

REVISED SCHEDULE OF ADMINISTRATIVE FINES AND PENALTIES

ANNEX E: MARITIME WORKFORCE

VIOLATION	FINES AND PENALTIES			
I. POLICIES, STANDARDS, AND GUIDELINES FOR THE ISSUANCE, REVOCATION AND REISSUANCE OF SEAFARER'S RECORD BOOK (SRB) AND SEAFARER'S IDENTITY DOCUMENT (SID)				
A. BY SEAFARERS				
1. Misconduct, immoral, and disgraceful conduct committed while onboard 2. Negligence or incapacity in the performance of duty 3. Intemperate habits such as drunkenness tending to cause immediate loss or destruction or serious damage to the ship or tending to endanger the life of any person organic to or passenger of such ship 4. Insubordination or direct assault 5. Violations of the terms and conditions of the contract without just cause		1st violation	2nd violation	3rd violation
	Officers	P10,000.00 + warning/reprimand	P15,000.00 + suspension of SRB and/or SID for six (6) months	Revocation of SRB and/or SID
	Ratings/ Others	P5,000.00 + warning/reprimand	P10,000.00 + suspension of SRB and/or SID for six (6) months	Revocation of SRB and/or SID
6. Assault with a dangerous weapon 7. Malicious destruction of ship's property 8. Theft of property of the ship including fuel, lubes, and other items in the ship's inventory 9. Misconduct resulting in the loss of life and/or serious injury 10. Molestation of passenger and/or crew 11. Murder or attempted murder 12. Mutiny 13. Possession, use, sale or association with prohibited drugs including marijuana 14. Smuggling of aliens or undeclared personal effects including firearms and ammunition 15. Desertion	Revocation of SRB and/or SID and Disqualification from applying for the same			

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16. Conviction of a crime in the Philippines and/or in other countries			
17. Behaving in an inappropriate manner while onboard or transacting within MARINA Offices, such as, unruly, arrogant, disrespectful, disobedient conduct and similar behavior	1st violation	2nd violation	3rd violation
	Warning/ reprimand	P5,000.00 + suspension of SRB and/or SID for six (6) months	Revocation of SRB and/or SID
18. Submission of false statements, fraudulent or tampered documents	<i>Refer to the Unified Penalty in Relation to Fraudulent Documents under Section VI of the General Circular</i>		
19. Holding fake/ tampered/ forged SRB and/or SID			
20. Acting/ Serving onboard ship without or with expired SRB and/or SID	P10,000.00 + compliance		
B. BY SHIPOWER OR OPERATOR			
1. Facilitating in securing fake or spurious SRB and/or SID of a Seafarer/s	<i>Refer to the Unified Penalty in Relation to Fraudulent Documents under Section VI of the General Circular</i>		
2. Issuing fake, spurious, fabricated, fraudulent, irregular Certificate of Employment or Sea Service Records to seafarers			
3. Misrepresenting or submitting spurious or tampered documents by any seafarer to MARINA which were secured or tampered by the shipping company/ operator or any of their employees or liaison officers/ messengers, or where said company/ operator or employee/ liaison officer/ messenger has tampered or participated in securing the questioned documents from any source			
4. Employing a seafarer onboard ship without or with expired SRB and/or SID	P100,000.00		

