



Republic of the Philippines
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY



AUG 19 2021

MARINA ADVISORY NO. 2021- 50
Series of 2021

**TO: ALL ASSESSMENT CENTERS (ACs) AND OTHER ENTITIES
CONCERNED**

**SUBJECT: CLARIFICATIONS ON THE PROVISIONS UNDER THE MARINA
ADVISORY NO. 2021-07**

Pursuant to STCW Circular 2015-10 which pertains to the Policies, Rules and Regulations on the Accreditation of Assessment Centers (ACs) for the Conduct of Theoretical Examination and Practical Assessment, clarifications on the pertinent provisions under MARINA Advisory No. 2021-07 on the submission of practical assessment reports, issuance of Certificate of Passing the Practical Assessment and other related matters for practical assessment are hereby issued, to wit:

- a. ACs shall ensure accessibility of its real-time audio and video monitoring system. The conduct of practical assessment shall not commence if it cannot be remotely accessed by the Board of Examiners (BOE) and the Examination and Assessment Division (EAD).

In circumstances wherein the aforementioned monitoring system of the respective AC stopped to function at the middle of the assessment, or in case of sudden suspension of work in MARINA Central Office as declared by the MARINA Administration, the submission of the recorded practical assessment contained in a flash drive/CDs shall be required one (1) working day after the conduct of the assessment.

Although the conduct of practical assessment is being remotely monitored, ACs shall ensure that the CCTV recordings are available with them for the period of five (5) working days from the date of assessment. The BOE may require its submission, when necessary, through letter.

Newly accredited ACs shall secure a schedule for the installation and configuration of CCTV application at the EAD at least one (1) week prior to the start of its operations. Subsequently, they shall provide its login credentials for the remote monitoring.

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- b. The practical assessment shall be conducted from Monday to Friday, 8:00 AM to 5:00 PM only. The BOE shall provide the Scenario Set Number for the day one (1) hour before the practical assessment. If there is scheduled assessment in the afternoon, another Set Number shall be given by the BOE. The conduct of practical assessment during regular and/or special non-working holidays and as suspended by the Administration is strictly prohibited.

All ACs shall observe the below schedule in the conduct of practical assessment and shall reflect in their Monthly Schedule of Assessment starting **01 September 2021**:

Day	Schedule of Assessment	
	Management and Operational Level	Support Level
Monday	Deck and Engine (Resit)	Deck and Engine (Resit)
Tuesday and Thursday	Deck (Regular)	Deck and Engine (Regular)
Wednesday and Friday	Engine (Regular)	

To ensure uninterrupted service for seafarers in case there is unforeseen holiday, the conduct of practical assessment supposedly for that day may be moved one (1) day earlier to holiday or one (1) day after the holiday upon approval by the Administration.

- c. The conduct of familiarization on the use of the simulator and laboratory to be used for the practical assessment on the same day of actual practical assessment is strictly prohibited. It shall be conducted a day or days prior to the practical assessment. Likewise, the said familiarization activity shall not be used for the orientation and review of the given scenario.
- d. The use of cellular phones or any other medium of communications which are not included in the practical assessment scenario shall be strictly prohibited for candidates during the practical assessment.
- e. The duty assessor shall not be allowed to roam around all areas of assessment room in order to fully observe non-intervention in the conduct of practical assessment by the candidates. To strengthen its implementation, the assessor's room shall have a real-time audio and video monitoring system which shall be accessible at MARINA's Practical Assessment Monitoring Room.



- f. To further ensure that the Administration's policies, rules and regulations on the conduct of practical assessment are complied with, an unannounced/random on-site monitoring at ACs shall also be conducted by BOE. They may be accompanied by EAD personnel or other STCW Office personnel. ACs shall provide full cooperation with the Administration in the conduct of the aforementioned activity by providing all the necessary documents and making available all personnel involved in the assessment for possible inquiry.
- g. ACs shall provide an official Telephone Number (primary) or Mobile Number (secondary) to the BOE and EAD for purposes of communication with them during the conduct of practical assessment.

This Advisory shall take effect immediately.

For the guidance and strict compliance of all concerned.


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Administrator

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