



MARITIME INDUSTRY AUTHORITY

CITIZEN'S CHARTER HANDBOOK

December 2021 Edition



FOREWORD

Welcome Aboard!

In our pursuit to lead a progressive Maritime Administration for safer people, safer ships and cleaner environment, the MARINA shall ensure that transparency is at the very core of all our processes. With the recent restructuring of the Agency, all its transactional services are being performed by MARINA Regional Offices (MROs) while the Central Office focuses on performing strategic functions of the Agency.

As you navigate through over a hundred transactional services of MARINA, we hope that this Handbook will serve its purpose to guide you well and help pave the way for ease of doing business with us. Transactions are enumerated herein based on the life cycle of domestic ships, i.e., from ship acquisition, ship operation deployment and ship retirement, services are categorized in that order. While a separate list for overseas shipping, shipbuilding/ship repair/ship breaking/ship recycling, accreditation and legal services is also provided herein.

It is our utmost desire to serve the best way possible. Let us know how we could improve our processes. We value your feedback so much and so keep them coming.

Rest assured that this Handbook shall be updated from time to time in the interest of public service.

VADM ROBERT A EMPEDRAD, AFP (Ret)
Administrator

MANDATE:

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.
4. To oversee and coordinate the various activities/programs of the government offices, relative to the establishment in the Philippines of lay-up centers, in such areas as may be suitable for the purpose and in such number as may be deemed necessary as per directive under LOI 341.

BY VIRTUE OF EXECUTIVE ORDER NO. 546 (1979)

The Maritime Industry Authority (MARINA) was attached to the Department of Transportation and Communications (DOTC) for 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. 612 (1980)

Creating Maritime Attaché posts in the foreign service, which will serve in diplomatic missions or consular offices abroad to provide the needed assistance in the promotion, expansion, modernization and the competitiveness of the Philippines' merchant fleet and the training and welfare of the Filipino seafarers, as well as the provision of a readily accessible and available government assistance in strategic shipping hubs in the world.

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 REPUBLIC ACT NO. 9483 (2007)

An Oil Pollution Management Fund has been established to be administered by MARINA. Furthermore, under this law, the system of compulsory oil pollution insurance and certification has been delegated to MARINA.

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 (2015)

“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 Marine Environment

CORE VALUES:

Dedicated Service Anchored on:

- Professionalism
- Integrity
- Excellence

SERVICE PLEDGE

We, the Officials and Personnel of the Maritime Industry Authority, commit to:

Maintain professionalism, integrity, and excellence in the performance of its mandates and endeavor to strengthen the moral infrastructure of the Agency.

Act efficiently in the delivery of frontline services at all times in accordance with applicable performance and/or service standards; as well as ensure objectivity in reviewing transactions and handling cases.

Respond immediately to client's feedback, queries or complaints received from various platforms and made available through the MARINA Feedback and Redress Mechanism.

Implement strictly the Agency's service standards and strive to enhance the processes and enabling mechanisms to continually achieve the highest client - satisfaction level we desire.

Nurture and cultivate within the Agency a value-laden public-service and resolve to overcome or strongly resist any activity that will compromise our Oath as government personnel.

Always treat the clients with utmost courtesy and respect by providing continuous service during official working hours including lunch break and ensure that they are appropriately attended to.

PROCESS OVERVIEW

1. PRE-EVALUATION

Determination of the completeness and authenticity of the documentary requirements submitted by the clients.

2. RECEIVING OF APPLICATIONS

Only applications with complete documentary requirements and corresponding fees are duly paid will be received and officially logged as filed-application. All applications or requests with incomplete documentary requirements could not proceed to the next step of the process.

3. FINAL EVALUATION

Determination of the sufficiency of documents presented by the client. In this stage, deficiencies may be noted whereby the client will be required to provide proofs or evidence to substantiate its claims. For transactions which require the conduct of ***Inspection, Survey or Audit*** (for both Company and Ships), **the client shall determine the timeline of submission of corrective actions or compliance.**

4. PROCESSING TIME

The total processing time presented for each service applies to the SINGLE TRANSACTION application and which has passed the final evaluation stage. It EXCLUDES the estimated time for the conduct of Ship *Inspection or Survey, Company or Ship Audit*, i.e., actions which are attributable to the following variables:

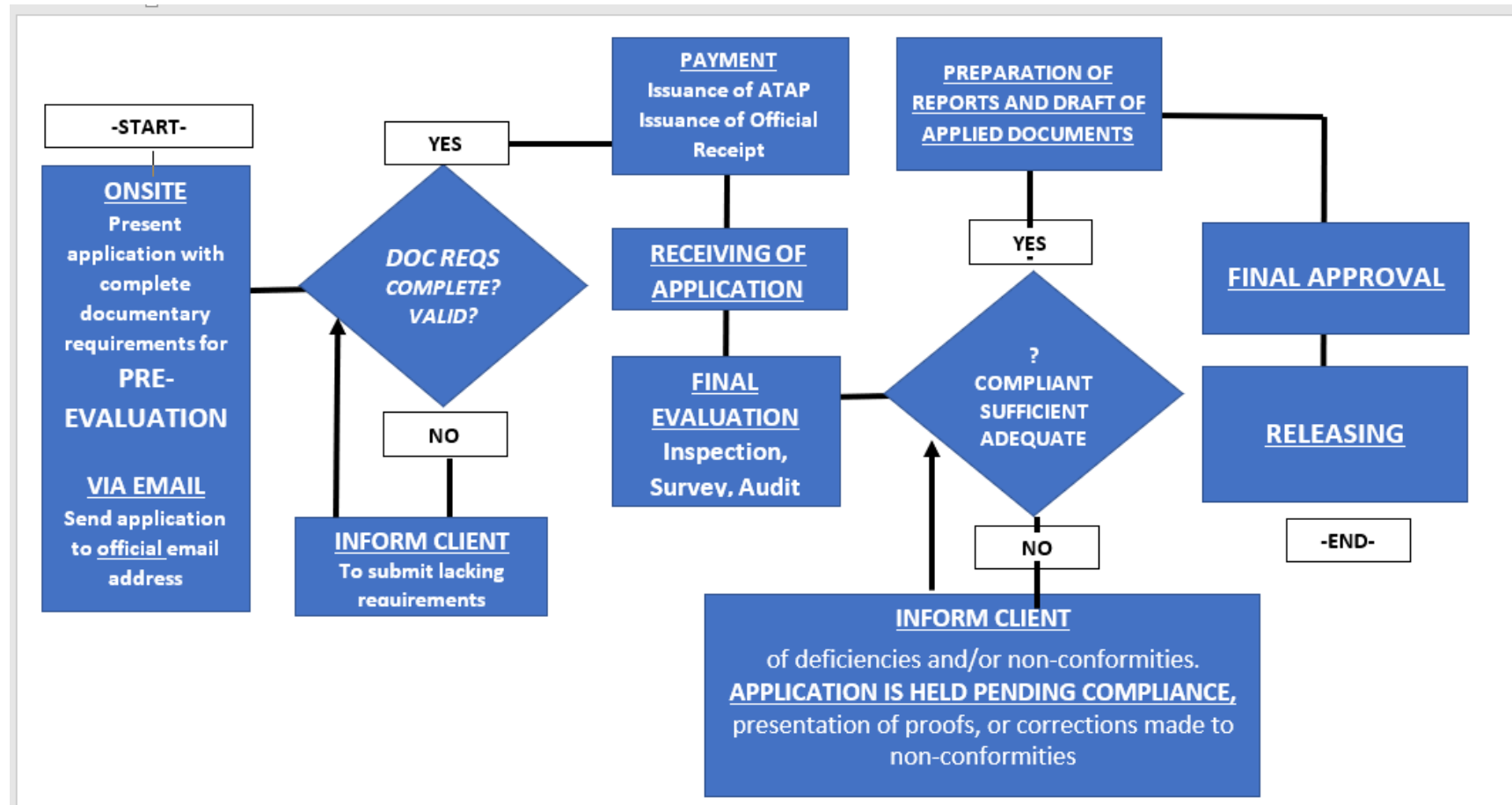
- size of ships, travel time & circumstances to get to the location where the ship is berthed, anchored, or docked.
- acceptability of safety on-board appliances, equipment or machineries presented during the conduct of the Inspection and/or proofs of compliance submitted/presented by the Applicant.
- the testing or handling demonstration of specific equipment by the ship's crew, among others

- preparedness on the part of the client with respect to compliance of noted deficiencies or non-conformities.

5. **RETURN OF APPLICATION**

Applications shall be returned to the client when deficiencies / non-conformities noted during inspection, survey or audit are not complied within the given period.

GENERAL PROCESS FLOW





LIST OF TRANSACTIONAL SERVICES

	POLICY REFERENCE	PAGE NO.
I. SHIP ACQUISITION		
A.1 Local Construction		
1. Issuance of Vessel Name Clearance	PMMRR 1997 MC No. 177	25
2. Issuance of Authority to Construct Vessel	PD 1059 MC No. 2015-07	27
3. Approval of Vessel Plans	PD 1059 MC No. 2015-07	29
4. Issuance of Construction Certificate	PD 1059 MC No. 2015-07	36
5. Issuance of Tonnage Measurement Certificate	MC No. 2007-04 (MC SR 2021-01	39
A.2 Importation, Bareboat Charter Or Local Sale		
1. Issuance of Letter Approval for Vessel Acquisition through the following:	MC 2017-04 MC 2010-01 MC 104	43
1.1 Bareboat Charter (BBC)		
1.2 Importation / Exercise of Option to Purchase		
1.3 Lease Irrevocable Purchase (LIP)		

1.4 Extension/Renewal of Validity of MARINA Approvals on Ship Acquisition Projects		
1.5 Amendment to Authority to Import / Acquire Vessels		
1.6 Sub-Charter of Bareboat Chartered Vessel		
1.7 Pre-termination of Bareboat Chartered Vessels		
1.8 Local Purchase		
1.9 Local Sale of Imported Ships		
1.10 Local Sale of Locally Constructed Vessel		
B. Ship Registration		
1. Issuance of Certificate of Ownership (CO) and Certificate of Philippine Registry (CPR)	MC 2013-02	49
2. Issuance of Certificate of Ownership (CO) and Recreational Boat Certificate (RBC)	MC DS 2019-01	66
3. Grant of Missionary Status	MC DS 2019-02 MC DS-2021-01	71
II. DOMESTIC SHIP DEPLOYMENT / OPERATION		
A. Ship’s Safety Certification, Licensing, Permits and Documentation		
A.1 Certification		
1. Issuance of Stability Certificate	MC No. 2007-05	74
2. Issuance of Load Line Certificate	MC No. 2007-03, MC No. 2021-02	79
3. Issuance of Maximum Load Marking Certificate	MC No. 2015-06	84

4. Issuance of Cargo Securing Manual Compliance Certificate	MC 2015-10, MC No. 2011-03	88
5. Issuance of Safe Manning Certificate	MC No. MS 2020-03	93
6. Issuance of Certificate of Compliance for Passenger Vessels)	MC No. MS 2018-18 & MC 134	98
7. Issuance of Cargo Ship Safety Certificate	MC No. 203 & MC No. 89/89 A	102
8. Issuance of Passenger Ship Safety Certificate	MC No. 203 &MC No. 89/89 A	107
9. Issuance of Safety Management Certificate	MC No. 2015-11	112
10. Issuance of Certificate of Compliance (for Passenger Vessels 20 GT and Above)	MC 72, MC 135	116
11. Issuance of Recreational Boat Safety Certificate	MC DS 2019 - 01	120
A.2 Licensing		
1. Issuance of Bay and River License (BRL)	MC No. 2015-12 MC No. 110	124
2. Issuance of Coastwise License (CWL)		128
A.3 Special Permits		
1. Issuance of Special Permit to Navigate	MC 152	132
A.4 Document of Compliance / Endorsement		
1. Issuance/Endorsement/Renewal of Document of Compliance (DOC)	RA 9295 / MC 2015-11	136

2. Issuance of Certification for Bureau of Customs Release	RA 9295 / RPMRR '97	140
3. Issuance of Dispensation to Seafarers onboard Ships Engaged in Domestic and International Voyages	MC 183 MC 2011-02	144
4. Issuance of Approval of Reduction of Manning	MC 2012-06	149
5. Registration of Deck Logbook, Engine Logbook & Roll Logbook	MC 2015-05	152
6. National Coast Watch Center (NCWC) Endorsement For Special Permit		155
A.5 Inspection / Survey / Audit / Supervision		
1. Inspection/Survey/Audit of Domestic Ships and Companies	MC No. MS-2020-02	159
2. Inspection/Survey/Audit of Overseas Ships and Companies		164
3. Supervision of Underwater Inspection for Purposes of Lifting of Suspension of Safety Certificates	MC No. 152	169
4. Inspection of Foreign – Registered Ships Temporarily Operating within Philippine National Territory	Advisory No. 2018-12	174
A.6 Annotation of Mortgage, Liens and Encumbrances		
1. Annotation / Registration of Ship Mortgage, Maritime Liens and Encumbrances	PD 1521, MC 100	179
A.7 Change of Homeport and other request for Changes		
1. Change of Homeport	MC 2013-02	184
2. Record of Changes	MC 2013-02	188
B. Seafarer's Assessment, Certification, Licensing And Documentation		

B.1 Seafarer's Examination and Assessment		
1. Application for Theoretical Examination for management and Operational Level under Chapters II, III and IV of STCW Convention, 1978, as amended	MC No. SC-2019-01 STCWC No. 2018-08 STCWC No. 2018-09 Fees and Charges: MC No. SC-2021-07	192
2. Application for Practical Assessment for Management, Operational, and Support Level under Chapters II, III and IV of STCW Convention 1978, as amended		208
3. Application for Reschedule and Resit of Theoretical Examination for Management and Operational Level under Chapters II, III and IV of STCW Convention, 1978, as Amended		229
4. Issuance and Authentication of MARINA Certificate of Passing the Theoretical Examination and PRC Administered Theoretical Examination Results for Merchant Marine Officers	STCWC No. 2016-13	241
5. Issuance of Authenticated Copy of Theoretical Examination Result Formerly Administered by the Professional Regulation Commission (PRC)	STCW Advisory No. 2019-09	
6. Assessment of Seafarers for the Issuance of Certificate of Marine Profession (CMP)	MC No. 2012-03	247
B.2 Seafarer's Certification		
1. Issuance of Certificate of Competency (COC) and Certificate of Proficiency (COP)	MC No. SC-2021-07	250
2. Issuance, Revalidation and Replacement of MARINA License (Professional ID)		279
3. Issuance of Domestic Certificate of Competency (D-COC)	MC No. 2012-04	282
B.3 Seafarer's Licensing		
1. Issuance of Certificate of Marine Profession (CMP)	MC No. 2012-03	286

2. Issuance of CMP License ID	MC No. 2012-03	292
B.4 Seafarer's Documentation		
1. Issuance of Seafarer's Identification and Record Book (SRB) for 35.01 GT and above	MC No. MD 2019-01	298
2. Issuance of Seafarer's Identity Document (SID)	MC No. MD 2019-01	305
3. Issuance of Seafarer's Identification and Book (SIB) - Below 35 GT	MC No. 2010-02	312
4. Issuance of MARINA ID	MC NO. 2016-09; 2018-01	315
C. Franchising / Permit To Operate		
1. Issuance of Certificate of Public Convenience	RA 9295 and its IRR	317
1.1 Issuance / Renewal/Extension/Revalidation/Amendment of CPC		
1.2 Petition for Approval/Confirmation of the Sale, Transfer and Conveyance of Ships		
2. Issuance / Extension / Renewal of Provisional Authority (PA)		326
3. Issuance / Extension / Renewal of Special Permit		332
4. Issuance of Permit to Operate for Recreational Boat (RBs)		338
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1. Issuance of Certificate of Deletion from Philippine Registry	MC No. 2013-02	344
IV. OVERSEAS SHIPPING		
1. Accreditation of Overseas Shipping Companies	MC No. 181	349

2. Accreditation of Shipping Companies	MC No. 186	353
3. Amendment of Any provision of Bareboat Charter Contract	MC No. 182 PD 760, 866, 1711 EO No. 438, EO 667	357
4. Annotation/cancellation of ship's mortgage and transfer of rights and other encumbrances (for owned ships)		360
5. Approval for employment of Expatriate Officer/Supernumerary onboard		363
6. Temporary Philippine Registration under Bareboat Charter, Novation, Renewal, Extension, Change of Original Registry of Bareboat Chartered Ship		366
7. Extension of Ship's Temporary Philippine Registration for less than one (1) year		370
8. Issuance of Certificate of Philippine Registry (CPR) / Certificate of Ownership (CO)		373
9. Issuance of Change of ship's name		376
10. Issuance of Certificate of Civil Liability Convention	CLC Convention	379
11. Issuance of Continuous Synopsis Record	MC 200 as amended MC 2012 -02	382
12. Issuance of Certification	Upon Request	385
13. Issuance/amendment of Certificate of Deletion	PMMRR 1997 MC 90	388
14. Construction of Ship under	Republic Act No. 7471	391
15. Issuance of Letter Authorization to Recognized Organization	MC 2018-01	394
16. Issuance of Minimum Safe Manning Certificate (MSMC)	MC 2018-03	397
17. Registration of Logbooks	EO 125	400

18. Reservation of ship's name	PMMRR 1997 EO 125	403
19. Issuance of Special Permit for Temporary Utilization of Domestic Ship for International Trade	MC 2013-04 MC OS2020-01	406
20. Permanent Conversion of Ships Trading Status from Domestic to Overseas Trade	MC OS2019-02	411
21. Importation/purchase of ship for overseas use under Republic Act No. 7471, as amended	RA No. 7471 as amended RA No. 7471 as amended RA No. 7471 as amended Republic Act No. 7471 as amended Republic Act No. 7471 as amended	415
22. Registration/cancellation of Cautionary Notice of Mortgage (for bareboat chartered ships)		418
23. Exportation/sale of ship from Filipinos to Foreign Nationals		422
24. Endorsement letter to the Bureau of Internal Revenue/Department of Finance for Availment of exemption from import duties and taxes		425
25. Withdrawal/termination of cash bond (Assignment of Bank Deposit)		428
26. Accreditation of Recognized Organizations	MC 2018 - 01	431
V. SHIP BUILDING / SHIP REPAIR / SHIP RECYCLING / SHIP BREAKING		
1. Registration of Shipbuilders and/or Ship Repairers	MC 2018-02 and MC SR-2019-01	435
2. Issuance/Upgrading/Renewal of License for Shipbuilders and/or Ship Repairers	MC SR-2019-01	439
3. Issuance of Annual Endorsement of License for Shipbuilders and/or Ship Repairers	MC SR-2019-01	444
4. Issuance/Upgrading/Renewal of License for Boat Builders/ Repairers (BB/R) for Class A and Class B	MC No. 2015-09	447

5. Annual Endorsement of License for Boatbuilders/ Repairers for Class A and Class B	MC No. 2015-09	452
6. Issuance/Upgrading of License for Boatbuilders/ Repairers for Class C	MC No. 2015-09	455
7. Issuance/ Renewal of License for Afloat Ship Repairers/Service Contractors	MC SR-2019-02	459
8. Issuance of Annual Endorsement of License for Afloat Ship Repairers/Service Contractors	MC SR-2019-01	463
9. Issuance of Registration of Shipbreaker/ Ship Recycler	MC SR-2019-01	466
10. Issuance/Upgrading/Renewal of License for Shipbreaker/Ship Recycler	MC SR-2019-01	470
11. Issuance of Annual Endorsement of License for Shipbreakers/Ship Recyclers	MC SR-2019-01	475
12. Issuance of Authority to Import Vessel for Shipbreaking/ Ship Recycling Purposes	MC SR-2019-01	479
13. Issuance of Shipbreaking/ Ship Recycling Plans Approval	MC SR-2019-01	483
14. Issuance of Shipbreaking/ Ship Recycling Permit Prior Dismantling of Ships	MC SR-2019-01	486
15. Issuance of Shipbuilding/ Boatbuilding Permit Prior Construction, Conversion, Alteration, Modification or Re-Building of Ships	MC No. 2015-07	490
16. Issuance/Renewal of Accreditation for Authority to Conduct Inclining Experiment and Stability Calculation	MC No. 2007-05	494
17. Issuance/ Renewal of Accreditation of Load Line Assigning Authority	MC SR-2021-02	497
18. Issuance/ Renewal of Certificate of Appointment as Load Line Assignor	MC SR-2021-02	501
19. Issuance of Authority to Import Floating Dock	MC 104 MC 2017-04	505
20. Issuance of BOI Endorsement for Registration and Availment of Investment Incentives for Shipbuilding and Ship Repair	MC 2018-02	509

21. Issuance of Certification for Ongoing Processing of Application		512
22. Issuance of Tonnage Measurement Certificate		515
23. Issuance of Stability Certificate and Approval of Calculation Booklet		519
24. Approval of Vessel Plans		522
VI. ACCREDITATION SERVICES		
1. Issuance of Certificate of Accreditation as a Domestic Shipping Enterprise	MC DS 2020-02	528
2. Issuance of Certificate of Accreditation for Local Classification Societies	RA 9295 / MCMS-2020-01)	532
3. Issuance of Certificate of Accreditation for Life-saving Appliances/ Fire-fighting/ Navigational and Communication Equipment for manufacturer/ supplier/ servicing entity	MC 2006 – 01	536
4. Issuance of Certificate of Accreditation of Underwater/Marine Surveying Companies and Entities	MC 108	541
5. Accreditation of Maritime Training Program under the STCW Convention		544
6. Accreditation of Maritime Training Instructors, Assessors and Supervisors		548
7. Accreditation as Assessment Center for the Conduct of Practical Assessment		
8. Application for the Approval and Renewal of Course Approval of Maritime Training Courses	MARINA Circular 2013-1	
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2. Application for Incorporation Of Maritime Enterprises For Department Of Finance (DOF) Indorsement	MC DS-2020-02	581
3. Application for Incorporation Of Maritime Enterprises For Other Government Agency Indorsement	MC DS-2020-02	584
4. Issuance of Legal Clearance Watchlisted		587
5. Issuance of Legal Clearance for On-Board Application		590
6. 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		593

LIST OF INTERNAL SERVICES

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3. Processing of Claims and Liquidation of Cash Advances/ Checking Of LDDAP-ADA and Updating of NCA Control/Registry of Allotments And Notice Of Cash Allocation (RANCA)	614
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FEEDBACK AND REDRESS MECHANISM

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NAMES AND CONTACT NUMBERS OF HEADS OF OFFICES

671



I. SHIP ACQUISITION

A.1.1 ISSUANCE OF VESSEL NAME CLEARANCE

As per MC 177, Section V Item 1.2, prior to filing an application to acquire a ship, the ship owner/buyer shall secure clearance from the Administration for the use of a proposed name for the ship.

Office/Division:		MROs (Domestic Shipping Section)				
Classification:		Simple Transaction				
Type of Transaction:		G2C – Government to Citizen G2B – Government to Business G2G – Government to Government				
Who may avail:		Ship Owners/ Operators/ Charterers/ Managers of Philippine Registered Ships				
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE		
1. Original Letter of Application – 1 copy				Applicant		
2. At least three (3) proposed vessel names – 1 copy				Applicant		
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceeds to DSS to submit the application with complete documentary requirements –	1	Checks completeness of documentary requirements Evaluates the authenticity and validity of documentary requirements	P80.00 as per MC 2005-01	30 minutes	Evaluator
1.1	IF EMAIL, send to the official email address of the MRO you wish to apply.	1.1	Acknowledge receipt of the email and forward email to the concerned Section			Secretary



	See Annex II for the Directory.					
2	Receives ATAP	2	Issues Authority to Accept Payment (ATAP)		10 minutes	Evaluator
3	Proceeds to Cashier to pay corresponding amount	3	Accepts payment Issues Official Receipt (OR)		10 minutes	Cashier
4	Receives Official Receipt (OR); Proceeds to the Receiving Unit to file the application	4	Receives and logs application and documentary requirements		30 minutes	Receiving Officer
		4.1	Forwards to concerned division			
5	No activity	5	Assigns the application		1 hour	RD/ Section Head
5.1	No activity if suggested names are available or submits another proposed names	5.1	Verifies requested name with the MISS		2 hours	Evaluator
		5.2	Receives Clearance from MISS		30 minutes	Evaluator
		5.3	Informs applicant of the approved vessel name through e-mail or SMS			
6	Receives approved vessel name	6	Releases approved vessel name		30 minutes	Releasing Officer
END OF TRANSACTION					5 hours and 20 minutes	



A.1.2 ISSUANCE OF AUTHORITY TO CONSTRUCT VESSEL

MARINA Circular No. 2011-01 on the Rules for Construction of Wooden Hull Ships and for Wooden Hull Boats With Outriggers and MARINA Circular No. 2015-07 on the Rules and Regulations for the Construction, Conversion, Alteration, Modification, re-building of Philippine-Registered Ships

Office/Division:		MRO-NCR (Shipyard Regulations Section)				
Classification:		Simple Transaction				
Type of Transaction:		G2C – Government to Citizen G2B – Government to Business G2G – Government to Government				
Who may avail:		Ship Owners/ Operators/ Charterers/ Managers of Philippine Registered Ships/ Ship Builders				
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE		
1. Original Letter of Application – 1 copy 2. Vessel Name Clearance – 1 copy 3. Memorandum of Agreement between Shipowner and Shipbuilder – 1 copy 4. Bill of Materials – 1 copy 5. Proposed General Arrangement Plan – 1 copy				Applicant SRS Applicant Applicant Applicant		
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceeds to SRS to submit the application with complete documentary requirements –	1	Checks completeness of documentary requirements Evaluates the authenticity and validity of documentary requirements	<ul style="list-style-type: none"> Below 15 GT - P500.00 15 GT and above – P12,400.00 	30 minutes	Evaluator
1.1	IF EMAIL, send to the official email address of the	1.1	Acknowledge receipt of the email and forward email to the concerned Section			Secretary



	MRO you wish to apply. See Annex II for the Directory.					
		1.2	<u>IF INCOMPLETE:</u> Inform the applicant of lacking requirements			
2	Receives ATAP	2	Issues Authority to Accept Payment (ATAP)		10 minutes	Evaluator
3	Proceeds to Cashier to pay corresponding amount	3	Accepts payment Issues Official Receipt (OR)		10 minutes	Cashier
4	Receives Official Receipt (OR); Proceeds to the Receiving Unit to file the application	4	Receives and logs application and documentary requirements		30 minutes	Receiving Officer
		4.1	Forwards to concerned division			
5	No activity	5	Final evaluation and preparation of Approval Letter		1 hour	Evaluator
5.1	No activity	5.1	Reviews letter, initials and forwards to ORD		30 minutes	Section Head
5.2	No Activity	5.2	Approves/signs letter		30 minutes	Regional Director
6	No Activity	6	Records and forwards Approval Letter to Releasing Section		10 minutes	ORD Staff
7	Receives approved vessel name	7	Releases signed letter		30 minutes	Releasing Officer
END OF TRANSACTION					4 hours	



A.1.3 APPROVAL OF VESSEL PLANS

MC 2015-07/ Refers to the process of reviewing and evaluating the plans based on the applicable rules and regulations by the Administration.

Office/Division:	MRO-NCR (Shipyard Regulations Section)	
Classification:	Highly Technical Transaction	
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government	
Who may avail:	Ship Owners/ Operators/ Charterers/ Managers of Philippine Registered Ships/ Ship Builders	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Original Letter of Application – 2 copies 2. 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 – 3 copies NOTE: 1 copy only (list below) FOR 3 – 14.99 GT General Arrangement Plan; Construction Plan; Midship Plan and Bulkhead Plan Details; Lamination Schedule (for FRP material); Scantling Calculation (for FRP material) Additional Plans for Passenger Vessels Passenger Accommodation Plan		Applicant Applicant Applicant Applicant Applicant Applicant Applicant Applicant



Lines Drawing/ Hydrostatic Curves	Applicant
Permissible Subdivision by Empirical Formula	Applicant
FOR 15 – 49.99 GT	
General Arrangement Plan;	Applicant
Construction Plan;	Applicant
Midship Plan and Bulkhead Plan Details;	Applicant
Lines plan and Table of Offset	Applicant
Hydrostatic Curves or Hydrostatic Table	Applicant
Scantling Calculation with Longitudinal Hull Girder Strength	Applicant
Calculation	Applicant
Shell Expansion Plan	Applicant
Capacity Plan	Applicant
Welding Schedule and Specifications	Applicant
Shafting and Propeller Arrangement & Specifications	Applicant
Specification & Arrangement of Main Propulsion & Auxiliary	Applicant
Machineries	Applicant
Vessel's Electrical Plans	Applicant
Deck Wiring Layout	Applicant
Schematic Wiring Diagram	Applicant
Schedule of Loads & Electrical Specifications	Applicant
Additional Plans for Passenger Vessels	
Passenger Accommodation Plan	Applicant
Permissible Subdivision by Empirical Formula	Applicant
Cross Curves of Stability	Applicant
Damage Stability Booklet	Applicant
FOR 50 GT & ABOVE	



General Arrangement Plan;	Applicant
Construction Plan;	Applicant
Midship Plan and Bulkhead Plan Details;	Applicant
Lines Plan and Table of Offset	Applicant
Hydrostatic Curves or Hydrostatic Table	Applicant
Scantling Calculation with Longitudinal Hull Girder Strength	Applicant
Calculation	Applicant
Shell Expansion Plan	Applicant
Capacity Plan	Applicant
Welding Schedule and Specifications	Applicant
Shafting and Propeller Arrangement & Specifications	Applicant
Specification & Arrangement of Main Propulsion & Auxiliary	Applicant
Machineries	Applicant
Cross Curves of Stability	Applicant
Life Saving and Fire Control Plan	Applicant
Piping Plan	Applicant
Vessel's Electrical Plans	Applicant
Deck Wiring Layout	Applicant
Schematic Wiring Diagram	Applicant
Schedule of Loads & Electrical Specifications	
Additional Plans for Passenger Ships	
Passenger Accommodation Plan	Applicant
Floodable Length Calculation	Applicant
Floodable Length Curve	Applicant
Emergency Escape Plan	Applicant
Damage Stability Booklet	Applicant



FOR NON-PROPELLED BARGES AND SIMILAR VESSELS General Arrangement Plan; Construction Plan; Midship Section, W.T. & O.T. Bulkheads; Shell Expansion Plan Welding Schedule & Specification Scantling Calculation with Longitudinal Hull Girder Strength Calculation Additional plans for Ship Shape Lines Plan & Table of Offset Hydrostatic Curves or Tables Capacity plan FOR SHIP CONVERSION, ALTERATION, MODIFICATION AND RE-BUILDING MARINA Previously Approved Plans affecting the conversion, alteration, modification and re-building of the vessel and the revised Plans		Applicant Applicant Applicant Applicant Applicant Applicant Applicant Applicant Applicant Applicant Applicant Applicant Applicant				
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceeds to SRS to submit the application with complete documentary requirements –	1	Checks completeness of documentary requirements Evaluates the authenticity and validity of documentary requirements	• P160.00/section	30 minutes	Evaluator
1.1						



	IF EMAIL, send to the official email address of the MRO you wish to apply. See Annex II for the Directory.	1.1	Acknowledge receipt of the email and forward email to the concerned Section			
		1.2	<u>IF INCOMPLETE:</u> Inform the applicant of lacking requirements			
2	Receives ATAP	2	Issues Authority to Accept Payment (ATAP)		10 minutes	Evaluator
3	Proceeds to Cashier to pay corresponding amount	3	Accepts payment Issues Official Receipt (OR)		10 minutes	Cashier
4	Receives Official Receipt (OR); Proceeds to the Receiving Unit to file the application	4	Receives and logs application and documentary requirements		30 minutes	Receiving Officer
		4.1	Forwards to concerned division			
5	No activity	5	Final evaluation and/or verification		1 hour	Evaluator
5.1	No activity	5.1	IF NEW CONSTRUCTION: Final evaluation <ul style="list-style-type: none"> • for 15gT and below • 15.01gT to 50gT • Above 50gT 		4 days 7 days 10 to 20 days	Surveyor
5.2	No Activity	5.2	IF EXISTING / MODIFICATION / ALTERATION:		3 – 5 days	Surveyor



			Conducts Actual / Virtual Inspection			
6	No Activity if compliant, OR Act on the Letter of Non-Conformity	6	Prepares Approval Letter (if compliant) OR		1 hour	Surveyor
		6.1	Prepares Letter of Non-Conformity (if non-compliance)			
		6.2	Prepares letter returning the application (for non-compliance)			
7	No Activity	7	Signs vessel plans, reviews letter, initials and forwards to Section Head		30 minutes	Surveyor
8	No Activity	8	Checks letter, recommends for approval or disapproval or return then forwards to ORD		30 minutes	
9	No Activity	9	Approves/signs letter and vessel plans		10 minutes	
10	No Activity	10	Records and forwards letter to Releasing Section		10 minutes	
11	Receives signed letter and vessel plans	11	Releases signed letter and vessel plans		30 minutes	
END OF TRANSACTION						
					<div><div>• for 15gT and below</div><div>• 15.01gT to 50gT</div></div>	<div><div>4 days & 5 hours</div><div>7 days & 5hours</div></div>



	<ul style="list-style-type: none">• Above 50gT	10 to 20 days & 5 hours
	<i>+Plus day/s incurred for Inspection</i>	



A.1.4 ISSUANCE OF CONSTRUCTION CERTIFICATE

PD 1059, 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/Division:		MRO-NCR (Shipyard Regulations Section)			
Classification:		Highly Technical Transaction			
Type of Transaction:		G2C – Government to Citizen G2B – Government to Business G2G – Government to Government			
Who may avail:		Ship Owners/ Operators/ Charterers/ Managers of Philippine Registered Ships/ Ship Builders			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1. Original Letter of Application 2. Periodic Survey 3. Builder’s Certificate 4. Affidavit of Ownership			Applicant Applicant Applicant Applicant		
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME
1	Proceeds to SRS to submit the application with complete documentary requirements –	1	Checks completeness of documentary requirements Evaluates the authenticity and validity of documentary requirements	<u>Survey per Ship within Workstation</u>	
				50 GT and below	P 1,000.00
				Over 50 – 500 GT	P 2,000.00
				Over 500 – 1,500 GT	P3,000.00
				Above 1,500 GT	P4,500.00
1.1	IF EMAIL, send to the official email	1.1			
					PERSON RESPONSIBLE Evaluator

	address of the MRO you wish to apply. See Annex II for the Directory.	1.2	Acknowledge receipt of the email and forward email to the concerned Section <u>IF INCOMPLETE:</u> Inform the applicant of lacking requirements	<u>Survey per Ship outside Work Station:</u> 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 <u>For Issuance of Vessel Construction Certificate:</u> P 400.00 per ship		
2	Receives ATAP	2	Issues Authority to Accept Payment (ATAP)		10 minutes	Evaluator
3	Proceeds to Cashier to pay corresponding amount	3	Accepts payment Issues Official Receipt (OR)		10 minutes	Cashier
4	Receives Official Receipt (OR);	4	Receives and logs and application and documentary requirements		30 minutes	Receiving Officer
4.1	Proceeds to the Receiving Unit to file the application	4.1	Forwards to concerned division			
5	No Activity	5	Assigns the application		1 hour	Section Head



6	No Activity	6	Conducts Inspection		1 - 3 days	Surveyor
7	Receives approved vessel name	7	Prepares Survey report and drafts the Certificate		1 day	Surveyor
		7.1	Prepares letter, returning the application (for non-compliance)		1 hour	Surveyor
8	No Activity	8	Reviews the Certificate and Survey Report recommends for approval and forwards to ORD		30 minutes	Section Head
9	No Activity	9	Approves/signs the Certificate and Survey Report		10 minutes	Regional Director
10	No Activity	10	Records and forwards letter to releasing Section		10 minutes	ORD Staff
11	Received signed letter and vessel plans	11	Releases signed letter and vessel plans		30 minutes	Releasing Staff
END OF TRANSACTION					1 day, 4 hours and 40 minutes Plus the number of inspection days	



A.1.5 ISSUANCE OF TONNAGE MEASUREMENT CERTIFICATE

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 (Shipyard Regulations Section)		
Classification:	Highly Technical Transaction		
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government		
Who may avail:	Ship Owners/ Operators/ Charterers/ Managers of Philippine Registered Ships/ Ship Builders		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
NEW/ ISSUANCE 1. Letter of application 2. MARINA approved General Arrangement Plan, Lines Drawing, Midship Plan, Construction Plan, Capacity Plan, Scantling & Longitudinal Hull Girder Strength Calculation, Hydrostatic Curves (on file) 3. Duly Notarized Builders’ Certificate (for new building) 4. Shipbuilding Contract, Memorandum of Agreement or other proof of Ownership i.e. Duly Notarized Affidavit of Ownership (for new building)		Applicant Shipyards Regulation Service (SRS), MARINA (on file)	
RE-ISSUANCE 1. Original Letter of Application 2. Original Tonnage Measurement Certificate or Duly Notarized Affidavit of Loss		Applicant 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: 1 copy each requirement																							
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE																
1	Proceeds to SRS to submit the application with complete documentary requirements –	1	Checks completeness of documentary requirements Evaluates the authenticity and validity of documentary requirements	<table><tr><td>3.00 GT & below</td><td>P700.00</td></tr><tr><td>3.01 GT - 14.99 GT</td><td>P800.00</td></tr><tr><td>15.00 GT - 34.99 GT</td><td>P1100.00</td></tr><tr><td>35 GT - 99.99 GT</td><td>P2100.00</td></tr><tr><td>100 GT - 249.99 GT</td><td>P7300.00</td></tr><tr><td>250 GT - 499.99 GT</td><td>P9800.00</td></tr><tr><td>500 GT & above</td><td>P9800 plus P6/GT in excess of 500 GT</td></tr><tr><td colspan="2">Re-issuance of Certificate – P700.00</td></tr></table>		3.00 GT & below	P700.00	3.01 GT - 14.99 GT	P800.00	15.00 GT - 34.99 GT	P1100.00	35 GT - 99.99 GT	P2100.00	100 GT - 249.99 GT	P7300.00	250 GT - 499.99 GT	P9800.00	500 GT & above	P9800 plus P6/GT in excess of 500 GT	Re-issuance of Certificate – P700.00		30 minutes	Evaluator
3.00 GT & below	P700.00																						
3.01 GT - 14.99 GT	P800.00																						
15.00 GT - 34.99 GT	P1100.00																						
35 GT - 99.99 GT	P2100.00																						
100 GT - 249.99 GT	P7300.00																						
250 GT - 499.99 GT	P9800.00																						
500 GT & above	P9800 plus P6/GT in excess of 500 GT																						
Re-issuance of Certificate – P700.00																							
1.1	IF EMAIL, send to the official email address of the MRO you wish to apply. See Annex II for the Directory.	1.1	Acknowledge receipt of the email and forward email to the concerned Section																				



		1.2	<u>IF INCOMPLETE:</u> Inform the applicant of lacking requirements			
2	Receives ATAP	2	Issues Authority to Accept Payment (ATAP)		10 minutes	Evaluator
3	Proceeds to Cashier to pay corresponding amount	3	Accepts payment Issues Official Receipt (OR)		10 minutes	Cashier
4	Receives Official Receipt (OR); Proceeds to the Receiving Unit to file the application	4 4.1	Receives and logs application and documentary requirements Forwards to concerned division		30 minutes	Receiving Officer
5	No activity	5	Assigns the application		1 hour	Section Head
6	No Activity	6	Conducts Inspection		1 - 3 days	Surveyor
7	No activity if compliant during inspection	7	Prepares Survey report and drafts the Certificate		1 day	Surveyor



7.1	Act on the deficiencies found during the conduct of Inspection	7.1	Prepares letter returning the application (for non-compliance)		1 hour	Surveyor
8	No Activity	8	Reviews the Certificate and Survey Report, recommends for approval and forwards to ORD		30 minutes	
9	No Activity	9	Approves/signs the Certificate and Survey Report		10 minutes	
10	No Activity	10	Records and forwards letter to Releasing Section		10 minutes	
11	Receives signed letter and vessel plans	11	Releases signed letter and vessel plans		30 minutes	
END OF TRANSACTION					1 day, 4 hours and 40 minutes Plus the number of inspection days	



A.2 ISSUANCE OF LETTER APPROVAL – AUTHORITY TO IMPORT OR BAREBOAT CHARTER

**A.2.1 ISSUANCE OF LETTER APPROVAL FOR VESSEL ACQUISITION
to .10**

- BAREBOAT CHARTER (BBC)
- IMPORTATION / EXERCISE OF OPTION TO PURCHASE
- LEASE IRREVOCABLE PURCHASE (LIP)
- EXTENSION / RENEWAL OF VALIDITY OF MARINA APPROVALS ON SHIP ACQUISITION PROJECTS
- AMENDMENT TO AUTHORITY TO IMPORT / ACQUIRE VESSELS
- SUB-CHARTER OF BAREBOAT CHARTERED VESSEL
- PRE-TERMINATION OF BAREBOAT CHARTERED VESSELS
- LOCAL PURCHASE
- LOCAL SALE OF IMPORTED SHIPS
- LOCAL SALE OF LOCALLY CONSTRUCTED VESSELS

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

Office/Division:	MRO-NCR (Domestic Shipping Section)	
Classification:	Complex Transaction	
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government	
Who may avail:	Shipping Companies/ Ship Owners/ Operators/ Charterers/ Managers of Philippine Registered Ships	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
A. For the issuance of Authority to Import passenger ships:		

1. Letter of Application indicating the purpose of which the ship shall be utilized, it's routes or location, the area(s) of operation, the nature of the service(s) to be rendered and the relevant particulars/features of the ship(s).	Applicant
2. Original copies of the Deed of Sale, Charter Agreement and/or Memorandum of Agreement if executed in the Philippines; authenticated copies if executed in the foreign country.	Applicant
3. Original copies of the Power of Attorney / Secretary's Certificate and/or Board Resolution authorizing the signatory to the Deed of Sale, Charter Agreement and/or Memorandum of Agreement if executed in the Philippines; authenticated copies if executed in the foreign country.	Applicant
4. Copy of the valid government issued identification cards of the signatories to the Deed of Sale, Charter Agreement and/or Memorandum of Agreement affixing three original signatures in the said copies.	Applicant
5. Copy of the latest certificate of good standing or company seal and/or business registration of the ship's registered owners/sellers showing its current list of directors or officers.	Applicant
6. Copy of the Ship's Registry/Nationality or in case of new building, copy of the authenticated Shipbuilding Contract and Builder's Certificate.	Applicant
7. IACS Clearance for ships to be constructed or IACS Class Certificate for ships already constructed.	Applicant
8. Latest Survey Report issued within the last six (6) months for ships already constructed.	Applicant
9. General Arrangement Plan	Applicant
10. Original copy of an affidavit executed by the applicant indicating the	Applicant



<p>location of the ship at the time of the application and its estimated arrival in the Philippines, its intended port of entry and its country of origin.</p> <p>11. Original copy of a Resolution of the company's Board of Directors, certified by the Board Secretary, authorizing the filing of the application and designating the official or authorized representative to represent the applicant company.</p> <p>B. Post Approval documentary requirements prior for the issuance of clearance for the ship's registration.</p> <ol style="list-style-type: none">1. Original copy of the Protocol of Delivery and Acceptance2. For ships acquired through direct purchase, the original Deletion Certificate from the foreign registry where the ships was permanently registered.3. For ships acquired through lease or charter, the original copy of the consent from the country where the ship is permanently registered for the said ship to be temporarily registered in the Philippines during the period of the lease or charter.4. Original copy of a Certification that an inspection was conducted on the ship by the Administration prior to the release from the Bureau of Customs5. Original copy of the proof of payment of duties and taxes6. Original copy of the declaration of entry duly received by the Bureau of Customs <p>Note:</p> <ul style="list-style-type: none">• Except for the Deletion Certificate, all original documents may be retained by the applicant after copied of the same is verified	<p>Applicant</p> <p>Applicant</p> <p>Applicant</p> <p>Applicant</p> <p>Applicant</p> <p>Applicant</p>
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from the originals						
• 1 copy each requirement						
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceeds to SRS to submit the application with complete documentary requirements –	1	Checks completeness of documentary requirements Evaluates the authenticity and validity of documentary requirements	<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• P37,400.00/per vessel High Speed Craft• Extension of Validity of Authority to Acquire Ship - P2,800.00/month/vessel	30 minutes	Evaluator
1.1	IF EMAIL, send to the official email address of the MRO you wish to apply. See Annex II for the Directory.	1.1	Acknowledge receipt of the email and forward email to the concerned Section	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		Secretary
		1.2	<u>IF INCOMPLETE:</u> Inform the applicant of lacking requirements			Evaluator



				10 years old • P 37,400.00/ per vessel High SpeedCraft P 24,700.00/per vessel Sub-Charter of BBC Vessel		
2	Receives ATAP	2	Issues Authority to Accept Payment (ATAP)		10 minutes	Evaluator
3	Proceeds to Cashier to pay corresponding amount	3	Accepts payment Issues Official Receipt (OR)		10 minutes	Cashier
4	Receives Official Receipt (OR); Proceeds to the Receiving Unit to file the application	4 4.1	Receives and logs application and documentary requirements Forwards to concerned division		30 minutes	Receiving Officer
5	No activity	5	Assigned the application o the evaluator		30 minutes	RD/Section Head
6	No Activity	6	Evaluates the application		12 hours	Evaluator (DSS)
7	No Activity	7 7.1 7.2	Prepares draft Letter Authority to Import Prepares letter informing the Applicant on noted deficiencies, OR Prepares Letter returning the applicant (for non-compliance)		1 hour 1 hour	Evaluator Evaluator



8	No Activity	8	Reviews the draft Letter – Authority to Import, recommends for approval and forwards to ORD			
9	No Activity	9	Approves/signs the Letter		10 minutes	Regional Director
10	No Activity	10	Records and forwards letter to Releasing Section		10 minutes	ORD Staff
11	Receives document	11	Releases document		30 minutes	Releasing Officer
END OF TRANSACTION					2 days, 2 hours amd 10 minutes	



B. SHIP REGISTRATION

**B.1 ISSUANCE/REISSUANCE OF CERTIFICATE OF OWNERSHIP (CO)
CERTIFICATE OF PHILIPPINE REGISTRY (CPR)**

MARINA Circular No. 2013-02, All ships of domestic ownership operating in Philippine waters, regardless of size and utilization, must be properly registered and issued a CO/CPR, Reissuance of CO/CPR shall be granted in case changes has been made.

Office/Division:	MARINA Regional Offices		
Classification:	Simple Transaction		
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government		
Who may avail:	Shipping Companies/ Ship Owners/ Operators/ Charters		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
NEWLY-BUILT/SECOND HAND IMPORT SHIPS 1. Letter application – 2 copies 2. Proof of Identity (any of the following as applicable): a. Certificate of Registration of Business Name for Single Proprietorship; or b. Certificate of Incorporation/Registration with Articles of Incorporation/Partnership for Corporation/Partnership; or		Applicant Applicant	



<p>c. Certificate of Registration/Accreditation for Cooperatives; or</p> <p>d. Certificate of Accreditation for MARINA-accredited Entities; or</p> <p>e. Notarized Affidavit of Ownership and valid government-issued Identification Card for Individual</p> <p>3. Letter approval to acquire a ship through importation</p> <p>4. Clearance for Permanent Registration under Philippine Flag</p> <p>5. Tonnage Measurement Certificate</p> <p>6. Document issued for the IMO</p> <p>7. If filing of application is thru authorized representative</p> <p>a. Notarized Board Resolution/Secretary's Certificate for Corporation/ Partnership/ Cooperative; or</p> <p>b. Notarized Special Power of Attorney (SPA) for Single Proprietorship/Individual</p> <p>8. Proof of payment of applicable fees and charges</p>	<p>DSS</p> <p>DSS</p> <p>SRS</p> <p>IMO</p> <p>Applicant</p> <p>Applicant</p>
<p>FOR SHIP(S) ACQUIRED THROUGH BAREBOAT CHARTER / LEASE-</p>	<p>Applicant</p>



**IRREVOCABLE PURCHASE/ LEASE WITH
OPTION TO PURCHASE**

1. Letter application
2. Proof of Identity (any of the following as applicable):
 - a. Certificate of Registration of Business Name for Single Proprietorship; or
 - b. Certificate of Incorporation/Registration with Articles of Incorporation/Partnership for Corporation/Partnership; or
 - c. Certificate of Registration/Accreditation for Cooperatives; or
 - d. Certificate of Accreditation for MARINA-accredited Entities; or
 - e. Notarized Affidavit of Ownership and valid government-issued Identification Card for Individual
3. Letter approval to acquire a ship through importation
4. Clearance for Temporary Registration under Philippine Flag
5. Tonnage Measurement Certificate
6. Document issued for the IMO
7. If filing of application is thru authorized representative

Applicant

DSS

DSS

SRS

IMO

Applicant



<div><div><div>a. Notarized Board Resolution/Secretary's Certificate for Corporation/ Partnership/ Cooperative; or</div><div>b. Notarized Special Power of Attorney (SPA) for Single Proprietorship/Individual</div></div><div>8. Proof of payment of applicable fees and charges</div></div>	<div>Cashier</div>
<div><div>FOR LOCALLY-BUILT/CONSTRUCTED SHIPS</div><div><div>1. Letter application</div><div>2. Proof of Identity (any of the following as applicable):<div><div>a. Certificate of Registration of Business Name for Single Proprietorship; or</div><div>b. Certificate of Incorporation/Registration with Articles of Incorporation/Partnership for Corporation/Partnership; or</div><div>c. Certificate of Registration/Accreditation for Cooperatives; or</div><div>d. Certificate of Accreditation for MARINA-accredited Entities; or</div><div>e. Notarized Affidavit of Ownership and valid government-issued Identification Card for Individual</div></div></div></div></div>	<div><div>Applicant</div><div>Applicant</div></div> <div><div>SRS</div><div>SRS</div></div>



3. Construction Certificate
4. Tonnage Measurement Certificate
5. Document showing IMO number
6. If filing of application is thru authorized representative
 - a. Notarized Board Resolution/Secretary's Certificate for Corporation/ Partnership/ Cooperative; or
 - b. Notarized Special Power of Attorney (SPA) for Single Proprietorship/Individual
7. Proof of payment of applicable fees and charges

IMO
Applicant

Cashier

Applicant
Applicant

CHANGE OF OWNERSHIP

1. Letter application
2. Proof of Identity (any of the following as applicable):
 - a. Certificate of Registration of Business Name for Single Proprietorship; or
 - b. Certificate of Incorporation with Articles of Incorporation/Partnership for Corporation/Partnership; or
 - c. CDA Certificate of Accreditation for Cooperatives; or
 - d. Certificate of Accreditation for MARINA-Accredited Entities



<div>e. Notarized Affidavit of Ownership and valid government-issued Identification Card for Individual</div> <div>3. Proof of Transfer and Conveyance of Ownership (any of the following as applicable)</div> <div><div>a. Notarized Deed of Absolute Sale</div><div>b. Notarized Deed of Assignment</div><div>c. Notarized Deed of Donation</div><div>d. Notarized Extra-Judicial Settlement</div><div>e. Court Order for ships under Levey/Confiscated by any government agency</div><div>f. Notice of Award for ship acquired thru public auctioned</div></div> <div>4. Cancellation/Release of Chattel Mortgage</div> <div>5. MARINA Approval (any of the following as applicable)</div> <div><div>a. 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)</div><div>b. Letter-approval for ships without Certificate of Public Convenience (CPC)</div></div>	<div>Applicant</div> <div>Applicant FS</div> <div>News Publication Company</div>
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<p>6. Proof of Publication in a newspaper of general circulation</p> <p>7. Clearance for Change of Vessel's Homeport</p> <p>8. Legal Clearance</p> <p>9. Original CO and CPR</p> <p>10. If filing of application is thru authorized representative</p> <p> a. Notarized Board Resolution/Secretary's Certificate for Corporation/ Partnership/ Cooperative; or</p> <p> b. Notarized Special Power of Attorney (SPA) for Single Proprietorship/Individual</p> <p>CHANGE OF VESSEL NAME</p> <p>1. Letter- application / request</p> <p>2. Original CO and CPR</p> <p>3. Legal Clearance</p> <p>4. Vessel Name Clearance</p> <p>5. Proof of Publication/Posting of Notice to the Public (as applicable)</p> <p> a. Affidavit of Publication in a newspaper of general circulation for ships 15.00 GT and above engaged in coastwise operation (1 photocopy); or,</p> <p> b. Affidavit of Publication in a newspaper of general circulation for ships 15.00 GT and above engaged in ferry</p>	<p>DSS</p> <p>FS</p> <p>Applicant</p> <p>Applicant</p> <p>Applicant</p> <p>Applicant</p> <p>Legal Service</p> <p>Management Information and System Service</p> <p>News Publication Company</p> <p>Brgy/Municipal Official at the ship's ports of call</p>
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<p>operation (1 photocopy); or,</p> <ul style="list-style-type: none"> c. 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) <p>6. If filing of application is thru authorized representative (as applicable)</p> <ul style="list-style-type: none"> a. Notarized Board Resolution/Secretary's Certificate for Corporation/ Partnership/ Cooperative (1 photocopy); b. Notarized Special Power of Attorney for Single Proprietorship and Individual Shipowner/operator (1 original copy) <p>CHANGE OF HOME PORT</p> <ol style="list-style-type: none"> 1. Letter- application / request 2. Original CO and CPR 3. Clearance for the Change of Homeport 4. If filing of application is thru authorized representative (as applicable) <ul style="list-style-type: none"> a. Notarized Board Resolution/Secretary's Certificate for Corporation/ Partnership/ Cooperative (1 photocopy); b. Notarized Special Power of Attorney for Single Proprietorship and Individual 	<div>Applicant</div> <div>Applicant Applicant MRO Applicant</div> <div>Applicant</div>
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<p>Shipowner/operator (1 original copy)</p> <p>CHANGE OF ENGINE</p> <ol style="list-style-type: none">1. Letter- application / request2. Original CO and CPR3. Tonnage Measurement Certificate4. If filing of application is thru authorized representative (as applicable)<ol style="list-style-type: none">a. Notarized Board Resolution/Secretary's Certificate for Corporation/ Partnership/ Cooperative (1 photocopy);b. Notarized Special Power of Attorney for Single Proprietorship and Individual Shipowner/operator (1 original copy) <p>CHANGE OF SHIP'S PARTICULARS</p> <ol style="list-style-type: none">1. Letter- application / request2. Original CO and CPR3. Tonnage Measurement Certificate4. If filing of application is thru authorized representative (as applicable)<ol style="list-style-type: none">a. Notarized Board Resolution/Secretary's Certificate for Corporation/ Partnership/ Cooperative (1 photocopy);b. Notarized Special Power of Attorney for Single Proprietorship and	<p>Applicant SRS Applicant</p> <p>Applicant Applicant SRS Applicant</p> <p>Applicant</p>
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Individual Shipowner/operator (1 original copy)	Applicant SRS Applicant
CHANGE OF TRADING AREA 1. Letter- application / request 2. Original CO and CPR 3. Tonnage Measurement Certificate 4. If filing of application is thru authorized representative (as applicable) <ul style="list-style-type: none"> a. Notarized Board Resolution/Secretary's Certificate for Corporation/ Partnership/ Cooperative (1 photocopy); b. Notarized Special Power of Attorney for Single Proprietorship and Individual Shipowner/operator (1 original copy) 	Applicant Applicant SRS Applicant
CHANGE OF TYPE OR SHIP/SERVICE 1. Letter- application / request 2. Original CO and CPR 3. Tonnage Measurement Certificate 4. If filing of application is thru authorized representative (as applicable) <ul style="list-style-type: none"> a. Notarized Board Resolution/Secretary's Certificate for Corporation/ Partnership/ Cooperative (1 photocopy); 	



<p>b. Notarized Special Power of Attorney for Single Proprietorship and Individual Shipowner/operator (1 original copy)</p>	<p>Applicant Applicant Legal Service</p>
<p>CHANGE OF BUSINESS/COMPANY NAME AND BUSINESS ADDRESS</p> <p>1. Letter- application / request</p> <p>2. Original CO and CPR</p> <p>3. Legal Clearance</p> <p>4. Proof of Change of Business/Company Name and/or Business Address</p> <p>a. Certificate of Filing of Amended Articles of Incorporation/Partnership/Cooperation for corporation/ partnership/ cooperative (1 photocopy); or</p> <p>b. DTI Certificate of Registration for Single Proprietorship (1 photocopy)</p> <p>5. If filing of application is thru authorized representative (as applicable)</p> <p>a. Notarized Board Resolution/Secretary's Certificate for Corporation/ Partnership/ Cooperative (1 photocopy);</p> <p>b. Notarized Special Power of Attorney for Single Proprietorship and Individual Shipowner/operator (1 original copy)</p>	<p>SEC/CDA</p> <p>DTI</p> <p>Applicant</p> <p>Applicant Applicant Legal Service Record Section PNP</p>



<p>LOST CERTIFICATES</p> <ol style="list-style-type: none">1. Letter-application/ request2. Notarized Affidavit of Loss3. Legal Clearance4. Certified True Copy of CO and/or CPR5. Police Report (if applicable)6. Proof of Publication in a newspaper of general circulation7. If filing of application is thru authorized representative (as applicable)<ol style="list-style-type: none">a. Notarized Board Resolution/Secretary's Certificate for Corporation/ Partnership/ Cooperative (1 photocopy);b. Notarized Special Power of Attorney for Single Proprietorship and Individual Shipowner/operator (1 original copy) <p>DAMAGE CERTIFICATES</p> <ol style="list-style-type: none">1. Letter - application/request2. Original Damaged CO and CPR3. If filing of application is thru authorized representative (as applicable)<ol style="list-style-type: none">c. Notarized Board Resolution/Secretary's Certificate for Corporation/ Partnership/ Cooperative (1 photocopy);	<p>News Paper Publication</p> <p>Applicant</p> <p>Applicant Applicant Applicant</p> <p>Applicant</p>
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<p>d. Notarized Special Power of Attorney for Single Proprietorship and Individual Shipowner/operator (1 original copy)</p> <p>CORRECTIONS OF ERRONEOUS ENTRIES IN THE CO AND CPR DUE TO OMISSION</p> <p>1. Letter - application/request</p> <p>2. Original CO and CPR</p> <p>3. If filing of application is thru authorized representative (as applicable)</p> <p> a. Notarized Board Resolution/Secretary's Certificate for Corporation/ Partnership/ Cooperative (1 photocopy);</p> <p> b. Notarized Special Power of Attorney for Single Proprietorship and Individual Shipowner/operator (1 original copy)</p> <p>NO MORE SPACE FOR ANNOTATION/CANCELLATION OF MORTGAGE</p> <p>1. Letter - application/request</p> <p>2. Original CO and CPR</p> <p>3. If filing of application is thru authorized representative (as applicable)</p> <p> a. Notarized Board Resolution/Secretary's Certificate for</p>	<p>Applicant</p> <p>Applicant</p> <p>Applicant</p> <p>Applicant</p> <p>Applicant</p>
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<div>Corporation/ Partnership/ Cooperative (1 photocopy);</div> <div>b. Notarized Special Power of Attorney for Single Proprietorship and Individual Shipowner/operator (1 original copy)</div> <div>OTHER CIRCUMSTANCES SUCH AS TO INDICATE CALL SIGN, IMO NO., ETC.</div> <div>1. Letter - application/request</div> <div>2. Original CO and CPR</div> <div>3. Document issued by IMO for the IMO Number</div> <div>4. Ship Station License</div> <div>5. If filing of application is thru authorized representative (as applicable)</div> <div>a. Notarized Board Resolution/Secretary's Certificate for Corporation/ Partnership/ Cooperative (1 photocopy);</div> <div>Notarized Special Power of Attorney for Single Proprietorship and Individual Shipowner/operator (1 original copy)</div>				<div>Applicant</div> <div>Applicant</div> <div>Applicant</div>			
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
1	Proceeds to DSS to submit the application	1	Checks completeness of documentary	Fees to be Paid:		30 minutes	Evaluator
				3.00 GT & below	P 400.00		



1.1	with complete documentary requirements – IF EMAIL, send to the official email address of the MRO you wish to apply. See Annex II for the Directory.	1.1	requirements	3.01 GT - 14.99 GT	P 700.00+ P3.60/GT		Secretary
			Evaluates the authenticity and validity of documentary requirements	15.00 GT - 34.99 GT	P 1,100.00+ P3.60/GT		
				35.00 GT - 99.99 GT	P1,400.00+ P3.60/GT		
		1.2	Acknowledge receipt of the email and forward email to the concerned Section	100.00 GT - 249.99 GT	P1,800.00+ P3.60/GT		
				250.00 GT - 499.99 GT	P2,200.00+ P3.60/GT		
				5000.00 GT and above	P2,500.00+ P3.60/GT		
Re-issuance of CO and/or CPR due to the following instances/circumstances - P400.00 per certificate						Evaluator	
1.3	<u>IF INCOMPLETE:</u> Inform the applicant of lacking requirements						
2	Receives ATAP	2	Issues Authority to Accept Payment (ATAP)			10 minutes	Evaluator
3	Proceeds to Cashier to pay corresponding amount	3	Accepts payment Issues Official Receipt (OR)			10 minutes	Cashier



4	Receives Official Receipt (OR); Proceeds to the Receiving Unit to file the application	4 4.1	Receives and logs application and documentary requirements Forwards to concerned division		30 minutes	Receiving Officer
5	No activity	5 5.1 5.2	Final evaluation and preparation of Executive Brief and Draft certificates Reviews Certificates, initials and forwards to ORD Approves/signs Certificates		2 hours 30 Minutes 30 minutes	Evaluator Section Head Regional Director
6	No Activity	6	Records and forwards Approval Letter to the Releasing Section		10 minutes	ORD Staff



7	Receives Certificates	7	Releases Certificates		30 minutes	Releasing Officer
END OF TRANSACTION					5 hours	



**B.2 ISSUANCE / REISSUANCE OF CERTIFICATE OF OWNERSHIP (CO)
AND RECREATIONAL BOAT CERTIFICATE (RBC)**

MARINA MC No. DS 2019-01

Office/Division:	MRO-NCR (Domestic Shipping Section)	
Classification:	Simple Transaction	
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government	
Who may avail:	Shipping Companies/ Ship Owners/ Operators/ Charterers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. New Boat (Locally Built) a. Builders Certificate b. Filled out Applicable Form c. Pictures of Bow, Stern, Port, Starboard sides d. Sketch of the boat e. Identification of Owner Local Person: Copy of Valid Government ID of Owner Foreign Person: Copy of Passport of Owner Corporation: Copy of Incorporation Papers and Secretary’s Certificate For foreign companies: Certificate of Registration or Incorporation Single Proprietorship: DTI Certificate of Registration Cooperatives: CDA Certificate of Registration with the Articles of Cooperation & By-Laws Payment of Registration Fee		MARINA-Accredited Boatbuilder Applicant Applicant Applicant Applicant
2. New Boat (Imported) a. Proof of Tax Payment		BIR



<p>b. Builders Certificate c. Filled out Application Form d. Pictures of Bow, Stern, Port, Starboard sides e. Sketch of the boat f. Identification of Owner Local Person: Copy of Valid Government ID of Owner Foreign Person: Copy of Passport of Owner Corporation: Copy of Incorporation Papers and Secretary's Certificate For foreign companies: Certificate of Registration or Incorporation Single Proprietorship: DTI Certificate of Registration Cooperatives: CDA Certificate of Registration with the Articles of Cooperation & By-Laws Payment of Registration Fee</p>	<p>MARINA-Accredited Boatbuilder Applicant Applicant Applicant Applicant</p>
<p>3. Previously Registered Boats with the MARINA (Expired and Active Registration) a. Certificate authorizing Transfer to Private Boat Registry b. Filled out Application Form c. Registration Documents d. Pictures of Bow, Stern, Port, Starboard sides e. Identification of Owner Local Person: Copy of Valid Government ID of Owner Foreign Person: Copy of Passport of Owner Corporation: Copy of Incorporation Papers and Secretary's Certificate For foreign companies: Certificate of Registration or Incorporation Single Proprietorship: DTI Certificate of Registration Cooperatives: CDA Certificate of Registration with the Articles of Cooperation & By-Laws Payment of Registration Fee</p>	<p>MARINA Applicant Applicant Applicant Applicant</p>
<p>4. Previously Unregistered Boats Existing in the Country (under Amnesty Rules)</p>	<p>Applicant</p>



a. Proof of Ownership (either of the following) Affidavit of Ownership Proof of Purchase Sales Contract b. Filled out Application Form c. Pictures of Bow, Stern, Port, Starboard sides d. Sketch of the boat e. Identification of Owner Local Person: Copy of Valid Government ID of Owner Foreign Person: Copy of Passport of Owner Corporation: Copy of Incorporation Papers and Secretary’s Certificate For foreign companies: Certificate of Registration or Incorporation Single Proprietorship: DTI Certificate of Registration Cooperatives: CDA Certificate of Registration with the Articles of Cooperation & By-Laws Payment of Registration Fee						Applicant Applicant Applicant Applicant																																									
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID						PROCESSING TIME	PERSON RESPONSIBLE																																				
1	Proceeds to DSS to submit the application with complete documentary requirements –	1	Checks completeness of documentary requirements	<table><tr><td>Vessel Size</td><td>lxb (m)</td><td>No Motor</td><td>Sail/ Electric</td><td>With Motor</td><td>High Speed</td></tr><tr><td>Optional Registration</td><td>1.00-2.00</td><td>P500.00</td><td>P750.00</td><td>P750.00</td><td>P2,000</td></tr><tr><td>Auxillary</td><td>1.00-21.00</td><td>P500.00</td><td>P500.00</td><td>P500.00</td><td>P6,000</td></tr><tr><td>Small</td><td>12.01-40.00</td><td>P1,500</td><td>P2,250</td><td>P3,000</td><td>P6,000</td></tr><tr><td>Medium</td><td>40.01-108.00</td><td>P4,500</td><td>P7,000</td><td>P9,000</td><td>P12,000</td></tr><tr><td>Large</td><td>108.01-244.00</td><td>P12,000</td><td>P20,000</td><td>P25,000</td><td>P35,000</td></tr></table>						Vessel Size	lxb (m)	No Motor	Sail/ Electric	With Motor	High Speed	Optional Registration	1.00-2.00	P500.00	P750.00	P750.00	P2,000	Auxillary	1.00-21.00	P500.00	P500.00	P500.00	P6,000	Small	12.01-40.00	P1,500	P2,250	P3,000	P6,000	Medium	40.01-108.00	P4,500	P7,000	P9,000	P12,000	Large	108.01-244.00	P12,000	P20,000	P25,000	P35,000	30 minutes	Evaluator
Vessel Size	lxb (m)	No Motor	Sail/ Electric	With Motor	High Speed																																										
Optional Registration	1.00-2.00	P500.00	P750.00	P750.00	P2,000																																										
Auxillary	1.00-21.00	P500.00	P500.00	P500.00	P6,000																																										
Small	12.01-40.00	P1,500	P2,250	P3,000	P6,000																																										
Medium	40.01-108.00	P4,500	P7,000	P9,000	P12,000																																										
Large	108.01-244.00	P12,000	P20,000	P25,000	P35,000																																										
1.1	IF EMAIL, send to the official email address		Evaluates the authenticity and validity of documentary requirements																																												



	of the MRO you wish to apply. See Annex II for the Directory.	1.1	Acknowledge receipt of the email and forward email to the concerned Section	<table><tr><td>Mega</td><td>244.01-700.00</td><td>P35,000</td><td>P35,000</td><td>P55,000</td><td>P105,000</td></tr><tr><td>Super</td><td>700.01 and above</td><td>P35,000</td><td>P35,000</td><td>P55,000</td><td>P55,000</td></tr><tr><td colspan="5">Certificate of Ownership (CO)</td><td>P400.00</td></tr><tr><td colspan="5">Recreational Boat Certificate</td><td>P400.00</td></tr></table>	Mega	244.01-700.00	P35,000	P35,000	P55,000	P105,000	Super	700.01 and above	P35,000	P35,000	P55,000	P55,000	Certificate of Ownership (CO)					P400.00	Recreational Boat Certificate					P400.00		Secretary
Mega	244.01-700.00	P35,000	P35,000	P55,000	P105,000																									
Super	700.01 and above	P35,000	P35,000	P55,000	P55,000																									
Certificate of Ownership (CO)					P400.00																									
Recreational Boat Certificate					P400.00																									
		1.2	<u>IF INCOMPLETE:</u> Inform the applicant of lacking requirements				Evaluator																							
2	Receives ATAP	2	Issues Authority to Accept Payment (ATAP)			10 minutes	Evaluator																							
3	Proceeds to Cashier to pay corresponding amount	3	Accepts payment Issues Official Receipt (OR)			10 minutes	Cashier																							
4	Receives Official Receipt (OR); Proceeds to the Receiving Unit to file the application	4 4.1	Receives and logs application and documentary requirements Forwards to concerned division			30 minutes	Receiving Officer																							



5	No Activity	5	Final evaluation and preparation of Executive Brief and Draft Certificates		2 hours	Evaluator
		5.1	Reviews Certificates, initials and forwards to ORD			Section Head
		5.2	Approves/signs Certificates			Regional Director
6	No Activity	6	Records and forwards Approval Letter to Releasing Section		10 minutes	ORD Staff
7	Receives Certificates	7	Releases Certificates		30 minutes	Releasing Staff
END OF TRANSACTION					5 hours	



B.3 GRANT OF MISSIONARY STATUS

MARINA Circular DS-2021-01 / This shall apply to all RORO passenger ships that will provide water transport services in missionary routes

Office/Division:		MRO-NCR (Domestic Shipping Section)			
Classification:		Complex Transaction			
Type of Transaction:		G2C – Government to Citizen G2B – Government to Business G2G – Government to Government			
Who may avail:		Shipping Companies/ Ship Owners/ Operators/ Managers			
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		
Note: One (1) copy each requirement					
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME
1	Proceeds to DSS to submit the application with complete documentary requirements –	1	Checks completeness of documentary requirements	None	1 hour
1.1	IF EMAIL, send to the official		Evaluates the authenticity and validity of documentary requirements		
					PERSON RESPONSIBLE
					Evaluator



	email address of the MRO you wish to apply. See Annex II for the Directory.	1.1	Acknowledge receipt of the email and forward email to the concerned Section			Secretary
		1.2	<u>IF INCOMPLETE:</u> Inform the applicant of lacking requirements			Evaluator
2	Receives ATAP	2	Issues Authority to Accept Payment (ATAP)		10 minutes	Evaluator
3	Proceeds to Cashier to pay corresponding amount	3	Accepts payment Issues Official Receipt (OR)		10 minutes	Cashier
4	Receives Official Receipt (OR);	4	Receives and logs application and documentary requirements		30 minutes	Receiving Officer
4.1	Proceeds to the Receiving	4.1				



	Unit to file the application		Forwards to concerned division			
5	No Activity	5	Assign the application to the evaluator		30 minutes	RD/ Section Head
6	No Activity	6	Evaluates the application		2 – 5 days	Evaluator
7	No Activity	7	Prepares Evaluation report and draft Letter-Granting the Missionary Status			
8	No Activity	8	Reviews the draft Letter and recommends for approval and forwards to ORD		1 hour	Section Head
9	No Activity	9	Approves/signs Letters		10 minutes	Regional Director
10	No Activity	10	Records and forwards Letter to Releasing Section		10 minutes	ORD Staff
11	Receives Certificates	11	Releases Certificates		30 minutes	Releasing Staff Records Section
END OF TRANSACTION					5 days, 4 hours and 10 minutes	



II. DOMESTIC SHIP OPERATION AND DEPLOYMENT SERVICES

A. SHIP’S SAFETY CERTIFICATION, LICENSING, PERMITS AND DOCUMENTATION

A.1.1 ISSUANCE OF STABILITY CERTIFICATE AND APPROVAL OF INTACT STABILITY BOOKLET

MC 2007-05. Shall apply to Philippine-registered ships operating in domestic trade, except those ships that rely on outriggers for their stability, and passenger ships carrying 12 passengers and below; Philippine-registered oceangoing ships are only covered under Sec. V.4. hereof. The purpose of this rules and regulation is to foster the safe operation of Philippine- registered ships covered, by requiring compliance with the herein prescribed stability requirement, standards and criteria, thereby minimizing the risk to such ships, their personnel on board and to the marine environment. It also serves the purpose of supplementing the implementation of the Code on Intact Stability, and its amendments, to Philippine-registered ships.

