



PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(National Headquarters Philippine Coast Guard)
139 25th St., Port Area
1018 Manila

NHQ-PCG/CG8

23 September 2024

**STANDING OPERATING PROCEDURE
NUMBER 03-23**

Amendment 02-24

**REVISED GUIDELINES FOR MONITORING OF ONBOARD TRAINING OF CADETS
ONBOARD PHILIPPINE-REGISTERED VESSELS ENGAGED IN DOMESTIC
SHIPPING**

1. AUTHORITY

- A. Rule 3 (a) of Republic Act No. 9993, also known as the “Philippine Coast Guard Law of 2009”;
- B. Republic Act No. 7722, entitled “Higher Education Act of 1994” dated 18 May 1994; and
- C. Republic Act No. 10635, entitled “An Act Establishing the Maritime Industry Authority (MARINA) as the Single Maritime Administration Responsible for the Implementation and Enforcement of the 1978 International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, as amended, and International Agreements or Covenants related thereto” dated 13 March 2014.

2. REFERENCES

- A. Revised Memorandum of Agreement between CHED and PCG dated 23 July 2024;
- B. Joint CHED-MARINA Memorandum Circular No. 01, Series of 2022, entitled “Revised Policies, Standard and Guidelines for the Bachelor of Science in Maritime Transportation and Bachelor of Science in Marine Engineering Programs” dated 07 March 2022;
- C. MARINA Memorandum Circular No. 2022-01, entitled “Guidelines for the Onboard Training of Cadets on Philippine-Registered Ships Engaged in Domestic Shipping” dated 28 February 2022; and



- D. Joint MARINA-PCG Memorandum Circular No. 001, Series of 2019, entitled "Guidelines on Monitoring of Onboard Training" dated 05 November 2019.

3. PURPOSE

This SOP provides guidelines and procedures to ensure that cadets undergoing shipboard training onboard vessels engaged in domestic trades are properly monitored.

4. SCOPE

This SOP applies to all Philippine Coast Guard (PCG) Districts, Stations and Sub-Stations having jurisdiction over all Philippine-registered vessels of 500 gross tonnage or more and/or powered by main propulsion machinery of 750 kWh or more engaged in domestic trade.

5. DEFINITION OF TERMS

- A. **Approved TRB** – refers to an updated version of the International Shipping Federation (ISF) or Global MET Training Record Book (TRB) or MARINA-approved TRB in accordance with the requirements of the STCW Convention, 1978, as amended.
- B. **BSMarE** – Bachelor of Science in Marine Engineering. Refers to the maritime education program being implemented by the Commission on Higher Education and the Maritime Industry Authority in compliance with the mandatory education and training under Regulation III/1, paragraph 2.4 of the STCW Convention, 1978, as amended, as one of the requirements for the issuance of Certificate of Competency (COC) as Officer-in-Charge of an Engineering Watch in a manned engine room or designated duty engineering officer in a periodically unmanned engine-room on seagoing ships powered by main propulsion machinery of 750 kW propulsion power or more.
- C. **BSMT** – Bachelor of Science in Marine Transportation. Refers to the maritime education program being implemented by the Commission on Higher Education and the Maritime Industry Authority in compliance with the mandatory education and training under Regulation II/1, paragraph 2.5 of the STCW Convention, 1978, as amended, as one of the requirements for the issuance of COC as Officer-in-Charge of a Navigational Watch on seagoing ships of 500 gross tonnage or more.
- D. **Cadet** – refers to a student of MHEI who is required to undergo training onboard registered international ships or domestic ships to fulfill a maritime academic course.
- E. **Cadet Onboard Training Monitoring System** – is a centralized repository of cadets' records of their onboard training, records of the vessels' violations/findings, and generates Sea Service Certificate once cadets complete the 12-month structured onboard training program.

