



MEMORANDUM CIRCULAR NO. SC 2022--01

Series of 2022

TO : ALL CADETS, SHIPOWNERS OF PHILIPPINE-REGISTERED SHIPS, LICENSED MANNING AGENCIES (LMAs), MARITIME HIGHER EDUCATION INSTITUTIONS (MHEIs), AND ALL CONCERNED MARITIME INDUSTRY STAKEHOLDERS

SUBJECT : GUIDELINES FOR THE ONBOARD TRAINING OF CADETS ON PHILIPPINE-REGISTERED SHIPS ENGAGED IN DOMESTIC SHIPPING

Pursuant to Presidential Decree No. 474, Republic Act No. 10635 and its Implementing Rules and Regulations (IRR), Executive Order No. 63 and its IRR, International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW), 1978, as amended, International Convention for the Safety of Life at Sea, 1974 (SOLAS) and Maritime Labor Convention 2006 (MLC 2006), Section X of MARINA Circular No. 2012-06, Section 22.4 of the Joint CHED-MARINA Memorandum Circular No. 01, series of 2019, Joint MARINA-PCG Memorandum Circular No. 001, series of 2019, and DOLE Department Order No. 129, series of 2013 and their subsequent amendments, the following guidelines are hereby promulgated and imposed:

I. OBJECTIVES:

The following are the objectives of this Circular:

1. To set the number of cadets onboard Philippine-registered ships engaged in domestic shipping to ensure compliance with the number of persons allowed onboard as required by the SOLAS Convention and the equivalent standards provided in this Circular based on the minimum on-board accommodation requirements as mandated by the MLC 2006;
2. To ensure that cadets are closely supervised and monitored by a qualified officer/s to receive structured practical training and experience in the tasks, duties and responsibilities of an officer in charge of a watch as required by the STCW Code during onboard training on Philippine-registered ships;
3. To ensure that the onboard training is documented in an approved Training Record Book (TRB) and Daily Journal of Watchkeeping Duties;
4. To maintain a list of Philippine-registered ships showing the number of cadets that each ship can accommodate for On-board Training (OBT) based on the criteria set in this Circular;

5. To contribute to the development of a pool / reservoir of competent and trained Filipino seafarers.

II. COVERAGE:

These guidelines shall apply to / cover the following:

1. Philippine-registered ships of 500 gross tonnage or more and/or powered by main propulsion machinery of 750 kW or more engaged in the domestic shipping accommodating cadets for OB~~T~~.
2. Cadets who are required to undergo on-board training in order to complete their educational requirements for the BSMT or BSMarE program.

III. DEFINITION OF TERMS:

As used herein, the following terms shall be defined as:

1. **Maritime Administration** – refers to the Maritime Industry Authority (MARINA).
2. **Onboard Training Accommodation Plan** – refers to a document to be submitted by the Shipping Company showing the details of the cadet's accommodation and if necessary, the additional STO's accommodation before installation/modifications are made during the ship's dry-docking to be approved by the MARINA.
3. **Approved TRB** – refers to an updated version of the International Shipping Federation (ISF) or Global MET Training Record Book (TRB) or MARINA-approved TRB in accordance with the requirements of the STCW Convention, 1978, as amended.
4. **Cadet** – refers to a student of MHEI who is required to undergo training on-board registered international ships or domestic ships to fulfill a maritime academic course.
5. **Company Training Officer** – refers to a person nominated or designated by the shipping company who has the overall responsibility for the onboard training program and for coordination with MHEIs where the cadets/students have completed their classroom instructions.
6. **Daily Journal of Bridge Watchkeeping Duties (DJBWD)** – refers to documentary evidence required by the MARINA showing specific activities during bridge watchkeeping of a candidate for Certificate of Competency (COC) as Officer-in-Charge of a Navigational Watch, under the supervision of the master or a qualified officer for a period of not less than one hundred eighty (180) days, in



compliance with Regulation II/1 (2.3) of the STCW Convention, 1978, as amended.

7. **Daily Journal of Engine-room Watchkeeping Duties (DJEWD)**– refers to documentary evidence required by the MARINA showing specific activities during engine-room watchkeeping of a candidate for COC as Officer-in-Charge of an Engineering Watch, under the supervision of the chief engineer officer or a qualified engineer officer for a period of not less than one hundred eighty (180) days, in compliance with Regulation III/1 (2.3) of the STCW Convention, 1978, as amended.
8. **Domestic shipping**–refers to the transport of passenger or cargo, or both, by ships duly registered and licensed under Philippine law to engage in trade and commerce between Philippine ports and within Philippine territorial or internal waters, for hire or compensation, with general or limited clientele, whether permanent, occasional, or incidental, with or without fixed routes, and done for contractual or commercial purposes.
9. **Maritime Higher Education Institution (MHEI)** – refers to a higher education institution granted authority to operate BSMT and/or BSMarE program by the CHED.
10. **Pre-departure inspection** –refers to an inspection conducted by PCG on Philippine-registered ships prior to departure.
11. **Shipboard Training Officer** – refers to all qualified officers who are members of the crew or part of the manning complement of the ship responsible to supervise and monitor the performance of cadet during the period of the OBT and ensure that each receives systematic practical training and experience in the tasks, duties and responsibilities of a ship officer, and ensure that the training record book is properly maintained.
12. **Shipowner/Shipping Company** – refers to the owner of the ship or any other organization or person, such as the manager, agent or bareboat charterer, who has assumed the responsibility for operation of the ship from the owner and who, on assuming such responsibility has agreed to take over all the duties and responsibilities imposed on shipowners by this Circular.
13. **Safety Management System (SMS)** – refers to an organized system planned and implemented by the shipping companies to ensure safety of the ship and its crew and/or passengers and marine environment.
14. **Onboard Training** – refers to a seagoing service requirement as part of an approved training program for BSMT or BSMarE students to qualify for graduation and to take the assessment of competence required for certification under Regulation II/1 and Regulation III/1 of the STCW Convention, 1978, as amended,



and is documented in an approved TRB. It provides all cadets with the opportunity to receive systematic practical training and experience in the tasks, duties and responsibilities of an officer in charge of a watch.

15. **Onboard Training Program** – refers to the Guidelines on the Implementation of Onboard Training requirement for BSMT and BSMarE Programs which is annexed to the existing Joint CHED-MARINA Memorandum Circular (JCMMC) on the Policies, Standards and Guidelines for BSMT and BSMarE Programs approved by CHED and Maritime Administration.
16. **Onboard Training Guidance(OTG)** –refers to the plan document approved by the Onboard Training Supervisor of the MHEI and Company Training Officer of the shipping company, which is annexed to the OBT Agreement, indicating the planned schedule for the onboard training tasks under each competence in the TRB which will be accomplished during the OBT period, in consideration of the available machineries, equipment and instruments of a particular ship. Competences and/or tasks that cannot be completed onboard the ships shall likewise be specifically indicated in the OTP.
17. **Onboard Training Supervisor** – refers to a person designated by the MHEI to direct and coordinate the facilitation of the cadets and monitor the progress of the shipboard training program.

IV. GENERAL PROVISIONS

1. Philippine-registered ships of 500 gross tonnage or more and/or powered by main propulsion machinery of 750 kW propulsion power or more are allowed to accommodate cadets for onboard training (OBT).
2. The shipping companies accommodating cadets onboard their ships shall have a clear and comprehensive policy and procedures covering the implementation of OBT requirement in its Quality Standards System (QSS) or Safety Management System (SMS) Manual, which shall cover among others, orientation/familiarization of cadets, designation of shipboard training officer, conduct of onboard training, embarkation/ disembarkation of cadets, and issuance of certificates of sea service.
3. The Shipowner/Shipping Company shall implement the Onboard Training Guidance which was based on the onboard training program incorporated in the existing JCMMC on the Policies, Standards and Guidelines for BSMT and BSMarE Programs approved by the CHED and the Maritime Administration.
4. Cadets performing tasks, duties and responsibilities as part of the onboard training program under the supervision and monitoring of qualified officers or shipboard training officer/s (STOs) shall not be considered as part of the regular crew.