Office/Division:	MARINA REGIONAL OFFICES (MROs) (Shipyards Regulation Section)	
Classification:	Highly Technical Transaction	
Type of Transaction:	G2B – Government to Business	
Who may avail:	Shipping Companies/ Ship Owners/ Managers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Supervision of Inclining Experiment 1. Letter of Application – 2 copies		Applicant
Approval of Stability Certificate and Calculation 1. For Passenger Vessel 15 GT above but below 50 GT a. Letter of Application – 2 copies		Applicant

[illegible]



	IF EMAIL, send to the official email address of the MRO you wish to apply. See Annex II for the Directory.	1.1	Acknowledge receipt of the email and forward email to the concerned Section		GT		
				1.4	400 and under 700 GT	20,000	25,000
				1.5	700 and under 1000 GT	25,000	30,000
				1.6	1000 and under 1500 GT	30,000	40,000
		1.2	<u>IF INCOMPLETE:</u> Inform the applicant of lacking requirements	1.7	1500 and under 2500 GT	40,000	50,000
				1.8	2500 and under 3500 GT	45,000	60,000
				1.9	3500 and under 5000 GT	50,000	70,000
				1.10	5000 and under 6500 GT	55,000	80,000
				1.11	6500and under 8000 GT	60,000	90,000
				1.12	8000 and under 10000 GT	65,000	100,000
				1.13	10000 and under 12000 GT	70,000	110,000
				1.14	12000and under 15000 GT	75,000	120,000



				<table><tr><td>1.15</td><td>15000 GT and over</td><td>80,000</td><td>125,000</td></tr></table>	1.15	15000 GT and over	80,000	125,000										
1.15	15000 GT and over	80,000	125,000															
				<div>2. Approval of Intact Stability Booklet Particulars</div> <table><tr><td>2.1</td><td>50 GT or less</td><td>P470.00</td></tr><tr><td>2.2</td><td>Over 50 GT- 500 GT</td><td>P 470.00+ P 1.60/GT in excess of 50 GT</td></tr><tr><td>2.3</td><td>Above 500 GT- 1,500 GT</td><td>P1,250.00+ P 1.60/GT in excess of 500 GT</td></tr><tr><td>2.4</td><td>Above 1,500 GT</td><td>P 4,370.00+ P 1.50/GT in excess of 1,500 GT</td></tr></table> <div>3. Certificate of Stability/Indorsement without Lightweight Survey - P350.00</div> <div>4. Exemption Certificate P350.00</div>	2.1	50 GT or less	P470.00	2.2	Over 50 GT- 500 GT	P 470.00+ P 1.60/GT in excess of 50 GT	2.3	Above 500 GT- 1,500 GT	P1,250.00+ P 1.60/GT in excess of 500 GT	2.4	Above 1,500 GT	P 4,370.00+ P 1.50/GT in excess of 1,500 GT		
2.1	50 GT or less	P470.00																
2.2	Over 50 GT- 500 GT	P 470.00+ P 1.60/GT in excess of 50 GT																
2.3	Above 500 GT- 1,500 GT	P1,250.00+ P 1.60/GT in excess of 500 GT																
2.4	Above 1,500 GT	P 4,370.00+ P 1.50/GT in excess of 1,500 GT																
2	Receives ATAP	2	Issues Authority to Accept Payment (ATAP)		10 minutes	Evaluator												
3	Proceeds to Cashier to pay corresponding amount	3	Accepts payment Issues Official Receipt (OR)		10 minutes	Cashier												
4	Receives Official Receipt (OR);	4	Receives and logs application and documentary requirements		30 minutes	Receiving Officer												
4.1	Proceeds to the Receiving	4.1																



	Unit to file the application		Forwards to concerned division			
5	No Activity	5	Assign the application		1 hour	RD/ Section Head
6	No Activity	6	Conducts Evaluation		1 – 5 days	Surveyor
7	No Activity	7	Prepares Evaluation report and draft Certificate			
8	No Activity	8	Reviews the draft Letter and recommends for approval and forwards to ORD		30 minutes	Section Head
9	No Activity	9	Approves/signs Certificates		10 minutes	Regional Director
10	No Activity	10	Records and forwards Letter to Releasing Section		10 minutes	ORD Staff
11	Receives Certificates	11	Releases Certificates		30 minutes	Releasing Staff Records Section
END OF TRANSACTION					Minimum: 1 day, 6 hours and 40 mins Maximum: 5 days, 6 hours and 40 mins	



A.1.2 ISSUANCE OF LOAD LINE CERTIFICATE

MC SR 2021-02 shall apply to all Philippine-registered ships except for the following; Ships less than 15 meters in length, ships of war, recreational boats under MC DS 2019-01 not engaged for, commercial use, fishing vessels except fish carriers, government ships (not engaged in commercial operation); and motorbancas with outrigger regardless of length To provide rules and regulations for the implementation, administration and enforcement of load line survey, assignment, marking and certification of Philippine-registered ships.

Office/Division:	MARINA REGIONAL OFFICES (MROs) (Shipyards Regulation Section)	
Classification:	Highly Technical Transaction	
Type of Transaction:	G2B – Government to Business	
Who may avail:	Shipping Companies/ Ship Owners/ Managers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
NEW ISSUANCE		
1. Letter of application – 1 copy		Applicant
2. Load Line Calculation, if done by RO, freeboard mark and plan location of Load Line Mark – 1 copy		RO
3. Approved copy of General Arrangement Plan, Lines Drawing, Midship section, longitudinal hull girder strength calculation and Hydrostatic Curves; in case of change Homeport - copy		MRO-SRS
4. Survey report if done by RO		MRO-SRS



ENDORSEMENT 1. Letter of application - 2 copies 2. Survey report with recommendation - 1 copy 3. Original Load Line Certificate - 1 copy				Applicant												
RENEWAL 1. Letter of application – 2 copies 2. Load Line Survey Report – 1 copy 3. Dry-docking Certificate – 1 copy 4. Original Load Line Certificate with complete annual endorsement – 1 copy				MRO-SRS												
REISSUANCE 1. Letter of application – 2 copies 2. Original Load Line Certificate - 1 copy				Applicant												
				Applicant												
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID			PROCESSING TIME	PERSON RESPONSIBLE								
1	Proceeds to SRS to submit the application with complete documentary requirements –	1	Checks completeness of documentary requirements Evaluates the authenticity and validity of	Fees to be Paid: 1. Fees to be charged by the MARINA for the assignment of load line, related survey and issuance of Load Line Certificate shall be the following: <table><tr><td></td><td>Ship’s Tonnage</td><td>Non-Propelled</td><td>Self-propelled</td></tr><tr><td>1.1</td><td>Under 200 GT</td><td>P4,800.00</td><td>P6,000.00</td></tr></table>				Ship’s Tonnage	Non-Propelled	Self-propelled	1.1	Under 200 GT	P4,800.00	P6,000.00	30 minutes	Evaluator
	Ship’s Tonnage	Non-Propelled	Self-propelled													
1.1	Under 200 GT	P4,800.00	P6,000.00													

1.1	IF EMAIL, send to the official email address of the MRO you wish to apply. See Annex II for the Directory.	documentary requirements	1.1	Acknowledge receipt of the email and forward email to the concerned Section	1.2	200 and under 400 GT	P6,000.00	P7,200.00				
					1.3	400 and under 700 GT	P7,200.00	P8,400.00				
					1.4	700 and under 1000 GT	P7,800.0P	P10,200.00				
					1.5	1000 and under 1500 GT	P9,000.00	P12,000.00				
					1.6	1500 and under 2500 GT	P10,800.00	P13,200.00				
					1.7	2500 and under 3500 GT	P12,000.00	P14,400.00				
					1.8	3500 and under 5000 GT	P12,600.00	P15,600.00				
					1.9	5000 and under 6500 GT	P14,400.00	P16,800.00				
					1.10	6500 and under 8000 GT	P15,600.00	P17,800.00				
					1.11	8000 and under 10000 GT	P16,800.00	P18,700.00				
					1.12	10000 and under 12000 GT	P18,000.00	P21,600.00				
					1.13	12000 and under 15000 GT	P21,600.00	P27,600.00				
					1.14	15000 GT and over	P24,000.00	P30,000.00				
					2. Fees to be charged by the MARINA for the annual endorsement of Load Line Certificate shall be P3,600.00 for non-propelled and P4,800.00 for self-propelled regardless of tonnage.							
					3. Fees to be charged by the MARINA on issuance of International Load Line Certificate shall be 30% more of the above rates. Issuance of Extension and Provisional Load Line Certificate for a period, which shall be 50% of current basic fee or a minimum fee of P4,000.00.							



				<p>4. Fees to be charged by the MARINA for the Re-issuance of Domestic and International Load Line Certificate shall be P400.00 per certificate regardless of Tonnage.</p> <p>4. Fees to be charged by the MARINA on Domestic ship owners or operators granted Pioneer Status shall only be charged 50% of the regular fees in all applications and renewals.</p>		
2	Receives ATAP	2	Issues Authority to Accept Payment (ATAP)		10 minutes	Evaluator
3	Proceeds to Cashier to pay corresponding amount	3	Accepts payment Issues Official Receipt (OR)		10 minutes	Cashier
4	Receives Official Receipt (OR);	4	Receives and logs application and documentary requirements		30 minutes	Receiving Officer
4.1	Proceeds to the Receiving Unit to file the application	4.1	Forwards concerned division			
5	No Activity	5	Assign the application		1 hour	RD/ Section Head
6	No Activity	6	Conducts Inspection		1 – 3 days	Surveyor
7	No Activity	7	Prepares Survey report and drafts		1 day	Surveyor



7.1	Act on the Deficiencies found during the conduct of Inspection	7.1	Certificate Prepares letter returning the application (for non-compliance)		1 hour	Surveyor
8	No Activity	8	Reviews the Certificate and Survey Report recommends for approval and forwards to ORD		30 minutes	Section Head
9	No Activity	9	Approves/signs Certificates		10 minutes	Regional Director
10	No Activity	10	Records and forwards Letter to Releasing Section		10 minutes	ORD Staff
11	Receives signed Certificates	11	Releases Certificates		30 minutes	Releasing Staff Records Section
END OF TRANSACTION					1 day, 5 hours and 30 mins PLUS the number of inspection days	



A.1.3 ISSUANCE OF MAXIMUM LOAD MARKING CERTIFICATE

MC 2015-06 Shall apply to all passenger motor boats with outrigger, as well as passenger motor boats without outrigger below 15 m and all other motor boats carrying passengers not covered under MARINA Circular No. 2007-03. To foster safety of Philippine-registered motor boats with or without outriggers carrying passengers by providing rules and regulations for the implementation, administration and enforcement on their survey, assignment of maximum load Line marking and certification.

Office/Division:	MARINA REGIONAL OFFICES (MROs) (Shipyards Regulation Section)	
Classification:	Highly Technical Transaction	
Type of Transaction:	G2B – Government to Business	
Who may avail:	Shipping Companies/ Ship Owners/ Managers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
ISSUANCE 1. Letter of application – 2 copies 2. Approved copy of General Arrangement Plan or Skeleton Plan – 1 copy 3. Copy of CO and CPR - 1 copy		Applicant MRO-SRS MRO-SRS
RENEWAL 1. Letter of application – 1 copy 2. Original certificate – 1 copy		Applicant Applicant
ANNUAL INDORSEMENT 1. Letter of application – 1 copy		Applicant



2. Original certificate – 1 copy				Applicant																		
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE															
1	Proceeds to SRS to submit the application with complete documentary requirements –	1	Checks completeness of documentary requirements	<div>Fees to be Paid:</div> <div>1. Fees to be charged by the Administration for the assignment of maximum load line marking, related survey, issuance of certificate, painting of markings shall be as follows:</div> <table><thead><tr><td></td><td>Boat's Tonnage</td><td>Fees</td></tr></thead><tbody><tr><td>1.1</td><td>Under 5GT</td><td>P300.00</td></tr><tr><td>1.2</td><td>5 and under 10GT</td><td>500.00</td></tr><tr><td>1.3</td><td>10 and under 20 GT</td><td>750.00</td></tr><tr><td>1.4</td><td>20 and above</td><td>1,000.00</td></tr></tbody></table>			Boat's Tonnage	Fees	1.1	Under 5GT	P300.00	1.2	5 and under 10GT	500.00	1.3	10 and under 20 GT	750.00	1.4	20 and above	1,000.00	30 minutes	Evaluator
	Boat's Tonnage	Fees																				
1.1	Under 5GT	P300.00																				
1.2	5 and under 10GT	500.00																				
1.3	10 and under 20 GT	750.00																				
1.4	20 and above	1,000.00																				
1.1	IF EMAIL, send to the official email address of the MRO you wish to apply. See Annex II for the Directory.		Evaluates the authenticity and validity of documentary requirements																			
		1.1	Acknowledge receipt of the email and forward email to the concerned Section																			
		1.2	<u>IF INCOMPLETE:</u> Inform the applicant of lacking requirements																			
			2. Annual Endorsement	<table><thead><tr><td></td><td>Boat's Tonnage</td><td>Fees</td></tr></thead><tbody><tr><td>2.1</td><td>Under 5GT</td><td>P200.00</td></tr><tr><td>2.2</td><td>5 and under 10GT</td><td>300.00</td></tr></tbody></table>			Boat's Tonnage	Fees	2.1	Under 5GT	P200.00	2.2	5 and under 10GT	300.00								
	Boat's Tonnage	Fees																				
2.1	Under 5GT	P200.00																				
2.2	5 and under 10GT	300.00																				



					2.3	10 and under 20 GT	400.00			
					2.4	20 and above	500.00			
2	Receives ATAP	2	Issues Authority to Accept Payment (ATAP)						10 minutes	Evaluator
3	Proceeds to Cashier to pay corresponding amount	3	Accepts payment Issues Official Receipt (OR)						10 minutes	Cashier
4	Receives Official Receipt (OR);	4	Receives and logs application and documentary requirements						30 minutes	Receiving Officer
4.1	Proceeds to the Receiving Unit to file the application	4.1	Forwards to concerned division							
5	No Activity	5	Assign the application						1 hour	RD/ Section Head
6	No Activity	6	Conducts Inspection						1 – 3 days	Surveyor
7	No Activity	7	Prepares Survey report and drafts Certificate						1 day	Surveyor
7.1	Act on the	7.1	Prepares letter						1 hour	Surveyor



	Deficiencies found during the conduct of Inspection		returning the application (for non-compliance)			
8	No Activity	8	Reviews the Certificate and Survey Report recommends for approval and forwards to ORD		30 minutes	Section Head
9	No Activity	9	Approves/signs Certificates		10 minutes	Regional Director
10	No Activity	10	Records and forwards Letter to Releasing Section		10 minutes	ORD Staff
11	Receives signed Certificates	11	Releases Certificates		30 minutes	Releasing Staff Records Section
END OF TRANSACTION					1 day, 5 hours and 30 mins PLUS the number of inspection days	



A.1.4 ISSUANCE OF CARGO SECURING MANUAL COMPLIANCE CERTIFICATE AND APPROVAL OF CARGO SECURING MANUAL (CSM)

MC No. 2011-03, 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. 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:	MARINA REGIONAL OFFICES (MROs) (Shipyards Regulation Section)	
Classification:	Highly Technical Transaction	
Type of Transaction:	G2B – Government to Business	
Who may avail:	Shipping Companies/ Ship Owners/ Managers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter of Intent – 2 copies <u>Note: The applicant shall bring the following certificates for verification:</u>		Applicant
2. Original Certificate of Ownership		MRO-DSS
3. Original Certificate Philippine Registry		MRO-DSS
4. Original Certificate of Stability		MRO-SRS
5. Original Load Line Certificate		MRO-SRS
6. Photocopy of Bay and River License (BRL)/ Coastwise License (CWL)		MRO-DSS
Note:		

<ul style="list-style-type: none">• <i>Certificates being issued by another Authority shall be part of the conduct of inspection and are subject to detailed verification (i.e., authenticity, validity) to ensure compliance to the standard, rules and regulations.</i>• <i>1 copy per requirement from number 2 to 6</i>																							
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE																
1	Proceeds to SRS to submit the application with complete documentary requirements –	1	Checks completeness of documentary requirements	<table><tr><td>Certificate</td><td>P400.00</td></tr><tr><td>Inspection Fee <i>(under MC 2015-05 and its subsequent amendments)</i></td><td></td></tr><tr><td>Hull</td><td>Based on the GT of vessel (MC 2015 – 10)</td></tr><tr><td>For liquid cargo</td><td>1.5 times the rate of fees</td></tr><tr><td>Machinery</td><td></td></tr><tr><td>• Main Engine/s</td><td>Based on KW rating (MC 2015 – 10)</td></tr><tr><td>• Aux. Engine/s</td><td>Based on KW rating (MC 2015 – 10)</td></tr><tr><td>• Generator/s</td><td>Based on KVA rating (MC</td></tr></table>		Certificate	P400.00	Inspection Fee <i>(under MC 2015-05 and its subsequent amendments)</i>		Hull	Based on the GT of vessel (MC 2015 – 10)	For liquid cargo	1.5 times the rate of fees	Machinery		• Main Engine/s	Based on KW rating (MC 2015 – 10)	• Aux. Engine/s	Based on KW rating (MC 2015 – 10)	• Generator/s	Based on KVA rating (MC	1 hour	Evaluator
Certificate	P400.00																						
Inspection Fee <i>(under MC 2015-05 and its subsequent amendments)</i>																							
Hull	Based on the GT of vessel (MC 2015 – 10)																						
For liquid cargo	1.5 times the rate of fees																						
Machinery																							
• Main Engine/s	Based on KW rating (MC 2015 – 10)																						
• Aux. Engine/s	Based on KW rating (MC 2015 – 10)																						
• Generator/s	Based on KVA rating (MC																						
1.1	IF EMAIL, send to the official email address of the MRO you wish to apply. See Annex II for the Directory.	1.1	Evaluates the authenticity and validity of documentary requirements Acknowledge receipt of the email and forward email to the concerned Section																				



		1.2	<u>IF INCOMPLETE:</u> Inform the applicant of lacking requirements		2015 – 10)			
				Boilers (if equipped)	Computation based on MC 2015 – 10			
				Number of Air Compressors	P100.00 each			
				Refrigeration (if equipped)	P100.00			
				Distance fee				
				<ul style="list-style-type: none">● Within 25km radius from workstation	P600.00			
				<ul style="list-style-type: none">● Beyond 25km	P600.00 + P50.00/km in excess of 25km			
				Surcharge for late renewal of expired certificates	50% of the total fees			
2	Receives ATAP	2	Issues Authority to Accept Payment (ATAP)				10 minutes	Evaluator
3	Proceeds to Cashier to pay corresponding amount	3	Accepts payment Issues Official Receipt (OR)				10 minutes	Cashier
4	Receives Official Receipt (OR)	4	Receives and logs application and documentary				30 minutes	Receiving Officer



4.1	Proceeds to the Receiving Unit to file the application	4.1	requirements Forwards to concerned division			
5	No Activity	5	Assign the application		1 hour	Section Head
6	No Activity	6	Conducts Inspection		1 – 3 days	Surveyor
7	No Activity if compliant during inspection	7	Prepares Survey report and drafts Certificate		1 day	Surveyor
7.1	Act on the Deficiencies found during the conduct of Inspection	7.1	Prepares letter returning the application (for non-compliance)		1 hour	Surveyor
8	No Activity	8	Reviews the Certificate and Survey Report recommends for approval and forwards to ORD		30 minutes	Section Head
9	No Activity	9	Approves/signs Certificates		10 minutes	Regional Director
10	No Activity	10	Records and		10 minutes	ORD Staff



			forwards Letter to Releasing Section			
11	Receives signed Certificates	11	Releases Certificates		30 minutes	Releasing Staff Records Section
END OF TRANSACTION					1 day and 6 hours <i>PLUS the number of inspection days</i>	



A.1.5 ISSUANCE OF SAFE MANNING CERTIFICATE

MC No. MS 2020-03. This Certificate attests that the Ship is compliant with the standard manning complement.

Office/Division:	MARINA REGIONAL OFFICES (MROs) (Maritime Safety Section)	
Classification:	Simple Transaction	
Type of Transaction:	G2B – Government to Business	
Who may avail:	Shipping Companies/ Ship Owners/ Managers/ Designated Person Ashore (DPA)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter of Intent – 2 copies <u>Note: The applicant shall bring the following certificates for verification:</u>		Applicant
2. Original Certificate of Ownership		MRO-DSS
3. Original Certificate Philippine Registry		MRO-DSS
4. Original Certificate of Stability		MRO-SRS
5. Original Load Line Certificate		MRO-SRS
6. Photocopy of Bay and River License (BRL)/ Coastwise License (CWL)		MRO-DSS
Note: <ul style="list-style-type: none"><i>Certificates being issued by another Authority shall be part of the conduct of inspection and are subject to detailed verification (i.e., authenticity, validity) to ensure compliance to the standard, rules and regulations.</i>		

<ul style="list-style-type: none">1 copy per requirement from Number 2 to 6																											
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE																				
1	Proceeds to MSS to submit the application with complete documentary requirements –	1	Checks completeness of documentary requirements	<table><tr><td>Certificate</td><td>P400.00</td></tr><tr><td>Inspection Fee <i>(under MC 2015-05 and its subsequent amendments)</i></td><td></td></tr><tr><td>Hull</td><td>Based on the GT of vessel (MC 2015 – 10)</td></tr><tr><td>For liquid cargo</td><td>1.5 times the rate of fees</td></tr><tr><td>Machinery</td><td></td></tr><tr><td>• Main Engine/s</td><td>Based on KW rating (MC 2015 – 10)</td></tr><tr><td>• Aux. Engine/s</td><td>Based on KW rating (MC 2015 – 10)</td></tr><tr><td>• Generator/s</td><td>Based on KVA rating (MC 2015 – 10)</td></tr><tr><td>Boilers (if equipped)</td><td>Computation based on MC 2015 – 10</td></tr><tr><td>Number of Air Compressors</td><td>P100.00 each</td></tr></table>		Certificate	P400.00	Inspection Fee <i>(under MC 2015-05 and its subsequent amendments)</i>		Hull	Based on the GT of vessel (MC 2015 – 10)	For liquid cargo	1.5 times the rate of fees	Machinery		• Main Engine/s	Based on KW rating (MC 2015 – 10)	• Aux. Engine/s	Based on KW rating (MC 2015 – 10)	• Generator/s	Based on KVA rating (MC 2015 – 10)	Boilers (if equipped)	Computation based on MC 2015 – 10	Number of Air Compressors	P100.00 each	1 hour	Evaluator
Certificate	P400.00																										
Inspection Fee <i>(under MC 2015-05 and its subsequent amendments)</i>																											
Hull	Based on the GT of vessel (MC 2015 – 10)																										
For liquid cargo	1.5 times the rate of fees																										
Machinery																											
• Main Engine/s	Based on KW rating (MC 2015 – 10)																										
• Aux. Engine/s	Based on KW rating (MC 2015 – 10)																										
• Generator/s	Based on KVA rating (MC 2015 – 10)																										
Boilers (if equipped)	Computation based on MC 2015 – 10																										
Number of Air Compressors	P100.00 each																										
1.1	IF EMAIL, send to the official email address of the MRO you wish to apply. See Annex II for the Directory.	1.1	Evaluates the authenticity and validity of documentary requirements	1.1	Acknowledge receipt of the email and forward email to the concerned Section																						
		1.2	<u>IF INCOMPLETE:</u> Inform the applicant of lacking requirements																								



				Refrigeration (if equipped)	P100.00		
				Distance fee			
				<ul style="list-style-type: none"> Within 25km radius from workstation 	P600.00		
				<ul style="list-style-type: none"> Beyond 25km 	P600.00 + P50.00/km in excess of 25km		
				Surcharge for late renewal of expired certificates	50% of the total fees		
2	Receives ATAP	2	Issues Authority to Accept Payment (ATAP)			10 minutes	Evaluator
3	Proceeds to Cashier to pay corresponding amount	3	Accepts payment Issues Official Receipt (OR)			10 minutes	Cashier
4	Receives Official Receipt (OR)	4	Receives and logs application and documentary requirements			30 minutes	Receiving Officer
4.1	Proceeds to the Receiving Unit to file the application	4.1	Forwards to concerned division				
5	No Activity	5	Assign the			1 hour	Section Head



			application			
6	No Activity	6	Conducts Inspection		1 – 3 days	Surveyor
7	No Activity if compliant during inspection	7	Prepares Survey report and drafts Certificate		1 day	Surveyor
7.1	Act on the Deficiencies found during the conduct of Inspection	7.1	Prepares letter returning the application (for non-compliance)		1 hour	Surveyor
8	No Activity	8	Reviews the Certificate and Survey Report recommends for approval and forwards to ORD		30 minutes	Section Head
9	No Activity	9	Approves/signs Certificates and Survey Report		10 minutes	Regional Director
10	No Activity	10	Records and forwards Letter to Releasing Section		10 minutes	ORD Staff
11	Receives signed	11	Releases Certificates		30 minutes	Releasing Staff Records Section



	Certificates					
END OF TRANSACTION						1 day and 6 hours <i>PLUS the number of inspection days</i>



A.1.6 ISSUANCE OF CERTIFICATE OF COMPLIANCE FOR PASSENGER VESSELS

All passenger ships 20GT and above must comply with the prescribed minimum service standards for passenger accommodation under MC65/65-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:	MARINA REGIONAL OFFICES (MROs) (Maritime Safety Section)	
Classification:	Simple Transaction	
Type of Transaction:	G2B – Government to Business	
Who may avail:	Shipping Companies/ Ship Owners/ Managers/ Designated Person Ashore (DPA)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
NEW REGISTRATION: 1. Letter of Intent 2. MARINA- approved Ship Passenger Accommodation Plan 3. Other Ship's Plan as maybe required by the Administration		Applicant MRO-SRS MRO-SRS
RENEWAL: 1. Existing COC 2. MARINA- approved Revised Ship Passenger Accommodation Plan as maybe Required by the Administration 3. Other Ship's Plan as maybe required by the Administration		 MRO-SRS MRO-SRS MRO-SRS



NOTE: 2 copies per requirement																																
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID			PROCESSING TIME	PERSON RESPONSIBLE																								
1	Proceeds to MSS to submit the application with complete documentary requirements –	1	Checks completeness of documentary requirements	Issuance/ Renewal of Certificate of Compliance: P400.00 <table><tr><th>Processing & Inspection Fee</th><th>Outside Territorial Jurisdiction:</th><th>Within Territorial Jurisdiction:</th></tr><tr><td>35 to 100 GT</td><td>P 7,500.00</td><td>P 3,100.00</td></tr><tr><td>Above 100 to 250 GT</td><td>P 9,400.00</td><td>P 5,600.00</td></tr><tr><td>Above 250 to 350 GT</td><td>P 11,200.00</td><td>P 7,500.00</td></tr><tr><td>Above 350 to 500 GT</td><td>P 13,100.00</td><td>P 9,400.00</td></tr><tr><td>Above 500 to 1000 GT</td><td>P 15,000.00</td><td>P 13,100.00</td></tr><tr><td>Above 1000 to 5000 GT</td><td>P 18,700.00</td><td>P 15,000.00</td></tr><tr><td>Above 5000 GT</td><td>P 24,300.00</td><td>P 18,700.00</td></tr></table>			Processing & Inspection Fee	Outside Territorial Jurisdiction:	Within Territorial Jurisdiction:	35 to 100 GT	P 7,500.00	P 3,100.00	Above 100 to 250 GT	P 9,400.00	P 5,600.00	Above 250 to 350 GT	P 11,200.00	P 7,500.00	Above 350 to 500 GT	P 13,100.00	P 9,400.00	Above 500 to 1000 GT	P 15,000.00	P 13,100.00	Above 1000 to 5000 GT	P 18,700.00	P 15,000.00	Above 5000 GT	P 24,300.00	P 18,700.00	1 hour	Evaluator
Processing & Inspection Fee	Outside Territorial Jurisdiction:	Within Territorial Jurisdiction:																														
35 to 100 GT	P 7,500.00	P 3,100.00																														
Above 100 to 250 GT	P 9,400.00	P 5,600.00																														
Above 250 to 350 GT	P 11,200.00	P 7,500.00																														
Above 350 to 500 GT	P 13,100.00	P 9,400.00																														
Above 500 to 1000 GT	P 15,000.00	P 13,100.00																														
Above 1000 to 5000 GT	P 18,700.00	P 15,000.00																														
Above 5000 GT	P 24,300.00	P 18,700.00																														
1.1	IF EMAIL, send to the official email address of the MRO you wish to apply. See Annex II for the Directory.	1.1	Evaluates the authenticity and validity of documentary requirements																													
1.2	<u>IF INCOMPLETE:</u> Inform the applicant of lacking requirements	1.2	Acknowledge receipt of the email and forward email to the concerned Section																													



2	Receives ATAP	2	Issues Authority to Accept Payment (ATAP)		10 minutes	Evaluator
3	Proceeds to Cashier to pay corresponding amount	3	Accepts payment Issues Official Receipt (OR)		10 minutes	Cashier
4	Receives Official Receipt (OR)	4	Receives and logs application and documentary requirements		30 minutes	Receiving Officer
4.1	Proceeds to the Receiving Unit to file the application	4.1	Forwards to concerned division			
5	No Activity	5	Assign the application		1 hour	Section Head
6	No Activity	6	Conducts Inspection		1 – 3 days	Surveyor
7	No Activity if compliant during inspection	7	Prepares Survey report and drafts Certificate		1 day	Surveyor
7.1	Act on the Deficiencies found during	7.1	Prepares letter returning the application (for non-compliance)		1 hour	Surveyor



	the conduct of Inspection					
8	No Activity	8	Reviews the Certificate and Survey Report recommends for approval and forwards to ORD		30 minutes	Section Head
9	No Activity	9	Approves/signs Certificates and Survey Report		10 minutes	Regional Director
10	No Activity	10	Records and forwards Letter to Releasing Section		10 minutes	ORD Staff
11	Receives signed Certificates	11	Releases Certificates		30 minutes	Releasing Staff Records Section
END OF TRANSACTION					1 day and 6 hours PLUS the number of inspection days	



A.1.7 ISSUANCE OF CARGO SHIP SAFETY CERTIFICATE

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 in accordance with MC no. 89/89 A.

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 applications for renewal shall be filed at least three (3) months before expiration of the certificates.

Office/Division:	MARINA REGIONAL OFFICES (MROs) (Maritime Safety Section)	
Classification:	Highly Technical Transaction	
Type of Transaction:	G2B – Government to Business	
Who may avail:	Shipping Companies/ Companies/ Managers/ Designated Person Ashore (DPA)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter of Intent – 2 copies <u>Note: The applicant shall bring the following certificates for verification:</u>		Applicant
2. Original Certificate of Ownership		MRO-DSS
3. Original Certificate Philippine Registry		MRO-DSS
4. Original Certificate of Stability		MRO-SRS
5. Original Load Line Certificate		MRO-SRS
6. Photocopy of Bay and River License (BRL)/		MRO-DSS

Coastwise License (CWL)																					
Note: <ul style="list-style-type: none">Certificates being issued by another Authority shall be part of the conduct of inspection and are subject to detailed verification (i.e., authenticity, validity) to ensure compliance to the standard, rules and regulations.1 copy per requirement from number 2 to 6																					
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE														
1	Proceeds to MSS to submit the application with complete documentary requirements –	1	Checks completeness of documentary requirements	<table><tr><td>Certificate</td><td>P400.00</td></tr><tr><td>Inspection Fee (under MC 2015-05 and its subsequent amendments)</td><td></td></tr><tr><td>Hull</td><td>Based on the GT of vessel (MC 2015 – 10)</td></tr><tr><td>For liquid cargo</td><td>1.5 times the rate of fees</td></tr><tr><td>Machinery</td><td></td></tr><tr><td>• Main Engine/s</td><td>Based on KW rating (MC 2015 – 10)</td></tr><tr><td>• Aux. Engine/s</td><td>Based on KW rating (MC 2015 –</td></tr></table>		Certificate	P400.00	Inspection Fee (under MC 2015-05 and its subsequent amendments)		Hull	Based on the GT of vessel (MC 2015 – 10)	For liquid cargo	1.5 times the rate of fees	Machinery		• Main Engine/s	Based on KW rating (MC 2015 – 10)	• Aux. Engine/s	Based on KW rating (MC 2015 –	1 hour	Evaluator
Certificate	P400.00																				
Inspection Fee (under MC 2015-05 and its subsequent amendments)																					
Hull	Based on the GT of vessel (MC 2015 – 10)																				
For liquid cargo	1.5 times the rate of fees																				
Machinery																					
• Main Engine/s	Based on KW rating (MC 2015 – 10)																				
• Aux. Engine/s	Based on KW rating (MC 2015 –																				
1.1	IF EMAIL, send to the official email address of the MRO you wish to apply. See Annex II for the Directory.	1.1	Evaluates the authenticity and validity of documentary requirements																		
			Acknowledge receipt of the email and forward email to the																		



		1.2	concerned Section			10)			
			<ul style="list-style-type: none">Generator/s		Based on KVA rating (MC 2015 – 10)				
			Boilers (if equipped)		Computation based on MC 2015 – 10				
			Number of Air Compressors		P100.00 each				
			Refrigeration (if equipped)		P100.00				
			Distance fee						
			<ul style="list-style-type: none">Within 25km radius from workstation		P600.00				
			<ul style="list-style-type: none">Beyond 25km		P600.00 + P50.00/km in excess of 25km				
			Surcharge for late renewal of expired certificates		50% of the total fees				
2	Receives ATAP	2	Issues Authority to Accept Payment (ATAP)				10 minutes	Evaluator	
3	Proceeds to Cashier to pay corresponding amount	3	Accepts payment Issues Official Receipt (OR)				10 minutes	Cashier	
4	Receives Official	4	Receives and logs application				30 minutes	Receiving Officer	



4.1	Receipt (OR) Proceeds to the Receiving Unit to file the application	4.1	and documentary requirements Forwards to concerned division			
5	No Activity	5	Assign the application		1 hour	Section Head
6	No Activity	6	Conducts Inspection		1 – 3 days	Surveyor
7	No Activity if compliant during inspection	7	Prepares Survey report and drafts Certificate		1 day	Surveyor
7.1	Act on the Deficiencies found during the conduct of Inspection	7.1	Prepares letter returning the application (for non-compliance)		1 hour	Surveyor
8	No Activity	8	Reviews the Certificate and Survey Report recommends for approval and forwards to ORD		30 minutes	Section Head



9	No Activity	9	Approves/signs Certificates and Survey Report		10 minutes	Regional Director
10	No Activity	10	Records and forwards Letter to Releasing Section		10 minutes	ORD Staff
11	Receives signed Certificates	11	Releases Certificates		30 minutes	Releasing Staff Records Section
END OF TRANSACTION					1 day and 6 hours PLUS the number of inspection days	



A.1.8 ISSUANCE OF PASSENGER SHIP SAFETY CERTIFICATE

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 in accordance with MC no. 89/89 A.

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 applications for renewal shall be filed at least three (3) months before expiration of the certificates.

Office/Division:	MARINA REGIONAL OFFICES (MROs) (Maritime Safety Section)	
Classification:	Simple Transaction	
Type of Transaction:	G2B – Government to Business	
Who may avail:	Shipping Companies/ Ship Owners/ Managers/ Designated Person Ashore (DPA)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter of Intent – 2 copies <i><u>Note: The applicant shall bring the following certificates for verification:</u></i>		Applicant
2. Original Certificate of Ownership		MRO-DSS
3. Original Certificate Philippine Registry		MRO-DSS
4. Original Certificate of Stability		MRO-SRS
5. Original Load Line Certificate		MRO-SRS
6. Photocopy of Bay and River License (BRL)/		MRO-DSS

Coastwise License (CWL)																						
Note: <ul style="list-style-type: none">Certificates being issued by another Authority shall be part of the conduct of inspection and are subject to detailed verification (i.e., authenticity, validity) to ensure compliance to the standard, rules and regulations1 copy per requirement from number 2 to 6																						
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID			PROCESSING TIME	PERSON RESPONSIBLE														
1	Proceeds to MSS to submit the application with complete documentary requirements –	1	Checks completeness of documentary requirements	<table><tr><td>Certificate</td><td>P400.00</td></tr><tr><td>Inspection Fee (under MC 2015-05 and its subsequent amendments)</td><td></td></tr><tr><td>Hull</td><td>Based on the GT of vessel (MC 2015 – 10)</td></tr><tr><td>For liquid cargo</td><td>1.5 times the rate of fees</td></tr><tr><td>Machinery</td><td></td></tr><tr><td>Main Engine/s</td><td>Based on KW rating (MC 2015 – 10)</td></tr><tr><td>Aux. Engine/s</td><td>Based on KW rating (MC 2015 –</td></tr></table>			Certificate	P400.00	Inspection Fee (under MC 2015-05 and its subsequent amendments)		Hull	Based on the GT of vessel (MC 2015 – 10)	For liquid cargo	1.5 times the rate of fees	Machinery		Main Engine/s	Based on KW rating (MC 2015 – 10)	Aux. Engine/s	Based on KW rating (MC 2015 –	1 hour	Evaluator
Certificate	P400.00																					
Inspection Fee (under MC 2015-05 and its subsequent amendments)																						
Hull	Based on the GT of vessel (MC 2015 – 10)																					
For liquid cargo	1.5 times the rate of fees																					
Machinery																						
Main Engine/s	Based on KW rating (MC 2015 – 10)																					
Aux. Engine/s	Based on KW rating (MC 2015 –																					
1.1	IF EMAIL, send to the official email address of the MRO you wish to apply. See Annex II	1.1	Evaluates the authenticity and validity of documentary requirements																			
		1.1	Acknowledge receipt of the email and forward email to the																			



	for the Directory.	1.2	concerned Section <u>IF INCOMPLETE:</u> Inform the applicant of lacking requirements		10)		
				Generator/s	Based on KVA rating (MC 2015 – 10)		
				Boilers (if equipped)	Computation based on MC 2015 – 10		
				Number of Air Compressors	P100.00 each		
				Refrigeration (if equipped)	P100.00		
				Distance fee			
				Within 25km radius from workstation	P600.00		
				Beyond 25km	P600.00 + P50.00/km in excess of 25km		
				Surcharge for late renewal of expired certificates	50% of the total fees		
2	Receives ATAP	2	Issues Authority to Accept Payment (ATAP)			10 minutes	Evaluator
3	Proceeds to Cashier to pay	3	Accepts payment			10 minutes	Cashier



	corresponding amount		Issues Official Receipt (OR)			
4	Receives Official Receipt (OR)	4	Receives and logs application and documentary requirements		30 minutes	Receiving Officer
4.1	Proceeds to the Receiving Unit to file the application	4.1	Forwards to concerned division			
5	No Activity	5	Assign the application		1 hour	Section Head
6	No Activity	6	Conducts Inspection		1 – 3 days	Surveyor
7	No Activity if compliant during inspection	7	Prepares Survey report and drafts Certificate		1 day	Surveyor
7.1	Act on the Deficiencies found during the conduct of Inspection	7.1	Prepares letter returning the application (for non-compliance)		1 hour	Surveyor
8	No Activity	8	Reviews the Certificate and Survey Report		30 minutes	Section Head



			recommends for approval and forwards to ORD			
9	No Activity	9	Approves/signs Certificates and Survey Report		10 minutes	Regional Director
10	No Activity	10	Records and forwards Letter to Releasing Section		10 minutes	ORD Staff
11	Receives signed Certificates	11	Releases Certificates		30 minutes	Releasing Staff
END OF TRANSACTION					1 day and 6 hours PLUS the number of inspection days	



A.1.9 ISSUANCE OF SAFETY MANAGEMENT CERTIFICATE (SMC)

MC no. 2015-11. The processing of application for issuance/endorsement/renewal of Safety Management Certificate (SMC) involves conduct of AUDIT of the 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 engineers who are certified ISM Auditors to undertake the said audit.

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 applications for renewal shall be filed at least three (3) months before the expiration of the certificates.

Office/Division:	MARINA REGIONAL OFFICES (MROs) (Maritime Safety Section)	
Classification:	Highly Technical Transaction	
Type of Transaction:	G2B – Government to Business	
Who may avail:	Shipping Companies/ Companies/ Managers/ Designated Person Ashore (DPA)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter of Intent – 2 copies		Applicant
2. Original Document of Compliance (DOC); if endorsement/renewal		MRO-MSS
3. Original Safety Management Certificate (SMC); if endorsement/renewal		MRO-MSS
4. Photocopy of Certificate of Ownership of the vessel;		MRO-DSS
5. Photocopy of Certificate Philippine Registry of the vessel;		MRO-DSS
6. Safety Management System (SMS) Manual.		Client (The company shall formulate its own SMS Manual based on the requirement of ISM Code).



Note: <ul style="list-style-type: none">• <i>Original copy of the document shall be required to be presented upon application.</i>• <i>1 copy per requirement from number 2 to 6</i>						
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceeds to MSS to submit the application with complete documentary requirements –	1	Checks completeness of documentary requirements	Audit Fee: P30,000 Certification Fee: P7,500	1 hour	Evaluator
1.1	IF EMAIL, send to the official email address of the MRO you wish to apply. See Annex II for the Directory.		Evaluates the authenticity and validity of documentary requirements			
		1.1	Acknowledge receipt of the email and forward email to the concerned Section			
			IF INCOMPLETE:			



		1.2	Inform the applicant of lacking requirements			
2	Receives ATAP	2	Issues Authority to Accept Payment (ATAP)		10 minutes	Evaluator
3	Proceeds to Cashier to pay corresponding amount	3	Accepts payment Issues Official Receipt (OR)		10 minutes	Cashier
4	Receives Official Receipt (OR)	4	Receives and logs application and documentary requirements		30 minutes	Receiving Officer
4.1	Proceeds to the Receiving Unit to file the application	4.1	Forwards to concerned division			
5	No Activity	5	Assign the application		1 hour	Section Head
6	No Activity	6	Conducts Inspection		1 – 3 days	Surveyor
7	No Activity if compliant during inspection	7	Prepares Survey report and drafts Certificate		1 day	Surveyor



7.1	Act on the Deficiencies found during the conduct of Inspection	7.1	Prepares letter returning the application (for non-compliance)		1 hour	Surveyor
8	No Activity	8	Reviews the Certificate and Survey Report recommends for approval and forwards to ORD		30 minutes	Section Head
9	No Activity	9	Approves/signs Certificates and Survey Report		10 minutes	Regional Director
10	No Activity	10	Records and forwards Letter to Releasing Section		10 minutes	ORD Staff
11	Receives signed Certificates	11	Releases Certificates		30 minutes	Releasing Staff
END OF TRANSACTION					1 day and 6 hours PLUS the number of inspection days	



A.1.10 ISSUANCE OF CERTIFICATE OF COMPLIANCE (FOR PASSENGER SHIPS 20 GT and above)

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:	MARINA REGIONAL OFFICES (MROs) (Maritime Safety Section)	
Classification:	Highly Technical Transaction	
Type of Transaction:	G2B – Government to Business	
Who may avail:	Shipping Companies/ Companies/ Managers/ Designated Person Ashore (DPA)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter of Intent - 2 copies		Applicant
2. Photocopy of Certificate of Ownership		MRO-DSS
3. Photocopy of Certificate of Philippine Registry		MRO-DSS
4. Photocopy of Passenger Ship Safety Certificate		MRO-MSS
5. Safety film or voice tape stored in a CD or flash drive		Applicant
Note: <ul style="list-style-type: none">• <i>Original copy of the document shall be required to be presented upon application.</i>		



<ul style="list-style-type: none">1 copy per requirement from number 2 to 6						
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceeds to MSS to submit the application with complete documentary requirements –	1	Checks completeness of documentary requirements	P 400.00	1 hour	Evaluator
1.1	IF EMAIL, send to the official email address of the MRO you wish to apply. See Annex II for the Directory.		Evaluates the authenticity and validity of documentary requirements			
		1.1	Acknowledge receipt of the email and forward email to the concerned Section			Secretary
		1.2	<u>IF INCOMPLETE:</u> Inform the applicant of lacking requirements			Evaluator



2	Receives ATAP	2	Issues Authority to Accept Payment (ATAP)		10 minutes	Evaluator
3	Proceeds to Cashier to pay corresponding amount	3	Accepts payment Issues Official Receipt (OR)		10 minutes	Cashier
4	Receives Official Receipt (OR)	4	Receives and logs application and documentary requirements		30 minutes	Receiving Officer
4.1	Proceeds to the Receiving Unit to file the application	4.1	Forwards to concerned division			
5	No Activity	5	Assign the application		1 hour	Section Head
6	No Activity	6	Conducts Inspection		1 – 3 days	Surveyor
7	No Activity if compliant during inspection	7	Prepares Survey report and drafts Certificate		1 day	Surveyor
7.1	Act on the Deficiencies found during	7.1	Prepares letter returning the application (for non-compliance)		1 hour	Surveyor



	the conduct of Inspection					
8	No Activity	8	Reviews the Certificate and Survey Report recommends for approval and forwards to ORD		30 minutes	Section Head
9	No Activity	9	Approves/signs Certificates and Survey Report		10 minutes	Regional Director
10	No Activity	10	Records and forwards Letter to Releasing Section		10 minutes	ORD Staff
11	Receives signed Certificates	11	Releases Certificates		30 minutes	Releasing Staff
END OF TRANSACTION					1 day and 6 hours PLUS the number of inspection days	



A.1.11 ISSUANCE OF RECREATIONAL BOAT SAFETY CERTIFICATE (RBSC)

MARINA MC DS 2019-01

Office/Division:		MARINA REGIONAL OFFICES (MROs) (Maritime Safety Section)							
Classification:		Complex Transaction							
Type of Transaction:		G2B – Government to Business G2C – Government to Citizen							
Who may avail:		Shipping Companies/ Companies							
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE					
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID			PROCESSING TIME	PERSON RESPONSIBLE	
1	Proceeds to MSS to submit the application with complete documentary requirements –	1	Checks completeness of documentary requirements	VESSEL SURVEY/INSPECTION				1 hour	Evaluator
1.1	IF EMAIL, send to the official email address of the MRO you wish	1.1	Evaluates the authenticity and validity of documentary requirements						
				1. Within MARINA Office work station/area 1.1 Hull/Structural and Navigational Communication System	1.2. Machinery and Electric System Sections	2. Inspection in remote areas, beyond 100 km from nearest MARINA Office	P1,600.00/day + amount of air fare ticket (economy class) per surveyor/inspector		



	to apply. See Annex II for the Directory.	1.2	email and forward email to the concerned Section <u>IF INCOMPLETE:</u> Inform the applicant of lacking requirements	Optional Registration Vessels	P 200.00	Optional Registration Vessels	P 100.00	3. Additional Charges (per inspector/inspection)			
				Auxiliary	P 200.00	Auxiliary	P 100.00	3.1 Within 25 km radius from workstation	P 600.00		
				Small	P 300.00	Small	P 100.00	3.2 Beyond 25 km	P50.00 / 10km		
				Medium	P 600.00	Medium	P 300.00	4. Safety Certificates			
				Large	P1,200.00	Large	P 600.00	Passenger Safety Equipment Certificate, Passenger Capacity Certificate, High Speed Craft Safety Certificate, Exemption Certificate, Certificate of Fitness, Reissuance of Certificates P 400.00 / certificate			
				Mega	P5,000.00	Mega	P2,500.00				
				Super	P10,000.00	Super	P5,000.00				
				Surcharge for late renewal of Safety Certificates				50% of the total fees			
2	Receives ATAP	2	Issues Authority to Accept Payment (ATAP)						10 minutes	Evaluator	
3	Proceeds to Cashier to pay	3	Accepts payment						10 minutes	Cashier	



	corresponding amount		Issues Official Receipt (OR)			
4	Receives Official Receipt (OR)	4	Receives and logs application and documentary requirements		30 minutes	Receiving Officer
4.1	Proceeds to the Receiving Unit to file the application	4.1	Forwards to concerned division			
5	No Activity	5	Assign the application		1 hour	Section Head
6	No Activity	6	Conducts Inspection		1 – 3 days	Surveyor
7	No Activity if compliant during inspection	7	Prepares Survey report and drafts Certificate		1 day	Surveyor
7.1	Act on the Deficiencies found during the conduct of Inspection	7.1	Prepares letter returning the application (for non-compliance)		1 hour	Surveyor
8	No Activity	8	Reviews the Certificate and Survey Report		30 minutes	Section Head



			recommends for approval and forwards to ORD			
9	No Activity	9	Approves/signs Certificates and Survey Report		10 minutes	Regional Director
10	No Activity	10	Records and forwards Letter to Releasing Section		10 minutes	ORD Staff
11	Receives signed Certificates	11	Releases Certificates		30 minutes	Releasing Staff
END OF TRANSACTION					1 day and 6 hours <i>PLUS the number of inspection days</i>	



II.A.2 SHIP LICENSING

II.A.2.1 ISSUANCE OF BAY AND RIVER LICENCE (BRL)

MC No. 2015-12 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

Office/Division:	MARINA REGIONAL OFFICES (MROs) (Domestic Shipping Section)	
Classification:	Simple Transaction	
Type of Transaction:	G2B – Government to Business	
Who may avail:	Shipping Companies/ Companies/ Managers/ Designated Person Ashore (DPA)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter of Intent – 2 copies		Applicant
2. Photocopy Certificate of Ownership (CO) and/or Certificate of Philippine Registry (CPR) - 1 copy		MRO-DSS
3. If filing of application is thru authorized representative – 1 copy		Applicant
a. Notarized Board Resolution/ Secretary's Certificate for Corporation/ Partnership/Cooperative; or		
b. Notarized Special Power of Attorney for Single Proprietorship and Individual Shipowner/operator		Applicant



Note: Original copy of the document shall be required to be presented upon application.							
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
1 <							



			lacking requirements			
2	Receives ATAP	2	Issues Authority to Accept Payment (ATAP)		10 minutes	Evaluator
3	Proceeds to Cashier to pay corresponding amount	3	Accepts payment Issues Official Receipt (OR)		10 minutes	Cashier
4	Receives Official Receipt (OR) Proceeds to the Receiving Unit to file the application	4	Receives and logs application and documentary requirements		30 minutes	Receiving Officer
5	No Activity	5	Assign the application			RD/ Section Head
6	No Activity	6	Final evaluation and preparation of EB & draft Permit		4 hours	Evaluator
7	No Activity if	7	Reviews EB/draft permit, initials and		30 minutes	Section Head



			forwards to ORD			
9	No Activity	9	Approves/signs documents		30 minutes	Regional Director
10	No Activity	10	Records and forwards Letter to Releasing Section		10 minutes	Records Staff
11	Receives signed Certificates	11	Releases Certificates		30 minutes	Releasing Staff
END OF TRANSACTION					7 hours	



II.A.2.2 ISSUANCE OF COASTWISE LICENCE (CWL)

MC No. 2015-12 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

Office/Division:	MARINA REGIONAL OFFICES (MROs) (Domestic Shipping Section)	
Classification:	Simple Transaction	
Type of Transaction:	G2B – Government to Business	
Who may avail:	Shipping Companies/ Companies/ Managers/ Designated Person Ashore (DPA)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter of Intent – 2 copies		Applicant
2. Photocopy Certificate of Ownership (CO) and/or Certificate of Philippine Registry (CPR) – 1 copy		MRO-DSS
3. If filing of application is thru authorized representative – 1 copy		
a. Notarized Board Resolution/Secretary's Certificate for Corporation/Partnership/ Cooperative; or		Applicant
b. Notarized Special Power of Attorney for Single Proprietorship and Individual Shipowner/operator		Applicant



Note: Original copy of the document shall be required to be presented upon application.						
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceeds to DSS to submit the application with complete documentary requirements – IF EMAIL, send to the official email address of the MRO you wish to apply. See Annex II for the Directory.	1	Checks completeness of documentary requirements		1 hour	Evaluator
1.1			Evaluates the authenticity and validity of documentary requirements			
		1.1	Acknowledge receipt of the email and forward email to the concerned Section			Secretary
		1.2	<u>IF INCOMPLETE:</u> Inform the applicant of			Evaluator



			lacking requirements			
2	Receives ATAP	2	Issues Authority to Accept Payment (ATAP)		10 minutes	Evaluator
3	Proceeds to Cashier to pay corresponding amount	3	Accepts payment Issues Official Receipt (OR)		10 minutes	Cashier
4	Receives Official Receipt (OR) Proceeds to the Receiving Unit to file the application	4	Receives and logs application and documentary requirements		30 minutes	Receiving Officer
5	No Activity	5	Assign the application			RD/ Section Head
6	No Activity	6	Final evaluation and preparation of EB & draft Permit		4 hours	Evaluator
7	No Activity if	7	Reviews EB/draft permit, initials and		30 minutes	Section Head



			forwards to ORD			
9	No Activity	9	Approves/signs documents		30 minutes	Regional Director
10	No Activity	10	Records and forwards Letter to Releasing Section		10 minutes	Records Staff
11	Receives signed Certificates	11	Releases Certificates		30 minutes	Releasing Staff
END OF TRANSACTION					7 hours	



II.A.3 ISSUANCE OF SPECIAL PERMIT TO NAVIGATE (SPN)

MC No. 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:	MARINA REGIONAL OFFICES (MROs) (Maritime Safety Section)	
Classification:	Simple Transaction	
Type of Transaction:	G2B – Government to Business	
Who may avail:	Shipping Companies/ Companies/ Managers/ Designated Person Ashore (DPA)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter of Intent – 2 copies		Applicant
2. Photocopy of Certificate of Ownership		MRO DSS
3. Photocopy of Certificate of Philippine Registry		MRO DSS MRO MSS
4. Photocopy of Subject vessels expired Safety certificates and MSMC		MRO MSS
5. If to be towed, Photocopy of Valid Safety Certificates of the Tug boat to be used for navigation.		
Note: <ul style="list-style-type: none">• <i>Original copy of the document shall be required to be presented upon application.</i>• <i>1 copy of the requirement from</i>		



number 2 to 5						
CLIENT STEPS		AGENCY ACTION		FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceeds to MSS to submit the application with complete documentary requirements –	1	Checks completeness of documentary requirements Evaluates the authenticity and validity of documentary requirements	P700.00	1 hour	Evaluator
1.1	IF EMAIL, send to the official email address of the MRO you wish to apply. See Annex II for the Directory.	1.1	Acknowledge receipt of the email and forward email to the concerned Section			Evaluator
		1.2	<u>IF INCOMPLETE:</u> Inform the applicant of lacking requirements			



2	Receives ATAP	2	Issues Authority to Accept Payment (ATAP)		10 minutes	Evaluator
3	Proceeds to Cashier to pay corresponding amount	3	Accepts payment Issues Official Receipt (OR)		10 minutes	Cashier
4	Receives Official Receipt (OR) Proceeds to the Receiving Unit to file the application	4	Receives and logs application and documentary requirements		30 minutes	Receiving Officer
5	No Activity	5	Final evaluation and preparation of EB & draft Permit		1 hour	Evaluator
6	No Activity if	6	Reviews EB/draft permit, initials and forwards to ORD		30 minutes	Section Head



7	No Activity	7	Approves/signs documents		30 minutes	Regional Director
8	No Activity	8	Records and forwards Letter to Releasing Section		10 minutes	ORD Staff
9	Receives signed Certificates	9	Releases Certificates		30 minutes	Releasing Staff
END OF TRANSACTION					4 hours	



II.A.4.1 ISSUANCE/ENDORSEMENT/ RENEWAL OF DOCUMENT OF COMPLIANCE (DOC)

RA 9295/ MC 2015-11The processing of application for issuance/ endorsement/ renewal of Document of Compliance (DOC) involves conduct of AUDIT of the Company (DOC) in its most convenient available time, location, and evaluation of Safety Management System (SMS) Manual of the company. International Safety Management (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 (application can be filed 3 months before and after the anniversary date). All applications for renewal shall be filed at least three (3) months before the expiration of the certificates.

Office/Division:	MARINA REGIONAL OFFICE (Maritime Safety Section)	
Classification:	Highly Technical Transaction	
Type of Transaction:	G2B – Government to Business	
Who may avail:	Shipping Companies/ Companies/ Managers/ Designated Person Ashore (DPA)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter of Intent		Applicant
2. Original Document of Compliance (DOC); if endorsement/renewal		MRO-MSS
3. Original Safety Management Certificate (SMC); if endorsement/renewal		MRO-MSS
4. Photocopy of Certificate of Ownership of the vessel;		
5. Photocopy of Certificate Philippine Registry of the vessel;		MRO-DSS
6. Safety Management System (SMS) Manual.		MRO-DSS
Note: <ul style="list-style-type: none">• <i>Original copy of the document shall be required to be presented upon application.</i>		Applicant (The company shall formulate its own SMS Manual based on the requirement of ISM Code).



• 1 copy of the requirement from number 2 to 5						
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceeds to MSS to submit the application with complete documentary requirements –	1	Checks completeness of documentary requirements Evaluates the authenticity and validity of documentary requirements Acknowledge receipt of the email and forward email to the concerned Section	Audit Fee: Refer to MC 2015-05 Certification Fee: P7,500 Pesos	1 hour	Evaluator
1.1	IF EMAIL, send to the official email address of the MRO you wish to apply. See Annex II for the Directory.	1.1	<u>IF INCOMPLETE:</u> Inform the applicant of lacking requirements			Secretary
						Evaluator
2	Receives ATAP	2	Issues Authority to Accept Payment (ATAP)		10 minutes	Evaluator
3	Proceeds to Cashier to pay corresponding amount	3	Accepts payment Issues Official Receipt (OR)		10 minutes	Cashier
4	Receives Official Receipt (OR)	4	Receives and logs application and documentary requirements		30 minutes	Receiving Officer

	Proceeds to the Receiving Unit to file the application	4.1	Forwards to concerned			
5	No Activity	5	Assigns the application		1 hour	Section Head
6	No Activity if	6	Conducts Document review and Audit		1 – 3 days	Surveyor
7	No Activity if compliant during the Document Review and Audit	7	Prepares EB and drafts the Certificate		1 day	Surveyor
7.1	Act on the Deficiencies found during the conduct of Document review and Audit	7.1	Prepares letter returning the application (for non-compliance)			
8	No Activity	8	Reviews the Certificate and Survey Report, recommends for approval and forwards to ORD		10 minutes	Section Head
9	No Activity	9	Approves/signs the Certificate and Survey report		10 minutes	Regional Director
10	No Activity	10	Records and forwards letter to Releasing		10 minutes	ORD Staff



			Section			
11	Receives signed Certificates	11	Releases Certificates		30 minutes	Releasing Officer
END OF TRANSACTION					1 day and 6 hours <i>PLUS the number of Manual Review and Audit days.</i>	



II.A.4.2 ISSUANCE OF CERTIFICATION FOR BUREAU OF CUSTOMS RELEASE

RA 9295/ RPMMRR '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 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:	MARINA REGIONAL OFFICE (Maritime Safety Section)	
Classification:	Complex Transaction	
Type of Transaction:	G2B – Government to Business G2C – Government to Citizen	
Who may avail:	Shipping Companies/ Companies/ Managers/ Designated Person Ashore (DPA)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<div>1. Letter of Intent</div> <div>2. Photocopy of Authority to Import</div> <div>3. Photocopy of Bill of Lading</div> <div>4. Photocopy of Importation Documents</div> <div>5. Photocopy of Safety Certificates of the Subject Vessel</div> <div>6. Photocopy of Builder's Certificate</div> <div>Note:<ul style="list-style-type: none"><i>Original copy of the document shall be required to be presented upon application.</i></div>		<div>Applicant</div> <div>MRO-DSS</div> <div>MRO-DSS</div> <div>MRO-DSS</div> <div>IACS or previous Flag Administration</div> <div>MRO-SRS</div>

<ul style="list-style-type: none">1 copy of the requirement from number 2 to 5								
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID			PROCESSING TIME	PERSON RESPONSIBLE
1	Proceeds to MSS to submit the application with complete documentary requirements –	1	Checks completeness of documentary requirements		3.00 GT and below	P200.00	1 hour	Evaluator
1.1	IF EMAIL, send to the official email address of the MRO you wish to apply. See Annex II for the Directory.	1.1	Evaluates the authenticity and validity of documentary requirements		3.01 GT to 14.99 GT	P300.00 + P1.00/GT in excess of 3 GT		
					15.00 GT to 34.99 GT	P500.00 + P1.00/GT in excess of 15 GT		
					35.00 GT to 99.99 GT	P600.00 + P1.00/GT in excess of 35 GT		
					100.00 GT to 249.99 GT	P1,200.00 + P1.00/GT in excess of 100 GT		
					250 GT to 499.99 GT	P1,600.00 + P1.00/GT in excess of 250 GT		
					500.00 GT to 999.99 GT	P2,300.00 + P1.00/GT in excess of 500 GT		
					1,000 GT to 1,499.99 GT	P3,100.00 + P1.00/GT in excess of 1,000 GT		
					1,500 GT to 1,999.99 GT	P3,900.00 + P1.00/GT in excess of 1,500 GT		
					2,000 GT to 2,999.99 GT	P4,700.00 + P1.00/GT in excess of 2,000 GT		
			3,000 GT to 4,999.99 GT	P6,200.00 + P1.00/GT in excess of 3,000 GT		Secretary		
							Evaluator	



					5,000 GT and above	P8,600.00 + P1.00/GT in excess of 5,000 GT		
2	Receives ATAP	2	Issues Authority to Accept Payment (ATAP)				10 minutes	Evaluator
3	Proceeds to Cashier to pay corresponding amount	3	Accepts payment Issues Official Receipt (OR)				10 minutes	Cashier
4	Receives Official Receipt (OR) Proceeds to the Receiving Unit to file the application	4 4.1	Receives and logs application and documentary requirements Forwards to concerned				30 minutes	Receiving Officer
5	No Activity	5	Assigns the application				1 hour	Section Head
6	No Activity if	6	Conducts Document review and Audit				1 – 3 days	Surveyor
7	No Activity if compliant during the Document	7	Prepares EB and drafts the Certificate Prepares letter				1 day	Surveyor



7.1	Review and Audit Act on the Deficiencies found during the conduct of Document review and Audit	7.1	returning the application (for non-compliance)			
8	No Activity	8	Reviews the Certificate and Survey Report, recommends for approval and forwards to ORD		10 minutes	Section Head
9	No Activity	9	Approves/signs the Certificate and Survey report		10 minutes	Regional Director
10	No Activity	10	Records and forwards letter to Releasing Section		10 minutes	ORD Staff
11	Receives signed Certificates	11	Releases Certificates		30 minutes	Releasing Officer
END OF TRANSACTION					1 day and 6 hours PLUS the number of Manual Review and Audit days.	



