



MEMORANDUM CIRCULAR NO. SC-2022-06
Series of 2022

TO: ALL SEAFARERS, MARITIME HIGHER EDUCATION INSTITUTIONS (MHEIs), MARITIME TRAINING INSTITUTIONS (MTIs), ASSESSMENT CENTERS (ACs), SHIPPING COMPANIES, MANNING AGENCIES, DOH-ACCREDITED MEDICAL FACILITIES FOR SEAFARERS, MEDICAL PRACTITIONERS AND OTHER MARITIME INDUSTRY STAKEHOLDERS

SUBJECT: REVISED MANDATORY MINIMUM REQUIREMENTS FOR CERTIFICATION OF RATINGS AS ABLE SEAFARER DECK (AB DECK) UNDER REGULATION II/5 OF THE STCW CONVENTION, 1978, AS AMENDED

Pursuant to Presidential Decree (PD) No. 474, Republic Act (RA) No. 10635, its Implementing Rules and Regulations (IRR), the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW Convention), 1978, as amended, Republic Act No. 11032 otherwise known as "The Ease of Doing Business and Efficient Government Service Delivery Act of 2018", and Republic Act No. 10173 also known as the Data Privacy Act of 2012, the following rules and requirements are hereby adopted and promulgated:

Article I OBJECTIVE

Section 1. The objective of this Circular is to ensure full compliance with the requirements of STCW Chapter II, Regulations II/5 of the STCW Convention, 1978, as amended by prescribing the rules, procedures and mandatory minimum requirements for certification of Ratings as AB Deck serving on a seagoing ship of 500 gross tonnage or more.

This revision is part of the continual improvement of the certification policies and its harmonization with the MARINA Integrated Seafarers Management Online (MISMO) system which further strengthen our compliance with the STCW Convention, 1978, as amended.

Article II COVERAGE

Section 2. This Circular shall apply to all seafarers applying for certification as AB Deck on a seagoing ship of 500 gross tonnage or more.

Seafarers of any nationality who have completed the approved maritime education in the Philippines including the required training course and assessment of competence and who met the requirements for certification under this Circular may also apply for a Certificate of Proficiency (COP) under Chapter II/5 of the STCW Convention, 1978, as amended.

Article III DEFINITION OF TERMS

Section 3. For purposes of this Circular, the terms below shall be defined as follows:

1. **Able Seafarer Deck (AB Deck)** – Rating qualified in accordance with the provision of Regulation II/5 of the STCW Convention;
2. **Administration** – means the Maritime Industry Authority (MARINA);
3. **Approved** – means approved by the Administration;
4. **MISMO System** – means the MARINA Integrated Seafarers' Management Online (MISMO) System which is a digital platform used for all transactions of seafarers and MARINA stakeholders relative to assessment of competence and certification of seafarers. It aims to streamline processes and requirements and eliminate corrupt practices.
5. **Revocation** – means permanent cancellation or annulment of validity of the certificate issued or accreditation granted by MARINA.
6. **Suspension** – means temporary withholding or discontinuance of validity of the certificate issued or accreditation granted by MARINA until its date of resumption as determined by this Authority.

Article IV GENERAL PROVISIONS

Section 4. The issuance of COP under this Circular shall be in accordance with Regulation II/5 and the relevant provisions of Regulations I/2 and I/9 of the STCW Convention, 1978, as amended.

Section 5. The candidates shall be required to demonstrate the competence to perform the functions at the support level, as specified in column 1 of Table A-II/5.

Section 6. The approved education or training shall meet the knowledge, understanding and proficiency required of an able seafarer deck serving on a seagoing ship of 500 gross tonnage or more in accordance with column 2 of Table A-II/5.

Section 7. The evidence of having achieved the required standards of competence in accordance with the methods for demonstrating competence and the criteria for evaluating competence shall be in accordance with columns 3 and 4 of the Table A-II/5.

