

[POEA MEMORANDUM CIRCULAR NO. 26, August 07, 1985]

IMPLEMENTING GUIDELINES ON THE REGISTRATION OF SEAFARERS

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:

- a. **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.
- b. **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.
- c. **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.

- d. **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

1. Valid SSRB/Seaman's Continuous Discharge Book (SCDB)
2. Original transcript of records
3. 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.
4. 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:

1. Valid SSRB/SCDB
2. Original transcript of records

3. Special Order from MECS or certificate of exemption from MECS in case of graduates from government schools.
4. One 2.54 x 2.54 cm. black and white picture.

c. Graduates of Basic Seaman Course (Private)

1. Valid SSRB/SCDB
2. Original transcript of records
3. Certification of graduation from school
4. Special Order from MECS
5. Certificate of 160 hour OJT (On-the-job training)

d. Graduates of Basic Seaman Course (Public)

1. Valid SSRB/SCDB
2. Certificate of completion
3. Certificate of exemption from MECS (SO)
4. One 2.54 x 2.54 cm. black and white picture
5. Certificate of 160 hour OJT (On-the-job training)

e. Philippine Navy Trainees

1. Valid SSRB/SCDB
2. 1st class training certificate supported by SO from the PN
3. Statement of service with dry seal stamp
4. Naval Judge Advocate General clearance
5. One 2.54 x 2.54 cm. black and white picture
6. Statement of sea duty
7. Termination Order

f. Philippine Coast Guard Trainees on Lighterage

1. Valid SSRB/SCDB
2. Certificate of Completion indorsed by PCG
3. Special Order — authority to board vessel as trainee and special order for completion of training duly signed by authorized signatory.

g. Philippine Navy Personnel:

1. Valid SSRB/SCDB
2. Statement of Service
3. Statement of sea duty either from Sea & Airlift Command of Naval Reserve Center or Philippine Coast Guard
4. Discharge order or retirement order from HPN or GHQ-AFP
5. 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

1. Valid SSRB/SCDB
2. Service record duly signed by authorized signatory and supported by any of the following: