



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY

MARINA ADVISORY

No. 2025 - 36

Series of 2025

TO : ALL DOMESTIC SHIPPING COMPANIES/OPERATORS,
SEAFARERS, MARITIME ENTITIES AND OTHER PARTIES
CONCERNED

SUBJECT : ISSUANCE OF CERTIFICATION FOR UPGRADING OF
OFFICER PER ANNEX A OF MARINA CIRCULAR NO. MS-
2025-02

DATE : 18 September 2025

In the interest of the service and to ensure that only duly qualified and competent officers who meet the prescribed requirements are allowed to assume higher responsibilities pursuant to the Memorandum Circular (MC) No. MS-2025-01 on the Revised Rules and Regulations on Minimum Safe Manning for Philippine-registered Ships Operating in Philippine Waters, in the implementation of its Transitory Provision under Section XVIII, NOTICE is hereby issued to provide the following guidance for the information and compliance of all concerned.

1. All officers who intend to assume a higher position per table of safe manning prescribed under Annex A of MC No. MS-2025-02 shall secure approval from MARINA by applying for the issuance of a Certification for Upgrading of Officer.
2. Applicants shall formally file their application in any MARINA Regional Office (MRO) with complete documentary requirements, as follows:
 - a. Photocopy of Valid Domestic Certificate of Competency (D-COC)/ Certificate of Competency (COC), whichever is applicable;
 - b. Photocopy of Valid Seafarers Record Book (SRB)/ Seafarer's Identification and Record Book (SIRB) with verified entries; and
 - c. Photocopy of Sea Service Record/Certificate issued by the company/ owner supporting the SRB/ SIRB entries.
3. Applicants are also required to bring and present the original copies of the above-mentioned requirement for verification purposes.

4. All MARINA Regional Offices (MROs) are hereby directed to:
 - a. Carefully evaluate and assess the documentary requirements submitted taking into consideration the required years of service, capacity, competence, type of ship, size of ship (in GT), main engine rating (in KW) and trading are prescribed for each upgrading, under Annex A of MC No. MS-2025-02.
 - b. Issue the corresponding Certification for Upgrading of Officer, confirming their qualification for the position applied for.
 - c. Strictly use the prescribed certification format with control number attached to this Advisory to ensure uniformity and standardization in the issuance of certificates.
 - d. Maintain a database system to ensure that records of assessments, evaluations, and certification issued for upgrading of officer(s) are properly documented and readily accessible.
5. The prescribed Certification for Upgrading issued under this Advisory shall serve as valid proof of the officer's qualification and readiness for higher position, in the absence of the appropriate DCOC/COC, during the conduct of inspections and related verification activities onboard.
6. All Certification for Upgrading of Officer shall be issued with validity until 31 December 2025 only, subject to extension in the absence of necessary MC on the revision/amendment of MC Nos. 2012-04, MD-2020-07, and MD-2023-01.
7. The issuance of the Certification for the Upgrading of Officer shall be free of charge.

This Advisory shall take effect immediately.

For the guidance and strict compliance of all concerned.


SONIA B. MALALUAN
Administrator

Date of Publication: 20 September 2025

Business Mirror

Date of Submission to ONAR:

- MRO [] C/M Control No. _____
- MRO [] MAP Control No. _____
- MRO [] MIP Control No. _____
- MRO [] BC2 Control No. _____
- MRO [] MDM2 Control No. _____
- MRO [] OIC-NW Control No. _____
- MRO [] OIC-EW Control No. _____

MARINA/MRO LETTERHEAD

(Insert Date)

(Insert Name of Applicant)

(Insert Address)

**SUBJECT : CERTIFICATION FOR UPGRADING OF OFFICER
PER ANNEX A OF MARINA CIRCULAR NO.
MS-2025-02**

This has reference to your application for upgrading of capacity pursuant to **Annex A – Minimum Manning Scale of Memorandum Circular No. MS 2025-02.**

After careful evaluation and assessment of the submitted documents, you are hereby allowed for the following upgrading:

Current Competence (DCOC/COC):
Qualified to act as:

Basis of Qualification:

- o Years of sea service: _____
- o Capacity: _____
- o Size of ship (in GT): _____
- o Main Engine Rating (in KW): _____
- o Trading area: _____

This certification is issued for the sole purpose of validating the officer's seagoing qualification for upgrading in line with the minimum safe manning requirement as prescribed under **Memorandum Circular No. MS 2025-02.**

Issued this [___] day of [insert month], [insert year] at [insert location].

This Certification is valid until 31 December 2025 only, subject to extension in the absence of necessary MC on the revision/amendment of MC Nos. 2012-04, MD-2020-07, and MD-2023-01.

(Seal of Stamp of the Issuing Authority)

(Insert Name of OIC/Regional Director)

(Position)

(Insert Region)