



MARITIME INDUSTRY AUTHORITY

CITIZEN'S CHARTER HANDBOOK

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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 strong and dynamic Administration of the maritime industry.

MISSION

To lead a progressive maritime administration that ensures safety and security of life and property at sea, protection of marine environment and global competitiveness of Filipino maritime workforce.

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

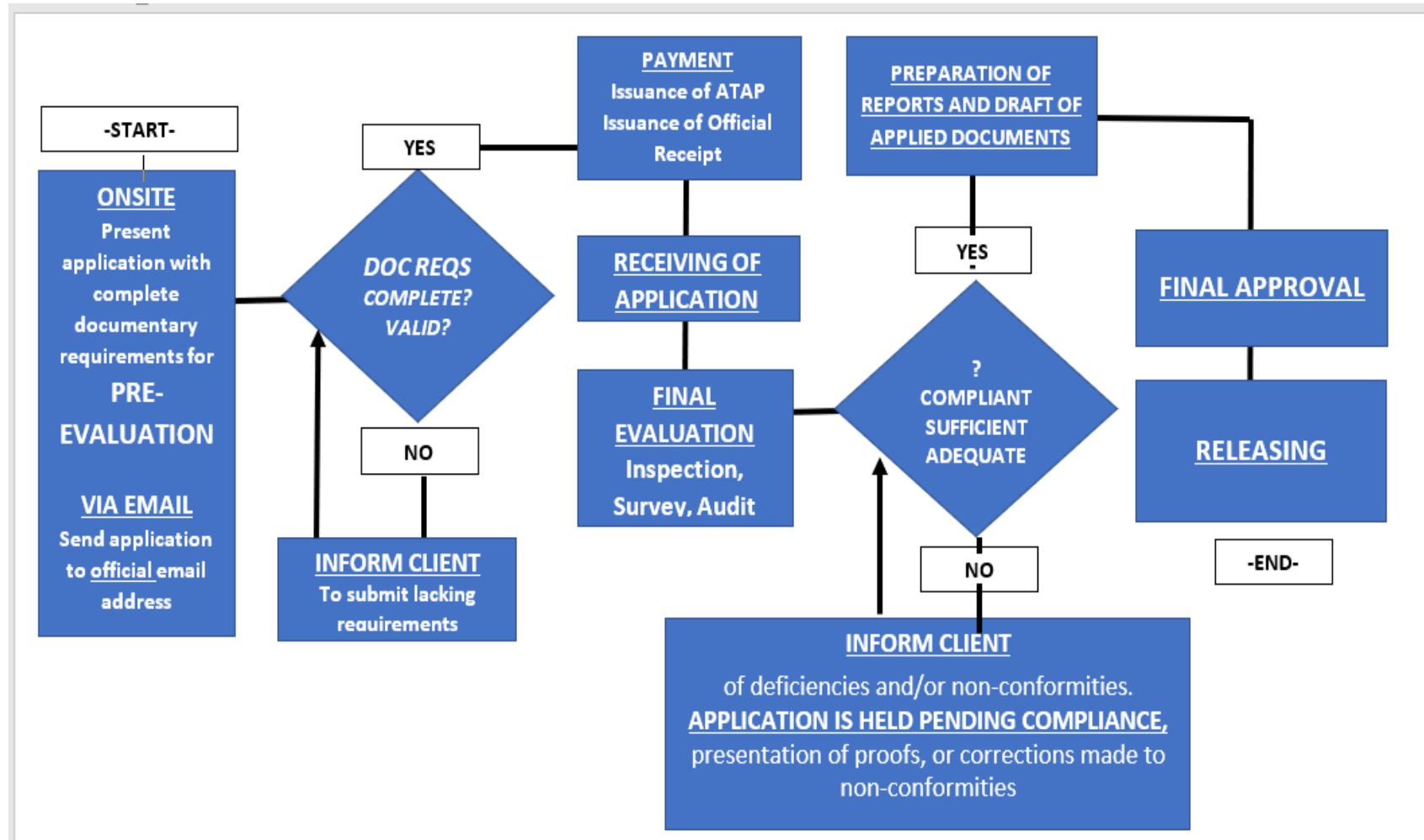




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CHAPTER I: EXTERNAL SERVICES



PART I: MARINA CENTRAL OFFICE (MCO)

A. MCO - DOMESTIC SHIPPING SERVICE

A.1. ISSUANCE OF THE GRANT OF PIONEER STATUS UNDER MARINA MC DS-2021-03

Pioneer Status refers to the status or classification or category granted to the domestic ship-owners/operators who will introduce IACS-classed brand new or newly constructed ships in their authorized or applied routes with corresponding benefits and privileges appurtenant thereto.

Office/Division:	MARINA Central Office / Domestic Shipping Service - Shipping Promotion and Development Division	
Classification:	Complex	
Type of Transaction:	G2C – Government to Citizen / G2B – Government to Business Entity	
Who may avail:	Shipping Companies, Ship Owners/Operators/Managers/ Bareboat Charterers	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Letter of Intent/ Application addressed to the MARINA Administrator	Applicant
	2. IACS-classed certificate	Applicant/ Classification Society
	3. Copy of Certificate of Ownership (CO) and Certificate of Philippine Registry (CPR)	MARINA
	4. Builder's Certificate	Applicant/ Shipbuilder
	5. Bareboat Charter Contract (if applicable)	Applicant



CLIENT ACTION	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fills in and submits accomplished application form with other requirements	1.1 Checks the completeness and screens the validity of the documentary requirements using the checklist of documentary requirements. 1.1.1. If complete, issues the Authority to Accept Payment (ATAP) to the applicant. 1.1.2 If not complete, returns the application	None	30 minutes	Screening Officer Senior MIDS, MIDS II, MIDS I (SPDD, DSS)
2. Pays the processing fee to the Cashier	Pays the processing fee to the Cashier. Receives payment from the applicant based on ATAP, issues Official Receipt (OR) and advises Applicant to proceed to Central Records Unit (CRU)	P 30,000/ ship	10 minutes	Cashier (Cash Division, MFAS)
3. Submits complete application and documentary requirements to CRU together with the ATAP reflecting the OR number and validation of the cashier	3.1 Receives the application and attaches D-tracking.	None	30 minutes	Records Officer (CRU, MFAS)
	3.2 Returns the duly stamped receiving copy to the Applicant.			
	3.3 Forwards the application to DSS			
	3.4 Receives the application, logs in the logbook/D - tracks and forwards to the SPDD Chief MIDS for assignment.	None	10 minutes	Administrative Assistant/Aide (SPDD, DSS)



	3.5 Assigns the application to the evaluator by indicating the name in routing/action slip and return to the Admin Assistant/Aide for recording the name the evaluator in the logbook of application.	None	10 minutes	Chief MIDS (SPDD, DSS)
	3.6 Records the name of the Evaluator in the logbook of application and forwards the application to the Evaluator.	None	10 minutes	Administrative Assistant/ Aide SPDD (DSS)
	Verification of the Applied Route. Drafts Memo to the concerned MROs for verification of the ports covered in the applied route and concurrence to the grant of Pioneer Status and submits it to the Chief MIDS for review *MROs may conduct port inspection/survey	None	2.0 hours	Evaluator Senior MIDS, MIDS II, MIDS I (SPDD DSS)
	3.8 Reviews the draft Memo, affixes initial to the Memo and forwards to the Director	None	1.0 hour	Chief MIDS (SPDD DSS)
	3.9 Signs the Memo Otherwise, returns to the Chief MIDS for rectification of errors	None	1.0 hour	Director (DSS)
	If no error, send the memo to concerned MRO/s through email.	None	10 minutes	Administrative Assistant / Aide (SPDD DSS)

	3.10 Issues Memo Reply	None	16 hours	Regional Director
	<p>3.11 Upon receipt of the Memo Reply, evaluates the application by incorporating the comments/ recommendations</p> <ul style="list-style-type: none"> • If compliant, prepares the Disposition Form, Letter Approval and submits to Chief MIDS for review • If not compliant, prepares the Disposition Form and Letter Disapproval and submits to the Chief MIDS for review 	None	16 hours	Evaluator Senior MIDS, MIDS II, MIDS I (SPDD DSS)
	<p>3.12 Reviews documents, draft Disposition Form and Letter Approval/ Disapproval</p> <ul style="list-style-type: none"> • If the evaluation is accurate, instructs the Evaluator to finalize the draft Disposition Form and Letter Approval/ Disapproval. • If there is an inaccuracy in the evaluation, returns to the Evaluator to rectify the inaccuracy 	None	8 hours	Chief MIDS (SPDD DSS)
	3.14 Finalizes Disposition Form and Letter Approval/ Disapproval	None	1.00 hour	Evaluator Senior MIDS, MIDS II, MIDS I (SPDD DSS)



	3.15 Affixes initial to the Disposition Form and Letter Approval/ Disapproval for signature of the Director (DSS)	None	30 minutes	Chief MIDS (SPDD DSS)
	3.16 Verifies the accuracy of the evaluation and signs the Disposition and Letter Approval/ Disapproval Otherwise, returns to the Chief MIDS for rectification of errors	None	8 hours	Director (DSS)
	3.17 Logs out the application, D-tracks and forwards to the Office of the Deputy Administrator for Operations (ODAO)	None	30 mins	Administrative Assistant/ Aide (SPDD DSS)
	3.18 Signs the Disposition Form, affixes initial on the Letter Approval/ Disapproval and forward to the Office of the Administrator (OAdm). Otherwise, returns to DSS for rectification of error	None	4 hours	Deputy Administrator for Operations (ODAO)
	3.19 Signs the Letter Approval/ Disapproval and forwards to returns to DSS for releasing. Otherwise, returns to DSS for rectification of errors	None	4 hours	Administrator (OADM)
	3.20 Logs out the Application and forwards to the Records Section	None	30 mins	Administrative Assistant/ Administrative Aide (SPDD, DSS)



	Send an advance digital copy of signed Letter-Approval or Disapproval/ Denial to the Applicant	None	10 mins	Administrative Assistant/ Administrative Aide (SPDD, DSS)
	3.21 Receives the application from the DSS and logs in the application, D-tracks and affixes dry seal on the Letter Approval/ Disapproval	None	30 mins	Records Officer (CRU, MFAS)
4. Signs the receiving copy of the Letter Approval/ Disapproval	4.1 Release of the document	None	10 mins	Records Officer (CRU, MFAS)
END OF TRANSACTION			Total: 58 working hours (7 working days)	



A.2. ISSUANCE OF THE GRANT OF MISSIONARY STATUS UNDER MARINA MC DS-2021-01

RORO Missionary Status refers to the privilege accorded to RORO vessels and other similar types of ships that will provide shipping service in a missionary route.

Office/Division:	MARINA Central Office / Domestic Shipping Service - Shipping Promotion and Development Division			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen / G2B – Government to Business Entity			
Who may avail:	Shipping Companies, Ship Owners/Operators/Managers/ Bareboat Charterers			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter of Intent/ Application addressed to the MARINA Administrator			Applicant	
2. Certificate of Ownership (CO) and Certificate of Philippine Registry (CPR)			MARINA	
3. Valid class certificate and other applicable safety certificates			Applicant/ Classification Society/ MARINA	
CLIENT ACTION	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fills in and submits accomplished application form with other requirements	1.1 Checks the completeness and screens the validity of the documentary requirements using the checklist of documentary requirements. 1.1.1. If complete, issues the Authority to Accept Payment (ATAP) to the applicant.	None	30 mins	Screening Officer Senior MIDS, MIDS II, MIDS I (SPDD, DSS)



	1.1.2 If not complete, returns the application			
2. Pays the processing fee to the Cashier	Pays the processing fee to the Cashier.	P 20,000/ ship	10 mins	Cashier (Cash Division, MFAS)
	Receives payment from the applicant based on ATAP, issues Official Receipt (OR) and advises Applicant to proceed to Central Records Unit (CRU)			
3. Submits complete application and documentary requirements to CRU together with the ATAP reflecting the OR number and validation of the cashier	3.1 Receives the application and attaches D-tracking.	None	30 mins	Records Officer (CRU, MFAS)
	3.2 Returns the duly stamped receiving copy to the Applicant.	None		
	3.3 Forwards the application to DSS	None		
	3.4 Receives the application, logs in the logbook/D - tracks and forwards to the SPDD Chief MIDS for assignment.	None	10 mins	Administrative Assistant/Aide (SPDD, DSS)
	3.5 Assigns the application to the evaluator by indicating the name in routing/action slip and returns to the Admin Assistant/Aide for recording the name of the evaluator in the logbook of application.	None	10 mins	Chief MIDS (SPDD, DSS)
	3.6 Records the name of the Evaluator in the logbook of application and	None	10 min	Administrative Assistant/Aide

	forwards the application to the Evaluator.			SPDD (DSS)
	Verification of the Applied Route. Drafts Memo to the concerned MROs for verification of the ports covered in the applied route and concurrence to the grant of Missionary Status and submits it to the Chief MIDS for review *MROs may conduct port inspection/survey	None	2.0 hours	Evaluator Senior MIDS, MIDS II, MIDS I (SPDD DSS)
	3.8 Reviews the draft Memo, affixes initial to the Memo and forwards to the Director	None	1.0 hour	Chief MIDS (SPDD DSS)
	3.9 Signs the Memo Otherwise, returns to the Chief MIDS for rectification of errors	None	1.0 hour	Director (DSS)
	If no error, send the memo to concerned MRO/s through email.	None	10 minutes	Administrative Assistant / Aide (SPDD DSS)
	3.10 Issues Memo Reply	None	16 hours	Regional Director
	3.11 Upon receipt of the Memo Reply, evaluates the application by incorporating the comments/ recommendations	None	16 hours	Evaluator Senior MIDS, MIDS II, MIDS I (SPDD DSS)



	<ul style="list-style-type: none"> • If compliant, prepares the Disposition Form, Letter Approval and submits to Chief MIDS for review • If not compliant, prepares the Disposition Form and Letter Disapproval and submits to the Chief MIDS for review 			
	<p>3.12 Reviews documents, draft Disposition Form and Letter Approval/ Disapproval</p> <ul style="list-style-type: none"> • If the evaluation is accurate, instructs the Evaluator to finalize the draft Disposition Form and Letter Approval/ Disapproval. • If there is an inaccuracy in the evaluation, returns to the Evaluator to rectify the inaccuracy 	None	8 hours	Chief MIDS (SPDD DSS)
	<p>3.13 Finalizes Disposition Form and Letter Approval/ Disapproval</p>	None	1.00 hour	Evaluator Senior MIDS, MIDS II, MIDS I (SPDD DSS)
	<p>3.14 Affixes initial to the Disposition Form and Letter Approval/ Disapproval for signature of the Director (DSS)</p>	None	10 minutes	Chief MIDS (SPDD DSS)



	<p>3.15 Verifies the accuracy of the evaluation and signs the Disposition Form, affixes initial to the Letter Approval/ Disapproval</p> <p>Otherwise, returns to the Chief MIDS for rectification of errors</p>	None	8 hours	Director (DSS)
	<p>3.16 Logs out the application, D-tracks and forwards to the Office of the Deputy Administrator for Operations (ODAO)</p>	None	30 mins	Administrative Assistant/ Aide (SPDD DSS)
	<p>3.17 Signs the Disposition Form, affixes initial on the Letter Approval/ Disapproval and forward to the Office of the Administrator (OAdm). Otherwise, returns to DSS for rectification of error</p>	None	4.0 hours	Deputy Administrator for Operations (ODAO)
	<p>3.18 Signs the Letter Approval/ Disapproval and forwards to DSS for releasing. Otherwise, returns to DSS for rectification of error</p>	None	4.0 hours	Administrator (OADM)
	<p>3.20 Logs out the Application and forwards to the Records Section</p>	None	30 mins	Administrative Assistant/ Administrative Aide (SPDD, DSS)



	Send an advance digital copy of signed Letter-Approval or Disapproval/ Denial to the Applicant	None	10 mins	Administrative Assistant/ Administrative Aide (SPDD, DSS)
	3.21 Receives the application from the OADM and logs in the application, D-tracks and affixes dry seal on the Letter Approval/ Disapproval		30 mins	Records Officer (CRU, MFAS)
4. Signs the receiving copy of the Letter Approval/ Disapproval	4.1 Release of the document	None	10 mins	Records Officer (CRU, MFAS)
END OF TRANSACTION			Total: 58 working hours (7 working days)	



A.3. AUTHORITY TO ACQUIRE SHIP THRU IMPORTATION AND BAREBOAT CHARTER

MARINA issues authority to acquire ship through importation and bareboat charter upon compliance with the requirements of MARINA Circular Nos. 104, 121, 2010-01, 2018-05, DS-2023-01.

Office/Division:	MARINA Central Office / Domestic Shipping Service - Shipping Business Division	
Classification:	Complex	
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business Entity G2G - Government to Government	
Who may avail:	Shipping Companies, Ship Owners/Operators/Managers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Type of vessel: Cargo, Barge, Tanker, Ro-Ro Passenger, Fishing Vessel, Fast Craft, etc.		
Authority to acquire Ship thru Importation/Outright Purchase		
1. Letter of Application indicating the purpose of which the ship shall be utilized, its 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) signed by the authorized representative.	Applicant	
2. One (1) original copy of a notarized affidavit/sworn undertaking executed by the applicant indicating the 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 signed by the authorized representative.	Applicant	



<p>3. One (1) copy of the Ship's Registry/Nationality or in case of new building, copy of the authenticated Shipbuilding Contract and Builder's Certificate with English translation (Registry for conduction/single voyage is not acceptable as proof of ownership). (In case of Taiwanese-registered ships, the Ship's Registry/Nationality should be noted and verified by Manila Economic and Cultural Office (MECO) and duly notarized by a Notary Public in Taiwan)</p>	Applicant
<p>4. One (1) original copy of the notarized Deed of Sale (DOS) and/or Memorandum of Agreement (MOA) if executed in the Philippines; One (1) photocopy of the notarized and apostilled/authenticated DOS/MOA if executed in the foreign country. (In case of Taiwanese-registered ships, the Agreement/Deed of Sale should be noted and verified by Manila Economic and Cultural Office (MECO) and duly notarized by a Notary Public in Taiwan)</p>	Applicant
<p>5. One (1) original copy of the Power of Attorney / Secretary's Certificate and/or Board Resolution authorizing the signatory to the Deed of Sale and/or Memorandum of Agreement if executed in the Philippines; One (1) copy of the notarized and apostilled/authenticated Power of Attorney / Secretary's Certificate and/or Board Resolution if executed in the foreign country.</p>	Applicant
<p>6. One (1) original copy of a notarized 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>	Applicant
<p>7. One (1) copy of the notarized and 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.</p>	Applicant

<p>8. For passenger ships, one (1) copy of IACS Clearance for ships to be constructed or IACS Class Certificate for ships already constructed and the latest survey report issued within the last six (6) months.</p> <p>For other types of ships, latest survey report issued within the last six (6) months and/or copy of the Class Certificate or equivalent Certificate in case of new building, if applicable.</p>	Applicant
<p>9. One (1) copy of the Certification from the classification society that the ship was constructed in accordance with the standards/rules and regulations of the classification society (for new building only)</p>	Applicant
<p>10. One (1) copy of the General Arrangement Plan of the Ship with English description and specification.</p>	Applicant
<p>11. One (1) copy of the valid government issued identification cards of the signatories to the Deed of Sale and/or Memorandum of Agreement affixing three original signatures in the said copies.</p>	Applicant
<p>12. For fishing vessels, one (1) copy of Clearance from the Bureau of Fisheries and Aquatic Resources (BFAR) and Provisional Certificate of Philippine Registry (PCPR)</p>	Applicant
<p>13. For tankers, one (1) copy of Continuous Synopsis Record (CSR) and International Tonnage Certificate (ITC)</p>	Applicant
<p>14. Pictures of the Ship</p>	Applicant
<p>15. One (1) copy of the Valid MARINA Accreditation Certificate under MC No. DS2023-03/MC No. DS2020-02 or subsequent amendments, as applicable.</p>	Applicant



Recreational boats, Speedboats, Landing Craft boat, etc.	
1. Letter of Application indicating the purpose of which the ship shall be utilized, the nature of the service(s) to be rendered and the relevant particulars/features of the ship(s) signed by the owner or authorized representative.	Applicant
2. One (1) original copy of a notarized affidavit/sworn undertaking executed by the applicant indicating the 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.	Applicant
3. One (1) original copy of a notarized 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. An original copy of the notarized Special Power of Attorney (SPA) for single proprietorship.	Applicant
4. One (1) copy of the Commercial Invoice and one (1) copy of Packing List reflecting the name and details of the Seller/Buyer, Invoice No., Description/Quantity/Unit Price/Total Price of the boat/s purchased.	Applicant
5. One (1) copy of the Bill of Lading (if available)	Applicant
6. Picture of the boat in all angles and its specifications	Applicant
7. One (1) copy of the DTI Registration (for Single Proprietorship)	Applicant
8. One (1) copy of the SEC Registration with Articles of Incorporation/Partnership	Applicant
9. One (1) copy of the valid government issued identification card of the Importer/Buyer affixing three original signatures in the said copies.	Applicant



10. One (1) copy of the Valid MARINA Accreditation Certificate under MC No. DS2023-03/MC No. DS2020- 02 or subsequent amendments, as applicable.	Applicant
Authority to Acquire Ship thru Lease-Purchase/Lease Irrevocable-Purchase/Bareboat Charter/Extension of Bareboat Charter	
1.Letter of Application indicating the purpose of which the ship snail be utilized, its 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. One (1) original copy of Lease-Purchase / Lease Irrevocable-Purchase Agreement / Bareboat Charter Contract if executed in the Philippines; One (1) copy of the notarized and apostilled/authenticated Contract if executed in the foreign country. (In case of Taiwanese-registered ships, the Agreement/Deed of Sale should be noted and verified by Manila Economic and Cultural Office (MECO) and duly notarized by a Notary Public in Taiwan)	Applicant
3. One (1) original copy 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; One (1) copy of the notarized and apostilled/authenticated Power of Attorney / Secretary's Certificate and/or Board Resolution if executed in the foreign country.	Applicant
4. One (1) original copy of a notarized 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.	Applicant



<p>5. One (1) copy of the latest certificate of good standing or company seal and/or business registration of the ship's registered owners showing its current list of directors or officers</p>	<p>Applicant</p>
<p>6. One (1) copy of the Ship's Registry/Nationality or in case of new building, one (1) copy of the authenticated Shipbuilding Contract and one (1) copy of Builder's Certificate with English translation (Registry for conduction/single voyage is not acceptable as proof of ownership).</p> <p>(In case of Taiwanese-registered ships, the Ship's Registry/Nationality should be noted and verified by Manila Economic and Cultural Office (MECO) and duly notarized by a Notary Public in Taiwan)</p>	<p>Applicant</p>
<p>7. One (1) copy of the General Arrangement Plan of the Ship with English description and specification.</p>	<p>Applicant</p>
<p>9. One (1) copy of the Certification from the classification society that the ship was constructed in accordance with the standards/rules and regulations of the classification society (for new building only)</p>	<p>Applicant</p>
<p>9. For passenger ships, one (1) copy of the IACS Clearance for ships to be constructed or IACS Class Certificate for ships already constructed and the latest survey report issued within the last six (6) months.</p> <p>For other types of ships, latest survey report issued within the last six (6) months and/or one (1) copy of Class Certificate or equivalent Certificate in case of new building, if applicable.</p>	<p>Applicant</p>
<p>10. One (1) copy of 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</p>	<p>Applicant</p>



11. One (1) original copy of a notarized affidavit executed by the applicant indicating the 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.	Applicant
12. For fishing vessels, one (1) copy of Clearance from the Bureau of Fisheries and Aquatic Resources (BFAR) and Provisional Certificate of Philippine Registry (PCPR)	Applicant
13. For tankers, one (1) copy of Continuous Synopsis Record (CSR) and International Tonnage Certificate (ITC)	Applicant
14. Pictures of the Ship	Applicant

CLIENT ACTION	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits accomplished application form with other requirements to the Administrative Assistant III of the Shipping Business Division (SBD), Domestic Shipping Service (DSS)	<p>1.1. Checks the completeness using the checklist of documentary requirements</p> <p>1.1.1. If complete, issues the Authority to Accept Payment (ATAP) to the applicant.</p> <p>1.1.2. If incomplete, returns the application to the applicant with attached Notice/Remarks to submit the complete/lacking documents</p>	<p>AUTHORITY TO ACQUIRE SHIP THRU IMPORTATION / OUTRIGHT PURCHASE</p> <p>12,400.00/vessel 10 years old and below</p> <p>24,700.00/vessel over 10 years old</p> <p>37,400.00/vessel High Speed Craft</p>	30 minutes	Evaluator



2. Pays the processing fee to the Cashier	2.1. Receives payment from the applicant based on ATAP, issues Official Receipt (OR) and advises Applicant to proceed to Central Records Unit (CRU)	EXTENSION OF VALIDITY TO ACQUIRE SHIP 2,800.00/vessel/month	10 minutes	Cashier (MFAS)
3. Submits the application to CRU together with the ATAP reflecting the OR number and validation of the Cashier.	3.1. Receives the application and attaches D-tracking.	AMENDMENT OF MARINA APPROVAL / AUTHORITIES	30 minutes	Records Officer (CRU, MFAS)
	3.2. Returns the duly stamped receiving copy to the Applicant.	1,900.00/application		
	3.3. Forwards the application to DSS.	AUTHORITY TO ACQUIRE THRU BAREBOAT CHARTER /		
	3.4. Receives the application, logs in the logbook/D-tracks and forwards to the SBD Chief MIDS for assignment.	EXTENSION / RENEWAL OF BBC / EXERCISE OPTION TO PURCHASE / LEASE PURCHASE /	10 minutes	Receiving Officer
	3.5. Assign the application to the evaluator by indicating the name in routing/action slip and return to the Admin Assistant III for recording the name of the evaluator in the logbook of application.	LIP SCHEME OF VESSEL 12,400.00/vessel 10 years old and below 24,700.00/vessel over 10 years old	30 minutes	Division Chief



	<p>3.6. Record the name of the Evaluator in the logbook of the application and forward the application to the Evaluator.</p>	<p>37,400.00/vessel High Speed Craft</p>	<p>30 minutes</p>	<p>Receiving Officer</p>
	<p>3.7. Evaluates the application</p> <p>3.7.1 If compliant, prepares the Executive Brief, Letter Approval and submits to Chief MIDS for review</p> <p>3.7.2. If not compliant, prepares the Executive Brief and Letter Disapproval; submits to the Chief MIDS for review</p>	<p>PRE-TERMINATION OF BAREBOAT CHARTER OF VESSEL 1,100.00</p> <p>AMENDMENT OF ANY PROVISION OF CHARTER CONTRACT UNDER PDs 760/866</p> <p>1,900.00/application</p>	<p>16 hours</p>	<p>Evaluator</p>
	<p>3.8. Draft Executive Brief, Letter Approval/Disapproval reviews documents, draft Executive Brief, Letter Approval/Disapproval</p> <p>3.8.1 If the evaluation is accurate, instructs the Evaluator to finalize the draft Executive Brief, and Letter Approval/ Disapproval</p> <p>3.8.2 If there is an inaccuracy in the evaluation, returns to the Evaluator to rectify the inaccuracy</p>	<p>None</p>		

	3.9. Finalizes draft Executive Brief, and Letter Approval/ Disapproval and submits to the Chief MIDS	None	1 hour	Evaluator
	3.10. Signs the Executive Brief, affixes initial to the Letter Approval/Disapproval and forwards to the Director	None	30 minutes	Division Chief
	3.11. Reviews and signs the Executive Brief, and Affixes initial on the Letter Approval Otherwise, returns to the Chief MIDS for rectification of errors	None	8 hours	Director (DSS)
	3.12. Logs out the Application, and forwards to the Office of the Deputy Administrator for Operations (ODAO)	None	30 minutes	Receiving Officer
	3.13. Reviews and affixes initial on the Letter Approval; forwards to the Office of the Administrator (OADM). Otherwise, returns to DSS for rectification of errors	None	8 hours	Deputy Administrator for Operations (ODAO)
	3.14. Reviews and signs the Letter Approval; forwards to DSS for releasing. Otherwise, returns to DSS for rectification of error/s	None	8 hours	Administrator (OADM)



	3.15. Logs out the Application and forwards to the Records Section	None	30 minutes	Receiving Officer
	3.16. Receives the application from the DSS and logs in the application, D-Tracks and affixes dry seal on the Letter Approval	None	30 minutes	Records Officer (CRU, MFAS)
4. Signs the duplicate copy of the Letter Approval	4.1. Release of Application	None	10 minutes	
END OF TRANSACTION			Total: 6 working days, 5 hours, 30 minutes	



A.4. POST-APPROVAL DOCUMENTS OF THE ACQUISITION OF SHIP THRU IMPORTATION AND BAREBOAT CHARTER PRIOR TO THE ISSUANCE OF CLEARANCE FOR SHIP/S REGISTRATION UNDER THE PHILIPPINE FLAG

Submission of post-approval documents for all vessels imported or bareboat chartered are required prior to its application for Philippine Registry upon compliance with the requirements of MARINA Circular Nos. 104, 121, 2010-01, 2018-05, DS-2023-01.

Office/Division:	MARINA Central Office / Domestic Shipping Service - Shipping Business Division	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business Entity G2G - Government to Government	
Who may avail:	Shipping Companies, Ship Owners/Operators/Managers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Post-approval for the Acquisition of Ship thru Importation/Outright Purchase		
1. Letter of Application	Applicant	
2. One (1) original copy of Vessel's Certificate of Deletion from former original flag of registry	Owner of the vessel/Government Entity issuing the certificate from Port of Origin/Builder	
3. Original and one (1) copy of Shell expansion plan for secondhand passenger and fishing vessels	Shipyards Regulation Service (SRS) - MARINA	
4. Original and one (1) copy of Duly notarized/authenticated Memorandum of Agreement/Deed of Sale/Bill of Sale	Importer/Seller/Owner of the vessel	
5. Original and one (1) copy of Duly notarized/authenticated Power of Attorney or Board Resolution authorizing the signatory to the MOA/DOS/BOS to act as such on behalf of the registered owner	Importer/Buyer	



6. One (1) copy of Declaration of Entry with the Bureau of Customs	Importer/Bureau of Customs (BOC)
7. One (1) copy of Proof of Payment of Customs Duties and Taxes	Importer/Buyer
8. Original and one (1) copy of the Protocol of Delivery and Acceptance or Bill of Sale	Importer/Bureau of Customs (BOC)
Post-approval for the Acquisition of Ship thru Lease-Purchase/Lease Irrevocable-Purchase/Bareboat Charter	
1. Letter of Application	Applicant
2. Original and one (1) copy of the Consent to the Bareboat Charter registration in the Philippines by the state of former registry	Owner of the vessel/Government Entity issuing the certificate from Port of Origin/Builder
3. Original and one (1) copy of Shell expansion plan for secondhand passenger and fishing vessels	Shipyards Regulation Service (SRS) - MARINA
4. Original and one (1) copy of Duly authenticated/notarized Lease-Purchase/Lease-Irrevocable-Purchase Agreement/ Bareboat Charter/Extended Bareboat Charter Contract	Importer/Seller/Owner of the vessel
5. Original and one (1) copy of Duly notarized/authenticated Power of Attorney or Board Resolution authorizing the signatory to the Bareboat Charter Contract to act as such on behalf of the registered owner	Importer/Buyer
6. One (1) copy of Declaration of Entry with the Bureau of Customs	Importer/Bureau of Customs (BOC)
7. One (1) copy of Proof of Payment of Customs Duties and Taxes	Importer/Buyer
8. Original and one (1) copy of the Protocol of Delivery and Acceptance	Importer/Buyer



CLIENT ACTION	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits accomplished application form with other requirements to CRU.	1.1. Receives the application and attaches D-tracking.	None	30 minutes	Records Officer (CRU, MFAS)
	1.2. Returns the duly stamped receiving copy to the Applicant.	None		
	1.3. Forwards the application to DSS.	None		
	1.4. Receives the application, logs in the logbook/D-tracks and forwards to the SBD Chief MIDS for assignment.	None	15 minutes	Receiving Officer
	1.5. Assign the application to the evaluator by indicating the name in routing/action slip and return to the Admin Assistant III for recording the name of the evaluator in the logbook of application.	None	1 hour	Division Chief
	1.6. Record the name of the Evaluator in the logbook of the application and forward the application to the Evaluator.	None	30 minutes	Receiving Officer
	1.7. Evaluates the application 1.7.1 If compliant, prepares the Clearance for Registration and submits to Chief MIDS for review 1.7.2 If not compliant, prepares the Letter of Disapproval; submits to the Chief MIDS for review	None	1 day	Evaluator
	1.8. Reviews documents, draft Clearance for Registration	None	2 hours	Division Chief



	1.8.1 If there is an inaccuracy in the evaluation, returns to the Evaluator to rectify the inaccuracy			
	1.9. Finalizes draft Clearance for Registration and submits to the Chief MIDS	None	1 hour	Evaluator
	1.10. Signs the Clearance for Registration and forwards to the Director.	None	1 hour	Division Chief
	1.11. Signs the Clearance for Registration Otherwise, returns to the Chief MIDS for rectification of errors.	None	1 hour	Director (DSS)
	1.12. Logs out the Application, and forwards to the Central Records Unit (CRU) - If inauthentic, forward to Legal Service (LS) for appropriate action.	None	30 minutes	Receiving Officer
2. Signs the duplicate copy of the Letter Approval/Disapproval	2.1. Release of Application	None	10 minutes	Records Officer (CRU, MFAS)
END OF TRANSACTION			Total: 1 working day, 7 hours, and 55 minutes	



A.5. SPECIAL PERMIT

Special Permit is issued to foreign-registered ships engaged in domestic shipping as authority for their flexible operation in domestic trade under Memorandum Circular Nos. 2011-04 and 2017-02.

Office/Division:	MARINA Central Office / Domestic Shipping Service - Shipping Business Division	
Classification:	Complex	
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business Entity G2G - Government to Government	
Who may avail:	Shipping Companies, Ship Owners/Operators/Managers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Special Permit		
1. Letter of Application indicating the service(s) proposed to offer and the routes or location, particularly, the project(s) or contract(s) for which the service will be rendered, the area(s) of operation, the charterer(s), the nature of the service(s) to be rendered and the relevant particulars/features of the ship(s) signed by the authorized representative.	Applicant	
2. One (1) copy of Valid duly notarized Fixture Note or Contract of Affreightment or duly Authenticated and notarized Time or Voyage Charter Agreement duly signed by the ship's registered owners and charterers or their duly authorized representative with names of signatories printed on the Agreement.	Applicant	
3. One (1) copy of 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(s) to sign the duly authenticated/notarized Time or Voyage Charter, for and in behalf of the applicant-company and the registered owners	Applicant	
4. If the application for the issuance of Special Permit is filed by an agent, the said agent shall submit an authorization, in a form of a Special Power of Attorney or an Appointment	Applicant	



Letter, authorizing such agent to file the application for and on behalf of the applicant-company or charterer	
5. One (1) copy of the Ship's valid Certificate of Registry/Nationality	Applicant
6. One (1) copy each of Ship's valid Class Certificate and Latest Survey Report for the last six (6) months issued by members of the International Class Organization recognized by their Flag Administration	Applicant
7. One (1) copy of Contract or endorsement from the appropriate government Agency stating the need for the employment of special purpose ships to carry out the approved Work Program or agreement/contract and for the period required by such work program	Applicant
8. Proof of verification from the concerned shipping association(s) as to the availability of a suitable domestic ship which can provide the same service before issuing a Special Permit to a foreign registered highly specialized ship to operate within Philippine territorial waters	Applicant
9. One (1) copy each for International Safety Management (ISM) related certificates; International Ship and Port Facility Security (ISPS) Certificates; and Valid Safety Certificates (as applicable)	Applicant
10. One (1) copy of Matrix of Crew list indicating STCW certificates (number and validity) of the crew	Applicant
11. One (1) copy of the Mandatory Marine Insurance to Cover Liabilities Arising from Pollution and Wreck Removal from recognized International Protection and Indemnity Club	Applicant
12. SEC Registration (for branch offices of foreign owners / charterers / ship representative)	Applicant
13. One (1) copy of MARINA Accreditation under MARINA Circular No. DS2023-03 MC No. DS2020-02, and their subsequent amendments, whichever is applicable;	Applicant
14. One (1) copy of Contract/s of ongoing or awarded project with government instrumentalities/ agencies (as applicable);	Applicant



15. Proof of payment of payment of taxes for tile company itself, as well as to its crew, every six (6) months as a pre-condition in the renewal of the special permit (as applicable)	Applicant
16. 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)	Applicant
17. Valid certification issued by the Maritime Safety Service of concerned MRO on the survey/inspection conducted for ships applying for extension/renewal of Special Permit.	Applicant

CLIENT ACTION	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits accomplished application form with other requirements to the Administrative Assistant III of the Shipping Business Division (SBD), Domestic Shipping Service (DSS)	<p>1.1. Checks the completeness using the checklist of documentary requirements</p> <p>1.1.1. If complete, issues the Authority to Accept Payment (ATAP) to the applicant.</p> <p>1.1.2. If not complete, returns the application with attached Notice stating the reason/s</p>	<p>SPECIAL PERMIT FOR FOREIGN-OWNED/REGISTERED VESSEL AND PHILIPPINE-REGISTERED OVERSEAS VESSEL TO TEMPORARILY OPERATE IN THE DOMESTIC TRADE</p> <p>A. Philippine-registered overseas vessel - 150,000.00/vessel/month (300.00/50GT or fraction thereof whichever is higher)</p> <p>B. Foreign-registered vessel - 300,000.00/vessel/month (300.00/50GT or fraction thereof</p>	30 minutes	Evaluator
2. Pays the processing fee to the Cashier	2.1. Receives payment from the applicant based on ATAP, issues Official Receipt (OR) and advises Applicant to proceed to Central Records Unit (CRU)		10 minutes	Cashier (MFAS)
3. Submits the application to CRU together with the ATAP	3.1. Receives the application and attaches D-tracking.		30 minutes	Records Officer (CRU, MFAS)



reflecting the OR number and validation of the Cashier.	3.2. Returns the duly stamped receiving copy to the Applicant.	whichever is higher) AMENDMENT OF SPECIAL / EXEMPTION PERMIT Philippine-registered overseas vessel - 75,000.00/amendment Foreign-registered vessel (MC 2011-04) - 150,000.00/amendment		
	3.3. Forwards the application to DSS.			
	3.4. Receives the application, logs in the logbook/D-tracks and forwards to the SBD Chief MIDS for assignment.	None	10 minutes	Receiving Officer
	3.5. Assign the application to the evaluator by indicating the name in routing/action slip and return to the Admin Assistant III for recording the name of the evaluator in the logbook of application.	None	30 minutes	Division Chief
	3.6. Record the name of the Evaluator in the logbook of the application and forward the application to the Evaluator.	None	30 minutes	Receiving Officer
	3.7. Evaluates the application 3.7.1 If compliant, prepares the	None	16 hours	Evaluator



	<p>Executive Brief, Letter Approval and submits to Chief MIDS for review</p> <p>3.7.2 If not compliant, prepares the Executive Brief and Letter Disapproval; submits to the Chief MIDS for review</p>			
	<p>3.8. Draft Executive Brief, Letter Approval/Disapproval</p>	None		
	<p>3.9. Reviews documents, draft Executive Brief, Letter Approval/Disapproval</p> <p>3.9.1 If the evaluation is accurate, instructs the Evaluator to finalize the draft Executive Brief, and Letter Approval/ Disapproval</p> <p>3.9.2 If there is an inaccuracy in the evaluation, returns to the Evaluator to rectify the inaccuracy</p>	None	8 hours	Division Chief
	<p>3.10. Finalizes draft Executive Brief, and Letter Approval/ Disapproval and submits to the Chief MIDS</p>	None	1 hour	Evaluator
	<p>3.11. Signs the Executive Brief, affixes initial to the Letter Approval/Disapproval and forwards to the Director</p>	None	30 minutes	Division Chief
	<p>3.12. Reviews and signs the Executive Brief, and Affixes initial on the Letter Approval</p>	None	8 hours	Director (DSS)



	Otherwise, returns to the Chief MIDS for rectification of errors			
	3.13. Logs out the Application, and forwards to the Office of the Deputy Administrator for Operations (ODAO)	None	30 minutes	Receiving Officer
	3.14. Reviews and affixes initial on the Letter Approval; forwards to the Office of the Administrator (OADM). Otherwise, returns to DSS for rectification of errors	None	8 hours	Deputy Administrator for Operations (ODAO)
	3.15. Reviews and signs the Letter Approval; forwards to DSS for releasing. Otherwise, returns to DSS for rectification of error/s	None	8 hours	Administrator (OADM)
	3.16. Logs out the Application and forwards to the Records Section	None	30 minutes	Receiving Officer
	3.17. Receives the application from the OADM and logs in the application, D-Tracks and affixes dry seal on the Letter Approval	None	30 minutes	Records Officer (CRU, MFAS)
4. Signs the duplicate copy of the Letter Approval	4.1. Release of Application	None	10 minutes	
END OF TRANSACTION			Total: 6 working days, 5 hours, 30 minutes	



A.6. EXTENSION/RENEWAL ACQUISITION OF SHIP THRU IMPORTATION AND BAREBOAT CHARTER, PRE-TERMINATION FOR BAREBOAT CHARTER AND NCWC ENDORSEMENT FOR SPECIAL PERMIT

Office/Division:	MARINA Central Office / Domestic Shipping Service - Shipping Business Division	
Classification:	Complex	
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business Entity G2G - Government to Government	
Who may avail:	Shipping Companies, Ship Owners/Operators/Managers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Type of vessel: Cargo, Barge, Tanker, Ro-Ro Passenger, Fishing Vessel, Fast Craft, etc.		
Extension of Validity of Authority to Acquire Ship		
1. Letter of Application indicating the reason for extension		Applicant
2. One (1) copy of approved MARINA Letter Approval from the previous application		Applicant
Extension/Renewal of Bareboat Charter		
1. Letter of Application indicating the purpose of which the ship shall be utilized, its 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. One (1) copy of Lease-Purchase / Lease Irrevocable-Purchase Agreement / Bareboat Charter Contract if executed in the Philippines; authenticated copies if executed in the foreign country. (In case of Taiwanese-registered ships, the Agreement/Deed of Sale should be noted and verified by Manila Economic and Cultural Office (MECO) and duly notarized by a Notary Public in Taiwan)		Applicant
3. One (1) 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		Applicant



executed in the Philippines; one (1) copy for notarized and apostilled/authenticated copies if executed in the foreign country.	
4. One (1) original copy of a notarized 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.	Applicant
5. One (1) copy of the latest certificate of good standing or company seal and/or business registration of the ship's registered owners showing its current list of directors or officers	Applicant
6. One (1) copy of the Ship's Registry/Nationality or in case of new building, copy of the authenticated Shipbuilding Contract and Builder's Certificate with English translation (Registry for conduction/single voyage is not acceptable as proof of ownership). (In case of Taiwanese-registered ships, the Ship's Registry/Nationality should be noted and verified by Manila Economic and Cultural Office (MECO) and duly notarized by a Notary Public in Taiwan)	Applicant
7. One (1) copy of General Arrangement Plan of the Ship with English description and specification.	Applicant
9. One (1) copy of Certification from the classification society that the ship was constructed in accordance with the standards/rules and regulations of the classification society (for new building only)	Applicant
10. For passenger ships, one (1) copy of IACS Clearance for ships to be constructed or IACS Class Certificate for ships already constructed and the latest survey report issued within the last six (6) months. For other types of ships, latest survey report issued within the last six (6) months and/or Class Certificate or equivalent Certificate in case of new building, if applicable.	Applicant
11. One (1) copy of 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	Applicant
12. One (1) original copy of a notarized affidavit executed by the applicant indicating the 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.	Applicant



13. For fishing vessels, one (1) copy of Clearance from the Bureau of Fisheries and Aquatic Resources (BFAR) and Provisional Certificate of Philippine Registry (PCPR)	Applicant
14. For tankers, one (1) copy of Continuous Synopsis Record (CSR) and International Tonnage Certificate (ITC)	Applicant
15. Pictures of the Ship	Applicant
Pre-termination of Bareboat Charter Contract	
1. Letter of Application	Applicant
2. One (1) original copy of Letter of consent/confirmation or notarized Contract of the registered owners of the ship to pre-terminate the bareboat charter contract	Owner of the vessel
3. Proof of payment of 4.5% withholding tax due to the ship	Charterer/Shipping company
4. One (1) copy of Certificate of Philippine Registry	Charterer/Shipping company/DSS-SRDD
Extension/Renewal of Special Permit	
1. Letter of Application indicating the service(s) proposed to offer and the routes or location, particularly, the project(s) or contract(s) for which the service will be rendered, the area(s) of operation, the charterer(s), the nature of the service(s) to be rendered and the relevant particulars/features of the ship(s) signed by the authorized representative.	Applicant
2. One (1) copy of Valid duly notarized Fixture Note or Contract of Affreightment or duly Authenticated and notarized Time or Voyage Charter Agreement duly signed by the ship's registered owners and charterers or their duly authorized representative with names of signatories printed on the Agreement.	Applicant
3. One (1) copy of 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(s) to sign the duly authenticated/notarized Time or Voyage Charter, for and in behalf of the applicant-company and the registered owners	Applicant



4. If the application for the issuance of Special Permit is filed by an agent, the said agent shall submit an authorization, in a form of a Special Power of Attorney or an Appointment Letter, authorizing such agent to file the application for and in behalf of the applicant-company or charterer	Applicant
5. One (1) copy of the Ship's valid Certificate of Registry/Nationality;	Applicant
6. One (1) copy each of Ship's valid Class Certificate and Latest Survey Report for the last six (6) months issued by members of the International Class Organization recognized by their Flag Administration	Applicant
7. One (1) copy of Contract or endorsement from the appropriate government Agency stating the need for the employment of special purpose ships to carry out the approved Work Program or agreement/contract and for the period required by such work program	Applicant
8. Proof of verification from the concerned shipping association(s) as to the availability of a suitable domestic ship which can provide the same service before issuing a Special Permit to a foreign registered highly specialized ship to operate within Philippine territorial waters	Applicant
9. International Safety Management (ISM) related certificates; International Ship and Port Facility Security (ISPS) Certificates; and, Valid Safety Certificates (as applicable)	Applicant
10. One (1) copy of Matrix of Crew list indicating STCW certificates (number and validity) of the crew	Applicant
11. One (1) copy each of the Mandatory Marine Insurance to Cover Liabilities Arising from Pollution and Wreck Removal from recognized International Protection and Indemnity Club	Applicant
12. SEC Registration (for branch offices of foreign owners / charterers / ship representative)	Applicant
13. One (1) copy of MARINA Accreditation under MARINA Circular No. DS2023-03/MC No. DS2020-02, and their subsequent amendments, whichever is applicable;	Applicant
14. Contract of ongoing or awarded project with government instrumentalities/ agencies (as applicable);	Applicant
15. Proof of payment of payment of taxes for tile company itself, as well as to its crew, every six (6) months as a pre-condition in the renewal of the special permit (as applicable)	Applicant
16. 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)	Applicant



17. Valid certification issued by the Maritime Safety Service of concerned MRO on the survey/inspection conducted for ships applying for extension/renewal of Special Permit.	Applicant
National Coast Watch Center (NCWC) Endorsement for Special Permit	
1. Letter of Application	Applicant
2. One (1) copy of Fixture Note / Contract of Affreightment / Time / Voyage Charter Agreement	Applicant/Charterer/Shipping Company/Owner of the vessel
3. One (1) copy of 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.	Shipping Company/Charterer
4. One (1) copy of Certificate of Ship's Original Registry/Nationality	Owner of the vessel/Charterer/ Government Entity issuing the certificate from its Port of origin
5. One (1) copy of each of Class Certificate by an Internationally Accredited Classification Society (IACS) / Latest Survey Report (valid for the last six (6) months)	Shipping Company/Owner of the vessel/Classification Society (Port of origin)
6. Ship's Crew List with any of the ff. applicable documents: <ul style="list-style-type: none"> • Valid STCW Certificates of Officers and ratings and Basic Safety Course (BSC) Certificates for other crew; • Applicable Valid Certificates (for specialized ship) 	Shipping Company/Owner of the vessel
7. One (1) copy of the ship's valid insurance coverage	Shipping Company/ Charterer/Insurance company
8. One (1) copy of Clearance from concerned government agencies/associations affected operators that they have no available local ship to service requirements of the shipper	Government agency/Private Association affected by the operation(s)/project
9. SEC Registration (for branch offices of foreign owners /charterers/ship representative)	Shipping Company/Charterer



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)			Applicant/Charterer/Shipping Company/Owner of the vessel	
CLIENT ACTION	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits accomplished application form with other requirements to the Administrative Assistant III of the Shipping Business Division (SBD), Domestic Shipping Service (DSS)	1.1. Checks the completeness using the checklist of documentary requirements	EXTENSION OF VALIDITY TO ACQUIRE SHIP 2,800.00/vessel/month	30 minutes	Evaluator
	1.1.1. If complete, issues the Authority to Accept Payment (ATAP) to the applicant. 1.1.2. If not complete, returns the application with attached Notice stating the reason/s	AUTHORITY TO ACQUIRE THRU BAREBOAT CHARTER / EXTENSION / RENEWAL OF BBC / EXERCISE OPTION TO PURCHASE / LEASE PURCHASE / LIP SCHEME OF VESSEL		
2. Pays the processing fee to the Cashier	2.1. Receives payment from the applicant based on ATAP, issues Official Receipt (OR) and advises Applicant to proceed to Central Records Unit (CRU)	12,400.00/vessel 10 years old and below 24,700.00/vessel over 10 years old 37,400.00/vessel High Speed Craft	10 minutes	Cashier (MFAS)
3. Submits the application to CRU together with the ATAP reflecting the OR number	3.1. Receives the application and attaches D-tracking.	PRE-TERMINATION OF BAREBOAT CHARTER OF VESSEL	30 minutes	Records Officer (CRU, MFAS)
	3.2. Returns the duly stamped receiving copy to the Applicant.			



and validation of the Cashier.	3.3. Forwards the application to DSS.	1,100.00		
	3.4. Receives the application, logs in the logbook/D-tracks and forwards to the SBD Chief MIDS for assignment.	ISSUANCE OF NCWC ENDORSEMENT	10 minutes	Receiving Officer
	3.5. Assign the application to the evaluator by indicating the name in routing/action slip and return to the Admin Assistant III for recording the name of the evaluator in the logbook of application.		1,000.00	30 minutes
	3.6. Record the name of the Evaluator in the logbook of the application and forward the application to the Evaluator.	None	30 minutes	Receiving Officer
	3.7. Evaluates the application 3.7.1 If compliant, prepares the Executive Brief, Letter Approval and submits to Chief MIDS for review 3.7.2 If not compliant, prepares the Executive Brief and Letter Disapproval; submits to the Chief MIDS for review	None	16 hours	Evaluator
	3.8. Draft Executive Brief, Letter Approval/Disapproval	None		

	<p>3.9. Reviews documents, draft Executive Brief, Letter Approval/Disapproval</p> <p>3.9.1 If the evaluation is accurate, instructs the Evaluator to finalize the draft Executive Brief, and Letter Approval/ Disapproval</p> <p>3.9.2 If there is an inaccuracy in the evaluation, returns to the Evaluator to rectify the inaccuracy</p>	None	8 hours	Division Chief
	<p>3.10. Finalizes draft Executive Brief, and Letter Approval/ Disapproval and submits to the Chief MIDS</p>	None	1 hour	Evaluator
	<p>3.11. Signs the Executive Brief, affixes initial to the Letter Approval/Disapproval and forwards to the Director</p>	None	30 minutes	Division Chief
	<p>3.12. Reviews and signs the Executive Brief, and Affixes initial on the Letter Approval</p> <p>Otherwise, returns to the Chief MIDS for rectification of errors</p>	None	8 hours	Director (DSS)
	<p>3.13. Logs out the Application, and forwards to the Office of the Deputy Administrator for Operations (ODAO)</p>	None	30 minutes	Receiving Officer



	3.14. Reviews and affixes initial on the Letter Approval; forwards to the DSS for releasing. Otherwise, returns to DSS for rectification of errors	None	8 hours	Deputy Administrator for Operations (ODAO)
	3.15. Logs out the Application and forwards to the Records Section	None	30 minutes	Receiving Officer
	3.16. Receives the application from the OADM and logs in the application, D-Tracks and affixes dry seal on the Letter Approval	None	30 minutes	Records Officer (CRU, MFAS)
4. Signs the duplicate copy of the Letter Approval	4.1. Release of Application	None	10 minutes	
END OF TRANSACTION			Total: 5 working days, 5 hours, 30 minutes	



A.7. ENDORSEMENTS TO OTHER GOVERNMENT AGENCIES (DFA, BOI AND DOF ENDORSEMENT)

Indorsements are issued as a requirement from other Government Agencies, relative to the applications for Issuance of Authority to Acquire Ship thru Importation.

Office/Division:	MARINA Central Office / Domestic Shipping Service - Shipping Business Division	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business Entity G2G - Government to Government	
Who may avail:	Shipping Companies, Ship Owners/Operators/Managers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
BOI Indorsement for Company's Registration/Vessel Availment of Tax-free Importation		
1. Letter of Application	Applicant	
2. Accreditation under MC 2006-003	Domestic Shipping Service (DSS) - MARINA	
DOF Indorsement for VAT Exemption for Importation of Passenger or Cargo Ships and Spare Parts, Equipment		
1. Letter of Application	Applicant	
2. Proforma Invoice/Bill of Lading/Airway Bill/Packing List	Applicant	
3. Certificate of Public Convenience (CPC)	Franchising Service (FS) - MARINA	
4. Accreditation Certificate under MC No. DS2023-03, engaged in domestic shipping business	Domestic Shipping Service (DSS) - MARINA	
5. MARINA letter-approval (for imported)	Domestic Shipping Service (DSS) - MARINA	
DFA Indorsement for Issuance of Provisional Certificate of Philippine Registry		



1. Letter of Application			Applicant	
2. MARINA letter-approval (for imported)			Domestic Shipping Service (DSS) - MARINA	
CLIENT ACTION	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits accomplished application form with other requirements to the Administrative Assistant III of the Shipping Business Division (SBD), Domestic Shipping Service (DSS)	1.1. Checks the completeness using the checklist of documentary requirements 1.1.1. If complete, issues the Authority to Accept Payment (ATAP) to the applicant. 1.1.2. If not complete, returns the application with attached Notice stating the reason/s	BOI INDORSEMENT FOR COMPANY'S REGISTRATION - 1,000.00 BOI INDORSEMENT FOR VESSEL AVAILMENT OF TAX-FREE IMPORTATION - 3,700.00	1 hour	Evaluator
	2. Pays the processing fee to the Cashier	2.1. Receives payment from the applicant based on ATAP, issues Official Receipt (OR) and advises Applicant to proceed to Central Records Unit (CRU)	DFA INDORSEMENT FOR PROVISIONAL CERTIFICATE OF PHILIPPINE REGISTRY - 900.00	10 minutes Cashier (MFAS)
	3. Submits the application to CRU together with the ATAP reflecting the OR number and validation of the Cashier.	3.1. Receives the application and attaches D-tracking. 3.2. Returns the duly stamped receiving copy to the Applicant. 3.3. Forwards the application to DSS.	OTHER INDORSEMENT TO OTHER	30 minutes Records Officer (CRU, MFAS)



	3.4. Receives the application, logs in the logbook/D-tracks and forwards to the SBD Chief MIDS for assignment.	GOVERNMENT AGENCIES -1,000.00	10 minutes	Receiving Officer
	3.5. Assign the application to the evaluator by indicating the name in routing/action slip and return to the Admin Assistant III for recording the name of the evaluator in the logbook of application.	None	1 hour	Division Chief
	3.6. Record the name of the Evaluator in the logbook of the application and forward the application to the Evaluator.	None	30 minutes	Receiving Officer
	3.7. Evaluates the application 3.7.1 If compliant, prepares the Executive Brief, Letter Approval and submits to Chief MIDS for review 3.7.2 If not compliant, prepares the Executive Brief and Letter Disapproval; submits to the Chief MIDS for review	None	1 hour	Evaluator
	3.8. Draft Executive Brief, Letter Approval/Disapproval	None		



	<p>3.9. Reviews documents, draft Executive Brief, Letter Approval/Disapproval</p> <p>3.9.1 If the evaluation is accurate, instructs the Evaluator to finalize the draft Executive Brief, and Letter Approval/ Disapproval</p> <p>3.9.2 If there is an inaccuracy in the evaluation, returns to the Evaluator to rectify the inaccuracy</p>	None	1 hour	Division Chief
	<p>3.10. Finalizes draft Executive Brief, and Letter Approval/ Disapproval and submits to the Chief MIDS</p>	None	1 hour	Evaluator
	<p>3.11. Signs the Executive Brief, affixes initial to the Letter Approval/Disapproval and forwards to the Director</p>	None	30 minutes	Division Chief



	3.12. Reviews and signs the Executive Brief, and Affixes initial on the Letter Approval Otherwise, returns to the Chief MIDS for rectification of errors	None	1 hour	Director (DSS)
	3.13. Logs out the Application, and forwards to the Central Records Unit (CRU)	None	30 minutes	Receiving Officer
	3.14. Receives the application from the OADM and logs in the application, D-Tracks and affixes dry seal on the Letter Approval	None	30 minutes	Records Officer (CRU, MFAS)
4. Signs the duplicate copy of the Letter Approval	4.1. Release of Application	None	10 minutes	
END OF TRANSACTION			Total: 1 working day, 1 hour	



B. MCO - ENFORCEMENT SERVICE

B. 1. PROCESSING OF SIMPLE COMPLAINTS

This procedure applies to complaints carried out by ES and MRO received either in writing, recorded telephone call, through short messaging system (SMS text message), electronic mail (email), social media sites and/or endorsement from other government agencies, local government units and complaint centers]

Office/Division:		MARINA Enforcement Service Complaints and Investigation Division MARINA Regional Offices			
Classification:		SIMPLE			
Type of Transaction:		G2C – Government to Citizen			
Who may avail:		ALL			
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Filing of complaint	<p>1.1 Receives complaint either in writing, recorded telephone call, through short messaging system (SMS text message), electronic mail (email), social media sites and/or endorsement from other government agencies, local government units and complaint centers by recording it on the complaints logbook with the corresponding date and time.</p> <p>Note: If complaint received is not in writing (i.e. telephone call), it shall first be transcribed and printed prior to recording.</p> <p>1.2 Assigns the Complaint to the ES Investigator / MRO Investigator for initial assessment and evaluation review.</p>	<p>None</p> <p>None</p>	2 hours	ES Administrative Aide/Administrative Assistant / MRO Receiving Personnel



		<p>Note: All complaints reported to MARINA shall be considered, received and treated with outmost confidentiality.</p>		2 hours	ES-CID Chief/OIC / MRO Section Head
2	Initial Assessment and Evaluation Review	<p>2.1 Conducts initial assessment and evaluation on received complaints to assess its credibility and to determine if it fall under the Jurisdiction of MARINA.</p> <p>2.2 If the complaint does not fall under the jurisdiction of MARINA, it will be endorsed to the appropriate agency/office.</p> <p>Note:</p> <ul style="list-style-type: none"> ➤ If the complaint does not fall under the jurisdiction of MARINA, it will be endorsed to the appropriate agency/office. ➤ If the complaint does not warrant an investigation, it will be endorsed to the concerned office for appropriate action. ➤ When a complainant's identity is known, a notification will be sent on the decision of the initial assessment and evaluation and appropriate action taken on the complaint. 	<p>None</p> <p>None</p>	2 days	Investigating Officer/ MRO Investigator
3	Endorsement of Letter	3.1 Informs the complainant regarding the appropriate action taken on the complaint	None	4 hours	ES Administrative Aide/Administrative Assistant / MRO Receiving Personnel
END OF TRANSACTION					
TOTAL PROCESSING TIME				3 days	



B. 2. PROCESSING OF COMPLAINTS INVOLVING VIOLATIONS RELATED TO MARINA REGULATORY MANDATES

This procedure applies to investigations on complaints involving violations related to MARINA regulatory mandates carried out by ES and MRO received either in writing, recorded telephone call, through short messaging system (SMS text message), electronic mail (email), social media sites and/or endorsement from other government agencies, local government units and complaint centers]

Office/Division:		MARINA Enforcement Service Complaints and Investigation Division MARINA Regional Offices			
Classification:		Complex Highly Technical			
Type of Transaction:		G2C – Government to Citizen			
Who may avail:		ALL			
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Filing of complaint	<p>1.1 Receives complaint either in writing, recorded telephone call, through short messaging system (SMS text message), electronic mail (email), social media sites and/or endorsement from other government agencies, local government units and complaint centers by recording it on the complaints logbook with the corresponding date and time.</p> <p>Note: If complaint received is not in writing (i.e. telephone call), it shall first be transcribed and printed prior to recording.</p>	None	2 hrs	ES Administrative Aide/Administrative Assistant / MRO Receiving Personnel



		<p>1.2 Assigns the Complaint to the ES Investigator / MRO Investigator for initial assessment and evaluation review.</p> <p>Note: All complaints reported to MARINA shall be considered, received and treated with outmost confidentiality.</p>	None	2 hrs	ES-CID Chief/OIC / MRO Section Head
2	Initial Assessment and Evaluation Review	<p>2.1 Conducts initial assessment and evaluation on received complaints to assess its credibility and to determine if it fall under the Jurisdiction of MARINA to warrant an investigation. <i>Applies only if falls under the Jurisdiction of MARINA.</i></p> <p>Note:</p> <ul style="list-style-type: none"> ➤ If the complaint does not fall under the jurisdiction of MARINA, it will be endorsed to the appropriate agency/office. ➤ If the complaint does not warrant an investigation, it will be endorsed to the concerned office for appropriate action. ➤ When a complainant's identity is known, a notification will be sent on the decision of the initial assessment and evaluation and appropriate action taken on the complaint. 	None	SPT: Three (3) to five (5) Days after decision	Investigating Officer/ MRO Investigator
3	Instruction for Administrative Investigation	<p>3.1 Reviews initial assessment and evaluation of the complaint, a reasonable ground for an investigation is established and instructs the ES-CID Chief/OIC or MRO Section Head.</p>	None	1 day	ES Director / OIC



4	Assignment of Investigators	<p>4.1 Assigns MARINA ES or MRO Investigator/s or an Investigation Team and drafts a Special Order for approval of the appropriate Authority.</p> <p>Note:</p> <ul style="list-style-type: none"> ➤ The investigators shall have all necessary logistical support available to provide them with the technical and/or administrative assistance needed while conducting the administrative investigation. ➤ Investigators shall be deployed in their areas of jurisdiction with respect to the location of their respective offices. A Special Order shall be issued if deployment is in areas outside of their jurisdiction and if the complaint investigation requires the conduct of surveillance. ES will conduct investigation under a Special Order when complainant is a MARINA Regional Office. 	None	1 day	ES-CID Chief/OIC / MRO Section Head
5	Gathering of Data	<p>5.1 Catalogues relevant data, information and evidences in a case filed and records the origin of the document or other item of evidence, location, date obtained and the name of the filing investigator.</p> <p>Note:</p> <ul style="list-style-type: none"> ➤ All evidence is preserved for five (5) years from the closing of the case or until all administrative appeals are concluded, whichever is longer. ➤ If needed, surveillance is done to acquire factual data and real-time information through pictures, videos and other form of recording information. 	None		ES Investigating Team / MRO Investigator

6	Conduct of Interview	<p>6.1 Arranges the schedule for interviews involving the concerned personnel as needed:</p> <ul style="list-style-type: none"> a) Complainant – to complete missing or omitted information on the complaint. b) Subject – to establish factual data or and other relevant information c) Key witness - to establish first-hand information and to confirm statements of both complainant and subject d) Representative / legal counsel and/or officials of concerned government agencies/entities – to establish possible involvement and authenticity/ validation of existing rules and regulations. <p>7.2 The facilitation of the following shall be considered during the interview:</p> <ul style="list-style-type: none"> a) Enough and allowable time allocation per interviewee; b) Suitable and comfortable location; c) Relevant questions to be asked; and d) Necessary equipment for recording the interview. 	None	SPT: Three (3) to five (5) working days upon commencement of investigation	ES Investigating Team / MRO Investigator
7	Analysis of Data and Evidences	7.1 Collates all records of interviews and prepare an analysis of the same. A hardcopy of the record of interviews shall be signed by the interviewer and interviewee or representative, and a copy of which may be furnished the interviewee as soon as possible.	None	SPT: Three (3) to five (5) working days upon commencement of investigation	ES Investigating Team / MRO Investigator
8	Reporting	8.1 Prepares a report summarizing its findings, including the evidence collected and factual conclusions. The report shall be submitted to the ES Director/OIC.	None	SPT: Three (3) to five (5) working days upon	ES Investigating Team / MRO Investigator

		<p>Note:</p> <ul style="list-style-type: none"> ➤ Investigative Findings in the report shall be based on facts and related analysis. The report also states whether or not the investigation team has concluded that the evidence meets the applicable standard of proof, and provides an explanation for its conclusion. ➤ It shall also be reported when a complainant knowingly presented false information or that a witness or subject failed to cooperate with the investigation process. ➤ Relevant evidence collected during the course of the investigation is specifically cited. Such evidence may include witness statements and documents collected by investigators and provided by other sources. ➤ In addition to the investigation report, the investigation team may issue Lessons Learned reports presenting internal control issues of concern which were identified in the course of investigation. ➤ Final Report should be treated with confidentiality. 		analysis of Data and Evidences	
9	Review of the Investigation Report	<p>9.1 Reviews the Investigation Report and endorses the final investigation report to the Administrator and/or concerned MARINA office for appropriate legal action.</p> <p>Note: The final report coming from the MROs shall also be submitted to the ES for proper transmittal and</p>	None	SPT: Three (3) to five (5) working days	ES Director / OIC



		records.			
10	Transmittal to the Office of the Administrator, ES Director/OIC, LS Director/OIC and/or concerned MARINA Office.	<p>10.1 Transmits the Final Investigation Report to the Office of the Administrator, ES Director/OIC, Legal Service Director/OIC and/or concerned MARINA Office for appropriate legal action, as necessary or appropriate.</p> <p>Note: Upon assessment on the significance, relevance and materiality of new evidence presented after completion of the complaint investigation, the ES Director/OIC can authorize the re-opening of the investigation. Prior conclusions and recommendations must be reviewed and amended to ensure the investigation report has provided an accurate, concise and fair assessment.</p>	None	1 day	Administrative Aide VI/ Administrative Assistant III / MRO Personnel
END OF TRANSACTION					
TOTAL PROCESSING TIME				28 days and 4 hrs	



C. MCO - LEGAL SERVICE

C.1. ISSUANCE OF LEGAL CLEARANCE WATCHLISTED

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

Office/Division:	MARINA Central Office (MCO) / Legal Service (LS) - Legal Services Division and MARINA Regional Offices (MRO) – Legal Section					
Classification:	Simple Transaction					
Type of Transaction:	G2C – Government to Citizen					
Who may avail:	Seafarers					
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE			
<ol style="list-style-type: none"> 1. Original or photocopy of documents from client such as copy of SRB/SID, and Letter request from company 2. Original Referral Form from MDS 3. Original NBI Clearance (for watchlisted with different middle initial, name & not the same person) or other supporting documents 4. One (1) photocopy of each requirement 			Applicant MDS Records Section Applicant			
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Proceed to Legal	1.	Screens and Checks application and	None	1 hour	Administrative Assistant/



1.1	<p>Section (LS) and submit application with complete documentary requirements</p> <p>IF EMAIL: S end 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>			<p>Aide</p> <p>Administrative Assistant/ Aide</p>
2.	<p>No activity</p> <p>IF INCOMPLETE: Comply with the deficiencies.</p>	2. 2.1	<p>IF COMPLETE: 2. Issues Authority to Accept Payment (ATAP)</p> <p>IF INCOMPLETE: Informs the Applicant of the lacking requirements</p>	None	10 minutes	Evaluator
3.	<p>Pays the corresponding fees stipulated in the ATAP</p>	3.	<p>Accepts the Payment and issues Official Receipt</p>	None	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.	None	10 minutes	Receiving Officer
5.	No activity	5.	Assigns the application to the evaluator	None	5 minutes	RD/Section Head
6.	No activity	6.	Evaluates the application and conducts inspection in accordance to applicable rules and regulations	None	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.	None		Evaluator
8.	No activity	8.	Prepares Report of Evaluation, drafts document applied for	None	1 hour	Evaluator
9.	No activity	9.	Checks and reviews draft Certificate and recommend for the appropriate action of the approving authority.	None	30 minutes	Section Head
10.	No activity	10.	Approves the document	None	10 minutes	Regional Director
11.	Receives the document	11.	Releases the document	None	10 minutes	Records Officer
END OF TRANSACTION					4 hours and 20 minutes	



C.2. 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:	MARINA Central Office (MCO) / Legal Service (LS) - Legal Services Division and MARINA Regional Offices (MRO) – Legal Section					
Classification:	Simple Transaction					
Type of Transaction:	G2C – Government to Citizen					
Who may avail:	Seafarers					
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE			
<ol style="list-style-type: none"> 1. Original or photocopy of documents of seafarer such as copy of SRB/SID, Affidavit of Undertaking, and Letter request from company 2. Original Referral Form from MDS 3. One (1) photocopy of each requirement 			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	Administrative Assistant/ Aide
1.1	IF EMAIL: Sen	1.1	IF EMAIL: Acknowledges receipt of email and			Administrative Assistant/ Aide

	<p>d application and complete documentary requirements to the official email address of the office.</p>		forwards the email to the Evaluator			
2.	No activity	2.	IF COMPLETE: 2. Issues Authority to Accept Payment (ATAP)	None	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	None	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.	None	10 minutes	Receiving Officer
5.	No activity	5.	Assigns the application to the evaluator	None	5 minutes	RD/Section Head
6.	No activity	6.	Evaluates the application and conducts inspection in accordance to applicable rules and regulations	None	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.	None		Evaluator
8.	No activity	8.	Prepares Report of Evaluation, drafts document applied for	None	1 hour	Evaluator
9.	No activity	9.	Checks and reviews draft Certificate and recommends for the appropriate action of the approving authority.	None	30 minutes	Section Head
10.	Signed the Clearance	10.	Approves the document	None	10 minutes	Regional Director
11.	Releases the Clearance	11.	Releases the document	None	10 minutes	Records Officer
END OF TRANSACTION					4 hours and 20 minutes	



C.3. ISSUANCE OF SHOW CAUSE ORDER INVOLVING SEAFARER, SHIPPING COMPANY OR ANY MARITIME INSTITUTION FOR ALLEGATIONS OF VIOLATION OF ANY MARINA CIRCULAR OR ISSUANCES

Office/Division:		MARINA Central Office / Legal Service (LS) - Legal Services Division				
Classification:		Highly Technical Transaction				
Type of Transaction:		G2C – Government to Client/Citizen				
Who may avail:		Seafarers				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE			
1. Original Memorandum from other Service Units 2. Original valid Complaint			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 the Memorandum or filed complaint application with complete documentary requirements	1.	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.	None	1 hour	Administrative Assistant/ Aide
1.1	IF EMAIL: Send application and complete documentary	1.1	IF EMAIL: Acknowledges receipt of email and forwards the email to the Evaluator			Administrative Assistant/ Aide



	requirements to the official email address of the office.					
2.	No activity	2.	IF COMPLETE: Issues Authority to Accept Payment (ATAP)	None	10 minutes	Evaluator
2.1	IF INCOMPLETE: Comply with the deficiencies.	2.1	IF INCOMPLETE: Informs the Applicant of the lacking requirements			
3.	Proceeds to the Records Section and present OR together with the Memorandum or filed complaint	3.	Receives and logs the application and forward to the concerned Section.	None	10 minutes	Receiving Officer
4.	No activity	4.	Assigns the application to the evaluator	None	5 minutes	RD/Section Head
5.	No activity	5.	Evaluates the application and conducts inspection in accordance to applicable rules and regulations	None	2 hours to 1 day	Evaluator
6.	Releases the SCO	6.	Releases the document the Respondent and CRU through personal service and email	None	10 minutes	Records Officer
END OF TRANSACTION				Minimum: 4 hours 20 minutes Maximum: 1 day, 4 hours and 20 minutes		



D. MCO - MANPOWER DEVELOPMENT SERVICE

-- Domestic Ship Deployment/Operation:

D.1. MARITIME TRAINING PROGRAM DEVELOPMENT DIVISION (MTPDD)

D.1.1. APPLICATION FOR ASSESSMENT OF COMPETENCE OF MAJOR PATRON (MAP), MINOR PATRON (MIP), BOAT CAPTAINS (BCS), MARINE ENGINE MECHANICS (MEMS), BOAT MASTERS (BMS), AND BOAT MECHANIC (MC MD-2023-01 AND MC MD-2020-07)

The processing of applications for assessment for the issuance of assessment permits (as applicable) for officers onboard merchant ships below 500 GT or with EPP below 750 kW, fishing vessels more than 3 GT to below 1000 GT, and Motorbanca in Philippine Waters.

Office/Division:	Manpower Development Service – Maritime Training Program Development Division (MTPDD)	
Classification:	Simple	
Type of Transaction:	Government to Client (G2C)	
Who may avail:	All candidates for assessment of competence of officers performing watchkeeping duties onboard merchant ships below 500 GT or with EPP below 750 kW, fishing vessels more than 3 GT to below 1000 GT, and Motorbanca in Philippine Waters	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1.	Valid SIRB/SRB/SIB (Original and 1 Photo Copy)	MARINA
2.	NBI Clearance/Police Certificate/Barangay Clearance (Original and 1 Photo Copy)	NBI/PNP/Barangay
3.	Valid Medical Certificate (Original and 1 Photo Copy)	Any DOH Accredited Hospital or Clinic
4.	Scholastic Record (see Annexes 1-8 of MC MD-2023-01 and MC MD-2020-07) (Original and 1 Photo Copy)	School
5.	Latest passport size picture in appropriate uniform	Applicant
6.	Certificate of Sea Service (see Annexes 1-8 of MC Nos. MD-2023-01 and MD-2020-07) (Original and 1 Photo Copy)	Manning Agency/Association/Boat Owner
7.	SIRB/SRB/SIB entries of sea service (Original and 1 Photo Copy)	Seafarer



8. Certificate of Training on Ship Handling and Safe Navigation 3,2,1, and Boat Handling and Safe Navigation for Deck and, Engine Operation and Maintenance 3,2,1, and Engine Operation and Maintenance (Motorbanca) for Engine (Original and 1 Photo Copy)	MARINA/MTIs
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CLIENT ACTION	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Secures checklist of documentary requirements and application form	1. Provides checklist and application form	None	5 minutes	Administrative Aide VI/ MDS or MRO Authorized Representative
2 2. Log in the Evaluator's Logbook	2. Requests Applicant to log in the Evaluator's Logbook	None	1 minute	MIDS II/ MIDS I/ MDS or MRO Authorized Representative
2.1 No Activity	2.1 Evaluates and checks compliance with the qualifications and completeness of documentary requirements. Indicates the license category being applied for.	None	10 minutes	
2.2 No Activity	2.2 If complete, prepares and issues reference number from MARINA E-Payment System Portal	Theoretical Assessment – (P500.00) Practical Assessment – (P1,000.00) Testimonial Assessment (500.00) Note: No fee for Motorbanca Above fees do not include the convenience fee.	5 minutes	
2.3 No Activity	2.3 If INCOMPLETE , return documentary requirements to the applicant and advises the applicant of	None	2 minutes	



		the deficiency and submit the lacking documents / requirements.			
3	Upon receipt of a reference number and confirmation, applicant may proceed with the payment at the Payment Center.	3. Receives payment from applicant and issues corresponding Official Receipt (OR)	None	5 minutes	Payment Center
4	4. Returns to the Evaluator for Scheduling of Assessment	4. Encodes Assessment Permit indicating the date schedule examination and the License Category applying for. Advises the applicant to return on the date reflected thereon.	None	30 minutes	MIDS II/ MIDS I/ MDS or MRO Authorized Representative
	4.1 No Activity	4.1 Reviews the submitted application and checks accuracy of data in the Examination Permit, then affix initials if found in order.	None	10 minutes	Division Chief/ MDS or MRO Authorized Representative
	4.2 No Activity	4.2 Prepares the Assessment Permit	None	30 minutes	Administrative Assistant III/ MDS or MRO Authorized Representative
	4.3 No Activity	4.3 Approves/Signs Assessment permit	None	5 minutes	MRO-Director/ Authorized Representative
5	Receives Assessment Permit	5. Releases Assessment Permit and retains application for filing.	None	5 minutes	Admin Aide VI/ MDS or MRO Authorized Representative
END OF TRANSACTION			Total SPT: 1 hour and 47 minutes		



D.1.2. ISSUANCE OF CERTIFICATE OF MARINE PROFESSION (CMP) AND ID LICENSE (MC NO. 2012-03)

The issuance of CMP and CMP ID for officers onboard merchant ships below 500 GT or with EPP below 750 kW, fishing vessels more than 3 GT to below 1000 GT, and Motorbanca in Philippine Waters who passed the Assessment.

Office/Division:	Manpower Development Service- Maritime Training Program Development Division	
Classification:	Simple	
Type of Transaction:	Government to Client (G2C)	
Who may avail:	All successful candidates performing watchkeeping duties onboard merchant ships below 500 GT or with EPP below 750 kW, fishing vessels more than 3 GT to below 1000 GT, and Motorbanca in Philippine Waters	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Notice of Passing Theoretical or Practical or Testimonial Assessment (Original and 1 Photo Copy)	MARINA	
2. Previously issued license (Original and 1 Photo Copy)	Seafarer	
3. Valid SIRB/SRB/SIB (Original and 1 Photo Copy)	Seafarer	
4. Latest passport-size picture in appropriate uniform	Seafarer	
5. Certificate of Marine Profession and license ID (Original and 1 Photo Copy)	Seafarer	
6. Legal Service (LS) Clearance (Original) (as applicable)	MARINA – Legal Service	
7. Notarized Affidavit of Loss/ Mutilation/ Damage (Original) (as applicable)	Notary Public	
8. Documentary Stamp for CMP	BIR	



CLIENT ACTION		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Secures checklist of documentary requirements and application form	1. Provides checklist and application form	None	5 minutes	Admin Aide VI/ MDS or MRO Authorized Representative
2	Fil Fill out Application Form and prepares necessary documents	2. Evaluates and checks compliance with the qualifications and completeness of documentary requirements. Indicates the License category being applied for.	None	20 minutes	MIDS II/ MIDS I/ MDS or MRO Authorized Representative
		If complete, prepares and issues reference number from MARINA E-Payment System Portal	CMP ID (New/Renewal) – P350.00 CMP ID (Lost) – P700.00 CMP ID (Damaged) – P500.00 CMP (New) – P1000.00 CMP (Lost) – P1500.00 CMP (Damaged) – P750.00 NOTE: Above fees do not include convenience fee.		



CLIENT ACTION		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		2.1 If INCOMPLETE, return documentary requirements to the applicant and advises the applicant of the deficiency and submit the lacking documents / requirements.			
3	Upon receipt of a reference number and confirmation, applicant may proceed with the payment at the Payment Center.	3. Receives payment from applicant and issues corresponding Official Receipt (OR)	None	5 minutes	Payment Center
4	Returns to the Evaluator	4. Receives paid application. Indicate date of return at the back of the Official Receipt to serve as Claim Slip. Advises the applicant to return on the date reflected thereon.	None	2 minutes	MIDS II/ MIDS I/ MDS or MRO Authorized Representative
	4.1 No Activity	4.1 Reviews previous processes and if found in order, forwards application to the Encoder.	None	20 minutes	Division Chief/ MDS or MRO Authorized Representative



CLIENT ACTION		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.2 No Activity	4.2 Encodes pertinent data of the applicant and assigns license control number. Prints License ID. Forwards application with the License ID to the MRO Director or Authorized Representative for approval and signature.	None	30 minutes	Administrative Assistant III/ / MDS or MRO Authorized Representative
	4.3 No Activity	4.3 Approves/Attests/Signs License ID and application forms	None	15 minutes	MRO Director/ Authorized Representative for Boat Captain/Engineer License Administrator (scanned) and attested by MDS Director for MAP and MIP
5	Presents Official Receipt as claim stub for the License ID on the date reflected at the back thereon. Logs in the Releasing Logbook and receives the License ID	5. Advises applicant to log in the Releasing Logbook and release License ID.	None	5 minutes	Administrative Aide VI/ MDS or MRO Authorized Representative
END OF TRANSACTION			Total SPT: 1 hour & 42 minutes per application		



D.1.3. EXAMINATION AND ISSUANCE OF HARBOR PILOT LICENSE (MC 2016-06)

The processing of application for issuance of Harbor Pilot Examination Permit and license certificate and ID for Master Mariners onboard 500 GT and above.

Office/Division:	Manpower Development Service / Maritime Training Program Development Division	
Classification:	Simple	
Type of Transaction:	Government to Client (G2C)	
Who may avail:	Licensed Master Mariners who are interested to become a Harbor Pilot	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Master Mariner License (Original and 1 Photo Copy)	MARINA/ PRC
	2. Valid COC (Original and 1 Photo Copy)	MARINA
	3. Valid Physical/Medical Certificate issued by a DOH-accredited medical clinic. (Original and 1 Photo Copy)	Any DOH Accredited Hospital or Clinic
	4. Seafarers' Identification and Record Book (SIRB)/ SRB reflecting five (5) years of sea service and certificate of employment. (Original and 1 Photo Copy)	Seafarer and Manning Agency
	5. Sea Service Certificate with at least 5 years' experience as Master Mariner in 500 GT and above. (Original and 1 Photo Copy)	Manning Agency
	6. Valid NBI clearance (Original and 1 Photo Copy)	NBI
	7. Three (3) recent passport-size colored photographs of applicant uniform, without headgear	Applicant
	8. Documentary Stamp for License Certificate	BIR



CLIENT ACTION		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Fill-out the application form and prepare necessary documents and submits to Evaluator	1. Secures checklist of documentary requirements and application form	None	20 minutes	Administrative Aide VI/ MDS Authorized Representative
2	Upon receipt of the confirmation and reference number from PisoPay, proceeds to Payment Center and pay corresponding amount and get an Official Receipt.	2. Receives application and evaluates. If found complete, encodes the name and contact number of the applicant in the MARINA E-Payment System Portal. Otherwise, return application to applicant and advise of the deficiency.	Examination Fee – P5,000.00 NOTE: Above fees do not include convenience fee.	15 minutes	MIDS II/ MIDS I/ MDS Authorized Representative
3	Returns to MARINA and present Official Receipt (OR)	3. Attaches the Official Receipt to the documentary requirement of applicant.	None	5 minutes	Payment Center
	3.1 No Activity	3.1 Evaluator indicates the schedule of examination of the candidate at the back of the OR	None	5 minutes	MIDS II/ MIDS I/ MDS Authorized Representative
	3.2 No Activity	3.2 Reviews the qualification and verifies documents of the candidate	None	5 minutes	Division Chief/ MDS Authorized Representative



	No Activity	3.3 Encodes pertinent data of the candidate and prints Examination Permit	None	5 minutes	Administrative Assistant III/ / MDS Authorized Representative
	No Activity	3.4 Approves/Signs Examination Permit and application form if found everything in order	None	5 minutes	MDS Director/ Authorized Representative
4	Receives Examination Permit	4. Releases Examination Permit and retains application for filing.	None	5 minutes	Admin Aide VI/ MDS or MRO Authorized Representative
5	Fill-out the application form and prepare necessary documents and submits to Evaluator	5. Secures checklist of documentary requirements and application form	None	5 minutes	Administrative Aide VI/ MDS Authorized Representative
6	Upon receipt of the confirmation and reference number, proceeds to Payment Center and pay corresponding amount and get an Official Receipt.	6. Evaluator encodes the name and contact number of the Passer in the Payment Center System and advises to pay for the Harbor Pilot License to be released on the date of the Oathtaking Ceremony	Harbor Pilots License Fee – P16,000.00 NOTE: Above fees do not include convenience fee.	5 minutes	MIDS II/ MIDS I/ MDS Authorized Representative
7	Returns to Evaluator and present the original OR and submit photocopy	7. No activity	None	5 minutes	Payment Center



8	Returns to Evaluator and present the original OR and submit photocopy Reports on the date of Oathtaking Ceremony	8.1 Evaluator receives duplicate copy of OR for payment of license fee and advises applicant to report for the Oathtaking and after which, the license will be released	None	10 minutes	MIDS II/ MIDS I/ MDS Authorized Representative
		8.2 Reviews the applications and forwards application for encoding and printing	None	5 minutes	Division Chief/ MDS or MRO Authorized Representative
		8.3 Encodes pertinent data of the applicant and assigns license control number. Prints Certificate in duplicate. Forwards application with Certificate to the Division Chief.	None	10 minutes	Administrative Assistant III/ / MDS or MRO Authorized Representative
		8.4 If application is found in order, affixes signature on Certificates and forwards the Application to the Administrative Aide VI/ MDS or MRO Authorized Representative	None	5 minutes	MDS Director/ Authorized Representative (Scanned Signature of the Administrator)
9	Logs in the Releasing Logbook	9.1 Releases Harbor Pilot License	None	5 minutes	



		9.2 Retains complete set of application for filing.	None	5 minutes	Administrative Aide VI/ MDS Authorized Representative
END OF TRANSACTION			TOTAL SPT: 2 hours and 5 minutes		



D.1.4. ACCREDITATION OF MARITIME TRAINING PROGRAM FOR SEAFARER ENGAGE IN THE DOMESTIC TRADE (MC-MD-2020-05)

The processing of application for Accreditation of Maritime Training Program involves Training Centers/Institutions that offer courses or programs for seafarers onboard Domestic Trade.

Office/Division:	Manpower Development Service / Maritime Training Program Development Division	
Classification:	Simple	
Type of Transaction:	Government to Client (G2C)	
Who may avail:	Maritime Training Institutions	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter of Application (Original)		MTI
2. Self-Assessment of Compliance to Training Course (Original)		MTI
3. List and Qualifications of Instructors and Assessors (Original)		MTI
4. Inventory of Training Equipment for a particular training course (Original)		MTI
5. Checklist for Administrative Requirements (Original)		MTI
6. Training Completion and Records of Assessment (TCROA) Report Form for the course being applied (Original)		MTI
7. Documentary Stamp for Certificate of Accreditation		BIR



CLIENT ACTION		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Secures checklist of documentary requirements and application form from Maritime Training Program Development Division (MPTDD) or the MARINA Website	1. Provides checklist and application form thru MARINA Website or walk-in	None	5 minutes	Administrative Aide/Authorized Representative
2	Submits documentary requirements Forms 1 to 6 mentioned above.	2.1 Receives documentary requirements together with Forms 1 to 6.	None	5 minutes	Administrative Aide/Authorized Representative
		2.2 Checks completeness of the submitted documentary requirements. Evaluates the submitted documentary requirements to determine compliance to the prescribed requirements/standards	None	8 hours	MIDS I/ MIDS II, Senior MIDS/Authorized Representative
		2.3 If complete, prepares and issues the Authority to Accept Payment (ATAP) for payment of Inspection Fees or MARINA E-Payment System Portal. Otherwise, return application to client and advise of the deficiencies.	Evaluation Fee – P300 NOTE: Above fees do not include convenience fee.	5 minutes	Administrative Aide/Authorized Representative



3	Receives reference number from PisoPay and pays the corresponding amount of Inspection Fee	3. Receives payment from applicant and issues corresponding Official Receipt (OR)	None	5 minutes	Cashier
4	Returns to Evaluator with the Official Receipt	4. Advises client that a Notice of Inspection will be sent to the Training Center for the validation of submitted documents.	None	5 minutes	Sr. MIDS, MIDS II, MIDS I
5	Prepares facilities and equipment for verification	5. Applicant training center are informed of the results of the inspection thru a Notice of Inspection with corresponding fees.	Inspection Fee – P700.00 NOTE: Above fees do not include convenience fee.	2 hours	MIDS II, Senior MIDS and Technical Evaluator
6	None	6. Issues Course Approval to applicant training center with corresponding fees for the issuance of Certificate of Accreditation	Accreditation Fee – P23,400.00 NOTE: Above fees do not include convenience fee.	30 minutes	Administrative Aide/Authorized Representative
7	Receives Authority to Accept Payment (ATAP) and pays the amount for Accreditation Fee.	7. Receives payment from applicant and issues corresponding Official Receipt (OR)	None	5 minutes	Cashier/ Payment Center
8	Return to Evaluator and submit photocopy of OR and ATAP duplicate	8. Receives original OR and indicate date of release of the Certificate for Accreditation	None	5 minutes	Administrative Aide/Authorized Representative



9	No Activity	9.1 Prepares Certificate of Accreditation and forwards to Supervising MIDS/Authorized Representative	None	10 minutes	Administrative Aide/Authorized Representative
		9.2 Reviews the Certificate of Accreditation	None	10 minutes	Chief MIDS/Authorized Representative
		9.3 Signs the Certificate of Accreditation	None	15 minutes	Administrator (scanned) Attested by MDS Director
10	Logs in the Releasing Logbook and receives Certificate of Accreditation	10. Issues Certificate of Accreditation and retains complete copy of application for filing.	None	5 minutes	Administrative Aide/Authorized Representative
END OF TRANSACTION			Total SPT: 11 hours and 45 minutes		



-- DOMESTIC SHIP DEPLOYMENT/OPERATION:

D.2. SEAFARER’S CERTIFICATION AND DOCUMENTATION DIVISION (SCDD)

D.2.1. SEAFARER’S CERTIFICATION

D.2.1.a. ISSUANCE OF DOMESTIC CERTIFICATE OF COMPETENCY (D-COC)

The processing of application for the Issuance of Domestic Certificate of Competency (D-COC) involves seafarers who are performing watchkeeping duties onboard ships in the domestic waters. The Certificate of D-COC shall be valid for five (5) years and renewable thereafter upon compliance with requirements set under MC-2012-04.

Office/Division:	Manpower Development Service - Seafarer’s Certification and Documentation Division (SCDD)			
Classification:	Simple			
Type of Transaction:	Government to Client (G2C)			
Who may avail:	Seafarers who are performing watchkeeping duties onboard ships in the domestic waters			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished application form (original);		MARINA Form to be accomplished by Applicant from MARINA Offices		
2. Valid medical certificate (Original and 1 photocopy);		DOH Accredited medical Hospital/Clinic		
3. Pertinent pages of valid SIRB/SIB or certificate of Sea Service (1 photocopy each);		Applicant seafarer/ Ship owner/ Manning Agency		
4. Photocopy of training certificates, as required and Certificate of Competency (1 photocopy each certificate);		Applicant seafarer		
5. Duly authenticated MARINA/PRC license, as applicable (Original and 1 photocopy);		MARINA/PRC		
6. .Duly notarized affidavit of loss/Presentation and submission of damaged D-COC, as applicable (original copy)		Notary Public		
CLIENT ACTION	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1	Secures checklist of documentary requirements and application form	1. Provides checklist and application form	None	1 minute	MIDS I / MIDS II / Designated Evaluator
2	Fills out Application Form and prepare necessary documents	2. Requests Applicant to log in the Evaluator's Logbook	None	20 minutes	MIDS I / MIDS II / Designated Evaluator
	2.1 No activity	2.1 Requests applicant to log in the Evaluator's Logbook	None	1 minute	MIDS I / MIDS II / Designated Evaluator
	2.2 No activity	2.2 Evaluates the completeness and veracity of the submitted documents vis-à-vis the documentary requirements	None	20 minutes	MIDS I / MIDS II / Designated Evaluator
	2.3 No activity	2.3 If the evaluator finds a violation of the MARINA rules and regulations, endorses the applicant to Legal Service to secure Legal Clearance	None	5 minutes	MIDS I / MIDS II / Designated Evaluator
	2.4 No activity	2.4 If complete, issues of reference number from MARINA E-Payment System Portal	New/Renewal – ₱ 800.00 Replacement of Lost - ₱ 1,000.00 Expedite/On- board – ₱1,500.00	5 minutes	MIDS I / MIDS II / Designated Evaluator
	2.5 No activity	2.5 If not compliant, return the application for completion	None	2 minutes	MIDS I / MIDS II / Designated Evaluator
3	Proceed to Payment Centers, pay the corresponding amount, and secure receipt	Receives payment from applicant and issues corresponding Official Receipt (OR)	None	5 minutes	Payment Center
4	Submit the Official Receipt to the Evaluator	Advise the applicant to return after three working days for regular processing and within 8 working hours for expedite processing.	None	3 minutes	MIDS I / MIDS II / Designated Evaluator



	4.1 No activity	Forwards paid application to the Encoder for Printing	None	1 minute	MIDS I / MIDS II / Designated Evaluator
	4.2 No activity	4.2 Encode pertinent data of the applicant. Print Certificate in duplicate. Forward the application with the Certificate to the Supervising/ Senior MIDS for review	None	30 minutes	MIDS I / MIDS II / Designated Evaluator
	4.3 No activity	4.3 If the applicant is on the watchlist, return the application to MIDS II/ designated Evaluator	None	2 minutes	MIDS I / MIDS II / Designated Evaluator
	4.4 No activity	4.4 Verify the correctness of the information printed on the certificate vis-à-vis the submitted documentary requirements	None	10 minutes	Senior MIDS / Supervising MIDS
	4.5 No activity	4.5 Endorses the application to the Division Chief/Authorized Recommending Officer	None	3 minutes	Senior MIDS / Supervising MIDS
	4.6 No activity	4.6 Attests that the application complied with the documentary requirements under the implementing Circular	None	10 minutes	Division Chief / Authorized Recommending Officer
	4.7 No activity	4.7 Affixes signature on the printed DCOC	None	10 minutes	MDS/MRO Director/OIC / Authorized signatory
5	Presents Official Receipt as claim stub for Certificates on the date reflected	Releases Certificate to the applicant or authorized representative	None	10 minutes	Administrative Assistant V / Designated Releasing Officer
	5.1 No activity	5.1 Secures the duplicate copy	None	3 minutes	Administrative Assistant V / Designated Releasing Officer
	5.2 No activity	Note: In the case of an Authorized Representative, ask for the authorization letter together with the applicant and the authorized person's valid ID	None	3 minutes	Administrative Assistant V / Designated Releasing Officer
END OF TRANSACTION				Total SPT: 2 hours & 24 minutes	



D.2.2. SEAFARER'S DOCUMENTATION

D.2.2.a. ISSUANCE OF SEAFARERS' RECORD BOOK (SRB) AND SEAFARERS' IDENTITY DOCUMENT (SID) PURSUANT TO MC NO. MD-2024-01

SRB is issued to all Filipino seafarers and cadets/cadettes that serve as a record of sea service of the holder onboard ships of 35GT and above for commercial vessels and 50 GT and above for fishing vessels.

SID refers to an International Identity Document under ILO Convention 185 (revised 2003) used to obtain proof of the bearer's eligibility for visa waiver; and to identify them as genuine seafarers who may be entitled to transit with their passport at ports and border crossings, and to shore leave without a visa.

Office/Division:	Manpower Development Service - Seafarer's Certification and Documentation Division (SCDD)	
Classification:	Simple Transaction	
Type of Transaction:	G2C – Government to Client	
Who may avail:	All Filipino Seafarers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
FOR SRB AND SID		
NEW APPLICATION		
1. Authenticated Birth Certificate or Valid Philippine Passport (original and 1 photocopy)	Philippine Statistics Authority (PSA) / Department of Foreign Affairs (DFA)	
2. Valid NBI Clearance (Original and 1 photocopy)	National Bureau of Investigation (NBI)	
3. Authenticated Marriage Contract, for married woman (original and 1 photocopy)	PSA	
4. Certificate of Completion of Basic Training (BT) or Certificate of Proficiency (original and 1 photocopy)	Maritime Training Institutions (MTIs) / Maritime Industry Authority (MARINA)	



5. Documentary Stamp, for SRB only (1 pc)	Bureau of Internal Revenue (BIR)
REISSUANCE	
1. Old SIRB / SRB or SID, where applicable (original and 1 photocopy)	MARINA
2. Valid NBI Clearance (Original and 1 photocopy)	NBI
3. Authenticated Marriage Contract, for married woman (original and 1 photocopy)	PSA
4. Certificate of Completion of Basic Training (BT) or Certificate of Proficiency (original and 1 photocopy)	MTI / MARINA
5. Certificate of Sea service or entry in the pages of previous SIRB / SRB (original and 1 photocopy)	Licensed Manning Agency (LMA), Domestic Shipping Companies
6. Duly Notarized Affidavit of Loss, if applicable (original)	Notary Public
7. Documentary Stamp, for SRB only (1 pc)	BIR
ONBOARD APPLICATION (EXPIRING/LOST OR DAMAGED SRB/SID)	
1. Letter request from the Company/Agency (original)	LMA
2. Department of Migrant Workers (DMW) approved employment contract (1 photocopy)	DMW (formerly POEA)
3. Crew list duly signed by the Master (1 photocopy)	LMA, Domestic Shipping Companies
4. Clearance of no pending case obligation or unpaid penalty from the MARINA Central Office Legal Service or any MARINA Regional Office Legal Service/Unit (original)	MARINA Legal Service (LS)
5. Affidavit by the Seafarer and confirmation by the Master (original)	Seafarer



6. Duly Notarized Company Affidavit of Undertaking (original)	LMA, Domestic Shipping Companies
7. Documentary Stamp (for SRB only) (1pc)	BIR
EXPEDITE PROCESSING (TO BE SUBMITTED THROUGH WWW.SRBSIDEXPEDITE.MARINA.GOV.PH)	
1. Letter request for Expedite Processing	LMA, Domestic Shipping Companies
2. Confirmed E-Tickets/ Embarkation Order for Domestic	Airline company/ Domestic Shipping Companies
3. Approved DMW contract/s or notarized company contract	LMA
4. Confirmed online appointment	MARINA Online Appointment System (OAS)

CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Scheduling an online appointment	1.1 Type the Uniform Resource Locator (URL) https://sidsrb.marina.gov.ph into the internet browser's address bar to access the MARINA Online Appointment System (OAS)	1.1 No Activity	None	3 minutes	Applicant
	1.1.1 Check the earliest available appointment schedule in the different MARINA processing centers to choose the preferred date and venue for application.	1.1.1 No Activity	None	1 minute	Applicant



CLIENT STEPS		AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.1.2 Click the “SCHEDULE AN APPOINTMENT” button to proceed with the scheduling of appointment	1.1.2 No Activity	None	1 minute	Applicant
	1.1.3 Read the “TERMS AND PRIVACY” statement and click “AGREE” once understood	1.1.3 No Activity	None	1 minute	Applicant
	1.1.4 Click the “SCHEDULE AN APPOINTMENT” button to proceed with the scheduling of appointment	1.1.4 No Activity	None	1 minute	Applicant
	1.1.5 Enter full name, correct email address and date of birth then click the “submit” button	1.1.5 No Activity	None	5 minutes	Applicant
	1.1.6 Check the One Time Pin (OTP) sent to the applicant’s email address	1.1.6 No Activity	None	3 minutes	Applicant
	1.1.7 Enter the OTP within 5 minutes from the time of receipt of the email	1.1.7 No Activity	None	2 minutes	Applicant
	1.1.8 Set an appoint schedule within 60 minutes, according to the following: <ul style="list-style-type: none"> • Select the MARINA processing site intended to visit (Note: Take note 	1.1.8 No Activity	None	20 minutes	Applicant



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>of the complete address of selected processing site)</p> <ul style="list-style-type: none"> ● Pick the preferred date and time of visit ● Choose and enter the transaction category, seafarer type, document to process, and type of application ● Fill-out all the required information ● Upload and submit supporting documents (Note: Optional as the applicant may opt to present the required documents with the corresponding photocopy on the day of his/her appointment) ● Choose the Method of Payment ● If cash payment is selected, read and understand the guide instructions on how to pay in cash ● Click the "Generate Reference Number" button after reading and understanding the guide instructions ● Save or print the "Cash Payment Request Reference Number" form 				



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>1.1.9 Pay the amount due within 48 hours at any of the partner payment outlets to complete the payment transaction (Note: Failure to pay results in automatic cancellation of appointment.)</p> <ul style="list-style-type: none"> • Secure the Official Receipt issued by the payment outlet • Check the Online Appointment Confirmation Form sent to the applicant's email address • Print the online appointment confirmation form and photocopy all of the required documents 	1.1.9 No Activity	<p>SID: New/Renewal- ₱1000.00</p> <p>SRB: New/Renewal- ₱1000.00</p> <p>Onboard processing: SRB/SID-₱ 1800.00</p> <p>Convenience Fee: Credit/Debit Card = 1.8% + ₱ 35.00 Cash = ₱50.00 E-Money = ₱50.00 Online Banking = ₱50.00</p>	5 minutes	Applicant
Submission and Evaluation of application documents	2.1 Proceed to the processing center on scheduled date and time of appointment	2.1 No activity	None	1 minute	Applicant



CLIENT STEPS		AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.2 Present the printed Online Appointment Confirmation Form, Official Receipt of payment, and the original and photocopy of required documents to the Document Screening Officer in Step 1	2.2 No activity	None	1 minute	Applicant
	2.3 For expedite processing, apply for expedite processing through srbsidexpedite.marina.gov.ph and upload the required documents for the concerned applicant.	2.3 Approves the application for expedite processing	None	15 minute	MDS Director / OIC
	2.4 No activity	2.4 Once approved, advise the applicant to proceed to the preferred appointment venue with the printed approval letter and the required documents. Otherwise, the application is pending until compliance	None	2 minutes	LMA



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.5 For Onboard Processing, secures Legal Clearance from MARINA Legal Service before proceeding to Step 1. Presents the printed Online Appointment Confirmation Form and the required documents to the Screening Officer in Step 1.	2.5 No activity	None	1 minute	LMA
Screening of Application	3.1 No activity	3.1 Receive the printed Online Appointment Confirmation Form and the required documents	None	1 minute	MIDS I
	3.2 No activity	3.2 Verify the applicant's appointment and application in the system	None	2 minutes	MIDS I
	3.3 No activity	3.3 If found compliant, the applicant shall proceed to Data Capturing for image capturing and biometric enrolment. Otherwise, inform the applicant of the completion.	None	5 minutes	MIDS I



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Enrollment of Demographic and Biometric Data	4.1 Presents the required documents to the DCM Operator.	4.1 No activity	None	1 minute	Applicant/Authorized Liaison Officer
	4.2 No activity	4.2 Enter the name of the applicant in the Data Capturing Machine (DCM). Enroll the demographic data and capture an image of the applicant	None	10 minutes	MIDS II
	4.3 No activity	4.3 Request the applicant/ authorized Liaison Officer to validate and confirm the correctness of the information captured on the DCM monitor. Then, request the applicant to sign on the electronic signature pad and save the application; otherwise, input necessary corrections.	None	2 minutes	MIDS II



CLIENT STEPS		AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.4 No activity	4.4 If the applicant is on the watchlist, required to secure Legal Clearance from MARINA Legal Service.	None	5 minutes	MIDS II
	4.5 No activity	4.5 Advise the applicant to proceed to releasing.	None	1 minute	MIDS II
Review and approval of the application	5.1 No activity	5.1 Review and ensure correctness of the biometric and biographic details and information of the applicant captured at the DCM. If found correct, approve for transmission to the personalization system. Otherwise, advise the applicant to return to the DCM Operator for correction.	None	10 minutes	Supervising or Senior MIDS/ Authorized Representative
Investigation	6.1 No activity	6.1 Compares biometric and demographic data of applicants with other applicants in the database	None	5 minutes	Division Chief



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	6.2 No activity	6.2 Clears the applicant upon determination of the distinction.	None	2 minutes	Division Chief
	6.3 No activity	6.3 If found correct, approve the application.	None	2 minutes	Division Chief
	6.4 No activity	6.4 If found the same person or duplicated application, inform the applicant that the application will be reject	None	5 minutes	Division Chief
Printing and Laminating of SID/SRB (Personalization System)	7.1 No activity	7.1 For SID Card: Prints and laminates the applicant's information on the blank SID card through the Personalization System.	None	15 minutes	Designated Printing/ Laminating Operator
	7.2 No activity	7.2 For SRB: Prints and laminates the applicant's information in the blank booklet through the Personalization System.	None	15 minutes	Designated Printing/ Laminating Operator



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	7.3 No activity	7.3 If found spoiled, the spoiled card/booklet will be recorded through the Spoilage Form issue.	None	2 minutes	Designated Printing/ Laminating Operator
Manual Quality Control	8.1 No activity	8.1 Checks if the quality of the printed and laminated document conforms with the following standards For SID Card: Laminates must be appropriately aligned with the SID card, and make sure that the front page has a hologram and the back page with a clear laminate; otherwise, reprint For SRB: Laminates must be appropriately aligned with the booklet's first page, and printed SRB has no damage; otherwise, reprint	None	5 minutes	Designated Manual Quality Control Operator



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Electronic Quality Control	9.1 No activity	9.1 For SID Card and SRB: Scans the barcode of the card/booklet. If the information displayed is correct, proceed to issuance; if there's an error, reject the card/booklet, then go back to printing	None	5 minutes	Designated Electronic Quality Control Operator
	9.2 No activity	9.2 Completes the electronic quality control process for the system to transmit the SRB/SID to the "Releasing" counter	None	5 minutes	Designated Electronic Quality Control Operator
Releasing of SRB/SID	10.1 No activity	10.1 In the issuance module, enter the applicant's document number or full name to search for the applicant's record.	None	10 minutes	Releasing Personnel
	10.2 No activity	10.2 In the case of the Authorized Representative, we require an authorization letter, the applicant, and the authorized person's valid ID	None	10 minutes	Releasing Personnel



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	10.3 No activity	10.3 Releases the document to the applicant or authorized representative and requests to sign on the signature pad for confirmation.	None	5 minutes	Releasing Personnel
END OF TRANSACTION				3 hours & 5 minutes per application	



D.2.2.b. ISSUANCE OF SEAFARER’S IDENTIFICATION BOOKLET (SIB) PURSUANT TO MC No. MD-2024-02

SIB shall apply to every Filipino seafarer and who is engaged in any capacity onboard a Philippine-registered vessel below 35 GT and Fishing Vessels from 3GT to below 50 GT.

Office/Division:	Manpower Development Service - Seafarer’s Certification and Documentation Division (SCDD)	
Classification:	Simple Transaction	
Type of Transaction:	G2C – Government to Client	
Who may avail:	Seafarers on ships 35GT and Fishing Vessels from 3GT to below 50 GT	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
NEW APPLICATION:		
1. Birth Certificate on Security Paper (SECPA) or Philippine Passport (Original and 1 photocopy)	PSA / DFA	
2. Valid NBI / Police Clearance / Barangay Certificate (Original and 1 photocopy)	NBI / PNP / Barangay	
3. Modified Basic Safety Training (MBST) Certificate (Original and 1 photocopy)	MARINA	
4. Documentary Stamp (1 pc)	BIR	
RENEWAL:		
1. Old SIB (original)	MARINA	



2. Valid NBI / Police Clearance / Barangay Certificate (Original and 1 photocopy)		NBI / PNP / Barangay			
3. Modified Basic Safety Training (MBST) Certificate (Original and 1 photocopy)		MARINA			
4. Sea Service as indicated in the SIB / Certificate of Sea Service (Original and 1 photocopy)		Seafarer / Owner / Operator			
5. Documentary Stamp (1 pc)		BIR			
LOSS OR DAMAGE:					
1. Valid NBI / Police Clearance / Barangay Certificate (Original and 1 photocopy)		NBI / PNP / Barangay			
2. Modified Basic Safety Training (MBST) Certificate (Original and 1 photocopy)		MARINA			
3. Sea Service as indicated in the SIB / Certificate of Sea Service (Original and 1 photocopy)		Seafarer / Owner / Operator			
4. Duly Notarized Affidavit of Loss or Damaged (original		Notary Public			
5. Documentary Stamp (1 pc)		BIR			
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Fill out the Application Form and submit together with the required documents	No Activity	None	10 minutes	Applicant
2	No Activity	Checks completeness of documentary requirements. Evaluates the authenticity and	None	5 minutes	MIDS I / MIDS II / Designated Evaluator



		validity of documentary requirements			
3	No Activity	Evaluates the completeness and integrity of the submitted documents vis-à-vis the documentary requirements	None	20 Minutes	MIDS I / MIDS II / Designated Evaluator
	3.1 No Activity	3.1 If the evaluator finds a violation of the MARINA rules and regulations, endorses the applicant to Legal Service to secure Legal Clearance	None	5 minutes	MIDS I / MIDS II / Designated Evaluator
	3.2 No Activity	3.2 If complete, issues a Reference Number through the MARINA E-Payment System portal	Regular - ₱ 350.00 Replacement of lost SIB: First time- ₱ 500.00 Succeeding issuance – double the cost of the last replacement	5 minutes	MIDS I / MIDS II / Designated Evaluator
	3.3 No Activity	3.3 If not complete, returns the application for completion	None	3 minutes	MIDS I / MIDS II / Designated Evaluator
4	Proceed to the payment center, pay the corresponding amount, and secure a receipt. Submits the official receipt to the Evaluator	Writes the official receipt number on the Application Form and advises the applicant to return after 3 working days	None	5 minutes	MIDS II / Designated Evaluator
	4.1 No activity	4.1 Encodes the applicant's pertinent data and print SIB	None	20 minutes	MIDS I/ Designated Encoder
	4.2 No activity	4.2 Forwards the application with the printed SIB to the Reviewer.	None	5 minutes	MIDS I/ Designated Encoder



	4.3 No activity	4.3 If the applicant is on the watchlist, return the application to the concerned Evaluator	None	5 minutes	MIDS I/ Designated Encoder
	4.4 No activity	4.4 Validates the correctness and completeness of the submitted documents prior to endorsement to the Division Chief for attestation.	None	5 minutes	Supervising/ Senior MIDS
	4.5 No activity	4.5 Attests that the application complied with the documentary requirements under the implementing Circular. Affixes signature on the printed SIB.	None	10 minutes	Division Chief/ Authorized Representative
	4.6 No activity	4.6 if application is in order, Director affixes counter- signature.	None	10 minutes	MDS Director/OIC
5	Presents OR with valid ID to releasing counter	Releases printed SIB to the applicant or authorized representative	None	10 minutes	Administrative Assistant V/ Designated Releasing Officer
	5.1 No Activity	5.1 In the case of an Authorized Representative, asks for the authorization letter together with the applicant and the authorized person's valid ID	None	2 minutes	Administrative Assistant V/ Designated Releasing Officer
END OF TRANSACTION				2 hours per application	



E. MCO - MARITIME SAFETY SERVICE

E.1. 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 Central Office - Maritime Safety Service (MSS) Service Unit/ Maritime Safety Inspection Division (MSID)	
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 Application indicating the service(s) they proposed to offer and the routes or location, particularly, the project(s) or contract(s) for which the service will be rendered, the area(s) of operation, the charterer(s), the nature of the service(s) to be rendered and the relevant particulars/features of the ship(s). (1 photocopy)	Applicant
2.	Previously Issued Special permit (For renewal/extension) (1 photocopy)	DSS
3.	Letter endorsement to proceed for issuance of Special permit (For renewal/extension) (1 photocopy)	Applicant
4.	Ship's valid Certificate of Registry/Nationality (1 photocopy)	Flag State/ Recognized Org.



5. Ship's valid Class Certificate and Latest Survey Report for the last six (6) months issued by members of the International Class Organization recognized by their Flag Administration (1 photocopy)	Flag State/ Recognized Org.
6. ISM – Safety Management Certificate (ISM-SMC) (1 photocopy)	Flag State/ Recognized Org.
7. ISM – Document of Compliance (ISM-DOC for Company) (1 photocopy)	Flag State/ Recognized Org.
8. International Ship and Port Facility Security (ISPS) Certificates (1 photocopy)	Flag State/ Recognized Org.
9. Cargo Ship Safety Radio Certificate (if applicable) (1 photocopy)	Flag State/ Recognized Org.
10. Cargo Ship Safety Equipment Certificate (if applicable) (1 photocopy)	Flag State/ Recognized Org.
11. Cargo Ship Safety Construction Certificate (if applicable) (1 photocopy)	Flag State/ Recognized Org.
12. Passenger Ship Safety Certificate (if applicable) (1 photocopy)	Flag State/ Recognized Org.
13. Certificate of Fitness (Chemical or Gas Carrier) (if applicable) (1 photocopy)	Flag State/ Recognized Org.
14. Manning Certificate (1 photocopy)	Flag State/ Recognized Org.
15. International Tonnage Certificate (1 photocopy)	Flag State/ Recognized Org.
16. International Loadline Certificate (1 photocopy)	Flag State/ Recognized Org.
17. International Oil Pollution Prevention Certificate (IOPPC) (1 photocopy)	Flag State/ Recognized Org.
18. International Sewage Pollution Prevention Certificate (ISPPC) (1 photocopy)	Flag State/ Recognized Org.
19. International Air Pollution Prevention Certificate (IAPPC) (1 photocopy)	Flag State/ Recognized Org.
20. International Energy Efficiency Certificate (IEEC) (1 photocopy)	Flag State/ Recognized Org.
21. International Ballast Water Management Certificate (IBWMC) (1 photocopy)	Flag State/ Recognized Org.
22. International Anti-Fouling System Certificate (IAFSC) (1 photocopy)	Flag State/ Recognized Org.
23. Ship Station License (1 photocopy)	Flag State/ Recognized Org.
24. Inventory List of the following: (1 photocopy) <ul style="list-style-type: none"> ● Life-Saving Appliances ● Fire-Fighting Equipment ● Radiocommunication Equipment ● Navigational Equipment 	Flag State/ Recognized Org.
25. LRIT compliance test report (if applicable) (1 photocopy)	Flag State/ Recognized Org.
26. Crew List and licenses (1 photocopy)	Flag State/ Recognized Org.



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	<p>Proceeds to MARINA Central Records Unit (CRU) to submit the application with complete documentary requirements</p> <p>1.1 IF EMAIL, send to the official email address of the Maritime Safety Service, Central Office (mss@marina.gov.ph).</p>	1	<p>Receives application from the applicant, and endorses the application to the concerned Service Unit</p> <p>1.1 Acknowledge receipt of the email and forward the email to the MSS Director</p> <p>1.2 Forwards the application to the DC of MSID for appropriate action.</p> <p>1.3 Assigns MSS Technical Personnel to screen and attend to the submitted application.</p>	None	30 minutes	<p>Records Officer, Records Section, MFAS</p> <p>MSS Secretary/ Administrative Staff:</p> <ul style="list-style-type: none"> ● Administrative Assistant I ● Administrative Aide VI ● Job Order <p>MSS Director or OIC</p> <p>Chief, Shipping Operations Specialist, MSID or OIC</p>



2	No activity	2	Screens the completeness and veracity of documentary requirements submitted by the applicant. Note: If incomplete and/or not in accordance to the documentary requirements, returns the application to the applicant.	None		1 hour	MSS Technical Personnel: <ul style="list-style-type: none"> ● Supervising SOS; ● Engineer III; ● Senior SOS/Senior MIDS; ● Engineer II; ● SOS II; or, ● SOS I
3	Receives ATAP	3	Issues Authority to Accept Payment (ATAP)	None		10 minutes	MSS Technical Personnel: <ul style="list-style-type: none"> ● Supervising SOS; ● Engineer III; ● Senior SOS/Senior MIDS; ● Engineer II; ● SOS II; or, ● SOS I
4	Proceeds to Cashier to pay corresponding amount	4	Accepts payment from the applicant based on ATAP.			20 minutes	Cashier, Cash Section, MFAS
				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			
				<ul style="list-style-type: none"> Main Engine/s 	Based on KW rating (MC 2015 – 10)		
				<ul style="list-style-type: none"> Aux. Engine/s 	Based on KW rating (MC 2015 – 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		
5	Receives Official Receipt (OR) Proceeds to MSS CO	5	Issues Official Receipt (OR) 5.1 Receives the proof of payment from the applicant and forwards to assigned MSS Technical Personnel	None		20 minutes	Cashier, Cash Section, MFAS MSS Secretary/ Administrative Staff: <ul style="list-style-type: none"> • Administrative Assistant I • Administrative Aide VI • Job Order
6	No Activity	6	Conducts Inspection	None		1 – 3 days	MSS Technical Personnel: <ul style="list-style-type: none"> • Supervising SOS; • Engineer III; • Senior SOS/Senior MIDS; • Engineer II; • SOS II; or, SOS I



7	Act on the Deficiencies found during the conduct of Inspection No Activity, if compliant during inspection	7	Prepares letter / notice to comply and / or returning the application (for non-compliance) Prepares Letter to the Company, Memo for the MSS Director and Memo to DSS	None	3 hours	MSS Technical Personnel: <ul style="list-style-type: none"> • Supervising SOS; • Engineer III; • Senior SOS/Senior MIDS; • Engineer II; • SOS II; or, • SOS I
8	No Activity	8	Reviews Letter to the Company, Memo for the MSS Director and Memo to DSS, recommends for approval and forwards to MSS Director/OIC	None	2 hours	Chief, Shipping Operations Specialist, MSID or OIC
9	No Activity	9	Approves the Letter to the Company, Memo to the MSS Director and Memo to DSS, and signs them.	None	1 hour	MSS Director or OIC
10	No Activity	10	Receives and records in the logbook and endorses the letter to the company to the CRU, and endorses the Memo to DSS.	None	10 minutes	MSS Secretary/ Administrative Staff: <ul style="list-style-type: none"> • Administrative Assistant I • Administrative Aide VI • Job Order



11	Receives approved letter to the Company	11	Releases signed documents	None	30 minutes	Records Officer, Records Section, MFAS
END OF TRANSACTION				1 day and 1 hour plus the number of inspection days		



E.2. INSPECTION/SURVEY/AUDIT OF OVERSEAS SHIPS AND COMPANIES UNDER 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 Central Office - Maritime Safety Service (MCO-MSS)	
Classification:	Highly Technical Transaction	
Type of Transaction:	G2B – Government to Business	
Who may avail:	<p>Shipping Companies/ Companies/ Managers/ Designated Person Ashore (DPA) of All Philippine-registered ships engaged in international voyages including training ships and ships engaged in ASEAN-RORO/BIMP-EAGA routes.</p> <p>All Recognized Organizations accredited under MARINA Circular No. 2018-01, and its subsequent amendments as amended, performing statutory certification and services to Philippine-registered ships engaged in international voyages and companies; and</p> <p>All companies as defined in the ISM Code operating ships described in Sec.2.1 herein.</p>	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Inspection/Survey		
1. Letter of Intent (1 photocopy)	Applicant	
2. Certificate of Ownership and Certificate of Registration of the PRV (1 photocopy)	MARINA/Recognized Organizations	
3. PRV's Statutory Certificates (1 photocopy)	Recognized Organizations	
4. PRV's Classification Certificate (1 photocopy)	Recognized Organizations	
5. PRV's Crew List and Licenses (1 photocopy)	MARINA	
6. Required documents relative to the application(1 photocopy)	MSS CO	
Audit		
1. Letter of Intent (1 photocopy)	Applicant	
2. E-copy of Safety Management Systems (SMS) Manual in pdf format	Flag State/ Recognized Org.	
3. Required documents relative to the application (1 photocopy)	MSS CO	



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	<p>Proceeds to MARINA Central Records Unit (CRU) to submit the application with complete documentary requirements</p> <p>1.1 IF EMAIL, send to the official email address of the Maritime Safety Service, Central Office (mss@marina.gov.ph).</p>	1	<p>Receives application from the applicant, and endorses the application to the concerned Service Unit</p> <p>1.1 Acknowledge receipt of the email and forward to the MSS Director</p> <p>1.2 Forwards the application to the DC of MSID for appropriate action.</p> <p>1.3 Assigns MSS Technical Personnel to</p>	None	30 minutes	<p>Records Officer, Records Section, MFAS</p> <p>MSS Secretary/ Administrative Staff:</p> <ul style="list-style-type: none"> ● Administrative Assistant I ● Administrative Aide VI ● Job Order <p>MSS Director or OIC</p>



			screen and attend to the submitted application.			Chief, Shipping Operations Specialist, MSID or OIC
2	No activity	2	Screens the completeness and veracity of documentary requirements submitted by the applicant. Note: If incomplete and/or not in accordance to the documentary requirements, returns the application to the applicant.	None	1 hour	MSS Technical Personnel: <ul style="list-style-type: none"> • Supervising SOS; • Engineer III; • Senior SOS/Senior MIDS; • Engineer II; • SOS II; or, • SOS I
3	Receives ATAP	3	Issues Authority to Accept Payment (ATAP)	None	10 minutes	MSS Technical Personnel: <ul style="list-style-type: none"> • Supervising SOS; • Engineer III; • Senior SOS/Senior MIDS; • Engineer II; • SOS II; or,



						• SOS I										
4	Proceeds to Cashier to pay corresponding amount	4	Accepts payment from the applicant based on ATAP	<table border="1"> <thead> <tr> <th>Activity</th> <th>FEE</th> </tr> </thead> <tbody> <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> </tbody> </table> <p>Administrative sanctions, fines and/or penalties refer to MC No. MS-2020- 02</p>	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	20 minutes	Cashier, Cash Section, MFAS
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															



5	Receives Official Receipt (OR) 5.1 Proceeds to MSS CO	5	Issues Official Receipt (OR) 5.1 Receives the proof of payment from the applicant and forwards to assigned MSS Technical Personnel	None	20 minutes	Cashier, Cash Section, MFAS MSS Secretary/ Administrative Staff: <ul style="list-style-type: none"> ● Administrative Assistant I ● Administrative Aide VI ● Job Order
6	No Activity	6	Conduct of Inspection/ Survey/ Audit	None	1 – 3 days	MSS Technical Personnel: <ul style="list-style-type: none"> ● Supervising SOS; ● Engineer III; ● Senior SOS/Senior MIDS; ● Engineer II; ● SOS II; or, ● SOS I



7	Act on the Deficiencies found during the conduct of Inspection No Activity, if compliant during inspection	7	Prepares letter / notice to comply and / or returning the application (for non-compliance) Prepares Letter to the Company and corresponding EB	None	3 hours	MSS Technical Personnel: <ul style="list-style-type: none"> • Supervising SOS; • Engineer III; • Senior SOS/Senior MIDS; • Engineer II; • SOS II; or, • SOS I
8	No Activity	8	Reviews Letter to the Company and corresponding EB, recommends for approval and forwards to MSS Director/OIC	None	2 hour	Chief, Shipping Operations Specialist, MSID or OIC
9	No Activity	9	Approves the Letter to the Company and EB and signs them.	None	1 hour	MSS Director or OIC
10	No Activity	10	Receives and records in the logbook and endorses the letter to the company to the CRU.	None	10 minutes	MSS Secretary/ Administrative Staff: <ul style="list-style-type: none"> • Administrative Assistant I • Administrative Aide VI • Job Order



11	Receives approved letter to the Company	11	Releases signed documents	None	30 minutes	Records Officer, Records Section, MFAS
END OF TRANSACTION					1 day and 1 hour PLUS the number of Inspection/ Survey/ Audit days	



E.3. ACCREDITATION OF RECOGNIZED ORGANIZATIONS (ROs)

As part of the accreditation process, the MSS Technical personnel conducts the initial/annual/renewal audit to 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 Central Office - Maritime Safety Service (MSS) Service Unit/ Maritime Safety Audit Division (MSAD)	
Classification:	Highly Technical Transaction	
Type of Transaction:	G2B – Government to Business	
Who may avail:	Organizations as defined under relevant mandatory IMO instruments and national legislation that will perform statutory certification and services to all Philippine shipping companies and their Philippine-registered ships, of size and tonnage under IMO instruments and national legislation	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter of application signed by the officer of the company or its authorized representative 2. (1 photocopy)		Applicant
3. Company registration/Articles of Incorporation and By-Laws issued/Memorandum and Articles of Partnership issued by the Securities and Exchange Commission (1 photocopy)		Applicant
4. Quality Assurance Certification issued by a certifying body acceptable to the Administration 5. (1 photocopy)		Applicant
6. Directory of officers, auditors, surveyors or officials showing their competence and qualifications (1 photocopy)		Applicant
7. 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 (1 photocopy)		Applicant
8. 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 (1 photocopy)		Applicant



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	<p>Proceeds to MARINA Central Records Unit (CRU) to submit the application with complete documentary requirements</p> <p>11.1 IF EMAIL, send to the official email address of the Maritime Safety Service, Central Office (mss@marina.gov.ph).</p>	1	<p>Receives application from the applicant, and endorses the application to the concerned Service Unit</p> <p>1.1 Acknowledge receipt of the email and forward the email to the concerned Division</p> <p>1.2 Forwards the application to the DC of MSID for appropriate action.</p> <p>1.3 Assigns MSS Technical Personnel to screen.</p>	None	30 minutes	<p>Records Officer, Records Section, MFAS</p> <p>MSS Secretary/ Administrative Staff:</p> <ul style="list-style-type: none"> • Administrative Assistant I • Administrative Aide VI • Job Order <p>MSS Director or OIC</p> <p>Chief, Shipping Operations Specialist, MSAD or OIC</p>



2	No activity	2 Screens the completeness and veracity of documentary requirements submitted by the applicant. Note: If incomplete and/or not in accordance to the documentary requirements, returns the application to the applicant.	None		1 hour	MSS Technical Personnel: <ul style="list-style-type: none"> • Supervising SOS; • Engineer III; • Senior SOS/Senior MIDS; • Engineer II; • SOS II; or, • SOS I 						
3	Receives ATAP	3 Issues Authority to Accept Payment (ATAP)	None		10 minutes	MSS Secretary/Administrative Staff: <ul style="list-style-type: none"> • Administrative Assistant I • Administrative Aide VI • Job Order 						
4	Proceeds to Cashier to pay corresponding amount	4 Accepts payment from the applicant based on ATAP,	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="1084 1081 1340 1159">Activity</th> <th data-bbox="1340 1081 1779 1159">Fee</th> </tr> </thead> <tbody> <tr> <td data-bbox="1084 1159 1340 1276">Accreditation Fee</td> <td data-bbox="1340 1159 1779 1276">P100,000.00 + documentary stamp fee</td> </tr> <tr> <td data-bbox="1084 1276 1340 1352">Audit Fee</td> <td data-bbox="1340 1276 1779 1352">P50,000.00 / Audit</td> </tr> </tbody> </table>		Activity	Fee	Accreditation Fee	P100,000.00 + documentary stamp fee	Audit Fee	P50,000.00 / Audit	10 minutes	Cashier, Cash Section, MFAS
Activity	Fee											
Accreditation Fee	P100,000.00 + documentary stamp fee											
Audit Fee	P50,000.00 / Audit											



5	Receives Official Receipt (OR) Proceeds to MSS CO	5	Issues Official Receipt (OR) 5.1 Receives the proof of payment from the applicant and forwards to assigned MSS Technical Personnel	None	10 minutes	Cashier, Cash Section, MFAS MSS Secretary/ Administrative Staff: <ul style="list-style-type: none"> • Administrative Assistant I • Administrative Aide VI • Job Order
6	No activity	6	Assigns the Lead Auditor and audit members	None	20 minutes	Chief, Shipping Operations Specialist, MSAD or OIC
7	No activity	7	Evaluation of Application Documents and Rule Books	None	15 days	MSS Audit Team: <ul style="list-style-type: none"> • Supervising SOS; • Engineer III; • Senior SOS/Senior MIDS; • Engineer II; • SOS II; or, • SOS I



8	No activity	8	Preparation of audit plan	None	1 day	Lead Auditor: <ul style="list-style-type: none"> • Supervising SOS; • Engineer III; • Senior SOS/Senior MIDS;
9	No activity	9	Review and Approval of audit plan	None	1 hour	Chief, Shipping Operations Specialist, MSAD or OIC Chief, MSS Director or OIC
10	Receives, review and confirm to the approved audit plan	10	Dissemination of the approved Audit Plan Note: If the Auditees confirms non-availability to the prescribed schedule, they shall inform the MARINA Audit Team seven (7) days before the scheduled audit	None	1 hour	Lead Auditor: <ul style="list-style-type: none"> • Supervising SOS; • Engineer III; • Senior SOS/Senior MIDS;



11	No activity	11	Conduct of Audit	None	1 day	MSS Audit Team: <ul style="list-style-type: none"> • Supervising SOS; • Engineer III; • Senior SOS/Senior MIDS; • Engineer II; • SOS II; or, • SOS I
12	Act on the findings found during the conduct of audit 11.1 Submission and Implementation of corrective action No Activity, if compliant during audit	12	Prepare audit findings 12.1 Receive and review the submitted corrective action/s. If acceptable, proceed to the preparation of audit report Prepares audit report and memorandum address to Director/OIC of	None	2 hours 4 hours	MSS Audit Team: <ul style="list-style-type: none"> • Supervising SOS; • Engineer III; • Senior SOS/Senior MIDS; • Engineer II; • SOS II; or, • SOS I



			MSS and OSS.		1 day	
13	No Activity	13	Reviews audit report and memorandum address to Director/OIC of MSS and OSS, recommends for approval and forwards to MSS Director/OIC	None	1 hour	Chief, Shipping Operations Specialist, MSAD or OIC Chief
14	No Activity	14	Approves the audit report and memorandum address to Director/OIC of MSS and OSS and signs them.	None	30 minutes	MSS Director or OIC
15	Receives the approved copy of audit report	15	Provides the Applicant or the Auditee/s a copy of the approved Audit Report	None	10 minutes	MSS Audit Team: <ul style="list-style-type: none"> • Supervising SOS; • Engineer III; • Senior SOS/Senior MIDS; • Engineer II; • SOS II; or, • SOS I



16	No activity	<p>16 Endorse the application together with audit documents to Overseas Shipping Operations (OSS),</p> <p>NOTE: Given that the negotiation and signing of the MOA fall under the purview of OSS the endorsed copy of the approved audit report should be forwarded to the Director/OIC of the OSS for MOA processing. The drafting and issuance process of the COA which fall under the purview of MRO-NCR will commence only upon receipt of OSS's endorsement of the approved MOA. The Certificate of Accreditation shall be issued shall only be issued after signing of the Memorandum</p>	None	30 minutes	<p>MSS Secretary/ Administrative Staff:</p> <ul style="list-style-type: none"> ● Administrative Assistant I ● Administrative Aide VI ● Job Order
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		of Agreement (MOA).			
END OF TRANSACTION				19 days, 11 hours and 30 minutes	



E.4. ISSUANCE OF CERTIFICATE OF ACCREDITATION FOR MARINA ACCREDITED CLASSIFICATION SOCIETY (RA 9295 / MCMS-2020-01)

The processing of application for accreditation of MACS 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:	MARINA Central Office - Maritime Safety Service (MSS) Service Unit/ Maritime Safety Audit Division (MSAD)	
Classification:	Highly Technical Transaction	
Type of Transaction:	G2B – Government to Business	
Who may avail:	Local Classification Societies	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter of Intent		Applicant
2. SEC registration Certificate, Articles of Incorporation and by-laws (1 photocopy)		Applicant
3. Business Permit and Barangay Certificate (1 photocopy)		Applicant
4. Name of signatory(ies) to the Class Certificate (1 photocopy)		Applicant
5. List of surveyors, technical, managerial and support staff, and Code of Ethics (1 photocopy)		Applicant
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) (1 photocopy)		Applicant
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 (1 photocopy)		Applicant



8. ISO 9000 Series Certification and subsequent amendment thereto issued by internationally recognized certifying body/ independent auditors (1 photocopy)	Applicant
9. Proof of Professional Indemnity Insurance or Liability Insurance secured (1 photocopy)	Applicant
<p>Note: Applicants should also bring the Original Copy of the required documents on 'Photocopy' for the purpose of counter - checking.</p>	

CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	<p>Proceeds to MARINA Central Records Unit (CRU) to submit the application with complete documentary requirements</p> <p>1.1 IF EMAIL, send to the official email address of the Maritime Safety Service, Central Office (mss@marina.gov.ph)</p>	1	<p>Receives application from the applicant, and endorses the application to the concerned Service Unit</p> <p>1.1 Acknowledge receipt of the email and forward the email to the concerned Division</p> <p>1.2 Forwards the application to the DC of MSID for appropriate action</p> <p>1.3 Assigns MSS Technical Personnel to screen.</p>	None	1 day	<p>Records Officer, Records Section, MFAS</p> <p>MSS Secretary/ Administrative Staff:</p> <ul style="list-style-type: none"> • Administrative Assistant I • Administrative Aide VI • Job Order <p>MSS Director or OIC / Chief, Shipping Operations Specialist, MSAD or OIC</p>



2	No activity	2	Screens the completeness and veracity of documentary requirements submitted by the applicant. Note: If incomplete and/or not in accordance to the documentary requirements, returns the application to the applicant.	None	30 minutes	MSS Audit Team: <ul style="list-style-type: none"> • Supervising SOS; • Engineer III; • Senior SOS/Senior MIDS; • Engineer II; • SOS II; or, • SOS I
3	Receives ATAP	3	Issues Authority to Accept Payment (ATAP)	None	10 minutes	MSS Secretary/ Administrative Staff: <ul style="list-style-type: none"> • Administrative Assistant I • Administrative Aide VI • Job Order
4	Proceeds to Cashier to pay corresponding amount	4	Accepts payment from the applicant based on ATAP,	Accreditation Fee: P100,000.00 Initial/ Renewal/ Annual Audit Fee: P50,000.00 <i>*Exclusive of documentary stamps required by law to be affixed on the certificate.</i>	10 minutes	Cashier, Cash Section, MFAS



5	Receives Official Receipt (OR) Proceeds to MSS CO	5	Issues Official Receipt (OR) 5.1 Receives the proof of payment from the applicant and forwards to assigned MSS Technical Personnel	None	10 minutes	Cashier, Cash Section, MFAS MSS Secretary/ Administrative Staff: <ul style="list-style-type: none"> • Administrative Assistant I • Administrative Aide VI • Job Order
6	No activity	6	Assigns the Lead Auditor and audit members	None	20 minutes	Chief, Shipping Operations Specialist, MSAD or OIC
7	No activity	7	Evaluation of Application Documents and Rule Books	None	15 days	MSS Audit Team: <ul style="list-style-type: none"> • Supervising SOS; • Engineer III; • Senior SOS/Senior MIDS; • Engineer II; • SOS II; or, • SOS I
8	No activity	8	Preparation of audit plan	None	1 day	Lead Auditor: <ul style="list-style-type: none"> • Supervising SOS; • Engineer III; • Senior SOS/Senior MIDS;



9	No activity	9	Review and Approval of audit plan	None	1 hour	Chief, Shipping Operations Specialist, MSAD or OIC Chief MSS Director or OIC
10	Receives, review and confirm to the approved audit plan	10	Dissemination of the approved Audit Plan Note: If the Auditees confirms non-availability to the prescribed schedule, they shall inform the MARINA Audit Team seven (7) days before the scheduled audit	None	1 hour	Lead Auditor: <ul style="list-style-type: none">• Supervising SOS;• Engineer III; Senior SOS/Senior MIDS;
11	No activity	11	Conduct of Audit	None	2 days	MSS Audit Team: <ul style="list-style-type: none">• Supervising SOS;• Engineer III;• Senior SOS/Senior MIDS;• Engineer II;• SOS II; or,• SOS I
12	Act on the findings found during the conduct of audit 12.1 Submission and	12	Prepare audit findings 12.1 Receive and review the submitted	None	2 hours 4 hours	MSS Audit Team: <ul style="list-style-type: none">• Supervising SOS;• Engineer III;• Senior SOS/Senior MIDS;



	<p>Implementation of corrective action</p> <p>No Activity, if compliant during audit</p>		<p>corrective action/s.</p> <p>If acceptable, proceed to the preparation of audit report</p> <p>Prepares audit report and memorandum address to Director/OIC of MSS</p>		<p>1 day</p>	<ul style="list-style-type: none"> • Engineer II; • SOS II; or, • SOS I
13	No Activity	13	Reviews audit report and memorandum address to Director/OIC of MSS, recommends for approval and forwards to MSS Director/OIC	None	1 hour	Chief, Shipping Operations Specialist, MSAD or OIC Chief
14	No Activity	14	Approves the audit report and memorandum address to Director/OIC of MSS and signs them.	None	30 minutes	MSS Director or OIC
15	Receives the approved copy of audit report	15	Provides the Applicant or the Auditee/s a copy of the approved Audit Report	None	10 minutes	<p>MSS Audit Team:</p> <ul style="list-style-type: none"> • Supervising SOS; • Engineer III; • Senior SOS/Senior MIDS; • Engineer II; • SOS II; or, • SOS I



16	No activity	16	Prepares the Certificate of Accreditation and the Corresponding EB	None	1 day	MSS Audit Team: <ul style="list-style-type: none"> • Supervising SOS; • Engineer III; • Senior SOS/Senior MIDS; • Engineer II; • SOS II; or, • SOS I
17	No Activity	17	Reviews the Certificate of Accreditation and the Corresponding EB, recommends for approval and forwards to the Administrator	None	2 hour	Chief, Shipping Operations Specialist, MSAD or OIC Chief MSS Director or OIC
18	No Activity	18	Approves the Certificate of Accreditation and the Corresponding EB and signs them.	None	1 hour	Administrator
19	No Activity	19	Receives and records in the logbook and endorses the letter to the company to the CRU.	None	10 minutes	MSS Secretary/ Administrative Staff: <ul style="list-style-type: none"> • Administrative Assistant I • Administrative Aide VI • Job Order
20	Receives signed certificate	20	Releases signed documents	None	30 minutes	Records Officer, Records Section, MFAS
END OF TRANSACTION					21 days, 14 hours and 40 minutes	



F. MCO - OVERSEAS SHIPPING SERVICE

F.1. ISSUANCE OF SPECIAL PERMIT FOR THE TEMPORARY UTILIZATION OF DOMESTIC SHIPS TO 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 Central Office-Overseas Shipping Service/ Maritime Registry Division	
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 domestic ships	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
NEW APPLICANT		
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):		Applicant
1) Certificate of Philippine Registry		
2) Certificate of Ownership		
3) Document of Compliance		
4) Safety Management Certificate		
5) Cargo Ship Safety Certificate		
6) Cargo Ship Safety Equipment Certificate		
7) Cargo Ship Safety Construction Certificate		
8) Cargo Securing Manual		
9) Certificate of Public Convenience		
10) Certificate of Class		
11) Cargo Ship Safety Radio Certificate		
12) Certificate of Fitness		

- 13) Certificate of Insurance or Other Financial Security in respect of CLC for Bunker Oil Pollution Damages, 2001 (1,000GT and above)
- 14) Civil Liability Certificate (greater than 1,000GT)
- 15) Conformance Test Report – Long Range Identification and Tracking (LRIT) License (300GT and above) or Automatic Identification System (AIS), whichever is applicable
- 16) Continuous Synopsis Record (500GT and above)
- 17) Exemption Certificate
- 18) International Air Pollution Prevention Certificate
- 19) International Anti -Fouling System Certificate (24 meters or more in length but less than 400 GT)
- 20) International Ballast Water Management Certificate (400GT and above)
- 21) International Energy Efficiency Certificate
- 22) International Load Line Certificate
- 23) International Oil Pollution Prevention Certificate
- 24) International Sewage Pollution Prevention Certificate
- 25) International Ship Security Certificate (500GT and above)
- 26) International Tonnage Certificate/Admeasurement
- 27) Maritime Labor Certificate, 2006, as amended (500 GT and above)
- 28) Minimum Safe Manning Certificate (to be issued pursuant to MARINA Memorandum Circular 2018 -03)
- 29) Passenger Insurance
- 30) Passenger Ship Safety Certificate
- 31) Ship Station License
- 32) For ships that will be drydocked/repaired abroad: Waiver from Shipyards Regulation Service
- 33) For conduction purposes abroad: Safety Certificates depending on the type and size of the ship

4. Documents for traditional ships (1 copy each):

- 1) Certificate of Philippine Registry
- 2) Certificate of Ownership
- 3) Document of Compliance



4) Safety Management Certificate 5) Cargo Ship Safety Certificate 6) Cargo Ship Safety Equipment Certificate 7) Cargo Ship Safety Construction Certificate Cargo Securing Manual		Applicant				
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceed to Overseas Shipping Service (OSS) and submit the application with complete documentary requirements. Or via email: Send the application and complete documentary requirements via the official email address of the office.	1	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted. Or via email: Acknowledges receipt of email and logs it in the summary of emails.	None	1 hour	Evaluator Email Administrator
2.	No activity If incomplete: Provides the missing requirements	2	If complete: Issues Authority to Accept Payment (ATAP) If incomplete: Notifies the applicant of the missing documents not provided with the application	None	30 minutes	Evaluator



3	Pays the duly prescribed fees for the application indicated in the ATAP	3	Accepts the payment and issues the Official Receipt	<p>Special Permit for 3 months</p> <p>Php8,100 (tramping operation) plus documentary stamp/document</p> <p>Php39,700 (liner operation) plus documentary stamp/document</p> <p>Amendment: Php600 plus documentary stamp/document</p>	20 minutes	Cashier
4	<p>Proceed to the evaluator and presents the Official Receipt for notation</p> <p>Or via email: Sends proof of payment at the official email address</p>	4	Receives and logs the application and assigns the application to the evaluator	None	5 minutes	Division Chief/OIC
5	No activity	5.1	Evaluates the application in accordance with the prevailing rules and regulations	None	4 hours	Evaluator
	If found deficient:	5.2	<p>If found deficient:</p> <p>Notifies the applicant of the deficiencies and prescribes the period within which</p>	None	30 minutes	Evaluator

Complies with the deficiencies.		to comply.			
	5.3	Prepares the Disposition Form and Special Permit	None	4 hours	Evaluator
	5.4	Reviews the Disposition Form and Special Permit and endorses the drafts to the Director for further review and appropriate action	None	30 minutes	Division Chief/OIC
	5.5	Reviews the application for the issuance Special Permit based on the evaluation and initial review, then signs the Disposition form recommending the approval of the Special Permit and endorses the DF and Special Permit to the Secretary for onward transmittal to the Deputy Administrator for Operations for Concurrence	None	1 hour	Director
	5.6	Transmits the Disposition Form and Special Permit to the Deputy Administrator for Operations for Concurrence	None	5 minutes	Administrative Assistant
	5.7	Signs the Disposition Form signifying concurrence to the recommendation for approval of the Special Permit and endorses the same to the Administrator for approval	None	30 minutes	Deputy Administrator for Operations



		5.8	Transmits the Disposition Form and Special Permit to the Administrator for approval	None	5 minutes	Administrative Assistant
		5.9	Further reviews the Disposition Form to ensure concurrence of the Deputy Administrator for Operation and recommends to the Administrator the approval of the Special Permit	None	30 minutes	Chief of Staff
		5.10	Approves the Special Permit	None	30 minutes	Administrator
		5.11	Returns the Approved Special Permit to the OSS for releasing	None	5 minutes	Administrative Assistant
		5.12	Scans the approved Special Permit and sends a copy, in advance, via email to the applicant, logs out the application and transmits the hard copy to the Central Records Unit for releasing	None	30 minutes	Administrative Assistant
6	Receives the Special Permit	6	Releases the Special Permit	None	10 minutes	Central Records Unit
END OF TRANSACTION					1 day, 6 hours and 20 minutes	

F.2. 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 Central Office-Overseas Shipping Service/ Maritime Registry Division	
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 domestic ships	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
NEW APPLICANT		
1. Letter of application signed by the officer of the company or its authorized representative	Applicant	
2. Letter from the Domestic Shipping Service or MARINA Regional Office/s stating its non-objection to the permanent conversion of trading status	Applicant	
3. Required documents, as applicable: (1 copy each)	Applicant	
1) International Tonnage Certificate		
2) International Load Line Certificate		
3) International Oil Pollution Prevention Certificate		
4) International Air Pollution Prevention Certificate		
5) International Sewage Pollution Prevention Certificate		
6) Cargo Ship Safety Radio Certificate		
7) Cargo Ship Safety Construction Certificate		
8) Cargo Ship Safety Equipment Certificate		
9) (BC Code) Certificate of Compliance for the Carriage of Solid Bulk Cargoes		
10) Exemption Certificate, if necessary		
11) International Ballast Water Management Certificate (BWMS		



Certificate) 12) International Anti -fouling System Certificate (IAFS Certificate); 13) International Energy Efficiency Certificate (IEEC) 14) Document of Compliance 15) International Ship Security Certificate 16) Continuous Synopsis Record 17) Long Range Identification and Tracking of Ships 18) Ship Station License issued by NTC 19) Civil Liability Convention Certificate (greater than 1,000 gt); Applicant 20) Certificate of Insurance or Other Financial Security in respect of CLC for Bunker Oil Pollution Damage, 2001 (1,000 gt other than tanker) 21) Passenger Ship Safety Certificate 22) Certificate of Fitness (gas carriers only) 23) Cargo Securing Manual 24) Certificate of Class (full term)						
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceed to Overseas Shipping Service (OSS) and submit the application with complete documentary requirements. Or via email: Send the application and complete documentary requirements via the official email address of the office.	1	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted. Or via email: Acknowledges receipt of email and logs it in the summary of emails.	None	1 hour	Evaluator Email Administrator



2.	<p>No activity</p> <p>If incomplete: Provides the missing requirements</p>	2	<p>If complete: Issues Authority to Accept Payment (ATAP)</p> <p>If incomplete: Notifies the applicant of the missing documents not provided with the application</p>	None	30 minutes	Evaluator
3	Pays the duly prescribed fees for the application indicated in the ATAP	3	Accepts the payment and issues the Official Receipt	Php9,700 plus documentary stamp/document	20 minutes	Cashier
4	<p>Proceed to the evaluator and presents the Official Receipt for notation</p> <p>Or via email: Sends proof of payment at the official email address</p>	4	Receives and logs the application and assigns the application to the evaluator	None	5 minutes	Division Chief/OIC
5	No activity	5.1	Evaluates the application in accordance with the prevailing rules and regulations	None	4 hours	Evaluator
	<p>If found deficient: Complies with the deficiencies.</p>	5.2	<p>If found deficient: Notifies the applicant of the deficiencies and prescribes the period within which to comply.</p>	None	1 hour	Evaluator

		5.3	Prepares the Disposition Form and Letter Approval	None	4 hours	Evaluator
		5.4	Reviews the Disposition Form and Letter Approval and endorses the drafts to the Director for further review and appropriate action	None	30 minutes	Division Chief/OIC
		5.5	Reviews the application for the Permanent Conversion based on the evaluation and initial review, then signs the Disposition form recommending the approval of the Permanent Conversion and endorses the DF and Letter Approval to the Secretary for onward transmittal to the Deputy Administrator for Operations for Concurrence	None	1 hour	Director
		5.6	Transmits the Disposition Form and Letter Approval to the Deputy Administrator for Operations for Concurrence	None	5 minutes	Administrative Assistant
		5.7	Signs the Disposition Form signifying concurrence to the recommendation for approval of the application and endorses the same to the Administrator for approval	None	30 minutes	Deputy Administrator for Operations



		5.8	Transmits the Disposition Form and Letter Approval to the Administrator for signing	None	5 minutes	Administrative Assistant
		5.9	Further reviews the Disposition Form to ensure concurrence of the Deputy Administrator for Operation and recommends to the Administrator the approval of the grant for Permanent Conversion	None	30 minutes	Chief of Staff
		5.10	Approves the grant for Permanent Conversion	None	30 minutes	Administrator
		5.11	Returns the Letter Approval to the OSS for releasing	None	5 minutes	Administrative Assistant
		5.12	Scans the Letter Approval and sends a copy, in advance, via email to the applicant, logs out the application and transmits the hard copy to the Central Records Unit for releasing	None	30 minutes	Administrative Assistant
6	Receives the Special Permit	6	Releases the Letter Approval for Permanent Conversion	None	10 minutes	Central Records Unit
END OF TRANSACTION					1 day, 6 hours and 20 minutes	



F.3. MEMORANDUM OF AGREEMENT WITH RECOGNIZED ORGANIZATION – (in coordination with MSS as an integral part of Accreditation of Recognized Organization)

Office/Division:	MARINA Central Office-Overseas Shipping Service/ Maritime Registry Division					
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 domestic ships					
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE			
APPLICANT - no checklist of requirements for the applicant since the process is initiated by the MSS through endorsement of the application vis-a-vis the audit report to the OSS			Not Applicable Not Applicable			
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	No activity	1.1	Receives and logs the application and audit report endorsed by the MSS. Or via email: Acknowledges receipt of email and logs it in the summary of emails. Confirms the favorable	None	30 minutes	Evaluator Email Administrator

		1.2	recommendation of the MSS and assigns the application to the Evaluator.	None	30 minutes	Division Chief
		1.3	Screens the application and checks the completeness of the documentary requirements forwarded by the MSS.	None	30 minutes	Evaluator
2	No Activity	2.1	Drafts the provisions, terms and conditions of the MOA in accordance with the model draft agreement under the RO Code and prevailing rules and regulations.	None	1 hour	Evaluator
		2.2	Reviews the provisions, terms and conditions of the draft MOA and ascertain the need to convene the Technical Working Group (TWG) for review of the technical aspects of the MOA. If there is a need for a TWG Meeting:	None	30 minutes	Division Chief
		2.3	Instructs the Evaluator to draft a Memorandum for the OSS TWG			Division Chief

			Note: Covered by OSS QPr 7.4			
3	Negotiates the Draft Memorandum of Agreement with MARINA	3.1	Endorses the draft MOA to the Director and recommends negotiation with the applicant classification society.	None	1 hour	Division Chief
		3.2	Reviews the MOA and instructs the Division Chief to coordinate with the class society for the negotiation of the terms and conditions of the MOA.	None	1 hour	Director/OIC
		3.3	Instructs the Evaluator to draft a letter to the class society requesting comments on the MOA.	None	30 Minutes	
			Note: Covered by OSS QPr 7.4			
4	No activity	4.1	Sorts and plots the application in the Summary of Emails.	None	1 hour	Email Administrator
		4.2	Or in case of hard copies of the application: Receives and logs the application and endorses the	None		Secretary

			same to the Director.			
		4.3	Checks the Summary of Emails and assigns the Application to the Division Chief for appropriate action.	None		Director/OIC
		4.4	Validates the conclusion of the MOA and assigns to the Evaluator the preparation of the Disposition Form, letter to the RO for signing and finalization of the MOA.	None		Division Chief
		4.5	Prepares the Disposition Form, Letter to RO and finalizes the MOA.	None		Evaluator
		4.6	Reviews the Disposition Form, Letter to RO and the finalized MOA and endorses the drafts to the Director for further review and appropriate action	None		Division Chief
		4.7	Reviews the Disposition Form, Letter to RO and finalized MOA.	None		Division Chief
		4.8	Signs the Disposition Form	None		Director

		4.9	<p>recommending the approval and signing of the letter to RO and endorses to the secretary for onward transmittal to the Deputy Administrator for Operations (DAO) for Concurrence.</p> <p>Transmits the Disposition Form, Letter to RO and the finalized MOA to the DAO for concurrence and endorsement to the Administrator for approval and signing.</p> <p>Note: Covered by OSS QPR 7.4</p>	None		Secretary
5	Signing of the MOA	5.1	Sorts and plots the RO-signed MOA in the Summary of Emails	None		Email Administrator
		5.2	<p>Or in case of hard copies of the application: Receives and logs the RO-signed MOA and endorses the same to the Director</p>	None		Secretary
		5.3	Checks the Summary of	None		Director

			Emails and assigns the RO-signed MOA to the Division Chief for appropriate action			Division Chief
		5.4	Assigns the Evaluator to prepare a Disposition Form enclosing the RO-signed MOA	None		Evaluator
		5.5	Prepares the Disposition Form with the RO-signed MOA	None		Division Chief
		5.6	Reviews the Disposition Form with the RO-signed MOA and endorses to the Director for further review and appropriate action.	None		Director
		5.7	Reviews the Disposition Form with the RO-signed MOA.	None		Director
		5.8	Signs the Disposition Form recommending the signing of the MOA and endorses to the secretary for onward transmittal to the Deputy Administrator for Operations (DAO) for Concurrence.	None		Secretary
		5.9	Transmits the Disposition Form	None		Secretary



		5.10	with RO-signed MOA to the DAO for concurrence and endorsement to the Administrator for signing. Upon concurrence of the DAO, the Administrator signs the MOA with ROs.	None		Secretary
6	Endorsement of the MOA to the MRO-NCR	6.1	Receives and logs the MOA signed by the Administrator.	None		Secretary
		6.2	Endorses the MOA to the MRO-NC	None		Secretary



G. SHIPYARDS REGULATION SERVICE

G.1. ISSUANCE/RENEWAL OF ACCREDITATION FOR AUTHORITY TO CONDUCT INCLINING EXPERIMENT AND STABILITY CALCULATION AND ASSESSMENT

Accreditation Certificate is issued to a Maritime Companies/Entities who intends to engage in the conduct of inclining experiment and stability calculation and assessment (intact and damage) services in accordance with MARINA MC 2015-08, MC SR-2021-4 and MARINA MC SR-2022-04.

Office/Division:	MARINA Central Office - Shipyards Regulation Service (SRS) Service Unit/ Naval Architecture & Marine Engineering Division (NAMED)	
Classification:	Simple Transaction	
Type of Transaction:	G2B – Government to Business Entities	
Who may avail:	Companies/Entities who employed RENAs and Individuals(RENA) who intends to conduct Inclining Experiment and Stability Calculation and Assessment (intact and damage) of ships	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. CORPORATION/ PARTNERSHIP		
1.1 NEW APPLICATION		
A. Letter of application; 1 Original and 1 Photocopy	Applicant	
B. SEC Registration Certificate; 2 photocopies	Security & Exchange Commission (SEC)	
C. Board resolution or Secretary Certificate or SPA authorizing the person to apply in behalf of the company; 1 Original and Photocopy	Applicant	
D. Valid Mayor's Permit; 2 Photocopy	City Hall	



E. List of all Ship Stability and Inclining test surveyor and their bio-data; 1 Original and 2 Photocopies	Applicant
F. Copies of the surveyor's professional Licenses/ Certificates; 2 Photocopies	Applicant
G. Process/ Procedural manual of services offered; 2 Photocopies	Applicant
H. Naval Architecture and stability Software/s used by the company; and, 2 Photocopies	Applicant
I. Employment Contract of RENA (if applicable); 2 photocopies	Applicant
1.2 RENEWAL OF ACCREDITATION	
A. Letter of Application; 1 Original and 1 Photocopy	Applicant
B. Board resolution or Secretary Certificate or SPA authorizing the person to apply in behalf of the company; 1 Original and 1 Photocopy	Applicant
C. Annual report of Vessels surveyed; 2 Photocopies	Applicant
D. Valid Mayor's Permit; 2 Photocopies	City Hall
E. List of all ship stability and inclining test surveyor and their bio-data; 2 Photocopies; 2 Photocopies	Applicant
F. Copies of the surveyors' professional Licenses/ Certificates; 2 Photocopies	Applicant
G. Process/ procedural manual of services offered; 2 Photocopies	Applicant
H. Naval Architecture and stability software/s used by the company; and, 2 Photocopies	Applicant
I. Employment Contract of RENA (if applicable); 2 Photocopies	Applicant



2. SINGLE PROPRIETORSHIP	
2.1. NEW APPLICATION	
A. Letter of application; 1 Original and 1 photocopy	Applicant
B. DTI Registration Certificate; 2 Photocopies	Department of Trade & Industry (DTI)
C. Valid Mayor's Permit ; 2 Photocopies	City Hall
D. Copies of the surveyor's professional Licenses/ Certificates; 2 Photocopies	Applicant
E. Process/ Procedural manual of services offered; and; 2 Photocopies	Applicant
F. Naval Architecture and stability Software/s used by the company; 2 Photocopies	Applicant
2.2 RENEWAL OF ACCREDITATION	
A. Letter of Application; 1 Original and 1 Photocopy	Applicant
B. Annual report of Vessels surveyed; 2 Photocopies	Applicant
C. Valid Mayor's Permit; 2 Photocopies	City Hall
D. Copies of the surveyors' professional Licenses/ Certificates; 2 Photocopies	Applicant
E. Process/ procedural manual of services offered; and, 2 Photocopies	Applicant
F. Naval Architecture and stability software/s used by the company. 2 Photocopies	Applicant



ISSUANCE / RENEWAL OF ACCREDITATION CERTIFICATE						
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	<p>Proceeds to the SRS to submit the application with complete documentary requirements</p> <p>1.1 Receives ATAP</p>	1	<p>Screens the completeness of the documents submitted based on the Checklist</p>	<p>None</p>	<p>20 minutes</p>	<p>NAMED Officer of the Day:</p> <ul style="list-style-type: none"> ● Supervising SBS; ● Engineer III ● Senior SBS; ● Engineer II ● SBS II; or, ● SBS I
2	<p>Proceeds to the Cash Section, MFAS to pay for the fees and charges</p> <p>2.1 Receives OR with the application</p>	2	<p>Accepts payment</p> <p>2.2 Issues Official Receipt (OR) with the application to applicant</p>	<p>P 9,700.00 (valid for 5 years)</p> <p>P 1,000.00/Certificate (Ship Stability and Inclining Test Surveyor Certificate)</p> <p>Note: Fess & Charges are based on MARINA MC SR-2022-04</p>	<p>20 minutes</p>	<p>Cashier, Cash Section, MFAS</p>

3	<p>Proceeds to the Central Receiving Unit (CRU), Records Section to officially receive the application</p> <p>3.1 Receives stamped receiving copy of the application</p>	<p>3 Receives application and logs in the D-Tracks</p> <p>3.1 Furnishes stamped receiving copy of the application</p> <p>3.2 Forwards the application to SRS</p>	None	20 minutes	Records Officer, Records Section, MFAS
4	No Activity	<p>4 Reviews & assigns the application</p> <p>4.1 Receives application & logs in the D-Tracks and prepares Routing Slip and forwards to NAMED</p> <p>4.2 Assigns application to the NAMED Technical Evaluator</p>	None	20 minutes	<p>SRS Administrative Staff:</p> <ul style="list-style-type: none"> ● Administrative Assistant III; or. ● Administrative Aide <p>Chief, Shipbuilding Specialist, NAMED or OIC</p>
5	No Activity	<p>5 Evaluates the application</p> <p>5.1 Reviews & evaluates documents and</p>	None	11 hours	<p>Technical Evaluator:</p> <ul style="list-style-type: none"> ● Supervising SBS; ● Engineer III ● Senior SBS;

			<p>prepares the Evaluation Report, Executive Brief and Accreditation Certificate, if compliant</p> <p>5.2 Submits the Evaluation Report, Executive Brief and Accreditation Certificate to the NAMED Division Chief</p>		(includes revisions, if any)	<ul style="list-style-type: none"> • Engineer II; • SBS II; or, • SBS I
6	No Activity	6	<p>Reviews the recommendation of the NAMED Technical Evaluator</p> <p>6.1 Reviews and endorses the application to the SRS Director</p>	None	4 hours (includes revisions, if any)	Chief Shipbuilding Specialist, NAMED, SRS or OIC
			<p>6.2 Reviews application and signs the Accreditation Certificate</p> <p>6.3 Endorses the application to ODAO</p>	None	4 hours (includes revisions, if any)	Director II, SRS



			6.4 Reviews and signs Accreditation Certificate	None	4 hours	Deputy Administrator for Operations
			6.3 Receives & logs in the D-Tracks 6.4 Forwards the approved application to the Records Section for releasing	None	20 minutes	SRS Administrative Staff: <ul style="list-style-type: none"> • Administrative Assistant III; or. • Administrative Aide
7	Proceeds to the Records Section, MFAS to claim the approved Accreditation Certificate 7.1 Receives the approved Accreditation Certificate	7	Logs out the approved application 7.1 Receives & logs in the D-Tracks 7.2 Releases the approved Accreditation Certificate	None	None	Records Officer, Records Section, MFAS
END OF TRANSACTION					3 days	

NOTE: Processing time includes waiting time and starts upon receipt of the application and with **NO** deficiencies/ non-conformities found on the application.

If the Companies/Entities has no MARINA-Certified Ship Stability and Inclining Test Surveyor, their RENA shall undergo examination and panel interview for the Issuance/Renewal of Accreditation Certificate.



G.2. ENDORSEMENT OF ACCREDITATION CERTIFICATE B

Accreditation Certificate issued to a Maritime Companies/Entities who intends to engage in the conduct of inclining experiment and stability calculation and assessment (intact and damage) valid for five (5) years is required to have an annual endorsement to monitor its compliance to the requirements of MARINA MC SR 2022-04.

Office/Division:	MARINA Central Office - Shipyards Regulation Service (SRS) Service Unit/ Naval Architecture & Marine Engineering Division (NAMED)	
Classification:	Complex Transaction	
Type of Transaction:	G2B – Government to Business Entities	
Who may avail:	MARINA-Accredited Maritime Companies/Entities for Stability Calculation and Assessment (intact and damage) of ships	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. CORPORATION/ PARTNERSHIP		
A. Letter of application; 1 Original and 1 Photocopy		Applicant
B. Updated List of all Ship Stability and Inclining test surveyor and their bio-data; 2 Photocopies		Applicant
C. Consolidated report of Vessels surveyed; 2 Photocopies		
D. Copies of the surveyor's professional Licenses/ Certificates; 2 photocopies		Applicant
E. Process/ Procedural manual of services offered; 2 Photocopies		Applicant



F. Employment Contract of RENA (if applicable); 2 Photocopies		Applicant				
2. SINGLE PROPRIETORSHIP						
A. Letter of application; 1 Original and 1 Photocopy		Applicant				
B. Consolidated report of Vessels surveyed; 2 Photocopies		Applicant				
C. Copies of the surveyor's professional Licenses/ Certificates; and, 2 Photocopies		Applicant				
D. Process/ Procedural manual of services offered; 2 Photocopies		Applicant				
ANNUAL ENDORSEMENT OF CERTIFICATE						
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceeds to the SRS to submit the application with complete documentary requirements 1.1 Receives ATAP	1	Screens the completeness of the documents submitted based on the Checklist 1.1 Issues Authority to Accept Payment (ATAP) to applicant	None	20 minutes	NAMED Officer of the Day: <ul style="list-style-type: none"> ● Supervising SBS; ● Engineer III ● Senior SBS; ● Engineer II ● SBS II; or, ● SBS I



2	<p>Proceeds to the Cash Section, MFAS to pay for the fees and charges</p> <p>2.1 Receives OR with the application</p>	2	<p>Accepts payment</p> <p>2.2 Issues Official Receipt (OR) with the application to applicant</p>	<p>P 5,000.00 (Annual Endorsement fees)</p> <p>Note: Fess & charges are based on MARINA MC SR-2022-04</p>	20 minutes	Cashier, Cash Section, MFAS
3	<p>Proceeds to the Central Receiving Unit (CRU), Records Section to officially receive the application</p> <p>3.1 Receives stamped receiving copy of the application</p>	3	<p>Receives application and logs in the D-Tracks</p> <p>3.1 Furnishes stamped receiving copy of the application</p> <p>3.2 Forwards the application to SRS</p>	None	20 minutes	Records Officer, Records Section, MFAS
4	No Activity	4	<p>Reviews & assigns the application</p> <p>4.1 Receives application & logs in the D-Tracks and prepares Routing Slip and forwards to NAMED</p>	None	20 minutes	<p>SRS Administrative Staff:</p> <ul style="list-style-type: none"> ● Administrative Assistant III; or. ● Administrative Aide <p>Chief, Shipbuilding Specialist, NAMED or OIC</p>

			4.2 Assigns application to the NAMED Technical Evaluator			
5	<p>Coordinates with the assigned NAMED Technical Evaluator for the schedule of the actual verification and validation</p> <p>5.1 Accompanies the NAMED Technical Evaluator for the conduct of actual verification and validation</p> <p>5.2 In the case of findings of deficiency or non-conformity, the applicant receives a written notice of deficiency and shall be required to comply immediately upon receipt of notice. For the meantime, the application is held in abeyance and will proceed once the</p>		<p>Conducts Actual Verification and Validation</p> <p>5.1 Prepares Official Business (OB) slip or Special Order (SO) depends upon the verification and validation</p> <p>5.2 In the case of findings location and conducts of actual verification and validation of deficiency or non-conformity, informs the applicant of the deficiency or non-conformity, if any, in writing.</p>	None	12 hours (Note: includes revisions, if any)	<p>Technical Evaluator:</p> <ul style="list-style-type: none"> ● Supervising SBS; ● Engineer III ● Senior SBS; ● Engineer II; ● SBS II; or, ● SBS I

	deficiency/ non-conformity is rectified.					
6	No Activity	6	<p>Endorsement of Certificates</p> <p>6.1 Reviews & evaluates documents and prepares the Evaluation Report, Executive Brief and Endorsement of Certificate, if compliant</p> <p>6.2 Submits the Evaluation Report, Executive Brief and Endorsed Certificate to the NAMED Division Chief</p>	None	11 hours (includes revisions, if any)	<p>Technical Evaluator:</p> <ul style="list-style-type: none"> ● Supervising SBS; ● Engineer III ● Senior SBS; ● Engineer II; ● SBS II; or, ● SBS I
7	No Activity	7	<p>Reviews the recommendation of the NAMED Technical Evaluator</p> <p>7.1 Reviews and endorses the application to the SRS Director</p>	None	4 hours (includes revisions, if any)	Chief Shipbuilding Specialist, NAMED, SRS or OIC
			7.2 Review and approves the application	None	4 hours (includes revisions, if any)	Director II, SRS
			7.3 Receives & logs in the D-Tracks	None	20 minutes	<p>SRS Administrative Staff:</p> <ul style="list-style-type: none"> ● Administrative Assistant III; or.



			7.4 Forwards the approved application to the Records Section for releasing			• Administrative Aide
8	Proceeds to the Records Section, MFAS to claim the approved Accreditation Certificate 8.1 Receives the endorsed Accreditation Certificate	8	Logs out the approved application 8.1 Receives & logs in the D-Tracks 8.2 Releases the endorsed Accreditation Certificate	None	None	Records Officer, Records Section, MFAS
END OF TRANSACTION					3 days after the Actual Verification and Validation	

NOTE: Endorsement of Accreditation Certificate is qualified under MULTI-STAGE PROCESSING. Processing time includes waiting time and starts after actual verification and validation and with NO deficiencies/ non-conformities found on the application.

In case, there are deficiencies/ non-conformities found, the applicant is immediately informed through a written notice and the application is held in abeyance until such time the deficiencies/ non-conformities are rectified. Hence, processing time re-starts when all deficiencies/ non-conformities are rectified, in writing.



G.3. ISSUANCE OF SHIP STABILITY AND INCLINING TEST SURVEYOR CERTIFICATE

Ship Stability and Inclining Test Surveyor Certificate is issued to RENAs who passed the qualifying examination and panel interview as per MARINA MC SR-2022-04. They are authorize by the Administration to conduct Inclining Test and Stability Calculation and Assessment (intact and damage) of ships in accordance with the provisions of MARINA MC 2015-08 and MARINA MC SR 2021-04 and its subsequent amendments.

Office/Division:	MARINA Central Office - Shipyards Regulation Service (SRS) Service Unit/ Naval Architecture & Marine Engineering Division (NAMED)					
Classification:	Complex Transaction					
Type of Transaction:	G2B – Government to Business Entities					
Who may avail:	Registered Naval Architects (RENA)					
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE		
A. Application Letter from the Accredited company or prospective applicant; 1 Original and 1 Photocopy				Applicant		
B. Letter of Intent to take examination from the RENA ; 2 Photocopies				Applicant		
C. Bio-data; and, 2 Photocopies				Applicant		
D. Valid PRC License; 2 Photocopies				Applicant		
ISSUANCE OF CERTIFICATE						
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceeds to the SRS to submit the application with complete documentary requirements	1	Screens the completeness of the documents submitted based on the Checklist	None	20 minutes	NAMED Officer of the Day: <ul style="list-style-type: none"> ● Supervising SBS; ● Engineer III;



			Note: Only RENA are allowed to take the examination for the Ship Stability and Inclining Test Surveyor			<ul style="list-style-type: none"> • Senior SBS; • Engineer II; • SBS II; or, • SBS I
2	<p>Proceeds to the Central Receiving Unit (CRU), Records Section to officially receive the application</p> <p>2.1 Receives stamped receiving copy of the application</p>	2	<p>Receives application and logs in the D-Tracks</p> <p>2.1 Furnishes stamped receiving copy of the application</p> <p>2.2 Forwards the application to SRS</p>	None	20 minutes	Records Officer, Records Section, MFAS
3	No Activity	3	<p>Reviews & assigns the application</p> <p>3.1 Receives application & logs in the D-Tracks and prepares Routing Slip and forwards to NAMED</p> <p>3.2 Assigns application to to the NAMED Technical Evaluator</p>	None	20 minutes	<p>SRS Administrative Staff:</p> <ul style="list-style-type: none"> • Administrative Assistant III; or. • Administrative Aide <p>Chief, Shipbuilding Specialist, NAMED or OIC</p>
4	No Activity	4	<p>Schedule of Examination and Panel Interview</p> <p>4.1 Prepares Notice/Letter for the Schedule of Examination and Panel Interview and forward to NAMED Division Chief</p>	None	1 hour	<p>Technical Evaluator:</p> <ul style="list-style-type: none"> • Supervising SBS; • Engineer III • Senior SBS; • Engineer II; • SBS II; or, • SBS I



			4.2 Reviews and endorses the application to the SRS Director	None	1 hour	<ul style="list-style-type: none"> Chief Shipbuilding Specialist, NAMED, SRS or OIC
			4.3 Reviews application and signs the Notice/Letter	None	1 hour	<ul style="list-style-type: none"> Director II, SRS
			4.4 Forwards the Notice/Letter on the Schedule of Examination and Panel Interview to the Applicant	None	20 minutes	SRS Administrative Staff: <ul style="list-style-type: none"> Administrative Assistant III; or. Administrative Aide
5	<p>Coordinates with the assigned NAMED Technical Evaluator for the Examination and Panel Interview</p> <p>RENA applicant shall take the written examination and shall proceed only to panel interview if successfully passed the written examination.</p> <p>Note: Those applicants who failed in the written and/or oral examination / panel interview may be allowed to re-apply after six (6) months.</p>	5	<p>Examination and Panel Interview</p> <p>5.1 NAMED Technical Evaluator to conduct the written examination of the applicants</p>	None	4 hours (including checking of paper)	Technical Evaluator: <ul style="list-style-type: none"> Supervising SBS; Engineer III Senior SBS; Engineer II; SBS II; or, SBS I
			<p>5.2 MARINA Technical Panel to conduct panel interview to RENA applicant who passed the written examination</p> <p>Note : Each member of the MARINA Technical panel shall be given an individual scoresheet for assessing the applicants.</p>	None	2 hours	MARINA Technical Panel composed of either the following; <ul style="list-style-type: none"> Director of SRS; Chief NAMED; RENA from MROs; NAMED Technical Evaluators

6	No Activity		Processing of the results of Examination and Panel Interview	None	1 hour	Technical Evaluator: <ul style="list-style-type: none"> ● Supervising SBS; ● Engineer III ● Senior SBS; ● Engineer II; ● SBS II; or, ● SBS I
			6.1 Consolidates the results of Examination and Panel Interviews and prepares report, EB and Letter to be forwarded to NAMED Division Chief			
			6.2 Reviews and endorses the report and result Letter to the SRS Director	None	1 hour	Chief Shipbuilding Specialist, NAMED, SRS or OIC
			6.3 Review and approves the result Letter	None	1 hour	Director II, SRS
			6.4 Prepares ATAP for the Issuance of Certificate Note : ATAP shall be provided to applicants who have passed the written examination and panel interview	None	20 minutes	Technical Evaluator: <ul style="list-style-type: none"> ● Supervising SBS; ● Engineer III ● Senior SBS; ● Engineer II; ● SBS II; or, ● SBS I
	6.5 Forwards the result Letter and ATAP to the Applicant	None	20 minutes	SRS Administrative Staff: <ul style="list-style-type: none"> ● Administrative Assistant III; or. ● Administrative Aide 		



7	<p>Proceeds to the Cash Section, MFAS to pay for the fees and charges</p> <p>7.1 Receives OR with the application</p> <p>7.2 Submits copy of OR to assigned NAMED Technical Evaluator</p>		<p>Accepts payment</p> <p>7.3 Issues Official Receipt (OR) with the application to applicant</p>	<p>P 1,000.00/ Certificate (Ship Stability and Inclining Test Surveyor Certificate)</p> <p>Note: Fess & charges are based on MARINA MC SR-2022-04</p>		<p>Cashier, Cash Section, MFAS</p>
8	No Activity		<p>Issuance of Certificate</p> <p>8.1 Prepares the Certificate and all supporting documents and to be forwarded to NAMED Division Chief</p> <p>8.2 Reviews and endorses the application to the SRS Director</p> <p>8.3 Reviews application and signs the Certificate</p>	<p>None</p> <p>None</p> <p>None</p>	<p>1 hour</p> <p>1 hour</p> <p>1 hour</p>	<p>Technical Evaluator:</p> <ul style="list-style-type: none"> ● Supervising SBS; ● Engineer III ● Senior SBS; ● Engineer II; ● SBS II; or, ● SBS I <ul style="list-style-type: none"> ● Chief Shipbuilding Specialist, NAMED, SRS or OIC <ul style="list-style-type: none"> ● Director II, SRS



			8.4 Receives & logs in the D-Tracks 8.5 Forwards the approved application to the Records Section for releasing	None	20 minutes	SRS Administrative Staff: <ul style="list-style-type: none"> • Administrative Assistant III; or. • Administrative Aide
9	Proceeds to the Records Section, MFAS to claim the approved Accreditation Certificate 9.1 Receives the Certificate	9	Logs out the approved application 9.1 Receives & logs in the D-Tracks 9.2 Releases the approved Certificate	None	None	Records Officer, Records Section, MFAS
END OF TRANSACTION					3 days after the result of the written Examination and Panel Interview	

NOTE: Issuance of Ship Stability and Inclining Test Surveyor Certificate is qualified under **MULTI-STAGE PROCESSING**.

Processing time includes waiting time and starts after the result of the written examination and panel interview.

The Ship Stability and Inclining Test Surveyor Certificate has no expiration but is subject for revalidation every 3 years or conterminous with their PRC License. Unvalidated Ship Stability and Inclining Test Surveyor Certificate is considered invalid.



H. MCO - STANDARDS OF TRAINING, CERTIFICATION AND WATCHKEEPING OFFICE (STCWO)

H.1.ACCREDITATION DIVISION (AD)

H. 1.1 ACCREDITATION OF MARITIME INSTRUCTORS, TRAINING COURSE ASSESSORS AND COMPETENCY ASSESSORS

This process shall apply to all applicants for accreditation of Instructors and Training Course Assessor for Maritime Training Institutions (MTIs) and Competency Assessors for Assessment Centers (ACs), in compliance with the requirements of the STCW Code, Section A-1/6 and other relevant provisions of the STCW Convention 1978, as amended, and other pertinent rules and regulations.

Office/Division:	Accreditation Division	
Classification:	Complex	
Type of Transaction:	G2C- Government to Citizen	
Who may avail:	Instructors, Training Course Assessors and Competency	
Checklist of Requirements		
Note: One (1) copy of all the required documents shall be uploaded thru the applicant's MARINA online account at https://seafarer-best.marina.gov.ph/stakeholder/login		Where to Secure
1. INSTRUCTOR		
A. Requirements for Application for Non-simulator-based courses (BT-PST/FPFF/PSSR/EFA, SCRB, AFF, FRB, SDSD, SSO, MEFA, MECA)		
<ul style="list-style-type: none"> Valid MARINA License ID or PRC License ID for other profession 	MARINA Integrated Seafarers Management Online (MISMO) System (https://online-appointment.marina.gov.ph) / Philippine Regulation Commission (PRC)	
<ul style="list-style-type: none"> Certificate of Completion (CTC) of IMO MC 6.09 	IMO Model Course Training Provider	



<ul style="list-style-type: none"> Valid MARINA COP, applicable to the course applied OR previous COP plus Certificate of Training Completion taken within the last 5 year. (For COP - 1 Original Copy, For Certificate of Training Completion – 1 Scanned Copy) 	<p>For COP - MARINA Integrated Seafarers Management Online (MISMO) System (https://online-appointment.marina.gov.ph)</p> <p>For CTC – Accredited Maritime Training Institutions (MTIs)</p>
<ul style="list-style-type: none"> SIRB/SRB or Certificate of Sea Service with Proof of seagoing service on appropriate type of vessel/position on board. The required period of sea service depends on the course applied. <p><i>For SSO and SAT-SDSD, if the submitted sea service is not within the last 5 years, Certificate of Training Completion for SSO taken within the last 5 years shall be required.</i></p> <p>For other Profession, Certificate of Employment. The period of experience depends on the course applied</p>	<p>MARINA – Manpower Development Service for SIRB / Manning Company for Sea Service Certificate</p> <p>Affiliated Institutions</p>
<ul style="list-style-type: none"> Certificate of Completion as Continuing Development Training (CDT), as applicable. 	<p>MARINA Accredited Training Provider</p>
<p>B. Requirements for Application for Accreditation for Tanker Courses (BTOCTCO, BTLGTCO, ATCTCO, ATOTCO, ATLGTCO)</p>	
<ul style="list-style-type: none"> Valid MARINA License ID as OIC or higher, depending on the course applied. <p><i>For ATLGTCO, ATOTCO & ATCTCO, only specific topics may be</i></p>	<p>MARINA Integrated Seafarers Management Online (MISMO) System (https://online-appointment.marina.gov.ph)</p>



<i>handled by a Management Level Engine Officer.</i>	
<ul style="list-style-type: none"> • Certificate of Completion of IMO MC 6.09 	IMO Model Course Training Provider
<ul style="list-style-type: none"> • Certificate of Completion of IMO MC 6.10 	IMO Model Course Training Provider
<ul style="list-style-type: none"> • Valid MARINA COP, applicable to the course applied OR previous COP plus Certificate of Training Completion taken within the last 5 year. <p>(For COP - 1 Original Copy, For Certificate of Training Completion – 1 Scanned Copy)</p>	<p>For COP - MARINA Integrated Seafarers Management Online (MISMO) System (https://online-appointment.marina.gov.ph)</p> <p>For CTC – Accredited Maritime Training Institutions (MTIs)</p>
<ul style="list-style-type: none"> • SIRB/SRB or Certificate of Sea Service with Proof of seagoing service on appropriate type of vessel/position on board. The required period of sea service depends on the course applied. 	<p>MARINA – Manpower Development Service for SIRB (https://sidsrb.marina.gov.ph)</p> <p>Manning Company for Sea Service Certificate</p>
<ul style="list-style-type: none"> • Accomplished SPOEL supported with ER of training class attended (1Scanned Copy) 	Accredited Maritime Training Institutions (MTIs)
<ul style="list-style-type: none"> • Certificate of Completion as Continuing Development Training (CDT), as applicable. 	MARINA Accredited Training Provider
C. Other Courses with Specific Requirements	

Basic Training for Services on Ships Subject to the IGF Code (BT-IGF)

Note: Topics 9-18 may be handled by a Management Level Deck Officer with the same qualifications of Management Level Engineer Officer

- Valid MARINA Professional License ID as OICEW or higher.
 - Valid MARINA COP for AT-IGF **OR** previous COP for AT-IGF **plus** Certificate of Training Completion for AT-IGF for the last 5 years.
(For COP - 1 Original Copy, For Certificate of Training Completion – 1 Scanned Copy)
 - SIRB/SRB
 - Documentary evidence that the applicant has at least three (3) months as Management Level Officer in any of the following vessels:
 - Ships subject to IGF Code; **OR**
 - Tankers carrying as cargo, fuels covered by the IGF Code; **OR**
 - Ships using gases or low flashpoint fuel as fuel
- For OIC-EW, at least one (1) year sea service as an Officer in which three (3) months is in any of the following vessels:
- Ships subject to IGF Code; **OR**
 - Tankers carrying as cargo, fuels covered by the IGF Code; **OR**
 - Ships using gases or low flashpoint fuel as fuel
- Certificate of Completion for IMO Model Course 6.09

MARINA Integrated Seafarers Management Online (MISMO) System (<https://online-appointment.marina.gov.ph>)

For COP - MARINA Integrated Seafarers Management Online (MISMO) System (<https://online-appointment.marina.gov.ph>)

For CTC – Accredited Maritime Training Institutions (MTIs)

MARINA – Manpower Development Service for SIRB (<https://sidsrb.marina.gov.ph>)

Manning Company for Sea Service Certificate

IMO Model Course Training Provider



Advanced Training for Services on Ships Subject to IGF Code (ATIGF)

Note: Topics 10-16, 24-31 may be handled by a Management Level Deck Officer with the same qualifications of Management Level Engineer Officer

- Valid MARINA Professional License ID as Management Level Engine Officer
- Valid MARINA COP for AT-IGF **OR** previous COP for AT-IGF **plus** Certificate of Training Completion for AT-IGF for the last 5 years

- SIRB/SRB

- Documentary evidence that the applicant has at least one (1) year seagoing service, in which at least three (3) months is as Management Level Officer in:
 - Ships subject to IGF Code; **OR**
 - Tankers carrying as cargo, fuels covered by the IGF Code; **OR**
 - Ships using gases or low flashpoint fuel as fuel.
- Certificate of Completion for IMO Model Course 6.09
- Certificate of Completion for IMO Model Course 6.10
- Accomplished SPOEL supported with ER of training class attended

MARINA Integrated Seafarers Management Online (MISMO) System (<https://online-appointment.marina.gov.ph>)

For COP - MARINA Integrated Seafarers Management Online (MISMO) System (<https://online-appointment.marina.gov.ph>)

For CTC – Accredited Maritime Training Institutions (MTIs)

MARINA – Manpower Development Service for SIRB (<https://sidsrb.marina.gov.ph>)

Manning Company for Sea Service Certificate

IMO Model Course Training Provider

IMO Model Course Training Provider

MARINA Accredited Training Provider



Basic Training for Ships Operating in Polar Waters (BTSOP)

- Valid MARINA Professional License ID as OICNW OR higher
- Valid MARINA COP for ATSOP **OR** previous COP for ATSOP **plus** Certificate of Training Completion for ATSOP for the last 5 years

- Attestation from Company or any document indicating that at least two (2) months seagoing service as Officer-in-Charge of Navigational Watch or higher within polar waters
- Certificate of Completion for IMO Model Course 6.09
- Certificate of Completion for IMO Model Course 6.10
- Accomplished SPOEL supported with ER of training class attended

MARINA Integrated Seafarers Management Online (MISMO) System (<https://online-appointment.marina.gov.ph>)

For COP - MARINA Integrated Seafarers Management Online (MISMO) System (<https://online-appointment.marina.gov.ph>)

For CTC – Accredited Maritime Training Institutions (MTIs)

Manning Company for Sea Service Certificate

IMO Model Course Training Provider

IMO Model Course Training Provider

MARINA Accredited Training Provider

Advanced Training for Ships Operating in Polar (ATSOP)

- Valid MARINA Professional License ID as Management Level Marine Deck Officer
- Valid MARINA COP for ATSOP **OR** previous COP for ATSOP **plus** Certificate of Training Completion for ATSOP for the last 5 years

MARINA Integrated Seafarers Management Online (MISMO) System (<https://online-appointment.marina.gov.ph>)

For COP - MARINA Integrated Seafarers Management Online (MISMO) System (<https://online-appointment.marina.gov.ph>)

For CTC – Accredited Maritime Training Institutions (MTIs)



<ul style="list-style-type: none"> ● Attestation from Company or any document indicating at least two (2) months seagoing service as management level within polar waters; ● Certificate of Completion for IMO Model Course 6.09 ● Certificate of Completion for IMO Model Course 6.10 ● Accomplished SPOEL supported with ER of training class attended 	<p>Manning Company for Sea Service Certificate</p> <p>IMO Model Course Training Provider</p> <p>IMO Model Course Training Provider</p> <p>MARINA Accredited Training Provider</p>
<p><u>Ratings as Able Seafarer Deck (AB-Deck) & Ratings as Able Seafarer Engine in a Manned Engine-Room or Designated to Perform Duties in a Periodically Unmanned Engine-Room (AB- Engine)</u></p>	
<ul style="list-style-type: none"> ● MARINA Professional License ID as OIC or higher and SIRB/SRB or Certificate of Sea Service containing at least one (1) year seagoing with 500 GRT/750 kW or more; <p>OR</p> <p>COP for AB Deck/Engine and SIRB/SRB or Certificate of Sea Service containing have at three (3) years performing such capacity with 500 GRT/750 KW or more and wherein at least one (1) year is within the last 5 years.</p> <p><i>If the submitted sea service is not within the last 5 years, applicant shall be required to retake and passed practical.</i></p> <ul style="list-style-type: none"> ● Certificate of Completion for IMO Model Course 6.09 ● Certificate of Completion for IMO Model Course 6.10 (required for AB Deck Only) ● Accomplished SPOEL supported with ER of training class attended (required for AB Deck Only) 	<p>MARINA Integrated Seafarers Management Online (MISMO) System (https://online-appointment.marina.gov.ph/)</p> <p>Manning Company for Sea Service Certificate</p> <p>IMO Model Course Training Provider</p> <p>IMO Model Course Training Provider</p> <p>MARINA Accredited Training Provider</p>



Ratings Forming Part of a Navigational Watch (RFPNW) & Ratings Forming Part of a Watch in a Manned Engine-room or designated to perform duties in a Periodically Unmanned Engine-room (RFPEW)

- MARINA Professional License ID for OIC or higher and SIRB/SRB or Certificate of Sea Service containing at least one (1) year seagoing with 500 GRT/750 kW or more;
OR
COP for AB Deck/Engine and SIRB/SRB or Certificate of Sea Service containing have at three (3) years performing such capacity with 500 GRT/750 kW or more and wherein at least one (1) year is within the last 5 years.

If the submitted sea service is not within the last 5 years, applicant shall be required to retake and passed practical

- Certificate of Completion for IMO Model Course 6.0
- Certificate of Completion for IMO Model Course 6.10
- Accomplished SPOEL supported with ER of training class attended

For License ID & COP - MARINA Integrated Seafarers Management Online (MISMO) System (<https://online-appointment.marina.gov.ph>) /

Manning Company for Sea Service Certificate

IMO Model Course Training Provider

IMO Model Course Training Provider

MARINA Accredited Training Provider

Management Level Course of Deck Officers (MLC-Deck) Functions 1-3 & Management Level Course for Marine Engineer Officers (MLC-Engine) Function 1-4

- Valid MARINA Professional License ID as Management Level Marine Deck/Engine Officer
- Valid COC **OR** previous COC **plus** retake and passed the approved practical assessment of his current capacity

MARINA Integrated Seafarers Management Online (MISMO) System (<https://online-appointment.marina.gov.ph>)

For COC - MARINA Integrated Seafarers Management Online (MISMO) System (<https://online-appointment.marina.gov.ph>)



- SIRB/SRB or Certificate of Sea Service containing seagoing service of not less than one (1) year as Management Level Deck/Engine position on board a ship powered by main propulsion machinery of 3000 GRT/ 3000 KW or more;
- Certificate of Completion of MLC F1-F3 (Deck) / MLC F1-F4 (Engine) -
- Certificate of Completion for IMO Model Course 6.09
- Certificate of Training Completion for IMO Model 6.10
- Accomplished SPOEL supported with ER of training class attended

For retake of practical assessment – Accredited Assessment Centers (ACs)

For SIRB - MARINA – Manpower Development Service for SIRB (<https://sidsrb.marina.gov.ph>)

Manning Company for Sea Service Certificate

Accredited Maritime Training Institutions (MTIs)

IMO Model Course Training Provider

IMO Model Course Training Provider

Accredited Maritime Training Institutions (MTIs)

Marine Steam Turbine

- Valid MARINA Professional License ID as OICEW or higher
- Valid COC as OICEW or higher as Management Level Engine Officer **OR** previous COC **plus** retake and passed the approved practical assessment of his current capacity
- SIRB/SRB or Certificate of Sea Service containing seagoing service of not less than one (1) year as Operation Level (or higher) on a liquefied gas tanker propelled by marine steam turbine

MARINA Integrated Seafarers Management Online (MISMO) System (<https://online-appointment.marina.gov.ph>)

For COC - MARINA Integrated Seafarers Management Online (MISMO) System (<https://online-appointment.marina.gov.ph>)

For retake of practical assessment – Accredited Assessment Centers (ACs)

For SIRB - MARINA – Manpower Development Service for SIRB (<https://sidsrb.marina.gov.ph>)



- Certificate of Proficiency (COP) in Basic and Advanced Training for Liquefied Gas Tanker Cargo Operations
- Certificate of Completion for IMO Model Course 6.09
- Certificate of Training Completion for IMO MC 6.10
- Accomplished SPOEL supported with ER of training class attended

Manning Company for Sea Service Certificate

MARINA Integrated Seafarers Management Online (MISMO) System (<https://online-appointment.marina.gov.ph>)

IMO Model Course Training Provider

IMO Model Course Training Provider

Accredited Maritime Training Institutions (MTIs)

GMDSS Radio Operator

- Valid MARINA Professional License ID as OICNW or higher
- Valid COC GMDSS RO issued by MARINA **OR** previous COC GMDSS RO **plus** retake and passed the approved practical assessment of his current capacity
- SIRB/SRB or Certificate of Sea Service containing (1) year seagoing service as OICNW, or higher, on a ship operating in the GMDSS as prescribed by the SOLAS '74 Convention, as amended
- Certificate of Completion for IMO Model Course 6.09
- Certificate of Completion for IMO Model Course 6.10
- Accomplished SPOEL supported with ER of training class attended

MARINA Integrated Seafarers Management Online (MISMO) System (<https://online-appointment.marina.gov.ph>)

For COC - MARINA Integrated Seafarers Management Online (MISMO) System (<https://online-appointment.marina.gov.ph>)

For retake of practical assessment – Accredited Assessment Centers (ACs)

For SIRB - MARINA – Manpower Development Service for SIRB (<https://sidsrb.marina.gov.ph>)

Manning Company for Sea Service Certificate

IMO Model Course Training Provider

IMO Model Course Training Provider

Accredited Maritime Training Institutions (MTIs)

For Radio Operators

- Valid COC in GMDSS issued by MARINA **OR** previous GMDSS **plus** retake and passed the approved practical assessment of his current capacity
- Radio Officers with not less than one (1) year sea service as Radio Operator on a ship operating in the GMDSS;
- Certificate of Completion for IMO Model Course 6.09
- Certificate of Completion for IMO Model Course 6.10
- Accomplished SPOEL supported with ER of training class attended

For COC - MARINA Integrated Seafarers Management Online (MISMO) System (<https://online-appointment.marina.gov.ph>)

For retake of practical assessment – Accredited Assessment Centers (ACs)

For SIRB - MARINA – Manpower Development Service for SIRB (<https://sidsrb.marina.gov.ph>)

Manning Company for Sea Service Certificate

IMO Model Course Training Provider

IMO Model Course Training Provider

Accredited Maritime Training Institutions (MTIs)

Safety Training for Personnel Providing Direct Service to Passengers in Passenger Spaces (STPPDSPPS)

- Valid MARINA Professional License ID as OICNW/OICEW or higher
- Certificate of Training Completion for STPPDSPPS
- SIRB/SRB or Certificate of Sea Service, in that capacity onboard passenger ship of not less than 3000 GT, containing not less than two (2) years seagoing service and in which at least one (1) year is within the last 5 years

MARINA Integrated Seafarers Management Online (MISMO) System (<https://online-appointment.marina.gov.ph>)

Accredited Maritime Training Institutions (MTIs)

For SIRB - MARINA – Manpower Development Service for SIRB (<https://sidsrb.marina.gov.ph>)

Manning Company for Sea Service Certificate

Note: If the applicant has no sea service on passenger ship within the last 5 years, a Certificate of Training Completion taken within the previous 5 years shall be required

- Certificate of Completion for IMO Model Course 6.09

For Hotel Managers, or its equivalent

- Certificate of Training for STPPDSPPS
- SIRB containing not less than two (2) years seagoing service in that capacity onboard passenger ship of not less than 3000 GT, in which at least 6 months is within the last 5 years;

Note: If the applicant has no sea services on passenger ship within the last 5 years, a Certificate of Training Completion taken within the previous 5 years shall be required.

- Certificate of Employment indicating duties onboard related to ILOs of approved training standards
- Certificate of Completion for IMO Model Course 6.09

For CTC - Accredited Maritime Training Institutions (MTIs)

IMO Model Course Training Provider

Accredited Maritime Training Institutions (MTIs)

For SIRB - MARINA – Manpower Development Service for SIRB (<https://sidsrb.marina.gov.ph>)

Manning Company for Sea Service Certificate

For CTC - Accredited Maritime Training Institutions (MTIs)

Manning Company

IMO Model Course Training Provider

Passenger Ship Crowd Management Training

- Valid MARINA Professional License ID as OICNW or higher
- Certificate of Training Completion for STPPDSPPS and PSCMT
- SIRB/SRB or Certificate of Sea Service, in that capacity onboard passenger ship of not less than 3000 GT, containing not less than two

MARINA Integrated Seafarers Management Online (MISMO) System (<https://online-appointment.marina.gov.ph>)

Accredited Maritime Training Institutions (MTIs)

For SIRB - MARINA – Manpower Development Service for SIRB (<https://sidsrb.marina.gov.ph>)

(2) years seagoing service and in which at least one (1) year is within the last 5 years

Note: If the applicant has no sea services on passenger ship within the last 5 years, a Certificate of Training Completion taken within the previous 5 years shall be required.

- Certificate of Completion for IMO Model Course 6.09

For Hotel Managers

- Certificate of Training for STPPDSPPS and PSCMT
- SIRB containing not less than two (2) years seagoing service in that capacity onboard passenger ship of not less than 3000 GT, in which at least 6 months is within the last 5 years;

Note: If the applicant has no sea services on passenger ship within the last 5 years, a Certificate of Training Completion taken within the previous 5 years shall be required.

- Certificate of Employment indicating duties onboard related to ILOs of approved training standards
- Certificate of Completion for IMO Model Course 6.09

Manning Company for Sea Service Certificate

For CTC - Accredited Maritime Training Institutions (MTIs)

IMO Model Course Training Provider

Accredited Maritime Training Institutions (MTIs)

For SIRB - MARINA – Manpower Development Service for SIRB (<https://sidsrb.marina.gov.ph>)

Manning Company for Sea Service Certificate

For CTC - Accredited Maritime Training Institutions (MTIs)

Manning Company for Sea Service Certificate

IMO Model Course Training Provider

Passenger Ship Crisis Management and Human Behaviour Training

- Valid MARINA Professional License ID as Management Level Marine Deck Officer
- Certificate of Training Completion for STPPDSPPS, PSCMT and PSCMHBT
- SIRB/SRB or Certificate of Sea Service, in that capacity onboard passenger ship or RORO of not less than 3000 GT, containing not less than two (2) years seagoing service and in which at least one (1) year is within the last 5 years
- *Note: If the applicant has no sea services on passenger ship within the last 5 years, a Certificate of Training Completion taken within the previous 5 years shall be required.*
- Certificate of Completion for IMO Model Course 6.09

MARINA Integrated Seafarers Management Online (MISMO) System (<https://online-appointment.marina.gov.ph>)

Accredited Maritime Training Institutions (MTIs)

For SIRB - MARINA – Manpower Development Service for SIRB (<https://sidsrb.marina.gov.ph>)

Manning Company for Sea Service Certificate

For CTC - Accredited Maritime Training Institutions (MTIs)

IMO Model Course Training Provider

Passenger Safety, Cargo Safety and Hull Integrity Training

- Valid MARINA Professional License ID as Management Level Marine Deck Officer
- Certificate of Training Completion for STPPDSPPS, PSCMT PSCMHBT and PSCSHIT
- SIRB/SRB or Certificate of Sea Service, in that capacity onboard passenger ship or RORO of not less than 3000 GT, containing not less than two (2) years seagoing service and in which at least one (1) year is within the last 5 years.

MARINA Integrated Seafarers Management Online (MISMO) System (<https://online-appointment.marina.gov.ph>)

Accredited Maritime Training Institutions (MTIs)

For SIRB - MARINA – Manpower Development Service for SIRB (<https://sidsrb.marina.gov.ph>)



Note: If the applicant has no sea services on passenger ship within the last 5 years, a Certificate of Training Completion taken within the previous 5 years shall be required.

- Certificate of Completion for IMO Model Course 6.09

Manning Company for Sea Service Certificate

For CTC - Accredited Maritime Training Institutions (MTIs)

IMO Model Course Training Provider

Electro-Technical Officer (ETO) for Modules I, II, III, IV, XII and XIII

- Valid MARINA Professional License ID as Management Level Marine Engine Officer
- Valid COC – as Management Level Engine/ETO (without limitation) OR previous COC plus retake and passed the approved practical assessment of his current capacity
- SIRB/SRB or Certificate of Sea Service containing at least one (1) year of seagoing service as Management Level Marine Engineer Officer
- Certificate of Completion for IMO Model Course 6.09
- Certificate of Completion for IMO Model Course 6.10
- Accomplished SPOEL supported with ER of training class attended

MARINA Integrated Seafarers Management Online (MISMO) System (<https://online-appointment.marina.gov.ph>)

For COC - MARINA Integrated Seafarers Management Online (MISMO) System (<https://online-appointment.marina.gov.ph>)

For retake of practical assessment – Accredited Assessment Centers (ACs)

For SIRB - MARINA – Manpower Development Service for SIRB (<https://sidsrb.marina.gov.ph>)

Manning Company for Sea Service Certificate

IMO Model Course Training Provider

IMO Model Course Training Provider

Accredited Maritime Training Institutions (MTIs)



Electro-Technical Officer (ETO) for Modules IV, V, VI, VII, VIII, IX, X, XI, XII, XIV and XV

- Valid Valid PRC License ID
- Valid Certificate of Competency (COC) as Electro-Technical Officer without limitations OR previous COC as ETO plus retake and passed the approved practical assessment of his current capacity
- Have at least one (1) year of seagoing service as Electro-Technical Officer or its equivalent
- Degree programs:
 - B.S. Electrical Engineering; OR
 - B.S. Electronics and Communications Engineering; OR
 - B.S. Industrial Technology (major in Electrical or Electronic or Instrumentation)
- Certificate of Completion for IMO Model Course 6.09
- Certificate of Completion for IMO Model Course 6.10
- Accomplished SPOEL supported with ER of training class attended

MARINA Integrated Seafarers Management Online (MISMO) System (<https://online-appointment.marina.gov.ph>)

For COC - MARINA Integrated Seafarers Management Online (MISMO) System (<https://online-appointment.marina.gov.ph>)

For retake of practical assessment – Accredited Assessment Centers (ACs)

Manning Company for Sea Service Certificate

CHED Accredited Colleges and Universities

IMO Model Course Training Provider

IMO Model Course Training Provider

Accredited Maritime Training Institutions (MTIs)

Electro-Technical Rating (ETR)

- Valid MARINA Professional License ID as ETO
- Valid COC as ETO (without limitation) **OR** previous COC **plus** retake and passed the approved practical assessment of his current capacity

Professional Regulation Commission (PRC)

For COC - MARINA Integrated Seafarers Management Online (MISMO) System (<https://online-appointment.marina.gov.ph>)



<ul style="list-style-type: none"> • SIRB/SRB or Certificate of Sea Service containing seagoing service of at least one (1) year as ETO • Certificate of Completion for IMO Model Course 6.09 • Certificate of Completion for IMO Model Course 6.10. • Accomplished SPOEL supported with ER of training class attended 	<p>For retake of practical assessment – Accredited Assessment Centers (ACs)</p> <p>For SIRB - MARINA – Manpower Development Service for SIRB (https://sidsrb.marina.gov.ph)</p> <p>Manning Company for Sea Service Certificate</p> <p>IMO Model Course Training Provider</p> <p>IMO Model Course Training Provider</p> <p>Accredited Maritime Training Institutions (MTIs)</p>
<p>2. TRAINING COURSE ASSESSOR</p>	
<ul style="list-style-type: none"> • Valid MARINA Professional License ID as OICNW/OICEW or in a higher capacity OR Valid PRC License ID (for other professionals) 	<p>For MARINA ID - MARINA Integrated Seafarers Management Online (MISMO) System (https://online-appointment.marina.gov.ph)</p> <p>For other professionals – Professional Regulation Commission (PRC)</p>
<ul style="list-style-type: none"> • COA as Instructor of Course Applied 	<p>MARINA BEST - https://seafarer-best.marina.gov.ph/stakeholder/login</p>
<ul style="list-style-type: none"> • Certificate of Completion for IMO Model Course 3.12 	<p>IMO Model Course Training Provider</p>



<ul style="list-style-type: none"> One (1) Enrolment Report as Instructor 	Accredited Maritime Training Institutions (MTIs)
<ul style="list-style-type: none"> For courses without simulator: Accomplished PAEL supported with TCROA/ROA of assessment attended OR For courses with simulator: Accomplished SPAEL supported with TCROA/ROA of assessment attended 	<p>Accredited Maritime Training Institutions (MTIs) or</p> <p>Accredited Assessment Centers (ACs)</p>
3. COMPETENCY ASSESSOR	
<ul style="list-style-type: none"> Requirements as Training Course Assessor Requirements or Certificate of Accreditation (COA) as Training Course Assessor 	MARINA BEST - https://seafarer-best.marina.gov.ph/stakeholder/login
<ul style="list-style-type: none"> For Officers- Valid MARINA Professional License ID for OICEW or higher 	MARINA Integrated Seafarers Management Online (MISMO) System (https://online-appointment.marina.gov.ph)
<ul style="list-style-type: none"> Certificate of Orientation issued by the Board of Examiners (BOE)** 	STCWO Board of Examiner (BOE)
<ul style="list-style-type: none"> Certificate of Employment as a Training Course Assessor from an MTI** 	Accredited Maritime Training Institutions (MTIs)
<ul style="list-style-type: none"> One (1) TCROA as Training Course Assessor** 	Accredited Maritime Training Institutions (MTIs)
<ul style="list-style-type: none"> Certificate of Completion as Continuing Development Training (CDT), as applicable 	Affiliated Institutions
<i>Notes:</i>	



- o Applicants for Competency Assessor who are not yet affiliated with any ACs at the time of issuance of this Circular shall be required to obtain COA as Training Course Assessor and have at least one (1) assessing session, evidenced by a TCROA, in addition to Certificate of Orientation Issued by the BOE.
- o Applicants for Competency Assessor who are affiliated with any ACs and are performing as an assessor of level/s of responsibility, evidenced by ROA issued within the validity of his/her COA as Assessor, will not be required to undergo Competency Assessor Orientation conducted by the BOE.
- o Applicants for Competency Assessor who are affiliated with AC/s and with experience as an assessor of level/s of responsibility, but with expired COA as an Assessor under STCW Circular No. 2014-04 for more than one (1) year shall be required to undergo Competency Assessor Orientation, in addition to revalidation requirements of this Circular.

4. REQUIREMENTS FOR RE-ACCREDITATION OF CERTIFICATE OF ACCREDITATION

4.1 General Requirements for Re-accreditation

<ul style="list-style-type: none"> ● Valid MARINA Professional License ID for OICs or higher OR Valid PRC License ID (for other professionals) 	Professional Regulation Commission (PRC)
<ul style="list-style-type: none"> ● Certificate of Training Completion of CDT taken within the validity of COA/s applied for renewal 	Approved Training Institutions
<ul style="list-style-type: none"> ● Certificate of Employment from MTI as Instructor/ Training Course Assessor/Competency Assessor, covering the dates of the submitted Enrolment Reports/TCROAs/ROAs OR Certificate of Employment as proof that the applicant is an active professional in their respective field within the last five year/prior revalidation. 	Affiliated Institutions
<ul style="list-style-type: none"> ● Legal Clearance issued by the Legal Division of the STCW Office 	MARINA Integrated Seafarers Management Online (MISMO) System (https://online-appointment.marina.gov.ph)

<ul style="list-style-type: none"> • Proof of Successful completion of an Updating Training, as appropriate, for courses that have changes in the standard of competence. 	Maritime Training Institution
<p>4.2 Specific Requirements for Re-Accreditation</p>	
<p>A. <u>INSTRUCTORS</u></p> <ul style="list-style-type: none"> • Proof of having performed as an Instructor within the last five (5) years in the training course to which he/she is applying for re-accreditation: <ol style="list-style-type: none"> I. FOR COURSES UNDER REGULATION V and VI: <ol style="list-style-type: none"> i. Five (5) Enrolment Reports (ERs) reckoning from the date of the issuance of the COA; OR ii. Two (2) ERs during the preceding one (1) year immediately prior renewal of COA; OR iii. Certificate of Completion of the full course; OR iv. At least six (6) months sea service experience on an appropriate type of vessel within the last five (5) years). II. FOR COURSES UNDER REGULATION II, III and IV: <ol style="list-style-type: none"> i. Two (2) Enrollment Reports reckoning from the date of the issuance of the COA; OR ii. One (1) ER during the preceding one (1) year immediately prior renewal of COA; OR iii. At least six (6) months sea service experience within the validity of the COA; OR 	<p>For ER & CTC - Accredited Maritime Training Institution</p> <p>For sea service – Manning Agency</p> <p>For retake of Practical Assessment – Accredited Assessment Center</p>



<ul style="list-style-type: none"> iv. Valid COC; OR v. Retake and passed Practical Assessment of his/her current capacity. 	
<p>B. TRAINING COURSE ASSESSORS</p> <ul style="list-style-type: none"> ● Proof of having performed as a Training Course Assessor within the last five (5) years in the training course to which he/she is applying for re-accreditation: <ul style="list-style-type: none"> I. FOR COURSES UNDER REGULATION V and VI: <ul style="list-style-type: none"> i. Five (5) TCROAs reckoning from the date of the issuance of the COA; OR ii. Two (2) TCROAs total during the preceding one (1) year immediately prior renewal of COA; OR iii. Certificate of Completion of the full course; OR iv. At least six (6) months sea service experience on an appropriate type of vessel within the last five (5) years). II. FOR COURSES UNDER REGULATION II, III and IV: <ul style="list-style-type: none"> i. Two (2) TCROAs reckoning from the date of the issuance of the COA; OR ii. One (1) TCROA during the preceding one (1) year immediately prior renewal of COA; OR iii. At least six (6) months sea service experience within the validity of the COA; OR 	<p>For TCROA & CTC - Accredited Maritime Training Institution</p> <p>For sea service – Manning Agency</p> <p>For retake of Practical Assessment – Accredited Assessment Center</p>



<ul style="list-style-type: none"> iv. Valid COC; OR v. Retake and passed Practical Assessment of his/her current capacity. 	
<p>C. COMPETENCY ASSESSORS</p> <ul style="list-style-type: none"> ● Proof of having performed as a Competency Assessor within the last five (5) years in the Level of Responsibility to which he/she is applying for re-accreditation <ul style="list-style-type: none"> i. Two (2) ROAs reckoning from the date of the issuance of the COA; OR ii. One (1) ROA during the preceding one (1) year immediately prior renewal of COA; OR iii. At least six (6) months sea service experience within the validity of the COA; OR iv. Valid COC; OR v. Retake and passed the approved practical assessment of his current capacity. 	<p>For ROA - Accredited Assessment Center</p> <p>For sea service – Manning Agency</p> <p>For retake of Practical Assessment – Accredited Assessment Center</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of application through the MARINA Automated System				
1.1 Sign in to MARINA online system at (https://seafarer-best.marina.gov.ph/stakeholder/login) anywhere with internet access using any device e.g. desktop, mobile phone or laptop	1.1 No Activity	None	Not applicable	<i>Applicant</i>
1.2 Upload a clear copy of the required original documents appropriate to the selected transaction.	1.2 No Activity	None	Not applicable	<i>Applicant</i>
1.3 Submit the application Note: Applicant shall receive a notification that his/her application has already been accepted and is queued for initial evaluation.	1.3 Accepts application for initial evaluation through fetching. Note: Application may be assigned by the Supervising MIDS/Focal Person	None	5 minutes	<i>Administrative Assistant, MIDS I, MIDS II and Sr. MIDS Accreditation Division Supervising MIDS/Focal Person</i>



				Accreditation Division
2. Initial Evaluation of application				
2.1 No Activity	2.1 Sign in to MARINA Online System, Clicks “STCW-Accreditation (Instructor/Assessor)”, click evaluation, click “Fetch Application” to generate applicants for initial evaluation (queued in the MARINA online system).	None	30 minutes	<i>Administrative Assistant, MIDS I, MIDS II and Sr. MIDS</i> Accreditation Division
2.2 No Activity	2.2 Evaluates and verifies the completeness, validity and authenticity of the uploaded document.	None		<i>Administrative Assistant, MIDS I, MIDS II and Sr. MIDS</i> Accreditation Division
2.3 No Activity	2.3 If compliant, click “Accept Application” and input remarks. Note: The application will be forwarded for Supervisor Review.	None		<i>Administrative Assistant, MIDS I, MIDS II and Sr. MIDS</i> Accreditation Division



<p>2.4 If rejected, comply with the deficiency/ies and resubmit the application by clicking the “Submit” button</p>	<p>2.4 If not compliant, click “Reject Application” and indicate the reasons why rejected.</p> <p>Note/s: The applicant will receive notification message containing remarks regarding documents to be complied with.</p> <p>If the application has deficiency/ies, he/she shall be given one-time compliance within 15 calendar days from receipt thereof.</p>	<p>None</p>		<p><i>Applicant</i></p> <p><i>Administrative Assistant, MIDS I, MIDS II and Sr. MIDS</i></p> <p>Accreditation Division</p>
<p>3. Final Evaluation of application</p>				
<p>3.1 No Activity</p>	<p>3.1 Once transaction is for “Supervisor Review”, Click the “Approval” tab, evaluates, validates and ensures compliance with the requirements and click “Forward for Division Chief Review”</p> <p>If not compliant, click “Reject” on specific and indicate the reasons why rejected, and click “Return Application”.</p>	<p>None</p>	<p>15 minutes</p>	<p><i>Supervising MIDS/Focal Person</i></p> <p>Accreditation Division</p>



3.2 If rejected, comply with the deficiency/ies and resubmit the application by clicking the “Submit” button	3.2 If not compliant, click “Reject” on specific document and indicate the reasons why rejected, and click “Return Application”. Note: Application will be forwarded back to initial evaluation and will be rejected for compliance of the applicant.	None		<i>Administrative Assistant, MIDS I, MIDS II and Sr. MIDS</i> Accreditation Division <i>Applicant</i>
4. Approval of the Division Chief				
4.1 No Activity	4.1 Once the transaction’s status is “Division Chief Review”, click Approval” tab. If found compliant, click Approved for “ATAP Generation” and input remarks. Note:	None	5 minutes	<i>Division Chief</i> Accreditation Division



	Application will be forwarded to initial evaluator for ATAP Generation/Billing.			
4.2 If rejected, comply with the deficiency/ies and resubmit the application by clicking the “Submit” button	<p>4.2 If not compliant, click “Reject” on specific document and indicate the reasons why rejected, and click “Return Application”.</p> <p>Note: Application will be forwarded back to supervisor, then to initial evaluator and will be rejected for compliance of the applicant.</p>	None		<p><i>Administrative Assistant, MIDS I, MIDS II and Sr. MIDS</i></p> <p>Accreditation Division</p> <p><i>Applicant</i></p>
5. Processing of payment				
5.1 Once the reference number is received, Click the “Pay Now” button in the Summary Page, click the Pisopay Link, click the “Submit Payment” and proceed with payment based on the instruction.	<p>5.1 Click the” Approval” tab to view transaction and click the “Generate ATAP” button and input required details in the “Generate Authority to Accept Payment (ATAP)”.</p> <p>Note: The system will notify the applicant.</p>	<ul style="list-style-type: none"> ● Application Fee – P500.00 per course ● Accreditation Fee – P500.00 per course ● Documentary Stamp – P30.00 	10 minutes	<p>Administrative Assistant, MIDS I, MIDS II and Sr. MIDS</p> <p>Accreditation Division</p> <p>Applicant</p>

6. Releasing of the Certificate of Accreditation				
6.1 No Activity	6.1 Once paid by the applicant, transaction will be tagged as NOT YET RELEASED in the Releasing Tab. Checks the details of the application and click “Release” button.	None	10 minutes	Assigned Personnel (MIDS I, MIDS II and Sr. MIDS/Releasing Officer) Accreditation Division
6.2 No Activity	6.2 Checks the details of the Certificate of Accreditation.	None		<i>Assigned Personnel (MIDS I, MIDS II and Sr. MIDS/Releasing Officer)</i> Accreditation Division
6.3 Click the “Certificate” tab, then click the View Icon and click the Generated Certificate file link.	6.3 Encodes in the monitoring database the details of the released transaction.	None		<i>Assigned Personnel (MIDS I, MIDS II and Sr. MIDS/Releasing Officer)</i> Accreditation Division <i>Applicant</i>
END OF TRANSACTION		TOTAL	P 1,030.00	75 minutes

Note: The identified processing time per application is of the assumption that the responsible person has no other undertaking being attended.



H.1.2 APPROVAL OF ASSESSMENT CENTER TO CONDUCT OF PRACTICAL ASSESSMENT

This process covers only qualified and capable Assessment Centers (ACs) are given the approval to operate and conduct Practical Assessment of seafarers for the issuance of STCW certificates in accordance with the requirements under Regulation I/6 on Training and Assessment; Regulation I/8 on Quality Standard System; and Regulation I/12 on the Use of Simulators under the 1978 STCW Convention, as amended and Memorandum Circular No. SC-2022-03.

Office/Division:	Accreditation Division
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Client/Citizen
Who may avail:	Assessment Centers

A. REQUIREMENTS FOR FILING OF APPLICATION FOR APPROVAL (for compliance before inspection):

CHECKLIST OF REQUIREMENTS (to be submitted electronically)	WHERE TO SECURE
A formal application duly accomplished application 1.1 Notarized Letter of application signed by the President/owner or authorized representative of the AC. (1 photocopy) 1.2 Duly accomplished Evaluation Checklist for Accreditation of Assessment Centers for the Level of Responsibility applied for. (1 photocopy)	Accredited Assessment Center MARINA STCWO - Accreditation Division
Proof of ownership of the equipment (1 photocopy)	Accredited Assessment Center
Set of Guidelines and Procedures in the administration and conduct of Practical Assessment. (1 photocopy)	Accredited Assessment Center



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 Article XII hereof and that all documents submitted are authentic. (1 photocopy)		Accredited Assessment Center		
Resume of the principal officials or their equivalent with recent pictures and Specimen signatures of the AC's authorized signatories. (1 photocopy)		Accredited Assessment Center		
List containing the Assessment Director and Competency Assessors and copies of their Certificates of Accreditation. (1 photocopy)		MARINA STCWO - Accreditation Division		
Business Permit (1 photocopy)		Local Government Units (LGUs)		
List of Equipment Checklist for Practical Assessment (1 photocopy)		MARINA STCWO - Accreditation Division		
Copies of the institution's validated practical assessment scenarios. (8 sets of Practical Assessment Scenarios) (1 photocopy)		STCWO Board of Examiners		
Copies of the institution's practical assessment scenario validation form. (1 photocopy)		MARINA STCWO - Accreditation Division		
ISO Certification or any proof of initial evaluation by a certifying body (First Level Audit) (1 photocopy)		ISO Certification Body		
Proof of Payment of Filing Fee and Inspection Fee. (1 photocopy)		Assessment Center		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Before Inspection				



1. The Applicant ACs submits the application together with all the required documents as attachment	1.1 Receives and checks for the completeness of the Application requirements 1.1.1 If incomplete, return to the applicant the application for completion.	None	3 days	<i>Admin Aide/ Admin Assistant III/ MIDS I Accreditation Division</i>
2. Pays the required fees.	1.2 Notifies applicant of the result of screening 1.2.1 Generates and Notifies applicant of the Reference Number for processing of payment	P1,000/ Level of Responsibility	5 minutes	<i>Admin Aide/ Admin Assistant III</i>
	1.3 Encodes and logs the application in the database	None	5 minutes	<i>Admin Aide Accreditation Division</i>
	1.4 Assigns and endorses the application documents to the concerned personnel (MIDS I, MIDS II, Senior MIDS) for documentary evaluation	None	3 minutes	<i>Supervising MIDS Accreditation Division</i>
	1.5 Acknowledge receipt of application.	None	5 minutes	<i>MIDS I Accreditation Division</i>
	1.6 Conducts documentary evaluation of the application documents	None	4 hours/ Level of Responsibility	<i>MIDS I/ MIDS II/ Senior MIDS Accreditation Division</i>



	1.7 Endorses the submitted application documents to the respective Board of Examiners (BOE) for evaluation of the practical scenarios.	None	5 minutes	<i>Admin Aide</i> Accreditation Division
	1.8 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.	None	1 day	<i>BOMDO/BOMEQ</i> <i>BODRA/BOERA</i> Board of Examiners
	1.9 Informs the Accreditation Division of the status of the submitted documents by filling up the routing slip.	None		
	1.10 If complied, prepares Notice of Inspection/ Re-inspection and Special Order. 1.10.1 In case of deficiencies, Evaluator prepares Notice of Deficiency	None	30 minutes	<i>Senior MIDS/ MIDS II and</i> <i>MIDS I</i> Accreditation Division
	1.11 Reviews the result of the evaluation and affixes his/her initial on the Notice of Inspection/ Re-inspection, Special Order. 1.10.1 In case of deficiencies, Notice of Deficiency.	None	2 hours	<i>Supervising MIDS</i> Accreditation Division
	1.12 Endorses the same to the Chief MIDS	None	4 minutes	
	1.13 Confirmation of Evaluation and Endorsement to the Executive Director by affixing his/her initial on the Notice of Inspection/ Re-inspection, Special Order. 1.13.1 In case of deficiencies, Notice of Deficiency.	None	5 minutes	<i>Chief MIDS/OIC</i> Accreditation Division



	1.14	Endorses the same to the Executive Director	None	5 minutes	
	1.15	Affixes his/her initial on the Notice of Inspection/ Re-inspection, Special Order.	None	5 minutes	<i>Executive Director Accreditation Division</i>
	1.15.1	In case of deficiencies, Notice of Deficiency.			
	1.16	Releases thru email or personally, the Notice of Inspection/Re-inspection, Notice of Fees and Special Order.	Inspection Fee- P1,000/Level of Responsibility	5 minutes	<i>Admin Aide/ Admin Assistant III/ MIDS I Accreditation Division</i>
	1.17	Generates Reference Number and Notifies applicant for processing of payment.			
		In case of deficiencies, Notice of Deficiency.			
	1.18	Conducts actual inspection to verifies compliance	None	4 days	<i>BOMDO/BOME0 BODRA/BOERA Board of Examiners Senior MIDS/ MIDS II/ MIDS I Accreditation Division</i>
B. After Inspection					
	1.19	Prepares and endorses Inspection Report to BOE	None	1 day	<i>MIDS I/ MIDS II/ Senior MIDS Accreditation Division</i>
	1.20	Review and affixes his/her initial of Inspection Reports and Disposition Form to BOE	None	1 day	<i>MIDS I/ MIDS II/ Senior MIDS/ Accreditation Division BOMDO/BOME0 BODRA/BOERA Board of Examiners</i>



	1.21	Reviews and affixes his/her initial to the result of Inspection Report, Executive Brief, Disposition Form, Letter of Accreditation as AC/Letter of Denial.	None	4 hours	<i>Supervising MIDS Accreditation Division</i>
	1.22	Confirms the result of Inspection Report, Executive Brief, Disposition Form, Letter of Accreditation as AC/Letter of Denial.	None	4 hours	<i>Chief MIDS/OIC Accreditation Division</i>
	1.23	Signing of the Result of Inspection/Re-Inspection by affixing his/her initial/signature; Disposition Form, Letter of Accreditation as AC/Letter of Denial	None	1 day	<i>Deputy Executive Director Executive Director STCWO</i>
	1.24	Encodes and updates SAM Database on the status and result of the Inspection/Re-Inspection.	None	20 minutes	<i>Admin Aide Accreditation Division</i>
	1.24.1	Sends the Letter of Accreditation as AC/Letter of Denial thru email			
C. Preparation of Certificate of Accreditation					
3. Issuance of e-ATAP	2.1	Sends e-ATAP via email or SMS for payment of Certificate of Accreditation Fees	None	20 minutes	<i>Admin Aide/Admin Assistant III, MIDS I Accreditation Division</i>
4. Payment of Certificate of Accreditation	3.1	Receives proof of e-payment from applicant which attaches the copy of the e-Receipt/proof of e-payment to the Application	Accreditation Fee- P10,400/Level of Responsibility	20 minutes	<i>Admin Aide Accreditation Division MARINA Partner Collecting Agents</i>
3.1 Pay the prescribed Accreditation fees					



	3.2 Prepares Certificate of Accreditation using the SAM Database	None	20 minutes	<i>Admin Aide</i> Accreditation Division
	3.3 Reviews entries on the Certificate of Accreditation and affixes his/her Initial	None	2 hours	<i>Supervising MIDS</i> Accreditation Division
	3.4 Confirms entries and affixes his/her initial on the Certificate of Accreditation 3.4.1 Endorses Certificate of Accreditation to the Executive Director	None	1 hour	<i>Chief MIDS/OIC</i> Accreditation Division
	3.5 Affixes his/her initial/signature: Disposition Form 3.5.1 Signature on the Certificate of Accreditation	None	1 day	<i>Deputy Executive Director</i> <i>Executive Director</i> STCWO
5. Receives the Certificate of Accreditation	3.1 Logs and releases the Certificate of Accreditation to the Liaison Officer/ Authorized Representative of the MTI	None	30 minutes	<i>Admin Aide</i> Accreditation Division
END OF TRANSACTION	TOTAL	P 12,400.00	11 days, 4 hours and 8 minutes – excluding compliance period	



H.1.3 APPROVAL / RENEWAL OF MARITIME TRAINING COURSES

This process covers the applicant Maritime Training Institution (MTI) complies with the requirements of the Chapter I, Section A-I/6 and Section A-I/2 of the STCW Convention, 1978, as amended, and Memorandum Circular No. SC-2021-09, STCW Circular No. 2018-02, STCW Advisory No. 2019-05 and their subsequent amendments.

Office/Division:	Accreditation Division
Classification:	Highly Technical
Type of Transaction:	G2B – Government to Business Entities
Who may avail:	Maritime Training Institution (MTIs)

REQUIREMENTS FOR FILING OF APPLICATION (for compliance before inspection):

CHECKLIST OF REQUIREMENTS (to be submitted electronically)	Where to Secure
1. Notarized Letter of Application (1 photocopy)	Accredited Maritime Training Institutions
2. Certificate of Accreditation as an MTI (1 photocopy)	MARINA STCWO - Accreditation Division
3. Course Package of the training course being applied containing the documents specified in STCW Circular No. 2018-02 and its subsequent amendments (1 photocopy)	Accredited Maritime Training Institutions
4. List of Maritime Training Instructors, Training Course Assessors, and Competency Assessors (Refer to Annex II) (1 photocopy)	MARINA STCWO - Accreditation Division
5. Inventory of Training Equipment and Facilities with photos, Simulator Certificate of Ownership or License, Class/Type and number of workstations (Refer to Annex III) (1 photocopy)	MARINA STCWO - Accreditation Division
6. Inventory of Teaching Aids and References (Refer to Annex IV) (1 photocopy)	MARINA STCWO - Accreditation Division
7. Training Completion and Records of Assessment (Refer to Annex V) (1 photocopy)	MARINA STCWO - Accreditation Division



8. Receipt of filing and inspection fees (1 photocopy)	Accredited Maritime Training Institutions
9. Access to the MTI's CCTV system (1 photocopy)	Accredited Maritime Training Institutions

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
6.1 Submits the application together with all the required documents as attachment	a. Receives and checks the completeness of the application requirements. 1.2.1 If the requirements are complete, send payment reference thru email; 1.2.2 If not, return the application.	None	3 days	<i>Admin Aide/ Admin Assistant III/ MIDS I Accreditation Division</i>
1. Receives payment reference thru email and payment of prescribed fees at MARINA Payment Partner	1.1 Sends payment reference thru email to MTI 1.2 Require the applicant to pay the prescribed fees	Application Fee per Course – P1000	5 minutes	<i>Admin Aide/ Admin Assistant III/ MIDS I Accreditation Division</i>
	1.3 Receives and encodes the Official Receipt and the application in the database.	None	5 minutes	<i>Admin Aide Accreditation Division</i>



	1.4 Assigns and endorses the application to the concerned personnel (MIDS I, MIDS II, Senior MIDS) for evaluation	None	5 minutes	<i>Chief MIDS Accreditation Division</i>
	1.5 Acknowledges the receipt of application.	None	5 minutes	<i>MIDS I/ MIDS II/ Senior MIDS Accreditation Division</i>
	1.6 Conducts documentary evaluation. If complied, Admin Aide prepares Notice of Inspection/Re-inspection, Special Order. 1.6.1 If not, Evaluator prepares Notice of Deficiency.	None	4 hours/ course	<i>MIDS I/ MIDS II/ Senior MIDS Admin Aide Accreditation Division</i>
	1.7 Reviews the application and affixes his/her initial on the Notice of Inspection/Re-inspection, Special Order, Notice of Deficiency. 1.8 Endorses the same to the Chief MIDS	None	2 hours	<i>Supervising MIDS Accreditation Division</i>
	1.9 Confirms the result of evaluation by affixes his/her initial on the Notice of Inspection/Re-inspection, Special Order, Notice of Deficiency. 1.10 Endorses the same to the Executive Director for signature 1.11 Generates Reference Number and notifies applicant for processing of payment.	None	5 minutes	<i>Chief MIDS Accreditation Division</i> <i>Admin Aide/ Admin Assistant III/ MIDS I</i>



	1.12 Affixes his/her initial on the Notice of Inspection/Re-inspection, Special Order, Notice of Deficiency.	None	5 minutes	<i>Executive Director</i> STCWO
3. Receives thru email or personally, the Notice of Inspection/ Re-inspection or Notice of Deficiency and pay the corresponding fees.	3.1 Releases thru email or personally, the Notice of Inspection/Re-inspection, Special Order, Notice of Deficiency. 3.2 Generates and Notifies applicant of the Reference Number for processing of payment.	Inspection Fee – P1000	5 minutes	<i>Admin Aide</i> Accreditation Division
	3.3 Conducts actual inspection and verifies compliance	None	5 days	<i>MIDS I/ MIDS II/ Senior MIDS Technical Evaluator (if necessary)</i> Accreditation Division
	3.4 Prepares Inspection Report, Executive Brief, Disposition Form, Letter of Course Approval or Letter of Denial	None	1 day	<i>MIDS I/ MIDS II/ Senior MIDS</i> Accreditation Division
	3.5 Reviews the result of Inspection Report, Executive Brief, Disposition Form, Letter of Course Approval or Letter of Denial 3.5.1 Affixes his/her Initial	None	1 day	<i>Supervising MIDS</i> Accreditation Division



	<p>3.6 Confirms the result Inspection Report, Executive Brief, Disposition Form, Letter of Course Approval or Letter of Denial and Notice of fees.</p> <p>3.6.1 Affixes his/her Initial</p> <p>3.6.2 Endorses the same to the Executive Director for signature</p>	None	4 hours	<i>Chief MIDS/OIC Accreditation Division</i>
	3.7 Affixes his/her initial/signature; Disposition Form, Letter of Course Approval or Letter of Denial	None	2 days	<i>Deputy Executive Director Executive Director STCWO</i>
	<p>3.8 Updates SAM Database on the status and result of the Inspection/ Re-Inspection.</p> <p>3.8.1 Sends thru email the Letter of Course Approval or Letter of Denial and Notice of Fees</p>	None	4 hours	<i>Admin Aide Accreditation Division</i>
4. Receives e-ATAP for payment of Accreditation Fees	4.1 Sends e-ATAP via email or SMS for payment of Course Approval Fees	None	20 minutes	<i>Admin Aide/Admin Assistant III, MIDS I Accreditation Division</i>
5. Pay the prescribed course approval fees	5.1 Receives proof of e-payment from applicant	P 10,400/ Course	20 minutes	<i>MARINA Partner Collecting Agents</i>
	5.2 Attaches the copy of the e-Receipt/proof of e-payment to the Application	None		<i>Admin Aide Accreditation Division</i>



	5.3 Prepares Certificate of Course Approval using the SAM Database	None	1 hour	<i>Admin Aide</i> Accreditation Division
	5.4 Reviews entries on the Certificate of Course Approval and affixes his/her Initial	None	2 hours	<i>Supervising MIDS</i> Accreditation Division
	5.5 Confirms entries on the Certificate of Course Approval and affixes his/her Initial 5.5.1 Endorses Certificate of Course Approval to the Executive Director	None	1 hour	<i>Chief MIDS/OIC</i> Accreditation Division
	5.6 Affixes his/her initial/signature in the Disposition Form 5.6.1 Signs the Certificate of Course Approval	None	1 day	<i>Deputy Executive Director</i> <i>Executive Director</i> STCWO
6. Receives the Certificate of Course Approval or Letter of Denial	6.1 Logs the Certificate of Course Approval 6.2 Releases the Certificate of Course Approval to the Liaison Officer/ Authorized Representative of the MTI	None	30 minutes	<i>Admin Aide</i> Accreditation Division
END OF TRANSACTION	TOTAL	P 12,400.00	12 days, 4 hours 40 minutes/ per course excluding compliance period	



H.1.4 APPROVAL / RENEWAL OF ACCREDITATION OF MARITIME TRAINING INSTITUTIONS (MTIs) / ASSESSMENT CENTERS (ACs) AS AN ENTITY

This process covers applicant Maritime Training Institution (MTI) and Assessment Centers (AC) complies with the requirements of the Chapter I, Section A-I/6 of the STCW Convention, 1978, as amended, with regard to training and assessment of seafarers.

Office/Division:	Accreditation Division
Classification:	Highly Technical
Type of Transaction:	G2B – Government to Business Entities
Who may avail:	Maritime Training Institution (MTIs) and Assessment Centers (ACs)

REQUIREMENTS FOR FILING OF APPLICATION (for compliance before inspection):

CHECKLIST OF REQUIREMENTS (to be submitted electronically)	Where to Secure
1. Feasibility Study (1 photocopy)	Maritime Training Institutions/Assessment Centers
2. Certificate of Registration with the SEC together with the Articles of Incorporation and copy of by-laws for private institutions or DTI registration certificate for sole proprietors or Charter and Board Resolution for government institutions. (1 photocopy)	Securities and Exchange Commission Office
3. Resume of principal officials indicated under Section 9 with recent pictures and specimen signatures. (1 photocopy)	Maritime Training Institutions/Assessment Centers
4. Proof of ownership for theoretical and/or practical site, assessment site, or Lease Contract valid within the period of five (5) years or the period of the Certificate of Accreditation applied for, whichever is longer. The name of the contracting party in the Lease Contract shall be the name of the duly registered institution. (1 photocopy)	Building Admin Office of the Maritime Training Institutions/Assessment Centers



5. Valid Business Permit (1 photocopy)	Local Government Unit (LGU)
6. ISO Certificate or any proof of initial evaluation by a certifying body (First Level Audit) (1 photocopy)	ISO Certifying Body
7. Floor Plan of administrative office, classroom, learning resource center and facilities. (1 photocopy)	Maritime Training Institutions/Assessment Centers
8. For MTIs: Site Map of practical site for courses with practical training and assessment. (1 photocopy)	Maritime Training Institutions/Assessment Centers
9. For ACs: Site Map of practical site for the conduct of practical assessment (1 photocopy)	Maritime Training Institutions/Assessment Centers
10. Photos with label of the institution's facilities (1 photocopy)	Maritime Training Institutions/Assessment Centers

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submits the application via stcw-accre@marina.gov.ph	1.1 Receives Letter of Intent 1.2 Acknowledges the application and advise the applicant institution on the schedule of the mandatory 1-day orientation.	None	15 minutes	Admin Aide/ Admin Assistant III/ MIDS I Accreditation Division
2. Attends the conduct of the 1-day mandatory orientation	Conducts the mandatory 1-day orientation covering the accreditation standards, processes, and approval of training courses for MTIs and	None	1 hour	Supervising MIDS or Senior MIDS Accreditation Division



	conduct of practical assessment for purposes of certification for ACs.			
3. Submits the application together with all the required documents as attachment	<p>3.1 Receives application documents</p> <p>3.2 Checks the completeness of the requirements.</p>	None	30 minutes	<i>Admin Aide/ Admin Assistant III/ MIDS I Accreditation Division</i>
4. Notification of screening results and payment of application fees	<p>4.1 Receives the completed and accepted application</p> <p>4.2 Notifies the applicant institution regarding the result of screening</p> <p>4.3 Encodes the application to the MARINA payment system and notifies the applicant to pay the prescribed fees at accredited payment centers.</p> <p>4.3.1 If the requirements are complete, send payment reference thru email;</p> <p>4.3.2 If not, return the application.</p>	<p>Application Fee per Course – P1000</p> <p>Inspection Fee – P1000</p>	5 minutes	<i>Administrative Assistant/Aide Accreditation Division</i>
5. Pay the prescribed fees at MARINA Payment Partner	5.1 Receives payment reference thru email	None	10 minutes	<i>Admin Aide Accreditation Division</i>
	5.2 Encoding of the Application in the Database	None		
	5.2.1 Receives the Official Receipt			



	5.2.2 Logs the application			
	5.2.3 Encode in the database			
	5.2.4 Endorses the application to the Supervising MIDS			
	5.3 Assigns and endorses the application to the concerned personnel (MIDS I, MIDS II, Senior MIDS) for evaluation	None	5 minutes	<i>Supervising/Chief MIDS Accreditation Division</i>
	5.4 Conducts documentary evaluation of the application. 5.4.1 If complied, accomplishes the Evaluation and Inspection Checklist and endorses to the person-in-charge for scheduling of inspection. 5.4.2 In case of deficiencies, accomplishes the Evaluation and Inspection Checklist and prepares the Notice of Deficiency.	None	1-2 days	<i>MIDS I/ MIDS II/ Senior MIDS Admin Aide Accreditation Division</i>
	5.5 Scheduling of inspection 5.5.1 Calendars the inspection schedule on a monthly basis 5.5.2 Prepares Special Order together with the Notice of Inspection, Notice of Fees, and	None	1 day	<i>MIDS I / MIDS II Accreditation Division</i>



	travel documents and forwards to Supervising MIDS			
	<p>5.6 Reviews the result of the Evaluation and travel documents.</p> <p>5.6.1 Affixes initial on the following documents if found to be in order and endorses the same to the Chief MIDS for endorsement:</p> <p>5.6.1.1 Special Order or Notice of Deficiency (if applicable);</p> <p>5.6.1.2 Notice of Inspection;</p> <p>5.6.1.3 Notice of Fees; and</p> <p>5.6.1.4 Travel Documents</p> <p>5.6.2 Otherwise, the application will be returned to the concerned Tabletop Evaluators for reevaluation / revision.</p>	None	4 hours	<i>Supervising MIDS Accreditation Division</i>
	<p>5.7 Endorsement of the Recommendation based on the result of the tabletop evaluation.</p> <p>5.7.1 Affixes initial on the following documents and endorses the same to the Executive Director for approval:</p>	None	2 hours	<i>Chief MIDS Accreditation Division</i>



	<p>5.7.1.1 Special Order or Notice of Deficiency (if applicable);</p> <p>5.7.1.2 Notice of Inspection;</p> <p>5.7.1.3 Notice of Fees; and</p> <p>5.7.1.4 Travel Documents</p>			
	<p>5.8 Approval of the Recommendation based on the result of the tabletop evaluation</p> <p>5.8.1 Approves and affixes signature on the following documents if in order and returns the approved document to the Accreditation Division for releasing to the applicant institution:</p> <p>5.8.1.1 Special Order or Notice of Deficiency (if applicable);</p> <p>5.8.1.2 Notice of Inspection;</p> <p>5.8.1.3 Notice of Fees; and</p> <p>5.8.1.4 Travel Documents</p>	None	1 hour	<p><i>Executive Director / Authorized Representative STCWO</i></p>



	5.8.2 Otherwise, returns the documents to the Accreditation Division (AD), for appropriate action.			
6. Receives thru email or personally, the Notice of Inspection/ Re-inspection or Notice of Deficiency. 6.1 Applicant MTI and/or AC shall submit a one-time compliance within fifteen (15) working days upon receipt of the notice of deficiency (NOD)	6.1 Releases the Approved Special Order and travel documents to the concerned divisions for processing/filing. 6.2 Releases the Notice of Inspection/ Notice of Deficiency and notice of fees to the MTI concerned.	None	30 minutes	<i>Administrative Assistant/Aide Accreditation Division</i>
7 Conduct of Actual evaluation and inspection	7.1 Conducts opening meeting 7.2 Inspects and verifies if the application as an entity is compliant to the requirements. 7.3 Finalize the evaluation and inspection checklists, deliberate, and agree on the results. 7.4 Conducts closing meeting 7.5 Asks the entity's concurrence on the findings and provides them a copy	None	1-3 days	<i>MIDS I/ MIDS II/ Senior MIDS Admin Aide Technical Evaluator (if necessary) Accreditation Division</i>



	<p>7.6 Prepares evaluation and inspection report, Disposition Form and attaches the evaluation and inspection checklist</p> <p>7.7 Prepares Letter of Accreditation and Notice of Fees. If not, prepares Notice of Deficiency</p> <p>7.8 Submits the results of the evaluation and recommendation supported by other pertinent documents to the Supervising MIDS for review prior endorsement to the Executive Director.</p>	None	1 day	<i>MIDS I/ MIDS II/ Senior MIDS Accreditation Division</i>
	<p>7.9 Reviews the DF, Inspection Report, Letter of Accreditation with Notice of Fees, or Notice of Deficiency,</p> <p>7.9.1 If compliant, endorses to the Chief MIDS for endorsement to the Executive Director</p> <p>7.9.2 If not, returned to the EIT</p>	None	4 hours	<i>Supervising MIDS Accreditation Division</i>
	<p>7.10 Affixes initial on the Letter of Accreditation with Notice of Fees or Notice of Deficiency and endorses the same to the Executive Director for approval if found in order.</p> <p>7.10.1 Otherwise, returned to the Supervising MIDS</p>	None	2 hours	<i>Chief MIDS/OIC Accreditation Division</i>



	<p>7.11 Affixes signature on the Letter of Accreditation and returns the approved document to the Accreditation Division for releasing to the applicant institution.</p> <p>7.11.1 Otherwise, returned to the Accreditation Division for appropriate action.</p>	None	1 hour	<i>Deputy Executive Director Executive Director / Authorized Representative STCWO</i>
	<p>7.12 Encodes the Result of Inspection/Re-Inspection</p> <p>7.12.1 Updates SAM Database on the status and result of the Inspection/ Re-Inspection.</p> <p>7.12.2 Sends thru email: Letter of Course Accreditation or Letter of Denial and Notice of Fees</p>	None	5 minutes	<i>Administrative Assistant/Aide Accreditation Division</i>
<p>8 Payment of Accreditation Fees</p> <p>8.1 Receives e-ATAP for payment of Accreditation Fees</p>	<p>8.1 Encodes the accreditation on the MARINA Payment System and requires the MTI/AC to pay the prescribed fees at accredited payment centers</p>	None	5 minutes	<i>Admin Aide/Admin Assistant III, MIDS I Accreditation Division</i>
<p>9 Pay the prescribed course approval fees</p>	<p>9.1 Preparation of Certificate of Course Approval</p> <p>9.1.1 Receives proof of e-payment from applicant</p>	None	4 hours	<i>Admin Aide Accreditation Division</i>



	9.1.2 Prepares Certificate of Course Approval using the SAM Database			
	9.1.3 Submits the Certificate of Accreditation to Supervising MIDS for review			
	9.2 Review of Entries on the Certificate of Course Approval	None	4 hours	<i>Supervising MIDS Accreditation Division</i>
	9.2.1 Reviews entries on the Certificate of Accreditation			
	9.2.1.1 If in order, forwards to the Chief MIDS			
	9.2.1.2 If not, returns to the Administrative Assistant/Aide for appropriate action			
	9.3 Affixes his/her Initial and endorses Certificate of Course Approval to the Executive Director	None	1 hour	<i>Chief MIDS/OIC Accreditation Division</i>
	9.3.1 Otherwise, returns to the Supervising MIDS for appropriate action.			
	9.4 Affixes his/her signature and endorses the signed Certificate of Accreditation to the Accreditation Division for appropriate action	None	1 hour	<i>Deputy Executive Director Executive Director/ Authorized Representative STCWO</i>
10 Releasing of the Approved	10.1 Logs the Certificate of Course Approval	None	30 minutes	<i>Administrative Assistant/Aide Accreditation Division</i>



10.1 Certificate Receives the Certificate of Accreditation or Letter of Denial	10.2 Releases the Certificate of Course Approval to the Liaison Officer/ Authorized Representative of the MTI			
END OF TRANSACTION	TOTAL	P 12,400.00	10 days, 1 hour 35 mins excluding compliance period	



H.1.5 APPROVAL / RENEWAL OF ACCREDITATION OF MARITIME TRAINING COURSES THROUGH DISTANCE /ONLINE LEARNING MODE OF DELIVERY

This process covers application for the approval and renewal of maritime training courses through Distance /Online learning Mode of Delivery

Office/Division:	Accreditation Division
Classification:	Highly Technical
Type of Transaction:	G2B – Government to Business
Who may avail:	Maritime Training Institution (MTIs)

REQUIREMENTS FOR FILING OF APPLICATION (for compliance before inspection):

CHECKLIST OF REQUIREMENTS (to be submitted electronically)	Where to Secure
1. Notarized Letter of Application (Refer to Annex I) (1 photocopy)	Accredited Maritime Training Institutions
2. Certificate of Accreditation as an MTI (1 photocopy)	Accredited Maritime Training Institutions
3. Quality Standard System for Distance Learning (1 photocopy)	Accredited Maritime Training Institutions
4. Accessible Learning Management System (LMS) (1 photocopy)	Accredited Maritime Training Institutions
5. Course Package of the training course being applied containing the documents specified in STCW Circular No. 2018-02 and its subsequent amendments (1 photocopy)	Accredited Maritime Training Institutions
6. List of Instructors, Assessors, and Supervisors (Refer to Annex II) (1 photocopy)	Accredited Maritime Training Institutions
7. Inventory of Training Equipment and Facilities with photos, Simulator Certificate of Ownership or License, Class/Type and number of workstations (Refer to Annex III) (1 photocopy)	Accredited Maritime Training Institutions



8. Inventory of Teaching Aids and References (Refer to Annex IV) (1 photocopy)	Accredited Maritime Training Institutions
9. Training Completion and Records of Assessment (Refer to Annex V) (1 photocopy)	Accredited Maritime Training Institutions
10. Receipt of filing and inspection fees (1 photocopy)	Accredited Maritime Training Institutions
11. Access to the MTI's CCTV system (1 photocopy)	Accredited Maritime Training Institutions
12. Photo evidence of equipment and/or simulator (1 photocopy)	Accredited Maritime Training Institutions
13. Photo evidence of Teaching Aids/References (1 photocopy)	Accredited Maritime Training Institutions

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Receiving and Screening of Application Submits the application together with all the required documents as attachment 1.2 Receives payment reference thru email	1.1 Checks the completeness of the requirements. 1.2 Receives the application. 1.2.1 If the requirements are complete, send payment reference thru email; 1.2.2 If not, return the application.	Application Fee per Course – P1000 Inspection Fee – P1000	30 minutes	<i>Admin Aide/ Admin Assistant III/ MIDS I Accreditation Division</i>
2. Payment o of prescribed fees 2.1 Pay the prescribed fees at MARINA Payment Partner	2.1 Sends payment reference thru email to MTI 2.1.1 Require the applicant to pay the prescribed fees	None	5 minutes	<i>Admin Aide/ Admin Assistant III/ MIDS I Accreditation Division</i>



	<p>2.2 Encoding of the Application in the Database</p> <p>2.2.1 Receives the Official Receipt</p> <p>2.2.2 Logs the application</p> <p>2.2.3 Encode in the database</p>	None	30 minutes	<i>Admin Aide</i> Accreditation Division
	<p>2.3 Assign the application to the concerned MIDS for evaluation</p> <p>2.3.1 Assigns and endorses the application to the concerned personnel (MIDS I, MIDS II, Senior MIDS) for evaluation</p>	None	10 minutes	<i>Chief MIDS</i> Accreditation Division
	2.4 Acknowledgment of Application receipt	None	5 minutes	<i>MIDS I/ MIDS II/ Senior MIDS</i> Accreditation Division
	<p>2.5 Evaluation of the Application</p> <p>2.5.1 Conducts documentary evaluation. If complied, Admin Aide prepares Notice of Inspection/Re-inspection, Special Order</p> <p>2.5.1.1 If not, Evaluator prepares Notice of Deficiency.</p>	None	4 hours/ course	<i>MIDS I/ MIDS II/ Senior MIDS</i> <i>Admin Aide</i> Accreditation Division



	<p>2.6 Review of the Result of Evaluation of the Application</p> <p>2.6.1 Reviews the application and affixes his/her initial on the Notice of Inspection/Re-inspection, Special Order, Notice of Deficiency.</p> <p>2.6.2 Endorses the same to the Chief MIDS</p>	None	2 hours	<i>Supervising MIDS Accreditation Division</i>
	<p>2.7 Confirmation of Evaluation and Endorsement to the Executive Director</p> <p>2.7.1 Affixes his/her initial on the Notice of Inspection/Re-inspection, Special Order, Notice of Deficiency.</p> <p>2.7.2 Endorses the same to the Executive Director for signature</p>	None	5 minutes	<i>Chief MIDS Accreditation Division</i>
	<p>2.8 Signing of Notice of Inspection/Re-inspection</p> <p>2.8.1 Affixes his/her initial on the Notice of Inspection/Re-inspection, Special Order, Notice of Deficiency.</p>	None	5 minutes	<i>Deputy Executive Director Executive Director STCWO</i>
3. Receives thru email or personally, the Notice of Inspection/ Re-inspection or Notice of Deficiency.	3.1 Releases thru email or personally, the Notice of Inspection/Re-inspection, Special Order, Notice of Deficiency.	None		<i>Admin Aide Accreditation Division</i>



	3.2 Inspects and verifies compliance during actual inspection	None	5 days	<i>MIDS I/ MIDS II/ Senior MIDS Admin Aide Technical Evaluator (if necessary) Accreditation Division</i>
	3.3 Preparation of Inspection Reports for Course Approval or Letter of Denial 3.3.1 Prepares Inspection Report, Executive Brief, Disposition Form 3.3.2 Prepares Letter of Course Approval or Letter of Denial	None	1 day	<i>MIDS I/ MIDS II/ Senior MIDS Accreditation Division</i>
	3.4 Review of the Result of Inspection/Re-Inspection 3.4.1 Review Inspection Report, Executive Brief, Disposition Form, Letter of Course Approval or Letter of Denial 3.4.2 Affixes his/her Initial	None	1 day	<i>Supervising MIDS Accreditation Division</i>
	3.5 Confirmation of the Result of Inspection/Re-Inspection 3.5.1 Confirms Inspection Report,	None	4 hours	<i>Chief MIDS/OIC Accreditation Division</i>



	<p>3.5.2 Executive Brief, Disposition Form, Letter of Course Approval or Letter of Denial and Notice of fees</p> <p>3.5.3 Affixes his/her Initial</p> <p>3.5.4 Endorses the same to the Executive Director for signature</p>			
	<p>3.6 Signing of the Result of Inspection/ Re-Inspection</p> <p>3.6.1 Affixes his/her initial/signature; Disposition Form, Letter of Course Approval or Letter of Denial</p>	None	2 days	<i>Deputy Executive Director Executive Director STCWO</i>
	<p>3.7 Encoding of the Result of Inspection/Re-Inspection</p> <p>3.7.1 Updates SAM Database on the status and result of the Inspection/ Re-Inspection.</p> <p>3.7.2 Sends thru email: Letter of Course Approval or Letter of Denial and Notice of Fees</p>	None	4 hours	<i>Admin Aide Accreditation Division</i>
<p>4. Issuance of e-ATAP</p> <p>3.1 Receives e-ATAP for payment of Accreditation Fees</p>	<p>4.1 Sends e-ATAP via email or SMS for payment of Course Approval Fees</p>	None	20 minutes	<i>Admin Aide/Admin Assistant III, MIDS I Accreditation Division</i>



5. Payment of Course Approval	4.2 Receives proof of e-payment from applicant	None	20 minutes	<i>MARINA Partner Collecting Agents</i>
5.1 Pay the prescribed course approval fees	4.3 Attaches the copy of the e-Receipt/proof of e-payment to the Application	P 10,400/ Course		<i>Admin Aide Accreditation Division</i>
	4.4 Prepares Certificate of Course 4.5 Approval using the SAM Database	None	1 hour	<i>Admin Aide Accreditation Division</i>
	4.6 Review of Entries on the Certificate of Course Approval 4.7 Reviews entries on the Certificate of Course Approval and affixes his/her Initial	None	2 hours	<i>Supervising MIDS Accreditation Division</i>
	4.8 Confirmation of Entries on the Certificate of Course Approval 4.8.1 Confirms entries on the Certificate of Course Approval 4.8.2 Affixes his/her Initial 4.8.3 Endorses Certificate of Course Approval to the Executive Director	None	1 hour	<i>Chief MIDS/OIC Accreditation Division</i>
	4.9 Affixes his/her initial/signature: Disposition Form and Signature on the Certificate of Course Approval	None	1 day	<i>Deputy Executive Director Executive Director STCWO</i>



6. Release of the Certificate of Course Approval for Distance Learning and E-Learning Letter of Denial	6.1 Logs the Certificate of Course Approval 6.2 Releases the Certificate of Course Approval to the Liaison Officer/ Authorized Representative of the MTI	None	30 minutes	<i>Admin Aide</i> Accreditation Division
END OF TRANSACTION		TOTAL P 12,400.00	12 days, 4 hours 40 minutes per course excluding compliance period	



H.2. CERTIFICATION DIVISION (CD)

H.2.1. MARINA PROFESSIONAL LICENSE I.D.

The MARINA Professional License ID is issued by the Certification Division, Standards of Training, Certification and Watchkeeping (STCW) Office to Marine Deck and Engine Officers of any nationality who have met the minimum requirements in accordance with Memorandum Circular No. SC-2023-05. MARINA ID certifies that the bearer has been qualified and granted the required eligibility provided by the Civil Service Commission pursuant to Republic Act 1080 and considered as a photo-bearing identification document equivalent to those issued by other government agencies to facilitate financial transactions pursuant to BSP Memorandum No. M-2016-019.

Office/Division:	Certification Division, STCW Office, MARINA Central Office	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government G2B – Government to Business	
Who may avail:	Seafarers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Issuance		
1. Valid MARINA-issued Certificate of Competency (COC) <u>OR</u> PRC Board Certificate (MARINA-issued COC can be viewed through the MISMO system, thus, no need to upload digital copy nor submit original copy/photocopy; kindly bring the original PRC Board Certificate, if applicable, on the date of appointment)		1. MARINA – MARINA Integrated Seafarers Management Online (MISMO) system/ PRC official website



2. 2x2 colored picture wearing epaulette appropriate to rank in white background (scanned/digital copy)		2. Applicant			
Renewal					
1. MARINA Professional License ID_OR_PRC License ID (MARINA-issued COC can be viewed through the MISMO system, thus, no need to upload digital copy nor submit original copy/photocopy; kindly bring the original PRC Board Certificate, if applicable, on the date of appointment)		1. MARINA – MISMO system/ PRC official website			
2. 2x2 colored picture wearing epaulette appropriate to rank in white background (scanned/digital copy)		2. Applicant			
Replacement					
1. Duly notarized affidavit in case of loss or damaged or with erroneous information (scanned/digital copy, kindly bring original copy on the date of appointment)		1. Applicant			
2. 2x2 colored picture wearing epaulette appropriate to rank in white background (scanned/digital copy)		2. Applicant			
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	1.1 Create or log sign-in to MISMO account through: https://online-appointment.marina.gov.ph	No activity	None	10 minutes	Seafarer-applicant



	<p>1.2 Click the “Select Transaction”, then select “MARINA Professional License ID”, and choose the type of application you wish to apply for (i.e., “Issuance”, “Renewal”, or “Reprinting”). Under the “Select Document Type”, choose your specific capacity.</p> <p>1.3 Upload all necessary documentary requirements, then click the “Submit” tab.</p> <p>1.4 Under the “For Appointment” tab, the choose your preferred date, time and venue of appointment schedule, then click the “Proceed” button.</p>				
2	<p>2.1 Proceed to the chosen venue on the date and time of confirmed appointment.</p> <p>If the application is approved, the seafarer-applicant logs-in to his/her MISMO account, generate reference number and must pay the corresponding fee, then return to the designated printing staff to present the OR. If the seafarer did</p>	<p>2.1 Signs in to MISMO system using his/her MISMO account.</p> <p>2.2 Click “Applications” – “Identification” – “Final Evaluation” and search the name of seafarer-applicant and check whether the seafarer-applicant is scheduled for final evaluation.</p>	<p>P 250.00</p> <p>Note:</p> <ul style="list-style-type: none"> • Additional convenience fee from the payment center may apply 	10 minutes	Administrative Aide IV-JO/ Administrative Aide VI-JO (Designated Evaluator)

	<p>not meet the required documents, his/her application will be rejected.</p>	<p>2.3 Confirms with the seafarer-applicant the encoded personal information by the latter. Update the necessary information, as needed.</p> <p>2.4 Checks/verify the following:</p> <ul style="list-style-type: none"> ● type of each application whether for issuance, renewal or reprinting of MARINA ID; ● the status or records of the seafarer-applicant from the MISMO or CMS to check whether their documents are not tagged with “On-Hold” status, which the seafarer-applicant may be required to resolve / address first before his/her application will be accepted for processing; and ● Database of Legal Division to check if the applicant has no pending case. <p>2.5 Evaluates and check the completeness of documents. If the documents are compliant, clicks the “Accept Application” and clicks the “Approved” tab, advises the seafarer-applicant</p>			
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		<p>to settle the payment and present the Official Receipt to the designated printing staff. If the application is not compliant, clicks the “Reject Application” button, and indicate the reason on the remarks box. Advises the seafarer-applicant to resubmit his/her application in the MISMO within one (1) month once he/she has complied the noted deficiency/ies.</p> <p>For applications with domestic seagoing service which were not encoded in the MISMO system, or other documents uploaded in the MISMO system that needs to be verified first, the designated Evaluator will reject the application with a remark that his document/s are for verification. After which, the evaluator must encode in the Google Drive List for Verification the name and SRN of the seafarer, and type of document for verification.</p> <p>Notes:</p> <ul style="list-style-type: none"> • Submitted domestic sea service which was previously verified shall no longer be 			
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		<p>subjected to another verification.</p> <ul style="list-style-type: none"> • If the application is rejected, the concerned seafarer should comply with the noted deficiency/ies within one (1) month then resubmit his/her application. • If any of the submitted / uploaded documents is deemed spurious / fraudulent or if the CMS indicates “On Hold” or “N/A” status, the concerned Evaluator shall reject the application and prepare a Memorandum on Incident Report (IR) which shall be endorsed to the immediate Supervisor / Section Head prior to submission to the Division Chief/RD/OIC for endorsement to their respective Legal Division for appropriate action. However, if the MISMO system indicates “On Hold” Status (applications with STCW Certificates previously released under Onboard Processing), the 			
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		<p>designated Evaluator shall reject the application and input in the remarks box that the applicant to upload his/her copy of duly signed STCW Certificate/s to proceed with his/her application.</p> <p>Actions taken on IR submitted at the MROs shall be copied furnished to the LD of the STCW Office for records purposes.</p>			
	No activity	<p>2.6 Opens the Google Drive List for Verification then check the type of document pending for verification.</p> <p>2.7 Signs in to MISMO system using his/her account. Clicks "Documents", to view the document requested for verification.</p> <p>2.8 Prepare email or call the concerned Institution/s for the verification of document/s through landline phone call, then encodes in the Google Drive List the following status, as follows:</p>	None	10 Minutes (per application)	Administrative Aide IV-JO (Designated Verifier)

		<ul style="list-style-type: none"> ● E-mail sent; ● Verified; ● Denied by the Institution; or ● Unverifiable (with remarks). <p>2.9 If the concerned Institution confirmed that the document/s is valid, the designated verifier shall also encode the name, date and position of the verifier from the institution. If the institution denied the authenticity of the document, must informs the designated Evaluator regarding this matter, for subsequent preparation of Memorandum on Incident Report.</p> <p>Notes:</p> <ul style="list-style-type: none"> ● If any of the submitted / uploaded documents is deemed spurious / fraudulent or if the CMS indicates “On Hold” or “N/A” status, the concerned evaluator shall reject the application and prepare a Memorandum on Incident Report (IR) which shall be endorsed to the immediate supervisor / section 			
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		<p>head prior to submission to the Division Chief/RD/OIC for endorsement to their respective Legal Division for appropriate action. However, if the MISMO system indicates “On Hold” Status (applications with STCW Certificates previously released under Onboard Processing), the designated evaluator shall reject the application and input in the remarks box that the applicant to upload his/her copy of duly signed STCW Certificate/s to proceed with his/her application.</p> <ul style="list-style-type: none"> • Actions taken on IR submitted at the MROs shall be copied furnished to the LD of the STCW Office for records purposes 			
3	<p>3.1 After payment, the seafarer-applicant must proceed to the lane for the releasing of ID</p> <p>3.2 Presents the Official Receipt and ID to the Designated Printing Staff.</p> <p>3.3 Check details of the ID</p>	<p>3.1 Signs in to MISMO system using his/her MISMO account. Clicks “Applications” – “Identification” – “Print”, then search the name of seafarer-applicant for printing and clicks “Generate” tab then click “Print” tab to view the MARINA ID.</p> <p>3.2 Check details of the ID</p>	None	15 minutes	Administrative Aide IV-JO/ Administrative Aide VI-JO (Designated Printing staff)



	<p>3.4 Check the printed MARINA ID if acceptable or not prior to endorsement to the Releasing Staff.</p>	<p>3.3 If it is acceptable, click “Confirm Print” tab.</p> <p>3.4 Checks the printed MARINA ID if acceptable or not prior to endorsement to the Releasing Staff. If not acceptable, reprints the MARINA ID for IDs which do not need any correction on the details/information. If there is a need to correct/edit the details/information, provide a Request Slip and requests assistance of the IT through the Helpdesk and fills up the Monitoring Sheet and proceed to general process #2.</p> <p>Notes:</p> <ul style="list-style-type: none">● Printed MARINA ID shall be acceptable if:<ul style="list-style-type: none">a. All details (letters, numbers, personal information of seafarer, logo, barcode photo and electronic signatures) are printed clearly and correctly;b. No scratches/ dots visible covering details of the MARINA ID;			
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		<p>c. Alignment or placement of the hologram and lamination; and</p> <p>d. Natural color is visible.</p> <ul style="list-style-type: none">● Printed MARINA ID shall not be acceptable if:<ul style="list-style-type: none">a. Visible scratches/ dots/ tears that covers the details/ information or in blank areas of the MARINA ID;b. Wrong encoding/ uploading of details/ information; andc. Blank background or faded color.● The Designated Personnel of CD must prepare a Monitoring Report for MARINA Professional License ID Consumables upon request of MARINA ID Consumables by the Printing Staff. The latter must also affix his/her signature upon receipt of the consumables. <p>For spoiled/rejected printed MARINA ID the designated Personnel shall prepare the</p>			
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		Quarterly Report of MARINA Professional License ID Spoilages, to be assisted by the Printing and/or Releasing Staff which shall be endorsed to the ASD of the STCW Office or GSD of the MROs on the 5th working day of the following month for proper handling and disposal of the spoiled/rejected MARINA ID/s.			
4	4.1 Signs the releasing logbook to signify receipt of the MARINA ID.	<p>4.1 Sign in to MISMO system using his/her MISMO account. Clicks “Applications” – “Identification” – “Release”. Then search the name of seafarer-applicant for releasing.</p> <p>4.2 Counter-checks the details in the MISMO vis-à-vis the printed MARINA ID and conducts quality check prior to the releasing of the MARINA ID.</p> <p>4.3 If acceptable, clicks the “Release” button and releases the MARINA ID to the seafarer-applicant</p> <p>NOTES:</p> <ul style="list-style-type: none"> • Upon release of the MARINA ID, the seafarer-applicant 	None	5 minutes	Administrative Aide IV-JO/ Administrative Aide VI-JO (Designated Printing staff)



		<p>must sign in the logbook to signify receipt of the ID</p> <p>4.4 For spoiled/rejected printed MARINA ID the designated Personnel shall prepare the Quarterly Report of MARINA Professional License ID Spoilages, to be assisted by the Printing and/or Releasing Staff which shall be endorsed to the ASD of the STCW Office or GSD of the MROs for proper handling and disposal of the spoiled/rejected MARINA ID/s.</p>				
<p>END OF TRANSACTION</p>			<p>Total Fee/s: P 250.00</p> <p>Note:</p> <ul style="list-style-type: none"> · Additional convenience fee from the payment center may apply 	<p>TOTAL SPT:</p> <p>50 minutes (depends on how long the seafarer-applicant will settle the payment of fees)</p>		



H.2.2. CERTIFIED TRUE COPY (CTC) AND CERTIFICATE OF AUTHENTICITY

The issuance of CTC and Certificate of Authentication of MARINA-issued Certificate of Competency (COC), Certificate of Proficiency (COP), and MARINA Professional License ID, is pursuant to the Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 10635, upon request of the seafarer-clientele or its authorized representative. Likewise, the issuance of MARINA Certification in lieu of the Certification, Authentication and Verification (CAV) to the graduates of ESLP is in accordance with STCW Advisory No. 2018-06. Processing of such documents shall be personally applied for.

Office/Division:	Certification Division, STCW Office, MARINA Central Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business			
Who may avail:	For CTC: Holders of MARINA-issued STCW Certificates For Certificate of Authentication: Holders of MARINA-issued STCW Certificates For MARINA Certification for ESLP graduates: Seafarers who have graduated through the ESLP			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. For CTC and Certificate of Authentication: photocopy/ies of MARINA-issued STCW Certificate/s or printed copy/ies of the digital certificate/s based on the number requested by the applicant 2. For MARINA Certification in lieu of CAV for ESLP graduates, to present the following: <ul style="list-style-type: none"> • Original copy or certified true copy of TOR • Original Diploma of the student 		<ol style="list-style-type: none"> 1. Seafarer-applicant 2. Applicant 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



<p>1</p>	<p>1.1 Proceed to the CTC/Authentication Lane at the 3rd flr., STCW Office and:</p> <ul style="list-style-type: none"> • For CTC, submit photocopy of STCW Certificate the seafarer-applicant intends to have a CTC; • For Certification of Authenticity, inform the Administrative Assistant III (designated issuing personnel) of MARINA that the seafarer-applicant is requesting for such; • For MARINA Certification of the ESLP, inform the Administrative Assistant III (designated issuing personnel) of MARINA that the seafarer-applicant is requesting for such; <p>1.2 Fill in the Personal Information Stub.</p> <p>1.3 If records are verified, the applicant must pay the corresponding payment.</p>	<p>1.1 Request the client to fill-in the Personal Information Stub</p> <p>1.2 Upon submission of the filled-up stub and photocopy/ies of STCW Certificates/ MARINA ID for CTC verify the following:</p> <ul style="list-style-type: none"> • For CTC/ Certificate of Authenticity: authenticity and veracity of details on the COP/COC/COE/GOC or MARINA Professional License ID through the MISMO system or CMS, as applicable, and database of Legal Division to check if the applicant-seafarer has no pending case. • For MARINA Certification: name of the applicant-seafarer if he/she is included in the list forwarded/submitted by the Maritime Higher Education Institutions (MHEIs) eligible to offer the Enhanced Support Level Program for Deck/Engine Ratings. <p>1.3 If verifiable, signs in to PISOPAY Payment System using his/her PISOPAY account. Clicks the following button tabs, as applicable:</p>	<p>For CTC: P130.00</p> <p>For Certificate of Authenticity/ MARINA Certification P330.00</p> <p>Note:</p> <ul style="list-style-type: none"> • Inclusive of P30 documentary stamp tax per Certificate • Additional convenience fee from the payment center may apply 	<p>10 minutes <i>(depends on how long the seafarer-applicant will settle the payment of fees)</i></p>	<p>Administrative Aide IV-JO/ Administrative Assistant III-JO (Designated Issuing Personnel)</p>
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		<p>a. Choose the CTC/Certificate of Authentication & CAV” tab, then fill-out the applicant-seafarers Personal Information.</p> <p>b. Click the check box of the STCW Certificate being requested, and input a number of request (Note: Always checks the total amount reflected)</p> <p>c. Clicks “Pay Now” Button, then copy Transaction Pin and click the “Check Payment Request Portal” button. Paste the transaction pin and click “Submit” button.</p> <p>d. Click “Process Payment” button.</p> <p>e. Click “Choose Payment Method” button.</p> <p>f. Choose/Select the applicant-seafarers preferred method of payment.</p> <p>g. Click “Pay Now” button.</p> <p>If not verifiable,</p> <ul style="list-style-type: none"> • For CTC/ Certificate of Authenticity: forwards to Information and Communications Technology Management Division (ICTMD) through MISMO Online Helpdesk. 			
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		<ul style="list-style-type: none">• For MARINA Certification: requests the applicant-seafarer to go to his MHEIs and submit to MARINA the list of ESLP graduates. <p>Note:</p> <ul style="list-style-type: none">• In MROs, upon verification of the authenticity and veracity of details on the COP/COC/COE/GOC or MARINA Professional License (ID) through the MISMO Verification System or CMS, as applicable, the designated Personnel/Evaluator must fill-in the Authority to Accept Payment (ATAP), and advice the seafarer-applicant to settle corresponding amount through their respective Cashier. While in MCO, applicant-seafarer will receive a Reference No. via text message, must proceed to the authorized payment center and present the Reference No. he/she received via text message. Upon completion of the payment process, the applicant-seafarer shall submit the OR to the Administrative Assistant III (designated issuing personnel). <p>1.4 Draft/prepare the Certificate of Authenticity/ MARINA Certification.</p>			
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<p>2</p>	<p>2.1 After payment, the seafarer must submit the receipt to the designated issuing personnel</p>	<p>2.1 For CTC, the Administrative Assistant III (designated issuing personnel) stamps and dry seals the photocopy of the STCW Certificate being requested; while for Certificate of Authenticity, and MARINA Certification, encodes the following details, prints, stamps and dry seals:</p> <ul style="list-style-type: none"> ● For Certificate of Authenticity: <ul style="list-style-type: none"> - name of seafarer; - details of the STCW Certificate/s; - Name of Division Chief; - OR No.; - Number that must be fetched from the Google Drive List for Certificate of Authenticity and MARINA Certification; - Amount; and - Date <p>Note: MARINA Regional Offices may print CTC instead of stamping.</p> <ul style="list-style-type: none"> ● For MARINA Certification: <ul style="list-style-type: none"> - Certification Number; - Series; - Number that must be fetched from the Google Drive List for Certificate of 	<p>None</p>	<p>≈ 20 minutes (depends on how long the seafarer-applicant will settle the payment of fees)</p>	<p>Administrative Aide IV-JO/ Administrative Assistant III-JO (Designated Issuing Personnel)</p>
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		<p>Authenticity and MARINA Certification;</p> <ul style="list-style-type: none"> - relevant information forwarded by the concerned MHEI; - Name of Evaluator; - OR No.; - Amount; and - Date <p>2.2 Endorses the photocopy/ies of STCW certificates and/or Certification of Authenticity/ MARINA Certification to Division Chief/Immediate Supervisor/Designated Authorized Personnel for review/approval and signature.</p>			
	No activity	<p>2.3 Checks the details on STCW Certificates/ MARINA Professional License ID</p> <p>2.4 Signs the photocopy/ies of the STCW Certificates/ Certificate of Authenticity/ MARINA Certification being requested.</p> <p>2.5 Endorses the signed document to the Administrative Assistant III (designated issuing personnel)</p>	None	≈ 5 minutes (per document)	METSS concurrent Division Chief/ Chief MIDS, Supervising MIDS/ MIDS II (Authorized Signatories)



<p>3</p>	<p>3.1 The applicant Seafarer will wait for the release of his requested document.</p> <p>3.2 Affix signature in the log sheet upon receipt of the document requested for.</p>	<p>3.1 Release the signed CTC/ Certificate of Authenticity/ MARINA Certification to seafarer or authorized representative with instruction to counter check each copy, ensuring the signature, dry seal and stamp/s. For Certification of Authenticity and MARINA Certification, to check also if the details in the printed certificate/s are correct.</p>	<p>None</p>	<p>5 minutes <i>(per document)</i></p>	<p>Administrative Aide IV/ Administrative Assistant III (Designated Issuing Personnel)</p>
<p>END OF TRANSACTION</p>		<p>For CTC: P130.00</p> <p>For Certificate of Authenticity/ MARINA Certification P330.00</p> <p>Note:</p> <ul style="list-style-type: none"> ● Inclusive of P30 documentary stamp tax per Certificate ● Additional convenience fee from the payment center may apply 		<p>TOTAL SPT:</p> <p>40 minutes <i>(depends on how long the seafarer-applicant will settle the payment of fees)</i></p>	



H.2.3. CERTIFICATE OF COMPETENCY (COC) AND CERTIFICATE OF PROFICIENCY (COP) REGULAR PROCESSING

The issuance COC and COP is pursuant to Republic Act (RA) No. 10635 and its Revised Implementing Rules and Regulations (IRR), and strengthened by RA 12021. These certificates attests that the relevant requirements of training, competencies, medical and/or seagoing service under the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW), 1978, had been met.

Office/Division:	Certification Division, STCW Office, MARINA Central Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government G2B – Government to Business
Who may avail:	Seafarers

ISSUANCE	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
COP in Basic Training (BT) <ol style="list-style-type: none"> 1. Certificate of Training Completion in BT (scanned/digital copy) 2. Proof of identity* (scanned/digital copy) 3. Valid Medical Certificate in PEME format (scanned/digital copy) 4. 2x2 colored picture in white polo with white background** (scanned/digital copy) 	<ol style="list-style-type: none"> 1. MARINA-accredited Maritime Training Institutions (MTIs) 2. Applicant 3. DOH-accredited Medical Facilities for Overseas Workers and Seafarers (MFOWS) 4. Applicant
COP in Survival Craft and Rescue Boats other than Fast Rescue Boats (SCRB) <ol style="list-style-type: none"> 1. Certificate of Training Completion in SCRIB (scanned/digital copy) 2. Approved Seagoing service of not less than six (6) months (scanned/digital copy) 3. SIRB first page and entries (scanned/digital copy) 	<ol style="list-style-type: none"> 1. MARINA-accredited MTIs 2. Local Manning Agencies (LMAs)/ Domestic Shipping Companies



ISSUANCE	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> 4. Valid Medical Certificate in PEME format (scanned/digital copy) 5. 2x2 colored picture in white polo with white background** (scanned/digital copy) 	<ul style="list-style-type: none"> 1. MARINA – Manpower Development Service (MDS)/ Applicant 2. DOH-accredited MFOWS 3. Applicant
<p>COP in Fast Rescue Boats (FRB)</p> <ul style="list-style-type: none"> 1. Valid COP in PSCRB*** 2. Certificate of Training Completion in FRB (scanned/digital copy) 3. Proof of identity* (scanned/digital copy) 4. Valid Medical Certificate in PEME format (scanned/digital copy) 5. 2x2 colored picture in white polo with white background** (scanned/digital copy) 	<ul style="list-style-type: none"> 1. MARINA – MARINA Integrated Seafarers Management Online (MISMO) system 2. MARINA-accredited MTIs 3. Applicant 4. DOH-accredited MFOWS 5. Applicant
<p>COP in Advanced Fire Fighting (AFF)</p> <ul style="list-style-type: none"> 1. Certificate of Training Completion in AFF (scanned/digital copy) 2. Proof of identity* (scanned/digital copy) 3. Valid Medical Certificate in PEME format (scanned/digital copy) 4. One (1) 2x2 colored picture in white polo with white background** (scanned/digital copy) 	<ul style="list-style-type: none"> 1. MARINA-accredited MTIs 2. Applicant 3. DOH-accredited MFOWS 4. Applicant
<p>COP in Medical First Aid (MeFA)</p> <ul style="list-style-type: none"> 1. Certificate of Training Completion in MeFA (scanned/digital copy) 2. Proof of identity* (scanned/digital copy) 3. Valid Medical Certificate in PEME format (scanned/digital copy) 4. 2x2 colored picture in white polo with white background** (scanned/digital copy) 	<ul style="list-style-type: none"> 1. MARINA-accredited MTIs 2. Applicant 3. DOH-accredited MFOWS 4. Applicant

ISSUANCE	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>COP in Medical Care (MeCa)</p> <ol style="list-style-type: none"> 1. Valid COP in MeFA *** 2. Certificate of Training Completion in MeCa (scanned/digital copy) 3. Proof of identity* (scanned/digital copy) 4. Valid Medical Certificate in PEME format (scanned/digital copy) 5. 2x2 colored picture in white polo with white background** (scanned/digital copy) 	<ol style="list-style-type: none"> 1. MARINA – MISMO system 2. MARINA-accredited MTIs 3. Applicant 4. DOH-accredited MFOWS 5. Applicant
<p>COP in Ship Security Office (SSO)</p> <ol style="list-style-type: none"> 1. Certificate of Training Completion in SSO (scanned/digital copy) 2. Approved Seagoing service of not less than twelve (12) months (scanned/digital copy) 3. SIRB first page and entries (scanned/digital copy) 4. Valid Medical Certificate in PEME format (scanned/digital copy) 5. 2x2 colored picture in white polo with white background** (scanned/digital copy) 	<ol style="list-style-type: none"> 1. MARINA-accredited MTIs 2. LMAs 3. MARINA-MDS/ applicant 4. DOH-accredited MFOWS 5. Applicant
<p>COP in Security Awareness Training and Seafarers with Designated Security Duties (SDSD)</p> <ol style="list-style-type: none"> 1. Certificate of Training Completion in SDSD (scanned/digital copy) 2. Proof of identity* (scanned/digital copy) 3. Valid Medical Certificate in PEME format (scanned/digital copy) 4. 2x2 colored picture in white polo with white background** (scanned/digital copy) 	<ol style="list-style-type: none"> 1. MARINA-accredited MTIs 2. Applicant 3. DOH-accredited MFOWS 4. Applicant
<p>COP in Basic Training for Oil and Chemical Tanker Cargo Operations (BTOCTCO)</p> <ol style="list-style-type: none"> 1. Valid COP in BT*** 2. Certificate of Training Completion in BTOCTCO (scanned/digital copy) 3. Proof of identity* (scanned/digital copy) 4. Medical Certificate in PEME format (scanned/digital copy) 5. 2x2 colored picture in white polo with white background** (scanned/digital copy) 	<ol style="list-style-type: none"> 1. MARINA – MISMO system 2. MARINA-accredited MTIs 3. Applicant 4. DOH-accredited MFOWS 5. Applicant

ISSUANCE	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>COP in Advance Training for Oil Tanker Cargo Operations (ATOTCO)</p> <ol style="list-style-type: none"> 1. Valid COP in BTOCTCO*** 2. Certificate of Training Completion in ATOTCO (scanned/digital copy) 3. Approved seagoing service of not less than three (3) months in Oil Tankers (scanned/digital copy) 4. SIRB First page and entries (scanned/digital copy) 5. Medical Certificate in PEME format (scanned/digital copy) 6. 2x2 colored picture in white polo with white background** (scanned/digital copy) 	<ol style="list-style-type: none"> 1. MARINA – MISMO system 2. MARINA-accredited MTIs 3. LMAs 4. MARINA – MDS/ applicant 5. DOH-accredited MFOWs 6. Applicant
<p>COP in Advance Training for Chemical Tanker Cargo Operations (ATCTCO)</p> <ol style="list-style-type: none"> 1. Valid COP in BTOCTCO*** 2. Certificate of Training Completion in ATCTCO (scanned/digital copy) 3. Approved seagoing service of not less than three (3) months in Chemical Tankers (scanned/digital copy) 4. SIRB First page and entries (scanned/digital copy) 5. Valid Medical Certificate in PEME format (scanned/digital copy) 6. 2x2 colored picture in white polo with white background** (scanned/digital copy) 	<ol style="list-style-type: none"> 1. MARINA – MISMO system 2. MARINA-accredited MTIs 3. LMAs 4. MARINA – MDS/ applicant 5. DOH-accredited MFOWs 6. Applicant
<p>COP in Basic Training for Liquefied Gas Tanker Cargo Operations (BTLGTCO)</p> <ol style="list-style-type: none"> 1. Valid COP in BT *** 2. Certificate of Training Completion in BTLGTCO (scanned/digital copy) 3. Proof of identity* (scanned/digital copy) 4. Valid Medical Certificate in PEME format (scanned/digital copy) 5. 2x2 colored picture in white polo with white background** (scanned/digital copy) 	<ol style="list-style-type: none"> 1. MARINA – MISMO system 2. MARINA-accredited MTIs 3. Applicant 4. DOH-accredited MFOWs 5. Applicant

ISSUANCE	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>COP in Advance Training for Liquefied Gas Tanker Cargo Operations (ATLGTCO)</p> <ol style="list-style-type: none"> 1. Valid COP in BTLGTCO*** 2. Certificate of Training Completion in ATLGTCO (scanned/digital copy) 3. Approved seagoing service of not less than three (3) months in Liquefied Gas Tankers (scanned/digital copy) 4. SIRB First page and entries (scanned/digital copy) 5. Valid Medical Certificate in PEME format (scanned/digital copy) 6. 2x2 colored picture in white polo with white background** (scanned/digital copy) 	<ol style="list-style-type: none"> 1. MARINA – MISMO system 2. MARINA-accredited MTIs 3. LMAs 4. MARINA – MDS/ applicant 5. DOH-accredited MFOWs 6. Applicant
<p>COP in Basic Training for Service on Ships Subject to the IGF Code</p> <ol style="list-style-type: none"> 1. Certificate of training completion for Basic Training for Service on Ships subject to the IGF Code (scanned/digital copy) OR valid COP in BTLGTCO*** 2. SIRB/SRB first page (scanned/digital copy) 3. Valid Medical Certificate in PEME format (scanned/digital copy) 4. 2x2 colored picture in white polo with white background** (scanned/digital copy) 	<ol style="list-style-type: none"> 1. MARINA-accredited MTIs 2. MARINA – MDS/ applicant 3. DOH-accredited MFOWs 4. Applicant
<p>COP in Advance Training for Service on Ships Subject to the IGF Code</p> <ol style="list-style-type: none"> 1. Valid COP in Basic Training for Service on Ships Subject to the IGF Code*** 2. Certificate of training completion for Advanced Training for Service on Ships subject to IGF Code (indicating that the vessel is performing bunkering services) (scanned/digital copy) 3. Valid Medical Certificate in PEME format (scanned/digital copy) 4. Has an approved seagoing service of at least 1 month that includes a minimum of 1 bunkering operation onboard ships subject to the IGF Code (scanned/digital copy) 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: <ul style="list-style-type: none"> • ships subject to the IGF Code; or 	<ol style="list-style-type: none"> 1. MARINA – MISMO system 2. MARINA-accredited MTIs 3. DOH-accredited MFOWs 4. LMAs 5. LMAs

ISSUANCE	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> • tankers carrying as cargo, fuels covered by the IGF Code; or • ships using gases or low flashpoint fuel as fuel. <p>6. 2x2 colored picture in white polo with white background** (scanned/digital copy)</p>	6. Applicant
<p>COP in Basic Training for Ships Operating in Polar Waters</p> <ol style="list-style-type: none"> 1. Certificate of Training Completion in Basic Training for Ships Operating in Polar Waters (scanned/digital copy) 2. Valid Medical Certificate in PEME format (scanned/digital copy) 3. SIRB/SRB first page (scanned/digital copy) 4. 2x2 colored picture in white polo with white background** (scanned/digital copy) 	<ol style="list-style-type: none"> 1. MARINA-accredited MTIs 2. DOH-accredited MFOWs 3. MARINA – MDS/ applicant 4. Applicant
<p>COP in Advance Training for Ships Operating in Polar Waters</p> <ol style="list-style-type: none"> 1. Valid COP in Basic Training for Ships Operating in Polar Waters*** 2. Certificate of Training Completion in Advance Training for Ships Operating in Polar Waters (scanned/digital copy) 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 (scanned/digital copy) 4. Valid Medical Certificate in PEME format (scanned/digital copy) 5. 2x2 colored picture in white polo with white background** (scanned/digital copy) 6. SIRB first page and entries (scanned/digital copy) 	<ol style="list-style-type: none"> 1. MARINA – MISMO system 2. MARINA-accredited MTIs 3. LMAs 4. DOH-accredited MFOWs 5. Applicant 6. MARINA – MDS/ applicant
<p>COP for Electro-Technical Ratings (ETR)</p>	



ISSUANCE	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ol style="list-style-type: none"> 1. Passed the Practical Assessment for ETR (scanned/digital copy) 2. Valid Medical Certificate in PEME format (scanned/digital copy) 3. SIRB/SRB first page or any valid government ID (scanned/digital copy) 4. 2x2 colored picture in white polo with white background** (scanned/digital copy) 	<ol style="list-style-type: none"> 1. MARINA-accredited Assessment Centers 2. DOH-accredited MFOWs 3. MARINA – MDS/ applicant 4. Applicant
<p>COP for Ratings Forming Part of a Navigational Watchkeeping (RFPNW)</p> <ol style="list-style-type: none"> 1. Passed the Practical Assessment for RFPNW (scanned/digital copy) 2. Proof of identity* (scanned/digital copy) 3. Valid Medical Certificate in PEME format (scanned/digital copy) 4. 2x2 colored picture in white polo with white background** (scanned/digital copy) 	<ol style="list-style-type: none"> 1. MARINA-accredited Assessment Centers 2. Applicant 3. DOH-accredited MFOWs 4. Applicant
<p>COP as Able Deck (AB Deck)</p> <ol style="list-style-type: none"> 1. COP for RFPNW *** 2. Proof of identity* (scanned/digital copy) 3. Passed the Practical Assessment for AB Deck (scanned/digital copy) 4. Valid Medical Certificate in PEME format (scanned/digital copy) 5. 2x2 colored picture in white polo with white background** (scanned/digital copy) 	<ol style="list-style-type: none"> 1. MARINA – MISMO system 2. Applicant 3. MARINA-accredited Assessment Centers 4. DOH-accredited MFOWs 5. Applicant
<p>COP for Ratings Forming Part of an Engineering Watchkeeping (RFPEW)</p> <ol style="list-style-type: none"> 1. Certificate of Completion in RFPEW (scanned/digital copy) 2. Proof of identity* 3. Passed the Practical Assessment for RFPEW (scanned/digital copy) 	<ol style="list-style-type: none"> 1. MARINA-accredited MTIs 2. Applicant 3. MARINA-accredited Assessment Centers 4. DOH-accredited MFOWs



<ul style="list-style-type: none"> 4. Valid Medical Certificate in PEME format (scanned/digital copy) 5. 2x2 colored picture in white polo with white background** (scanned/digital copy) 	<ul style="list-style-type: none"> 5. Applicant
<p>COP as Able Engine (AB Engine)</p> <ul style="list-style-type: none"> 1. COP for RFPEW*** 2. Proof of identity* (scanned/digital copy) 3. Passed the Practical Assessment for AB Engine (scanned/digital copy) 4. Valid Medical Certificate in PEME format (scanned/digital copy) 5. 2x2 colored picture in white polo with white background** (scanned/digital copy) 	<ul style="list-style-type: none"> 1. MARINA – MISMO system 2. Applicant 3. MARINA-accredited Assessment Centers 4. DOH-accredited MFOWS 5. Applicant
<p>COC for Officer-in-Charge of a Navigational Watch (OIC-NW) on Ships of 500 GT or more</p> <ul style="list-style-type: none"> 1. Passed the Theoretical Examination for Deck Operational Level (scanned/digital copy) 2. Passed the Practical Assessment for Deck Operational Level (scanned/digital copy) 3. Valid Medical Certificate in PEME format (scanned/digital copy) 4. 2x2 colored picture in white background with shoulder board (2 bars)** (scanned/digital copy) 5. Valid COPs in BT, SCRB, AFF, MEFA *** 6. Valid GOC*** 	<ul style="list-style-type: none"> 1. MARINA – Examination and Assessment Division (EAD) 2. MARINA-accredited Assessment Centers 3. DOH-accredited MFOWS 4. Applicant 5. MARINA – MISMO system 6. MARINA – MISMO system



ISSUANCE	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>COC for GMDSS Radio Operator (General Operator’s Certificate or GOC)</p> <ol style="list-style-type: none"> 1. Certificate of Training Completion on approved training course for GMDSS Radio Operator (scanned/digital copy) 2. Passed the Theoretical Examination for GMDSS Radio Operator (scanned/digital copy) 3. Passed the Practical Assessment for GMDSS Radio Operator (scanned/digital copy) 4. Valid Medical Certificate in PEME format (scanned/digital copy) 5. x2 colored picture in white background with shoulder board (2 bars)** (scanned/digital copy) 6. Valid COPs in BT, SCRIB, AFF, and MEFA *** 	<ol style="list-style-type: none"> 1. MARINA-accredited MTIs 2. MARINA-accredited Assessment Centers 3. MARINA – EAD 4. DOH-accredited MFOWS 5. Applicant 6. MARINA – MISMO system
<p>COC for Chief Mate on Ships of between 500 GT and 3,000 GT</p> <ol style="list-style-type: none"> 1. Passed the Theoretical Examination for Deck Management Level (scanned/digital copy) 2. Passed the Practical Assessment for Deck Management Level (scanned/digital copy) 3. Valid Medical Certificate in PEME format (scanned/digital copy) 4. One (1) 2x2 colored picture in white background with shoulder board (3 bars)** (scanned/digital copy) 5. Valid COPs in BT, SCRIB, AFF, MEFA and MECA*** 6. Valid COC as OIC-NW*** 7. Valid GOC*** 8. Approved MLC (scanned/digital copy) 9. Seagoing service of at least 12 months as OIC between 500 gt and 3,000 gt (scanned/digital copy) 	<ol style="list-style-type: none"> 1. MARINA – EAD 2. MARINA-accredited Assessment Centers 3. DOH-accredited MFOWS 4. Applicant 5. MARINA – MISMO system 6. MARINA – MISMO system 7. MARINA– MISMO system 8. MARINA-accredited MTIs 9. LMAs



ISSUANCE	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>COC for Chief Mate on Ships of 3,000 GT or more</p> <ol style="list-style-type: none"> 1. Passed the Theoretical Examination for Deck Management Level (scanned/digital copy) 2. Passed the Practical Assessment for Deck Management Level (scanned/digital copy) 3. Valid COPs in BT, SCRB, AFF, MEFA and MECA*** 4. Valid GOC*** 5. Approved Management Level Course (MLC) (scanned/digital copy) 6. Valid COC as OIC-NW*** 7. Valid Medical Certificate in PEME format (scanned/digital copy) 8. SIRB/SRB first page and entries (scanned/digital copy) 9. 2x2 colored picture in white background with shoulder board (3 bars) (scanned/digital copy) 10. Seagoing service of at least 12 months as OIC on ships of 3,000 gt or more (scanned/digital copy) 	<ol style="list-style-type: none"> 1. MARINA – EAD 2. MARINA – accredited Assessment Centers 3. MARINA – MISMO system 4. MARINA – MISMO system 5. MARINA-accredited MTIs 6. MARINA – MISMO system 7. DOH-accredited MFOWS 8. MARINA – MDS/Applicant 9. Applicant 10. LMAs



ISSUANCE	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>COC for Master on Ships of 3,000 GT or more</p> <ol style="list-style-type: none"> 1. Passed the Theoretical Examination for Deck Management Level (scanned/digital copy) 2. Passed the Practical Assessment for Deck Management Level (scanned/digital copy) 3. COC as OIC-NW and/or COC as Chief Mate*** 4. Valid COPs in BT, SCRB, AFF, MEFA and MECA*** 5. Valid GOC*** 6. Approved MLC (scanned/digital copy) 7. SIRB/SRB first page and entries (scanned/digital copy) 8. Valid Medical Certificate in PEME format (scanned/digital copy) 9. 2x2 colored picture in white background with shoulder board (4 bars) (scanned/digital copy) 10. Seagoing service of: <ol style="list-style-type: none"> a. If with COC as OIC-NW: at least 36 months as OIC-NW, or b. If with COC as CM: 24 months as Chiefmate, or 12 months as OIC with 12 months as Chiefmate on ships of 3,000 GT or more (scanned/digital copy) 	<ol style="list-style-type: none"> 1. MARINA – EAD 2. MARINA – accredited Assessment Centers 3. MARINA – MISMO system 4. MARINA – MISMO system 5. MARINA – MISMO system 6. MARINA-accredited MTIs 7. MARINA – EAD/Applicant 8. DOH-accredited MFOWS 9. Applicant 10. LMAs
<p>COC for Master on Ships of between 500 GT and 3,000 GT</p> <ol style="list-style-type: none"> 1. Passed the Theoretical Examination for Deck Management Level (scanned/digital copy) 2. Passed the Practical Assessment for Deck Management Level (scanned/digital copy) 3. Valid COC as OIC-NW and/or COC as Chief Mate*** 4. Valid COPs in BT, SCRB, AFF, MEFA and MECA*** 5. Valid GOC*** 6. Approved MLC (scanned/digital copy) 	<ol style="list-style-type: none"> 1. MARINA – EAD 2. MARINA – accredited Assessment Centers 3. MARINA – MISMO system 4. MARINA – MISMO system 5. MARINA – MISMO system 6. MARINA-accredited MTIs 7. MARINA– EAD/Applicant



ISSUANCE	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
7. SIRB/SRB first page and entries (scanned/digital copy) 8. Valid Medical Certificate in PEME format (scanned/digital copy) 9. 2x2 colored picture in white background with shoulder board (4 bars) (scanned/digital copy) 10. Seagoing service of: <ol style="list-style-type: none"> a. If with COC as OIC-NW: at least 36 months as OIC-NW, or b. If with COC as CM: 24 months as Chiefmate, or 12 months as OIC with 12 months as Chiefmate on ships of between 500 gt and 3,000 GT (scanned/digital copy)	8. DOH-accredited MFOWS 9. Applicant 10. LMAs
COC for Officer-in-Charge of an Engineering Watch (OIC-EW) on ships powered by main propulsion machinery of 750kw propulsion or more <ol style="list-style-type: none"> 1. Passed the Theoretical Examination for Engine Operational Level (scanned/digital copy) 2. Passed the Practical Assessment for Engine Operational Level (scanned/digital copy) 3. Valid Medical Certificate in PEME format (scanned/digital copy) 4. Valid COPs in BT, SCRIB, AFF and MEFA *** 5. One (1) 2x2 colored picture in white background with shoulder board (2 bars)** (scanned/digital copy) 	<ol style="list-style-type: none"> 1. MARINA – EAD 2. MARINA – accredited Assessment Centers 3. DOH-accredited MFOWS 4. MARINA – MISMO system 5. Applicant
COC for Second Engineer Officer on Seagoing ships powered by main propulsion machinery of 3,000 kw propulsion or more <ol style="list-style-type: none"> 1. Passed the Theoretical Examination for Engine Management Level (scanned/digital copy) 2. Practical Assessment for Engine Management Level (scanned/digital copy) 3. Valid COC as OIC-EW*** 4. Approved MLC (scanned/digital copy) 5. Valid COPs in BT, SCRIB, AFF, MEFA*** 6. SIRB/SRB first page and entries (scanned/digital copy) 	<ol style="list-style-type: none"> 1. MARINA – EAD 2. MARINA – accredited Assessment Centers 3. MARINA – MISMO system 4. MARINA-accredited MTIs 5. MARINA – MISMO system 6. MARINA – MDS/Applicant



ISSUANCE	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
7. Valid Medical Certificate in PEME format (scanned/digital copy) 8. 2x2 colored picture in white background with shoulder board (2 bars) (scanned/digital copy) 9. Seagoing service of at least 12 months as OIC-EW ships powered by main propulsion machinery of 3,000 kw propulsion or more (scanned/digital copy)	7. DOH-accredited MFOWS 8. Applicant 9. LMAs
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 (scanned/digital copy) 2. Practical Assessment for Engine Management Level (scanned/digital copy) 3. Valid COC as OIC-EW and/or COC as Second Engineer Officer*** 4. Valid COPs in BT, SCRB, AFF, MEFA*** 5. Approved MLC (scanned/digital copy) 6. SIRB/SRB first page and entries (scanned/digital copy) 7. Valid Medical Certificate in PEME format (scanned/digital copy) 8. 2x2 colored picture in white background with shoulder board (4 bars) (scanned/digital copy) 9. Seagoing service of: <ul style="list-style-type: none"> a. at least 36 months as OIC-EW, or b. 12 months as Second Engineer and 12 months OIC-EW, or c. 24 months as Second Engineer on ships powered by main propulsion machinery of 3,000 kw propulsion or more (scanned/digital copy)	1. MARINA – EAD 2. MARINA – accredited Assessment Centers 3. MARINA – MISMO system 4. MARINA – MISMO system 5. MARINA-accredited MTIs 6. MARINA – MDS/Applicant 7. DOH-accredited MFOWS 8. Applicant 9. LMAs
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 (scanned/digital copy) 2. Practical Assessment for Engine Management Level (scanned/digital copy) 3. Valid COC as OIC-EW***	1. MARINA – EAD 2. MARINA – accredited Assessment 3. MARINA – MISMO system

ISSUANCE	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ol style="list-style-type: none"> 4. Approved MLC (scanned/digital copy) 5. Valid COPs in BT, SCRB, AFF, MEFA*** 6. SIRB/SRB first page and entries (scanned/digital copy) 7. Valid Medical Certificate in PEME format (scanned/digital copy) 8. 2x2 colored picture in white background with shoulder board (2 bars) (scanned/digital copy) 9. Seagoing service of at least 12 months as OIC-EW ships powered by main propulsion machinery of between 750kw and 3,000 kw (scanned/digital copy) 	<ol style="list-style-type: none"> 4. MARINA-accredited MTIs 5. MARINA – MISMO system 6. MARINA – MDS/Applicant 7. DOH-accredited MFOWS 8. Applicant 9. LMAs
<p>COC for Chief Engineer Officer on Seagoing Ships powered by main propulsion machinery of between 750kw and 3,000 kw</p> <ol style="list-style-type: none"> 1. Passed the Theoretical Examination for Engine Management Level (scanned/digital copy) 2. Practical Assessment for Engine Management Level (scanned/digital copy) 3. Valid COC as OIC-EW and/or COC as Second Engineer Officer*** 4. Valid COPs in BT, SCRB, AFF, MEFA*** 5. Approved MLC (scanned/digital copy) 6. SIRB/SRB first page and entries (scanned/digital copy) 7. Valid Medical Certificate in PEME format (scanned/digital copy) 8. 2x2 colored picture in white background with shoulder board (4 bars) 9. Seagoing service of: <ol style="list-style-type: none"> a. at least 36 months as OIC-EW, or b. 12 months as Second Engineer and 12 months OIC-EW, or c. 24 months as Second Engineer on ships powered by main propulsion machinery of between 750kw and 3,000 kw (scanned/digital copy) 	<ol style="list-style-type: none"> 1. MARINA – EAD 2. MARINA – accredited Assessment 3. MARINA – MISMO system 4. MARINA – MISMO system 5. MARINA – accredited MTIs 6. MARINA – MDS/Applicant 7. DOH-accredited MFOWS 8. Applicant 9. LMAs
<p>COC for Electro-Technical Officers (ETO)</p> <ol style="list-style-type: none"> 1. Completed an approved Electro-Technical Officer (ETO) training course which includes four (4) months of workshop skills training 2. Valid COPs in BT, SCRB, AFF and MEFA*** 	<ol style="list-style-type: none"> 1. MARINA – accredited MTIs 2. MARINA – MISMO system

ISSUANCE	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
3. Passed the MARINA prescribed assessment of competence for ETO (scanned/digital copy) 4. SIRB/SRB first page and entries (scanned/digital copy) 5. Valid Medical Certificate in PEME format (scanned/digital copy) 6. 2x2 colored picture in white background with shoulder board (2 bars) (scanned/digital copy) 7. Seagoing service (scanned/digital copy) of not less than <ol style="list-style-type: none"> a. 8 months of structured onboard training as ETO cadet, documented in an approved TRB, or b. 32 months in the engine department as Master Electrician or any other relevant capacity with the same functions or tasks which shall be evidences or supported by a Certificate of Sea 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. MARINA – accredited Assessment 4. MARINA – MDS/Applicant 5. DOH-accredited MFOWS 6. Applicant 7. LMAs

REVALIDATION	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
COP in Basic Training (BT) 1. Valid 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 (scanned/digital copy) 3. Certificate of Training Completion in BT Refresher (scanned/digital copy) 4. SIRB first page and entries (scanned/digital copy) 5. Valid Medical Certificate in PEME format (scanned/digital copy) 6. 2x2 colored picture in white polo with white background** (scanned/digital copy)	1. MARINA – MISMO system 2. LMAs 3. MARINA-accredited MTIs 4. MARINA – MDS / applicant 5. DOH-accredited MFOWs 6. Applicant



REVALIDATION	
<p>COP in Survival Craft and Rescue Boats other than Fast Rescue Boats (SCRB)</p> <ol style="list-style-type: none"> 1. Valid 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 (scanned/digital copy) 3. Certificate of Training Completion in SCRB Refresher. If <u>expired COP</u> in SCRB or <u>if applicant does not meet</u> the required seagoing service, Certificate of Training Completion in SCRB (Full Course instead of Refresher only). (scanned/digital copy) 4. SIRB first page and entries (scanned/digital copy) 5. Valid Medical Certificate in PEME format (scanned/digital copy) 6. 2x2 colored picture in white polo with white background** (scanned/digital copy) 	<ol style="list-style-type: none"> 1. MARINA – MISMO system 2. LMAs 3. MARINA-accredited MTIs 4. MARINA – MDS / applicant 5. DOH-accredited MFOWs 6. Applicant
<p>COP in Proficiency in Fast Rescue Boats (FRB)</p> <ol style="list-style-type: none"> 1. COPs in SCRB and FRB*** 2. Certificate of Training Completion in FRB Refresher. If <u>expired COP</u> in FRB or <u>if applicant does not meet</u> the required seagoing service, Certificate of Training Completion in FRB (Full Course instead of Refresher only). (scanned/digital copy) 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. (scanned/digital copy) 4. SIRB first page and entries (scanned/digital copy) 5. Valid Medical Certificate in PEME format (scanned/digital copy) 6. 2x2 colored picture in white polo with white background** (scanned/digital copy) 	<ol style="list-style-type: none"> 1. MARINA – MISMO system 2. MARINA-accredited MTIs 3. LMAs 4. MARINA – MDS / applicant 5. DOH-accredited MFOWs 6. Applicant
<p>COP in Advanced Fire Fighting (AFF)</p> <ol style="list-style-type: none"> 1. Valid 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 (scanned/digital copy) 3. Certificate of Training Completion in AFF Refresher. If <u>expired COP</u> in AFF or <u>if applicant does not meet</u> the required seagoing service, Certificate of Training Completion in AFF (Full Course instead of Refresher only). (scanned/digital copy) 	<ol style="list-style-type: none"> 1. MARINA – MISMO system 2. LMAs 3. MARINA-accredited MTIs



REVALIDATION	
4. SIRB first page and entries (scanned/digital copy) 5. Valid Medical Certificate in PEME format (scanned/digital copy) 6. 2x2 colored picture in white polo with white background** (scanned/digital copy)	4. MARINA – MDS / applicant 5. DOH-accredited MFOWs 6. Applicant
COP in Basic Training for Oil and Chemical Tanker Cargo Operations (BTOCTCO) 1. Valid COP in BTOCTCO*** 2. Approved seagoing service onboard Oil or Chemical Tanker for a period of at least three (3) months in total within the last five (5) years prior to the date of revalidation. If <u>expired COP</u> in BTOCTCO or <u>if applicant does not meet</u> the required seagoing service, Certificate of Training Completion in BTOCTCO (Full Course). (scanned/digital copy) 3. SIRB First page and entries (scanned/digital copy) 4. Valid Medical Certificate in PEME format (scanned/digital copy) 5. 2x2 colored picture in white polo with white background** (scanned/digital copy)	1. MARINA – MISMO system 2. LMAs/ MARINA-accredited MTIs 3. MARINA – MDS / applicant 4. DOH-accredited MFOWs 5. Applicant
COP in Advance Training for Oil Tanker Cargo Operations (ATOTCO) 1. Valid COPs in BTOCTCO and ATCTCO*** 2. Approved seagoing service in the capacity as Master, Chief Engineer Officer, Chief Mate, and Second Engineer Officer, as appropriate, onboard Oil Tanker for a period of at least three (3) months in total within the last five (5) years prior to the date of revalidation. If <u>expired COP</u> in ATOTCO or <u>if applicant does not meet</u> the required seagoing service, Certificate of Training Completion in ATOTCO (Full Course). (scanned/digital copy) 3. SIRB First page and entries (scanned/digital copy) 4. Valid Medical Certificate in PEME format (scanned/digital copy) 5. 2x2 colored picture in white polo with white background** (scanned/digital copy)	1. MARINA – MISMO system 2. LMAs/ MARINA-accredited MTIs 3. MARINA – MDS / applicant 4. DOH-accredited MFOWs 5. Applicant



REVALIDATION	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>COP in Advance Training for Chemical Tanker Cargo Operations (ATCTCO)</p> <ol style="list-style-type: none"> 1. Valid COPs in BTOCTCO and ATCTCO*** 2. Approved seagoing service in the capacity as Master, Chief Engineer Officer, Chief Mate, or Second Engineer Officer, as appropriate, onboard Chemical Tanker for a period of at least three (3) months in total within the last five (5) years prior to the date of revalidation. <u>If expired COP in ATCTCO or if applicant does not meet the required seagoing service, Certificate of Training Completion in ATOTCO (Full Course).</u> (scanned/digital copy) 3. SIRB First page and entries (scanned/digital copy) 4. Valid Medical Certificate in PEME format (scanned/digital copy) 5. 2x2 colored picture in white polo with white background** (scanned/digital copy) 	<ol style="list-style-type: none"> 1. MARINA – MISMO system 2. LMAs/ MARINA-accredited MTIs 3. MARINA – MDS / applicant 4. DOH-accredited MFOWs 5. Applicant
<p>COP in Basic Training for Liquefied Gas Tanker Cargo Operations (BTLGTCO)</p> <ol style="list-style-type: none"> 1. Valid COP in BTLGTCO*** 2. Approved seagoing service onboard Liquefied Gas Tanker for a period of at least three (3) months in total within the last five (5) years prior to the date of revalidation. <u>If expired COP in BTLGTCO or if applicant does not meet the required seagoing service, Certificate of Training Completion in BTLGTCO (Full Course).</u> (scanned/digital copy) 3. SIRB First page and entries (scanned/digital copy) 4. Valid Medical Certificate in PEME format (scanned/digital copy) 5. 2x2 colored picture in white polo with white background** (scanned/digital copy) 	<ol style="list-style-type: none"> 1. MARINA – MISMO system 2. LMAs/ MARINA-accredited MTIs 3. MARINA – MDS / applicant 4. DOH-accredited MFOWs 5. Applicant
<p>COP in Advance Training for Liquefied Gas Tanker Cargo Operations (ATLGTCO)</p> <ol style="list-style-type: none"> 1. Valid COPs in BTLGTCO and ATLGTCO*** 2. Approved seagoing service in the capacity as Master, Chief Engineer Officer, Chief Mate, or Second Engineer Officer, as appropriate, onboard Liquefied Gas Tanker for a period of at least three (3) months in total within the last five (5) years prior to the date of revalidation. <u>If expired COP in ATLGTCO or if applicant does not meet the required seagoing service, Certificate of Training Completion in ATLGTCO (Full Course).</u> (scanned/digital copy) 	<ol style="list-style-type: none"> 1. MARINA – MISMO system 2. LMAs/ MARINA-accredited MTIs

REVALIDATION	
3. SIRB First page and entries (scanned/digital copy) 4. Valid Medical Certificate in PEME format (scanned/digital copy) 5. One (1) 2x2 colored picture in white polo with white background** (scanned/digital copy)	3. MARINA – MDS / applicant 4. DOH-accredited MFOWs 5. Applicant
COP in Basic Training for Service on Ships Subject to the IGF Code 1. Certificate of Training Completion on <u>Refresher in Basic Training for Service on Ships subject to the IGF Code.</u> (scanned/digital copy) 2. SIRB/SRB first page (scanned/digital copy) 3. Valid Medical Certificate in PEME format (scanned/digital copy) 42x2 colored picture in white polo with white background** (scanned/digital copy)	1. MARINA-accredited MTIs 2. MARINA – MDS / applicant 3. DOH-accredited MFOWs 4. Applicant
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 <u>Refresher in Advanced Training for Service on Ships subject to the IGF Code.</u> (scanned/digital copy) 3. Valid Medical Certificate in PEME format (scanned/digital copy) 4. 2x2 colored picture in white polo with white background** (scanned/digital copy)	1. MARINA – MISMO system 2. MARINA-accredited MTIs 3. DOH-accredited MFOWs 4. Applicant
COP in Basic Training for Ships Operating in Polar Waters (BTSOPW) 1. COP in Basic Training for Ships Operating in Polar Waters*** 2. Approved seagoing service in the capacity as Master, Chief Mate or OIC of a Navigational Watch onboard ships operating in Polar Waters for at least 2 months in total within the last 5 years prior to revalidation 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 (scanned/digital copy) 3. SIRB/SRB first page and entries (scanned/digital copy) 4. Valid Medical Certificate in PEME format (scanned/digital copy) 5. 2x2 colored picture in white polo with white background** (scanned/digital copy)	1. MARINA – MISMO system 2. LMAs/ MARINA-accredited MTIs 3. MARINA – MDS / applicant 4. DOH-accredited MFOWs 5. Applicant
COP in Advance Training for Ships Operating in Polar Waters (ATSOPW) 1. Valid COP in BTSOPW*** 2. Valid COP in ATSOPW ***	1. MARINA – MISMO system 2. MARINA – MISMO system 3. LMAs/ MARINA-accredited MTIs



REVALIDATION

<p>3. Approved seagoing service in the capacity as Master or Chief Mate onboard ships operating in Polar Waters for at least 2 months in total within the last 5 years prior to revalidation or Certificate of Training Completion in Advance Training for Ships Operating in Polar Waters (scanned/digital copy)</p> <p>4. Valid Medical Certificate in PEME format (scanned/digital copy)</p> <p>5. SIRB/SRB first page and entries (scanned/digital copy)</p> <p>6. 2x2 colored picture in white polo with white background** (scanned/digital copy)</p>	<p>4. DOH-accredited MFOWs</p> <p>5. Applicant</p> <p>6. Applicant</p>
<p>COC for Officer-in-Charge of a Navigational Watch (OIC-NW) on Ships of 500 GT or more</p> <p>1. Valid COPs in BT, SCRB, AFF, and MEFA. ***</p> <p>2. Valid COC as OIC-NW & GOC***</p> <p>NOTE: <i>If expired COC, may complete and pass the practical assessment prescribed by the Administration appropriate to the certificate to be revalidated.</i></p> <p>3. 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 (scanned/digital copy)</p> <p>NOTE: <i>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></p> <p><i>i. pass the practical assessment prescribed by the Administration appropriate to the certificate to be revalidated; OR</i></p> <p><i>ii. successfully completed the approved training course prescribed by the Administration for purposes of revalidation appropriate to the certificate to be revalidated; OR</i></p> <p><i>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.</i></p> <p>4. SIRB/SRB first page and entries (scanned/digital copy)</p> <p>5. Valid Medical Certificate in PEME format (scanned/digital copy)</p> <p>6. 2x2 colored picture in white background with shoulder board (2 bars)** (scanned/digital copy)</p>	<p>1. MARINA – MISMO system</p> <p>2. MARINA – MISMO system</p> <p>3. LMAs/ MARINA-accredited Practical Assessment Centers</p> <p>4. MARINA – MDS/Applicant</p> <p>5. DOH-accredited MFOWs</p>



REVALIDATION	
<p>COC for GMDSS Radio Operator (General Operator’s Certificate or GOC)</p> <ol style="list-style-type: none"> 1. Valid COPs in BT, SCRB, AFF, and MEFA*** 2. Valid COC as GMDSS Radio operator*** <p>NOTE: <i>If expired COC, must complete and pass Practical Assessment prescribed by the Administration appropriate to the certificate to be revalidated.</i></p> <ol style="list-style-type: none"> 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 (scanned/digital copy) NOTE: <i>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> <ol style="list-style-type: none"> i. <i>pass the practical assessment prescribed by the Administration appropriate to the certificate to be revalidated; OR</i> ii. <i>successfully completed the approved training course prescribed by the Administration for purposes of revalidation appropriate to the certificate to be revalidated; OR</i> iii. <i>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.</i> 4. SIRB/SRB first page and entries (scanned/digital copy) 5. Valid Medical Certificate in PEME format (scanned/digital copy) 6. 2x2 colored picture in white background with shoulder board (2 bars)** (scanned/digital copy) 	<p>6. Applicant</p> <ol style="list-style-type: none"> 1. MARINA – MISMO system 2. MARINA – MISMO system 3. LMAs/ MARINA-accredited Practical Assessment Centers 4. MARINA – MDS/Applicant 5. DOH-accredited MFOWS 6. Applicant
<p>COC for Chief Mate on Ships of 3,000 GT or more</p> <ol style="list-style-type: none"> 1. Valid COPs in BT, SCRB, AFF, MEFA and MECA*** 2. Valid GOC*** 3. Valid COC as Chief Mate *** 	<ol style="list-style-type: none"> 1. MARINA – MISMO system 2. MARINA – MISMO system 3. MARINA – MISMO system



REVALIDATION

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

4. 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 (scanned/digital copy)

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.*

5. SIRB/SRB first page and entries (scanned/digital copy)
6. Valid Medical Certificate in PEME format (scanned/digital copy)
7. ~~One~~ (1) 2x2 colored picture in white background with shoulder board (2 bars)** (scanned/digital copy)

4. LMAs/ MARINA-accredited Practical Assessment Centers

5. MARINA – MDS/Applicant
6. DOH-accredited MFOWS
7. Applicant



REVALIDATION	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>COC for Master on Ships of 3,000 GT or more</p> <ol style="list-style-type: none"> 1. Valid COPs in BT, SCRB, AFF, MEFA and MECA*** 2. Valid GOC*** 3. Valid COC as Master Mariner*** <p>NOTE: <i>If expired COC, may complete and <u>pass Practical Assessment</u> prescribed by the Administration appropriate to the certificate to be revalidated</i></p> <ol style="list-style-type: none"> 4. 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 (scanned/digital copy) <p>NOTE: <i>Master <u>who do not meet the required seagoing service, may demonstrate continued professional competence to revalidate their COC through either of the following:</u></i></p> <ol style="list-style-type: none"> <i>i. pass the practical assessment prescribed by the Administration appropriate to the certificate to be revalidated; OR</i> <i>ii. successfully completed the approved training course prescribed by the Administration for purposes of revalidation appropriate to the certificate to be revalidated; OR</i> <i>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.</i> <ol style="list-style-type: none"> 5. SIRB/SRB first page and entries (scanned/digital copy) 6. Valid Medical Certificate in PEME format (scanned/digital copy) 7. 2x2 colored picture in white background with shoulder board (4 bars)** (scanned/digital copy) 	<ol style="list-style-type: none"> 1. MARINA – MISMO system 2. MARINA – MISMO system 3. MARINA – MISMO system 4. LMAs/ MARINA-accredited Practical Assessment Centers 5. MARINA – MDS/Applicant 6. DOH-accredited MFOWS 7. Applicant



REVALIDATION	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>COC for Master on Ships of between 500 GT and 3,000 GT</p> <ol style="list-style-type: none"> 1. Valid COPs in BT, SCRB, AFF, MEFA & MECA *** 2. Valid GOC*** 3. Valid COC as Master Mariner*** <p>NOTE: <i>If expired COC, may complete and pass Practical Assessment prescribed by the Administration appropriate to the certificate to be revalidated.</i></p> <ol style="list-style-type: none"> 4. Approved seagoing service on ship of between 500 and 3,000 gross tonnage as Chief Mate for a period of not less than: <ol style="list-style-type: none"> i. three (3) months within the last six (6) months; OR twelve (12) months within the last five (5) years (scanned/digital copy) <p>NOTE: <i>Master who do not meet the required seagoing service, may demonstrate continued professional competence to revalidate their COC through either of the following:</i></p> <ol style="list-style-type: none"> i. <i>pass the practical assessment prescribed by the Administration appropriate to the certificate to be revalidated; OR</i> ii. <i>successfully completed the approved training course prescribed by the Administration for purposes of revalidation appropriate to the certificate to be revalidated; OR</i> iii. <i>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.</i> <ol style="list-style-type: none"> 5. SIRB/SRB first page and entries (scanned/digital copy) 6. Valid Medical Certificate in PEME format (scanned/digital copy) 7. 2x2 colored picture in white background with shoulder board (4 bars)** (scanned/digital copy) 	<ol style="list-style-type: none"> 1. MARINA – MISMO system 2. MARINA – MISMO system 3. MARINA – MISMO system 4. LMAs/ MARINA-accredited Practical Assessment Centers 5. MARINA – MDS/Applicant 6. DOH-accredited MFOWS 7. Applicant



REVALIDATION	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>COC for Officer-in-Charge of an Engineering Watch (OIC-EW) on ships powered by main propulsion machinery of 750kw propulsion or more</p> <ol style="list-style-type: none"> 1. Valid COPs in BT, SCRB, AFF, MEFA*** 2. Valid COC as OIC EW*** <p>NOTE: <i>If expired COC, may complete and pass the practical assessment prescribed by the Administration appropriate to the certificate to be revalidated</i></p> <ol style="list-style-type: none"> 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 (scanned/digital copy) <p>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:</p> <ol style="list-style-type: none"> i. pass the <i>practical assessment</i> prescribed by the Administration appropriate to the certificate to be revalidated; OR ii. successfully completed the <i>approved training course</i> 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. <ol style="list-style-type: none"> 4. SIRB/SRB first page and entries (scanned/digital copy) 5. Valid Medical Certificate in PEME format (scanned/digital copy) 6. 2x2 colored picture in white background with shoulder board (2 bars)** (scanned/digital copy) 	<ol style="list-style-type: none"> 1. MARINA – MISMO system 2. MARINA – MISMO system 3. LMAs/ MARINA-accredited Practical Assessment Centers 4. MARINA – MDS/Applicant 5. DOH-accredited MFOWS 6. Applicant
<p>COC for Second Engineer Officer on Seagoing ships powered by main propulsion machinery of 3,000 kw propulsion or more</p> <ol style="list-style-type: none"> 1. Valid COPs in BT, SCRB, AFF, MEFA*** 2. Valid COC as Second Engineer Officer*** 	<ol style="list-style-type: none"> 1. MARINA – MISMO system 2. MARINA – MISMO system



REVALIDATION

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 (scanned/digital copy)

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 (scanned/digital copy)
5. Valid Medical Certificate in PEME format (scanned/digital copy)
6. 2x2 colored picture in white background with shoulder board (2 bars)** (scanned/digital copy)

3. LMAs/ MARINA-accredited Practical Assessment Centers

4. MARINA – MDS/Applicant
5. DOH-accredited MFOWS
6. Applicant

REVALIDATION	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>COC for Chief Engineer Officer on Seagoing Ships powered by main propulsion machinery of 3,000 kw propulsion power or more</p> <ol style="list-style-type: none"> 1. Valid COPs in BT, SCRB, AFF, MEFA*** 2. Valid COC as Chief Engineer Officer*** <p>NOTE: <i>If expired COC, may complete and pass the practical assessment prescribed by the Administration appropriate to the certificate to be revalidated</i></p> <ol style="list-style-type: none"> 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 (scanned/digital copy) <p>NOTE: Chief Engineer Officer <u>who do not meet</u> the required seagoing service, may demonstrate continued professional competence to revalidate their COC through either of the following:</p> <ol style="list-style-type: none"> i. pass the <i>practical assessment</i> prescribed by the Administration appropriate to the certificate to be revalidated; OR ii. successfully completed the <i>approved training course</i> 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. <ol style="list-style-type: none"> 4. SIRB/SRB first page and entries (scanned/digital copy) 5. Valid Medical Certificate in PEME format (scanned/digital copy) 6. 2x2 colored picture in white background with shoulder board (4 bars)** (scanned/digital copy) 	<ol style="list-style-type: none"> 1. MARINA – MISMO system 2. MARINA – MISMO system 3. LMAs/ MARINA-accredited Practical Assessment Centers 4. MARINA – MDS/Applicant 5. DOH-accredited MFOWS 6. Applicant

REVALIDATION	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>COC for Second Engineer Officer on seagoing ships powered by main propulsion machinery of between 750kw and 3,000 kw</p> <ol style="list-style-type: none"> 1. Valid COPs in BT, SCRB, AFF, MEFA*** 2. Valid COC as Second Engineer Officer*** <p>NOTE: <i>If expired COC, may complete and <u>pass the practical assessment</u> prescribed by the Administration appropriate to the certificate to be revalidated</i></p> <ol style="list-style-type: none"> 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 (scanned/digital copy) <p>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:</p> <ol style="list-style-type: none"> i. pass the <i>practical assessment</i> prescribed by the Administration appropriate to the certificate to be revalidated; OR ii. successfully completed the <i>approved training course</i> 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. <ol style="list-style-type: none"> 4. SIRB/SRB first page and entries (scanned/digital copy) 5. Valid Medical Certificate in PEME format (scanned/digital copy) 6. 2x2 colored picture in white background with shoulder board (2 bars)** (scanned/digital copy) 	<ol style="list-style-type: none"> 1. MARINA – MISMO system 2. MARINA – MISMO system 3. LMAs/ MARINA-accredited Practical Assessment Centers 4. MARINA – MDS/Applicant 5. DOH-accredited MFOWS 6. Applicant

REVALIDATION	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>COC for Chief Engineer Officer on seagoing ships powered by main propulsion machinery of between 750kw and 3,000 kw</p> <ol style="list-style-type: none"> 1. Valid COPs in BT, SCRB, AFF, MEFA*** 2. Valid COC as Chief Engineer Officer*** <p>NOTE: <i>If expired COC, may complete and <u>pass the practical assessment</u> prescribed by the Administration appropriate to the certificate to be revalidated</i></p> <ol style="list-style-type: none"> 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 (scanned/digital copy) <p>NOTE: Chief Engineer Officer <u>who do not meet</u> the required seagoing service, may demonstrate continued professional competence to revalidate their COC through either of the following:</p> <ol style="list-style-type: none"> i. pass the <i>practical assessment</i> prescribed by the Administration appropriate to the certificate to be revalidated; OR ii. successfully completed the <i>approved training course</i> 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. <ol style="list-style-type: none"> 4. SIRB/SRB first page and entries (scanned/digital copy) 5. Valid Medical Certificate in PEME format (scanned/digital copy) 6. 2x2 colored picture in white background with shoulder board (4 bars)** (scanned/digital copy) 	<ol style="list-style-type: none"> 1. MARINA – MISMO system 2. MARINA – MISMO system 3. LMAs/ MARINA-accredited Practical Assessment Centers 4. MARINA – MDS/Applicant 5. DOH-accredited MFOWS 6. Applicant



REVALIDATION	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>COC for Electro-Technical Officers (ETO)</p> <ol style="list-style-type: none"> 1. Valid COPs in BT, SCRB, AFF, MEFA*** 2. Valid COC for ETO*** <p>NOTE: <i>If expired COC, may complete and pass the practical assessment prescribed by the Administration appropriate to the certificate to be revalidated</i></p> <ol style="list-style-type: none"> 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 (scanned/digital copy) 4. SIRB/SRB first page and entries (scanned/digital copy) 5. Valid Medical Certificate in PEME format (scanned/digital copy) 6. 2x2 colored picture in white background with shoulder board (2 bars)** (scanned/digital copy) 	<ol style="list-style-type: none"> 1. MARINA – MISMO system 2. MARINA – MISMO system 3. LMAs/ MARINA-accredited Practical Assessment Centers 4. MARINA – MDS/Applicant 5. DOH-accredited MFOWS 6. Applicant
<p>FOR REPLACEMENT OF CORRECTION OF DETAILS IN THE COC/COP:</p> <ol style="list-style-type: none"> 1. Passport/SIRB/SID, and duly notarized Affidavit if the COC has wrong information entry (scanned/digital copy). <p><i>The Affidavit should state the circumstances of the wrong details or information, and give description of the certificate/s to be replaced.</i></p> <p>FOR UPDATING TO MARRIED NAME (applicable to females only):</p> <ol style="list-style-type: none"> 2. Philippine Statistics Authority (PSA) -issued Marriage Certificate (scanned/digital copy). 	<ol style="list-style-type: none"> 1. Applicant 2. PSA
<p>For First Time Jobseekers applying for COP in BT and/or SDSD shall, in addition to the abovementioned documentary requirements, shall upload into the MISMO system the following requirements:</p> <ol style="list-style-type: none"> 1. SRB/SID or any valid government ID; (scanned/digital copy) 	<ol style="list-style-type: none"> 1. Applicant

REVALIDATION

<p>2. Barangay Certification that the applicant is a first-time job seeker and a resident of the issuing barangay for at least six (6) months as of the issuance date of such document using the format annexed to the MC No. SC-2019-02 (scanned/digital copy); and</p> <p>3. Oath of Undertaking accomplished by the first-time jobseeker and executed before the Punong Barangay or the latter’s authorized officer in accordance with the format annexed to the MC No. SC-2019-02 (scanned/digital copy).</p>	<p>2. Local Barangay</p> <p>3. Applicant</p>
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Legend:

*First page of Passport OR Seafarer’s Identification Document (SID) OR any valid government issued ID bearing the Full Name and Birthdate as Proof of Identity.

NOTE: Name reflected will be the same in the certificate to be issued in compliance with MARINA Advisory No. 2022-65.

**For picture of the holder of the certificate, the following must be observed:

1. Size and Color
 - a. colored;
 - b. For COP: wearing white polo with collar, no shoulder board, no name tag;
For COC: wearing white polo with collar, with proper shoulder board appropriate to rank, no name tag;
 - c. plain white or off-white background; and
 - d. 2x2 inches and taken within the last six (6 Months) to reflect your current appearance.

2. Pose

Frontal pose looking directly at the camera lens and showing the full face. Rotation or tilting of the head either in an up/down or left/right direction must be avoided. The mid points of the mouth and the bridge of the nose should lie on an imaginary vertical line in the center of the image.

3. Expression

Your expression should be neutral with both eyes open and mouth closed. There should be no hair covering the eyes. Contrived expressions such as raised eyebrows, squinting or frowning are not acceptable.

4. Smile

When having their photos captured, applicant may smile, but without showing their teeth and gums. The ‘Mona Lisa’ smile is recommended.

5. Make-up

Heavy makeup or lip color must be avoided



6. Eyeglasses / Contact Lenses

Eyeglasses should always be removed before capturing the applicant’s photo. The use of contact lenses for medical reasons is accepted, provided that the contact lenses do not change the applicant’s true eye color. Therefore, applicants are advised to take off their contact lenses before having their photos captured.

***MARINA-issued STCW Certificates can be viewed through its online system, thus, no need to upload digital copy nor submit original copy/photocopy

CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	<p>1.1 Create or log-in to MISMO account.</p> <p>1.2 Click the “Select Transaction”, then select Certification”, and choose the type of application you wish to apply for (i.e., “Issuance”, “Revalidation”, or “Replacement”). Under the “Select Class”, choose your specific document (i.e., COP/ GMDSS/ COC). Then under the “Select Function”, select the specific STCW Certificate.</p> <p>Note: You may apply one (1) or more STCW Certificates in a single application.</p> <p>1.3 Upload in the MARINA Integrated Seafarers Management Online (MISMO) System all necessary documentary requirements for the appropriate Certificate the seafarer-</p>	No Activity	None	10 minutes <i>(per application depending on the number of STCW certificates applied for)</i>	Seafarer-applicant



	<p>applicant is applying for. Then click the “Submit” tab.</p> <p>1.4 Under the “For Appointment” tab, choose your preferred date, time and venue of appointment schedule, then click the “Proceed” button.</p> <p>1.5 The seafarer- applicant no longer needs to proceed to any MARINA office, instead, should only check the status of their application through their MISMO account.</p>				
2	<p>2.1 If the application is approved, the seafarer-applicant must pay the corresponding fee. The seafarer-applicant will log-in to his/her MISMO account and click the “generate reference number”. Pay at the MARINA-partnered paying centers.</p> <p>If the seafarer did not meet the required documents, his/her application will be rejected, which is also reflected in his MISMO account with remarks requiring him/her to comply the deficiency/ies within 1 month. After complying the noted deficiency, the applicant shall re-submit his/her application into the MISMO system.</p>	<p>2.1 Signs in to MISMO system using his/her MISMO account, then choose the application tab and click the “Certification” then “evaluation” and evaluates the applications of the seafarers scheduled for the day from the list provided by the MIDS I -JO/ Administrative Assistant III-JO / Administrative Aide IV-JO (Designated Personnel), if compliant with the corresponding</p>	<p>P 130.00 for each COP and/or P 530.00 for each COC</p> <p>Note:</p> <ul style="list-style-type: none"> • Inclusive of P30 documentary stamp tax per Certificate • Additional convenience fee from the payment 	<p>5 minutes (depending on the duration of time the seafarer settled the corresponding payment)</p>	<p>MIDS I-JO/ Administrative Assistant III-JO/ Administrative Aide VI-JO/ Administrative Aide IV-JO (Designated Evaluator)</p>



		<p>documentary requirements for the certification being applied for.</p> <p>2.2 Check/verify the following:</p> <ul style="list-style-type: none"> a. type of each application generated and transmitted by the MISMO system whether for issuance, revalidation or replacement of COP and/or COC; b. the status or records of the seafarer-applicant from the CMS to check whether their existing documents are still valid and not tagged with “On-Hold” status, which the seafarer-applicant may be required to resolve / address first before his/her application will be accepted for processing; and c. Database of Legal Division to check if the applicant has no pending cases 	<p>center apply</p> <p>may</p>		
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		<p>2.3 Evaluate and validate the documents/records that are uploaded/entered or inputted into the MISMO system by re-checking the following:</p> <ul style="list-style-type: none"> a. records from the CMS; b. certificate tab; c. records from the LD Seafarer’s Legal Verification Portal; d. medical tab; e. training tab; f. sea service tab, g. assessment tabs, as applicable h. Enrollment Report (ER) and Training Completion and Record of Assessment (TCROA) from the Training and Assessment Center Verification Portal <p>2.4 Update/Edit the picture of the seafarer, if necessary, and ensure</p>			
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		<p>that the picture is clear and with appropriate shoulder board.</p> <p>2.5 If the documents are compliant, select the button of the particular certificate (COP/ COC) being applied for by the seafarer, and encode the following:</p> <ul style="list-style-type: none"> a. date of issuance; b. date of expiration (if there is no expiration, the “unlimited” term should be entered in the date of expiry (should tick/click the “unlimited” box) c. date of revalidation (should be the same as date of issuance), if applicable; d. the appropriate limitation/s of the seafarer, if applicable; and e. the appropriate Regulation number, if applicable. 			
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		<p>2.6 Clicks the “Accept Application” tab, and then click next the “Approve” tab.</p> <p>2.7 If the application is not compliant or with discrepancy, clicks the “Reject Application” button, and indicate the reason for rejection on the comment box.</p> <p>For wrong application where the seafarer-applicant chose incorrect type of application (e.g., selecting “issuance” instead of “revalidation”), clicks the “Total Reject Application” button, and indicates on the comment box the instruction for the applicant to submit the correct application and to set another date and time.</p>			
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		<p>For applications with domestic seagoing service which were not encoded in the MISMO system, or other documents uploaded in the MISMO system that needs to be verified first, the MIDS I-JO/ Administrative Assistant III-JO / Administrative Aide VI-JO / Administrative Aide IV-JO (Designated Evaluator) will reject the application with a remark that his/her document/s are for verification. After which, the Designated Evaluator must encode in the Google Drive List for Verification the name and SRN of the seafarer, and type of document for verification.</p> <p>Note/s:</p> <ul style="list-style-type: none"> • For issuance and revalidation of COP, the following 			
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		<p>guidelines must be observed:</p> <ul style="list-style-type: none"> a. if application is filed within 6 months from the date of training completion (full training or refresher course), the date of expiration of the COP shall be counted 5 years from the date of its issuance or revalidation; b. if the application is filed more than 6 months from the date of training completion (full training or refresher course), the date of expiration of the COP shall be counted 5 years from the training completion. <ul style="list-style-type: none"> • Certificate/s of training completion (full training or refresher course) taken more than 2 years ago shall no longer be accepted for issuance or 			
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		<p>revalidation of the corresponding COP.</p> <ul style="list-style-type: none"> • All applications and documents who have gone through evaluation and has passed the assessment of competence under the Examination and Assessment Division (EAD) of the STCW Office, shall no longer be subjected to re-verification of documents, however, submission shall still be required as these are mandatory requirements per approved Circulars. • For applications on replacement of COC/COP, the MIDS I-JO/ Administrative Assistant III-JO / Administrative Aide VI-JO / Administrative Aide IV-JO (Designated 			
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		<p>evaluator) shall include in the remarks that upon issuance of the new digital certificate, the old certificate will become unverifiable in the system. Subsequently, the designated evaluator shall also fill-in the Request Slip Form and forward the same to the ICTMD through helpdesk.</p> <ul style="list-style-type: none">• If any of the submitted / uploaded documents is deemed spurious / fraudulent or if the CMS indicates “On Hold” or “N/A” status, the concerned evaluator shall reject the application and prepare a Memorandum on Incident Report (IR) which shall be endorsed to the immediate supervisor / section head prior to submission to the			
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		<p>Division Chief/RD/OIC for endorsement to their respective Legal Division for appropriate action. However, if the MISMO system indicates “On Hold” Status (applications with STCW Certificates previously released under Onboard Processing), the designated evaluator shall reject the application and input in the remarks box that the applicant to upload his/her copy of duly signed STCW Certificate/s to proceed with his/her application.</p> <p>Actions taken on IR submitted at the MROs shall be copied furnished to the LD of the STCW Office for records purposes</p>			
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	No Activity	<p>2.8 Opens the Google Drive List for Verification then checks the type of document pending for verification.</p> <p>2.9 Click the link provided by the MIDS I-JO/ Administrative Assistant III-JO / Administrative Aide VI-JO / Administrative Aide IV-JO (Designated Evaluator) or signs in to MISMO system using his/her account. Click "Documents", to view the document requested for verification.</p> <p>2.10 Prepare email or call the concerned Institution/s for the verification of document/s through landline phone call, then encode in the Google Drive List the following status, as follows:</p>	None	10 minutes (per application)	Administrative Assistant III-JO / Administrative Aide IV-JO (Designated Verifier)
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		<p>a. E-mail sent; b. Verified; c. Denied by the Institution; or d. Unverifiable (with remarks).</p> <p>If the concerned Institution confirmed that the document/s is valid, the designated verifier shall also encode the name, date and position of the verifier from the institution. If the institution denied the authenticity of the document, informs the MIDS I-JO/ Administrative Assistant III-JO / Administrative Aide VI-JO / Administrative Aide IV-JO (Designated Evaluator) regarding this matter, for subsequent preparation of Memorandum on Incident Report.</p>			
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3	3.1 The applicant- seafarer will wait for the release of his COC/COP	<p>3.1 Sign into the MISMO system using his/her MISMO account, then choose the application tab and click the “Validation and Release”.</p> <p>3.2 Input the name of the application-seafarer from the list provided by the MIDS II/ MIDS I -JO/ Administrative Assistant III-JO/ Administrative Aide IV-JO (Designated Personnel).</p> <p>3.3 Check the following details:</p> <ul style="list-style-type: none"> a. complete name of the seafarer; b. title of the requested STCW Certificate; c. date of issuance; d. date of expiration; e. birthdate; f. picture of the seafarer; g. limitation, if applicable; and h. the image of the digital certificate/s to be validated. 	None	5 minutes (per certificate)	METSS concurrent Division Chief/ Supervising MIDS, Senior MIDS/ MIDS II/ MIDS I/ Administrative Assistant III/ Administrative Aide VI / Validator-JO (Designated Validator)
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		<p>3.4 Encode/Update other relevant information and re-generate certificates, if necessary.</p> <p>3.5 Click the “Validate and Release” button in order for the digital certificate to appear in the MISMO account of the seafarer-applicant. The METSS concurrent Division Chief/ Supervising MIDS, Senior MIDS/ MIDS II/ MIDS I/ Administrative Assistant III/ Administrative Aide VI/ Validator-JO (Designated Validator) must update the Google Drive list for Validation/Release.</p>				
<p>END OF TRANSACTION</p>		<p>P 130.00 for each COP and/or P 530.00 for each COC</p> <p>Note/s:</p> <ul style="list-style-type: none"> ● Inclusive of P30 documentary stamp tax per Certificate ● Additional convenience fee from the payment center may apply 		<p>TOTAL SPT:</p> <p>30 minutes <i>(depending on the duration of time the seafarer settled the corresponding payment)</i></p>		



H.2.4. CERTIFICATE OF COMPETENCY (COC) AND CERTIFICATE OF PROFICIENCY (COP) EXPEDITE PROCESSING

The issuance COC and COP is pursuant to Republic Act (RA) No. 10635 and its Revised Implementing Rules and Regulations (IRR), and strengthened by RA 12021. These certificates attests that the relevant requirements of training, competencies, medical and/or seagoing service under the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW), 1978, had been met.

Office/Division:	Certification Division, STCW Office, MARINA Central Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government G2B – Government to Business
Who may avail:	Seafarers

ISSUANCE	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
COP in Basic Training (BT) 1. Certificate of Training Completion in BT (scanned/digital copy) 2. Proof of identity* (scanned/digital copy) 3. Valid Medical Certificate in PEME format (scanned/digital copy) 4. 2x2 colored picture in white polo with white background** (scanned/digital copy)	1. MARINA-accredited Maritime Training Institutions (MTIs) 2. Applicant 3. DOH-accredited Medical Facilities for Overseas Workers and Seafarers (MFOWS) 4. Applicant
COP in Survival Craft and Rescue Boats other than Fast Rescue Boats (SCRB) 1. Certificate of Training Completion in SCRB (scanned/digital copy)	1. MARINA-accredited MTIs



ISSUANCE	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> 2. Approved Seagoing service of not less than six (6) months (scanned/digital copy) 3. SIRB first page and entries (scanned/digital copy) 4. Valid Medical Certificate in PEME format (scanned/digital copy) 5. 2x2 colored picture in white polo with white background** (scanned/digital copy) 	<ul style="list-style-type: none"> 2. Local Manning Agencies (LMAs)/ Domestic Shipping Companies 3. MARINA – Manpower Development Service (MDS)/ Applicant 4. DOH-accredited MFOWS 5. Applicant
<p>COP in Fast Rescue Boats (FRB)</p> <ul style="list-style-type: none"> 1. Valid COP in PSCRB*** 2. Certificate of Training Completion in FRB (scanned/digital copy) 3. Proof of identity* (scanned/digital copy) 4. Valid Medical Certificate in PEME format (scanned/digital copy) 5. 2x2 colored picture in white polo with white background** (scanned/digital copy) 	<ul style="list-style-type: none"> 1. MARINA – MARINA Integrated Seafarers Management Online (MISMO) system 2. MARINA-accredited MTIs 3. Applicant 4. DOH-accredited MFOWS 5. Applicant
<p>COP in Advanced Fire Fighting (AFF)</p> <ul style="list-style-type: none"> 1. Certificate of Training Completion in AFF (scanned/digital copy) 2. Proof of identity* (scanned/digital copy) 3. Valid Medical Certificate in PEME format (scanned/digital copy) 4. 2x2 colored picture in white polo with white background** (scanned/digital copy) 	<ul style="list-style-type: none"> 1. MARINA-accredited MTIs 2. Applicant 3. DOH-accredited MFOWS 4. Applicant
<p>COP in Medical First Aid (MeFA)</p> <ul style="list-style-type: none"> 1. Certificate of Training Completion in MeFA (scanned/digital copy) 2. Proof of identity* (scanned/digital copy) 3. Valid Medical Certificate in PEME format (scanned/digital copy) 4. 2x2 colored picture in white polo with white background** (scanned/digital copy) 	<ul style="list-style-type: none"> 1. MARINA-accredited MTIs 2. Applicant 3. DOH-accredited MFOWS 4. Applicant



ISSUANCE	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>COP in Medical Care (MeCa)</p> <ol style="list-style-type: none"> 1. Valid COP in MeFA *** 2. Certificate of Training Completion in MeCa (scanned/digital copy) 3. Proof of identity* (scanned/digital copy) 4. Valid Medical Certificate in PEME format (scanned/digital copy) 5. 2x2 colored picture in white polo with white background** (scanned/digital copy) 	<ol style="list-style-type: none"> 1. MARINA – MISMO system 2. MARINA-accredited MTIs 3. Applicant 4. DOH-accredited MFOWS 5. Applicant
<p>COP in Ship Security Office (SSO)</p> <ol style="list-style-type: none"> 1. Certificate of Training Completion in SSO (scanned/digital copy) 2. Approved Seagoing service of not less than twelve (12) months (scanned/digital copy) 3. SIRB first page and entries (scanned/digital copy) 4. Valid Medical Certificate in PEME format (scanned/digital copy) 5. 2x2 colored picture in white polo with white background** (scanned/digital copy) 	<ol style="list-style-type: none"> 1. MARINA-accredited MTIs 2. LMAs 3. MARINA-MDS/ applicant 4. DOH-accredited MFOWS 5. Applicant
<p>COP in Security Awareness Training and Seafarers with Designated Security Duties (SDSD)</p> <ol style="list-style-type: none"> 1. Certificate of Training Completion in SDSD (scanned/digital copy) 2. Proof of identity* (scanned/digital copy) 3. Valid Medical Certificate in PEME format (scanned/digital copy) 4. 2x2 colored picture in white polo with white background** (scanned/digital copy) 	<ol style="list-style-type: none"> 1. MARINA-accredited MTIs 2. Applicant 3. DOH-accredited MFOWs 4. Applicant
<p>COP in Basic Training for Oil and Chemical Tanker Cargo Operations (BTOCTCO)</p> <ol style="list-style-type: none"> 1. Valid COP in BT*** 2. Certificate of Training Completion in BTOCTCO (scanned/digital copy) 3. Proof of identity* (scanned/digital copy) 4. Medical Certificate in PEME format (scanned/digital copy) 5. 2x2 colored picture in white polo with white background** (scanned/digital copy) 	<ol style="list-style-type: none"> 1. MARINA – MISMO system 2. MARINA-accredited MTIs 3. Applicant 4. DOH-accredited MFOWs 5. Applicant



ISSUANCE	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>COP in Advance Training for Oil Tanker Cargo Operations (ATOTCO)</p> <ol style="list-style-type: none"> 1. Valid COP in BTOCTCO*** 2. Certificate of Training Completion in ATOTCO (scanned/digital copy) 3. Approved seagoing service of not less than three (3) months in Oil Tankers (scanned/digital copy) 4. SIRB First page and entries (scanned/digital copy) 5. Medical Certificate in PEME format (scanned/digital copy) 6. 2x2 colored picture in white polo with white background** (scanned/digital copy) 	<ol style="list-style-type: none"> 1. MARINA – MISMO system 2. MARINA-accredited MTIs 3. LMAs 4. MARINA – MDS/ applicant 5. DOH-accredited MFOWs 6. Applicant
<p>COP in Advance Training for Chemical Tanker Cargo Operations (ATCTCO)</p> <ol style="list-style-type: none"> 1. Valid COP in BTOCTCO*** 2. Certificate of Training Completion in ATCTCO (scanned/digital copy) 3. Approved seagoing service of not less than three (3) months in Chemical Tankers (scanned/digital copy) 4. SIRB First page and entries (scanned/digital copy) 5. Valid Medical Certificate in PEME format (scanned/digital copy) 6. 2x2 colored picture in white polo with white background** (scanned/digital copy) 	<ol style="list-style-type: none"> 1. MARINA – MISMO system 2. MARINA-accredited MTIs 3. LMAs 4. MARINA – MDS/ applicant 5. DOH-accredited MFOWs 6. Applicant
<p>COP in Basic Training for Liquefied Gas Tanker Cargo Operations (BTLGTCO)</p> <ol style="list-style-type: none"> 1. Valid COP in BT *** 2. Certificate of Training Completion in BTLGTCO (scanned/digital copy) 3. Proof of identity* (scanned/digital copy) 4. Valid Medical Certificate in PEME format (scanned/digital copy) 5. 2x2 colored picture in white polo with white background** (scanned/digital copy) 	<ol style="list-style-type: none"> 1. MARINA – MISMO system 2. MARINA-accredited MTIs 3. Applicant 4. DOH-accredited MFOWs 5. Applicant

ISSUANCE	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>COP in Advance Training for Liquefied Gas Tanker Cargo Operations (ATLGTCO)</p> <ol style="list-style-type: none"> 1. Valid COP in BTLGTCO*** 2. Certificate of Training Completion in ATLGTCO (scanned/digital copy) 3. Approved seagoing service of not less than three (3) months in Liquefied Gas Tankers (scanned/digital copy) 4. SIRB First page and entries (scanned/digital copy) 5. Valid Medical Certificate in PEME format (scanned/digital copy) 6. 2x2 colored picture in white polo with white background** (scanned/digital copy) 	<ol style="list-style-type: none"> 1. MARINA – MISMO system 2. MARINA-accredited MTIs 3. LMAs 4. MARINA – MDS/ applicant 5. DOH-accredited MFOWs 6. Applicant
<p>COP in Basic Training for Service on Ships Subject to the IGF Code</p> <ol style="list-style-type: none"> 1. Certificate of training completion for Basic Training for Service on Ships subject to the IGF Code (scanned/digital copy) OR valid COP in BTLGTCO*** 2. SIRB/SRB first page (scanned/digital copy) 3. Valid Medical Certificate in PEME format (scanned/digital copy) 4. 2x2 colored picture in white polo with white background** (scanned/digital copy) 	<ol style="list-style-type: none"> 1. MARINA-accredited MTIs 2. MARINA – MDS/ applicant 3. DOH-accredited MFOWs 4. Applicant
<p>COP in Advance Training for Service on Ships Subject to the IGF Code</p> <ol style="list-style-type: none"> 1. Valid COP in Basic Training for Service on Ships Subject to the IGF Code*** 2. Certificate of training completion for Advanced Training for Service on Ships subject to IGF Code (indicating that the vessel is performing bunkering services) (scanned/digital copy) 3. Valid Medical Certificate in PEME format (scanned/digital copy) 4. Has an approved seagoing service of at least 1 month that includes a minimum of 1 bunkering operation onboard ships subject to the IGF Code (scanned/digital copy) 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: <ul style="list-style-type: none"> • ships subject to the IGF Code; or 	<ol style="list-style-type: none"> 1. MARINA – MISMO system 2. MARINA-accredited MTIs 3. DOH-accredited MFOWs 4. LMAs 5. LMAs

ISSUANCE	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> • tankers carrying as cargo, fuels covered by the IGF Code; or • ships using gases or low flashpoint fuel as fuel. <p>6. 2x2 colored picture in white polo with white background** (scanned/digital copy)</p>	<p>6. Applicant</p>
<p>COP in Basic Training for Ships Operating in Polar Waters</p> <ol style="list-style-type: none"> 1. Certificate of Training Completion in Basic Training for Ships Operating in Polar Waters (scanned/digital copy) 2. Valid Medical Certificate in PEME format (scanned/digital copy) 3. SIRB/SRB first page (scanned/digital copy) 4. 2x2 colored picture in white polo with white background** (scanned/digital copy) 	<ol style="list-style-type: none"> 1. MARINA-accredited MTIs 2. DOH-accredited MFOWs 3. MARINA – MDS/ applicant 4. Applicant
<p>COP in Advance Training for Ships Operating in Polar Waters</p> <ol style="list-style-type: none"> 1. Valid COP in Basic Training for Ships Operating in Polar Waters*** 2. Certificate of Training Completion in Advance Training for Ships Operating in Polar Waters (scanned/digital copy) 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 (scanned/digital copy) 4. Valid Medical Certificate in PEME format (scanned/digital copy) 5. 2x2 colored picture in white polo with white background** (scanned/digital copy) 6. SIRB first page and entries (scanned/digital copy) 	<ol style="list-style-type: none"> 1. MARINA – MISMO system 2. MARINA-accredited MTIs 3. LMAs 4. DOH-accredited MFOWs 5. Applicant 6. MARINA – MDS/ applicant



ISSUANCE	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>COP for Electro-Technical Ratings (ETR)</p> <ol style="list-style-type: none"> 1. Passed the Practical Assessment for ETR (scanned/digital copy) 2. Valid Medical Certificate in PEME format (scanned/digital copy) 3. SIRB/SRB first page or any valid government ID (scanned/digital copy) 4. 2x2 colored picture in white polo with white background** (scanned/digital copy) 	<ol style="list-style-type: none"> 1. MARINA-accredited Assessment Centers 2. DOH-accredited MFOWs 3. MARINA – MDS/ applicant 4. Applicant
<p>COP for Ratings Forming Part of a Navigational Watchkeeping (RFPNW)</p> <ol style="list-style-type: none"> 1. Passed the Practical Assessment for RFPNW (scanned/digital copy) 2. Proof of identity* (scanned/digital copy) 3. Valid Medical Certificate in PEME format (scanned/digital copy) 4. 2x2 colored picture in white polo with white background** (scanned/digital copy) 	<ol style="list-style-type: none"> 1. MARINA-accredited Assessment Centers 2. Applicant 3. DOH-accredited MFOWs 4. Applicant
<p>COP as Able Deck (AB Deck)</p> <ol style="list-style-type: none"> 1. COP for RFPNW *** 2. Proof of identity* (scanned/digital copy) 3. Passed the Practical Assessment for AB Deck (scanned/digital copy) 4. Valid Medical Certificate in PEME format (scanned/digital copy) 5. 2x2 colored picture in white polo with white background** (scanned/digital copy) 	<ol style="list-style-type: none"> 1. MARINA – MISMO system 2. Applicant 3. MARINA-accredited Assessment Centers 4. DOH-accredited MFOWs 5. Applicant
<p>COP for Ratings Forming Part of an Engineering Watchkeeping (RFPEW)</p> <ol style="list-style-type: none"> 1. Certificate of Completion in RFPEW (scanned/digital copy) 2. Proof of identity* 3. Passed the Practical Assessment for RFPEW (scanned/digital copy) 	<ol style="list-style-type: none"> 1. MARINA-accredited MTIs 2. Applicant 3. MARINA-accredited Assessment Centers 4. DOH-accredited MFOWs



<ul style="list-style-type: none"> 4. Valid Medical Certificate in PEME format (scanned/digital copy) 5. 2x2 colored picture in white polo with white background** (scanned/digital copy) 	<ul style="list-style-type: none"> 5. Applicant
<p>COP as Able Engine (AB Engine)</p> <ul style="list-style-type: none"> 1. COP for RFPEW*** 2. Proof of identity* (scanned/digital copy) 3. Passed the Practical Assessment for AB Engine (scanned/digital copy) 4. Valid Medical Certificate in PEME format (scanned/digital copy) 5. 2x2 colored picture in white polo with white background** (scanned/digital copy) 	<ul style="list-style-type: none"> 1. MARINA – MISMO system 2. Applicant 3. MARINA-accredited Assessment Centers 4. DOH-accredited MFOWS 5. Applicant
<p>COC for Officer-in-Charge of a Navigational Watch (OIC-NW) on Ships of 500 GT or more</p> <ul style="list-style-type: none"> 1. Passed the Theoretical Examination for Deck Operational Level (scanned/digital copy) 2. Passed the Practical Assessment for Deck Operational Level (scanned/digital copy) 3. Valid Medical Certificate in PEME format (scanned/digital copy) 4. 2x2 colored picture in white background with shoulder board (2 bars)** (scanned/digital copy) 5. Valid COPs in BT, SCRB, AFF, MEFA and COC for GMDSS Radio Operator*** 6. Valid GOC*** 	<ul style="list-style-type: none"> 1. MARINA – Examination and Assessment Division (EAD) 2. MARINA-accredited Assessment Centers 3. DOH-accredited MFOWS 4. Applicant 5. MARINA – MISMO system 6. MARINA – MISMO system



ISSUANCE	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>COC for GMDSS Radio Operator (General Operator’s Certificate or GOC)</p> <ol style="list-style-type: none"> 1. Certificate of Training Completion on approved training course for GMDSS Radio Operator (scanned/digital copy) 2. Passed the Theoretical Examination for GMDSS Radio Operator (scanned/digital copy) 3. Passed the Practical Assessment for GMDSS Radio Operator (scanned/digital copy) 4. Valid Medical Certificate in PEME format (scanned/digital copy) 5. 2x2 colored picture in white background with shoulder board (2 bars)** (scanned/digital copy) 6. Valid COPs in BT, SCRIB, AFF, and MEFA *** 	<ol style="list-style-type: none"> 1. MARINA-accredited MTIs 2. MARINA-accredited Assessment Centers 3. MARINA – EAD 4. DOH-accredited MFOWS 5. Applicant 6. MARINA – MISMO system
<p>COC for Chief Mate on Ships of between 500 GT and 3,000 GT</p> <ol style="list-style-type: none"> 1. Passed the Theoretical Examination for Deck Management Level (scanned/digital copy) 2. Passed the Practical Assessment for Deck Management Level (scanned/digital copy) 3. Valid Medical Certificate in PEME format (scanned/digital copy) 4. One (1) 2x2 colored picture in white background with shoulder board (3 bars)** (scanned/digital copy) 5. Valid COPs in BT, SCRIB, AFF, MEFA and MECA*** 6. Valid COC as OIC-NW*** 7. Valid GOC*** 8. Approved MLC (scanned/digital copy) 9. Seagoing service of at least 12 months as OIC between 500 gt and 3,000 gt (scanned/digital copy) 	<ol style="list-style-type: none"> 1. MARINA – EAD 2. MARINA-accredited Assessment Centers 3. DOH-accredited MFOWS 4. Applicant 5. MARINA – MISMO system 6. MARINA – MISMO system 7. MARINA– MISMO system 8. MARINA-accredited MTIs 9. LMAs



ISSUANCE	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>COC for Chief Mate on Ships of 3,000 GT or more</p> <ol style="list-style-type: none"> 1. Passed the Theoretical Examination for Deck Management Level (scanned/digital copy) 2. Passed the Practical Assessment for Deck Management Level (scanned/digital copy) 3. Valid COPs in BT, SCRB, AFF, MEFA and MECA*** 4. Valid GOC*** 5. Approved Management Level Course (MLC) (scanned/digital copy) 6. Valid COC as OIC-NW*** 7. Valid Medical Certificate in PEME format (scanned/digital copy) 8. SIRB/SRB first page and entries (scanned/digital copy) 9. 2x2 colored picture in white background with shoulder board (3 bars) (scanned/digital copy) 10. Seagoing service of at least 12 months as OIC on ships of 3,000 gt or more (scanned/digital copy) 	<ol style="list-style-type: none"> 1. MARINA – EAD 2. MARINA – accredited Assessment Centers 3. MARINA – MISMO system 4. MARINA – MISMO system 5. MARINA-accredited MTIs 6. MARINA – MISMO system 7. DOH-accredited MFOWS 8. MARINA – MDS/Applicant 9. Applicant 10. LMAs



ISSUANCE	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>COC for Master on Ships of 3,000 GT or more</p> <ol style="list-style-type: none"> 1. Passed the Theoretical Examination for Deck Management Level (scanned/digital copy) 2. Passed the Practical Assessment for Deck Management Level (scanned/digital copy) 3. COC as OIC-NW and/or COC as Chief Mate*** 4. Valid COPs in BT, SCRB, AFF, MEFA and MECA*** 5. Valid GOC*** 6. Approved MLC (scanned/digital copy) 7. SIRB/SRB first page and entries (scanned/digital copy) 8. Valid Medical Certificate in PEME format (scanned/digital copy) 9. One (1) 2x2 colored picture in white background with shoulder board (4 bars) (scanned/digital copy) 10. Seagoing service of: <ol style="list-style-type: none"> a. If with COC as OIC-NW: at least 36 months as OIC-NW, or b. If with COC as CM: 24 months as Chiefmate, or 12 months as OIC with 12 months as Chiefmate on ships of 3,000 gt or more (scanned/digital copy) 	<ol style="list-style-type: none"> 1. MARINA – EAD 2. MARINA – accredited Assessment Centers 3. MARINA – MISMO system 4. MARINA – MISMO system 5. MARINA – MISMO system 6. MARINA-accredited MTIs 7. MARINA – EAD/Applicant 8. DOH-accredited MFOWS 9. Applicant 10. LMAs
<p>COC for Master on Ships of between 500 GT and 3,000 GT</p> <ol style="list-style-type: none"> 1. Passed the Theoretical Examination for Deck Management Level (scanned/digital copy) 2. Passed the Practical Assessment for Deck Management Level (scanned/digital copy) 3. Valid COC as OIC-NW and/or COC as Chief Mate*** 4. Valid COPs in BT, SCRB, AFF, MEFA and MECA*** 5. Valid GOC*** 6. Approved MLC (scanned/digital copy) 	<ol style="list-style-type: none"> 1. MARINA – EAD 2. MARINA – accredited Assessment Centers 3. MARINA – MISMO system 4. MARINA – MISMO system 5. MARINA – MISMO system 6. MARINA-accredited MTIs



ISSUANCE	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
7. SIRB/SRB first page and entries (scanned/digital copy) 8. Valid Medical Certificate in PEME format (scanned/digital copy) 9. 2x2 colored picture in white background with shoulder board (4 bars) (scanned/digital copy) 10. Seagoing service of: a. If with COC as OIC-NW: at least 36 months as OIC-NW, or b. If with COC as CM: 24 months as Chiefmate, or 12 months as OIC with 12 months as Chiefmate on ships of between 500 gt and 3,000 gt (scanned/digital copy)	7. MARINA– EAD/Applicant 8. DOH-accredited MFOWS 9. Applicant 10. LMAs
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 (scanned/digital copy) 2. Passed the Practical Assessment for Engine Operational Level (scanned/digital copy) 3. Valid Medical Certificate in PEME format (scanned/digital copy) 4. Valid COPs in BT, SCRIB, AFF and MEFA *** 5. One (1) 2x2 colored picture in white background with shoulder board (2 bars)** (scanned/digital copy)	1. MARINA – EAD 2. MARINA – accredited Assessment Centers 3. DOH-accredited MFOWS 4. MARINA – MISMO system 5. Applicant
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 (scanned/digital copy) 2. Practical Assessment for Engine Management Level (scanned/digital copy) 3. Valid COC as OIC-EW*** 4. Approved MLC (scanned/digital copy) 5. Valid COPs in BT, SCRIB, AFF, MEFA*** 6. SIRB/SRB first page and entries (scanned/digital copy)	1. MARINA – EAD 2. MARINA – accredited Assessment Centers 3. MARINA – MISMO system 4. MARINA-accredited MTIs 5. MARINA – MISMO system 6. MARINA – MDS/Applicant



ISSUANCE	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
7. Valid Medical Certificate in PEME format (scanned/digital copy) 1. One (1) 2x2 colored picture in white background with shoulder board (2 bars) (scanned/digital copy) 2. Seagoing service of at least 12 months as OIC-EW ships powered by main propulsion machinery of 3,000 kw propulsion or more (scanned/digital copy)	7. DOH-accredited MFOWS 1. Applicant 2. LMAs
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 (scanned/digital copy) 2. Practical Assessment for Engine Management Level (scanned/digital copy) 3. Valid COC as OIC-EW and/or COC as Second Engineer Officer*** 4. Valid COPs in BT, SCRB, AFF, MEFA*** 5. Approved MLC (scanned/digital copy) 6. SIRB/SRB first page and entries (scanned/digital copy) 7. Valid Medical Certificate in PEME format (scanned/digital copy) 8. 2x2 colored picture in white background with shoulder board (4 bars) (scanned/digital copy) 9. Seagoing service of: a. at least 36 months as OIC-EW, or b. 12 months as Second Engineer and 12 months OIC-EW, or c. 24 months as Second Engineer on ships powered by main propulsion machinery of 3,000 kw propulsion or more (scanned/digital copy)	1. MARINA – EAD 2. MARINA – accredited Assessment Centers 3. MARINA – MISMO system 4. MARINA – MISMO system 5. MARINA-accredited MTIs 6. MARINA – MDS/Applicant 7. DOH-accredited MFOWS 8. Applicant 9. LMAs
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 (scanned/digital copy) 2. Practical Assessment for Engine Management Level (scanned/digital copy) 3. Valid COC as OIC-EW***	1. MARINA – EAD 2. MARINA – accredited Assessment 3. MARINA – MISMO system

ISSUANCE	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ol style="list-style-type: none"> 4. Approved MLC (scanned/digital copy) 5. Valid COPs in BT, SCRB, AFF, MEFA*** 6. SIRB/SRB first page and entries (scanned/digital copy) 7. Valid Medical Certificate in PEME format (scanned/digital copy) 8. One (1) 2x2 colored picture in white background with shoulder board (2 bars) (scanned/digital copy) 9. Seagoing service of at least 12 months as OIC-EW ships powered by main propulsion machinery of between 750kw and 3,000 kw (scanned/digital copy) 	<ol style="list-style-type: none"> 4. MARINA-accredited MTIs 5. MARINA – MISMO system 6. MARINA – MDS/Applicant 7. DOH-accredited MFOWS 8. Applicant 9. LMAs
<p>COC for Chief Engineer Officer on Seagoing Ships powered by main propulsion machinery of between 750kw and 3,000 kw</p> <ol style="list-style-type: none"> 1. Passed the Theoretical Examination for Engine Management Level (scanned/digital copy) 2. Practical Assessment for Engine Management Level (scanned/digital copy) 3. Valid COC as OIC-EW and/or COC as Second Engineer Officer*** 4. Valid COPs in BT, SCRB, AFF, MEFA*** 5. Approved MLC (scanned/digital copy) 6. SIRB/SRB first page and entries (scanned/digital copy) 7. Valid Medical Certificate in PEME format (scanned/digital copy) 8. 2x2 colored picture in white background with shoulder board (4 bars) 9. Seagoing service of: <ol style="list-style-type: none"> a. at least 36 months as OIC-EW, or b. 12 months as Second Engineer and 12 months OIC-EW, or c. 24 months as Second Engineer on ships powered by main propulsion machinery of between 750kw and 3,000 kw (scanned/digital copy) 	<ol style="list-style-type: none"> 1. MARINA – EAD 2. MARINA – accredited Assessment 3. MARINA – MISMO system 4. MARINA – MISMO system 5. MARINA – accredited MTIs 6. MARINA – MDS/Applicant 7. DOH-accredited MFOWS 8. Applicant 9. LMAs
<p>COC for Electro-Technical Officers (ETO)</p> <ol style="list-style-type: none"> 1. Completed an approved Electro-Technical Officer (ETO) training course which includes four (4) months of workshop skills training 2. Valid COPs in BT, SCRB, AFF and MEFA*** 	<ol style="list-style-type: none"> 1. MARINA – accredited MTIs 2. MARINA – MISMO system



ISSUANCE	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ol style="list-style-type: none"> 3. Passed the MARINA prescribed assessment of competence for ETO (scanned/digital copy) 4. SIRB/SRB first page and entries (scanned/digital copy) 5. Valid Medical Certificate in PEME format (scanned/digital copy) 6. 2x2 colored picture in white background with shoulder board (2 bars) (scanned/digital copy) 7. Seagoing service (scanned/digital copy) of not less than <ol style="list-style-type: none"> a. 8 months of structured onboard training as ETO cadet, documented in an approved TRB, or b. 32 months in the engine department as Master Electrician or any other relevant capacity with the same functions or tasks which shall be evidences or supported by a Certificate of Sea 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 	<ol style="list-style-type: none"> 3. MARINA – accredited Assessment 4. MARINA – MDS/Applicant 5. DOH-accredited MFOWS 6. Applicant 7. LMAs



REVALIDATION	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>COP in Basic Training (BT)</p> <ol style="list-style-type: none"> Valid COP in BT*** 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 (scanned/digital copy) Certificate of Training Completion in BT Refresher (scanned/digital copy) SIRB first page and entries (scanned/digital copy) Valid Medical Certificate in PEME format (scanned/digital copy) 2x2 colored picture in white polo with white background** (scanned/digital copy) 	<ol style="list-style-type: none"> MARINA – MISMO system LMAs MARINA-accredited MTIs MARINA – MDS / applicant DOH-accredited MFOWs Applicant
<p>COP in Survival Craft and Rescue Boats other than Fast Rescue Boats (SCRB)</p> <ol style="list-style-type: none"> Valid COP in SCRБ*** 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 (scanned/digital copy) Certificate of Training Completion in SCRБ Refresher. If <u>expired COP in SCRБ</u> or <u>if applicant does not meet</u> the required seagoing service, Certificate of Training Completion in SCRБ (Full Course instead of Refresher only). (scanned/digital copy) SIRB first page and entries (scanned/digital copy) Valid Medical Certificate in PEME format (scanned/digital copy) 2x2 colored picture in white polo with white background** (scanned/digital copy) 	<ol style="list-style-type: none"> MARINA – MISMO system LMAs MARINA-accredited MTIs MARINA – MDS / applicant DOH-accredited MFOWs Applicant
<p>COP in Proficiency in Fast Rescue Boats (FRB)</p> <ol style="list-style-type: none"> COPs in SCRБ and FRB*** Certificate of Training Completion in FRB Refresher. If <u>expired COP in FRB</u> or <u>if applicant does not meet</u> the required seagoing service, Certificate of Training Completion in FRB (Full Course instead of Refresher only). (scanned/digital copy) 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. (scanned/digital copy) SIRB first page and entries (scanned/digital copy) Valid Medical Certificate in PEME format (scanned/digital copy) 	<ol style="list-style-type: none"> MARINA – MISMO system MARINA-accredited MTIs LMAs MARINA – MDS / applicant DOH-accredited MFOWs



REVALIDATION	
6. 2x2 colored picture in white polo with white background** (scanned/digital copy)	6. Applicant
<p>COP in Advanced Fire Fighting (AFF)</p> <p>1. Valid COP in AFF***</p> <p>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 (scanned/digital copy)</p> <p>3. Certificate of Training Completion in AFF Refresher. If <u>expired COP</u> in AFF or <u>if applicant does not meet</u> the required seagoing service, Certificate of Training Completion in AFF (Full Course instead of Refresher only). (scanned/digital copy)</p> <p>4. SIRB first page and entries (scanned/digital copy)</p> <p>5. Valid Medical Certificate in PEME format (scanned/digital copy)</p> <p>6. 2x2 colored picture in white polo with white background** (scanned/digital copy)</p>	<p>1. MARINA – MISMO system</p> <p>2. LMAs</p> <p>3. MARINA-accredited MTIs</p> <p>4. MARINA – MDS / applicant</p> <p>5. DOH-accredited MFOWs</p> <p>6. Applicant</p>
<p>COP in Basic Training for Oil and Chemical Tanker Cargo Operations (BTOCTCO)</p> <p>1. Valid COP in BTOCTCO***</p> <p>2. Approved seagoing service onboard Oil or Chemical Tanker for a period of at least three (3) months in total within the last five (5) years prior to the date of revalidation. If <u>expired COP</u> in BTOCTCO or <u>if applicant does not meet</u> the required seagoing service, Certificate of Training Completion in BTOCTCO (Full Course). (scanned/digital copy)</p> <p>3. SIRB First page and entries (scanned/digital copy)</p> <p>4. Valid Medical Certificate in PEME format (scanned/digital copy)</p> <p>5. 2x2 colored picture in white polo with white background** (scanned/digital copy)</p>	<p>1. MARINA – MISMO system</p> <p>2. LMAs/ MARINA-accredited MTIs</p> <p>3. MARINA – MDS / applicant</p> <p>4. DOH-accredited MFOWs</p> <p>5. Applicant</p>
<p>COP in Advance Training for Oil Tanker Cargo Operations (ATOTCO)</p> <p>1. Valid COPs in BTOCTCO and ATCTCO***</p> <p>2. Approved seagoing service in the capacity as Master, Chief Engineer Officer, Chief Mate, and Second Engineer Officer, as appropriate, onboard Oil Tanker for a period of at least three (3) months in total within the last five (5) years prior to the date of revalidation. If <u>expired COP</u> in ATOTCO or <u>if applicant does not meet</u> the required seagoing service, Certificate of Training Completion in ATOTCO (Full Course). (scanned/digital copy)</p> <p>3. SIRB First page and entries (scanned/digital copy)</p> <p>4. Valid Medical Certificate in PEME format (scanned/digital copy)</p> <p>5. 2x2 colored picture in white polo with white background** (scanned/digital copy)</p>	<p>1. MARINA – MISMO system</p> <p>2. LMAs/ MARINA-accredited MTIs</p> <p>3. MARINA – MDS / applicant</p> <p>4. DOH-accredited MFOWs</p> <p>5. Applicant</p>



REVALIDATION	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>COP in Advance Training for Chemical Tanker Cargo Operations (ATCTCO)</p> <ol style="list-style-type: none"> Valid COPs in BTOCTCO and ATCTCO*** Approved seagoing service in the capacity as Master, Chief Engineer Officer, Chief Mate, or Second Engineer Officer, as appropriate, onboard Chemical Tanker for a period of at least three (3) months in total within the last five (5) years prior to the date of revalidation. <u>If expired COP in ATCTCO or if applicant does not meet the required seagoing service</u>, Certificate of Training Completion in ATOTCO (Full Course). (scanned/digital copy) SIRB First page and entries (scanned/digital copy) Valid Medical Certificate in PEME format (scanned/digital copy) One (1) 2x2 colored picture in white polo with white background** (scanned/digital copy) 	<ol style="list-style-type: none"> MARINA – MISMO system LMAs/ MARINA-accredited MTIs MARINA – MDS / applicant DOH-accredited MFOWs Applicant
<p>COP in Basic Training for Liquefied Gas Tanker Cargo Operations (BTLGTCO)</p> <ol style="list-style-type: none"> Valid COP in BTLGTCO*** Approved seagoing service onboard Liquefied Gas Tanker for a period of at least three (3) months in total within the last five (5) years prior to the date of revalidation. <u>If expired COP in BTLGTCO or if applicant does not meet the required seagoing service</u>, Certificate of Training Completion in BTLGTCO (Full Course). (scanned/digital copy) SIRB First page and entries (scanned/digital copy) Valid Medical Certificate in PEME format (scanned/digital copy) One (1) 2x2 colored picture in white polo with white background** (scanned/digital copy) 	<ol style="list-style-type: none"> MARINA – MISMO system LMAs/ MARINA-accredited MTIs MARINA – MDS / applicant DOH-accredited MFOWs Applicant
<p>COP in Advance Training for Liquefied Gas Tanker Cargo Operations (ATLGTCO)</p> <ol style="list-style-type: none"> Valid COPs in BTLGTCO and ATLGTCO*** Approved seagoing service in the capacity as Master, Chief Engineer Officer, Chief Mate, or Second Engineer Officer, as appropriate, onboard Liquefied Gas Tanker for a period of at least three (3) months in total within the last five (5) years prior to the date of revalidation. 	<ol style="list-style-type: none"> MARINA – MISMO system LMAs/ MARINA-accredited MTIs

REVALIDATION	
<p><u>If expired COP in ATLGTCO or if applicant does not meet the required seagoing service, Certificate of Training Completion in ATLGTCO (Full Course).</u> (scanned/digital copy)</p> <ol style="list-style-type: none"> 3. SIRB First page and entries (scanned/digital copy) 4. Valid Medical Certificate in PEME format (scanned/digital copy) 5. One (1) 2x2 colored picture in white polo with white background** (scanned/digital copy) 	<ol style="list-style-type: none"> 3. MARINA – MDS / applicant 4. DOH-accredited MFOWs 5. Applicant
<p>COP in Basic Training for Service on Ships Subject to the IGF Code</p> <ol style="list-style-type: none"> 1. Certificate of Training Completion on <u>Refresher in Basic Training for Service on Ships subject to the IGF Code.</u> (scanned/digital copy) 2. SIRB/SRB first page (scanned/digital copy) 3. Valid Medical Certificate in PEME format (scanned/digital copy) 4. One (1) 2x2 colored picture in white polo with white background** (scanned/digital copy) 	<ol style="list-style-type: none"> 1. MARINA-accredited MTIs 2. MARINA – MDS / applicant 3. DOH-accredited MFOWs 4. Applicant
<p>COP in Advance Training for Service on Ships Subject to the IGF Code</p> <ol style="list-style-type: none"> 1. COP in Advance Training for Service on Ships Subject to the IGF Code*** 2. Certificate of Training Completion on <u>Refresher in Advanced Training for Service on Ships subject to the IGF Code.</u> (scanned/digital copy) 3. Valid Medical Certificate in PEME format (scanned/digital copy) 4. 2x2 colored picture in white polo with white background** (scanned/digital copy) 	<ol style="list-style-type: none"> 1. MARINA – MISMO system 2. MARINA-accredited MTIs 3. DOH-accredited MFOWs 4. Applicant
<p>COP in Basic Training for Ships Operating in Polar Waters (BTSOPW)</p> <ol style="list-style-type: none"> 1. COP in Basic Training for Ships Operating in Polar Waters*** 2. Approved seagoing service in the capacity as Master, Chief Mate or OIC of a Navigational Watch onboard ships operating in Polar Waters for at least 2 months in total within the last 5 years prior to revalidation 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 (scanned/digital copy) 3. SIRB/SRB first page and entries (scanned/digital copy) 4. Valid Medical Certificate in PEME format (scanned/digital copy) 5. 2x2 colored picture in white polo with white background** (scanned/digital copy) 	<ol style="list-style-type: none"> 1. MARINA – MISMO system 2. LMAs/ MARINA-accredited MTIs 3. MARINA – MDS / applicant 4. DOH-accredited MFOWs 5. Applicant

REVALIDATION

COP in Advance Training for Ships Operating in Polar Waters (ATSOPW)

1. Valid COP in BTSOPW***
2. Valid COP in ATSOPW ***
3. Approved seagoing service in the capacity as Master or Chief Mate onboard ships operating in Polar Waters for at least 2 months in total within the last 5 years prior to revalidation or Certificate of Training Completion in Advance Training for Ships Operating in Polar Waters (scanned/digital copy)
4. Valid Medical Certificate in PEME format (scanned/digital copy)
5. SIRB/SRB first page and entries (scanned/digital copy)
6. 2x2 colored picture in white polo with white background** (scanned/digital copy)

1. MARINA – MISMO system
2. MARINA – MISMO system
3. LMAs/ MARINA-accredited MTIs

4. DOH-accredited MFOWs
5. Applicant
6. Applicant

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

1. Valid COPs in BT, SCRB, AFF, and MEFA. ***
2. Valid COC as OIC-NW & GOC***

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 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 (scanned/digital copy)

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.*

1. MARINA – MISMO system
2. MARINA – MISMO system

3. LMAs/ MARINA-accredited Practical Assessment Centers



REVALIDATION

<ol style="list-style-type: none"> 4. SIRB/SRB first page and entries (scanned/digital copy) 5. Valid Medical Certificate in PEME format (scanned/digital copy) 6. 2x2 colored picture in white background with shoulder board (2 bars)** (scanned/digital copy) 	<ol style="list-style-type: none"> 4. MARINA – MDS/Applicant 5. DOH-accredited MFOWS 6. Applicant
<p>COC for GMDSS Radio Operator (General Operator’s Certificate or GOC)</p> <ol style="list-style-type: none"> 1. Valid COPs in BT, SCRB, AFF, and MEFA*** 2. Valid COC as GMDSS Radio operator*** <p>NOTE: <i>If expired COC, must complete and pass Practical Assessment prescribed by the Administration appropriate to the certificate to be revalidated.</i></p> <ol style="list-style-type: none"> 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 (scanned/digital copy) <p style="padding-left: 40px;">NOTE: <i>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></p> <ol style="list-style-type: none"> i. <i>pass the practical assessment prescribed by the Administration appropriate to the certificate to be revalidated; OR</i> ii. <i>successfully completed the approved training course prescribed by the Administration for purposes of revalidation appropriate to the certificate to be revalidated; OR</i> iii. <i>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.</i> <ol style="list-style-type: none"> 4. SIRB/SRB first page and entries (scanned/digital copy) 5. Valid Medical Certificate in PEME format (scanned/digital copy) 6. 2x2 colored picture in white background with shoulder board (2 bars)** (scanned/digital copy) 	<ol style="list-style-type: none"> 1. MARINA – MISMO system 2. MARINA – MISMO system <ol style="list-style-type: none"> 3. LMAs/ MARINA-accredited Practical Assessment Centers <ol style="list-style-type: none"> 4. MARINA – MDS/Applicant 5. DOH-accredited MFOWS 6. Applicant



REVALIDATION

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

1. Valid COPs in BT, SCRB, AFF, MEFA and MECA***
2. Valid GOC***
3. Valid 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.*

4. 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 (scanned/digital copy)

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.

5. SIRB/SRB first page and entries (scanned/digital copy)
6. Valid Medical Certificate in PEME format (scanned/digital copy)
7. 2x2 colored picture in white background with shoulder board (2 bars)** (scanned/digital copy)

1. MARINA – MISMO system
2. MARINA – MISMO system
3. MARINA – MISMO system
4. LMAs/ MARINA-accredited Practical Assessment Centers
5. MARINA – MDS/Applicant
6. DOH-accredited MFOWS
7. Applicant



REVALIDATION	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>COC for Chief Mate on Ships of between 500 GT and 3,000 GT</p> <ol style="list-style-type: none"> 1. Valid COPs in BT, SCRB, AFF, MEFA and MECA*** 2. Valid GOC*** 3. Valid COC as Chief Mate*** <p>NOTE: <i>If expired COC, may complete and pass Practical Assessment prescribed by the Administration appropriate to the certificate to be revalidated.</i></p> <ol style="list-style-type: none"> 4. 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 (scanned/digital copy) <p>NOTE: <i>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></p> <ol style="list-style-type: none"> <i>i. pass the practical assessment prescribed by the Administration appropriate to the certificate to be revalidated; OR</i> <i>ii. successfully completed the approved training course prescribed by the Administration for purposes of revalidation appropriate to the certificate to be revalidated; OR</i> <i>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.</i> <ol style="list-style-type: none"> 5. SIRB/SRB first page and entries (scanned/digital copy) 6. Valid Medical Certificate in PEME format (scanned/digital copy) 7. 2x2 colored picture in white background with shoulder board (2 bars)** (scanned/digital copy) 	<ol style="list-style-type: none"> 1. MARINA – MISMO system 2. MARINA – MISMO system 3. MARINA – MISMO system 4. LMAs/ MARINA-accredited Practical Assessment Centers 5. MARINA – MDS/Applicant 6. DOH-accredited MFOWS 7. Applicant



REVALIDATION	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>COC for Master on Ships of 3,000 GT or more</p> <ol style="list-style-type: none"> 1. Valid COPs in BT, SCRB, AFF, MEFA and MECA*** 2. Valid GOC*** 3. Valid COC as Master Mariner*** <p>NOTE: <i>If expired COC, may complete and <u>pass Practical Assessment</u> prescribed by the Administration appropriate to the certificate to be revalidated</i></p> <ol style="list-style-type: none"> 4. 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 (scanned/digital copy) <p>NOTE: <i>Master <u>who do not meet the required seagoing service, may demonstrate continued professional competence to revalidate their COC through either of the following:</u></i></p> <ol style="list-style-type: none"> <i>i. pass the practical assessment prescribed by the Administration appropriate to the certificate to be revalidated; OR</i> <i>ii. successfully completed the approved training course prescribed by the Administration for purposes of revalidation appropriate to the certificate to be revalidated; OR</i> <i>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.</i> <ol style="list-style-type: none"> 5. SIRB/SRB first page and entries (scanned/digital copy) 6. Valid Medical Certificate in PEME format (scanned/digital copy) 7. 2x2 colored picture in white background with shoulder board (4 bars)** (scanned/digital copy) 	<ol style="list-style-type: none"> 1. MARINA – MISMO system 2. MARINA – MISMO system 3. MARINA – MISMO system 4. LMAs/ MARINA-accredited Practical Assessment Centers 5. MARINA – MDS/Applicant 6. DOH-accredited MFOWS 7. Applicant



REVALIDATION	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>COC for Master on Ships of between 500 GT and 3,000 GT</p> <ol style="list-style-type: none"> 1. Valid COPs in BT, SCRB, AFF, MEFA & MECA *** 2. Valid GOC*** 3. Valid COC as Master Mariner*** <p>NOTE: <i>If expired COC, may complete and pass Practical Assessment prescribed by the Administration appropriate to the certificate to be revalidated.</i></p> <ol style="list-style-type: none"> 4. Approved seagoing service on ship of between 500 and 3,000 gross tonnage as Chief Mate for a period of not less than: <ol style="list-style-type: none"> i. three (3) months within the last six (6) months; OR twelve (12) months within the last five (5) years (scanned/digital copy) <p>NOTE: <i>Master who do not meet the required seagoing service, may demonstrate continued professional competence to revalidate their COC through either of the following:</i></p> <ol style="list-style-type: none"> i. <i>pass the practical assessment prescribed by the Administration appropriate to the certificate to be revalidated; OR</i> ii. <i>successfully completed the approved training course prescribed by the Administration for purposes of revalidation appropriate to the certificate to be revalidated; OR</i> iii. <i>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.</i> <ol style="list-style-type: none"> 5. SIRB/SRB first page and entries (scanned/digital copy) 6. Valid Medical Certificate in PEME format (scanned/digital copy) 7. 2x2 colored picture in white background with shoulder board (4 bars)** (scanned/digital copy) 	<ol style="list-style-type: none"> 1. MARINA – MISMO system 2. MARINA – MISMO system 3. MARINA – MISMO system 4. LMAs/ MARINA-accredited Practical Assessment Centers 5. MARINA – MDS/Applicant 6. DOH-accredited MFOWS 7. Applicant



REVALIDATION	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>COC for Officer-in-Charge of an Engineering Watch (OIC-EW) on ships powered by main propulsion machinery of 750kw propulsion or more</p> <ol style="list-style-type: none"> 1. Valid COPs in BT, SCRB, AFF, MEFA*** 2. Valid COC as OIC EW*** <p>NOTE: <i>If expired COC, may complete and pass the practical assessment prescribed by the Administration appropriate to the certificate to be revalidated</i></p> <ol style="list-style-type: none"> 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 (scanned/digital copy) <p>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:</p> <ol style="list-style-type: none"> i. pass the <i>practical assessment</i> prescribed by the Administration appropriate to the certificate to be revalidated; OR ii. successfully completed the <i>approved training course</i> 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. <ol style="list-style-type: none"> 4. SIRB/SRB first page and entries (scanned/digital copy) 5. Valid Medical Certificate in PEME format (scanned/digital copy) 6. 2x2 colored picture in white background with shoulder board (2 bars)** (scanned/digital copy) 	<ol style="list-style-type: none"> 1. MARINA – MISMO system 2. MARINA – MISMO system 3. LMAs/ MARINA-accredited Practical Assessment Centers 4. MARINA – MDS/Applicant 5. DOH-accredited MFOWS 6. Applicant
<p>COC for Second Engineer Officer on Seagoing ships powered by main propulsion machinery of 3,000 kw propulsion or more</p> <ol style="list-style-type: none"> 1. Valid COPs in BT, SCRB, AFF, MEFA*** 2. Valid COC as Second Engineer Officer*** 	<ol style="list-style-type: none"> 1. MARINA – MISMO system 2. MARINA – MISMO system

REVALIDATION

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 (scanned/digital copy)

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 (scanned/digital copy)
5. Valid Medical Certificate in PEME format (scanned/digital copy)
6. 2x2 colored picture in white background with shoulder board (2 bars)** (scanned/digital copy)

3. LMAs/ MARINA-accredited Practical Assessment Centers

4. MARINA – MDS/Applicant
5. DOH-accredited MFOWS
6. Applicant



REVALIDATION	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>COC for Chief Engineer Officer on Seagoing Ships powered by main propulsion machinery of 3,000 kw propulsion power or more</p> <ol style="list-style-type: none"> 1. Valid COPs in BT, SCRB, AFF, MEFA*** 2. Valid COC as Chief Engineer Officer*** <p>NOTE: <i>If expired COC, may complete and <u>pass the practical assessment</u> prescribed by the Administration appropriate to the certificate to be revalidated</i></p> <ol style="list-style-type: none"> 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 (scanned/digital copy) <p>NOTE: Chief Engineer Officer <u>who do not meet</u> the required seagoing service, may demonstrate continued professional competence to revalidate their COC through either of the following:</p> <ol style="list-style-type: none"> i. pass the <i>practical assessment</i> prescribed by the Administration appropriate to the certificate to be revalidated; OR ii. successfully completed the <i>approved training course</i> 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. <ol style="list-style-type: none"> 4. SIRB/SRB first page and entries (scanned/digital copy) 5. Valid Medical Certificate in PEME format (scanned/digital copy) 6. 2x2 colored picture in white background with shoulder board (4 bars)** (scanned/digital copy) 	<ol style="list-style-type: none"> 1. MARINA – MISMO system 2. MARINA – MISMO system 3. LMAs/ MARINA-accredited Practical Assessment Centers 4. MARINA – MDS/Applicant 5. DOH-accredited MFOWS 6. Applicant



REVALIDATION	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>COC for Second Engineer Officer on seagoing ships powered by main propulsion machinery of between 750kw and 3,000 kw</p> <ol style="list-style-type: none"> 1. Valid COPs in BT, SCRB, AFF, MEFA*** 2. Valid COC as Second Engineer Officer*** <p>NOTE: <i>If expired COC, may complete and pass the practical assessment prescribed by the Administration appropriate to the certificate to be revalidated</i></p> <ol style="list-style-type: none"> 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 (scanned/digital copy) <p>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:</p> <ol style="list-style-type: none"> i. pass the <i>practical assessment</i> prescribed by the Administration appropriate to the certificate to be revalidated; OR ii. successfully completed the <i>approved training course</i> 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. <ol style="list-style-type: none"> 4. SIRB/SRB first page and entries (scanned/digital copy) 5. Valid Medical Certificate in PEME format (scanned/digital copy) 6. 2x2 colored picture in white background with shoulder board (2 bars)** (scanned/digital copy) 	<ol style="list-style-type: none"> 1. MARINA – MISMO system 2. MARINA – MISMO system 3. LMAs/ MARINA-accredited Practical Assessment Centers 4. MARINA – MDS/Applicant 5. DOH-accredited MFOWS 6. Applicant

REVALIDATION	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>COC for Chief Engineer Officer on seagoing ships powered by main propulsion machinery of between 750kw and 3,000 kw</p> <ol style="list-style-type: none"> 1. Valid COPs in BT, SCRB, AFF, MEFA*** 2. Valid COC as Chief Engineer Officer*** <p>NOTE: <i>If expired COC, may complete and <u>pass the practical assessment</u> prescribed by the Administration appropriate to the certificate to be revalidated</i></p> <ol style="list-style-type: none"> 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 (scanned/digital copy) <p>NOTE: Chief Engineer Officer <u>who do not meet</u> the required seagoing service, may demonstrate continued professional competence to revalidate their COC through either of the following:</p> <ol style="list-style-type: none"> i. pass the <i>practical assessment</i> prescribed by the Administration appropriate to the certificate to be revalidated; OR ii. successfully completed the <i>approved training course</i> 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. <ol style="list-style-type: none"> 4. SIRB/SRB first page and entries (scanned/digital copy) 5. Valid Medical Certificate in PEME format (scanned/digital copy) 6. 2x2 colored picture in white background with shoulder board (4 bars)** (scanned/digital copy) 	<ol style="list-style-type: none"> 1. MARINA – MISMO system 2. MARINA – MISMO system 3. LMAs/ MARINA-accredited Practical Assessment Centers 4. MARINA – MDS/Applicant 5. DOH-accredited MFOWS 6. Applicant



REVALIDATION	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>COC for Electro-Technical Officers (ETO)</p> <ol style="list-style-type: none"> 1. Valid COPs in BT, SCRB, AFF, MEFA*** 2. Valid COC for ETO*** <p>NOTE: <i>If expired COC, may complete and pass the practical assessment prescribed by the Administration appropriate to the certificate to be revalidated</i></p> <ol style="list-style-type: none"> 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 (scanned/digital copy) 4. SIRB/SRB first page and entries (scanned/digital copy) 5. Valid Medical Certificate in PEME format (scanned/digital copy) 6. One (1) 2x2 colored picture in white background with shoulder board (2 bars)** (scanned/digital copy) 	<ol style="list-style-type: none"> 1. MARINA – MISMO system 2. MARINA – MISMO system 3. LMAs/ MARINA-accredited Practical Assessment Centers 4. MARINA – MDS/Applicant 5. DOH-accredited MFOWS 6. Applicant
<p>FOR REPLACEMENT OF CORRECTION OF DETAILS IN THE COC/COP:</p> <ol style="list-style-type: none"> 1. Passport/SIRB/SID, and duly notarized Affidavit in case of lost or damaged COC or if the COC has wrong information entry (scanned/digital copy). <i>The Affidavit should state the circumstances of the loss or damage or the wrong details or information, and give description of the certificate/s to be replaced.</i> <p>FOR UPDATING TO MARRIED NAME (applicable to females only):</p> <ol style="list-style-type: none"> 2. Philippine Statistics Authority (PSA) -issued Marriage Certificate (scanned/digital copy). 	<ol style="list-style-type: none"> 1. Applicant 2. PSA
<p>For expedite application (departing within 2 days), the following shall be uploaded/submitted as additional requirements to be submitted by the LMAs through e-mail:</p> <ol style="list-style-type: none"> 1. Letter-request for Expedite from manning agency; 2. Confirmed and verifiable Flight Ticket; 3. Approved employment contract; and 	<ol style="list-style-type: none"> 1. LMAs 2. LMAs 3. LMAs 4. LMAs

REVALIDATION	
4. Overseas Employment Certificate (OEC).	
<p>For First Time Jobseekers applying for COP in BT and/or SDSD shall, in addition to the abovementioned documentary requirements, shall upload into the MISMO system the following requirements:</p> <ol style="list-style-type: none"> 1. SRB/SID or any valid government ID; (scanned/digital copy) 2. Barangay Certification that the applicant is a first-time job seeker and a resident of the issuing barangay for at least six (6) months as of the issuance date of such document using the format annexed to the MC No. SC-2019-02 (scanned/digital copy); and 3. Oath of Undertaking accomplished by the first-time jobseeker and executed before the Punong Barangay or the latter's authorized officer in accordance with the format annexed to the MC No. SC-2019-02 (scanned/digital copy). 	<ol style="list-style-type: none"> 1. Applicant 2. Local Barangay 3. Applicant

Legend:

*First page of Passport OR Seafarer's Identification Document (SID) OR any valid government issued ID bearing the Full Name and Birthdate as Proof of Identity.

NOTE: Name reflected will be the same in the certificate to be issued in compliance with MARINA Advisory No. 2022-65.

**For picture of the holder of the certificate, the following must be observed:

1. Size and Color
 - a. colored;
 - b. For COP: wearing white polo with collar, no shoulder board, no name tag;
For COC: wearing white polo with collar, with proper shoulder board appropriate to rank, no name tag;
 - c. plain white or off-white background; and
 - d. 2x2 inches and taken within the last six (6 Months) to reflect your current appearance.

2. Pose



Frontal pose looking directly at the camera lens and showing the full face. Rotation or tilting of the head either in an up/down or left/right direction must be avoided. The mid points of the mouth and the bridge of the nose should lie on an imaginary vertical line in the center of the image.

3. Expression

Your expression should be neutral with both eyes open and mouth closed. There should be no hair covering the eyes. Contrived expressions such as raised eyebrows, squinting or frowning are not acceptable.

4. Smile

When having their photos captured, applicant may smile, but without showing their teeth and gums. The ‘Mona Lisa’ smile is recommended.

5. Make-up

Heavy makeup or lip color must be avoided

6. Eyeglasses / Contact Lenses

Eyeglasses should always be removed before capturing the applicant’s photo. The use of contact lenses for medical reasons is accepted, provided that the contact lenses do not change the applicant’s true eye color. Therefore, applicants are advised to take off their contact lenses before having their photos captured.

***MARINA-issued STCW Certificates can be viewed through its online system, thus, no need to upload digital copy nor submit original copy/photocopy

CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	1.1 Create or log-in to MISMO account. 1.2 Click the “Select Transaction”, then select Certification”, then click “Expedite”, and	1.1 Logs-in to the official Email account for Expedite Processing. 1.2 Acknowledges E-mail Request from the Local Manning Agencies (LMAs)	None	5 minutes (per application depending on the number of STCW certificates applied for)	Administrative Aide IV-JO (Designated Email Responder/ Encoder for Expedite Processing)



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>choose the type of application you wish to apply for (i.e., “Issuance”, “Revalidation”, or “Replacement”). Under the “Select Class”, choose your specific document (i.e., COP/ GMDSS/ COC). Then under the “Select Function”, select the specific STCW Certificate.</p> <p>Note: You may apply one (1) or more STCW Certificates in a single application.</p> <p>1.3 Upload in the MARINA Integrated Seafarers Management Online (MISMO) System under the “Expedite”</p>	<p>1.3 Encodes the name of the seafarer for expedite processing in the Google Drive List for Expedite Processing</p>			



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>application all necessary documentary requirements for the appropriate Certificate the seafarer-applicant is applying for. Then click the "Submit" tab.</p> <p>1.4 The License Manning Agency (LMA) shall send an email request to Certification Division (CD) official email account (cert_expedite@mail.marina.gov.ph) together with the attached expedite requirements.</p> <p>1.5 The seafarer-applicant no longer needs to proceed to any MARINA</p>				



	CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>office, instead, should only check the status of their application through their MISMO account.</p>				
2	<p>2.1 If the application is approved, the seafarer-applicant must pay the corresponding fee. The seafarer-applicant will log-in to his/her MISMO account and click the “generate reference number”. Pay at the MARINA-partnered paying centers.</p> <p>If the seafarer did not meet the required documents, his/her application will be rejected, which is also</p>	<p>2.1 Signs in to MISMO system using his/her MISMO account, then choose the application tab and click the “Certification” then “evaluation” and evaluates the application of the seafarers scheduled for the day from the Google Drive list for expedite processing encoded by the Designated Personnel (Expedite), if compliant with the corresponding documentary requirements for the certification being applied for. The “first-in, first-out” policy shall be observed.</p> <p>2.2 Checks the requirements for expedite processing and clicks the “Approved” button.</p> <p>2.3 Checks/verifies the following:</p> <ol style="list-style-type: none"> a. type of each application generated and transmitted by the MISMO system whether for issuance, revalidation or replacement of COP and/or COC; b. the status or records of the seafarer-applicant from the CMS to check whether their existing documents are still valid and not tagged with “On-Hold” status, which the seafarer- 	<p>P 330.00 for each COP and/or P 780.00 for each COC</p> <p>Note:</p> <ul style="list-style-type: none"> • Inclusive of P30 documentary stamp tax per Certificate • Additional convenience fee from the payment center may apply 	<p>10 minutes (per application depending on the number of STCW certificates applied for)</p>	<p>MIDS-I JO (Designated Expedite Evaluator)</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>reflected in his MISMO account with remarks requiring him/her to comply the deficiency/ies. After complying the noted deficiency, the applicant shall re-submit his/her application into the MISMO system.</p>	<p>applicant may be required to resolve / address first before his/her application will be accepted for processing; and</p> <p>c. Database of Legal Division to check if the applicant has no pending cases</p> <p>2.4 Evaluates and validates the documents/records that are uploaded/entered or inputted into the MISMO system by re-checking the following:</p> <ul style="list-style-type: none"> a. records from the CMS; b. certificate tab; c. records from the LD Seafarer’s Legal Verification Portal; d. medical tab; e. training tab; f. sea service tab, g. assessment tabs, as applicable h. Enrollment Report (ER) and Training Completion and Record of Assessment (TCROA) from the Training and Assessment Center Verification Portal <p>2.5 Updates/Edits the picture of the seafarer, if necessary, and ensures that the picture is clear and with appropriate shoulder board.</p> <p>2.6 If the documents are compliant, selects the button of the particular certificate (COP/ COC) being applied for by the seafarer, and encodes the following:</p>			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>a. date of issuance;</p> <p>b. date of expiration (if there is no expiration, the “unlimited” term should be entered in the date of expiry (should tick/click the “unlimited” box)</p> <p>c. date of revalidation (should be the same as date of issuance), if applicable;</p> <p>d. the appropriate limitation/s of the seafarer, if applicable; and</p> <p>e. the appropriate Regulation number, if applicable</p> <p>2.7 Clicks the “Accept Application” tab, and then click next the “Approve” tab.-</p> <p>2.8 If the application is not compliant or with discrepancy, clicks the “Reject Application” button, and indicate the reason for rejection on the comment box.</p> <p>For wrong application where the seafarer-applicant chose incorrect type of application (e.g., selecting “issuance” instead of “revalidation”), clicks the “Total Reject Application” button, and indicates on the comment box the instruction for the applicant to submit the correct application and to set another date and time.</p> <p>For applications with domestic seagoing service which were not encoded in the MISMO system, or</p>			

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>other documents uploaded in the MISMO system that needs to be verified first, the MIDS I-JO (Designated Expedite Evaluator) will reject the application with a remark that his/her document/s are for verification. After which, the MIDS I-JO (Designated Expedite Evaluator) must encode in the Google Drive List for Verification the name and SRN of the seafarer, and type of document for verification.</p> <p>2.9 Upon evaluation, the MIDS I-JO/ Designated Expedite Evaluator must indicate in the google drive the status of the application, whether:</p> <ol style="list-style-type: none"> a. Approved; b. Draft; c. No application; d. Rejected; or e. Total Rejected. <p>NOTE/S</p> <ul style="list-style-type: none"> • At the time of evaluation, seafarers endorsed by LMAs shall be disqualified for expedite processing if: <ol style="list-style-type: none"> a. no active expedite application; or b. flight schedule is beyond 2 working days. • For issuance and revalidation of COP, the following guidelines must be observed: <ol style="list-style-type: none"> a. if application is filed within 6 months from the date of training completion (full training or 			



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>refresher course), the date of expiration of the COP shall be counted 5 years from the date of its issuance or revalidation;</p> <p>b. if the application is filed more than 6 months from the date of training completion (full training or refresher course), the date of expiration of the COP shall be counted 5 years from the training completion.</p> <ul style="list-style-type: none"> • Certificate/s of training completion (full training or refresher course) taken more than 2 years ago shall no longer be accepted for issuance or revalidation of the corresponding COP. • All applications and documents who have gone through evaluation and has passed the assessment of competence under the Examination and Assessment Division (EAD) of the STCW Office, shall no longer be subjected to re-verification of documents, however, submission shall still be required as these are mandatory requirements per approved Circulars. • For applications on replacement of COC/COP, the MIDS I-JO (Designated Expedite evaluator) shall include in the remarks that upon issuance of the new digital certificate, the old certificate will become unverifiable in the system. Subsequently, the designated evaluator shall 			



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>also fill-in the Request Slip Form and forward the same to the ICTMD through helpdesk.</p> <ul style="list-style-type: none"> If any of the submitted / uploaded documents is deemed spurious / fraudulent or if the CMS indicates "On Hold" or "N/A" status, the concerned evaluator shall reject the application and prepare a Memorandum on Incident Report (IR) which shall be endorsed to the immediate supervisor / section head prior to submission to the Division Chief/RD/OIC for endorsement to their respective Legal Division for appropriate action. However, if the MISMO system indicates "On Hold" Status (applications with STCW Certificates previously released under Onboard Processing), the designated evaluator shall reject the application and input in the remarks box that the applicant to upload his/her copy of duly signed STCW Certificate/s to proceed with his/her application. <p>Actions taken on IR submitted at the MROs shall be copied furnished to the LD of the STCW Office for records purposes</p>			
No Activity	<p>2.10 Opens the Google Drive List for Verification then checks the type of document pending for verification.</p> <p>2.11 Clicks the link provided by the MIDS I-JO (Designated Evaluator) or signs in to MISMO</p>	None	10 minutes (per application)	Administrative Assistant III-JO / Administrative Aide IV -JO (Designated Verifier)



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		<p>system using his/her account. Clicks “Documents”, to view the document requested for verification.</p> <p>2.12 Prepares email or call to the concerned Institution/s for the verification of document/s through landline phone call, then encodes in the Google Drive List the following status, as follows:</p> <ul style="list-style-type: none"> a. E-mail sent; b. Verified; c. Denied by the Institution; or d. Unverifiable (with remarks). <p>If the concerned Institution confirmed that the document/s is valid, the designated verifier shall also encode the name, date and position of the verifier from the institution. If the institution denied the authenticity of the document, informs the MIDS I-JO (Designated Expedite Evaluator) regarding this matter, for subsequent preparation of Memorandum on Incident Report.</p>			
3	3.1 The applicant-seafarer will wait for the release of his COC/COP	<p>3.1 Signs in to MISMO system using his/her MISMO account, then choose the application tab and click the “Validation and Release”.</p> <p>3.2 Inputs the name of the application-seafarer from the Google Drive list of seafarers for expedite processing. The “first-in, first-out” policy shall be observed.</p>	None	5 minutes (per certificate)	METSS concurrent Division Chief/ Supervising MIDS/ Senior MIDS/ MIDS II/ MIDS I/ Administrative Assistant III/

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>3.3 Check the following details:</p> <ul style="list-style-type: none"> a. complete name of the seafarer; b. title of the requested STCW Certificate; c. date of issuance; d. date of expiration; e. birthdate; f. picture of the seafarer; g. limitation, if applicable; and h. the image of the digital certificate/s to be validated. <p>3.4 Encodes/Update other relevant information and re-generate certificates, if necessary.</p> <p>3.5 Click the “Validate and Release” button in order for the digital certificate to appear in the MISMO account of the seafarer-applicant. The Designated Validator must update the Google Drive list for Validation/Release.</p> <p>3.6 For Expedite Processing, upon validation and release of the certificate/s, the Designated Validator must indicate in the said google drive list the status of the application, whether:</p> <ul style="list-style-type: none"> a. Released b. Released after 5pm c. Already released 			<p>Administrative Aide VI/ Validator-JO (Designated Validator)</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
END OF TRANSACTION	<p style="text-align: center;">Total Fee/s: P 330.00 for each COP and/or P 780.00 for each COC</p> <p>Note:</p> <ul style="list-style-type: none"> ● Inclusive of P30 documentary stamp tax per Certificate ● Additional convenience fee from the payment center may apply 		<p style="text-align: center;">TOTAL SPT:</p> <p>30 minutes (depending on the duration of time the seafarer settled the corresponding payment)</p>	



H.2.5. PUBLIC ASSISTANCE DESK (PAD)

The establishment of PAD is pursuant to Republic Act (RA) No. 9485, otherwise known as “Anti-Red Tape Act of 2007”, as amended by RA 11032, also known as “Ease of Doing Business and Efficient Government Service Delivery Act of 2018”, to ensure availability of knowledgeable Officers/Processing Staff to attend to walk-in seafarer-clientele in order to provide them the appropriate response to their inquiries and/or solutions to their certification-related issues and concerns.

Office/Division:		Certification Division, STCW Office, MARINA Central Office			
Classification:		Simple			
Type of Transaction:		G2C – Government to Citizen			
Who may avail:		Seafarers			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
N/A			N/A		
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	1.1 Proceeds to the PAD lane and provide your inquiries/concern. 1.2 Fill up the log-sheet.	1.1 Receives and identify inquiries and/or concerns of the applicant. 1.2 Provide necessary information/ assistance to address the inquiry/concern of the applicant. Note:	none	15 minutes (depending on the number of queries inquiries of each seafarer)	Administrative Aide IV-JO/ Administrative Aide VI-JO/ Administrative Assistant III -JO



		<ul style="list-style-type: none"> • If query is a concern of other Office in MARINA, the applicant will be referred to that particular office. • If inquiry/issue could not be resolved by the PAD Officer, the Section Head/ Supervisor will intervene and find ways to solve such inquiry/issue. If the same remained unsolved, such problem shall be escalated to the Division Chief. 			(Designated PAD Officer)
END OF TRANSACTION			None	TOTAL SPT: 15 minutes <i>(depending on the number of inquiries of each seafarer)</i>	



H.3. EXAMINATION AND ASSESSMENT DIVISION (EAD)

H.3.1. 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 permitted 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.

Office/Division:	Examination and Assessment Division (EAD), STCW Office	
Classification:	Complex	
Type of Transaction:	G2C - Government to Citizen	
Who may avail:	Filipino and foreign seafarers who have completed approved maritime education and training courses in the Philippines	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
DECK MANAGEMENT LEVEL NOTE: One (1) copy of all the required original documents shall be uploaded thru the client/seafarer's MARINA online account at https://online-appointment.marina.gov.ph/ .		
1. Valid COC as OIC-NW or Chief Mate, as applicable	Certification Division, STCW Office, Maritime Industry Authority (NOTE: This will be verified in the MARINA online system)	
2. Valid COPs in BT, SCRB, AFF and MECA	Certification Division, STCW Office, Maritime Industry Authority (NOTE: This will be verified in the MARINA online system)	



<p>3. Approved seagoing service on ships of 500 gross tonnage or more for a period of:</p> <p>a. For Chief Mate, not less than twelve (12) months as OIC-NW; or b. For Master Mariner, not less than thirty-six (36) months as OIC-NW or 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)</p>	<p>Manning Agency and/or Shipping Company (NOTE: Service records shall be encoded in the MARINA online system)</p>
<p>4. Seafarer's Record Book (SRB) first page and entries showing relevant seagoing service (NOTE: Upload in order of sea service and entries showing relevant seagoing service)</p>	<p>Seafarer-Applicant</p>
<p>5. Certificate of Training Completion in Management Level Course (MLC) – Deck</p>	<p>Accredited Maritime Training Institutions (MTIs) (NOTE: Training records shall be encoded in the MARINA online system if taken starting 01 September 2019 onwards)</p>
<p>6. Valid Medical Certificate in PEME Format</p>	<p>DOH-Accredited Medical Facilities for Overseas Workers and Seafarers (NOTE: Medical records shall be encoded in the MARINA online system)</p>
<p>DECK OPERATIONAL LEVEL NOTE: One (1) copy of all the required original documents shall be uploaded thru the client/seafarer's MARINA online account at https://online-appointment.marina.gov.ph/.</p>	
<p>1. Valid COPs in BT, SCRB, AFF and MEFA</p>	<p>Certification Division, STCW Office, Maritime Industry Authority (NOTE: This will be verified in the MARINA online system)</p>



<p>2. 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>Manning Agency and/or Shipping Company (NOTE: Service records shall be encoded in the MARINA online system)</p>
<p>3. Seafarer's Record Book (SRB) first page and entries showing relevant seagoing service (NOTE: Upload in order of sea service)</p>	<p>Seafarer-Applicant</p>
<p>4. Transcript of Records (TOR) for Bachelor of Science in Marine Transportation (BSMT) Graduate</p>	<p>Recognized Maritime Higher Education Institutions (MHEIs) where the applicant graduated (NOTE: Educational records shall be encoded in the MARINA online system)</p>
<p>5. Valid Medical Certificate in PEME Format</p>	<p>DOH-Accredited Medical Facilities for Overseas Workers and Seafarers (NOTE: Medical records shall be encoded in the MARINA online system)</p>
<p>GLOBAL MARITIME DISTRESS AND SAFETY SYSTEM (GMDSS) RADIO OPERATOR</p> <p>NOTE: One (1) copy of all the required original documents shall be uploaded thru the client/seafarer's MARINA online account at https://online-appointment.marina.gov.ph/.</p>	



<p>For BSMT Graduates:</p> <p>1. Certificate of Passing the Deck Operational Level Theoretical Exam</p>	<p>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 01 December 2019 onwards. It is verifiable in the MARINA online system.)</p>
<p>2. Certificate of Passing the Deck Operational Level Practical Assessment</p>	<p>Accredited Assessment Centers (ACs) (NOTE: Assessment Records shall be encoded in the MARINA online system)</p>
<p>3. Certificate of Training Completion for GMDSS Radio Operators</p>	<p>Accredited Maritime Training Institutions (MTIs) (NOTE: Training records shall be encoded in the MARINA online system if taken starting 01 September 2019 onwards)</p>
<p>4. Valid Medical Certificate in PEME format</p>	<p>DOH-Accredited Medical Facilities for Overseas Workers and Seafarers (NOTE: Medical records shall be encoded in the MARINA online system)</p>
<p>For Non-BSMT Graduates:</p> <p>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, PAG-IBIG, SSS, GSIS ID / UMID, Voter's ID or Postal ID (ATM Type/TIN card with picture).</p>	<p>Seafarer-Applicant</p>
<p>2. Certification issued by the employer stating that the nature of work of the application is relevant to the operation of GMDSS</p>	<p>Manning Agency and/or Shipping Company</p>



3. Certificate of Training Completion for GMDSS Radio Operators	Accredited Maritime Training Institutions (MTIs) (NOTE: Training records shall be encoded in the MARINA online system if taken starting 01 September 2019 onwards)
4. Valid Medical Certificate in PEME Format	DOH-Accredited Medical Facilities for Overseas Workers and Seafarers (NOTE: Medical records shall be encoded in the MARINA online system)
<p>ENGINE MANAGEMENT LEVEL</p> <p>NOTE: One (1) copy of all the required original documents shall be uploaded thru the client/seafarer’s MARINA online account at https://online-appointment.marina.gov.ph/.</p>	
1. COC as OIC-EW or Second Engineer, as applicable	Certification Division, STCW Office, Maritime Industry Authority (NOTE: This will be verified in the MARINA online system)
2. Valid COPs in BT, SCRB and AFF	Certification Division, STCW Office, Maritime Industry Authority (NOTE: This will be verified in the MARINA online system)
<p>3. Approved seagoing service on ships powered by main propulsion machinery of 750kW propulsion power or more for a period of:</p> <p>a. For Second Engineer, not less than twelve (12) months as OIC-EW; or</p> <p>b. Not less than thirty-six (36) months as OIC-EW or not less than twelve (12) months as OIC-EW plus not less than twelve (12) months as Second Engineer</p> <p>(NOTE: Limitations as to Kilowatt Propulsion Power will be determined during the application for COC)</p>	Manning Agency and/or Shipping Company (NOTE: Service records shall be encoded in the MARINA online system)



<p>4. Seafarer’s Record Book (SRB) first page and entries showing relevant seagoing service (NOTE: Upload in order of sea service)</p>	<p>Seafarer-Applicant</p>
<p>5. Certificate of Training Completion in Management Level Course (MLC) – Engine</p>	<p>Accredited Maritime Training Institutions (MTIs) (NOTE: Training records shall be encoded in the MARINA online system if taken starting 01 September 2019 onwards)</p>
<p>6. Valid Medical Certificate in PEME Format</p>	<p>DOH-Accredited Medical Facilities for Overseas Workers and Seafarers (NOTE: Medical records shall be encoded in the MARINA online system)</p>
<p>ENGINE OPERATIONAL LEVEL NOTE: One (1) copy of all the required documents shall be uploaded thru the client/seafarer’s MARINA online account at https://online-appointment.marina.gov.ph/.</p>	
<p>1. Valid COPs in BT, SCRB, AFF and MEFA</p>	<p>Certification Division, STCW Office, Maritime Industry Authority (NOTE: This will be verified in the MARINA online system)</p>
<p>2. Approved seagoing service on ships powered by main propulsion machinery of 750kW propulsion power or more for a period of: 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>	<p>Manning Agency and/or Shipping Company (NOTE: Service records shall be encoded in the MARINA online system)</p>
<p>3. Seafarer’s Record Book (SRB) first page and entries showing relevant seagoing service (NOTE: Upload in order of sea service)</p>	<p>Seafarer-Applicant</p>



4. Transcript of Records (TOR) for Bachelor of Science in Marine Engineering (BSMarE) Graduate	Recognized Maritime Higher Education Institutions (MHEIs) where the applicant graduated (NOTE: Educational records shall be encoded in the MARINA online system)
5. Valid Medical Certificate in PEME Format	DOH-Accredited Medical Facilities for Overseas Workers and Seafarers (NOTE: Medical records shall be encoded in the MARINA online system)
ADDITIONAL REQUIREMENTS (if needed): NOTE: One (1) copy of the applicable original required additional document/s shall be uploaded thru the client/seafarer's MARINA online account at https://online-appointment.marina.gov.ph/ .	
1. Notarized Affidavit of Loss (when one of the required documents is Lost)	Notary Public
2. Seaman's book records (if Seaman's Book is lost)	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
3. OFW Information Sheet (if local manning/shipping company is already closed and no sea service is provided)	POEA, Ortigas Avenue, Mandaluyong City
4. Passport entries (maybe accepted as supporting documents in case Seaman's Book is lost)	Seafarer-applicant
5. Legal Clearance and Decision (if documents are endorsed to Legal Division)	9 th Floor, Legal Division, STCW Office, Maritime Industry Authority
6. Attestation Letter from the Company	Manning Agency and/or Shipping Company



7. Job Description / Roles and Responsibilities as written in the vessel's Quality Management System – Procedure Manual (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)		Manning Agency and/or Shipping Company				
8. Job Contract and/or Crew List (if there are inconsistencies on the submitted documents regarding position onboard)		Manning Agency and/or Shipping Company				
CLIENTS STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. SUBMISSION OF APPLICATION TO MARINA ONLINE SYSTEM						
1.1	Sign in to MARINA online system at (https://online-appointment.marina.gov.ph) anywhere with internet access using any device e.g. desktop, mobile phone or laptop	1.1	No Activity	None	(Will depend on the applicant)	Not Applicable

1.2	Select Transaction, click “Examination” tab, select theoretical examination, select Document Type, and tick the checkbox before clicking “Proceed” button	1.2	No Activity	None	Not Applicable	Not Applicable
1.3	Upload a clear copy of the required original documents appropriate to the selected transaction	1.3	No Activity	None	Not Applicable	Not Applicable
1.4	Submit the application NOTE: Applicant shall receive an SMS that his/her application has already been accepted and is queued for online evaluation	1.4	Accepts application for initial (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	None	Not Applicable	Examination and Assessment Division – Assigned Online Evaluator (<i>Senior MIDS, MIDS II MIDS I</i>)
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 MARINA online system)	None	Based on system response time	Examination and Assessment Division Assigned Online Evaluators (Senior MIDS, MIDS II, MIDS I)
2.2	No Activity	2.2	Evaluates and verifies the completeness, validity and authenticity of the uploaded documents	None	8 minutes	Examination and Assessment Division Assigned Online Evaluators (Senior MIDS, MIDS II, MIDS I)
2.3	Once approved, proceed to Step #3 for setting of appointment	2.3	If compliant, click “Accept Application” and input remarks NOTE: If approved online, a message shall be sent to the applicant’s MARINA online 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	None	2 minutes	Examination and Assessment Division Assigned Online Evaluators (Senior MIDS, MIDS II, MIDS I)
2.4	No Activity	2.4	If subject for verification, click “Forward to Verification”	None	(dependent on the response of concerned	Examination and Assessment Division Assigned



			NOTE: Remarks shall be sent through SMS and MARINA online account if subject for verification		agency/ company)	Online Evaluators (Senior MIDS, MIDS II, MIDS I)
2.5	If rejected, comply with the deficiency/ies and resubmit the application by clicking the "Submit" button	2.5	If not compliant, click "Reject Application" and indicate the reasons why rejected NOTE: Remarks shall be sent through SMS and MARINA online account if application is rejected	None	Not applicable	Examination and Assessment Division Assigned Online Evaluators (Senior MIDS, MIDS II, MIDS I)
2.6	Proceed to the Legal Division, STCW Office for appropriate action.	2.6	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 Online Evaluators (Senior MIDS, MIDS II, MIDS I)
3. SETTING OF APPOINTMENT AND PAYMENT OF FEES						
3.1	Sets an appointment for Final Evaluation	3.1	No Activity	None	Will depend on the applicant when he/she will set the appointment	Not applicable



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	3.2	No Activity	<table border="1" data-bbox="1310 269 1739 607"> <thead> <tr> <th data-bbox="1310 269 1542 331">Examination</th> <th data-bbox="1542 269 1739 331">Fee</th> </tr> </thead> <tbody> <tr> <td data-bbox="1310 331 1542 469">Deck and Engine Officers</td> <td data-bbox="1542 331 1739 469">Php 1000.00</td> </tr> <tr> <td data-bbox="1310 469 1542 607">GMDSS Radio Operator</td> <td data-bbox="1542 469 1739 607">500.00</td> </tr> </tbody> </table> <p data-bbox="1310 607 1739 688">(Service charge by payment centers is not included)</p> <p data-bbox="1310 688 1739 769">NOTE: As per Memorandum Circular No. SC-2021-07</p>	Examination	Fee	Deck and Engine Officers	Php 1000.00	GMDSS Radio Operator	500.00	Not applicable	Not applicable
Examination	Fee											
Deck and Engine Officers	Php 1000.00											
GMDSS Radio Operator	500.00											
4. FINAL EVALUATION OF APPLICATION												
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	4.2	Approves the application if the documents uploaded are compliant with the requirements then input remarks which includes the	None	2 minutes	Examination and Assessment Division – Assigned Final Evaluator (<i>Senior</i>						

	SMS for the accessibility of the MARINA Competency Reviewer Portal (CRP)		instructions for the seafarer-applicant			<i>MIDS, MIDS II MIDS I)</i>
4.3	No Activity NOTE: If rejected, comply with the deficiency/ies and resubmit the application by clicking the “Submit” button	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>)
4.4	Proceed to the Legal Division, STCW Office for appropriate action.	4.4	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>)
5. SCHEDULING OF EXAMINATION						
5.1	Set the schedule of examination through the MARINA Online System and generate the Theoretical Examination Permit	5.1	No activity	None	Not applicable	Not applicable



5.2	Proceed to the chosen examination on the scheduled date and time	5.2	No activity	None	Not applicable	Not applicable
END OF TRANSACTION		TOTAL FOR INITIAL/ ONLINE EVALUATION				10 minutes
				Examination	Fee	
				Deck and Engine Officers	Php 1000.00	
				GMDSS Radio Operator	Pho 500.00	
				TOTAL FOR FINAL EVALUATION		



H.3.2. APPLICATION FOR PRACTICAL ASSESSMENT FOR MANAGEMENT, OPERATIONAL, AND SUPPORT LEVELS UNDER CHAPTERS II, III AND IV OF STCW 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. Those who have passed the THEORETICAL EXAMINATION for the Deck and Engine Management and Operational Level and GMDSS Radio Operator on 07 December 2022 onwards are no longer required to apply the PRACTICAL ASSESSMENT in the MARINA Online System as stipulated under MARINA Advisory No. 2022-64.

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 original documents shall be uploaded thru the client/seafarer’s MARINA online 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 (NOTE: Uploading is no longer required for those who took the initial exam starting 01 December 2019 onwards. It is verifiable in the MARINA online system.)	
2. Valid Medical Certificate in PEME Format	DOH-Accredited Medical Facilities for Overseas Workers and Seafarers (NOTE: Medical records shall be encoded in the MARINA online system)	



3. COC as Chief Mate or Master Mariner, as applicable (NOTE: Requirement if applying for Revalidation)	Certification Division, STCW Office, Maritime Industry Authority (NOTE: Already in the system but still needs to be uploaded to determine the limitation, if any)
DECK OPERATIONAL LEVEL NOTE: One (1) copy of all the required original documents shall be uploaded thru the client/seafarer's MARINA online account at https://online-appointment.marina.gov.ph .	
1. Certificate of Passing the Deck Operational Level Theoretical Examination (NOTE: NOT a requirement if applying for Revalidation)	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 01 December 2019 onwards. It is verifiable in the MARINA online system.)
2. Valid Medical Certificate in PEME Format	DOH-Accredited Medical Facilities for Overseas Workers and Seafarers (NOTE: Medical records shall be encoded in the MARINA online system)
3. COC as OIC-NW (NOTE: Requirement if applying for Revalidation)	Certification Division, STCW Office, Maritime Industry Authority (NOTE: This will be verified in the MARINA online system)
GMDSS RADIO OPERATOR NOTE: One (1) copy of all the required original documents shall be uploaded thru the client/seafarer's MARINA online account at https://online-appointment.marina.gov.ph/ .	



1. COC as GMDSS Radio Operator (NOTE: Requirement if applying for Revalidation)	Certification Division, STCW Office, Maritime Industry Authority (NOTE: This will be verified in the MARINA online system)
2. Certificate of Passing the GMDSS Radio Operator Theoretical Examination (NOTE: Not a requirement if applying Revalidation)	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 01 December 2019 onwards. It is verifiable in the MARINA online system.)
3. Valid Medical Certificate in PEME Format	DOH-Accredited Medical Facilities for Overseas Workers and Seafarers (NOTE: Medical records shall be encoded in the MARINA online system)
RATINGS AS ABLE SEAFARER DECK NOTE: One (1) copy of all the required original documents shall be uploaded thru the client/seafarer's MARINA online account at https://online-appointment.marina.gov.ph/ .	
1. COP in RFPNW	Certification Division, STCW Office, Maritime Industry Authority (NOTE: This will be verified in the MARINA online system)
2. Seafarer's Record Book (SRB) first page and relevant entries (NOTE: Upload in order of sea service)	Seafarer-Applicant



<p>3. Approved Seagoing Service on ships of 500 gross tonnage or more for a period of:</p> <p>a. not less than eighteen (18) months;</p> <p>OR</p>	<p>Manning Agency and/or Shipping Company (NOTE: Service records shall be encoded in the MARINA online system)</p>
<p>b. not less than twelve (12) months and has completed any of the following:</p>	<p>Manning Agency and/or Shipping Company (NOTE: Service records shall be encoded in the MARINA online system)</p>
<p>i. Certificate of Training Completion for Ratings as Able Seafarer Deck course</p> <p>OR</p>	<p>Accredited Maritime Training Institutions (MTIs) (NOTE: Training records shall be encoded in the MARINA online system if taken starting 01 September 2019 onwards)</p>
<p>ii. Transcript of Records (TOR) for the completed approved Bachelor of Science in Maritime Transportation</p> <p>OR</p>	<p>Recognized Maritime Higher Education Institutions (MHEIs) where the applicant graduated (NOTE: Educational records shall be encoded in the MARINA online system)</p>
<p>iii. Transcript of Records (TOR) for the Completed Classroom Instruction (CCI) for BSMT and the following modules in Ratings as Able Seafarer Deck course:</p>	<p>Recognized Maritime Higher Education Institutions (MHEIs) where the applicant graduated and Accredited Maritime Training Institutions (MTIs) (NOTE: Training records shall</p>



<p>Module 4: Contribute to the safe operation of deck equipment and machinery; Module 5: Apply occupational health and safety precautions; Module 8: Contribute to shipboard maintenance and repair;</p> <p>OR</p>	<p>be encoded in the MARINA online system if taken starting 01 September 2019 onwards)</p>
<p>iv. Transcript of Records for the Completed Enhanced Support Level Program for Marine Deck (ESLPMD) which shall only be acceptable until 31 December 2025 and shall be required to submit completion of the Module 8: Contribute in shipboard maintenance and repair in Ratings as Able Seafarer Deck course.</p>	<p>Accredited ESLP Providers where the applicant graduated</p>
<p>4. Valid COP for SCRB</p>	<p>Certification Division, STCW Office, Maritime Industry Authority (NOTE: This will be verified in the MARINA online system)</p>
<p>5. Valid Medical Certificate in PEME Format</p>	<p>DOH-Accredited Medical Facilities for Overseas Workers and Seafarers (NOTE: Medical records shall be encoded in the MARINA online system)</p>
<p>RATINGS FORMING PART OF A NAVIGATIONAL WATCH (RFPNW) NOTE: One (1) copy of all the required original documents shall be uploaded thru the client/seafarer’s MARINA online account at https://online-appointment.marina.gov.ph/.</p>	
<p>1. Seafarer’s Record Book (SRB) first page and relevant entries (NOTE: Upload in order of sea service)</p>	<p>Seafarer-Applicant</p>



<p>2. Approved Seagoing Service of not less than two (2) months on ships of 500 gross tonnage or more which shall be associated with navigational watchkeeping functions and involve performance of duties carried out under the direct supervision of the master, the officer-in-charge of the navigational watch, or a qualified rating and has completed any of the following:</p>	<p>Manning Agency and/or Shipping Company (NOTE: Service records shall be encoded in the MARINA online system)</p>
<p>a. Certificate of Training completion for the Ratings Forming Part of a Navigational Watch course</p> <p>OR</p>	<p>Accredited Maritime Training Institutions (MTIs) (NOTE: Training records shall be encoded in the MARINA online system if taken starting 01 September 2019 onwards)</p>
<p>b. Transcript of Records (TOR) for the Completed Classroom Instruction (CCI) in BSMT</p> <p>OR</p>	<p>Recognized Maritime Higher Education Institutions (MHEIs) where the applicant graduated</p>
<p>c. Transcript of Records (TOR) for the Completed the Enhanced Support Level Program for Marine Deck (ESLPMD) which shall only be acceptable until 31 December 2025</p> <p>OR</p>	<p>Recognized ESLP Providers where the applicant graduated</p>
<p>d. Senior High School (SHS) TVL Maritime Track</p>	<p>Recognized SHS for Maritime</p>



3. Valid Medical Certificate in PEME Format	DOH-Accredited Medical Facilities for Overseas Workers and Seafarers (NOTE: Medical records shall be encoded in the MARINA online system)
ENGINE MANAGEMENT LEVEL NOTE: One (1) copy of all the required original documents shall be uploaded thru the client/seafarer’s MARINA online account at https://online-appointment.marina.gov.ph/ .	
1. Certificate of Passing the Engine Management Level Theoretical Examination (NOTE: Not a requirement if applying for Revalidation)	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 01 December 2019 onwards. It is verifiable in the MARINA online system.)
2. Valid Medical Certificate in PEME Format	DOH-Accredited Medical Facilities for Overseas Workers and Seafarers (NOTE: Medical records shall be encoded in the MARINA online system)
3. COC as Second Engineer or Chief Engineer, as applicable (NOTE: Requirement if applying for Revalidation)	Certification Division, STCW Office, Maritime Industry Authority (NOTE: Already in the system but still needs to be uploaded to determine the limitation, if any)
ENGINE OPERATIONAL LEVEL NOTE: One (1) copy of all the required original documents shall be uploaded thru the client/seafarer’s MARINA online account at https://online-appointment.marina.gov.ph/ .	
1. Certificate of Passing the Engine Operational Level Theoretical Examination (NOTE: NOT a requirement if applying for Revalidation)	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 01 December 2019 onwards. It is verifiable in the MARINA online system.)
2. Valid Medical Certificate in PEME Format	DOH-Accredited Medical Facilities for Overseas Workers and Seafarers (NOTE: Medical records shall be encoded in the MARINA online system)
3. COC as OIC EW (NOTE: Requirement if applying for Revalidation)	Certification Division, STCW Office, Maritime Industry Authority (NOTE: This will be verified in the MARINA online system)
ELECTRO-TECHNICAL OFFICERS (ETO) NOTE: One (1) copy of all the required original documents shall be uploaded thru the client/seafarer's MARINA online account at https://online-appointment.marina.gov.ph/ .	
1. Seafarer's Record Book (SRB) first page and relevant entries (NOTE: Upload in order of sea service)	Seafarer-Applicant
1. Certificate of Training Completion for Approved Electro-Technical Officer (ETO) Course	Accredited Maritime Training Institutions (MTIs) (NOTE: Training records shall be encoded in the MARINA online system if taken starting 01 September 2019 onwards)
2. Approved seagoing service of: a. not less than eight (8) months of structured onboard training as ETO Cadet, documented in an approved Training Record Book (TRB), OR	Manning Agency and/or Shipping Company (NOTE: Service records shall be encoded in the MARINA online system)



<p>b. 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 Sea Service and job description attested by the shipping company or manning agency, crew list signed by the ship's master and approved contract of employment</p>	
<p>3. Valid Medical Certificate in PEME Format</p>	<p>DOH-Accredited Medical Facilities for Overseas Workers and Seafarers (NOTE: Medical records shall be encoded in the MARINA online system)</p>
<p>4. COC as ETO (NOTE: If applying for Revalidation)</p>	<p>Certification Division, STCW Office, Maritime Industry Authority (NOTE: This will be verified in the MARINA online system)</p>
<p>ELECTRO-TECHNICAL RATINGS (ETR) NOTE: One (1) copy of all the required original documents shall be uploaded thru the client/seafarer's MARINA online account at https://online-appointment.marina.gov.ph/.</p>	
<p>1. Seafarer's Record Book (SRB) first page and relevant entries (NOTE: Upload in order of sea service)</p>	<p>Seafarer-Applicant</p>
<p>2. Approved seagoing service including not less than twelve (12) months training and experience. The training and experience shall be recorded in the Onboard Record of Training and Experience (OBRTE) for ETR</p> <p>OR</p>	<p>Manning Agency and/or Shipping Company (NOTE: Service records shall be encoded in the MARINA online system)</p>
<p>Approved training for Electro-Technical Ratings, including an approved seagoing service which shall not be less than six (6) months</p>	<p>Accredited Maritime Training Institutions (MTIs) (NOTE: Training records shall be encoded in the MARINA)</p>



	online system if taken starting 01 September 2019 onwards) and Manning Agency and/or Shipping Company (NOTE: Service records shall be encoded in the MARINA online system)
3. Valid Medical Certificate in PEME Format	DOH-Accredited Medical Facilities for Overseas Workers and Seafarers (NOTE: Medical records shall be encoded in the MARINA online system)
RATINGS AS ABLE SEAFARER ENGINE NOTE: One (1) copy of all the required original documents shall be uploaded thru the client/seafarer's MARINA online account at https://online-appointment.marina.gov.ph/ .	
1. COP in RFPEW	Certification Division, STCW Office, Maritime Industry Authority (NOTE: This will be verified in the MARINA online system)
2. Seafarer's Record Book (SRB) first page and relevant entries (NOTE: Upload in order of sea service)	Seafarer-Applicant
3. 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	Manning Agency and/or Shipping Company (NOTE: Service records shall be encoded in the MARINA online system)
b. not less than six (6) months and has completed any of the following:	Manning Agency and/or Shipping Company (NOTE: Service records shall be encoded in the MARINA online system)



<p>i. Certificate of Training Completion for the Ratings as Able Seafarer Engine course</p> <p>OR</p>	<p>Accredited Maritime Training Institutions (MTIs) (NOTE: Training records shall be encoded in the MARINA online system if taken starting 01 September 2019 onwards)</p>
<p>ii. Transcript of Records (TOR) for the completed approved Bachelor of Science in Marine Engineering (BSMarE)</p> <p>OR</p>	<p>Recognized Maritime Higher Education Institutions (MHEIs) where the applicant graduated (NOTE: Educational records shall be encoded in the MARINA online system)</p>
<p>iii. Transcript of Records (TOR) for the Completed Classroom Instruction (CCI) in BSMarE and the following module in Ratings as Able Seafarer Engine in a manned engine room or designated to perform duties in a periodically unmanned engine room course: Module 5: Contribute to operation of equipment and machineries Module 7: Contribute to shipboard maintenance and repair Module 8: Contribute to the handling of stores</p> <p>OR</p>	<p>Recognized Maritime Higher Education Institutions (MHEIs) where the applicant graduated and Accredited Maritime Training Institutions (MTIs) (NOTE: Training records shall be encoded in the MARINA online system if taken starting 01 September 2019 onwards)</p>
<p>iv. Transcript of Records (TOR) for the Completed Enhanced Support Level Program for Marine Engineering (ESLPME) which shall only be acceptable until 31 December 2025</p>	<p>Accredited ESLP Providers where the applicant graduated</p>
<p>4. Valid Medical Certificate in PEME Format</p>	<p>DOH-Accredited Medical Facilities for Overseas Workers and Seafarers (NOTE: Medical records shall be encoded in the MARINA online system)</p>
<p>RATINGS FORMING PART OF AN ENGINEERING WATCH (RFPEW)</p>	



NOTE: One (1) copy of all the required original documents shall be uploaded thru the client/seafarer’s MARINA online account at <https://online-appointment.marina.gov.ph/>.

<p>1. Seafarer’s Record Book (SRB) first page and relevant entries (NOTE: Upload in order of sea service)</p>	<p>Seafarer-Applicant</p>
<p>2. Approved seagoing service of not less than two (2) months which shall be associated with engine-room watchkeeping functions and involve the performance of duties carried out under the direct supervision of a qualified engineer officer or a qualified rating and has completed any of the following:</p>	<p>Manning Agency and/or Shipping Company (NOTE: Service records shall be encoded in the MARINA online system)</p>
<p>a. Certificate of Training Completion for Ratings Forming Part of an Engineering Watch in a manned engine-room or designated to perform duties in a periodically unmanned engine-room</p> <p>OR</p>	<p>Accredited Maritime Training Institutions (MTIs) (NOTE: Training records shall be encoded in the MARINA online system if taken starting 01 September 2019 onwards)</p>
<p>b. Transcript of Records for the Completed Classroom Instruction (CCI) in BSMarE</p> <p>OR</p>	<p>Recognized Maritime Higher Education Institutions (MHEIs) where the applicant graduated</p>
<p>c. Transcript of Records for the Completed Enhanced Support Level Program for Marine Engineering (ESLPME) which shall only be acceptable until 31 December 2025</p> <p>OR</p>	<p>Recognized ESLP Providers where the applicant graduated</p>
<p>d. Senior High School (SHS) TVL Maritime Track</p>	<p>Recognized SHS for Maritime</p>



3. Valid Medical Certificate in PEME Format	DOH-Accredited Medical Facilities for Overseas Workers and Seafarers (NOTE: Medical records shall be encoded in the MARINA online system)
ADDITIONAL REQUIREMENTS (if needed): NOTE: One (1) copy of the applicable required original additional document/s shall be uploaded thru the client/seafarer's MARINA online account at https://online-appointment.marina.gov.ph/ .	
1. Notarized Affidavit of Loss (when one of the required documents is Lost)	Notary Public
2. Seaman's book records (if Seaman's Book is lost)	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
3. OFW Information Sheet (if company is already closed and no sea service is provided)	POEA, Ortigas Avenue, Mandaluyong City
4. Passport entries (maybe accepted as supporting documents in case Seaman's Book is lost)	Seafarer-applicant
5. Legal Clearance and Decision (if documents are found to be spurious)	9 th Floor, Legal Division, STCW Office, Maritime Industry Authority
6. Attestation Letter from the Company	Manning Agency and/or Shipping Company
7. Job Description / Roles and Responsibilities as written in the vessel's Quality Management System – Procedure Manual (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	Manning Agency and/or Shipping Company



position has also been performing a particular task/competence onboard as certified by the Master or other supervising Officials)						
7. Job Contract and/or Crew List (if there are inconsistencies on the submitted documents regarding position onboard)				Manning Agency and/or Shipping Company		
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. SUBMISSION OF APPLICATION TO MARINA ONLINE SYSTEM						
1.1	Sign in to MARINA online system at (https://online-appointment.marina.gov.ph) anywhere with internet access using any device e.g. desktop, mobile phone or laptop	1.1	No Activity	None	(Will depend on the applicant)	Not Applicable
1.2	Select Transaction, Click “Examination” tab, select practical assessment, select Document Type, and tick the checkbox before clicking “Proceed” button	1.2	No Activity	None	Not applicable	Not Applicable
1.3	Upload a clear copy of the required original documents appropriate to the selected transaction	1.3	No Activity	None	Not applicable	Not Applicable



1.4	Submit the application NOTE: Applicant shall receive an SMS that his/her application has already been accepted and is queued for online evaluation	1.4	Accepts application for initial (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	None	Not Applicable	Examination and Assessment Division – Assigned Online Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>)
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 MARINA online System)	None	Based on system response time	Examination and Assessment Division - Assigned Online Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>)
2.2	No Activity	2.2	Evaluates and verifies the completeness, validity and authenticity of the uploaded documents	None	8 minutes	Examination and Assessment Division - Assigned Online Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>)
2.3	No activity	2.3	If compliant, click “Accept Application” and input remarks	None	2 minutes	Examination and Assessment Division - Assigned Online Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>)
2.4	No Activity	2.4	If subject for verification, click “Forward to Verification”	None	(dependent on the response of concerned	Examination and Assessment Division - Assigned Online



			NOTE: Remarks shall be sent through SMS and MARINA online account if subject for verification		agency/ company)	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.	2.5	If not compliant, click “Reject Application” and indicate the reasons why rejected NOTE: Remarks shall be sent through SMS and MARINA online account if application is rejected	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.	2.6	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 Online Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>)
3. FINAL EVALUATION OF APPLICATION						
3.1	No activity	3.1	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>)
3.2	No activity	3.2	Approves the application if the documents uploaded are compliant with the requirements, then input	None	2 minutes	Examination and Assessment Division – Assigned Final Evaluator



	<p>NOTE: Once application is approved, seafarer-applicant shall receive the practical assessment Application Number thru SMS or in his/her MARINA online account. Applicant-Seafarer shall proceed directly to his/her chosen accredited Assessment Center (ACs) to enroll for practical assessment.</p>		remarks which includes the instructions for the seafarer-applicant.			(Senior MIDS, MIDS II MIDS I)
3.3	<p>No Activity</p> <p>NOTE: If rejected, comply with the deficiency/ies and resubmit the application by clicking the “Submit” button.</p>	3.3	Reject the application if there is deficiency/ies on the submitted documents	None	Not applicable	Examination and Assessment Division – Assigned Final Evaluator (Senior MIDS, MIDS II MIDS I)
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 (Senior MIDS, MIDS II MIDS I)
END OF TRANSACTION		TOTAL FOR INITIAL/ ONLINE EVALUATION		None	10 minutes	
		TOTAL FOR FINAL EVALUATION		None	10 minutes	



H.3.3. 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.

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.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
RESCHEDULE WITH PAYMENT		
NOTE: One (1) copy of all the required original documents shall be uploaded thru the client/seafarer's MARINA online account at https://online-appointment.marina.gov.ph/ . Those who fall under the following category:		
1. Clear copy of Examination Permit	Seafarer-Applicant	
2. Valid Medical Certificate in PEME Format	DOH-Accredited Medical Facilities for Overseas Workers and Seafarers (NOTE: Medical records shall be encoded in the MARINA online system)	
RESCHEDULE WITHOUT PAYMENT		
NOTE: One (1) copy of all the required documents shall be uploaded thru the client/seafarer's MARINA online account at https://online-appointment.marina.gov.ph/ .		



1. Clear copy of Examination Permit	Seafarer-Applicant
2. Valid Medical Certificate in PEME Format	DOH-Accredited Medical Facilities for Overseas Workers and Seafarers (NOTE: Medical records shall be encoded in the MARINA online system)
3. 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)	Seafarer-Applicant
RESIT WITH PAYMENT NOTE: One (1) copy of all the required original documents shall be uploaded thru the client/seafarer's MARINA online account at https://online-appointment.marina.gov.ph/ .	
1. Clear copy of Examination Permit	Seafarer-Applicant
2. Valid Medical Certificate in PEME Format	DOH-Accredited Medical Facilities for Overseas Workers and Seafarers (NOTE: Medical records shall be encoded in the MARINA online system)
RESIT WITHOUT PAYMENT NOTE: One (1) copy of all the required original documents shall be uploaded thru the client/seafarer's MARINA online account at https://online-appointment.marina.gov.ph/ .	
1. Clear copy of Examination Permit	Seafarer-Applicant
2. Valid Medical Certificate in PEME Format	DOH-Accredited Medical Facilities for Overseas Workers and Seafarers (NOTE: Medical records shall be encoded in the MARINA online system)
3. Medical Certificate (if the reason is sickness); OR	Seafarer-Applicant



Death Certificate of immediate family; OR 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 original additional document/s shall be uploaded thru the client/seafarer’s MARINA online account at https://online-appointment.marina.gov.ph/ .						
Notarized Affidavit of Loss (when the Examination Permit was Lost)				Notary Public		
CLIENT STEPS		AGENCY ACTION		FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. SUBMISSION OF APPLICATION TO MARINA ONLINE SYSTEM						
1.1.	Sign in to MARINA online system at (https://online-appointment.marina.gov.ph) anywhere with internet access using any device e.g. desktop, mobile phone or laptop	1.1	No Activity	None	(Will depend on the applicant)	Not Applicable
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 For Resit: Click “Select Transaction”, then under the Examination	1.2	No Activity	None	Not applicable	Not Applicable

	<p>tab, select Resit with or without payment, as applicable. Select the Document Type and the Venue of Initial Exam</p> <p>Tick the declaration checkbox before clicking the “Proceed” button</p>					
1.3	Upload a clear copy of the required original documents appropriate to the selected transaction	1.3	No Activity	None	Not applicable	Not applicable
1.4	<p>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>	1.4	<p>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>	None	Not applicable	Examination and Assessment Division Assigned as Initial/Online Evaluator (<i>Senior MIDS, MIDS II, MIDS I</i>)
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 MARINA online system)	None	Based on system response time	Examination and Assessment Division – Assigned Online Evaluator (<i>Senior</i>



						<i>MIDS, MIDS II MIDS I)</i>
2.2	No Activity	2.2	Evaluates and verifies the completeness and accuracy of the uploaded documents	None	2 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 venue, function, type of resit, date, input remarks, and click “Ok” NOTE: If approved online, an instruction shall be sent to the applicant’s MARINA online account and via text message on their registered mobile number	None	2 minutes	Examination and Assessment Division – Assigned Online Evaluator (<i>Senior MIDS, MIDS II MIDS I)</i>)
2.4	No Activity	2.4	If subject for verification, click “Forward to Verification” NOTE: Remarks shall be sent through SMS and MARINA online account if subject for verification	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	2.5	If not compliant, click "Reject Application" and indicate the reasons why rejected NOTE: Remarks shall be sent through SMS and MARINA online account if application is rejected	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	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 (<i>Senior MIDS, MIDS II MIDS I</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 for	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>	Examination Fee		Officers	Php 1000.00	GMDSS Radio Operator	Php 500.00	Based on system response time	<i>MARINA authorized payment partners</i>
Examination Fee												
Officers	Php 1000.00											
GMDSS Radio Operator	Php 500.00											



	Reschedule/Resit with Payment)			(Service charge by payment centers is not included) NOTE: As per Memorandum Circular No. SC-2021-07		
3.2	Set the schedule of examination through the MARINA Online System	3.2	No activity	None	None	
3.3	Proceeds to the examination venue on the chosen date and time	3.3	No Activity	None	None	
END OF TRANSACTION			Total FEES: If Marine Officer Php 1,000.00 If GMDSS Radio Operator Php 500.00		TOTAL SPT: 10 minutes	



H.3.4. 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 and MARINA Regional Offices VI – Iloilo, VII – Cebu and XI – Davao	
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		
1. Duly accomplished Certification and Authentication Request Form	Examination and Assessment Division (EAD), STCW Office or MARINA Regional Offices (MROs)	
2. Original and photocopy of valid government-issued ID of applicant	Seafarer-Applicant	
Certified True Copy of Certificate of Passing the Theoretical Examination		
1. Duly accomplished Certification and Authentication Request Form	Examination and Assessment Division (EAD), STCW Office or MARINA Regional Offices (MROs)	
2. Photocopy of Certificate of Passing the MARINA Theoretical Examination	Seafarer-Applicant	



3. Original and photocopy of valid government-issued ID of applicant	Seafarer-Applicant
Authentication of Theoretical Examination Results from PRC	
1. Duly accomplished Certification and Authentication Request Form	Examination and Assessment Division (EAD), STCW Office or MARINA Regional Offices (MROs)
2. Photocopy of PRC Board Rating (If available)	Seafarer-Applicant
3. Original and photocopy of valid government-issued ID of applicant	Seafarer-Applicant
Other Requirements:	
An authorized Representative may claim the Certificate on behalf of the seafarer-applicant by presenting the following documents:	
1. Authorization Letter of the certificate owner;	Seafarer-Applicant
2. Original and one (1) photocopy of valid government-issued ID of authorized representative	Authorized Representative Seafarer-Applicant



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE				
1. REQUEST FOR THE ISSUANCE OF CERTIFICATE AND PAYMENT OF FEE											
1.1	Proceed to MARINA Central Office and accomplished Certification and Authentication Request Form	1.1	Checks the corresponding requirements	None		5 minutes	Examination and Assessment Division – Assigned Personnel (MIDS II, MIDS I) and MRO Assigned Personnel				
1.2	No activity	1.2	Locates and verifies the records	None		25 minutes	Examination and Assessment Division – Assigned Personnel (MIDS II, MIDS I) and MRO Assigned Personnel				
1.3	No Activity	1.3	Provides the Reference Number for payment	None		5 minutes	Examination and Assessment Division – Assigned Personnel (MIDS II, MIDS I) and MRO Assigned Personnel				
1.4	Proceed to payment upon receipt of reference number; and return to the assigned MARINA personnel	1.4	No activity	<table border="1"> <thead> <tr> <th>Certificate</th> <th>Fee</th> </tr> </thead> <tbody> <tr> <td>Certificate of Passing the</td> <td>Php 250.00</td> </tr> </tbody> </table>		Certificate	Fee	Certificate of Passing the	Php 250.00	Based on system response time	Not Applicable
Certificate	Fee										
Certificate of Passing the	Php 250.00										



				<table border="1"> <tr> <td>Theoretical Examination</td> <td></td> </tr> <tr> <td>Authentication of PRC Examination Results</td> <td>Php 300.00</td> </tr> <tr> <td>CTC of Certificate of Passing the Theoretical Examination</td> <td>Php 100.00</td> </tr> </table> <p>(Per MARINA MC SC-2021-07) Excluding other applicable government and online processing fees</p>	Theoretical Examination		Authentication of PRC Examination Results	Php 300.00	CTC of Certificate of Passing the Theoretical Examination	Php 100.00		
Theoretical Examination												
Authentication of PRC Examination Results	Php 300.00											
CTC of Certificate of Passing the Theoretical Examination	Php 100.00											
2. PREPARATION OF THE CERTIFICATE												
2.1	No Activity	2.1	Prepares the Certificate	None	10 minutes	Examination and Assessment Division – Assigned Personnel (MIDS II, MIDS I) and MRO Assigned Personnel						
3. SIGNING OF THE CERTIFICATE												
3.1	No Activity	3.1	Reviews, verifies and countersigns the corresponding Certificate	None	10 minutes	For issuance of Certificate of Passing - Examination and Assessment Division – Chief and MRO Director						



						For Certified True Copy of Certificate of Passing the Theoretical Examination and Authentication of Theoretical Examination Results from PRC – Assigned Personnel (MIDS II, MIDS I) and MRO Assigned Personnel
3.2	No Activity	3.2	Approves and signs the Certificate and endorse to releasing Clerk	None	5 minutes	For issuance of Certificate of Passing - Chairman of Marine Deck/Engine Officers For Certified True Copy of Certificate of Passing the Theoretical Examination and Authentication of Theoretical Examination Results from PRC – Examination and Assessment Division – Chief
4. RELEASING OF THE CERTIFICATE						
4.1	Present the Official Receipt/Claim	4.1	Gets the receipt/claim stub and prepare the	None	5 minutes	Examination and Assessment Division – Assigned Personnel and



	Stub to the releasing clerk		release of the Certificate			MRO Assigned Personnel								
4.2	Signs in the Releasing logbook/Claim Stub confirming the receipt of the Certificate	4.2	Checks the entries in the logbook/Claim Stub and releases the duly signed Certificate	None	5 minutes	Examination and Assessment Division – Assigned Personnel and MRO Assigned Personnel								
			TOTAL Fee/s: <table border="1"> <thead> <tr> <th>Certificate</th> <th>Fee</th> </tr> </thead> <tbody> <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> <tr> <td>CTC of Certificate of Passing the Theoretical Examination</td> <td>100.00</td> </tr> </tbody> </table>		Certificate	Fee	Certificate of Passing the Theoretical Examination	Php 250.00	Authentication of PRC Examination Results	300.00	CTC of Certificate of Passing the Theoretical Examination	100.00	TOTAL SPT: 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	
Certificate	Fee													
Certificate of Passing the Theoretical Examination	Php 250.00													
Authentication of PRC Examination Results	300.00													
CTC of Certificate of Passing the Theoretical Examination	100.00													

NOTE: The Certificate of Passing for Theoretical Examination under the MARINA Competency Assessment System (MCAS) is uploaded and viewable on the MARINA online account of the seafarer, which is system-generated with QR Code and is free of charge.



H.3.5. REGISTRATION, ISSUANCE, AND VALIDATION OF ONBOARD RECORD OF TRAINING AND EXPERIENCE (OBRTE) FOR ELECTRO-TECHNICAL RATINGS

Office/Division:	Examination and Assessment Division (EAD), STCW Office	
Classification:	Complex	
Type of Transaction:	G2C - Government to Citizen	
Who may avail:	Filipino seafarers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Issuance of Control Number for OBRTE		
NOTE: Original and one (1) copy of all the required documents shall be submitted at the Examination and Assessment Division (EAD), STCW Office		
1. Accomplished Application Form for Registration of OBRTE	Examination and Assessment Division (EAD), STCW Office	
2. Printed OBRTE (in Legal Size Paper)	Downloadable at www.stcw.marina.gov.ph	
3. Endorsement Letter from Shipping/Manning Agency	Shipping/Manning Agency	
4. Contract of Employment (POEA approved/Domestic)	Shipping/Manning Agency	
OR		
Affidavit of Undertaking		
5. Two (2) Valid Government issued IDs	Seafarer-Applicant	



<p>6. Transcript of Records (TOR) for holders of a Bachelor’s Degree in any of the following:</p> <ul style="list-style-type: none"> - Electrical Engineering - Electronics and Communications Engineering - Marine Engineering - Industrial Technology major in Electrical, Electronics or Instrumentation <p>OR</p> <p>Valid PRC License as Registered Master Electrician</p> <p>OR</p> <p>Technical and Vocational Education and Training (TVET) with any of the following specializations:</p> <ul style="list-style-type: none"> - Electrical - Electronics - Industrial Technology major in Electrical, Electronic or Instrumentation 	<p>Seafarer-Applicant</p>
<p>Validation of OBRTE</p>	
<p>NOTE: Original and one (1) copy of all the required documents shall be submitted at the Examination and Assessment Division (EAD), STCW Office</p>	
<p>1. Accomplished Application Form for Validation of OBRTE</p>	<p>Examination and Assessment Division (EAD), STCW Office</p>
<p>2. Duly accomplished OBRTE and supplementary evidence</p>	<p>Seafarer-Applicant</p>



3. Contract of Employment (POEA approved/Domestic)		Shipping/Manning Agency				
4. Company issued Certificate of Sea Service		Manning Agency and/or Shipping Company (NOTE: Service records shall be encoded in the MARINA online system)				
5. Original Seafarer's Record Book (SRB) relative to the seagoing service		Seafarer-Applicant				
6. Certified True Copy of Crew List		Seafarer-Applicant				
CLIENTS STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. REGISTRATION OF OBRTE						
1.1	Accomplish the Application Form for Registration of OBRTE and submit all required documents	1.1	Receives the application along with the complete documentary requirements	None	3 minutes	Not Applicable
1.2	No Activity	1.2	Evaluates and verifies the completeness, validity and authenticity of the documents	None	8 minutes	Examination and Assessment Division – Assigned Online Evaluator (<i>Senior MIDS, MIDS II MIDS I</i>)
1.3	No Activity	1.3	If compliant, schedule the conduct of orientation for filling up the OBRTE and endorse the documents to	None	2 minutes	Examination and Assessment Division – Assigned Online Evaluator (<i>Senior MIDS, MIDS II MIDS I</i>)

			the Board of Engine Ratings (BOERA)			
1.4	If rejected, comply with the deficiency/ies	1.4	If not compliant, issue notice of deficiency	None	2 minutes	Examination and Assessment Division – Assigned Online Evaluator (<i>Senior MIDS, MIDS II MIDS I</i>)
1.5	Proceed to the Legal Division, STCW Office for appropriate action	1.5	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 Online Evaluator (<i>Senior MIDS, MIDS II MIDS I</i>)
2. RELEASING OF THE REGISTERED OBRTE						
2.1	Proceed to the Examination and Assessment Division (EAD), STCW Office for the conduct of orientation	2.1	Conduct of Orientation for filling up the OBRTE	None	1 hour	Board of Engine Ratings
2.2	No Activity	2.2	Receives the OBRTE of seafarer-applicant and issues Control Number	None	2 minutes	Examination and Assessment Division Assigned Online Evaluators (<i>Senior MIDS, MIDS II, MIDS I</i>)

2.3	Accomplish the registered OBRTE in compliance with relative guidelines and procedures	2.3	No Activity	None	Not applicable	Not Applicable
3. SUBMISSION OF ACCOMPLISHED OBRTE						
3.1	Accomplish the Application Form for Validation of OBRTE and submit all required documents	3.1	Receives the application along with the complete documentary requirements	None	3 minutes	Examination and Assessment Division Assigned Online Evaluators (<i>Senior MIDS, MIDS II, MIDS I</i>)
3.2	No Activity	3.2	Evaluates and verifies the completeness, validity and authenticity of the documents including the Control Number of OBRTE based on EAD database/records	None	8 minutes	Examination and Assessment Division Assigned Online Evaluators (<i>Senior MIDS, MIDS II, MIDS I</i>)
3.3	No Activity	3.3	If compliant, endorse the documents to the Board of Engine Ratings (BOERA)	None	2 minutes	Examination and Assessment Division Assigned Online Evaluators (<i>Senior MIDS, MIDS II, MIDS I</i>)
3.4	If rejected, comply with the deficiency/ies	3.4	If not compliant, issue notice of deficiency	None	2 minutes	Examination and Assessment Division Assigned Online Evaluators (<i>Senior MIDS, MIDS II, MIDS I</i>)

3.5	Proceed to the Legal Division, STCW Office for appropriate action	3.5	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 Online Evaluators (<i>Senior MIDS, MIDS II, MIDS I</i>)
4. EVALUATION AND VALIDATION OF OBRTE						
4.1	No Activity	4.1	Evaluates the submitted accomplished OBRTE and supplementary evidence	None	3 days	Board of Engine Ratings
4.2	No Activity	4.2	Notifies the seafarer-applicant of the results of the evaluation	None	2 minutes	Board of Engine Ratings
4.3	No Activity	4.3	Schedules the seafarer-applicant for face-to-face Validation of accomplished OBRTE	None	2 minutes	Board of Engine Ratings
4.4	Attend the face-to-face Validation of accomplished OBRTE	4.4	Validates the accomplished OBRTE and supplementary evidence	None	1 day	Board of Engine Ratings



4.5	If approved, apply for the Practical Assessment through the MARINA Online System	4.5	If approved, sign the Application Form for Validation of OBRTE, and signs and stamps approved the Attestation of Proficiency for Electro-Technical Rating	None	Depends on seafarer-applicant	Board of Engine Ratings
4.6	If disapproved, comply with the deficiency/ies	4.6	If disapproved, issue notice of deficiency		20 minutes	Board of Engine Ratings
END OF TRANSACTION			TOTAL FEE/S: REGISTRATION OF OBRTE	None	TOTAL SPT: 13 minutes	
			RELEASING OF THE REGISTERED OBRTE	None	1 hour and 2 minutes	
			SUBMISSION OF ACCOMPLISHED OBRTE	None	13 minutes	
			EVALUATION AND VALIDATION OF OBRTE	None	4 days and 4 minutes	



PART II: MARINA REGIONAL OFFICE (MRO) – NATIONAL CAPITAL REGION (NCR) OVERSEAS SHIPPING SECTION

MARINA NATIONAL CAPITAL REGION – OVERSEAS SHIPPING SECTION (MARINA-NCR-OSS)

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:	MARINA-NCR / Overseas Shipping Section (OSS)	
Classification:	Simple Transaction	
Type of Transaction:	G2B - Government to Business Entities	
Who may avail:	Shipping companies/firms operating Philippine-registered ships in international voyages 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. Original Letter of application signed by the officer of the company or its authorized representative - 1 copy		Applicant
2. Photocopy of List of principal officers, supported by Curriculum Vitae with head photograph and indicate shipping experience -1 copy		Applicant
3. Photocopy of Tax Identification Number (TIN) of the company -1 copy		BIR SEC



<ol style="list-style-type: none"> 4. Photocopy of Certificate of Registration with Security and Exchange Commission (SEC) and their Articles of Incorporation (AOI) - 1 copy 5. Photocopy of latest certification from SEC of the company's increase of paid-up capitalization, if applicable – 1 copy <ol style="list-style-type: none"> a. Companies with owned ships – ₱7,000,000.00 b. Companies with ten (10) ships and below – P10,000,000.00 c. Companies with more than ten (10) ships – ₱15,000,000.00 	<p>SEC</p>
<p>RENEWAL APPLICANT</p>	
<ol style="list-style-type: none"> 1. Original Letter of application signed by the officer of the company or its authorized representative - 1 copy 	<p>Applicant</p>
<ol style="list-style-type: none"> 2. In case there are changes in the AOI, Officers or paid-up capitalization, appropriate Photocopy of the documents as required in the new application shall be submitted, such as – 1 copy: 	<p>SEC</p>
<ol style="list-style-type: none"> 3. Original/Duly notarized Minutes of the Meeting of the Board of Directors of the Company stating/indicating the new officers/stockholders - 1 copy 	<p>Applicant</p>
<ol style="list-style-type: none"> 4. Photocopy of Bio-data with head photograph of the new officers/stockholders - 1 copy 	<p>Applicant SEC</p>
<ol style="list-style-type: none"> 5. Photocopy of SEC Certification showing the increase of paid-up capital - 1 copy 	<p>Applicant</p>
<ol style="list-style-type: none"> 6. Photocopy Audited Financial Statements, if not yet submitted - 1 copy 	
<p>RE-ISSUANCE/AMENDMENT OF CERTIFICATE DURING THE VALIDITY OF THE REGISTRATION</p>	
<ol style="list-style-type: none"> 1. Original Letter of application signed by the officer of the company or its authorized representative - 1 copy 	<p>Applicant</p>
<ol style="list-style-type: none"> 2. Photocopy of amended AOI reflecting the new name of the company - 1 copy 	<p>SEC</p>



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceed to Overseas Shipping Section (OSS) of MARINA-NCR and submit application with complete documentary requirements	1	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.	New/renewal: PHP12,400.00 +PHP30.00 (documentary stamp /document)	1 hour	MIDS I, MIDS II, Senior MIDS
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 logs it in the summary of emails	Re-issuance/ amendment in Certificate: PHP2,800.00 +PHP30.00 (documentary stamp/document)	10 minutes	Administrative Assistant III
2	No activity	2	<i>IF COMPLETE:</i> Issues Authority to Accept Payment (ATAP)		30 minutes	MIDS I, MIDS II, Senior MIDS
2.1	IF INCOMPLETE: Comply with the deficiencies.	2.1	<i>IF INCOMPLETE:</i> Informs the Applicant of the lacking requirements and advice to resubmit the complete requirements			
3	Pays the corresponding fees stipulated in the ATAP	3	Accepts the Payment and issues Official Receipt		20 minutes	Administrative Officer III / Clerk III



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.	NONE	30 minutes	Administrative Assistant III
5	No activity	5	Assigns the application to the evaluator	NONE	5 minutes	Supervising MIDS
6	No activity	6	Evaluates the application in accordance to applicable rules and regulations	NONE	4 hours	MIDS I, MIDS II, Senior MIDS
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.	NONE	1 hour	MIDS I, MIDS II, Senior MIDS
8	No activity	8	Prepares the Memorandum, Letter Approval and Certificate of Accreditation	NONE	4 hours	MIDS I, MIDS II, Senior MIDS
9	No activity	9	Reviews draft Memorandum, Letter Approval and Certificate of Accreditation.	NONE	1 hour	Supervising MIDS
10	No activity	10	Verifies the accuracy of evaluation, signs the letter approval and Accreditation Certificate	NONE	20 minutes	Regional Director
11	No activity	11	Log out the approved Application to the Records Section	NONE	20 minutes	Administrative Assistant III
12	Receives Letter Approval and Accreditation Certificate	12	Releases the Letter Approval and Accreditation Certificate	NONE	10 minutes	Clerk III
END OF TRANSACTION					1 day, 5 hours and 15 minutes	



2. ACCREDITATION OF SHIPPING COMPANIES MC DS 2020-02 (Formerly 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 DS 2020-02.

Office/Division:	MARINA-NCR /Overseas Shipping Section (OSS)	
Classification:	Simple Transaction	
Type of Transaction:	G2B - Government to Business Entities	
Who may avail:	All persons, corporations, firms and other entities engaged or shall engage in maritime industry related business	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Original Letter of application - 1 copy	Applicant
	2. Photocopy of List of names and the corresponding position of the company's/entity's/ partners/directors and principal officers - 1 copy	Applicant
	3. Photocopy of Bio-data of principal officers (with picture) reflecting their experience related to their main line of business - 1 copy	Applicant
	4. Photocopy of Certificate of Registration with the Department of Trade and Industry (DTI) (for single proprietorship) and the copy of the original application with DTI - 1 copy	DTI
	5. Photocopy of Certificate of Registration, Articles of Incorporation & By-Laws issued by Securities and Exchange Commission (SEC) for corporation and partnership - 1 copy	SEC
	6. Photocopy of Latest certification from SEC of the company's increase of paid-up capitalization (if applicable) - 1 copy	SEC
	7. Photocopy of Latest Audited Financial Statement (for renewal) - 1 copy	Applicant



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceed to Overseas Shipping Section (OSS) of MARINA-NCR and submit application with complete documentary requirements	1	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.	New/ renewal: Corporation and Partnership PHP11,000.00 +PHP 30.00 (documentary stamp/document) Single Proprietorship – PHP7,000.00 + PHP30.00 (documentary stamp/documents)	1 hour	MIDS I, MIDS II, Senior MIDS
1.1	IF EMAIL: Send application and complete documentary requirements to the	1.1	IF EMAIL: Acknowledges receipt of email and logs it in the summary of emails.		10 minutes	Administrative Assistant III
2	IF INCOMPLETE: Comply with the deficiencies	2.1	<i>IF COMPLETE:</i> Issues Authority to Accept Payment (ATAP)	Re-issuance of Certificate PHP2,800.00 + PHP30.00 (documentary stamp/document)	30 minutes	MIDS I, MIDS II, Senior MIDS
		2.2	<i>IF INCOMPLETE:</i> Informs the Applicant of the lacking requirements			
3.	Pays the corresponding fees stipulated in the ATAP	3	Accepts the payments and issues Official Receipts		20 minutes	Administrative Officer III / Clerk III
4.	Proceeds to the Records Section and submits application together with the copy of OR	4	Receives and logs the application and forward to the concerned Section	NONE	30 minutes	Administrative Assistant III



5	No activity	5	Assigns the application to the Evaluator	NONE	5 minutes	Supervising MIDS
6	No activity	6	Evaluates the application in accordance to applicable rules and regulations	NONE	4 hours	MIDS I, MIDS II, Senior MIDS
7	IF FOUND DEFICIENT, complies with the deficiency within the given deadline.	7	<i>IF FOUND DEFICIENT:</i> Informs the applicant of the deficiencies and determines the deadline of compliance.	NONE	1 hour	MIDS I, MIDS II, Senior MIDS
8	No activity	8	Prepares Memorandum, Letter Approval and Accreditation Certificate	NONE	4 hours	MIDS I, MIDS II, Senior MIDS
9	No activity	9	Reviews draft memorandum, letter approval and certificate of Accreditation	NONE	1 hour	Supervising MIDS
10	No activity	10	Verifies the accuracy of evaluation, signs the letter approval and Accreditation Certificate	NONE	20 minutes	Regional Director
11	No activity	11	Log out the approved Application to the Records Section	NONE	20 minutes	Administrative Assistant III
12	Receives Letter Approval and Accreditation Certificate	12	Releases the Letter Approval and Accreditation Certificate	NONE	10 minutes	Clerk III
END OF TRANSACTION					1 day, 5 hours and 15 minutes	



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:	MARINA-NCR / Overseas Shipping Section					
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. Original Letter of application signed by the officer of the company or its authorized representative - 1 copy			Applicant			
2. Original/photocopy of Addendum to the charter contract - 1 copy			Applicant			
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceed to Overseas Shipping Section (OSS) of MARINA-NCR and submit application with complete documentary requirements	1	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.		1 hour	MIDS I, MIDS II, Senior MIDS
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 logs it in the summary of emails	PHP2,000.00 +PHP30.00 (documentary stamp /document)	10 minutes	Administrative Assistant III



2	No activity	2	<i>IF COMPLETE:</i> Issues Authority to Accept Payment (ATAP)		30 minutes	MIDS I, MIDS II, Senior MIDS
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		20 minutes	Administrative Officer III / Clerk III
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.	NONE	30 minutes	Administrative Assistant III
5	No activity	5	Assigns the application to the evaluator	NONE	5 minutes	Supervising MIDS
6	No activity	6	Evaluates the application in accordance to applicable rules and regulations	NONE	4 hours	MIDS I, MIDS II, Senior MIDS
7	<i>IF FOUND DEFICIENT,</i> complies with the deficiency within the given deadline.	7	<i>IF FOUND DEFICIENT:</i> Informs the applicant of the deficiencies and determines the deadline of compliance.	NONE	1 hour	MIDS I, MIDS II, Senior MIDS
8	No activity	8	Prepares the Memorandum and Letter Approval	NONE	4 hours	MIDS I, MIDS II, Senior MIDS
9	No activity	9	Reviews draft Memorandum and Letter Approval	NONE	1 hour	Supervising MIDS
10	No activity	10	Verifies the accuracy of evaluation, signs the letter approval	NONE	20 minutes	Regional Director
11	No activity	11	Log out the approved Application to the Records Section	NONE	20 minutes	Administrative Assistant III
12	Receives Letter Approval and Accreditation Certificate	12	Releases the Letter Approval	NONE	10 minutes	Clerk III
END OF TRANSACTION					1 day, 5 hours and 15 minutes	



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-NCR /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
	<ol style="list-style-type: none"> 1. Original Letter of application signed by the officer of the company or its authorized representative - 1 Copy 2. For annotation of ship's mortgage: <ol style="list-style-type: none"> a. Original Duly notarized mortgage contract - 1 copy b. Photocopy of Proof of payment of documentary stamps - 1 copy c. Original Certificate of Ownership/Certificate of Philippine Registry - 1 copy 3. For cancellation of ship's mortgage: Original/Photocopy of the ff: <ol style="list-style-type: none"> a. Release of mortgage from the bank/mortgagee - 1 copy b. Total loss or constructive total of the mortgaged ship - 1 copy c. Foreclosure - 1 copy d. Court Order to delete all registered mortgages - 1 copy 	<p>Applicant</p> <p>Applicant BIR/Bank Applicant</p> <p>Bank Bank/Mortgage Applicant Court</p>



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceed to Overseas Shipping Section (OSS) of MARINA-NCR 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: For PHP5,000 to PHP25,000: PHP600.00 + 0.60/PHP1,000 in excess of PHP5,000	1 hour	MIDS I, MIDS II, Senior MIDS
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 logs it in the summary of emails		10 minutes	Administrative Assistant III
2.	no activity	2.	IF COMPLETE: Issues Authority to Accept Payment (ATAP)	Over PHP25,000: PHP1,700 + 0.40/PHP1,000 in excess of PHP25,000	30 minutes	MIDS I, MIDS II, Senior MIDS
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	Cancellation of mortgage: PHP500.00 + PHP30.00 (documentary stamp/document)	20 minutes	Administrative Officer III / Clerk III
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.	NONE	30 minutes	Administrative Assistant III
5	No activity	5	Assigns the application to the evaluator	NONE	5 minutes	Supervising MIDS



6	No activity	6	Evaluates the application in accordance to applicable rules and regulations	NONE	4 hours	MIDS I, MIDS II, Senior MIDS
7	IF FOUND DEFICIENT, complies with the deficiency within the given deadline.	7	<i>IF FOUND DEFICIENT:</i> Informs the applicant of the deficiencies and determines the deadline of compliance.	NONE	1 hour	MIDS I, MIDS II, Senior MIDS
8	No activity	8	Prepares Memorandum, Letter Approval and CPR for cancellation of mortgage	NONE	4 hours	MIDS I, MIDS II, Senior MIDS
9	No activity	9	Reviews draft Memorandum, Letter Approval and CPR for cancellation.	NONE	1 hour	Supervising MIDS
10	No activity	10	Verifies the accuracy of evaluation, signs the letter approval	NONE	20 minutes	Regional Director
11	No activity	11	Log out the approved Application to the Records Section	NONE	20 minutes	Administrative Assistant III
12	Receives document	12	Releases the document	NONE	10 minutes	Clerk III
END OF TRANSACTION					day, 5 hours and 15 minutes	



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-NCR /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. Original 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) - 1 copy				Applicant		
2. Photocopy of employment contract - 1 copy				Applicant		
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceed to Overseas Shipping Section (OSS) of MARINA-NCR 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	MIDS I, MIDS II, Senior MIDS
1.1	IF EMAIL: Send application and complete documentary requirements to the official email address of the office official email address of the office	1.1	IF EMAIL: Acknowledges receipt of email and logs it in the summary of emails		10 minutes	Administrative Assistant III
2	No activity	2	<i>IF COMPLETE:</i> Issues Authority to Accept Payment (ATAP)		30 minutes	MIDS I, MIDS II, Senior MIDS
2.1	IF INCOMPLETE:	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		20 minutes	Administrative Officer III / Clerk III
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.	NONE	30 minutes	Administrative Assistant III
5	No Activity	5	Assigns the application to the evaluator	NONE	5 minutes	Supervising MIDS
6	No Activity	6	Evaluates the application in accordance to applicable rules and regulations	NONE	4 hours	MIDS I, MIDS II, Senior MIDS
7	<i>IF FOUND DEFICIENT</i> , complies with the deficiency within the given deadline.	7	<i>IF FOUND DEFICIENT</i> : Informs the applicant of the deficiencies and determines the deadline of compliance.	NONE	1 hour	MIDS I, MIDS II, Senior MIDS
8	No Activity	8	Prepares Supernumerary Permit	NONE	4 hours	MIDS I, MIDS II, Senior MIDS
9	No Activity	9	Reviews draft Supernumerary Permit	NONE	1 hour	Supervising MIDS
10	No Activity	10	Verifies the accuracy of evaluation and signs the Supernumerary Permit	NONE	20 minutes	Regional Director
11	No Activity	11	Log out the approved Application to the Records Section	NONE	20 minutes	Administrative Assistant III
12	Receives document	12	Releases the document	NONE	10 minutes	Clerk III
END OF TRANSACTION					Total SPT: 1 day, 5 hours and 15 minutes	



6. TEMPORARY PHILIPPINE REGISTRATION UNDER BAREBOAT CHARTER, NOVATION, RENEWAL, EXTENSION, CHANGE OF ORIGINAL REGISTRY OF BAREBOAT CHARTERED SHIP A.1. ISSUANCE OF SAFE MANNING CERTIFICATE

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-NCR /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		WHERE TO SECURE
NEW APPLICATION, NOVATION OF CONTRACT AND RENEWAL/EXTENSION OF CHARTER CONTRACT		
1. Original Letter of application signed by the officer of the company or its authorized representative -1 copy	Applicant	
2. Original or photocopy of Bareboat Charter Contract duly signed (with names of the signatories printed) - 1 copy	Applicant	
3. Original or photocopy 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 - 1 copy	Applicant Applicant	
4. Original or photocopy 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 - 1 copy	Applicant	
5. Original or photocopy of the valid Certificate of Vessel Registry (Patente) - 1 copy	Applicant	
6. Photocopy For new buildings: Builder’s Certificate - 1 copy	Applicant	
7. Photocopy For sub-charter: Consent from the registered owner - 1 copy		



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
CHANGE OF ORIGINAL REGISTRY OF BAREBOAT CHARTERED SHIP 1. Original Letter of application signed by the officer of the company or its authorized representative - 1 copy 2. Original or photocopy of Certificate of original registry - 1 copy 3. Original or photocopy of Consent from the state of original registry - 1 copy 4. Original or photocopy of Addendum to the bareboat charter agreement - 1 copy				Applicant		
				Applicant		
				Applicant		
				Applicant		
1	Proceed to Overseas Shipping Section (OSS) of MARINA-NCR and submit application with complete documentary requirements	1	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.	New/renewal/ extension and novation of bareboat charter contract: PHP 24,800 (1st 3 years) + PHP5,300/year after	1 hour	MIDS I, MIDS II, Senior MIDS
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 logs it in the summary of emails	Change of original registry of bareboat chartered ship: PHP29,800/ship	10 minutes	Administrative Assistant III
2	No activity	2	<i>IF COMPLETE:</i> 2. Issues Authority to Accept Payment (ATAP)	Extension of ship's temporary Philippine registration for less than one (1) year: PHP29,800/ship	30 minutes	MIDS I, MIDS II, Senior MIDS
2.1	<i>IF INCOMPLETE:</i> Comply with the deficiencies.	2.1	<i>IF INCOMPLETE:</i> Informs the Applicant of the lacking	Extension of validity period of approval on importation/ Bareboat chartering projects: PHP2,900/ship PHP30 (documentary stamp)	5 minutes	Administrative Officer III / Clerk III
3	Pays the corresponding fees stipulated in the ATAP	3	Accepts the Payment and issues Official Receipt			



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.	NONE	30 minutes	Administrative Assistant III
5	No Activity	5	Assigns the application to the evaluator	NONE	5 minutes	Supervising MIDS
6	No Activity	6	Evaluates the application in accordance to applicable rules and regulations	NONE	4 hours	MIDS I, MIDS II, Senior MIDS
7	<i>IF FOUND DEFICIENT</i> , complies with the deficiency within the given deadline.	7	<i>IF FOUND DEFICIENT</i> : Informs the applicant of the deficiencies and determines the deadline of compliance.	NONE	1 hour	MIDS I, MIDS II, Senior MIDS
8	No Activity	8	Prepares the Memorandum and Letter Approval	NONE	4 hours	MIDS I, MIDS II, Senior MIDS
9	No Activity	9	Reviews draft Memorandum and Letter Approval	NONE	1 hour	Supervising MIDS
10	No Activity	10	Verifies the accuracy of evaluation, signs the letter approval	NONE	20 minutes	Regional Director
11	No Activity	11	Log out the approved Application to the Records Section	NONE	20 minutes	Administrative Assistant III
12	Receives document	12	Releases the Letter Approval	NONE	10 minutes	Clerk III
END OF TRANSACTION					1 day, 5 hours and 15 minutes	



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 NCR/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. Original 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) - 1 copy			Applicant			
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceed to Overseas Shipping Section (OSS) of MARINA-NCR 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	MIDS I, MIDS II, Senior MIDS
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 logs it in the summary of emails		10 minutes	Administrative Assistant III
2	No activity	2	IF COMPLETE: Issues authority to Accept Payment (ATAP)		30 minutes	MIDS I, MIDS II, Senior MIDS
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		20 minutes	Administrative Officer III / Clerk III
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.	NONE	30 minutes	Administrative Assistant III
5	No activity	5	Assigns the application to the evaluator	NONE	5 minutes	Supervising MIDS
6	No activity	6	Evaluates the application in accordance to applicable rules and regulations	NONE	4 hours	MIDS I, MIDS II, Senior MIDS
7	IF FOUND DEFICIENT, complies with the deficiency within the given deadline.	7	<i>IF FOUND DEFICIENT:</i> Informs the applicant of the deficiencies and determines the deadline of compliance.	NONE	1 hour	MIDS I, MIDS II, Senior MIDS
8	No activity	8	Prepares the Memorandum and Letter Approval	NONE	4 hours	MIDS I, MIDS II, Senior MIDS
9	No activity	9	Reviews draft Memorandum, Letter Approval and recommends for the appropriate action of the approving authority.	NONE	1 hour	Supervising MIDS
10	No activity	10	Verifies the accuracy of evaluation and signs the letter approval.	NONE	20 minutes	Regional Director
11	No activity	11	Log out the approved Application to the Records Section	NONE	20 minutes	Administrative Assistant III
12	Receives document	12	Releases the document	NONE	10 minutes	Clerk III
END OF TRANSACTION					1 day, 5 hours and 15 minutes	



8. ISSUANCE OF CERTIFICATE OF PHILIPPINE REGISTRY (CPR) / CERTIFICATE OF OWNERSHIP (CO)

Ships registered under the Philippine flag shall be issued a Certificate of Deletion from the Philippine Registry per MARINA Memorandum Circular No. OS-2023-01.

Office/Division:		MARINA NCR/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. Original Letter of application signed by the officer of the company or its authorized representative - 1 copy			Applicant			
2. For full term issuance: Photocopy of Protocol of Delivery and Acceptance and approved Ship Plans - 1 copy			Applicant			
3. For amendment: Photocopy from Recognized Organization ship's particular or details - 1 copy			Classification Society/Recognized Organization			
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceed to Overseas Shipping Section (OSS) of MARINA-NCR 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	MIDS I, MIDS II, Senior MIDS
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 logs it in the summary of emails		10 minutes	Administrative Assistant III



2	No activity	2	<i>IF COMPLETE:</i> Issues Authority to Accept Payment (ATAP)		30 minutes	MIDS I, MIDS II, Senior MIDS
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		20 minutes	Clerk III
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.	NONE	30 minutes	Administrative Assistant III
5	No activity	5	Assigns the application to the evaluator	NONE	5 minutes	Supervising MIDS
6	No activity	6	Evaluates the application in accordance to applicable rules and regulations	NONE	4 hours	MIDS I, MIDS II, Senior MIDS
7	<i>IF FOUND DEFICIENT,</i> complies with the deficiency within the given deadline.	7	<i>IF FOUND DEFICIENT:</i> Informs the applicant of the deficiencies and determines the deadline of compliance.	NONE	1 hour	MIDS I, MIDS II, Senior MIDS
8	No activity	8	Prepares the Certificate of Philippine Registry	NONE	4 hours	MIDS I, MIDS II, Senior MIDS
9	No activity	9	Reviews draft Certificate of Philippine Registry and recommends for the appropriate action of the approving authority.	NONE	1 hour	Supervising MIDS



10	No activity	10	Verifies the accuracy of evaluation and signs the Certificate	NONE	20 minutes	Regional Director
11	No activity		Log out the approved Application to the Records Section	NONE	20 minutes	Administrative Assistant III
12	Receives document		Releases the document	NONE	10 minutes	Clerk III
END OF TRANSACTION					Total SPT: 1 day, 5 hours and 15 minutes	



9. ISSUANCE OF CHANGE OF SHIP'S NAME

Office/Division:		MARINA NCR/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. Original 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 MARINA-NCR and the submit application with complete documentary requirements	1	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity of documents submitted.	P700.00 plus documentary stamp/document	1 hour	MIDS I, MIDS II, Senior MIDS
1.1	IF EMAIL: Send the 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		10 minutes	Administrative Assistant III
2	No activity	2	Issues Authority to Accept Payment (ATAP)		30 minutes	MIDS I, MIDS II, Senior MIDS
2.1	IF INCOMPLETE: Comply with the deficiencies	2.1	IF INCOMPLETE: Informs the Applicant of the lacking requirements		20 minutes	Administrative Officer III /
3	Pays the corresponding fees stipulated in the ATAP	3	Accepts the Payment and issues Official Receipt			



						Clerk III
4	Proceeds to the Records Section and present OR together with application documents.	4	Receives and logs the application, forward to the concerned Section.	NONE	30 minutes	Administrative Assistant III
5	No activity	5	Assigns the application to the evaluator	NONE	5 minutes	Supervising MIDS
6	No activity	6	Evaluates the application in accordance with applicable rules and regulations	NONE	4 hours	MIDS I, MIDS II, Senior MIDS
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.	NONE	1 hour	MIDS I, MIDS II, Senior MIDS
8	No activity	8	Prepares the memorandum and letter approval	NONE	4 hours	MIDS I, MIDS II, Senior MIDS
9	No activity	9	Reviews draft memorandum, letter approval and recommends appropriate action of the approving authority.	NONE	1 hour	Supervising MIDS
10	No activity	10	Verifies the accuracy of evaluation and signs the letter approval	NONE	20 minutes	Regional Director
11	No activity	11	Log out the approved Application to the Records Section	NONE	20 minutes	Administrative Assistant III
12	Receives document	12	Releases the document	NONE	10 minutes	Clerk III
END OF TRANSACTION					1 day, 5 hours and 15 minutes	



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 NCR/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. Original Letter of application signed by the officer of the company or its authorized representative - 1 copy				Applicant		
2. Photocopy of valid insurance certificate - 1 copy				Applicant		
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceed to Overseas Shipping Section (OSS) of MARINA-NCR and submit application with complete documentary requirements	1	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.		1 hour	MIDS I, MIDS II, Senior MIDS
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	P2,000.00 plus documentary stamp/document	10 minutes	Administrative Assistant III



2	No activity	2	<i>IF COMPLETE:</i> Issues Authority to Accept Payment (ATAP)		30 minutes	MIDS I, MIDS II, Senior MIDS
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		20 minutes	Administrative Officer III / Clerk III
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.	NONE	30 minutes	Administrative Assistant III
5	No activity	5	Assigns the application to the evaluator	NONE	5 minutes	Supervising MIDS
6	No activity	6	Evaluates the application in accordance to applicable rules and regulations	NONE	4 hours	MIDS I, MIDS II, Senior MIDS
7	<i>IF FOUND DEFICIENT,</i> complies with the deficiency within the given deadline	7	<i>IF FOUND DEFICIENT:</i> Informs the applicant of the deficiencies and determines the deadline of compliance.	NONE	1 hour	MIDS I, MIDS II, Senior MIDS
8	No activity	8	Prepares the Memorandum and Certificate	NONE	4 hours	MIDS I, MIDS II, Senior MIDS
9	No activity	9	Reviews draft Memorandum and Certificate	NONE	1 hour	Supervising MIDS



10	No activity	10	Verifies the accuracy of evaluation, signs the certificates	NONE	20 minutes	Regional Director
11	No activity	11	Log out the approved Application to the Records Section	NONE	20 minutes	Administrative Assistant III
12	Receives document	12	Releases the Certificate	NONE	10 minutes	Clerk III
END OF TRANSACTION					1 day, 5 hours and 15 minutes	



11. ISSUANCE OF CONTINUOUS SYNOPSIS RECORD

Office/Division:		MARINA NCR/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. Original Letter of application signed by the officer of the company or its authorized representative - 1 copy			Applicant			
2. Original/Photocopy of Duly accomplished CSR application form - 1 copy			Applicant			
AMENDMENT OF CSR						
1. Original Letter of application signed by the officer of the company or its authorized representative - 1 copy			Applicant			
2. Original/Photocopy Amendment form - 1 copy			Applicant			
IN CASE OF LOST OR DAMAGED CSR						
1. Original Letter of application signed by the officer of the company or its authorized representative - 1 copy			Applicant			
2. Original Affidavit of Loss - 1 copy			Applicant			
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceed to Overseas Shipping Section (OSS) of MARINA-NCR 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	MIDS I, MIDS II, Senior MIDS



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 logs it in the summary of emails	Re-issuance due to loss or damages: P2,900 plus documentary stamp/document	10 minutes	Administrative Assistant III
2	No activity	2	<i>IF COMPLETE:</i> Issues Authority to Accept Payment (ATAP)	Further request due to loss or damage: Double the processing fee for the last re-issuance due to loss or damage	30 minutes	MIDS I, MIDS II, Senior MIDS
2.1	IF INCOMPLETE: 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		20 minutes	Administrative Officer III / Clerk III
4	Proceeds to the Records Section and present OR together with application documents.	4	Receives and logs the application and forwards to the concerned Section.	NONE	30 minutes	Administrative Assistant III
5	No activity	5	Assigns the application to the evaluator	NONE	5 minutes	Supervising MIDS
6	No activity	6	Evaluates the application in accordance to applicable rules and regulations	NONE	4 hours	MIDS I, MIDS II, Senior MIDS
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.	NONE	1 hour	MIDS I, MIDS II, Senior MIDS



8	No activity	8	Prepares the Memorandum, Letter approval and Certificate	NONE	4 hours	MIDS I, MIDS II, Senior MIDS
9	No activity	9	Reviews draft Memorandum, Letter Approval and Certificate	NONE	1 hour	Supervising MIDS
10	No activity	10	Verifies the accuracy of evaluation, signs the letter approval and certificate	NONE	20 minutes	Regional Director
11	No activity	11	Log out the approved Application to the Records Section	NONE	20 minutes	Administrative Assistant III
12	Receives the documents	12	Releases the Letter approval and Certificate	NONE	10 minutes	Clerk III
END OF TRANSACTION					1 day, 5 hours and 15 minutes	



12. ISSUANCE OF CERTIFICATION

Certification is issued upon request of shipping company/firm operating Philippine-registered ships engaged in international voyages.

Office/Division:	MARINA NCR/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. Original Letter of application signed by the officer of the company or its authorized representative - 1 copy			Applicant			
2. Original/Photocopy of Other relevant documents (if necessary) - 1 copy			Applicant			
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceed to Overseas Shipping Section (OSS) of MARINA-NCR 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	MIDS I, MIDS II, Senior MIDS
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 logs it in the summary of emails		10 minutes	Administrative Assistant III
2	No activity	2	<i>IF COMPLETE:</i> Issues Authority to Accept Payment (ATAP)		30 minutes	MIDS I, MIDS II, Senior MIDS
2.1	IF INCOMPLETE: 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		20 minutes	Administrative Officer III / Clerk III
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.	NONE	30 minutes	Administrative Assistant III
5	No activity	5	Assigns the application to the evaluator	NONE	5 minutes	Supervising MIDS
6	No activity	6	Evaluates the application in accordance to applicable rules and regulations	NONE	4 hours	MIDS I, MIDS II, Senior MIDS
7	IF FOUND DEFICIENT: complies with the deficiency within the given deadline.	7	<i>IF FOUND DEFICIENT:</i> Informs the applicant of the deficiencies and determines the deadline of compliance.	NONE	1 hour	MIDS I, MIDS II, Senior MIDS
8	No activity	8	Prepares/Draft Certification	NONE	1 hour	MIDS I, MIDS II, Senior MIDS
9	No activity	9	Reviews draft Certification	NONE	1 hour	Supervising MIDS
10	No activity	10	Verifies the accuracy of evaluation, signs the Certification	NONE	1 hour	Regional Director
11	No activity	11	Log out the approved Certification to the Records Section	NONE	20 minutes	Administrative Assistant III



12	Receives the documents	12	Releases the Certification	NONE	10 minutes	Clerk III
END OF TRANSACTION					1 day, 5 hours and 15 minutes	



13. ISSUANCE / AMENDMENT OF CERTIFICATE OF DELETION

Ships registered under the Philippine flag shall be issued a Certificate of Deletion from the Philippine Registry per MARINA Memorandum Circular No. OS-2023-01.

Office/Division:	MARINA NCR/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. Original Letter of application signed by the officer of the company or its authorized representative – 1 copy		Applicant				
2. Original/Photocopy of registered owner’s consent to the deletion – 1 copy		Applicant				
3. Photocopy of full payment of 4.5% withholding tax – 1 copy		Applicant				
4. For re-deletion: Original of registered owner’s consent to the postponement of deletion – 1 copy		Applicant				
5. For owned ship: Original 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 MARINA-NCR 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	MIDS I, MIDS II, Senior MIDS
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 logs it in the summary of emails		10 minutes	Administrative Assistant III



2	No activity	2	<i>IF COMPLETE:</i> Issues Authority to Accept Payment (ATAP)		30 minutes	MIDS I, MIDS II, Senior MIDS
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		Accepts the Payment and issues Official Receipt		20 minutes	Administrative Officer III / Clerk III
4	Proceeds to the Records Section and present OR together with application documents.		Receives and logs the application and forward to the concerned Section.	NONE	30 minutes	Administrative Assistant III
5	No activity		Assigns the application to the evaluator	NONE	5 minutes	Supervising MIDS
6	No activity		Evaluates the application in accordance to applicable rules and regulations	NONE	4 hours	MIDS I, MIDS II, Senior MIDS
7	<i>IF FOUND DEFICIENT:</i> complies with the deficiency within the given deadline.		<i>IF FOUND DEFICIENT:</i> Informs the applicant of the deficiencies and determines the deadline of compliance.	NONE	1 hour	MIDS I, MIDS II, Senior MIDS
8	No activity		Prepares/Draft Certification	NONE	1 hour	MIDS I, MIDS II, Senior MIDS
9	No activity		Reviews draft Certification	NONE	1 hour	Supervising MIDS
10	No activity		Verifies the accuracy of evaluation, signs the Certification	NONE	1 hour	Regional Director
11	No activity		Log out the approved Certification to the Records Section	NONE	20 minutes	Administrative Assistant III
12	Receives the documents		Releases the Certification	NONE	10 minutes	Clerk III
END OF TRANSACTION					1 day, 5 hours and 15 minutes	



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

Office/Division:	MARINA NCR/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. 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 - 1 copy		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 - 1 copy		Applicant		
4. The proposed General Arrangement and Capacity Plans, as approved by recognized classification society - 1 copy		Applicant		
5. Proposed vessel's specification - 1 copy		Applicant		
6. 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 - 1 copy		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING	PERSON



					TIME	RESPONSIBLE
1	Proceed to Overseas Shipping Section (OSS) of MARINA-NCR 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	MIDS I, MIDS II, Senior MIDS
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 logs it in the summary of emails		10 minutes	Administrative Assistant III
2	No activity	2	<i>IF COMPLETE:</i> Issues Authority to Accept Payment (ATAP)		30 minutes	MIDS I, MIDS II, Senior MIDS
2.1	IF INCOMPLETE: 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		Accepts the Payment and issues Official Receipt		20 minutes	Administrative Officer III / Clerk III
4	Proceeds to the Records Section and present OR together with application documents.		Receives and logs the application and forward to the concerned Section.	NONE	30 minutes	Administrative Assistant III
5	No activity		Assigns the application to the evaluator	NONE	5 minutes	Supervising MIDS



6	No activity		Evaluates the application in accordance to applicable rules and regulations	NONE	4 hours	MIDS I, MIDS II, Senior MIDS
7	IF FOUND DEFICIENT: complies with the deficiency within the given deadline.		<i>IF FOUND DEFICIENT:</i> Informs the applicant of the deficiencies and determines the deadline of compliance.	NONE	1 hour	MIDS I, MIDS II, Senior MIDS
8	No activity		Prepares/Draft Certification	NONE	1 hour	MIDS I, MIDS II, Senior MIDS
9	No activity		Reviews draft Certification	NONE	1 hour	Supervising MIDS
10	No activity		Verifies the accuracy of evaluation, signs the Certification	NONE	1 hour	Regional Director
11	No activity		Log out the approved Certification to the Records Section	NONE	20 minutes	Administrative Assistant III
12	Receives the documents		Releases the Certification	NONE	10 minutes	Clerk III
END OF TRANSACTION					1 day, 5 hours and 15 minutes	



15. 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 NCR/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. Original Letter of application signed by the officer of the company or its authorized representative - 1 copy			Applicant			
2. For full term issuance: Photocopy of protocol of delivery and acceptance - 1 copy			Applicant			
3. For amendment: photocopy from Recognized Organization ship's particular or details - 1 copy			Applicant			
4. For domestic ship with approved Special Permit to trade for international voyage: photocopy of List of Crew list indicating therein the names of the crew, their respective ranks/position and the STCW Certificate/Certificate of Competency - 1 copy			Applicant			
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceed to Overseas Shipping Section (OSS) of MARINA-NCR and submit application with complete documentary requirements	1	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.	Interim/re-issuance/ amendment/ Special Permit MSMC: P2,500.00 plus documentary stamp/document	1 hour	MIDS I, MIDS II, Senior MIDS
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 logs it in the summary of emails		10 minutes	Administrative Assistant III



2	No activity	2	<i>IF COMPLETE:</i> Issues Authority to Accept Payment (ATAP)	Re--issuance for compliance to new IMO regulations: P875.00 plus documentary stamp/document Full term: P12,500.00 plus documentary stamp/document	30 minutes	MIDS I, MIDS II, Senior MIDS
2.1	<i>IF INCOMPLETE:</i> Comply with the deficiencies.	2.1	<i>IF INCOMPLETE:</i> Informs the Applicant of the lacking requirements		20 minutes	Administrative Officer III / Clerk III
3	Pays the corresponding fees stipulated in the ATAP	3	Accepts the Payment and issues Official Receipt	NONE	30 minutes	Administrative Assistant III
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.	NONE	5 minutes	Supervising MIDS
5	No activity	5	Assigns the application to the evaluator	NONE	4 hours	MIDS I, MIDS II, Senior MIDS
6	No activity	6	Evaluates the application in accordance to applicable rules and regulations	NONE	1 hour	MIDS I, MIDS II, Senior MIDS
7	<i>IF FOUND DEFICIENT:</i> complies with the deficiency within the given deadline.	7	<i>IF FOUND DEFICIENT:</i> Informs the applicant of the deficiencies and determines the deadline of compliance.	NONE		



8	No activity	8	Prepares/Draft Certification	NONE	1 hour	MIDS I, MIDS II, Senior MIDS
9	No activity	9	Reviews draft Certification	NONE	1 hour	Supervising MIDS
10	No activity	10	Verifies the accuracy of evaluation, signs the Certification	NONE	1 hour	Regional Director
11	No activity	11	Log out the approved Certification to the Records Section	NONE	20 minutes	Administrative Assistant III
12	Receives the documents	12	Releases the Certification	NONE	10 minutes	Clerk III
END OF TRANSACTION					1 day, 5 hours and 15 minutes	



16. 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 NCR/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. Original 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 MARINA-NCR 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	MIDS I, MIDS II, Senior MIDS
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 logs it in the summary of emails		10 minutes	Administrative Assistant III



2	No activity	2	<i>IF COMPLETE:</i> Issues Authority to Accept Payment (ATAP)		30 minutes	MIDS I, MIDS II, Senior MIDS
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		Accepts the Payment and issues Official Receipt		20 minutes	Administrative Officer III / Clerk III
4	Proceeds to the Records Section and present OR together with application documents.		Receives and logs the application and forward to the concerned Section.	NONE	30 minutes	Administrative Assistant III
5	No activity		Assigns the application to the evaluator	NONE	5 minutes	Supervising MIDS
6	No activity		Evaluates the application in accordance to applicable rules and regulations	NONE	4 hours	MIDS I, MIDS II, Senior MIDS
7	<i>IF FOUND DEFICIENT:</i> complies with the deficiency within the given deadline.		<i>IF FOUND DEFICIENT:</i> Informs the applicant of the deficiencies and determines the deadline of compliance.	NONE	1 hour	MIDS I, MIDS II, Senior MIDS
8	No activity		Prepares/Draft Certification	NONE	1 hour	MIDS I, MIDS II, Senior MIDS
9	No activity		Reviews draft Certification	NONE	1 hour	Supervising MIDS
10	No activity		Verifies the accuracy of evaluation, signs the Certification	NONE	1 hour	Regional Director



11	No activity		Log out the approved Certification to the Records Section	NONE	20 minutes	Administrative Assistant III
12	Receives the documents		Releases the Certification	NONE	10 minutes	Clerk III
END OF TRANSACTION					Total SPT: 1 day, 5 hours and 15 minutes	



17. RESERVATION OF SHIP'S NAME

Office/Division:		MARINA NCR/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. Original 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 MARINA-NCR 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	MIDS I, MIDS II, Senior MIDS
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 logs it in the summary of emails		10 minutes	Administrative Assistant III
2	No activity	2	IF COMPLETE: Issues Authority to Accept Payment (ATAP)		30 minutes	MIDS I, MIDS II, Senior MIDS
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		20 minutes	Administrative Officer III / Clerk III



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.	NONE	30 minutes	Administrative Assistant III
5	No activity	5	Assigns the application to the evaluator	NONE	5 minutes	Supervising MIDS
6	No activity	6	Evaluates the application in accordance to applicable rules and regulations	NONE	4 hours	MIDS I, MIDS II, Senior MIDS
7	IF FOUND DEFICIENT: complies with the deficiency within the given deadline.	7	<i>IF FOUND DEFICIENT:</i> Informs the applicant of the deficiencies and determines the deadline of compliance.	NONE	1 hour	MIDS I, MIDS II, Senior MIDS
8	No activity	8	Prepares/Draft Certification	NONE	1 hour	MIDS I, MIDS II, Senior MIDS
9	No activity	9	Reviews draft Certification	NONE	1 hour	Supervising MIDS
10	No activity	10	Verifies the accuracy of evaluation, signs the Certification	NONE	1 hour	Regional Director
11	No activity	11	Log out the approved Certification to the Records Section	NONE	20 minutes	Administrative Assistant III
12	Receives the documents	12	Releases the Certification	NONE	10 minutes	Clerk III
END OF TRANSACTION					1 day, 5 hours and 15 minutes	



18. CHANGE OF REGISTERED OWNER

Office/Division:	MARINA NCR/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. Original Letter of application signed by the officer of the company or its authorized representative - 1 copy			Applicant			
2. Original /photocopy of Addendum to the charter contract - 1 copy			Applicant			
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceed to Overseas Shipping Section (OSS) of MARINA-NCR and submit application with complete documentary requirements	1	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.	Php 2,500/ship plus documentary stamp/document	1 hour	MIDS I, MIDS II, Senior MIDS
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 logs it in the summary of emails		10 minutes	Administrative Assistant III
2	No activity	2	<i>IF COMPLETE:</i> Issues Authority to Accept Payment (ATAP)		30 minutes	MIDS I, MIDS II, Senior MIDS
2.1	IF INCOMPLETE: 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		20 minutes	Administrative Officer III / Clerk III



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.	NONE	30 minutes	Administrative Assistant III
5	No activity	5	Assigns the application to the evaluator	NONE	5 minutes	Supervising MIDS
6	No activity	6	Evaluates the application in accordance to applicable rules and regulations	NONE	4 hours	MIDS I, MIDS II, Senior MIDS
7	IF FOUND DEFICIENT: complies with the deficiency within the given deadline.	7	<i>IF FOUND DEFICIENT:</i> Informs the applicant of the deficiencies and determines the deadline of compliance.	NONE	1 hour	MIDS I, MIDS II, Senior MIDS
8	No activity	8	Prepares/Draft Certification	NONE	1 hour	MIDS I, MIDS II, Senior MIDS
9	No activity	9	Reviews draft Certification	NONE	1 hour	Supervising MIDS
10	No activity	10	Verifies the accuracy of evaluation, signs the Certification	NONE	1 hour	Regional Director
11	No activity	11	Log out the approved Certification to the Records Section	NONE	20 minutes	Administrative Assistant III
12	Receives the documents	12	Releases the Certification	NONE	10 minutes	Clerk III
END OF TRANSACTION					1 day, 5 hours and 15 minutes	



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

Office/Division:		MARINA NCR/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. Original Letter of application signed by the officer of the company or its authorized representative - 1 copy			Applicant			
2. Photocopy of valid Certificate of Vessel Registry (Patente) - 1 copy			Applicant			
3. Photocopy 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) - 1 copy			Applicant			
4. Photocopy of Memorandum of Agreement executed by and between the parties concerned Copy of Loan Agreement, if any - 1 copy			Applicant			
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceed to Overseas Shipping Section (OSS) of MARINA-NCR 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	MIDS I, MIDS II, Senior MIDS
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 logs it in the summary of emails		10 minutes	Administrative Assistant III



2	No activity	2	<i>IF COMPLETE:</i> Issues Authority to Accept Payment (ATAP)		30 minutes	MIDS I, MIDS II, Senior MIDS
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		Accepts the Payment and issues Official Receipt		20 minutes	Administrative Officer III / Clerk III
4	Proceeds to the Records Section and present OR together with application documents.		Receives and logs the application and forward to the concerned Section.	NONE	30 minutes	Administrative Assistant III
5	No activity		Assigns the application to the evaluator	NONE	5 minutes	Supervising MIDS
6	No activity		Evaluates the application in accordance to applicable rules and regulations	NONE	4 hours	MIDS I, MIDS II, Senior MIDS
7	<i>IF FOUND DEFICIENT:</i> complies with the deficiency within the given deadline.		<i>IF FOUND DEFICIENT:</i> Informs the applicant of the deficiencies and determines the deadline of compliance.	NONE	1 hour	MIDS I, MIDS II, Senior MIDS
8	No activity		Prepares/Draft Certification	NONE	1 hour	MIDS I, MIDS II, Senior MIDS
9	No activity		Reviews draft Certification	NONE	1 hour	Supervising MIDS
10	No activity		Verifies the accuracy of evaluation, signs the Certification	NONE	1 hour	Regional Director
11	No activity		Log out the approved Certification to the Records Section	NONE	20 minutes	Administrative Assistant III
12	Receives the documents		Releases the Certification	NONE	10 minutes	Clerk III
END OF TRANSACTION					1 day, 5 hours and 15 minutes	



20. 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 NCR/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. Original Letter of application signed by the officer of the company or its authorized representative - 1 copy			Applicant			
2. For registration of cautionary notice: Photocopy of mortgage contract - 1 copy			Applicant			
3. For cancellation of cautionary notice: Photocopy of Discharge of mortgage of ships/other relevant documents - 1 copy			Applicant			
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceed to Overseas Shipping Section (OSS) of MARINA-NCR 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	MIDS I, MIDS II, Senior MIDS
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 logs it in the summary of emails		10 minutes	Administrative Assistant III
2	No activity	2	<i>IF COMPLETE:</i> Issues Authority to Accept Payment (ATAP)		30 minutes	MIDS I, MIDS II, Senior MIDS
2.1	IF INCOMPLETE: 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		Accepts the Payment and issues Official Receipt	Cancellation of mortgage: P500 plus documentary stamp/document	20 minutes	Administrative Officer III / Clerk III
4	Proceeds to the Records Section and present OR together with application documents.		Receives and logs the application and forward to the concerned Section.	NONE	30 minutes	Administrative Assistant III
5	No activity		Assigns the application to the evaluator	NONE	5 minutes	Supervising MIDS
6	No activity		Evaluates the application in accordance to applicable rules and regulations	NONE	4 hours	MIDS I, MIDS II, Senior MIDS
7	IF FOUND DEFICIENT: complies with the deficiency within the given deadline.		<i>IF FOUND DEFICIENT:</i> Informs the applicant of the deficiencies and determines the deadline of compliance.	NONE	1 hour	MIDS I, MIDS II, Senior MIDS
8	No activity		Prepares/Draft Certification	NONE	1 hour	MIDS I, MIDS II, Senior MIDS
9	No activity		Reviews draft Certification	NONE	1 hour	Supervising MIDS
10	No activity		Verifies the accuracy of evaluation, signs the Certification	NONE	1 hour	Regional Director
11	No activity		Log out the approved Certification to the Records Section	NONE	20 minutes	Administrative Assistant III
12	Receives the documents		Releases the Certification	NONE	10 minutes	Clerk III
END OF TRANSACTION					1 day, 5 hours and 15 minutes	



21. 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 NCR/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. Original Letter of application signed by the officer of the company or its authorized representative - 1 copy			Applicant			
2. Photocop of Proof that the ship has been offered for sale to Philippine shipping enterprises through the shipping associations for at least sixty (60) days - 1 copy			Applicant			
3. For cancellation of cautionary notice: Photocopy Discharge of mortgage of ships/other relevant documents - 1 copy			Applicant			
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceed to Overseas Shipping Section (OSS) of MARINA-NCR 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	MIDS I, MIDS II, Senior MIDS
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 logs it in the summary of emails		10 minutes	Administrative Assistant III



2	No activity	2	<i>IF COMPLETE:</i> Issues Authority to Accept Payment (ATAP)		30 minutes	MIDS I, MIDS II, Senior MIDS
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		Accepts the Payment and issues Official Receipt		20 minutes	Administrative Officer III / Clerk III
4	Proceeds to the Records Section and present OR together with application documents.		Receives and logs the application and forward to the concerned Section.	NONE	30 minutes	Administrative Assistant III
5	No activity		Assigns the application to the evaluator	NONE	5 minutes	Supervising MIDS
6	No activity		Evaluates the application in accordance to applicable rules and regulations	NONE	4 hours	MIDS I, MIDS II, Senior MIDS
7	<i>IF FOUND DEFICIENT:</i> complies with the deficiency within the given deadline.		<i>IF FOUND DEFICIENT:</i> Informs the applicant of the deficiencies and determines the deadline of compliance.	NONE	1 hour	MIDS I, MIDS II, Senior MIDS
8	No activity		Prepares/Draft Certification	NONE	1 hour	MIDS I, MIDS II, Senior MIDS
9	No activity		Reviews draft Certification	NONE	1 hour	Supervising MIDS
10	No activity		Verifies the accuracy of evaluation, signs the Certification	NONE	1 hour	Regional Director
11	No activity		Log out the approved Certification to the Records Section	NONE	20 minutes	Administrative Assistant III
12	Receives the documents		Releases the Certification	NONE	10 minutes	Clerk III
END OF TRANSACTION					1 day, 5 hours and 15 minutes	



22. 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 NCR/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			
3. Original Letter of application signed by the officer of the company or its authorized representative - 1 copy			Applicant			
4. Original /photocopy of Other relevant documents (if necessary) - 1 copy			Applicant			
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceed to Overseas Shipping Section (OSS) of MARINA-NCR 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	MIDS I, MIDS II, Senior MIDS
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 logs it in the summary of emails		10 minutes	Administrative Assistant III
2	No activity	2	IF COMPLETE: Issues Authority to Accept Payment (ATAP)		30 minutes	MIDS I, MIDS II, Senior MIDS
2.1	IF INCOMPLETE: Comply with the deficiencies.	2.1	IF INCOMPLETE: Informs the Applicant of the lacking requirements		20 minutes	Administrative Officer III / Clerk III
3	Pays the corresponding fees stipulated in the ATAP		Accepts the Payment and issues Official Receipt			



4	Proceeds to the Records Section and present OR together with application documents.		Receives and logs the application and forward to the concerned Section.	NONE	30 minutes	Administrative Assistant III
5	No activity		Assigns the application to the evaluator	NONE	5 minutes	Supervising MIDS
6	No activity		Evaluates the application in accordance to applicable rules and regulations	NONE	4 hours	MIDS I, MIDS II, Senior MIDS
7	IF FOUND DEFICIENT: complies with the deficiency within the given deadline.		<i>IF FOUND DEFICIENT:</i> Informs the applicant of the deficiencies and determines the deadline of compliance.	NONE	1 hour	MIDS I, MIDS II, Senior MIDS
8	No activity		Prepares/Draft Certification	NONE	1 hour	MIDS I, MIDS II, Senior MIDS
9	No activity		Reviews draft Certification	NONE	1 hour	Supervising MIDS
10	No activity		Verifies the accuracy of evaluation, signs the Certification	NONE	1 hour	Regional Director
11	No activity		Log out the approved Certification to the Records Section	NONE	20 minutes	Administrative Assistant III
12	Receives the documents		Releases the Certification	NONE	10 minutes	Clerk III
END OF TRANSACTION					1 day, 5 hours and 15 minutes	



23. 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 NCR/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. Original Letter of application signed by the officer of the company or its authorized representative	Applicant
	2. Photocopy of company registration/Articles of Incorporation and By-Laws issued/Memorandum and Articles of Partnership issued by the Securities and Exchange Commission	Applicant
	3. Photocopy of Quality Assurance Certification issued by a certifying body acceptable to the Administration	Applicant
	4. Photocopy Directory of officers, auditors, surveyors or officials showing their competence and qualifications	Applicant
	5. Photocopy 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. Photocopy of 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	Applicant
	7. Original recommendation from MSS-NCR based on the result of Inspection / Audit Report	MSS-NCR



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceed to Overseas Shipping Section (OSS) of MARINA-NCR 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	MIDS I, MIDS II, Senior MIDS
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 logs it in the summary of emails		10 minutes	Administrative Assistant III
2	No activity	2	<i>IF COMPLETE:</i> Issues Authority to Accept Payment (ATAP)		30 minutes	MIDS I, MIDS II, Senior MIDS
2.1	IF INCOMPLETE: Comply with the deficiencies.	2.1	<i>IF INCOMPLETE:</i> Informs the Applicant of the lacking requirements	20 minutes	Administrative Officer III / Clerk III	
3	Pays the corresponding fees stipulated in the ATAP	3	Accepts the Payment and issues Official Receipt	NONE	30 minutes	Administrative Assistant III
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.	NONE	5 minutes	Supervising MIDS
5	No activity	5	Assigns the application to the evaluator	NONE	4 hours	MIDS I, MIDS II, Senior MIDS
6	No activity	6	Evaluates the application in accordance to applicable rules and regulations	NONE		



7	IF FOUND DEFICIENT: complies with the deficiency within the given deadline.	7	<i>IF FOUND DEFICIENT:</i> Informs the applicant of the deficiencies and determines the deadline of compliance.	NONE	1 hour	MIDS I, MIDS II, Senior MIDS
8	No activity	8	Prepares/Draft Certification	NONE	1 hour	MIDS I, MIDS II, Senior MIDS
9	No activity	9	Reviews draft Certification	NONE	1 hour	Supervising MIDS
10	No activity	10	Verifies the accuracy of evaluation, signs the Certification	NONE	1 hour	Regional Director
11	No activity	11	Log out the approved Certification to the Records Section	NONE	20 minutes	Administrative Assistant III
12	Receives the documents	12	Releases the Certification	NONE	10 minutes	Clerk III
END OF TRANSACTION					1 day, 5 hours and 15 minutes	



24. LETTER/ENDORSEMENT TO UKMTO RE: PASSING OF PHILIPPINE REGISTERED OVERSEAS SHIPS TO HIGH RISK AREAS

Office/Division:		MARINA NCR/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. Original 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 MARINA-NCR and submit application with complete documentary requirements	1	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.	NONE	1 hour	MIDS I, MIDS II, Senior MIDS
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 logs it in the summary of emails		10 minutes	Administrative Assistant III
2	Proceeds to the Records Section and present OR together with application documents.	2	Receives and logs the application and forward to the concerned Section.	NONE	10 minutes	Administrative Assistant III
3	No activity	3	Assigns the application to the evaluator	NONE	5 minutes	Supervising MIDS
4	No activity	4	Evaluates the application in accordance to applicable rules and regulations	NONE	4 hours	MIDS I, MIDS II, Senior MIDS



5	IF FOUND DEFICIENT: complies with the deficiency within the given deadline.	5	<i>IF FOUND DEFICIENT:</i> Informs the applicant of the deficiencies and determines the deadline of compliance.	NONE	1 hour	MIDS I, MIDS II, Senior MIDS
6	No activity	6	Prepares/Draft Certification	NONE	1 hour	MIDS I, MIDS II, Senior MIDS
7	No activity	7	Reviews draft Certification	NONE	1 hour	Supervising MIDS
8	No activity	8	Verifies the accuracy of evaluation, signs the Certification	NONE	1 hour	Regional Director
9	No activity	9	Log out the approved Certification to the Records Section	NONE	20 minutes	Administrative Assistant III
10	Receives the documents	10	Releases the Certification	NONE	10 minutes	Clerk III
END OF TRANSACTION					1 day and 4 hours	



25. LETTER APPROVAL FOR CREW CHANGE PLAN

Office/Division:	MARINA NCR/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. Original 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 MARINA-NCR and submit application with complete documentary requirements	1	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.	NONE	1 hour	MIDS I, MIDS II, Senior MIDS
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 logs it in the summary of emails		10 minutes	Administrative Assistant III
2	Proceeds to the Records Section and present OR together with application documents.	2	Receives and logs the application and forward to the concerned Section.	NONE	10 minutes	Administrative Assistant III
3	No activity	3	Assigns the application to the evaluator	NONE	5 minutes	Supervising MIDS
4	No activity	4	Evaluates the application in accordance to applicable rules and regulations	NONE	4 hours	MIDS I, MIDS II, Senior MIDS



5	IF FOUND DEFICIENT: complies with the deficiency within the given deadline.	5	<i>IF FOUND DEFICIENT:</i> Informs the applicant of the deficiencies and determines the deadline of compliance.	NONE	1 hour	MIDS I, MIDS II, Senior MIDS
6	No activity	6	Prepares/Draft Certification	NONE	1 hour	MIDS I, MIDS II, Senior MIDS
7	No activity	7	Reviews draft Certification	NONE	1 hour	Supervising MIDS
8	No activity	8	Verifies the accuracy of evaluation, signs the Certification	NONE	1 hour	Regional Director
9	No activity	9	Log out the approved Certification to the Records Section	NONE	20 minutes	Administrative Assistant III
10	Receives the documents	10	Releases the Certification	NONE	10 minutes	Clerk III
END OF TRANSACTION					1 day and 4 hours	



26. LETTER CONSENT TO THE SALE OF THE PHILIPPINE REGISTERED OVERSEAS SHIP

Office/Division:	MARINA NCR/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. Original 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 MARINA-NCR and submit application with complete documentary requirements	1	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.	NONE	1 hour	MIDS I, MIDS II, Senior MIDS
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 logs it in the summary of emails		10 minutes	Administrative Assistant III
2	Proceeds to the Records Section and present OR together with application documents.	2	Receives and logs the application and forward to the concerned Section.	NONE	10 minutes	Administrative Assistant III
3	No activity	3	Assigns the application to the evaluator	NONE	5 minutes	Supervising MIDS



4	No activity	4	Evaluates the application in accordance to applicable rules and regulations	NONE	4 hours	MIDS I, MIDS II, Senior MIDS
5	IF FOUND DEFICIENT: complies with the deficiency within the given deadline.	5	<i>IF FOUND DEFICIENT:</i> Informs the applicant of the deficiencies and determines the deadline of compliance.	NONE	1 hour	MIDS I, MIDS II, Senior MIDS
6	No activity	6	Prepares/Draft Certification	NONE	1 hour	MIDS I, MIDS II, Senior MIDS
7	No activity	7	Reviews draft Certification	NONE	1 hour	Supervising MIDS
8	No activity	8	Verifies the accuracy of evaluation, signs the Certification	NONE	1 hour	Regional Director
9	No activity	9	Log out the approved Certification to the Records Section	NONE	20 minutes	Administrative Assistant III
10	Receives the documents	10	Releases the Certification	NONE	10 minutes	Clerk III
END OF TRANSACTION					1 day and 4 hours	



27. LETTER APPROVAL FOR THE DESIGNATED PERSON ASHORE AND COMPANY SECURITY OFFICER

Office/Division:	MARINA NCR/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. Original 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 MARINA-NCR and submit application with complete documentary requirements	1	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.	NONE	1 hour	MIDS I, MIDS II, Senior MIDS
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 logs it in the summary of emails		10 minutes	Administrative Assistant III
2	Proceeds to the Records Section and present OR together with application documents.	2	Receives and logs the application and forward to the concerned Section.	NONE	10 minutes	Administrative Assistant III
3	No activity	3	Assigns the application to the evaluator	NONE	5 minutes	Supervising MIDS



4	No activity	4	Evaluates the application in accordance to applicable rules and regulations	NONE	4 hours	MIDS I, MIDS II, Senior MIDS
5	IF FOUND DEFICIENT: complies with the deficiency within the given deadline.	5	<i>IF FOUND DEFICIENT:</i> Informs the applicant of the deficiencies and determines the deadline of compliance.	NONE	1 hour	MIDS I, MIDS II, Senior MIDS
6	No activity	6	Prepares/Draft Certification	NONE	1 hour	MIDS I, MIDS II, Senior MIDS
7	No activity	7	Reviews draft Certification	NONE	1 hour	Supervising MIDS
8	No activity	8	Verifies the accuracy of evaluation, signs the Certification	NONE	1 hour	Regional Director
9	No activity	9	Log out the approved Certification to the Records Section	NONE	20 minutes	Administrative Assistant III
10	Receives the documents	10	Releases the Certification	NONE	10 minutes	Clerk III
END OF TRANSACTION					1 day and 4 hours	



28. LETTER CONSENT TO THE REGISTRATION OF SHIP UNDER PHILIPPINE FLAG

Office/Division:	MARINA NCR/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 and who intends to acquire ships through bareboat charter					
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE			
1. Original Letter of application signed by the officer of the company or its authorized representative - 1 copy			Applicant Applicant			
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceed to Overseas Shipping Section (OSS) of MARINA-NCR and submit application with complete documentary requirements	1	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.	PHP2,000.00 +PHP30.00 (documentary stamp /document)	1 hour	MIDS I, MIDS II, Senior MIDS
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 logs it in the summary of emails		10 minutes	Administrative Assistant III
2	No activity	2	<i>IF COMPLETE:</i> Issues Authority to Accept Payment (ATAP)		30 minutes	MIDS I, MIDS II, Senior MIDS
2.1	IF INCOMPLETE: Comply with the deficiencies.	2.1	<i>IF INCOMPLETE:</i> Informs the Applicant of the lacking requirements		20 minutes	Administrative Officer III /
3	Pays the corresponding fees stipulated in the ATAP		Accepts the Payment and issues Official Receipt			



						Clerk III
4	Proceeds to the Records Section and present OR together with application documents.		Receives and logs the application and forward to the concerned Section.	NONE	30 minutes	Administrative Assistant III
5	No activity		Assigns the application to the evaluator	NONE	5 minutes	Supervising MIDS
6	No activity		Evaluates the application in accordance to applicable rules and regulations	NONE	4 hours	MIDS I, MIDS II, Senior MIDS
7	IF FOUND DEFICIENT: complies with the deficiency within the given deadline.		<i>IF FOUND DEFICIENT:</i> Informs the applicant of the deficiencies and determines the deadline of compliance.	NONE	1 hour	MIDS I, MIDS II, Senior MIDS
8	No activity		Prepares/Draft Certification	NONE	1 hour	MIDS I, MIDS II, Senior MIDS
9	No activity		Reviews draft Certification	NONE	1 hour	Supervising MIDS
10	No activity		Verifies the accuracy of evaluation, signs the Certification	NONE	1 hour	Regional Director
11	No activity		Log out the approved Certification to the Records Section	NONE	20 minutes	Administrative Assistant III
12	Receives the documents		Releases the Certification	NONE	10 minutes	Clerk III
END OF TRANSACTION					1 day, 5 hours and 15 minutes	



PART III: MARINA REGIONAL OFFICE (MRO) – NATIONAL CAPITAL REGION (NCR)

A. MRO - DOMESTIC SHIPPING SECTION

A.1. ISSUANCE OF CERTIFICATE OF ACCREDITATION AS A DOMESTIC SHIPPING ENTERPRISE OR OTHER MARITIME ENTERPRISE

All corporations, and enterprises/entities, either Filipino or foreign national, whether natural or juridical, authorized by law to transport passengers and/or cargoes 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, shall be required to secure accreditation under MARINA Memorandum Circular (MC) No. DS-2023-03, which shall serve as a prerequisite to the grant of permits, licenses, authorities, financial assistance, loan and incentives presently administered or to be administered, and for any endorsements that may be issued as required by other concerned government agencies.

While all persons, corporations, firms and other entities engaged or shall engage in maritime industry-related businesses, which may include ship management, ship agency, multimodal transport operation and any other similar enterprise which activities consist of representing within the Philippines, as an agent, the business interests of one or more shipping line or shipping companies. It shall also include ship husbanding, ship chandling, manning, and companies engaged in importation and trading accessory boats, recreational boats and marine spare parts, and other similar enterprises shall be required to secure accreditation under MARINA Memorandum Circular (MC) No. DS-2020-02.

Office/Division:	MARINA Regional Offices / Domestic Shipping Section (MRO-DSS)
Classification:	Simple Transaction
Type of Transaction:	G2B - Government to Business Entities G2C - Government to Citizen
Who may avail:	Shipping Companies/ Ship Owners/Operators/ Charterers/ Ship Managers/ Ship Agencies/ Ship Chandlers and etc.



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ol style="list-style-type: none"> 1. One (1) Original Letter-Application 2. Proof of Identity <ol style="list-style-type: none"> a. For Corporation <ul style="list-style-type: none"> - One (1) Photocopy of Certificate Incorporation with Articles of Incorporation and By-Laws; or - One (1) Photocopy Certificate of Filing of Amended Articles of Incorporation with Amended Articles of Incorporation and By-Laws b. For Partnership <ul style="list-style-type: none"> - One (1) Photocopy of Certificate of Partnership with Articles of Partnership and By-Laws; or - One (1) Photocopy of Certificate of Filing of Amended Articles of Partnership with Amended Articles of Partnership and By-Laws c. For Cooperative <ul style="list-style-type: none"> - One (1) Photocopy of Certificate of Registration with Articles of Cooperation and By-Laws d. For Single Proprietorship <ul style="list-style-type: none"> - One (1) Photocopy Certificate of Business Name Registration 3. One (1) Copy of List of directors/partners and principal officers with their respective position/designation 4. One (1) Copy of Bio-data of principal officers/ owner(with picture reflecting their experience related to their main line of business) 5. One (1) Copy of Employment Permit issued by DOLE (if foreign national) 6. Proof of Capitalization Requirement <ol style="list-style-type: none"> a. For corporation, partnership and cooperatives <ul style="list-style-type: none"> - One (1) Photocopy of Articles of Incorporation/Partnership/Cooperation; or - One (1) Photocopy of Latest Audited Financial Statements 	<p>Applicant</p> <p>Securities and Exchange Commission (SEC)</p> <p>Securities and Exchange Commission (SEC)</p> <p>Securities and Exchange Commission (SEC)</p> <p>Securities and Exchange Commission (SEC)</p> <p>Cooperative Development Authority (CDA)</p> <p>Department of Trade and Industry (DTI)</p> <p>Applicant</p> <p>Applicant</p> <p>Department of Labor and Employment (DOLE)</p> <p>Applicant</p>



b. For Single Proprietorship - One (1) Photocopy of Latest Audited Financial Statements; or - One (1) Original Bank Statement/Bank Certification c. For Motorbanca Owners/Operators - One (1) Copy of Beginning Balance Sheet and Projected Income Statement for a period of one (1) year; or - One (1) Photocopy of Latest Notarized Annual Report 7. Copy of Certificate of Ownership (CO) and/or Certificate of Philippine Registry (CPR) (for shipowners/operators applying for accreditation under MC No. DS-2023-03)		MARINA Regional Office (MRO)				
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Proceed to the Domestic Shipping Section-MRO (DSS-MRO) and submit application with complete documentary requirements	1	Screen the application and check completeness and authenticity of submitted documentary requirements.	<u>Accreditation under MC No. DS-2023-03</u> Corporation - P 10,300.00 Partnership - P 6,200.00 Cooperative - P 5,200.00 Single - P 900.00 Proprietorship <u>Accreditation under MC No. DS 2020-02</u> Corporation -	30 minutes	Senior MIDS
1.1	IF THRU EMAIL: Send application and complete documentary requirements (in PDF File) to the official email address of the DSS-MRO.	1.1	IF THRU EMAIL: Acknowledge receipt of email and forward the email to the Evaluator for screening. In case of incomplete submission, return the application and inform the applicant of the lacking documentary requirement(s).			



2.	Receive the ATAP	2.	In case of complete submission, issue Authority to Accept Payment (ATAP)	P 11,000.00 Partnership - P 11,000.00 Single - P 7,600.00 Proprietorship	15 minutes	Senior MIDS
3.	Pay the applicable fees and charges to the Clerk III / Administrative Assistant III	3.	Accept payment and issue Official Receipt	Re-issuance - P 2,800.00 of Certificate of Accreditation due to Change of Corporate/ Business Name	15 minutes	Clerk III / Administrative Assistant III
4.	Proceed to the Records Section and submit the application together with the complete documentary requirements and proof of payment (copy of ATAP with OR Number)	4.	Receive application, encode to the monitoring excel file, log-out and forward to the Domestic Shipping Section.	NONE	15 minutes	Clerk / Administrative Assistant III
5.	No Activity	5.	Receive the application, log-in to the logbook, encode to the monitoring excel file and forward to the Section Chief for assignment to the Evaluator	NONE	15 minutes	Administrative Assistant III III / Clerk III
6.	No activity	6.	Assign the application to the Evaluator	NONE	15 minutes	Section Chief (Supervising MIDS)



7.	No activity	7. 7.1	<ul style="list-style-type: none"> - Evaluate the application - Draft Letter-approval - Print draft Certificate of Accreditation - Submit to the Section Chief the Evaluation, draft letter-approval and draft Certificate of Accreditation for review/edit <p>IF WITH DEFICIENCY(IES):</p> <ul style="list-style-type: none"> - Draft a letter-reply to inform and require the applicant to submit/comply with the deficiency(ies) within the prescribed period. - Submit to the Section Chief the Evaluation and draft letter-reply for review/edit 	NONE	12 hours	Senior MIDS
8.	No activity	8. 8.1	<p>Review and edit the Evaluation, Draft Letter-Approval and Certificate of Accreditation and return to the Evaluator; or</p> <p>Review and edit the Evaluation and draft letter-reply to applicant and return to the Evaluator</p>	NONE	4 hours	Section Chief (Supervising MIDS)
9.	No activity	9	Finalize the Evaluation, Draft Letter-approval and Draft Certificate of Accreditation, and submit to the Section Chief for signature and initials; or	NONE	2 hours	Senior MIDS



		9.1	Finalize the Evaluation and draft letter-reply to applicant, and submit to the Section Chief for signature and initials			
10.	No activity	10.	Submit to the Regional Director the Evaluation, draft Letter-approval and draft Certificate of Accreditation for approval and signature; or	NONE	15 minutes	Section Chief (Supervising MIDS)
		10.1	Submit to the Regional Director the Evaluation and draft letter-reply for approval and signature			
11.	No activity	11.	Approve and sign the Draft Letter-approval and Certificate of Accreditation; or	NONE	4 hours	Regional Director
		11.1	Approve and sign the letter-reply to applicant			
12.	No Activity	12	Forward to the DSS the approved and signed Letter-Approval and Certificate of Accreditation for release to the Records Section; or	NONE	15 minutes	Administrative Assistant III III, ORD
		12.1	Forward to the DSS the approved and signed letter-reply to applicant for release to the Records Section			
13.	No Activity	13.	Log-out and forward to the Records Section the approved application for	NONE	15 minutes	Administrative Assistant III III / Clerk III



		13.1	release to the applicant; or Log-out and forward to the Records Section the approved and signed letter-reply for release to the applicant			
14.	Proceed to the Records Section and to receive the letter-approval and Certificate of Accreditation or the letter-reply	14. 14.1	Release to the applicant the letter-approval and Certificate of Accreditation; or Release to the applicant the letter-reply	NONE	30 minutes	Clerk / Administrative Assistant III
END OF TRANSACTION					24 working hours or 3 working days	



A.2. ISSUANCE OF LETTER-APPROVAL OF LOCAL SALE OF AN IMPORTED SHIP/ SALE AND/OR TRANSFER OF OWNERSHIP OF A PHILIPPINE-REGISTERED DOMESTIC SHIP NOT COVERED BY CERTIFICATE OF PUBLIC CONVENIENCE (CPC) AND LETTER-AUTHORITY TO SELL/EXPORT OF A PHILIPPINE REGISTERED DOMESTIC SHIP / LOCALLY CONSTRUCTED SHIP

Local sale of vessels acquired thru importation under MARINA Memorandum Circular No. 104 and other pertinent Circulars on ship acquisition of thru importation shall require prior MARINA approval. Similarly with the sale and/or transfer ownership of Philippine-registered domestic ships/vessels not covered by a Certificate of Public Convenience (CPC) pursuant to MARINA Circular No. 2013-02. While Section 12.h of PD 474 requires prior MARINA-approval or issuance of authority to sell/export a Philippine-registered domestic ship / locally constructed ship to foreign-owned or controlled corporations/enterprises.

Office/Division:	MARINA Regional Offices / Domestic Shipping Section (MRO-DSS)	
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
I. Local Sale of an Imported Ships 1. One (1) Original Letter-application 2. One (1) Photocopy of Letter-Authority to Import issued by MARINA 3. One (1) Original Clearance for Permanent Registration 4. One (1) Original notarized Deed of Absolute Sale/Bill of Sale 5. One (1) Original notarized Board Resolution/Secretary's Certificate (if corporation/ partnership/cooperative) 6. Copy Original notarized Special Power of Attorney (if single proprietorship/ individual owner)		Applicant Maritime Industry Authority (MARINA) Maritime Industry Authority (MARINA) Applicant Applicant Applicant



<p>II. Local Sale and/or Transfer of Ownership of a Philippine-registered Domestic Ship:</p> <ol style="list-style-type: none">1. One (1) Original Letter-application2. Proof of Transfer and Conveyance of Ownership (any of the following)<ul style="list-style-type: none">- One (1) Original notarized Deed of Absolute Sale; or- One (1) Original notarized Deed of Donation; or- One (1) Original notarized Extra-Judicial Settlement; or- One (1) Original Memorandum of Agreement (MOA)3. One (1) Original notarized Board Resolution/Secretary's Certificate/Special Power of Attorney designating the authorized representative/ signatory to any of the above-mentioned document (as applicable)4. One (1) Certified True Copy of CO and CPR5. One (1) Original Legal Clearance6. One (1) Original notarized Affidavit of Publication in a newspaper of general circulation7. If filing of application is thru authorized representative<ul style="list-style-type: none">- One (1) Original notarized Board Resolution/Secretary's Certificate for Corporation/Partnership/Cooperative; or- One (1) Original notarized Special Power of Attorney for Single Proprietorship and Individual Shipowner/operator <p>III. Authority to Export/Sell a Locally Constructed Ship or a Philippine-registered Domestic Ship</p> <ol style="list-style-type: none">1. One (1) Original Letter of Application2. One (1) Original notarized Memorandum of Agreement (MOA)/Deed of Absolute Sale (DOAS)/ Bill of Sale (BOS)	<p>Applicant Applicant</p> <p>Applicant</p> <p>Applicant Maritime Industry Authority (MARINA) Publishing Company</p> <p>Applicant</p> <p>Applicant Applicant</p>
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<ol style="list-style-type: none"> 3. One (1) Original notarized Board Resolution/Secretary's Certificate/Special Power of Attorney designating the authorized representative/ signatory to any of the above-mentioned document (as applicable) 4. One Certified True Copy of CO and CPR (for Philippine-registered domestic ship) 5. One (1) Original Copy of Legal Clearance (for Philippine-registered domestic ship) 6. If filing of application is thru authorized representative <ul style="list-style-type: none"> - One (1) Original notarized Board Resolution/Secretary's Certificate for Corporation/Partnership/Cooperative; or - One (1) Original notarized Special Power of Attorney for Single Proprietorship and Individual Shipowner/operator 	<p>Applicant</p> <p>Applicant</p> <p>Maritime Industry Authority (MARINA)</p> <p>Applicant</p>
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CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE					
1	<p>Proceed to the Domestic Shipping Section-MRO (DSS-MRO) and submit application with complete documentary requirements</p> <p>IF THRU EMAIL: Send application and complete documentary requirements (in PDF File) to the official email address of the DSS-</p>	1.1	<p>Screens application and checks completeness and authenticity of submitted documentary requirements.</p> <p>IF THRU EMAIL: Acknowledge receipt of email and forwards the email to the Evaluator for screening.</p>	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Imported Vessel</td> <td style="width: 50%;">P24,700.00/vessel</td> </tr> <tr> <td>Locally-Built Vessel</td> <td></td> </tr> <tr> <td>➤ Steel-hulled/ Aluminum-hulled/ Fiberglass-hulled or combination of both or any other type of hull</td> <td>P 7,800.00/vessel</td> </tr> </table>	Imported Vessel	P24,700.00/vessel	Locally-Built Vessel		➤ Steel-hulled/ Aluminum-hulled/ Fiberglass-hulled or combination of both or any other type of hull	P 7,800.00/vessel	30 minutes	Senior MIDS
Imported Vessel	P24,700.00/vessel											
Locally-Built Vessel												
➤ Steel-hulled/ Aluminum-hulled/ Fiberglass-hulled or combination of both or any other type of hull	P 7,800.00/vessel											



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE						
	MRO.	1.2	In case of incomplete submission, return the application and inform the applicant of the lacking documentary requirement(s).	<table border="1"> <tr> <td>➤ Wooden-hulled</td> <td></td> </tr> <tr> <td>Below 35 GT</td> <td>P 800.00/vessel</td> </tr> <tr> <td>35 GT and above</td> <td>P 3,100.00/vessel</td> </tr> </table>	➤ Wooden-hulled		Below 35 GT	P 800.00/vessel	35 GT and above	P 3,100.00/vessel			
➤ Wooden-hulled													
Below 35 GT	P 800.00/vessel												
35 GT and above	P 3,100.00/vessel												
2	Receive the ATAP	2	In case of complete submission, issue Authority to Accept Payment (ATAP)	Authority to Export	P 4,700.00/vessel	15 minutes	Senior MIDS						
3	Pay the applicable fees and charges to the Clerk III / Administrative Assistant III	3.	Accept payment and issue Official Receipt			15 minutes	Clerk III / Administrative Assistant III						
4	Proceed to the Records Section and submit the application together with the complete documentary requirements and proof of payment (copy of ATAP with OR Number)	4.	Receive application, encode to the monitoring excel file, log-out and forward to the Domestic Shipping Section.	NONE		15 minutes	Clerk / Administrative Assistant III						
5	No Activity	5.	Receive the application, log-in to the logbook, encode to the monitoring excel file and forward to the Section Chief for assignment to the	NONE		15 minutes	Administrative Assistant III III / Clerk III						



CLIENT STEPS		AGENCY ACTION		FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			Evaluator			
6	No Activity	6	Assign the application to the Evaluator	NONE	15 minutes	Section Chief (Supervising MIDS)
7	No Activity	7	<ul style="list-style-type: none"> - Evaluate the application - Draft Letter-approval - Submit to the Section the Evaluation and draft letter-approval for review/edit <p>IF WITH DEFICIENCY(IES):</p> <ul style="list-style-type: none"> - Draft a letter-reply to inform and require the applicant to submit/comply with the deficiency(ies) within the prescribed period - Submit to the Section Chief the Evaluation and draft letter-reply for review/edit 	NONE	16 hours	Senior MIDS
8	No Activity	8	Review and edit the Evaluation, and Draft Letter-Approval, and return to the Evaluator; or	NONE	12 hours	Section Chief (Supervising MIDS)



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		8.1	Review and edit the Evaluation and draft letter-reply to applicant, and return to the Evaluator			
9	No Activity	9	Finalize the Evaluation, draft Letter-approval, and submit to the Section Chief for signature and initials; or	NONE	2 hours	Senior MIDS
		9.1	Finalize the Evaluation and draft letter-reply to applicant, and submit to the Section Chief for signature and initials			
10	No Activity	10	Submit to the Regional Director the Evaluation and draft Letter-approval for approval and signature; or	NONE	15 minutes	Section Chief (Supervising MIDS)
		10.1	Submit to the Regional Director the Evaluation and draft letter-reply to applicant for approval and signature			
11	No Activity	11	Approve and sign the Draft Letter-approval; or	NONE	8 hours	Regional Director
		11.1	Approve and sign the letter-reply to applicant			



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
12	No Activity	12	Forward to the DSS the approved and signed letter approval for release to the Records Section; or	NONE	15 minutes	Administrative Assistant III, ORD
		12.1	Forward to the DSS the approved and signed letter-reply to applicant for release to the Records Section			
13	No Activity	13	Log-out and forward to the Records Section the approved application for release to the applicant; or	NONE	15 minutes	Administrative Assistant III / Clerk III
		13.1	Log-out and forward to the Records Section the approved and signed letter-reply for release to the applicant			
14	Proceed to the Records Section and to receive the letter-approval and Certificate of Accreditation or the letter-reply	14.	Release to the applicant the letter-approval; or	NONE	30 minutes	Clerk / Administrative Assistant III
		14.1	Release to the applicant the letter-reply			
END OF TRANSACTION					40 working hours or 5 working days	



A.3. ISSUANCE OF CERTIFICATE OF ACCREDITATION AS A DOMESTIC SHIPPING ENTERPRISE OR OTHER MARITIME ENTERPRISE

1. CERTIFICATE OF OWNERSHIP (CO) AND/OR CERTIFICATE OF PHILIPPINE REGISTRY (CPR)
2. CERTIFICATE OF OWNERSHIP (CO) AND RECREATIONAL BOAT CERTIFICATE (RBC)
3. PERMIT TO OPERATE (PTO)
4. COASTWISE LICENSE (CWL) / BAY AND RIVER LICENSE (BRL)
5. CIVIL LIABILITY CERTIFICATE (CLC)
6. CONTINUOUS SYNOPSIS RECORD (CSR)
7. CERTIFICATE OF DELETION FROM PHILIPPINE REGISTRY (CDPR)

MARINA Circular No. 2013-02 provides rules for the registration, documentation and deletion of ships operating in Philippine waters. All domestic ships operating in Philippine waters, regardless of size and utilization, whether with power or without power, must be properly registered and issued a Certificate of Philippine Registry (CPR) and Certificate of Ownership (CO) except: 1. Warships and naval ships; 2. Ships of the Philippine Coast Guard; 3. All ships of foreign registry temporarily used in the Philippine waters; 4. Inflatable Boats used for rescue made of either a single or more rubber tubing; and, 5. Fishing vessels three (3) gross tonnage and below.

MARINA Memorandum Circular No. DS-2019-01 provides rules for the registration, licensing and operation of recreational boats, either for private use or commercial use/tourism-related purposes

Office/Division:	MARINA Regional Offices / Domestic Shipping Section (MRO-DSS)	
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
I. Issuance of CO and/or CPR		



1. Newly-Built/Second-hand Ship Acquired Thru Importation	
1.1. One (1) Original Letter-application	Applicant
1.2. Proof of Identity of the owner (any of the following as applicable):	
- One (1) Photocopy of Certificate of Business Name Registration (if single proprietorship);	Department of Trade and Industry (DTI)
- One (1) Photocopy of Certificate of Incorporation with Articles of Incorporation (if corporation)	Securities and Exchange Commission (SEC)
- One (1) Photocopy of Certificate of Partnership with Articles of Partnership (if partnership)	Securities and Exchange Commission (SEC)
- One (1) Photocopy of Certificate of Registration with Certificate of Cooperation (if cooperative)	Cooperative Development Authority (CDA)
- One (1) Original notarized Affidavit of Ownership (if individual owner)	Applicant
- One (1) Photocopy of Certificate of Accreditation (if MARINA-accredited company/entity)	Maritime Industry Authority (MARINA)
1.3. One (1) Photocopy of Letter-Authority to Acquire Thru Importation (ATI)	Maritime Industry Authority (MARINA)
1.4. One (1) Original Clearance for Permanent Registration	Maritime Industry Authority (MARINA)
1.5 One (1) Photocopy of Tonnage Measurement Certificate and its Annex C	Maritime Industry Authority (MARINA)
1.6. If filing of application is thru authorized representative	



- One (1) Original notarized Board Resolution/Secretary's Certificate (if corporation/ partnership/ cooperative)	Applicant
- One (1) Original notarized Special Power of Attorney (if single proprietorship/ individual owner)	Applicant
2. Ship Acquired thru Bareboat Charter	
2.1. One (1) Original Letter-application	Applicant
2.2. Proof of Identity of the owner (any of the following as applicable):	
- One (1) Photocopy of Certificate of Business Name Registration (if single proprietorship)	Department of Trade and Industry (DTI)
- One (1) Photocopy of Certificate of Incorporation with Articles of Incorporation (if corporation)	Securities and Exchange Commission (SEC)
- One (1) Photocopy of Certificate of Partnership with Articles of Partnership (if partnership)	Securities and Exchange Commission (SEC)
- One (1) Photocopy of Certificate of Registration with Certificate of Cooperation (if cooperative)	Cooperative Development Authority (CDA)
- One (1) Original notarized Affidavit of Ownership (if individual owner)	Applicant
- One (1) Photocopy of Certificate of Accreditation (if MARINA-accredited company/entity)	Maritime Industry Authority (MARINA)
2.3. One (1) Photocopy of Letter-Authority to Acquire Thru Bareboat Charter (BBC)	Maritime Industry Authority (MARINA)



2.4. One (1) Original Clearance for Temporary Registration	Maritime Industry Authority (MARINA)
2.5. One (1) Photocopy of Tonnage Measurement Certificate and its Annex C	Maritime Industry Authority (MARINA)
2.6. If filing of application is thru authorized representative	
- One (1) Original notarized Board Resolution/Secretary's Certificate (if corporation/ partnership/ cooperative)	Applicant
- One (1) Original notarized Special Power of Attorney (if single proprietorship/ individual owner)	Applicant
3. Ship Acquired Thru Local Construction	
3.1. One (1) Original Letter-application	Applicant
3.2. Proof of Identity of the owner (any of the following as applicable):	
- One (1) Photocopy of Certificate of Business Name Registration (if single proprietorship)	Department of Trade and Industry (DTI)
- One (1) Photocopy of Certificate of Incorporation with Articles of Incorporation (if corporation)	Securities and Exchange Commission (SEC)
- One (1) Photocopy of Certificate of Partnership with Articles of Partnership (if partnership)	Securities and Exchange Commission (SEC)
- One (1) Photocopy of Certificate of Registration with Certificate of Cooperation (if cooperative)	Cooperative Development Authority (CDA)
- One (1) Original notarized Affidavit of Ownership (if individual owner)	Applicant



- One (1) Photocopy of Certificate of Accreditation (if MARINA-accredited company/entity	Maritime Industry Authority (MARINA)
3.3. One (1) Original Construction Certificate	Maritime Industry Authority (MARINA)
3.4. One (1) Photocopy of Tonnage Measurement Certificate and its Annex C	Maritime Industry Authority (MARINA)
3.5. If filing of application is thru authorized representative	
- One (1) Original notarized Board Resolution/Secretary's Certificate (if corporation/ partnership/ cooperative)	Applicant
- One (1) Original Notarized Special Power of Attorney (if single proprietorship/ individual owner)	Applicant
II. Re-issuance of CO and/or CPR	
1. Due to Change of Ownership and Vessel Name	
1.1. One (1) Original Letter-application	Applicant
1.2. Vessel Name Clearance (if applicable)	Maritime Industry Authority (MARINA)
1.3 Original CPR and CO	Maritime Industry Authority (MARINA)
1.4. Approval of Sale and Conveyance/ Transfer of Ownership	Maritime Industry Authority (MARINA)
- One (1) Photocopy of Letter-approval issued by DSS-MRO (for ship not covered by CPC)	
- One (1) Photocopy of Decision issued by FS-MRO	



1.5	Proof of Transfer and Conveyance of Ownership (any of the following)	Applicant
	- One (1) Original notarized Deed of Absolute Sale; or,	
	- One (1) Original notarized Deed of Donation; or,	
	- One (1) Original notarized Extrajudicial Settlement; or,	
	- One (1) Original Notice of Award (for ship acquired thru public auction)	
	- One (1) Original Court Order (for ship under levy or confiscated by concerned government agency)	
1.6	One (1) Original Affidavit of Publication of Sale and Transfer of Ownership and Change of Vessel Name in a newspaper of general circulation	Publishing Company
1.7	One (1) Photocopy of Certificate of Change of Homeport issued by the MRO from the previous homeport (if applicable)	Maritime Industry Authority (MARINA)
1.8	If filing of application is thru authorized representative	Applicant
	- One (1) Original notarized Board Resolution/Secretary's Certificate (if corporation/ partnership/ cooperative)	
	- One (1) Original notarized Special Power of Attorney (if single proprietorship/ individual owner)	
2. Due to Change of Vessel Name		
2.1.	One (1) Original Letter-application	Applicant



2.2. Original CO and CPR	Maritime Industry Authority (MARINA)
2.3. Vessel Name Clearance	Maritime Industry Authority (MARINA)
2.4. Any of the following as applicable	
- One (1) Original Affidavit of Publication in a newspaper of general circulation (for ships 15 GT and above engaged in ferry operation and coastwise trade)	Publishing Company
- One (1) Original Certification of Posting of Notice to the Public in the ports of call of the ship (for ships below 15 GT)	Office of the Barangay Chairman
2.5. If filing of application is thru authorized representative	Applicant
- One (1) Original notarized Board Resolution/Secretary's Certificate (if corporation/ partnership/ cooperative)	
- One (1) Original notarized Special Power of Attorney (if single proprietorship/ individual owner)	
3. Due to Change of Homeport	
3.1. One (1) Original Letter-application	Applicant
3.2. Original CO and CPR	Maritime Industry Authority (MARINA)
3.3. One (1) Photocopy of Certificate of Change of Homeport issued by the MRO from the previous homeport (if applicable)	Maritime Industry Authority (MARINA)
3.4. If filing of application is thru authorized representative	Applicant
- One (1) Original notarized Board Resolution/Secretary's Certificate (if corporation/ partnership/ cooperative)	



- One (1) Original notarized Special Power of Attorney (if single proprietorship/ individual owner)	
4. Due to Alteration/Modification/ Change of Ship Particulars/ Change of Type of Ship/ Change of Trading Area/ Change of Engine	
4.1. One (1) Original Letter-application	Applicant
4.2. Original CO and CPR	Maritime Industry Authority (MARINA)
4.3. One (1) Photocopy of Construction Certificate (in case of alteration/modification)	Maritime Industry Authority (MARINA)
4.4. One (1) Photocopy of Tonnage Measurement Certificate and its Annex C	Maritime Industry Authority (MARINA)
4.5. If filing of application is thru authorized representative	Applicant
- One (1) Original notarized Board Resolution/Secretary's Certificate (if corporation/ partnership/ cooperative)	
- One (1) Original notarized Special Power of Attorney (if single proprietorship/ individual owner)	
5. Due to Change of Corporate Name and/or Business Address	
5.1. One (1) Original Letter-application	Applicant
5.2. Original CO and CPR	Maritime Industry Authority (MARINA)
5.3. One (1) Original Legal Clearance	Maritime Industry Authority (MARINA)
5.4. One (1) Photocopy of Certificate of Filing of Amended Articles of Incorporation and Amended Articles of Incorporation	Securities and Exchange Commission (SEC)



5.5. If filing of application is thru authorized representative	Applicant
- One (1) Original notarized Board Resolution/Secretary's Certificate (if corporation/ partnership/ cooperative)	
- One (1) Original notarized Special Power of Attorney (if single proprietorship/ individual owner)	
6. Due to Lost or Damaged Original CO and/or CPR	
6.1. One (1) Original Letter-application	Applicant
6.2. One (1) Certified True Copy of CO and CPR	Maritime Industry Authority (MARINA)
6.3. One (1) Original Legal Clearance	Maritime Industry Authority (MARINA)
6.4. One (1) Original Notarized Affidavit of Loss	Applicant
6.5. One (1) Original Police Report (if applicable)	Philippine National Police (PNP)
6.6. One (1) Original Affidavit of Publication of Notice to the Public for the Lost CO and/or CPR	Publishing Company
6.7. If filing of application is thru authorized representative	Applicant
- One (1) Original notarized Board Resolution/Secretary's Certificate (if corporation/ partnership/ cooperative)	
- One (1) Original notarized Special Power of Attorney (if single proprietorship/ individual owner)	
7. Due to Correction of Erroneous Entries / No More Space of Annotation/Cancellation of Mortgage	
7.1. One (1) Original Letter-application	Applicant



7.2. Original CO and CPR	Maritime Industry Authority (MARINA)
7.3. If filing of application is thru authorized representative	Applicant
- One (1) Original notarized Board Resolution/Secretary's Certificate (if corporation/ partnership/ cooperative)	
- One (1) Original notarized Special Power of Attorney (if single proprietorship/ individual owner)	
III. Issuance/Renewal of CWL/BRL	
1. One (1) Original Letter-application	Applicant
2. One (1) Photocopy of CO and/or CPR	Maritime Industry Authority (MARINA)
3. One (1) Photocopy of applicable Ship Safety Certificate (for initial issuance)	Maritime Industry Authority (MARINA)
4. One (1) Photocopy of Latest CWL/BRL (for renewal)	Maritime Industry Authority (MARINA)
5. If filing of application is thru authorized representative	Applicant
- One (1) Original notarized Board Resolution/Secretary's Certificate (if corporation/ partnership/ cooperative)	
- One (1) Original notarized Special Power of Attorney (if single proprietorship/ individual owner)	
IV. Issuance of CO and RBC	
1. New Locally-Built	
I.1. One (1) Original Letter-application	Applicant



I.2.	One (1) Original Duly Accomplished Application Form for Registration of Recreational Boat	Applicant
I.3.	Proof of Identity of the owner (any of the following as applicable):	
	- One (1) Photocopy of Certificate of Business Name Registration (if single proprietorship)	Department of Trade and Industry (DTI)
	- One (1) Photocopy of Certificate of Incorporation with Articles of Incorporation (if corporation)	Securities and Exchange Commission (SEC)
	- One (1) Certificate of Partnership with Articles of Partnership (if partnership)	Securities and Exchange Commission (SEC)
	- One (1) Certificate of Registration with Certificate of Cooperation (if cooperative)	Cooperative Development Authority (CDA)
	- One (1) Photocopy of Valid Passport of the Owner (if foreign national)	Applicant
	- One (1) Original notarized Affidavit of Ownership (if individual owner)	Applicant
I.4.	One (1) Original notarized Builder's Certificate	Boat Builder
I.5.	One (1) Original Sketch Plan or General Arrangement Plan of the Boat	Boat Builder
I.6.	One (1) Copy of Pictures of the Boat (Bow, Stern, Port and Starboard)	Applicant



1.7. If filing of application is thru authorized representative	
- One (1) Original notarized Board Resolution/Secretary's Certificate (if corporation/ partnership/ cooperative)	Applicant
- One (1) Original notarized Special Power of Attorney (if single proprietorship/ individual owner)	Applicant
2. Newly-Built/Second-Hand Imported	
2.1. One (1) Original Letter-application	Applicant
2.2. One (1) Original Duly accomplished Application Form for Registration of Recreational Boat	Applicant
2.3. Proof of Identity of the owner (any of the following as applicable):	
- One (1) Photocopy of Certificate of Business Name Registration (if single proprietorship)	Department of Trade and Industry (DTI)
- One (1) Photocopy of Certificate of Incorporation with Articles of Incorporation and By-Laws (if corporation)	Securities and Exchange Commission (SEC)
- One (1) Photocopy of Certificate of Partnership with Articles of Partnership and By-Laws (if partnership)	Securities and Exchange Commission (SEC)
- One (1) Photocopy of Certificate of Registration with Articles of Cooperation and By-Laws (if cooperative)	Cooperative Development Authority (CDA)
- One (1) Photocopy of Valid Passport of the Owner (if foreign national)	Applicant
- One (1) Original notarized Affidavit of Ownership (if individual owner)	Applicant



2.4. One (1) Original Builder's Certificate	Boat Builder
2.5. One (1) Original Sketch Plan or General Arrangement Plan of the Boat	Boat Builder
2.6. One (1) Copy of Pictures of the Boat (Bow, Stern, Port and Starboard)	Applicant
2.7. One (1) Original Proof of Payment of Customs Duties and Taxes	Bureau of Customs (BOC)
2.8. If filing of application is thru authorized representative	
- One (1) Original Notarized Board Resolution/Secretary's Certificate (if corporation/ partnership/ cooperative)	Applicant
- One (1) Original Notarized Special Power of Attorney (if single proprietorship/ individual owner)	Applicant
3. Previously-registered Recreational Boat with MARINA (with expired and active/valid registration)	
3.1. One (1) Original Letter-application	Applicant
3.2. One (1) Original Duly accomplished Application Form for Registration of Recreational Boat	Applicant
3.3. Proof of Identity of the owner (any of the following as applicable):	
- One (1) Photocopy of Certificate of Business Name Registration (if single proprietorship)	Department of Trade and Industry (DTI)
- One (1) Photocopy of Certificate of Incorporation with Articles of Incorporation and By-Laws (if corporation	Securities and Exchange Commission (SEC)



- One (1) Photocopy of Certificate of Partnership with Articles of Partnership and By-Laws (if partnership)	Securities and Exchange Commission (SEC)
- One (1) Photocopy of Certificate of Registration with Articles of Cooperation and By-Laws (if cooperative)	Cooperative Development Authority (CDA)
- One (1) Photocopy of Valid Passport of the Owner (if foreign national)	Applicant
3.4. Original CO and CPR	Maritime Industry Authority (MARINA)
3.5. If filing of application is thru authorized representative	
- One (1) Original notarized Board Resolution/Secretary's Certificate (if corporation/ partnership/ cooperative)	Applicant
- One (1) Original notarized Special Power of Attorney (if single proprietorship/ individual owner)	Applicant
4. Unregistered Boats Existing in the Country (under Amnesty Rules)	
4.1. One (1) Original Letter-application	Applicant
4.2. One (1) Original Duly accomplished Application Form for Registration of Recreational Boat	Applicant
4.3. Proof of Identity of the owner (any of the following as applicable):	
- One (1) Photocopy of Certificate of Business Name Registration (if single proprietorship)	Department of Trade and Industry (DTI)
- One (1) Photocopy of Certificate of Incorporation with Articles of Incorporation and By-Laws (if corporation	Securities and Exchange Commission (SEC)



- One (1) Photocopy of Certificate of Partnership with Articles of Partnership and By-Laws(if partnership)	Securities and Exchange Commission (SEC)
- One (1) Photocopy of Certificate of Registration with Articles of Cooperation and By-Laws (if cooperative)	Cooperative Development Authority (CDA)
- One (1) Photocopy of Valid Passport of the Owner (if foreign national)	Applicant
4.4. Proof of Ownership (any of the following):	Applicant
- One (1) Original Notarized Affidavit of Ownership	
- One (1) Photocopy of Proof of Purchase	
- One (1) Original Sales Contract	
4.5. One (1) Original Sketch Plan or General Arrangement Plan of the Boat	Boat Builder
4.6. One (1) Copy of Pictures of the Boat (Bow, Stern, Port and Starboard)	Applicant
4.7. If filing of application is thru authorized representative	
- One (1) Original Notarized Board Resolution/Secretary's Certificate (if corporation/ partnership/ cooperative)	Applicant
- One (1) Original Notarized Special Power of Attorney (if single proprietorship/ individual owner)	Applicant
V. Issuance/Renewal of PTO	
1. One (1) Original Letter-application	Applicant
2. One (1) Original Duly accomplished Application Form	Applicant



3. One (1) Photocopy of CO and RBC	Maritime Industry Authority (MARINA)
4. One (1) Photocopy of Recreational Boat Safety Certificate (RBC	Maritime Industry Authority (MARINA)
5. One (1) Photocopy of Minimum Safe Manning Certificate	Maritime Industry Authority (MARINA)
6. One (1) Photocopy of Passenger Insurance Coverage provided by insurance company accredited by the Insurance Commission	Insurance Company
7. One (1) Copy of Pictures of the Recreational Boat showing the Official Number (port side, starboard side and astern view)	Applicant
8. If filing of application is thru authorized representative	
- One (1) Original Notarized Board Resolution/Secretary's Certificate (if corporation/ partnership/ cooperative)	Applicant
- One (1) Original Notarized Special Power of Attorney (if single proprietorship/ individual owner)	Applicant
VI. Issuance of Certificate of Deletion from Philippine Registry	
1. Due to Sale to Foreign Entity / Exportation/ Expiration of CPR of Bareboat Chartered Ship	
1.1. One (1) Original Letter-application	Applicant
1.2. Original CO and/or CPR and Other Trading Certificates	Maritime Industry Authority (MARINA)
1.3. One (1) Original Legal Clearance	Maritime Industry Authority (MARINA)
1.4. One (1) Original Release/Cancellation of Mortgage (if applicable)	Mortgagee



1.5. One (1) Photocopy of Proof of payment of Annual Tonnage Fee (ATF)	Maritime Industry Authority (MARINA)
1.6. One (1) Photocopy of Letter-authority to sell/export the ship	Maritime Industry Authority (MARINA)
1.7. If filing of application is thru authorized representative	
- One (1) Original Notarized Board Resolution/Secretary's Certificate (if corporation/ partnership/ cooperative)	Applicant
- One (1) Original Notarized Special Power of Attorney (if single proprietorship/ individual owner)	Applicant
2. Due to Shipbreaking/Scrapping/ Decommissioning	
2.1. One (1) Original Letter-application	Applicant
2.2. Original CO and CPR and Other Trading/Safety Certificates	Maritime Industry Authority (MARINA)
2.3. One (1) Original Legal Clearance	Maritime Industry Authority (MARINA)
2.4. One (1) Original Release/Cancellation of Mortgage (if applicable)	Mortgagee
2.5. One (1) Photocopy of Proof of payment of Annual Tonnage Fee (ATF)	Maritime Industry Authority (MARINA)
2.6. One (1) Original notarized Memorandum of Agreement (MOA) between the Shipowner and MARINA-registered/licensed Shipbreaker	Applicant
2.7. If filing of application is thru authorized representative	
- One (1) Original Notarized Board Resolution/Secretary's Certificate (if corporation/ partnership/ cooperative)	Applicant



- One (1) Notarized Special Power of Attorney (if single proprietorship/ individual owner)	Applicant
3. Due to Actual/Constructive/Total Loss	
3.1. One (1) Original Letter-application	Applicant
3.2. One (1) Original CO and CPR and other Trading/Safety Certificates	Maritime Industry Authority (MARINA)
3.3. One (1) Original Legal Clearance	Maritime Industry Authority (MARINA)
3.4. One (1) Original Release/Cancellation of Mortgage (if applicable)	Mortgagee
3.5. One (1) Photocopy of Proof of payment of Annual Tonnage Fee (ATF)	Maritime Industry Authority (MARINA)
3.6. Any of the following (as applicable)	
- One (1) Original Notarized Marine Protest or Incident Report	Applicant
- One (1) Photocopy of Official Report from the Administration or the maritime authorities of other countries	Maritime Authorities of other countries
- One (1) Original Declaration by a competent accredited surveyor/Philippine Coast Guard as to the fact of the loss	MARINA-accredited Surveyor / Philippine Coast Guard (PCG)
- One (1) Original Certification from Local Barangay Chairman for wooden hulled ships less than 15 GT and	Office of the Barangay Chairman
3.7. If filing of application is thru authorized representative	



- One (1) Original Notarized Board Resolution/Secretary's Certificate (if corporation/ partnership/ cooperative)	Applicant
- One (1) Original Notarized Special Power of Attorney (if single proprietorship/ individual owner)	Applicant
4. Due to non-operational for a period of five (5) years for PWC, submarines, amphibians and similar type of ships under the class of recreational boats/miscellaneous ships (Involuntary Deletion)	
VII. Issuance of Certification on the Submitted Proof of Insurance or Other Financial Security in Respect of Civil Liability for Oil Pollution Damage (CLC 1992)	
1. One (1) Original Letter-application	Applicant
2. One (1) Photocopy of CO and/or CPR	Maritime Industry Authority (MARINA)
3. Any of the following (as applicable)	
3.1. One (1) Original Policy of Insurance	
3.2. Other Financial Security	
- One (1) Original Bank Guarantee	
- One (1) Original Certificate delivered by an international compensation fund	
- One (1) Original Other similar securities	
VIII. Issuance of Continuous Synopsis Record (CSR)	
1. One (1) Original Letter-application	Applicant



2. One (1) Original Duly accomplished Application Form		Applicant					
3. One (1) Photocopy of CO and/or CPR		Maritime Industry Authority (MARINA)					
4. One (1) Photocopy of Class Certificate		MARINA Recognized Organizations					
5. One (1) Photocopy of Document of Compliance (DOC)		Maritime Industry Authority (MARINA) / MARINA Recognized Organizations					
6. One (1) Photocopy of Safety Management Certificate (SMC)		Maritime Industry Authority (MARINA) / MARINA Recognized Organizations					
7. One (1) Photocopy of National/International Ship Security Certificate		Office of Transportation Security (OTS) / MARINA Recognized Organizations					
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
1.	Proceed to the Domestic Shipping Section-MRO (DSS-MRO) and submit application with complete documentary requirements	1.1	Screen the application and check completeness and authenticity of submitted documentary requirements.	Issuance/Renewal/Re-issuance of CPR		30 minutes	Senior MIDS/ Administrative Assistant III/ Clerk III
				3.00 GT and below	P 400.00		
				3.01 GT - 14.99 GT	P 700.00 + P3.60/GT		
	15.00 GT - 34.99 GT	P1,100.00 + 3.60/GT					
	35.00 GT - 99.99 GT	P1,400.00 + 3.60/GT					
	100.00 GT - 249.99 GT	P1,800.00 + 3.60/GT					
	IF THRU EMAIL: Send application and complete documentary requirements (in PDF File) to the official email address of the DSS-MRO.	1.2	IF THRU EMAIL: Acknowledge receipt of email and forward the email to the Evaluator for screening.				



			In case of incomplete submission, return the application and inform the applicant of the lacking documentary requirement(s).	<table border="1"> <tr> <td>250.00 GT - 499.99 GT</td> <td>P2,200.00 + 3.60/GT</td> </tr> <tr> <td>500.00 GT and above</td> <td>P2,500.00 + 3.60/GT</td> </tr> </table>	250.00 GT - 499.99 GT	P2,200.00 + 3.60/GT	500.00 GT and above	P2,500.00 + 3.60/GT												
250.00 GT - 499.99 GT	P2,200.00 + 3.60/GT																			
500.00 GT and above	P2,500.00 + 3.60/GT																			
2.	Receive the ATAP	2.	In case of complete submission, issue Authority to Accept Payment (ATAP)	Issuance/Re-issuance of CO																
				<table border="1"> <tr> <td>3.00 GT and below</td> <td>P 400.00</td> </tr> <tr> <td>3.01 GT - 14.99 GT</td> <td>P 700.00+ P3.60/GT</td> </tr> <tr> <td>15.00 GT - 34.99 GT</td> <td>P1,100.00+ P3.60/GT</td> </tr> <tr> <td>35.00 GT - 99.99 GT</td> <td>P1,400.00+ P3.60/GT</td> </tr> <tr> <td>100.00 GT - 249.99 GT</td> <td>P1,800.00+ P3.60/GT</td> </tr> <tr> <td>250.00 GT - 499.99 GT</td> <td>P2,200.00+ P3.60/GT</td> </tr> <tr> <td>500.00 GT and above</td> <td>P2,500.00+ P3.60/GT</td> </tr> </table>	3.00 GT and below	P 400.00	3.01 GT - 14.99 GT	P 700.00+ P3.60/GT	15.00 GT - 34.99 GT	P1,100.00+ P3.60/GT	35.00 GT - 99.99 GT	P1,400.00+ P3.60/GT	100.00 GT - 249.99 GT	P1,800.00+ P3.60/GT	250.00 GT - 499.99 GT	P2,200.00+ P3.60/GT	500.00 GT and above	P2,500.00+ P3.60/GT	15 minutes	Senior MIDS/ Administrative Assistant III III/ Clerk III
3.00 GT and below	P 400.00																			
3.01 GT - 14.99 GT	P 700.00+ P3.60/GT																			
15.00 GT - 34.99 GT	P1,100.00+ P3.60/GT																			
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250.00 GT - 499.99 GT	P2,200.00+ P3.60/GT																			
500.00 GT and above	P2,500.00+ P3.60/GT																			
3.	Pay the applicable fees and charges to the Clerk III / Administrative Assistant III	3.	Accept payment and issue Official Receipt			15 minutes	Clerk III / Administrative Assistant III													
4.	Proceed to the Records Section and submit the application together with the complete documentary requirements and proof of payment (copy of ATAP with OR Number)	4.	Receive application, encode to the monitoring excel file, log-out and forward to the Domestic Shipping Section.			15 minutes	Clerk / Administrative Assistant III													
5.	No Activity	5.	Receive the application, log-in to the logbook, encode to the monitoring excel file and forward to the Section Chief	Records of Changes		15 minutes	Administrative Assistant III III / Clerk III													
				Change of Ownership																
				Ships below 35 GT	P 800.00															



			for assignment to the Evaluator	Ships 35 GT and Above	P 1,600.00		
6.	No activity	6.	Assign the application to the Evaluator	Change of Vessel Name		15 minutes	Section Chief (Supervising MIDS)
				Steel/Aluminum/Fiberglass-hulled Ships or combination of both or other type of hull			
7.	No activity	7.	Evaluate the application Print draft Certificate/Permit/License Submit to the Section Chief the Evaluation and draft Certificate/Permit/License for review/edit	Ships below 35 GT	P 1,600.00	12 hours	Senior MIDS/ Administrative Assistant III III/ Clerk III
				Ships 35 GT and above	P 3,100.00		
				Wooden-hulled Ships			
		7.1	Certificate/Permit/License for review/edit	Ships below 35 GT	P 300.00		
				Ships 35 GT and above	P 800.00		
			IF WITH DEFICIENCY(IES): Draft a letter-reply to inform and require the applicant to submit/comply with the deficiency(ies) within the prescribed period. Submit to the Section Chief the Evaluation and draft letter-reply for review/edit	Change of Homeport			
				Ships below 35 GT	P 800.00		
				Ships 35 GT and above	P 1,600.00		
				Change of Ship's Particulars			
				Ships below 35 GT	P 300.00		



8.	No activity	8.	Review and edit the Evaluation and draft Certificate/Permit/License and return to the Evaluator; or	Ships 35 GT and above	P 800.00	4 hours	Section Chief (Supervising MIDS)
		8.1	Review and edit the Evaluation and draft letter-reply to applicant and return to the Evaluator	3.5 Change of Type of Ship/Service/ Trading Area	P 400.00		
				3.6 Change of Engine	P 400.00/engine		
				3.7 Change of Corporate/ Business Name/ Business Address	P 600.00		
9.	No activity	9	Finalize the Evaluation and Draft Certificate/Permit/License, and submit to the Section Chief for signature and initials; or	Issuance/Renewal of CWL/BRL		2 hours	Senior MIDS/ Administrative Assistant III III/ Clerk III
		9.1	Finalize the Evaluation and draft letter-reply to applicant, and submit to the Section Chief for signature and initials	Coastwise License (CWL)			
				Power Driven Ships	P22.00/NT or a minimum of P500.00/ship		
				Non-Power Driven Ships	P20.00/NT or a minimum of P500.00/ship		
10.	No activity	10.	Submit to the Regional Director the Evaluation and draft Certificate/Permit/Lice	Bay and River License (BRL)		15 minutes	Section Chief
				Power Driven Ships	P20.00/NT or a minimum of P300.00/ship		



		10.1	<p>use for approval and signature; or</p> <p>Submit to the Regional Director the Evaluation and draft letter-reply for approval and signature</p>	<table border="1"> <tr> <td>Non-Power-Driven Ships</td> <td>P16.00/NT or a minimum of P300.00/ship</td> </tr> </table>	Non-Power-Driven Ships	P16.00/NT or a minimum of P300.00/ship																								
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11.	No activity	11. 11.1	<p>Approve and sign the Draft Certificate/Permit/License; or</p> <p>Approve and sign the letter-reply to applicant</p>	<p>Registration of Recreational Boat</p> <table border="1"> <thead> <tr> <th>Vessel Size</th> <th>l x b (in Meters)</th> <th>No Motor (in Php)</th> </tr> </thead> <tbody> <tr> <td>Optional</td> <td>1.00 - 12.00</td> <td>500.00</td> </tr> <tr> <td>Auxiliary</td> <td>1.00 - 21.00</td> <td>500.00</td> </tr> <tr> <td>Small</td> <td>12.01 - 40.00</td> <td>1,500.00</td> </tr> <tr> <td>Medium</td> <td>40.01 - 108.00</td> <td>4,500.00</td> </tr> <tr> <td>Large</td> <td>108.01 - 244.00</td> <td>12,000.00</td> </tr> <tr> <td>Mega</td> <td>244.01 - 700.00</td> <td>35,000.00</td> </tr> <tr> <td>Super</td> <td>700.01 and above</td> <td>35,000.00</td> </tr> </tbody> </table>	Vessel Size	l x b (in Meters)	No Motor (in Php)	Optional	1.00 - 12.00	500.00	Auxiliary	1.00 - 21.00	500.00	Small	12.01 - 40.00	1,500.00	Medium	40.01 - 108.00	4,500.00	Large	108.01 - 244.00	12,000.00	Mega	244.01 - 700.00	35,000.00	Super	700.01 and above	35,000.00	4 hours	Regional Director
Vessel Size	l x b (in Meters)	No Motor (in Php)																												
Optional	1.00 - 12.00	500.00																												
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Mega	244.01 - 700.00	35,000.00																												
Super	700.01 and above	35,000.00																												
12.	No Activity	12 12.1	<p>Forward to the DSS the approved and signed Certificate/Permit/License for release to the Records Section; or</p> <p>Forward to the DSS the approved and signed letter-reply to applicant for release to the Records Section</p>		15 minutes	Administrative Assistant III III, ORD																								



13.	No Activity	13. 13.1	Log-out and forward to the Records Section the approved application for release to the applicant; or Log-out and forward to the Records Section the approved and signed letter-reply for release to the applicant	Certificate of Ownership (CO) 400.00		15 minutes	Administrative Assistant III III / Clerk III	
				Recreational Boat Certificate (RBC) 400.00				
14.	Proceed to the Records Section and to receive the letter-approval and Certificate of Accreditation or the letter-reply 14.1 No Activity	14. 14.1	Release to the applicant the Certificate/Permit/License; or Release to the applicant the letter-reply	Vessel Size	I x b (in Meters)	Sail/Electric (in PhP)	30 minutes	Clerk / Administrative Assistant III
				Optional	1.00 - 12.00	750.00		
				Auxiliary	1.00 - 21.00	500.00		
				Small	12.01 - 40.00	2,250.00		
				Medium	40.01 - 108.00	7,000.00		
				Large	108.01 - 244.00	20,000.00		
				Mega	244.01 - 700.00	35,000.00		
				Super	700.01 and above	35,000.00		
				Certificate of Ownership (CO)		400.00		
				Recreational Boat Certificate (RBC)		400.00		



				<table border="1"> <tr> <td>Optional</td> <td>1.00 - 12.00</td> <td>2,000.00</td> </tr> <tr> <td>Auxiliary</td> <td>1.00 - 21.00</td> <td>6,000.00</td> </tr> <tr> <td>Small</td> <td>12.01 - 40.00</td> <td>6,000.00</td> </tr> <tr> <td>Medium</td> <td>40.01 - 108.00</td> <td>12,000.00</td> </tr> <tr> <td>Large</td> <td>108.01 - 244.00</td> <td>35,000.00</td> </tr> <tr> <td>Mega</td> <td>244.01 - 700.00</td> <td>105,000.00</td> </tr> <tr> <td>Super</td> <td>700.01 and above</td> <td>105,000.00</td> </tr> <tr> <td colspan="2">Certificate of Ownership (CO)</td> <td>400.00</td> </tr> <tr> <td colspan="2">Recreational Boat Certificate (RBC)</td> <td>400.00</td> </tr> </table> <p>Issuance/Renewal of Permit to Operate (PTO)</p> <table border="1"> <thead> <tr> <th>Vessel Size</th> <th>Gross Tonnage</th> <th>No Motor (in PhP)</th> </tr> </thead> <tbody> <tr> <td>Optional</td> <td>Up to 1.2</td> <td>500.00</td> </tr> </tbody> </table>	Optional	1.00 - 12.00	2,000.00	Auxiliary	1.00 - 21.00	6,000.00	Small	12.01 - 40.00	6,000.00	Medium	40.01 - 108.00	12,000.00	Large	108.01 - 244.00	35,000.00	Mega	244.01 - 700.00	105,000.00	Super	700.01 and above	105,000.00	Certificate of Ownership (CO)		400.00	Recreational Boat Certificate (RBC)		400.00	Vessel Size	Gross Tonnage	No Motor (in PhP)	Optional	Up to 1.2	500.00	
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Optional	Up to 1.2	500.00																																				



				Auxiliary	Up to 4	800.00		
				Small	1.21 to 10	1,000.00		
				Medium	10.01 to 19	2,500.00		
				Large	19.01 to 98	4,000.00		
				Mega	98.01 to 328	8,000.00		
				Super	Above 328	8,000.00		
				Permit to Operate (Certificate)		400.00		
				Vessel Size	Gross Tonnage	Sail/Electric (in PhP)		
				Optional	Up to 1.2	750.00		
				Auxiliary	Up to 4	800.00		
				Small	1.21 to 10	1,500.00		
				Medium	10.01 to 19	3,000.00		
				Large	19.01 to 98	6,000.00		
				Mega	98.01 to 328	12,000.00		
				Super	Above 328	12,000.00		
				Permit to Operate (Certificate)		400.00		



				<table border="1"> <tr> <td>Mega</td> <td>98.01 to 328</td> <td>32,000.00</td> </tr> <tr> <td>Super</td> <td>Above 328</td> <td>32,000.00</td> </tr> <tr> <td colspan="2">Permit to Operate (Certificate)</td> <td>400.00</td> </tr> </table> <p>Issuance of Certificate of Deletion from Philippine Registry</p> <table border="1"> <tr> <td>3.00 GT and below</td> <td>P 200.00</td> </tr> <tr> <td>3.01 GT - 14.99 GT</td> <td>P 200.00</td> </tr> <tr> <td>15.00 GT - 34.99 GT</td> <td>P 400.00</td> </tr> <tr> <td>35.00 GT - 99.99 GT</td> <td>P 500.00</td> </tr> <tr> <td>100.00 GT - 249.99 GT</td> <td>P 700.00</td> </tr> <tr> <td>250.00 GT - 499.99 GT</td> <td>P 900.00</td> </tr> <tr> <td>500.00 GT and above</td> <td>P1,900.00</td> </tr> </table> <p>Issuance of Certification on the Submitted Proof of Insurance or Other - P1,900.00/vessel</p>	Mega	98.01 to 328	32,000.00	Super	Above 328	32,000.00	Permit to Operate (Certificate)		400.00	3.00 GT and below	P 200.00	3.01 GT - 14.99 GT	P 200.00	15.00 GT - 34.99 GT	P 400.00	35.00 GT - 99.99 GT	P 500.00	100.00 GT - 249.99 GT	P 700.00	250.00 GT - 499.99 GT	P 900.00	500.00 GT and above	P1,900.00		
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			<p>Financial Security in Respect of Civil Liability for Oil Pollution Damage (CLC 1992)</p> <p>Issuance of Continuous Synopsis Record (CSR) under MC 200, as amended</p> <table border="1"> <tr> <td>Initial Issuance</td> <td>P 2,000.00</td> </tr> <tr> <td>Amendment of CSR</td> <td>P 2,000.00</td> </tr> <tr> <td>Re-issuance due to loss or damage</td> <td>P 2,900.00</td> </tr> <tr> <td>Further request for re-issuance due to loss or damage</td> <td>Double the processing fee for the last re-issuance due to loss or damage</td> </tr> </table>	Initial Issuance	P 2,000.00	Amendment of CSR	P 2,000.00	Re-issuance due to loss or damage	P 2,900.00	Further request for re-issuance due to loss or damage	Double the processing fee for the last re-issuance due to loss or damage		
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Re-issuance due to loss or damage	P 2,900.00												
Further request for re-issuance due to loss or damage	Double the processing fee for the last re-issuance due to loss or damage												
END OF TRANSACTION			TOTAL SPT: 24 working hours or 3 working days										



A.4. REGISTRATION AND ANNOTATION OF SHIP MORTGAGE/ REGISTRATION OF MARITIME LIENS AND ENCUMBRANCES/ CAUTIONARY NOTICE OF MORTGAGE (FOR BAREBOAT CHARTERED SHIPS) IN THE PHILIPPINE REGISTRY OF SHIPS / ANNOTATION OF CANCELLATION OF SHIP MORTGAGE/ CANCELLATION OF MARITIME LIENS AND ENCUMBRANCES/ CAUTIONARY NOTICE OF MORTGAGE (FOR BAREBOAT CHARTERED SHIPS) IN THE PHILIPPINE REGISTRY OF SHIPS

The Maritime Industry Authority (MARINA) shall record all mortgages, transfer of rights and other encumbrances duly delivered to it in the order of their reception in the book(s) to be kept for that purpose pursuant to PD 1521 or The Ship Mortgage Decree of 1978, and MARIA Memorandum Circular No. 100

Office/Division:	MARINA Regional Offices / Domestic Shipping Section (MRO-DSS)	
Classification:	Complex Transaction	
Type of Transaction:	G2B – Government to Business G2G – Government to Government	
Who may avail:	All shipping companies, ship owners, operators, bareboat charterers and managers of Philippine-registered domestic ships	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
A. Registration/Annotation of Ship Mortgage		
1. One (1) Original Letter-application		Applicant
2. Original CO and CPR		
3. Four (4) copies of notarized Chattel Mortgage, if perfected abroad must be apostilled or authenticated by the nearest Philippine Consulate		
4. One (1) Photocopy of Proof of Payment of Documentary Stamp Tax (DST) with the BIR		
5. One (1) Original/Certified True Copy of Notarized Board Resolution/Secretary's Certificate for the authority of the signatory(ies) to the Chattel Mortgage both of the Borrower/Mortgagor and Mortgagee		



6. If filing of application is thru authorized representative	
- One (1) Original Notarized Board Resolution/Secretary's Certificate (if corporation/ partnership/ cooperative)	Applicant
- One (1) Original Notarized Special Power of Attorney (if single proprietorship/ individual owner)	Applicant
II. Registration of Maritime Liens/Encumbrances/Cautionary Notice	
1. One (1) Original Letter-application	Applicant
2. Any of the following (as applicable)	
2.1 One (1) Original Court Order	
2.2 One (1) Original Writ of Attachment	
2.3 One (1) Original Billing Statement	
2.4 One (1) Original Cautionary Notice from the foreign-mortgage	
III. Cancellation of Ship Mortgage/ Maritime Liens/Encumbrances/Cautionary Notice	
1. One (1) Original Letter-application	Applicant
2. Any of the following (as applicable)	
2.1 One (1) Original Cancellation/Release of Mortgage	
2.2 One (1) Original Court Order/Decision	
2.3 One (1) Original Other similar documents	



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE												
1	<p>Proceed to the Domestic Shipping Section-MRO (DSS-MRO) and submit application with complete documentary requirements</p> <p>IF THRU EMAIL: Send application and complete documentary requirements (in PDF File) to the official email address of the DSS- MRO.</p>	1.1	<p>Screens application and checks completeness and authenticity of submitted documentary requirements.</p> <p>IF THRU EMAIL: Acknowledge receipt of email and forwards the email to the Evaluator for screening.</p>	<p>1. Registration and Annotation of Mortgage</p> <table border="1"> <thead> <tr> <th>Amount of Loan</th> <th>Fees & Charges</th> </tr> </thead> <tbody> <tr> <td>Bellow P5,000.00</td> <td>P3,000.00</td> </tr> <tr> <td>P5,000.00 up to P25,000.00</td> <td>P3,000.00 + P30.00/P1,000.00 in excess of P5,000.00</td> </tr> <tr> <td>Over P25,000.00</td> <td>P3,600 + P0.70/P1000.00 in excess of P25,000.00</td> </tr> <tr> <td>2. Registration of Cautionary of Mortgages</td> <td>P23,900.00</td> </tr> <tr> <td>3. Cancellation of Mortgage/Lien/ Encumbrances/ Cautionary Notice</td> <td>P1,900.00 per mortgage/maritime lien</td> </tr> </tbody> </table>		Amount of Loan	Fees & Charges	Bellow P5,000.00	P3,000.00	P5,000.00 up to P25,000.00	P3,000.00 + P30.00/P1,000.00 in excess of P5,000.00	Over P25,000.00	P3,600 + P0.70/P1000.00 in excess of P25,000.00	2. Registration of Cautionary of Mortgages	P23,900.00	3. Cancellation of Mortgage/Lien/ Encumbrances/ Cautionary Notice	P1,900.00 per mortgage/maritime lien	30 minutes	Senior MIDS
		Amount of Loan	Fees & Charges																
Bellow P5,000.00	P3,000.00																		
P5,000.00 up to P25,000.00	P3,000.00 + P30.00/P1,000.00 in excess of P5,000.00																		
Over P25,000.00	P3,600 + P0.70/P1000.00 in excess of P25,000.00																		
2. Registration of Cautionary of Mortgages	P23,900.00																		
3. Cancellation of Mortgage/Lien/ Encumbrances/ Cautionary Notice	P1,900.00 per mortgage/maritime lien																		
1.2	<p>In case of incomplete submission, return the application and inform the applicant of the lacking documentary requirement(s).</p>																		
2	Receive the ATAP	2	In case of complete submission, issue Authority to Accept Payment (ATAP)			15 minutes	Senior MIDS												
3	Pay the applicable fees and charges to the Clerk III / Administrative Assistant III	3.	Accept payment and issue Official Receipt			15 minutes	Clerk III / Administrative Assistant III												



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4	Proceed to the Records Section and submit the application together with the complete documentary requirements and proof of payment (copy of ATAP with OR Number)	4.	Receive application, encode to the monitoring excel file, log-out and forward to the Domestic Shipping Section.	NONE	15 minutes	Clerk / Administrative Assistant III
5	No Activity	5.	Receive the application, log-in to the logbook, encode to the monitoring excel file and forward to the Section Chief for assignment to the Evaluator	NONE	15 minutes	Administrative Assistant III / Clerk III
6	No Activity	5	Assign the application to the Evaluator	NONE	15 minutes	Section Chief (Supervising MIDS)
7	No Activity	6	<ul style="list-style-type: none"> - Evaluate the application - Draft the Annotation of Mortgage/Liens/Encumbrances/ Cancellation of Mortgage/Liens/ Encumbrances - Submit to the Section the Evaluation and draft annotation for review/edit 	NONE	16 hours	Senior MIDS



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			IF WITH DEFICIENCY(IES): - Draft a letter-reply to inform and require the applicant to submit/comply with the deficiency(ies) within the prescribed period - Submit to the Section Chief the Evaluation and draft letter-reply for review/edit			
8	No Activity	8 8.1	Review and edit the Evaluation and Draft Annotation/Cancellation of Ship Mortgage, and return to the Evaluator; or Review and edit the Evaluation and draft letter-reply to applicant, and return to the Evaluator	NONE	12 hours	Section Chief (Supervising MIDS)
9	No Activity	9 9.1	Finalize the Evaluation and Print the Annotation/Cancellation of Ship Mortgage at the back of the CO and CPR, and submit to the Section Chief for signature and	NONE	2 hours	Senior MIDS



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			initials; or Finalize the Evaluation and draft letter-reply to applicant, and submit to the Section Chief for signature and initials			
10	No Activity	10 10.1	Submit to the Regional Director the Evaluation and the CO and CPR with Annotation/Cancellation of Ship Mortgage for approval and signature; or Submit to the Regional Director the Evaluation and draft letter-reply to applicant for approval and signature	NONE	15 minutes	Section Chief (Supervising MIDS)
11	No Activity	11 11.1	Approve and sign the Annotation at the back of the CO and CPR; or Approve and sign the letter-reply to applicant	NONE	8 hours	Regional Director
12	No Activity	12	Forward to the DSS the approved and signed annotation/ cancellation of ship mortgage for release to the Records Section; or	NONE	15 minutes	Administrative Assistant III, ORD



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		12.1	Forward to the DSS the approved and signed letter-reply to applicant for release to the Records Section			
13	No Activity	13	Log-out and forward to the Records Section the approved application for release to the applicant; or	NONE	15 minutes	Administrative Assistant III / Clerk III
		13.1	Log-out and forward to the Records Section the approved and signed letter-reply for release to the applicant			
14	Proceed to the Records Section and to receive the letter-approval and Certificate of Accreditation or the letter-reply	14.	Release to the applicant the Original CO and CPR with Annotation/Cancellation of Ship Mortgage; or	NONE	30 minutes	Clerk / Administrative Assistant III
		14.1	Release to the applicant the letter-reply			
END OF TRANSACTION					40 working hours or 5 working days	



B. MRO – FRANCHISING SECTION

B.1. FRANCHISING/PERMIT TO OPERATE

APPLICATION FOR:

1. ISSUANCE / RENEWAL / EXTENSION / REVALIDATION OF CERTIFICATE OF PUBLIC CONVENIENCE (CPC); AMENDMENT OF CPC;
2. PETITION FOR APPROVAL/CONFIRMATION OF THE SALE, TRANSFER AND CONVEYANCE OF SHIPS COVERED BY A CPC; AND,
3. 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		PETITION FOR APPROVAL/ CONFIRMATION OF THE SALE, TRANSFER AND CONVEYANCE OF SHIPS COVERED BY A CPC	
<u>Liner Service</u> <i>Steel-Hulled</i>	<u>Tramping Service</u> <i>Steel-Hulled</i>	Sale and Transfer of Ships <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 	<ul style="list-style-type: none"> ● 100GT and Below - 2,800.00 ● 101GT-250GT - 5,600.00 ● 251GT-500GT - 18.00/GT 	<ul style="list-style-type: none"> ● 100GT and Below - 1,900.00 ● 101GT-250GT - 3,700.00 ● 251GT-500GT - 5,600.00 	



<ul style="list-style-type: none"> ● Above 500GT - 16.00/GT or minimum of P9,400.00 <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>or minimum of P8,400.00</p> <ul style="list-style-type: none"> ● Above 500GT - 18.00/GT or minimum of P11,232.00 <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 	<ul style="list-style-type: none"> ● Above 500GT - 7,500.00 <p>Wooden-Hulled</p> <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
<p>RENEWAL/EXTENSION OF CPC</p>		<p>PETITION FOR ISSUANCE/AMENDMENT OF CPC EXEMPTION FOR SHIPS EXCLUSIVELY FOR COMPANY USE</p>
<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 	<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 	<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



<ul style="list-style-type: none"> ● 251GT-500GT - 7.80/GT or minimum of P3,700.00 ● Above 500GT - 9.60/GT or minimum of 5,600.00 	<ul style="list-style-type: none"> ● 251GT-500GT - 7.80/GT or minimum of P3,700.00 ● Above 500GT - 9.60/GT or minimum of 5,600.00 	<ul style="list-style-type: none"> ● Above 500GT - 12.00/GT or minimum of P5,600.00
AMENDMENT OF CERTIFICATE OF PUBLIC CONVENIENCE(CPC)		
<p>A. Change in Sailing Frequencies / Schedule of Trips</p> <p><i>Steel-Hulled</i></p> <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 <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 - 3,700.00 ● Above 500GT - 5,600.00 	<p>B. Permanent Addition or Deletion of a Route / Port/ Link</p> <p><i>Steel Hulled (per route/port/link)</i></p> <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 <p><i>Wooden-Hulled (per route/port/link)</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 - 3,700.00 ● Above 500GT - 5,600.00 	<p>C. Permanent Addition / Reduction or Dropping / Replacement of Ship / Fleet</p> <p><i>Steel-Hulled</i></p> <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 <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 - 3,700.00 ● Above 500GT - 5,600.00
<p>D. Change in Ship's Name</p> <p><i>Steel-Hulled</i></p> <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 	<p>E. Change in Type of Cargo to be Carried</p> <p><i>Steel-Hulled</i></p> <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 	<p>F. Change in Type of Hull of the Ship and Other Ship Particulars</p> <p><i>Steel-Hulled</i></p> <ul style="list-style-type: none"> ● 100GT and Below - 1,400.00 ● 101GT-250GT - 2,800.00 ● 251GT-500GT - 4,200.00



<p><i>Wooden-Hulled</i></p> <ul style="list-style-type: none"> ● Below 35GT or less - 1,000.00 ● 35GT-100GT - 1,600.00 ● 101GT-250GT - 1,900.00 ● 251GT-500GT - 3,700.00 ● Above 500GT - 5,600.00 	<p><i>Wooden-Hulled</i></p> <ul style="list-style-type: none"> ● Below 35GT or less - 1,000.00 ● 35GT-100GT - 1,600.00 ● 101GT-250GT - 1,900.00 ● 251GT-500GT - 3,700.00 ● Above 500GT - 5,600.00 	<ul style="list-style-type: none"> ● Above 500GT - 5,600.00 <p><i>Wooden-Hulled</i></p> <ul style="list-style-type: none"> ● Below 35GT or less - 1,000.00 ● 35GT-100GT - 1,600.00 ● 101GT-250GT - 1,900.00 ● 251GT-500GT - 3,700.00 ● Above 500GT - 5,600.00 	
<p>G. Change in the Contract Period of Bareboat Chartered Ships</p> <p><i>Steel-Hulled</i></p> <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 <p><i>Wooden-Hulled</i></p> <ul style="list-style-type: none"> ● Below 35GT or less - 1,000.00 ● 35GT-100GT - 1,600.00 ● 101GT-250GT - 1,900.00 ● 251GT-500GT - 3,700.00 ● Above 500GT - 5,600.00 	<p>H. Other Type of Amendment</p> <p><i>Steel-Hulled</i></p> <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 <p><i>Wooden-Hulled</i></p> <ul style="list-style-type: none"> ● Below 35GT or less - 1,000.00 ● 35GT-100GT - 1,600.00 ● 101GT-250GT - 1,900.00 ● 251GT-500GT - 3,700.00 ● Above 500GT - 5,600.00 		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<p>JURISDICTIONAL, QUALIFICATION and DOCUMENTARY REQUIREMENTS</p> <p>1. Notarized Application Form (Original Copy)</p> <p>JURISDICTIONAL REQUIREMENTS</p> <p>1. Proof of payment of filing or processing fees (2 Photocopies)</p>		<p>Applicant</p> <p>Applicant</p>	



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: 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) a. MC No. 2018-18 (Minimum Service Standards)	MARINA – Shipyards Regulation Service
b. MC No. 121 (High Speed Craft)	MARINA – Enforcement Service
c. MC No. 134 (Minimum Service Standards for Motorbancas below 20 GT)	MARINA – Maritime Safety Service
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	



<p>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</p> <p>9. Insurance Coverage (1 Photocopy for each, as applicable)</p> <p>a. Passenger Insurance Coverage, compliant under M.C. 2016-01</p> <p>b. Insurance Coverage for Liability for Damage to fixed or floating objects under MC No. DS-2019-03</p> <p>10. Oil Pollution Coverage (MC 2009-22) (1 Photocopy for each, as applicable) 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> <p>11. Ship's Documents (1 Photocopy for each) 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> <p>12. Ship Safety Documents (1 Photocopy of each, as applicable)</p> <p>a. For Passenger Ships: 1. Passenger Ship Safety Certificate; and 2. Minimum Safe Manning Certificate</p> <p>b. For Cargo Ships 1. Cargo Ship Safety Certificate; and 2. Minimum Safe Manning Certificate</p> <p>c. For Tankers 1. Cargo Ship Safety Construction Certificate 2. Cargo Ship Safety Equipment Certificate;</p>	<p>Applicant/Insurance Provider accredited by Insurance Commission</p> <p>Applicant/Insurance Provider</p> <p>MARINA – Domestic Shipping Service</p> <p>MARINA – Maritime Safety Service</p>
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<ul style="list-style-type: none"> 3. Minimum Safe Manning Certificate; and 4. Certificate of Fitness (Tankers carrying Gas Only) c. 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 f. For Other Ships <ul style="list-style-type: none"> 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	PROCEEDS to FS and submits application with complete documentary requirements	1	Checks completeness, authenticity and validity of documentary requirements of	NONE	1 hour	MIDS I/ Senior MIDS
1.1	IF EMAIL: Sends Application to the email address of the concerned MRO (see directory)	1.1	IF EMAIL: Acknowledges receipt of the email			Administrative Assistant III
1.2	IF INCOMPLETE, submits lacking requirements.	1.2	<i>IF COMPLETE:</i> Issues Authority to Accept Payment (ATAP)			Administrative Assistant III
		1.3	<i>IF INCOMPLETE:</i> Returns the application and informs the client to submit lacking requirements or deficiencies			



2	Pays corresponding fees indicated in the ATAP	2	Accepts payment and issues Official Receipt	Please refer to the table of fees	5 mins	Administrative Officer III / Clerk III
3	Proceed to Records Section and submits application and copy of Official Receipt	3	Receives, logs and forwards the application to the Chief MIDS	NONE	10 mins	Administrative Assistant III
4	No activity	4	Assigns the application	NONE	10 mins	Chief MIDS
5	No Activity	5	Evaluates the application based on applicable rules	NONE	3 days	MIDS I / Senior MIDS
6	No Activity	6	Issues Notice of Hearing (NOH) for publication	NONE		MIDS I / Senior MIDS
6.1	Publish Notice of Hearing (NOH)	6.1	No activity	NONE	--	Client
7	Appear on the scheduled date of Hearing and present the Formal Offer of Evidence (FOE)	7	Conducts Hearing	NONE	2 hours	Attorney III
8	Submits FOE	8	Drafts ORDER on Acceptance of FOEs presented.	NONE	1 hour	MIDS I / Senior MIDS
9	Submits documents to counter claims of the contesting party/ies.	9	IF CONTESTED <ul style="list-style-type: none"> ● further evaluation shall be conducted ● issue DECISION on the result of evaluation 	NONE	5 days	Attorney III



10	Checks and reviews ORDER on Acceptance of FOEs and recommends for approval	10	Checks and reviews ORDER on Acceptance of FOEs and recommends for approval	NONE	1 hour	Chief MIDS
11	Approves ORDER on Acceptance of FOEs	11	Approves ORDER on Acceptance of FOEs	NONE	30 mins	Regional Director
12	Releases ORDER on Acceptance of FOEs	12	Releases ORDER on Acceptance of FOEs	NONE	10 mins	Administrative Assistant III I
13	Prepares evaluation report, Drafts ORDER / DECISION	13	Prepares evaluation report, Drafts ORDER / DECISION	NONE	15 days (Uncontested) 30 days (Contested)	MIDS I/ Senior MIDS
14	Checks and reviews drafts ORDER/DECISION and recommends for appropriate action of the Head of Office / Approving Official	14	Checks and reviews drafts ORDER/DECISION and recommends for appropriate action of the Head of Office / Approving Official	NONE	30 mins	Chief MIDS
15	Approves ORDER / DECISION, signs Certificate (if warranted)	15	Approves ORDER / DECISION, signs Certificate (if warranted)	NONE	10 mins	Regional Director
16	Releases the ORDER / DECISION and CPC	16	Releases the ORDER / DECISION and CPC	NONE	10 mins	Releasing Officer
END OF TRANSACTION				Minimum (Uncontested): 18 days, 7 hours and 5 minutes		
				Maximum (Contested): 48 days, 7 hours and 5 minutes		



B. 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)	
	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.	MARINA – Maritime Safety Service



<p>2015-11 and MARINA Advisory No. 2018-10) (1 Photocopy)</p>	
<p>6. Notarized Special Power of Attorney OR Notarized Secretary’s Certificate and Board Resolution (1Photocopy)</p>	<p>Applicant</p>
<p>7. One (1) photocopy each of the Pictures of the Ship (“5”x”7”) showing the following: a. Name of the ship b. Port side c. Starboard side d. Astern view</p>	<p>Applicant</p>
<p>8. Certificate of Compliance under the following MCs and their subsequent amendments (1 Photocopy each, as applicable) 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</p>	<p>MARINA – Shipyards Regulation Service MARINA – Maritime Safety Service MARINA – Shipyards Regulation Service MARINA – Enforcement Service</p>
<p>9. Insurance Coverage (1 Photocopy for each, as applicable) 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>	<p>Applicant/Insurance Provider accredited by Insurance Commission</p>
<p>10. Oil Pollution Coverage (MC 2009-22) (1 Photocopy for each, as</p>	<p>Applicant/Insurance Provider</p>



applicable)

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

11. Ship's Documents (1 Photocopy for each)

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)

d. 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.

