REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY

15 SEP 2026

TG (MA No. 2026-50) - 2026- 03
Series of 2026

TO : All Concerned MARINA Central Service Units and MROs

SUBJECT : TECHNICAL GUIDELINES ON THE MONITORING AND REPORTING ON THE IMPLEMENTATION OF TEMPORARY VESSEL SUBSTITUTION/ REPLACEMENT IN CERTIFICATE OF PUBLIC CONVENIENCE (CPC) AUTHORIZED LINER ROUTES

Date :

OBJECTIVES

1. Ensure compliance with the safety and operational requirements for domestic ships in the authorized routes indicated in the Certificate of Public Convenience (CPC) of the domestic ship operators/owners.

2. Implement Rule III, Section 7.9 of the Implementing Rules and Regulations (IRR) of Republic Act No. 9295, as amended, as a strictly granted privilege for domestic ship operators/owners rather than an inherent right.

3. Reinforce that the Maritime Industry Authority (MARINA) has the sole jurisdiction to approve qualification of the vessels that will serve in the proposed routes.

4. Provide documentary evidence that the substitute ship is qualified to serve in the proposed routes in terms of safety and operational requirements.

COVERAGE

These Technical Guidelines shall apply to all passenger vessels engaged in liner service.

COMPREHENSIVE GUIDELINES

A. SUBSTITUTION OF SHIPS

The MARINA maintains the implementation of its regulations on the substitution of ships within CPC approved routes and sailing schedules ensuring a safe, reliable and timely transportation of passengers and cargo to and from their destinations. The MARINA Regional Office (MRO) issuing the CPC, (*MRO-CPC for brevity*) in coordination with the MRO having jurisdiction in the area of operation or route, (*MRO-AOR for brevity*) shall approve the substitution of qualified ships.

The following mechanisms are hereby adopted:

1. DOMESTIC SHIP OPERATORS/OWNERS

a. Section 7.9 of the IRR of RA 9295 states that CPC grantee shall have the flexibility to operate its ships in the liner service under any of its authorized sailing schedule / frequency of trips, subject to the approval by MARINA of the ship(s) qualified to serve the proposed route(s) or port(s) in terms of safety and suitability.

b. The domestic ship operator/owner shall submit, through electronic mail or authorized method, to the Director of the MRO-CPC an accomplished **Vessel Substitution Form (VSF)** (Annex "A") **at least seven (7) calendar days prior** to any substitution of a ship covered by its CPC in a particular approved sailing schedule/frequency of trips within its CPC.

In cases of **emergency**, the domestic ship operator/owner must submit the VSF to the Director of the MRO-CPC, through electronic mail or authorized method, **within 24 hours** prior to the substitution of the ship.

The application for vessel substitution/replacement shall be at no cost to the ship operator/owner.

c. The domestic ship operator/owner shall clearly indicate in the VSF the following:

- Name of the original ship in the route;
- Route and travel time;
- Name of the substitute ship;
- Route previously served by the substitute ship and travel time;
- Reason and duration of the ship substitution.

d. The domestic ship operators/owners shall ensure that prior to filing the VSF, pertinent certificates of the ship/s involved must be valid pursuant to the provisions of Memorandum Circular (MC) Nos. MS-2018-18, MS-2025-02, MS-2023-01 and their subsequent amendments, and other applicable regulations to strengthen maritime safety and regulatory compliance.

2. MARINA REGIONAL OFFICE THAT ISSUED THE CPC (MRO-CPC)

a. The MRO-CPC, upon receipt of the VSF from the domestic ship operator/owner, shall verify / validate the safety and operational requirements of the substitute ship, as follows:

a.1 Minimum Safe Manning requirements (MSMC) & Crew List, indicating the name, position and license of the officers and crew;
a.2 Minimum Service standards (Certificate of Compliance or COC); and
a.3 Crew Certificates and Licenses.

The domestic ship operator/owner may attach the said documents for easier reference.

b. Upon evaluation of the MRO-CPC Safety Section and Franchising Section, the Director of the MRO-CPC shall affix approval or endorse to the MRO-AOR Director indicating the requested action for confirmation/concurrence, as necessary.

