



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION  
MARITIME INDUSTRY AUTHORITY

MEMORANDUM CIRCULAR NO. DS 2025- 03  
SERIES OF 2025

TO : ALL OWNERS, OPERATORS AND CHARTERERS OF  
RECREATIONAL BOATS AND OTHER CONCERNED ENTITIES  
SUBJECT : STREAMLINING OF REQUIREMENTS AND PROCESSES FOR  
THE DOCUMENTATION OF WOODEN-HULLED  
RECREATIONAL BOATS

---

Pursuant to Presidential Decree No. 474, Executive Order No. 125, as amended, Republic Act No. 9295, Republic Act No. 11659, Republic Act No. 11032, the following rules and regulations are hereby adopted and prescribed:

### I. OBJECTIVES

1. To prescribe separate rules and regulations governing the registration, licensing and operation of wooden-hulled recreational boats (WHRB);
2. To streamline the requirements and processes on operating WHRB to promote ease of doing business; and
3. To enhance and strengthen the compliance monitoring and enforcement of WHRB.

### II. COVERAGE

This Circular shall apply to all motorized wooden-hulled boats, either for private or commercial use, engaged in tourism or recreational activities.

### III. DEFINITION OF TERMS

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

1. **“Administration”** – refers to the Maritime Industry Authority (MARINA).
2. **“Boat” or “Vessel”** – refers to any watercraft or artificial contrivance capable of floating on water as a means of water transportation utilizing its own motive power or that of another.
3. **“Commercial Use”** – refers to the utilization of the boat for a fee to any person or entity.
4. **“Certificate of Public Convenience” or “CPC”** refers to the license, franchise or authority issued by MARINA to a domestic ship or boat operator to engage in domestic shipping.
5. **“WHRB Safety Certificate” or “WHRBSC”** – refers to the certificate consolidating and attesting compliance with the requirements of safety, service standards, manning and navigational license. This Certificate will also be known as the “5 in 1 Safety Document”.
6. **“Daytime Navigation”** - refers to the time of navigation from sunrise to sunset during fair weather conditions.



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION  
MARITIME INDUSTRY AUTHORITY

7. **“Deletion”** - refers to the cancellation of a ship's registry from the Register of Philippine Ships and termination of its trading status within the Philippine waters.
8. **“Length”** – refers to the tonnage length reflected in the Tonnage Measurement Certificate.
9. **“Passenger”** – refers to every person, guest or tourist other than the boat captain and members of the crew.
10. **“Private Use”** – refers to the utilization of the boat for personal/ company-owned use or utilization of the boat without any such guest/passengers having to pay any fee or any other form of consideration.
11. **“Wooden-Hulled Recreational Boat Certificate” or “WHRBC”** - refers to the certificate of registration previously issued by the Administration to WHRB.
12. **“Tourism/Recreational activity”** – refers to an activity engaged in sightseeing, leisure, guest transfer, dolphin/shark watching, scuba diving, island hopping, sports fishing, and other similar tourism and recreational-related activities.
13. **“Voyage Manifest”** – refers to a document signed by the boat captain declaring the names of the crews and guests or passengers onboard and the area of tourist destination/s, among others, submitted to relevant authorities.
14. **“Wooden-hulled Recreation Boat” or “WHRB”** – refers to a wooden-hulled boat, as defined in this Circular, carrying guests, tourists, or passengers engaged in tourism/recreational activities.
15. **“Wooden-hulled Boat”** - refers to a boat which hull or any major part of the hull and its structures including frames, bulkheads, outriggers and floaters, if any, which constitute the overall structural integrity of the hull from its main deck to its keel, is made up partly or wholly of wood; this includes wooden ships coated with fiberglass and other composite materials, and broadly includes motor bancas or motor boats with or without outriggers.

#### IV. GENERAL PROVISIONS

1. Existing wooden-hulled recreational boats (WHRB), either privately or commercially operated, shall be allowed to continue to operate subject to statutory and applicable safety requirements imposed by the Administration.
2. All WHRB, either existing, newly built/repaired or for construction, shall comply with the applicable provisions of MARINA Circular No. 2011-01 on the “Rules for Construction of Wooden-Hulled Ships and for Wooden-Hulled Boats with Outriggers” and its subsequent amendments.
3. All WHRB shall be authorized to transport guests, tourists or passengers engaged in tourism and recreational activities but shall not compete with passenger liner operations.
4. For ease of enforcement and monitoring, and to protect the market for passenger liner operations, WHRBs shall operate only in areas identified as tourist destinations by the



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION  
MARITIME INDUSTRY AUTHORITY

Department of Tourism (DOT) in accordance with Section II, number 2 of MARINA Circular No. 2016-02.<sup>1</sup>

5. To attest compliance of a WHRB to safety and service standards requirements, the WHRB Safety Certificate (WHRBSC) shall be issued by the Administration. Sample format of the WHRBSC is attached as Annex D to this Circular.
6. In addition, the WHRBSC shall appropriately indicate the terms such as "Commercial Use", "Private Use – Exempted from Securing CPC", "Daytime Navigation Only" or "Nighttime Navigation Allowed", whichever is applicable.
7. All WHRB covered by this Circular shall boldly indicate or visibly display/paint on the port and starboard side of the hull and mast/bridge of the boat its utilization whether "Commercial Use" or "Private Use". Such marking display is in addition to the required identification markings of the boat such as Vessel Name, Official Number, Number of Passengers Allowed and Homeport.