5. Cadets shall not be required to perform any task which is not part of their training duties stated in the Onboard Training Guidance or Training Record Book and Daily Journal of Watchkeeping Duties.
6. Cadets shall be provided with suitable accommodations onboard ship⁵ for the whole duration of the OBT in accordance with the minimum accommodation requirements provided in Annex B of this Circular and other applicable laws and conventions. In this regard, the shipping company shall submit an Onboard Training Accommodation Plan for approval of the MARINA.

However, the shipping company of ship engaged in domestic shipping with short voyage of not more than 4 hours travel time may provide the accommodations of their cadets ashore.

7. The expenses to be incurred by the cadet for food, personal protective equipment (PPE), miscellaneous costs as well as the life and accident insurance of either group or individual coverage of at least P250,000.00 for each cadet while undergoing OBT on ship engaged in domestic shipping shall be covered by the tuition fee for OBT. These arrangements shall be included in the OBT Agreement between the MHEI, Cadet and Shipping Company before the commencement of the onboard training.
8. Pursuant to Section 1 of Rule IX (Complaint Procedure and Mechanism) and Section 1 of Rule VII (Shipboard Training of cadets) of the DOLE Department Order 129 series of 2013 and its subsequent amendments, the shipowner shall establish a grievance procedure or any machinery that will ensure fair, effective and expeditious handling of cadets' complaints.

MHEIs shall establish a mechanism to receive and act upon the grievances of their cadets onboard concerning abandonment, intimidation from crewmates, harassment and/or bullying and other complaints relating to the conduct of the OBT program. The same can also be sent through the MARINA email: admin_hotline@mail.marina.gov.ph or the MARINA website: www.marina.gov.ph.

9. In case of any unusual events or incidents, the shipowner shall promptly inform or report the status of cadet to the concerned MHEI, nearest MARINA Regional Office, CHED Regional Office or the Philippine Coast Guard.

V. SPECIFIC PROVISIONS

1. In order to determine their capability to implement the OBT program, the following documents shall be submitted by the concerned shipping company to the MARINA Regional Offices (MRO) where the ship is homeported prior to the commencement of the OBT in accordance with the transitory period provided in Item VIII.1:

- 1.1 a letter indicating intent to accommodate cadet/s and STO/s;



- 1.2 a list of their ships of 500GT or more and/or powered by main propulsion machinery of 750 kW or more including the number of cadets and additional STOs, as may be necessary, each can accommodate taking into consideration the criteria enumerated in Item V.2 below using the attached template in **Annex A**;
 - 1.3 a copy of the Onboard Training Guidance;
 - 1.4 for ships with more than 4 hours travel time, the approved Accommodation Plan showing where the cadets are accommodated;
 - 1.5 a Crew List duly signed by the Master of the vessel;
 - 1.6 a copy of the licenses/COC/DCOC of officers; and
 - 1.7 the Ship's Safety Certificate.
2. The following criteria shall be taken into consideration in determining the allowable number of cadets to be accommodated onboard the Philippine-registered ship:
 - 2.1 Cadets shall be provided with suitable accommodation onboard for the whole duration of the OBT in accordance with Annex B of this Circular and with applicable laws and conventions;
 - 2.2 Cadets shall be allocated with appropriate life-saving appliances while the corresponding ship must meet the minimum occupational safety and health protection pursuant to guidelines in B4.3 of Regulation 4.3 of the MLC 2006;
 - 2.3 Cadets undergoing onboard training must be closely supervised and monitored by the qualified officers referred to as STO. Subject to the requirements provided in this Circular, each officer may be assigned with not more than three (3) cadets per work shift of watchkeeping duty/sea watch and in-port watch; and
 - 2.4 The total number of persons allowed onboard reflected in the ship's safety certificate shall likewise indicate the number of cadets.
3. The qualified officer onboard referred to as STO shall meet the following qualifications:
 - 3.1 Have completed approved BSMT or BSMarE program, as applicable;
 - 3.2 Holder of a valid Certificate of Competency (COC) or Domestic Certificate of Competency (DCOC) for merchant ships engaged in domestic shipping appropriate to the level of responsibility or capacity they perform onboard ship; and
 - 3.3 Have proper orientation on the duties and responsibilities of the Shipboard Training Officer conducted by the Company Training Officer (CTO).
4. The following shall be the duties and responsibilities of a qualified officer, referred to as STO, with respect to OBT:



