



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY

MEMORANDUM CIRCULAR NO. MS-2025-02
Series of 2025

TO : **ALL DOMESTIC SHIPPING COMPANIES, MARITIME ENTITIES AND OTHER PARTIES CONCERNED**

SUBJECT : **REVISED RULES AND REGULATIONS ON MINIMUM SAFE MANNING FOR PHILIPPINE-REGISTERED SHIPS OPERATING IN PHILIPPINE WATERS**

Pursuant to the applicable provisions of the Republic Act No. 9295 and its IRR, Republic Act No. 12021, Executive Order No. 125 / 125 – A, Philippine Merchant Marine Rules and Regulations (PMMRR) of 1997, Philippine Ship Safety Rules and Regulations (PSSRR) of 2021, Regulation 14(1), Chapter V of the International Convention for the Safety of Life at Sea (SOLAS) 1974, as amended, Standards of Training, Certification and Watchkeeping for Seafarers (STCW) Convention 1978, as amended, Maritime Labor Convention (MLC) 2006, as amended, and International Maritime Organization Resolution A.1047(27) – Principles of Safe Manning, the following revised guidelines on the issuance of Minimum Safe Manning Certificate are hereby prescribed:

I. OBJECTIVES

To ensure that all Philippine-registered ships are sufficiently, effectively, and efficiently manned to provide safety and security of the ship, safe navigation and operations at sea, safe operations in port, prevention of human injury or loss of life, the avoidance of damage to the marine environment and to property, and to ensure the welfare and health of seafarers through the avoidance of fatigue.

II. COVERAGE

This Circular shall apply to all Philippine-registered ships operating in the Philippine waters **except** for fishing vessels.

III. DEFINITION OF TERMS

For the purpose of this Circular, the following terms are defined:

1. **Administration** means the Maritime Industry Authority (MARINA).
2. **Ancillary Crew** refers to the crew regardless of position, supplementary in nature to the primary minimum number of manning complement, engaged

by the ship owners or operators to effectively provide the ship's services and operation in accordance with relevant standards, rules, and regulations. These additional personnel are not normally related to the normal safe manning level of the ship, and should not affect the minimum number of crew under the deck and engine departments.

3. **Bay and River** refers to a body of water that covers a navigable area within three (3) nautical miles from the nearest land. Covers navigable water categorized in item IV.1.A of MC 2015-03¹, as amended.
4. **Boat Captain 1** refers to a person duly authorized by the Administration to act as Deck Officer and/or command a merchant ship below 15 GT.
5. **Boat Captain 2** refers to a person duly authorized by the Administration to act as Deck Officer and/or command a merchant ship below 50 GT or as reflected in the table of minimum safe manning scale.
6. **Boat Captain 3** refers to a person duly authorized by the Administration to act as Deck Officer and/or command a merchant ship below 100 GT or as reflected in the table of minimum safe manning scale.
7. **Boat Crew** refers to a person onboard motorbanca given the task to assist the Deck and Engine Officers.
8. **Certificate of Proficiency (COP)** means a certificate stating that the relevant requirements of training, competencies and/or seagoing service under the STCW Convention, 1978, as amended had been met.
9. **Chief Engine Officer/ Chief Engineer** refers to a senior engineer officer responsible for the mechanical propulsion and the operation and maintenance of the mechanical and electrical installations of the ship.
10. **Chief Officer/ Chief Mate** refers to the officer next in rank to the Master and upon whom the command of the ship will fall in the event of the incapacity of the Master.
11. **Coastwise/Coastal waters** refers to a body of water that covers a navigable area which is more than three (3) nautical miles from the nearest land. Covers navigable water categorized in item IV.1.B in MC 2015-03, as amended.
12. **Company** refers to the owner of the ship or any other organization or person such as the manager, or the bareboat charterer, who has assumed the responsibilities for the operation of the ship from the ship's owner and who, on assuming such responsibilities, has agreed to take over all duties and responsibilities imposed by this Circular.
13. **Deck Officer** refers to a duly licensed officer in the deck department performing navigational watch.
14. **Dispensation Permit** refers to a document issued in favor of seafarer in case of exceptional necessity, as defined under MC No. 138², who does not hold the appropriate certificate required by the Convention, permitting a seafarer to serve in a specified capacity for a specific period.
15. **Domestic Certificate of Competency (DCOC)** refers to a certificate issued to officers attesting to their qualification to serve in a specified capacity and applicable limitation/s.
16. **Duty Abandonment** refers to an unauthorized disembarkation from ship.