## V. SPECIFIC PROVISIONS

### A. BOAT CONSTRUCTION

1. Prior to construction or completion of the new boat, a Boat Building Permit and boat plans shall be required for approval. The following are the requirements for the application for Boat Building Permit:
  1. Letter request or application form for constructing the boat indicating the proposed name, builder and intended utilization.
  2. Boat plans, as appropriate (as listed in Section V.A.2)
  3. Proof of payment
2. The appropriate plans or drawings of WHRB shall be required for approval, as follows:

Below 5 GT	5 GT to 15 GT	Above 15 GT
<ul style="list-style-type: none"> <li>● Sketch Plan showing the inboard/outboard profile of WHRB and its approximate number of passengers.</li> </ul> <p><i>Note: To be provided by MARINA for free</i></p>	<ul style="list-style-type: none"> <li>● General Plan to include arrangement, construction and accommodation</li> </ul> <p><i>Note: Plans signed by a private licensed naval architect</i></p>	<ul style="list-style-type: none"> <li>● Submission of Plans in compliance with MC No. 2015-07<sup>2</sup> and its subsequent amendments</li> </ul> <p><i>Note: Plans signed by a private licensed naval architect</i></p>

3. Additional plans or drawings may be required by the Administration depending on the size of the boat and when it is deemed necessary.
4. The Administration shall ensure and validate the compliance of the boat based on the applicable Circulars on the construction of wooden-hulled boats. A Construction Certificate shall be issued upon completion of the boat construction free of charge.

<sup>1</sup> Revised Rules on the Phase Out of Wooden Hulled Ships Carrying Passengers in Domestic Shipping

<sup>2</sup> MARINA Memorandum Circular entitled "Rules and Regulations for the Construction, Conversion, Alteration, Modification, Rebuilding of Philippine Registered Domestic Ships".



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION  
MARITIME INDUSTRY AUTHORITY

5. In lieu of the requirements under paragraphs 1-4 above for WHRB already constructed prior to the issuance of this Circular, an as-built plan shall be submitted to the Administration for approval.

## B. REGISTRATION

1. The Tonnage Measurement Report (TMR) (Annex A), issued without additional fee, by the Administration pursuant to MC No. SR-2021-01<sup>3</sup> shall be required prior to issuance of a Wooden-Hulled Recreational Boat Certificate (WHRBC) (Annex B).
2. The WHRBC shall have no expiry date.
3. The issuance of a Certificate of Ownership (CO) is optional. It may be issued upon request for a fee.
4. The following are qualified to apply for a WHRBC:

Private or Commercial Use
<ol style="list-style-type: none"><li>1. Citizens of the Philippines; or</li><li>2. Cooperatives registered under Cooperative Development Authority (CDA); or</li><li>3. Corporations, partnerships and associations registered with the Securities and Exchange Commission (SEC); or</li><li>4. Foreign nationals; or</li><li>5. Foreign-owned domestic companies registered with SEC.</li></ol>

5. Streamlined Documentary Requirements for Issuance of WHRBC/CO:
  - a. Filled-up application form (Annex C)
  - b. Affidavit of Ownership of the Boat
  - c. Builder's Certificate attesting that the WHRB was built in accordance with the rules and regulations on construction of wooden-hulled boats
  - d. Proof of Identity of the Owner
  - e. Latest picture profile of the boat (bow, stem, port and starboard side)
  - f. Proof of Payment
6. Assignment of an Official Number
  1. Every WHRB registered under this Circular shall be assigned a unique Official Number in the following format:
    - Sample Official Number: WHRB-xx-000001
      - The 1<sup>st</sup> set of characters identifies and designates the boat as WHRB
      - The 2<sup>nd</sup> set of characters refers to regional office (xx) having jurisdiction (homeport)
      - The 3<sup>rd</sup> set of characters refers to the unique identifier
  2. A Certificate of Philippine Registry (CPR) / WHRBC previously issued shall be surrendered to the Administration upon renewal of safety certificate (WHRBSC) prior to the issuance of a new RBC with the unique official number following the requirements above.

<sup>3</sup> MARINA Memorandum Circular entitled "Revised Rules and Regulations on the Tonnage Measurement



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION  
MARITIME INDUSTRY AUTHORITY

7. The following rig types shall be used for WHRBs:

Rig Type	Remarks
MB	For WHRB without outriggers
MBca	For WHRB with outriggers

8. Reissuance of certificates for existing WHRBs with previously issued CPR/RBC and TMR shall be free of charge, provided that the original copies of the previously issued CPR/RBC are surrendered prior to issuance of the new WHRBC.

