



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY

28 JAN 2026

MARINA ADVISORY NO. 2026-03
Series of 2026

TO : ALL MARITIME HIGHER EDUCATION INSTITUTIONS (MHEIs),
MARITIME STUDENTS/CADETS, SEAFARERS, SHIPPING
COMPANIES, AND ALL OTHER CONCERNED

SUBJECT : GUIDELINES ON THE PROCESSING AND ISSUANCE OF
SPECIAL ORDER (SO) AND CERTIFICATION, AUTHENTICATION,
AND VERIFICATION (CAV)

Pursuant to Republic Act No. 12021, or the Magna Carta of Filipino Seafarers, and its Implementing Rules and Regulations (IRR), the Maritime Industry Authority (MARINA) has been granted jurisdiction over Maritime Education and Training (MET) in the Philippines.

In view of this transition, the Maritime Industry Authority (MARINA) has adopted a fully digital system for the application and issuance of Special Order Numbers and Certification, Authentication and Verification (CAVs), in line with its commitment to modernization and enhanced public service. The following are the guidelines on the issuance of the abovementioned documents:

1. Issuance of Special Order (SO)

- a. All Maritime Higher Education Institutions (MHEIs) shall submit their Special Order application by logging-in using their credentials to <https://stakeholder.marina.gov.ph>. However, those MHEIs without account are required to submit a Letter of Intent (LOI) to the official email address of the STCW Office, through the Information and Communications Technology Management Division (ICTMD), at stakeholdersportal@mail.marina.gov.ph, for the registration and creation of a MISMO account.
- b. The Issuance of Special Order is **free** of charge

	Documentary Requirements for Issuance of SO
MHEI	<ol style="list-style-type: none"> 1. Transcript of Records (TOR) duly signed by the MHEI's Registrar (See Annex A) 2. Approved Program of Study with stamp approved 3. Enrollment List per year and semester (See Annex B) 4. Promotional List per year and semester (See Annex C) 5. Notarized Certificate of Validation, Assessment, and Approval (of 12/36 months seagoing service) (See Annex D) 6. Sea Service Certificate issued by the Company 7. Stamped pages of the Seafarer Record Book (SRB) 8. (Optional) Marriage Contract if married and with change in name/status within the duration of the studies <p><i>Note: The Enrolment Lists and Promotional Lists which were previously submitted and received by the Commission on Higher</i></p>

	Documentary Requirements for Issuance of SO
	<i>Education (CHED) prior this transition shall be accepted.</i>

2. Issuance of Certification, Authentication, and Verification (CAV)

- a. All applicants shall be required to register in the MeCAV System <https://mecav.marina.gov.ph>.
- b. The Issuance of CAV is **free** of charge.

	Documentary Requirements for Issuance of CAV
Applicant (Student/ Seafarer)	<p>For Graduated applicants:</p> <ol style="list-style-type: none"> 1. Endorsement from MHEI's Registrar; 2. Scanned copy of Original and Certified True Copy of Transcript of Records; 3. Scanned copy of Original and Certified True Copy of Diploma; and 4. Certified True Copy of Issued Special Order (SO) <p>For undergraduate applicants:</p> <ol style="list-style-type: none"> 1. Endorsement from MHEI Registrar; and 2. Scanned copy of Original and Certified True Copy of Grades and Units Earned

3. Verification of SO and CAV

- a. For verification of SO, go to <https://stakeholder.marina.gov.ph/verify-so> and enter the following information then click the "Check Data" button to proceed with the verification:
 - Year Issued
 - Name of MHEIs
 - Maritime Program
 - Last 5 digits of the SO Number
- b. For verification of CAV, go to <https://mecav.marina.gov.ph/verification> and enter the CAV Serial Number then click the "Verify" button to proceed with the verification.

The step-by-step procedures for the application and verification of SO and CAV are provided in Annex E, while the sample certificates are included in Annex F of this Advisory.

The concerned MHEIs and applicants shall be held liable for the veracity of the information encoded into the MISMO and MeCAV system.

For information and guidance.


SONIA B. MALALUAN