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C. BY MANNING/ CREWING AGENCY¹				
1. Facilitating in securing fake or spurious SRB and/or SID of a seafarer/s 2. Issuing fake, spurious, fabricated, fraudulent, irregular Certificate of Employment or Sea Service Records to a seafarer/s 3. Misrepresenting or submitting spurious or tampered documents by any seafarer to MARINA which were secured		<i>Refer to the Unified Penalty in Relation to Fraudulent Documents under Section VI of the General Circular</i>		
II. POLICIES, STANDARDS, AND GUIDELINES FOR THE ISSUANCE, REVOCATION AND REISSUANCE OF SEAFARER'S IDENTIFICATION BOOK(SIB) FOR SEAFARERS ONBOARD PHILIPPINE REGISTERED SHIPS BELOW 35 GT AND FISHING VESSELS FROM 3GT TO BELOW 50GT OPERATING IN PHILIPPINE WATERS				
A. BY A SEAFARER				
1. Misconduct, immoral, and disgraceful conduct committed while acting under the authority of his license 2. Negligence or incapacity in the performance of duty 3. Intemperate habits such as drunkenness tending to cause immediate loss or destruction or serious damage to the ship or tending to endanger the life of any person organic to or passenger of such ship 4. Insubordination or direct assault 5. Violations of the terms and conditions of the contract without just cause		1st violation	2nd violation	3rd violation
	Officers	P10,000.00 + warning/ reprimand	P15,000.00 + confiscation+ suspension from issuance of SIB for six (6) months	Revocation of SIB

¹Refer to the Unified Penalty in Relation to Fraudulent Documents under Section VI of the General Circular

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VIOLATION	FINES AND PENALTIES			
	Ratings/ Others	P2,000.00 + warning/ reprimand	P3,000.00 + confiscation+ suspension from issuance of SIB for six (6) months	Revocation of SIB
6. Assault with a dangerous weapon 7. Malicious destruction of ship's property 8. Misconduct resulting in the loss of life and/or serious injury 9. Molestation of passenger and/or crew 10. Murder or attempted murder 11. Mutiny 12. Possession, use, sale or association with prohibited drugs including marijuana 13. Smuggling of aliens or undeclared personal effects including firearms and ammunition 14. Desertion 15. Conviction of a crime in the Philippines and/or in other countries	Revocation of SIB and Disqualification from applying for the same			
16. Behaving in an inappropriate manner while onboard or transacting within MARINA Offices, such as, unruly, arrogant, disrespectful, disobedient conduct and similar behavior	1st violation	2nd violation		3rd and succeeding violations
	warning/ reprimand	P5,000.00 + suspension of SIB for six (6) months		Revocation of SIB
17. For going onboard vessel / joining vessel without a valid SIB	P5,000.00 + compliance			

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18. For misrepresentation or submission of any false statement fraudulent or tampered certificates or documents	<i>Refer to the Unified Penalty in Relation to Fraudulent Documents under Section VI of the General Circular</i>		
19. For holding fake/ tampered/ forged SIB			
B. BY SHIOWNER/OPERATOR OR FISHING/SHIPPING COMPANY			
1. Facilitating in securing fake or spurious SRB and/or SID of a Seafarer/s	<i>Refer to the Unified Penalty in Relation to Fraudulent Documents under Section VI of the General Circular</i>		
2. Issuing fake, spurious, fabricated, fraudulent, irregular Certificate of Employment or Sea Service Records to seafarers			
3. For requesting or recommending issuance of SIB for and/or in behalf of a seafarer whose documents have been tampered by the operator/shipping/fishing company or any of their employees or liaison officer has participated in securing the tampered documents from any source			
4. Employing a seafarer without or with expired SIB onboard vessel	1st violation	2nd violation	3rd and succeeding violations
	P10,000.00	P20,000.00	P30,000.00
III. POLICIES, STANDARDS AND GUIDELINES ON LICENSING OF MAJOR PATRON, BOAT CAPTAINS, MARINE DIESEL MECHANICS, AND MOTORMAN			

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1. The seafarer who shall go onboard/ join a ship without licenses, with expired licenses or acting in a capacity beyond the authority of his license.		1 st violation	2nd violation	3rd and succeeding violations
	Without licenses	P20,000.00	P40,000.00	P80,000.00
	With expired licenses	P15,000.00	P30,000.00	P60,000.00
	Acting in a capacity beyond the authority of license	P20,000.00	P40,000.00	P80,000.00
2. The shipping company, agency, or person responsible in allowing, permitting, facilitating the seafarer to join onboard a ship without licenses or with expired licenses	1st violation	2nd violation		3rd and succeeding violations
	P50,000.00	P75,000.00		P100,000.00
3. Any person who shall give any false or misleading statement, or submit fraudulent or tampered document/ licenses	1st violation	2nd violation	3rd and Succeeding Violations	
	P25,000.00	P50,000.00	P75,000.00	
	1st violation	2nd violation	3rd and Succeeding Violations	