- F. **Daily Journal of Bridge Watchkeeping Duties (DJBWD)** – refers to documentary evidence required by the MARINA showing specific activities during bridge watchkeeping of a candidate for COC as Officer-in-Charge of a Navigational Watch, under the supervision of the Master or a qualified Officer for a period of not less than one hundred eighty (180) days, in compliance with Regulation II/1 (2.3) of the STCW Convention, 1978, as amended.
- G. **Daily Journal of Engine-room Watchkeeping Duties (DJEWD)** – refers to documentary evidence required by the MARINA showing specific activities during engine-room watchkeeping of a candidate for COC as Officer-in-Charge of an Engineering Watch, under the supervision of the Chief Engineer Officer or a qualified Engineer Officer for a period of not less than one hundred eighty (180) days, in compliance with Regulation III/1 (2.3) of the STCW Convention, 1978, as amended.
- H. **Domestic Shipping** – refers to the transport of passenger or cargo, or both, by ships duly registered and licensed under Philippine Law to engage in trade and commerce between Philippine Ports and within Philippine Territorial or Internal Waters, for hire or compensation, with general or limited clientele, whether permanent, occasional or incidental, with or without fixed routes, and done for contractual or commercial purposes.
- I. **Maritime Higher Education Institutions (MHEIs)** – refers to a higher education institution granted authority to operate BSMT and/or BSMarE program by the CHED.
- J. **Master’s Declaration of Safe Departure (MDSD)** - a statement of the Master of the vessel executed before the Station Commander or Sub-Station Commander, submitted prior to departure to attest the vessel’s safe condition, status, proper compliance to safety rules and readiness to sail to its intended voyage.
- K. **Onboard Training (OBT)** – refers to a seagoing service requirement as part of an approved training program for BSMT and BSMarE students to qualify for graduation and to take the assessment of competence required for certification under Regulation II/1 and Regulation III/1 of the STCW Convention, 1978, as amended, and are documented in an approved TRB. It provides all cadets with the opportunity to receive systematic practical training and experience in the tasks, duties and responsibilities of an Officer-in-Charge of a watch.
- L. **Pre-Departure Inspection (PDI)** – an inspection conducted by PCG to all Philippine-registered vessels prior to departure.
- M. **Safety Management System (SMS)** – refers to an organized system planned and implemented by the shipping companies to ensure the safety of the ship and its crew and/or passengers and the marine environment.

- N. **Shipowner/Shipping Company** – refers to the owner of the ship or any other organization or person, such as the manager, agent or bareboat charterer, who has assumed the responsibility for the operation of the ship from the owner and who, on assuming such responsibility, has agreed to take over all the duties and responsibilities imposed on shipowners by MARINA MC No. SC 2022-01.
- O. **Shipboard Training Officer** – all qualified Officers who are members of the crew or part of the manning complement of the ship responsible to supervise and monitor the performance of cadets during the period of the OBT and ensure that each receives systematic practical training and experience in the tasks, duties and responsibilities of a Ship Officer, and ensure that the training record book is properly maintained.
- P. **Sea Service Certificate (SSC)** – for the purpose of this SOP, this certificate is issued by PCG to cadets after accumulating the required twelve (12) months of onboard training in a Philippine-registered vessel engaged in domestic shipping. (**Annex B**)

6. POLICIES

- A. The Vessel Safety Enforcement Inspection (VSEI) team shall check all TRB, DJBWD and DJEWD to ensure that the OBT of cadets is properly conducted;
- B. The VSEI team shall check the ship's record for OBT Monitoring Report (**Annex A**) and shall remind the Master that said report must be retained onboard for a period of five (5) years for verification;
- C. For vessels with cadets onboard and undertaking multiple voyages per day, the monitoring shall be counted as one (1) day and shall be conducted during its first voyage regardless of its port of origin. The succeeding inspection of the cadets aims to ensure that cadets are onboard the vessel;
- D. The actual number of days the cadet has been monitored onboard by the VSEI team shall be recorded into the system within twenty-four (24) hours;
- E. A database of lists of cadets and their significant information shall be created for the purpose of monitoring their OBT;
- F. Sharing of data with the Commission on Higher Education (CHED) and the Maritime Industry Authority (MARINA) regarding the Onboard Training (OBT) Monitoring Report (**Annex A**), including any findings or violations committed by vessels, as well as the cumulative number of Sea Service Certificates issued to cadets;
- G. BSMT and BSMarE cadets should have an accumulated OBT of twelve (12) months; and

