry (CPR)		MARINA		
CLIENT ACTION	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Fills in and submits accomplished application form with other requirements	1.1 Checks the completeness and screens the validity of the documentary requirements using the checklist of documentary requirements. • If not complete, returns the application	P 20,000/ ship	1.0 hours	Screening Officer Senior MIDS, MIDS II, MIDS I (SPDD, DSS)
2. Pays the processing fee to the Cashier	2.1 Pays the processing fee to the Cashier. 2.2 Receives payment from the applicant based on ATAP, issues Official Receipt (OR) and advises Applicant to proceed to Central Records Unit (CRU)		30 mins	Cashier (Cash Division, MFAS)
3. Submits complete application and documentary requirements to CRU together with the ATAP reflecting the OR number and validation of the cashier	3.1 Receives the application and attaches D-tracking.		1.0 hours	Records Officer (CRU, MFAS)
	3.2 Returns the duly stamped receiving copy to the Applicant.			
	3.3 Forwards the application to DSS			
	3.4 Receives the application, logs in the logbook/D - tracks and forwards to the SPDD Chief MIDS for assignment.		20 mins	Administrative Assistant/Aide (SPDD, DSS)



	3.5 Assigns the application to the evaluator by indicating the name in routing/action slip and return to the Admin Assistant/Aide for recording the name the evaluator in the logbook of application.		2.0 hours	Chief MIDS (SPDD, DSS)
	3.6 Records the name of the Evaluator in the logbook of application and forwards the application to the Evaluator.		1.0 hours	Administrative Assistant/ Aide SPDD (DSS)
	3.7 Verification of the Applied Route. Drafts Memo to the concerned MROs for verification of the ports covered in the applied route and concurrence to the grant of Pioneer Status and submits it to the Chief MIDS for review *MROs may conduct port inspection/survey		2.0 hours	Evaluator Senior MIDS, MIDS II, MIDS I (SPDD DSS)
	3.8 Reviews the draft Memo, affixes initial to the Memo and forwards to the Director		1.0 hour	Chief MIDS (SPDD DSS)
	3.9 Signs the Memo Otherwise, returns to the Chief MIDS for rectification of errors		1.0 hour	Director (DSS)
	3.10 Logs out the Memo and forwards to the CRU		1.0 hour	Administrative Assistant / Aide (SPDD DSS)
	3.11 Issues Memo Reply		28 hours	Regional Director
	3.12 Upon receipt of the Memo Reply, evaluates the application by incorporating the comments/ recommendations		6.0 hours	Evaluator Senior MIDS, MIDS II, MIDS I (SPDD DSS)



	If compliant, prepares the Disposition Form, Letter Approval and submits to Chief MIDS for review			
	<ul style="list-style-type: none"> If not compliant, prepares the Disposition Form and Letter Disapproval and submits to the Chief MIDS for review 			
	3.13 Reviews documents, draft Disposition Form and Letter Approval/ Disapproval		4.00 hours	Chief MIDS (SPDD DSS)
	<ul style="list-style-type: none"> If the evaluation is accurate, instructs the Evaluator to finalize the draft Disposition Form and Letter Approval/ Disapproval. If there is an inaccuracy in the evaluation, returns to the Evaluator to rectify the inaccuracy 			
	3.14 Finalizes Disposition Form and Letter Approval/ Disapproval		1.00 hours	Evaluator Senior MIDS, MIDS II, MIDS I (SPDD DSS)
	3.15 Affixes initial to the Disposition Form and Letter Approval/ Disapproval for signature of the Director (DSS)		1.0 hours	Chief MIDS (SPDD DSS)
	3.16 Verifies the accuracy of the evaluation and signs the Disposition and Letter Approval/ Disapproval		2.0 hours	Director (DSS)
	Otherwise, returns to the Chief MIDS for rectification of errors			
	3.17 Logs out the application, D-tracks and forwards to the Office of the Deputy Administrator for Operations (ODAO)		30 mins	Administrative Assistant/ Aide (SPDD DSS)
	3.18 Signs the Disposition Form, affixes initial on the Letter Approval/ Disapproval and forward to the Office of the Administrator (OAdm).		1.0 hour	Deputy Administrator for Operations (ODAO)



	Otherwise, returns to DSS for rectification of error/			
	3.19 Signs the Letter Approval/ Disapproval and forwards to CRU. Otherwise, returns to DSS for rectification of error/		1.0 hour	Administrator (OADM)
	3.20 Receives the application from the OADM and logs in the application, D-tracks and affixes dry seal on the Letter Approval/ Disapproval		30 mins	Records Officer (CRU, MFAS)
4. Signs the receiving copy of the Letter Approval/ Disapproval	4.1 Release of the document		10 mins	Records Officer (CRU, MFAS)
END OF TRANSACTION			Total: 7 working days	



6. ISSUANCE OF THE GRANT OF MISSIONARY STATUS UNDER MARINA MC DS 2019-02

RORO Missionary Status refers to the privilege accorded to RORO vessels and other similar types of ships that will provide shipping service in a missionary route.

Office/Division:	Domestic Shipping Service/Shipping Promotion and Development Division			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen / G2B – Government to Business Entity			
Who may avail:	Shipping Companies, Ship Owners/Operators/Managers/ Bareboat Charterers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Intent/ Application addressed to the MARINA Administrator		Applicant		
2. Valid class certificate and other applicable safety certificates		Applicant/ Classification Society/ MARINA		
CLIENT ACTION	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fills in and submits accomplished application form with other requirements	1.1 Checks the completeness and screens the validity of the documentary requirements using the checklist of documentary requirements. • If not complete, returns the application	P 1,200/ ship	1.0 hours	Screening Officer Senior MIDS, MIDS II, MIDS I (SPDD, DSS)



2. Pays the processing fee to the Cashier	2.3 Pays the processing fee to the Cashier.		30 mins	Cashier (Cash Division, MFAS)
	2.4 Receives payment from the applicant based on ATAP, issues Official Receipt (OR) and advises Applicant to proceed to Central Records Unit (CRU)			
3. Submits complete application and documentary requirements to CRU together with the ATAP reflecting the OR number and validation of the cashier	3.1 Receives the application and attaches D-tracking.		1.0 hours	Records Officer (CRU, MFAS)
	3.2 Returns the duly stamped receiving copy to the Applicant.			
	3.3 Forwards the application to DSS			
	3.4 Receives the application, logs in the logbook/D - tracks and forwards to the SPDD Chief MIDS for assignment.		20 mins	Administrative Assistant/Aide (SPDD, DSS)
	3.5 Assigns the application to the evaluator by indicating the name in routing/action slip and return to the Admin Assistant/Aide for recording the name the evaluator in the logbook of application.		2.0 hours	Chief MIDS (SPDD, DSS)
	3.6 Records the name of the Evaluator in the logbook of application and		1.0 hours	Administrative Assistant/ Aide SPDD (DSS)



	forwards the application to the Evaluator.			
	<p>3.8 Verification of the Applied Route. Drafts Memo to the concerned MROs for verification of the ports covered in the applied route and concurrence to the grant of Missionary Status and submits it to the Chief MIDS for review</p> <p>*MROs may conduct port inspection/survey</p>		2.0 hours	Evaluator Senior MIDS, MIDS II, MIDS I (SPDD DSS)
	3.8 Reviews the draft Memo, affixes initial to the Memo and forwards to the Director		1.0 hour	Chief MIDS (SPDD DSS)
	<p>3.9 Signs the Memo</p> <p>Otherwise, returns to the Chief MIDS for rectification of errors</p>		1.0 hour	Director (DSS)
	3.10 Logs out the Memo and forwards to the CRU		1.0 hour	Administrative Assistant / Aide (SPDD DSS)
	3.11 Issues Memo Reply		28 hours	Regional Director
	<p>3.12 Upon receipt of the Memo Reply, evaluates the application by incorporating the comments/recommendations</p> <p>If compliant, prepares the Disposition Form, Letter Approval and submits to Chief MIDS for review</p>		6.0 hours	Evaluator Senior MIDS, MIDS II, MIDS I (SPDD DSS)



	<ul style="list-style-type: none"> • If not compliant, prepares the Disposition Form and Letter Disapproval and submits to the Chief MIDS for review 			
	<p>3.13 Reviews documents, draft Disposition Form and Letter Approval/ Disapproval</p> <ul style="list-style-type: none"> • If the evaluation is accurate, instructs the Evaluator to finalize the draft Disposition Form and Letter Approval/ Disapproval. • If there is an inaccuracy in the evaluation, returns to the Evaluator to rectify the inaccuracy 		4.00 hours	Chief MIDS (SPDD DSS)
	3.14 Finalizes Disposition Form and Letter Approval/ Disapproval		1.00 hours	Evaluator Senior MIDS, MIDS II, MIDS I (SPDD DSS)
	3.15 Affixes initial to the Disposition Form and Letter Approval/ Disapproval for signature of the Director (DSS)		1.0 hours	Chief MIDS (SPDD DSS)
	<p>3.16 Verifies the accuracy of the evaluation and signs the Disposition and Letter Approval/ Disapproval</p> <p>Otherwise, returns to the Chief MIDS for rectification of errors</p>		2.0 hours	Director (DSS)



	3.17 Logs out the application, D-tracks and forwards to the Office of the Deputy Administrator for Operations (ODAO)		30 mins	Administrative Assistant/ Aide (SPDD DSS)
	3.18 Signs the Disposition Form, affixes initial on the Letter Approval/ Disapproval and forward to the Office of the Administrator (OAdm). Otherwise, returns to DSS for rectification of error/		1.0 hour	Deputy Administrator for Operations (ODAO)
	3.19 Signs the Letter Approval/ Disapproval and forwards to CRU. Otherwise, returns to DSS for rectification of error/		1.0 hour	Administrator (OADM)
	3.20 Receives the application from the OADM and logs in the application, D-tracks and affixes dry seal on the Letter Approval/ Disapproval		30 mins	Records Officer (CRU, MFAS)
4. Signs the receiving copy of the Letter Approval/ Disapproval	4.1 Release of the document		10 mins	Records Officer (CRU, MFAS)
END OF TRANSACTION			Total: 7 working days	



7. Registration/Cancellation of Cautionary Notice of Mortgage in the Philippine Registry of Ships (for Bareboat Chartered Ship)

Cautionary Notices of Mortgage involving Foreign-flagged Ships registered in the Philippine Registry of Ships under bareboat charter must be registered/annotated/cancelled in accordance with relevant MARINA rules and regulations:

Office/Division:	Domestic Shipping Service/Ship Registration and Documentation Division			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen / G2B – Government to Business Entity			
Who may avail:	All shipping companies, ship owners, operators, bareboat charterers and managers of Foreign-flagged ships operating in the domestic trade			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of application signed by the officer of the company or its authorized representative;		Applicant		
2. Copy of CPR		MARINA		
3. For registration of cautionary notice: Copy of mortgage contract;		Applicant		
4. For cancellation of cautionary notice: Discharge of mortgage of ships/other relevant documents.		Applicant		
CLIENT ACTION	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fills in and submits accomplished application form with other requirements	1.1 Checks the completeness and screens the validity of the documentary requirements using the checklist of documentary requirements.		1.0 hours	Evaluators Supervising MIDS, Senior MIDS, MIDS I SRDD (DSS)



	<ul style="list-style-type: none"> If not complete, returns the application 			
2. Submits complete application and documentary requirements to CRU	2.1 Receives the application and attaches D-tracking.		1.0 hours	Records Officer (CRU, MFAS)
	2.2 Returns the duly stamped receiving copy to the Applicant.			
	2.3 Forwards the application to DSS			
	2.4 Receives the application, logs in the logbook/D - tracks and forwards to the SRDD Chief MIDS for assignment.		1.0 hours	Administrative Assistant III SRDD (DSS)
	2.5 Assign the application to the evaluator by indicating the name in routing/action slip and return to the Admin Assistant III for recording the name the evaluator in the logbook of application.		2.0 hours	Chief MIDS SRDD (DSS)
	2.6 Record the name of the Evaluator in the logbook of application and forward the application to the Evaluator.		1.0 hours	Administrative Assistant III SRDD (DSS)
	2.7 Record the cautionary notice to the Book of Registry of Philippine Ships		4.0 hours	Evaluators Senior MIDS, MIDS I SRDD (DSS)
	2.8 Prepare draft letter-notice to the client for the registration of		4.00 hours	Evaluators Senior MIDS, MIDS I SRDD (DSS)



	cautionary notice in the Book of Registry of Philippine Ships			
	2.9 Reviews documents, draft Letter-Notice, • If the evaluation is accurate, instructs the Evaluator to finalize the draft Letter-notice. If there is an inaccuracy in the evaluation, returns to the Evaluator to rectify the inaccuracy		4.00 hours	Chief MIDS SRDD (DSS)
	2.10 Finalizes Letter-notice		1.00 hours	Evaluators Senior MIDS, MIDS I SRDD (DSS)
	2.11 Affix initial to the Letter-notice for signature of the Director (DSS)		1.0 hours	Chief MIDS SRDD (DSS)
	2.12 Signs the Letter-notice Otherwise, returns to the Chief MIDS for rectification of errors		2.0 hours	Director (DSS)
	2.13 Logs out the Application, D-tracks and forwards to the CRU		1.0 hours	Administrative Assistant III SRDD (DSS)
3. Signs the receiving copy of the Letter-notice	3.1 Release of the document		1.0 hours	Records Officer (CRU, MFAS)
END OF TRANSACTION		Total: 3 working days		



8. Issuance of Authority to Acquire Ship thru Importation and Bareboat Charter and the Post-approval process therefor, and the Issuance of Special Permit/Exemption Permit/Renewal/Extension of Special Permit

Office/Division:	Domestic Shipping Service/Shipping Business Division	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Citizen / G2B – Government to Business Entity / G2G – Government to Government	
Who may avail:	Shipping Companies, Ship Owners/Operators/Managers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Verification of New Application		
Type of vessel:		
Cargo, Barge, Tanker, Ro-Ro Passenger, Fishing Vessel and Fast Craft etc.		
Authority to acquire Ship thru Importation/Outright Purchase/Extension of Importation		
1. Letter of Application	Applicant	
2. Certificate of Ship’s Original Registry/Nationality/Builder's Certificate (in case of new building)	Owner of the vessel/Government Entity issuing the certificate from Port of Origin/Builder	
3. Class Certificate (If applicable)	Owner of the vessel/Seller/Classification Society	
Recreational boats, Speedboats, Landing Craft boat, etc.		
1. Letter of Application	Applicant	
2. Invoice or Packing List	Seller	
Authority to Acquire Ship thru Lease-Purchase/Lease Irrevocable-Purchase/Bareboat Charter/Extension of Bareboat Charter		
1. Letter of Application	Applicant	
2. Certificate of Ship’s Original Registry/Nationality/Builder's Certificate (in case of new building)	Owner of the vessel/Government Entity issuing the certificate from Port of Origin/Builder	
3. Class Certificate (If applicable)	Owner of the vessel/Seller/Classification Society	
4. Consent to the bareboat charter registration in the Philippines by state of former registry	Government entity from Port of Origin	
Special Permit/Exemption Permit/Renewal/Extension of Special Permit		



1. Letter of Application		Applicant		
2. Certificate of Ship's Original Registry/Nationality/Builder's Certificate (in case of new building)		Owner of the vessel/Government Entity issuing the certificate from Port of Origin/Builder		
3. Class Certificate (If applicable)		Owner of the vessel/Seller/Classification Society		
CLIENT ACTION	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits accomplished application form with other requirements to the Administrative Assistant III of the Shipping Business Division (SBD), Domestic Shipping Service (DSS)	1.1. Checks the completeness using the checklist of documentary requirements and receives the application, logs in the logbook/D-tracks and forwards to the SBD Chief MIDS for assignment. - If not complete, return the application.	NONE	15 minutes	Administrative Assistant III (DSS)
	1.2. Returns the duly stamped receiving copy to the Applicant.			Administrative Assistant III (DSS)
	1.3. Assigns the application to the evaluator by indicating the name in routing/action slip and return to the Admin Assistant III for recording the name the evaluator in the logbook of application.		1 hour	Chief (DSS-SBD) MIDS



	1.4. Record the name of the Evaluator in the logbook of application and forward the application to the Evaluator.		15 minutes	Administrative Assistant III (DSS)
	1.5. Starts verification process		maximum of 15 days	Evaluators: Administrative Assistant III, MIDS I, MIDS II (DSS-SBD)
	1.6. If authentic, prepare Letter of Approval and submits to the Chief MIDS. - If not verified, prepare Executive Brief and Letter for Return and submits to the Chief MIDS. - If found inauthentic, prepare Executive Brief, and Memorandum endorsing the application to Legal Service (LS) and submits to the Chief MIDS.		1 hour	Evaluators: Administrative Assistant III, MIDS I, MIDS II (DSS-SBD)
	1.7. Signs the Executive Brief, affixes initial to the Letter Approval/Disapproval and forwards to the Director.		1 hour	Chief MIDS (DSS-SBD)



	1.8. Signs Letter of Approval/Disapproval Otherwise, returns to the Chief MIDS for rectification of errors.		1 hour	Director (DSS)
	1.9. Logs out the Application, and forwards to the Central Records Unit (CRU) - If inauthentic, forward to Legal Service (LS) for appropriate action.		30 minutes	Administrative Assistant III (DSS)
2. Signs the duplicate copy of the Letter Approval/Disapproval	2.1. Release of Application		15 minutes	Administrative Assistant (CRU, MFAS)
END OF TRANSACTION			Total: (maximum) 15 days, 5 hours and 15 minutes	



9. National Coast Watch Center (NCWC) Endorsement for Special Permit

Office/Division:	Domestic Shipping Service/Shipping Business Division	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizen / G2B – Government to Business Entity	
Who may avail:	Shipping Companies, Ship Owners/Operators/Managers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
National Coast Watch Center (NCWC) Endorsement for Special Permit		
1. Letter of Application	Applicant	
2. Fixture Note / Contract of Affreightment / Time / Voyage Charter Agreement	Applicant/Charterer/Shipping Company/Owner of the vessel	
3. Duly notarized Resolution of the company's Board of Directors certified by the Board Secretary authorizing the filing of the application and designating the Officials/authorized representative to represent the applicant-company.	Shipping Company/Charterer	
4. Valid Certificate of Ship's Original Registry/Nationality	Owner of the vessel/Charterer/Government Entity issuing the certificate from its Port of origin	
5. Class Certificate by an Internationally Accredited Classification Society (IACS) / Latest Survey Report (valid for the last six (6) months)	Shipping Company/Owner of the vessel/Classification Society (Port of origin)	
6. Ship's Crew List with any of the ff. applicable documents: <ul style="list-style-type: none">• Valid STCW Certificates of Officers and ratings and Basic Safety Course (BSC)	Shipping Company/Owner of the vessel	



Certificates for other crew; • Applicable Valid Certificates (for specialized ship)	
7. Certified true copy of the ship's valid insurance coverage	Shipping Company/Charterer/Insurance company
8. Clearance from concerned government agencies/associations affected operators that they have no available local ship to service requirements of the shipper	Government agency/Private Association affected by the operation(s)/project
9. SEC Registration (for branch offices of foreign owners /charterers/ship representative)	Shipping Company/Charterer
10. Other related documents/contracts that would trace the operation/project involving the utilization of the vessel (If there are two or more other companies involved in the project)	Applicant/Charterer/Shipping Company/Owner of the vessel
DFA Endorsement for Issuance of Provisional Certificate of Philippine Registry (PCPR)	
1. Letter of Application	Applicant
2. MARINA letter-authority/approval for the ship acquisition	MARINA
BOI Endorsement for Company's Registration	
1. Letter of Application	Applicant
2. Accreditation under MC 2006-003	MARINA
Endorsement to DOF for VAT Exemption for Importation of Passenger or Cargo Ships and Spare Parts, Equipment	
1. Letter of Application	Applicant
2. Proforma Invoice/Bill of Lading/Airway Bill/Packing List	Seller/Carrier



3. Certificate of Public Convenience (CPC)		MARINA		
4. Accreditation Certificate under MC 2006-003, engaged in domestic shipping business		MARINA		
5. MARINA letter-approval (for imported and locally constructed)		MARINA		
CLIENT ACTION	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits accomplished application form with other requirements to the Administrative Assistant III of the Shipping Business Division (SBD), Domestic Shipping Service (DSS)	1.1. Checks the completeness using the checklist of documentary requirements and receives the application, logs in the logbook/D-tracks and forwards to the SBD Chief MIDS for assignment. - If not complete, return the application.	NONE	15 minutes	Administrative Assistant III (DSS)
	1.2. Returns the duly stamped receiving copy to the Applicant.			Administrative Assistant III (DSS)
	1.3. Assign the application to the evaluator by indicating the name in routing/action slip and return to the Admin Assistant III for recording the name the evaluator in the logbook of application.		1 hour	Chief MIDS (DSS-SBD)



	1.4. Record the name of the Evaluator in the logbook of application and forward the application to the Evaluator.		15 minutes	Administrative Assistant III (DSS)
	1.5. Evaluates the application - If compliant, prepares the draft Executive Brief, Letter of Endorsement and submits to Chief MIDS for review - If not compliant, prepares the Executive Brief and Letter Disapproval; submits to the Chief MIDS for review		12 hours	Evaluators: Senior MIDS, Supervising MIDS (DSS-SBD)
	1.6. Reviews documents, draft Executive Brief, Letter Approval/ Disapproval - If the evaluation is accurate, instructs the Evaluator to finalize the draft Executive Brief, and Letter Approval/ Disapproval - If there is an inaccuracy in the evaluation, returns to the Evaluator to rectify the inaccuracy		3 hours	Chief MIDS (DSS-SBD)



	1.7. Finalizes draft Executive Brief, and Letter Approval/ Disapproval and submits to the Chief MIDS		3 hours	Evaluators: Senior MIDS, Supervising MIDS (DSS-SBD)
	1.8. Signs the Executive Brief, affixes initial to the Letter Approval/Disapproval and forwards to the Director			Chief MIDS (DSS-SBD)
	1.9. Signs the Executive Brief, and Affixes initial on the Letter Approval Otherwise, returns to the Chief MIDS for rectification of errors.		1 hour	Director (DSS)
	1.9. Logs out the Application, and forwards to the Office of the Deputy Administrator for Operations (ODAO) - If inauthentic, forward to Legal Service (LS) for appropriate action.		30 minutes	Administrative Assistant III (DSS)
	1.10. Signs the Special Permit; Otherwise, returns to DSS for rectification of errors			Deputy Administrator for Operations (ODAO)



	1.11. Receives the application from the ODAO and logs in the application, DTracks and affixes dry seal on the Special Permit			Administrative Assistant (CRU, MFAS)
2. Signs the duplicate copy of the Letter Approval/Disapproval	2.1. Release of Application			Administrative Assistant (CRU, MFAS)
END OF TRANSACTION			Total: (maximum) 2 working days and 5 hours from receipt of complete documentary requirements	



LEGAL SERVICE (LS)

27. Application for Incorporation of Maritime Enterprises for Security and Exchange Commission (SEC)

Indorsement

Maritime enterprises are required to secure indorsement from the MARINA as pre-requisite for their incorporation with the SEC.

Office or Division:		Legal Service (LS) / Legal Services Division			
Classification:		Simple			
Type of Transaction:		G2B – Government to Business Entity			
Who may avail:		Shipping Companies, Ship Owners/ Operators/ Managers			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1. Letter of Application			Applicant		
2. Articles of Incorporation and By-Laws			Applicant		
3. Director's Certificate (if Amended)			Applicant		
4. Incorporators should not have pending or unsettled case in MARINA			MARINA-Legal Service		
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Files and submits letter request with attached documentary requirements to 9F Legal Service (LS)	1.1. Screens the application for completeness of application If application is complete, issues Authority to Accept Payment (ATAP) to client	P 950.00 per application P 30.00 for documentary stamp	1 hour	<i>Legal Officer/ Staff (LS)</i>
2	Pays at the 10F cashier window	2.1. Receives payment from the client and issues an Official Receipt		1 hour	<i>Cashier (MFAS)</i>



3	Proceeds to the Central Receiving Unit (CRU) at 2F and presents the proof of payment	3.1. Accepts application and proof of payment		1 hour	<i>Records Officer Central Receiving Unit (CRU)</i>
4	Waits for two days for the release of the approved application	4.1. Records application in the logbook and prepares the indorsement	None	2 days	<i>Legal Office/ (LS)</i>
		4.2. Reviews and affixes initial in the indorsement	None	30 minutes	<i>Legal Office/ (LS)</i>
		4.3. Signs and approves the indorsement	None	1 hour	<i>Director (LS)</i>
5	Proceeds to CRU and receives the application	5.1. Releases the indorsement.	None	1 hour	<i>Records Officer Central Receiving Unit (CRU)</i>
END OF TRANSACTION				Total: 2 days, 5 hours and 30 minutes	



29. Application for Incorporation of Maritime Enterprises for Department of Finance (DOF) Indorsement

Maritime enterprises are required to secure indorsement from the MARINA as pre-requisite for their incorporation with the DOF.

Office or Division:		Legal Service (LS) / Legal Services Division			
Classification:		Simple			
Type of Transaction:		G2C – Government to Citizens / G2B – Government to Business Entity			
Who may avail:		Shipping Companies, Ship Owners/ Operators/ Managers			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1. Letter of Application			Applicant		
2. Letter Authority (Bareboat Charter approval)			Applicant		
3. Company should not have pending or unsettled case in MARINA			MARINA-Legal Service		
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Files and submits letter request with attached documentary requirements to 9F Legal Service (LS)	1.1. Screens the application for completeness of application If application is complete, issues Authority to Accept Payment (ATAP) to client	P 950.00 per application P 30.00 for documentary stamp	1 hour	<i>Legal Officer/ Staff (LS)</i>
2	Pays at the 10F cashier window	2.1. Receives payment from the client and issues an Official Receipt		1 hour	<i>Cashier (MFAS)</i>
3	Proceeds to the Central Receiving Unit (CRU) at 2F and presents the proof of payment	3.1. Accepts application and proof of payment		1 hour	<i>Records Officer Central Receiving Unit (CRU)</i>



4	Waits for two days for the release of the approved application	4.1. Records application in the logbook and prepares the indorsement	None	2 days	Legal Office/ (LS)
		4.2. Reviews and affixes initial in the indorsement	None	30 minutes	Legal Office/ (LS)
		4.3. Signs and approves the indorsement	None	1 hour	Director (LS)
5	Proceeds to CRU and receives the application	5.1. Releases the indorsement.	None	1 hour	Records Officer Central Receiving Unit (CRU)
END OF TRANSACTION				Total: 2 days, 5 hours and 30 minutes	



30. Application for Incorporation of Maritime Enterprises for Other Government Agency Indorsement

Maritime enterprises are required to secure indorsement from the MARINA as pre-requisite for their incorporation with other government agencies.

Office or Division:		Legal Service (LS) / Legal Services Division			
Classification:		Simple			
Type of Transaction:		G2C – Government to Citizens / G2B – Government to Business Entity			
Who may avail:		Shipping Companies, Ship Owners/ Operators/ Managers			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1. Letter of Application			Applicant		
2. Certificate of Incorporation from SEC			Applicant		
Certificate of Business Name Registration 3. from DTI			Applicant		
4. Company should not have pending or unsettled case in MARINA			MARINA-Legal Service		
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Files and submits letter request with attached documentary requirements to 9F Legal Service (LS)	1.1. Screens the application for completeness of application If application is complete, issues Authority to Accept Payment (ATAP) to client	P 950.00 per application P 30.00 for documentary stamp	1 hour	<i>Legal Officer/ Staff (LS)</i>



2	Pays at the 10F cashier window	2.1. Receives payment from the client and issues an Official Receipt		1 hour	<i>Cashier (MFAS)</i>
3	Proceeds to the Central Receiving Unit (CRU) at 2F and presents the proof of payment	3.1. Accepts application and proof of payment		1 hour	<i>Records Officer Central Receiving Unit (CRU)</i>
4	Waits for two days for the release of the approved application	4.1. Records application in the logbook and prepares the indorsement	None	2 days	<i>Legal Office/ (LS)</i>
		4.2. Reviews and affixes initial in the indorsement	None	30 minutes	<i>Legal Office/ (LS)</i>
		4.3. Signs and approves the indorsement	None	1 hour	<i>Director (LS)</i>
5	Proceeds to CRU and receives the application	5.1. Releases the indorsement.	None	1 hour	<i>Records Officer Central/MFAS Receiving Unit (CRU)/MFAS</i>
END OF TRANSACTION				Total: 2 days, 5 hours and 30 minutes	



31. Issuance of Legal Clearance Watchlisted

Seafarers are required to secure legal clearance if watch listed, prior to processing of Application.

Office/Division:	LS/Legal Services Division			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Seafarers			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
REGISTRATION				
1. Documents from client			Applicant	
2. Referral form			MDS	
3. D Tracks			Records Section	
4. NBI Clearance (for watchlisted with different middle initial, name & not the same person) or other supporting documents			Applicant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the specific application with complete documentary requirements at Maritime Development Service	1.1. Screens the documents submitted. 1.2. If the seafarer is watchlisted, he need to secure clearance from the Legal Service	None	10 minutes	<i>Evaluator (MDS)</i>



2. The applicant proceeds to the Central Receiving unit (CRU) Records Section to submit the referral form	2 Receives referral form	None	None	<i>Receiving (CRU)</i>
No Activity	2.1. Receives application, Log-on to D-Tracks and forward to LS	None	None	<i>Records Officer (CRU)</i>
No Activity	2.2. Receives/Logs/Records application, give to the person in charge	None	None	<i>LS Secretary</i>
No Activity	2.3. Check the documents and forward to MISS for checking on the data base the reason for watchlisting	None	None	<i>LS Staff</i>



No Activity	2.4. Check the SIRBAS of watchlisted seafarer and print out copy	None	None	MISS staff
3. Client will go back to LS personnel for evaluation of SIRBAS	3 Check the reason for watchlisting and endorse to the lawyer available for interview (if seafarer is the same person with pending case)	None	None	LS staff
4. Client after interview are going to wait for clearance	4 Prepares clearance upon advise of lawyer and complete submission of supporting documents. For signature of OIC/Director. 5 Release clearance to seafarer.	None	None	LS OIC-Director
TOTAL DURATION OF TRANSACTION			1 hr., 25 mins	



32. Issuance of Legal Clearance For On-Board Application

Company Representative are authorized by the Seafarers to secure legal clearance, if watch listed prior to processing of Application

Office/Division:	LS/Legal Services Division			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Liaison Officer or authorize representative from company			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Documents of seafarer		Applicant		
2. Referral form		MDS		
3. D Tracks		Records Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the specific application with complete documentary requirements at Maritime	1. Screens the documents submitted.	None	10 minutes	<i>Evaluator (MDS)</i>



Development Service				
2. The applicant proceeds to the Central Receiving unit (CRU) Records Section to submit the referral form	2. Receives referral form	None	10 minutes	<i>Receiving (CRU)</i>
No Activity	5.1. Receives application, Log-on to D-Tracks and forward to LS	None	10 minutes	<i>Records Officer (CRU)</i>
No Activity	5.2. Receives/Logs/Records application, forward to LS staff	None	5 minutes	<i>LS Secretary</i>
No Activity	5.3. Receives/logs/records the application	None	5 minutes	<i>LS staff</i>
No Activity	5.4. Check application. Check if company has pending cases	None	10 minutes	<i>LS staff</i>
3 Client are going to wait for clearance	6. Prepares clearance. For signature of OIC-Director.	None	30 minutes	<i>LS Director</i>



4 Client will proceed to MDS for releasing of documents	7. Advise client to present his clearance to MDS for issuance of his application	None		
TOTAL DURATION OF TRANSACTION			1 hr., 20 mins	



33. Issuance Of Show Cause Order And Drafting Of Decisions Involving Seafarer, Shipping Company Or Any Maritime Institution For Allegations Of Violation Of Any Marina Circular Or Issuances – Physical Or Online

Office/Division:		Legal Services			
Classification:		Highly Technical Transaction			
Type of Transaction:		G2C – Government to Client			
Who may avail:		Any complainant against the seafarer, shipping company or any maritime institution			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1. Show Cause Order			Legal Services		
2. Memorandum from other Services			Other Services/Division in MARINA Central Office		
CLIENT ACTION		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	No Activity.	Recommendation from other Services for the issuance of a Show Cause Order directing respondent to Explain violation of MARINA Circulars.	None	10 minutes	Service Director concerned
	Complainant files a formal complaint	No activity.	None		Complainant
2		Receipt of supporting documents from the client.		1 hour	LS staff
3	No Activity.	Study the <u>recommendation or complaint</u> from complainant and docket the required documents.	None	1 hour	Director Legal Services/LS Staff for docketing
4	No Activity	Assignment to Hearing Officer	None	1 hour	Director Legal Services
5	No Activity	Determination of action: issuance of SCO or outright dismissal.	None	1 hour	Director Legal Services



6	No Activity	Draft of Show Cause Order or Draft of Order Dismissing the Case	None	1 hour	LS Staff
7	No Activity	Evaluate of SCO	None	1 hour	Hearing Officer
		Evaluate of Order Dismissing the Case	None	1 hour	Hearing Officer
8	No Activity	Evaluate, Signing and Issuance of Show Cause Order directing Respondent to Explain and Appear during the Hearing. ***	None	1 day	Director Legal Services
		Evaluate, Signing and Issuance of Order dismissing the case directing Respondent to Explain and Appear during the Hearing.		1 day	Director, LS
9	Submission of Answer/Explanation for Show Cause Order.	Study of the Answer/Explanation and supporting evidence testimonies if necessary	None	1 day from receipt of Answer	Hearing Officer
10	Appearance during the Hearing or submission of position papers, pleadings or other documents	Conduct of Hearing or Evaluate of the position papers, pleadings submitted	None	30 minutes	Hearing Officer
11	No Activity	Prepares Resolution/Decision for approval the Director Legal Services once the case is <u>submitted for resolution/decision by the client/respondent</u>	None	10 days from issuance of order submitting the case for decision	Hearing Officer
12	No Activity	Evaluate of draft Resolution/Decision and Recommendation for Approval and	None	1 hour	Director, Legal Services



		Signature of the MARINA Deputy Administrator.			
13	No Activity	Evaluate of the Draft and recommendation for Approval and Signature of the MARINA Administrator	None	1 day (if there is no correction)	Deputy Administrator
				+1 day (if there is a correction)	Deputy Administrator
14	No Activity	Evaluate and approval of the draft Resolution/Decision.	None	1 day	MARINA Administrator
15	Filing of Motion for Reconsideration	Receipt of the motion.	None	10 minutes	Complainant
16	No activity	Evaluate the Motion for Reconsideration	None	10 minutes	Director, LS
17	No activity	Referral to the hearing officer in charge	None	10 minutes	Director, LS
18	No activity	Draft of the Resolution for Evaluate of the LS Director	None	1 day	Hearing Officer
19	No activity	Evaluate of the draft resolution and recommendation to the Administrator.	None	1 day	Director, LS
20	No activity	Resolution of the Motion for Reconsideration.	None	2 days	MARINA Administrator
END OF TRANSACTION				<u>19 days 9 hours 10 minutes</u>	



MANPOWER DEVELOPMENT SERVICE

4. Issuance of Certificate of Marine Profession (CMP)

The Certificate of Marine Profession is issued to all seafarers holding MARINA-issued licenses prior to acting as Major Patron (MAP), Minor Patron (MIP), Boat Captain (BC), Marine Diesel Mechanic (MDM) under MC No. 170 and passing both written and oral CMP examination.

Office/Division:	Manpower Development Service/ Maritime Training Program and Development Division	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	Seafarers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Major Patron License		
1. College Diploma/BSMT		Maritime Higher Educational Institutions (MHEIs)
2. Transcript of Record		MHEIs
3. Seafarer Identification and Record Book (SIRB)		MARINA-MDS
4. NBI Clearance		NBI
5. Passport size picture		Applicant
6. Medical Certificate		DOH Accredited Medical Clinics
7. 1 year sea service as MIP on board ship of below 250 GT		Shipping Company
8. Results showing that the applicant passed the exam		MARINA
9. Documentary Stamp		BIR
10. Affidavit of Loss; as applicable		Notary Public
Minor Patron License		
1. College Diploma/AMT		MHEIs
2. Transcript of Record		MHEIs
3. SIRB		MARINA-MDS
4. NBI Clearance		NBI



5. Passport size picture	Applicant
6. Medical Certificate	DOH Accredited Medical Clinics
7. 1 year sea service as BC3 on board ship of below 100 GT	Shipping Company
8. Results showing that the applicant passed the exam	MARINA
9. Documentary Stamp	BIR
10. Affidavit of Loss; as applicable	Notary Public
Boat Captain 3	
1. College Diploma/AMT or SRC	MHEIs
2. Transcript of Record	MHEIs
3. SIRB	MARINA
4. NBI Clearance	NBI
5. Passport size picture	Applicant
6. Medical Certificate	DOH Accredited Medical Clinics
7. 1 year sea service as BC2 on board ship of below 35 GT	Shipping Company
8. Results showing that the applicant passed the exam	MARINA
9. Documentary Stamp	BIR
10. Affidavit of Loss; as applicable	Notary Public
Boat Captain 2	
1. High School Diploma or SRC	School where the Applicant graduated
2. SIRB/SIB	MARINA
3. NBI Clearance	NBI
4. Medical Certificate	DOH Accredited Medical Clinics
5. Passport size picture	Applicant
6. 1 year sea service as BC1 on board ship of below 15 GT	Shipping Company
7. Results showing that the applicant passed the exam	MARINA



8. Documentary Stamp	BIR
9. Affidavit of Loss as applicable	Notary Public
Boat Captain 1	
1. Must be able to read and write	----
2. SIRB/SIB	MARINA
3. NBI Clearance	NBI
4. Medical Certificate	DOH Accredited Medical Clinics
5. Passport size picture	Applicant
6. 2 years sea service onboard ship of any capacity	Shipping Company
7. Documentary stamp	BIR
Marine Diesel Mechanic 2	
1. College Diploma/BS MarE	MHEIs
2. Transcript of Record	MHEIs
3. SIRB/SIB	MARINA
4. NBI Clearance	NBI
5. Passport size picture	Applicant
6. Medical Certificate	DOH Accredited Medical Clinics
7. 1 year sea service as Marine Diesel Mechanic onboard ship with engine propulsion of below 500 kW	Shipping Company
8. Result showing that the applicant passed the examination	MARINA
9. Documentary Stamp	BIR
10. Affidavit of Loss as applicable	Notary Public
Marine Diesel Mechanic 1	
1. College Diploma/AMarE	MHEIs
2. Transcript of Record	MHEIs
3. SIRB/SIB	MARINA
4. NBI Clearance	NBI
5. Passport size picture	Applicant
6. Medical Certificate	DOH Accredited Medical Clinics



7. 1 year sea service as Motorman onboard ship with engine propulsion of below 250kW		Shipping company			
8. Result showing that the applicant passed the examination		MARINA			
9. Documentary Stamp		BIR			
10. Affidavit of loss as applicable		Notary Public			
Motorman					
1. High School Diploma		School where the applicant graduated			
2. SIRB/SIB		MARINA			
3. NBI Clearance		NBI			
4. Passport size picture		Applicant			
5. 1 year sea service as Motorman onboard ship with engine propulsion of any capacity		Shipping Company			
6. Result showing that the applicant passed the examination		MARINA			
7. Documentary Stamp		BIR			
8. Affidavit of Loss as applicable		Notary public			
NOTE: One (1) Photocopy each of documentary requirements should be submitted together with the duly accomplished application form but to present the original copy for verification of authenticity.					
CLIENT ACTION		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Secures checklist of documentary requirements and application form	1.1. Provides checklist and application form	Issuance of CMP: P1,000.00	5 minutes	MIDS I Administrative Officer VI Administrative Aide IV
2	Fills out Application Form and prepare necessary documents	2.1. Requests Applicant to log in the Evaluator's Logbook		10 minutes	Sr. MIDS/MIDS II/MIDS I (MDS)



		2.2. Evaluates and checks compliance with the qualifications and completeness of documentary requirements. Indicates the CMP category being applied for.		30 minutes	Sr. MIDS/MIDS II/MIDS I
		2.2.1. If complete, prepares and issues the Authority to Accept Payment (ATAP).		5 minutes	
		2.2.2. If not complete, returns documentary requirements to applicant for completion			
3	Pays the corresponding amount of processing fee	3.1. Receives payment from applicant and issues corresponding Official Receipt (OR)		10 minutes	Cashier II (MFAS)
		3.2. Indicates OR Number and amount then affix signature on ATAP Form.		2 minutes	Cashier II (MFAS)
4	Returns to the Evaluator	4.1. Receives paid application. Indicate date of return at the back of the OR to serve as Claim Stab. Advises the applicant to return on the date reflected thereon.		10 minutes	Sr. MIDS/MIDS II/MIDS I (MDS)
		4.2. Forwards paid application to the Chief MIDS for further processing.		2 minutes	Sr. MIDS/MIDS II/MIDS I (MDS)
		4.3. Reviews previous processes and if found in order, assigns blank D-COC		20 minutes	Chief MIDS / Supervising MIDS/Sr. MIDS



		to the application and forwards application to the Encoder.			(MDS)
		4.4. Encodes pertinent data of the applicant and assigns license control number. Prints CMPs in duplicate. Forwards application with CMP to the Division Chief.		10 minutes	MIDS II / MIDS I (MDS)
		4.5. 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 (MDS)
		4.6. If application is found in order, affixes signature on CMPs and forwards the Application to the Releasing Clerk		10 minutes	Director / Officer-In-Charge (MDS)
5	Presents OR as claim stub for CMP on the date reflected at the back thereon, Receives CMP	5.1. Releases CMP to applicant and retains duplicate copy.		10 minutes	Releasing Clerk/ Officer (MDS)
END OF TRANSACTION				Total: 2 hours and 14 minutes	



5. Issuance of Domestic-Certificate of Competency (D-COC)

The Domestic-Certificate of Competency is issued to all seafarers onboard domestic ships and shall be valid for five (5) years and renewable thereafter upon compliance with requirements set forth under MC-2012-04.

Office/Division:	Manpower Development Service/ Maritime Training Program and Development Division	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	Seafarers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
New Application		
1. Duly accomplished application form		MARINA
2. Valid Medical Certificate		DOH Accredited Medical Clinic
3. Photocopy of pertinent pages of SRB/SIRB/SIB or Certificate of Sea Service		Applicant
4. Photocopy of Training Certificates (Original Certificate must be presented)		Applicant/Training Center
5. CMP or PRC Board Certificate or COC or proof of passing (Theoretical and Practical Assessment) for officers		MARINA/PRC
Renewal/Lost		
1. Duly accomplished application form		MARINA
2. Valid Medical Certificate		DOH Accredited Medical Clinic
3. Photocopy of pertinent pages of SRB/SIRB/SIB or Certificate of Sea Service		Applicant
4. Photocopy of Training Certificates (Original Certificate must be presented)		Applicant/Training Center
5. CMP or PRC Board Certificate or COC or proof of passing (Theoretical and Practical Assessment) for officers		MARINA/PRC



6. Duly notarized affidavit of loss or submission of damaged Certificates (if necessary)		Applicant			
7. Old D-COC		Applicant			
CLIENT ACTION		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Secures checklist of documentary requirements and application form	1.1. Provides checklist and application form	Issuance of DCOC/DCOP: Regular – P800.00 Expedite - P1,500.00	5 minutes	MIDS I Administrative Officer VI Administrative Aide IV
2	Fills out Application Form and prepare necessary documents	2.1. Requests Applicant to log in the Evaluator's Logbook		10 minutes	Sr. MIDS/MIDS II / MIDS I (MDS)
		2.2. Evaluates and checks compliance with the qualifications and completeness of documentary requirements. Indicates the D-COC category being applied for.		10 minutes	Sr. MIDS/MIDS II / MIDS I (MDS)
		2.2.1.If complete, prepares and issues the Authority to Accept Payment (ATAP).			
		2.2.2.If not complete, returns documentary requirements to applicant for completion			
3	Pays the corresponding amount of processing fee	3.1.Receives payment from applicant and issues corresponding Official Receipt (OR)		10 minutes	Cashier II (MFAS)



		3.2. Indicates OR Number and amount then affix signature on ATAP Form.		5 minutes	Cashier II (MFAS)
4	Returns to the Evaluator	4.1. Receives paid application. Indicate date of return at the back of the OR to serve as Claim Stab. Advises the applicant to return on the date reflected thereon.		5 minutes	Sr. MIDS / MIDS II / MIDS I (MDS)
		4.2. Forwards paid application to the Chief MIDS for further processing.		5 minutes	Sr. MIDS / MIDS II / MIDS I (MDS)
		4.3. Reviews previous processes and if found in order, assigns blank D-COC to the application and forwards application to the Encoder.		10 minutes	Chief MIDS / Supervising MIDS (MDS)
		4.4. Encodes pertinent data of the applicant and assigns license control number. Prints CMPs in duplicate. Forwards application with D-COC to the Division Chief.		10 minutes	MIDS II / MIDS I (MDS)
		4.5. Checks entry in the D-COC and if found in order affixes initials in the duplicate copy and forwards application to the Director		10 minutes	Chief MIDS / Supervising MIDS (MDS)
		4.6. If application is found in order, affixes signature on D-COCs		10 minutes	Director/ Officer-In-Charge (MDS)



		and forwards the Application to the Releasing Clerk			
5	Presents OR as claim stub for CMP on the date reflected at the back thereon, Receives CMP	5.1.Releases D-COC to applicant and retains duplicate copy.		5 minutes	MIDS I Administrative Officer VI Administrative Aide IV
END OF TRANSACTION				Total: 1 hour and 35 minutes	



6. ISSUANCE OF SEAFARER RECORDBOOK (SRB) / SEAFARER IDENTITY DOCUMENT (SID) CARD

These issuances are mandatory to all Filipino seafarers onboard commercial vessel of 35 GT and above and fishing of 50 GT and above, respectively must possess a valid SID/SRB at all times pursuant to Memorandum Circular No. MD -2019-01

Office/Division:	Seafarers Certification and Documentation Division, Manpower Development Service	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	<ol style="list-style-type: none"> 1. Filipino Citizen, 18 years of age except for cadet applying for issuance of SIRB for shipboard apprenticeship training who must be at least 16 years of age. 2. Ship officers, ratings, cadets, service providers, company representatives and fishing vessel personnel who are engaged in any capacity onboard a Philippine-registered ship 35 GT and above. 3. Any Filipino seafarer who intends to be engaged in any capacity onboard any foreign-flagged ship. 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<u>New applicant:</u>		
1. Birth Certificate on Security Paper (SECPA) or Passport		Philippine Statistics Authority (PSA)
2. Valid NBI Clearance		National Bureau of Investigation (NBI)
3. Valid Basic Safety Training (BST) or Basic Training (BT) Certificate; and		Maritime Training Institution (MTI)
<u>Re-Issuance of SRB/SIRB</u>		
1. Original SIRB;		MARINA
2. Valid NBI Clearance and		NBI
3. Basic Safety Training (BST) or Basic Training (BT) Certificate		MTI
<p>Note: Applicants who hold Basic Safety Training (BST) certificates issued beyond five (5) years as of date of filing of application for re-issuance must present photocopy of sea service (embarkation and disembarkation) duly reflected in their SIRBs. Sea service must be of at least one (1) year acquired within five (5) years from the date of issuance of said Certificate or from the date of last disembarkation. In the absence of sea service in their SIRBs, Certification of sea service duly signed by authorized company representative.</p>		
<u>LOST OR DAMAGED SRB/SIRB</u>		



1. Valid NBI Clearance		NBI			
2. Valid Basic Safety Training (BST) or Basic Training (BT) Certificate		MTI			
3. Photocopy of SIRB/SRB or Certification from MISS		MARINA			
4. Duly Notarized Affidavit of Loss or Damage		MARINA			
4. Certification of sea service duly signed by the authorized company representative or Crew List.		Shipping Company			
NOTE: Original Copy/One (1) copy each					
CLIENT ACTION		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Sets an appointment in the MARINA Online Appointment System (OAS) at https://sidsrb.marina.gov.ph by selecting the schedule (date, time and site).	1.1 Generate schedule of appointments and reference number in the MARINA OAS. 1.2 Reviews the summary information of his/her application; 1.3 Confirm his/her application by pressing/clicking the submit button.	None	30 minutes	Sr. MIDS / MIDS II / MIDS I / Clerk
2	Proceeds to the recognized payment centers or Bayad centers present reference number and Pay the corresponding fees. Receive email for confirmation of his/her application;	2.1 Receives payment from applicant and issues corresponding Official Receipt (OR). 2.2 MARINA/Service provider will send SMS and email notification confirming that the applicant is already paid and	<u>SRB APPLICATION</u> New/re-issuance = P1000 Cadet/Cadette = P800	20 minutes	Sr. MIDS / MIDS II / MIDS I / Clerk



	Prints online appointment form to be presented to the MARINA Document Screener on his/her chosen appointment schedule.	confirmed scheduled appointment.	Onboard (Lost or Damage)/On-site application = P1800 Documentary Stamp = P50		
3	Proceeds to the processing centers and presents his application together with the confirmation slip, official receipt, and other documents to the Data Capturing Machine evaluator.	<p>3.1 The DCM evaluator shall determine if the applicant is included in the watchlist, checks the biometric information as encoded/provide by the applicant in the system.</p> <ul style="list-style-type: none"> If the applicant is included in the watchlist, the applicant will be requested to go to the Legal Service (LS) to acquire legal clearance. <p>3.2 Scanned the required document if necessary.</p> <p>3.3 Takes the live captured photograph of the applicant.</p> <p>3.4 Required the applicant to provide his/her specimen signature electronically.</p> <p>3.5 Present to the applicant his/her application to review the details of information provided in the system are correct.</p>	<p><u>SID Application:</u></p> <p>New/re-issuance = P600 Cadet/Cadette = P600 Onboard application = P1000 (Lost or Damage)</p>	30 minutes	Sr. MIDS / MIDS II / MIDS I / Clerk



		<ul style="list-style-type: none">• If correct, the applicant confirms his/her application by signing electronically.• Else, the DCM evaluator, edit the personal information of the applicant. <p>3.6 Inform the applicant to wait for the release of his SID/SRB;</p> <p>3.7 Transmit the processed application to the Reviewer for verification and approval.</p>			
4	No Activity	<p>4.1 Checks in the Online Appointment system the biometric and biographic details and information of the applicant such as but not limited to;</p> <ul style="list-style-type: none">• Personal information of the applicant,• Electronic signature• Image captured (facial picture),<ul style="list-style-type: none">• If the ABIS detects identical facial picture, the designated reviewer confirmed that it is identical, he/she will endorse to Legal Service for appropriate action.• Else, ABIS detects identical facial picture and upon the		20 minutes	Division Chief / Supervising MIDS



		<p>assessment of the designated reviewer is not identical, he/she confirm the application.</p> <p>4.2 Transmit the application to the Personalization System.</p>			
5	No Activity	<p>5.1.1 The Printing/Laminating Operator process application on cue in the personalization system.</p> <p><u>FOR SID CARDS:</u></p> <p>5.1.2 Clicks “File” then click the “Card Personalization”. This will go to the module of <u>card personalization</u>.</p> <p>5.1.3 The printing/laminating operator checks the personal information of the applicant.</p> <p>5.1.4 If correct, the PLO will click the “GOOD” button and scan the booklet barcode. Click the “Get Data” button.</p>	None	30 minutes	Sr. MIDS / MIDS II / MIDS I / Clerk

		<p>5.1.5 if the barcode is correct the information will display and the “Personalization” button will be active.</p> <p>5.1.6 Else if the barcode is incorrect there will be a message on the “Transaction Status”. If the record displays, now it can be personalized by clicking the “Personalization” button. Wait until the process is complete.</p> <p>5.1.7 Else the PLO reject the application and return the application to DCM Evaluator.</p> <p>5.1.8 Scans the card barcode. Clicks the “Get Data” button, if the barcode is correct, the information will be displayed and the “Personalization” button will be active.</p>			
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		<p>5.1.9 If the barcode is incorrect there will be a message on the “Transaction Status”. If the record displays, now it can be personalized by clicking the “Personalization” button. Wait until the process is complete.</p> <p>5.1.10 Retrieves the SID card and proceed to Manual Quality Control.</p> <p><u>FOR SRB:</u></p> <p>5.2.1 Clicks “File” then click the “Booklet Personalization”. This will go to the module of <u>booklet personalization</u>.</p> <p>5.2.2 The printing/laminating operator checks the personal information of the applicant.</p>			
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		<p>5.2.3 If correct, the PLO will click the “GOOD” button and scan the booklet barcode. Click the “Get Data” button.</p> <p>5.2.4 if the barcode is correct the information will display and the “Personalization” button will be active.</p> <p>5.2.5 Else if the barcode is incorrect there will be a message on the “Transaction Status”. If the record displays, now it can be personalized by clicking the “Personalization” button. Wait until the process is complete.</p> <p>5.2.6 Else the PLO reject the application and return the application to DCM Evaluator.</p>			
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		5.2.7 Retrieves the booklet and proceed to Manual Control.			
6.	No Activity	<p><u>QUALITY CONTROL</u></p> <p>6.1 Using the MARINA SID Quality Control System, click on “File” then click the “Manual Quality Control”. The module for manual quality control appears.</p> <p>6.2 Check the Quality of Printing (Front and Back)</p> <p>6.3 Make sure all data are printed properly.</p> <p>6.4 Make sure that the print quality is ok.</p> <p>6.5 Check the Quality of Laminate (Front and Back).</p> <p>6.6 Laminates must be properly laminated in alignment with the card. There should have no excess laminates on both corners of the card.</p> <p>6.7 Make sure that the front page has a holographic laminate and</p>	None	10 minutes	



		<p>back page with a clear laminate.</p> <p>6.8 There should have no forms of lamination peel-off from the card.</p> <p>6.9 Select SID as document type.</p> <p>6.10 Scan the bar code of the selected SID. If the barcode is correct, the QC workstation will display the information of the product serial and document number. The button “Pass” or “Failed” will now be activated.</p> <p>6.11 If the document passes the criteria above, click on the button “Pass.” This shall proceed to the electronic QC.</p> <p>6.12 Else If not, click the “Failed” button, then choose whether the failure to pass is due to printing damage or lamination peel-off</p>			
7	Logs on the Releasing Form and signs on the sign pad with the stylus and click ‘OK’ to confirm capture.	<p><u>ISSUANCE OF SID/SRB:</u></p> <p>7.1 Click the Document Issuance in the system.</p>	None		



	<p>The newly captured signature will appear in the live signature box</p>	<p>7.2 Enters any of the following to search the SID/SRB to be released:</p> <ul style="list-style-type: none">7.2.1 Application Number7.2.2 SID /SRB Number7.2.3 Official Receipt Number7.2.4 First Name7.2.5 Middle Name7.2.6 Last Name of the applicant <p>7.3 In the issuance panel, details of the following will be displayed:</p> <ul style="list-style-type: none">7.3.1. Collection Information7.3.2. Applicant Information7.3.3. SID Information7.3.4. SRB Information7.3.5. Signature Verification7.3.6. Attachments <p>7.4 These details are important information which helps the user to make proper assessment and the ingenuity of the collector for the release or rejection of a document to an applicant or appointed representative.</p>			
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		<p>7.5 The Issuing Staff shall verify the documents provided by the collector with the information displayed by the application.</p> <p>7.6 Once the Issuing Staff determines the outcome of the verification, he/she can proceed to the next mode of action (reject/release).</p> <p>7.7 Selects the collector type to applicant or the applicant's representative. Remarks is optional.</p> <p>7.8 Click on 'Release' and a confirmation popup will appear for Issuing Staff to confirm the decision.</p> <p>7.9 The signature verification captures the collector's signature to compare with its former signature captured during enrolment process. To proceed with signature capture, a signature sign pad is provided.</p> <p>7.10 Clicks on 'Verify Signature' to start capturing. A pop-up virtual sign pad will appear.</p>			
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8	<ul style="list-style-type: none">➤ Scans the SID card and/or the SRB booklet on the Machine Reader to determine if the information displays of the following are correct and readable: “Data Information”, “OCR Data”, “Image White”, “Image Infra”, “Image OVD” and “Image Clean OVD”.➤ If passed, logs-in in the Released Machine-Readable logbook and secure his SID card and/or SRB booklet.➤ If not, returns to the Issuing Staff for appropriate action.	8.1 Clicks OK and the new SID card and/or SRB booklet has now been released	None	10 minutes	MIDS I/ Clerk II
9	Receives SID Card/SRB and sign in the signature pad for confirmation	9.1 Affixed documentary stamp and dry seal the SRB.	None	10 minutes	MIDS I/ Clerk II
END OF TRANSACTION				Total 2 hours & 40 minutes SP	



MANAGEMENT INFORMATION SYSTEMS SERVICE

1. Issuance of Vessel Name Clearance

Issuance of vessel name clearance as a requirement in the vessel registration is in accordance with MARINA rules and regulations (Memorandum Circular 2013-02).

Office or Division:		Management Information Systems Service (MISS) / Information Technology Division			
Classification:		Simple			
Type of Transaction:		G2B – Government to Business Entity			
Who may avail:		Shipping Companies, Ship Owners/ Operators/ Managers			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1. Vessel Name Clearance Form			9 th Floor (MISS)		
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Fills out the required fields in the vessel name clearance form and submits accomplished application form to MISS for appropriate action	1.1. Screens the application for existence of requested vessel name in the system 1.1.1. If vessel name already exists in the system, MISS requests for another vessel name	P 80.00 per vessel name	30 minutes	<i>Information Officer (MISS)</i>



		1.1.2. If vessel name does not exist in the system, MISS issues Authority to Accept Payment (ATAP) to client			
2	Pays at the 10 th Floor cashier window	2.1. Receives payment from the client and issues an Official Receipt		30 minutes	Cashier (MFAS)
3	Proceeds to 9 th Floor MISS Office and receives Vessel Clearance	3.1. Accepts proof of payment and issues the approved Vessel Name Clearance and encodes the Vessel's Name in the system		30 minutes	Information Officer (MISS)
END OF TRANSACTION				Total: 1 hour and 30 minutes	



2. Issuance of Ship's Particulars

Issuance of ship's particulars as a requirement in the issuance of Certificate of Proficiency (COP) to seafarers is in accordance with MARINA rules and regulations implementing the 1978 STCW Convention, as amended.

Office or Division:		Management Information Systems Service (MISS) / Information Technology Division			
Classification:		Simple			
Type of Transaction:		G2C – Government to Citizen / G2B –Government to Business Entity			
Who may avail:		Seafarer and Shipping Companies			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1. Company Sea Service / Seafarer Identification Record Book (SIRB)			Shipping Company / Applicant		
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceeds to MISS and requests for ship's particulars	1.1. Locates ship's name in the Vessel Inventory System (VIS) Database 1.1.1. If found, prints ship's profile 1.1.2. If not found, checks ship's name with the MRO's database 1.1.3. If found in the MRO's database, MISS Staff requests for ship's profile and encodes the same in the VIS database	P 70.00 for Certified True Copy of Vessel Profile	1 day	Information Officer (MISS)



		1.1.4. If not found in the MRO's database, MISS Staff informs client that the ship does not exist			
2	Receives the printed ship's profile	2.1. Issues / releases the printed ship's profile to client		10 minutes	<i>Information Officer (MISS)</i>
3	Requests for a Certification of ship's profile	3.1. MISS issues Authority to Accept Payment (ATAP) to client		10 minutes	<i>Information Officer (MISS)</i>
4	Pays at the 10 th Floor cashier window	4.1. Receives payment from the client and issues an Official Receipt		10 minutes	<i>Cashier (MFAS)</i>
5	Shows the Official Receipt to 9 th Floor MISS Office	5.1. Accepts proof of payment		10 minutes	<i>Information Officer (MISS)</i>
6	Proceeds to 2 nd Floor Records Section to claim his Certification of ship's profile	6.1. Records Section releases Certification of ship's profile		10 minutes	<i>Records Officer (Central Records Unit)</i>
END OF TRANSACTION				Total: 1 day and 50 minutes	



3. Verification of Seafarer Identification Record Book (SIRB)

Verification of SIRB as a requirement in the issuance of Certificate of Proficiency (COP) to seafarers is in accordance with MARINA rules and regulations implementing the 1978 STCW Convention, as amended.

Office or Division:		Management Information Systems Service (MISS) / Information Technology Division			
Classification:		Simple			
Type of Transaction:		G2C– Government to Citizen / G2B – Government to Business Entity			
Who may avail:		Seafarer and Shipping Companies			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1. Copy of SIRB Record			Shipping Company / Applicant		
2. Affidavit of Loss (in case of lost SIRB)			Applicant		
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceeds to MISS and requests for verification of SIRB record of issuance with the following details: a. SIRB Number b. Date of Issuance and c. Place of Issuance	1.1. Checks SIRB record in the Seafarer Identification Record Book Application System (SIRBAS) Database 1.1.1. If found, prints SIRB record of issuance 1.1.2. If not found, checks SIRB records with the MRO's database 1.1.3. If found in the MRO's database, MISS Staff requests for copy of SIRB record of issuance and	P 70.00 for Certified True Copy of SIRB P 300.00 for Certification of SIRB Record	1 day	Information Officer (MISS)



		<p>encodes the data in the SIRBAS database</p> <p>1.1.4. If not found in the MRO's database, MISS Staff informs client that the SIRB record not exist</p>			
2	Receives the printed SIRB record	2.1. Issues / releases the printed SIRB record of issuance to client		10 minutes	<i>Information Officer (MISS)</i>
3	Requests for a Certification of SIRB Record	3.1. MISS issues Authority to Accept Payment (ATAP) to client		10 minutes	<i>Information Officer (MISS)</i>
4	Pays at the 10 th Floor cashier window	4.1. Receives payment from the client and issues an Official Receipt		10 minutes	<i>Cashier (MFAS)</i>
5	Shows the Official Receipt to 9 th Floor MISS Office	5.1. Accepts proof of payment		10 minutes	<i>Information Officer (MISS)</i>
6	Proceeds to 2 nd Floor Records Section to claim his Certification of SIRB record	6.1. Records Section releases Certification of SIRB record		10 minutes	<i>Records Officer (Central Records Unit)</i>
END OF TRANSACTION				Total: 1 day and 50 minutes	



MARITIME SAFETY SERVICE

4. APPLICATION FOR ACCREDITATION FOR LOCAL CLASSIFICATION SOCIETIES (LCS (RA 9295 / MC MS-2020-01)

The processing of application for accreditation of LCS involves conduct of audit of the company/ entity, approval of their class rule book, and review of their QMS as preparation to the conduct of audit.

The audit is conducted by qualified MSS technical personnel who are trained to undertake the said audit.

Accreditation certificate being issued is valid for five (5) years subject for annual endorsement/ verification within the three (3) months window before and after the anniversary date, and shall be applied for renewal at least three (3) months before its expiration.

Office/Division:	Maritime Safety Service – Central Office / Maritime Safety Audit Division (MSAD)	
Classification:	Multi – Stage Processing	
Type of Transaction:	G2B – Government to Business Entity	
Who may avail:	Local Classification Societies	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
4. Letter of Intent	Applicant	
5. One (1) Photocopy of SEC registration Certificate, Articles of Incorporation and by-laws	SEC	
6. Business Permit and Barangay Certificate	City Hall / Barangay Hall	
7. Name of signatory(ies) to the Class Certificate	Company	
8. List of surveyors, technical, managerial and support staff, and Code of Ethics	Company	



9. Three (3) Copies of Classification Rule Books for the design, construction and certification of steel ships must be evaluated based on latest IMO Standards (SOLAS, MARPOL, Load Line, Stability Code, and associated Codes and its Annexes)		Company		
10. One (1) Copy of documented system of the LCS' development, implementation and maintenance of an effective internal quality system based on appropriate recognized quality standards no less effective than ISO series, and which inter alia, ensures the implementation of the sub-requirement under Sec.VII.6 of MC MS-2020-01		Company		
11. One (1) Photocopy of ISO 9000 Series Certification and subsequent amendment thereto issued by internationally recognized certifying body/ independent auditors		Company		
12. Proof of Professional Indemnity Insurance or Liability Insurance secured		Insurance Company		
13. Applicants should also bring the Original Copy of the required documents on 'Photocopy' for the purpose of counter - checking.		Company		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applies for Issuance/ Renewal of Certificate of Accreditation	1. Checks the type of application; Screen and Checks the completeness and validity of attached	None	10 minutes	SOS I, II, Sr. SOS Engr I, II, III (MSS)



	documentary requirements based on the checklist of documentary requirement, and against the original documents; and if incomplete, returns the application to the client; or if complete, prepare and print Authority to Accept Payment (ATAP) and signs and issue ATAP.			
2. Pays the processing fee to the Cashier.	2. Receives payment from the applicant based on ATAP, issues Official Receipt (OR) and advises Applicant to proceed to Central Records Unit (CRU).	Accreditation Fee: P100,000.00 Initial/ Renewal/ Annual Audit Fee: P50,000.00 <i>*Exclusive of documentary stamps required by law to be affixed on the certificate.</i>	5 minutes	Cashier (MFAS)



3. Submits the documents with the ATAP (paid) to the CRU and receives the receiving copy of letter of intent.	3.1. Receives the application and attaches D-tracking; Issue receiving copy of the application; and Forwards the application to MSS. <i>* there are some applications received by MSS the following day especially those applications held during afternoon</i>	None	15 minutes	Records Officer (CRU)
	3.2. Acknowledges the receipt of application at the Document Tracking System (D Tracks); Records in the logbook of application the name of company/owner, type of application, date/time received	None	15 minutes	Job Order / Administrative Assistant I, II, III (MSS)



	and D-tracks number; Assigns reference number and fills-up and attaches routing / action slip; and Forwards the application to the concerned Division Chief.			
	3.3. Reviews the application; Assigns the application to the qualified staff/s by writing in Routing /Action Slip with notation if necessary; and Returns the assigned application to the Administrative staff for recording.	None	15 minutes	<i>MSAD Chief/ OIC (MSS)</i>
	3.4. Records in the logbook of application the	None	10 minutes	<i>Job Order / Administrative Assistant I, II, III (MSS)</i>



	initial of the assigned qualified staff/s, date and time; and Endorses application to be acknowledged by the assigned staff/s for appropriate action.			
	3.5. Acknowledges receipt of the application; and Conducts review and approval of the of the Class Rule Book	None	15 days	<i>MARINA Technical Committee, Assigned Auditor/s, Observer/s and Consultant/s (MSS)</i>
	3.6. Conducts review of the QMS for preparation on the conduct of audit	None	7 days	<i>Assigned Auditor/s and Observer/s (MSS)</i>
4. Coordinate and attend on the schedule of assessment of Class Rule Book with the	4. Coordinate schedule of audit with the company representative; and Conduct	None	2 days	<i>MARINA Technical Committee, Assigned Auditor/s, Observer/s and Consultant/s (MARINA)</i>



MARINA Technical Committee relative to approval <i>*Schedule depends on the availability of both the company and the committee</i>	assessment for approval of Class Rule Book.			
5. Coordinate schedule of audit with the assigned auditor/s <i>*Schedule depends on the availability of both the company and auditor/s</i>	5. Coordinate schedule of audit with the company representative; and Schedule conduct of audit and prepare necessary documents	None	15 minutes	<i>Assigned Auditor/s and Observer/s (MSS)</i>
6. Accompanies the auditor/s, from MARINA office or on the agreed location, to company office, for the conduct of inspection/ audit <i>*Schedule depends on the availability of</i>	6.1. Conducts company audit; and Accomplishes audit report to be acknowledged by the Company Owner/ Authorized Representative and issues Notice of Deficiencies if warranted.	None	2 days <i>*conduct of audit includes the travel time going to and from the location of the company</i>	<i>Assigned Auditor/s and Observer/s (MSS)</i>



<i>both the company and auditor/s</i>	6.2. If without outstanding findings/ deficiencies or all NCs are all closed-out, proceed to preparation of audit reports: Final Completion of audit Reports; and Drafts certificate of accreditation and endorses to the Administrative staff for encoding.	None	1 hour and 30 minutes	<i>Assigned Auditor/s and Observer/s (MSS)</i>
	6.3. Encodes draft certificate of accreditation; and Endorse to assigned auditor/s for review.	None	25 minutes	<i>Job Order / Administrative Assistant I, II, III (MSS)</i>
	6.4. Review and proofreads the draft certificate for corrections; and Correct all items for	None	15 minutes	<i>Assigned Auditor/s and Observer/s (MSS)</i>



	corrections and return to Administrative staff for finalization.			
	6.5. Finalize certificate; Assign certificate number and record it together with the number of SECPA used; and Endorse application together with finalized certificate to assigned auditor/s.	None	15 minutes	<i>Job Order / Administrative Assistant I, II, III (MSS)</i>
	6.6. Reviews and signs the certificate/s if found to be in order; Prepares disposition form (DF) for the Administrator through the concerned Division Chief, Director and	None	1 hour	<i>Assigned Auditor/s and Observer/s (MSS)</i>



	DAO; and Endorses the DF, inspection/ audit report, certificates and the application to the Division Chief/ OIC, MSAD for review and approval.			
	6.7. Reviews the DF, audit report, corrective action, certificates and the attached documents to the application; Affix signature to DF, and to 2 nd and 3 rd copy of the certificates if found to be in order; and Endorses the application to the Director if found to be in order.	None	3 hours	<i>MSAD Chief/ OIC (MSS)</i>
	6.8. Reviews the DF, audit report, corrective action,	None	3 hours	<i>Director / OIC (MSS)</i>



	certificates and the attached documents to the application; Approves audit report and affix signature to DF if found to be in order; and Affix initials to the certificates and endorses to the Administrative Staff for endorsement to DAO.			
	6.9. Records in the logbook of application the date and time in preparation of release of the application from the MSS; Releases the application at the Document Tracking System (D -Tracks); and forwards and secures acknowledgement	None	1 hour and 30 minutes	<i>Job Order / Administrative Assistant I, II, III (MSS)</i>



	of the receipt of the application to the office of the DAO for approval.			
	6.10. Reviews the audit report, corrective action, DF, certificates and the attached documents to the application; Approves audit report and affix signature/ initials in DF if found to be in order; and Endorses application to the Administrative Staff for endorsement to Administrator	None	3 hours	<i>Deputy Administrator for Operations</i> (Office of the DAO)
	6.11. Reviews the audit report, corrective action, MEMO, certificates and the attached	None	3 hours	<i>Administrator</i> (Office of the Administrator)



	<p>documents to the application; Approves audit report and MEMO if found to be in order; and Signs the certificates and endorses to the Administrative Staff for releasing in the CRU and proceed to procedure No. 8.</p>			
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<p>7. If there is NC during audit, coordinates with the auditor/s for corrective action and compliance with the issued NCs on the agreed date</p> <p><i>*Corrective action on NCs issued to the company are subject for consideration by the company management and must be submitted using the company approved forms which are prescribed in the Company QMS Manual.</i></p>	<p>7. If with outstanding findings/ non-conformities (NCs): Coordinate with the owner/ company representative for the compliance of issued NCs; and Conducts follow-up audit of the company, if warranted and proceed to procedure no. 6; or Closing-out of all NCs within the agreed completion of the corrective action and proceed to procedure no. 6.2.</p>	None	1 day	Assigned Auditor/s and Observer/s (MSS)
<p>8. Present receiving copy of letter intent</p>	<p>8. Locates the application and</p>	None	15 minutes	Records Officer (CRU)



and receives Certificate/s	certificate to be released; Records releasing of certificate; and Releases certificate.			
END OF TRANSACTION	TOTAL	Accreditation Fee: <ul style="list-style-type: none">○ P100,000.00 Initial/ Renewal/ Annual Audit Fee: <ul style="list-style-type: none">○ P50,000.00 <i>*Exclusive of documentary stamps required by law to be affixed on the certificate.</i>	Twenty – four (24) working days, two (2) hours and thirty – five (35) minutes	



5. APPLICATION FOR THE CONDUCT OF INSPECTION OF FOREIGN – REGISTERED SHIPS TEMPORARILY OPERATING WITHIN PHILIPPINE NATIONAL TERRITORY (MA 2018-12)

The conduct of inspection of foreign – registered ships temporarily operating within Philippine national territory is part of the additional conditions for the issuance/ renewal of special permit as prescribed by MA 2018-12, in order to ensure that all foreign – registered ships that will be allowed for temporary operation are designed and equipped to undertake their intended purpose/ operation; and to be conducted by qualified MSS technical personnel who are trained to undertake the said inspection.

A letter to company stating the result of conduct of inspection will be issued after the conduct of inspection and the submission of documentary evidence of deficiencies found, valid for one (1) month of usage for application for the issuance of SP to Domestic Shipping Service (DSS).

Office/Division:	Maritime Safety Service – Central Office / Maritime Safety Inspection Division (MSID)	
Classification:	Complex	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	Ship Owners, Shipping Companies, Ship Managers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter of Intent		Applicant
2. One (1) copy of Vessel Certificate of Registry		Flag State/ Recognized Organization
3. One (1) copy of Ship's Statutory Certificates (SOLAS, MARPOL, etc.)		Flag State/ Recognized Organization



4. One (1) copy of International Load Line Certificate		Flag State/ Recognized Organization		
5. One (1) copy of Certificate of Classification		Flag State/ Recognized Organization		
6. One (1) copy of Vessel Specification		Vessel/ Shipowner		
7. One (1) copy of Crew List and Licenses		Vessel/ Shipowner		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applies for the conduct of inspection relative to issuance of Special Permit	1. Checks the type of application; Screen and Checks the completeness and validity of attached documentary requirements based on the checklist of documentary requirement; if incomplete, returns the application to the client; if complete, prepare and print Authority to Accept Payment	None	10 minutes	SOS I, II, Sr. SOS Engr I, II, III (MSS)



	(ATAP), and signs and issue ATAP.			
2. Pays the processing fee to the Cashier; and receives Official Receipt.	2. Receives payment from the applicant based on ATAP, issues Official Receipt (OR) and advises Applicant to proceed to Central Records Unit (CRU)	Inspection Fee: <u>Hull</u> – based on GT; <u>Main Engine/s</u> – based on aggregate KW <i>*See table provided below</i>	5 minutes	Cashier (MFAS)
3. Submits the documents with the ATAP (paid) to the CRU and receives the receiving copy of letter of intent.	3.1. Receives the application and attaches D-tracking; Issue receiving copy of the application; and Forwards the application to MSS. <i>* there are some applications received by MSS the following day especially those applications held during afternoon</i>	None	15 minutes	Records Officer (CRU)
No Activity	3.2. Acknowledges the receipt of	None	15 minutes	Job Order / Administrative Assistant I, II, III (MSS)



	application at the Document Tracking System (D - Tracks); Records in the logbook of application the name of company/ owner, type of application, name of vessel, date/time received and D-tracks number; Assigns reference number and fills-up and attaches routing/ action slip; and Forwards the application to the concerned Division Chief.			
No Activity	3.3. Reviews the application; Assigns the application to the qualified staff/s by writing in Routing /Action Slip with notation if	None	15 minutes	<i>MSID Chief</i> (MSS)



	necessary; and Returns the assigned application to the Administrative staff for recording.			
No Activity	3.4. Records in the logbook of application the initial of the assigned qualified staff/s, date and time; and Endorses application to be acknowledged by the assigned staff/s for appropriate action.	None	10 minutes	<i>Job Order / Administrative Assistant I, II, III (MSS)</i>
No Activity	3.5. Acknowledges receipt of the application; and Coordinates with owner/ company representative for the schedule of inspection upon	None	15 minutes	<i>Assigned Inspector/s and Observer/s (MSS)</i>



	evaluation of the application			
4. Coordinate schedule of inspection with the assigned inspector/s. <i>*Schedule depends on the availability of both the company/ vessel and inspector/s.</i> <i>**There is no specific number of days to when will be the conduct of audit from the date it was received by the inspector/s specially to those vessels in tramping operations where schedule of port arrival is uncertain.</i>	4. Coordinate schedule of ship safety inspection with the company representative; and Schedule conduct of inspection and prepare necessary documents.	None	15 minutes	<i>Assigned Inspector/s and Observer/s (MSS)</i>
5. Accompanies the inspector/s to the location of the vessel	5.1. Conducts ship safety inspection; and Accomplishes inspection report,	None	2 days <i>*conduct of inspection includes the travel time</i>	<i>Assigned Inspector/s and Observer/s (MSS)</i>



for the conduct of inspection. <i>*Acknowledges the issuance of deficiencies, if there is any.</i>	acknowledged by the Ship's Master/ Owner/ Authorized Representative and issues Notice of Deficiencies if warranted		<i>going to and from the location of the vessel</i>	
No Activity	5.2. If without outstanding findings/ deficiencies or all deficiencies are all rectified, proceed to preparation of inspection reports: Final Preparation of Inspection Reports; and drafts letter to company and endorses to the Division Chief, MSID for review and consideration.	None	3 hours	<i>Assigned Inspector/s and Observer/s (MSS)</i>
No Activity	5.3. Reviews the letter to company, inspection report/s	None	3 hours	<i>MSID, Chief (MSS)</i>



	and the necessary attached documents to the application; Affix signature/ initial to 2 nd copy of the letter to company and Endorses the application to the Director if found to be in order.			
No Activity	5.4. Reviews the Letter to company, inspection report/s and the attached document; and Approves and Signs the inspection report/s and letter to company if found to be in order; and endorses to the Administrative Staff for release.	None	3 hours	<i>Director (MSS)</i>
No Activity	5.5. Records in the logbook of	None	1 hour and 30 minutes	<i>Job Order/ Administrative Assistant I, II, III (MSS)</i>



	application the date and time in preparation of release of the application from the MSS.; Releases the application at the Document Tracking System (D Tracks); and Forwards and secure acknowledgement of receipt of the application to the CRU for releasing of certificates and proceed to procedure no. 7.			
6. If there are deficiencies during inspection, coordinates with the inspector/s for rectification and compliance	6. If with outstanding findings/ deficiencies: Coordinate with the owner/ company representative for the compliance of issued findings/ deficiencies; and Conducts re-	None	1 day	<i>Assigned Inspector/s and Observer/s (MSS)</i>



<i>*There is no specified no. of hours/ days during rectification and compliance of issued deficiencies to the company. It depends on the capacity of the owner/ company in complying those deficiencies and will coordinate the inspector as the compliance is completed for re-validation.</i>	inspection of the vessel, if warranted and proceed to procedure no. 5; or Closing-out of all deficiencies and proceed to procedure No. 5.2.			
7. Present receiving copy of letter intent and receives letter to company.	7. Locates the application and letter to company to be released; Records releasing of letter to company; and Releases letter to company.	None	15 minutes	Records Officer (CRU)
END OF TRANSACTION	TOTAL	Inspection Fee: Hull – based on GT; Main Engine – based on aggregate KW. <i>*See table provided below</i>	Total: Four (4) working days, four (4) hours and twenty – five (25) minutes	

Inspection Fee:



Hull:

3.00 GT and below	P200.00	500.00 GT to 999.99 GT	P2,300.00 + P1.00/GT in excess of 500 GT
3.01 GT to 14.99 GT	P300.00 + P1.00/GT in excess of 3 GT	1,000 GT to 1,499.99 GT	P3,100.00 + P1.00/GT in excess of 1,000 GT
15.00 GT to 34.99 GT	P500.00 + P1.00/GT in excess of 15 GT	1,500 GT to 1,999.99 GT	P3,900.00 + P1.00/GT in excess of 1,500 GT
35.00 GT to 99.99 GT	P600.00 + P1.00/GT in excess of 35 GT	2,000 GT to 2,999.99 GT	P4,700.00 + P1.00/GT in excess of 2,000 GT
100.00 GT to 249.99 GT	P1,200.00 + P1.00/GT in excess of 100 GT	3,000 GT to 4,999.99 GT	P6,200.00 + P1.00/GT in excess of 3,000 GT
250 GT to 499.99 GT	P1,600.00 + P1.00/GT in excess of 250 GT	5,000 GT and above	P8,600.00 + P1.00/GT in excess of 5,000 GT

Main Engine:

15 KW and below	P100.00	Over 15 KW	P100.00 + P4.00/KW in excess of 15 KW
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6. APPLICATION FOR THE CONDUCT OF SURVEY/ INSPECTION/ AUDIT OF COMPANIES AND THEIR PHILIPPINE – REGISTERED VESSELS (PRVs) PLYING THE INTERNATIONAL TRADE (MC NO. MS-2020-02)

The conduct of survey/ inspection/ audit of companies and their PRVs plying the international trade is part of the oversight function of the Flag State Administration or the MARINA as prescribed by MC MS-2020-02, which are necessary to be conducted for the instances and circumstances stated in Sec. V.1 and Sec. V.2 of the said MC, in order to secure compliance of companies and their PRVs with international maritime instruments to which the Philippines is a State Party.

The relative survey/ inspection/ audit is conducted by MARINA technical personnel qualified as Flag State Officer (FSO) who are trained to undertake the same.

A letter to company stating the result of the conduct of survey/ inspection/ audit will be issued after the conduct of the same.

Office/Division:	Maritime Safety Service – Central Office / Maritime Safety Inspection Division (MSID) and Maritime Safety Audit Division (MSAD)	
Classification:	Complex	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	Ship Owners, Shipping Companies, Ship Managers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter of Intent		Applicant
For Ship Survey/ Inspection/ Audit:		
2. One (1) copy of Certificate of Ownership and Certificate of Registration of the PRV		MARINA, OSS



3. One (1) copy of PRV's statutory certificates		MARINA/ Recognized Organizations		
4. One (1) copy of PRV's Classification Certificate		Recognized Organizations		
5. One (1) copy of PRV's crew list and licenses		Vessel/ Shipowner		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applies for the conduct of inspection relative to the requirement of MC MS-2020-02	1. Checks the type of application; Screen and Checks the completeness and validity of attached documentary requirements based on the checklist of documentary requirement; if incomplete, returns the application to the client; if complete, prepare and print Authority to Accept Payment (ATAP), and signs and issue ATAP.	None	10 minutes	SOS I, II, Sr. SOS Engr I, II, III (MSS)



2. Pays the processing fee to the Cashier; and receives Official Receipt.	2. Receives payment from the applicant based on ATAP, issues Official Receipt (OR) and advises Applicant to proceed to Central Records Unit (CRU)	Ship Inspection: USD 3,000.00/Ship/FSO Ship Audit: USD 3,000.00/Ship/FSO Company Audit: USD 1,000.00/audit	5 minutes	Cashier (MFAS)
3. Submits the documents with the ATAP (paid) to the CRU and receives the receiving copy of letter of intent.	3.1. Receives the application and attaches D-tracking; Issue receiving copy of the application; and Forwards the application to MSS. <i>* there are some applications received by MSS the following day especially those applications held during afternoon</i>	None	15 minutes	Records Officer (CRU)
No Activity	3.2. Acknowledges the receipt of application at the Document Tracking System (D -	None	15 minutes	Job Order / Administrative Assistant I, II, III (MSS)



	Tracks); Records in the logbook of application the name of company/ vessel, ship owner, type of application, date/time received and D-tracks number; Assigns reference number and fills-up and attaches routing/ action slip; and Forwards the application to the concerned Division Chief (MSID Chief for survey/ inspection and MSAD Chief for audit).			
No Activity	3.3. Reviews the application; Assigns the application to the qualified staff/s by writing in Routing /Action Slip with	None	15 minutes	<i>MSID/ MSAD Chief (MSS)</i>



	notation if necessary; and Returns the assigned application to the Administrative staff for recording.			
No Activity	3.4. Records in the logbook of application the initial of the assigned qualified staff/s, date and time; and Endorses application to be acknowledged by the assigned staff/s for appropriate action.	None	10 minutes	<i>Job Order / Administrative Assistant I, II, III (MSS)</i>
No Activity	3.5. Acknowledges receipt of the application; and Coordinates with owner/ company representative for the schedule of inspection upon	None	15 minutes	<i>Assigned FSO/s and Observer/s (MSS)</i>



	evaluation of the application			
4. Coordinate schedule of survey/ inspection/ audit with the assigned FSO/s. <i>*Schedule depends on the availability of both the company/ vessel and FSO/s.</i> <i>**There is no specific number of days to when will be the conduct of survey/ inspection/ audit from the date it was received by the inspector/s specially to those vessels in tramping operations where schedule of port arrival is uncertain.</i>	4. Coordinate schedule of survey/ inspection/ audit with the company representative; and Schedule conduct of the same and prepare necessary documents.	None	15 minutes	Assigned FSO/s and Observer/s (MSS)
5. Accompanies the FSO/s to the location of the company/ vessel for	5.1. Conducts survey/ inspection/ audit; Accomplishes survey/ inspection/	None	2 days <i>*conduct of inspection includes the travel time</i>	Assigned FSO/s and Observer/s (MSS)



the conduct of survey/ inspection/ audit. <i>*Acknowledges the issuance of deficiencies/ non-conformities, if there is any.</i>	audit report, acknowledged by the Ship's Master/ Owner/ Authorized Representative; and issues Notice of Deficiencies/ Non-conformity and Observation notes, if warranted.		<i>going to and from the location of the vessel</i>	
No Activity	5.2. If without outstanding findings/ deficiencies or all deficiencies are all rectified, proceed to preparation of survey/ inspection/ audit reports: Final Preparation of Survey/ Inspection/ Audit Reports; and drafts letter to company and endorses to the concerned Division	None	3 hours	<i>Assigned FSO/s and Observer/s (MSS)</i>



	Chief for review and consideration.			
No Activity	5.3. Reviews the letter to company, survey/ inspection/ audit report/s and the necessary attached documents to the application; Affix signature/ initial to 2 nd copy of the letter to company and Endorses the application to the Director if found to be in order.	None	3 hours	<i>MSID/ MSAD, Chief (MSS)</i>
No Activity	5.4. Reviews the Letter to company, survey/ inspection/ audit report/s and the attached document; and approves and signs letter to company, survey/ inspection/	None	3 hours	<i>Director (MSS)</i>



	audit report/s if found to be in order; and endorses to the administrative staff for release.			
No Activity	5.5. Records in the logbook of application the date and time in preparation of release of the application from the MSS; Releases the application at the Document Tracking System (D Tracks); and Forwards and secure acknowledgement of receipt of the application to the CRU for releasing of certificates and proceed to procedure no. 7.	None	1 hour and 30 minutes	<i>Job Order/ Administrative Assistant I, II, III (MSS)</i>



6. If there are outstanding findings/ deficiencies during inspection, coordinates with the inspector/s for rectification and compliance <i>*There is no specified no. of hours/ days during rectification and compliance of issued deficiencies to the company. It depends on the capacity of the owner/ company in complying those deficiencies and will coordinate the inspector as the compliance is completed for re-validation.</i>	6. If with outstanding findings/ deficiencies: Coordinate with the owner/ company representative for the rectification and compliance of issued findings/ deficiencies; and Conducts re-survey/ inspection/ audit of the vessel, if warranted and proceed to procedure no. 5; or Closing-out of all outstanding findings/ deficiencies and proceed to procedure No. 5.2.	None	1 day	Assigned FSO/s and Observer/s (MSS)
7. Present receiving copy of letter intent	7. Locates the application and letter to company to	None	15 minutes	Records Officer (CRU)



and receives letter to company.	be released; Records releasing of letter to company; and Releases letter to company.			
END OF TRANSACTION	TOTAL	Ship Inspection: USD 3,000.00/Ship/FSO Ship Audit: USD 3,000.00/Ship/FSO Company Audit: USD 1,000.00/audit	Total: Four (4) working days, four (4) hours and twenty – five (25) minutes	



SHIPYARDS REGULATION SERVICE

SR-01 A. REGISTRATION OF SHIPBUILDERS AND/OR SHIP REPAIRERS

A Registration Certificate issued to an entity intending to engage or engaging in shipbuilding and/or ship repairing activities in the Philippines for purposes of showing that the facility has been officially registered in the MARINA Book of Shipyard Registry as per MC 2018-02 and MC SR-2019-01.

Office/Division:	Shipyards Regulation Service(SRS)/ Shipyard Development & Licensing Division(SDLD)	
Classification:	Simple Transaction	
Type of Transaction:	G2B – Government to Business Entities	
Who may avail:	All Shipbuilders and Ship Repairers with shipyards	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter of application;		Applicant
2. Certificate of Registration with the SEC duly supported by Notarized Articles of Incorporation/ Partnership and By-Laws; OR Certificate of Business Name Registration from DTI with Bank Certification as proof of compliance to the capitalization; OR Certificate of Registration duly supported by Notarized Articles of Cooperation and By-Laws from CDA; and,		Security & Exchange Commission (SEC) or Department of Trade & Industry (DTI) or Cooperative Development Authority (CDA)
3. Proof of Affiliation with a "MARINA-recognized shipyard association" or proof of application for affiliation.		Shipyards Association of the Philippines (ShAP)
NOTE:		
(a). Two (2) sets photocopies of each required document.		
(b). Electronic copy of documents may be submitted through the official SRS e-mail address or online application portal subject to pre-evaluation for issuance of Authority to Accept Payment (ATAP).		



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE																		
1	Proceeds to the SRS to submit the application with complete documentary requirements 1.1 Receives ATAP	1	Screens the completeness of the documents submitted based on the Checklist 1.1 Issues Authority to Accept Payment (ATAP) to applicant	None		25 minutes	SDLD Officer of the Day: <ul style="list-style-type: none">• Supervising SOS;• Senior SOS;• SOS II; or,• SOS I																		
2	Proceeds to the Cash Section, MFAS to pay for the fees and charges 2.1 Receives OR with the application	2	Accepts payment 2.1 Issues Official Receipt (OR) with the application to applicant	<div>FOR SB &/or SR CLASS A</div> <table><tr><td>Processing Fee</td><td>P 10,000.00</td></tr><tr><td></td><td></td></tr><tr><td>TOTAL</td><td>P 10,000.00</td></tr></table> <div>FOR SB &/or SR CLASS B</div> <table><tr><td>Processing Fee</td><td>P 5,000.00</td></tr><tr><td></td><td></td></tr><tr><td>TOTAL</td><td>P 5,000.00</td></tr></table> <div>FOR SB &/or SR CLASS C</div> <table><tr><td>Processing Fee</td><td>P 1,000.00</td></tr><tr><td></td><td></td></tr><tr><td>TOTAL</td><td>P 1,000.00</td></tr></table> <div>Note: Fess & charges are based on MC 2018-02 & SR 2019-01</div>		Processing Fee	P 10,000.00			TOTAL	P 10,000.00	Processing Fee	P 5,000.00			TOTAL	P 5,000.00	Processing Fee	P 1,000.00			TOTAL	P 1,000.00	25 minutes	Administrative Officer V & III, Administrative Aide (Cash Section, MFAS)
Processing Fee	P 10,000.00																								
TOTAL	P 10,000.00																								
Processing Fee	P 5,000.00																								
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Processing Fee	P 1,000.00																								
TOTAL	P 1,000.00																								



3	<p>Proceeds to the Central Receiving Unit (CRU), Records Section to officially receive the application</p> <p>3.1 Receives stamped receiving copy of the application</p>	3	<p>Receives application and logs in the D-Tracks</p> <p>3.1 Furnishes stamped receiving copy of the application</p> <p>3.2 Forwards the application to SRS</p>	None	25 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)
4	No Activity	4	<p>Reviews & assigns the application</p> <p>4.1 Receives application & logs in the D-Tracks and prepares Routing Slip and forwards to Director</p> <p>4.2 Assigns application to the concerned Division Chief</p> <p>4.3 Assigns application to the SDLD Technical Inspector</p>	None	1 hour	<p>SRS Administrative Staff:</p> <ul style="list-style-type: none"> • Administrative Assistant III; or. • Administrative Aide <p>Director II, SRS</p> <p>Chief, Shipping Operations Specialist, SDLD or OIC</p>



5	No Activity	5	<p>Evaluates the application</p> <p>5.1 Prepares the Evaluation Report, Executive Brief and Registration Certificate, if compliant</p> <p>5.2 Submits the Evaluation Report, Executive Brief and Registration Certificate to the SDLD Division Chief</p>	None	9 hours (includes revisions, if any)	<p>Technical Inspectors:</p> <ul style="list-style-type: none"> • Supervising SOS; • Senior SOS; • SOS II; or, • SOS I
6	No Activity	6	<p>Reviews the recommendation of the SDLD Technical Inspector</p> <p>6.1 Reviews and endorses the application to the SRS Director</p>	None	4 hours (includes revisions, if any)	Chief Shipping Operations Specialist, SDLD, SRS
			<p>6.2 Reviews and recommends approval of the application for Registration of SB &/or SR entity</p>	None	4 hours (includes revisions, if any)	Director II, SRS



			6.3 Endorses the application to the Deputy Administrator for Operations			
			6.4 Approves and signs the Registration Certificate and forwards to SRS	None	4 hours	Deputy Administrator for Operations
			6.5 Receives & logs in the D-Tracks	None	25 minutes	SRS Administrative Staff:
			6.6 Forwards the approved application to the Records Section for releasing			<ul style="list-style-type: none"> • Administrative Assistant III; or. • Administrative Aide
7	Proceeds to the Records Section, MFAS to claim the Registration Certificate	7	Logs out the approved application	None	20 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)
	7.1 Receives the Registration Certificate		7.1 Receives & logs in the D-Tracks			
			7.2 Releases the Registration Certificate			
END OF TRANSACTION					3 days	

NOTE: Processing time includes waiting time and starts upon receipt of the application and with **NO** deficiencies/ non-conformities found on the application.



SR-01 B. ISSUANCE/UPGRADING/RENEWAL OF LICENSE FOR SHIPBUILDERS AND/OR SHIP REPAIRERS

A License Certificate issued to an entity intending to engage or engaging in shipbuilding and/or ship repairing activities in the Philippines or upgrade/modernize its facility. The process involves inspection of the Entity’s facility carried out by qualified technical personnel of SRS as per MC 2018-02 and MC SR-2019-01. The License Certificate is valid for five (5) years, endorsed annually and renewable prior its expiry of the License.

Office/Division:	Shipyards Regulation Service(SRS)/ Shipyard Development &Licensing Division(SDLD)	
Classification:	Complex Transaction	
Type of Transaction:	G2B – Government to Business Entities	
Who may avail:	All Shipbuilders and Ship Repairers with shipyards	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
NEW/ ISSUANCE		
1. Original Letter of Application;		Applicant
2. Alien Employment Permit issued by DOLE or BID (For Foreign National);		Department of Labor &Employment (DOLE) or Bureau of Immigration &Deportation (BID)
3. Proof of employment and Bio-data of Technical and Skilled Personnel;		Applicant
4. Proof of ownership of shipyard OR Lease Contract valid for at least five (5) years;		Applicant
5. Copy of Plans of the Shipbuilding and Ship Repair Facilities including location map and list of machineries and equipment;		Applicant
6. Proof of Trainings for Management, technical and skilled personnel OR Certification from shipyard or any enterprises related to personnel expertise;		Applicant
7. Valid Mayor’s Permit OR PEZA Certification including Fire Safety Inspection Certification from BFP or equivalent;		Concerned Municipal or City Government Office and Bureau of Fire Protection (BFP)
8. Valid Environmental Compliance Certificate (ECC) Clearance from DENR;		Environment Management Bureau (EMB), DENR
9. Copy of occupational Safety & Health (OSH) Accreditation/ Certification from DOLE; and,		Occupational Safety & Health Center (OSHC), DOLE



10. Duly accomplished Data Sheet.	Shipyards Regulation Service, Maritime Industry Authority
RENEWAL	
1. Letter of application;	Applicant
2. Alien Employment Permit issued by DOLE or BID (For Foreign National);	Department of Labor & Employment (DOLE) or Bureau of Immigration & Deportation (BID)
3. Proof of employment and Bio-data of Technical and Skilled Personnel;	Applicant
4. Proof of ownership of shipyard OR Lease Contract valid for at least five (5) years;	Applicant
5. Copy of Plans of the Shipbuilding and Ship Repair Facilities including location map and list of machineries and equipment, in case of expansion or modernization;	Applicant
6. Valid Mayor's Permit OR PEZA Certification including Fire Safety Inspection Certification from BFP or equivalent;	Concerned Municipal or City Government Office and Bureau of Fire Protection (BFP)
7. Valid Environmental Compliance Certificate (ECC) Clearance from DENR;	Environment Management Bureau (EMB), DENR
8. Copy of occupational Safety & Health (OSH) Accreditation/ Certification from DOLE;	Occupational Safety & Health Center (OSHC), DOLE
9. Copy of valid ISO 9001:2015 QMS Certificate with proof of accreditation of the Certification Body from PAB or PAC;	Concerned Certification Body accredited by the Philippine Accreditation Bureau (PAB) or Pacific Accreditation Cooperation (PAC)
10. Shipyards Annual Report(s) (SBSR Record Book);	Applicant
11. Latest Audited Financial Statement stamped received by BIR;	Applicant
12. Duly accomplished Data Sheet; and,	Shipyards Regulation Service, Maritime Industry Authority
13. Original License Certificate.	Applicant
NOTE: (a). Two (2) sets photocopies of each required document. (b). Electronic copy of documents may be submitted through the official SRS e-mail address or online application portal subject to pre-evaluation for issuance of Authority to Accept Payment (ATAP).	



(c). Pending applications of Alien Employment Permit, Environmental Compliance Certificate & OSH Accreditation/DOLE Certification due to process period of issuance, an **Oath of Undertaking** may be submitted enclosed with Certification from the issuing Agency that the company has already an ongoing application and/or **Official Receipt of the application** subject to post approval evaluation.

CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE																						
1	Proceeds to the SRS to submit the application with complete documentary requirements 1.1 Receives ATAP	1	Screens the completeness of the documents submitted based on the Checklist 1.1 Issues Authority to Accept Payment (ATAP) to applicant	None		25 minutes	SDLD Officer of the Day: <ul style="list-style-type: none">• Supervising SOS;• Senior SOS;• SOS II; or,• SOS I																						
2	Proceeds to the Cash Section, MFAS to pay for the fees and charges 2.1 Receives OR with the application	2	Accepts payment 2.1 Issues Official Receipt (OR) with the application to applicant	FOR SB &/or SR CLASS A <table><tr><td colspan="2">NEW/ RENEWAL</td></tr><tr><td>Inspection Fee</td><td>P 12,400.00</td></tr><tr><td>Processing Fee</td><td>P 34,400.00</td></tr><tr><td>License Certificate</td><td>P 500.00</td></tr><tr><td>TOTAL</td><td>P 47,300.00</td></tr></table> FOR SB &/or SR CLASS B <table><tr><td colspan="2">NEW/ RENEWAL</td></tr><tr><td>Inspection Fee</td><td>P 9,300.00</td></tr><tr><td>Processing Fee</td><td>P 25,800.00</td></tr><tr><td>License Certificate</td><td>P 500.00</td></tr><tr><td>TOTAL</td><td>P 35,600.00</td></tr></table> FOR SB &/or SR CLASS C <table><tr><td colspan="2">NEW/ RENEWAL</td></tr></table>		NEW/ RENEWAL		Inspection Fee	P 12,400.00	Processing Fee	P 34,400.00	License Certificate	P 500.00	TOTAL	P 47,300.00	NEW/ RENEWAL		Inspection Fee	P 9,300.00	Processing Fee	P 25,800.00	License Certificate	P 500.00	TOTAL	P 35,600.00	NEW/ RENEWAL		25 minutes	Administrative Officer V & III, Administrative Aide (Cash Section, MFAS)
NEW/ RENEWAL																													
Inspection Fee	P 12,400.00																												
Processing Fee	P 34,400.00																												
License Certificate	P 500.00																												
TOTAL	P 47,300.00																												
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Inspection Fee	P 9,300.00																												
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TOTAL	P 35,600.00																												
NEW/ RENEWAL																													



				<table><tr><td>Inspection Fee</td><td>P 6,300.00</td></tr><tr><td>Processing Fee</td><td>P 17,200.00</td></tr><tr><td>License Certificate</td><td>P 500.00</td></tr><tr><td>TOTAL</td><td>P 24,000.00</td></tr></table>	Inspection Fee	P 6,300.00	Processing Fee	P 17,200.00	License Certificate	P 500.00	TOTAL	P 24,000.00		
Inspection Fee	P 6,300.00													
Processing Fee	P 17,200.00													
License Certificate	P 500.00													
TOTAL	P 24,000.00													
3	Proceeds to the Central Receiving Unit (CRU), Records Section to officially receive the application 3.1 Receives stamped receiving copy of the application	3	Receives application and logs in the D-Tracks 3.1 Furnishes stamped receiving copy of the application 3.2 Forwards the application to SRS	None	25 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)								
4	No Activity	4	Reviews & assigns the application 4.1 Receives application & logs in the D-Tracks and prepares Routing Slip and forwards to Director	None	1 hour	SRS Administrative Staff: <ul style="list-style-type: none">• Administrative Assistant III; or.• Administrative Aide Director II, SRS								



			<p>4.2 Assigns application to the concerned Division Chief</p> <p>4.3 Assigns application to the SDLD Technical Inspector</p>			<p>Chief, Shipping Operations Specialist, SDLD or OIC</p>
5	<p>Coordinates with the assigned SDLD Technical Inspector for the schedule of the inspection</p> <p>5.1 Accompanies the SDLD Technical Inspector for the conduct of inspection</p> <p>5.2 In the case of findings of deficiency or non-conformity, the applicant receives written notice of deficiency and shall be required to comply</p>	5	<p>Inspects the facility per MARINA Circular MC 2018-02 & SR-2019-01 and evaluates the application</p> <p>5.1 Prepares Official Business (OB) slip or Special Order (SO) depends upon the area of inspection and conducts facility inspection as per MC 2018-02 & SR-2019-01</p> <p>5.2 In the case of findings of deficiency or non-conformity, informs the applicant of the deficiency or non-conformity, if any, in writing.</p>	None	<p>13 hours (includes revisions, if any)</p> <p>Note: Inspection takes 1 to 2 days exclusive of travel time depends on the location of the facility</p>	<p>Technical Inspectors:</p> <ul style="list-style-type: none"> • Supervising SOS; • Senior SOS; • SOS II; or, • SOS I



	immediately upon receipt of notice. For the meantime, the application is held in abeyance and will proceed once the deficiency/ non-conformity is rectified.		5.3 Prepares the Inspection Report, Executive Brief and License Certificate , if compliant 5.4 Submits the Inspection Report, Executive Brief and License Certificate to the SDL D Division Chief			
6	No Activity	6	Reviews the recommendation of the SDL D Technical Inspector 6.1 Reviews and endorses the application to the SRS Director	None	4 hours (includes revisions, if any)	Chief Shipping Operations Specialist, SDL D, SRS
			6.2 Reviews and recommends approval of the application for licensing of SB &/or SR entity 6.3 Endorses the application to the	None	4 hours (includes revisions, if any)	Director II, SRS



			Deputy Administrator for Operations			
			6.4 Approves and signs the License Certificate and forwards to SRS	None	4 hours	Deputy Administrator for Operations
			6.5 Receives & logs in the D-Tracks	None	25 minutes	SRS Administrative Staff:
			6.6 Forwards the approved application to the Records Section for releasing			<ul style="list-style-type: none"> • Administrative Assistant III; or. • Administrative Aide
7	<p>Proceeds to the Records Section, MFAS to claim the License Certificate</p> <p>7.1 Receives the License Certificate</p>	7	<p>Logs out the approved application</p> <p>7.1 Receives & logs in the D-Tracks</p> <p>7.2 Releases the License Certificate</p>	None	20 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)
END OF TRANSACTION					3 days, 4 hours after inspection Inspection takes 1 to 2 days	



	exclusive of travel time	
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NOTE: Licensing of SB &/or SR is under **MULTI-STAGE PROCESSING**.

Processing time includes waiting time and starts **AFTER INSPECTION** and with no deficiencies/ non-conformities found on the application.

In case, there are deficiencies/ non-conformities found, the applicant is immediately informed through a written notice and the application is held in abeyance until such time the deficiencies/ non-conformities are rectified. Hence, processing time re-starts when all deficiencies/ non-conformities are rectified, in writing.



SR-01 C. ANNUAL ENDORSEMENT OF LICENSE FOR SHIPBUILDERS AND/OR SHIP REPAIRERS

A License Certificate is endorsed annually during its five (5) year-validity after an inspection of the Entity's facility has been carried out by qualified technical personnel of SRS for the purpose of ensuring continuous compliance with MC 2018-02 and MC SR-2019-01.

Office/Division:	Shipyards Regulation Service(SRS)/ Shipyard Development &Licensing Division(SDLD)			
Classification:	Complex Transaction			
Type of Transaction:	G2B – Government to Business Entities			
Who may avail:	All Shipbuilders and Ship Repairers with shipyards			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Original Letter of Application;		Applicant		
2. Shipyards Annual Report(s) (SBSR Record Book)		Applicant		
3. Latest Audited Financial Statement stamped received by BIR		Applicant		
4. Duly accomplished Data Sheet		Shipyards Regulation Service, Maritime Industry Authority		
5. Original License Certificate		Applicant		
NOTE:				
(a). Two (2) sets photocopies of each required document.				
(b). Electronic copy of documents may be submitted through the official SRS e-mail address or online application portal subject to pre-evaluation for issuance of Authority to Accept Payment (ATAP).				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1	Proceeds to the SRS to submit the application with complete documentary requirements 1.1 Receives ATAP	1	Screens the completeness of the documents submitted based on the Checklist 1.1 Issues Authority to Accept Payment (ATAP) to applicant	None	25 minutes	SDLD Officer of the Day: <ul style="list-style-type: none">• Supervising SOS;• Senior SOS;• SOS II; or,• SOS I																								
2	Proceeds to the Cash Section, MFAS to pay for the fees and charges 2.1 Receives OR with the application	2	Accepts payment 2.1 Issues Official Receipt (OR) with the application to applicant	<table><tr><td colspan="2">FOR SB &/or SR CLASS A</td></tr><tr><td>Inspection Fee</td><td>P 12,400.00</td></tr><tr><td></td><td></td></tr><tr><td>TOTAL</td><td>P 12,400.00</td></tr><tr><td colspan="2">FOR SB &/or SR CLASS B</td></tr><tr><td>Inspection Fee</td><td>P 9,300.00</td></tr><tr><td></td><td></td></tr><tr><td>TOTAL</td><td>P 9,300.00</td></tr><tr><td colspan="2">FOR SB &/or SR CLASS C</td></tr><tr><td>Inspection Fee</td><td>P 6,300.00</td></tr><tr><td></td><td></td></tr><tr><td>TOTAL</td><td>P6,300.00</td></tr></table>	FOR SB &/or SR CLASS A		Inspection Fee	P 12,400.00			TOTAL	P 12,400.00	FOR SB &/or SR CLASS B		Inspection Fee	P 9,300.00			TOTAL	P 9,300.00	FOR SB &/or SR CLASS C		Inspection Fee	P 6,300.00			TOTAL	P6,300.00	25 minutes	Administrative Officer V & III, Administrative Aide (Cash Section, MFAS)
FOR SB &/or SR CLASS A																														
Inspection Fee	P 12,400.00																													
TOTAL	P 12,400.00																													
FOR SB &/or SR CLASS B																														
Inspection Fee	P 9,300.00																													
TOTAL	P 9,300.00																													
FOR SB &/or SR CLASS C																														
Inspection Fee	P 6,300.00																													
TOTAL	P6,300.00																													
3	Proceeds to the Central Receiving Unit (CRU), Records Section to officially receive the application	3	Receives application and logs in the D-Tracks	None	25 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)																								



	3.1 Receives stamped receiving copy of the application		3.1 Furnishes stamped receiving copy of the application 3.2 Forwards the application to SRS			
4	No Activity	4	Reviews & assigns the application 4.1 Receives application & logs in the D-Tracks and prepares Routing Slip and forwards to Director 4.2 Assigns application to concerned Division Chief 4.3 Assigns application to the SDLD Technical Inspector	None	1 hour	SRS Administrative Staff: <ul style="list-style-type: none"> • Administrative Assistant III; or. • Administrative Aide Director II, SRS Chief, Shipping Operations Specialist, SDLD or OIC
5	Coordinates with the assigned SDLD Technical Inspector for the schedule of the annual inspection	5	Inspects the facility per MARINA Circular MC 2018-02 & SR-2019-01 and evaluates the application	None	13 hours (includes revisions, if any)	Technical Inspectors: <ul style="list-style-type: none"> • Supervising SOS; • Senior SOS; • SOS II; or,



	<p>5.1 Accompanies the SDLD Technical Inspector for the conduct of inspection</p> <p>5.2 In the case of findings of deficiency or non-conformity, the applicant receives written notice of deficiency and shall be required to comply immediately upon receipt of notice. For the meantime, the application is held in abeyance and will proceed once the deficiency/ non-conformity is rectified.</p>		<p>5.1 Prepares Official Business (OB) slip or Special Order (SO) depends upon the area of inspection and conducts facility inspection as per MC 2018-02 & SR-2019-01</p> <p>5.2 In the case of findings of deficiency or non-conformity, informs the applicant of the deficiency or non-conformity, if any, in writing.</p> <p>5.3 Prepares the Inspection Report& Executive Brief, if compliant</p> <p>5.4 Submits the Inspection Report& Executive Brief to the SDLD Division Chief</p>		<p>Note: Inspection takes 1 to 2 days exclusive of travel time depends on the location of the facility</p>	<ul style="list-style-type: none"> SOS I
6	No Activity	6	Reviews the recommendation of the SDLD Technical Inspector	None	4 hours (includes	Chief Shipping Operations



			6.1 Reviews and endorses the application to the SRS Director		revisions, if any)	Specialist, SDLD, SRS
			6.2 Reviews and approves endorsement of SB &/or SR License	None	4 hours	Director II, SRS
			6.3 Receives & logs in the D-Tracks	None	25 minutes	SRS Administrative Staff:
			6.4 Forwards the approved application to the Records Section for releasing			<ul style="list-style-type: none"> • Administrative Assistant III; or. • Administrative Aide
7	<p>Proceeds to the Records Section, MFAS to claim the endorsed License Certificate</p> <p>7.1 Receives the endorsed License Certificate</p>	7	<p>Logs out the approved application</p> <p>7.1 Receives & logs in the D-Tracks</p> <p>7.2 Releases the endorsed License Certificate</p>	None	20 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)
END OF TRANSACTION					3 days, after inspection	



	(Inspection takes 1 to 2 days exclusive of travel time)	
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NOTE: Licensing of SB &/or SR is under **MULTI-STAGE PROCESSING**.

Processing time includes waiting time and starts **AFTER INSPECTION** and with no deficiencies/ non-conformities found on the application.

In case, there are deficiencies/ non-conformities found, the applicant is immediately informed through a written notice and the application is held in abeyance until such time the deficiencies/ non-conformities are rectified. Hence, processing time re-starts when all deficiencies/ non-conformities are rectified, in writing.



SR-02 A. ISSUANCE/UPGRADING/RENEWAL OF LICENSE FOR BOATBUILDERS/ REPAIRERS (BB/R) FOR CLASS A AND CLASS B

*A License Certificate issued to an entity intending to engage or engaging in boatbuilding/ repairing activities for Class A and Class B in the Philippines or upgrade/modernize its facility. The process involves inspection of the Entity's facility carried out by qualified technical personnel of SRS as per **MC 2015-09**. The License Certificate is valid for three (3) years, endorsed annually and renewable prior its expiry of the License.*

Office/Division:	Shipyards Regulation Service (SRS)/ Shipyard Development & Licensing Division (SDLD)	
Classification:	Complex Transaction	
Type of Transaction:	G2B – Government to Business Entities	
Who may avail:	All Boatbuilders/Repairers with boatyards	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
NEW/ ISSUANCE		
1. Original Letter of Application;	Applicant	
2. Certificate of Registration with the SEC duly supported by Notarized Articles of Incorporation/ Partnership and By-Laws; OR Certificate of Business Name Registration from DTI with Bank Certification as proof of compliance to the capitalization; OR Certificate of Registration duly supported by Notarized Articles of Cooperation and By-Laws from CDA;	Security &Exchange Commission (SEC) or Department of Trade &Industry (DTI) or Cooperative Development Authority (CDA)	
3. Alien Employment Permit issued by DOLE or BID (For Foreign National);	Department of Labor &Employment (DOLE) or Bureau of Immigration &Deportation (BID)	
4. Proof of employment and Bio-data of Technical and Skilled Personnel indicating boatbuilding training & experience including boatyard management;	Applicant	
5. Proof of ownership of boatyard OR Lease Contract valid for at least three (3) years;	Applicant	
6. Valid Mayor's Permit OR PEZA Certification including Fire Safety Inspection Certification from BFP or equivalent	Concerned Municipal or City Government Office and Bureau of Fire Protection (BFP)	



7. Valid Environmental Compliance Certificate (ECC) Clearance from DENR OR Certificate of Non-Coverage (CNC), for Class A, catering to steel and FRP/ Aluminum type of hull only		Environment Management Bureau (EMB), DENR		
8. Duly accomplished Data Sheet		Shipyards Regulation Service, Maritime Industry Authority		
RENEWAL				
1. Original Letter of Application;		Applicant		
2. Proof of employment and Bio-data of Technical and Skilled Personnel indicating boatbuilding training & experience including boatyard management;		Applicant		
3. Valid Mayor's Permit OR PEZA Certification including Fire Safety Inspection Certification from BFP or equivalent		Concerned Municipal or City Government Office and Bureau of Fire Protection (BFP)		
4. Valid Environmental Compliance Certificate (ECC) Clearance from DENR OR Certificate of Non-Coverage (CNC), for Class A, catering to steel and FRP/ Aluminum type of hull only		Environment Management Bureau (EMB), DENR		
5. Latest Financial Statement stamped received by BIR		Applicant		
6. Duly accomplished Data Sheet		Shipyards Regulation Service, Maritime Industry Authority		
7. Original License Certificate		Applicant		
ADDITIONAL DOCUMENT				
8. Proof of ownership of boatyard OR Lease Contract valid for at least three (3) years;		Applicant		
NOTE:				
(a). Two (2) sets photocopies of each required document.				
(b). Electronic copy of documents may be submitted through the official SRS e-mail address or online application portal subject to pre-evaluation for issuance of Authority to Accept Payment (ATAP).				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1	Proceeds to the SRS to submit the application with complete documentary requirements 1.1 Receives ATAP	1	Screens the completeness of the documents submitted based on the Checklist 1.1 Issues Authority to Accept Payment (ATAP) to applicant	None	25 minutes	SDLD Officer of the Day: <ul style="list-style-type: none">• Supervising SOS;• Senior SOS;• SOS II; or,• SOS I																								
2	Proceeds to the Cash Section, MFAS to pay for the fees and charges 2.1 Receives OR	2	Accepts payment 2.1 Issues Official Receipt (OR) to applicant	<table><tr><td colspan="2">FOR BB/R CLASS A</td></tr><tr><td colspan="2">NEW/ RENEWAL</td></tr><tr><td>Inspection Fee</td><td>P 5,700.00</td></tr><tr><td>Processing Fee</td><td>P 15,600.00</td></tr><tr><td>License Certificate</td><td>P 500.00</td></tr><tr><td>TOTAL</td><td>P 21,800.00</td></tr><tr><td colspan="2">FOR BB/R CLASS B</td></tr><tr><td colspan="2">NEW/ RENEWAL</td></tr><tr><td>Inspection Fee</td><td>P 2,900.00</td></tr><tr><td>Processing Fee</td><td>P 1,000.00</td></tr><tr><td>License Certificate</td><td>P 500.00</td></tr><tr><td>TOTAL</td><td>P 4,400.00</td></tr></table>	FOR BB/R CLASS A		NEW/ RENEWAL		Inspection Fee	P 5,700.00	Processing Fee	P 15,600.00	License Certificate	P 500.00	TOTAL	P 21,800.00	FOR BB/R CLASS B		NEW/ RENEWAL		Inspection Fee	P 2,900.00	Processing Fee	P 1,000.00	License Certificate	P 500.00	TOTAL	P 4,400.00	25 minutes	Administrative Officer V & III, Administrative Aide (Cash Section, MFAS)
FOR BB/R CLASS A																														
NEW/ RENEWAL																														
Inspection Fee	P 5,700.00																													
Processing Fee	P 15,600.00																													
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Inspection Fee	P 2,900.00																													
Processing Fee	P 1,000.00																													
License Certificate	P 500.00																													
TOTAL	P 4,400.00																													
3	Proceeds to the Central Receiving Unit (CRU), Records Section to officially receive the application	3	Receives application and logs in the D-Tracks	None	25 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)																								



	3.1 Receives stamped receiving copy of the application		3.1 Furnishes stamped receiving copy of the application 3.2 Forwards the application to SRS			
4	No Activity	4	Reviews & assigns the application 4.1 Receives application & logs in the D-Tracks and prepares Routing Slip and forwards to Director 4.2 Assigns application to concerned Division Chief 4.3 Assigns application to to the SDLD Technical Inspector	None	1 hour	SRS Administrative Staff: <ul style="list-style-type: none"> • Administrative Assistant III; or. • Administrative Aide Director II, SRS Chief, Shipping Operations Specialist, SDLD or OIC
5	Coordinates with the assigned SDLD Technical Inspector for the schedule of the inspection	5	Inspects the facility per MARINA Circular 2015-09 and evaluates the application	None	13 hours (includes revisions, if any)	Technical Inspectors: <ul style="list-style-type: none"> • Supervising SOS; • Senior SOS; • SOS II; or, • SOS I



	<p>5.1 Accompanies the SDLD Technical Inspector for the conduct of inspection</p> <p>5.2 In the case of findings of deficiency/ non-conformity, the applicant receives a written notice of deficiency and shall be required to comply immediately upon receipt of notice. For the meantime, the application is held in abeyance and will proceed once the deficiency/ non-conformity is rectified.</p>		<p>5.1 Prepares Official Business (OB) slip or Special Order (SO) depends upon the area of inspection and conducts facility inspection as per MC 2015-09</p> <p>5.2 In the case of findings of deficiency or non-conformity, informs the applicant of the deficiency or non-conformity, if any, in writing.</p> <p>5.3 Prepares the Inspection Report, Executive Brief and License Certificate, if compliant</p> <p>5.4 Submits the Inspection Report, Executive Brief and License Certificate to the SDLD Division Chief</p>		<p>Note: Inspection take 1 to 2 days exclusive of travel time depends on the location of the facility</p>	
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6	No Activity	6	Reviews the recommendation of the SDLD Technical Inspector	None	4 hours (includes revisions, if any)	Chief Shipping Operations Specialist, SDLD, SRS
			6.1 Reviews and endorses the application to the SRS Director			
			6.2 Reviews and recommends approval of the application for licensing of BB/R entity	None	4 hours (includes revisions, if any)	Director II, SRS
			6.3 Endorses the application to the Deputy Administrator for Operations			
			6.4 Approves and signs the License Certificate and forwards to SRS	None	4 hours	Deputy Administrator for Operations
			6.5 Receives & logs in the D-Tracks and forwards the approved application to the Records Section for releasing	None	25 minutes	SRS Administrative Staff: <ul style="list-style-type: none">• Administrative Assistant III; or.• Administrative Aide



7	Proceeds to the Records Section, MFAS to claim the License Certificate	7	Logs out the approved application 7.1 Receives & logs in the D-Tracks 7.2 Releases the License Certificate	None	20 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)
END OF TRANSACTION					3 days, 4 hours after inspection (Inspection take 1 to 2 days exclusive of travel time)	

NOTE: Licensing of BB/R is qualified under **MULTI-STAGE PROCESSING**.

Processing time includes waiting time and starts **AFTER INSPECTION** and with **NO** deficiencies/ non-conformities found on the application.

In case, there are deficiencies/ non-conformities found, the applicant is immediately informed through a written notice and the application is held in abeyance until such time the deficiencies/ non-conformities are rectified. Hence, processing time starts when all deficiencies/ non-conformities are rectified, in writing.



SR-02 B. ANNUAL ENDORSEMENT OF LICENSE FOR BOATBUILDERS/ REPAIRERS FOR CLASS A AND CLASS B

A License Certificate is endorsed annually during its three (3) year-validity after an inspection of the Entity’s facility has been carried out by qualified technical personnel of SRS for the purpose of ensuring continuous compliance with MC 2015-09.

Office/Division:	Shipyards Regulation Service (SRS)/ Shipyard Development & Licensing Division (SDLD)					
Classification:	Complex Transaction					
Type of Transaction:	G2B – Government to Business Entities					
Who may avail:	All Shipbuilders and Ship Repairers with shipyards					
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE			
1. Original Letter of Application;			Applicant			
2. Latest Financial Statement stamped received by BIR			Applicant			
3. Duly accomplished Data Sheet			Shipyards Regulation Service, Maritime Industry Authority			
4. Original License Certificate			Applicant			
NOTE:						
(a). Two (2) sets photocopies of each required document.						
(b). Electronic copy of documents may be submitted through the official SRS e-mail address or online application portal subject to pre-evaluation for issuance of Authority to Accept Payment (ATAP).						
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceeds to the SRS to submit the application with complete documentary requirements 1.1 Receives ATAP	1	Screens the completeness of the documents submitted based on the Checklist 1.1 Issues Authority to Accept Payment (ATAP) to applicant	None	25 minutes	SDLD Officer of the Day: <ul style="list-style-type: none">• Supervising SOS;• Senior SOS;• SOS II; or,• SOS I



2	Proceeds to the Cash Section, MFAS to pay for the fees and charges 2.1 Receives OR	2	Accepts payment 2.1 Issues Official Receipt (OR) to applicant	<table><tr><td colspan="2">FOR BB/R CLASS A</td></tr><tr><td>Inspection Fee</td><td>P 5,700.00</td></tr><tr><td></td><td></td></tr><tr><td>TOTAL</td><td>P 5,700.00</td></tr><tr><td colspan="2">FOR BB/R CLASS B</td></tr><tr><td>Inspection Fee</td><td>P 2,900.00</td></tr><tr><td></td><td></td></tr><tr><td>TOTAL</td><td>P 2,900.00</td></tr></table>	FOR BB/R CLASS A		Inspection Fee	P 5,700.00			TOTAL	P 5,700.00	FOR BB/R CLASS B		Inspection Fee	P 2,900.00			TOTAL	P 2,900.00	25 minutes	Administrative Officer V & III, Administrative Aide (Cash Section, MFAS)
FOR BB/R CLASS A																						
Inspection Fee	P 5,700.00																					
TOTAL	P 5,700.00																					
FOR BB/R CLASS B																						
Inspection Fee	P 2,900.00																					
TOTAL	P 2,900.00																					
3	Proceeds to the Central Receiving Unit (CRU), Records Section to officially receive the application 3.1 Receives stamped receiving copy of the application	3	Receives application and logs in the D-Tracks 3.1 Furnishes stamped receiving copy of the application 3.2 Forwards the application to SRS	None	25 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)																
4	No Activity	4	Reviews & assigns the application 4.1 Receives application & logs in the D-Tracks and prepares Routing	None	1 hour	SRS Administrative Staff: • Administrative Assistant III; or.																



			<p>Slip and forwards to Director</p> <p>4.2 Assigns application to concerned Division Chief</p> <p>4.3 Assigns application to to the SDLD Technical Inspector</p>			<ul style="list-style-type: none"> • Administrative Aide <p>Director II, SRS</p> <p>Chief, Shipping Operations Specialist, SDLD or OIC</p>
5	<p>Coordinates with the assigned SDLD Technical Inspector for the schedule of the inspection</p> <p>5.1 Accompanies the SDLD Technical Inspector for the conduct of inspection</p> <p>5.2 In the case of findings of deficiency/ non-conformity, the applicant receives a written notice of deficiency and shall</p>	5	<p>Inspects the facility per MARINA Circular 2015-09 and evaluates the application</p> <p>5.1 Prepares Official Business (OB) slip or Special Order (SO) depends upon the area of inspection and conducts facility inspection as per MC 2015-09</p> <p>5.2 In the case of findings of deficiency or non-conformity, informs the applicant of the deficiency or non-</p>	None	<p>13 hours (includes revisions, if any)</p> <p>Note: Inspection take 1 to 2 days exclusive of travel time depends on the location of the facility</p>	<p>Technical Inspectors:</p> <ul style="list-style-type: none"> • Supervising SOS; • Senior SOS; • SOS II; or, • SOS I



	be required to comply immediately upon receipt of notice. For the meantime, the application is held in abeyance and will proceed once the deficiency/ non-conformity is rectified.		<p>conformity, if any, in writing.</p> <p>5.3 Prepares the Inspection Report& Executive Brief, if compliant</p> <p>5.4 Submits the Inspection Report& Executive Brief to the SDLD Division Chief</p>			
6	No Activity	6	<p>Reviews the recommendation of the SDLD Technical Inspector</p> <p>6.1 Reviews and endorses the application to the SRS Director</p>	None	4 hours (includes revisions, if any)	Chief Shipping Operations Specialist, SDLD, SRS
			6.2 Reviews and approves the endorsement of BB/R License	None	4 hours	Director II, SRS
			6.3 Receives & logs in the D-Tracks and forwards the approved application to the	None	25 minutes	<p>SRS Administrative Staff:</p> <ul style="list-style-type: none"> • Administrative Assistant III; or.



			Records Section for releasing			• Administrative Aide
7	Proceeds to the Records Section, MFAS to claim the endorsed License Certificate 7.1 Receives the endorsed License Certificate	7	Logs out the approved application 7.1 Receives & logs in the D-Tracks 7.2 Releases the endorsed License Certificate	None	20 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)
END OF TRANSACTION					3 days,after inspection (Inspection take 1 to 2 days exclusive of travel time)	

NOTE: Licensing of BB/R is qualified under **MULTI-STAGE PROCESSING**.

Processing time includes waiting time and starts **AFTER INSPECTION** and with **NO** deficiencies/ non-conformities found on the application

In case, there are deficiencies/ non-conformities found, the applicant is immediately informed through a written notice and the application is held in abeyance until such time the deficiencies/ non-conformities are rectified. Hence, processing time starts when all deficiencies/ non-conformities are rectified.



SR-02 C. ISSUANCE/UPGRADING OF LICENSE FOR BOATBUILDERS/ REPAIRERS FOR CLASS C

A License Certificate issued to an entity intending to engage or engaging in boatbuilding/ repairing activities for Class C in the Philippines or upgrade/modernize its facility. The process involves inspection of the Entity's facility carried out by qualified technical personnel of SRS as per MC 2015-09. The License Certificate is valid for one (1) year renewable prior expiry of the License.

Office/Division:	Shipyards Regulation Service (SRS)/ Shipyard Development & Licensing Division (SDLD)	
Classification:	Complex Transaction	
Type of Transaction:	G2B – Government to Business Entities	
Who may avail:	All Shipbuilders and Ship Repairers with shipyards	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
NEW / ISSUANCE		
1. Original Letter of Application;		Applicant
2. Certificate of Registration with the SEC duly supported by Notarized Articles of Incorporation/ Partnership and By-Laws; OR Certificate of Business Name Registration from DTI with Bank Certification as proof of compliance to the capitalization; OR Certificate of Registration duly supported by Notarized Articles of Cooperation and By-Laws from CDA;		Security & Exchange Commission (SEC) or Department of Trade & Industry (DTI) or Cooperative Development Authority (CDA)
3. Valid Mayor's Permit OR Barangay Permit or equivalent; and,		Concerned Municipal or City Government Office or Barangay Hall
4. Duly accomplished Data Sheet.		Shipyards Regulation Service, Maritime Industry Authority
RENEWAL		
1. Original Letter of Application;		Applicant
2. Valid Mayor's Permit OR Barangay Permit or equivalent;		Concerned Municipal or City Government Office or Barangay Hall
3. Duly accomplished Data Sheet; and,		Shipyards Regulation Service, Maritime Industry Authority
4. Original License Certificate.		Applicant
NOTE: (a). Two (2) sets photocopies of each required document.		



(b). Electronic copy of documents may be submitted through the official SRS e-mail address or online application portal subject to pre-evaluation for issuance of Authority to Accept Payment (ATAP).

CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE															
1	Proceeds to the SRS to submit the application with complete documentary requirements 1.1 Receives ATAP	1	Screens the completeness of the documents submitted based on the Checklist 1.1 Issues Authority to Accept Payment (ATAP) to applicant	None		25 minutes	SDLD Officer of the Day: <ul style="list-style-type: none">• Supervising SOS;• Senior SOS;• SOS II; or,• SOS I															
2	Proceeds to the Cash Section, MFAS to pay for the fees and charges 2.1 Receives OR	2	Accepts payment 2.1 Issues Official Receipt (OR) to applicant	<table><tr><td colspan="3">FOR BB/R CLASS C</td></tr><tr><td colspan="3">NEW/ RENEWAL</td></tr><tr><td>Processing Fee</td><td>P</td><td>200.00</td></tr><tr><td>License Certificate</td><td>P</td><td>200.00</td></tr><tr><td>TOTAL</td><td></td><td>P 400.00</td></tr></table>		FOR BB/R CLASS C			NEW/ RENEWAL			Processing Fee	P	200.00	License Certificate	P	200.00	TOTAL		P 400.00	25 minutes	Administrative Officer V & III, Administrative Aide (Cash Section, MFAS)
FOR BB/R CLASS C																						
NEW/ RENEWAL																						
Processing Fee	P	200.00																				
License Certificate	P	200.00																				
TOTAL		P 400.00																				
3	Proceeds to the Central Receiving Unit (CRU), Records Section to officially receive the application	3	Receives application and logs in the D-Tracks	None		25 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)															



	3.1 Receives stamped receiving copy of the application		3.1 Furnishes stamped receiving copy of the application 3.2 Forwards the application to SRS			
4	No Activity	4	Reviews & assigns the application 4.1 Receives application & logs in the D-Tracks and prepares Routing Slip and forwards to Director 4.2 Assigns application to the concerned Division Chief 4.3 Assigns application to to the SDLD Technical Inspector	None	1 hour	SRS Administrative Staff: <ul style="list-style-type: none"> • Administrative Assistant III; or. • Administrative Aide Director II, SRS Chief, Shipping Operations Specialist, SDLD or OIC
5	Coordinates with the assigned SDLD Technical Inspector for the schedule of the inspection	5	Inspects the facility per MARINA Circular 2015-09 and evaluates the application	None	13 hours (includes revisions, if any)	Technical Inspectors: <ul style="list-style-type: none"> • Supervising SOS; • Senior SOS; • SOS II; or, • SOS I



	<p>5.1 Accompanies the SDLD Technical Inspector for the conduct of inspection</p> <p>5.2 In the case of findings of deficiency/ non-conformity, the applicant receives a written notice of deficiency and shall be required to comply immediately upon receipt of notice. For the meantime, the application is held in abeyance and will proceed once the deficiency/ non-conformity is rectified.</p>		<p>5.1 Prepares Official Business (OB) slip or Special Order (SO) depends upon the area of inspection and conducts facility inspection as per MC 2015-09</p> <p>5.2 In the case of findings of deficiency or non-conformity, informs the applicant of the deficiency or non-conformity, if any, in writing.</p> <p>5.3 Prepares the Inspection Report, Executive Brief and License Certificate, if compliant</p> <p>5.4 Submits the Inspection Report, Executive Brief and License Certificate to the SDLD Division Chief</p>		<p>Note: Inspection take 1 to 2 days exclusive of travel time depends on the location of the facility</p>	
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6	No Activity	6	Reviews the recommendation of the SDLD Technical Inspector	None	4 hours (includes revisions, if any)	Chief Shipping Operations Specialist, SDLD, SRS
			6.1 Reviews and endorses the application to the SRS Director			
			6.2 Reviews and recommends approval of the application for licensing of BB/R entity	None	4 hours (includes revisions, if any)	Director II, SRS
			6.3 Endorses the application to the Deputy Administrator for Operations			
			6.4 Approves and signs the License Certificate and forwards to SRS	None	4 hours	Deputy Administrator for Operations
			6.5 Receives & logs in the D-Tracks	None	25 minutes	SRS Administrative Staff:
			6.6 Forwards the approved application to the Records Section for releasing			<ul style="list-style-type: none">• Administrative Assistant III; or.• Administrative Aide



7	Proceeds to the Records Section, MFAS to claim the License Certificate	7	Logs out the approved application 7.1 Receives & logs in the D-Tracks 7.2 Releases the License Certificate	None	20 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)
END OF TRANSACTION					3 days, 4 hours after inspection (Inspection take 1 to 2 days exclusive of travel time)	

NOTE: Licensing of BB/R is under **MULTI-STAGE PROCESSING**.

Processing time includes waiting time and starts **AFTER INSPECTION** and with **NO** deficiencies/ non-conformities found on the application

In case, there are deficiencies/ non-conformities found, the applicant is immediately informed through a written notice and the application is held in abeyance until such time the deficiencies/ non-conformities are rectified. Hence, processing time starts when all deficiencies/ non-conformities are rectified.



SR-03 A. ISSUANCE/ RENEWAL OF LICENSE FOR AFLOAT SHIP REPAIRERS/SERVICE CONTRACTORS

A License Certificate issued to an entity without dry-docking facilities intending to engage or engaging in afloat ship repairs in the Philippines. The process involves inspection of the Entity's facility carried out by qualified technical personnel of SRS as per MC SR-2019-02. The License Certificate is valid for five (5) years, endorsed annually and renewable prior expiry of the License.

Office/Division:	Shipyards Regulation Service(SRS)/ Shipyard Development & Licensing Division(SDLD)	
Classification:	Complex Transaction	
Type of Transaction:	G2B – Government to Business Entities	
Who may avail:	All Afloat Ship Repairers/Service Contractors	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
NEW/ ISSUNACE		
1. Original Letter of Application;		Applicant
2. Certificate of Registration with the SEC duly supported by Notarized Articles of Incorporation/ Partnership and By-Laws; OR Certificate of Business Name from DTI; OR Certificate of Registration duly supported by Notarized Articles of Cooperation and By-Laws from CDA;		Security & Exchange Commission (SEC) or Department of Trade & Industry (DTI) or Cooperative Development Authority (CDA)
3. Alien Employment Permit issued by DOLE or BID (For Foreign National);		Department of Labor & Employment (DOLE) or Bureau of Immigration & Deportation (BID)
4. Proof of employment and Bio-data of Technical and Skilled Personnel;		Applicant
5. Proof of Trainings for Management, technical and skilled personnel;		Applicant
6. List/ Inventory of the Machineries/ equipment/ tools;		Applicant
7. Valid Mayor's Permit OR PEZA Certification including Fire Safety Inspection Certification from BFP or equivalent;		Concerned Municipal or City Government Office and Bureau of Fire Protection (BFP)
8. Copy of occupational Safety & Health (OSH) Accreditation/ Certification from DOLE; and,		DOLE
9. Duly accomplished Data Sheet.		Shipyards Regulation Service, Maritime Industry Authority



RENEWAL

1. Original Letter of Application;	Applicant
2. Valid Mayor’s Permit OR PEZA Certification including Fire Safety Inspection Certification from BFP or equivalent;	Concerned Municipal or City Government Office and Bureau of Fire Protection (BFP)
3. Latest Financial Statement stamped received by BIR;	Bureau of Internal Revenue (BIR)
4. Duly accomplished Data Sheet; and,	Shipyards Regulation Service, Maritime Industry Authority
5. Original License Certificate.	Applicant

NOTE:

(a). Two (2) sets photocopies of each required document.

(b). Electronic copy of documents may be submitted through the official SRS e-mail address or online application portal subject to pre-evaluation for issuance of Authority to Accept Payment (ATAP).

CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceeds to the SRS to submit the application with complete documentary requirements 1.1 Receives ATAP	1	Screens the completeness of the documents submitted based on the Checklist 1.1 Issues Authority to Accept Payment (ATAP) to applicant	None	25 minutes	SDLD Officer of the Day: <ul style="list-style-type: none">• Supervising SOS;• Senior SOS;• SOS II; or,• SOS I
2	Proceeds to the Cash Section, MFAS to pay for the fees and charges 2.1 Receives OR	2	Accepts payment 2.1 Issues Official Receipt (OR) to applicant		25 minutes	Administrative Officer V & III, Administrative Aide (Cash Section, MFAS)



				NEW/ RENEWAL Inspection Fee P 5,400.00 Processing Fee P 6,600.00 License Certificate P 500.00 TOTAL P 12,500.00			
3	Proceeds to the Central Receiving Unit (CRU), Records Section to official receive the application 3.1 Receives stamped receiving copy of the application	3	Receives application and logs in the D-Tracks 3.1 Furnishes stamped receiving copy of the application 3.2 Forwards the application to SRS	None		25 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)
4	No Activity	4	Reviews & assigns the application 4.1 Receives application & logs in the D-Tracks and prepares Routing Slip and forwards to Director	None		1 hour	SRS Administrative Staff: • Administrative Assistant III; or, • Administrative Aide Director II, SRS



			4.2 Assigns application to the concerned Division Chief 4.3 Assigns application to the SDLD Technical Inspector			Chief, Shipping Operations Specialist, SDLD or OIC
5	Coordinates with the assigned SDLD Technical Inspector for the schedule of the inspection 5.1 Accompanies the SDLD Technical Inspector for the conduct of inspection 5.2 In the case of findings of deficiency or non-conformity, the applicant receives written notice of deficiency and shall be required to comply immediately upon receipt of notice. For	5	Inspects the facility per MARINA Circular SR-2019-02 and evaluates the application 5.1 Prepares Official Business (OB) slip or Special Order (SO) depends upon the area of inspection and conducts facility inspection as per MC SR-2019-02 5.2 In the case of findings of deficiency or non-conformity, informs the applicant of the deficiency or non-conformity, if any, in writing.	None	13 hours (includes revisions, if any) Note: Inspection takes 1 to 2 days exclusive of travel time depends on the location of the facility	Technical Inspectors: <ul style="list-style-type: none">• Supervising SOS;• Senior SOS;• SOS II; or,• SOS I



	the meantime, the application is held in abeyance and will proceed once the deficiency/ non-conformity is rectified.		<p>5.3 Prepares the Inspection Report, Executive Brief and License Certificate, if compliant</p> <p>5.4 Submits the Inspection Report, Executive Brief and License Certificate to the SDLD Division Chief</p>			
6	No Activity	6	<p>Reviews the recommendation of the SDLD Technical Inspector</p> <p>6.1 Reviews and endorses the application to the SRS Director</p>	None	<p>4 hours (includes revisions, if any)</p>	Chief Shipping Operations Specialist, SDLD, SRS
			<p>6.2 Reviews and recommends approval of the application for licensing of ASR/SC entity</p> <p>6.3 Endorses the application to the</p>	None	<p>4 hours (includes revisions, if any)</p>	Director II, SRS



			Deputy Administrator for Operations			
			6.4 Approves and signs the License Certificate and forwards to SRS	None	4 hours	Deputy Administrator for Operations
			6.5 Receives & logs in the D-Tracks	None	25 minutes	SRS Administrative Staff: <ul style="list-style-type: none">• Administrative Assistant III; or.• Administrative Aide
			6.6 Forwards the approved application to the Records Section for releasing			
7	Proceeds to the Records Section, MFAS to claim the License Certificate	7	Logs out the approved application	None	20 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)
	7.1 Receives the License Certificate		7.1 Receives & logs in the D-Tracks			
			7.2 Releases the License Certificate			
END OF TRANSACTION					3 days, 4 hours after inspection (Inspection take 1 to 2 days)	



	exclusive of travel time)	
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NOTE: Licensing of ASR/SC is qualified under **MULTI-STAGE PROCESSING**.

Processing time includes waiting time and starts **AFTER INSPECTION** and with **NO** deficiencies/ non-conformities found on the application.

In case, there are deficiencies/ non-conformities found, the applicant is immediately informed through a written notice and the application is held in abeyance until such time the deficiencies/ non-conformities are rectified. Hence, processing time re-starts when all deficiencies/ non-conformities are rectified, in writing.



SR-03 B. ANNUAL ENDORSEMENT OF LICENSE FOR AFLOAT SHIP REPAIRERS/SERVICE CONTRACTORS

A License Certificate is endorsed annually during its five (5) year-validity after an inspection of the Entity's facility has been carried out by qualified technical personnel of SRS for the purpose of ensuring continuous compliance with MC SR-2019-02.

Office/Division:		Shipyards Regulation Service(SRS)/ Shipyard Development &Licensing Division(SDLD)				
Classification:		Complex Transaction				
Type of Transaction:		G2B – Government to Business Entities				
Who may avail:		All Afloat Ship Repairers/Service Contractors				
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE		
1. Original Letter of application;				Applicant		
2. Photocopy of the Latest Financial Statement stamped received by BIR;				Bureau of Internal Revenue (BIR)		
3. Original Duly Accomplished Data Sheet; and,				Shipyards Regulation Service, Maritime Industry Authority		
4. Original Valid License Certificate.				Applicant		
NOTE:						
(a). Two (2) sets photocopies of each required document.						
(b). Electronic copy of documents may be submitted through the official SRS e-mail address or online application portal subject to pre-evaluation for issuance of Authority to Accept Payment (ATAP).						
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceeds to the SRS to submit the application with complete documentary requirements 1.1 Receives ATAP	1	Screens the completeness of the documents submitted based on the Checklist 1.1 Issues Authority to Accept Payment (ATAP) to applicant	None	25 minutes	SDLD Officer of the Day: <ul style="list-style-type: none">• Supervising SOS;• Senior SOS;• SOS II; or,• SOS I



2	<p>Proceeds to the Cash Section, MFAS to pay for the fees and charges</p> <p>2.1 Receives OR</p>	2	<p>Accepts payment</p> <p>2.1 Issues Official Receipt (OR)to applicant</p>	<table><tr><td>Inspection Fee</td><td>P 5,400.00</td></tr><tr><td colspan="2"></td></tr><tr><td>TOTAL</td><td>P 5,400.00</td></tr></table>	Inspection Fee	P 5,400.00			TOTAL	P 5,400.00	25 minutes	Administrative Officer V & III, Administrative Aide (Cash Section, MFAS)
Inspection Fee	P 5,400.00											
TOTAL	P 5,400.00											
3	<p>Proceeds to the Central Receiving Unit (CRU), Records Section for receiving the application</p> <p>3.1 Receives stamped receiving copy of the application</p>	3	<p>Receives application and logs in the D-Tracks</p> <p>3.1 Furnishes stamped receiving copy of the application</p> <p>3.2 Forwards the application to SRS</p>	None	25 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)						



4	No Activity	4	<p>Reviews & assigns the application</p> <p>4.1 Receives application & logs in the D-Tracks and prepares Routing Slip and forwards to Director</p> <p>4.2 Assigns application to the concerned Division Chief</p> <p>4.3 Assigns application to the SDLD Technical Inspector</p>	None	1 hour	<p>SRS Administrative Staff:</p> <ul style="list-style-type: none"> • Administrative Assistant III; or. • Administrative Aide <p>Director II, SRS</p> <p>Chief, Shipping Operations Specialist, SDLD or OIC</p>
5	<p>Coordinates with the assigned SDLD Technical Inspector for the schedule of the inspection</p> <p>5.1 Accompanies the SDLD Technical Inspector for the conduct of inspection</p>	5	<p>Inspects the facility per MARINA Circular SR-2019-02 and evaluates the application</p> <p>5.1 Prepares Official Business (OB) slip or Special Order (SO) depends upon the area of inspection and conducts facility</p>	None	<p>13 hours (includes revisions, if any)</p> <p>Note: Inspection takes 1 to 2 days</p>	<p>Technical Inspectors:</p> <ul style="list-style-type: none"> • Supervising SOS; • Senior SOS; • SOS II; or, • SOS I



	<p>5.2 In the case of findings of deficiency or non-conformity, the applicant receives written notice of deficiency and shall be required to comply immediately upon receipt of notice. For the meantime, the application is held in abeyance and will proceed once the deficiency/ non-conformity is rectified.</p>		<p>inspection as per MC SR-2019-02</p> <p>5.2 In the case of findings of deficiency or non-conformity, informs the applicant of the deficiency or non-conformity, if any, in writing.</p> <p>5.3 Endorses & signs the original License Certificate, if compliant</p> <p>5.4 Prepares the Inspection Report and Executive Brief</p> <p>5.5 Submits the Inspection Report and Executive Brief to the SDLD Division Chief</p>		<p>exclusive of travel time depends on the location of the facility)</p>	
6	No Activity	6	<p>Reviews the recommendation of the SDLD Technical Inspector</p> <p>6.1 Reviews and endorses the</p>	None	<p>4 hours (includes revisions, if any)</p>	Chief Shipping Operations Specialist, SDLD, SRS



			application to the SRS Director			
			6.2 Reviews & approves the endorsement of the ASR/SC License	None	4 hours	Director II, SRS
			6.3 Receives and logs in the D-Tracks	None	25 minutes	SRS Administrative Staff:
			6.4 Forwards the approved application to the Records Section for releasing			<ul style="list-style-type: none"> • Administrative Assistant III; or. • Administrative Aide
7	Proceeds to the Records Section, MFAS to claim the endorsed License Certificate	7	Logs out the approved application 7.1 Receives & logs in the D-Tracks 7.2 Releases the endorsed License Certificate	None	20 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)
	7.1 Receives the endorsed License Certificate					
END OF TRANSACTION					3 days after inspection (Inspection take 1 to 2 days)	



	exclusive of travel time)	
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NOTE: Licensing of ASR/SC is qualified under **MULTI-STAGE PROCESSING**.

Processing time includes waiting time and starts **AFTER INSPECTION** and with no deficiencies/ non-conformities found on the application.

In case, there are deficiencies/ non-conformities found, the applicant is immediately informed through a written notice and the application is held in abeyance until such time the deficiencies/ non-conformities are rectified. Hence, processing time re-starts when all deficiencies/ non-conformities are rectified, in writing.



SR-04 A. REGISTRATION OF SHIPBREAKER/ SHIP RECYCLER

A Registration Certificate issued to an entity intending to engage or engaging in shipbreaking/ ship recycling activities in the Philippines for purposes of showing that the facility has been officially registered in the MARINA Book of Shipbreaking/ Ship Recycling Registry as per MC SR-2020-01.