- 4.1 Implement the approved Onboard Training Guidance;
 - 4.2 Supervise and monitor the performance of cadet during the period of the OBT;
 - 4.3 Ensure that each cadet receives systematic practical training and experience in the tasks, duties and responsibilities of a ship officer;
 - 4.4 Review, examine and ensure, in a supervisory capacity, that the TRB and Daily Journal of Watchkeeping Duties are properly filled up and maintained, and that all other requirements are fulfilled including the progress of the training based on the Onboard Training Guidance; and
 - 4.5 Affix initial or signature in the TRB and the Daily Journal of Watchkeeping Duties after evaluating that the cadet has satisfactorily achieved the tasks and duties itemized therein.
5. Duties and responsibilities of Shipowners/Shipping companies accommodating cadets on board their ships engaged in domestic shipping:
 - 5.1 Incorporate all activities and programs relative to the onboard training in their respective Quality Standards System (QSS) and/or Safety Management System (SMS) Manual or cite/cross-reference the Onboard Training Guidance therein.
 - 5.2 Submit to MARINA, through the MARINA Regional Offices (MRO) where the ship is homeported, all the required documents as indicated in item V.1 of this Circular prior to the commencement of the OBT.
 - 5.3 Ensure that the cadet has enrolled for OBT in a duly recognized MHEI and has valid OBT agreement executed between them (Shipowner-MHEI-Cadet) which shall be inclusive of, among others, the provisions stated in Item IV.7 of this Circular.
 - 5.4 Designate CTO who shall provide orientation to the qualified officers or Shipboard Training Officer/s of its domestic ships on their duties and responsibilities stated in Item V.3 above.
 6. Notwithstanding the provision of Item V.2.2.3 above, passenger ships/RORO passenger ships may be allowed to accommodate more cadets than the recommended maximum number based on the aforementioned criteria in Item V.2. For additional 1 to 10 deck cadets, the concerned shipping company shall engage additional 1 STO. This ratio also applies in the engine department, i.e., for additional 1 to 10 engine cadets there must be additional 1 STO. These additional dedicated STOs shall not be considered as part of the regular crew but must meet the qualification enumerated in Item V.2 above, and shall also be provided with suitable accommodation and appropriate life-saving appliances.
 7. In relation to item V.6 above, the concerned shipping company shall, taking into consideration Item V.4.4.1, ensure that their performance is properly supervised and monitored by the qualified officers/STOs as well as by the CTO and OBT Supervisor of the MHEIs during the period of the OBT, and that



cadets are given sufficient opportunity to complete their watchkeeping duties and receive systematic practical training and experience in the tasks, duties and responsibilities of a ship officer.

8. In reference to Item IV.6 and the preceding paragraph above, all cadets on passenger ships/RORO Passenger Ships with more than 4 hours travel time shall be provided with suitable accommodation for the whole duration of the OBT as provided in Annex B of the Circular which is evidenced by a MARINA-approved Onboard Training Accommodation Plan. On the other hand, the accommodation of cadets onboard passenger ships/RORO Passenger Ships with 4 hours or less travel time may be provided ashore.
9. The shipping company that intends to accommodate more cadets than the recommended number based on the criteria in Item V.2 above shall install a briefing and debriefing room or designate any room onboard their ship appropriate for the said purpose which shall contain the necessary equipment and furniture such as but not limited to chairs, multimedia, black/white board, and computers. For this purpose, the necessary modifications can be done during the dry-docking period of the vessel.
10. The MARINA shall publish in its website and social media platforms an evolving list of ships accommodating cadets based on the submission of shipowners/shipping companies, including the number of cadets allowed onboard the ships.
11. The CTO shall be responsible for the following:
 - 11.1 Facilitate the approval of the OBT Agreement, including the development and approval of the Onboard Training Guidance of the cadets to be implemented onboard the ship in coordination with the OBT Supervisor of the MHEI;
 - 11.2 Act as focal person of the shipping company in the implementation of the OBT program;
 - 11.3 Monitor the progress of cadets throughout the period of OBT in coordination with the OBT Supervisor of the MHEI;
 - 11.4 Provide guidance, as required, and ensure that the responsibilities of all concerned with respect to the OBT are complied with; and
 - 11.5 Provide orientation to the qualified officers referred to as STO on the proper filling up of TRB and Daily Journal of Watchkeeping Duties.
12. The Master of the ship shall be responsible for the following:
 - 12.1 Provide the link between the qualified officers/STO and the CTO ashore;
 - 12.2 Ensure the continuity of the OBT in case the qualified officer/STO is relieved during the voyage;



