

IMPLEMENTATION OF THE REVISED PROCEDURES IN THE SUBMISSION OF ENROLMENT AND COURSE COMPLETION REPORTS (ERS AND CCRS)

MTC MEMORANDUM CIRCULAR NO. 04, SERIES OF 2005, August 02, 2005

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For the purpose of improving the Enrolment and Course Completion records system of the Maritime Training Council, please be advised that the revised procedures shall be effective for all maritime training centers starting 10 August 2005.

All Enrolment Reports duly signed by training centers' authorized personnel and trainees shall be transmitted via fax (02) 722-0035.

Further, all Course Completion Reports shall be transmitted to MTC through email address CCR@mtc.gov.ph . Details of the procedures and sample forms can be accessed through the MTC website, www.mtc.gov.ph.

For strict compliance.

Adopted: 02 Aug. 2005

(SGD.) RAMON T. TIONLOC, JR.

Acting Executive Director

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