Office/Division:	Shipyards Regulation Service(SRS)/ Shipyard Development &Licensing Division(SDLD)			
Classification:	Simple Transaction			
Type of Transaction:	G2B – Government to Business Entities			
Who may avail:	All Shipbuilders and Ship Repairers with shipyards, Shipbreakers/ Ship Recyclers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Original Letter of application; and,		Applicant		
2. Certificate of Registration with the SEC duly supported by Notarized Articles of Incorporation/ Partnership and By-Laws; OR Certificate of Business Name Registration from DTI with Bank Certification as proof of compliance to the capitalization; OR Certificate of Registration duly supported by Notarized Articles of Cooperation and By-Laws from CDA.		Security &Exchange Commission (SEC) or Department of Trade &Industry (DTI) or Cooperative Development Authority (CDA)		
NOTE:				
(a). Two (2) sets photocopies of each required document.				
(b). Electronic copy of documents may be submitted through the official SRS e-mail address or online application portal subject to pre-evaluation for issuance of Authority to Accept Payment (ATAP).				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1	Proceeds to the SRS to submit the application with complete documentary requirements 1.1 Receives ATAP	1	Screens the completeness of the documents submitted based on the Checklist 1.1 Issues Authority to Accept Payment (ATAP) to applicant	None	25 Minutes	SDLD Officer of the Day: <ul style="list-style-type: none">• Supervising SOS;• Senior SOS;• SOS II; or,• SOS I																
2	Proceeds to the Cash Section, MFAS to pay for the fees and charges 2.1 Receives OR with the application	2	Accepts payment 2.1 Issues Official Receipt (OR) with the application to applicant	<table><tr><td colspan="2">FOR SBK/ SRCCLASS A</td></tr><tr><td>Processing Fee</td><td>P 10,000.00</td></tr><tr><td></td><td></td></tr><tr><td>TOTAL</td><td>P 10,000.00</td></tr></table> <table><tr><td colspan="2">FOR SBK/ SRC CLASS B</td></tr><tr><td>Processing Fee</td><td>P 5,000.00</td></tr><tr><td></td><td></td></tr><tr><td>TOTAL</td><td>P 5,000.00</td></tr></table> Note: Fess & charges are based on MC SR 2020-01	FOR SBK/ SRCCLASS A		Processing Fee	P 10,000.00			TOTAL	P 10,000.00	FOR SBK/ SRC CLASS B		Processing Fee	P 5,000.00			TOTAL	P 5,000.00	25 Minutes	Administrative Officer V & III, Administrative Aide (Cash Section, MFAS)
FOR SBK/ SRCCLASS A																						
Processing Fee	P 10,000.00																					
TOTAL	P 10,000.00																					
FOR SBK/ SRC CLASS B																						
Processing Fee	P 5,000.00																					
TOTAL	P 5,000.00																					
3	Proceeds to the Central Receiving Unit (CRU), Records Section to officially receive the application 3.1 Receives stamped receiving copy of the application	3	Receives application and logs in the D-Tracks 3.1 Furnishes stamped receiving copy of the application	None	25 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)																



			3.2 Forwards the application to SRS			
4	No Activity	4	<p>Reviews & assigns the application</p> <p>4.1 Receives application & logs in the D-Tracks and prepares Routing Slip and forwards to Director</p> <p>4.2 Assigns application to the concerned Division Chief</p> <p>4.3 Assigns application to the SDLD Technical Inspector</p>	None	1 hour	<p>SRS Administrative Staff:</p> <ul style="list-style-type: none">• Administrative Assistant III; or.• Administrative Aide <p>Director II, SRS</p> <p>Chief, Shipping Operations Specialist, SDLD or OIC</p>
5	No Activity	5	<p>Evaluates the application</p> <p>5.1 Prepares the Evaluation Report, Executive Brief and Registration Certificate, if compliant</p>	None	9 hours (includes revisions, if any)	<p>Technical Inspectors:</p> <ul style="list-style-type: none">• Supervising SOS;• Senior SOS;• SOS II; or,• SOS I



			5.2 Submits the Evaluation Report, Executive Brief and Registration Certificate to the SDLD Division Chief			
6	No Activity	6	Reviews the recommendation of the SDLD Technical Inspector	None	4 hours (includes revisions, if any)	Chief Shipping Operations Specialist, SDLD, SRS
			6.1 Reviews and endorses the application to the SRS Director			
			6.2 Reviews and recommends approval of the application for Registration of SBK/ SRC entity	None	4 hours (includes revisions, if any)	Director II, SRS
			6.3 Endorses the application to the Deputy Administrator for Operations			
			6.4 Approves and signs the Registration Certificate and forwards to SRS	None	4 hours	Deputy Administrator for Operations



			6.5 Receives & logs in the D-Tracks 6.6 Forwards the approved application to the Records Section for releasing	None	25 minutes	SRS Administrative Staff: <ul style="list-style-type: none">• Administrative Assistant III; or.• Administrative Aide
7	Proceeds to the Records Section, MFAS to claim the Registration Certificate 7.1 Receives the Registration Certificate	7	Logs out the approved application 7.1 Receives & logs in the D-Tracks 7.2 Releases the Registration Certificate	None	20 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)
END OF TRANSACTION					3 days	

NOTE: Processing time includes waiting time and starts upon receipt of the application and with **NO** deficiencies/ non-conformities found on the application.



SR-04 B. ISSUANCE/UPGRADING/RENEWAL OF LICENSE FOR SHIPBREAKER/SHIP RECYCLER

A License Certificate issued to an entity intending to engage or engaging in shipbreaking/ship recycling activities in the Philippines or upgrade/modernize its facility. The process involves inspection of the Entity’s facility carried out by qualified technical personnel of SRS as per MC SR-2020-01. The License Certificate is valid for five (5) years, endorsed annually and renewable prior its expiry of the License.

Office/Division:	Shipyards Regulation Service(SRS)/ Shipyard Development &Licensing Division(SDLD)	
Classification:	Complex Transaction	
Type of Transaction:	G2B – Government to Business Entities	
Who may avail:	All Shipbuilders and Ship Repairers with shipyards, Shipbreakers/ Ship Recyclers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
NEW/ ISSUANCE		
1. Original Letter of application;		Applicant
2. Alien Employment Permit issued by DOLE or BID (For Foreign National);		Department of Labor &Employment (DOLE) or Bureau of Immigration &Deportation (BID)
3. Proof of employment and Bio-data of Technical and Skilled Personnel;		Applicant
4. Proof of ownership of yard OR Lease Contract minimum period for at least five (5) years (only in the case of entities leasing a shipbreaking/ ship recycling facility);		Applicant
5. Copy of Plans of the Shipbreaking and Ship Recycling Facilities including location map and list of machineries and equipment;		Applicant
6. Proof of Trainings for Management, technical and skilled personnel OR Certification from yard or any enterprises related to personnel expertise;		Applicant
7. Valid Mayor’s Permit OR PEZA Certification including Fire Safety Inspection Certification from BFP or equivalent;		Concerned Municipal or City Government Office and Bureau of Fire Protection (BFP)
8. Valid Environmental Compliance Certificate (ECC) Clearance or Certificate of Non-Coverage (CNC);		Environment Management Bureau (EMB), DENR
9. Copy of Occupational Safety & Health (OSH) Accreditation/ Certification from DOLE; and,		Occupational Safety & Health Center (OSHC), DOLE



10. Duly accomplished Data Sheet.	Shipyards Regulation Service, Maritime Industry Authority
RENEWAL	
14. Original Letter of application;	Applicant
15. Alien Employment Permit issued by DOLE or BID (For Foreign National);	Department of Labor & Employment (DOLE) or Bureau of Immigration & Deportation (BID)
16. Proof of employment and Bio-data of Technical and Skilled Personnel;	Applicant
17. Proof of ownership of yard OR Lease Contract minimum period for at least five (5) years (only in the case of entities leasing a shipbreaking/ ship recycling facility);	Applicant
18. Proof of Trainings for Management, technical and skilled personnel OR Certification from yard or any enterprises related to personnel expertise;	Applicant
19. Valid Mayor's Permit OR PEZA Certification including Fire Safety Inspection Certification from BFP or equivalent;	Concerned Municipal or City Government Office and Bureau of Fire Protection (BFP)
20. Valid Environmental Compliance Certificate (ECC) Clearance or Certificate of Non-Coverage (CNC);	Environment Management Bureau (EMB), DENR
21. Copy of Occupational Safety & Health (OSH) Accreditation/ Certification from DOLE;	Occupational Safety & Health Center (OSHC), DOLE
22. Copy of valid ISO 9001:2015 QMS Certificate with proof of accreditation of the Certification Body;	Concerned Certification Body accredited by the Philippine Accreditation Bureau (PAB) or Pacific Accreditation Cooperation (PAC)
23. Shipbreaking/ Ship Recycling Annual Report(s);	Applicant
24. Latest Audited Financial Statement stamped received by BIR;	Applicant
25. Duly accomplished Data Sheet; and,	Shipyards Regulation Service, Maritime Industry Authority
26. Original License Certificate.	Applicant
NOTE: (a). Two (2) sets photocopies of each required document.	



- (b). Electronic copy of documents may be submitted through the official SRS e-mail address or online application portal subject to pre-evaluation for issuance of Authority to Accept Payment (ATAP).
- (c). Pending applications of Alien Employment Permit, Environmental Compliance Certificate & OSH Accreditation/DOLE Certification due to process period of issuance, an **Oath of Undertaking** may be submitted enclosed with Certification from the issuing Agency that the company has already an ongoing application and/or **Official Receipt of the application** subject to post approval evaluation.

CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE																								
1	Proceeds to the SRS to submit the application with complete documentary requirements 1.1 Receives ATAP	1	Screens the completeness of the documents submitted based on the Checklist 1.1 Issues Authority to Accept Payment (ATAP) to applicant	None		25 minutes	SDLD Officer of the Day: <ul style="list-style-type: none">• Supervising SOS;• Senior SOS;• SOS II; or,• SOS I																								
2	Proceeds to the Cash Section, MFAS to pay for the fees and charges 2.1 Receives OR with the application	2	Accepts payment 2.1 Issues Official Receipt (OR) with the application to applicant	<table><tr><td colspan="2">FOR SBK / SRC CLASS A</td></tr><tr><td colspan="2">NEW/ RENEWAL</td></tr><tr><td>Inspection Fee</td><td>P 12,400.00</td></tr><tr><td>Processing Fee</td><td>P 34,400.00</td></tr><tr><td>License Certificate</td><td>P 500.00</td></tr><tr><td>TOTAL</td><td>P 47,300.00</td></tr><tr><td colspan="2">FOR SBK / SRC CLASS B</td></tr><tr><td colspan="2">NEW/ RENEWAL</td></tr><tr><td>Inspection Fee</td><td>P 9,300.00</td></tr><tr><td>Processing Fee</td><td>P 25,800.00</td></tr><tr><td>License Certificate</td><td>P 500.00</td></tr><tr><td>TOTAL</td><td>P 35,600.00</td></tr></table>		FOR SBK / SRC CLASS A		NEW/ RENEWAL		Inspection Fee	P 12,400.00	Processing Fee	P 34,400.00	License Certificate	P 500.00	TOTAL	P 47,300.00	FOR SBK / SRC CLASS B		NEW/ RENEWAL		Inspection Fee	P 9,300.00	Processing Fee	P 25,800.00	License Certificate	P 500.00	TOTAL	P 35,600.00	25 minutes	Administrative Officer V & III, Administrative Aide (Cash Section, MFAS)
FOR SBK / SRC CLASS A																															
NEW/ RENEWAL																															
Inspection Fee	P 12,400.00																														
Processing Fee	P 34,400.00																														
License Certificate	P 500.00																														
TOTAL	P 47,300.00																														
FOR SBK / SRC CLASS B																															
NEW/ RENEWAL																															
Inspection Fee	P 9,300.00																														
Processing Fee	P 25,800.00																														
License Certificate	P 500.00																														
TOTAL	P 35,600.00																														



				Note: Fess & charges are based on MC SR 2020-01		
3	Proceeds to the Central Receiving Unit (CRU), Records Section to officially receive the application 3.1 Receives stamped receiving copy of the application	3	Receives application and logs in the D-Tracks 3.1 Furnishes stamped receiving copy of the application 3.2 Forwards the application to SRS	None	25 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)
4	No Activity	4	Reviews & assigns the application 4.1 Receives application & logs in the D-Tracks and prepares Routing Slip and forwards to Director 4.2 Assigns application to the concerned Division Chief	None	1 hour	SRS Administrative Staff: <ul style="list-style-type: none">• Administrative Assistant III; or.• Administrative Aide Director II, SRS



			4.3 Assigns application to the SDLD Technical Inspector			Chief, Shipping Operations Specialist, SDLD or OIC
5	<p>Coordinates with the assigned SDLD Technical Inspector for the schedule of the inspection</p> <p>5.1 Accompanies the SDLD Technical Inspector for the conduct of inspection</p> <p>5.2 In the case of findings of deficiency or non-conformity, the applicant receives written notice of deficiency and shall be required to comply immediately upon receipt of notice. For the meantime, the application is held in abeyance and will</p>	5	<p>Inspects the facility per MARINA Circular MC 95and evaluates the application</p> <p>5.1 Prepares Official Business (OB) slip or Special Order (SO) depends upon the area of inspection and conducts facility inspection as per MC SR-2020-01</p> <p>5.2 In the case of findings of deficiency or non-conformity, informs the applicant of the deficiency or non-conformity, if any, in writing.</p> <p>5.3 Prepares the Inspection Report, Executive Brief and</p>	None	<p>13 hours (includes revisions, if any)</p> <p><i>(Note: Inspection take 1 to 2 days exclusive oftravel time depends on the location of the facility)</i></p>	<p>Technical Inspectors:</p> <ul style="list-style-type: none"> • Supervising SOS; • Senior SOS; • SOS II; or, • SOS I



	proceed once the deficiency/ non-conformity is rectified.		License Certificate , if compliant 5.4 Submits the Inspection Report, Executive Brief and License Certificate to the SDLD Division Chief			
6	No Activity	6	Reviews the recommendation of the SDLD Technical Inspector 6.1 Reviews and endorses the application to the SRS Director	None	4 hours (includes revisions, if any)	Chief Shipping Operations Specialist, SDLD, SRS
			6.2 Reviews and recommends approval of the application for licensing of SBK/SRC entity 6.3 Endorses the application to the Deputy Administrator for Operations	None	4 hours (includes revisions, if any)	Director II, SRS



			6.4 Approves and signs the License Certificate and forwards to SRS	None	4 hours	Deputy Administrator for Operations
			6.5 Receives & logs in the D-Tracks	None	25 minutes	SRS Administrative Staff: <ul style="list-style-type: none">• Administrative Assistant III; or.• Administrative Aide
			6.6 Forwards the approved application to the Records Section for releasing			
7	Proceeds to the Records Section, MFAS to claim the License Certificate	7	Logs out the approved application	None	20 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)
			7.1 Receives & logs in the D-Tracks			
	7.1 Receives the License Certificate		7.2 Releases the License Certificate			
END OF TRANSACTION					3 days, 4 hours after inspection Inspection takes 1 to 2 days exclusive of travel time	

NOTE: Licensing of SBK/SRC is qualified under **MULTI-STAGE PROCESSING**.



Processing time includes waiting time and starts **AFTER INSPECTION** and with no deficiencies/ non-conformities found on the application.

In case, there are deficiencies/ non-conformities found, the applicant is immediately informed through a written notice and the application is held in abeyance until such time the deficiencies/ non-conformities are rectified. Hence, processing time re-starts when all deficiencies/ non-conformities are rectified, in writing.



SR-04 C. ANNUAL ENDORSEMENT OF LICENSE FOR SHIPBREAKERS/SHIP RECYCLERS

A License Certificate is endorsed annually during its five (5) year-validity after an inspection of the Entity's facility has been carried out by qualified technical personnel of SRS for the purpose of ensuring continuous compliance with MC SR-2020-01.

Office/Division:	Shipyards Regulation Service(SRS)/ Shipyard Development &Licensing Division(SDLD)			
Classification:	Complex Transaction			
Type of Transaction:	G2B – Government to Business Entities			
Who may avail:	All Shipbuilders and Ship Repairers with shipyards, Shipbreakers/Ship Recyclers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Original Letter of application;		Applicant		
2. Copy of Valid Mayor’s Permit		Concerned Municipal or City Government Office		
3. Shipbreaking/ Ship Recycling Yard Annual Report(s)		Applicant		
4. Latest Audited Financial Statement stamped received by BIR		Applicant		
5. Duly accomplished Data Sheet		Shipyards Regulation Service, Maritime Industry Authority		
6. Original License Certificate		Applicant		
NOTE:				
(a). Two (2) sets photocopies of each required document.				
(b). Electronic copy of documents may be submitted through the official SRS e-mail address or online application portal subject to pre-evaluation for issuance of Authority to Accept Payment (ATAP).				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1	Proceeds to the SRS to submit the application with complete documentary requirements 1.1 Receives ATAP	1	Screens the completeness of the documents submitted based on the Checklist 1.1 Issues Authority to Accept Payment (ATAP) to applicant	None	25 minutes	SDLD Officer of the Day: <ul style="list-style-type: none">• Supervising SOS;• Senior SOS;• SOS II; or,• SOS I																
2	Proceeds to the Cash Section, MFAS to pay for the fees and charges 2.1 Receives OR with the application	2	Accepts payment 2.1 Issues Official Receipt (OR) with the application to applicant	<table><tr><td colspan="2">FOR SBK / SRC CLASS A</td></tr><tr><td>Inspection Fee</td><td>P 12,400.00</td></tr><tr><td></td><td></td></tr><tr><td>TOTAL</td><td>P 12,400.00</td></tr><tr><td colspan="2">FOR SBK / SRC CLASS B</td></tr><tr><td>Inspection Fee</td><td>P 9,300.00</td></tr><tr><td></td><td></td></tr><tr><td>TOTAL</td><td>P 9,300.00</td></tr></table> <p>Note: Fess & charges are based on MC SR-2020-01</p>	FOR SBK / SRC CLASS A		Inspection Fee	P 12,400.00			TOTAL	P 12,400.00	FOR SBK / SRC CLASS B		Inspection Fee	P 9,300.00			TOTAL	P 9,300.00	25 minutes	Administrative Officer V & III, Administrative Aide (Cash Section, MFAS)
FOR SBK / SRC CLASS A																						
Inspection Fee	P 12,400.00																					
TOTAL	P 12,400.00																					
FOR SBK / SRC CLASS B																						
Inspection Fee	P 9,300.00																					
TOTAL	P 9,300.00																					
3	Proceeds to the Central Receiving Unit (CRU), Records Section to officially receive the application 3.1 Receives stamped receiving copy of the application	3	Receives application and logs in the D-Tracks 3.1 Furnishes stamped receiving copy of the application	None	25 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)																



			3.2 Forwards the application to SRS			
4	No Activity	4	<p>Reviews & assigns the application</p> <p>4.1 Receives application & logs in the D-Tracks and prepares Routing Slip and forwards to Director</p> <p>4.2 Assigns application to the concerned Division Chief</p> <p>4.3 Assigns application to the SDLD Technical Inspector</p>	None	1 hour	<p>SRS Administrative Staff:</p> <ul style="list-style-type: none"> • Administrative Assistant III; or. • Administrative Aide <p>Director II, SRS</p> <p>Chief, Shipping Operations Specialist, SDLD or OIC</p>
5	<p>Coordinates with the assigned SDLD Technical Inspector for the schedule of the inspection</p> <p>5.1 Accompanies the SDLD Technical Inspector for the conduct of inspection</p>	5	<p>Inspects the facility per MARINA Circular MC SR-2020-01 and evaluates the application</p> <p>5.1 Prepares Official Business (OB) slip or Special Order (SO) depends upon</p>	None	<p>13 hours (includes revisions, if any)</p> <p><i>(Note: Inspection take 1 to 2 days)</i></p>	<p>Technical Inspectors:</p> <ul style="list-style-type: none"> • Supervising SOS; • Senior SOS; • SOS II; or, • SOS I



	5.2 In the case of findings of deficiency or non-conformity, the applicant receives written notice of deficiency and shall be required to comply immediately upon receipt of notice. For the meantime, the application is held in abeyance and will proceed once the deficiency/ non-conformity is rectified.		<p>the area of inspection and conducts facility inspection as per MC SR-2020-01</p> <p>5.2 In the case of findings of deficiency or non-conformity, informs the applicant of the deficiency or non-conformity, if any, in writing.</p> <p>5.3 Prepares the Inspection Report& Executive Brief, if compliant</p> <p>5.4 Submits the Inspection Report& Executive Brief to the SDLD Division Chief</p>		<i>exclusive of travel time depends on the location of the facility)</i>	
6	No Activity	6	<p>Reviews the recommendation of the SDLD Technical Inspector</p> <p>6.1 Reviews and endorses the application to the SRS Director</p>	None	4 hours (includes revisions, if any)	Chief Shipping Operations Specialist, SDLD, SRS



			6.2 Reviews and approves the endorsement of SBK/SRC License	None	4 hours	Director II, SRS
			6.3 Receives & logs in the D-Tracks 6.4 Forwards the approved application to the Records Section for releasing	None	25 minutes	SRS Administrative Staff: <ul style="list-style-type: none">• Administrative Assistant III; or.• Administrative Aide
7	Proceeds to the Records Section, MFAS to claim the endorsed License Certificate 7.1 Receives the endorsed License Certificate	7	Logs out the approved application 7.1 Receives & logs in the D-Tracks 7.2 Releases the endorsed License Certificate	None	20 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)
END OF TRANSACTION					3 days, after inspection (Inspection takes 1 to 2 days exclusive of travel time)	



NOTE: Licensing of SBK/SRC is qualified under **MULTI-STAGE PROCESSING**.

Processing time includes waiting time and starts **AFTER INSPECTION** and with no deficiencies/ non-conformities found on the application.

In case, there are deficiencies/ non-conformities found, the applicant is immediately informed through a written notice and the application is held in abeyance until such time the deficiencies/ non-conformities are rectified. Hence, processing time re-starts when all deficiencies/ non-conformities are rectified, in writing.



SR-04 D. AUTHORITY TO IMPORT VESSEL FOR SHIPBREAKING/ SHIP RECYCLING PURPOSES

MARINA issues authority to import vessel for shipbreaking/ship recycling purposes upon compliance with the requirements of MARINA Circular No. SR-2020-01.

Office/Division:	Shipyards Regulation Service(SRS)/ Shipyards Development & Licensing Division(SDLD)	
Classification:	Simple Transaction	
Type of Transaction:	G2B – Government to Business Entities	
Who may avail:	All Shipbuilders, Shipbreakers/ Ship Recyclers, Boabuilders, Shipowners, Operators, Agents	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
PRE-APPROVAL		
1. Original Letter of application including request for endorsement to DFA for issuance of Provisional Certificate of Philippine Registry, if necessary;	Applicant	
2. General Arrangement Plan;	Applicant	
3. Memorandum of Agreement (MOA) or Deed of Sale (DOS);	Applicant	
4. Latest Certificate of Good Standing or Company Seal of the Registered Owner;	SEC	
5. Board Resolution/Power of Attorney authorizing the signatories to enter into and sign the MOA or DOS in behalf of the Registered Owner;	Applicant	
6. Duly notarized Board Resolution, certified by the Board Secretary authorizing the filling of the application and designating the official representative to represent the company;	Applicant	
7. Copy of Valid Original CVR; and,	Applicant	
8. Inventory/ List of Onboard Hazardous Wastes	Applicant	
9. Insurance	Applicant's Issuance Provider/ Agent	
POST APPROVAL		
1. Certificate of Deletion of the vessel's registry, duly	Applicant	



notarized/authenticated at the nearest Phil. Consulate/Embassy in the state of registry;															
2. Duly Notarized/ Authenticated MOA or DOS;		Applicant													
3. Protocol of Delivery and Acceptance; and,		Applicant													
4. Import Entry and Internal Revenue Declaration and Proof of Payment of the Import Duties and Taxes from the BUCUS. (original receipts shall be presented for verification purposes)		Applicant													
NOTE:															
(a). Two (2) sets photocopies of each required document.															
(b). Electronic copy of documents may be submitted through the official SRS e-mail address or online application portal subject to pre-evaluation for issuance of Authority to Accept Payment (ATAP).															
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE								
1	Proceeds to the SRS to submit the application with complete documentary requirements 1.1 Receives ATAP	1	Screens the completeness of the documents submitted based on the Checklist 1.1 Issues Authority to Accept Payment (ATAP) to applicant	None		25 minutes	SDLD Officer of the Day: <ul style="list-style-type: none">• Supervising SOS;• Senior SOS;• SOS II; or,• SOS I								
2	Proceeds to the Cash Section, MFAS to pay for the fees and charges 2.1 Receives OR	2	Accepts payment 2.1 Issues Official Receipt (OR) to applicant	For Below 1000 GT <table><tr><th>Ship Age</th><th>Fees & Charges</th></tr><tr><td>Less than 10 years old</td><td>P 9,400.00</td></tr><tr><td>11-14 years old</td><td>P 14,000.00</td></tr><tr><td>15-20 years old</td><td>P 18,700.00</td></tr></table>		Ship Age	Fees & Charges	Less than 10 years old	P 9,400.00	11-14 years old	P 14,000.00	15-20 years old	P 18,700.00	25 minutes	Administrative Officer V & III, Administrative Aide (Cash Section, MFAS)
Ship Age	Fees & Charges														
Less than 10 years old	P 9,400.00														
11-14 years old	P 14,000.00														
15-20 years old	P 18,700.00														



				<table><tr><td>Above 20 years old</td><td>P 26,200.00</td></tr></table> For 1000 GT and above <table><tr><th>Ship Age</th><th>Fees & Charges</th></tr><tr><td>Less than 10 years old</td><td>P 13,100.00</td></tr><tr><td>11-14 years old</td><td>P 19,600.00</td></tr><tr><td>15-20 years old</td><td>P 26,200.00</td></tr><tr><td>Above 20 years old</td><td>P 32,800.00</td></tr></table> Note: Fess & charges based on MC SR-2020-01	Above 20 years old	P 26,200.00	Ship Age	Fees & Charges	Less than 10 years old	P 13,100.00	11-14 years old	P 19,600.00	15-20 years old	P 26,200.00	Above 20 years old	P 32,800.00		
Above 20 years old	P 26,200.00																	
Ship Age	Fees & Charges																	
Less than 10 years old	P 13,100.00																	
11-14 years old	P 19,600.00																	
15-20 years old	P 26,200.00																	
Above 20 years old	P 32,800.00																	
3	Proceeds to the Central Receiving Unit (CRU), Records Section to official receive the application 3.1 Receives stamped receiving copy of the application	3	Receives application and logs in the D-Tracks 3.1 Furnishes stamped receiving copy of the application 3.2 Forwards the application to SRS	None	25 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)												
4	No Activity	4	Reviews & assigns the application	None	1 hour													



			<p>4.1 Receives application & logs in the D-Tracks and prepares Routing Slip and forwards to Director</p> <p>4.2 Assigns application to the concerned Division Chief</p> <p>4.3 Assigns application to the SDLD Technical Evaluator</p>			<p>SRS Administrative Staff:</p> <ul style="list-style-type: none"> • Administrative Assistant III; or, • Administrative Aide <p>Director II, SRS</p> <p>Chief, Shipping Operations Specialist, SDLD or OIC</p>
5	<p>No Activity</p> <p>5.1 In the case of findings of deficiency or non-conformity, the applicant receives written notice of deficiency and shall be required to comply immediately upon receipt of notice. For the meantime, the</p>	5	<p>Evaluates the application</p> <p>5.1 Reviews submitted documents</p> <p>5.2 In the case of findings of deficiency or non-conformity, informs the applicant of the deficiency or non-conformity, if any, in writing.</p> <p>5.3 Prepares the Evaluation Report,</p>	None	<p>9 hours (includes revisions, if any)</p>	<p>Technical Evaluator:</p> <ul style="list-style-type: none"> • Supervising SOS; • Senior SOS; • SOS II; or, • SOS I



	application is held in abeyance and will proceed once the deficiency/ non-conformity is rectified.		Executive Brief and Letter Approval , if compliant			
			5.4 Submits the Evaluation Report, Executive Brief and Letter Approval to the SDLD Division Chief			
6	No Activity	6	Reviews the recommendation of the SDLD Technical Evaluator	None	4 hours (includes revisions, if any)	ChiefShipping OperationsSpecialist, SDLD, SRS or OIC
			6.1 Reviews and endorses the application to the SRS Director			
			6.2 Reviews and recommends approval for the importation of Vessel for shipbreaking/ship recycling Purposes	None	4 hours (includes revisions, if any)	Director II, SRS
			6.3 Endorses the application to the Deputy Administrator for Operations			



			6.4 Approves and signs the Letter Approval and forwards to SRS	None	4 hours	Deputy Administrator for Operations
			6.5 Receives & logs in the D-Tracks	None	25 minutes	SRS Administrative Staff: <ul style="list-style-type: none"> • Administrative Assistant III; or. • Administrative Aide
			6.6 Forwards the approved application to the Records Section for releasing			
7	Proceeds to the Records Section, MFAS to claim the Letter Approval 7.1 Receives the Letter Approval	7	Logs out the approved application 7.1 Receives & logs in the D-Tracks 7.2 Releases the Letter Approval	None	20 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)
END OF TRANSACTION					3 days	

NOTE: Processing time includes waiting time and starts with **NO** deficiencies/ non-conformities found on the application.

In case, there are deficiencies/ non-conformities found, the applicant is immediately informed through a written notice and the application is held in abeyance until such time the deficiencies/ non-conformities are rectified. Hence, processing time re-starts when all deficiencies/ non-conformities are rectified, in writing.



SR-04 E. SHIPBREAKING/ SHIP RECYCLING PLANS APPROVAL

The MARINA shall approve the plan of all ships to be dismantled, recycled in the Philippines under MC SR-2020-01.

Office/Division:		Shipyards Regulation Service(SRS)/ Shipyard Development & Licensing Division(SDLD)							
Classification:		Complex Transaction							
Type of Transaction:		G2B – Government to Business Entities							
Who may avail:		Ship Owners/ Operators/ Charterers/ Managers of Philippine Registered Ships							
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE					
1. Original Letter of Application;				Applicant					
2. Ship-specific Shipbreaking/ Ship Recycling Plan based on the guidelines for the Development of the SRP per IMO Res.MEPC.196(62)				Applicant					
NOTE:									
(a). Two (2) sets photocopies of each required document.									
(b). Electronic copy of documents may be submitted through the official SRS e-mail address or online application portal subject to pre-evaluation for issuance of Authority to Accept Payment (ATAP).									
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE		
1	Proceeds to the SRS to submit the application with complete documentary requirements 1.1 Receives ATAP	1	Screens the completeness of the documents submitted based on the Checklist 1.1 Issues Authority to Accept Payment (ATAP) to applicant	None		25 minutes	SDLD Officer of the Day: <ul style="list-style-type: none">• Supervising SOS;• Senior SOS;• SOS II; or,• SOS I		
2	Proceeds to the Cash Section, MFAS to pay for the fees and charges	2	Accepts payment	For Below 1000 GT <table><tr><td>Ship Age</td><td>Fees & Charges</td></tr></table>		Ship Age	Fees & Charges	25 minutes	Administrative Officer V & III, Administrative Aide
Ship Age	Fees & Charges								



	2.1 Receives OR with the application		2.1 Issues Official Receipt (OR) with the application to applicant	<table><tr><td>Less than 10 years old</td><td>P 2,500.00</td></tr><tr><td>11-14 years old</td><td>P 3,000.00</td></tr><tr><td>15-20 years old</td><td>P 3,500.00</td></tr><tr><td>Above 20 years old</td><td>P 4,000.00</td></tr></table> <p>For 1000 GT and above</p> <table><tr><td>Ship Age</td><td>Fees & Charges</td></tr><tr><td>Less than 10 years old</td><td>P 4,500.00</td></tr><tr><td>11-14 years old</td><td>P 5,000.00</td></tr><tr><td>15-20 years old</td><td>P 5,500.00</td></tr><tr><td>Above 20 years old</td><td>P 6,000.00</td></tr></table> <p>Note: Fess & charges based on MC SR-2020-01</p>	Less than 10 years old	P 2,500.00	11-14 years old	P 3,000.00	15-20 years old	P 3,500.00	Above 20 years old	P 4,000.00	Ship Age	Fees & Charges	Less than 10 years old	P 4,500.00	11-14 years old	P 5,000.00	15-20 years old	P 5,500.00	Above 20 years old	P 6,000.00		(Cash Section, MFAS)
Less than 10 years old	P 2,500.00																							
11-14 years old	P 3,000.00																							
15-20 years old	P 3,500.00																							
Above 20 years old	P 4,000.00																							
Ship Age	Fees & Charges																							
Less than 10 years old	P 4,500.00																							
11-14 years old	P 5,000.00																							
15-20 years old	P 5,500.00																							
Above 20 years old	P 6,000.00																							
3	Proceeds to the Central Receiving Unit (CRU), Records Section to official receive the application 3.1 Receives stamped receiving copy of the application	3	Receives application and logs in the D-Tracks 3.1 Furnishes stamped receiving copy of the application 3.2 Forwards the application to SRS	None	25 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)																		



4	No Activity	4	<p>Reviews & assigns the application</p> <p>4.1 Receives application & logs in the D-Tracks and prepares Routing Slip and forwards to Director</p> <p>4.2 Assigns application to the concerned Division Chief</p> <p>4.3 Assigns application to the SDLD Technical Evaluator</p>	None	1 hour	<p>SRS Administrative Staff:</p> <ul style="list-style-type: none"> • Administrative Assistant III; or. • Administrative Aide <p>Director II, SRS</p> <p>Chief, Shipbuilding Specialist, SDLD, SRS or OIC</p>
5	<p>No Activity</p> <p>5.1 In the case of findings of deficiency or non-conformity, the applicant receives a written notice of</p>	5	<p>Evaluates the application</p> <p>5.1 Reviews the Ship-specific Shipbreaking/ Ship Recycling Plan(SRP) based on IMO Res.MEPC.196(62)</p> <p>5.2 In the case of findings of deficiency or non-conformity, informs the applicant of the</p>	None	<p>21 hours (Note: includes revisions, if any)</p>	<p>Technical Inspectors:</p> <ul style="list-style-type: none"> • Supervising SOS; • Senior SOS; • SOS II; or, • SOS I



	deficiency and shall be required to comply immediately upon receipt of notice. For the meantime, the application is held in abeyance and will proceed once the deficiency/ non-conformity is rectified.		<p>deficiency or non-conformity, if any, in writing.</p> <p>5.3 Recommends approval of the SRP and signs on each sheet of the plan, if compliant</p> <p>5.4 Prepares the Evaluation Report, Executive Brief and Letter of Approval</p> <p>5.5 Submits the Evaluation Report, Executive Brief and Letter of Approval to the SDLD Division Chief</p>			
6	No Activity	6	<p>Reviews the recommendation of the SDLD Technical Evaluator</p> <p>6.1 Reviews the documents and signs the SRP plan</p>	None	4 hours (Note: includes revisions, if any)	ChiefShipbuilding Specialist, SDLD, SRS or OIC



			6.2 Endorses the application to the SRS Director			
			6.3 Reviews & approves the application	None	4 hours	Director II, SRS
			6.4 Signs on each sheet of the SRP and the Letter of Approval			
			6.5 Receives & logs in the D-Tracks	None	25 minutes	SRS Administrative Staff: <ul style="list-style-type: none">• Administrative Assistant III; or.• Administrative Aide
			6.6 Forwards the approved application to the Records Section for releasing			
7	Proceeds to the Records Section, MFAS to claim the Approved SRP& Letter of Approval	7	Logs out the approved application	None	20 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)
			7.1 Receives & logs in the D-Tracks			
			7.2 Releases the Approved SRP& Letter of Approval			
	7.1 Receives the Approved SRP& Letter of Approval					
END OF TRANSACTION					4 days	

NOTE: Processing time includes waiting time and starts with **NO** deficiencies/ non-conformities found on the application.



SR-04 F. ISSUANCE OF SHIPBREAKING/ SHIP RECYCLING PERMIT PRIOR DISMANTLING OF SHIPS

A Shipbreaking/ Ship Recycling Permit is an authority that allows a shipbreaking/ recycling facility to proceed with the dismantling/ recycling project in accordance with MC SR-2020-01.

Office/Division:	Shipyards Regulation Service(SRS)/ Shipyard Development & Licensing Division(SDLD)	
Classification:	Complex Transaction	
Type of Transaction:	G2B – Government to Business Entities	
Who may avail:	All Shipbuilders, Boabuilders, Shipowners, Operators, Shipbreakers/ Ship Recyclers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
REGULAR PERMIT		
1. Original Letter of Application including request for periodic survey;	Applicant	
2. Certificate of Deletion or Duly Notarized Shipbreaking/ Ship Recycling Purchase Contract;	Applicant	
3. Approved Ship-specific Shipbreaking/ Ship Recycling Plan;	Applicant	
4. Certificate of Inventory of Hazardous Materials; and,	Applicant	
5. Proof of Compliance to Post-Approval Conditions (for imported ships for shipbreaking).	Shipyards Regulation Service, MARINA	
SPECIAL PERMIT (FOR ON-SITE SHIPBREAKING)		
5. Original Letter of Application including request for periodic survey;	Applicant	
6. Certificate of Deletion or Duly Notarized Shipbreaking/ Ship Recycling Purchase Contract;	Applicant	
7. Approved Ship-specific Shipbreaking/ Ship Recycling Plan;	Applicant	
8. Certificate of Inventory of Hazardous Materials; and,	Applicant	
9. Clearance from PCG, LGU and DENR	PCG, LGU, DENR	
NOTE:		
(a). Two (2) sets photocopies of each required document.		



(b). Electronic copy of documents may be submitted through the official SRS e-mail address or online application portal subject to pre-evaluation for issuance of Authority to Accept Payment (ATAP).

CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE																
1	Proceeds to the SRS to submit the application with complete documentary requirements 1.1 Receives ATAP	1	Screens the completeness of the documents submitted based on the Checklist 1.1 Issues Authority to Accept Payment (ATAP) to applicant	None		25 minutes	SDLD Officer of the Day: <ul style="list-style-type: none">• Supervising SOS;• Senior SOS;• SOS II; or,• SOS I																
2	Proceeds to the Cash Section, MFAS to pay for the fees and charges 2.1 Receives OR	2	Accepts payment 2.1 Issues Official Receipt (OR) to applicant	For Below 1000 GT <table><tr><th>Ship Age</th><th>Fees &Charges</th></tr><tr><td>Less than 10 years old</td><td>P 9,400.00</td></tr><tr><td>11-14 years old</td><td>P 14,000.00</td></tr><tr><td>15-20 years old</td><td>P 18,700.00</td></tr><tr><td>Above 20 years old</td><td>P 26,200.00</td></tr></table> For 1000 GT and above <table><tr><th>Ship Age</th><th>Fees & Charges</th></tr><tr><td>Less than 10 years old</td><td>P 13,100.00</td></tr><tr><td>11-14 years old</td><td>P 19,600.00</td></tr></table>		Ship Age	Fees &Charges	Less than 10 years old	P 9,400.00	11-14 years old	P 14,000.00	15-20 years old	P 18,700.00	Above 20 years old	P 26,200.00	Ship Age	Fees & Charges	Less than 10 years old	P 13,100.00	11-14 years old	P 19,600.00	25 minutes	Administrative Officer V & III, Administrative Aide (Cash Section, MFAS)
Ship Age	Fees &Charges																						
Less than 10 years old	P 9,400.00																						
11-14 years old	P 14,000.00																						
15-20 years old	P 18,700.00																						
Above 20 years old	P 26,200.00																						
Ship Age	Fees & Charges																						
Less than 10 years old	P 13,100.00																						
11-14 years old	P 19,600.00																						



				<table><tr><td>15-20 years old</td><td>P 26,200.00</td></tr><tr><td>Above 20 years old</td><td>P 32,800.00</td></tr></table> Note: Fess & charges based on MC SR-2020-01	15-20 years old	P 26,200.00	Above 20 years old	P 32,800.00		
15-20 years old	P 26,200.00									
Above 20 years old	P 32,800.00									
3	Proceeds to the Central Receiving Unit (CRU), Records Section to official receive the application 3.1 Receives stamped receiving copy of the application	3	Receives application and logs in the D-Tracks 3.1 Furnishes stamped receiving copy of the application 3.2 Forwards the application to SRS	None	25 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)				
4	No Activity	4	Reviews & assigns the application 4.1 Receives application & logs in the D-Tracks and prepares Routing Slip and forwards to Director	None	1 hour	SRS Administrative Staff: <ul style="list-style-type: none">• Administrative Assistant III; or,• Administrative Aide				



			4.2 Assigns application to the concerned Division Chief			Director II, SRS
			4.3 Assigns application to the SDLD Technical Evaluator			Chief, Shipbuilding Specialist, SDLD or OIC
5	No Activity	5	Evaluates the application	None	15 hours (includes revisions, if any)	Technical Inspectors: <ul style="list-style-type: none">• Supervising SOS;• Senior SOS;• SOS II; or,• SOS I
	5.1 In the case of findings of deficiency or non-conformity, the applicant receives written notice of deficiency and shall be required to comply immediately upon receipt of notice. For the meantime, the application is held in abeyance and will proceed once the deficiency/ non-conformity is rectified.		5.1 Reviews submitted documents			
			5.2 In the case of findings of deficiency or non-conformity, informs the applicant of the deficiency or non-conformity, if any, in writing.			
			5.3 Prepares the Evaluation Report, Executive Brief and Shipbreaking/ Recycling Permit , if compliant			
			5.4 Submits the Evaluation Report, Executive Brief and			



			Shipbreaking/ Recycling Permit to the SDLD Division Chief			
6	No Activity	6	Reviews the recommendation of the SDLD Technical Evaluator	None	4 hours (includes revisions, if any)	ChiefShipbuilding Specialist, SDLD, SRS or OIC
			6.1 Reviews and endorses the application to the SRS Director			
			6.2 Reviews and recommends approval of the Shipbreaking/ Recycling Permit			Director II, SRS
			6.3 Endorses the application to the Deputy Administrator for Operations			
			6.4 Approves and signs the Permit and forwards to SRS	None	4 hours	Deputy Administrator for Operations
			6.5 Receives & logs in the D-Tracks	None	25 minutes	SRS Administrative Staff:



			6.6 Forwards the approved application to the Records Section for releasing			<ul style="list-style-type: none">• Administrative Assistant III; or.• Administrative Aide
7	Proceeds to the Records Section, MFAS to claim the approved Permit 7.1 Receives the approved Permit	7	Logs out the approved application 7.1 Receives & logs in the D-Tracks 7.2 Releases the approved Permit	None	20 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)
END OF TRANSACTION					3 days, 6 hours	

NOTE: Processing time includes waiting time and starts with **NO** deficiencies/ non-conformities found on the application.

In case, there are deficiencies/ non-conformities found, the applicant is immediately informed through a written notice and the application is held in abeyance until such time the deficiencies/ non-conformities are rectified. Hence, processing time re-starts when all deficiencies/ non-conformities are rectified, in writing.



SR-09. ISSUANCE OF SHIPBUILDING/ BOATBUILDING PERMIT PRIOR CONSTRUCTION, CONVERSION, ALTERATION, MODIFICATION OR RE-BUILDING OF SHIPS

A Shipbuilding or Boatbuilding Permit is an authority that allows a shipyard to proceed with the ship construction, conversion, alteration, modification or re-building project in accordance with MC 104, MC 2015-07 and MC 2018-02 as amended.

Office/Division:	Shipyards Regulation Service(SRS)/ Naval Architecture & Marine Engineering Division(NAMED)	
Classification:	Complex Transaction	
Type of Transaction:	G2B – Government to Business Entities	
Who may avail:	All Shipbuilders, Boabuilders, Shipowners, Operators	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
PRE-APPROVAL		
1. Original Letter of Application;		Applicant
2. General Particulars of the Vessel to be constructed specifically Length, Breadth, Depth, Draft, Main Engine, Tonnage, Capacity of onboard gears (if any) and Speed;		Applicant
3. Duly Notarized Memorandum of Agreement (MOA) between the Shipbuilder and the Applicant/ Company;		Applicant
4. Quotation for Machinery/ Vessel & Breakdown of Cost; and,		Applicant
5. General Arrangement Plan of the Vessel to be constructed.		Applicant
POST APPROVAL		
1. Builder's Certificate; and,		Applicant
2. Certification from Classification Society that the vessel was constructed in accordance with the standards/ rules and regulations of the Classification Society.		Applicant
NOTE:		
(a). Two (2) sets photocopies of each required document.		



(b). Electronic copy of documents may be submitted through the official SRS e-mail address or online application portal subject to pre-evaluation for issuance of Authority to Accept Payment (ATAP).					
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PERSON RESPONSIBLE
1	Proceeds to the SRS to submit the application with complete documentary requirements 1.1 Receives ATAP	1	Screens the completeness of the documents submitted based on the Checklist 1.1 Issues Authority to Accept Payment (ATAP) to applicant	None	25 minutes NAMED Officer of the Day: • Supervising SBS; • Engineer III; • Senior SBS; • Engineer II; • SBS II; or, • SBS I
2	Proceeds to the Cash Section, MFAS to pay for the fees and charges 2.1 Receives OR	2	Accepts payment 2.1 Issues Official Receipt (OR) to applicant	Shipbuilding or Boatbuilding Permit (Authority to Acquire Ship Thru Local Constriction): P 12,400.00 per ship Note: Fess & charges based on MC 2015-05	25 minutes Administrative Officer V & III, Administrative Aide (Cash Section, MFAS)
3	Proceeds to the Central Receiving Unit (CRU), Records Section to official receive the application	3	Receives application and logs in the D-Tracks	None	25 minutes Administrative Aide IV, III, II & I (Records Section, MFAS)



	3.1 Receives stamped receiving copy of the application		3.1 Furnishes stamped receiving copy of the application 3.2 Forwards the application to SRS			
4	No Activity	4	Reviews & assigns the application 4.1 Receives application & logs in the D-Tracks and prepares Routing Slip and forwards to Director 4.2 Assigns application to concerned Division Chief 4.3 Assigns application to the NAMED Technical Evaluator	None	1 hour	SRS Administrative Staff: <ul style="list-style-type: none"> • Administrative Assistant III; or, • Administrative Aide Director II, SRS Chief, Shipbuilding Specialist, NAMED or OIC
5	No Activity	5	Evaluates the application 5.1 Reviews submitted documents	None	15 hours (includes revisions, if any)	Technical Evaluator: <ul style="list-style-type: none"> • Supervising SBS; • Engineer III; • Senior SBS; • Engineer II • SBS II; or,



	<p>5.1 In the case of findings of deficiency or non-conformity, the applicant receives written notice of deficiency and shall be required to comply immediately upon receipt of notice. For the meantime, the application is held in abeyance and will proceed once the deficiency/ non-conformity is rectified.</p>		<p>5.2 In the case of findings of deficiency or non-conformity, informs the applicant of the deficiency or non-conformity, if any, in writing.</p> <p>5.3 Prepares the Evaluation Report, Executive Brief and Shipbuilding/ Boatbuilding Permit, if compliant</p> <p>5.4 Submits the Evaluation Report, Executive Brief and Shipbuilding/ Boatbuilding Permit to the NAMED Division Chief</p>			<ul style="list-style-type: none">• SBS I
6	No Activity	6	<p>Reviews the recommendation of the NAMED Technical Evaluator</p> <p>6.1 Reviews and endorses the</p>	None	4 hours (includes revisions, if any)	ChiefShipbuilding Specialist, NAMED, SRS or OIC



			application to the SRS Director			
			6.2 Reviews and recommends approval of the Shipbuilding/ Boatbuilding Permit 6.3 Endorses the application to the Deputy Administrator for Operations	None	4 hours (includes revisions, if any)	Director II, SRS
			6.4 Approves and signs the Permit and forwards to SRS	None	4 hours	Deputy Administrator for Operations
			6.5 Receives & logs in the D-Tracks 6.6 Forwards the approved application to the Records Section for releasing	None	25 minutes	SRS Administrative Staff: • Administrative Assistant III; or. • Administrative Aide
7	Proceeds to the Records Section, MFAS to claim the approved Permit	7	Logs out the approved application 7.1 Receives & logs in the D-Tracks	None	20 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)



	7.1 Receives the approved Permit		7.2 Releases the approved Permit			
END OF TRANSACTION					3 days, 6hours	

NOTE: Processing time includes waiting time and starts with **NO** deficiencies/ non-conformities found on the application.

In case, there are deficiencies/ non-conformities found, the applicant is immediately informed through a written notice and the application is held in abeyance until such time the deficiencies/ non-conformities are rectified. Hence, processing time re-starts when all deficiencies/ non-conformities are rectified, in writing.



SR-16. ISSUANCE/ RENEWAL OF ACCREDITATION FOR AUTHORITY TO CONDUCT INCLINING EXPERIMENT AND STABILITY CALCULATION

Accreditation Certificate is issued to a marine surveying company who intends to engage or engaging in the conduct of inclining experiment and stability calculation in accordance with MC 94 and MC 2007-05.

Office/Division:	Shipyards Regulation Service(SRS)/ Naval Architecture & Marine Engineering Division(NAMED)	
Classification:	Simple Transaction	
Type of Transaction:	G2B – Government to Business Entities	
Who may avail:	All Marine Surveying Companies/ Entities	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
NEW/ ISSUANCE		
1. Original Letter of Application;		Applicant
2. Certificate of Registration with the SEC duly supported by Notarized Articles of Incorporation/ Partnership and By-Laws; OR Certificate of Business Name from DTI; OR Certificate of Registration duly supported by Notarized Articles of Cooperation and By-Laws from CDA;		Security &Exchange Commission (SEC) or Department of Trade &Industry (DTI) or Cooperative Development Authority (CDA)
3. List of all Marine Surveyors and their bio-data;		Applicant
4. Name(s) of the approving officer must be a licensed Naval Architect and Marine Engineer;		Applicant
5. Copies of the surveyor's professional Licenses/ Certificates.		Applicant
RENEWAL		
1. Original Letter of Application;		Applicant
2. Copy of the Original Certificate of Accreditation to conduct inclining experiment and stability calculation;		Applicant
3. Accomplishment Report		Applicant
4. Valid Surveyors' Professional Licenses/ Certificates		Applicant
5. Updated name(s) of the approving officer must be a licensed Naval Architect and Marine Engineer; and,		Applicant



6. Updated name(s) of all marine surveyors and their bio- data.

Applicant

NOTE:

(a). Two (2) sets photocopies of each required document.

(b). Electronic copy of documents may be submitted through the official SRS e-mail address or online application portal subject to pre-evaluation for issuance of Authority to Accept Payment (ATAP).

CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceeds to the SRS to submit the application with complete documentary requirements 1.1 Receives ATAP	1	Screens the completeness of the documents submitted based on the Checklist 1.1 Issues Authority to Accept Payment (ATAP) to applicant	None	25 minutes	NAMED Officer of the Day: <ul style="list-style-type: none">• Supervising SBS;• Engineer III• Senior SBS;• Engineer II• SBS II; or,• SBS I
2	Proceeds to the Cash Section, MFAS to pay for the fees and charges 2.1 Receives OR with the application	2	Accepts payment 2.1 Issues Official Receipt (OR) with the application to applicant	P 9,400.00 per year Note: Fess & charges are based on MC 2015-05	25 minutes	Administrative Officer V & III, Administrative Aide (Cash Section, MFAS)
3	Proceeds to the Central Receiving Unit (CRU), Records Section to officially receive the application	3	Receives application and logs in the D-Tracks	None	25 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)



	3.1 Receives stamped receiving copy of the application		3.1 Furnishes stamped receiving copy of the application 3.2 Forwards the application to SRS			
4	No Activity	4	Reviews & assigns the application 4.1 Receives application & logs in the D-Tracks and prepares Routing Slip and forwards to Director 4.2 Assigns application to the concerned Division Chief 4.3 Assigns application toto the NAMED Technical Evaluator	None	1 hour	SRS Administrative Staff: <ul style="list-style-type: none"> • Administrative Assistant III; or. • Administrative Aide Director II, SRS Chief, Shipbuilding Specialist, NAMED or OIC
5	No Activity	5	Evaluates the application 5.1 Reviews & evaluates documents and prepares the	None	13 hours (includes revisions, if any)	Technical Evaluator: <ul style="list-style-type: none"> • Supervising SBS; • Engineer III • Senior SBS; • Engineer II;



			Evaluation Report, Executive Brief and Accreditation Certificate, if compliant 5.2 Submits the Evaluation Report, Executive Brief and Accreditation Certificate to the NAMED Division Chief			<ul style="list-style-type: none">• SBS II; or,• SBS I
6	No Activity	6	Reviews the recommendation of the NAMED Technical Evaluator 6.1 Reviews and endorses the application to the SRS Director	None	4 hours (includes revisions, if any)	ChiefShipbuilding Specialist, NAMED, SRS or OIC
			6.2 Reviews application and signs the Accreditation Certificate 6.3 Endorses the application to ODAO	None	4 hours (includes revisions, if any)	Director II, SRS



			6.4 Reviews and signs Accreditation Certificate	None	4 hours	Deputy Administrator for Operations
			6.5 Receives & logs in the D-Tracks	None	25 minutes	SRS Administrative Staff: <ul style="list-style-type: none"> • Administrative Assistant III; or. • Administrative Aide
			6.6 Forwards the approved application to the Records Section for releasing			
7	Proceeds to the Records Section, MFAS to claim the approved Accreditation Certificate 7.1 Receives the approved Accreditation Certificate	7	Logs out the approved application 7.1 Receives & logs in the D-Tracks 7.2 Releases the approved Accreditation Certificate	None	20 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)
END OF TRANSACTION					3 days, 4 hours	

NOTE: Processing time includes waiting time and starts upon receipt of the application and with **NO** deficiencies/ non-conformities found on the application.



SR-17 A. ISSUANCE/ RENEWAL OF ACCREDITATION OF LOAD LINE ASSIGNING AUTHORITY

Accreditation Certificate is issued to a marine surveying company who intends to engage or engaging in the conduct of assignment of load line of ships in accordance with MC 108 and MC 2007-03. The Certificate is valid for 3 years subject for renewal.

Office/Division:	Shipyards Regulation Service (SRS)/ Naval Architecture & Marine Engineering Division(NAMED)	
Classification:	Complex Transaction	
Type of Transaction:	G2B – Government to Business Entities	
Who may avail:	All Marine Surveying Companies/ Entities	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
NEW/ ISSUANCE		
1. Original Letter of Application;		Applicant
2. Certificate of Registration with the SEC duly supported by Notarized Articles of Incorporation/ Partnership and By-Laws; OR Certificate of Business Name from DTI; OR Certificate of Registration duly supported by Notarized Articles of Cooperation and By-Laws from CDA;		Security &Exchange Commission (SEC) or Department of Trade &Industry (DTI) or Cooperative Development Authority (CDA)
3. List of all Marine Surveyors and their bio-data;		Applicant
4. Name(s) of the approving officer must be a licensed Naval Architect and Marine Engineer and passed the qualifying examination and interview;		Applicant
5. Copies of the surveyor's professional Licenses/ Certificates;		Applicant
6. Copies of applicant's appointment by any classification society, marine survey association or the like as their agents commissioned to do loadline survey works; and,		Applicant
7. Proof that two (2) of company's load line Assignor had passed the qualifying examination, conducted by MARINA.		Applicant
RENEWAL		
1. Original Letter of Application;		Applicant
2. Copy of the Original Certificate of Accreditation of Load Line Assigning		Applicant



Authority;					
3. Accomplishment Report				Applicant	
4. Valid Surveyors' Professional Licenses/ Certificates				Applicant	
5. Updated name(s) of the approving officer must be a licensed Naval Architect and Marine Engineer; and,				Applicant	
6. Updated name(s) of all marine surveyors and their bio- data.				Applicant	
NOTE:					
(a). Two (2) sets photocopies of each required document.					
(b). Electronic copy of documents may be submitted through the official SRS e-mail address or online application portal subject to pre-evaluation for issuance of Authority to Accept Payment (ATAP).					
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PERSON RESPONSIBLE
1	Proceeds to the SRS to submit the application with complete documentary requirements 1.1 Receives ATAP	1	Screens the completeness of the documents submitted based on the Checklist 1.1 Issues Authority to Accept Payment (ATAP) to applicant	None	NAMED Officer of the Day: <ul style="list-style-type: none">• Supervising SBS;• Engineer III• Senior SBS;• Engineer II• SBS II; or,• SBS I
2	Proceeds to the Cash Section, MFAS to pay for the fees and charges 2.1 Receives OR with the application	2	Accepts payment 2.1 Issues Official Receipt (OR) with the application to applicant	Load Line Assigning Authority (Issuance/ Renewal): P 9,400.00 Note: Fess & charges are based on MC 2015-05	25 minutes Administrative Officer V & III, Administrative Aide (Cash Section, MFAS)



3	<p>Proceeds to the Central Receiving Unit (CRU), Records Section to officially receive the application</p> <p>3.1 Receives stamped receiving copy of the application</p>	3	<p>Receives application and logs in the D-Tracks</p> <p>3.1 Furnishes stamped receiving copy of the application</p> <p>3.2 Forwards the application to SRS</p>	None	25 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)
4	No Activity	4	<p>Reviews & assigns the application</p> <p>4.1 Receives application & logs in the D-Tracks and prepares Routing Slip and forwards to Director</p> <p>4.2 Assigns application to the concerned Division Chief</p> <p>4.3 Assigns application to the NAMED Technical Evaluator</p>	None	1 hour	<p>SRS Administrative Staff:</p> <ul style="list-style-type: none"> • Administrative Assistant III; or. • Administrative Aide <p>Director II, SRS</p> <p>Chief, Shipbuilding Specialist, NAMED or OIC</p>



5	No Activity	5	<p>Evaluates the application</p> <p>5.1 Reviews & evaluates documents and prepares the Evaluation Report, Executive Brief and Accreditation Certificate, if compliant</p> <p>5.2 Submits the Evaluation Report, Executive Brief and Accreditation Certificate to the NAMED Division Chief</p>	None	13 hours (includes revisions, if any)	Technical Evaluator: <ul style="list-style-type: none">• Supervising SBS;• Engineer III• Senior SBS;• Engineer II;• SBS II; or,• SBS I
6	No Activity	6	<p>Reviews the recommendation of the NAMED Technical Evaluator</p> <p>6.1 Reviews and endorses the application to the SRS Director</p>	None	4 hours (includes revisions, if any)	Chief Shipbuilding Specialist, NAMED, SRS or OIC



			6.2 Reviews application and signs the Accreditation Certificate	None	4 hours (includes revisions, if any)	Director II, SRS
			6.3 Endorses the application to ODAO			
			6.4 Reviews and signs Accreditation Certificate	None	4 hours	Deputy Administrator for Operations
			6.5 Receives & logs in the D-Tracks 6.6 Forwards the approved application to the Records Section for releasing	None	25 minutes	SRS Administrative Staff: • Administrative Assistant III; or. • Administrative Aide
7	Proceeds to the Records Section, MFAS to claim the approved Accreditation Certificate 7.1 Receives the approved Accreditation Certificate	7	Logs out the approved application 7.1 Receives & logs in the D-Tracks 7.2 Releases the approved Accreditation Certificate	None	20 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)



END OF TRANSACTION					3 days, 4 hours	

NOTE: Processing time includes waiting time and starts upon receipt of the application and with **NO** deficiencies/ non-conformities found on the application.



SR-17 B. ISSUANCE/ RENEWAL OF CERTIFICATE OF APPOINTMENT AS LOAD LINE ASSIGNOR

Certificate of Appointment is issued to a load line assignor who successfully passed the qualifying examination relative to the assignment of load line of ships in accordance with MC 108 and MC 2007-03. The Certificate is valid for 1 year subject for renewal.

Office/Division:	Shipyards Regulation Service (SRS) / Naval Architecture & Marine Engineering Division (NAMED)	
Classification:	Complex Transaction	
Type of Transaction:	G2B – Government to Business Entities	
Who may avail:	All Marine Surveying Companies/ Entities	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
NEW/ ISSUANCE		
1. Original Letter of Application;		Applicant
2. Passed the qualifying examination conducted by MARINA (on file);		Shipyards Regulation Service, MARINA
RENEWAL		
1. Original Letter of Application;		Applicant
2. Copy of the Original Certificate of Accreditation of Load Line Assigning Authority;		Applicant
3. Accomplishment Report; and,		Applicant
4. Valid Surveyors' Professional Licenses/ Certificates,		Applicant
EXAMINATION		
1. Original Letter of Application		Applicant
NOTE:		
(a). Two (2) sets photocopies of each required document.		
(b). Electronic copy of documents may be submitted through the official SRS e-mail address or online application portal subject to pre-evaluation for issuance of Authority to Accept Payment (ATAP).		



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceeds to the SRS to submit the application with complete documentary requirements 1.1 Receives ATAP	1	Screens the completeness of the documents submitted based on the Checklist 1.1 Issues Authority to Accept Payment (ATAP) to applicant	None	25 minutes	NAMED Officer of the Day: <ul style="list-style-type: none">• Supervising SBS;• Engineer III• Senior SBS;• Engineer II• SBS II; or,• SBS I
2	Proceeds to the Cash Section, MFAS to pay for the fees and charges 2.1 Receives OR with the application	2	Accepts payment 2.1 Issues Official Receipt (OR) with the application to applicant	Load Line Assignor (Issuance/ Renewal): P 9,400.00 Examination for Load Line Assignor: P18,700.00 Note: Fess & charges are based on MC 2015-05	25 minutes	Administrative Officer V & III, Administrative Aide (Cash Section, MFAS)
3	Proceeds to the Central Receiving Unit (CRU), Records Section to	3	Receives application and logs in the D-Tracks	None	25 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)



	officially receive the application 3.1 Receives stamped receiving copy of the application		3.1 Furnishes stamped receiving copy of the application 3.2 Forwards the application to SRS			
4	No Activity	4	Reviews & assigns the application 4.1 Receives application & logs in the D-Tracks and prepares Routing Slip and forwards to Director 4.2 Assigns application to the concerned Division Chief 4.3 Assigns application to the NAMED Technical Evaluator	None	1 hour	SRS Administrative Staff: <ul style="list-style-type: none"> • Administrative Assistant III; or. • Administrative Aide Director II, SRS Chief, Shipbuilding Specialist, NAMED or OIC
5	In case of the Applicant will take the examination, the Applicant will coordinate with the	5	Sets for the Qualifying Examination	None	Note: Qualifying	



	<p>assigned NSMED Technical Evaluator for the schedule</p> <p>5.1 Proceeds to the examination room and takes the qualifying exams</p>		<p>5.1 Informs the Applicant of the schedule of the examination.</p> <p>5.2 Conducts & checks the qualifying examination on load line assignment of ships</p> <p>5.3 Assesses & releases result of the qualifying examination</p> <p>5.4 Publishes the result in the newspaper of general circulation and posts in conspicuous places in MARINA</p>		<p>Examination takes 1 day</p> <p>Assessment & Posting of results takes 3 days</p>	
6	<p>No Activity</p> <p>6.1 In the case of findings of deficiency or non-conformity, the applicant receives written notice of deficiency and shall</p>	6	<p>Evaluates the application</p> <p>6.1 Reviews & evaluates documents</p> <p>6.2 In the case of findings of deficiency or non-conformity, informs the applicant of the deficiency or non-</p>	None	<p>13 hours (includes revisions, if any)</p>	<p>Technical Evaluator:</p> <ul style="list-style-type: none"> • Supervising SBS; • Engineer III • Senior SBS; • Engineer II; • SBS II; or, • SBS I



	be required to comply immediately upon receipt of notice. For the meantime, the application is held in abeyance and will proceed once the deficiency/ non-conformity is rectified.		conformity, if any, in writing. 6.3 Prepares the Evaluation Report, Executive Brief and Accreditation Certificate , if compliant 6.4 Submits the Evaluation Report, Executive Brief and Accreditation Certificate to the NAMED Division Chief			
7	No Activity	7	Reviews the recommendation of the NAMED Technical Evaluator 7.1 Reviews and endorses the application to the SRS Director	None	4 hours (includes revisions, if any)	ChiefShipbuilding Specialist, NAMED, SRS or OIC
			7.2 Reviews application and signs the Accreditation Certificate	None	4 hours	Director II, SRS



			7.3 Endorses the application to ODAO		(includes revisions, if any)	
			7.4 Reviews and signs Accreditation Certificate	None	4 hours	Deputy Administrator for Operations
			7.5 Receives & logs in the D-Tracks	None	25 minutes	SRS Administrative Staff: <ul style="list-style-type: none">• Administrative Assistant III; or.• Administrative Aide
			7.6 Forwards the approved application to the Records Section for releasing			
8	Proceeds to the Records Section, MFAS to claim the approved Accreditation Certificate 8.1 Receives the approved Accreditation Certificate	8	Logs out the approved application 8.1 Receives & logs in the D-Tracks 8.2 Releases the approved Accreditation Certificate	None	20 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)
END OF TRANSACTION					3 days, 4 hours after qualifying	



	examination and posting	
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NOTE: Certificate of Appointment/ Examination of Load Line Assignor is qualified under **MULTI-STAGE PROCESSING**.

Processing time includes waiting time and starts **AFTER EXAMINATION** and with **NO** deficiencies/ non-conformities found on the application.

In case, there are deficiencies/ non-conformities found, the applicant is immediately informed through a written notice and the application is held in abeyance until such time the deficiencies/ non-conformities are rectified. Hence, processing time re-starts when all deficiencies/ non-conformities are rectified, in writing.



SR-18. AUTHORITY TO IMPORT FLOATING DOCK

MARINA issues authority to import floating dock upon compliance with the requirements of MARINA Circular No. 104 and MC 2017-04.

Office/Division:	Shipyards Regulation Service(SRS)/ Shipyards Development & Licensing Division(SDLD)	
Classification:	Simple Transaction	
Type of Transaction:	G2B – Government to Business Entities	
Who may avail:	All Shipbuilders, Boabuilders, Shipowners, Operators	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
PRE-APPROVAL		
1. Original Letter of Application including request for endorsement to DFA for issuance of PCPR, if necessary;	Applicant	
2. General Arrangement Plan;	Applicant	
3. Memorandum of Agreement (MOA) or Deed of Sale (DOS);	Applicant	
4. Latest Certificate of Good Standing or Company Seal of the Registered Owner;	Applicant	
5. Board Resolution/Power of Attorney authorizing the signatories to enter into and sign the MOA or DOS in behalf of the Registered Owner;	Applicant	
6. Duly notarized Board Resolution, certified by the Board Secretary authorizing the filling of the application and designating the official representative to represent the company;	Applicant	
7. Copy of Valid Original CVR; and,	Applicant	
8. Latest Survey Report.	Applicant	
POST APPROVAL		
1. Certificate of Deletion of the vessel's registry, duly notarized/authenticated at the nearest Phil. Consulate/Embassy in the state of registry;	Applicant	



2. Duly Notarized/ Authenticated MOA or DOS;	Applicant
3. Protocol of Delivery and Acceptance; and,	Applicant
4. Import Entry and Internal Revenue Declaration and Proof of Payment of the Import Duties and Taxes from the BUCUS. (original receipts shall be presented for verification purposes)	Applicant

NOTE:
 (a). Two (2) sets photocopies of each required document.
 (b). Electronic copy of documents may be submitted through the official SRS e-mail address or online application portal subject to pre-evaluation for issuance of Authority to Accept Payment (ATAP).

CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE				
1	Proceeds to the SRS to submit the application with complete documentary requirements 1.1 Receives ATAP	1	Screens the completeness of the documents submitted based on the Checklist 1.1 Issues Authority to Accept Payment (ATAP) to applicant	None		25 minutes	SDLD Officer of the Day: <ul style="list-style-type: none">• Supervising SOS;• Senior SOS;• SOS II; or,• SOS I				
2	Proceeds to the Cash Section, MFAS to pay for the fees and charges 2.1 Receives OR	2	Accepts payment 2.1 Issues Official Receipt (OR) to applicant	<table><tr><td>FD 10 years old and below</td><td>P12,400.00/ per vessel</td></tr><tr><td>FD over 10 years old</td><td>P24,700.00/ per vessel</td></tr></table> Note: Fess & charges based on MC 2015-05		FD 10 years old and below	P12,400.00/ per vessel	FD over 10 years old	P24,700.00/ per vessel	25 minutes	Administrative Officer V & III, Administrative Aide (Cash Section, MFAS)
FD 10 years old and below	P12,400.00/ per vessel										
FD over 10 years old	P24,700.00/ per vessel										



3	Proceeds to the Central Receiving Unit (CRU), Records Section to official receive the application 3.1 Receives stamped receiving copy of the application	3	Receives application and logs in the D-Tracks 3.1 Furnishes stamped receiving copy of the application 3.2 Forwards the application to SRS	None	25 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)
4	No Activity	4	Reviews & assigns the application 4.1 Receives application & logs in the D-Tracks and prepares Routing Slip and forwards to Director 4.2 Assigns application to the concerned Division Chief 4.3 Assigns application to the SDLT Technical Evaluator	None	1 hour	SRS Administrative Staff: <ul style="list-style-type: none">• Administrative Assistant III; or,• Administrative Aide Director II, SRS Chief, Shipping Operations



						Specialist, SDLD or OIC
5	<p>No Activity</p> <p>5.1 In the case of findings of deficiency or non-conformity, the applicant receives written notice of deficiency and shall be required to comply immediately upon receipt of notice. For the meantime, the application is held in abeyance and will proceed once the deficiency/ non-conformity is rectified.</p>	5	<p>Evaluates the application</p> <p>5.1 Reviews submitted documents</p> <p>5.2 In the case of findings of deficiency or non-conformity, informs the applicant of the deficiency or non-conformity, if any, in writing.</p> <p>5.3 Prepares the Evaluation Report, Executive Brief and Letter Approval, if compliant</p> <p>5.4 Submits the Evaluation Report, Executive Brief and Letter Approval to the SDLD Division Chief</p>	<p>None</p>	<p>9 hours (includes revisions, if any)</p>	<p>Technical Evaluator:</p> <ul style="list-style-type: none">• Supervising SOS;• Senior SOS;• SOS II; or,• SOS I



6	No Activity	6	Reviews the recommendation of the SDLD Technical Evaluator	None	4 hours (includes revisions, if any)	Chief Shipping Operations Specialist, SDLD, SRS or OIC
			6.1 Reviews and endorses the application to the SRS Director			
			6.2 Reviews and recommends approval for the importation of Floating Dock	None	4 hours (includes revisions, if any)	Director II, SRS
			6.3 Endorses the application to the Deputy Administrator for Operations			
			6.4 Approves and signs the Letter Approval and forwards to SRS	None	4 hours	Deputy Administrator for Operations
			6.5 Receives & logs in the D-Tracks	None	25 minutes	SRS Administrative Staff:
			6.6 Forwards the approved application to the Records Section for releasing			<ul style="list-style-type: none">• Administrative Assistant III; or.• Administrative Aide



7	Proceeds to the Records Section, MFAS to claim the Letter Approval	7	Logs out the approved application 7.1 Receives & logs in the D-Tracks 7.2 Releases the Letter Approval	None	20 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)
END OF TRANSACTION					3 days	

NOTE: Processing time includes waiting time and starts with **NO** deficiencies/ non-conformities found on the application.

In case, there are deficiencies/ non-conformities found, the applicant is immediately informed through a written notice and the application is held in abeyance until such time the deficiencies/ non-conformities are rectified. Hence, processing time re-starts when all deficiencies/ non-conformities are rectified, in writing.



SR-19. BOI ENDORSEMENT FOR REGISTRATION AND AVAILMENT OF INVESTMENT INCENTIVES FOR SHIPBUILDING AND SHIP REPAIR

An Endorsement Letter to BOI issued to MARINA-registered shipbuilders and/or ship repairers who are interested to register with BOI and avail of the investment incentives offered by BOI under Investment Priorities Plan (IPP) of EO 226.

Office/Division:		Shipyards Regulation Service(SRS)/ Shipyard Development &Licensing Division(SDLD)					
Classification:		Simple Transaction					
Type of Transaction:		G2B – Government to Business Entities					
Who may avail:		All Shipowners, Operators, Charterers, Shipyards/ Boatyards					
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE			
1. Original Letter of Application				Applicant			
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
1	Proceeds to the SRS to submit the application with complete documentary requirements 1.1 Receives ATAP	1	Screens the completeness of the documents submitted based on the Checklist 1.1 Issues Authority to Accept Payment (ATAP) to applicant	<div>None</div>		25 minutes	SDLD Officer of the Day: <ul style="list-style-type: none">• Supervising SOS;• Senior SOS;• SOS II; or,• SOS I
2	Proceeds to the Cash Section, MFAS to pay for the fees and charges 2.1 Receives OR with the application	2	Accepts payment 2.1 Issues Official Receipt (OR) with the				
				<div>For Registration</div> <div>For Availment of Incentives</div>	<div>P 500.00</div> <div>P 1,900.00</div>	25 minutes	Administrative Officer V & III, Administrative Aide (Cash Section, MFAS)
				Note: Fess & charges are based on MC 2015-05			



			application to applicant			
3	<p>Proceeds to the Central Receiving Unit (CRU), Records Section to officially receive the application</p> <p>3.1 Receives stamped receiving copy of the application</p>	3	<p>Receives application and logs in the D-Tracks</p> <p>3.1 Furnishes stamped receiving copy of the application</p> <p>3.2 Forwards the application to SRS</p>	None	25 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)
4	No Activity	4	<p>Reviews & assigns the application</p> <p>4.1 Receives application & logs in the D-Tracks and prepares Routing Slip and forwards to Director</p> <p>4.2 Assigns application to the concerned Division Chief</p> <p>4.3 Assigns application to the SDLT Technical Evaluator</p>	None	1 hour	<p>SRS Administrative Staff:</p> <ul style="list-style-type: none"> • Administrative Assistant III; or. • Administrative Aide <p>Director II, SRS</p> <p>Chief, Shipping Operations</p>



						Specialist, SDLD or OIC
5	No Activity	5	<p>Evaluates the application</p> <p>5.1 Reviews documents and prepares the Evaluation Report, Executive Brief and Endorsement Letter, if compliant</p> <p>5.2 Submits the Evaluation Report, Executive Brief and Endorsement Letter to the SDLD Division Chief</p>	None	13 hours (includes revisions, if any)	<p>Technical Evaluator:</p> <ul style="list-style-type: none"> • Supervising SOS; • Senior SOS; • SOS II; or, • SOS I
6	No Activity	6	<p>Reviews the recommendation of the SDLD Technical Evaluator</p> <p>6.1 Reviews and endorses the application to the SRS Director</p>	None	4 hours (includes revisions, if any)	Chief Shipping Operations Specialist, SDLD, SRS
			6.2 Reviews application and signs the	None	4 hours	Director II, SRS



			Endorsement Letter to BOI			
			6.3 Receives & logs in the D-Tracks 6.4 Forwards the approved application to the Records Section for releasing	None	25 minutes	SRS Administrative Staff: <ul style="list-style-type: none">• Administrative Assistant III; or.• Administrative Aide
7	Proceeds to the Records Section, MFAS to claim the Endorsement Letter to BOI 7.1 Receives the Endorsement Letter to BOI	7	Logs out the approved application 7.1 Receives & logs in the D-Tracks 7.2 Releases the Endorsement Letter to BOI	None	20 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)
END OF TRANSACTION					3 days	

NOTE: Processing time includes waiting time and starts upon receipt of the application and with **NO** deficiencies/ non-conformities found on the application.



SR-20. ISSUANCE OF CERTIFICATION FOR ONGOING PROCESSING OF APPLICATION

Certification issued to the applicant certifying that the application official received by MARINA is under process subject to relevant rules and regulations.

Office/Division:		Shipyards Regulation Service(SRS)/ Shipyard Development &Licensing Division(SDLD)/ Naval Architecture & Marine Engineering (NAMED)				
Classification:		Simple Transaction				
Type of Transaction:		G2B – Government to Business Entities				
Who may avail:		All Shipowners, Operators, Charterers, Shipyards/ Boatyards				
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE		
1. Original Letter of Application including the purpose or reason for the issuance of certification;				Applicant		
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceeds to the SRS to submit the application with complete documentary requirements 1.1 Receives ATAP	1	Screens the completeness of the documents submitted based on the Checklist 1.1 Issues Authority to Accept Payment (ATAP) to applicant	None	25 minutes	SDLD/ NAMED Officer of the Day: <ul style="list-style-type: none"> • Supervising SOS/SBS; • Engineer III • Senior SOS/SBS; • Engineer II; • SOS/SBS II; or, • SOS/SBS I
2	Proceeds to the Cash Section, MFAS to pay for the fees and charges 2.1 Receives OR with the application	2	Accepts payment 2.1 Issues Official Receipt (OR) with the	P 400.00 per certification Note: Fess & charges are based on MC 2015-05	25 minutes	Administrative Officer V & III, Administrative Aide (Cash Section, MFAS)



			application to applicant			
3	<p>Proceeds to the Central Receiving Unit (CRU), Records Section to officially receive the application</p> <p>3.1 Receives stamped receiving copy of the application</p>	3	<p>Receives application and logs in the D-Tracks</p> <p>3.1 Furnishes stamped receiving copy of the application</p> <p>3.2 Forwards the application to SRS</p>	None	25 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)
4	No Activity	4	<p>Reviews & assigns the application</p> <p>4.1 Receives application & logs in the D-Tracks and prepares Routing Slip and forwards to Director</p> <p>4.2 Assigns to the concerned Division Chief</p>	None	1 hour	<p>SRS Administrative Staff:</p> <ul style="list-style-type: none">• Administrative Assistant III; or.• Administrative Aide <p>Director II, SRS</p>



			4.3 Assigns application to the SDLD/ NAMED Technical Evaluator			Chief, SOS/SBS, SDLD/ NAMED or OIC
5	No Activity	5	Evaluates the application 5.1 Reviews documents and prepares the Evaluation Report, Executive Brief and Certification , if compliant 5.2 Submits the Evaluation Report, Executive Brief and Certification to the SDLD/ NAMED Division Chief	None	9 hours (includes revisions, if any)	Technical Evaluator: <ul style="list-style-type: none">• Supervising SOS/SBS;• Engineer III• Senior SOS/SBS;• Engineer II;• SOS/SBS II; or,• SOS/SBS I
6	No Activity	6	Reviews the recommendation of the SDLD/ NAMED Technical Evaluator 6.1 Reviews and endorses the application to the SRS Director	None	4 hours (includes revisions, if any)	Chief SOS/SBS, SDLD/NAMED, SRS



			6.2 Reviews application and signs the Certification	None	4 hours	Director II, SRS
			6.3 Receives & logs in the D-Tracks	None	25 minutes	SRS Administrative Staff: <ul style="list-style-type: none">• Administrative Assistant III; or.• Administrative Aide
			6.4 Forwards the approved application to the Records Section for releasing			
7	Proceeds to the Records Section, MFAS to claim the Certification	7	Logs out the approved application	None	20 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)
			7.1 Receives & logs in the D-Tracks			
	7.1 Receives the Certification		7.2 Releases the Certification			
END OF TRANSACTION					2 days, 4 hours	

NOTE: Processing time includes waiting time and starts upon receipt of the application and with **NO** deficiencies/ non-conformities found on the application.



STANDARDS OF TRAINING, CERTIFICATION, AND WATCHKEEPING OFFICE (STCWO)

CERTIFICATION DIVISION

3. Issuance, Revalidation and Replacement of Certificate of Proficiency (COP)

All seafarers serving or intending to serve in certain functions onboard ship are required to carry a Certificate of Proficiency (COP) in accordance with the requirements of Chapter II, III, V and VI of the 2010 Manila Amendments to the STCW Convention.

Certificate of Proficiency (COP) issued to seafarers must be revalidated to establish continued professional competence in accordance with Regulation I/11 or maintaining the required standards of competence in accordance with Sections A-VI/1 to A-VI/3 and other applicable regulations.

Office/Division	STCWO Certification Division; STCWO Extension Office at SM City Manila; STCWO Extension Office at PITX; MARINA Regional Offices (MROs)	
Classification	Simple	
Type of Transaction	G2C – Government to Client	
Who may avail	Filipino and foreign seafarers who completed MARINA-approved training courses	
CHECKLIST OF REQUIREMENTS**		WHERE TO SECURE
I. FOR ISSUANCE OF CERTIFICATE OF PROFICIENCY (COP)		
1. COP in Basic Training (BT)		
a. Certificate of Training Completion for BT		<i>Maritime Training Institution (MTI) offering MARINA-approved BT course</i>



b. SIRB first page or any valid government ID or birth certificate	For SIRB: From any of the MARINA SIRB/SRB processing centers For ID: Any issuing government agency
c. Valid Medical Certificate in PEME format	DOH-accredited Medical Clinic/facility
2. COP in Survival Craft and Rescue Boats other than Fast Rescue Boats (SCRB)	
a. Certificate of Training Completion for SCRB	MTI offering MARINA-approved SCRB course
b. Approved Seagoing service of not less than six (6) months	Concerned manning/crewing/shipping company
c. SIRB first page and entries	Any of the MARINA SIRB/SRB processing centers
d. Valid Medical Certificate in PEME format	DOH-accredited Medical Clinic/facility
3. COP in Fast Rescue Boat (FRB)	
a. Certificate of Training Completion for PFRB	MTI offering MARINA-approved PFRB course
b. Valid COP in SCRB	Any STCW certification processing centers of MARINA
c. Valid Medical Certificate in PEME format	DOH-accredited Medical Clinic/facility
4. COP in Advance Fire Fighting (AFF)	
a. Certificate of Training Completion for AFF	MTI offering MARINA-approved AFF course
b. SIRB first page and entries	Any of the MARINA SIRB/SRB processing centers
c. Valid Medical Certificate in PEME format	DOH-accredited Medical Clinic/facility
5. COP in Medical First Aid (MeFA)	
a. Certificate of Training Completion for MeFA	MTI offering MARINA-approved MeFA course
b. SIRB first page and entries	Any of the MARINA SIRB/SRB processing centers
c. Valid Medical Certificate in PEME format	DOH-accredited Medical Clinic/facility
6. COP in Medical Care (MeCA)	



a. Certificate of Training Completion for MeCa	<i>MTI offering MARINA-approved MeFA course</i>
b. Valid Medical Certificate in PEME format	<i>DOH-accredited Medical Clinic/facility</i>
c. SIRB first page and entries	<i>Any of the MARINA SIRB/SRB processing centers</i>
7. COP in Ship Security Office (SSO)	
a. Certificate of Training Completion for SSO	<i>MTI offering MARINA-approved SSO course</i>
b. Approved Seagoing service of not less than twelve (12) months	<i>Concerned manning/crewing/shipping company</i>
c. SIRB first page and entries	<i>Any of the MARINA SIRB/SRB processing centers</i>
d. Valid Medical Certificate in PEME format	<i>DOH-accredited Medical Clinic/facility</i>
8. COP in Security Awareness Training and Seafarers with Designated Security Duties (SDSD)	
a. Certificate of Training Completion for SDSD	<i>MTI offering MARINA-approved SDSD course</i>
b. SIRB first page and entries	<i>Any of the MARINA SIRB/SRB processing centers</i>
c. Valid Medical Certificate in PEME format	<i>DOH-accredited Medical Clinic/facility</i>
9. COP in Basic Training for Oil and Chemical Tanker Cargo Operations (BTOCTCO)	
a. Valid COP in BT	<i>Any STCW certification processing centers of MARINA</i>
b. Certificate of Training Completion for BTOCTCO	<i>MTI offering MARINA-approved BTOCTCO course</i>
c. Valid Medical Certificate in PEME format	<i>DOH-accredited Medical Clinic/facility</i>
10. COP in Advance Training for Oil Tanker Cargo Operations (ATOTCO)	
a. Valid COP in BTOCTCO	<i>Any STCW certification processing centers of MARINA</i>
b. Certificate of Training Completion for ATOTCO	<i>MTI offering MARINA-approved ATOTCO course</i>
c. Approved seagoing service of at least three (3) months on Oil Tankers, OR at least 1 month of approved onboard training on Oil Tankers, in supernumerary capacity, which includes at least 3 loading	<i>Concerned manning/crewing/shipping company</i>



and 3 unloading operations and documented in an approved training record book	
d. Valid Medical Certificate in PEME format	<i>DOH-accredited Medical Clinic/facility</i>
11. COP in Advance Training for Chemical Tanker Cargo Operations (ATCTCO)	
a. Valid COP in BTOCTCO	<i>Any STCW certification processing centers of MARINA</i>
b. Certificate of Training Completion in ATCTCO	<i>MTI offering MARINA-approved ATCTCO course</i>
c. Approved seagoing service of at least 3 months on Chemical Tankers, OR at least 1 month of approved onboard training, in supernumerary capacity, which includes at least 3 loading and 3 unloading operations and is documented in an approved training record book.	<i>Concerned manning/crewing/shipping company</i>
d. Valid Medical Certificate in PEME format	<i>DOH-accredited Medical Clinic/facility</i>
12. COP in Basic Training for Liquefied Gas Tanker Cargo Operations (BTLGTCO)	
a. Valid COP in BT	<i>Any STCW certification processing centers of MARINA</i>
b. Certificate of Training Completion in BTLGTCO, OR Approved seagoing service of at least 3 months on Liquefied Gas Tankers	For Training: <i>From MTI offering MARINA-approved BTLGTCO course</i> For Sea Service: <i>From Concerned manning / crewing / shipping company</i>
c. Valid Medical Certificate in PEME format	<i>DOH-accredited Medical Clinic/facility</i>
13. COP in Advance Training for Liquefied Gas Tanker Cargo Operations (ATLGTCO)	
a. Valid COP in BTLGTCO	<i>Any STCW certification processing centers of MARINA</i>
b. Certificate of Training Completion in ATLGTCO	<i>MTI offering MARINA-approved ATLGTCO course</i>
c. Approved seagoing service of at least 3 months on Liquefied Gas Tankers, OR at least 1 month of approved seagoing service onboard training on Liquefied Gas Tankers, in a supernumerary capacity, which	<i>Concerned manning / crewing / shipping company</i>



includes at least 3 loading and 3 unloading operations and is documented in an approved training record book	
d. Valid Medical Certificate in PEME format	<i>DOH-accredited Medical Clinic/facility</i>
14. COP in Basic Training for Service on Ships Subject to the IGF Code <i>(NOTE: Seafarers who are holders of valid COP in BTLGTCO are qualified for issuance of COP in Basic Training for Service on Ships subject to the IGF Code)</i>	
a. Certificate of training completion for Basic Training for Service on Ships subject to the IGF Code	<i>MTI offering MARINA-approved Basic Training for service on Ships subject to the IGF Code course</i>
b. SIRB first page and entries	<i>Any of the MARINA SIRB/SRB processing centers</i>
c. Valid Medical Certificate in PEME format	<i>DOH-accredited Medical Clinic/facility</i>
15. COP in Advanced Training for Service on Ships Subject to the IGF Code <i>(NOTE: Masters, Engineer Officers and any person with immediate responsibility for care and use of fuels on ships subject to the IGF Code who are holders of valid COP in ATLGTCO are qualified for issuance of COP in Advanced Training for Service on Ships subject to the IGF Code)</i>	
a. Valid COP in Basic Training for Service on Ships Subject to the IGF Code	<i>Any STCW certification processing centers of MARINA</i>
b. Certificate of training completion for Advanced Training for Service on Ships subject to IGF Code	<i>MTI offering MARINA-approved Advanced Training for service on Ships subject to the IGF Code course</i>
c. Valid Medical Certificate in PEME format	<i>DOH-accredited Medical Clinic/facility</i>
d. Approved seagoing service of at least 1 month that includes a minimum of 3 bunkering operations onboard ships subject to the IGF Code. Two (2) of the 3 bunkering operations may be replaced by approved simulator training on bunkering operations as part of the approved training in Advanced Training for Ships subject to the IGF Code.	<i>Concerned manning / crewing / shipping company</i>



16. COP in Basic Training for Ships Operating in Polar Waters	
<p>a. Certificate of Training Completion in Basic Training for Ships Operating in Polar Waters, OR</p> <p>At least 3 months approved sea service during the preceding 5 years onboard a ship operating in polar waters performing duties in the deck department at the operational or management level. (acceptable until 01 July 2020 only)</p>	<p>For Training: From MTI offering MARINA-approved Basic Training for Ships Operating in Polar Waters course</p> <p>For Sea Service: From concerned manning / crewing / shipping company</p>
b. Valid Medical Certificate in PEME format	DOH-accredited Medical Clinic/facility
c. SIRB first page and entries	Any of the MARINA SIRB/SRB processing centers
17. COP in Advance Training for Ships Operating in Polar Waters	
a. Valid COP in Basic Training for Ships Operating in Polar Waters	Any STCW certification processing centers of MARINA
<p>b. Certificate of Training Completion in Advance Training for Ships Operating in Polar Waters AND at least 2 months of approved seagoing service in the deck department, at management or operational level, within polar waters, OR</p> <p>At least 3 months approved sea service during the preceding 5 years onboard a ship operating in polar waters performing duties in the deck department at management level. (acceptable until 01 July 2020 only)</p>	<p>For Training: MTI offering MARINA-approved Advanced Training for Ships Operating in Polar Waters course</p> <p>For Sea Service: Concerned manning / crewing / shipping company</p>



c. Valid Medical Certificate in PEME format	<i>DOH-accredited Medical Clinic/facility</i>
II. FOR REVALIDATION OF COP	
1. COP in Basic Training (BT)	
a. Approved seagoing service for a period of at least twelve (12) months in total within the last five (5) years OR three (3) months in total within the last six (6) months prior to the date of revalidation.	<i>Concerned manning / crewing / shipping company</i>
b. Certificate of Training Completion for Refresher Course in BT, OR Certificate of Training Completion in BT (full course) if applicant does not meet the required seagoing service.	<i>MTI offering MARINA-approved Refresher Course in BT and BT Course</i>
c. Medical Certificate in PEME format	<i>DOH-accredited Medical Clinic/facility</i>
2. COP in Survival Craft SCRB	
a. Approved seagoing service for a period of at least twelve (12) months in total within the last five (5) years, OR three (3) months in total within the last six (6) months prior to the date of revalidation.	<i>Concerned manning / crewing / shipping company</i>
b. Certificate of Training Completion for Refresher Course in SCRB, OR Certificate of Training Completion in SCRB (full course), if applicant does not meet the required seagoing service.	<i>MTI offering MARINA-approved Refresher Course in SCRB and SCRB Course (full course)</i>
c. Medical Certificate in PEME format	<i>DOH-accredited Medical Clinic/facility</i>
3. COP in Fast Rescue Boat (FRB)	
a. Valid COP in SCRB	<i>Any STCW certification processing centers of MARINA</i>
b. Approved seagoing service for a period of at least twelve (12) months in total within the last five (5) years, OR three (3) months in total within	<i>Concerned manning / crewing / shipping company</i>



the last six (6) months prior to the date of revalidation onboard ship fitted with FRB.	
c. Certificate of Training Completion for Refresher Course in FRB OR Certificate of Training Completion in FRB (full course), if applicant does not meet the required seagoing service.	<i>MTI offering MARINA-approved Refresher Course in FRB and FRB Course (full course)</i>
d. Medical Certificate in PEME format	<i>DOH-accredited Medical Clinic/facility</i>
4. COP in Advance Fire Fighting (AFF)	
a. Approved seagoing service for a period of at least twelve (12) months in total within five (5) years, OR three (3) months in total within six (6) months prior to the date of revalidation.	<i>Concerned manning / crewing / shipping company</i>
b. Certificate of Training Completion for Refresher Course in AFF OR Certificate of Training Completion in AFF (full course), if applicant does not meet the required seagoing service.	<i>MTI offering MARINA-approved Refresher Course in AFF and AFF Course (full course)</i>
c. Medical Certificate in PEME format	<i>DOH-accredited Medical Clinic/facility</i>
5. COP in Basic Training for Oil and Chemical Tankers Cargo Operations (BTOCTCO) of Master, Chief Engineer Officer, Chief Mate, Second Engineer Officer, Officer in Charge of a Navigational Watch, and Officer in Charge of an Engineering Watch	
a. Approved seagoing service for a period of at least three (3) months in total within the last five (5) years prior to the date of revalidation onboard Oil or Chemical Tanker, OR Certificate of Training Completion in BTOCTCO	<i>For Seagoing Service: From concerned manning / crewing / shipping company For Training: From MTI offering MARINA-approved BTOCTCO Course</i>



b. Medical Certificate in PEME format	<i>DOH-accredited Medical Clinic/facility</i>
6. COP in Advanced Training for Oil Tanker Cargo Operations (ATOTCO) of Master, Chief Engineer Officer, Chief Mate, and Second Engineer Officer	
a. Medical Certificate in PEME format	<i>DOH-accredited Medical Clinic/facility</i>
b. Approved seagoing service for a period of at least three (3) months in total within the last five (5) years prior to the date of revalidation in the capacity as Master, Chief Engineer Officer, Chief Mate, and Second Engineer Officer, as appropriate, onboard Oil Tanker, OR Certificate of Training Completion in ATOTCO	<i>For Seagoing Service:</i> <i>From concerned manning / crewing / shipping company</i> <i>For Training:</i> <i>From MTI offering MARINA-approved ATOTCO Course</i>
7. COP in Advanced Training for Chemical Tanker Cargo Operations (ATCTCO) of Master, Chief Engineer Officer, Chief Mate, and Second Engineer Officer	
a. Approved seagoing service for a period of at least three (3) months in total within the last five (5) years prior to the date of revalidation in the capacity as Master, Chief Engineer Officer, Chief, or Second Engineer Officer, as appropriate, onboard Chemical Tanker, OR Certificate of Training Completion in ATOTCO	<i>For Seagoing Service:</i> <i>From concerned manning / crewing / shipping company</i> <i>For Training:</i> <i>MTI offering MARINA-approved ATCTCO Course</i>
b. Medical Certificate in PEME format	<i>DOH-accredited Medical Clinic/facility</i>
8. COP in Basic Training for Liquefied Gas Tanker Cargo Operations (BTLGTCO) of Master, Chief Engineer Officer, Chief Mate, Second Engineer Officer, Officer in Charge of a Navigational Watch, and Officer in Charge of an Engineering Watch	



<p>a. Approved seagoing service for a period of at least three (3) months in total within the last five (5) years prior to the date of revalidation onboard Liquefied Gas Tanker, OR</p> <p>Certificate of Training Completion in BTLGTCO</p>	<p>For Seagoing Service: From concerned manning / crewing / shipping company</p> <p>For Training: MTI offering MARINA-approved BTOCTCO Course</p>
<p>b. Medical Certificate in PEME format</p>	<p>DOH-accredited Medical Clinic/facility</p>
<p>9. COP in Advanced Training for Liquefied Gas Tanker Cargo Operations (ATCTCO) of Master, Chief Engineer Officer, Chief Mate, and Second Engineer Officer</p>	
<p>a. Medical Certificate in PEME format</p>	<p>DOH-accredited Medical Clinic/facility</p>
<p>b. Approved seagoing service for a period of at least three (3) months in total within the last five (5) years prior to the date of revalidation in the capacity as Master, Chief Engineer Officer, Chief, or Second Engineer Officer, as appropriate, onboard Liquefied Gas Tanker, OR</p> <p>Certificate of Training Completion in ATOTCO</p>	<p>For Seagoing Service: From concerned manning / crewing / shipping company</p> <p>For Training: MTI offering MARINA-approved ATCTCO Course</p>
<p>10. COP in Basic Training for Ships Operating in Polar Waters of Master, Chief Mate and Officer-in-Charge of a Navigational Watch</p>	
<p>a. Approved seagoing service for at least 2 months in total within the last 5 years prior to revalidation in the capacity as Master, Chief Mate or OIC of a Navigational Watch onboard ships operating in Polar Waters, OR</p> <p>Evidence of passing the assessment in an approved Basic Training for Ships Operating in Polar Waters, OR</p>	<p>For Sea Service: From concerned manning / crewing / shipping company</p>



Certificate of Training Completion in Basic Training for Ships Operating in Polar Waters	For Training: From MTI offering MARINA-approved Basic Training for Ships Operating in Polar Waters course
b. Valid Medical Certificate in PEME format	DOH-accredited Medical Clinic/facility
c. SIRB first page and entries	Any MARINA SIRB/SRB processing centers
11. COP in Advance Training for Ships Operating in Polar Waters for Master and Chief Mate	
a. Approved seagoing service of at least 2 months in total within the Last 5 years prior to revalidation in the capacity either as a Master or Chief Mate onboard ships operating in Polar Waters, OR Evidence of passing the assessment in an approved Advanced Training for Ships operating in Polar Waters, OR Certificate of Training Completion in Advanced Training for Ships Operating in Polar Waters.	For Sea Service: Concerned manning / crewing / shipping company For Training: MTI offering MARINA-approved Advanced Training for Ships Operating in Polar Waters course
b. Valid Medical Certificate in PEME format	DOH-accredited Medical Clinic/facility
12. COP in Basic Training for Service on Ships subject to the IGF Code	
a. Certificate of Training Completion on Refresher in Basic Training for Service on Ships subject to the IGF Code.	MTI offering MARINA-approved Refresher in Basic Training for Service on Ships subject to the IGF Code.
b. Valid Medical Certificate in PEME format	DOH-accredited Medical Clinic/facility
13. COP in Advanced Training for Service on Ships subject to the IGF Code of Master, Chief Engineer Officer, Second Engineer Officer, Officer-in-Charge of an Engineering Watch, and all personnel with immediate responsibility for the care and use of fuels and fuel systems on ships subject to the IGF Code	



a. Certificate of Training Completion on Refresher in Advanced Training for Service on Ships subject to the IGF Code.	<i>MTI offering MARINA-approved Refresher in Advanced Training for Service on Ships subject to the IGF Code.</i>
b. Valid Medical Certificate in PEME format	<i>DOH-accredited Medical Clinic/facility</i>
III. FOR REPLACEMENT OF COP	
1. Duly notarized Affidavit in case of lost or damaged COP or if the COP has wrong information entry. <i>The Affidavit should state the circumstances of the loss or damage or the wrong details of information, and give description of the certificate/s to be replaced.</i>	<i>Applicant seafarers</i>
2. In case the seafarer is onboard ship: <ul style="list-style-type: none"> • letter from the concerned manning agency / crewing agency / shipping company requesting for the replacement of the COP duly signed by authorized official; • Affidavit of Loss or Damage • employment contract approved by the POEA; • Oath of undertaking; and • ship's crew list. 	<i>Concerned manning/crewing agency / shipping company</i>
IV. FOR EXPEDITE PROCESSING OF COP	
1. For seafarers scheduled for deployment within 5 days: <ul style="list-style-type: none"> • Letter request for expedite processing of application duly signed by authorized official of the manning agency; • POEA-approved employment contract • Airline E-ticket, if joining ship in other country OR Bureau of Immigration issued Embarkation Permit 	<i>Concerned manning/crewing agency / shipping company</i>



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2. In case the seafarer is onboard ship: <ul style="list-style-type: none"> • letter from the concerned manning agency / crewing agency / shipping company requesting for the replacement of the COP duly signed by authorized official; • Oath of undertaking; and • ship's crew list. 	<i>Concerned manning/crewing agency / shipping company</i>

CHECKLIST OF REQUIREMENTS:** All documentary requirements must be uploaded / inputted into the MISMO system

Service	Final Evaluation of applications for issuance, revalidation and replacement of Certificate of Proficiency (COP) initially approved through online evaluation/consultation			
Office/Division	STCWO Certification Division; STCWO Extension Office at SM City Manila; STCWO Extension Office at PITX; MARINA Regional Offices (MROs)			
Classification	Simple			
Type of Transaction	G2C – Government to Client			
Who may avail	Filipino and foreign seafarers who completed MARINA-approved training courses and whose applications for COPs were initially approved through online evaluation.			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
REGULAR PROCESSING – FINAL EVALUATION				
1. No activity	1. Logs-in to MISMO system using his/her MISMO account, then clicks the “Final Evaluation” tab.	None	1 minute	<ul style="list-style-type: none"> • Document Evaluators • MIDS I • Administrative Assistant III



<p>2. Present the system-generated reference number at any authorized payment centers and pay the corresponding processing fee within 24 hours from the generation of reference number.</p> <p>If the reference number had expired, the applicant seafarer will need to log-in to his/her MISMO account then click the “Application” and “Set Appointment” tabs to select the date of appointment and the MARINA branch where he/she wish to process and claim his/her printed certificate/s. Then click the “Proceed” tab to receive the</p>	<p>2. After the payment at authorized payment center, the MISMO system sends an automated text message to the concerned applicant-seafarer that MARINA has received his/her payment.</p> <p>In case of failure to pay the processing fee using the reference number within 24 hours, the MISMO system will send an automated text message to the concerned applicant-seafarer informing that his/her reference number has expired and that he/she need to set for another appointment date and MARINA</p>	<p>P 230.00 per Certificate (COP)</p>	<p>None</p>	<p>None</p>
<p>Reference Number for the payment of processing fee.</p>	<p>venue/branch including reference number.</p>			
<p>3. Proceed to the chosen MARINA branch on the date of appointment.</p>	<p>3. Conduct final evaluation of application on the appointment date set by the seafarer to further evaluate the completeness of the documentary requirements.</p>	<p>None</p>	<p>15 minutes</p>	<ul style="list-style-type: none"> • Document Evaluators • MIDS I • Administrative Assistant III

	<p>3.1 Checks the type of application whether new issuance or revalidation or replacement of certificate/s.</p> <p>3.2 Evaluates the documents that are uploaded / inputted into the MISMO system.</p> <p>3.3 Verifies further the status or records of the applicant-seafarer from the CMS system.</p> <p>3.4 If the application is compliant with the documentary requirements, select the COP button, and encode the following:</p> <p>3.4.1 Date of issuance</p> <p>3.4.2 Date of Revalidation (if applicable)</p> <p>3.4.3 Date of Expiry (If no expiration, type in the "Unlimited"</p> <p>3.4.4 The capacity of the seafarer (if, applicable); and</p> <p>3.4.5 The correct STCW Regulation Number</p>			
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	<p>3.5 Click the “Accept Application” tab, and then the “Approved” tab in order to proceed with the printing of the certificate/s.</p> <p>Note: <i>The applicant-seafarer will receive automated text message that his/her application is approved.</i></p> <p>3.6 If application is incomplete or not compliant, clicks the “Reject Application” tab and indicate the reason on the comment box.</p> <p>Note: <i>The applicant-seafarer will receive automated text message that his/her application has been rejected with remarks stating the reason/s thereof & with instruction what he/she needs to do next.</i></p>			
4. If application is rejected, comply the deficiency/ies & resubmit application.	4. No activity	None	None	None



NOTE: <i>Resubmission of rejected application shall be considered as new application.</i>				
5. If application is approved, wait for the automated text messages that his certificate is for printing and	5. Printing of certificate/s: 5.1 Fetch the names of seafarers with approved applications generated by the system.	None	2 minutes to print each certificate	• Clerk I
ready for release. Then proceed to the releasing counter.	5.2 Encode the serial number of the blank certificate to be used & click the “generate” tab. 5.3 Check the correctness of the picture of the seafarer before printing. 5.4 Print the certificate/s then click the “Confirm for Release” tab so that the name of the seafarer & the image of his/her printed certificate/s will appear in the MISMO account of the validator..			
6. No activity	6. Validation of printed certificate/s: 6.1 Counter check the printed COP against the image of the COP from the MISMO system particularly the photograph of seafarer.	None	2 minutes per certificate	• Senior MIDS • MIDS II • MID I



	<p>6.2 Check the correctness of the information details in the certificates.</p> <p>6.3 Check the quality of the printed certificate/s.</p> <p>6.4 Click the “validate” and “confirm” tabs in the MISMO account of the designated validator.</p>			
7. Claim his/her COP and sign in the log sheet.	<p>7. Release the printed certificate/s:</p> <p>7.1 Check if the name of the seafarer appears in the MISMO Releasing Account.</p> <p>7.2 Stamp the printed COP with MARINA dry seal and documentary stamp.</p> <p>7.3 Click the “release” tab, then release the COP to the concerned seafarer with instruction for seafarer to check the correctness of the information & details in the printed certificate, and log in their name, COP serial number & signature on the log sheet or logbook.</p>	None	3 minutes per applicant-seafarer	• Clerk I



	7.4 Instruct seafarer to affix his/her signature in the COP/s.			
END OF TRANSACTION		Total	23 minutes	

Service	Expedited processing of applications for issuance, revalidation and replacement of Certificate of Proficiency (COP)			
Office/Division	STCWO Certification Division; STCWO Extension Office at SM City Manila; STCWO Extension Office at PITX			
Classification	Simple			
Type of Transaction	G2C – Government to Client			
Who may avail	Filipino and foreign seafarers who completed MARINA-approved training courses and who are scheduled for deployment within 5 days or who are currently serving onboard ship			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign-in to his/her MISMO account and click “Select Transaction” and the “Certification” tabs then click the “expedite” tab and then follow the screen instructions to submit application. Upload the following documentary requirements as evidence that he/she is already scheduled to depart to join the vessel:	1. Logs-in to his/her MISMO account then click the “Expedite” and Final Evaluation” tabs.	None	1 minute	<ul style="list-style-type: none">• Document Evaluators• MIDS I• Administrative Assistant III



<p>1.1 Letter request from Manning agency for the expedited processing of application;</p> <p>1.2 Electronic ticket showing flight details; and</p> <p>1.3 POEA approved contract;</p> <p>1.4 Oath of Undertaking executed by the Manning Agency <i>(For onboard application only)</i></p> <p>1.5 Crew list showing the name of the applicant seafarer <i>(For onboard application only)</i></p>				
<p>2. Manning agency sends a copy of the letter signed by its authorized official to the email address of the Certification Division, STCW Office requesting for the expedite processing of the applications of its crew who is scheduled for deployment within 5 days including those currently serving onboard ship.</p>	<p>2. Check the email of the Certification Division then upload the letter request and forward it to the designated evaluators for expedite applications, for information and reference.</p>	<p>None</p>	<p>2 minutes</p>	<p>• Clerk I</p>



<p>3. If application is rejected, the applicant-seafarer will receive automated text message that his/her application has been rejected including the reason/s thereof & with instruction to comply the deficiency/ies and to resubmit application following the Step 1 above.</p> <p>NOTE: <i>Resubmission of rejected application shall be considered as new application.</i></p> <p>If application is approved, the applicant-seafarer will receive automated text message that his/her application is approved. The concerned seafarer then signs in to his/her MISMO account and obtain system-generated reference number for payment of processing fee.</p>	<p>3. Final evaluation of expedite application on the same day of filing into the MISMO system.</p> <p>3.1 Checks the type of application whether new issuance or revalidation or replacement of certificate/s.</p> <p>3.2 Evaluates the documents that are uploaded/inputted into the MISMO system.</p> <p>3.3 Verifies further the status or records of the applicant-seafarer from the CMS system.</p> <p>3.4 If the application is compliant with the documentary requirements, select the COP button, and encode the following:</p> <p>3.4.1 Date of issuance</p> <p>3.4.2 Date of Revalidation (if applicable)</p> <p>3.4.3 Date of Expiry (If no expiry, type in</p>	None	15 minutes	<ul style="list-style-type: none">• Document Evaluators• MIDS I• Administrative Assistant III
	<p>“Unlimited” in the date of expiry).</p> <p>3.4.4 The capacity of the seafarer (if, applicable); and</p>			



	<p>3.4.5 The correct STCW Regulation Number</p> <p>3.5 Clicks the “Accept Application” and the “Approved” tabs in order to proceed with the printing of the certificate/s.</p> <p>Note: <i>The MISMO system will send an automated text message to the concerned seafarer informing that his/her application is approved.</i></p> <p>3.6 If application is incomplete or not compliant, clicks the “Reject Application” tab and indicate the reason thereof on the comment box.</p> <p>Note: <i>The MISMO system will send an automated text message to the concerned seafarer informing that his/her application has been rejected including reason/s thereof & and instruction what he/she needs to do next.</i></p>			
4. Present the system-generated reference number to any	4. After the payment at authorized payment center, the MISMO	P430.00 per certificate	None	None



<p>authorized payment center and pay the processing fee.</p> <p>NOTE: Seafarer needs to pay the processing fee within 24 hours, otherwise the reference number will expire and he/she will have to obtain another reference number from the MISMO system.</p>	<p>system sends an automated text message to the concerned applicant-seafarer that MARINA has received his/her payment.</p> <p>In case of failure to pay the processing fee using the reference number within 24 hours, the MISMO system will send an automated text message to the concerned applicant-seafarer informing that his/her reference number has expired and that he/she need to set for another appointment date and MARINA</p>			
5. No activity	<p>5. Printing of certificate/s:</p> <p>5.1 Fetch the name of seafarers with approved expedite applications. generated by the system.</p> <p>5.2 Check the name of the seafarer & the certificate/s to be printed, then correctness of the pictures.</p> <p>5.3 Encode the serial number of the blank certificate to be used then click “generate” tab.</p>	None	3 minutes per certificate	Clerk I



	5.4 Click the “preview” tab to check the details of the generated certificate/s.			
	5.5 Print the certificate/s and click the “Confirm for Release” tab in order for the image of the printed certificates appear in the MISMO account of the validator.			
6. No activity	<p>6. Validation of printed certificate/s.</p> <p>6.1 Counter check the printed COP against the image of the COP from the MISMO system particularly the photograph of seafarer.</p> <p>6.2 Check the correctness of the information details in the certificates.</p> <p>6.3 Check the quality of the printed certificate/s.</p> <p>6.4 Click the “validate” and “confirm” buttons in the MISMO account of the designated validator.</p>	None	2 minutes per certificate	Senior MIDS MIDS II MIDS I
7. Liaison Officer or the concerned seafarer claims the printed certificate/s	7. Releasing of printed certificate/s:	None	3 minutes per applicant	Clerk I



	<p>7.1 Check if the name of the seafarer appears in the MISMO Releasing Account.</p> <p>7.2 Stamp the printed COP with MARINA dry seal and documentary stamp.</p> <p>7.3 Click the “release” tab, then release the COP to the concerned seafarer with instruction for seafarer to check the correctness of the</p>			
	<p>information & details in the printed certificate, and to log in their name, COP serial number & signature on the log sheet or logbook.</p>			
END OF TRANSACTION		Total	26 minutes	



4. Issuance, Revalidation and Replacement of Certificate of Competency (COC) and Certificate of Endorsement (COE)

Office/Division	STCWO Certification Division; STCWO Extension Office at SM City Manila; STCWO Extension Office at PITX; MARINA Regional Offices	
Classification	Simple	
Type of Transaction	G2C – Government to Client	
Who may avail	Filipino and foreign seafarers who have completed approved maritime education and training courses in the Philippines and passed the MARINA-prescribed Assessment of Competence	
CHECKLIST OF REQUIREMENTS**		WHERE TO SECURE
V. FOR ISSUANCE OF CERTIFICATE OF COMPETENCY (COC) / CERTIFICATE OF ENDORSEMENT (COE)		
18. COC/COE for Officer in Charge of a Navigational Watch (OIC-NW) on Ships of 500 GT or more under Regulation II/1 of the STCW Convention, 1978, as amended		
d. Passed the Theoretical Examination for Deck Operational Level	<i>Any of the MARINA Examination & Assessment Centers</i>	
e. Passed the Practical Assessment for Deck Operational Level	<i>Any of the Assessment Centers (ACs) offering MARINA-approved Practical Assessment for OIC-NW</i>	
f. Valid Certificates of Proficiency (COPs) in BT, SCRB, AFF, MEFA and COC for GMDSS Radio Operator	<i>Any of the STCWO certification processing centers</i>	
g. Transcript of Records (TOR) in Bachelor of Science in Marine Transportation (BSMT) with Special Order number or Certification, Authentication and Verification (CAV).	<i>Concerned MHEI offering CHED-approved BSMT program</i>	
h. Certificate of Training Completion in Updating Training programs for OIC-NW (Part A and Part B) under STCW Circular 2015-03.	<i>Any MTI offering MARINA-approved Updating Training course</i>	



NOTE: Seafarers applying for issuance of COC as OIC-NW who started their First-Year of BSMT study on or before SY 2012-2013 must complete these training programs.	
i. Valid Medical Certificate in PEME format	DOH-accredited Medical Clinic/facility
19. COC/COE for GMDSS Radio Operator under Regulation IV/2 of the STCW Convention, 1978, as amended	
a. Certificate of Training Completion on approved training course for GMDSS Radio Operator	Any MTI offering MARINA-approved training course for GMDSS Radio Operator
b. Passed the Theoretical Examination for GMDSS Radio Operator	Any of the MARINA Examination & Assessment Centers
c. Passed the Practical Assessment for GMDSS Radio Operator	Any Assessment Center (AC) offering MARINA-approved Practical Assessment for OIC-NW
d. Valid Medical Certificate in PEME format	DOH-accredited Medical Clinic/facility
20. COC/COE for Chief Mate under Regulation II/2 of the STCW Convention, 1978, as amended	
a. Passed the Theoretical Examination for Deck Management Level	Any of the MARINA Examination & Assessment Centers
b. Passed the Practical Assessment for Deck Management Level	Any Assessment Center (AC) offering MARINA-approved Practical Assessment for Deck Management Level
c. Valid COC as OIC-NW on ships of 500 GT or more	Any of the STCWO certification processing centers
d. Valid COPs in BT, SCRB, AFF, and MEFA	Any of the STCWO certification processing centers
e. Updating Training programs for Officer in Charge of a Navigational watch (Part A & Part B) under STCW Circular 2015-03.	MTI offering MARINA-approved Part B of the Updating Training for OIC-NW.
NOTE: Seafarers applying for issuance of COC as Chief Mate who started their First-Year of BSMT study on or before SY 2012-	



<i>2013 must complete these training programs in order to qualify to take the Management Level course for Marine Deck Officer.</i>	
f. Certificate of Training Completion in the new Management Level Course (MLC) for Marine Deck Officers OR Certificate of Training Completion in Updating Course for MLC for Marine Deck Officers, if applicable, under MARINA Circular 2014-01.	<i>MTI offering MARINA-approved MLC for Deck Officers and Updating Course for MLC Marine Deck Officer</i>
g. Approved Seagoing Service of not less than 12 months as OIC-NW on ship 500 gross tonnage or more	<i>Concerned manning/crewing/shipping company</i>
h. Valid Medical Certificate in PEME format	<i>DOH-accredited Medical Clinic/facility</i>
21. COC/COE for Master Mariner under Regulation II/2 of the STCW Convention, 1978, as amended	
a. Passed the Theoretical Examination for Deck Management Level	<i>Any of the MARINA Examination & Assessment Centers</i>
b. Passed the Practical Assessment for Deck Management Level	<i>Any Assessment Center (AC) offering MARINA-approved Practical Assessment for OIC-NW</i>
c. Valid COC as OIC-NW or as Chief Mate	<i>Any of the STCWO certification processing centers</i>
d. Valid COPs in BT, SCRB, AFF, MEFA	<i>Any of the STCWO certification processing centers</i>
e. Approved seagoing service on ship of 500 gross tonnage or more of: 1. not less than 36 months as OIC-NW; OR 2. not less than 12 months as OIC-NW plus 12 months as Chief Mate	<i>Concerned manning/crewing/shipping company</i>
f. SIRB first page and entries	<i>Applicant-seafarer</i>
g. Updating Training for Officer in Charge of a Navigational Watch (Part A & Part B under STCW Circular 2015-03)	<i>MTI offering MARINA-approved course</i>
NOTE: Seafarers applying for issuance of COC as Master who started their First-Year of BSMT study on or before SY 2012-	



2013 must complete these training programs in order to qualify to take the Management Level course for Marine Deck Officer.	
h. Transcript of Records for BSMT (Applicable only for seafarer applying from Operational Level to Management Level who started their first year of BSMT from S.Y 2013-2014)	Any CHED Accredited MHEIs offering MARITIME Courses
i. Certificate of Training Completion in MLC for Marine Deck Officer OR Certificate of Training Completion in Updating Course for MLC for Marine Deck Officer if applicable, under MARINA Circular 2014-01.	MTI offering MARINA-approved course
j. Valid Medical Certificate in PEME format	DOH-accredited Medical Clinic/facility
22. COC/COE for Officer in Charge of an Engineering Watch (OIC-EW) on ships powered by main propulsion machinery of 750kW propulsion power or more	
a. Passed the Theoretical Examination for OIC-EW	Any of the MARINA Examination processing centers
b. Passed the Practical Assessment for OIC-EW	Any AC offering MARINA-approved Practical Assessment
c. Valid COPs in BT, SCRB, AFF, MEFA	Any STCW certification processing centers of MARINA
d. Transcript of Records (TOR) in Bachelor of Science in Marine Engineering (BSMarE) with S.O number or CAV	Any CHED Accredited MHEIs offering BSMarE program
e. Updating Training programs for Officer in Charge of an Engineering Watch (Part A & Part B) under STCW Circular 2015-03 NOTE: Seafarers applying for issuance of COC as OIC-EW who started their First-Year of BSMarE study on or before SY 2012-2013 must complete these training programs.	MTI offering MARINA-approved course
f. Valid Medical Certificate in PEME format	DOH-accredited Medical Clinic/facility



23. COC/COE for SECOND ENGINEER OFFICER under Regulation III/2 of the STCW Convention, 1978, as amended	
a. Passed the Theoretical Examination for Management Level Marine Engineer Officers	<i>Any of the MARINA Examination & Assessment centers</i>
b. Practical Assessment for Management Level Marine Engineer Officers	<i>AC offering MARINA-approved Practical Assessment for Engine Management Level</i>
c. Valid COPs in BT, SCRB, AFF, MEFA	<i>Any STCW certification processing centers of MARINA</i>
d. Updating Training programs for OIC-EW (Part A & Part B) under STCW Circular 2015-03. NOTE: Seafarers applying for issuance of COC as Second Engineer Officer who started their First-Year of BSMarE study on or before SY 2012-2013 must complete these training programs.	<i>MTI offering MARINA-approved Updating Training programs</i>
e. Certificate of Training Completion in MLC for Marine Engineer Officers OR Certificate of Training Completion in Updating Course for MLC for Marine Engineer Officers, if applicable, under MARINA Circular 2014-01.	<i>MTI offering MARINA-approved MLC for Marine Engine Officers and Updating Training for MLC for Marine Engine Officers</i>
f. Approved Seagoing Service of not less than 12 months as OIC-EW on ship with 750kW propulsion power or more	<i>Concerned manning/crewing/shipping company</i>
g. SIRB first page and entries	<i>Applicant-seafarer</i>
h. Valid Medical Certificate in PEME format	<i>DOH-accredited Medical Clinic/facility</i>
24. COC/COE for CHIEF ENGINEER OFFICER under Regulation III/2 of the STCW Convention, 1978, as amended	
a. Passed the Theoretical Examination for Management Level Marine Engineer Officers	<i>Any of the MARINA Examination processing centers</i>
b. Practical Assessment for Management Level Marine Engineer Officers	<i>Any STCW certification processing centers of MARINA</i>
c. Valid COPs in BT, SCRB, AFF, MEFA	<i>Any STCW certification processing centers of MARINA</i>



d. Approved seagoing service on ship with 750kW propulsion power or more of: 1. not less than 36 mos. as OIC-EW; OR 2. not less than 12 months as OIC-EW plus 12 months as Second Engineer Officer	<i>Concerned manning/crewing/shipping company</i>
e. SIRB first page and entries	<i>Any of the MARINA SIRB/SRB processing centers</i>
f. Updating Training programs for OIC-EW (Part A & Part B) under STCW Circular 2015-03 NOTE: Seafarers applying for issuance of COC as Chief Engineer Officer who started their First-Year of BSMarE study on or before SY 2012-2013 must complete these training programs in order to qualify to take the Management Level course for Marine Engineer Officer.	<i>Any MTI offering MARINA-approved Updating Training program for OIC-EW</i>
g. TOR for BSMarE (Applicable only for seafarer applying from Operational Level to Management Level who started their first year of BSMarE study from S.Y 2013-2014)	<i>Any CHED-accredited MHEI offering BSMarE program</i>
h. Certificate of Training Completion in MLC for Marine Engine Officers OR Certificate of Training Completion in Updating Course for MLC for Marine Engine Officers, if applicable, under MARINA Circular 2014-01.	<i>MTI offering MARINA-approved course</i>
i. Valid Medical Certificate in PEME format	<i>DOH-accredited Medical Clinic/facility</i>
25. COC/COE for ELECTRO TECHNICAL OFFICERS (ETO) under Regulation III/6 of the STCW Convention, 1978, as amended	
a. Completed approved ETO Course which includes 4 months of workshop skills training	<i>MTI offering MARINA-approved ETO course</i>



b. Passed the Practical Assessment for Electro-Technical Officer (ETO)	<i>AC offering MARINA-approved Practical Assessment for ETO</i>
c. Approved seagoing service on ship powered by main propulsion machinery of 750kW propulsion power or more of: 1. Not less than 8 months of structured ETO onboard training documented in an approved Training Record Book (TRB); OR 2. Not less than thirty-two (32) months in the engine department	<i>Concerned manning/crewing/shipping company</i>
d. Valid COPs in BT, SCRB, AFF, and MEFA	<i>Any STCWO certification processing centers</i>
e. SIRB first page and entries	<i>Any of the MARINA SIRB/SRB processing centers</i>
f. Valid Medical Certificate in PEME format	<i>DOH-accredited Medical Clinic/facility</i>
VI. FOR REVALIDATION OF COC / COE	
1. COC/COE for Officer in Charge of a Navigational Watch (OIC-NW) on Ships of 500 GT or more under Regulation II/1 of the STCW Convention, 1978, as amended	
a. Valid COPs in BT, SCRB, AFF, and MEFA.	<i>Any STCWO certification processing centers</i>
b. Valid COC / COE as OIC-NW & valid COC for GMDSS Radio Operator NOTE: <i>If expired COC, must complete and pass Practical Assessment for OIC-NW.</i>	<i>For COC/COE:</i> <i>Any STCWO certification processing centers</i> <i>For practical assessment:</i> <i>Any AC offering MARINA-approved Practical Assessment for OIC-NW</i>
c. Approved seagoing service on ship of 500 gross tonnage or more as OIC NW for a period of not less than: a. three (3) months within the last six (6) months; OR b. twelve (12) months within the last five (5) years	<i>For sea service:</i> <i>Concerned manning/crewing/shipping company</i> <i>For practical assessment:</i> <i>Any AC offering approved Practical Assessment for OIC-NW</i>



NOTE: <i>If failure to meet the required seagoing service, must complete and pass Practical Assessment for OIC-NW.</i>	
d. SIRB first page and entries	<i>Any of the MARINA SIRB/SRB processing centers</i>
e. Valid Medical Certificate in PEME format	<i>DOH-accredited Medical Clinic/facility</i>
f. For holder of PRC COC/COE as OIC-NW: Updating Training for OIC-NW – Part A (Those who started their first year of BSMT from SY 2013-2014 onwards are exempted)	<i>MTI offering MARINA-approved Updating Training program for OIC-NW</i>

2. COC/COE for CHIEF MATE under Regulation II/2 of the STCW Convention, 1978, as amended	
a. Valid COPs in BT, SCRB, AFF, MEFA & MECA	<i>Any STCW certification processing centers of MARINA</i>
b. Valid COC/COE as Chief Mate NOTE: <i>If expired COC, must complete and pass Practical Assessment for Chief Mate.</i>	For COC/COE: <i>Any STCW certification processing center</i> For practical assessment, <i>Any MTI offering Practical Assessment for Chief Mate</i>
c. Approved seagoing service on ship 500 gross tonnage or more as Chief Mate for a period of not less than three (3) months within the last six (6) months OR twelve (12) months within the last five (5) years NOTE: <i>If failure to meet the required seagoing service, must complete and pass Practical Assessment for Chief Mate.</i>	<i>Concerned manning/crewing/shipping company</i> For practical assessment, <i>Any MTI offering Practical Assessment for Chief Mate</i>
d. SIRB first page and entries showing approved seagoing service	<i>Any of the MARINA SIRB/SRB processing centers</i>
e. Valid Medical Certificate in PEME format	<i>DOH-accredited Medical Clinic/facility</i>



f. For holder of PRC-issued COC/COE as Chief Mate: Training Completion for MLC Marine Deck Officers OR certificate of completion of training in MLC updating, if applicable (Those who started their first year of BSMT from SY 2013-2014 onwards are exempted)	MTI offering MARINA-approved course
3. COC/COE for MASTER MARINER under Regulation II/2 of the STCW Convention, 1978, as amended	
a. Valid COPs in BT, SCRB, AFF, MEFA & MECA	Any STCW certification processing centers of MARINA
b. Valid COC and COE as Master Mariner NOTE: If expired COC, must complete and pass Practical Assessment for Master	
c. Approved seagoing service on ship 500 gross tonnage or more as Master Mariner for a period of not less than: 1. three (3) months within the last six (6) months; OR 2. twelve (12) months within the last five (5) years	concerned manning/crewing/shipping company
NOTE: If failure to meet the required seagoing service, must complete and pass Practical Assessment for Master.	
d. SIRB first page and entries showing approved seagoing service	Applicant-seafarer
e. Valid Medical Certificate in PEME format	DOH-accredited Medical Clinic/facility
f. For holder of PRC COC/COE as Master Mariner: Training Completion in MLC Marine Deck Officers (include certificate of completion of training in MLC updating, if applicable)	MTI offering MARINA-approved MLC for Marine Deck Officers
4. COC/COE for OIC-EW	
a. Valid COPs in BT, SCRB, AFF, and MEFA.	Any STCWO certification processing centers



b. Valid COC/COE as OIC EW NOTE: <i>If expired COC, must complete and pass Practical Assessment for OIC-EW</i>	<i>Any STCWO certification processing centers</i>
c. Approved seagoing service on ship of 750kW propulsion power or more as OIC-EW for a period of not less than: 1. three (3) months within the last six (6) months; OR 2. twelve (12) months within the last five (5) years NOTE: <i>If failure to meet the required seagoing service, must complete and pass Practical Assessment for OIC-EW.</i>	<i>Concerned manning/crewing/shipping company</i>
d. SIRB first page and entries	<i>Any of the MARINA SIRB/SRB processing centers</i>
e. Valid Medical Certificate in PEME format	<i>DOH-accredited Medical Clinic/facility</i>
f. For holder of PRC COC/COE as OIC-EW: Updating Training for OIC-EW – Part A (Those who started their first year of BSMaRe from SY 2013-2014 onwards are exempted)	<i>MTI offering MARINA-approved course</i>
5. COC/COE for Second Engineer Officer	
a. Valid COPs in BT, SCRB, AFF, MEFA & MECA	<i>Any STCW certification processing centers</i>
b. Valid COC/COE as Second Engineer Officer NOTE: <i>If expired COC, must complete and pass Practical Assessment for Second Engineer Officers</i>	<i>Any STCW certification processing centers</i>
c. Approved seagoing service on ship with 750kW propulsion power or more as Second Engineer for a period of not less than: 1. three (3) months within the last six (6) months; OR 2. twelve (12) months within the last five (5) years NOTE: <i>If failure to meet the required seagoing service, must complete and pass Practical Assessment for Second Engineer Officers</i>	<i>concerned manning/crewing/shipping company</i>
d. SIRB first page and entries	<i>Any of the MARINA SIRB/SRB processing centers</i>
e. Valid Medical Certificate in PEME format	<i>DOH-accredited Medical Clinic/facility</i>



f. For holder of PRC COC/COE as 2/E: Training Completion for MLC ENGINE (include certificate of completion of training in MLC updating, if applicable) <i>(Those who started their first year of BSMT from SY 2013-2014 onwards are exempted)</i>	<i>MTI offering MARINA-approved course</i>
6. COC/COE for Chief Engineer Officer	
a. Valid COPs in BT, SCRB, AFF, MEFA & MECA	<i>Any STCW certification processing centers of MARINA</i>
b. Valid COC and COE as Chief Engineer Officer NOTE: <i>If expired COC, must complete and pass Practical Assessment for Chief Engineer Officer</i>	
c. Approved seagoing service on ship 750kW propulsion power or more as Chief Engineer Officer for a period of not less than: 1. three (3) months within the last six (6) months; OR 2. twelve (12) months within the last five (5) years NOTE: <i>If failure to meet the required seagoing service, must complete and pass Practical Assessment for Chief Engineer Officers</i>	<i>concerned manning/crewing/shipping company</i>
d. SIRB first page and entries	<i>Any of the MARINA SIRB/SRB processing centers</i>
e. Valid Medical Certificate in PEME format	<i>DOH-accredited Medical Clinic/facility</i>
f. For holder of PRC COC/COE as Master Mariner: Training Completion in MLC Engine (include certificate of completion of training in MLC updating if applicable) <i>Those who started their first year of BSMT from SY 2013-2014 onwards are exempted)</i>	<i>MTI offering MARINA-approved course</i>
7. COC for GMDSS RADIO OPERATORS	
a. COC as GMDSS Radio operator	<i>Any STCW certification processing centers of MARINA</i>



NOTE: <i>If expired COC, must complete and pass Practical Assessment for GMDSS Radio Operator</i>	
b. Approved seagoing service on ship of 500 gross tonnage or more as OIC-NW or GMDSS Radio Operator for a period of not less than: 1. three (3) months within the last six (6) months; OR 2. twelve (12) months within the last five (5) years NOTE: <i>If failure to meet the required seagoing service, must complete and pass Practical Assessment for GMDSS Radio Operator</i>	<i>concerned manning/crewing/shipping company</i>
c. SIRB first page and entries	<i>Any of the MARINA SIRB/SRB processing centers</i>
d. Valid Medical Certificate in PEME format	<i>DOH-accredited Medical Clinic/facility</i>
8. COC/COE for ELECTRO-TECHNICAL OFFICERS (ETO)	
a. Valid COC and COE for ETO NOTE: <i>If expired COC, must complete and pass Practical Assessment for ETO</i>	
b. Approved seagoing service on ship powered by main propulsion machinery of 750kW propulsion power or more for a period of not less than:	<i>concerned manning/crewing/shipping company</i>
1. twelve (12) months within the last five (5) years as ETO prior to the date of application; OR 2. three (3) months within the last 6 months as ETO prior to the date of application NOTE: <i>If failure to meet the required seagoing service, must complete and pass Practical Assessment for ETO</i>	
c. SIRB first page and entries	<i>Any of the MARINA SIRB/SRB processing centers</i>
d. Valid Medical Certificate in PEME format	<i>DOH-accredited Medical Clinic/facility</i>
VII. FOR REPLACEMENT OF COP	



<p>3. Duly notarized Affidavit in case of lost or damaged COP or if the COP has wrong information entry.</p> <p><i>The Affidavit should state the circumstances of the loss or damage or the wrong details of information, and give description of the certificate/s to be replaced.</i></p>	<p><i>Applicant seafarers</i></p>
<p>4. In case the seafarer is onboard ship:</p> <ul style="list-style-type: none"> • letter from the concerned manning agency / crewing agency / shipping company requesting for the replacement of the COP duly signed by authorized official; • Affidavit of Loss or Damage • employment contract approved by the POEA; • Oath of undertaking; and • ship's crew list. 	<p><i>Concerned manning/crewing agency / shipping company</i></p>
<p>VIII. FOR EXPEDITE PROCESSING OF COP</p>	
<p>3. For seafarers scheduled for deployment within 5 days:</p> <ul style="list-style-type: none"> • Letter request for expedite processing of application duly signed by authorized official of the manning agency; • POEA-approved employment contract • Airline E-ticket, if joining ship in other country OR Bureau of Immigration issued Embarkation Permit 	<p><i>Concerned manning/crewing agency / shipping company</i></p>
<p>4. In case the seafarer is onboard ship:</p> <ul style="list-style-type: none"> • letter from the concerned manning agency / crewing agency / shipping company requesting for the replacement of the COP duly signed by authorized official; • Oath of undertaking; and • ship's crew list. 	<p><i>Concerned manning/crewing agency / shipping company</i></p>

****Checklist of Requirements: All documentary requirements must be uploaded or inputted into the MISMO system**



Service	Online Evaluation / Consultation as to the completeness of applications for issuance, revalidation and replacement of Certificate of Competency (COC) and Certificate of Endorsement (COE)			
Office/Division	STCWO Certification Division; STCWO Extension Office at SM City Manila; STCWO Extension Office at PITX			
Classification	Simple			
Type of Transaction	G2C – Government to Client			
Who may avail	Filipino and foreign seafarers who have completed approved maritime education and training courses in the Philippines and passed the MARINA-prescribed Assessment of Competence			
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME
REGULAR PROCESSING – ONLINE (INITIAL) EVALUATION / CONSULTATION				
1. Logs-in to his/her MISMO account and submit application for certification into the MISMO system.		1. Logs-in to MISMO account, then choose the application tab and click the “Online Evaluation” and the “Request application list” tabs to generate applications for online evaluation. 1.1 Checks the type of each application generated & transmitted by the MISMO system whether for new issuance or revalidation or replacement of COC/COE, and evaluate if compliant with the corresponding documentary requirements for the certification being applied for. 1.2 Clicks the following button tabs, as applicable: 1.2.1 “Accept Application” tab, if the application is complete.	None	17 minutes.
				<ul style="list-style-type: none"> • MIDS I • Administrative Assistant III • Document Evaluator

	<p>Note: The applicant-seafarer will receive an automated text</p>			
	<p>message that his/her application is complete with instruction to set an appointment date and venue/branch where he/she wish to process & claim his/her printed certificate/s;</p> <p>1.2.2 “Forward for verification” tab if there is a document that needs further verification; and</p> <p>Note: The applicant-seafarer will receive an automated text message that his/her document is being verified & that he/she will receive an automated text message once his/her document once been verified.</p> <p>1.2.3 “Reject application” tab, if the application is incomplete or not compliant with the documentary requirements. The reason</p>			



	<p>should be indicated why the application is rejected. Note: <i>The applicant-seafarer will receive an</i></p>			
	<p><i>automated text message that his application is incomplete with remarks stating the reason/s for the rejection & what should he/she do next.</i></p> <p>NOTE: <i>Online evaluation shall be conducted within three (3) days from date of submission of the application into the MISMO system.</i></p>			
<p>2. If application is approved, logs-in to his/her MISMO account then click the “Application” and the “Set Appointment” tabs to select the date of appointment and the MARINA branch where he/she wish to process and claim his/her printed certificate/s. Then click the “Proceed” tab to receive the Reference Number for the payment of processing fee.</p> <p>NOTE: <i>Applicant will receive a system-generated Reference Number for payment of processing</i></p>	<p>2. No activity</p>	<p>None</p>	<p>None</p>	<p>None</p>



<p>fees at any authorized payment centers.</p> <p>He/she will also receive an automated text message to pay the transaction at any authorized</p> <p>payment centers using the Reference Number within 24 hours.</p> <p>Availability of appointment slots depends on the volume of Seafarers setting appointment for final evaluation. We have only allocated maximum number of appointment slots per day, i.e. in our Certification Center in SM City Manila we allot 1,000 appointment slots and 530 slots for PITX Certification Center.</p>				
<p>3. If application is rejected, comply with the deficiency/ies and resubmit application.</p> <p>Note: Resubmission of rejected application shall be considered as new submission.</p>	<p>3. No activity</p>	<p>None</p>	<p>None</p>	<p>None</p>
<p>END OF TRANSACTION</p>			<p>17 minutes</p>	



Service	Final Evaluation of applications for issuance, revalidation and replacement of Certificate of Competency (COC) and Certificate of Endorsement (COE) initially approved through online evaluation/consultation			
Office/Division	STCWO Certification Division; STCWO Extension Office at SM City Manila; STCWO Extension Office at PITX; MARINA Regional Offices (MROs)			
Classification	Simple			
Type of Transaction	G2C – Government to Client			
Who may avail	Filipino and foreign seafarers who have completed approved maritime education and training courses in the Philippines and passed the MARINA-prescribed Assessment of Competence			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
REGULAR PROCESSING – FINAL EVALUATION				
1. No activity	1. Logs-in to MISMO system using his/her MISMO account, then clicks the “Final Evaluation” tab.	None	1 minute	<ul style="list-style-type: none"> • Document Evaluators • MIDS I • Administrative Assistant III
2. Present the system-generated reference number at any authorized payment centers and pay the corresponding processing fee within 24 hours from the generation of reference number. If the reference number had expired, log-in to his/her MISMO account then click the “Application” and “Set Appointment” tabs to select the	2. After the payment at authorized payment center, the MISMO system sends an automated text message to the concerned applicant-seafarer that MARINA has received his/her payment. In case of failure to pay the processing fee using the reference number within 24 hours, the MISMO system will send an automated text	P 1030.00 per Certificate (COC/COE)	None	None



<p>date of appointment and the MARINA branch where he/she wish to process and claim his/her</p> <p>printed certificate/s. Then click the “Proceed” tab to receive the <i>reference number for the payment of processing fee.</i></p>	<p>message to the concerned applicant-seafarer informing that his/her reference number has expired and that he/she need to set for another appointment date and MARINA</p>			
<p>3. Proceed to the chosen MARINA branch on the date of appointment.</p>	<p>3. Conduct final evaluation of application on the appointment date set by the seafarer to further evaluate the completeness of the documentary requirements.</p> <p>3.1 Checks the type of application whether new issuance or revalidation or replacement of certificate/s.</p> <p>3.2 Evaluates the documents that are uploaded/inputted into the MISMO system.</p> <p>3.3 Verifies further the status or records of the applicant-seafarer from the CMS system.</p>	<p>None</p>	<p>17 minutes</p>	<ul style="list-style-type: none">• Document Evaluators• MIDS I• Administrative Assistant III

	<p>3.4 If the application is compliant with the documentary requirements, select the COC button, and encode the following:</p> <p>3.4.1 Date of issuance</p> <p>3.4.2 Date of Revalidation (if applicable)</p> <p>3.4.3 Date of Expiry</p> <p>3.4.4 The capacity of the seafarer;</p> <p>3.4.5 The correct STCW Regulation Number; and</p> <p>3.4.6 Limitation, if any</p> <p>3.5 Clicks the “Accept Application” tab, and click next the “Approved” tab in order to proceed with the printing of the certificate/s.</p> <p>Note: <i>The applicant-seafarer will receive automated text message that his/her application is approved.</i></p> <p>3.6 If application is incomplete or not compliant, clicks the “Reject Application” tab and indicate the reason on the comment box.</p>			
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	Note: The applicant-seafarer will receive automated text message that his/her application has been rejected with remarks stating the reason/s thereof & with instruction what he/she needs to do next.			
4.If application is rejected, comply the deficiency/ies & resubmit application. NOTE: Resubmission of rejected application shall be considered as new application.	4. No activity	None	None	None
5. If application is approved, proceed to his/her chosen	5. Print the certificate/s: 5.1 Fetch the names of seafarers	None	2 minutes to print each certificate	• Clerk I
MARINA Certification Center on the date and time of his/her confirmed appointment, and wait for the release of his/her certificate/s.	with approved applications generated by the system. 5.2 Encode the serial number of the blank certificate to be used & click the “generate” tab. 5.3 Check the correctness of the picture of the seafarer before printing.			

	5.4 Print the certificate/s then click the “Confirm for Release” tab so that the name of the seafarer & the image of his/her printed certificate/s will appear in the MISMO account of the validator.			
6. No activity	<p>6. Validate the printed certificate/s:</p> <p>6.1 Counter check the printed COC/COE against their image from the MISMO system particularly the photograph of seafarer.</p> <p>6.2 Check the correctness of the information details in the certificates.</p> <p>6.3 Check the quality of the printed certificate/s.</p> <p>6.4 Click the “validate” and “confirm” tabs in the MISMO account of the designated validator.</p>	None	2 minutes per certificate	<ul style="list-style-type: none"> • Senior MIDS • MIDS II • MID I
7. Claim his/her COP and sign in the log sheet.	<p>7. Release the printed certificate/s:</p> <p>7.1 Check if the name of the seafarer appears in the MISMO Releasing Account.</p>	None	3 minutes per applicant-seafarer	<ul style="list-style-type: none"> • Clerk I



	<p>7.2 Stamp the printed COC / COE with MARINA dry seal and documentary stamp.</p> <p>7.3 Click the “release” tab, then release the COC/COE to the concerned seafarer with instruction for seafarer to check the correctness of the information & details in the printed certificate, and log in their name, COC/COE serial numbers & signature on the log sheet or logbook.</p> <p>7.4 Instruct seafarer to affix his/her signature in the COC/COE.</p>			
END OF TRANSACTION		Total	25 minutes	

Service	Expedited processing of applications for issuance, revalidation and replacement of Certificate of Competency (COC) and Certificate of Endorsement (COE)
Office/Division	STCWO Certification Division; STCWO Extension Office at SM City Manila; STCWO Extension Office at PITX
Classification	Simple
Type of Transaction	G2C – Government to Client



Who may avail	Filipino and foreign seafarers who have completed approved maritime education and training courses in the Philippines and passed the MARINA-prescribed Assessment of Competence, and who are scheduled for deployment within 5 days or who are currently serving onboard ship				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
<p>1. Sign-in to his/her MISMO account and click “Select Transaction” and the “Certification” tabs then click the “expedite” tab and then follow the screen instructions to submit application.</p> <p>Upload the following documentary requirements as evidence that he/she is already scheduled to depart to join the vessel:</p> <p>1.1 Letter request from Manning agency for the expedited processing of application; 1.2 Electronic ticket showing flight details; and 1.3 POEA approved contract; 1.4 Oath of Undertaking executed by the Manning Agency <i>(For onboard application only)</i></p>	1.Logs-in to his/her MISMO account then click the “Expedite” and Final Evaluation” tabs.	None	1 minute	<ul style="list-style-type: none">• Document Evaluators• MIDS I• Administrative Assistant III	



1.5 Crew list showing the name of the applicant seafarer (For onboard application only)				
2. Manning agency sends a copy of the letter signed by its authorized official to the email address of the Certification Division, STCW Office requesting for the expedite processing of the applications of its crew who is scheduled for deployment within 5 days including those currently serving onboard ship.	2. Check the email of the Certification Division then upload the letter request and forward it to the designated evaluators for expedite applications, for information and reference.	None	2 minutes	<ul style="list-style-type: none"> • Clerk I
<p>3. If application is rejected, the applicant-seafarer will receive automated text message that his/her application has been rejected including the reason/s thereof & with instruction to comply the deficiency/ies and to resubmit application following the Step 1 above.</p> <p>NOTE: Resubmission of rejected application shall be considered as new application.</p> <p>If application is approved, the applicant-seafarer will receive automated text message that</p>	<p>3. Conduct final evaluation of expedite application on the same day of filing into the MISMO system.</p> <p>a. Checks the type of application whether new issuance or revalidation or replacement of certificate/s.</p> <p>b. Evaluates the documents that are uploaded/inputted into the MISMO system.</p> <p>c. Verifies further the status or records of the applicant-seafarer from the CMS system.</p>	None	17 minutes	<ul style="list-style-type: none"> • Document Evaluators • MIDS I • Administrative Assistant III



his/her application is approved. The concerned seafarer then signs in to his/her MISMO account and obtain system-generated reference number for payment of processing fee.	<p>d. If the application is compliant with the documentary requirements, select the COC/COE button, and encode the following:</p> <ul style="list-style-type: none">i. Date of issuance;ii. Date of Revalidation (if applicable);iii. Date of Expiry;iv. The capacity of the seafarer (if, applicable); andv. The correct STCW Regulation Numbervi. Limitation, if any <p>e. Clicks the “Accept Application” tab, and click next the “Approved” tab in order to proceed with the printing of the certificate/s.</p> <p>Note: <i>The MISMO system will send an automated text message to the concerned seafarer informing that his/her application is approved.</i></p>			
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	<p>f. If application is incomplete or not compliant, clicks the “Reject Application” tab and indicate the reason on the comment box.</p> <p>Note: <i>The MISMO system will send an automated text message to the concerned seafarer informing that his/her application has been rejected including the reason/s thereof & and instruction what to do next.</i></p>			
<p>4. Present the system-generated reference number to any authorized payment center and pay the processing fee.</p> <p>NOTE: <i>Seafarer needs to pay the processing fee within 24 hours, otherwise the reference number will expire and he/she will have to obtain another reference number from the MISMO system.</i></p>	<p>4. After the payment at authorized payment center, the MISMO system sends an automated text message to the concerned applicant-seafarer that MARINA has received his/her payment.</p> <p>In case of failure to pay the processing fee using the reference number within 24 hours, the MISMO system will send an automated text message to the concerned</p>	<p>P1,000.00 per certificate</p>	<p>None</p>	<p>None</p>



	applicant-seafarer informing that his/her reference number has expired and that he/she need to set for another appointment date and MARINA			
5. No activity	<p>5. Print the certificate/s:</p> <p>5.1 Fetch the name of seafarers with approved expedite applications. generated by the system.</p> <p>5.2 Check the name of the seafarer & the certificate/s to be printed, then correctness of the pictures.</p> <p>5.3 Encode the serial number of the blank certificate to be used then click “generate” tab.</p> <p>5.4 Click the “preview” tab to check the details of the generated certificate/s.</p> <p>5.5 Print the certificate/s and click the “Confirm for Release” tab in order for the image of the printed certificates appear in the</p>	None	3 minutes per certificate	Clerk I



	MISMO account of the validator			
6. No activity	6. Validates the printed certificate/s 6.1 Counter check the printed COC/COE against their image from the MISMO system particularly the photograph of seafarer. 6.2 Check the correctness of the information details in the certificates. 6.3 Check the quality of the printed certificate/s. 6.4 Click the “validate” and “confirm” buttons in the MISMO account of the designated validator.	None	2 minutes per certificate	Senior MIDS MIDS II MIDS I
7. Liaison Officer or the concerned seafarer claims the printed certificate/s	7. Release the printed certificate: 7.1 Check if the name of the seafarer appears in the MISMO Releasing Account. 7.2 Stamp the printed COP with MARINA dry seal and documentary stamp. 7.3 Click the “release” tab, then release the COP to	None	3 minutes per applicant	Clerk I



	the concerned seafarer with instruction for seafarer to check the correctness of the information & details in the printed certificate, and to log in their name, COP serial number & signature on the log sheet or logbook.			
END OF TRANSACTION		Total	28 minutes	



Examination and Assessment Division, STCWO

1. Assessment of Competence (Online Evaluation) for First Time Takers of Marine Deck and Engine Officers (Theoretical Examination and Practical Assessment) under Chapters II/1, III/1, II/2 and III/2 of the STCW Convention, 1978, as Amended

The assessment of competence for Marine Deck and Engineer Officers is comprised of the Theoretical Examination and Practical Assessment and is one of the requirements a seafarer must comply when applying for a higher position/rank. ONLINE EVALUATION is being performed by the assigned EAD Evaluators to ensure the compliance of applicants on the qualification requirements for the level of responsibility being applied by verifying the completeness and validity of the submitted documents through MISMO System.

Office/Division:	Examination and Assessment Division (EAD), STCW Office	
Classification:	Complex	
Type of Transaction:	G2C - Government to Citizen	
Who may avail:	Seafarer who meets the following qualification requirements:	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
DECK OPERATIONAL LEVEL (OFFICER-IN-CHARGE OF A NAVIGATIONAL WATCH) II/1		
THEORETICAL EXAMINATION		



NOTE: One (1) copy of all the required documents shall be uploaded thru the client/seafarer's MISMO account at <https://online-appointment.marina.gov.ph/>. Original copies of the uploaded documents will be presented during the Final Evaluation.