H. The PCG is the controller of the cadet's data.

7. PROCEDURE

- A. If a cadet onboard a domestic ship is verified as provided by the MHEIs, the PCG VSEI team, who performs verification of submitted accomplished MDSD prior to the conduct of PDI shall also verify the submission of the following:
- i. Crew list indicating the following:
 - a. Designated Shipboard Training Officer (STO); and
 - b. Onboard Cadet.
 - ii. Training Schedule of Cadets.
- B. Upon PDI, the designated team shall ensure that the Onboard Training (OBT) Monitoring Report (**Annex A**), Data Privacy Consent Form (**Annex E**), and Feedback and/or Complaint Forms (**Annex G**) are duly completed.
- C. For vessels with multiple voyages per day, cadet monitoring may be conducted during the first voyage and shall be counted as one (1) day monitoring.
- D. The team shall ensure that the vessel is carrying the allowed number of cadets and that they are physically present onboard as reflected on the crew list.
- E. The team shall verify that the shipping company's SMS Manual is available onboard and ensure that the policies and procedures defining the structured program for apprenticeship training are incorporated within the manual.
- F. The team shall conduct interviews with the cadets and STO to verify if the cadets are receiving proper training. This can be further verified through the Training Record Book (TRB). Further, ensure that cadets are utilized only for ship-works related to the objective of the onboard training program.
- G. The team shall check the DJBWD and/or DJEWD of the cadets to ensure the progress of their OBT.
- H. The team shall verify the accommodation of cadets for the whole duration of OBT in accordance with the minimum accommodation requirements provided in **Annex F**. In cases of vessels engaged in short voyages of not more than four (4) hours travel time, may provide the accommodations of the cadets ashore as per MARINA Memorandum Circular No. 2022-01 dated 28 February 2022, paragraph IV, figure 6.
- I. The team shall ensure that the cadet properly completes the feedback and/or complaint form (**Annex G**) as part of the grievance procedures, which have been established to guarantee the fair, effective and prompt handling of cadets' complaints.

- J. Upon completion of the OBT of a cadet, a Sea Service Certificate (**Annex B**) shall be provided by the PCG via system-generated or manual input, and a Written Certification (**Annex C**) shall be provided to those cadets who did not comply with the 12-month OBT structured program, confirming that a cadet has undergone OBT for the specific period. Copy of said Sea Service Certificate/Written Certification can also be provided to CHED, MARINA and MHEIs to verify the authenticity of the certificate issued to cadets.
- K. While the PCG is still in the process of enhancing the database for the seamless recording of the monitoring of OBT and generating the Sea Service Certificate, all applications for the Sea Service Certificate/Written Certification shall be coursed through NHQ-PCG (Attn: Deputy Chief of Coast Guard Staff for Maritime Safety Services, CG-8) by the concerned PCG Stations/Sub-Stations who received the application from cadets. Application Forms (**Annex D**) with Data Privacy Consent Forms (**Annex E**) and other documentary requirements received from the cadets by the PCG Stations/Sub-Stations shall be sent with Endorsement/Transmittal (**Annex H**) to O/CG-8 not later than 24 hours.
- L. Upon verification, the system, through the O/CG-8, shall directly transmit a Portable Document Format (PDF) copy of the Sea Service Certificate (**Annex B**) to the cadet who has applied for the Sea Service Certificate (**Annex B**) and completed the 12-month Structured Onboard Training (OBT) program.
- M. The O/CG-8 shall issue a Written Certification (**Annex C**) to cadets who have not fulfilled the required 12-month Structured Onboard Training (OBT) program. This certification shall be sent to the cadet's email address, as provided during the application for the issuance of a Sea Service Certificate (**Annex B**) at the PCG Stations/Sub-Stations, through the official O/CG-8 email.

8. RESPONSIBILITY

A. Coast Guard District Commander:

- i. Shall conduct training to VSEI teams on the implementation of MARINA MC SC No. 2022-01 dated 28 February 2022 and Joint CHED-MARINA MC No. 01 Series of 2019;
- ii. Shall ensure that grievance procedures, which ensure fair, effective and expeditious handling of complaints of the cadets, have been established;
- iii. Shall immediately investigate any complaints/incidents that may occur in the implementation of this SOP;
- iv. Shall continue to devise appropriate measures for the efficient implementation of this SOP;
- v. Shall ensure proper filing of cadet OBT monitoring documents aboard PCG District/Stations/Sub-Stations;

- vi. Shall immediately submit the OBT Monitoring Report (**Annex A**) with findings/violations noted during the inspection to the MARINA Regional Office (MRO) and Commission on Higher Education Regional Office (CHEDRO) which has jurisdiction over the port of inspection and copy furnish Deputy Chief of Coast Guard Staff for Maritime Safety Services, CG-8, for CPCG's information, and Maritime Safety Services Command. Copy of said report must be retained onboard PCG Districts for a period of five (5) years for verification;
- vii. Shall submit a list of designated personnel authorized to access the Cadet Onboard Training Monitoring System to the O/CG-8 every 15th and last day of the month, regardless of whether any changes have occurred;
- viii. Shall in any circumstance, including but not limited to the reassignment of designated personnel, the endorsement with recommended replacements shall be forwarded to NHQ-PCG (Attn: Deputy Chief of Coast Guard Staff for Maritime Safety Services, CG-8) within twenty-four (24) hours;
- ix. Shall ensure that the PCG Stations/Sub-Stations properly document the releasing of Sea Service Certificates/Written Certification to cadets; and
- x. Shall monitor and supervise the strict implementation of this SOP.