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4. For Maritime Training Institutions (MTIs) or such other person or entity issuing fake, spurious, fabricated, fraudulent, irregular Certificate of Training completion to a seafarer/s	P100,000.00	P200,000.00	Revocation of Certificate of Accreditation per MTC
IV. REVISED GUIDELINES FOR THE CONDUCT OF HARBOR PILOT LICENSURE EXAMINATION, ISSUANCE OF LICENSE AND SELECTION OF HARBOR PILOT PANEL OF EXAMINERS			
1. For holders of Harbor Pilot license			
	1st violation	2nd violation	3rd violation
a. Unjustified refusal to render pilotage service	P300,000.00 + Suspension for 6 months	P600,000.00 + Suspension for 1 year	Revocation of license and perpetual disqualification
b. Failure or refusal to observe and comply with safety standards and port policies			
c. Gross negligence, which resulted to loss of cargoes, loss of lives and destruction of vessel and harbor properties			
d. Involvement or participation in illegal activities such as but not limited to smuggling and trafficking of passengers	Revocation of license and perpetual disqualification		
	1st violation	2nd violation	3rd violation
e. Intoxication and/or use of prohibited drugs during the performance of one's duties as a Harbor Pilot	P5,000.00 + warning/ reprimand	P10,000.00 + suspension of license for six (6) months	Revocation of license
f. Use and submission of any false or forged documents for the purpose of obtaining the Harbor Pilot License Exam	<i>Refer to the Unified Penalty in Relation to Fraudulent Documents under Section VI of the General Circular</i>		
	1st violation	2nd violation	3rd violation
g. Failure to inform the Administration of a physical or mental impediment to render pilotage services as may be determined	Reprimand	P50,000.00	P100,000.00

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by a qualified physician accredited by the Department of Health		
2. For Members of the Panel of Examiners		
Any member of the panel who are found guilty of involvement in or abetting collusion in a harbor pilot examination	Termination as a Member of the Panel + Revocation of Harbor Pilot License + perpetual disqualification from practice as a Harbor Pilot	
V. POLICIES, STANDARDS AND GUIDELINES FOR THE ISSUANCE, REVOCATION AND RE-ISSUANCE OF DOMESTIC-CERTIFICATE OF COMPETENCY (D-COC) FOR OFFICERS AND RATINGS ONBOARD PHILIPPINE-REGISTERED SHIPS OPERATING IN PHILIPPINE-WATERS		
A. BY A SEAFARER		
1. Submission of false statements, fraudulent or tempered documents	<i>Refer to the Unified Penalty in Relation to Fraudulent Documents under Section VI of the General Circular</i>	
2. Holding fake/ tampered/ forged DCOC		
3. Acting/Serving onboard ship without original or verifiable, or with expired DCOC	₱10,000.00 and non-employment until compliance	
4. Acting/Serving onboard passenger ship without possessing the appropriate specialized training.		
B. BY FISHING VESSEL/SHIP OWNER OR OPERATOR		
1. Employing a seafarer onboard ship without or with expired DCOC 2. Employing a seafarer onboard passenger ship without the appropriate specialized training	Ship Size	Fines & Penalties
	Below 100GT	P20,000.00
	100GT to below 500GT	P50,000.00
	500GT and above	P100,000.00
3. Facilitating in securing fake or spurious DCOC of a seafarer/s 4. Issuing fake, spurious, fabricated, fraudulent, irregular Certificate of Employment or Sea Service Records to seafarers	<i>Refer to the Unified Penalty in Relation to Fraudulent Documents under Section VI of the General Circular</i>	

