

IMPLEMENTING GUIDELINES ON THE REGISTRATION OF SEAFARERS

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In line with the Administration's policy of ensuring the quality of Filipino seafarers and further to Rule VII, Book VII of the Rules and Regulations on Overseas

Employment, as amended, the following guidelines on the certification and registration of Filipino seafarers seeking overseas shipboard employment are hereby issued for the information and guidance of all concerned:

1. Coverage – These guidelines shall apply to all Filipino seafarers seeking overseas employment on board ocean-going vessels as well as to licensed manning agencies engaged in the recruitment and placement of Filipino seafarers for overseas employment.
2. Registration as a Requirement for Overseas Employment - Only those seafarers duly certified and registered by the Administration shall be eligible for overseas employment. Registration of seafarers shall be based on the Table of Minimum Requirements and Qualification Standards (TMRQS) herein described. All applicants for registration must personally appear at the SRD for proper interview and registration. All registered seafarers shall be issued a Seafarer's Registration Certificate (SRC) which shall be valid for three years unless sooner revoked for cause. The presentation of a valid SRC shall also be required for the processing of a seafarer's contract at the Contract Processing Department.
3. Registry of Seafarers - A registry of seafarers shall be established for all seafarers who desire to serve on board ocean-going vessels. Seafarers may be registered under any of the following registries:
 - Registry A — this shall include seafarers who have at least one year sea experience in domestic or in ocean-going vessels or who completed one year contract.
 - Registry B — this shall include graduates of maritime (nautical and engineering) schools and recognized training centers for basic seamen (pre-entry rating) and applicants who are ex-Philippine Navy servicemen without sea experience.
 - Registry B1 — included in this Registry are applicants who are graduates of B.S. in Mechanical Engineering, B.S. in Electrical Engineering and B.S. in Electronics.
 - Registry C — This includes applicants who have less than one year sea experience or those who have not completed a one year contract nor received formal education and training in maritime schools/training centers but possess skills or experience closely related to service required on board as certified by reputable firms or establishments. Examples: Radio Operators, electricians, cooks, waiters, machinists, mechanics, welders, electronic technicians, etc.

Registry C is further classified into the following:

1. Registry C1 includes applicants possessing special skills and verified to have worked for at least one year in any reputable firm or establishment.
2. Registry C2 includes applicants who have less than one year sea experience; and
3. Registry C3 includes applicants who have no sea experience but with special skills.

4. Limited C3 Registration - As a matter of policy, registration under C3 is on a highly restricted basis and only when necessity so warrants subject to the approval by the Director, WAAO, the Deputy Administrators or the Administrator; that is, registration under this Registry may be given due course only if the applicant has a contract of employment supported by TELEX; agency request approved by the Administrator, Deputy Administrators or by the Director, WAAO; clearance from the Seafarers Contract Processing Division stating, among others, the existence of position hired for; certificate of service records; and other documents that may be required for registration.

5. Requirements for Registration - An applicant may be registered as seafarer if he is at least 18 years old, physically and mentally fit and holds a Seaman Service Record Book (SSRB) issued by the Philippine Coast Guard (PCG). The requirements for registration for each maritime rating are as follows:

a. Cadets

- Valid SSRB/Seaman's Continuous Discharge Book (SCDB)
- Original transcript of records
- Special Order (SO) from MECS or certificate of completion in case of Philippine Merchant Marine Academy (PMMA) graduates and certificate of exemption from Ministry of Education, Culture and Sports (MECS) in case of graduates from other government maritime schools/centers.
- One 2.54 x 2.54 cm. black and white picture

b. Graduates in B.S Mechanical Engineering, B.S. Electrical Engineering and B.S. in Electronics:

- Valid SSRB/SCDB
- Original transcript of records
- Special Order from MECS or certificate of exemption from MECS in case of graduates from government schools.
- One 2.54 x 2.54 cm. black and white picture.

c. Graduates of Basic Seaman Course (Private)

- Valid SSRB/SCDB
- Original transcript of records
- Certification of graduation from school
- Special Order from MECS

- Certificate of 160 hour OJT (On-the-job training)

d. Graduates of Basic Seaman Course (Public)

- Valid SSRB/SCDB

- Certificate of completion

- Certificate of exemption from MECS (SO)

- One 2.54 x 2.54 cm. black and white picture

- Certificate of 160 hour OJT (On-the-job training)

e. Philippine Navy Trainees

- Valid SSRB/SCDB

- 1st class training certificate supported by SO from the PN

- Statement of service with dry seal stamp

- Naval Judge Advocate General clearance

- One 2.54 x 2.54 cm. black and white picture

- Statement of sea duty

- Termination Order

f. Philippine Coast Guard Trainees on Lighterage

- Valid SSRB/SCDB

- Certificate of Completion indorsed by PCG

- Special Order — authority to board vessel as trainee and special order for completion of training duly signed by authorized signatory.

g. Philippine Navy Personnel:

- Valid SSRB/SCDB

- Statement of Service

- Statement of sea duty either from Sea & Airlift Command of Naval Reserve Center or Philippine Coast Guard

- Discharge order or retirement order from HPN or GHQ-AFP

- One 2.54 x 2.54 c. black and white picture

h. Applicants with one year or more sea experience in coastwise vessel of 100 gt or more

- Valid SSRB/SCDB

- Service record duly signed by authorized signatory and supported by any of the following:

- a. Coasting manifest with crew lists duly stamped and signed by Bureau of Customs Clearing Officer or by PPA; or

- b. Shipping articles duly formalized by authorized government agency (4 to 6 formalized shipping articles)

enough to cover one year sea service;

c. SSS certificates or premium payment; or

d. BFAR certificate of clearance for applicants with fishing boats experience.