**C. WOODEN-HULLED RECREATIONAL BOAT SAFETY CERTIFICATE (WHRBSC)**

1. The issuance of a WHRBSC (Annex D) by the Administration to a WHRB shall replace the issuance of the following certificates/licenses/documents:
  1. Passenger Ship Safety Certificate
  2. Minimum Safe Manning Certificate
  3. Bay and River License / Coastwise License
  4. Certificate of Compliance
  5. Load Marking Certificate
2. Compliance with passenger insurance under MC 2016-01<sup>4</sup> and crew insurance under DS-2025-01<sup>5</sup> and their subsequent amendments shall be complied with prior to the issuance of a WHRBSC.
3. The validity of the WHRBSC shall not exceed a period of one (1) year from the date of its issuance.
4. All WHRBs shall continue to comply with all applicable safety, manning, load marking and minimum service standard requirements prescribed by the Administration relative to issuance of the WHRBSC.
5. All WHRBs shall be limited to daytime navigation only unless there are specific justifications to prove otherwise, such as:
  - a. The WHRB will be utilized for firefly watching within the riverbank areas;
  - b. The WHRB will be utilized for night diving activities within specific area of protected waters and only if additional safety measures are complied with relevant to its navigation/operations;
  - c. The WHRB will be utilized for dinner cruise/sunset cruise within the lake and riverbank areas and only if additional safety measures are complied with relevant to its navigation/operations; and
  - d. The WHRB will be utilized for any humanitarian, emergency or rescue operations.
6. All WHRBs without outriggers, above 24 meters in length, and more than twelve (12) passengers shall be required to obtain a Certificate of Intact Stability.

<sup>4</sup> MARINA Memorandum Circular entitled "Revised Rules on the Mandatory Passenger Insurance Coverage: Emergency Assistance to Survivors of Maritime Accident/Incidents and other relevant concerns".

<sup>5</sup> MARINA Memorandum Circular entitled "Rules and Regulations on the Mandatory Insurance Coverage for Seafarers Employed in Philippine Domestic Registered Ships".



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION  
MARITIME INDUSTRY AUTHORITY

7. All WHRBs without outriggers engaged in commercial operation and above 24 meters in length shall be required to obtain a Load Line Certificate.
8. The manning complement of WHRBs shall comply with MC-MS-2020-03<sup>6</sup> and its subsequent amendments.
9. The payment for the Annual Tonnage Fees (ATFs) as prescribed under Memorandum Circular No. 2022-01<sup>7</sup> and its subsequent amendments shall be collected prior to the issuance of the WHRBSC.
10. Streamlined Documentary Requirements for Issuance of WHRBSC
  - a. Filled-up application form (Annex E)
  - b. WHRBC (on file)
  - c. Proof of Payment

#### D. ISSUANCE OF AUTHORITY TO OPERATE

1. For WHRB intended for commercial use, the owner/operator shall be required to secure a Certificate of Public Convenience (CPC) prior to operation.
2. If a WHRB will be utilized for commercial use, accreditation of the company/entity under DS-2023-03<sup>8</sup> shall be required prior to boat registration or issuance of a CPC. The streamlined requirements for issuance/renewal of accreditation are as follows:
  - a. Application form (Annex F)
  - b. For single proprietorship, Certificate of Business Name Registration from Department of Trade and Industry (DTI); or  
For corporation or partnership, Certificate of Registration from Securities and Exchange Commission (SEC); or  
For cooperatives, Certificate of Cooperation/Registration from the Cooperative Development Authority (CDA)
  - c. List of WHRBs, if applicable
  - d. Proof of Payment
3. The Certificate of Accreditation shall be valid for a period of five (5) years from the date of issuance.
4. Application Requirements for CPC

Qualification	<ul style="list-style-type: none"><li>● Certificate of Accreditation (on file)</li></ul>
Financial Capability to sustain operating expenses for at least three (3) months	<ul style="list-style-type: none"><li>● Projected Income Statement, Bank Certification on Cash Balance, Oath of Undertaking or other proof of financial cash balance available</li></ul>
Jurisdictional Requirements	<ul style="list-style-type: none"><li>● Proof of payment of the filing/processing fee</li><li>● Proof of Publication:</li></ul>

<sup>6</sup> MARINA Memorandum Circular entitled "Revised Rules and Regulations on Safe Manning for Ships Operating in Philippine Waters"

<sup>7</sup> MARINA Memorandum Circular entitled "Amendment to Memorandum Circular No. 2008-07 on the Revised Rules on the Assessment and Collection of Annual Tonnage Fee (ATF)"".

<sup>8</sup> MARINA Memorandum Circular entitled "Revised Rules and Regulations on the Accreditation of Domestic Shipping Operators and Firms/Entities".



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION  
MARITIME INDUSTRY AUTHORITY

	<ol style="list-style-type: none"> <li>1. National or regional newspaper if the area of operation falls within inter-regional jurisdiction; or</li> <li>2. Local newspaper, municipal posting, or barangay posting/certification, as appropriate, if the area of operation falls within the municipality or barangay only</li> </ol>
Documentary Requirements	<ul style="list-style-type: none"> <li>● Filled-Out Application Form</li> <li>● Boat Documents (WHRBC and WHRBSC on file)</li> <li>● Passenger Insurance Cover (PIC) The PIC shows the authorized number of guests, crews and tour guides, if any</li> <li>● Latest Picture of the boat showing the-necessary markings prescribed in Section IV.7</li> </ul>

5. In support of ease of doing business, the applicant or petitioner shall cause the notice of hearing to be published once in a newspaper of general or regional circulation if the area of operation is within inter-regional jurisdiction at least three (3) days before the hearing.

The Administration may allow the consolidated publication of the notice of hearing of various operators/applicants operating in a common area/route. Likewise, publication through local newspaper, municipal posting or barangay posting/certification may be allowed, at least one (1) day prior to the hearing, if the proposed area of operation/navigation is within the municipality or barangay, as appropriate.