II.A.4.3 ISSUANCE OF DISPENSATION TO SEAFARERS ONBOARD SHIPS ENGAGED IN DOMESTIC AND INTERNATIONAL VOYAGES

MC 183/ 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:	MARINA REGIONAL OFFICE (Maritime Safety Section)	
Classification:	Complex Transaction	
Type of Transaction:	G2B – Government to Business	
Who may avail:	Shipping Companies/ Companies/ Managers/ Designated Person Ashore (DPA)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Domestic Voyages (New applicant) 1. Letter of Intent from Company – 2 copies 2. Duly accomplished application form 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		Applicant MRO-MSS Applicant

4. Photocopy of applicant's certificate and/or license	Applicant
5. Photocopy of SRB showing the seafarer's personal identification and sea experience.	Applicant
6. Photocopy of CPC of the vessel	
7. Applicant's picture in uniform (2"x2") – 2 copies	MRO-DSS Applicant
Note: 1 copy per requirement from number 2 to 6	
For Domestic Voyages (Renewal)	
1. Letter of Intent from Company – 2 copies	
2. Duly accomplished application form	Applicant
3. Previously issued original Dispensation Permit	MRO-MSS MRO-MSS
4. Photocopy of Ship Safety Certificate	
5. Proof of company's most diligent search for qualified and competent officers in coordination with seafarer unions/associations	MRO-MSS Applicant
Note: 1 copy per requirement from number 2 to 5	
For International Voyages	
1. Letter of Intent – 2 copies	
2. Copy of the ship's CPR	Applicant
3. Copy of the ship's MSMC	MRO-OSS
4. Previously issued Dispensation Permit, if	MRO-OSS



applicable		MRO-MSS													
5. List of Ports of call and sailing schedule		Applicant													
6. Crew list		Applicant													
7. Name and appropriate certificate of the seafarer who will be replaced		Applicant													
8. Name, appropriate certificate, qualification, and sea experience of seafarer(s) who will assume the vacant post immediately above his current position		Applicant													
9. Master's Report about the incident		Applicant													
Note: 1 copy per requirement from number 2 to 9															
Note: All attachments must have separation/cover paper for faster location and evaluation. Original copy of the document shall be required to be presented upon application.															
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE								
1	Proceeds to MSS to submit the application with complete documentary requirements –	1	Checks completeness of documentary requirements Evaluates the authenticity and validity of documentary	<table><tr><td colspan="2">For Domestic Voyages:</td></tr><tr><td>New Issuance (per seafarer)</td><td>Php 5,000.00</td></tr><tr><td>First Renewal (per seafarer)</td><td>Php 8,000.00</td></tr><tr><td>Second Renewal (per seafarer)</td><td>Php 10,000.00</td></tr></table>		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	30 minutes	Evaluator
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														



1.1	IF EMAIL, send to the official email address of the MRO you wish to apply. See Annex II for the Directory.	1.1	requirements Acknowledge receipt of the email and forward email to the concerned Section	<table><tr><td colspan="2">For International Voyages:</td></tr><tr><td>Issuance per seafarer</td><td>Php 1,650.00</td></tr></table>	For International Voyages:		Issuance per seafarer	Php 1,650.00			Secretary
		For International Voyages:									
Issuance per seafarer	Php 1,650.00										
1.2	<u>IF INCOMPLETE:</u> Inform the applicant of lacking requirements	Evaluator									
2	Receives ATAP	2	Issues Authority to Accept Payment (ATAP)		10 minutes	Evaluator					
3	Proceeds to Cashier to pay corresponding amount	3	Accepts payment Issues Official Receipt (OR)		10 minutes	Cashier					
4	Receives Official Receipt (OR)	4	Receives and logs application and documentary requirements		30 minutes	Receiving Officer					
	Proceeds to the Receiving	4.1	Forwards to concerned								



	Unit to file the application					
5	No Activity	5	Final evaluation and preparation of evaluation report & draft Permit		1 hour	Evaluator
6	No Activity if	6	Reviews EB/draft Permit, initials and forwards to ORD		30 minutes	Section Head
7	No Activity	7	Approves/signs documents		30 minutes	Regional Director
8	No Activity	8	Records and forwards documents to Releasing Section		10 minutes	ORD Staff
9	Receives signed Certificates	9	Releases signed documents		30 minutes	Releasing Officer
END OF TRANSACTION					4 hours	



II.A.4.4 ISSUANCE OF APPROVAL OF REDUCTION OF MANNING

MC No. 2012-06

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:	MARINA REGIONAL OFFICE (Maritime Safety Section)	
Classification:	Simple Transaction	
Type of Transaction:	G2B – Government to Business	
Who may avail:	Shipping Companies/ Companies/ Managers/ Designated Person Ashore (DPA)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter of Intent with justification – 2 copies 2. Photocopy of Certificate of Ownership 3. Photocopy of Certificate of Philippine Registry 4. Photocopy of valid Safety Certificate 5. Photocopy of Minimum Safe Manning Certificate Note: <ul style="list-style-type: none">• <i>Original copy of the document shall be required to be presented upon application.</i>• <i>1 copy of the requirement from number 2 to 5</i>		Applicant MRO-DSS MRO-DSS MRO-MSS MRO-MSS



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceeds to MSS to submit the application with complete documentary requirements –	1	Checks completeness of documentary requirements Evaluates the authenticity and validity of documentary requirements	None	30 minutes	Evaluator
		1.1	Acknowledge receipt of the email and forward email to the concerned Section			Secretary
1.1	IF EMAIL, send to the official email address of the MRO you wish to apply. See Annex II for the Directory.	1.2	<u>IF INCOMPLETE:</u> Inform the applicant of lacking requirements			Evaluator
2	Receives ATAP	2	Issues Authority to Accept Payment (ATAP)		10 minutes	Evaluator
3	Proceeds to Cashier to pay corresponding amount	3	Accepts payment Issues Official Receipt (OR)		10 minutes	Cashier
4	Receives Official Receipt (OR)	4	Receives and logs application and documentary requirements		30 minutes	Receiving Officer
		4.1	Forwards to concerned			



4.1	Proceeds to the Receiving Unit to file the application					
5	No Activity	5	Final evaluation and preparation of evaluation report & draft Permit		1 hour	Evaluator
6	No Activity if	6	Reviews EB/draft Permit, initials and forwards to ORD		30 minutes	Section Head
7	No Activity	7	Approves/signs documents		30 minutes	Regional Director
8	No Activity	8	Records and forwards documents to Releasing Section		10 minutes	ORD Staff
9	Receives signed Certificates	9	Releases signed documents		30 minutes	Releasing Officer
END OF TRANSACTION					4 hours	



II.A.4.5 REGISTRATION OF DECK LOGBOOK, ENGINE LOGBOOK AND ROLL BOOK

MC 2015-05

Office/Division:		MARINA REGIONAL OFFICE (Maritime Safety Section)				
Classification:		Simple Transaction				
Type of Transaction:		G2B – Government to Business				
Who may avail:		Shipping Companies/ Companies/ Managers/ Designated Person Ashore (DPA)				
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE		
1. Letter of Intent – 2 copies 2. Books to be registered – 1 copy 3. Proof of Payment – 1 copy				Applicant Applicant Cashier		
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceeds to MSS to submit the application with complete documentary requirements	1	Checks completeness of documentary requirements Evaluates the authenticity and validity of documentary requirements	P400.00 per BOOK	30 minutes	Evaluator
		1.1	Acknowledge receipt of the email and forward email to the concerned Section			Secretary
1.1	IF EMAIL, send to the	1.2	<u>IF INCOMPLETE:</u>			Evaluator



	official email address of the MRO you wish to apply. See Annex II for the Directory.		Inform the applicant of lacking requirements			
2	Receives ATAP	2	Issues Authority to Accept Payment (ATAP)		10 minutes	Evaluator
3	Proceeds to Cashier to pay corresponding amount	3	Accepts payment Issues Official Receipt (OR)		10 minutes	Cashier
4	Receives Official Receipt (OR) Proceeds to the Receiving Unit to file the application	4 4.1	Receives and logs application and documentary requirements Forwards to concerned		30 minutes	Receiving Officer
5	No Activity	5	Final evaluation and preparation of evaluation report & draft Permit		1 hour	Evaluator
6	No Activity if	6	Reviews EB/draft Permit, initials and forwards to ORD		30 minutes	Section Head



7	No Activity	7	Approves/signs documents		30 minutes	Regional Director
8	No Activity	8	Records and forwards documents to Releasing Section		10 minutes	ORD Staff
9	Receives signed Certificates	9	Releases signed documents		30 minutes	Releasing Officer
END OF TRANSACTION					4 hours	



II.A.4.6 NATIONAL COAST WATCH CENTER (NCWC) ENDORSEMENT FOR SPECIAL PERMIT

Office/Division:	MARINA REGIONAL OFFICE (Maritime Safety Section)	
Classification:	Simple Transaction	
Type of Transaction:	G2B – Government to Business	
Who may avail:	Shipping Companies/ Companies/ Managers/ Designated Person Ashore (DPA)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter of Intent – 2 copies		Applicant
2. Fixture Note / Contract of Affreightment / Time / Voyage Charter Agreement.		Applicant
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.		Applicant
4. Valid Certificate of Ship's Original Registry/Nationality		Applicant/ Government Entity issuing the certificate from its Port of origin Applicant/ Classification Society (Port of origin) Applicant
5. Class Certificate by an Internationally Accredited Classification Society (IACS) / Latest Survey Report (valid for the last six (6) months)		
6. Ship's Crew List with any of the ff. applicable documents: a. Valid STCW Certificates of Officers and ratings and Basic Safety Course (BSC) Certificate for other crew: b. Applicable Valid Certificates (for specialized ship)		Insurance Company Government agency/Private Association affected by the operation(s)/project
7. Certified true copy of the ship's valid insurance coverage.		Applicant
8. Clearance from concerned government agencies/associations		



<p>affected operators that they have no available local ship to service requirements of the shipper.</p> <p>9. SEC Registration (for branch offices of foreign owners /charterers/ship representatives).</p> <p>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)</p> <p><i>Note: 1 copy of the requirement from number 2 to 10</i></p>	<p>Applicant</p>
<p>DFA Endorsement for Issuance of Provisional Certificate of Philippine Registry (PCPR)</p> <p>1. Letter of Intent – 2 copies</p> <p>2. MARINA authority letter/ approval for ship acquisition – 1 copy</p>	<p>Applicant MRO-DSS</p>
<p>BOI Endorsement for Company's Registration</p> <p>1. Letter of Intent – 2 copies</p> <p>2. Accreditation under MC 2006-003 – 1 copy</p>	<p>Applicant Seller/Carrier MRO-DSS MRO-DSS</p>
<p>Endorsement to DOF for VAT Exemption for Importation of Passenger or Cargo Ships and Spare Parts, Equipment</p> <p>1. Letter of Intent – 2 copies</p> <p>2. Pro-forma Invoice/Bill of Lading/Airway Bill/Packing List</p> <p>3. Certificate of Public Convenience (CPC)</p> <p>4. Accreditation Certificate under MC 2006-003, engaged in domestic shipping business</p> <p>5. MARINA letter-approval (for imported and locally constructed)</p> <p><i>Note: 1 copy of the requirement from number 2 to 5</i></p>	<p>MRO-SRS</p>



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceeds to MSS to submit the application with complete documentary requirements –	1	Checks completeness of documentary requirements Evaluates the authenticity and validity of documentary requirements	None	30 minutes	Evaluator
1.1	IF EMAIL, send to the official email address of the MRO you wish to apply. See Annex II for the Directory.	1.1	Acknowledge receipt of the email and forward email to the concerned Section			Secretary
		1.2	<u>IF INCOMPLETE:</u> Inform the applicant of lacking requirements			Evaluator
2	Receives ATAP	2	Issues Authority to Accept Payment (ATAP)		10 minutes	Evaluator
3	Proceeds to Cashier to pay corresponding amount	3	Accepts payment Issues Official Receipt (OR)		10 minutes	Cashier
4	Receives Official Receipt (OR)	4	Receives and logs application and documentary requirements		30 minutes	Receiving Officer
		4.1	Forwards to concerned personnel			



	Proceeds to the Receiving Unit to file the application					
5	No Activity	5	Final evaluation and preparation of evaluation report & draft Permit		1 hour	Evaluator
6	No Activity if	6	Reviews EB/draft Permit, initials and forwards to ORD		30 minutes	Section Head
7	No Activity	7	Approves/signs documents		30 minutes	Regional Director
8	No Activity	8	Records and forwards documents to Releasing Section		10 minutes	ORD Staff
9	Receives signed Certificates	9	Releases signed documents		30 minutes	Releasing Officer
END OF TRANSACTION					4 hours	



II.A.5.1 INSPECTION/SURVEY/AUDIT OF DOMESTIC SHIPS AND COMPANIES

MC NO. MS-2020-02 The conduct of survey, inspection and/or audit shall be performed by authorized flag state officers of Administration issued with proper identification

Office/Division:	MARINA REGIONAL OFFICE (Maritime Safety Section)		
Classification:	Highly Technical Transaction		
Type of Transaction:	G2B – Government to Business		
Who may avail:	Shipping Companies/ Companies/ Managers/ Designated Person Ashore (DPA)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Inspection/Survey			
1. Letter of Intent – 2 copies		Applicant	
2. Required documents relative to the application – 1 copy		MRO	
3. Suitable device with reliable internet connection (for remote inspection) – 1 copy		Applicant	
Audit			
1. Letter of Intent – 2 copies		Applicant	
2. E-copy of Safety Management Systems (SMS) Manual in pdf format – 1 copy		Applicant	



3. Required documents to support the companies and/or compliance to ISM Code – 1 copy				Applicant													
4. Suitable device with reliable internet connection (for remote inspection)																	
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE										
1	Proceeds to MSS to submit the application with complete documentary requirements –	1	Checks completeness of documentary requirements	<table><tr><th>Activity</th><th>Fee</th></tr><tr><td>Ship Inspection</td><td>USD 3,000/ ship/ FSO</td></tr><tr><td>Ship Audit</td><td>USD 3,000/ ship/ FSO</td></tr><tr><td>Company Audit</td><td>USD 1,000/Audit</td></tr><tr><td>Recognized Organization Audit</td><td>USD 1,000/Audit</td></tr></table>		Activity	Fee	Ship Inspection	USD 3,000/ ship/ FSO	Ship Audit	USD 3,000/ ship/ FSO	Company Audit	USD 1,000/Audit	Recognized Organization Audit	USD 1,000/Audit	1 hour	Evaluator
Activity	Fee																
Ship Inspection	USD 3,000/ ship/ FSO																
Ship Audit	USD 3,000/ ship/ FSO																
Company Audit	USD 1,000/Audit																
Recognized Organization Audit	USD 1,000/Audit																
1.1	IF EMAIL, send to the official email address of the MRO you wish to apply. See Annex II for the Directory.	1.1	Evaluates the authenticity and validity of documentary requirements	Secretary													
			Acknowledge receipt of the email and forward email to the concerned Section														
			Administrative sanctions, fines and/or penalties refer to MC no. MS-2020-02														
		1.2	<u>IF INCOMPLETE:</u> Inform the applicant of lacking requirements	Evaluator													



2	Receives ATAP	2	Issues Authority to Accept Payment (ATAP)		10 minutes	Evaluator
3	Proceeds to Cashier to pay corresponding amount	3	Accepts payment Issues Official Receipt (OR)		10 minutes	Cashier
4	Receives Official Receipt (OR) Proceeds to the Receiving Unit to file the application	4 4.1	Receives and logs application and documentary requirements Forwards to concerned		30 minutes	Receiving Officer
5	No Activity	5	Assigns the application		1 hour	Evaluator
6	No Activity if	6	Conducts Inspection/Survey Audit		1 - 3 days	Surveyor/Auditor
7	No Activity if compliant during the inspection	7	Prepares EB and drafts the Certificate		1 day	Surveyor/Auditor
7.1	Prepares	7.1	Prepares letter returning the		1 hour	Surveyor/Auditor



	letter returning the application (for non-compliance)		application (for non-compliance)			
8	No Activity	8	Reviews the Certificate and Survey Audit report, recommends for approval and forwards to ORD		30 minutes	Section Head
9	No Activity	9	Approves/signs the Certificate and Survey Audit Report		10 minutes	Regional Director
10	No Activity	10	Records and forwards letter to Releasing Section		10 minutes	ORD Staff
11	Receives signed Certificates	11	Releases signed documents		30 minutes	Releasing Officer
END OF TRANSACTION					1 day and 6 hours PLUS the number of inspection/Survey/Audit days	



II.A.5.2 INSPECTION/SURVEY/AUDIT OF OVERSEAS SHIPS AND COMPANIES

MC NO. MS-2020-02 The conduct of survey, inspection and/or audit shall be performed by authorized flag state officers of Administration issued with proper identification

Office/Division:	MARINA REGIONAL OFFICE (Maritime Safety Section)	
Classification:	Highly Technical Transaction	
Type of Transaction:	G2B – Government to Business	
Who may avail:	Shipping Companies/ Companies/ Managers/ Designated Person Ashore (DPA)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Inspection/Survey		
4. Letter of Intent – 2 copies		Applicant
5. Required documents relative to the application – 1 copy		MRO
6. Suitable device with reliable internet connection (for remote inspection) – 1 copy		Applicant
Audit		
5. Letter of Intent – 2 copies		Applicant
6. E-copy of Safety Management Systems (SMS) Manual in pdf format – 1 copy		Applicant



7. Required documents to support the companies and/or compliance to ISM Code – 1 copy Suitable device with reliable internet connection (for remote inspection)				Applicant													
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE										
1	Proceeds to MSS to submit the application with complete documentary requirements –	1	Checks completeness of documentary requirements	<div>Fees to be Paid:</div> <table><tr><th>Activity</th><th>Fee</th></tr><tr><td>Ship Inspection</td><td>USD 3,000/ ship/ FSO</td></tr><tr><td>Ship Audit</td><td>USD 3,000/ ship/ FSO</td></tr><tr><td>Company Audit</td><td>USD 1,000/Audit</td></tr><tr><td>Recognized Organization Audit</td><td>USD 1,000/Audit</td></tr></table>		Activity	Fee	Ship Inspection	USD 3,000/ ship/ FSO	Ship Audit	USD 3,000/ ship/ FSO	Company Audit	USD 1,000/Audit	Recognized Organization Audit	USD 1,000/Audit	30 minutes	Evaluator
Activity	Fee																
Ship Inspection	USD 3,000/ ship/ FSO																
Ship Audit	USD 3,000/ ship/ FSO																
Company Audit	USD 1,000/Audit																
Recognized Organization Audit	USD 1,000/Audit																
1.1	IF EMAIL, send to the official email address of the MRO you wish to apply. See Annex II for the Directory.	1.1	Acknowledge receipt of the email and forward email to the concerned Section	Secretary													
		1.2	<u>IF INCOMPLETE:</u>	Evaluator													
				Administrative sanctions, fines and/or penalties refer to MC no. MS-2020-02													



			Inform the applicant of lacking requirements			
2	Receives ATAP	2	Issues Authority to Accept Payment (ATAP)		10 minutes	Evaluator
3	Proceeds to Cashier to pay corresponding amount	3	Accepts payment Issues Official Receipt (OR)		10 minutes	Cashier
4	Receives Official Receipt (OR) Proceeds to the Receiving Unit to file the application	4 4.1	Receives and logs application and documentary requirements Forwards to concerned		30 minutes	Receiving Officer
5	No Activity	5	Final evaluation and preparation of evaluation report & draft Permit		1 hour	Evaluator



6	No Activity if	6	Reviews EB/draft Permit, initials and forwards to ORD		30 minutes	Section Head
7	No Activity if compliant during the inspection	7	Prepares EB and drafts the Certificate		1 day	Surveyor/Auditor
7.1	Prepares letter returning the application (for non-compliance)	7.1	Prepares letter returning the application (for non-compliance)		1 hour	Surveyor/Auditor
8	No Activity	8	Reviews the Certificate and Survey Audit report, recommends for approval and forwards to ORD		30 minutes	Section Head
9	No Activity	9	Approves/signs the Certificate and Survey Audit Report		10 minutes	Regional Director



10	No Activity	10	Records and forwards letter to Releasing Section		10 minutes	ORD Staff
11	Receives signed Certificates	11	Releases signed documents		30 minutes	Releasing Officer
END OF TRANSACTION					1 day and 6 hours PLUS the number of inspection/Survey/Audit days	



II.A.5.3 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 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:	MARINA REGIONAL OFFICE (Maritime Safety Section)	
Classification:	Complex Transaction	
Type of Transaction:	G2B – Government to Business	
Who may avail:	Shipping Companies/ Companies/ Managers/ Designated Person Ashore (DPA)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter of Intent – 2 copies		Applicant
2. Photocopy of Marine Protest		Applicant
3. Photocopy of Suspension Order		MRO-DSS
4. Photocopy of Certificate of Ownership		MRO-DSS
5. Photocopy of Certificate of Philippine Registry		MRO-DSS
6. Photocopy of Ship Safety Certificate(s)		MRO-MSS
7. Photocopy of the Accreditation Certificate of the underwater surveying entity		MRO-MSS
Note:		



<ul style="list-style-type: none">• <i>Original copy of the document shall be required to be presented upon application.</i>• <i>1 copy of the requirement from number 2 to 7</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1	Proceeds to MSS to submit the application with complete documentary requirements – 1.1 IF EMAIL, send to the official email address of the MRO you wish to apply. See Annex II for the Directory.	1	Checks completeness of documentary requirements Evaluates the authenticity and validity of documentary requirements 1.1 Acknowledge receipt of the email and forward email to the concerned Section 1.2 <u>IF INCOMPLETE:</u> Inform the applicant of lacking requirements	Within Territorial Jurisdiction	Php 6,000.00	30 minutes	Evaluator
				Outside Territorial Jurisdiction	Php12,000.00		
2	Receives ATAP	2	Issues Authority to Accept Payment (ATAP)			10 minutes	Evaluator



3	Proceeds to Cashier to pay corresponding amount	3	Accepts payment Issues Official Receipt (OR)		10 minutes	Cashier
4	Receives Official Receipt (OR) Proceeds to the Receiving Unit to file the application	4 4.1	Receives and logs application and documentary requirements Forwards to concerned		30 minutes	Receiving Officer
5	No Activity	5	Final evaluation and preparation of evaluation report & draft Permit		1 hour	Evaluator
6	No Activity if	6	Reviews EB/draft Permit, initials and forwards to ORD		30 minutes	Section Head
7	No Activity if compliant during the inspection	7 7.1	Prepares EB and drafts the Certificate Prepares letter		1 day 1 hour	Surveyor/Auditor Surveyor/Auditor



7.1	Prepares letter returning the application (for non-compliance)		returning the application (for non-compliance)			
8	No Activity	8	Reviews the Certificate and Survey Audit report, recommends for approval and forwards to ORD		30 minutes	Section Head
9	No Activity	9	Approves/signs the Certificate and Survey Audit Report		10 minutes	Regional Director
10	No Activity	10	Records and forwards letter to Releasing Section		10 minutes	ORD Staff
11	Receives signed Certificates	11	Releases signed documents		30 minutes	Releasing Officer
END OF TRANSACTION					1 day and 6 hours PLUS the number of inspection days	



II.A.5.4 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:	MARINA REGIONAL OFFICE (Maritime Safety Section)	
Classification:	Complex Transaction	
Type of Transaction:	G2B – Government to Business	
Who may avail:	Shipping Companies/ Companies/ Managers/ Designated Person Ashore (DPA)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter of Intent – 2 copies		Applicant
2. Vessel Certificate of Registry		Flag State/ Recognized Org.
3. Ship's Statutory Certificates (SOLAS, MARPOL, etc.)		Flag State/ Recognized Org.
4. International Load Line Certificate		Flag State/ Recognized Org.
5. Certificate of Classification		Flag State/ Recognized Org.
6. Vessel Specification		Applicant
7. Crew List and Licenses		Applicant
8. Load Line Certificate		MRO-SRS



Note: 1 copy of the requirement from number 2 to 8																																	
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID				PROCESSING TIME	PERSON RESPONSIBLE																								
1	Proceeds to MSS to submit the application with complete documentary requirements –	1	Checks completeness of documentary requirements	<div>HULL:</div> <table><tr><td>3.00 GT and below</td><td>P200.00</td><td>500.00 GT to 999.99 GT</td><td>P2,300.00 + P1.00/GT in excess of 500 GT</td></tr><tr><td>3.01 GT to 14.99 GT</td><td>P300.00 + P1.00/GT in excess of 3 GT</td><td>1,000 GT to 1,499.99 GT</td><td>P3,100.00 + P1.00/GT in excess of 1,000 GT</td></tr><tr><td>15.00 GT to 34.99 GT</td><td>P500.00 + P1.00/GT in excess of 15 GT</td><td>1,500 GT to 1,999.99 GT</td><td>P3,900.00 + P1.00/GT in excess of 1,500 GT</td></tr><tr><td>35.00 GT to 99.99 GT</td><td>P600.00 + P1.00/GT in excess of 35 GT</td><td>2,000 GT to 2,999.99 GT</td><td>P4,700.00 + P1.00/GT in excess of 2,000 GT</td></tr><tr><td>100.00 GT to 249.99 GT</td><td>P1,200.00 + P1.00/GT in excess of 100 GT</td><td>3,000 GT to 4,999.99 GT</td><td>P6,200.00 + P1.00/GT in excess of 3,000 GT</td></tr><tr><td>250 GT to 499.99 GT</td><td>P1,600.00 + P1.00/GT in excess of 250 GT</td><td>5,000 GT and above</td><td>P8,600.00 + P1.00/GT in excess of 5,000 GT</td></tr></table>				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	30 minutes	Evaluator
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																														
1.1	IF EMAIL, send to the official email address of the MRO you wish to apply. See Annex II for the Directory.	1.1	Evaluates the authenticity and validity of documentary requirements																														
		1.1	Acknowledge receipt of the email and forward email to the concerned Section																														
		1.2	IF INCOMPLETE: Inform the applicant of lacking requirements																														
				Main Engine:																													



				15 KW and below	P100.00	Over 15 KW	P100.00 + P4.00/KW in excess of 15 KW			
2	Receives ATAP	2	Issues Authority to Accept Payment (ATAP)						10 minutes	Evaluator
3	Proceeds to Cashier to pay corresponding amount	3	Accepts payment Issues Official Receipt (OR)						10 minutes	Cashier
4	Receives Official Receipt (OR) Proceeds to the Receiving Unit to file the application	4 4.1	Receives and logs application and documentary requirements Forwards to concerned personnel						30 minutes	Receiving Officer
5	No Activity	5	Final evaluation and preparation of evaluation report & draft Permit						1 hour	Evaluator



6	No Activity if	6	Reviews EB/draft Permit, initials and forwards to ORD		30 minutes	Section Head
7	No Activity if compliant during the inspection	7	Prepares EB and drafts the Certificate		1 day	Surveyor/Auditor
7.1	Prepares letter returning the application (for non-compliance)	7.1	Prepares letter returning the application (for non-compliance)		1 hour	Surveyor/Auditor
8	No Activity	8	Reviews the Certificate and Survey Audit report, recommends for approval and forwards to ORD		30 minutes	Section Head
9	No Activity	9	Approves/signs the Certificate and Survey Audit Report		10 minutes	Regional Director



10	No Activity	10	Records and forwards letter to Releasing Section		10 minutes	ORD Staff
11	Receives signed Certificates	11	Releases signed documents		30 minutes	Releasing Officer
END OF TRANSACTION					1 day and 6 hours PLUS the number of inspection days	



**II.A.6. ANNOTATION/REGISTRATION OF SHIP MORTGAGE, MARITIME LIENS AND ENCUMBRANCES;
REGISTRATION / CANCELLATION OF CAUTIONARY NOTICE OF MORTGAGE IN THE PHILIPPINE REGISTRY OF SHIPS
(FOR BAREBOAT CHARTERED SHIP**

PD 1521, The Ship Mortgage Decree of 1978, MC 100

Office/Division:	MARINA REGIONAL OFFICE (Domestic Shipping Section)	
Classification:	Simple Transaction	
Type of Transaction:	G2B – Government to Business	
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
For Chattel Mortgage 1. Letter application / request – 1 copy 2. Original CO and CPR – 1 copy 3. 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 4. Proof of payment of document stamp tax – 1 copy 5. If filing of application is thru authorized - 1 copy representative 5.1 Notarized Board		Applicant MRO Applicant BIR Applicant



<p>Resolution/Secretary’s Certificate for Corporation/Partnership/Cooperative (1 photocopy); or</p> <p>5.2 Notarized Special Power of Attorney for Single Proprietorship and Individual Shipowner/operator</p> <p>For Maritime Liens and Encumbrances</p> <p>1. Letter of Application/Request or Court Order – 1 copy</p> <p>2. Other pertinent documents in support of claim – 1 copy</p> <p>1. Letter application / request signed by the officer of the company or its authorized representative – 1 copy</p> <p>2. Copy CO and CPR – 1 copy</p> <p>3. For registration of cautionary notice: Copy of mortgage contract – 1 copy</p> <p>4. For cancellation of cautionary notice: Discharge of mortgage of ships/other relevant documents. – 1 copy</p>				<p>Pertinent Court</p> <p>Petitioner company/Entity</p> <p>Applicant</p>			
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
1	Proceeds to DSS to submit	1	Checks completeness			30 minutes	Evaluator



1.1	the application with complete documentary requirements – IF EMAIL, send to the official email address of the MRO you wish to apply. See Annex II for the Directory.	1.1	of documentary requirements Evaluates the authenticity and validity of documentary requirements	Annotation of ship Mortgage			
				Amount Loan	Fees & Charges		
				Below 5,000.00	3,000.00		
				5,000.00 to 25,000.00	3,000 + 30.00/ 1,000.00 in excess of 5,000.00		
				Over 25,000.00	3,600.00 + 0.70/ 1,000.00 in excess of 25,000.00		
			Cancellation of registered ship Mortgage & Liens				
				Processing Fee	1,900.00		
				Plus documentary stamp tax of P30.00			
		1.2	Acknowledge receipt of the email and forward email to the concerned Section <u>IF INCOMPLETE:</u> Inform the applicant of lacking requirements				Secretary
							Evaluator
2	Receives ATAP	2	Issues Authority to Accept Payment (ATAP)			10 minutes	Evaluator
3	Proceeds to Cashier to pay	3	Accepts payment			10 minutes	Cashier



	corresponding amount		Issues Official Receipt (OR)			
4	Receives Official Receipt (OR) Proceeds to the Receiving Unit to file the application	4	Receives and logs application and documentary requirements		30 minutes	Receiving Officer
5	No Activity	5	Assigns evaluator			RD / Section Head
6	No Activity	6	Final evaluation and preparation of EB & draft Permit		1 hour	Evaluator
6.1	No activity	6.1	Reviews EB/draft Permit, initials and forwards to ORD		30 minutes	Section Head
6.2	No activity	6.2	Approves/signs documents		30 minutes	Regional Director



7	No Activity	7	Records and forwards documents to Releasing Section		10 minutes	Recording Staff
8	Receives signed Certificates	8	Releases signed documents		30 minutes	Releasing Officer
END OF TRANSACTION					4 hours	



II.A.7.1 CHANGE OF HOMEPORT AND OTHER REQUEST FOR CHANGES

Office/Division:		MARINA REGIONAL OFFICE (Domestic Shipping Section)				
Classification:		Simple Transaction				
Type of Transaction:		G2B – Government to Business				
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 application / request – 2 copies 2. Original CO and CPR – 1 copy 3. Clearance for the Change of Homeport – 1 copy 4. If filing of application is thru authorized representative – 1 copy 4.1 Notarized Board Resolution/Secretary's Certificate for Corporation/Partnership/Cooperative (1 photocopy); or 4.2 Notarized Special Power of Attorney for Single Proprietorship and Individual Shipowner/operator			Applicant			
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID		PROCESSING TIME
1	Proceeds to DSS to submit the	1	Checks completeness of documentary	<ul style="list-style-type: none"> Record of Change Change of Homeport: 		30 minutes
						PERSON RESPONSIBLE Evaluator



1.1	<p>application with complete documentary requirements –</p> <p>IF EMAIL, send to the official email address of the MRO you wish to apply. See Annex II for the Directory.</p>	<p>1.1</p> <p>1.2</p>	<p>requirements</p> <p>Evaluates the authenticity and validity of documentary requirements</p> <p>Acknowledge receipt of the email and forward email to the concerned Section</p> <p><u>IF INCOMPLETE:</u> Inform the applicant of lacking requirements</p>	<ul style="list-style-type: none"> Ships 35GT and above - P 1,600.00 Ships below 35GT - P 800.00 Certification Free from Liens and Encumbrances - P 400.00 Plus documentary stamp tax of P30.00 		<p>Secretary</p> <p>Evaluator</p>
2	Receives ATAP	2	Issues Authority to Accept Payment (ATAP)		10 minutes	Evaluator
3	Proceeds to Cashier to pay	3	Accepts payment		10 minutes	Cashier



	corresponding amount		Issues Official Receipt (OR)			
4	Receives Official Receipt (OR) Proceeds to the Receiving Unit to file the application	4	Receives and logs application and documentary requirements		30 minutes	Receiving Officer
5	No Activity	5	Assigns evaluator			RD / Section Head
6	No Activity	6	Final evaluation and preparation of EB & draft Permit		1 hour	Evaluator
6.1	No activity	6.1	Reviews EB/draft Permit, initials and forwards to ORD		30 minutes	Section Head
6.2	No activity	6.2	Approves/signs documents		30 minutes	Regional Director



7	No Activity	7	Records and forwards documents to Releasing Section		10 minutes	Recording Staff
8	Receives signed Certificates	8	Releases signed documents		30 minutes	Releasing Officer
END OF TRANSACTION					4 hours	



II.A.7.2 OTHER RECORD OF CHANGES

Office/Division:	MARINA REGIONAL OFFICE (Domestic Shipping Section)				
Classification:	Simple Transaction				
Type of Transaction:	G2B – Government to Business				
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 application / request – 2 copies 2. original CO and CPR – 1 copy 3. Tonnage Measurement Certificate – 1 copy 4. If filing of application is thru authorized representative – 1 copy 4.1 Notarized Board Resolution/Secretary's Certificate for Corporation/Partnership/Cooperative (1 photocopy); or 4.2 Notarized Special Power of Attorney for Single Proprietorship and Individual Shipowner/operator		Applicant			
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceeds to	1	Checks	30 minutes	Evaluator



1.1	DSS to submit the application with complete documentary requirements – IF EMAIL, send to the official email address of the MRO you wish to apply. See Annex II for the Directory.	1.1	completeness of documentary requirements Evaluates the authenticity and validity of documentary requirements Acknowledge receipt of the email and forward email to the concerned Section	Record of Changes a. Change of Ownership Ships below 35 GT - P800.00 Ships 35 GT and above - P1,600.00 b. Change of Vessel Name <u>Steel-Hulled Ships/Aluminum/Fiberglass hulled or combination of both or any other type of hull</u> Ships below 35 GT - P3,100.00 Ships 35 GT and above - P1,600.00 <u>Wooden-hulls Ships</u> Ships below 35 GT - P300.00 Ships 35 GT and above - P800.00 b. Change of Ship's Particulars Ships below 35 GT - P300.00 Ships 35 GT and above - P800.00 d. Change of Engine - P400.00/engine e. Change of Trading - P400.00 f. Change of Type of Ship/Service - P400.00 g. Change of Owner's/Company Name - P600.00 h. Change of Business Address - P600.00 Plus documentary stamp tax of P30.00		Secretary
		1.2	<u>IF INCOMPLETE:</u> Inform the applicant of lacking requirements			Evaluator
2	Receives ATAP	2	Issues Authority to Accept		10 minutes	Evaluator



			Payment (ATAP)			
3	Proceeds to Cashier to pay corresponding amount	3	Accepts payment Issues Official Receipt (OR)		10 minutes	Cashier
4	Receives Official Receipt (OR) Proceeds to the Receiving Unit to file the application	4	Receives and logs application and documentary requirements		30 minutes	Receiving Officer
5	No Activity	5	Assigns evaluator			RD / Section Head



6	No Activity	6	Final evaluation and preparation of EB & draft Permit		1 hour	Evaluator
6.1	No activity	6.1	Reviews EB/draft Permit, initials and forwards to ORD		30 minutes	Section Head
6.2	No activity	6.2	Approves/signs documents		30 minutes	Regional Director
7	No Activity	7	Records and forwards documents to Releasing Section		10 minutes	Recording Staff
8	Receives signed Certificates	8	Releases signed documents		30 minutes	Releasing Officer
END OF TRANSACTION					4 hours	



II.B. SEAFARER’S ASSESSMENT, CERTIFICATION, LICENSING AND DOCUMENTATION

II B.1 Application for Theoretical Examination for Management and Operational Level under Chapters II, III and IV of STCW Convention, 1978, as Amended

Submission and evaluation of required documents to ensure that only qualified applicants are admitted to the theoretical examination in accordance with the provisions of Chapters II, III and IV of the STCW Convention, 1978, as amended, and appropriate MARINA Circulars. All applications filed at MARINA Central Office shall be processed online while applications filed in the MARINA Regional Offices shall be processed on-site.

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:	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 MANAGEMENT LEVEL		

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. Valid COC as OIC-NW or Chief Mate, as applicable
- 2. Approved seagoing service on ships of 500 gross tonnage or more for a period of:

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)

- 3. Seafarer's Registration Book (SRB) first page and entries showing relevant seagoing service
(NOTE: Upload in order of sea service and entries showing relevant seagoing service)

- Certification Division, STCW Office, Maritime Industry Authority **(This will be verified in the MARINA System)**
- Manning Agency and/or Shipping Company

- Seafarer-Applicant

- DOH-Accredited Medical Facilities for Overseas Workers and Seafarers **(see list at stcw.marina.gov.ph)**

<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>	<p>- Seafarer-Applicant</p>
<p>DECK OPERATIONAL LEVEL</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 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>2. Seafarer's Registration Book (SRB) first page and entries showing relevant seagoing service (NOTE: Upload in order of sea service)</p> <p>3. Transcript of Records (TOR) for Bachelor of Science in Marine Transportation (BSMT) Graduate</p>	<p>- Manning Agency and/or Shipping Company</p> <p>- Seafarer-Applicant</p> <p>- Recognized Maritime Higher Education Institutions (MHEIs) where the applicant graduated</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 Facilities for Overseas Workers and Seafarers (see list at stcw.marina.gov.ph) - Seafarer-Applicant
<p>GLOBAL MARITIME DISTRESS AND SAFETY SYSTEM (GMDSS) RADIO OPERATOR</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>For BSMT Graduates:</p> <ol style="list-style-type: none"> 1. Certificate of Passing the Deck Operational Level Theoretical Exam 2. Certificate of Passing the Deck Operational Level Practical Assessment 3. Certificate of Training Completion for GMDSS Radio Operators 	<ul style="list-style-type: none"> - 4th Floor, Examination and Assessment Division, STCW Office, Maritime Industry Authority (NOTE: Uploading is no longer required for those who took the initial exam starting 10 December 2019 onwards. It is verifiable in the MISMO Account of the seafarer-applicant) - 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)



<p>4. Valid Medical Certificate in PEME format</p> <p>For Non-BSMT Graduates:</p> <ol style="list-style-type: none">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).2. Certification issued by the employer stating that the nature of work of the applicant is relevant to the operation of GMDSS3. Certificate of Training Completion for GMDSS Radio Operators4. Valid Medical Certificate in PEME Format5. MISMO Profile Picture (Passport-size colored picture with white background and no name tag. Wearing white polo with current rank shoulder board)	<ul style="list-style-type: none">- 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)- DOH-Accredited Medical Facility duly recognized by MARINA (see updated list at stcw.marina.gov.ph)- Applicant-Seafarer
ENGINE MANAGEMENT LEVEL	

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. Valid COC as OIC-EW or Second Engineer, as applicable
2. 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)

3. Seafarer’s Registration Book (SRB) first page and entries showing relevant seagoing service
(NOTE: Upload in order of sea service)

- Certification Division, STCW Office, Maritime Industry Authority **(This will be verified in the MARINA System)**
- Manning Agency and/or Shipping Company

- Seafarer-Applicant

<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 Facilities for Overseas Workers and Seafarers (see list at stcw.marina.gov.ph) - Seafarer-Applicant
<p>ENGINE OPERATIONAL LEVEL</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 ships powered by main propulsion machinery of 750kW propulsion power or more for a period of:</p> <ul style="list-style-type: none"> 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 b. Not less than thirty-six (36) months in the Engine Department <p>2. Seafarer's Registration Book (SRB) first page and entries showing relevant seagoing service</p>	<ul style="list-style-type: none"> - Manning Agency and/or Shipping Company - Seafarer-Applicant

<p>(NOTE: Upload in order of sea service)</p> <ol style="list-style-type: none"> Transcript of Records (TOR) for Bachelor of Science in Marine Engineering (BSMarE) Graduate Valid Medical Certificate in PEME Format MISMO Profile Picture (Passport-size colored picture with white background and no name tag. Wearing white polo with current rank shoulder board) 	<ul style="list-style-type: none"> Recognized Maritime Higher Education Institutions (MHEIs) where the applicant graduated DOH-Accredited Medical Facilities for Overseas Workers and Seafarers (see list at stcw.marina.gov.ph) Seafarer-Applicant
<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/.</p> <ol style="list-style-type: none"> Notarized Affidavit of Loss (when one of the required documents is Lost) Seaman's book records (if Seaman's Book is lost) OFW Information Sheet (if company is already closed and no sea service is provided) 	<ul style="list-style-type: none"> Notary Public 9th Floor, Management & Information System Service, MARINA or email at miss@marina.gov.ph) or from the MARINA Regional Office where seaman's book was issued, as applicable POEA, Ortigas Avenue, Mandaluyong City

<p>4. Passport entries (maybe accepted as supporting documents in case Seaman's Book is lost)</p> <p>5. Legal Clearance, Legal Decision and Certification (if documents are found to be spurious)</p> <p>6. Attestation Letter 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)</p> <p>7. Job Contract (if there are inconsistencies on the submitted documents regarding position onboard)</p>		<ul style="list-style-type: none"> - Seafarer-applicant - 9th Floor, Legal Division, STCW Office, Maritime Industry Authority - Manning Agency and/or Shipping Company - Manning Agency and/or Shipping Company 		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submission of application to MARINA Integrated Seafarers' Management Online (MISMO) System.</p> <p>1.1 Sign in to MISMO at (https://online-appointment.marina.go)</p>	1.1 No Activity	None	(Will depend on the applicant)	

<p>v.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, Click “Examination” tab, select theoretical examination, select Document Type, and tick the checkbox before clicking “Proceed” button.</p> <p>1.3 Upload a clear copy of the required <u>original</u> documents appropriate to the selected transaction</p> <p>1.4 Submit the application</p> <p>NOTE: Applicant shall receive an SMS that his/her</p>	<p>1.2 No Activity</p> <p>1.3 No Activity</p> <p>1.4 Accepts application for initial (online) evaluation</p>	<p>None</p> <p>None</p> <p>None</p>	<p>Not applicable</p> <p>Not applicable</p> <p>Not Applicable</p>	<p>Examination and Assessment Division – Assigned Online Evaluator (<i>Senior MIDS, MIDS II MIDS I</i>)</p>
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application has already been accepted and is queued for online evaluation	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.			
2. Initial/Online evaluation and verification of application 2.1 No Activity 2.2 No Activity 2.3 Once approved, proceed to Step #3 for Theoretical Examination	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 “Accept Application” and input remarks	None None None	Based on system response time 8 minutes 2 minutes	Examination and Assessment Division Assigned Online Evaluators (<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>)



Application OR proceed to Step #4 for Practical Assessment Application	<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>			
2.4 No Activity	<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	(dependent on the response of concerned agency/ company)	Examination and Assessment Division – Assigned Online Evaluator (<i>Senior MIDS, MIDS II MIDS I</i>)
2.5 If rejected, comply with the deficiency/ies and resubmit the application by	<p>2.5 If not compliant, click "Reject Application" and</p>	None	Not applicable	Examination and Assessment Division – Assigned Online Evaluator (<i>Senior MIDS, MIDS II MIDS I</i>)

<p>clicking the “Submit” button.</p> <p>2.6 Proceed to the Legal Division, STCW Office for appropriate action.</p> <p>NOTE: Once approved the application 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</p>	<p>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, endorses to Legal Division of STCW Office</p>	<p>None</p>	<p>Depends on the process of the Legal Division, STCW Office.</p>	<p>Examination and Assessment Division - Assigned Online Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>)</p>
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3. 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		
	Examination		Fee	
	Deck and Engine Officers		Php 1000.00	
	GMDSS Radio Operator		500.00	
(Service charge by payment centers is not included) NOTE: As per Memorandum Circular No. SC-2021-07				

4. FINAL EVALUATION OF APPLICATION (This process only applies to application for theoretical examination)				
4.1 No Activity	4.1 Under the “Final Evaluation” tab, evaluates, validates and ensures the qualifications of the seafarer-applicant as well as the authenticity of their submitted documents.	None	8 minutes	Examination and Assessment Division – Assigned Final Evaluator (<i>Senior MIDS, MIDS II MIDS I</i>)
4.2 No Activity Note: Once application is approved, seafarer-applicant shall receive an SMS for the accessibility of the MARINA Competency Reviewer Portal (CRP)	4.2 Approves the application if the documents uploaded are compliant with the requirements then input remarks which includes the instructions for the seafarer-applicant.	None	2 minutes	Examination and Assessment Division – Assigned Final Evaluator (<i>Senior MIDS, MIDS II MIDS I</i>)
4.3 No Activity	4.3 Reject the application if there is deficiency/ies on the submitted documents.	None	Not applicable	Examination and Assessment Division – Assigned Final Evaluator (<i>Senior MIDS, MIDS II MIDS I</i>)

<p>NOTE: If rejected, comply with the deficiency/ies and resubmit the application by clicking the “Submit” button.</p> <p>4.4 No Activity</p>	<p>4.4 If any of the submitted documents are alleged to be spurious, endorses to Legal Division of STCW Office</p>	<p>None</p>	<p>Depends on the process of the Legal Division, STCW Office</p>	<p>Examination and Assessment Division – Assigned Final Evaluator (<i>Senior MIDS, MIDS II MIDS I</i>)</p>
<p>5. SCHEDULING OF EXAMINATION</p> <p>5.1 Set the schedule of examination through the MISMO System and comply the general instructions indicated in the MISMO.</p> <p>5.2 Proceed to the chosen examination center on the scheduled date and time</p>	<p>5.1 No activity</p> <p>5.2 No activity</p>	<p>None</p> <p>None</p>		
<p>END OF TRANSACTION</p>	<p>TOTAL FOR INITIAL/ ONLINE EVALUATION</p>		<p>10 minutes</p>	



II B.2 Application for Practical Assessment for Management, Operational, and Support Levels under Chapters II, III and IV of STCW Convention, 1978, as Amended

Submission and evaluation of required documents to ensure that only qualified applicants are admitted to the practical assessment in accordance with the provisions of Chapters II, III and IV of the STCW Convention, 1978, as amended, and appropriate MARINA Circulars. All processes are being done online.

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 MANAGEMENT LEVEL 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. Certificate of Passing the Deck Management Level Theoretical Examination (NOTE: Not a requirement if applying for Revalidation)		- 4th Floor, Examination and Assessment Division, STCW Office, Maritime Industry Authority

<p>2. Valid Medical Certificate in PEME Format</p> <p>3. COC as Chief Mate or Master Mariner, as applicable (NOTE: Requirement if applying for Revalidation)</p> <p>4. Sea Service Certification of at least twelve (12) months of approved seagoing service within the last five (5) years or three (3) months within the last six (6) months as Chief Mate or Master Mariner</p> <p>(NOTE: Requirement if applying for Revalidation to determine if exempted to take practical assessment)</p> <p>5. Seafarer's Registration Book (SRB) first page and entries showing at least twelve (12) months of approved seagoing service within the last five (5) years or three (3) months within the last six (6) months as Chief Mate or Master Mariner (NOTE: Upload in order of sea service)</p>	<p>(NOTE: Uploading is no longer required for those who took the initial exam starting 10 December 2019 onwards. It is verifiable in the MISMO Account of the seafarer-applicant)</p> <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 but still needs to be uploaded to determine the limitation, if any) - Manning Agency and/or Shipping Company - Seafarer-Applicant
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<p>(NOTE: Requirement if applying for Revalidation to determine if exempted to take practical assessment)</p>	
<p>DECK OPERATIONAL LEVEL</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. Certificate of Passing the Deck Operational Level Theoretical Examination (NOTE: NOT a requirement if applying for Revalidation) 2. Valid Medical Certificate in PEME Format 3. COC as OIC-NW (NOTE: Requirement if applying for Revalidation) 	<ul style="list-style-type: none"> - 4th Floor, Examination and Assessment Division, STCW Office, Maritime Industry Authority (NOTE: Uploading is no longer required for those who took the initial exam starting 10 December 2019 onwards. It is verifiable in the MISMO Account of the seafarer-applicant) - DOH-Accredited Medical Facilities for Overseas Workers and Seafarers (see list at stcw.marina.gov.ph) - Certification Division, STCW Office, Maritime Industry Authority (This will be verified in the MARINA System)
<p>GMDSS RADIO OPERATOR</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. Certificate of Passing the GMDSS Radio Operator Theoretical Examination (NOTE: Not a requirement if applying Revalidation) 2. Valid Medical Certificate in PEME Format 3. COC as GMDSS Radio Operator (NOTE: Requirement if applying for Revalidation) 	<ul style="list-style-type: none"> - 4th Floor, Examination and Assessment Division, STCW Office, Maritime Industry Authority (NOTE: Uploading is no longer required for those who took the initial exam starting 10 December 2019 onwards. It is verifiable in the MISMO Account of the seafarer-applicant) - DOH-Accredited Medical Facilities for Overseas Workers and Seafarers (see list at stcw.marina.gov.ph) - Certification Division, STCW Office, Maritime Industry Authority (This will be verified in the MARINA System)
<p>ABLE SEAFARER (AB) DECK</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. COP in RFPNW (II/4) 2. COP in SCRB; OR Training Completion in SCRB 	<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)

<p>3. Approved Seagoing Service on ship of 500 gross tonnage or more for a period of:</p> <p>a. not less than eighteen (18) months as RFPNW; or</p> <p>b. not less than twelve (12) months WITH Transcript of Records (TOR) for CAR for BSMT; or TOR for Enhanced Support Level Program for Marine Deck (ESLPMD); or Training Completion for Able Seafarer Deck</p> <p>4. 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 in white polo, white background and no name tag)</p>	<p>- Manning Agency and/or Shipping Company</p> <p>- Recognized Maritime Higher Education Institutions (MHEIs) where the applicant graduated</p> <p>- Accredited ESLP Providers</p> <p>- Accredited Maritime Training Institutions (MTIs) (already in the system if taken starting 01 September 2019 onwards)</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>RATINGS FORMING PART OF A NAVIGATIONAL WATCH (RFPNW)</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 BSMT; OR 2. TOR for Enhanced Support Level Program for Marine Deck (ESLPMD); OR 3. Training Completion of Ratings Forming Part of Navigational Watch 4. Approved Seagoing Service of not less than two (2) months on seagoing ship of 500 gross tonnage or more 5. SIRB first page and entries showing relevant seagoing service (NOTE: Upload in order of sea service) 6. Valid Medical Certificate in PEME Format 	<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) - Manning Agency and/or Shipping Company - Seafarer-Applicant - DOH-Accredited Medical Facilities for Overseas Workers and Seafarers (see list at stcw.marina.gov.ph)
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<p>7. MISMO Profile Picture (Passport-size colored picture in white polo, white background and no name tag)</p>	<p>- Seafarer-Applicant</p>
<p>ENGINE MANAGEMENT LEVEL</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. 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 as Second Engineer or Chief Engineer, as applicable (NOTE: Requirement if applying for Revalidation) 4. Sea Service Certification of at least twelve (12) months of approved seagoing service within the last five (5) years or three (3) months within the 	<ul style="list-style-type: none"> - 4th Floor, Examination and Assessment Division, STCW Office, Maritime Industry Authority (NOTE: Uploading is no longer required for those who took the initial exam starting 10 December 2019 onwards. It is verifiable in the MISMO Account of the seafarer-applicant) - 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) - Manning Agency and/or Shipping Company

<p>last six (6) months as Second Engineer or Chief Engineer (NOTE: Requirement if applying for Revalidation to determine if exempted to take practical assessment)</p> <p>5. Seafarer's Registration Book (SRB) first page and entries showing at least twelve (12) months of approved seagoing service within the last five (5) years or three (3) months within the last six (6) months as Second Engineer or Chief Engineer (NOTE: Upload in order of sea service) (NOTE: Requirement if applying for Revalidation to determine if exempted to take practical assessment)</p>	<p>- Seafarer-Applicant</p>
<p>ENGINE OPERATIONAL LEVEL</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. Certificate of Passing the Engine Operational Level Theoretical Examination (NOTE: NOT a requirement if applying for Revalidation)</p>	<p>- 4th Floor, Examination and Assessment Division, STCW Office, Maritime Industry Authority</p>

<p>2. Valid Medical Certificate in PEME Format</p> <p>3. COC as OIC EW (NOTE: Requirement if applying for Revalidation)</p>	<p>(NOTE: Uploading is no longer required for those who took the initial exam starting 10 December 2019 onwards. It is verifiable in the MISMO Account of the seafarer-applicant)</p> <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 (This will be verified in the MARINA System)
<p>ELECTRO-TECHNICAL OFFICERS (ETO)</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 Electro-Technical Officer (ETO) Course AND</p> <p>Sea service on ships powered by main propulsion machinery of 750kW propulsion power or more:</p> <ol style="list-style-type: none"> six (6) months of structured onboard training as ETO Cadet documented in an approved Training Record Book (TRB); or twelve (12) months seagoing service on other relevant capacity in the Engine Department; 	<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

<p>OR</p> <p>2. COC for OIC-EW OR</p> <p>Valid PRC ID for Registered Electrical Engineer (EE) Registered Electronics and Communications Engineer (ECE) AND</p> <p>Sea service on ships powered by main propulsion machinery of 750kW propulsion power or more for a period of not less than 12 months as Electrical Engineer, Electrician, Master Electrician, Assistant Electrician, Trainee Electrician, Cadet Electrician or other relevant capacity in the Engine Department</p> <p>3. Valid Medical Certificate in PEME Format</p> <p>4. COC as ETO (NOTE: If applying for Revalidation)</p>	<ul style="list-style-type: none"> - Certification Division, STCW Office, Maritime Industry Authority (already in the system) - Professional Regulation Commission (PRC) - Manning Agency and/or Shipping Company - 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)
ABLE SEAFARER (AB) ENGINE	

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. COP in RFPEW (III/4)
2. Approved Seagoing Service on ship powered by main propulsion machinery of 750 kW propulsion power or more for a period of:
 - a. not less than twelve (12) months as RFPEW;
OR
 - b. not less than six (6) months **WITH**
 - a. Transcript of Records (TOR) for CAR for BSMarE; **or**
 - b. TOR for Enhanced Support Level Program for Marine Engine (ESLPME); or
 - c. Training Completion for Able Seafarer Engine
3. SIRB first page and entries showing relevant seagoing service
(NOTE: Upload in order of sea service)
4. Valid Medical Certificate in PEME Format

- Certification Division, STCW Office, Maritime Industry Authority **(already in the system)**
- 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

- DOH-Accredited Medical Facilities for Overseas Workers and Seafarers **(see list at stcw.marina.gov.ph)**

- Seafarer-Applicant

<p>5. MISMO Profile Picture (Passport-size colored picture in white polo, white background and no name tag)</p>	
<p>RATINGS FORMING PART OF AN ENGINEERING WATCH (RFPEW)</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. Transcript of Records (TOR) for CAR for BSMarE;</p> <p>OR</p> <p>TOR for Enhanced Support Level Program for Marine Engine (ESLPME);</p> <p>OR</p> <p>Training Completion of Ratings Forming Part of Engineering Watch</p> <p>2. Approved seagoing service of not less than two (2) months on ship powered by main propulsion machinery of 750 kW propulsion power or more</p>	<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



<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>- 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>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>a. Not less than twelve (12) months;</p> <p>OR</p> <p>b. Not less than six (6) months in Engine Department WITH</p>	<p>- Manning Agency and/or Shipping Company</p> <p>- Accredited Maritime Training Institutions (MTIs)</p>



<p>Training Completion for the Approved ETR Course;</p> <p>OR</p> <p>c. Not less than three (3) months WITH:</p> <ul style="list-style-type: none">a. TOR for BS in Electrical Engineering (BSEE); orb. TOR for BS in Electronic and Communications Engineering (BSECE) <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>- 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): 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/.</p> <p>8. Notarized Affidavit of Loss (when one of the required documents is Lost)</p>	<p>- Notary Public</p>

<p>9. Seaman's book records (if Seaman's Book is lost)</p>	<ul style="list-style-type: none"> - 9th Floor, Management & Information System Service, MARINA or email at miss@marina.gov.ph or from the MARINA Regional Office where seaman's book was issued, as applicable
<p>10. OFW Information Sheet (if company is already closed and no sea service is provided)</p>	<ul style="list-style-type: none"> - POEA, Ortigas Avenue, Mandaluyong City
<p>11. Passport entries (maybe accepted as supporting documents in case Seaman's Book is lost)</p>	<ul style="list-style-type: none"> - Seafarer-applicant
<p>12. Legal Clearance, Legal Decision and Certification (if documents are found to be spurious)</p>	<ul style="list-style-type: none"> - 9th Floor, Legal Division, STCW Office, Maritime Industry Authority
<p>13. Attestation Letter 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)</p>	<ul style="list-style-type: none"> - Manning Agency and/or Shipping Company
	<ul style="list-style-type: none"> - Manning Agency and/or Shipping Company

14. Job Contract (if there are inconsistencies on the submitted documents regarding position onboard)				
CLIENT 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 stcw.marina.gov.ph) anywhere with internet access using any device e.g. desktop, mobile phone or laptop 1.2 Select Transaction, Click "Examination" tab, select practical assessment, select Document Type, and	1.1 No Activity	None	(Will depend on the applicant)	
	1.2 No Activity	None	Not applicable	

<p>tick the checkbox before clicking “Proceed” button.</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>Examination and Assessment Division – Assigned Online Evaluator (<i>Senior MIDS, MIDS II MIDS I</i>)</p>
<p>2. Initial/Online evaluation and verification of application</p> <p>2.1 No Activity</p>		<p>None</p>		

<p>2.2 No Activity</p> <p>2.3 No activity</p> <p>2.4 No Activity</p>	<p>2.1 Clicks “Request applicant list” to generate applicants for online evaluation (queued in the MISMO System).</p>	<p>None</p> <p>None</p> <p>None</p>	<p>Based on system response time</p>	<p>Examination and Assessment Division Assigned Online Evaluators (<i>Senior MIDS, MIDS II, MIDS I</i>)</p>
	<p>2.2 Evaluates and verifies the completeness and accuracy of the uploaded documents.</p>		<p>8 minutes</p>	<p>Examination and Assessment Division – Assigned Online Evaluator (<i>Senior MIDS, MIDS II MIDS I</i>)</p>
	<p>2.3 If compliant, click “Accept Application” and input remarks.</p>		<p>2 minutes</p>	<p>Examination and Assessment Division – Assigned Online Evaluator (<i>Senior MIDS, MIDS II MIDS I</i>)</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>		<p>(dependent on the response of concerned agency/ company)</p>	<p>Examination and Assessment Division – Assigned Online Evaluator (<i>Senior MIDS, MIDS II MIDS I</i>)</p>

<p>2.5 If rejected, comply with the deficiency/ies and resubmit the application by clicking the “Submit” button.</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>None</p>	<p>Not applicable</p>	<p>Examination and Assessment Division – Assigned Online Evaluator (<i>Senior MIDS, MIDS II MIDS I</i>)</p>
<p>2.6 Proceed to the Legal Division, STCW Office for appropriate action.</p>	<p>2.6 If any of the submitted documents are alleged to be spurious, endorses to Legal Division of STCW Office</p>	<p>None</p>	<p>Depends on the process of the Legal Division, STCW Office.</p>	<p>Examination and Assessment Division - Assigned Online Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>)</p>
<p>3. FINAL EVALUATION OF APPLICATION</p>				
<p>3.1 No activity</p>	<p>3.1 Evaluates, validates and ensures the qualifications of the seafarer-applicant as well as the</p>	<p>None</p>	<p>8 minutes</p>	<p>Examination and Assessment Division – Assigned Final Evaluator (<i>Senior MIDS, MIDS II MIDS I</i>)</p>

<p>3.2 No activity</p> <p>NOTE: Once application is approved, seafarer-applicant shall receive the practical assessment Application Number thru SMS or in his/her MISMO account. Applicant-Seafarer shall proceed directly to his/her chosen accredited Assessment Center (ACs) to enroll for practical assessment.</p>	<p>authenticity of their submitted documents.</p> <p>3.2 Approves if the documents uploaded are compliant with the requirements then input remarks which includes the instructions for the seafarer-applicant.</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>3.3 No Activity</p> <p>NOTE: If rejected, comply with the deficiency/ies and resubmit the application by clicking the “Submit” button.</p>	<p>3.3 Reject the application if there is deficiency/ies on the submitted documents.</p>	<p>None</p>	<p>Not applicable</p>	<p>Examination and Assessment Division – Assigned Final Evaluator (<i>Senior MIDS, MIDS II MIDS I</i>)</p>



3.4 Proceed to the Legal Division, STCW Office for appropriate action.	3.4 If any of the submitted documents are alleged to be spurious, endorses to Legal Division of STCW Office	None	Depends on the process of the Legal Division, STCW Office.	Examination and Assessment Division – Assigned Final Evaluator (<i>Senior MIDS, MIDS II MIDS I</i>)
END OF TRANSACTION	TOTAL FOR INITIAL/ ONLINE EVALUATION	None	10 minutes	
	TOTAL FOR FINAL EVALUATION	None	10 minutes	



II B.3 Application for Reschedule and Resit of Theoretical Examination for Management and Operational Level under Chapters II, III and IV of STCW Convention, 1978, as Amended

Reschedule refers to securing another date of examination when a first-timer/regular candidate failed to take the examination on the scheduled date while **Resit** refers to Remedial, Removal and Retake Assessment of failed Function/s in theoretical examination. The application for reschedule and resit is being required to verify the applicants’ examination records in order for the assigned EAD Scheduler to provide appropriate schedule of examination.

Office/Division:	Examination and Assessment Division (EAD), STCW Office
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Seafarer who was not able to take the examination on the scheduled date or a seafarer who failed one or more Function/s in theoretical examination, and meets the following qualification requirements:
<div>CHECKLIST OF REQUIREMENTS</div> <div>WHERE TO SECURE</div>	

RESCHEDULE WITH PAYMENT

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/>. Those who fall under the following category:

- | | |
|---|---|
| <ol style="list-style-type: none">1. Clear copy of Examination Permit2. Valid Medical Certificate in PEME Format | <ul style="list-style-type: none">- Seafarer-Applicant- DOH-Accredited Medical Facilities for Overseas Workers and Seafarers (see list at stcw.marina.gov.ph) |
|---|---|



RESCHEDULE WITHOUT PAYMENT

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/>.

- | | |
|---|--|
| <ol style="list-style-type: none">1. Clear copy of Examination Permit2. Valid Medical Certificate in PEME Format3. Medical Certificate (if the reason is sickness); OR
Death Certificate of immediate family; OR
Certificate of Sea Service and first page of SIRB and
pages with relevant entries (for early deployment) | <ul style="list-style-type: none">- Seafarer-Applicant- DOH-Accredited Medical Facilities for Overseas Workers and Seafarers
(see list at stcw.marina.gov.ph)- Seafarer-Applicant |
|---|--|

RESIT WITH PAYMENT

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. Clear copy of Examination Permit
2. Valid Medical Certificate in PEME Format
3. Certificate of Training Completion (for Retake)
 - For Deck Operational Level: Updating Training for Officer in Charge of a Navigational Watch;
 - For Engine Operational Level: Updating Training for Officer-In-Charge of an Engineering Watch;
 - For Deck Management Level: Deck Management Level Course (MLC-D)
 - For Engine Management Level: Engine Management Level Course (MLC-E)

OR

Six (6) months waiting period

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

RESIT WITHOUT PAYMENT

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. Clear copy of Examination Permit
2. Valid Medical Certificate in PEME Format
3. Certificate of Training Completion (for Retake)
 - For Deck Operational Level: Updating Training for Officer in Charge of a Navigational Watch;
 - For Engine Operational Level: Updating Training for Officer-In-Charge of an Engineering Watch;
 - For Deck Management Level: Deck Management Level Course (MLC-D)
 - For Engine Management Level: Engine Management Level Course (MLC-E)

OR

Six (6) months waiting period
4. Medical Certificate (if the reason is sickness); OR Death Certificate of immediate family; OR

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



Certificate of Sea Service and first page of SIRB and pages with relevant entries (for early deployment)				
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/ . 15. Notarized Affidavit of Loss (when the Examination Permit was Lost)		- Notary Public		
CLIENT 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 stcw.marina.gov.ph)	1.1 No Activity	None	(Will depend on the applicant)	

<p>h) anywhere with internet access using any device e.g. desktop, mobile phone or laptop</p> <p>1.2 For Reschedule: Click “Select Transaction”, then under the Examination tab, select Reschedule with or without payment. Select the Document Type and the Preferred Venue of Exam.</p> <p>For Resit: Click “Select Transaction”, then under the Examination tab, select Resit with or without payment, as applicable. Select the Document Type and</p>	<p>1.2 No Activity</p>	<p>None</p>	<p>Not applicable</p>	<p>Examination and Assessment Division Assigned as Initial/Online</p>
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<p>the Venue of Initial Exam.</p> <p>Tick the declaration checkbox before clicking the “Proceed” button.</p> <p>1.3 Upload a clear copy of the required <u>original</u> 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</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>Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>)</p>

2. Initial (Online) evaluation and verification of application				
2.1 No Activity	2.1 Clicks “Request applicant list” to generate applicants for online evaluation (queued in the MISMO System).	None	Based on system response time	Examination and Assessment Division Assigned Online Evaluators (<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	8 minutes	Examination and Assessment Division – Assigned Online Evaluator (<i>Senior MIDS, MIDS II MIDS I</i>)
2.3 Once approved, proceed to Step #3 on payment of fees and setting of examination schedule	2.3 If compliant, click “Accept Application”. For Reschedule , input remarks and click “Ok”. For Resit , select type of resit, date, input remarks, and click “Ok”.	None	2 minutes	Examination and Assessment Division – Assigned Online Evaluator (<i>Senior MIDS, MIDS II MIDS I</i>)



2.4 No Activity	<p>NOTE: If approved online, an instruction shall be sent to the applicant's MISMO account and via text message on their registered mobile number.</p> <p>2.4 If subject for verification, click "Forward to Verification."</p>	None	(dependent on the response of concerned agency/company)	Examination and Assessment Division – Assigned Online Evaluator (<i>Senior MIDS, MIDS II MIDS I</i>)
2.5 If rejected, comply with the deficiency/ies and resubmit the application by clicking the "Submit" button.	<p>NOTE: 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</p>	None	Not applicable	Examination and Assessment Division – Assigned Online Evaluator (<i>Senior MIDS, MIDS II MIDS I</i>)



2.6 Proceed to the Legal Division, STCW Office for appropriate action. Upload the Legal Clearance, Legal Decision and Certification in the MISMO application once issued, and resubmit application by clicking the “Submit” button.	MISMO Account if application is rejected 2.6 If any of the submitted documents are alleged to be spurious, endorses to Legal Division of STCW Office	None	Dependent on the process of the Legal Division, STCW Office	Examination and Assessment Division - Assigned Online Evaluator (Senior MIDS, MIDS II, MIDS I)						
3. Payment of Fees and Setting of Examination Schedule 3.1 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. (Applicable only	3.1 Confirmation of Payment	<table border="1"><tr><th colspan="2">Examination Fee</th></tr><tr><td>Officers</td><td>Php 1000.00</td></tr><tr><td>GMDSS Radio Operator</td><td>Php 500.00</td></tr></table> <p>(Service charge by payment centers is not included) NOTE: As per Memorandum Circular No. SC-2021-07</p>	Examination Fee		Officers	Php 1000.00	GMDSS Radio Operator	Php 500.00	Based on system response time	MARINA authorized payment partners
Examination Fee										
Officers	Php 1000.00									
GMDSS Radio Operator	Php 500.00									



for Reschedule/Resit with Payment) 3.2 Sets an examination schedule by selecting the preferred MARINA Office (Central Office or selected Regional Offices), date and time. 3.3 Proceeds to the examination venue on the chosen date and time.	3.2 Confirmation of Schedule 3.3 No Activity	None None	Based on system response time	
END OF TRANSACTION	TOTAL	FEES If Marine Officer Php 1,000.00 If GMDSS Radio Operator Php 500.00	10 minutes	



II B.4 Issuance and Authentication of MARINA Certificate of Passing the Theoretical Examination and PRC Administered Theoretical Examination Results for Merchant Marine Officers

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 passed the theoretical examination	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Issuance of Certificate of Passing the Theoretical Examination <i>(Applicable only under the MARINA Board Examination System)</i> 1. Examination Permit; or 2. Affidavit of Loss (if lost Certificate)		- Seafarer-Applicant - Notary Public
Authentication of MARINA Certificate of Passing the Theoretical Examination and PRC Administered Theoretical Examination Results for Merchant Marine Officers		



1. Duly accomplished Authentication Request/ Certified True Copy Form		- Examination and Assessment Division (EAD), STCW Office or MARINA Regional Offices (MROs) - Seafarer-Applicant		
2. Valid government-issued ID				
Other Requirements: An authorized Representative may claim the Certificate 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		- Seafarer-Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for the issuance Certificate and payment of fee 1.1 Proceed to MARINA Central Office or to MARINA Regional Offices and present the requirements 1.2 No activity	1.1 Checks the corresponding requirements 1.2 Locates and verifies the records	None None	5 minutes 25 minutes	Examination and Assessment Division – Assigned Personnel (<i>MIDS II, MIDS I</i>) & <i>MRO Assigned Personnel</i> Examination and Assessment Division – Assigned Personnel (<i>MIDS II, MIDS I</i>)



1.3 No Activity	(applicable only to PRC authentication request)	None	5 minutes	Examination and Assessment Division – Assigned Personnel (MIDS II, MIDS I) & MRO Assigned Personnel						
	1.3 Provides the Reference Number for payment through marina.pisopay.com.ph or ATAP, whichever is applicable for payment:									
	MARINA Central: Reference number									
	Selected MARINA Regional Offices (MROs): Issues Authority to Accept Payment (ATAP).									
	NOTE: Selected MARINA Regional Offices will issue ATAP until such time that they									
		<table><tr><th>Certificate</th><th>Fee</th></tr><tr><td>Certificate of Passing the Theoretical Examination</td><td>Php 250.00</td></tr><tr><td>Authentication of PRC Examination Results</td><td>300.00</td></tr></table>	Certificate	Fee	Certificate of Passing the Theoretical Examination	Php 250.00	Authentication of PRC Examination Results	300.00		
Certificate	Fee									
Certificate of Passing the Theoretical Examination	Php 250.00									
Authentication of PRC Examination Results	300.00									

<p>1.4 Proceed to payment upon receipt of reference number of ATAP; and return to the assigned MARINA personnel</p>	<p>implement the online payment</p> <p>1.4 No activity</p>	<p>CTC of Certificate of Passing the Theoretical Examination</p> <p>(Per MARINA MC SC-2021-07)</p> <p>Excluding other applicable government and online processing fees</p>	<p>100.00</p>		
<p>2. Preparation of the Certificate</p> <p>2.1 No Activity</p>	<p>2.1 Prepares the Certificate</p>	<p>None</p>	<p>10 minutes</p>	<p>Examination and Assessment Division – Assigned Personnel (<i>MIDS II, MIDS I</i>) & <i>MRO Assigned Personnel</i></p>	
<p>3. Signing of Certificate</p> <p>3.1 No Activity</p> <p>3.2 No Activity</p>	<p>3.1 Reviews, verifies and countersigns the corresponding Certificate</p> <p>3.2 Approves and signs the Certificate</p>	<p>None</p> <p>None</p>	<p>10 minutes</p> <p>5 minutes</p>	<p>Examination and Assessment Division – Assigned Personnel (<i>Senior MIDS</i>) & <i>MRO Assigned Personnel</i></p> <p>Examination and Assessment Division – Assigned Personnel and MRO Assigned Personnel</p>	



	and endorse to releasing Clerk			
4. Releasing of Certificate 4.1 Present the Official Receipt/Claim Stub to the releasing clerk 4.2 Signs in the Releasing logbook/ Claim Stub confirming the receipt of the Certificate	4.1 Gets the receipt/claim stub and prepare the release of the Certificate 4.2 Checks the entries in the logbook/Claim Stub and releases the duly signed Certificate	None None	5 minutes For PRC Examination Results requested in MROs: Dependent on the courier For other Certificates request: 5 minutes	Examination and Assessment Division – Assigned Personnel and MRO Assigned Personnel Examination and Assessment Division – Assigned Personnel (<i>MIDS I / Clerk</i>) Examination and Assessment Division – Assigned Personnel (<i>MIDS I / Clerk</i>)
	TOTAL		For Issuance and CTC of Certificate of Passing the Theoretical Examination: 45 minutes	



			For Authentication of PRC Theoretical Examination Results: 1 hour and 10 minutes
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NOTE: The Certificate of Passing for Theoretical Examination under the MARINA Competency Assessment System (MCAS) is uploaded and viewable on the MISMO account of the seafarer, which is system-generated with QR Code and is free of charge.