- 12.3 Ensure that the qualified officers/STO and cadets are effectively carrying out the activities in the Onboard Training Guidance, TRB and Daily Journal of Watchkeeping Duties;
 - 12.4 Ensure that cadets receive basic safety familiarization to know what to do in an emergency situation before being assigned to shipboard duties as required by Section A-VI/1 paragraph 1 of the STCW Code; and
 - 12.5 Evaluate cadets' performance onboard before affixing signature in the TRB and DJBWD or DJBEW.
13. The following shall be the Cadet's responsibilities:
- 13.1 Diligently perform his/her training duties in accordance with the Onboard Training Guidance or Training Record Book and Daily Journal of Watchkeeping Duties;
 - 13.2 Keep the TRB and DJBWD or DJEWD properly filled-out, prepare and gather all required projects and objective evidences of performance of onboard tasks, and complete the OBT within the period stipulated;
 - 13.3 Abide by all lawful instructions of the Master of the ship and other officers designated to supervise & monitor the conduct of OBT; and
 - 13.4 Conduct himself/herself in an orderly and respectful manner towards shipmates, passengers, shippers, stevedores, port authorities, and other persons on official business with the ship.
 - 13.5 Comply with all the company policies and procedures including all policies on the safety and security of the ship and the protection of the marine environment;
14. The Shipping Company may, after observing due process and giving prior notice to the concerned MHEI, and MARINA and CHED Regional Office, terminate the engagement of a cadet in the OBT program for any of the following reasons:
- 14.1 Repeated failure of a cadet to meet designated tasks or comply with requirements, regulations, policies, procedures, or conditions, or pass necessary assessment criteria defined in the Onboard Training Guidance, TRB and DJWD.
 - 14.2 Any action of cadet on board that jeopardizes the safety or security of the ship, its crew, passengers or any person on business with the ship.
 - 14.3 Any action taken by cadet that pollutes or otherwise causes harm to the marine environment.



15. When the cadet is unable to carry out his/her duties under the Onboard Training Guidance or TRB for serious medical reasons occurring during the period of OBT, or is incapacitated due to illness, injury or medical condition, the shipping company may temporarily suspend the training of the cadet. However, upon full recovery and submission of a medical fitness certificate, the shipping company shall allow the cadet to complete the training onboard the ship.
16. In accordance with the provisions of Item V.5.5.2 above, the following procedures relative thereto shall be followed:
 - 16.1 Within 6 months from the effectivity date of this Circular, the shipowners/shipping companies shall submit to MARINA, through the concerned MARINA Regional Offices (MROs) where their ships are homeported/registered, the documents enumerated in section V item 1 based on the aforecited criteria and attach a copy of the Ship's Safety Certificate.
 - 16.2 The MROs shall forward to the MARINA Central Office their recommendation as a result of the evaluation of the submitted documents of the shipowners/shipping companies. The MARINA Central Office shall subsequently consolidate and publish the list of all qualified ships in its website and social media platforms.
 - 16.3 Any request for revision of the published list of ships and number of cadets allowed onboard shall be submitted to MARINA together with the Onboard Training Accommodation Plan, through the concerned MRO where the ship is homeported, for evaluation and approval.