6. The issuance or renewal of the CPC to the owner/operator of WHRB shall not exceed a validity period of five (5) years from the date of issuance.
7. For WHRBs exclusively utilized for private use, the owners/operators are exempted from securing CPC. In addition, considering this explicit provision on private utilization, there is no need for the issuance of a letter or Certificate of Exemption to operate or navigate the boat.

**E. DELETION FROM REGISTRY**

1. The non-renewal of the WHRBSC within two (2) years from the date of its expiration shall cause the automatic suspension of the WHRB.
2. If after three (3) months from notice of suspension, no renewal of the WHRBSC has been applied for, the WHRB shall automatically be deleted from the registry.
3. Whenever the WHRB is involved in a maritime accident/incident resulting in its total or constructive loss, the Administration shall motu proprio cause the deletion of the WHRB after due notice.
4. Upon deletion from the registry, the WHRB shall no longer be allowed to operate, and no right, privilege, or incentive shall be granted or availed of.
5. The deletion of WHRB may voluntarily be applied for by the owner/operator when it is deemed necessary or when any of the following circumstances occur, including but not limited to:



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION  
MARITIME INDUSTRY AUTHORITY

- a. De-commissioning/Non-Operation
- b. Total loss/Constructive loss

- 6. The following requirements shall be complied with in applying voluntarily for Certificate of Deletion:
  - a. Filled-out application form or letter request indicating the reason for deletion
  - b. Original WHRBC and CO (if any) to be cancelled by the Administration
  - c. Proof of Payment including payment of Outstanding ATF, if applicable

**VI. NATIONWIDE MOBILE REGISTRATION**

- 1. MARINA Regional Offices shall conduct scheduled mobile programs and activities within their respective area of jurisdiction to include registration and licensing, among others, within one (1) year from the effectivity of this Circular, to address the concerns of colorum, unregistered, or unlicensed WHRB and crew.
- 2. During the conduct of the nationwide mobile registration cum legalization, the following special fees, covering the payment and processing of all certificates, licenses, and authorities are hereby adopted:

15GT and below	Above 15 GT
P750.00	50% of the Regular Fees prescribed in Section IX

Boat Captain	Boat Mechanic	Boat Crew
P500.00	P500.00	P200.00

- 3. The special fees may likewise be applied to the following:
  - a. Areas endorsed by their regional/local tourism authorities for new or developing tourist destination;
  - b. Areas affected by disasters as certified by their local government units;
  - c. In any other areas upon the written approval of the Administrator.
- 4. During the mobile registration cum legalization, no fines of any amount shall be collected by the Administration.
- 5. When the period of nationwide mobile registration lapses/expires, annual schedule of mobile activities may be conducted by the MARINA Regional Office subject to the imposition of regular fees, charges, and appropriate fines.

**VII. COMPLIANCE MONITORING AND ENFORCEMENT**

- 1. For the purpose of compliance monitoring and enforcement, the following documents of WHRB covered under this Circular shall be readily available onboard prior to navigation or operation:

Commercial Use	Private Use
<ul style="list-style-type: none"> <li>a. WHRBC</li> <li>b. WHRB Safety Certificate</li> <li>c. Valid Passenger Insurance Cover (including its crew)</li> <li>d. Certificate of Public Convenience</li> </ul>	<ul style="list-style-type: none"> <li>a. WHRBC</li> <li>b. WHRB Safety Certificate</li> </ul>



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION  
MARITIME INDUSTRY AUTHORITY

2. For CPC holders, the Annual Report of Finances and Operations (ARFO) shall be submitted on or before 30 June of each year to the MARINA Regional Offices, as follows:

Single Proprietorship (DTI Registered)	Notarized ARFO signed by owner/operator
Corporation/Partnership (SEC Registered)	Notarized ARFO with audited Financial Statement
Cooperatives (CDA Registered)	Notarized ARFO with audited Financial Statement

3. The Voyage Manifest, prior to departure from the original or main point of departure, shall be submitted to the Philippine Coast Guard or to any authorized/relevant government agencies if the Philippine Coast Guard is not present or available in the area of operation.
4. The Administration may exercise its authority to board, inspect, and monitor all vessels, to ensure continuing compliance with the requirements of this Circular.
5. Refusal to allow the boarding of a vessel or failure to cooperate with authorized MARINA officials or personnel shall be a ground for the suspension of the authority/license or certificate issued by MARINA for the first offense and revocation for the second or succeeding offenses.