1. Valid Certificate of Proficiency (COP) in Basic Training (BT), Survival Craft and Rescue Boat (SCRB), Advance Fire Fighting (AFF) and Medical First Aid (MEFA)
2. Approved seagoing service on ships of 500 gross tonnage or more for a period of:
 - a. not less than twelve (12) months of structured onboard training such as Deck Cadet, Deck Trainee, Apprentice Mate or other Deck Department Trainee nomenclatures for certification as OIC-NW; **OR**
 - b. not less than thirty-six (36) months in the Deck Department
3. SIRB first page and entries showing relevant seagoing service
(NOTE: Upload in order of sea service)
4. Transcript of Records (TOR) for Bachelor of Science in Marine Transportation (BSMT) Graduate plus:

Updating Training for Officer-In-Charge of a Navigational Watch (Part A and B) – (REQUIRED) for those who started their first year of BSMT from 2012 and below **ONLY**

- Certification Division, STCW Office, Maritime Industry Authority **(already in the system)**
- Manning Agency and/or Shipping Company
- Seafarer-Applicant
- Recognized Maritime Higher Education Institutions (MHEIs) where the applicant graduated
- Accredited Maritime Training Institutions (MTIs) **(already in the system if taken starting 01 September 2019 onwards)**



<p>(NOTE: Those who started first year of BSMT from S.Y. 2013-2014 onwards are EXEMPTED to take Updating Training for Officer-In-Charge of a Navigational Watch (Part A and B)</p> <p>5. Valid Medical Certificate in PEME Format</p> <p>6. MISMO Profile Picture (passport-size colored picture with white background and no name tag. Wearing Type-B Marine uniform with current rank shoulder board)</p>	<ul style="list-style-type: none">- DOH-Accredited Medical Facilities for Overseas Workers and Seafarers (see list at stcw.marina.gov.ph)- Seafarer-Applicant
<p>ENGINE OPERATIONAL LEVEL (OFFICER-IN-CHARGE OF AN ENGINEERING WATCH) III/1</p> <p>THEORETICAL EXAMINATION</p> <p>NOTE: One (1) copy of all the required documents shall be uploaded thru the client/seafarer's MISMO account at https://online-appointment.marina.gov.ph/. Original copies of the uploaded documents will be presented during the Final Evaluation.</p> <p>1. Valid Certificate of Proficiency (COP) in Basic Training (BT), Survival Craft and Rescue Boat (SCRB), Advanced Fire Fighting (AFF) and Medical First Aid (MEFA)</p>	<ul style="list-style-type: none">- Certification Division, STCW Office, Maritime Industry Authority (already in the system)- Manning Agency and/or Shipping Company



<p>2. Approved seagoing service on ships powered by main propulsion machinery of 750kW propulsion power or more for a period of:</p> <p>a. Not less than twelve (12) months of structured onboard training such as Engine Cadet, Engine Trainee, Apprentice Engineer or other engine department trainee nomenclatures for certification as OIC-EW; OR</p> <p>b. Not less than thirty-six (36) months in the Engine Department</p> <p>3. SIRB first page and entries showing relevant seagoing service (NOTE: Upload in order of sea service)</p> <p>4. Transcript of Records (TOR) for Bachelor of Science in Marine Engineering (BSMarE) Graduate plus:</p> <p>Updating Training for Officer-In-Charge of an Engineering Watch (Part A and B) – (REQUIRED for those who started their first year of BSMarE from 2012 and below ONLY)</p> <p>(NOTE: Those who started first year of BSMarE from S.Y. 2013-2014 onwards are EXEMPTED to take Updating Training for Officer-In-Charge of an Engineering Watch (Part A and B)</p>	<ul style="list-style-type: none">- Seafarer-Applicant- Recognized Maritime Higher Education Institutions (MHEIs) where the applicant graduated- Accredited Maritime Training Institutions (MTIs) (already in the system if taken starting 01 September 2019 onwards)- DOH-Accredited Medical Facilities for Overseas Workers and Seafarers (see list at stcw.marina.gov.ph)- Seafarer-Applicant
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<p>5. Valid Medical Certificate in PEME Format</p> <p>6. MISMO Profile Picture (passport-size colored picture with white background and no name tag. Wearing Type-B Marine uniform with current rank shoulder board)</p>	
<p>DECK MANAGEMENT LEVEL (CHIEF MATE AND MASTER MARINER) II/2</p> <p>THEORETICAL EXAMINATION</p> <p>NOTE: One (1) copy of all the required documents shall be uploaded thru the client/seafarer's MISMO account at https://online-appointment.marina.gov.ph/. Original copies of the uploaded documents will be presented during the Final Evaluation.</p> <ol style="list-style-type: none">1. Valid Certificate of Proficiency (COP) in Basic Training (BT), Survival Craft and Rescue Boat (SCRB), Advanced Fire Fighting (AFF), Medical First Aid (MEFA) and Medical Care (MECA)2. Valid COC/COE as OIC-NW or Chief Mate, as applicable3. Approved seagoing service on ships of 500 gross tonnage or more for a period of:	<ul style="list-style-type: none">- Certification Division, STCW Office, Maritime Industry Authority (already in the system)- Certification Division, STCW Office, Maritime Industry Authority (already in the system)- Manning Agency and/or Shipping Company



For Chief Mate:	a. Not less than twelve (12) months as OIC-NW; or
For Master	a. Not less than thirty-six (36) months as OIC-NW OR b. Not less than twelve (12) months as OIC-NW plus not less than twelve (12) months as Chief Mate

(NOTE: Limitations as to Gross Tonnage will be determined during the application for COC and COE)

4. SIRB first page and entries showing relevant seagoing service
(NOTE: Upload in order of sea service and entries showing relevant seagoing service)
5. Updating Training for Officer-In-Charge of a Navigational Watch (Part B) if started first year of BSMT from 2012 and below.

Otherwise, upload Transcript of Records (TOR) for BSMT **(NOTE:** Required ONLY to seafarers applying from Operational Level to Management Level)
6. Certificate of Training Completion in Management Level Course (MLC) – Deck

- Seafarer-Applicant
- Accredited Maritime Training Institutions (MTIs) **(already in the system if taken starting 01 September 2019 onwards)**
- Recognized Maritime Higher Education Institutions (MHEIs) where the applicant graduated
- Accredited Maritime Training Institutions (MTIs) **(already in the system if taken starting 01 September 2019 onwards)**
- DOH-Accredited Medical Facilities for Overseas Workers and Seafarers **(see list at stcw.marina.gov.ph)**



<p>(NOTE: Include Certificate of Training Completion in MLC Updating, if applicable)</p> <p>7. Valid Medical Certificate in PEME Format</p> <p>8. MISMO Profile Picture (passport-size colored picture with white background and no name tag. Wearing Type-B Marine uniform with current rank shoulder board)</p>	<ul style="list-style-type: none"> - Seafarer-Applicant
<p>ENGINE MANAGEMENT LEVEL (SECOND ENGINEER AND CHIEF ENGINEER) III/2</p> <p>THEORETICAL EXAMINATION</p> <p>NOTE: One (1) copy of all the required documents shall be uploaded thru the client/seafarer's MISMO account at https://online-appointment.marina.gov.ph/. Original copies of the uploaded documents will be presented during the Final Evaluation</p> <ol style="list-style-type: none"> 1. Valid Certificate of Proficiency (COP) in Basic Training (BT), Survival Craft and Rescue Boat (SCRB), Advanced Fire Fighting (AFF) and Medical First Aid (MEFA) 2. Valid COC/COE as OIC-EW or Second Engineer, as applicable 	<ul style="list-style-type: none"> - Certification Division, STCW Office, Maritime Industry Authority (already in the system) - Certification Division, STCW Office, Maritime Industry Authority (already in the system) - Manning Agency and/or Shipping Company

3. Approved seagoing service on ships powered by main propulsion machinery of 750kW propulsion power or more for a period of:

For 2nd Engineer:	a. Not less than twelve (12) months as OIC-EW; or
For Chief Engineer	a. Not less than thirty-six (36) months as OIC-EW OR b. Not less than twelve (12) months as OIC-EW plus not less than twelve (12) months as Second Engineer

(NOTE: Limitations as to Kilowatt Propulsion Power will be determined during the application for COC and COE)

4. SIRB first page and entries showing relevant seagoing service
(NOTE: Upload in order of sea service)
5. Updating Training for Officer-In-Charge of an Engineering Watch (Part B) if started first year of BSMarE from 2012 and below.

Otherwise, upload Transcript of Records (TOR) for BSMarE **(NOTE:** Required ONLY to seafarers applying from Operational Level to Management Level)

- Seafarer-Applicant
- Accredited Maritime Training Institutions (MTIs) **(already in the system if taken starting 01 September 2019 onwards)**
- Recognized Maritime Higher Education Institutions (MHEIs) where the applicant graduated
- Accredited Maritime Training Institutions (MTIs) **(already in the system if taken starting 01 September 2019 onwards)**



<p>6. Certificate of Training Completion in Management Level Course (MLC) – Engine (NOTE: Include Certificate of Training Completion in MLC Updating if applicable)</p> <p>7. Valid Medical Certificate in PEME Format</p> <p>8. MISMO Profile Picture (passport-size colored picture with white background and no name tag. Wearing Type-B Marine uniform with current rank shoulder board)</p>	<ul style="list-style-type: none"> - DOH-Accredited Medical Facilities for Overseas Workers and Seafarers (see list at stcw.marina.gov.ph) - Seafarer-Applicant
<p>DECK OPERATIONAL LEVEL (OFFICER-IN-CHARGE OF A NAVIGATIONAL WATCH) II/1</p> <p>PRACTICAL ASSESSMENT</p> <p>NOTE: One (1) copy of all the required documents shall be uploaded thru the client/seafarer's MISMO account at https://online-appointment.marina.gov.ph/. And shall be double check during Online Final Evaluation.</p> <p>1. Certificate of Passing the Deck Operational Level Theoretical Examination (NOTE: NOT a requirement if applying for Revalidation)</p> <p>2. Valid Medical Certificate in PEME Format</p>	<ul style="list-style-type: none"> - Examination and Assessment Division, STCW Office, 4th Floor Maritime Industry Authority (NOTE: Uploading is no longer required for those who took the initial exam starting 10 December 2019 onwards) - DOH-Accredited Medical Facilities for Overseas Workers and Seafarers (see list at stcw.marina.gov.ph) - Certification Division, STCW Office, Maritime Industry Authority (already in the system)



<p>3. COC and COE as OIC-NW (NOTE: Requirement if applying for Revalidation)</p>	
<p>ENGINE OPERATIONAL LEVEL (OFFICER-IN-CHARGE OF AN ENGINEERING WATCH) III/1</p> <p>PRACTICAL ASSESSMENT</p> <p>NOTE: One (1) copy of all the required documents shall be uploaded thru the client/seafarer's MISMO account at https://online-appointment.marina.gov.ph/. And shall be double check during Online Final Evaluation.</p> <ol style="list-style-type: none"> 1. Certificate of Passing the Engine Operational Level Theoretical Examination (NOTE: NOT a requirement if applying for Revalidation) 2. Valid Medical Certificate in PEME Format 3. COC and COE as OIC EW (NOTE: Requirement if applying for Revalidation) 	<ul style="list-style-type: none"> - Examination and Assessment Division, STCW Office, 4th Floor Maritime Industry Authority (NOTE: Uploading is no longer required for those who took the initial exam starting 10 December 2019 onwards) - DOH-Accredited Medical Facilities for Overseas Workers and Seafarers (see list at stcw.marina.gov.ph) - Certification Division, STCW Office, Maritime Industry Authority (already in the system)
<p>DECK MANAGEMENT LEVEL (CHIEF MATE AND MASTER MARINER) II/2</p>	



<p>PRACTICAL ASSESSMENT</p> <p>NOTE: One (1) copy of all the required documents shall be uploaded thru the client/seafarer's MISMO account at https://online-appointment.marina.gov.ph/. And shall be double check during Online Final Evaluation.</p> <ol style="list-style-type: none"> 1. Certificate of Passing the Deck Management Level Theoretical Examination (NOTE: Not a requirement if applying for Revalidation) 2. Valid Medical Certificate in PEME Format 3. COC and COE as Chief Mate or Master Mariner, as applicable (NOTE: Requirement if applying for Revalidation) 	<ul style="list-style-type: none"> - Examination and Assessment Division, STCW Office, 4th Floor Maritime Industry Authority (NOTE: Uploading is no longer required for those who took the initial exam starting 10 December 2019 onwards) - DOH-Accredited Medical Facilities for Overseas Workers and Seafarers (see list at stcw.marina.gov.ph) - Certification Division, STCW Office, Maritime Industry Authority (already in the system but still needs to be uploaded to determine the limitation, if any)
<p>ENGINE MANAGEMENT LEVEL (SECOND ENGINEER AND CHIEF ENGINEER) III/2</p> <p>PRACTICAL ASSESSMENT</p> <p>NOTE: One (1) copy of all the required documents shall be uploaded thru the client/seafarer's MISMO account at</p>	



<p>https://online-appointment.marina.gov.ph/. And shall be double check during Online Final Evaluation.</p> <ol style="list-style-type: none"> 1. Certificate of Passing the Engine Management Level Theoretical Examination (NOTE: Not a requirement if applying for Revalidation) 2. Valid Medical Certificate in PEME Format 3. COC and COE as Second Engineer or Chief Engineer, as applicable (NOTE: Requirement if applying for Revalidation) 	<ul style="list-style-type: none"> - Examination and Assessment Division, STCW Office, 4th Floor Maritime Industry Authority (NOTE: Uploading is no longer required for those who took the initial exam starting 10 December 2019 onwards) - DOH-Accredited Medical Facilities for Overseas Workers and Seafarers (see list at stcw.marina.gov.ph) - Certification Division, STCW Office, Maritime Industry Authority (already in the system but still needs to be uploaded to determine the limitation, if any)
<p>ADDITIONAL REQUIREMENTS (if needed): NOTE: One (1) copy of the applicable required additional document/s shall be uploaded thru the client/seafarer's MISMO account at https://online-appointment.marina.gov.ph/. Original copies of the uploaded documents will be presented during the Final Evaluation.</p> <ol style="list-style-type: none"> 1. Notarized Affidavit of Loss (when one of the required documents is Lost) 2. Printed copy of seaman's book records (if Seaman's Book is lost) 	<ul style="list-style-type: none"> - Notary Public - Management & Information System Service (MARINA), 9th Floor (miss@marina.gov.ph) or MARINA Regional Office where seaman's book was issued - POEA, Ortigas Avenue, Mandaluyong City



3. OFW Information Sheet (if company is already closed and no sea service is provided) 4. Passport entries (maybe accepted as supporting documents in case Seaman's Book is lost) 5. Legal Clearance, Legal Decision and Certification (if documents are found to be spurious) 6. Attestation Certificate from the Company (to be submitted if the Name of the Position performed onboard is not included in the Nomenclatures of positions accepted as approved sea service. This is to attest that said position has also been performing a particular task/competence onboard as certified by the Master or other supervising Officials)		- Seafarer-applicant - Legal Division, STCW Office, 9 th Floor Maritime Industry Authority - Manning Agency and/or Shipping Company		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of application to MARINA Integrated Seafarers' Management Online (MISMO) System. 1.1 Sign in to MISMO at (https://online-appointment.marina.gov.ph) or click the MISMO link at	1.1 No Activity 1.2 No Activity	None None	(Will depend on the applicant)	



<p>stcw.marina.gov.ph) anywhere with internet access using any device e.g. desktop, mobile phone or laptop</p> <p>1.2 Select Transaction and click Issuance</p> <p>1.3 Upload a clear copy of the required original documents appropriate to the selected transaction</p> <p>1.4 Submit the application</p> <p>(NOTE: Applicant shall receive an SMS that his/her application has already been accepted and is queued for online evaluation)</p>	<p>1.3 No Activity</p> <p>1.4 Accepts application for initial (online) evaluation</p> <p>(NOTE: Waiting time for online evaluation may take two (2) to three (3) working days due to the bulk of applications received in a day.)</p>	<p>None</p> <p>None</p>	<p>Not applicable</p> <p>Not applicable</p> <p>3 working days</p>	<p>Examination and Assessment Division – Assigned Online Evaluator (<i>Senior MIDS, MIDS II MIDS I</i>)</p>
<p>2. No Activity</p>	<p>Initial (Online) evaluation and verification of seafarer-applicant's documents</p>	<p>None</p> <p>None</p>	<p>3 minutes</p>	<p>Examination and Assessment Division Assigned Online Evaluators (<i>Senior MIDS, MIDS II, MIDS I</i>)</p> <p>Examination and Assessment Division – Assigned Online Evaluator (<i>Senior MIDS, MIDS II MIDS I</i>)</p>



2.1 No Activity	2.1 Clicks “Request applicant list” to generate applicants for online evaluation (queued in the MISMO System).	None	15 minutes	Examination and Assessment Division – Assigned Online Evaluator (<i>Senior MIDS, MIDS II MIDS I</i>)
2.2 No Activity				Examination and Assessment Division – Assigned Online Evaluator (<i>Senior MIDS, MIDS II MIDS I</i>)
2.3 Once approved, proceed to Step #3 for Theoretical Examination Application OR proceed to Step #4 for Practical Assessment Application	2.2 Evaluates and verifies the completeness and accuracy of the uploaded documents.	None	2 minutes	
	2.3 If compliant, click “Accept Application” and input remarks			Examination and Assessment Division – Assigned Online Evaluator (<i>Senior MIDS, MIDS II MIDS I</i>)
	NOTE: (If approved online, a message shall be sent to the applicant’s MISMO account and via text message on their registered mobiles informing them to set an appointment for Final Evaluation and to	None	3 working days (online evaluation with verification of sea service may take longer as it will also depend on	Examination and Assessment Division - Assigned Online Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>) Examination and Assessment Division - Assigned Online Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>)



2.4 No Activity	<p>generate the Reference Number for Online Payment.)</p> <p>2.4 If subject for verification, click “Forward to Verification.”</p> <p>NOTE: (Remarks shall be sent through SMS and MISMO Account if subject for verification.)</p>	None	the response of concerned agency/company)	
2.5 Comply deficiency/ies and resubmit application. (Go back to Submit application in the applicant’s MISMO account)	<p>2.5 If not compliant, click “Reject Application” and indicate the reasons why rejected.</p> <p>NOTE: (Remarks shall be sent through SMS and MISMO Account if application is rejected)</p>	None	Standard processing time will stop until the deficiency/ies has been complied	
			Standard processing time will stop until the legal clearance from the Legal Division, STCW Office, 9th Floor is given	



<p>2.6 Proceed to the Legal Division, STCW (9th Floor) for appropriate action and resubmit once legal clearance is given. (Go back to Submit application in the applicant's MISMO account)</p>	<p>2.6 If any of the submitted documents are alleged to be spurious, advises the seafarer-applicant through SMS message and thru his MISMO account to personally report to Legal Division of STCW Office (9th Floor).</p> <p>NOTE: (Remarks shall be sent through SMS and MISMO Account if advised to report to the Legal Service, STCW Office, 9th Floor)</p> <p>Once approved in initial (online) evaluation, the seafarer-applicant shall receive an SMS from MARINA or a message in his MISMO account informing of the approval of his/her application and may now set an appointment for the Final Evaluation that requires physical appearance.</p>			



3. (THIS PROCESS ONLY APPLIES TO APPLICATION FOR THEORETICAL EXAMINATION) Setting of appointment and payment of fees 3.1 Sets an appointment for Final Evaluation by selecting the preferred MARINA Office (Central Office or selected Regional Offices), date and time. 3.2 Pays the corresponding transaction fee in any MARINA online payment partners within twenty-four (24) hours. Otherwise, the validity of the reference number will expire and the application will return to appointment status requiring the applicant to set his/her appointment again.	3.1 No Activity	None	Will depend on the applicant when he/she will set the appointment			
	3.2 Confirmation of Payment	<table border="1"><tr><th>Examination</th><th>Fee</th></tr><tr><td>Officers</td><td>Php 1000.00</td></tr></table> (service charge by payment centers is not included) NOTE: The MARINA Board adopted the PRC RESOLUTION NO. 2005- 257 prescribing the Rates of Fee Authorized by Law to be collected by the Professional Regulation Commission None			Examination	Fee
Examination	Fee					
Officers	Php 1000.00					



<p>3.3 Proceeds to the chosen MARINA Office on the selected venue, date and time of appointment for FINAL EVALUATION and presents the required original documents.</p> <p>(Please refer to Application #2 FINAL EVALUATION FOR FIRST TIME TAKERS (REGULAR) OF MARINE DECK & ENGINE OFFICERS THEORETICAL EXAMINATION OR</p>	3.3 No Activity			
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PRACTICAL ASSESSMENT)				
4. (THIS PROCESS ONLY APPLIES TO APPLICATION FOR PRACTICAL ASSESSMENT) Seafarer-applicant is no longer required to report to MARINA Central Office or MARINA Regional Offices (MROs). Final Evaluation will be done Online through the MISMO System. (Please refer to Application #2 FINAL EVALUATION FOR FIRST TIME TAKERS (REGULAR) OF MARINE DECK & ENGINE OFFICERS THEORETICAL EXAMINATION OR PRACTICAL ASSESSMENT)				
END OF TRANSACTION	TOTAL	P1,000.00	With verification 6 days and 20 minutes w/out verification 3 days and 20 minutes	



2. Assessment of Competence (Final Evaluation) for First Time Takers of Marine Deck and Engine Officers (Theoretical Examination and Practical Assessment) under Chapters II/1, III/1, II/2 and III/2 of the STCW Convention, 1978, as Amended

The assessment of competence for Marine Deck and Engineer Officers is comprised of the Theoretical Examination and Practical Assessment and is one the requirements a seafarer must comply when applying for a higher position/rank. FINAL EVALUATION is being performed by the assigned EAD Evaluators to validate the documentary requirements uploaded by the applicants in the MISMO System against its original copies and to ensure that all candidates are qualified prior to the actual taking of the assessment of competence.

Office/Division:	Examination and Assessment Division (EAD), STCW Office MARINA Regional Office VI MARINA Regional Office VI (Bacolod Extension Office) MARINA Regional Office VII MARINA Regional Office XI	
Classification:	Simple	
Type of Transaction:	G2C - Government to Citizen	
Who may avail:	Seafarer who meets the following qualification requirements:	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
DECK OPERATIONAL LEVEL (OFFICER-IN-CHARGE OF A NAVIGATIONAL WATCH) II/1 THEORETICAL EXAMINATION NOTE: One (1) copy of all the required documents should have been uploaded thru the client/seafarer’s MISMO account		- Certification Division, STCW Office, Maritime Industry Authority (already in the system)



<p>at https://online-appointment.marina.gov.ph/ during online evaluation. Original copies of the uploaded documents will be presented to the Evaluator during the Final Evaluation.</p> <p>7. Valid Certificate of Proficiency (COP) in Basic Training (BT), Survival Craft and Rescue Boat (SCRB), Advance Fire Fighting (AFF) and Medical First Aid (MEFA)</p> <p>8. Approved seagoing service on ships of 500 gross tonnage or more for a period of:</p> <p>a. not less than twelve (12) months of structured onboard training such as Deck Cadet, Deck Trainee, Apprentice Mate or other deck department trainee nomenclatures for certification as OIC-NW; OR</p> <p>b. not less than thirty-six (36) months in the Deck Department</p> <p>9. SIRB first page and entries showing relevant seagoing service (NOTE: Upload in order of sea service)</p> <p>10. Transcript of Records (TOR) for Bachelor of Science in Marine Transportation (BSMT) Graduate plus:</p> <p>Updating Training for Officer-In-Charge of a Navigational Watch (Part A and B) – <u>(REQUIRED)</u> for those who started their first year of BSMT from 2012 and below ONLY</p>	<ul style="list-style-type: none">- Manning Agency and/or Shipping Company- Seafarer-Applicant- Recognized Maritime Higher Education Institutions (MHEIs) where the applicant graduated- Accredited Maritime Training Institutions (MTIs) (already in the system if taken starting 01 September 2019 onwards)- DOH-Accredited Medical Facilities for Overseas Workers and Seafarers (see list at stcw.marina.gov.ph)- Seafarer-Applicant
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<p>(NOTE: Those who started first year of BSMT from S.Y. 2013-2014 onwards are EXEMPTED to take Updating Training for Officer-In-Charge of a Navigational Watch (Part A and B)</p> <p>11. Valid Medical Certificate in PEME Format</p> <p>12. MISMO Profile Picture (passport-size colored picture with white background and no name tag. Wearing Type-B Marine uniform with current rank shoulder board)</p>	
<p>ENGINE OPERATIONAL LEVEL (OFFICER-IN-CHARGE OF AN ENGINEERING WATCH) III/1</p> <p>THEORETICAL EXAMINATION</p> <p>NOTE: One (1) copy of all the required documents should have been uploaded thru the client/seafarer's MISMO account at https://online-appointment.marina.gov.ph/ during online evaluation. Original copies of the uploaded documents will be presented to the Evaluator during the Final Evaluation.</p> <p>1. Valid Certificate of Proficiency (COP) in Basic Training (BT), Survival Craft and Rescue Boat (SCRB), Advanced Fire Fighting (AFF) and Medical First Aid (MEFA)</p>	<ul style="list-style-type: none">- Certification Division, STCW Office, Maritime Industry Authority (already in the system)- Manning Agency and/or Shipping Company



<p>2. Approved seagoing service on ships powered by main propulsion machinery of 750kW propulsion power or more for a period of:</p> <p>c. Not less than twelve (12) months of structured onboard training such as Engine Cadet, Engine Trainee, Apprentice Engineer or other engine department trainee nomenclatures for certification as OIC-EW; OR</p> <p>d. Not less than thirty-six (36) months in the Engine Department</p> <p>3. SIRB first page and entries showing relevant seagoing service (NOTE: Upload in order of sea service)</p> <p>4. Transcript of Records (TOR) for Bachelor of Science in Marine Engineering (BSMarE) Graduate plus:</p> <p>Updating Training for Officer-in-Charge of an Engineering Watch (Part A and B) – (REQUIRED for those who started their first year of BSMarE from 2012 and below ONLY)</p> <p>(NOTE: Those who started first year of BSMarE from S.Y. 2013-2014 onwards are EXEMPTED to take Updating Training for Officer-In-Charge of an Engineering Watch (Part A and B)</p> <p>5. Valid Medical Certificate in PEME Format</p>	<ul style="list-style-type: none">- Seafarer-Applicant- Recognized Maritime Higher Education Institutions (MHEIs) where the applicant graduated- Accredited Maritime Training Institutions (MTIs) (already in the system if taken starting 01 September 2019 onwards)- DOH-Accredited Medical Facilities for Overseas Workers and Seafarers (see list at stcw.marina.gov.ph)- Seafarer-Applicant
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<p>6. MISMO Profile Picture (passport-size colored picture with white background and no name tag. Wearing Type-B Marine uniform with current rank shoulder board)</p>	
<p>DECK MANAGEMENT LEVEL (CHIEF MATE AND MASTER MARINER) II/2</p> <p>THEORETICAL EXAMINATION</p> <p>NOTE: One (1) copy of all the required documents should have been uploaded thru the client/seafarer's MISMO account at https://online-appointment.marina.gov.ph/ during online evaluation. Original copies of the uploaded documents will be presented to the Evaluator during the Final Evaluation.</p> <p>9. Valid Certificate of Proficiency (COP) in Basic Training (BT), Survival Craft and Rescue Boat (SCRB), Advanced Fire Fighting (AFF), Medical First Aid (MEFA) and Medical Care (MECA)</p> <p>10. Valid COC/COE as OIC-NW or Chief Mate, as applicable</p> <p>11. Approved seagoing service on ships of 500 gross tonnage or more for a period of:</p>	<ul style="list-style-type: none">- Certification Division, STCW Office, Maritime Industry Authority (already in the system)- Certification Division, STCW Office, Maritime Industry Authority (already in the system)- Manning Agency and/or Shipping Company



For Chief Mate:	b. Not less than twelve (12) months as OIC-NW; or
For Master	c. Not less than thirty-six (36) months as OIC-NW OR d. Not less than twelve (12) months as OIC-NW plus not less than twelve (12) months as Chief Mate

(NOTE: Limitations as to Gross Tonnage will be determined during the application for COC and COE)

12. SIRB first page and entries showing relevant seagoing service

(NOTE: Upload in order of sea service)

13. Updating Training for Officer-In-Charge of a Navigational Watch (Part B) if started first year of BSMT from 2012 and below.

Otherwise, upload Transcript of Records (TOR) for BSMT **(NOTE:** Required ONLY to seafarers applying from Operational Level to Management Level)

14. Certificate of Training Completion in Management Level Course (MLC) – Deck

(NOTE: Include Certificate of Training Completion in MLC Updating, if applicable)

- Seafarer-Applicant
- Accredited Maritime Training Institutions (MTIs) **(already in the system if taken starting 01 September 2019 onwards)**
- Recognized Maritime Higher Education Institutions (MHEIs) where the applicant graduated
- Accredited Maritime Training Institutions (MTIs) **(already in the system if taken starting 01 September 2019 onwards)**
- DOH-Accredited Medical Facilities for Overseas Workers and Seafarers **(see list at stcw.marina.gov.ph)**
- Seafarer-Applicant



<p>15. Valid Medical Certificate in PEME Format</p> <p>16. MISMO Profile Picture (passport-size colored picture with white background and no name tag. Wearing Type-B Marine uniform with current rank shoulder board)</p>	
<p>ENGINE MANAGEMENT LEVEL (SECOND ENGINEER AND CHIEF ENGINEER) III/2</p> <p>THEORETICAL EXAMINATION</p> <p>NOTE: One (1) copy of all the required documents should have been uploaded thru the client/seafarer's MISMO account at https://online-appointment.marina.gov.ph/ during online evaluation. Original copies of the uploaded documents will be presented to the Evaluator during the Final Evaluation.</p> <p>9. Valid Certificate of Proficiency (COP) in Basic Training (BT), Survival Craft and Rescue Boat (SCRB), Advanced Fire Fighting (AFF) and Medical First Aid (MEFA)</p> <p>10. Valid COC/COE as OIC-EW or Second Engineer, as applicable</p>	<ul style="list-style-type: none">- Certification Division, STCW Office, Maritime Industry Authority (already in the system)- Certification Division, STCW Office, Maritime Industry Authority (already in the system)- Manning Agency and/or Shipping Company



11. Approved seagoing service on ships powered by main propulsion machinery of 750kW propulsion power or more for a period of:

For 2nd Engineer:	b. Not less than twelve (12) months as OIC-EW; or
For Chief Engineer	c. Not less than thirty-six (36) months as OIC-EW OR d. Not less than twelve (12) months as OIC-EW plus not less than twelve (12) months as Second Engineer

(NOTE: Limitations as to Kilowatt Propulsion Power will be determined during the application for COC and COE)

12. SIRB first page and entries showing relevant seagoing service

(NOTE: Upload in order of sea service)

13. Updating Training for Officer-In-Charge of an Engineering Watch (Part B) if started first year of BSMarE from 2012 and below.

Otherwise, upload Transcript of Records (TOR) for BSMarE **(NOTE:** Required ONLY to seafarers applying from Operational Level to Management Level)

- Seafarer-Applicant
- Accredited Maritime Training Institutions (MTIs) **(already in the system if taken starting 01 September 2019 onwards)**
- Recognized Maritime Higher Education Institutions (MHEIs) where the applicant graduated
- Accredited Maritime Training Institutions (MTIs) **(already in the system if taken starting 01 September 2019 onwards)**
- DOH-Accredited Medical Facilities for Overseas Workers and Seafarers **(see list at stcw.marina.gov.ph)**
- Seafarer-Applicant



<p>14. Certificate of Training Completion in Management Level Course (MLC) – Engine (NOTE: Include Certificate of Training Completion in MLC Updating if applicable)</p> <p>15. Valid Medical Certificate in PEME Format</p> <p>16. MISMO Profile Picture (passport-size colored picture with white background and no name tag. Wearing Type-B Marine uniform with current rank shoulder board)</p>	
<p>DECK OPERATIONAL LEVEL (OFFICER-IN-CHARGE OF A NAVIGATIONAL WATCH) II/1</p> <p>PRACTICAL ASSESSMENT</p> <p>NOTE: One (1) copy of all the required documents should have been uploaded thru the client/seafarer’s MISMO account at https://online-appointment.marina.gov.ph/ during Online Evaluation. Final evaluation will be done online. Once approved, permit will be sent to the client/seafarer’s MISMO account.</p> <p>4. Certificate of Passing the Deck Operational Level Theoretical Examination (NOTE: NOT a requirement if applying for Revalidation)</p>	<ul style="list-style-type: none">- Examination and Assessment Division, STCW Office, 4th Floor Maritime Industry Authority (NOTE: Uploading is no longer required for those who took the initial exam starting 10 December 2019 onwards)- DOH-Accredited Medical Facilities for Overseas Workers and Seafarers (see list at stcw.marina.gov.ph)- Certification Division, STCW Office, Maritime Industry Authority (already in the system)



<p>5. Valid Medical Certificate in PEME Format</p> <p>6. COC and COE as OIC-NW (NOTE: Requirement if applying for Revalidation)</p>	
<p>ENGINE OPERATIONAL LEVEL (OFFICER-IN-CHARGE OF AN ENGINEERING WATCH) III/1</p> <p>PRACTICAL ASSESSMENT</p> <p>NOTE: One (1) copy of all the required documents should have been uploaded thru the client/seafarer's MISMO account at https://online-appointment.marina.gov.ph/ during Online Evaluation. Final evaluation will be done online. Once approved, permit will be sent to the client/seafarer's MISMO account.</p> <p>1. Certificate of Passing the Engine Operational Level Theoretical Examination (NOTE: NOT a requirement if applying for Revalidation)</p> <p>2. Valid Medical Certificate in PEME Format</p> <p>3. COC and COE as OIC EW (NOTE: Requirement if applying for Revalidation)</p>	<ul style="list-style-type: none"> - Examination and Assessment Division, STCW Office, 4th Floor Maritime Industry Authority (NOTE: Uploading is no longer required for those who took the initial exam starting 10 December 2019 onwards) - DOH-Accredited Medical Facilities for Overseas Workers and Seafarers (see list at stcw.marina.gov.ph) - Certification Division, STCW Office, Maritime Industry Authority (already in the system)



<p>DECK MANAGEMENT LEVEL (CHIEF MATE AND MASTER MARINER) II/2</p> <p>PRACTICAL ASSESSMENT</p> <p>NOTE: One (1) copy of all the required documents should have been uploaded thru the client/seafarer's MISMO account at https://online-appointment.marina.gov.ph/ during Online Evaluation. Final evaluation will be done online. Once approved, permit will be sent to the client/seafarer's MISMO account.</p> <p>4. Certificate of Passing the Deck Management Level Theoretical Examination (NOTE: Not a requirement if applying for Revalidation)</p> <p>5. Valid Medical Certificate in PEME Format</p> <p>6. COC and COE as Chief Mate or Master Mariner, as applicable (NOTE: Requirement if applying for Revalidation)</p>	<ul style="list-style-type: none">- Examination and Assessment Division, STCW Office, 4th Floor Maritime Industry Authority (NOTE: Uploading is no longer required for those who took the initial exam starting 10 December 2019 onwards)- DOH-Accredited Medical Facilities for Overseas Workers and Seafarers (see list at stcw.marina.gov.ph)- Certification Division, STCW Office, Maritime Industry Authority (already in the system but still needs to be uploaded to determine the limitation, if any)



ENGINE MANAGEMENT LEVEL (SECOND ENGINEER AND CHIEF ENGINEER) III/2

PRACTICAL ASSESSMENT

NOTE: One (1) copy of all the required documents should have been uploaded thru the client/seafarer's MISMO account at <https://online-appointment.marina.gov.ph/> during Online Evaluation. Final evaluation will be done online. Once approved, permit will be sent to the client/seafarer's MISMO account.

1. Certificate of Passing the Engine Management Level Theoretical Examination
(NOTE: Not a requirement if applying for Revalidation)
2. Valid Medical Certificate in PEME Format
3. COC and COE as Second Engineer or Chief Engineer, as applicable
(NOTE: Requirement if applying for Revalidation)

- Examination and Assessment Division, STCW Office, 4th Floor Maritime Industry Authority **(NOTE:** Uploading is no longer required for those who took the initial exam starting 10 December 2019 onwards)
- DOH-Accredited Medical Facilities for Overseas Workers and Seafarers **(see list at stcw.marina.gov.ph)**
- Certification Division, STCW Office, Maritime Industry Authority **(already in the system but still needs to be uploaded to determine the limitation, if any)**

ADDITIONAL REQUIREMENTS (if needed):

Note: One (1) copy of the applicable required additional document/s shall be uploaded thru the client/seafarer's



<p>MISMO account at https://online-appointment.marina.gov.ph/. Original copies of the uploaded documents will be presented during the Final Evaluation.</p> <p>7. Notarized Affidavit of Loss (when one of the required documents is Lost)</p> <p>8. Printed copy of seaman's book records (if Seaman's Book is lost)</p> <p>9. OFW Information Sheet (if company is already closed and no sea service is provided)</p> <p>10. Passport entries (maybe accepted as supporting documents in case Seaman's Book is lost)</p> <p>11. Legal Clearance, Legal Decision and Certification (if documents are found to be spurious).</p> <p>12. Attestation Certificate from the Company (to be submitted if the Name of the Position performed onboard is not included in the Nomenclatures of positions accepted as approved sea service. This is to attest that said position has also been performing a particular task/competence onboard)</p>	<ul style="list-style-type: none">- Notary Public- Management & Information System Service (MARINA), 9th Floor (miss@marina.gov.ph) or MARINA Regional Office where seaman's book was issued- POEA, Ortigas Avenue, Mandaluyong City- Seafarer-applicant- Legal Division, STCW Office, 9th Floor Maritime Industry Authority- Manning Agency and/or Shipping Company
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as certified by the Master or other supervising Officials)				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. THIS PROCESS ONLY APPLIES TO APPLICATION FOR THEORETICAL EXAMINATION 1.1 Physical presence of seafarer-applicant is required 1.2 Submits to the Final Evaluation the required original documents on the date and time of appointment 1.3 No Activity	1.1 FINAL EVALUATION OF SEAFARER-APPLICANT DOCUMENT	None	2 minutes	Examination and Assessment Division – Assigned Final Evaluator (<i>Senior MIDS, MIDS II MIDS I</i>)
		None	2 minutes	Examination and Assessment Division – Assigned Final Evaluator (<i>Senior MIDS, MIDS II MIDS I</i>)
	1.2 Signs in to https://online-appointment.marina.gov.ph:1337	None		Examination and Assessment Division – Assigned Final Evaluator (<i>Senior MIDS, MIDS II MIDS I</i>)
		None	2 minutes	Examination and Assessment Division – Assigned Final Evaluator (<i>Senior MIDS, MIDS II MIDS I</i>)
	1.3 Clicks the tab “Final Evaluation” and accepts scheduled seafarer for final evaluation	None		Examination and Assessment Division – Assigned Final Evaluator (<i>Senior MIDS, MIDS II MIDS I</i>)
			15 minutes	



1.4 No Activity	1.4 Evaluates and ensures the qualifications of the seafarer-applicant as well as the authenticity of their submitted documents.	None		Examination and Assessment Division – Assigned Final Evaluator (<i>Senior MIDS, MIDS II MIDS I</i>)
1.5 No Activity	1.5 Validates the documents that are uploaded and evaluated against the original documents. Any discrepancy shall be clarified by the evaluator to the seafarer-applicant.	None	3 minutes	Examination and Assessment Division – Assigned Final Evaluator (<i>Senior MIDS, MIDS II MIDS I</i>)
1.6 Once approved, proceed to Step #2	1.6 Clicks “Accept Application” if the documents uploaded are compliant with the requirements. Then clicks “Approve” to proceed with scheduling of exam.	None	Standard processing time will stop until the deficiency/ies has been complied	
1.7 Comply deficiency/ies and	1.7 Clicks “Reject” button if there is deficiency/ies on the individual uploaded documents and input remarks then clicks “Reject		Standard processing time will stop until the legal clearance from	



<p>resubmit application (Go back to Submit application in the applicant's MISMO account)</p> <p>1.8 Proceed to the Legal Division, STCW (9th Floor) for appropriate action and resubmit once legal clearance is given.</p>	<p>Application" and input the reason in comment box.</p> <p>NOTE: (Remarks shall be sent through SMS and MISMO Account if application is rejected.)</p> <p>1.8 If any of the submitted documents are alleged to be spurious, advises the seafarer-applicant through SMS and thru his MISMO account to personally report to the Legal Division of STCW Office (9th Floor).</p> <p>NOTE: (Remarks shall be sent through SMS and MISMO Account if advised to report to the Legal Service, STCW Office (9th Floor)</p>		<p>the Legal Division, STCW Office (9th Floor) is given</p>	
<p>2.</p>	<p>Scheduling of examination</p>	<p>None</p>	<p>2 minutes</p>	



2.1 Informs the Evaluator of the desired venue, date and time of examination	2.1 Clicks the tab "Schedule" and search the applicant's name subject for schedule then clicks "Set Schedule"	None	2 minutes	Examination and Assessment Division – Assigned Final Evaluator (<i>Senior MIDS, MIDS II MIDS I</i>)
2.2 No Activity	2.2 Chooses the applicant's desired venue, date and time of examination and clicks "Save"	None	5 minutes	Examination and Assessment Division – Assigned Final Evaluator (<i>Senior MIDS, MIDS II MIDS I</i>)
2.3 No Activity	2.3 Generates, prints Permit and clicks "Confirm Print"	None	4 minutes	Examination and Assessment Division – Assigned Final Evaluator (<i>Senior MIDS, MIDS II MIDS I</i>)
2.4 Signs the Examination Permit to confirm	2.4 Checks all entries in the examination permit and signs to confirm	None	7 minutes	Examination and Assessment Division – Assigned Final Evaluator (<i>Senior MIDS, MIDS II MIDS I</i>)
2.5 Seafarer-applicant shall proceed to the chosen examination center on his	2.5 Briefs the seafarer-applicant about the general rules and regulations of examination as written at the back of			



preferred date and time	the Theoretical Examination Permit.			
<p>3. (THIS PROCESS ONLY APPLIES TO APPLICATION FOR PRACTICAL ASSESSMENT). Processing time for each seafarer-applicant starts upon the online acceptance of those scheduled for Final evaluation.</p> <p>3.1</p> <p>3.2 Seafarer-applicant is no longer required to report to MARINA Central Office / Regional offices. Final Evaluation will be done (online) thru MISMO System.</p>	<p>3.1 Final Evaluation of seafarer-applicant document</p> <p>3.2 Signs in to https://online-appointment.marina.gov.ph:1337</p> <p>1. 3.3 Clicks the tab “Final Evaluation” and accepts scheduled Applicant-Seafarer for final evaluation.</p> <p>3.4 Evaluates and ensures the qualifications of the</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p>	<p>2 minutes</p> <p>2 minutes</p> <p>15 minutes</p>	<p>Examination and Assessment Division – Assigned Final Evaluator (<i>Senior MIDS, MIDS II MIDS I</i>)</p> <p>Examination and Assessment Division – Assigned Final Evaluator (<i>Senior MIDS, MIDS II MIDS I</i>)</p> <p>Examination and Assessment Division – Assigned Final Evaluator (<i>Senior MIDS, MIDS II MIDS I</i>)</p>



3.3 No Activity	seafarer-applicant as well as the completeness, validity and authenticity of their submitted documents	None	1 minute	Examination and Assessment Division – Assigned Final Evaluator (<i>Senior MIDS, MIDS II MIDS I</i>)
3.4 No Activity	3.5 Validates the documents that are uploaded and evaluated against the original documents. Any discrepancy shall be clarified by the evaluator to the seafarer-applicant.			Examination and Assessment Division – Assigned Final Evaluator (<i>Senior MIDS, MIDS II MIDS I</i>)
3.5 No Activity	3.6 Clicks “Accept Application” if the documents uploaded are compliant with the requirements	None	Standard processing time will stop until the deficiency/ies has been complied	Examination and Assessment Division – Assigned Final Evaluator (<i>Senior MIDS, MIDS II MIDS I</i>)
3.6 Once application is approved, seafarer-applicant shall				



<p>receive the practical assessment permit that contains the application number thru SMS or in his/her MISMO account. Applicant-Seafarer shall print the practical assessment permit and proceed directly to Assessment Centers (ACs) to enroll for practical assessment.</p> <p>NOTE: In the new MARINA Competency Assessment System (MCAS), printing of assessment permit is no longer needed.</p> <p>3.7 Comply deficiency/ies and resubmit application. (Go</p>	<p>3.7 Clicks "Reject: button if there is deficiency/ies on the individual uploaded documents and input remarks then clicks "Reject Application" and input the reason in comment box.</p> <p>NOTE:</p>	<p>None</p>	<p>Standard processing time will stop until the issuance of the legal clearance from the Legal Division, STCW Office (9th Floor) is given</p>	<p>Examination and Assessment Division – Assigned Final Evaluator (<i>Senior MIDS, MIDS II MIDS I</i>)</p>
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<p>back to submit application in the applicant's MISMO account)</p> <p>3.8 Proceed to the Legal Division, STCW (9th Floor) for appropriate action and resubmit once legal clearance is given. (Go back to Submit application in the applicant's MISMO account)</p>	<p>(Remarks shall be sent through SMS and MISMO Account if application is rejected)</p> <p>3.8 If any of the submitted documents are alleged to be spurious, advises the seafarer-applicant through MISMO to personally report to Legal Division of STCW Office (9th Floor)</p> <p>NOTE: (Remarks shall be sent through SMS and MISMO Account if advised to report to the Legal Service, STCW Office (9th Floor)</p>			
END OF TRANSACTION	TOTAL PROCESSING TIME	No Fee	Theoretical Exam (Physical Appearance) 42 minutes	



		No Fee	Practical Assessment (Online Final Evaluation) * 20 minutes
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* Processing time for Theoretical Exam commences upon the online acceptance of those scheduled for Final Evaluation while for Practical Assessment, processing time commences upon acceptance of those approved application for Final Evaluation.



3. Assessment of Competence (Online Evaluation) for First Time Takers of GMDDS Radio Operator (Theoretical Examination and Practical Assessment) under Chapter IV of the STCW Convention, 1978, as Amended

The assessment of competence for GMDSS Radio Operator is comprised of the Theoretical Examination and Practical Assessment and is one the requirements a seafarer must comply when applying for the position of Officer-In-Charge of Navigational Watch (OIC-NW). ONLINE EVALUATION is being performed by the assigned EAD Evaluators to ensure the compliance of applicants on the qualification requirements for GMDSS Radio Operator by verifying the completeness and validity of the submitted documents through MISMO System.

Office/Division:	Examination and Assessment Division (EAD), STCW Office	
Classification:	Complex	
Type of Transaction:	G2C - Government to Citizen	
Who may avail:	Seafarer who meets the following qualification requirements:	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
GLOBAL MARITIME DISTRESS AND SAFETY SYSTEM (GMDSS) RADIO OPERATOR THEORETICAL EXAMINATION NOTE: One (1) copy of all the required documents shall be uploaded thru the client/seafarer’s MISMO account at https://online-appointment.marina.gov.ph/ . Original copies of the uploaded documents will be presented during the Final Evaluation For BSMT Graduates:		<ul style="list-style-type: none">- Examination and Assessment Division, STCW Office, 4th Floor Maritime Industry Authority



<p>13. Certificate of Passing the Deck Operational Level Theoretical Exam (NOTE: Requirement for those who took the exam under the MARINA Board Examination (MBE) System (OLD)</p> <p>OR</p> <p>14. Certificate of Passing the Deck Operational Level Practical Assessment (NOTE: Requirement for those who took the exam under the MARINA Competency Assessment System (MCAS) (NEW)</p> <p>15. Certificate of Training Completion for GMDSS Radio Operators</p> <p>16. Valid Medical Certificate in PEME format</p> <p>For Non-BSMT Graduates:</p> <p>1. Any valid government issued Identification Document (ID) showing the name, clear picture, date of birth and signature of the applicant such as Passport, Driver's License, PAGIBIG, SSS, GSIS ID / UMID, Voter's ID or Postal ID (ATM Type/TIN card with picture).</p>	<ul style="list-style-type: none">- Accredited Assessment Centers (ACs) (already in the system if taken starting 01 September 2019)- Accredited Maritime Training Institutions (MTIs) (already in the system if taken starting 01 September 2019)- DOH-Accredited Medical Facilities for Overseas Workers and Seafarers (see list at stcw.marina.gov.ph)- Applicant-Seafarer- Manning Agency and/or Shipping Company- Accredited Maritime Training Institutions (MTIs) (already in the system if taken starting 01 September 2019 onwards)
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<p>2. Certification issued by the employer stating that the nature of work of the applicant is relevant to the operation of GMDSS</p> <p>3. Certificate of Training Completion for GMDSS Radio Operators</p> <p>4. Valid Medical Certificate in PEME Format</p> <p>5. MISMO Profile Picture (passport-size colored picture with white background and no name tag. Wearing white polo with current rank shoulder board)</p>	<ul style="list-style-type: none"> - DOH-Accredited Medical Facility duly recognized by MARINA (see updated list at stcw.marina.gov.ph) - Applicant-Seafarer
<p>PRACTICAL ASSESSMENT</p> <p>NOTE: One (1) copy of all the required documents shall be uploaded thru the client/seafarer's MISMO account at https://online-appointment.marina.gov.ph/. And shall be double check during the Online Final Evaluation</p> <p>7. Certificate of Passing the GMDSS Radio Operator Theoretical Examination (NOTE: Not a requirement if applying Revalidation)</p>	<ul style="list-style-type: none"> - Examination and Assessment Division, STCW Office, 4th Floor Maritime Industry Authority (NOTE: Uploading is no longer required for those who took the initial exam starting 10 December 2019 onwards) - DOH-Accredited Medical Facilities for Overseas Workers and Seafarers (see list at stcw.marina.gov.ph)



8. Valid Medical Certificate in PEME Format 9. COC as GMDSS Radio Operator (NOTE: Requirement if applying for Revalidation)		- Certification Division, STCW Office, Maritime Industry Authority (already in the system)		
ADDITIONAL REQUIREMENTS (if needed): NOTE: One (1) copy of the applicable required additional document/s shall be uploaded thru the client/seafarer's MISMO account at https://online-appointment.marina.gov.ph/ . Original copies of the uploaded documents will be presented during the Final Evaluation. Legal Clearance, Legal Decision and Certification (if documents are alleged to be spurious)		- Legal Division, STCW Office MARINA, 9 th Floor		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Application to MARINA Integrated Seafarer's Management Online (MISMO) System. 1.1 Sign in to MISMO at (https://onlineappointment.marina.gov.ph or click the MISMO link at stcw.marina.gov.ph)	1.1 No Activity	None None None	Will depend on the applicant	



<p>anywhere with internet access using any device e.g. desktop, mobile phone or laptop</p> <p>1.2 Select Transaction</p> <p>1.3 Upload the required original documents appropriate to the selected transaction</p> <p>1.4 Submit the application</p> <p>NOTE: Applicant shall receive an SMS that his/her application has already been accepted and is queued for online evaluation</p>	<p>1.2 No Activity</p> <p>1.3 No Activity</p> <p>1.4 Accepts application for initial (online) evaluation</p> <p>(NOTE: Waiting time for online evaluation may take two (2) to three (3) working days due to the bulk of applications received in a day.)</p>	None	3 working days	Examination and Assessment Division – Assigned Online Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>)
2.	Initial (Online) evaluation and verification of seafarer-applicant's documents	None	3 minutes	Examination and Assessment Division – Assigned Online Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>)



2.1 No Activity	2.1 Clicks “Request applicant list” to generate applicants for online evaluation (queued in the MISMO System)	None	15 minutes	Examination and Assessment Division – Assigned Online Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>)
2.2 No Activity	2.2 Evaluates and verifies the completeness and accuracy of the uploaded documents.	None	2 minutes	Examination and Assessment Division – Assigned Online Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>)
2.3 Once approved, proceed to Step #3 for Theoretical Application OR proceed to Step #4 for Practical Assessment Application	2.3 If compliant, click “Approved Application” NOTE: (If approved online, a message shall be	None	3 working days (Online evaluation with verification of training)	Examination and Assessment Division – Assigned Online Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>) Examination and Assessment Division – Assigned Online Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>)



2.4 No Activity	sent to the applicant's MISMO account and via text message on their registered mobiles informing them to set an appointment for final evaluation and to generate the reference number for online payment.) 2.4 If subject for verification click, "Forward to Verification"	None	Standard processing time will stop until the deficiency/ies has been complied	Examination and Assessment Division – Assigned Online Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>)
	NOTE: (Remarks shall be sent through SMS and thru the MISMO Account of the applicant if subject for verification.) 2.5 If not compliant, clicks "Reject Application" and indicate the	None	Standard processing time will stop until the legal clearance from the Legal Division, STCW Office (9 th Floor) is given	
2.5 Comply deficiency/ies and resubmit application.				



2.6 Proceed to the Legal Division STCW, (9 th Floor) for appropriate action and resubmit once legal clearance is given.	<p>reasons why rejected.</p> <p>2.6 If any of the submitted documents are alleged to be spurious, advises the seafarer-applicant through MISMO to personally report to Legal Division of STCW office (9th Floor)</p> <p>NOTE: (Remarks shall be sent through SMS and MISMO Account if application is rejected and if advised to report to the Legal Service, STCW Office (9th Floor))</p>			
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	Once approved in initial (online) evaluation, the seafarer-applicant shall receive an SMS from MARINA or a message in his MISMO account informing of the approval of his/her application and may now set an appointment for the Final Evaluation that requires physical appearance.									
3. (THIS PROCESS ONLY APPLIES TO APPLICATION FOR THEORETICAL EXAMINATION) Setting of appointment and payment of fees 3.1 Sets an appointment for Final Evaluation by selecting the preferred MARINA Office, date and time.	3.1 No Activity	<table><tr><td colspan="2">None</td></tr><tr><td>Examination</td><td>Fee</td></tr><tr><td>GMDS S Radio</td><td>Php 80.00</td></tr></table>	None		Examination	Fee	GMDS S Radio	Php 80.00	Will depend on the applicant when he/she will set the appointment	System generated
None										
Examination	Fee									
GMDS S Radio	Php 80.00									



<p>3.2 Pays the corresponding transaction fee in any MARINA online payment partners within eighteen (18) hours. Otherwise, the validity of the reference number will expire and the application will return to appointment status requiring the applicant to set his/her appointment again.</p>	<p>3.2Confirmation of Payment</p>	<p>Operat ors</p>	<p>Not applicable</p>	
		<p>(service charge by payment centers is not included) NOTE: The National Telecommunica tions Commission (NTC) Fee for GMDSS Radio Operators Examination has been adopted.</p> <p>None</p>		
<p>3.3 Proceeds to the chosen MARINA Office on the selected venue,</p>				



<p>date and time of appointment for FINAL EVALUATION and presents the required original documents.</p> <p>(Please refer to Application to FINAL EVALUATION FOR FIRST TIME (REGULAR) TAKERS OF GMDSS RADIO OPERATOR THEORETICAL EXAMINATION OR PRACTICAL ASSESSMENT)</p>	3.3 No Activity			
<p>4. (THIS PROCESS ONLY APPLIES TO APPLICATION FOR PRACTICAL ASSESSMENT)</p> <p>4.1 Seafarer-applicant is no longer required to report to MARINA Central Office / Regional Offices. Final Evaluation will be done through MISMO System.</p> <p>(Please refer to Application #4 FINAL EVALUATION FOR</p>				



FIRST TIME (REGULAR) TAKERS OF GMDSS RADIO OPERATOR THEORETICAL EXAMINATION OR PRACTICAL ASSESSMENT)				
END OF TRANSACTION	TOTAL	Php 80.00	With verification 6 days and 20 minutes	
			W/out verification 3 days and 20 minutes	



4. Assessment of Competence (Final Evaluation) for First Time Takers of GMDDS Radio Operator (Theoretical Examination and Practical Assessment) under Chapter IV of the STCW Convention, 1978, as Amended

The assessment of competence for GMDSS Radio Operator is comprised of the Theoretical Examination and Practical Assessment and is one the requirements a seafarer must comply when applying for the position of Officer-In-Charge of Navigational Watch (OIC-NW). FINAL EVALUATION is being performed by the assigned EAD Evaluators to validate the documentary requirements uploaded by the applicants in the MISMO System against its original copies and to ensure that all candidates are qualified prior to the actual taking of the assessment of competence for GMDSS Radio Operator.

Office/Division:	Examination and Assessment Division (EAD), STCW Office MARINA Regional Office VI MARINA Regional Office VI (Bacolod Extension Office) MARINA Regional Office VII MARINA Regional Office XI	
Classification:	Simple	
Type of Transaction:	G2C - Government to Citizen	
Who may avail:	Seafarer who meets the following qualification requirements:	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
GLOBAL MARITIME DISTRESS AND SAFETY SYSTEM (GMDSS) RADIO OPERATOR THEORETICAL EXAMINATION NOTE: One (1) copy of all the required documents should have been uploaded thru the client/seafarer’s MISMO account at https://online-appointment.marina.gov.ph/ during online evaluation. Original copies of the uploaded documents will be presented to the Evaluator during the Final Evaluation.		



<p>For BSMT Graduates:</p> <p>17. Certificate of Passing the Deck Operational Level Theoretical Exam (NOTE: Requirement for those who took the exam under the MARINA Board Examination (MBE) System (OLD)</p> <p>OR</p> <p>18. Certificate of Passing the Deck Operational Level Practical Assessment (NOTE: Requirement for those who took the exam under the MARINA Competency Assessment System (MCAS) (NEW)</p> <p>19. Certificate of Training Completion for GMDSS Radio Operators</p> <p>20. Valid Medical Certificate in PEME format</p> <p>For Non-BSMT Graduates:</p> <p>6. Any valid government issued Identification Document (ID) showing the name, clear picture, date of birth and signature of the applicant such as Passport, Driver's License, PAGIBIG, SSS, GSIS ID / UMID, Voter's ID or Postal ID (ATM Type/TIN card with picture).</p> <p>7. Certification issued by the employer stating that the nature of work of the applicant is relevant to the operation of GMDSS</p>	<ul style="list-style-type: none"> - Examination and Assessment Division, STCW Office, 4th Floor Maritime Industry Authority - Accredited Assessment Centers (ACs) (already in the system if taken starting 01 September 2019) - Accredited Maritime Training Institutions (MTIs) (already in the system if taken starting 01 September 2019) - DOH-Accredited Medical Facilities for Overseas Workers and Seafarers (see list at stcw.marina.gov.ph) - Applicant-Seafarer
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<p>8. Certificate of Training Completion for GMDSS Radio Operators</p> <p>9. Valid Medical Certificate in PEME Format</p>	<ul style="list-style-type: none"> - Manning Agency and/or Shipping Company - Accredited Maritime Training Institutions (MTIs) (already in the system if taken starting 01 September 2019 onwards) - DOH-Accredited Medical Facility duly recognized by MARINA (see updated list at stcw.marina.gov.ph)
<p>PRACTICAL ASSESSMENT</p> <p>NOTE: One (1) copy of all the required documents should have been uploaded thru the client/seafarer's MISMO account at https://online-appointment.marina.gov.ph/ during Online Evaluation. Final evaluation will be done online. Once approved, permit will be sent to the client/seafarer's MISMO account.</p> <p>10. Certificate of Passing the GMDSS Radio Operator Theoretical Examination (NOTE: Not a requirement if applying Revalidation)</p> <p>11. Valid Medical Certificate in PEME Format</p>	<ul style="list-style-type: none"> - Examination and Assessment Division, STCW Office, 4th Floor Maritime Industry Authority (NOTE: Uploading is no longer required for those who took the initial exam starting 10 December 2019 onwards)



12.COC as GMDSS Radio Operator (NOTE: Requirement if applying for Revalidation)		<ul style="list-style-type: none"> - DOH-Accredited Medical Facilities for Overseas Workers and Seafarers (see list at stcw.marina.gov.ph) - Certification Division, STCW Office, Maritime Industry Authority (already in the system) 		
ADDITIONAL REQUIREMENTS (if needed): NOTE: One (1) copy of the applicable required additional document/s shall be uploaded thru the client/seafarer's MISMO account at https://online-appointment.marina.gov.ph/. Original copies of the uploaded documents will be presented during the Final Evaluation. Legal Clearance, Legal Decision and Certification (if documents are found to be spurious).				
CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. THIS PROCESS ONLY APPLIES TO APPLICATION FOR THEORETICAL EXAMINATION 1.1 Submits to the Final Evaluator the required original documents on the date and time of appointment	1.1 Signs in to https://online-appointment.marina.gov.ph:1337	None	2 minutes	Examination and Assessment Division Assigned Final Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>)
		None	2 minutes	

1.2 No Activity	1.2 Clicks the tab “Final Evaluation” and accepts scheduled Applicant-Seafarer for final evaluation.	None	15 minutes	Examination and Assessment Division Assigned Final Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>)
1.3 No Activity	1.3 Evaluates and ensures the qualifications of the seafarer-applicant as well as the completeness, validity and authenticity of their submitted documents.	None	3 minutes	Examination and Assessment Division Assigned Final Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>)
1.4 No Activity	1.4 Validates the documents that are uploaded and evaluated against the original documents. Any discrepancy shall be clarified by the evaluator to the seafarer-applicant.	None	Standard processing time will stop until the deficiency/ies has been complied	Examination and Assessment Division Assigned Final Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>)
	1.5 Clicks “Accept Application” and input remarks if the documents uploaded are compliant with the requirements. Then clicks “Approve” to proceed with scheduling of exam.	None		Examination and Assessment Division Assigned Final Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>)
	1.6 Clicks “Reject” button if there is deficiency/ies on the individual uploaded documents and input remarks then click “Reject Application” and input the reason in comment box.	None		Examination and Assessment Division Assigned Final Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>)



<p>1.5 Once approved, proceed to Step #2</p>	<p>NOTE: (Remarks shall be sent through SMS and MISMO Account if rejected). 1.7 If any of the submitted documents are alleged to be spurious, advises the seafarer-applicant through MISMO to personally report to Legal Division of STCW Office (9th Floor).</p> <p>NOTE: (Remarks shall be sent through SMS and MISMO Account if advised to report to the Legal Service, STCW Office (9th Floor)).</p>	None	Standard processing time will stop until the legal clearance from the Legal Division, STCW Office (9 th Floor) is given	<p>Examination and Assessment Division Assigned Final Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>)</p> <p>Examination and Assessment Division Assigned Final Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>)</p>
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1.7 Proceed to the Legal Division, STCW (9 th Floor) for appropriate action and resubmit once legal clearance is given (Go back to Submit application in the applicant's MISMO account)				
2. 2.1 Informs the Evaluators of the desired venues, date and time of examination. 2.2 No Activity	Scheduling of examination 2.1 Clicks the tab "Schedule" and search the applicant's name subject for schedule then clicks "Set Schedule" 2.2 Chooses the applicant's desired venue, date and time of examination and clicks "Save" 2.3 Generates, prints Permit and clicks "Confirm Print"	None None None	2 minutes 2 minutes 5 minutes	Examination and Assessment Division Assigned Final Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>) Examination and Assessment Division Assigned Final Evaluator (<i>Senior</i>



<p>2.3 No Activity</p> <p>2.4 Signs the Examination Permit to confirm</p> <p>2.5 Seafarer-applicant shall proceed to the chosen examination center to his preferred date and time</p>	<p>2.4 Checks all entries in the examination permit and signs to confirm</p> <p>2.5 Briefs the seafarer-applicant about the general rules and regulations of examination as written at the back of the Theoretical Examination permit.</p>	<p>None</p> <p>None</p>	<p>4 minutes</p> <p>7 minutes</p>	<p><i>MIDS, MIDS II, MIDS I)</i></p> <p>Examination and Assessment Division Assigned Final Evaluator (<i>Senior MIDS, MIDS II, MIDS I)</i></p> <p>Examination and Assessment Division Assigned Final Evaluator (<i>Senior MIDS, MIDS II, MIDS I)</i></p> <p>Examination and Assessment Division Assigned Final Evaluator (<i>Senior MIDS, MIDS II, MIDS I)</i></p>
<p>3. (THIS PROCESS ONLY APPLIES TO APPLICATION FOR PRACTICAL ASSESSMENT)</p> <p>3.1 Seafarer-applicant is no longer required to report to MARINA Central Office / Regional Offices. Final</p>	<p>Final Evaluation of seafarer-applicant document</p> <p>3.1 Sign in to https://online-appointment.marina.gov.ph:1337</p>	<p>None</p>	<p>2 minutes</p>	<p>Examination and Assessment Division Assigned Final Evaluator (<i>Senior MIDS, MIDS II, MIDS I)</i></p>



<p>Evaluation will be done (online) through MISMO System.</p> <p>3.2 No Activity</p> <p>3.3 No Activity</p> <p>3.4 Once application is approved, seafarer-applicant shall receive the practical assessment permit that</p>	<p>3.2 Clicks the Tab “Final Evaluation” and accepts scheduled applicant-seafarer for final evaluation</p>	None	2 minutes	<p>Examination and Assessment Division Assigned Final Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>)</p>
	<p>3.3 Evaluates and ensures the qualifications of the seafarer-applicant as well as the completeness, validity and authenticity of their submitted documents</p>	None	15 minutes	<p>Examination and Assessment Division Assigned Final Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>)</p>
	<p>3.4 Click “Accept Application” of the documents uploaded are compliant with the requirements</p>	None	1 minute	<p>Examination and Assessment Division Assigned Final Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>)</p>
	<p>3.5 Click “Reject: button if there is deficiency/ies on the individual uploaded</p>	None		



<p>contains the application number thru SMS or in his/her MISMO account. Applicant-seafarer shall print the practical assessment permit and proceed directly to Assessment Centers (ACs) to enroll for practical assessment</p> <p>NOTE: In the new MARINA Competency Assessment System (MCAS). Printing of assessment permit is no longer needed.</p> <p>3.5 Comply deficiency/ies and resubmit application</p>	<p>documents and input remarks then clicks "Reject Application" and input the reason in comment box.</p> <p>NOTE: (Remarks shall be sent through SMS and MISMO Account if application is rejected.)</p> <p>3.6 If any of the submitted documents are alleged to be spurious, advises the seafarer-applicant through SMS and thru his MISMO account to personally report to the Legal Division of STCW Office (9th Floor).</p> <p>NOTE: (Remarks shall be sent through SMS and MISMO Account if advised to report to the Legal Service, STCW Office (9th Floor).)</p>	<p>None</p>	<p>Standard processing time will stop until deficiency/ies has been complied</p> <p>Standard processing time will stop until the legal clearance from the Legal Division, STCW Office (9th Floor) is given</p>	<p>Examination and Assessment Division Assigned Final Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>)</p> <p>Examination and Assessment Division Assigned Final Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>)</p>
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3.6 Proceed to the Legal Division, STCW (9 th Floor) for appropriate action and resubmit once legal clearance is given.				
END OF TRANSACTION	TOTAL	None	Theoretical Exam (Physical Appearance) 42 minutes	
		None	Practical Assessment (Online Evaluation)* 20 minutes	

*** Processing time for Theoretical Exam commences upon the online acceptance of those scheduled for Final Evaluation while for Practical Assessment, processing time commences upon acceptance of those approved application for Final Evaluation.**



5. Assessment of Competence (Online Evaluation) for First Time Takers of Electro-Technical Officer (ETO) (Theoretical Examination and Practical Assessment) under Chapter III/6 of the STCW Convention, 1978, as Amended

The assessment of competence for Electro-Technical Officers (ETO) is comprised of the Theoretical Examination and Practical Assessment and is one the requirements a seafarer must comply when applying for ETO position. ONLINE EVALUATION is being performed by the assigned EAD Evaluators to ensure the compliance of applicants on the qualification requirements for ETO by verifying the completeness and validity of the submitted documents through MISMO System.

Office/Division:	Examination and Assessment Division (EAD), STCW Office	
Classification:	Complex	
Type of Transaction:	G2C - Government to Citizen	
Who may avail:	Seafarer who meets the following qualification requirements:	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
ELECTRO-TECHNICAL OFFICER (ETO) III/6 THEORETICAL EXAMINATION NOTE: One (1) copy of all the required documents shall be uploaded thru the client/seafarer’s MISMO account at https://online-appointment.marina.gov.ph/ . Original copies of the uploaded documents will be presented during the Final Evaluation		<ul style="list-style-type: none">- Certification Division, STCW Office, Maritime Industry Authority (already in the system)



<p>21. Valid Certificate of Proficiency (COPs) in Basic Training (BT), Survival Craft and Rescue Boat (SCRB), Advance in Fire Fighting (AFF) and Medical First Aid (MEFA)</p> <p>22. Certificate of Training Completion on: a. Approved ETO Course; OR b. Approved ETO Updating Course (until 31 December 2019 only)</p> <p>23. Approved seagoing service on ship powered by main propulsion machinery of 750kW propulsion power or more for a period of not less than: a. Eight (8) months of structured ETO on board training document in an approved Training Record Book (TRB); OR b. Thirty-two (32) months in the engine department; OR c. Thirty-six (36) month as Electrician WITH Certificate of Training Completion of approved ETO Updating Course (until 31 December 2019 only)</p> <p>24. SIRB first page and entries showing relevant seagoing service (NOTE: Upload in order of sea service)</p>	<ul style="list-style-type: none"> - Accredited Maritime Training Institutions (MTIs) (already in the system if taken starting 01 September 2019 onwards) - Manning Agency and/or Shipping Company - Manning Agency and/or Shipping Company - Manning Agency and/or Shipping Company - Accredited Maritime Training Institutions (MTIs) (already in the system if taken starting 01 September 2019 onwards) - Seafarer-Applicant - DOH-Accredited Medical Facilities for Overseas Workers and Seafarers (see list at stcw.marina.gov.ph) - Seafarer-Applicant
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25. Valid Medical Certificate in PEME Format	
26. MISMO Profile Picture (Passport-size colored picture in white polo, white background and no name tag)	
<p>PRACTICAL ASSESSMENT</p> <p>NOTE: One (1) copy of all the required documents shall be uploaded thru the client/seafarer's MISMO account at https://online-appointment.marina.gov.ph/. And shall be double check during the Online Final Evaluation</p> <p>13. Certificate of Passing the ETO Theoretical Examination (NOTE: Applicable only once the ETO Theoretical Examination has commenced)</p> <p>14. Valid Medical Certificate in PEME Format</p> <p>15. COC as ETO (NOTE: If applying for Revalidation)</p>	<ul style="list-style-type: none">- Examination and Assessment Division, STCW Office, 4th Floor Maritime Industry Authority- DOH-Accredited Medical Facilities for Overseas Workers and Seafarers (see list at stcw.marina.gov.ph)- Certification Division, STCW Office, Maritime Industry Authority (already in the system)
<p>ADDITIONAL REQUIREMENTS (if needed):</p> <p>NOTE: One (1) copy of the applicable required additional document/s shall be uploaded thru the client/seafarer's MISMO account at https://online-appointment.marina.gov.ph/. Original copies of the uploaded documents will be presented during the Final Evaluation.</p>	<ul style="list-style-type: none">- Notary Public



<div>13. Notarized Affidavit of Loss (when one of the required documents is Lost)</div> <div>14. Printed copy of seaman’s book records (if Seaman’s Book is lost)</div> <div>15. OFW Information Sheet (if company is already closed and no sea service is provided)</div> <div>16. Passport entries (maybe accepted as supporting documents in case seaman’s book is lost)</div> <div>17. Legal Clearance, Legal Decision and Certification (if documents are found to be spurious)</div> <div>18. Attestation Certificate from the Company (to be submitted if the Name of the Position performed onboard is not included in the Nomenclatures of position accepted as approved sea service. This is to attest that said position has also been performing a particular task/competence onboard as certified by the Master or other supervising Officials)</div>		<div><ul style="list-style-type: none">- Management & Information System Service (MARINA), 9th Floor (miss@marina.gov.ph) or MARINA Regional Office where seaman’s book was issued- POEA, Ortigas Avenue, Mandaluyong City- Seafarerer-Applciant- Legal Division, STCW Office, 9th Floor Maritime Industry Authority- Manning Agency and/or Shipping Company</div>		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



<p>1. Submission of Application to MARINA Integrated Seafarer's Management Online (MISMO) System.</p> <p>1.1 Sign in to MISMO at (https://onlineappointment.marina.gov.ph or click the MISMO link at stcw.marina.gov.ph) anywhere with internet access using any device e.g. desktop, mobile phone or laptop</p> <p>1.2 Select Transaction</p> <p>1.3 Upload the required original documents appropriate to the selected transaction</p> <p>1.4 Submit the application</p> <p>NOTE: Applicant shall receive an SMS that his/her application</p>	<p>1.1 No Activity</p> <p>1.2 No Activity</p> <p>1.3 No Activity</p> <p>1.4 Accepts application for initial (online) evaluation</p> <p>(NOTE: Waiting time for online evaluation may take two (2) to three (3)</p>	<p>None</p> <p>None</p> <p>None</p>	<p>Will depend on the applicant</p> <p>3 working days</p>	<p>Examination and Assessment Division Assigned Online Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>)</p>
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has already been accepted and is queued for online evaluation	working days due to the bulk of applications received in a day.)			
2. 2.1 No Activity 2.2 No Activity 2.3 Once approved, proceed to Step #3 for Theoretical Application OR proceed to Step #4 for Practical Assessment Application	Initial (Online) evaluation and verification of seafarer-applicant's documents 2.1 Clicks "Request applicant list" to generate applicants for online evaluation (queued in the MISMO System) 2.2 Evaluates and verifies the completeness and accuracy of the uploaded documents. 2.3 If compliant, click "Approved Application"	None None None None	3 minutes 15 minutes 2 minutes 3 working days (Online evaluation)	Examination and Assessment Division Assigned Online Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>) Examination and Assessment Division Assigned Online Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>) Examination and Assessment Division Assigned Online Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>) Examination and Assessment Division Assigned Online Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>)



2.4 No Activity	<p>NOTE: (If approved online, a message shall be sent to the applicant's MISMO account and via text message on their registered mobiles informing them to set an appointment for final evaluation and to generate the reference number for online payment.)</p> <p>2.4 If subject for verification click, "Forward to Verification"</p>	None	with verification of training)	Examination and Assessment Division Assigned Online Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>)
	<p>NOTE: (Remarks shall be sent through SMS and thru the MISMO Account if subject for verification.)</p> <p>2.5 If not compliant, click "Reject Application" and indicate the reasons why rejected.</p>	None	Standard processing time will stop until the deficiency/ies has been complied	Examination and Assessment Division Assigned Online Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>)
2.5 Comply deficiency/ies and resubmit application. (Go back to Submit			Standard processing time will stop until the legal clearance from the Legal Division, STCW Office (9 th Floor) is given	



<p>application in the MISMO account)</p> <p>2.6 Proceed to the Legal Division STCW, (9th Floor) for appropriate action and resubmit once legal clearance is given. (Go back to Submit application in the MISMO account)</p>	<p>NOTE: (Remarks shall be sent through SMS and MISMO Account if application is rejected).</p> <p>2.6 If any of the submitted documents are alleged to be spurious, advises the seafarer-applicant through MISMO to personally report to Legal Division of STCW office (9th Floor)</p> <p>NOTE: (Remarks shall be sent through SMS and MISMO Account if advised to report to the Legal Service, STCW Office (9th Floor) Once approved in initial (online) evaluation, the</p>			
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	seafarer-applicant shall receive an SMS and a message in his/her MISMO account regarding the approval of application and may now set an appointment for the final evaluation that requires physical appearance.							
3. (THIS PROCESS ONLY APPLIES TO APPLICATION FOR THEORETICAL EXAMINATION) 3.1 Setting of appointment and payment of fees 3.2 Sets an appointment for Final Evaluation by selecting the preferred MARINA Office, date and time. 3.3 Pays the corresponding transaction fee in any MARINA online payment partners within twenty-four (24) hours. Otherwise, the validity of the reference number will expire and the application will return to	3.2 No Activity 3.3 Confirmation of Payment	None <table border="1"><tr><td>Exami nation</td><td>Fee</td></tr><tr><td>ETO</td><td>Php 1000. 00</td></tr></table> (service charge by payment centers is not included) None	Exami nation	Fee	ETO	Php 1000. 00	Will depend on the applicant	System generated
Exami nation	Fee							
ETO	Php 1000. 00							



<p>appointment status requiring the applicant to set his/her appointment again.</p> <p>3.4 Proceeds to the chosen MARINA Office on the selected venue, date and time of appointment for FINAL EVALUATION and presents the required original documents.</p> <p>(Please refer to Application FINAL EVALUATION FOR FIRST TIME (REGULAR) TAKERS OF GOC FOR GMDSS THEORETICAL EXAMINATION OR PRACTICAL ASSESSMENT)</p>	3.4 No Activity			
<p>4. (THIS PROCESS ONLY APPLIES TO APPLICATION FOR PRACTICAL ASSESSMENT)</p> <p>4.1 Seafarer-applicant is no longer required to report to MARINA Central Office / Regional Offices. Final Evaluation will be done through MISMO System.</p>	4.1 No Activity	None		



(Please refer to Application #4 FINAL EVALUATION				
END OF TRANSACTION	TOTAL	Php 1000.00	With verification 6 days and 20 minutes	
			W/out verification 3 days and 20 minutes	



6. Assessment of Competence (Final Evaluation) for First Time Takers of Electro-Technical Officer (Theoretical Examination and Practical Assessment) under Chapter III/6 of the STCW Convention, 1978, as Amended

The assessment of competence for Electro-technical Officer (ETO) is comprised of the Theoretical Examination and Practical Assessment and is one the requirements a seafarer must comply when applying for ETO position. FINAL EVALUATION is being performed by the assigned EAD Evaluators to validate the documentary requirements uploaded by the applicants in the MISMO System against its original copies and to ensure that all candidates are qualified prior to the actual taking of the assessment of competence for Electro-Technical Officer.

Office/Division:	Examination and Assessment Division (EAD), STCW Office MARINA Regional Office VI MARINA Regional Office VI (Bacolod Extension Office) MARINA Regional Office VII MARINA Regional Office XI	
Classification:	Simple	
Type of Transaction:	G2C - Government to Citizen	
Who may avail:	Seafarer who meets the following qualification requirements:	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
ELECTRO-TECHNICAL OFFICER (ETO) III/6 THEORETICAL EXAMINATION NOTE: One (1) copy of all the required documents should have been uploaded thru the client/seafarer’s MISMO account at https://online-appointment.marina.gov.ph/ online evaluation. Original copies of the uploaded documents will be presented to the Evaluator during the Final Evaluation.		- Certification Division, STCW Office, Maritime Industry Authority (already in the system)



<p>27. Valid Certificate of Proficiency (COP) in Basic Training (BT), Survival Craft and Rescue Boat (SCRB), Advanced Fire Fighting (AFF) and Medical First Aid (MEFA)</p> <p>28. Certificate of Training Completion on:</p> <p>a. Approved ETO Course; OR b. Approved ETO Updating Course (until 31 December 2019 only)</p> <p>29. Approved seagoing service on ship powered by main propulsion machinery of 750kW propulsion power or more for a period of not less than:</p> <p>a. Eight (8) months of structured ETO onboard training documented in an approved Training Record Book (TRB); OR b. Thirty-two (32) months in the engine department; OR c. Thirty-six (36) month as Electrician WITH</p> <p>Certificate of Training Completion of approved ETO Updating Course (until 31 December 2019 only)</p>	<ul style="list-style-type: none"> - Accredited Maritime Training Institutions (MTIs) (already in the system if taken starting 01 September 2019 onwards) - Manning Agency and/or Shipping Company - Manning Agency and/or Shipping Company - Manning Agency and/or Shipping Company - Accredited Maritime Training Institutions (MTIs) (already in the system if taken starting 01 September 2019 onwards) - Applicant-Seafarer - DOH-Accredited Medical Facilities for Overseas Workers and Seafarers (see list at stcw.marina.gov.ph) - Seafarer-Applicant
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<p>30. SIRB first page and entries showing relevant seagoing service (NOTE: Upload in order of sea service)</p> <p>5. Valid Medical Certificate in PEME Format</p> <p>6. MISMO Profile Picture (Passport-size colored picture white polo, white background and no name tag)</p>	
<p>PRACTICAL ASSESSMENT</p> <p>NOTE: One (1) copy of all the required documents should have been uploaded thru the client/seafarer's MISMO account at https://online-appointment.marina.gov.ph/ during Online Evaluation. Final evaluation will be done online. Once approved, permit will be sent to the client/seafarer's MISMO account.</p> <p>16. Certificate of Passing the ETO Theoretical Examination (NOTE: Applicable only once the ETO Theoretical has commenced)</p> <p>17. Valid Medical Certificate in PEME Format</p> <p>18. COC as ETO (NOTE: if applying for Revalidation)</p>	<ul style="list-style-type: none">- Examination and Assessment Division, STCW Office, 4th Floor Maritime Industry Authority- DOH-Accredited Medical Facilities for Overseas Workers and Seafarers (see list at stcw.marina.gov.ph)- Certification Division, STCW Office, Maritime Industry Authority (already in the system)



ADDITIONAL REQUIREMENTS (if needed):

NOTE: One (1) copy of the applicable required additional document/s shall be uploaded thru the client/seafarer's MISMO account at <https://online-appointment.marina.gov.ph/>. Original copies of the uploaded documents will be presented during the Final Evaluation.

19. Notarized Affidavit of Loss **(when one of the required documents is Lost)**
20. Printed copy of seaman's book records **(if Seaman's Book is lost)**
21. OFW Information Sheet **(if company is already closed and no sea service is provided)**
22. Passport entries **(maybe accepted as supporting document in case seaman's book is lost)**
23. Legal Clearance, Legal Decision and Certification **(if document is found to be spurious)**
24. Attestation Certificate from the Company **(to be submitted if the Name of the Position performed onboard is not included in the Nomenclatures of**

- Notary Public
- Management & Information System Service (MARINA), 9th Floor (miss@marina.gov.ph) or MARINA Regional Office where seaman's book was issued
- POEA, Ortigas Avenue, Mandaluyong City
- Seafarer-Applicant
- Legal Division, STCW Office, 9th Floor Maritime Industry Authority
- Manning Agency and/or Shipping Company



<p>positions accepted as approved sea service. This is to attest that said position has also been performing a particular task/competence onboard as certified by the Master or other supervising Officials)</p>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. THIS PROCESS ONLY APPLIES TO APPLICATION FOR THEORETICAL EXAMINATION</p> <p>1.1 Submits to the Final Evaluator the required original documents on the date and time of appointment</p> <p>1.2 No Activity</p> <p>1.3 No Activity</p>	<p>Final Evaluation of seafarer-applicant document</p> <p>1.1 Signs in to https://online-appointment.marin.a.gov.ph:1337</p> <p>1.2 Clicks the tab “Final Evaluation” and accepts scheduled Applicant-Seafarer for final evaluation.</p>	<p>None</p> <p>None</p> <p>None</p>	<p>2 minutes</p> <p>2 minutes</p> <p>15 minutes</p>	<p>Examination and Assessment Division Assigned Final Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>)</p> <p>Examination and Assessment Division Assigned Final Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>)</p> <p>Examination and Assessment Division Assigned Final Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>)</p> <p>Examination and Assessment Division Assigned Final Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>)</p>



1.4 No Activity	1.3 Evaluates and ensures the qualifications of the seafarer-applicant as well as the completeness, validity and authenticity of their submitted documents.	None	3 minutes	Examination and Assessment Division Assigned Final Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>)
1.5 Once approved, proceed to Step #2	1.4 Validates the documents that are uploaded and evaluated against the original documents. Any discrepancy shall be clarified by the evaluator to the seafarer-applicant.	None	Standard processing time will stop until the deficiency/ies has been complied with	Examination and Assessment Division Assigned Final Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>)
	1.5 Clicks “Accept Application” if the documents uploaded are	None	Standard processing time will stop until the legal clearance from the Legal Division, STCW Office (9 th Floor) is given	



<p>1.6 Comply deficiency/ies and resubmit application. (Go back to Submit application in the applicant's MISMO account)</p> <p>1.7 Proceed to the Legal Division, STCW (9th Floor) for appropriate action and resubmit once legal clearance is given (Go back to Submit application in the applicant's MISMO account)</p>	<p>compliant with the requirements. Then clicks "Approve" to proceed with scheduling of exam.</p> <p>1.6 Clicks "Reject" button if there is deficiency/ies on the individual uploaded documents and input remarks the click "Reject Application" and input the reason in comment box.</p> <p>1.7 If any of the submitted documents are alleged to be spurious, advises the seafarer-applicant through</p>			
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	<p>MISMO to personally report to Legal Division of STCW Office (9th Floor).</p> <p>NOTE: (Remarks shall be sent through SMS and MISMO Account if application rejected and if advised to report to the Legal Division, STCW Office, (9th Floor)).</p>			
<p>2.</p> <p>2.1 Informs the Evaluators of the desired venues, date and time of examination.</p> <p>2.2 No Activity</p>	<p>Scheduling of examination</p> <p>2.1 Clicks the tab “Schedule” and search the applicant’s name subject for schedule then clicks “Set Schedule”</p>	<p>None</p> <p>None</p> <p>None</p>	<p>2 minutes</p> <p>2 minutes</p> <p>5 minutes</p>	<p>Examination and Assessment Division Assigned Final Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>)</p> <p>Examination and Assessment Division Assigned Final Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>)</p> <p>Examination and Assessment Division Assigned Final Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>)</p> <p>Examination and Assessment Division Assigned Final Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>)</p>



2.3 No Activity	2.2 Chooses the applicant's desired venue, date and time of examination and clicks "Save"	None	4 minutes	Examination and Assessment Division Assigned Final Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>)
	2.3 Generates, prints Permit and clicks "Confirm Print"	None	7 minutes	
	2.4 Signs the Examination Permit to confirm			
2.5 Seafarer-applicant shall proceed to the chosen examination center on his preferred, venue, date and time	2.4 Check all entries in the examination permit and signs to confirm			
	2.5 Briefs the seafarer-applicant about the general rules and regulations of examination as written at the back			



	of the Theoretical Examination permit.			
<p>3. (THIS PROCESS ONLY APPLIES TO APPLICATION FOR PRACTICAL ASSESSMENT)</p> <p>a. Seafarer-applicant is no longer required to report to MARINA Central Office / Regional Offices. Final Evaluation will be done through MISMO System.</p> <p>b. No Activity</p> <p>c. No Activity</p>	<p>Final Evaluation of seafarer-applicant document</p> <p>3.1 Sign in to https://online-appointment.marina.gov.ph:1337</p> <p>3.2 Clicks the Tab “Final Evaluation” and accepts scheduled applicant-seafarer for final evaluation</p> <p>3.3 Evaluates and ensures the qualification for the</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p>	<p>2 minutes</p> <p>2 minutes</p> <p>15 minutes</p> <p>1 minute</p>	<p>Examination and Assessment Division Assigned Final Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>)</p> <p>Examination and Assessment Division Assigned Final Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>)</p> <p>Examination and Assessment Division Assigned Final Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>)</p> <p>Examination and Assessment Division Assigned Final Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>)</p>



<p>d. Once application is approved, seafarer-applicant shall receive the practical assessment permit that contains the application number thru SMS or in his/her MISMO account. Applicant-seafarer shall print the practical assessment permit and proceed directly to Assessment Centers (ACs) to enroll for practical assessment</p> <p>e. Comply deficiency/ies and resubmit application</p>	<p>seafarer-applicant as well as the completeness, validity and authenticity of their submitted documents</p> <p>3.4 Click “Accept Application” of the documents uploaded are compliant with the requirements</p> <p>NOTE: (If approved online, a message shall be sent to the applicant’s MISMO account and via text message on their registered mobiles informing them to set an appointment for Final Evaluation and to generate the Reference Number for Online Payment.)</p>	<p>None</p> <p>None</p>	<p>Standard processing time will stop until deficiency/ies has been complied with</p> <p>Standard processing time will stop until the legal clearance from the Legal Division, STCW Office (9th Floor) is given</p>	<p>Examination and Assessment Division Assigned Final Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>)</p> <p>Examination and Assessment Division Assigned Final Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>)</p>
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<p>(Go back to Submit application in the applicant's MISMO account)</p> <p>f. Proceed to the Legal Division, STCW (9th Floor) for appropriate action and resubmit once legal clearance is given. (Go back to Submit application in the applicant's MISMO account)</p>	<p>3.5 Click "Reject: button if there is deficiency/ies on the individual uploaded documents and input remarks then clicks "Reject Application" and input the reason in comment box.</p> <p>3.6 If any of the submitted documents are alleged to be spurious, advises the seafarer-applicant through SMS and thru his MISMO account to personally report to the Legal Division of STCW Office (9th Floor).</p> <p>NOTE:</p>			
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	(Remarks shall be sent through SMS and MISMO Account if application is rejected and if advised to report to the Legal Service, STCW Office (9th Floor).			
END OF TRANSACTION	TOTAL	No Fees	Theoretical Exam (Physical Appearance) 42 minutes	
		No Fees	Practical Assessment (Online Evaluation) * 20 minutes	

* Processing time for Theoretical Exam commences upon the online acceptance of those scheduled for Final Evaluation while for Practical Assessment, processing time commences upon acceptance of those approved application for Final Evaluation.



7. Assessment of Competence (RESIT) for Theoretical Examination of the following:

- 1. Deck Operational Level (Officer-In-Charge of a Navigational Watch) II/1**
- 2. Engine Operational Level (Officer-In-Charge of an Engineering Watch) III/1**
- 3. Deck Management Level (Master and Chief Mate) II/2**
- 4. Engine Management Level (Chief Engineer and Second Engineer) III/2**
- 5. GOC for GMDSS Radio Operator IV**
- 6. Electro-Technical Officer III/6**

Resit refers to the repetition of failed Competence/s (for MBE) or failed Function/s (for MCAS) theoretical examination. Application for resit is being required to verify the applicants’ examination records so as the assigned EAD Scheduler could provide appropriate schedule of resit examination.

Office/Division:	Examination and Assessment Division (EAD), STCW Office MARINA Regional Office VI MARINA Regional Office VI (Bacolod Extension Office) MARINA Regional Office VII MARINA Regional Office XI		
Classification:	Simple		
Type of Transaction:	G2C - Government to Citizen		
Who may avail:	Seafarer who took the theoretical examination and practical assessment and failed one or more competencies and meets the following qualification requirements:		
<table><tr><th>CHECKLIST OF REQUIREMENTS</th><th>WHERE TO SECURE</th></tr></table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		



UNDER THE MARINA BOARD EXAMINATION (MBE) SYSTEM (OLD)

NOTE: One (1) copy of all the originals of the required documents shall be presented to the Evaluator at the chosen venue of processing.

MARINE DECK & ENGINEER OFFICERS:

Those who fall under the following category:

Failed 2 Competency & below	3-1 Rule	3-3 Rule
1. Theoretical Examination Permit 2. Affidavit of Loss (if lost permit)	1. Theoretical Examination Permit 2. Affidavit of Loss (if lost permit)	1. Theoretical Examination Permit 2. Affidavit of Loss (if lost permit) 3. Certification from the Master that has undergone on-board training relative to the failed competency/ies

- Seafarer-Applicant
- Notary Public
- From the Master/Qualified Officer of the Vessel the on-board training has been taken



			<p>for a minimum period of three (3) months (1 original + 1 photocopy)</p> <p>4. Certificate of Sea Service (1 original + 1 photocopy)</p> <p>5. SIRB first page and entry/ies showing relevant seagoing service (1 original + 1 photocopy)</p> <p>NOTE: After the Evaluation, photocopies will be attached to the Theoretical Exam permit and the originals will be returned to the seafarer-applicant.</p>	<ul style="list-style-type: none">- Manning Agency and/or Shipping Company- Seafarer-Applicant
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<p>GMDSS RADIO OPERATOR:</p> <p>NOTE: One (1) copy of all the original copies of the required documents shall be presented to the Evaluator at the chosen venue of processing.</p> <p>19.Theoretical Permit for GMDSS Radio Operator Exam</p> <p>20.Affidavit of Loss (if loss permit)</p>	<ul style="list-style-type: none">- Seafarer-Applicant- Notary Public									
<p>UNDER THE MARINA COMPETENCY ASSESSMENT SYSTEM (MCAS) (NEW)</p> <p>APPLICABLE TO ALL RESIT INCLUDED IN THE SERVICE PROVIDED ABOVE:</p> <p>NOTE: One (1) copy of all the original copies of the required documents shall be presented to the Evaluator at the chosen venue of processing.</p> <p>Those who fall under the following category:</p> <table><tr><th>Remedial</th><th>Removal</th><th>Retake</th></tr><tr><td>1. Theoretical Examination Permit</td><td>1. Theoretical Examination Permit</td><td>1. Theoretical Examination Permit</td></tr><tr><td>2. Affidavit of Loss (if loss permit)</td><td>2. Affidavit of Loss (if loss permit)</td><td>2. Affidavit of Loss (if loss permit)</td></tr></table>	Remedial	Removal	Retake	1. Theoretical Examination Permit	1. Theoretical Examination Permit	1. Theoretical Examination Permit	2. Affidavit of Loss (if loss permit)	2. Affidavit of Loss (if loss permit)	2. Affidavit of Loss (if loss permit)	<ul style="list-style-type: none">- Seafarer-Applicant- Notary Public- Accredited Maritime Training Institutions (MTIs)
Remedial	Removal	Retake								
1. Theoretical Examination Permit	1. Theoretical Examination Permit	1. Theoretical Examination Permit								
2. Affidavit of Loss (if loss permit)	2. Affidavit of Loss (if loss permit)	2. Affidavit of Loss (if loss permit)								



		<p>3. Certification of Completion of Approved Refresher Training (1 original and 1 photocopy)</p> <p>NOTE: After the Evaluation, photocopies will be attached to the Theoretical Exam permit and the originals will be returned to the seafarer-applicant.</p>			
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. APPLICABLE TO ALL APPLICANTS WHETHER UNDER THE MARINA BOARD EXAMINATION (MBE) SYSTEM OR MARINA COMPETENCY					



<p>ASSESSMENT SYSTEM (MCAS)</p> <p>NOTE: This is subject to change as enhancement to current Clients and Agency Steps is currently ongoing</p> <p>1.1 Proceed to MARINA Central Office or any MARINA Regional Offices conducting theoretical examination</p> <p>1.2 Presents his/her examination permit.</p> <p>1.3 Request for a schedule of Resit</p>	<p>1.1 No Activity</p> <p>1.2 Checks the examination permit</p> <p>1.3 Provides for reference number or ATAP, whichever for payment: MARINA Central: Reference number Selected MARINA Regional Offices (MROs): Issues Authority to</p>	<p>None</p> <p>None</p> <p>None</p>	<p>5 minutes</p> <p>5 minutes</p>	<p>Examination and Assessment Division Assigned Final Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>)</p> <p>Examination and Assessment Division Assigned Final Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>)</p>
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	Accept Payment (ATAP).			
NOTE: For lost examination permit, seafarer must also present an Affidavit of Loss	NOTE: Selected MARINA Regional Offices will issue ATAP until such time that they implement the online payment			
2. Payment of fees 2.1. Presents the reference number to the MARINA authorized payment partners and pays the corresponding fee within twenty-four (24) hours. Otherwise, the validity of the reference number will expire and applicant has to secure another reference number. OR	2.1 No Activity 			



<p>2.2 If using the ATAP, proceed to the Cashier for payment of corresponding fees</p> <p>3.3 Accepts the Official Receipt from the MRO Cashier</p> <p>4.4 Return to the Evaluator</p>	<p>corresponding Official Receipt (OR).</p> <p>2.3 Provides corresponding OR to the applicant</p> <p>2.4 Instructs applicant to return to the Scheduler.</p>	<p>Commission's fee was also adopted.</p> <p>None</p>	<p>2 minutes</p>	<p><i>MRO Cashier</i></p>
<p>3.</p> <p>3.1 Return to MARINA and presents the official receipt and examination to MARINA for scheduling of his/her re-sits.</p>	<p>Scheduling of re-sit examination</p> <p>3.1 Checks applicant's OR and examination permit.</p>	<p>None</p> <p>None</p>	<p>3 minutes</p> <p>3 minutes</p>	<p>Examination and Assessment Division Assigned Final Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>)</p> <p>Examination and Assessment Division Assigned Final Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>)</p>



3.2 Informs the Evaluator of the desired venue, date and time of examination	3.2 Chooses the applicant's desired venue, date and time of examination	None	2 minutes	Examination and Assessment Division Assigned Final Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>)
	(NOTE: Venue of Re-sit will still be where the applicant has taken his/her first examination)	None	1 minute	Examination and Assessment Division Assigned Final Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>)
3.3 Initials on the examination permit to confirm re-sit schedule.	3.3 Checks all entries in the examination permit and signs to confirm.	None	5 minutes	Examination and Assessment Division Assigned Final Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>)
3.4 Logs in the Re-sit Logbook.	3.4 Requests the applicant to log in the Logbook.	None	1 minute	
3.5 Listen to the briefing	3.5 Briefs the seafarer-applicant again about the general rules and regulations of			



3.6 Proceeds to the examination venue on the chosen date and time.	<p>examination as written at the back of the Theoretical Examination Permit.</p> <p>3.6 Informs the seafarer-applicant of his/her scheduled date and time of examination on the same examination center where the seafarer-applicant took his/her initial examination.</p>			
END OF TRANSACTION	TOTAL	FEES If Marine Officer Php 1000.00 If GOC for GMDSS Php80.00	40 minutes	



8. Assessment of Competence (Online & Final Evaluation) for Practical Assessment of RFPNW, RFPEW, AB DECK, AB ENGINE AND ELECTRO-TECHNICAL RATING (ETR) Under Chapters II/4, III/4, II/5, III/5 and III/7 of STCW Convention, 1978, as Amended

The competence of seafarers applying for RFPNW, RFPEW, AB Deck, AB Engine and ETR is required to be demonstrated through Practical Assessment only. Online and Final evaluation are being conducted by the assigned EAD Evaluators to ensure the compliance of applicants on the qualification requirements for the level of responsibility being applied for prior to taking the practical assessment by verifying the completeness and validity of the submitted documents through MISMO System.

Office/Division:	Examination and Assessment Division (EAD), STCW Office	
Classification:	Complex	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	Seafarer who meets the following qualification requirements:	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. RATINGS FORMING PART OF A NAVIGATIONAL WATCH (RFPNW) II/4 NOTE: One (1) copy of all the required documents shall be uploaded thru the client/seafarer's MISMO account at https://online-appointment.marina.gov.ph/ . 1. Transcript of Records (TOR) for CAR for BSMT; OR		<ul style="list-style-type: none">- Recognized Maritime Higher Education Institutions (MHEIs)- Accredited ESLP Providers where the applicant graduated - Accredited Maritime Training Institutions (MTIs) (already in the system if taken starting 01 September 2019 onwards)



<div>2. TOR for Enhanced Support Level Program for Marine Deck (ESLPMD);</div> <div>OR</div> <div>3. Training Completion of Ratings Forming Part of Navigational Watch</div> <div>4. Approved Seagoing Service of not less than two (2) months on seagoing ship of 500 gross tonnage or more</div> <div>5. SIRB first page and entries showing relevant seagoing service (NOTE: Upload in order of sea service)</div> <div>6. Valid Medical Certificate in PEME Format</div> <div>7. MISMO Profile Picture (Passport-size colored picture in white polo, white background and no name tag)</div>	<div>- Manning Agency and/or Shipping Company</div> <div>- Seafarer-Applicant</div> <div>- DOH-Accredited Medical Facilities for Overseas Workers and Seafarers (see list at stcw.marina.gov.ph)</div> <div>- Seafarer-Applicant</div>
<div>2. ABLE SEAFARER (AB) DECK II/5</div> <div>NOTE: One (1) copy of all the required documents shall be uploaded thru the client/seafarer's MISMO account at https://online-appointment.marina.gov.ph/.</div>	<div>- Certification Division, STCW Office, Maritime Industry Authority (already in the system)</div> <div>- Certification Division, STCW Office, Maritime Industry Authority (already in the system)</div>



<div>1. COP in RFPNW (II/4)</div> <div>2. COP in SCRB; OR Training Completion in SCRB</div> <div>3. Approved Seagoing Service on ship of 500 gross tonnage or more for a period of: a. not less than eighteen (18) months as RFPNW; OR b. not less than twelve (12) months WITH Transcript of Records (TOR) for CAR for BSMT; OR a. TOR for Enhanced Support Level Program for Marine Deck (ESLPMD); OR b. Training Completion for Able Seafarer Deck</div> <div>4. SIRB first page and entries showing relevant seagoing service (NOTE: Upload in order of sea service)</div> <div>5. Valid Medical Certificate in PEME Format</div>	<div>- Manning Agency and/or Shipping Company</div> <div>- Manning Agency and/or Shipping Company / - Recognized Maritime Higher Education Institutions (MHEIs) where the applicant graduated</div> <div>- Accredited ESLP Providers</div> <div>- Accredited Maritime Training Institutions (MTIs) (already in the system if taken starting 01 September 2019 onwards)</div> <div>- Seafarer-Applicant</div> <div>- DOH-Accredited Medical Facilities for Overseas Workers and Seafarers (see list at stcw.marina.gov.ph)</div> <div>- Seafarer-Applicant</div>
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<p>6. MISMO Profile Picture (Passport-size colored picture in white polo, white background and no name tag)</p>	
<p>3. RATINGS FORMING PART OF AN ENGINEERING WATCH (RFPEW) III/4</p> <p>NOTE: One (1) copy of all the required documents shall be uploaded thru the client/seafarer's MISMO account at https://online-appointment.marina.gov.ph/.</p> <ol style="list-style-type: none"> 1. Transcript of Records (TOR) for CAR for BSMarE; <p>OR</p> <ol style="list-style-type: none"> 2. TOR for Enhanced Support Level Program for Marine Engine (ESLPME); <p>OR</p> <ol style="list-style-type: none"> 3. Training Completion of Ratings Forming Part of Engineering Watch 4. Approved seagoing service of not less than two (2) months on ship powered by main propulsion machinery of 750 kW propulsion power or more 5. SIRB first page and entries showing relevant seagoing service 	<ul style="list-style-type: none"> - Recognized Maritime Higher Education Institutions (MHEIs) - Accredited ESLP Providers - Accredited Maritime Training Institutions (already in the system if taken starting 01 September 2019 onwards) - Manning Agency and/or Shipping Company - Seafarer-Applicant - DOH-Accredited Medical Facilities for Overseas Workers and Seafarers (see list at stcw.marina.gov.ph) - Seafarer-Applicant



<p>(NOTE: Upload in order of sea service)</p> <p>6. Valid Medical Certificate in PEME Format</p> <p>7. MISMO Profile Picture (Passport-size colored picture in white polo, white background and no name tag)</p>	
<p>4. ABLE SEAFARER (AB) ENGINE III/5</p> <p>NOTE: One (1) copy of all the required documents shall be uploaded thru the client/seafarer's MISMO account at https://online-appointment.marina.gov.ph/.</p> <p>1. COP in RFPEW (III/4)</p> <p>2. Approved Seagoing Service on ship powered by main propulsion machinery of 750 kW propulsion power or more for a period of:</p> <p>a. not less than twelve (12) months as RFPEW;</p> <p>OR</p> <p>b. not less than six (6) months with Transcript of Records (TOR) for CAR for BSMarE;</p>	<ul style="list-style-type: none">- Certification Division, STCW Office, Maritime Industry Authority (already in the system)- Manning Agency and/or Shipping Company- Manning Agency and/or Shipping Company- Recognized Maritime Higher Education Institutions (MHEIs)- Accredited ESLP Providers- Accredited Maritime Training Institutions (MTIs) (already in the system if taken starting 01 September 2019 onwards)- Seafarer-Applicant



<p>OR</p> <p>c. TOR for Enhanced Support Level Program for Marine Engine (ESLPME)</p> <p>OR</p> <p>d. Training Completion for Able Seafarer Engine</p> <p>3. SIRB first page and entries showing relevant seagoing service (NOTE: Upload in order of sea service)</p> <p>4. Valid Medical Certificate in PEME Format</p> <p>5. MISMO Profile Picture (Passport-size colored picture in white polo, white background and no name tag)</p>	<p>- DOH-Accredited Medical Facilities for Overseas Workers and Seafarers (see list at stcw.marina.gov.ph)</p> <p>- Seafarer-Applicant</p>
<p>5. ELECTRO-TECHNICAL RATINGS (ETR)</p> <p>NOTE: One (1) copy of all the required documents shall be uploaded thru the client/seafarer's MISMO account at https://online-appointment.marina.gov.ph/.</p> <p>1. Approved Seagoing Service on ship powered by main propulsion machinery of 750 kW propulsion power or more for a period of:</p>	<p>- Manning Agency and/or Shipping Company</p> <p>- Manning Agency and/or Shipping Company / Accredited Maritime Training Institutions (MTIs)</p>



<p>a. Not less than twelve (12) months;</p> <p>OR</p> <p>b. Not less than six (6) months in Engine Department WITH Training Completion for the Approved ETR Course;</p> <p>c. Not less than three (3) months WITH:</p> <p> a. TOR for BS in Electrical Engineering (BSEE);</p> <p>OR</p> <p> b. TOR for BS in Electronic and Communications Engineering (BSECE) OR PRC License</p> <p>2. SIRB first page and entries showing relevant seagoing service (NOTE: Upload in order of sea service)</p> <p>3. Valid Medical Certificate in PEME Format</p> <p>4. MISMO Profile Picture (Passport-size colored picture in white polo, white background and no name tag)</p>	<p>- Manning Agency and/or Shipping Company</p> <p>- Seafarer-Applicant</p> <p>- Seafarer-Applicant</p> <p>- Seafarer-Applicant</p> <p>- DOH-Accredited Medical Facilities for Overseas Workers and Seafarers (see list at stcw.marina.gov.ph)</p> <p>- Seafarer-Applicant</p>
<p>ADDITIONAL REQUIREMENTS (if needed):</p>	



NOTE: One (1) copy of all the required documents shall be uploaded thru the client/seafarer's MISMO account at <https://online-appointment.marina.gov.ph/>.

1. Notarized Affidavit of Loss (**when one of the required documents is Lost**)
2. Printed copy of seaman's book records (**if Seaman's Book is lost**)
3. OFW Information Sheet (**if company is already closed and no sea service is provided**)
4. Passport entries (**maybe accepted as supporting documents in case seaman's book is lost**)
5. Legal Clearance, Legal decision and Certification (**if documents are found to be spurious**).
6. Attestation Certificate from the Company (**to be submitted if the Name of the Position performed onboard is not included in the Nomenclatures of positions accepted as approved sea service. This is to attest that said position has also been performing a particular task/competence onboard as**

- Notary Public
- Management & Information System Service (MARINA), 9th Floor (miss@marina.gov.ph) or MARINA Regional Office where seaman's book was issued
- POEA, Ortigas Avenue, Mandaluyong City
- Seafarer-applicant
- Legal Division, STCW Office, 9th Floor Maritime Industry Authority
- Manning Agency and/or Shipping Company



certified by the Master or other supervising Officials)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
ONLINE EVALUATION 1. Submission of application to MARINA Integrated Seafarers' Management Online (MISMO) System. 1.1 Sign in to MISMO at https://onlineappointment.marina.gov.ph or click the MISMO link at stcw.marina.gov.ph anywhere with internet access using any device e.g desktop, mobile phone or laptop 1.2 Select Transaction 1.3 Upload the required original documents appropriate to the select transaction	1.1 No Activity 1.2 No Activity 1.3 No Activity 1.4 Accepts application for initial (online) evaluation	None None None None	Will depend on the applicant Not Applicable Not Applicable 3 working days	Examination and Assessment Division – Assigned Online Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>)



1.4 Submit the application	(NOTE: Waiting time for online evaluation may take two (2) to three (3) working days due to the bulk of applications received in a day.)			
NOTE: Applicant shall receive an SMS that his/her application has already been accepted and is queued for online evaluation				
2.	Initial (Online) evaluation and verification of seafarer-applicant's documents			
2.1 No Activity	2.1 Click "Request application list" to generate applicants for online evaluation (queued in the MISMO System)	None	5 minutes	Examination and Assessment Division – Assigned Online Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>)
2.2 No Activity		None	15 minutes	Examination and Assessment Division – Assigned Online Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>)
2.3 Applicants shall receive an SMS that	2.2 Evaluates and verifies the completeness and accuracy of the	None	5 minutes	Examination and Assessment Division – Assigned Online Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>)



<p>his/her application has already been approved for initial evaluation and is now queued for final evaluation.</p> <p>Note: Waiting time to be “final evaluated” may take two (2) to three (3) working days due to the bulk of applications received in a day</p>	<p>uploaded documents.</p> <p>2.3 If compliant, click “Application Approved.”</p>			<p>Examination and Assessment Division – Assigned Online Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>)</p>
<p>2.4 No Activity</p>	<p>NOTE: Once approved in initial (online) evaluation, the seafarer-applicant shall receive an SMS and message in his/her MISMO account regarding the approval of his/her application. The application is now queued for final application.</p>	<p>None</p>	<p>3 working days (Online evaluation with verification of sea service may take longer as it will also depend on the response of concerned agency / entity / authority)</p>	<p>Examination and Assessment Division – Assigned Online Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>)</p>
<p>2.5 Comply deficiency/ies and resubmit application. (Go back to applicant’s MISMO</p>	<p>2.4 If subject for verification, click “forward to Verification”</p> <p>NOTE:</p>	<p>None</p>	<p>Standard processing time will stop until the deficiency/ies has been complied</p>	<p>Examination and Assessment Division – Assigned Online Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>)</p>



<p>account and resubmit).</p> <p>2.6 Proceed to the Legal Division, STCW for appropriate action and resubmit once legal clearance is given. (Go back to applicant's MISMO account and resubmit).</p>	<p>(Remarks shall be sent through SMS and MISMO account if subject for verification)</p> <p>2.5 If not compliant, click "Reject Application" and indicate the reasons why rejected.</p> <p>NOTE: (Remarks shall be sent through SMS and MISMO Account if application is rejected)</p> <p>2.6 If any of the submitted documents are alleged to be spurious, advises the seafarer-applicant through MISMO to personally report to Legal Division of STCW Office</p>		<p>Standard processing time will stop until the legal clearance from the Legal Division, STCW Office, 9th Floor is given</p>	
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	<p>NOTE: (Remarks shall be sent through SMS and MISMO Account if advised to report to the Legal Service, STCW Office, 9th Floor)</p> <p>Once approved in initial (online) evaluation, the seafarer-applicant shall receive an SMS from MARINA or a message in his/her MISMO account informing of the approval of his/her application and may now set an appointment for the Final Evaluation that requires physical appearance.</p>			
END OF TRANSACTION	TOTAL FOR ONLINE EVALUTION	None	With verification 6 days and 25 minutes	
		Without verification	W/out verification 3 days and 25 minutes	

Note: Exclusive of the time spent if required to report to the Legal Division, STCW Office, 9th Floor

FINAL EVALUATION 2.	Final Evaluation of seafarer-applicant document			
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2.1 Seafarer-applicant is no longer required to report to MARINA Central Office / Regional Offices. Final Evaluation will be done through MISMO System.	2.1 Signs in to https://onlineappointment.marina.gov.ph:1337	None	3 minutes	Examination and Assessment Division – Assigned Final Evaluator (Senior MIDS, MIDS II, MIDS I)
2.2 No Activity	2.2 Clicks the tab “Final Evaluation” and accepts scheduled Applicant-Seafarer for final evaluation.	None	2 minutes	
2.3 No Activity	2.3 Evaluates and ensures the qualification of the seafarer-applicant as well as the completeness, validity and authenticity of their submitted documents.	None	12 minutes	Examination and Assessment Division – Assigned Final Evaluator (Senior MIDS, MIDS II, MIDS I)
	2.4 Clicks “Accept Application” if the documents uploaded are compliant with the requirements.	None	3 minutes	Examination and Assessment Division – Assigned Final Evaluator (Senior MIDS, MIDS II, MIDS I)
2.4 Once application is approved, seafarer-applicant shall receive the practical assessment permit that contains the application number thru SMS or in his/her MISMO account. Applicant-seafarer shall proceed directly to Assessment	2.5 Clicks “Reject” button if there is deficiency/ies on the individual uploaded documents and input remarks then clicks			Examination and Assessment Division – Assigned Final Evaluator (Senior MIDS, MIDS II, MIDS I)



<p>Centers (ACs) to enroll for practical assessment.</p> <p>2.5 Comply deficiency/ies and resubmit application. (Go back to applicant’s MISMO account and resubmit).</p> <p>2.6 Proceed to the Legal Division, STCW (9th Floor) for appropriate action and resubmit once legal clearance is given. (Go back to applicant’s MISMO account and resubmit).</p>	<p>“Reject Application” and input the reason in comment box.</p> <p>2.6 If any of the submitted documents are alleged to be spurious, advises the seafarer- applicant through MISMO to personally report to Legal Division of STCW Office (9th Floor).</p> <p>NOTE: (Remarks shall be sent through SMS and MISMO Account if application is rejected and if advised to report to the Legal Service, STCW Office (9th Floor))</p>	None	Standard processing time will stop until the deficiency/ies has been complied	<p>Examination and Assessment Division – Assigned Final Evaluator (Senior MIDS, MIDS II, MIDS I)</p> <p>Examination and Assessment Division – Assigned Final Evaluator (Senior MIDS, MIDS II, MIDS I)</p>
		None	Standard processing time will stop until the legal clearance from the Legal Division, STCW Office is given	
END OF TRANSACTION	TOTAL FOR ONLINE EVALUATION	None	With verification 6 days and 25 minutes	
			W/out verification 3 days and 25 minutes	
	TOTAL FOR FINAL EVALUATION	None	Approved application 20 minutes	



9. Issuance of Certificate of Passing the Theoretical Examination

Certificate of Passing the Theoretical Examination refers to the document issued by the Administration to the candidate who passed the theoretical examination. This is one of the requirements for practical assessment and for the issuance of COC/COE. The Certificate of Passing of examinees who passed under MCAS is being uploaded to their respective MISMO Accounts by EAD while the Certificate of Passing of examinees who passed under MBE is being requested and issued to the respective seafarers manually

Office/Division:	Examination and Assessment Division (EAD), STCW Office MARINA Regional Office VI MARINA Regional Office VI (Bacolod Extension Office) MARINA Regional Office VII MARINA Regional Office XI			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Seafarer who took the theoretical examination and practical assessment and who failed in one or more competences and meets the following qualification requirements:			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
NOTE: One (1) copy of all the originals of the required documents shall be presented to the Evaluator at the chosen venue of processing. 1. Original Examination Permit 2. Affidavit of Loss (if lost permit)		- Seafarer-Applicant - Notary Public		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Request for Certificate of Passing 1.1 Proceed to MARINA Central Office or to MARINA Regional Offices where the theoretical examination has been taken 1.2 Presents his/her examination permit and request for Certificate of Passing. 1.3 Proceed to payment upon receipt of reference number of ATAP	1.2 No Activity 1.2 Checks the examination permit 1.3 Provides for reference number or ATAP, whichever is applicable for payment: MARINA Central: Reference number Selected MARINA Regional Offices (MROs): Issues Authority to Accept Payment (ATAP).	None None None	 2 minutes 5 minutes	 Examination and Assessment Division – Assigned Personnel (<i>Senior MIDS, MIDS II, MIDS I</i>) <i>MRO Assigned Personnel</i> Examination and Assessment Division – Assigned Personnel (<i>Senior MIDS, MIDS II, MIDS I</i>) <i>MRO Assigned Personnel</i>
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	NOTE: Selected MARINA Regional Offices will issue ATAP until such time that they implement the online payment			
2. Payment of Fees: 2.1 Presents the reference number to the MARINA authorized payment partners and pays the corresponding fee within twenty-four (24) hours. Otherwise, the validity of the reference number will expire and applicant has to secure another reference number.	2.1 No Activity	<div style="border: 1px solid black; padding: 5px;"> <p>Certificate of Passing Fee</p> <p>In MARINA Central: Php 250.00* (inclusive of payment for two (2) documentary stamps fee)</p> <p>In MARINA Regional Offices: Php 250.00 (exclusive of payment for two (2) documentary stamps fee)</p> <p>*exclusive of service charge</p> </div>	20 minutes (or will depend on the seafarer)	MRO Cashier
	2.2 Accepts ATAP and payment		2 minutes	MRO Cashier



<p>OR</p> <p>2.2 If using the ATAP, proceed to the Cashier for payment of corresponding fees.</p> <p>2.3 Receives Official Receipt</p> <p>2.4 Returns to the Evaluator</p>	<p>2.3 Issues corresponding Official Receipt to the applicant.</p> <p>2.4 Instructs applicant to return to the Evaluator.</p>	None	5 minutes	MRO Cashier
		None	1 minutes	MRO Cashier
<p>3.</p> <p>3.1 Returns to MARINA Evaluator and presents the Official Receipt (OR) and examination permit.</p>	<p>Releasing of Certificate of Passing</p> <p>3.1 Accepts the OR and examination permit and informs the seafarer-applicant to wait for his name to be called for the</p>	None	2 minutes	<p>Examination and Assessment Division – Assigned Personnel (<i>Senior MIDS, MIDS II, MIDS I</i>) MRO Assigned Personnel</p> <p>Examination and Assessment Division – Assigned Personnel (<i>Senior MIDS, MIDS II, MIDS I</i>) MRO Assigned Personnel</p>



3.2 Wait for his name to be called	releasing of his Certificate 3.2 Forwards the name to the Printing Clerk.		If in MARINA Central Office, waits for more or less 30 minutes If in MARINA Regional Offices (MROs), waiting time is within the day or one (1) day after the exam	
4. 4.1 No Activity	Printing Certificate 4.1 Prints the individual Certificate of Passing the theoretical examination with the e-signature of the respective Chairman of the Board.	None		Examination and Assessment Division – Assigned Personnel (<i>Senior MIDS, MIDS II, MIDS I</i>) <i>MRO Assigned Personnel</i>
5. 5.1 No Activity	Signing of Certificate 5.1 Marks the back of the Certificate of passing the theoretical examination with “Documentary	None	6 minutes	Examination and Assessment Division – Assigned Personnel (<i>Senior MIDS, MIDS II, MIDS I</i>) <i>MRO Assigned Personnel</i>



5.2 No Activity	Stamp Tax Paid” or paste two documentary stamps as provided by the seafarer- applicant and applies Dry Seal 5.2 Checks and countersigns the Certificate of passing the theoretical examination	None	6 minutes	<i>Division Chiefs / Regional Directors / Alternate Representative</i>
6. For selected MARINA Regional Offices: 6.1 Present the Official Receipt to the releasing clerk 6.2 Signs in the Releasing logbook	Releasing of Certificate 6.1 Gets the receipt and retrieve the Certificate of Passing from the files 6.2 Checks the entries in the	None None	4 minutes 4 minutes	<i>MROs MIDS I / Clerk</i> <i>MROs MIDS I / Clerk</i>



confirming the receipt of the Certificate of Passing	logbook and releases the duly signed Certificate of Passing the theoretical examination.	None	1 minute	Examination and Assessment Division – Assigned Personnel (MIDS I / Clerk)
		None	4 minutes	Examination and Assessment Division – Assigned Personnel (MIDS I / Clerk)
In MARINA Central Office: 6.1 Proceeds to the releasing area once name is called	6.1 Calls the name of the seafarer-applicant	None	4 minutes	
6.2 Give the OR to the Releasing Clerk	6.2 Gets the receipt and retrieves the Certificate of Passing from the files.			
6.3 Signs in the Releasing logbook confirming the receipt of the Certificate of Passing	6.3 Releases the duly signed Certificate of Passing the theoretical examination upon signing in the logbook.			



	NOTE: An authorized Representative may claim the Certificate of Passing the Theoretical Examination on behalf of the seafarer-applicant by presenting the following documents: a. Authorization Letter of the certificate owner; b. Receipt; c. Valid government issued ID of the Certificate owner and the authorized representative			
	TOTAL	Php 250.00	In MARINA Central: 1 hour (60 minutes) In the MROs: 1 day and 47 minutes	

NOTE: The issuance of Certificate of Passing for Theoretical Examination will stop until such time that there are still examinees under the old system (MARINA Board Examination). The new Certificate of Passing will be printable on the MISMO account of the seafarer, which is system generated with QR Code once passed, and is free of charge.

It took one day for the Certificate of Passing to be released in the MROs because the Proctors are also the ones who process the Certificates, if there are only few examinees, usually the Certificate of Passing is released within the day



10. Issuance of Authenticated Copy of Theoretical Examination Result Formerly Administered by the Professional Regulation Commission (PRC)

The records of rating for the theoretical examination of Marine Deck and Engineer Officers formerly administered by the PRC from 1960 to 2014 have been transferred to MARINA on 03 July 2019. Pursuant to STCW Advisory No. 2019-09, an authenticated copy of such document may be issued to seafarers who filed at EAD or MROs.

Office/Division:	Examination and Assessment Division (EAD), STCW Office	
Classification:	Simple	
Type of Transaction:	G2C – Government Citizen	
Who may avail:	Seafarer who meets the following qualification requirements:	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<p>Show any of the following:</p> <ol style="list-style-type: none"> Any valid government issued Identification Document (ID) showing the name, clear picture, date of birth and signature of the applicant such as Passport, Driver's License, PAG-IBIG, SSS, GSIS ID / UMID, Voter's ID or Postal ID (ATM Type/TIN card with picture). <p>NOTE: An Authorized Representative may file the authenticated copy on behalf of the Seafarer-</p>		<ul style="list-style-type: none"> - Seafarer-Applicant - Authorized Representative



Applicant by providing one (1) copy of the following documents: a. Authorization Letter from the owner; b. Valid government issued ID of the owner with photo; and c. Valid government issued ID of the Authorized Representative with photo.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. 1.1 Request for the issuance of authenticated copy	1.1 Provides the Authentication Request Form	None	4 minutes	Examination and Assessment Division – <i>MIDS I / MIDS II</i>
2. 2.1 Fills up the Authentication Request Form and submit the same to MARINA	2.1 Receives the accomplished Authentication Request Form.	None	3 minutes	Examination and Assessment Division – <i>MIDS I / MIDS II</i>
3. 3.1 No Activity 3.2 No Activity	3.1 Verification of Records	None	10 minutes	Examination and Assessment Division – <i>MIDS I / MIDS II</i>



3.3 Secures reference number for payment	3.2 Locates and verifies the records. 3.3 Once found, provides reference number for payment to recognized MARINA payment centers			Examination and Assessment Division – <i>MIDS I / MIDS II</i>
4. Payment of fees 4.1 Presents the reference number to the MARINA authorized payments partner and pays the corresponding fee within twenty-four (24) hours. Otherwise, the validity of the reference number will expire and applicant	4.1 No Activity	Authentication Fee Php 300.00		MARINA authorized payment partners



has to secure another reference number.				
5. 5.1 Returns to MARINA Evaluator and presents the official receipt and examination permit 5.2 No Activity 5.3 No Activity	Signing of document 5.1 Accepts and checks the official receipt. 5.2 Prepares a reproduced copy of the requested theoretical examination results. 5.3 Approves and signs the copy of theoretical examination results and return the same to the	None	15 minutes	Examination and Assessment Division – <i>MIDS I / MIDS II</i> Examination and Assessment Division – <i>MIDS I / MIDS II</i> <i>Division Chief / MARINA Regional Director / Alternate Representative</i>



	Designated Personnel			
6. 6.1 Receives the document 6.2 Signs in Receiving Logbook	Release of Document 6.1 Issuance of verified copy of theoretical examination results. 6.2 Request the applicant to log in the Receiving logbook as proof of receipt.	None None	5 minutes	Examination and Assessment Division – <i>MIDS I / MIDS II</i> Examination and Assessment Division – <i>MIDS I / MIDS II</i>
END OF TRANSACTION	TOTAL	Php 300.00	37 MINUTES	



Central Office Internal Services



1. INTERNAL QUALITY AUDIT

To determine the effectiveness of the Quality Standard System (QSS)¹ and ensure its continuous improvement, an Internal Quality Audit (IQA)² is conducted at least once a year to all Divisions/Boards of the STCW Office (STCWO) and Regional Offices of MARINA which perform STCW Office functions³.

STCW Office functions delegated to the MROs are as follows:

- 1. Accreditation – Processing and Issuance of Provisional Authority and/or Certificate of Accreditation to Instructors / Assessors / Supervisors applicants and Receiving of application for accreditation of training programs.*
- 2. Examination – Conduct of final evaluation of the submitted online appointment applications for Theoretical Examination and Practical Assessment (Marine Deck and Engine Officers and GOC); Schedule and issuance of examination permits; Provision of assistance in the conduct of examinations and Issuance of Certificate of Passing.*
- 3. Certification – Conduct of final evaluation for the processing, issuance and revalidation of Certificate of Proficiency (COP) to seafarers under Regulations VI⁴ of the STCW Convention, as amended and processing and issuance of MARINA license (Professional ID)*

IQA is also conducted by STCWO to Commission on Higher Education (CHED) and the Department of Health (DOH) as part of verifying and validating their compliance with the provisions of the STCW Convention on maritime education and issuance of medical certificates pursuant to the Implementing Rules and Regulation of Republic Act No. 10635⁵.

IQA covers three activities: A. Preparation of Audit Program and Audit Plan; B. Pre-Audit Meeting; and C. Conduct of Audit Activities

Office / Division:	STCW Office / Quality Management Division (QMD)
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¹ Regulation I/8 of the Convention, Section A-I/8 of the STCW Code and ISO 9001:2015

² Ensures that the MARINA-STCW Office maintains control of its responsibilities in relation to the administration of education, training, assessment and certification systems in line with the implementation of the requirements of the STCW Convention and the STCW Code

³ Administrative Order No. 12-16 dated 22 April 2016 (Delegation of STCW Office functions/services to MARINA Regional Offices (MROs)); Administrative Order No. 01-17 dated 22 December 2016 (Additional STCW Office Functions / Services delegated to the MROs) and Memorandum from OIC Administrator dated 15 January 2019 regarding Implementation of MARINA Integrated Seafarers Management Online (MISMO) System at the MARINA Regional Offices)

⁴ Basic Training (BT), Proficiency in Survival Craft and Rescue Boat other than fast rescue boats (PSCRB), Proficiency in Fast Rescue Boat (PFRB), Advance Fire Fighting (AFF), Medical First Aid (MEFA), Medical Care (MECA), Ship Security Officer (SSO)

⁵ Implementing Rules and Regulations of Republic Act 10635, An act establishing the Maritime Industry Authority (MARINA) as the Single Maritime Administration responsible for the implementation and enforcement of the 1978 International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, as amended, and International Agreements or Covenants related thereto, otherwise known as the “MARINA STCW Administration Act of 2014”



Classification:	Complex
Type of Transaction:	G2G – Government to Government
Who may avail:	All Divisions/Boards under STCW Office (Accreditation Division, Administrative Services Division, Board of Examiners [Board of Marine Deck Officers, Board of Marine Engine Officers, Board of Deck Ratings and Board of Engine Ratings], Certification Division, Financial Services Division, Examination and Assessment Division, Information and Communications Technology Management Division, Legal Division, Monitoring Division, Quality Management Division, Public Information Division, Research and Development Division and Surveillance Division), MARINA Regional Offices performing STCWO functions, Maritime Education System (MES) of Commission on Higher Education (CHED) and Health Facilities and Service Regulatory Bureau (HFSRB) of Department of Health (DOH)
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Audit Program	Quality Management Division
2. Audit Plan	Quality Management Division
3. Non-Conformance & Corrective / Preventive Action Report Form	Quality Management Division
4. Observation Report	Quality Management Division
5. Audit Report	Quality Management Division
6. Summary of IQA Findings	Quality Management Division

CLIENT ACTION	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. PREPARATION OF AUDIT PROGRAM AND AUDIT PLAN				



CLIENT ACTION	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 No Activity	1 Preparation of Audit Program 1.1. Prepares the audit program for the year. 1.2. Defines the areas to be audited. 1.3. Identifies the Audit Team Members and the alternate (back-up) auditors. 1.4. Prepares Disposition Form and submits to the Chief of QMD for initial review.	None	2 days	MIDS II / Senior MIDS
2 No Activity	2 Initial Review of the Audit Program 2.1. Reviews the audit program 2.2. Endorses the audit program to the Quality Assurance Representative (QAR) for final review. Otherwise, returns to the assigned QMD personnel for appropriate action.	None	1 day	Division Chief
3 No Activity	3 Forwards the reviewed Audit Program to the QAR for final review	None	15 minutes	Administrative Aide VI / Administrative Assistant III
4 No Activity	4 Reviews the Audit Program prior to endorsement to the Administrator for approval. Otherwise, returns to the Chief of QMD for appropriate action.	None	1 day	QAR
5 No Activity	5 Approves the Audit Program. Otherwise, returns to the Chief of QMD for appropriate action.	None	1 day	Administrator
6 No Activity	6 Receives the approved Audit Program and disseminates the same to all concerned auditors and auditees (MROs, CHED and DOH).	None	2 hours	Administrative Aide VI / Administrative Assistant III



CLIENT ACTION	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
7 No Activity	<p>7 Prepares an Audit Plan based on the Approved Audit Program.</p> <p>NOTE:</p> <ol style="list-style-type: none"> Among others, the Audit Plan should contain the following minimum information: <ul style="list-style-type: none"> • audit objectives • audit scope • audit criteria and any reference document • location, date, expected time and duration of audit activity • audit methods • roles and responsibilities of the audit team Inclusion of observers and technical experts may be considered. 	None	1 day (at least 15 working days before the conduct of audit)	Lead Auditors (as per Approved Audit Program)
8 No Activity	8 Reviews the Audit Plan prior to endorsement to the QAR for approval. Otherwise, returns to the concerned Lead Auditor for appropriate action.	None	1 day	Division Chief
9 No Activity	9 Forwards the reviewed Audit Plan to the QAR for approval.	None	15 minutes	Administrative Aide VI / Administrative Assistant III
10 No Activity	10 Approves the Audit Plan. Otherwise, returns to the Chief of QMD for appropriate action.	None	1 day	QAR



CLIENT ACTION	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
11 No Activity	11 Receives the approved Audit Plan	None	15 minutes	Administrative Aide VI / Administrative Assistant III
12 Confirms availability based on the approved Audit Plan. NOTE: For CHED and DOH, submits the following documents: 1. Core Functions and Policies and Procedures 2. Results of Internal Quality Audit 3. Results of External Audit (Certifying Body)	12 Disseminates the Approved Audit Plan to the auditee and auditors.	None	2 hours (at least 10 working days before the scheduled audit)	Administrative Aide VI / Administrative Assistant III
B. PRE-AUDIT MEETING				
1 No Activity	1 Sets the pre-audit meeting before the actual audit and prepares the necessary notice to the audit team.	None	2 hours	Lead Auditors (as per Approved Audit Program)
2 No Activity	2 Conducts Pre-Audit Meeting 2.1. Presides over the pre-audit meeting and discusses the following:	None	4 hours	Lead Auditors (as per Approved Audit Program)



CLIENT ACTION	AGENCY ACTION	FEEs TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<ul style="list-style-type: none">- Preparing the details of the audit plan- Assigning work to the audit team- Preparing the work documents <p>2.2. Performs a review of the documents submitted by the QMD.</p> <p>2.3. Prepares necessary audit instruments needed for the audit such as forms for recording information such as supporting evidence, audit findings and records of meetings</p> <p>NOTE: If the audit team deems the documents to be inadequate or if the auditee fails to submit the documents within the specified time, the audit team may agree to re-schedule the audit.</p>			Audit Team (as per Approved Audit Program)
C. CONDUCT OF AUDIT ACTIVITIES				



CLIENT ACTION	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1 Attends the opening meeting. The auditee can request for the participation of a guide during the audit, subject to the approval of the Lead Auditor. If a guide is allowed by the Lead auditor, their role will be limited to:</p> <ul style="list-style-type: none"> witnessing the audit on behalf of the auditee providing information or assisting in collecting information 	<p>1 Conduct of Opening Meeting</p> <p>1.1. presides opening meeting</p> <ul style="list-style-type: none"> - discusses and confirms the agreement of all parties to the audit plan - introduces the audit team - ensures that all planned activities can be performed 	None	1 hour	Lead Auditors (as per Approved Audit Program)
<p>2 Provides necessary documents relevant to the audit</p> <p>Assists the auditors for the smooth conduct of the audit.</p>	<p>2 Conduct of the audit</p> <p>2.1. reviews the documentation including outputs and results produced under the QSS to:</p> <ul style="list-style-type: none"> - determine the conformity of the system as far as documented, with audit criteria - gather information to support the audit activities <p>2.2. Collects and verifies information relevant to the audit objectives, scope</p>	None	2 or 3 days (As stated in the audit plan)	Audit Team (as per Approved Audit Program)



CLIENT ACTION	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>and criteria, including information relating to interfaces between functions, activities and processes</p> <p>NOTES:</p> <ol style="list-style-type: none">1. Methods of collecting information include the following:<ul style="list-style-type: none">• Interviews;• Observations;• Review of documents, and records through sampling2. The audit team can periodically confer during the conduct of audit to exchange information, assess the audit progress and reassign work between the audit team members, as needed. The Lead Auditor can likewise communicate the progress of the audit and any concerns to the auditee, as appropriate.3. Where the available audit evidence indicates that the audit objectives are unattainable, the Lead Auditor reports the reasons to the auditee to determine appropriate action. Such action may include:			



CLIENT ACTION	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<ul style="list-style-type: none">• reconfirmation or modification of the audit plan;• changes to the audit objectives or scope;• termination of the audit <p>4. The Lead Auditor reviews and approves any need for changes to the audit plan which arise during the conduct of the audit, as appropriate, by both the audit team and auditee.</p> <p>5. Reviews audit findings with the auditee in order to obtain acknowledgement that the audit evidence is accurate and that the nonconformities are understood.</p>			
3 No Activity	<p>3 Generation of audit findings</p> <p>3.1. Evaluates audit evidence against the audit criteria in order to determine the audit findings which can either indicate conformity or nonconformity.</p> <p>3.2. Classifies the audit findings as either Non-conformance or Observation.</p>	None	2 hours	Audit Team (as per Approved Audit Program)



CLIENT ACTION	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4 No Activity	<p>4 Preparation of audit conclusions</p> <p>4.1. Prior to the closing meeting, the audit team convenes to:</p> <ul style="list-style-type: none">- review the audit findings and any other appropriate information collected during the audit- agree on audit conclusions. Should there be disagreements, the Lead Auditor shall decide on the matter.- prepare recommendations, if necessary- discuss follow-up audits, if necessary <p>4.2. Records non-conformance/s in the Nonconformity Report form and shall contain the following minimum details:</p> <ul style="list-style-type: none">- Applicable Standard, Policy, Rules/Regulations, Quality Policy/Procedure- Statement of the Deviation- Effects/Implications of the Deviation <p>4.3. Records good practices along with their supporting evidence and opportunities for improvement in the Observation Report form.</p>	None	4 hours	Audit Team (as per Approved Audit Program)



CLIENT ACTION	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5 The auditee agrees on the noted non-conformance/s and observation/s. The auditee will be given the opportunity to clarify any misunderstanding.	5 Conduct of Closing Meeting 5.1. Presents the audit findings and conclusions. NOTE: In case of disputes in the audit findings, this shall be elevated to the QAR for decision.	None	2 hours	Lead Auditors (as per Approved Audit Program)
6 No Activity	6 Preparation of audit report 6.1. Prepares a report on the results of the audit and submits the same to the QMD Division Chief.	None	2 hours (within 5 working days after audit)	Lead Auditors (as per Approved Audit Program)
7 No Activity	7 Receives the Audit Report and forwards the same to Division Chief	None	15 minutes	Administrative Aide VI / Administrative Assistant III
8 No Activity	8 Reviews the Audit Report and recommends approval by the QAR. Otherwise, returns to the Lead Auditor for appropriate action.	None	2 hours	Division Chief
9 No Activity	9 Forwards the reviewed Audit Report to the QAR for approval	None	15 minutes	Administrative Aide VI / Administrative Assistant III
10 No Activity	10 Reviews and approves the contents of the audit report. Otherwise, returns to the Chief of QMD for appropriate action.	None	2 hours	QAR
11 No Activity	11 Receives the approved Audit Report and Provides the auditee a copy of the approved audit report.	None	1 hour	Administrative Aide VI / Administrative Assistant III



CLIENT ACTION	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
12 The auditee shall submit their action plan to comply with the noted non-conformance/s within 10 working days from receipt of the audit report. NOTE: Indicates the proposed corrective action in the Non-Conformance & Corrective / Preventive Action Report Form and submits to the Lead Auditor through the QMD.	12 No Activity	None	10 working days from receipt of the audit report.	Auditee (All Divisions/Boards of the STCWO, MROs, CHED and DOH)
13 No Activity	13 Receives the submitted corrective actions from the auditees and forwards the same to the Lead Auditor.	None	15 minutes	Administrative Aide VI / Administrative Assistant III
14 No Activity	14 Reviews the corrective action submitted by the auditees. 14.1. Reviews the contents of the proposed corrective action plan submitted by the auditee and decide whether to accept or not the recommended actions to be taken including the timelines. 14.2. If accepted, acknowledges the corrective action by signing in the Non-	None	1 day	Lead Auditors (as per Approved Audit Program)



CLIENT ACTION	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Conformance & Corrective / Preventive Action Report Form. If not, returns to the Auditee through the QMD to revise the proposed corrective action. 14.3. Prepares Memorandum regarding the review of proposed corrective action/s and forwards the same to the Division Chief of QMD.			
15 No Activity	15 Receives the Memorandum regarding the review of proposed corrective action/s and forwards the same to the Division Chief for review.	None	15 minutes	Administrative Aide VI / Administrative Assistant III
16 No Activity	16 Reviews the Memorandum regarding the review of proposed corrective action/s and endorses to the QAR for approval. Otherwise, returns to the Lead Auditor for appropriate action.	None	2 hours	Division Chief
17 No Activity	17 Forwards the reviewed Memorandum regarding the review of proposed corrective action/s to the QAR for approval	None	15 minutes	Administrative Aide VI / Administrative Assistant III
18 No Activity	18 Approves the Memorandum regarding the review of proposed corrective action/s and returns to QMD for transmittal to the auditee. Otherwise, returns to the Chief of QMD for appropriate action.	None	1 hour	QAR



CLIENT ACTION	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
19 No Activity	19 Receives the approved Memorandum regarding the review of proposed corrective action/s and transmits the same to the auditee	None	30 minutes	Administrative Aide VI / Administrative Assistant III
20 Implements corrective action in accordance with the agreed timeline. NOTE: Seeks assistance of the QAR if necessary.	20 No Activity	None	Agreed timeline based on the NC-C/PAR	Auditee (All Divisions/Boards of the STCWO, MROs, CHED and DOH)
21 The auditee shall keep the QAR and Lead Auditor informed of the status of the actions taken to address the nonconformities.	21 Monitoring of corrective action and conducting follow-up audit 21.1. Monitors compliance of the auditee with the approved action plan and closes-out non-conformances, as necessary 21.2. Prepares Memorandum regarding the review of implementation of corrective action and forwards the same to the Chief of QMD. NOTE: The QAR, upon the recommendation of the Lead Auditor, may order the audit team to conduct a follow-up audit in order to verify the effectiveness of the actions taken by the auditee.	None	2 days	Lead Auditors (as per Approved Audit Program)



CLIENT ACTION	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
22 No Activity	22 Receives the Memorandum regarding the review of implementation of corrective action/s and forwards the same to the Division Chief for review.	None	15 minutes	Administrative Aide VI / Administrative Assistant III
23 No Activity	23 Reviews the Memorandum and endorses to the QAR for approval. Otherwise, returns to the Lead Auditor for appropriate action.	None	2 hours	Division Chief
24 No Activity	24 Forwards the reviewed Memorandum regarding the review of implementation of corrective action/s to the QAR for approval	None	15 minutes	Administrative Aide VI / Administrative Assistant III
25 No Activity	25 Approves the Memorandum regarding the review of implementation of corrective action/s for transmittal to the auditee. Otherwise, returns to the Chief of QMD for appropriate action.	None	2 hours	QAR
26 No Activity	26 Receives the approved Memorandum regarding the review of implementation of corrective action/s and transmits to the auditee.	None	30 minutes	Administrative Aide VI / Administrative Assistant III
27 Assists QMD with all the documents needed	27 Continuous monitoring of compliance of the auditee as to determine its effectiveness	None	quarterly	QMD designated personnel All QMD personnel Chief, QMD Supervising MIDS Senior MIDS MIDS II



CLIENT ACTION	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				MIDS I
28 No Activity	28 Prepares a Summary Report of Audit Findings and Status of Compliance to be submitted to the Executive Director, through the QAR, as input for the Management Review.	None	2 hours	MIDS II (Document and Records Control Officer (DRCO))
	TOTAL PROCESSING TIME			



2. Recording of Appropriation and Allotment; Certification of Allotment Availability and Obligation; and Recording of Disbursement and Adjustment of Obligation

To establish procedure on the recording of appropriation and allotment; certification of allotment availability and obligation; and recording of disbursement and adjustment of obligation by the MFAS, Budget Division of the MARINA Central Office within the processing time of three (3) days from the receipt of complete supporting documents.

Office/Division:	Management, Financial and Administrative Service / Budget Division	
Classification:	Simple / Complex	
Type of Transaction:	Government to Business Government to Client Government to Government	
Who may avail:	Employees, Suppliers, Contractors and other Government Agencies	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
3. Three (3) copies of Obligation Request and Status		Budget Division
4. Supporting Documents		Requesting Claimant/Office
Checklist of Supporting Documents (All Original Copies):		
TRAVELLING EXPENSES – Local (Cash Advance)		
1) Itinerary of Travel		
2) Special Order		
TRAVELLING EXPENSES – Local (Reimbursement)		
1) Itinerary of Travel		
2) Certificate of Travel Completed		
3) Itinerary Receipt/Flight Itinerary		
4) Boarding Pass		
5) Tickets		
6) Special Order		



TRAVELLING EXPENSES – Foreign (Cash Advance) 1) Foreign Travel Authority 2) Itinerary of Travel					
TRAVELLING EXPENSES – Foreign (Reimbursement) 1) Foreign Travel Authority 2) Itinerary of Travel 3) Certificate of Travel Completed 4) Boarding Pass 5) E-Ticket / Flight Itinerary 6) Post Travel Report					
VENUES / ACCOMODATION 1) Special Order 2) Purchase Request 3) Terms of Reference (TOR) 4) Contract / Agreement 5) Notice of Award & Notice to Proceed					
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. RECORDING OF APPROPRIATION AND ALLOTMENT					
1	No Activity	2. Receiving of General Appropriations Act as Release Documents (GAARD)	None	10 minutes	Budget Designated Staff Administrative Assistant II & III
2	No Activity	3. Recording of the Appropriation and Allotment		1 day	Budget Designated Staff Administrative Officer II, IV, V & Supervising Administrative Officer
END OF TRANSACTION				1 day & 10 minutes	



2. CERTIFICATION OF ALLOTMENT AVAILABILITY AND OBLIGATION					
1	No Activity	1. Preparation of Obligation Request and Status (ORS)	None	1 hour	Requesting Office
2	No Activity	2. Receives the ORS duly signed by the Requesting Office, including copies of DV and SDs from office/personnel concerned		10 minutes	Budget Designated Staff Administrative Assistant II & III
3	No Activity	3. Verifies availability of allotment based on the appropriate RAOD. If allotment is available, assigns number on the ORS based on the ORS Control Logbook maintained for the purpose. If not, returns the documents to the office concerned.		1 hour & 30 minutes	Budget Designated Staff Administrative Officer II, IV, V & Supervising Administrative Officer
4	No Activity	4. Reviews the ORS and SDs. If in order, signs the certification in Section B of the ORS.		30 minutes	Budget Chief
5	No Activity	5. Forwards ORS, DV and SDs to the Accounting Division.		10 minutes	Designated Budget Staff Administrative Assistant II & III
END OF TRANSACTION				3 hours & 20 minutes	
3. RECORDING OF DISBURSEMENT AND ADJUSTMENT OF OBLIGATION					
1	No Activity	1. Receives copies of ORS and related SDs and Notice of Obligation Request and Status Adjustment (NORSA) from the Accounting Division.	None	10 minutes	Designated Budget Staff/ Administrative Assistant II & III
2	No Activity	2. Posts the NORSA in the Obligation column of Section C of the ORS.		1 hour & 30 minutes	Designated Budget Staff/



					Administrative Officer II, IV, V & Supervising Administrative Officer
3	No Activity	3. Signs the "Verified by" portion (section D) of the NORSA.		30 minutes	Budget Chief
4	No Activity	4. Prepares ORS reflecting the adjustments made in the NORSA.		30 minutes	Designated Budget Staff/ Administrative Officer II, IV, V & Supervising Administrative Officer
END OF TRANSACTION				2 hours & 40 minutes	

Checklist of Supporting Documents (All Original Copies):

TRAVELLING EXPENSES – Local (Cash Advance)

- 3) Itinerary of Travel
- 4) Special Order

TRAVELLING EXPENSES – Local (Reimbursement)

- 7) Itinerary of Travel
- 8) Certificate of Travel Completed
- 9) Itinerary Receipt/Flight Itinerary
- 10) Boarding Pass
- 11) Tickets
- 12) Special Order

TRAVELLING EXPENSES – Foreign (Cash Advance)

- 3) Foreign Travel Authority
- 4) Itinerary of Travel



TRAVELLING EXPENSES – Foreign (Reimbursement)

- 7) Foreign Travel Authority
- 8) Itinerary of Travel
- 9) Certificate of Travel Completed
- 10) Boarding Pass
- 11) E-Ticket / Flight Itinerary
- 12) Post Travel Report

VENUES / ACCOMODATION

- | | |
|-----------------------------|--|
| 4) Special Order | 4) Contract / Agreement |
| 5) Purchase Request | 5) Notice of Award & Notice to Proceed |
| 6) Terms of Reference (TOR) | |



3. Processing of Claims and Liquidation of Cash Advances

- To establish procedure on the processing of claims by the Accounting Division of the MARINA Central Office within the standard processing time of two (2) to three (3) working days from the receipt of complete documentary requirements and Liquidation Report within the standard processing time of two (2) days.