VI. CONTROL MECHANISM

1. The MROs and/or Enforcement Service Unit of MARINA shall conduct random inspection/monitoring of ships accommodating cadets based on the list published by the MARINA to verify compliance with the requirements of this Circular.
2. The OBT procedures in the SMS shall likewise be verified by the MROs and Maritime Safety Service of MARINA during the conduct of ISM audit and safety inspection of the ship.
3. In accordance with the Joint MARINA-PCG Memorandum Circular No. 001, Series of 2019 and its subsequent amendments, the Philippine Coast Guard (PCG) shall also monitor the onboard training of cadets as part of its inspection procedures on domestic ships. The MARINA shall furnish the PCG with a copy of the list of ships accommodating cadets as basis for the conduct of monitoring of OBT.
4. The Onboard Training Monitoring Reports containing violations/findings shall be immediately transmitted by the PCG to the nearest MRO.



5. The MRO who is in receipt of the Onboard Training Monitoring Reports with violations/findings shall, subject to observance of due process, impose fines and penalties to the Shipping Company which may include the suspension of the Ship's Safety Certificate until compliance.
6. Relevant information regarding the cancellation of the Ship's Safety Certificate shall be provided by the concerned MRO to the nearest CHED Regional Office (CHEDRO) who will subsequently inform the concerned MHEIs who have or may have existing agreements with the shipping company, furnishing the PCG a copy thereof.

VII. INCENTIVES

The following incentives are hereby given to Domestic Shipping Companies/Shipowners MHEIs/PRVs whose ships engage in the Onboard Training Program with MHEIs and Cadets; to wit:

1. Expedite processing for securing documents like COP, SRB/SID, DCOC and DCOP for onboard training cadets.
2. Domestic Shipping Companies who are included on the list will be given priority and 50% discount on application fees when applying for issuance/renewal of accreditation as a domestic shipping company or other maritime entities.

VIII. TRANSITORY PROVISION

From the date of effectivity of this MARINA Circular, all Shipping Companies shall adhere to the guidelines herein prescribed with the following considerations:

1. All domestic shipping companies which shall initially implement an Onboard Training Program with the MHEIs and Cadets shall have 6 months to ensure that all requirements of this Circular are complied with, including the submission of the required documents as provided in section V item 1.
2. All shipping companies with ongoing OBT program shall be allowed to finish the said program. Similarly, they are required to comply with item number 1 above for the conduct of succeeding onboard training of cadets.
3. Further, shipping companies who wish to undergo modification of their ships to carry additional cadets on top of its current capacity have until the next dry-docking schedule of the vessel to comply with the guidelines and minimum requirements relating to accommodation of cadets and the provision on briefing and debriefing room as herein provided. Said compliance shall be verified during the MARINA periodic safety inspection after the dry-docking or afloat repair.



IX. PENALTY CLAUSE

Any violation related to the following items as prescribed in this Circular shall be imposed with the corresponding penalties:

Violations	1st Offense	2nd Offense	3rd and Succeeding Offenses
1. Failure to document the training activities in the TRB and DJBWD or DJEWD.	Written reprimand to the Master of the Vessel with directive to comply within a prescribed period.	Master of the Vessel – P5,000.00	Master of the Vessel – P10,000.00
2. The cadet accommodation onboard does not meet the requirements provided in Annex B of the Circular.	Removal from the official list of ships that can accommodate cadets		
3. The shipping company have no policies and procedures defining their structured program on onboard training incorporated in their respective SMS Manuals.	Non-renewal / endorsement of SMC/DOC until rectification of non-conformities within the prescribed period.		
4. The vessel carries more than the allowed number of cadets as declared by its shipowner/s or ship operator/s	Suspension of the Ship's Safety Certificate until compliance.		
5. Cadets have no allocated Life Saving Equipment			
6. Ship officers requiring cadets to perform tasks not part of the OBT program (STO, Master and MHEI Rep - OTS)			

X. REPEALING CLAUSE

MARINA Advisory 2020-11 and any existing MARINA and STCW Circulars, Advisories, rules and regulations, which are contrary to or inconsistent with the provisions of this Circular are hereby repealed, amended, modified or superseded accordingly.