### VIII. FEES AND CHARGES

The following fees and charges shall cover the application (issuance/renewal/endorsement/extension), inspection, processing and of the following certificates and permits:

	Below 5 GT	5.00 to 15.00GT	15.01 to 35GT	Above 35 GT	Remarks
Boatbuilding Permit and Plans Approval	P400.00	P500.00	P1000.00	P1500.00	Once
Wooden-Hulled Recreational Boat Certificate (WHRBC)	P400.00	P700.00 + P5.00/GT	P1000.00 + P5.00/GT	P1500.00 + P5.00/GT	Permanent
Certificate of Ownership (Optional)	P400.0	P700.00 + P5.00/GT	P1000.00 + P5.00/GT	P1500.00 + P5.00/GT	Optional
WHRB Safety Certificate (5-in 1)	P500.00	P1000.00 + P20.00 per GT	P1500.00 + P20.00 per GT	P2000.00 + P20 per GT	Renewable annually
Load Line Certificate	P400.00	P500.00	P1000.00	P1500.00	Valid for 5 years, as applicable
Stability Certificate	P400.00	P500.00	P1000.00	P1500.00	Valid for 5 years, as applicable
Deletion Certificate	P400.00	P400.00	P400.00	P400.00	Voluntarily
Annual Tonnage Fee	Free	Free	P500.00	P1000.00 + 50 per GT	Annually
Reissuance of Certificate	P200.00	P200.00	P200.00	P200.00	



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION  
MARITIME INDUSTRY AUTHORITY

	DTI Registered	SEC Registered	CDA Registered	Remarks
Certificate of Public Convenience	P800.00	P2000.00	P2000.00	Valid for 5 years
CPC Amendment	P500.00	P500.00	P500.00	-

### IX. FINES AND PENALTIES

Any violation of this Circular shall be subject to the following fines:

Violation	Below 5 GT	5.00 to 15.00GT	15.01 to 35GT	Above 35 GT
Boat Construction without Boatbuilding Permit and Plans Approval	P2,000.00	P4,000.00	P6,000.00	P10,000.00
Operating/Navigating without WHRBC	P5,000.00	P10,000.00	P20,000.00	P30,000.00
Operating/Navigating without or with expired WHRB Safety Certificate	P5,000.00	P10,000.00	P20,000.00	P30,000.00
Operating without or with expired Load Line Certificate ( <i>WHRB more than 15 meters and without outriggers</i> )	P2,000.00	P4,000.00	P6,000.00	P10,000.00
Operating without or with invalid Stability Certificate ( <i>WHRB without outriggers carrying more than 12 passengers</i> )	P2,000.00	P4,000.00	P6,000.00	P10,000.00
Operating beyond the approved navigational area as reflected in the WHRBSC	P5,000.00	P10,000.00	P20,000.00	P30,000.00
Violations of any provisions of this circular not specified above	P2,000.00	P4,000.00	P6,000.00	P10,000.00
Non-submission of Voyage Manifest prior to departure	P500.00	P1,000.00	P2,000.00	P3,000.00

#### For CPC Holders:

Violation	Single Proprietorship	Cooperatives	Partnership/ Association	Corporation
Operating the WHRB without or with expired Certificate of Public Convenience	P2,000.00	P10,000.00	P10,000.00	P10,000.00
Non-Submission/Late submission of ARFO	1,000.00	P10,000.00	P10,000.00	P10,000.00

### X. TRANSITORY PERIOD

All existing WHRBs with valid certificates, licenses, or permits to operate shall remain valid until their expiration.

Operators in non-DOT identified tourist areas may continue operations provided they comply with the provisions of this Circular, without prejudice to existing rules of other concerned agencies.

For new owners and/or operators of wooden-hulled recreational boats intending to operate in non-DOT identified tourist areas with existing operators, they shall comply with the applicable provisions of this Circular, without prejudice to compliance with the requirements of existing policies, rules, or regulations of other concerned agencies.

1. In cases where specific circumstances may affect the applicability or implementation of any provision of this Circular, or exemption is deemed necessary, the MARINA Regional Office shall submit a comprehensive proposal with justifications and recommendations to the Administrator.
2. Such proposals, shall be evaluated and deliberated during Management Committee (MANCOM) meeting for appropriate disposition.

**XII. REPEALING CLAUSE**

All MARINA Circulars, Advisories, rules and regulations inconsistent with this Circular are hereby repealed, modified or amended accordingly.

**XIII. SEPARABILITY CLAUSE**

If any provision of this Circular is declared invalid or unconstitutional by a competent authority, the remaining provisions shall remain in full force and effect.

**XIV. EFFECTIVITY CLAUSE**

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

Manila, Philippines AUG 20 2025

**BY AUTHORITY OF THE BOARD:**

  
**SONIA B. MALALUAN**  
Administrator

**SECRETARY'S CERTIFICATE**

This is to certify that the Memorandum Circular No. 03 has been approved by the MARINA Board during its 315th MARINA Board meeting held on 20 August 2025.