The MRO-CPC shall ensure that it transmits the approved VSF to the MRO-AOR such that the MRO-AOR **has at least three (3) days for regular processing or twelve (12) hours in case of emergency to conduct its confirmation.**

If the substitute ship is of the same category with the original ship in terms of manning, service standards, and competency of crew, the MRO-CPC shall automatically approve the proposed substitution and return the approved VSF to the ship operator/owner, copy furnished the MRO-AOR and Philippine Coastguard (PCG) for information.

c. In case the substitute ship is not suitable or the relevant certificates are not adequate, the MRO-CPC Director shall indicate disapproval and reason for such in the VSF which will be returned to the ship operator/owner, copy furnished the MRO-AOR.

The submission and transmittal of forms and information shall be through official electronic mails or other method authorized by the MARINA.

d. In case the MRO-CPC and the MRO-AOR are the same, compliance with the manning requirement and competency of crew, and service standard shall still undergo verification and the proposed substitution shall still be subject for approval.

3. **MARINA REGIONAL OFFICE HAVING JURISDICTION OVER THE AFFECTED AREA OF OPERATION OR ROUTE (MRO- AOR)**

a. Upon receipt of the VSF, the MRO-AOR Director shall confirm the suitability of the substitute ship to operate in the route and sailing schedule within the MRO-AOR's area of jurisdiction. The MRO-AOR may conduct actual verification/visit prior to the substitute ship's departure.

b. Upon confirmation, the MRO-AOR Director shall return the VSF to the ship operator/owner, copy furnished the MRO-CPC and the PCG to ensure effective implementation.

c. In case the MRO-AOR determines that the substitute ship is not suitable to ply the route within its area of jurisdiction, the Director shall not concur and indicate the reason for such. The VSF shall be returned to the ship operator/owner, copy furnished the MRO-CPC.

In all instances mentioned above, the implementation of **Item 7 of the MARINA Advisory No. 2026-02** on suspension of minimum service standards will only be considered as intended in the cited Advisory.

B. MONITORING OF VESSELS

The Regional Directors are responsible on the following matters:

1. Ensure that the substitute ships are compliant to the manning requirements and crew competency, and service standards.

2. Maintain records/files of the approved/disapproved submitted VSF for the substitution of ships for future references.

3. Inclusion of the approved/disapproved VSF in the Accomplishment Report of the respective MROs.

Approved by:

RAdm. LOUMER P. BERNABE, PN (RET)
Deputy Administrator for Operations
Date:

ANNEX A
APPLICATION FOR SUBSTITUTION OF VESSEL

PART I: To be filled-up by **Domestic Shipowner/Operator (Applicant)**

Name of Domestic Shipowner/Operator		
Reason for Substitution	**Regular** [1]	**Emergency**[2]
Name of Vessel (Originally Deployed)		
Authorized Route per CPC issued on _____		
Travel Time		
Name of Substitute Vessel		
Previous Route served		
Previous time travel served		
Signature		
Full Name of Domestic Shipowner/Operator or Representative:		
Designation		
Signature/Date		

PART II: To be filled-up by **MRO-CPC Technical Staff (TS)**

Ship Certificate/ Document	**Date of Issuance / Validity**	**Validated/Verified as compliant with applicable MARINA Circulars**
1. Manning Requirements[3]	**(original route)**	**(new route)**
a. Minimum Safe Manning Certificate (MSMC) b. Crew List (with name, position, license)		*Name, position and signature of MRO Technical Staff*
2. Mandatory Minimum Service Standards [4]		
a. Certificate of Compliance (COC)		*Name, position and signature of MRO Technical Staff*

[1] Filed 7 c.d. prior to substitution of ships

[2] Filed w/in 24hrs prior to substitution of ships

VSF FORM No.