Office or Division:	Accounting-MFAS	
Classification:	Simple/Complex/Highly Technical*	
Type of Transaction:	Government to Client Government to Business Government to Government	
Who may avail:	Employees, Suppliers of Goods and Services, Contractors and other Government Agencies	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
I. PROCESSING OF CLAIMS		
1. GENERAL REQUIREMENTS: (ALL CLAIMS)		
a) Two (2) Original copies of signed (Box A portion) Disbursement Voucher		Accounting (for claims of salaries and other benefits); Claimant (for claims under MOOE such as EME, Communication Allowance, Cash Advance for travel, etc.); GSD for utilities, monthly regular expenses and delivery of goods and services Concerned Offices/end-users for claims for special activities, projects such as lease of venue, publication, etc.
b) Three (3) signed copies of Obligation Request Slip		HRMDD (for claims of salaries and other benefits); Claimant (for claims under MOOE)



	GSD for utilities; monthly regular expenses and for deliveries of goods and services. Concerned Offices/end-users for claims for special activities, projects such as lease of venue, publication, etc.
2. DOCUMENTARY REQUIREMENTS/SUPPORTING DOCUMENTS FOR: (All documentary requirements/required supporting documents must be in two (2) copies, (original and duplicate/photocopy) unless expressly specified that "Certified True Copy" is accepted in lieu of original copy.)	
2.1 Salaries and Wages & Personnel Economic Relief Allowance (PERA)	
<i>a. For Regular and Casual Employees (Payroll)</i>	
1. Two (2) Original copies of Payroll (System Generated)	HRMDD
2. Two (2) Original copies Breakdown of Deductions (System Generated)	HRMDD
3. Two (2) Original copies of List of employees not included in the payroll	HRMDD
4. Two (2) Original copies of Letter to the bank to credit employees account of their salaries and PERA	Accounting
<i>b. For Regular and Casual Employees (Individual Claims)</i>	
Individual salary (if deleted from payroll)	
1. Approved DTR	HRMIS downloadable Form & HRMDD
2. Notice of Assumption	HRMDD



3. Approved Application for Leave, Clearances and Medical Certificate, if on sick leave for five days or more	Claimant & HRMDD
<i>c. First Salary</i>	
1. Certified true copy of duly approved Appointment	Claimant /HRMDD
2. Assignment Order, if applicable	HRMDD
3. Certified true copy of Oath of Office	HRMDD
4. Certified true copy of Certificate of Assumption	HRMDD
5. Certified true copy of Statement of Assets, Liabilities and Net Worth	Claimant
6. Original copy of Approved DTR	HRMIS downloadable Form & HRMDD
7. Bureau of Internal Revenue (BIR) Form 1902 and 2305	Claimant
8. BIR Form 2316 (Certificate of Compensation Payment/Tax Withheld) issued by previous employer/s.(if applicable)	Claimant
9. Certified true copy of proof of employees' payroll ATM account	Claimant
10. Certified true copy of Clearance from money, property and legal accountabilities from the previous office (for transferee/s from other government office)	
11. Certified true copy of pre-audited Disbursement Voucher of last salary from previous agency and/or Certification by the Chief	Claimant



Accountant of last salary & other benefits received from previous office (for transferee/s from other government office)	
12. Certified true copy of Certificate of Available Leave Credits (for transferee/s from other government office)	Claimant
13. Certified true copy of Service Record issued by previous employer (for transferees - from one government office to another)	Claimant & HRMDD
<i>d. Salary Differentials due to Promotion/Step Increment</i>	
1. Certified true copy of approved appointment in case of promotion or Notice of Salary Adjustment in case of step increment	HRMDD
2. Original/Certified true copy of Certificate of Assumption (if due to promotion)	Claimant
3. Approved DTR /Certification from HRMDD that the employee has not incurred leave without pay	Claimant/HRMDD
<i>e. Last Salary</i>	
1. Clearance from money, property and legal accountabilities	HRMDD
2. Approved DTR	HRMDD
<i>f. Salary due to heirs of deceased employee</i>	
1. Same requirements as those for last salary	HRMDD
2. Original/Certified true copy of Death Certificate authenticated by PSA	Claimant



3. Original/Certified true copy of Marriage Contract authenticated by PSA, if applicable	Claimant
4. Original/Certified true copy of Birth Certificates of surviving legal heirs authenticated by PSA	Claimant
5. Original/Certified true copy of Designation of next-of-kin	Claimant
6. Original/Certified true copy of Waiver of right of children 18 years old and above	Claimant
<i>g. Commutation of Maternity Leave</i>	
1. Certified true copy of approved application for leave	HRMDD
2. Certified true copy of Maternity leave clearance	HRMDD
3. Medical certificate for maternity leave	Claimant
2.2 Allowances, Honoraria, and Other Forms of Compensation	
a. Representation and Transportation Allowance	
1. For Individual claims	
a. Certified true copy of Special Order/Appointment (1 st payment)	Claimant
b. Certified true copy of Certificate of Assumption of Duty (1 st payment)	HRMDD
c. Certification that the employee did not use or is not assigned any government vehicle	Claimant
d. Certificate of Service rendered / Approved DTR	Claimant (HRMIS downloadable Form) & HRMDD
2. For General claims (Payroll)	
a. Approved DTR	Claimant (HRMIS Downloadable Form) & HRMDD
b. Two (2) Original copies of RATA Payroll	HRMDD/Accounting



c. Two (2) Original copies of Financial Data Entry System (FINDES) (including soft copy)	Accounting
b. Clothing/Uniform Allowance	
1. For Individual claims	
a. Certified true copy of approved appointment of new employees	HRMDD
b. Certificate of Assumption of new employees/Certification of employee/s qualified to receive uniform allowance in accordance with the existing guidelines	HRMDD
c. Certificate of non-payment /Certification of last salary and benefits received from previous agency , for transferees	Claimant
2. For General claims	
a. Two (2) Original copies of Clothing/Uniform Allowance Payroll	HRMDD
b. Two (2) Original copies of Financial Data Entry System (FINDES) (including soft copy)	HRMDD
c. Loyalty Cash Award /Longevity Pay	
1. Service Record	HRMDD
2. Certification issued by the Personnel Officer that the claimant/s is/are qualified to receive Longevity pay in accordance with the existing rules and regulations issued by CSC or other relevant government agency.	HRMDD
3. Certification of non-payment of Loyalty Pay issued by previous employee/office (for transferee)	Claimant
d. Mid-year/Year-end Bonus Cash Gift	



1. For Individual claims	
a. Certified True Copy of Clearance from money, property and legal accountabilities	HRMDD
b. Certification that the employees is qualified to receive the MY/YEB and CG Payroll	HRMDD
2. For General claims	
a. Two (2) original copies of YEB and CG Payroll	HRMDD
b. Two (2) Original copies of Financial Data Entry System (FINDES) (including soft copy)	HRMDD
e. Retirement Benefits	
1. Certified true copy of Updated Service record indicating the number of days on leave without pay/Certification issued by the Human resource Office that the retiree did not incur any leave of absence without pay	HRMDD
2. Certified true copy of Retirement Application	Claimant
3. Certified true copy of Office clearance from money/property accountability and administrative/criminal liability	HRMDD
4. Original/Certified true copy of Statement of Assets and Liabilities	Claimant
5. Original copy of Retirement Gratuity Computation	HRMDD
6. Original copy of Affidavit of undertaking for authority to deduct accountabilities	Claimant
7. Certified true copy of Affidavit of applicant that there is no pending criminal investigation or prosecution against him/her	Claimant
8. Certified true copy of Employee's letter intend to retire from service duly accepted by the agency head	Claimant & HRMDD
9. Certified true copy of Death Certificate/Authenticated Death Certificate issued by PSA (if retirement is due to death)	Claimant (Surviving spouse, children, parent/heirs of deceased employee, etc.)



10. Certified true copy of Marriage Contract authenticated by PSA(if retirement is due to death)	Claimant (Surviving spouse, children, parent/heirs of deceased employee, etc.)
11. Certified true copy of Birth Certificates of all surviving legal heirs authenticated by PSA(if retirement is due to death)	Claimant (Surviving spouse, children, parent/heirs of deceased employee, etc.)
12. Certified true copy of Designation of Next-of-kin(if retirement is due to death)	Claimant (Surviving spouse, children, parent/heirs of deceased employee, etc.)
13. Certified true copy of Waiver of rights of children 18 years old and above(if retirement is due to death)	Claimant (Surviving spouse, children, parent/heirs of deceased employee, etc.)
14. Certified true copy of Affidavit of two disinterested parties that the deceased is survived by legitimate and illegitimate children (if any), natural, adopted or children of prior marriage (if applicable)	Claimant (Requirement under COA Circular 2012-01)
f. Terminal Leave Benefits	
1. Certified true copy of clearance from money, property and legal accountability from the Central Office and from Regional Office of last assignment	HRMDD
2. Certified photocopy of employees leave card as at last date of service duly audited by the Personnel Division and COA/Certificate of leave credits issued by the Admin/Human Resource Management Office	HRMDD
3. Certified true copy of approved leave application	HRMDD
4. Certified true copy of complete Service Record	HRMDD
5. Original copy of latest SALN	Claimant
6. Certified true copy of Appointment/NOSA showing the highest salary received if the salary under last Appointment is not the highest	HRMDD
7. Original copy of Computation of terminal leave benefits duly signed/certified by the Accountant	HRMDD
8. Original copy of Applicant's authorization (in affidavit form) to deduct all financial obligations with the employer/agency	Claimant



9. Certified true copy of Affidavit of applicant of no pending criminal investigation of prosecution against him/her (RA No. 3019)	Claimant
10. Certified true copy of employee's letter of resignation duly accepted by the Head of Agency ((in case of resignation,)	Claimant
11. Additional requirements in case of death of claimant (same requirements as those of payment of Retirement Benefits)	Claimant
g. Monetization of Leave Credits	
1. Approved Leave Application with leave credit balance certified by HRMDD Chief	Claimant/HRMDD
2. Memorandum Request for monetization of leave (for applications covering more than 10 days) duly approved by the Head of the Agency	Claimant/HRMDD
3. For monetization of more than 50% of leave credits : 1. Medical Abstract/Clinical procedure to be undertaken in case of health, medical and hospital needs, and; 2. Barangay Certification in case of need s for financial assistance brought about by calamities, typhoon, etc.	Claimant
2.3 Granting of Cash Advances	
2.3.1 General Requirements for all cash advances	
Original copy of Certification of no unliquidated cash advance by the Chief Accountant or Regional Accountant or authorized representative, if from Regional Office	Accounting Division



2.3.2 Documentary Requirements/Supporting documents for cash advance for:	
1. <i>Special activities, projects/Field Current Operating Expenses/Establishment of Petty Cash Fund</i>	
a. Certified true copy of Authority of the accountable officer issued by the Administrator or duly authorized representative indicating the maximum accountability and purpose of cash advance	Special Disbursing Officer
b. Approved Application for bond/and or Fidelity Bond for the year for Cash Accountability of P 2,000.00 or more	Special Disbursing Officer
b. Approved budget for COE of the agency field office or agency activity in the field/Approved Purchase Request for the specific activity (for special activities, projects/field current operating expenses)	Special Disbursing Officer
c. Approved estimate of petty expenses for one month (for establishment Petty Cash Fund (PCF))	Special Disbursing Officer
2. <i>Travelling Expenses</i>	
a. <i>Local Travel</i>	
1. Certified True Copy of duly approved Travel/ Special Order	Claimant
2. Duly approved Itinerary of Travel	Claimant
3. Original/Certified true copy of Letter of invitation addressed to the Agency of host/sponsoring organization , if applicable	Claimant
b. <i>Foreign Travel</i>	
1. Certified true copy of Foreign Travel Authority (FTA) from Department and/or from Office of the President , if applicable	Claimant



2. Duly approved Itinerary Travel	Claimant
3. Original/Certified true copy of Letter of Invitation of host/sponsoring country/agency/organization	Claimant
4. Certified true copy of recommendation of the Head of Agency	Claimant
5. For plane fare, Original copy of quotations of three travel agencies or its equivalent	Claimant
6. Copy of flight Itinerary issued by the airline/ticketing office/travel agency	Claimant
7. Copy of United Nations Development Programme (UNDP) rate for the daily subsistence allowance (DSA) for the country of destination for the computation of DSA to be claimed	Claimant
8. Copy of document to show the dollar to peso exchange rate at the date of cash advance	Claimant
9. In case of seminar/trainings: a. Invitation addressed to the agency inviting participants (issued by foreign country) b. Acceptance of the nominees as participants(issued by the foreign country) c. Programme Agenda and Logistics Information	Claimant
2.4 Petty Cash Fund (PCF) Replenishment	
1. Summary of Petty Cash Vouchers	Special Disbursing Officer
2. Duly accomplished and signed Petty Cash Vouchers	Special Disbursing Officer
3. Report of Disbursements/Petty Cash Fund Record	Special Disbursing Officer
3. Petty Cash Replenishment Report	Petty Cash Custodian
4. Purchase Request with certificate of emergency purchase, if necessary	End-user
5. Bills, receipts, sales invoices (duly inspected by designated inspectors)	End-user & duly designated inspectors



6. Certificate of Price Reasonableness	End-user
7. Report of Waste Materials in case of replacement/repair	End-user & duly designated inspectors
8. Certificate of inspection and acceptance	Inspection Officer
9. Canvass from at least three (3) suppliers for purchases involving P1,000.00 and above, except for purchases made while on official travel	Suppliers/End-user/
10. Summary/Abstract of Canvass/Quotation	End- user/Administrative Division
11. For reimbursement of toll receipts: a. Toll Receipts b. Trip Tickets c. Special Order, if applicable	End-user
12. Such other supporting documents that may be required and/or require under the company policy depending on the nature of expenses	Depending on the requirement/s
2.5 Reimbursement of Travelling Expenses	
2.5.1 Local Travel	
1. Duly approved Certificate of Travel Completed	Claimant
2. Duly approved Itinerary of Travel	Claimant
3. Certified True copy of duly approved/ Office /Travel /Special Order	Head of Office
4. Original/Certified true copy of Letter of invitation of host/sponsoring organization , if applicable	Claimant
5. Electronic plane, boat or bus tickets and other receipts of allowable transportation expenses	Claimant
6. Proof of submission of the original boarding pass to designated personnel in-charge for booking thru GPAL; or Original copy of boarding pass and certification of non-availability of flight issued by MFAS Director (for reimbursement of airfare for	Claimant/MFAS Director thru HRMDD



those who opted to avail services of other airlines other than GPAL).	
7. Certificate of Appearance/Attendance for training/ seminar participation	Claimant
8. Certification that no Cash Advance was granted by the Agency related to such travel (if applicable)	Claimant
9. Certification by the Head of the Agency as to the absolute necessity of the actual hotel/accommodation expenses in the performance of an assignment, together with the hotel bills/receipts (for reimbursement of actual hotel/accommodation expenses not exceeding 100% of the hotel/ accommodation component of the prescribed DTE)	Claimant
2.5.2 Foreign Travel	
1. Certified true copy of Foreign Travel Authority (FTA) from Department and/or Office of the President, if applicable	Claimant
2. Duly approved Itinerary Travel	Claimant
3. Certified true copy of Letter of Invitation of host/sponsoring country/agency/organization	Claimant
4. Certified true copy of recommendation to travel/attend conventions, etc. by the Head of Agency	Claimant/HRMDD
5. For plane fare, copy of quotations of three travel agencies or its equivalent	Claimant
6. Official receipt issued by the airline/ticketing office/ travel agency	Claimant
7. Certified true copy of current Exchange Rate at the date of preparation of DV	Claimant
8. Certified True Copy of Travel Report	Claimant
2.5.3 Travelling Expenses in Excess of Cash Advance	



Certified True Copy of submitted Liquidation Report to the Accounting Division including all supporting documents	Claimant & Accounting
2.6 Other Claims/Expenditures :	
2.6.1 Extra-Ordinary and Miscellaneous Expenses	
1. Certification executed by the official concerned that the expenses sought to be reimbursed have been incurred for any of the purposes contemplated under the provisions of the GAA in relation to or by reason of his position.	Claimant
2.6.2 Reimbursement of Communication Expenses	
1. Certification executed by the official concerned that the expenses sought to be reimbursed have been incurred in the discharge of official duties/functions	Claimant
2. Certified True Copy of Special Order for newly designated OIC/re-assigned official (first payment)	Claimant
2.6.3 Utilities (water, electricity, telephone & internet services)	
1. Copy of Statement of Account /Billing Statement	Claimant
2. Certification by Agency Head or his authorized representative that all NDD and IDD calls are official calls in nature (for telephone /communication services)	Service Directors or duly authorized representative
3. Other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the audit review and in the technical evaluation thereof. (for first payment)	GSD
2.6.4 Courier Services	



1. Statement of Account verified by the designated/authorized employee	Claimant/Record Section
2. Airway billings	Record Section
3. Other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the audit review and in the technical evaluation thereof. (for first payment)	GSD
2.6.5 Advertising Expenses	
1. Billing Statement/Statement of Account	Claimant
2. Request for Publication	Concerned Service
3. Advertising Contract	GSD/Records Section
4. Newspaper clippings evidencing publication	Claimant
5. Other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the audit review and in the technical evaluation thereof. (for first payment)	GSD
2.6.6 Fuel, Oil and Lubricants	
1. Certified true Copy of Contract/Memorandum of Agreement (first payment)	GSD
2. Billing Statement/Statement of Account duly checked by designated Adm. Personnel	Claimant/GSD
3. Certified true Copy of complete trip tickets/or Proof of submission of the same to COA	GSD
4. Other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the audit review and in the technical evaluation thereof. (first payment)	Claimant/GSD/other concerned offices



2.6.7 General Support Services (janitorial, security, maintenance, garbage collection and similar services)	
1. Certified true Copy of Contract/Memorandum of Agreement(first payment)	Claimant/GSD
2. Billing Statement/Statement of Account	Claimant
3. Accomplishment Report duly noted/certified by GSD Chief	Claimant/GSD
4. Record of Attendance/Service	Claimant
5. Other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the audit review and in the technical evaluation thereof.	Depending on the requirements
2.6.8 Purchase of Food (for meetings, trainings, etc.)	
1. Approved Purchase Request	Claimant
2. Certified True Copy of Notice of Meeting (if applicable)	Claimant
3. Original Receipts (duly inspected by designated inspector)	Claimant
4. Original/Certified True Copy of Attendance Sheet with certification from approving Office Head/Division Head	Claimant
5. Minutes/Highlights of meeting/ Training Report duly noted by authorized official	Secretariat
2.6.9 Other Expenditures	
1. Billing Statement/Statement of Account	Claimant
2. Other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the audit review and in the technical evaluation thereof.	Depending on the requirements



2.7 Procurement	
2.7.1 Procurement thru Alternative Modes	
1. Sales Invoices/Statement of Account	Claimant
2. Purchase Order/Contract duly approved/signed by official concerned and accepted by the supplier. (date of acceptance must be clearly indicated)	GSD
3. Approved Purchase Request	GSD
4. Copy of proof of PhilGEPS posting of Request for Quotation and at any conspicuous place reserved for this purpose in MARINA premises (for procurement above 50,000)	GSD
5. Proof of PhilGEPS posting of Notice of Award and at any conspicuous place reserved for this purpose in MARINA premise (for procurement above P50,000)	GSD
6. Copy of 3 Quotations	GSD
7. Abstract of Bids/Quotation	GSD
8. BAC Resolution (for amount above P5,000)	GSD
9. Notice of Award and Notice to Proceed	GSD
10. Certified True Copy Approved Annual Procurement (APP)	GSD
11. Delivery Receipt/Sales Invoice	Claimant
12. Inspection and Acceptance Report (IAR) duly signed by the authorized inspector and accepted by authorized end-user.	GSD, End-user
13. Notice of Delivery	GSD
14. Certified True Copy of ARE, ICS , if applicable	GSD
15. Terms of Reference, if applicable	
16. Other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof.	Depending on the requirements
2.7.2 Additional requirements for Limited Source Bidding	



1. Certified True Copy of direct invitation to bid	GSD
2. Certified True Copy of bidder's offer or proposal	GSD
3. Certified True Copy of Abstract of Bids	GSD
4. Documentary requirements under Section 23.1 and 25.2 (a) for goods, 23.1 and 25.2 (b) for infrastructure, 25.1 and 25.2 (c) for consultancy services of the revised IRR of RA 9184	GSD, Claimant
5. Bid Security (required under Section 54.4 IRR-A, RA 9184)	Claimant
2.7.3 Direct Contracting	
1. Certified True Copy of letter to selected manufacturer/supplier /distributor to submit a price quotations and conditions of sale	GSD
2. Certificate of Exclusive Distributorship issued by the principal under oath and authenticated by the embassy/consulate nearest the place of the principal, in case of foreign supplier	Claimant
3. Certified True Copy of Certification from the agency authorized official that there are no sub-dealers selling at lower price and for which no suitable substitute can be obtained at more advantageous terms to the government	GSD
4. Certified True Copy of Certification of the BAC in case of procurement of critical plant components and/or to maintain certain standards	BAC/GSD
5. Certified True Copy of Study/survey done to determine that there are no sub-dealers selling at lower prices and for which no suitable substitute can be obtained at more advantageous terms to the government.	GSD
2.7.5 Shopping	



1. Price Quotations from at least three (3) bonafide and reputable manufacturers/suppliers/dealers	GSD
2. Abstract of Canvass	GSD
2.7.6 Negotiated Procurement	
1. In case of two failed bidding, emergency cases, take-over of contract and small value procurement : <ul style="list-style-type: none"> - Price quotations/bids/final offers from at least three invited suppliers - Abstract of submitted Price Quotations - BAC Resolution recommending award of contract to Lowest Calculated Responsive Bid (LCRB) 	GSD GSD BAC/GSD
2. Additional requirement for each case : a. In case of two failed biddings <ul style="list-style-type: none"> - Agency's offer for negotiations with selected suppliers, contractors or consultants - BAC Certification on the failure of competitive bidding for the second time - Evidence of invitation of observers in all stages of the negotiation - Eligibility documents in case of infrastructure projects 	GSD BAC GSD GSD
b. In emergency cases <ul style="list-style-type: none"> - Justification as to the necessity of the purchase 	Head of the Agency
c. In case of small value procurement <ul style="list-style-type: none"> - Letter/invitation to submit proposals 	GSD
2.7.7 Procurement thru Public Bidding	
- All requirements per COA Circular 2012-01	All concerned



II. LIQUIDATION OF CASH ADVANCE	
(All documentary requirements/required supporting documents must be in two (2) copies, (original and duplicate/photocopy) unless expressly specified that "Certified True Copy" is accepted in lieu of original copy.)	
a. For Local and Foreign Travel :	
1. Liquidation Report	Claimant
2. Duly approved Certificate of Travel Completed	Claimant
3. Certified True Copy of previously approved Itinerary of Travel	Claimant
4. Revised Itinerary of Travel , if the previous approved itinerary was not followed	Claimant
5. Copy of electronic plane, boat or bus tickets and other receipts of allowable transportation expenses	Claimant
6. Boarding pass (for airfare purchased other than GPAL) or proof of submission of the original copy to designated personnel in-charge for booking thru GPAL.	Claimant/HRMDD
7. Official receipt issued by the airline/ticketing office/ travel agency (if applicable)	Claimant
8. Certification by the Head of the Agency as to the absolute necessity of the actual hotel/ accommodation expenses in the performance of an assignment, together with the hotel bills/receipts (for actual hotel expenses but not to exceed 100% of the of accommodation component of the prescribed DTE	Claimant
9. Certificate of Appearance/Attendance for training/ seminar participation	Claimant/Authorized Official
10. Certified True Copy of Official Receipt (OR) for refund of unexpended cash advance	Concerned employee/official
11. Certified True Copy of Special Order/Foreign Travel Authority	Claimant
12. Certified True Copy of Travel Report (Foreign Travel)	Claimant



13. Certified True Copy of Disbursement Voucher (grant of Cash Advance)	Claimant/ Accounting
b. Special Activity	
14. Report of Disbursements	Special Disbursement Officer
15. Certified True Copy of Official Receipts of unexpended cash advance, if applicable	Special Disbursement Officer
16. Original copy of Purchase Request with certificate of emergency purchase, if necessary 17. Original copy of Bills, receipts, sales invoices (duly inspected by designated inspectors)	Special Disbursement Officer
18. Canvass from at least three (3) suppliers for purchases involving P1,000.00 and above, except for purchases made while on official travel	Special Disbursement Officer
19. Summary/Abstract of Canvass/Quotation	Special Disbursement Officer
20. Certified True Copy of Special Order, if applicable	Special Disbursement Officer
21. Such other supporting documents that may be required and/or require under the company policy depending on the nature of expenses	Special Disbursement Officer
III. CHECKING OF LDDAP-ADA AND UPDATING OF NCA CONTROL	
a. Original Copy of Notice of Cash Allocation (NCA)	Department of Budget and Management
b. Three (3) Original Copies List of Due and Demandable Accounts – Advice to Debit Account (LDDAP-ADA) or:	Cash Section
c. Check Vouchers and unsigned prepared check (for payment through checks)	Cash Section



d. Three (3) Original Copies of Summary of LLDDAP-ADA Issued and Invalidated ADA Entries (SLIIE)		Cash Section		
e. Copy of Approved Disbursement Vouchers (DVs)		Cash Section		
PROCESSING OF CLAIMS				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Accounting Division				
No Activity	1.0 Receives copies of DVs, SDs and 2 copies of ORS from the Budget Division / GSD (for payment of delivery of goods and services.	None	3 minutes	Administrative Assistant II / Designated Administrative Assistant II
	1.1 Checks completeness of SDs based on the checklist (CSDs). If incomplete, returns to the party concerned for compliance. If complete, stamps "Received" and indicates date of receipt and initials on the stamped "Received" portion of the DV.		5 minutes	
	1.2 Fills the "ORS/BURS No." portion in the DVs		2 minutes	
	1.3 Assigns DV number and records in the logbook the DV number and date, creditor/ payee, particulars and amount.		5 minutes	
No Activity	2.0 Reviews DV for completeness and propriety of SDs. If SD/s is/are not proper, returns to the	None	30 minutes	Administrative Assistant



	<p>party concerned course through the designated receiving/ releasing staff.</p> <p>2.1 Retrieves Index of Payments (IoP) / Report of Checks Issued (RCI) and Report of LDDAP-ADA Issued (RLAI) / Monitoring Report on Cash Advances from file and determines if claim is proper or no previous claim for same transaction. Otherwise, returns the DV, SDs and ORS to the requesting office/party and the Budget Division for their appropriate action.</p> <p>2.2 If in order, verifies ORS against DV. If the amount \$ in the ORS and DV are the same, Initials in Box B of DV (Accounting Copy)</p>		<p>1 hour & 30 minutes</p> <p>5 minutes</p>	II/Designated Administrative Assistant II
	<p>3.0 Reviews DV, ORS and SDs. If DV/ORS/SD/s is/are not proper, returns to the party concerned course through the designated receiving/ releasing staff. Otherwise, put initials in Box B of DV.</p> <p>3.1. Verifies the cash availability against RANCA. If no or limited cash is available, take note for the prioritization of payment once cash is available.</p>	None	<p>1 hour</p> <p>15 minutes</p>	Supervising Accountant/ Accountant III/ Accountant II
No Activity	4.0 Reviews DV and SDs. If not in order, returns to the party concerned course through the designated receiving/ releasing staff.	None	2 hours	Chief Accountant/ OIC, Accounting Division



	4.1 Otherwise, ticks the "Cash Available", "Subject to Authority to Debit Account (when applicable)" and "Supporting documents complete and amount claimed proper" portions in Box B of the DV. Then, signs Box B of DV. Forwards the documents to the Designated Receiving/Releasing Staff.		30 minutes	
No Activity	<p>5.0 Ensures that all copies of DV have been duly signed by the Chief Accountant and date of signing was duly indicated therein, otherwise, fill-in the "Date" portion of Box B.</p> <p>5.2 Records in the logbook the release of copies 1-2 of DV, SDs and copy 3 of ORS to the Office of the MFAS Director for the approval/endorsement for approval of the DV. Files copy 2 of ORS.</p>	None	<p>5 minutes</p> <p>5 minutes</p>	Administrative Assistant II / Designated Administrative Assistant II
END OF PROCESS				
CHECKING OF LDDAP-ADA AND UPDATING OF NCA CONTROL/REGISTRY OF ALLOTMENTS AND NOTICE OF CASH ALLOCATION (RANCA)				
No Activity	1. Records NCA received in the Registry of Allotments and Notice of Cash Allocation (Quarterly or Semi-Annually depending upon the release of NCA by DBM)	None	30 minutes	Supervising Accountant



No Activity	2.0 Receives the LDDAP-ADA/Check with the approved DV, ORS and SDs, logs and forwards the same to the Designated Supervising Accountant.	None	5 minutes	Administrative Assistant II/Designated Administrative Assistant II
No Activity	3.1 Checks the LDDAP-ADA/Check against the Approved DV. If in order, updates the cash control record from file and records the amount of Check/ LDDAP-ADA. Otherwise, returns to the Cash Unit for correction. 3.2 Forwards the LDDAP-ADA together with pertinent documents to the Chief Accountant/ OIC.	None	20 minutes 3 minutes	Accountant IV/ Accountant III/ Accountant II
No Activity	4.0 Checks and signs the LDDAP-ADA/ Check Voucher. 4.1 If not in order, returns to the Cash Unit for correction. Otherwise, signs and forwards the same to the Designated Receiving/ Releasing Staff.	None	15 minutes 3 minutes	Chief Accountant/OIC, Accounting Division
No Activity	5.0 Forwards the signed LDDAP-ADA/ Check to the Office of the MFAS Director / OIC or to the Cash Section if found not in order.	None	5 minutes	Administrative Assistant II /Designated Administrative Assistant II
END OF PROCESS				
LIQUIDATION OF CASH ADVANCE				
		None	12 minutes	



Submits the required documents to Administrative Assistant II/Designated Administrative Assistant II	<p>1.0 Receives copies of Liquidation Report; checks the completeness of the required supporting documents based on the checklist and ensures that all documents are duly signed by concerned officials/employees.</p> <p>1.1 Assigns Liquidation Report no. and records in the Liquidation Report record book.</p> <p>If not complete, return to the concerned office/employees, proceed to Activity 3.0.</p> <p>1.2 Forwards to the Bookkeeper/designated Accounting Clerk for evaluation of the completeness of supporting documents.</p>		<p>5 minutes</p> <p>3 minutes</p>	Administrative Assistant II /Designated Administrative Assistant
No Activity	<p>2.0 Reviews/evaluates the submitted Liquidation Report and supporting documents and determines amount of unexpended cash advance, if any.</p> <p>If documents are found not in order, proceed to activity no. 3.0.</p> <p>2.1 If all documents are in order and has no unexpended cash advance, prepares JEV and submits to the Chief Accountant including the Liquidation Report for signature/approval, then proceed to Activity 4.</p> <p>2.2 In case of liquidation with unexpended Cash Advance, prepare ATAP and forwards to the</p>	None	<p>2 hours</p> <p>5 minutes</p> <p>30 minutes</p> <p>10 minutes</p>	Administrative Assistant II /Designated Administrative Assistant II



	employees/official concerned for refund/ payment of unexpended amount of cash advance thru the designated Accounting Staff.			
No Activity	3.0 Forwards to the concerned official/employees for compliance of deficiencies and update the Liquidation Reports record book.		10 minutes	Administrative Assistant II / Designated Administrative Assistant II
No Activity	6.0 Reviews/checks and signs the Liquidation Report and JEV and forwards to the Bookkeeper for recording in the Liquidation Report Record Book.	None	20 minutes	Chief Accountant
	4.0 Records/Updates the Liquidation Report record book and forwards JEV including Liquidation Report to the Supervising Accountant for recording in the General Journal; or 4.1 Forwards to the concerned official/employees for compliance of the other documents required by Chief Accountant, (if found not in order) and updates the logbook for Liquidation Reports.		5 minutes 15 minutes	Administrative Assistant II/Designated Assistant II
END OF PROCESS				



4. Leave Administration

Provides the procedure and documentary requirements in availing the Employees Retirement Benefits and different types of leave in accordance with the Civil Service Commission Omnibus Rules on Leave, Rule XVI of the Omnibus Rules Implementing Book V of Executive Order 292.

Office/Division:	MFAS - HRMDD
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Classification:	Simple	
Type of Transaction:	G2G Government to Government	
Who may avail:	MARINA Officials / Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
A. Terminal Leave Benefit		
5. One (1) Certified true Copy of Letter of intent to retire/resign		Concerned Personnel/Applicant
6. One (1) Certified true Copy of Clearance from money, property & legal accountabilities from Central Office &/or Regional Office of last assignment.		Concerned Personnel/Applicant
7. One (1) Certified true Copy of employee's Leave Card or Certificate of Leave Credits		HRMDD Staff
8. One (1) Certified true Copy of Approved Terminal Leave Application		Concerned Personnel/Applicant
9. One (1) Certified true Copy of Updated / Complete Service Record/s		HRMDD Staff
10. One (1) Certified true Copy of Statement of Assets, Liabilities and Net Worth (SALN) – (Latest SALN as of the last date of service)		Concerned Personnel/Applicant
11. One (1) Certified true copy of Appointment or Notice of Salary Adjustment (NOSA) or Notice of Step Increment (NOSI), showing the highest salary received if the salary under the appointment is not the highest		HRMDD Staff
12. One (1) Certified true Copy of Acceptance Letter from the Administrator		Office of the Administrator
13. Application for Leave (CSC Form No. 6 Revised 1998)		Concerned Personnel/Applicant
14. Additional requirements in case of DEATH of Claimant: <ul style="list-style-type: none"> One (1) certified true copy of Death Certificate authenticated by PSA, One (1) certified true copy of Marriage Contract authenticated by PSA 		Claimant



<ul style="list-style-type: none"> • One (1) certified true copy of Birth Certificates of all surviving legal heirs authenticated by PSA, • One (1) certified true copy of Designation of next-of-kin 	
<ul style="list-style-type: none"> • One (1) certified true copy of Waiver of rights of children 18 years old and above • One (1) certified true copy of Affidavit of two disinterested parties that the deceased is survived by legitimate and illegitimate children (if any), natural, adopted or children of prior marriage 	
B. Retirement Benefits (GSIS)	
1. One (1) Certified true Copy of Retirement Application	Concerned Personnel/Claimant
2. One (1) Certified true Copy of Updated Service Record indicating the number of days on leave without pay and a Certification that the retiree did not incur any leave of absence without pay or indicating the retirees' leave without pay, if any, issued by the Human Resource Development Division.	HRMDD
C. Application for Leave of Absence	
Application for Vacation Leave	
1. One (1) Certified true Copy of Application Leave Application (CSC Form No. 6, Revised 1998)	Concerned Personnel/Applicant
2. One (1) Certified true Copy of Clearance from money, property & legal accountabilities from Central Office &/or Regional Office of last assignment. (in excess of 1 month leave)	Concerned Personnel/Applicant
Application for Sick Leave	



1. One (1) Certified true Copy of Application Leave Application (CSC Form No. 6, Revised 1998)	Concerned Personnel/Applicant
2. One (1) Certified true Copy of Medical Certificate (in excess of 5 succesive days)	Attending Physician
Application for Maternity Leave	
1. One (1) Certified true Copy of Application Leave Application (CSC Form No. 6, Revised 1998)	Concerned Personnel/Applicant
2. One (1) Certified true Copy of Medical Certificate (Physically fit to assume the duties of her position)	Attending Physician
3. One (1) Certified true Copy of learance from money, property & legal accountabilities from Central Office &/or Regional Office of last assignment.	Concerned Personnel/Applicant
Application for Special Privilege Leave, Forced Leave, Paternity Leave	
1. One (1) Certified true Copy of Application Leave Application (CSC Form No. 6 Revised 1998)	Concerned Personnel/Applicant
2. One (1) Certified true Copy of Marriage Contract (Paternity leave)	
3. One (1) Birth Certificate of the New Born Child (Paternity leave)	
Application for Rehabilitation Leave for Job-related injuries	
1. One (1) Certified true Copy of Application Leave Application (CSC Form No. 6, Revised 1998)	Concerned Personnel/Applicant
2. One (1) Certified true Copy of Medical Certificate/Pathological report	Attending Physician
3. One (1) Certified true Copy of Incident Report/Police Report/Application for Rehabilitation thru letter	Concerned Personnel/Applicant
Parental Leave (Solo Parent Act)	



1. One (1) Certified true Copy of Leave Application (CSC Form No. 6, Revised 1998)			Concerned Personnel/Applicant	
2. One (1) Certified true Copy of Solo Parent Identification Card or Certification			Concerned Personnel/Applicant	
CLIENT STEPS	AGEN C ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Terminal Leave Benefit				
1. Submits letter of intent to retire/resign from MARINA	1. Receives letter of intent to retire/ resign from MARINA	None	10 mins.	Administrative Aide VI
2. No Activity	2. Prepares Letter of Acceptance addressed to concerned personnel including the Disposition Form	None	1 hour	Sr. MIDS/Supvg. MIDS
3. Submits Application for Terminal Leave	3. Checks the balance of the available leave credits on the Leave Card	None	1 day	Administrative Asst. III
4. No Activity	4. Prepares letter request to DBM for the release of fund (SARO & NCA) relative to the payment of Terminal Leave benefits including the List of Actual Retirees (form 1)	None	1 day	Administrative Asst. III
5. No Activity	5. Reviews/ Initials the letter request to DBM Signs the "Certification" of Leave Credits on the Application of Terminal Leave.	None	20 minutes	HRMDD Chief



6. No activity	6. Checks the completeness of the required documents for attachment in the letter request to DBM.	None	1 hour	Administrative Asst. II
	6.1 Affix initials on the Terminal Leave Application & letter request to DBM. 6.2 Endorses the letter request to the Office of the Deputy Administrator for Planning.	None	1 day	MFAS Director
7. No activity	7. Affix initials/signs and endorses the documents to the Office of the Administrator.	None	1 day	Deputy Administrator for Planning
8. No activity	8. Approves/signs the Letter request to DBM.	None	2 days	Office of the Administrator
8. No Activity	8. Endorses the documents to Records Section for delivery to DOTr	none	30 mins.	Administrative Aide VI/ Administrative Asst. III
8. No Activity	8. Delivers the documents to DOTr	None	4 hours.	Administrative Aide II
9. No Activity	9.1 DOTr submits the request for release of fund to DBM ; 9.2 Receives the approval of the request for release of funds from the DBM.	None		DOTr/DBM Budget Division



10. No Activity	10. Provide a copy of the documents to Finacial Services Division, STCWO for preparation of disbursement voucher,	none	20 mins.	Administrative Aide VI
11. No Activity	11. Files the approved application for terminal leave & copies of supporting documents in 201 files.	none	15 mins	Administrative Aide VI
TOTAL DURATION OF TRANSACTION			6 days- 7 hrs. – 30 mins.	

Note: The request of TLB is forwarded to DOTr. and DBM

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
B. Retirement Benefits (GSIS)				
Submits duly filled-out GSIS application form for retirement	1. Receives GSIS application form to the HRMDD, MFAS.	none	15 mins.	Administrative Aide VI
No activity	2. Signs application form.	none	1 hour	Chief HRMDD
No activity	3. Returns the form to concerned personnel for submission to GSIS, Central Office together with the required documents.	none	2 hour	Administrative Aide VI



No activity	4. The Agency Authorized Officer transmit the application form, service record and certification of Leave without Pay thru email to the GSIS.	None	1 hour	Agency Authorized Officer
TOTAL DURATION OF TRANSACTION			4 hours - 15 mins.	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Application for Leave of Absence (ALA)				
Submits duly filled-out application for leave of absence together with the requirements to HRMDD	1. Receives and evaluates the Application for Leave and its supporting documents, if any.	none	20 mins	Administrative Asst. III
No Activity	2. Checks the available leave balance of leave credits on the Leave Card	None	1 hour	Administrative Asst. III
No Activity	3. Records and Processes the Application for Leave of Absence to the Leave Card	none	15 mins.	Administrative Asst. III
No Activity	4. Submits the Application for Leave to Chief HRMDD for signature in the Certification portion.	none	1 hour	Administrative Asst. III
No Activity	5. Forwards the Applications for Leave to the MFAS Director or the Administrator for approval/initial, as applicable)	none	1 day	MFAS Director/ Administrator



No Activity	6. Files the approved application for leave	none	10 mins	Administrative Asst. III
No activity	7. Provides a copy of approved leave application to the concerned applicant.	none	1 day	Administrative Aide VI
TOTAL DURATION OF TRANSACTION			2 days - 2 hrs.- 45 mins.	

5. Foreign Travel Authority

Provides documentary requirements and procedure in securing foreign Travel Authority relative to attendance to International meetings, Conferences, Trainings and Workshops.

Office/Division:	MFAS - HRMDD
Classification:	Complex



Type of Transaction:	G2G – Government to Government	
Who may avail:	All MARINA Officials and Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
International Meetings/Conferences/Trainings/Workshops		
15. One (1) Certified true Copy of Invitation from Sponsoring/Inviting Countries/Organizations		Applicant
16. One (1) Certified true Copy of Endorsement from the Administrator or the concerned Service Unit for International Meetings/Conferences - (e.g., OSS) and Sponsoring agency for (/Trainings/ Workshops)		The Administrator (and/or Service Unit, e.g., OSS), Sponsoring Agency
17. One (1) original copy of Service Record		HRMDD
18. Memorandum request for issuance of Travel Authority		Applicant
19. Certifications - One (1) original copy <ul style="list-style-type: none"> • Certification of No Pending Administrative Case • Certification of No Pending Task • Certification of No Intent to Retire • Certification of Undertaking • Certification of No Unliquidated Cash Advance • Certification of Availability of Funds • Certification of Salary while on Travel • List of Foreign Travel for the last 5 years • Certificate of Non-Submission of Post Travel Report (Previous Travel) 		HRMDD/Legal Service (LS) Applicant/Employee Applicant/Employee HRMDD /Applicant HRMDD /Accounting Division Budget Division/Accounting Division HRMDD HRMDD HRMDD
Foreign Training: (Additional requirements)		
<ul style="list-style-type: none"> • One (1) original copy of Endorsement/Nomination from the Administrator • One (1) original copy of Personnel Development Committee (PDC) Resolution • One (1) certified true copy of Nomination Form (School or Sponsoring country) • One (1) certified true copy of Acceptance Form (School or Sponsoring country) 		HRMDD / PDC HRMDD /PDC Applicant/Employee Applicant/Employee



<ul style="list-style-type: none"> • Three (3) original copies of notarized Scholarship Contract • Three (3) original copies of Clearance from property and money accountabilities (for duration of 1 month or more) 	HRMDD and Applicant/Employee Applicant/Employee
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Checklist of Requirements should specify the TYPE (Original or Photocopy) and NUMBER of Copies for each required document/s

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>Attendance/Participation to International Meetings/Conferences</i>				
Submits memorandum requesting for Issuance of Travel Authority	1. Prepares Letter-Request of Travel Authority (TA) to DOTr, upon receipt of endorsement of nomination of participants from the Administrator/OSS/Sponsoring country, including the Disposition Form.	none	2 hours	Administrative Officer IV
No Activity	2. Prepares Certifications and additional required documents supporting the request for TA.	none	2 days	Administrative Asst. III/Applicant/Employee
No Activity	3. Submits the documents to Chief, HRMDD, for review, initial/signature and for endorsement to MFAS Director	none	1 hour	Administrative Asst. III/Chief, HRMDD
No Activity	4. Affixes initials/signature in the request for TA & Disposition Form and endorses the same to Office of the Administrator (OADM) thru the Office of the Deputy Administrator for Planning (ODAP), for approval of the Administrator.	none	1 day	MFAS Director



No Activity	5. Endorses the request for TA to OADM, for approval of the Administrator	none	1 day	Deputy Administrator for Planning
No Activity	6. Approves the request for issuance of TA and forwards the same to HRMDD/MFAS.	none	2 days	Administrator/ Secretary II (J.O.)
No Activity	7. Transmits the request for TA with complete attachments to Records Section, for delivery to DOTr. (what about the delivery of the Request for TA to DOTr, who is responsible and how long)	none	30 mins.	Administrative Aide VI
No activity	8. Submits the request for TA to DOTr,	None	4 hours	Administrative Aide II
No Activity	8. Provides a copy of approved TA upon receipt of the same from DOTr to concerned Official/Employee, and files a copy in respective 201 file.	None	30 mins.	Administrative Aide II
TOTAL DURATION OF THE ACTIVITY			<u>7 days</u>	

<i>Attendance to Foreign Trainings/Workshops</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
No activity	1. Disseminates a copy of the invitation received from the DOTr to all Service Units/Offices.	none	1 hour	Administrative Officer IV



No Activity	2. Screens, evaluates, prepares matrix of applicants based on criteria and schedule meetings of PDC, upon receipt of the nominees.	none	4 hours	Administrative Officer IV
No Activity	3. PDC deliberates and recommends nominating participant.	none	3 hours	PDC
No Activity	4. Prepares PDC Resolutions for signature of the Committee.	none	3 hours	HRMDD
No Activity	5. Prepares Letter of Nomination of participants to DOTr, and Disposition Form for approval of the Administrator	none	2 hours	Administrative Officer IV
No Activity	6. Reviews, affix initials in the Letter and DF, and endorses the same to MFAS Director	none	30 mins.	HRMDD Chief

No Activity	7. Affix initials/signature in the Letter & Disposition Form and endorses the same to OADM thru ODAP for approval of the Administrator.	none	1 day	MFAS Director
No Activity	8. Endorses the Letter to OADM, for approval of the Administrator.	none	4 hours	Deputy Administrator for Planning
No Activity	9. Approves the Letter of Nomination and forwards the same to HRMDD	none	3 days	Administrator/ Secretary II (JO)
No Activity	10. Transmits the Letter to Records Section, for delivery to DOTr	none	2 hours	Administrative Aide III
No Activity	11. Upon receipt of acceptance letter from the DOTR, provides a copy to concerned personnel.	none	30 mins.	Administrative Aide V
TOTAL DURATION OF THE ACTIVITY			7 days	



Regional Offices

External Services



MARINA REGIONAL OFFICE – NATIONAL CAPITAL REGION

1. Accreditation of Overseas Shipping Companies under MC 181*

Accreditation of shipping companies which shall acquire ships to be registered under the Philippine flag or operate Philippine-registered ships for international voyages.

The Certificate of Accreditation shall be valid for three (3) years and renewable thereafter upon compliance with requirements set under MC 181.

Office/Division	MARINA Regional Office – NCR (MRO-NCR) / Overseas Shipping Section (OSS)	
Classification	Simple	
Type of Transaction	G2B – Government to Business Entity	
Who may avail	Shipping companies/firms operating Philippine-registered ships in international voyages	
	Shipping companies/firms and entities which shall acquire ships under Presidential Decree No. 760, as amended or Republic Act No. 7471, as amended	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Citizen’s Charter		https://marina.gov.ph/citizens-charter/
For new applicant		
1. Letter of application signed by the officer of the company or its authorized representative – 1 copy		Applicant
2. List of principal officers, supported by Curriculum Vitae with head photograph and indicate shipping experience – 1 copy		Applicant
3. Copy of Tax Identification Number (TIN) of the company – 1 copy		Bureau of Internal Revenue
		Securities and Exchange Commission



<p>4. Copy of Certificate of Registration with Security and Exchange Commission (SEC) and their Articles of Incorporation (AOI) – 1 copy</p> <p>5. Copy of latest certification from SEC of the company's increase of paid-up capitalization, if applicable – 1 copy:</p> <ul style="list-style-type: none"> .1 Companies with owned ships – ₱7,000,000.00 .2 Companies with ten (10) ships and below – P10,000,000.00 .3 Companies with more than ten (10) ships and a maximum of twenty (20) ships – ₱15,000,000.00 	Securities and Exchange Commission
For renewal	
<p>1. Letter of application signed by the officer of the company or its authorized representative – 1 copy</p> <p>2. In case there are changes in the AOI, Officers or paid-up capitalization, appropriate documents as required in the new application shall be submitted, such as – 1 copy:</p> <ul style="list-style-type: none"> .1 Duly notarized Minutes of the Meeting of the Board of Directors of the Company stating/indicating the new officers/stockholders; .2 Bio-data with head photograph of the new officers/stockholders; .3 Copy of SEC Certification showing the increase of paid-up capital. <p>3. Audited Financial Statements, if not yet submitted – 1 copy</p>	<p>Applicant</p> <p>Applicant</p> <p>Applicant</p> <p>Securities and Exchange Commission</p>
For re-issuance/amendment of Certificate during the validity of the registration	
<p>1. Letter of application signed by the officer of the company or its authorized representative – 1 copy</p> <p>2. Copy of amended AOI reflecting the new name of the company – 1 copy</p>	<p>Applicant</p> <p>Securities and Exchange Commission</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Secures the checklist of documentary requirements from the Officer of the Day, Overseas Shipping Section, MARINA Regional Office – NCR (MRO-NCR), and completes the documentary requirements	1.1. Provides the checklist of documentary requirements	New/renewal: PHP12,400.00 + PHP 60.00 (documentary stamp/document) Re-issuance/ amendment in Certificate: PHP2,800.00 + PHP60.00 (documentary stamp/document)	10 minutes	Officer of the Day (Senior MIDS/MIDS II)
2. Proceeds to the Officer of the Day and submits the documentary requirements	2.1. Checks completeness of documentary requirements 2.1.1. If complete issues the Authority to Accept Payment (ATAP) – 2 copies and instructs the Applicant to proceed to the Cashier for payment 2.1.2. If incomplete, returns the application to the Applicant company together with the list of documentary requirements with remarks for completion/compliance		30 minutes	Officer of the Day (Senior MIDS/MIDS II) OSS, MRO-NCR 3/F MARINA Building
3. Pays to the Cash Section the	3.1. Receives payment from Applicant; issues and attaches the corresponding Official		20 minutes	Cashier (Administrative Assistant III)



corresponding amount of processing fee	Receipt then advises the Applicant to proceed to the Records Section			Cash Section, Management, Financial and Administrative Service (MFAS) 10/F MARINA Building
4. Proceeds to the Records Section	4.1. Receives the application and returns the duly stamped receiving copy to the Applicant		10 minutes	Receiving Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
	4.2. Logs in the application and attached D-tracks. Forwards the application to MRO-NCR		20 minutes	Receiving Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
	4.3. Receives and logs-in application in the D-Tracks/OSS logbook & attaches an assignment card (index card) in the application form and forwards the application to the Section Head for assignment		20 minutes	Administrative Assistant III OSS, MRO-NCR 3/F MARINA Building
	4.4. Logs in the OSS assignment logbook and assigns the application to Evaluator		10 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building
	4.4.1. Evaluates the application. If in order/ complies with existing rules/ regulation/policies, the Evaluator recommends approval; drafts/prepares Executive Brief (EB), letter approval		4 hours	MIDS II/Senior MIDS OSS, MRO-NCR 3/F MARINA Building



	<p>and submits to the Section Head for review/edit</p> <p>4.4.2. If it does not conform with existing rules/regulations/policies, Evaluator drafts letter of disapproval.</p>			
	4.5. Reviews and edits the drafts EB and letter approval and returns to the Evaluator for finalization		40 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building
	4.6. Finalizes the drafts, affixes signatures and returns to the Section Head for further review		30 minutes	MIDS II/Senior MIDS Section Head OSS, MRO-NCR 3/F MARINA Building
	4.7. Further reviews the final drafts. If in order, affixes initials/signature in the EB and letter approval and submits the application to the Director		20 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building
	4.8. Reviews/approves the application. If in order, affixes initials/signature in the EB and letter approval; forwards the application to the Secretary/Administrative Assistant		30 minutes	Director MRO-NCR 3/F MARINA Building
	4.9. Logs-out the application in the D-Tracks/OSS logbook and forwards the application to the Office of the Deputy Administrator (ODAO)		20 minutes	Administrative Assistant III OSS, MRO-NCR 3/F MARINA Building



	4.10. Receives and logs-in the application in the D-Tracks/ODAO logbook		20 minutes	Receiving Clerk ODAO 11/F MARINA Building
	4.11. Further reviews the application and forwards to Deputy Administrator for Operations (DAO)		40 minutes	Executive Assistant ODAO 11/F MARINA Building
	4.12. Reviews/approves/signs the application and forwards to the Releasing Clerk		30 minutes	DAO 11/F MARINA Building
	4.13. Receives and logs-in the application in the D-Tracks/Records Section logbook		20 minutes	Releasing Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
5. Receives letter approval	5.1. Releases and logs out the application to the Applicant; retains copy of all the documents for safekeeping; then forwards one copy of letter approval to OSS, MRO-NCR		20 minutes	Releasing Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
TOTAL:			3 days	



2. Accreditation of shipping companies under MARINA Memorandum Circular (MC) No. 186*

Accreditation of shipping companies which shall engage in as shipping agency, manning/crewing, husbanding, ship chandling, ship management, ship agent and similar enterprises.

The Certificate of Accreditation shall be valid for three (3) years and renewable thereafter upon compliance with requirements set under MC 186.

Office/Division	MARINA Regional Office – NCR (MRO-NCR) / Overseas Shipping Section (OSS)	
Classification	Simple	
Type of Transaction	G2B – Government to Business Entity	
Who may avail	All shipping companies, ship owners, operators, bareboat charterers and managers of Philippine-registered ships	
	Shipping companies/firms and entities which shall acquire ships under Presidential Decree No. 760, as amended or Republic Act No. 7471, as amended	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Citizen’s Charter		https://marina.gov.ph/citizens-charter/
For new applicant		
1. Letter of application signed by the officer of the company or its authorized representative – 1 copy		Applicant
2. List of principal officers, supported by Curriculum Vitae with head photograph and indicate shipping experience – 1 copy		Applicant
3. Copy of Tax Identification Number (TIN) of the company – 1 copy		Bureau of Internal Revenue



<p>4. For corporation/partnership – 1 copy:</p> <ul style="list-style-type: none"> .1 Copy of Certificate of Registration with Security and Exchange Commission (SEC) and their Articles of Incorporation (AOI); .2 Copy of latest certification from SEC of the company's increase of paid-up capitalization (Minimum paid-up capitalization of ₱500,000.00) 	Securities and Exchange Commission
<p>5. For single proprietorship – 1 copy:</p> <ul style="list-style-type: none"> .1 Registration of business name issued by the Department of Trade and Industry .2 Bank certification of at least ₱500,000.00 deposit 	<p>Department of Trade and Industry</p> <p>Bank</p>
For renewal	
<p>1. Letter of application signed by the officer of the company or its authorized representative – 1 copy</p> <p>2. In case there are changes in the AOI, Officers or paid-up capitalization, appropriate documents as required in the new application shall be submitted, such as – 1 copy:</p> <ul style="list-style-type: none"> .1 Duly notarized Minutes of the Meeting of the Board of Directors of the Company stating/indicating the new officers/stockholders; .2 Bio-data with head photograph of the new officers/stockholders; .3 Copy of SEC Certification showing the increase of paid-up capital. <p>3. Audited Financial Statements, if not yet submitted – 1 copy</p>	<p>Applicant</p> <p>Applicant</p> <p>Applicant Securities and Exchange Commission</p>
For re-issuance/amendment of Certificate during the validity of the registration	
<p>1. Letter of application signed by the officer of the company or its authorized representative – 1 copy</p>	Applicant



2. Copy of amended AOI reflecting the new name of the company – 1 copy		Securities and Exchange Commission		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Secures the checklist of documentary requirements from the Officer of the Day, Overseas Shipping Section, MARINA Regional Office – NCR (MRO-NCR), and completes the documentary requirements	1.2. Provides the checklist of documentary requirements	New/renewal PHP11,100.00 + PHP60.00 (documentary stamp/document) Re-issuance/ amendment in Certificate: PHP2,800.00 + PHP60.00 (documentary stamp/document)	10 minutes	Officer of the Day (Senior MIDS/MIDS II) OSS, MRO-NCR 3/F MARINA Building
2. Proceeds to the Officer of the Day and submits the documentary requirements	2.2. Checks completeness of documentary requirements 2.1.3. If complete issues the Authority to Accept Payment (ATAP) – 2 copies and instructs the Applicant to proceed to the Cashier for payment 2.1.4. If incomplete, returns the application to the Applicant company together with the list of documentary requirements with remarks for completion/compliance		30 minutes	Officer of the Day (Senior MIDS/MIDS II) OSS, MRO-NCR 3/F MARINA Building



3. Pays to the Cash Section the corresponding amount of processing fee	3.2. Receives payment from Applicant; issues and attaches the corresponding Official Receipt then advises the Applicant to proceed to the Records Section		20 minutes	Cashier (Administrative Assistant III) Cash Section, Management, Financial and Administrative Service (MFAS) 10/F MARINA Building
4. Proceeds to the Records Section	4.1. Receives the application and returns the duly stamped receiving copy to the Applicant		10 minutes	Receiving Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
	4.2. Logs in the application and attached D-tracks. Forwards the application to MRO-NCR		20 minutes	Receiving Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
	4.3. Receives and logs-in application in the D-Tracks/OSS logbook & attaches an assignment card (index card) in the application form and forwards the application to the Section Head for assignment		20 minutes	Administrative Assistant III OSS, MRO-NCR 3/F MARINA Building
	4.4. Logs in the OSS assignment logbook and assigns the application to Evaluator		10 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building
	4.4.1. Evaluates the application. If in order/ complies with existing rules/ regulation/policies, the Evaluator		4 hours	MIDS II/Senior MIDS OSS, MRO-NCR 3/F MARINA Building



	<p>recommends approval; drafts/prepares Executive Brief (EB), letter approval and submits to the Section Head for review/edit</p> <p>4.4.2. If it does not conform with existing rules/regulations/policies, Evaluator drafts letter of disapproval.</p>			
	4.5. Reviews and edits the drafts EB and letter approval and returns to the Evaluator for finalization		40 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building
	4.6. Finalizes the drafts, affixes signatures and returns to the Section Head for further review		30 minutes	MIDS II/Senior MIDS Section Head OSS, MRO-NCR 3/F MARINA Building
	4.7. Further reviews the final drafts. If in order, affixes initials/signature in the EB and letter approval and submits the application to the Director		20 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building
	4.8. Reviews/approves the application. If in order, affixes initials/signature in the EB and letter approval; forwards the application to the Secretary/Administrative Assistant		30 minutes	Director MRO-NCR 3/F MARINA Building
	4.9. Logs-out the application in the D-Tracks/OSS logbook and forwards the application to the Office of the Deputy Administrator (ODAO)		20 minutes	Administrative Assistant III OSS, MRO-NCR 3/F MARINA Building



	4.10. Receives and logs-in the application in the D-Tracks/ODAO logbook		20 minutes	Receiving Clerk ODAO 11/F MARINA Building
	4.11. Further reviews the application and forwards to Deputy Administrator for Operations (DAO)		40 minutes	Executive Assistant ODAO 11/F MARINA Building
	4.12. Reviews/approves/signs the application and forwards to the Releasing Clerk		30 minutes	DAO 11/F MARINA Building
	4.13. Receives and logs-in the application in the D-Tracks/Records Section logbook		20 minutes	Releasing Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
5. Receives letter approval	5.1. Releases and logs out the application to the Applicant; retains copy of all the documents for safekeeping; then forwards one copy of letter approval to OSS, MRO-NCR		20 minutes	Releasing Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
TOTAL:			3 days	



3. Amendment of any provision of Bareboat Charter Contract under MARINA Memorandum Circular No. 182, Presidential Decree Nos. 760/866/1711, Executive Order No. 438, as amended by Executive Order No. 667*

Rules and regulations on registration, documentation and licensing of ships for international voyages. Any foreign-owned ship bareboat chartered by a Philippine national may be entered under the Philippine Register of Ships upon approval by the Administration

Office/Division	MARINA Regional Office – NCR (MRO-NCR) / Overseas Shipping Section (OSS)			
Classification	Simple			
Type of Transaction	G2B – Government to Business Entity			
Who may avail	All shipping companies, ship owners, operators, bareboat charterers and managers of Philippine-registered seagoing ships and who intends to acquire ships through bareboat charter			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Citizen's Charter			https://marina.gov.ph/citizens-charter/	
1. Letter of application signed by the officer of the company or its authorized representative – 1 copy			Applicant	
2. Original/photocopy of Addendum to the charter contract – 1 copy			Applicant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Secures the checklist of documentary requirements from the Officer of the Day, Overseas Shipping Section, MARINA Regional Office – NCR (MRO-NCR), and	1.1. Provides the checklist of documentary requirements	New/renewal: PHP2,000.00 + PHP30.00 (documentary stamp/document)	10 minutes	Officer of the Day (Senior MIDS/MIDS II) OSS, MRO-NCR 3/F MARINA Building



completes the documentary requirements		Re-issuance/ amendment: PHP2,800.00 + PHP30.00 (documentary stamp/document)		
2. Proceeds to the Officer of the Day and submits the documentary requirements	2.1. Checks completeness of documentary requirements 2.1.1. If complete issues the Authority to Accept Payment (ATAP) – 2 copies and instructs the Applicant to proceed to the Cashier for payment 2.1.2. If incomplete, returns the application to the Applicant company together with the list of documentary requirements with remarks for completion/compliance		30 minutes	Officer of the Day (Senior MIDS/MIDS II) OSS, MRO-NCR 3/F MARINA Building
3. Pays to the Cash Section the corresponding amount of processing fee	3.1. Receives payment from Applicant; issues and attaches the corresponding Official Receipt then advises the Applicant to proceed to the Records Section		20 minutes	Cashier (Administrative Assistant III) Cash Section, Management, Financial and Administrative Service (MFAS) 10/F MARINA Building
4. Proceeds to the Records Section	4.1. Receives the application and returns the duly stamped receiving copy to the Applicant		10 minutes	Receiving Clerk (Job Order) Records Section, MFAS 2/F MARINA Building



	4.2. Logs in the application and attached D-tracks. Forwards the application to MRO-NCR		20 minutes	Receiving Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
	4.3. Receives and logs-in application in the D-Tracks/OSS logbook & attaches an assignment card (index card) in the application form and forwards the application to the Section Head for assignment		20 minutes	Administrative Assistant III OSS, MRO-NCR 3/F MARINA Building
	4.4. Logs in the OSS assignment logbook and assigns the application to Evaluator		10 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building
	4.4.1. Evaluates the application. If in order/ complies with existing rules/ regulation/policies, the Evaluator recommends approval; drafts/prepares Executive Brief (EB), letter approval and submits to the Section Head for review/edit 4.4.2. If it does not conform with existing rules/regulations/policies, Evaluator drafts letter of disapproval.		4 hours	MIDS II/Senior MIDS OSS, MRO-NCR 3/F MARINA Building
	4.5. Reviews and edits the drafts EB and letter approval and returns to the Evaluator for finalization		40 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building



	4.6. Finalizes the drafts, affixes signatures and returns to the Section Head for further review		30 minutes	MIDS II/Senior MIDS Section Head OSS, MRO-NCR 3/F MARINA Building
	4.7. Further reviews the final drafts. If in order, affixes initials/signature in the EB and letter approval and submits the application to the Director		20 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building
	4.8. Reviews/approves the application. If in order, affixes initials/signature in the EB and letter approval; forwards the application to the Secretary/Administrative Assistant		30 minutes	Director MRO-NCR 3/F MARINA Building
	4.9. Logs-out the application in the D-Tracks/OSS logbook and forwards the application to the Office of the Deputy Administrator (ODAO)		20 minutes	Administrative Assistant III OSS, MRO-NCR 3/F MARINA Building
	4.10. Receives and logs-in the application in the D-Tracks/ODAO logbook		20 minutes	Receiving Clerk ODAO 11/F MARINA Building
	4.11. Further reviews the application and forwards to Deputy Administrator for Operations (DAO)		40 minutes	Executive Assistant ODAO 11/F MARINA Building
	4.12. Reviews/approves/signs the application and forwards to the Releasing Clerk		30 minutes	DAO 11/F MARINA Building



	4.13. Receives and logs-in the application in the D-Tracks/Records Section logbook		20 minutes	Releasing Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
5. Receives letter approval	5.1. Releases and logs out the application to the Applicant; retains copy of all the documents for safekeeping; then forwards one copy of letter approval to OSS, MRO-NCR		20 minutes	Releasing Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
TOTAL:			3 days	



4. Annotation/cancellation of ship's mortgage and transfer of rights and other encumbrances (for owned ships)*

Approval of annotation/cancellation of ship mortgage and transfer of rights and other encumbrances on the Certificate of Ownership and Certificate of Philippine Registry.

Office/Division	MARINA Regional Office – NCR (MRO-NCR) / Overseas Shipping Section (OSS)	
Classification	Simple	
Type of Transaction	G2B – Government to Business Entity	
Who may avail	All shipping companies, ship owners, operators, bareboat charterers and managers of Philippine-registered seagoing ships trading international	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Citizen's Charter	https://marina.gov.ph/citizens-charter/	
1. Letter of application signed by the officer of the company or its authorized representative – 1 copy	Applicant	
2. For annotation of ship's mortgage: .1 Duly notarized mortgage contract – 1 copy .2 Proof of payment of documentary stamps – 1 copy .3 Original Certificate of Ownership/Certificate of Philippine Registry – 1 copy	Applicant Bureau of Internal Revenue/Bank Applicant	
3. For cancellation of ship's mortgage: .1 Copy of Release of mortgage from the bank/mortgagee – 1 copy .2 Total loss or constructive total of the mortgaged ship – 1 copy .3 Foreclosure – 1 copy .4 Court Order to delete all registered mortgages – 1 copy	Bank Bank/Mortgagee Applicant Court	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Secures the checklist of documentary requirements from the Officer of the Day, Overseas Shipping Section, MARINA Regional Office – NCR (MRO-NCR), and completes the documentary requirements	1.1. Provides the checklist of documentary requirements	Annotation of ship's mortgage and transfer of rights and other encumbrances: For PHP5,000 to PHP25,000: PHP600.00 + 0.60/PHP1,000 in excess of PHP5,000 Over PHP25,000: PHP1,700 + 0.40/PHP1,000 in excess of PHP25,000 + PHP30.00 (documentary stamp/document)	10 minutes	Officer of the Day (Senior MIDS/MIDS II) OSS, MRO-NCR 3/F MARINA Building
2. Proceeds to the Officer of the Day and submits the documentary requirements	2.1. Checks completeness of documentary requirements 2.1.1. If complete issues the Authority to Accept Payment (ATAP) – 2 copies and instructs the Applicant to proceed to the Cashier for payment 2.1.2. If incomplete, returns the application to the Applicant company together with the list of documentary requirements with remarks for completion/compliance	Cancellation of mortgage: PHP500.00 + PHP30.00 (documentary stamp/document)	30 minutes	Officer of the Day (Senior MIDS/MIDS II) OSS, MRO-NCR 3/F MARINA Building
3. Pays to the Cash Section the	3.1. Receives payment from Applicant; issues and attaches the corresponding Official		20 minutes	Cashier (Administrative Assistant III)



corresponding amount of processing fee	Receipt then advises the Applicant to proceed to the Records Section			Cash Section, Management, Financial and Administrative Service (MFAS) 10/F MARINA Building
4. Proceeds to the Records Section	4.1. Receives the application and returns the duly stamped receiving copy to the Applicant		10 minutes	Receiving Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
	4.2. Logs in the application and attached D-tracks. Forwards the application to MRO-NCR		20 minutes	Receiving Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
	4.3. Receives and logs-in application in the D-Tracks/OSS logbook & attaches an assignment card (index card) in the application form and forwards the application to the Section Head for assignment		20 minutes	Administrative Assistant III OSS, MRO-NCR 3/F MARINA Building
	4.4. Logs in the OSS assignment logbook and assigns the application to Evaluator		10 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building
	4.4.1. Evaluates the application. If in order/ complies with existing rules/ regulation/policies, the Evaluator recommends approval; drafts/prepares Executive Brief (EB), letter approval		4 hours	MIDS II/Senior MIDS OSS, MRO-NCR 3/F MARINA Building



	and submits to the Section Head for review/edit			
	4.4.2. If it does not conform with existing rules/regulations/policies, Evaluator drafts letter of disapproval.			
	4.5. Reviews and edits the drafts EB and letter approval and returns to the Evaluator for finalization		40 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building
	4.6. Finalizes the drafts, affixes signatures and returns to the Section Head for further review		30 minutes	MIDS II/Senior MIDS Section Head OSS, MRO-NCR 3/F MARINA Building
	4.7. Further reviews the final drafts. If in order, affixes initials/signature in the EB and letter approval and submits the application to the Director		20 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building
	4.8. Reviews/approves the application. If in order, affixes initials/signature in the EB and letter approval; forwards the application to the Secretary/Administrative Assistant		30 minutes	Director MRO-NCR 3/F MARINA Building
	4.9. Logs-out the application in the D-Tracks/OSS logbook and forwards the application to the Office of the Deputy Administrator (ODAO)		20 minutes	Administrative Assistant III OSS, MRO-NCR 3/F MARINA Building



	4.10. Receives and logs-in the application in the D-Tracks/ODAO logbook		20 minutes	Receiving Clerk ODAO 11/F MARINA Building
	4.11. Further reviews the application and forwards to Deputy Administrator for Operations (DAO)		40 minutes	Executive Assistant ODAO 11/F MARINA Building
	4.12. Reviews/approves/signs the application and forwards to the Releasing Clerk		30 minutes	DAO 11/F MARINA Building
	4.13. Receives and logs-in the application in the D-Tracks/Records Section logbook		20 minutes	Releasing Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
5. Receives letter approval	5.1. Releases and logs out the application to the Applicant; retains copy of all the documents for safekeeping; then forwards one copy of letter approval to OSS, MRO-NCR		20 minutes	Releasing Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
TOTAL:			3 days	



5. Approval for employment of Expatriate Officer/Supernumerary onboard*

Ships registered under the Philippine flag shall be issued approval for employment of expatriate onboard.

Office/Division	MARINA Regional Office – NCR (MRO-NCR) / Overseas Shipping Section (OSS)			
Classification	Simple			
Type of Transaction	G2B – Government to Business Entity			
Who may avail	All shipping companies, ship owners, operators, bareboat charterers and managers of Philippine-registered overseas ships			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Citizen's Charter			https://marina.gov.ph/citizens-charter/	
1. Letter of application signed by the officer of the company or its authorized representative (indicating the purpose, route, period, name/s of the armed guards or the private maritime security company) – 1 copy			Applicant	
2. Copy of employment contract – 1 copy			Applicant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Secures the checklist of documentary requirements from the Officer of the Day, Overseas Shipping Section, MARINA Regional Office – NCR (MRO-NCR), and completes the documentary requirements	1.1. Provides the checklist of documentary requirements	New/re-issuance/ amendment: PHP5,300.00/ supernumerary + PHP30.00 (documentary stamp/document)	10 minutes	Officer of the Day (Senior MIDS/MIDS II) OSS, MRO-NCR 3/F MARINA Building



2. Proceeds to the Officer of the Day and submits the documentary requirements	2.1. Checks completeness of documentary requirements 2.1.1. If complete issues the Authority to Accept Payment (ATAP) – 2 copies and instructs the Applicant to proceed to the Cashier for payment 2.1.2. If incomplete, returns the application to the Applicant company together with the list of documentary requirements with remarks for completion/compliance		30 minutes	Officer of the Day (Senior MIDS/MIDS II) OSS, MRO-NCR 3/F MARINA Building
3. Pays to the Cash Section the corresponding amount of processing fee	3.1. Receives payment from Applicant; issues and attaches the corresponding Official Receipt then advises the Applicant to proceed to the Records Section		20 minutes	Cashier (Administrative Assistant III) Cash Section, Management, Financial and Administrative Service (MFAS) 10/F MARINA Building
4. Proceeds to the Records Section	4.1. Receives the application and returns the duly stamped receiving copy to the Applicant		10 minutes	Receiving Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
	4.2. Logs in the application and attached D-tracks. Forwards the application to MRO-NCR		20 minutes	Receiving Clerk (Job Order) Records Section, MFAS



				2/F MARINA Building
	4.3. Receives and logs-in application in the D-Tracks/OSS logbook & attaches an assignment card (index card) in the application form and forwards the application to the Section Head for assignment		20 minutes	Administrative Assistant III OSS, MRO-NCR 3/F MARINA Building
	4.4. Logs in the OSS assignment logbook and assigns the application to Evaluator		10 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building
	<p>4.4.1. Evaluates the application. If in order/ complies with existing rules/ regulation/policies, the Evaluator recommends approval; drafts/prepares Executive Brief (EB), letter approval and submits to the Section Head for review/edit</p> <p>4.4.2. If it does not conform with existing rules/regulations/policies, Evaluator drafts letter of disapproval.</p>		4 hours	MIDS II/Senior MIDS OSS, MRO-NCR 3/F MARINA Building
	4.5. Reviews and edits the drafts EB and letter approval and returns to the Evaluator for finalization		40 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building
	4.6. Finalizes the drafts, affixes signatures and returns to the Section Head for further review		30 minutes	MIDS II/Senior MIDS Section Head OSS, MRO-NCR



				3/F MARINA Building
	4.7. Further reviews the final drafts. If in order, affixes initials/signature in the EB and letter approval and submits the application to the Director		20 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building
	4.8. Reviews/approves the application. If in order, affixes initials/signature in the EB and letter approval; forwards the application to the Secretary/Administrative Assistant		30 minutes	Director MRO-NCR 3/F MARINA Building
	4.9. Logs-out the application in the D-Tracks/OSS logbook and forwards the application to the Records Section		20 minutes	Administrative Assistant III OSS, MRO-NCR 3/F MARINA Building
	4.10. Receives and logs-in the application in the D-Tracks/Records Section logbook		20 minutes	Releasing Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
5. Receives letter approval	5.1. Releases and logs out the application to the Applicant; retains copy of all the documents for safekeeping; then forwards one copy of letter approval to OSS, MRO-NCR		20 minutes	Releasing Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
TOTAL:			3 days	



6. Temporary Philippine Registration under Bareboat Charter*

Novation/Renewal/Extension of Bareboat Charter*

Change of Original Registry of Bareboat Chartered Ship*

Extension of Ship's Temporary Philippine Registration for less than one (1) year*

Rules and regulations on registration, documentation and licensing of ships for international voyages. Any foreign-owned ship bareboat chartered by a Philippine national may be entered under the Philippine Register of Ships upon approval by the Administration.

Office/Division	MARINA Regional Office – NCR (MRO-NCR) / Overseas Shipping Section (OSS)	
Classification	Simple	
Type of Transaction	G2B – Government to Business Entity	
Who may avail	All shipping companies, shipowners, operators, bareboat charterers and managers of Philippine-registered seagoing ships and who intends to acquire ships through bareboat charter	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Citizen's Charter		https://marina.gov.ph/citizens-charter/
For new application, novation of contract and renewal/extension of charter contract		
1. Letter of application signed by the officer of the company or its authorized representative – 1 copy	Applicant	
2. Original or copy of Bareboat Charter Contract duly signed (with names of the signatories printed) – 1 copy	Applicant	
	Applicant	



3. Original or copy of Consent to the bareboat charter registration in the Philippines by the State of original registry or copy of a Certificate of Deletion or Suspension – 1 copy	Applicant
4. Original or copy of Power of Attorney or Board Resolution authorizing the signatory to the bareboat charter party to act as such on behalf of the registered owners – 1 copy	Applicant
5. Copy of the valid Certificate of Vessel Registry (Patente) – 1 copy	Applicant
6. For new buildings: Builder's Certificate – 1 copy	Applicant
7. For sub-charter: Consent from the registered owner – 1 copy	
For change of original registry of bareboat chartered ship	
1. Letter of application signed by the officer of the company or its authorized representative – 1 copy	Applicant
2. Original or copy of Certificate of original registry – 1 copy	Applicant
3. Original or copy of Consent from the state of original registry – 1 copy	Applicant
4. Original or copy of Addendum to the bareboat charter agreement – 1 copy	Applicant
For extension of ship's temporary Philippine registration for less than one (1) year	
1. Letter of application signed by the officer of the company or its authorized representative (for the purpose of finalizing documentation for the extension of the bareboat charter party or the eventual deletion of the ship from the Philippine Registry) – 1 copy	Applicant



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secures the checklist of documentary requirements from the Officer of the Day, Overseas Shipping Section, MARINA Regional Office – NCR (MRO-NCR), and completes the documentary requirements	1.1. Provides the checklist of documentary requirements.	New/renewal/extension and novation of bareboat charter contract: PHP24,800 (1st 3 years) + PHP5,300/year after + PHP30 (documentary stamp/document)	10 minutes	Officer of the Day (Senior MIDS/MIDS II) OSS, MRO-NCR 3/F MARINA Building
2. Proceeds to the Officer of the Day and submits the documentary requirements	2.1. Checks completeness of documentary requirements.	Change of original registry of bareboat chartered ship: PHP29,800/ship + PHP30 (documentary stamp/document)	30 minutes	Officer of the Day (Senior MIDS/MIDS II) OSS, MRO-NCR 3/F MARINA Building
	2.1.1. If complete issues the Authority to Accept Payment (ATAP) – 2 copies and instructs the Applicant to proceed to the Cash Section for payment. 2.1.2. If incomplete, returns the application to the Applicant company together with the list of documentary requirements with remarks for completion/compliance	Extension of ship's temporary Philippine registration for	20 minutes	Cashier (Administrative Assistant III)
3. Pays to the Cash Section the	3.1. Receives payment from Applicant; issues and attaches the corresponding Official			



corresponding amount of processing fee.	Receipt, then advises the Applicant to proceed to the Records Section	less than one (1) year: PHP29,800/ship + PHP30 (documentary stamp/document)		Cash Section, Management, Financial and Administrative Service (MFAS) 10/F MARINA Building
4. Proceeds to the Records Section	4.1. Receives the application and returns the duly stamped receiving copy to the Applicant.	Extension of validity period of approval on importation/ bareboat chartering projects: PHP2,900/ship + PHP30 (documentary stamp/document)	10 minutes	Receiving Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
	4.2. Logs in the application and attached D-tracks. Forwards the application to OSS		20 minutes	Receiving Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
	4.3. Receives and logs-in application in the D-Tracks/OSS logbook & attaches an assignment card (index card) in the application form and forwards the application to the Section Head for assignment		20 minutes	Administrative Assistant III OSS, MRO-NCR 3/F MARINA Building
	4.4. Logs in the OSS assignment logbook and assigns the application to Evaluator		10 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building
	4.4.1. Evaluates the application. If in order/ complies with existing rules/ regulation/policies, the Evaluator recommends approval; drafts/prepares Executive Brief (EB), letter approval		4 hours	MIDS II/Senior MIDS OSS, MRO-NCR 3/F MARINA Building



	and submits to the Section Head for review/edit. 4.4.2. If it does not conform with existing rules/regulations/policies, Evaluator drafts letter of disapproval			
	4.5. Reviews and edits the drafts EB and letter approval and returns to the Evaluator for finalization		40 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building
	4.6. Finalizes the drafts, affixes signatures and returns to the Section Head for further review		30 minutes	MIDS II/Senior MIDS Section Head OSS, MRO-NCR 3/F MARINA Building
	4.7. Further reviews the final drafts. If in order, affixes initials/signature in the EB and letter approval and submits the application to the Director		20 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building
	4.8. Reviews/approves the application. If in order, affixes his/her initials/signature in the EB and letter approval; forwards the application to the Secretary/Administrative Assistant		30 minutes	Director MRO-NCR 3/F MARINA Building
	4.9. Logs-out the application in the D-Tracks/OSS logbook and forwards the application to the Office of the Deputy Administrator (ODAO)		20 minutes	Administrative Assistant III OSS, MRO-NCR 3/F MARINA Building



	4.10. Receives and logs-in the application in the D-Tracks/ODAO logbook		20 minutes	Receiving Clerk ODAO 11/F MARINA Building
	4.11. Further reviews the application and forwards to Deputy Administrator for Operations (DAO)		40 minutes	Executive Assistant ODAO 11/F MARINA Building
	4.12. Reviews/approves/signs the application and forwards to the Releasing Clerk		30 minutes	DAO 11/F MARINA Building
	4.13. Receives and logs-in the application in the D-Tracks/Records Section logbook		20 minutes	Releasing Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
5. Receives letter approval	5.1. Releases and logs out the application to the Applicant; retains copy of all the documents for safekeeping; then forwards one copy of letter approval to OSS, MRO-NCR		20 minutes	Releasing Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
TOTAL:			3 days	



7. Issuance of Certificate of Philippine Registry (CPR) / Certificate of Ownership (CO)*

Ships registered under the Philippine flag shall be issued a Certificate of Philippine Registry.

Office/Division	MARINA Regional Office – NCR (MRO-NCR) / Overseas Shipping Section (OSS)			
Classification	Simple			
Type of Transaction	G2B – Government to Business Entity			
Who may avail	All shipping companies, ship owners, operators, bareboat charterers and managers of Philippine-registered overseas ship			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Citizen's Charter			https://marina.gov.ph/citizens-charter/	
1. Letter of application signed by the officer of the company or its authorized representative – 1 copy			Applicant	
2. For full term issuance: copy of Protocol of Delivery and Acceptance – 1 copy			Applicant	
3. For amendment: copy from Recognized Organization ship's particular or details – 1 copy			Applicant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secures the checklist of documentary requirements from the Officer of the Day, Overseas Shipping Section, MARINA Regional Office – NCR (MRO-NCR), and	1.1. Provides the checklist of documentary requirements.	PHP9,700 + PHP30 (documentary stamp/document)	10 minutes	Officer of the Day (Senior MIDS/MIDS II) OSS, MRO-NCR 3/F MARINA Building



completes the documentary requirements				
2. Proceeds to the Officer of the Day and submits the documentary requirements	<p>2.1. Checks completeness of documentary requirements.</p> <p>2.1.1. If complete issues the Authority to Accept Payment (ATAP) – 2 copies and instructs the Applicant to proceed to the Cash Section for payment.</p> <p>2.1.2. If incomplete, returns the application to the Applicant company together with the list of documentary requirements with remarks for completion/compliance</p>		30 minutes	Officer of the Day (Senior MIDS/MIDS II) OSS, MRO-NCR 3/F MARINA Building
3. Pays to the Cash Section the corresponding amount of processing fee.	3.1. Receives payment from Applicant; issues and attaches the corresponding Official Receipt, then advises the Applicant to proceed to the Records Section		20 minutes	Cashier (Administrative Assistant III) Cash Section, Management, Financial and Administrative Service (MFAS) 10/F MARINA Building
4. Proceeds to the Records Section	4.1. Receives the application and returns the duly stamped receiving copy to the Applicant.		10 minutes	Receiving Clerk (Job Order) Records Section, MFAS 2/F MARINA Building



	4.2. Logs in the application and attached D-tracks. Forwards the application to OSS		20 minutes	Receiving Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
	4.3. Receives and logs-in application in the D-Tracks/OSS logbook & attaches an assignment card (index card) in the application form and forwards the application to the Section Head for assignment		20 minutes	Administrative Assistant III OSS, MRO-NCR 3/F MARINA Building
	4.4. Logs in the OSS assignment logbook and assigns the application to Evaluator		10 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building
	4.4.1. Evaluates the application. If in order/ complies with existing rules/ regulation/policies, the Evaluator recommends approval; drafts/prepares Executive Brief (EB), letter approval and submits to the Section Head for review/edit. 4.4.2. If it does not conform with existing rules/regulations/policies, Evaluator drafts letter of disapproval		4 hours	MIDS II/Senior MIDS OSS, MRO-NCR 3/F MARINA Building
	4.5. Reviews and edits the drafts EB and letter approval and returns to the Evaluator for finalization		40 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building



	4.6. Finalizes the drafts, affixes signatures and returns to the Section Head for further review		30 minutes	MIDS II/Senior MIDS Section Head OSS, MRO-NCR 3/F MARINA Building
	4.7. Further reviews the final drafts. If in order, affixes initials/signature in the EB and letter approval and submits the application to the Director		20 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building
	4.8. Reviews/approves the application. If in order, affixes his/her initials/signature in the EB and letter approval; forwards the application to the Secretary/Administrative Assistant		30 minutes	Director MRO-NCR 3/F MARINA Building
	4.9. Logs-out the application in the D-Tracks/OSS logbook and forwards the application to the Office of the Deputy Administrator (ODAO)		20 minutes	Administrative Assistant III OSS, MRO-NCR 3/F MARINA Building
	4.10. Receives and logs-in the application in the D-Tracks/ODAO logbook		20 minutes	Receiving Clerk ODAO 11/F MARINA Building
	4.11. Further reviews the application and forwards to Deputy Administrator for Operations (DAO)		40 minutes	Executive Assistant ODAO 11/F MARINA Building
	4.12. Reviews/approves/signs the application and forwards to the Releasing Clerk		30 minutes	DAO 11/F MARINA Building



	4.13. Receives and logs-in the application in the D-Tracks/Records Section logbook		20 minutes	Releasing Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
5. Receives letter approval	5.1. Releases and logs out the application to the Applicant; retains copy of all the documents for safekeeping; then forwards one copy of letter approval to OSS, MRO-NCR		20 minutes	Releasing Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
TOTAL:			3 days	



8. Issuance of Change Of Ship's Name*

Ships registered under the Philippine flag shall be issued an approval of change of ship's name.

Office/Division	MARINA Regional Office – NCR (MRO-NCR) / Overseas Shipping Section (OSS)			
Classification	Simple			
Type of Transaction	G2B – Government to Business Entity			
Who may avail	All shipping companies, ship owners, operators, bareboat charterers and managers of Philippine-registered overseas ship			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Citizen's Charter			https://marina.gov.ph/citizens-charter/	
1. Letter of application signed by the officer of the company or its authorized representative – 1 copy			Applicant	
2. Copy of consent from the registered owner – 1 copy			Applicant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secures the checklist of documentary requirements from the Officer of the Day, Overseas Shipping Section, MARINA Regional Office – NCR (MRO-NCR), and completes the documentary requirements	1.1. Provides the checklist of documentary requirements.	PHP700 + PHP30 (documentary stamp/document)	10 minutes	Officer of the Day (Senior MIDS/MIDS II) OSS, MRO-NCR 3/F MARINA Building



2. Proceeds to the Officer of the Day and submits the documentary requirements	2.1. Checks completeness of documentary requirements. 2.1.1. If complete issues the Authority to Accept Payment (ATAP) – 2 copies and instructs the Applicant to proceed to the Cash Section for payment. 2.1.2. If incomplete, returns the application to the Applicant company together with the list of documentary requirements with remarks for completion/compliance		30 minutes	Officer of the Day (Senior MIDS/MIDS II) OSS, MRO-NCR 3/F MARINA Building
			20 minutes	Cashier (Administrative Assistant III) Cash Section, Management, Financial and Administrative Service (MFAS) 10/F MARINA Building
			10 minutes	Receiving Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
3. Pays to the Cash Section the corresponding amount of processing fee.	3.1. Receives payment from Applicant; issues and attaches the corresponding Official Receipt, then advises the Applicant to proceed to the Records Section		20 minutes	Receiving Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
	4.2. Logs in the application and attached D-tracks. Forwards the application to OSS		20 minutes	Receiving Clerk (Job Order) Records Section, MFAS
4. Proceeds to the Records Section	4.1. Receives the application and returns the duly stamped receiving copy to the Applicant.			



				2/F MARINA Building
	4.3. Receives and logs-in application in the D-Tracks/OSS logbook & attaches an assignment card (index card) in the application form and forwards the application to the Section Head for assignment		20 minutes	Administrative Assistant III OSS, MRO-NCR 3/F MARINA Building
	4.4. Logs in the OSS assignment logbook and assigns the application to Evaluator		10 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building
	<p>4.4.1. Evaluates the application. If in order/ complies with existing rules/ regulation/policies, the Evaluator recommends approval; drafts/prepares Executive Brief (EB), letter approval and submits to the Section Head for review/edit.</p> <p>4.4.2. If it does not conform with existing rules/regulations/policies, Evaluator drafts letter of disapproval</p>		4 hours	MIDS II/Senior MIDS OSS, MRO-NCR 3/F MARINA Building
	4.5. Reviews and edits the drafts EB and letter approval and returns to the Evaluator for finalization		40 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building
	4.6. Finalizes the drafts, affixes signatures and returns to the Section Head for further review		30 minutes	MIDS II/Senior MIDS Section Head OSS, MRO-NCR



				3/F MARINA Building
	4.7. Further reviews the final drafts. If in order, affixes initials/signature in the EB and letter approval and submits the application to the Director		20 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building
	4.8. Reviews/approves the application. If in order, affixes his/her initials/signature in the EB and letter approval; forwards the application to the Secretary/Administrative Assistant		30 minutes	Director MRO-NCR 3/F MARINA Building
	4.9. Logs-out the application in the D-Tracks/OSS logbook and forwards the application to the Office of the Deputy Administrator (ODAO)		20 minutes	Administrative Assistant III OSS, MRO-NCR 3/F MARINA Building
	4.10. Receives and logs-in the application in the D-Tracks/ODAO logbook		20 minutes	Receiving Clerk ODAO 11/F MARINA Building
	4.11. Further reviews the application and forwards to Deputy Administrator for Operations (DAO)		40 minutes	Executive Assistant ODAO 11/F MARINA Building
	4.12. Reviews/approves/signs the application and forwards to the Releasing Clerk		30 minutes	DAO 11/F MARINA Building
	4.13. Logs out the application in the D-Tracks/ODAO logbook and forwards to the Records Section		20 minutes	Releasing Clerk ODAO 11/F MARINA Building



	4.14. Receives and logs-in the application in the D-Tracks/Records Section logbook		20 minutes	Releasing Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
5. Receives letter approval	5.1. Releases and logs out the application to the Applicant; retains copy of all the documents for safekeeping; then forwards one copy of letter approval to OSS, MRO-NCR		20 minutes	Releasing Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
TOTAL:			3 days	



9. Issuance of Certificate of Civil Liability Convention*

All tanker ships registered under the Philippine flag shall be issued a Certification on the submitted proof of Insurance or other Financial Security in Respect of Civil Liability for Oil Pollution Damage.

Office/Division	MARINA Regional Office – NCR (MRO-NCR) / Overseas Shipping Section (OSS)			
Classification	Simple			
Type of Transaction	G2B – Government to Business Entity			
Who may avail	All shipping companies, ship owners, operators, bareboat charterers and managers of Philippine-registered seagoing ships trading international			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Citizen's Charter			https://marina.gov.ph/citizens-charter/	
1. Letter of application signed by the officer of the company or its authorized representative – 1 copy			Applicant	
2. Copy of valid insurance certificate – 1 copy			Applicant/Insurer	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Secures the checklist of documentary requirements from the Officer of the Day, Overseas Shipping Section, MARINA Regional Office – NCR (MRO-NCR), and completes the	1.1. Provides the checklist of documentary requirements	PHP2,000 + PHP30 (documentary stamp/document)	10 minutes	Officer of the Day (Senior MIDS/MIDS II) OSS, MRO-NCR 3/F MARINA Building



documentary requirements				
2. Proceeds to the Officer of the Day and submits the documentary requirements	<p>2.1. Checks completeness of documentary requirements</p> <p>2.1.1. If complete issues the Authority to Accept Payment (ATAP) – 2 copies and instructs the Applicant to proceed to the Cashier for payment</p> <p>2.1.2. If incomplete, returns the application to the Applicant company together with the list of documentary requirements with remarks for completion/compliance</p>		30 minutes	Officer of the Day (Senior MIDS/MIDS II) OSS, MRO-NCR 3/F MARINA Building
3. Pays to the Cash Section the corresponding amount of processing fee	3.1. Receives payment from Applicant; issues and attaches the corresponding Official Receipt then advises the Applicant to proceed to the Records Section		20 minutes	Cashier (Administrative Assistant III) Cash Section, Management, Financial and Administrative Service (MFAS) 10/F MARINA Building
4. Proceeds to the Records Section	4.1. Receives the application and returns the duly stamped receiving copy to the Applicant		10 minutes	Receiving Clerk (Job Order) Records Section, MFAS 2/F MARINA Building



	4.2. Logs in the application and attached D-tracks. Forwards the application to MRO-NCR		20 minutes	Receiving Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
	4.3. Receives and logs-in application in the D-Tracks/OSS logbook & attaches an assignment card (index card) in the application form and forwards the application to the Section Head for assignment		20 minutes	Administrative Assistant III OSS, MRO-NCR 3/F MARINA Building
	4.4. Logs in the OSS assignment logbook and assigns the application to Evaluator		10 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building
	4.4.1. Evaluates the application. If in order/ complies with existing rules/ regulation/policies, the Evaluator recommends approval; drafts/prepares Executive Brief (EB), letter approval and submits to the Section Head for review/edit 4.4.2. If it does not conform with existing rules/regulations/policies, Evaluator drafts letter of disapproval.		4 hours	MIDS II/Senior MIDS OSS, MRO-NCR 3/F MARINA Building
	4.5. Reviews and edits the drafts EB and letter approval and returns to the Evaluator for finalization		40 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building



	4.6. Finalizes the drafts, affixes signatures and returns to the Section Head for further review		30 minutes	MIDS II/Senior MIDS Section Head OSS, MRO-NCR 3/F MARINA Building
	4.7. Further reviews the final drafts. If in order, affixes initials/signature in the EB and letter approval and submits the application to the Director		20 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building
	4.8. Reviews/approves the application. If in order, affixes initials/signature in the EB and letter approval; forwards the application to the Secretary/Administrative Assistant		30 minutes	Director MRO-NCR 3/F MARINA Building
	4.9. Logs-out the application in the D-Tracks/OSS logbook and forwards the application to the Office of the Deputy Administrator for Operations (ODAO)		20 minutes	Administrative Assistant III OSS, MRO-NCR 3/F MARINA Building
	4.10. Receives and logs-in the application in the D-Tracks/ODAO logbook		20 minutes	Receiving Clerk ODAO 11/F MARINA Building
	4.11. Further reviews the application and forwards to Deputy Administrator for Operations (DAO)		40 minutes	Executive Assistant ODAO 11/F MARINA Building
	4.12. Reviews/approves/signs the application and forwards to the Releasing Clerk		30 minutes	DAO 11/F MARINA Building



	4.13. Logs out the application in the D-Tracks/ ODAO logbook and forwards to the Records Section		20 minutes	Releasing Clerk ODAO 11/F MARINA Building
	4.14. Receives and logs-in the application in the D-Tracks/Records Section logbook		20 minutes	Releasing Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
5. Receives letter approval	5.1. Releases and logs out the application to the Applicant; retains copy of all the documents for safekeeping; then forwards one copy of letter approval to OSS, MRO-NCR		20 minutes	Releasing Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
TOTAL:			3 days	



10. Issuance of Continuous Synopsis Record*

Issuance and maintenance of Continuous Synopsis Record (CSR) for all Philippine-Registered ships engaged in international voyages under MARINA Memorandum Circular Nos. 200, as amended and 2012-02.

Office/Division	MARINA Regional Office – NCR (MRO-NCR) / Overseas Shipping Section (OSS)	
Classification	Simple	
Type of Transaction	G2B – Government to Business Entity	
Who may avail	All shipping companies, ship owners, operators, bareboat charterers and managers of Philippine-registered overseas ships	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Citizen's Charter		https://marina.gov.ph/citizens-charter/
For initial issuance of CSR		
1. Letter of application signed by the officer of the company or its authorized representative – 1 copy		Applicant
2. Duly accomplished CSR application form – 1 copy		MARINA
For amendment of CSR		
1. Letter of application signed by the officer of the company or its authorized representative – 1 copy		Applicant
2. Amendment form – 1 copy		MARINA
In case of lost or damaged CSR		
1. Letter of application signed by the officer of the company or its authorized representative – 1 copy		Applicant



2. Affidavit of Loss – 1 copy		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Secures the checklist of documentary requirements from the Officer of the Day, Overseas Shipping Section, MARINA Regional Office – NCR (MRO-NCR), and completes the documentary requirements	1.1. Provides the checklist of documentary requirements	Initial issuance/ amendment: PHP2,000 + PHP30 (documentary stamp/document) Re-issuance due to loss or damages: PHP2,800	10 minutes	Officer of the Day (Senior MIDS/MIDS II) OSS, MRO-NCR 3/F MARINA Building
2. Proceeds to the Officer of the Day and submits the documentary requirements	2.1. Checks completeness of documentary requirements 2.1.1. If complete issues the Authority to Accept Payment (ATAP) and instructs the Applicant to proceed to the Cashier for payment 2.1.2. If incomplete, returns the application to the Applicant company together with the list of documentary requirements with remarks for completion/compliance	+ PHP30 (documentary stamp/document)	30 minutes	Officer of the Day (Senior MIDS/MIDS II) OSS, MRO-NCR 3/F MARINA Building



3. Pays to the Cash Section the corresponding amount of processing fee	3.1. Receives payment from Applicant; issues and attaches the corresponding Official Receipt then advises the Applicant to proceed to the Records Section		20 minutes	Cashier (Administrative Assistant III) Cash Section, Management, Financial and Administrative Service (MFAS) 10/F MARINA Building
4. Proceeds to the Records Section	4.1. Receives the application and returns the duly stamped receiving copy to the Applicant		10 minutes	Receiving Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
	4.2. Logs in the application and attached D-tracks. Forwards the application to MRO-NCR		20 minutes	Receiving Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
	4.3. Receives and logs-in application in the D-Tracks/OSS logbook & attaches an assignment card (index card) in the application form and forwards the application to the Section Head for assignment		20 minutes	Administrative Assistant III OSS, MRO-NCR 3/F MARINA Building
	4.4. Logs in the OSS assignment logbook and assigns the application to Evaluator		10 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building
	4.4.3. Evaluates the application. If in order/ complies with existing rules/ regulation/policies, the Evaluator		4 hours	MIDS II/Senior MIDS OSS, MRO-NCR 3/F MARINA Building



	<p>recommends approval; drafts/prepares Executive Brief (EB), letter approval, Certificate and submits to the Section Head for review/edit</p> <p>4.4.4. If it does not conform with existing rules/regulations/policies, Evaluator drafts letter of disapproval.</p>			
	4.5. Reviews and edits the drafts EB, letter approval and Certificate, and returns to the Evaluator for finalization		40 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building
	4.6. Finalizes the drafts, affixes signatures and returns to the Section Head for further review		30 minutes	MIDS II/Senior MIDS Section Head OSS, MRO-NCR 3/F MARINA Building
	4.7. Further reviews the final drafts. If in order, affixes initials/signature in the EB, letter approval and Certificate and submits the application to the Director		20 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building
	4.8. Reviews/approves the application. If in order, affixes initials/signature in the EB and letter approval; forwards the application to the Secretary/Administrative Assistant		30 minutes	Director MRO-NCR 3/F MARINA Building
	4.9. Logs-out the application in the D-Tracks/OSS logbook and forwards the application to the Records Section		20 minutes	Administrative Assistant III OSS, MRO-NCR 3/F MARINA Building



	4.10. Receives and logs-in the application in the D-Tracks/Records Section logbook		20 minutes	Releasing Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
	5.1. Releases and logs out the application to the Applicant; retains copy of all the documents for safekeeping; then forwards one copy of letter approval to OSS, MRO-NCR		20 minutes	Releasing Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
5. Receives letter approval and Certificate				
TOTAL:			3 days	



11. Issuance of Certification*

Certification is issued upon request of shipping company/firm operating Philippine-registered ships engaged in international voyages.

Office/Division	MARINA Regional Office – NCR (MRO-NCR) / Overseas Shipping Section (OSS)			
Classification	Simple			
Type of Transaction	G2B – Government to Business Entity			
Who may avail	All shipping companies, ship owners, operators, bareboat charterers and managers of Philippine-registered overseas ships			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Citizen's Charter			https://marina.gov.ph/citizens-charter/	
1. Letter of application signed by the officer of the company or its authorized representative – 1 copy			Applicant	
2. Other relevant documents (if necessary) – 1 copy			Applicant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Secures the checklist of documentary requirements from the Officer of the Day, Overseas Shipping Section, MARINA Regional Office – NCR (MRO-NCR), and completes the documentary requirements	1.1. Provides the checklist of documentary requirements	PHP300 + PHP30 (documentary stamp/document)	10 minutes	Officer of the Day (Senior MIDS/MIDS II) OSS, MRO-NCR 3/F MARINA Building



2. Proceeds to the Officer of the Day and submits the documentary requirements	2.1. Checks completeness of documentary requirements 2.1.1. If complete issues the Authority to Accept Payment (ATAP) – 2 copies and instructs the Applicant to proceed to the Cashier for payment 2.1.2. If incomplete, returns the application to the Applicant company together with the list of documentary requirements with remarks for completion/compliance		30 minutes	Officer of the Day (Senior MIDS/MIDS II) OSS, MRO-NCR 3/F MARINA Building
3. Pays to the Cash Section the corresponding amount of processing fee	3.1. Receives payment from Applicant; issues and attaches the corresponding Official Receipt then advises the Applicant to proceed to the Records Section		20 minutes	Cashier (Administrative Assistant III) Cash Section, Management, Financial and Administrative Service (MFAS) 10/F MARINA Building
4. Proceeds to the Records Section	4.1. Receives the application and returns the duly stamped receiving copy to the Applicant		10 minutes	Receiving Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
	4.2. Logs in the application and attached D-tracks. Forwards the application to MRO-NCR		20 minutes	Receiving Clerk (Job Order) Records Section, MFAS



				2/F MARINA Building
	4.3. Receives and logs-in application in the D-Tracks/OSS logbook & attaches an assignment card (index card) in the application form and forwards the application to the Section Head for assignment		20 minutes	Administrative Assistant III OSS, MRO-NCR 3/F MARINA Building
	4.4. Logs in the OSS assignment logbook and assigns the application to Evaluator		10 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building
	<p>4.4.1. Evaluates the application. If in order/ complies with existing rules/ regulation/policies, the Evaluator recommends approval; drafts/prepares Executive Brief (EB), letter approval and submits to the Section Head for review/edit</p> <p>4.4.2. If it does not conform with existing rules/regulations/policies, Evaluator drafts letter of disapproval.</p>		4 hours	MIDS II/Senior MIDS OSS, MRO-NCR 3/F MARINA Building
	4.5. Reviews and edits the drafts EB and letter approval and returns to the Evaluator for finalization		40 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building
	4.6. Finalizes the drafts, affixes signatures and returns to the Section Head for further review		30 minutes	MIDS II/Senior MIDS Section Head OSS, MRO-NCR



				3/F MARINA Building
	4.7. Further reviews the final drafts. If in order, affixes initials/signature in the EB and letter approval and submits the application to the Director		20 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building
	4.8. Reviews/approves the application. If in order, affixes initials/signature in the EB and letter approval; forwards the application to the Secretary/Administrative Assistant		30 minutes	Director MRO-NCR 3/F MARINA Building
	4.9. Logs-out the application in the D-Tracks/OSS logbook and forwards the application to the Records Section		20 minutes	Administrative Assistant III OSS, MRO-NCR 3/F MARINA Building
	4.10. Receives and logs-in the application in the D-Tracks/Records Section logbook		20 minutes	Releasing Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
5. Receives letter approval	5.1. Releases and logs out the application to the Applicant; retains copy of all the documents for safekeeping; then forwards one copy of letter approval to OSS, MRO-NCR		20 minutes	Releasing Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
TOTAL:			3 days	



12. Issuance/amendment of Certificate of Deletion*

Ships registered under the Philippine flag shall be issued a Certificate of Deletion upon termination of bareboat charter contract based on MARINA Memorandum Circular No. 182, as amended, MARINA Memorandum Circular No. 90 and PMMRR, 1997, as amended.

Office/Division	MARINA Regional Office – NCR (MRO-NCR) / Overseas Shipping Section (OSS)			
Classification	Simple			
Type of Transaction	G2B – Government to Business Entity			
Who may avail	All shipping companies, ship owners, operators, bareboat charterers and managers of Philippine-registered overseas ships			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Citizen's Charter		https://marina.gov.ph/citizens-charter/		
1. Letter of application signed by the officer of the company or its authorized representative – 1 copy		Applicant		
2. Copy of registered owner's consent to the deletion – 1 copy		Applicant		
3. Copy of full payment of 4.5% withholding tax for the company's last ship – 1 copy		Applicant		
4. For re-deletion: Copy of registered owner's consent to the postponement of deletion – 1 copy		Applicant		
5. For owned ship: Letter of application signed by the officer of the company or its authorized representative – 1 copy		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE



1. Secures the checklist of documentary requirements from the Officer of the Day, Overseas Shipping Section, MARINA Regional Office – NCR (MRO-NCR), and completes the documentary requirements	1.1. Provides the checklist of documentary requirements	New/re-issuance/ amendment: PHP2,000 + PHP60 (documentary stamp/document)	10 minutes	Officer of the Day (Senior MIDS/MIDS II) OSS, MRO-NCR 3/F MARINA Building
2. Proceeds to the Officer of the Day and submits the documentary requirements	2.1. Checks completeness of documentary requirements 2.1.1. If complete issues the Authority to Accept Payment (ATAP) – 2 copies and instructs the Applicant to proceed to the Cashier for payment 2.1.2. If incomplete, returns the application to the Applicant company together with the list of documentary requirements with remarks for completion/compliance		30 minutes	Officer of the Day (Senior MIDS/MIDS II) OSS, MRO-NCR 3/F MARINA Building
3. Pays to the Cash Section the corresponding amount of processing fee	3.1. Receives payment from Applicant; issues and attaches the corresponding Official Receipt then advises the Applicant to proceed to the Records Section		20 minutes	Cashier (Administrative Assistant III) Cash Section, Management, Financial



				and Administrative Service (MFAS) 10/F MARINA Building
4. Proceeds to the Records Section	4.1. Receives the application and returns the duly stamped receiving copy to the Applicant		10 minutes	Receiving Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
	4.2. Logs in the application and attached D-tracks. Forwards the application to MRO-NCR		20 minutes	Receiving Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
	4.3. Receives and logs-in application in the D-Tracks/OSS logbook & attaches an assignment card (index card) in the application form and forwards the application to the Section Head for assignment		20 minutes	Administrative Assistant III OSS, MRO-NCR 3/F MARINA Building
	4.4. Logs in the OSS assignment logbook and assigns the application to Evaluator		10 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building
	4.4.1. Evaluates the application. If in order/ complies with existing rules/ regulation/policies, the Evaluator recommends approval; drafts/prepares Executive Brief (EB), letter approval and submits to the Section Head for review/edit		4 hours	MIDS II/Senior MIDS OSS, MRO-NCR 3/F MARINA Building



	4.4.2. If it does not conform with existing rules/regulations/policies, Evaluator drafts letter of disapproval.			
	4.5. Reviews and edits the drafts EB and letter approval and returns to the Evaluator for finalization		40 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building
	4.6. Finalizes the drafts, affixes signatures and returns to the Section Head for further review		30 minutes	MIDS II/Senior MIDS Section Head OSS, MRO-NCR 3/F MARINA Building
	4.7. Further reviews the final drafts. If in order, affixes initials/signature in the EB and letter approval and submits the application to the Director		20 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building
	4.8. Reviews/approves the application. If in order, affixes initials/signature in the EB and letter approval; forwards the application to the Secretary/Administrative Assistant		30 minutes	Director MRO-NCR 3/F MARINA Building
	4.9. Logs-out the application in the D-Tracks/OSS logbook and forwards the application to the Office of the Deputy Administrator (ODAO)		20 minutes	Administrative Assistant III OSS, MRO-NCR 3/F MARINA Building
	4.10. Receives and logs-in the application in the D-Tracks/ODAO logbook		20 minutes	Receiving Clerk ODAO 11/F MARINA Building



	4.11. Further reviews the application and forwards to Deputy Administrator for Operations (DAO)		40 minutes	Executive Assistant ODAO 11/F MARINA Building
	4.12. Reviews/approves/signs the application and forwards to the Releasing Clerk		30 minutes	DAO 11/F MARINA Building
	4.13. Logs out the application in the D-Tracks/ ODAO logbook and forwards to the Records Section		20 minutes	Releasing Clerk ODAO 11/F MARINA Building
	4.14. Receives and logs-in the application in the D-Tracks/Records Section logbook		20 minutes	Releasing Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
5. Receives letter approval	5.1. Releases and logs out the application to the Applicant; retains copy of all the documents for safekeeping; then forwards one copy of letter approval to OSS, MRO-NCR		20 minutes	Releasing Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
TOTAL:			3 days	



13. Construction of Ship under Republic Act No. 7471, as amended*

Office/Division	MARINA Regional Office – NCR (MRO-NCR) / Overseas Shipping Section (OSS)	
Classification	Simple	
Type of Transaction	G2B – Government to Business Entity	
Who may avail	Shipping companies, ship owners, and managers of Philippine-registered overseas ship	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Citizen's Charter		https://marina.gov.ph/citizens-charter/
1. Letter of application signed by the officer of the company or its authorized representative – 1 copy		Applicant
2. Notarized Shipbuilding Contract (if executed in a foreign country, must be in English language or a certified translation thereof in the English language; and verified/authenticated by the Philippine Embassy/Consulate concerned – 1 copy		Applicant
3. If the vessel is to be constructed in the Philippines, a breakdown of the Bill of Materials indicating therein the items to be imported by the applicant and the imported items to be supplied by local suppliers and for which suppliers tax credit will be claimed – 1 copy		Applicant
4. The proposed General Arrangement and Capacity Plans, as approved by recognized classification society – 1 copy		Applicant
5. Proposed vessel's specification – 1 copy		Applicant
		Applicant



6. Copies of quotation from at least three (3) foreign shipbuilders if the vessel is for construction abroad and three (3) local shipbuilders if the vessel is to be constructed in the Philippines – 1 copy				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secures the checklist of documentary requirements from the Officer of the Day, Overseas Shipping Section, MARINA Regional Office – NCR (MRO-NCR), and completes the documentary requirements	1.1. Provides the checklist of documentary requirements.	PHP8,100 + PHP30 (documentary stamp/document)	10 minutes	Officer of the Day (Senior MIDS/MIDS II) OSS, MRO-NCR 3/F MARINA Building
2. Proceeds to the Officer of the Day and submits the documentary requirements	2.1. Checks completeness of documentary requirements. 2.1.1. If complete issues the Authority to Accept Payment (ATAP) – 2 copies and instructs the Applicant to proceed to the Cash Section for payment. 2.1.2. If incomplete, returns the application to the Applicant company together with the list of documentary requirements with remarks for completion/compliance		30 minutes	Officer of the Day (Senior MIDS/MIDS II) OSS, MRO-NCR 3/F MARINA Building



3. Pays to the Cash Section the corresponding amount of processing fee.	3.1. Receives payment from Applicant; issues and attaches the corresponding Official Receipt, then advises the Applicant to proceed to the Records Section		20 minutes	Cashier (Administrative Assistant III) Cash Section, Management, Financial and Administrative Service (MFAS) 10/F MARINA Building
4. Proceeds to the Records Section	4.1. Receives the application and returns the duly stamped receiving copy to the Applicant.		10 minutes	Receiving Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
	4.2. Logs in the application and attached D-tracks. Forwards the application to OSS		20 minutes	Receiving Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
	4.3. Receives and logs-in application in the D-Tracks/OSS logbook & attaches an assignment card (index card) in the application form and forwards the application to the Section Head for assignment		20 minutes	Administrative Assistant III OSS, MRO-NCR 3/F MARINA Building
	4.4. Logs in the OSS assignment logbook and assigns the application to Evaluator		10 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building
	4.4.1. Evaluates the application. If in order/ complies with existing rules/		4 hours	MIDS II/Senior MIDS OSS, MRO-NCR



	<p>regulation/policies, the Evaluator recommends approval; drafts/prepares Executive Brief (EB), letter approval and submits to the Section Head for review/edit.</p> <p>4.4.2. If it does not conform with existing rules/regulations/policies, Evaluator drafts letter of disapproval</p>			3/F MARINA Building
	4.5. Reviews and edits the drafts EB and letter approval and returns to the Evaluator for finalization		40 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building
	4.6. Finalizes the drafts, affixes signatures and returns to the Section Head for further review		30 minutes	MIDS II/Senior MIDS Section Head OSS, MRO-NCR 3/F MARINA Building
	4.7. Further reviews the final drafts. If in order, affixes initials/signature in the EB and letter approval and submits the application to the Director		20 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building
	4.8. Reviews/approves the application. If in order, affixes his/her initials/signature in the EB and letter approval; forwards the application to the Secretary/Administrative Assistant		30 minutes	Director MRO-NCR 3/F MARINA Building



	4.9. Logs-out the application in the D-Tracks/OSS logbook and forwards the application to the Office of the Deputy Administrator (ODAO)		20 minutes	Administrative Assistant III OSS, MRO-NCR 3/F MARINA Building
	4.10. Receives and logs-in the application in the D-Tracks/ODAO logbook		20 minutes	Receiving Clerk ODAO 11/F MARINA Building
	4.11. Further reviews the application and forwards to Deputy Administrator for Operations (DAO)		40 minutes	Executive Assistant ODAO 11/F MARINA Building
	4.12. Reviews/approves/signs the application and forwards to the Releasing Clerk		30 minutes	DAO 11/F MARINA Building
	4.13. Logs out the application in the D-Tracks/ODAO logbook and forwards to the Records Section		20 minutes	Releasing Clerk ODAO 11/F MARINA Building
	4.14. Receives and logs-in the application in the D-Tracks/Records Section logbook		20 minutes	Releasing Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
5. Receives letter approval	5.1. Releases and logs out the application to the Applicant; retains copy of all the documents for safekeeping; then forwards one copy of letter approval to OSS, MRO-NCR		20 minutes	Releasing Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
TOTAL:			3 days	





14. Issuance of Letter Authorization to Recognized Organization*

Letter Authorization to Recognized Organization is issued upon request for survey/inspection of ship per MARINA Memorandum Circular No. 2018-01.

Office/Division	MARINA Regional Office – NCR (MRO-NCR) / Overseas Shipping Section (OSS)			
Classification	Simple			
Type of Transaction	G2B – Government to Business Entity			
Who may avail	Shipping companies/firms operating Philippine-registered ships engaged in international voyages			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Citizen's Charter			https://marina.gov.ph/citizens-charter/	
1. Letter of application signed by the officer of the company or its authorized representative – 1 copy			Applicant	
2. Other relevant documents (if necessary) – 1 copy			Applicant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Secures the checklist of documentary requirements from the Officer of the Day, Overseas Shipping Section, MARINA Regional Office – NCR (MRO-NCR), and completes the	1.1. Provides the checklist of documentary requirements	PHP2,000.00 + PHP30.00 (documentary stamp/document)	10 minutes	Officer of the Day (Senior MIDS/MIDS II) OSS, MRO-NCR 3/F MARINA Building



documentary requirements				
2. Proceeds to the Officer of the Day and submits the documentary requirements	2.1. Checks completeness of documentary requirements 2.1.1. If complete issues the Authority to Accept Payment (ATAP) – 2 copies and instructs the Applicant to proceed to the Cashier for payment 2.1.2. If incomplete, returns the application to the Applicant company together with the list of documentary requirements with remarks for completion/compliance		30 minutes	Officer of the Day (Senior MIDS/MIDS II) OSS, MRO-NCR 3/F MARINA Building
3. Pays to the Cash Section the corresponding amount of processing fee	3.1. Receives payment from Applicant; issues and attaches the corresponding Official Receipt then advises the Applicant to proceed to the Records Section		20 minutes	Cashier (Administrative Assistant III) Cash Section, Management, Financial and Administrative Service (MFAS) 10/F MARINA Building
4. Proceeds to the Records Section	4.1. Receives the application and returns the duly stamped receiving copy to the Applicant		10 minutes	Receiving Clerk (Job Order) Records Section, MFAS 2/F MARINA Building



	4.2. Logs in the application and attached D-tracks. Forwards the application to MRO-NCR		20 minutes	Receiving Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
	4.3. Receives and logs-in application in the D-Tracks/OSS logbook & attaches an assignment card (index card) in the application form and forwards the application to the Section Head for assignment		20 minutes	Administrative Assistant III OSS, MRO-NCR 3/F MARINA Building
	4.4. Logs in the OSS assignment logbook and assigns the application to Evaluator		10 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building
	4.4.1. Evaluates the application. If in order/ complies with existing rules/ regulation/policies, the Evaluator recommends approval; drafts/prepares letter approval and submits to the Section Head for review/edit 4.4.2. If it does not conform with existing rules/regulations/policies, Evaluator drafts letter of disapproval.		4 hours	MIDS II/Senior MIDS OSS, MRO-NCR 3/F MARINA Building
	4.5. Reviews and edits the draft letter approval and returns to the Evaluator for finalization		40 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building



	4.6. Finalizes the drafts, affixes signatures and returns to the Section Head for further review		30 minutes	MIDS II/Senior MIDS Section Head OSS, MRO-NCR 3/F MARINA Building
	4.7. Further reviews the final draft. If in order, affixes initials/signature in the letter approval and submits the application to the Director		20 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building
	4.8. Reviews/approves the application. If in order, affixes initials/signature in the letter approval; forwards the application to the Secretary/Administrative Assistant		30 minutes	Director MRO-NCR 3/F MARINA Building
	4.9. Logs-out the application in the D-Tracks/OSS logbook and forwards the application to the Records Section		20 minutes	Administrative Assistant III OSS, MRO-NCR 3/F MARINA Building
	4.10. Receives and logs-in the application in the D-Tracks/Records Section logbook		20 minutes	Releasing Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
5. Receives letter approval	5.2. Releases and logs out the application to the Applicant; retains copy of all the documents for safekeeping; then forwards one copy of letter approval to OSS, MRO-NCR		20 minutes	Releasing Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
TOTAL:			3 days	



15. Issuance of Minimum Safe Manning Certificate (MSMC)*

Ships registered under the Philippine flag plying international trade shall be issued a Minimum Ship Manning Certificate per MARINA Memorandum Circular No. 2018-03.

Office/Division	MARINA Regional Office – NCR (MRO-NCR) / Overseas Shipping Section (OSS)			
Classification	Simple			
Type of Transaction	G2B – Government to Business Entity			
Who may avail	All shipping companies, ship owners, operators, bareboat charterers and managers of Philippine-registered seagoing ships trading international			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of application signed by the officer of the company or its authorized representative – 1 copy		Applicant		
2. For full term issuance: copy of protocol of delivery and acceptance – 1 copy		Applicant		
3. For amendment: copy from Recognized Organization ship's particular or details – 1 copy		Applicant		
4. For domestic ship with approved Special Permit to trade for international voyage: List of Crew list indicating therein the names of the crew, their respective ranks/position and the STCW Certificate/Certificate of Competency – 1 copy		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secures the checklist of documentary	1.1. Provides the checklist of documentary requirements	Interim/	10 minutes	Officer of the Day (Senior MIDS/MIDS II)



requirements from the Officer of the Day, Overseas Shipping Section, MARINA Regional Office – NCR (MRO-NCR), and completes the documentary requirements		re-issuance/ amendment/ Special Permit MSMC: PHP2,500.00 + PHP30.00 (documentary stamp/document)		OSS, MRO-NCR 3/F MARINA Building
2. Proceeds to the Officer of the Day and submits the documentary requirements	2.1. Checks completeness of documentary requirements 2.1.1. If complete issues the Authority to Accept Payment (ATAP) – 2 copies and instructs the Applicant to proceed to the Cashier for payment 2.1.2. If incomplete, returns the application to the Applicant company together with the list of documentary requirements with remarks for completion/compliance	Re-issuance for compliance to new IMO regulations: PHP875.00 + PHP30.00 (documentary stamp/document) Full term: PHP12,500.00 + PHP30.00 (documentary stamp/document)	30 minutes	Officer of the Day (Senior MIDS/MIDS II) OSS, MRO-NCR 3/F MARINA Building
3. Pays to the Cash Section the corresponding amount of processing fee	3.1. Receives payment from Applicant; issues and attaches the corresponding Official Receipt then advises the Applicant to proceed to the Records Section		20 minutes	Cashier (Administrative Assistant III) Cash Section, Management, Financial and Administrative Service (MFAS) 10/F MARINA Building



4. Proceeds to the Records Section	4.1. Receives the application and returns the duly stamped receiving copy to the Applicant		10 minutes	Receiving Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
	4.2. Logs in the application and attached D-tracks. Forwards the application to MRO-NCR		20 minutes	Receiving Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
	4.3. Receives and logs-in application in the D-Tracks/OSS logbook & attaches an assignment card (index card) in the application form and forwards the application to the Section Head for assignment		20 minutes	Administrative Assistant III OSS, MRO-NCR 3/F MARINA Building
	4.4. Logs in the OSS assignment logbook and assigns the application to Evaluator		10 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building
	4.4.1. Evaluates the application. If in order/ complies with existing rules/ regulation/policies, the Evaluator recommends approval; drafts/prepares Executive Brief (EB), letter approval and submits to the Section Head for review/edit		4 hours	MIDS II/Senior MIDS OSS, MRO-NCR 3/F MARINA Building



	4.4.2. If it does not conform with existing rules/regulations/policies, Evaluator drafts letter of disapproval.			
	4.5. Reviews and edits the drafts EB and letter approval and returns to the Evaluator for finalization		40 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building
	4.6. Finalizes the drafts, affixes signature and returns to the Section Head for further review		30 minutes	MIDS II/Senior MIDS Section Head OSS, MRO-NCR 3/F MARINA Building
	4.7. Further reviews the final drafts. If in order, affixes initials/signature in the EB and letter approval and submits the application to the Director		20 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building
	4.8. Reviews/approves the application. If in order, affixes initials/signature in the EB and letter approval; forwards the application to the Secretary/Administrative Assistant		30 minutes	Director MRO-NCR 3/F MARINA Building
	4.9. Logs-out the application in the D-Tracks/OSS logbook and forwards the application to the Office of the Deputy Administrator (ODAO)		20 minutes	Administrative Assistant III OSS, MRO-NCR 3/F MARINA Building
	4.10. Receives and logs-in the application in the D-Tracks/ODAO logbook		20 minutes	Receiving Clerk ODAO 11/F MARINA Building



	4.11. Further reviews the application and forwards to Deputy Administrator for Operations (DAO)		40 minutes	Executive Assistant ODAO 11/F MARINA Building
	4.12. Reviews/approves/signs the application and forwards to the Releasing Clerk		30 minutes	DAO 11/F MARINA Building
	4.13. Logs out the application in the D-Tracks/ ODAO logbook and forwards to the Records Section		20 minutes	Releasing Clerk ODAO 11/F MARINA Building
	4.14. Receives and logs-in the application in the D-Tracks/Records Section logbook		20 minutes	Releasing Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
5. Receives letter approval	5.1. Releases and logs out the application to the Applicant; retains copy of all the documents for safekeeping; then forwards one copy of letter approval to OSS, MRO-NCR		20 minutes	Releasing Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
TOTAL:			3 days	



16. Registration of Logbooks*

Logbooks such as deck, engine and other logbooks to be used onboard Philippine-registered ships engaged in international voyages per PMMRR and Executive Order No. 125, as amended.

Office/Division	MARINA Regional Office – NCR (MRO-NCR) / Overseas Shipping Section (OSS)			
Classification	Simple			
Type of Transaction	G2B – Government to Business Entity			
Who may avail	Shipping companies/firms operating Philippine-registered ships engaged in international voyages			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Citizen's Charter			https://marina.gov.ph/citizens-charter/	
1. Letter of application signed by the officer of the company or its authorized representative – 1 copy			Applicant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Proceeds to the Administrative Assistant III	1.1. Issues the Authority to Accept Payment (ATAP) – 2 copies and instructs the applicant to proceed to the Cash Section for Payment	PHP400/quarter/ logbook + PHP30.00 (documentary stamp/document)	10 minutes	Officer of the Day (Senior MIDS/MIDS II/ Administrative Assistant III) OSS, MRO-NCR 3/F MARINA Building
2. Pays to the Cash Section the corresponding amount of processing fee	2.1. Receives payment from Applicant; issues and attaches the corresponding Official Receipt then advises the Applicant to proceed to the Records Section		20 minutes	Cashier (Administrative Assistant III) Cash Section, Management, Financial and Administrative Service (MFAS)



				10/F MARINA Building
3. Proceeds to the Records Section	3.1. Receives the application and returns the duly stamped receiving copy to the Applicant		10 minutes	Receiving Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
	3.2. Logs in the application and attached D-tracks. Forwards the application to MRO-NCR		20 minutes	Receiving Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
	3.3. Receives and logs-in application in the D-Tracks/OSS logbook		20 minutes	Administrative Assistant III OSS, MRO-NCR 3/F MARINA Building
	3.4. Stamps the logbooks and transcribes the ship's information on the logbook/s; forwards to the Section Head for approval/initial signature		10 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building
	3.5. Reviews the information in the logbook. If in order, affixes initials in the logbook and returns to the Administrative Assistant III to return the logbook to the applicant		10 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building
4. Receives logbook/s at OSS, MRO-NCR	4.1. Releases and logs-out the application to the applicant and advises to proceed to the Records Section for affixing of documentary stamps in the logbook/s		5 minutes	Administrative Assistant III OSS, MRO-NCR 3/F MARINA Building
5. Proceeds to Records Section	4.2. Present the Official Receipt to stamp the documentary stamp paid		20 minutes	Releasing Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
TOTAL:			1 hour/logbook	



17. Reservation of ship's name*

The applicant may reserve the name for a ship it intends to be chartered or owned.

Office/Division	MARINA Regional Office – NCR (MRO-NCR) / Overseas Shipping Section (OSS)			
Classification	Simple			
Type of Transaction	G2B – Government to Business Entity			
Who may avail	Shipping companies/firms operating Philippine-registered ships engaged in international voyages			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Citizen's Charter			https://marina.gov.ph/citizens-charter/	
1. Letter of application signed by the officer of the company or its authorized representative – 1 copy			Applicant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Secures the checklist of documentary requirements from the Officer of the Day, Overseas Shipping Section, MARINA Regional Office – NCR (MRO-NCR), and completes the documentary requirements	1.1. Provides the checklist of documentary requirements	PHP300/ship/month + PHP30 (documentary stamp/document)	10 minutes	Officer of the Day (Senior MIDS/MIDS II) OSS, MRO-NCR 3/F MARINA Building
2. Proceeds to the Officer of the Day and submits	2.1. Checks completeness of documentary requirements		30 minutes	Officer of the Day (Senior MIDS/MIDS II)



the documentary requirements	<p>2.1.3. If complete issues the Authority to Accept Payment (ATAP) – 2 copies and instructs the Applicant to proceed to the Cashier for payment</p> <p>2.1.4. If incomplete, returns the application to the Applicant company together with the list of documentary requirements with remarks for completion/compliance</p>			OSS, MRO-NCR 3/F MARINA Building
3. Pays to the Cash Section the corresponding amount of processing fee	3.1. Receives payment from Applicant; issues and attaches the corresponding Official Receipt then advises the Applicant to proceed to the Records Section		20 minutes	Cashier (Administrative Assistant III) Cash Section, Management, Financial and Administrative Service (MFAS) 10/F MARINA Building
4. Proceeds to the Records Section	4.1. Receives the application and returns the duly stamped receiving copy to the Applicant		10 minutes	Receiving Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
	4.2. Logs in the application and attached D-tracks. Forwards the application to MRO-NCR		20 minutes	Receiving Clerk (Job Order) Records Section, MFAS 2/F MARINA Building



	4.3. Receives and logs-in application in the D-Tracks/OSS logbook & attaches an assignment card (index card) in the application form and forwards the application to the Section Head for assignment		20 minutes	Administrative Assistant III OSS, MRO-NCR 3/F MARINA Building
	4.4. Logs in the OSS assignment logbook and assigns the application to Evaluator		10 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building
	<p>4.4.1. Evaluates the application. If in order/ complies with existing rules/ regulation/policies, the Evaluator recommends approval; drafts/prepares letter approval and submits to the Section Head for review/edit</p> <p>4.4.2. If it does not conform with existing rules/regulations/policies, Evaluator drafts letter of disapproval.</p>		4 hours	MIDS II/Senior MIDS OSS, MRO-NCR 3/F MARINA Building
	4.5. Reviews and edits the draft letter approval and returns to the Evaluator for finalization		40 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building
	4.6. Finalizes the drafts, affixes signatures and returns to the Section Head for further review		30 minutes	MIDS II/Senior MIDS Section Head OSS, MRO-NCR 3/F MARINA Building



	4.7. Further reviews the final draft. If in order, affixes initials/signature in the letter approval and submits the application to the Director		20 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building
	4.8. Reviews/approves the application. If in order, affixes initials/signature in the letter approval; forwards the application to the Secretary/Administrative Assistant		30 minutes	Director MRO-NCR 3/F MARINA Building
	4.9. Logs-out the application in the D-Tracks/OSS logbook and forwards the application to the Records Section		20 minutes	Administrative Assistant III OSS, MRO-NCR 3/F MARINA Building
	4.10. Receives and logs-in the application in the D-Tracks/Records Section logbook		20 minutes	Releasing Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
5. Receives letter approval	5.3. Releases and logs out the application to the Applicant; retains copy of all the documents for safekeeping; then forwards one copy of letter approval to OSS, MRO-NCR		20 minutes	Releasing Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
TOTAL:			3 days	



18. Issuance of Special Permit for Temporary Utilization of Domestic Ship for International Trade*

A Special Permit is issued to Philippine-registered domestic ship for temporary utilization for international or overseas trade, pursuant to MARINA Memorandum Circular No. 2013-04 as amended by MARINA Circular No. OS-2020-01.

Office/Division	MARINA Regional Office – NCR (MRO-NCR) / Overseas Shipping Section (OSS)	
Classification	Simple	
Type of Transaction	G2B – Government to Business Entity	
Who may avail	All domestic owners/company operating Philippine-registered ships documented for domestic trade	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Citizen’s Charter		https://marina.gov.ph/citizens-charter/
For initial issuance		
1. Letter of application signed by the officer of the company or its authorized representative – 1 copy		Applicant
2. Crew list indicating therein the names of the crew, their respective ranks/position and the STCW Certificate/Certificate of Competency – 1 copy		Applicant
3. Documents for conventional ships (1 copy each):		MARINA/Classification Society
.1 Certificate of Philippine Registry		MARINA Certificate
.2 Certificate of Ownership		MARINA Certificate
.3 Document of Compliance		
.4 Safety Management Certificate		
.5 Cargo Ship Safety Certificate		
.6 Cargo Ship Safety Equipment Certificate		
.7 Cargo Ship Safety Construction Certificate		
.8 Cargo Securing Manual		
.9 Certificate of Public Convenience		MARINA Certificate
.10 Certificate of Class		Classification Society



.11 Cargo Ship Safety Radio Certificate	
.12 Certificate of Fitness	
.13 Certificate of Insurance or Other Financial Security in respect of CLC for Bunker Oil Pollution Damages, 2001 (1,000GT and above)	
.14 Civil Liability Certificate (greater than 1,000GT)	
.15 Conformance Test Report – Long Range Identification and Tracking (LRIT) License (300GT and above) or Automatic Identification System (AIS), whichever is applicable	
.16 Continuous Synopsis Record (500GT and above)	MARINA Certificate
.17 Exemption Certificate	MARINA Certificate
.18 International Air Pollution Prevention Certificate	
.19 International Anti-Fouling System Certificate (24 meters or more in length but less than 400GT)	
.20 International Ballast Water Management Certificate (400GT and above)	
.21 International Energy Efficiency Certificate	
.22 International Load Line Certificate	
.23 International Oil Pollution Prevention Certificate	
.24 International Sewage Pollution Prevention Certificate	
.25 International Ship Security Certificate (500GT and above)	
.26 International Tonnage Certificate/Admeasurement	
.27 Maritime Labour Certificate, 2006, as amended (500 GT and above)	
.28 Minimum Safe Manning Certificate (to be issued pursuant to MARINA Memorandum Circular 2018-03)	MARINA Certificate
.29 Passenger Insurance	
.30 Passenger Ship Safety Certificate	
.31 Ship Station License	National Telecommunications Commission
.32 For ships that will be drydocked/repaired abroad: Waiver from Shipyards Regulation Service	MARINA
.33 For conduction purposes abroad: Safety Certificates depending on the type and size of the ship	



4. Documents for traditional ships (1 copy each): .1 Certificate of Philippine Registry .2 Certificate of Ownership .3 Document of Compliance .4 Safety Management Certificate .5 Cargo Ship Safety Certificate .6 Cargo Ship Safety Equipment Certificate .7 Cargo Ship Safety Construction Certificate .8 Cargo Securing Manual		MARINA Certificate MARINA Certificate		
For amendment				
1. Letter of Application signed by the officer of the company or its authorized representative, stating the reason of amendment – 1 copy		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secures the checklist of documentary requirements from the Officer of the Day, Overseas Shipping Section, MARINA Regional Office – NCR (MRO-NCR), and completes the documentary requirements	1.1. Provides the checklist of documentary requirements	Special Permit for 3 months PHP8,100 (tramping operation) + PHP30 (documentary stamp/document)	10 minutes	Officer of the Day (Senior MIDS/MIDS II) OSS, MRO-NCR 3/F MARINA Building



2. Proceeds to the Officer of the Day and submits the documentary requirements	<p>2.1. Checks completeness of documentary requirements</p> <p>2.1.1. If complete issues the Authority to Accept Payment (ATAP) – 2 copies and instructs the Applicant to proceed to the Cashier for payment</p> <p>2.1.2. If incomplete, returns the application to the Applicant company together with the list of documentary requirements with remarks for completion/compliance</p>	<p>PHP39,700 (liner operation) + PHP30 (documentary stamp/document)</p> <p>Amendment: PHP600 + PHP30 (documentary stamp/document)</p>	30 minutes	Officer of the Day (Senior MIDS/MIDS II) OSS, MRO-NCR 3/F MARINA Building
3. Pays to the Cash Section the corresponding amount of processing fee	3.1. Receives payment from Applicant; issues and attaches the corresponding Official Receipt then advises the Applicant to proceed to the Records Section		20 minutes	Cashier (Administrative Assistant III) Cash Section, Management, Financial and Administrative Service (MFAS) 10/F MARINA Building
4. Proceeds to the Records Section	4.1. Receives the application and returns the duly stamped receiving copy to the Applicant		10 minutes	Receiving Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
	4.2. Logs in the application and attached D-tracks. Forwards the application to MRO-NCR		20 minutes	Receiving Clerk (Job Order) Records Section, MFAS 2/F MARINA Building



	4.3. Receives and logs-in application in the D-Tracks/OSS logbook & attaches an assignment card (index card) in the application form and forwards the application to the Section Head for assignment		20 minutes	Administrative Assistant III OSS, MRO-NCR 3/F MARINA Building
	4.4. Logs in the OSS assignment logbook and assigns the application to Evaluator		10 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building
	4.4.3. Evaluates the application. If in order/ complies with existing rules/ regulation/policies, the Evaluator recommends approval; drafts/prepares Executive Brief (EB), letter approval and submits to the Section Head for review/edit 4.4.4. If it does not conform with existing rules/regulations/policies, Evaluator drafts letter of disapproval.		4 hours	MIDS II/Senior MIDS OSS, MRO-NCR 3/F MARINA Building
	4.5. Reviews and edits the drafts EB and letter approval and returns to the Evaluator for finalization		40 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building
	4.6. Finalizes the drafts, affixes signatures and returns to the Section Head for further review		30 minutes	MIDS II/Senior MIDS Section Head OSS, MRO-NCR 3/F MARINA Building



	4.7. Further reviews the final drafts. If in order, affixes initials/signature in the EB and letter approval and submits the application to the Director		20 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building
	4.8. Reviews/approves the application. If in order, affixes initials/signature in the EB and letter approval; forwards the application to the Secretary/Administrative Assistant		30 minutes	Director MRO-NCR 3/F MARINA Building
	4.9. Logs-out the application in the D-Tracks/OSS logbook and forwards the application to the Office of the Deputy Administrator (ODAO)		20 minutes	Administrative Assistant III OSS, MRO-NCR 3/F MARINA Building
	4.10. Receives and logs-in the application in the D-Tracks/ODAO logbook		20 minutes	Receiving Clerk ODAO 11/F MARINA Building
	4.11. Further reviews the application and forwards to Deputy Administrator for Operations (DAO)		40 minutes	Executive Assistant ODAO 11/F MARINA Building
	4.12. Reviews/approves/signs the application and forwards to the Releasing Clerk		30 minutes	DAO 11/F MARINA Building
	4.13. Logs out the application in the D-Tracks/ODAO logbook and forwards to the Records Section		20 minutes	Releasing Clerk ODAO 11/F MARINA Building



	4.14. Receives and logs-in the application in the D-Tracks/Records Section logbook		20 minutes	Releasing Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
5. Receives letter approval	5.2. Releases and logs out the application to the Applicant; retains copy of all the documents for safekeeping; then forwards one copy of letter approval to OSS, MRO-NCR		20 minutes	Releasing Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
TOTAL:			3 days	



19. Permanent Conversion of Ships Trading Status from Domestic to Overseas Trade*

Philippine-registered domestic ships intending to change trading status from domestic to international voyages should be registered and documented in accordance with MARINA Memorandum Circular No. OS-2019-02

Office/Division	MARINA Regional Office – NCR (MRO-NCR) / Overseas Shipping Section (OSS)	
Classification	Simple	
Type of Transaction	G2B – Government to Business Entity	
Who may avail	All Philippine-registered ships documented for domestic trade	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Citizen's Charter		https://marina.gov.ph/citizens-charter/
1. Letter of application signed by the officer of the company or its authorized representative – 1 copy	Applicant	
2. Letter from Domestic Shipping Service or Maritime Regional Office/s stating its non-objection on the permanent conversion of trading status – 1 copy	Applicant	
3. Copy of Certificate of Philippine Registry and Certificate of Ownership issued by Domestic Service and Maritime Regional Offices – 1 copy	Applicant	
4. Ships documents, as applicable (1 copy each): .1 International Tonnage Certificate; .2 International Load Line Certificate; .3 International Oil Pollution Prevention Certificate; .4 International Air Pollution Prevention Certificate; .5 International Sewage Pollution Prevention Certificate; .6 Cargo Ship Safety Radio Certificate; .7 Cargo Ship Safety Construction Certificate;		MARINA Certificate/Recognized Organization MARINA Certificate/Recognized Organization PCG Certificate/Recognized Organization MARINA Certificate/Recognized Organization MARINA Certificate/Recognized Organization National Telecommunication Commission MARINA Certificate/Recognized Organization



.8 Cargo Ship Safety Equipment Certificate; .9 (BC Code) Certificate of Compliance for the Carriage of Solid Bulk Cargoes; .10 Exemption Certificates, if necessary; .11 International Ballast Water Management Certificate (BWMS Certificate) .12 International Anti-Fouling System Certificate (IAFS Certificate); .13 International Energy Efficiency Certificate (IEEC); .14 Document of Compliance; .15 Safety Management Certificate; .16 International Ship Security Certificate; .17 Continuous Synopsis Record; .18 Long Range Identification and Tracking of Ships; .19 Ship Station License issued by NTC; .20 Civil Liability Convention Certificate (greater than 1,000 gt) .21 Certificate of Insurance or Other Financial Security in respect of CLC for Bunker Oil Pollution Damage, 2001 (1,000 gt other than tanker); .22 Passenger Ship Safety Certificate; .23 Certificate of Fitness (gas carriers only); .24 Cargo Securing Manual .25 Certificate of Class (full term)		MARINA Certificate/Recognized Organization MARINA Certificate/Recognized Organization MARINA Certificate/Recognized Organization MARINA Certificate/Recognized Organization MARINA Certificate/Recognized Organization MARINA Certificate/Recognized Organization MARINA Certificate/Recognized Organization MARINA Certificate/Recognized Organization MARINA Certificate/Recognized Organization National Telecommunication Commission National Telecommunication Commission Insurance Company Insurance Company MARINA Certificate/Recognized Organization MARINA Certificate/Recognized Organization MARINA Certificate/Recognized Organization Classification Society		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secures the checklist of documentary requirements from the Officer of the Day, Overseas Shipping Section, MARINA Regional Office – NCR (MRO-NCR), and	1.1. Provides the checklist of documentary requirements	PHP9,700 + PHP30 (documentary stamp/document)	10 minutes	Officer of the Day (Senior MIDS/MIDS II) OSS, MRO-NCR 3/F MARINA Building



completes the documentary requirements				
2. Proceeds to the Officer of the Day and submits the documentary requirements	<p>2.1. Checks completeness of documentary requirements</p> <p>2.1.1. If complete issues the Authority to Accept Payment (ATAP) – 2 copies and instructs the Applicant to proceed to the Cashier for payment</p> <p>2.1.2. If incomplete, returns the application to the Applicant company together with the list of documentary requirements with remarks for completion/compliance</p>		30 minutes	Officer of the Day (Senior MIDS/MIDS II) OSS, MRO-NCR 3/F MARINA Building
3. Pays to the Cash Section the corresponding amount of processing fee	3.1. Receives payment from Applicant; issues and attaches the corresponding Official Receipt then advises the Applicant to proceed to the Records Section		20 minutes	Cashier (Administrative Assistant III) Cash Section, Management, Financial and Administrative Service (MFAS) 10/F MARINA Building
4. Proceeds to the Records Section	4.1. Receives the application and returns the duly stamped receiving copy to the Applicant		10 minutes	Receiving Clerk (Job Order) Records Section, MFAS 2/F MARINA Building



	4.2. Logs in the application and attached D-tracks. Forwards the application to MRO-NCR		20 minutes	Receiving Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
	4.3. Receives and logs-in application in the D-Tracks/OSS logbook & attaches an assignment card (index card) in the application form and forwards the application to the Section Head for assignment		20 minutes	Administrative Assistant III OSS, MRO-NCR 3/F MARINA Building
	4.4. Logs in the OSS assignment logbook and assigns the application to Evaluator		10 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building
	4.4.1. Evaluates the application. If in order/ complies with existing rules/ regulation/policies, the Evaluator recommends approval; drafts/prepares Executive Brief (EB), letter approval and submits to the Section Head for review/edit 4.4.2. If it does not conform with existing rules/regulations/policies, Evaluator drafts letter of disapproval.		4 hours	MIDS II/Senior MIDS OSS, MRO-NCR 3/F MARINA Building
	4.5. Reviews and edits the drafts EB and letter approval and returns to the Evaluator for finalization		40 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building



	4.6. Finalizes the drafts, affixes signatures and returns to the Section Head for further review		30 minutes	MIDS II/Senior MIDS Section Head OSS, MRO-NCR 3/F MARINA Building
	4.7. Further reviews the final drafts. If in order, affixes initials/signature in the EB and letter approval and submits the application to the Director		20 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building
	4.8. Reviews/approves the application. If in order, affixes initials/signature in the EB and letter approval; forwards the application to the Secretary/Administrative Assistant		30 minutes	Director MRO-NCR 3/F MARINA Building
	4.9. Logs-out the application in the D-Tracks/OSS logbook and forwards the application to the Office of the Deputy Administrator (ODAO)		20 minutes	Administrative Assistant III OSS, MRO-NCR 3/F MARINA Building
	4.10. Receives and logs-in the application in the D-Tracks/ODAO logbook		20 minutes	Receiving Clerk ODAO 11/F MARINA Building
	4.11. Further reviews the application and forwards to Deputy Administrator for Operations (DAO)		40 minutes	Executive Assistant ODAO 11/F MARINA Building
	4.12. Reviews/approves/signs the application and forwards to the Releasing Clerk		30 minutes	DAO 11/F MARINA Building



	4.13. Logs out the application in the D-Tracks/ ODAO logbook and forwards to the Records Section		20 minutes	Releasing Clerk ODAO 11/F MARINA Building
	4.14. Receives and logs-in the application in the D-Tracks/Records Section logbook		20 minutes	Releasing Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
5. Receives letter approval	5.1. Releases and logs out the application to the Applicant; retains copy of all the documents for safekeeping; then forwards one copy of letter approval to OSS, MRO-NCR		20 minutes	Releasing Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
TOTAL:			3 days	



20. Importation/purchase of ship for overseas use under Republic Act No. 7471, as amended*

Importation or purchase of Philippine-registered ships for overseas use should be registered and documented in accordance with Republic Act No. 7471, as amended.

Office/Division	MARINA Regional Office – NCR (MRO-NCR) / Overseas Shipping Section (OSS)	
Classification	Simple	
Type of Transaction	G2B – Government to Business Entity	
Who may avail	All Philippine-registered ships documented for domestic trade	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Citizen's Charter	https://marina.gov.ph/citizens-charter/	
1. Letter of application signed by the officer of the company or its authorized representative – 1 copy	Applicant	
2. Copy of valid Certificate of Vessel Registry (Patente) – 1 copy	Applicant	
3. Copy of Board Resolution of the registered owner/seller, authorizing the sale of the vessel and designating the officials/ authorized representatives to represent the registered owners/sellers (must be notarized in the state where the documents was issued/executed and verified/authenticated by the Philippine Embassy/Consulate concerned) – 1 copy	Applicant	
4. Copy of Memorandum of Agreement executed by and between the parties concerned – 1 copy	Applicant	
5. Copy of Loan Agreement, if any – 1 copy	Applicant	



CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secures the checklist of documentary requirements from the Officer of the Day, Overseas Shipping Section, MARINA Regional Office – NCR (MRO-NCR), and completes the documentary requirements	1.1. Provides the checklist of documentary requirements	PHP9,700 + PHP30 (documentary stamp/document)	10 minutes	Officer of the Day (Senior MIDS/MIDS II) OSS, MRO-NCR 3/F MARINA Building
2. Proceeds to the Officer of the Day and submits the documentary requirements	2.1. Checks completeness of documentary requirements 2.1.1. If complete issues the Authority to Accept Payment (ATAP) – 2 copies and instructs the Applicant to proceed to the Cashier for payment 2.1.2. If incomplete, returns the application to the Applicant company together with the list of documentary requirements with remarks for completion/compliance		30 minutes	Officer of the Day (Senior MIDS/MIDS II) OSS, MRO-NCR 3/F MARINA Building
3. Pays to the Cash Section the	3.1. Receives payment from Applicant; issues and attaches the corresponding Official		20 minutes	Cashier (Administrative Assistant III)



corresponding amount of processing fee	Receipt then advises the Applicant to proceed to the Records Section			Cash Section, Management, Financial and Administrative Service (MFAS) 10/F MARINA Building
4. Proceeds to the Records Section	4.1. Receives the application and returns the duly stamped receiving copy to the Applicant		10 minutes	Receiving Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
	4.2. Logs in the application and attached D-tracks. Forwards the application to MRO-NCR		20 minutes	Receiving Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
	4.3. Receives and logs-in application in the D-Tracks/OSS logbook & attaches an assignment card (index card) in the application form and forwards the application to the Section Head for assignment		20 minutes	Administrative Assistant III OSS, MRO-NCR 3/F MARINA Building
	4.4. Logs in the OSS assignment logbook and assigns the application to Evaluator		10 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building
	4.4.1. Evaluates the application. If in order/ complies with existing rules/ regulation/policies, the Evaluator recommends approval; drafts/prepares Executive Brief (EB), letter approval		4 hours	MIDS II/Senior MIDS OSS, MRO-NCR 3/F MARINA Building



	and submits to the Section Head for review/edit			
	4.4.2. If it does not conform with existing rules/regulations/policies, Evaluator drafts letter of disapproval.			
	4.5. Reviews and edits the drafts EB and letter approval and returns to the Evaluator for finalization		40 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building
	4.6. Finalizes the drafts, affixes signatures and returns to the Section Head for further review		30 minutes	MIDS II/Senior MIDS Section Head OSS, MRO-NCR 3/F MARINA Building
	4.7. Further reviews the final drafts. If in order, affixes initials/signature in the EB and letter approval and submits the application to the Director		20 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building
	4.8. Reviews/approves the application. If in order, affixes initials/signature in the EB and letter approval; forwards the application to the Secretary/Administrative Assistant		30 minutes	Director MRO-NCR 3/F MARINA Building
	4.9. Logs-out the application in the D-Tracks/OSS logbook and forwards the application to the Office of the Deputy Administrator (ODAO)		20 minutes	Administrative Assistant III OSS, MRO-NCR 3/F MARINA Building



	4.10. Receives and logs-in the application in the D-Tracks/ODAO logbook		20 minutes	Receiving Clerk ODAO 11/F MARINA Building
	4.11. Further reviews the application and forwards to Deputy Administrator for Operations (DAO)		40 minutes	Executive Assistant ODAO 11/F MARINA Building
	4.12. Reviews/approves/signs the application and forwards to the Releasing Clerk		30 minutes	DAO 11/F MARINA Building
	4.13. Logs out the application in the D-Tracks/ODAO logbook and forwards to the Records Section		20 minutes	Releasing Clerk ODAO 11/F MARINA Building
	4.14. Receives and logs-in the application in the D-Tracks/Records Section logbook		20 minutes	Releasing Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
5. Receives letter approval	5.1. Releases and logs out the application to the Applicant; retains copy of all the documents for safekeeping; then forwards one copy of letter approval to OSS, MRO-NCR		20 minutes	Releasing Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
TOTAL:			3 days	



21. Registration/cancellation of Cautionary Notice of Mortgage (for bareboat chartered ships)*

Cautionary notices of mortgage involving Philippine-registered overseas ships under bareboat charter must be registered and cancelled in accordance with relevant MARINA rules and regulations.