¹MARINA Memorandum Circular No. 2015-03 entitled "Rules on Categorization of Navigational Areas / Waters in the Philippines"

² MARINA Memorandum Circular No. 138 entitled "Rules on the grant of dispensation on Seafarers on Board Vessels Operating in the Domestic Trade"



17. **Engine Officer** refers to a duly licensed officer in the engine department performing engineering watch.
18. **Engine Propulsion Power (EPP)** refers to maximum continuous rated power in Kilowatts (kW) of the ship's main propulsion which appears on the ship's Certificate of Philippine Registry. In case of multiple engines, it is the highest power rating of one propulsion engine.
19. **Gross Tonnage** means the measure of the overall size of a ship as reflected in the Certificate of Ownership (CO) and Certificate of Philippine Registry (CPR).
20. **High-Speed Craft** refers to a craft capable of maximum speed, in meters per second (m/s), equal to or exceeding $3.7\sqrt{0.1667}$

where: ∇ = volume of displacement corresponding to the design waterline (m³) excluding craft the hull of which is supported completely clear above the water surface in non-displacement mode by aerodynamic forces generated by ground effect.

21. **Master/ Master Mariner** refers to a duly licensed person having command of a merchant ship.
22. **Major Patron** refers to a seafarer duly authorized by the Administration to command a merchant ship below 500 GT or as reflected in the table of minimum safe manning scale.
23. **Marine Diesel Mechanic 1 (MDM1)** refers to a person duly licensed by the Administration to operate and maintain an engine propulsion power of below 500 kW or as reflected in the table of minimum safe manning scale.
24. **Marine Diesel Mechanic 2 (MDM2)** refers to a person duly licensed by the Administration to operate and maintain an engine propulsion power of below 750 kW or as reflected in the table of minimum safe manning scale.
25. **Medical Personnel** refers to duly certified personnel in charge of the medical department and providing routine and emergency medical care to passengers and crew onboard.
26. **Minimum Safe Manning** refers to the number of qualified, competent, certificated officers and ratings on board a ship necessary for the safety and security of the ship, crew, passengers, cargo and property, protection of the marine environment, and for the provision of welfare and health of seafarers through management of fatigue.
27. **Minimum Safe Manning Certificate (MSMC)** refers to a certificate issued by the Administration that reflects the minimum manning of the ship.
28. **Minor Patron** refers to a seafarer duly authorized by the Administration to act as Deck Officer and/or command a merchant ship below 250 GT or as reflected in the table of minimum safe manning scale.
29. **Motorbanca** refers to traditionally built watercraft, predominantly wooden-hulled and propelled mechanically with or without an outrigger.
30. **Motorman** refers to a person duly licensed by the Administration to operate and maintain an engine as propulsion power of below 250 kW.
31. **Philippine Waters** refers to all bodies of water within the Philippine territory such as lakes, rivers, streams, creeks, brooks, ponds, swamps, lagoons, gulfs, bays and seas and other bodies of water now existing or which may hereafter exist in the provinces, cities, municipalities, and barangays and the waters around, between and connecting the islands of the archipelago regardless of their breadth and dimensions, the territorial sea, the sea beds,

the insular shelves, and all other waters over which the Philippines has sovereignty and jurisdiction including the 200-nautical miles Exclusive Economic Zone and the continental shelf.³

32. **Radio Operator/Officer** refers to a person holding an appropriate license issued by a competent authority that authorizes him/her to operate a duly licensed radio station/s.
33. **Rating** refers to a member of the ship's crew, other than the master or an officer.
34. **Second (2nd) Engine Officer/ 2nd Engineer** refers to the engineer officer next-in-rank to the Chief Engineer and upon whom the responsibility for the mechanical propulsion and the operation and maintenance of the mechanical and electrical installation of the ship will fall in the event of the incapacity of the Chief Engineer.
35. **Ship Safety Certificate** refers to a certificate issued, after survey, by the Administration to ships engaged in voyages in Philippine waters and found to comply with the provisions of the PMMRR of 1997, PSSRR, and MC No. MS-2023-01, as amended.
36. **Supernumerary** refers to:
 - a. Any person who is not a crew member whose presence on board the ship is merely tolerated and who has no power to interfere with the operation and management of the vessel; or
 - b. Any person other than the crew member of the ship whose presence/stay on board is temporary for a specific purpose other than to perform navigation, operation and management function; or
 - c. Any person whose presence/stay on board is temporary with no specific responsibility other than to train, observe or perform a specific job/position such as dredger technicians, marine technical superintendents, naval electronic technicians, salvage personnel, cable laying personnel and analogous skilled individuals.
37. **Three (3) watch system** refers to the watchkeeping duties where in each Officer and Ratings are required to have an eight (8) hour duty within the twenty-four (24) hours.
38. **Voyage** refers to the total steaming time⁴ a vessel takes on a trip from one location to another.
39. **Watchkeeping** refers to the function of concerned division of qualified personnel to operate a ship continuously around the clock, on the bridge and over the running machinery, which include the responsibility of safely navigating the ship, keeping the ship on course and away from dangers and ensure that running machinery continues to operate, with ability to respond to emergencies be its own ship or involving other ships.