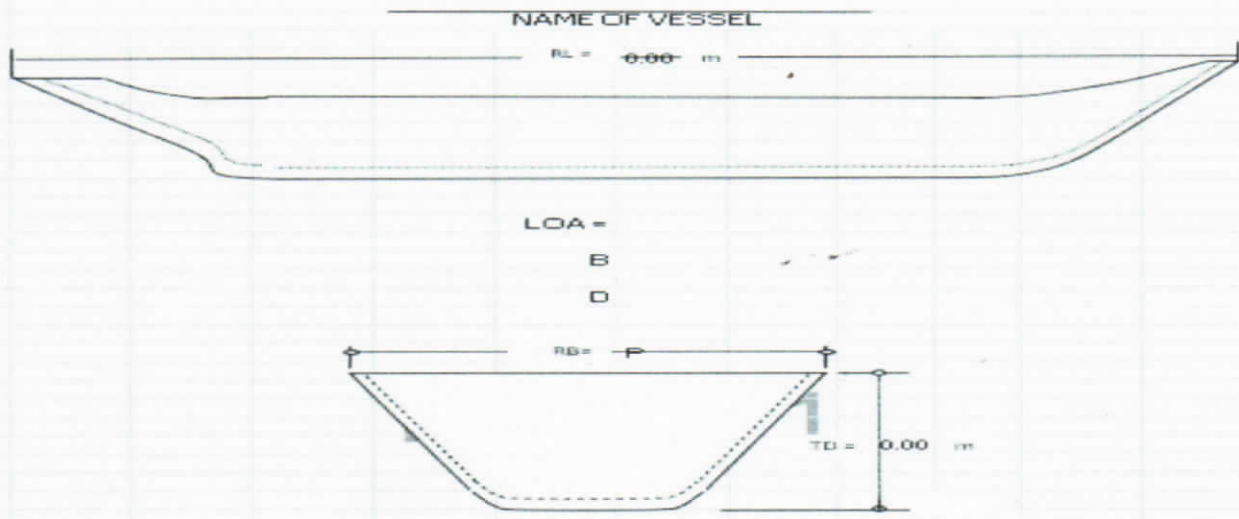
  
**ATTY. EUSEBIA CADLUM-BOCO**  
Board Secretary

Date of Publication: 20 September 2025  
(Name of Publication): Business Mirror  
Date of Submission to ONAR: \_\_\_\_\_

# TONNAGE MEASUREMENT REPORT

I. GENERAL INFORMATION			
Name Of WHRB			
WHRB Owner and/or Operator			
Business Address			
Homeport/Place Registry			
Builder			
Place of Construction			
Intended Use (Commercial or Private)			
II. SHIP'S PROPELLING DATA:		III. ADMEASUREMENT DATA:	
a. No. of Propulsion Engine		a. Registered Length	
b. Engine Make		b. Registered Breadth	
c. Power in Kilowatts		c. Registered Depth	
d. Serial Number/s		d. Gross Tonnage	

## CALCULATION SHEET FOR TONNAGE MEASUREMENT



MCSR2021-01  
USING COEFFICIENT METHOD

GROSS TONNAGE  $\diamond$   $GT = \frac{RL \times RB \times RD \times 0.70}{2.83}$

$\frac{0.00 \times 0.00 \times 0.00 \times 0.70}{2.83}$

**GT = 0.00 TONS**

NET TONNAGE  $\diamond$   $NT = GT \times 0.3$

$NT = 0.00 \times 0.30$

**NT = 0.00 TONS**

Remarks:	
Name and Signature of Surveyor/s	Date and Place of Survey



Republic of the Philippines  
Department of Transportation  
**MARITIME INDUSTRY AUTHORITY**  
Bonifacio Drive corner 20<sup>th</sup> Street, Port Area, Manila

## WOODEN-HULLED RECREATIONAL BOAT CERTIFICATE (Private / Commercial Use)

**THIS IS TO CERTIFY THAT** pursuant to Section 10 of Republic Act No. 9295, Section 12 of Executive Order No. 125-A and Memorandum Circular No. DS-2025-xx, \_\_\_\_\_, having made the required declaration, deposes and says that:

Owner/ Company	Business Address	Nationality
----------------	------------------	-------------

is the owner/operator of the herein named and described vessel.

Name of Vessel	Official No.	Homeport
----------------	--------------	----------

### GENERAL PARTICULARS

Builder	Place Built	Year Built	
Former Vessel Name		Former Owner	
Gross Tonnage	Length (Meter)	Breadth (Meter)	Depth (Meter)

### PROPULSION PARTICULARS

No. of Engine/s	Engine Make	Serial Number/s	Kilowatt (KW)
-----------------	-------------	-----------------	---------------

WHEREAS, the Maritime Industry Authority has approved the registration of the above vessel, after compliance by the owner with the requirements for registration.

WHEREFORE, \_\_\_\_\_ is hereby entered in the Recreational Boat Registry and is entitled to the rights appurtenant thereto and the protection of the Government of the Republic of the Philippines.

Issued by the Authority of the Government of the Philippines under my hand and seal at MANILA this 31<sup>st</sup> of July 2019 and is valid until 30 July 2024.

By the Authority of the Administrator: (Per  
AO No. 11-14 dated 22 August 2014  
and SO No. 1531-18 dated 13 August 2018)

Amount Paid: P  
Paid Under O.R. No.:  
Date:

Regional Director

**REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION  
MARITIME INDUSTRY AUTHORITY**

**APPLICATION FORM FOR REGISTRATION OF WHRB**

NAME OF APPLICANT		
BUSINESS ADDRESS		
RESIDENTIAL ADDRESS		
Mobile /Landline Number		Email Address
Date of Application		Citizenship

PARTICULARS	REQUIREMENTS	✓	DATE FILED
<b>Recreational Boat Certificate (RBC)</b>	a. Certificate of Accreditation (if commercial purpose)		
	b. Affidavit of Ownership of Boat		
	c. Builders Certificate		
	d. Tonnage Measurement Report and Vessel Name Clearance		
	e. Proof of Identity of the Owner		
	f. Latest Picture Profile of the Boat 1. Bow 2. Stern 3. Port 4. Starboard Side		
	g. Special Power of Attorney (if filed thru a representative)		
Proof of Payment	Amount _____ OR No. _____ Date of Payment _____		

I hereby affirm and confirm that all of the above details are true and correct based on my personal knowledge and authentic documents.

