

Republic of the Philippines
Department of Transportation and Communications
MARITIME INDUSTRY AUTHORITY
STCW OFFICE

STCW CIRCULAR NO. 2016 - 09

TO : ALL SEAFARERS MARITIME TRAINING INSTITUTIONS (MTIs), MARITIME HIGHER EDUCATION INSTITUTIONS (MHEIs), SHIPOWNERS, MANNING AGENCIES, OTHER ENTITIES AND INDIVIDUALS CONCERNED

SUBJECT : RULES IN THE ISSUANCE AND RENEWAL OF MARINA LICENSE (PROFESSIONAL ID)

Pursuant to Republic Act No. 10635 and its Implementing Rules and Regulations, and further to STCW Circular Nos. 2014-08, 2014-09, 2014-10, 2014-11, 2014-12 2014-13, the following rules are hereby adopted:

1. OBJECTIVE

- .1 To provide rules, guidelines and documentary requirements in the issuance, renewal of MARINA License, and replacement of lost or damaged MARINA License; and
- .2 To ensure an orderly and efficient filing of applications for the issuance of renewal of MARINA License.

2. COVERAGE

This Circular shall apply to all Marine Deck and Engineer Officers applying for issuance and renewal of MARINA License.

3. DOCUMENTARY REQUIREMENTS

- .1 Issuance of MARINA License
 - .1.1 Valid COC or PRC Board Certificate or Approved application of Certificate of Competency (COC);
 - .1.2 Seafarer's Registration Number (SRN) through scsmarinaph.com; and
 - .1.3 Passport size picture (wearing proper epaulette in white background).
- .2 Renewal of MARINA License
 - .2.1 Photocopy of PRC License ID or MARINA License;
 - .2.2 Certificate of completion of Continued Professional Education (CPE) or Certificate of Employment/Service attesting that applicant has for at least a period of 12 months in the last 5 years, or 3 months in the last 6 months has served as:
 - .2.2.1 Service in the Administration, specific to STCW-related tasks; or
 - .2.2.2 Service as active Naval or Coast Guard Officer in the Philippines under the Guidance in Section B-IX of the STCW Code; or
 - .2.2.3 Actual days of service as an Accredited Instructor, Supervisor or Assessor of Competence in an Approved Training Program (ATP); or
 - .2.2.4 Actual period of service as Sea or Harbor Pilot; or
 - .2.2.5 Service as onboard instructor or assessor of competence; or
 - .2.2.5 Service in any Maritime-related capacity; or
 - .2.2.6 Other such functions which require, by regulation, an equivalent level of Certificate of competency or certificate of proficiency, to perform while service on land.
 - .2.3 Seafarer's Registration Number (SRN) through scsmarinaph.com; and
 - .2.4 Passport size picture (wearing proper epaulette in white background).

- .3 Replacement of lost MARINA License
 - .3.1 Affidavit of Loss; and
 - .3.2 Documents as required in Section 3.2.

- .4 In addition, applications filed through MARINA Regional Offices and Recognized Liaison Officers must be submitted with the following:
 - .4.1 Photocopy of SIRB or Passport;
 - .4.2 e-signature with 2.0 thickness in digital format; and
 - .4.3 Authorization Letter, if through Recognized Liaison Officers.

- .5 MARINA shall provide a Special SRN for those who have lost or have an expired SIRB, and has no intention of revalidating the same, subject to submission of the following documents:
 - .5.1 Letter of request addressed to the Executive Director of the STCW Office, attaching the following documents:
 - .5.1.1 Affidavit of loss or photocopy of the page indicating personal details of the applicant's expired SIRB; or
 - .5.1.2 Documents as required in Section 3.2.2.

- .6 The MARINA License shall be processed in conjunction with the Certificate of Competency and shall a validity relative thereto.

4. FEES AND ADMINISTRATIVE SANCTIONS AND PENALTIES

The schedule of fees, penalties, and fines shall be provided in a separate circular.

5. REPEALING CLAUSE

Provisions of STCW Circular Nos. 2014-08, 2014-09, 2014-10, 2014-11, 2014-12 2014-13 and STCW Advisory Nos. 2015-25 and 2015-26 and other issuances inconsistent herewith are hereby superseded, repealed, or amended accordingly.

6. SEPARABILITY CLAUSE

Should any provision or part of this Circular be declared by any competent authority to be invalid or unconstitutional, the remaining provisions of part hereof shall remain in full force and effect and shall continue to be valid and effective.

7. EFFECTIVITY

This Circular shall take effect immediately on the day of its publication.

Manila, Philippines, 26 MAY 2016.

Submitted:



HERMINIO PASCUAL P. ESTANIEL JR. MM
Executive Director

Approved:



MAXIMO Q. MEJIA JR, PhD
Administrator

CERTIFICATION

This is to certify that STCW Circular No. 2016-09 was approved by the Administrator on 25 MAY 2016.



ATTY. JABETH SENA JEPATH A. DACANAY
Deputy Executive Director