

**[ MTC MEMORANDUM CIRCULAR NO. 04, SERIES  
OF 2005, August 02, 2005 ]**

**IMPLEMENTATION OF THE REVISED PROCEDURES IN THE  
SUBMISSION OF ENROLMENT AND COURSE COMPLETION  
REPORTS (ERS AND CCRS)**

For the purpose of improving the Enrolment and Course Completion records system of the Maritime Training Council, please be advised that the revised procedures shall be effective for all maritime training centers starting 10 August 2005.

All Enrolment Reports duly signed by training centers' authorized personnel and trainees shall be transmitted via fax (02) 722-0035.

Further, all Course Completion Reports shall be transmitted to MTC through email address [CCR@mtc.gov.ph](mailto:CCR@mtc.gov.ph) . Details of the procedures and sample forms can be accessed through the MTC website, [www.mtc.gov.ph](http://www.mtc.gov.ph).

For strict compliance.

Adopted: 02 Aug. 2005

(SGD.) RAMON T. TIONLOC, JR.  
*Acting Executive Director*



Source: Supreme Court E-Library

This page was dynamically generated by the E-Library Content Management System (E-LibCMS)