³ Based on Republic Act No. 8550 "The Philippine Fisheries Code of 1998"

⁴ Steaming time refers to time from the start of sea passage to the end of sea passage.



IV. GENERAL PROVISIONS

Number of Qualified Personnel

1. Philippine-registered ships shall be manned by a sufficient number of qualified, competent, and certificated Filipino officers and ratings who can safely operate the ships at all times in accordance with this Circular and existing Rules and Regulations.
2. The company shall ensure that there are sufficient number of qualified persons on board to deal with peak workload conditions, and all aspects of maintaining safe operations on board. The primary watchkeeping duties and operations includes, but not limited to mooring, unmooring, tank cleaning, preparation of cargo holds, cargo operations (especially those relative to short-sea voyages of 24 hours or less), transfer of passengers, voyage/ port documentation, pilotage, towage, dockage, maintenance, sea trials or any other testing experiments and any other required activities or paper working wherein seafarers are involved.

Watches

3. The company shall ensure that the watch system for both deck and engine department shall comply with the prescribed minimum rest hours and maximum hours of work.
4. On vessels certified for periodically unattended machinery spaces (UMS), engine room watch can be done during day work only. A sufficient number of qualified personnel must be provided by the company to provide manual control of machinery in an emergency to enable the vessel to reach port.
5. For bridge watches, a routine for providing additional assistance without delay shall be established. Standby personnel shall be identified and readily available at all times.
6. For ships with multiple main propulsion engines, EPP shall be based on the engine with the highest power rating.
7. For ships with more than two (2) main propulsion engines, there shall be at least an additional engine officer or engine rating.
8. For ships plying multiple routes, the longest duration of voyage as indicated in the Certificate of Public of Convenience (CPC) shall be the basis for determining the minimum safe manning requirements.

Training and Certification of Officers and Crew

9. Masters, officers and ratings performing watchkeeping shall meet the requirements of existing MARINA Circulars on the assessment of competence of seafarers and issuance of relative DCOC and other MARINA pertinent rules and regulations.



10. Ratings performing watchkeeping onboard 35 GT and above shall meet the requirements of existing MARINA pertinent rules and regulations on the assessment of competence of seafarers and issuance of relative COP.
11. For ships of 15 GT and below, the boat captain may also act as motorman provided appropriate licenses for both deck and engine departments are secured.
12. All other personnel serving on board, other than the crew, shall undergo ship familiarization.
13. Ship officers holding valid licenses may assume higher positions as specified in the safe manning complement table, provided they possess the required qualifications.
14. Valid Certificate of Competency (COC) issued pursuant to 1978 STCW Convention, as amended, shall be accepted in lieu of DCOC as required on the table of manning.

Minimum Safe Manning Certificate on Board

15. Ships covered by this Circular shall ensure that a clear copy of the valid MSMC with a readable QR code is readily available in the bridge and engine Room. Alternatively, an electronic copy may be provided for this purpose.
16. An updated Crew List indicating the name, position and licenses/qualifications of officers and crew shall be made available for inspection at all times.

RO-RO Cargo Ships covered under MA 2025-01⁵

17. Ro-Ro Cargo Ships carrying more than twelve (12) passengers, shall comply with the manning scale prescribed under the passenger ships category.

Domestic Ships in Special Permit to be Temporarily Used in International Trade

18. Ships in the domestic trade that will be used temporarily in the international trade shall be governed by a Minimum Safe Manning provided for under MC No. 2018-03⁶, as amended, except for areas where agreements between Philippines and other Parties in place.

Ships for Conduction Purposes from Foreign Ports

⁵ MARINA Advisory No. 2025-01 entitled "Suspension of Acquisition Of LCT-Type Roro Cargo Ship and Operational Guidelines for Existing LCT-Type Roro Cargo Ship Operating in the Domestic Trade".

⁶ MARINA Circular No. 2018-03 entitled "Amendments to MARINA Circular No. 137 on the Minimum Safe Manning for Seagoing Ships in International Trade".



19. The Manning complement for ship for conduction purposes from foreign ports to any of the port of entry within the Philippines shall likewise follow MC No. 2018-03, or any future amendments.

For High-Speed Craft and Miscellaneous Ships

20. Complement for High-Speed Craft shall be in accordance with MC No. 121⁷ and its subsequent amendments.
21. Officers and crew of High-Speed Craft shall meet the training requirements provided under the existing MARINA Circulars on the assessment of competence of seafarers and issuance of relative DCOC and other MARINA pertinent rules and regulations.
22. There shall be an additional one (1) deck rating for every fifty (50) authorized passenger capacity.
23. For High-Speed Crafts, the manning requirement is limited to daytime navigation only. Nighttime navigation shall be subject to additional manning requirements for watchkeeping purposes for the approval of the Administration.
24. Officers and crew of Miscellaneous Ships such as submarines, amphibians, wing-in-ground (WIG), hover crafts, submersible craft and similar shall be required to possess relevant certificates of training on handling and maneuvering of such ships.

V. MINIMUM SAFE MANNING

1. The Administration shall issue a MSMC indicating the numbers, capacity and competency of the ships officers and crews.
2. The principles of minimum safe manning prescribed in Annex 1 of IMO Res. A.1047 (27)⁸ shall serve as reference in determining the minimum safe manning of the ship.
3. To ensure the safe operation of ships, the company shall comply with the maximum work hours and minimum rest periods pursuant to the Chapter VII, Section 35 of Republic Act No. 12021 entitled "An Act Providing for the Magna Carta of Filipino Seafarers."
4. In addition, the determination of the minimum safe manning shall take into account the following:
 - .1 The management of the safety, security, and protection of the marine environment functions of a ship at sea when not under way; and

⁷ MARINA Circular No. 121 entitled "Policy Guidelines in the Regulation of High Speed Craft"

⁸ IMO Res. A.1047(27) - Principles of Minimum Safe Manning



- .2 The preparedness of the officers and crew during times of emergencies.

Navigational and Engineering Watch

- .3 For ships engaged in coastwise voyages with 500 GT and above, or with main engine having a propulsion power of 750 kW and above, a three-watch system is required for deck and engine department, respectively, except for cargo ships engaged in tramping operation.
- .4 For cargo ships with 1000 GT and above or with main engine having a propulsion power of 1500 kW and above, engaged in tramping operations, a three-watch system is required for deck and engine department, respectively.
- .5 In designating the number of personnel assigned to engineering watch, the company shall take into account the following:
 1. Number, size (kW) and type of the main propulsion and auxiliary units over which surveillance is to be maintained and the number of machinery spaces containing these units;
 2. Adequacy and functionality of internal communication; and
 3. Cleanliness and housekeeping of machinery spaces.

VI. WATCHKEEPING

Fitness for Duty

1. The Company shall prevent fatigue by:
 - .1 Establishing and enforcing rest periods for watchkeeping personnel; and
 - .2 Ensuring that watch systems are faithfully implemented so that the efficiency of all watchkeeping personnel is not impaired by fatigue and that the first watch are so organized that the first watch at the commencement of a voyage and subsequently relieving watches are sufficiently rested and otherwise fit for duty.

Watchkeeping Arrangements and Principles

2. Watchkeeping arrangement and principles to be observed:
 - .1 The Company, Masters, Chief Engineer Officers and all watchkeeping personnel are required to observe the requirements, principles and guidelines set out in this Circular to ensure that a safe continuous



watch or watches appropriate to the prevailing circumstances and condition are maintained in the ship at all times.

- .2 Officers-in-charge of the navigational watch are responsible for navigating the ship safely during their periods of duty where they shall be physically present at all times in the navigational bridge or in associated locations such as the chartroom or bridge control room.
- .3 Radio operators or competent deck officers are responsible for maintaining continuous radio watch on all available distress channels during the vessel's navigation.
- .4 Officers-in-charge of an engineering watch shall be physically present in the machinery spaces during their period of responsibility.
- .5 An appropriate and effective watch or watches are maintained for the purpose of safety at all times, while the ship is at anchor or moored and, if the ship is carrying hazardous cargo, the organization of such watch or watches takes full account of the nature, quantity, packing and storage of the hazardous cargo and any special conditions prevailing onboard, afloat or ashore.
- .6 In addition to the foregoing requirements, the company, master, chief engineer, officers and all watchkeeping personnel must comply with the provisions of the relevant and applicable national rules and regulations on Occupational Safety and Health.

VII. MONITORING OF WORK AND REST HOUR

1. The company shall post, in an easily accessible place (bridge and engine room), a table of shipboard working arrangements using the *Annex 1 – Shipboard Work Arrangement* containing the following:
 - .1 Schedule of daily work hours at sea/ at anchor (watchkeeping and non-watchkeeping duties);
 - .2 Schedule of daily work hours in port (watchkeeping and non-watchkeeping duties);
 - .3 Special Duties; and
 - .4 Total daily work hours at sea/ at anchor and in port.
2. The company shall likewise maintain records of each seafarer's actual daily hours of work and rest using *Annex 2 – Records of Work and Rest Hours* containing the following:
 - .1 Record of actual daily hours of work and rest per month;
 - .2 Total hours of work in a 24-hour period; and
 - .3 Total hours of rest in a 24-hour period.

3. However, the company may use another form which should bear minimum information as required to items 1 and 2 above.
4. The Shipboard Work Arrangement and Records of Work and Rest Hours should be written in the working language and in English, and approved by the Master present on board.

VIII. COMPANY RESPONSIBILITIES

1. The company shall ensure every ship is adequately manned based on the minimum safe manning scale provided in *Annex A* hereof.
2. The company shall ensure fitness for duty by providing work arrangement schedules and record of hours of rest as implemented on board.
 - .1 Prepare an assessment of numbers and grades/capacities in the ship's complement required for its safe operation, for its security, for protection of the marine environment, and for dealing with emergency situations.
 - .2 Ensure that the minimum safe manning is adequate at all times and in all respects, including meeting peak workload situations, conditions, and requirements, and is in accordance with the principles, recommendations and guidelines contained in this Circular.
 - .3 In addition to the required minimum manning complement, the company should ensure compliance with the required hours of rest for the safe operation of the ship. Ancillary crews may be employed in addition to the required manning complement.
 - .4 Ensure the sufficient number of qualified personnel on board performing watch duty schemes in addition to the general surveillance of the ship such as fire and security patrols.
 - .5 Ensure that the ancillary crew shall hold the pertinent certificates and documents, and shall be able to demonstrate the appropriate proficiency relevant to the services or operation he/she was employed.
 - .6 Ensure that each crew complement has the required trainings and seagoing experience necessary to ensure the safe operation of the ship.
3. The company shall submit/provide to the Administration an updated ship's crew list, indicating officers, ratings, and ancillary crews, with all applicable documents/licenses, during:
 - .1 Application for issuance of MSMC;
 - .2 Embarkation/disembarkation of a new/replacement vessel crew; and
 - .3 Renewal of MSMC.



IX. SUPERNUMERARY⁹

Issuance of Letter of Approval for Supernumerary

1. The Administration may allow supernumerary on board Philippine-registered ships provided a letter approval was issued upon compliance of the following requirements, as applicable:
 - .1 **For Foreign National**
 - a. Travel Document i.e. Seafarer's Identity Document (SID) or Passport;
 - b. Employment Contract covering at least the duration of stay on board;
 - c. Employment visa, 9(g) or working visa issued by Bureau of Immigration (BI); and
 - d. Alien Employment Permit (AEP) issued by the Department of Labor and Employment (DOLE).
 - .2 **Filipino National**
 - a. Any valid government issued ID; and
 - b. Employment Contract or proof of employment on the specific job.
2. The letter approval may be issued with a validity period co-terminus with the proof of employment/contract on board but not to exceed six (6) months per issuance.

Terms and Conditions for Supernumeraries

3. The safety and security of the ship shall be ensured, including but not limited to the following terms and conditions:
 1. That the supernumerary shall not perform any of the functions of the crew members nor interfere with the operation/management of the ship;
 2. That the ship shall have sufficient life-saving appliances and personal protective equipment to accommodate the number of supernumeraries on board;
 3. That the ship shall have appropriate and decent accommodation for supernumeraries on board;
 4. That the company shall be responsible for the actions of the supernumeraries;
 5. That the company shall comply with the relevant rules and regulations of concerned government agencies;
 6. That the company shall submit a document stipulating the supernumeraries' embarkation and disembarkation to MARINA within ten (10) days from the date of their disembarkation; and

⁹ MA No. 2025-09 entitled "Supernumerary onboard Philippine Registered Ships Operating within the domestic Waters.



7. That any non-compliance or violations of the terms and conditions shall cause the cancellation/revocation of the letter approval.

X. SPECIAL MANNING AUTHORIZATION

1. Special Manning Authorization (SMA) may be allowed only for the following circumstances:
 - .1 Laid-up ship;
 - .2 Conduction purpose;
 - .3 Changes in the trading area, route, or duration of voyage that affect the minimum safe manning requirements; and
 - .4 Other similar cases where the ship is non-operational or stationary which may require minimal crew supervision, maintenance and safety/security of the vessel.
2. The Administration may issue the SMA indicating specific period, purpose, and route/voyage in the form of a letter of approval, as prescribed in "Annex C".
 - .1 For laid-up and non-operational vessels, the SMA shall remain valid until the vessel resumes its normal operations.
 - .2 For conduction purposes, the SMA shall be issued for a single voyage valid for a period not exceeding thirty (30) days.
 - .3 For temporary change of trading area/route, the SMA may be issued adopting the prescribed manning scale applicable to the said trading area/route valid for a period not exceeding sixty (60) days.

XI. APPLICATION OF ISSUANCE OF MINIMUM SAFE MANNING CERTIFICATE AND SPECIAL MANNING AUTHORIZATION

1. Issuance of MSMC and SMA shall be applied at the MARINA Regional Office where the ship is homeported or registered.
2. The application shall be assessed by the Administration in accordance with this Circular with reference to Annex A.
3. The ship shall only possess one (1) MSMC at all times.
4. The MSMC shall be drawn up in the form attached as Annex B in this Circular.
5. The MSMC issued shall be valid for a period of not more than five (5) years.
6. Application for issuance of MSMC and SMA shall be supported by a copy of the updated crew list.

XII. CHANGES IN MINIMUM MANNING SCALE

1. The company shall report to the Administration any changes that may affect the minimum safe manning scale, such as, but not limited to the following:



- .1 Trading, i.e., Bay and River or within a free port zone to coastal trading;
- .2 Ship's particulars due to alteration or modification that entails or affect the ship's gross tonnage and machinery ratings; and
- .3 Automation i.e., manned to unmanned machinery and vice versa.

XIII. SUSPENSION AND WITHDRAWAL OF MINIMUM SAFE MANNING CERTIFICATE

1. The MSMC shall be suspended if found not compliant during safety inspection, audit, compliance monitoring or investigation of an incident/accident, to wit:
 - .1 The number of officers and crews onboard is insufficient for the safe and proper operation of the ship as stipulated in the issued MSMC; and
 - .2 The manning complement onboard is non-compliant with the level of competencies of officers and crew as stipulated in the issued MSMC.
2. The MSMC shall be withdrawn by the Administration on the following circumstances:
 - .1 If the ship persistently fails to comply with the minimum rest period requirement.
 - .2 If the company fails to submit a new proposal for the ship's safe manning when changes in trading area(s); construction, machinery, equipment or operation and maintenance of the ship have taken place which affect the minimum safe manning.
 - .3 Section XII (Changes in Minimum Manning Scale) was not complied with.
3. For the purposes of paragraph (1) and (2), a MSMC shall be considered to be suspended or withdrawn if:
 - .1 An inspector, auditor, compliance monitoring officer or investigator has suspended or withdrawn the MSMC from the ship through the issuance of its inspection, audit, compliance monitoring or investigation report; or
 - .2 The Administration has notified the Company in writing that the MSMC of the vessel is suspended or withdrawn.
4. Consequences of suspension and withdrawal:
 - .1 The vessel shall be prohibited from sailing until the suspension was lifted or a new MSMC is issued, if withdrawn.
 - .2 The company shall be required to rectify the violation prior lifting of suspension or re-issuance of withdrawn MSMC.



XIV. DISPENSATION OF OFFICER

1. In cases of exceptional necessity, Administration may grant a Dispensation Permit to a seafarer to serve in capacity for which he/she does not hold the appropriate certificate:
 - .1 The seafarer is adequately qualified to fill the vacant post in a safe manner to the satisfaction of the Administration; and
 - .2 The seafarer holds a certificate which qualifies him/her to hold the post immediately below.
2. The Dispensation Permit shall be issued only in exceptional necessity under any of the following situations:
 - .1 Force majeure;
 - a. Death of a Master or Chief Engineer; or
 - b. Physical incapacity of a Master or Chief Engineer to perform his tasks.
 - .2 Duty abandonment of Officers except Master or Chief Engineer;
 - .3 National state of emergency; or
 - .4 Inability of the duly qualified and competent seafarer to assume his position and for which reason his absence caused the request for granting dispensation.
3. The Dispensation Permit shall be issued not exceeding one (1) month and when used, valid only until the immediate next port of call.
4. The Dispensation Permit shall not be granted to a Master or Chief Engineer.
5. All applications for the issuance of Dispensation Permit shall be filed within the ship's homeport or registry by the concerned entities providing the following documentary requirements:
 - .1 Letter Request;
 - .2 Previously issued Dispensation Permit, if applicable (file copy);
 - .3 List of Ports of call and sailing schedule;
 - .4 Crew List;
 - .5 Name and appropriate certificate of the seafarer who will be replaced;
 - .6 Name, appropriate certificate, qualification and experience of seafarer(s) who will assume the vacant post immediately above his current position; and
 - .7 Master's/Company Report about the incident.

XV. COMPLIANCE, MONITORING AND ENFORCEMENT (CME)

All MARINA Regional Offices shall strictly implement, monitor and verify compliance to these rules and regulations during the conduct of safety inspection, safety management audits, and compliance monitoring and enforcement.



XVI. FEES AND CHARGES

A. Issuance / Renewal of Minimum Safe Manning Certificate	
<input type="checkbox"/> Over 1,600 GT	₱2,300.00 / ship / year
<input type="checkbox"/> Over 1,000 GT to 1,600 GT	₱2,000.00 / ship / year
<input type="checkbox"/> Over 500 GT to 1,000 GT	₱1,600.00 / ship / year
<input type="checkbox"/> Over 250 GT to 500 GT	₱1,200.00 / ship / year
<input type="checkbox"/> Over 100 GT to 250 GT	₱800.00 / ship / year
<input type="checkbox"/> Over 35 GT to 100 GT	₱300.00 / ship / year
<input type="checkbox"/> 35 GT and below	₱100.00 / ship / year
B. Issuance of Special Manning Authorization	
<input type="checkbox"/> Over 1,600 GT	₱2,300.00 / ship
<input type="checkbox"/> Over 1,000 GT to 1,600 GT	₱2,000.00 / ship
<input type="checkbox"/> Over 500 GT to 1,000 GT	₱1,600.00 / ship
<input type="checkbox"/> Over 250 GT to 500 GT	₱1,200.00 / ship
<input type="checkbox"/> Over 100 GT to 250 GT	₱800.00 / ship
<input type="checkbox"/> Over 35 GT to 100 GT	₱300.00 / ship
<input type="checkbox"/> 35 GT and below	₱100.00 / ship
C. Re-issuance of Minimum Safe Manning Certificate	₱300.00 / ship
D. Surcharge for the late renewal of expired certificates	50% of the Total Fees
E. Letter Approval as Supernumerary	₱20,000.00 / Foreign national
	₱500.00 / Filipino national
F. Dispensation Permit	
<input type="checkbox"/> New Issuance	₱9,400.00/issuance
<input type="checkbox"/> First Renewal	₱15,000.00/issuance
<input type="checkbox"/> Second Renewal	₱18,700.00/issuance

XVII. FINES AND PENALTIES

Shipping companies/operators who committed any violations (VIO) or fail to comply with this Circular shall be subjected to the fines and penalties prescribed under MC No. 120, as amended, and to the following administrative fines and/or penalties after due process:

1. Failure to comply with the number of manning complement and level of competency as indicated in its MSMC (undermanned/underlicensed):

Size of Ship	Fines and Penalties
Below 50GT	₱100.00/person/day of operation and suspension of MSMC until compliance thereof.

50 GT to below 100 GT	₱200.00/person/day of operation and suspension of MSMC until compliance thereof.
100 GT to below 250 GT	₱500.00/person/day of operation and suspension of MSMC until compliance thereof.
250 GT to below 500 GT	₱1,000.00/person/day of operation and suspension of MSMC until compliance thereof.
500 GT to below 1000 GT	₱2,000.00/person/day of operation and suspension of MSMC until compliance thereof.
1000 GT to below 2500 GT	₱3,000.00/person/day of operation and suspension of MSMC until compliance thereof.
2500 GT to below 5000 GT	₱5,000.00/person/day of operation and suspension of MSMC until compliance thereof.
5000 GT and above	₱10,000.00/person/day of operation and suspension of MSMC until compliance thereof.

2. Failure to comply with the provisions under section VIII hereof, particularly, for the Company's failure to report to the Administration items any changes that will affect the manning compliment as enumerated:

VIOLATIONS	Fines and Penalties
1 st	₱1,000.00 per GT and 15 days suspension of ship safety certificate.
2 nd	₱2,000.00 per GT and 30 days suspension of ship safety certificate.
3 rd	₱5,000.00 per GT and cancellation/revocation of ship safety certificate.

3. Ships operating without/expired/suspended/withdrawn MSMC:

Size of Ship	Fines and Penalties
Below 50 GT	₱5,000.00/day of operation and suspension of MSMC until compliance thereof.
50 GT to below 100 GT	₱10,000.00/day of operation and suspension of MSMC until compliance thereof.
100 GT to below 250 GT	₱20,000.00/day of operation and suspension of MSMC until compliance thereof.
250 GT to below 500 GT	₱50,000.00/day of operation and suspension of MSMC until compliance thereof.
500 GT to below 1000 GT	₱100,000.00/day of operation and suspension of MSMC until compliance thereof.
1000 GT to below 2500 GT	₱150,000.00/day of operation and suspension of MSMC until compliance thereof.
2500 GT to below 5000 GT	₱200,000.00/day of operation and suspension of MSMC until compliance thereof.
5000 GT and above	₱250,000.00/day of operation and suspension of MSMC until compliance thereof.

