



## MARITIME INDUSTRY AUTHORITY

APR 20 2021

### MARINA ADVISORY

No 2021-22  
Series of 2021

**TO :** All Seafarers, Shipping Companies, Licensed Manning Agencies, Bareboat Charterers and all Others Concerned

**SUBJECT :** STRICT IMPLEMENTATION OF THE ONLINE APPOINTMENT SYSTEM (OAS) FOR THE SEAFARER RECORD BOOK (SRB) AND SEAFARER IDENTIFICATION DOCUMENT (SID) SYSTEM

In the interest of the service and in line with the continuing efforts to automate the frontline services of the Agency, the following guidelines shall be adopted for the implementation of the Online Appointment System (OAS) of the Seafarer Record Book (SRB) and Seafarer Identification Document (SID) System.

1. The SRB/SID Online Appointment System (OAS) shall be strictly implemented nationwide for all applications for the issuance of Seafarer Record Books (SRBs) and Seafarer Identification Documents (SIDs) effective Tuesday, 20 April 2021. Applications shall be lodged through the SRB/SID portal at <https://sidsrb.marina.gov.ph/>.
2. No walk-in application shall be entertained commencing on the date mentioned above.
3. Expedite application may be allowed on a case-by-case basis but the same will undergo internal approval process. It must be applied by the Licensed Manning Agency/Shipping company through <https://srbsidexpedite.marina.gov.ph/> and it must be supported by the following:
  - a. Request Letter for Expedite Processing by the Authorized Company representative bearing the company logo and the company official email address. No action shall be made if the request letter uses email addresses such as those, but not limited to, gmail.com; yahoo.com; aol.com, among others free emails.
  - b. Affidavit of Undertaking;
  - c. Confirmed E-Ticket/s of the concerned seafarer/s; and,
  - d. Approved POEA Contract/s or notarized company contract with the concerned seafarer.

4. Transfer of venue and date may be allowed for expedite applications if supported by the documentary requirements mentioned in the preceding item.
5. Expedite applications shall go through an approval process:
  - a. If processed at the Central Office and the National Capital Region, they shall be decided by the Office of the Deputy Administrator for Planning (ODAP) after initial evaluation by the Management Information and Systems Service (MISS), if the point of embarkation of the concerned seafarer is within Metro Manila for air travel and in Luzon provinces for ports hosting international ports for crew change;
  - b. If processed at the Regional Office, they shall be decided by the Concerned Regional Director/ Officer-in-Charge after initial evaluation by designated staff of the said Regional Office provided that the point of embarkation of the concerned seafarer is located within the jurisdiction of the said Regional Office.
6. Application for Expedite Processing shall be available on-line and QR coded when printed. The seafarer shall present the document attesting prior approval to the concerned MARINA Office, copy of which shall also be provided to the MARINA Office where final action on the application shall take place..
7. Upon the approval of this Advisory, the MARINA shall open slots for SRB/SID applications for all its processing Offices nationwide until 31 August 2021. Additional SRB/SID slots will be added in the ensuing months.
8. While it ensures to the public the integrity of the SRB/SID system, the MARINA strongly encourages all concerned seafarers to process their on-line application by themselves or through the assistance of their family members, if necessary. Seafarers shall be responsible for any untoward circumstance should they decide to seek the assistance of third persons, aside from family members.

For the guidance and information of all concerned.

  
**VADM ROBERT A EMPEDRAD AFP (Ret)**  
Administrator 