Office/Division	MARINA Regional Office – NCR (MRO-NCR) / Overseas Shipping Section (OSS)			
Classification	Simple			
Type of Transaction	G2B – Government to Business Entity			
Who may avail	All shipping companies, ship owners, operators, bareboat charterers and managers of Philippine-registered seagoing ships trading international			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Citizen's Charter		https://marina.gov.ph/citizens-charter/		
1. Letter of application signed by the officer of the company or its authorized representative – 1 copy		Applicant		
2. For registration of cautionary notice: Copy of mortgage contract – 1 copy		Applicant		
3. For cancellation of cautionary notice: Discharge of mortgage of ships/other relevant documents – 1 copy		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secures the checklist of documentary requirements from the Officer of the Day, Overseas Shipping Section, MARINA	1.1. Provides the checklist of documentary requirements	Registration/ recording of cautionary notice: PHP23,900 +	10 minutes	Officer of the Day (Senior MIDS/MIDS II) OSS, MRO-NCR 3/F MARINA Building



Regional Office – NCR (MRO-NCR), and completes the documentary requirements		PHP30 (documentary stamp/document)		
2. Proceeds to the Officer of the Day and submits the documentary requirements	2.1. Checks completeness of documentary requirements 2.1.1. If complete issues the Authority to Accept Payment (ATAP) – 2 copies and instructs the Applicant to proceed to the Cashier for payment 2.1.2. If incomplete, returns the application to the Applicant company together with the list of documentary requirements with remarks for completion/compliance	Cancellation of mortgage: PHP500 + PHP30 (documentary stamp/document)	30 minutes	Officer of the Day (Senior MIDS/MIDS II) OSS, MRO-NCR 3/F MARINA Building
3. Pays to the Cash Section the corresponding amount of processing fee	3.1. Receives payment from Applicant; issues and attaches the corresponding Official Receipt then advises the Applicant to proceed to the Records Section		20 minutes	Cashier (Administrative Assistant III) Cash Section, Management, Financial and Administrative Service (MFAS) 10/F MARINA Building
4. Proceeds to the Records Section	4.1. Receives the application and returns the duly stamped receiving copy to the Applicant		10 minutes	Receiving Clerk (Job Order) Records Section, MFAS



				2/F MARINA Building
	4.2. Logs in the application and attached D-tracks. Forwards the application to MRO-NCR		20 minutes	Receiving Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
	4.3. Receives and logs-in application in the D-Tracks/OSS logbook & attaches an assignment card (index card) in the application form and forwards the application to the Section Head for assignment		20 minutes	Administrative Assistant III OSS, MRO-NCR 3/F MARINA Building
	4.4. Logs in the OSS assignment logbook and assigns the application to Evaluator		10 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building
	4.4.1. Evaluates the application. If in order/ complies with existing rules/ regulation/policies, the Evaluator recommends approval; drafts/prepares Executive Brief (EB), letter approval and submits to the Section Head for review/edit		4 hours	MIDS II/Senior MIDS OSS, MRO-NCR 3/F MARINA Building
	4.4.2. If it does not conform with existing rules/regulations/policies, Evaluator drafts letter of disapproval.			



	4.5. Reviews and edits the drafts EB and letter approval and returns to the Evaluator for finalization		40 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building
	4.6. Finalizes the drafts, affixes signatures and returns to the Section Head for further review		30 minutes	MIDS II/Senior MIDS Section Head OSS, MRO-NCR 3/F MARINA Building
	4.7. Further reviews the final drafts. If in order, affixes initials/signature in the EB and letter approval and submits the application to the Director		20 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building
	4.8. Reviews/approves the application. If in order, affixes initials/signature in the EB and letter approval; forwards the application to the Secretary/Administrative Assistant		30 minutes	Director MRO-NCR 3/F MARINA Building
	4.9. Logs-out the application in the D-Tracks/OSS logbook and forwards the application to the Office of the Deputy Administrator (ODAO)		20 minutes	Administrative Assistant III OSS, MRO-NCR 3/F MARINA Building
	4.10. Receives and logs-in the application in the D-Tracks/ODAO logbook		20 minutes	Receiving Clerk ODAO 11/F MARINA Building
	4.11. Further reviews the application and forwards to Deputy Administrator for Operations (DAO)		40 minutes	Executive Assistant ODAO 11/F MARINA Building



	4.12. Reviews/approves/signs the application and forwards to the Releasing Clerk		30 minutes	DAO 11/F MARINA Building
	4.13. Logs out the application in the D-Tracks/ ODAO logbook and forwards to the Records Section		20 minutes	Releasing Clerk ODAO 11/F MARINA Building
	4.14. Receives and logs-in the application in the D-Tracks/Records Section logbook		20 minutes	Releasing Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
5. Receives letter approval	5.1. Releases and logs out the application to the Applicant; retains copy of all the documents for safekeeping; then forwards one copy of letter approval to OSS, MRO-NCR		20 minutes	Releasing Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
TOTAL:			3 days	



22. Exportation/sale of ship from Filipinos to foreign nationals*

Ships previously owned by Filipinos must be approved in accordance with relevant MARINA rules and regulations prior to exportation or sale to foreign nationals.

Office/Division	MARINA Regional Office – NCR (MRO-NCR) / Overseas Shipping Section (OSS)			
Classification	Simple			
Type of Transaction	G2B – Government to Business Entity			
Who may avail	All shipping companies, ship owners, operators, bareboat charterers and managers of Philippine-registered seagoing ships trading international			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Citizen's Charter		https://marina.gov.ph/citizens-charter/		
1. Letter of application signed by the officer of the company or its authorized representative – 1 copy		Applicant		
2. Proof that the ship has been offered for sale to Philippine shipping enterprises through the shipping associations for at least sixty (60) days – 1 copy		Applicant		
3. For cancellation of cautionary notice: Discharge of mortgage of ships/other relevant documents – 1 copy		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secures the checklist of documentary requirements from the Officer of the Day,	1.1. Provides the checklist of documentary requirements	PHP9,700 +	10 minutes	Officer of the Day (Senior MIDS/MIDS II) OSS, MRO-NCR 3/F MARINA Building



Overseas Shipping Section, MARINA Regional Office – NCR (MRO-NCR), and completes the documentary requirements		PHP30 (documentary stamp/document)		
2. Proceeds to the Officer of the Day and submits the documentary requirements	2.1. Checks completeness of documentary requirements 2.1.1. If complete issues the Authority to Accept Payment (ATAP) – 2 copies and instructs the Applicant to proceed to the Cashier for payment 2.1.2. If incomplete, returns the application to the Applicant company together with the list of documentary requirements with remarks for completion/compliance		30 minutes	Officer of the Day (Senior MIDS/MIDS II) OSS, MRO-NCR 3/F MARINA Building
3. Pays to the Cash Section the corresponding amount of processing fee	3.2. Receives payment from Applicant; issues and attaches the corresponding Official Receipt then advises the Applicant to proceed to the Records Section		20 minutes	Cashier (Administrative Assistant III) Cash Section, Management, Financial and Administrative Service (MFAS) 10/F MARINA Building



4. Proceeds to the Records Section	4.1. Receives the application and returns the duly stamped receiving copy to the Applicant		10 minutes	Receiving Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
	4.2. Logs in the application and attached D-tracks. Forwards the application to MRO-NCR		20 minutes	Receiving Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
	4.3. Receives and logs-in application in the D-Tracks/OSS logbook & attaches an assignment card (index card) in the application form and forwards the application to the Section Head for assignment		20 minutes	Administrative Assistant III OSS, MRO-NCR 3/F MARINA Building
	4.4. Logs in the OSS assignment logbook and assigns the application to Evaluator		10 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building
	<p>4.4.1. Evaluates the application. If in order/ complies with existing rules/ regulation/policies, the Evaluator recommends approval; drafts/prepares Executive Brief (EB), letter approval and submits to the Section Head for review/edit</p> <p>4.4.2. If it does not conform with existing rules/regulations/policies, Evaluator drafts letter of disapproval.</p>		4 hours	MIDS II/Senior MIDS OSS, MRO-NCR 3/F MARINA Building



	4.5. Reviews and edits the drafts EB and letter approval and returns to the Evaluator for finalization		40 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building
	4.6. Finalizes the drafts, affixes signatures and returns to the Section Head for further review		30 minutes	MIDS II/Senior MIDS Section Head OSS, MRO-NCR 3/F MARINA Building
	4.7. Further reviews the final drafts. If in order, affixes initials/signature in the EB and letter approval and submits the application to the Director		20 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building
	4.8. Reviews/approves the application. If in order, affixes initials/signature in the EB and letter approval; forwards the application to the Secretary/Administrative Assistant		30 minutes	Director MRO-NCR 3/F MARINA Building
	4.9. Logs-out the application in the D-Tracks/OSS logbook and forwards the application to the Office of the Deputy Administrator (ODAO)		20 minutes	Administrative Assistant III OSS, MRO-NCR 3/F MARINA Building
	4.10. Receives and logs-in the application in the D-Tracks/ODAO logbook		20 minutes	Receiving Clerk ODAO 11/F MARINA Building
	4.11. Further reviews the application and forwards to Deputy Administrator for Operations (DAO)		40 minutes	Executive Assistant ODAO 11/F MARINA Building



	4.12. Reviews/approves/signs the application and forwards to the Releasing Clerk		30 minutes	DAO 11/F MARINA Building
	4.13. Logs out the application in the D-Tracks/ ODAO logbook and forwards to the Records Section		20 minutes	Releasing Clerk ODAO 11/F MARINA Building
	4.14. Receives and logs-in the application in the D-Tracks/Records Section logbook		20 minutes	Releasing Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
5. Receives letter approval	5.1. Releases and logs out the application to the Applicant; retains copy of all the documents for safekeeping; then forwards one copy of letter approval to OSS, MRO-NCR		20 minutes	Releasing Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
TOTAL:			3 days	



23. Endorsement letter to the Bureau of Internal Revenue/Department of Finance for availment of exemption from import duties and taxes under Republic Act No. 7471, as amended*

Office/Division	MARINA Regional Office – NCR (MRO-NCR) / Overseas Shipping Section (OSS)			
Classification	Simple			
Type of Transaction	G2B – Government to Business Entity			
Who may avail	Shipping companies/firms operating Philippine-registered ships engaged in international voyages			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Citizen's Charter			https://marina.gov.ph/citizens-charter/	
1. Letter of application signed by the officer of the company or its authorized representative – 1 copy			Applicant	
2. Resolution of the Board of Directors, certified by the Board Secretary, authorizing the filing of the application and designating the officials/authorized representative – 1 copy			Applicant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Secures the checklist of documentary requirements from the Officer of the Day, Overseas Shipping Section, MARINA Regional Office – NCR (MRO-NCR), and completes the	1.1. Provides the checklist of documentary requirements	PHP1,000 + PHP30 (documentary stamp/document)	10 minutes	Officer of the Day (Senior MIDS/MIDS II) OSS, MRO-NCR 3/F MARINA Building



documentary requirements				
2. Proceeds to the Officer of the Day and submits the documentary requirements	<p>2.2. Checks completeness of documentary requirements</p> <p>2.1.1. If complete issues the Authority to Accept Payment (ATAP) – 2 copies and instructs the Applicant to proceed to the Cashier for payment</p> <p>2.1.2. If incomplete, returns the application to the Applicant company together with the list of documentary requirements with remarks for completion/compliance</p>		30 minutes	Officer of the Day (Senior MIDS/MIDS II) OSS, MRO-NCR 3/F MARINA Building
3. Pays to the Cash Section the corresponding amount of processing fee	3.1. Receives payment from Applicant; issues and attaches the corresponding Official Receipt then advises the Applicant to proceed to the Records Section		20 minutes	Cashier (Administrative Assistant III) Cash Section, Management, Financial and Administrative Service (MFAS) 10/F MARINA Building
4. Proceeds to the Records Section	4.1. Receives the application and returns the duly stamped receiving copy to the Applicant		10 minutes	Receiving Clerk (Job Order) Records Section, MFAS 2/F MARINA Building



	4.2. Logs in the application and attached D-tracks. Forwards the application to MRO-NCR		20 minutes	Receiving Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
	4.3. Receives and logs-in application in the D-Tracks/OSS logbook & attaches an assignment card (index card) in the application form and forwards the application to the Section Head for assignment		20 minutes	Administrative Assistant III OSS, MRO-NCR 3/F MARINA Building
	4.4. Logs in the OSS assignment logbook and assigns the application to Evaluator		10 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building
	4.4.1. Evaluates the application. If in order/ complies with existing rules/ regulation/policies, the Evaluator recommends approval; drafts/prepares letter approval and submits to the Section Head for review/edit 4.4.2. If it does not conform with existing rules/regulations/policies, Evaluator drafts letter of disapproval.		4 hours	MIDS II/Senior MIDS OSS, MRO-NCR 3/F MARINA Building
	4.5. Reviews and edits the draft letter approval and returns to the Evaluator for finalization		40 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building
	4.6. Finalizes the drafts, affixes signatures and returns to the Section Head for further review		30 minutes	MIDS II/Senior MIDS Section Head



				OSS, MRO-NCR 3/F MARINA Building
	4.7. Further reviews the final draft. If in order, affixes initials/signature in the letter approval and submits the application to the Director		20 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building
	4.8. Reviews/approves the application. If in order, affixes initials/signature in the letter approval; forwards the application to the Secretary/Administrative Assistant		30 minutes	Director MRO-NCR 3/F MARINA Building
	4.9. Logs-out the application in the D-Tracks/OSS logbook and forwards the application to the Records Section		20 minutes	Administrative Assistant III OSS, MRO-NCR 3/F MARINA Building
	4.10. Receives and logs-in the application in the D-Tracks/Records Section logbook		20 minutes	Releasing Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
5. Receives letter approval	5.1. Releases and logs out the application to the Applicant; retains copy of all the documents for safekeeping; then forwards one copy of letter approval to OSS, MRO-NCR		20 minutes	Releasing Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
TOTAL:			3 days	



24. Withdrawal/termination of cash bond (Assignment of Bank Deposit)*

Ships who are deleted in the Philippine Registry can apply for withdrawal/termination of their cash bond deposited with a reputable bank to answer for the payment of 4.5% withholding tax, fines and penalties.

Office/Division	MARINA Regional Office – NCR (MRO-NCR) / Overseas Shipping Section (OSS)			
Classification	Simple			
Type of Transaction	G2B – Government to Business Entity			
Who may avail	Shipping companies/firms operating Philippine-registered ships engaged in international voyages			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Citizen's Charter			https://marina.gov.ph/citizens-charter/	
1. Letter of application signed by the officer of the company or its authorized representative – 1 copy			Applicant	
2. Other relevant documents (if necessary) – 1 copy			Applicant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Secures the checklist of documentary requirements from the Officer of the Day, Overseas Shipping Section, MARINA Regional Office – NCR (MRO-NCR), and completes the	1.1. Provides the checklist of documentary requirements	PHP400/ship + PHP30 (documentary stamp/document)	10 minutes	Officer of the Day (Senior MIDS/MIDS II) OSS, MRO-NCR 3/F MARINA Building



documentary requirements				
2. Proceeds to the Officer of the Day and submits the documentary requirements	<p>2.1. Checks completeness of documentary requirements</p> <p>2.1.1. If complete issues the Authority to Accept Payment (ATAP) – 2 copies and instructs the Applicant to proceed to the Cashier for payment</p> <p>2.1.2. If incomplete, returns the application to the Applicant company together with the list of documentary requirements with remarks for completion/compliance</p>		30 minutes	Officer of the Day (Senior MIDS/MIDS II) OSS, MRO-NCR 3/F MARINA Building
3. Pays to the Cash Section the corresponding amount of processing fee	3.1. Receives payment from Applicant; issues and attaches the corresponding Official Receipt then advises the Applicant to proceed to the Records Section		20 minutes	Cashier (Administrative Assistant III) Cash Section, Management, Financial and Administrative Service (MFAS) 10/F MARINA Building
4. Proceeds to the Records Section	4.1. Receives the application and returns the duly stamped receiving copy to the Applicant		10 minutes	Receiving Clerk (Job Order) Records Section, MFAS 2/F MARINA Building



	4.2. Logs in the application and attached D-tracks. Forwards the application to MRO-NCR		20 minutes	Receiving Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
	4.3. Receives and logs-in application in the D-Tracks/OSS logbook & attaches an assignment card (index card) in the application form and forwards the application to the Section Head for assignment		20 minutes	Administrative Assistant III OSS, MRO-NCR 3/F MARINA Building
	4.4. Logs in the OSS assignment logbook and assigns the application to Evaluator		10 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building
	4.4.1. Evaluates the application. If in order/ complies with existing rules/ regulation/policies, the Evaluator recommends approval; drafts/prepares letter approval and submits to the Section Head for review/edit 4.4.2. If it does not conform with existing rules/regulations/policies, Evaluator drafts letter of disapproval.		4 hours	MIDS II/Senior MIDS OSS, MRO-NCR 3/F MARINA Building
	4.5. Reviews and edits the draft letter approval and returns to the Evaluator for finalization		40 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building



	4.6. Finalizes the drafts, affixes signatures and returns to the Section Head for further review		30 minutes	MIDS II/Senior MIDS Section Head OSS, MRO-NCR 3/F MARINA Building
	4.7. Further reviews the final draft. If in order, affixes initials/signature in the letter approval and submits the application to the Director		20 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building
	4.8. Reviews/approves the application. If in order, affixes initials/signature in the letter approval; forwards the application to the Secretary/Administrative Assistant		30 minutes	Director MRO-NCR 3/F MARINA Building
	4.9. Logs-out the application in the D-Tracks/OSS logbook and forwards the application to the Records Section		20 minutes	Administrative Assistant III OSS, MRO-NCR 3/F MARINA Building
	4.10. Receives and logs-in the application in the D-Tracks/Records Section logbook		20 minutes	Releasing Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
5. Receives letter approval	5.1. Releases and logs out the application to the Applicant; retains copy of all the documents for safekeeping; then forwards one copy of letter approval to OSS, MRO-NCR		20 minutes	Releasing Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
TOTAL:			3 days	



25. Accreditation of Recognized Organizations*

Rules and regulations on registration, documentation and licensing of Organizations performing statutory certification and services for Philippine-registered ships under mandatory instruments of relative international organizations and national legislation, on behalf of the Administration, pursuant to MARINA Memorandum Circular No. 2018-01.

Office/Division	MARINA Regional Office – NCR (MRO-NCR) / Overseas Shipping Section (OSS)	
Classification	Simple	
Type of Transaction	G2B – Government to Business Entity	
Who may avail	Recognized Organizations (RO) who have a Memorandum of Agreement with the Maritime Industry Authority on the delegation of statutory certification and services for ships registered in the Philippines	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Citizen's Charter	https://marina.gov.ph/citizens-charter/	
1. Letter of application signed by the officer of the company or its authorized representative – 1 copy	Applicant	
2. Copy of company registration/Articles of Incorporation and By-Laws issued/Memorandum and Articles of Partnership issued by the Securities and Exchange Commission – 1 copy	Applicant	
3. Copy of Quality Assurance Certification issued by a certifying body acceptable to the Administration – 1 copy	Applicant	
4. Directory of officers, auditors, surveyors or officials showing their competence and qualifications – 1 copy	Applicant	
5. Copy of the Code of Ethics and Ethical Standards by which the RO's ethical behavior is governed with respect to assurance of adequate performance on services, confidentiality of information and independence between the	Applicant	



personnel providing consultancy services and those involved in the statutory certification and services – 1 copy		Applicant		
6. Track record or general information that will show the past achievements or performance of an RO relating to statutory certification and services from other flag states – 1 copy				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secures the checklist of documentary requirements from the Officer of the Day, Overseas Shipping Section, MARINA Regional Office – NCR (MRO-NCR), and completes the documentary requirements	1.1. Provides the checklist of documentary requirements	PHP100,000 + PHP60 (documentary stamp/document)	10 minutes	Officer of the Day (Senior MIDS/MIDS II) OSS, MRO-NCR 3/F MARINA Building
2. Proceeds to the Officer of the Day and submits the documentary requirements	2.2. Checks completeness of documentary requirements 2.1.1. If complete issues the Authority to Accept Payment (ATAP) – 2 copies and instructs the Applicant to proceed to the Cashier for payment 2.1.2. If incomplete, returns the application to the Applicant company together		30 minutes	Officer of the Day (Senior MIDS/MIDS II) OSS, MRO-NCR 3/F MARINA Building



	with the list of documentary requirements with remarks for completion/compliance			
3. Pays to the Cash Section the corresponding amount of processing fee	3.1. Receives payment from Applicant; issues and attaches the corresponding Official Receipt then advises the Applicant to proceed to the Records Section		20 minutes	Cashier (Administrative Assistant III) Cash Section, Management, Financial and Administrative Service (MFAS) 10/F MARINA Building
4. Proceeds to the Records Section	4.1. Receives the application and returns the duly stamped receiving copy to the Applicant		10 minutes	Receiving Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
	4.2. Logs in the application and attached D-tracks. Forwards the application to MRO-NCR		20 minutes	Receiving Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
	4.3. Receives and logs-in application in the D-Tracks/OSS logbook & attaches an assignment card (index card) in the application form and forwards the application to the Section Head for assignment		20 minutes	Administrative Assistant III OSS, MRO-NCR 3/F MARINA Building
	4.4. Logs in the OSS assignment logbook and assigns the application to Evaluator		10 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building



	<p>4.4.1. Evaluates the application. If in order/ complies with existing rules/ regulation/policies, the Evaluator recommends approval; drafts/prepares Executive Brief (EB), letter approval and submits to the Section Head for review/edit</p> <p>4.4.2. If it does not conform with existing rules/regulations/policies, Evaluator drafts letter of disapproval.</p>		4 hours	MIDS II/Senior MIDS OSS, MRO-NCR 3/F MARINA Building
	4.5. Reviews and edits the drafts EB and letter approval and returns to the Evaluator for finalization		40 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building
	4.6. Finalizes the drafts, affixes signatures and returns to the Section Head for further review		30 minutes	MIDS II/Senior MIDS Section Head OSS, MRO-NCR 3/F MARINA Building
	4.7. Further reviews the final drafts. If in order, affixes initials/signature in the EB and letter approval and submits the application to the Director		20 minutes	Section Head OSS, MRO-NCR 3/F MARINA Building
	4.8. Reviews/approves the application. If in order, affixes initials/signature in the EB and letter approval; forwards the application to the Secretary/Administrative Assistant		30 minutes	Director MRO-NCR 3/F MARINA Building



	4.9. Logs-out the application in the D-Tracks/OSS logbook and forwards the application to the Office of the Deputy Administrator (ODAO)		20 minutes	Administrative Assistant III OSS, MRO-NCR 3/F MARINA Building
	4.10. Receives and logs-in the application in the D-Tracks/ODAO logbook		20 minutes	Receiving Clerk ODAO 11/F MARINA Building
	4.11. Further reviews the application and forwards to Deputy Administrator for Operations (DAO)		40 minutes	Executive Assistant ODAO 11/F MARINA Building
	4.12. Reviews/approves/signs the application and forwards to the Releasing Clerk		30 minutes	DAO 11/F MARINA Building
	4.13. Logs out the application in the D-Tracks/ODAO logbook and forwards to the Records Section		20 minutes	Releasing Clerk ODAO 11/F MARINA Building
	4.14. Receives and logs-in the application in the D-Tracks/Records Section logbook		20 minutes	Releasing Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
5. Receives letter approval	5.1. Releases and logs out the application to the Applicant; retains copy of all the documents for safekeeping; then forwards one copy of letter approval to OSS, MRO-NCR		20 minutes	Releasing Clerk (Job Order) Records Section, MFAS 2/F MARINA Building
TOTAL:			3 days	



Note: To ensure the continuity of transactions amid the Alternative Work Arrangements this time of COVID-19 pandemic, all applications, together with its documentary requirements, will be electronically submitted to oss.mroncr@marina.gov.ph.



26. Online monitoring and no-contact processing of applications during the Alternative Work Arrangements for Certificates and Permits issued to Philippine-registered ships

All applications filed with the Overseas Shipping Section should be submitted electronically.

Office/Division	MARINA Regional Office – NCR (MRO-NCR) / Overseas Shipping Section (OSS)			
Classification	Simple			
Type of Transaction	G2B – Government to Business Entity			
Who may avail	All shipping companies, shipowners, operators, bareboat charterers and managers of Philippine-registered overseas ships			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Citizen's Charter			https://marina.gov.ph/citizens-charter/	
All documentary requirements are to be submitted through e-mail.			Applicant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of documentary requirements electronically	1.1. Monitoring of applications received through the official electronic mail at oss.mroncr@marina.gov.ph 1.2. Summarizes all the emails received through a matrix daily every 10:00 am, 12:00 pm and 4:00 pm.	Bareboat charter: <ul style="list-style-type: none">▪ New, renewal/extension and novation of bareboat charter contract: PHP24,800.00 for 1st three (3) years + PHP5,300.00/year after▪ Change of original registry of bareboat chartered ship: PHP29,800/ship/application▪ Extension of ship's temporary Philippine	10 minutes	Email administrator (Administrative Assistant) OSS, MRO-NCR 3/F MARINA Building
	1.3. Assigns the applications to the respective Evaluators			Section Head OSS, MRO-NCR 3/F MARINA Building



<p>1.4. Checks completeness of documentary requirements submitted</p> <p>1.5. Evaluates the applications</p> <p>1.6. If compliant, prepares the Executive Brief, Letter Approval and Certificate/s; and submits to the Section Head for review</p> <p>1.7. If not compliant, prepares the Executive Brief and Letter Disapproval; and submits to the Section Head for review</p>	<p>registration for less than one (1) year: PHP29,800</p> <ul style="list-style-type: none"> Amendment of approval due to change in any provision of charter contract under PD 760/866/1711 and EO 438: PHP 2,000 Extension of validity period of approval on importation/ bareboat chartering projects: PHP2,900/ship 		<p>Senior MIDS / MIDS II / Administrative Assistant III OSS, MRO-NCR 3/F MARINA Building</p>
<p>1.8. Verifies the accuracy of the evaluation</p> <p>1.9. Affixes electronic initial/ signature on the Executive Brief, Letter Approval/ Disapproval and Certificate/s</p> <p>1.10. If the application is signed by the Director, forwards the signed documents to the Director</p>	<p>Certificate of Philippine Registry / Certificate of Ownership</p> <ul style="list-style-type: none"> Initial issuance: PHP3,200 + PHP1.50/gross tonnage in excess of 500 gross tonnage Extension of ship's Certificate of Philippine Registry for less than one year: PHP29,800/ship Re-issuance/amendment/ full term: PHP2,000 		<p>Section Head OSS, MRO-NCR 3/F MARINA Building</p>
<p>1.11. Affixes electronic initial/ signature on the Executive Brief, Letter Approval/ Disapproval and Certificate/s</p>	<p>Minimum Safe Manning Certificate</p>		<p>Director MRO-NCR OSS, MRO-NCR 3/F MARINA Building</p>



	1.12. Forwards the signed documents to the Evaluator for release to the applicant 1.13. If the application is signed by the Deputy Administrator for Operations, forwards the signed documents to the Office of the Deputy Administrator for Operations	<ul style="list-style-type: none"> Initial issuance/re-issuance upon request of company for the Special Permit in overseas trade: PHP2,500 Full term: PHP12,500 Re-issuance for compliance of new IMO regulations: PHP875 		
	1.12. Affixes electronic initial/ signature on the Executive Brief, Letter Approval/ Disapproval and Certificate/s	Certificate of Deletion <ul style="list-style-type: none"> New/amendment: PHP2,000 Certificate of Civil Liability Convention: PHP2,000/ship		Deputy Administrator for Operations 11/F MARINA Building
	1.13. Forwards the signed documents to the Evaluator for release to the applicant	Continuous Synopsis Record <ul style="list-style-type: none"> Initial issuance: PHP2,000 Amendment: PHP2,000 Re-issuance due to loss or damage: PHP2,900 Further requests due to loss or damage: Double the processing fee for the last re-issuance due to loss or damage 		Releasing Clerk ODAO 11/F MARINA Building
2. Receipt of e-certificates and letters, Authority to Accept Payment (ATAP)	2.1. Converts the electronically signed documents in PDF format and forwards the signed documents and ATAP to the applicant's email	<ul style="list-style-type: none"> Issuance of original CSR of private shipping company abroad: PHP5,000/CSR 		Senior MIDS / MIDS II / Administrative Assistant III 3/F MARINA Building
3. Print two (2) copies of ATAP				
4. Present the ATAP to the Cash Section and pay the corresponding processing fee/s	4.1. Receives payment from applicant; issues and attaches the corresponding Official Receipt then advises the			Cashier 10/F MARINA Building



	applicant to proceed to the Records Section	Supernumerary		
5. Proceeds to the Records Section	5.1. Shows proof of payment and verification of documents	<ul style="list-style-type: none"> ▪ Employment of expatriate officer under PD 760, as amended: PHP5,300/supernumerary ▪ Amendment in Supernumerary permit due to change in period/ route/replacement: PHP5,300/supernumerary 		Records Officer 2/F MARINA Building
6. Release of original certificates	6.1. Releases and logs-out the application to the applicant; retains copy of all the documents for safekeeping	<p>Special Permit for the utilization of domestic ships in overseas trade (3 months)</p> <ul style="list-style-type: none"> ▪ Tramping operation: PHP8,100 ▪ Liner operation: PHP39,700 ▪ Amendment of Special Permit (domestic to overseas): PHP600/application <p>Accreditation of shipping companies</p> <ul style="list-style-type: none"> ▪ MC 181: PHP12,400 ▪ MC 186 Single proprietorship: PHP7,600 Partnership: PHP11,100 		Releasing Clerk 3/F MARINA Building



		<p>Corporation: PHP11,100 Cooperatives: PHP700</p> <ul style="list-style-type: none">▪ Re-issuance of Certificate of Accreditation of company due to amendment during the validity of the certificate: PHP2,800▪ Change of officers and stockholders of accredited overseas shipping companies: PHP1,000 <p>Accreditation of Recognized Organizations: PHP100,000</p> <p>Permanent conversion of ship's trading status from domestic to overseas: PHP9,700</p> <p>Letter authorization to class: PHP2,000/ship</p> <p>Registration of logbook: PHP400/quarter/book</p> <p>Termination of Assignment of Bank Deposit/withdrawal of Surety Bond: PHP400/ship</p>		
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		<p>Change of ship's name: PHP700</p> <p>Reservation of ship's name: PHP300/ship/month</p> <p>Letter of consent for the registration of ship under the Philippine flag: PHP2,000</p> <p>Certification: PHP300</p> <p>Importation/purchase of ship for overseas use: PHP9,700/ship</p> <p>Authority to export/sell ships from Filipinos to foreign nationals: PHP4,900</p> <p>Construction of ships for overseas use: PHP8,100/ship</p> <p>Annotation of ship mortgage (owned ship) and transfer of rights and other encumbrances</p> <ul style="list-style-type: none">▪ From ₱5,000 to ₱25,000: PHP600 + 0.6/ PHP1,000 in excess of ₱5,000		
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		<ul style="list-style-type: none">▪ Over ₱25,000: PHP1,700 + 0.4/PHP1,000 in excess of ₱25,000 <p>Registration/recording of cautionary notice of mortgages (bareboat chartered ships): PHP23,900</p> <p>Cancellation of mortgages: PHP500</p> <p>Indorsement to authorized agent banks of the Monetary Authority for foreign exchange requirements of shipping companies (Sec. 6.01(a) R&R of RA 7471): PHP1,000</p> <p>Indorsement to the Secretary of Finance for exemption from import duties and taxes (Sec. 6.02(c) R&R of RA 7471):</p> <ul style="list-style-type: none">▪ Ship importation: PHP3,800▪ Spare parts: PHP1,000 <p>Indorsement to BOI registration: PHP1,000</p>		
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		Indorsement to the Secretary of Finance for availment of supplier's tax credit (Sec. 6.02(d) R&R of RA 7471): PHP1,000 Documentary stamp per document PHP30		
	TOTAL:		3 days	

Shipyards Regulation Section

7. Vessel’s Plans Approval for Ship Construction, Conversion, Alteration, Modification and Re-building

The MARINA shall approve the plan of all ships to be constructed, altered, modified, converted or re-built in the Philippines and ships constructed abroad for registration in the Philippines under MC 2015-07.

Office/Division:	MRO-NCR/ SRS Section		
Classification:			
	Vessel Type & Size Range	Classification	Number of Days
	3 – 14.99 GT	Complex	4 days
	15 – 49.99 GT	Complex	7 days
	50 GT and above	Highly Technical	10 days
	Non-Propelled Barge	Complex	7 days
Type of Transaction:	G2B – Government to Business Entities		
Who may avail:	Ship Owners/ Operators/ Charterers/ Managers of Philippine Registered Ships		



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
4. Original Letter of Application;	Applicant
5. Vessel's Plans in three (3) sets, blue or white print including Electronic Copy duly signed and sealed by Registered Naval Architect and Professional Electrical Engineer for Electrical Plans:	
FOR 3 – 14.99 GT	
a. General Arrangement Plan;	Applicant
b. Construction Plan;	Applicant
c. Midship Plan and Bulkhead Plan Details;	Applicant
d. Lamination Schedule (for FRP material);	Applicant
e. Scantling Calculation (for FRP material)	Applicant
Additional Plans for Passenger Vessels	
f. Passenger Accommodation Plan	Applicant
g. Lines Drawing/ Hydrostatic Curves	Applicant
h. Permissible Subdivision by Empirical Formula	Applicant
FOR 15 – 49.99 GT	
a. General Arrangement Plan;	Applicant
b. Construction Plan;	Applicant
c. Midship Plan and Bulkhead Plan Details;	Applicant
d. Lines plan and Table of Offset	Applicant
e. Hydrostatic Curves or Hydrostatic Table	Applicant
f. Scantling Calculation with Longitudinal Hull Girder Strength Calculation	Applicant
g. Shell Expansion Plan	Applicant
h. Capacity Plan	Applicant
i. Welding Schedule and Specifications	Applicant
j. Shafting and Propeller Arrangement & Specifications	Applicant
k. Specification & Arrangement of Main Propulsion & Auxiliary Machineries	Applicant
Vessel's Electrical Plans	
l. Deck Wiring Layout	Applicant



m. Schematic Wiring Diagram	Applicant
n. Schedule of Loads & Electrical Specifications	Applicant
Additional Plans for Passenger Vessels	
o. Passenger Accommodation Plan	Applicant
p. Permissible Subdivision by Empirical Formula	Applicant
q. Cross Curves of Stability	Applicant
r. Damage Stability Booklet	Applicant
FOR 50 GT & ABOVE	
a. General Arrangement Plan;	Applicant
b. Construction Plan;	Applicant
c. Midship Plan and Bulkhead Plan Details;	Applicant
d. Lines Plan and Table of Offset	Applicant
e. Hydrostatic Curves or Hydrostatic Table	Applicant
f. Scantling Calculation with Longitudinal Hull Girder Strength Calculation	Applicant
g. Shell Expansion Plan	Applicant
h. Capacity Plan	Applicant
i. Welding Schedule and Specifications	Applicant
j. Shafting and Propeller Arrangement & Specifications	Applicant
k. Specification & Arrangement of Main Propulsion & Auxiliary Machineries	Applicant
l. Cross Curves of Stability	Applicant
m. Life Saving and Fire Control Plan	Applicant
n. Piping Plan	Applicant
Vessel's Electrical Plans	
o. Deck Wiring Layout	Applicant
p. Schematic Wiring Diagram	Applicant
q. Schedule of Loads & Electrical Specifications	Applicant
Additional Plans for Passenger Ships	Applicant
r. Passenger Accommodation Plan	Applicant
s. Floodable Length Calculation	Applicant



t. Floodable Length Curve		Applicant		
u. Emergency Escape Plan		Applicant		
v. Damage Stability Booklet		Applicant		
FOR NON-PROPELLED BARGES AND SIMILAR VESSELS				
a. General Arrangement Plan;		Applicant		
b. Construction Plan;		Applicant		
c. Midship Section, W.T. & O.T. Bulkheads;		Applicant		
d. Shell Expansion Plan		Applicant		
e. Welding Schedule & Specification		Applicant		
f. Scantling Calculation with Longitudinal Hull Girder Strength Calculation		Applicant		
Additional plans for Ship Shape		Applicant		
g. Lines Plan & Table of Offset		Applicant		
h. Hydrostatic Curves or Tables		Applicant		
i. Capacity plan		Applicant		
FOR SHIP CONVERSION, ALTERATION, MODIFICATION AND RE-BUILDING				
a. MARINA Previously Approved Plans affecting the conversion, alteration, modification and re-building of the vessel and the revised Plans		Applicant		
NOTE: Electronic copy of documents may be submitted through the official SRS e-mail address or online application portal subject to pre-evaluation for issuance of Authority to Accept Payment (ATAP).				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1	Proceeds to the SRS, MRO-NCR to submit the application with complete documentary requirements 1.1 Receives ATAP	1	Screens the completeness of the documents submitted based on the Checklist 1.1 Issues Authority to Accept Payment (ATAP) to applicant	None	30 minutes (Depends on the type of ships)	NAMED Officer of the Day: • Engineer III; • Senior SBS; • Engineer II; • SBS II; or, • SBS I
2	Proceeds to the Cash Section, MFAS to pay for the fees and charges 2.1 Receives OR with the application	2	Accepts payment 2.1 Issues Official Receipt (OR) with the application to applicant	P 160.00 per section Note: Fess & charges are based on MC 2015-07	25 minutes	Administrative Officer V & III, Administrative Aide (Cash Section, MFAS)
3	Proceeds to the Central Receiving Unit (CRU), Records Section to officially receive the application 3.1 Receives stamped receiving copy of the application	3	Receives application and logs in the D-Tracks 3.1 Furnishes stamped receiving copy of the application 3.2 Forwards the application to SRS-MRONCR	None	25 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)



4	No Activity	4	<p>Reviews & assigns the application</p> <p>4.1 Receives application & logs in the D-Tracks and prepares Routing Slip and forward to the OIC, MRO-NCR</p> <p>4.2 Assigns application to the concerned Section Chief</p> <p>4.3 Assigns application to to the NAMED Technical Evaluator</p>	None	1 hour	<p>SRS Administrative Staff:</p> <ul style="list-style-type: none"> • Administrative Assistant III; or. • Administrative Aide <p>OIC, MRO-NCR</p> <p>Section Chief</p>
5	<p>No Activity</p> <p>5.1 In the case of findings of deficiency or non-conformity, the applicant receives a</p>	5	<p>Evaluates the application</p> <p>5.1 Reviews the vessel's plans per section based on existing rules and regulations, standards & Principles of Naval Architecture</p> <p>5.2 In the case of findings of deficiency or non-conformity, informs the applicant of the</p>	None	<p>3 – 14.99 GT: 20 hours</p> <p>15 – 49.99 GT or non-propelled barge: 41 hours</p> <p>50 GT & Above: 63 hours</p>	<p>Technical Evaluators:</p> <ul style="list-style-type: none"> • Engineer III; • Senior SBS; • Engineer II; • SBS II; or, • SBS I



	written notice of deficiency and shall be required to comply immediately upon receipt of notice. For the meantime, the application is held in abeyance and will proceed once the deficiency/ non-conformity is rectified.		deficiency or non-conformity, if any, in writing . 5.3 Recommends approval of the Vessel's Plans and signs on each sheet of the plan, if compliant 5.4 Prepares the Evaluation Report, Executive Brief and Letter of Approval 5.5 Submits the Evaluation Report, Executive Brief and Letter of Approval to the NAMED Section Chief		(Note: includes revisions, if any)	
6	No Activity	6	Reviews the recommendation of the NAMED Technical Evaluator 6.1 Reviews the documents and signs on each sheet of the plan	None	3 – 14.99 GT: 5 hours 15 – 49.99 GT or non-propelled barge: 8 hours	Section Chief



			6.2 Endorses the application to the OIC, MRO-NCR		50 GT & Above: 10 hours (Note: includes revisions, if any)	
			6.3 Reviews & approves the application	None	4 hours	OIC, MRO-NCR
			6.4 Signs on each sheet of the plan and the Letter of Approval			
			6.5 Receives & logs in the D-Tracks	None	25 minutes	SRS Administrative Staff: • Administrative Assistant III; or. • Administrative Aide
			6.6 Forwards the approved application to the Records Section for releasing			
7	Proceeds to the Records Section, MFAS to claim the Approved Vessel's Plans & Letter of Approval	7	Logs out the approved application	None	20 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)
	7.1 Receives the Approved Vessel's		7.1 Receives & logs in the D-Tracks			



	Plans & Letter of Approval		7.2 Releases the Approved Vessel's Plans & Letter of Approval			
END OF TRANSACTION					3 – 14.99 GT: 4 days 15 – 49.99 GT or non-propelled barge: 7 days 50 GT & Above: 10 days	

NOTE: Processing time includes waiting time and starts with **NO** deficiencies/ non-conformities found on the application.
For existing Vessel's plans may be subjected to actual inspection/ verification.



8. Periodical Survey for the Construction, Conversion, Alteration, Modification or Re- Building of Ships and Issuance of Vessel Construction Certificate Under PD 1059 and MC 2015-07

To ensure that all ships constructed, converted, altered, modified or re-built in the Philippines are in accordance with the safety standards imposed by The Administration

Office		MRO-NCR/ SRS Section				
Classification:		Highly Technical Transaction				
Type of Transaction:		G2B – Government to Business Entities				
Who may avail:		Ship Owners/ Operators/ Charterers/ Managers of Philippine Registered Ships				
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE		
VESSEL PERIODIC SURVEY						
1. Original Letter of Application per survey;				Applicant		
2. MARINA approved Vessel's Plans (on file);				Shipyards Regulation Service, MARINA		
ISSUANCE OF VESSEL CONSTRUCTION CERTIFICATE						
1. Original Letter of Application;				Applicant		
2. Periodic Survey				Applicant		
3. Builder's Certificate						
4. Affidavit of Ownership						
NOTE:						
(a). Two (2) sets photocopies of each required document.						
(b). Electronic copy of documents may be submitted through the official SRS e-mail address or online application portal subject to pre-evaluation for issuance of Authority to Accept Payment (ATAP).						
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceeds to the SRS, MRO-NCR to submit the	1	Screens the completeness of the documents	None	25 minutes	NAMED Officer of the Day:



	application with complete documentary requirements 1.1 Receives ATAP		submitted based on the Checklist 1.1 Issues Authority to Accept Payment (ATAP) to applicant			<ul style="list-style-type: none">• Engineer III;• Senior SBS;• Engineer II;• SBS II; or,• SBS I										
2	Proceeds to the Cash Section, MFAS to pay for the fees and charges 2.1 Receives OR with the application	2	Accepts payment 2.1 Issues Official Receipt (OR) together with the application to applicant	Survey per Ship within Work Station <table><tr><th>SIZE</th><th>FEES & CHARGES</th></tr><tr><td>50 GT and below</td><td>P 1,000.00</td></tr><tr><td>Over 50 – 500 GT</td><td>P 2,000.00</td></tr><tr><td>Over 500 – 1,500 GT</td><td>P 3,000.00</td></tr><tr><td>Above 1,500 GT</td><td>P 4,500.00</td></tr></table> Survey per Ship outside Work Station: P 1,300.00 per day + amount of airfare ticket (economy class) per surveyor In case outside the country: DSA per day + amount of airfare ticket (economy class) per surveyor For Issuance of Vessel Construction Certificate: P 400.00 per ship Note: Fees and charges are based on MC 2015-07 and MC 2015-05	SIZE	FEES & CHARGES	50 GT and below	P 1,000.00	Over 50 – 500 GT	P 2,000.00	Over 500 – 1,500 GT	P 3,000.00	Above 1,500 GT	P 4,500.00	25 minutes	Administrative Officer V & III, Administrative Aide (Cash Section, MFAS)
SIZE	FEES & CHARGES															
50 GT and below	P 1,000.00															
Over 50 – 500 GT	P 2,000.00															
Over 500 – 1,500 GT	P 3,000.00															
Above 1,500 GT	P 4,500.00															



3	<p>Proceeds to the Central Receiving Unit (CRU), Records Section to officially receive the application</p> <p>3.1 Receives stamped receiving copy of the application</p>	3	<p>Receives application and logs in the D-Tracks</p> <p>3.1 Furnishes stamped receiving copy of the application</p> <p>3.2 Forwards the application to SRS, MRO-NCR</p>	None	25 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)
4	No Activity	4	<p>Reviews & assigns the application</p> <p>4.1 Receives application & logs in the D-Tracks and prepares Routing Slip and forwards to OIC, MRO-NCR</p> <p>4.2 Assigns application to the concerned Section Chief</p>	None	1 hour	<p>SRS Administrative Staff:</p> <ul style="list-style-type: none"> • Administrative Assistant III; or. • Administrative Aide <p>OIC, MRO-NCR</p>
			4.3 Assigns application to the NAMED Technical Evaluator/Surveyor			Section Chief



5	<p>Coordinates with the assigned NAMED Technical Evaluator/Surveyor for the schedule of the Periodic Survey</p> <p>5.1 Accompanies the NAMED Technical Evaluator/Surveyor for the conduct of Periodic Survey</p> <p>5.2 In the case of findings of deficiency or non-conformity, the applicant receives a written notice of deficiency and shall be required to comply immediately upon receipt of notice. For the meantime, the application is held in abeyance and will proceed once the</p>	5	<p>Conducts Periodic Survey of ship per MC 2015-07 and evaluates the application</p> <p>5.1 Prepares Official Business (OB) slip or Special Order (SO) depends upon the location and conducts periodic survey as per MC 2015-07</p> <p>5.2 In the case of findings of deficiency or non-conformity, informs the applicant of the deficiency or non-conformity, if any, in writing.</p> <p>5.3 Prepares the Period Survey Report, if compliant</p> <p>5.4 Submits all Vessel Periodic Survey to the NAMED Section Chief</p>	<p>None</p>	<p>Note: Vessel Period Survey may be done more than once per ship. It takes 1-2 days per survey exclusive of travel time depends on the location of the vessel and depends on the type and size of the vessel</p>	<p>Technical Evaluator/Surveyor:</p> <ul style="list-style-type: none">• Engineer III;• Senior SBS;• Engineer II;• SBS II; or,• SBS I
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	deficiency/ non-conformity is rectified.					
6	Submits the Builder's Certificate and periodic survey report		<p>6.1 Receives & reviews Builder's Certificate and periodic survey report</p> <p>6.2 Recommends approval of the Issuance of the Vessel Construction Certificate, if compliant</p> <p>6.3 Prepares the Period Survey Report, Executive Brief and Vessel Construction Certificate</p> <p>6.4 Submits the Periodic Survey Report, Executive Brief and Vessel Construction Certificate to the Section Chief</p>	None	13 hours (Note: includes revisions, if any)	Technical Evaluator/Surveyor: <ul style="list-style-type: none">• Engineer III;• Senior SBS;• Engineer II;• SBS II; or,• SBS I
7	No Activity	7	Reviews the recommendation of the	None	4 hours (Note: includes revisions, if any)	Section Chief



			NAMED Technical Evaluator			
			7.1 Reviews the documents and signs on the Vessel Construction Certificate			
			7.2 Endorses the application to the OIC, MRO-NCR			
			7.3 Reviews & approves the application			
			7.4 Signs on the Vessel Construction Certificate		4 hours	OIC, MRO-NCR
			7.5 Receives & logs in the D-Tracks			
			7.6 Forwards the approved application to the Records Section for releasing		25 minutes	SRS Administrative Staff: • Administrative Assistant III; or. • Administrative Aide
8	Proceeds to the Records Section, MFAS to claim	8	Logs out the approved application	None	20 minutes	Administrative Aide IV, III, II & I



	the Approved Vessel Construction Certificate		8.1 Receives & logs in the D-Tracks			(Records Section, MFAS)
	8.1 Receives the Approved Vessel Construction Certificate		8.2 Releases the Approved Vessel Construction Certificate			
END OF TRANSACTION					3 days after the periodic Survey (Note: Survey may be done more than once per ship depending on the type and size of the vessel)	

NOTE: Issuance of Vessel Construction Certificate is qualified under **MULTI-STAGE PROCESSING**.

Processing time includes waiting time and starts **AFTER PERIODIC SURVEY** and with **NO** deficiencies/ non-conformities found on the application.

In case, there are deficiencies/ non-conformities found, the applicant is immediately informed through a written notice and the application is held in abeyance until such time the deficiencies/ non-conformities are rectified. Hence, processing time re-starts when all deficiencies/ non-conformities are rectified, in writing.



3. Issuance / Re-Issuance of Tonnage Measurement Certificate (Domestic and International)

All Philippine-registered ships whether engaged in domestic or international operations must always have in possession onboard a Tonnage Measurement Certificate issued by MARINA in accordance with MC 2007-04.

Office/Division:	MRO-NCR / SRS Section		
Classification:	Vessel Type & Size Range	Classification	Number of Days
	3 – 14.99 GT	Complex	4 days
	15 – 49.99 GT	Complex	7 days
	50 GT and above	Highly Technical	10 days
	Re-issuance		3 days
Type of Transaction:	G2B – Government to Business Entities		
Who may avail:	Ship Owners/ Operators/ Charterers/ Managers of Philippine Registered Ships		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
NEW/ ISSUANCE			
1. Letter of application;		Applicant	
2. MARINA approved General Arrangement Plan, Lines Drawing, Midship Plan, Construction Plan, Capacity Plan, Scantling & Longitudinal Hull Girder Strength Calculation, Hydrostatic Curves (on file);		Shipyards Regulation Service (SRS), MARINA (on file)	
3. Vessel Clearance Name;		Management Information and Systems Service, MARINA	
4. Duly Notarized Builders' Certificate (for new building);		Applicant	
5. Shipbuilding Contract, Memorandum of Agreement or other proof of Ownership i.e. Duly Notarized Affidavit of Ownership (for new building);		Applicant	
6. Copy of MARINA Approved Authority to Import (for imported ships)		Domestic Shipping Service (DSS), MARINA (on file)	
7. Copy of International Tonnage Certificate (for imported ships)		Applicant	
Re-Issuance			
1. Original Letter of Application;		Applicant	
2. Original Tonnage Measurement Certificate or Duly Notarized Affidavit of Loss		Applicant	



3. Copy of Certificate of Ownership (CO)/ Certificate of Philippine Registry (CPR)	Domestic Shipping Service (DSS), MARINA (on file)
4. Duly Notarized Affidavit that the ship was not converted/ altered/ modified/ re-built since its previous admeasurement, where applicable	Applicant

NOTE:

(a). Two (2) sets photocopies of each required document.

(b). Electronic copy of documents may be submitted through the official SRS e-mail address or online application portal subject to pre-evaluation for issuance of Authority to Accept Payment (ATAP).

CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceeds to the SRS, MRO-NCR to submit the application with complete documentary requirements 1.1 Receives acknowledgement slip and application	1	Screens the completeness of the documents submitted based on the Checklist 1.1 Issues acknowledgement slip and returns application to applicant	None	25 minutes	NAMED Officer of the Day: • Engineer III; • Senior SBS; • Engineer II; • SBS II; or, • SBS I
2	Proceeds to the Central Receiving Unit (CRU), Records Section to officially receive the application 2.1 Receives stamped receiving copy of the application	2	Receives application and logs in the D-Tracks 2.1 Furnishes stamped receiving copy of the application	None	25 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)



			2.2 Forwards the application to SRS, MRO-NCR			
3	No Activity	3	Reviews & assigns the application 3.1 Receives application & logs in the D-Tracks and prepares Routing Slip and forwards to OIC, MRO-NCR	None	1 hour	SRS Administrative Staff: • Administrative Assistant III; or. • Administrative Aide
			3.2 Assigns application to the concerned Section Chief			OIC, MRO-NCR
			3.3 Assigns application to the NAMED Admeasurer			Section Chief
4	Coordinates with the assigned NAMED Admeasurer for the schedule of the admeasurement 4.1 Accompanies the NAMED Admeasurer	4	Conducts the Admeasurement 4.1 Reviews the vessel's plans and conducts initial tonnage computation. 4.2 Prepares Official Business (OB) slip or Special Order (SO)	None	8 hours <i>(Note: Admeasurement take 1 to 2 days exclusive of travel time depends on the location of the facility)</i>	Technical Admeasurers: • Engineer III; • Senior SBS; • Engineer II; • SBS II; or, • SBS I

	<p>for the conduct of admeasurement</p>		<p>depends upon the area of the admeasurement and conducts actual measurement of the ship as per MC 2007-04</p>			
	<p>4.2 In the case of findings of deficiency or non-conformity, the applicant receives a written notice of deficiency and shall be required to comply immediately upon receipt of notice. For the meantime, the application is held in abeyance and will proceed once the deficiency/ non-conformity is rectified.</p>		<p>4.3 In the case of findings of deficiency or non-conformity, informs the applicant of the deficiency or non-conformity, if any, in writing.</p> <p>4.4 Prepares the Tonnage Measurement Calculation, if compliant</p> <p>4.5 Issues Authority to Accept Payment (ATAP) based on gross tonnage to applicant</p>		<p>1-8 days</p> <p><i>(Note: Depending on the size of the ship)</i></p>	



5	Proceeds to the Cash Section, MFAS to pay for the fees and charges 5.1 Receives OR	5	Accepts payment 5.1 Issues Official Receipt (OR) to applicant	<table><tr><th colspan="2">ISSUANCE</th></tr><tr><th>SIZE</th><th>FEES & CHARGES</th></tr><tr><td>3 GT & below</td><td>P 700.00</td></tr><tr><td>3.01 – 14.99 GT</td><td>P 800.00</td></tr><tr><td>15 – 34.99 GT</td><td>P 1,100.00</td></tr><tr><td>35 – 99.99 GT</td><td>P 2,100.00</td></tr><tr><td>100 – 249.99 GT</td><td>P 7,300.00</td></tr><tr><td>250 – 499.99 GT</td><td>P 9,800.00</td></tr><tr><td>500 & above GT</td><td>P 9,800.00 + P6.00/GT in excess of 500 GT</td></tr><tr><th colspan="2">RE-ISSUANCE</th></tr><tr><td>All Sizes</td><td>P 700.00</td></tr></table> <table><tr><th colspan="2">ISSUANCE</th></tr><tr><th>SIZE</th><th>FEES & CHARGES</th></tr><tr><td>Below 50 GT</td><td>P 700.00</td></tr><tr><td>50 – 99.99 GT</td><td>P 1,400.00</td></tr><tr><td>100 – 249.99 GT</td><td>P 2,800.00</td></tr><tr><td>250 – 499.99 GT</td><td>P 4,200.00</td></tr><tr><td>500 – 999.99 GT</td><td>P 5,600.00</td></tr><tr><td>1000 – 1499.99GT</td><td>P 7,200.00</td></tr><tr><td>1500 & above GT</td><td>P 7,200.00 + P8.00/GT in excess of 1,500 GT</td></tr><tr><th colspan="2">RE-ISSUANCE</th></tr><tr><td>All Ships</td><td>P 6,600.00</td></tr></table> <p>Note: Fess & charges are based on MC 2015-05</p>	ISSUANCE		SIZE	FEES & CHARGES	3 GT & below	P 700.00	3.01 – 14.99 GT	P 800.00	15 – 34.99 GT	P 1,100.00	35 – 99.99 GT	P 2,100.00	100 – 249.99 GT	P 7,300.00	250 – 499.99 GT	P 9,800.00	500 & above GT	P 9,800.00 + P6.00/GT in excess of 500 GT	RE-ISSUANCE		All Sizes	P 700.00	ISSUANCE		SIZE	FEES & CHARGES	Below 50 GT	P 700.00	50 – 99.99 GT	P 1,400.00	100 – 249.99 GT	P 2,800.00	250 – 499.99 GT	P 4,200.00	500 – 999.99 GT	P 5,600.00	1000 – 1499.99GT	P 7,200.00	1500 & above GT	P 7,200.00 + P8.00/GT in excess of 1,500 GT	RE-ISSUANCE		All Ships	P 6,600.00	25 minutes	Administrative Officer V & III, Administrative Aide (Cash Section, MFAS)
ISSUANCE																																																		
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RE-ISSUANCE																																																		
All Ships	P 6,600.00																																																	



6	Proceeds to the SRS to present the paid ATAP and copy of OR to the NAMED Admeasurer	6	Evaluates the application 6.1 Receives the paid ATAP & copy of OR 6.2 Prepares the Evaluation Report, Executive Brief and Tonnage Measurement Certificate , if compliant 6.3 Submits the Evaluation Report, Executive Brief and Tonnage Measurement	None	4 hours (Note: includes revisions, if any)	Technical Admeasurers: <ul style="list-style-type: none">• Engineer III;• Senior SBS;• Engineer II;• SBS II; or,• SBS I



			Certificate to the NAMED Section Chief			
			6.4 Reviews and endorses the application to the OIC, MRO-NCR		4 hours (Note: includes revisions, if any)	Section Chief
			6.5 Reviews & approves the application and signs the Tonnage Measurement Certificate		4 hours	OIC, MRO-NCR
			6.6 Receives & logs in the D-Tracks 6.7 Forwards the approved application to the Records Section for releasing		25 minutes	SRS Administrative Staff: • Administrative Assistant III; or. • Administrative Aide
7	Proceeds to the Records Section, MFAS to claim the Tonnage Measurement Certificate 7.1 Receives the approved Tonnage Measurement Certificate (TMC)	7	Logs out the approved application 7.1 Receives & logs in the D-Tracks 7.2 Releases the approved Tonnage Measurement Certificate (TMC)	None	20 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)



END OF TRANSACTION	7-10 days receipt of application or 3 days after payment of fees / re-issuance of TMC	
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NOTE: Issuance of TMC is qualified under **MULTI-STAGE PROCESSING**.

Processing time includes waiting time and starts upon receipt of the application and with **NO** deficiencies/ non-conformities found on the application.

For existing Vessel’s plans may be subjected to actual inspection/ verification.

Payment after the computation of gross tonnage and net tonnage. The payment is based on the gross tonnage.

4. Issuance/ Renewal/ Re-issuance/ Annual Endorsement of Load Line Certificate (Domestic and International)

Load Line Certificate is issued to a Philippine-registered ship to ensure that load line marks and freeboards are assigned on it in accordance with MC 2007-03, the International Convention on Load Line 1966 and the Protocol of 1988. Ships **MUST** at all times, maintain clear and visible load line markings as certified by the MARINA in accordance with the aforementioned rules and regulations.

Office/Division:	MRO-NCR / SRS-Section
Classification:	Highly Technical
Type of Transaction:	G2B – Government to Business Entities
Who may avail:	Ship Owners/ Operators/ Charterers/ Managers of Philippine Registered Ships
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	



NEW/ ISSUANCE	
1. Original Letter of Application;	Applicant
2. MARINA approved General Arrangement Plan, Lines Drawing, Midship Section, Scantling & Longitudinal Hull Girder Strength Calculation, Hydrostatic Curves (on file);	Shipyards Regulation Service, MARINA Records Section
3. Load Line Survey Report (including Load Line Calculation; markings, if any). This is not applicable if Load Line Survey will be conducted by MARINA	Applicant
4. Copy of Certificate of Ownership (CO)/ Certificate of Philippine Registry (CPR) on file	Domestic Shipping Service, MARINA
RENEWAL	
1. Original Letter of Application;	Applicant
2. Load Line Survey Report (not applicable if Survey will be conducted by MARINA);	Applicant
3. Dry-docking Certificate; and,	Applicant
4. Original Load Line Certificate with complete annual endorsement	Applicant
RE-ISSUANCE	
1. Original Letter of Application;	Applicant
2. Original Load Line Certificate with complete annual endorsement	Applicant
3. Copy of Certificate of Ownership (CO)/ Certificate of Philippine Registry (CPR) on file	Domestic Shipping Service, MARINA Records Section
ANNUAL ENDORSEMENT	
1. Original Letter of Application;	Applicant
2. Original Load Line Certificate;	Applicant
3. Load Line Survey Report. This is not applicable if Load Line Survey will be conducted by MARINA	Applicant
NOTE: (a). Two (2) sets photocopies of each required document.	



(b). Electronic copy of documents may be submitted through the official SRS e-mail address or online application portal subject to pre-evaluation for issuance of Authority to Accept Payment (ATAP).

CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE																								
1	Proceeds to the SRS, MRO-NCR to submit the application with complete documentary requirements 1.1 Receives ATAP	1	Screens the completeness of the documents submitted based on the Checklist 1.1 Issues Authority to Accept Payment (ATAP) to applicant	None		25 minutes	NAMED Officer of the Day: <ul style="list-style-type: none">• Engineer III;• Senior SBS;• Engineer II;• SBS II; or,• SBS I																								
2	Proceeds to the Cash Section, MFAS to pay for the fees and charges 2.1 Receives OR with the application	2	Accepts payment 2.1 Issues Official Receipt (OR) together with the application to applicant	For Assignment of Load Line/ Load Line Survey & Issuance of Load Line Certificate (Domestic) For Self-Propelled <table><tr><th>SIZE</th><th>FEES & CHARGES</th></tr><tr><td>Under 200 GT</td><td>P 6,000.00</td></tr><tr><td>200 & under 400 GT</td><td>P 7,200.00</td></tr><tr><td>400 & under 700 GT</td><td>P 8,400.00</td></tr><tr><td>700 & under 1000 GT</td><td>P 10,200.00</td></tr><tr><td>1000 & under 1500 GT</td><td>P 12,000.00</td></tr><tr><td>1500 & under 2500 GT</td><td>P 13,200.00</td></tr><tr><td>2500 & under 3500 GT</td><td>P 14,400.00</td></tr><tr><td>3500 & under 5000 GT</td><td>P 15,600.00</td></tr><tr><td>5000 & under 6500 GT</td><td>P 16,800.00</td></tr><tr><td>6500 & under 8000 GT</td><td>P 17,800.00</td></tr><tr><td>8000 & under 10000 GT</td><td>P 18,700.00</td></tr></table>		SIZE	FEES & CHARGES	Under 200 GT	P 6,000.00	200 & under 400 GT	P 7,200.00	400 & under 700 GT	P 8,400.00	700 & under 1000 GT	P 10,200.00	1000 & under 1500 GT	P 12,000.00	1500 & under 2500 GT	P 13,200.00	2500 & under 3500 GT	P 14,400.00	3500 & under 5000 GT	P 15,600.00	5000 & under 6500 GT	P 16,800.00	6500 & under 8000 GT	P 17,800.00	8000 & under 10000 GT	P 18,700.00	25 minutes	Administrative Officer V & III, Administrative Aide (Cash Section, MFAS)
SIZE	FEES & CHARGES																														
Under 200 GT	P 6,000.00																														
200 & under 400 GT	P 7,200.00																														
400 & under 700 GT	P 8,400.00																														
700 & under 1000 GT	P 10,200.00																														
1000 & under 1500 GT	P 12,000.00																														
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3500 & under 5000 GT	P 15,600.00																														
5000 & under 6500 GT	P 16,800.00																														
6500 & under 8000 GT	P 17,800.00																														
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			<p>For Issuance of Load Line Certification (International): 30% more of the Load Line (Domestic) rates</p> <p>For Extension and Provisional International Load Line Certificate for a period which shall not exceed five (5) months: 50% of current basic fee or a minimum fee of P 4,000.00</p>																																



				<p>For LLC Annual Endorsement (Domestic/ International)</p> <p>For Self-Propelled: P 4,800.00 regardless of tonnage</p> <p>For Non-Propelled: P 3,600.00 regardless of tonnage</p> <p>All expenses incurred in connection with survey/s will be charged against the shipowner/ operator or the requesting party</p> <p>Re-issuance of Load Line Certificate: P 400.00</p> <p>Note: Fees and charges are based on MC 2015-05</p>		
3	Proceeds to the Central Receiving Unit (CRU), Records Section to officially receive the application 3.1 Receives stamped receiving copy of the application	3	Receives application and logs in the D-Tracks 3.1 Furnishes stamped receiving copy of the application	None	25 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)



			3.2 Forwards the application to SRS, MRO-NCR			
4	No Activity	4	Reviews & assigns the application 4.1 Receives application & logs in the D-Tracks and prepares Routing Slip and forwards to OIC, MRO-NCR 4.2 Assigns application to the concerned Section Chief 4.3 Assigns application to the NAMED Technical Evaluator/Surveyor	None	1 hour	SRS Administrative Staff: <ul style="list-style-type: none">• Administrative Assistant III; or.• Administrative Aide OIC, MRO-NCR Section Chief
5	Coordinates with the assigned NAMED Technical Evaluator/Surveyor for the schedule of the Load Line Survey	5	Conducts Load Line Survey per MC 2007-03 and evaluates the application	None	Note: Load Line Survey takes 1 to 2 days exclusive of travel time depends on the	Technical Evaluator/Surveyor: <ul style="list-style-type: none">• Engineer III;• Senior SBS;• Engineer II;• SBS II; or,• SBS I



	<p>5.1 Accompanies the NAMED Technical Evaluator/Surveyor for the conduct of Load Line Survey during Survey (for renewal during dry-dock; for annual endorsement during afloat or dry-dock)</p> <p>5.2 Submits the Dry-docking Certificate and work done/ load line survey checklist (for renewal/ annual endorsement)</p> <p>5.3 In the case of findings of deficiency or non-conformity, the applicant receives a written notice of deficiency and shall be required to comply immediately upon receipt of notice. For</p>	<p>5.1 Prepares Official Business (OB) slip or Special Order (SO) depends upon the location and conducts Load Line survey as per MC 2007-03</p> <p>5.2 Reviews documents & computes freeboard, summer draft, etc. (for issuance)</p> <p>Receives & reviews dry-docking certificate and work done/ load line survey (for renewal/ annual endorsement)</p> <p>5.3 In the case of findings of deficiency or non-conformity, informs the applicant of the deficiency or non-conformity, if any, in writing.</p> <p>5.4 Recommends approval of the Load</p>		<p>location of the vessel</p> <p>Below 50 GT: 13 hours</p> <p>50 GT & above: 27 hours depends on the type and size of the vessel</p>	
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	the meantime, the application is held in abeyance and will proceed once the deficiency/ non-conformity is rectified.		<p>Line Certificate (for issuance/ renewal) or endorsement of Load Line Certificate (for annual endorsement, endorses and signs the Certificate), if compliant</p> <p>5.5 Prepares the Load Line Survey Report, Executive Brief and Load Line Certificate</p> <p>5.6 Submits the Load Line Survey Report, Executive Brief and Load Line Certificate to the NAMED Section Chief</p>		(Note: includes revisions, if any)	
6	No Activity	6	<p>Reviews the recommendation of the NAMED Technical Evaluator</p> <p>6.1 Reviews the documents and signs on the Load Line</p>	None	<p>Below 50 GT: 4 hours</p> <p>50 GT & above: 6 hours</p> <p>(Note: includes revisions, if any)</p>	Section Chief



			Certificate (for issuance/ renewal)			
			6.2 Endorses the application to the OIC, MRO-NCR			
			6.3 Reviews & approves the application 6.4 Signs on the Load Line Certificate (for issuance / renewal); or, Approves endorsement of Load Line Certificate		4 hours	OIC, MRO-NCR
			6.5 Receives & logs in the D-Tracks 6.6 Forwards the approved application to the Records Section for releasing		25 minutes	SRS Administrative Staff: • Administrative Assistant III; or. • Administrative Aide
7	Proceeds to the Records Section, MFAS to claim the Approved Load Line Certificate	7	Logs out the approved application	None	20 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)



	7.1 Receives the Approved Load Line Certificate (LLC)		7.1 Receives & logs in the D-Tracks 7.2 Releases the Approved Load Line Certificate (LLC)			
END OF TRANSACTION					Below 50 GT: 3 days after Load Line Survey 50 GT & above: 5 days after Load Line Survey (Load Line Survey takes 1 to 2 days exclusive of travel time) Re-issuance of Certificate 3 days	

NOTE: Issuance/ Renewal of Load Line Certificate is qualified under **MULTI-STAGE PROCESSING**.

Processing time includes waiting time and starts **AFTER LOAD LINE SURVEY** and with **NO** deficiencies/ non-conformities found on the application.



In case, there are deficiencies/ non-conformities found, the applicant is immediately informed through a written notice and the application is held in abeyance until such time the deficiencies/ non-conformities are rectified. Hence, processing time re-starts when all deficiencies/ non-conformities are rectified, in writing.



4A. Issuance of International Load Line Exemption Certificate

International Load Line Exemption Certificate is issued from the provisions of the International Load Line Convention, under the Authority conferred by Article 6 (4) of the Convention as per MC 2007-03 for conduction purposes only valid for one (1) month from the date of issuance of the certificate.

Office/Division:		MRO-NCR / SRS Section				
Classification:		Simple Transaction				
Type of Transaction:		G2B – Government to Business Entities				
Who may avail:		Ship Owners/ Operators/ Charterers/ Managers of Philippine Registered Ships				
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE		
1. Original Letter of Application indicating the port of origin and tentative date of arrival to the Philippines; and				Applicant		
2. Approved Letter of Authority to Import of the vessel.				Domestic Shipping Service, MARINA Records Section		
NOTE:						
(a). Two (2) sets photocopies of each required document.						
(b). Electronic copy of documents may be submitted through the official SRS, MRO-NCR e-mail address or online application portal subject to pre-evaluation for issuance of Authority to Accept Payment (ATAP).						
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceeds to the SRS, MRO-NCR to submit the application with complete documentary requirements 1.1 Receives ATAP	1	Screens the completeness of the documents submitted based on the Checklist 1.1 Issues Authority to Accept Payment (ATAP) to applicant	None	25 minutes	NAMED Officer of the Day: <ul style="list-style-type: none">• Engineer III;• Senior SBS;• Engineer II;• SBS II; or,• SBS I



2	<p>Proceeds to the Cash Section, MFAS to pay for the fees and charges</p> <p>2.1 Receives OR with the application</p>	2	<p>Accepts payment</p> <p>2.1 Issues Official Receipt (OR) together with the application to applicant</p>	<p>For International Load Line Exemption Certificate – P 400.00 per ship</p> <p>Note: Fees and charges based on MC 2015-05</p>	25 minutes	Administrative Officer V & III, Administrative Aide (Cash Section, MFAS)
3	<p>Proceeds to the Central Receiving Unit (CRU), Records Section to officially receive the application</p> <p>3.1 Receives stamped receiving copy of the application</p>	3	<p>Receives application and logs in the D-Tracks</p> <p>3.1 Furnishes stamped receiving copy of the application</p> <p>3.2 Forwards the application to SRS, MRO-NCR</p>	None	25 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)
4	No Activity	4	<p>Reviews & assigns the application</p> <p>4.1 Receives application & logs in the D-Tracks and prepares Routing Slip and forwards to OIC, MRO-NCR</p>	None	1 hour	<p>SRS Administrative Staff:</p> <ul style="list-style-type: none"> • Administrative Assistant III; or.



						<ul style="list-style-type: none"> • Administrative Aide
			4.2 Assigns application to the concerned Section Chief			OIC, MRO-NCR
			4.3 Assigns application to the NAMED Technical Evaluator			Section Chief
5	<p>No Activity</p> <p>5.1 In the case of findings of deficiency or non-conformity, the applicant receives a written notice of deficiency and shall be required to comply immediately upon receipt of notice. For the meantime, the application is held in abeyance and will</p>	5	<p>Evaluates the application</p> <p>5.1 Reviews and checks documents.</p> <p>5.2 In the case of findings of deficiency or non-conformity, informs the applicant of the deficiency or non-conformity, if any, in writing.</p>	None	<p>13 hours (Note: includes revisions, if any)</p>	<p>Technical Evaluator:</p> <ul style="list-style-type: none"> • Engineer III; • Senior SBS; • Engineer II; • SBS II; or, • SBS I



	proceed once the deficiency/ non-conformity is rectified.		5.3 Prepares the Evaluation Report, Executive Brief and International Load Line Exemption Certificate , if compliant 5.4 Submits the Evaluation Report, Executive Brief and International Load Line Exemption Certificate to the NAMED Section Chief			
6	No Activity	6	Reviews the recommendation of the NAMED Technical Evaluator 6.1 Reviews the documents and signs on the International Load Line Exemption Certificate 6.2 Endorses the application to the OIC, MRO-NCR	None	4 hours (Note: includes revisions, if any)	Section Chief



			6.3 Reviews & approves the application		4 hours	OIC, MRO-NCR
			6.4 Signs the International Load Line Exemption Certificate			
			6.5 Receives & logs in the D-Tracks		25 minutes	SRS Administrative Staff: • Administrative Assistant III; or. • Administrative Aide
			6.6 Forwards the approved application to the Records Section for releasing			
7	Proceeds to the Records Section, MFAS to claim the Approved International Load Line Exemption Certificate 7.1 Receives the Approved International Load Line Exemption Certificate	7	Logs out the approved application 7.1 Receives & logs in the D-Tracks 7.2 Releases the Approved International Load Line Exemption Certificate	None	20 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)



END OF TRANSACTION	3 days	
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NOTE: Processing time includes waiting time and starts with **NO** deficiencies/ non-conformities found on the application.

In case, there are deficiencies/ non-conformities found, the applicant is immediately informed through a written notice and the application is held in abeyance until such time the deficiencies/ non-conformities are rectified. Hence, processing time re-starts when all deficiencies/ non-conformities are rectified, in writing.



5. Issuance/ Renewal/ Re-issuance/ Annual Endorsement of Load Line Marking Certificate for Philippine-registered passenger motor boats with outrigger, as well as passenger motor boats without outrigger below 15 meters and all other motor boats carrying passengers not covered under MARINA Circular No. 2007-03

Load Line Marking Certificate is issued to Philippine-registered passenger motor boats with outrigger, as well as passenger motor boats without outrigger below 15 meters and all other motor boats carrying passengers not covered under MARINA Circular No. 2007-03 in accordance with MC 2015-06. Ships MUST at all times, maintain clear and visible load line markings as certified by the MARINA in accordance with the aforementioned rules and regulations.

Office/Division:	MRO-NCR / SRS Section	
Classification:	Complex Transaction	
Type of Transaction:	G2B – Government to Business Entities	
Who may avail:	Ship Owners/ Operators/ Charterers/ Managers of Philippine Registered Ships	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
NEW/ ISSUANCE		
1. Letter of Application;		Applicant
2. MARINA approved General Arrangement Plan or Skeleton Plan (on file);		Shipyards Regulation Service, MARINA Records Section
3. Copy of Certificate of Ownership (CO)/ Certificate of Philippine Registry (CPR) on file		Domestic Shipping Service, MARINA
RENEWAL/ ANNUAL ENDORSEMENT		
1. Original Letter of Application;		Applicant
2. Original Load Line Certificate with complete annual endorsement		Applicant
RE-ISSUANCE		
1. Original Letter of Application;		Applicant
2. Original Load Line Certificate with complete annual endorsement		Applicant
3. Copy of Certificate of Ownership (CO)/ Certificate of Philippine Registry (CPR) on file		Domestic Shipping Service, MARINA
NOTE:		



- (a). Two (2) sets photocopies of each required document.
- (b). Electronic copy of documents may be submitted through the official SRS e-mail address or online application portal subject to pre-evaluation for issuance of Authority to Accept Payment (ATAP).

CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE																
1	Proceeds to the SRS, MRO-NCR to submit the application with complete documentary requirements 1.1 Receives ATAP	1	Screens the completeness of the documents submitted based on the Checklist 1.1 Issues Authority to Accept Payment (ATAP) to applicant	None	25 minutes	NAMED Officer of the Day: <ul style="list-style-type: none">• Engineer III;• Senior SBS;• Engineer II;• SBS II; or,• SBS I																
2	Proceeds to the Cash Section, MFAS to pay for the fees and charges 2.1 Receives OR with the application	2	Accepts payment 2.1 Issues Official Receipt (OR) together with the application to applicant	<div>For Assignment of Load Line/ Inspection & Issuance/ Renewal of Load Line Marking Certificate<table><tr><th>SIZE</th><th>FEES & CHARGES</th></tr><tr><td>Under 5 GT</td><td>P 300.00</td></tr><tr><td>5 & under 10 GT</td><td>P 500.00</td></tr><tr><td>10 & under 20 GT</td><td>P 750.00</td></tr><tr><td>20 & above</td><td>P 1,000.00</td></tr></table></div> <div>For Annual Endorsement<table><tr><th>SIZE</th><th>FEES & CHARGES</th></tr><tr><td>Under 5 GT</td><td>P 200.00</td></tr><tr><td>5 & under 10 GT</td><td>P 300.00</td></tr></table></div>	SIZE	FEES & CHARGES	Under 5 GT	P 300.00	5 & under 10 GT	P 500.00	10 & under 20 GT	P 750.00	20 & above	P 1,000.00	SIZE	FEES & CHARGES	Under 5 GT	P 200.00	5 & under 10 GT	P 300.00	25 minutes	Administrative Officer V & III, Administrative Aide (Cash Section, MFAS)
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				<table><tr><td>10 & under 20 GT</td><td>P</td><td>400.00</td></tr><tr><td>20 & above</td><td>P</td><td>500.00</td></tr></table>	10 & under 20 GT	P	400.00	20 & above	P	500.00		
10 & under 20 GT	P	400.00										
20 & above	P	500.00										
				Note: Fees and charges are based on MC 2015-06								
3	Proceeds to the Central Receiving Unit (CRU), Records Section to officially receive the application 3.1 Receives stamped receiving copy of the application	3	Receives application and logs in the D-Tracks 3.1 Furnishes stamped receiving copy of the application 3.2 Forwards the application to SRS, MRO-NCR	None	25 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)						
4	No Activity	4	Reviews & assigns the application 4.1 Receives application & logs in the D-Tracks and prepares Routing Slip and OIC, MRO-NCR	None	1 hour	SRS Administrative Staff: <ul style="list-style-type: none">• Administrative Assistant III; or.• Administrative Aide						



			4.2 Assigns applications to the concerned Section Chief			OIC - MRONCR
			4.3 Assigns application to to the NAMED Technical Evaluator/Surveyor			Section Chief
5	Coordinates with the assigned NAMED Technical Evaluator/Surveyor for the schedule of the load marking assignment and inspection 5.1 Accompanies the NAMED Technical Evaluator/Surveyor for the conduct of load marking assignment and inspection	5	Conducts assignment and inspection of Load Marking per MC 2015-06 and evaluates the application 5.1 Prepares Official Business (OB) slip or Special Order (SO) depends upon the location and conducts Load Line survey as per MC 2015-06 5.2 Reviews documents & computations	None	<p>Note: Inspection takes 1 to 2 days exclusive of travel time depends on the location of the vessel</p> <p>13 hours (Note: includes revisions, if any)</p>	<p>Technical Evaluator/Surveyor:</p> <ul style="list-style-type: none"> • Engineer III; • Senior SBS; • Engineer II; • SBS II; or, • SBS I



	5.2 In the case of findings of deficiency or non-conformity, the applicant receives a written notice of deficiency and shall be required to comply immediately upon receipt of notice. For the meantime, the application is held in abeyance and will proceed once the deficiency/ non-conformity is rectified.		5.3 In the case of findings of deficiency or non-conformity, informs the applicant of the deficiency or non-conformity, if any, in writing . 5.4 Recommends approval of the issuance/ renewal of Load Line Marking Certificate , if compliant 5.5 Prepares the Inspection Report, Executive Brief and Load Line Marking Certificate 5.6 Submits the Inspection Report, Executive Brief and Load Line Marking Certificate to the NAMED Section Chief			
6	No Activity	6	Reviews the recommendation of the	None	4 hours (Note: includes revisions, if any)	Section Chief



			NAMED Technical Evaluator			
			6.1 Reviews the documents and signs on the Load Line Marking Certificate			
			6.2 Endorses the application to the SRS Director			
			6.3 Reviews & approves the application			
			6.4 Approves & signs on the Load Line Marking Certificate		4 hours	OIC, MRO-NCR
			6.5 Receives & logs in the D-Tracks			
			6.6 Forwards the approved application to the Records Section for releasing		25 minutes	SRS Administrative Staff: <ul style="list-style-type: none">• Administrative Assistant III; or.• Administrative Aide
7	Proceeds to the Records Section, MFAS to claim the Approved Load Line Marking Certificate	7	Logs out the approved application	None	20 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)



	7.1 Receives the Approved Load Line Marking Certificate		7.1 Receives & logs in the D-Tracks 7.2 Releases the Approved Load Line Marking Certificate			
END OF TRANSACTION					3 days after Load Line Survey (Inspection takes 1 to 2 days exclusive of travel time) Re-issuance of Certificate 3 days	

NOTE: Issuance/ Renewal of Load Line Marking Certificate is qualified under **MULTI-STAGE PROCESSING**.

Processing time includes waiting time and starts **AFTER LOAD LINE SURVEY** and with **NO** deficiencies/ non-conformities found on the application.

In case, there are deficiencies/ non-conformities found, the applicant is immediately informed through a written notice and the application is held in abeyance until such time the deficiencies/ non-conformities are rectified. Hence, processing time re-starts when all deficiencies/ non-conformities are rectified, in writing.



6. Approval of Ship Trim and Stability Calculation Booklet and Issuance of Certificate of Stability

The MARINA shall approve Ship Trim and Stability booklet of Philippine-registered ships under MC 2007-05 prior the issuance of Certificate of Stability. Certificate of Stability is issued to Philippine-registered ships except those that rely on outriggers for their stability and passenger vessels carrying 12 passengers and below in accordance with MC 2007-05 and the Code of Intact Stability and its amendments to foster safe operation of ships.

Office/Division:		MRO-NCR / SRS Section				
Classification:		Highly Technical Transaction				
Type of Transaction:		G2B – Government to Business Entities				
Who may avail:		Ship Owners/ Operators/ Charterers/ Managers of Philippine Registered Ships				
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE		
1. Original Letter of Application;				Applicant		
2. Three (3) copies of Trim and Stability Calculation/ Booklet prepared by a Duly Accredited Marine Surveying Company or Recognized Classification Society;				Applicant		
3. Inclining Experiment Records				Applicant		
4. Copy of CO/CPR				Applicant		
NOTE:						
(a). Two (2) sets photocopies of each required document.						
(b). Electronic copy of documents may be submitted through the official SRS-MRONCR e-mail address or online application portal subject to pre-evaluation for issuance of Authority to Accept Payment (ATAP).						
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceeds to the SRS, MRO-NCR to submit the application with complete documentary requirements	1	Screens the completeness of the documents submitted based on the Checklist	None	30 minutes	NAMED Officer of the Day: <ul style="list-style-type: none">• Engineer III;• Senior SBS;• Engineer II;



	1.1 Receives ATAP		1.1 Issues Authority to Accept Payment (ATAP) to applicant			<ul style="list-style-type: none">• SBS II; or,• SBS I																																								
2	Proceeds to the Cash Section, MFAS to pay for the fees and charges 2.1 Receives OR with the application	2	Accepts payment 2.1 Issues Official Receipt (OR) together with the application to applicant	Inclining Experiment conducted by MARINA (inclusive of relate evaluations and calculations) For Self-Propelled <table><tr><th>SIZE</th><th>FEES & CHARGES</th></tr><tr><td>Under 35 GT</td><td>P 5,000.00</td></tr><tr><td>35 & under 200 GT</td><td>P 15,000.00</td></tr><tr><td>200 & under 400 GT</td><td>P 20,000.00</td></tr><tr><td>400 & under 700 GT</td><td>P 30,000.00</td></tr><tr><td>700 & under 1000 GT</td><td>P 35,000.00</td></tr><tr><td>1000 & under 1500 GT</td><td>P 45,000.00</td></tr><tr><td>1500 & under 2500 GT</td><td>P 60,000.00</td></tr><tr><td>2500 & under 3500 GT</td><td>P 70,000.00</td></tr><tr><td>3500 & under 5000 GT</td><td>P 80,000.00</td></tr><tr><td>5000 & under 6500 GT</td><td>P 95,000.00</td></tr><tr><td>6500 & under 8000 GT</td><td>P100,000.00</td></tr><tr><td>8000 & under 10000 GT</td><td>P120,000.00</td></tr><tr><td>10000 & under 12000 GT</td><td>P130,000.00</td></tr><tr><td>12000 & under 15000 GT</td><td>P110,000.00</td></tr><tr><td>15000 & over</td><td>P150,000.00</td></tr></table> For Non-Propelled <table><tr><th>SIZE</th><th>FEES & CHARGES</th></tr><tr><td>Under 35 GT</td><td>P 4,200.00</td></tr><tr><td>35 & under 200 GT</td><td>P 12,000.00</td></tr><tr><td>200 & under 400 GT</td><td>P 18,000.00</td></tr></table>	SIZE	FEES & CHARGES	Under 35 GT	P 5,000.00	35 & under 200 GT	P 15,000.00	200 & under 400 GT	P 20,000.00	400 & under 700 GT	P 30,000.00	700 & under 1000 GT	P 35,000.00	1000 & under 1500 GT	P 45,000.00	1500 & under 2500 GT	P 60,000.00	2500 & under 3500 GT	P 70,000.00	3500 & under 5000 GT	P 80,000.00	5000 & under 6500 GT	P 95,000.00	6500 & under 8000 GT	P100,000.00	8000 & under 10000 GT	P120,000.00	10000 & under 12000 GT	P130,000.00	12000 & under 15000 GT	P110,000.00	15000 & over	P150,000.00	SIZE	FEES & CHARGES	Under 35 GT	P 4,200.00	35 & under 200 GT	P 12,000.00	200 & under 400 GT	P 18,000.00	25 minutes	Administrative Officer V & III, Administrative Aide (Cash Section, MFAS)
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			<p>Supervision of Inclining Test/ Experiment</p> <table><tr><th>SIZE</th><th>FEES & CHARGES</th></tr><tr><td>50 GT & below</td><td>P 600.00</td></tr><tr><td>Over 50 – 500 GT</td><td>P 600.00 + P1.60/GT in excess of 50 GT</td></tr><tr><td>Above 500 – 1,500 GT</td><td>P 1,500.00 + P1.60/GT in excess of 500 GT</td></tr><tr><td>Above 1,500 GT</td><td>P 5,200.00 + P1.50/GT in excess of 1,500 GT</td></tr></table>	SIZE	FEES & CHARGES	50 GT & below	P 600.00	Over 50 – 500 GT	P 600.00 + P1.60/GT in excess of 50 GT	Above 500 – 1,500 GT	P 1,500.00 + P1.60/GT in excess of 500 GT	Above 1,500 GT	P 5,200.00 + P1.50/GT in excess of 1,500 GT																	
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				For Issuance of Certificate of Stability – P 400.00 Note: Fees and Charges are based on MC 2015-05		
3	Proceeds to the Central Receiving Unit (CRU), Records Section to officially receive the application 3.1 Receives stamped receiving copy of the application	3	Receives application and logs in the D-Tracks 3.1 Furnishes stamped receiving copy of the application 3.2 Forwards the application to SRS, MRO-NCR	None	25 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)
4	No Activity	4	Reviews & assigns the application 4.1 Receives application & logs in the D-Tracks and prepares Routing Slip and forwards to OIC, MRO-NCR	None	1 hour	SRS Administrative Staff: <ul style="list-style-type: none">• Administrative Assistant III; or.• Administrative Aide



			4.2 Assigns applications to the concerned Section Chief			OIC, MRO-NCR
			4.3 Assigns application to the NAMED Technical Evaluator/Surveyor			Section chief
5	<p>Coordinates with the assigned NAMED Technical Evaluator/Surveyor for the schedule of the inclining experiment</p> <p>5.1 Accompanies the NAMED Technical Evaluator/Surveyor for the conduct of inclining experiment</p>	5	<p>Conducts Inclining Experiment per MC 2007-05 and evaluates the application</p> <p>5.1 Prepares Official Business (OB) slip or Special Order (SO) depends upon the location and conducts lightweight survey as per MC 2007-05</p> <p>5.2 Reviews and checks the result of the inclining experiment and the vessel's Trim and Stability Calculation/ Booklet.</p>	None	<p>Note: Inclining Experiment (MARINA initiated or supervision only) takes 1 to 2 days exclusive of travel time depends on the location of the vessel</p> <p>Below 50 GT: 15 hours</p> <p>50 GT & above: 64 hours</p>	<p>Technical Evaluator/Surveyor:</p> <ul style="list-style-type: none"> • Engineer III; • Senior SBS; • Engineer II; • SBS II; or, • SBS I



	<p>5.2 In the case of findings of deficiency or non-conformity, the applicant receives a written notice of deficiency and shall be required to comply immediately upon receipt of notice. For the meantime, the application is held in abeyance and will proceed once the deficiency/ non-conformity is rectified.</p>		<p>5.3 In the case of findings of deficiency or non-conformity, informs the applicant of the deficiency or non-conformity, if any, in writing.</p> <p>5.4 Recommends approval of the Trim and Stability Calculation/ Booklet and signs on the booklet, if compliant</p> <p>5.5 Prepares the Evaluation Report, Executive Brief and Certificate of Stability</p> <p>5.6 Submits the Evaluation Report, Executive Brief, Certificate of Stability, and Stability Booklet to the NAMED Section Chief</p>		<p>(Note: includes revisions, if any)</p>	
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6	No Activity	6	Reviews the recommendation of the NAMED Technical Evaluator 6.1 Reviews the documents and signs on the stability booklet and Certificate of Stability 6.2 Endorses the application to the OIC, MRO-NCR	None	Below 50 GT: 4 hours 50 GT & above: 5 hours (Note: includes revisions, if any)	Section Chief
			6.3 Reviews & approves the application 6.4 Signs on the Booklet and Certificate of Stability		4 hours	OIC, MRO-NCR
			6.5 Receives & logs in the D-Tracks 6.6 Forwards the approved application to the Records Section for releasing		25 minutes	SRS Administrative Staff: <ul style="list-style-type: none">• Administrative Assistant III; or.• Administrative Aide



7	Proceeds to the Records Section, MFAS to claim the Approved Stability Booklet and Certificate of Stability 7.1 Receives the Approved Stability Booklet and Certificate of Stability	7	Logs out the approved application 7.1 Receives & logs in the D-Tracks 7.2 Releases the Approved Stability Booklet and Certificate of Stability	None	20 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)
END OF TRANSACTION					Below 50 GT: 5 days after submission of Trim and Stability Booklet 50 GT & above: 10 days after submission of Trim and Stability Booklet (Inclining Experiment takes 1 to 2 days exclusive of travel time)	

PROCESSING.



Processing time includes waiting time and starts **AFTER INCLINING EXPERIMENT** and with **NO** deficiencies/ non-conformities found on the application.

In case, there are deficiencies/ non-conformities found, the applicant is immediately informed through a written notice and the application is held in abeyance until such time the deficiencies/ non-conformities are rectified. Hence, processing time re-starts when all deficiencies/ non-conformities are rectified, in writing.



6A. Endorsement of Stability Certificate

Certificate of Stability of a Philippine-registered ship is endorsed every five (5) years considering that no evidence of changes, alterations or deteriorations from the ship to affect its stability as per MC 2007-05.

Office/Division:		MRO-NCR/ SRS Section				
Classification:		Complex Transaction				
Type of Transaction:		G2B – Government to Business Entities				
Who may avail:		Ship Owners/ Operators/ Charterers/ Managers of Philippine Registered Ships				
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE		
1. Original Letter of Application;				Applicant		
2. Copy of at least two (2) Dry-docking Work Done/ Reports with Dry-docking Certificates within the 5 years from that date of the ship's latest inclining test;				Applicant		
3. Computation of Light Displacement (for Lightweight Survey);						
NOTE:						
(a). Two (2) sets photocopies of each required document.						
(b). Electronic copy of documents may be submitted through the official SRS, MRO-NCR e-mail address or online application portal subject to pre-evaluation for issuance of Authority to Accept Payment (ATAP).						
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceeds to the SRS, MRO-NCR to submit the application with complete documentary requirements 1.1 Receives ATAP	1	Screens the completeness of the documents submitted based on the Checklist	None	25 minutes	NAMED Officer of the Day: <ul style="list-style-type: none">• Engineer III;• Senior SBS;• Engineer II;• SBS II; or,



			1.1 Issues Authority to Accept Payment (ATAP) to applicant			• SBS I																																										
2	Proceeds to the Cash Section, MFAS to pay for the fees and charges 2.1 Receives OR with the application	2	Accepts payment 2.1 Issues Official Receipt (OR) together with the application to applicant	Lightweight Survey conducted by MARINA (inclusive of relate evaluations and calculations) For Self-Propelled <table><tr><th>SIZE</th><th>FEES & CHARGES</th></tr><tr><td>Under 35 GT</td><td>P 5,000.00</td></tr><tr><td>35 & under 200 GT</td><td>P 15,000.00</td></tr><tr><td>200 & under 400 GT</td><td>P 20,000.00</td></tr><tr><td>400 & under 700 GT</td><td>P 30,000.00</td></tr><tr><td>700 & under 1000 GT</td><td>P 35,000.00</td></tr><tr><td>1000 & under 1500 GT</td><td>P 45,000.00</td></tr><tr><td>1500 & under 2500 GT</td><td>P 60,000.00</td></tr><tr><td>2500 & under 3500 GT</td><td>P 70,000.00</td></tr><tr><td>3500 & under 5000 GT</td><td>P 80,000.00</td></tr><tr><td>5000 & under 6500 GT</td><td>P 95,000.00</td></tr><tr><td>6500 & under 8000 GT</td><td>P100,000.00</td></tr><tr><td>8000 & under 10000 GT</td><td>P120,000.00</td></tr><tr><td>10000 & under 12000 GT</td><td>P130,000.00</td></tr><tr><td>12000 & under 15000 GT</td><td>P110,000.00</td></tr><tr><td>15000 & over</td><td>P150,000.00</td></tr></table> For Non-Propelled <table><tr><th>SIZE</th><th>FEES & CHARGES</th></tr><tr><td>Under 35 GT</td><td>P 4,200.00</td></tr><tr><td>35 & under 200 GT</td><td>P 12,000.00</td></tr><tr><td>200 & under 400 GT</td><td>P 18,000.00</td></tr><tr><td>400 & under 700 GT</td><td>P 24,000.00</td></tr></table>	SIZE	FEES & CHARGES	Under 35 GT	P 5,000.00	35 & under 200 GT	P 15,000.00	200 & under 400 GT	P 20,000.00	400 & under 700 GT	P 30,000.00	700 & under 1000 GT	P 35,000.00	1000 & under 1500 GT	P 45,000.00	1500 & under 2500 GT	P 60,000.00	2500 & under 3500 GT	P 70,000.00	3500 & under 5000 GT	P 80,000.00	5000 & under 6500 GT	P 95,000.00	6500 & under 8000 GT	P100,000.00	8000 & under 10000 GT	P120,000.00	10000 & under 12000 GT	P130,000.00	12000 & under 15000 GT	P110,000.00	15000 & over	P150,000.00	SIZE	FEES & CHARGES	Under 35 GT	P 4,200.00	35 & under 200 GT	P 12,000.00	200 & under 400 GT	P 18,000.00	400 & under 700 GT	P 24,000.00	25 minutes	Administrative Officer V & III, Administrative Aide (Cash Section, MFAS)
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3	Proceeds to the Central Receiving Unit (CRU), Records Section to officially receive the application 3.1 Receives stamped receiving copy of the application	3	Receives application and logs in the D-Tracks 3.1 Furnishes stamped receiving copy of the application 3.2 Forwards the application to SRS, MRO-NCR	None	25 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)																						



4	No Activity	4	Reviews & assigns the application	None	1 hour	SRS Administrative Staff: • Administrative Assistant III; or. • Administrative Aide
			4.1 Receives application & logs in the D-Tracks and prepares Routing Slip and forwards to OIC, MRO-NCR			OIC - MRONCR
			4.2 Assigns application to the concerned Section Chief			
			4.3 Assigns application to the NAMED Technical Evaluator/Surveyor			Section Chief
5	Coordinates with the assigned NAMED Technical Evaluator/Surveyor for the schedule of the survey 5.1 Accompanies the NAMED Technical Evaluator/Surveyor for the conduct of survey	5	Conducts Lightweight Survey per MC 2007-05 and evaluates the application 5.1 Prepares Official Business (OB) slip or Special Order (SO) depends upon the location and	None	13 hours (Note: includes revisions, if any) Note: Lightweight Survey takes 1 to 2 days exclusive of travel time depends on the	Technical Evaluator/Surveyor: • Engineer III; • Senior SBS; • Engineer II; • SBS II; or, • SBS I



	<p>5.2 In the case of findings of deficiency or non-conformity, the applicant receives a written notice of deficiency and shall be required to comply immediately upon receipt of notice. For the meantime, the application is held in abeyance and will proceed once the deficiency/ non-conformity is rectified.</p>		<p>conducts lightweight survey as per MC 2007-05</p> <p>5.2 In the case of findings of deficiency or non-conformity, informs the applicant of the deficiency or non-conformity, if any, in writing.</p> <p>5.3 Computes the actual lightweight displacement of the ship and other hydrostatic data</p> <p>5.4 Endorses & signs the Certificate of Stability, if the required deviation is within the limits</p> <p>5.5 Prepares the Evaluation Report and Executive Brief</p> <p>5.6 Submits the Evaluation Report, Executive Brief and</p>		<p>location of the vessel</p>	
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			Certificate of Stability to the NAMED Section Chief			
6	No Activity	6	Reviews the computation & recommendation of the NAMED Technical Evaluator/Surveyor	None	4 hours (Note: includes revisions, if any)	Section Chief
			6.1 Reviews the documents			
			6.2 Endorses the application to the OIC, MRO-NCR			
			6.3 Reviews & approves the application		4 hours	OIC, MRO-NCR
			6.4 Receives & logs in the D-Tracks		25 minutes	SRS Administrative Staff: • Administrative Assistant III; or. • Administrative Aide
			6.5 Forwards the approved application to the Records Section for releasing			
7	Proceeds to the Records Section, MFAS to claim the endorsed Certificate of Stability	7	Logs out the approved application	None	20 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)



	7.1 Receives the endorsed Certificate of Stability		7.1 Receives & logs in the D-Tracks 7.2 Releases the endorsed Certificate of Stability			
END OF TRANSACTION					3 days after lightweight survey (Lightweight Survey takes 1 to 2 days exclusive of travel time)	

NOTE: Endorsement of Certificate of Stability is qualified under **MULTI-STAGE PROCESSING**.

Processing time includes waiting time and starts **AFTER LIGHTWEIGHT SURVEY** and with **NO** deficiencies/ non-conformities found on the application.

In case, there are deficiencies/ non-conformities found, the applicant is immediately informed through a written notice and the application is held in abeyance until such time the deficiencies/ non-conformities are rectified. Hence, processing time re-starts when all deficiencies/ non-conformities are rectified, in writing.



6B. Re-issuance of Stability Certificate

Certificate of Stability of a Philippine-registered ship is endorsed every five (5) years considering that no evidence of changes, alterations or deteriorations from the ship to affect its stability as per MC 2007-05. Re-issuance of stability certificate is due to change of ownership, vessel name, homeport, etc.

Office/Division:	MRO-NCR / SRS Section			
Classification:	Simple Transaction			
Type of Transaction:	G2B – Government to Business Entities			
Who may avail:	All Shipowners, Operators, Charterers, Shipyards/ Boatyards			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Re-issuance of Stability Certificate				
1. Original Letter of Application;		Applicant		
2. Original Stability Certificate; and		Applicant		
3. Copy of Certificate of Ownership (CO)/ Certificate of Philippine Registry (CPR).		Domestic Shipping Service, MARINA Records Section		
NOTE:				
(a). Two (2) sets photocopies of each required document.				
(b). Electronic copy of documents may be submitted through the official SRS e-mail address or online application portal subject to pre-evaluation for issuance of Authority to Accept Payment (ATAP).				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1	Proceeds to the SRS, MRO-NCR to submit the application with complete documentary requirements 1.1 Receives ATAP	1	Screens the completeness of the documents submitted based on the Checklist 1.1 Issues Authority to Accept Payment (ATAP) to applicant	None	25 minutes	NAMED Officer of the Day: • Senior SOS; • SOS II; or, • SOS I
2	Proceeds to the Cash Section, MFAS to pay for the fees and charges 2.1 Receives OR with the application	2	Accepts payment 2.1 Issues Official Receipt (OR) with the application to applicant	P 400.00 per ship Note: Fess & charges are based on MC 2015-05	25 minutes	Administrative Officer V & III, Administrative Aide (Cash Section, MFAS)
3	Proceeds to the Central Receiving Unit (CRU), Records Section to officially receive the application 3.1 Receives stamped receiving copy of the application	3	Receives application and logs in the D-Tracks 3.1 Furnishes stamped receiving copy of the application 3.2 Forwards the application to SRS, MRO-NCR	None	25 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)



4	No Activity	4	<p>Reviews & assigns the application</p> <p>4.1 Receives application & logs in the D-Tracks and prepares Routing Slip and forwards to OIC, MRO-NCR</p> <p>4.2 Assigns application to the concerned Section Chief</p> <p>4.3 Assigns application to to the NAMED Technical Evaluator</p>	None	1 hour	<p>SRS Administrative Staff:</p> <ul style="list-style-type: none"> • Administrative Assistant III; or. • Administrative Aide <p>OIC, MRO-NCR</p> <p>Section Chief</p>
5	No Activity	5	<p>Evaluates the application</p> <p>5.1 Reviews documents and prepares the Evaluation Report, Executive Brief and Stability Certificate, if compliant</p> <p>5.2 Submits the Evaluation Report, Executive Brief and</p>	None	13 hours (includes revisions, if any)	<p>Technical Evaluator:</p> <ul style="list-style-type: none"> • Senior SOS; • SOS II; or, • SOS I



			Stability Certificate to the Section Chief			
6	No Activity	6	Reviews the recommendation of the NAMED Technical Evaluator	None	4 hours (includes revisions, if any)	Section Chief
			6.1 Reviews and endorses the application to the OIC, MRO-NCR			
			6.2 Reviews application and signs the Stability certificate			
			6.3 Receives & logs in the D-Tracks	None	25 minutes	SRS Administrative Staff: • Administrative Assistant III; or. • Administrative Aide
			6.4 Forwards the approved application to the Records Section for releasing			
7	Proceeds to the Records Section, MFAS to claim the Stability certificate	7	Logs out the approved application	None	20 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)
			7.1 Receives & logs in the D-Tracks			



	7.1 Receives the Stability certificate		7.2 Releases the Stability certificate			
END OF TRANSACTION					3 days	

NOTE: Processing time includes waiting time and starts upon receipt of the application and with **NO** deficiencies/ non-conformities found on the application.



6C. Issuance/Re-issuance of Stability Exemption Certificate

Stability Exemption Certificate is issued to Philippine-registered ships not covered under section II of MC 2007-05.

Office/Division:		MRO-NCR / SRS Section				
Classification:		Simple Transaction				
Type of Transaction:		G2B – Government to Business Entities				
Who may avail:		Ship Owners/ Operators/ Charterers/ Managers of Philippine Registered Ships				
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE		
ISSUANCE OF STABILITY EXEMPTION CERTIFICATE						
1. Original Letter of Application;				Applicant		
2. Certificate of Ownership (CO)/ Certificate of Philippine Registry (CPR);				Domestic Shipping Service, MARINA		
3. Tonnage Measurement Certificate (TMC) on file; and,				Shipyards Regulation Service, MARINA		
4. MARINA Approved General Arrangement Plan, Midship Section (on file).				Shipyards Regulation Service, MARINA		
RE- ISSUANCE OF STABILITY EXEMPTION CERTIFICATE						
1. Original Letter of Application						
2. Original Stability Exemption Certificate						
3. Copy of Certificate of Ownership (CO)/Certificate of Philippine Registry (CPR)				Domestic Shipping Service, MARINA Records Section		
NOTE:						
(a). Two (2) sets photocopies of each required document.						
(b). Electronic copy of documents may be submitted through the official SRS, MRO-NCR e-mail address or online application portal subject to pre-evaluation for issuance of Authority to Accept Payment (ATAP).						
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceeds to the SRS, MRO-NCR to submit the application with complete documentary requirements	1	Screens the completeness of the documents submitted based on the Checklist	None	25 minutes	NAMED Officer of the Day: <ul style="list-style-type: none">• Engineer III;• Senior SBS;



	1.1 Receives ATAP		1.1 Issues Authority to Accept Payment (ATAP) to applicant			<ul style="list-style-type: none"> • Engineer II; • SBS II; or, • SBS I
2	<p>Proceeds to the Cash Section, MFAS to pay for the fees and charges</p> <p>2.1 Receives OR with the application</p>	2	<p>Accepts payment</p> <p>2.1 Issues Official Receipt (OR) together with the application to applicant</p>	<p>For Stability Exemption Certificate – P 400.00 per ship</p> <p>Note: Fees and charges based on MC 2015-05</p>	25 minutes	Administrative Officer V & III, Administrative Aide (Cash Section, MFAS)
3	<p>Proceeds to the Central Receiving Unit (CRU), Records Section to officially receive the application</p> <p>3.1 Receives stamped receiving copy of the application</p>	3	<p>Receives application and logs in the D-Tracks</p> <p>3.1 Furnishes stamped receiving copy of the application</p> <p>3.2 Forwards the application to SRS, MRO-NCR</p>	None	25 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)



4	No Activity	4	Reviews & assigns the application	None	1 hour	
			4.1 Receives application & logs in the D-Tracks and prepares Routing Slip and forwards to OIC, MRO-NCR			SRS Administrative Staff: • Administrative Assistant III; or. • Administrative Aide
			4.2 Assigns application to the concerned Section Chief			OIC, MRO-NCR
			4.3 Assigns application to the NAMED Technical Evaluator			Section Chief
5	No Activity 5.1 In the case of findings of deficiency or non-conformity, the applicant receives a written notice of deficiency and shall be required to comply	5	Evaluates the application 5.1 Reviews and checks approved Vessel's Plans and other documents. 5.2 In the case of findings of deficiency or non-conformity, informs the applicant of the deficiency or non-conformity, if any, in writing .	None	13 hours (Note: includes revisions, if any)	Technical Evaluator: • Engineer III; • Senior SBS; • Engineer II; • SBS II; or, • SBS I



	immediately upon receipt of notice. For the meantime, the application is held in abeyance and will proceed once the deficiency/ non-conformity is rectified.		5.3 Prepares the Evaluation Report, Executive Brief and Stability Exemption Certificate , if compliant 5.4 Submits the Evaluation Report, Executive Brief and Stability Exemption Certificate to the NAMED Section Chief			
6	No Activity	6	Reviews the recommendation of the NAMED Technical Evaluator 6.1 Reviews the documents and signs on the Stability Exemption Certificate 6.2 Endorses the application to the OIC, MRO-NCR	None	4 hours (Note: includes revisions, if any)	Section Chief



			6.3 Reviews & approves the application		4 hours	OIC, MRO-NCR
			6.4 Signs the Stability Exemption Certificate			
			6.5 Receives & logs in the D-Tracks		25 minutes	SRS Administrative Staff:
			6.6 Forwards the approved application to the Records Section for releasing			<ul style="list-style-type: none"> • Administrative Assistant III; or. • Administrative Aide
7	Proceeds to the Records Section, MFAS to claim the Approved Stability Exemption Certificate	7	Logs out the approved application 7.1 Receives & logs in the D-Tracks 7.2 Releases the Approved Stability Exemption Certificate	None	20 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)
END OF TRANSACTION					3 days	

NOTE: Processing time includes waiting time and starts with **NO** deficiencies/ non-conformities found on the application.



In case, there are deficiencies/ non-conformities found, the applicant is immediately informed through a written notice and the application is held in abeyance until such time the deficiencies/ non-conformities are rectified. Hence, processing time re-starts when all deficiencies/ non-conformities are rectified, in writing.



7. Approval of Ship Damage Stability Calculation Booklet

The MARINA shall approve Ship Damage Stability Booklet of Philippine-registered ships MC 2015-08 to provide ship stability information onboard to enable the master obtain accurate data as to the stability of the ship under varying conditions of service to foster safe operation of ships.

Office/Division:		MRO-NCR / SRS Section				
Classification:		Highly Technical Transaction				
Type of Transaction:		G2B – Government to Business Entities				
Who may avail:		Ship Owners/ Operators/ Charterers/ Managers of Philippine Registered Ships				
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE		
1. Letter of application;				Applicant		
2. Three (3) copies of Damage Stability Calculation/ Booklet prepared by a Duly Accredited Marine Surveying Company or Recognized Classification Society;				Applicant		
3. MARINA Approved Trim & stability Booklet; and,				Applicant		
4. Valid Load Line Certificate (on file).				MARINA		
NOTE: Electronic copy of documents may be submitted through the official SRS e-mail address or online application portal subject to pre-evaluation for issuance of Authority to Accept Payment (ATAP).						
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceeds to the SRS, MRO-NCR to submit the application with complete documentary requirements 1.1 Receives ATAP	1	Screens the completeness of the documents submitted based on the Checklist 1.1 Issues Authority to Accept Payment (ATAP) to applicant	None	30 minutes	NAMED Officer of the Day: <ul style="list-style-type: none">• Engineer III;• Senior SBS;• Engineer II;• SBS II; or,• SBS I



2	Proceeds to the Cash Section, MFAS to pay for the fees and charges 2.1 Receives OR with the application	2	Accepts payment 2.1 Issues Official Receipt (OR) together with the application to applicant	For Approval of Damage Stability Booklet <table><tr><th>SIZE</th><th>FEES & CHARGES</th></tr><tr><td>50 GT & below</td><td>P 500.00</td></tr><tr><td>Over 50 – 500 GT</td><td>P 500.00 + P1.60/GT in excess of 50 GT</td></tr><tr><td>Above 500 – 1,500 GT</td><td>P 1,500.00 + P1.60/GT in excess of 500 GT</td></tr><tr><td>Above 1,500 GT</td><td>P 4,500.00 + P1.50/GT in excess of 1,500 GT</td></tr></table> Ref: MC 2015-08	SIZE	FEES & CHARGES	50 GT & below	P 500.00	Over 50 – 500 GT	P 500.00 + P1.60/GT in excess of 50 GT	Above 500 – 1,500 GT	P 1,500.00 + P1.60/GT in excess of 500 GT	Above 1,500 GT	P 4,500.00 + P1.50/GT in excess of 1,500 GT	25 minutes	Administrative Officer V & III, Administrative Aide (Cash Section, MFAS)
SIZE	FEES & CHARGES															
50 GT & below	P 500.00															
Over 50 – 500 GT	P 500.00 + P1.60/GT in excess of 50 GT															
Above 500 – 1,500 GT	P 1,500.00 + P1.60/GT in excess of 500 GT															
Above 1,500 GT	P 4,500.00 + P1.50/GT in excess of 1,500 GT															
3	Proceeds to the Central Receiving Unit (CRU), Records Section to officially receive the application 3.1 Receives stamped receiving copy of the application	3	Receives application and logs in the D-Tracks 3.1 Furnishes stamped receiving copy of the application 3.2 Forwards the application to SRS, MRO-NCR	None	25 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)										
4	No Activity	4	Reviews & assigns the application a. Receives application & logs	None	1 hour	SRS Administrative Staff:										



			in the D-Tracks and prepares Routing Slip and forwards to OIC, MRO-NCR			<ul style="list-style-type: none"> • Administrative Assistant III; or. • Administrative Aide
			4.2 Assigns application to the concerned Section Chief			OIC, MRO-NCR
			4.3 Assigns application to the NAMED Technical Evaluator			Section Chief
5	No Activity 5.1 In the case of findings of deficiency or non-conformity, the applicant receives a written notice of deficiency and shall be required to comply immediately upon receipt of notice. For the meantime, the	5	Evaluates the application 5.1 Reviews and checks the vessel's Damage Stability Calculation/ Booklet. 5.2 In the case of findings of deficiency or non-conformity, informs the applicant of the deficiency or non-conformity, if any, in writing . 5.3 Recommends approval of the	None	Below 50 GT: 27 hours 50 GT & above: 47 hours <i>Depends of the type and size of the ship</i> (Note: includes revisions, if any)	Technical Evaluator: <ul style="list-style-type: none"> • Engineer III; • Senior SBS; • Engineer II; • SBS II; or, • SBS I



	application is held in abeyance and will proceed once the deficiency/ non-conformity is rectified.		Damage Stability Calculation/ Booklet and signs on the booklet, if compliant 5.4 Prepares the Evaluation Report and Executive Brief 5.5 Submits the Evaluation Report and Executive Brief to the NAMED Section Chief			
6	No Activity	6	Reviews the recommendation of the NAMED Technical Evaluator 6.1 Reviews the documents and signs on the booklet 6.2 Endorses the application to the SRS Director 6.3 Reviews & approves the application	None	Below 50 GT: 6 hours 50 GT & above: 10 hours (Note: includes revisions, if any)	Section Chief
					4 hours	OIC, MRO-NCR



			6.4 Signs on the Damage Stability Booklet			
			6.5 Receives & logs in the D-Tracks		25 minutes	SRS Administrative Staff: <ul style="list-style-type: none">• Administrative Assistant III; or.• Administrative Aide
			6.6 Forwards the approved application to the Records Section for releasing			
7	Proceeds to the Records Section, MFAS to claim the Approved Damage Stability Booklet	7	Logs out the approved application	None	20 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)
	7.1 Receives the Approved Damage Stability Booklet		7.1 Receives & logs in the D-Tracks			
			7.2 Releases the Approved Damage Stability Booklet			
END OF TRANSACTION					Below 50 GT: 5 days 50 GT & above: 10 days	

NOTE: Approval of Ship Damage Stability Booklet is qualified under **MULTI-STAGE PROCESSING**.

Processing time includes waiting time and starts with **NO** deficiencies/ non-conformities found on the application.



In case, there are deficiencies/ non-conformities found, the applicant is immediately informed through a written notice and the application is held in abeyance until such time the deficiencies/ non-conformities are rectified. Hence, processing time re-starts when all deficiencies/ non-conformities are rectified, in writing.



8. Vessel's Plans Approval for Holding Tanks and Equipment to Collect, Store and Treat Sewage from Ships in Compliance to Annex IV of MARPOL 73/78, as amended

The MARINA shall approve the plan of all ships to be fitted with holding tanks and/or installed with equipment for collecting, storing and treating sewage from ships in compliance with Annex IV of MARPOL 73/78, as amended under MC SR-2020-02.

Office/Division:	MRO-NCR / SRS Section			
Classification:	Complex Transaction			
Type of Transaction:	G2B – Government to Business Entities			
Who may avail:	Ship Owners/ Operators/ Charterers/ Managers of Philippine Registered Ships			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Original Letter of Application;			Applicant	
2. Vessel's Plans & Specifications in three (3) sets, blue or white print including Electronic Copy duly sealed and signed by the Registered Naval Architect				
a. Installation Plan or Schematic Diagram of Sewage Treatment Plant;			Applicant	
b. Holding Tank Plan including the discharge pipeline;			Applicant	
c. Revised Engine Room Arrangement Plan and Piping Plan; and,			Applicant	
d. Other related documents required under MC 2015-07.			Applicant	
NOTE: Electronic copy of documents may be submitted through the official SRS e-mail address or online application portal subject to pre-evaluation for issuance of Authority to Accept Payment (ATAP).				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1	Proceeds to the SRS, MRO-NCR to submit the application with complete documentary requirements 1.1 Receives ATAP	1	Screens the completeness of the documents submitted based on the Checklist 1.1 Issues Authority to Accept Payment (ATAP) to applicant	None	30 minutes	NAMED Officer of the Day: • Engineer III; • Senior SBS; • Engineer II; • SBS II; or, • SBS I
2	Proceeds to the Cash Section, MFAS to pay for the fees and charges 2.1 Receives OR with the application	2	Accepts payment 2.1 Issues Official Receipt (OR) with the application to applicant	P 160.00 per section Note: Fess & charges are based on MC 2015-07	25 minutes	Administrative Officer V & III, Administrative Aide (Cash Section, MFAS)
3	Proceeds to the Central Receiving Unit (CRU), Records Section to officially receive the application 3.1 Receives stamped receiving copy of the application	3	Receives application and logs in the D-Tracks 3.1 Furnishes stamped receiving copy of the application 3.2 Forwards the application to SRS	None	25 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)



4	No Activity	4	Reviews & assigns the application	None	1 hour	
			4.1 Receives application & logs in the D-Tracks and prepares Routing Slip and forwards to OIC, MRO-NCR			SRS Administrative Staff: • Administrative Assistant III; or. • Administrative Aide
			4.2 Assigns application to the concerned Section Chief			OIC, MRO-NCR
			4.3 Assigns application to the NAMED Technical Evaluator			Section Chief
5	No Activity	5	Evaluates the application	None	21 hours (Note: includes revisions, if any)	Technical Evaluators: • Engineer III; • Senior SBS; • Engineer II; • SBS II; or, • SBS I
	5.1 In the case of findings of deficiency or non-conformity, the applicant receives a written notice of		5.1 Reviews the vessel's plans per section based on existing rules and regulations, standards & Principles of Naval Architecture			
			5.2 In the case of findings of deficiency or non-conformity, informs the applicant of the deficiency or non-			



	deficiency and shall be required to comply immediately upon receipt of notice. For the meantime, the application is held in abeyance and will proceed once the deficiency/ non-conformity is rectified.		<p>conformity, if any, in writing.</p> <p>5.3 Recommends approval of the Vessel's Plans and signs on each sheet of the plan, if compliant</p> <p>5.4 Prepares the Evaluation Report, Executive Brief and Letter of Approval</p> <p>5.5 Submits the Evaluation Report, Executive Brief and Letter of Approval to the NAMED Section Chief</p>			
6	No Activity	6	<p>Reviews the recommendation of the NAMED Technical Evaluator</p> <p>6.1 Reviews the documents and signs on each sheet of the plan</p>	None	4 hours (Note: includes revisions, if any)	Section Chief



			6.2 Endorses the application to the OIC, MRO-NCR			
			6.3 Reviews & approves the application	None	4 hours	OIC, MRO-NCR
			6.4 Signs on each sheet of the plan and the Letter of Approval			
			6.5 Receives & logs in the D-Tracks	None	25 minutes	SRS Administrative Staff:
			6.6 Forwards the approved application to the Records Section for releasing			<ul style="list-style-type: none"> • Administrative Assistant III; or. • Administrative Aide
7	<p>Proceeds to the Records Section, MFAS to claim the Approved Vessel's Plans & Letter of Approval</p> <p>7.1 Receives the Approved Vessel's Plans & Letter of Approval</p>	7	<p>Logs out the approved application</p> <p>7.1 Receives & logs in the D-Tracks</p> <p>7.2 Releases the Approved Vessel's Plans & Letter of Approval</p>	None	20 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)
END OF TRANSACTION					4 days	

NOTE: Processing time includes waiting time and starts with **NO** deficiencies/ non-conformities found on the application.

For existing Vessel's plans may be subjected to actual inspection/ verification.





9. Issuance of Exemption to Presidential Decree No. 1221

Philippine-registered ships may be authorized to be repaired, improved, altered, reconditioned, converted, or dry-docked outside the Philippines under exceptional conditions under PD 1221 upon issuance of exemption by the MARINA.

Office/Division:	MRO-NCR / SRS Section			
Classification:	Simple Transaction			
Type of Transaction:	G2B – Government to Business Entities			
Who may avail:	All Shipowners, Operators, Charterers, Shipyards/ Boatyards			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
PRE-APPROVAL				
1. Original Letter of Application including the purpose or reason for dry-docking; tentative date of dry-docking; and, name and place of Shipyard where dry-docking is to take place;		Applicant		
2. Duly Notarized Affidavit by the owner or operator of the vessel to the effect that the Philippines is not one of the vessel's port of call;		Applicant		
3. Certificate of Ownership (CO)/ Certificate of Philippine Registry (CPR) on file; and,		Domestic Shipping Service or Overseas Shipping Service, MARINA		
4. Itinerary Route of the Vessel.		Applicant		
POST APPROVAL				
7. Total Cost of Dry-docking		Applicant		
NOTE:				
(a). Two (2) sets photocopies of each required document.				
(b). Electronic copy of documents may be submitted through the official SRS e-mail address or online application portal subject to pre-evaluation for issuance of Authority to Accept Payment (ATAP).				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1	Proceeds to the SRS, MRO-NCR to submit the application with complete documentary requirements 1.1 Receives ATAP	1	Screens the completeness of the documents submitted based on the Checklist 1.1 Issues Authority to Accept Payment (ATAP) to applicant	None	25 minutes	SDLD Officer of the Day: • Senior SOS; • SOS II; or, • SOS I
2	Proceeds to the Cash Section, MFAS to pay for the fees and charges 2.1 Receives OR with the application	2	Accepts payment 2.1 Issues Official Receipt (OR) with the application to applicant	P 5,600.00 per vessel Note: Fess & charges are based on MC 2015-05	25 minutes	Administrative Officer V & III, Administrative Aide (Cash Section, MFAS)
3	Proceeds to the Central Receiving Unit (CRU), Records Section to officially receive the application 3.1 Receives stamped receiving copy of the application	3	Receives application and logs in the D-Tracks 3.1 Furnishes stamped receiving copy of the application 3.2 Forwards the application to SRS, MRO-NCR	None	25 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)



4	No Activity	4	Reviews & assigns the application	None	1 hour	SRS Administrative Staff: • Administrative Assistant III; or. • Administrative Aide
			4.1 Receives application & logs in the D-Tracks and prepares Routing Slip and forwards to OIC, MRO-NCR			OIC, MRO-NCR
			4.2 Assigns application to the concerned Section Chief			Section Chief
5	No Activity	5	4.3 Assigns application to the SDLD Technical Evaluator	None	13 hours (includes revisions, if any)	Section Chief
			Evaluates the application			Technical Evaluator: • Senior SOS; • SOS II; or, • SOS I
			5.1 Reviews documents and prepares the Evaluation Report, Executive Brief and Waiver , if compliant			
			5.2 Submits the Evaluation Report, Executive Brief and Waiver to the Section Chief			



6	No Activity	6	Reviews the recommendation of the SDDL Technical Evaluator	None	4 hours (includes revisions, if any)	Section Chief
			6.1 Reviews and endorses the application to the OIC, MRO-NCR			
			6.2 Reviews application and signs the Waiver	None	4 hours	OIC, MRO-NCR
			6.3 Receives & logs in the D-Tracks	None	25 minutes	SRS Administrative Staff: • Administrative Assistant III; or. • Administrative Aide
			6.4 Forwards the approved application to the Records Section for releasing			
7	Proceeds to the Records Section, MFAS to claim the Waiver	7	Logs out the approved application	None	20 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)
	7.1 Receives the Waiver		7.1 Receives & logs in the D-Tracks			
			7.2 Releases the Waiver			
END OF TRANSACTION					3 days	

NOTE: Processing time includes waiting time and starts upon receipt of the application and with **NO** deficiencies/ non-conformities found on the application.



10. Issuance/ Renewal of Certificate of Compliance on the Minimum Service Standards for Philippine Interisland Passenger Ships Above 20 Gross Tons (GT)

All passenger ships 20 GT and above must comply with the prescribed minimum service standards for passenger accommodation under MC 65/65-A/ MC 2018-18. A Certificate of Compliance (COC) is issued to the Philippine-registered passenger ship in accordance with MC 65/65-A/ Mc 2018-18 which is valid for one (1) year, subject to renewal every year.

Office/Division:	MRO-NCR / SRS Section	
Classification:	Complex Transaction	
Type of Transaction:	G2B – Government to Business Entities	
Who may avail:	All Shipbuilders and Ship Repairers with shipyards	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
NEW/ ISSUANCE		
1. Original Letter of Application;		Applicant
2. Certificate of Ownership (CO)/ Certificate of Philippine Register (CPR) on file;		Domestic Shipping Service, MARINA
3. Passenger Ship Safety Certificate (PSSC) on file;		Maritime Safety Service, MARINA
4. Copy of MARINA approved Passenger Accommodation Plan (on file);		Shipyards Regulation Service, MARINA
5. Updated Passenger Insurance Policy;		Applicant
RENEWAL		
1. Original Letter of Application;		
2. Passenger Ship Safety Certificate (PSSC) on file;		Maritime Safety Service, MARINA
3. Copy of MARINA approved Passenger Accommodation Plan (if there have been alteration and/or modification on the vessel);		Applicant
4. Updated Passenger Insurance Policy;		Applicant
5. Existing COC		Applicant
NOTE:		
(a). Two (2) sets photocopies of each required document.		



(b). Electronic copy of documents may be submitted through the official SRS e-mail address or online application portal subject to pre-evaluation for issuance of Authority to Accept Payment (ATAP).

CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE																																
1	Proceeds to the SRS, MRO-NCR to submit the application with complete documentary requirements 1.1 Receives ATAP	1	Screens the completeness of the documents submitted based on the Checklist 1.1 Issues Authority to Accept Payment (ATAP) to applicant	None		30 minutes	SDLD Officer of the Day: <ul style="list-style-type: none">• Senior SOS;• SOS II; or,• SOS I																																
2	Proceeds to the Cash Section, MFAS to pay for the fees and charges 2.1 Receives OR with the application	2	Accepts payment 2.1 Issues Official Receipt (OR) with the application to applicant	<table><tr><td colspan="2">Processing & Inspection Fee</td></tr><tr><td colspan="2">Within Metro Manila</td></tr><tr><td>35 to 100 GT</td><td>P 3,100.00</td></tr><tr><td>Above 100 to 250 GT</td><td>P 5,600.00</td></tr><tr><td>Above 250 to 350 GT</td><td>P 7,500.00</td></tr><tr><td>Above 350 to 500 GT</td><td>P 9,400.00</td></tr><tr><td>Above 500 to 1000 GT</td><td>P 13,100.00</td></tr><tr><td>Above 1000 to 5000 GT</td><td>P 15,000.00</td></tr><tr><td>Above 5000 GT</td><td>P 18,700.00</td></tr></table> <table><tr><td colspan="2">Processing & Inspection Fee</td></tr><tr><td colspan="2">Outside Metro Manila</td></tr><tr><td>35 to 100 GT</td><td>P 7,500.00</td></tr><tr><td>Above 100 to 250 GT</td><td>P 9,400.00</td></tr><tr><td>Above 250 to 350 GT</td><td>P 11,200.00</td></tr><tr><td>Above 350 to 500 GT</td><td>P 13,100.00</td></tr><tr><td>Above 500 to 1000 GT</td><td>P 15,000.00</td></tr></table>		Processing & Inspection Fee		Within Metro Manila		35 to 100 GT	P 3,100.00	Above 100 to 250 GT	P 5,600.00	Above 250 to 350 GT	P 7,500.00	Above 350 to 500 GT	P 9,400.00	Above 500 to 1000 GT	P 13,100.00	Above 1000 to 5000 GT	P 15,000.00	Above 5000 GT	P 18,700.00	Processing & Inspection Fee		Outside Metro Manila		35 to 100 GT	P 7,500.00	Above 100 to 250 GT	P 9,400.00	Above 250 to 350 GT	P 11,200.00	Above 350 to 500 GT	P 13,100.00	Above 500 to 1000 GT	P 15,000.00	25 minutes	Administrative Officer V & III, Administrative Aide (Cash Section, MFAS)
Processing & Inspection Fee																																							
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Above 500 to 1000 GT	P 15,000.00																																						



				<table><tr><td>Above 1000 to 5000 GT</td><td>P 18,700.00</td></tr><tr><td>Above 5000 GT</td><td>P 24,300.00</td></tr></table> <p>Issuance/ Renewal of Certificate of Compliance: P 400.00</p> <p>Note: Fess & charges are based on MC 2015-05/ MC 2018-18</p>	Above 1000 to 5000 GT	P 18,700.00	Above 5000 GT	P 24,300.00		
Above 1000 to 5000 GT	P 18,700.00									
Above 5000 GT	P 24,300.00									
3	Proceeds to the Central Receiving Unit (CRU), Records Section to officially receive the application 3.1 Receives stamped receiving copy of the application	3	Receives application and logs in the D-Tracks 3.1 Furnishes stamped receiving copy of the application 3.2 Forwards the application to SRS, MRO-NCR	None	25 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)				
4	No Activity	4	Reviews & assigns the application 4.1 Receives application & logs in the D-Tracks and prepares Routing Slip and forwards to OIC, MRO-NCR	None	1 hour	SRS Administrative Staff: • Administrative Assistant III; or.				



						<ul style="list-style-type: none"> • Administrative Aide
			4.2 Assigns application to the concerned Section Chief			OIC, MRO-NCR
			4.3 Assigns application to to the SDLD Technical Inspector			Section Chief
5	<p>Coordinates with the assigned SDLD Technical Inspector for the schedule of vessel inspection under MC65/65-A/ MC 2018-18</p> <p>5.1 Accompanies the SDLD Technical Inspector for the conduct of vessel inspection</p>	5	<p>Inspects the vessel per MARINA Circular MC 65/65-A/ MC 2018-18 and evaluates the application</p> <p>5.1 Prepares Official Business (OB) slip or Special Order (SO) depends upon the area of inspection and conducts vessel inspection as per MC 65/65-A/ MC 2018-18</p> <p>5.2 Validates vessel's compliance with the minimum requirements under MC 65/65-A/ MC 2018-18</p>	None	<p>13 hours (includes revisions, if any)</p> <p>Note: Inspection takes 1 to 2 days exclusive of travel time depends on the location of the facility</p>	<p>Technical Inspectors:</p> <ul style="list-style-type: none"> • Senior SOS; • SOS II; or, • SOS I



	5.2 In the case of findings of deficiency or non-conformity, the applicant receives written notice of deficiency and shall be required to comply immediately upon receipt of notice. For the meantime, the application is held in abeyance and will proceed once the deficiency/ non-conformity is rectified.		5.3 In the case of findings of deficiency or non-conformity, informs the applicant of the deficiency or non-conformity, if any, in writing. 5.4 Prepares the Inspection Report, Executive Brief and Certificate of Compliance under MC65/65-A/ MC 2018-18 , if compliant 5.5 Submits the Inspection Report, Executive Brief and Certificate of Compliance to the Section Chief			
6	No Activity	6	Reviews the recommendation of the SDLD Technical Inspector 6.1 Reviews and endorses the application to the OIC, MRO-NCR	None	4 hours (includes revisions, if any)	Section Chief



			6.2 Reviews application and the recommendation	None	4 hours	OIC, MRO-NCR
			6.3 Approves and signs the Certificate of Compliance			
			6.4 Receives & logs in the D-Tracks	None	25 minutes	SRS Administrative Staff:
			6.5 Forwards the approved application to the Records Section for releasing			<ul style="list-style-type: none"> • Administrative Assistant III; or. • Administrative Aide
7	Proceeds to the Records Section, MFAS to claim the approved Certificate of Compliance (COC)	7	Logs out the approved application	None	20 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)
	7.1 Receives the approved Certificate of Compliance (COC)		7.1 Receives & logs in the D-Tracks			
			7.2 Releases the approved Certificate of Compliance (COC)			
END OF TRANSACTION					3 days, after inspection (Inspection takes 1 to 2 days exclusive of travel time)	



NOTE: Issuance of COC is qualified under **MULTI-STAGE PROCESSING**.

Processing time includes waiting time and starts **AFTER INSPECTION** and with no deficiencies/ non-conformities found on the application.

In case, there are deficiencies/ non-conformities found, the applicant is immediately informed through a written notice and the application is held in abeyance until such time the deficiencies/ non-conformities are rectified. Hence, processing time re-starts when all deficiencies/ non-conformities are rectified, in writing.



11. Issuance/ Renewal of Certificate of Compliance on the Minimum Service Standards for Passenger Motorbancas Below 20 Gross Tons (GT)

All passenger ships below 20 GT must comply with the prescribed minimum service standards for passenger accommodation under MC 134. A Certificate of Compliance (COC) is issued to the passenger ship in accordance with MC 134 which is valid for one (1) year, subject to renewal every year.

Office/Division:	MRO-NCR / SRS Section	
Classification:	Complex Transaction	
Type of Transaction:	G2B – Government to Business Entities	
Who may avail:	All Shipbuilders and Ship Repairers with shipyards	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
NEW/ ISSUANCE		
1. Original Letter of Application;		Applicant
2. Certificate of Ownership (CO)/ Certificate of Philippine Register (CPR) on file;		Domestic Shipping Service, MARINA
3. Passenger Ship Safety Certificate (PSSC) on file;		Maritime Safety Service, MARINA Records Section
4. Copy of MARINA approved Passenger Accommodation Plan (on file);		Shipyards Regulation Service, MARINA
5. Updated Passenger Insurance Policy;		Applicant
RENEWAL		
1. Original Letter of Application;		Applicant
2. Passenger Ship Safety Certificate (PSSC) on file;		Maritime Safety Service, MARINA
3. Copy of MARINA approved Passenger Accommodation Plan (if there have been alteration and/or modification on the vessel);		Applicant
4. Updated Passenger Insurance Policy;		Applicant's Insurance Provider/ Agent
5. Existing COC		Applicant
NOTE:		
(a). Two (2) sets photocopies of each required document.		



(b). Electronic copy of documents may be submitted through the official SRS e-mail address or online application portal subject to pre-evaluation for issuance of Authority to Accept Payment (ATAP).

CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceeds to the SRS to submit the application with complete documentary requirements 1.1 Receives ATAP	1	Screens the completeness of the documents submitted based on the Checklist 1.1 Issues Authority to Accept Payment (ATAP) to applicant	None	25 minutes	SDLD Officer of the Day: <ul style="list-style-type: none">• Senior SOS;• SOS II; or,• SOS I
2	Proceeds to the Cash Section, MFAS to pay for the fees and charges 2.1 Receives OR with the application	2	Accepts payment 2.1 Issues Official Receipt (OR) with the application to applicant	Issuance/ Renewal of Certificate of Compliance (COC): P 400.00 Note: Fees based on MC 134	25 minutes	Administrative Officer V & III, Administrative Aide (Cash Section, MFAS)
3	Proceeds to the Central Receiving Unit (CRU), Records Section to officially receive the application	3	Receives application and logs in the D-Tracks	None	25 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)



	3.1 Receives stamped receiving copy of the application		3.1 Furnishes stamped receiving copy of the application 3.2 Forwards the application to SRS, MRO-NCR			
4	No Activity	4	Reviews & assigns the application 4.1 Receives application & logs in the D-Tracks and prepares Routing Slip and forwards to OIC, MRO-NCR 4.2 Assigns application to the concerned Section Chief 4.3 Assigns application to to the SDLD Technical Inspector	None	1 hour	SRS Administrative Staff: • Administrative Assistant III; or. • Administrative Aide OIC, MRO-NCR Section Chief
5	Coordinates with the assigned SDLD Technical Inspector for the schedule of vessel inspection under MC 134	5	Inspects the vessel per MARINA Circular MC 134 and evaluates the application	None	13 hours (includes revisions, if any)	Technical Inspectors: • Senior SOS; • SOS II; or, • SOS I



	<p>5.1 Accompanies the SDLD Technical Inspector for the conduct of vessel inspection</p> <p>5.2 In the case of findings of deficiency or non-conformity, the applicant receives written notice of deficiency and shall be required to comply immediately upon receipt of notice. For the meantime, the application is held in abeyance and will proceed once the deficiency/ non-conformity is rectified.</p>		<p>5.1 Prepares Official Business (OB) slip or Special Order (SO) depends upon the area of inspection and conducts vessel inspection as per MC 134</p> <p>5.2 Validates vessel's compliance with the minimum requirements under MC 134</p> <p>5.3 In the case of findings of deficiency or non-conformity, informs the applicant of the deficiency or non-conformity, if any, in writing.</p> <p>5.4 Prepares the Inspection Report, Executive Brief and Certificate of Compliance per MC 134, if compliant</p>		<p>Note: Inspection takes 1 to 2 days exclusive of travel time depends on the location of the facility</p>	
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			5.5 Submits the Inspection Report, Executive Brief and Certificate of Compliance to the Section Chief			
6	No Activity	6	Reviews the recommendation of the SDLD Technical Inspector	None	4 hours (includes revisions, if any)	Section Chief
			6.1 Reviews and endorses the application to the SRS OIC, MRO-NCR			
			6.2 Reviews application and the recommendation	None	4 hours	OIC, MRO-NCR
			6.3 Approves and signs the Certificate of Compliance			
			6.4 Receives & logs in the D-Tracks	None	25 minutes	SRS Administrative Staff:
			6.5 Forwards the approved application to the Records Section for releasing			<ul style="list-style-type: none"> • Administrative Assistant III; or. • Administrative Aide



7	Proceeds to the Records Section, MFAS to claim the approved Certificate of Compliance	7	Logs out the approved application 7.1 Receives & logs in the D-Tracks 7.2 Releases the approved Certificate of Compliance (COC)	None	20 minutes	Administrative Aide IV, III, II & I (Records Section, MFAS)
END OF TRANSACTION					3 days, after inspection (Inspection takes 1 to 2 days exclusive of travel time)	

NOTE: Issuance of COC is qualified under **MULTI-STAGE PROCESSING**.

Processing time includes waiting time and starts **AFTER INSPECTION** and with no deficiencies/ non-conformities found on the application.

In case, there are deficiencies/ non-conformities found, the applicant is immediately informed through a written notice and the application is held in abeyance until such time the deficiencies/ non-conformities are rectified. Hence, processing time re-starts when all deficiencies/ non-conformities are rectified, in writing.



Maritime Safety Section

11. Application for Issuance/ Renewal/ Endorsement of Ship Safety Certificates (PSSC/ CSSC/ CSSEC/ CSSEC /COF /FVSC /MSMC /Special Manning Certificate /CSMCC) under RA 9295 / RPMRR '97 / MC 203/ 152/ 2012-06/ 2015-10/ 3S Manual/ PFVSRR, 2018

The processing of application for issuance of various ship safety certificates involves conduct of inspection of the vessel in its most convenient available time and location. Ship safety inspection is conducted by qualified technical MSS-NCR engineers who are trained to undertake the said inspection

All certificates being issued except to CSMCC and Special Manning Certificate are valid for one (1) year. CSMCC is valid for five (5) years subject to annual endorsement (application can be filed 3 months before and after the anniversary date), while Special Manning Certificate is valid for sixty (60) days.

All application for renewal shall be filed at least three (3) months before expiration of the certificates.



Office/Division:		MRO-NCR / Maritime Safety Section			
Classification:		Highly Technical			
Type of Transaction:		G2B – Government to Business Entity			
Who may avail:		Shipping Owners/Companies, Managers, Fishing boat operators			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1. Letter of Intent			Applicant		
Note: The applicant shall bring the following certificates for verification:					
2. Original Certificate of Ownership			MRO-NCR Domestic Shipping Section		
3. Original Certificate Philippine Registry			MRO-NCR Domestic Shipping Section		
4. Original Certificate of Stability			MRO-NCR Shipyards Regulation Section		
5. Original Load Line Certificate			MRO-NCR Shipyards Regulation Section		
6. Original Bay and River License (BRL)/ Coastwise License(CWL)			MRO-NCR Domestic Shipping Section		
7. Letter Approval for Reduction of Manning (for Special Manning Certificate application)			MRO-NCR Maritime Safety Section		
* Certificates being issued by another Authority shall be form part in the conduct of inspection and are subject to detailed verification (i.e., authenticity, validity) to ensure compliance to the standard, rules and regulations.					
CLIENT ACTION		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Applies for issuance/ renewal/ endorsement of ship safety certificate	1. Checks the type of application; Screen and Checks the completeness and validity of attached documentary requirements based on the checklist of documentary requirement, and against the original documents; if incomplete, returns the application to the client; if complete, prepare and print Authority to Accept Payment	None	10 minutes	Officer(s) of the day / Screening Officer(s) (MSS-NCR)



		(ATAP), and signs and issue ATAP.			
2	Pays the processing fee to the Cashier; and receives Official Receipt.	2. Receives payment from the applicant based on ATAP, issues Official Receipt (OR) and advises Applicant to proceed to Records Section – NCR.	See table provided below	5 minutes	Cashier (MRO-NCR)
3	Submits the documents with the ATAP (paid) to the Records Section - NCR and receives the receiving copy of letter of intent.	3.1. Receives the application and attaches D-tracking; Issue receiving copy of the application; and Forwards the application to MSS-NCR. <i>* there are some applications received by MSS the following day especially those applications held during afternoon</i>	None	15 minutes	Records Officer (Records Section - NCR)
		3.2. Acknowledges the receipt of application at the Document Tracking System (D - Tracks); Records in the logbook of application the name of company/owner, type of application, name of vessel, date/time received and D-tracks	None	15 minutes	Administrative Staff (MSS-NCR)



		number; Assigns reference number and fills-up and attaches routing/ action slip; and Forwards the application to the Director.			
		3.3. Reviews the application and endorses the application to the MSS-NCR Section Chief through the Administrative Staff by writing in Routing / Action Slip with notation.	None	15 minutes	<i>Director (MRO-NCR)</i>
		3.4. Assigns the application to the qualified staff/s by writing in Routing /Action Slip with notation if necessary; and Returns the assigned application to the Administrative staff for recording.	None	15 minutes	<i>MSS-NCR Section Chief (MSS-NCR)</i>
		3.5. Records in the logbook of application the initial of the assigned qualified staff/s, date and time; and Endorses application to be acknowledged by the assigned staff/s for appropriate action.	None	10 minutes	<i>Administrative Staff (MSS-NCR)</i>
		3.6. Acknowledges receipt of the application; and Coordinates with owner/ company representative for the schedule of inspection upon evaluation of the application	None	15 minutes	<i>Evaluator / Inspector (MSS-NCR)</i>



		3.7. For initial applications: conducts document review of the CSM Manual submitted prior coordination with owner/ company representative for the schedule of inspection	None	15 days	<i>Evaluator / Inspector (MSS-NCR)</i>
4	Coordinate schedule of inspection with the assigned inspector/s. <i>*Schedule depends on the availability of both the company/ vessel and inspector/s.</i> <i>**There is no specific number of days to when will be the conduct of audit from the date it was received by the inspector/s specially to those vessels in tramping operations where schedule of port arrival is uncertain.</i>	4. Coordinate schedule of ship safety inspection with the company representative; and Schedule conduct of inspection and prepare necessary documents.	None	15 minutes	<i>Evaluator / Inspector (MSS-NCR)</i>
5	Accompanies the inspector/s to the location of the vessel for the conduct of inspection	5.1. Conducts ship safety inspection; and Accomplishes inspection report, acknowledged by the Ship's Master/ Owner/ Authorized Representative and	None	2 days <i>*conduct of inspection includes the travel time</i>	<i>Evaluator / Inspector (MSS-NCR)</i>



	*Acknowledges the issuance of deficiencies, if there is any.	issues Notice of Deficiencies if warranted		going to and from the location of the vessel	
		5.2. If without outstanding findings/ deficiencies or all deficiencies are all rectified, proceed to preparation of inspection reports: Final Completion of Inspection Reports; and Drafts ship safety certificate/s and endorses to the Administrative staff for encoding.	None	1 hour and 30 minutes	<i>Evaluator / Inspector (MSS-NCR)</i>
		5.3. Encodes draft ship safety certificate/s; and Endorse to assigned Ship Safety Inspector for review.	None	25 minutes	<i>Administrative Staff (MSS-NCR)</i>
		5.4. Review and proofreads the draft Ship Safety Certificate/s for corrections; and Correct all items for corrections and return to Administrative staff for finalization.	None	15 minutes	<i>Evaluator / Inspector (MSS-NCR)</i>
		5.5. Finalize certificate; Assign certificate number and record it together with the number of Security Paper (SECPA) used; and Endorse application together with finalized Ship Safety	None	15 minutes	<i>Administrative Staff (MSS-NCR)</i>



		Certificate/s to assigned Ship Safety Inspector/s.			
		5.6. Reviews and signs the certificate/s if found to be in order; Prepares executive brief for the Director through the Section Chief; and Endorses the executive brief, inspection report, certificates and the application to the MSS-NCR Section Chief for review and approval.	None	1 hour	<i>Evaluator / Inspector (MSS-NCR)</i>
		5.7. Reviews the executive brief, inspection report, certificates and the attached documents to the application; Affix signature/ initial to executive brief as well as on the 2 nd and 3 rd copy of the certificates if found to be in order; and Endorses the application to the Director if found to be in order.	None	3 hours	<i>Section Chief (MSS-NCR)</i>
		5.8. Reviews the executive brief, inspection report, certificates and the attached documents to the application; Approves inspection report and executive brief if found to be in order; and Signs the certificates and endorses to	None	3 hours	<i>Director (MRO-NCR)</i>



		the Administrative Staff for release.			
		5.9. Records in the logbook of application the date and time in preparation of release of the application from the MSS; Releases the application at the Document Tracking System (D - Tracks); and Forwards and acknowledges the application to the Records Section - NCR for releasing of certificates and proceed to procedure No. 7	None	1 hour and 30 minutes	<i>Administrative Staff (MSS-NCR)</i>
6	If there are deficiencies during inspection, coordinates with the inspector/s for rectification and compliance <i>*There is no specified no. of hrs/days during rectification and compliance of issued deficiencies to the company. It depends on the capacity of the owner/company in complying those deficiencies and will</i>	6. If with outstanding findings/deficiencies: Coordinate with the owner/ company representative for the compliance of issued findings/ deficiencies; and Conducts re-inspection of the vessel, if warranted and proceed to procedure no. 5; or Closing-out of all deficiencies within the agreed completion of the rectification and proceed to procedure No. 5.2.	None	1 day	<i>Evaluator / Inspector (MSS-NCR)</i>



	<i>coordinate the inspector as the compliance is completed for re-validation</i>				
7	Present receiving copy of letter intent and receives Certificate/s;	7. Locates the application and certificate to be released; Records releasing of certificate; and Releases certificate.	None	15 minutes	<i>Records Officer (Records Section - NCR)</i>
END OF TRANSACTION				Total: Nineteen (19) working days, five (5) hours and five (5) minutes = Twenty (20) working days	

** the procedure does not include turn-around time when there is an error/ mistake found during the review by the Ship Safety Inspector/s, Section Chief or the Director for revision and re-typing of certificates (spoiled).*

Fees to be Paid:

1. Ship Safety Certificate

a. Certificate	P400.00
b. Inspection Fee <i>(under MC 2015-05 and its subsequent amendments)</i>	
• Hull	Based on the GT of vessel (under MC 2015 – 05)
• For liquid cargo	1.5 times the rate of fees
• Machinery	
i. Main Engine/s	Based on KW rating (under MC 2015 – 05)
ii. Aux. Engine/s	Based on KW rating (under MC 2015 – 05)
iii. Generator/s	Based on KVA rating (under MC 2015 – 05)
c. Boilers (if equipped)	Computation provided under MC 2015 – 05



d. Number of Air Compressors	P100.00 each
e. Refrigeration (if equipped)	P100.00
f. Distance fee	
• Within 25km radius from work station	P600.00
• Beyond 25km	P600.00 + P50.00/km in excess of 25km
g. Surcharge for late renewal of expired certificates	50% of the total fees

2. For MSMC
(Based on GT of the vessel/ under MC 2015 – 05)

3. For CSMCC
(under MC 2015-10)

•Review, Evaluation and Verification of CSM = Based on GT of the vessel



12. Application for Issuance/Endorsement/Renewal of DOC and SMC RA 9295 / MC 2015-11

The processing of application for issuance/ endorsement/ renewal of Document of Compliance (DOC) and Safety Management Certificate (SMC) involves conduct of AUDIT of the Company (DOC) and vessel (SMC) in its most convenient available time and location, and evaluation of Safety Management System (SMS) Manual of the company. International Safety Management (ISM) Audit is conducted by qualified technical MSS-NCR engineers who are certified ISM Auditors to undertake the said audit.