Section 8. Every seafarer applying for issuance of COP under the relevant provisions of Chapter II of the STCW Convention, 1978, as amended shall comply with the following general requirements:

1. Proof of identity;
2. Must not be less than 18 years of age at the time of application; and
3. Meet the standards of Medical Fitness specified in Section A-I/9 of the STCW Code.

Seafarer may be required to present additional supporting documents during the evaluation of his/her application for certification under this Circular.

Section 9. STCW mandatory training course/s required for the issuance of COP under this Circular shall be taken **ONLY** from accredited Maritime Training Institutions (MTIs) offering MARINA-approved courses.

Section 10. The provisions of Republic Act No. 10173, otherwise known as the "Data Privacy Act of 2012", providing for the protection of confidentiality, preservation of the integrity and promotion of the availability of data authorized use, shall apply.

Article V SPECIFIC PROVISIONS

Section 11. Every candidate applying for issuance of COP for AB Deck under this Circular shall comply with the following specific minimum mandatory requirements:

1. Not less than 18 years of age attested by uploading the Seafarer's Record Book (SRB) profile page;
2. Holder of COP as Ratings Forming Part of a Navigational Watchkeeping (RFPNW) under Regulation II/4;
3. Sea service experience
While already holder of a COP as RFPNW, the candidate for certification shall have seagoing service in such capacity in the deck department of:
 - a. not less than 18 months; or
 - b. not less than 12 months and has completed an approved training in any of the following:
 - i. Ratings as Able Seafarer Deck; or
 - ii. Completed Classroom Instruction (CCI) for BSMT and Certificate of Training Completion of AB Seafarer Deck for modules on:
 - .1 Working knowledge of the mooring system and related procedures
 - .2 Working knowledge of the procedures and order of events associated with mooring to a buoy or buoys
 - .3 Knowledge of deck equipment
 - .4 Knowledge of the following procedures and ability to: (1) rig

- and unrig bosun's chairs and staging; (2) rig and unrig pilot ladders, hoists, rat-guards and gangways; and (3) use marlin spike seamanship skills
 - .5 Use and handling of deck and cargo-handling gear and equipment
 - .6 Knowledge of hoisting and dipping flags and the main single-flag signals (A, B, G, H, O, P, Q)
 - .7 Working knowledge of safe working practices and personal shipboard safety
 - .8 Ability to use painting, lubrication and cleaning materials and equipment
 - .9 Ability to understand and execute routine maintenance and repair procedures
 - .10 Knowledge of surface preparation techniques
 - .11 Knowledge of the application, maintenance and use of hand and power tools
 - iii. Enhance-Support Level Program for Marine Deck (ESLPMD) (until 31 December 2025 only)
4. Meet the standard of competence specified in section A-II/5 of the STCW Code by passing the assessment of competence

Article VI

MARINA INTEGRATED SEAFARERS MANAGEMENT ONLINE (MISMO) SYSTEM

Section 12. Applications for certification of Ratings as AB Deck shall be filed online by the seafarer through the MISMO system.

The MISMO online appointment system is free of charge. In order to access the MISMO system the seafarer shall first create or secure a MISMO account following the steps in Section 17 hereof. Log-in to MISMO system for those who already have an existing MISMO account.

Seafarers applying for certification under this Circular should avoid securing online appointment through fixers. Dealing with fixers is considered as an act of fraud and misrepresentation and is penalized under Section 29 of this Circular and other relevant laws.

Section 13. Personal appearance will not be required except for the processing of expedite applications for COP at the MARINA Central Office and in cases of regular applications, on instances where submitted documents need further clarification by evaluators.

Section 14. As provided under Regulation I/14 of the STCW Convention, 1978, as amended, it shall be the responsibility of the manning/crewing agencies or shipping companies and their accredited Liaison Officers or authorized company representative to ensure that each seafarer assigned to any of its ships holds an appropriate certificate in accordance with the provisions of the STCW Convention, 1978, as amended and as established by the Administration.

Manning/Crewing agencies or shipping companies shall also ensure that the previously issued hard copy/ies of STCW Certificates are duly signed by the holders/ seafarers and uploaded in their MISMO account.

