NATIONAL ADMINISTRATIVE REGISTER · SEPTEMBER 30, 1996

PROCEDURE AND REQUIREMENTS IN THE REGISTRATION OF C3 REGISTRANTS — APPLICANTS WHO CANNOT MEET THE MINIMUM REQUIREMENTS FOR REGISTRATION AS SEAFARERS BUT HAVE LIMITED SEA-RELATED...

POEA MEMORANDUM CIRCULAR NO. 48 SERIES OF 1996, September 30, 1996

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The hiring and employment of applicants who cannot meet the Minimum Requirements and Qualifications for seafarer registration is a privilege granted to licensed manning agencies/shipping companies with a good track record of deployment.

In this connection, the following requirements and procedures shall be observed in the facilitative registration of workers onboard vessels under the C3 category:

I. Requirements:

a. Employment contract

b. Notarized Joint Guaranty Undertaking of two authorized officials of the manning agencies/shipping company (format attached) with certificate of sea-related employment or training from reputable or government recognized training school

c. Medical Certificate of Fitness

d. Certification by the school re registrant's highest education attainment (for female registrants)

e. Approved Routing Slip issued to the manning agency/shipping company by the Seafarer Accreditation Division

f. Original Basic Safety Courses Certificate

g. Seafarer's Identification and Record Book (optional)

h. Duly filled up Seafarer Information Sheet (form attached)

i. 2 pcs. 1x1 picture

II. Procedures:

1. Licensed manning agency/shipping company through its liaison officer submits the requirements enumerated above to the Seafarer registry Unit of the Manpower Registry Division.

The Unit has the right to deny receipt of incomplete documents. Likewise, the deploying manning agency shall be held responsible for the submission of fake or tampered documents for registration of their hired seafarers.

2. The Unit shall evaluate the documents presented. If in order, evaluator recommends the issuance of an endorsement letter to the Maritime Industry Authority to secure the Seafarer's Identification and Record Book (SIRB).

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3. The Manager, Employment Branch or in his absence, the Chief, Manpower Registry Division shall review the qualifications of the applicants and if found to have complied with the requirements shall approve and sign the Endorsement Letter.

4. After securing the SIRB and payment of registration fee of P50.00 the Division shall issue the Temporary Registration Certificate (C3) and shall endorse it, together with the other documents to the Employment Contracts Processing Branch for processing of the employment contract and issuance of the Overseas Employment Certificate.

Within 60 days after issuance of endorsement to MARINA to secure the SIRB or the seafarer registration, whichever is applicable, the manning agency/shipping company shall submit its report of deployment (form attached)[*] to the Administration which shall serve as the basis in allowing subsequent request for C3 registration and hiring of this type of workers.

For your guidance and strict compliance.

Adopted: 30 September 1996

(SGD.) FELICISIMO O. JOSON
Administrator

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[*] Text Available at Office of the National Administrative Register, U.P. Law Complex, Diliman, Quezon City

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