



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION  
MARITIME INDUSTRY AUTHORITY

**MEMORANDUM CIRCULAR NO. SC-2024-02**  
Series of 2024

**TO : ALL SEAFARERS, MARITIME TRAINING INSTITUTIONS (MTIs), MARITIME HIGHER EDUCATION INSTITUTIONS (MHEIs), SHIPOWNERS, MANNING AGENCIES, OTHER ENTITIES AND INDIVIDUAL CONCERNED**

**SUBJECT : REVISED RULES AND MANDATORY MINIMUM REQUIREMENTS IN THE ISSUANCE OF DOCUMENTARY EVIDENCE OF TRAINING FOR SEAFARERS SERVING ON PASSENGER SHIPS UNDER REGULATION V/2 OF THE STCW CONVENTION, 1978, AS AMENDED**

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Pursuant to Presidential Decree (PD) No. 474, Republic Act No. 10635 and its Implementing Rules and Regulations (IRR), and the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW), 1978, as amended, the following revised rules and requirements are hereby adopted and promulgated:

**ARTICLE I  
OBJECTIVES**

**Section 1.** This Circular aims to streamline the policies and procedures in the issuance of Documentary Evidence and aligning it with the MARINA online system while maintaining full compliance with the requirements of Regulation V/2 of the STCW Convention, 1978, as amended.

**ARTICLE II  
COVERAGE**

**Section 2.** This Circular shall cover masters, officers, ratings, and other personnel serving or intending to serve onboard passenger and ro-ro passenger ships engaged on international voyages.

*Golden Voyage Towards Green and Digital Maritime Future*

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### ARTICLE III DEFINITION OF TERMS

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

- a) **Administration** - means the Maritime Industry Authority (MARINA);
- b) **Approved** – means approved by the Administration;
- c) **Documentary Evidence** - means documentation, other than a certificate of competency or certificate of proficiency, used to established that the relevant requirements of the Convention have been met;
- d) **International voyage(s)** - means a voyage by a ship entitled to fly the flag of one State to or from a port, shipyard, or offshore terminal under the jurisdiction of another State;
- e) **Refresher Training** - means undertaking the approved trainings specified in Section 9 of this Circular by a seafarer who did not meet the required sea service to ensure that the standard of competence under Section A-V/2 of the STCW Code is achieved/maintained within the previous 5 years; and
- f) **Other Personnel** – means any person serving onboard Passenger Ships and/or ro-ro passenger ships other than the Master, Officers and Ratings

### ARTICLE IV GENERAL PROVISIONS

**Section 4.** The issuance of Documentary Evidence for seafarer serving or intending to serve onboard passenger and/or ro-ro passenger ships engaged on international voyages shall be in accordance with Regulation V/2, paragraphs 5 to 9 of the STCW Convention, 1978, as amended.

**Section 5.** STCW mandatory training courses required under this Circular shall be taken only from accredited Maritime Training Institutions (MTIs) offering approved courses.

Every seafarer who has been found qualified and has completed the required trainings under Sections 8 and 9 shall be issued with the corresponding Training Completion Certificate.

**Section 6.** The Training Completion Certificates issued by accredited MTIs shall serve as Documentary Evidence in compliance with the minimum standard of competence as specified under Regulation V/2 of the STCW Convention, 1978

**Section 7.** Seafarers holding Training Completion Certificate under this Circular shall, at intervals not exceeding five (5) years, undertake the appropriate refresher training

or be required to provide evidence of having achieved the required standard of competence within the previous five (5) years from the date of Issuance of Documentary Evidence.

**ARTICLE V  
SPECIFIC PROVISIONS**

**Section 8.** Every seafarer intending to take the training courses for the issuance of Training Completion Certificate under this Circular shall comply and present to any accredited MTI the following:

- a) Proof of identity and age which should not be less than 18 years of age at the time of application; and
- b) Seafarer's Registration Number (SRN).

**Section 9.** Masters, officers, ratings, and other personnel serving or intending to serve onboard passenger and ro-ro passenger ships engaged on international voyages shall undertake the following approved training courses in accordance with Regulation V/2, paragraphs 6 to 9 of the STCW Convention, 1978, as amended:

| Training Courses  | On board Passenger Ships | On board ro-ro Passenger Ships |
|---|--------------------------|--------------------------------|
| a. Safety Training for Personnel Providing Direct Service to Passengers in Passenger Spaces | YES                      | YES                            |
| b. Passenger Ship Crowd Management Training   | YES                      | YES                            |
| c. Passenger Ship Crisis Management and Human Behavior Training                             | YES                      | YES                            |
| d. Passenger Safety, Cargo Safety and Hull Integrity Training                               | NO                       | YES                            |

The training on passenger ship emergency familiarization for personnel serving on board passenger ships required under Regulation V/2 paragraph 5 is integrated into Sections 9.a and 9.b above.