MARINA – Domestic Shipping Service

MARINA – Maritime Safety Service



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	MIDS I/ Senior MIDS Administrative Assistant III I
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	<i>IF COMPLETE:</i> 2. Issues Authority to Accept Payment (ATAP)	NONE	10 minutes	MIDS I/ Senior MIDS
2.1	<i>IF INCOMPLETE:</i> Comply with the deficiencies.	2.1	<i>IF INCOMPLETE:</i> Application returned and inform the client to submit lacking requirements or deficiencies			
3	Pays the corresponding fees stipulated in the ATAP	3	Accepts the Payment and issues Official Receipt	NONE	5 minutes	Administrative Officer III / Clerk III
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.	NONE	10 minutes	Administrative Assistant III



5	No activity	5	Assigns the application to the evaluator	NONE	5 minutes	Chief MIDS
6	No activity	6	Evaluates the application in accordance to applicable rules and regulations	NONE	1 to 5 days	MIDS I/ Senior MIDS
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.	NONE		MIDS I/ Senior MIDS
8	No activity	8	7. Prepares Report of Evaluation, draft ORDER / DECISION	NONE	1 hour	MIDS I/ Senior MIDS
9	No activity	9	Checks and reviews draft ORDER/DECISION and recommends for the appropriate action of the approving authority.	NONE	30 minutes	Chief MIDS
10	No activity	10	Approves the ORDER/DECISION	NONE	10 minutes	Regional Director
11	Receives ORDER / DECISION	11	Releases the ORDER/DECISION	NONE	10 minutes	Administrative Assistant III I
END OF TRANSACTION					Minimum: 1 day, 3 hours and 20 minutes Maximum: 5 days, 3 hours and 20 minutes	



B.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



<p>7. Safety Management Certificate (SMC) (as applicable, please refer to MC. 2015-11 and MARINA Advisory No. 2018-10) (1 Photocopy)</p>	<p>MARINA – Maritime Safety Service</p>
<p>8. Notarized Special Power of Attorney OR Notarized Secretary’s Certificate and Board Resolution (1 Photocopy)</p>	<p>Applicant</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>Applicant</p>
<p>10. Certificate of Compliance under the following MCs and their subsequent amendments (1 Photocopy each, as applicable)</p>	<p>MARINA – Shipyards Regulation Service</p>
<ul style="list-style-type: none"> a. MC No. 2018-18 (Minimum Service Standards) 	<p>MARINA – Maritime Safety Service</p>
<ul style="list-style-type: none"> b. MC No. 121 (High Speed Craft) 	<p>MARINA – Shipyards Regulation Service MARINA – Maritime Safety Service</p>
<ul style="list-style-type: none"> c. MC No. 134 (Minimum Service Standards for Motorbancas below 20 GT) 	<p>MARINA – Enforcement Service</p>
<ul style="list-style-type: none"> d. MC 136 (10-Minute Film) for ships 150 GT and above and High Speed Craft regardless of size and travelling time 	
<ul style="list-style-type: none"> e. MC No. 2017-03 – Accessibility Law 	
<ul style="list-style-type: none"> f. MC No. GC-2019-01 - Grant of Student fare discount 	
<ul style="list-style-type: none"> g. 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>	<p>Applicant/Insurance Provider accredited by Insurance Commission</p>
<ul style="list-style-type: none"> a. Passenger Insurance Coverage, compliant under M.C. 2016-01 	
<ul style="list-style-type: none"> b. Insurance Coverage for Liability for Damage to fixed or floating objects 	



b. Minimum Safe Manning Certificate.

Fees to be Paid:	NEW ISSUANCE		RENEWAL / EXTENSION OF SPECIAL PERMIT
	MARINA Circular No.2015-05	MARINA Circular No. 2017-01	MARINA Circular No.2015-05
	<p><i>Steel-Hulled</i></p> <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 <p><i>Wooden-Hulled</i></p> <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 	<p><i>Steel-Hulled</i></p> <ul style="list-style-type: none"> ● Above 500 GT - 4,700.00 <p><i>Wooden-Hulled</i></p> <ul style="list-style-type: none"> ● Below 35 GT - 800.00 ● Above 500 GT - 3,600.00 	<p><i>Steel-Hulled</i></p> <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 <p><i>Wooden-Hulled</i></p> <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	MIDS I/ Senior MIDS Administrative Assistant III I
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	<i>IF COMPLETE:</i> 2. Issues Authority to Accept Payment (ATAP)	NONE	10 minutes	MIDS I/ Senior MIDS
2.1	<i>IF INCOMPLETE:</i> Comply with the deficiencies.	2.1	<i>IF INCOMPLETE:</i> Application returned and inform the client to submit lacking requirements or deficiencies			
3	Pays the corresponding fees stipulated in the ATAP	3	Accepts the Payment and issues Official Receipt	Please refer to the table of fees	5 minutes	Administrative Officer III / Clerk III
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.	NONE	10 minutes	Administrative Assistant III



5	No activity	5	Assigns the application to the evaluator	NONE	5 minutes	Chief MIDS
6	No activity	6	Evaluates the application in accordance to applicable rules and regulations	NONE	1 to 5 days	MIDS I/ Senior MIDS
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.	NONE		MIDS I/ Senior MIDS
8	No activity	8	Prepares Report of Evaluation, draft ORDER / DECISION	NONE	1 hour	MIDS I/ Senior MIDS
9	No activity	9	Checks and reviews draft ORDER/DECISION and recommends for the appropriate action of the approving authority.	NONE	30 minutes	Chief MIDS
10	No activity	10	Approves the ORDER/DECISION	NONE	10 minutes	Regional Director
11	Receives ORDER / DECISION	11	Releases the ORDER/DECISION	NONE	10 minutes	Administrative Assistant III
END OF TRANSACTION					Minimum: 1 day, 3 hours and 20 minutes Maximum: 5 days, 3 hours and 20 minutes	

B.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
	<p>JURISDICTIONAL, QUALIFICATION and DOCUMENTARY REQUIREMENTS</p> <p>1. Notarized Motion (Original Copy)</p> <p>JURISDICTIONAL REQUIREMENTS</p> <p>1. Proof of payment of filing or processing fees (2 Photocopies)</p> <p>DOCUMENTARY REQUIREMENTS</p> <p>1. Charter Contracts, for chartered ships (1 Photocopy)</p> <p>2. Class Certificate (1 Photocopy)</p> <p>3. Radio / Ship Station License (RSL / SSL) (1 Photocopy)</p> <p>4. Document of Compliance (DOC) (as applicable, please refer to MC. 2015-11 and MARINA Advisory No.2018-10) (1 Photocopy)</p> <p>5. Safety Management Certificate (SMC) (as applicable, please refer to MC. 2015-11 and MARINA Advisory No. 2018-10) (1 Photocopy)</p> <p>6. Notarized Special Power of Attorney OR Notarized Secretary’s Certificate and Board Resolution (1 Photocopy)</p> <p>7. One (1) photocopy each of the Pictures of the Ship (“5”x”7”) showing the following:</p> <p style="margin-left: 20px;">a. Name of the ship</p> <p style="margin-left: 20px;">b. Port side</p> <p style="margin-left: 20px;">c. Starboard side</p>	<p>Applicant</p> <p>Applicant</p> <p>Applicant Classification Society duly recognized by MARINA National Telecommunications Commission</p> <p>MARINA – Maritime Safety Service MARINA – Maritime Safety Service</p> <p>Applicant</p> <p>Applicant</p>

<p>d. Astern view</p> <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. 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 <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 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>MARINA – Shipyards Regulation Service</p> <p>MARINA – Maritime Safety Service</p> <p>MARINA – Shipyards Regulation Service</p> <p>Applicant/Insurance Provider accredited by Insurance Commission</p> <p>Applicant/Insurance Provider</p> <p>MARINA – Domestic Shipping Service</p>
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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

13. For Cargo Ships

1. Cargo Ship Safety Certificate; and
2. Minimum Safe Manning Certificate

14. For Tankers

- 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)

15. For Tugs, Dredges and Barges:

- a. 5.Cargo Ship Safety Certificate; and
- b. Minimum Safe Manning Certificate

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.



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.	NONE	1 hour	MIDS I/ Senior MIDS
1.1	IF EMAIL: Send application and complete documentary requirements to the official	1.1	IF EMAIL: Acknowledges receipt of email and forwards the email to the Evaluator			Administrative Assistant III

Fees to be Paid:						
Vessel Size	GT	No Motor	Sail / Electric	With Motor	High Speed	
Personal Watercraft	Up to 1.2	P500.00	P 750.00	P1,000.00	P 2,000.00	
Auxiliary	Up to 4	P800.00	P 800.00	P1,500.00	P 4,000.00	
Small	1.21 to 10	P1,000.00	P 1,500.00	P2,000.00	P 4,000.00	
Medium	10.1 - 19	P2,000.00	P 3,000.00	P4,000.00	P 8,000.00	
Large	19.1 to 98	P4,000.00	P 6,000.00	P8,000.00	P 16,000.00	
Mega	98.1 to 328	P8,000.00	P12,000.00	P16,000.00	P 32,000.00	
Super	328 and up	P8,000.00	P12,000.00	P16,000.00	P 32,000.00	
Permit to Operate (Certificate)				P 400.00		



	email address of the office.					
2	No activity	2	<i>IF COMPLETE:</i> 2. Issues Authority to Accept Payment (ATAP)	NONE	10 minutes	MIDS I/ Senior MIDS
2.1	<i>IF INCOMPLETE:</i> Comply with the deficiencies.	2.1	<i>IF INCOMPLETE:</i> Application returned and inform the client to submit lacking requirements or deficiencies			
3	Pays the corresponding fees stipulated in the ATAP	3	Accepts the Payment and issues Official Receipt	Please refer to the table of fees	5 minutes	Administrative Officer III / Clerk III
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.	NONE	10 minutes	Administrative Assistant III I
5	No activity	5	Assigns the application to the evaluator	NONE	5 minutes	Chief MIDS
6	No activity	6	Evaluates the application in accordance to applicable rules and regulations	NONE	1 to 5 days	MIDS I/ Senior MIDS
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.	NONE		MIDS I/ Senior MIDS
8	No activity	8	7. Prepares Report of Evaluation, draft ORDER / DECISION	NONE	1 hour	MIDS I/ Senior MIDS



9	No activity	9	Checks and reviews draft ORDER/DECISION and recommends for the appropriate action of the approving authority.	NONE	30 minutes	Chief MIDS
10	No activity	10	Approves the ORDER/DECISION	NONE	10 minutes	Regional Director
11	6.) Receives ORDER / DECISION	11	Releases the ORDER/DECISION	NONE	10 minutes	Administrative Assistant III
END OF TRANSACTION				Minimum: 1 day, 3 hours and 20 minutes Maximum: 5 days, 3 hours and 20 minutes		



C. MRO - ADJUDICATION SECTION (LEGAL DIVISION)

C.1. APPLICATION FOR INCORPORATION OF MARITIME ENTERPRISES FOR SECURITY AND EXCHANGE COMMISSION (SEC) INDORSEMENT / OTHER GOVERNMENT AGENCY INDORSEMENT / DEPARTMENT OF FINANCE INDORSEMENT

Office/Division:	MARINA Regional Offices – Adjudication 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 Original Copies 2. Articles of Incorporation and By-Laws - 1 Photocopy 3. Director's Certificate (if amended) - 1 Photocopy 4. Incorporators should not have pending or unsettled case in MARINA - Legal Clearance; 1 Original Copy				Applicant Applicant Applicant Legal Service/ Legal 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	Administrative Assistant III/ V
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	NONE		Administrative Assistant III/ V
1.1	IF EMAIL: Send	1.1	IF EMAIL:	NONE		



	application and complete documentary requirements to the official email address of the office.		Acknowledges receipt of email and forwards the email to the Evaluator			Administrative Assistant III/ V
2.	No activity IF INCOMPLETE: Comply with the deficiencies.	2. 2.1	<i>IF COMPLETE:</i> 2. Issues Authority to Accept Payment (ATAP) <i>IF INCOMPLETE:</i> Returns the Applicant and advises the applicant to submit the lacking requirements	P 950.00 per application P 30.00 for documentary stamp NONE	10 minutes	Administrative Assistant III/ V
3.	Pays the corresponding fees stipulated in the ATAP	3.	Accepts the Payment and issues Official Receipt	P 950.00 per application P 30.00 for documentary stamp	5 minutes	Administrative Officer III / Clerk III
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.	NONE	10 minutes	Administrative Assistant III/ V
5.	No activity	5.	Assigns the application to the evaluator	NONE	5 minutes	Regional Director /Section Head
6.	No activity	6.	Evaluates the application	NONE	2 hours	Administrative Assistant III/ V



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.	NONE		Administrative Assistant III/ V
8.	No activity	8.	Prepares Report of Evaluation, drafts document applied for	NONE	1 hour	Administrative Assistant III/ V
9.	No activity	9.	Checks and reviews draft Certificate and recommends for the appropriate action of the approving authority.	NONE	30 minutes	Attorney III/V
10.	No activity	10.	Approves the document	NONE	10 minutes	Regional Director
11.	Receives the DOCUMENT	11.	Releases the document	NONE	10 minutes	Administrative Assistant III/ V
END OF TRANSACTION					5 hours and 20 minutes	



C.2. APPLICATION /REQUEST FOR LEGAL CLEARANCES AND/OR CERTIFICATE OF NO PENDING CASE

Office/Division:		MARINA Regional Offices – Adjudication Section				
Classification:		Simple Transaction				
Type of Transaction:		G2B - Government to Client				
Who may avail:		All owners; Operators and Charters				
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE		
1. Application Letter - 2 Original Copies 2. Copy of CO/CPR - 1 Photocopy 3. SPA/Secretary Certificate - 1 Original Copy				Applicant Applicant Applicant		
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Proceed to the Records Section and present the application and documentary complete requirements	1.	Receives and logs the application and forward to the concerned Section.	NONE	10 minutes	Administrative Assistant III/ V
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	NONE		Administrative Assistant III/ V



2.	No activity IF INCOMPLETE: Comply with deficiencies	2.	Screen and Check application and Qualification and Documentary requirements. Verifies authenticity of documents submitted.	NONE	1 hour	Administrative Assistant III/ V
		2.1	Verify per Section whether the applicant has any pending cases or outstanding fees, charges, or penalties related to the vessel(s) being applied for. IF NO PENDING/COMPLETE: Issues Authority to Accept Payment (ATAP) IF INCOMPLETE: Returns the application and advises the applicant to submit the lacking requirements	NONE P 300.00 per application NONE	16 hours	Administrative Assistant III/ V
3.	Pays the corresponding fees stipulated in the ATAP	3.	Accepts the Payment and issues Official Receipt	P 300.00 per application	5 minutes	Administrative Officer III / Clerk III



4.	No activity	4.	Draft Certificate being applied	NONE	1 hour	Administrative Assistant III/ V
5.	No activity	5.	Check and review draft Certificate and recommends for the appropriate action of the approving authority	NONE	4 hours	Atty. III/V
6.	No activity	6.	Approves the documents	NONE	8 hours	Regional Director
7.	Receives the documents	7.	Release the document(s)	NONE	10 minutes	Administrative Assistant III/ V
END OF TRANSACTION					3 days and 40 minutes	



D. MRO – MARITIME SAFETY SECTION (MRO-MSS)

D.1. 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 - Maritime Safety Section (MRO-MSS)	
Classification:	Highly Technical 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> 2. Photocopy Certificate of Ownership 3. Photocopy Certificate Philippine Registry 4. Photocopy Certificate of Stability 5. Photocopy Load Line Certificate 6. Photocopy of Bay and River License (BRL)/ 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 	Applicant MRO-DSS MRO-DSS MRO-SRS MRO-SRS MRO-DSS



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	a. Issuance/Renewal of Safe Manning Certificate		1 hour	SOS II/Engr. II/Sr.SOS & Engr. III		
	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	<ul style="list-style-type: none"> Over 1,600 GT Over 1,000 Gt to 1,600 GT Over 500 GT to 1,000 GT Over 250 Gt to 500 GT Over 100 GT to 250 GT Over 35 GT to 100 GT 35 GT and below 			<ul style="list-style-type: none"> P2,300.00/ship P2,000.00/ship P1,600.00/ship P1,200.00/ship P800.00/ship P300.00/ship P100.00/ship 	
		1.2	<u>IF INCOMPLETE:</u> Inform the applicant of lacking requirements	b. Re-issuance of Safe Manning Certificate	P300.00/ship				
				c. Surcharge for late renewal of expired certificates	50% of the total fees				



2	Receives ATAP	2	Issues Authority to Accept Payment (ATAP)	None	10 minutes	SOS II/Engr. II/Sr. SOS/Engr. III
3	Proceeds to Clerk III / Administrative Assistant III to pay corresponding amount	3	Accepts payment Issues Official Receipt (OR)	None	10 minutes	Clerk III / Administrative Assistant III
4	Receives Official Receipt (OR)	4	Receives and logs application and documentary requirements	None	30 minutes	Clerk / Administrative Assistant III
4.1	Proceeds to the Receiving Unit to file the application	4.1	Forwards to concerned division			
5	No Activity	5	Assign the application	None	1 hour	Section Head
6	No Activity	6	Conducts Inspection	None	1 - 3 days	SOS II/Engr. II/Sr. SOS/Engr. III



7	No Activity if compliant during inspection	7	Prepares Survey report and drafts Certificate	None	1 day	SOS II/Engr. II/Sr. SOS/Engr. III
7.1	Act on the Deficiencies found during the conduct of Inspection	7.1	Prepares letter returning the application (for non-compliance)		1 hour	SOS II/Engr. II/Sr. SOS/Engr. III
8	No Activity	8	Reviews the Certificate and Survey Report recommends for approval and forwards to ORD	None	30 minutes	Section Head
9	No Activity	9	Approves/signs Certificates and Survey Report	None	10 minutes	Regional Director
10	No Activity	10	Records and forwards Letter to Releasing Section	None	10 minutes	Administrative Assistant III 1 or III
11	Receives signed Certificates	11	Releases Certificates	None	30 minutes	Releasing Officer
END OF TRANSACTION				1 day and 6 hours Note: PLUS the number of inspection days		



D.2. ISSUANCE OF CERTIFICATE OF COMPLIANCE FOR PASSENGER VESSELS
(Note: Currently Performed by NCR-SRS)

All passenger ships 20 GT 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 - Maritime Safety Section (MRO-MSS)	
Classification:	Highly Technical 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
<p>NEW REGISTRATION:</p> <ol style="list-style-type: none"> 1. Letter of Intent (2 Copies) 2. MARINA- approved Ship Passenger Accommodation Plan 3. Other Ship's Plan as maybe required by the Administration <p>RENEWAL:</p> <ol style="list-style-type: none"> 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 <p>NOTE: 1 copy per requirement except Letter of Intent</p>		<p>Applicant MRO-SRS MRO-SRS</p> <p>MRO-SRS MRO-SRS</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 Acknowledge receipt of the email and forward email to the concerned Section	Issuance/ Renewal of Certificate of Compliance: P400.00 <table border="1"> <thead> <tr> <th>Processing & Inspection Fee</th> <th>Outside Territorial Jurisdiction:</th> <th>Within Territorial Jurisdiction:</th> </tr> </thead> <tbody> <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> </tbody> </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	SOS II/Engr. II/Sr. SOS/Engr. III
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	<u>IF INCOMPLETE:</u> Inform the applicant of lacking requirements																													
		1.2																														
2	Receives ATAP	2	Issues Authority to Accept Payment (ATAP)				10 minutes	SOS II/Engr. II/Sr. SOS/Engr. III																								



3	Proceeds to Clerk III / Administrative Assistant III to pay corresponding amount	3	Accepts payment Issues Official Receipt (OR)	None	10 minutes	Clerk III / Administrative Assistant III
4	Receives Official Receipt (OR)	4	Receives and logs application and documentary requirements Forwards to concerned division	None	30 minutes	Clerk / Administrative Assistant III
4.1	Proceeds to the Receiving Unit to file the application	4.1				
5	No Activity	5	Assign the application	None	1 hour	Section Head
6	No Activity	6	Conducts Inspection	None	1-3 days	SOS II/Engr. II/Sr. SOS/Engr. III
7	No Activity if compliant during inspection	7	Prepares Survey report and drafts Certificate	None	1 day	SOS II/Engr. II/Sr. SOS/Engr. III
7.1	Act on the Deficiencies found during	7.1	Prepares letter returning the application (for non-compliance)		1 hour	SOS II/Engr. II/Sr. SOS/Engr. III



	the conduct of Inspection					
8	No Activity	8	Reviews the Certificate and Survey Report recommends for approval and forwards to ORD	None	30 minutes	Section Head
9	No Activity	9	Approves/signs Certificates and Survey Report	None	10 minutes	Regional Director
10	No Activity	10	Records and forwards Letter to Releasing Section	None	10 minutes	Administrative Assistant III I or III
11	Receives signed Certificates	11	Releases Certificates	None	30 minutes	Releasing Officer
END OF TRANSACTION				TOTAL SPT: 1 day and 6 hours <i>PLUS the number of inspection days</i>		



D.3. 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 - Maritime Safety Section (MRO-MSS)	
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> 2. Photocopy Certificate of Ownership 3. Photocopy Certificate Philippine Registry 4. Photocopy Certificate of Stability 5. Photocopy Load Line Certificate 6. Photocopy of Bay and River License (BRL)/ Coastwise License (CWL) Note: • Certificates being issued by another Authority shall be part of the conduct of		Applicant MRO-DSS MRO-DSS MRO-SRS MRO-SRS MRO-DSS



<p><i>inspection and are subject to detailed verification (i.e., authenticity, validity) to ensure compliance to the standard, rules and regulations.</i></p> <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 border="1"> <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	SOS II/Engr. II/Sr. SOS/Engr. III
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	Acknowledge receipt of the email and forward email to the concerned Section																								
		1.2	<u>IF INCOMPLETE:</u> Inform the applicant of lacking requirements																								



				<table border="1"> <tr> <td>Refrigeration (if equipped)</td> <td>P100.00</td> </tr> <tr> <td>Distance fee</td> <td></td> </tr> <tr> <td> <ul style="list-style-type: none"> • Within 25km radius from workstation </td> <td>P600.00</td> </tr> <tr> <td> <ul style="list-style-type: none"> • Beyond 25km </td> <td>P600.00 + P50.00/km in excess of 25km</td> </tr> <tr> <td>Surcharge for late renewal of expired certificates</td> <td>50% of the total fees</td> </tr> </table>	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		
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)	None	10 minutes	SOS II/Engr. II/Sr. SOS/Engr. III										
3	Proceeds to Clerk III / Administrative Assistant III to pay corresponding amount	3	Accepts payment Issues Official Receipt (OR)	None	10 minutes	Clerk III / Administrative Assistant III										
4	Receives Official Receipt (OR)	4	Receives and logs application and documentary requirements	None	30 minutes	Clerk / Administrative Assistant III										
4.1	Proceeds to the Receiving	4.1	Forwards to concerned division													



	Unit to file the application					
5	No Activity	5	Assign the application	None	1 hour	Section Head
6	No Activity	6	Conducts Inspection	None	1 - 3 days	SOS II/Engr. II/Sr. SOS/Engr. III
7	No Activity if compliant during inspection	7	Prepares Survey report and drafts Certificate	None	1 day	SOS II/Engr. II/Sr. SOS/Engr. III
7.1	Act on the Deficiencies found during the conduct of Inspection	7.1	Prepares letter returning the application (for non-compliance)		1 hour	SOS II/Engr. II/Sr. SOS/Engr. III
8	No Activity	8	Reviews the Certificate and Survey Report recommends for approval and forwards to ORD	None	30 minutes	Section Head



9	No Activity	9	Approves/signs Certificates and Survey Report	None	10 minutes	Regional Director
10	No Activity	10	Records and forwards Letter to Releasing Section	None	10 minutes	Administrative Assistant III I or III
11	Receives signed Certificates	11	Releases Certificates	None	30 minutes	Releasing Officer
END OF TRANSACTION					1 day and 6 hours <i>PLUS</i> the number of inspection days	



D.4. 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 - Maritime Safety Section (MRO-MSS)	
Classification:	Highly Technical 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>Note: The applicant shall bring the following certificates for verification:</i>		Applicant
2. Photocopy Certificate of Ownership		MRO-DSS
3. Photocopy Certificate Philippine Registry		MRO-DSS
4. Photocopy Certificate of Stability		MRO-SRS
5. Photocopy 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"> • 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	Certificate	P400.00	1 hour	SOS II/Engr. II/Sr. SOS/Engr. III
			Evaluates the authenticity and validity of documentary requirements	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			
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	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)		
		1.2	<u>IF INCOMPLETE:</u> Inform the applicant of lacking requirements	Boilers (if equipped)	Computation based on MC 2015 – 10		
				Number of Air Compressors	P100.00 each		
				Refrigeration (if equipped)	P100.00		



				<table border="1"> <tr> <td>Distance fee</td> <td></td> </tr> <tr> <td>Within 25km radius from workstation</td> <td>P600.00</td> </tr> <tr> <td>Beyond 25km</td> <td>P600.00 + P50.00/km in excess of 25km</td> </tr> <tr> <td>Surcharge for late renewal of expired certificates</td> <td>50% of the total fees</td> </tr> </table>	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		
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)	None	10 minutes	SOS II/Engr. II/Sr. SOS/Engr. III								
3	Proceeds to Clerk III / Administrative Assistant III to pay corresponding amount	3	Accepts payment Issues Official Receipt (OR)	None	10 minutes	Clerk III / Administrative Assistant III								
4	Receives Official Receipt (OR)	4	Receives and logs application and documentary requirements	None	30 minutes	Clerk / Administrative Assistant III								
4.1	Proceeds to the Receiving Unit to file the application	4.1	Forwards to concerned division											



5	No Activity	5	Assign the application	None	1 hour	Section Head
6	No Activity	6	Conducts Inspection	None	1 – 3 days	SOS II/Engr. II/Sr. SOS/Engr. III
7	No Activity if compliant during inspection	7	Prepares Survey report and drafts Certificate	None	1 day	SOS II/Engr. II/Sr. SOS/Engr. III
7.1	Act on the Deficiencies found during the conduct of Inspection	7.1	Prepares letter returning the application (for non-compliance)		1 hour	SOS II/Engr. II/Sr. SOS/Engr. III
8	No Activity	8	Reviews the Certificate and Survey Report recommends for approval and forwards to ORD	None	30 minutes	Section Head
9	No Activity	9	Approves/signs Certificates and Survey Report	None	10 minutes	Regional Director
10	No Activity	10	Records and forwards Letter to Releasing Section	None	10 minutes	Administrative Assistant III I ot III



11	Receives signed Certificates	11	Releases Certificates	None	30 minutes	Releasing Officer
END OF TRANSACTION					1 day and 6 hours <i>PLUS the number of inspection days</i>	



D.5. 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 - Maritime Safety Section (MRO-MSS)	
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
	<ol style="list-style-type: none"> 1. Letter of Intent – 2 copies 2. Original Document of Compliance (DOC); if endorsement/renewal 3. Original Safety Management Certificate (SMC); if endorsement/renewal 4. Photocopy of Certificate of Ownership of the vessel; 5. Photocopy of Certificate Philippine Registry of the vessel; 6. Safety Management System (SMS) Manual. <p>Note:</p> <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> 	<p>Applicant MRO-MSS MRO-MSS</p> <p>MRO-DSS MRO-DSS Client (The company shall formulate its own SMS Manual based on the requirement of ISM Code).</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	Full-Term Safety Management Certificate (SMC)/Interim Safety Management Certificate (ISM) issued by MARINA	P7,500.00/document	1 hour	SOS II/Engr. II/Sr. SOS/Engr. III
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	➤ Ship			
				- Category I <ul style="list-style-type: none"> Oil tankers, gas carriers, bulk carriers and other cargo ships of 500 GT and above; and 	P30,000.00 per Complete Audit		
				<ul style="list-style-type: none"> Passenger ships and high speed craft carrying less than 300 passengers 	P30,000.00 per Complete Audit		
		1.2	<u>IF INCOMPLETE:</u> Inform the applicant of lacking requirements	- Category II <ul style="list-style-type: none"> Passenger ships and high speed craft carrying less than 300 up to 1,499 passengers and 	P30,000.00 per Complete Audit		
				<ul style="list-style-type: none"> Chemical tankers 	P30,000.00 per Complete Audit		
				- Category III <ul style="list-style-type: none"> Passenger ships 	P34,6000.00 per		



				<table border="1"> <tr> <td>carrying 1,500 passengers and above</td> <td>Complete audit</td> </tr> </table>	carrying 1,500 passengers and above	Complete audit		
carrying 1,500 passengers and above	Complete audit							
2	Receives ATAP	2	Issues Authority to Accept Payment (ATAP)		10 minutes	SOS II/Engr. II/Sr. SOS/Engr. III		
3	Proceeds to Clerk III / Administrative Assistant III to pay corresponding amount	3	Accepts payment Issues Official Receipt (OR)		10 minutes	Clerk III / Administrative Assistant III		
4	Receives Official Receipt (OR)	4	Receives and logs application and documentary requirements	None	30 minutes	Clerk / Administrative Assistant III		
4.1	Proceeds to the Receiving Unit to file the application	4.1	Forwards to concerned division					
5	No Activity	5	Assign the application	None	1 hour	Section Head		
6	No Activity	6	Conducts Audit	None	1 – 3 days	SOS II/Engr. II/Sr. SOS/Engr. III		



7	No Activity if compliant during audit	7	Prepares Audit report and drafts Certificate	None	1 day	SOS II/Engr. II/Sr. SOS/Engr. III
7.1	Act on the Non-conformities found during the audit	7.1	Prepares letter returning the application (for non-compliance)		1 hour	SOS II/Engr. II/Sr. SOS/Engr. III
8	No Activity	8	Reviews the Certificate and Survey Report recommends for approval and forwards to ORD	None	30 minutes	Section Head
9	No Activity	9	Approves/signs Certificates and Survey Report	None	10 minutes	Regional Director
10	No Activity	10	Records and forwards Letter to Releasing Section	None	10 minutes	Administrative Assistant I or III
11	Receives signed Certificates	11	Releases Certificates	None	30 minutes	Releasing Officer
END OF TRANSACTION					1 day and 6 hours <i>PLUS the number of inspection days</i>	



D.6. ISSUANCE OF CERTIFICATE OF COMPLIANCE (FOR PASSENGER SHIPS 20 GT and above)
(Currently performed by NCR-SRS)

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 - Maritime Safety Section (MRO-MSS)					
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			
<ol style="list-style-type: none"> 1. Letter of Intent - 2 copies 2. Photocopy of Certificate of Ownership 3. Photocopy of Certificate of Philippine Registry 4. Photocopy of Passenger Ship Safety Certificate 5. Safety film or voice tape stored in a CD or flash drive <p>Note:</p> <ul style="list-style-type: none"> • Original copy of the document shall be required to be presented upon application. • 1 copy per requirement from number 2 to 6 			Applicant MRO-DSS MRO-DSS MRO-MSS Applicant			
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceeds to	1	Checks completeness of	P 400.00	1 hour	SOS II/Engr.



1.1	MSS 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	documentary requirements Evaluates the authenticity and validity of documentary requirements			II/Sr. SOS/Engr. III
		1.2	<u>IF INCOMPLETE:</u> Inform the applicant of lacking requirements			Administrative Assistant III I or III SOS II/Engr. II/Sr. SOS/Engr. III
2	Receives ATAP	2	Issues Authority to Accept Payment (ATAP)	None	10 minutes	SOS II/Engr. II/Sr. SOS/Engr. III
3	Proceeds to Clerk III / Administrative Assistant III to pay	3	Accepts payment Issues Official Receipt (OR)	None	10 minutes	Clerk III / Administrative Assistant III



	corresponding amount					
4	Receives Official Receipt (OR)	4	Receives and logs application and documentary requirements	None	30 minutes	Clerk / Administrative Assistant III
4.1	Proceeds to the Receiving Unit to file the application	4.1	Forwards to concerned division			
5	No Activity	5	Assign the application	None	1 hour	Section Head
6	No Activity	6	Conducts Inspection	None	1 – 3 days	SOS II/Engr. II/Sr. SOS/Engr. III
7	No Activity if compliant during inspection	7	Prepares Survey report and drafts Certificate	None	1 day	SOS II/Engr. II/Sr. SOS/Engr. III
7.1	Act on the Deficiencies found during the conduct of Inspection	7.1	Prepares letter returning the application (for non-compliance)		1 hour	SOS II/Engr. II/Sr. SOS/Engr. III
8	No Activity	8	Reviews the Certificate and	None	30 minutes	Section Head



			Survey Report recommends for approval and forwards to ORD			
9	No Activity	9	Approves/signs Certificates and Survey Report	None	10 minutes	Regional Director
10	No Activity	10	Records and forwards Letter to Releasing Section	None	10 minutes	Administrative Assistant III I or III
11	Receives signed Certificates	11	Releases Certificates		30 minutes	Releasing Officer
END OF TRANSACTION					1 day and 6 hours <i>PLUS the number of inspection days</i>	



D.7. ISSUANCE OF RECREATIONAL BOAT SAFETY CERTIFICATE (RBSC)

MARINA MC DS 2019-01

Office/Division:	MARINA Regional Offices - Maritime Safety Section (MRO-MSS)	
Classification:	Highly Technical Transaction	
Type of Transaction:	G2B – Government to Business G2C – Government to Citizen	
Who may avail:	Shipping Companies/ Companies	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<p>1. Letter of Intent – 2 copies <i>Note: The applicant shall bring the following certificates for verification:</i></p> <p>2. Photocopy Certificate of Ownership</p> <p>3. Photocopy Recreational Boat Certificate</p> <p>Note:</p> <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 <p>1 copy per requirement from number 2 to 6</p>		<p>Applicant</p> <p>MRO-DSS MRO-DSS</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 – 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	VESSEL SURVEY/INSPECTION						1 hour	SOS II/Engr. II/Sr. SOS/Engr. III	
				1.1	Acknowledge receipt of the email and forward email to the concerned Section <u>IF INCOMPLETE:</u> Inform the applicant of lacking 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			
				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,				
				Mega	P5,000.00	Mega	P2,500.00					



				<table border="1"> <tr> <td>Super</td> <td>P10,000.00</td> <td>Super</td> <td>P5,000.00</td> <td>Exemption Certificate, Certificate of Fitness, Reissuance of Certificates P 400.00 / certificate</td> </tr> <tr> <td colspan="3">Surcharge for late renewal of Safety Certificates</td> <td colspan="2">50% of the total fees</td> </tr> </table>	Super	P10,000.00	Super	P5,000.00	Exemption Certificate, Certificate of Fitness, Reissuance of Certificates P 400.00 / certificate	Surcharge for late renewal of Safety Certificates			50% of the total fees			
Super	P10,000.00	Super	P5,000.00	Exemption Certificate, Certificate of Fitness, Reissuance of Certificates P 400.00 / certificate												
Surcharge for late renewal of Safety Certificates			50% of the total fees													
2	Receives ATAP	2	Issues Authority to Accept Payment (ATAP)	None		10 minutes	SOS II/Engr. II/Sr. SOS/Engr. III									
3	Proceeds to Clerk III / Administrative Assistant III to pay corresponding amount	3	Accepts payment Issues Official Receipt (OR)	None		10 minutes	Clerk III / Administrative Assistant III									
4	Receives Official Receipt (OR)	4	Receives and logs application and documentary requirements	None		30 minutes	Clerk / Administrative Assistant III									
4.1	Proceeds to the Receiving	4.1	Forwards to concerned division													



	Unit to file the application					
5	No Activity	5	Assign the application		1 hour	Section Head
6	No Activity	6	Conducts Inspection		1 – 3 days	SOS II/Engr. II/Sr. SOS/Engr. III
7	No Activity if compliant during inspection	7	Prepares Survey report and drafts Certificate	None	1 day	SOS II/Engr. II/Sr. SOS/Engr. III
7.1	Act on the Deficiencies found during the conduct of Inspection	7.1	Prepares letter returning the application (for non-compliance)		1 hour	SOS II/Engr. II/Sr. SOS/Engr. III
8	No Activity	8	Reviews the Certificate and Survey Report recommends for approval and forwards to ORD	None	30 minutes	Section Head
9	No Activity	9	Approves/signs Certificates and Survey Report	None	10 minutes	Regional Director



10	No Activity	10	Records and forwards Letter to Releasing Section	None	10 minutes	Administrative Assistant III I or III
11	Receives signed Certificates	11	Releases Certificates	None	30 minutes	Releasing Officer
END OF TRANSACTION					1 day and 6 hours <i>Note: PLUS the number of inspection days</i>	



D.8. ISSUANCE OF SPECIAL PERMIT TO NAVIGATE (SPN)

MC No. 2023-01 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 - Maritime Safety Section (MRO-MSS)					
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			
<ol style="list-style-type: none"> 1. Letter of Intent – 2 copies 2. Photocopy of Certificate of Ownership 3. Photocopy of Certificate of Philippine Registry 4. Photocopy of Subject vessels expired Safety certificates and MSMC 5. If to be towed, Photocopy of Valid Safety Certificates of the Tug boat to be used for navigation. <p>Note:</p> <ul style="list-style-type: none"> • Original copy of the document shall be required to be presented upon application. • 1 copy of the requirement from number 2 to 5 			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	P700.00	1 hour	SOS II/Engr. II/Sr. SOS/Engr. III



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			Administrative Assistant III IV SOS II/Engr. II/Sr. SOS/Engr. III
		1.2	<u>IF INCOMPLETE:</u> Inform the applicant of lacking requirements			
2	Receives ATAP	2	Issues Authority to Accept Payment (ATAP)	None	10 minutes	SOS II/Engr. II/Sr. SOS/Engr. III
3	Proceeds to Clerk III / Administrative Assistant III to pay corresponding amount	3	Accepts payment Issues Official Receipt (OR)	None	10 minutes	Clerk III / Administrative Assistant III
4	Receives Official Receipt (OR) Proceeds to the Receiving Unit to file the application	4	Receives and logs application and documentary requirements	None	30 minutes	Clerk / Administrative Assistant III
5	No Activity	5	Final evaluation and preparation draft Permit	None	1 hour	SOS II/ENGR> II/SR. SOS/Engr. III



6	No Activity if	6	Reviews draft permit, initials and forwards to ORD	None	30 minutes	Section Head
7	No Activity	7	Approves/signs documents	None	30 minutes	Regional Director
8	No Activity	8	Records and forwards Permit to Releasing Section	None	10 minutes	Administrative Assistant III I or III
9	Receives signed Certificates	9	Releases Certificates	None	30 minutes	Releasing Officer
END OF TRANSACTION					4 hours	



D.9. ISSUANCE/ENDORSEMENT/ RENEWAL OF DOCUMENT OF COMPLIANCE (DOC)

RA 9295/ MC 2015-11 The 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 Offices - Maritime Safety Section (MRO-MSS)	
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
	<ol style="list-style-type: none"> 1. Letter of Intent (2 copies) 2. Original Document of Compliance (DOC); if endorsement 3. Photocopy of Certificate of Ownership of the vessel; 4. Photocopy of Certificate Philippine Registry of the vessel; 5. Safety Management System (SMS) Manual. <p>Note:</p> <ul style="list-style-type: none"> • Original copy of the document shall be required to be presented upon application. • 1 copy of the requirement from number 2 to 5 	<p>Applicant MRO-MSS</p> <p>MRO-DSS MRO-DSS</p> <p>Applicant (The company shall formulate its own SMS Manual based on the requirement of ISM Code).</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	<table border="1"> <tr> <td>Full-Term Document of Compliance (DOC)/Interim Document of Compliance (IDOC) issued by MARINA</td> <td>P7,500.00/document</td> </tr> <tr> <td>➤ Company</td> <td></td> </tr> <tr> <td>- Category I – Small (with 20 employees and below</td> <td>P29,000.00 per Complete Audit</td> </tr> <tr> <td>- Category II – Medium (between 21 and 50 employees)</td> <td>P45,000.00 per Complete Audit</td> </tr> <tr> <td>- Category III – Large (more than 50 employees)</td> <td>P34,6000.00 per Complete audit</td> </tr> <tr> <td>- Document Review</td> <td>P4,700.00</td> </tr> </table>		Full-Term Document of Compliance (DOC)/Interim Document of Compliance (IDOC) issued by MARINA	P7,500.00/document	➤ Company		- Category I – Small (with 20 employees and below	P29,000.00 per Complete Audit	- Category II – Medium (between 21 and 50 employees)	P45,000.00 per Complete Audit	- Category III – Large (more than 50 employees)	P34,6000.00 per Complete audit	- Document Review	P4,700.00	1 hour	SOS II/Engr. II/Sr. SOS/Engr. III
Full-Term Document of Compliance (DOC)/Interim Document of Compliance (IDOC) issued by MARINA	P7,500.00/document																		
➤ Company																			
- Category I – Small (with 20 employees and below	P29,000.00 per Complete Audit																		
- Category II – Medium (between 21 and 50 employees)	P45,000.00 per Complete Audit																		
- Category III – Large (more than 50 employees)	P34,6000.00 per Complete audit																		
- Document Review	P4,700.00																		
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	Acknowledge receipt of the email and forward email to the concerned Section <u>IF INCOMPLETE:</u> Inform the applicant of lacking requirements	Audit Fee: Refer to MC 2015-11			Administrative Assistant III IV SOS II/Engr. II/Sr. SOS/Engr. III												
2	Receives ATAP	2	Issues Authority to Accept Payment (ATAP)	None		10 minutes	SOS II/Engr. II/Sr. SOS/Engr. III												



3	Proceeds to Clerk III / Administrative Assistant III to pay corresponding amount	3	Accepts payment Issues Official Receipt (OR)	None	10 minutes	Clerk III / Administrative Assistant III
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	None	30 minutes	Clerk / Administrative Assistant III
5	No Activity	5	Assigns the application	None	1 hour	Section Head
6	No Activity if	6	Conducts Document review and Audit	None	1 – 3 days	SOS II/Engr. II/Sr. SOS/Engr. III
7	No Activity if compliant during the Document Review and Audit Act on the	7 7.1	Prepares Audit report, Memo to RD and drafts the Certificate Prepares letter returning the	None	1 day	SOS II/Engr. II/Sr. SOS/Engr. III



7.1	Deficiencies found during the conduct of Document review and Audit		application (for non-compliance)			
8	No Activity	8	Reviews the Certificate and Audit Report, recommends for approval and forwards to ORD	None	10 minutes	Section Head
9	No Activity	9	Approves/signs the Certificate and Audit report	None	10 minutes	Regional Director
10	No Activity	10	Records and forwards Letter or Certificate to Releasing Section	None	10 minutes	Administrative Assistant III I or III
11	Receives signed Certificates	11	Releases Letter or Certificate	None	30 minutes	Releasing Officer
END OF TRANSACTION					1 day and 6 hours PLUS the number of Manual Review and Audit days.	



D.10. ISSUANCE OF CERTIFICATION FOR BUREAU OF CUSTOMS RELEASE

RA 9295/ RPMRR '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 Offices - Maritime Safety Section (MRO-MSS)	
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
<ol style="list-style-type: none"> 1. Letter of Intent (2 Copies) 2. Photocopy of Authority to Import 3. Photocopy of Bill of Lading 4. Photocopy of Importation Documents 5. Photocopy of Safety Certificates of the Subject Vessel (if existing) 6. Photocopy of Builder's Certificate (if newly built) <p>Note:</p> <ul style="list-style-type: none"> • Original copy of the document shall be required to be presented upon application. • 1 copy of the requirement from number 2 to 5 		Applicant MRO-DSS MRO-DSS MRO-DSS IACS or previous Flag Administration MRO-SRS



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	SOS II/Engr. II/Sr. SOS/Engr. III	
			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			
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	100.00 GT to 249.99 GT	P1,200.00 + P1.00/GT in excess of 100 GT			Administrative Assistant III IV
				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			
		1.2	<u>IF INCOMPLETE:</u> Inform the applicant of lacking requirements	2,000 GT to 2,999.99 GT	P4,700.00 + P1.00/GT in excess of 2,000 GT			SOS II/Engr. II/Sr. SOS/Engr. III
				3,000 GT to 4,999.99 GT	P6,200.00 + P1.00/GT in excess of 3,000 GT			
				5,000 GT and above	P8,600.00 + P1.00/GT in excess of 5,000 GT			



CLIENT STEPS		AGENCY ACTION		FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2	Receives ATAP	2	Issues Authority to Accept Payment (ATAP)	None	10 minutes	SOS II/Engr. II/Sr. SOS/Engr. III
3	Proceeds to Clerk III / Administrative Assistant III to pay corresponding amount	3	Accepts payment Issues Official Receipt (OR)	None	10 minutes	Clerk III / Administrative Assistant III
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 Section	None	30 minutes	Clerk / Administrative Assistant III
5	No Activity	5	Assigns the application		10 minutes	Section Head
6	No Activity if	6	Conducts Verification inspection		1-2 days (if outside working station due to travel time)	SOS II/Engr. II/Sr. SOS/Engr. III
7	No Activity if compliant during the Document	7	Prepares report and drafts the Certification	None	1 day	



CLIENT STEPS		AGENCY ACTION		FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
7.1	Review and Audit Act on the Deficiencies found during the conduct of Document review and Audit	7.1	Prepares letter returning the application (for non-compliance)			SOS II/Engr. II/Sr. SOS/Engr. III
8	No Activity	8	Reviews the Certification and Survey Report, recommends for approval and forwards to ORD	None	10 minutes	Section Head
9	No Activity	9	Approves/signs the Certificate and Survey report	None	10 minutes	Regional Director
10	No Activity	10	Records and forwards letter or Certification to Releasing Section	None	10 minutes	Administrative Assistant III
11	Receives signed Certificates	11	Releases Certificates	None	30 minutes	Releasing Officer
END OF TRANSACTION					3 days and 3 hours	



D.11. 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 Offices - Maritime Safety Section (MRO-MSS)	
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 4. Photocopy of applicant’s certificate and/or license (COC) 5. Photocopy of SRB showing the seafarer’s personal identification and sea experience. 6. Photocopy of CPR of the vessel 7. Applicant’s picture in uniform (2”x2”) – 2 copies Note: 1 copy per requirement from number 2 to 6		Applicant MRO-MSS Applicant Applicant Applicant MRO-DSS Applicant



<p>For Domestic Voyages (Renewal)</p> <ol style="list-style-type: none"> 1. Letter of Intent from Company – 2 copies 2. Duly accomplished application form 3. Previously issued original Dispensation Permit 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 <p>Note: 1 copy per requirement from number 2 to 5</p> <p>For International Voyages</p> <ol style="list-style-type: none"> 1. Letter of Intent – 2 copies 2. Photocopy of CPR 3. Photocopy of MSMC 4. Previously issued Dispensation Permit, if applicable 5. List of Ports of call and sailing schedule 6. Crew list 7. Name and appropriate certificate of the seafarer who will be replaced 8. Name, appropriate certificate, qualification, and sea experience of seafarer(s) who will assume the vacant post immediately above his current position 9. Master’s Report about the incident <p>Note: 1 copy per requirement from number 2 to 9</p> <p>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.</p>	<p>Applicant MRO-MSS MRO-MSS MRO-MSS Applicant</p> <p>Applicant MRO-OSS MRO-OSS MRO-MSS Applicant Applicant Applicant</p> <p>Applicant</p>
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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	<table border="1"> <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> <tr> <td colspan="2">For International Voyages:</td> </tr> <tr> <td>Issuance per seafarer</td> <td>Php 1,650.00</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	For International Voyages:		Issuance per seafarer	Php 1,650.00	30 minutes	SOS II/Engr. II/Sr. SOS/Engr. III
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																		
For International Voyages:																			
Issuance per seafarer	Php 1,650.00																		
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				Administrative Assistant III IV												
		1.2	<u>IF INCOMPLETE:</u> Inform the applicant of lacking requirements				SOS II/Engr. II/Sr. SOS/Engr. III												



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2	Receives ATAP	2	Issues Authority to Accept Payment (ATAP)	None	10 minutes	SOS II/Engr. II/Sr. SOS/Engr. III
3	Proceeds to Clerk III / Administrative Assistant III to pay corresponding amount	3	Accepts payment Issues Official Receipt (OR)	None	10 minutes	Clerk III / Administrative Assistant III
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 Section	None	30 minutes	Clerk / Administrative Assistant III
5	No Activity	5	Final evaluation and preparation of draft Permit	None	1 hour	SOS II/Engr. II/Sr. SOS/Engr. III
6	No Activity if	6	Reviews EB/draft Permit, initials and forwards to ORD	None	30 minutes	Section Head



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
7	No Activity	7	Approves/signs documents	None	30 minutes	Regional Director
8	No Activity	8	Records and forwards documents to Releasing Section	None	10 minutes	Administrative Assistant III I or III
9	Receives signed Certificates	9	Releases signed documents	None	30 minutes	Releasing Officer
END OF TRANSACTION					4 hours	



D.12. 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 Offices - Maritime Safety Section (MRO-MSS)				
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		
<ol style="list-style-type: none"> 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 Previous Manning Certificate <p>Note:</p> <ul style="list-style-type: none"> • Original copy of the document shall be required to be presented upon application. • 1 copy of the requirement from number 2 to 5 				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	1	Checks completeness of documentary requirements	None	30 minutes	SOS II/Engr. II/Sr. SOS/Engr. III



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 1.2	Evaluates the authenticity and validity of documentary requirements Acknowledge receipt of the email and forward email to the concerned Section <u>IF INCOMPLETE:</u> Inform the applicant of lacking requirements			Administrative Assistant III SOS II/Engr. II/Sr. SOS/Engr. III
2	Proceeds to the Record Section to file the application	2 2.1	Receives and logs application and documentary requirements Forwards to concerned Section	None	30 minutes	Clerk / Administrative Assistant III
3	No Activity	3	Final evaluation and preparation of letter approval for reduction	None	1 hour	Evaluator
4	No Activity	4	Reviews draft letter approval of reduction, initials and forwards to ORD	None	30 minutes	Section Head
5	No Activity	5	Approves/signs documents	None	1 hour	Regional Director
8	No Activity	6	Records and forwards the letter approval to Releasing Section	None	10 minutes	Administrative Assistant III or III
9	Receives signed Letter approval	7	Releases signed documents	None	30 minutes	Releasing Officer
END OF TRANSACTION					4 hours	



D.13. 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 Offices - Maritime Safety Section (MRO-MSS)	
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
<ol style="list-style-type: none"> 1. Letter of Intent – 2 copies 2. Photocopy of Marine Protest 3. Photocopy of Suspension Order 4. Photocopy of Certificate of Ownership 5. Photocopy of Certificate of Philippine Registry 6. Photocopy of Ship Safety Certificate(s) 7. Photocopy of the Accreditation Certificate of the underwater surveying entity <p>Note:</p> <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> 		Applicant Applicant MRO-DSS 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	<table border="1"> <tr> <td>Within Territorial Jurisdiction</td> <td>Php 6,000.00</td> </tr> <tr> <td>Outside Territorial Jurisdiction</td> <td>Php12,000.00</td> </tr> </table>		Within Territorial Jurisdiction	Php 6,000.00	Outside Territorial Jurisdiction	Php12,000.00	30 minutes	SOS II/Engr. II/Sr. SOS/Engr. III
Within Territorial Jurisdiction	Php 6,000.00										
Outside Territorial Jurisdiction	Php12,000.00										
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	Acknowledge receipt of the email and forward email to the concerned Section				Administrative Assistant III IV				
		1.2	<u>IF INCOMPLETE:</u> Inform the applicant of lacking requirements				SOS II/Engr. II/Sr. SOS/Engr. III				
2	Receives ATAP	2	Issues Authority to Accept Payment (ATAP)	None		10 minutes	SOS II/Engr. II/Sr. SOS/Engr. III				
3	Proceeds to Clerk III / Administrative Assistant III to pay	3	Accepts payment Issues Official Receipt (OR)	None		10 minutes	Clerk III / Administrative Assistant III				



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	corresponding amount					
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 Section	None	30 minutes	Clerk / Administrative Assistant III
5	No Activity	5	Assign the assignment	None	1 hour	SOS II/Engr. II/Sr. SOS/Engr. III
6	No Activity if	6	Reviews draft Letter, initials and forwards to ORD	None	30 minutes	Section Head
7	No Activity if compliant during the inspection	7	Prepares drafts Letter	None	1 day	SOS II/Engr. II/Sr. SOS/Engr. III
7.1	Prepares letter returning the application (for non-compliance)	7.1	Prepares letter returning the application (for non-compliance)		1 hour	SOS II/Engr. II/Sr. SOS/Engr. III



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
8	No Activity	8	Reviews the Certificate and Survey Audit report, recommends for approval and forwards to ORD	None	30 minutes	Section Head
9	No Activity	9	Approves/signs the Certificate and Survey Audit Report	None	10 minutes	Regional Director
10	No Activity	10	Records and forwards letter to Releasing Section	None	10 minutes	Administrative Assistant III I or III
11	Receives signed Certificates	11	Releases signed documents	None	30 minutes	Releasing Officer
END OF TRANSACTION					1 day and 6 hours PLUS the number of inspection days	



D.14. 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:	MARINA Regional Offices - Maritime Safety Section (MRO-MSS)	
Classification:	Highly Technical 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
<u>General Requirements</u> <ol style="list-style-type: none"> 1. Letter of Intent (2 Copies) 2. List of Incorporators/Partners/ Proprietors/ Directors/Principal Officers supports by biodata with picture 3. Photocopy of Proof of Latest Capitalization 4. Photocopy of Latest Audited Financial Statements (if applicant is existing in operations) 5. Photocopy of Business Registration/Certificate (with AOI/By- laws as appropriately applicable) 6. Photocopy of Applicant/Company Tax Identification Number (TIN) 7. Original of Expired Accreditation License (if renewal) 		<p>Applicant</p> <p>Applicant</p> <p>Applicant</p> <p>SEC/DTI</p> <p>Applicant</p> <p>Applicant</p>
<u>Specific Requirements</u>		Applicant
MANUFACTURER (MF) <ol style="list-style-type: none"> 1. List of Regular Technical and Administrative Support Personnel with their biodata 2. List of Life Saving Appliances (LSA) and Fire Fighting Equipment (FFE) to be 		Applicant



<p>manufactured</p> <ol style="list-style-type: none"> 3. Photocopy of the ISO Certification or its equivalent 4. Photocopy of Certification or equivalent related to type-approval of products 5. Photocopy of Proof of Safe Occupancy of building and the structures occupied for manufacturing related services 6. Other additional documentary requirements, if necessary <p>SUPPLIER (SR)</p> <ol style="list-style-type: none"> 1. List and corresponding documentation of LSA's/FFE 2. Photocopy of Certification or equivalent related to type-approval of products <p>SERVICE PROVIDER (SP)</p> <ol style="list-style-type: none"> 1. List of Regular technical Administrative Support Personnel with their biodata 2. List of Life Saving Appliances (LSA) and Fire Fighting equipment to be manufactured 3. Photocopy of the ISO/QA Certification or its equivalent 4. Photocopy of Authorization to service LSA's/FFE 5. Photocopy of Proof of Safe Occupancy of building and the structures used or occupied for servicing 6. Other additional documentary requirements, if necessary <p><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></p>	<p>BPS / DOST / Classification Society Applicant</p> <p>Applicant BPS / DOST / Classification Society</p> <p>Applicant Applicant</p> <p>Applicant Manufacturer Applicant</p>												
<p>Fees to be Paid:</p>	<p>Manufacturers, Suppliers, Servicing Entities of Life Saving Appliances/ Fire-fighting/ Navigational and Communication Equipment</p> <table border="1" data-bbox="732 1157 2302 1357"> <thead> <tr> <th></th> <th>Processing Fee:</th> <th>Certificate</th> <th rowspan="2">Type Approval (inclusive of design approval and prototype)</th> <th rowspan="2">Quality Systems Approval</th> <th rowspan="2">Inspection Fee</th> </tr> </thead> <tbody> <tr> <td>Manufacturer</td> <td>2,400</td> <td>12,000</td> </tr> <tr> <td>Suppliers</td> <td>1,800</td> <td>6,000</td> </tr> </tbody> </table>		Processing Fee:	Certificate	Type Approval (inclusive of design approval and prototype)	Quality Systems Approval	Inspection Fee	Manufacturer	2,400	12,000	Suppliers	1,800	6,000
	Processing Fee:	Certificate	Type Approval (inclusive of design approval and prototype)	Quality Systems Approval				Inspection Fee					
Manufacturer	2,400	12,000											
Suppliers	1,800	6,000											



	Servicing Entity	12,000	12,000	testing)		
	Combination of Manufacturer/ Supplier/ Servicing Entity	18,000	18,000	P 12,000	12,000	P 6,000

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.	None	1 hour	SOS II/Engr. II/Sr. SOS/Engr. III
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 Concern Section <u>IF INCOMPLETE</u> Informs the Applicant of the lacking requirements			Administrative Assistant III IV SOS II/Engr. II/Sr. SOS/Engr. III
2.	No activity	2.	2. Issues Authority to Accept Payment (ATAP)	None	10 minutes	SOS II/Engr. II/Sr. SOS/Engr. III
2.1	IF INCOMPLETE: Comply with the deficiencies.	2.1	IF INCOMPLETE: Informs the Applicant of the lacking requirements			



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3.	Pays the corresponding fees stipulated in the ATAP	3.	Accepts the Payment and issues Official Receipt	None	5 minutes	Administrative Officer III / Clerk III /
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.	None	10 minutes	Clerk / Administrative Assistant III
5.	No activity	5.	Assigns the application to the evaluator	None	30 minutes	Section Head
6.	No activity	6.	Evaluates the application and conducts inspection in accordance to applicable rules and regulations	None	1 days for within working station 2 days for outside working station	SOS II/Engr. II/Sr. SOS/Engr. III
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.			SOS II/Engr. II/Sr. SOS/Engr. III
8.	No activity	8.	Prepares Report of Evaluation, drafts document applied for	None	1 hour	Evaluator



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
9.	No activity	9.	Checks and reviews draft Certificate and recommends for the appropriate action of the approving authority.	None	30 minutes	Section Head
10.	No activity	10.	Approves the document	None	10 minutes	Regional Director
11.	Receives the DOCUMENT	11.	Releases the document	None	10 minutes	Clerk / Administrative Assistant III
END OF TRANSACTION				Minimum: 1 day and 3 hours and 20 minutes Maximum: 5 days, 3 hours and 20 minutes		



D.15. ISSUANCE OF CERTIFICATE OF ACCREDITATION OF UNDERWATER/MARINE SURVEYING COMPANIES AND ENTITIES

Office/Division:	MRO-NCR / Maritime Safety Section					
Classification:	Highly Technical 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		FEEES 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.	P7,800	1 hour	Evaluator
1.1	IF EMAIL: Send application and complete documentary requirements to the official email address of the	1.1	IF EMAIL: Acknowledges receipt of email and forwards the email to the Evaluator			Secretary



	office.					Evaluator
2.	No activity <i>IF INCOMPLETE:</i> Comply with the deficiencies.	2. 2.1	<i>IF COMPLETE:</i> 2. Issues Authority to Accept Payment (ATAP) <i>IF INCOMPLETE:</i> Informs the Applicant of the lacking requirements	None	10 minutes	Evaluator
3.	Pays the corresponding fees stipulated in the ATAP	3.	Accepts the Payment and issues Official Receipt	None	5 minutes	Administrative Officer III / Clerk III
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.	None	10 minutes	Clerk / Administrative Assistant III
5.	No activity	5.	Assigns the application to the evaluator	None	5 minutes	RD/Section Head
6.	No activity	6.	Evaluates the application and conducts inspection in accordance to applicable rules and regulations	None	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.	None		Evaluator



8.	No activity	8.	Prepares Report of Evaluation, drafts document applied for	None	1 hour	Evaluator
9.	No activity	9.	Checks and reviews draft Certificate and recommends for the appropriate action of the approving authority.	None	30 minutes	Section Head
10.	No activity	10.	Approves the document	None	10 minutes	Regional Director
11.	Receives the DOCUMENT	11.	Releases the document	None	10 minutes	Clerk / Administrative Assistant III
END OF TRANSACTION				Minimum: 1 day and 3 hours and 20 minutes Maximum: 5 days, 3 hours and 20 minutes		



D.16. ISSUANCE OF FISHING VESSEL 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.

FVSC being issued is valid for one (1) year (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 expiration of the certificates.

Office/Division:	MARINA Regional Offices - Maritime Safety Section (MRO-MSS)	
Classification:	Highly Technical 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>Note: The applicant shall bring the following certificates for verification:</i> 2. Original Certificate of Ownership 3. Original Certificate Philippine Registry 4. Original Certificate of Stability 5. Original Load Line Certificate (If applicable) 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 		Applicant MRO-DSS MRO-DSS MRO-SRS MRO-SRS MRO-DSS



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			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						
		1.2	Acknowledge receipt of the email and forward email to the concerned Section						
			<u><i>IF INCOMPLETE:</i></u> Inform the applicant of lacking requirements						



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
				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)	None		10 minutes	Evaluator
3	Proceeds to Clerk III / Administrative Assistant III to pay corresponding amount	3	Accepts payment Issues Official Receipt (OR)	None		10 minutes	Clerk III / Administrative Assistant III
4	Receives Official Receipt (OR)	4	Receives and logs application and documentary requirements	None		30 minutes	Clerk / Administrative Assistant III
4.1	Proceeds to the Receiving Unit to file the application	4.1	Forwards to concerned division				



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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	None	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	None	30 minutes	Section Head
9	No Activity	9	Approves/signs Certificates and Survey Report	None	10 minutes	Regional Director
10	No Activity	10	Records and forwards Letter to Releasing Section	None	10 minutes	ORD Staff
11	Receives signed Certificates	11	Releases Certificates	None	30 minutes	Releasing Officer
END OF TRANSACTION				1 day and 6 hours Note: PLUS the number of inspection days		



D.17. APPROVAL OF CARGO SECURING MANUAL (CSM)/CARGO STOWAGE AND SECURING PLAN (CSSP) AND ISSUANCE OF CARGO SECURING MANUAL COMPLIANCE CERTIFICATE (CSMCC)

The processing of application for approval of CSM/CSSP and issuance of CSMCC involves conduct of inspection/verification of the vessel in its most convenient available time and location. Inspection/verification is conducted by qualified technical MSS engineers who are trained to undertake the said inspection in accordance with MC No. 2015-10.

CSMCC 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 expiration of the certificates.

Office/Division:	MARINA Regional Offices - Maritime Safety Section (MRO-MSS)	
Classification:	Highly Technical Transaction	
Type of Transaction:	G2B – Government to Business	
Who may avail:	Shipping Companies/ Companies/ Managers/ ship Owners/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> 2. Original Certificate of Ownership 3. Original Certificate Philippine Registry 4. Copy Original Cargo Securing Manual/Cargo Securing and Stowage Plan	Applicant MRO-DSS MRO-DSS 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			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	Issuance of CSM Compliance Certificate	P2,300		
				Endorsement of CSM Compliance Certificate	P400.00		
				Re-issuance of CSM/CSSP Compliance Certificate	P300.00		
				Evaluation/Verification and Approval of CSSP	P300.00		
				Review and Evaluation and Verification of CSM			
		1.2	Acknowledge receipt of the email and forward email to the concerned Section	• Ships 5,000 GT and Above	P5,000.00		
				• Ships 250 GT to below 5000 GT	P3,000.00		
				• Ships 150 GT to below 250 GT	P2,000.00		
				• Ships 50 GT to below 150 GT	P1,500.00		
				• Ships 20 GT to below 50 GT	P900.00		
				• Ships less than 20 GT	P300.00		
2	Receives ATAP	2	Issues Authority to Accept Payment (ATAP)	None		10 minutes	Evaluator



3	Proceeds to Clerk III / Administrative Assistant III to pay corresponding amount	3	Accepts payment Issues Official Receipt (OR)	None	10 minutes	Clerk III / Administrative Assistant III
4	Receives Official Receipt (OR)	4	Receives and logs and application and documentary requirements	None	30 minutes	Clerk / Administrative Assistant III
4.1	Proceeds to the Receiving Unit to file the application	4.1	Forwards to concerned division			
5	No Activity	5	Assign the application	None	1 hour	Section Head
6	No Activity	6	Conducts Review and Verification Inspection		1 - 3 days	Surveyor
7	No Activity if compliant during inspection	7	Prepares Inspection report and drafts Letter and Certificate	None	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 Letter, Certificate and Inspection Report recommends for approval and forwards to ORD	None	30 minutes	Section Head



9	No Activity	9	Approves/signs the Letter, Certificates and Inspection Report	None	10 minutes	Regional Director
10	No Activity	10	Records and forwards Letter, Certificate to Releasing Section	None	10 minutes	ORD Staff
11	Receives signed Certificates	11	Releases Certificates	None	30 minutes	Releasing Staff Records Section
END OF TRANSACTION					1 day and 6 hours PLUS the number of inspection days	



D.18. ISSUANCE OF LETTER AUTHORIZATION TO RECOGNIZED ORGANIZATION

Office/Division:	MARINA NCR / Maritime Safety Section (MRO-MSS)					
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 Maritime Safety Section (MSS) of MARINA-NCR 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 logs it to the summary of emails			
2	No activity	2	<i>IF COMPLETE:</i> 2. Issues Authority to Accept Payment (ATAP)	None	30 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	None	20 minutes	Administrative Officer III / Clerk III
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.	None	30 minutes	Clerk / Administrative Assistant III
		5	Assigns the application to the evaluator	None	5 minutes	Section Head
		6	Evaluates the application in accordance to applicable rules and regulations	None	4 hours	Evaluator
5	IF FOUND DEFICIENT, complies with the deficiency within the given deadline.	7	<i>IF FOUND DEFICIENT:</i> Informs the applicant of the deficiencies and determines the deadline of compliance.	None	1 hour	Evaluator
		8	Prepares/Draft letter to Classification Society	None	4 hours	Evaluator
		9	Reviews draft letter to Classification Society	None	1 hour	Section Head
		10	Verifies the accuracy of evaluation, signs the letter.	None	20 minutes	Regional Director
		11	Log out the approved Application to the Records Section	None	20 minutes	Administrative Assistant III
6	Receives document	12	Releases the document	None	10 minutes	Clerk / Administrative Assistant III
END OF TRANSACTION					1 day, 5 hours and 15 minutes	



E. MRO - SHIPYARDS REGULATION SECTION

E.1. 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

MARINA Circular No. MC SR 2020-03 on the Rules on the Construction and Certification of Vessels using Composite Materials

Office/Division:	MARINA Regional Offices / Shipyards Regulations Section (MRO-SRS)	
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
	<ol style="list-style-type: none"> 1. Original Letter of Application - 2 copies 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	<ul style="list-style-type: none"> • Below 15 GT - P500.00 • 15 GT and above – P12,400.00 	30 minutes	SOS II / Engr. III
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			SOS II / Engr. III
		1.2	<u>IF INCOMPLETE:</u> Inform the applicant of lacking requirements	NONE		SOS II / Engr. III
2	Receives ATAP	2	Issues Authority to Accept Payment (ATAP)	NONE	10 minutes	SOS II / Engr. III
3	Proceeds to Clerk III / Administrative Assistant III to pay corresponding amount	3	Accepts payment Issues Official Receipt (OR)	NONE	10 minutes	Clerk III / Administrative Assistant III
4	Receives Official Receipt (OR); Proceeds to the Receiving Unit to file the application	4	Receives and logs application and documentary requirements	NONE	30 minutes	Clerk III / Administrative Assistant III
		4.1	Forwards to concerned division			
5	No activity	5	Final evaluation and preparation of Approval Letter	NONE	1 hour	SOS II / Engr. III



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5.1	No activity	5.1	Reviews letter, initials and forwards to ORD		30 minutes	Section Head (Engineer III)
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	NONE	10 minutes	Clerk III / Administrative Assistant III
7	Receives approved vessel name	7	Releases signed letter	NONE	30 minutes	Clerk III / Administrative Assistant III
END OF TRANSACTION					4 hours	



E.2. 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:	MARINA Regional Offices / Shipyards Regulations Section (MRO-SRS)		
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 Lines Drawing/ Hydrostatic Curves		Applicant Applicant Applicant Applicant Applicant Applicant Applicant Applicant 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 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 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 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 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;	Applicant
Construction Plan;	Applicant
Midship Section, W.T. & O.T. Bulkheads;	Applicant
Shell Expansion Plan	Applicant
Welding Schedule & Specification	Applicant
Scantling Calculation with Longitudinal Hull Girder Strength Calculation	Applicant



<p>Additional plans for Ship Shape Lines Plan & Table of Offset Hydrostatic Curves or Tables Capacity plan</p> <p>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</p>	<p>Applicant Applicant Applicant</p> <p>Applicant</p>
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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"> • P160.00/section 	30 minutes	SOS II / Engr. III
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			SOS II / Engr. III



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		1.2	<u>IF INCOMPLETE:</u> Inform the applicant of lacking requirements	NONE		SOS II / Engr. III
2	Receives ATAP	2	Issues Authority to Accept Payment (ATAP)	NONE	10 minutes	SOS II / Engr. III
3	Proceeds to Clerk III / Administrative Assistant III to pay corresponding amount	3	Accepts payment Issues Official Receipt (OR)	NONE	10 minutes	Clerk III / Administrative Assistant III
4	Receives Official Receipt (OR); Proceeds to the Receiving Unit to file the application	4	Receives and logs application and documentary requirements	NONE	30 minutes	Clerk III / Administrative Assistant III
		4.1	Forwards to concerned division			
5	No activity	5	Final evaluation and/or verification	NONE	1 hour	SOS II / Engr. III
5.1	No activity	5.1	<u>IF NEW CONSTRUCTION:</u> 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	SOS II / Engr. III
5.2	No Activity	5.2	<u>IF EXISTING / MODIFICATION /</u>		3 – 5 days	SOS II / Engr. III



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			ALTERATION: Conducts Actual / Virtual Inspection			
6	No Activity if compliant, OR Act on the Letter of Non-Conformity	6 6.1 6.2	Prepares Approval Letter (if compliant) OR Prepares Letter of Non-Conformity (if non-compliance) Prepares letter returning the application (for non-compliance)	NONE	1 hour	SOS II / Engr. III
7	No Activity	7	Signs vessel plans, reviews letter, initials and forwards to Section Head	NONE	30 minutes	SOS II / Engr. III
8	No Activity	8	Checks letter, recommends for approval or disapproval or return then forwards to ORD	NONE	30 minutes	Section Head (Engineer III)
9	No Activity	9	Approves/signs letter and vessel plans	NONE	10 minutes	Regional Director
10	No Activity	10	Records and forwards letter to Releasing Section	NONE	10 minutes	Clerk / Administrative Assistant III
11	Receives signed letter and vessel plans	11	Releases signed letter and vessel plans	NONE	30 minutes	Clerk / Administrative Assistant III



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
END OF TRANSACTION			<ul style="list-style-type: none"> • for 15gT and below 	4 days & 5 hours
			<ul style="list-style-type: none"> • 15.01gT to 50gT 	7 days & 5 hours
			<ul style="list-style-type: none"> • Above 50gT 	10 to 20 days & 5 hours
			<p>Note: +Plus day/s incurred for Inspection</p>	



E.3. 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:		MARINA Regional Officers / Shipyard Regulations Section (MRO-SRS)					
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				
<ol style="list-style-type: none"> 1. Original Letter of Application - 2 copies 2. Periodic Survey - 1 copy 3. Builder's Certificate - 1 copy 4. Affidavit of Ownership - 1 copy 			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	<u>Survey per Ship within Workstation</u>		30 minutes	SOS II / Engr. III
				50 GT and below	P1,000.00		
				Over 50 – 500 GT	P2,000.00		
				Over 500 – 1,500 GT	P3,000.00		



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 border="1"> <tr> <td>Above 1,500 GT</td> <td>P4,500.00</td> </tr> </table>	Above 1,500 GT	P4,500.00		SOS II / Engr. III
Above 1,500 GT	P4,500.00							
		1.2	<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)	NONE	10 minutes	SOS II / Engr. III		
3	Proceeds to Clerk III / Administrative Assistant III to pay corresponding amount	3	Accepts payment Issues Official Receipt (OR)	NONE	10 minutes	Clerk III / Administrative Assistant III		
4	Receives Official Receipt (OR);	4	Receives and logs application and documentary requirements	NONE	30 minutes	SOS II / Engr. III		
4.1	Proceeds to the Receiving Unit to file the application	4.1	Forwards to concerned division					
5	No Activity	5	Assigns the application	NONE	1 hour	Section Head (Engineer III)		



6	No Activity	6	Conducts Inspection	NONE	1 - 3 days	SOS II / Engr. III
7	Receives approved vessel name	7	Prepares Survey report and drafts the Certificate	NONE	1 day	SOS II / Engr. III
		7.1	Prepares letter, returning the application (for non-compliance)		1 hour	SOS II / Engr. III
8	No Activity	8	Reviews the Certificate and Survey Report recommends for approval and forwards to ORD	NONE	30 minutes	Section Head (Engineer III)
9	No Activity	9	Approves/signs the Certificate and Survey Report	NONE	10 minutes	Regional Director
10	No Activity	10	Records and forwards letter to releasing Section	NONE	10 minutes	Clerk / Administrative Assistant III
11	Received signed letter and vessel plans	11	Releases signed letter and vessel plans	NONE	30 minutes	Clerk / Administrative Assistant III
END OF TRANSACTION					1 day, 4 hours and 40 minutes Plus the number of inspection days	



E.4. 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 SR 2021-01

Office/Division:	MARINA Regional Offices / Shipyard Regulations Section (MRO-SRS)	
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
	<p>NEW/ ISSUANCE</p> <ol style="list-style-type: none"> 1. Letter of application - 2 copies 2. MARINA approved General Arrangement Plan, Lines Drawing, Midship Plan, Construction Plan, Capacity Plan, Scantling & Longitudinal Hull Girder Strength Calculation, Hydrostatic Curves (on file) - 1 copy 3. Duly Notarized Builders' Certificate (for new building) - 1 copy 4. Shipbuilding Contract, Memorandum of Agreement or other proof of Ownership i.e. Duly Notarized Affidavit of Ownership (for new building) - 1 copy <p>RE-ISSUANCE</p> <ol style="list-style-type: none"> 1. Original Letter of Application - 2 copies 2. Original Tonnage Measurement Certificate or Duly Notarized Affidavit of Loss - 1 copy 3. Copy of Certificate of Ownership (CO)/ Certificate of 	<p>Applicant Shipyards Regulation Service (SRS), MARINA (on file)</p> <p>Applicant Applicant</p> <p>Applicant Applicant</p> <p>Domestic Shipping Service (DSS), MARINA (on file)</p>



Philippine Registry (CPR) - 1 copy each 4. Duly Notarized Affidavit that the ship was not converted/ altered/ modified/ re-built since its previous admeasurement, where applicable - 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 Evaluates the authenticity and validity of documentary requirements	<table border="1"> <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	SOS II / Engr. III
3.00 GT & below	P700.00																						
3.01 GT - 14.99 GT	P800.00																						
15.00 GT - 34.99 GT	P1100.00																						
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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)	NONE		10 minutes	SOS II / Engr. III																



3	Proceeds to Clerk III / Administrative Assistant III to pay corresponding amount	3	Accepts payment Issues Official Receipt (OR)	NONE	10 minutes	Clerk III / Administrative Assistant III
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	NONE	30 minutes	SOS II / Engr. III
5	No activity	5	Assigns the application	NONE	1 hour	Section Head
6	No Activity	6	Conducts Inspection	NONE	1 - 3 days	SOS II / Engr. III
7	No activity if compliant during inspection	7	Prepares Survey report and drafts the Certificate	NONE	1 day	SOS II / Engr. III
7.1	Act on the deficiencies found during the conduct of Inspection	7.1	Prepares letter returning the application (for non-compliance)		1 hour	SOS II / Engr. III
8	No Activity	8	Reviews the Certificate and Survey Report, recommends for approval and forwards to ORD	NONE	30 minutes	Section Head (Engineer III)



9	No Activity	9	Approves/signs the Certificate and Survey Report	NONE	10 minutes	Regional Director
10	No Activity	10	Records and forwards letter to Releasing Section	NONE	10 minutes	Clerk III/ Administrative Assistant III
11	Receives signed letter and vessel plans	11	Releases signed letter and vessel plans	NONE	30 minutes	Clerk III/ Administrative Assistant III
END OF TRANSACTION					1 day, 4 hours and 40 minutes Plus the number of inspection days	



E.5. 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 / Shipyard Regulations Section (MRO-SRS)	
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
	<p>Supervision of Inclining Experiment 1. Letter of Application – 2 copies</p> <p>Approval of Stability Certificate and Calculation 1. For Passenger Vessel 15 GT above but below 50 GT a. Letter of Application – 2 copies b. 3 sets of Stability Booklets with trim and Stability Calculation and Hydrostatic Curve – 3 copies</p> <p>2. For Vessel 50 GT and above a. Letter of Application – 2 copies b. 3 sets Stability Booklet including Cross Curve Plan and Statistical Curve of Stability duly sealed and signed by a</p>	<p>Applicant</p> <p>Applicant Applicant or RO</p> <p>Applicant Applicant or RO</p>



Registered Naval Architect and Marine Engineer – 3 copies									
Authentication of Stability Calculation (for imported vessels)							Applicant	Applicant or RO	
1. Letter of Application – 2 copies									
2. 3 sets of Stability Booklets duly visa by Phil. Consulate at the country of origin – 3 copies									
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	1. Conduct of Inclining Test/ Lightweight Survey by the MARINA (Inclusive of related evaluations and calculations)				30 minutes	SOS II / Engr. III
			Evaluates the authenticity and validity of documentary requirements		Ship's Tonnage	Non-propelled	Self-propelled		
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	1.1	Under 35 GT	P3,500	P4,200		
		1.2	<u>IF INCOMPLETE:</u> Inform the applicant of lacking requirements	1.2	35 and under 200 GT	10,000	15,000		
				1.3	200 and under 400 GT	15,000	20,000		
				1.4	400 and under 700 GT	20,000	25,000		
				1.5	700 and under 1000 GT	25,000	30,000		

					<table border="1"> <tr> <td>1.6</td> <td>1000 and under 1500 GT</td> <td>30,000</td> <td>40,000</td> </tr> <tr> <td>1.7</td> <td>1500 and under 2500 GT</td> <td>40,000</td> <td>50,000</td> </tr> <tr> <td>1.8</td> <td>2500 and under 3500 GT</td> <td>45,000</td> <td>60,000</td> </tr> <tr> <td>1.9</td> <td>3500 and under 5000 GT</td> <td>50,000</td> <td>70,000</td> </tr> <tr> <td>1.1 0</td> <td>5000 and under 6500 GT</td> <td>55,000</td> <td>80,000</td> </tr> <tr> <td>1.1 1</td> <td>6500and under 8000 GT</td> <td>60,000</td> <td>90,000</td> </tr> <tr> <td>1.1 2</td> <td>8000 and under 10000 GT</td> <td>65,000</td> <td>100,000</td> </tr> <tr> <td>1.1 3</td> <td>10000 and under 12000 GT</td> <td>70,000</td> <td>110,000</td> </tr> <tr> <td>1.1 4</td> <td>12000and under 15000 GT</td> <td>75,000</td> <td>120,000</td> </tr> <tr> <td>1.1 5</td> <td>15000 GT and over</td> <td>80,000</td> <td>125,000</td> </tr> </table> <p>2. Approval of Intact Stability Booklet Particulars</p> <table border="1"> <tr> <td>2. 1</td> <td>50 GT or less</td> <td>P470.00</td> </tr> </table>	1.6	1000 and under 1500 GT	30,000	40,000	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	1.1 0	5000 and under 6500 GT	55,000	80,000	1.1 1	6500and under 8000 GT	60,000	90,000	1.1 2	8000 and under 10000 GT	65,000	100,000	1.1 3	10000 and under 12000 GT	70,000	110,000	1.1 4	12000and under 15000 GT	75,000	120,000	1.1 5	15000 GT and over	80,000	125,000	2. 1	50 GT or less	P470.00	
1.6	1000 and under 1500 GT	30,000	40,000																																														
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1.1 2	8000 and under 10000 GT	65,000	100,000																																														
1.1 3	10000 and under 12000 GT	70,000	110,000																																														
1.1 4	12000and under 15000 GT	75,000	120,000																																														
1.1 5	15000 GT and over	80,000	125,000																																														
2. 1	50 GT or less	P470.00																																															



				<table border="1"> <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> <p>3. Certificate of Stability/Indorsement without Lightweight Survey - P350.00 4. Exemption Certificate P350.00</p>	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. 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)	NONE	10 minutes	SOS II / Engr. III									
3	Proceeds to Clerk III / Administrative Assistant III to pay corresponding amount	3	Accepts payment Issues Official Receipt (OR)	NONE	10 minutes	Clerk III / Administrative Assistant III									
4	Receives Official Receipt (OR);	4	Receives and logs application and documentary requirements	NONE	30 minutes	SOS II / Engr. III									
4.1	Proceeds to the Receiving Unit to file the application	4.1	Forwards to concerned division												



5	No Activity	5	Assign the application	NONE	1 hour	Engr. III Section Head
6	No Activity	6	Conducts Evaluation	NONE	1 – 5 days	SOS II / Engr. III
7	No Activity	7	Prepares Evaluation report and draft Certificate	NONE		
8	No Activity	8	Reviews the draft Letter and recommends for approval and forwards to ORD	NONE	30 minutes	Section Head Engineer III
9	No Activity	9	Approves/signs Certificates	NONE	10 minutes	Regional Director
10	No Activity	10	Records and forwards Letter to Releasing Section	NONE	10 minutes	Clerk III / Administrative Assistant III
11	Receives Certificates	11	Releases Certificates	NONE	30 minutes	Clerk III / Administrative Assistant III
END OF TRANSACTION					Minimum: 1 day, 6 hours and 40 mins Maximum: 5 days, 6 hours and 40 mins	



E.6. 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 / Shipyard Regulations Section (MRO-SRS)	
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
	<p>NEW ISSUANCE</p> <ol style="list-style-type: none"> 1. Letter of application – 1 copy 2. Load Line Calculation, if done by RO, freeboard mark and plan location of Load Line Mark – 1 copy 3. Approved copy of General Arrangement Plan, Lines Drawing, Midship section, longitudinal hull girder strength calculation and Hydrostatic Curves; in case of change Homeport - 1 copy 4. Survey report if done by RO - 1copy <p>ENDORSEMENT</p> <ol style="list-style-type: none"> 1. Letter of application - 2 copies 2. Survey report with recommendation - 1 copy 3. Original Load Line Certificate - 1 copy 	<p>Applicant RO</p> <p>MRO-SRS</p> <p>MRO-SRS</p> <p>Applicant Applicant MRO-SRS</p>



<p>RENEWAL</p> <ol style="list-style-type: none"> 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 <p>REISSUANCE</p> <ol style="list-style-type: none"> 1. Letter of application – 2 copies 2. Original Load Line Certificate - 1 copy 	<p>Applicant Applicant MRO-SRS Applicant</p> <p>Applicant Applicant</p>
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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	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 border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Ship's Tonnage</th> <th>Non-Propelled</th> <th>Self-propelled</th> </tr> </thead> <tbody> <tr> <td>1.1</td> <td>Under 200 GT</td> <td>P4,800.00</td> <td>P6,000.00</td> </tr> <tr> <td>1.2</td> <td>200 and under 400 GT</td> <td>P6,000.00</td> <td>P7,200.00</td> </tr> <tr> <td>1.3</td> <td>400 and under 700 GT</td> <td>P7,200.00</td> <td>P8,400.00</td> </tr> <tr> <td>1.4</td> <td>700 and under 1000 GT</td> <td>P7,800.0P</td> <td>P10,200.00</td> </tr> <tr> <td>1.5</td> <td>1000 and under 1500 GT</td> <td>P9,000.00</td> <td>P12,000.00</td> </tr> <tr> <td>1.6</td> <td>1500 and under 2500</td> <td>P10,800.00</td> <td>P13,200.00</td> </tr> </tbody> </table>					Ship's Tonnage	Non-Propelled	Self-propelled	1.1	Under 200 GT	P4,800.00	P6,000.00	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	P10,800.00	P13,200.00	30 minutes	SOS II / Engr. III
	Ship's Tonnage	Non-Propelled	Self-propelled																																		
1.1	Under 200 GT	P4,800.00	P6,000.00																																		
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	P10,800.00	P13,200.00																																		
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																																		
			Acknowledges receipt of the email and forwards email to the concerned Section																																		

		1.2	<p><u><i>IF INCOMPLETE:</i></u> Inform the applicant of lacking requirements</p>	<table border="1"> <tr> <td></td> <td>GT</td> <td></td> <td></td> </tr> <tr> <td>1.7</td> <td>2500 and under 3500 GT</td> <td>P12,000.00</td> <td>P14,400.00</td> </tr> <tr> <td>1.8</td> <td>3500 and under 5000 GT</td> <td>P12,600.00</td> <td>P15,600.00</td> </tr> <tr> <td>1.9</td> <td>5000 and under 6500 GT</td> <td>P14,400.00</td> <td>P16,800.00</td> </tr> <tr> <td>1.10</td> <td>6500 and under 8000 GT</td> <td>P15,600.00</td> <td>P17,800.00</td> </tr> <tr> <td>1.11</td> <td>8000 and under 10000 GT</td> <td>P16,800.00</td> <td>P18,700.00</td> </tr> <tr> <td>1.12</td> <td>10000 and under 12000 GT</td> <td>P18,000.00</td> <td>P21,600.00</td> </tr> <tr> <td>1.13</td> <td>12000 and under 15000 GT</td> <td>P21,600.00</td> <td>P27,600.00</td> </tr> <tr> <td>1.14</td> <td>15000 GT and over</td> <td>P24,000.00</td> <td>P30,000.00</td> </tr> </table> <p>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.</p> <p>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>		GT			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		
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1.14	15000 GT and over	P24,000.00	P30,000.00																																							



				<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)	NONE	10 minutes	SOS II / Engr. III
3	Proceeds to Clerk III / Administrative Assistant III to pay corresponding amount	3	Accepts payment Issues Official Receipt (OR)	NONE	10 minutes	Clerk III / Administrative Assistant III
4	Receives Official Receipt (OR);	4	Receives and logs application and documentary requirements	NONE	30 minutes	SOS II / Engr. III
4.1	Proceeds to the Receiving Unit to file the application	4.1	Forwards to concerned division			



5	No Activity	5	Assign the application	NONE	1 hour	Engr. III Section Head
6	No Activity	6	Conducts Inspection	NONE	1 – 3 days	SOS II / Engr. III
7	No Activity	7	Prepares Survey report and drafts Certificate	NONE	1 day	SOS II / Engr. III
7.1	Act on the Deficiencies found during the conduct of Inspection	7.1	Prepares letter returning the application (for non-compliance)		1 hour	SOS II / Engr. III
8	No Activity	8	Reviews the Certificate and Survey Report recommends for approval and forwards to ORD	NONE	30 minutes	Section Head (Engineer III)
9	No Activity	9	Approves/signs Certificates	NONE	10 minutes	Regional Director



10	No Activity	10	Records and forwards Letter to Releasing Section	NONE	10 minutes	Clerk III/ Administrative Assistant III
11	Receives signed Certificates	11	Releases Certificates	NONE	30 minutes	Clerk III/ Administrative Assistant III
END OF TRANSACTION					1 day, 5 hours and 30 mins PLUS the number of inspection days	



E.7. 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 / Shipyard Regulations Section (MRO-SRS)	
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 RENEWAL 1. Letter of application – 1 copy 2. Original certificate – 1 copy ANNUAL INDORSEMENT 1. Letter of application – 1 copy 2. Original certificate – 1 copy		Applicant MRO-SRS MRO-SRS Applicant Applicant Applicant Applicant



CLIENT STEPS		AGENCY ACTION		FEEES 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	Fees to be Paid: 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:	30 minutes	SOS II / Engr. III															
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	<table border="1"> <thead> <tr> <th></th> <th>Boat's Tonnage</th> <th>Fees</th> </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>P500.00</td> </tr> <tr> <td>1.3</td> <td>10 and under 20 GT</td> <td>P750.00</td> </tr> <tr> <td>1.4</td> <td>20 and above</td> <td>P1,000.00</td> </tr> </tbody> </table>		Boat's Tonnage	Fees	1.1	Under 5GT	P300.00	1.2	5 and under 10GT	P500.00	1.3	10 and under 20 GT	P750.00	1.4	20 and above	P1,000.00		
	Boat's Tonnage	Fees																			
1.1	Under 5GT	P300.00																			
1.2	5 and under 10GT	P500.00																			
1.3	10 and under 20 GT	P750.00																			
1.4	20 and above	P1,000.00																			
		1.2	<u>IF INCOMPLETE:</u> Inform the applicant of lacking requirements	2. Annual Endorsement <table border="1"> <thead> <tr> <th></th> <th>Boat's Tonnage</th> <th>Fees</th> </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>P300.00</td> </tr> <tr> <td>2.3</td> <td>10 and under 20 GT</td> <td>P400.00</td> </tr> <tr> <td>2.4</td> <td>20 and above</td> <td>P500.00</td> </tr> </tbody> </table>		Boat's Tonnage	Fees	2.1	Under 5GT	P200.00	2.2	5 and under 10GT	P300.00	2.3	10 and under 20 GT	P400.00	2.4	20 and above	P500.00		
	Boat's Tonnage	Fees																			
2.1	Under 5GT	P200.00																			
2.2	5 and under 10GT	P300.00																			
2.3	10 and under 20 GT	P400.00																			
2.4	20 and above	P500.00																			



CLIENT STEPS		AGENCY ACTION		FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2	Receives ATAP	2	Issues Authority to Accept Payment (ATAP)	NONE	10 minutes	SOS II / Engr. III
3	Proceeds to Clerk III / Administrative Assistant III to pay corresponding amount	3	Accepts payment Issues Official Receipt (OR)	NONE	10 minutes	Clerk III / Administrative Assistant III
4	Receives Official Receipt (OR);	4	Receives and logs application and documentary requirements		30 minutes	SOS II / Engr. III
4.1	Proceeds to the Receiving Unit to file the application	4.1	Forwards to concerned division			
5	No Activity	5	Assign the application	NONE	1 hour	RD/ Section Head
6	No Activity	6	Conducts Inspection	NONE	1 – 3 days	SOS II / Engr. III
7	No Activity	7	Prepares Survey	NONE	1 day	SOS II /



CLIENT STEPS		AGENCY ACTION		FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
7.1	Act on the Deficiencies found during the conduct of Inspection	7.1	report and drafts Certificate Prepares letter returning the application (for non-compliance)		1 hour	Engr. III SOS II / Engr. III
8	No Activity	8	Reviews the Certificate and Survey Report recommends for approval and forwards to ORD	NONE	30 minutes	Section Head (Engineer III)
9	No Activity	9	Approves/signs Certificates	NONE	10 minutes	Regional Director
10	No Activity	10	Records and forwards Letter to Releasing Section	NONE	10 minutes	Clerk III / Administrative Assistant III
11	Receives signed Certificates	11	Releases Certificates	NONE	30 minutes	Clerk III / Administrative Assistant III
END OF TRANSACTION					1 day, 5 hours and 30 mins Note: PLUS the number of inspection days	



E.8. 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 Offices / Shipyard Regulations Section (MRO-SRS)/ or Shipyard Development & Licensing Division (SDLD)	
Classification:	Highly Technical 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
<ol style="list-style-type: none"> 1. 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; and, 3. Proof of Affiliation with a "MARINA-recognized shipyard association" or proof of application for affiliation. <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).</p>		<p>Applicant</p> <p>Security & Exchange Commission (SEC) or Department of Trade & Industry (DTI) or Cooperative Development Authority (CDA)</p> <p>Shipyards Association of the Philippines (ShAP)</p>



Fees to be Paid:		<table border="1"> <tr> <td>FOR SB &/or SR CLASS A</td> <td>FOR SB &/or SR CLASS B</td> <td>FOR SB &/or SR CLASS C</td> </tr> <tr> <td>P 10,000.00</td> <td>P 5,000.00</td> <td>P 1,000.00</td> </tr> </table>			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
		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: Fees & 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.	NONE	1 hour	SOS II / Engr. III				
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			SOS II / Engr. III				
2.	No activity IF INCOMPLETE: Comply with the deficiencies.	2.	IF COMPLETE: 2. Issues Authority to Accept Payment (ATAP)	NONE	10 minutes	SOS II / Engr. III				
		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	NONE	5 minutes	Administrative Officer III /				



						Clerk III
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.	NONE	10 minutes	SOS II / Engr. III
5.	No activity	5.	Assigns the application to the evaluator	NONE	5 minutes	Section Head - Engr. III
6.	No activity	6.	Evaluates the application and conducts inspection in accordance to applicable rules and regulations	NONE	1 to 5 days	SOS II / Engr. III
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.	NONE	5 minutes	SOS II / Engr. III
8.	No activity	8.	Prepares Report of Evaluation, drafts document applied for	NONE	1 hour	SOS II / Engr. III
9.	No activity	9.	Checks and reviews draft Certificate and recommend for the appropriate action of the approving authority.	NONE	30 minutes	Section Head (Engineer III)
10.	No activity	10.	Approves the document	NONE	10 minutes	Regional Director



11.	Receives the DOCUMENT	11.	Releases the document	NONE	10 minutes	Clerk III / Administrative Assistant III
END OF TRANSACTION					3 hours and 20 minutes + days of inspection	



E.9. 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 it's expiry of the License.