Non-compliance to this provision may result to the rejection or denial of succeeding applications under this Circular.

Section 15. The concerned manning/crewing agencies or shipping companies and their accredited Liaison Officers or authorized company representative shall ensure the authenticity and completeness of the seafarer's documents/records being encoded and/or uploaded into the MISMO system.

Section 16. As holders of information, it shall be the responsibility of the concerned institutions/agencies to encode into the MISMO system, within the prescribed period, the records and information regarding the training, assessment, medical fitness, and sea service records of the seafarers, as shown in the table below:

Institution / Agency	Information to be Encoded	Prescribed period to encode into MISMO system
MTI	<ul style="list-style-type: none"> • Training Course • Batch No. • Location • STCW Regulation • Date the training started • Date of training Completion • Class Link, as applicable • Seafarers Registration Number • Name of Trainees 	Within one (1) working day after completion of the training course
Assessment Center	<ul style="list-style-type: none"> • Name of Assessment Center • Type of Assessment • Batch No. • Location • Class Link, as applicable • Application No. • Name of Candidates • Date the assessment started • Date of Completion • Assessment Result 	Within one (1) working day after completion of the assessment.
DOH-Accredited Medical Facilities for Overseas Workers and Seafarers (MFOWS)	<ul style="list-style-type: none"> • Name of Medical Facility • Medical Practitioner • PRC License ID • Date of Medical Exam • Expiration Date • Findings 	Within-two (2) working days after completion of medical examination

Institution / Agency	Information to be Encoded	Prescribed period to encode into MISMO system
Manning Agency / Shipping Company	<ul style="list-style-type: none"> • Name of Vessel • Type of Vessel • Flag of Registry • IMO No. • GRT • kW • Ship's Trade • Date and Place of Embarkation • Date and Place of Disembarkation • Position / Rank 	Within three (3) working days from disembarkation of the seafarer.

Upon effectivity of this Circular, only information regarding training, assessment, medical fitness and seagoing service records encoded into the MISMO system by MTIs, Assessment Centers, DOH-accredited Medical Facilities for Seafarers, and Manning/Crewing Agencies or Shipping Companies, respectively, shall be accepted for issuance of COP.

In order to access the MISMO system, the above-mentioned institutions shall first create/secure a MISMO account following the steps in Section 18 hereof.

The concerned institution shall be held fully liable for the veracity of the information encoded in the MISMO System.

The compliance of the above institutions to their reportorial responsibilities under this Circular shall be verified/checked during the monitoring and surveillance activities of MARINA.

Section 17. Steps for Creation of MISMO Account

For MISMO account of Seafarers:

- Step 1. Go to MARINA Online Appointment System website by clicking this link <https://online-appointment.marina.gov.ph>.
- Step 2. Click "Sign-up".
- Step 3. Click "Register New Account".
- Step 4. Fill-in all required information on the template shown on the screen. Make sure to enter your working address.
- Step 5. Click the "I accept the term and conditions".

- Step 6. Click the "Register" button. This message will appear on your screen "You have successfully registered in our system. Please check your email to activate your account".
- Step 7. Check your registered email address and open the link sent by the administration to verify and activate the MISMO account.
- Step 8. Upon signing-in to your MISMO Account, fill-up your "Personal Information", and then click "Save Changes".

Section 18. For MISMO account of MTIs, Manning/Crewing Agencies, Assessment Centers, Shipping companies and DOH-accredited Medical Facilities for Seafarers, shall apply through a letter of intent with the Information and Communications Technology Management Division (ICTMD) of the MARINA at email address: stcw_ictmd@mail.marina.gov.ph to secure MISMO account.