DOC is valid for five (5) years subject to annual endorsement (application can be filed 3 months before and after the anniversary date). SMC is valid for five (5) years subject to intermediate (between the second (2nd) and the third (3rd) anniversary date of the issuance) endorsement.

All application for renewal shall be filed at least three (3) months before the expiration of the certificates.

Office/Division:	MRO-NCR / Maritime Safety Section			
Classification:	Highly Technical			
Type of Transaction:	G2B – Government to Business			
Who may avail:	Shipping Owners/ Companies, Charterers, Ship-managers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Intent		Applicant		
2. Original Document of Compliance (DOC); if endorsement/renewal		MRO-NCR Maritime Safety Section		
3. Original Safety Management Certificate (SMC); if endorsement/renewal		MRO-NCR Maritime Safety Section		
4. One (1) Photocopy of Certificate of Ownership of the vessel;		MRO-NCR Domestic Shipping Section		
5. One (1) Photocopy of Certificate Philippine Registry of the vessel;		MRO-NCR Domestic Shipping Section		
6. One (1) Copy of Safety Management System (SMS) Manual.		Applicant (The company shall formulate its own SMS Manual based on the requirement of ISM Code).		
* Applicants should also bring the Original Copy of the required documents on ‘Photocopy’ for the purpose of counter - checking.				
CLIENT ACTION	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1	Applies for issuance/ endorsement/ renewal of DOC or SMC	1. Checks the type of application; Screen and Checks the completeness and validity of attached documentary requirements based on the checklist of documentary requirement, and against the original documents; and if incomplete, returns the application to the client; or if complete, prepare and print Authority to Accept Payment (ATAP), and signs and issue ATAP.	None		10 minutes	Officer(s) of the day / Screening Officer(s) (MSS-NCR)
2	Pays the processing fee to the Cashier; and receives Official Receipt.	2. Receives payment from the applicant based on ATAP, issues Official Receipt (OR) and advises Applicant to proceed to Records Section - NCR.	DOC	P7,500	5 minutes	Cashier (MRO-NCR)
			Company Audit Fee	P29,000		
			SMC	P7,500		
			Ship Audit Fee	P30,000		
			Document Review	P4,700		
3	Submits the documents with the ATAP (paid) to the Records Section - NCR and receives the receiving copy of letter of intent.	3.1. Receives the application and attaches D-tracking; Issue receiving copy of the application; and Forwards the application to MSS-NCR. * there are some applications received by MSS-NCR the following day especially those applications held during afternoon	None		15 minutes	Records Officer (Records Section - NCR)



		3.2. Acknowledges the receipt of application at the Document Tracking System (D - Tracks); Records in the logbook of application the name of company/owner, type of application, name of vessel, date/time received and D-tracks number; assigns reference number and fills-up and attaches routing/ action slip; and forwards the application to the Director.	None	15 minutes	<i>Administrative Staff (MSS-NCR)</i>
		3.3. Reviews the application and endorses the application to the MSS-NCR Section Chief through the Administrative Staff by writing in Routing / Action Slip with notation.	None	15 minutes	<i>Director (MRO-NCR)</i>
		3.4. Assigns the application to the qualified staff/s by writing in Routing /Action Slip with notation if necessary; and Returns the assigned application to the Administrative staff for recording.	None	15 minutes	<i>Section Chief (MSS-NCR)</i>
		3.5. Records in the logbook of application the initial of the assigned qualified staff/s, date and time; and endorses application to be acknowledged by the assigned staff/s for appropriate action.	None	10 minutes	<i>Administrative Staff (MSS-NCR)</i>
		3.6. Acknowledges receipt of the application; and Coordinates with owner/ company representative for the	None	15 minutes	<i>Auditor (MSS-NCR)</i>



		schedule of certification/ audit upon initial evaluation of the application			
		3.7. For initial applications: conducts document review of the SMS Manual submitted prior coordination with owner/ company representative for the schedule of audit	None	15 days	<i>Auditor (MSS-NCR)</i>
4	<p>Coordinate schedule of audit with the assigned Auditor.</p> <p><i>*Schedule depends on the availability of both the company/ vessel and auditor.</i></p> <p><i>**There is no specific number of days to when will be the conduct of audit from the date it was received by the auditor/s specially to those vessels in tramping operations where schedule of port arrival is uncertain.</i></p>	4. Coordinate schedule of audit with the company representative; and schedule conduct of audit and prepare necessary documents.	None	15 minutes	<i>Auditor (MSS-NCR)</i>
5	Accompanies the auditor/s to the company's premises or location of the vessel for the conduct of audit	5.1. Conducts company audit/ship audit; and accomplishes audit report, acknowledged by the Ship's Master/ Designated person Ashore (DPA) and	None	<p>2 days</p> <p><i>*conduct of audit includes the travel time going to and</i></p>	<i>Auditor (MSS-NCR)</i>



	*Acknowledges the issuance of NC's if there is any.	issues Non-Conformities (major or minor), if warranted.		from the location of the company or vessel	
		5.2. If without outstanding findings/non-conformities or all NCs are already closed-out, proceed to preparation of audit reports - Final completion of audit report: For endorsement: Affix name and signature to endorsement provisions on the original DOC and SMC; Photocopy the signed original DOC and SMC twice; one (1) copy for Records Section - NCR and one (1) MSS - NCR record and proceed to procedure 5.6 For issuance/ renewal: Draft DOC and SMC; and Endorse application to Administrative staff together with draft DOC and SMC for encoding.	None	1 hour and 30 minutes	Auditor (MSS)
		5.3 Encodes draft DOC and SMC; and endorse to assigned ISM Auditor/s for review.	None	25 minutes	Administrative Staff (MSS-NCR)
		5.4. Review and proofreads the draft DOC or SMC for corrections; and correct all items for corrections and return to administrative staff for finalization.	None	15 minutes	Auditor (MSS-NCR)
		5.5. Finalize certificate; Assign certificate number and record it together with the number of Security Paper (SECPA)	None	15 minutes	Administrative Staff (MSS-NCR)



		used; and endorse application together with finalized DOC and SMC to assigned ISM Auditor/s.			
		5.6. Reviews and signs the certificate/s if found to be in order; Prepares Executive Brief (EB) for the Director through the MSS-NCR Section Chief; and Endorses the EB, audit report, certificates and the application to the Section Chief, MSS-NCR for review and approval.	None	1 hour	<i>Auditor (MSS-NCR)</i>
		5.7. Reviews the audit report, corrective action, EB, certificates and attached documents to the application; Affix signature/ initial to EB as well as on the 2 nd and 3 rd copy of the certificates if found to be in order; and endorses the application to the Director if found to be in order.	None	3 hours	<i>Section Chief (MSS-NCR)</i>
		5.8. Reviews the audit report, corrective action, EB, certificates and the attached documents to the application; Approves audit report and EB if found to be in order; and signs the certificates and endorses to the Administrative Staff for release.	None	3 hours	<i>Director (MRO-NCR)</i>
		5.9. Records in the logbook of application the date and time in preparation of release of the application from the MSS-NCR; releases the application at the Document Tracking System (D - Tracks); and forwards the application to	None	1 hour and 30 minutes	<i>Administrative Staff (MSS-NCR)</i>



		the Records Section - NCR for releasing of certificates and proceed to procedure No. 7			
6	<p>If there is NC during audit, coordinates with the auditor/s for corrective action and compliance with the issued NCs on the agreed date</p> <p><i>*Corrective action on NCs issued to the company or ship are subject for consideration by the company/ship management and must be submitted using the company approved forms which are prescribed in the Company SMS Manual.</i></p>	<p>6. If with outstanding findings/non-conformities: Coordinate with the owner/company representative for the compliance of issued NCs; and conducts follow-up audit of the company/ vessel, if warranted and proceed to procedure no. 5; or Closing-out of all NCs within the agreed completion of the corrective action and proceed to procedure no. 5.2.</p>	None	1 day	<i>Auditor (MSS-NCR)</i>
7	Present receiving copy of letter intent and receives Certificate/s;	7. Locates the application and certificate(s) to be released; records releasing of certificate; and releases certificate.	None	15 minutes	<i>Records Officer (Records Section - NCR)</i>
END OF TRANSACTION				<p>Total: Nineteen (19) working days, five (5) hours and five (5) minutes = Twenty (20) working days</p>	



**the procedure does not include turn-around time when there is an error/ mistake found during the review by the ISM Auditor/s, Section. Chief or the Director for revision and re-typing of certificates (spoiled).*

13. Application for Issuance of Certification for Bureau of Customs Release under RA 9295 / RPMRR '97

The processing of application for issuance of BuCus Certification involves conduct of inspection of the vessel in its most convenient available time and location. Ship safety inspection is conducted by qualified technical MSS-NCR engineers who are trained to undertake the said inspection.

BuCus Certification is being issued for the release of the imported vessel from the custody of Bureau of Customs.

Office/Division:	MRO-NCR / Maritime Safety Section	
Classification:	Complex	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	Shipowners, Shipping Companies, Charterers, Ship-managers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter of Intent		Applicant
2. One (1) Photocopy of Authority to Import		MRO-NCR Domestic Shipping Section
3. One (1) Photocopy of Bill of Lading		MRO-NCR Domestic Shipping Section
4. One (1) Photocopy of Importation Documents		MRO-NCR Domestic Shipping Section
5. One (1) Photocopy of Safety Certificates of the Subject Vessel		IACS or previous Flag Administration
6. One (1) Photocopy of Builder's Certificate		MRO-NCR Shipyards Regulation Section
* Applicants should also bring the Original Copy of the required documents on 'Photocopy' for the purpose of counter - checking.		



CLIENT ACTION		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Applies for issuance of BuCus Certification	1. Checks the type of application; screen and checks the completeness and validity of attached documentary requirements based on the checklist of documentary requirement, and against the original documents; if incomplete, returns the application to the client; if complete, prepare and print Authority to Accept Payment (ATAP), and signs and issue ATAP.	None	10 minutes	<i>Officer(s) of the day / Screening Officer(s) (MSS-NCR)</i>
2	Pays the processing fee to the Cashier; and receives Official Receipt.	2. Receives payment from the applicant based on ATAP, issues Official Receipt (OR) and advises Applicant to proceed to Records Section – NCR.	Certification Fee: P400.00 + Inspection Fee based on Gross Tonnage (GT) (see table provided below)	5 minutes	<i>Cashier (MRO-NCR)</i>
3	Submits the documents with the ATAP (paid) to the Records Section - NCR and receives the receiving copy of letter of intent.	3.1. Receives the application and attaches D-tracking; issue receiving copy of the application, and forwards the application to MSS-NCR. <i>* there are some applications received by MSS-NCR the following day especially those applications held during afternoon</i>	None	15 minutes	<i>Records Officer (Records Section - NCR)</i>
		3.2. Acknowledges the receipt of application at the Document Tracking System (D -	None	15 minutes	<i>Administrative Staff (MSS-NCR)</i>



		Tracks); records in the logbook of application the name of company/owner, type of application, name of vessel, date/time received and D-tracks number; assigns reference number and fills-up and attaches routing/ action slip; and forwards the application to the Director.			
		3.3. Reviews the application and endorses the application to the MSS-NCR Section Chief through the Administrative Staff by writing in Routing / Action Slip with notation.	None	15 minutes	<i>Director (MRO-NCR)</i>
		3.4. Reviews the application; assigns the application to the qualified staff/s by writing in Routing /Action Slip with notation if necessary; and returns the assigned application to the administrative staff for recording.	None	15 minutes	<i>Section Chief (MSS-NCR)</i>
		3.5. Records in the logbook of application the initial of the assigned qualified staff/s, date and time; and endorses application to be acknowledged by the assigned staff/s for appropriate action.	None	10 minutes	<i>Administrative Staff (MSS-NCR)</i>
		3.6. Acknowledges receipt of the application; and Coordinates with owner/ company representative for the schedule of inspection upon evaluation of the application	None	15 minutes	<i>Evaluator / Inspector (MSS-NCR)</i>



4	<p>Coordinate schedule of inspection with the assigned inspector/s.</p> <p><i>*Schedule depends on the availability of both the vessel and inspector/s.</i></p> <p><i>**There is no specific number of days to when will be the conduct of inspection from the date it was received by the inspector/s.</i></p>	4. Coordinate schedule of inspection with the company representative; and schedule conduct of inspection and prepare necessary documents	None	15 minutes	<i>Evaluator / Inspector (MSS-NCR)</i>
5	<p>Accompanies the inspector to the location of the vessel for the conduct of inspection</p> <p><i>*Acknowledges the issuance of deficiencies if there is any</i></p>	5.1. Conducts ship inspection; and accomplishes inspection report, acknowledged by the Owner/ Authorized Representative/ Ship's Master.	None	2 days <i>*conduct of inspection includes the travel time going to and from the location of the vessel</i>	<i>Evaluator / Inspector (MSS-NCR)</i>
		5.2. Final preparation of Inspection Reports; and drafts certification and endorses to the Section Chief, MSS-NCR for review and approval.	None	1 hour and 30 minutes	<i>Evaluator / Inspector (MSS-NCR)</i>
		5.3. Reviews the certification, executive brief, inspection report/s and the necessary attached documents to the application;	None	3 hours	<i>Section Chief (MSS-NCR)</i>



		Affix signature/ initial to executive brief as well as on the 2 nd and 3 rd copy of the certificates if found to be in order; and endorses the application to the Director if found to be in order.			
		5.4. Reviews the Certificate/s, executive brief, inspection report/s and the attached document; and approves and signs the executive brief, inspection report/s and certificate/s if found to be in order and endorses to the Administrative Staff for release.	None	3 hours	<i>Director (MRO-NCR)</i>
		5.5. Records in the logbook of application the date and time in preparation of release of the application from the MSS-NCR; releases the application at the Document Tracking System (D Tracks); and forwards the application to the Records Section - NCR for releasing of certificates	None	1 hour and 30 minutes	<i>Administrative Staff (MSS)</i>
6	Present receiving copy of letter intent and receives Certificate/s;	6. Locate the application and certificate to be released; records releasing of certificate; and releases certificate.	None	15 minutes	<i>Records Officer (Records Section - NCR)</i>
END OF TRANSACTION				Total: Three (3) working days, three (3) hours and ten (10) minutes = four (4) working days	

* the procedure does not include turn-around time when there is an error/ mistake found during the review by the MSS-NCR Technical Personnel, Section Chief or the Director for revision and re-typing of certificates (spoiled).

Inspection Fee:



3.00 GT and below	P200.00	500.00 GT to 999.99 GT	P2,300.00 + P1.00/GT in excess of 500 GT
3.01 GT to 14.99 GT	P300.00 + P1.00/GT in excess of 3 GT	1,000 GT to 1,499.99 GT	P3,100.00 + P1.00/GT in excess of 1,000 GT
15.00 GT to 34.99 GT	P500.00 + P1.00/GT in excess of 15 GT	1,500 GT to 1,999.99 GT	P3,900.00 + P1.00/GT in excess of 1,500 GT
35.00 GT to 99.99 GT	P600.00 + P1.00/GT in excess of 35 GT	2,000 GT to 2,999.99 GT	P4,700.00 + P1.00/GT in excess of 2,000 GT
100.00 GT to 249.99 GT	P1,200.00 + P1.00/GT in excess of 100 GT	3,000 GT to 4,999.99 GT	P6,200.00 + P1.00/GT in excess of 3,000 GT
250 GT to 499.99 GT	P1,600.00 + P1.00/GT in excess of 250 GT	5,000 GT and above	P8,600.00 + P1.00/GT in excess of 5,000 GT

14. Application for Accreditation for Life-saving Appliances/ Fire-fighting/ Navigational and Communication Equipment for manufacturer/ supplier/ servicing entity (MC 2006 – 01)

The processing of application for accreditation of (Life-Saving Appliances (LSA), Fire-Fighting Equipment (FFE) and Navigational and Communication Equipment involves conduct of inspection/ audit of the company/entity in their most convenient available time and location. The inspection is conducted by qualified technical MSS-NCR engineers who are trained to undertake the said inspection.

Accreditation certificate being issued is valid for one (1) year and shall be applied for renewal at least three (3) months before expiration.

Office/Division:	MRO-NCR / Maritime Safety Section
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Classification:	Highly Technical	
Type of Transaction:	G2B – Government to Business Entity	
Who may avail:	Manufacturers, Suppliers, Servicing Entities of Life Saving Appliances/Fire-fighting/Navigational and Communication Equipment	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
General Requirements		
1. List of Incorporators/Partners/Proprietors/ Directors/Principal Officers supports by biodata with picture	Applicant	
2. One (1) Photocopy of Proof of Latest Capitalization	Applicant	
3. One (1) Photocopy of Latest Audited Financial Statements (if applicant is existing in operations)	Applicant	
4. One (1) Photocopy of Business Registration/Certificate (with AOI/By-laws as appropriately applicable)	SEC/DTI	
5. One (1) Photocopy of Applicant/Company Tax Identification Number (TIN)	Applicant	
6. Original of Expired Accreditation License (if renewal)	Applicant	
Specific Requirements		
MANUFACTURER (MF)		
1. List of Regular Technical and Administrative Support Personnel with their biodata	Applicant	
2. List of Life Saving Appliances (LSA) and Fire Fighting Equipment (FFE) to be manufactured	Applicant	
3. One (1) Photocopy of the ISO Certification or its equivalent	Applicant	
4. One (1) Photocopy of Certification or equivalent related to type-approval of products	BPS / DOST / Classification Society	
5. One (1) Photocopy of Proof of Safe Occupancy of building and the structures occupied for manufacturing related services	Applicant	



6. Other additional documentary requirements, if necessary					
SUPPLIER (SR)					
1. List and corresponding documentation of LSA's/FFE		Applicant			
2. One (1) Photocopy of Certification or equivalent related to type-approval of products		BPS / DOST / Classification Society			
3. Other additional documentary requirements, if necessary					
SERVICE PROVIDER (SP)					
1. List of Regular technical Administrative Support Personnel with their biodata		Applicant			
2. List of Life Saving Appliances (LSA) and Fire Fighting equipment to be manufactured		Applicant			
3. One (1) Photocopy of the ISO/QA Certification or its equivalent		Applicant			
4. One (1) Photocopy of Authorization to service LSA's/FFE		Manufacturer			
5. One (1) Photocopy of Proof of Safe Occupancy of building and the structures used or occupied for servicing		Applicant			
6. Other additional documentary requirements, if necessary					
* All attachments must have separation/ cover paper for faster location and evaluation.					
** Applicants should also bring the Original Copy of the required documents on 'Photocopy' for the purpose of counter - checking.					

CLIENT ACTION		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Applies for Issuance/ Renewal of Certificate of Accreditation	1. Checks the type of application; Screen and Checks the completeness and validity of attached documentary requirements based on the checklist of documentary requirements, and against the original documents; if incomplete,	None	10 minutes	Officer(s) of the Day / Screening Officer(s) (MSS-NCR)



		returns the application to the client; if complete, prepare and print Authority to Accept Payment (ATAP), and signs and issue ATAP.			
2	Pays the processing fee to the Cashier; and receives Official receipt.	2. Receives payment from the applicant based on ATAP, issues Official Receipt (OR) and advises Applicant to proceed to Records Section - NCR.	See table provided below	5 minutes	Cashier (MRO-NCR)
3	Submits the documents with the ATAP (paid) to the Records Section - NCR and receives the receiving copy of letter of intent.	3.1. Receives the application and attaches D-tracking; Issue receiving copy of the application; and Forwards the application to MSS-NCR. <i>* there are some applications received by MSS-NCR the following day especially those applications held during afternoon</i>	None	15 minutes	Records Officer (Records Section - NCR)
		3.2. Acknowledges the receipt of application at the Document Tracking System (D - Tracks); Records in the logbook of application the name of company/owner, type of application, name of vessel, date/time received and D-tracks number; Assigns reference number and fills-up and attaches routing/ action slip; and Forwards the application to the Director.	None	15 minutes	Administrative Staff (MSS-NCR)
		3.3. Reviews the application and endorses the application to the MSS-NCR Section Chief through the	None	15 minutes	Director (MRO-NCR)



		Administrative Staff by writing in Routing / Action Slip with notation.			
		3.4. Assigns the application to the qualified staff/s by writing in Routing /Action Slip with notation if necessary; and Returns the assigned application to the Administrative staff for recording.	None	15 minutes	<i>Section Chief (MSS-NCR)</i>
		3.4. Records in the logbook of application the initial of the assigned qualified staff/s, date and time; and Endorses application to be acknowledged by the assigned staff/s for appropriate action.	None	10 minutes	<i>Administrative Staff (MSS-NCR)</i>
		3.5. Acknowledges receipt of the application; and Conducts document review of the attachments to the application	None	15 days	<i>Evaluator / Inspector (MSS-NCR)</i>
4	Coordinate schedule of inspection/ audit with the assigned MSS-NCR Technical Personnel <i>*Schedule depends on the availability of both the company and MSS-NCR Technical Personnel/s</i>	4. Coordinate schedule of inspection with the company representative; and Schedule conduct of audit and prepare necessary documents	None	15 minutes	<i>Evaluator / Inspector (MSS-NCR)</i>



5	Accompanies the inspector/s to the location of the company for the conduct of inspection/ audit <i>*Acknowledges the issuance of deficiencies, if there is any.</i>	5.1. Conducts company inspection; and Accomplishes inspection report, acknowledged by the Company Owner/ Authorized Representative and issues Notice of Deficiencies if warranted.	None	2 days <i>*conduct of inspection/ audit includes the travel time going to and from the location of the company</i>	<i>Evaluator / Inspector (MSS-NCR)</i>
		5.2. If without outstanding findings/ deficiencies or all deficiencies are all rectified, proceed to preparation of inspection reports: Final Completion of Inspection Reports; and Drafts certificate of accreditation and list of the approved equipment for supply, manufacture and service for annex, and endorses to the Administrative staff for encoding	None	1 hour and 30 minutes	<i>Evaluator / Inspector (MSS-NCR)</i>
		5.3. Encodes draft certificate of accreditation and annex; and Endorse to assigned MSS-NCR Technical Personnel for review.	None	25 minutes	<i>Administrative Staff (MSS-NCR)</i>
		5.4. Review and proofreads the draft Certificate and Annex for corrections; and Correct all items for corrections and return to Administrative staff for finalization.	None	15 minutes	<i>Evaluator / Inspector (MSS-NCR) (MSS-NCR)</i>



		5.5. Finalize certificate and Annex; Assign certificate number and record it together with the number of Security Paper (SECPA) used; and Endorse application together with finalized certificate and annex to assigned MSS-NCR Technical Personnel.	None	15 minutes	<i>Administrative Staff (MSS-NCR)</i>
		5.6. Reviews and signs the certificate/s if found to be in order; Prepares executive brief to the Director through the Section Chief; and Endorses the executive brief, inspection report, certificates and the application to the MSS-NCR Section Chief for review and approval.	None	1 hour	<i>Evaluator / Inspector (MSS-NCR)</i>
		5.7. Reviews the executive brief, inspection report, certificates and the attached documents to the application; Affix signature / initial to executive brief, and to 2 nd and 3 rd copy of the certificates if found to be in order; and Endorses the application to the Director if found to be in order	None	3 hours	<i>Section Chief (MSS-NCR)</i>
		5.8. Reviews the executive brief, inspection report, certificates and the attached documents to the application; Approves the executive brief if found to be in order; and Affix signature to the	None	3 hours	<i>Director (MRO-NCR)</i>



		certificate and endorses to the Administrative Staff for releasing.			
		5.9. Records in the logbook of application the date and time in preparation of release of the application from the MSS-NCR; Releases the application at the Document Tracking System (D - Tracks); and Forwards and acknowledges the application to the Records Section - NCR for releasing of certificate and proceed to procedure no. 7.	None	1 hour and 30 minutes	<i>Administrative Staff (MSS-NCR)</i>
6	<p>If there are deficiencies during inspection/ audit, coordinates with the assigned MSS-NCR Technical Personnel for rectification and compliance</p> <p><i>*There is no specified no. of hrs/days during rectification and compliance of issued deficiencies to the company. It depends on the capacity of the owner/company in complying those deficiencies and will</i></p>	6.1. If With outstanding findings/ deficiencies: Coordinate with the owner/ company representative for the compliance of issued findings/ deficiencies; and Conducts follow-up inspection/ audit of the company, if warranted and proceed to procedure no. 5; or Closing-out of all deficiencies within the agreed completion of the rectification and proceed to procedure No. 5.2.	None	1 day	<i>Evaluator / Inspector (MSS-NCR)</i>



	<i>coordinate the inspector as the compliance is completed for re-validation</i>				
7	Present receiving copy of letter intent and receives Certificate/s;	7. Locates the application and certificate to be released; Records releasing of certificate; and Releases certificate.	None	15 minutes	Records Officer (Records Section - NCR)
END OF TRANSACTION				Total: Nineteen (19) working days, four (4) hours and fifty (50) minutes = Twenty (20) days	

** the procedure does not include turn-around time when there is an error/ mistake found during the review by the MSS-NCR Technical Personnel, Section Chief or the Director for revision and re-typing of certificates (spoiled).*

Fees to be Paid:

a)Processing Fee:		b.) Accreditation Certificate		c)Type Approval (inclusive of design approval and prototype testing)	d) Quality Systems Approval	e) Inspection Fee
Manufacturer	P2,400	Manufacturer	P 12,000			
Suppliers	P 1,800	Suppliers	P 6,000			
Servicing Entity	P 12,000	Servicing Entity	P 12,000			
Combination of Manufacturer/ Supplier/ Servicing Entity	P 18,000	Combination of Manufacturer/ Supplier/ Servicing Entity	P 18,000	P 12,000	P 12,000	P 6,000

15. **Application for Issuance of Special Permit to Navigate (MC 152)**



Special Permit to Navigate (SPN) is issued to Philippine-registered ships with expired ship safety certificates requesting to have a special navigation for the purpose of drydocking.

SPN being issued is valid for only one (1) month and for one (1) voyage only from the current location to specified shipyard.

Office/Division:		MRO – NCR / Maritime Safety Section			
Classification:		Simple			
Type of Transaction:		G2B – Government to Business Entities			
Who may avail:		Shipping companies/entities, shipowners, shipping operators, ship management			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1. Letter of Intent			Applicant		
2. One (1) Photocopy of Certificate of Ownership			MRO-NCR Domestic Shipping Section		
3. One (1) Photocopy of Certificate of Philippine Registry			MRO-NCR Domestic Shipping Section		
4. One (1) Photocopy of Subject vessels expired Safety certificates and MSMC			MRO-NCR Maritime Safety Section		
5. If to be towed, one (1) Photocopy of Valid Safety Certificates of the Tug boat to be used for navigation.			MRO-NCR Maritime Safety Section		
* Applicants should also bring the Original Copy of the required documents on ‘Photocopy’ for the purpose of counter - checking.					
CLIENT ACTION		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Applies for SPN	1. Checks the type of application; Screen and Checks the completeness and validity of attached documentary requirements based on the checklist of documentary requirement, and against the original documents; and if incomplete, returns the application to the client; or if complete, prepare and print Authority to Accept	None	10 minutes	Officer(s) of the day / Screening Officer(s) (MSS-NCR)



		Payment (ATAP), and signs and issue ATAP.			
2	Pays the processing fee to the Cashier; and receives Official Receipt.	2. Receives payment from the applicant based on ATAP, issues Official Receipt (OR) and advises Applicant to proceed to Records Section - NCR.	SPN Certificate P700.00 <i>(as per MC No. 2015-05 and its subsequent amendments)</i>	5 minutes	Cashier <i>(MRO-NCR)</i>
3	Submits the documents with the ATAP (paid) to the Records Section – NCR and receives the receiving copy of letter of intent.	3.1. Receives the application and attaches D-tracking; Issue receiving copy of the application; and Forwards the application to MSS-NCR. <i>* there are some applications received by MSS the following day especially those applications held during afternoon</i>	None	15 minutes	Records Officer <i>(Records Section - NCR)</i>
		3.2. Acknowledges the receipt of application at the Document Tracking System (D Tracks); Records in the logbook of application the name of company/owner, type of application, name of vessel, date/time received and D-tracks number; Assigns reference number and fills-up and attaches	None	15 minutes	Administrative Staff <i>(MSS-NCR)</i>



		routing / action slip; and Forwards the application to the Director.			
		3.3. Reviews the application and endorses the application to the MSS-NCR Section Chief through the Administrative Staff by writing in Routing / Action Slip with notation.	None	15 minutes	<i>Director (MRO-NCR)</i>
		3.4. Assigns the application to the qualified staff/s by writing in Routing /Action Slip with notation if necessary; and Returns the assigned application to the Administrative staff for recording.	None	15 minutes	<i>MSS-NCR Section Chief (MSS-NCR)</i>
		3.5. Records in the logbook of application the initial of the assigned qualified staff/s, date and time; and Endorses application to be acknowledged by the assigned staff/s for appropriate action.	None	10 minutes	<i>Administrative Staff (MSS-NCR)</i>



		3.6. Receives Application; Reviews the application; and if found in order, draft SPN and endorse to Administrative Staff for encoding.	None	30 minutes	<i>Evaluator / Inspector (MSS-NCR)</i>
		3.7. Encodes draft SPN; and Endorse to assigned MSS-NCR Technical Personnel for review and proofreading.	None	25 minutes	<i>Administrative Staff (MSS-NCR)</i>
		3.8. Review and proofreads the draft certificate for corrections; and Correct all items for corrections and return to Administrative staff for finalization.	None	15 minutes	<i>Evaluator / Inspector (MSS-NCR)</i>
		3.9. Finalize certificate; Assign certificate number and record it together with the number of Security Paper (SECPA) used; and Endorse application together with finalized certificate to assigned MSS-NCR Technical Personnel.	None	15 minutes	<i>Administrative Staff (MSS-NCR)</i>
		3.10. Reviews the final certificate; and Endorse the SPN and application to MSS-NCR Section Chief if found in order	None	15 minutes	<i>Evaluator / Inspector (MSS-NCR)</i>
		3.11. Reviews the final certificate; Affix signature/ initial to 2 nd and 3 rd copy of the certificates if found to be in order; and Endorses the application to the Director.	None	30 minutes	<i>Section Chief (MSS-NCR)</i>



		3.12. Reviews the certificate and application; Affix signature to certificate if found to be in order; and Endorses to the Administrative Staff for releasing.	None	30 minutes	<i>Director (MRO-NCR)</i>
		3.13. Records in the logbook of application the date and time in preparation of release of the application from the MSS; Releases the application at the Document Tracking System (D - Tracks); and Forwards and acknowledges the application to the Records Section - NCR for releasing of certificates.	None	30 minutes	<i>Administrative Staff (MSS)</i>
4	Present receiving copy of letter intent and receives Certificate/s;	4. Locates the application and certificate to be released; Records releasing of certificate; and Releases certificate.	None	15 minutes	<i>Records Officer (Records Section - NCR)</i>
END OF TRANSACTION				Total: Four (4) working hours and fifty (50) minutes = One (1) day	

**the procedure does not include turn-around time when there is an error/ mistake found during the review by the MSS-NCR Technical Personnel, Section Chief or the Director for revision and re-typing of certificates (spoiled).*





16. Application for Dispensation to Seafarers onboard Ships Engaged in Domestic (MC 183) and International Voyages (MC 2011-02)

Dispensation Permit is issued in favor of a seafarer who, in case of exceptional necessity, does not hold the appropriate certificate required by the Convention, permitting a seafarer to serve a specific position in a particular ship for a specified period.

The Dispensation Permit to be issued for seafarers onboard ships in domestic voyages shall not exceed one (1) month for any single issue, provided that only two (2) renewals of one (1) month validity each can be granted within the same year. While for seafarers onboard ships engaged in international voyages, the Dispensation Permit to be issued shall not exceed six (6) months.

Office/Division:	MRO-NCR / Maritime Safety Section	
Classification:	Simple	
Type of Transaction:	G2B – Government to Business Entity	
Who may avail:	Shipping companies/entities, shipowners, shipping operators, ship management	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Domestic Voyages (New applicant)		
1. Letter request from company – 1 copy	Applicant	
2. Duly accomplished application form – 1 copy	MRO-NCR Maritime Safety Section	
3. Oath of Undertaking duly notarized, executed by the company attesting to the seafarers competence; assumption of risk and responsibility by the owner/operator of the vessel in hiring the applicant; and their diligent search for a qualified competent officer. 1 - copy	Applicant	
4. Photocopy of applicant's certificate and/or license – 1 copy	Applicant	
5. Photocopy of SRB showing the seafarer's personal identification and sea experience – 1 copy	Applicant	
6. Photocopy of CPC of the vessel – 1 copy	Issuing MRO	
7. Two (2) copies of the applicant's picture in uniform (2"x2")	Applicant	



For Domestic Voyages (Renewal)				
1. Letter request from company – 1 copy		Applicant		
2. Duly accomplished application form – 1 copy		MRO-NCR Maritime Safety Section		
3. Previously issued original Dispensation Permit		MRO-NCR Maritime Safety Section		
4. Photocopy of Ship Safety Certificate – 1 copy		MRO-NCR Maritime Safety Section		
5. Proof of company’s most diligent search for qualified and competent officers in coordination with seafarer unions/associations – 1 copy		Applicant		
For International Voyages				
1. Letter request – 1 copy		Applicant		
2. Copy of the ship’s CPR – 1 copy		MRO-NCR Overseas Shipping Section		
3. Copy of the ship’s MSMC – 1 copy		MRO-NCR Overseas Shipping Section		
4. Previously issued Dispensation Permit, if applicable – 1 copy		MRO-NCR Maritime Safety Section		
5. List of Ports of call and sailing schedule – 1 copy		Applicant		
6. Crew list – 1 copy		Applicant		
7. Name and appropriate certificate of the seafarer who will be replaced – 1 copy		Applicant		
8. Name, appropriate certificate, qualification, and sea experience of seafarer(s) who will assume the vacant post immediately above his current position – 1 copy		Applicant		
9. Master’s Report about the incident – 1 copy		Applicant		
* All attachments must have separation/ cover paper for faster location and evaluation.				
** Applicants should also bring the Original Copy of the required documents on ‘Photocopy’ for the purpose of counter - checking.				
CLIENT ACTION	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1	Applies for Issuance/ Renewal of Dispensation Permit	1. Checks the type of application; Screen and Checks the completeness and validity of attached documentary requirements based on the checklist of documentary requirements, and against the original documents; if incomplete, returns the application to the client; if complete, prepare and print Authority to Accept Payment (ATAP), and signs and issue ATAP.	None	10 minutes	Officer(s) of the day / Screening Officer(s) (MSS-NCR)
2	Pays the processing fee to the Cashier; and receives Official receipt.	2. Receives payment from the applicant based on ATAP, issues Official Receipt (OR) and advises Applicant to proceed to Records Section - NCR.	See table provided below	5 minutes	Cashier (MRO-NCR)
3	Submits the documents with the ATAP (paid) to the Records Section - NCR and receives the receiving copy of letter of intent.	3.1. Receives the application and attaches D-tracking; Issue receiving copy of the application; and Forwards the application to MSS-NCR. <i>* there are some applications received by MSS-NCR the following day especially those applications held during afternoon</i>	None	15 minutes	Records Officer (Records Section - NCR)
		3.2. Acknowledges the receipt of application at the Document Tracking System (D - Tracks); Records in the logbook of application the name of company/owner, type of application, name of vessel, date/time received and D-tracks number; Assigns reference number and fills-up and attaches	None	15 minutes	Administrative Staff (MSS-NCR)



		routing/ action slip; and Forwards the application to the Director.			
		3.3. Reviews the application and endorses the application to the MSS-NCR Section Chief through the Administrative Staff by writing in Routing / Action Slip with notation.	None	15 minutes	<i>Director (MRO-NCR)</i>
		3.4. Assigns the application to the qualified staff/s by writing in Routing /Action Slip with notation if necessary; and Returns the assigned application to the Administrative staff for recording.	None	15 minutes	<i>Section Chief (MSS-NCR)</i>
		3.4. Records in the logbook of application the initial of the assigned qualified staff/s, date and time; and Endorses application to be acknowledged by the assigned staff/s for appropriate action.	None	10 minutes	<i>Administrative Staff (MSS-NCR)</i>
		3.5. Acknowledges receipt of the application; and Conducts document review and evaluation of the attachments to the application	None	1 hour and 30 minutes	<i>Evaluator (MSS-NCR)</i>
		3.6. If the application is evaluated as acceptable and recommended for approval: Drafts the corresponding Dispensation Permit and endorses to the Administrative Staff for encoding.	None	1 hour and 30 minutes	<i>Evaluator (MSS-NCR)</i>



		3.7. Encodes draft Dispensation Permit and endorse to assigned MSS-NCR technical personnel for review.	None	25 minutes	<i>Administrative Staff (MSS-NCR)</i>
		3.8. Review and proofreads the draft Dispensation Permit for corrections; and correct all items and return to Administrative staff for finalization.	None	15 minutes	<i>Evaluator (MSS-NCR)</i>
		3.9. Finalize certificate; Assign certificate number and record it together with the number of Security Paper (SECPA) used; and Endorse application together with finalized Dispensation Permit to assigned MSS-NCR technical personnel.	None	15 minutes	<i>Administrative Staff (MSS-NCR)</i>
		3.10. Prepares executive brief for the Director through the Section Chief and endorses the executive brief, Dispensation Permit and the application with attachments to the MSS-NCR Section Chief for review and approval.	None	1 hour	<i>Evaluator (MSS-NCR)</i>
		3.11. Reviews the Dispensation Permit, executive brief, and the necessary attached documents to the application; Affix signature/ initial to executive brief as well as on the 2 nd and 3 rd copies of the permit if found to	None	3 hours	<i>Section Chief (MSS-NCR)</i>



		be in order; and endorses the application to the Director.			
		3.12. Reviews the Dispensation Permit, executive brief, and the necessary attached documents to the application; approves and signs the executive brief, and affix signature on the permit if found to be in order and endorses to the Administrative Staff for endorsement to the Administrative Staff for releasing.	None	3 hours	<i>Director (MRO-NCR)</i>
		3.13. Records in the logbook of application the date and time in preparation of release of the application from the MSS-NCR; Releases the application at the Document Tracking System (D - Tracks); and Forwards and acknowledges the application to the Records Section - NCR for releasing of dispensation and proceed to procedure no. 4.	None	1 hour and 30 minutes	<i>Administrative Staff (MSS-NCR)</i>
		3.14. If the application is evaluated as “Denied”: Drafts Denial Letter and Prepares executive brief for the Director through the Section Chief and endorses the Denial Letter, executive brief, and the application with attachments to the MSS-NCR Section Chief for review and approval.	None	1 hour and 30 minutes	<i>Evaluator (MSS-NCR)</i>



		3.15. Reviews the Denial Letter, executive brief, and the necessary attached documents to the application; Affix signature/ initial to executive brief as well as on the 2 nd and 3 rd copies of the letter if found to be in order; and endorses the application to the Director.	None	3 hours	<i>Section Chief (MSS-NCR)</i>
		3.16. Reviews the Denial Letter, executive brief, and the necessary attached documents to the application; approves and signs the executive brief, affix signature on the Denial Letter if found to be in order, and endorses to the Administrative Staff for releasing.	None	3 hours	<i>Director (MRO-NCR)</i>
		3.17. Records in the logbook of application the date and time in preparation of release of the application from the MSS-NCR; Releases the application at the Document Tracking System (D - Tracks); and Forwards and acknowledges the application to the Records Section - NCR for releasing of Denial Letter and proceed to procedure No. 4.	None	1 hour and 30 minutes	<i>Administrative Staff (MSS-NCR)</i>
4	Present receiving copy of letter intent and receives	4. Locates the application and permit or letter to be released; Records releasing of permit or letter; and Releases permit or letter.	None	15 minutes	<i>Records Officer (Records Section - NCR)</i>



	Dispensation Permit or Denial Letter;				
END OF TRANSACTION				Total: One (1) working day, six (6) hours and five (5) minutes = Two (2) working days	

** the procedure does not include turn-around time when there is an error/ mistake found during the review by the MSS-NCR Technical Personnel, Section Chief or the Director for revision and re-typing of certificates (spoiled).*

Fees to be Paid:

a. For Domestic Voyages

New Issuance (per seafarer)	Php 5,000.00
First Renewal (per seafarer)	Php 8,000.00
Second Renewal (per seafarer)	Php 10,000.00

b. For International Voyages

Issuance per seafarer	Php 1,650.00
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17. Application for Approval of Reduction of Manning

Letter-Approval for Reduction of Manning is issued to Philippine-registered ships requesting for reduction of its manning complement subject to evaluation in accordance with MC 2012-06.

The temporary reduction of manning is valid for one (1) year or co-terminus with the ship’s Passenger Ship Safety Certificate, whichever comes earlier.

Office/Division:	MRO – NCR / Maritime Safety Section				
Classification:	Simple				
Type of Transaction:	G2B – Government to Business Entities				
Who may avail:	Shipping companies/entities, shipowners, shipping operators, ship management				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1. Letter of Intent with justifications – 1 copy			Applicant		
2. One (1) Photocopy of Certificate of Ownership			MRO-NCR Domestic Shipping Section		
3. One (1) Photocopy of Certificate of Philippine Registry			MRO-NCR Domestic Shipping Section		
4. One (1) Photocopy of valid Safety Certificate			MRO-NCR Maritime Safety Section		
5. One (1) Photocopy of Minimum Safe Manning Certificate			MRO-NCR Maritime Safety Section		
* Applicants should also bring the Original Copy of the required documents on ‘Photocopy’ for the purpose of counter - checking.					
CLIENT ACTION		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Applies for Approval of Reduction of Manning by submitting the documents to the Records Section –	1.1. Receives the application and attaches D-tracking; Issue receiving copy of the application; and Forwards the application to MSS-NCR.	None	15 minutes	Records Officer (Records Section - NCR)



	NCR and receives the receiving copy of letter of intent.	<i>* there are some applications received by MSS-NCR the following day especially those applications held during afternoon</i>			
		1.2. Acknowledges the receipt of application at the Document Tracking System (D Tracks); Records in the logbook of application the name of company/owner, type of application, name of vessel, date/time received and D-tracks number; Assigns reference number and fills-up and attaches routing / action slip; and Forwards the application to the Director.	None	15 minutes	<i>Administrative Staff (MSS-NCR)</i>
		1.3. Reviews the application and endorses the application to the MSS-NCR Section Chief through the Administrative Staff by writing in Routing / Action Slip with notation.	None	15 minutes	<i>Director (MRO-NCR)</i>
		1.4. Assigns the application to the qualified staff/s by writing in Routing /Action Slip with notation if necessary; and Returns the assigned application to the Administrative staff for recording.	None	15 minutes	<i>MSS-NCR Section Chief (MSS-NCR)</i>



		1.5. Records in the logbook of application the initial of the assigned qualified staff/s, date and time; and Endorses application to be acknowledged by the assigned staff/s for appropriate action.	None	10 minutes	<i>Administrative Staff (MSS-NCR)</i>
		1.6. Receives Application; Reviews the application; evaluate in accordance with MC 2012-06; drafts Letter-Approval / Disapproval and Disposition Form with attachments and endorses to the MSS-NCR Section Chief for review and concurrence.	None	3 hours	<i>Evaluator (MSS-NCR)</i>
		1.7. Reviews the Letter-Approval / Disapproval and documents attached to the application; Affix initial to the Disposition Form as well as on the 2 nd and 3 rd copy of the letter if found to be in order; and Endorses the application to the Director.	None	3 hours	<i>Section Chief (MSS-NCR)</i>
		1.8. Reviews the Letter-Approval / Disapproval, Disposition Form, and the attached documents to the application; affix signature on the Disposition Form, and affix initial on the 2 nd and 3 rd copies of the permit if found to be in order and endorses to the	None	3 hours	<i>Director (MRO-NCR)</i>



		Administrative Staff for endorsement to the Deputy Administrator for Operations (DAO)			
		1.9. Records in the logbook of application the date and time in preparation of release of the application from the MSS-NCR; Releases the application at the Document Tracking System (D - Tracks); and Forwards and acknowledges the application to the ODAO for concurrence	None	30 minutes	<i>Administrative Staff (MSS-NCR)</i>
		1.10. Reviews the Disposition Form, Letter-Approval / Disapproval and the attached documents to the application; Affix signature on the Disposition Form and initial on the 2 nd and 3 rd copy of the Letter-Approval / Disapproval if found to be in order and endorses to the Administrative Staff for endorsement to the Administrator	None	3 hours	<i>Deputy Administrator for Operations (MARINA)</i>
		1.11. Reviews the Disposition Form, Letter-Approval / Disapproval and the attached documents to the application; Affix signature on the Disposition Form and on the Letter-Approval / Disapproval	None	3 hours	<i>Administrator (MARINA)</i>



		if found to be in order and endorses to the Administrative Staff for releasing at the Records Section – NCR and proceed to procedure no. 2.			
2	Present receiving copy of letter intent and receives Letter-Approval / Disapproval	2. Locates the application and letter to be released; Records releasing of letter; and Releases Letter-Approval / Disapproval.	None	15 minutes	<i>Records Officer (Records Section - NCR)</i>
END OF TRANSACTION				Total: Two (2) working days and fifty-five (55) minutes = Three (3) working days	

**the procedure does not include turn-around time when there is an error/ mistake found during the review by the MSS-NCR Technical Personnel, Section Chief or the Director for revision and re-typing of certificates (spoiled).*



18. Application for Accreditation of Underwater/Marine Surveying Companies and Entities under MC 108

The processing of application for accreditation of underwater/marine surveying companies and entities involves conduct of inspection of the company/entity in their most convenient available time and location. The inspection is conducted by qualified technical MSS-NCR engineers who are trained to undertake the said inspection.

Accreditation certificate being issued is valid for three (3) years and shall be applied for renewal at least three (3) months before expiration.

Office/Division:	MRO-NCR / Maritime Safety Section				
Classification:	Highly Technical				
Type of Transaction:	G2B – Government to Business Entity				
Who may avail:	Companies/Entities engaged in marine surveying				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
General Requirements					
1. SEC Registration Certificate, if corporation or partnership – 1 copy			SEC		
2. DTI Registration Certificate, if sole proprietorship – 1 copy			DTI		
3. Articles of Incorporation/Partnership and By-laws – 1 copy			SEC		
4. List of all marine surveyors and their bio-data – 1 copy			Applicant		
5. Name(s) of Approving Officer – 1 copy			Applicant		
* Applicants should also bring the Original Copy of the required documents for the purpose of counter - checking.					
CLIENT ACTION		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Applies for Issuance/ Renewal of Certificate of Accreditation	1. Checks the type of application; Screen and Checks the completeness and validity of attached documentary requirements based on the checklist of documentary requirements, and against	None	10 minutes	Officer(s) of the Day / Screening Officer(s) (MSS-NCR)



		the original documents; if incomplete, returns the application to the client; if complete, prepare and print Authority to Accept Payment (ATAP), and signs and issue ATAP.			
2	Pays the processing fee to the Cashier; and receives Official receipt.	2. Receives payment from the applicant based on ATAP, issues Official Receipt (OR) and advises Applicant to proceed to Records Section - NCR.	P7,800.00	5 minutes	Cashier (MRO-NCR)
3	Submits the documents with the ATAP (paid) to the Records Section - NCR and receives the receiving copy of letter of intent.	3.1. Receives the application and attaches D-tracking; Issue receiving copy of the application; and Forwards the application to MSS-NCR. <i>* there are some applications received by MSS-NCR the following day especially those applications held during afternoon</i>	None	15 minutes	Records Officer (Records Section - NCR)
		3.2. Acknowledges the receipt of application at the Document Tracking System (D - Tracks); Records in the logbook of application the name of company/owner, type of application, name of vessel, date/time received and D-tracks number; Assigns reference number and fills-up and attaches routing/ action slip; and Forwards the application to the Director.	None	15 minutes	Administrative Staff (MSS-NCR)
		3.3. Reviews the application and endorses the application to the MSS-NCR Section Chief through the	None	15 minutes	Director (MRO-NCR)



		Administrative Staff by writing in Routing / Action Slip with notation.			
		3.4. Assigns the application to the qualified staff/s by writing in Routing /Action Slip with notation if necessary; and Returns the assigned application to the Administrative staff for recording.	None	15 minutes	<i>Section Chief (MSS-NCR)</i>
		3.4. Records in the logbook of application the initial of the assigned qualified staff/s, date and time; and Endorses application to be acknowledged by the assigned staff/s for appropriate action.	None	10 minutes	<i>Administrative Staff (MSS-NCR)</i>
		3.5. Acknowledges receipt of the application; and Conducts document review of the attachments to the application	None	10 days	<i>Evaluator / Inspector (MSS-NCR)</i>
4	Coordinate schedule of inspection/ audit with the assigned MSS Technical Personnel <i>*Schedule depends on the availability of both the company and MSS Technical Personnel/s</i>	4. Coordinate schedule of inspection with the company representative; and Schedule conduct of inspection and prepare necessary documents	None	15 minutes	<i>Evaluator / Inspector (MSS-NCR)</i>
5	Accompanies the inspector/s to the location of the company for the	5.1. Conducts company inspection; and Accomplishes inspection report, acknowledged by the Company Owner/	None	2 days <i>*conduct of inspection/</i>	<i>Evaluator / Inspector (MSS-NCR)</i>



<p>conduct of inspection/ audit</p> <p><i>*Acknowledges the issuance of deficiencies, if there is any.</i></p>	<p>Authorized Representative and issues Notice of Deficiencies if warranted.</p>		<p><i>audit includes the travel time going to and from the location of the company</i></p>	
	<p>5.2. If without outstanding findings/ deficiencies or all deficiencies are all rectified, proceed to preparation of inspection reports: Final Completion of Inspection Reports; and Drafts certificate of accreditation and list of the approved equipment for supply, manufacture and service for annex, and endorses to the Administrative staff for encoding</p>	<p>None</p>	<p>1 hour and 30 minutes</p>	<p><i>Evaluator / Inspector (MSS-NCR)</i></p>
	<p>5.3. Encodes draft certificate of accreditation; and Endorse to assigned MSS Technical Personnel for review.</p>	<p>None</p>	<p>25 minutes</p>	<p><i>Administrative Staff (MSS-NCR)</i></p>
	<p>5.4. Review and proofreads the draft Certificate for corrections; and Correct all items for corrections and return to Administrative staff for finalization.</p>	<p>None</p>	<p>15 minutes</p>	<p><i>Evaluator / Inspector (MSS-NCR)</i></p>
	<p>5.5. Finalize certificate and Annex; Assign certificate number and record it together with the number of Security Paper (SECPA) used; and Endorse application together with finalized</p>	<p>None</p>	<p>15 minutes</p>	<p><i>Administrative Staff (MSS-NCR)</i></p>



		certificate and annex to assigned MSS-NCR Technical Personnel.			
		5.6. Reviews and signs the certificate/s if found to be in order; Prepares executive brief to the Director through the Section Chief; and Endorses the executive brief, inspection report, certificates and the application to the MSS-NCR Section Chief for review and approval.	None	1 hour	<i>Evaluator / Inspector (MSS-NCR)</i>
		5.7. Reviews the executive brief, inspection report, certificates and the attached documents to the application; Affix signature / initial to executive brief, and to 2 nd and 3 rd copy of the certificates if found to be in order; and Endorses the application to the Director if found to be in order.	None	3 hours	<i>Section Chief (MSS-NCR)</i>
		5.8. Reviews the executive brief, inspection report, certificates and the attached documents to the application; Approves the executive brief if found to be in order; and Affix signature to the certificate and endorses to the Administrative Staff for releasing.	None	3 hours	<i>Director (MRO-NCR)</i>



		5.9. Records in the logbook of application the date and time in preparation of release of the application from the MSS-NCR; Releases the application at the Document Tracking System (D - Tracks); and Forwards and acknowledges the application to the Records Section - NCR for releasing of certificate and proceed to procedure no. 7.	None	1 hour and 30 minutes	<i>Administrative Staff (MSS-NCR)</i>
6	<p>If there are deficiencies during inspection, coordinates with the assigned MSS Technical Personnel for rectification and compliance</p> <p><i>*There is no specified no. of hrs/days during rectification and compliance of issued deficiencies to the company. It depends on the capacity of the owner/company in complying those deficiencies and will coordinate the inspector as the</i></p>	6.1. If With outstanding findings/ deficiencies: Coordinate with the owner/ company representative for the compliance of issued findings/ deficiencies; and Conducts follow-up inspection of the company, if warranted and proceed to procedure no. 5; or Closing-out of all deficiencies within the agreed completion of the rectification and proceed to procedure No. 5.2.	None	1 day	<i>Evaluator / Inspector (MSS-NCR)</i>



	<i>compliance is completed for re-validation</i>				
7	Present receiving copy of letter intent and receives Certificate/s;	7. Locates the application and certificate to be released; Records releasing of certificate; and Releases certificate.	None	15 minutes	<i>Records Officer (Records Section - NCR)</i>
END OF TRANSACTION				Total: Fourteen (14) working days, four (4) hours and fifty (50) minutes = Fifteen (15) days	

** the procedure does not include turn-around time when there is an error/ mistake found during the review by the MSS-NCR Technical Personnel, Section Chief or the Director for revision and re-typing of certificates (spoiled).*

19. Application for Supervision of Underwater Inspection for Purposes of Lifting of Suspension of Safety Certificates

The processing of application for supervision of underwater inspection for purposes of lifting of suspension of safety certificates involves conduct of inspection of the vessel involved in a maritime incident where the integrity of the hull and/or underwater machineries/equipment is put into question or subject to verification, with an accredited underwater marine surveying entity, in its most convenient available time and location. Supervision of underwater inspection is conducted by qualified technical MSS-NCR engineers who are trained to undertake the said inspection.

Lifting Order for the suspension of safety certificates is issued accordingly after satisfactory result of underwater inspection.

Office/Division:	MRO-NCR / Maritime Safety Section
Classification:	Complex
Type of Transaction:	G2B – Government to Business Entity
Who may avail:	Shipowners, Shipping Companies, Charterers, Ship-managers



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
1. Letter of Intent – 1 copy		Applicant			
2. One (1) Photocopy of Marine Protest		Applicant			
3. One (1) Photocopy of Suspension Order		MARINA Regional Office			
4. One (1) Photocopy of Certificate of Ownership		MRO-NCR Domestic Shipping Section			
5. One (1) Photocopy of Certificate of Philippine Registry		MRO-NCR Domestic Shipping Section			
6. One (1) Photocopy of Ship Safety Certificate(s)		MRO-NCR Maritime Safety Section / MARINA Regional Offices			
7. One (1) Photocopy of the Accreditation Certificate of the underwater surveying entity		MARINA Regional Office			
* Applicants should also bring the Original Copy of the required documents on ‘Photocopy’ for the purpose of counter - checking.					
CLIENT ACTION		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Applies for Supervision of Underwater Inspection	1. Checks the type of application; screen and checks the completeness and validity of attached documentary requirements based on the checklist of documentary requirement, and against the original documents; if incomplete, returns the application to the client; if complete, prepare and print Authority to Accept Payment (ATAP), and signs and issue ATAP.	None	10 minutes	Officer(s) of the day / Screening Officer(s) (MSS-NCR)



2	Pays the processing fee to the Cashier; and receives Official Receipt.	2. Receives payment from the applicant based on ATAP, issues Official Receipt (OR) and advises Applicant to proceed to Records Section – NCR.	P6,000 – within territorial jurisdiction P12,000 - outside territorial jurisdiction	5 minutes	<i>Cashier (MRO-NCR)</i>
3	Submits the documents with the ATAP (paid) to the Records Section - NCR and receives the receiving copy of letter of intent.	3.1. Receives the application and attaches D-tracking; issue receiving copy of the application, and forwards the application to MSS-NCR. <i>* there are some applications received by MSS-NCR the following day especially those applications held during afternoon</i>	None	15 minutes	<i>Records Officer (Records Section - NCR)</i>
		3.2. Acknowledges the receipt of application at the Document Tracking System (D - Tracks); records in the logbook of application the name of company/owner, type of application, name of vessel, date/time received and D-tracks number; assigns reference number and fills-up and attaches routing/ action slip; and forwards the application to the Director.	None	15 minutes	<i>Administrative Staff (MSS-NCR)</i>
		3.4. Reviews the application and endorses the application to the MSS-NCR Section Chief through the Administrative Staff by writing in Routing / Action Slip with notation.	None	15 minutes	<i>Director (MRO-NCR)</i>



		3.4. Reviews the application; assigns the application to the qualified staff/s by writing in Routing /Action Slip with notation if necessary; and returns the assigned application to the administrative staff for recording.	None	15 minutes	<i>MSS-NCR Section Chief (MSS-NCR)</i>
		3.5. Records in the logbook of application the initial of the assigned qualified staff/s, date and time; and endorses application to be acknowledged by the assigned staff/s for appropriate action.	None	10 minutes	<i>Administrative Staff (MSS-NCR)</i>
		3.6. Acknowledges receipt of the application; and Coordinates with owner/ company representative for the schedule of inspection upon evaluation of the application	None	15 minutes	<i>Evaluator / Inspector (MSS-NCR)</i>
4	Coordinate schedule of inspection with the assigned inspector/s. <i>*Schedule depends on the availability of both the vessel and inspector/s.</i> <i>**There is no specific number of days to when will be the conduct of inspection from the date it was</i>	4. Coordinate schedule of inspection with the company representative; and schedule conduct of inspection and prepare necessary documents	None	15 minutes	<i>Evaluator / Inspector (MSS-NCR)</i>



	<i>received by the inspector/s.</i>				
5	Accompanies the inspector to the location of the vessel for the conduct of inspection <i>*Acknowledges the issuance of deficiencies if there is any</i>	5.1. Conducts ship inspection; and accomplishes inspection report, acknowledged by the Owner/ Authorized Representative/ Ship's Master.	None	2 days <i>*conduct of inspection includes the travel time going to and from the location of the vessel</i>	<i>Evaluator / Inspector (MSS-NCR)</i>
		5.2. Final preparation of inspection report, executive brief; and drafts lifting order, if warranted and endorses to the Section Chief, MSS-NCR for review and approval.	None	1 hour and 30 minutes	<i>Evaluator / Inspector (MSS-NCR)</i>
		5.3. Reviews the lifting order, executive brief, inspection report/s and the necessary attached documents to the application; Affix signature/ initial to executive brief as well as on the 2 nd and 3 rd copy of the lifting order if found to be in order; and endorses the application to the Director if found to be in order.	None	3 hours	<i>Section Chief (MSS-NCR)</i>
		5.4. Reviews the lifting order, executive brief, inspection report/s and the attached document; and approves and signs the executive brief, inspection report/s and lifting order if found to be in order and endorses to the Administrative Staff for release.	None	3 hours	<i>Director (MRO-NCR)</i>



		5.5. Records in the logbook of application the date and time in preparation of release of the application from the MSS-NCR; releases the application at the Document Tracking System (D Tracks); and forwards the application to the Records Section - NCR for releasing of certificates and proceed to No. 7.	None	1 hour and 30 minutes	<i>Administrative Staff (MSS-NCR)</i>
6	<p>If there are deficiencies during inspection, coordinates with the assigned MSS-NCR Technical Personnel for rectification and compliance</p> <p><i>*There is no specified no. of hrs/days during rectification and compliance of issued deficiencies to the company. It depends on the capacity of the owner/company in complying those deficiencies and will coordinate the inspector as the</i></p>	6.1. If With outstanding findings/ deficiencies: Coordinate with the owner/ company representative for the compliance of issued findings/ deficiencies; and Conducts follow-up inspection of the company, if warranted and proceed to procedure no. 5; or Closing-out of all deficiencies within the agreed completion of the rectification and proceed to procedure No. 5.2.	None	1 day	<i>Evaluator / Inspector (MSS-NCR)</i>



	<i>compliance is completed for re-validation</i>				
7	Present receiving copy of letter intent and receives Certificate/s;	7. Locate the application and lifting order to be released; records releasing of lifting order; and releases lifting order.	None	15 minutes	<i>Records Officer (Records Section - NCR)</i>
END OF TRANSACTION				Total: Four (4) working days, three (3) hours and ten (10) minutes = Five (5) working days	

** the procedure does not include turn-around time when there is an error/ mistake found during the review by the MSS-NCR Technical Personnel, Section Chief or the Director for revision and re-typing of lifting order (spoiled).*



20. Application for Issuance of Certificate of Compliance under MC 72 & MC 135

Certificate of Compliance under MC 72 & MC 135 is issued to Philippine-registered passenger ships for the implementation of the safety film and voice tape before voyage.

Certificate of Compliance under MC 72 & MC 135 is a one-time issuance for ships for a specific name and owner/operator.

Office/Division:	MRO – NCR / Maritime Safety Section				
Classification:	Complex				
Type of Transaction:	G2B – Government to Business Entities				
Who may avail:	Shipping companies/entities, shipowners, shipping operators, ship management				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1. One (1) Copy of Letter of Intent			Applicant		
2. One (1) Photocopy of Certificate of Ownership			MRO-NCR Domestic Shipping Section		
3. One (1) Photocopy of Certificate of Philippine Registry			MRO-NCR Domestic Shipping Section		
4. One (1) Photocopy of Passenger Ship Safety Certificate			MRO-NCR Maritime Safety Section		
5. One (1) copy of the safety film or voice tape stored in a CD or flash drive			Applicant		
* Applicants should also bring the Original Copy of the required documents on ‘Photocopy’ for the purpose of counter - checking.					
CLIENT ACTION		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Applies for COC under MC 72 or MC 135	1. Checks the type of application; Screen and Checks the completeness and validity of attached documentary requirements based on the checklist of documentary requirement, and	None	10 minutes	Officer(s) of the day / Screening Officer(s) (MSS-NCR)



		against the original documents; and if incomplete, returns the application to the client; or if complete, prepare and print Authority to Accept Payment (ATAP), and signs and issue ATAP.			
2	Pays the processing fee to the Cashier; and receives Official Receipt.	2. Receives payment from the applicant based on ATAP, issues Official Receipt (OR) and advises Applicant to proceed to Records Section - NCR.	P400.00	5 minutes	Cashier (MRO-NCR)
3	Submits the documents with the ATAP (paid) to the Records Section – NCR and receives the receiving copy of letter of intent.	3.1. Receives the application and attaches D-tracking; Issue receiving copy of the application; and Forwards the application to MSS-NCR. <i>* there are some applications received by MSS-NCR the following day especially those applications held during afternoon</i>	None	15 minutes	Records Officer (Records Section - NCR)



		3.2. Acknowledges the receipt of application at the Document Tracking System (D Tracks); Records in the logbook of application the name of company/owner, type of application, name of vessel, date/time received and D-tracks number; Assigns reference number and fills-up and attaches routing / action slip; and Forwards the application to the Director.	None	15 minutes	<i>Administrative Staff (MSS-NCR)</i>
		3.3. Reviews the application and endorses the application to the MSS-NCR Section Chief through the Administrative Staff by writing in Routing / Action Slip with notation.	None	15 minutes	<i>Director (MRO-NCR)</i>
		3.4. Assigns the application to the qualified staff/s by writing in Routing /Action Slip with notation if necessary; and Returns the assigned application to the Administrative staff for recording.	None	15 minutes	<i>Section Chief (MSS-NCR)</i>
		3.5. Records in the logbook of application the initial of the assigned qualified staff/s, date and time; and Endorses application to	None	10 minutes	<i>Administrative Staff (MSS-NCR)</i>



		be acknowledged by the assigned staff/s for appropriate action.			
		3.6. Receives Application; Reviews the application and safety film / voice tape; and if found in order, draft the certificate and endorse to Administrative Staff for encoding.	None	1 day	<i>Evaluator / Inspector (MSS-NCR)</i>
		3.7. Encodes draft certificate; and Endorse to assigned MSS-NCR Technical Personnel for review and proofreading.	None	25 minutes	<i>Administrative Staff (MSS-NCR)</i>
		3.8. Review and proofreads the draft certificate for corrections; and Correct all items for corrections and return to Administrative staff for finalization.	None	15 minutes	<i>Evaluator / Inspector (MSS-NCR)</i>
		3.9. Finalize certificate; Assign certificate number and record it together with the number of Security Paper (SECPA) used; and Endorse application together with finalized certificate to assigned MSS-NCR Technical Personnel.	None	15 minutes	<i>Administrative Staff (MSS-NCR)</i>
		3.10. Reviews the final certificate; prepares the executive brief and endorse the certificate and application to MSS-NCR Section Chief if found in order	None	15 minutes	<i>Evaluator / Inspector (MSS-NCR)</i>



		3.11. Reviews the final certificate and executive brief; Affix signature/ initial to the executive brief as well as on the 2 nd and 3 rd copy of the certificate if found to be in order; and Endorses the application to the Director.	None	30 minutes	<i>Section Chief (MSS-NCR)</i>
		3.12. Reviews the certificate, executive brief, and application; Approves executive brief and affix signature to the certificate if found to be in order; and Endorses to the Administrative Staff for releasing.	None	30 minutes	<i>Director (MRO-NCR)</i>
		3.13. Records in the logbook of application the date and time in preparation of release of the application from the MSS; Releases the application at the Document Tracking System (D - Tracks); and Forwards and acknowledges the application to the Records Section - NCR for releasing of certificates and proceed to no. 5.	None	30 minutes	<i>Administrative Staff (MSS)</i>
4	If there are deficiencies during evaluation of safety film or voice tape, coordinates with the assigned MSS-NCR	4.1. If With outstanding findings/ deficiencies: Coordinate with the owner/ company representative for the compliance of issued findings/ deficiencies; and proceed to procedure no. 3.6;	None	2 day	<i>Evaluator / Inspector (MSS-NCR)</i>



	Technical Personnel for rectification and compliance <i>*There is no specified no. of hrs/days during rectification and compliance of issued deficiencies to the company. It depends on the capacity of the owner/company in complying those deficiencies and will coordinate the inspector as the compliance is completed for re-validation</i>				
5	Present receiving copy of letter intent and receives Certificate/s;	5. Locates the application and certificate to be released; Records releasing of certificate; and Releases certificate.	None	15 minutes	Records Officer (Records Section - NCR)
END OF TRANSACTION				Total: Three (3) working days, four (4) hours and twenty (20) minutes = Four (4) working days	

**the procedure does not include turn-around time when there is an error/ mistake found during the review by the MSS-NCR Technical Personnel, Section Chief or the Director for revision and re-typing of certificates (spoiled).*



21. Issuance of Special Order on Authority to Travel to Conduct Ship Inspections and Audit

A Special Order is issued authorizing personnel of the MRO-NCR to conduct ship inspections and audits outside the 25km radius from the workstation

Office/Division:		MRO – NCR / Maritime Safety Section			
Classification:		Simple			
Type of Transaction:		N/A			
Who may avail:		MRO-NCR technical personnel			
REQUIREMENTS			WHERE TO SECURE		
1. One (1) Copy of Letter of Intent of Applicant indicating the time and availability of the vessel for inspection / audit in an area outside the 25km radius of the workstation			Applicant		
CLIENT ACTION		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Coordinate with the designated inspector / auditor as regards the available time and place of the vessel / company for the inspection / audit	1.1. Check the availability of the assigned inspector(s) / auditor(s); draft Special Order for their authority to travel; and endorse to the MSS-NCR Section Chief for approval	None	2 hours	Inspector / Auditor (MSS-NCR)
		1.2. Reviews the Special Order; Affix signature/ initial to the Special Order if found to be in order; and Endorses the Special Order to the	None	1 hour	Section Chief (MSS-NCR)



		Director through the Administrative Staff.			
		1.3 Records in the logbook of documents the initial of the assigned inspector or auditor in the Special Order and date of travel; and Endorses Special Order to the Director	None	30 minutes	<i>Administrative Staff (MSS-NCR)</i>
		1.4 Reviews the Special Order; and affix signature to the Special Order if found to be in order; and Endorses to the Administrative Staff for releasing.	None	3 hours	<i>Director (MRO-NCR)</i>
		1.5 Records in the logbook of documents the subject and particulars of the Special Order as well as the initials of the inspector(s) / auditor(s) in preparation of release of the Special Order from the Office of the Director; Forwards and acknowledges the application to the Records Section - NCR for the numbering of Special Order and releasing.	None	30 minutes	<i>Administrative Staff (MSS)</i>
2		2. Assign control number for the Special Order, records releasing of Special Order; and	None	15 minutes	<i>Records Officer (Records Section - NCR)</i>



		Release Special Order to concerned personnel.			
END OF TRANSACTION				Total: Seven (7) hours and fifteen (15) minutes = One (1) working day	

**the procedure does not include turn-around time when there is an error/ mistake found during the review by the MSS-NCR Technical Personnel, Section Chief or the Director for revision and re-typing of Special Orders.*

Domestic Shipping Section

1. Issuance/Renewal of Certificate of Accreditation under MARINA Memorandum Circular (MC) Nos. 2006-003 and 186

All persons, whether natural or juridical, or entities authorized by law to engage in the use of ships for the carriage of passengers and/or cargoes between various ports and places in the Philippines, for hire or compensation with general or limited clientele, whether permanent, occasional or incidental, with or without fixed routes for contractual or commercial purposes shall be required to secure accreditation under MC No. 2006-003, which shall serve as a prerequisite to the grant of permits, licenses, authorities, VAT exemption under RA 9295, financial assistance and incentives presently administered or to be administered and for any endorsements that might be made to other relevant government agencies by this Authority.

While all persons, corporations, firms and other entities engaged or shall engage in ship agency, husbanding, ship chandling, ship breaking and similar enterprises shall be required to secure accreditation under MC No. 186.

Office/Division:	MRO-NCR / Domestic Shipping Section
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen / G2B – Government to Business Entity
Who may avail:	Shipping Companies/ Ship Owners/Operators/ Managers/ Charterers/ Ship Agencies/Chandlers



CHECKLIST OF REQUIREMENTS				WHERE TO SECURE		
1. Letter-application (1 Original and 1 Duplicate Copy)				Client or Company Being Represented		
2. Proof of Identity (any of the following as applicable)						
- Certificate Incorporation/Registration and Articles of Incorporation/Partnership & By-Laws (for corporation and partnership) (1 Photocopy); or,				Securities and Exchange Commission (SEC)		
- Certificate of Registration of Business Name (for single proprietorship) (1 Photocopy)				Department of Trade and Industry (DTI)		
3. List of names of the company's/entity's partners/directors and principal officers and their respective position/designation (1 Original)				Client or Company Being Represented		
4. Bio-data of principal officers/owner (with picture) reflecting their experience related to domestic shipping business (1 Photocopy)				Client or Company Being Represented		
5. Certificate of Amended Articles of Incorporation showing increase in Authorized Capital (for corporation if applicable) (1 Photocopy)				Securities and Exchange Commission (SEC)		
6. Bank Statement/Certification (for single proprietorship) (1 Original)						
7. Latest Audited Financial Statement (for renewal of accreditation) (1 Photocopy)				Client or Company Being Represented		
8. Certificate of Ownership (CO) and/or Certificate of Philippine Registry (CPR) (1 Photocopy)				Maritime Industry Authority (MARINA)		
CLIENT ACTION		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submit letter-application and documentary requirements for initial	1.1	Receive the application and check the completeness, authenticity and validity of documents based on the checklist of	None	30 Minutes	Officer of the Day (Senior MIDS/ Administrative Assistant III)



	evaluation/ screening		documentary requirements. 1.1.1 If complete, issue the Authority to Accept Payment (ATAP). 1.1.2 If incomplete, return the application and inform the client of the lacking documentary requirement(s).			Domestic Shipping Section (DSS)																										
2	Submit the ATAP to Cash Section, MRO-NCR upon payment of applicable fees and charges	2.1	Accept the payment based on the ATAP 2.1.1. Issue the Official Receipt (OR) and write the OR Number and initials on the duplicate copy of the ATAP upon receipt of payment. 2.1.2. Return the duplicate copy of the ATAP with OR Number and initials to the client.	<table><tr><td colspan="2">Accreditation under MC No. 2006-003</td></tr><tr><td>Corporation</td><td>P10,300.00</td></tr><tr><td>Partnership</td><td>P 6,200.00</td></tr><tr><td>Cooperative</td><td>P 5,200.00</td></tr><tr><td>Single Proprietorship</td><td>P 900.00</td></tr><tr><td colspan="2"></td></tr><tr><td colspan="2">Accreditation under MC No. 186</td></tr><tr><td>Corporation</td><td>P11,000.00</td></tr><tr><td>Cooperative</td><td>P11,000.00</td></tr><tr><td>Single Proprietorship</td><td>P 7,600.00</td></tr><tr><td colspan="2"></td></tr><tr><td colspan="2">Re-issuance of Certificate of Accreditation</td></tr><tr><td>Change of Corporate/ Company/Business Name</td><td>P 2,800.00</td></tr></table>	Accreditation under MC No. 2006-003		Corporation	P10,300.00	Partnership	P 6,200.00	Cooperative	P 5,200.00	Single Proprietorship	P 900.00			Accreditation under MC No. 186		Corporation	P11,000.00	Cooperative	P11,000.00	Single Proprietorship	P 7,600.00			Re-issuance of Certificate of Accreditation		Change of Corporate/ Company/Business Name	P 2,800.00	15 Minutes	Cashier II/ Job Order Cash Clerk Cash Section, MRO-NCR
Accreditation under MC No. 2006-003																																
Corporation	P10,300.00																															
Partnership	P 6,200.00																															
Cooperative	P 5,200.00																															
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Single Proprietorship	P 7,600.00																															
Re-issuance of Certificate of Accreditation																																
Change of Corporate/ Company/Business Name	P 2,800.00																															



3	Attach the proof of payment (Duplicate copy of the ATAP or Official Receipt) to the documentary requirements and submit the same together with the letter-application to the Central Receiving Unit (CRU), MARINA Central Office Records Section	3.1	Receive the application 3.1.1. Return the receiving copy of the letter-application duly stamp received with name/initials and date/time received. 3.1.1. Log-in the application and assign D-track Number. 3.1.2. Forward the application to the Office of the OIC-Director, MRO-NCR.	None	30 minutes	<i>Administrative Assistant III / Job Order Clerk</i> MARINA Central Office Records Section
	No activity	3.2	Receive the application from the CRU and sign in the CRU Logbook 3.2.1. Log-in the application to the logbook and attach Routing/Action Slip. 3.2.2. Forward the application to the OIC-Director, for assignment.	None	15 Minutes	<i>Administrative Assistant III</i> Director's Office



	No activity	3.3	Assign the application to the DSS Section Chief for appropriate action.	None	30 Minutes	<i>OIC-Director MRO-NCR</i>
	No activity	3.4	Forward the application to (DSS)	None	15 Minutes	<i>Administrative Assistant III Director's Office</i>
	No activity	3.5	Receive the application from the Office of the OIC-Director and sign in the Logbook 3.5.1. Log-in the application to the logbook and forward to the Section Chief for assignment to the Evaluator		15 Minutes	<i>Job Order Clerk Domestic Shipping Section</i>
	No Activity	3.6	Assign the application to the Evaluator for appropriate action 3.6.1. Write the initials of the Evaluator and instruction on the Routing/Action Slip. 3.6.2. Return the application to the Job Order Clerk to record the		15 Minutes	<i>Section Chief Domestic Shipping Section</i>



			name of the Evaluator on the logbook.			
		3.7	Forward the application to the Evaluator	None	15 Minutes	<i>Job Order Clerk</i> Domestic Shipping Section
	No activity	3.8	<p>Evaluate the application</p> <p>3.8.1. If acceptable</p> <p>3.8.1.1. Draft the Executive Brief (EB) and Certificate of Accreditation</p> <p>3.8.1.2. Submit the draft EB and Certificate of Accreditation to the Section Chief for review/edit.</p> <p>3.8.2. If not acceptable</p> <p>3.8.2.1. Draft the EB and Letter-reply requiring the applicant to submit supporting documents or informing the applicant why the application cannot be given due consideration</p>	None	1 Day	<i>Senior MIDS /</i> <i>Administrative Assistant</i> <i>III</i> Domestic Shipping Section



			3.8.2.2. Submit the draft EB and Letter-reply to the Section Chief for review/edit.			
	No activity	3.9	Review/edit the evaluation 3.9.1. Return the draft EB, Certificate of Accreditation or Letter-reply to the Evaluator to Revise and/or Finalize.	None	4 hours	<i>Section Chief</i> Domestic Shipping Section
	No activity	3.10	Revise and/or Finalize the EB, Certificate of Accreditation or Letter-reply 3.10.1 Submit the revised/finalized EB and Certificate of Accreditation or Letter-reply to the Section Chief for signature and initials.	None	4 Hours	<i>Senior MIDS/ Administrative Assistant III</i> Domestic Shipping Section
	No activity	3.11	Review the revised/finalized EB and Certificate of Accreditation or Letter-reply. 3.11.1. Affix signature on the EB and initials on the	None	30 Minutes	<i>Section Chief</i> Domestic Shipping Section



			Certificate of Accreditation or Letter-reply 3.11.2. Endorse the Certificate of Accreditation or Letter-reply to the OIC-Director for approval and signature..			
	No activity	3.12	Review the evaluation 3.12.1. If without correction 3.12.1.1. Affix signature on the Certificate of Accreditation or Letter-reply. 3.12.1.2. Return the approved/signed Certificate of Accreditation or Letter reply to the DSS for release to the MARINA Records Section 3.12.2. If with correction 3.12.2.1. Return the Certificate of Accreditation or Letter-reply to the DSS	None	4 Hours	<i>OIC, Director</i> MRO-NCR



			Section Chief for editing/revision			
			(Back to 3.9 to 3.12)			
	No activity	3.13	Forward the application to DSS for release to the MARINA Central Office Records Section or for editing/revision.	None	15 Minutes	<i>Administrative Assistant III Director's Office</i>
	No activity	3.14	Forward the approved/signed Certificate of Accreditation or Letter-reply to the MARINA Central Office Records Section 3.14.1 Log-out in the logbook	None	15 Minutes	<i>Job Order Clerk Domestic Shipping Section</i>
	No activity	3.15	Receive the approved/signed Certificate of Accreditation or Letter-reply from DSS and all the submitted pertinent documents for filing/record purposes 3.15.1 Sign in the logbook	None	15 Minutes	<i>Administrative Assistant III / Job Order Clerk MARINA Central Office Records Section</i>



4	<p>Proceed to the MARINA Central Office Records Section for the release of Certificate of Accreditation or Letter-reply</p> <p>4.1. Affix signature at the back of the Original MARINA Copy of the Certificate of Accreditation or Duplicate Copy of the Letter-reply</p>	4.1	<p>Release the Original Certificate of Accreditation or Letter-reply</p> <p>4.1.1. Affix the MARINA dry seal on the Original Certificate of Accreditation or Letter-reply;</p> <p>4.1.2. Log-out the application through the D-tracks</p>	None	30 minutes	<p><i>Administrative Assistant III / Job Order Clerk</i> MARINA Central Office Records Section</p>
END OF TRANSACTION					<p>Total: Three (3) working days from receipt of complete documentary requirements and payment</p>	

2. Issuance/Re-issuance of Certificate of Ownership (CO) and/or Certificate of Philippine Registry (CPR) and Issuance of Certificate of Deletion from Philippine Registry

All ships of domestic ownership operating in Philippine waters, regardless of size and utilization, must be properly registered and shall be issued a Certificate of Ownership (CO) and/or Certificate of Philippine Registry (CPR).



Re-issuance of CO and/or CPR shall be granted in instances such as, change of ownership, change of vessel name, change of homeport, change of engine, change of ship’s particulars, change of corporate/business name and/or business address, change of trading area, change of type of ship; corrections of entry; ship alteration; loss/damaged certificate; and lack of space for annotation of mortgage a re-issuance of CO and/or CPR shall be granted.

A Certificate of Deletion, indicating the reason for the ship’s deletion from the registry, shall be issued upon submission of and compliance with all documents required under Item VII.B. of MARINA Circular No. 2013-02.

Office/Division:	MRO-NCR / Domestic Shipping Section	
Classification:	Simple	
Type of Transaction:	G2C - Government to Citizen / G2B - Government to Business Entities	
Who may avail:	Shipping Companies, Shipowners/operators and Charterers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
I. Issuance of CO and/or CPR		
For Newly-built/Second Hand Imported Ships		
6. Letter - application / request (1 Original and 1 Duplicate Copy)	Client or Company Being Represented	
7. Proof of Identity (any of the following as applicable)		
- Certificate of Registration of Business Name for Single Proprietorship (1 Photocopy); or,	Department of Trade and Industry (DTI)	
- Certificate of Incorporation/Registration with Articles of Incorporation/Partnership for Corporation/Partnership (1 Photocopy); or,	Securities and Exchange Commission (SEC)	
- Certificate of Registration/Accreditation for Cooperatives (1 Photocopy); or,	Cooperative Development Authority (CDA)	



- Certificate of Accreditation for MARINA-accredited Entities (1 Photocopy); or,	Maritime Industry Authority (MARINA)
- Notarized Affidavit of Ownership and valid government-issued Identification Card for Individual (1 Original and 1 Photocopy with 3 specimen signature)	SSS, GSIS, LTO, PRC, DFA, COMELEC, PhilPost, PAG-IBIG, BIR, etc.
3. Letter-approval to acquire a ship through importation (1 Photocopy)	Domestic Shipping Service (DSS), MARINA Central Office
4. Clearance for Permanent Registration under Philippine-flag (1 Original)	Domestic Shipping Service (DSS), MARINA Central Office
5. Tonnage Measurement Certificate (1 Photocopy)	Shipyards Regulation Section, MRO-NCR
6. Document issued for the IMO Number (if applicable) (1 Photocopy)	International Maritime Organization (IMO)
7. If filing of application is thru authorized representative	
- Notarized Board Resolution/Secretary's Certificate for Corporation/ Partnership/ Cooperative (1 Photocopy); or,	Client or Company Being Represented
- Notarized Special Power of Attorney (SPA) for Single Proprietorship/Individual (1 Original)	Client of Company Being Represented
8. Proof of payment of applicable fees and charges (1 Duplicate copy of ATAP and 1 Photocopy of Official Receipt)	Cash Section, MRO-NCR
For Ship(s) Acquired through Bareboat Charter / Lease-Irrevocable Purchase / Lease with Option to Purchase	
1. Letter - application / request (1 Original and Duplicate Copy)	Client or Company Being Represented
2. Proof of Identity (any of the following as applicable)	



- Certificate of Registration of Business Name for Single Proprietorship (1 Photocopy); or	Department of Trade and Industry (DTI)
- Certificate of Incorporation/Registration with Articles of Incorporation/Partnership for Corporation/Partnership (1 Photocopy); or	Securities and Exchange Commission (SEC)
- Certificate of Accreditation/Registration for Cooperatives (1 Photocopy); or	Cooperative Development Authority (CDA)
- Certificate of Accreditation for MARINA-accredited Entities (1 Photocopy)	Maritime Industry Authority (MARINA)
3. Letter-approval to acquire a ship through Bareboat Charter/Lease-Irrevocable Purchase/Lease with Option to Purchase (1 Photocopy)	Domestic Shipping Service (DSS), MARINA Central Office
4. Clearance for Temporary Registration under Philippine-flag (1 Original)	Domestic Shipping Service (DSS). MARINA Central Office
5. Tonnage Measurement Certificate (1 Photocopy)	Shipyards Regulation Section, MRO-NCR
6. Document showing IMO Number (if applicable) (1 Photocopy)	International Maritime Organization (IMO)
7. If filing of application is thru authorized representative	
- Notarized Board Resolution/Secretary's Certificate for Corporation/ Partnership/ Cooperative (1 Photocopy); or,	Client or Company Being Represented
- Notarized Special Power of Attorney and valid government-issued Identification Card for Single Proprietorship (1 Original and 1 Photocopy with 3 specimen signature)	Client or Company Being Represented (SSS, GSIS, LTO, PRC, DFA, COMELEC, PhilPost, PAG-IBIG, BIR, etc.)



8. Proof of payment of applicable fees and charges (1 Duplicate copy of ATAP and 1 Photocopy of Official Receipt)	Cash Section, MRO-NCR
For Locally-Built/Constructed Ships	
1. Letter – application / request (1 Original and 1 Duplicate Copy)	Client or Company Being Represented
2. Proof of Identity (any of the following as applicable)	
- Certificate of Registration of Business Name for Single Proprietorship (1 Photocopy); or	Department of Trade and Industry (DTI)
- Certificate of Incorporation/Registration with Articles of Incorporation/Partnership for Corporation/Partnership (1 Photocopy); or	Securities and Exchange Commission (SEC)
- Certificate of Registration/Accreditation for Cooperatives (1 Photocopy); or	Cooperative Development Authority (CDA)
- Certificate of Accreditation for MARINA-accredited Entities (1 Photocopy); or	Maritime Industry Authority (MARINA)
- Notarized Affidavit of Ownership and valid government-issued Identification Card for Individual (1 Original and 1 Photocopy with 3 specimen signature)	Client or Company Being Represented (SSS, GSIS, LTO, PRC, DFA, COMELEC, PhilPost, PAG-IBIG, BIR, etc.)
3. Construction Certificate (1 Photocopy)	Shipyards Regulation Section, MRO-NCR
4. Tonnage Measurement Certificate (1 Photocopy)	Shipyards Regulation Section, MRO-NCR
5. Document showing IMO Number (if applicable) (1 Photocopy)	International Maritime Organization (IMO)



6. If filing of application is thru authorized representative	
- Notarized Board Resolution/Secretary's Certificate for Corporation/ Partnership/ Cooperative (1 Photocopy); or	Client or Company Being Represented
- Notarized Special Power of Attorney for Single Proprietorship and Individual (1 Original and 1 Photocopy with 3 specimen signature)	Client or Company Being Represented, SSS, GSIS, LTO, PRC, DFA, COMELEC, PhilPost, PAG-IBIG, BIR, etc.
7. Proof of payment of applicable fees and charges (1 Duplicate copy of ATAP and 1 Photocopy of Official Receipt)	Cash Section, MRO-NCR
II. Re-issuance of CO and/or CPR	
Change of Ownership	
1. Letter- application (1 Original and 1 Duplicate Copy)	Client or Company Being Represented
2. Proof of Identity (any of the following as applicable)	
- Certificate of Registration of Business Name for Single Proprietorship (1 Photocopy); or	Department of Trade and Industry (DTI)
- Certificate of Incorporation with Articles of Incorporation/Partnership for Corporation/Partnership (1 photocopy); or	Securities and Exchange Commission (SEC)
- CDA Certificate of Accreditation for Cooperatives (1 photocopy); or	Cooperative Development Authority (CDA)
- Certificate of Accreditation for MARINA-accredited Entities (1 photocopy); or	Maritime Industry Authority (MARINA)



- Notarized Affidavit of Ownership for Individual Shipowner/operator	Client or Company Being Represented
3. Proof of Transfer and Conveyance of Ownership(any of the following as applicable) <ul style="list-style-type: none"> - Notarized Deed of Absolute Sale (1 photocopy); or - Notarized Deed of Assignment (1 photocopy); or - Notarized Deed of Donation (1 photocopy); or - Notarized Extra-Judicial Settlement (1 photocopy); or - Court Order for ships under Levy/confiscated by any government agency (1 photocopy); or - Notice of Award for ship acquired thru public auctioned (1 photocopy) 	Client or Company Being Represented
4. Cancellation/Release of Chattel Mortgage (if applicable) (1 photocopy)	Bank/Mortgagee
5. MARINA approval (any of the following as applicable	
- Decision on the Approval/Confirmation of the Transfer and Conveyance of Ship thru Local Sale/ Assignment/ Donation/ Extra-Judicial Settlement for ships covered by a Certificate of Public Convenience (CPC) (1 photocopy)	Franchising Section, MRO-NCR / Concerned MARINA Regional Office (MRO)
- Letter-approval for ships without Certificate of Public Convenience (CPC) (1 photocopy).	Domestic Section, MRO-NCR / Concerned MARINA Regional Office
6. Proof of Publication in a newspaper of general circulation (1 photocopy)	Newspaper Publishing Company
7. Clearance for Change of Vessel's Homeport (if applicable) (1 original copy)	Domestic Shipping Section / Concerned MARINA Regional Office
8. Legal Clearance (1 original copy)	MARINA Legal Service / Concerned MARINA Regional Office
9. Original CO and CPR	Client or Company Being Represented
10. If filing of application is thru authorized representative	Client or Company Being Represented



<ul style="list-style-type: none">- Notarized Board Resolution/Secretary's Certificate for Corporation / Partnership /Cooperative (1 photocopy); or- Notarized Special Power of Attorney for Single Proprietorship and Individual Shipowner/operator	
Change of Vessel Name	
1. Letter- application / request (1 Original and 1 Duplicate Copy)	Client or Company Being Represented
2. Original CO and CPR	Client or Company Being Represented
3. Legal Clearance (1 original copy)	MARINA Legal Service / Concerned MARINA Regional Office
4. Vessel Name Clearance (1 photocopy)	MARINA Management Information and System Service
5. Proof of Publication/Posting of Notice to the Public (as applicable)	
<ul style="list-style-type: none">- Affidavit of Publication in a newspaper of general circulation for ships 15.00 GT and above engaged in coastwise operation (1 photocopy); or,	Newspaper Publishing Company
<ul style="list-style-type: none">- Affidavit of Publication in a newspaper of general circulation for ships 15.00 GT and above engaged in ferry operation (1 photocopy); or,	Newspaper Publishing Company
<ul style="list-style-type: none">- Certification of Posting of Notice to the Public from Barangay/Municipal Official at the ports of call for ships below 15.00 GT (1 original copy)	Barangay/Municipal Official at the ship's ports of call



6. If filing of application is thru authorized representative (as applicable) <ul style="list-style-type: none"> - Notarized Board Resolution/Secretary's Certificate for Corporation/ Partnership/ Cooperative (1 photocopy); - Notarized Special Power of Attorney for Single Proprietorship and Individual Shipowner/operator (1 original copy) 	Client or Company Being Represented
Change of Homeport	
1. Letter- application / request (1 Original and 1 Duplicate Copy)	Client or Company Being Represented
2. Original CO and CPR	Client or Company Being Represented
3. Clearance for the Change of Homeport (1 original copy)	Concerned MARINA Regional Office
4. If filing of application is thru authorized representative <ul style="list-style-type: none"> - Notarized Board Resolution/Secretary's Certificate for Corporation/Partnership/Cooperative (1 photocopy); or - Notarized Special Power of Attorney for Single Proprietorship and Individual Shipowner/operator 	Client or Company Being Represented
Change of Engine	
1. Letter- application / request (1 Original and 1 Duplicate Copy)	Client or Company Being Represented
2. Original CO and CPR	Client or Company Being Represented
3. Tonnage Measurement Certificate (1 photocopy)	Shipyards Regulation Section, MRO-NCR
4. If filing of application is thru authorized representative <ul style="list-style-type: none"> - Notarized Board Resolution/Secretary's Certificate for Corporation/Partnership/Cooperative (1 photocopy); or - Notarized Special Power of Attorney for Single Proprietorship and Individual Shipowner/operator (1 photocopy) 	Client or Company Being Represented



Change of Ship's Particulars	
1. Letter- application / request (1 Original and 1 Duplicate Copy)	Client or Company Being Represented
2. Original CO and CPR	Client or Company Being Represented
3. Tonnage Measurement Certificate (1 photocopy)	Shipyards Regulation Section, MRO-NCR
4. If filing of application is thru authorized representative <ul style="list-style-type: none">- Notarized Board Resolution/Secretary's Certificate for Corporation/Partnership/Cooperative (1 photocopy); or- Notarized Special Power of Attorney for Single Proprietorship and Individual Shipowner/operator (1 original copy)	Client or Company Being Represented t
Change of Trading Area	
1. Letter-application / request (1 Original and 1 Duplicate Copy)	Client or Company Being Represented
2. Original CO and CPR	Client or Company Being Represented
3. Tonnage Measurement Certificate (1 photocopy)	Shipyards Regulation Section, MRO-NCR
4. If filing of application is thru authorized representative <ul style="list-style-type: none">- Notarized Board Resolution/Secretary's Certificate for Corporation/Partnership/Cooperative (1 photocopy); or- Notarized Special Power of Attorney for Single Proprietorship and Individual Shipowner/operator (1 original copy)	Client or Company Being Represented
Change of Type of Ship/Service	
1. Letter-application / request (1 Original and 1 Duplicate Copy)	Client or Company Being Represented
2. Original CO and CPR	Client or Company Being Represented
3. Tonnage Measurement Certificate (1 photocopy)	Shipyards Regulation Section, MRO-NCR
4. If filing of application is thru authorized representative <ul style="list-style-type: none">- Notarized Board Resolution/Secretary's Certificate for Corporation/Partnership/Cooperative (1 photocopy); or	Client or Company Being Represented



- Notarized Special Power of Attorney for Single Proprietorship and Individual Shipowner/operator (1 original copy)	
Change of Business/Company Name and Business Address	
1. Letter-application / request (1 Original and 1 Duplicate Copy)	Client or Company Being Represented
2. Original CO and CPR	Client or Company Being Represented
3. Legal Clearance (1 Original)	MARINA Legal Service
4. Proof of Change of Business/Company Name and/or Business Address	
- Certificate of Filing of Amended Articles of Incorporation/Partnership/Cooperation for corporation/partnership/ cooperative (1 photocopy); or	Securities and Exchange Commission (SEC) / Cooperative Development Authority (CDA)
- DTI Certificate of Registration for Single Proprietorship (1 photocopy)	Department of Trade and Industry (DTI)
5. If filing of application is thru authorized representative - Notarized Board Resolution/Secretary's Certificate for Corporation/Partnership/Cooperative (1 photocopy); or - Notarized Special Power of Attorney for Single Proprietorship and Individual Shipowner/operator (1 original copy)	Client or Company Being Represented
Lost certificates	
1. Letter-application/ request (1 Original and 1 Duplicate Copy)	Client or Company Being Represented
2. Notarized Affidavit of Loss (1 original)	Client or Company Being Represented
3. Legal Clearance (1 original)	MARINA Legal Service
4. Certified True Copy of CO and/or CPR (1 Original)	MARINA Records Section
5. Police Report (if applicable) (1 photocopy)	Philippine National Police (PNP)



6. Proof of Publication in a newspaper of general circulation (1 photocopy)	Newspaper Publishing Company
7. If filing of application is thru authorized representative <ul style="list-style-type: none"> - Notarized Board Resolution/Secretary's Certificate for Corporation/ Partnership/Cooperative (1 photocopy); or - Notarized Special Power of Attorney for Single Proprietorship and Individual Shipowner/operator 	Client or Company Being Represented
Damaged Certificates	
1. Letter - application/request (1 Original and 1 Duplicate Copy)	Client or Company Being Represented
2. Original Damaged CO and CPR	Client or Company Being Represented
<ul style="list-style-type: none"> - If filing of application is thru authorized representative - Notarized Board Resolution/Secretary's Certificate for Corporation/ Partnership/Cooperative (1 photocopy); or - Notarized Special Power of Attorney for Single Proprietorship and Individual Shipowner/operator (1 original copy) 	Client or Company Being Represented
Corrections of erroneous entries in the CO and CPR due to omission	
1. Letter - application/request (1 Original and 1 Duplicate Copy)	Client or Company Being Represented
2. Original CO and CPR	Client or Company Being Represented
3. If filing of application is thru authorized representative <ul style="list-style-type: none"> - Notarized Board Resolution/Secretary's Certificate for Corporation/Partnership/Cooperative (1 photocopy); or - Notarized Special Power of Attorney for Single Proprietorship and Individual Shipowner/operator (1 original copy) 	Client or Company Being Represented
No more space for annotation/cancellation of mortgage	
1. Letter - application/request (1 Original and 1 Duplicate Copy)	Client or Company Being Represented



2. Original CO and CPR	Client or Company Being Represented
3. If filing of application is thru authorized representative <ul style="list-style-type: none"> - Notarized Board Resolution/Secretary's Certificate for Corporation/Partnership/Cooperative (1 photocopy); or - Notarized Special Power of Attorney for Single Proprietorship and Individual Shipowner/operator (1 original copy) 	Client or Company Being Represented
Other circumstances such as to indicate Call Sign, IMO No., etc.	
1. Letter - application/request (1 Original and 1 Duplicate Copy)	Client or Company Being Represented
2. Original CO and/or CPR	Client or Company Being Represented
3. Document issued by IMO for the IMO Number (1 photocopy)	International Maritime Organization (IMO)
4. Ship Station License (1 photocopy)	National Telecommunication Commission (NTC)
5. If filing of application is thru authorized representative <ul style="list-style-type: none"> - Notarized Board Resolution/Secretary's Certificate for Corporation/Partnership/Cooperative (1 photocopy); or - Notarized Special Power of Attorney for Single Proprietorship and Individual Shipowner/operator (1 original copy) 	Client or Company Being Represented
III. Issuance of Certificate of Deletion from Philippine Registry	
Expiration of CPR of Bareboat Chartered Ship	
1. Letter-application/request (1 original copy and 1 Duplicate Copy)	Client or Company Being Represented
2. CPR and other trading/statutory certificates (All Original)	Client or Company Being Represented
3. Legal Clearance (1 original copy)	MARINA Legal Service



4. If filing of application is through authorized representative <ul style="list-style-type: none"> - Notarized Board Resolution/Secretary's Certificate for Corporation/ Partnership/Cooperative (1 photocopy); or - Notarized Special Power of Attorney for Single Proprietorship/ Individual Shipowner/operator (1 original copy) 	Client or Company Being Represented
Shipbreaking/Scrapping / Decommissioning of Ships	
1. Letter-application/request (1 Original and 1 Duplicate Copy)	Client or Company Being Represented
2. CO and CPR and other trading/statutory certificates (All Original)	Client or Company Being Represented
3. MOA by and between the Shipowner and the MARINA-licensed Shipbreaker (1 photocopy)	Client or Company Being Represented
4. Certificate issued by the Shipbreaker if shipbreaking is already done (1 Original)	MARINA-registered/licensed Shipbreaker
5. Legal Clearance (1 Original)	MARINA Legal Service
6. Cancellation/Release of Mortgage (if applicable) (1 photocopy)	Bank/Mortgagee
7. If filing of application is thru authorized representative <ul style="list-style-type: none"> - Notarized Board Resolution/Secretary's Certificate for Corporation/ Partnership/Cooperative (1 photocopy); or - Notarized Special Power of Attorney for Single Proprietorship/Individual Shipowner/operator (1 original copy) 	Client or Company Being Represented
Actual/ Constructive/ Total loss	
1. Letter - application/request (1 original and 1 Duplicate Copy)	Client or Company Being Represented
2. Any of the following documents	
- Notarized Marine Protest/Incident Report (1 photocopy); or	Master of ship



- Official Report from Maritime Administration/Maritime Authorities of foreign country (1 photocopy); or	Maritime Administration/Maritime Authorities of foreign country
- Certification from Barangay/Municipal Official for wooden-hulled ships below 15 GT;	Office of the Mayor/Barangay Chairman
3. CO and CPR and other trading/Statutory Certificates (All Original)	Client or Company Being Represented
4. Legal Clearance (1 original copy)	MARINA Legal Service
5. If filing of application is thru authorized representative <ul style="list-style-type: none"> - Notarized Board Resolution/Secretary's Certificate for Corporation/ Partnership/Cooperative (1 photocopy); or - Notarized Special Power of Attorney for Single Proprietorship/Individual Shipowner/operator (1 original copy) 	Client or Company Being Represented
Sold for Export	
1. Letter application / request (1 original copy and 1 duplicate copy)	Client or Company Being Represented
2. CO and CPR and other trading/statutory certificates (All Original)	Client or Company Being Represented
3. Letter-authority to sell for export (1 photocopy)	Domestic Shipping Section, MRO-NCR
4. Legal Clearance (1 original copy)	MARINA Legal Service
5. If filing of application is thru authorized representative <ul style="list-style-type: none"> - Notarized Board Resolution/Secretary's Certificate for Corporation/Partnership/ Cooperative (1 photocopy); or - Notarized Special Power of Attorney for Single Proprietorship/Individual Shipowner/ operator (1 original copy) 	Client or Company Being Represented



CLIENT ACTION		AGENCY ACTION		FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE						
1	Submit letter-application and documentary requirements for initial evaluation/ screening	1.1	Receive the application and check the completeness , authenticity and validity of documents based on the checklist of documentary requirements. 1.1.1 If complete, issue the Authority to Accept Payment (ATAP). 1.1.2 If incomplete, return the application and inform the client of the lacking documentary requirement(s).	None		30 Minutes	Officer of the Day (Senior MIDS/ Administrative Assistant III) Domestic Shipping Section (DSS)						
2	Submit the ATAP to Cash Section, MRO-NCR upon payment of applicable fees and charges	2.1	Accept the payment based on the ATAP 2.1.1. Issue the Official Receipt (OR) and write the OR Number and initials on the duplicate copy of the ATAP upon receipt of payment. 2.1.2. Return the duplicate copy of the ATAP with OR	Issuance/Re-issuance of CO and/or CPR <table><tr><td>3 GT and below</td><td>P 400.00 per Certificate</td></tr><tr><td>3 GT to 14.99 GT</td><td>P 700.00 + P 3.60/GT per Certificate</td></tr><tr><td>15 GT to 34.99 GT</td><td>P 1,100.00 + P 3.60/GT per Certificate</td></tr></table>		3 GT and below	P 400.00 per Certificate	3 GT to 14.99 GT	P 700.00 + P 3.60/GT per Certificate	15 GT to 34.99 GT	P 1,100.00 + P 3.60/GT per Certificate	15 Minutes	Cashier II/ Job Order Cash Clerk Cash Section, MRO-NCR
3 GT and below	P 400.00 per Certificate												
3 GT to 14.99 GT	P 700.00 + P 3.60/GT per Certificate												
15 GT to 34.99 GT	P 1,100.00 + P 3.60/GT per Certificate												



			Number and initials to the client.	35 GT to 99.99 GT	P 1,400.00 + P 3.60/GT per Certificate		
				100 GT to 249.99 GT	P 1,800.00 + P 3.60/GT per Certificate		
				250 GT to 499.99 GT	P 2,200.00 + P 3.60/GT per Certificate		
				500 GT and above	P 2,500.00 + P 3.60/GT per Certificate		
				Records of Changes			
				a. Change of Ownership			
				Below 35 GT	P 800.00		
				35 GT and above	P1,600.00		
				b. Change of Vessel Name			
				➤ Steel/Aluminum/Fiberglass-Hulled Ships or Combination of both or any type of hull material			
				Below 35 GT	P1,600.00		
				35 GT and above	P3,100.00		
				➤ Wooden-Hulled Ships			
				Below 35 GT	P 300.00		
				35 GT and above	P 800.00		
				c. Change of Homeport			
				Below 35 GT	P 800.00		
				35 GT and above	P1,600.00		
				d. Change of Ship Particulars			
				Below 35 GT	P 300.00		



				35 GT and above	P 800.00		
				e. Change of Engine	P 400.00/engine		
				f. Change of Type of Ship/Service	P 400.00		
				g. Change of Trading Area	P 400.00		
				h. Change of Corporate/ Company Name and /or Business Address	P 600.00		
				Issuance of Certificate of Deletion from Philippine Registry			
				3.00 GT and below	P 200.00		
				3.01 GT to 14.99 GT	P 300.00		
				15.00 GT to 34.99 GT	P 400.00		
				35.00 GT to 99.99 GT	P 500.00		
				100.00 GT to 249.99 GT	P 700.00		
				250.00 GT to 499.99 GT	P 900.00		
				500.00 GT and above	P1,900.00		
				3	Attach the proof of payment (duplicate copy of the ATAP or Official Receipt) to the documentary requirements		



	and submit the same together with the letter-application to the Central Receiving Unit (CRU), MARINA Central Office Records Section		3.1.1. Log-in the application and assign D-track Number. 3.1.2. Forward the application to OIC-Director, MRO-NCR.			
	No activity	3.2	Receive the application from the CRU and sign in the CRU Logbook 3.2.1. Log-in the application to the logbook and attach Routing/Action Slip. 3.2.2. Forward the application to the OIC-Director, for assignment.	None	15 Minutes	<i>Administrative Assistant III</i> Director's Office
	No activity	3.3	Assign the application to the DSS Section Chief for appropriate action.	None	30 Minutes	<i>OIC-Director</i> MRO-NCR
	No activity	3.4	Forward the application to (DSS)	None	15 Minutes	<i>Administrative Assistant III</i> Director's Office



	No activity	3.5	<p>Receive the application from the Office of the OIC-Director and sign in the Logbook</p> <p>3.5.1. Log-in the application to the logbook and forward to the Section Chief for assignment to the Evaluator</p>		15 Minutes	<i>Job Order Clerk</i> Domestic Shipping Section
	No Activity	3.6	<p>Assign the application to the Evaluator for appropriate action</p> <p>3.6.1. Indicate the initials of the Evaluator and instruction on the Routing/Action Slip.</p> <p>3.6.2. Forward the application with instruction to the Job Order Clerk to record the name of the Evaluator in the logbook.</p>		15 Minutes	<i>Section Chief</i> Domestic Shipping Section
		3.7	Forward the application to the Evaluator	None	15 Minutes	<i>Job Order Clerk</i> Domestic Shipping Section
	No activity	3.8	<p>Evaluate the application</p> <p>3.8.1. If acceptable</p> <p>3.8.1.1. Draft the Executive Brief (EB).</p>	None	1 Day	<i>Senior MIDS / Administrative Assistant III</i> Domestic Shipping Section



			<p>3.8.1.2. Encode and print the CO and/or CPR or CD through VRDAS.</p> <p>3.8.1.3. Submit the draft EB and CO and/or CPR or Deletion Certificate to the Section Chief for review/edit.</p> <p>3.8.2. If not acceptable</p> <p>3.8.2.1. Draft the EB and Letter-reply requiring the applicant to submit supporting documents or informing the applicant why the application cannot be given due consideration</p> <p>3.8.2.2. Submit the draft EB and Letter-reply to the Section Chief for review/edit.</p>			
	No activity	3.9	<p>Review/edit the evaluation</p> <p>3.9.1. Return the draft draft EB, CO and/or CPR or CD or Letter-reply to the Evaluator to finalize or edit/revise</p>	None	4 hours	<i>Section Chief</i> Domestic Shipping Section



	No activity	3.10	Revise and/or Finalize the EB, CO and/or CPR or Deletion Certificate or Letter-reply 3.10.1 Return the revise/finalize EB and CO and/or CPR or Deletion Certificate or Letter-reply to the Section Chief for signature and initials.	None	4 Hours	<i>Senior MIDS/ Administrative Assistant III Domestic Shipping Section</i>
	No activity	3.11	Affix signature on the EB and initials on the CO and/or CPR or Deletion Certificate or Letter-reply 3.11.1. Endorse the CO and/or CPR or Deletion Certificate or Letter-reply to the OIC-Director for approval and signature. .	None	30 Minutes	<i>Section Chief Domestic Shipping Section</i>
	No activity	3.12	Review the evaluation 3.12.1. If without correction 3.12.1.1. Affix signature on the CO and/or CPR or Deletion Certificate or Letter-reply.	None	4 Hours	<i>OIC, Director MRO-NCR</i>



			<p>3.12.1.2. Return the approved/signed CO and/or CPR or CD or Letter reply to the DSS for release to the MARINA Records Section</p> <p>3.12.2. If with correction</p> <p>3.12.2.1. Return the CO and/or CPR or CD or Letter-reply to the DSS Section Chief for revision/editing</p> <p>(Back to 3.9 to 3.12)</p>			
	No activity	3.13	Forward the approved/ signed CO and/or CPR or CD or Letter-reply to DSS for release to the MARINA Central Office Records Section.	None	15 Minutes	<i>Administrative Assistant III</i> Director's Office
	No activity	3.14	<p>Release the approved/signed CO and/or CPR or CDof or Letter-reply, and pertinent documents to the MARINA Central Office Records Section</p> <p>3.14.1 Log-out in the logbook</p>	None	15 Minutes	<i>Job Order Clerk</i> Domestic Shipping Section



	No activity	3.15	Receive the approved/signed CO and/or CPR or CD or Letter-reply from DSS and all pertinent documents for filing/ records purposes 3.15.1 Sign in the logbook	None	15 Minutes	Administrative Assistant III / Job Order Clerk MARINA Central Office Records Section
4	Proceed to the MARINA Central Office Records Section for the release of Original CO and/or CPR or letter-reply 4.1. Affix signature at the back of the Original MARINA Copy of the CO and/or CPR or Deletion Certificate or Duplicate Copy of the letter-reply	4.1	Release the Original CO and/or CPR or CD or letter-reply 4.1.1. Affix the MARINA dry seal on the Original CO and/or CPR or Deletion Certificate or Letter-reply; 4.1.2. Log-out the application through the D-tracks	None	30 minutes	Administrative Assistant III / Job Order Clerk MARINA Central Office Records Section
END OF TRANSACTION					Total:	



		Three (3) working days from receipt of complete documentary requirements and payment
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3. Issuance/Renewal of Coastwise License (CWL) and Bay and River License (BRL), Issuance/Renewal of Certificate of Insurance or other Financial Security in respect of Civil Liability for Oil Pollution (CLC 1992), Issuance/Amendment of Continuous Synopsis Record (CSR)

All Philippine-registered ships engaged in coastwise trade, business of towing or carrying of articles or passengers in the bays, harbors, rivers, and inland waters navigable from the sea are required to secure CWL or BRL from MARINA

Likewise, all types of Philippine-registered tankers/barges plying in domestic trade carrying persistent oil in bulk as cargo, are required to be covered by insurance or other financial security for not less than the limits prescribed under MARINA Memorandum Circular No. 184 to answer for the liability for pollution damage under the CLC 92.

Office/Division:	MRO-NCR / Domestic Shipping Section	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizen / G2B – Government to Business Entity	
Who may avail:	Shipping Companies/ Ship Owners/Operators/ Managers/ Charterers/ Ship Agencies/Chandlers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
I. Issuance/Renewal of Coastwise License (CWL)/Bay and River License (BRL)		
1. Letter-application (1 Original and 1 Duplicate Copy)	Client or Company Being Represented	



2. Certificate of Ownership (CO) and/or Certificate of Philippine Registry (CPR) (1 Photocopy)	Client or Company Being Represented
3. If filing of application is thru authorized representative <ul style="list-style-type: none"> - Notarized Board Resolution/Secretary's Certificate for Corporation/Partnership/Cooperative (1 photocopy); or - Notarized Special Power of Attorney for Single Proprietorship and Individual Shipowner/operator (1 original copy) 	Client or Company Being Represented
II. Issuance of Certificate of Insurance or Other Financial Security in Respect of Civil Liability for Oil Pollution (CLC 1992)	
1. Letter – application (1 Original Copy and 1 Duplicate Copy)	Client or Company Being Represented
2. Certificate of Ownership (CO) and/or Certificate of Philippine Registry (CPR) (1 Photocopy)	Client or Company Being Represented
3. Proof of valid Insurance Cover/Bank Guarantee/Certificate delivered by an International Compensation Fund (original to be presented for verification purposes and 1 Photocopy)	Insurance Company
III. Issuance of Continuous Synopsis Record (CSR)	
1. Letter – application (1 Original and 1 Duplicate copy)	Client or Company Being Represented
2. Certificate of Ownership (CO) and Certificate of Philippine Registry (CPR) (1 Photocopy)	Client or Company Being Represented
3. International Safety Management (ISM)/National Safety Management (NSM)/Document of Compliance (DOC)/Safety Management Certificate (SMC) (1 Photocopy)	Maritime Industry Authority (MARINA)
4. National Ship Security Certificate (NSSC) (1 Photocopy)	Office for Transportation Security (OTS)



5. International Ship Security Certificate (ISSC) (for foreign-flag vessel if available) (1 Photocopy)				Concerned Authority from the Port of Origin							
CLIENT ACTION		AGENCY ACTION		FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE				
1	Submit letter-application and documentary requirements for initial evaluation/ screening	1.1	Receive the application and check the completeness , authenticity and validity of documents based on the checklist of documentary requirements. 1.1.1 If complete, issue the Authority to Accept Payment (ATAP). 1.1.2 If incomplete, return the application and inform the client of the lacking documentary requirement(s).	None		30 Minutes	Officer of the Day (Senior MIDS/ Administrative Assistant III) Domestic Shipping Section (DSS)				
2	Submit the ATAP to Cash Section, MRO-NCR upon payment of	2.1	Accept the payment based on the ATAP 2.1.1. Issue the Official Receipt (OR) and write the OR Number and	<table><tr><td colspan="2">Issuance/renewal of Coastwise License (CWL)</td></tr><tr><td>Power Driven Ships</td><td>P 22.00/NT or a minimum of P500.00/ship</td></tr></table>		Issuance/renewal of Coastwise License (CWL)		Power Driven Ships	P 22.00/NT or a minimum of P500.00/ship	15 Minutes	Cashier II/ Job Order Cash Clerk Cash Section, MRO-NCR
Issuance/renewal of Coastwise License (CWL)											
Power Driven Ships	P 22.00/NT or a minimum of P500.00/ship										



	applicable fees and charges		initials on the duplicate copy of the ATAP upon receipt of payment. 2.1.2. Return the duplicate copy of the ATAP with OR Number and initials to the client.	<table><tr><td>Non-Power Driven Ships</td><td>P 20.00/NT or a minimum of P500.00/ship</td></tr><tr><td colspan="2">Issuance/renewal of Bay and River License (BRL)</td></tr><tr><td>Power Driven Ships</td><td>P 20.00/NT or a minimum of P300.00/ship</td></tr><tr><td>Non-Power Driven Ships</td><td>P 16.00/NT or a minimum of P300.00/ship</td></tr><tr><td>Issuance/ Renewal of CLC</td><td>P1,900.00/vessel</td></tr><tr><td>Issuance of CSR</td><td>P2,000.00</td></tr><tr><td>Amendment of CSR</td><td>P2,000.00</td></tr><tr><td>Re-issuance of CSR due to Loss or Damage</td><td>P2,000.00</td></tr></table>	Non-Power Driven Ships	P 20.00/NT or a minimum of P500.00/ship	Issuance/renewal of Bay and River License (BRL)		Power Driven Ships	P 20.00/NT or a minimum of P300.00/ship	Non-Power Driven Ships	P 16.00/NT or a minimum of P300.00/ship	Issuance/ Renewal of CLC	P1,900.00/vessel	Issuance of CSR	P2,000.00	Amendment of CSR	P2,000.00	Re-issuance of CSR due to Loss or Damage	P2,000.00		
Non-Power Driven Ships	P 20.00/NT or a minimum of P500.00/ship																					
Issuance/renewal of Bay and River License (BRL)																						
Power Driven Ships	P 20.00/NT or a minimum of P300.00/ship																					
Non-Power Driven Ships	P 16.00/NT or a minimum of P300.00/ship																					
Issuance/ Renewal of CLC	P1,900.00/vessel																					
Issuance of CSR	P2,000.00																					
Amendment of CSR	P2,000.00																					
Re-issuance of CSR due to Loss or Damage	P2,000.00																					
3	Attach the proof of payment (duplicate copy of the ATAP or Official Receipt) to the documentary requirements and submit the same together	3.1	Receive the application 3.1.1. Return the receiving copy of the letter-application duly stamp received with name/initials and date/time received.	None	30 minutes	Administrative Assistant III / Job Order Clerk MARINA Central Office Records Section																



	with the letter-application to the Central Receiving Unit (CRU), MARINA Central Office Records Section		<p>3.1.1. Log-in the application and assign D-track Number.</p> <p>3.1.2. Forward the application to OIC-Director, MRO-NCR.</p>			
	No activity	3.2	<p>Receive the application from the CRU and sign in the CRU Logbook</p> <p>3.2.1. Log-in the application to the logbook and attach Routing/Action Slip.</p> <p>3.2.2. Forward the application to the OIC-Director, for assignment.</p>	None	15 Minutes	<i>Administrative Assistant III</i> Director's Office
	No activity	3.3	Assign the application to the DSS Section Chief for appropriate action.	None	30 Minutes	<i>OIC-Director</i> MRO-NCR
	No activity	3.4	Forward the application to (DSS)	None	15 Minutes	<i>Administrative Assistant III</i> Director's Office
	No activity	3.5	Receive the application from the Office of the OIC-		15 Minutes	<i>Job Order Clerk</i> Domestic Shipping Section



			Director and sign in the Logbook 3.5.1. Log-in the application to the logbook and forward to the Section Chief for assignment to the Evaluator			
	No Activity	3.6	Assign the application to the Evaluator for appropriate action 3.6.1. Indicate the initials of the Evaluator and instruction on the Routing/Action Slip. 3.6.2. Forward the application with instruction to the Job Order Clerk to record the name of the Evaluator in the logbook.		15 Minutes	<i>Section Chief</i> Domestic Shipping Section
		3.7	Forward the application to the Evaluator	None	15 Minutes	<i>Job Order Clerk</i> Domestic Shipping Section
	No activity	3.8	Evaluate the application 3.8.1. If acceptable	None	1 Day	<i>Senior MIDS / Administrative Assistant III</i> Domestic Shipping Section



			<p>3.8.1.1. Draft the Executive Brief (EB).</p> <p>3.8.1.2. Encode and print the CWL or BRL through VRDAS or print the draft CLC/CSR and Letter-reply</p> <p>3.8.1.3. Submit the draft EB and CWL/BRL/CLC/CSR and Letter-reply to the Section Chief for review/edit.</p> <p>3.8.2. If not acceptable</p> <p>3.8.2.1. Draft the EB and Letter-reply requiring the applicant to submit supporting documents or informing the applicant why the application cannot be given due consideration</p> <p>3.8.2.2. Submit the draft EB and Letter-reply to the Section Chief for review/edit.</p>			
	No activity	3.9	Review/edit the evaluation	None	4 hours	Section Chief Domestic Shipping Section



			3.9.1. Return the draft EB and CWL/BRL/ CLC/CSR or CPR or Letter-reply to the Evaluator to finalize or edit/revise			
	No activity	3.10	Revise and/or Finalize the EB and CWL/BRL/CLC/ CSR and/or Letter-reply 3.10.1 Submit the revise/finalize EB and CWL/BRL/CLC/CSR or Letter-reply to the Section Chief for signature and initials.	None	4 Hours	<i>Senior MIDS/ Administrative Assistant III Domestic Shipping Section</i>
	No activity	3.11	Affix signature on the EB and initials on CWL/BRL/ CLC/CSR and/or Letter-reply 3.11.1. Endorse the draft CWL/BRL/CLC/CSR or Letter-reply to the OIC-Director for approval and signature. .	None	30 Minutes	<i>Section Chief Domestic Shipping Section</i>
	No activity	3.12	Review the evaluation 3.12.1. If without correction	None	4 Hours	<i>OIC, Director MRO-NCR</i>



			<p>3.12.1.1. Affix signature on the CWL/BRL/CLC/CSR or Letter-reply.</p> <p>3.12.1.2. Return the approved/signed CWL/BRL/CLC/CSR or Letter reply to the DSS for release to the MARINA Records Section</p> <p>3.12.2. If with correction</p> <p>3.12.2.1. Return the CWL/BRL/CLC/CSR or Letter-reply to the DSS Section Chief for revision/editing</p> <p>(Back to 3.9 to 3.12)</p>			
	No activity	3.13	Forward the approved/ signed CO and/or CPR or CD or Letter-reply to DSS for release to the MARINA Central Office Records Section.	None	15 Minutes	<i>Administrative Assistant III</i> Director's Office
	No activity	3.14	Release the approved/signed CWL/BRL/CLC/CSR or Letter-reply, and pertinent documents to the MARINA	None	15 Minutes	<i>Job Order Clerk</i> Domestic Shipping Section



			Central Office Records Section 3.14.1 Log-out in the logbook			
	No activity	3.15	Receive the approved/signed CWL/BRL/CLC/CSR and/or Letter-reply from DSS and all pertinent documents for filing/ records purposes 3.15.1 Sign in the logbook	None	15 Minutes	<i>Administrative Assistant III / Job Order Clerk</i> MARINA Central Office Records Section
4	Proceed to the MARINA Central Office Records Section for the release of Original CWL/BRL/CLC/ CSR and/or Letter-reply 4.1. Affix signature at the back of the Original MARINA Copy	4.1	Release the Original CWL/BRL/CLC/CSR and/ or Letter-reply 4.1.1. Affix the MARINA dry seal on the Original CWL/BRL/CLC/CSR and/or Letter-reply; 4.1.2. Log-out the application through the D-tracks	None	30 minutes	<i>Administrative Assistant III / Job Order Clerk</i> MARINA Central Office Records Section



	of the CWL/BRL/CLC/ CSR and Duplicate Copy of the Letter- reply					
END OF TRANSACTION					Total: Three (3) working days from receipt of complete documentary requirements and payment	



4. Approval of Sale/Transfer of Ownership of a Philippine-registered Ship Thru Local Sale/Judicial Sale/Award and Approval/Authority To Sell for Export

The buyer/transferee/awardee of a Philippine-registered ship shall secure the approval by the Administration of the sale/transfer of ownership thru local sale or judicial sale/award/export. In case of sale for export, the seller/transferor shall, within fifteen (15) days from approval, cause the deletion of the ship from the Register of Philippine Ship pursuant to the provision of Item VI of MARINA Circular No. 2013-02.

Office/Division:	MRO-NCR / Domestic Shipping Section
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen / G2B - Government to Business Entities
Who may avail:	Shipping Companies, Shipowners/operators
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
I. Approval of Sale and Transfer of Ownership thru Local Sale/Judicial Sale/Award	
1. Letter-application	Client or Company Being Represented
2. Proof of Transfer and Conveyance of Ownership (any of the following as applicable) <ul style="list-style-type: none">- Notarized Deed of Absolute Sale (1 photocopy); or- Notarized Deed of Assignment (1 photocopy); or- Notarized Deed of Donation (1 photocopy); or- Notarized Extra-Judicial Settlement (1 photocopy); or- Notarized Memorandum of Agreement	Client or Company Being Represented
3. Duly notarized Oath of Undertaking from the Buyer to assume compliance with the post-approval conditions/requirements which are not yet complied with by the Seller (for imported ship) (1 Original)	Client or Company Being Represented



4. CO and CPR (1 Photocopy)				Client or Company Being Represented			
5. Legal Clearance				MARINA Legal Service			
6. Proof of Publication in a newspaper of general circulation (1 Photocopy)				Newspaper Publishing Company			
6. If filing of application is thru authorized representative <ul style="list-style-type: none">- Notarized Board Resolution/Secretary's Certificate for Corporation/Partnership/Cooperative (1 photocopy); or- Notarized Special Power of Attorney for Single Proprietorship and Individual Shipowner/operator (1 original copy)				Client or Company Being Represented			
II. Approval/Authority to Sell for Export							
1. Letter - application (1 Original and 1 Photocopy)				Client or Company Being Represented			
2. Duly notarized Memorandum of Agreement (MOA) / Deed of Sale (DOAS) or Bill of Sale (BOS)				Client or Company Being Represented			
3. Notarized Board Resolution/Secretary's Certificate, authorizing the filing of application and designating the company's authorized signatory/representative (1 Photocopy)				Client or Company Being Represented			
4. Certificate of Ownership (CO) and Certificate of Philippine Registry (CPR) (1 Photocopy)				Client or Company Being Represented			
5. Legal Clearance (1 Original)				MARINA Legal Service/ MARINA Regional Office			
6. Certificate of Non-encumbrance (1 Original)				MARINA Domestic Shipping Service/ MARINA Regional Office			
1	Submit letter-application and	1.1	Receive the application and check the	None		30 Minutes	Officer of the Day



	documentary requirements for initial evaluation/ screening		completeness , authenticity and validity of documents based on the checklist of documentary requirements. 1.1.1 If complete, issue the Authority to Accept Payment (ATAP). 1.1.2 If incomplete, return the application and inform the client of the lacking documentary requirement(s).			(Senior MIDS/ Administrative Assistant III) Domestic Shipping Section (DSS)										
2	Submit the ATAP to Cash Section, MRO-NCR upon payment of applicable fees and charges	2.1	Accept the payment based on the ATAP 2.1.1. Issue the Official Receipt (OR) and write the OR Number and initials on the duplicate copy of the ATAP upon receipt of payment. 2.1.2. Return the duplicate copy of the ATAP with OR Number and initials to the client.	<table><tr><td>Imported Vessel</td><td>P 2,400.00/vessel</td></tr><tr><td>Locally-built Vessel</td><td></td></tr><tr><td>➤ Steel-hulled/ Aluminum-hulled/ Fiberglass-hulled or combination of both or any other type of hull</td><td>P7,800.00/vessel</td></tr><tr><td>➤ Wooden-hulled</td><td></td></tr><tr><td>Below 35 GT</td><td>P 800.00</td></tr></table>	Imported Vessel	P 2,400.00/vessel	Locally-built Vessel		➤ Steel-hulled/ Aluminum-hulled/ Fiberglass-hulled or combination of both or any other type of hull	P7,800.00/vessel	➤ Wooden-hulled		Below 35 GT	P 800.00	15 Minutes	Cashier II/ Job Order Cash Clerk Cash Section, MRO-NCR
Imported Vessel	P 2,400.00/vessel															
Locally-built Vessel																
➤ Steel-hulled/ Aluminum-hulled/ Fiberglass-hulled or combination of both or any other type of hull	P7,800.00/vessel															
➤ Wooden-hulled																
Below 35 GT	P 800.00															



				35 GT and above	P3,100.00		
				Approval of Sale for Export	P4,700.00/vessel		
3	Attach the proof of payment (Duplicate copy of the ATAP or Official Receipt) to the documentary requirements and submit the same together with the letter-application to the Central Receiving Unit (CRU), MARINA Central Office Records Section	3.1	<p>Receive the application</p> <p>3.1.1. Return the receiving copy of the letter-application duly stamp received with name/initials and date/time received.</p> <p>3.1.1. Log-in the application and assign D-track Number.</p> <p>3.1.2. Forward the application to the Office of the OIC-Director, MRO-NCR.</p>	None		30 minutes	<i>Administrative Assistant III / Job Order Clerk</i> MARINA Central Office Records Section
	No activity	3.2	<p>Receive the application from the CRU and sign in the CRU Logbook</p> <p>3.2.1. Log-in the application to the logbook and attach Routing/Action Slip.</p>	None		15 Minutes	<i>Administrative Assistant III</i> Director's Office



			3.2.2. Forward the application to the OIC-Director, for assignment.			
	No activity	3.3	Assign the application to the DSS Section Chief for appropriate action.	None	30 Minutes	<i>OIC-Director</i> MRO-NCR
	No activity	3.4	Forward the application to (DSS)	None	15 Minutes	<i>Administrative Assistant III</i> Director's Office
	No activity	3.5	Receive the application from the Office of the OIC-Director and sign in the Logbook 3.5.1. Log-in the application to the logbook and forward to the Section Chief for assignment to the Evaluator		15 Minutes	<i>Job Order Clerk</i> Domestic Shipping Section
	No Activity	3.6	Assign the application to the Evaluator for appropriate action 3.6.1. Write the initials of the Evaluator and instruction on the Routing/Action Slip.		15 Minutes	<i>Section Chief</i> Domestic Shipping Section



			3.6.2. Return the application to the Job Order Clerk to record the name of the Evaluator on the logbook.			
		3.7	Forward the application to the Evaluator	None	15 Minutes	<i>Job Order Clerk</i> Domestic Shipping Section
	No activity	3.8	Evaluate the application 3.8.1. If acceptable 3.8.1.1. Draft the Executive Brief (EB) and Letter-approval 3.8.1.2. Submit the draft EB and Letter-approval to the Section Chief for review/edit. 3.8.2. If not acceptable 3.8.2.1. Draft the EB and Letter-reply requiring the applicant to submit supporting documents or informing the applicant why the application cannot	None	1 Day	<i>Senior MIDS / Administrative Assistant III</i> Domestic Shipping Section



			be given due consideration 3.8.2.2. Submit the draft EB and Letter-reply to the Section Chief for review/edit.			
	No activity	3.9	Review/edit the evaluation 3.9.1. Return the draft EB and Letter-approval/reply to the Evaluator to Finalize and/or Revise.	None	4 hours	<i>Section Chief</i> Domestic Shipping Section
	No activity	3.10	Revise and/or Finalize the EB and Letter-approval/reply 3.10.1 Submit the revised/finalized EB and draft Letter-approval/reply to the Section Chief for signature and initials.	None	4 Hours	<i>Senior MIDS/ Administrative Assistant III</i> Domestic Shipping Section
	No activity	3.11	Review the revised/finalized EB and draft Letter-approval/reply. 3.11.1. Affix signature on the EB and initials on the draft Letter-approval/reply	None	30 Minutes	<i>Section Chief</i> Domestic Shipping Section



			3.11.2. Endorse the draft Letter-reply to the OIC-Director for approval and signature..			
	No activity	3.12	Review the evaluation 3.12.1. If without correction 3.12.1.1. Affix signature on the draft Letter-approval/eply. 3.12.1.2. Return the approved/signed Letter – approval/reply to the DSS for release to the MARINA Records Section 3.12.2. If with correction 3.12.2.1. Return the draft Letter-approval/reply to the DSS Section Chief for revision (Back to 3.9 to 3.12)	None	4 Hours	<i>OIC, Director MRO-NCR</i>
	No activity	3.13	Forward the application to DSS for release to the MARINA Central Office	None	15 Minutes	<i>Administrative Assistant III Director's Office</i>



			Records Section or for editing/revision.			
	No activity	3.14	Forward the approved/signed Letter-approval/reply to the MARINA Central Office Records Section 3.14.1 Log-out in the logbook	None	15 Minutes	<i>Job Order Clerk</i> Domestic Shipping Section
	No activity	3.15	Receive the approved/signed Letter-approval/reply from DSS and all the submitted pertinent documents for filing/record purposes 3.15.1 Sign in the logbook	None	15 Minutes	<i>Administrative Assistant III / Job Order Clerk</i> MARINA Central Office Records Section
4	Proceed to the MARINA Central Office Records Section for the release of Letter-approval/reply 4.1. Affix signature at the	4.1	Release the Original Letter-approval/reply 4.1.1. Affix the MARINA dry seal on the Original Letter-approval/reply; 4.1.2. Log-out the application through the D-tracks	None	30 minutes	<i>Administrative Assistant III / Job Order Clerk</i> MARINA Central Office Records Section



	back of the Duplicate Copy of the Letter-approval/reply					
END OF TRANSACTION					Total: Three (3) working days from receipt of complete documentary requirements and payment	

Franchising Section

Document Title	APPLICATION FOR ISSUANCE/RENEWAL/EXTENSION/REVALIDATION OF CERTIFICATE OF PUBLIC CONVENIENCE (CPC); AMENDMENT OF CPC; PETITION FOR APPROVAL/CONFIRMATION OF THE SALE, TRANSFER AND CONVEYANCE OF SHIPS COVERED BY A CPC; AND, PETITION FOR ISSUANCE/AMENDMENT OF CPC EXEMPTION FOR SHIPS EXCLUSIVELY FOR COMPANY USE					
Document Code	FS-01- Amendment of CPC; FS-02- Issuance/Renewal/Extension/Revalidation of CPC;				Reviewed by	



	FS-03- Petition for Approval/Confirmation of the Sale, Transfer and Conveyance of Ships Covered by a CPC; and, FS-04 - Issuance/Amendment of CPC Exemption for Ships Exclusively for Company Use		
Revision No.		Approved by	
Revision Date	20 November 2020		

Service:	Application For Issuance/Renewal/Extension/Revalidation Of Certificate of Public Convenience (CPC); Amendment of CPC; Petition for Approval/Confirmation of the Sale, Transfer and Conveyance of Ships Covered by a CPC; and, Petition for Issuance/Amendment of CPC Exemption for Ships Exclusively for Company Use
Office or Division:	Franchising Section /MARINA Central Office Processing Center/FS Official email address (fsncr@gmail.com)
Classification:	Simple
Type of Transaction:	G2B – Government to Business
Who may avail:	Domestic ship owners/operators with valid CPC

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<u>JURISDICTIONAL, QUALIFICATION and DOCUMENTARY REQUIREMENTS</u>		
1. Notarized Application Form (Original Copy)		Applicant
JURISDICTIONAL REQUIREMENTS		
1. Proof of payment of filing or processing fees (2 Photocopies)		Applicant
DOCUMENTARY REQUIREMENTS		
1. Charter Contracts, for chartered ships (1 Photocopy)		Applicant
2. Class Certificate (1 Photocopy)		Classification Society duly recognized by MARINA
3. Radio / Ship Station License (RSL / SSL) (1 Photocopy)		National Telecommunications Commission



4. Document of Compliance (DOC) (as applicable, please refer to MC. 2015-11 and MARINA Advisory No. 2018-10) (1 Photocopy)	MARINA – Maritime Safety Service
5. Safety Management Certificate (SMC) (as applicable, please refer to MC. 2015-11 and MARINA Advisory No. 2018-10) (1 Photocopy)	MARINA – Maritime Safety Service
6. Notarized Special Power of Attorney OR Notarized Secretary's Certificate and Board Resolution (1 Photocopy)	Applicant
7. One (1) photocopy each of the Pictures of the Ship ("5"x"7") showing the following: a. Name of the ship b. Port side c. Starboard side d. Astern view	Applicant
8. Certificate of Compliance under the following MCs and their subsequent amendments (1 Photocopy each, as applicable) a. MC No. 2018-18 (Minimum Service Standards) b. MC No. 121 (High Speed Craft) c. MC No. 134 (Minimum Service Standards for Motorbancas below 20 GT) d. MC 136 (10-Minute Film) for ships 150 GT and above and High Speed Craft regardless of size and travelling time e. MC No. 2017-03 – Accessibility Law f. MC No. GC-2019-01 - Grant of Student fare discount g. MC No. 135 (Voice Tape) for ships of 20 to less than 150 GT	MARINA – Shipyards Regulation Service MARINA – Maritime Safety Service MARINA – Shipyards Regulation Service MARINA – Maritime Safety Service MARINA – Enforcement Service MARINA – Enforcement Service MARINA – Maritime Safety Service
9. Insurance Coverage (1 Photocopy for each, as applicable) h. Passenger Insurance Coverage, compliant under M.C. 2016-01 i. Insurance Coverage for Liability for Damage to fixed or floating objects under MC No. DS-2019-03	Applicant/Insurance Provider accredited by Insurance Commission
10. Oil Pollution Coverage (MC 2009-22) (1 Photocopy for each, as applicable) 10.1. Oil Pollution Coverage for Tankers and Barges carrying Non-Persistent Oil 10.2. Third Party Liability (TPL) for Liquefied Petroleum Gas (LPG) / Liquefied Nitrogen Gas (LNG) Carriers	Applicant/Insurance Provider
11. Ship's Documents (1 Photocopy for each) 11.1. Certificate of Philippine Registry (CPR) 11.2. Certificate of Ownership (CO) 11.3. Coastwise License (CWL) or Bay and River License (BRL) or Pleasure Yacht License	MARINA – Domestic Shipping Service
12. Ship Safety Documents (1 Photocopy of each, as applicable) a. For Passenger Ships:	MARINA – Maritime Safety Service



<div>1. Passenger Ship Safety Certificate; and</div> <div>2. Minimum Safe Manning Certificate</div> <div>b. For Cargo Ships</div> <div><div>1. Cargo Ship Safety Certificate; and</div><div>2. Minimum Safe Manning Certificate</div></div> <div>c. For Tankers</div> <div><div>1. Cargo Ship Safety Construction Certificate</div><div>2. Cargo Ship Safety Equipment Certificate;</div><div>3. Minimum Safe Manning Certificate; and</div><div>4. Certificate of Fitness (Tankers carrying Gas Only)</div></div> <div>d. For Tugs, Dredges and Barges:</div> <div><div>1. Cargo Ship Safety Certificate; and</div><div>2. Minimum Safe Manning Certificate</div></div> <div>e. For High Speed Crafts:</div> <div><div>1. High Speed Craft Safety Certificate;</div><div>2. Minimum Safe Manning Certificate</div></div> <div>f. For Other Ships</div> <div><div>1. Passenger / Cargo Ship Safety Certificate; and</div><div>2. Minimum Safe Manning Certificate.</div></div>	
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2. ISSUANCE OF CERTIFICATE OF PUBLIC CONVENIENCE/REVALIDATION

Liner Service			Tramping Service		
Steel-Hulled			Steel-Hulled		
100GT and below	-	2,300.00	100GT and below	-	2,800.00
101GT-250GT	-	4,700.00	101GT-250GT	-	5,600.00
251GT-500GT	-	16.00/GT or minimum of P7,000.00	251GT-500GT	-	18.00/GT or minimum of P8,400.00



Above 500GT	-	16.00/GT or minimum of P9,400.00	Above 500GT	-	18.00/GT or minimum of P11,232.00
Wooden-Hulled			Wooden-Hulled		
Below 35GT	-	1,000.00	Below 35GT	-	1,000.00
35GT-100GT	-	1,600.00	35GT-100GT	-	1,600.00
101GT-250GT	-	1,900.00	101GT-250GT	-	1,900.00
251GT-500GT	-	7.80/GT or minimum if P3,700.00	251GT-500GT	-	7.80/GT or minimum if P3,700.00
Above 500GT	-	9.60/GT or minimum if P5,600.00	Above 500GT	-	9.60/GT or minimum if P5,600.00

3. RENEWAL/EXTENSION OF CPC

Liner Service			Tramping Service		
Steel-Hulled			Steel-Hulled		
100GT and below	-	2,100.00	100GT and below	-	2,600.00
101GT-250GT	-	4,200.00	101GT-250GT	-	5,200.00
251GT-500GT	-	P16.00/GT or minimum if P 6,300.00	251GT-500GT	-	P16.50/GT or minimum if P 7,700.00
Above 500GT	-	P16.00/GT or minimum if P 8,400.00	Above 500GT	-	P16.50/GT or minimum if P 11,200.00
Wooden-Hulled			Wooden-Hulled		
Below 35GT	-	1,000.00	Below 35GT	-	1,000.00
35GT-100GT	-	1,600.00	35GT-100GT	-	1,600.00
101GT-250GT	-	1,900.00	101GT-250GT	-	1,900.00
251GT-500GT	-	P7.80/GT or minimum if P 3,700.00	251GT-500GT	-	P7.80/GT or minimum if P 3,700.00
Above 500GT	-	P9.60/GT or minimum if P 5,600.00	Above 500GT	-	P9.60/GT or minimum if P 5,600.00

4. AMENDMENT OF CERTIFICATE OF PUBLIC CONVENIENCE (CPC)



<p>A. Change in Sailing Frequencies / Schedule of Trips</p> <p>Steel-Hulled</p> <table><tr><td>100GT and below</td><td></td><td>1,400.00</td></tr><tr><td>101GT-250GT</td><td></td><td>2,800.00</td></tr><tr><td>251GT-500GT</td><td></td><td>4,200.00</td></tr><tr><td>Above 500GT</td><td></td><td>5,600.00</td></tr></table> <p>Wooden-Hulled</p> <table><tr><td>35GT or less</td><td></td><td>1,000.00</td></tr><tr><td>35GT-100GT</td><td></td><td>1,600.00</td></tr><tr><td>101GT-250GT</td><td></td><td>1,900.00</td></tr><tr><td>251GT-500GT</td><td></td><td>3,700.00</td></tr><tr><td>Above 500GT</td><td></td><td>5,600.00</td></tr></table>	100GT and below		1,400.00	101GT-250GT		2,800.00	251GT-500GT		4,200.00	Above 500GT		5,600.00	35GT or less		1,000.00	35GT-100GT		1,600.00	101GT-250GT		1,900.00	251GT-500GT		3,700.00	Above 500GT		5,600.00	<p>B. Permanent Addition or Deletion of a Route / Port / Link</p> <p>Steel Hulled (per route/port/link)</p> <table><tr><td>100GT and below</td><td></td><td>1,400.00</td></tr><tr><td>101GT to 250GT</td><td></td><td>2,800.00</td></tr><tr><td>251-500GT</td><td></td><td>4,200.00</td></tr><tr><td>Above 500 GT</td><td></td><td>5,600.00</td></tr></table> <p>Wooden-Hulled (per route/port/link)</p> <table><tr><td>35GT or less</td><td>-</td><td>1,000.00</td></tr><tr><td>35GT-100GT</td><td>-</td><td>1,600.00</td></tr><tr><td>101GT-250GT</td><td>-</td><td>1,900.00</td></tr><tr><td>251GT-500GT</td><td>-</td><td>3,700.00</td></tr><tr><td>Above 500GT</td><td>-</td><td>5,600.00</td></tr></table>	100GT and below		1,400.00	101GT to 250GT		2,800.00	251-500GT		4,200.00	Above 500 GT		5,600.00	35GT or less	-	1,000.00	35GT-100GT	-	1,600.00	101GT-250GT	-	1,900.00	251GT-500GT	-	3,700.00	Above 500GT	-	5,600.00	<p>C. Permanent Addition / Reduction or Dropping / Replacement of Ship / Fleet</p> <p>Steel-Hulled</p> <table><tr><td>100GT and below</td><td>-</td><td>1,400.00</td></tr><tr><td>101GT-250GT</td><td>-</td><td>2,800.00</td></tr><tr><td>251GT-500GT</td><td>-</td><td>4,200.00</td></tr><tr><td>Above 500GT</td><td>-</td><td>5,600.00</td></tr></table> <p>Wooden-Hulled</p> <table><tr><td>35GT or less</td><td>-</td><td>1,000.00</td></tr><tr><td>35GT-100GT</td><td>-</td><td>1,600.00</td></tr><tr><td>101GT-250GT</td><td>-</td><td>1,900.00</td></tr><tr><td>251GT-500GT</td><td>-</td><td>3,700.00</td></tr><tr><td>Above 500GT</td><td>-</td><td>5,600.00</td></tr></table>	100GT and below	-	1,400.00	101GT-250GT	-	2,800.00	251GT-500GT	-	4,200.00	Above 500GT	-	5,600.00	35GT or less	-	1,000.00	35GT-100GT	-	1,600.00	101GT-250GT	-	1,900.00	251GT-500GT	-	3,700.00	Above 500GT	-	5,600.00
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<p>D. Change in Ship's Name</p> <p>Steel-Hulled</p> <table><tr><td>100GT and below</td><td>-</td><td>1,400.00</td></tr><tr><td>101GT-250GT</td><td>-</td><td>2,800.00</td></tr><tr><td>251GT-500GT</td><td>-</td><td>4,200.00</td></tr><tr><td>Above 500GT</td><td>-</td><td>5,600.00</td></tr></table>	100GT and below	-	1,400.00	101GT-250GT	-	2,800.00	251GT-500GT	-	4,200.00	Above 500GT	-	5,600.00	<p>E. Change in Type of Cargo to be Carried</p> <p>Steel-Hulled</p> <table><tr><td>100GT and below</td><td>-</td><td>1,400.00</td></tr><tr><td>101GT-250GT</td><td>-</td><td>2,800.00</td></tr><tr><td>251GT-500GT</td><td>-</td><td>4,200.00</td></tr><tr><td>Above 500GT</td><td>-</td><td>5,600.00</td></tr></table>	100GT and below	-	1,400.00	101GT-250GT	-	2,800.00	251GT-500GT	-	4,200.00	Above 500GT	-	5,600.00	<p>F. Change in Type of Hull of the Ship and Other Ship Particulars</p> <p>Steel-Hulled</p> <table><tr><td>100GT and below</td><td>-</td><td>1,400.00</td></tr><tr><td>101GT-250GT</td><td>-</td><td>2,800.00</td></tr><tr><td>251GT-500GT</td><td>-</td><td>4,200.00</td></tr><tr><td>Above 500GT</td><td>-</td><td>5,600.00</td></tr></table>	100GT and below	-	1,400.00	101GT-250GT	-	2,800.00	251GT-500GT	-	4,200.00	Above 500GT	-	5,600.00																																													
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5. PETITION FOR APPROVAL/CONFIRMATION OF THE SALE, TRANSFER AND CONVEYANCE OF SHIPS COVERED BY A CPC		
1. Sale and Transfer of Ships		
Steel-Hulled		
100GT and below	-	1,900.00
101GT-250GT	-	3,700.00
251GT-500GT	-	5,600.00
Above 500GT	-	7,500.00
Wooden-Hulled		
Less than 35 GT	-	800.00
35GT - 100GT	-	900.00
101GT-250GT	-	1,900.00
251GT -500GT	-	3,700.00
Above 500 GT	-	5,600.00
6. PETITION FOR ISSUANCE/AMENDMENT OF CPC EXEMPTION FOR SHIPS EXCLUSIVELY FOR COMPANY USE		



Exemption from CPC (Company Use)

Steel-Hulled

100GT and below	-	2,200.00
101GT-250GT	-	4,300.00
251GT-500GT	-	6,500.00
Above 500GT	-	29.00/GT or minimum of P8,600.00

Wooden-Hulled

Below 35 GT	-	1,000.00
35GT - 100GT	-	1,400.00
101GT-250GT	-	2,800.00
251GT to 500GT	-	4,200.00
Above 500GT	-	12.00/GT or minimum of P5,600.00

STEP 1: ISSUANCE OF ORDER OF NOTICE OF HEARING (NOH)

An Order issued to the Applicant/Petitioner setting the Application/Petition for Hearing on the scheduled date and time and at a particular venue/digital platform and directing the publication of said Order in a newspaper of general circulation at least five (5) days before the date of hearing

STEP 2: ISSUANCE OF MINUTES OF THE HEARING AND ORDER OF SUBMISSION OF FOE

STEP 3: ISSUANCE OF ORDER OF ACCEPTANCE OF FORMAL OFFER OF EVIDENCE (FOE)

STEP 4: ISSUANCE OF DECISION/CERTIFICATE OF PUBLIC CONVENIENCE/RIDER/CERTIFICATE OF EXEMPTION FROM CPC



Service:	APPLICATION FOR ISSUANCE/RENEWAL/EXTENSION/REVALIDATION OF CERTIFICATE OF PUBLIC CONVENIENCE (CPC); AMENDMENT OF CPC; PETITION FOR APPROVAL/CONFIRMATION OF THE SALE, TRANSFER AND CONVEYANCE OF SHIPS COVERED BY A CPC; AND, PETITION FOR ISSUANCE/AMENDMENT OF CPC EXEMPTION FOR SHIPS EXCLUSIVELY FOR COMPANY USE
Office or Division:	Franchising Section /MARINA Central Office Processing Center/FS Official email address (fsncr@gmail.com)
Classification:	Simple
Type of Transaction:	G2B – Government to Business
Who may avail:	Domestic ship owners/operators (CPC Grantees)

STEP 1. ISSUANCE OF NOTICE OF HEARING					
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PERSON RESPONSIBLE
1	Fills in and submits accomplished Application/Petition form with other requirements	1.1	Receives the Application/Petition and acknowledges receipt thereof	Please refer to the table of fees and charges	Officer of the Day
		1.2	Forwards the Application/Petition to the Records Officer;		Officer of the Day
		1.3	Forwards the Application/Petition to the Director/OIC		MRO-NCR Records Section Personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position
		1.4	Forwards the Application/Petition to the concerned Section through its Chief		Director/OIC
		1.5	Assigns the Screening Officer/Evaluator for the Application/Petition		Concerned Section Chief



2	No activity	2.1	<p>For CPC Application:</p> <p>(Issuance/Renewal/Extension/Amendment/ Exemption for Company Use):</p> <p>Verifies if principal place of business is within the jurisdiction of the MARINA Central Office and if the proposed service needs coordination with concerned MARINA Regional Offices or Service Units</p> <p>For Sale and Transfer:</p> <p>Verifies if the ship/s subject of the Sale, Transfer and Conveyance is covered by a CPC issued by the MARINA Central Office</p>		3 hours	<p>Technical Evaluator, FS, MRO-NCR</p> <p>(FS personnel occupying MIDS 1, MIDS 2, Senior MIDS and Supervising MIDS position)</p>
		2.2	Screens and Checks the completeness of the application/petition and Qualification and Documentary requirements as per Section 7.6 Rule III of The 2014 Amendments to the Revised Rules and Regulations Implementing RA 9295			
		2.3	If requirements are complete, issues Authority to Accept Payment (ATAP) and Screening Form and requires the applicant/petitioner to pay the prescribed fees; if there are deficiencies, returns the Application/Petition with accomplished Screening Form specifying the noted deficiencies			
3.	Payment of Filing Fee at the MRO-NCR Cashier and Submission of Proof thereof at the MRO-NCR Records	3.1	Acknowledges submission of proof of payment (Official Receipt)		3 hours	MRO-NCR Records Section Personnel occupying Administrative Aide IV, Administrative



	Section (2 photocopies of Official Receipt)					Assistant III and MIDS 1 position
		3.2	Attaches D-Tracks Form, records it the Logbook and forwards to FS, or attaches Regulatory Tracking Number, whichever is applicable			MRO-NCR Records Section Personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position
		3.3	Receives copies of the OR and records it in the FS Logbook and in the online inventory			FS Designated Records Officer (FS personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position)
		3.4	Forwards the copies of the OR to the FS Chief			FS Designated Records Officer (FS personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position)



		3.5	Forwards one copy of the OR to the assigned evaluator and one copy of the OR to the FS Admin. Asst.			FS Chief
		3.6	Prepares Acknowledgment Receipt signifying acceptance of a complete application or request and stating the date and time of receipt of the proof of payment, Regulatory Tracking Number, and the name of the designated evaluator and his/her position			FS Designated Records Officer (FS personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position)
		3.7	Releases the Acknowledgement receipt to the applicant/petitioner			MRO-NCR Records Section Personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position
4	Evaluation of Application/Petition and Issuance of Order/Notice of Hearing	4.1	Conducts evaluation determining the authenticity and validity of the requirements submitted based on existing guidelines		16 hours or 2 working days	Technical Evaluator, FS, MRO-NCR (FS personnel occupying MIDS 1, MIDS 2, Senior MIDS and Supervising MIDS position)



		4.2	If deficiencies are noted, issues another Order, requiring Applicant/Petitioner to rectify the noted deficiencies, or to submit document(s) deemed necessary on or before the scheduled hearing.			Technical Evaluator, FS, MRO-NCR (FS personnel occupying MIDS 1, MIDS 2, Senior MIDS and Supervising MIDS position)
		4.3	If no deficiencies are noted, evaluator drafts an Order/Notice of Hearing granting the application			Technical Evaluator, FS, MRO-NCR (FS personnel occupying MIDS 1, MIDS 2, Senior MIDS and Supervising MIDS position)
		4.4	Submits Draft Order/Notice of Hearing to the Supervising MIDS for editing and review			Technical Evaluator, FS, MRO-NCR (FS personnel occupying MIDS 1, MIDS 2, Senior MIDS and Supervising MIDS position)
		4.5	Submits Draft Order/Notice of Hearing, as reviewed, to the Section Chief			Technical Evaluator, FS, MRO-NCR (FS personnel occupying MIDS 1,



						MIDS 2, Senior MIDS and Supervising MIDS position)
		4.6	Reviews the Draft Order/Notice of Hearing and forwards to the Director/OIC for signature (digital initials and signature, as applicable)			Section Chief
		4.7	Signs the Order/Notice of Hearing, as reviewed, and forwards to the releasing officer for finalization (application of document protection, conversion to PDF file with password, if online)			Director/OIC
		4.8	Order/Notice of Hearing to the applicant/petitioner either personally or thru mail/e-mail and ensures receipt of copy			MRO-NCR Records Section Personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position
5	Receives and cause the publication of NOH once in a newspaper of general or regional circulation at least five (5) days before the hearing, as per Section 9. Rule II of Marina Revised Rules of Practice and Procedure.		Note: Where there is non-compliance with the publication requirement, the MARINA may, upon the request of the applicant and the payment of appropriate fees, issue a second notice of hearing to enable Applicant to comply with the publication requirement. Failing this, the application or petition shall be dismissed without prejudice to the re-filing thereof.			
TOTAL DURATION OF TRANSACTION					3 working days	
END OF TRANSACTION						



STEP 2: ISSUANCE OF MINUTES OF THE HEARING

A document issued to the Applicant/Petitioner providing them the Minutes of the Hearing of their Applications/Petitions on the hearing conducted on the scheduled date and time and on the particular venue/digital platform as stated in the issued Notice of Hearing (NOH).