ASSESSMENT OF SEAFARERS FOR THE ISSUANCE OF CERTIFICATE OF MARINE PROFESSION (CMP)

Office/Division:		MRO - MDS				
Classification:		Simple Transaction				
Type of Transaction:		G2B – Government to Citizen				
Who may avail:		Seafarers who will act as officers on board 500GT and below and 750 kw and below				
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE		
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	PROCEED TO MDS and submit application and requirements	1	Checks completeness of documentary requirements. Verify authenticity of documents presented.	Exam Permit - Written - P300.00 Exam Permit - Oral - 500.00	1 hour	Evaluator
1.1	1.1 IF EMAIL (see DCOC) Sends CMP Examination request thru MRO email address	1.1	IF EMAIL: Acknowledges receipt of email and forwards the email to the Evaluator IF INCOMPLETE:			Secretary



			Informs the client of lacking requirements			Evaluator
2	Fills out Application Form and prepare necessary documents. Submits scanned copy of necessary documents thru MDS email address	2.1	Evaluates and checks compliance with the qualifications and completeness of documentary requirements. Indicates the CMP category the applicant is qualified to take.		30 minutes	MDS
		2.2	If complete, prepares and issued Authority to Accept Payment (ATAP), If incomplete returns to applicant for completion			MDS
3	Pays the corresponding	3	Receives payment and issued Official Receipt		10 minutes	Cashier

	processing fee		(OR). Advice applicant to return on the date of the scheduled examination.			
4	Appear on the scheduled date of examination	4	Facilitate the conduct of examination <ul style="list-style-type: none"> • FOR BC 1, Conduct Oral/Testimonial Interview • FOR BC 2, BC 3, MDM 1, MIP, MAP, MDM 2, MDM 3 		1 day	Examiners Section Head
5	Take the examination	5	Conducts written examination			RD / Section Head
6	No activity	6	Checking, Validation and confirmation of written exam result			Examiner/ RD
7	No activity	7	Informs the examinee of the result			Section Head



8	If passed the written exam, proceed to takes the Oral Examination	8	Conduct of Oral Exams for those who passed the written exam		1 day	Examiners
9	No Activity	9	Confirmation of oral exam result			Examiner and the RD
10	No Activity	10	Inform the Examinee of the result			
END OF TRANSACTION					2 days, 1 hour and 40 minutes	

II. B.2 CERTIFICATION

B.2.1 Issuance, Revalidation and Replacement of Certificate of Competency (COC) and Certificate of Proficiency (COP)

Office/Division:	Certification Division, STCW Office (For Expedite Processing, Proceed to MARINA Main Office)
Classification:	Simple Transaction
Type of Transaction:	G2B – 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	
Issuance	
COC for Officer-in-Charge of a Navigational Watch (OIC-NW) on Ships of 500 GT or more	
<ol style="list-style-type: none"> 1. Passed the Theoretical Examination for Deck Operational Level 2. Passed the Practical Assessment for Deck Operational Level 3. COPs in BT, SCRB, AFF, MEFA and COC for GMDSS Radio Operator 4. Approved seagoing service on ship of 500 GT or more of: <ol style="list-style-type: none"> i. not less than twelve (12) months of structured onboard training as Deck Cadet or Apprentice Mate ii. not less than thirty-six (36) months in the Deck Department either as Ratings Forming Part of a Navigational Watch (Ordinary Seaman), or Able Seafarer Deck, or Boatswain, or other relevant capacity in the Deck Department 5. SIRB first page or any valid government ID or birth certificate 6. Valid Medical Certificate in PEME format 	
COC for GMDSS Radio Operator	

1. COPs in BT, SCRB, AFF, and MEFA
2. Certificate of Training Completion on approved training course for GMDSS Radio Operator
3. Passed the Theoretical Examination for GMDSS Radio Operator
4. Passed the Practical Assessment for GMDSS Radio Operator
5. Valid Medical Certificate in PEME format

COC for Chief Mate on Ships of 3,000 GT or more

1. Passed the Theoretical Examination for Deck Management Level
2. Passed the Practical Assessment for Deck Management Level
3. COPs in BT, SCRB, AFF, MEFA and MECA
4. Approved Seagoing Service of not less than 12 months as OIC-NW on ship of 3,000 gross tonnage or more
5. Valid Medical Certificate in PEME format
6. SIRB/SRB first page and entries

COC for Chief Mate on Ships of between 500 GT and 3,000 GT

1. Passed the Theoretical Examination for Deck Management Level
2. Passed the Practical Assessment for Deck Management Level
3. COPs in BT, SCRB, AFF, MEFA and MECA
4. COC as OIC-NW
5. Approved Seagoing Service of not less than 12 months as OIC-NW on ship of between 500 GT and 3,000 gross tonnage.
6. SIRB/SRB first page and entries
7. Valid Medical Certificate in PEME format

COC for Master on Ships of 3,000 GT or more

1. Passed the Theoretical Examination for Deck Management Level
2. Passed the Practical Assessment for Deck Management Level
3. COC as OIC-NW and/or COC as Chief Mate
4. COPs in BT, SCRB, AFF, MEFA and MECA

5. Approved seagoing service on ship of 3,000 gross tonnage or more of: not less than 36 months as OIC-NW; OR not less than 12 months as OIC-NW plus 12 months as Chief Mate
6. SIRB/SRB first page and entries
7. SIRB/SRB first page and entries
8. Valid Medical Certificate in PEME format

COC for Master on Ships of between 500 GT and 3,000 GT

1. Passed the Theoretical Examination for Deck Management Level
2. Passed the Practical Assessment for Deck Management Level
3. COC as OIC-NW and/or COC as Chief Mate
4. COPs in BT, SCRB, AFF, MEFA and MECA
5. Approved seagoing service on ships of between 500 and 3,000 gross tonnage: not less than 36 months as OIC-NW; **OR** not less than 12 months as OIC-NW plus 12 months as Chief Mate
6. Valid Medical Certificate in PEME format
7. SIRB/SRB first page and entries

COC for Officer-in-Charge of an Engineering Watch (OIC-EW) on ships powered by main propulsion machinery of 750kw propulsion or more

1. Passed the Theoretical Examination for Engine Operational Level
2. Passed the Practical Assessment for Engine Operational Level
3. COPs in BT, SCRB, AFF, MEFA
4. Valid Medical Certificate in PEME format
5. SIRB/SRB first page and entries

COC for Second Engineer Officer on Seagoing ships powered by main propulsion machinery of 3,000 kw propulsion or more

1. Passed the Theoretical Examination for Engine Management Level
2. Practical Assessment for Engine Management Level
3. COPs in BT, SCRB, AFF, MEFA

4. Approved Seagoing Service of not less than 12 months as OIC-EW on ship powered by main propulsion machinery of 3,000kW propulsion power or more
5. SIRB/SRB first page and entries
6. Valid Medical Certificate in PEME format

COC for Chief Engineer Officer on Seagoing Ships powered by main propulsion machinery of 3,000 kw propulsion power or more

1. Passed the Theoretical Examination for Engine Management Level
2. Practical Assessment for Engine Management Level
3. COC as OIC-EW and/or COC as Second engineer Officer
4. COPs in BT, SCRB, AFF, MEFA
5. Approved seagoing service on ship powered by main propulsion machinery of 3,000kW propulsion power or more of: not less than 36 mos. as OIC-EW; OR not less than 12 months as OIC-EW plus 12 months as Second Engineer Officer
6. SIRB/SRB first page and entries
7. Valid Medical Certificate in PEME format

COC for Second Engineer Officer on seagoing ships powered by main propulsion machinery of between 750kw and 3,000 kw

1. Passed the Theoretical Examination for Engine Management Level
2. Practical Assessment for Engine Management Level
3. COC as OIC-EW
4. COPs in BT, SCRB, AFF, MEFA
5. Approved Seagoing Service of not less than 12 months as OIC-EW on ship powered by main propulsion machinery of between 750kW and 3,000kW propulsion power or more
6. SIRB/SRB first page and entries
7. Valid Medical Certificate in PEME format

COC for Chief Engineer Officer on seagoing ships powered by main propulsion machinery of between 750kw and 3,000 kw

1. Passed the Theoretical Examination for Engine Management Level
2. Practical Assessment for Engine Management Level

3. COPs in BT, SCRB, AFF, MEFA
4. Approved seagoing service on ship powered by main propulsion machinery of between 750kW and 3,000kW propulsion power or more of: not less than 36 mos. as OIC-EW; OR not less than 12 months as OIC-EW plus 12 months as Second Engineer Officer
5. SIRB/SRB first page and entries
6. Valid Medical Certificate in PEME format

COC for Electro-Technical Officers (ETO)

1. Completed an approved Electro-Technical Officer (ETO) training course which includes four (4) months of workshop skills training, OR COC/COE as OIC-EW issued by the Professional Regulation Commission (PRC), OR Valid PRC License as Registered Electrical Engineer (REE), OR Valid PRC License as Electronics and Communications Engineer (ECE).
2. Have approved seagoing service of:
 - i. not less than eight (8) months of structured onboard training as ETO Cadet, documented in an approved Training Record Book (TRB), OR
 - ii. not less than thirty-two (32) months of seagoing service in the engine department either as Master Electrician or Senior Electrician or Chief Electrician or Electrician or any other relevant capacity with the same functions or tasks which shall be evidence or supported by a Certificate of Seagoing Service and job description attested by the shipping company or manning agency, crew list duly signed by the ship's master and approved contract of employment.
3. COPs in BT, SCRB, AFF and MEFA
4. Passed the MARINA prescribed assessment of competence for ETO
5. SIRB/SRB first page and entries
6. Valid Medical Certificate in PEME format
7. **NOTE:** For Removal of Limitation on COC as ETO: must submit proof of attendance to any MAHIVO training and must submit lettwr request addressed to the Executive Director of the STCW Office duly signed by the Company/LMA President

COP in Basic Training (BT)

1. Certificate of Training Completion in BT



2. SIRB first page or any valid government ID or birth certificate
3. Valid Medical Certificate in PEME format

COP in Survival Craft and Rescue Boats other than Fast Rescue Boats (SCRB)

1. Certificate of Training Completion in SCRB
2. Approved Seagoing service of not less than six (6) months within the last five (5) years or three (3) months within the last six (6) months
3. SIRB first page and entries
4. Valid Medical Certificate in PEME format

COP in Fast Rescue Boats (FRB)

1. COP in PSCRB
2. Certificate of Training Completion in FRB
3. SIRB first page or any valid government ID or birth certificate
4. Valid Medical Certificate in PEME format

COP in Advance Fire Fighting (AFF)

1. Certificate of Training Completion in AFF
2. SIRB first page or any valid government ID or birth certificate
3. Valid Medical Certificate in PEME format

COP in MeFA (Medical First Aid)

1. Certificate of Training Completion in MeFA
2. SIRB first page or any valid government ID or birth certificate
3. Valid Medical Certificate in PEME format

COP in MeCa (Medical Care)

1. COP in MeFA
2. Certificate of Training Completion in MeCa
3. SIRB first page or any valid government ID or birth certificate
4. Valid Medical Certificate in PEME format

COP in Ship Security Office (SSO)

1. Certificate of Training Completion in SSO
2. Approved Seagoing service of not less than twelve (12) months within the last five (5) years
3. SIRB first page and entries
4. Valid Medical Certificate in PEME format

COP in Security Awareness Training and Seafarers with Designated Security Duties (SDSD)

1. Certificate of Training Completion in SDSD
2. SIRB first page or any valid government ID or birth certificate
3. Valid Medical Certificate in PEME format

COP in Basic Training for Oil and Chemical Tanker Cargo Operations (BTOCTCO)

1. COP in BT
2. Certificate of Training Completion in BTOCTCO
3. SIRB First page
4. Medical Certificate in PEME format

COP in Advance Training for Oil Tanker Cargo Operations (ATOTCO)

1. COP in BTOCTCO

2. Certificate of Training Completion in ATOTCO
3. Approved seagoing service of not less than three (3) months in Oil Tankers
4. SIRB First page and entries
5. Medical Certificate in PEME format
6. For Ratings, must provide Attestation Letter from the Company

COP in Advance Training for Chemical Tanker Cargo Operations (ATCTCO)

1. COP in BTOCTCO
2. Certificate of Training Completion in ATCTCO
3. Approved seagoing service of not less than three (3) months in Chemical Tankers
4. SIRB First page and entries
5. Valid Medical Certificate in PEME format
6. For Ratings, must provide Attestation Letter from the Company

COP in Basic Training for Liquefied Gas Tanker Cargo Operations (BTLGTCO)

1. COP in BT
2. Certificate of Training Completion in BTLGTCO
3. SIRB First page
4. Valid Medical Certificate in PEME format

COP in Advance Training for Liquefied Gas Tanker Cargo Operations (ATLGTCO)

1. COP in BTLGTCO
2. Certificate of Training Completion in ATOTCO
3. Approved seagoing service of not less than three (3) months in Liquefied Gas Tankers
4. SIRB First page and entries

5. Valid Medical Certificate in PEME format
6. For Ratings, must provide Attestation Letter from the Company

COP in Basic Training for Service on Ships Subject to the IGF Code

1. Certificate of training completion for Basic Training for Service on Ships subject to the IGF Code
2. SIRB/SRB first page
3. Valid Medical Certificate in PEME format

COP in Advance Training for Service on Ships Subject to the IGF Code

1. COP in Basic Training for Service on Ships Subject to the IGF Code
2. Valid Medical Certificate in PEME format
3. Certificate of training completion for Advanced Training for Service on Ships subject to IGF Code
4. Has an approved seagoing service of at least 1 month that includes a minimum of 3 bunkering operations onboard ships subject to the IGF Code
5. For Masters, Engineer Officers and any person with immediate responsibility for the care and use of fuels on ships subject to the IGF Code, has completed sea going service of three (3) months in the previous five (5) years onboard:
 - ships subject to the IGF Code; or
 - tankers carrying as cargo, fuels covered by the IGF Code; or
 - ships using gases or low flashpoint fuel as fuel.

COP in Basic Training for Ships Operating in Polar Waters

1. Certificate of Training Completion in Basic Training for Ships Operating in Polar Waters
2. Valid Medical Certificate in PEME format
3. SIRB/SRB first page

COP in Advance Training for Ships Operating in Polar Waters

1. COP in Basic Training for Ships Operating in Polar Waters
 2. Certificate of Training Completion in Advance Training for Ships Operating in Polar Waters
 3. Has at least two (2) months of approved seagoing service in the deck department at management level or while performing duties at the operational level, within polar waters or other equivalent approved seagoing service in areas with ice regimes, in different regions and during the winter seasons replicating the conditions in the Arctic and the Antarctic regions
- Valid Medical Certificate in PEME format

Revalidation

COC for Officer-in-Charge of a Navigational Watch (OIC-NW) on Ships of 500 GT or more

- 1) COPs in BT, SCRB, AFF, and MEFA.
- 2) For those who have not acted as Officer: Passed the Practical Assessment for Deck Operational Level
- 3) COC as OIC-NW & COC for GMDSS Radio Operator
NOTE: *If expired COC, may complete and pass the practical assessment prescribed by the Administration appropriate to the certificate to be revalidated.*
- 4) Approved seagoing service on ship of 500 gross tonnage or more as OIC NW 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: *OIC-NW who do not meet the required seagoing service, may demonstrate continued professional competence to revalidate their COC through either of the following:*
 - i. pass the practical assessment prescribed by the Administration appropriate to the certificate to be revalidated; **OR***
 - ii. successfully completed the approved training course prescribed by the Administration for purposes of revalidation appropriate to the certificate to be revalidated; **OR***
 - iii. approved seagoing service, performing functions appropriate to the certificate held, for a period of not less than three (3) months in a supernumerary capacity, or in a lower officer rank than that for which the certificate held is valid immediately prior to taking up the rank for which the certificate held is valid.*
- 5) SIRB/SRB first page and entries

- 6) Valid Medical Certificate in PEME format

COC for GMDSS Radio Operator

1. COPs in BT, SCRB, AFF, and MEFA
2. COC as GMDSS Radio operator
NOTE: *If expired GOC, must complete and pass Practical Assessment prescribed by the Administration appropriate to the certificate to be revalidated.*
3. 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: three (3) months within the last six (6) months; OR twelve (12) months within the last five (5) years
NOTE: *GMDSS Radio Operator who do not meet the required seagoing service, may demonstrate continued professional competence to revalidate their COC through either of the following:*
 - i. *pass the practical assessment prescribed by the Administration appropriate to the certificate to be revalidated; OR*
 - ii. *successfully completed the approved training course prescribed by the Administration for purposes of revalidation appropriate to the certificate to be revalidated; OR*
 - iii. *approved seagoing service, performing functions appropriate to the certificate held, for a period of not less than three (3) months in a supernumerary capacity, or in a lower officer rank than that for which the certificate held is valid immediately prior to taking up the rank for which the certificate held is valid.*
4. SIRB/SRB first page and entries
5. Valid Medical Certificate in PEME format

COC for Chief Mate on Ships of 3,000 GT or more

1. COPs in BT, SCRB, AFF, MEFA and MECA
2. COC as Chief Mate
NOTE: *If expired COC, may complete and pass Practical Assessment prescribed by the Administration appropriate to the certificate to be revalidated.*
3. Approved seagoing service on ship of 3,000 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: Chief Mate who do not meet the required seagoing service, may demonstrate continued professional competence to revalidate their COC through either of the following:

- i. pass the practical assessment prescribed by the Administration appropriate to the certificate to be revalidated; **OR**
- ii. successfully completed the approved training course prescribed by the Administration for purposes of revalidation appropriate to the certificate to be revalidated; **OR**
- iii. approved seagoing service, performing functions appropriate to the certificate held, for a period of not less than three (3) months in a supernumerary capacity, or in a lower officer rank than that for which the certificate held is valid immediately prior to taking up the rank for which the certificate held is valid.

- 4. SIRB/SRB first page and entries
- 5. Valid Medical Certificate in PEME format

COC for Chief Mate on Ships of between 500 GT and 3,000 GT

- 1. COPs in BT, SCRB, AFF, MEFA and MECA
- 2. COC as Chief Mate

NOTE: If expired COC, may complete and pass Practical Assessment prescribed by the Administration appropriate to the certificate to be revalidated.

- 3. Approved seagoing service on ship of between 500 and 3,000 gross tonnage 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: Chief Mate who do not meet the required seagoing service, may demonstrate continued professional competence to revalidate their COC through either of the following:

- i. pass the practical assessment prescribed by the Administration appropriate to the certificate to be revalidated; **OR**
- ii. successfully completed the approved training course prescribed by the Administration for purposes of revalidation appropriate to the certificate to be revalidated; **OR**
- iii. approved seagoing service, performing functions appropriate to the certificate held, for a period of not less than three (3) months in a supernumerary capacity, or in a lower officer rank than that for which the certificate held is valid immediately prior to taking up the rank for which the certificate held is valid.

- 4. SIRB/SRB first page and entries

5. Valid Medical Certificate in PEME format

COC for Master on Ships of 3,000 GT or more

1. COPs in BT, SCRB, AFF, MEFA and MECA
2. COC as Master Mariner

NOTE: *If expired COC, may complete and pass Practical Assessment prescribed by the Administration appropriate to the certificate to be revalidated*

3. Approved seagoing service on ships of 3,000 gross tonnage or more as Master Mariner 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: *Master who do not meet the required seagoing service, may demonstrate continued professional competence to revalidate their COC through either of the following:*

- i. pass the practical assessment prescribed by the Administration appropriate to the certificate to be revalidated; **OR***
- ii. successfully completed the approved training course prescribed by the Administration for purposes of revalidation appropriate to the certificate to be revalidated; **OR***
- iii. approved seagoing service, performing functions appropriate to the certificate held, for a period of not less than three (3) months in a supernumerary capacity, or in a lower officer rank than that for which the certificate held is valid immediately prior to taking up the rank for which the certificate held is valid.*
4. SIRB/SRB first page and entries
5. Valid Medical Certificate in PEME format

COC for Master on Ships of between 500 GT and 3,000 GT

1. COPs in BT, SCRB, AFF, MEFA & MECA
2. Valid COC as Master Mariner

NOTE: *If expired COC, may complete and pass Practical Assessment prescribed by the Administration appropriate to the certificate to be revalidated.*

3. Approved seagoing service on ship of between 500 and 3,000 gross tonnage as Chief Mate for a period of not less than: i. three (3) months within the last six (6) months; **OR** twelve (12) months within the last five (5) years

NOTE: Master who do not meet the required seagoing service, may demonstrate continued professional competence to revalidate their COC through either of the following:

- i. pass the practical assessment prescribed by the Administration appropriate to the certificate to be revalidated; **OR**
 - ii. successfully completed the approved training course prescribed by the Administration for purposes of revalidation appropriate to the certificate to be revalidated; **OR**
 - iii. approved seagoing service, performing functions appropriate to the certificate held, for a period of not less than three (3) months in a supernumerary capacity, or in a lower officer rank than that for which the certificate held is valid immediately prior to taking up the rank for which the certificate held is valid.
4. SIRB/SRB first page and entries
 5. Valid Medical Certificate in PEME format

COC for Officer-in-Charge of an Engineering Watch (OIC-EW) on ships powered by main propulsion machinery of 750kw propulsion or more

1. COPs in BT, SCRB, AFF, MEFA
2. COC as OIC EW

NOTE: If expired COC, may complete and pass the practical assessment prescribed by the Administration appropriate to the certificate to be revalidated

3. Approved seagoing service on ship powered by main propulsion machinery of 750kW propulsion power or more as OIC-EW 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: OIC-EW who do not meet the required seagoing service, may demonstrate continued professional competence to revalidate their COC through either of the following:

- i. pass the practical assessment prescribed by the Administration appropriate to the certificate to be revalidated; **OR**
- ii. successfully completed the approved training course prescribed by the Administration for purposes of revalidation appropriate to the certificate to be revalidated; **OR**
- iii. completed approved seagoing service, performing functions appropriate to the certificate held, for a period of not less than three (3) months in a supernumerary capacity, or in a lower officer rank than that for which the certificate held is valid immediately prior to taking up the rank for which the certificate held is valid.

4. SIRB/SRB first page and entries
5. Valid Medical Certificate in PEME format

COC for Second Engineer Officer on Seagoing ships powered by main propulsion machinery of 3,000 kw propulsion or more

1. COPs in BT, SCRB, AFF, MEFA
2. COC as Second Engineer Officer
NOTE: *If expired COC, may complete and pass the practical assessment prescribed by the Administration appropriate to the certificate to be revalidated*
3. Approved seagoing service on ship powered by main propulsion machinery of 3000kW propulsion power or more as Second Engineer 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: *Second Engineer Officer who do not meet the required seagoing service, may demonstrate continued professional competence to revalidate their COC through either of the following:*
 - i. *pass the practical assessment prescribed by the Administration appropriate to the certificate to be revalidated; **OR***
 - ii. *successfully completed the approved training course prescribed by the Administration for purposes of revalidation appropriate to the certificate to be revalidated; **OR***
 - iii. *completed approved seagoing service, performing functions appropriate to the certificate held, for a period of not less than three (3) months in a supernumerary capacity, or in a lower officer rank than that for which the certificate held is valid immediately prior to taking up the rank for which the certificate held is valid.*
4. SIRB/SRB first page and entries
5. Valid Medical Certificate in PEME format

COC for Chief Engineer Officer on Seagoing Ships powered by main propulsion machinery of 3,000 kw propulsion power or more

1. COPs in BT, SCRB, AFF, MEFA
2. COC as Chief Engineer Officer
NOTE: *If expired COC, may complete and pass the practical assessment prescribed by the Administration appropriate to the certificate to be revalidated*

3. Approved seagoing service on ship powered by main propulsion machinery of 3000kW propulsion power or more as Chief Engineer 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: Chief Engineer Officer who do not meet the required seagoing service, may demonstrate continued professional competence to revalidate their COC through either of the following:

- i. pass the practical assessment prescribed by the Administration appropriate to the certificate to be revalidated; **OR**
 - ii. successfully completed the approved training course prescribed by the Administration for purposes of revalidation appropriate to the certificate to be revalidated; **OR**
 - iii. completed approved seagoing service, performing functions appropriate to the certificate held, for a period of not less than three (3) months in a supernumerary capacity, or in a lower officer rank than that for which the certificate held is valid immediately prior to taking up the rank for which the certificate held is valid.
4. SIRB/SRB first page and entries
 5. Valid Medical Certificate in PEME format

COC for Second Engineer Officer on seagoing ships powered by main propulsion machinery of between 750kw and 3,000 kw

1. COPs in BT, SCRB, AFF, MEFA
2. COC as Second Engineer Officer

NOTE: If expired COC, may complete and pass the practical assessment prescribed by the Administration appropriate to the certificate to be revalidated

3. Approved seagoing service on ship powered by main propulsion machinery of between 750kW and 3000kW propulsion power or more as Second Engineer 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: Second Engineer Officer who do not meet the required seagoing service, may demonstrate continued professional competence to revalidate their COC through either of the following:

- i. pass the practical assessment prescribed by the Administration appropriate to the certificate to be revalidated; **OR**
- ii. successfully completed the approved training course prescribed by the Administration for purposes of revalidation appropriate to the certificate to be revalidated; **OR**

iii. *completed approved seagoing service, performing functions appropriate to the certificate held, for a period of not less than three (3) months in a supernumerary capacity, or in a lower officer rank than that for which the certificate held is valid immediately prior to taking up the rank for which the certificate held is valid.*

4. SIRB/SRB first page and entries
5. Valid Medical Certificate in PEME format

COC for Chief Engineer Officer on seagoing ships powered by main propulsion machinery of between 750kw and 3,000 kw

1. COPs in BT, SCRB, AFF, MEFA
2. COC as Chief Engineer Officer

NOTE: *If expired COC, may complete and pass the practical assessment prescribed by the Administration appropriate to the certificate to be revalidated*

3. Approved seagoing service on ship powered by main propulsion machinery of between 750kW and 3000kW propulsion power or more as Chief Engineer 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: *Chief Engineer Officer who do not meet the required seagoing service, may demonstrate continued professional competence to revalidate their COC through either of the following:*

- i. *pass the practical assessment prescribed by the Administration appropriate to the certificate to be revalidated; **OR***
- ii. *successfully completed the approved training course prescribed by the Administration for purposes of revalidation appropriate to the certificate to be revalidated; **OR***
- iii. *completed approved seagoing service, performing functions appropriate to the certificate held, for a period of not less than three (3) months in a supernumerary capacity, or in a lower officer rank than that for which the certificate held is valid immediately prior to taking up the rank for which the certificate held is valid.*
4. SIRB/SRB first page and entries
5. Valid Medical Certificate in PEME format

COC for Electro-Technical Officers (ETO)

1. COPs in BT, SCRB, AFF, MEFA
2. COC for ETO

NOTE: *If expired COC, may complete and pass the practical assessment prescribed by the Administration appropriate to the certificate to be revalidated*

3. Approved seagoing service on ship powered by main propulsion machinery of 750kW propulsion power or more for a period of not less than: twelve (12) months within the last five (5) years as ETO prior to the date of application; **OR** three (3) months within the last 6 months as ETO prior to the date of application

NOTE: *Chief Engineer Officer who do not meet the required seagoing service, may demonstrate continued professional competence to revalidate their COC through either of the following:*

- i. pass the practical assessment prescribed by the Administration appropriate to the certificate to be revalidated; **OR***
 - ii. successfully completed the approved training course prescribed by the Administration for purposes of revalidation appropriate to the certificate to be revalidated; **OR***
 - iii. completed approved seagoing service, performing functions appropriate to the certificate held, for a period of not less than three (3) months in a supernumerary capacity, or in a lower officer rank than that for which the certificate held is valid immediately prior to taking up the rank for which the certificate held is valid.*
4. SIRB/SRB first page and entries
 5. Valid Medical Certificate in PEME format

COP in Basic Training (BT)

1. COP in BT
2. 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
3. Certificate of Training Completion in BT Refresher or Attestation Letter
4. SIRB first page and entries
5. Valid Medical Certificate in PEME format

COP in Survival Craft and Rescue Boats other than Fast Rescue Boats (PSCRB)

1. COP in SCRB
2. 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



3. Certificate of Training Completion in SCRB Refresher or Attestation Letter, or Certificate of Training Completion in SCRB (full course), if expired COP in SCRB or if applicant does not meet the required seagoing service.
4. SIRB first page and entries
5. Valid Medical Certificate in PEME format

COP in Proficiency in Fast Rescue Boats (FRB)

1. COPs in SCRB and FRB
2. Certificate of Training Completion in FRB Refresher or Attestation Letter, or Certificate of Training Completion in FRB (full course), if expired COP in FRB or if applicant does not meet the required seagoing service.
3. 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.
4. SIRB first page and entries
5. Valid Medical Certificate in PEME format

COP in Advance Fire Fighting (AFF)

1. COP in AFF
2. 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
3. Certificate of Training Completion in AFF Refresher or Attestation Letter, or Certificate of Training Completion in AFF (full course), if expired COP in AFF or if applicant does not meet the required seagoing service.
4. SIRB first page and entries
5. Valid Medical Certificate in PEME format

COP in Basic Training for Oil and Chemical Tanker Cargo Operations (BTOCTCO)

1. COP in BTOCTCO
1. 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**

2. Certificate of Training Completion in BTOCTCO, if expired COP in BTOCTCO or if applicant does not meet the required seagoing service.
3. SIRB First page and entries
4. Valid Medical Certificate in PEME format

COP in Advance Training for Oil Tanker Cargo Operations (ATOTCO)

1. COP in ATOTCO
2. 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, if expired COP in ATOTCO or if applicant does not meet the required seagoing service.
3. SIRB First page and entries
4. Medical Certificate in PEME format
5. For Ratings, must provide Attestation Letter from the Compan

COP in Advance Training for Chemical Tanker Cargo Operations (ATCTCO)

1. COP in ATCTCO
2. 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, if expired COP in ATCTCO or if applicant does not meet the required seagoing service.
3. SIRB First page and entries
4. Valid Medical Certificate in PEME format
5. For Ratings, must provide Attestation Letter from the Compan

COP in Basic Training for Liquefied Gas Tanker Cargo Operations (BTLGTCO)

1. COP in BTLGTCO
2. 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** Certificate of Training Completion in BTLGTCO, if expired COP in BTLGTCO or if applicant does not meet the required seagoing service.
3. SIRB First page and entries
4. Valid Medical Certificate in PEME format

COP in Basic Training for Service on Ships Subject to the IGF Code

1. Certificate of Training Completion on Refresher in Basic Training for Service on Ships subject to the IGF Code.
2. SIRB/SRB first page
3. Valid Medical Certificate in PEME format

COP in Advance Training for Service on Ships Subject to the IGF Code

1. COP in Advance Training for Service on Ships Subject to the IGF Code
2. Certificate of Training Completion on Refresher in Advanced Training for Service on Ships subject to the IGF Code.
3. Valid Medical Certificate in PEME format

COP in Basic Training for Ships Operating in Polar Waters

1. COP in Basic Training for Ships Operating in Polar Waters
2. 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** Evidence of passing the assessment in an approved Basic Training for Ships Operating in Polar Waters, **OR** Certificate of Training Completion in Basic Training for Ships Operating in Polar Waters
3. Valid Medical Certificate in PEME format
4. SIRB/SRB first page and entries



COP in Advance Training for Ships Operating in Polar Waters

- 1. COP in Basic Training for Ships Operating in Polar Waters
- 2. Certificate of Training Completion in Advance Training for Ships Operating in Polar Waters
- 3. Valid Medical Certificate in PEME format
- 4. SIRB/SRB first page and entries

FOR REPLACEMENT OF COC:

- 1. Duly notarized Affidavit in case of lost or damaged COC or if the COC has wrong information entry.
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.
- 2. In case the seafarer is onboard ship:
 - letter from the concerned manning agency / crewing agency / shipping company requesting for the replacement of the COC duly signed by authorized official;
 - Affidavit of Loss or Damage
 - employment contract approved by the POEA;
 - OEC
 - Oath of undertaking; and
 - ship's crew list.

For **expedite application**, the following shall be uploaded/submitted as additional requirements aside from the corresponding documentary requirements on each COP or COC by the applicant-seafarer:

- Letter-request for Expedite from manning agency;
- Confirmed Flight Ticket;
- POEA-approved employment contract; and
- Overseas Employment Certificate (OEC) from the POEA.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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1	<p>1. Upload in the MARINA Integrated Seafarers Management Online (MISMO) System all necessary documentary requirements for the appropriate Certificate the seafarer-applicant is applying for.</p> <p>2. The seafarer-applicants receives an acknowledgement text message from MARINA</p> <p>3. The seafarer-applicant will receive a text message from MARINA whether his application is approved or has a deficiency/ies to comply with.</p> <p>4. If the seafarer did not meet the required documents, his/her application will be rejected and he/she will receive a text message requiring to comply the deficiency/ies. If the application is approved, the</p>	<ul style="list-style-type: none"> ➤ Checks the completeness of the required documents and details of information. ➤ Checks the uploaded documentary evidence of the partner institutions (MTIs, Manning/Shipping Company and DOH). ➤ Verifies the status or records of the applicant-seafarers from the CMS system to check whether their existing documents are still valid and not tagged with "On Hold" status, which the applicant-seafarer may be required to resolve / address first before his/her application will be accepted for processing. ➤ Prepares Incident report/Memorandum Report in case of seafarer with alleged fraudulent documents, for signature of immediate superior prior endorsement to Legal Division, STCW Office. ➤ In case the online evaluator forwarded the application for verification of domestic Certificate of Seagoing Service, the Designated Verifier shall verify the authenticity and validity of the forwarded Certificate. 	P1,030.00 for each COC, P230.00 for each COP	10 minutes	MIDS II, MIDS I, Admin Assistant III, Designated Seagoing Service Certificate Verifier, Designated Online and Final Evaluator
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	<p>seafarer-applicant sets an appointment for the schedule and location through his MISMO Account for final evaluation and release of COP/s.</p>	<ul style="list-style-type: none"> ➤ If the application and documents are complete, click the “Approved application” button and the applicant-seafarer will receive a text message that he/she may set an appointment and make the corresponding payment at authorized payment centers. ➤ If the seafarer did not meet the required documents, his/her application will be rejected and he/she will receive a text message requiring to comply the deficiency/ies. 			
2	<p>1. The seafarer-applicant will proceed to the venue on the schedule he chose through his MISMO account and present all original documents he uploaded from his application.</p> <p>2. The applicant Seafarer will proceed to the releasing counter and wait for the release of his COP</p>	<ul style="list-style-type: none"> ➤ Further ensures the authenticity and completeness of the original documentary requirements presented by the applicant-seafarer and validate vis-à-vis the documents or information provided in his/her MISMO account. ➤ If the documents are compliant, selects the button of the particular certificate (COP / COC/ Documentary Evidence) being applied for by the seafarer, and encode the following: <ul style="list-style-type: none"> - date of issuance; 		15 minutes	MIDS II, MIDS I, Designated Final Evaluator

	<p>3. For BT and SDSD: The applicant Seafarer will proceed directly to the releasing counter on the day of his appointment date and wait for the release of his COP</p>	<ul style="list-style-type: none"> - date of expiration (<i>if there is no expiration, the “unlimited” term should be entered in the date of expiry</i>); - the capacity of the seafarer (if applicable); - the correct Regulation number; and - Date of Birth of the seafarer. <p>➤ If approved, instructs the applicant seafarer to proceed to the releasing counter and wait for the release of his COP. Click the “Accept Application” button to transmit/forward the application of the seafarer to the MISMO Account of Printing staff.</p> <p>➤ If failure to meet the required documents, inform the seafarer to comply the deficiency/ies.</p> <p>➤ After compliance with the deficiency/ies, the applicant-seafarer shall re-upload/submit appropriate documents together with his application in the MISMO system and proceed to the concerned Final Evaluator for evaluation.</p>			
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		<p>➤ In case of any alleged fraudulent document, prepare Incident report/Memorandum Report, for signature of immediate supervisor prior to endorsement to Legal Division.</p> <p>➤ Once approved, click the “Accept Application” button.</p> <p><u>Expedite and Onboard Application (Manning Agency)</u></p> <p>The procedures for expedite or onboard processing of applications shall be the same with the procedures for regular processing of applications except that Company Representative (not the LOs) is allowed to transact/facilitate this type of application in effect to the MARINA Advisory No. 2021-12.</p> <p>For onboard application, the following shall be uploaded / submitted:</p> <ul style="list-style-type: none"> - POEA-approved employment contract; - Crew List as evidence that the applicant-seafarer is currently serving onboard international ship. 			
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		<ul style="list-style-type: none"> - Duly notarized Affidavit or Oath of Undertaking or Certification from the shipping company/manning agency - Overseas Employment Certificate (OEC) from the POEA - Authorization letter from seafarer and company authorizing the company representative / regular employee 			
3	1. The applicant Seafarer will wait for the release of his COP	<ul style="list-style-type: none"> ➤ Checks the name of seafarer and the certificate/s to be printed. ➤ Selects the Certificate to be printed, and encode the serial number of the blank certificate to be used and click “generate” tab. ➤ Clicks the “preview” tab to check the details of the generated certificate/s. ➤ If there is no correction, print the certificate/s and click the “Confirm for Release” button. Otherwise, the name of the seafarer and the image of printed certificate/s will not appear in the MISMO account of the designated Validator. 		5 mins (per certificate)	Printing Staff

		<ul style="list-style-type: none"> ➤ If there is a need for correction, the designated printing staff will coordinate with the final evaluator before “re-generating” the certificate/s ➤ Print the Certificate. ➤ Endorse to the Designated Validator. 			
4	The applicant Seafarer will wait for the release of his COP	<ul style="list-style-type: none"> ➤ Counter check the MISMO system image of the COP against the printed COP particularly the photograph of seafarer. ➤ Check the correctness of the information details in the certificates. ➤ Check the quality of the printed certificate/s. ➤ Click the “validate” and “confirm” buttons in the MISMO account of the designated validator ➤ Endorse to Designated Releasing Staff 		5 mins (per certificate)	Validator
5	The applicant Seafarer will wait for the release of his COP	<ul style="list-style-type: none"> ➤ Check if the name of the seafarer appears in the MISMO Releasing Account. 		10 minutes	Releasing Staff



		<ul style="list-style-type: none">➤ Stamp dry seal on the top of the signatory's name and signature and "Documentary Stamp Tax" at the back of the COP.➤ Release certificate/s to seafarer/Liaison Officer and require them to log their name, COP serial number and signature on the log book.➤ Click the "Release Button"			
END OF TRANSACTION				TOTAL: One (1) working day	



B.2.3 Issuance, Revalidation and Replacement of MARINA License (Professional ID)

Office/Division:	Certification Division, STCW Office (SM Manila Satellite Office)
Classification:	Simple Transaction
Type of Transaction:	G2B – Government to Client
Who may avail:	Filipino Seafarers
CHECKLIST OF REQUIREMENTS	
Issuance/ Revalidation	
<ol style="list-style-type: none">1. Theoretical Examination and Practical Assessment (for new passer)2. COC3. Old PRC ID or MARINA ID or PRC Board Certificate4. SRN5. One (1) Picture Passport-sized w/ white background with appropriate shoulder board	
Instructor	
<ol style="list-style-type: none">1. Certificate of Employment from school/ Training Center (Indicating the Subjects and Duration of Teaching)2. PRC ID or Board Certificate3. Interim Accreditation as Instructor (For Training Center Instructor)4. ID from Maritime Training/School Institution5. SRN6. One (1) Picture Passport-sized w/ white background with appropriate shoulder board	
Domestic	
<ol style="list-style-type: none">1. DCOC or PRC ID or Board Certificate2. Company Sea Service Certificate or SIRB	



3. SRN 4. One (1) Picture Passport-sized w/ white background with appropriate shoulder board					
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	<p>1. Upload in the MARINA Integrated Seafarers Management Online (MISMO) System all necessary documentary requirements for MARINA ID (Professional ID)</p> <p>2. If the seafarer did not meet the required documents, his/her application will be rejected and he/she will receive a text message requiring to comply the deficiency/ies. If the application is approved, the seafarer-applicant sets an appointment for the schedule and location through his MISMO Account for final evaluation and release of COP/s.</p>	<p>➤ Checks the completeness of the required documents and details of information.</p> <p>➤ Verifies the status or records of the applicant-seafarers from the CMS system to check whether their existing documents are still valid and not tagged with “On Hold” status, which the applicant-seafarer may be required to resolve / address first before his/her application will be accepted for processing.</p> <p>➤ Prepares Incident report/Memorandum Report in case of seafarer with alleged fraudulent documents, for signature of immediate superior prior endorsement to Legal Division, STCW Office.</p> <p>➤ If the application and documents are complete, click the “Accept Application”. And then click next the “Approved” tab.</p> <p>➤ If the application is not compliant clicks the “Reject Application” button, and indicate the</p>	P 300.00	10 minutes	Designated Evaluator



		reason on the comment box. Advises the seafarer-applicant to resubmit his/her application in the MISMO once he/ she has complied the noted deficiency/s.			
2.	Seafarer-applicant will proceed to the venue on the schedule he chose through his MISMO account and present all original documents he uploaded from his application. If approve, the applicant-seafarer has to settle the corresponding payment.	➤ If there is no correction Prints the MARINA License (Professional ID) then click “confirm” tab. Otherwise, the name if the seafarer will not appear in the MISMO account of the designated Releasing Staff.		10 minutes	
3.	The applicant Seafarer will proceed to the releasing counter and wait for the release of his MARINA ID (Professional ID)	➤ Type the name of the seafarer then check the details in the MISMO vis- à-vis the printed MARINA I.D ➤ Clicks the “Release Button”.		5 minutes	
END OF TRANSACTION				TOTAL: 25 minutes	



II B.2.4 ISSUANCE OF DOMESTIC CERTIFICATE OF COMPETENCY (DCOC)

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

Office/Division:	MRO - MDS	
Classification:	Simple Transaction	
Type of Transaction:	G2B – Government to Client	
Who may avail:	Seafarers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
New Application		
1. Duly accomplished application form		1. MARINA
2. Valid Medical Certificate		2. DOH Accredited Clinics
3. SIRB/SIB/SRB with pertinent sea service pages or Certificate of Sea Service		3. Applicant
4. Training Certificates (original to be presented)		4. Applicant/Training Center
5. CMP/ PRC/ COC or proof of passing (Theoretical and Practical Assessment) for officers		5.MARINA/ PRC
Renewal/Lost		
1. Duly accomplished application form		1.MARINA
2. Valid Medical Certificate		2. DOH Accredited Clinics
3. SIRB/SIB/SRB with pertinent sea service pages or Certificate of Sea Service		3. Applicant



4. Training Certificates (original to be presented) 5. CMP/ PRC/ COC or proof of passing (Theoretical and Practical Assessment) for officers 6. Old DCOC (Renewal) 7.Duly notarized affidavit of loss (lost) or submission of damaged certificate (if necessary)				4. Applicant/Training Center 5. MARINA/ PRC 6.Applicant 7.Applicant		
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	. PROCEED TO MDS and submit application and requirements	1	Checks completeness of documentary requirements. Verify authenticity of documents presented. <u>IF EMAIL:</u>	Regular - 800.00 Expedite - 1,500.00	1 hour	Evaluator
1.1	IF EMAIL (see DCOC) Sends CMP Examination request thru the official	1.1	Acknowledges receipt of email and forwards the email to the Evaluator <u>IF INCOMPLETE:</u> Informs the client of lacking requirements. If sent through email, advise applicants to present original documents			Secretary
						Evaluator

	email address of the office.					
2	Present original documents		Issues Authority to Accept Payment (ATAP)			
3	Pays the corresponding processing fee	3.	Receives payment and issued Official Receipt (OR)		10 minutes	Cashier
4	Returns the application to MDS for processing	4.1	Receives paid application and advise applicant to return on the indicated date at the back of the		1 day	MDS
		4.2	Assigns blank certificate and forwards to encoder.			
		4.3	Encodes data of applicant and prints Certificate. Forwards application to Section Head for review			
		4.4	Section Head reviews entries in the Certificate, if in order affixes initial and forwards application to RD, if not in order returns application to encoder for correction			
		4.5	If application is in order, RD affixes signature, if not returns application to MDS for correction			RD
5	Presents OR with valid ID to	5.1	Checks ID and OR of applicant. Presents the certificate to applicant for checking, if in order		10 minutes	Releasing Officer



	releasing counter		applicant signs logbook confirming receipt of Certificate, if not in order returns back to the encoder			
END OF TRANSACTION					1 day, 1 hour and 20 minutes	



II B.3.1 ISSUANCE OF CERTIFICATE OF MARINE PROFESSION (CMP)

MC No. 2012-03

Office/Division:	MRO - MDS	
Classification:	Simple Transaction	
Type of Transaction:	G2B – Government to Client	
Who may avail:	Seafarers who will act as officers on board 500GT and below and 750 kw and below	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Major Patron License 1. Passed the Written and Oral Examination 2. College Diploma / BSMT 3. Transcript of Records 4. Seafarers Identification and Record Book (SIRB)/ Seafarer’s Record Book (SRB) 5. Valid NBI Clearance 6. Passport size picture 7. Valid Medical Certificate 8. One (1) year sea service as MIP on board ships below 250 GT 9. Documentary Stamps 10. Affidavit of Loss, as applicable		Applicant
Minor Patron License 1. Passed the Written and Oral Examination 2. College Diploma / AMT 3. Transcript of Records		Applicant



<p>4.Seafarers Identification and Record Book (SIRB)/ Seafarer’s Record Book (SRB)</p> <p>5.Valid NBI Clearance</p> <p>6. Passport size picture</p> <p>7. Valid Medical Certificate</p> <p>8. One (1) year sea service as BC 3 on board ships below 100 GT</p> <p>9. Documentary Stamps</p> <p>10 Affidavit of Loss, as applicable</p> <p>Boat Captain 3 License</p> <p>1. Passed the Written and Oral Examination</p> <p>2.College Diploma / AMT / SRC</p> <p>3. Transcript of Records</p> <p>4.Seafarers Identification and Record Book (SIRB)/ Seafarer’s Record Book (SRB)</p> <p>5.Valid NBI Clearance</p> <p>6. Passport size picture</p> <p>7. Valid Medical Certificate</p> <p>8. One (1) year sea service as BC 3 on board ships below 35 GT</p> <p>9. Documentary Stamps</p> <p>10. Affidavit of Loss, as applicable</p> <p>Boat Captain 2 License</p> <p>1. Passed the Written and Oral Examination</p> <p>2.High School Diploma / SRC</p> <p>3. Seafarers Identification and Record Book (SIRB)/ Seafarer’s Record Book (SRB)/ Seafarers Identification Booklet (SIB)</p> <p>4.Valid NBI Clearance</p>	<p>Applicant</p> <p>Applicant</p>
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5. Passport size picture
6. Valid Medical Certificate
7. One (1) year sea service as BC 1 on board ships below 15 GT
8. Documentary Stamps
9. Affidavit of Loss, as applicable

Boat Captain 1 License

1. Passed the Oral Examination
2. Must be able to read and write
3. Seafarers Identification Booklet (SIB)
4. Valid NBI Clearance
5. Passport size picture
6. Valid Medical Certificate
7. Two (2) years sea service on board ship of any capacity
8. Documentary Stamps
9. Affidavit of Loss, as applicable

Marine Diesel Mechanic 2

1. Passed the Written and Oral Examination
2. College Diploma / BS MarE
3. Transcript of Records
4. Seafarers Identification and Record Book (SIRB)/ Seafarer's Record Book (SRB)
5. Valid NBI Clearance
6. Passport size picture
7. Valid Medical Certificate
8. One (1) year sea service as Marine Diesel Mechanic 1 on board ships with engine propulsion of below 500 kw

Applicant

Applicant



- 9. Documentary Stamps
- 10. Affidavit of Loss, as applicable

Marine Diesel Mechanic 1

- 1. Passed the Written and Oral Examination
- 2.College Diploma / BS MarE
- 3. Transcript of Records
- 4. Seafarers Identification and Record Book (SIRB)/ Seafarer’s Record Book (SRB)
- 5.Valid NBI Clearance
- 6. Passport size picture
- 7. Valid Medical Certificate
- 8. One (1) year sea service as Motorman on board ships with engine propulsion of below 250 kw
- 9. Documentary Stamps
- 10. Affidavit of Loss, as applicable

Motorman

- 1. Passed the Oral Examination
- 2. High School Diploma
- 3. Seafarers Identification and Record Book (SIRB)/ Seafarer’s Record Book (SRB)/ SIB
- 5.Valid NBI Clearance
- 6. Passport size picture
- 7. Valid Medical Certificate
- 8. One (1) year sea service as on board ships with engine propulsion of any capacity
- 9. Documentary Stamps

Applicant

Applicant



10. Affidavit of Loss, as applicable						
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	. PROCEED TO MDS and submit application and requirements	1	Checks completeness of documentary requirements. Verify authenticity of documents presented. <u>IF EMAIL:</u>	Issuance of CMP - P1,000.00	5 minutes	Evaluator
1.1	IF EMAIL Send to the email address of the MRO you wish to apply. (see directory)	1.1	Acknowledges receipt of email and forwards the email to the concerned section			Secretary
2	Present original documents	2.1	Evaluates and checks compliance with the qualifications and completeness of documentary requirements. Indicates the CMP category being applied for.		30 minutes	Evaluator
		2.2	If complete, prepares and issued Authority to Accept Payment (ATAP), If incomplete returns to		5 minutes	Evaluator



			applicant for completion			
3	Pays the corresponding processing fee	3.	Receives payment and issued Official Receipt (OR)		10 minutes	Cashier
4	Returns the application to MDS for processing	4.1	Receives paid application and advise applicant to return on the indicated date at the back of the		20 minutes	Evaluator
		4.2	Assigns blank certificate and forwards to encoder.			
		4.3	Encodes data of applicant and prints Certificate. Forwards application to Section Head for review		10 minutes	
		4.4	Section Head reviews entries in the Certificate, if in order affixes initial and forwards application to RD, if not in order returns application to encoder for correction			
		4.5	If application is in order, RD affixes signature, if not returns application to MDS for correction		10 minutes	RD
5	Presents OR with valid ID to releasing counter	5.1	Checks ID and OR of applicant. Presents the certificate to applicant for checking, if in order applicant signs logbook confirming receipt of Certificate, if not in order returns back to the encoder		10 minutes	Releasing Officer
END OF TRANSACTION					1 hour and 40 minutes	



II B.3.2 ISSUANCE OF CERTIFICATE OF MARINE PROFESSION (CMP) ID

MC No. 2012-03

Office/Division:	MRO - MDS	
Classification:	Simple Transaction	
Type of Transaction:	G2B – Government to Client	
Who may avail:	Seafarers who will act as officers on board 500GT and below and 750 kw and below	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Major Patron License 1. Passed the Written and Oral Examination 2. College Diploma / BSMT 3. Transcript of Records 4. Seafarers Identification and Record Book (SIRB)/ Seafarer's Record Book (SRB) 5. Valid NBI Clearance 6. Passport size picture 7. Valid Medical Certificate 8. One (1) year sea service as MIP on board ships below 250 GT 9. Documentary Stamps 10. Affidavit of Loss, as applicable		Applicant
Minor Patron License 1. Passed the Written and Oral Examination 2. College Diploma / AMT		Applicant



- 3. Transcript of Records
- 4.Seafarers Identification and Record Book (SIRB)/ Seafarer’s Record Book (SRB)
- 5.Valid NBI Clearance
- 6. Passport size picture
- 7. Valid Medical Certificate
- 8. One (1) year sea service as BC 3 on board ships below 100 GT
- 9. Documentary Stamps
- 10 Affidavit of Loss, as applicable

Boat Captain 3 License

- 1. Passed the Written and Oral Examination
- 2.College Diploma / AMT / SRC
- 3. Transcript of Records
- 4.Seafarers Identification and Record Book (SIRB)/ Seafarer’s Record Book (SRB)
- 5.Valid NBI Clearance
- 6. Passport size picture
- 7. Valid Medical Certificate
- 8. One (1) year sea service as BC 3 on board ships below 35 GT
- 9. Documentary Stamps
- 10. Affidavit of Loss, as applicable

Boat Captain 2 License

- 1. Passed the Written and Oral Examination
- 2.High School Diploma / SRC
- 3. Seafarers Identification and Record Book (SIRB)/ Seafarer’s Record Book (SRB)/ Seafarers Identification Booklet (SIB)

Applicant

Applicant



4. Valid NBI Clearance
5. Passport size picture
6. Valid Medical Certificate
7. One (1) year sea service as BC 1 on board ships below 15 GT
8. Documentary Stamps
9. Affidavit of Loss, as applicable

Boat Captain 1 License

1. Passed the Oral Examination
2. Must be able to read and write
3. Seafarers Identification Booklet (SIB)
4. Valid NBI Clearance
5. Passport size picture
6. Valid Medical Certificate
7. Two (2) years sea service on board ship of any capacity
8. Documentary Stamps
9. Affidavit of Loss, as applicable

Marine Diesel Mechanic 2

1. Passed the Written and Oral Examination
2. College Diploma / BS MarE
3. Transcript of Records
4. Seafarers Identification and Record Book (SIRB)/ Seafarer's Record Book (SRB)
5. Valid NBI Clearance
6. Passport size picture
7. Valid Medical Certificate
8. One (1) year sea service as Marine Diesel Mechanic 1 on board ships with

Applicant

Applicant



engine propulsion of below 500 kw 9. Documentary Stamps 10. Affidavit of Loss, as applicable	Applicant
Marine Diesel Mechanic 1 1. Passed the Written and Oral Examination 2.College Diploma / BS MarE 3. Transcript of Records 4. Seafarers Identification and Record Book (SIRB)/ Seafarer's Record Book (SRB) 5.Valid NBI Clearance 6. Passport size picture 7. Valid Medical Certificate 8. One (1) year sea service as Motorman on board ships with engine propulsion of below 250 kw 9. Documentary Stamps 10. Affidavit of Loss, as applicable	Applicant
Motorman 1. Passed the Oral Examination 2. High School Diploma 3. Seafarers Identification and Record Book (SIRB)/ Seafarer's Record Book (SRB)/ SIB 5.Valid NBI Clearance 6. Passport size picture 7. Valid Medical Certificate 8. One (1) year sea service as on board ships with engine propulsion of any capacity	



9. Documentary Stamps 10. Affidavit of Loss, as applicable						
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	. PROCEED TO MDS and submit application and requirements	1	Checks completeness of documentary requirements. Verify authenticity of documents presented. <u>IF EMAIL:</u>	Issuance of CMP - P1,000.00	5 minutes	Evaluator
1.1	IF EMAIL Send to the email address of the MRO you wish to apply. (see directory)	1.1	Acknowledges receipt of email and forwards the email to the concerned section			Secretary
2	Present original documents	2.1	Evaluates and checks compliance with the qualifications and completeness of documentary requirements. Indicates the CMP category being applied for.		30 minutes	Evaluator
		2.2	If complete, prepares and issued Authority to Accept Payment (ATAP), If incomplete returns to		5 minutes	Evaluator



			applicant for completion			
3	Pays the corresponding processing fee	3.	Receives payment and issued Official Receipt (OR)		5 minutes	Cashier
4	Returns the application to MDS for processing	4.1	Receives paid application and advise applicant to return on the indicated date at the back of the		20 minutes	Evaluator
		4.2	Assigns blank certificate and forwards to encoder.			
		4.3	Encodes data of applicant and prints Certificate. Forwards application to Section Head for review			
		4.4	Section Head reviews entries in the Certificate, if in order affixes initial and forwards application to RD, if not in order returns application to encoder for correction		10 minutes	
5	Presents OR with valid ID to releasing counter	5.1	Checks ID and OR of applicant. Presents the certificate to applicant for checking, if in order applicant signs logbook confirming receipt of Certificate, if not in order returns back to the encoder		10 minutes	Evaluator
END OF TRANSACTION					1 hour and 15 minutes	



II B. SEAFARERS’ DOCUMENTATION

B.4.1 ISSUANCE OF SEAFARER’S IDENTIFICATION AND RECORD BOOK (SRB) FOR 35.01 GT AND ABOVE

SRB is issued to all Filipino seafarers and cadets/cadettes that serve as record of sea service of the holder onboard ships of 35GT and above for commercial vessel and 50 GT and above for fishing vessel in accordance with MC No. MD-2019-01.

Office/Division:	MRO - MDS	
Classification:	Simple Transaction	
Type of Transaction:	G2B – Government to Client	
Who may avail:	Seafarers, Manning Agencies, Shipping Companies and Other Maritime Entities Concerned	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
New Application 1. Birth Certificate on Security Paper (SECPA) or Passport 2. Valid NBI Clearance 3. Basic Training (BT) Certificate (Other trainings as applicable) 4. Transcript of Record/Diploma (as applicable) 5. Valid License for officer (OIC, CM,MM,C/E,2nd Engr.)		PSA/DFA NBI MTI SCHOOL MARINA
Renewal: 1. SRB 2. Valid NBI Clearance 3. Basic Training (BT) Certificate (Other trainings as applicable) 4. Valid License for officer (OIC, CM,MM,C/E,2nd Engr.)		MARINA NBI MTI MARINA
Loss or Damage: Duly Notarized Affidavit of Loss or Damage		



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Sets an appointment in the MARINA Online Appointment System (OAS) at http://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;	New/Re-issuance: SRB - P1,000.00 On-board with issued SID/On-board lost/Damage:SRB - P1,800.00	10 minutes	Evaluator (MDS)
		1.2	Reviews the summary information of his/her application;			
		1.3	Confirm his/her application by pressing/ clicking the submit button			
2	Proceeds to the recognized payment center or Bayad Center and present reference number and pay the corresponding fee. Receive email for confirmation of his/her application; Prints online appointment form to be presented to the MARINA Document	2	No Activity		10 minutes	Payment Center

	Screener on his/her chosen appointment schedule					
3	Proceeds to the MARINA Office and presents his application together with the confirmation slip, official receipt to the Data Capturing Machine (DCM) Evaluator with the required original documents for verification of authenticity.	3.1	The DCM Evaluator shall determine if the applicant is included in the watchlist, checks the biometric information as encoded/ provided by the applicant in the system. – If the applicant is included in the watchlist, the application will be requested to go to the Legal Service (LS) to acquire legal clearance.		30 minutes	Evaluator (MDS)
		3.2	Scanned the required documents if necessary.			
		3.3	Takes the live captured photograph of the applicant			
		3.4	Present to the applicant his/her application to review the details of information provided in the system are correct. - If correct, the applicant confirms his/her application by signing electronically.			

		3.5	<ul style="list-style-type: none"> - Else, the DCM Evaluator edits the personal information of the applicant. <p>Inform the applicant to wait for his/her SRB to be released.</p>			
		3.6	Transmit the processed application to the Reviewer for verification and approval			
4	<p>Waits for the result of application approval and biometric checking.</p> <p>If application is rejected or failed in biometric checking, applicant will be notified by MARINA else wait for the issuance of the SRB.</p>	4.1	Reviews the biometric and biographic data of the applicant and decides whether to approve or reject application.		30 minutes	Reviewer (MDS
		4.2	If approved, forwards the application to the System Verification.			
		4.3	. If rejected, application will return to the DCM. Step #3 will again be performed.			
		4.4	During verification, the system performs Automated Biometric Identification System (ABIS) which verifies the applicant's personal data and facial image through facial matching.			

		4.5	Once verified it will be forwarded to the Personalization system which is a system process step.			
		4.6	The system composes the applicant data that will be printed on the SRB according to standards.			
		4.7	The Printing/Laminating Operator prints the SRB through the Personalization system using the applicant's personalized data. The applicant SRB is verified on screen before printing.			
		4.8	Checks the quality and laminate of printing. Checks the quality and laminate of printing.			
		4.9	Once approved, forwards the SRB booklet to Electronic Quality Control by clicking approved in the system and forwards the same to the electronic control.			
		4.10	Scan the barcode of the SRB booklet approved by the manual quality control.			

		4.11	Once the information displayed on screen is correct, is displayed properly, click the button “Connect” then the button “Start Reading” will be enabled.			
		4.12	If there’s an error, it will pop-up a message regarding the error encountered.			
		4.13	One must complete this process to proceed for issuance.			
		4.14	Failing to pass the electronic QC will bring the data back to DCM for recapture.			
5	<p>When the Issuance counter calls the name of the applicant, he/she then checks the correctness of the SRB booklet.</p> <p>Once accepted, signs in electronically as</p>	5.1	Once SRB booklet passed the electronic quality control and is ready for release, the Releasing Officer calls the name of the applicant; the SRB is handed over to the seafarer for verification of correctness.		10 minutes	Releasing Officer (MDS)
		5.2	After acceptance, applicant signs electronically and the SRB is activated			



	proof of SRB booklet acceptance.		and will be now verifiable in the SID/SRB National Electronic Database.			
END OF TRANSACTION					2 hours & 20 mins per application	



B.4.2 Issuance of Seafarer’s Identity Document (SID)

The Seafarer Identity Document (SID) is issued by MARINA through the Online Appointment System (OAS) <https://sidsrb.marina.gov.ph> to all Filipino seafarers (any person who is employed or engaged or works in any capacity onboard as defined in MARINA MC MD 2019-01) as an international identity document under the ILO Convention 185 (revised 2003) as proof of its bearer’s eligibility for visa waiver and for his/her identification as genuine seafarer who may be entitled to transit with their passport at ports and border crossings, and to shore leave with visa.

Office/Division:	MRO - MDS	
Classification:	Simple Transaction	
Type of Transaction:	G2B – Government to Client	
Who may avail:	Seafarers, Manning Agencies, Shipping Companies and Other Maritime Entities Concerned	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
New Application 1. Birth Certificate on Security Paper (SECPA) or Passport 2. Valid NBI Clearance 3. Basic Training (BT) Certificate (Other trainings as applicable) 4. Transcript of Record/Diploma (as applicable) 5. Valid License for officer (OIC, CM,MM,C/E,2nd Engr.)		PSA/DFA NBI MTI SCHOOL MARINA
Renewal: 1. SRB 2. Valid NBI Clearance 3. Basic Training (BT) Certificate (Other trainings as applicable) 4. Valid License for officer (OIC, CM,MM,C/E,2nd Engr.)		MARINA NBI MTI MARINA
Loss or Damage: Duly Notarized Affidavit of Loss or Damage		



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Sets an appointment in the MARINA Online Appointment System (OAS) at http://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;	New/Re-issuance : P600.00 Onboard Application(lost or damages) P1,000.00	10 minutes	Evaluator (MDS)
		1.2	Reviews the summary information of his/her application;			
		1.3	Confirm his/her application by pressing/ clicking the submit button			
2	Proceeds to the recognized payment center or Bayad Center and present reference number and pay the corresponding fee. Receive email for confirmation of his/her application; Prints online appointment form to be presented to the MARINA Document Screener on his/her chosen appointment	2	No Activity		10 minutes	Payment Center

	schedule					
3	Proceeds to the MARINA Office and presents his application together with the confirmation slip, official receipt to the Data Capturing Machine (DCM) Evaluator with the required original documents for verification of authenticity.	3.1	<p>The DCM Evaluator shall determine if the applicant is included in the watchlist, checks the biometric information as encoded/ provided by the applicant in the system.</p> <p>– If the applicant is included in the watchlist, the application will be requested to go to the Legal Service (LS) to acquire legal clearance.</p>		30 minutes	Evaluator (MDS)
		3.2	Scanned the required documents if necessary.			
		3.3	Takes the live captured photograph of the applicant			
		3.4	<p>Present to the applicant his/her application to review the details of information provided in the system are correct.</p> <p>- If correct, the applicant confirms his/her application by signing electronically.</p> <p>- Else, the DCM Evaluator edits the</p>			

		3.5	personal information of the applicant. Inform the applicant to wait for his/her SRB to be released.			
		3.6	Transmit the processed application to the Reviewer for verification and approval			
4	<p>Waits for the result of application approval and biometric checking.</p> <p>If application is rejected or failed in biometric checking, applicant will be notified by MARINA else wait for the issuance of the SRB.</p>	4.1	<p>Reviews in the online system the biometric and biographic data 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). - If the Automated Biometric Identification System (ABIS) detects identical facial picture, the designated reviewer confirmed that it is identical, he/she will endorse it to Legal Services for appropriate action. - Or if ABIS detects identical facial picture and upon the assessment of the designated reviewer is not identical, he/she confirms the application 		30 minutes	Reviewer (MDS)

		4.2	Transmit the application to the Personalization System			
5	No Activity	5.1	The Printing/ Laminating Operator process application on cue in the personalization system		10 minutes	Releasing Officer (MDS)
		5.2	Clicks "File" then click the "Card Personalization".			
		5.3	The printing/ laminating operator checks the personal information of the applicant			
		5.4	The PLO checks the Transaction status			
		5.5	Checks the quality and laminate of the printed SID			
		5.6	Proceed to Manual Quality Control			
6.	No Activity	6.1	Using the MARINA SID Quality Control System, click on File then click the Manual Quality Control.		10 minutes	Manual Quality Control

		6.2	Check the Quality of Printing and Laminate (Front and Back)			Operator (MDS)
		6.3	Make sure all data are printed properly and print quality is ok.			
		6.4	Laminates should align with the card making sure that both side are properly laminated.			
		6.5	Proceed to the Electronic Quality Control		10 minutes	Electronic Quality Control Operator (MDS)
		6.6	Select SID as document type.			
		6.7	Scan the bar code of the SID Card. Once the information displayed on screen is correct, click the button "Connect" then the button "Start Reading" will be enabled.			
		6.8	If information displayed on the screen is the same as the information printed on the card press "Pass"; press "Failed" if otherwise.			
		6.9	If there's an error, a message will pop-up regarding the error encountered.			