Article VII EXPEDITE PROCESSING

Section 19. Manning/crewing agencies or shipping companies, through its authorized representative, may be allowed to file an expedite processing of application for issuance of COP of their seafarers in cases of exceptional and emergency situation only, such as, but not limited to, the following:

1. Replacement/substitution of crew member(s) due to injury, serious illness or death; criminal conduct; and/or as per recommendation of the ship master due to incompetence, physical or mental condition, habitual drunkenness.
2. For seafarers who are currently complying their mandatory quarantine for COVID 19 prior to embarkation.

Section 20. Applications for expedite processing of COP shall comply with the following additional requirements and uploaded into the MISMO account of the seafarer:

1. Original Letter request from the shipping company/manning agency duly signed by its authorized official/s, and must bear the official logo of the company with dry seal;
2. Original or Certified True Copy Stamped Flight Details;
3. Original or Certified True Copy Stamped Overseas Employment Certificate (OEC) from the Philippine Overseas Employment Administration (POEA);
4. Original or Certified True Copy Stamped Contract of Employment duly approved by the POEA.

Applicant-seafarers/ authorized company representative shall bring the original copy of the above documents and present to the designated Document Evaluator, for verification and validation.

Article VIII REPLACEMENT OF COP

Section 21. Holder of COPs issued prior to the effectivity of the MISMO system which are lost, damaged or with erroneous details may apply for its replacement through the MISMO System. A digital certificate will be issued upon compliance with the requirements set forth in the immediately succeeding provision.

Section 22. Seafarers applying for replacement of COP that was lost or damaged or with erroneous information shall comply with the following requirements:

1. Duly notarized Affidavit stating the circumstances of the loss or damage of the previously issued hard copy/ies STCW Certificates; or
Duly notarized Affidavit stating the circumstances for the erroneous details in the COP; and
2. Any government-issued identification document.

Article IX PROCEDURES FOR ISSUANCE OR REPLACEMENT OF COP UNDER CHAPTER II OF THE STCW CONVENTION, 1978, AS AMENDED

Section 23. The application for issuance or replacement of COP goes through the following processes:

1. Evaluation – checking the completeness of the submitted documents vis-à-vis the mandatory minimum requirements, its veracity and authenticity of and all the information contained therein.
2. Payment of fees – payment of required fees through the MARINA authorized payment center.
3. Validation and Releasing of COP – validation of the details and information contained in the certificate and subsequent release of the digital COP.

Article X VALIDITY OF COP

Section 24. In accordance with the STCW Convention, 1978, as amended, the validity of COP issued under this Circular has no expiration, thus, is **not** subject to revalidation. This is without prejudice to the imposition of suspension or revocation following the grounds provided under Article XIV (Penalty Clause) of this Circular.

Article XI FORMAT OF COP

Section 25. The COP shall contain the information provided under Section B-I/2 paragraph 5 of the STCW Code.

Article XII VERIFICATION OF COP

Section 26. COPs issued under this Circular can be verified through the verification portal available at <https://online-appointment.marina.gov.ph/verify-id-certificate>.

Article XIII FEES AND OTHER CHARGES

Section 27. Applicants for COP under this Circular shall pay the corresponding fees and other charges, through the MARINA authorized payment center, as follows:

<i>Type of Application</i>	<i>Regular processing fee</i>	<i>Expedite / Onboard processing fee</i>
Issuance of COP	P130.00 (inclusive of documentary stamp tax)	P330.00 (inclusive of documentary stamp tax)
Replacement of COP		

Article XIV PENALTY CLAUSE

Section 28. The COP may be suspended or revoked by the Administration, after due process, for any of the following grounds:

1. Declared permanently disabled to be engaged onboard by a competent medical practitioner and receipt of payment for such disability, provided, that, if the certificate of the concerned seafarer is still valid, the same shall be deemed revoked;
2. Final conviction of a crime involving moral turpitude.

Section 29. Engaging in any act/s of misrepresentation for the purpose of securing a COP such as giving of false testimonies or falsified documents, or use, submission or presentation of falsified, fraudulent or tampered documents shall be meted with the following fines and penalties:

1. Ratings

First Violation - P50,000.00 fine and disqualification to apply for COP for three (3) months from the receipt of the decision/order or resolution.

Second Violation – P100,000.00 fine and disqualification to apply for COP for six (6) months from the receipt of the decision/order or resolution.

Third Violation - Revocation/cancellation of the COP involved and perpetual disqualification to apply for COP.

2. Officers

First Violation – P100,000.00 fine and disqualification to apply for COP for three (3) months from the receipt of the decision/order or resolution.

Second Violation - 200,000.00 fine and disqualification to apply for COP for six months (6) from the receipt of the decision/order or resolution.

Third Violation - Revocation/cancellation of the COP involved and perpetual disqualification to apply for COP.

3. Liaison Officers (LOs)

LOs shall be penalized and meted the following penalties for submission of spurious/tampered and/or unauthorized document:

First violation – P50,000.00 fine and suspension of the Certificate of Accreditation for six (6) months from the receipt of the decision/order or resolution.

Second violation – revocation of and perpetual disqualification to apply for Certificate of Accreditation.

4. Manning Agencies or Shipping Companies

Manning agencies shall be penalized and meted the following penalties for submission of false statement or misrepresentation, fraudulent or spurious or tampered licenses, documents, and/or certificates where they or any of their accredited LOs have consented or participated in the tampering/misrepresentation or in securing the questioned licenses, documents, and/or certificates from any source:

First violation – P500,000.00 fine and suspension of the Certificate of Accreditation for one (1) year from the receipt of the decision/order or resolution.

Second violation – revocation of and perpetual disqualification to apply for the Certificate of Accreditation from the receipt of the decision/order or resolution.

5. MTIs and ACs

MTIs and ACs shall be penalized and meted the following penalties for encoding false information into the MISMO System required in the processing of COP:

First Violation – P500,000.00 Fine and One (1) year suspension of its Certificate of Course Approval (CCA) or Certificate of Approval to Conduct Practical Assessment (CAPA) involving the training course or assessment/level of responsibility applied for the COP from receipt of the decision/order or resolution.

In case the validity of the CCA or CAPA is less than one (1) year from the receipt of the decision/order or resolution, the institution shall not be allowed to renew its CCA or CAPA until the period of suspension has expired.

Second Violation – Revocation of and Perpetual Disqualification to apply for and renew the CCA or CAPA involving the training course or assessment/level of responsibility applied for the COP.

The commission of the above violation is without prejudice to any civil and/or criminal liability that may be imposed under applicable laws.

Section 30. The seafarer may apply for a new COP upon expiration of the period of suspension or revocation of the COP and when he/she has been issued legal clearance by the Administration.

Article XV REPEALING CLAUSE

Section 31. STCW Circular No. 2017-05 and any existing MARINA and STCW Circulars, rules and regulations which are contrary to or inconsistent with this Circular are hereby superseded, repealed or amended accordingly.

Article XVI TRANSITORY PROVISIONS

Section 32. Upon effectivity of this Circular, all issuance of COP for AB Seafarer Deck shall be in accordance with this Circular. COPs issued prior to the effectivity of this Circular shall not be affected and shall remain valid.

Seafarers who has completed the Enhanced Support- Level Program for Marine Deck (ESLPM) may be issued with COP under Regulation II/5 until 31 December 2025 subject to compliance with the requirements of Section 11.

**Article XVII
SEPARABILITY CLAUSE**

Section 33. If any provision or part 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.

**Article XVIII
EFFECTIVITY**

Section 34. This STCW Circular shall take effect fifteen (15) days following its publication in a newspaper of general circulation and submission to the Office of the National Administrative Register (ONAR).

Done in Manila, Philippines on OCT 25 2022

BY AUTHORITY OF THE BOARD


Atty. HERNANI N. FABIA
Administrator

Secretary's Certification

This is to certify that **MARINA Memorandum Circular No. SC-2022-06** was approved by the MARINA Board of Directors during its Regular Meeting on SEP 20 2022.


ATTY. SHARON L. DE CHAVEZ-ALEDO
Board Secretary

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