CLIENT STEPS			AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Upon compliance with the Publication Requirement, Applicant's Legal counsel/ Authorized Representative as stated in its Secretary's Certificate or Board Resolution shall attend the hearing and present proof of compliance with	1.1	Conducts the Hearing <i>on the scheduled date and time and on the particular venue/digital platform as stated in the issued Notice of Hearing (NOH)</i> to determine the Applicant's compliance with the publication requirement under Section 9. Rule II of MARINA Revised Rules of Practice and Procedure, as well as the Qualification, Jurisdictional and Documentary Requirements under Sections 7.6, and 7.11, Rule III of The 2014 Amendments to the Revised Rules and Regulations Implementing RA 9295.	Included already in the fees paid prior to acceptance of Application/ Petition	30 minutes per ship or a maximum of four (4) hours	Hearing Officer (FS personnel occupying the Attorney III, Attorney IV and Attorney V position)



	the requirement	publication					
				<p>Note:</p> <p>In Compliance with the publication requirement under Section 9. Rule II of MARINA Revised Rules of Practice and Procedure proof of compliance with the publication requirement must be shown at the hearing before a party may be allowed to present his exhibits.</p> <p>A Lawyer appearing for a party is presumed to be properly authorized for that purpose. In every case he shall indicate in his pleadings and motions his Attorney's Roll Number, as well as his PTR and IBP numbers for the current year.</p> <p>A non-Lawyer may appear in any of the proceeding before the MARINA only under the following conditions:</p> <p>(1) he represents himself as party to the case</p> <p>(2) He is duly authorized representative of the party to the case empowered by Special Power of Attorney (SPA) in case of Sole Proprietorship or Secretary's Certificate of Board Resolution in case of partnership or corporation.</p> <p>If Contested:</p> <p>Comments to an application or petition shall be admitted and noted by the MARINA if duly backed by evidence and documentation. Such admission of the opposition or comment</p> <p>shall only serve to aid the MARINA in the evaluation of the merits of the application or petition and shall not make the filer a party of the proceeding.</p>			
2	During the Hearing, Authorized Representative/Legal Counsel shall present its documents for marking	2.1	Marks as exhibits the qualification, jurisdictional and documentary requirements presented by the applicant/petitioner.				Clerk of Court (FS personnel occupying Administrative



						Aide III or Attorney II position)
		2.2	<p>If documents are found in order, advises the Applicant on the requirement to submit FOE either immediately right after the hearing or within five (5) days therefrom.</p> <p>If documents are not in order, advises the Applicant to rectify noted deficiencies and to submit it with the FOE five (5) days therefrom and to advice MARINA thru a written manifestation if compliance cannot be made within the same period.</p>			Hearing Officer (FS personnel occupying the Attorney III, Attorney IV and Attorney V position)
3	NO ACTIVITY	3.1	Prepares the Minutes of the Hearing and signs the same		2 working days and 4 hours	Hearing Officer (FS personnel occupying Administrative Aide III or Attorney



						III, IV, and V position)
		3.2	If physical hearing: Hands-over the Minutes of Hearing to the Counsel/Representative of the applicant/petitioner for signature If online hearing: Forwards the Minutes of Hearing to the FS Records Officer for finalization			Hearing Officer (FS personnel occupying Administrative Aide III or Attorney III, IV, and V position)
		3.3	If physical hearing: Files the Minutes of Hearing, as signed by the Hearing Officer and the Counsel/Representative of the applicant/petitioner or any other party in attendance (i.e. oppositor) in the case folder If online hearing: Apply document protection, such as (watermark, convert to PDF file with password, attaches UNTC releasing tracking number, and Stamp) and forward to the MRO-NCR Releasing Officer			FS Designated Records Officer (FS personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position) Administrative Assistant III, FS



4	Receives Minutes of the Hearing and returns the same with Counsel/Representative's signature	4.1	Releases the Minutes of Hearing to the Applicant/Petitioner either personally to the Applicant/Petitioner or thru mail/e-mail and ensures receipt of copy of the Minutes with instruction to return the same with the Counsel/Representative's signature			FS Designated Releasing Officer (FS personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position)
END OF TRANSACTION						3 working days

STEP 3: Issuance of Order of Acceptance of Formal Offer of Evidence (FOE)						
<i>An Order issued to the Applicant/Petitioner/Petitioner accepting the FOE and declaring the case as submitted for decision.</i>						
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Applicant/Petitioner submits its Formal Offer of Evidence (FOE) to the MRO-NCR Records Section or online thru Franchising Section (FS) official e-mail address	1.1	Receives Written FOE	Included already in the fees paid prior to acceptance of Application/ Petition	15 minutes	MRO-NCR Records Section Personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position



		1.2	Attaches D-Tracks Form or Regulatory Tracking Number, whichever is applicable			
		1.3	Forwards to FS if received by MRO-NCR			
		1.4	Receives the Formal Offer of Evidence and records it in the FS Logbook and in the online inventory		15 minutes	FS Records Officer (FS personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position)
		1.5	Forwards to the Director for assignment		15 minutes	
		1.6	Forwards FOE to the Section Chief		15 minutes	MRO-NCR Director
		1.7	Forwards FOE to handling evaluators		15 minutes	FS Section Chief
		1.8	If FOE is complete: Drafts an order admitting the same and the case shall be deemed submitted for resolution			2 working days and 4 hours
	1.9	If FOE is not complete: Drafts an order directing the Applicant/Petitioner to submit lacking documents or correct the same as applicable. If circumstances so warrant, partially admit FOE.		(FS personnel occupying MIDS 1, MIDS 2, Senior MIDS and Supervising MIDS position)		



		1.10	The Order shall be forwarded to the FS Section Chief Note: <i>Failure of the Applicant/Petitioner to comply with the said Order shall be a ground for dismissal of the application.</i>			
		1.11	Reviews the Order of Acceptance and returns to Technical Evaluator for Finalization			FS Section Chief
		1.12	Finalizes the draft Order of Acceptance and submits to FS Section Chief		30 minutes	Technical Evaluator, FS (FS personnel occupying MIDS 1, MIDS 2, Senior MIDS and Supervising MIDS position)
		1.13	Initials the draft Order and forwards to MRO-NCR Director for signature (Digital initials and signature, as applicable)		30 minutes	FS Section Chief
		1.14	Signs the Order of Acceptance		15 minutes	FS Director
		1.15	Forwards the Order of Acceptance to MRO-NCR Records Section for releasing/mailing		30 minutes	FS Records Officer (FS personnel occupying Administrative Aide IV,



						Administrative Assistant III and MIDS 1 position)
		1.16	If online: Apply document protection, such as (watermark, convert to PDF file with password, attaches UNTC releasing tracking number, and Stamp) Otherwise: Forwards the Order MRO-NCR Records Section for releasing/mailing.		30 minutes	FS Records Officer (FS personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position) Administrative Assistant III, FS
2	Receives Order of Acceptance of Formal Offer of Evidence	2.1	Releases Order of Acceptance either personally to the Applicant/Petitioner/Petitioner or thru mail/e-mail and ensures receipt copy of the Order		30 minutes	MRO-NCR Records Section Personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position
END OF TRANSACTION					3 working days	

STEP 4: Issuance of Certificate of Public Convenience (CPC)/Rider/CPC Exemption

The final disposition of the Application/Petition whereby a Decision is issued either granting/approving with a CPC/Rider/Certificate of Exemption accompanying the Decision or denying the Application/Petition.



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Ensures FOE submitted is complete and in order	1.1	Prepares a Decision and Certificate upon the issuance of the Order of Acceptance of FOE which deemed the subject Application/Petition as submitted for resolution.	Included already in the fees paid prior to acceptance of Application/ Petition	5 working days	FS Technical Evaluator (FS personnel occupying MIDS 1, MIDS 2, Senior MIDS and Supervising MIDS position)
			Note: If with Legal Issues, refer to Hearing Officer Provides inputs and comments on the draft Decision then returns to Technical Evaluator		3 working days	Hearing Officer (FS personnel occupying Attorney II, Attorney III, Attorney IV and position)
		1.2	Submits Draft Decision and/or Certificate to the FS Section Chief for review		15 minutes	FS Technical Evaluator



			Note: <i>The decision shall be in writing, stating clearly and distinctly the facts and the law on which it is based</i>			(FS personnel occupying MIDS 1, MIDS 2, Senior MIDS and Supervising MIDS position)
		1.3	Reviews the Draft Decision and/or Certificate and returns to the Technical Evaluator for revision		1 working day	FS Section Chief
		1.4	Adopts revision and submits to FS Section Chief for initials		1 hour	FS Technical Evaluator (FS personnel occupying MIDS 1, MIDS 2, Senior MIDS and Supervising MIDS position)
		1.5	Submits the Draft Decision and/or Certificate to the MRO-NCR Director for review		30 minutes	FS Section Chief
		1.6.	Reviews the Draft Decision and/or Certificate and returns to the FS Section Chief		2 hours	MRO-NCR Director



		1.7	Returns the Draft Decision to the Technical Evaluator for finalizations		30 minutes	FS Section Chief
		1.8.	Finalizes the Decision/CPC and submits to FS Section Chief and MRO-NCR Director for initials/signature, as applicable (Digital initials and signature, as applicable)		2 hours	FS Technical Evaluator (FS personnel occupying MIDS 1, MIDS 2, Senior MIDS and Supervising MIDS position)
		1.9	Signs the Decision and/or Certificate, as applicable		30 minutes	MRO-NCR Director
		1.10	If online: Apply document protection, such as (watermark, convert to PDF file with password, attaches UNTC releasing tracking number, and Stamp) Otherwise: Forwards the Order to MRO-NCR Records Section for releasing/mailing.		30 minutes	FS Records Officer (FS personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position)



2	Receives and acknowledges Decision and/or Certificate	2.1	Releases the Decision and Certificate either personally to the Applicant/Petitioner or thru mail/e-mail and ensures that Applicant acknowledged receipt of documents		15 minutes	MRO-NCR Records Section Personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position)
TOTAL DURATION OF TRANSACTION					11 working days	
END OF TRANSACTION						



Document Title	APPLICATION FOR ISSUANCE / EXTENSION / RENEWAL OF PROVISIONAL AUTHORITY COVERING NOT MORE THAN THREE (3) SHIPS		
Document Code	FS-07	Reviewed by	
Revision No.	02	Approved by	
Revision Date	05 NOVEMBER 2020		

Application for Issuance / Extension / Renewal of Provisional Authority Covering Not More Than Three (3) Ships

“Provisional Authority (PA)” refers to either of the following:

A temporary authority which may be issued by the MARINA, pending the issuance of a CPC under Section 7.8.1, Rule III of The 2014 Amendments to the Revised Rules and Regulations Implementing RA 9295, provided the issuance falls under any of the circumstances enumerated under Section 7.8.1.1, Rule III of The 2014 Amendments to the Revised Rules and Regulations Implementing RA 9295

Service:	Application for Issuance / Extension / Renewal of Provisional Authority		
Office or Division:	Franchising Section /MARINA Central Office Processing Center/FS Official email address (fsncr@gmail.com)		
Classification:	Simple		
Type of Transaction:	G2B – Government to Business		
Who may avail:	Domestic ship owners/operators with valid CPC		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<u>JURISDICTIONAL, QUALIFICATION and DOCUMENTARY REQUIREMENTS</u>			
1. Notarized Motion (Original Copy)		Applicant	
JURISDICTIONAL REQUIREMENTS			
1. Proof of payment of filing or processing fees (2 Photocopies)		Applicant	
DOCUMENTARY REQUIREMENTS			



1. Charter Contracts, for chartered ships (1 Photocopy)	Applicant
2. Class Certificate (1 Photocopy)	Classification Society duly recognized by MARINA
3. Radio / Ship Station License (RSL / SSL) (1 Photocopy)	National Telecommunications Commission
4. Document of Compliance (DOC) (as applicable, please refer to MC. 2015-11 and MARINA Advisory No. 2018-10) (1 Photocopy)	MARINA – Maritime Safety Service
5. Safety Management Certificate (SMC) (as applicable, please refer to MC. 2015-11 and MARINA Advisory No. 2018-10) (1 Photocopy)	MARINA – Maritime Safety Service
6. Notarized Special Power of Attorney OR Notarized Secretary's Certificate and Board Resolution (1 Photocopy)	Applicant
7. One (1) photocopy each of the Pictures of the Ship ("5"x"7") showing the following: a. Name of the ship b. Port side c. Starboard side d. Astern view	Applicant
8. Certificate of Compliance under the following MCs and their subsequent amendments (1 Photocopy each, as applicable) a. MC No. 2018-18 (Minimum Service Standards) b. MC No. 121 (High Speed Craft) c. MC No. 134 (Minimum Service Standards for Motorbancas below 20 GT) d. MC 136 (10-Minute Film) for ships 150 GT and above and High Speed Craft regardless of size and travelling time e. MC No. 2017-03 – Accessibility Law f. MC No. GC-2019-01 - Grant of Student fare discount g. MC No. 135 (Voice Tape) for ships of 20 to less than 150 GT	MARINA – Shipyards Regulation Service MARINA – Maritime Safety Service MARINA – Shipyards Regulation Service MARINA – Maritime Safety Service MARINA – Enforcement Service MARINA – Enforcement Service MARINA – Maritime Safety Service
9. Insurance Coverage (1 Photocopy for each, as applicable) h. Passenger Insurance Coverage, compliant under M.C. 2016-01 i. Insurance Coverage for Liability for Damage to fixed or floating objects under MC No. DS-2019-03	Applicant/Insurance Provider accredited by Insurance Commission
10. Oil Pollution Coverage (MC 2009-22) (1 Photocopy for each, as applicable) 10.1. Oil Pollution Coverage for Tankers and Barges carrying Non-Persistent Oil 10.2. Third Party Liability (TPL) for Liquefied Petroleum Gas (LPG) / Liquefied Nitrogen Gas (LNG) Carriers	Applicant/Insurance Provider
11. Ship's Documents (1 Photocopy for each)	MARINA – Domestic Shipping Service



11.1. Certificate of Philippine Registry (CPR) 11.2. Certificate of Ownership (CO) 11.3. Coastwise License (CWL) or Bay and River License (BRL) or Pleasure Yacht License	
12. Ship Safety Documents (1 Photocopy of each, as applicable) a. For Passenger Ships: 1. Passenger Ship Safety Certificate; and 2. Minimum Safe Manning Certificate b. For Cargo Ships 1. Cargo Ship Safety Certificate; and 2. Minimum Safe Manning Certificate c. For Tankers 1. Cargo Ship Safety Construction Certificate 2. Cargo Ship Safety Equipment Certificate; 3. Minimum Safe Manning Certificate; and 4. Certificate of Fitness (Tankers carrying Gas Only) d. For Tugs, Dredges and Barges: 1. Cargo Ship Safety Certificate; and 2. Minimum Safe Manning Certificate e. For High Speed Crafts: 1. High Speed Craft Safety Certificate; 2. Minimum Safe Manning Certificate f. For Other Ships 1. Passenger / Cargo Ship Safety Certificate; and 2. Minimum Safe Manning Certificate.	MARINA – Maritime Safety Service



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submits application and requirements	1.6	Receives the application and acknowledges receipt thereof	Please refer to the table of fees and charges, as shown below	2 hours	Officer of the Day
		1.7	Forwards the application to the Records Officer;			Officer of the Day
		1.8	Forwards the application to the Director/OIC			MRO-NCR Records Section Personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position
		1.9	Forwards the application to the concerned Section through its Chief			MRO-NCR Director/OIC
		1.10	Assigns the Screening Officer/Evaluator for the application			Concerned Section Chief
2		2.4	Verifies if the CPC was issued by the MARINA Central Office		3 hours	Technical Evaluator, FS, MRO-NCR
		2.5	Screens and Checks application and Qualification and Documentary requirements as per Section 7.8.2.3, Rule III of The 2014 Amendments to the Revised Rules and Regulations Implementing RA 9295			(FS personnel occupying MIDS 1, MIDS 2, Senior MIDS and Supervising MIDS position)
		2.6	If requirements are complete, issues Authority to Accept Payment (ATAP) and Screening Form and requires the applicant to pay the prescribed fees; if there are deficiencies,			



			returns the application with accomplished Screening Form specifying the noted deficiencies			
3	Payment of Filing Fee at the MRO-NCR Cashier and Submission of Proof thereof at the MRO-NCR Records Section (2 photocopies of Official Receipt)	3.1	Acknowledges submission of proof of payment (Official Receipt)		3 hours	MRO-NCR Records Section Personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS
		3.2	Attaches D-Tracks Form, records it the Logbook and forwards to FS, or attaches Regulatory Tracking Number, whichever is applicable			MRO-NCR Records Section Personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS
		3.3	Receives copies of the OR and records it in the FS Logbook and in the online inventory			FS Records Officer (FS personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position)
		3.4	Forwards the copies of the OR to the FS Chief			FS Records Officer (FS personnel occupying Administrative Aide IV,



						Administrative Assistant III and MIDS 1 position)
		3.5	Forwards one copy of the OR to the assigned evaluator and one copy of the OR to the FS Admin. Asst.			FS Section Chief
		3.6	Prepares Acknowledgment Receipt signifying acceptance of a complete application or request and stating the date and time of receipt of the proof of payment, Regulatory Tracking Number, and the name of the designated evaluator and his/her position			FS Records Officer (FS personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position)
		3.7	Releases the Acknowledgement receipt to the Applicant			MRO-NCR Records Section Personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS
4	Evaluation of Application/Request and Issuance of Order	4.9	Conducts evaluation determining the authenticity and validity of the requirements submitted based on existing guidelines		16 hours or 2 working days	Technical Evaluator, FS, MRO-NCR (FS personnel occupying MIDS 1, MIDS 2, Senior MIDS and Supervising MIDS position)



		4.10	If deficiencies are noted, evaluator drafts an Order requiring applicant to rectify the noted deficiencies, or to submit document(s) deemed necessary on the prescribed deadline			Technical Evaluator, FS, MRO-NCR (FS personnel occupying MIDS 1, MIDS 2, Senior MIDS and Supervising MIDS position)
		4.11	If no deficiencies are noted, evaluator drafts an Order for granting of SP			Technical Evaluator, FS, MRO-NCR (FS personnel occupying MIDS 1, MIDS 2, Senior MIDS and Supervising MIDS position)
		4.12	Submits Draft Order to the Supervising MIDS for editing and review			Technical Evaluator, FS, MRO-NCR (FS personnel occupying MIDS 1, MIDS 2, Senior MIDS and Supervising MIDS position)
		4.13	Submits Draft Order, as reviewed, to the Section Chief			Technical Evaluator, FS, MRO-NCR



						(FS personnel occupying MIDS 1, MIDS 2, Senior MIDS and Supervising MIDS position)
		4.14	Reviews the Draft Order and forwards to the Director/OIC for signature (digital initials and signature, as applicable)			FS Section Chief
		4.15	Signs the Order for SP and forwards to the releasing officer for finalization (application of document protection, conversion to PDF file with password, if online)			Director/OIC
		4.16	Releases SP to the applicant either personally or thru mail/e-mail and ensures receipt of copy			MRO-NCR Records Section Personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS
5	Receives SP					
TOTAL DURATION OF TRANSACTION						3 working days
END OF TRANSACTION						

FEES TO BE PAID



A. ISSUANCE OF PROVISIONAL AUTHORITY	
₱ 3,600.00/month	

Document Title	APPLICATION FOR ISSUANCE / EXTENSION / RENEWAL OF PROVISIONAL AUTHORITY COVERING NOT MORE THAN THREE (3) SHIPS WITH MRO COURTESY/COORDINATION		
Document Code	FS-07	Reviewed by	
Revision No.	01	Approved by	
Revision Date	10 NOVEMBER 2020		

Application for Issuance / Extension / Renewal of Provisional Authority Covering Not More Than Three (3) Ships with MRO Courtesy/Coordination

“Provisional Authority (PA)” refers to either of the following:

A temporary authority which may be issued by the MARINA, pending the issuance of a CPC under Section 7.8.1, Rule III of The 2014 Amendments to the Revised Rules and Regulations Implementing RA 9295, provided the issuance falls under any of the circumstances enumerated under Section 7.8.1.1, Rule III of The 2014 Amendments to the Revised Rules and Regulations Implementing RA 9295

Service:	Application for Issuance / Extension / Renewal of Provisional Authority
Office or Division:	Franchising Section /MARINA Central Office Processing Center/FS Official email address (fsncr@gmail.com)
Classification:	Simple



Type of Transaction:	G2B – Government to Business
Who may avail:	Domestic ship owners/operators with valid CPC
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
<u>JURISDICTIONAL, QUALIFICATION and DOCUMENTARY REQUIREMENTS</u>	
2. Notarized Motion (Original Copy)	Applicant
JURISDICTIONAL REQUIREMENTS	
2. Proof of payment of filing or processing fees (2 Photocopies)	Applicant
DOCUMENTARY REQUIREMENTS	
13. Charter Contracts, for chartered ships (1 Photocopy)	Applicant
14. Class Certificate (1 Photocopy)	Classification Society duly recognized by MARINA
15. Radio / Ship Station License (RSL / SSL) (1 Photocopy)	National Telecommunications Commission
16. Document of Compliance (DOC) (as applicable, please refer to MC. 2015-11 and MARINA Advisory No. 2018-10) (1 Photocopy)	MARINA – Maritime Safety Service
17. Safety Management Certificate (SMC) (as applicable, please refer to MC. 2015-11 and MARINA Advisory No. 2018-10) (1 Photocopy)	MARINA – Maritime Safety Service
18. Notarized Special Power of Attorney OR Notarized Secretary's Certificate and Board Resolution (1 Photocopy)	Applicant
19. One (1) photocopy each of the Pictures of the Ship ("5"x"7") showing the following: e. Name of the ship f. Port side g. Starboard side h. Astern view	Applicant
20. Certificate of Compliance under the following MCs and their subsequent amendments (1 Photocopy each, as applicable) j. MC No. 2018-18 (Minimum Service Standards) k. MC No. 121 (High Speed Craft) l. MC No. 134 (Minimum Service Standards for Motorbancas below 20 GT)	MARINA – Shipyards Regulation Service MARINA – Maritime Safety Service MARINA – Shipyards Regulation Service MARINA – Maritime Safety Service



<ul style="list-style-type: none"> m. MC 136 (10-Minute Film) for ships 150 GT and above and High Speed Craft regardless of size and travelling time n. MC No. 2017-03 – Accessibility Law o. MC No. GC-2019-01 - Grant of Student fare discount p. MC No. 135 (Voice Tape) for ships of 20 to less than 150 GT 	<p>MARINA – Enforcement Service MARINA – Enforcement Service MARINA – Maritime Safety Service</p>
<p>21. Insurance Coverage (1 Photocopy for each, as applicable)</p> <ul style="list-style-type: none"> q. Passenger Insurance Coverage, compliant under M.C. 2016-01 r. Insurance Coverage for Liability for Damage to fixed or floating objects under MC No. DS-2019-03 	<p>Applicant/Insurance Provider accredited by Insurance Commission</p>
<p>22. Oil Pollution Coverage (MC 2009-22) (1 Photocopy for each, as applicable)</p> <ul style="list-style-type: none"> 22.1. Oil Pollution Coverage for Tankers and Barges carrying Non-Persistent Oil 22.2. Third Party Liability (TPL) for Liquefied Petroleum Gas (LPG) / Liquefied Nitrogen Gas (LNG) Carriers 	<p>Applicant/Insurance Provider</p>
<p>23. Ship's Documents (1 Photocopy for each)</p> <ul style="list-style-type: none"> 23.1. Certificate of Philippine Registry (CPR) 23.2. Certificate of Ownership (CO) 23.3. Coastwise License (CWL) or Bay and River License (BRL) or Pleasure Yacht License 	<p>MARINA – Domestic Shipping Service</p>
<p>24. Ship Safety Documents (1 Photocopy of each, as applicable)</p> <ul style="list-style-type: none"> g. For Passenger Ships: <ul style="list-style-type: none"> 3. Passenger Ship Safety Certificate; and 4. Minimum Safe Manning Certificate h. For Cargo Ships <ul style="list-style-type: none"> 3. Cargo Ship Safety Certificate; and 4. Minimum Safe Manning Certificate i. For Tankers <ul style="list-style-type: none"> 5. Cargo Ship Safety Construction Certificate 6. Cargo Ship Safety Equipment Certificate; 7. Minimum Safe Manning Certificate; and 8. Certificate of Fitness (Tankers carrying Gas Only) j. For Tugs, Dredges and Barges: <ul style="list-style-type: none"> 3. Cargo Ship Safety Certificate; and 4. Minimum Safe Manning Certificate k. For High Speed Crafts: <ul style="list-style-type: none"> 3. High Speed Craft Safety Certificate; 4. Minimum Safe Manning Certificate 	<p>MARINA – Maritime Safety Service</p>



I. For Other Ships 3. Passenger / Cargo Ship Safety Certificate; and 4. Minimum Safe Manning Certificate.	
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CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submits application and requirements	1.11	Receives the application and acknowledges receipt thereof	Please refer to the table of fees and charges, as shown below	2 hours	Officer of the Day
		1.12	Forwards the application to the MRO-NCR Records Section Personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position;			Officer of the Day
		1.13	Forwards the application to the Director/OIC			MRO-NCR Records Section Personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position
		1.14	Forwards the application to the concerned Section through its Chief			MRO-NCR Director/OIC
		1.15	Assigns the Screening Officer/Evaluator for the application			Concerned Section Chief
2		2.7	Verifies if the CPC was issued by the MARINA Central Office		3 hours	Technical Evaluator, FS, MRO-NCR



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		2.8	Screens and Checks application and Qualification and Documentary requirements as per Section 7.8.2.3, Rule III of The 2014 Amendments to the Revised Rules and Regulations Implementing RA 9295			(FS personnel occupying MIDS 1, MIDS 2, Senior MIDS and Supervising MIDS position)
		2.9	If requirements are complete, issues Authority to Accept Payment (ATAP) and Screening Form and requires the applicant to pay the prescribed fees; if there are deficiencies, returns the application with accomplished Screening Form specifying the noted deficiencies			
	3	3.1	Acknowledges submission of proof of payment (Official Receipt)		3 hours	MRO-NCR Records Section Personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS
		3.2	Attaches D-Tracks Form, records it the Logbook and forwards to FS, or attaches Regulatory Tracking Number, whichever is applicable			MRO-NCR Records Section Personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		3.3	Receives copies of the OR and records it in the FS Logbook and in the online inventory			FS Records Officer (FS personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position)
		3.4	Forwards the copies of the OR to the FS Chief			FS Records Officer (FS personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position)
		3.5	Forwards one copy of the OR to the assigned evaluator and one copy of the OR to the FS Admin. Asst.			FS Section Chief
		3.6	Prepares Acknowledgment Receipt signifying acceptance of a complete application or request and stating the date and time of receipt of the proof of payment, Regulatory Tracking Number, and the name of the designated evaluator and his/her position			FS Records Officer (FS personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position)
		3.7	Releases the Acknowledgement receipt to the Applicant			MRO-NCR Records Section Personnel occupying



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
						Administrative Aide IV, Administrative Assistant III and MIDS
4	Evaluation of Application/Request and Issuance of Order	4.17	Conducts evaluation determining the authenticity and validity of the requirements submitted based on existing guidelines		48 hours or 6 working days	Technical Evaluator, FS, MRO-NCR (FS personnel occupying MIDS 1, MIDS 2, Senior MIDS and Supervising MIDS position)
		4.18	If deficiencies are noted, evaluator drafts an Order requiring applicant to rectify the noted deficiencies, or to submit document(s) deemed necessary on the prescribed deadline; and drafts a Memorandum for the concerned MRO/s requesting their comments. <i>(SPT stops and resumes upon receipt of comment/s from the MRO/s)</i>			Technical Evaluator, FS, MRO-NCR (FS personnel occupying MIDS 1, MIDS 2, Senior MIDS and Supervising MIDS position)
		4.19	If no deficiencies are noted, evaluator drafts an Order for granting of SP			Technical Evaluator, FS, MRO-NCR (FS personnel occupying MIDS 1,



CLIENT STEPS		AGENCY ACTION		FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
						MIDS 2, Senior MIDS and Supervising MIDS position)
		4.20	Submits Draft Order to the Supervising MIDS for editing and review			Technical Evaluator, FS, MRO-NCR (FS personnel occupying MIDS 1, MIDS 2, Senior MIDS and Supervising MIDS position)
		4.21	Submits Draft Order, as reviewed, to the Section Chief			Technical Evaluator, FS, MRO-NCR (FS personnel occupying MIDS 1, MIDS 2, Senior MIDS and Supervising MIDS position)
		4.22	Reviews the Draft Order and forwards to the Director/OIC for signature (digital initials and signature, as applicable)			FS Section Chief
		4.23	Signs the Order for SP and forwards to the releasing officer for finalization (application of			Director/OIC



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			document protection, conversion to PDF file with password, if online)			
		4.24	Releases SP to the applicant either personally or thru mail/e-mail and ensures receipt of copy			MRO-NCR Records Section Personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS
5	Receives SP					
TOTAL DURATION OF TRANSACTION					7 working days	
END OF TRANSACTION						

FEES TO BE PAID

B. ISSUANCE OF PROVISIONAL AUTHORITY

₱ 3,600.00/month



Document Title	APPLICATION FOR ISSUANCE / EXTENSION / RENEWAL OF PROVISIONAL AUTHORITY COVERING FOUR (4) TO TEN (10) SHIPS		
Document Code	FS-07	Reviewed by	
Revision No.	01	Approved by	
Revision Date	10 NOVEMBER 2020		

Application for Issuance / Extension / Renewal of Provisional Authority Covering Four (4) to Ten (10) Ships

“Provisional Authority (PA)” refers to either of the following:

A temporary authority which may be issued by the MARINA, pending the issuance of a CPC under Section 7.8.1, Rule III of The 2014 Amendments to the Revised Rules and Regulations Implementing RA 9295, provided the issuance falls under any of the circumstances enumerated under Section 7.8.1.1, Rule III of The 2014 Amendments to the Revised Rules and Regulations Implementing RA 9295

Service:	Application for Issuance / Extension / Renewal of Provisional Authority	
Office or Division:	Franchising Section /MARINA Central Office Processing Center/FS Official email address (fsncr@gmail.com)	
Classification:	Simple	
Type of Transaction:	G2B – Government to Business	
Who may avail:	Domestic ship owners/operators with valid CPC	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<u>JURISDICTIONAL, QUALIFICATION and DOCUMENTARY REQUIREMENTS</u>		
3. Notarized Motion (Original Copy)		Applicant
JURISDICTIONAL REQUIREMENTS		
3. Proof of payment of filing or processing fees (2 Photocopies)		Applicant
DOCUMENTARY REQUIREMENTS		



25. Charter Contracts, for chartered ships (1 Photocopy)	Applicant
26. Class Certificate (1 Photocopy)	Classification Society duly recognized by MARINA
27. Radio / Ship Station License (RSL / SSL) (1 Photocopy)	National Telecommunications Commission
28. Document of Compliance (DOC) (as applicable, please refer to MC. 2015-11 and MARINA Advisory No. 2018-10) (1 Photocopy)	MARINA – Maritime Safety Service
29. Safety Management Certificate (SMC) (as applicable, please refer to MC. 2015-11 and MARINA Advisory No. 2018-10) (1 Photocopy)	MARINA – Maritime Safety Service
30. Notarized Special Power of Attorney OR Notarized Secretary's Certificate and Board Resolution (1 Photocopy)	Applicant
31. One (1) photocopy each of the Pictures of the Ship ("5"x"7") showing the following: i. Name of the ship j. Port side k. Starboard side l. Astern view	Applicant
32. Certificate of Compliance under the following MCs and their subsequent amendments (1 Photocopy each, as applicable) s. MC No. 2018-18 (Minimum Service Standards) t. MC No. 121 (High Speed Craft) u. MC No. 134 (Minimum Service Standards for Motorbancas below 20 GT) v. MC 136 (10-Minute Film) for ships 150 GT and above and High Speed Craft regardless of size and travelling time w. MC No. 2017-03 – Accessibility Law x. MC No. GC-2019-01 - Grant of Student fare discount y. MC No. 135 (Voice Tape) for ships of 20 to less than 150 GT	MARINA – Shipyards Regulation Service MARINA – Maritime Safety Service MARINA – Shipyards Regulation Service MARINA – Maritime Safety Service MARINA – Enforcement Service MARINA – Enforcement Service MARINA – Maritime Safety Service
33. Insurance Coverage (1 Photocopy for each, as applicable) z. Passenger Insurance Coverage, compliant under M.C. 2016-01 aa. Insurance Coverage for Liability for Damage to fixed or floating objects under MC No. DS-2019-03	Applicant/Insurance Provider accredited by Insurance Commission
34. Oil Pollution Coverage (MC 2009-22) (1 Photocopy for each, as applicable) 34.1. Oil Pollution Coverage for Tankers and Barges carrying Non-Persistent Oil 34.2. Third Party Liability (TPL) for Liquefied Petroleum Gas (LPG) / Liquefied Nitrogen Gas (LNG) Carriers	Applicant/Insurance Provider
35. Ship's Documents (1 Photocopy for each)	MARINA – Domestic Shipping Service



35.1. Certificate of Philippine Registry (CPR) 35.2. Certificate of Ownership (CO) 35.3. Coastwise License (CWL) or Bay and River License (BRL) or Pleasure Yacht License						
36. Ship Safety Documents (1 Photocopy of each, as applicable) m. For Passenger Ships: 5. Passenger Ship Safety Certificate; and 6. Minimum Safe Manning Certificate n. For Cargo Ships 5. Cargo Ship Safety Certificate; and 6. Minimum Safe Manning Certificate o. For Tankers 9. Cargo Ship Safety Construction Certificate 10. Cargo Ship Safety Equipment Certificate; 11. Minimum Safe Manning Certificate; and 12. Certificate of Fitness (Tankers carrying Gas Only) p. For Tugs, Dredges and Barges: 5. Cargo Ship Safety Certificate; and 6. Minimum Safe Manning Certificate q. For High Speed Crafts: 5. High Speed Craft Safety Certificate; 6. Minimum Safe Manning Certificate r. For Other Ships 5. Passenger / Cargo Ship Safety Certificate; and 6. Minimum Safe Manning Certificate.		MARINA – Maritime Safety Service				
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submits application and requirements	1.16	Receives the application and acknowledges receipt thereof	Please refer to the table of fees and charges, as shown below	4 hours	Officer of the Day
		1.17	Forwards the application to the Records Officer;			Officer of the Day



		1.18	Forwards the application to the Director/OIC			MRO-NCR Records Section Personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position
		1.19	Forwards the application to the concerned Section through its Chief			MRO-NCR Director/OIC
		1.20	Assigns the Screening Officer/Evaluator for the application			Concerned Section Chief
2		2.10	Verifies if the CPC was issued by the MARINA Central Office		8 hours	Technical Evaluator, FS, MRO-NCR
		2.11	Screens and Checks application and Qualification and Documentary requirements as per Section 7.8.2.3, Rule III of The 2014 Amendments to the Revised Rules and Regulations Implementing RA 9295			(FS personnel occupying MIDS 1, MIDS 2, Senior MIDS and Supervising MIDS position)
		2.12	If requirements are complete, issues Authority to Accept Payment (ATAP) and Screening Form and requires the applicant to pay the prescribed fees; if there are deficiencies, returns the application with accomplished Screening Form specifying the noted deficiencies			
3	Payment of Filing Fee at the MRO-NCR Cashier and Submission of Proof	3.1	Acknowledges submission of proof of payment (Official Receipt)		4 hours	MRO-NCR Records Section Personnel occupying Administrative Aide IV,



	thereof at the MRO-NCR Records Section (2 photocopies of Official Receipt)					Administrative Assistant III and MIDS
		3.2	Attaches D-Tracks Form, records it the Logbook and forwards to FS, or attaches Regulatory Tracking Number, whichever is applicable			MRO-NCR Records Section Personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS
		3.3	Receives copies of the OR and records it in the FS Logbook and in the online inventory			FS Records Officer (FS personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position)
		3.4	Forwards the copies of the OR to the FS Chief			FS Records Officer (FS personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position)
		3.5	Forwards one copy of the OR to the assigned evaluator and one copy of the OR to the FS Admin. Asst.			FS Section Chief
		3.6	Prepares Acknowledgment Receipt signifying acceptance of a complete application or request and stating the date and time of			FS Records Officer



			receipt of the proof of payment, Regulatory Tracking Number, and the name of the designated evaluator and his/her position			(FS personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position)
		3.7	Releases the Acknowledgement receipt to the Applicant			MRO-NCR Records Section Personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS
4	Evaluation of Application/Request and Issuance of Order	4.25	Conducts evaluation determining the authenticity and validity of the requirements submitted based on existing guidelines		40 hours or 5 working days	Technical Evaluator, FS, MRO-NCR (FS personnel occupying MIDS 1, MIDS 2, Senior MIDS and Supervising MIDS position)
		4.26	If deficiencies are noted, evaluator drafts an Order requiring applicant to rectify the noted deficiencies, or to submit document(s) deemed necessary on the prescribed deadline; and If MRO coordination is warranted, drafts a Memorandum for the concerned MRO/s requesting their comments.			Technical Evaluator, FS, MRO-NCR (FS personnel occupying MIDS 1, MIDS 2, Senior MIDS and Supervising MIDS position)



			<i>(SPT stops and resumes upon receipt of comment/s from the MRO/s)</i>			
		4.27	If no deficiencies are noted, evaluator drafts an Order for granting of SP			Technical Evaluator, FS, MRO-NCR (FS personnel occupying MIDS 1, MIDS 2, Senior MIDS and Supervising MIDS position)
		4.28	Submits Draft Order to the Supervising MIDS for editing and review			Technical Evaluator, FS, MRO-NCR (FS personnel occupying MIDS 1, MIDS 2, Senior MIDS and Supervising MIDS position)
		4.29	Submits Draft Order, as reviewed, to the Section Chief			Technical Evaluator, FS, MRO-NCR (FS personnel occupying MIDS 1, MIDS 2, Senior MIDS and Supervising MIDS position)



		4.30	Reviews the Draft Order and forwards to the Director/OIC for signature (digital initials and signature, as applicable)			FS Section Chief
		4.31	Signs the Order for SP and forwards to the releasing officer for finalization (application of document protection, conversion to PDF file with password, if online)			Director/OIC
		4.32	Releases SP to the applicant either personally or thru mail/e-mail and ensures receipt of copy			MRO-NCR Records Section Personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS
5	Receives SP					
TOTAL DURATION OF TRANSACTION					7 working days	
END OF TRANSACTION						

FEES TO BE PAID

C. ISSUANCE OF PROVISIONAL AUTHORITY

₱ 3,600.00/month



Document Title	APPLICATION FOR ISSUANCE / EXTENSION / RENEWAL OF PROVISIONAL AUTHORITY COVERING ELEVEN (11) TO TWENTY (20) SHIPS OR ABOVE		
Document Code	FS-07	Reviewed by	
Revision No.	01	Approved by	
Revision Date	10 NOVEMBER 2020		

Application for Issuance / Extension / Renewal of Provisional Authority Covering Eleven (11) to Twenty (20) Ships or Above



“Provisional Authority (PA)” refers to either of the following:

A temporary authority which may be issued by the MARINA, pending the issuance of a CPC under Section 7.8.1, Rule III of The 2014 Amendments to the Revised Rules and Regulations Implementing RA 9295, provided the issuance falls under any of the circumstances enumerated under Section 7.8.1.1, Rule III of The 2014 Amendments to the Revised Rules and Regulations Implementing RA 9295

Service:	Application for Issuance / Extension / Renewal of Provisional Authority	
Office or Division:	Franchising Section /MARINA Central Office Processing Center/FS Official email address (fsncr@gmail.com)	
Classification:	Simple	
Type of Transaction:	G2B – Government to Business	
Who may avail:	Domestic ship owners/operators with valid CPC	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<u>JURISDICTIONAL, QUALIFICATION and DOCUMENTARY REQUIREMENTS</u>		
4. Notarized Motion (Original Copy)		Applicant
JURISDICTIONAL REQUIREMENTS		
4. Proof of payment of filing or processing fees (1 Photocopies)		Applicant
DOCUMENTARY REQUIREMENTS		
37. Charter Contracts, for chartered ships (1 Photocopy)		Applicant
38. Class Certificate (1 Photocopy)		Classification Society duly recognized by MARINA
39. Radio / Ship Station License (RSL / SSL) (1 Photocopy)		National Telecommunications Commission
40. Document of Compliance (DOC) (as applicable, please refer to MC. 2015-11 and MARINA Advisory No. 2018-10) (1 Photocopy)		MARINA – Maritime Safety Service
41. Safety Management Certificate (SMC) (as applicable, please refer to MC. 2015-11 and MARINA Advisory No. 2018-10) (1 Photocopy)		MARINA – Maritime Safety Service
42. Notarized Special Power of Attorney OR Notarized Secretary’s Certificate and Board Resolution (1 Photocopy)		Applicant
43. One (1) photocopy each of the Pictures of the Ship (“5”x”7”) showing the following:		Applicant



<ul style="list-style-type: none"> m. Name of the ship n. Port side o. Starboard side p. Astern view 	
<p>44. Certificate of Compliance under the following MCs and their subsequent amendments (1 Photocopy each, as applicable)</p> <ul style="list-style-type: none"> bb. MC No. 2018-18 (Minimum Service Standards) cc. MC No. 121 (High Speed Craft) dd. MC No. 134 (Minimum Service Standards for Motorbancas below 20 GT) ee. MC 136 (10-Minute Film) for ships 150 GT and above and High Speed Craft regardless of size and travelling time ff. MC No. 2017-03 – Accessibility Law gg. MC No. GC-2019-01 - Grant of Student fare discount hh. MC No. 135 (Voice Tape) for ships of 20 to less than 150 GT 	<p>MARINA – Shipyards Regulation Service MARINA – Maritime Safety Service MARINA – Shipyards Regulation Service MARINA – Maritime Safety Service</p> <p>MARINA – Enforcement Service MARINA – Enforcement Service MARINA – Maritime Safety Service</p>
<p>45. Insurance Coverage (1 Photocopy for each, as applicable)</p> <ul style="list-style-type: none"> ii. Passenger Insurance Coverage, compliant under M.C. 2016-01 jj. Insurance Coverage for Liability for Damage to fixed or floating objects under MC No. DS-2019-03 	Applicant/Insurance Provider accredited by Insurance Commission
<p>46. Oil Pollution Coverage (MC 2009-22) (1 Photocopy for each, as applicable)</p> <ul style="list-style-type: none"> 46.1. Oil Pollution Coverage for Tankers and Barges carrying Non-Persistent Oil 46.2. Third Party Liability (TPL) for Liquefied Petroleum Gas (LPG) / Liquefied Nitrogen Gas (LNG) Carriers 	Applicant/Insurance Provider
<p>47. Ship's Documents (1 Photocopy for each)</p> <ul style="list-style-type: none"> 47.1. Certificate of Philippine Registry (CPR) 47.2. Certificate of Ownership (CO) 47.3. Coastwise License (CWL) or Bay and River License (BRL) or Pleasure Yacht License 	MARINA – Domestic Shipping Service
<p>48. Ship Safety Documents (1 Photocopy of each, as applicable)</p> <ul style="list-style-type: none"> s. For Passenger Ships: <ul style="list-style-type: none"> 7. Passenger Ship Safety Certificate; and 8. Minimum Safe Manning Certificate t. For Cargo Ships <ul style="list-style-type: none"> 7. Cargo Ship Safety Certificate; and 8. Minimum Safe Manning Certificate u. For Tankers <ul style="list-style-type: none"> 13. Cargo Ship Safety Construction Certificate 	MARINA – Maritime Safety Service



14. Cargo Ship Safety Equipment Certificate; 15. Minimum Safe Manning Certificate; and 16. Certificate of Fitness (Tankers carrying Gas Only) v. For Tugs, Dredges and Barges: 7. Cargo Ship Safety Certificate; and 8. Minimum Safe Manning Certificate w. For High Speed Crafts: 7. High Speed Craft Safety Certificate; 8. Minimum Safe Manning Certificate x. For Other Ships 7. Passenger / Cargo Ship Safety Certificate; and 8. Minimum Safe Manning Certificate.						
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submits application and requirements	1.21	Receives the application and acknowledges receipt thereof	Please refer to the table of fees and charges, as shown below	4 hours	Officer of the Day
		1.22	Forwards the application to the Records Officer;			Officer of the Day
		1.23	Forwards the application to the Director/OIC			MRO-NCR Records Section Personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position
		1.24	Forwards the application to the concerned Section through its Chief			MRO-NCR Director/OIC
		1.25	Assigns the Screening Officer/Evaluator for the application			Concerned Section Chief



2		2.13	Verifies if the CPC was issued by the MARINA Central Office		8 hours	Technical Evaluator, FS, MRO-NCR
		2.14	Screens and Checks application and Qualification and Documentary requirements as per Section 7.8.2.3, Rule III of The 2014 Amendments to the Revised Rules and Regulations Implementing RA 9295			(FS personnel occupying MIDS 1, MIDS 2, Senior MIDS and Supervising MIDS position)
		2.15	If requirements are complete, issues Authority to Accept Payment (ATAP) and Screening Form and requires the applicant to pay the prescribed fees; if there are deficiencies, returns the application with accomplished Screening Form specifying the noted deficiencies			
3	Payment of Filing Fee at the MRO-NCR Cashier and Submission of Proof thereof at the MRO-NCR Records Section (2 photocopies of Official Receipt)	3.1	Acknowledges submission of proof of payment (Official Receipt)		4 hours	MRO-NCR Records Section Personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS
		3.2	Attaches D-Tracks Form, records it the Logbook and forwards to FS, or attaches Regulatory Tracking Number, whichever is applicable			MRO-NCR Records Section Personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS



		3.3	Receives copies of the OR and records it in the FS Logbook and in the online inventory			FS Records Officer (FS personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position)
		3.4	Forwards the copies of the OR to the FS Chief			FS Records Officer (FS personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position)
		3.5	Forwards one copy of the OR to the assigned evaluator and one copy of the OR to the FS Admin. Asst.			FS Section Chief
		3.6	Prepares Acknowledgment Receipt signifying acceptance of a complete application or request and stating the date and time of receipt of the proof of payment, Regulatory Tracking Number, and the name of the designated evaluator and his/her position			FS Records Officer (FS personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position)
		3.7	Releases the Acknowledgement receipt to the Applicant			MRO-NCR Records Section Personnel occupying Administrative Aide IV, Administrative Assistant



						III and MIDS
4	Evaluation of Application/Request and Issuance of Order	4.33	Conducts evaluation determining the authenticity and validity of the requirements submitted based on existing guidelines		64 hours or 8 working days	Technical Evaluator, FS, MRO-NCR (FS personnel occupying MIDS 1, MIDS 2, Senior MIDS and Supervising MIDS position)
		4.34	If deficiencies are noted, evaluator drafts an Order requiring applicant to rectify the noted deficiencies, or to submit document(s) deemed necessary on the prescribed deadline; and If MRO coordination is warranted, drafts a Memorandum for the concerned MRO/s requesting their comments. <i>(SPT stops and resumes upon receipt of comment/s from the MRO/s)</i>			Technical Evaluator, FS, MRO-NCR (FS personnel occupying MIDS 1, MIDS 2, Senior MIDS and Supervising MIDS position)
		4.35	If no deficiencies are noted, evaluator drafts an Order for granting of SP			Technical Evaluator, FS, MRO-NCR (FS personnel occupying MIDS 1, MIDS 2, Senior MIDS



						and Supervising MIDS position)
		4.36	Submits Draft Order to the Supervising MIDS for editing and review			Technical Evaluator, FS, MRO-NCR (FS personnel occupying MIDS 1, MIDS 2, Senior MIDS and Supervising MIDS position)
		4.37	Submits Draft Order, as reviewed, to the Section Chief			Technical Evaluator, FS, MRO-NCR (FS personnel occupying MIDS 1, MIDS 2, Senior MIDS and Supervising MIDS position)
		4.38	Reviews the Draft Order and forwards to the Director/OIC for signature (digital initials and signature, as applicable)			FS Section Chief
		4.39	Signs the Order for SP and forwards to the releasing officer for finalization (application of document protection, conversion to PDF file with password, if online)			Director/OIC
		4.40	Releases SP to the applicant either personally or thru mail/e-mail and ensures receipt of copy			MRO-NCR Records Section Personnel



						occupying Administrative Aide IV, Administrative Assistant III and MIDS
5	Receives SP					
TOTAL DURATION OF TRANSACTION					10 working days	
END OF TRANSACTION						

FEES TO BE PAID

D. ISSUANCE OF PROVISIONAL AUTHORITY

₱ 3,600.00/month



Document Title	APPLICATION FOR ISSUANCE / EXTENSION / RENEWAL OF PROVISIONAL AUTHORITY FOR CONTESTED CASES		
Document Code	FS-07	Reviewed by	
Revision No.	01	Approved by	
Revision Date	10 NOVEMBER 2020		

Application for Issuance / Extension / Renewal of Provisional Authority for Contested Cases

“Provisional Authority (PA)” refers to either of the following:

A temporary authority which may be issued by the MARINA, pending the issuance of a CPC under Section 7.8.1, Rule III of The 2014 Amendments to the Revised Rules and Regulations Implementing RA 9295, provided the issuance falls under any of the circumstances enumerated under Section 7.8.1.1, Rule III of The 2014 Amendments to the Revised Rules and Regulations Implementing RA 9295

Service:	Application for Issuance / Extension / Renewal of Provisional Authority	
Office or Division:	Franchising Section /MARINA Central Office Processing Center/FS Official email address (fsncr@gmail.com)	
Classification:	Simple	
Type of Transaction:	G2B – Government to Business	
Who may avail:	Domestic ship owners/operators with valid CPC	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<u>JURISDICTIONAL, QUALIFICATION and DOCUMENTARY REQUIREMENTS</u>		
5. Notarized Motion (Original Copy)		Applicant
JURISDICTIONAL REQUIREMENTS		
5. Proof of payment of filing or processing fees (2 Photocopies)		Applicant



DOCUMENTARY REQUIREMENTS	
49. Charter Contracts, for chartered ships (1 Photocopy)	Applicant
50. Class Certificate (1 Photocopy)	Classification Society duly recognized by MARINA
51. Radio / Ship Station License (RSL / SSL) (1 Photocopy)	National Telecommunications Commission
52. Document of Compliance (DOC) (as applicable, please refer to MC. 2015-11 and MARINA Advisory No. 2018-10) (1 Photocopy)	MARINA – Maritime Safety Service
53. Safety Management Certificate (SMC) (as applicable, please refer to MC. 2015-11 and MARINA Advisory No. 2018-10) (1 Photocopy)	MARINA – Maritime Safety Service
54. Notarized Special Power of Attorney OR Notarized Secretary's Certificate and Board Resolution (1 Photocopy)	Applicant
55. One (1) photocopy each of the Pictures of the Ship ("5"x"7") showing the following: q. Name of the ship r. Port side s. Starboard side t. Astern view	Applicant
56. Certificate of Compliance under the following MCs and their subsequent amendments (1 Photocopy each, as applicable) kk. MC No. 2018-18 (Minimum Service Standards) ll. MC No. 121 (High Speed Craft) mm. MC No. 134 (Minimum Service Standards for Motorbancas below 20 GT) nn. MC 136 (10-Minute Film) for ships 150 GT and above and High Speed Craft regardless of size and travelling time oo. MC No. 2017-03 – Accessibility Law pp. MC No. GC-2019-01 - Grant of Student fare discount qq. MC No. 135 (Voice Tape) for ships of 20 to less than 150 GT	MARINA – Shipyards Regulation Service MARINA – Maritime Safety Service MARINA – Shipyards Regulation Service MARINA – Maritime Safety Service MARINA – Enforcement Service MARINA – Enforcement Service MARINA – Maritime Safety Service
57. Insurance Coverage (1 Photocopy for each, as applicable) rr. Passenger Insurance Coverage, compliant under M.C. 2016-01 ss. Insurance Coverage for Liability for Damage to fixed or floating objects under MC No. DS-2019-03	Applicant/Insurance Provider accredited by Insurance Commission
58. Oil Pollution Coverage (MC 2009-22) (1 Photocopy for each, as applicable) 58.1. Oil Pollution Coverage for Tankers and Barges carrying Non-Persistent Oil 58.2. Third Party Liability (TPL) for Liquefied Petroleum Gas (LPG) / Liquefied Nitrogen Gas (LNG) Carriers	Applicant/Insurance Provider



59. Ship's Documents (1 Photocopy for each) 59.1. Certificate of Philippine Registry (CPR) 59.2. Certificate of Ownership (CO) 59.3. Coastwise License (CWL) or Bay and River License (BRL) or Pleasure Yacht License	MARINA – Domestic Shipping Service
60. Ship Safety Documents (1 Photocopy of each, as applicable) y. For Passenger Ships: 9. Passenger Ship Safety Certificate; and 10. Minimum Safe Manning Certificate z. For Cargo Ships 9. Cargo Ship Safety Certificate; and 10. Minimum Safe Manning Certificate aa. For Tankers 17. Cargo Ship Safety Construction Certificate 18. Cargo Ship Safety Equipment Certificate; 19. Minimum Safe Manning Certificate; and 20. Certificate of Fitness (Tankers carrying Gas Only) bb. For Tugs, Dredges and Barges: 9. Cargo Ship Safety Certificate; and 10. Minimum Safe Manning Certificate cc. For High Speed Crafts: 9. High Speed Craft Safety Certificate; 10. Minimum Safe Manning Certificate dd. For Other Ships 9. Passenger / Cargo Ship Safety Certificate; and 10. Minimum Safe Manning Certificate.	MARINA – Maritime Safety Service

CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1		1.26	Receives the application and acknowledges receipt thereof	Please refer to the table of fees and	4 hours	Officer of the Day



CLIENT STEPS		AGENCY ACTION		FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Submits application and requirements	1.27	Forwards the application to the Records Officer	charges, as shown below		Officer of the Day
		1.28	Forwards the application to the Director/OIC			MRO-NCR Records Section Personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position
		1.29	Forwards the application to the concerned Section through its Chief			MRO-NCR Director/OIC
		1.30	Assigns the Screening Officer/Evaluator for the application			Concerned Section Chief
2		2.16	Verifies if the CPC was issued by the MARINA Central Office		8 hours	Technical Evaluator, FS, MRO-NCR
		2.17	Screens and Checks application and Qualification and Documentary requirements as per Section 7.8.2.3, Rule III of The 2014 Amendments to the Revised Rules and Regulations Implementing RA 9295			(FS personnel occupying MIDS 1, MIDS 2, Senior MIDS and Supervising MIDS position)
		2.18	If requirements are complete, issues Authority to Accept Payment (ATAP) and Screening Form and requires the applicant to pay the prescribed fees; if there are deficiencies, returns the application with accomplished Screening Form specifying the noted deficiencies			



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3	Payment of Filing Fee at the MRO-NCR Cashier and Submission of Proof thereof at the MRO-NCR Records Section (2 photocopies of Official Receipt)	3.1	Acknowledges submission of proof of payment (Official Receipt)		4 hours	MRO-NCR Records Section Personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS
		3.2	Attaches D-Tracks Form, records it the Logbook and forwards to FS, or attaches Regulatory Tracking Number, whichever is applicable			MRO-NCR Records Section Personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS
		3.3	Receives copies of the OR and records it in the FS Logbook and in the online inventory			FS Records Officer (FS personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position)
		3.4	Forwards the copies of the OR to the FS Chief			FS Records Officer (FS personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position)



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		3.5	Forwards one copy of the OR to the assigned evaluator and one copy of the OR to the FS Admin. Asst.			FS Section Chief
		3.6	Prepares Acknowledgment Receipt signifying acceptance of a complete application or request and stating the date and time of receipt of the proof of payment, Regulatory Tracking Number, and the name of the designated evaluator and his/her position			FS Records Officer (FS personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position)
		3.7	Releases the Acknowledgement receipt to the Applicant			MRO-NCR Records Section Personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS
4	Evaluation of Application/Request and Issuance of Order	4.41	Conducts evaluation determining the authenticity and validity of the requirements submitted based on existing guidelines		104 hours or 13 working days	Technical Evaluator, FS, MRO-NCR (FS personnel occupying MIDS 1, MIDS 2, Senior MIDS and Supervising MIDS position)



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		4.42	<p>If deficiencies are noted, evaluator drafts an Order requiring applicant to rectify the noted deficiencies, or to submit document(s) deemed necessary on the prescribed deadline; and</p> <p>If MRO/s or other concerned Service Unit (SU) coordination is warranted, drafts a Memorandum for the concerned MRO/s and/or SU/s requesting their comments.</p> <p><i>(SPT stops and resumes upon receipt of comment/s from the MRO/s)</i></p>			Technical Evaluator, FS, MRO-NCR
		4.43	<p>If no deficiencies are noted evaluator drafts an Order resolving the Application as well as the opposition</p>			Technical Evaluator, FS, MRO-NCR
		4.44	<p>Submits Draft Order to the Supervising MIDS for editing and review</p>			Technical Evaluator, FS, MRO-NCR



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
						and Supervising MIDS position)
		4.45	Submits Draft Order, as reviewed, to the Section Chief			Technical Evaluator, FS, MRO-NCR (FS personnel occupying MIDS 1, MIDS 2, Senior MIDS and Supervising MIDS position)
		4.46	Reviews the Draft Order and forwards to the Director/OIC for signature (digital initials and signature, as applicable)			FS Section Chief
		4.47	Signs the Order for SP and forwards to the releasing officer for finalization (application of document protection, conversion to PDF file with password, if online)			Director/OIC
		4.48	Releases SP to the applicant either personally or thru mail/e-mail and ensures receipt of copy			MRO-NCR Records Section Personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS
5	Receives SP					



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
TOTAL DURATION OF TRANSACTION			15 working days	
END OF TRANSACTION				

FEES TO BE PAID
E. ISSUANCE OF PROVISIONAL AUTHORITY
₱ 3,600.00/month



Document Title	APPLICATION FOR ISSUANCE / EXTENSION / RENEWAL OF SPECIAL PERMIT COVERING NOT MORE THAN THREE (3) SHIPS WITH MRO COURTESY/COORDINATION		
Document Code	FS-07	Reviewed by	
Revision No.	01	Approved by	
Revision Date	10 NOVEMBER 2020		

Application for Issuance / Extension / Renewal of Special Permit Covering Not More Than Three (3) Ships with MRO Courtesy/Coordination

“Special Permit (SP)” refers to either of the following:

A temporary authority to operate issued by the MARINA under Section 7.8.2, Rule III hereof, to a domestic shipowner/operator with valid CPC to operate outside of its CPC under the circumstances enumerated under Section 7.8.2.2., Rule III of The 2014 Amendments to the Revised Rules and Regulations Implementing RA 9295

Service:	Application for Issuance / Extension / Renewal of Special Permit		
Office or Division:	Franchising Section /MARINA Central Office Processing Center/FS Official email address (fsncr@gmail.com)		
Classification:	Simple		
Type of Transaction:	G2B – Government to Business		
Who may avail:	Domestic ship owners/operators with valid CPC		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<u>JURISDICTIONAL, QUALIFICATION and DOCUMENTARY REQUIREMENTS</u>			
6. Notarized Motion (Original Copy)		Applicant	
JURISDICTIONAL REQUIREMENTS			



6. Proof of payment of filing or processing fees (2 Photocopies)	Applicant
DOCUMENTARY REQUIREMENTS	
61. Charter Contracts, for chartered ships (1 Photocopy)	Applicant
62. Class Certificate (1 Photocopy)	Classification Society duly recognized by MARINA
63. Radio / Ship Station License (RSL / SSL) (1 Photocopy)	National Telecommunications Commission
64. Document of Compliance (DOC) (as applicable, please refer to MC. 2015-11 and MARINA Advisory No. 2018-10) (1 Photocopy)	MARINA – Maritime Safety Service
65. Safety Management Certificate (SMC) (as applicable, please refer to MC. 2015-11 and MARINA Advisory No. 2018-10) (1 Photocopy)	MARINA – Maritime Safety Service
66. Notarized Special Power of Attorney OR Notarized Secretary's Certificate and Board Resolution (1 Photocopy)	Applicant
67. One (1) photocopy each of the Pictures of the Ship ("5"x"7") showing the following: u. Name of the ship v. Port side w. Starboard side x. Astern view	Applicant
68. Certificate of Compliance under the following MCs and their subsequent amendments (1 Photocopy each, as applicable) tt. MC No. 2018-18 (Minimum Service Standards) uu. MC No. 121 (High Speed Craft) vv. MC No. 134 (Minimum Service Standards for Motorbancas below 20 GT) ww. MC 136 (10-Minute Film) for ships 150 GT and above and High Speed Craft regardless of size and travelling time xx. MC No. 2017-03 – Accessibility Law yy. MC No. GC-2019-01 - Grant of Student fare discount zz. MC No. 135 (Voice Tape) for ships of 20 to less than 150 GT	MARINA – Shipyards Regulation Service MARINA – Maritime Safety Service MARINA – Shipyards Regulation Service MARINA – Maritime Safety Service MARINA – Enforcement Service MARINA – Enforcement Service MARINA – Maritime Safety Service
69. Insurance Coverage (1 Photocopy for each, as applicable) aaa. Passenger Insurance Coverage, compliant under M.C. 2016-01 bbb. Insurance Coverage for Liability for Damage to fixed or floating objects under MC No. DS-2019-03	Applicant/Insurance Provider accredited by Insurance Commission
70. Oil Pollution Coverage (MC 2009-22) (1 Photocopy for each, as applicable) 70.1. Oil Pollution Coverage for Tankers and Barges carrying Non-Persistent Oil	Applicant/Insurance Provider



70.2. Third Party Liability (TPL) for Liquefied Petroleum Gas (LPG) / Liquefied Nitrogen Gas (LNG) Carriers	
71. Ship's Documents (1 Photocopy for each) 71.1. Certificate of Philippine Registry (CPR) 71.2. Certificate of Ownership (CO) 71.3. Coastwise License (CWL) or Bay and River License (BRL) or Pleasure Yacht License	MARINA – Domestic Shipping Service
72. Ship Safety Documents (1 Photocopy of each, as applicable) ee. For Passenger Ships: 11. Passenger Ship Safety Certificate; and 12. Minimum Safe Manning Certificate ff. For Cargo Ships 11. Cargo Ship Safety Certificate; and 12. Minimum Safe Manning Certificate gg. For Tankers 21. Cargo Ship Safety Construction Certificate 22. Cargo Ship Safety Equipment Certificate; 23. Minimum Safe Manning Certificate; and 24. Certificate of Fitness (Tankers carrying Gas Only) hh. For Tugs, Dredges and Barges: 11. Cargo Ship Safety Certificate; and 12. Minimum Safe Manning Certificate ii. For High Speed Crafts: 11. High Speed Craft Safety Certificate; 12. Minimum Safe Manning Certificate jj. For Other Ships 11. Passenger / Cargo Ship Safety Certificate; and 12. Minimum Safe Manning Certificate.	MARINA – Maritime Safety Service



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submits application and requirements	1.31	Receives the application and acknowledges receipt thereof	Please refer to the table of fees and charges, as shown below	2 hours	Officer of the Day
		1.32	Forwards the application to the Records Officer;			Officer of the Day
		1.33	Forwards the application to the Director/OIC			MRO-NCR Records Section Personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position
		1.34	Forwards the application to the concerned Section through its Chief			MRO-NCR Director/OIC
		1.35	Assigns the Screening Officer/Evaluator for the application			Concerned Section Chief
2		2.19	Verifies if the CPC was issued by the MARINA Central Office		3 hours	Technical Evaluator, FS, MRO-NCR
		2.20	Screens and Checks application and Qualification and Documentary requirements as per Section 7.8.2.3, Rule III of The 2014 Amendments to the Revised Rules and Regulations Implementing RA 9295			(FS personnel occupying MIDS 1, MIDS 2, Senior MIDS and Supervising MIDS position)
		2.21	If requirements are complete, issues Authority to Accept Payment (ATAP) and Screening Form and requires the applicant to pay the			



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			prescribed fees; if there are deficiencies, returns the application with accomplished Screening Form specifying the noted deficiencies			
3	Payment of Filing Fee at the MRO-NCR Cashier and Submission of Proof thereof at the MRO-NCR Records Section (2 photocopies of Official Receipt)	3.1	Acknowledges submission of proof of payment (Official Receipt)		3 hours	MRO-NCR Records Section Personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position
		3.2	Attaches D-Tracks Form, records it the Logbook and forwards to FS, or attaches Regulatory Tracking Number, whichever is applicable			MRO-NCR Records Section Personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position
		3.3	Receives copies of the OR and records it in the FS Logbook and in the online inventory			FS Records Officer (FS personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position)



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		3.4	Forwards the copies of the OR to the FS Chief			FS Records Officer (FS personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position)
		3.5	Forwards one copy of the OR to the assigned evaluator and one copy of the OR to the FS Admin. Asst.			FS Section Chief
		3.6	Prepares Acknowledgment Receipt signifying acceptance of a complete application or request and stating the date and time of receipt of the proof of payment, Regulatory Tracking Number, and the name of the designated evaluator and his/her position			FS Records Officer (FS personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position)
		3.7	Releases the Acknowledgement receipt to the Applicant			MRO-NCR Records Section Personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position
4	Evaluation of Application/Request and Issuance of	4.49	Conducts evaluation determining the authenticity and validity of the requirements submitted based on existing guidelines		48 hours or 6 working days	Technical Evaluator, FS, MRO-NCR



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Order					(FS personnel occupying MIDS 1, MIDS 2, Senior MIDS and Supervising MIDS position)
		4.50	If deficiencies are noted, evaluator drafts an Order requiring applicant to rectify the noted deficiencies, or to submit document(s) deemed necessary on the prescribed deadline; and drafts a Memorandum for the concerned MRO/s requesting their comments. <i>(SPT stops and resumes upon receipt of comment/s from the MRO/s)</i>			Technical Evaluator, FS, MRO-NCR (FS personnel occupying MIDS 1, MIDS 2, Senior MIDS and Supervising MIDS position)
		4.51	If no deficiencies are noted, evaluator drafts an Order for granting of SP			Technical Evaluator, FS, MRO-NCR (FS personnel occupying MIDS 1, MIDS 2, Senior MIDS and Supervising MIDS position)
		4.52	Submits Draft Order to the Supervising MIDS for editing and review			Technical Evaluator, FS, MRO-NCR



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
						(FS personnel occupying MIDS 1, MIDS 2, Senior MIDS and Supervising MIDS position)
		4.53	Submits Draft Order, as reviewed, to the Section Chief			Technical Evaluator, FS, MRO-NCR
						(FS personnel occupying MIDS 1, MIDS 2, Senior MIDS and Supervising MIDS position)
		4.54	Reviews the Draft Order and forwards to the Director/OIC for signature (digital initials and signature, as applicable)			FS Section Chief
		4.55	Signs the Order for SP and forwards to the releasing officer for finalization (application of document protection, conversion to PDF file with password, if online)			MRO-NCR Director/OIC
		4.56	Releases SP to the applicant either personally or thru mail/e-mail and ensures receipt of copy			MRO-NCR Records Section Personnel occupying Administrative Aide IV,



CLIENT STEPS		AGENCY ACTION		FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
						Administrative Assistant III and MIDS 1 position
5	Receives SP					
TOTAL DURATION OF TRANSACTION					7 working days	
END OF TRANSACTION						



FEES TO BE PAID

F. ISSUANCE OF SPECIAL PERMIT

MARINA Circular No. 2015-05

Steel-Hulled

100GT and below	-	900.00
101GT-250GT	-	1,800.00
251GT-500GT	-	2,700.00
Above 500GT	-	4,700.00

Wooden-Hulled

Less than 35 GT	-	800.00
35GT - 100GT	-	1,600.00
101GT-250GT	-	2,300.00
251GT -500GT	-	3,100.00
Above 500 GT	-	3,600.00

MARINA Circular No. 2017-01

Steel-Hulled

Above 500 GT	-	4,700.00
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Wooden-Hulled

Below 35 GT	-	800.00
Above 500 GT	-	3,600.0

G. RENEWAL / EXTENSION OF SPECIAL PERMIT:

MARINA Circular No. 2015-05

Steel-Hulled

100GT and below	-	1,100.00
101GT-250GT	-	2,400.00
251GT-500GT	-	3,300.00
Above 500GT	-	5,200.00

Wooden-Hulled

Less than 35 GT	-	800.00
35GT - 100GT	-	1,600.00
101GT-250GT	-	2,200.00
251GT -500GT	-	3,200.00
Above 500 GT	-	4,400.00

MARINA Circular No. 2017-01

Steel-Hulled

101 GT to 250 GT	-	2,400.00
Above 500 GT	-	5,200.00

Wooden-Hulled

Below 35 GT	-	800.00
101 GT to 250 GT	-	2,200.00
Above 500 GT	-	4,400.0



Document Title	APPLICATION FOR ISSUANCE / EXTENSION / RENEWAL OF SPECIAL PERMIT COVERING NOT MORE THAN THREE (3) SHIPS		
Document Code	FS-07	Reviewed by	
Revision No.	02	Approved by	
Revision Date	05 NOVEMBER 2020		

Application for Issuance / Extension / Renewal of Special Permit Covering Not More Than Three (3) Ships

“Special Permit (SP)” refers to either of the following:

A temporary authority to operate issued by the MARINA under Section 7.8.2, Rule III hereof, to a domestic shipowner/operator with valid CPC to operate outside of its CPC under the circumstances enumerated under Section 7.8.2.2., Rule III of The 2014 Amendments to the Revised Rules and Regulations Implementing RA 9295

Service:	Application for Issuance / Extension / Renewal of Special Permit	
Office or Division:	Franchising Section /MARINA Central Office Processing Center/FS Official email address (fsncr@gmail.com)	
Classification:	Simple	
Type of Transaction:	G2B – Government to Business	
Who may avail:	Domestic ship owners/operators with valid CPC	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<u>JURISDICTIONAL, QUALIFICATION and DOCUMENTARY REQUIREMENTS</u>		
7. Notarized Motion (Original Copy)		Applicant
JURISDICTIONAL REQUIREMENTS		



7. Proof of payment of filing or processing fees (2 Photocopies)	Applicant
DOCUMENTARY REQUIREMENTS	
73. Charter Contracts, for chartered ships (1 Photocopy)	Applicant
74. Class Certificate (1 Photocopy)	Classification Society duly recognized by MARINA
75. Radio / Ship Station License (RSL / SSL) (1 Photocopy)	National Telecommunications Commission
76. Document of Compliance (DOC) (as applicable, please refer to MC. 2015-11 and MARINA Advisory No. 2018-10) (1 Photocopy)	MARINA – Maritime Safety Service
77. Safety Management Certificate (SMC) (as applicable, please refer to MC. 2015-11 and MARINA Advisory No. 2018-10) (1 Photocopy)	MARINA – Maritime Safety Service
78. Notarized Special Power of Attorney OR Notarized Secretary's Certificate and Board Resolution (1 Photocopy)	Applicant
79. One (1) photocopy each of the Pictures of the Ship ("5"x"7") showing the following: y. Name of the ship z. Port side aa. Starboard side bb. Astern view	Applicant
80. Certificate of Compliance under the following MCs and their subsequent amendments (1 Photocopy each, as applicable) ccc. MC No. 2018-18 (Minimum Service Standards) ddd. MC No. 121 (High Speed Craft) eee. MC No. 134 (Minimum Service Standards for Motorbancas below 20 GT) fff. MC 136 (10-Minute Film) for ships 150 GT and above and High Speed Craft regardless of size and travelling time ggg. MC No. 2017-03 – Accessibility Law hhh. MC No. GC-2019-01 - Grant of Student fare discount iii. MC No. 135 (Voice Tape) for ships of 20 to less than 150 GT	MARINA – Shipyards Regulation Service MARINA – Maritime Safety Service MARINA – Shipyards Regulation Service MARINA – Maritime Safety Service MARINA – Enforcement Service MARINA – Enforcement Service MARINA – Maritime Safety Service
81. Insurance Coverage (1 Photocopy for each, as applicable) jjj. Passenger Insurance Coverage, compliant under M.C. 2016-01 kkk. Insurance Coverage for Liability for Damage to fixed or floating objects under MC No. DS-2019-03	Applicant/Insurance Provider accredited by Insurance Commission
82. Oil Pollution Coverage (MC 2009-22) (1 Photocopy for each, as applicable) 82.1. Oil Pollution Coverage for Tankers and Barges carrying Non-Persistent Oil	Applicant/Insurance Provider



82.2. Third Party Liability (TPL) for Liquefied Petroleum Gas (LPG) / Liquefied Nitrogen Gas (LNG) Carriers	
83. Ship's Documents (1 Photocopy for each) 83.1. Certificate of Philippine Registry (CPR) 83.2. Certificate of Ownership (CO) 83.3. Coastwise License (CWL) or Bay and River License (BRL) or Pleasure Yacht License	MARINA – Domestic Shipping Service
84. Ship Safety Documents (1 Photocopy of each, as applicable) kk. For Passenger Ships: 13. Passenger Ship Safety Certificate; and 14. Minimum Safe Manning Certificate ll. For Cargo Ships 13. Cargo Ship Safety Certificate; and 14. Minimum Safe Manning Certificate mm. For Tankers 25. Cargo Ship Safety Construction Certificate 26. Cargo Ship Safety Equipment Certificate; 27. Minimum Safe Manning Certificate; and 28. Certificate of Fitness (Tankers carrying Gas Only) nn. For Tugs, Dredges and Barges: 13. Cargo Ship Safety Certificate; and 14. Minimum Safe Manning Certificate oo. For High Speed Crafts: 13. High Speed Craft Safety Certificate; 14. Minimum Safe Manning Certificate pp. For Other Ships 13. Passenger / Cargo Ship Safety Certificate; and 14. Minimum Safe Manning Certificate.	MARINA – Maritime Safety Service



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submits application and requirements	1.36	Receives the application and acknowledges receipt thereof	Please refer to the table of fees and charges, as shown below	2 hours	Officer of the Day
		1.37	Forwards the application to the Records Officer;			Officer of the Day
		1.38	Forwards the application to the Director/OIC			MRO-NCR Records Section Personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position
		1.39	Forwards the application to the concerned Section through its Chief			MRO-NCR Director/OIC
		1.40	Assigns the Screening Officer/Evaluator for the application			Concerned Section Chief
2		2.22	Verifies if the CPC was issued by the MARINA Central Office		3 hours	Technical Evaluator, FS, MRO-NCR
		2.23	Screens and Checks application and Qualification and Documentary requirements as per Section 7.8.2.3, Rule III of The 2014 Amendments to the Revised Rules and Regulations Implementing RA 9295			(FS personnel occupying MIDS 1, MIDS 2, Senior MIDS and Supervising MIDS position)
		2.24	If requirements are complete, issues Authority to Accept Payment (ATAP) and Screening Form and requires the applicant to pay the			



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			prescribed fees; if there are deficiencies, returns the application with accomplished Screening Form specifying the noted deficiencies			
3	Payment of Filing Fee at the MRO-NCR Cashier and Submission of Proof thereof at the MRO-NCR Records Section (2 photocopies of Official Receipt)	3.1	Acknowledges submission of proof of payment (Official Receipt)		3 hours	MRO-NCR Records Section Personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position
		3.2	Attaches D-Tracks Form, records it the Logbook and forwards to FS, or attaches Regulatory Tracking Number, whichever is applicable			MRO-NCR Records Section Personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position
		3.3	Receives copies of the OR and records it in the FS Logbook and in the online inventory			FS Records Officer (FS personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position)



CLIENT STEPS		AGENCY ACTION		FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		3.4	Forwards the copies of the OR to the FS Chief			FS Records Officer (FS personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position)
		3.5	Forwards one copy of the OR to the assigned evaluator and one copy of the OR to the FS Admin. Asst.			FS Section Chief
		3.6	Prepares Acknowledgment Receipt signifying acceptance of a complete application or request and stating the date and time of receipt of the proof of payment, Regulatory Tracking Number, and the name of the designated evaluator and his/her position			FS Records Officer (FS personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position)
		3.7	Releases the Acknowledgement receipt to the Applicant			MRO-NCR Records Section Personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position



CLIENT STEPS		AGENCY ACTION		FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4	Evaluation of Application/Request and Issuance of Order	4.57	Conducts evaluation determining the authenticity and validity of the requirements submitted based on existing guidelines		16 hours or 2 working days	Technical Evaluator, FS, MRO-NCR (FS personnel occupying MIDS 1, MIDS 2, Senior MIDS and Supervising MIDS position)
		4.58	If deficiencies are noted, evaluator drafts an Order requiring applicant to rectify the noted deficiencies, or to submit document(s) deemed necessary on the prescribed deadline			Technical Evaluator, FS, MRO-NCR (FS personnel occupying MIDS 1, MIDS 2, Senior MIDS and Supervising MIDS position)
		4.59	If no deficiencies are noted, evaluator drafts an Order for granting of SP			Technical Evaluator, FS, MRO-NCR (FS personnel occupying MIDS 1, MIDS 2, Senior MIDS and Supervising MIDS position)



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		4.60	Submits Draft Order to the Supervising MIDS for editing and review			Technical Evaluator, FS, MRO-NCR (FS personnel occupying MIDS 1, MIDS 2, Senior MIDS and Supervising MIDS position)
		4.61	Submits Draft Order, as reviewed, to the Section Chief			Technical Evaluator, FS, MRO-NCR (FS personnel occupying MIDS 1, MIDS 2, Senior MIDS and Supervising MIDS position)
		4.62	Reviews the Draft Order and forwards to the Director/OIC for signature (digital initials and signature, as applicable)			FS Section Chief
		4.63	Signs the Order for SP and forwards to the releasing officer for finalization (application of document protection, conversion to PDF file with password, if online)			MRO-NCR Director/OIC



CLIENT STEPS		AGENCY ACTION		FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		4.64	Releases SP to the applicant either personally or thru mail/e-mail and ensures receipt of copy			MRO-NCR Records Section Personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position
5	Receives SP					
TOTAL DURATION OF TRANSACTION					3 working days	
END OF TRANSACTION						



FEES TO BE PAID

H. ISSUANCE OF SPECIAL PERMIT

MARINA Circular No. 2015-05

Steel-Hulled

100GT and below	-	900.00
101GT-250GT	-	1,800.00
251GT-500GT	-	2,700.00
Above 500GT	-	4,700.00

Wooden-Hulled

Less than 35 GT	-	800.00
35GT - 100GT	-	1,600.00
101GT-250GT	-	2,300.00
251GT -500GT	-	3,100.00
Above 500 GT	-	3,600.00

MARINA Circular No. 2017-01

Steel-Hulled

Above 500 GT	-	4,700.00
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Wooden-Hulled

Below 35 GT	-	800.00
Above 500 GT	-	3,600.0

I. RENEWAL / EXTENSION OF SPECIAL PERMIT:

MARINA Circular No. 2015-05

Steel-Hulled

100GT and below	-	1,100.00
101GT-250GT	-	2,400.00
251GT-500GT	-	3,300.00
Above 500GT	-	5,200.00

Wooden-Hulled

Less than 35 GT	-	800.00
35GT - 100GT	-	1,600.00
101GT-250GT	-	2,200.00
251GT -500GT	-	3,200.00
Above 500 GT	-	4,400.00

MARINA Circular No. 2017-01

Steel-Hulled

101 GT to 250 GT	-	2,400.00
Above 500 GT	-	5,200.00

Wooden-Hulled

Below 35 GT	-	800.00
101 GT to 250 GT	-	2,200.00
Above 500 GT	-	4,400.0



C. Expedite Processing of SP: Double of Normal Application Fee	
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Document Title	APPLICATION FOR ISSUANCE / EXTENSION / RENEWAL OF SPECIAL PERMIT COVERING FOUR (4) TO TEN (10) SHIPS		
Document Code	FS-07	Reviewed by	
Revision No.	01	Approved by	
Revision Date	10 NOVEMBER 2020		

Application for Issuance / Extension / Renewal of Special Permit Covering Four (4) to Ten (10) Ships

“Special Permit (SP)” refers to either of the following:

A temporary authority to operate issued by the MARINA under Section 7.8.2, Rule III hereof, to a domestic shipowner/operator with valid CPC to operate outside of its CPC under the circumstances enumerated under Section 7.8.2.2., Rule III of The 2014 Amendments to the Revised Rules and Regulations Implementing RA 9295

Service:	Application for Issuance / Extension / Renewal of Special Permit	
Office or Division:	Franchising Section /MARINA Central Office Processing Center/FS Official email address (fsncr@gmail.com)	
Classification:	Simple	
Type of Transaction:	G2B – Government to Business	
Who may avail:	Domestic ship owners/operators with valid CPC	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<u>JURISDICTIONAL, QUALIFICATION and DOCUMENTARY REQUIREMENTS</u>		
8. Notarized Motion (Original Copy)		Applicant



JURISDICTIONAL REQUIREMENTS	
8. Proof of payment of filing or processing fees (2 Photocopies)	Applicant
DOCUMENTARY REQUIREMENTS	
85. Charter Contracts, for chartered ships (1 Photocopy)	Applicant
86. Class Certificate (1 Photocopy)	Classification Society duly recognized by MARINA
87. Radio / Ship Station License (RSL / SSL) (1 Photocopy)	National Telecommunications Commission
88. Document of Compliance (DOC) (as applicable, please refer to MC. 2015-11 and MARINA Advisory No. 2018-10) (1 Photocopy)	MARINA – Maritime Safety Service
89. Safety Management Certificate (SMC) (as applicable, please refer to MC. 2015-11 and MARINA Advisory No. 2018-10) (1 Photocopy)	MARINA – Maritime Safety Service
90. Notarized Special Power of Attorney OR Notarized Secretary's Certificate and Board Resolution (1 Photocopy)	Applicant
91. One (1) photocopy each of the Pictures of the Ship ("5"x"7") showing the following: cc. Name of the ship dd. Port side ee. Starboard side ff. Astern view	Applicant
92. Certificate of Compliance under the following MCs and their subsequent amendments (1 Photocopy each, as applicable) III. MC No. 2018-18 (Minimum Service Standards) mmm. MC No. 121 (High Speed Craft) nnn. MC No. 134 (Minimum Service Standards for Motorbancas below 20 GT) ooo. MC 136 (10-Minute Film) for ships 150 GT and above and High Speed Craft regardless of size and travelling time ppp. MC No. 2017-03 – Accessibility Law qqq. MC No. GC-2019-01 - Grant of Student fare discount rrr. MC No. 135 (Voice Tape) for ships of 20 to less than 150 GT	MARINA – Shipyards Regulation Service MARINA – Maritime Safety Service MARINA – Shipyards Regulation Service MARINA – Maritime Safety Service MARINA – Enforcement Service MARINA – Enforcement Service MARINA – Maritime Safety Service
93. Insurance Coverage (1 Photocopy for each, as applicable) sss. Passenger Insurance Coverage, compliant under M.C. 2016-01 ttt. Insurance Coverage for Liability for Damage to fixed or floating objects under MC No. DS-2019-03	Applicant/Insurance Provider accredited by Insurance Commission
94. Oil Pollution Coverage (MC 2009-22) (1 Photocopy for each, as applicable)	Applicant/Insurance Provider



94.1. Oil Pollution Coverage for Tankers and Barges carrying Non-Persistent Oil 94.2. Third Party Liability (TPL) for Liquefied Petroleum Gas (LPG) / Liquefied Nitrogen Gas (LNG) Carriers	
95. Ship's Documents (1 Photocopy for each) 95.1. Certificate of Philippine Registry (CPR) 95.2. Certificate of Ownership (CO) 95.3. Coastwise License (CWL) or Bay and River License (BRL) or Pleasure Yacht License	MARINA – Domestic Shipping Service
96. Ship Safety Documents (1 Photocopy of each, as applicable) qq. For Passenger Ships: 15. Passenger Ship Safety Certificate; and 16. Minimum Safe Manning Certificate rr. For Cargo Ships 15. Cargo Ship Safety Certificate; and 16. Minimum Safe Manning Certificate ss. For Tankers 29. Cargo Ship Safety Construction Certificate 30. Cargo Ship Safety Equipment Certificate; 31. Minimum Safe Manning Certificate; and 32. Certificate of Fitness (Tankers carrying Gas Only) tt. For Tugs, Dredges and Barges: 15. Cargo Ship Safety Certificate; and 16. Minimum Safe Manning Certificate uu. For High Speed Crafts: 15. High Speed Craft Safety Certificate; 16. Minimum Safe Manning Certificate vv. For Other Ships 15. Passenger / Cargo Ship Safety Certificate; and 16. Minimum Safe Manning Certificate.	MARINA – Maritime Safety Service



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submits application and requirements	1.41	Receives the application and acknowledges receipt thereof	Please refer to the table of fees and charges, as shown below	4 hours	Officer of the Day
		1.42	Forwards the application to the Records Officer;			Officer of the Day
		1.43	Forwards the application to the Director/OIC			MRO-NCR Records Section Personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position
		1.44	Forwards the application to the concerned Section through its Chief			MRO-NCR Director/OIC
		1.45	Assigns the Screening Officer/Evaluator for the application			Concerned Section Chief
2		2.25	Verifies if the CPC was issued by the MARINA Central Office		8 hours	Technical Evaluator, FS, MRO-NCR
		2.26	Screens and Checks application and Qualification and Documentary requirements as per Section 7.8.2.3, Rule III of The 2014 Amendments to the Revised Rules and Regulations Implementing RA 9295			(FS personnel occupying MIDS 1, MIDS 2, Senior MIDS and Supervising MIDS position)
		2.27	If requirements are complete, issues Authority to Accept Payment (ATAP) and Screening Form and requires the applicant to pay the prescribed fees; if there are deficiencies,			



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			returns the application with accomplished Screening Form specifying the noted deficiencies			
3	Payment of Filing Fee at the MRO-NCR Cashier and Submission of Proof thereof at the MRO-NCR Records Section (2 photocopies of Official Receipt)	3.1	Acknowledges submission of proof of payment (Official Receipt)		4 hours	MRO-NCR Records Section Personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position
		3.2	Attaches D-Tracks Form, records it the Logbook and forwards to FS, or attaches Regulatory Tracking Number, whichever is applicable			MRO-NCR Records Section Personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position
		3.3	Receives copies of the OR and records it in the FS Logbook and in the online inventory			FS Records Officer (FS personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position)
		3.4	Forwards the copies of the OR to the FS Chief			FS Records Officer



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
						(FS personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position)
		3.5	Forwards one copy of the OR to the assigned evaluator and one copy of the OR to the FS Admin. Asst.			FS Section Chief
		3.6	Prepares Acknowledgment Receipt signifying acceptance of a complete application or request and stating the date and time of receipt of the proof of payment, Regulatory Tracking Number, and the name of the designated evaluator and his/her position			FS Records Officer (FS personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position)
		3.7	Releases the Acknowledgement receipt to the Applicant			MRO-NCR Records Section Personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position
4	Evaluation of Application/Request and Issuance of Order	4.65	Conducts evaluation determining the authenticity and validity of the requirements submitted based on existing guidelines		40 hours or 5 working days	Technical Evaluator, FS, MRO-NCR (FS personnel occupying MIDS 1,



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
						MIDS 2, Senior MIDS and Supervising MIDS position)
		4.66	If deficiencies are noted, evaluator drafts an Order requiring applicant to rectify the noted deficiencies, or to submit document(s) deemed necessary on the prescribed deadline; and If MRO coordination is warranted, drafts a Memorandum for the concerned MRO/s requesting their comments. <i>(SPT stops and resumes upon receipt of comment/s from the MRO/s)</i>			Technical Evaluator, FS, MRO-NCR (FS personnel occupying MIDS 1, MIDS 2, Senior MIDS and Supervising MIDS position)
		4.67	If no deficiencies are noted, evaluator drafts an Order for granting of SP			Technical Evaluator, FS, MRO-NCR (FS personnel occupying MIDS 1, MIDS 2, Senior MIDS and Supervising MIDS position)
		4.68	Submits Draft Order to the Supervising MIDS for editing and review			Technical Evaluator, FS, MRO-NCR



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
						(FS personnel occupying MIDS 1, MIDS 2, Senior MIDS and Supervising MIDS position)
		4.69	Submits Draft Order, as reviewed, to the Section Chief			Technical Evaluator, FS, MRO-NCR
						(FS personnel occupying MIDS 1, MIDS 2, Senior MIDS and Supervising MIDS position)
		4.70	Reviews the Draft Order and forwards to the Director/OIC for signature (digital initials and signature, as applicable)			FS Section Chief
		4.71	Signs the Order for SP and forwards to the releasing officer for finalization (application of document protection, conversion to PDF file with password, if online)			MRO-NCR Director/OIC
		4.72	Releases SP to the applicant either personally or thru mail/e-mail and ensures receipt of copy			MRO-NCR Records Section Personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position



CLIENT STEPS		AGENCY ACTION		FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5	Receives SP					
TOTAL DURATION OF TRANSACTION					7 working days	
END OF TRANSACTION						



FEES TO BE PAID

J. ISSUANCE OF SPECIAL PERMIT

MARINA Circular No. 2015-05

Steel-Hulled

100GT and below	-	900.00
101GT-250GT	-	1,800.00
251GT-500GT	-	2,700.00
Above 500GT	-	4,700.00

Wooden-Hulled

Less than 35 GT	-	800.00
35GT - 100GT	-	1,600.00
101GT-250GT	-	2,300.00
251GT -500GT	-	3,100.00
Above 500 GT	-	3,600.00

MARINA Circular No. 2017-01

Steel-Hulled

Above 500 GT	-	4,700.00
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Wooden-Hulled

Below 35 GT	-	800.00
Above 500 GT	-	3,600.0

K. RENEWAL / EXTENSION OF SPECIAL PERMIT:

MARINA Circular No. 2015-05

Steel-Hulled

100GT and below	-	1,100.00
101GT-250GT	-	2,400.00
251GT-500GT	-	3,300.00
Above 500GT	-	5,200.00

Wooden-Hulled

Less than 35 GT	-	800.00
35GT - 100GT	-	1,600.00
101GT-250GT	-	2,200.00
251GT -500GT	-	3,200.00
Above 500 GT	-	4,400.00

MARINA Circular No. 2017-01

Steel-Hulled

101 GT to 250 GT	-	2,400.00
Above 500 GT	-	5,200.00

Wooden-Hulled

Below 35 GT	-	800.00
101 GT to 250 GT	-	2,200.00
Above 500 GT	-	4,400.0



Document Title	APPLICATION FOR ISSUANCE / EXTENSION / RENEWAL OF SPECIAL PERMIT COVERING ELEVEN (11) TO TWENTY (20) SHIPS OR ABOVE		
Document Code	FS-07	Reviewed by	
Revision No.	01	Approved by	
Revision Date	10 NOVEMBER 2020		

Application for Issuance / Extension / Renewal of Special Permit Covering Eleven (11) to Twenty (20) Ships or Above

“Special Permit (SP)” refers to either of the following:

A temporary authority to operate issued by the MARINA under Section 7.8.2, Rule III hereof, to a domestic shipowner/operator with valid CPC to operate outside of its CPC under the circumstances enumerated under Section 7.8.2.2., Rule III of The 2014 Amendments to the Revised Rules and Regulations Implementing RA 9295

Service:	Application for Issuance / Extension / Renewal of Special Permit
Office or Division:	Franchising Section /MARINA Central Office Processing Center/FS Official email address (fsncr@gmail.com)
Classification:	Simple
Type of Transaction:	G2B – Government to Business
Who may avail:	Domestic ship owners/operators with valid CPC
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	



<u>JURISDICTIONAL, QUALIFICATION and DOCUMENTARY REQUIREMENTS</u>	
9. Notarized Motion (Original Copy)	Applicant
JURISDICTIONAL REQUIREMENTS	
9. Proof of payment of filing or processing fees (1 Photocopies)	Applicant
DOCUMENTARY REQUIREMENTS	
97. Charter Contracts, for chartered ships (1 Photocopy)	Applicant
98. Class Certificate (1 Photocopy)	Classification Society duly recognized by MARINA
99. Radio / Ship Station License (RSL / SSL) (1 Photocopy)	National Telecommunications Commission
100. Document of Compliance (DOC) (as applicable, please refer to MC. 2015-11 and MARINA Advisory No. 2018-10) (1 Photocopy)	MARINA – Maritime Safety Service
101. Safety Management Certificate (SMC) (as applicable, please refer to MC. 2015-11 and MARINA Advisory No. 2018-10) (1 Photocopy)	MARINA – Maritime Safety Service
102. Notarized Special Power of Attorney OR Notarized Secretary's Certificate and Board Resolution (1 Photocopy)	Applicant
103. One (1) photocopy each of the Pictures of the Ship ("5"x"7") showing the following: gg. Name of the ship hh. Port side ii. Starboard side jj. Astern view	Applicant
104. Certificate of Compliance under the following MCs and their subsequent amendments (1 Photocopy each, as applicable) uuu. MC No. 2018-18 (Minimum Service Standards) vvv. MC No. 121 (High Speed Craft) www. MC No. 134 (Minimum Service Standards for Motorbancas below 20 GT) xxx. MC 136 (10-Minute Film) for ships 150 GT and above and High Speed Craft regardless of size and travelling time yyy. MC No. 2017-03 – Accessibility Law zzz. MC No. GC-2019-01 - Grant of Student fare discount aaaa. MC No. 135 (Voice Tape) for ships of 20 to less than 150 GT	MARINA – Shipyards Regulation Service MARINA – Maritime Safety Service MARINA – Shipyards Regulation Service MARINA – Maritime Safety Service MARINA – Enforcement Service MARINA – Enforcement Service MARINA – Maritime Safety Service



105. Insurance Coverage (1 Photocopy for each, as applicable) bbb. Passenger Insurance Coverage, compliant under M.C. 2016-01 ccc. Insurance Coverage for Liability for Damage to fixed or floating objects under MC No. DS-2019-03	Applicant/Insurance Provider accredited by Insurance Commission
106. Oil Pollution Coverage (MC 2009-22) (1 Photocopy for each, as applicable) 106.1. Oil Pollution Coverage for Tankers and Barges carrying Non-Persistent Oil 106.2. Third Party Liability (TPL) for Liquefied Petroleum Gas (LPG) / Liquefied Nitrogen Gas (LNG) Carriers	Applicant/Insurance Provider
107. Ship's Documents (1 Photocopy for each) 107.1. Certificate of Philippine Registry (CPR) 107.2. Certificate of Ownership (CO) 107.3. Coastwise License (CWL) or Bay and River License (BRL) or Pleasure Yacht License	MARINA – Domestic Shipping Service
108. Ship Safety Documents (1 Photocopy of each, as applicable) ww. For Passenger Ships: 17. Passenger Ship Safety Certificate; and 18. Minimum Safe Manning Certificate xx. For Cargo Ships 17. Cargo Ship Safety Certificate; and 18. Minimum Safe Manning Certificate yy. For Tankers 33. Cargo Ship Safety Construction Certificate 34. Cargo Ship Safety Equipment Certificate; 35. Minimum Safe Manning Certificate; and 36. Certificate of Fitness (Tankers carrying Gas Only) zz. For Tugs, Dredges and Barges: 17. Cargo Ship Safety Certificate; and 18. Minimum Safe Manning Certificate aaa. For High Speed Crafts: 17. High Speed Craft Safety Certificate; 18. Minimum Safe Manning Certificate bbb. For Other Ships 17. Passenger / Cargo Ship Safety Certificate; and 18. Minimum Safe Manning Certificate.	MARINA – Maritime Safety Service



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submits application and requirements	1.46	Receives the application and acknowledges receipt thereof	Please refer to the table of fees and charges, as shown below	4 hours	Officer of the Day
		1.47	Forwards the application to the Records Officer;			Officer of the Day
		1.48	Forwards the application to the Director/OIC			MRO-NCR Records Section Personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position
		1.49	Forwards the application to the concerned Section through its Chief			MRO-NCR Director/OIC
		1.50	Assigns the Screening Officer/Evaluator for the application			Concerned Section Chief
2		2.28	Verifies if the CPC was issued by the MARINA Central Office		8 hours	Technical Evaluator, FS, MRO-NCR
		2.29	Screens and Checks application and Qualification and Documentary requirements as per Section 7.8.2.3, Rule III of The 2014 Amendments to the Revised Rules and Regulations Implementing RA 9295			(FS personnel occupying MIDS 1, MIDS 2, Senior MIDS and Supervising MIDS position)
		2.30	If requirements are complete, issues Authority to Accept Payment (ATAP) and Screening Form and requires the applicant to pay the prescribed fees; if there are deficiencies,			



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			returns the application with accomplished Screening Form specifying the noted deficiencies			
3	Payment of Filing Fee at the MRO-NCR Cashier and Submission of Proof thereof at the MRO-NCR Records Section (2 photocopies of Official Receipt)	3.1	Acknowledges submission of proof of payment (Official Receipt)		4 hours	MRO-NCR Records Section Personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position
		3.2	Attaches D-Tracks Form, records it the Logbook and forwards to FS, or attaches Regulatory Tracking Number, whichever is applicable			MRO-NCR Records Section Personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position
		3.3	Receives copies of the OR and records it in the FS Logbook and in the online inventory			FS Records Officer (FS personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position)
		3.4	Forwards the copies of the OR to the FS Chief			FS Records Officer



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
						(FS personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position)
		3.5	Forwards one copy of the OR to the assigned evaluator and one copy of the OR to the FS Admin. Asst.			FS Section Chief
		3.6	Prepares Acknowledgment Receipt signifying acceptance of a complete application or request and stating the date and time of receipt of the proof of payment, Regulatory Tracking Number, and the name of the designated evaluator and his/her position			FS Records Officer (FS personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position)
		3.7	Releases the Acknowledgement receipt to the Applicant			MRO-NCR Records Section Personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position
4	Evaluation of Application/Request and Issuance of Order	4.73	Conducts evaluation determining the authenticity and validity of the requirements submitted based on existing guidelines		64 hours or 8 working days	Technical Evaluator, FS, MRO-NCR (FS personnel occupying MIDS 1,



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
						MIDS 2, Senior MIDS and Supervising MIDS position)
		4.74	If deficiencies are noted, evaluator drafts an Order requiring applicant to rectify the noted deficiencies, or to submit document(s) deemed necessary on the prescribed deadline; and If MRO coordination is warranted, drafts a Memorandum for the concerned MRO/s requesting their comments. <i>(SPT stops and resumes upon receipt of comment/s from the MRO/s)</i>			Technical Evaluator, FS, MRO-NCR (FS personnel occupying MIDS 1, MIDS 2, Senior MIDS and Supervising MIDS position)
		4.75	If no deficiencies are noted, evaluator drafts an Order for granting of SP			Technical Evaluator, FS, MRO-NCR (FS personnel occupying MIDS 1, MIDS 2, Senior MIDS and Supervising MIDS position)
		4.76	Submits Draft Order to the Supervising MIDS for editing and review			Technical Evaluator, FS, MRO-NCR



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
						(FS personnel occupying MIDS 1, MIDS 2, Senior MIDS and Supervising MIDS position)
		4.77	Submits Draft Order, as reviewed, to the Section Chief			Technical Evaluator, FS, MRO-NCR
						(FS personnel occupying MIDS 1, MIDS 2, Senior MIDS and Supervising MIDS position)
		4.78	Reviews the Draft Order and forwards to the Director/OIC for signature (digital initials and signature, as applicable)			FS Section Chief
		4.79	Signs the Order for SP and forwards to the releasing officer for finalization (application of document protection, conversion to PDF file with password, if online)			MRO-NCR Director/OIC
		4.80	Releases SP to the applicant either personally or thru mail/e-mail and ensures receipt of copy			MRO-NCR Records Section Personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5	Receives SP					
TOTAL DURATION OF TRANSACTION					10 working days	
END OF TRANSACTION						

FEES TO BE PAID						
L. ISSUANCE OF SPECIAL PERMIT				M. RENEWAL / EXTENSION OF SPECIAL PERMIT:		
MARINA Circular No. 2015-05				MARINA Circular No. 2015-05		
Steel-Hulled				Steel-Hulled		
100GT and below	-	900.00		100GT and below	-	1,100.00
101GT-250GT	-	1,800.00		101GT-250GT	-	2,400.00
251GT-500GT	-	2,700.00		251GT-500GT	-	3,300.00
Above 500GT	-	4,700.00		Above 500GT	-	5,200.00
Wooden-Hulled				Wooden-Hulled		
Less than 35 GT	-	800.00		Less than 35 GT	-	800.00
35GT - 100GT	-	1,600.00		35GT - 100GT	-	1,600.00
101GT-250GT	-	2,300.00		101GT-250GT	-	2,200.00
251GT -500GT	-	3,100.00		251GT -500GT	-	3,200.00
Above 500 GT	-	3,600.00		Above 500 GT	-	4,400.00

**MARINA Circular No. 2017-01**

Steel-Hulled

Above 500 GT	-	4,700.00
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Wooden-Hulled

Below 35 GT	-	800.00
Above 500 GT	-	3,600.0

MARINA Circular No. 2017-01

Steel-Hulled

101 GT to 250 GT	-	2,400.00
Above 500 GT	-	5,200.00

Wooden-Hulled

Below 35 GT	-	800.00
101 GT to 250 GT	-	2,200.00
Above 500 GT	-	4,400.0

Document Title	APPLICATION FOR ISSUANCE / EXTENSION / RENEWAL OF SPECIAL PERMIT FOR CONTESTED CASES		
Document Code	FS-07	Reviewed by	
Revision No.	01	Approved by	
Revision Date	10 NOVEMBER 2020		

Application for Issuance / Extension / Renewal of Special Permit for Contested Cases

“Special Permit (SP)” refers to either of the following:

A temporary authority to operate issued by the MARINA under Section 7.8.2, Rule III hereof, to a domestic shipowner/operator with valid CPC to operate outside of its CPC under the circumstances enumerated under Section 7.8.2.2., Rule III of The 2014 Amendments to the Revised Rules and Regulations Implementing RA 9295



Service:	Application for Issuance / Extension / Renewal of Special Permit
Office or Division:	Franchising Section /MARINA Central Office Processing Center/FS Official email address (fsncr@gmail.com)
Classification:	Simple
Type of Transaction:	G2B – Government to Business
Who may avail:	Domestic ship owners/operators with valid CPC
CHECKLIST OF REQUIREMENTS	
<u>JURISDICTIONAL, QUALIFICATION and DOCUMENTARY REQUIREMENTS</u>	
10. Notarized Motion (Original Copy)	Applicant
JURISDICTIONAL REQUIREMENTS	
10. Proof of payment of filing or processing fees (2 Photocopies)	Applicant
DOCUMENTARY REQUIREMENTS	
109. Charter Contracts, for chartered ships (1 Photocopy)	Applicant
110. Class Certificate (1 Photocopy)	Classification Society duly recognized by MARINA
111. Radio / Ship Station License (RSL / SSL) (1 Photocopy)	National Telecommunications Commission
112. Document of Compliance (DOC) (as applicable, please refer to MC. 2015-11 and MARINA Advisory No. 2018-10) (1 Photocopy)	MARINA – Maritime Safety Service
113. Safety Management Certificate (SMC) (as applicable, please refer to MC. 2015-11 and MARINA Advisory No. 2018-10) (1 Photocopy)	MARINA – Maritime Safety Service
114. Notarized Special Power of Attorney OR Notarized Secretary's Certificate and Board Resolution (1 Photocopy)	Applicant
115. One (1) photocopy each of the Pictures of the Ship ("5"x"7") showing the following: kk. Name of the ship ll. Port side mm. Starboard side nn. Astern view	Applicant
116. Certificate of Compliance under the following MCs and their subsequent amendments (1 Photocopy each, as applicable)	



dddd. MC No. 2018-18 (Minimum Service Standards) eeee. MC No. 121 (High Speed Craft) ffff. MC No. 134 (Minimum Service Standards for Motorbancas below 20 GT) gggg. MC 136 (10-Minute Film) for ships 150 GT and above and High Speed Craft regardless of size and travelling time hhhh. MC No. 2017-03 – Accessibility Law iii. MC No. GC-2019-01 - Grant of Student fare discount jjjj. MC No. 135 (Voice Tape) for ships of 20 to less than 150 GT	MARINA – Shipyards Regulation Service MARINA – Maritime Safety Service MARINA – Shipyards Regulation Service MARINA – Maritime Safety Service MARINA – Enforcement Service MARINA – Enforcement Service MARINA – Maritime Safety Service
117. Insurance Coverage (1 Photocopy for each, as applicable) kkkk. Passenger Insurance Coverage, compliant under M.C. 2016-01 III. Insurance Coverage for Liability for Damage to fixed or floating objects under MC No. DS-2019-03	Applicant/Insurance Provider accredited by Insurance Commission
118. Oil Pollution Coverage (MC 2009-22) (1 Photocopy for each, as applicable) 118.1. Oil Pollution Coverage for Tankers and Barges carrying Non-Persistent Oil 118.2. Third Party Liability (TPL) for Liquefied Petroleum Gas (LPG) / Liquefied Nitrogen Gas (LNG) Carriers	Applicant/Insurance Provider
119. Ship's Documents (1 Photocopy for each) 119.1. Certificate of Philippine Registry (CPR) 119.2. Certificate of Ownership (CO) 119.3. Coastwise License (CWL) or Bay and River License (BRL) or Pleasure Yacht License	MARINA – Domestic Shipping Service
120. Ship Safety Documents (1 Photocopy of each, as applicable) ccc. For Passenger Ships: 19. Passenger Ship Safety Certificate; and 20. Minimum Safe Manning Certificate ddd. For Cargo Ships 19. Cargo Ship Safety Certificate; and 20. Minimum Safe Manning Certificate eee. For Tankers 37. Cargo Ship Safety Construction Certificate 38. Cargo Ship Safety Equipment Certificate; 39. Minimum Safe Manning Certificate; and 40. Certificate of Fitness (Tankers carrying Gas Only) fff. For Tugs, Dredges and Barges: 19. Cargo Ship Safety Certificate; and 20. Minimum Safe Manning Certificate	MARINA – Maritime Safety Service



ggg. For High Speed Crafts: 19. High Speed Craft Safety Certificate; 20. Minimum Safe Manning Certificate hhh. For Other Ships 19. Passenger / Cargo Ship Safety Certificate; and 20. Minimum Safe Manning Certificate.	
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CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submits application and requirements	1.51	Receives the application and acknowledges receipt thereof	Please refer to the table of fees and charges, as shown below	4 hours	Officer of the Day
		1.52	Forwards the application to the Records Officer			Officer of the Day
		1.53	Forwards the application to the Director/OIC			MRO-NCR Records Section Personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position
		1.54	Forwards the application to the concerned Section through its Chief			MRO-NCR Director/OIC
		1.55	Assigns the Screening Officer/Evaluator for the application			Concerned Section Chief
2		2.31	Verifies if the CPC was issued by the MARINA Central Office		8 hours	Technical Evaluator, FS, MRO-NCR



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		2.32	Screens and Checks application and Qualification and Documentary requirements as per Section 7.8.2.3, Rule III of The 2014 Amendments to the Revised Rules and Regulations Implementing RA 9295			(FS personnel occupying MIDS 1, MIDS 2, Senior MIDS and Supervising MIDS position)
		2.33	If requirements are complete, issues Authority to Accept Payment (ATAP) and Screening Form and requires the applicant to pay the prescribed fees; if there are deficiencies, returns the application with accomplished Screening Form specifying the noted deficiencies			
	3	3.1	Acknowledges submission of proof of payment (Official Receipt)		4 hours	MRO-NCR Records Section Personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position
		3.2	Attaches D-Tracks Form, records it the Logbook and forwards to FS, or attaches Regulatory Tracking Number, whichever is applicable			MRO-NCR Records Section Personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		3.3	Receives copies of the OR and records it in the FS Logbook and in the online inventory			FS Records Officer (FS personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position)
		3.4	Forwards the copies of the OR to the FS Chief			FS Records Officer (FS personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position)
		3.5	Forwards one copy of the OR to the assigned evaluator and one copy of the OR to the FS Admin. Asst.			FS Section Chief
		3.6	Prepares Acknowledgment Receipt signifying acceptance of a complete application or request and stating the date and time of receipt of the proof of payment, Regulatory Tracking Number, and the name of the designated evaluator and his/her position			FS Records Officer (FS personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position)
		3.7	Releases the Acknowledgement receipt to the Applicant			MRO-NCR Records Section Personnel occupying



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
						Administrative Aide IV, Administrative Assistant III and MIDS 1 position
4	Evaluation of Application/Request and Issuance of Order	4.81	Conducts evaluation determining the authenticity and validity of the requirements submitted based on existing guidelines		104 hours or 13 working days	Technical Evaluator, FS, MRO-NCR (FS personnel occupying MIDS 1, MIDS 2, Senior MIDS and Supervising MIDS position)
		4.82	If deficiencies are noted, evaluator drafts an Order requiring applicant to rectify the noted deficiencies, or to submit document(s) deemed necessary on the prescribed deadline; and If MRO/s or other concerned Service Unit (SU) coordination is warranted, drafts a Memorandum for the concerned MRO/s and/or SU/s requesting their comments. <i>(SPT stops and resumes upon receipt of comment/s from the MRO/s)</i>			Technical Evaluator, FS, MRO-NCR (FS personnel occupying MIDS 1, MIDS 2, Senior MIDS and Supervising MIDS position)
		4.83	If no deficiencies are noted evaluator drafts an Order resolving the Application as well as the opposition			Technical Evaluator, FS, MRO-NCR



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
						(FS personnel occupying MIDS 1, MIDS 2, Senior MIDS and Supervising MIDS position)
		4.84	Submits Draft Order to the Supervising MIDS for editing and review			Technical Evaluator, FS, MRO-NCR (FS personnel occupying MIDS 1, MIDS 2, Senior MIDS and Supervising MIDS position)
		4.85	Submits Draft Order, as reviewed, to the Section Chief			Technical Evaluator, FS, MRO-NCR (FS personnel occupying MIDS 1, MIDS 2, Senior MIDS and Supervising MIDS position)
		4.86	Reviews the Draft Order and forwards to the Director/OIC for signature (digital initials and signature, as applicable)			FS Section Chief



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		4.87	Signs the Order for SP and forwards to the releasing officer for finalization (application of document protection, conversion to PDF file with password, if online)			MRO-NCR Director/OIC
		4.88	Releases SP to the applicant either personally or thru mail/e-mail and ensures receipt of copy			MRO-NCR Records Section Personnel occupying Administrative Aide IV, Administrative Assistant III and MIDS 1 position
5	Receives SP					
TOTAL DURATION OF TRANSACTION					15 working days	
END OF TRANSACTION						



FEES TO BE PAID

N. ISSUANCE OF SPECIAL PERMIT

MARINA Circular No. 2015-05

Steel-Hulled

100GT and below	-	900.00
101GT-250GT	-	1,800.00
251GT-500GT	-	2,700.00
Above 500GT	-	4,700.00

Wooden-Hulled

Less than 35 GT	-	800.00
35GT - 100GT	-	1,600.00
101GT-250GT	-	2,300.00
251GT -500GT	-	3,100.00
Above 500 GT	-	3,600.00

MARINA Circular No. 2017-01

Steel-Hulled

Above 500 GT	-	4,700.00
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Wooden-Hulled

Below 35 GT	-	800.00
Above 500 GT	-	3,600.0

O. RENEWAL / EXTENSION OF SPECIAL PERMIT:

MARINA Circular No. 2015-05

Steel-Hulled

100GT and below	-	1,100.00
101GT-250GT	-	2,400.00
251GT-500GT	-	3,300.00
Above 500GT	-	5,200.00

Wooden-Hulled

Less than 35 GT	-	800.00
35GT - 100GT	-	1,600.00
101GT-250GT	-	2,200.00
251GT -500GT	-	3,200.00
Above 500 GT	-	4,400.00

MARINA Circular No. 2017-01

Steel-Hulled

101 GT to 250 GT	-	2,400.00
Above 500 GT	-	5,200.00

Wooden-Hulled

Below 35 GT	-	800.00
101 GT to 250 GT	-	2,200.00
Above 500 GT	-	4,400.0



MRO-NCR SEAFARERS SECTION - SM AND PITX SATELLITE OFFICE

This is the online filing of seafarer’s application through the MARINA Integrated Seafarer Management Online (MISMO) Computerized System for issuance, revalidation and replacement of Certificate of Proficiency (COP) and Certificate of Competency/Certificate of Endorsement (COC/COE) is in accordance with existing approved rules and regulations of the STCW Convention, 1978, as amended and its associated Code.

STANDARDS OF TRAINING, CERTIFICATION AND WATCHKEEPING OFFICE (STCWO)

Seafarers who have passed the initial evaluation and paid their fees for the certificate/s will undergo final evaluation for the issuance, revalidation and/or replacement of certificates, requested certificate/s shall be released if application/s was approved.

Office/Division	STCWO Certification Division; STCWO Extension Office at SM City Manila; STCWO Extension Office at PITX; MARINA Regional Offices (MROs)
Classification	Simple
Type of Transaction	G2C – Government to Client
Who may avail?	Filipino and foreign seafarers who completed MARINA-approved training course/s in the MARINA Accredited Maritime Training Institutions (MTIs) and CHED Accredited Maritime Higher Education Institutions (MHEIs) offering maritime courses.
Schedule of Availability of Service	Daily (Monday to Friday) 8:00AM to 5:00PM no noon break



Type of Certificate	STCW Regulations	Revalidation / Renewal of Certificate
a. COC/COE for Officer In Charge of a Navigational Watch	II/1	Yes
b. COC/COE for Master and Chief Mate	II/2	Yes
c. COP for Ratings Forming Part of a Navigational Watch	II/4	No
d. COP for Able Seafarer Deck	II/5	No
e. COC/COE for Officer In Charge of an Engineering Watch	III/1	Yes
f. COC/COE for Chief Engineer Officer and Second Engineer Officer	III/2; III/3	Yes
g. COP for Ratings Forming Part of an Engineering Watch	III/4	No
h. COP for Able Seafarer Engine	III/5	No
i. COC/COE for Electro-Technical Officer	III/6	Yes
j. COP for Electro-Technical Rating	III/7	No
k. COC for GMDSS Radio Operator	IV/2	Yes
l. COP for Masters and Officers in basic and advanced training for oil, chemical and liquefied gas tankers cargo operations: a. Basic Training for Oil and Chemical Tanker Cargo Operations b. Basic Training for Liquefied Gas Tanker Cargo Operations c. Advanced for Oil Tanker Cargo Operations d. Advanced for Chemical Tanker Cargo Operations e. Advanced for Liquefied Gas Tanker Cargo Operations	V/1-1; V/1-2	Yes
m. COP for Ratings in basic training for oil, chemical and liquefied gas tankers cargo operations	V/1-1; V/1-2	No
n. COP for Ratings in advanced training for oil, chemical and liquefied gas tankers cargo operations	V/1-1; V/1-2	Yes



o. Documentary Evidence for Masters, officers, ratings and other personnel serving on passenger ships a. Safety Training for Personnel Providing Direct Service to Passengers in Passenger Spaces b. Passenger Ship Crowd Management Training c. Passenger Ship Crisis Management and Human Behavior Training d. Passenger Safety, Cargo Safety and Hull Integrity Training	V/2	Yes ¹	
p. COP for Masters, officers, ratings and other personnel on ships subject to IGF Code	V/3	Yes	
q. COP for Masters and officers on ships operating in polar waters	V/4	Yes	
r. COP in Basic Training	VI/1	Yes	
s. COP in Survival craft and Rescue Boats other than fast rescue boats	VI/2-1	Yes	
t. COP in Fast Rescue Boats	VI/2-2	Yes	
u. COP in Advanced fire fighting	VI/3	Yes	
v. COP in Medical First Aid	VI/4-1	No	
w. COP in Medical Care	VI/4-2	No	
x. COP in Ship Security Officer	VI/5	No	
y. COP in Security awareness training or security training for seafarers with designated security duties	VI/6	No	
CHECKLIST OF REQUIREMENTS**		WHERE TO SECURE	
IX.FOR ISSUANCE OF COP			
1. COP in Rating Forming Part in Navigational Watch (RFPNW-II/4)			



a. Certificate of Practical Assessment for RFPEW OR Valid COC for OIC-NW	Any of the Assessment Centers (ACs) offering MARINA-approved Practical Assessment for RFPEW Any STCW certification processing centers of MARINA
b. Certificate of Sea Service with approved seagoing service of not less than two (2) months of forming part of a navigational watch on seagoing ship of 500 gross tonnage or more	Concerned manning/crewing/shipping company
CHECKLIST OF REQUIREMENTS**	WHERE TO SECURE
c. Transcript of Records (TOR) for BS Marine Engineering OR Certificate of Training Completion of Ratings Forming Part of Engine-room Watch	Any CHED Accredited MHEIs offering MARITIME Courses Maritime Training Institution (MTI) offering MARINA-approved Training for RFPEW
d. SIRB first page and entries	Any of the MARINA SIRB/SRB processing centers Applicant - seafarer
e. Valid Medical Certificate in PEME format	DOH-accredited Medical Clinic/facility
f. MISMO Profile Passport size or 2x2 colored picture in white polo, white background and no name tag	Applicant - seafarer
X. COP in Ratings Forming Part of An Engineering Watch (RFPEW-III/4)	
a. Certificate of Practical Assessment for RFPEW OR Valid COC for OIC-EW	Any of the Assessment Centers (ACs) offering MARINA-approved Practical Assessment for RFPEW Any STCW certification processing centers of MARINA
b. Certificate of Sea Service with approved seagoing service of not less than two (2) months of forming part of an engine-room watch in unmanned engine room on seagoing ship powered by main propulsion machinery of 750 kW propulsion power	Concerned manning/crewing/shipping company
c. Transcript of Records (TOR) for BSMarE OR	Any CHED Accredited MHEIs offering MARITIME Courses



Certificate of Training Completion of Ratings Forming Part of Engine-room Watch	Maritime Training Institution (MTI) offering MARINA-approved Training for RFPEW
d. SIRB first page and entries	Any of the MARINA SIRB/SRB processing centers Applicant - seafarer
e. Valid Medical Certificate in PEME format	DOH-accredited Medical Clinic/facility
f. MISMO Profile Passport size or 2x2 colored picture in white polo, white background and no name tag	Applicant - seafarer
CHECKLIST OF REQUIREMENTS**	WHERE TO SECURE
XI. COP for Ratings as Able Seafarer Deck (AB Deck-II/5)	
a. Certificate of Practical Assessment for Able Seafarer-Engine or Valid COC for OIC-NW	Any of the Assessment Centers (ACs) offering MARINA-approved Practical Assessment for RFPEW Any STCW certification processing centers of MARINA
b. COP in RFPEW (II/4) (If Applicable)	Any STCW certification processing centers of MARINA
c. Certificate of Sea Service with approved seagoing service of at least twelve (12) months on a vessel with 500 GRT or more, OR at least eighteen (18) month of approved seagoing service in the deck department on a vessel with 500 GRT or more	Concerned manning/crewing/shipping company
d. SIRB first page and entries	Any of the MARINA SIRB/SRB processing centers Applicant - seafarer
e. Valid Medical Certificate in PEME format	DOH-accredited Medical Clinic/facility
XII. COP for Ratings as Able Seafarer Engine (AB Engine-III/5)	
a. Certificate of Practical Assessment for Able Seafarer-Engine or	Any of the Assessment Centers (ACs) offering MARINA-approved Practical Assessment for RFPEW



Valid COC for OIC-EW	Any STCW certification processing centers of MARINA
b. COP in RFPEW (III/4) (If Applicable)	Any STCW certification processing centers of MARINA
c. Certificate of Sea Service with approved seagoing service of at least six (6) months on a vessel with 750kW propulsion power or more, OR at least twelve (12) months of approved seagoing service in engine department of 750kW propulsion power or more	Concerned manning/crewing/shipping company
d. SIRB first page and entries	Any of the MARINA SIRB/SRB processing centers Applicant - seafarer
e. Valid Medical Certificate in PEME format	DOH-accredited Medical Clinic/facility
CHECKLIST OF REQUIREMENTS**	WHERE TO SECURE
f. MISMO Profile Passport size or 2x2 colored picture in white polo, white background and no name tag	Applicant - seafarer
g. Transcript of Records (TOR) for BS Marine Engineering if seagoing service is at least six (6) months but less than twelve (12) months.	Any CHED Accredited MHEIs offering MARITIME Courses
XIII. COP as Electro – Technical Ratings (III/7)	
a. Certificate of Practical Assessment for Able Seafarer-Engine OR Valid COC for ETO	Any of the Assessment Centers (ACs) offering MARINA-approved Practical Assessment for ETR Any STCW certification processing centers of MARINA
b. Certificate of Sea Service with approved seagoing service of not less than twelve (12) months in a relevant position OR ; Approved seagoing service of not less than three (3) months (For graduates of Electrical Engineer or Electronic Communication Engineer with TOR/PRC ID) OR ; Approved seagoing service of not less than six (6) in an Engine Department WITH Certificate of Completion for	Concerned manning/crewing/shipping company Concerned MHEI offering CHED-approved BSMT program



the Approved ETR/ETO Course and Certificate of Practical Assessment for ETR	
c. SIRB first page and entries	Any of the MARINA SIRB/SRB processing centers Applicant - seafarer
d. Valid Medical Certificate in PEME format	DOH-accredited Medical Clinic/facility
e. MISMO Profile Passport size or 2x2 colored picture in white polo, white background and no name tag	Applicant - seafarer
XIV. COP in Basic Training (BT)	
a. Certificate of Training Completion for BT	<i>Maritime Training Institution (MTI) offering MARINA-approved BT course</i>
CHECKLIST OF REQUIREMENTS**	WHERE TO SECURE
b. SIRB first page or any valid government ID or birth certificate	For SIRB: From any of the MARINA SIRB/SRB processing centers For ID: Any issuing government agency
c. Valid Medical Certificate in PEME format	DOH-accredited Medical Clinic/facility
d. MISMO Profile Passport size or 2x2 colored picture in white polo, white background and no name tag	Applicant - seafarer
XV. COP in Survival Craft and Rescue Boats other than Fast Rescue Boats (SCRB)	
e. Certificate of Training Completion for SCRB	MTI offering MARINA-approved SCRB course
f. Certificate of Sea Service with approved seagoing service of not less than six (6) months	Concerned manning/crewing/shipping company
g. SIRB first page and entries	Any of the MARINA SIRB/SRB processing centers Applicant - seafarers
h. Valid Medical Certificate in PEME format	DOH-accredited Medical Clinic/facility



i. MISMO Profile Passport size or 2x2 colored picture in white polo, white background and no name tag	Applicant - seafarer
XVI. COP in Fast Rescue Boats (FRB)	
d. Certificate of Training Completion for PFRB	MTI offering MARINA-approved PFRB course
e. Valid COP in SCRB	Any STCW certification processing centers of MARINA
f. Valid Medical Certificate in PEME format	DOH-accredited Medical Clinic/facility
g. Valid SIRB	Any of the MARINA SIRB/SRB processing centers
h. MISMO Profile Passport size or 2x2 colored picture in white polo, white background and no name tag	Applicant - seafarer
XVII. COP in Advance Fire Fighting (AFF)	
d. Certificate of Training Completion for AFF	MTI offering MARINA-approved AFF course

CHECKLIST OF REQUIREMENTS**	WHERE TO SECURE
e. SIRB first page and entries	Any of the MARINA SIRB/SRB processing centers Applicant - seafarer
f. Valid Medical Certificate in PEME format	DOH-accredited Medical Clinic/facility
g. MISMO Profile Passport size or 2x2 colored picture in white polo, white background and no name tag	Applicant - seafarer
XVIII. COP in Medical First Aid (MeFA)	
d. Certificate of Training Completion for MeFA	MTI offering MARINA-approved MeFA course
e. SIRB first page and entries	Any of the MARINA SIRB/SRB processing centers
f. Valid Medical Certificate in PEME format	DOH-accredited Medical Clinic/facility



g. MISMO Profile Passport size or 2x2 colored picture in white polo, white background and no name tag	Applicant - seafarer
XIX. COP in Medical Care (MeCA)	
d. Certificate of Training Completion for MeCa	MTI offering MARINA-approved MeFA course
e. Valid Medical Certificate in PEME format	DOH-accredited Medical Clinic/facility
f. SIRB first page and entries	Any of the MARINA SIRB/SRB processing centers
g. MISMO Profile Passport size or 2x2 colored picture in white polo, white background and no name tag	Applicant - seafarer
XX. COP in Ship Security Office (SSO)	
e. Certificate of Training Completion for SSO	MTI offering MARINA-approved SSO course
f. Approved Seagoing service of not less than twelve (12) months	Concerned manning/crewing/shipping company
g. SIRB first page and entries	Any of the MARINA SIRB/SRB processing centers
h. Valid Medical Certificate in PEME format	DOH-accredited Medical Clinic/facility
i. MISMO Profile Passport size or 2x2 colored picture in white polo, white background and no name tag	Applicant - seafarer
CHECKLIST OF REQUIREMENTS**	WHERE TO SECURE
XXI. COP in Security Awareness Training and Seafarers with Designated Security Duties (SDSD)	
d. Certificate of Training Completion for SDSD	MTI offering MARINA-approved SDSD course
e. SIRB first page or any valid government ID or birth certificate	Any of the MARINA SIRB/SRB processing centers For ID: Any issuing government agency
f. Valid Medical Certificate in PEME format	DOH-accredited Medical Clinic/facility
g. MISMO Profile Passport size or 2x2 colored picture in white polo, white background and no name tag	Applicant - seafarer
XXII. COP in Basic Training for Oil and Chemical Tanker Cargo Operations (BTOCTCO)	



d. Valid COP in BT	Any STCW certification processing centers of MARINA
e. Certificate of Sea Service with at least three (3) months of approved seagoing service on Oil or Chemical Tankers and meet the standard of competence specified in Section A-V/1-1, paragraph 1 of the STCW Code. OR	Concerned manning/crewing/shipping company
f. Certificate of Training Completion for BTOCTCO	MTI offering MARINA-approved BTOCTCO course
g. Valid Medical Certificate in PEME format	DOH-accredited Medical Clinic/facility
h. MISMO Profile Passport size or 2x2 colored picture in white polo, white background and no name tag	Applicant - seafarer
XXIII. COP in Advance Training for Oil Tanker Cargo Operations (ATOTCO)	
e. Valid COP in BTOCTCO	Any STCW certification processing centers of MARINA
f. Certificate of Training Completion for ATOTCO OR	MTI offering MARINA-approved ATOTCO course
g. Certificate of Sea Service with approved seagoing service of at least three (3) months on Oil Tankers, OR at least 1 month of approved onboard training on Oil Tankers, in supernumerary capacity, which includes at least 3 loading and 3 unloading operations and documented in an approved training record book	Concerned manning/crewing/shipping company or Seafarers Training Record Book
h. SIRB first page and entries	Applicant - seafarer
CHECKLIST OF REQUIREMENTS**	WHERE TO SECURE
i. Valid Medical Certificate in PEME format	DOH-accredited Medical Clinic/facility
j. MISMO Profile Passport size or 2x2 colored picture in white polo, white background and no name tag	Applicant - seafarer
XXIV. COP in Advance Training for Chemical Tanker Cargo Operations (ATCTCO)	
e. Valid COP in BTOCTCO	Any STCW certification processing centers of MARINA
f. Certificate of Training Completion in ATCTCO	MTI offering MARINA-approved ATCTCO course



g. Certificate of Sea Service with approved seagoing service of at least 3 months on Chemical Tankers, OR at least 1 month of approved onboard training, in supernumerary capacity, which includes at least 3 loading and 3 unloading operations and is documented in an approved training record book.	Concerned manning/crewing/shipping company or Seafarer's Training Record Book
h. Valid Medical Certificate in PEME format	DOH-accredited Medical Clinic/facility
XXV. COP in Basic Training for Liquefied Gas Tanker Cargo Operations (BTLGTCO)	
a. MISMO Profile Passport size or 2x2 colored picture in white polo, white background and no name tag	Applicant - seafarer
b. Valid COP in BT	Any STCW certification processing centers of MARINA
c. Certificate of Sea Service with at least three (3) months of approved seagoing service on liquefied gas tankers. OR	From Concerned manning / crewing / shipping company
d. Certificate of Training Completion in BTLGTCO,	For Training: From MTI offering MARINA-approved BTLGTCO course
e. Valid Medical Certificate in PEME format	DOH-accredited Medical Clinic/facility
f. MISMO Profile Passport size or 2x2 colored picture in white polo, white background and no name tag	Applicant - seafarer
XXVI. COP in Advance Training for Liquefied Gas Tanker Cargo Operations (ATLGTCO)	
e. Valid COP in BTLGTCO	Any STCW certification processing centers of MARINA
f. Certificate of Training Completion in ATLGTCO	MTI offering MARINA-approved ATLGTCO course
CHECKLIST OF REQUIREMENTS**	WHERE TO SECURE
g. Approved seagoing service of at least 3 months on Liquefied Gas Tankers, OR at least 1 month of approved seagoing service onboard training on Liquefied Gas Tankers, in a supernumerary capacity, which includes at least 3 loading and 3 unloading operations and is documented in an approved training record book	Concerned manning / crewing / shipping company OR Seafarer's Training Record Book



h. SIRB first page and entries	Any of the MARINA SIRB processing centers, seafarers
i. Valid Medical Certificate in PEME format	DOH-accredited Medical Clinic/facility
j. MISMO Profile Passport size or 2x2 colored picture in white polo, white background and no name tag	Applicant - seafarer
XXVII. COP in Basic Training for Service on Ships Subject to the IGF Code <i>(NOTE: Seafarers who are holders of valid COP in BTLGTCO are qualified for issuance of COP in Basic Training for Service on Ships subject to the IGF Code)</i>	
d. Certificate of training completion for Basic Training for Service on Ships subject to the IGF Code	MTI offering MARINA-approved Basic Training for service on Ships subject to the IGF Code course
e. SIRB first page and entries	Any of the MARINA SIRB/SRB processing centers Applicant - seafarer
f. Valid Medical Certificate in PEME format	DOH-accredited Medical Clinic/facility
g. MISMO Profile Passport size or 2x2 colored picture in white polo, white background and no name tag	Applicant - seafarer
XXVIII. COP in Advanced Training for Service on Ships Subject to the IGF Code <i>(NOTE: Masters, Engineer Officers and any person with immediate responsibility for care and use of fuels on ships subject to the IGF Code who are holders of valid COP in ATLGTGO are qualified for issuance of COP in Advanced Training for Service on Ships subject to the IGF Code)</i>	
CHECKLIST OF REQUIREMENTS**	WHERE TO SECURE
e. Valid COP in Basic Training for Service on Ships Subject to the IGF Code	Any STCW certification processing centers of MARINA
f. Certificate of training completion for Advanced Training for Service on Ships subject to IGF Code	MTI offering MARINA-approved Advanced Training for service on Ships subject to the IGF Code course



g. Valid Medical Certificate in PEME format	DOH-accredited Medical Clinic/facility
h. Any valid government ID or birth certificate	Any issuing government agency
i. Approved seagoing service of at least 1 month that includes a minimum of 3 bunkering operations onboard ships subject to the IGF Code. Two (2) of the 3 bunkering operations may be replaced by approved simulator training on bunkering operations as part of the approved training in Advanced Training for Ships subject to the IGF Code.	Concerned manning / crewing / shipping company
j. MISMO Profile Passport size or 2x2 colored picture in white polo, white background and no name tag	Applicant – seafarer
XXIX. COP in Basic Training for Ships Operating in Polar Waters	
d. Certificate of Training Completion in Basic Training for Ships Operating in Polar Waters	For Training: From MTI offering MARINA-approved Basic Training for Ships Operating in Polar Waters course
e. At least 3 months approved sea service during the preceding 5 years onboard a ship operating in polar waters performing duties in the deck department at the operational or management level.	For Sea Service: From concerned manning / crewing / shipping company
f. Valid Medical Certificate in PEME format	DOH-accredited Medical Clinic/facility
g. SIRB first page or any valid government ID or birth certificate	For SIRB: From any of the MARINA SIRB/SRB processing centers For ID: Any issuing government agency
h. SIRB first page and entries	Any of the MARINA SIRB/SRB processing centers Applicant – seafarer
CHECKLIST OF REQUIREMENTS**	WHERE TO SECURE
i. MISMO Profile Passport size or 2x2 colored picture in white polo, white background and no name tag	Applicant – seafarer



XXX. COP in Advance Training for Ships Operating in Polar Waters	
d. Valid COP in Basic Training for Ships Operating in Polar Waters	Any STCW certification processing centers of MARINA
e. Certificate of Training Completion in Advance Training for Ships Operating in Polar Waters	For Training: MTI offering MARINA-approved Advanced Training for Ships Operating in Polar Waters course
f. at least 2 months of approved seagoing service in the deck department, at management or operational level, within polar waters	For Sea Service: Concerned manning / crewing / shipping company
g. SIRB first page and entries	Any of the MARINA SIRB/SRB processing centers
h. Valid Medical Certificate in PEME format	DOH-accredited Medical Clinic/facility
i. MISMO Profile Passport size or 2x2 colored picture in white polo, white background and no name tag	Applicant – seafarer
XXXI. FOR REVALIDATION OF COP	
14. COP in Basic Training (BT)	
d. Valid COP in BT	Any STCW certification processing centers of MARINA
e. Certificate of Sea Service with approved seagoing service for a period of at least twelve (12) months in total within the last five (5) years OR three (3) months in total within the last six (6) months prior to the date of revalidation.	Concerned manning / crewing / shipping company
f. SIRB first page and entries	Any of the MARINA SIRB/SRB processing centers
g. Certificate of Training Completion for Refresher Course in BT, OR Certificate of Training Completion in BT (full course) if expired COP in BT or if applicant does not meet the required seagoing service.	MTI offering MARINA-approved Refresher Course in BT and/or BT Course
CHECKLIST OF REQUIREMENTS**	WHERE TO SECURE



h. Medical Certificate in PEME format	DOH-accredited Medical Clinic/facility
i. MISMO Profile Passport size or 2x2 colored picture in white polo, white background and no name tag	Applicant – seafarer
15. COP in Survival Craft and Rescue Boats other than Fast Rescue Boats (SCRB)	
d. Valid COP in SCRB	Any STCW certification processing centers of MARINA
e. Certificate of Sea Service with approved seagoing service for a period of at least twelve (12) months in total within the last five (5) years, OR three (3) months in total within the last six (6) months prior to the date of revalidation.	Concerned manning / crewing / shipping company
f. SIRB first page and entries	Any of the MARINA SIRB/SRB processing centers
g. Certificate of Training Completion for Refresher Course in SCRB, OR Certificate of Training Completion in SCRB (full course), if expired COP in SCRB or if applicant does not meet the required seagoing service.	MTI offering MARINA-approved Refresher Course in SCRB and SCRB Course (full course)
h. Medical Certificate in PEME format	DOH-accredited Medical Clinic/facility
i. MISMO Profile Passport size or 2x2 colored picture in white polo, white background and no name tag	Applicant – seafarer
16. COP in Fast Rescue Boats (FRB)	
e. Valid COPs in SCRB and FRB	Any STCW certification processing centers of MARINA
f. Certificate of Sea Service with approved seagoing service for a period of at least twelve (12) months in total within the last five (5) years, OR three (3) months in total within the last six (6) months prior to the date of revalidation onboard ship fitted with FRB.	Concerned manning / crewing / shipping company
g. Certificate of Training Completion for Refresher Course in FRB OR Certificate of Training Completion in FRB (full course), if expired COP in FRB or if applicant does not meet the required seagoing service.	MTI offering MARINA-approved Refresher Course in FRB and FRB Course (full course)



h. Medical Certificate in PEME format	DOH-accredited Medical Clinic/facility
CHECKLIST OF REQUIREMENTS**	WHERE TO SECURE
i. MISMO Profile Passport size or 2x2 colored picture in white polo, white background and no name tag	Applicant – seafarer
17. COP in Advance Fire Fighting (AFF)	
d. Valid COP in AFF	Any STCW certification processing centers of MARINA
e. Certificate of Sea Service with approved seagoing service for a period of at least twelve (12) months in total within five (5) years, OR three (3) months in total within six (6) months prior to the date of revalidation.	<i>Concerned manning / crewing / shipping company</i>
f. Certificate of Training Completion for Refresher Course in AFF OR Certificate of Training Completion in AFF (full course), if expired COP in AFF or if applicant does not meet the required seagoing service.	<i>MTI offering MARINA-approved Refresher Course in AFF and AFF Course (full course)</i>
g. Medical Certificate in PEME format	<i>DOH-accredited Medical Clinic/facility</i>
h. SIRB first page and entries	<i>Any of the MARINA SIRB/SRB processing centers</i> <i>Applicant – seafarer</i>
i. MISMO Profile Passport size or 2x2 colored picture in white polo, white background and no name tag	<i>Applicant – seafarer</i>
18. COP in Basic Training for Oil and Chemical Tankers Cargo Operations (BTOCTCO) of Master, Chief Engineer Officer, Chief Mate, Second Engineer Officer, Officer in Charge of a Navigational Watch, and Officer in Charge of an Engineering Watch	
c. Valid COP in BTOCTCO	<i>Any STCW certification processing centers of MARINA</i>
d. Certificate of Sea Service with approved seagoing service for a period of at least three (3) months in total within the last five (5) years prior to the date of revalidation onboard Oil or Chemical Tanker, OR	<i>From concerned manning / crewing / shipping company</i>



e. Certificate of Training Completion in BTOCTCO, if expired COP in BTOCTCO or if applicant does not meet the required seagoing service.	<i>From MTI offering MARINA-approved BTOCTCO Course</i>
CHECKLIST OF REQUIREMENTS**	WHERE TO SECURE
f. SIRB first page and entries	Any of the MARINA SIRB/SRB processing centers Applicant – seafarer
g. Medical Certificate in PEME format	DOH-accredited Medical Clinic/facility
h. MISMO Profile Passport size or 2x2 colored picture in white polo, white background and no name tag	Applicant – seafarer
19. COP in Advanced Training for Oil Tanker Cargo Operations (ATOTCO) of Master, Chief Engineer Officer, Chief Mate, and Second Engineer Officer	
c. Valid COP in ATOTCO	Any STCW certification processing centers of MARINA
d. Medical Certificate in PEME format	DOH-accredited Medical Clinic/facility
e. Certificate of Sea Service with approved seagoing service for a period of at least three (3) months in total within the last five (5) years prior to the date of revalidation in the capacity as Master, Chief Engineer Officer, Chief Mate, and Second Engineer Officer, as appropriate, onboard Oil Tanker, OR	From concerned manning / crewing / shipping company
f. Certificate of Training Completion in ATOTCO, if expired COP in ATOTCO or if applicant does not meet the required seagoing service.	From MTI offering MARINA-approved ATOTCO Course
g. MISMO Profile Passport size or 2x2 colored picture in white polo, white background and no name tag	Applicant – seafarer