		6.10	One must complete this process to proceed for issuance.			
		6.11	Failing to pass the electronic QC will bring the data back to DCM for recapture.			
7.	Logs on the releasing logbook and checks his SID card for correctness. Once accepted, signs in electronically as proof of SID Card acceptance	7.1	Click the Document Issuance in the System. Search name of seafarer. The SID is handed over to the seafarer for verification of correctness.		10 minutes	Releasing Officer (MDS)
		7.2	After verification and acceptance the applicant signs electronically, the SID is activated			
END OF TRANSACTION					2 hours & 20 mins per application	



B.4.3 Issuance of Seafarer’s Identification Booklet (SIB)

MC 2010-02

Office/Division:	MRO - MDS	
Classification:	Simple Transaction	
Type of Transaction:	G2B – Government to Client	
Who may avail:	Seafarers on ships 35GT and below	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
New Application 1. Birth Certificate on Security Paper (SECPA) or Passport 2. Valid NBI /Police Clearance/Barangay Certificate 3. Basic Training (BT) Certificate (Other trainings as applicable) 4. Transcript of Record/Diploma (as applicable) 5. Valid License for officer 6. Sea Service 7. Medical Certificate		PSA/DFA NBI/PNP/BRGY MTI SCHOOL MARINA RHU/CLINIC
Renewal: 1. SIB 2. Valid NBI/ Police Clearance / Barangay Clearance 3. Basic Training (BT) Certificate (Other trainings as applicable) 4. Valid License for officer 5. Sea Service 6. Medical Certificate		MARINA NBI/PNP/BRGY MTI MARINA RHU/CLINIC
Loss or Damage: Duly Notarized Affidavit of Loss or Damage		



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	PROCEED to MDS and submit application with complete doc requirements IF EMAIL: Send to the email address of the MRO you wish to apply. (see directory)	1	Checks completeness of documentary requirements. Evaluates the authenticity and validity of documentary requirements IF EMAIL: Acknowledge receipt of the email and forward email to the concerned Section	Reg - 350.00	5 minutes	Evaluator Secretary
2	Fills out Application Form and prepare necessary documents. Submits scanned copy of necessary documents thru MDS email address	2 2.1	Evaluates and checks compliance with the qualifications and completeness of documentary requirements. If complete, prepares and issued Authority to Accept Payment (ATAP), If incomplete returns to applicant for completion		20 mins 5 minutes	Evaluator Evaluator
3	Pays the corresponding processing fee	3.1	Receives payment and issued Official Receipt (OR)		10 minutes	Cashier



4	Returns the application to MDS for processing	4.1	Receives paid application and advise applicant to return on the indicated date at the back of the OR		20 minutes	MDS
		4.2	Assigns blank booklet and forwards to encoder.			
		4.3	Encodes data of applicant and prints Booklet. Forwards application to Section Head for review			
		4.4	Section Head reviews entries in the Booklet, if in order forwards application to RD, if not in order returns application to encoder or correction		10 minutes	MDS
		4.5	4.5 If application is in order, RD affixes counter- signature, if not returns application to MDS for correction		10 minutes	RD
5	Presents OR with valid ID to releasing counter	5.1	Checks ID and OR of applicant. Presents the certificate to applicant for checking, if in order applicant signs logbook confirming receipt of Certificate, if not in order returns back to the encoder		10 minutes	MDS
END OF TRANSACTION					1 hour & 30 minutes	



B.4.4 Issuance of MARINA ID

MC No. 2016-09 and MC No. 2018-1

Office/Division:		MRO - MDS				
Classification:		Simple Transaction				
Type of Transaction:		G2B – Government to Client				
Who may avail:		Deck and Engine Officers				
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE		
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	File an application online thru MISMO, upload all documentary requirements, submit application, select venue and set an appointment for final evaluation	1	None	Reg - 350.00		Applicant
2	Proceed to the selected venue on the date of appointment and bring original documents uploaded thru MISMO	2.1	Evaluates requirements, if in order, captures photo, e-signature and approves application.		Depends on the applicant	



3	Proceed to accredited payment center	3.1	Once payment is reflected in the application, the printing staff prints the ID		20 minutes	STCW
4	Presents ID to the releasing counter and signs on logbook confirming receipt of ID	4.1	Presents ID to applicant for checking on its correctness and let applicant sign on logbook for confirmation, if found with error application is returned to encoder for correction		10 minutes	STCW
END OF TRANSACTION					35 minutes	

II C. FRANCHISING / PERMIT TO OPERATE

C.1.1.1-1.5 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

RA No. 9295

Office/Division:	Franchising Section / MROs		
Classification:	Complex Transaction		
Type of Transaction:	G2B – Government to Business		
Who may avail:	Domestic ship owners/operators (CPC Grantees)		
ISSUANCE OF CERTIFICATE OF PUBLIC CONVENIENCE / REVALIDATION			
<u>Liner Service</u> <i>Steel-Hulled</i> <ul style="list-style-type: none">• 100GT and below - 2,300.00• 101GT-250GT - 4,700.00• 251GT-500GT - 16.00/GT or minimum of P7,000.00• Above 500GT - 16.00/GT or minimum of P9,400.00 <i>Wooden-Hulled</i>	<u>Tramping Service</u> <i>Steel-Hulled</i> <ul style="list-style-type: none">• 100GT and Below - 2,800.00• 101GT-250GT - 5,600.00• 251GT-500GT - 18.00/GT or minimum of P8,400.00• Above 500GT - 18.00/GT or minimum of P11,232.00	PETITION FOR APPROVAL / CONFIRMATION OF THE SALE, TRANSFER AND CONVEYANCE OF SHIPS COVERED BY ACPC Sale and Transfer of Ships <i>Steel-Hulled</i> <ul style="list-style-type: none">• 100GT and Below - 1,900.00• 101GT-250GT - 3,700.00• 251GT-500GT - 5,600.00• Above 500GT - 7,500.00 <i>Wooden-Hulled</i>	

<ul style="list-style-type: none"> Below 35GT - 1,000.00 35GT-100GT - 1,600.00 101GT-250GT - 1,900.00 251GT-500GT - 7.80/GT or minimum of P3,700.00 Above 500GT - 9.60/GT or minimum of 5,600.00 	<p><i>Wooden-Hulled</i></p> <ul style="list-style-type: none"> Below 35GT - 1,000.00 35GT-100GT - 1,600.00 101GT-250GT - 1,900.00 251GT-500GT - 7.80/GT or minimum of P3,700.00 Above 500GT - 9.60/GT or min 5,600.00 	<ul style="list-style-type: none"> less than 35GT - 800.00 35GT-100GT - 900.00 101GT-250GT - 1,900.00 251GT-500GT - 3,700.00 Above 500GT - 5,600.00
RENEWAL/EXTENSION OF CPC		PETITION FOR ISSUANCE / AMENDMENT OF CPC EXEMPTIONS EXCLUSIVELY FOR COMPANY USE
<p>Liner Service</p> <p><i>Steel-Hulled</i></p> <ul style="list-style-type: none"> 100GT and below - 2,100.00 101GT-250GT - 4,200.00 251GT-500GT - 16.00/GT or minimum of P6,300.00 Above 500GT - 16.00/GT or minimum of P8,400.00 <p><i>Wooden-Hulled</i></p> <ul style="list-style-type: none"> Below 35GT - 1,000.00 35GT-100GT - 1,600.00 101GT-250GT - 1,900.00 251GT-500GT - 7.80/GT or minimum of P3,700.00 Above 500GT - 9.60/GT or minimum of 5,600.00 	<p>Tramping Service</p> <p><i>Steel-Hulled</i></p> <ul style="list-style-type: none"> 100GT and Below - 2,600.00 101GT-250GT - 5,200.00 251GT-500GT - 16.50/GT or minimum of P7,700.00 Above 500GT - 16.50/GT or minimum of P11,200.00 <p><i>Wooden-Hulled</i></p> <ul style="list-style-type: none"> Below 35GT - 1,000.00 35GT-100GT - 1,600.00 101GT-250GT - 1,900.00 251GT-500GT - 7.80/GT or minimum of P3,700.00 Above 500GT - 9.60/GT 	<p>Exemption from CPC (Company Use)</p> <p><i>Steel-Hulled</i></p> <ul style="list-style-type: none"> 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 <p><i>Wooden-Hulled</i></p> <ul style="list-style-type: none"> less than 35GT - 1,000.00 35GT-100GT - 1,400.00 101GT-250GT - 2,800.00 251GT-500GT - 4,200.00 Above 500GT - 12.00/GT or minimum of P5,600.00

	or minimum of 5,600.00	
AMENDMENT OF CERTIFICATE OF PUBLIC CONVENIENCE(CPC)		
A. Change in Sailing Frequencies / Schedule of Trips <i>Steel-Hulled</i> <ul style="list-style-type: none"> 100GT and Below - 1,400.00 101GT-250GT - 2,800.00 251GT-500GT - 4,200.00 Above 500GT - 5,600.00 <i>Wooden-Hulled</i> <ul style="list-style-type: none"> Below 35GT - 1,000.00 35GT-100GT - 1,600.00 101GT-250GT - 1,900.00 251GT-500GT - 3,700.00 Above 500GT - 5,600.00 	B. Permanent Addition or Deletion of a Route / Port/ Link <i>Steel Hulled (per route/port/link)</i> <ul style="list-style-type: none"> 100GT and Below - 1,400.00 101GT-250GT - 2,800.00 251GT-500GT - 4,200.00 Above 500GT - 5,600.00 <i>Wooden-Hulled (per route/port/link)</i> <ul style="list-style-type: none"> Below 35GT - 1,000.00 35GT-100GT - 1,600.00 101GT-250GT - 1,900.00 251GT-500GT - 3,700.00 Above 500GT - 5,600.00 	C. Permanent Addition / Reduction or Dropping / Replacement of Ship / Fleet <i>Steel-Hulled</i> <ul style="list-style-type: none"> 100GT and Below - 1,400.00 101GT-250GT - 2,800.00 251GT-500GT - 4,200.00 Above 500GT - 5,600.00 <i>Wooden-Hulled</i> <ul style="list-style-type: none"> Below 35GT - 1,000.00 35GT-100GT - 1,600.00 101GT-250GT - 1,900.00 251GT-500GT - 3,700.00 Above 500GT - 5,600.00
D. Change in Ship's Name <i>Steel-Hulled</i> <ul style="list-style-type: none"> 100GT and Below - 1,400.00 101GT-250GT - 2,800.00 251GT-500GT - 4,200.00 Above 500GT - 5,600.00 <i>Wooden-Hulled</i>	E. Change in Type of Cargo to be Carried <i>Steel-Hulled</i> <ul style="list-style-type: none"> 100GT and Below - 1,400.00 101GT-250GT - 2,800.00 251GT-500GT - 4,200.00 Above 500GT - 5,600.00 	F. Change in Type of Hull of the Ship and Other Ship Particulars <i>Steel-Hulled</i> <ul style="list-style-type: none"> 100GT and Below - 1,400.00 101GT-250GT - 2,800.00 251GT-500GT - 4,200.00 Above 500GT - 5,600.00 <i>Wooden-Hulled</i>



<ul style="list-style-type: none">Below 35GT or less - 1,000.0035GT-100GT - 1,600.00101GT-250GT - 1,900.00251GT-500GT - 3,700.00Above 500GT - 5,600.00		<i>Wooden-Hulled</i> <ul style="list-style-type: none">Below 35GT or less - 1,000.0035GT-100GT - 1,600.00101GT-250GT - 1,900.00251GT-500GT - 3,700.00Above 500GT - 5,600.00	<ul style="list-style-type: none">Below 35GT or less - 1,000.0035GT-100GT - 1,600.00101GT-250GT - 1,900.00251GT-500GT - 3,700.00Above 500GT - 5,600.00
G. Change in the Contract Period of Bareboat Chartered Ships <i>Steel-Hulled</i> <ul style="list-style-type: none">100GT and Below - 1,400.00101GT-250GT - 2,800.00251GT-500GT - 4,200.00Above 500GT - 5,600.00 <i>Wooden-Hulled</i> <ul style="list-style-type: none">Below 35GT or less - 1,000.0035GT-100GT - 1,600.00101GT-250GT - 1,900.00251GT-500GT - 3,700.00Above 500GT - 5,600.00		H. Other Type of Amendment <i>Steel-Hulled</i> <ul style="list-style-type: none">100GT and Below - 1,400.00101GT-250GT - 2,800.00251GT-500GT - 4,200.00Above 500GT - 5,600.00 <i>Wooden-Hulled</i> <ul style="list-style-type: none">Below 35GT or less - 1,000.0035GT-100GT - 1,600.00101GT-250GT - 1,900.00251GT-500GT - 3,700.00Above 500GT - 5,600.00	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	

JURISDICTIONAL, QUALIFICATION and DOCUMENTARY REQUIREMENTS	
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: <ul style="list-style-type: none"> 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	MARINA – Shipyards Regulation Service

amendments (1 Photocopy each, as applicable) <ul style="list-style-type: none"> 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 – Enforcement Service MARINA – Maritime Safety Service
9. Insurance Coverage (1 Photocopy for each, as applicable) <ul style="list-style-type: none"> a. Passenger Insurance Coverage, compliant under M.C. 2016-01 b. Insurance Coverage for Liability for Damage to fixed or floating objects under MC No. DS-2019-03 	Applicant/Insurance Provider accredited by Insurance Commission Applicant/Insurance Provider
10. Oil Pollution Coverage (MC 2009-22) (1 Photocopy for each, as applicable) <ul style="list-style-type: none"> 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 	MARINA – Domestic Shipping Service MARINA – Maritime Safety Service
11. Ship's Documents (1 Photocopy for each) <ul style="list-style-type: none"> 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) c. 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.						
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	PROCEED to FS and submit application with complete documentary requirements IF EMAIL:	1	Checks completeness of documentary requirements. Evaluates the authenticity and validity of documentary requirements.		1 hour	Evaluator

1.2	Send to the email address of the MRO you wish to apply. (see directory)	1.1	IF EMAIL: Acknowledge receipt of the email and forward email to the concerned Section			Secretary
	IF INCOMPLETE, submits lacking requirements.	1.2	IF INCOMPLETE, inform the client of lacking requirements or deficiencies			Secretary
2	Pays corresponding fees indicated in the ATAP	2	Issues Authority to Accept Payment (ATAP)		30 mins	Evaluator
3	No activity	3	Accepts payment and issues Official Receipt		5 mins	Cashier
4	Proceed to Records Section	4	Receives and logs the application		10 mins	Records Officer
5	No activity	5	Assigns the application		10 mins	RD / Section Head
6	No Activity	6	Evaluates the application based on applicable rules		5 - 15 days	Evaluator
7	Publish Notice of Hearing (NOH)	7	Issues Notice of Hearing (NOH) for publication			Evaluator
8	Prepares Formal Offer of Exhibits	8	Conducts Hearing		2 hours	Hearing Officer
9	(FOEs) and appear on the scheduled date of Hearing and present the FOEs	9	Drafts ORDER on Acceptance of FOEs presented.			
10	Submits documents to counter claims of the contesting party/ies.	10	IF CONTESTED <ul style="list-style-type: none"> • further evaluation shall be conducted • issue DECISION on 		15 to 30 days ¹	Hearing Officer

			the result of evaluation			
11	Checks and reviews ORDER on Acceptance of FOEs and recommends for approval	11	Checks and reviews ORDER on Acceptance of FOEs and recommends for approval		1 hours	Section Head
12	Approves ORDER on Acceptance of FOEs	12	Approves ORDER on Acceptance of FOEs		30 mins	Regional Director
13	Releases ORDER on Acceptance of FOEs	13	Releases ORDER on Acceptance of FOEs		30 mins	Records Section
14	Prepares evaluation report, Drafts ORDER / DECISION	14	Prepares evaluation report, Drafts ORDER / DECISION		1 to 5 hours	Evaluator
15	Checks and reviews drafts ORDER/DECISION and recommends for appropriate action of the Head of Office / Approving Official	15	Checks and reviews drafts ORDER/DECISION and recommends for appropriate action of the Head of Office / Approving Official		1 hour	Section Head
16	Approves ORDER / DECISION, signs Certificate (if warranted)	16	Approves ORDER / DECISION, signs Certificate (if warranted)		30 mins	Regional Director
17	Releases the ORDER / DECISION and CPC	17	Releases the ORDER / DECISION and CPC		1 hour	Releasing Officer
END OF TRANSACTION					Minimum: 16 days, 1 hour and 25 minutes Maximum: 31 days, 6 hours and 25 minutes	

II.C.2 APPLICATION FOR ISSUANCE / EXTENSION / RENEWAL OF PROVISIONAL AUTHORITY

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

Office/Division:	Franchising Section / MROs	
Classification:	Simple Transaction	
Type of Transaction:	G2B – Government to Client	
Who may avail:	Domestic ship owners/operators with valid CPC	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
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)		
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.		MARINA – Maritime Safety Service

2015-11 and MARINA Advisory No. 2018-10) (1 Photocopy)	
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: <ul style="list-style-type: none"> 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) <ul style="list-style-type: none"> 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 – Enforcement Service Applicant/Insurance Provider accredited by Insurance Commission
9. Insurance Coverage (1 Photocopy for each, as applicable) <ul style="list-style-type: none"> 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



<p>10. Oil Pollution Coverage (MC 2009-22) (1 Photocopy for each, as applicable)</p> <ul style="list-style-type: none"> 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 <p>11. Ship's Documents (1 Photocopy for each)</p> <ul style="list-style-type: none"> 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 <p>12. Ship Safety Documents (1 Photocopy of each, as applicable)</p> <ul style="list-style-type: none"> a. For Passenger Ships: <ul style="list-style-type: none"> 1. Passenger Ship Safety Certificate; and 2. Minimum Safe Manning Certificate b. For Cargo Ships <ul style="list-style-type: none"> 1. Cargo Ship Safety Certificate; and 2. Minimum Safe Manning Certificate c. For Tankers <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 1. Cargo Ship Safety Certificate; and 2. Minimum Safe Manning Certificate e. For High Speed Crafts: <ul style="list-style-type: none"> 1. High Speed Craft Safety Certificate; 2. Minimum Safe Manning Certificate 	<p>MARINA – Domestic Shipping Service</p> <p>MARINA – Maritime Safety Service</p>
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f. For Other Ships 1. Passenger / Cargo Ship Safety Certificate; and 2. Minimum Safe Manning Certificate.						
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceed to Franchising Section (FS) and submit application with complete documentary requirements	1	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.	3,600.00/month	1 hour	Evaluator
1.1	IF EMAIL: Send application and complete documentary requirements to the official email address of the office.	1.1	IF EMAIL: Acknowledges receipt of email and forwards the email to the Evaluator			Secretary
2	No activity	2	<i>IF COMPLETE:</i> 2. Issues Authority to Accept Payment (ATAP)		10 minutes	Evaluator
2.1	<i>IF INCOMPLETE:</i> Comply with the deficiencies.	2.1	<i>IF INCOMPLETE:</i> Informs the Applicant of the lacking requirements			
3	Pays the corresponding fees stipulated in the ATAP	3	Accepts the Payment and issues Official Receipt		5 minutes	Cashier

4	Proceeds to the Records Section and present OR together with application documents.	4	Receives and logs the application and forward to the concerned Section.		10 minutes	Receiving Officer
5	No activity	5	Assigns the application to the evaluator		5 minutes	RD/Section Head
6	No activity	6	Evaluates the application in accordance to applicable rules and regulations		1 to 5 days ²	Evaluator
7	IF FOUND DEFICIENT, complies with the deficiency within the given deadline.	7	IF FOUND DEFICIENT: Informs the applicant of the deficiencies and determines the deadline of compliance.			Evaluator
8	No activity	8	7. Prepares Report of Evaluation, draft ORDER / DECISION		1 hour	Evaluator
9	No activity	9	Checks and reviews draft ORDER/DECISION and recommends for the appropriate action of the approving authority.		30 minutes	Section Head
10	No activity	10	Approves the ORDER/DECISION		10 minutes	Regional Director
11	Receives ORDER / DECISION	11	Releases the ORDER/DECISION		10 minutes	Records Officer



END OF TRANSACTION

Minimum: 1 day, 3 hours and 20 minutes
Maximum: 5 days, 3 hours and 20 minutes

II.C.3 APPLICATION FOR ISSUANCE / EXTENSION / RENEWAL OF SPECIAL PERMIT

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

Office/Division:	Franchising Section /MROs		
Classification:	Simple Transaction		
Type of Transaction:	G2B – Government to Client		
Who may avail:	Domestic ship owners/operators with valid CPC		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
JURISDICTIONAL, QUALIFICATION and DOCUMENTARY REQUIREMENTS 1. Notarized Motion (Original Copy)		Applicant	
JURISDICTIONAL REQUIREMENTS 2. Proof of payment of filing or processing fees (2 Photocopies)		Applicant	
DOCUMENTARY REQUIREMENTS 3. Charter Contracts, for chartered ships (1 Photocopy)		Applicant	
4. Class Certificate (1 Photocopy)		Classification Society duly recognized by MARINA	
5. Radio / Ship Station License (RSL / SSL) (1 Photocopy)		National Telecommunications Commission	
6. Document of Compliance (DOC) (as applicable, please refer to MC. 2015-11 and MARINA Advisory No. 2018-10) (1 Photocopy)		MARINA – Maritime Safety Service	
7. Safety Management Certificate (SMC) (as applicable, please refer to MC.		MARINA – Maritime Safety Service	

<p>2015-11 and MARINA Advisory No. 2018-10) (1 Photocopy)</p> <p>8. Notarized Special Power of Attorney OR Notarized Secretary's Certificate and Board Resolution (1 Photocopy)</p> <p>9. One (1) photocopy each of the Pictures of the Ship ("5"x"7") showing the following:</p> <ul style="list-style-type: none"> a. Name of the ship b. Port side c. Starboard side d. Astern view <p>10. Certificate of Compliance under the following MCs and their subsequent amendments (1 Photocopy each, as applicable)</p> <ul style="list-style-type: none"> a. MC No. 2018-18 (Minimum b. Service Standards) c. MC No. 121 (High Speed Craft) d. MC No. 134 (Minimum Service Standards for Motorbancas below 20 GT) e. MC 136 (10-Minute Film) for ships 150 GT and above and High Speed Craft regardless of size and travelling time f. MC No. 2017-03 – Accessibility Law g. MC No. GC-2019-01 - Grant of Student fare discount h. MC No. 135 (Voice Tape) for ships of 20 to less than 150 GT <p>11. Insurance Coverage (1 Photocopy for each, as applicable)</p> <ul style="list-style-type: none"> a. Passenger Insurance Coverage, compliant under M.C. 2016-01 b. Insurance Coverage for Liability for Damage to fixed or floating objects under MC No. DS-2019-03 <p>12. Oil Pollution Coverage (MC 2009-22) (1 Photocopy for each, as</p>	<p>Applicant</p> <p>Applicant</p> <p>MARINA – Shipyards Regulation Service</p> <p>MARINA – Maritime Safety Service</p> <p>MARINA – Shipyards Regulation Service MARINA – Maritime Safety Service</p> <p>MARINA – Enforcement Service</p>
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<p>applicable)</p> <ul style="list-style-type: none"> 12.1. Oil Pollution Coverage for Tankers and Barges carrying Non-Persistent Oil 12.2. Third Party Liability (TPL) for Liquefied Petroleum Gas (LPG) / Liquefied Nitrogen Gas (LNG) Carriers <p>13. Ship's Documents (1 Photocopy for each)</p> <ul style="list-style-type: none"> 13.1. Certificate of Philippine Registry (CPR) 13.2. Certificate of Ownership (CO) 13.3. Coastwise License (CWL) or Bay and River License (BRL) or Pleasure Yacht License <p>14. Ship Safety Documents (1 Photocopy of each, as applicable)</p> <ul style="list-style-type: none"> 14.1. For Passenger Ships: <ul style="list-style-type: none"> a. Passenger Ship Safety Certificate; and b. Minimum Safe Manning Certificate 14.2. For Cargo Ships <ul style="list-style-type: none"> a. Cargo Ship Safety Certificate; and b. Minimum Safe Manning Certificate 14.3 For Tankers <ul style="list-style-type: none"> a. Cargo Ship Safety Construction Certificate b. Cargo Ship Safety Equipment Certificate; c. Minimum Safe Manning Certificate; and d. Certificate of Fitness (Tankers carrying Gas Only) 15. For Tugs, Dredges and Barges: <ul style="list-style-type: none"> a. Cargo Ship Safety Certificate; and b. Minimum Safe Manning Certificate 16. For High Speed Crafts: <ul style="list-style-type: none"> a. High Speed Craft Safety Certificate; b. Minimum Safe Manning Certificate 17. For Other Ships 	<div></div> <p>Applicant/Insurance Provider accredited by Insurance Commission Applicant/Insurance Provider</p> <p>MARINA – Domestic Shipping Service</p>
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a. Passenger / Cargo Ship Safety Certificate; and b. Minimum Safe Manning Certificate.						
Fees to be Paid:						
				NEW ISSUANCE		RENEWAL / EXTENSION OF SPECIAL
				MARINA Circular No.2015-05	MARINA Circular No. 2017-01	MARINA Circular No.2015-05
				<i>Steel-Hulled</i> <ul style="list-style-type: none"> 100GT and below- 900.00 101GT-250GT - 1,800.00 251GT-500GT - 2,700.00 Above 500GT - 4,700.00 <i>Wooden-Hulled</i> <ul style="list-style-type: none"> 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 	<i>Steel-Hulled</i> <ul style="list-style-type: none"> Above 500 GT - 4,700.00 <i>Wooden-Hulled</i> <ul style="list-style-type: none"> Below 35 GT - 800.00 Above 500 GT - 3,600.00 	<i>Steel-Hulled</i> <ul style="list-style-type: none"> 100GT and below - 1,100.00 101GT-250GT - 2,400.00 251GT-500GT - 3,300.00 Above 500GT - 5,200.00 <i>Wooden-Hulled</i> <ul style="list-style-type: none"> 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
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceed to Franchising Section (FS) and submit application with complete documentary requirements	1	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.	3,600.00/month	1 hour	Evaluator
1.1	IF EMAIL: Send application and	1.1	IF EMAIL: Acknowledges receipt of email and forwards the email to the Evaluator			Secretary

	complete documentary requirements to the official email address of the office.					
2	No activity	2	<i>IF COMPLETE:</i> 2. Issues Authority to Accept Payment (ATAP)		10 minutes	Evaluator
2.1	<i>IF INCOMPLETE:</i> Comply with the deficiencies.	2.1	<i>IF INCOMPLETE:</i> Informs the Applicant of the lacking requirements			
3	Pays the corresponding fees stipulated in the ATAP	3	Accepts the Payment and issues Official Receipt		5 minutes	Cashier
4	Proceeds to the Records Section and present OR together with application documents.	4	Receives and logs the application and forward to the concerned Section.		10 minutes	Receiving Officer
5	No activity	5	Assigns the application to the evaluator		5 minutes	RD/Section Head
6	No activity	6	Evaluates the application in accordance to applicable rules and regulations		1 to 5 days	Evaluator
7	IF FOUND DEFICIENT, complies with the deficiency within the given deadline.	7	IF FOUND DEFICIENT: Informs the applicant of the deficiencies and determines the deadline of compliance.			Evaluator

8	No activity	8	7. Prepares Report of Evaluation, draft ORDER / DECISION		1 hour	Evaluator
9	No activity	9	Checks and reviews draft ORDER/DECISION and recommends for the appropriate action of the approving authority.		30 minutes	Section Head
10	No activity	10	Approves the ORDER/DECISION		10 minutes	Regional Director
11	Receives ORDER / DECISION	11	Releases the ORDER/DECISION		10 minutes	Records Officer
END OF TRANSACTION					Minimum: 1 day, 3 hours and 20 minutes Maximum: 5 days, 3 hours and 20 minutes	

II.C.4 PERMIT TO OPERATE FOR RECREATIONAL BOATS

MC NO. DS-2019-01

Office/Division:	Franchising Section/MROs	
Classification:	Simple Transaction	
Type of Transaction:	G2B – Government to Client G2B - Government to Business Entities	
Who may avail:	All Owners, Operators and Charterers Of Recreational Boats and Others Concerned	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
JURISDICTIONAL, QUALIFICATION and DOCUMENTARY REQUIREMENTS		
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 –
5. Safety Management Certificate (SMC) (as applicable, please refer to MC. 2015-11 and MARINA Advisory No. 2018-10) (1 Photocopy)		Maritime Safety Service
6. Notarized Special Power of Attorney OR Notarized Secretary's Certificate and Board Resolution (1 Photocopy)		
7. One (1) photocopy each of the Pictures of the Ship ("5"x"7") showing the following:		
a. Name of the ship		MARINA – Maritime Safety Service



<ul style="list-style-type: none"> b. Port side c. Starboard side d. Astern view 	Applicant
<p>8. Certificate of Compliance under the following MCs and their subsequent amendments (1 Photocopy each, as applicable)</p> <ul style="list-style-type: none"> a. s . MC No. 2018-18 (Minimum Service Standards) c. t. MC No. 121 (High Speed Craft) d. u. MC No. 134 (Minimum Service Standards for Motorbancas below <ul style="list-style-type: none"> a. 20 GT) f. MC 136 (10-Minute Film) for g. ships 150 GT and above and High h. Speed Craft regardless of size and i. travelling time j. w.MC No. 2017-03 – Accessibility k. Law l. x. MC No. GC-2019-01 - Grant of m. Student fare discount n. y. MC No. 135 (Voice Tape) for o. ships of 20 to less than 150 GT 	<p>Applicant</p> <p>MARINA – Shipyards Regulation Service</p> <p>MARINA – Maritime Safety Service</p> <p>MARINA – Shipyards Regulation Service</p>
<p>9. Insurance Coverage (1 Photocopy for each, as applicable)</p> <ul style="list-style-type: none"> a. Passenger Insurance Coverage, compliant under M.C. 2016-01 b. Insurance Coverage for Liability for Damage to fixed or floating objects under MC No. DS-2019-03 	
<p>10. Oil Pollution Coverage (MC 2009-22) (1 Photocopy for each, as</p>	



<p>applicable)</p> <ul style="list-style-type: none"> 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 <p>11. Ship's Documents (1 Photocopy for each)</p> <ul style="list-style-type: none"> 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 <p>12. Ship Safety Documents (1 Photocopy of each, as applicable)</p> <ul style="list-style-type: none"> a. .For Passenger Ships: <ul style="list-style-type: none"> 1. Passenger Ship Safety Certificate; and 2. Minimum Safe Manning Certificate <p>13. For Cargo Ships</p> <ul style="list-style-type: none"> 1. Cargo Ship Safety Certificate; and 2. Minimum Safe Manning Certificate <p>14. For Tankers</p> <ul style="list-style-type: none"> a. 9.Cargo Ship Safety Construction Certificate b. 10.Cargo Ship Safety Equipment Certificate; c. Minimum Safe Manning Certificate; and d. 12.Certificate of Fitness (Tankers carrying Gas Only) <p>15. For Tugs, Dredges and Barges:</p> <ul style="list-style-type: none"> a. 5.Cargo Ship Safety Certificate; and b. Minimum Safe Manning Certificate 	<p>Applicant/Insurance Provider accredited by Insurance Commission</p> <p>Applicant/Insurance Provider</p> <p>MARINA – Domestic Shipping Service</p>
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16. For High Speed Crafts: a. High Speed Craft Safety Certificate; b. Minimum Safe Manning Certificate						
17. For Other Ships a. 5.Passenger / Cargo Ship Safety Certificate; and b. Minimum Safe Manning Certificate.						
Fees to be Paid:				Vessel Size	GT	No Motor
				Sail / Electric	With Motor	High Speed
				Personal Watercraft	Up to 1.2	P500.00
				Auxiliary	Up to 4	P800.00
				Small	1.21 to 10	P1,000.00
				Medium	10.1 - 19	P2,000.00
				Large	19.1 to 98	P4,000.00
				Mega	98.1 to 328	P8,000.00
				Super	328 and up	P8,000.00
				Permit to Operate (Certificate)		
				P 400.00		
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceed to Franchising Section (FS) and submit	1	Screens and Checks application and Qualification and Documentary		1 hour	Evaluator

1.1	application with complete documentary requirements IF EMAIL: Send application and complete documentary requirements to the official email address of the office.	1.1	requirements. Verifies authenticity documents submitted. IF EMAIL: Acknowledges receipt of email and forwards the email to the Evaluator			Secretary
2	No activity	2	<i>IF COMPLETE:</i> 2. Issues Authority to Accept Payment (ATAP)		10 minutes	Evaluator
2.1	<i>IF INCOMPLETE:</i> Comply with the deficiencies.	2.1	<i>IF INCOMPLETE:</i> Informs the Applicant of the lacking requirements			
3	Pays the corresponding fees stipulated in the ATAP	3	Accepts the Payment and issues Official Receipt		5 minutes	Cashier
4	Proceeds to the Records Section and present OR together with application documents.	4	Receives and logs the application and forward to the concerned Section.		10 minutes	Receiving Officer
5	No activity	5	Assigns the application to the evaluator		5 minutes	RD/Section Head

6	No activity	6	Evaluates the application in accordance to applicable rules and regulations		1 to 5 days	Evaluator
7	IF FOUND DEFICIENT, complies with the deficiency within the given deadline.	7	IF FOUND DEFICIENT: Informs the applicant of the deficiencies and determines the deadline of compliance.			Evaluator
8	No activity	8	7. Prepares Report of Evaluation, draft ORDER / DECISION		1 hour	Evaluator
9	No activity	9	Checks and reviews draft ORDER/DECISION and recommends for the appropriate action of the approving authority.		30 minutes	Section Head
10	No activity	10	Approves the ORDER/DECISION		10 minutes	Regional Director
11	6.) Receives ORDER / DECISION	11	Releases the ORDER/DECISION		10 minutes	Records Officer
END OF TRANSACTION					Minimum: 1 day, 3 hours and 20 minutes Maximum: 5 days, 3 hours and 20 minutes	

III SHIP RETIREMENT / REFLEETING

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:	Domestic Shipping Section/MROs	
Classification:	Simple Transaction	
Type of Transaction:	G2B – Government to Client G2B - Government to Business Entities	
Who may avail:	Shipping Companies, Shipowners/operators and Charterers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
EXPIRATION OF CPR OF BAREBOAT CHARTERED SHIP		
1. Letter-application/request		Applicant
2. CPR and other trading/statutory certificates (All Original)		Applicant
3. Legal Clearance		Legal Service
4. If filing of application is through authorized representative		Applicant
a. Notarized Board Resolution/Secretary's Certificate for Corporation/ Partnership/Cooperative (1 photocopy); or		
b. Notarized Special Power of Attorney for Single Proprietorship/ Individual Shipowner/operator (1 original copy)		
SHIPBREAKING/SCRAPPING/DECOMMISSIONING OF SHIPS		
1. Letter-application/request		Applicant
2. CO and CPR and other trading/statutory certificates (All Original)		Applicant
3. MOA by and between the Shipowner and the MARINA-licensed		Applicant



<p>Shipbreaker</p> <p>4. Certificate issued by the Shipbreaker if shipbreaking is already done</p> <p>5. Legal Clearance</p> <p>6. Cancellation/Release of Mortgage (if applicable)</p> <p>7. If filing of application is through authorized representative</p> <p>a. Notarized Board Resolution/Secretary's Certificate for Corporation/ Partnership/Cooperative (1 photocopy); or</p> <p>b. Notarized Special Power of Attorney for Single Proprietorship/ Individual Shipowner/operator (1 original copy)</p>	<p>MARINA Registered/License Shipbreaker</p> <p>Legal Service</p> <p>Bank/Mortgagee</p>
<p>ACTUAL/CONSTRUCTIVE/TOTAL LOSS</p> <p>1. Letter - application/request</p> <p>2. Any of the following documents</p> <p>a. Notarized Marine Protest/Incident Report</p> <p>b. Official Report from Maritime Administration/Maritime Authorities of foreign country</p> <p>c. Certification from Barangay/Municipal Official for wooden- hulled ships below 15 GT</p> <p>3. CO and CPR and other trading/Statutory Certificates (All Original)</p> <p>4. Legal Clearance</p> <p>5. If filing of application is thru authorized representative</p> <p>a. Notarized Board Resolution/Secretary's Certificate for Corporation/ Partnership/Cooperative (1 photocopy); or</p> <p>b. Notarized Special Power of Attorney for Single Proprietorship/Individual Shipowner/operator (1 original copy)</p>	<p>Applicant</p> <p>Master of Ship</p> <p>Maritime Administration/Maritime Authorities of foreign country</p> <p>Barangay/Municipal</p> <p>Applicant</p> <p>Legal Service</p> <p>Applicant</p>
<p>SOLD FOR EXPORT</p> <p>1. Letter-application/request</p> <p>2. CO and CPR and other trading/statutory certificates (All Original)</p> <p>3. Letter-authority to sell for export</p>	<p>Applicant</p> <p>Applicant</p> <p>DSS</p> <p>Legal Service</p>



4. Legal Clearance 5. If filing of application is thru authorized representative a. 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)				Applicant																						
Fees to be Paid:		<table border="1"><thead><tr><th>Ship's Gross Tonnage</th><th>Fee</th><th>Ship's Gross Tonnage</th><th>Fee</th></tr></thead><tbody><tr><td>3.00 GT and below</td><td>P 200.00</td><td>100.00 GT to 249.99 GT</td><td>P 700.00</td></tr><tr><td>3.01 GT to 14.99 GT</td><td>P 300.00</td><td>250.00 GT to 499.99 GT</td><td>P 900.00</td></tr><tr><td>15.00 GT to 34.99 GT</td><td>P 400.00</td><td>500.00 GT and above</td><td>P1,900.00</td></tr><tr><td>35.00 GT to 99.99 GT</td><td>P 500.00</td><td></td><td></td></tr></tbody></table>					Ship's Gross Tonnage	Fee	Ship's Gross Tonnage	Fee	3.00 GT and below	P 200.00	100.00 GT to 249.99 GT	P 700.00	3.01 GT to 14.99 GT	P 300.00	250.00 GT to 499.99 GT	P 900.00	15.00 GT to 34.99 GT	P 400.00	500.00 GT and above	P1,900.00	35.00 GT to 99.99 GT	P 500.00		
Ship's Gross Tonnage	Fee	Ship's Gross Tonnage	Fee																							
3.00 GT and below	P 200.00	100.00 GT to 249.99 GT	P 700.00																							
3.01 GT to 14.99 GT	P 300.00	250.00 GT to 499.99 GT	P 900.00																							
15.00 GT to 34.99 GT	P 400.00	500.00 GT and above	P1,900.00																							
35.00 GT to 99.99 GT	P 500.00																									
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE																				
1	Proceed to Franchising Section (FS) and submit application with complete documentary requirements	1	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.		1 hour	Evaluator																				
1.1	IF EMAIL: Send application and complete documentary requirements to the official email address of the office.	1.1	IF EMAIL: Acknowledges receipt of email and forwards the email to the Evaluator			Secretary																				
2	No activity	2	IF COMPLETE:		10 minutes	Evaluator																				

2.1	<i>IF INCOMPLETE:</i> Comply with the deficiencies.	2.1	2. Issues Authority to Accept Payment (ATAP) <i>IF INCOMPLETE:</i> Informs the Applicant of the lacking requirements			
3	Pays the corresponding fees stipulated in the ATAP	3	Accepts the Payment and issues Official Receipt		5 minutes	Cashier
4	Proceeds to the Records Section and present OR together with application documents.	4	Receives and logs the application and forward to the concerned Section.		10 minutes	Receiving Officer
5	No activity	5	Assigns the application to the evaluator		5 minutes	RD/Section Head
6	No activity	6	Evaluates the application in accordance to applicable rules and regulations		1 day	Evaluator
7	IF FOUND DEFICIENT, complies with the deficiency within the given deadline.	7	IF FOUND DEFICIENT: Informs the applicant of the deficiencies and determines the deadline of compliance.			Evaluator
8	No activity	8	Prepares Report of Evaluation, draft ORDER / DECISION		1 hour	Evaluator



9	No activity	9	Checks and reviews draft ORDER/DECISION and recommends for the appropriate action of the approving authority.		30 minutes	Section Head
10	No activity	10	Approves the ORDER/DECISION		10 minutes	Regional Director
11	6.) Receives ORDER / DECISION	11	Releases the ORDER/DECISION		10 minutes	Records Officer
END OF TRANSACTION					1 day, 3 hours and 20 minutes	



IV. OVERSEAS SHIPPING SERVICES

IV.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:	Overseas Shipping Section (OSS) / NCR-MRO	
Classification:	Simple Transaction	
Type of Transaction:	G2B - Government to Business Entities	
Who may avail:	<ul style="list-style-type: none">Shipping companies/firms operating Philippine-registered ships in international voyagesShipping 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
NEW APPLICANT <ol style="list-style-type: none">Letter of application signed by the officer of the company or its authorized representativeList of principal officers, supported by Curriculum Vitae with head photograph and indicate shipping experienceCopy of Tax Identification Number (TIN) of the companyCopy of Certificate of Registration with Security and Exchange Commission (SEC) and their Articles of Incorporation (AOI)Copy of latest certification from SEC of the company's increase of paid-up capitalization, if applicable – 1 copy:<ol style="list-style-type: none">Companies with owned ships – ₱7,000,000.00		Applicant



<div>b. Companies with ten (10) ships and below – P10,000,000.00</div> <div>c. Companies with more than ten (10) ships and a maximum of twenty (20) ships – ₱15,000,000.00</div> <div>NEW APPLICANT</div> <div>1. Letter of application signed by the officer of the company or its authorized representative</div> <div>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:<div>a. Duly notarized Minutes of the Meeting of the Board of Directors of the Company stating/indicating the new officers/stockholders;</div><div>b. Bio-data with head photograph of the new officers/stockholders;</div><div>c. Copy of SEC Certification showing the increase of paid-up capital.</div></div> <div>3. Audited Financial Statements, if not yet submitted</div> <div>RE-ISSUANCE/AMENDMENT OF CERTIFICATE DURING THE VALIDITY OF THE REGISTRATION</div> <div>1. Letter of application signed by the officer of the company or its authorized representative</div> <div>Copy of amended AOI reflecting the new name of the company</div>						
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceed to Overseas	1	Screens and Checks application and		1 hour	Evaluator

1.1	Shipping Section (OSS) of NCR-MRO and submit application with complete documentary requirements IF EMAIL: Send application and complete documentary requirements to the official email address of the office.	1.1	Qualification and Documentary requirements. Verifies authenticity documents submitted. IF EMAIL: Acknowledges receipt of email and forwards the email to the Evaluator	New/renewal: PHP12,400.00 +PHP 60.00 (documentary stamp /document) Re-issuance/ amendment in Certificate: PHP2,800.00 +PHP60.00 (documentary stamp/document)		Secretary
2	No activity	2	<i>IF COMPLETE:</i> 2. Issues Authority to Accept Payment (ATAP)		10 minutes	Evaluator
2.1	<i>IF INCOMPLETE:</i> Comply with the deficiencies.	2.1	<i>IF INCOMPLETE:</i> Informs the Applicant of the lacking requirements			
3	Pays the corresponding fees stipulated in the ATAP	3	Accepts the Payment and issues Official Receipt		5 minutes	Cashier
4	Proceeds to the Records Section and present OR together with application documents.	4	Receives and logs the application and forward to the concerned Section.		10 minutes	Receiving Officer
5	No activity	5	Assigns the application to the evaluator		5 minutes	RD/Section Head



6	No activity	6	Evaluates the application in accordance to applicable rules and regulations		1 to 5 days ³	Evaluator
7	IF FOUND DEFICIENT, complies with the deficiency within the given deadline.	7	IF FOUND DEFICIENT: Informs the applicant of the deficiencies and determines the deadline of compliance.			Evaluator
8	No activity	8	Prepares Report of Evaluation, draft CERTIFICATE		1 hour	Evaluator
9	No activity	9	Checks and reviews draft CERTIFICATE and recommends for the appropriate action of the approving authority.		30 minutes	Section Head
10	No activity	10	Approves the CERTIFICATE		10 minutes	Regional Director
1	Receives CERTIFICATE	11	Releases the CERTIFICATE		10 minutes	Records Officer
END OF TRANSACTION					1 day, 3 hours and 20 minutes	

IV.2 ACCREDITATION OF SHIPPING COMPANIES (MARINA MC 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 /Overseas Shipping Section (OSS)	
Classification:	Simple Transaction	
Type of Transaction:	G2B - Government to Business Entities	
Who may avail:	<ul style="list-style-type: none"> All shipping companies, shipowners, 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
NEW APPLICANT 1. Letter of application signed by the officer of the company or its authorized representative 2. List of principal officers, supported by Curriculum Vitae with head photograph and indicate shipping experience 3. Copy of Tax Identification Number (TIN) of the company 4. For corporation/partnership – 1 copy: <ul style="list-style-type: none"> a. Copy of Certificate of Registration with Security and Exchange Commission (SEC) and their Articles of Incorporation (AOI); b. Copy of latest certification from SEC of the company's increase of paid- up capitalization (Minimum paid-up capitalization of ₱500,000.00) 		Applicant Applicant BIR Securities and Exchange Commission

<div>5. For single proprietorship – 1 copy</div> <div>a. Registration of business name issued by the Department of Trade and Industry</div> <div>b. Bank certification of at least ₱500,000.00 deposit</div> <div>RENEWAL</div> <div>1. Letter of application signed by the officer of the company or its authorized representative</div> <div>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:</div> <div>a. Duly notarized Minutes of the Meeting of the Board of Directors of the Company stating/indicating the new officers/stockholders;</div> <div>b. Bio-data with head photograph of the new officers/stockholders;</div> <div>c. Copy of SEC Certification showing the increase of paid-up capital</div> <div>3. Audited Financial Statements, if not yet submitted</div> <div>RE-ISSUANCE/AMENDMENT OF CERTIFICATE DURING THE VALIDITY OF THE REGISTRATION</div> <div>1. Letter of application signed by the officer of the company or its authorized representative</div> <div>2. Copy of amended AOI reflecting the new name of the company</div>				<div>DTI</div> <div>Bank</div> <div>Applicant</div> <div>Applicant</div> <div>Applicant</div> <div>Securities and Exchange Commission</div> <div>Applicant</div> <div>Securities and Exchange Commission</div>		
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceed to Overseas Shipping Section (OSS) of NCR - MRO and submit application with complete documentary	1	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.	<div>• New/ renewal:</div> <div>PHP12,400.00 +PHP 60.00 (documentary stamp/document)</div>	1 hour	Evaluator

1.1	requirements IF EMAIL: Send application and complete documentary requirements to the official email address of the office.	1.1	IF EMAIL: Acknowledges receipt of email and forwards the email to the Evaluator	<ul style="list-style-type: none"> • Re-issuance/ amendment in Certificate: PHP2,800.00 +PHP60.00 (documentary stamp/document) 		Secretary
2	No activity	2	<i>IF COMPLETE:</i> 2. Issues Authority to Accept Payment (ATAP)		10 minutes	Evaluator
2.1	<i>IF INCOMPLETE:</i> Comply with the deficiencies.	2.1	<i>IF INCOMPLETE:</i> Informs the Applicant of the lacking requirements			
3	Pays the corresponding fees stipulated in the ATAP	3	Accepts the Payment and issues Official Receipt		5 minutes	Cashier
4	Proceeds to the Records Section and present OR together with application documents.	4	Receives and logs the application and forward to the concerned Section.		10 minutes	Receiving Officer
5	No activity	5	Assigns the application to the evaluator		5 minutes	RD/Section Head

6	No activity	6	Evaluates the application in accordance to applicable rules and regulations		1 day	Evaluator
7	IF FOUND DEFICIENT, complies with the deficiency within the given deadline.	7	IF FOUND DEFICIENT: Informs the applicant of the deficiencies and determines the deadline of compliance.			Evaluator
8	No activity	8	7. Prepares Report of Evaluation, draft ORDER / DECISION		1 hour	Evaluator
9	No activity	9	Checks and reviews draft ORDER/DECISION and recommends for the appropriate action of the approving authority.		30 minutes	Section Head
10	No activity	10	Approves the ORDER/DECISION		10 minutes	Regional Director
11	6.) Receives ORDER / DECISION	11	Releases the ORDER/DECISION		10 minutes	Records Officer
END OF TRANSACTION					1 day, 3 hours and 20 minutes	

IV.3 AMENDMENT OF ANY PROVISION OF BAREBOAT CHARTER CONTRACT

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:		Overseas Shipping Section /NCR - MRO				
Classification:		Simple Transaction				
Type of Transaction:		G2B - Government to Business Entities				
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		
1. Letter of application signed by the officer of the company or its authorized representative				Applicant		
2. Original/photocopy of Addendum to the charter contract				Applicant		
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceed to Overseas Shipping Section (OSS) of NCR - MRO and submit application with complete documentary requirements	1	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.	<ul style="list-style-type: none"> New/ renewal: PHP2,000.00+PHP30.00(doc stamp / doct) Re-issuance/ amendment:PHP2,800.00+PHP30.00(doc stamp / doc) 	1 hour	Evaluator
1.1	IF EMAIL: Send application and complete documentary requirements to the	1.1	IF EMAIL: Acknowledges receipt of email and forwards the email to the Evaluator			Secretary

	official email address of the office.					
2	No activity	2	<i>IF COMPLETE:</i> 2. Issues Authority to Accept Payment (ATAP)		10 minutes	Evaluator
2.1	<i>IF INCOMPLETE:</i> Comply with the deficiencies.	2.1	<i>IF INCOMPLETE:</i> Informs the Applicant of the lacking requirements			
3	Pays the corresponding fees stipulated in the ATAP	3	Accepts the Payment and issues Official Receipt		5 minutes	Cashier
4	Proceeds to the Records Section and present OR together with application documents.	4	Receives and logs the application and forward to the concerned Section.		10 minutes	Receiving Officer
5	No activity	5	Assigns the application to the evaluator		5 minutes	RD/Section Head
6	No activity	6	Evaluates the application in accordance to applicable rules and regulations		4 hours	Evaluator
7	IF FOUND DEFICIENT, complies with the deficiency within the given deadline.	7	IF FOUND DEFICIENT: Informs the applicant of the deficiencies and determines the deadline of compliance.			Evaluator



8	No activity	8	7. Prepares Report of Evaluation, draft CERTIFICATE		1 hour	Evaluator
9	No activity	9	Checks and reviews draft CERTIFICATE and recommends for the appropriate action of the approving authority.		30 minutes	Section Head
10	No activity	10	Approves the CERTIFICATE		10 minutes	Regional Director
11	Receives CERTIFICATE	11	Releases the CERTIFICATE		10 minutes	Records Officer
END OF TRANSACTION					7 hours and 20 minutes	

IV.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 /Overseas Shipping Section (OSS)	
Classification:	Simple Transaction	
Type of Transaction:	G2B - Government to Business Entities	
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		Applicant
2. For annotation of ship's mortgage:		
a. Duly notarized mortgage contract		Applicant
b. Proof of payment of documentary stamps		BIR/Bank
c. Original Certificate of Ownership/Certificate of Philippine Registry		Applicant
3. For cancellation of ship's mortgage:		
a. Copy of Release of mortgage from the bank/mortgagee		Bank
b. Total loss or constructive total of the mortgaged ship		Bank/Mortgage
c. Foreclosure		Applicant
d. Court Order to delete all registered mortgages		Court

CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceed to Overseas Shipping Section (OSS) of NCR - MRO and submit application with complete documentary requirements	1	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.	Annotation of ship's mortgage and transfer of rights and other encumbrances:	1 hour	Evaluator
1.1	IF EMAIL: Send application and complete documentary requirements to the official email address of the office.	1.1	IF EMAIL: Acknowledges receipt of email and forwards the email to the Evaluator	<ul style="list-style-type: none"> • 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 • Cancellation of mortgage: PHP500.00 + PHP30.00 (documentary stamp/document) 		Secretary
2	No activity	2	<i>IF COMPLETE:</i> 2. Issues Authority to Accept Payment (ATAP)		10 minutes	Evaluator
2.1	<i>IF INCOMPLETE:</i>	2.1	<i>IF INCOMPLETE:</i>			

	Comply with the deficiencies.		Informs the Applicant of the lacking requirements			
3	Pays the corresponding fees stipulated in the ATAP	3	Accepts the Payment and issues Official Receipt		5 minutes	Cashier
4	Proceeds to the Records Section and present OR together with application documents.	4	Receives and logs the application and forward to the concerned Section.		10 minutes	Receiving Officer
5	No activity	5	Assigns the application to the evaluator		5 minutes	RD/Section Head
6	No activity	6	Evaluates the application in accordance to applicable rules and regulations		4 hours	Evaluator
7	IF FOUND DEFICIENT, complies with the deficiency within the given deadline.	7	IF FOUND DEFICIENT: Informs the applicant of the deficiencies and determines the deadline of compliance.			Evaluator
8	No activity	8	7. Prepares Report of Evaluation, draft document applied for		1 hour	Evaluator
9	No activity	9	Checks and reviews draft document and recommends for the appropriate action of the approving authority.		30 minutes	Section Head
10	No activity	10	Approves the document		10 minutes	Regional Director
11	Receives document	11	Releases the document		10 minutes	Records Officer
END OF TRANSACTION					7 hours and 20 minutes	

IV.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 /Overseas Shipping Section (OSS)				
Classification:		Simple Transaction				
Type of Transaction:		G2B - Government to Business Entities				
Who may avail:		All shipping companies, ship owners, operators, bareboat charterers and managers of Philippine-registered overseas ships				
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE		
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)				Applicant		
2. Copy of employment contract				Applicant		
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceed to Overseas Shipping Section (OSS) of NCR - MRO and submit application with complete documentary requirements	1	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.	New/re-issuance/ amendment: PHP5,300.00/ supernumerary + PHP30.00 (documentary stamp/document)	1 hour	Evaluator
1.1	IF EMAIL: Send application and complete documentary requirements to the	1.1	IF EMAIL: Acknowledges receipt of email and forwards the email to the Evaluator			Secretary

	official email address of the office.					
2	No activity	2	<i>IF COMPLETE:</i> 2. Issues Authority to Accept Payment (ATAP)		10 minutes	Evaluator
2.1	<i>IF INCOMPLETE:</i> Comply with the deficiencies.	2.1	<i>IF INCOMPLETE:</i> Informs the Applicant of the lacking requirements			
3	Pays the corresponding fees stipulated in the ATAP	3	Accepts the Payment and issues Official Receipt		5 minutes	Cashier
4	Proceeds to the Records Section and present OR together with application documents.	4	Receives and logs the application and forward to the concerned Section.		10 minutes	Receiving Officer
5	No activity	5	Assigns the application to the evaluator		5 minutes	RD/Section Head
6	No activity	6	Evaluates the application in accordance to applicable rules and regulations		4 hours	Evaluator
7	IF FOUND DEFICIENT, complies with the deficiency within the given deadline.	7	IF FOUND DEFICIENT: Informs the applicant of the deficiencies and determines the deadline of compliance.			Evaluator

8	No activity	8	Prepares Report of Evaluation, draft document applied for		1 hour	Evaluator
9	No activity	9	Checks and reviews draft document and recommends for the appropriate action of the approving authority.		30 minutes	Section Head
10	No activity	10	Approves the document		10 minutes	Regional Director
11	Receives document	11	Releases the document		10 minutes	Records Officer
END OF TRANSACTION					7 hours and 20 minutes	

IV.6 TEMPORARY PHILIPPINE REGISTRATION UNDER BAREBOAT CHARTER, NOVATION, RENEWAL, EXTENSION, CHANGE OF ORIGINAL REGISTRY OF BAREBOAT CHARTERED SHIP

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 /Overseas Shipping Section (OSS)
Classification:	Simple Transaction
Type of Transaction:	G2B - Government to Business Entities
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	
NEW APPLICATION, NOVATION OF CONTRACT AND RENEWAL/EXTENSION OF CHARTER CONTRACT <ol style="list-style-type: none"> 1. Letter of application signed by the officer of the company or its authorized representative 2. Original or copy of Bareboat Charter Contract duly signed (with names of the signatories printed) 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 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 5. Copy of the valid Certificate of Vessel Registry (Patente) 6. For new buildings: Builder's Certificate 7. For sub-charter: Consent from the registered owner 	
CHANGE OF ORIGINAL REGISTRY OF BAREBOAT CHARTERED SHIP	
WHERE TO SECURE	
Applicant	

1. Letter of application signed by the officer of the company or its authorized representative 2. Original or copy of Certificate of original registry 3. Original or copy of Consent from the state of original registry Original or copy of Addendum to the bareboat charter agreement						
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceed to Overseas Shipping Section (OSS) of NCR - MRO and submit application with complete documentary requirements IF EMAIL: Send application and complete documentary requirements to the official email address of the office.	1	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.	New/renewal/ extension and novation of bareboat charter contract: <ul style="list-style-type: none">• PHP24,800 (1st 3 years) + PHP5,300/year after• Change of original registry of bareboat chartered ship: PHP29,800/ship• Extension of ship's temporary Philippine registration for less than one (1) year: PHP29,800/ship• Extension of validity period	1 hour	Evaluator
1.1		1.1	IF EMAIL: Acknowledges receipt of email and forwards the email to the Evaluator			Secretary

				of approval on importation/ bareboat chartering projects: PHP2,900/ship • PHP30 (documentary stamp/document)		
2	No activity	2	<i>IF COMPLETE:</i> 2. Issues Authority to Accept Payment (ATAP)		10 minutes	Evaluator
2.1	<i>IF INCOMPLETE:</i> Comply with the deficiencies.	2.1	<i>IF INCOMPLETE:</i> Informs the Applicant of the lacking requirements			
3	Pays the corresponding fees stipulated in the ATAP	3	Accepts the Payment and issues Official Receipt		5 minutes	Cashier
4	Proceeds to the Records Section and present OR together with application documents.	4	Receives and logs the application and forward to the concerned Section.		10 minutes	Receiving Officer
5	No activity	5	Assigns the application to the evaluator		5 minutes	RD/Section Head

6	No activity	6	Evaluates the application in accordance to applicable rules and regulations		4 hours	Evaluator
7	IF FOUND DEFICIENT, complies with the deficiency within the given deadline.	7	IF FOUND DEFICIENT: Informs the applicant of the deficiencies and determines the deadline of compliance.			Evaluator
8	No activity	8	7. Prepares Report of Evaluation, draft document applied for		1 hour	Evaluator
9	No activity	9	Checks and reviews draft document and recommends for the appropriate action of the approving authority.		30 minutes	Section Head
10	No activity	10	Approves the document		10 minutes	Regional Director
11	Receives document	11	Releases the document		10 minutes	Records Officer
END OF TRANSACTION					7 hours and 20 minutes	



IV.7 EXTENSION OF SHIP’S TEMPORARY PHILIPPINE REGISTRATION FOR LESS THAN ONE (1) YEAR

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

Office/Division:		MARINA Regional Office /Overseas Shipping Section (OSS)				
Classification:		Simple Transaction				
Type of Transaction:		G2B - Government to Business Entities				
Who may avail:		All shipping companies, ship owners, operators, bareboat charterers and managers of Philippine-registered overseas ship				
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE		
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)				Applicant		
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceed to Overseas Shipping Section (OSS) of NCR - MRO and submit application with complete documentary requirements IF EMAIL: Send application and complete documentary requirements to the official email address of the office.	1	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.	P9,700 plus documentary stamp /document	1 hour	Evaluator
1.1		1.1	IF EMAIL: Acknowledges receipt of email and forwards the email to the Evaluator			Secretary

2	No activity	2	<i>IF COMPLETE:</i> 2. Issues Authority to Accept Payment (ATAP)		10 minutes	Evaluator
2.1	<i>IF INCOMPLETE:</i> Comply with the deficiencies.	2.1	<i>IF INCOMPLETE:</i> Informs the Applicant of the lacking requirements			
3	Pays the corresponding fees stipulated in the ATAP	3	Accepts the Payment and issues Official Receipt		5 minutes	Cashier
4	Proceeds to the Records Section and present OR together with application documents.	4	Receives and logs the application and forward to the concerned Section.		10 minutes	Receiving Officer
5	No activity	5	Assigns the application to the evaluator		5 minutes	RD/Section Head
6	No activity	6	Evaluates the application in accordance to applicable rules and regulations		4 hours	Evaluator
7	IF FOUND DEFICIENT, complies with the deficiency within the given deadline.	7	IF FOUND DEFICIENT: Informs the applicant of the deficiencies and determines the deadline of compliance.			Evaluator
8	No activity	8	7. Prepares Report of Evaluation, draft document applied for		1 hour	Evaluator



9	No activity	9	Checks and reviews draft document and recommends for the appropriate action of the approving authority.		30 minutes	Section Head
10	No activity	10	Approves the document		10 minutes	Regional Director
11	6.) Receives document	11	Releases the document		10 minutes	Records Officer
END OF TRANSACTION					7 hours and 20 minutes	

IV.8 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 /Overseas Shipping Section (OSS)				
Classification:		Simple Transaction				
Type of Transaction:		G2B - Government to Business Entities				
Who may avail:		All shipping companies, ship owners, operators, bareboat charterers and managers of Philippine-registered overseas ship				
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE		
1. Letter of application signed by the officer of the company or its authorized representative 2. For full term issuance: copy of Protocol of Delivery and Acceptance 3. For amendment: copy from Recognized Organization ship's particular or details				Applicant		
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceed to Overseas Shipping Section (OSS) of NCR - MRO and submit application with complete documentary requirements	1	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.	P9,700.00 plus documentary stamp/document	1 hour	Evaluator
1.1	IF EMAIL: Send application and complete documentary requirements to the official email address of	1.1	IF EMAIL: Acknowledges receipt of email and forwards the email to the Evaluator			Secretary

	the office.					
2	No activity	2	<i>IF COMPLETE:</i> 2. Issues Authority to Accept Payment (ATAP)		10 minutes	Evaluator
2.1	<i>IF INCOMPLETE:</i> Comply with the deficiencies.	2.1	<i>IF INCOMPLETE:</i> Informs the Applicant of the lacking requirements			
3	Pays the corresponding fees stipulated in the ATAP	3	Accepts the Payment and issues Official Receipt		5 minutes	Cashier
4	Proceeds to the Records Section and present OR together with application documents.	4	Receives and logs the application and forward to the concerned Section.		10 minutes	Receiving Officer
5	No activity	5	Assigns the application to the evaluator		5 minutes	RD/Section Head
6	No activity	6	Evaluates the application in accordance to applicable rules and regulations		4 hours	Evaluator
7	IF FOUND DEFICIENT, complies with the deficiency within the given deadline.	7	IF FOUND DEFICIENT: Informs the applicant of the deficiencies and determines the deadline of compliance.			Evaluator
8	No activity	8	7. Prepares Report of Evaluation, draft document applied for		1 hour	Evaluator



9	No activity	9	Checks and reviews draft document and recommends for the appropriate action of the approving authority.		30 minutes	Section Head
10	No activity	10	Approves the document		10 minutes	Regional Director
11	6.) Receives document	11	Releases the document		10 minutes	Records Officer
END OF TRANSACTION					7 hours and 20 minutes	



IV.9 ISSUANCE OF CHANGE OF SHIP'S NAME

Office/Division:		MARINA Regional Office /Overseas Shipping Section (OSS)				
Classification:		Simple Transaction				
Type of Transaction:		G2B - Government to Business Entities				
Who may avail:		All shipping companies, ship owners, operators, bareboat charterers and managers of Philippine-registered overseas ship				
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE		
1. Letter of application signed by the officer of the company or its authorized representative 2. For full term issuance: copy of Protocol of Delivery and Acceptance 3. For amendment: copy from Recognized Organization ship's particular or details				Applicant		
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceed to Overseas Shipping Section (OSS) of NCR - MRO and submit application with complete documentary requirements 1.1 IF EMAIL: Send application and complete documentary requirements to the official email address of the office.	1	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.	P700.00 plus documentary stamp/document	1 hour	Evaluator
		1.1	IF EMAIL: Acknowledges receipt of email and forwards the email to the Evaluator			Secretary
2	No activity	2	IF COMPLETE:		10 minutes	Evaluator

2.1	<i>IF INCOMPLETE:</i> Comply with the deficiencies.	2.1	<i>IF INCOMPLETE:</i> Informs the Applicant of the lacking requirements			
3	Pays the corresponding fees stipulated in the ATAP	3	Accepts the Payment and issues Official Receipt		5 minutes	Cashier
4	Proceeds to the Records Section and present OR together with application documents.	4	Receives and logs the application and forward to the concerned Section.		10 minutes	Receiving Officer
5	No activity	5	Assigns the application to the evaluator		5 minutes	RD/Section Head
6	No activity	6	Evaluates the application in accordance to applicable rules and regulations		1 to 5 days ⁴	Evaluator
7	IF FOUND DEFICIENT, complies with the deficiency within the given deadline.	7	IF FOUND DEFICIENT: Informs the applicant of the deficiencies and determines the deadline of compliance.			Evaluator
8	No activity	8	7. Prepares Report of Evaluation, draft document		1 hour	Evaluator



9	No activity	9	Checks and reviews draft document and recommends for the appropriate action of the approving authority.		30 minutes	Section Head
10	No activity	10	Approves the document		10 minutes	Regional Director
11	6.) Receives document	11	Releases the document		10 minutes	Records Officer
END OF TRANSACTION					7 hours and 20 minutes	

IV.10 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 /Overseas Shipping Section (OSS)				
Classification:		Simple Transaction				
Type of Transaction:		G2B - Government to Business Entities				
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 2. Copy of valid insurance certificate				Applicant		
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceed to Overseas Shipping Section (OSS) of NCR - MRO and submit application with complete documentary requirements	1	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.	P2,000.00 plus documentary stamp/document	1 hour	Evaluator
1.1	IF EMAIL: Send application and complete documentary requirements to the official email address of the office.	1.1	IF EMAIL: Acknowledges receipt of email and forwards the email to the Evaluator			Secretary

2	No activity	2	<i>IF COMPLETE:</i> 2. Issues Authority to Accept Payment (ATAP)		10 minutes	Evaluator
2.1	<i>IF INCOMPLETE:</i> Comply with the deficiencies.	2.1	<i>IF INCOMPLETE:</i> Informs the Applicant of the lacking requirements			
3	Pays the corresponding fees stipulated in the ATAP	3	Accepts the Payment and issues Official Receipt		5 minutes	Cashier
4	Proceeds to the Records Section and present OR together with application documents.	4	Receives and logs the application and forward to the concerned Section.		10 minutes	Receiving Officer
5	No activity	5	Assigns the application to the evaluator		5 minutes	RD/Section Head
6	No activity	6	Evaluates the application in accordance to applicable rules and regulations		4 hours	Evaluator
7	IF FOUND DEFICIENT, complies with the deficiency within the given deadline.	7	IF FOUND DEFICIENT: Informs the applicant of the deficiencies and determines the deadline of compliance.			Evaluator
8	No activity	8	7. Prepares Report of Evaluation, draft ORDER / DECISION		1 hour	Evaluator



9	No activity	9	Checks and reviews draft ORDER/DECISION and recommends for the appropriate action of the approving authority.		30 minutes	Section Head
10	No activity	10	Approves the ORDER/DECISION		10 minutes	Regional Director
11	6.) Receives ORDER / DECISION	11	Releases the ORDER/DECISION		10 minutes	Records Officer
END OF TRANSACTION					7 hours and 20 minutes	

IV.11 ISSUANCE OF CONTINUOUS SYNOPSIS RECORD

Office/Division:		MARINA Regional Office /Overseas Shipping Section (OSS)				
Classification:		Simple Transaction				
Type of Transaction:		G2B - Government to Business Entities				
Who may avail:		All shipping companies, ship owners, operators, bareboat charterers and managers of Philippine-registered overseas ships				
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE		
INITIAL ISSUANCE OF CSR 1. Letter of application signed by the officer of the company or its authorized representative 2. Duly accomplished CSR application form AMENDMENT OF CSR 1. Letter of application signed by the officer of the company or its authorized representative 2. Amendment form IN CASE OF LOST OR DAMAGED CSR 1. Letter of application signed by the officer of the company or its authorized representative 2. Affidavit of Loss				Applicant MARINA Applicant MARINA Applicant Applicant		
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceed to Overseas Shipping Section (OSS) of NCR - MRO and submit application with complete documentary requirements	1	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.	Initial issuance/ amendment: P2,000 plus documentary stamp/document	1 hour	Evaluator
1.1	IF EMAIL:	1.1	IF EMAIL: Acknowledges receipt of email and forwards the email to the Evaluator	Re-issuance due to loss or		Secretary

	Send application and complete documentary requirements to the official email address of the office.			damages: P2,800 plus documentary stamp/document		
2	No activity	2	<i>IF COMPLETE:</i> 2. Issues Authority to Accept Payment (ATAP)		10 minutes	Evaluator
2.1	<i>IF INCOMPLETE:</i> Comply with the deficiencies.	2.1	<i>IF INCOMPLETE:</i> Informs the Applicant of the lacking requirements			
3	Pays the corresponding fees stipulated in the ATAP	3	Accepts the Payment and issues Official Receipt		5 minutes	Cashier
4	Proceeds to the Records Section and present OR together with application documents.	4	Receives and logs the application and forward to the concerned Section.		10 minutes	Receiving Officer
5	No activity	5	Assigns the application to the evaluator		5 minutes	RD/Section Head
6	No activity	6	Evaluates the application in accordance to applicable rules and regulations		4 hours	Evaluator



7	IF FOUND DEFICIENT, complies with the deficiency within the given deadline.	7	IF FOUND DEFICIENT: Informs the applicant of the deficiencies and determines the deadline of compliance.			Evaluator
8	No activity	8	7. Prepares Report of Evaluation, draft document		1 hour	Evaluator
9	No activity	9	Checks and reviews draft document and recommends for the appropriate action of the approving authority.		30 minutes	Section Head
10	No activity	10	Approves the document		10 minutes	Regional Director
11	Receives document	11	Releases the document		10 minutes	Records Officer
END OF TRANSACTION					7 hours and 20 minutes	

IV.12 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 /Overseas Shipping Section (OSS)				
Classification:		Simple Transaction				
Type of Transaction:		G2B - Government to Business Entities				
Who may avail:		All shipping companies, ship owners, operators, bareboat charterers and managers of Philippine-registered overseas ships				
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE		
1. Letter of application signed by the officer of the company or its authorized representative 2. Other relevant documents (if necessary)				Applicant Applicant		
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceed to Overseas Shipping Section (OSS) of NCR - MRO and submit application with complete documentary requirements	1	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.	P300.00 plus documentary stamp/document	1 hour	Evaluator
1.1	IF EMAIL: Send application and complete documentary requirements to the official email address of the office.	1.1	IF EMAIL: Acknowledges receipt of email and forwards the email to the Evaluator			Secretary

2	No activity	2	<i>IF COMPLETE:</i> 2. Issues Authority to Accept Payment (ATAP)		10 minutes	Evaluator
2.1	<i>IF INCOMPLETE:</i> Comply with the deficiencies.	2.1	<i>IF INCOMPLETE:</i> Informs the Applicant of the lacking requirements			
3	Pays the corresponding fees stipulated in the ATAP	3	Accepts the Payment and issues Official Receipt		5 minutes	Cashier
4	Proceeds to the Records Section and present OR together with application documents.	4	Receives and logs the application and forward to the concerned Section.		10 minutes	Receiving Officer
5	No activity	5	Assigns the application to the evaluator		5 minutes	RD/Section Head
6	No activity	6	Evaluates the application in accordance to applicable rules and regulations		4 hours	Evaluator
7	IF FOUND DEFICIENT, complies with the deficiency within the given deadline.	7	IF FOUND DEFICIENT: Informs the applicant of the deficiencies and determines the deadline of compliance.			Evaluator
8	No activity	8	7. Prepares Report of Evaluation, draft document		1 hour	Evaluator



9	No activity	9	Checks and reviews draft document and recommends for the appropriate action of the approving authority.		30 minutes	Section Head
10	No activity	10	Approves the document		10 minutes	Regional Director
11	Receives document	11	Releases the document		10 minutes	Records Officer
END OF TRANSACTION					7 hours and 20 minutes	

IV.13 ISSUANCE / AMENDMENT OF CERTIFICATE OF DELETION

Office/Division:		MARINA Regional Office /Overseas Shipping Section (OSS)				
Classification:		Simple Transaction				
Type of Transaction:		G2B - Government to Business Entities				
Who may avail:		All shipping companies, ship owners, operators, bareboat charterers and managers of Philippine-registered overseas ships				
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. 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	PERSON RESPONSIBLE
1	Proceed to Overseas Shipping Section (OSS) of NCR - MRO and submit application with complete documentary requirements	1	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.	New/re-issuance/ amendment: P2,000 plus documentary stamp/document	1 hour	Evaluator
1.1	IF EMAIL:	1.1	IF EMAIL: Acknowledges receipt of email and forwards the email to the Evaluator			Secretary