I hereby grant my free, voluntary, and unconditional consent to the collection and processing of all my data and information relating to me, disclosed by me in person, or by my authorized representative to the database of the MARINA and/or any of its authorized personnel, by whatever means in accordance with Republic Act No. 10173, otherwise known as the "Data Privacy Act of 2012" of the Republic of the Philippines, including its Implementing Rules and Regulations as well as all other guidelines and issuances by the National Privacy Commission.

(Name and signature of the Applicant)  
(Valid government issued ID with picture)





REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION  
**MARITIME INDUSTRY AUTHORITY**  
210 Manalo Extension, Puerto Princesa City, Palawan

**WOODEN-HULLED RECREATIONAL BOAT  
SAFETY CERTIFICATE**

"FOR DAYTIME NAVIGATION ONLY/ NIGHT TIME NAVIGATION ALLOWED"  
(EXEMPTED FROM CPC)  
"AUTHORIZED FOR COMMERCIAL USE" / "PRIVATE USE"

Issued under the provisions of the  
PHILIPPINE MERCHANT MARINE RULES AND REGULATIONS (PMMRR), 1997, Executive No. 125/125-A, Republic Act No. 9295  
and MARINA Circulars No. 2025-XX and its subsequent amendments.

**Information of Ship:**

Name of Ship: <b>M/Bca "MARINA 04"</b>	Official Number: <b>WHRB-01-00001</b>	Port of Registry: <b>BATANGAS</b>	Date Built (Keel Laid): <b>2012</b>	Category of Operation (Reg I/5.4): <b>BAY &amp; RIVER</b>
Shipowner/Company: <b>MARITIME INDUSTRY AUTHORITY</b>	Area of Navigation: <b>WITHIN CORON ISLANDS</b>	Gross Tonnage: <b>2.99</b>	Kilowatt: <b>59.66</b>	Class/Type(Reg I/5.4): <b>PASSENGER (Tourist/Recreation Boat)</b>
Business Address: <b>PUERTO PRINCESA, PALAWAN</b>		Net Tonnage: <b>2.03</b>	Engine Make: <b>MITSUBISHI</b>	LOA/HULL: <b>14.80/WOOD</b>

**THIS IS TO CERTIFY:**

- That the ship has been inspected in accordance with the requirements of Regulation II/2 of the PMMRR '97 and its subsequent amendments and relevant MARINA Circulars.
- That the inspection showed that at the time of inspection:
  - Hull and Structure;
  - Machinery and Electrical Equipment;
  - Fire Protection, Fire Safety Systems and Appliances;
  - Life Saving Appliances;
  - Radio Communications and Navigational Equipment, as required;
  - In all other aspects, the ship complied with the relevant requirements of PMMRR'97 and its subsequent amendments.
- That the above-named ship is hereby licensed and permitted to engage in **BAY AND RIVER** tourism/recreational activities.
- That the said ship has been surveyed and the maximum load marking has been assigned having a minimum freeboard of XX mm.
- That the said ship has complied with the applicable minimum service standards prescribed under Memorandum Circular No. 134, as amended.
- That the ship is considered to be safely manned if, when it proceeds to its navigational area, it carries not less than the number of grades of personnel specified in the Table at the back of this Certificate.

This certificate is valid until January 01, 2026.

Issued by the Authority of the Government of the Philippines under my hand and seal at  
BATANGAS, this 5<sup>th</sup> day of June 2018.

By Authority of the Administrator:

Regional Director

**M/BCA "MARINA 04"**  
**RECORD OF INSPECTION AND EQUIPMENT**

**A. Ship Inspection Data:**

<b>1. Ship Inspection:</b> Date of Inspection 11/28/2017 Place of Inspection CORON, PALAWAN  Inspected By: (a) ENGR. MARINA INSPECTOR (Signature Over Printed Name) (b) _____ (Signature Over Printed Name)		<b>2. Ship Dry-docking or In-water Docking:</b> Date of Dry-docking 11/13/2017  Date of In-water docking 11/25/2017 Place of Docking CORON, PALAWAN  Verified By: (a) _____ (Signature Over Printed Name) (b) _____ (Signature Over Printed Name)		<b>3. Total Number of Persons Allowed On-board</b> <b>I. Passenger</b> <span style="float:right"><b>Number</b></span> a. Guest/Tourist/Divers <span style="float:right">10</span>  <b>Total Number of Auth. Passenger</b> <span style="float:right">10</span>  <b>II. Others (Tour Guides, etc)</b> <span style="float:right">0</span>  <b>III. Authorized Number of Crew</b> <span style="float:right">4</span>  TOTAL <span style="float:right">14</span>	
<b>4. Certificate of Stability: (if applicable)</b> Cert. of Stability No. N/A Date Issued N/A Issued by: N/A			<b>5. Loadline Certificate: (if applicable)</b> Loadline Cert. No. N/A Date Valid / / Issued by: N/A		