All policies and circular of the Enforcement Service and Maritime Safety Service are effectively amended to conform with this Circular.

XI. SEPARABILITY CLAUSE

If any part or provision of this Circular is declared by any competent authority to be invalid or unconstitutional, the remaining provisions or parts hereof shall remain in full force and effect and shall continue to be valid and effective.



XII. EFFECTIVITY CLAUSE

This Circular shall take effect fifteen (15) days after its publication once in a newspaper of general circulation and submission to the Office of the National Administrative Register (ONAR).

Done in the City of Manila on FEB 28 2022.

BY AUTHORITY OF THE MARINA BOARD:


VADM ROBERT A EMPEDRAD AFP (Ret)
Administrator

SECRETARY'S CERTIFICATION

This is to certify that Memorandum circular No. SC-2022--01 was approved by the MARINA Board of Directors during its 289th Regular Meeting held on NOV 29 2021.


ATTY. MAXIMINO I. BANARES JR.
DIRECTOR II
LEGAL SERVICE

MARINA CORPORATE BOARD SECRETARY

Date of Publication: _____

Date of submission to ONAR: _____

ANNEX – A
(Memorandum Circular No. SC-2022-_____)

**LIST OF SHIPS AND THE NUMBER OF CADETS EACH CAN ACCOMMODATE
FOR ONBOARD TRAINING**

Name of Shipping Company	Name of Ship	Homeport	Gross Tonnage	Propulsion Power (kW)	Number of hours travel time	Maximum number of cadets to be accepted for onboard training	
						Deck	Engine

Submitted by:

Signature over printed name of authorized official

Designation

ANNEX – B

(Memorandum Circular No. SC-2022-_____)

MINIMUM CADET ACCOMMODATION DETAILS

CADET SLEEPING ROOM REQUIREMENTS	
I. Type of Accommodation	
1. Cabin	<p>a. Can accommodate maximum of eight (8) cadets per cabin</p> <p>b. Deck Sheathing must be non-skid materials.</p> <p>(There should be separate accommodation for male and female cadets)</p>
2. Dormitory	<p>a. Number of cadets shall be determined by the number of properly-constructed fixed single or two-tier berths</p> <p>b. Deck Sheathing must be non-skid materials</p> <p>c. Should have partitioning wall enclosure</p> <p>(There should be separate accommodation for male and female cadets)</p>
II. Minimum Requirement for Bunks	
1. Size	1.83m (L) x (0.61) m (W) or 6 ft (L) x 2 ft (W)
2. Arrangement	Single or Two-tier Access to bunks must not be obstructed
3. Framework of Bunk	<p>a. Metal or other materials which are hard, smooth and unlikely to become corroded</p> <p>b. Properly-constructed fixed bunk</p>
4. Passageway	0.61 meters width
5. Distance from the Bottom Bunk to the Floor Deck	0.15 meters

6. Distance Between the Lower Bed and the Upper Bed in Two-Tier Bunks	0.70 meters
7. Distance of Upper Bed from the Lower Side of Headboard Beams or Ceiling if Fitted Below those Beams	Free height of 1.00 meter
8. Access to Upper Bed in Two-Tier Bunks	Suitable and safe steps must be provided
III. Toilet and Bath	
1. Toilet	<ul style="list-style-type: none"> a. Separate for Men and Women b. Must be accessible to all cadets
2. Shower or Bath	<ul style="list-style-type: none"> a. Separate for Men and Women b. Must be accessible to all cadets <p>(Required on ships with travel time of more than four (4) hours)</p>
3. Amenities	<ul style="list-style-type: none"> a. Running water available at all times b. Covered trash can
IV. Furnitures and Fixtures	<ul style="list-style-type: none"> a. Tables and Chairs b. Waste Bins/Waste Baskets c. Mirror d. Closet
V. Amenities	<ul style="list-style-type: none"> a. Proper Lighting b. Appropriate ventilation system must be installed