	Send application and complete documentary requirements to the official email address of the office.					
2	No activity	2	<i>IF COMPLETE:</i> 2. Issues Authority to Accept Payment (ATAP)		10 minutes	Evaluator
2.1	<i>IF INCOMPLETE:</i> Comply with the deficiencies.	2.1	<i>IF INCOMPLETE:</i> Informs the Applicant of the lacking requirements			
3	Pays the corresponding fees stipulated in the ATAP	3	Accepts the Payment and issues Official Receipt		5 minutes	Cashier
4	Proceeds to the Records Section and present OR together with application documents.	4	Receives and logs the application and forward to the concerned Section.		10 minutes	Receiving Officer
5	No activity	5	Assigns the application to the evaluator		5 minutes	RD/Section Head
6	No activity	6	Evaluates the application in accordance to applicable rules and regulations		1 to 5 days	Evaluator



7	IF FOUND DEFICIENT, complies with the deficiency within the given deadline.	7	IF FOUND DEFICIENT: Informs the applicant of the deficiencies and determines the deadline of compliance.			Evaluator
8	No activity	8	7. Prepares Report of Evaluation, draft document		1 hour	Evaluator
9	No activity	9	Checks and reviews draft document and recommends for the appropriate action of the approving authority.		30 minutes	Section Head
10	No activity	10	Approves the document		10 minutes	Regional Director
11	Receives document	11	Releases the document		10 minutes	Records Officer
END OF TRANSACTION					7 hours and 20 minutes	

IV.14 CONSTRUCTION OF SHIP UNDER REPUBLIC ACT NO. 7471 AS AMENDED

Office/Division:		MARINA Regional Office /Overseas Shipping Section (OSS)				
Classification:		Simple Transaction				
Type of Transaction:		G2B - Government to Business Entities				
Who may avail:		All shipping companies, ship owners, operators, bareboat charterers and managers of Philippine-registered overseas ships				
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE		
1. Letter of application signed by the officer of the company or its authorized representative				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				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				Applicant		
4. The proposed General Arrangement and Capacity Plans, as approved by recognized classification society				Applicant		
5. Proposed vessel's specification 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				Applicant		
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceed to Overseas Shipping Section (OSS) of NCR - MRO and submit application with complete documentary requirements	1	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.	P8,100.00 plus documentary stamp/document	1 hour	Evaluator
		1.1	IF EMAIL:			

1.1	IF EMAIL: Send application and complete documentary requirements to the official email address of the office.		Acknowledges receipt of email and forwards the email to the Evaluator			Secretary
2	No activity	2	<i>IF COMPLETE:</i> 2. Issues Authority to Accept Payment (ATAP)		10 minutes	Evaluator
2.1	<i>IF INCOMPLETE:</i> Comply with the deficiencies.	2.1	<i>IF INCOMPLETE:</i> Informs the Applicant of the lacking requirements			
3	Pays the corresponding fees stipulated in the ATAP	3	Accepts the Payment and issues Official Receipt		5 minutes	Cashier
4	Proceeds to the Records Section and present OR together with application documents.	4	Receives and logs the application and forward to the concerned Section.		10 minutes	Receiving Officer
5	No activity	5	Assigns the application to the evaluator		5 minutes	RD/Section Head
6	No activity	6	Evaluates the application in accordance to applicable rules and regulations		4 hours	Evaluator

7	IF FOUND DEFICIENT, complies with the deficiency within the given deadline.	7	IF FOUND DEFICIENT: Informs the applicant of the deficiencies and determines the deadline of compliance.			Evaluator
8	No activity	8	7. Prepares Report of Evaluation, draft document		1 hour	Evaluator
9	No activity	9	Checks and reviews draft document and recommends for the appropriate action of the approving authority.		30 minutes	Section Head
10	No activity	10	Approves the document		10 minutes	Regional Director
11	Receives document	11	Releases the document		10 minutes	Records Officer
END OF TRANSACTION					7 hours and 20 minutes	

IV.15 ISSUANCE OF LETTER AUTHORIZATION TO RECOGNIZED ORGANIZATION

Office/Division:		MARINA Regional Office /Overseas Shipping Section (OSS)			
Classification:		Simple Transaction			
Type of Transaction:		G2B - Government to Business Entities			
Who may avail:		All shipping companies, ship owners, operators, bareboat charterers and managers of Philippine-registered overseas ships			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1. Letter of application signed by the officer of the company or its authorized representative			Applicant		
2. Other relevant documents (if necessary)			Applicant		
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME
1 1.1	Proceed to Overseas Shipping Section (OSS) of NCR - MRO and submit application with complete documentary requirements	1	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.	P2,000.00 plus documentary stamp/document	1 hour
	IF EMAIL: Send application and complete documentary requirements to the official email address of the office.	1.1	IF EMAIL: Acknowledges receipt of email and forwards the email to the Evaluator		
2	No activity	2	<i>IF COMPLETE:</i> 2. Issues Authority to Accept Payment (ATAP)		10 minutes
					Evaluator

2.1	<i>IF INCOMPLETE:</i> Comply with the deficiencies.	2.1	<i>IF INCOMPLETE:</i> Informs the Applicant of the lacking requirements			
3	Pays the corresponding fees stipulated in the ATAP	3	Accepts the Payment and issues Official Receipt		5 minutes	Cashier
4	Proceeds to the Records Section and present OR together with application documents.	4	Receives and logs the application and forward to the concerned Section.		10 minutes	Receiving Officer
5	No activity	5	Assigns the application to the evaluator		5 minutes	RD/Section Head
6	No activity	6	Evaluates the application in accordance to applicable rules and regulations		1 to 5 days ⁵	Evaluator
7	IF FOUND DEFICIENT, complies with the deficiency within the given deadline.	7	IF FOUND DEFICIENT: Informs the applicant of the deficiencies and determines the deadline of compliance.			Evaluator
8	No activity	8	7. Prepares Report of Evaluation, draft document		1 hour	Evaluator



9	No activity	9	Checks and reviews draft document and recommends for the appropriate action of the approving authority.		30 minutes	Section Head
10	No activity	10	Approves the document		10 minutes	Regional Director
11	6.) Receives document	11	Releases the document		10 minutes	Records Officer
END OF TRANSACTION					7 hours and 20 minutes	

IV.16 ISSUANCE OF MINIMUM SAFE MANNING CERTIFICATE

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 /Overseas Shipping Section (OSS)				
Classification:		Simple Transaction				
Type of Transaction:		G2B - Government to Business Entities				
Who may avail:		All shipping companies, ship owners, operators, bareboat charterers and managers of Philippine-registered overseas ships				
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE		
1. Letter of application signed by the officer of the company or its authorized representative				Applicant		
2. For full term issuance: copy of protocol of delivery and acceptance				Applicant		
3. For amendment: copy from Recognized Organization ship's particular or details				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				Applicant		
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceed to Overseas Shipping Section (OSS) of NCR - MRO and	1	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity	Interim/re-issuance/ amendment/ Special	1 hour	Evaluator

1.1	submit application with complete documentary requirements IF EMAIL: Send application and complete documentary requirements to the official email address of the office.	1.1	documents submitted. IF EMAIL: Acknowledges receipt of email and forwards the email to the Evaluator	Permit MSMC: P2,500.00 plus documentary stamp/document Re--issuance for compliance to new IMO regulations: P875.00 plus documentary stamp/document Full term: P12,500.00 plus documentary stamp/documen t		Secretary
2	No activity	2	<i>IF COMPLETE:</i> 2. Issues Authority to Accept Payment (ATAP)		10 minutes	Evaluator
2.1	<i>IF INCOMPLETE:</i> Comply with the deficiencies.	2.1	<i>IF INCOMPLETE:</i> Informs the Applicant of the lacking requirements			
3	Pays the corresponding fees stipulated in the ATAP	3	Accepts the Payment and issues Official Receipt		5 minutes	Cashier

4	Proceeds to the Records Section and present OR together with application documents.	4	Receives and logs the application and forward to the concerned Section.		10 minutes	Receiving Officer
5	No activity	5	Assigns the application to the evaluator		5 minutes	RD/Section Head
6	No activity	6	Evaluates the application in accordance to applicable rules and regulations		1 to 5 days ⁶	Evaluator
7	IF FOUND DEFICIENT, complies with the deficiency within the given deadline.	7	IF FOUND DEFICIENT: Informs the applicant of the deficiencies and determines the deadline of compliance.			Evaluator
8	No activity	8	7. Prepares Report of Evaluation, draft document		1 hour	Evaluator
9	No activity	9	Checks and reviews draft document and recommends for the appropriate action of the approving authority.		30 minutes	Section Head
10	No activity	10	Approves the document		10 minutes	Regional Director
11	Receives document	11	Releases the document		10 minutes	Records Officer
END OF TRANSACTION					7 hours and 20 minutes	

IV.17 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 /Overseas Shipping Section (OSS)				
Classification:		Simple Transaction				
Type of Transaction:		G2B - Government to Business Entities				
Who may avail:		All shipping companies, ship owners, operators, bareboat charterers and managers of Philippine-registered overseas ships				
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE		
1. Letter of application signed by the officer of the company or its authorized representative				Applicant		
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceed to Overseas Shipping Section (OSS) of NCR - MRO and submit application with complete documentary requirements	1	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.	P400.00/quarter/ logbook plus documentary stamp/document	1 hour	Evaluator
1.1	IF EMAIL: Send application and complete documentary requirements to the official email address of	1.1	IF EMAIL: Acknowledges receipt of email and forwards the email to the Evaluator			Secretary

	the office.					
2	No activity	2	<i>IF COMPLETE:</i> 2. Issues Authority to Accept Payment (ATAP)		10 minutes	Evaluator
2.1	<i>IF INCOMPLETE:</i> Comply with the deficiencies.	2.1	<i>IF INCOMPLETE:</i> Informs the Applicant of the lacking requirements			
3	Pays the corresponding fees stipulated in the ATAP	3	Accepts the Payment and issues Official Receipt		5 minutes	Cashier
4	Proceeds to the Records Section and present OR together with application documents.	4	Receives and logs the application and forward to the concerned Section.		10 minutes	Receiving Officer
5	No activity	5	Assigns the application to the evaluator		5 minutes	RD/Section Head
6	No activity	6	Evaluates the application in accordance to applicable rules and regulations		4 hours	Evaluator
7	IF FOUND DEFICIENT, complies with the deficiency within the given deadline.	7	IF FOUND DEFICIENT: Informs the applicant of the deficiencies and determines the deadline of compliance.			Evaluator
8	No activity	8	7. Prepares Report of Evaluation, draft document		1 hour	Evaluator



9	No activity	9	Checks and reviews draft document and recommends for the appropriate action of the approving authority.		30 minutes	Section Head
10	No activity	10	Approves the document		10 minutes	Regional Director
11	Receives document	11	Releases the document		10 minutes	Records Officer
END OF TRANSACTION					7 hours and 20 minutes	

IV.18 RESERVATION OF SHIP'S NAME

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 /Overseas Shipping Section (OSS)				
Classification:		Simple Transaction				
Type of Transaction:		G2B - Government to Business Entities				
Who may avail:		All shipping companies, ship owners, operators, bareboat charterers and managers of Philippine-registered overseas ships				
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE		
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	PERSON RESPONSIBLE
1	Proceed to Overseas Shipping Section (OSS) of NCR - MRO and submit application with complete documentary requirements	1	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.	P300.00/ship/ month plus documentary stamp/document	1 hour	Evaluator
1.1	IF EMAIL: Send application and complete documentary	1.1	IF EMAIL: Acknowledges receipt of email and forwards the email to the Evaluator			Secretary

	requirements to the official email address of the office.					
2	No activity	2	<i>IF COMPLETE:</i> 2. Issues Authority to Accept Payment (ATAP)		10 minutes	Evaluator
2.1	<i>IF INCOMPLETE:</i> Comply with the deficiencies.	2.1	<i>IF INCOMPLETE:</i> Informs the Applicant of the lacking requirements			
3	Pays the corresponding fees stipulated in the ATAP	3	Accepts the Payment and issues Official Receipt		5 minutes	Cashier
4	Proceeds to the Records Section and present OR together with application documents.	4	Receives and logs the application and forward to the concerned Section.		10 minutes	Receiving Officer
5	No activity	5	Assigns the application to the evaluator		5 minutes	RD/Section Head
6	No activity	6	Evaluates the application in accordance to applicable rules and regulations		4 hours	Evaluator
7	IF FOUND DEFICIENT, complies with the deficiency within the given deadline.	7	IF FOUND DEFICIENT: Informs the applicant of the deficiencies and determines the deadline of compliance.			Evaluator

8	No activity	8	7. Prepares Report of Evaluation, draft document		1 hour	Evaluator
9	No activity	9	Checks and reviews draft document and recommends for the appropriate action of the approving authority.		30 minutes	Section Head
10	No activity	10	Approves the document		10 minutes	Regional Director
11	Receives document	11	Releases the document		10 minutes	Records Officer
END OF TRANSACTION					7 hours and 20 minutes	

IV.19 ISSUANCE OF SPECIAL PERMIT FOR TEMPORARY UTILIZATION OF DOMESTIC 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 /Overseas Shipping Section (OSS)	
Classification:	Simple Transaction	
Type of Transaction:	G2B - Government to Business Entities	
Who may avail:	All shipping companies, ship owners, operators, bareboat charterers and managers of Philippine-registered overseas ships	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter of application signed by the officer of the company or its authorized representative		Applicant
2. Crew list indicating therein the names of the crew, their respective ranks/position and the STCW Certificate/Certificate of Competency		Applicant
3. Documents for conventional ships (1 copy each):		
3.1 Certificate of Philippine Registry		
3.2 Certificate of Ownership		
3.3 Document of Compliance		
3.4 Safety Management Certificate		
3.5 Cargo Ship Safety Certificate		
3.6 Cargo Ship Safety Equipment Certificate		
3.7 Cargo Ship Safety Construction Certificate		
3.8 Cargo Securing Manual		
3.9 Certificate of Public Convenience		
3.10 Certificate of Class		
3.11 Cargo Ship Safety Radio Certificate		

<p>3.12 Certificate of Fitness</p> <p>3.13 Certificate of Insurance or Other Financial Security in respect of CLC for Bunker Oil Pollution Damages, 2001 (1,000GT and above)</p> <p>3.14 Civil Liability Certificate (greater than 1,000GT)</p> <p>3.15 Conformance Test Report – Long Range Identification and Tracking (LRIT) License (300GT and above) or Automatic Identification System (AIS), whichever is applicable</p> <p>3.16 Continuous Synopsis Record (500GT and above)</p> <p>3.17 Exemption Certificate</p> <p>3.18 International Air Pollution Prevention Certificate</p> <p>3.19 International Anti-Fouling System Certificate (24 meters or more in length but less than 400 GT)</p> <p>3.20 International Ballast Water Management Certificate (400GTandabove)</p> <p>3.21 International Energy Efficiency Certificate</p> <p>3.22 International Load Line Certificate</p> <p>3.23 International Oil Pollution Prevention Certificate</p> <p>3.24 International Sewage Pollution Prevention Certificate</p> <p>3.25 International Ship Security Certificate (500GT and above)</p> <p>3.26 International Tonnage Certificate/Admeasurement</p> <p>3.27 Maritime Labor Certificate, 2006, as amended (500 GT and above)</p> <p>3.28 Minimum Safe Manning Certificate (to be issued pursuant to MARINA Memorandum Circular 2018-03)</p> <p>3.29 Passenger Insurance</p> <p>3.30 Passenger Ship Safety Certificate</p> <p>3.31 Ship Station License</p> <p>3.32 For ships that will be drydocked/repaired abroad: Waiver from Shipyards Regulation Service</p> <p>3.33 For conduction purposes abroad: Safety Certificates depending on the type and size of the ship</p>	
<p>4. Documents for traditional ships (1 copy each):</p>	

4.1 Certificate of Philippine Registry 4.2 Certificate of Ownership 4.3 Document of Compliance 4.4 Safety Management Certificate 4.5 Cargo Ship Safety Certificate 4.6 Cargo Ship Safety Equipment Certificate 4.7 Cargo Ship Safety Construction Certificate 4.8 Cargo Securing Manual						
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceed to Overseas Shipping Section (OSS) of NCR - MRO and submit application with complete documentary requirements	1	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.	Special Permit for 3 months	1 hour	Evaluator
1.1	IF EMAIL: Send application and complete documentary requirements to the official email address of the office.	1.1	IF EMAIL: Acknowledges receipt of email and forwards the email to the Evaluator	PHP8,100 (tramping operation) plus documentary stamp/document PHP39,700 (liner operation) plus documentary stamp/document Amendment: PHP600 plus documentary stamp/document		Secretary
2	No activity	2	<i>IF COMPLETE:</i> 2. Issues Authority to Accept Payment		10 minutes	Evaluator

2.1	<i>IF INCOMPLETE:</i> Comply with the deficiencies.	2.1	(ATAP) <i>IF INCOMPLETE:</i> Informs the Applicant of the lacking requirements			
3	Pays the corresponding fees stipulated in the ATAP	3	Accepts the Payment and issues Official Receipt		5 minutes	Cashier
4	Proceeds to the Records Section and present OR together with application documents.	4	Receives and logs the application and forward to the concerned Section.		10 minutes	Receiving Officer
5	No activity	5	Assigns the application to the evaluator		5 minutes	RD/Section Head
6	No activity	6	Evaluates the application in accordance to applicable rules and regulations		4 hours	Evaluator
7	IF FOUND DEFICIENT, complies with the deficiency within the given deadline.	7	IF FOUND DEFICIENT: Informs the applicant of the deficiencies and determines the deadline of compliance.			Evaluator
8	No activity	8	7. Prepares Report of Evaluation, draft document		1 hour	Evaluator



9	No activity	9	Checks and reviews draft document and recommends for the appropriate action of the approving authority.		30 minutes	Section Head
10	No activity	10	Approves the document		10 minutes	Regional Director
11	Receives document	11	Releases the document		10 minutes	Records Officer
END OF TRANSACTION					7 hours and 4 minutes	

IV.20 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 /Overseas Shipping Section (OSS)	
Classification:	Simple Transaction	
Type of Transaction:	G2B - Government to Business Entities	
Who may avail:	All shipping companies, ship owners, operators, bareboat charterers and managers of Philippine-registered overseas ships	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter of application signed by the officer of the company or its authorized representative		Applicant
2. Letter from Domestic Shipping Service or Maritime Regional Office/s stating its non-objection on the permanent conversion of trading status		Applicant
3. Copy of Certificate of Philippine Registry and Certificate of Ownership issued by Domestic Service and Maritime Regional Offices		Applicant
4. Ships documents, as applicable (1 copy each):		
a. International Tonnage Certificate;		
b. International Load Line Certificate;		
c. International Oil Pollution Prevention Certificate;		
d. International Air Pollution Prevention Certificate;		
e. International Sewage Pollution Prevention Certificate;		
f. Cargo Ship Safety Radio Certificate;		
g. Cargo Ship Safety Construction Certificate;		
h. Cargo Ship Safety Equipment Certificate;		
i. (BC Code) Certificate of Compliance for the Carriage of Solid Bulk		

Cargoes; j. Exemption Certificates, if necessary; k. International Ballast Water Management Certificate (BWMS Certificate) l. International Anti-Fouling System Certificate (IAFS Certificate); m. International Energy Efficiency Certificate (IEEC); n. Document of Compliance; o. International Ship Security Certificate; p. Continuous Synopsis Record; q. Long Range Identification and Tracking of Ships; r. Ship Station License issued by NTC; s. Civil Liability Convention Certificate (greater than 1,000 gt) t. Certificate of Insurance or Other Financial Security in respect of CLC for Bunker Oil Pollution Damage, 2001 (1,000 gt other than tanker); u. Passenger Ship Safety Certificate; v. Certificate of Fitness (gas carriers only); w. Cargo Securing Manual Certificate of Class (full term)						
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceed to Overseas Shipping Section (OSS) of NCR - MRO and submit application with complete documentary requirements	1	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.	P9,700 plus documentary stamp/document	1 hour	Evaluator
1.1		1.1	IF EMAIL: Acknowledges receipt of email and			Secretary

	IF EMAIL: Send application and complete documentary requirements to the official email address of the office.		forwards the email to the Evaluator			
2	No activity	2	<i>IF COMPLETE:</i> 2. Issues Authority to Accept Payment (ATAP)		10 minutes	Evaluator
2.1	<i>IF INCOMPLETE:</i> Comply with the deficiencies.	2.1	<i>IF INCOMPLETE:</i> Informs the Applicant of the lacking requirements			
3	Pays the corresponding fees stipulated in the ATAP	3	Accepts the Payment and issues Official Receipt		5 minutes	Cashier
4	Proceeds to the Records Section and present OR together with application documents.	4	Receives and logs the application and forward to the concerned Section.		10 minutes	Receiving Officer
5	No activity	5	Assigns the application to the evaluator		5 minutes	RD/Section Head
6	No activity	6	Evaluates the application in accordance to applicable rules and regulations		4 hours	Evaluator



7	IF FOUND DEFICIENT, complies with the deficiency within the given deadline.	7	IF FOUND DEFICIENT: Informs the applicant of the deficiencies and determines the deadline of compliance.			Evaluator
8	No activity	8	7. Prepares Report of Evaluation, draft document		1 hour	Evaluator
9	No activity	9	Checks and reviews draft document and recommends for the appropriate action of the approving authority.		30 minutes	Section Head
10	No activity	10	Approves the document		10 minutes	Regional Director
11	Receives document	11	Releases the document		10 minutes	Records Officer
END OF TRANSACTION					7 hours and 20 minutes	



IV.21 IMPORTATION/PURCHASE OF SHIP FOR OVERSEAS USE UNDER REPUBLIC ACT NO. 7471, AS AMENDED

Office/Division:		MARINA Regional Office /Overseas Shipping Section (OSS)				
Classification:		Simple Transaction				
Type of Transaction:		G2B - Government to Business Entities				
Who may avail:		All shipping companies, ship owners, operators, bareboat charterers and managers of Philippine-registered overseas ships				
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 valid Certificate of Vessel Registry (Patente)				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)				Applicant		
4. Copy of Memorandum of Agreement executed by and between the parties concerned Copy of Loan Agreement, if any				Applicant		
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceed to Overseas Shipping Section (OSS) of NCR - MRO and submit application with complete documentary requirements	1	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.	P9,700 plus documentary stamp/document	1 hour	Evaluator
		1.1	IF EMAIL:			

1.1	IF EMAIL: Send application and complete documentary requirements to the official email address of the office.		Acknowledges receipt of email and forwards the email to the Evaluator			Secretary
2	No activity	2	<i>IF COMPLETE:</i> 2. Issues Authority to Accept Payment (ATAP)		10 minutes	Evaluator
2.1	<i>IF INCOMPLETE:</i> Comply with the deficiencies.	2.1	<i>IF INCOMPLETE:</i> Informs the Applicant of the lacking requirements			
3	Pays the corresponding fees stipulated in the ATAP	3	Accepts the Payment and issues Official Receipt		5 minutes	Cashier
4	Proceeds to the Records Section and present OR together with application documents.	4	Receives and logs the application and forward to the concerned Section.		10 minutes	Receiving Officer
5	No activity	5	Assigns the application to the evaluator		5 minutes	RD/Section Head
6	No activity	6	Evaluates the application in accordance to applicable rules and regulations		4 hours	Evaluator



7	IF FOUND DEFICIENT, complies with the deficiency within the given deadline.	7	IF FOUND DEFICIENT: Informs the applicant of the deficiencies and determines the deadline of compliance.			Evaluator
8	No activity	8	7. Prepares Report of Evaluation, draft document		1 hour	Evaluator
9	No activity	9	Checks and reviews draft document and recommends for the appropriate action of the approving authority.		30 minutes	Section Head
10	No activity	10	Approves the document		10 minutes	Regional Director
11	Receives O document	11	Releases the document		10 minutes	Records Officer
END OF TRANSACTION					7 hours and 20 minutes	

IV.22 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 /Overseas Shipping Section (OSS)				
Classification:		Simple Transaction				
Type of Transaction:		G2B - Government to Business Entities				
Who may avail:		All shipping companies, ship owners, operators, bareboat charterers and managers of Philippine-registered overseas ships				
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE		
1. Letter of application signed by the officer of the company or its authorized representative				Applicant		
2. For registration of cautionary notice: Copy of mortgage contract				Applicant		
3. For cancellation of cautionary notice: Discharge of mortgage of ships/other relevant documents				Applicant		
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceed to Overseas Shipping Section (OSS) of NCR - MRO and submit application with complete documentary requirements	1	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.	Registration/ recording of cautionary notice: P23,900 plus documentary stamp/document	1 hour	Evaluator
1.1	IF EMAIL:	1.1	IF EMAIL: Acknowledges receipt of email and forwards the email to the Evaluator			Secretary

	Send application and complete documentary requirements to the official email address of the office.			Cancellation of mortgage: P500 plus documentary stamp/ document		
2	No activity	2	<i>IF COMPLETE:</i> 2. Issues Authority to Accept Payment (ATAP)		10 minutes	Evaluator
2.1	<i>IF INCOMPLETE:</i> Comply with the deficiencies.	2.1	<i>IF INCOMPLETE:</i> Informs the Applicant of the lacking requirements			
3	Pays the corresponding fees stipulated in the ATAP	3	Accepts the Payment and issues Official Receipt		5 minutes	Cashier
4	Proceeds to the Records Section and present OR together with application documents.	4	Receives and logs the application and forward to the concerned Section.		10 minutes	Receiving Officer
5	No activity	5	Assigns the application to the evaluator		5 minutes	RD/Section Head

6	No activity	6	Evaluates the application in accordance to applicable rules and regulations		1 to 5 days	Evaluator
7	IF FOUND DEFICIENT, complies with the deficiency within the given deadline.	7	IF FOUND DEFICIENT: Informs the applicant of the deficiencies and determines the deadline of compliance.			Evaluator
8	No activity	8	7. Prepares Report of Evaluation, draft document		1 hour	Evaluator
9	No activity	9	Checks and reviews draft ORDER/DECISION and recommends for the appropriate action of the approving authority.		30 minutes	Section Head
10	No activity	10	Approves the document		10 minutes	Regional Director



11	Receives document	11	Releases the document		10 minutes	Records Officer
END OF TRANSACTION					Minimum: 1 day, 3 hours and 20 minutes	

IV.23 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 /Overseas Shipping Section (OSS)				
Classification:		Simple Transaction				
Type of Transaction:		G2B - Government to Business Entities				
Who may avail:		All shipping companies, ship owners, operators, bareboat charterers and managers of Philippine-registered overseas ships				
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE		
1. Letter of application signed by the officer of the company or its authorized representative 2. Proof that the ship has been offered for sale to Philippine shipping enterprises through the shipping associations for at least sixty (60) days 3. For cancellation of cautionary notice: Discharge of mortgage of ships/other relevant documents				Applicant Applicant Applicant		
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceed to Overseas Shipping Section (OSS) of NCR - MRO and submit application with complete documentary requirements	1	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.	P9,700 plus documentary stamp/document	1 hour	Evaluator
1.1	IF EMAIL: Send application and	1.1	IF EMAIL: Acknowledges receipt of email and forwards the email to the Evaluator			Secretary

	complete documentary requirements to the official email address of the office.					
2	No activity	2	<i>IF COMPLETE:</i> 2. Issues Authority to Accept Payment (ATAP)		10 minutes	Evaluator
2.1	<i>IF INCOMPLETE:</i> Comply with the deficiencies.	2.1	<i>IF INCOMPLETE:</i> Informs the Applicant of the lacking requirements			
3	Pays the corresponding fees stipulated in the ATAP	3	Accepts the Payment and issues Official Receipt		5 minutes	Cashier
4	Proceeds to the Records Section and present OR together with application documents.	4	Receives and logs the application and forward to the concerned Section.		10 minutes	Receiving Officer
5	No activity	5	Assigns the application to the evaluator		5 minutes	RD/Section Head
6	No activity	6	Evaluates the application in accordance to applicable rules and regulations		4 hours	Evaluator



7	IF FOUND DEFICIENT, complies with the deficiency within the given deadline.	7	IF FOUND DEFICIENT: Informs the applicant of the deficiencies and determines the deadline of compliance.			Evaluator
8	No activity	8	7. Prepares Report of Evaluation, draft document		1 hour	Evaluator
9	No activity	9	Checks and reviews draft document and recommends for the appropriate action of the approving authority.		30 minutes	Section Head
10	No activity	10	Approves the document		10 minutes	Regional Director
11	Receives document	11	Releases the document		10 minutes	Records Officer
END OF TRANSACTION					7 hours and 20 minutes	



IV.24 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*

Republic Act No. 7471, as amended.

Office/Division:		MARINA Regional Office /Overseas Shipping Section (OSS)				
Classification:		Simple Transaction				
Type of Transaction:		G2B - Government to Business Entities				
Who may avail:		All shipping companies, ship owners, operators, bareboat charterers and managers of Philippine-registered overseas ships				
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE		
1. Letter of application signed by the officer of the company or its authorized representative 2. Resolution of the Board of Directors, certified by the Board Secretary, authorizing the filing of the application and designating the officials/authorized representative				Applicant Applicant		
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceed to Overseas Shipping Section (OSS) of NCR - MRO and submit application with complete documentary requirements	1	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.		1 hour	Evaluator
1.1	IF EMAIL: Send application and	1.1	IF EMAIL: Acknowledges receipt of email and forwards the email to the Evaluator			Secretary

	complete documentary requirements to the official email address of the office.					
2	No activity	2	<i>IF COMPLETE:</i> 2. Issues Authority to Accept Payment (ATAP)		10 minutes	Evaluator
2.1	<i>IF INCOMPLETE:</i> Comply with the deficiencies.	2.1	<i>IF INCOMPLETE:</i> Informs the Applicant of the lacking requirements			
3	Pays the corresponding fees stipulated in the ATAP	3	Accepts the Payment and issues Official Receipt		5 minutes	Cashier
4	Proceeds to the Records Section and present OR together with application documents.	4	Receives and logs the application and forward to the concerned Section.		10 minutes	Receiving Officer
5	No activity	5	Assigns the application to the evaluator		5 minutes	RD/Section Head
6	No activity	6	Evaluates the application in accordance to applicable rules and regulations		4 hours	Evaluator
7	IF FOUND DEFICIENT, complies with the deficiency within the given deadline.	7	IF FOUND DEFICIENT: Informs the applicant of the deficiencies and determines the deadline of compliance.			Evaluator



8	No activity	8	7. Prepares Report of Evaluation, draft document		1 hour	Evaluator
9	No activity	9	Checks and reviews draft document and recommends for the appropriate action of the approving authority.		30 minutes	Section Head
10	No activity	10	Approves the document		10 minutes	Regional Director
11	Receives document	11	Releases the document		10 minutes	Records Officer
END OF TRANSACTION					7 hours and 20 minutes	

IV.25 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 /Overseas Shipping Section (OSS)				
Classification:		Simple Transaction				
Type of Transaction:		G2B - Government to Business Entities				
Who may avail:		All shipping companies, ship owners, operators, bareboat charterers and managers of Philippine-registered overseas ships				
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE		
1. Letter of application signed by the officer of the company or its authorized representative				Applicant		
2. Other relevant documents (if necessary)				Applicant		
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceed to Overseas Shipping Section (OSS) of NCR - MRO and submit application with complete documentary requirements	1	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.	P400/ship plus documentary stamp/document	1 hour	Evaluator
1.1		1.1	IF EMAIL: Acknowledges receipt of email and			Secretary

	IF EMAIL: Send application and complete documentary requirements to the official email address of the office.		forwards the email to the Evaluator			
2	No activity	2	<i>IF COMPLETE:</i> 2. Issues Authority to Accept Payment (ATAP)		10 minutes	Evaluator
2.1	<i>IF INCOMPLETE:</i> Comply with the deficiencies.	2.1	<i>IF INCOMPLETE:</i> Informs the Applicant of the lacking requirements			
3	Pays the corresponding fees stipulated in the ATAP	3	Accepts the Payment and issues Official Receipt		5 minutes	Cashier
4	Proceeds to the Records Section and present OR together with application documents.	4	Receives and logs the application and forward to the concerned Section.		10 minutes	Receiving Officer
5	No activity	5	Assigns the application to the evaluator		5 minutes	RD/Section Head
6	No activity	6	Evaluates the application in accordance to applicable rules and regulations		4 hours	Evaluator



7	IF FOUND DEFICIENT, complies with the deficiency within the given deadline.	7	IF FOUND DEFICIENT: Informs the applicant of the deficiencies and determines the deadline of compliance.			Evaluator
8	No activity	8	7. Prepares Report of Evaluation, draft document		1 hour	Evaluator
9	No activity	9	Checks and reviews draft document and recommends for the appropriate action of the approving authority.		30 minutes	Section Head
10	No activity	10	Approves the document		10 minutes	Regional Director
11	Receives document	11	Releases the document		10 minutes	Records Officer
END OF TRANSACTION					7 hours and 20 minutes	

IV.26 ACCREDITATION OF RECOGNIZED ORGANIZATIONS (ROs)

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 /Overseas Shipping Section (OSS)	
Classification:	Simple Transaction	
Type of Transaction:	G2B - Government to Business Entities	
Who may avail:		
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 company registration/Articles of Incorporation and By-Laws issued/Memorandum and Articles of Partnership issued by the Securities and Exchange Commission		Applicant
3. Copy of Quality Assurance Certification issued by a certifying body acceptable to the Administration		Applicant
4. Directory of officers, auditors, surveyors or officials showing their competence and qualifications		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 personnel providing consultancy services and those involved in the statutory certification and services		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		

CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceed to Overseas Shipping Section (OSS) of NCR - MRO and submit application with complete documentary requirements	1	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.	P100,000 plus documentary stamp/document	1 hour	Evaluator
1.1	IF EMAIL: Send application and complete documentary requirements to the official email address of the office.	1.1	IF EMAIL: Acknowledges receipt of email and forwards the email to the Evaluator			Secretary
2	No activity	2	<i>IF COMPLETE:</i> 2. Issues Authority to Accept Payment (ATAP)		10 minutes	Evaluator
2.1	<i>IF INCOMPLETE:</i> Comply with the deficiencies.	2.1	<i>IF INCOMPLETE:</i> Informs the Applicant of the lacking requirements			
3	Pays the corresponding fees stipulated in the ATAP	3	Accepts the Payment and issues Official Receipt		5 minutes	Cashier
4	Proceeds to the Records Section and present OR together with application documents.	4	Receives and logs the application and forward to the concerned Section.		10 minutes	Receiving Officer

5	No activity	5	Assigns the application to the evaluator		5 minutes	RD/Section Head
6	No activity	6	Evaluates the application in accordance to applicable rules and regulations		4 hours	Evaluator
7	IF FOUND DEFICIENT, complies with the deficiency within the given deadline.	7	IF FOUND DEFICIENT: Informs the applicant of the deficiencies and determines the deadline of compliance.			Evaluator
8	No activity	8	7. Prepares Report of Evaluation, draft document		1 hour	Evaluator
9	No activity	9	Checks and reviews draft document and recommends for the appropriate action of the approving authority.		30 minutes	Section Head



10	No activity	10	Approves the document		10 minutes	Regional Director
11	Receives document from the Records Section	11	Releases the document		10 minutes	Records Officer
END OF TRANSACTION					7 hours and 20 minutes	

V. SHIP BUILDING / SHIP REPAIR / SHIP RECYCLING / SHIP BREAKING

V.1 REGISTRATION OF SHIPBUILDERS AND/OR SHIP REPAIRER

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:	MARINA Regional Office /Shipyards Regulation Service (SRS) / or 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).

Fees to be Paid:							
		FOR SB &/or SR CLASS A		FOR SB &/or SR CLASS B		FOR SB &/or SR CLASS C	
		P 10,000.00		P 5,000.00		P 1,000.00	
		Note: Fess & charges are based on MC 2018-02 & SR 2019-01					
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1.	Proceed to Shipyard Regulations Section (SRS) or Shipyard Development & Licensing Division (SDLD) and submit application with complete documentary requirements	1.	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.		1 hour	Evaluator	
1.1	IF EMAIL: Send application and complete documentary requirements to the official email address of	1.1	IF EMAIL: Acknowledges receipt of email and forwards the email to the Evaluator			Secretary	

	the office.					
2.	No activity IF INCOMPLETE: Comply with the deficiencies.	2. 2.1	IF COMPLETE: 2. Issues Authority to Accept Payment (ATAP) IF INCOMPLETE: Informs the Applicant of the lacking requirements		10 minutes	Evaluator
3.	Pays the corresponding fees stipulated in the ATAP	3.	Accepts the Payment and issues Official Receipt		5 minutes	Cashier
4.	Proceeds to the Records Section and present OR together with application documents.	4.	Receives and logs the application and forward to the concerned Section.		10 minutes	Receiving Officer
5.	No activity	5.	Assigns the application to the evaluator		5 minutes	RD/Section Head
6.	No activity	6.	Evaluates the application and conducts inspection in accordance to applicable rules and regulations		1 to 5 days	Evaluator
7.	IF FOUND DEFICIENT, complies with the deficiency within the given deadline	7.	IF FOUND DEFICIENT: Informs the applicant of the deficiencies and determines the deadline of compliance.			Evaluator
8.	No activity	8.	Prepares Report of Evaluation, drafts document applied for		1 hour	Evaluator



9.	No activity	9.	Checks and reviews draft Certificate and recommends for the appropriate action of the approving authority.		30 minutes	Section Head
10.	No activity	10.	Approves the document		10 minutes	Regional Director
11.	Receives the DOCUMENT	11.	Releases the document		10 minutes	Records Officer
END OF TRANSACTION					3 hours and 20 minutes + days of inspection	



V.2 ISSUANCE/UPGRADING/RENEWAL OF LICENSE FOR SHIPBUILDERS AND/RR 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:	MARINA Regional Office /Shipyards Regulation Service (SRS) / or 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 Department of Labor &Employment (DOLE) or Bureau of Immigration & Deportation (BID)
2. Alien Employment Permit issued by DOLE or BID (For Foreign National);		
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)

<p>8. Valid Environmental Compliance Certificate (ECC) Clearance from DENR;</p> <p>9. Copy of occupational Safety & Health (OSH) Accreditation/Certification from DOLE; and,</p> <p>10. Duly accomplished Data Sheet.</p>	<p>Environment Management Bureau (EMB), DENR</p> <p>Occupational Safety & Health Center (OSHC), DOLE</p> <p>Shipyards Regulation Service, Maritime Industry Authority</p>
<p>RENEWAL</p> <p>1. Letter of application;</p> <p>2. Alien Employment Permit issued by DOLE or BID (For Foreign National);</p> <p>3. Proof of employment and Bio-data of Technical and Skilled Personnel;</p> <p>4. Proof of ownership of shipyard OR Lease Contract valid for at least five (5) years;</p> <p>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;</p> <p>6. Valid Mayor's Permit OR PEZA Certification including Fire Safety Inspection Certification from BFP or equivalent;</p> <p>7. Valid Environmental Compliance Certificate (ECC) Clearance from DENR;</p> <p>8. Copy of occupational Safety & Health (OSH) Accreditation/Certification from DOLE;</p> <p>9. Copy of valid ISO 9001:2015 QMS Certificate with proof of accreditation of the Certification Body from PAB or PAC;</p> <p>10. Shipyards Annual Report(s) (SBSR Record Book);</p> <p>11. Latest Audited Financial Statement stamped received by BIR;</p> <p>12. Duly accomplished Data Sheet; and,</p> <p>13. Original License Certificate.</p> <p>NOTE: (a). Two (2) sets photocopies of each required document.</p>	<p>Applicant</p> <p>Department of Labor & Employment (DOLE) or Bureau of Immigration & Deportation (BID)</p> <p>Applicant</p> <p>Applicant</p> <p>Applicant</p> <p>Bureau of Fire Protection (BFP)</p> <p>Environment Management Bureau (EMB), DENR</p> <p>Occupational Safety & Health Center (OSHC), DOLE</p> <p>Concerned Certification Body accredited by the Philippine Accreditation Bureau (PAB) or Pacific Accreditation Cooperation (PAC)</p> <p>Applicant</p> <p>Applicant</p> <p>Shipyards Regulation Service, Maritime Industry Authority</p> <p>Applicant</p>



Fees to be Paid:		<table><tr><td colspan="2">PARTICULARS</td><td>FOR SB &/or SR CLASS A</td><td>FOR SB &/or SR CLASS B</td><td colspan="2">FOR SB &/or SR CLASS C</td></tr><tr><td colspan="2">Inspection Fee</td><td>P 12,400.00</td><td>P 9,300.00</td><td colspan="2">P 6,300.00</td></tr><tr><td colspan="2">Processing Fee</td><td>34,400.00</td><td>25,800.00</td><td colspan="2">P 17,200.00</td></tr><tr><td colspan="2">License Cert</td><td>500.00</td><td>500.00</td><td colspan="2">P 500.00</td></tr><tr><td colspan="2">TOTAL</td><td>P 47,300.00</td><td>P 35,600.00</td><td colspan="2">P 24,000.00</td></tr></table>					PARTICULARS		FOR SB &/or SR CLASS A	FOR SB &/or SR CLASS B	FOR SB &/or SR CLASS C		Inspection Fee		P 12,400.00	P 9,300.00	P 6,300.00		Processing Fee		34,400.00	25,800.00	P 17,200.00		License Cert		500.00	500.00	P 500.00		TOTAL		P 47,300.00	P 35,600.00	P 24,000.00	
		PARTICULARS		FOR SB &/or SR CLASS A	FOR SB &/or SR CLASS B	FOR SB &/or SR CLASS C																														
		Inspection Fee		P 12,400.00	P 9,300.00	P 6,300.00																														
		Processing Fee		34,400.00	25,800.00	P 17,200.00																														
		License Cert		500.00	500.00	P 500.00																														
		TOTAL		P 47,300.00	P 35,600.00	P 24,000.00																														
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE																														
1.	Proceed to Shipyard Regulations Section (SRS) or Shipyard Development & Licensing Division(SDLD) and submit application with complete documentary requirements	1.	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.		1 hour	Evaluator																														
1.1	IF EMAIL: Send application and complete documentary requirements to the official email address of	1.1	IF EMAIL: Acknowledges receipt of email and forwards the email to the Evaluator			Secretary																														

	the office.					
2.	No activity IF INCOMPLETE: Comply with the deficiencies.	2. 2.1	IF COMPLETE: 2. Issues Authority to Accept Payment (ATAP) IF INCOMPLETE: Informs the Applicant of the lacking requirements		10 minutes	Evaluator
3.	Pays the corresponding fees stipulated in the ATAP	3.	Accepts the Payment and issues Official Receipt		5 minutes	Cashier
4.	Proceeds to the Records Section and present OR together with application documents.	4.	Receives and logs the application and forward to the concerned Section.		10 minutes	Receiving Officer
5.	No activity	5.	Assigns the application to the evaluator		5 minutes	RD/Section Head
6.	No activity	6.	Evaluates the application and conducts inspection in accordance to applicable rules and regulations		1 to 5 days	Evaluator
7.	IF FOUND DEFICIENT, complies with the deficiency within the given deadline	7.	IF FOUND DEFICIENT: Informs the applicant of the deficiencies and determines the deadline of compliance.			Evaluator
8.	No activity	8.	Prepares Report of Evaluation, drafts document applied for		2 hour	Evaluator



9.	No activity	9.	Checks and reviews draft Certificate and recommends for the appropriate action of the approving authority.		30 minutes	Section Head
10.	No activity	10.	Approves the document		10 minutes	Regional Director
11.	Receives the DOCUMENT	11.	Releases the document		10 minutes	Records Officer
END OF TRANSACTION					4 hours and 20 minutes + days of inspection	

V.3 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:	MARINA Regional Office /Shipyards Regulation Service(SRS)/ or 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; 2. Shipyards Annual Report(s) (SBSR Record Book) 3. Latest Audited Financial Statement stamped received by BIR 4. Duly accomplished Data Sheet 5. Original License Certificate 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).		Applicant Applicant Applicant Shipyards Regulation Service, Maritime Industry Authority Applicant					
Fees to be Paid:	<table border="1"> <tr> <td></td> <td>Inspection Fee</td> </tr> <tr> <td>SB &/or SR CLASS A</td> <td>P 12,400.00</td> </tr> </table>				Inspection Fee	SB &/or SR CLASS A	P 12,400.00
	Inspection Fee						
SB &/or SR CLASS A	P 12,400.00						



		SB &/or SR CLASS B	9,300.00			
		SB &/or SR CLASS C	6,300.00			
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Proceed to Shipyard Regulations Section (SRS) or Shipyard Development & Licensing Division (SDLD) and submit application with complete documentary requirements	1.	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.		1 hour	Evaluator
1.1	IF EMAIL: Send application and complete documentary requirements to the official email address of the office.	1.1	IF EMAIL: Acknowledges receipt of email and forwards the email to the Evaluator			Secretary
2.	No activity	2.	IF COMPLETE: 2. Issues Authority to Accept Payment (ATAP)		10 minutes	Evaluator
	IF INCOMPLETE: Comply with the deficiencies.	2.1	IF INCOMPLETE: Informs the Applicant of the lacking requirements			



3.	Pays the corresponding fees stipulated in the ATAP	3.	Accepts the Payment and issues Official Receipt		5 minutes	Cashier
4.	Proceeds to the Records Section and present OR together with application documents.	4.	Receives and logs the application and forward to the concerned Section.		10 minutes	Receiving Officer
5.	No activity	5.	Assigns the application to the evaluator		5 minutes	RD/Section Head
6.	No activity	6.	Evaluates the application and conducts inspection in accordance to applicable rules and regulations		1 to 5 days	Evaluator
7.	IF FOUND DEFICIENT, complies with the deficiency within the given deadline	7.	IF FOUND DEFICIENT: Informs the applicant of the deficiencies and determines the deadline of compliance.			Evaluator
8.	No activity	8.	Prepares Report of Evaluation, drafts document applied for		2 hour	Evaluator
9.	No activity	9.	Checks and reviews draft Certificate and recommends for the appropriate action of the approving authority.		30 minutes	Section Head
10.	No activity	10.	Approves the document		10 minutes	Regional Director
11.	Receives the DOCUMENT	11.	Releases the document		10 minutes	Records Officer
END OF TRANSACTION					4 hours and 20 minutes + days of inspection	



V.4 ISSUANCE/UPGRADING/RENEWAL OF LICENSE FOR BOAT BUILDERS/ 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:	MARINA Regional Office /Shipyards Regulation Service (SRS)/ or 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		Applicant



<p>management;</p> <ol style="list-style-type: none">5. Proof of ownership of boatyard OR Lease Contract valid for at least three (3) years;6. Valid Mayor's Permit OR PEZA Certification including Fire Safety Inspection Certification from BFP or equivalent7. 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 only8. Duly accomplished Data Sheet	<p>Applicant</p> <p>Concerned Municipal or City Government Office and Bureau of Fire Protection (BFP) Environment Management Bureau (EMB), DENR</p> <p>Shipyards Regulation Service, Maritime Industry Authority</p>
<p>RENEWAL</p> <ol style="list-style-type: none">1. Original Letter of Application;2. Proof of employment and Bio-data of Technical and Skilled Personnel indicating boatbuilding training & experience including boatyard management;3. Valid Mayor's Permit OR PEZA Certification including Fire Safety Inspection Certification from BFP or equivalent4. 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 only5. Latest Financial Statement stamped received by BIR6. Duly accomplished Data Sheet7. Original License Certificate	<p>Applicant</p> <p>Applicant</p> <p>Concerned Municipal or City Government Office and Bureau of Fire Protection (BFP) Environment Management Bureau (EMB), DENR</p> <p>Applicant</p> <p>Shipyards Regulation Service, Maritime Industry Authority</p> <p>Applicant</p>
<p>ADDITIONAL DOCUMENT</p> <ol style="list-style-type: none">8. Proof of ownership of boatyard OR Lease Contract valid for at least three (3) years;	<p>Applicant</p>
<p>NOTE:</p> <p>(a). Two (2) sets photocopies of each required document.</p> <p>(b) Electronic copy of documents may be submitted through the official SRS</p>	



e-mail address or online application portal subject to pre-evaluation for issuance of Authority to Accept Payment (ATAP).						
Fees to be Paid:						
		NEW/ RENEWAL	FOR BB/R CLASS A	FOR BB/R CLASS B		
		Inspection Fee	P 5,700.00	P	2,900.00	
		Processing Fee	15,600.00	P	1,000.00	
		License Certificate	500.00		500.00	
		TOTAL	21,800.00		P 4,400.00	
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Proceed to Shipyard Regulations Section (SRS) or Shipyard Development & Licensing Division (SDLD) and submit application with complete documentary requirements	1.	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.		1 hour	Evaluator
1.1	IF EMAIL: Send application and complete documentary requirements to the	1.1	IF EMAIL: Acknowledges receipt of email and forwards the email to the Evaluator			Secretary

	official email address of the office.					
2.	No activity IF INCOMPLETE: Comply with the deficiencies.	2. 2.1	IF COMPLETE: 2. Issues Authority to Accept Payment (ATAP) IF INCOMPLETE: Informs the Applicant of the lacking requirements		10 minutes	Evaluator
3.	Pays the corresponding fees stipulated in the ATAP	3.	Accepts the Payment and issues Official Receipt		5 minutes	Cashier
4.	Proceeds to the Records Section and present OR together with application documents.	4.	Receives and logs the application and forward to the concerned Section.		10 minutes	Receiving Officer
5.	No activity	5.	Assigns the application to the evaluator		5 minutes	RD/Section Head
6.	No activity	6.	Evaluates the application and conducts inspection in accordance to applicable rules and regulations		1 to 5 days	Evaluator
7.	IF FOUND DEFICIENT, complies with the deficiency within the given deadline	7.	IF FOUND DEFICIENT: Informs the applicant of the deficiencies and determines the deadline of compliance.			Evaluator
8.	No activity	8.	Prepares Report of Evaluation, drafts document applied for		2 hour	Evaluator



9.	No activity	9.	Checks and reviews draft Certificate and recommends for the appropriate action of the approving authority.		30 minutes	Section Head
10.	No activity	10.	Approves the document		10 minutes	Regional Director
11.	Receives the DOCUMENT	11.	Releases the document		10 minutes	Records Officer
END OF TRANSACTION					4 hours and 20 minutes + days of inspection	



V.5 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:	MARINA Regional Office /Shipyards Regulation Service (SRS) / or 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
<div>1. Original Letter of Application; 2. Latest Financial Statement stamped received by BIR 3. Duly accomplished Data Sheet 4. Original License Certificate</div> <div>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).</div>		<div>Applicant Applicant Shipyards Regulation Service, Maritime Industry Authority Applicant</div>



Fees to be Paid:						
		FOR BB/R CLASS A		5,700.00		
		FOR BB/R CLASS B		2,900.00		
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Proceed to Shipyard Regulations Section (SRS) or Shipyard Development & Licensing Division (SDLD) and submit application with complete documentary requirements	1.	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.		1 hour	Evaluator
1.1	IF EMAIL: Send application and complete documentary requirements to the official email address of the office.	1.1	IF EMAIL: Acknowledges receipt of email and forwards the email to the Evaluator			Secretary
2.	No activity	2.	IF COMPLETE: 2. Issues Authority to Accept Payment (ATAP)		10 minutes	Evaluator
	IF INCOMPLETE: Comply with the deficiencies.	2.1	IF INCOMPLETE: Informs the Applicant of the lacking requirements			



3.	Pays the corresponding fees stipulated in the ATAP	3.	Accepts the Payment and issues Official Receipt		5 minutes	Cashier
4.	Proceeds to the Records Section and present OR together with application documents.	4.	Receives and logs the application and forward to the concerned Section.		10 minutes	Receiving Officer
5.	No activity	5.	Assigns the application to the evaluator		5 minutes	RD/Section Head
6.	No activity	6.	Evaluates the application and conducts inspection in accordance to applicable rules and regulations		1 to 5 days	Evaluator
7.	IF FOUND DEFICIENT, complies with the deficiency within the given deadline	7.	IF FOUND DEFICIENT: Informs the applicant of the deficiencies and determines the deadline of compliance.			Evaluator
8.	No activity	8.	Prepares Report of Evaluation, drafts document applied for		2 hour	Evaluator
9.	No activity	9.	Checks and reviews draft Certificate and recommends for the appropriate action of the approving authority.		30 minutes	Section Head
10.	No activity	10.	Approves the document		10 minutes	Regional Director
11.	Receives the DOCUMENT	11.	Releases the document		10 minutes	Records Officer
END OF TRANSACTION					4 hours and 20 minutes + days of inspection	



V.6 ISSUANCE/UPGRADING OF LICENSE FOR BOATBUILDERS/ REPAIRERS FOR CLASS C

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:	MARINA Regional Office /Shipyards Regulation Service(SRS)/ or 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; 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; 3. Valid Mayor’s Permit OR Barangay Permit or equivalent; and, 4. Duly accomplished Data Sheet.		Applicant Security &Exchange Commission (SEC) or Department of Trade & Industry (DTI) or Cooperative Development Authority (CDA) Concerned Municipal or City Government Office or Barangay Hall Shipyards Regulation Service, Maritime Industry Authority
RENEWAL 1. Original Letter of Application; 2. Valid Mayor’s Permit OR Barangay Permit or equivalent; 3. Duly accomplished Data Sheet; and,		Applicant Concerned Municipal or City Government Office or Barangay Hall 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).						
Fees to be Paid:		FOR BB/R CLASS C				
		NEW/ RENEWAL				
		Processing Fee	P	200.00		
		License Certificate	P	200.00		
		TOTAL	P	400.00		
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Proceed to Shipyard Regulations Section (SRS) or Shipyard Development & Licensing Division (SDLD) and submit application with complete documentary	1.	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.		1 hour	Evaluator
		1.1	IF EMAIL: Acknowledges receipt of email and forwards the email to the Evaluator			Secretary

1.1	requirements IF EMAIL: Send application and complete documentary requirements to the official email address of the office.					
2.	No activity IF INCOMPLETE: Comply with the deficiencies.	2. 2.1	IF COMPLETE: 2. Issues Authority to Accept Payment (ATAP) IF INCOMPLETE: Informs the Applicant of the lacking requirements		10 minutes	Evaluator
3.	Pays the corresponding fees stipulated in the ATAP	3.	Accepts the Payment and issues Official Receipt		5 minutes	Cashier
4.	Proceeds to the Records Section and present OR together with application documents.	4.	Receives and logs the application and forward to the concerned Section.		10 minutes	Receiving Officer
5.	No activity	5.	Assigns the application to the evaluator		5 minutes	RD/Section Head
6.	No activity	6.	Evaluates the application and conducts inspection in accordance to applicable rules and regulations		1 to 5 days	Evaluator

7.	IF FOUND DEFICIENT, complies with the deficiency within the given deadline	7.	IF FOUND DEFICIENT: Informs the applicant of the deficiencies and determines the deadline of compliance.			Evaluator
8.	No activity	8.	Prepares Report of Evaluation, drafts document applied for		2 hour	Evaluator
9.	No activity	9.	Checks and reviews draft Certificate and recommends for the appropriate action of the approving authority.		30 minutes	Section Head
10.	No activity	10.	Approves the document		10 minutes	Regional Director
11.	Receives the DOCUMENT	11.	Releases the document		10 minutes	Records Officer
END OF TRANSACTION					4 hours and 20 minutes + days of inspection	

V.7 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:	MARINA Regional Office /Shipyards Regulation Service(SRS)/ or 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/ 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. 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;
- 2. Valid Mayor's Permit OR PEZA Certification including Fire Safety Inspection Certification from BFP or equivalent;
- 3. Latest Financial Statement stamped received by BIR;
- 4. Duly accomplished Data Sheet; and,
- 5. Original License Certificate.

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).

Applicant
Concerned Municipal or City Government Office and Bureau of Fire Protection (BFP)
Bureau of Internal Revenue (BIR)
Shipyards Regulation Service, Maritime Industry Authority
Applicant

Fees to be Paid:		NEW/ RENEWAL				
		Inspection Fee	P 5,400.00			
		Processing Fee	P 6,600.00			
		License Certificate	P 500.00			
		TOTAL	P 12,500.00			
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Proceed to Shipyard	1.	Screens and Checks application and		1 hour	Evaluator

1.1	<p>Regulations Section (SRS) or Shipyard Development & Licensing Division (SDLD) and submit application with complete documentary requirements</p> <p>IF EMAIL: Send application and complete documentary requirements to the official email address of the office.</p>	1.1	<p>Qualification and Documentary requirements. Verifies authenticity documents submitted.</p> <p>IF EMAIL: Acknowledges receipt of email and forwards the email to the Evaluator</p>			Secretary
2.	<p>No activity</p> <p>IF INCOMPLETE: Comply with the deficiencies.</p>	2.	IF COMPLETE: 2. Issues Authority to Accept Payment (ATAP)		10 minutes	Evaluator
		2.1	IF INCOMPLETE: Informs the Applicant of the lacking requirements			
3.	Pays the corresponding fees stipulated in the ATAP	3.	Accepts the Payment and issues Official Receipt		5 minutes	Cashier
4.	Proceeds to the Records Section and present OR together with application documents.	4.	Receives and logs the application and forward to the concerned Section.		10 minutes	Receiving Officer



5.	No activity	5.	Assigns the application to the evaluator		5 minutes	RD/Section Head
6.	No activity	6.	Evaluates the application and conducts inspection in accordance to applicable rules and regulations		1 to 5 days	Evaluator
7.	IF FOUND DEFICIENT, complies with the deficiency within the given deadline	7.	IF FOUND DEFICIENT: Informs the applicant of the deficiencies and determines the deadline of compliance.			Evaluator
8.	No activity	8.	Prepares Report of Evaluation, drafts document applied for		2 hour	Evaluator
9.	No activity	9.	Checks and reviews draft Certificate and recommends for the appropriate action of the approving authority.		30 minutes	Section Head
10.	No activity	10.	Approves the document		10 minutes	Regional Director
11.	Receives the DOCUMENT	11.	Releases the document		10 minutes	Records Officer
END OF TRANSACTION					4 hours and 20 minutes + days of inspection	



V.8 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:	MARINA Regional Office /Shipyards Regulation Service(SRS)/ or 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			
<div>1. Original Letter of application; 2. Photocopy of the Latest Financial Statement stamped received by BIR; 3. Original Duly Accomplished Data Sheet; and, 4. Original Valid License Certificate.</div> <div>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).</div>		<div>Applicant Bureau of Internal Revenue (BIR) Shipyards Regulation Service, Maritime Industry Authority Applicant</div>			
Fees to be Paid:	<table><tr><td>Inspection Fee</td><td>P 5,400.00</td></tr></table>			Inspection Fee	P 5,400.00
Inspection Fee	P 5,400.00				



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Proceed to Shipyard Regulations Section (SRS) or Shipyard Development & Licensing Division(SDLD) and submit application with complete documentary requirements	1.	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.		1 hour	Evaluator
1.1	IF EMAIL: Send application and complete documentary requirements to the official email address of the office.	1.1	IF EMAIL: Acknowledges receipt of email and forwards the email to the Evaluator			Secretary
2.	No activity	2.	IF COMPLETE: 2. Issues Authority to Accept Payment (ATAP)		10 minutes	Evaluator
	IF INCOMPLETE: Comply with the deficiencies.	2.1	IF INCOMPLETE: Informs the Applicant of the lacking requirements			
3.	Pays the corresponding fees stipulated in the ATAP	3.	Accepts the Payment and issues Official Receipt		5 minutes	Cashier



4.	Proceeds to the Records Section and present OR together with application documents.	4.	Receives and logs the application and forward to the concerned Section.		10 minutes	Receiving Officer
5.	No activity	5.	Assigns the application to the evaluator		5 minutes	RD/Section Head
6.	No activity	6.	Evaluates the application and conducts inspection in accordance to applicable rules and regulations		1 to 5 days	Evaluator
7.	IF FOUND DEFICIENT, complies with the deficiency within the given deadline	7.	IF FOUND DEFICIENT: Informs the applicant of the deficiencies and determines the deadline of compliance.			Evaluator
8.	No activity	8.	Prepares Report of Evaluation, drafts document applied for		2 hour	Evaluator
9.	No activity	9.	Checks and reviews draft Certificate and recommends for the appropriate action of the approving authority.		30 minutes	Section Head
10.	No activity	10.	Approves the document		10 minutes	Regional Director
11.	Receives the DOCUMENT	11.	Releases the document		10 minutes	Records Officer
END OF TRANSACTION					4 hours and 20 minutes + days of inspection	

V.9 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:	MARINA Regional Office /Shipyards Regulation Service(SRS)/ or 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
<ol style="list-style-type: none"> 1. Original Letter of application; and, 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. <p>NOTE:</p> <p>(a).Two (2) sets photocopies of each required document.</p> <p>(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).</p>		Applicant Security & Exchange Commission (SEC) or Department of Trade & Industry (DTI) or Cooperative Development Authority (CDA)



Fees to be Paid:						
				Processing Fee		
		FOR SBK/ SRC CLASS A		P 10,000.00		
		FOR SBK/ SRC CLASS B		P 5,000.00		
		Note: Fess & charges are based on MC SR 2020-01				
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Proceed to Shipyard Regulations Section (SRS) or Shipyard Development & Licensing Division(SDLD) and submit application with complete documentary requirements	1.	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.		1 hour	Evaluator
1.1	IF EMAIL: Send application and complete documentary requirements to the official email address of the office.	1.1	IF EMAIL: Acknowledges receipt of email and forwards the email to the Evaluator			Secretary
2.	No activity IF INCOMPLETE:	2.	IF COMPLETE: 2. Issues Authority to Accept Payment (ATAP)		10 minutes	Evaluator

	Comply with the deficiencies.	2.1	IF INCOMPLETE: Informs the Applicant of the lacking requirements			
3.	Pays the corresponding fees stipulated in the ATAP	3.	Accepts the Payment and issues Official Receipt		5 minutes	Cashier
4.	Proceeds to the Records Section and present OR together with application documents.	4.	Receives and logs the application and forward to the concerned Section.		10 minutes	Receiving Officer
5.	No activity	5.	Assigns the application to the evaluator		5 minutes	RD/Section Head
6.	No activity	6.	Evaluates the application and conducts inspection in accordance to applicable rules and regulations		1 to 5 days	Evaluator
7.	IF FOUND DEFICIENT, complies with the deficiency within the given deadline	7.	IF FOUND DEFICIENT: Informs the applicant of the deficiencies and determines the deadline of compliance.			Evaluator
8.	No activity	8.	Prepares Report of Evaluation, drafts document applied for		2 hour	Evaluator
9.	No activity	9.	Checks and reviews draft Certificate and recommends for the appropriate action of the approving authority.		30 minutes	Section Head
10.	No activity	10.	Approves the document		10 minutes	Regional Director



11.	Receives DOCUMENT	the	11.	Releases the document		10 minutes	Records Officer
END OF TRANSACTION						4 hours and 20 minutes + days of inspection	



V.10 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:	MARINA Regional Office /Shipyards Regulation Service(SRS)/ or 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)

<p>8. Valid Environmental Compliance Certificate (ECC) Clearance or Certificate of Non-Coverage (CNC);</p> <p>9. Copy of Occupational Safety & Health (OSH) Accreditation/ Certification from DOLE; and,</p> <p>10. Duly accomplished Data Sheet.</p>	<p>Environment Management Bureau (EMB), DENR</p> <p>Occupational Safety & Health Center (OSHC), DOLE</p> <p>Shipyards Regulation Service, Maritime Industry Authority</p>
RENEWAL	
<p>1. Original Letter of application;</p> <p>2. Alien Employment Permit issued by DOLE or BID (For Foreign National);</p> <p>3. Proof of employment and Bio-data of Technical and Skilled Personnel;</p> <p>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);</p> <p>5. Proof of Trainings for Management, technical and skilled personnel OR Certification from yard or any enterprises related to personnel expertise;</p> <p>6. Valid Mayor's Permit OR PEZA Certification including Fire Safety Inspection Certification from BFP or equivalent;</p> <p>7. Valid Environmental Compliance Certificate (ECC) Clearance of Certificate of Non-Coverage (CNC);</p> <p>8. Copy of Occupational Safety & Health (OSH) Accreditation/ Certification from DOLE;</p> <p>9. Copy of valid ISO 9001:2015 QMS Certificate with proof of accreditation of the Certification Body;</p>	<p>Applicant</p> <p>Department of Labor & Employment (DOLE) or Bureau of Immigration & Deportation (BID)</p> <p>Applicant</p> <p>Applicant</p>
<p>10. Shipbreaking/ Ship Recycling Annual Report(s);</p> <p>11. Latest Audited Financial Statement stamped received by BIR;</p> <p>12. Duly accomplished Data Sheet; and,</p> <p>13. Original License Certificate.</p>	<p>Applicant</p> <p>Concerned Municipal or City Government Office and Bureau of Fire Protection (BFP)</p> <p>Environment Management Bureau (EMB), DENR</p> <p>Occupational Safety & Health Center (OSHC), DOLE</p> <p>Concerned Certification Body accredited by the Philippine Accreditation Bureau (PAB) or Pacific Accreditation Cooperation (PAC)</p> <p>Applicant</p> <p>Applicant</p> <p>Shipyards Regulation Service, Maritime Industry Authority</p> <p>Applicant</p>



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.

