



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION  
MARITIME INDUSTRY AUTHORITY

**ERRATUM**

**Reference:** Memorandum Circular no. MD 2026-01

**To:** All Shipowners, Ship Operators, Masters, Marine Diesel Mechanics Motormen, Major Patrons, Minor Patrons, Boat Captains and all others concerned.

**SUBJECT:** Rectification of Omission in the Publication of Memorandum Circular No. MD 2026-01

**DATE:** 17 April 2026

**NOTICE IS HEREBY GIVEN** that an inadvertent omission occurred during the publication of **Memorandum Circular No. MD 2026-01** on **03 March 2026**, entitled: **"Policies, Standards and Guidelines on Licensing of Major Patron, Minor Patron, Boat Captains, Marine Diesel Mechanics and Motorman."**

Specifically, **Page 2** of the aforementioned Circular was excluded from the initial release. This Erratum is being issued to officially integrate the omitted page into the records and to ensure the complete and accurate dissemination of these maritime policies.

**Rectification Details**

- **Original Publication Date:** 03 March 2026
- **Omitted Section:** Page 2 (Full content attached)
- **Effectivity:** The provisions contained in the attached Page 2 are deemed effective as of the original date of the Circular's implementation.

**Certification**

This Erratum serves as an official supplement to the original document. All stakeholders are advised to attach the appended **Certified True Copy of Page 2** to their existing copies of Memorandum Circular No. MD 2026-01 for compliance and reference.

  
**ATTY. MARIVIC S. RAMOS**

Director II

Management Financial Administrative Service (MFAS)

**Attested by:**

  
**THEODORE F. FALLARME**

Chief, Records Section

General Services Division, MFAS

Date of Publication: 18 April 2026

Business Mirror

1. MARINA shall publish the Notice of Hiring in the official MARINA website or its official social media accounts;  
Interested applicants shall submit their application and documents to MDS;
2. The members of the POTs shall have a term of contract for a period of three (3) years, subject to evaluation and renewal. The Existing POTs under MC Nos. MD-2023-01 and MD-2020-07, and POEs under MC No. MD-2023-01 shall serve until the expiration of their appointments; and,
3. The compensation and allowances of the members of the POTs and POEs shall be Php 7,000.00 per day during the performance of actual duties and responsibilities as listed in Item No. 5 of this Annex. Such compensation and allowances may increase every two (2) years, to be determined by the MARINA Management.

#### **E. Duties and Responsibilities**

The appointed POTs shall perform the following duties and responsibilities:

1. Prepare and attest the Enrolment Report (ER) and Training Completion and Record of Assessment (TCROA) for the training to be conducted.
2. Conduct training on Maritime Training Courses (MTCs) offered by MARINA, such as, but not limited to, SHSN 1 and EOM 1.
3. Calibrate, validate, and revise course packages, including teaching instruments and assessment tools, as needed.
4. Update the Table of Competences for Training (Annex 3) of this Circular, as necessary.
5. Attend meeting/s or activity/ies duly approved by the MARINA Administrator or his/ her duly authorized representative.
6. Submit a Post-Activity Report to the MDS Director/ OIC within five (5) working days after conducting the activity assigned by the MARINA.
7. Perform other related duties, as may be assigned by the MARINA Administrator or MDS Director/ OIC.

The appointed POEs shall perform the following duties and responsibilities:

1. Formulate test items in the conduct of theoretical assessment, including the answers based on the Competency Mapping on a quarterly basis.
2. Update the Table of Competences for Assessment (Annex 4) of this Circular, as necessary.
3. Formulate procedures, scenarios, and rubrics in the conduct of oral or practical assessment based on Annex 4 of this Circular on a quarterly basis.
4. Conduct oral or practical assessment.
5. Calibrate, validate, and revise assessment instruments, as needed.
6. Attend meeting/s or activity/ies duly approved by the MARINA Administrator or his/ her duly authorized representative.
7. Submit a Post-Activity Report to the MDS Director/ OIC within five (5) working days after conducting the activity assigned by the MARINA.
8. Perform other related duties, as may be assigned by the MARINA Administrator or MDS Director/OIC.

Failure to perform the above duties and responsibilities shall be grounds for the revocation of appointment.

 Maritime Industry Authority  
**CERTIFIED TRUE COPY**  
(Not valid with alterations/erasures)  
  
**THEODOR M. FALLARME**  
Chief, Records Section

