GUIDELINES IN THE ASSIGNMENT OF PREFIXES D3 AND E3 TO THE CERTIFICATES OF REGISTRATION/LICENSE OF MARINE DECK AND ENGINEER OFFICERS IN THE OPERATIONAL LEVEL

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I. AUTHORITY

Section 10 (c), Article IV of Republic Act No. 8544, otherwise known as the “PHILIPPINE MERCHANT MARINE OFFICERS ACT OF 1998”, as implemented by Joint Resolution No. 08-01 dated July 24, 2008 of the Boards of Marine Deck and Engineer Officers.

II. OBJECTIVE

To upgrade the Certificates of Registration/License of Marine Deck and Engineer Officers in the operational level with prefixes D4 and E4 to prefixes D3 and E3, respectively.

III. POLICIES

1. These guidelines shall apply to all successful examinees in the operational level of the Marine Deck and Engineer Officers licensure examinations and all holders of Certificates of Registration/License with prefixes D4 and E4.

2. Application for the assignment of prefixes D3 and E3 shall be personally filed by the Marine Officer, and if on board, through his duly authorized representative, or through the recognized Liaison Officer of the company. Representative with proper identification, who shall RECEIVE the new certificate/license in behalf of the Marine Officer, shall present a Special Power of Attorney (SPA) or a letter of authorization if a registered professional with the Commission.

3. Applications may be filed at the Professional Regulation Commission, P. Paredes Street, Sampaloc, Manila or in any of the regional offices in the cities of Baguio, Cagayan de Oro, Cebu, Davao, Iloilo, Legazpi, Lucena, Tacloban, Tuguegarao, Zamboanga and satellite offices in Butuan and Pagadian.

IV. DOCUMENTARY REQUIREMENTS

1. Original and photocopy of previous and current Certificate of Registration as Officer in Charge of a Navigational Watch, Third Mate, Officer in Charge of an Engineering Watch or Fourth Engineer.

2. Three (3) pieces passport size and one (1) piece 1” x 1” pictures (in proper Merchant Marine Uniform with two (2) gold stripes shoulder boards, no head gear and with complete name tag).

3. Original and photocopy of valid PRC ID Card

4. Current Community Tax Certificate (Cedula).

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V. PROCEDURE

1. Applicant shall secure from the Information Counter of the Marine Deck Officers Division (MDOD) or Marine Engineer Officers Division (MEOD), as applicable, the Application PRC-MDO/MEO Form No. 8-A, PERRC (PRC MDO/MEO Form No. 02) and Application for Professional Identification Card (PRC MDO/MEO Form No. 12).

2. Applicant submits the filled-up application forms together with the documentary requirements at Windows 13 and 14 of MDOD and Windows 21 and 22 of MEOD for evaluation and assessment of fees.

3. Applicant pays the prescribed fees and proceeds to MDOD Windows 9 and 10 and MEOD Windows 26 and 27 for the assignment of prefixes D3 or E3 to Certificate/License Number.

4. The registration officer issues claim slips and advise the marine officer to return on the scheduled date of release.

5. A Resolution shall be issued by the Board at least a week to cover the approved applications.

VI. EFFECTIVITY

This Memorandum Circular shall take effect immediately.

BOARD FOR MARINE DECK OFFICERS

BOARD FOR MARINE ENGINEER OFFICERS

(SGD.) CAPT. JAIME D. AQUIN
Vice-Chairman
Officer-in-Charge

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

Approved:

PROFESSIONAL REGULATION COMMISSION

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

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