**B. Details of Life Saving Appliances and Equipment:**

<b>1. Total Number of Survival Crafts:</b>				<b>3. Number of Distress Signal Apparatus</b>	<b>4. Number of Marine Radio Apparatus</b>
Type	Number	Capacity Each	Total Capacity		
a. Rigid Type					
b. Equivalent Approved Type	1	12	12		
c. Other lifeboat					
<b>2. Total Number of Lifejackets</b>		<b>Total Number of Lifebuoys:</b>		<b>5. Number of Fire Extinguishers</b>	<b>6. Number of Fire Axe / Firebuckets</b>
Kind	Number	Type	Number		
a. Adult	12	a. Lighted lifebuoys	0		
b. Children (10% of Item a)	2	b. Non-lighted lifebuoys	1		
c. Additional (5% of Total)		c. Equivalent Approved Type		1	1/2

**II. TABLE OF MINIMUM SAFE MANNING REQUIREMENT**

Deck Department			Engine Department		
Capacity	Competence	Number	Capacity	Competence	Number
Boat Captain	Boat Captain 1	1	Chief Engine Officer	Motorman	1
Boat Crew			2		
TOTAL		3	TOTAL		1
Additional Manning (Ancillaries/Tour Guide):					
Note: Additional manning is included as per request of owner and is over and above the minimum manning requirement but should comply with appropriate life-saving appliances.					

**FOR EXTENSION OF THE VALIDITY OF THIS CERTIFICATE**

**This is to certify that,** the ship at the time of inspection, was found to comply with the requirement of the PMMRR, 1997 and its subsequent amendments, this certificate shall be accepted as valid until \_\_\_\_\_.

Inspected and endorsed by:

Name : \_\_\_\_\_  
 Date : \_\_\_\_\_  
 Place : \_\_\_\_\_

(Seal of Stamp of the Issuing Authority)

REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION  
MARITIME INDUSTRY AUTHORITY

**APPLICATION FORM FOR ISSUANCE OF WHRB SAFETY CERTIFICATES**

NAME OF APPLICANT		
BUSINESS ADDRESS		
RESIDENTIAL ADDRESS		
Date of Application		Citizenship
NAME OF VESSEL		Gross Tonnage

PARTICULARS	REQUIREMENTS	✓	DATE FILED
<b>Wooden-Hulled Recreational Boat Certificate (WHRBC)</b>	a. WHRBC on file		
	b. Inspection Dates:		
	c. Special Power of Attorney (if filed thru a representative)		
Proof of Payment	Amount _____ OR No. _____ Date of Payment _____		

I hereby affirm and confirm that all of the above details are true and correct based on my personal knowledge and authentic documents.

I hereby grant my free, voluntary, and unconditional consent to the collection and processing of all my data and information relating to me, disclosed by me in person, or by my authorized representative to the database of the MARINA and/or any of its authorized personnel, by whatever means in accordance with Republic Act No. 10173, otherwise known as the "Data Privacy Act of 2012" of the Republic of the Philippines, including its Implementing Rules and Regulations as well as all other guidelines and issuances by the National Privacy Commission.

(Name and signature of the Applicant)  
(Valid government issued ID with picture)



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION  
MARITIME INDUSTRY AUTHORITY

**APPLICATION FORM FOR ISSUANCE OF  
CERTIFICATE OF PUBLIC CONVENIENCE (CPC)**

NAME OF APPLICANT		
BUSINESS ADDRESS		
RESIDENTIAL ADDRESS		
Date Application Filed		Citizenship

PARTICULARS	REQUIREMENTS	✓	DATE FILED
Documentary Requirements	a. Boat Documents (WHRBC and WHRBSC on file)	.	
	b. For single proprietorship, Certificate of Business Name Registration from Department of Trade and Industry (DTI); or  For corporation or partnership, Certificate of Registration from Securities and Exchange Commission (SEC); or  For cooperatives, Certificate of Cooperation/Registration from the Cooperative Development Authority (CDA)		
	c. Passenger Insurance Cover (PIC) (The PIC shows the authorized number of guests, crews and tour guides, if any)		
	d. List of WHRBs, its purpose and area/s of operation		
	e. Latest Picture of Boat showing the necessary markings prescribed in Section IV.7		
	Qualification	Certificate of Accreditation(on file)	



Financial Capability to sustain operating expenses for at least three (3) months	Projected Income Statement, Bank Certification on Cash Balance, Oath of Undertaking <b>or</b> other proof of financial cash balance available		
Jurisdictional Requirements	<ul style="list-style-type: none"> <li>• Proof of payment of filing of processing fee</li> <li>• Proof of Publication:             <ol style="list-style-type: none"> <li>1. National or regional newspaper if the area of operation covers within inter-regional jurisdiction; <b>or</b></li> <li>2. Local newspaper, municipal posting or barangay posting/certification, as appropriate if area of operation covers within the municipality or barangay only</li> </ol> </li> </ul>		
Proof of Payment	Amount _____ OR No. _____ Date of Payment _____		

I hereby affirm and confirm that all of the above details are true and correct based on my personal knowledge and authentic documents.

I hereby grant my free, voluntary, and unconditional consent to the collection and processing of all my data and information relating to me, disclosed by me in person, or by my authorized representative to the database of the MARINA and/or any of its authorized personnel, by whatever means in accordance with Republic Act No. 10173, otherwise known as the "Data Privacy Act of 2012" of the Republic of the Philippines, including its Implementing Rules and Regulations as well as all other guidelines and issuances by the National Privacy Commission.

(Name and signature of the Applicant)  
 (Valid government issued ID with picture)

Name and signature of evaluator