Office/Division:	MARINA Regional Offices / Shipyard Regulations Section (MRO-SRS)/ or Shipyard Development & Licensing Division (SDLD)	
Classification:	Highly Technical Transaction	
Type of Transaction:	G2B - Government to Business Entities	
Who may avail:	All Shipbuilders and Shiprepairers with shipyards	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	<ol style="list-style-type: none"> 1. Original Letter of Application; 2. Alien Employment Permit issued by DOLE or BID (For Foreign National); 3. Proof of employment and Bio-data of Technical and Skilled Personnel; 4. Proof of ownership of shipyard OR Lease Contract valid for at least five (5) years; 5. Copy of Plans of the Shipbuilding and Ship Repair Facilities including location map and list of machineries and equipment; 6. Proof of Trainings for Management, technical and skilled personnel OR Certification from shipyard or any enterprises related to personnel expertise; 7. Valid Mayor's Permit OR PEZA Certification including Fire Safety Inspection Certification from BFP or equivalent; 8. Valid Environmental Compliance Certificate (ECC) Clearance from DENR; 9. Copy of occupational Safety & Health (OSH) Accreditation/Certification from DOLE; and, 10. Duly accomplished Data Sheet. 	<p>Applicant Department of Labor & Employment (DOLE) or Bureau of Immigration & Deportation (BID)</p> <p>Applicant Applicant 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>Occupational Safety & Health Center (OSHC), DOLE</p> <p>Shipyards Regulation Service, Maritime Industry Authority</p>



<p>RENEWAL</p> <ol style="list-style-type: none">1. Letter of application;2. Alien Employment Permit issued by DOLE or BID (For Foreign National);3. Proof of employment and Bio-data of Technical and Skilled Personnel;4. Proof of ownership of shipyard OR Lease Contract valid for at least five (5) years;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;6. Valid Mayor's Permit OR PEZA Certification including Fire Safety Inspection Certification from BFP or equivalent;7. Valid Environmental Compliance Certificate (ECC) Clearance from DENR;8. Copy of occupational Safety & Health (OSH) Accreditation/Certification from DOLE;9. Copy of valid ISO 9001:2015 QMS Certificate with proof of accreditation of the Certification Body from PAB or PAC;10. Shipyards Annual Report(s) (SBSR Record Book);11. Latest Audited Financial Statement stamped received by BIR;12. Duly accomplished Data Sheet; and,13. Original License Certificate. <p>NOTE: <i>(a). Two (2) sets photocopies of each required document.</i></p>	<p>Applicant Department of Labor & Employment (DOLE) or Bureau of Immigration & Deportation (BID) Applicant Applicant Applicant</p> <p>Bureau of Fire Protection (BFP)</p> <p>Environment Management Bureau (EMB), DENR 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 Applicant Shipyards Regulation Service, Maritime Industry Authority Applicant</p>
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Fees to be Paid		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	P 34,400.00		P 25,800.00	P 17,200.00
		License Cert	P500. 00		P 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.	NONE	1 hour	SOS II / Engr. III
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			SOS II / Engr. III



2.	No activity IF INCOMPLETE: Comply with the deficiencies.	2. 2.1	<i>IF COMPLETE:</i> issues Authority to Accept Payment (ATAP) <i>IF INCOMPLETE:</i> Informs the Applicant of the lacking requirements	NONE	10 minutes	SOS II / Engr. III
3.	Pays the corresponding fees stipulated in the ATAP	3.	Accepts the Payment and issues Official Receipt	NONE	5 minutes	Administrative Officer III / Clerk III
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.	NONE	10 minutes	SOS II / Engr. III
5.	No activity	5.	Assigns the application to the evaluator	NONE	5 minutes	Section Head - Engr. III
6.	No activity	6.	Evaluates the application and conducts inspection in accordance to applicable rules and regulations	NONE	1 to 5 days	SOS II / Engr. III
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.	NONE		SOS II / Engr. III
8.	No activity	8.	Prepares Report of Evaluation, drafts document applied for	NONE	2 hour	SOS II / Engr. III



9.	No activity	9.	Checks and reviews draft Certificate and recommends for the appropriate action of the approving authority.	NONE	30 minutes	Section Head (Engineer III)
10.	No activity	10.	Approves the document	NONE	10 minutes	Regional Director
11.	Receives the document	11.	Releases the document	NONE	10 minutes	Clerk III/ Administrative Assistant III
END OF TRANSACTION					4 hours and 20 minutes + days of inspection	



E.10. 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 Offices / Shipyard Regulations Section (MRO-SRS)/ or Shipyard Development & Licensing Division (SDLD)					
Classification:	Highly Technical 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				
<ol style="list-style-type: none"> 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 <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 Applicant Applicant Shipyards Regulation Service, Maritime Industry Authority Applicant				
Fees to be Paid:	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td></td> <td style="text-align: center;">Inspection Fee</td> </tr> <tr> <td style="text-align: center;">SB &/or SR CLASS A</td> <td style="text-align: center;">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	P 9,300.00
	SB &/or SR CLASS C	P 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.	NONE	1 hour	SOS II / Engr. III
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			SOS II / Engr. III
2.	No activity	2.	<i>IF COMPLETE:</i> 2. Issues Authority to Accept Payment (ATAP)	NONE	10 minutes	SOS II / Engr. III
	IF INCOMPLETE: 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	NONE	5 minutes	Administrative Officer III / Clerk III



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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.	NONE	10 minutes	SOS II / Engr. III
5.	No activity	5.	Assigns the application to the evaluator	NONE	5 minutes	Section Head (Engineer III)
6.	No activity	6.	Evaluates the application and conducts inspection in accordance to applicable rules and regulations	NONE	1 to 5 days	SOS II / Engr. III
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.	NONE		SOS II / Engr. III
8.	No activity	8.	Prepares Report of Evaluation, drafts document applied for	NONE	2 hour	SOS II / Engr. III
9.	No activity	9.	Checks and reviews draft Certificate and recommends for the appropriate action of the approving authority.	NONE	30 minutes	Section Head (Engineer III)
10.	No activity	10.	Approves the document	NONE	10 minutes	Regional Director
11.	Receives the document	11.	Releases the document	NONE	10 minutes	Clerk III / Administrative Assistant III
END OF TRANSACTION					4 hours and 20 minutes + days of inspection	



E.11. 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 engaged 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 to its expiry of the License.

Office/Division:	MARINA Regional Offices / Shipyard Regulations Section (MRO-SRS)/ or Shipyard Development & Licensing Division (SDLD)	
Classification:	Highly Technical 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; 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. Alien Employment Permit issued by DOLE or BID (For Foreign National); 4. proof of employment and Bio-data of Technical and Skilled Personnel indicating boatbuilding training & experience including boatyard management; 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 equivalent 7. Valid Environmental Compliance Certificate (ECC) Clearance from DENR OR		Applicant Security & Exchange Commission (SEC) or Department of Trade & Industry (DTI) or Cooperative Development Authority (CDA) Department of Labor & Employment (DOLE) or Bureau of Immigration & Deportation (BID) Applicant Applicant Concerned Municipal or City Government Office and Bureau of Fire Protection (BFP) Environment Management Bureau (EMB), DENR



<p>Certificate of Non-Coverage (CNC), for Class A, catering to steel and FRP/ Aluminum type of hull only</p> <p>8. Duly accomplished Data Sheet</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>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>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>	<p>Shipyards Regulation Service, Maritime Industry Authority</p> <p>Applicant Applicant Applicant Concerned Municipal or City Government Office and Bureau of Fire Protection (BFP) Environment Management Bureau (EMB), DENR</p> <p>Applicant Shipyards Regulation Service, Maritime Industry Authority Applicant</p> <p>Applicant</p>
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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	P 15,600.00	P 1,000.00
	License Certificate	P 500.00	P 500.00
	TOTAL	P 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.	NONE	1 hour	SOS II / Engr. III
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			SOS II / Engr. III



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2.	No activity <i>IF INCOMPLETE:</i> Comply with the deficiencies.	2.	<i>IF COMPLETE:</i> 2. Issues Authority to Accept Payment (ATAP)	NONE	10 minutes	SOS II / Engr. III
		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	NONE	5 minutes	Administrative Officer III / Clerk III I
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.	NONE	10 minutes	SOS II / Engr. III
5.	No activity	5.	Assigns the application to the evaluator	NONE	5 minutes	Section Head (Engineer III)
6.	No activity	6.	Evaluates the application and conducts inspection in accordance to applicable rules and regulations	NONE	1 to 5 days	SOS II / Engr. III
7.	IF FOUND DEFICIENT, complies with the deficiency within the given deadline	7.	<i>IF FOUND DEFICIENT:</i> Informs the applicant of the deficiencies and determines the deadline of compliance.	NONE	5 minutes	Engineer III



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
8.	No activity	8.	Prepares Report of Evaluation, drafts document applied for	NONE	2 hour	SOS II / Engr. III
9.	No activity	9.	Checks and reviews draft Certificate and recommends for the appropriate action of the approving authority.	NONE	30 minutes	Section Head (Engineer III)
10.	No activity	10.	Approves the document	NONE	10 minutes	Regional Director
11.	Receives the document	11.	Releases the document	NONE	10 minutes	Clerk III/ Administrative Assistant III
END OF TRANSACTION				Total SPT: 4 hours and 20 minutes + days of inspection		



E.12. 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 Offices / Shipyard Regulations Section (MRO-SRS)/ or Shipyard Development & Licensing Division (SDLD)					
Classification:	Highly Technical 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				
<ol style="list-style-type: none"> 1. Original Letter of Application; 2. Latest Financial Statement stamped received by BIR 3. Duly accomplished Data Sheet 4. Original License Certificate <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).</p>		Applicant Applicant Shipyards Regulation Service, Maritime Industry Authority Applicant				
Fees to be Paid:	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>FOR BB/R CLASS A</td> <td>P 5,700.00</td> </tr> <tr> <td>FOR BB/R CLASS B</td> <td>P 2,900.00</td> </tr> </table>		FOR BB/R CLASS A	P 5,700.00	FOR BB/R CLASS B	P 2,900.00
FOR BB/R CLASS A	P 5,700.00					
FOR BB/R CLASS B	P 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.	NONE	1 hour	SOS II / Engr. III
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			SOS II / Engr. III
2.	No activity IF INCOMPLETE: Comply with the deficiencies.	2.	<i>IF COMPLETE:</i> 2. Issues Authority to Accept Payment (ATAP)	NONE	10 minutes	SOS II / Engr. III
		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	NONE	5 minutes	Administrative Officer III / Clerk III
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.	NONE	10 minutes	SOS II / Engr. III
5.	No activity	5.	Assigns the application to the	NONE	5 minutes	Section Head



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			evaluator			(Engineer III)
6.	No activity	6.	Evaluates the application and conducts inspection in accordance to applicable rules and regulations	NONE	1 to 5 days	SOS II / Engr. III
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.	NONE		SOS II / Engr. III
8.	No activity	8.	Prepares Report of Evaluation, drafts document applied for	NONE	2 hour	SOS II / Engr. III
9.	No activity	9.	Checks and reviews draft Certificate and recommends for the appropriate action of the approving authority.	NONE	30 minutes	Section Head (Engineer III)
10.	No activity	10.	Approves the document	NONE	10 minutes	Regional Director
11.	Receives the DOCUMENT	11.	Releases the document	NONE	10 minutes	Clerk III / Administrative Assistant III
END OF TRANSACTION					4 hours and 20 minutes + days of inspection	



E.13. 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 Offices / Shipyard Regulations Section (MRO-SRS)/ or Shipyard Development & Licensing Division (SDLD)	
Classification:	Highly Technical 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
<p>NEW / ISSUANCE</p> <ol style="list-style-type: none"> 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. <p>RENEWAL</p> <ol style="list-style-type: none"> 1. Original Letter of Application; 2. Valid Mayor’s Permit OR Barangay Permit or equivalent; 3. Duly accomplished Data Sheet; and, 4. Original License Certificate. 		<p>Applicant Security & Exchange Commission (SEC) or Department of Trade & Industry (DTI) or Cooperative Development Authority (CDA)</p> <p>Concerned Municipal or City Government Office or Barangay Hall Shipyards Regulation Service, Maritime Industry Authority</p> <p>Applicant Concerned Municipal or City Government Office or</p>



<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).</p>			Barangay Hall Shipyards Regulation Service, Maritime Industry Authority Applicant																
<p>Fees to be Paid:</p>			<p>FOR BB/R CLASS C</p> <table border="1"> <tr> <td colspan="3" style="text-align: center;">NEW/ RENEWAL</td> </tr> <tr> <td>Processing Fee</td> <td>P</td> <td>200.00</td> </tr> <tr> <td>License Certificate</td> <td>P</td> <td>200.00</td> </tr> <tr> <td>TOTAL</td> <td>P</td> <td>400.00</td> </tr> </table>			NEW/ RENEWAL			Processing Fee	P	200.00	License Certificate	P	200.00	TOTAL	P	400.00		
			NEW/ RENEWAL																
			Processing Fee	P	200.00														
			License Certificate	P	200.00														
TOTAL	P	400.00																	
<table border="1"> <thead> <tr> <th style="text-align: center;">CLIENT STEPS</th> <th style="text-align: center;">AGENCY ACTION</th> <th style="text-align: center;">FEES TO BE PAID</th> <th style="text-align: center;">PROCESSING TIME</th> <th style="text-align: center;">PERSON RESPONSIBLE</th> </tr> </thead> <tbody> <tr> <td>1. Proceed to Shipyard Regulations Section (SRS) or Shipyard Development & Licensing Division(SDLD) and submit application with complete documentary requirements</td> <td>1. Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.</td> <td style="text-align: center;">NONE</td> <td style="text-align: center;">1 hour</td> <td style="text-align: center;">Engineer III</td> </tr> <tr> <td>1.1 IF EMAIL: Send application and complete documentary requirements to the official email address of the office.</td> <td>1.1 IF EMAIL: Acknowledges receipt of email and forwards the email to the Evaluator</td> <td></td> <td></td> <td style="text-align: center;">Engineer III</td> </tr> </tbody> </table>			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.	NONE	1 hour	Engineer III	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			Engineer III		
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.	NONE	1 hour	Engineer III															
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			Engineer III															



2.	No activity <i>IF INCOMPLETE:</i> Comply with the deficiencies.	2. 2.1	<i>IF COMPLETE:</i> 2. Issues Authority to Accept Payment (ATAP) <i>IF INCOMPLETE:</i> Informs the Applicant of the lacking requirements	NONE	10 minutes	Engineer III
3.	Pays the corresponding fees stipulated in the ATAP	3.	Accepts the Payment and issues Official Receipt	NONE	5 minutes	Administrative Officer III / Clerk III
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.	NONE	10 minutes	Engineer III
5.	No activity	5.	Assigns the application to the evaluator	NONE	5 minutes	Section Head (Engineer III)
6.	No activity	6.	Evaluates the application and conducts inspection in accordance to applicable rules and regulations	NONE	1 to 5 days	Engineer III
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.	NONE		Engineer III
8.	No activity	8.	Prepares Report of Evaluation, drafts document applied for	NONE	2 hour	Evaluator



9.	No activity	9.	Checks and reviews draft Certificate and recommends for the appropriate action of the approving authority.	NONE	30 minutes	Section Head (Engineer III)
10.	No activity	10.	Approves the document	NONE	10 minutes	Regional Director
11.	Receives the document	11.	Releases the document	NONE	10 minutes	Clerk III / Administrative Assistant III
END OF TRANSACTION					Total SPT: 4 hours and 20 minutes + days of inspection	



E.14. 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 Offices / Shipyard Regulations Section (MRO-SRS)/ or Shipyard Development & Licensing Division (SDLD)	
Classification:	Highly Technical 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 <ol style="list-style-type: none"> 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 from DTI;OR Certificate of Registration duly supported by Notarized Articles of Cooperation and By-Laws from CDA; 3. Alien Employment Permit issued by DOLE or BID (For Foreign National); 4. Proof of employment and Bio-data of Technical and Skilled Personnel; 5. Proof of Trainings for Management, technical and skilled personnel; 6. List/ Inventory of the Machineries/ equipment/ tools; 7. Valid Mayor’s Permit OR PEZA Certification including Fire Safety Inspection Certification from BFP or equivalent; 8. Copy of occupational Safety & Health (OSH) Accreditation/ Certification from DOLE; and, 9. Duly accomplished Data Sheet. 		Applicant Security &Exchange Commission (SEC) or Department of Trade & Industry(DTI) or Cooperative Development Authority (CDA) Department of Labor &Employment (DOLE) or Bureau of Immigration & Deportation (BID) Applicant Applicant Applicant Concerned Municipal or City Government Office and Bureau of Fire Protection (BFP) DOLE Shipyards Regulation Service, Maritime Industry Authority



<p>RENEWAL</p> <ol style="list-style-type: none"> 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. <p>NOTE:</p> <p>(a). <i>Two (2) sets photocopies of each required document.</i></p> <p>(b). <i>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></p>	<p>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</p>
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<p>Fees to be Paid:</p>	<p>NEW/ RENEWAL</p>	
	<p>Inspection Fee</p>	<p>P 5,400.00</p>
	<p>Processing Fee</p>	<p>P 6,600.00</p>
	<p>License Certificate</p>	<p>P 500.00</p>
	<p>TOTAL</p>	<p>P 12,500.00</p>



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.	NONE	1 hour	SOS II / Engr. III
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			SOS II / Engr. III
2.	No activity <i>IF INCOMPLETE:</i> Comply with the deficiencies.	2.	<i>IF COMPLETE:</i> 2. Issues Authority to Accept Payment (ATAP)	NONE	10 minutes	SOS II / Engr. III
		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	NONE	5 minutes	Administrative Officer III / Clerk III



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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.	NONE	10 minutes	SOS II / Engr. III
5.	No activity	5.	Assigns the application to the evaluator	NONE	5 minutes	Section Head (Engineer III)
6.	No activity	6.	Evaluates the application and conducts inspection in accordance to applicable rules and regulations	NONE	1 to 5 days	SOS II / Engr. III
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.	NONE	5 minutes	SOS II / Engr. III
8.	No activity	8.	Prepares Report of Evaluation, drafts document applied for	NONE	2 hour	SOS II / Engr. III
9.	No activity	9.	Checks and reviews draft Certificate and recommends for the appropriate action of the approving authority.	NONE	30 minutes	Section Head (Engineer III)
10.	No activity	10.	Approves the document	NONE	10 minutes	Regional Director



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
11.	Receives the DOCUMENT	11.	Releases the document	NONE	10 minutes	Clerk III / Administrative Assistant III
END OF TRANSACTION					4 hours and 20 minutes + days of inspection	



E.15. 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 Offices / Shipyard Regulations Section (MRO-SRS)/ or Shipyard Development & Licensing Division (SDLD)	
Classification:	Highly Technical Transaction	
Type of Transaction:	G2B - Government to Business Entities	
Who may avail:	All Afloat Ship Repairers/Service Contractors	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ol style="list-style-type: none"> 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. <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).</p>		Applicant Bureau of Internal Revenue (BIR) Shipyards Regulation Service, Maritime Industry Authority Applicant
Fees to be Paid:	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.	NONE	1 hour	SOS II / Engr. III
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			SOS II / Engr. III
2.	No activity IF INCOMPLETE: Comply with the deficiencies.	2.	IF COMPLETE: 2. Issues Authority to Accept Payment (ATAP)	NONE	10 minutes	SOS II / Engr. III
		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	NONE	5 minutes	Administrative Officer III / Clerk III
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.	NONE	10 minutes	SOS II / Engr. III
5.	No activity	5.	Assigns the application to the evaluator	NONE	5 minutes	Section Head (Engineer III)



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
6.	No activity	6.	Evaluates the application and conducts inspection in accordance to applicable rules and regulations	NONE	1 to 5 days	SOS II / Engr. III
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.	NONE	5 minutes	SOS II / Engr. III
8.	No activity	8.	Prepares Report of Evaluation, drafts document applied for	NONE	2 hour	SOS II / Engr. III
9.	No activity	9.	Checks and reviews draft Certificate and recommends for the appropriate action of the approving authority.	NONE	30 minutes	Section Head (Engineer III)
10.	No activity	10.	Approves the document	NONE	10 minutes	Regional Director
11.	Receives the DOCUMENT	11.	Releases the document	NONE	10 minutes	Clerk III/ Administrative Assistant III
END OF TRANSACTION					Total SPT: 4 hours and 20 minutes + days of inspection	



E.16. REGISTRATION OF SHIPBREAKER/ SHIP RECYCLER

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 Offices / Shipyard Regulations Section (MRO-SRS)/ or Shipyard Development & Licensing Division (SDLD)
Classification:	Highly Technical 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: <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></p>	<p>Applicant Security & Exchange Commission (SEC) or Department of Trade & Industry (DTI) or Cooperative Development Authority (CDA)</p>



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: Fees & 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.	NONE	1 hour	SOS II / Engr. III
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			SOS II / Engr. III
2.	No activity IF INCOMPLETE: Comply with the deficiencies.	2.	IF COMPLETE: Issues Authority to Accept Payment (ATAP)	NONE	10 minutes	SOS II / Engr. III
		2.1	IF INCOMPLETE: Informs the Applicant of the lacking requirements			



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3.	Pays the corresponding fees stipulated in the ATAP	3.	Accepts the Payment and issues Official Receipt	NONE	5 minutes	Administrative Officer III / Clerk III
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.	NONE	10 minutes	SOS II / Engr. III
5.	No activity	5.	Assigns the application to the evaluator	NONE	5 minutes	Section Head (Engineer III)
6.	No activity	6.	Evaluates the application and conducts inspection in accordance to applicable rules and regulations	NONE	1 to 5 days	SOS II / Engr. III
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.	NONE		SOS II / Engr. III
8.	No activity	8.	Prepares Report of Evaluation, drafts document applied for	NONE	2 hour	SOS II / Engr. III
9.	No activity	9.	Checks and reviews draft Certificate and recommends for the appropriate action of the approving authority.	NONE	30 minutes	Section Head (Engineer III)



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
10.	No activity	10.	Approves the document	NONE	10 minutes	Regional Director
11.	Receives the document	11.	Releases the document	NONE	10 minutes	Clerk III / Administrative Assistant III
END OF TRANSACTION					Total SPT: 4 hours and 20 minutes + days of inspection	



E.17. 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 Offices / Shipyard Regulations Section (MRO-SRS)/ or Shipyard Development & Licensing Division (SDLD)	
Classification:	Highly Technical 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	<ol style="list-style-type: none"> 1. Original Letter of application; 2. Alien Employment Permit issued by DOLE or BID (For Foreign National); 3. Proof of employment and Bio-data of Technical and Skilled Personnel; 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); 5. Copy of Plans of the Shipbreaking and Ship Recycling Facilities including location map and list of machineries and equipment; 6. Proof of Trainings for Management, technical and skilled personnel OR Certification from yard or any enterprises related to personnel expertise; 7. Valid Mayor’s Permit OR PEZA Certification including Fire Safety Inspection Certification from BFP or equivalent; 	<p>Applicant Department of Labor & Employment (DOLE) or Bureau of Immigration & Deportation (BID)</p> <p>Applicant Applicant</p> <p>Applicant</p> <p>Applicant</p> <p>Concerned Municipal or City Government Office and Bureau of Fire Protection (BFP)</p>



<ol style="list-style-type: none"> 8. Valid Environmental Compliance Certificate (ECC) Clearance or Certificate of Non-Coverage (CNC); 9. Copy of Occupational Safety & Health (OSH) Accreditation/ Certification from DOLE; and, 10. Duly accomplished Data Sheet. 	<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> <ol style="list-style-type: none"> 1. Original Letter of application; 2. Alien Employment Permit issued by DOLE or BID (For Foreign National); 3. Proof of employment and Bio-data of Technical and Skilled Personnel; 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); 5. Proof of Trainings for Management, technical and skilled personnel OR Certification from yard or any enterprises related to personnel expertise; 6. Valid Mayor's Permit OR PEZA Certification including Fire Safety Inspection Certification from BFP or equivalent; 7. Valid Environmental Compliance Certificate (ECC) Clearance of Certificate of Non-Coverage (CNC); 8. Copy of Occupational Safety & Health (OSH) Accreditation/ Certification from DOLE; 9. Copy of valid ISO 9001:2015 QMS Certificate with proof of accreditation of the Certification Body; 10. Shipbreaking/ Ship Recycling Annual Report(s); 11. Latest Audited Financial Statement stamped received by BIR; 12. Duly accomplished Data Sheet; and, 13. Original License Certificate. 	<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>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>
<p>NOTE:</p>	



(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	P 500.00
	TOTAL	P 47,300.00	P 35,600.00

Note: Fees & 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	1.	Screens and Checks application and Qualification and Documentary requirements. Verifies authenticity documents submitted.	NONE	1 hour	SOS II / Engr. III



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1	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			SOS II / Engr. III
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	NONE	10 minutes	SOS II / Engr. III
3.	Pays the corresponding fees stipulated in the ATAP	3.	Accepts the Payment and issues Official Receipt	NONE	5 minutes	Administrative Officer III / Clerk III
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.	NONE	10 minutes	SOS II / Engr. III
5.	No activity	5.	Assigns the application to the evaluator	NONE	5 minutes	Section Head (Engineer III)



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
6.	No activity	6.	Evaluates the application and conducts inspection in accordance to applicable rules and regulations	NONE	1 to 5 days	SOS II / Engr. III
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.	NONE	5 minutes	SOS II / Engr. III
8.	No activity	8.	Prepares Report of Evaluation, drafts document applied for	NONE	2 hour	SOS II / Engr. III
9.	No activity	9.	Checks and reviews draft Certificate and recommends for the appropriate action of the approving authority.	NONE	30 minutes	Section Head (Engineer III)
10.	No activity	10.	Approves the document	NONE	10 minutes	Regional Director
11.	Receives the DOCUMENT	11.	Releases the document	NONE	10 minutes	Clerk III/ Administrative Assistant III
END OF TRANSACTION					4 hours and 20 minutes + days of inspection	



E.18. 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 Offices / Shipyard Regulations Section (MRO-SRS)/ or Shipyard Development & Licensing Division (SDLD)	
Classification:	Highly Technical 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; 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 <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).</p>		Applicant Concerned Municipal or City Government Office Applicant Applicant Shipyards Regulation Service, Maritime Industry Authority Applicant



Fees to be Paid:	Inspection Fee	
	SBK / SRC CLASS A	P 12,400.00
	SBK / SRC CLASS B	P 9,300.00
Note: Fees & 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.	NONE	1 hour	SOS II / Engr. III
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 IF INCOMPLETE: Comply with the deficiencies.	2.	<i>IF COMPLETE:</i> 2. Issues Authority to Accept Payment (ATAP)	NONE	10 minutes	SOS II / Engr. III
		2.1	<i>IF INCOMPLETE:</i> Informs the Applicant of the lacking requirements			



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3.	Pays the corresponding fees stipulated in the ATAP	3.	Accepts the Payment and issues Official Receipt	NONE	5 minutes	Administrative Officer III / Clerk III
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.	NONE	10 minutes	SOS II / Engr. III
5.	No activity	5.	Assigns the application to the evaluator	NONE	5 minutes	Section Head (Engineer III)
6.	No activity	6.	Evaluates the application and conducts inspection in accordance to applicable rules and regulations	NONE	1 to 5 days	SOS II / Engr. III
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.	NONE	5 minutes	SOS II / Engr. III
8.	No activity	8.	Prepares Report of Evaluation, drafts document applied for	NONE	2 hour	SOS II / Engr. III
9.	No activity	9.	Checks and reviews draft Certificate and recommends for the appropriate action of the approving authority.	NONE	30 minutes	Section Head (Engineer III)



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
10.	No activity	10.	Approves the document	NONE	10 minutes	Regional Director
11.	Receives the DOCUMENT	11.	Releases the document	NONE	10 minutes	Clerk III/ Administrative Assistant III
END OF TRANSACTION					Total SPT: 4 hours and 20 minutes + days of inspection	



E.19. 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 Offices / Shipyard Regulations Section (MRO-SRS)/ or Shipyard Development & Licensing Division (SDLD)	
Classification:	Highly Technical 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
<p>PRE-APPROVAL</p> <ol style="list-style-type: none"> 1. Original Letter of application including request for endorsement to DFA for issuance of Provisional Certificate of Philippine Registry, if necessary; 2. General Arrangement Plan; 3. Memorandum of Agreement (MOA) or Deed of Sale (DOS); 4. Latest Certificate of Good Standing or Company Seal of the Registered Owner; 5. Board Resolution/Power of Attorney authorizing the signatories to enter into and sign the MOA or DOS in behalf of the Registered Owner; 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; 7. Copy of Valid Original CVR; and, 8. Inventory/ List of Onboard Hazardous Wastes 9. Insurance 		<p>Applicant</p> <p>Applicant</p> <p>Applicant</p> <p>SEC</p> <p>Applicant</p> <p>Applicant</p> <p>Applicant</p> <p>Applicant</p> <p>Applicant's Issuance Provider/ Agent</p>



<p>POST APPROVAL</p> <ol style="list-style-type: none"> 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) <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>	<p>Applicant</p> <p>Applicant</p> <p>Applicant</p> <p>Applicant</p>
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<p>Fees to be Paid:</p>			
	<p>Ship Age</p>	<p>For Below 1000 GT</p>	<p>For 1000 GT and above</p>
	<p>Less than 10 years old</p>	<p>P 9,400.00</p>	<p>P 13,100.00</p>
	<p>11-14 years old</p>	<p>P 14,000.00</p>	<p>P 19,600.00</p>
	<p>15-20 years old</p>	<p>P 18,700.00</p>	<p>P 26,200.00</p>
	<p>Above 20 years old</p>	<p>P 26,200.00</p>	<p>P 32,800.00</p>
<p>Note: Fees & charges based on MC SR-2020-01</p>			



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.	NONE	1 hour	SOS II / Engr. III
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			SOS II / Engr. III
2.	No activity IF INCOMPLETE: Comply with the deficiencies.	2.	<i>IF COMPLETE:</i> 2. Issues Authority to Accept Payment (ATAP)	NONE	10 minutes	SOS II / Engr. III
		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	NONE	5 minutes	Administrative Officer III / Clerk III



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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.	NONE	10 minutes	SOS II / Engr. III
5.	No activity	5.	Assigns the application to the evaluator	NONE	5 minutes	RD/Section Head
6.	No activity	6.	Evaluates the application and conducts inspection in accordance to applicable rules and regulations	NONE	1 to 5 days	SOS II / Engr. III
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.	NONE		SOS II / Engr. III
8.	No activity	8.	Prepares Report of Evaluation, drafts document applied for	NONE	2 hour	SOS II / Engr. III
9.	No activity	9.	Checks and reviews draft Certificate and recommends for the appropriate action of the approving authority.	NONE	30 minutes	Section Head (Engineer III)
10.	No activity	10.	Approves the document	NONE	10 minutes	Regional Director



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
11.	Receives the document	11.	Releases the document	NONE	10 minutes	Clerk / Administrative Assistant III
END OF TRANSACTION					4 hours and 20 minutes + days of inspection	



E.20. 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 Offices / Shipyard Regulations Section (MRO-SRS)/ or Shipyard Development & Licensing Division (SDLD)	
Classification:	Highly Technical 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
<ol style="list-style-type: none"> 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) <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)</p>		Applicant Applicant



Fees to be Paid:	Ship Age	For Below 1000 GT	For 1000 GT & above
	Less than 10 yrs old	P 2,500.00	P 4,500.00
	11-14 years old	P 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: Fees & 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.	NONE	1 hour	SOS II / Engr. III
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			SOS II / Engr. III



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2.	No activity <i>IF INCOMPLETE:</i> Comply with the deficiencies.	2.	<i>IF COMPLETE:</i> 2. Issues Authority to Accept Payment (ATAP)	NONE	10 minutes	SOS II / Engr. III
		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	NONE	5 minutes	Administrative Officer III / Clerk III
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.	NONE	10 minutes	SOS II / Engr. III
5.	No activity	5.	Assigns the application to the evaluator	NONE	5 minutes	Section Head (Engineer III)
6.	No activity	6.	Evaluates the application and conducts inspection in accordance to applicable rules and regulations	NONE	1 to 5 days	SOS II / Engr. III
7.	IF FOUND DEFICIENT, complies with the deficiency within the given deadline	7.	<i>IF FOUND DEFICIENT:</i> Informs the applicant of the deficiencies and determines the deadline of compliance.	NONE	5 minutes	SOS II / Engr. III



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
8.	No activity	8.	Prepares Report of Evaluation, drafts document applied for	NONE	2 hour	SOS II / Engr. III
9.	No activity	9.	Checks and reviews draft Certificate and recommends for the appropriate action of the approving authority.	NONE	30 minutes	Section Head (Engineer III)
10.	No activity	10.	Approves the document	NONE	10 minutes	Regional Director
11.	Receives the DOCUMENT	11.	Releases the document	NONE	10 minutes	Clerk III/ Administrative Assistant III
END OF TRANSACTION					4 hours and 20 minutes + days of inspection	



E.21. 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 Offices / Shipyard Regulations Section (MRO-SRS)/ or Shipyard Development & Licensing Division (SDLD)	
Classification:	Highly Technical 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 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) 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,		Applicant Applicant Applicant



1.1	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			Engr. III
2.	No activity <i>IF INCOMPLETE:</i> Comply with the deficiencies.	2. 2.1	<i>IF COMPLETE:</i> 2. Issues Authority to Accept Payment (ATAP) <i>IF INCOMPLETE:</i> Informs the Applicant of the lacking requirements	NONE	10 minutes	SOS II / Engr. III
3.	Pays the corresponding fees stipulated in the ATAP	3.	Accepts the Payment and issues Official Receipt	NONE	5 minutes	Administrative Officer III / Clerk III
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.	NONE	10 minutes	SOS II / Engineer III
5.	No activity	5.	Assigns the application to the evaluator	NONE	5 minutes	Section Head (Engineer III)
6.	No activity	6.	Evaluates the application and conducts inspection in accordance to applicable rules and regulations	NONE	1 to 5 days	SOS II / Engineer III
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.	NONE	5 minutes	SOS II / Engineer III
8.	No activity	8.	Prepares Report of Evaluation, drafts document applied for	NONE	2 hour	SOS II / Engr. III



9.	No activity	9.	Checks and reviews draft Certificate and recommends for the appropriate action of the approving authority.	NONE	30 minutes	Section Head (Engineer III)
10.	No activity	10.	Approves the document	NONE	10 minutes	Regional Director
11.	Receives the DOCUMENT	11.	Releases the document	NONE	10 minutes	Clerk III / Administrative Assistant III
END OF TRANSACTION					Total SPT: 4 hours and 20 minutes + days of inspection	



E.22. 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 Offices / Shipyard Regulations Section (MRO-SRS)/ or Shipyard Development & Licensing Division (SDLD)/ Naval Architecture & Marine Engineering (NAMED)	
Classification:	Highly Technical Transaction	
Type of Transaction:	G2B - Government to Business Entities	
Who may avail:	All Shipbuilders, Boatbuilders, Shipowners, Operators	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<p>PRE-APPROVAL</p> <ol style="list-style-type: none"> 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. <p>POST APPROVAL</p> <ol style="list-style-type: none"> 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. 		<p>Applicant</p> <p>Applicant</p> <p>Applicant</p> <p>Applicant</p> <p>Applicant</p> <p>Applicant</p> <p>Applicant</p>



<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).</p>						
<p>Fees to be Paid:</p>		<p>Shipbuilding or Boatbuilding Permit (Authority to Acquire Ship Thru Local Constriction): P 12,400.00 per ship</p> <p>Note: Fees & charges based on MC 2015-05</p>				
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.	NONE	1 hour	SOS II / Engr. III
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			SOS II / Engr. III
2.	No activity	2.	<i>IF COMPLETE:</i> 2. Issues Authority to Accept Payment (ATAP)	NONE	10 minutes	SOS II / Engr. III
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	Please refer to the Fees to be Paid	5 minutes	Administrative Officer III / Clerk III
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.	NONE	10 minutes	SOS II / Engr. III
5.	No activity	5.	Assigns the application to the evaluator	NONE	5 minutes	Section Head (Engineer III)
6.	No activity	6.	Evaluates the application and conducts inspection in accordance to applicable rules and regulations	NONE	1 to 5 days	SOS II / Engr. III
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.	NONE		SOS II / Engr. III
8.	No activity	8.	Prepares Report of Evaluation, drafts document applied for	NONE	2 hour	SOS II / Engr. III



9.	No activity	9.	Checks and reviews draft Certificate and recommends for the appropriate action of the approving authority.	NONE	30 minutes	Section Head (Engineer III)
10.	No activity	10.	Approves the document	NONE	10 minutes	Regional Director
11.	Receives the document	11.	Releases the document	NONE	10 minutes	Clerk III / Administrative Assistant III
END OF TRANSACTION					4 hours and 20 minutes + days of inspection	



E.23. 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 Offices / Shipyard Regulations Section (MRO-SRS)/ or Shipyard Development & Licensing Division (SDLD) / Naval Architecture & Marine Engineering (NAMED)				
Classification:	Highly Technical 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 Application including the purpose or reason for the issuance of certification			Applicant		
Fees to be Paid:		P 400.00 per certification Note: Fees & charges are based on MC 2015-05			
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME
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.	NONE	1 hour
					SOS II / Engr. III



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			SOS II / Engr. III
2.	No activity IF INCOMPLETE: Comply with the deficiencies.	2. 2.1	<i>IF COMPLETE:</i> Issues Authority to Accept Payment (ATAP) <i>IF INCOMPLETE:</i> Informs the Applicant of the lacking requirements	NONE	10 minutes	SOS II / Engr. III
3.	Pays the corresponding fees stipulated in the ATAP	3.	Accepts the Payment and issues Official Receipt	NONE	5 minutes	Administrative Officer III / Clerk III
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.	NONE	10 minutes	SOS II / Engr. III
5.	No activity	5.	Assigns the application to the evaluator	NONE	5 minutes	Section Head (Engineer III)
6.	No activity	6.	Evaluates the application and conducts inspection in accordance to applicable rules and regulations	NONE	1 to 5 days	SOS II / Engr. III



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.	NONE	5 minutes	SOS II / Engr. III
8.	No activity	8.	Prepares Report of Evaluation, drafts document applied for	NONE	2 hours	SOS II / Engr. III
9.	No activity	9.	Checks and reviews draft Certificate and recommends for the appropriate action of the approving authority.	NONE	30 minutes	Section Head (Engineer III)
10.	No activity	10.	Approves the document	NONE	10 minutes	Regional Director
11.	Receives the DOCUMENT	11.	Releases the document	NONE	10 minutes	Clerk III / Administrative Assistant III
END OF TRANSACTION					Total SPT: 4 hours and 20 minutes + days of inspection	



E.24. ISSUANCE OF TONNAGE MEASUREMENT CERTIFICATE

Office/Division:	MARINA Regional Offices / Shipyard Regulations Section (MRO-SRS)/ or Shipyard Development & Licensing Division (SDLD)	
Classification:	Highly Technical Transaction	
Type of Transaction:	G2B - Government to Business Entities	
Who may avail:	All Shipowners, Operators, Charterers, Shipyards/ Boatyards	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<p>NEW ISSUANCE</p> <ol style="list-style-type: none"> 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. Vessel Clearance Name; 4. Duly Notarized Builders' Certificate (for new building); 5. Shipbuilding Contract, Memorandum of Agreement or other proof of Ownership i.e. Duly Notarized Affidavit of Ownership (for new building); 6. Copy of MARINA Approved Authority to Import (for imported ships) 7. Copy of International Tonnage Certificate (for imported ships) <p>RE-ISSUANCE</p> <ol style="list-style-type: none"> 1. Original Letter of Application; 2. Original Tonnage Measurement Certificate of Duly Notarized Affidavit of loss 		<p>Applicant SRS</p> <p>MISS Applicant Applicant</p> <p>DSS Applicant</p> <p>Applicant Applicant</p>



<p>3. Copy of Certificate of Ownership (CO) / Certificate of Philippine Registry (CPR)</p> <p>4. Duly Notarized Affidavit that the ship was not converted/ altered/ modified/ re-built since its previous admeasurement, where applicable.</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 e-mail address or online application portal subject to pre-evaluation for issuance of Authority to Accept Payment (ATAP).</p>	<p>DSS Applicant</p>
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<p>Fees to be Paid:</p>	<p>For Registration</p>	<p>P 500.00</p>
	<p>For Availment of Incentives</p>	<p>P 1,900.00</p>
<p>Note: Fees & charges based on MC 2015-05</p>		

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.	NONE	1 hour	SOS II / Engr. III
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			SOS II / Engr. III



2.	No activity	2.	<i>IF COMPLETE:</i> 2. Issues Authority to Accept Payment (ATAP)	NONE	10 minutes	SOS II / Engr. III
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	NONE	5 minutes	Administrative Officer III / Clerk III
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.	NONE	10 minutes	SOS II / Engr. III
5.	No activity	5.	Assigns the application to the evaluator	NONE	5 minutes	Section Head (Engineer III)
6.	No activity	6.	Evaluates the application and conducts inspection in accordance to applicable rules and regulations	NONE	1 to 5 days	SOS II / Engr. III
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.	NONE	5 minutes	SOS II / Engr. III



8.	No activity	8.	Prepares Report of Evaluation, drafts document applied for	NONE	2 hours	SOS II / Engr. III
9.	No activity	9.	Checks and reviews draft Certificate and recommends for the appropriate action of the approving authority.	NONE	30 minutes	Section Head (Engineer III)
10.	No activity	10.	Approves the document	NONE	10 minutes	Regional Director
11.	Receives the DOCUMENT	11.	Releases the document	NONE	10 minutes	Clerk III/ Administrative Assistant III
END OF TRANSACTION					4 hours and 20 minutes + days of inspection	



E.25. ISSUANCE OF STABILITY CERTIFICATE AND APPROVAL OF CALCULATION BOOKLET

Office/Division:	MARINA Regional Offices / Shipyard Regulations Section (MRO-SRS)/ or Shipyard Development & Licensing Division (SDLD)					
Classification:	Highly Technical 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:		For Registration		P 500.00		
		For Availment of Incentives		P 1,900.00		
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 Development & Licensing	1.	Screens and Checks application and Qualification and Documentary requirements.	NONE	1 hour	SOS II / Engr. III



1.1	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	Verifies authenticity documents submitted. IF EMAIL: Acknowledges receipt of email and forwards the email to the Evaluator			SOS II / Engr. III
2.	No activity IF INCOMPLETE: Comply with the deficiencies.	2. 2.1	<i>IF COMPLETE:</i> 2. Issues Authority to Accept Payment (ATAP) <i>IF INCOMPLETE:</i> Informs the Applicant of the lacking requirements	NONE	10 minutes	SOS II / Engr. III
3.	Pays the corresponding fees stipulated in the ATAP	3.	Accepts the Payment and issues Official Receipt	NONE	5 minutes	Administrative Officer III / Clerk III
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.	NONE	10 minutes	SOS II / Engr. III
5.	No activity	5.	Assigns the application to the evaluator		5 minutes	Section Head (Engineer III)



6.	No activity	6.	Evaluates the application and conducts inspection in accordance to applicable rules and regulations	NONE	1 to 5 days	SOS II / Engr. III
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.	NONE	5 minutes	SOS II / Engr. III
8.	No activity	8.	Prepares Report of Evaluation, drafts document applied for	NONE	2 hours	SOS II / Engr. III
9.	No activity	9.	Checks and reviews draft Certificate and recommends for the appropriate action of the approving authority.	NONE	30 minutes	Section Head (Engineer III)
10.	No activity	10.	Approves the document	NONE	10 minutes	Regional Director
11.	Receives the DOCUMENT	11.	Releases the document	NONE	10 minutes	Clerk III / Administrative Assistant III
END OF TRANSACTION					Total SPT: 4 hours and 20 minutes + days of inspection	



E.26. ANNUAL ENDORSEMENT OF CERTIFICATE OF ACCREDITATION OF MARITIME COMPANIES/ ENTITIES TO CONDUCT INCLINING TEST AND STABILITY CALCULATION AND ASSESSMENT (INTACT AND DAMAGE) SERVICES

Accreditation Certificate issued to a Maritime Companies/ Entities who intends to engage in the conduct of inclining test and stability calculation and assessment (intact and damage) valid for five (5) years is required to have an annual endorsement to monitor its compliance to the requirements of MARINA MC SR 2022-04.

Office/Division:	MARINA Regional Offices / Shipyard Regulations Section (MRO-SRS)/ or Shipyard Development & Licensing Division (SDLD)	
Classification:	Highly Technical Transaction	
Type of Transaction:	G2B – Government to Business Entities	
Who may avail:	MARINA-Accredited Maritime Companies/Entities for Stability Calculation and Assessment (intact and damage) of ships	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. CORPORATION/ PARTNERSHIP		
A. Letter of application;	Applicant	
B. Updated List of all Ship Stability and Inclining test surveyor and their bio-data;	Applicant	
C. Consolidated report of Vessels surveyed;		
D. Copies of the surveyor’s professional Licenses/ Certificates;	Applicant	



E. Process/ Procedural manual of services offered;		Applicant				
F. Employment Contract of RENA (if applicable)		Applicant				
2. SINGLE PROPRIETORSHIP						
A. Letter of application;		Applicant				
B. Consolidated report of Vessels surveyed		Applicant				
C. Copies of the surveyor's professional Licenses/ Certificates; and		Applicant				
D. Process/ Procedural manual of services offered		Applicant				
ANNUAL ENDORSEMENT OF CERTIFICATE						
CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Proceeds to the SRS to submit the application with complete documentary requirements 1.1 Receives ATAP	1	Screens the completeness of the documents submitted based on the Checklist 1.1 Issues Authority to Accept Payment (ATAP) to applicant	NONE	20 minutes	SOS II / Engr. III



2	Proceeds to the Cash Section, MFAS to pay for the fees and charges 2.1 Receives OR with the application	2	Accepts payment 2.2 Issues Official Receipt (OR) with the application to applicant	P 5,000.00 (Annual Endorsement fees) Note: Fees & charges are based on MARINA MC SR-2022-04	20 minutes	Clerk III / Administrative Assistant III
3	Proceeds to the Central Receiving Unit (CRU), Records Section to officially receive the application 3.1 Receives stamped receiving copy of the application	3	Receives application and logs in the D-Tracks 3.1 Furnishes stamped receiving copy of the application 3.2 Forwards the application to SRS	NONE	20 minutes	SOS II / Engr. III
4	No Activity	4	Reviews & assigns the application 4.1 Receives application & logs in the D-Tracks and prepares Routing Slip and forwards to NAMED 4.2 Assigns application to to the NAMED Technical Evaluator	NONE	20 minutes	Section Head (Engineer III)
5	Coordinates with the assigned NAMED Technical Evaluator for the schedule of the actual verification and validation 5.1 Accompanies the NAMED Technical Evaluator for the		Conducts Actual Verification and Validation 5.1 Prepares Official Business (OB) slip or Special Order (SO) depends upon the location and conducts of actual verification and validation	NONE	12 hours (Note: includes revisions, if any)	SOS II / Engr. III

	<p>conduct of actual verification and validation</p> <p>5.2 In the case of findings of deficiency or non-conformity, the applicant receives a written notice of deficiency and shall be required to comply immediately upon receipt of notice. For the meantime, the application is held in abeyance and will proceed once the deficiency/ non-conformity is rectified.</p>		<p>5.2 In the case of findings of deficiency or non-conformity, informs the applicant of the deficiency or non-conformity, if any, in writing.</p>			
6	No Activity	6	<p>Endorsement of Certificates</p> <p>6.1 Reviews & evaluates documents and prepares the Evaluation Report, Executive Brief and Endorsement of Certificate, if compliant</p> <p>6.2 Submits the Evaluation Report, Executive Brief and Endorsed Certificate to the NAMED Division Chief</p>	NONE	11 hours (includes revisions, if any)	SOS II / Engr. III
7	No Activity	7	<p>Reviews the recommendation of the NAMED Technical Evaluator</p> <p>7.1 Reviews and endorses the application to the SRS Director</p>	NONE	4 hours (includes revisions, if any)	Section Head (Engineer III)



			7.2 Review and approves the application	NONE	4 hours (includes revisions, if any)	Regional Director
			7.3 Receives & logs in the D-Tracks	NONE	20 minutes	Clerk III / Administrative Assistant III
			7.4 Forwards the approved application to the Records Section for releasing			
8	Proceeds to the Records Section, MFAS to claim the approved Accreditation Certificate 8.1 Receives the endorsed Accreditation Certificate	8	Logs out the approved application 8.1 Receives & logs in the D-Tracks 8.2 Releases the endorsed Accreditation Certificate	NONE	10 minutes	Clerk III / Administrative Assistant III
END OF TRANSACTION					3 days after the Actual Verification and Validation	

NOTE: Endorsement of Accreditation Certificate is qualified under **MULTI-STAGE PROCESSING**.

Processing time includes waiting time and starts after actual verification and validation and with **NO** deficiencies/ non-conformities found on the application.

In case, there are deficiencies/ non-conformities found, the applicant is immediately informed through a written notice and the application is held in abeyance until such time the deficiencies/ non-conformities are rectified. Hence, processing time re-starts when all deficiencies/ non-conformities are rectified, in writing.

CHAPTER II: INTERNAL SERVICES



A. INTERNAL QUALITY AUDIT

To determine the effectiveness of the Quality Standard System (QSS)¹ and ensure its continuous improvement, an Internal Quality Audit (IQA) 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:

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.

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.

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
<ol style="list-style-type: none"> 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 	<p>Quality Management Division Quality Management Division Quality Management Division Quality Management Division Quality Management Division Quality Management Division</p>

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	Initial Review of the Audit Program	NONE	1 day	Division Chief
		2.1	Reviews the audit program			
		2.2	Endorses the audit program to the Quality Assurance Representative (QAR) for final			



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			review. Otherwise, returns to the assigned QMD personnel for appropriate action.			
3	No Activity	3	Forwards the reviewed Audit Program to the QAR for final review	NONE	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.	NONE	1 day	QAR
5	No Activity	5	Approves the Audit Program. Otherwise, returns to the Chief of QMD for appropriate action.	NONE	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).	NONE	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	NONE		Lead Auditors (as per Approved Audit Program)



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			information: <ul style="list-style-type: none"> • audit objectives • audit scope • audit criteria and any reference document • location, date, expected time and duration of audit activity • audit methods • roles and responsibilities of the audit team 2. Inclusion of observers and technical experts may be considered.			
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.	NONE	1 day	Division Chief
9	No Activity	9	9. Forwards the reviewed Audit Plan to the QAR for approval.	NONE	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.	NONE	1 day	QAR
11	No Activity	11	Receives the approved Audit Plan	NONE	15 minutes	Administrative Aide VI / Administrative Assistant III



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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	NONE	2 hours	Lead Auditors (as per Approved Audit Program)
2	No Activity	2 2.1	<p>Conducts Pre-Audit Meeting Presides over the pre-audit meeting and discusses the following:</p> <ul style="list-style-type: none"> -Preparing the details of the audit plan -Assigning work to the audit team -Preparing the work documents 	NONE	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	<p>Prepares necessary audit instruments needed for the audit such as forms for recording information such as supporting evidence, audit findings and records of meetings</p> <p>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</p>			



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			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 	NONE	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	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 	NONE	2 or 3 days (As stated in the audit plan)	Audit Team (as per Approved Audit Program)



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		2.2	<p>Collects and verifies 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>			



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3	No Activity	3	Generation of audit findings	NONE	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	No Activity	4	Preparation of audit conclusions	NONE	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	<p>Records non-conformance/s in the Nonconformity Report form and shall contain the following minimum details:</p> <ul style="list-style-type: none"> • Applicable Standard, Policy, Rules/Regulations, Quality Policy/Procedure 			



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		4.3	<ul style="list-style-type: none"> 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	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>	NONE	2 hours	Lead Auditors (as per Approved Audit Program)
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>	NONE	2 hours (within 5 working days after audit)	Lead Auditors (as per Approved Audit Program)
7	No Activity	7	<p>Receives the Audit Report and forwards the same to Division Chief</p>	NONE	15 minutes	Administrative Aide VI / Administrative Assistant III



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
8	No Activity	8	Reviews the Audit Report and recommends approval by the QAR. Otherwise, returns to the Lead Auditor for appropriate action.	NONE	2 hours	Division Chief
9	No Activity	9	Forwards the reviewed Audit Report to the QAR for approval	NONE	15 minutes	Administrative Aide VI / Administrative Assistant III
10	No Activity	10	Reviews and approves the contents of the audit report. Otherwise, returns to the Chief of QMD for appropriate action.	NONE	2 hours	QAR
11	No Activity	11	Receives the approved Audit Report and Provides the auditee a copy of the approved audit report.	NONE	1 hour	Administrative Aide VI / Administrative Assistant III
12	<p>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.</p> <p>NOTE: Indicates the proposed corrective action in the Non-Conformance & Corrective / Preventive Action Report Form</p>	12	No Activity	NONE	10 working days from receipt of the audit report.	Auditee (All Divisions/Boards of the STCWO, MROs, CHED and DOH)



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	and submits to the Lead Auditor through the QMD.					
13	No Activity	13	1Receives the submitted corrective actions from the auditees and forwards the same to the Lead Auditor.	NONE	15 minutes	Administrative Aide VI / Administrative Assistant III
14	No Activity	14 14.1 14.2 14.3	<p>Reviews the corrective action submitted by the auditees.</p> <p>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>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>	NONE	1 day	Lead Auditors (as per Approved Audit Program)
15	15. No Activity	15	Receives the Memorandum regarding the review of proposed corrective action/s and forwards the same to the Division Chief for review.	NONE	15 minutes	Administrative Aide VI / Administrative Assistant III



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
16	16. No Activity	16	Reviews the Memorandum regarding the review of proposed corrective action/s and endorses to the QAR for approval. Otherwise, returns to the Lead Auditor for appropriate action.	NONE	2 hours	Division Chief
17	17. No Activity	17	Forwards the reviewed Memorandum regarding the review of proposed corrective action/s to the QAR for approval	NONE	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.	NONE	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	NONE	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	NONE	Agreed timeline based on the NC-C/PAR	Auditee (All Divisions/ Boards of the STCWO, MROs, CHED and DOH)



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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 21.2	<p>21. Monitoring of corrective action and conducting follow-up audit</p> <p>21.1. Monitors compliance of the auditee with the approved action plan and closes-out non-conformances, as necessary</p> <p>21.2. Prepares Memorandum regarding the review of implementation of corrective action and forwards the same to the Chief of QMD.</p> <p>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.</p>	NONE	2 days	Lead Auditors (as per Approved Audit Program)
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.	NONE	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.	NONE	2 hours	Division Chief



CLIENT STEPS		AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
24	No Activity	24	24.Forwards the reviewed Memorandum regarding the review of implementation of corrective action/s to the QAR for approval	NONE	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.	NONE	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.	NONE	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	NONE	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,	NONE	2 hours	MIDS II



CLIENT STEPS		AGENCY ACTION		FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			through the QAR, as input for the Management Review.			(Document and Records Control Officer (DRCO))



B. 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
	<ol style="list-style-type: none"> 1. Three (3) copies of Obligation Request and Status 2. Supporting Documents <p><u>Checklist of Supporting Documents (All Original Copies):</u></p> <p>TRAVELLING EXPENSES – Local (Cash Advance)</p> <ol style="list-style-type: none"> 1) Itinerary of Travel 2) Special Order <p>TRAVELLING EXPENSES – Local (Reimbursement)</p> <ol style="list-style-type: none"> 1) Itinerary of Travel 2) Certificate of Travel Completed 3) Itinerary Receipt/Flight Itinerary 	Budget Division Requesting Claimant/Office



- 4) Boarding Pass
- 5) Tickets
- 6.) Special Order

TRAVELLING EXPENSES – Foreign (Cash Advance)

- 1) Foreign Travel Authority
- 2) Itinerary of Travel

TRAVELLING EXPENSES – Foreign (Reimbursement)

- 1) Foreign Travel Authority
- 2) Itinerary of Travel
- 3) Certificate of Travel Completed
- 4) Boarding Pass
- 5) E-Ticket / Flight Itinerary
- 6) Post Travel Report

VENUES / ACCOMMODATION

- 1) Special Order
- 2) Purchase Request
- 3) Contract / Agreement
- 4) Terms of Reference (TOR)
- 5) Notice of Award & Notice to Proceed

1	RECORDING OF APPROPRIATION AND ALLOTMENT
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. No Activity	2. Receiving of General Appropriations Act as Release Documents (GAARD)	None	10 minutes	Budget Designated Staff Administrative Assistant II & III
2. No Activity	3. Recording of the Appropriation and Allotment	None	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			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. No Activity	1. Preparation of Obligation Request and Status (ORS)	None	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	None	10 minutes	Budget Designated Staff Administrative Assistant II & III



	concerned			
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.	None	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.	None	30 minutes	Budget Chief
5. No Activity	5. Forwards ORS, DV and SDs to the Accounting Division.	None	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			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. No Activity	1. Receives copies of ORS and related SDs and Notice of Obligation Request and Status		10 minutes	Designated Budget Staff/ Administrative Assistant II & III



	Adjustment (NORSA) from the Accounting Division.			
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



C. 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
<p>PROCESSING OF CLAIMS</p> <p>1. GENERAL REQUIREMENTS: (ALL CLAIMS)</p> <p>a) Three (3) Original copies of signed (Box A portion) Disbursement Voucher</p>	<p>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</p> <p>Concerned Offices/end-users for claims for special activities, projects such as lease of venue, publication, etc.</p> <p>HRMDD (for claims of salaries and other benefits); Claimant (for claims under MOOE)GSD for utilities; monthly regular expenses and for</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
3. Certified true copy of Oath of Office 4. Certified true copy of Certificate of Assumption 5. Certified true copy of Statement of Assets, Liabilities and Net Worth 6. Original copy of Approved DTR 7. Bureau of Internal Revenue (BIR) Form 1902 and 2305 8. BIR Form 2316 (Certificate of Compensation Payment/Tax Withheld) issued by previous employer/s.(if applicable) 9. Certified true copy of proof of employees' payroll ATM account 10. Certified true copy of Clearance from money, property and legal accountabilities from the previous office (for transferee/s from other government office) 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) 12. Certified true copy of Certificate of Available Leave Credits (for transferee/s from other government office) 13. Certified true copy of Service Record issued by previous employer (for transferees - from one government office to another)	HRMDD Claimant HRMIS downloadable Form & HRMDD Claimant Claimant Claimant Claimant Claimant Claimant & HRMDD HRMDD
d. Salary Differentials due to Promotion/Step Increment 1. Certified true copy of approved appointment in case of promotion or Notice of Salary Adjustment in case of step increment 2. Original/Certified true copy of Certificate of Assumption (if due to promotion) 3. Approved DTR /Certification from HRMDD that the employee has not incurred leave without pay	Claimant Claimant/HRMDD HRMDD



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
e. Last Salary	HRMDD
<ol style="list-style-type: none"> 1. Clearance from money, property and legal accountabilities 2. Approved DTR 	HRMDD
f. Salary due to heirs of deceased employee	Claimant
<ol style="list-style-type: none"> 1. Same requirements as those for last salary 	Claimant
<ol style="list-style-type: none"> 2. Original/Certified true copy of Death Certificate authenticated by PSA 	Claimant
<ol style="list-style-type: none"> 3. Original/Certified true copy of Marriage Contract authenticated by PSA, if applicable 	Claimant
<ol style="list-style-type: none"> 4. Original/Certified true copy of Birth Certificates of surviving legal heirs authenticated by PSA 	Claimant
<ol style="list-style-type: none"> 5. Original/Certified true copy of Designation of next-of-kin 	Claimant
<ol style="list-style-type: none"> 6. Original/Certified true copy of Waiver of right of children 18 years old and above 	Claimant
g. Commutation of Maternity Leave	HRMDD
<ol style="list-style-type: none"> 1. Certified true copy of approved application for leave 	HRMDD
<ol style="list-style-type: none"> 2. Certified true copy of Maternity leave clearance 	Claimant
<ol style="list-style-type: none"> 3. Medical certificate for maternity leave 	
2.2 Allowances, Honoraria, and Other Forms of Compensation	
a. Representation and Transportation Allowance	Claimant
<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) 	HRMDD Claimant



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>b. Certified true copy of Certificate of Assumption of Duty (1st payment)</p> <p>c. Certification that the employee did not use or is not assigned any government vehicle</p> <p>d. Certificate of Service rendered / Approved DTR</p> <p>2. For General claims (Payroll)</p> <p>a. Approved DTR</p> <p>b. Two (2) Original copies of RATA Payroll</p> <p>c. Two (2) Original copies of Financial Data Entry System (FINDES) (including soft copy)</p> <p>b. Clothing/Uniform Allowance</p> <p>1. For Individual claims</p> <p>a. Certified true copy of approved appointment of new employees</p> <p>b. Certificate of Assumption of new employees/Certification of employee/s qualified to receive uniform allowance in accordance with the existing guidelines</p> <p>c. Certificate of non-payment /Certification of last salary and benefits received from previous agency , for transferees</p> <p>2. For General claims</p> <p>a. Two (2) Original copies of Clothing/Uniform Allowance Payroll</p> <p>b. Two (2) Original copies of Financial Data Entry System(FINDES) (including soft copy)</p> <p>c. Loyalty Cash Award /Longevity Pay</p> <ul style="list-style-type: none"> ● Service Record ● Certification issued by the Personnel Officer that the claimant/s 	<p>Claimant(HRMIS downloadable Form) & HRMDD</p> <p>Claimant (HRMIS Downloadable Form) & HRMDD</p> <p>HRMDD/Accounting Accounting</p> <p>HRMDD HRMDD</p> <p>Claimant</p> <p>HRMDD HRMDD HRMDD HRMDD Claimant HRMDD</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>is/are qualified to receive Longevity pay in accordance with the existing rules and regulations issued by CSC or other relevant government agency.</p> <ul style="list-style-type: none"> • Certification of non-payment of Loyalty Pay issued by previous employee/office (for transferee) 	<p>HRMDD</p>
<p>d. Mid-year/Year-end Bonus Cash Gift</p> <ol style="list-style-type: none"> 1. For Individual claims <ol style="list-style-type: none"> a. Certified True Copy of Clearance from money, property and legal accountabilities b. Certification that the employees is qualified to receive the MY/YEB and CG Payroll 2. For General claims <ol style="list-style-type: none"> a. Two (2) original copies of YEB and CG Payroll b. Two (2) Original copies of Financial Data Entry System(FINDES) (including soft copy) 	<p>HRMDD</p> <p>HRMDD</p> <p>HRMDD Claimant</p>
<p>e. Retirement Benefits</p> <ol style="list-style-type: none"> 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 2. Certified true copy of Retirement Application 3. Certified true copy of Office clearance from money/property accountability and administrative/criminal liability 4. Original/Certified true copy of Statement of Assets and Liabilities 5. Original copy of Retirement Gratuity Computation 6. Original copy of Affidavit of undertaking for authority to deduct 	<p>HRMDD</p> <p>Claimant</p> <p>HRMDD</p> <p>Claimant Claimant Claimant & HRMDD</p> <p>Claimant (Surviving spouse, children, parent/heirs of</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>accountabilities</p> <p>7. Certified true copy of Affidavit of applicant that there is no pending criminal investigation or prosecution against him/her</p> <p>8. Certified true copy of Employee’s letter intend to retire from service duly accepted by the agency head</p> <p>9. Certified true copy of Death Certificate/Authenticated Death Certificate issued by PSA (if retirement is due to death)</p> <p>10. Certified true copy of Marriage Contract authenticated by PSA(if retirement is due to death)</p> <p>11. Certified true copy of Birth Certificates of all surviving legal heirs authenticated by PSA(if retirement is due to death)</p> <p>12. Certified true copy of Designation of Next-of-kin(if retirement is due to death)</p> <p>13. Certified true copy of Waiver of rights of children 18 years old and above(if retirement is due to death)</p> <p>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)</p> <p>f. Terminal Leave Benefits</p> <p>1. Certified true copy of clearance from money, property and legal accountability from the Central Office and from Regional Office of</p>	<p>deceased employee, etc.)</p> <p>Claimant (Surviving spouse, children, parent/heirs of deceased employee, etc.)</p> <p>Claimant (Surviving spouse, children, parent/heirs of deceased employee, etc.)</p> <p>Claimant (Surviving spouse, children, parent/heirs of deceased employee, etc.)</p> <p>Claimant (Surviving spouse, children, parent/heirs of deceased employee, etc.)</p> <p>Claimant (Requirement under COA Circular 2012-01)</p> <p>HRMDD</p> <p>HRMDD</p> <p>HRMDD</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
last assignment	
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	HRMDD
3. Certified true copy of approved leave application	Claimant
4. Certified true copy of complete Service Record	HRMDD
5. Original copy of latest SALN	Claimant
6. Certified true copy of Appointment/NOSA showing the highest salary received if the salary under last Appointment is not the highest	HRMDD
7. Original copy of Computation of terminal leave benefits duly signed/certified by the Accountant	Claimant
8. Original copy of Applicant's authorization (in affidavit form) to deduct all financial obligations with the employer/agency	Claimant
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/HRMDD
11. Additional requirements in case of death of claimant (same requirements as those of payment of Retirement Benefits)	Claimant/HRMDD



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>g. Monetization of Leave Credits</p> <ol style="list-style-type: none"> 1. Approved Leave Application with leave credit balance certified by HRMDD Chief 2. Memorandum Request for monetization of leave (for applications covering more than 10 days) duly approved by the Head of the Agency 3. For monetization of more than 50% of leave credits : <ul style="list-style-type: none"> • Medical Abstract/Clinical procedure to be undertaken in case of health, medical and hospital needs, and; • Barangay Certification in case of need s for financial assistance brought about by calamities, typhoon, etc. <p>2.3 Granting of Cash Advances</p> <p>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</p> <p>2.3.2 Documentary Requirements/Supporting documents for cash advance for:</p> <ol style="list-style-type: none"> 1. Special activities, projects/Field Current Operating Expenses/Establishment of Petty Cash Fund <ol style="list-style-type: none"> 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 	<p style="text-align: center;">Claimant</p> <p style="text-align: center;">Accounting Division</p> <p style="text-align: center;">Claimant</p> <p style="text-align: center;">Claimant</p> <p style="text-align: center;">Special Disbursing Officer</p> <p style="text-align: center;">Special Disbursing Officer</p> <p style="text-align: center;">Special Disbursing Officer</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
b. Approved Application for bond/and or Fidelity Bond for the year for Cash Accountability of P 2,000.00 or more	Special Disbursing Officer
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)	Claimant
d. Approved estimate of petty expenses for one month (for establishment Petty Cash Fund (PCF))	Claimant
2.4 Travelling Expenses	
a. Local Travel <ol 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 	Claimant
b. Foreign Travel	
<ol 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 	Claimant
<ol style="list-style-type: none"> 2. Duly approved Itinerary Travel 	Claimant
<ol style="list-style-type: none"> 3. Original/Certified true copy of Letter of Invitation of host/sponsoring country/agency/organization 	Claimant
<ol style="list-style-type: none"> 4. Certified true copy of recommendation of the Head of Agency 	Claimant
<ol style="list-style-type: none"> 5. For plane fare, Original copy of quotations of three travel agencies or its equivalent 	Claimant
<ol style="list-style-type: none"> 6. Copy of flight Itinerary issued by the airline/ticketing office/travel agency 	Claimant
<ol style="list-style-type: none"> 7. Copy of United Nations Development Programme (UNDP) rate for the daily subsistence allowance (DSA) for the country of destination 	Claimant



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>for the computation of DSA to be claimed</p> <p>8. Copy of document to show the dollar to peso exchange rate at the date of cash advance</p> <p>9. In case of seminar/trainings:</p> <p style="padding-left: 20px;">a. Invitation addressed to the agency inviting participants (issued by foreign country)</p> <p style="padding-left: 20px;">b. Acceptance of the nominees as participants(issued by the foreign country)</p> <p style="padding-left: 20px;">c. Programme Agenda and Logistics Information</p>	<p style="text-align: center;">Claimant</p> <p style="text-align: center;">Claimant</p>
<p>2.5 Petty Cash Fund (PCF) Replenishment</p> <p>1. Summary of Petty Cash Vouchers</p> <p>2. Duly accomplished and signed Petty Cash Vouchers</p> <p>3. Report of Disbursements/Petty Cash Fund Record</p> <p>4. Petty Cash Replenishment Report</p> <p>5. Purchase Request with certificate of emergency purchase, if necessary</p> <p>6. Bills, receipts, sales invoices (duly inspected by designated inspectors)</p> <p>7. Certificate of Price Reasonableness</p> <p>8. Report of Waste Materials in case of replacement/repair</p> <p>9. Certificate of inspection and acceptance</p> <p>10. Canvass from at least three (3) suppliers for purchases involving</p>	<p style="text-align: center;">Special Disbursing Officer</p> <p style="text-align: center;">End-user</p> <p style="text-align: center;">End-user & duly designated inspectors</p> <p style="text-align: center;">End-user</p> <p style="text-align: center;">End-user & duly designated inspectors</p> <p style="text-align: center;">Inspection Officer</p> <p style="text-align: center;">Suppliers/End-user/</p> <p style="text-align: center;">End- user/Administrative Division</p> <p style="text-align: center;">End-user Depending on the requirement/s</p> <p style="text-align: center;">Claimant</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>P1,000.00 and above, except for purchases made while on official travel</p> <p>11. Summary/Abstract of Canvass/Quotation</p> <p>12. For reimbursement of toll receipts:</p> <ul style="list-style-type: none"> a. Toll Receipts b. Trip Tickets c. Special 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>Claimant</p> <p>Head of Office</p> <p>Claimant Claimant</p> <p>Claimant/MFAS Director thru HRMDD</p>
<p>2.6 Reimbursement of Travelling Expenses</p> <p><u>2.6.1 Local Travel</u></p> <ul style="list-style-type: none"> 1. Duly approved Certificate of Travel Completed 2. Duly approved Itinerary of Travel 3. Certified True copy of duly approved/ Office /Travel /Special Order 4. Original/Certified true copy of Letter of invitation of host/sponsoring organization , if applicable 5. Electronic plane, boat or bus tickets and other receipts of allowable transportation expenses 6. Proof 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). 7. Certificate of Appearance/Attendance for training/ seminar participation 8. Certification that no Cash Advance was granted by the Agency related to such travel (if applicable) 9. Certification by the Head of the Agency as to the absolute 	<p>Claimant</p> <p>Claimant</p> <p>Claimant</p> <p>Claimant</p> <p>Claimant</p> <p>Claimant</p> <p>Claimant</p> <p>Claimant</p> <p>Claimant/HRMDD</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>necessity of the actual hotel/accommodation expenses in the performance of an assignment, together with the hotel bills/receipts (for reimbursement of actual hotel/accommodation expenses not exceeding 100% of the hotel/ accommodation component of the prescribed DTE)</p>	<p>Claimant</p>
<p><u>2.6.2 Foreign Travel</u></p> <ol style="list-style-type: none"> 1. Certified true copy of Foreign Travel Authority (FTA) from Department and/or Office of the President, if applicable 2. Duly approved Itinerary of Travel 3. Certified true copy of Letter of Invitation of host/sponsoring country/agency/organization 4. Certified true copy of recommendation to travel/attend conventions, etc. by the Head of Agency 5. For plane fare, copy of quotations of three travel agencies or its equivalent 6. Official receipt issued by the airline/ticketing office/ travel agency 7. Certified true copy of current Exchange Rate at the date of preparation of DV 8. Certified True Copy of Travel Report 	<p>Claimant</p> <p>Claimant</p> <p>Claimant</p> <p>Claimant & Accounting</p> <p>Claimant</p> <p>Claimant</p> <p>Claimant</p> <p>Claimant</p>
<p><u>2.6.3 Travelling Expenses in Excess of Cash Advance</u> Certified True Copy of submitted Liquidation Report to the Accounting Division including all supporting documents</p>	<p>Service Directors or duly authorized representative</p>
<p>2.7 Other Claims/Expenditures :</p> <p><u>2.7.1 Extra-Ordinary and Miscellaneous Expenses</u></p> <ol style="list-style-type: none"> 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 	<p>GSD</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>of his position.</p>	
<p><u>2.7.2 Reimbursement of Communication Expenses</u></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>Claimant/Record Section Record Section</p> <p>GSD</p>
<p><u>2.7.3 Utilities (water, electricity, telephone & internet services)</u></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>Claimant Concerned Service</p> <p>GSD/Records Section</p>
<p><u>2.7.4 Courier Services</u></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>Claimant</p> <p>GSD</p> <p>GSD Claimant/GSD</p>
<p><u>2.7.5 Advertising Expenses</u></p>	



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ol style="list-style-type: none"> 1. Billing Statement/Statement of Account 2. Request for Publication 3. Advertising Contract 4. Newspaper clippings evidencing publication 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) 	<p style="text-align: center;">GSD</p> <p style="text-align: center;">Claimant/GSD/other concerned offices</p> <p style="text-align: center;">Claimant/GSD</p> <p style="text-align: center;">Claimant</p> <p style="text-align: center;">Claimant/GSD</p>
<p><u>2.7.6 Fuel, Oil and Lubricants</u></p> <ol style="list-style-type: none"> 1. Certified true Copy of Contract/Memorandum of Agreement (first payment) 2. Billing Statement/Statement of Account duly checked by designated Adm. Personnel 3. Certified true Copy of complete trip tickets/or Proof of submission of the same to COA 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) 	<p style="text-align: center;">Claimant</p> <p style="text-align: center;">Depending on the requirements</p> <p style="text-align: center;">Claimant</p> <p style="text-align: center;">Claimant</p>
<p><u>2.7.7 General Support Services (janitorial, security, maintenance, garbage collection and similar services)</u></p> <ol style="list-style-type: none"> 1. Certified true Copy of Contract/Memorandum of Agreement(first payment) 2. Billing Statement/Statement of Account 3. Accomplishment Report duly noted/certified by GSD Chief 4. Record of Attendance/Service 	<p style="text-align: center;">Claimant</p> <p style="text-align: center;">Claimant</p> <p style="text-align: center;">Secretariat</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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.	
<u>2.7.8 Purchase of Food (for meetings, trainings, etc.)</u>	
1. Approved Purchase Request 2. Certified True Copy of Notice of Meeting (if applicable) 3. Original Receipts (duly inspected by designated inspector) 4. Original/Certified True Copy of Attendance Sheet with certification from approving Office Head/Division Head 5. Minutes/Highlights of meeting/ Training Report duly noted by authorized official	Claimant Depending on the requirements Claimant GSD GSD
<u>2.7.9 Other Expenditures</u>	
1. Billing Statement/Statement of Account 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.	GSD GSD
2.8 Procurement	
<u>2.8.1 Procurement thru Alternative Modes</u>	
1. Sales Invoices/Statement of Account 2. Purchase Order/Contract duly approved/signed by official concerned and accepted by the supplier. (date of acceptance must be clearly indicated) 3. Approved Purchase Request 4. Copy of proof of PhilGEPS posting of Request for Quotation and at any	GSD GSD GSD



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>conspicuous place reserved for this purpose in MARINA premises (for procurement above 50,000)</p> <p>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)</p> <p>6. Copy of 3 Quotations</p> <p>7. Abstract of Bids/Quotation</p> <p>8. BAC Resolution (for amount above P5,000)</p> <p>9. Notice of Award and Notice to Proceed</p> <p>10. Certified True Copy Approved Annual Procurement (APP)</p> <p>11. Delivery Receipt/Sales Invoice</p> <p>12. Inspection and Acceptance Report (IAR) duly signed by the authorized inspector and accepted by authorized end-user.</p> <p>13. Notice of Delivery</p> <p>14. Certified True Copy of ARE, ICS , if applicable</p> <p>15. Terms of Reference, if applicable</p> <p>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.</p>	<p>GSD</p> <p>GSD Claimant</p> <p>GSD, End-user</p> <p>GSD</p> <p>GSD</p> <p>Depending on the requirements GSD</p> <p>GSD</p> <p>GSD</p> <p>GSD, Claimant Claimant</p>
<p><u>2.8.2 Additional requirements for Limited Source Bidding</u></p> <p>1. Certified True Copy of direct invitation to bid</p> <p>2. Certified True Copy of bidder's offer or proposal</p> <p>3. Certified True Copy of Abstract of Bids</p> <p>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</p> <p>5. Bid Security (required under Section 54.4 IRR-A, RA 9184)</p>	<p>GSD</p> <p>Claimant GSD</p> <p>BAC/GSD</p>
<p><u>2.8.3 Direct Contracting</u></p> <p>1. Certified True Copy of letter to selected manufacturer/supplier</p>	<p>GSD</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>/distributor to submit a price quotations and conditions of sale</p> <ol style="list-style-type: none"> 2. Certificate of Exclusive Distributorship issued by the principal under oath and authenticated by the embassy/consulate nearest the place of the principal, in case of foreign supplier 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>GSD</p> <p>GSD</p> <p>GSD</p> <p>GSD BAC/GSD</p>
<p><u>2.8.5 Shopping</u></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>GSD</p>
<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 	<p>BAC</p> <p>GSD</p> <p>GSD</p> <p>Head of the Agency</p> <p>GSD</p> <p>All concerned</p> <p>Claimant</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
consultants - BAC Certification on the failure of competitive bidding for the second time - Evidence of invitation of observers in all stages of the negotiation - Eligibility documents in case of infrastructure projects b. In emergency cases - Justification as to the necessity of the purchase c. In case of small value procurement - Letter/invitation to submit proposals	Claimant Claimant Claimant Claimant
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 3. Certified True Copy of previously approved Itinerary of Travel 4. Revised Itinerary of Travel , if the previous approved itinerary was not followed 5. Copy of electronic plane, boat or bus tickets and other receipts of allowable transportation expenses 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. 7. Official receipt issued by the airline/ticketing office/ travel agency (if	Claimant/HRMDD Claimant Claimant Claimant/Authorized Official Concerned employee/official Claimant Claimant Claimant/ Accounting



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>applicable)</p> <p>8. 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 actual hotel expenses but not to exceed 100% of the of accommodation component of the prescribed DTE</p> <p>9. Certificate of Appearance/Attendance for training/ seminar participation</p> <p>10. Certified True Copy of Official Receipt (OR) for refund of unexpended cash advance</p> <p>11. Certified True Copy of Special Order/Foreign Travel Authority</p> <p>12. Certified True Copy of Travel Report (Foreign Travel)</p> <p>13. Certified True Copy of Disbursement Voucher (grant of Cash Advance)</p>	<p>Claimant</p> <p>Claimant</p> <p>Claimant</p> <p>Claimant</p> <p>Claimant</p> <p>Claimant</p>
<p>b. Special Activity</p> <p>1. Report of Disbursements</p> <p>2. Certified True Copy of Official Receipts of unexpended cash advance, if applicable</p> <p>3. Original copy of Purchase Request with certificate of emergency purchase, if necessary</p> <p>4. Original copy of Bills, receipts, sales invoices (duly inspected by designated inspectors)</p> <p>5. Canvass from at least three (3) suppliers for purchases involving P1,000.00 and above, except for purchases made while on official travel</p> <p>6. Summary/Abstract of Canvass/Quotation</p>	<p>Special Disbursement Officer</p> <p>Special Disbursement Officer</p> <p>Special Disbursement Officer</p> <p>Special Disbursement Officer</p> <p>Special Disbursement Officer</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
7. Certified True Copy of Special Order, if applicable	Special Disbursement Officer
8. Such other supporting documents that may be required and/or require under the company policy depending on the nature of expenses	Special Disbursement Officer
III. CHECKING OF LDDAP-ADA AND UPDATING OF NCA CONTROL <ul style="list-style-type: none"> a. Original Copy of Notice of Cash Allocation (NCA) b. Three (3) Original Copies List of Due and Demandable Accounts – Advice to Debit Account (LDDAP-ADA) or: c. Check Vouchers and unsigned prepared check (for payment through checks) d. Three (3) Original Copies of Summary of LLDDAP-ADA Issued and Invalidated ADA Entries (SLIIE) e. Copy of Approved Disbursement Vouchers (DVs) 	Department of Budget and Management Cash Section Cash Section Cash Section Cash Section

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. 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. 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	NONE	3 minutes 5 minutes	Administrative Assistant II /Designated Administrative Assistant II



	<p>"Received" portion of the DV.</p> <p>1.2 Fills the "ORS/BURS No." portion in the DVs</p> <p>1.3 Assigns DV number and records in the logbook the DV number and date, creditor/ payee, particulars and amount.</p>		<p>2 minutes</p> <p>5 minutes</p>	
2. 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>	NONE	<p>30 minutes</p> <p>1 hour & 30 minutes</p> <p>5 minutes</p>	<p>Administrative Assistant II/Designated Administrative Assistant II</p>
3. No Activity	3.0 Reviews DV, ORS and SDs. If DV/ORS/SD/s is/are not proper, returns to the party	NONE	1 hour	Supervising Accountant/ Accountant III/



	<p>concerned course through the designated receiving/ releasing staff. 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	Accountant II
4. 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>	NONE	<p>2 hours</p> <p>30 minutes</p>	Chief Accountant/ OIC, Accounting Division
5. No Activity	<p>5. 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>	NONE	<p>5 minutes</p> <p>5 minutes</p>	Administrative Assistant II / Designated Administrative Assistant II
END OF TRANSACTION			Total : 6 hours and 15 minutes	



CHECKING OF LDDAP-ADA AND UPDATING OF NCA CONTROL/ REGISTRY OF ALLOTMENTS AND NOTICE OF CASH ALLOCATION(RANCA)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. No Activity	1. 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)	NONE	30 minutes	Supervising Accountant
2. No Activity	2. Receives the LDDAP-ADA/Check with the approved DV, ORS and SDs, logs and forwards the same to the Designated Supervising Accountant.	NONE	5 minutes	Administrative Assistant II/ Designated Administrative Assistant II
3. No Activity	3. 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.	NONE	20 minutes 3 minutes	Accountant IV/ Accountant III/ Accountant II
4. No Activity	4. Checks and signs the LDDAP-ADA/ Check	NONE	15 minutes	Chief Accountant/OIC,



	Voucher. If not in order, returns to the Cash Unit for correction. Otherwise, signs and forwards the same to the Designated Receiving/Releasing Staff.		3 minutes	Accounting Division
5. No Activity	5. Forwards the signed LDDAP-ADA/ Check to the Office of the MFAS Director / OIC or to the Cash Section if found not in order.	NONE	5 minutes	Administrative Assistant II / Designated Administrative Assistant II
END OF TRANSACTION			Total : 1 hour and 21 minutes	

LIQUIDATION OF CASH ADVANCE				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the required documents to Administrative Assistant II/Designated Administrative Assistant II	1. 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. Assigns Liquidation Report no. and records in the Liquidation Report record book.	NONE	12 minutes 5 minutes	Administrative Assistant II / Designated Administrative Assistant



	<p>If not complete, return to the concerned office/employees, proceed to Activity 3.0.</p> <p>Forwards to the Bookkeeper/designated Accounting Clerk for evaluation of the completeness of supporting documents.</p>		3 minutes	
2. No Activity	<p>2. 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>	NONE	<p>2 hours</p> <p>5 minutes</p> <p>30 minutes</p> <p>10 minutes</p>	Administrative Assistant II / Designated Administrative Assistant II



3. No Activity	3. Forwards to the concerned official/employees for compliance of deficiencies and update the Liquidation Reports record book.	NONE	10 minutes	Administrative Assistant II / Designated Administrative Assistant II
4. No Activity	4. Reviews/checks and signs the Liquidation Report and JEV and forwards it to the Bookkeeper for recording in the Liquidation Report Record Book.	NONE	20 minutes	Chief Accountant
5. No Activity	<p>5. Records/Updates the Liquidation Report record book and forwards JEV including Liquidation Report to the Supervising Accountant for recording in the General Journal; or</p> <p>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.</p>	NONE	<p>5 minutes</p> <p>15 minutes</p>	Administrative Assistant II/Designated Assistant II
END OF TRANSACTION			Total : 3 hours and 55 minutes	



D. 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 <ol style="list-style-type: none"> 1. One (1) Certified true Copy of Letter of intent to retire/resign 2. One (1) Certified true Copy of Clearance from money, property & legal accountabilities from Central Office &/or Regional Office of last assignment 3. One (1) Certified true Copy of employee's Leave Card or Certificate of Leave Credits 4. One (1) Certified true Copy of Approved Terminal Leave Application 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) 7. One (1) Certified true copy of Appointment or Notice of Salary Adjustment (NOSA) or Notice of Step Increment (NOSI), showing the 	<p>Concerned Personnel/Applicant Concerned Personnel/Applicant</p> <p>HRMDD Staff</p> <p>Concerned Personnel/Applicant Concerned Personnel/Applicant HRMDD Staff</p> <p>Office of the Administrator Concerned Personnel/Applicant</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> ● Application for Vacation Leave <ol 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 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 <ol 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. ● Application For Maternity Leave <ol 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>Concerned Personnel/Applicant</p> <p>HRMDD Staff</p> <p>Concerned Personnel/Applicant</p> <p>Concerned Personnel/Applicant</p> <p>Concerned Personnel/Applicant</p> <p>Concerned Personnel/Applicant</p> <p>Concerned Personnel/Applicant</p> <p>Concerned Personnel/Applicant</p>



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> ● Application For Special Privilege Leave, Forced Leave, Paternity Leave <ol 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) ● Application For Rehabilitation Leave For Job-Related Injuries <ol 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 report 3. One (1) Certified true Copy of Incident Report/Police Report/Application for Rehabilitation thru letter ● Parental Leave (Solo Parent Act) <ol 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 	<p>Concerned Personnel/Applicant</p> <p>Concerned Personnel/Applicant Concerned Personnel/Applicant</p> <p>Concerned Personnel/Applicant</p> <p>Concerned Personnel/Applicant Concerned Personnel/Applicant</p> <p>Concerned Personnel/Applicant</p> <p>Concerned Personnel/Applicant</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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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 minutes	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 Signs the "Certification" of Leave Credits on the Application of Terminal Leave.	None	20 minutes	HRMDD Chief
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



E. REQUEST FOR 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 	HRMDD/Legal Service (LS) Applicant/Employee Applicant/Employee



<ul style="list-style-type: none"> • Certification of Undertaking • 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
ATTENDANCE/PARTICIPATION TO INTERNATIONAL MEETINGS/CONFERENCES				
1. 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
2. No Activity	2. Prepares Certifications and additional required documents supporting the request for TA.	None	2 days	Administrative Asst. III/ Applicant/ Employee



3. 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
4. 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
5. No Activity	5. Endorses the request for TA to OADM, for approval of the Administrator	None	1 day	Deputy Administrator for Planning
6. 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.)
7. 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
8. No activity	8. Submits the request for TA to DOTr,	None	4 hours	Administrative Aide II
9. 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		SPT: 7 days		



ATTENDANCE TO FOREIGN TRAININGS/WORKSHOPS				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. No activity	1. Disseminates a copy of the invitation received from the DOTr to all Service Units/Offices.	None	1 hour	Administrative Officer IV
2. 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
3. No Activity	3. PDC deliberates and recommends nominating participants.	None	3 hours	PDC
4. No Activity	4. Prepares PDC Resolutions for signature of the Committee.	None	3 hours	HRMDD
5. 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
6. No Activity	6. Reviews, affix initials in the Letter and DF, and endorses the same to MFAS Director	None	30 mins.	HRMDD Chief
7. 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
8. No Activity	8. Endorses the Letter to OADM, for approval of the Administrator.	None	4 hours	Deputy Administrator for Planning



9. No Activity	9. Approves the Letter of Nomination and forwards the same to HRMDD	None	3 days	Administrator/ Secretary II (JO)
10.No Activity	10. Transmits the Letter to Records Section, for delivery to DOTr	None	2 hours	Administrative Aide III
11.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		SPT: 7 days		



F. CORRECTIVE MAINTENANCE OF IT INFRASTRUCTURE

To ensure that all IT equipment are properly maintained, available and in good working condition.

Office/Division:	Information and Communications Technology Management Division			
Classification:	Simple			
Type of Transaction:	Government-to-Government (G2G)			
Who may avail:	MARINA Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Request for technical support and feedback form			STCW Office - Information and Communications Technology Management Division (ICTMD)	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for repair/ troubleshoot and accomplishing the Part A of the request for technical support and feedback form	1. Receives the accomplished form and assigns control number and forwards to the ICTMD Chief for appropriate action. Assigns ICTMD personnel to check the report	None	10 minutes	Concerned MARINA Employees and ICTMD
2. No Activity	2. Conducts troubleshooting to determine the extent of the problem. Accomplishes Part B of the Request for technical support and feedback form. If	None	1 hour	Designated ICTMD Personnel



	<p>the equipment is repairable, conducts repair.</p> <p>Note: In cases where the issue/s cannot be resolved and/or a third party is required to fix the equipment, the Designated ICTMD Personnel shall fill out the IT Equipment Inspection and Evaluation Report Form and forwards the copy to the concerned division/unit personnel.</p>			
<p>3. Acknowledgement of completion and support delivery Provides feedback on the performance of Designated ICTMD Personnel based on their quality and timelines of support.</p>	<p>3. No Activity</p>	<p>None</p>	<p>10 minutes</p>	<p>Concerned MARINA Employees</p>
<p>END OF TRANSACTION</p>	<p>TOTAL</p>	<p>Total Fees to be Paid: NONE</p>	<p>Total SPT: 1 hour and 20 Minutes</p>	



G. 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 a. 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 a. 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
END OF TRANSACTION	TOTAL	None	8 days 4 hours 30 minutes	



H. 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



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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	Head of Office



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
or receipts, if the expenses incurred for official travel exceeded the prescribed rate per day	
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



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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 CG benefits pursuant to Budget Circular No. 2016-4	Administrative Unit
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



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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 certified by Human Resource Officer	Administrative Unit
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	



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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
END OF TRANSACTION			4 hours and 55 minutes	



I. 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	1. Receives billing	none	5 minutes	Assigned Employee / Accounting
2. No activity	2. Evaluates the completeness of all the required documents	none	5 minutes	Assigned Employee / Accounting
3. No activity	3. Prepares Disbursement Voucher (DV), Obligation Request and Status (ORS) and attaches complete documents	none	15 minutes	Assigned Employee / Budget



4. No activity	4. Verifies the availability of allotment and signs the ORS	none	5 minutes	Designated Budget Staff
5. No activity	5. Determines the availability of NCA and signs the DV	none	15 minutes	Accounting Head
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
END OF TRANSACTION			5 hours and 55 minutes	

FEEDBACK AND COMPLAINTS MECHANISM

How to send feedback?

Visit the MARINA Online Client Satisfaction Survey (OCSS) website at <https://ocss.marina.gov.ph/> or scan the QR code posted within the MARINA building premises.



QR Code – MARINA



Complete the required information on the OCSS, answer all the survey questions, and provide input in the designated box for "Suggestions or Recommendations on How We Can Improve Our Services (optional)".

Or send your feedback through email at miss@marina.gov.ph .



How feedback are processed?	<p>The designated MISS Staff will generate the report of the OCSS in a monthly basis.</p> <p>The designated Personnel/Staff of every Service Units, shall open the drop box on a weekly basis, collects, compiles, verifies and keep a record of all the feedback.</p> <p>Feedback/s requiring answers are forwarded within one (1) working day to the concerned offices/p personnel and they are required to answer within three (3) days upon receipt of the feedback.</p> <p>Upon receiving the appropriate respond/reply from the concerned office/personnel, the client will be informed through email or phone call.</p>
How to file a complaint?	<p>Accomplish the “Client Satisfaction Measurement Form” provided and drop in the designated box located in the respective offices or within the area.</p> <p>Complaint/s can also be filed through:</p> <ul style="list-style-type: none">● Email at miss@marina.gov.ph● Telephone/cellphone (call) (02) 8 536-0665 and (02) 8 708-2870● Talk to our Officer of the Day of the respective offices <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● Contact information of the complainant <p>For inquiries and follow-ups, the client may contact the designated MISS Staff: (02) 8 536-0665 and (02) 8 708-2870.</p>
How complaints are processed?	<p>The designated Personnel/Staff of every Service Units, shall record all the complaints and coordinate with the concerned office/personnel to answer the compliant. The concerned office/personnel will review, analyze, and evaluate the complaints for appropriation action.</p>



	<p>Complaint/s requiring answers are forwarded within one (1) working day to the concerned offices/ personnel and they are required to answer within three (3) days upon receipt of the complaint.</p> <p>If there is a need to conduct an investigation, it will be forwarded to the Legal Service (LS) for appropriate action.</p> <p>The MISS Staff will prepare a report after the investigation and shall submit to the Office of the Administrator for proper disposition/further instruction/appropriate action.</p> <p>Upon receiving the appropriate respond/reply from the concerned office/personnel, the client/citizen will be informed/ relayed through email or phone call.</p> <p>For inquiries and follow-ups, the client may contact the designated MISS Staff: (02) 8 536-0665 and (02) 8 708-2870</p>		
<p>Contact Information of Anti-Red Tape Authority (ARTA), Presidential Complaints Center (PCC), and Contact Center ng Bayan (CCB)</p>	<p>Anti-Red Tape Authority (ARTA)</p> <p>Email: complaints@arta.gov.ph Contact Numbers: 8-478-5093 8-478-5091 8-478-5099 Hotline: 1-ARTA (1-2782)</p>	<p>Presidential Complaint Center (PCC)</p> <p>Email: pcc@malacanang.gov.ph Contact number: (02) 736-8621 (02) 736-8645 (02) 736-8603 (02) 736-8629 (02) 736-8621 Hotline: 8888</p>	<p>Contact Center ng Bayan (CCB)</p> <p>Facebook messenger: /civilservicegovph</p> <p>Email: email@contactcenterngbayan.gov.ph</p> <p>Text / SMS: 0908-881-6565 (SMS)</p> <p>Contact Number:1-6565 (Php 5.00 + VAT per call anywhere in the Philippines via PLDT landlines)</p>



LIST OF OFFICES

OFFICE	ADDRESS	CONTACT INFORMATION
MARINA CENTRAL OFFICE (MCO)		
Office of the Administrator	11 th floor MARINA Building, Bonifacio Drive cor. 20th Street, Port Area, Manila	Contact No.: (02) 8 523-9078 (02) 8 524-2895 Email: oadm@marina.gov.ph
Office of the Deputy Administrator for Planning	11 th floor MARINA Building, Bonifacio Drive cor. 20th Street, Port Area, Manila	Contact No.: (02) 8 524-6121 Email: odap@marina.gov.ph
Office of the Deputy Administrator for Operations	11 th floor MARINA Building, Bonifacio Drive cor. 20th Street, Port Area, Manila	Contact No.: (02) 8 524-7718 Email: odao@marina.gov.ph
Office of the Executive Director, Standard Training Certification and Watchkeeping Office (STCWO)	5 th floor MARINA Building, Bonifacio Drive cor. 20th Street, Port Area, Manila	Contact No.: (02) 8 354-9645 Email: oad@marina.gov.ph
Office of the Deputy Executive Director, Standard Training Certification and Watchkeeping Office (STCWO)	5 th floor MARINA Building, Bonifacio Drive cor. 20th Street, Port Area, Manila	Contact No.: (02) 8 527-6247 Email: oad@marina.gov.ph
Domestic Shipping Service (DSS)	7 th floor MARINA Building, Bonifacio Drive cor. 20th Street, Port Area, Manila	Contact No.: (02) 8 525-5030 Email : dss@marina.gov.ph dssdiv1@marina.gov.ph
Enforcement Service (ES)	12 th floor MARINA Building, Bonifacio Drive cor. 20th Street, Port Area, Manila	Contact No.: (02) 8 524-9126 Email : es@marina.gov.ph



Franchising Service (FS)	7 th floor MARINA Building, Bonifacio Drive cor. 20th Street, Port Area, Manila	Contact No.: (02) 8 521-8045 Email : fs@marina.gov.ph
Legal Service (LS)	9 th floor MARINA Building, Bonifacio Drive cor. 20th Street, Port Area, Manila	Contact No.: (02) 8 524-2752 Email : ls@marina.gov.ph
Manpower Development Service (MDS)	2 nd floor MARINA Building, Bonifacio Drive cor. 20th Street, Port Area, Manila	Contact No.: (02) 8 524-6517 Email : mds@marina.gov.ph
Maritime Information and Systems Service (MISS)	9 th floor MARINA Building, Bonifacio Drive cor. 20th Street, Port Area, Manila	Contact No.: (02) 8 536-0665 (02) 8 708-2870 Email : miss@marina.gov.ph
Maritime Safety Service (MSS)	8 th floor MARINA Building, Bonifacio Drive cor. 20th Street, Port Area, Manila	Contact No.: (02) 8 523-8659 Email : mss@marina.gov.ph
Overseas Shipping Service (OSS)	8 th floor MARINA Building, Bonifacio Drive cor. 20th Street, Port Area, Manila	Contact No.: (02) 8 525-7890 Email : oss@marina.gov.ph
Shipyards Regulations Service (SRS)	8 th floor MARINA Building, Bonifacio Drive cor. 20th Street, Port Area, Manila	Contact No.: (02) 8 525-7212 Email : srs@marina.gov.ph srs@mail.marina.gov.ph
Management, Financial and Administrative Service (MFAS)	10 th floor MARINA Building, Bonifacio Drive cor. 20th Street, Port Area, Manila	Contact No.: (02) 8 400-0250 Email : mfas@marina.gov.ph



OFFICE	ADDRESS	CONTACT INFORMATION
MARINA Regional Office		
National Capital Region (NCR)	32 nd Floor, Trium Square Building, 2183 Sen. Gil J. Puyat Avenue, Pasay City, Metro Manila	Contact No.: (02) 8 524-9126 Email : mroncr@marina.gov.ph
I & II - La Union	3 rd Floor Tan Bldg., Quezon Ave., Sevilla Center, San Fernando City, La Union	Contact No.: (072) 607-8108 (072)607-8109 Email : mro1@marina.gov.ph
IV - Batangas	Hinch Bldg. II. Apacible St. Brgy.10, Batangas City	Contact No.: (043) 723-1365 (043)723-2327 Email : mro4@marina.gov.ph
V - Legazpi	Regional Government Center, Rawis, Legaspi City	Contact No.: (052) 742-8404 Email : mro5@marina.gov.ph
VI - Iloilo	MRO VI Bldg., De la Rama St., Iloilo City	Contact No.: (034) 433-3569 (034) 503-7423 Email : marinabeo@gmail.com
VII - Cebu	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
VIII - Tacloban	Marina VIII Bldg., Government Center, Brgy. Candahug, Palo, Leyte 6501	Contact No.: (053) 888-3179 (053) 888-1027 0998 976 2853 Email : mro8@marina.gov.ph



IX - Zamboanga	2F and 3F, SPCMPC Bldg., Ruste Drive, San Jose Cawa-cawa, Zamboanga City	Contact No.: (062) 991-2614 (062) 983-0803 Fax No. (062) 991-2614 Email : mro9@marina.gov.ph
X - Cagayan de Oro City	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
XI - Davao	2F Davao Ching Printers Inc., Bldg. cor. Lakandula & Dacudao Ave. Agdao, Davao City	Contact No.: (082)224-6231 Email : mro11@marina.gov.ph
XII - General Santos	Doors A17-A19, ECA Bldg., National Highway, General Santos City	Admin. and Finance Section: (083) 301-1714 (083) 825-3671 STCW/MDS Section: (083) 825-1759 (083) 825-0559 Technical Section: (083) 877-9997 Email : mro12@marina.gov.ph
XIII - Surigao	Gate 1, PPA Compound, Port Area, P. Reyes St., Surigao City	Contact No.: (086) 231-7622 Email : mro13@marina.gov.ph