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5. Misrepresenting or submitting spurious or tampered documents by any seafarer to MARINA which were secured or tampered by the shipping company/ operator or any of their employees or liaison officers/ messengers, or where said company/ operator or employee/ liaison officer/ messenger has tampered or participated in securing the questioned documents from any source			
C. BY MANNING/CREWING AGENCY			
1. Facilitating in securing fake or spurious SRB and/or SID of a seafarer/s	<i>Refer to the Unified Penalty in Relation to Fraudulent Documents under Section VI of the General Circular</i>		
2. Issuing fake, spurious, fabricated, fraudulent, irregular Certificate of Employment or Sea Service Records to a seafarer/s			
3. Misrepresenting or submitting spurious or tampered documents by any seafarer to MARINA which were secured or tampered by the shipping company /operator or any of their employees or liaison officers/messengers has tampered or participated in securing the questioned documents from any source			
VI. MARITIME TRAINING INSTITUTIONS OFFERING COURSES FOR SEAFARERS ONBOARD DOMESTIC SHIPS			
1. Conducting training and assessment activities in venues other than the MARINA approved venue	1st violation	2nd violation	3rd and succeeding violations
2. Non-observance of the required course intake limitation or the required number of trainees	P50,000.00 + compliance	P100,000.00 + compliance	P150,000.00 + compliance
3. Failure to maintain prescribed administrative requirements and health standards	P50,000.00 + compliance	P100,000.00 + compliance	Perpetual Disqualification to apply for Accreditation of

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				the specific Maritime Training Course
4. Misrepresentation of information or submission of falsified documents relative to the application for accreditation of Maritime Training Courses	<i>Refer to the Unified Penalty in Relation to Fraudulent Documents under Section VI of the General Circular</i>			
5. Conducting training without/ with expired accreditation		1st violation	2nd violation	3rd violation
	Without Accreditation	P250,000.00 + compliance	P500,000.00 + compliance	Perpetual disqualification to apply for accreditation of the specific Maritime Training Course
	With expired Accreditation	P150,000.00 + compliance	P300,000.00 + compliance	Perpetual disqualification to apply for renewal of accreditation of the specific Maritime Training Course

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	1 st violation	2 nd violation	3 rd violation
6. Employing Instructors or Assessors not approved or accredited by MARINA	P250,000.00 + Suspension of Certificate of Accreditation for 6 months	P500,000.00 + Suspension of Certificate of Accreditation for 1 year	Revocation of Certificate of Accreditation and perpetual disqualification
7. Issuing Certificate of Training Completion to trainees without undergoing actual training or passing the assessment.			
8. Continuous conduct of training with outstanding cease and desist order			
9. Conducting training with incomplete or non-functioning training equipment and facilities	1st violation	2nd violation	3rd and succeeding violations
10. Non-observance of policies and procedure of the MTIs Quality Standard System	P50,000.00 + Stern Warning with condition to comply with the requirements	P100,000.00 + suspension of Certificate of Accreditation until compliance	P150,000.00 + suspension of Certificate of Accreditation until compliance
11. Non-compliance with any of the responsibilities under the Rules and Regulations in the Accreditation of MTIs			
12. Non-compliance with any other orders, instructions, directives, and issuances by MARINA			
13. Failure to correct the deficiencies within the prescribed period of time			
14. Conducting training without the required textbooks, teaching aids and other references			
VII. OTHER VIOLATIONS RELATED TO MANPOWER DEVELOPMENT REGULATIONS			
1. Members of Panel of Examiners found to be in connivance with examinee/s to have manipulated the result of the examination and such other forms of cheating in any examination	Termination of the appointment and perpetual disqualification from appointment as Member of the Panel of Examiners		
2. Examinee/s found to be in connivance with any member of the Panel of Examiner/s to have manipulated the result of	Cancellation or revocation of licenses and disqualification from taking any licensure examination conducted by MARINA		

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the examination or commission of any form of cheating, dishonesty, or falsification of documents	