**Section 10.** Every seafarer shall be required to provide evidence of at least 12 months of sea service on board passenger or ro-ro passenger ships within the previous five (5) years attested through the Company Sea Service Certificate and Seafarer Record Book (SRB) to ensure that the required standard of competence under Regulation V/2 is maintained.

However, seafarers who did not meet the required sea service shall undertake refresher trainings specified in Section 9.



**ARTICLE VI  
RESPONSIBILITIES OF MTIs**

**Section 11.** MTIs shall issue the corresponding Training Completion Certificate to seafarers who have successfully completed the required training courses and met the minimum required standards of competence using the attached template which bears a unique certificate number with the following format: Assigned Code to MTI – Training Code – Year – 6-digit running number

**Section 12.** MTIs shall ensure accurate and timely encoding of all data and uploading of all required documents in the MARINA online system in accordance with the timeline set by the Administration:

| <b>TRAINING REPORTS</b>  | <b>DEADLINE OF ENCODING /<br/>UPLOADING</b>                               |
|--|---|
| Encoding of enrolled seafarers in the MARINA online system based on Enrollment Report (ER) | Before start of the training  |
| Uploading of ER  |   |
| Encoding of the date of training completion  | Within three (3) working days after completion of training and assessment |
| Uploading of Training Completion and Record of Assessment (TCROA)                          |   |

MTIs shall ensure that the uploading and encoding of ER and TCROA in the MARINA Online System is completed prior to the issuance of Training Completion Certificate to the seafarer.

**Section 13.** MTIs shall allow entry of designated personnel duly authorized by the Administration to conduct announced or unannounced monitoring and surveillance.

**Section 14.** MTIs shall report to the Administration any acts of misrepresentation or violation committed against this Circular.



**ARTICLE VII  
RESPONSIBILITIES OF SHIPPING COMPANIES AND MANNING AGENCIES**

**Section 15.** Shipping companies and manning agencies shall ensure that every seafarer serving onboard passenger or ro-ro passenger ships engaged on international voyages;

- a. holds appropriate Training Completion Certificate and/or the adequate sea Service, as applicable, as evidence of having achieved the required standard of competence under Regulation V/2 ;
- b. holds valid Certificate of Proficiency for Basic Training; and
- c. meets the standards of medical fitness specified in Section A-1/9 of the STCW Code.

**Section 16.** Shipping companies and manning agencies shall ensure that the seafarer serving or intending to serve passenger or ro-ro passenger ships, at intervals of five (5) years, complies with the provisions under Section 10 of this Circular.

**Section 17.** Shipping companies and manning agencies shall ensure accurate and timely encoding of sea service and uploading of scanned Company Sea Service Certificate in the MARINA online system within three (3) days after disembarkation.

**Section 18.** Shipping companies and manning agencies shall report to the Administration any acts of misrepresentation committed against this Circular.

**ARTICLE VIII  
RESPONSIBILITIES OF SEAFARERS**

**Section 19.** Every seafarer shall ensure that they maintain only one valid and active Account in the MARINA Online System. Moreover, every seafarer shall ensure the security and safety of their account and shall be used for official transactions only.

**Section 20.** Prior to boarding Passenger Ships, every seafarer shall ensure that they hold appropriate Documentary Evidence relevant to their position onboard.

**Section 21.** Seafarers shall report to the Administration any acts of misrepresentation, deviations or violations committed against this Circular.

**ARTICLE IX  
VERIFICATION OF DOCUMENTARY EVIDENCE**

**Section 22.** The registry and authenticity of Documentary Evidence under this Circular shall be verifiable through the MARINA online verification portal.

**Section 23. Steps on Verification of Documentary Evidence:**

1. Go to MARINA Online Verification Portal Website by clicking this link <https://online-appointment.marina.gov.ph/verify-id-de>; OR Scan the QR code embedded in the Training Completion Certificate;
2. Click "Documentary Evidence";
3. Enter the Certificate Number

**ARTICLE X  
TRANSITORY PROVISION**

**Section 24.** Upon the effectivity of this Circular, MTIs are given until 30 June 2025 to encode the certificate details and upload in the MARINA Online System the scanned copies of the Training Completion Certificate issued prior to the effectivity of this Circular.

Starting July 2025, all MTIs are required to issue and upload in the MARINA online system the digital Training Completion Certificate .

**Section 25.** Seafarers holding Training Completion Certificate issued prior to the effectivity of this Circular shall be acceptable provided that they have maintained the required standard of competence as specified under Section 10 of this Circular.

