GUIDELINES IN THE IMPLEMENTATION OF A SINGLE LICENSURE EXAMINATION IN THE MANAGEMENT LEVEL AND UPGRADING OF SECOND ENGINEER OFFICER LICENSE TO CHIEF ENGINEER OFFICER LICENSE

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I. AUTHORITY

Section 10 of Republic Act No. 8544, otherwise known as the “Philippine Merchant Marine Officers Act of 1998,” as implemented in Joint Resolution No. 08-02 dated July 24, 2008 of the Boards of Marine Deck Officers and Marine Engineer Officers.

II. OBJECTIVE

To adopt a single licensure examination for Marine Engineer Officers in the management level wherein a licensed Second Engineer Officer who has completed at least twenty-four (24) months of approved seagoing service as Second Engineer Officer within the last five (5) years from the date of application and passed the evaluation conducted by the Board shall be upgraded and issued a Chief Engineer Officer Certificate of Registration/License.

III. PURPOSE

This Memorandum Circular is issued to provide guidelines in the implementation of a single licensure examination in the management level and upgrading of a Second Engineer Officer license to a Chief Engineer Officer license.

IV. POLICIES

1. These guidelines SHALL APPLY to ALL licensed Second Engineer Officer who have already completed at least twenty four (24) months approved seagoing service as Second Engineer Officer within the preceding five (5) years from the date of application.

2.Application for upgrading of license shall be personally filed by the Marine Officer.

3. If on board, the duly authorized representative of the applicant or thru the recognized Liaison Officer of the company, with proper identification, may CLAIM/RECEIVE the new certificate/license in behalf of the Marine Officer upon presenting a Special Power of Attorney (SPA) or a letter of authorization, if the representative is a registered professional with the Commission.

4. Applicant must have passed the evaluation and assessment of the Board.

5. These guidelines shall not apply to marine engineer officers with seagoing service on board:

a. Warships, naval auxiliaries, or other ships owned or operated by a state
b. and engaged only in governmental non-commercial service;
c. fishing vessels;

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d. pleasure yachts not engaged in commercial trade; or
e. wooden ships of primitive build

6. A licensed Second Engineer Officer who has not completed the twenty four (24) months approved seagoing service as Second Engineer Officer within the preceding five (5) years from the date of application but has completed at least twelve (12) months seagoing service as Second Engineer Officer may opt to apply for the Chief Engineer Officer licensure examination.

7. The issued Certificate of Registration/License as Chief Engineer does not automatically qualifies the applicant for the issuance of an equivalent COC/EC unless he complies with the other applicable requirements of the Board.

V. DOCUMENTARY REQUIREMENTS

1. Duly accomplished Application Form No. 8-B.1. PERRC (PRC-MEOD Form No. 02 and Application for Professional Identification Card (PRC-MEOD Form No. 12).

2. Original and photocopy of Certificate of Registration as Second Engineer Officer and current and valid latest PRC ID Card.

3. Approved seagoing service as Second Engineer Officer for at least twenty four (24) months on board seagoing ship of 750 kilowatt propulsion power or more and to submit any two (2) of the following documentary proof:

3.1 Duly accomplished and notarized Certificate of Sea Service in PRC-MEOD Form No. 5
3.2 Original and photocopies of pages 1, 2 & 3, and pages in the Seaman's Identification Record Book (SIRB) indicating seagoing service, specifically, the embarkation, disembarkation, arrival and departure dates stamped by the Bureau of Immigration and Deportation.
3.3 Authenticated copy of approved POEA Contract of Employment to confirm existence of the ship stated in the Certificate of Sea Service (for foreign trade) or Crew List (for domestic trade).
3.4 Original Certification duly notarized from the shipping or manning company stating the name and type of vessel, gross tonnage, trading area, capacity/ rank occupied and inclusive dates of seagoing service signed by the President/ Manager/Authorized signatory of the company, with affixed company dry seal.

4. Original and photocopy of NBI Clearance which shall be valid for at least three (3) months from the date of filing of application.

5. Applicant must be medically fit, particularly with good eyesight and hearing. The medical certificate required under these guidelines, which shall be valid for one (1) year from the date of issuance, and if submitted during application, should not be less than fifteen (15) days prior to expiry date, must be issued by a Department of Health (DOH) accredited medical clinic or hospital conducting physical and medical examination for seafarers in accordance with the minimum standards set in the STCW Code. The DOH accredited medical clinic or hospital must have a Quality Standards System (QSS) in place in accordance with Section A-I/8 and Section B-I/8 of the STCW Code.

6. Three (3) pieces passport and one (1) 1" x 1" size colored pictures in proper Merchant Marine Uniform with shoulder boards, with proper haircut, no head gear and with complete name tag, as Chief Engineer Officer.

7. Payment for Certificate of Registration/License and PRC ID card.

8. Current Community Tax Certificate (Cedula)

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VI. PROCEDURE

1. Applicant shall secure from the Information Counter of the Marine Engineer Officers Division (MEOD) Application Form No. 8-B.1, PERRC (PRC MEOD Form No. 02) and Application for Professional Identification Card (PRC MEOD Form No. 12).

2. Submits the filled-out application forms together with the documentary requirements at Counters 11 and 12 for evaluation.

3. After evaluation, the applications are forwarded to the Board for Approval.

4. If approved, the application is forwarded to the MEOD Records Section for verification and assessment of fees.

5. The applicant pays the prescribed fees and proceed to Counters 9 and 10 for registration as Chief Engineer Officer.

6. The Registration Officer issues claim slips to the applicant for the issuance of Certificate of Registration and PRC ID Card.

7. The approved applications are forwarded to the MEOD Application Section for the preparation of Resolution every two (2) weeks and the same is forwarded to the Board and the Commission for approval.

8. Oathtaking shall be conducted on a monthly basis and a special oathtaking, as the need arises.

VII. EFFECTIVITY

This Memorandum Circular shall take effect immediately.

BOARD FOR MARINE ENGINEER OFFICERS

(SGD.) CHIEF ENGR. OFFICER JOSE G. ABUGAN
Chairman

APPROVED:

PROFESSIONAL REGULATION COMMISSION

(SGD.) NICOLAS P. LAPEÑA, JR.
Chairman

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