i. Applicants with one year service in ocean-going vessel of 100 gt or more

- Valid SSRB/SCDB

- Certificate of service record

- Passport, quarantine booklet, shore pass or wage account

- Immigration seals showing departure and arrival

- FOREX, if necessary

- One 2.54 x 2.54 cm. black and white picture

j. For PRC license holders

- Valid SSRB/SCDB

- Valid PRC ID, license, passing sheet

- Certificate of service record

- ROC certificate for 3rd mates

ROC certificate for 2nd mates, chief mates and master mariners

- (5) One 2.54 x 2.54 cm. black and white picture

6. Registration Procedures - The following procedures shall be followed in registering applicants:

a. An applicant for registration or for updating/upgrading, replacement of old SRC or for re-issuance of new SRC shall personally present himself at the appropriate counter and shall submit all necessary documents.

b. The registering officer shall examine these documents and if found to be authentic, shall provide the applicant with an index card which he shall properly fill up. If the registering officer doubts the authenticity of the documents presented, he shall refer the matter to the Chief, SRD, for appropriate action. In this case, the applicant shall be asked to undergo a technical interview and his records shall be subject to personal verification to determine authenticity.

c. If the documents are found to be fake, or tampered or fictitious, or the applicant cannot prove the authenticity of his documents, his application for registration or for updating shall be denied. Where appropriate, the applicant's previous registration shall also be cancelled.

d. After accomplishing the index card, the applicant shall return it to the Registering Officer who in turn shall transmit it together with all other documents to the Processors.

e. The Processors shall counter-check the name of the applicant with the List of Watch listed seafarers. If applicant is found to be clear, the processors shall proceed to process the papers and submit the same to the Chief, SRD, for approval. Otherwise, the applicant shall be instructed to secure a clearance from the

appropriate office or agency.

f. Upon approval of all papers, the Chief, SRD shall direct the preparation of an SRC.

g. An order of payment shall be given to the applicant who shall in turn present it at the Cashier's Counter for payment. Upon presentation of the Official Receipt, the applicant shall personally receive his SRC from the Releasing Officer on a specified date.

h. In no case shall the SRC be released to other persons without the written authorization from the applicant subject to the approval of the Chief, SRD.

i. For expedite purposes, an applicant may submit contracts of employment with all supporting documents at the special expedite counter for appropriate and expeditious action.

7. Removal or Cancellation of Seafarer's Name from the Registry. The name of a seafarer may be removed or cancelled

from the Registry on any of the following grounds:

a. in the event of death of seafarer;

b. if the seafarer requests the removal of his name therefrom;

c. if he has been convicted of any offense involving the manufacture, import, export, sale, use or possession of any dangerous drug;

d. if for some reason or another, he is no longer qualified to be listed in the registry because of failure to meet the qualifications;

e. if he has been found to have paid a recruiter or any other person any quantity of money or goods for the purpose of effecting or expediting his recruitment, placement or promotion;

f. if he, after due investigation, he has been ordered delisted for contract violation or violation of the Code of Discipline;

g. if he submits fake or tampered documents;

h. if he bribes or tries to bribe personnel of the Administration;

i. if he tampers documents issued by the Administration such as registration card, history card and other forms used in registration;

j. if his license is revoked or cancelled by the issuing agency or by court order; and

k. perjury.

8. Issuance of Seafarer's Registration Certificate (SRC) -. An applicant who meets all the requirements for registration shall be immediately issued an SRC after payment of a fee of P30.00 except those in the Registry C2 and C3. The seafarers shall use the SRC in all his transactions with POEA or with authorized shipping companies when applying for employment.

Those in C2 shall be issued their SRC, after completion of the balance of the required one year sea experience. Those in C3 shall be issued their SRC after boarding an interisland vessel or foreign-going vessel for one year.

9. Validity of SRC - The SRC is valid for three years from the date of issuance and renewable every three years thereafter or replaceable whenever the SRC is lost or changeable due to the seaman's change of rating.

10. Updating or Upgrading of Records - The following are the requirements for updating or for upgrading of maritime ratings:

For Officers:

- Valid SSRB/SCDB;
- Valid PRC ID, license, passing sheet, valid NTC R/O license for R/O;
- ROC certificate for 3rd mates,
RSC certificate for 2nd mate, Chief mate and Master Mariner;
- Certificate of service records;
- Surrender of old SRC. In case of loss of SRC, submission of handwritten explanation how it was lost; and
- One 2.54 x 2.54 cm. black and white picture

For Crew Ratings:

- Valid SSRB/SCDB;
- Certificate of service record;
- Immigration seals for departure and arrival;
- for those who have experience from domestic ships/fishing boats, submission of certificate of service records supported by shipping articles, or coasting manifests, or BFAR certificates of clearance or SSS certificate of premium payment or other documents that may be required; and
- One 2.54 x. 2.54 cm. black and white picture

11. Requirements for Updating or Upgrading for All Seafarers - The following shall be required from the seafarer who desires to have his rating updated:

- Medical certificate for fitness to work if the cause of his discharge is sickness, medical treatment or hospitalization.

Medical certificates are required for all chief cooks and cooks

- Adjudication Department or Workers Assistance Division (WAD) clearance if previously charged or complained of.

12. Registration Index - An index of registry shall be maintained at SRD for all seafarers. The applicant for registration or for updating or for upgrading shall personally accomplish all entries at the Index Card containing among other things, his personal data, educational information, license, diploma, training certificates, shipboard experience, particulars of the vessels and other information.

13. Effectivity - These guidelines shall take effect immediately.

Adopted: 7 Aug. 1985

(SGD.) CRESCENCIO M. SIDDAYAO
Deputy Administrator and Officer-in-Charge

Re-issued: 18 Feb. 1992

(SGD.) JOSE N. SARMIENTO
Administrator

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