Fees to be Paid		NEW/ RENEWAL		SBK / SRC CLASS A	SBK / SRC CLASS B	
		Inspection Fee		P 12,400.00	P 9,300.00	
		Processing Fee		P 34,400.00	P 25,800.00	
		License Certificate		P 500.00	500.00	
		TOTAL		P 47,300.00	P 35,600.00	
		Note: Fess & charges are based on MC SR 2020-01				
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Proceed to Shipyard Regulations Section	1.	Screens and Checks application and Qualification and Documentary		1 hour	Evaluator

1.1	<p>(SRS) or Shipyard Development & Licensing Division(SDLD) and submit application with complete documentary requirements</p> <p>IF EMAIL: Send application and complete documentary requirements to the official email address of the office.</p>	1.1	<p>requirements. Verifies authenticity documents submitted.</p> <p>IF EMAIL: Acknowledges receipt of email and forwards the email to the Evaluator</p>			Secretary
2.	<p>No activity</p> <p>IF INCOMPLETE: Comply with the deficiencies.</p>	2.	<p>IF COMPLETE: 2. Issues Authority to Accept Payment (ATAP)</p>		10 minutes	Evaluator
		2.1	<p>IF INCOMPLETE: Informs the Applicant of the lacking requirements</p>			
3.	Pays the corresponding fees stipulated in the ATAP	3.	Accepts the Payment and issues Official Receipt		5 minutes	Cashier
4.	Proceeds to the Records Section and present OR together with application documents.	4.	Receives and logs the application and forward to the concerned Section.		10 minutes	Receiving Officer
5.	No activity	5.	Assigns the application to the evaluator		5 minutes	RD/Section Head



6.	No activity	6.	Evaluates the application and conducts inspection in accordance to applicable rules and regulations		1 to 5 days	Evaluator
7.	IF FOUND DEFICIENT, complies with the deficiency within the given deadline	7.	IF FOUND DEFICIENT: Informs the applicant of the deficiencies and determines the deadline of compliance.			Evaluator
8.	No activity	8.	Prepares Report of Evaluation, drafts document applied for		2 hour	Evaluator
9.	No activity	9.	Checks and reviews draft Certificate and recommends for the appropriate action of the approving authority.		30 minutes	Section Head
10.	No activity	10.	Approves the document		10 minutes	Regional Director
11.	Receives the DOCUMENT	11.	Releases the document		10 minutes	Records Officer
END OF TRANSACTION					4 hours and 20 minutes + days of inspection	



V.11 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:	MARINA Regional Office /Shipyards Regulation Service(SRS)/ or 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
<div>1. Original Letter of application; 2. Copy of Valid Mayor’s Permit 3. Shipbreaking/ Ship Recycling Yard Annual Report(s) 4. Latest Audited Financial Statement stamped received by BIR 5. Duly accomplished Data Sheet 6. Original License Certificate</div> <div>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).</div>		<div>Applicant Concerned Municipal or City Government Office Applicant Applicant Shipyards Regulation Service, Maritime Industry Authority Applicant</div>
Fees to be Paid:	Inspection Fee	



		SBK / SRC CLASS A		P 12,400.00		
		SBK / SRC CLASS B		P 9,300.00		
		Note: Fess & charges are based on MC SR-2020-01				
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Proceed to Shipyard Regulations Section (SRS) or Shipyard Development & Licensing Division(SDLD) and submit application with complete documentary requirements	1.	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.		1 hour	Evaluator
1.1	IF EMAIL: Send application and complete documentary requirements to the official email address of the office.	1.1	IF EMAIL: Acknowledges receipt of email and forwards the email to the Evaluator			Secretary
2.	No activity	2.	IF COMPLETE: 2. Issues Authority to Accept Payment (ATAP)		10 minutes	Evaluator
	IF INCOMPLETE: Comply with the deficiencies.	2.1	IF INCOMPLETE:			

			Informs the Applicant of the lacking requirements			
3.	Pays the corresponding fees stipulated in the ATAP	3.	Accepts the Payment and issues Official Receipt		5 minutes	Cashier
4.	Proceeds to the Records Section and present OR together with application documents.	4.	Receives and logs the application and forward to the concerned Section.		10 minutes	Receiving Officer
5.	No activity	5.	Assigns the application to the evaluator		5 minutes	RD/Section Head
6.	No activity	6.	Evaluates the application and conducts inspection in accordance to applicable rules and regulations		1 to 5 days	Evaluator
7.	IF FOUND DEFICIENT, complies with the deficiency within the given deadline	7.	IF FOUND DEFICIENT: Informs the applicant of the deficiencies and determines the deadline of compliance.			Evaluator
8.	No activity	8.	Prepares Report of Evaluation, drafts document applied for		2 hour	Evaluator
9.	No activity	9.	Checks and reviews draft Certificate and recommends for the appropriate action of the approving authority.		30 minutes	Section Head
10.	No activity	10.	Approves the document		10 minutes	Regional Director



11.	Receives DOCUMENT	the	11.	Releases the document		10 minutes	Records Officer
END OF TRANSACTION						4 hours and 20 minutes + days of inspection	

V.12 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:	MARINA Regional Office /Shipyards Regulation Service(SRS)/ or Shipyard Development &Licensing Division(SDLD)	
Classification:	Simple Transaction	
Type of Transaction:	G2B - Government to Business Entities	
Who may avail:	All Shipbuilders, Shipbreakers/ Ship Recyclers, Boatbuilders, 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		



<div>notarized/authenticated at the nearest Phil. Consulate/Embassy in the state of registry;</div> <div>2. Duly Notarized/ Authenticated MOA or DOS;</div> <div>3. Protocol of Delivery and Acceptance; and,</div> <div>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)</div> <div>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).</div>	Applicant			
	Applicant			
	Applicant			
	Applicant			

Fees to be Paid:	Ship Age	For Below 1000 GT	For 1000 GT and above	
	Less than 10 years old	P 9,400.00	P 13,100.00	
	11-14 years old	14,000.00	P 19,600.00	
	15-20 years old	18,700.00	P 26,200.00	
	Above 20 years old	P 26,200.00	P 32,800.00	
	Note: Fess & charges based on MC SR-2020-01			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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1.	Proceed to Shipyard Regulations Section (SRS) or Shipyard Development & Licensing Division(SDLD) and submit application with complete documentary requirements	1.	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.		1 hour	Evaluator
1.1	IF EMAIL: Send application and complete documentary requirements to the official email address of the office.	1.1	IF EMAIL: Acknowledges receipt of email and forwards the email to the Evaluator			Secretary
2.	No activity IF INCOMPLETE: Comply with the deficiencies.	2.	IF COMPLETE: 2. Issues Authority to Accept Payment (ATAP)		10 minutes	Evaluator
		2.1	IF INCOMPLETE: Informs the Applicant of the lacking requirements			
3.	Pays the corresponding fees stipulated in the ATAP	3.	Accepts the Payment and issues Official Receipt		5 minutes	Cashier
4.	Proceeds to the Records Section and present OR together with application documents.	4.	Receives and logs the application and forward to the concerned Section.		10 minutes	Receiving Officer



5.	No activity	5.	Assigns the application to the evaluator		5 minutes	RD/Section Head
6.	No activity	6.	Evaluates the application and conducts inspection in accordance to applicable rules and regulations		1 to 5 days	Evaluator
7.	IF FOUND DEFICIENT, complies with the deficiency within the given deadline	7.	IF FOUND DEFICIENT: Informs the applicant of the deficiencies and determines the deadline of compliance.			Evaluator
8.	No activity	8.	Prepares Report of Evaluation, drafts document applied for		2 hour	Evaluator
9.	No activity	9.	Checks and reviews draft Certificate and recommends for the appropriate action of the approving authority.		30 minutes	Section Head
10.	No activity	10.	Approves the document		10 minutes	Regional Director
11.	Receives the DOCUMENT	11.	Releases the document		10 minutes	Records Officer
END OF TRANSACTION					4 hours and 20 minutes + days of inspection	



V.13 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:	MARINA Regional Office /Shipyards Regulation Service(SRS)/ or 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													
<div>1. Original Letter of Application; 2. Ship-specific Shipbreaking/ Ship Recycling Plan based on the guidelines for the Development of the SRP per IMO Res.MEPC.196(62)</div> <div>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)</div>		<div>Applicant</div> <div>Applicant</div>													
Fees to be Paid:	<table><tr><td>Ship Age</td><td>For Below 1000 GT</td><td>For 1000 GT & above</td></tr><tr><td>Less than 10 yrs old</td><td>2,500.00</td><td>P 4,500.00</td></tr><tr><td>11-14 years old</td><td>3,000.00</td><td>P 5,000.00</td></tr><tr><td>15-20 years old</td><td>P 3,500.00</td><td>P 5,500.00</td></tr></table>			Ship Age	For Below 1000 GT	For 1000 GT & above	Less than 10 yrs old	2,500.00	P 4,500.00	11-14 years old	3,000.00	P 5,000.00	15-20 years old	P 3,500.00	P 5,500.00
Ship Age	For Below 1000 GT	For 1000 GT & above													
Less than 10 yrs old	2,500.00	P 4,500.00													
11-14 years old	3,000.00	P 5,000.00													
15-20 years old	P 3,500.00	P 5,500.00													



		Above 20 years old	P 4,000.00	P 6,000.00		
		Note: Fess & charges based on MC SR-2020-01				
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Proceed to Shipyard Regulations Section (SRS) or Shipyard Development & Licensing Division(SDLD) and submit application with complete documentary requirements	1.	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.		1 hour	Evaluator
1.1	IF EMAIL: Send application and complete documentary requirements to the official email address of the office.	1.1	IF EMAIL: Acknowledges receipt of email and forwards the email to the Evaluator			Secretary
2.	No activity	2.	IF COMPLETE: 2. Issues Authority to Accept Payment (ATAP)		10 minutes	Evaluator
	IF INCOMPLETE: Comply with the deficiencies.	2.1	IF INCOMPLETE: Informs the Applicant of the lacking requirements			



3.	Pays the corresponding fees stipulated in the ATAP	3.	Accepts the Payment and issues Official Receipt		5 minutes	Cashier
4.	Proceeds to the Records Section and present OR together with application documents.	4.	Receives and logs the application and forward to the concerned Section.		10 minutes	Receiving Officer
5.	No activity	5.	Assigns the application to the evaluator		5 minutes	RD/Section Head
6.	No activity	6.	Evaluates the application and conducts inspection in accordance to applicable rules and regulations		1 to 5 days	Evaluator
7.	IF FOUND DEFICIENT, complies with the deficiency within the given deadline	7.	IF FOUND DEFICIENT: Informs the applicant of the deficiencies and determines the deadline of compliance.			Evaluator
8.	No activity	8.	Prepares Report of Evaluation, drafts document applied for		2 hour	Evaluator
9.	No activity	9.	Checks and reviews draft Certificate and recommends for the appropriate action of the approving authority.		30 minutes	Section Head
10.	No activity	10.	Approves the document		10 minutes	Regional Director
11.	Receives the DOCUMENT	11.	Releases the document		10 minutes	Records Officer
END OF TRANSACTION					4 hours and 20 minutes + days of inspection	



V.14 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:	MARINA Regional Office /Shipyards Regulation Service (SRS) / or Shipyard Development &Licensing Division(SDLD)	
Classification:	Complex Transaction	
Type of Transaction:	G2B - Government to Business Entities	
Who may avail:	All Shipbuilders, Boatbuilders, Shipowners, Operators, Shipbreakers/ Ship Recyclers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
REGULAR PERMIT <ul style="list-style-type: none">1. Original Letter of Application including request for periodic survey;2. Certificate of Deletion or Duly Notarized Shipbreaking/ Ship Recycling Purchase Contract;3. Approved Ship-specific Shipbreaking/ Ship Recycling Plan;4. Certificate of Inventory of Hazardous Materials; and,5. Proof of Compliance to Post-Approval Conditions (for imported ships for shipbreaking).		Applicant Applicant Applicant Applicant Shipyards Regulation Service, MARINA
SPECIAL PERMIT (FOR ON-SITE SHIPBREAKING) <ul style="list-style-type: none">1. Original Letter of Application including request for periodic survey;2. Certificate of Deletion or Duly Notarized Shipbreaking/ Ship Recycling Purchase Contract3. Approved Ship-specific Shipbreaking/ Ship Recycling Plan;4. Certificate of Inventory of Hazardous Materials; and,5. Clearance from PCG, LGU and DENR		Applicant Applicant Applicant Applicant 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).

Fees to be Paid:

Ship Age	For Below 1000 GT	For 1000 GT and above
Less than 10 years old	P 9,400.00	P 13,100.00
11-14 years old	P 14,000.00	P 19,600.00
15-20 years old	P 18,700.00	P 26,200.00
Above 20 years old	P 26,200.00	P 32,800.00

Note: Fess & charges based on MC SR-2020-01

CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Proceed to Shipyard Regulations Section (SRS) or Shipyard Development & Licensing Division(SDLD) and submit application with complete documentary	1.	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.		1 hour	Evaluator
		1.1	IF EMAIL: Acknowledges receipt of email and forwards the email to the Evaluator			Secretary

1.1	requirements IF EMAIL: Send application and complete documentary requirements to the official email address of the office.					
2.	No activity IF INCOMPLETE: Comply with the deficiencies.	2. 2.1	IF COMPLETE: 2. Issues Authority to Accept Payment (ATAP) IF INCOMPLETE: Informs the Applicant of the lacking requirements		10 minutes	Evaluator
3.	Pays the corresponding fees stipulated in the ATAP	3.	Accepts the Payment and issues Official Receipt		5 minutes	Cashier
4.	Proceeds to the Records Section and present OR together with application documents.	4.	Receives and logs the application and forward to the concerned Section.		10 minutes	Receiving Officer
5.	No activity	5.	Assigns the application to the evaluator		5 minutes	RD/Section Head
6.	No activity	6.	Evaluates the application and conducts inspection in accordance to applicable rules and regulations		1 to 5 days	Evaluator

7.	IF FOUND DEFICIENT, complies with the deficiency within the given deadline	7.	IF FOUND DEFICIENT: Informs the applicant of the deficiencies and determines the deadline of compliance.			Evaluator
8.	No activity	8.	Prepares Report of Evaluation, drafts document applied for		2 hour	Evaluator
9.	No activity	9.	Checks and reviews draft Certificate and recommends for the appropriate action of the approving authority.		30 minutes	Section Head
10.	No activity	10.	Approves the document		10 minutes	Regional Director
11.	Receives the DOCUMENT	11.	Releases the document		10 minutes	Records Officer
END OF TRANSACTION					4 hours and 20 minutes + days of inspection	



V.15 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:	MARINA Regional Office /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, Boatbuilders, Shipowners, Operators	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
PRE-APPROVAL 1. Original Letter of Application; 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; 3. Duly Notarized Memorandum of Agreement (MOA) between the Shipbuilder and the Applicant/ Company; 4. Quotation for Machinery/ Vessel & Breakdown of Cost; and, 5. General Arrangement Plan of the Vessel to be constructed.		Applicant Applicant Applicant Applicant Applicant
POST APPROVAL 1. Builder's Certificate; and, 2. Certification from Classification Society that the vessel was constructed in accordance with the standards/ rules and regulations of the Classification Society.		Applicant 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).

Fees to be Paid:		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				
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Proceed to Shipyard Regulations Section (SRS) or Shipyard Development & Licensing Division(SDLD) and submit application with complete documentary requirements	1.	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.		1 hour	Evaluator
1.1	IF EMAIL: Send application and complete documentary requirements to the official email address of the office.	1.1	IF EMAIL: Acknowledges receipt of email and forwards the email to the Evaluator			Secretary
2.	No activity	2.	IF COMPLETE:		10 minutes	Evaluator

	IF INCOMPLETE: Comply with the deficiencies.	2.1	2. Issues Authority to Accept Payment (ATAP) IF INCOMPLETE: Informs the Applicant of the lacking requirements			
3.	Pays the corresponding fees stipulated in the ATAP	3.	Accepts the Payment and issues Official Receipt		5 minutes	Cashier
4.	Proceeds to the Records Section and present OR together with application documents.	4.	Receives and logs the application and forward to the concerned Section.		10 minutes	Receiving Officer
5.	No activity	5.	Assigns the application to the evaluator		5 minutes	RD/Section Head
6.	No activity	6.	Evaluates the application and conducts inspection in accordance to applicable rules and regulations		1 to 5 days	Evaluator
7.	IF FOUND DEFICIENT, complies with the deficiency within the given deadline	7.	IF FOUND DEFICIENT: Informs the applicant of the deficiencies and determines the deadline of compliance.			Evaluator
8.	No activity	8.	Prepares Report of Evaluation, drafts document applied for		2 hour	Evaluator



9.	No activity	9.	Checks and reviews draft Certificate and recommends for the appropriate action of the approving authority.		30 minutes	Section Head
10.	No activity	10.	Approves the document		10 minutes	Regional Director
11.	Receives the DOCUMENT	11.	Releases the document		10 minutes	Records Officer
END OF TRANSACTION					4 hours and 20 minutes + days of inspection	



V.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:		MARINA Regional Office /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		
Fees to be Paid:		P 9,400.00 per year				
		Note: Fees & charges are based on MC 2015-05				
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Proceed to Shipyard Regulations Section (SRS) or Shipyard Development & Licensing Division (SDLD) and submit application with complete documentary	1.	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.		1 hour	Evaluator <

	requirements					
1.1	IF EMAIL: Send application and complete documentary requirements to the official email address of the office.	1.1	IF EMAIL: Acknowledges receipt of email and forwards the email to the Evaluator			
2.	No activity	2.	IF COMPLETE: Issues Authority to Accept Payment (ATAP)		10 minutes	Evaluator
2.1	IF INCOMPLETE: Comply with the deficiencies.	2.1	IF INCOMPLETE: Informs the Applicant of the lacking requirements			
3.	Pays the corresponding fees stipulated in the ATAP	3.	Accepts the Payment and issues Official Receipt		5 minutes	Cashier
4.	Proceeds to the Records Section and present OR together with application documents.	4.	Receives and logs the application and forward to the concerned Section.		10 minutes	Receiving Officer
5.	No activity	5.	Assigns the application to the evaluator		5 minutes	RD/Section Head
6.	No activity	6.	Evaluates the application and conducts inspection in accordance to applicable rules and regulations		1 to 5 days	Evaluator



7.	IF FOUND DEFICIENT, complies with the deficiency within the given deadline	7.	IF FOUND DEFICIENT: Informs the applicant of the deficiencies and determines the deadline of compliance.			Evaluator
8.	No activity	8.	Prepares Report of Evaluation, drafts document applied for		2 hours	Evaluator
9.	No activity	9.	Checks and reviews draft Certificate and recommends for the appropriate action of the approving authority.		30 minutes	Section Head
10.	No activity	10.	Approves the document		10 minutes	Regional Director
11.	Receives the DOCUMENT	11.	Releases the document		10 minutes	Records Officer
END OF TRANSACTION					4 hours and 20 minutes + days of inspection	



V.17 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:	MARINA Regional Office /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 qualify 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 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; 2. Copy of the Original Certificate of Accreditation of Load Line Assigning Authority; 3. Accomplishment Report 4. Valid Surveyors' Professional Licenses/ Certificates 5. Updated name(s) of the approving officer must be a licensed Naval Architect and Marine Engineer; and, 6. Updated name(s) of all marine surveyors and their bio- data. NOTE: <i>(a). Two (2) sets photocopies of each required document.</i> <i>(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).</i>				Applicant Applicant Applicant Applicant Applicant Applicant		
Fees to be Paid:		Load Line Assigning Authority (Issuance/ Renewal): P 9,400.00 Note: Fees & charges are based on MC 2015-05				
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Proceed to Shipyard Regulations Section (SRS) or Shipyard Development & Licensing Division (SDLD) and submit application with	1.	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.		1 hour	Evaluator

	complete documentary requirements					
1.1	IF EMAIL: Send application and complete documentary requirements to the official email address of the office.	1.1	IF EMAIL: Acknowledges receipt of email and forwards the email to the Evaluator			
2.	No activity	2.	IF COMPLETE: 2. Issues Authority to Accept Payment (ATAP)		10 minutes	Evaluator
2.1	IF INCOMPLETE: Comply with the deficiencies.	2.1	IF INCOMPLETE: Informs the Applicant of the lacking requirements			
3.	Pays the corresponding fees stipulated in the ATAP	3.	Accepts the Payment and issues Official Receipt		5 minutes	Cashier
4.	Proceeds to the Records Section and present OR together with application documents.	4.	Receives and logs the application and forward to the concerned Section.		10 minutes	Receiving Officer
5.	No activity	5.	Assigns the application to the evaluator		5 minutes	RD/Section Head
6.	No activity	6.	Evaluates the application and conducts inspection in accordance to applicable rules and regulations		1 to 5 days	Evaluator



7.	IF FOUND DEFICIENT, complies with the deficiency within the given deadline	7.	IF FOUND DEFICIENT: Informs the applicant of the deficiencies and determines the deadline of compliance.			Evaluator
8.	No activity	8.	Prepares Report of Evaluation, drafts document applied for		2 hour	Evaluator
9.	No activity	9.	Checks and reviews draft Certificate and recommends for the appropriate action of the approving authority.		30 minutes	Section Head
10.	No activity	10.	Approves the document		10 minutes	Regional Director
11.	Receives the DOCUMENT	11.	Releases the document		10 minutes	Records Officer
END OF TRANSACTION					4 hours and 20 minutes + days of inspection	



V.18 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:	MARINA Regional Office /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; 2. Passed the qualifying examination conducted by MARINA (on file);		Applicant Shipyards Regulation Service, MARINA
RENEWAL 1. Original Letter of Application; 2. Copy of the Original Certificate of Accreditation of Load Line Assigning Authority; 3. Accomplishment Report; and, 4. Valid Surveyors' Professional Licenses/ Certificates,		Applicant Applicant 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).				Applicant		
Fees to be Paid:		Load Line Assignor (Issuance/ Renewal): P 9,400.00 Examination for Load Line Assignor: P18,700.00 Note: Fees & charges are based on MC 2015-05				
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Proceed to Shipyard Regulations Section (SRS) or Shipyard Development & Licensing Division (SDLD) and submit application with complete documentary requirements	1.	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.		1 hour	Evaluator
1.1	IF EMAIL: Send application and complete documentary requirements to the official email address of the office.	1.1	IF EMAIL: Acknowledges receipt of email and forwards the email to the Evaluator			Secretary

2.	No activity	2.	IF COMPLETE: 2. Issues Authority to Accept Payment (ATAP)		10 minutes	Evaluator
2.1	IF INCOMPLETE: Comply with the deficiencies.	2.1	IF INCOMPLETE: Informs the Applicant of the lacking requirements			
3.	Pays the corresponding fees stipulated in the ATAP	3.	Accepts the Payment and issues Official Receipt		5 minutes	Cashier
4.	Proceeds to the Records Section and present OR together with application documents.	4.	Receives and logs the application and forward to the concerned Section.		10 minutes	Receiving Officer
5.	No activity	5.	Assigns the application to the evaluator		5 minutes	RD/Section Head
6.	No activity	6.	Evaluates the application and conducts inspection in accordance to applicable rules and regulations		1 to 5 days	Evaluator
7.	IF FOUND DEFICIENT, complies with the deficiency within the given deadline	7.	IF FOUND DEFICIENT: Informs the applicant of the deficiencies and determines the deadline of compliance.			Evaluator
8.	No activity	8.	Prepares Report of Evaluation, drafts document applied for		2 hour	Evaluator



9.	No activity	9.	Checks and reviews draft Certificate and recommends for the appropriate action of the approving authority.		30 minutes	Section Head
10.	No activity	10.	Approves the document		10 minutes	Regional Director
11.	Receives the DOCUMENT	11.	Releases the document		10 minutes	Records Officer
END OF TRANSACTION					4 hours and 20 minutes + days of inspection	



V.19 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:	MARINA Regional Office /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, Boatbuilders, 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;
2. Duly Notarized/ Authenticated MOA or DOS;
3. Protocol of Delivery and Acceptance; and,
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)

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).

Applicant

Applicant

Applicant

Applicant

Fees to be Paid:

FD 10 years old and below	P12,400.00 / per vessel
FD over 10 years old	P24,700.00/ per vessel

Note: Fees & charges based on MC 2015-05

CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Proceed to Shipyard Regulations Section (SRS) or Shipyard	1.	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity		1 hour	Evaluator

1.1	Development & Licensing Division(SDLD) and submit application with complete documentary requirements IF EMAIL: Send application and complete documentary requirements to the official email address of the office.	1.1	documents submitted. IF EMAIL: Acknowledges receipt of email and forwards the email to the Evaluator			Secretary
2.	No activity IF INCOMPLETE: Comply with the deficiencies.	2. 2.1	IF COMPLETE: 2. Issues Authority to Accept Payment (ATAP) IF INCOMPLETE: Informs the Applicant of the lacking requirements		10 minutes	Evaluator
3.	Pays the corresponding fees stipulated in the ATAP	3.	Accepts the Payment and issues Official Receipt		5 minutes	Cashier
4.	Proceeds to the Records Section and present OR together with application documents.	4.	Receives and logs the application and forward to the concerned Section.		10 minutes	Receiving Officer
5.	No activity	5.	Assigns the application to the evaluator		5 minutes	RD/Section Head



6.	No activity	6.	Evaluates the application and conducts inspection in accordance to applicable rules and regulations		1 to 5 days	Evaluator
7.	IF FOUND DEFICIENT, complies with the deficiency within the given deadline	7.	IF FOUND DEFICIENT: Informs the applicant of the deficiencies and determines the deadline of compliance.			Evaluator
8.	No activity	8.	Prepares Report of Evaluation, drafts document applied for		1 hour	Evaluator
9.	No activity	9.	Checks and reviews draft Certificate and recommends for the appropriate action of the approving authority.		30 minutes	Section Head
10.	No activity	10.	Approves the document		10 minutes	Regional Director
11.	Receives the DOCUMENT	11.	Releases the document		10 minutes	Records Officer
END OF TRANSACTION					3 hours and 20 minutes + days of inspection	



V.20 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:	MARINA Regional Office /Shipyards Regulation Service(SRS)/ Shipyards 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			
Original Letter of Application			Applicant			
Fees to be Paid:						
	For Registration		P	500.00		
	For Availment of Incentives		P	1,900.00		
Note: Fess & charges based on MC 2015-05						
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Proceed to Shipyard Regulations Section (SRS) or Shipyard Development & Licensing Division	1.	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.		1 hour	Evaluator

	(SDLD) and submit application with complete documentary requirements					Secretary
1.1	IF EMAIL: Send application and complete documentary requirements to the official email address of the office.	1.1	IF EMAIL: Acknowledges receipt of email and forwards the email to the Evaluator			
2.	No activity	2.	IF COMPLETE: 2. Issues Authority to Accept Payment (ATAP)		10 minutes	Evaluator
2.1	IF INCOMPLETE: Comply with the deficiencies.	2.1	IF INCOMPLETE: Informs the Applicant of the lacking requirements			
3.	Pays the corresponding fees stipulated in the ATAP	3.	Accepts the Payment and issues Official Receipt		5 minutes	Cashier
4.	Proceeds to the Records Section and present OR together with application documents.	4.	Receives and logs the application and forward to the concerned Section.		10 minutes	Receiving Officer
5.	No activity	5.	Assigns the application to the evaluator		5 minutes	RD/Section Head
6.	No activity	6.	Evaluates the application and conducts inspection in accordance to applicable rules and regulations		1 to 5 days	Evaluator



7.	IF FOUND DEFICIENT, complies with the deficiency within the given deadline	7.	IF FOUND DEFICIENT: Informs the applicant of the deficiencies and determines the deadline of compliance.			Evaluator
8.	No activity	8.	Prepares Report of Evaluation, drafts document applied for		2 hours	Evaluator
9.	No activity	9.	Checks and reviews draft Certificate and recommends for the appropriate action of the approving authority.		30 minutes	Section Head
10.	No activity	10.	Approves the document		10 minutes	Regional Director
11.	Receives the DOCUMENT	11.	Releases the document		10 minutes	Records Officer
END OF TRANSACTION					4 hours and 20 minutes + days of inspection	

V.21 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:		MARINA Regional Office /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		
Original Letter of Application including the purpose or reason for the issuance of certification				Applicant		
Fees to be Paid:		P 400.00 per certification				
		Note: Fess & charges are based on MC 2015-05				
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Proceed to Shipyard Regulations Section (SRS) or Shipyard Development &Licensing Division(SDLD) and submit application with	1.	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.		1 hour	Evaluator
		1.1	IF EMAIL: Acknowledges receipt of email and			Secretary

1.1	complete documentary requirements IF EMAIL: Send application and complete documentary requirements to the official email address of the office.		forwards the email to the Evaluator			
2.	No activity IF INCOMPLETE: Comply with the deficiencies.	2. 2.1	IF COMPLETE: 2. Issues Authority to Accept Payment (ATAP) IF INCOMPLETE: Informs the Applicant of the lacking requirements		10 minutes	Evaluator
3.	Pays the corresponding fees stipulated in the ATAP	3.	Accepts the Payment and issues Official Receipt		5 minutes	Cashier
4.	Proceeds to the Records Section and present OR together with application documents.	4.	Receives and logs the application and forward to the concerned Section.		10 minutes	Receiving Officer
5.	No activity	5.	Assigns the application to the evaluator		5 minutes	RD/Section Head
6.	No activity	6.	Evaluates the application and conducts inspection in accordance to applicable rules and regulations		1 to 5 days	Evaluator



7.	IF FOUND DEFICIENT, complies with the deficiency within the given deadline	7.	IF FOUND DEFICIENT: Informs the applicant of the deficiencies and determines the deadline of compliance.			Evaluator
8.	No activity	8.	Prepares Report of Evaluation, drafts document applied for		2 hours	Evaluator
9.	No activity	9.	Checks and reviews draft Certificate and recommends for the appropriate action of the approving authority.		30 minutes	Section Head
10.	No activity	10.	Approves the document		10 minutes	Regional Director
11.	Receives the DOCUMENT	11.	Releases the document		10 minutes	Records Officer
END OF TRANSACTION					4 hours and 20 minutes + days of inspection	

V.22 Issuance of Tonnage Measurement Certificate

Office/Division:	MARINA Regional Office /Shipyards Regulation Service(SRS)/ Shipyards 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
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);		SRS
3. Vessel Clearance Name;		MISS
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)		DSS
7. Copy of International Tonnage Certificate (for imported ships)		Applicant
RE-ISSUANCE		
1. Original Letter of Application;		Applicant



<div>2. Original Tonnage Measurement Certificate of Duly Notarized Affidavit of Loss</div> <div>3.Copy of Certificate of Ownership (CO) / Certificate of Philippine Registry (CPR)</div> <div>4. Duly Notarized Affidavit that the ship was not converted/ altered/ modified/ re-built since its previous admeasurement, where applicable.</div> <div>NOTE: <i>a. Two (2) sets photocopies of each required document.</i> <i>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).</i></div>		Applicant										
		DSS										
		Applicant										
Fees to be Paid:		<table><tr><td>For Registration</td><td>P</td><td>500.00</td></tr><tr><td>For Availment of Incentives</td><td>P</td><td>1,900.00</td></tr></table> <div>Note: Fess & charges based on MC 2015-05</div>					For Registration	P	500.00	For Availment of Incentives	P	1,900.00
For Registration	P	500.00										
For Availment of Incentives	P	1,900.00										
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE						
1.	Proceed to Shipyard Regulations Section (SRS) or Shipyard Development &Licensing Division	1.	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.		1 hour	Evaluator						

1.1	(SDLD) and submit application with complete documentary requirements IF EMAIL: Send application and complete documentary requirements to the official email address of the office.	1.1	IF EMAIL: Acknowledges receipt of email and forwards the email to the Evaluator			Secretary
2.	No activity IF INCOMPLETE: Comply with the deficiencies.	2. 2.1	IF COMPLETE: 2. Issues Authority to Accept Payment (ATAP) IF INCOMPLETE: Informs the Applicant of the lacking requirements		10 minutes	Evaluator
3.	Pays the corresponding fees stipulated in the ATAP	3.	Accepts the Payment and issues Official Receipt		5 minutes	Cashier
4.	Proceeds to the Records Section and present OR together with application documents.	4.	Receives and logs the application and forward to the concerned Section.		10 minutes	Receiving Officer
5.	No activity	5.	Assigns the application to the evaluator		5 minutes	RD/Section Head
6.	No activity	6.	Evaluates the application and conducts inspection in accordance to applicable rules and regulations		1 to 5 days	Evaluator



7.	IF FOUND DEFICIENT, complies with the deficiency within the given deadline	7.	IF FOUND DEFICIENT: Informs the applicant of the deficiencies and determines the deadline of compliance.			Evaluator
8.	No activity	8.	Prepares Report of Evaluation, drafts document applied for		2 hours	Evaluator
9.	No activity	9.	Checks and reviews draft Certificate and recommends for the appropriate action of the approving authority.		30 minutes	Section Head
10.	No activity	10.	Approves the document		10 minutes	Regional Director
11.	Receives the DOCUMENT	11.	Releases the document		10 minutes	Records Officer
END OF TRANSACTION					4 hours and 20 minutes + days of inspection	



V.23 Issuance of Stability Certificate and Approval of Calculation Booklet

Office/Division:		MARINA Regional Office /Shipyards Regulation Service(SRS)/ Shipyards 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 Applications; 2. Three (3) copies of Trim and Stability Calculation/ Booklet prepared by a Duly Accredited Marine Surveying Company or Recognized Classification Society; 3. Inclining Experiment Records 4. Copy CO/CPR				Applicant Applicant Applicant Applicant										
Fees to be Paid:		<table><tr><td colspan="2">For Registration</td><td>P</td><td>500.00</td></tr><tr><td colspan="2">For Availment of Incentives</td><td>P</td><td>1,900.00</td></tr></table>					For Registration		P	500.00	For Availment of Incentives		P	1,900.00
							For Registration		P	500.00				
		For Availment of Incentives		P	1,900.00									
Note: Fess & charges based on MC 2015-05														
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE								
1.	Proceed to Shipyard Regulations Section (SRS) or Shipyard	1.	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity		1 hour	Evaluator								

1.1	Development & Licensing Division(SDLD) and submit application with complete documentary requirements IF EMAIL: Send application and complete documentary requirements to the official email address of the office.	1.1	documents submitted. IF EMAIL: Acknowledges receipt of email and forwards the email to the Evaluator			Secretary
2.	No activity IF INCOMPLETE: Comply with the deficiencies.	2. 2.1	IF COMPLETE: 2. Issues Authority to Accept Payment (ATAP) IF INCOMPLETE: Informs the Applicant of the lacking requirements		10 minutes	Evaluator
3.	Pays the corresponding fees stipulated in the ATAP	3.	Accepts the Payment and issues Official Receipt		5 minutes	Cashier
4.	Proceeds to the Records Section and present OR together with application documents.	4.	Receives and logs the application and forward to the concerned Section.		10 minutes	Receiving Officer
5.	No activity	5.	Assigns the application to the evaluator		5 minutes	RD/Section Head

6.	No activity	6.	Evaluates the application and conducts inspection in accordance to applicable rules and regulations		1 to 5 days	Evaluator
7.	IF FOUND DEFICIENT, complies with the deficiency within the given deadline	7.	IF FOUND DEFICIENT: Informs the applicant of the deficiencies and determines the deadline of compliance.			Evaluator
8.	No activity	8.	Prepares Report of Evaluation, drafts document applied for		2 hours	Evaluator
9.	No activity	9.	Checks and reviews draft Certificate and recommends for the appropriate action of the approving authority.		30 minutes	Section Head
10.	No activity	10.	Approves the document		10 minutes	Regional Director
11.	Receives the DOCUMENT	11.	Releases the document		10 minutes	Records Officer
END OF TRANSACTION					4 hours and 20 minutes + days of inspection	



V.24 Approval of Vessel Plans

Office/Division:	MARINA Regional Office /Shipyards Regulation Service(SRS)/ Shipyards 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
Type of vessel: ALL SHIPS 3GT AND ABOVE 1.Application Form (1 copy) 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 the three (3) copies (blue or white print copy) including electronic copy FOR NEW CONSTRUCTION 2.1 For Ship's 3GT to 15GT a. General Arrangement Plan b.Construction Plan c. Miship Plan and BHD Plan Details		Applicant New Construction

ADDITIONAL PLANS FOR PASSENGER SHIPS

- d. Passenger Accommodation Plan
- e. Hydrostatic Curves
- e. Permissible Subdivision by Empirical Formula

2.2 For Ship's 15GT to 50GT

- a. General Arrangement Plan
- b. Construction Plan
- c. Midship Plan and BHD Plan Details
- d. Lines Plan and Table of Offsets
- e. Hydrostatic Curves or Hydrostatic Tables
- f. Shell Expansion Plan
- g. Scantling Calculation with Longitudinal Hull
Girder Strength Calculation
- h. Capacity Plan
- i. Welding Schedule and Specifications
- j. Shafting and Propeller Arrangement & Specifications
- k. Specification & Arrangement of Main Propulsion & Auxiliary Machineries

ADDITIONAL PLANS FOR PASSENGER SHIPS

- l. Passenger Accommodation Plan
- m. Permissible Subdivision by Empirical Formula
- n. Cross Curves of Stability
- o. Damage Stability Booklet

2.3 For Ship's 15GT to 50GT

- a. General Arrangement Plan
- b. Construction Plan
- c. Midship Plan and BHD Plan Details
- d. Lines Plan and Table of Offsets
- e. Hydrostatic Curves or Hydrostatic Tables
- f. Shell Expansion Plan
- g. Scantling Calculation with Longitudinal Hull
Girder Strength Calculation
- h. Capacity Plan
- i. Welding Schedule and Specifications
- j. Shafting and Propeller Arrangement &
Specifications
- k. Specification & Arrangement of Main Propulsion
& Auxiliary Machineries
- l. Cross Curves of Stability
- m. Life Saving & Fire Control Plan

Additional Plans for Vessels with more than 4KW Generators or 20 Outlets for all sizes

- a. Deck Wiring Layout
- b. Schematic Wiring Diagram
- c. Schedule of Loads and Electrical Specifications

2.4 For Non-Propelled Barges and Similar Ships

- a. General Arrangement Plan
- b. Construction Plan
- c. Midship Plan and BHD Plan Details
- d. Shell Expansion Plan
- e. Welding Schedule and Specifications



f. Scantling Calculation with Longitudinal Hull Girder Strength Calculation

Additional Plans for Ship Shape

g. Lines Plan and Table of Offsets

h. Hydrostatic Curves or Hydrostatic Tables

2.5 For Ships conversion, alteration, modification and re-building

MARINA approved plans affecting the conversion, alteration, modification and re- building.

Fees to be Paid:

For Registration

P 500.00

For Availment of Incentives

P 1,900.00

Note: Fess & charges based on MC 2015-05

CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Proceed to Shipyard Regulations Section (SRS) or Shipyard Development & Licensing Division (SDLD) and submit application with complete documentary requirements	1.	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.		1 hour	Evaluator Secretary

1.1	IF EMAIL: Send application and complete documentary requirements to the official email address of the office.	1.1	IF EMAIL: Acknowledges receipt of email and forwards the email to the Evaluator			
2.	No activity	2.	IF COMPLETE: 2. Issues Authority to Accept Payment (ATAP)		10 minutes	Evaluator
2.1	IF INCOMPLETE: Comply with the deficiencies.	2.1	IF INCOMPLETE: Informs the Applicant of the lacking requirements			
3.	Pays the corresponding fees stipulated in the ATAP	3.	Accepts the Payment and issues Official Receipt		5 minutes	Cashier
4.	Proceeds to the Records Section and present OR together with application documents.	4.	Receives and logs the application and forward to the concerned Section.		10 minutes	Receiving Officer
5.	No activity	5.	Assigns the application to the evaluator		5 minutes	RD/Section Head
6.	No activity	6.	Evaluates the application and conducts inspection in accordance to applicable rules and regulations		1 to 5 days	Evaluator
7.	IF FOUND DEFICIENT, complies with the deficiency within the given deadline	7.	IF FOUND DEFICIENT: Informs the applicant of the deficiencies and determines the deadline of compliance.			Evaluator



8.	No activity	8.	Prepares Report of Evaluation, drafts document applied for		2 hours	Evaluator
9.	No activity	9.	Checks and reviews draft Certificate and recommends for the appropriate action of the approving authority.		30 minutes	Section Head
10.	No activity	10.	Approves the document		10 minutes	Regional Director
11.	Receives the DOCUMENT	11.	Releases the document		10 minutes	Records Officer
END OF TRANSACTION					4 hours and 20 minutes + days of inspection	



VI. ACCREDITATION SERVICES

V1.1 ISSUANCE OF CERTIFICATE OF ACCREDITATION AS A DOMESTIC SHIPPING ENTERPRISE

MARINA MC Nos. 2006-003. 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 CLIENT STEPS /ele, 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 DS-2020-02

Office/Division:	MARINA Regional Office / Domestic Shipping Section	
Classification:	Simple Transaction	
Type of Transaction:	G2B - Government to Business Entities G2C – Government to Client	
Who may avail:	Shipping Companies/ Ship Owners/Operators/ Managers/ Charterers/ Ship Agencies/Chandlers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter of Intent		Client or Company Being Represented Securities and Exchange Commission (SEC) Cooperative Development Authority (CDA) Department of Trade and Industry (DTI)
2. Proof of Identity (any of the following as applicable) Certificate Incorporation/Registration and Articles of Incorporation /Partnership & By-Laws (for corporation, partnership and cooperatives) ; or Certificate of Registration of Business Name (for single proprietorship)		
3. List of names of the company’s/entity’s partners / directors and principal officers and their respective position/designation		Client or Company Being Represented
4.Bio-data of principal officers/owner (with picture) reflecting their experience		Client or Company Being Represented

related to domestic shipping business						
5. Certificate of Amended Articles of Incorporation showing increase in Authorized Capital (for corporation if applicable)				Securities and Exchange Commission (SEC)		
6. Bank Statement/Certification (for single proprietorship)				Bank Certificate from the Bank		
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), if any.				Maritime Industry Authority (MARINA)		
Fees to be Paid:		<u>Accreditation under MC No. 2006-03</u> Corporation P10,300.00 Partnership P 6,200.00 Cooperative P 5,200.00 Single Proprietorship P 900.00 <u>Accreditation under MC No. DS 2020-02</u> Corporation P11,000.00 Cooperative P11,000.00 Single Proprietorship P 7,600.00 <u>Re-issuance of Certificate of Accreditation</u> Change of Corporate/ Company/Business Name P2,800.00				
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Proceed to MRO/Domestic Shipping Section and submit application with complete documentary requirements	1.	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.		1 hour	Evaluator

1.1	IF EMAIL: Send application and complete documentary requirements to the official email address of the office.	1.1	IF EMAIL: Acknowledges receipt of email and forwards the email to the Evaluator			Evaluator
2.	No activity	2.	IF COMPLETE: 2. Issues Authority to Accept Payment (ATAP)		10 minutes	Evaluator
2.1	IF INCOMPLETE: Comply with the deficiencies.	2.1	IF INCOMPLETE: Informs the Applicant of the lacking requirements			
3.	Pays the corresponding fees stipulated in the ATAP	3.	Accepts the Payment and issues Official Receipt		5 minutes	Cashier
4.	Proceeds to the Records Section and present OR together with application documents.	4.	Receives and logs the application and forward to the concerned Section.		10 minutes	Receiving Officer
5.	No activity	5.	Assigns the application to the evaluator		5 minutes	RD/Section Head
6.	No activity	6.	Evaluates the application and conducts inspection in accordance to applicable rules and regulations		1 day	Evaluator
7.	IF FOUND DEFICIENT, complies with the deficiency within the given deadline	7.	IF FOUND DEFICIENT: Informs the applicant of the deficiencies and determines the deadline of compliance.			Evaluator



8.	No activity	8.	Prepares Report of Evaluation, drafts document applied for		1 hour	Evaluator
9.	No activity	9.	Checks and reviews draft Certificate and recommends for the appropriate action of the approving authority.		30 minutes	Section Head
10.	No activity	10.	Approves the document		10 minutes	Regional Director
11.	Receives the DOCUMENT	11.	Releases the document		10 minutes	Records Officer
END OF TRANSACTION					1 day, 3 hours and 20 minutes + days of inspection	



V1.2 ISSUANCE OF CERTIFICATE OF ACCREDITATION FOR LOCAL CLASSIFICATION SOCIETIES

RA 9295 / MCMS-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 for the conduct of the 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 to 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:	NCR - Maritime Safety Division MROs - Maritime Safety Section	
Classification:	Simple Transaction	
Type of Transaction:	G2B - Government to Business Entities	
Who may avail:	Local Classification Societies	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE



<div>1. Letter of Intent</div> <div>2. SEC registration Certificate, Articles of Incorporation and by-laws</div> <div>3. Business Permit and Barangay Certificate</div> <div>4. Name of signatory(ies) to the Class Certificate</div> <div>5. List of surveyors, technical, managerial and support staff, and Code of Ethics</div> <div>6. 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)</div> <div>7. 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</div> <div>8. Photocopy of ISO 9000 Series Certification and subsequent amendment thereto issued by internationally recognized certifying body/ independent auditors</div> <div>10. Proof of Professional Indemnity Insurance or Liability Insurance secured</div> <div>11. Applicants should also bring the Original Copy of the required documents on 'Photocopy' for the purpose of counter - checking.</div>				<div>Applicant</div> <div>Security Exchange Commission</div> <div>City Hall / Barangay Hall</div> <div>Company</div> <div>Company</div> <div>Company</div> <div>Company</div> <div>Company</div> <div>Insurance Company</div> <div>Company</div>			
Fees to be Paid:		<div>Accreditation Fee:</div> <div>P100,000.00</div> <div>Initial/ Renewal/ Annual Audit Fee: P50,000.00</div> <div><i>*Exclusive of documentary stamps required by law to be affixed on the certificate.</i></div>					
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1.	Proceed to MSS and	1.	Screens and Checks application and		1 hour	Evaluator	

	submit application with complete documentary requirements		Qualification and Documentary requirements. Verifies authenticity documents submitted.			
1.1	IF EMAIL: Send application and complete documentary requirements to the official email address of the office.	1.1	IF EMAIL: Acknowledges receipt of email and forwards the email to the Evaluator			Secretary Evaluator
2.	No activity	2.	IF COMPLETE: 2. Issues Authority to Accept Payment (ATAP)		10 minutes	Evaluator
2.1	IF INCOMPLETE: Comply with the deficiencies.	2.1	IF INCOMPLETE: Informs the Applicant of the lacking requirements			
3.	Pays the corresponding fees stipulated in the ATAP	3.	Accepts the Payment and issues Official Receipt		5 minutes	Cashier
4.	Proceeds to the Records Section and present OR together with application documents.	4.	Receives and logs the application and forward to the concerned Section.		10 minutes	Receiving Officer
5.	No activity	5.	Assigns the application to the evaluator		5 minutes	RD/Section Head
6.	No activity	6.	Evaluates the application and conducts inspection in accordance to applicable rules and regulations		1 day	Evaluator



7.	IF FOUND DEFICIENT, complies with the deficiency within the given deadline	7.	IF FOUND DEFICIENT: Informs the applicant of the deficiencies and determines the deadline of compliance.			Evaluator
8.	No activity	8.	Prepares Report of Evaluation, drafts document applied for		1 hour	Evaluator
9.	No activity	9.	Checks and reviews draft Certificate and recommends for the appropriate action of the approving authority.		30 minutes	Section Head
10.	No activity	10.	Approves the document		10 minutes	Regional Director
11.	Receives the DOCUMENT	11.	Releases the document		10 minutes	Records Officer
END OF TRANSACTION					1 day, 3 hours and 20 minutes + days of inspection	

V1.3 ISSUANCE OF CERTIFICATE OF ACCREDITATION FOR LIFE-SAVING APPLIANCES/ FIRE-FIGHTING/ NAVIGATIONAL AND COMMUNICATION EQUIPMENT FOR MANUFACTURER/ SUPPLIER/ SERVICING ENTITY

MARINA MC 2006 – 01

Office/Division:	NCR - Maritime Safety Division MROs - Maritime Safety Section	
Classification:	Highly Transaction	
Type of Transaction:	G2B - Government to Business Entities	
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. Photocopy of Proof of Latest Capitalization		Applicant
3. Photocopy of Latest Audited Financial Statements (if applicant is existing in operations)		Applicant
4. Photocopy of Business Registration/Certificate (with AOI/By- laws as appropriately applicable)		SEC/DTI
5. 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		Applicant

be manufactured	
3. Photocopy of the ISO Certification or its equivalent	BPS / DOST / Classification Society
4. Photocopy of Certification or equivalent related to type-approval of products	Applicant
5. Photocopy of Proof of Safe Occupancy of building and the structures occupied for manufacturing related services	
6. Other additional documentary requirements, if necessary	Applicant
SUPPLIER (SR)	
1. List and corresponding documentation of LSA's/FFE	BPS / DOST / Classification Society
2. Photocopy of Certification or equivalent related to type-approval of products	
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. Photocopy of the ISO/QA Certification or its equivalent	Applicant
4. Photocopy of Authorization to service LSA's/FFE	Manufacturer
5. Photocopy of Proof of Safe Occupancy of building and the structures used or occupied for servicing	



6. Other additional documentary requirements, if necessary				Applicant			
<i>* All attachments must have separation/ cover paper for faster location and evaluation.</i> <i>** Applicants should also bring the Original Copy of the required documents on 'Photocopy' for the purpose of counter - checking.</i>							
Fees to be Paid:		Manufacturers, Suppliers, Servicing Entities of Life Saving Appliances/ Fire-fighting/ Navigational and Communication Equipment					
			Processing Fee:	Certificate	Type Approval (inclusive of design approval and prototype testing) P 12,000	Quality Systems Approval 12,000	Inspection Fee P 6,000
		Manufacturer	2,400	12,000			
		Suppliers	1,800	6,000			
		Servicing Entity	12,000	12,000			
		Combination of Manufacturer/ Supplier/ Servicing Entity	18,000	18,000			
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
1.	Proceed to MSS and submit application with complete documentary requirements	1.	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.			1 hour	Evaluator
1.1	IF EMAIL: Send	1.1	IF EMAIL:				Secretary

	application and complete documentary requirements to the official email address of the office.		Acknowledges receipt of email and forwards the email to the Evaluator			Evaluator
2.	No activity	2.	IF COMPLETE: 2. Issues Authority to Accept Payment (ATAP)		10 minutes	Evaluator
2.1	IF INCOMPLETE: Comply with the deficiencies.	2.1	IF INCOMPLETE: Informs the Applicant of the lacking requirements			
3.	Pays the corresponding fees stipulated in the ATAP	3.	Accepts the Payment and issues Official Receipt		5 minutes	Cashier
4.	Proceeds to the Records Section and present OR together with application documents.	4.	Receives and logs the application and forward to the concerned Section.		10 minutes	Receiving Officer
5.	No activity	5.	Assigns the application to the evaluator		5 minutes	RD/Section Head
6.	No activity	6.	Evaluates the application and conducts inspection in accordance to applicable rules and regulations		1 to 5 days	Evaluator
7.	IF FOUND DEFICIENT, complies with the deficiency within the given deadline	7.	IF FOUND DEFICIENT: Informs the applicant of the deficiencies and determines the deadline of compliance.			Evaluator



8.	No activity	8.	Prepares Report of Evaluation, drafts document applied for		1 hour	Evaluator
9.	No activity	9.	Checks and reviews draft Certificate and recommends for the appropriate action of the approving authority.		30 minutes	Section Head
10.	No activity	10.	Approves the document		10 minutes	Regional Director
11.	Receives the DOCUMENT	11.	Releases the document		10 minutes	Records Officer
END OF TRANSACTION					Minimum: 1 day and 3 hours and 20 minutes Maximum: 5 days, 3 hours and 20 minutes	



V1.4 ISSUANCE OF CERTIFICATE OF ACCREDITATION OF UNDERWATER/MARINE SURVEYING COMPANIES AND ENTITIES

Office/Division:	MRO-NCR / Maritime Safety Section					
Classification:	Highly Transaction					
Type of Transaction:	G2B - Government to Business Entities					
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 2. DTI Registration Certificate, if sole proprietorship 3. Articles of Incorporation/ Partnership and By-laws 4. List of all marine surveyors and their bio-data 5. Name(s) of Approving Officer			SEC DTI SEC Applicant Applicant			
Fees to be Paid:		P7,800.00				
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Proceed to MSS and submit application with complete documentary requirements	1.	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.		1 hour	Evaluator
1.1	IF EMAIL: Send application and complete documentary requirements to the	1.1	IF EMAIL: Acknowledges receipt of email and forwards the email to the Evaluator			Secretary Evaluator

	official email address of the office.					
2.	No activity IF INCOMPLETE: Comply with the deficiencies.	2. 2.1	IF COMPLETE: 2. Issues Authority to Accept Payment (ATAP) IF INCOMPLETE: Informs the Applicant of the lacking requirements		10 minutes	Evaluator
3.	Pays the corresponding fees stipulated in the ATAP	3.	Accepts the Payment and issues Official Receipt		5 minutes	Cashier
4.	Proceeds to the Records Section and present OR together with application documents.	4.	Receives and logs the application and forward to the concerned Section.		10 minutes	Receiving Officer
5.	No activity	5.	Assigns the application to the evaluator		5 minutes	RD/Section Head
6.	No activity	6.	Evaluates the application and conducts inspection in accordance to applicable rules and regulations		1 to 5 days	Evaluator
7.	IF FOUND DEFICIENT, complies with the deficiency within the given deadline	7.	IF FOUND DEFICIENT: Informs the applicant of the deficiencies and determines the deadline of compliance.			Evaluator
8.	No activity	8.	Prepares Report of Evaluation, drafts document applied for		1 hour	Evaluator



9.	No activity	9.	Checks and reviews draft Certificate and recommends for the appropriate action of the approving authority.		30 minutes	Section Head
10.	No activity	10.	Approves the document		10 minutes	Regional Director
11.	Receives the DOCUMENT	11.	Releases the document		10 minutes	Records Officer
END OF TRANSACTION					Minimum: 1 day and 3 hours and 20 minutes Maximum: 5 days, 3 hours and 20 minutes	



V1.5 ACCREDITATION OF MARITIME TRAINING COURSES UNDER THE STCW CONVENTION

MC SC-2021-02, MC 2013-02 / This shall apply to all Approved Training Courses, and Assessment activities conducted by MTIs and ACs

Office/Division:	STCWO, Accreditation Division	
Classification:	Highly Transaction	
Type of Transaction:	G2B - Government to Business Entities	
Who may avail:	Maritime Training Institution (MTIs)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Checklist of Documentary Requirements as per MARINA Circular 2013-01 (for compliance before inspection): 1. Pre-requisites for Accreditation - The MTIs shall file its application at the MARINA for any course specified using the following forms available in the STCW Office: Form 1- Letter of Application under Oath Form 2 - Self Assessment of Compliance to Course Program Form 3 – Qualification of Instructors, Assessors and Training Director Form 4 – Inventory of Training Equipment Form 5 – Inventory of Teaching Aids/ References Form Form 6 – Checklist for the Administrative Requirements		MARINA STCWO-Accreditation Division
<ul style="list-style-type: none"> ● For existing companies/ single proprietors establishing for a branch, a Board Resolution for SEC-registered institutions or an appropriate document signed by the proprietor shall be required ● Proof of building ownership or lease contract of not less than three (3) years ● Safety Occupancy Certificates and updated Fire Safety ● Affidavit of Undertaking for Group Insurance Scheme for all trainees 		Securities and Exchange Commission, Department of Trade and Industry
		Registry of Deeds/Building owner City Engineering Office/Bureau of Fire Protection



<ul style="list-style-type: none">• Location Plan of lecture and practical training site• Training Center Floor Plan (office, classroom, practical training, library plus facilities, etc)• Accessibility to medical services• Employment Contract of Instructors, Assessors and Training Director <p>Form 9 – Training Completion and Records of Assessment (TCROA) Report Form for the course being applied</p> <p>Complete Course Package/s</p> <p><u>Renewal Certificate of Program Accreditation</u></p> <ol style="list-style-type: none">1. Complete Course Package including all documentary requirements under MARINA Circular 2013-012. Application for renewal of Certificate of Course Accreditation shall be filed at least six (6) months before the expiration of the original certificate.<ol style="list-style-type: none">a. The MTIs maintain their compliance with prescribed standards.b. All deficiencies found during the unannounced inspection or monitoring have been corrected;c. The QSS is maintained and the latest audit report is presented during inspection to the MARINA STCW Office Inspection Team;d. The MTI has no pending case filed by MARINA or any entities pertaining to the conduct of training and assessment of trainees/ seafarers on a particular course;e. Required fees have been paid.	<p>MTI/Insurance Provider Maritime Training Institutions</p> <p>Monitoring Division</p> <p>STCWO Legal Division</p> <p>MARINA Payment Partner</p> <p>Maritime Training Institutions</p> <p>MARINA Payment Partner</p>
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Fees to be Paid:		Fees: Existing fees for both new Application and Renewal. <u>Processing Fee:</u> Application Fee per Course – P1000 Inspection Fee – P1000 Accreditation Fee per course: P 10,400/ Course				
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Proceed to STCWO/Central Office and submit application with complete documentary requirements	1.	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.		1 hour	Pre-Evaluator
1.1	IF EMAIL: Send application and complete documentary requirements to the official email address of the office.	1.1	IF EMAIL: Acknowledges receipt of email and forwards the email to the Evaluator			Secretary Evaluator
2.	No activity	2.	IF COMPLETE: 2. Issues Authority to Accept Payment (ATAP)		10 minutes	Pre-Evaluator
	IF INCOMPLETE:	2.1	IF INCOMPLETE: Informs the Applicant of the lacking			

	Comply with the deficiencies.		requirements			
3.	Pays the corresponding fees stipulated in the ATAP	3.	Accepts the Payment and issues Official Receipt		5 minutes	Cashier
4.	Proceeds to the Records Section and present OR together with application documents.	4.	Receives and logs the application and forward to the concerned Section.		10 minutes	Receiving Officer
5.	No activity	5.	Assigns the application to the evaluator		5 minutes	Division Head
6.	No activity	6.	Evaluates the application and conducts inspection in accordance to applicable rules and regulations		10 to 18 days	Evaluator
7.	IF FOUND DEFICIENT, complies with the deficiency within the given deadline	7.	IF FOUND DEFICIENT: Informs the applicant of the deficiencies and determines the deadline of compliance.			Evaluator
8.	No activity	8.	Checks and reviews draft Certificate and recommends for the appropriate action of the approving authority.		30 minutes	Section Head
9.	No activity	9.	Approves the document		10 minutes	Regional Director
10.	Receives the DOCUMENT	10.	Releases the document		10 minutes	Records Officer
END OF TRANSACTION					Minimum: 10 days and 3 hours and 20 minutes Maximum: 18 days, 3 hours and 20 minutes	



V1.6 ACCREDITATION OF MARITIME INSTRUCTORS, ASSESSORS AND SUPERVISORS

Office/Division:	Accreditation Division
Classification:	Simple
Type of Transaction:	Application for Accreditation as Instructors, Assessors and Supervisors
Who may avail:	Instructors, Assessors and Supervisor
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE: Accreditation Division Office 6th floor, Maritime Industry Authority 20th Street corner Bonifacio Drive Port Area, Manila

DOCUMENTARY REQUIREMENTS	
Checklist of Requirements	Where to Secure
INSTRUCTOR a. General Requirements for New Applicant Requirements for Application for Non simulator-based courses (Safety Courses) ③ Certificate of Completion of IMO MC 6.09	IMO Training Provider
③ Certificate of Competency (COC)	STCWO Certification Division
③ Certificate of Proficiency (COP)	
③ SIRB- Proof of seagoing service for at least 24 mos.	MARINA – Manpower Development Service
③ If applying for BT- Elementary First Aid proof of seagoing service with at least three (3) years	Manning Agency

③ For Ship Security Officer and Fast Rescue Boat- Company Sea service with attestation of designation as SSO and vessel/s being equipped with FRB	Manning Agency
Requirements for Application for Accreditation for Simulator-based courses	IMO Training Provider
③ Certificate of Completion of IMO MC 6.09	
③ Certificate of Completion of IMO MC 6.10	
③ Certificate of Competency (COC)	STCWO Certification Division
③ Certificate of Proficiency (COP)	
③ SIRB- Proof of seagoing service for at least 24 mos.	MARINA – Manpower Development Service
③ If applying for RFPEW and Able Seafarer Engine proof of seagoing service with at least three (3) years in that capacity on board a ship of 750 kw or more	Manning Agency
Specific Requirements MLC DECK ③ Certificate of Completion for Updating MLC Deck F1 and F3 or New MLC Deck ③ Certificate of Completion MLC Deck F2 ③ Simulator Practical Operations Experience Log (SPOEL)	Maritime Training Institution
MLC ENGINE ③ Certificate of Completion Updating MLC Deck F1 to F4 or New MLC Engine ③ Simulator Practical Operations Experience Log (SPOEL)	Maritime Training Institution

GMDSS Radio Officer ③ Valid COC as Radio Operator ③ Simulator Practical Operations Experience Log (SPOEL)	STCWO Certification Division Maritime Training Institution
ETO ③ Simulator Familiarization ③ Valid COC as Electro- technical officer ③ Simulator Practical Operations Experience Log (SPOEL)	Maritime Training Institution STCWO Certification Division
ETR ③ Simulator Familiarization ③ Valid COC as Electro- technical Ratings or Electro- technical officer ③ Simulator Practical Operations Experience Log (SPOEL)	Maritime Training Institution STCWO Certification Division
RFPEW Simulator Practical Operations Experience Log (SPOEL) RFPNW Simulator Practical Operations Experience Log (SPOEL)	STCWO Certification Division
2. ASSESSOR for Non simulator-based courses (Safety Courses) Safety Courses ③ Certificate of Completion of IMO MC 3.12	IMO Training Provider
③ Valid COC	STCWO Certification Division
③ Practical Assessment Experience Log (PAEL) Simulator-based Courses	Maritime Training Institution



③ Certificate of Completion of IMO MC 3.12		IMO Training Provider			
③ Valid COC		STCWO Certification Division			
③ Simulator Practical Assessment Experience Log (SPAEL)		Maritime Training Institution			
3. SUPERVISOR		IMO Training Provider			
③ Certificate of Completion of IMO MC 6.09					
③ Certificate of Proficiency (COP) or Certificate of Training Completion		STCWO Certification Division			
	CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Submit accomplished application form together with the required documents.	③ Checks if the application form are completely filled-up. ③ Evaluate the completeness and validity of the submitted documentary requirements. If complete, issue e-ATAP If not complete, issue a Notice of Deficiency	P500 Application Fee (For new and renewal application) ③ P500/Certificate of Accreditation/Course/ Capacity (Instructor/Assessor) ③ P500 Surcharge shall be applicable if the COA is expired upon application for renewal	Within three (3) working days after payment and submission of complete documentary requirements 15 minutes	Administrative Assistant/Aide MIDS I and MIDS II



2.	Receives payment reference number for applicable fees via SMS or e-mail	③ Encodes applicable fees on Partner Collecting Agent and send reference number via SMS/ email and directs applicant to pay at Partner Collecting Agent		5 minutes	Administrative Assistant/Aide MIDS I and MIDS II
3.	Pay at Partner Collecting Agent	③ Receives payment confirmation from Partner Collecting Agent.		5 minutes	Administrative Assistant/Aide
		③ Encodes application on the SAM Database.			
		③ Print Certificate of Accreditation (COA) Submit the printed COA to the Supervising MIDS for review/initial.		5 minutes	MIDS I and MIDS II



		③ Reviews the application and the printed COA for the initial of the Chief MIDS. If found correct affix his/her initial. If not return to the concern evaluator for correction.		3 hours	Supervising MIDS
		<input type="checkbox"/> Affixes initial on the COA and submit the application to the MARINA Administrator/ Executive Director for signature.		4 hours	Chief MIDS
		<input type="checkbox"/> Signs the COA and send back to the Accreditation Division for releasing		1 day	Executive Director
		<input type="checkbox"/> Receives the signed COA and notify via SMS the applicant on the release of the certificate.		20 minutes	Administrative Assistant/Aide



4.	Presents proof of payment	<input type="checkbox"/> Presents the approved COA for checking of details, i.e. names and training courses applied.		3 minutes	Administrative Assistant/Aide
5.	Purchase Documentary Stamp/s	<input type="checkbox"/> Receives documentary Stamp/s and paste on the COA before stamping with dry seal		4 minutes	Administrative Assistant/Aide
6.	Receives COA	Asks applicant to fill up his/her Name, signature and date of release on the Action Slip and Releasing Logbook.		3 minutes	Administrative Assistant/Aide
TOTAL OF DURATION OF TRANSACTION					2 days



V1.7 ACCREDITATION AS ASSESSMENT CENTER FOR THE CONDUCT OF PRACTICAL ASSESSMENT

Office/Division:	Accreditation Division
Classification:	Highly Technical
Type of Transaction:	Application for the accreditation of Assessment Center for the conduct of practical assessment
Who may avail:	Assessment Centers
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE: Accreditation Division Office, 6th Flr. MARINA Bldg. 3rd floor, Maritime Industry Authority 20th Street corner Bonifacio Drive Port Area, Manila
<p style="text-align: center;">FOR THE ISSUANCE OF LETTER OF ACCREDITATION AS ASSESSMENT CENTER FOR THE CONDUCT OF PRACTICAL ASSESSMENT</p> <p>CERTIFICATE OF ACCREDITATION</p> <p>1. A Provisional Authority valid for a period of six (6) months shall be issued to an applicant AC found compliant with all the requirements for the purpose of determining its capability to conduct assessment.</p> <p>2. A Certificate of Accreditation, valid for three (3) years, shall be issued only to ACs which has demonstrated the capability to conduct assessment</p>	



NOTE: The PHOTOCOPY of the document enumerated must be submitted together with the application. (For New and Renewal)

A. DOCUMENTARY REQUIREMENTS (for compliance before inspection):

Checklist of Requirements	Where to Secure
1. A formal application duly accomplished application form supported by the following valid documents: 1.1 Letter of application signed by the President/Owner or authorized representative of the AC; 1.2 Certified True Copy of the Securities and Exchange Commission (SEC) Registration Certificate and Articles of Incorporation for corporation/partnership or Department of Trade and Industry (DTI) Registration Certificate for sole proprietorship; 1.3 Company Profile (A short narrative regarding the company, the company's officials and their Updated resumes with colored head photographs including the organization structure); 1.4 Business Permit;	<div>x Assessment Center</div> <div>x Securities and Exchange Commission, Department of Trade and Industry</div> <div>x Assessment Center</div> <div><div>x Business Permit and Licensing Office</div><div>x Bureau of Fire Protection</div><div>x Certification Body</div><div>x Registry of Deeds/Owner of the Building</div></div>

<p>1.5 Fire Safety Inspection Certificate; 1.6 Quality Standard System Certification; 1.7 Certificate of Ownership of the lot and building or notarized contract of lease 2. Proof of ownership of the equipment; 3. Floor Plan of the AC; 4. Set of Guidelines and Procedures in the administration of Practical assessment as per applicable STCW circulars; 5. Affidavit of Undertaking signed by the President or Owner of the AC stating in substance that the AC shall perform all duties and responsibilities of an accredited AC as enumerated in the STCW Circular 2015-10 and that all documents submitted are authentic; 6. Specimen signatures of the AC's authorized signatories; 7. List of Assessors and copies of Certificate of Accreditation.</p>	<p>Assessment Center</p>
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<p>B. BASIC REQUIREMENT FOR ACCREDITATION</p> <p>1. Structural Facilities</p> <p>1.1 Administrative Office</p> <p>1.2 Assessors' Office</p> <p>1.3 Registration Area</p> <p>1.4 Reception Area</p> <p>1.5 Records Section</p> <p>1.6 Briefing and debriefing Area</p> <p>1.7 Holding Area - Serves as waiting area prior to the conduct of the Practical assessment. Preferably, located adjacent to the assessment room.</p> <p>1.8 Comfort Rooms</p> <p>1.9 Real-time Audio and Video Monitoring System and Facilities –Practical examination area must be provided with appropriate installation of real-time audio and video monitoring technology that can be recorded and accessed remotely by the Administration at any given time.</p>	<p>Assessment Center</p>
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2. Assessors' must be certificated as per IMO Model Course 3.12	STCWO Accreditation Division
3. Practical Assessment area must be conducive to examination and assessment procedures;	



Assessment Center

	CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	The Applicant ACs <input type="checkbox"/> Submits the application together with all the required documents as attachment	Receiving and Screening of Application ⌚ Checks for the completeness of the requirements. ⌚ Receives the application. <i>If incomplete, return to the applicant the application for completion.</i>	③ P1,000/ Level of Responsibility	5 minutes	<i>Admin Aide/ Admin Assistant III/ MIDS I</i>
2.		Encoding of the Application in the Database ⌚ Logs the application ⌚ Encode in the database		5 minutes	<i>Admin Aide</i>
3.		Assign the application documents to the concerned MIDS for documentary evaluation <input type="checkbox"/> Assigns and endorses the			<i>Chief MIDS</i>

		application documents to the concerned personnel (MIDS I, MIDS II, Senior MIDS) for evaluation		3 minutes	
4.		Acknowledgment of Application Document <input type="checkbox"/> Acknowledge receipt of application.		5 minutes	<i>MIDS I/ MIDS II/ Senior MIDS</i>
5.		Evaluation of the Application Documents <input type="clock"/> Conducts documentary evaluation		4 hours/ Level of Responsibility	<i>Senior MIDS /MIDS II and MIDS I</i> <i>BOE</i>
		<input type="clock"/> Endorses the submitted application documents to the respective Board of Examiners (BOE) for evaluation of the practical scenarios.		5 minutes	<i>Admin Aide</i> <i>Senior MIDS/ MIDS II and MIDS I</i>
		<input type="clock"/> Receives and reviews practical assessment scenarios submitted by ACs and confirms if these are reliable and capable of assessing candidates as per the STCW Table of competencies. <input type="clock"/> Informs the Accreditation Division of the status of the submitted documents by filling up the routing slip.		1 day	



		<p>🕒 If complied, Admin Aide prepares Notice of Inspection/Re-inspection, Special Order</p> <p>In case of deficiencies, Evaluator prepares Notice of Deficiency</p>		30 minutes	
6.		<p>Review of the Result of Evaluation of the Application Documents</p> <p>③ Reviews the application and affixes his/her initial on the Notice of Inspection/Re-inspection, Special Order, In case of deficiencies, Notice of Deficiency.</p>		2 hours	<i>Supervising MIDS</i>
		<p>③ Endorses the same to the Chief MIDS</p>		5 minutes	
7.		<p>Confirmation of Evaluation and Endorsement to the Executive Director</p> <p>③ Affixes his/her initial on the Notice of Inspection/Reinspection, Special Order, In case of deficiencies, Notice of Deficiency.</p>		5 minutes	<i>Chief MIDS/OIC</i>



		③ Endorses the same to the Executive Director		5 minutes	
8.		Signing of Notice of Inspection/Reinspection ③ Affixes his/her initial on the Notice of Inspection/Reinspection, Special Order. In case of deficiencies, Notice of Deficiency.		5 minutes	<i>Executive Director</i>
9.		Release of Notice of Inspection/Reinspection ③ Releases thru email or personally, the Notice of Inspection/Re-inspection, Special Order, In case of deficiencies, Notice of Deficiency.		5 minutes	<i>Admin Aide</i>
10.		Actual Inspection ③ Inspects and verifies compliance		4 days	<i>METSS/ BOE/ Senior MIDS/ MIDS II/ MIDS I</i>
A. After Inspection					
1.		Preparation of Inspection Reports ③ Prepares Inspection Report ③ Endorses Inspection Report to BOE and METSS.		1 day	<i>MIDS I/ MIDS II/ Senior MIDS</i>



2.		Review of Inspection Reports and Executive Brief to BOE and METSS ⌚ Review Inspection Report, Executive Brief ⌚ Affixes his/her Initial		1 day	<i>MIDS I/ MIDS II/ Senior MIDS/ BOE</i>
3.		Review of the Result of Inspection/Re-Inspection ⌚ Review Inspection Report, Executive Brief, Disposition Form, Letter of Accreditation as AC/Letter of Denial ⌚ Affixes his/her Initial		4 hours	<i>Supervising MIDS</i>
4.		Confirmation of the Result of Inspection/Re-Inspection ③ Confirms Inspection Report, Executive Brief, Disposition Form, Letter of Accreditation as AC/Letter of Denial		4 hours	<i>Chief MIDS/OIC</i>
5.		Signing of the Result of Inspection/Re-Inspection <input type="checkbox"/> Affixes his/her initial/signature; Disposition Form, Letter of Accreditation as AC/Letter of Denial		1 day	<i>Deputy Executive Director Executive Director</i>

6.		Encoding of the Result of Inspection/Re-Inspection <ul style="list-style-type: none"> ⌚ Updates SAM Database on the status and result of the Inspection/Re-Inspection. ⌚ Sends thru email: ⌚ Letter of Accreditation as AC/Letter of Denial 		20 minutes	<i>Admin Aide</i>
B. Preparation of Certificate of Accreditation					
1.	Issuance of e-ATAP	<input type="checkbox"/> Sends e-ATAP via email or SMS for payment of Certificate		20 minutes	<i>Admin Aide/Admin Assistant III, MIDS I</i>
	Receives e-ATAP for payment of Accreditation Fees	of Accreditation Fees			
2.	Payment of Certificate of Accreditation Pay the prescribed Accreditation fees	<ul style="list-style-type: none"> ⌚ Receives proof of e-payment from applicant ⌚ Attaches the copy of the eReceipt/proof of e-payment to the Application 	Inspection Fee-P1000/Level of Responsibility Accreditation Fee-P10,400/Level of Responsibility	20 minutes	<i>MARINA Partner Collecting Agents</i> <i>Admin Aide</i>
3.		Preparation of Certificate of Accreditation <ul style="list-style-type: none"> ③ Prepares Certificate Accreditation using the SAM Database 		20 minutes	<i>Admin Aide</i>



4.		Review of Entries on the Certificate of Accreditation <ul style="list-style-type: none">⌚ Reviews entries on the Certificate of Accreditation⌚ Affixes his/her Initial		2 hours	<i>Supervising MIDS</i>
5.		Confirmation of Entries on the Certificate of Accreditation <ul style="list-style-type: none">⌚ Confirms entries on the Certificate of Accreditation⌚ Affixes his/her Initial⌚ Endorses Certificate of Accreditation to the Executive Director		1 hour	<i>Chief MIDS/OIC</i>
6.		Signing of the Certificate of Accreditation <ul style="list-style-type: none">⌚ Affixes his/her initial/signature: Disposition Form⌚ Signature on the Certificate of Accreditation		1 day	<i>Deputy Executive Director</i> <i>Executive Director</i>
7.	Receives the Certificate of Accreditation	Release of the Certificate of Accreditation <ul style="list-style-type: none">⌚ Logs the Certificate of Accreditation⌚ Releases the Certificate of		30 minutes	<i>Admin Aide</i>



		Accreditation to the Liaison Officer/ Authorized Representative of the MTI			
TOTAL DURATION OF TRANSACTION					10 days and 4 hrs – excluding compliance period



V1.8 APPLICATION FOR THE APPROVAL AND RENEWAL OF COURSE APPROVAL OF MARITIME TRAINING COURSES

Office/Division:	Accreditation Division
Classification:	Highly Technical
Type of Transaction:	Application for the approval and renewal of maritime training courses
Who may avail:	Maritime Training Institution (MTIs)
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE: Accreditation Division Office 6 th floor, Maritime Industry Authority 20th Street corner Bonifacio Drive Port Area, Manila
<u>Documentary Requirements:</u>	
NOTE: The PHOTOCOPY of the document enumerated must be submitted together with the application	

FOR THE ISSUANCE OF CERTIFICATE OF APPROVAL

Documentary Requirements as per MARINA Circular 2013-01 (for compliance before inspection):

Checklist of Requirements	Where to Secure
1. Pre-requisites for Accreditation - The MTIs shall file its application at the MARINA for any course specified using the following forms available in the STCW Office:	MARINA STCWO-Accreditation Division
Form 1- Letter of Application under Oath	



Form 2 - Self Assessment of Compliance to Course Program	
Form 3 – Qualification of Instructors, Assessors and Training Director	
Form 4 – Inventory of Training Equipment	
Form 5 – Inventory of Teaching Aids/ References Form	
Form 6 – Checklist for the Administrative Requirements	
③ For existing companies/ single proprietors establishing for a branch, a Board Resolution for SEC-registered institutions or an appropriate document signed by the proprietor shall be required	Securities and Exchange Commission, Department of Trade and Industry
③ Proof of building ownership or lease contract of not less than three (3) years	Registry of Deeds/Building owner
③ Safety Occupancy Certificates and updated Fire Safety	City Engineering Office/Bureau of Fire Protection



③ Affidavit of Undertaking for Group Insurance Scheme for all trainees	MTI/Insurance Provider
③ Location Plan of lecture and practical training site	Maritime Training Institutions
③ Training Center Floor Plan (office, classroom, practical training, library plus facilities, etc)	
③ Accessibility to medical services ③ Employment Contract of Instructors, Assessors and Training Director	
Form 9 – Training Completion and Records of Assessment (TCROA) Report Form for the course being applied	
Complete Course Package/s	



Renewal Certificate of Program Accreditation

- 1. Complete Course Package including all documentary requirements under MARINA Circular 2013-01
- 2. Application for renewal of Certificate of Course Accreditation shall be filed at least six (6) months before the expiration of the original certificate.
 - a. The MTIs maintain its compliance with prescribed standards.
 - b. All deficiencies found during the unannounced inspection or monitoring have been corrected;
 - c. The QSS is maintained and the latest audit report is presented during inspection to the MARINA STCW Office Inspection Team;
 - d. The MTI has no pending case filed by MARINA or any entities pertaining to the conduct of training and assessment of trainees/ seafarers on a particular course; and
 - e. Required fees have been paid.