20. COP in Advanced Training for Chemical Tanker Cargo Operations (ATCTCO) of Master, Chief Engineer Officer, Chief Mate, and Second Engineer Officer	
c. Valid COP in ATCTCO	Any STCW certification processing centers of MARINA
CHECKLIST OF REQUIREMENTS**	WHERE TO SECURE
d. Certificate of Sea Service with approved seagoing service for a period of at least three (3) months in total within the last five (5) years prior to the date of revalidation in the capacity as Master, Chief Engineer Officer, Chief, or Second Engineer Officer, as appropriate, onboard Chemical Tanker. OR	From concerned manning / crewing / shipping company
e. Certificate of Training Completion in ATOTCO, if expired COP in ATCTCO or if applicant does not meet the required seagoing service.	MTI offering MARINA-approved ATCTCO Course
f. SIRB first page and entries	Any of the MARINA SIRB processing centers, seaf
g. Medical Certificate in PEME format	DOH-accredited Medical Clinic/facility
h. MISMO Profile Passport size or 2x2 colored picture in white polo, white background and no name tag	Applicant – seafarer
21. COP in Basic Training for Liquefied Gas Tanker Cargo Operations (BTLGTCO) of Master, Chief Engineer Officer, Chief Mate, Second Engineer Officer, Officer in Charge of a Navigational Watch, and Officer in Charge of an Engineering Watch	
c. Valid COP in BTLGTCO	Any STCW certification processing centers of MARINA
d. Approved seagoing service for a period of at least three (3) months in total within the last five (5) years prior to the date of revalidation onboard Liquefied Gas Tanker, OR	From concerned manning / crewing / shipping company



e. Certificate of Training Completion in BTLGTCO, if expired COP in BTLGTCO or if applicant does not meet the required seagoing service.	MTI offering MARINA-approved BTOCTCO Course
f. Medical Certificate in PEME format	DOH-accredited Medical Clinic/facility
g. MISMO Profile Passport size or 2x2 colored picture in white polo, white background and no name tag	Applicant – seafarer
22. COP in Advanced Training for Liquefied Gas Tanker Cargo Operations (ATLGTCO) of Master, Chief Engineer Officer, Chief Mate, and Second Engineer Officer	
CHECKLIST OF REQUIREMENTS**	WHERE TO SECURE
c. Valid COP in ATLGTCO	Applicant – seafarer
d. Medical Certificate in PEME format	DOH-accredited Medical Clinic/facility
e. Certificate of Sea Service with approved seagoing service for a period of at least three (3) months in total within the last five (5) years prior to the date of revalidation in the capacity as Master, Chief Engineer Officer, Chief, or Second Engineer Officer, as appropriate, onboard Liquefied Gas Tanker, OR	From concerned manning / crewing / shipping company
f. Certificate of Training Completion in ATOTCO, if expired COP in ATLGTCO or if applicant does not meet the required seagoing service.	MTI offering MARINA-approved ATCTCO Course
g. MISMO Profile Passport size or 2x2 colored picture in white polo, white background and no name tag	Applicant – seafarer
23. COP in Basic Training for Ships Operating in Polar Waters of Master, Chief Mate and Officer-in-Charge of a Navigational Watch	
d. Approved seagoing service for at least 2 months in total within the last 5 years prior to revalidation in the capacity as Master, Chief Mate or OIC of a Navigational Watch onboard ships operating in Polar Waters, OR	Concerned manning / crewing / shipping company



e. Certificate of Assessment evidence of passing the assessment in an approved Basic Training for Ships Operating in Polar Waters, OR	Accredited Assessment Center
f. Certificate of Training Completion in Basic Training for Ships Operating in Polar Waters	MTI offering MARINA-approved Basic Training for Ships Operating in Polar Waters course
g. Valid Medical Certificate in PEME format	DOH-accredited Medical Clinic/facility
h. SIRB first page and entries	Any MARINA SIRB/SRB processing centers
CHECKLIST OF REQUIREMENTS**	WHERE TO SECURE
i. MISMO Profile Passport size or 2x2 colored picture in white polo, white background and no name tag	<i>Applicant – seafarer</i>
24. COP in Advance Training for Ships Operating in Polar Waters for Master and Chief Mate	
c. Certificate of Sea Service with approved seagoing service of at least 2 months in total within the Last 5 years prior to revalidation in the capacity either as a Master or Chief Mate onboard ships operating in Polar Waters, OR	<i>Concerned manning / crewing / shipping company</i>
d. Certificate of Assessment evidence of passing the assessment in an approved Advanced Training for Ships operating in Polar Waters, OR	Accredited Assessment Center
e. Certificate of Training Completion in Advanced Training for Ships Operating in Polar Waters.	MTI offering MARINA-approved Advanced Training for Ships Operating in Polar Waters course
f. COP in Basic Training for Ships Operating on Polar Waters	Any STCW certification processing centers of MARINA
g. Valid Medical Certificate in PEME format	DOH-accredited Medical Clinic/facility
h. MISMO Profile Passport size or 2x2 colored picture in white polo, white background and no name tag	Applicant – seafarer



25. COP in Basic Training for Service on Ships subject to the IGF Code	
c. Certificate of Training Completion on Refresher in Basic Training for Service on Ships subject to the IGF Code.	MTI offering MARINA-approved Refresher in Basic Training for Service on Ships subject to the IGF Code.
d. Valid Medical Certificate in PEME format	DOH-accredited Medical Clinic/facility
e. MISMO Profile Passport size or 2x2 colored picture in white polo, white background and no name tag	Applicant – seafarer
26. COP in Advanced Training for Service on Ships subject to the IGF Code of Master, Chief Engineer Officer, Second Engineer Officer, Officer-in-Charge of an Engineering Watch, and all personnel with immediate responsibility for the care and use of fuels and fuel systems on ships subject to the IGF Code	
CHECKLIST OF REQUIREMENTS**	WHERE TO SECURE
c. Certificate of Training Completion on Refresher in Advanced Training for Service on Ships subject to the IGF Code.	MTI offering MARINA-approved Refresher in Advanced Training for Service on Ships subject to the IGF Code.
d. Valid COP for ATSSIC	Any STCW certification processing centers of MARINA
e. Valid Medical Certificate in PEME format	DOH-accredited Medical Clinic/facility
f. MISMO Profile Passport size or 2x2 colored picture in white polo, white background and no name tag	Applicant - seafarer
XXXII. FOR REPLACEMENT OF COP	
5. Duly notarized Affidavit in case of lost or damaged COP or if the COP has wrong information entry. <i>The Affidavit should state the circumstances of the loss or damage or the wrong details of information, and give description of the certificate/s to be replaced.</i>	Applicant seafarers
6. In case the seafarer is onboard ship:	Concerned manning/crewing agency / shipping company



<ul style="list-style-type: none"> • letter from the concerned manning agency / crewing agency / shipping company requesting for the replacement of the COP duly signed by authorized official; • Affidavit of Loss or Damage • employment contract approved by the POEA; • Oath of undertaking; and • Ship's crew list. 	
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CHECKLIST OF REQUIREMENTS:** All documentary requirements must be uploaded / inputted into the MISMO system

2. Issuance, Revalidation and Replacement of Certificate of Competency (COC) and Certificate of Endorsement (COE)

CHECKLIST OF REQUIREMENTS**	WHERE TO SECURE
I. FOR ISSUANCE OF COC / COE	
1. COC/COE for Officer in Charge of a Navigational Watch (OIC-NW) on Ships of 500 GT or more under Regulation II/1 of the STCW Convention, 1978, as amended	
a. Passed the Theoretical Examination for Deck Operational Level	Any of the MARINA Examination & Assessment Centers
b. Passed the Practical Assessment for Deck Operational Level	Any of the Assessment Centers (ACs) offering MARINA-approved Practical Assessment for OIC-NW
c. Valid Certificates of Proficiency (COPs) in BT, SCRB, AFF, MEFA and COC for GMDSS Radio Operator	Any of the STCWO certification processing centers
d. Transcript of Records (TOR) in Bachelor of Science in Marine Transportation (BSMT) with Special Order number or Certification, Authentication and Verification (CAV).	Concerned MHEI offering CHED-approved BSMT program



h. Certificate of Training Completion in Updating Training programs for OIC-NW (Part A and Part B) under STCW Circular 2015-03. NOTE: Seafarers applying for issuance of COC as OIC-NW who started their First-Year of BSMT study on or before SY 2012-2013 must complete these training programs.	Any MTI offering MARINA-approved Updating Training course
CHECKLIST OF REQUIREMENTS**	WHERE TO SECURE
i. Valid Medical Certificate in PEME format	DOH-accredited Medical Clinic/facility
j. MISMO Profile Passport size or 2x2 colored picture in white polo, white background and no name tag	Applicant - seafarer
2. COC/COE for GMDSS Radio Operator under Regulation IV/2 of the STCW Convention, 1978, as amended	
e. Certificate of Training Completion on approved training course for GMDSS Radio Operator	Any MTI offering MARINA-approved training course for GMDSS Radio Operator
f. Passed the Theoretical Examination for GMDSS Radio Operator	Any of the MARINA Examination & Assessment Centers
g. Passed the Practical Assessment for GMDSS Radio Operator	Any Assessment Center (AC) offering MARINA-approved Practical Assessment for OIC-NW GMDSS
h. Valid Medical Certificate in PEME format	DOH-accredited Medical Clinic/facility
i. Valid SIRB	Applicant - seafarer
j. MISMO Profile Passport size or 2x2 colored picture in white polo, white background and no name tag	Applicant - seafarer



3. COC/COE for Chief Mate under Regulation II/2 of the STCW Convention, 1978, as amended i. Passed the Theoretical Examination for Deck Management Level	Any of the MARINA Examination & Assessment Centers
j. Passed the Practical Assessment for Deck Management Level	<i>Any Assessment Center (AC) offering MARINA-approved Practical Assessment for Deck Management Level</i>
k. Valid COC as OIC-NW l.	<i>Any of the STCWO certification processing centers</i>
m. Valid COPs in BT, SCRB, AFF, and MEFA	<i>Any of the STCWO certification processing centers</i>
CHECKLIST OF REQUIREMENTS**	WHERE TO SECURE
n. Updating Training programs for Officer in Charge of a Navigational watch (Part A & Part B) under STCW Circular 2015-03. NOTE: Seafarers applying for issuance of COC as Chief Mate who started their First-Year of BSMT study on or before SY 2012-2013 must complete these training programs in order to qualify to take the Management Level course for Marine Deck Officer.	<i>MTI offering MARINA-approved Part B of the Updating Training for OIC-NW.</i>
o. SIRB first page and entries	<i>Any of the MARINA SIRB/SRB processing centers</i> <i>Applicant - seafarer</i>
p. Certificate of Training Completion in the new Management Level Course (MLC) for Marine Deck Officers OR Certificate of Training Completion in Updating Course for MLC for Marine Deck Officers, if applicable, under MARINA Circular 2014-01.	<i>MTI offering MARINA-approved MLC for Deck Officers and Updating Course for MLC Marine Deck Officer</i>
q. Approved Seagoing Service of not less than 12 months as OIC-NW on ship 500 gross tonnage or more	<i>Concerned manning/crewing/shipping company</i>
r. Valid Medical Certificate in PEME format	<i>DOH-accredited Medical Clinic/facility</i>



s. MISMO Profile Passport size or 2x2 colored picture in white polo, white background and no name tag	<i>Applicant - seafarer</i>
4. COC/COE for Master Mariner under Regulation II/2 of the STCW Convention, 1978, as amended	
k. Passed the Theoretical Examination for Deck Management Level	<i>Any of the MARINA Examination & Assessment Centers</i>
l. Passed the Practical Assessment for Deck Management Level	<i>Any Assessment Center (AC) offering MARINA-approved Practical Assessment for Management Level</i>
m. Valid COC as OIC-NW or as Chief Mate, as applicable	<i>Any of the STCWO certification processing centers</i>
n. Valid COPs in BT, SCRB, AFF, MEFA, MECA	<i>Any of the STCWO certification processing centers</i>
CHECKLIST OF REQUIREMENTS**	WHERE TO SECURE
o. Approved seagoing service on ship of 500 gross tonnage or more of: 3. not less than 36 months as OIC-NW; OR 4. not less than 12 months as OIC-NW plus 12 months as Chief Mate	<i>Concerned manning/crewing/shipping company</i>
p. SIRB first page and entries	<i>Applicant-seafarer</i>
q. Updating Training for Officer in Charge of a Navigational Watch (Part A & Part B under STCW Circular 2015-03) NOTE: Seafarers applying for issuance of COC as Master who started their First-Year of BSMT study on or before SY 2012-2013 must complete these training programs in order to qualify to take the Management Level course for Marine Deck Officer.	<i>MTI offering MARINA-approved course</i>



r. Transcript of Records for BSMT (Applicable only for seafarer applying from Operational Level to Management Level who started their first year of BSMT from S.Y 2013-2014)	Any CHED Accredited MHEIs offering MARITIME Courses
s. Certificate of Training Completion in MLC for Marine Deck Officer OR Certificate of Training Completion in Updating Course for MLC for Marine Deck Officer if applicable, under MARINA Circular 2014-01.	MTI offering MARINA-approved course
t. Valid Medical Certificate in PEME format	DOH-accredited Medical Clinic/facility
u. MISMO Profile Passport size or 2x2 colored picture in white polo, white background and no name tag	Applicant - seafarer
CHECKLIST OF REQUIREMENTS**	WHERE TO SECURE
5. COC/COE for Officer in Charge of an Engineering Watch (OIC-EW) on ships powered by main propulsion machinery of 750kW propulsion power or more	
g. Passed the Theoretical Examination for OIC-EW	Any of the MARINA Examination processing centers
h. Passed the Practical Assessment for OIC-EW	Any AC offering MARINA-approved Practical Assessment
i. Valid COPs in BT, SCRB, AFF, MEFA	Any STCW certification processing centers of MARINA
j. Transcript of Records (TOR) in Bachelor of Science in Marine Engineering (BSMarE) with S.O number or CAV	Any CHED Accredited MHEIs offering BSMarE program
k. Updating Training programs for Officer in Charge of an Engineering Watch (Part A & Part B) under STCW Circular 2015-03	MTI offering MARINA-approved course



NOTE: Seafarers applying for issuance of COC as OIC-EW who started their First-Year of BSMarE study on or before SY 2012-2013 must complete these training programs.	
I. Valid Medical Certificate in PEME format	DOH-accredited Medical Clinic/facility
m. MISMO Profile Passport size or 2x2 colored picture in white polo, white background and no name tag	Applicant - seafarer
6. COC/COE for SECOND ENGINEER OFFICER under Regulation III/2 of the STCW Convention, 1978, as amended	
i. Passed the Theoretical Examination for Management Level Marine Engineer Officers	Any of the MARINA Examination & Assessment centers
j. Practical Assessment for Management Level Marine Engineer Officers	AC offering MARINA-approved Practical Assessment for Engine Management Level
k. Valid COPs in BT, SCRB, AFF, MEFA	Any STCW certification processing centers of MARINA
CHECKLIST OF REQUIREMENTS**	WHERE TO SECURE
I. Updating Training programs for OIC-EW (Part A & Part B) under STCW Circular 2015-03. NOTE: Seafarers applying for issuance of COC as Second Engineer Officer who started their First-Year of BSMarE study on or before SY 2012-2013 must complete these training programs.	MTI offering MARINA-approved Updating Training programs
m. Certificate of Training Completion in MLC for Marine Engineer Officers OR Certificate of Training Completion in Updating Course for MLC for Marine Engineer Officers, if applicable, under MARINA Circular 2014-01.	MTI offering MARINA-approved MLC for Marine Engine Officers and Updating Training for MLC for Marine Engine Officers



n. Approved Seagoing Service of not less than 12 months as OIC-EW on ship with 750kW propulsion power or more	<i>Concerned manning/crewing/shipping company</i>
o. SIRB first page and entries	<i>Any of the MARINA SIRB/SRB processing centers</i>
p. Valid Medical Certificate in PEME format	<i>DOH-accredited Medical Clinic/facility</i>
q. MISMO Profile Passport size or 2x2 colored picture in white polo, white background and no name tag	<i>Applicant - seafarer</i>
7. COC/COE for CHIEF ENGINEER OFFICER under Regulation III/2 of the STCW Convention, 1978, as amended	
j. Passed the Theoretical Examination for Management Level Marine Engineer Officers	<i>Any of the MARINA Examination & Assessment Centers</i>
k. Practical Assessment for Management Level Marine Engineer Officers	<i>Any Assessment Center (AC) offering MARINA-approved Practical Assessment for Management Level</i>
CHECKLIST OF REQUIREMENTS**	WHERE TO SECURE
l. Valid COPs in BT, SCRB, AFF, MEFA,	<i>Any STCW certification processing centers of MARINA</i>
m. Approved seagoing service on ship with 750kW propulsion power or more of: 3. not less than 36 mos. as OIC-EW; OR 4. not less than 12 months as OIC-EW plus 12 months as Second Engineer Officer	<i>Concerned manning/crewing/shipping company</i>
n. SIRB first page and entries	<i>Any of the MARINA SIRB/SRB processing centers</i> <i>Applicant - seafarer</i>



<p>o. Updating Training programs for OIC-EW (Part A & Part B) under STCW Circular 2015-03</p> <p>NOTE: Seafarers applying for issuance of COC as Chief Engineer Officer who started their First-Year of BSMarE study on or before SY 2012-2013 must complete these training programs in order to qualify to take the Management Level course for Marine Engineer Officer.</p>	<p>Any MTI offering MARINA-approved Updating Training program for OIC-EW</p>
<p>p. TOR for BSMarE (Applicable only for seafarer applying from Operational Level to Management Level who started their first year of BSMarE study from S.Y 2013-2014)</p>	<p>Any CHED-accredited MHEI offering BSMarE program</p>
<p>q. Certificate of Training Completion in MLC for Marine Engine Officers OR Certificate of Training Completion in Updating Course for MLC for Marine Engine Officers, if applicable, under MARINA Circular 2014-01.</p>	<p>MTI offering MARINA-approved course</p>
<p>r. Valid Medical Certificate in PEME format</p>	<p>DOH-accredited Medical Clinic/facility</p>
<p>s. MISMO Profile Passport size or 2x2 colored picture in white polo, white background and no name tag</p>	<p>Applicant - seafarer</p>
CHECKLIST OF REQUIREMENTS**	WHERE TO SECURE
<p>8. COC/COE for ELECTRO TECHNICAL OFFICERS (ETO) under Regulation III/6 of the STCW Convention, 1978, as amended</p>	
<p>g. Completed approved ETO Course which includes 4 months of workshop skills training</p>	<p>MTI offering MARINA-approved ETO course</p>



h. Passed the Practical Assessment for Electro-Technical Officer (ETO)	<i>AC offering MARINA-approved Practical Assessment for ETO</i>
i. Approved seagoing service on ship powered by main propulsion machinery of 750kW propulsion power or more of: 3. Not less than 8 months of structured ETO onboard training documented in an approved Training Record Book (TRB); OR	<i>Concerned manning/crewing/shipping company</i>
4. Not less than thirty-two (32) months in the engine department	
j. Valid COPs in BT, SCRB, AFF, and MEFA	<i>Any STCWO certification processing centers</i>
k. SIRB first page and entries	<i>Any of the MARINA SIRB/SRB processing centers Applicant - seafarer</i>
l. Valid Medical Certificate in PEME format	<i>DOH-accredited Medical Clinic/facility</i>
m. MISMO Profile Passport size or 2x2 colored picture in white polo, white background and no name tag	<i>Applicant - seafarer</i>
CHECKLIST OF REQUIREMENTS**	WHERE TO SECURE
II. FOR REVALIDATION OF COC / COE	
9. COC/COE for Officer in Charge of a Navigational Watch (OIC-NW) on Ships of 500 GT or more under Regulation II/1 of the STCW Convention, 1978, as amended	



d. Valid COPs in BT, SCRB, AFF, and MEFA.	<i>Any STCWO certification processing centers</i>
e. Valid COC / COE as OIC-NW & COC for GMDSS Radio Operator NOTE: <i>If expired COC, must complete and pass Practical Assessment for OIC-NW</i>	<i>For COC/COE:</i> <i>Any STCWO certification processing centers</i> <i>For practical assessment:</i> <i>Any AC offering MARINA-approved Practical Assessment for OIC-NW</i>
f. Approved seagoing service on ship of 500 gross tonnage or more as OIC NW for a period of not less than: c. three (3) months within the last six (6) months; OR d. twelve (12) months within the last five (5) years NOTE: <i>If failure to meet the required seagoing service, must complete and pass Practical Assessment for OIC-NW.</i>	<i>For sea service:</i> <i>Concerned manning/crewing/shipping company</i> <i>For practical assessment:</i> <i>Any AC offering approved Practical Assessment for OIC-NW</i>
g. SIRB first page and entries	<i>Any of the MARINA SIRB/SRB processing centers</i> <i>Applicant - seafarer</i>
h. Transcript of Records (TOR) in Bachelor of Science in Marine Transportation (BSMT) with S.O. no or CAV (if COC is still issued by PRC)	<i>Concerned MHEI offering CHED-approved BSMT program</i>
i. Valid Medical Certificate in PEME format	<i>DOH-accredited Medical Clinic/facility</i>
CHECKLIST OF REQUIREMENTS**	WHERE TO SECURE



j. For holder of PRC COC/COE as OIC-NW: Updating Training for OIC-NW – Part A (Those who started their first year of BSMT from SY 2013-2014 onwards are exempted)	MTI offering MARINA-approved Updating Training program for OIC-NW
k. MISMO Profile Passport size or 2x2 colored picture in white polo, white background and no name tag	Applicant - seafarer
10.COC/COE for CHIEF MATE under Regulation II/2 of the STCW Convention, 1978, as amended	
g. Valid COPs in BT, SCRB, AFF, MEFA & MECA	Any STCW certification processing centers of MARINA
h. Valid COC/COE as Chief Mate NOTE: If expired COC, must complete and pass Practical Assessment for Chief Mate.	For COC/COE: Any STCW certification processing center For practical assessment, Any MTI offering Practical Assessment for Chief Mate
i. Approved seagoing service on ship 500 gross tonnage or more as Chief Mate for a period of not less than three (3) months within the last six (6) months OR twelve (12) months within the last five (5) years NOTE: If failure to meet the required seagoing service, must complete and pass Practical Assessment for Chief Mate.	Concerned manning/crewing/shipping company For practical assessment, Any MTI offering Practical Assessment for Chief Mate
j. SIRB first page and entries showing approved seagoing service k.	Any of the MARINA SIRB/SRB processing centers Applicant - seafarer
l. Valid Medical Certificate in PEME format	DOH-accredited Medical Clinic/facility
CHECKLIST OF REQUIREMENTS**	WHERE TO SECURE



<p>m. For holder of PRC-issued COC/COE as Chief Mate: Training Completion for MLC Marine Deck Officers OR certificate of completion of training in MLC updating, if applicable</p> <p><i>(Those who started their first year of BSMT from SY 2013-2014 onwards are exempted)</i></p>	<p><i>MTI offering MARINA-approved course</i></p>
<p>n. MISMO Profile Passport size or 2x2 colored picture in white polo, white background and no name tag</p>	<p><i>Applicant – seafarer</i></p>
<p>11. COC/COE for MASTER MARINER under Regulation II/2 of the STCW Convention, 1978, as amended</p>	
<p>g. Valid COPs in BT, SCRB, AFF, MEFA & MECA</p>	<p><i>Any STCW certification processing centers of MARINA</i></p>
<p>h. Valid COC and COE as Master Mariner</p> <p>NOTE: <i>If expired COC, must complete and pass Practical Assessment for Master</i></p>	<p><i>Any STCW certification processing centers of MARINA</i></p> <p><i>Any AC offering approved Practical Assessment for Master Mariner</i></p>
<p>i. Approved seagoing service on ship 500 gross tonnage or more as Master Mariner for a period of not less than:</p> <p>4. three (3) months within the last six (6) months; OR</p> <p>5. twelve (12) months within the last five (5) years</p> <p>NOTE: <i>If failure to meet the required seagoing service, must complete and pass Practical Assessment for Master.</i></p>	<p><i>Concerned manning/crewing/shipping company</i></p> <p><i>Any AC offering approved Practical Assessment for Master Mariner</i></p>
<p>j. SIRB first page and entries showing approved seagoing service</p>	<p><i>Any MARINA SIRB/SRB processing centers</i></p> <p><i>Applicant-seafarer</i></p>
<p>k. Valid Medical Certificate in PEME format</p>	<p><i>DOH-accredited Medical Clinic/facility</i></p>
<p>l. MISMO Profile Passport size or 2x2 colored picture in white polo, white background and no name tag</p>	<p><i>Applicant – seafarer</i></p>



CHECKLIST OF REQUIREMENTS**	WHERE TO SECURE
g. For holder of PRC COC/COE as Master Mariner: Training Completion in MLC Marine Deck Officers (include certificate of completion of training in MLC updating, if applicable)	<i>MTI offering MARINA-approved MLC for Marine Deck Officers</i>
12. COC/COE for OIC-EW	
g. Valid COPs in BT, SCRB, AFF, and MEFA.	<i>Any STCWO certification processing centers</i>
h. Valid COC/COE as OIC EW NOTE: <i>If expired COC, must complete and pass Practical Assessment for OIC-EW</i>	<i>Any STCWO certification processing centers</i>
i. Approved seagoing service on ship of 750kW propulsion power or more as OIC-EW for a period of not less than: 3. three (3) months within the last six (6) months; OR 4. twelve (12) months within the last five (5) years NOTE: <i>If failure to meet the required seagoing service, must complete and pass Practical Assessment for OIC-EW.</i>	<i>Concerned manning/crewing/shipping company</i> <i>Any AC offering approved Practical Assessment for OIC-EW</i>
j. SIRB first page and entries	<i>Any of the MARINA SIRB/SRB processing centers</i>
k. Valid Medical Certificate in PEME format	<i>DOH-accredited Medical Clinic/facility</i>
l. MISMO Profile Passport size or 2x2 colored picture in white polo, white background and no name tag	<i>Applicant - seafarer</i>
m. For holder of PRC COC/COE as OIC-EW: Updating Training for OIC-EW – Part A and B (Those who started their first year of BS MaRe from SY 2013-2014 onwards are exempted)	<i>MTI offering MARINA-approved course</i>
13. COC/COE for 2nd Engineer Officer	



g. Valid COPs in BT, SCRB, AFF, MEFA & MECA	Any STCW certification processing centers
h. Valid COC/COE as Second Engineer Officer	Any STCW certification processing centers
CHECKLIST OF REQUIREMENTS**	WHERE TO SECURE
NOTE: <i>If expired COC, must complete and pass Practical Assessment for Second Engineer Officers</i>	Any AC offering approved Practical Assessment for Second Engineer
i. Approved seagoing service on ship with 750kW propulsion power or more as Second Engineer for a period of not less than: 3. three (3) months within the last six (6) months; OR 4. twelve (12) months within the last five (5) years NOTE: <i>If failure to meet the required seagoing service, must complete and pass Practical Assessment for Second Engineer Officers</i>	concerned manning/crewing/shipping company
j. SIRB first page and entries	Any of the MARINA SIRB/SRB processing centers Applicant - seafarer
k. Valid Medical Certificate in PEME format	DOH-accredited Medical Clinic/facility
l. MISMO Profile Passport size or 2x2 colored picture in white polo, white background and no name tag	Applicant - seafarer
m. For holder of PRC COC/COE as 2/E: Training Completion for MLC ENGINE (include certificate of completion of training in MLC updating, if applicable) <i>(Those who started their first year of BSMT from SY 2013-2014 onwards are exempted)</i>	MTI offering MARINA-approved course
14. COC/COE for Chief Engineer Officer	
g. Valid COPs in BT, SCRB, AFF, MEFA & MECA	Any STCW certification processing centers of MARINA



h. Valid COC and COE as Chief Engineer Officer NOTE: <i>If expired COC, must complete and pass Practical Assessment for Chief Engineer Officer</i>	<i>Any STCW certification processing centers of MARINA</i> <i>Any MTI offering Practical Assessment for Chief Engineer</i>
CHECKLIST OF REQUIREMENTS**	WHERE TO SECURE
i. Approved seagoing service on ship 750kW propulsion power or more as Chief Engineer Officer for a period of not less than: 3. three (3) months within the last six (6) months; OR 4. twelve (12) months within the last five (5) years NOTE: <i>If failure to meet the required seagoing service, must complete and pass Practical Assessment for Chief Engineer Officers</i>	<i>concerned manning/crewing/shipping company</i> <i>Any MTI offering Practical Assessment for Chief Engineer</i>
j. SIRB first page and entries	<i>Any of the MARINA SIRB/SRB processing centers</i>
k. Valid Medical Certificate in PEME format	<i>DOH-accredited Medical Clinic/facility</i>
l. MISMO Profile Passport size or 2x2 colored picture in white polo, white background and no name tag	<i>Applicant - seafarer</i>
m. For holder of PRC COC/COE as Master Mariner: Training Completion in MLC Engine (include certificate of completion of training in MLC updating if applicable) <i>Those who started their first year of BSMT from SY 2013-2014 onwards are exempted)</i>	<i>MTI offering MARINA-approved course</i>
15.COC for GMDSS RADIO OPERATORS	
e. COC as GMDSS Radio operator NOTE: <i>If expired COC, must complete and pass Practical Assessment for GMDSS Radio Operator</i>	<i>Any STCW certification processing centers of MARINA</i> <i>Any AC offering approved Practical Assessment for GMDSS</i>



f. Approved seagoing service on ship of 500 gross tonnage or more as OIC-NW or GMDSS Radio Operator for a period of not less than: 3. three (3) months within the last six (6) months; OR 4. twelve (12) months within the last five (5) years	<i>concerned manning/crewing/shipping company</i>
CHECKLIST OF REQUIREMENTS**	WHERE TO SECURE
NOTE: <i>If failure to meet the required seagoing service, must complete and pass Practical Assessment for GMDSS Radio Operator</i>	
g. SIRB first page and entries	<i>Any of the MARINA SIRB/SRB processing centers</i>
h. Valid Medical Certificate in PEME format	<i>DOH-accredited Medical Clinic/facility</i>
i. MISMO Profile Passport size or 2x2 colored picture in white polo, white background and no name tag	<i>Applicant - seafarer</i>
16.COC/COE for ELECTRO-TECHNICAL OFFICERS (ETO)	
e. Valid COC and COE for ETO NOTE: <i>If expired COC, must complete and pass Practical Assessment for ETO</i>	<i>Any STCW certification processing centers of MARINA</i> <i>Any AC offering approved Practical Assessment for ETO</i>
f. Approved seagoing service on ship powered by main propulsion machinery of 750kW propulsion power or more for a period of not less than: 1. twelve (12) months within the last five (5) years as ETO prior to the date of application; OR 2. three (3) months within the last 6 months as ETO prior to the date of application	<i>concerned manning/crewing/shipping company</i>



NOTE: <i>If failure to meet the required seagoing service, must complete and pass Practical Assessment for ETO</i>	
3. SIRB first page and entries	<i>Any of the MARINA SIRB/SRB processing centers</i>
4. Valid Medical Certificate in PEME format	<i>DOH-accredited Medical Clinic/facility</i>
5. MISMO Profile Passport size or 2x2 colored picture in white polo, white background and no name tag	<i>Applicant - seafarer</i>
CHECKLIST OF REQUIREMENTS**	WHERE TO SECURE
III. FOR REPLACEMENT OF COP	
1. Duly notarized Affidavit in case of lost or damaged COP or if the COP has wrong information entry. <i>The Affidavit should state the circumstances of the loss or damage or the wrong details of information, and give description of the certificate/s to be replaced.</i>	<i>Applicant seafarers</i>
2. In case the seafarer is onboard ship: <ul style="list-style-type: none">• letter from the concerned manning agency / crewing agency / shipping company requesting for the replacement of the COP duly signed by authorized official;• Affidavit of Loss or Damage• employment contract approved by the POEA;• Oath of undertaking; and• ship's crew list.	<i>Concerned manning/crewing agency / shipping company</i>

****Checklist of Requirements: All documentary requirements must be uploaded or inputted into the MISMO system**



Step by Step Procedure for Final Evaluation and Releasing of Certificates

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
9. Fill up the log sheet	3. Assigned Staff should see to it that the seafarer fully filled up the log sheet before entering in the vicinity		30 sec.	Assigned Staff
10. For Final Evaluation	4. Final Evaluator should check in the MISMO system Final Evaluator's account if the seafarer's name		5 - 10 min.	Final Evaluator



	appeared, then request the seafarer to bring out all the original documents he/she uploaded in the MISMO system for counterchecking and evaluation. If no problem, Press confirmed.			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
11. For Printing of Certificate/s	5. Printing clerk should check in MISMO system Printing Clerk's account if the seafarer's name appeared. If no problem then print the seafarer's certificate. Press Confirmed		2 - 5 min.	Printing Clerk
12. Validation of certificates	4. Validator check in the MISMO system Validator's account		2 min.	Validator



	<p>if the seafarer's name appeared. Check and validate the certificate, if there is no problem, press confirmed</p> <p>Note: <i>Validator should be a MARINA Regular Employee</i></p>			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. For Releasing of Certificate/s	13. Releasing Clerk should check in the MISMO system Releasing Clerk account if the seafarer's name appeared. Stamp documentary tax and dry seal the certificate. Make sure the seafarer sign in the log sheet. Then release the certificate.		3 min.	Printing Clerk



	Press Released button			
END OF TRANSACTION		TOTAL	(total fees to be paid)	(20 min. 30 sec.)

Standard Processing Time	Entry Log In:	30 seconds
	Final Evaluation:	5 – 10 Minutes
	Printing:	2 – 5 Minutes
	Validation:	2 Minutes
	Releasing:	3 Minutes
Total	20 Minutes & 30 seconds	

Processing Fee	
<i>Payment of fee/s to selected payment center + P30.00 service charge</i>	
Regular application/COP	₱ 200.00
Regular application/COC	₱ 1000.00
Regular application/COE	₱ 1000.00
Regular application/GOC	₱ 1000.00

Documentary Requirements to be uploaded to MISMO System:

- Applicant/Seafarer should upload documentary requirements



- Manning/Shipping Company should upload Certificate of Sea Service of their crews
- MTI should upload Training Certificates and TCROA of their trainees
- Medical Clinic should upload Medical Certificates of their client/seafarer

1. Application for the Issuance / Renewal of Ship Safety Certificate (PSSC/ CSSC/ CSSEC/ CSSCC/ FVSC)

The processing of application for issuance of various ship safety certificates involves conduct of inspection of the vessel in its most convenient available time and location. Ship safety inspection is conducted by qualified technical MSS engineers who are trained to undertake the said inspection

Certificates being issued are valid for one (1) year and shall be applied for renewal before its validity came to expire.

Office/Division:	MRO Maritime Safety Unit
Classification:	Simple / Complex



Type of Transaction:		Government to Business			
Who may avail:		Shipping Companies, Fishing Companies, Ship Owners/Operators/Designated Person Ashore			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1. Client files two (2) copies of original letter request			Company / Owner / Operator / DPA		
2. Original copy or one (1) photocopy of the expired or about to expire certificates			Company / Owner / Operator / DPA		
3. One (1) photocopy of Class Certificate (For classed ship)			Classification Society		
4. One (1) photocopy of Civil Liability Certificate (For Tankers)			MRO Domestic Unit		
5. One (1) photocopy of Certificate of Public Convenience (Except Fishing vessel)			MRO Franchising Unit		
6. One (1) photocopy of Insurance Policy (For Passenger Ship)			Insurance company		
7. One (1) photocopy of Drydock Certificate			Registered Shipyard		
8. One (1) Original Drydock / Afloat Inspection Report			MRO Maritime Safety Unit		
9. Proof of Payment			MRO Cashier		
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. ISSUANCE / RENEWAL OF SHIP SAFETY CERTIFICATES (PSSC / CSSC / CSSEC / CSSCC / FVSC)					
1	Client to file letter request 4.1 If rejected, client to submit the lacking requirements	1. Checks and screens the completeness of the application 1.1.If not complete, returns the application to the Company / Owner / Operator / Designated Person Ashore to submit lacking document/s		1 hour	MRO IX Surveyors (Supervising SOS, Sr SOS, Sr SBS, Engineer II, SOS II, SBS II & MIDS II)
2	Client to coordinate with the MRO IX Surveyors for the schedule of inspection	2. Schedule the inspection with the client		30 minutes	MRO IX Surveyors (Supervising SOS, Sr SOS, Sr SBS,



					Engineer II, SOS II, SBS II & MIDS II)
3	Conduct inspection with the MRO IX Surveyors 3.1 If deficiencies found during inspection, client submit corrective actions	3. Conduct inspection with clients 3.1 If deficiencies found during inspection, MRO IX Surveyors inform the client and to be corrected prior issuance or renewal of PSSC/CSSC/CSSEC/CSSCC/FVSC		3 hours	MRO IX Surveyors (Supervising SOS, Sr SOS, Sr SBS, Engineer II, SOS II, SBS II & MIDS II)
4	Client to get ATAP from the MRO IX Surveyors	4. MRO IX Surveyors issue ATAP to client for payment at the MRO IX Cashier		30 minutes	MRO IX Surveyors (Supervising SOS, Sr SOS, Sr SBS, Engineer II, SOS II, SBS II & MIDS II)
5	Client to pay at the MRO IX Cashier and give the Official Receipt to MRO IX Surveyors	5. MRO IX Surveyors prepares the Certificates for signature of MRO IX Director		2 hours	MRO IX Surveyors (Supervising SOS, Sr SOS, Sr SBS, Engineer II, SOS II, SBS II & MIDS II)
6	No Activity	6. MRO IX Director signs the PSSC/CSSC/CSSEC/CSSCC/FVSC and give to MRO IX releasing for releasing to the client		2 hours	MRO IX Director (Director II)
7	Client to get the PSSC/CSSC/CSSEC/CSSCC/FVSC from the MRO IX releasing section	7. MRO IX Releasing releases the PSSC/CSSC/CSSEC/CSSCC/FVSC to the client		30 minutes	MRO IX Releasing (SOS II)
END OF TRANSACTION				1 day & 1 hours & 30 minutes	



P 400.00 per certificate for PSSC/CSSC/CSSEC/CSSCC/FVSC

Inspection Fee with in the area of jurisdiction

Hull/Structural/LSA/Navigational

- 3GT and below P200.00
- 3.01GT to 34.99GT P300.00+P1.00/GT in excess of 3GT
- 15.00GT to 34.99GT P500.00+P1.00/GT in excess of 15GT
- 35.00GT to 99.99GT P600.00+P1.00/GT in excess of 35GT
- 100GT to 249.99GT P1200.00+P1.00/GT in excess of 100GT
- 250.00GT to 499.99GT P1600.00+P1.00/GT in excess of 250GT
- 500.00GT to 999.99GT P2300.00+P1.00/GT in excess of 500GT
- 1000.00GT to 1499.99GT P3100.00+P1.00/GT in excess of 1000GT
- 1500.00GT to 1999.99GT P3900.00+P1.00/GT in excess of 2000GT
- 2000.00GT to 2999.99GT P4700.00+P1.00/GT in excess of 3000GT
- 3000.00GT to 4999.99GT P6200.00+P1.00/GT in excess of 3000GT
- 5000.00 and above P8600.00+P1.00/GT in excess of 5000GT

Machinery and Auxiliary

- 15KW and below P100.00
- Over 15KW P100.00+P4.00/KW in excess of 15KW

Electrical

- 100KW and below P200.00
- Over 100KW P200.00+P3.00/KW in excess of 100KW

Compressor

- 100.00/each

Additional charges for Survey/Inspection conducted outside work station

- P1600.00/day + amount of air fare ticket (economy class) per Surveyor/Inspector

Supervision Fee for underwater Inspection

- Within working station P6000.00
- Outside working station P12000.00



2. Registration of Deck Logbook, Engine Logbook & Roll Logbook



To establish procedure on the registration of Deck Log Book, Engine Log Book and Roll Book by the Maritime Safety Unit of the Maritime Industry Authority Regional Office IX within the processing time of three (3) days from the receipt of complete supporting documents.

Office/Division:		MRO Maritime Safety Unit			
Classification:		Simple			
Type of Transaction:		Government to Business			
Who may avail:		Shipping Companies, Fishing Companies, Ship Owners/Operators/Designated Person Ashore			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1. Client files two (2) copies of original letter request			Company / Owner / Operator / DPA		
2. Books to be registered			Company / Owner / Operator / DPA		
3. Proof of Payment			MRO Cashier		
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. REGISTRATION OF DECK LOG BOOK / ENGINE LOG BOOK / ROLL BOOK					
1	Client to file letter request 2.1 If rejected, client to submit the lacking requirements	1. Checks and screens the completeness of the application 1.1.If not complete, returns the application to the Company / Owner / Operator / Designated Person Ashore to submit lacking document/s	P400.00	30 minutes	MRO Surveyors (Supervising SOS, Sr SOS, Sr SBS, Engineer II, SOS II, SBS II & MIDS II)
2	Client to get ATAP from the MRO IX Surveyors	2. MRO Surveyors issue ATAP to client for payment at the MRO Cashier		30 minutes	MRO Surveyors (Supervising SOS, Sr SOS, Sr SBS, Engineer II, SOS II, SBS II & MIDS II)
3	Client to pay at the MRO Cashier and give the Official Receipt to MRO IX	3. MRO Surveyors register the book		1 hour	MRO Surveyors (Supervising SOS,



	Inspectors together with the book to be registered				Sr SOS, Sr SBS, Engineer II, SOS II, SBS II & MIDS II)
4	Client to get the book from the MRO IX releasing section	4. MRO Releasing releases the book to the client		30 minutes	MRO Releasing (SOS II)
END OF TRANSACTION				2 hours & 30 minutes	



3. Application for the Issuance / Renewal of Full Term / Interim Document of Compliance (DOC)/ SMC

Document of Compliance (DOC) refers to a document issued to a Company which complies with the approved Safety Management System (SMS) manual under the implementation of Safety Management System for Domestic Shipping in accordance with relevant provisions and certification procedures of the International Safety Management (ISM)/NSM Codes, MC 2015-11 and other applicable MARINA policies, rules and regulations.

Safety Management Certificate (SMC) refers to a document issued to a ship which signifies that the Company and its shipboard management operate in accordance with the approved Safety Management System (SMS) manual under the implementation of Safety Management System for Domestic Shipping in accordance with the relevant provisions and certification procedures of the International Safety Management (ISM)/NSM Codes, MC 2015-11 and other applicable MARINA policies, rules and regulations.

A document issued to a company complying with the requirements of the International Safety Management / National Safety Management Code.

Office/Division:	MRO Maritime Safety Unit	
Classification:	Simple	
Type of Transaction:	Government to Business	
Who may avail:	Shipping Companies, Ship Owners, Operators & Designated Person Ashore	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Client files two (2) copies of original letter request		Company / Owner / Operator / DPA
2. Client attaches the following documents a. One (1) Original copy of Internal Audit Plan (Company/Ship) b. One (1) Original copy of Internal Audit Report (Company/Ship) c. Original DOC / SMC for renewal		Company / Owner / Operator / DPA Company / Owner / Operator / DPA



d. One (1) Original copy of Management Review for Company e. One (1) Original copy of Master Review for Ship f. One (1) Original copy of Close-Out-Report (Company/Ship) g. Official Receipt reflecting fees and charges either for company or ship audit		Company / Owner / Operator / DPA Company / Owner / Operator / DPA Company / Owner / Operator / DPA Company / Owner / Operator / DPA MRO IX Cashier		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. ISSUANCE / RENEWAL OF FULL TERM / INTERIM DOC / SMC				
1	Client to file letter request 3.1 If rejected, client to submit the lacking requirements	5. Checks and screens the completeness of the application 5.1. If not complete, returns the application to the Company / Owner / Operator / Designated Person Ashore to submit lacking document/s	Document Review - P4700.00 (For company only during assessment & approval of Safety Management System Manual)	1 hour MRO ISM Auditors (Supervising SOS, Sr SOS, Sr SBS, Engineer II, SOS II, Sr. MIDS, MIDS II) SBS II, Admin II (Observer)
2	Client to coordinate with the MRO IX ISM auditor for the schedule of audit	6. Schedule the audit with the client	Category I (20 employees & below) - P30000.00/audit	30 minutes MRO ISM Auditors (Supervising SOS, Sr SOS, Sr SBS, Engineer II, SOS II, MIDS II) SBS II, Admin II (Observer)
3	Conduct audit with the MRO IX ISM Auditors 3.1 If non-conformities found during audit, client submit corrective actions	7. Conduct audit with clients 3.1 If non-conformities found during audit, ISM Auditors inform the client and to be corrected prior issuance or renewal of Full Term / Interim DOC / SMC	Category II (between 21 to 50 employees) - P44900.00/audit Category III (more than 50 employees) - P45000.00/audit	4 hours MRO ISM Auditors (Supervising SOS, Sr SOS, Sr SBS, Engineer II, SOS II, Sr. MIDS, MIDS II) SBS II, Admin II (Observer)



4	Client to get ATAP from the MRO IX ISM Auditors	8. MRO IX ISM Auditors issue ATAP to client for payment at the MRO IX Cashier	ISM Audit - P30000.00/audit ISM DOC / SMC - P7500.00	30 minutes	MRO ISM Auditors (Supervising SOS, Sr SOS, Sr SBS, Engineer II, SOS II, Sr. MIDS, MIDS II)
5	Client to pay at the MRO IX Cashier and give the Official Receipt to MRO IX ISM Auditor	9. MRO IX ISM Auditors prepares the DOC / SMC for signature of MRO IX Director		2 hours	MRO ISM Auditors (Supervising SOS, Sr SOS, Sr SBS, Engineer II, SOS II, Sr. MIDS< MIDS II)
6	No Activity	10. MRO IX Director signs the DOC / SMC and give to MRO IX releasing for releasing to the client		2 hours	MRO Director/OIC (Director II)
7	Client to get the DOC / SMC from the MRO IX releasing section	11. MRO IX Releasing releases the Full Term / Interim DOC / SMC to the client		30 minutes	MRO Releasing (SOS II)
END OF TRANSACTION				1 day & 2 hours & 30 minutes	



4. Application for the Issuance / Renewal of Licenses and Certificates

I. Issuance / Renewal of Minimum Safe Manning Certificate

Ship registered under the Philippine flag flying international trade shall be issued a Minimum Ship Manning Certificate.

II. Coastwise License, Bay & River License, Pleasure Yacht License

No vessel shall be allowed to engage in coastwise trade, business of towing or carrying of articles or passengers in the bays, harbors, rivers, and inland waters navigable from the se, or employed exclusively as pleasure vessels without a MARINA-issued CWL, BRL and PYL.

III. Ship's Particulars

Issuance of ship's particulars as a requirement in the issuance of Certificate of Proficiency (COP) to seafarers is in accordance with MARINA rules and regulations implementing the 1978 STCW Convention, as amended.

IV. Special Permit to Navigate

Special Permit to Navigate (SPN) is issued to Philippine-registered ships requesting to have a special navigation for the purpose of drydocking and sea-trial of the vessel

SPN being issued is valid for only one (1) month for one (1) voyage only.

V. Special Permit to Tow



Office/Division:		MRO Maritime Safety Unit			
Classification:		Simple			
Type of Transaction		Government to Business			
Who may avail:		Shipping Companies, Fishing Companies, Ship Owners/Operators/Designated Person Ashore/Seafarer			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1. Client files two (2) copies of original letter request			Company / Owner / Operator / DPA		
2. Original copy or one (1) photocopy of the expired or about to expire certificates (Except SPN, SPT & Ship Particulars)			Company / Owner / Operator / DPA		
3. One (1) photocopy of Certificate of Ownership (For issuance Except SPN, SPT & Ship Particulars)			Company / Owner / Operator / DPA		
4. One (1) photocopy of Minimum Safe Manning Certificate (For SPN & SPT)			Company / Owner / Operator / DPA		
5. One (1) photocopy of Certification from Company (For Ship Particulars)			Company / Owner / Operator / DPA		
6. Proof of Payment			MRO IX Cashier		
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
ISSUANCE / RENEWAL OF LICENSES AND CERTIFICATES (MSMC / CWL / PYL / BRL / SPN / SPT / SP)					
1	Client to file letter request 3.2If rejected, client to submit the lacking requirements	12.Checks and screens the completeness of the application 12.1. If not complete, returns the application to the Company / Owner / Operator / Designated Person Ashore to submit lacking document/s		1 hour	MRO Surveyors (Supervising SOS, Sr SOS, Sr SBS, Engineer II, SOS II, SBS II & MIDS II)
2	Client to get ATAP from the MRO IX Surveyors	13.MRO IX Surveyors issue ATAP to client for payment at the MRO IX Cashier		30 minutes	MRO Surveyors (Supervising SOS, Sr SOS, Sr SBS,



					Engineer II, SOS II, SBS II & MIDS II)
3	Client to pay at the MRO IX Cashier and give the Official Receipt to MRO IX Surveyors	14.MRO IX Surveyors prepares the Certificates for signature of MRO IX Director		2 hours	MRO Surveyors (Supervising SOS, Sr SOS, Sr SBS, Engineer II, SOS II, SBS II & MIDS II)
4	No Activity	15.MRO IX Director signs the PSSC/CSSC/CSSEC/CSSCC/FVSC and give to MRO IX releasing for releasing to the client		2 hours	MRO Director/OIC (Director II)
5	Client to get the PSSC/CSSC/CSSEC/CSSCC/FVSC from the MRO IX releasing section	16.MRO IX Releasing releases the PSSC/CSSC/CSSEC/CSSCC/FVSC to the client		30 minutes	MRO Releasing (SOS II)
END OF TRANSACTION				6 hours	

***FEES TO BE PAID**

Minimum Safe Manning Certificate

- Over 1600GT P2300.00/ship
- Over 1000GT to 1600GT P2000.00/ship
- Over 500GT to 1000GT P1600.00/ship
- Over 250GT to 500GT P1200.00/ship
- Over 100GT to 250GT P800.00/ship
- Over 35GT to 100GT P300.00/ship
- 35GT and below P100.00/ship
- Reissuance of MSMC P300.00/ship

Coastwise License



- Power driven P22.00/NT or minimum of P500.00/ship
- Non-power driven P20.00/NT or a minimum of P500.00/ship

Bay & River License

- Power driven P20.00/NT or minimum of P300.00/ship
- Non-power driven P16.00/NT or a minimum of P300.00/ship

Special Permit to Navigate & to Tow - P700.00/ship

Ship's Particulars – P300.00/Certificate

5. Application for the Issuance / Renewal of Full Term / Interim Safety Management Certificate

The processing of application for endorsement of DOC and SMC involves conduct of AUDIT of the Company (DOC) and vessel (SMC) in its most convenient available time and location. ISM Audit is conducted by qualified technical MSS engineers who are certified ISM Auditors to undertake the said audit

DOC is valid for five (5) years subject to annual endorsement. SMC is valid for five (5) years subject to intermediate audit.

Office/Division:	MRO Maritime Safety Unit
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen



Who may avail:	Shipping Companies, Ship Owners/Operators/Designated Person Ashore			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application for the Issuance / Renewal of Full Term/ Interim SMC				
Issuance/Renewal Application				
Type of vessel: Passenger, Passenger/Cargo, Ro-Ro Passenger, Tanker, Barge & Fast Craft				
1. Letter of Application		Applicant / Designated Person Ashore		
2. Internal Audit Plan (For initial SMC issuance only)		Applicant / Designated Person Ashore		
3. Internal Audit Report Checklist		Applicant / Designated Person Ashore		
4. Master Review		Applicant / Designated Person Ashore		
5. Close Out Report		Applicant / Designated Person Ashore		
6. Copy of SMC (Interim/Full Term)		Applicant / Designated Person Ashore		
7. Proof of Payment		Applicant / Designated Person Ashore		
CLIENT ACTION	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1	Fills in and submits accomplished application form with other requirements (as enumerated)	1.1	Checks the completeness and screens the validity of the documentary requirements <ul style="list-style-type: none"> If not complete, returns the application to the applicant / Designated Person Ashore to submit lacking document/s 	P30000.00 per ISM Audit (Full Term / Initial Shipboard assessment) P7500.00 Full Term / Interim SMC Audit conducted outside work station <ul style="list-style-type: none"> P4700.00/day + amount of air fare ticket (economy class) per Auditor 	1 hour	Evaluators (Supervising SOS(Lead Auditor), Engineer II, SOS II, MIDS II (Observer)
		2.1	Head (MSS) assigns auditor & observer		30 minutes	Supervising SOS
		2.2	MSS ISM Auditor schedules and conduct shipboard assessment with the applicant/Designated Person Ashore and		4 hours	Evaluators (Supervising SOS(Lead Auditor), Engineer II, SOS II, MIDS II (Observer)
2	Submits the application to the receiving assigned MSS personnel					

			observer records non-conformities			
		2.3	Review documents		3 hours	<i>Evaluators (Supervising SOS(Lead Auditor), Engineer II, SOS II, MIDS II (Observer))</i>
			After submission of corrective actions within minimum date of at least 3 months, the document forward to the head of Maritime Safety Service for preparation of Interim / Full Term SMC with attached executive brief. The head of Maritime Safety Service affixes signature and forward the Interim / Full Term SMC for approval/disapproval and signature of director		1 hour	



		2.4	Regional Director approves / disapproves		1 hour	<i>Regional Director</i>
3	Signs the duplicate copy of ISM DOC	3.1	Receives the approved application and releases to the applicant		1 hour	<i>Evaluators (Supervising SOS(Lead Auditor), Engineer II, SOS II, MIDS II (Observer</i>
END OF TRANSACTION					Two (2) working days from payment of processing fee and receipt of complete documentary requirements	

6. Application For Issuance And Renewal

I. Certificate of Ownership / Certificate of Philippine Registry,



Ship registered under the Philippine flag shall be issued a Certificate of Philippine Registry and a Certificate of Ownership.

II. Special Permit (BIMP-EAGA),

To establish procedure on the issuance of Special Permit for operation of Domestic Ships exclusively in the Brunei Darussalam-Indonesia-Malaysia-Philippines East ASEAN Growth Area (BIMP-EAGA) Routes within the processing time from the receipt of complete supporting documents.

A special permit is issued to Philippine-registered domestic ship for temporary utilization for international or overseas trade.

III. Civil Liability for Oil Pollution Damage (CLC)

Office/Division:	MRO Domestic Shipping Unit	
Classification:	Simple	
Type of Transaction:	Government to Citizen	
Who may avail:	Shipping Companies, Ship Owners/Operators/Managers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
New Application Type of vessel: Cargo, Barge, Tanker, Ro-Ro Passenger, Fishing Vessel and Fast Craft etc.		
1. Letter of Application		Applicant/Shipping Company
2. Proof of Identity of Owner <ul style="list-style-type: none">For single proprietors – DTI Certificate of Registration of Business NameFor Partnership and Corporation –		Owner of the vessel/Shipping Company



SEC Certificate of Registration <ul style="list-style-type: none"> • For Cooperative – CDA Certificate of Registration • For MARINA-accredited entities a Certification of Accreditation is sufficient 	
3. Certificate of Construction	Owner of Vessel/Ship Builder
4. Tonnage Measurement Certificate	Owner of the vessel / MARINA
5. Notarized Board Resolution/ Secretary's Certificate authorizing the filling of application and designation of the person to represent the company	Owner of the vessel/Shipping Company
Re-issuance	
1. Letter of intent	Applicant/Shipping Company
2. Affidavit of loss (as applicable)	Owner of the vessel/Shipping Company
3. Deed of sale (as applicable)	Owner of the vessel/Shipping Company
4. Approval of sale and transfer of ownership (as applicable)	Owner of the vessel/ MARINA
5. Original CO/CPR (as applicable)	Owner of the vessel/Shipping Company
6. Tonnage Measurement Certificate (as applicable)	Owner of the vessel/ MARINA
7. Clearance of Change of Homeport (as applicable)	Owner of the vessel/ MARINA
8. Damage CO/CPR (as applicable)	Owner of the vessel/Shipping Company
Recreational boats	
1. Letter of Application	Applicant/ Owner of the vessel
2. Invoice or Packing List	Owner of the vessel
3. Bill of Lading (if available)	Owner of the vessel



4. Picture of the boat and Specifications	Owner of the vessel
5. Identification Card or Passport of the Importer/Buyer	Owner of the vessel
6. Notarized Sworn Statement from the Importer/Buyer as to the 6.1. Utilization of the Boat (for personal or commercial use) 6.2. Estimated date of arrival in the Philippines, Port of Entry	Owner of the vessel
7. Notarized Power of Attorney or Resolution of the company's Board of Directors, certified by the Board Secretary, authorizing the filing of the application and designating the Officials/authorized representatives to represent the applicant-company	Owner of the vessel/Shipping Company
8. Registration with the National Single Window (NSW) and proof that the documents were uploaded	Bureau of Customs
9. DTI Registration (for Single Proprietorship)	Owner/Department of Trade and Industry
10. SEC Registration with Articles of Incorporation	Owner/Securities and Exchange Commission (SEC)
11. Pictures of the Vessel (all angles)	Owner of vessel/Shipping Company
Accreditation	
2. Letter of Application	Applicant/Shipping Company
3. List of Ships owned/ chartered (if applicable)	Shipping Company
4. Latest audited and financial statements (if company is already in existence/operation)	Shipping Company
5. Proof of Payment	Shipping Company
5. Corporation, Cooperative and Partnership <ul style="list-style-type: none"> • e latest Articles of Incorporation/ Cooperative/ Co-partnership and By-Laws approved and registered by the Securities and Exchange Commission (SEC)/ Cooperative Development Authority (CDA), reflecting that 	Shipping Company/Securities and Exchange Commission/Cooperative Development Authority



<p>the purpose of the corporation/ partnership/ cooperative is to engage in domestic shipping/ business operations</p> <ul style="list-style-type: none"> List of incorporators, directors and principal officers and their bio-data with picture 	
<p>6. Single proprietorship</p> <p>The registration of Business Name/ Business License with the DTI</p> <p>Proof of capitalization requirements</p>	Shipping Company/ Department of Trade and Industry
Civil Liability for Oil Pollution Damage (CLC)	
1. Letter of Application	Applicant
2. Insurance Cover	Shipping Company
3. Certificate of Ownership/ Certificate of Philippine registry (CO/CPR)	Shipping Company/ MARINA
4. Official Receipt	Shipping Company/ MARINA
Continuous Synopsis Record (CSR)	
1. Letter of Application	Applicant
2. Duly accomplished application form	Shipping Company
Change of Vessel Engine, Vessel Name, Ownership	
1. Letter of Application	Applicant
<p>Change Vessel Engine</p> <ul style="list-style-type: none"> Original Certificate of Ownership/ Certificate Philippine Registry Sales Invoice Proof of Payment <p>Change Vessel Name</p> <ul style="list-style-type: none"> Original Certificate of Ownership/ Certificate Philippine Registry Affidavit of Publication/Newspaper 	Shipping Company



<ul style="list-style-type: none">• Proof of Payment Change Vessel Ownership <ul style="list-style-type: none">• Original Certificate of Ownership/ Certificate Philippine Registry• Affidavit of Publication/Newspaper• Proof of Payment					
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Issuance and Re-Issuance of Certificates					
1	Fills in and submits accomplished application form with other requirements	1.1 Assess if the submitted documents are complete and valid. • If not complete, returns the application to the applicant to submit lacking document/s • If complete and valid, RO II shall encode the data to the system and print the certificates	(see schedule of fees below)	2 hours	DSS Registration Officer II
		1.2 Issuance of Authority to Accept Payment (ATAP)		30 minutes	DSS Registration Officer II
		1.3 Preparation of Notice of Publication (Change of Ownership, Vessel Name and Loss of Original CO/CPR)		1 hour	DSS Registration Officer II
		1.4 Preparation of Certificates.		2 hours	DSS



					Registration Officer III
		1.5 For Regional Director / Officer-In-Charge Signature		1 hour	DSS Regional Director / Officer-In- Charge
		1.6 Receives the approved application and releases to the applicant		1 hour	DSS Registration Officer II
2	Receive applicant the original certificate and sign in releasing Log Book	2.1. Release certificates to applicants		30 minutes	DSS Registration Officer II
	END OF TRANSACTION		One (1) working day from payment of processing fee and receipt of complete documentary requirements		

Issuance /renewal / re-issuance of Certificate of Ownership (CO) Certificate of Philippine Register (CPR)

- 3.00 GT & below –
P 400.00
- 3.01 GT – 14.99 GT -
P 700.00 + P3.60/GT
- 15.00 GT – 34.99 GT –
P 1,100.00 + P3.60/GT
- 35.00 GT – 99.99 GT –
P 1,400.00 + P3.60/GT



- 100.00 GT – 249.99 GT
P 1,800.00 + P3.60/GT
- 250.00 GT – 499.99 GT
P 2,200.00 + P3.60/GT
- 500.00 GT and above
P 2,500.00 + P3.60/GT

Re-issuance of CO and/or CPR due to the following instances/circumstances

- Lost or damaged certificates, No more space for annotation /cancellation of mortgage, Corrections of erroneous entries in the CO and CPR due to omission of concerned applicant, Other circumstances such as to indicate call sign, IMO No., etc.

P 400.00 per certificate

Philippines-Registered Ships in the Domestic Trade (Domestic to Overseas)

- Tramping Operation –
P 8,050.00/ship
- Liner Operation -
P 39,700.00/ship
- Amendment of Special Permit –
P 600.00/application

Issuance/Renewal of Accreditation under MC No. 2006-003

- Corporation - P 10,300.00
- Cooperative - P 5,200.00



- Partnership - P 6,200.00
- Single Proprietorship –
P 900.00

Accreditation under MC No. 186

- Corporation & Partnership –
P 11,000.00
- Single Proprietorship –
P 7,600.00

Issuance / Renewal of Certification Insurance or Other Financial Security in respect of Civil Liability for Oil Pollution

- P 1,900.00/vessel

Issuance of Continuous Synopsis Record (CSR) under MC 200, as amended

- Initial Issuance and Amendment of CSR - P 2,000.00
- Re-issuance due to loss or damage - P2,900.00

CLIENT ACTION	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. ISSUANCE OF SPECIAL PERMIT BIMP-EAGA				



1	<p>1. Submission of the aforementioned requirements for evaluation.</p> <p>2. Payment of the Fee to the Cashier upon receipt of ATAP.</p>	<p>1.1 Receives the Letter of Intent and Documentary Requirements;</p> <p>1.2 Evaluates the sufficiency and validity of the documentary requirements;</p> <p>1.3 If the documents are complete, authority to accept payment (ATAP) will be issued for the payment of the fee.</p> <p>1.4 Issuance of the Special Permit BIMP-EAGA upon receipt of Official Receipt.</p>	<ul style="list-style-type: none">• P8,100.00 for Tramping Operation; OR• P39,700.00 for Liner Operation	<p>Three (3) working day after presentation of receipt/proof of payment</p>	<p><i>Attorney III</i></p>
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7. Issuance of Seafarer's Identification Record Book (SIRB) and Domestic Certificate of Competency (DCOC)/Certificate of Marine Profession (CMP)/Seafarer's Identification Book (SIB)

The Seafarer's Identification and Record Book (SIRB) is the document issued by MARINA to all Filipino seafarers (refers to ship officers and ratings manning ships, cadets, service providers, company representatives and fishing vessel personnel as defined in MARINA Memorandum Circular 2009-10) that serves as identification and record of sea service of the holder. The SIRB shall be valid for ten (10) years and renewable thereafter upon compliance with requirements set under MARINA MC No. 2009-10. SIRB (Seafarer's Identification and Record Book) serves as identification and record book and is issued to all seafarers on board motor vessels 35 gross tonnage and above. Valid for 10 years.



The Domestic-Certificate of Competency is issued to all seafarers onboard domestic ships and shall be valid for five (5) years and renewable thereafter upon compliance with requirements set forth under MC-2012-04.

DCOC (Domestic Certificate of Competency) issued to all seafarers performing watch keeping duties on board vessels above 3 gross tonnage with exemptions under MC No. 2012-04. Valid for 5 years.

SIB (Seafarer's Identification Book) serves as identification and record book and is issued to all seafarers on board motor vessels below 35 gross tonnage. Valid for 5 years.

CMP/ID (Certificate of Marine Profession) serves as licensed to all seafarer-officers engaged in the domestic trade who passed the required examination for vessels below 500 gross tonnage and below 750 kilowatt engine propulsion . CMP is a permanent document while ID is valid for 3 years.

Office or Division:	MRO MDU / STCWU	
Classification:	Simple	
Type of Transaction:	G2C-Government to Citizen	
Who may avail:	Seafarers or (thru Shipping Companies Liaison Officers)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. NSO/Passport	PSA/DFA	
2. NBI Clearance	NBI Office	
3. Basic Training (other trainings, as applicable)	MARINA Accredited Training Center	
4. Transcript of Records /Diploma (as applicable)	School	
5. Valid License (OIC,CM, MM, C/E, 2 nd Engr)	MARINA, PRC	
6. Medical Certificate (as applicable)	DOH Accredited Clinic/Hospital	



Note: not applicable/required for SIRB and SIB issuance				
7. Picture and uniform		Applicant		
8. Certificate of Employment/Sea Service (for renewal)		Manning Agencies/Employer/Shipping Company		
Note: Just 1 photocopy/ requirement to be submitted but bring original for verification purpose				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and fill-out application forms	Checks the completeness and evaluates the validity of the document requirements. <ul style="list-style-type: none">If incomplete returns the application; then to submit the lacking documents Prepares the ATAP	(Expedite) SIRB/DCOC=Php 1,500 (Regular) SIRB = Php800.00 ID/SIB= PHP350.00 DCOC Reg=800.00 CMP New= PHP1,000 Renew=Php160	30 mins 2mins	Assigned evaluator JO/MIDS II Initialed by MIDS II/Sr. MIDS
2. Payment	Issues Official Receipt		5 mins	Cashier
3. Proceeds back to the evaluator	Photo Capturing		10mins	Encoder- JO



	Editing/encoding		1 hr	Encoder-JO
	Forwards the application for review /initial/		30mins	Sr. MIDS
	Forwards for signature/approval		30 mins	Regional Director
.	Receives the approved documents		10mins	JO/MIDS II
	Recorded the documents. In Recording book			
4. Releases the documents	Let applicant sign the recording/releasing book		3mins	JO/ MIDS II
5. Authentication of photocopies of documents (optional)	Stamped as genuine/authentic the photocopies recorded, duly initialed and released photocopied documents	Php300.00	5mins	JO/MIDS II ; Sr. MIDS
	ARTA-FEEDBACK FORM		2mins	JO /MIDS II/ Sr.MIDS
END OF TRANSACTION		Total Fees: SIRB/DCOC Expedite = 1,500(if with authentication 300 .00 (optional) = Total 1,800.00); Regular = 800.00 (if with authentication 300.00 (optional)	Total Proc Time: 3 hours and 7 mins. SPT SIRB Exp=4 hours DCOC Exp = 1 day/8Hours SIRB Regular 1 day/8 working hours DCOC Reg = 3 working days	



		<p>= Total= 1,100.00);</p> <p>SIB/ID = 350.00(if with authentication 300 (optional)= Total 650.00); CMP (new)= 1,000 (if with authentication 300 (optional)= Total=1300.00); CMP Renewal =160.00 (if with authentication 300 (optional) = Total 460.00);</p>	<p>1 day/8 working hours</p> <p>3 working days</p> <p><i>Note: If documents are done/processed earlier than 3 days SPT; applicants are texted to claim on prior day/s without waiting for the due release day.</i></p>	
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8. Issuance of MDS SID and SRB



SID (Seafarer Identity Document) issued to seafarers especially those employed overseas serves as identification , visa waiver and facilitate shore leave.

SRB (Seafarer Record Book) issued as record book to all seafarers whether domestic or overseas; used to substitute the SIRB for those onboard vessels 35 gross tonnage and above.

Office or Division:	MRO Manpower Development Unit/ STCW Unit			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Seafarers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Birth Certificate (NSO)/Passport (as applicable)		PSA/DFA		
Valid NBI Clearance		NBI Office		
Certificate of Completion of Basic Training (other trainings, as applicable)		MARINA Accredited Training Center		
Transcript of Records /Diploma (as applicable)		School		
Valid License (OIC,CM, MM, C/E, 2 nd Engr) (as applicable)		MARINA, PRC		
Picture/uniform		Applicant		
Certificate of Employment/Sea Service (ren)		Manning Agencies/Employer/Shipping Company		
<i>NOTE: ALL REQUIREMENTS NEED TO BE UPLOADED for online appointment system but bring original during the appointment date for verification purpose</i>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1.Registration and completion of Online Application https://sidsrb.marina.gov.ph/MARINA	Pre-Evaluation of Documents Online; <ul style="list-style-type: none"> If lacking to submit addl docts. If complete text applicant to pay	SID=PHP 600 SRB=PHP1000 Cadet =800 OBT /Lost/ Dama ge=1,800	30 min	Assigned online evaluator personnel
2. Payment to the Accredited Bayad Center	Upon completion text information to applicant and provide slot schedule for appointment		5 min	Bayad Centers Online Evaluator
3. Report to the Region Site on schedule appointment	Final Evaluation /Data Capturing upon personal appearance of the applicant		1 hr	Evaluator JO/MIDS II
4. Applicant waits for verification	Investigation /watchlist		10 mins	Assigned central office/ Legal Officer/
	Approval comms		5 mins	Sr. MIDS
	Printing/laminating		10mins	Evaluator JO
	Quality checking		5 mins	MIDS II
	To let applicant signed in the		5mins	Evaluator JO



	electronic Signature pad			
5. Applicant to receive the approved documents	Recording; to let applicant signed in the releasing record book		5 mins	Evaluator JO/MIDS II
	ARTA-FEEDBACK FORM		2 mins	Evaluator JO/MIDS II/Sr. MIDS
END OF TRANSACTION		Total Fees SID = 600.00 SRB Regular =1000 Cadet=800 Lost/Damaged/Onboard=1,500 <i>SID- suspended</i> <i>SRB-not yet operational</i>	Total Proc. Time 2 hrs and 12 mins SPT 3 working hours	



9. Application for CMP Examination

An examination used to assess the competencies of seafarers consisting of theoretical and practical assessment and serves as a pre-requisite for the grant and issuance of CMP License.

Office or Division:	Manpower Development Unit/ STCW Unit	
Classification:	Simple	
Type of Transaction:	G2C-Government to Citizen	
Who may avail:	Seafarers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
NSO/Passport		PSA/DFA
NBI Clearance		NBI Office
Basic Training (other trainings , as applicable)		MARINA Accredited Training Center
Transcript of Records /Diploma (as applicable)		School
Medical Certificate (as applicable)		DOH Accredited Clinic/Hospital
Picture/uniform		Applicant
Certificate of Employment/Sea Service		Manning Agencies/Employer/Shipping Company



Note: Just 1 photocopy/ requirement to be submitted but bring original for verification purpose				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and fill-out application forms	Check and evaluates the completeness and validity of the documents; <ul style="list-style-type: none"> If lacking to submit additional documents Prepares ATAP	Written Exam = PHP300 Oral Exam= PHP500.00 Testimonial Exam=PHP500	30 mins	MIDS II
2. Payment	Issues Official Receipt		5 mins	Cashier
3. Submit Back to Evaluator	Provide schedule and permit		5mins	MIDS II
4. Appear during examination day	Facilitate/conducts examination		2 hrs	MIDS II/Sr. MIDS
	Check the test papers		2 hrs	Panel of examiners
	conduct oral exams		1 hr	
	prepares the results		1 hr	
	Validated/signed/approved the results		30 mins	Regional Directors/Panel of Examiners
	Inform examinees the results		5 mins	MIDS II
END OF TRANSACTION			Total Proc. Time 7 hours 15 mins.	



			SPT 1 day/8 working hours	
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Classification:	Simple				
Type of Transaction:	G2C-Government to Citizen				
Who may avail:	Seafarers, Shipping Companies Liaison Officers				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1. NSO/Passport			PSA/DFA		
2. NBI Clearance			NBI Office		
3. Basic Training (other trainings , as applicable)			MARINA Accredited Training Center		
4. Transcript of Records /Diploma (as applicable)			School		
5. Valid License (OIC,CM, MM, C/E, 2 nd Engr)			MARINA, PRC		
6. Medical Certificate (as applicable)			DOH Accredited Clinic/Hospital		
7. Picture and uniform			Applicant		
8. Certificate of Employment/Sea Service (ren)			Manning Agencies/Employer/Shipping Company		
CLIENT ACTION		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME
1	Secure and fill-out application forms	1.1	Checks the completeness and evaluates the validity of the doc requirements. • If incomplete returns the application to	SIRB / DCOC (Expedite) – P1,500 SIRB / DCOC (Regular) – P800	30 min
					Assigned evaluator JO/MIDS II/Sr. MIDS



			submit the lacking docs			
			Prepares the ATAP			
2	Payment	2.1	Issues Official Receipt		5 min	Cashier
3	Proceed back to the evaluator	3.1	Photo Capturing		10min	Encoder
		3.2	Editing/encoding		1 hr	
		3.3	Forwards the application for review / initial / signature / approval		30min	Sr MIDS /Designated Unit Head / Director
4	Receives the approved/released documents	4.1	Let applicant sign the releasing/Recording book		5min	JO/MIDS II

10. Issuance of Certificate of Marine Profession (CMP)

The Certificate of Marine Profession is issued to all seafarers holding MARINA-issued licenses prior to acting as Major Patron (MAP), Minor Patron (MIP), Boat Captain (BC), Marine Diesel Mechanic (MDM) under MC No. 170 and passing both written and oral CMP examination.

Office/Division:	MARINA Regional Offices – Manpower Development Unit
Classification:	Simple



Type of Transaction:		G2C-Government to Citizen				
Who may avail:		Seafarers, Shipping Companies Liaison Officers				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE			
1. NSO/Passport			PSA/DFA			
2. NBI Clearance			NBI Office			
3. Basic Training (other trainings , as applicable)			MARINA Accredited Training Center			
4. Transcript of Records /Diploma (as applicable)			School			
5. Valid License (OIC,CM, MM, C/E, 2 nd Engr)			MARINA, PRC			
6. Medical Certificate (as applicable)			DOH Accredited Clinic/Hospital			
7. Picture and uniform			Applicant			
8. Certificate of Employment/Sea Service (ren)			Manning Agencies/Employer/Shipping Company			
CLIENT ACTION		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Secure and fill-out application forms	1.1	Checks the completeness and evaluates the validity of the doc requirements. <ul style="list-style-type: none"> If incomplete returns the application to submit the lacking docs Prepares the ATAP	Issuance of New CMP – P1,000 Renewal of CMP – P160	30 min	Assigned evaluator JO/MIDS II/Sr. MIDS



2	Payment	2.1	Issues Official Receipt		5 min	Cashier
3	Proceed back to the evaluator	3.1	Photo Capturing		10min	Encoder
		3.2	Editing/encoding		1 hr	
		3.3	Forwards the application for review / initial / signature / approval		30min	Sr MIDS /Designated Unit Head / Director
4	Receives the approved/released documents	4.1	Let applicant sign the releasing/Recording book		5min	JO/MIDS II
END OF TRANSACTION					2 hours and 20 minutes	

11. Issuance of Seafarer's Identification Book (SIB)

The document issued by the MARINA to all Filipino seafarers and other ship personnel complement onboard vessels below 35GT.

Office/Division:	MARINA Regional Offices – Manpower Development Unit
Classification:	Simple



Type of Transaction:		G2C-Government to Citizen				
Who may avail:		Seafarers, Shipping Companies Liaison Officers				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE			
1. NSO/Passport			PSA/DFA			
2. NBI Clearance			NBI Office			
3. Basic Training (other trainings , as applicable)			MARINA Accredited Training Center			
4. Transcript of Records /Diploma (as applicable)			School			
5. Valid License (OIC,CM, MM, C/E, 2 nd Engr)			MARINA, PRC			
6. Medical Certificate (as applicable)			DOH Accredited Clinic/Hospital			
7. Picture and uniform			Applicant			
8. Certificate of Employment/Sea Service (ren)			Manning Agencies/Employer/Shipping Company			
CLIENT ACTION		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Secure and fill-out application forms	1.1	Checks the completeness and evaluates the validity of the doc requirements. <ul style="list-style-type: none">If incomplete returns the application to submit the lacking docs Prepares the ATAP	ID / SIB – P350.00	30 min	Assigned evaluator JO/MIDS II/Sr. MIDS



2	Payment	2.1	Issues Official Receipt		5 min	Cashier
3	Proceed back to the evaluator	3.1	Photo Capturing		10min	Encoder
		3.2	Editing/encoding		1 hr	
		3.3	Forwards the application for review / initial / signature / approval		30min	Sr MIDS /Designated Unit Head / Director
4	Receives the approved/released documents	4.1	Let applicant sign the releasing/Recording book		5min	JO/MIDS II
END OF TRANSACTION					2 hours and 20 minutes	

12. Issuance of Certificate of Competency (COC) & Certificate of Eligibility (COE)



The Certificate of Competency and Certificate of Endorsement (COC/COE) shall be valid for five (5) years and renewable thereafter upon compliance with requirements set under STCW Circular Nos. 2018-06 and 2018-07.

The COP in Basic Training (BT), Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats (PSCRB), Proficiency in Fast Rescue Boats (PFRB), Advance Fire Fighting (AFF), Ship Security Office (SSO) and tanker certificate for officers shall be valid for five (5) years and renewable thereafter; while COP in Medical First Aid (MeFA), Medical Care (MeCa), and Security-Awareness Training & Seafarers with Designated Security Duties upon compliance with requirements set under STCW Circular Nos. 2018-06 and 2018-07

Office/Division:	Manpower Development Unit/ STCW Unit RO IX			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Seafarers, Shipping Companies Liaison Officers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. NSO/Passport		PSA/DFA		
2. NBI Clearance		NBI Office		
3. Basic Training (other trainings , as applicable)		MARINA Accredited Training Center		
4. Transcript of Records /Diploma (as applicable)		School		
5. Valid License (OIC,CM, MM, C/E, 2 nd Engr)		MARINA, PRC		
6. Medical Certificate (as applicable)		DOH Accredited Clinic/Hospital		
7. Picture and uniform		Applicant		
8. Certificate of Employment/Sea Service (ren)		Manning Agencies/Employer/Shipping Company		
CLIENT ACTION	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1	Registration and completion of Online Application	1.1	Pre-Evaluation of Documents Online; <ul style="list-style-type: none"> if incomplete to upload lacking requirements Upon completion text information to applicant for payment	COP- PHP200 COC - PHP1,000 COE - PHP 1,000 CTC - PHP 100	30 min	Assigned evaluator JO/MIDS II/Sr. MIDS
2	Payment to the Accredited Bayad Center	2.1	Provide slot schedule for appointment		1 hr	Final Evaluator assigned
3	Report to the Region Site on schedule appointment	3.1	Final Evaluation upon personal appearance of the applicant		10min	Encoder
		3.2	Printing		15 min	Signatory Validator – Sr. MIDS
		3.3	Signatory validation and Releasing		30min	Sr MIDS /Designated Unit Head / Director
4	Receives the approved/released documents	4.1	Let applicant sign the releasing/Recording book		5min	JO/MIDS II
END OF TRANSACTION					3 working hours	



13. Issuance of Certificate of Proficiency (COP)

The COP in Basic Training (BT), Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats (PSCRB), Proficiency in Fast Rescue Boats (PFRB), Advance Fire Fighting (AFF), Ship Security Office (SSO) and tanker certificate for officers shall be valid for five (5) years and renewable thereafter; while COP in Medical First Aid (MeFA), Medical Care (MeCa), and Security-Awareness Training & Seafarers with Designated Security Duties upon compliance with requirements set under STCW Circular Nos. 2018-06 and 2018-07

Office/Division:	Manpower Development Unit/ STCW Unit RO IX			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Seafarers, Shipping Companies Liaison Officers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. NSO/Passport		PSA/DFA		
2. NBI Clearance		NBI Office		
3. Basic Training (other trainings , as applicable)		MARINA Accredited Training Center		
4. Transcript of Records /Diploma (as applicable)		School		
5. Valid License (OIC,CM, MM, C/E, 2 nd Engr)		MARINA, PRC		
6. Medical Certificate (as applicable)		DOH Accredited Clinic/Hospital		
7. Picture and uniform		Applicant		
8. Certificate of Employment/Sea Service (ren)		Manning Agencies/Employer/Shipping Company		
CLIENT ACTION	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1	Registration and completion of Online Application	1.1	Pre-Evaluation of Documents Online; <ul style="list-style-type: none"> if incomplete to upload lacking requirements Upon completion text information to applicant for payment	COP- PHP200 COC - PHP1,000 COE - PHP 1,000 CTC - PHP 100	30 min	Assigned evaluator JO/MIDS II/Sr. MIDS
2	Payment to the Accredited Bayad Center	2.1	Provide slot schedule for appointment		1 hr	Final Evaluator assigned
3	Report to the Region Site on schedule appointment	3.1	Final Evaluation upon personal appearance of the applicant		10min	Encoder
		3.2	Printing		15 min	Signatory Validator – Sr. MIDS
		3.3	Signatory validation and Releasing		30min	Sr MIDS /Designated Unit Head / Director
4	Receives the approved/released documents	4.1	Let applicant sign the releasing/Recording book		5min	JO/MIDS II
END OF TRANSACTION					3 working hours	



14. Application for CMP Examination

Issued to all seafarers holding MARINA-issued licenses to act as Major Patron, Minor Patron, Boat Captain and Marine Diesel Mechanic and seafarers to be employed as officers onboard ships of below 500GT or with engine propulsion power of below 750kW.

Office/Division:	Manpower Development Unit/ STCW Unit RO IX	
Classification:	Simple	
Type of Transaction:	G2C-Government to Citizen	
Who may avail:	Seafarers, Shipping Companies Liaison Officers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. NSO/Passport		PSA/DFA
2. NBI Clearance		NBI Office
3. Basic Training (other trainings , as applicable)		MARINA Accredited Training Center
4. Transcript of Records /Diploma (as applicable)		School
5. Valid License (OIC,CM, MM, C/E, 2 nd Engr)		MARINA, PRC
6. Medical Certificate (as applicable)		DOH Accredited Clinic/Hospital
7. Picture and uniform		Applicant
8. Certificate of Employment/Sea Service (ren)		Manning Agencies/Employer/Shipping Company



CLIENT ACTION		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Secure and fill-out application forms	1.1	Check and evaluates the completeness and validity of the docts; <ul style="list-style-type: none">If lacking to submit additionall documents Prepares ATAP	Written Exam - PHP300 Oral Exam - PHP500.00 Testimonial Exam - PHP500	30 minutes	Assigned evaluator personnel of the unit
2	Payment	2.1	Provide schedule and permit		5min	JO/MIDS II
3	Submit back to Evaluator	2.2	Releasing/Recording		5 min	JO/MIDS II
END OF TRANSACTION					45 minutes	



15. Issue Official Receipts

The Official Receipt is issued to individuals/client as a proof of payment for service availed by clients.

Office/Division:		Cashier				
Classification:		Simple				
Type of Transaction:		G2C – Government to Citizen G2B – Government to Business				
Who may avail:		Shipping Companies, Ship Owners/Operators/Managers, Seafarers				
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE		
Authority to Accept Payment				Manpower, Maritime Safety Sector, Domestic, Franchising, Shipyard		
CLIENT ACTION		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Present Authority to Accept Payment	1.1	Validate Total amount due based on ATAP of client	Based on the issued ATAP from the client	10 minutes	Cashier



	(ATAP) and cash to Cashier		and inform client of the total amount. Issue Official Receipt			
		1.2	Issue Official Receipt			
END OF TRANSACTION						

16. Receiving of Formal Complaint/s and Issuance of Legal Clearance

To establish procedure on the receiving of Formal Complaint/s; and issuance of Legal Clearance within the processing time from the receipt of complete supporting documents.

Office/Division:	MRO Legal Unit				
Classification:	Simple				
Type of Transaction:	Government to Client				
Who may avail:	Shipping Companies, Ship Owners/Operators/Managers, Seafarers, or any real party/ies in interest				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
Filing of Formal Complaint 4. Two (2) Copies of the Complaint 5. Supporting Documents (Original and Photocopy)			Complainant		



Issuance of Legal Clearance		Applicant			
1. Two (2) Copies of the Letter of Application 2. Supporting Documents (Original and Photocopy)					
CLIENT ACTION	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. FILING OF FORMAL COMPLAINT					
1	1. A Formal Complaint may be filed by any person or initiated by MARINA; a. The names and addresses of all complainants and respondents must be stated in the complaint. b. It shall be signed under oath by the complainant with a declaration of non-forum shopping. Otherwise, the complaint shall be dismissed without prejudice, save in cases initiated by the MARINA which need not be under oath;	1.1 Receives the Complaint and its attachments, if any; and issues authority to accept payment (ATAP) for the payment of the filing fee. 1.2 The Respondent will be directed to explain within five (5) working days. 1.3 If the explanation is not meritorious, a Show Cause Order will be issued ordering the Respondent/s to file his verified Answer (not a Motion to Dismiss) to the complaint within ten (10) days from receipt thereof duly supported by affidavits of his witnesses and other relevant documentary evidence; and further setting the Hearing of the	● P 3,700.00	Sixty (60) working days from submission of the case for Decision / Resolution.	Attorney III Legal Unit



	<p>c. Accompanied by proof of service to the opposing parties;</p> <p>2. The complainant shall be required to pay the filing fee at the time of the filing of complaint. Non-payment of the filing fee shall render the complaint as not filed.</p>	<p>case within fifteen (15) days from issuance of the said Order.</p> <p>1.4 Upon conclusion of the Hearing and after submission of the final pleadings, the case shall be submitted for Decision/Resolution.</p> <p>1.5 The Decision of MARINA Regional Office IX (MRO IX) shall become final and executory after the lapse of the reglementary period for the filing of a Motion for Reconsideration or Appeal and no such pleading has been filed.</p>			
2. ISSUANCE OF LEGAL CLEARANCE					
1	<p>1.Submission of Application Letter and its attachments, if any.</p>	<p>1.1 Receives the Letter of Application and its attachments, if any; and issues authority to accept payment (ATAP) for the payment of the fee.</p> <p>2.1 Evaluates the application to determine if there exists an outstanding obligation/s with other MRO IX Sectors.</p> <p>2.1.1 If there is an outstanding obligation/s, direct the</p>	<ul style="list-style-type: none">• P300.00	<p>One (1) working day after presentation of receipt/proof of payment</p>	<p><i>Attorney III</i> Legal Unit</p>



		applicant to settle the same. 2.1.2 If there are none, prepares and signs the Legal Clearance, and submit to the Regional Director for his signature.			
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17. Application for Issuance and Renewal of Certificate of Public Convenience (CPC) /Authority to Operate and Special Permit / Provisional Authority

To establish procedure on the issuance and renewal of Certificate of Public Convenience (CPC) / Authority to Operate and Special Permit / Provisional Authority within the processing time of twenty-two (22) days from the receipt of complete supporting documents.

Office/Division:	MRO Franchising Unit
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Classification:	Simple	
Type of Transaction:	Government to Citizen	
Who may avail:	Shipping Companies, Ship Owners/Operators/Managers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
New Application		
Type of vessel:		
Cargo, Barge, Tanker, Ro-Ro Passenger, Passenger Vessels		
1. Letter of Application		Applicant/ Shipping Company
2. Bio Data of the Owner/Operator with BIR TIN		Shipping Company
3. Picture of vessel		Shipping Company
4. Certificate of Ownership and Certificate of Philippine Registry		Shipping Company/ MARINA
5. Coastwise License		Shipping Company/ MARINA
6. Load Line Certificate		Shipping Company/ MARINA
7. Stability Certificate		Shipping Company/ MARINA
8. Tonnage Certificate		Shipping Company/ MARINA
9. Minimum Safe Manning Certificate		Shipping Company/ MARINA
10. DTI Certificate/ SEC Registration/ CDA Registration		Shipping Company/ Department of Trade and Industry/Securities and Exchange Commission/ Cooperative Development Authority
11. Accreditation		Shipping Company/ MARINA
12. Cargo Ship Safety Certificate (cargo vessel)		Shipping Company/ MARINA
13. Passenger Ship Safety Certificate (passenger vessel)		Shipping Company/ MARINA
14. Civil Liability Certificate (tanker and barge carrying oil)		Shipping Company/ MARINA
15. Class Certificate (passenger vessel)		Shipping Company/ Classification Society



16. Radio License	Shipping Company/ National Telecommunications Commission
17. Financial Statement	Shipping Company
18. General Arrangement Plan (cargo vessel)	Shipping Company
19. General Accommodation Plan (passenger vessel)	Shipping Company
20. Affidavit of Publication / Copy of Newspaper	Shipping Company
21. Crew License	Shipping Company
22. Passenger Insurance	Shipping Company
23. Certificate of Compliance (passenger vessel)	Shipping Company/MARINA
24. 10-minute Film on Safety features of the vessel	Shipping Company
25. ISM Certificate (as applicable)	Shipping Company/MARINA
26. Proof of Payment/Official Receipt	Shipping Company
27. Formal Offer of Evidence	Shipping Company
Recreational Boat License / Authority to Operate	
12. Letter of Application	Applicant
13. Certificate of Philippine Registry	Shipping Company/MARINA
14. Certificate of Ownership and Recreational Boat Certificate	Shipping Company/MARINA
15. Recreational Boat Safety Certificate	Shipping Company/MARINA
16. Picture of the boat	Shipping Company
17. Passenger Insurance	Shipping Company
18. DTI Certificate/ SEC Registration/ CDA Registration	Shipping Company/ Department of Trade and Industry/Securities and Exchange Commission/ Cooperative Development Authority



19. Accreditation		Shipping Company/ MARINA			
20. Proof of Payment		Shipping Company			
Special Permit/Provisional Authority					
1. Letter of Application		Shipping Company			
2. Ship Safety Certificate		Shipping Company/MARINA			
3. Proof of Payment		Shipping Company/MARINA			
Approval of Sale and Transfer of Ownership					
1. Letter of Application		Applicant			
2. Deed of Sale		Applicant			
3. Proof of Payment		Applicant			
Certification					
1. Letter of Request indicating therein circumstances of the vessel/operations		Applicant			
2. Engine/Deck Maintenance Report with Inspection Report/ Findings/Recommendation of Surveyor		Applicant/MARINA			
3. Proof of Payment		Applicant			
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
I. CPC / Authority to Operate					
1	Applicant submits the application together with the requirements to Receiving in-charge.	1 Log and route to concern units	(SEE SCHEDULE OF FEES BELOW)	15 minutes	Receiving In-charge



2	Payment to cashier	2.1. Prepares the Notice of Hearing for signature of the Regional Director		10 minutes	FU <i>Registration Officer II, Regional Director/ Officer In-charge</i>
		4. 2. Publication of Notice of Hearing in a newspaper of general circulation		21 working days	FU <i>Registration Officer II</i>
		2.3. Conduct of Summary Proceeding/ Orientation		1 hour	FU <i>Registration Officer II</i>
3	Submit Formal Offer of Evidence	3.1. Prepare Executive Brief, CPC Decision and Certificate and affixes initial.		1 hour	FU <i>Registration Officer II</i>
		3.2. Signs and approves CPC Decision and Certificate		1 hour	<i>Regional Director / Officer In-charge</i>
4	Receives the original copy and Signs in the log book.	Releases the signed and approved CPC Decision and Certificate.		5 minutes	FU <i>Registration Officer II</i>



	END OF TRANSACTION		Twenty Two (22) working days from payment of processing fee and receipt of complete documentary requirements.		
II. Special Permit / Provisional Authority / Certification					
1	Applicant submits the application together with the requirements to Receiving in-charge.	1.1.Log and route to concern units	(SEE SCHEDULE OF FEES BELOW)	30 minutes	Receiving In-charge
		1.2. Check and Evaluate the completeness and validity of the documentary requirements. • If complete, issue ATAP. • If not complete, return application to applicant.		3 hours	FU Registration Officer II
2	Payment to cashier	Prepare Executive Brief, Special Permit/Provisional Authority/Certification and affixes initial.		1 hour	FU Registration Officer II,
3	Receives the original copy and Signs in the log book.	Releases the signed and approved Special Permit/ Provisional Authority/ Certification		5 minutes	FU Registration Officer II
	END OF TRANSACTION		Four (4) hours and thirty five (35) minutes from payment of processing fee and receipt of complete documentary requirements.		

Certificate of Public Convenience/ Authority to Operate

Liner



Steel Hull

- 100 GT and below P2,300
- 101 GT to 250 GT P4,700
- 251 GT to 500 GT P16.00/GT or minimum of P7,000
- Above 500 GT P16.00/GT or minimum of P9,400

Wooden Hull

- 35GT or less P1,000.00
- 35 GT to 100 GT P1,600.00
- 101 GT to 250 P1,900.00
- 251 GT to 500 GT P7.80/GT or minimum of P3,700.00
- Above 500 P 9.60/GT or minimum of P5,600.00

Tramp

Steel Hull

- 100 GT and below P2,600
- 101 GT to 250 GT
P5,200.00
- 251 GT to 500 GT
P16.50/GT or minimum of
P7,700.00
- Above 500 GT P16.50/GT
or minimum of P11,200.00

Wooden Hull

- 35GT or less P 1,000.00



- 35 GT to 100 GT P1,600.00
- 101 GT to 250 GT
P1,900.00
- 251 GT to 500 GT P7.80/GT
or minimum of P3,700.00
- Above 500 GT P 9.60/GT or
minimum of P5,600.00

Exemption from CPC

Steel Hull

- 100 GT and below
P2,200.00
- 101 GT to 250 GT P4,300.00
- 251 GT to 500 GT P6,500.00
- Above 500 GT minimum of P8,600.00 or P29/GT

Wooden Hull

- 100 GT and below P1,400.00
- 101 GT to 250 GT P2,800.00
- 251 GT to 500 GT P4,200.00
- Above 500 GT minimum of P5,600.00 or P12/GT

Ships expressly exempted under Section 7.14.1 to 7.14.11 of the 2014 Amendments P2,000.00/ship

Issuance Special Permit

Steel Hull

100 GT and below P900

- 101 GT to 250 GT P1,800
- 251 GT to 500 GT P2.700
- Above 500 GT P3,600



Wooden Hull

- 35GT or less P800.00
- 35 GT to 100 GT P1,600.00
- 101 GT to 250 GT P2,300.00
- 251 GT to 500 GT P 3,100.00
- Above 500 GT P4,700.00

A. Extension of Special Permit
Steel Hull

- 100 GT and below P1,100
- 101 GT to 250 GT P2,200
- 251 GT to 500 GT P3,300
- Above 500 GT P4,400

Wooden Hull

- 35GT or less P800.00
- 35 GT to 100 GT P1,600.00
- 101 GT to 250 GT P2,400.00
- 251 GT to 500 GT P3,200.00
- Above 500 GT P5,200.00

Provisional Authority

P 3,600.00/month

Certification

P300.00



18.Registration and Licensing of SBSR/BB/R/ASR Companies

Office/Division:	Shipyard Regulations Service	
Classification:	Technical	
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business	
Who may avail:	Shipbuilding/Repair/Ship/Boat Builders/Afloat Ship Repairers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
A. REGISTRATION		Applicant
1. Letter of Application (Original/2 copies)		Shipbuilding/Repair/Ship/Boat Builders/Afloat Ship Repairers
2. Certificate of Registration with SEC duly supported by the Articles of Incorporation/ partnership and By-Laws or Certificate of Business name from DTI or Certificate of Registration from CDA for cooperatives duly supported by the Articles of Cooperation and By-Laws (Certified True Copy/1 copy)		Shipbuilding/Repair/Ship/Boat Builders/Afloat Ship Repairers
3. Must have paid-up/capitalization of at least (Submit proof of capitalization)(Original/1 copy)		



SBSR Class A – P50,000,000.00 Class B – P25,000,000.00 Class C - P10,500,000.00 BB/R Class A – P100,000.00 Class B – P10,000.00 Class C – None ASR – P500,000.00	Shipbuilding/Repair Company Boatbuilding/Repair Company Afloat Ship Repair Company
4. Proof of Affiliation with a “MARINA-recognized shipyard association or proof of application for affiliation (Original/1 copy)	Shipbuilding/Repair Company / Shipyard Association
5. Alien Employment Permit issued by DOLE or BID (For Foreign National) (Original/1 copy)	Shipbuilding/Repair/Ship/Boat Builders/Afloat Ship Repairers
6. Proof of employment and Bio-data of Technical and Skilled Personnel, Proprietor(Original/1 copy)	Shipbuilding/Repair/Ship/Boat Builders/Afloat Ship Repairers
7. Proof of trainings for management, technical and skilled personnel (e.g. integrated coastal management, boatyard management, etc.) (Certified True Copy/1 copy)	Shipbuilding/Repair/Ship/Boat Builders/Afloat Ship Repairers
8. Proof of ownership of boat yard facility or Lease Contract valid for at least five (5) years in case the facility is leased/rented	Shipbuilding/Repair/Ship/Boat Builders
9. Valid Clearance from DENR (Environmental Compliance Certificate) or Certificate of Non-coverage (CNC)	Shipbuilding/Repair/Ship/Boat Builders (ECC option for Boat Builders)



10. Valid Mayor's Permit	Shipbuilding/Repair/Ship/Boat Builders/Afloat Ship Repairers
11. Latest Financial Statement (For Renewal)	Shipbuilding/Repair/Ship/Boat Builders (Except Class C BB/R) /Afloat Ship Repairers
12. Copy of the Original License (For Renewal)	Shipbuilding/Repair/Ship/Boat Builders/Afloat Ship Repairers
13. Copy of Plans of the Shipbuilding and Shiprepair Facilities including location map	Shipbuilding/Repair
14. List/Inventory of the machineries/equipment/tools	Afloat Ship Repair
15. Valid Mayor's Permit or PEZA Certification including Fire Safety Inspection certification from BFP or equivalent	Shipbuilding/Repair/ Afloat Ship Repair
16. Copy of Occupational Safety and Health (OSH) accreditation/DOLE Certification	Shipbuilding/Repair/ Afloat Ship Repair
17. ISO 9001 :2015 on Quality Management System and its latest amendments from a certification body accredited by accreditation bureaus associated with Pacific Accreditation Cooperation	Shipbuilding/Repair
18. Duly accomplished data sheet prescribed by the Administration	MARINA



CLIENT ACTION		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Fills in and submits accomplished application form with other requirements including payment	1. Checks the completeness and screens the validity of the documentary requirements and prepares ATAP	SBSR 1. Registration <ul style="list-style-type: none">• Class A – P10,000• Class B – P5,000• Class C – P1,000 2. Licensing <ul style="list-style-type: none">• Class A – P47,300• Class B – P35,600• Class C – P24,000 BOATBUILDING/REPAIR Registration <ul style="list-style-type: none">• Class A – P21,800• Class B – P4,400• Class C – P400 AFLOAT SHIP REPAIR <ul style="list-style-type: none">• P12,500	One (1) hour from receipt of complete documents including payment	Sr. Shipbuilding Specialist/ Shipbuilding Specialist II CASHIER
2		2. Forwards the application to RD for instruction		30 minutes	Sr. Shipbuilding Specialist/ Shipbuilding Specialist II



3		3. Returns to the senior head with instruction		30 minutes	Regional Director
		4. Conducts survey/ inspection and evaluates the application and prepares the Executive Brief, Certificate of Registration and submits to Senior Head for review		2 days	Sr. Shipbuilding Specialist/ Shipbuilding Specialist II
		5. Reviews documents, Executive Brief, Letter Approval		4 hours	Sr. Shipbuilding Specialist
		6. Signs/Initials the Executive Brief, affixes initial to the Certificate and forwards to the Director			
		7. Signs the Certificate of Registration and return to SRS for releasing		2 hours	Regional Director
END OF TRANSACTION				Three working days from payment of processing fee and receipt of complete documentary (3)	



		requirements	
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19. AUTHORITY TO ACQUIRE SHIP THRU LOCAL CONSTRUCTION

Office/Division:	Shipyard Regulations Service		
Classification:	Technical		
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business		
Who may avail:	Shipping Companies, Ship Owners/Operators/Managers/Ship/Boat Builders		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Letter of Application (Original/2 copies)		Applicant	



2. General particulars of the vessel to be constructed specifically Length, Breadth, Depth, Draft, Main Engine, Tonnage, Capacity of on-board gears (if any) and Speed (Incorporated in the Application Letter)		Shipping Companies, Ship Owners, Managers, Ship/Boat Builders			
3. Duly Notarized Memorandum of Agreement (MOA) between the ship/boatbuilder and the applicant-company (Original/2 copies)		Shipping Companies, Ship Owners, Managers, Ship/Boat Builders			
4. Quotation for machinery/vessel and breakdown of cost (bill of materials) (Original /2 copies)		Ship/Boat Builders/Ship Owners			
5. General Arrangement Plan of the vessel to be constructed (Original copies/3 sets)		Shipping Companies, Ship Owners, Managers, Ship/Boat Builders			
CLIENT ACTION		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Fills in and submits accomplished application form with other requirements including payment	1. Checks the completeness and screens the validity of the documentary requirements and prepares ATAP	Authority to Acquire Vessel thru local construction <ul style="list-style-type: none">• P12,400.00/per vessel	One (1) hour from receipt of complete documents including payment	Sr. Shipbuilding Specialist/ Shipbuilding Specialist II CASHIER
2	Pays the amount in the ATAP to the Cashier and returns to the SRS	2. Forwards the application to RD for instruction		30 minutes	Sr. Shipbuilding Specialist/ Shipbuilding Specialist II



3	No Activity	3. Returns to the senior head with instruction		30 minutes	Regional Director
4	No Activity	4. Evaluates the application and prepares the Executive Brief, Letter Approval and submits to Senior Head for review		2 days	Sr. Shipbuilding Specialist/ Shipbuilding Specialist II
5	No Activity	5. Reviews documents, Executive Brief, Letter Approval		4 hours	Sr. Shipbuilding Specialist
6	No Activity	6. Signs/Initials the Executive Brief, affixes initial to the Letter Approval and forwards to the Director			
7	No Activity	7. Signs the Letter Approval and return to SRS for releasing		2 hours	Regional Director
END OF TRANSACTION				Three (3) working days from payment of processing fee and receipt of complete documentary requirements	



20. ISSUANCE OF CONSTRUCTION CERTIFICATE

Office/Division:	Shipyards Regulations Service
Classification:	Technical
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business



Who may avail:		Shipping Companies, Ship Owners/Operators/Managers/Ship/Boat Builders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
1. Letter of Application (Original/2 copies)		Applicant			
2. Periodical survey reports (Original/ 1 copy)		MARINA SRS inspector			
3. Builder's Certificate (Original/2 copies)		Ship/Boat Builder			
CLIENT ACTION		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Fills in and submits accomplished application form with other requirements including payment	1. Checks the completeness and screens the validity of the documentary requirements and prepares ATAP	Construction Certificate <ul style="list-style-type: none">• P400.00/per vessel Periodical Survey <ul style="list-style-type: none">• 50 GT and below – P1,000• Over 50GT-500GT – P2,000• Over 500GT-1,500GT – P3,000• Above 1,500 GT- P4,500	One (1) hour from receipt of complete documents including payment	Sr. Shipbuilding Specialist/ Shipbuilding Specialist II CASHIER



2	Pays the amount in the ATAP to the Cashier and returns to the SRS	2. Forwards the application to RD for instruction			Sr. Shipbuilding Specialist/ Shipbuilding Specialist II
3	No Activity	3. Returns to the senior head with instruction		1 hour	Regional Director
4	No Activity	4. Evaluates the application and prepares the Executive Brief, Certificate and submits to Senior SBS for review		2 days	Sr. Shipbuilding Specialist/ Shipbuilding Specialist II
5	No Activity	5. Reviews documents, Executive Brief, Certificate		4 hours	Sr. Shipbuilding Specialist
6	No Activity	6. Signs/Initials the Executive Brief, affixes initial to the Certificate and forwards to the Director			
7	No Activity	7. Signs the Certificate and return to SRS for releasing		2 hours	Regional Director/OIC
END OF TRANSACTION					Three (3) working days from payment of processing fee and receipt of complete documentary



		requirements
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21. ISSUANCE OF TONNAGE MEASUREMENT CERTIFICATE

Office/Division:	Shipyard Regulations Service
Classification:	Technical
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business
Who may avail:	Shipping Companies, Ship Owners/Operators/Managers/Owner’s Representative



CHECKLIST OF REQUIREMENTS			WHERE TO SECURE			
1. Application Form (1 copy)			Applicant			
2. General Arrangement Plan, Construction Plan, Midship Section Plan, Lines Drawing and Capacity Plan (Original/ 3 sets)			Shipping Companies; Ship Owners, Managers, Owner’s Representative			
CLIENT ACTION		AGENCY ACTION	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
1	Fills in and submits accomplished application form with other requirements including payment	1. Checks the completeness and screens the validity of the documentary requirements and prepares ATAP	Domestic Tonnage Measurement Certificate		30 Minutes	Sr. Shipbuilding Specialist/ Shipbuilding Specialist II CASHIER
			Issuance of Domestic Tonnage Measurement Certificate			
			3.01 GT - 14.99 GT	800.00		
			15 GT and under 34.99 GT	1,100.00		
			35 GT and under 99.99 GT	2,100.00		
			100 GT and under 249.99 GT	7,300.00		
			250 GT and under 499.99 GT	9,800.00		
			500 GT and above	9,800.00 plus P6.00/GT in excess of 500GT		
2	No Activity	2. Forwards the application to RD for instruction			5 Minutes	
3	No Activity	3. Returns to the senior head with instruction and assigned to the Shipbuilding Specialist II			5 Minutes	



4	No Activity	4. Schedules the conduct of survey / admeasurement		5 Minutes	Regional Director	
5	No Activity	5. Prepares routing slip and endorsed to Section Head		15 Minutes	Shipbuilding Specialist II	
6	No Activity	6. Conduct of survey / admeasurement as per agreed schedule		1 day	Shipbuilding Specialist II	
7	No Activity	7. Calculate the GT and NT of the vessel		1 day	Shipbuilding Specialist II	
8	No Activity	8. Process the Tonnage Measurement Certificate		3 hours	Shipbuilding Specialist II	
9	No Activity	9. Prepare Executive brief and endorsed to section head together with the Tonnage Calculations Sheet, processed Tonnage Measurement Certificate for approval of RD		2 hours	Shipbuilding Specialist II	
10	No Activity	10. Signs the Tonnage Measurement Certificate and returned to SRS for releasing		2 hours	Regional Director	
END OF TRANSACTION				Three (3) working days after receipt of application and the		



		conduct of survey/Adme asurement		
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22. ISSUANCE OF DOMESTIC LOAD LINE CERTIFICATE



Office/Division:		Shipyard Regulations Service					
Classification:		Technical					
Type of Transaction:		G2C – Government to Citizen G2B – Government to Business					
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE				
1. Application Form (1 copy)			Applicant				
2. Load Line Calculation, freeboard mark and plan location of Load Line mark.			Load Line Assignor, MARINA ReNA				
3. Approved copy of General Arrangement Plan, Lines Drawing, Midship Section, Longitudinal Hull Girder Strength Calculation and Hydro static Curves. (Original/1 set)			Shipping Companies, Ship Owners, Managers, Owner’s Representative				
4. Survey Report (Original)			Load Line Assignor, MARINA ReNA				
5. Copy of CO & CPR (Reproduced 1 copy)			Shipping Companies, Ship Owners, Managers, Owner’s Representative				
CLIENT ACTION		AGENCY ACTION	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE	
1	Fills in and submits accomplished application form with other requirements including payment	1. Checks the completeness and screens the validity of the documentary requirements and prepares ATAP	Domestic Load Line Certificate			30 minutes	Sr. Shipbuilding Specialist/ Shipbuilding Specialist II CASHIER
			Issuance of Domestic Load Line Certificate	Non-Propelled	Self-Propelled		
			Under 200 GT (With at least above 15 Meters in length)	4,800.00	6,000.00		



			200 GT and under 400 GT	6,000.00	7,200.00		
			400 GT and under 700 GT	7,200.00	8,400.00		
			700 GT and under 1,000 GT	7,800.00	10,200.00		
			1,000 GT and under 1,500 GT	9,000.00	12,000.00		
			1,500 GT and under 2,500 GT	10,800.00	13,200.00		
			2,500 GT and under 3,500 GT	12,000.00	14,400.00		
			3,500 GT and under 5,000 GT	12,600.00	15,600.00		
3	No Activity	3. Forwards the application to RD for instruction				5 Minutes	Sr. Shipbuilding Specialist/ Shipbuilding Specialist II
4	No Activity	4. Returns to the senior head with instruction and assigned to the Shipbuilding Specialist II					Shipbuilding Specialist II
5	No Activity	5. Scheduling of survey				5 Minutes	Regional Director/OIC
6	No Activity	6. Prepare routing slip and endorsed to Section Head				20 Minutes	Shipbuilding Specialist II
7	No Activity	7. Conduct of survey as per agreed schedule				1 Day	Shipbuilding Specialist II
8	No Activity	8. Process Load Line Certificate				1 day	Shipbuilding Specialist II



9	No Activity	9. Conducts evaluation and prepare Executive brief and endorsed to section head for review together with the processed Load Line Certificate, Survey report and other Documentary requirements for approval of RD		5 hours	
10	No Activity	10. Signs the Load Line Certificate and return to SRS for releasing		2 hours	Regional Director/OIC
END OF TRANSACTION				Three (3) working days after receipt of application and the conduct of survey	



23. ISSUANCE OF STABILITY CERTIFICATE AND CONDUCT OF INCLINING EXPERIMENT TEST/LIGHTWEIGHT SURVEY

Office/Division:	Shipyard Regulations Service			
Classification:	Technical			
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business			
Who may avail:	Shipping Companies, Ship Owners/Operators/Managers/Owner's Representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application Form (1 copy)		Applicant		
2. Inclining Experiment Test (Original/1 Copy)		Accredited Marine Surveying Company / MARINA ReNA		
3. Approved copy of General Arrangement Plan, Capacity Plan, Cross Curves of Stability and Hydrostatic Curves (Reproduced copy/1 set)		Shipping Companies, Ship Owners, Managers, Owner's Representative		
4. Intact Stability Calculations / Booklet (Original/1 copy)		Accredited Marine Surveying Company / MARINA ReNA		
5. Copy of CO and CPR (Reproduced Copy/1 copy)		Shipping Companies, Ship Owners, Managers, Owner's Representative		
CLIENT ACTION	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1	Fills in and submits accomplished application form with other requirements including payment	1. Checks the completeness and screens the validity of the documentary requirements and prepares ATAP	Domestic Stability Certificate			30 Minutes	Sr. Shipbuilding Specialist/ Shipbuilding Specialist II CASHIER
			Conduct of Inclining Test/Lightweight survey by the MARINA	Non-Propelled	Self-Propelled		
			Under 35 GT	4,200.00	5,000.00		
			35 GT and under 200 GT	12,000.00	15,000.00		
			200 GT and under 400 GT	18,000.00	20,000.00		
2	No Activity	2. Forward the application to the SRS Personnel	400 GT and under 700 GT	24,000.00	30,000.00	5 Minutes	Shipbuilding Specialist II
			700 GT and under 1,000 GT	30,000.00	35,000.00		
			1,000 GT and under 1,500 GT	36,000.00	45,000.00		
			1,500 GT and under 2,500 GT	48,000.00	60,000.00		
			2,500 GT and under 3,500 GT	54,000.00	70,000.00		
3	No Activity	3. Scheduling of the conduct of Inclining Experiment test	3,500 GT and under 5,000 GT	60,000.00	80,000.00	5 Minutes	Regional Director
			5,000 GT and under 6,500 GT	66,000.00	95,000.00		
4	No Activity	4. Prepare routing slip and endorsed to Section Head	6,500 GT and under 8,000 GT	72,000.00	100,000.00	20 Minutes	Shipbuilding Specialist II
			8,000 GT and under 10,000 GT	78,000.00	120,000.00		
			10,000 GT and under 12,000 GT	84,000.00	130,000.00		
			12,000 GT and under 15,000 GT	96,000.00	140,000.00		
			15,000 GT and Over	96,000.00	150,000.00		
5	No Activity	5. Conduct of Inclining Experiment test as per agreed schedule				1 day	Shipping Operations Specialist II/ReNA



6	No Activity	6. Calculate stability data and process the Stability Certificate		1 day and 3 hours	Shipping Operations Specialist II/ReNA
7	No Activity	7. Prepare Executive brief and endorsed to section head together with the processed Stability Certificate, Approved Intact Stability calculations / Booklets and other Documentary requirements for approval of RD		3 hours	Sr. Shipbuilding Specialist/ Shipbuilding Specialist II
8	No Activity	8. Signs the Stability Certificate and returned to SRS for releasing		1 hour	Regional Director
END OF TRANSACTION				Three (3) working days after receipt of application and the conduct of survey	



24.. ACCREDITATION AS SHIP LAY-UP AGENT

Office/Division:	Shipyard Regulations Service	
Classification:	Technical	
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Accreditation as Ship Lay-up Agent		
1. Letter of Intent or Application (Original/2 copies)	Applicant	
2. Certificate of Registration with SEC duly supported by the Articles of Incorporation/partnership and By-Laws or Certificate of Business name from DTI (Certified True Copy /1 copy)	Shipping Companies, Ship Owners/Operators/Managers	
3. For existing company, Latest Audited Financial Statement. For new company, audited financial statement is not required (Certified True Copy/1 copy)	Shipping Companies, Ship Owners/Operators/Managers	



4. Company profile indicating list of Principal Officers and their bio-data with particular emphasis on experience in maritime-related activities. (Original/1 copy)		Shipping Companies, Ship Owners/Operators/Managers			
5. List of vessel lay-up facilities and equipment in accordance with the MARINA prescribed checklist of requirements. (Original/1 copy)		Shipping Companies, Ship Owners/Operators/Managers			
CLIENT ACTION		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Fills in and submits accomplished application form with other requirements including payment	1. Checks the completeness and screens the validity of the documentary requirements and prepares ATAP	Accreditation of Lay-up Agents <ul style="list-style-type: none">• P10,000.00	One (1) hour from receipt of complete documents including payment	Sr. Shipbuilding Specialist/ Shipbuilding Specialist II CASHIER
2	No Activity	2. Forwards the application to RD for instruction		30 minutes	Sr. Shipbuilding Specialist/ Shipbuilding Specialist II
3	No Activity	3. Returns to the senior head with instruction		30 minutes	Regional Director
4	No Activity	4. Conducts survey/ inspection Evaluates the application and prepares the		2 days	Sr. Shipbuilding Specialist/ Shipbuilding Specialist II



		Executive Brief, Accreditation Certificate and submits to Senior Head for review			
5	No Activity	5. Reviews documents, Executive Brief, Accreditation Certificate		4 hours	Sr. Shipbuilding Specialist
6	No Activity	6. Signs/Initials the Executive Brief, affixes initial to the Accreditation Certificate and forwards to the Director			
7	No Activity	7. Signs the Accreditation Certificate and return to SRS for releasing		2 hours	Regional Director
END OF TRANSACTION				Three (3) working days from payment of processing fee and receipt of complete documentary requirements	



25.. ISSUANCE OF LAY-UP PERMIT / DEPARTURE CLEARANCE

Office/Division:	Shipyards Regulations Service	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	MARINA Accredited Lay-up Agent	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter of Intent or Application (Original/2 copies)		Accredited Lay-up Agent
2. Copy of a Certificate of Accreditation as lay-up agent		Accredited Lay-up Agent
3. Date of arrival of foreign vessel to be laid-up (For lay-up permit)		Accredited Lay-up Agent
4. Date of departure of foreign vessel (For departure clearance)		Accredited Lay-up Agent



5. Foreign vessel information (Ship's particulars, country of registry, owner, tentative schedule of lay-up period and expected time of arrival, crew list.)		Accredited Lay-up Agent			
CLIENT ACTION		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Fills in and submits accomplished application form with other requirements including payment	1. Checks the completeness and screens the validity of the documentary requirements and prepares ATAP	Lay-up Permit <ul style="list-style-type: none">• P2,500.00 Departure Clearance <ul style="list-style-type: none">• P2,500.00 Lay-up Fees <ul style="list-style-type: none">• Vessels below 50,000 DWT - US\$ 110 per day• Vessels of 50,000 DWT - 150,000 DWT - US\$ 125 per day• Vessels of above 150,000 DWT - US\$ 140 per day (Or peso equivalent)	One (1) hour from receipt of complete documents including payment	Sr. Shipbuilding Specialist/ Shipbuilding Specialist II CASHIER
2	No Activity	2. Forwards the application to RD for instruction		30 minutes	Sr. Shipbuilding Specialist/ Shipbuilding Specialist II



3	No Activity	3. Returns to the senior head with instruction		30 minutes	Regional Director
4	No Activity	4 Evaluates the application and prepares the Executive Brief, Lay-up Permit/Departure Clearance and submits to Senior SBS for review		4 hours	Sr. Shipbuilding Specialist/ Shipbuilding Specialist II
5	No Activity	5 Reviews documents, Executive Brief, Lay-up Permit/Departure Clearance		1 hour	Sr. Shipbuilding Specialist
		Signs/Initials the Executive Brief, affixes initial to the Lay-up Permit/Departure Clearance and forwards to the Regional Director			
6	No Activity	6 Signs the Lay-up Permit/Departure Clearance and return to SRS for releasing		1 hour	RD
END OF TRANSACTION				One (1) working day from payment of processing fee	



		and receipt of complete documentary requirements	
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26. VESSEL PLANS FOR APPROVAL

Office/Division:	Shipyard Regulations Service		
Classification:	Technical		
Type of Transaction:	G2C – Government to Citizen		
Who may avail:	Shipping Companies, Ship Owners/Operators/Managers/Owner’s Representative		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	



Type of vessel: All ships 3GT and above		
1. Application Form (1 copy)	Applicant	
2. Ship's Plans duly signed and sealed by Philippine Registered Naval Architect and Marine Engineer (RENAMARE) and Professional Electrical Engineer (PEE) (Ship Plans shall be submitted in three (3) copies (blue or white print copy) including electronic copy	1. For New Construction	
	For ship's 3 GT to 15 GT	
	1. General Arrangement Plan	Additional Plans for Passenger Ships
	2. Construction Plan	4. Passenger Accommodation Plan
	3. Midship Plan and BHD Plan Details	5. Hydrostatic Curves
		6. Permissible Subdivision by Empirical Formula
	For Ship's 15GT to 50 GT	
	1. General Arrangement Plan	Additional Plans for Passenger Ships
	2. Construction Plan	12. Passenger Accommodation Plan
	3. Midship Plan and BHD Plan Details	13. Permissible Subdivision by Empirical Formula
	4. Lines Plan and Table of Offsets	14. Cross Curves of Stability



	5. Hydrostatic Curves or Hydrostatic Tables	15. Damage Stability Booklet
	6. Shell Expansion Plan	
	7. Scantling Calculation with Longitudinal Hull Girder Strength Calculation	
	8. Capacity Plan	
	9. Welding Schedule and Specifications	
	10. Shafting and Propeller Arrangement & Specifications	
	11. Specification & Arrangement of Main Propulsion & Auxiliary Machineries	
	For Ship's 15GT to 50 GT	
	1. General Arrangement Plan	Additional Plans for Passenger Ships
	2. Construction Plan	14. Passenger Accommodation Plan
	3. Midship Plan and BHD Plan Details	15. Floodable Length Calculations
	4. Lines Plan and Table of Offsets	16. Floodable Length Curves



	5. Hydrostatic Curves or Hydrostatic Tables	17. Damage Stability Booklet
	6. Shell Expansion Plan	18. Emergency Escape Plan
	7. Scantling Calculation with Longitudinal Hull Girder Strength Calculation	
	8. Capacity Plan	<i>Additional Plans for Vessels with more than 4KW Generators or 20 Outlets for all sizes</i>
	9. Welding Schedule and Specifications	1. Deck Wiring Layout
	10. Shafting and Propeller Arrangement & Specifications	2. Schematic Wiring Diagram
	11. Specification & Arrangement of Main Propulsion & Auxiliary Machineries	3. Schedule of Loads and Electrical Specifications
	12. Cross Curves of Stability	
	13. Life Saving & Fire Control Plan	
	For Non-Propelled Barges and Similar Ships	
	1. General Arrangement Plan	Additional Plans for Ship Shape
	2. Construction Plan	7. Lines Plan and Table of Offsets



			3. Midship Plan and BHD Plan Details	8. Hydrostatic Curves or Hydrostatic Tables	
			4. Shell Expansion Plan		
			5. Welding Schedule and Specifications		
			6. Scantling Calculation with Longitudinal Hull Girder Strength Calculation		
			For Ships conversion, alteration, modification and re-building		
			1. MARINA approved plans affecting the conversion, alteration, modification and re-building.		
CLIENT ACTION		AGENCY ACTION	FEES AND CHARGES	PROCESSING TIME	PERSON RESPONSIBLE
1	Fills in and submits accomplished application form with 3 sets of vessel plans including payment	1. Checks the completeness and prepares ATAP	160.00 per section	45 Minutes	Sr. Shipbuilding Specialist/ Shipbuilding Specialist II CASHIER



2	No Activity	2. Forward the application to the SRS Personnel / SBS II		5 Minutes	Sr. Shipbuilding Specialist/ Shipbuilding Specialist II
3	No Activity	3. Prepare routing slip and endorsed to Section Head		10 Minutes	Sr. Shipbuilding Specialist/ Shipbuilding Specialist II
4	No Activity	<p>4. Review and evaluate vessel plans for correctness in accordance to the minimum standards of available maritime laws, policies, rules and regulations.</p> <p>Process, check and review the 3 sets of copies of vessel plans and stamped for approval</p>		For 3GT to 15GT 9.0 Days and 2 hours	Shipbuilding Specialist II/ Shipping Operations Specialist II (ReNA)
				For 15GT to 50GT 14.0 Days and 2 hours	
				For 50T and above 19.0 Days and 2 hours	
5	No Activity	5. Prepare Executive brief and endorsed to section head together with the checked and reviewed 3		2 hours	Sr. Shipbuilding Specialist



		sets of vessel plans for approval of RD			
6	No Activity	6. Approves/Signs the 3 sets vessel plans and return to SRS for releasing		3 hours	Regional Director/OIC
END OF TRANSACTION				For 3GT to 15GT	
				10 Days	
				For 15GT to 50GT	
				15 Days	
				For 50T and above	
				20 Days	



Regional Offices

Internal Services



1. Grant of Employees Welfare and Benefits

The government as employer grants welfare and benefits to employees who serve the public with utmost courtesy, efficiency and effectiveness.

Office or Division:	MROs/Administrative Unit			
Classification:	Highly Technical			
Type of Transaction:	G2G- Government to Government			
Who may avail:	MARINA Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application for Leave		Applicant		
2. Letter of Intent to Retire		Applicant		
3. Office Clearance		HR- Designate/Admin. And Finance Service Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
EMPLOYEES WELFARE AND BENEFITS				
1. Personnel submits letter of intent to retire	1. Receives and forward to OIC – RD for notation on the routing slip	None	1 day	Secretary, RD



2. Secures application for Terminal leave benefits and clearance from the AFSU	2. Determines available leave credits and signs clearance	None	1 day	HR-Designated Staff
3. Submits all documentary Requirements to AFSU	3. Receives and evaluates the submitted documentary requirements	None	1 day	Admin. Officer/ Admin. Unit
4. No Activity	4. Prepares transmittal and forwards all documentary requirements to Central Office	None	4 hours	Admin. Officer/ Admin. Unit
5. No Activity	5. Signature of forwarding memorandum	None	30 minutes	RD/OIC
6. No Activity	6. Prepares disbursement voucher for terminal leave upon receipt of Notice for Cash Allocation from the Central Office	None	5 days	Accounting Staff /Admin. Unit
	TOTAL	None	8 days 4 hours 30 minutes	



2. Payment Procedure for Government Expenditures

To establish the procedure and documentary requirements for common government transactions following COA Circular No. 2012-001 dated 14 June 2012.

Office/Division:	MRO - Administrative and Finance Unit	
Classification:	Simple	
Type of Transaction:	G2G – Government to Government G2B- Government to Business	
Who may avail:	Employees, Suppliers, Contractors and Other Government Agencies	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1.0. Cash Advances		
1.1. Granting of Cash Advances		
General Requirements for all cash advances except for travels		
1. Three (3) copies of Disbursement Voucher		Accountant I / Download from COA website
2. Three (3) copies of Obligation and Request Status		Designated Budget Officer
3. Authority of the accountable officer indicating maximum accountability and purpose of cash advance		Cash collecting officer
4. Certification of no unliquidated cash advances		Accountant I



5. Approved application for bond and/or Fidelity Bond for the year of accountability of P 2,000.00 or more	Cash collecting officer / Administrative Unit
Additional Requirements	
1.1.1. Petty Cash Fund	
1. Approved estimates of petty expenses for one month	Cash collecting officer
2. Authority to hold cash advance	Regional Director
1.1.2. Traveling Allowances	
1.1.2.1. Local Travel	
1. Special Order / Travel Order	Administrative Unit / Claimant
2. Itinerary of Travel	Claimant
3. Certification of no unliquidated cash advances	Accountant I
1.2. Liquidation of Cash Advances	
1.2.1. Traveling Expenses	
1.2.1.2. Local Travel	
1. Plane, boat or bus tickets, boarding pass, terminal fee	Claimant
2. Certificate of Appearance/attendance	Claimant
3. Copy of previously approved itinerary	Claimant
4. Revised Itinerary of travel, if the previously approved itinerary was not followed	Claimant
5. Revised or supplemental Office Order, to support a change in schedule	Claimant
6. Certification as to the absolute necessity of the expenses together with corresponding bills or receipts, if the expenses incurred for official travel exceeded the prescribed rate per day	Head of Office
7. Liquidation Report	Claimant



8. Copy of Official Receipt, in case of refund of excess cash advance	Claimant
9. Certificate of Travel Completed	Claimant
2.0. Salaries and Wages	
General Requirements	
1. Three (3) copies of Disbursement Voucher	Accountant I / Download from COA website
2. Three (3) copies of Obligation Request and Status	Designated Budget Officer
Additional Requirements	
2.1. For Regular and Casual Employees (Payroll)	
1. Two (2) Original copies of Payroll	Administrative Unit
2.2. For Regular and Casual Employees (Individual Claims)	
2.2.1. First Salary	
1. Certified true copy of duly approved Appointment	Administrative Unit
2. Certified true copy of Oath of Office	Administrative Unit
3. Certificate of Assumption	Administrative Unit
4. Statement of Assets, Liabilities and Net Worth	Claimant
5. Approved DTR	Administrative Unit
2.2.2. Salary Differentials due to Promotion and/or Step Increment	
1. Certified true copy of approved appointment in case of promotion or Notice of Salary Adjustment in case of step increment or salary increase	Administrative Unit
2. Certificate of Assumption	Administrative Unit
3. Approved DTR	Administrative Unit



2.2.3. Last Salary	
1. Clearance from money, property and legal accountabilities	Administrative Unit
2. Approved DTR	Administrative Unit
3.0. Allowances, Honoraria and Other Forms of Compensation	
3.1. Personnel Economic Relief Allowance (PERA)	
1. Same requirements as those for payment of salaries	Administrative Unit
3.2. Representation and Transportation Allowance	
For Individual Claims	
1. Certified true copy of Office Order/Appointment (First Payment)	Administrative Unit
2. Certified true copy of Certificate of Assumption (First Payment)	Administrative Unit
3. Certification that the official/employee did not use government vehicle and is not assigned any government vehicle	Administrative Unit
4. Approved DTR	Administrative Unit
3.3. Clothing/Uniform Allowance	
For Individual Claims	
1. Certified true copy of approved appointment	Administrative Unit
2. Certificate of Assumption of new employees	Administrative Unit
3. Certificate of non-payment from previous agency, for transferees	Claimant
For General Claims	
1. Clothing/Uniform Allowance Payroll	Administrative Unit
2. Payroll Register	Administrative Unit



3.4. Productivity Enhancement Incentive	
For Individual Claims	
1. Certification that the performance ratings for the last two semesters given to the personnel is at least satisfactory	Administrative Unit
2. Certification from the Legal Office that the employee has no administrative charge	Administrative Unit
For General Claims	
1. Productivity Enhancement Incentive Payroll	Administrative Unit
2. List of personnel who were suspended either preventively or as a penalty as a result of an administrative charge within the year for which the PEI was paid, regardless of duration (except if the penalty meted out is only a reprimand)	Administrative Unit
3. List of personnel dismissed within the year	Administrative Unit
4. List of personnel on Absent Without Official Leave (AWOL)	Administrative Unit
5. Certification that the performance rating for two semesters given to the personnel is at least satisfactory	Administrative Unit
3.5. Longevity Pay	
1. Service Record	Administrative Unit
2. Certification issued by the Personnel Officer that the claimant has not incurred more than 15 days of vacation leave without pay	Administrative Unit
3.6. Year-End Bonus (YEB) and Cash Gift (CG)	
For Individual Claims	
1. Clearance from money, property and legal accountabilities	Administrative Unit
2. Certification from the Regional Director that the employee is qualified to receive the YEB and CG benefits pursuant to Budget Circular No. 2016-4	Administrative Unit
For General Claims	



1. Year-End Bonus and Cash Gift Payroll	Administrative Unit
2. Payroll Register	Administrative Unit
3.7. Retirement Benefits	
1. Updated Service record indicating the number of days on leave without pay and/or certification issued by the Human Resource Officer that the retiree did not incur any leave of absence without pay	Administrative Unit
2. Retirement application	Claimant
3. Office clearance from money , property accountability and administrative/criminal liability	Administrative Unit
4. Statement of assets and liabilities	Claimant
5. Retirement Gratuity Computation	Administrative Unit
6. Affidavit of Undertaking for authority to deduct accountabilities	Claimant
7. Affidavit of applicant that there is no pending criminal investigation or prosecution against him/her	Claimant
Additional requirement in case of resignation	
1. Employee's letter of resignation duly accepted by Agency Head	Claimant
Additional requirement in case of death of claimant	
1. Death certificate authenticated by the National Statistics Office (NSO)	Claimant
2. Marriage contract authenticated by NSO	Claimant
3. Birth certificates of all surviving legal heirs authenticated by NSO	Claimant
4. Designation of next-of-kin	Claimant
5. Waiver of rights of children 18 years old and above	Claimant
6. Affidavit of two disinterested parties that the deceased is survived by legitimate and illegitimate children (if any), natural, adopted or children of prior marriage	Claimant



3.8. Terminal Leave Benefits	
1. Clearance from money, property and legal accountability from Central Office and from Regional Office of last assignment	Administrative Unit
2. Certified photocopy of employees leave card as at last date of service duly audited by the Personnel Division and COA/Certificate of leave credits issued by the Admin/Human Resource Management Office (HRMO)	Administrative Unit
3. Complete service record	Administrative Unit
4. Statement of Assets Liabilities and Net Worth (SALN)	Claimant
5. Certified photocopy of appointment/Notice of Salary Adjustment (NOSA) showing the highest salary received if the salary under the last appointment is not the highest	Administrative Unit
6. Computation of terminal leave benefits duly signed/certified by the accountant	Administrative Unit
7. Applicant's authorization (in affidavit form) to deduct all financial obligations with the employer	Claimant
8. Affidavit of applicant that there is no pending criminal investigation or prosecution against him/her	Claimant
9. In case of resignation, employee's letter of resignation duly accepted by the Head of the Agency	Claimant
Additional requirements in case of death of claimant	
1. Death certificate authenticated by NSO	Claimant
2. Marriage contract authenticated by NSO	Claimant
3. Birth certificates of all surviving legal heirs authenticated by NSO	Claimant
4. Designation of next-of-kin	Claimant
5. Waiver of rights of children 18 years old and above	Claimant
3.9. Monetization	
1. Approved leave application (ten days) with leave credit balance certified by Human Resource Officer	Administrative Unit



2. Request for leave covering more than ten days duly approved by the Head of Agency	Administrative Unit
3. For monetization of 50% or more: <ul style="list-style-type: none"> Clinical abstract/medical procedures to be undertaken in case of health, medical and hospital needs Barangay Certification in case of need for financial assistance brought about by calamities, typhoons, fire, etc. 	Claimant
4.0. Other Expenditures	
General Requirements	
1. Three (3) copies of Disbursement Voucher	Accountant I / Download from COA website
2. Three (3) copies of Obligation Request and Status	Designated Budget Officer
3. Original copies of Billing Request/Invoices/Statement of Account	Supplier / Property / Claimant / Supply Officer
Additional Requirements	
4.1. Extraordinary and Miscellaneous Expenses	
1. Receipts and/or other documents evidencing disbursement, if there are available, or in lieu thereof, certification executed by the official concerned that the expenses sought to be reimbursed have been incurred for the purposes contemplated under the provisions of the GAA in relation to or by reasons of his position, in case of NGAs	Claimant
2. Other supporting documents as are necessary depending on the nature of the expense charged	Claimant
4.2. Insurance Premiums, Taxes, Duties and Licenses	
1. Insurance Policy	Administrative Unit
2. Certification of Insured vehicle from GSIS	Administrative Unit



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
PAYMENT OF GOVERNMENT EXPENDITURES				
1. Submits Billing Statement/Supporting Documents	1. Receives billing	none	5 minutes	Requesting Office/Claimant
2. No activity	2. Evaluates the completeness of all the required documents	none	5 minutes	Designated Budget Officer
3. No activity	3. Prepares Disbursement Voucher (DV), Obligation Request and Status (ORS) and attaches complete documents	none	15 minutes	Designated Budget Officer & Accountant I
4. No activity	4. Verifies the availability of allotment and signs the ORS	none	5 minutes	Designated Budget Officer
5. No activity	5. Determines the availability of NCA and signs the DV	none	15 minutes	Accountant I
6. No activity	6. Reviews and signs the DV for approval of payment	none	1 hour	Regional Director/OIC
7. No activity	7. Receives and reviews approved DV and supporting documents	none	5 minutes	Cashier
8. No activity	8. Prepares check/LDDAP-ADA for approved DVs	none	15 minutes	Cashier
9. No activity	9. Signs the check/LDDAP-ADA	none	5 minutes	Cashier
10. No activity	10. Countersigns/signs check/LDDAP-ADA	none	15 minutes	Regional Director/OIC



11. No activity	11. Prepares Advice of Checks Issued and Cancelled in accordance with the existing rules and regulations and forwards to GSB	none	2 hours	Cashier
12. No activity	12. Releases check or furnishes payee of LDDAP-ADA number	None	30 minutes	Cashier
			4 hours and 55 minutes	

3. Procurement through Alternative Modes

Prescribing the Procedure and Documentary Requirements for Common Government Transactions per Revised Implementing Rules and Regulations of Republic Act No. 9184

Office/Division:	MRO Procurement and Supply
Classification:	Complex
Type of Transaction:	G2G – Government to Government G2B – Government to Business G2C – Government to Client



Who may avail:	Suppliers, Contractors and Other Government Agencies	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
General Requirements		
1. Two (2) copies (original and duplicate) of Disbursement Voucher	Accounting/Download from COA website	
2. Two (2) copies (original and duplicate) Obligation Request and Status	Budget	
3. Certified true copy of Certificate of Availability of Funds (for amount is P 1,000,000.00 and above)	Administrative unit	
4. One (1) Certified true copy of Purchase Request	Administrative unit	
5. One (1) Certified true copy of Contract or Purchase Order (goods) or Job Order(services)	Administrative unit	
6. Original copy of PhilGEPS posting of Request for Quotation and Award (for amounts above P50,000.00)	Administrative unit	
7. Original copies of Billing Request/Invoices/Statement of Account	Administrative unit	
8. One (1) Certified true copy of BAC Resolution (for amounts P100,000.00 and above)	Administrative unit	
9. Original copy of 3 Quotations (for amounts P1,000.00 and above)	Administrative unit	
10. Two(2) copies (original and duplicate) of Abstract of Bids/Quotation)	Administrative unit	
11. Certified True Copy Approved Annual Procurement Plan (APP)	Administrative unit	
12. Other documents peculiar to the contract and/or the mode of procurement and considered necessary to the auditorial review/in technical evaluation/payment (e.g. justification, market	Administrative unit	
Additional Requirements		
1.1. Infrastructure/MOOE Project (for amounts below P50,000.00)		
1. Original Copy Accomplishment Report	Administrative unit	
2. Original Copy Statement of Time Elapsed	Administrative unit	
3. Original Copy of Request for Spot Inspection (Resident Auditor and Agency's Inspection Team)	Administrative unit	
4. Original Copy of Pre-repair Inspection Report	Inspection Team	



5. Original Copy of Post-repair Inspection Report	Inspection Team
6. Original Copy of Certificate of Acceptance	Administrative unit
7. Original Copy of Warranty Certificate	Administrative unit
8. Original Copy of Pictures of Work Accomplished	Administrative unit
9. Original Copy of Authority to repair	Administrative unit
10. One (1) Certified true copy of Bid Prices in the Bill of Quantities	Administrative unit
11. One (1) Original copy of Detailed Estimates	Administrative unit
12. Original Copy of Abstract of Bids	Administrative unit
13. Original Copy of Program of Work	Administrative unit
14. Original Copy of Detailed Estimate	Administrative unit
15. Original Copy of Scope of Work and Specification	Administrative unit
16. Original Copy of Plans (Blueprint)	Administrative unit
17. Original Copy of Certificate of Exclusive Distributorship (if applicable)	Supplier/Contractor
1.2. Repair and Maintenance of Motor Vehicles/Equipment	
1. Original Copy of Request for Spot Inspection (Resident Auditor and Agency's Inspection team)	Administrative unit
2. Original Copy of Pre-repair Inspection Report	Inspection Team
3. Original Copy of Post-repair Inspection Report	Inspection Team
4. Original Copy of Certificate of Acceptance	Administrative unit
5. Original Copy of Warranty Certificate	Administrative unit
6. Original Copy of Authority to Repair	Administrative unit
7. One (1) Original copy of DTI Accreditation (if not exclusive repairer)	Administrative unit
8. Original Copy of Report of Waste Materials	Administrative unit
9. Original Copy of Certificate of Cause of Damage (Due to Wear and Tear)	Administrative unit
1.3. Supplies and Materials and Semi-Expendable Equipment	
1. Original Copy of Invoices/Delivery Receipt	Supplier/Contractor
2. Original Copy of Inspection and Acceptance Report	Inspection Team



3. Original Copy of Request for Spot Inspection (Resident Auditor and Agency's Inspection Team)	Administrative unit
4. Original Copy of Brochure for Equipment	Administrative unit
5. Original Copy of Stock Position Sheet	Administrative unit
6. Original Copy of Distribution list/Certified True Copy of ICS (if applicable)	Administrative unit

APPLICANT/CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
SIMPLE TRANSACTIONS				
1. Submits Billing Statement	Receives billing	none	5 minutes	Assigned Employee / Accounting
2. No activity	Evaluates the completeness of all the required documents	none	5 minutes	Assigned Employee / Accounting
3. No activity	Prepares Disbursement Voucher (DV), Obligation Request and Status (ORS) and attaches complete documents	none	15 minutes	Assigned Employee / Budget
4. No activity	Verifies the availability of allotment and signs the ORS	none	5 minutes	Designated Budget Staff
5. No activity	Determines the availability of NCA and signs the DV	none	15 minutes	Accounting Head



6. No activity	Reviews and signs the DV for approval of payment	none	1 hour	Regional Director/OIC
7. No activity	Receives and reviews approved DV and supporting documents	none	5 minutes	Cashier
8. No activity	Prepares check/LDDAP-ADA for approved DVs	none	15 minutes	Cashier
9. No activity	Signs the check/LDDAP-ADA	none	5 minutes	Cashier
10. No activity	Countersigns/signs check/LDDAP-ADA	none	15 minutes	Regional Director/OIC
11. No activity	Prepares Advice of Checks Issued and Cancelled in accordance with the existing rules and regulations and forwards to GSB	none	2 hours	Cashier
12. No activity	Releases check or furnishes payee of LDDAP-ADA number	None	30 minutes	Cashier
END OF TRANSACTION			5 hours and 55 minutes	



FEEDBACK AND COMPLAINTS MECHANISM



FEEDBACK AND COMPLAINTS MECHANISM

A. LEGAL BASES:

RA No. 9485 ARTA of 2008 and its IRR
RA No. 11032 EODB Act of 2018
Office of the President MC No. 44 series of 2018
CSC MC No. 12 s. 2008 on RA No. 9485 and its IRR

B. BRIEF DESCRIPTION:

In compliance with Republic Act No. 9485 also known as the Anti-Red Tape Act (ARTA) of 2008 in relation to RA No. 11032 also known as the Ease of Doing Business and Efficient Government Service Delivery Act of 2018 and its Implementing Rules and Regulations, MARINA is mandated to formulate procedure for filing complaints and feedback mechanism in relation to the application or request.

C. AVAILABILITY OF SERVICE:

Monday to Friday 7:00 AM to 6:00 PM except on holidays.

D. PROCEDURE FOR SENDING OF FEEDBACK AND FILING OF COMPLAINTS:

How to send a feedback?	Accomplish/Fill-up the Feedback Form and drop in the Feedback Box located at the Public Assistance and Complaints Desk or in the respective frontline offices.
How feedback is processed?	Every day at 3:00 pm, the Public Assistance and Complaints Desk Officer/Team opens the Feedback/ Complaints Drop Box, collate, compiles, records all the submitted feedback,



	<p>prepare summary report and submit the Report to the Office of the Administrator for proper disposition/further instruction.</p> <p>Feedback requiring answers are forwarded to the concerned offices and they are required to answer within three (3) days upon receipt of the feedback.</p> <p>The response/answer/reply from the concerned office will be relayed to the client.</p> <p>For inquiries and follow-ups, clients may contact the following telephone/cellphone numbers: 0939-303-2884.</p>
How to file a complaint?	<p>Fill-up the complaint form and drop it at the Complaint Drop Box located at the Public Assistance and Complaints Desk or in the respective frontline offices.</p> <p>Complaint can also be filed through:</p> <ul style="list-style-type: none">• Email pid_stcw@marina.gov.ph• Telephone/cellphone (call or text)• Talk to our Public Assistance and Complaints Desk Officer or Officer of the Day <p>Make sure to provide the following information:</p> <ul style="list-style-type: none">• Name of the person being complained;• Incident



	<ul style="list-style-type: none">• Evidence <p>For inquiries and follow-ups, clients may contact the following telephone/cellphone numbers: 0939-303-2884.</p>
How complaints are processed?	<p>The Public Assistance and Complaints Desk Officer/Team opens the Complaints Drop Box on a daily basis and evaluates each complaint.</p> <p>Upon evaluation, the Public Assistance and Complaints Desk Officer/Team shall start the investigation and forward the complaint to the concerned office for their explanation.</p> <p>The Public Assistance and Complaints Desk Officer/Team will prepare a report after the investigation and shall submit to the Office of the Administrator for proper disposition/further instruction/appropriate action.</p> <p>For inquiries and follow-ups, clients may contact the following telephone/cellphone numbers: 0939-303-2884.</p>

E. NAMES AND CONTACT NUMBERS OF HEADS OF OFFICES:

Office	Head	Contact Number
Domestic Shipping Service (DSS)	Atty. Ma. Rowena B. Hubilla	8525-5030
Franchising Service (FS)	Atty. Maximo I. Bañares, Jr.	8521-8045
Legal Service (LS)	Atty. Eusebia Cadlum-Boco	
Manpower Development Service (MDS)	Engr. Jaime B. Bea	8524-6517
Maritime Information and Systems Service (MISS)	Mr. Luisito U. Delos Santos	
Maritime Safety Service (MSS)	Engr. Bernardo A. Pollo	8523-8659
Overseas Shipping Service (OSS)	Ms. Precila A. Jara	8525-7890



Shipyards Regulations Service (SRS)	Engr. Ramon C. Hernandez	8525-7212
STCW Office (STCWO)	Engr. Nannette Z. Villamor-Dinopol	
MARINA Regional Office – National Capital Region	Mr. Arnie F. Santiago Msc MNSA	
MARINA Regional Office I & II (La Union)	Engr. Arsenio M. Lucas	(072) 607-8108 (072) 607-8109
MARINA Regional Office IV (Batangas)	Engr, Emmanuel B. Carpio	(043) 723-1365 (043) 723-2327
MARINA Regional Office V (Legazpi)	Capt. Rommel John I. Mendoza	(052) 480-6984 (052) 480-6985
MARINA Regional Office VI (Iloilo)	Mr. Jose Venancio A. Vero, Jr.	(033) 501-2031 (033) 314-7040
MARINA Regional Office VII (Cebu)	Engr. Marc Anthony P. Pascua	(032) 888-9051
MARINA Regional Office VIII (Tacloban)	Mr. Efren Juan B. Borci, Jr.	(053) 325-5133 (053) 523-3010 (053) 888-1027
MARINA Regional Office IX (Zamboanga)	Engr. Rizal J. Vio	(062) 991-2614
MARINA Regional Office X (Cagayan de Oro)	Ms. Felisa P. Nepomuceno	(088) 856-9105 (088) 880-2010
MARINA Regional Office XI (Davao)	Ms. Mary Ann Armi Z. Arcilla	(0882) 224-6231
MARINA Regional Office XII (General Santos)	Ms. Annabell P. Lagas	(083) 301-1714
MARINA Regional Officer XIII (Surigao)	Atty. Manuel C. Portus	(086) 231-7622



F. CONTACT INFORMATION OF ANTI-RED TAPE AUTHORITY (ARTA), CONTACT CENTER NG BAYAN (CCB) AND PRESIDENTIAL COMPLAINT CENTER (PCC):

ARTA	<u>complaints@arta.gov.ph</u> 1-ARTA (2782)
CCB	0908-881-6565 (SMS)
PCC	8888