4. Failure to comply with any terms and condition of SMA:

Size of Ship	Fines and Penalties
Below 50 GT	₱5,000.00/day of operation and suspension of ship safety certificate until compliance thereof.
50 GT to below 100 GT	₱10,000.00/day of operation and suspension of ship safety certificate until compliance thereof.
100 GT to below 250 GT	₱20,000.00/day of operation and suspension of ship safety certificate until compliance thereof.
250 GT to below 500 GT	₱50,000.00/day of operation and suspension of ship safety certificate until compliance thereof.
500 GT to below 1000 GT	₱100,000.00/day of operation and suspension of ship safety certificate until compliance thereof.
1000 GT to below 2500 GT	₱150,000.00/day of operation and suspension of ship safety certificate until compliance thereof.
2500 GT to below 5000 GT	₱200,000.00/day of operation and suspension of ship safety certificate until compliance thereof.
5000 GT and above	₱250,000.00/day of operation and suspension of ship safety certificate until compliance thereof.

5. Failure to secure the letter approval of Supernumerary / Dispensation Permit, or to comply with any terms and condition thereof:

Size of Ship	Fines and Penalties
Below 50GT	₱100.00/person/day of operation and suspension of MSMC until compliance thereof.
50 GT to below 100 GT	₱200.00/person/day of operation and suspension of MSMC until compliance thereof.
100 GT to below 250 GT	₱500.00/person/day of operation and suspension of MSMC until compliance thereof.
250 GT to below 500 GT	₱1,000.00/person/day of operation and suspension of MSMC until compliance thereof.
500 GT to below 1000 GT	₱2,000.00/person/day of operation and suspension of MSMC until compliance thereof.
1000 GT to below 2500 GT	₱3,000.00/person/day of operation and suspension of MSMC until compliance thereof.
2500 GT to below 5000 GT	₱5,000.00/person/day of operation and suspension of MSMC until compliance thereof.
5000 GT and above	₱10,000.00/person/day of operation and suspension of MSMC until compliance thereof.

**The fines and penalties for Foreign Supernumerary shall be three (3) times the amount prescribed above for Filipino Supernumerary.*

6. Failure to comply with other provisions of this Circular

Size of Ship	Fines and Penalties
Below 50 GT	₱1,500.00 and suspension of ship safety certificate until compliance thereof.
50 GT to below 100 GT	₱3,000.00 and suspension of ship safety certificate until compliance thereof.
100 GT to below 250 GT	₱5,000.00 and suspension of ship safety certificate until compliance thereof.
250 GT to below 500 GT	₱7,500.00 and suspension of ship safety certificate until compliance thereof.
500 GT to below 1000 GT	₱10,000.00 and suspension of ship safety certificate until compliance thereof.
1000 GT to below 2500 GT	₱25,000.00 and suspension of ship safety certificate until compliance thereof.
2500 GT to below 5000 GT	₱50,000.00 and suspension of ship safety certificate until compliance thereof.
5000 GT and above	₱75,000.00 and suspension of ship safety certificate until compliance thereof.

XVIII. TRANSITORY PROVISIONS

Existing Minimum Safe Manning Certificate (MSMC) shall remain valid until its expiration. However, the company may opt to secure a new MSMC compliant with this Circular.

Officers with valid licenses may assume higher capacity provided they possess the required seagoing experience as indicated in the table of minimum safe manning scale. Such officers shall not be required to possess the appropriate DCOC until 01 January 2026 or upon the revision/amendment of MC Nos. 2012-04¹⁰, MD-2020-07¹¹, and MD-2023-01¹², whichever comes later.

XIX. SEPARABILITY CLAUSE

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

¹⁰ MARINA Circular No. 2012-04 entitled "Rules in the Issuance of Domestic-Certificate of Competency (D-COC)"

¹¹ MARINA Memorandum Circular No. MD-2020-07 entitled "Rules and Regulations in the Conduct of Assessment of Competence of Seafarers Onboard Motorbanca"

¹² MARINA Memorandum Circular No. MD-2023-01 entitled "Rules and Regulations in the Conduct of Assessment of Competence and Licensing of Officers Onboard Merchant Ships Below 500 Gross Tonnage (GT) or with Engine Propulsion Power (EPP) below 750 kW and Fishing Vessels more than Three (3) Gross Tonnage (GT) to below 1000 Gross Tonnage (GT) in Philippine Waters"

XX. REPEALING CLAUSE

MARINA Memorandum Circular No. MS-2020-03 and all other rules and regulations on minimum safe manning requirements for domestic vessels inconsistent herewith are hereby repealed.

MARINA Memorandum Circular No. 138 is hereby modified accordingly.

XXI. EFFECTIVITY:

This Memorandum Circular shall take effect fifteen (15) days after its publication once in a newspaper of general circulation.

Manila, Philippines AUG 17 2025

By the Authority of the MARINA Board


SONIA B. MALALUAN
Administrator

SECRETARY'S CERTIFICATE

This is to certify that the foregoing Memorandum Circular No. MS 2025- 02 was approved by the MARINA Board during its 314th Regular Meeting on 31 July 2025.


Atty. EUSEBIA A. CADLUM-BOCO
Board Secretary