Maritime Training Institutions

Monitoring Division

STCWO Legal Division

MARINA Payment Partner

	CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Receiving and Screening of Application The MTI/client <input type="checkbox"/> Submits the application together with all the required documents as attachment	<input type="clock"/> Checks the completeness of the requirements. <input type="clock"/> Receives the application. <i>If the requirements are complete, send payment reference thru email;</i> <i>If not, return the application.</i>	Fees: Existing fees for both new Application and Renewal. <u>Processing Fee:</u> Application Fee per Course – P1000 Inspection Fee – P1000	30 minutes	<i>Admin Aide/ Admin Assistant III/ MIDS I</i>
	<input type="checkbox"/> Receives payment reference thru email	<input type="clock"/> Sends payment reference thru email to MTI <input type="clock"/> Require the applicant to pay the prescribed fees		5 minutes	<i>Admin Aide/ Admin Assistant III/ MIDS I</i>
2.	Payment of prescribed fees <input type="checkbox"/> Pay the prescribed Fees at MARINA Payment Partner				



3.		Encoding of the Application in the Database <ul style="list-style-type: none">⌚ Receives the Official Receipt⌚ Logs the application⌚ Encode in the database		30 minutes	<i>Admin Aide</i>
4.		Assign the application to the concerned MIDS for evaluation <ul style="list-style-type: none">□ Assigns and endorses the application to the concerned personnel (MIDS I, MIDS II, Senior MIDS) for evaluation		10 minutes	<i>Chief MIDS</i>
5.		Acknowledgment of Application <ul style="list-style-type: none">□ Acknowledge receipt of application.		5 minutes	<i>MIDS I/ MIDS II/ Senior MIDS</i>
6.		Evaluation of the Application <ul style="list-style-type: none">⌚ Conducts documentary evaluation. If complied, Admin Aide prepares Notice of Inspection/Re-inspection, Special Order⌚ If not, Evaluator prepares Notice of Deficiency.		4 hours/ course	<i>MIDS I/ MIDS II/ Senior MIDS Admin Aide</i>
7.		Review of the Result of Evaluation of the Application <ul style="list-style-type: none">⌚ Reviews the application and affixes his/her initial on the Notice		2 hours	<i>Supervising MIDS</i>



		of Inspection/Re-inspection, Special Order, Notice of Deficiency. ⌚ Endorses the same to the Chief MIDS			
8.		Confirmation of Evaluation and Endorsement to the Executive Director ③ Affixes his/her initial on the Notice of Inspection/Re-inspection, Special Order, Notice of Deficiency. ③ Endorses the same to the Executive Director for signature		5 minutes	<i>Chief MIDS</i>
9.		Signing of Notice of Inspection/Re-inspection <input type="checkbox"/> Affixes his/her initial on the Notice of Inspection/Re-inspection, Special Order, Notice of Deficiency.		5 minutes	<i>Executive Director</i>
10.	<input type="checkbox"/> Receives thru email or personally, the Notice of Inspection/ Re-inspection or Notice of Deficiency.	Release of Notice of Inspection/Re-inspection <input type="checkbox"/> Releases thru email or personally, the Notice of Inspection/Re-inspection, Special Order, Notice of Deficiency.			<i>Admin Aide</i>



11.		Actual Inspection <input type="checkbox"/> Inspects and verifies compliance		5 days	<i>MIDS I/ MIDS II/ Senior MIDS Admin Aide Technical Evaluator (if necessary)</i>
A. After Inspection					
12.		Preparation of Inspection Reports for Course Approval or Letter of Denial <input type="checkbox"/> Prepares Inspection Report, Executive Brief, Disposition Form <input type="checkbox"/> Prepares Letter of Course Approval or Letter of Denial		1 day	<i>MIDS I/ MIDS II/ Senior MIDS</i>
13.		Review of the Result of Inspection/Re-Inspection 🕒 Review Inspection Report, Executive Brief, Disposition Form, Letter of Course Approval or Letter of Denial 🕒 Affixes his/her Initial		1 day	<i>Supervising MIDS</i>

14.		Confirmation of the Result of Inspection/Re-Inspection <ul style="list-style-type: none"> ⌚ Confirms Inspection Report, Executive Brief, Disposition Form, Letter of Course Approval or Letter of Denial and Notice of fees ⌚ Affixes his/her Initial ⌚ Endorses the same to the Executive Director for signature 		4 hours	Chief MIDS/OIC
15.		Signing of the Result of Inspection/Re-Inspection <ul style="list-style-type: none"> ☐ Affixes his/her initial/signature; Disposition Form, Letter of Course Approval or Letter of Denial 		2 days	Deputy Executive Director Executive Director
16.		Encoding of the Result of Inspection/Re-Inspection <ul style="list-style-type: none"> ⌚ Updates SAM Database on the status and result of the Inspection/Re-Inspection. ⌚ Sends thru email: ⌚ Letter of Course Approval or Letter of Denial and Notice of Fees 		4 hours	Admin Aide
B. Issuance of Certificate of Course Approval					
1.	Issuance of e-ATAP Receives e-ATAP for payment of Accreditation Fees	☐ Sends e-ATAP via email or SMS for payment of Course Approval Fees		20 minutes	Admin Aide/Admin Assistant III, MIDS I

2.	Payment of Course Approval	<input type="checkbox"/> Receives proof of e-payment from applicant		20 minutes	<i>MARINA Partner Collecting Agents</i>
	Pay the prescribed course approval fees	<input type="checkbox"/> Attaches the copy of the eReceipt/proof of e-payment to the Application	P 10,400/ Course		<i>Admin Aide</i>
3.		Preparation of Certificate of Course Approval <input type="checkbox"/> Prepares Certificate of Course Approval using the SAM Database		1 hour	<i>Admin Aide</i>
4.		Review of Entries on the Certificate of Course Approval <input type="clock"/> Reviews entries on the Certificate of Course Approval <input type="clock"/> Affixes his/her Initial		2 hours	<i>Supervising MIDS</i>
5.		Confirmation of Entries on the Certificate of Course Approval <input type="clock"/> Confirms entries on the Certificate of Course Approval <input type="clock"/> Affixes his/her Initial <input type="clock"/> Endorses Certificate of Course Approval to the Executive Director		1 hour	<i>Chief MIDS/OIC</i>



6.		Signing of the Certificate of Course Approval <ul style="list-style-type: none">⌚ Affixes his/her initial/signature: Disposition Form⌚ Signature on the Certificate of Course Approval		1 day	<i>Deputy Executive Director</i> <i>Executive Director</i>
7.	Release of the Certificate of Course Approval Receives the Certificate of Course Approval or Letter of Denial	<ul style="list-style-type: none">⌚ Logs the Certificate of Course Approval⌚ Releases the Certificate of Course Approval to the Liaison Officer/ Authorized Representative of the MTI		30 minutes	<i>Admin Aide</i>
TOTAL DURATION OF TRANSACTION					12 days, 4 hrs and 19 mins/per course excluding compliance period

VII. LEGAL SERVICES

VII.1 APPLICATION FOR INCORPORATION OF MARITIME ENTERPRISES FOR SECURITY AND EXCHANGE COMMISSION (SEC) INDORSEMENT

Office/Division:		NCR - Maritime Safety Division MROs - Maritime Safety Section				
Classification:		Simple Transaction				
Type of Transaction:		G2B - Government to Business Entities				
Who may avail:		Local Classification Societies				
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE		
1. Letter of Application 2. Articles of Incorporation and By-Laws 3. Director's Certificate (if Amended) 4. Incorporators should not have pending or unsettled case in MARINA				Applicant Applicant Applicant Applicant		
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Proceed to Legal Section (LS) and submit application with complete documentary requirements	1.	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.	P 950.00 per application P 30.00 for documentary stamp	1 hour	Evaluator
1.1	IF EMAIL: Send application and complete documentary requirements to the	1.1	IF EMAIL: Acknowledges receipt of email and forwards the email to the Evaluator			Secretary Evaluator

	official email address of the office.					
2.	No activity IF INCOMPLETE: Comply with the deficiencies.	2. 2.1	IF COMPLETE: 2. Issues Authority to Accept Payment (ATAP) IF INCOMPLETE: Informs the Applicant of the lacking requirements		10 minutes	Evaluator
3.	Pays the corresponding fees stipulated in the ATAP	3.	Accepts the Payment and issues Official Receipt		5 minutes	Cashier
4.	Proceeds to the Records Section and present OR together with application documents.	4.	Receives and logs the application and forward to the concerned Section.		10 minutes	Receiving Officer
5.	No activity	5.	Assigns the application to the evaluator		5 minutes	RD/Section Head
6.	No activity	6.	Evaluates the application and conducts inspection in accordance to applicable rules and regulations		2 hours	Evaluator
7.	IF FOUND DEFICIENT, complies with the deficiency within the given deadline	7.	IF FOUND DEFICIENT: Informs the applicant of the deficiencies and determines the deadline of compliance.			Evaluator
8.	No activity	8.	Prepares Report of Evaluation, drafts document applied for		1 hour	Evaluator



9.	No activity	9.	Checks and reviews draft Certificate and recommends for the appropriate action of the approving authority.		30 minutes	Section Head
10.	No activity	10.	Approves the document		10 minutes	Regional Director
11.	Receives the DOCUMENT	11.	Releases the document		10 minutes	Records Officer
END OF TRANSACTION					4 hours and 20 minutes	



VII.2 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/Division:		Legal Service (LS) / Legal Services Division				
Classification:		Simple Transaction				
Type of Transaction:		G2B - Government to Business Entities G2C – Government to Citizen				
Who may avail:		Shipping Companies, Ship Owners/ Operators/ Managers				
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE		
1. Letter of Application 2. Letter Authority (Bareboat Charter approval) 3. Company should not have pending or unsettled case in MARINA				Applicant Applicant MARINA-Legal Service		
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Proceed to Legal Section (LS) and submit application with complete documentary requirements	1.	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.	P 950.00 per application P 30.00 for documentary stamp	1 hour	Evaluator
1.1	IF EMAIL: Send application and complete documentary requirements to the official email address of the office.	1.1	IF EMAIL: Acknowledges receipt of email and forwards the email to the Evaluator			Secretary Evaluator

2.	No activity	2.	IF COMPLETE: 2. Issues Authority to Accept Payment (ATAP)		10 minutes	Evaluator
2.1	IF INCOMPLETE: Comply with the deficiencies.	2.1	IF INCOMPLETE: Informs the Applicant of the lacking requirements			
3.	Pays the corresponding fees stipulated in the ATAP	3.	Accepts the Payment and issues Official Receipt		5 minutes	Cashier
4.	Proceeds to the Records Section and present OR together with application documents.	4.	Receives and logs the application and forward to the concerned Section.		10 minutes	Receiving Officer
5.	No activity	5.	Assigns the application to the evaluator		5 minutes	RD/Section Head
6.	No activity	6.	Evaluates the application and conducts inspection in accordance to applicable rules and regulations		2 hours	Evaluator
7.	IF FOUND DEFICIENT, complies with the deficiency within the given deadline	7.	IF FOUND DEFICIENT: Informs the applicant of the deficiencies and determines the deadline of compliance.			Evaluator
8.	No activity	8.	Prepares Report of Evaluation, drafts document applied for		1 hour	Evaluator



9.	No activity	9.	Checks and reviews draft Certificate and recommends for the appropriate action of the approving authority.		30 minutes	Section Head
10.	No activity	10.	Approves the document		10 minutes	Regional Director
11.	Receives the DOCUMENT	11.	Releases the document		10 minutes	Records Officer
END OF TRANSACTION					4 hours and 20 minutes	



VII.3 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/Division:		Legal Service (LS) / Legal Services Division				
Classification:		Simple Transaction				
Type of Transaction:		G2B - Government to Business Entities G2C – Government to Citizen				
Who may avail:		Shipping Companies, Ship Owners/ Operators/ Managers				
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE		
1. Letter of Application 2. Certificate of Incorporation from SEC 3. Certificate of Business Name Registration from DTI 4. Company should not have pending or unsettled case in MARINA				Applicant Applicant Applicant MARINA-Legal Service		
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Proceed to Legal Section (LS) and submit application with complete documentary requirements	1.	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.	P 950.00 per application P 30.00 for documentary stamp	1 hour	Evaluator
1.1	IF EMAIL: Send application and complete documentary requirements to the official email address of	1.1	IF EMAIL: Acknowledges receipt of email and forwards the email to the Evaluator			Secretary
						Evaluator

	the office.					
2.	No activity	2.	IF COMPLETE: 2. Issues Authority to Accept Payment (ATAP)		10 minutes	Evaluator
2.1	IF INCOMPLETE: Comply with the deficiencies.	2.1	IF INCOMPLETE: Informs the Applicant of the lacking requirements			
3.	Pays the corresponding fees stipulated in the ATAP	3.	Accepts the Payment and issues Official Receipt		5 minutes	Cashier
4.	Proceeds to the Records Section and present OR together with application documents.	4.	Receives and logs the application and forward to the concerned Section.		10 minutes	Receiving Officer
5.	No activity	5.	Assigns the application to the evaluator		5 minutes	RD/Section Head
6.	No activity	6.	Evaluates the application and conducts inspection in accordance to applicable rules and regulations		2 hours	Evaluator
7.	IF FOUND DEFICIENT, complies with the deficiency within the given deadline	7.	IF FOUND DEFICIENT: Informs the applicant of the deficiencies and determines the deadline of compliance.			Evaluator
8.	No activity	8.	Prepares Report of Evaluation, drafts document applied for		1 hour	Evaluator



9.	No activity	9.	Checks and reviews draft Certificate and recommends for the appropriate action of the approving authority.		30 minutes	Section Head
10.	No activity	10.	Approves the document		10 minutes	Regional Director
11.	Receives the DOCUMENT	11.	Releases the document		10 minutes	Records Officer
END OF TRANSACTION					4 hours and 20 minutes	



VII.4 ISSUANCE OF LEGAL CLEARANCE WATCHLISTED

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

Office/Division:		Legal Service (LS) / Legal Services Division				
Classification:		Simple Transaction				
Type of Transaction:		G2C – Government to Citizen				
Who may avail:		Seafarers				
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE		
1. Documents from client 2. Referral form 3. D Tracks 4. NBI Clearance (for watchlisted with different middle initial, name & not the same person) or other supporting documents				Applicant MDS Records Section Applicant		
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Proceed to Legal Section (LS) and submit application with complete documentary requirements	1.	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.	None	1 hour	Evaluator
1.1	IF EMAIL: Send application and complete documentary requirements to the official email address of the office.	1.1	IF EMAIL: Acknowledges receipt of email and forwards the email to the Evaluator			Secretary Evaluator

2.	No activity IF INCOMPLETE: Comply with the deficiencies.	2.	IF COMPLETE: 2. Issues Authority to Accept Payment (ATAP) 2.1 IF INCOMPLETE: Informs the Applicant of the lacking requirements		10 minutes	Evaluator
3.	Pays the corresponding fees stipulated in the ATAP	3.	Accepts the Payment and issues Official Receipt		5 minutes	Cashier
4.	Proceeds to the Records Section and present OR together with application documents.	4.	Receives and logs the application and forward to the concerned Section.		10 minutes	Receiving Officer
5.	No activity	5.	Assigns the application to the evaluator		5 minutes	RD/Section Head
6.	No activity	6.	Evaluates the application and conducts inspection in accordance to applicable rules and regulations		2 hours	Evaluator
7.	IF FOUND DEFICIENT, complies with the deficiency within the given deadline	7.	IF FOUND DEFICIENT: Informs the applicant of the deficiencies and determines the deadline of compliance.			Evaluator
8.	No activity	8.	Prepares Report of Evaluation, drafts document applied for		1 hour	Evaluator



9.	No activity	9.	Checks and reviews draft Certificate and recommends for the appropriate action of the approving authority.		30 minutes	Section Head
10.	No activity	10.	Approves the document		10 minutes	Regional Director
11.	Receives the DOCUMENT	11.	Releases the document		10 minutes	Records Officer
END OF TRANSACTION					4 hours and 20 minutes	



VII.5 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:		Legal Service (LS) / Legal Services Division				
Classification:		Simple Transaction				
Type of Transaction:		G2C – Government to Citizen				
Who may avail:		Seafarers				
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE		
1. Documents of seafarer 2. Referral form 3. D Tracks				Applicant MDS Records Section		
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Proceed to Legal Section (LS) and submit application with complete documentary requirements	1.	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.	None	1 hour	Evaluator
1.1	IF EMAIL: Send application and complete documentary requirements to the official email address of the office.	1.1	IF EMAIL: Acknowledges receipt of email and forwards the email to the Evaluator			Secretary Evaluator

2.	No activity	2.	IF COMPLETE: 2. Issues Authority to Accept Payment (ATAP)		10 minutes	Evaluator
2.1	IF INCOMPLETE: Comply with the deficiencies.	2.1	IF INCOMPLETE: Informs the Applicant of the lacking requirements			
3.	Pays the corresponding fees stipulated in the ATAP	3.	Accepts the Payment and issues Official Receipt		5 minutes	Cashier
4.	Proceeds to the Records Section and present OR together with application documents.	4.	Receives and logs the application and forward to the concerned Section.		10 minutes	Receiving Officer
5.	No activity	5.	Assigns the application to the evaluator		5 minutes	RD/Section Head
6.	No activity	6.	Evaluates the application and conducts inspection in accordance to applicable rules and regulations		2 hours	Evaluator
7.	IF FOUND DEFICIENT, complies with the deficiency within the given deadline	7.	IF FOUND DEFICIENT: Informs the applicant of the deficiencies and determines the deadline of compliance.			Evaluator
8.	No activity	8.	Prepares Report of Evaluation, drafts document applied for		1 hour	Evaluator



9.	No activity	9.	Checks and reviews draft Certificate and recommends for the appropriate action of the approving authority.		30 minutes	Section Head
10.	No activity	10.	Approves the document		10 minutes	Regional Director
11.	Receives the DOCUMENT	11.	Releases the document		10 minutes	Records Officer
END OF TRANSACTION					4 hours and 20 minutes	

VII.6 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

Office/Division:		Legal Service (LS)				
Classification:		Highly Technical Transaction				
Type of Transaction:		G2C – Government to Client/Citizen				
Who may avail:		Seafarers				
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE		
1. Show Cause Order 2. Memorandum from other Services				Legal Services Other Services/Division in MARINA Central Office		
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Proceed to Legal Section (LS) and submit application with complete documentary requirements	1.	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.	None	1 hour	Evaluator
1.1	IF EMAIL: Send application and complete documentary requirements to the official email address of the office.	1.1	IF EMAIL: Acknowledges receipt of email and forwards the email to the Evaluator			Secretary Evaluator
2.	No activity	2.	IF COMPLETE: 2. Issues Authority to Accept Payment			Evaluator

2.1	IF INCOMPLETE: Comply with the deficiencies.	2.1	(ATAP) IF INCOMPLETE: Informs the Applicant of the lacking requirements			
3.	Pays the corresponding fees stipulated in the ATAP	3.	Accepts the Payment and issues Official Receipt		5 minutes	Cashier
4.	Proceeds to the Records Section and present OR together with application documents.	4.	Receives and logs the application and forward to the concerned Section.		10 minutes	Receiving Officer
5.	No activity	5.	Assigns the application to the evaluator		5 minutes	RD/Section Head
6.	No activity	6.	Evaluates the application and conducts inspection in accordance to applicable rules and regulations		2 hours to 1 day	Evaluator
7.	IF FOUND DEFICIENT, complies with the deficiency within the given deadline	7.	IF FOUND DEFICIENT: Informs the applicant of the deficiencies and determines the deadline of compliance.			Evaluator
8.	No activity	8.	Prepares Report of Evaluation, drafts document applied for		1 hour	Evaluator
9.	No activity	9.	Checks and reviews draft Certificate and recommends for the appropriate action of the approving authority.		30 minutes	Section Head



10.	No activity	10.	Approves the document		10 minutes	Regional Director
11.	Receives the DOCUMENT	11.	Releases the document		10 minutes	Records Officer
END OF TRANSACTION					Minimum: 4 hours 20 minutes Maximum: 1 day, 4 hours and 20 minutes	

I. INTERNAL SERVICES

I.1 Central Office

I.1.1 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)				
Classification:		Complex Transaction				
Type of Transaction:		G2B - 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 2. Audit Plan 3. Non-Conformance & Corrective / Preventive Action Report Form 4. Observation Report 5. Audit Report 6. Summary of IQA Findings				Quality Management Division Quality Management Division Quality Management Division Quality Management Division Quality Management Division Quality Management Division		
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	No Activity	1	Preparation of Audit Program	NONE	2 days	MIDS II / Senior MIDS
		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.			

2	No Activity	2 2.1 2.2	Initial Review of the Audit Program Reviews the audit program Endorses the audit program to the Quality Assurance Representative (QAR) for final review. Otherwise, returns to the assigned QMD personnel for appropriate action.		1 day	Division Chief
3	No Activity	3	Forwards the reviewed Audit Program to the QAR for final review		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.		1 day	QAR
5	No Activity	5	Approves the Audit Program. Otherwise, returns to the Chief of QMD for appropriate action.		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).		2 hours	Administrative Aide VI / Administrative Assistant III
7	No Activity	7	Prepares an Audit Plan based on the Approved Audit Program. NOTE: 1. 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 			Lead Auditors (as per Approved Audit Program)



			<div>document</div> <ul style="list-style-type: none">location, date, expected time and duration of audit activityaudit methodsroles and responsibilities of the audit team <div>2.Inclusion of observers and technical experts may be considered.</div>			
8	No Activity	8	Reviews the Audit Plan prior to endorsement to QAR for approval. Otherwise, ,returns to the concerned Lead Auditor for appropriate action.		1 day	Division Chief
9	No Activity	9	9. Forwards the reviewed Audit Plan to the QAR for approval.		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.		1 day	QAR
11	No Activity	11	Receives the approved Audit Plan		15 minutes	Administrative Aide VI / Administrative Assistant III
END OF TRANSACTION					4 hours and 20 minutes	
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		2 hours	Lead Auditors (as per Approved Audit Program)



2	No Activity	2 2.1	Conducts Pre-Audit Meeting Presides over the pre-audit meeting and discusses the following: -Preparing the details of the audit plan -Assigning work to the audit team -Preparing the work documents		4 hours	Lead Auditors (as per Approved Audit Program)
		2.2	Performs a review of the documents submitted by the QMD.			Audit Team (as per Approved Audit Program)
		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 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.			
C. CONDUCT OF AUDIT ACTIVITIES						

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: <ul style="list-style-type: none"> witnessing the audit on behalf of the auditee providing information or assisting in collecting information 	1 1.1	Conduct of Opening Meeting Presides opening meeting <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 		1 hour	Lead Auditors (as per Approved Audit Program)
2	Provides necessary documents relevant to the audit Assists the auditors for the smooth conduct of the audit.	2 2.1 2.2	Conduct of the audit Reviews the documentation including outputs and results produced under the QSS to: <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 Collects and verifies		2 or 3 days (As stated in the audit plan)	Audit Team (as per Approved Audit Program)

		<p>information relevant to the audit objectives, scope and criteria, including information relating to interfaces between functions, activities and processes</p> <p>NOTES:</p> <p>1. Methods of collecting information include the following:</p> <ul style="list-style-type: none">• Interviews;• Observations;• Review of documents, and records through sampling <p>2. 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.</p> <p>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:</p>			
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3	No Activity	3	Generation of audit findings		2 hours	Audit Team (as per Approved Audit Program)
		3.1	Evaluates audit evidence against the audit criteria in order to determine the audit findings which can either indicate conformity or nonconformity.			
		3.2	Classifies the audit findings as either Non-conformance or Observation.			
4	4. No Activity	4	Preparation of audit conclusions		4 hours	Audit Team (as per Approved Audit Program)
		4.1	<p>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 			
		4.2	Records non-conformance/s in the Nonconformity Report form and shall contain the following minimum details:			

		4.3	<ul style="list-style-type: none"> • Applicable Standard, Policy, Rules/Regulations, Quality Policy/Procedure • Statement of the Deviation • Effects/Implications of the Deviation <p>Records good practices along with their supporting evidence and opportunities for improvement in the Observation Report form.</p>			
5	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 5.1	<p>Conduct of Closing Meeting Presents the audit findings and conclusions.</p> <p>NOTE: In case of disputes in the audit findings, this shall be elevated to the QAR for decision.</p>		2 hours	Lead Auditors (as per Approved Audit Program)
6	6. No Activity	6 6.1	<p>Preparation of audit report Prepares a report on the results of the audit and submits the same to the QMD Division Chief.</p>		2 hours (within 5 working days after audit)	Lead Auditors (as per Approved Audit Program)
7	7.No Activity	7	Receives the Audit Report and forwards the same to Division Chief		15 minutes	Administrative Aide VI / Administrative Assistant III
8	8. No Activity	8	Reviews the Audit Report and recommends approval by the QAR.		2 hours	Division Chief



			Otherwise, returns to the Lead Auditor for appropriate action.			
9	9. No Activity	9	9. Forwards the reviewed Audit Report to the QAR for approval		15 minutes	Administrative Aide VI / Administrative Assistant III
10	10. No Activity	10	10. Reviews and approves the contents of the audit report. Otherwise, returns to the Chief of QMD for appropriate action.		2 hours	QAR
11	11. No Activity	11	11.Receives the approved Audit Report and Provides the auditee a copy of the approved audit report.		1 hour	Administrative Aide VI / Administrative Assistant III
12	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	12. No Activity		10 working days from receipt of the audit report.	Auditee (All Divisions/Boards of the STCWO, MROs, CHED and DOH)



13	13. No Activity	13	13. Receives the submitted corrective actions from the auditees and forwards the same to the Lead Auditor.		15 minutes	Administrative Aide VI / Administrative Assistant III
14	14. No Activity	14 14.1 14.2 14.3	<p>14. Reviews the corrective action submitted by the auditees.</p> <p>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.</p> <p>14.2 If accepted, acknowledges the corrective action by signing in the Non-Action Report Form. If not, returns to the Auditee through the QMD to revise the proposed corrective action.</p> <p>14.3. Prepares Memorandum regarding the review of proposed corrective action/s and forwards the same to the Division Chief of QMD.</p>		1 day	Lead Auditors (as per Approved Audit Program)
15	15. No Activity	15	15. Receives the Memorandum regarding the review of proposed corrective action/s and forwards the same to the Division Chief for review.		15 minutes	Administrative Aide VI / Administrative Assistant III
16	16. No Activity	16	16. Reviews the Memorandum regarding the review of proposed corrective action/s and endorses to the QAR for approval. Otherwise, returns		2 hours	Division Chief



			to the Lead Auditor for appropriate action.			
17	17. No Activity	17	Forwards the reviewed Memorandum regarding the review of proposed corrective action/s to the QAR for approval		15 minutes	Administrative Aide VI / Administrative Assistant III
18	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.		1 hour	QAR
19	19. No Activity	19	19. Receives the approved Memorandum regarding the review of proposed corrective action/s and transmits the same to the auditee		30 minutes	Administrative Aide VI / Administrative Assistant III
20	20. Implements corrective action in accordance with the agreed timeline NOTE: Seeks assistance of the QAR if necessary.	20	No Activity		Agreed timeline based on the NC-C/PAR	Auditee (All Divisions/Boards of the STCWO, MROs, CHED and DOH)
21	21. The auditee shall keep the QAR and Lead Auditor informed of the status of the actions taken to address the nonconformities.	21 21.1	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		2 days	Lead Auditors (as per Approved Audit Program)



		21.2	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.			
22	No Activity	22	22 Receives the Memorandum regarding the review of implementation of corrective action/s and forwards the same to the Division Chief for review.		15 minutes	Administrative Aide VI / Administrative Assistant III
23	No Activity	23	23. Reviews the Memorandum and endorses to the QAR for approval. Otherwise, returns to the Lead Auditor for appropriate action.		2 hours	Division Chief
24	No Activity	24	24.Forwards the reviewed Memorandum regarding the review of implementation of corrective action/s to the QAR for approval		15 minutes	Administrative Aide VI / Administrative Assistant III
25	No Activity	25	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.		2 hours	QAR



26	No Activity	26	26.Receives the approved Memorandum regarding the review of implementation of corrective action/s and transmits to the auditee.		30 minutes	Administrative Aide VI / Administrative Assistant III
27	Assists QMD with all the documents needed	27	27. Continuous monitoring of compliance of the auditee as to determine its effectiveness		quarterly	QMD designated personnel All QMD personnel Chief, QMD Supervising MIDS Senior MIDS MIDS II 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.		2 hours	MIDS II (Document and Records Control Officer (DRCO))

I.1.2 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 Transaction	
Type of Transaction:	Government to Business Government to Client/Citizen Government to Government	
Who may avail:	Employees, Suppliers, Contractors and other Government Agencies	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Three (3) copies of Obligation Request and Status 2. Supporting Documents <u>Checklist of Supporting Documents (All Original Copies):</u> 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		Budget Division Requesting Claimant/Office



<div>4) Boarding Pass</div> <div>5) Tickets</div> <div>6.) Special Order</div> <div>TRAVELLING EXPENSES – Foreign (Cash Advance)</div> <div>1) Foreign Travel Authority</div> <div>2) Itinerary of Travel</div> <div>TRAVELLING EXPENSES – Foreign (Reimbursement)</div> <div>1) Foreign Travel Authority</div> <div>2) Itinerary of Travel</div> <div>3) Certificate of Travel Completed</div> <div>4) Boarding Pass</div> <div>5) E-Ticket / Flight Itinerary</div> <div>6) Post Travel Report</div> <div>VENUES / ACCOMMODATION</div> <div>1) Special Order</div> <div>2) Purchase Request</div> <div>3) Contract / Agreement</div> <div>4) Terms of Reference (TOR)</div> <div>5) Notice of Award & Notice to Proceed</div>					
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)			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			Total :1 day & 10 minutes	
2.	CERTIFICATION OF ALLOTMENT AVAILABILITY AND OBLIGATION			
1. No Activity	1. Preparation of Obligation Request and Status (ORS)		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			Total :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.		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			Total :2 hours & 40 minutes	



I.1.3 PROCESSING OF CLAIMS AND LIQUIDATION OF CASH ADVANCES/CHECKING OF LDDAP-ADA AND UPDATING OF NCA CONTROL/REGISTRY OF ALLOTMENTS AND NOTICE OF CASH ALLOCATION (RANCA)

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/Division:	Management, Financial and Administrative Service / Accounting Division	
Classification:	Simple/ Complex/Highly Technical Transaction	
Type of Transaction:	Government to Business Government to Client/Citizen Government to Government	
Who may avail:	Employees, Suppliers of Goods and Services, Contractors and other Government Agencies	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
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, Csh 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.
		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.
b) Three (3) signed copies of		Concerned Offices/end-users for claims for special activities, projects



Obligation Request Slip	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) a. For Regular and Casual Employees (Payroll) <ol style="list-style-type: none"> Two (2) Original copies of Payroll (System Generated) Two (2) Original copies Breakdown of Deductions (System Generated) Two (2) Original copies of List of employees not included in the payroll Two (2) Original copies of Letter to the bank to credit employees account of their salaries and PERA 	HRMDD HRMDD HRMDD Accounting
b. For Regular and Casual Employees (Individual Claims) Individual salary (if deleted from payroll) <ol style="list-style-type: none"> Approved DTR Notice of Assumption Approved Application for Leave, Clearances and Medical Certificate, if on sick leave for five days or more 	HRMIS downloadable Form & HRMDD HRMDD Claimant & HRMDD
c. First Salary <ol style="list-style-type: none"> Certified true copy of duly approved Appointment Assignment Order, if applicable Certified true copy of Oath of Office Certified true copy of Certificate of Assumption Certified true copy of Statement of Assets, Liabilities and Net Worth 	Claimant /HRMDD HRMDD HRMDD HRMDD Claimant HRMIS downloadable Form

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



<p>f. Salary due to heirs of deceased employee</p> <ol style="list-style-type: none"> 1. Same requirements as those for last salary 2. Original/Certified true copy of Death Certificate authenticated by PSA 3. Original/Certified true copy of Marriage Contract authenticated by PSA, if applicable 4. Original/Certified true copy of Birth Certificates of surviving legal heirs authenticated by PSA 5. Original/Certified true copy of Designation of next-of-kin 6. Original/Certified true copy of Waiver of right of children 18 years old and above 	<p>Claimant</p> <p>Claimant Claimant</p> <p>HRMDD HRMDD Claimant</p>
<p>g. Commutation of Maternity Leave</p> <ol style="list-style-type: none"> 1. Certified true copy of approved application for leave 2. Certified true copy of Maternity leave clearance 3. Medical certificate for maternity leave 	<p>Claimant HRMDD Claimant</p>
<p>2.2 Allowances, Honoraria, and Other Forms of Compensation</p>	
<p>a. Representation and Transportation Allowance</p> <ol style="list-style-type: none"> 1. For Individual claims <ol style="list-style-type: none"> a. Certified true copy of Special Order/Appointment (1st payment) b. Certified true copy of Certificate of Assumption of Duty (1st payment) c. Certification that the employee did not use or is not assigned any government vehicle 	<p>Claimant(HRMIS downloadable Form) & HRMDD</p> <p>Claimant (HRMIS Downloadable Form) & HRMDD</p> <p>HRMDD/Accounting</p> <p>Accounting</p>

d. Certificate of Service rendered / Approved DTR	HRMDD HRMDD
2. For General claims (Payroll)	
a. Approved DTR	Claimant
b. Two (2) Original copies of RATA Payroll	HRMDD
c. Two (2) Original copies of Financial Data Entry System (FINDES) (including soft copy)	HRMDD HRMDD
b. Clothing/Uniform Allowance	HRMDD
1. For Individual claims	
a. Certified true copy of approved appointment of new employees	Claimant
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	HRMDD
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	HRMDD
1. Service Record	Claimant
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 Claimant
3. Certification of non-payment of Loyalty Pay issued by previous	HRMDD

employee/office (for transferee)	Claimant Claimant
d. Mid-year/Year-end Bonus Cash Gift	Claimant & HRMDD
1. For Individual claims	
a. Certified True Copy of Clearance from money, property and legal accountabilities	Claimant (Surviving spouse, children, parent/heirs of deceased employee, etc.)
b. Certification that the employees is qualified to receive the MY/YEB and CG Payroll	Claimant (Surviving spouse, children, parent/heirs of deceased employee, etc.)
2. For General claims	Claimant (Surviving spouse, children, parent/heirs of deceased employee, etc.)
a. Two (2) original copies of YEB and CG Payroll	Claimant (Surviving spouse, children, parent/heirs of deceased employee, etc.)
b. Two (2) Original copies of Financial Data Entry System(FINDES) (including soft copy)	
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	Claimant (Surviving spouse, children, parent/heirs of deceased employee, etc.)
2. Certified true copy of Retirement Application	Claimant (Surviving spouse, children, parent/heirs of deceased employee, etc.)
3. Certified true copy of Office clearance from money/property accountability and administrative/criminal liability	Claimant (Requirement under COA Circular 2012-01)
4. Original/Certified true copy of Statement of Assets and Liabilities	HRMDD
5. Original copy of Retirement Gratuity Computation	HRMDD
6. Original copy of Affidavit of undertaking for authority to deduct accountabilities	HRMDD
7. Certified true copy of Affidavit of applicant that there is no pending criminal investigation or prosecution against him/her	HRMDD
8. Certified true copy of Employee's letter intend to retire from service duly accepted by the agency head	Claimant



9. Certified true copy of Death Certificate/Authenticated Death Certificate issued by PSA (if retirement is due to death)	HRMDD
10. Certified true copy of Marriage Contract authenticated by PSA(if retirement is due to death)	HRMDD
11. Certified true copy of Birth Certificates of all surviving legal heirs authenticated by PSA(if retirement is due to death)	Claimant
12. Certified true copy of Designation of Next-of-kin(if retirement is due to death)	Claimant
13. Certified true copy of Waiver of rights of children 18 years old and above(if retirement is due to death)	Claimant
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
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	Claimant/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	Claimant/HRMDD
3. Certified true copy of approved leave application	Claimant
4. Certified true copy of complete Service Record	Accounting Division
5. Original copy of latest SALN	Special Disbursing Officer
6. Certified true copy of Appointment/NOSA showing the highest salary received if the salary under last Appointment is not the highest	Special Disbursing Officer
7. Original copy of Computation of terminal leave benefits duly signed/certified by the Accountant	Special Disbursing Officer
8. Original copy of Applicant's authorization (in affidavit form) to deduct all financial obligations with the employer/agency	Special Disbursing Officer
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
2. Memorandum Request for monetization of leave (for applications covering more than 10 days) duly approved by the Head of the Agency	Claimant
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;	Claimant
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	Claimant
2.3.2 Documentary Requirements/Supporting documents for cash advance for:	
1. Special activities, projects/Field Current Operating Expenses/Establishment of Petty Cash Fund	Claimant
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	Claimant
b. Approved Application for bond/and or Fidelity Bond for the year for Cash Accountability of P 2,000.00 or more	Claimant

<ul style="list-style-type: none"> c. 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) d. Approved estimate of petty expenses for one month (for establishment Petty Cash Fund (PCF)) 	<p>Claimant</p> <p>Special Disbursing Officer</p>
<p>2.4 Travelling Expenses</p> <ul style="list-style-type: none"> a. Local Travel <ul style="list-style-type: none"> 1. Certified True Copy of duly approved Travel/ Special Order 2. Duly approved Itinerary of Travel 3. Original/Certified true copy of Letter of invitation addressed to the Agency of host/sponsoring organization , if applicable b. Foreign Travel <ul style="list-style-type: none"> 1. Certified true copy of Foreign Travel Authority (FTA) from Department and/or from Office of the President , if applicable 2. Duly approved Itinerary Travel 3. Original/Certified true copy of Letter of Invitation of host/sponsoring country/agency/organization 4. Certified true copy of recommendation of the Head of Agency 5. For plane fare, Original copy of quotations of three travel agencies or its equivalent 6. Copy of flight Itinerary issued by the airline/ticketing office/travel agency 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 8. Copy of document to show the dollar to peso exchange rate at the date of cash advance 9. In case of seminar/trainings: 	<p>End-user</p> <p>End-user & duly designated inspectors</p> <p>End-user</p> <p>End-user & duly designated inspectors</p> <p>Inspection Officer</p> <p>Suppliers/End-user/</p> <p>End- user/Administrative Division</p> <p>End-user</p> <p>Depending on the requirement/s</p> <p>Claimant</p>

a. Invitation addressed to the agency inviting participants (issued by foreign country)	Claimant
b. Acceptance of the nominees as participants(issued by the foreign country)	Head of Office
c. Programme Agenda and Logistics Information	Claimant
2.5 Petty Cash Fund (PCF) Replenishment	
1. Summary of Petty Cash Vouchers	Claimant
2. Duly accomplished and signed Petty Cash Vouchers	Claimant/MFAS Director thru HRMDD
3. Report of Disbursements/Petty Cash Fund Record	Claimant
4. Petty Cash Replenishment Report	Claimant
5. Purchase Request with certificate of emergency purchase, if necessary	Claimant
6. Bills, receipts, sales invoices (duly inspected by designated inspectors)	Claimant
7. .Certificate of Price Reasonableness	Claimant
8. Report of Waste Materials in case of replacement/repair	Claimant
9. Certificate of inspection and acceptance	Claimant
10.Canvass from at least three (3) suppliers for purchases involving P1,000.00 and above, except for purchases made while on official travel	Claimant/HRMDD
11.Summary/Abstract of Canvass/Quotation	Claimant



<p>12. For reimbursement of toll receipts:</p> <ol style="list-style-type: none">Toll ReceiptsTrip TicketsSpecial Order, if applicable <p>14. Such other supporting documents that may be required and/or require under the company policy depending on the nature of expenses</p> <p>2.6 Reimbursement of Travelling Expenses</p> <p>2.6.1 Local Travel</p> <ol style="list-style-type: none">Duly approved Certificate of Travel CompletedDuly approved Itinerary of TravelCertified True copy of duly approved/ Office /Travel /Special OrderOriginal/Certified true copy of Letter of invitation of host/sponsoring organization , if applicableElectronic plane, boat or bus tickets and other receipts of allowable transportation expensesProof 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 those who opted to avail services of other airlines other than GPAL).Certificate of Appearance/Attendance for training/ seminar participationCertification that no Cash Advance was granted by the Agency related to such travel (if applicable)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	<p>Claimant Claimant Claimant</p> <p>Claimant & Accounting</p> <p>Claimant Claimant Claimant Claimant</p> <p>Service Directors or duly authorized representative</p> <p>GSD</p> <p>Claimant/Record Section Record Section</p> <p>GSD</p>
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<p>actual hotel/accommodation expenses not exceeding 100% of the hotel/accommodation component of the prescribed DTE)</p>	
<p>2.6.2 Foreign Travel</p>	
<p>1. Certified true copy of Foreign Travel Authority (FTA) from Department and/or Office of the President, if applicable</p>	<p>Claimant</p>
<p>2. Duly approved Itinerary Travel</p>	<p>Concerned Service</p>
<p>3. Certified true copy of Letter of Invitation of host/sponsoring country/agency/organization</p>	<p>GSD/Records Section</p>
<p>4. Certified true copy of recommendation to travel/attend conventions, etc. by the Head of Agency</p>	<p>Claimant</p>
<p>5. For plane fare, copy of quotations of three travel agencies or its equivalent</p>	<p>GSD</p>
<p>6. Official receipt issued by the airline/ticketing office/ travel agency</p>	<p>GSD</p>
<p>7. Certified true copy of current Exchange Rate at the date of preparation of DV</p>	<p>Claimant/GSD</p>
<p>8. Certified True Copy of Travel Report</p>	<p>GSD</p>
<p>2.6.3 Travelling Expenses in Excess of Cash Advance</p>	
<p>Certified True Copy of submitted Liquidation Report to the Accounting Division including all supporting documents</p>	<p>Claimant/GSD/other concerned offices</p>
<p>2.7 Other Claims/Expenditures :</p>	
<p>2.7.1 Extra-Ordinary and Miscellaneous Expenses</p>	
<p>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.</p>	<p>Claimant/GSD</p>
	<p>Claimant</p>

<p>2.7.2 Reimbursement of Communication Expenses</p> <ol style="list-style-type: none"> 1. Certification executed by the official concerned that the expenses sought to be reimbursed have been incurred in the discharge of official duties/functions 2. Certified True Copy of Special Order for newly designated OIC/re-assigned official (first payment) <p>2.7.3 Utilities (water, electricity, telephone & internet services)</p> <ol style="list-style-type: none"> 1. Copy of Statement of Account /Billing Statement 2. Certification by Agency Head or his authorized representative that all NDD and IDD calls are official calls in nature (for telephone /communication services) 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) <p>2.7.4 Courier Services</p> <ol style="list-style-type: none"> 1. Statement of Account verified by the designated/authorized employee 2. Airway billings 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) <p>2.7.5 Advertising Expenses</p> <ol style="list-style-type: none"> 1. Billing Statement/Statement of Account 	<p>Claimant/GSD</p> <p>Claimant</p> <p>Depending on the requirements Claimant</p> <p>Claimant</p> <p>Claimant</p> <p>Claimant</p> <p>Secretariat</p> <p>Claimant</p>
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2. Request for Publication	Depending on the requirements
3. Advertising Contract	Claimant
4. Newspaper clippings evidencing publication	GSD
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
2.7.6 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	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)	GSD
2.7.7 General Support Services (janitorial, security, maintenance, garbage collection and similar services)	
1. Certified true Copy of Contract/Memorandum of Agreement(first payment)	GSD
2. Billing Statement/Statement of Account	GSD
3. Accomplishment Report duly noted/certified by GSD Chief	GSD
4. Record of Attendance/Service	Claimant
5. Other documents peculiar to the contract and/or to the mode of	GSD,

procurement and considered necessary in the audit review and in the technical evaluation thereof.	End-user
2.7.8 Purchase of Food (for meetings, trainings, etc.)	
1. Approved Purchase Request	GSD
2. Certified True Copy of Notice of Meeting (if applicable)	GSD
3. Original Receipts (duly inspected by designated inspector)	Depending on the requirements
4. Original/Certified True Copy of Attendance Sheet with certification from approving Office Head/Division Head	GSD
5. Minutes/Highlights of meeting/ Training Report duly noted by authorized official	GSD GSD
2.6.9 Other Expenditures	
1. Billing Statement/Statement of Account	GSD, 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.	Claimant
2.8 Procurement	
2.8.1 Procurement thru Alternative Modes	
1. Sales Invoices/Statement of Account	GSD
2. Purchase Order/Contract duly approved/signed by official concerned and accepted by the supplier. (date of acceptance must be clearly indicated)	Claimant
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)	BAC/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	
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 BAC/GSD
11. Delivery Receipt/Sales Invoice	GSD
12. Inspection and Acceptance Report (IAR) duly signed by the authorized inspector and accepted by authorized end-user.	BAC
13. Notice of Delivery	GSD
14. Certified True Copy of ARE, ICS , if applicable	
15. Terms of Reference, if applicable	GSD
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.	Head of the Agency GSD
2.8.2 Additional requirements for Limited Source Bidding	
1. Certified True Copy of direct invitation to bid	All concerned
2. Certified True Copy of bidder's offer or proposal	Claimant
3. Certified True Copy of Abstract of Bids	Claimant
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	Claimant
5. Bid Security (required under Section 54.4 IRR-A, RA 9184	Claimant
2.8.3 Direct Contracting	
1. Certified True Copy of letter to selected manufacturer/supplier /distributor to submit a price quotations and conditions of sale	Claimant
2. Certificate of Exclusive Distributorship issued by the principal under oath	

<p>and authenticated by the embassy/consulate nearest the place of the principal, in case of foreign supplier</p> <ol style="list-style-type: none"> 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 4. Certified True Copy of Certification of the BAC in case of procurement of critical plant components and/or to maintain certain standards 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. <p>2.8.5 Shopping</p> <ol style="list-style-type: none"> 1. Price Quotations from at least three (3) bonafide and reputable manufacturers/suppliers/dealers 2. Abstract of Canvass <p>2.8.6 Negotiated Procurement</p> <ol style="list-style-type: none"> 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) 2. Additional requirement for each case : <ol style="list-style-type: none"> 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 	<p>Claimant/HRMDD</p> <p>Claimant</p> <p>Claimant</p> <p>Claimant/Authorized Official</p> <p>Concerned employee/official</p> <p>Claimant</p> <p>Claimant</p>
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time	
- Evidence of invitation of observers in all stages of the negotiation	
- Eligibility documents in case of infrastructure projects	
b. In emergency cases	Claimant/ Accounting
- Justification as to the necessity of the purchase	
c. In case of small value procurement	
- Letter/invitation to submit proposals	
2.8.7 Procurement thru Public Bidding	
- All requirements per COA Circular 2012-01	
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	
2. Duly approved Certificate of Travel Completed	Special Disbursement Officer
3. Certified True Copy of previously approved Itinerary of Travel	Special Disbursement Officer
4. Revised Itinerary of Travel , if the previous approved itinerary was not followed	Special Disbursement Officer
5. Copy of electronic plane, boat or bus tickets and other receipts of allowable transportation expenses	Special Disbursement Officer
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.	Special Disbursement Officer
7. Official receipt issued by the airline/ticketing office/ travel agency (if applicable)	Special Disbursement Officer
8. Certification by the Head of the Agency as to the absolute necessity of the actual hotel/ accommodation expenses in the performance of an	Special Disbursement Officer



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	
9. Certificate of Appearance/Attendance for training/ seminar participation	Department of Budget and Management
10. Certified True Copy of Official Receipt (OR) for refund of unexpended cash advance	Cash Section
11. Certified True Copy of Special Order/Foreign Travel Authority	Cash Section
12. Certified True Copy of Travel Report (Foreign Travel)	Cash Section
13. Certified True Copy of Disbursement Voucher (grant of Cash Advance)	Cash Section
b. Special Activity	
1. Report of Disbursements	Cash Section
2. Certified True Copy of Official Receipts of unexpended cash advance, if applicable	Cash Section
3. Original copy of Purchase Request with certificate of emergency purchase, if necessary	Cash Section
4. Original copy of Bills, receipts, sales invoices (duly inspected by designated inspectors)	Cash Section
5. Canvass from at least three (3) suppliers for purchases involving P1,000.00 and above, except for purchases made while on official travel	Cash Section
6. Summary/Abstract of Canvass/Quotation	Claimant / GSD
7. Certified True Copy of Special Order, if applicable	Cash Section
8. Such other supporting documents that may be required and/or require	Claimant



under the company policy depending on the nature of expenses				
III. CHECKING OF LDDAP-ADA AND UPDATING OF NCA CONTROL				
a. Original Copy of Notice of Cash Allocation (NCA)		Accounting		
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		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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.		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	
			2 minutes	
	1.2 Fills the "ORS/BURS No." portion in the DVs		5 minutes	



	1.3 Assigns DV number and records in the logbook the DV number and date, creditor/ payee, particulars and amount.			
No Activity	<p>2.0 Reviews DV for completeness and propriety of SDs. If SD/s is/are not proper, returns to the 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 s in the ORS and DV are the same, Initials in Box B of DV (Accounting Copy)</p>		<p>30 minutes</p> <p>1 hour & 30 minutes</p> <p>5 minutes</p>	Administrative Assistant II/Designated Administrative Assistant II
	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.		1 hour	Supervising Accountant/ Accountant III/ Accountant II



	<p>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>		15 minutes	
No Activity	<p>4.0 Reviews DV and SDs. If not in order, returns to the party concerned course through the designated receiving/ releasing staff.</p> <p>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.</p>		<p>2 hours</p> <p>30 minutes</p>	Chief Accountant/ OIC, Accounting Division
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>5.1 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>		<p>5 minutes</p> <p>5 minutes</p>	Administrative Assistant II / Designated Administrative Assistant II



End of Transaction			Total : 6 hours and 15 minutes
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CHECKING OF LDDAP-ADA AND UPDATING OF NCA CONTROL/ REGISTRY OF ALLOTMENTS AND NOTICE OF CASH ALLOCATION(RANCA)				
No Activity	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)		30 minutes	Supervising Accountant
No Activity	Receives the LDDAP-ADA/Check with the approved DV, ORS and SDs, logs and forwards the same to the Designated Supervising Accountant.		5 minutes	Administrative Assistant II/Designated Administrative Assistant II
No Activity	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. Forwards the LDDAP-ADA together with pertinent documents to the Chief Accountant/ OIC.		20 minutes 3 minutes	Accountant IV/ Accountant III/ Accountant II
No Activity	Checks and signs the LDDAP-ADA/ Check Voucher. If not in order, returns to the Cash Unit for		15 minutes 3 minutes	Chief Accountant/OIC, Accounting Division



	correction. Otherwise, signs and forwards the same to the Designated Receiving/ Releasing Staff.			
No Activity	Forwards the signed LDDAP-ADA/ Check to the Office of the MFAS Director / OIC or to the Cash Section if found not in order.		5 minutes	Administrative Assistant II /Designated Administrative Assistant II
End of Transaction			Total : 1 hour and 21 minutes	

LIQUIDATION OF CASH ADVANCE

Submits the required documents to Administrative Assistant II/Designated Administrative Assistant II	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.		12 minutes	Administrative Assistant II /Designated Administrative Assistant
	Assigns Liquidation Report no. and records in the Liquidation Report record book.		5 minutes	
	If not complete, return to the concerned office/employees, proceed to Activity 3.0.		3 minutes	
	Forwards to the Bookkeeper/designated Accounting Clerk for evaluation of the			



	completeness of supporting documents.			
No Activity	<p>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>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>In case of liquidation with unexpended Cash Advance, prepare ATAP and forwards to the employees/official concerned for refund/ payment of unexpended amount of cash advance thru the designated Accounting Staff.</p>		<p>2 hours</p> <p>5 minutes</p> <p>30 minutes</p> <p>10 minutes</p>	Administrative Assistant II /Designated Administrative Assistant II
No Activity	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	Reviews/checks and signs the Liquidation Report and JEV and forwards it to the Bookkeeper for recording in the Liquidation Report Record Book.		20 minutes	Chief Accountant
No Activity	Records/Updates the Liquidation Report record book and forwards JEV including Liquidation Report to the Supervising Accountant for recording in the General Journal; or 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 Transaction			Total : 3 hours and 55 minutes	



I.1.4 LEAVE ADMINISTRATION

Provides the procedure and documentary req. MARINA Officials / Employees 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:	Management, Financial and Administrative Service / HRMDD	
Classification:	Simple Transaction	
Type of Transaction:	Government to Government	
Who may avail:	Employees, Suppliers of Goods and Services, Contractors and other Government Agencies	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
A. TERMINAL LEAVE BENEFIT		
1. One (1) Certified true Copy of Letter of intent to retire/resign		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		Concerned Personnel/Applicant
3. One (1) Certified true Copy of employee's Leave Card or Certificate of Leave Credits		HRMDD Staff
4. One (1) Certified true Copy of Approved Terminal Leave Application		Concerned Personnel/Applicant
5. One (1) Certified true Copy of Updated / Complete Service Record/s		
6. 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
7. 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
8. One (1) Certified true Copy of Acceptance Letter from the Administrator		Office of the Administrator
9. Application for Leave (CSC Form No. 6 Revised 1998)		Concerned Personnel/Applicant
10. Additional requirements in case of DEATH of Claimant:		Claimant
• One (1) certified true copy of Death Certificate authenticated by PSA,		



- One (1) certified true copy of Marriage Contract authenticated by PSA
- 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
- 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

B. RETIREMENT BENEFITS(GSIS)

1. One (1) Certified true Copy of Retirement Application
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.

Concerned Personnel/Applicant
HRMDD Staff

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)
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)

Application for Sick Leave

1. One (1) Certified true Copy of Application Leave Application (CSC Form No. 6, Revised 1998)
2. One (1) Certified true Copy of Medical Certificate (Physically fit to assume the duties of her position)
3. One (1) Certified true Copy of clearance from money, property & legal accountabilities from Central Office &/or Regional Office of last assignment.



<p>APPLICATION FOR MATERNITY LEAVE</p> <ul style="list-style-type: none">1. One (1) Certified true Copy of Application Leave Application (CSC Form No. 6, Revised 1998)2. One (1) Certified true Copy of Medical Certificate (Physically fit to assume the duties of her position)3. One (1) Certified true Copy of clearance from money, property & legal accountabilities from Central Office &/or Regional Office of last assignment. <p>APPLICATION FOR SPECIAL PRIVILEGE LEAVE, FORCED LEAVE, PATERNITY LEAVE</p> <ul style="list-style-type: none">1. One (1) Certified true Copy of Application Leave Application (CSC Form No.6 Revised1998)2. One (1) Certified true Copy of Marriage Contract (Paternity leave)3. One (1) Birth Certificate of the New Born Child (Paternity leave) <p>APPLICATION FOR REHABILITATION LEAVE FOR JOB-RELATED INJURIES</p> <ul style="list-style-type: none">1. One (1) Certified true Copy of Application Leave Application (CSC Form No. Revised1998)2. One (1) Certified true Copy of Medical Certificate/Pathological report3. One (1) Certified true Copy of Incident Report/Police Report/Application for Rehabilitation thru letter <p>PARENTAL LEAVE (SOLO PARENT ACT)</p> <ul style="list-style-type: none">1. One (1) Certified true Copy of Leave Application (CSC Form No.6, Revised 1998)2. One (1) Certified true Copy of Solo Parent Identification Card or Certification	
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CLIENT STEPS	AGENCY 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	None	20 minutes	HRMDD Chief



	Signs the "Certification" of Leave Credits on the Application of Terminal Leave.			
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
9. No Activity	9. Endorses the documents to Records Section for delivery to DOTr	None	30 mins.	Administrative Aide VI / Administrative Asst. III
10. No Activity	10. Delivers the documents to DOTr	None	4 hours.	Administrative Aide II



11. 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
12. No Activity	10. Provide a copy of the documents to Financial Services Division, STCWO for preparation of disbursement voucher,	none	20 mins.	Administrative Aide VI
13. 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



I.1.5 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:	Management, Financial and Administrative Service / HRMDD	
Classification:	Simple Transaction	
Type of Transaction:	Government to Government	
Who may avail:	MARINA Official/Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
International Meetings/Conferences/Trainings/Workshops		
1. One (1) Certified true Copy of Invitation from Sponsoring/Inviting Countries / Organizations		Applicant
2. 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
3. One (1) original copy of Service Record		HRMDD
4. Memorandum request for issuance of Travel Authority		Applicant
5. 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		HRMDD/Legal Service (LS) Applicant/Employee Applicant/Employee



<ul style="list-style-type: none"> • Certification of No Unliquidated Cash Advance • Certification of Availability of Funds • Certification of Salary while on Travel • List of Foreign Travel for the last 5years • Certificate of Non-Submission of Post Travel Report (Previous Travel/s) 		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) • 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 / PDC HRMDD /PDC Applicant/Employee Applicant/Employee HRMDD and Applicant/Employee Applicant/Employee		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>Attendance/Participation to International Meetings/Conferences</i>				
Attendance/ Participation to International Meetings/ Conferences	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 the 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	9. 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			7 days	



ATTENDANCE TO FOREIGN TRAININGS/WORKSHOPS				
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 participants.	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	



INTERNAL SERVICE - REGIONAL OFFICES

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	Administrative Unit

CG benefits pursuant to Budget Circular No. 2016-4	
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	Administrative Unit

certified by Human Resource Officer	
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 REDRESS 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. 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	
1. How to send feedback?	Accomplish/Fill-up the Feedback Form and put it in the Suggestions and Complaints Drop Box located at the Public Assistance and Complaints Desk or in the respective frontline offices.
2. How feedback is processed?	<p>The Public Assistance and Complaints Desk Officer/Team opens the Feedback/ Complaints Drop Box, collate, compiles, records all the submitted feedback, 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/ personnel 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 For inquiries and follow-ups, client may contact the following telephone/cellphone numbers: 0939-303-2884.</p>

<p>3. How to file a complaint?</p>	<p>Fill-up the complaint form and drop it at the Suggestions and Complaints 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 • Narrative of the complain/ Incident • Evidence/s <p>For inquiries and follow-ups, the client may contact the following telephone/cellphone numbers: 0939-303-2884</p>
<p>4. How complaints are processed?</p>	<p>The Public Assistance and Complaints Desk Officer/Team opens the Suggestions and Complaints Drop Box on a daily basis and evaluates each complaint. 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 it to the Office of the Administrator for proper disposition/further instruction/appropriate action.</p> <p>For inquiries and follow-ups, the client may contact the following telephone / cellphone numbers: 0939-303-2884</p>

Contact Information of ARTA, PCC, and CCB	<p>Anti-Red Tape Authority (ARTA) complaints@arta.gov.ph 8-478-5093</p> <p>Presidential Complaint Center (PCC) pcc@malacanan.gov.ph 8888</p> <p>Contact Center ng Bayan (CCB) email@contactcenterngbayan.gov.ph 0908-881-6565</p>
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E. NAMES AND CONTACT NUMBERS OF HEADS OF OFFICES

CENTRAL OFFICE

OFFICE	NAME OF OFFICIAL	CONTACT DETAILS
Office of the Administrator	VADM ROBERT A EMPEDRAD (Ret) Administrator	11th floor MARINA Building, Bonifacio Drive cor. 20th Street, Port Area, Manila Contact No.: (02) 8523-9078 / (02) 8524-2895 Email: oadm@marina.gov.ph
Office of the Deputy Administrator for Planning	ATTY. JEAN VER P. PIA Office-In-Charge	11th floor MARINA Building, Bonifacio Drive cor. 20th Street, Port Area, Manila Contact No.: (02) 8524-6121 Email: odap@marina.gov.ph
Office of the Deputy Administrator for Operations	NANNETTE Z. VILLAMOR-DINOPOL Deputy Administrator for Operations	11th floor MARINA Building, Bonifacio Drive cor. 20th Street, Port Area, Manila Contact No.: (02) 8524-7718 Email: odao@marina.gov.ph
Office of the Executive Director, STCWO	VADM RENE V MEDINA AFP (Ret) Executive Director	5th floor MARINA Building, Bonifacio Drive cor. 20th Street, Port Area, Manila Contact No.: (02) 8354-9645 Email: oad@marina.gov.ph
Office of the Deputy Executive Director, STCWO	CAPT. JEFFREY SOLON Deputy Executive Director	5th floor MARINA Building, Bonifacio Drive cor. 20th Street, Port Area, Manila Contact No.: (02) 8527-6247 Email: oded@marina.gov.ph
Domestic Shipping Service (DSS)	ATTY. SHARON L. DE CHAVEZ- ALEDO	12th floor MARINA Building, Bonifacio Drive cor. 20th Street, Port Area, Manila

	Office-In-Charge	Contact No.: (02) 8525-5030 Email : dss@marina.gov.ph / dssdiv1@marina.gov.ph
Enforcement Service (ES)	ENGR. JAIME B. BEA Director II	12th floor MARINA Building, Bonifacio Drive cor. 20th Street, Port Area, Manila Contact No.: (02) 8524-9126 Email : es@marina.gov.ph
Franchising Service (FS)	ATTY. MARIA ROWENA B. HUBILLA Director II	12th floor MARINA Building, Bonifacio Drive cor. 20th Street, Port Area, Manila Contact No.: (02) 8521-8045 Email : fs@marina.gov.ph
Legal Service (LS)	ATTY. MAXIMO I. BAÑARES, JR Director II	12th floor MARINA Building, Bonifacio Drive cor. 20th Street, Port Area, Manila Contact No.: (02) 8524-2752 Email : ls@marina.gov.ph
Manpower Development Service (MDS)	ARSENIO F. LINGAD, II Director II	12th floor MARINA Building, Bonifacio Drive cor. 20th Street, Port Area, Manila Contact No.: (02) 8524-6517 Email : mds@marina.gov.p
Maritime Information and Systems Service (MISS)	ARSENIO F. LINGAD, II Director II	12th floor MARINA Building, Bonifacio Drive cor. 20th Street, Port Area, Manila Contact No.: (02) 8536-0665 / 8708-2870 Email : miss@marina.gov.ph
Maritime Safety Service (MSS)	ENGR. RAMON C. HERNANDEZ Director II	12th floor MARINA Building, Bonifacio Drive cor. 20th Street, Port Area, Manila Contact No.: (02) 8523-8659 Email : mss@marina.gov.ph

Overseas Shipping Service (OSS)	PRECILA C. JARA Office-In-Charge	12th floor MARINA Building, Bonifacio Drive cor. 20th Street, Port Area, Manila Contact No.: (02) 8525-7890 Email : oss@marina.gov.ph /
Shipyards Regulations Service (SRS)	ENGR. RAMON C. HERNANDEZ Director II	12th floor MARINA Building, Bonifacio Drive cor. 20th Street, Port Area, Manila Contact No.: (02) 8525-7212 / 8400-1391 Email : srs@marina.gov.ph / srs@mail.marina.gov.ph
Management, Financial and Administrative Service (MFAS)	NENITA S. ATIENZA Director II	12th floor MARINA Building, Bonifacio Drive cor. 20th Street, Port Area, Manila Contact No.: (02) 8400-0250 Email : mfas@marina.gov.ph

REGIONAL OFFICE

MARINA Regional Office – National Capital Region (NCR)	ENGR. MARC ANTHONY P. PASCUA Director II	12th floor MARINA Building, Bonifacio Drive cor. 20th Street, Port Area, Manila Contact No.: (02) 8524-9126 Email : mroncr@marina.gov.ph
MARINA Regional Office I & II (La Union)	ENGR. RIZAL J. VICTORIA Director II	3F Tan Bldg., Quezon Ave., Sevilla Center, San Fernando City, La Union Contact No.: (072) 607-8108 / (072)607-8109 Email : mro1@marina.gov.ph
MARINA Regional Office IV (Batangas)	ENGR. EMMANUEL B. CARPIO Director II	Caedo Commercial Center, Calicanto, Batangas City

		Contact No.: (043) 723-1365 / (043)723-2327 Email : mro4@marina.gov.ph
MARINA Regional Office V (Legazpi)	ENGR. BERNARDO A. POLLO Director II	Regional Government Center, Rawis, Legaspi City Contact No.: (052) 742-8404 Email : mro5@marina.gov.ph
MARINA Regional Office VI (Iloilo)	FELISA P. NEPOMUCENO-ORONGAN Director II	MRO VI Bldg., De la Rama St., Iloilo City Contact No.: (034) 433-3569 / (034) 503-7423 Email : marinabeo@gmail.com
MARINA Regional Office VII (Cebu)	ATTY. MANUEL C. PORTUS Director II	MRO-VII Bldg., Doña Modesta Gaisano St., Sudlon, Lahug, 6000 Cebu City. Contact No.: (032) 888-9051 / 0936-0749692 / 0933-8269363 Email : mro7@marina.gov.ph
MARINA Regional Office VIII (Tacloban)	ANNABELL P. LAGAS Director II	Uytingkoc Bldg., Senator Enage St., Tacloban City Contact No.: (053) 888-3179 / (053) 888-1027 / 0998 976 2853 Email : mro8@marina.gov.ph
MARINA Regional Office IX (Zamboanga)	GALILEO M. GARCIA Office-In-Charge	2F and 3F, SPCMPC Bldg., Ruste Drive, San Jose Cawa-cawa, Zamboanga City Contact No.: (062) 991-2614/ 983-0803 Fax No. (062) 991-2614 Email : mro9@marina.gov.ph
MARINA Regional Office X (Cagayan de Oro City)	ATTY. EAUSEBIA A. CADLUM-BOCO Office-In-Charge	2F SE JO Lim Bldg, Gemilina St, Carmen, Cagayan de Oro Contact No.: (088) 856-9105 / (088) 880-2010 Email : mro10@marina.gov.ph / cdmro@yahoo.com

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