**ARTICLE XI  
PENALTY CLAUSE**

**Section 26.** Seafarers, Shipping companies, manning agencies, Maritime Training Institutions engaging in any acts of misrepresentation for purpose of securing Documentary Evidence such as giving of false testimonies or falsified documents, or use, submission or presentation of falsified, fraudulent or tampered documents or has failed to ensure compliance with any of the Sections of this Circular shall be meted with the following fines and penalties:

|   | <b>First Violation</b>   | <b>Second Violation</b>   | <b>Third Violation</b>  |
|---|--|---|---|
| <b>Seafarer<br/>(Ratings / Other<br/>Personnel)</b> | P50,000.00 and disqualification to apply any STCW Certificate for one (1) month from the receipt of the decision/order or resolution | P100,000 and disqualification to apply any STCW Certificate for three (3) months from the receipt of the decision/order or resolution | Perpetual disqualification to apply for any STCW Certificates |



|  | <b>First Violation</b>   | <b>Second Violation</b>  | <b>Third Violation</b>  |
|--|--|--|---|
| <b>Seafarer (Officers)</b>                   | P100,000 and disqualification to apply for any STCW Certificate for three (3) months from the receipt of the decision/order or resolution  | P200,000 and disqualification to apply for any STCW Certificate for six (6) months from the receipt of the decision/order or resolution  | Perpetual disqualification to apply for any STCW Certificates |
| <b>Shipping Companies / Manning Agencies</b> | P500,000 and suspension of the Certificate of Accreditation for one (1) year from the receipt of the decision/order or resolution  | P1,000,000 and revocation of and perpetual disqualification to apply for the Certificate of Accreditation from the receipt of the decision/order or resolution   | Not Applicable  |
| <b>Maritime Training Institutions</b>        | P500,000.00 fine and suspension of Certificate of Accreditation involving the training course/assessment applied for the COP for one (1) year from the receipt of the decision/order or resolution | P1,000,000.00 fine and revocation of and perpetual disqualification to apply for Accreditation involving the training course/assessment applied for COP from the receipt of the decision/order or resolution | Not Applicable  |

**ARTICLE XII  
REPEALING CLAUSE**

**Section 27.** STCW Circular 2018-03 and any existing MARINA and STCW Circulars, rules and regulations which are contrary to or inconsistent with this circular is hereby superseded, repealed or amended accordingly.

**ARTICLE XIII  
SEPARABILITY CLAUSE**

**Section 28.** If any provision of this Circular is declared unconstitutional or contrary to law, the other provisions hereof not affected thereby shall continue to be in full force and effect.

**ARTICLE XIV  
EFFECTIVITY**

**Section 29.** This STCW Circular shall take effect after fifteen (15) days following the completion of publication in a newspaper of general circulation.

Done in the City of Manila, Philippines on 20 DEC 2024.

**BY AUTHORITY OF THE BOARD:**

  
**SONIA B. MALALUAN**  
Administrator

**SECRETARY'S CERTIFICATE**

This is to certify that the foregoing Memorandum Circular No. SC-2024-02 was approved by the MARINA Board of Directors during its 310th Regular Meeting held on 20 DEC 2024.

  
**ATTY. SHARON L. DE CHAVEZ-ALEDO**  
Board Secretary

Date of Publication: 11 March 2025  
Business Mirror  
Date of Submission to ONAR: \_\_\_\_\_



Logo of Training  
Institution  
(1½ x 1½ inches)

**(NAME OF MTI)**  
(Address of MTI)

## Certificate of Completion

This certificate is issued to

**JUAN DELA CRUZ**  
for having successfully completed the

**NAME OF TRAINING**

in compliance with Regulation V/2, paragraph \_ of the STCW Convention, 1978, as amended.

Conducted from \_\_\_\_\_ to \_\_\_\_\_, 20 \_\_\_\_\_ as approved by the  
Maritime Industry Authority pursuant to the provisions of Republic Act No. 10635 and  
\_\_\_\_\_, and after having been assessed by the accredited Training Course Assessor in  
accordance with the approved methods and criteria.

\_\_\_\_\_  
Signature over printed name  
Authorized Official

\_\_\_\_\_  
Signature over printed name  
Authorized Official

This serves as the Documentary Evidence of the training in accordance with Regulation V/2 of the STCW Convention 1978, as amended, and it can  
be verified at <https://online-appointment.marina.gov.ph/verify-id-de>

*Assigned Code to MTI – Training Code – Year – 6-digit running number*

Certificate Number: MTI0100124000001

Registration Number: (Number from MTIs)

Date of Issue: \_\_\_\_\_

**QR CODE**

MARINA I.D.E.

(1½ x 1½ inches)

1½ x 1½ inches passport  
size colored ID picture  
with white background in  
upper garment of Type B  
Uniform