PART III: ACTION REQUIRED BY MRO-AOR

☐ Information ☐ Concurrence ☐ Verification

Name & Signature	*Position*	Date

PART IV: ACTION REQUIRED BY MRO-CPC

☐ Concurred / verified ☐ Not Concurred / verified ☐ Noted

Name & Signature	*Position*	Date

PART V: APPROVAL

Operator / Company	
Substitute Vessel	
Route	

☐ Approved

☐ Disapproved

RD/OIC Name _____

Date _____

Signature _____

Cc: MRO-CPC
MRO-AOR

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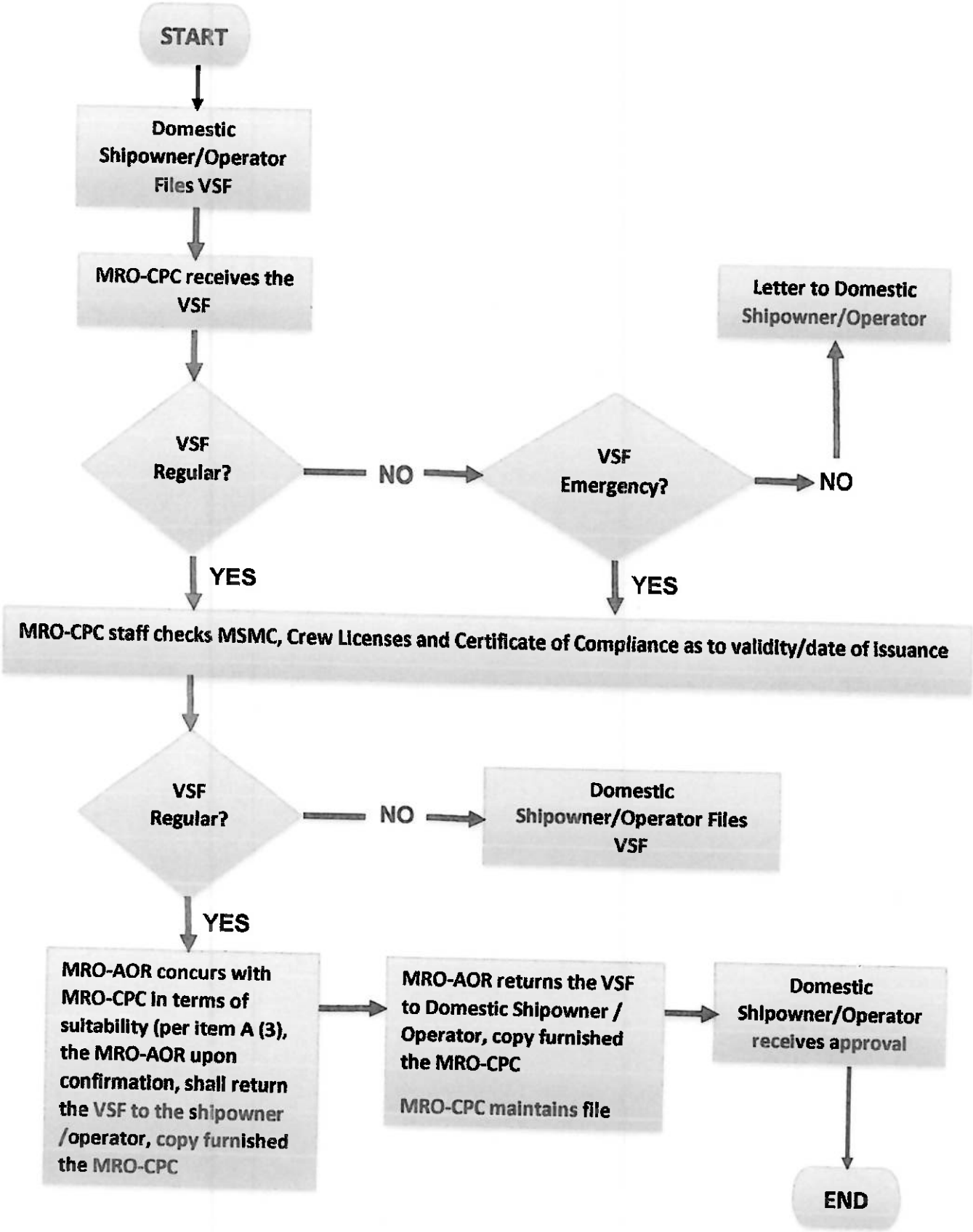
ANNEX B
FLOW CHART