B. Coast Guard Station Commanders

- i. Shall ensure that VSEI team members are trained and qualified to implement this SOP, especially the accomplishment of the OBT Monitoring Report (**Annex A**), Data Privacy Consent Form (**Annex E**), and Feedback and/or Complaint Forms (**Annex G**);
- ii. Shall supervise the proper conduct of inspection and monitoring of cadets under OBT;
- iii. Shall ensure that the cadet properly completes the feedback and/or complaint form (**Annex G**) as part of the grievance procedures, which have been established to guarantee the fair, effective and prompt handling of cadets' complaints;
- iv. Shall immediately investigate any complaints/incidents that may occur in the implementation of this SOP;
- v. Shall input the OBT Monitoring Report (**Annex A**) with findings/violations noted during the inspection into the system;
- vi. Shall immediately submit the OBT Monitoring Report (**Annex A**) with findings/violations noted during the inspection to their respective PCG District. Copy of said report must be retained onboard PCG Stations for a period of five (5) years for verification;

- vii. Shall send all the Application forms for the Sea Service Certificate (**Annex D**) and Data Privacy Consent Form (**Annex E**) along with the other documentary requirements with endorsement/transmittal (**Annex H**) not later than 24 hours to NHQ-PCG (Attn: Deputy Chief of Coast Guard Staff for Maritime Safety Services, CG-8) upon receipt from the cadets. The claim stub shall be returned to the cadet signed by the Watch on Duty, which is a requirement before claiming the Written Certification/Sea Service Certificate supplemented by the cadet's identification card;
- viii. Shall maintain a file and logbook of the Sea Service Certificates and Written Certifications issued by the O/CG-8, duly noting the control number and the date of issue for each document for monitoring of records purposes;
- ix. Shall submit a list of designated personnel authorized to access the Cadet OBT Monitoring System to their respective Coast Guard Districts every 15th and last day of the month, regardless of whether any changes have occurred;
- x. In any circumstance, including but not limited to the reassignment of designated personnel, the endorsement with recommended replacements shall be forwarded to PCG District within twenty-four (24) hours;
- xi. Shall ensure that the monitored OBT of cadets is immediately and accurately entered into the system;
- xii. Shall ensure proper filing of cadet monitoring documents aboard PCG Stations/Sub-Stations;
- xiii. Shall ensure that a copy of the list of cadets undergoing OBT on domestic vessels, as obtained from the MHEIs, is properly filed and maintained at the respective PCG Stations/ Sub-Stations within their area of responsibility; and
- xiv. Shall ensure strict implementation of this SOP at all times.

C. Coast Guard Sub-Station Commander:

- i. Shall ensure that VSEI team members are trained and qualified to implement this SOP, especially the accomplishment of the OBT Monitoring Report (**Annex A**);
- ii. Shall ensure that the cadet properly completes the feedback and/or complaint form (**Annex G**) as part of the grievance procedures, which have been established to guarantee the fair, effective and prompt handling of cadets' complaints;
- iii. Shall immediately investigate any complaints/incidents that may occur in the implementation of this SOP;



- iv. Shall supervise the proper conduct of inspection and monitoring of cadets under OBT;
- v. Shall supervise the input of the OBT Monitoring Report (**Annex A**) with findings/violations noted during the inspection into the system;
- vi. Shall immediately submit the OBT Monitoring Report (**Annex A**) with findings/violations noted during the inspection to their respective PCG District. Copy of said report must be retained onboard PCG Stations for a period of five (5) years for verification;
- vii. Shall ensure that the monitored OBT of cadets is immediately and accurately entered into the system;
- viii. Shall send all the Application forms for the Sea Service Certificate (**Annex D**) and Data Privacy Consent Form (**Annex E**) along with the other documentary requirements with endorsement/transmittal (**Annex H**) not later than 24 hours to NHQ-PCG (Attn: Deputy Chief of Coast Guard Staff for Maritime Safety Services, CG-8) upon receipt from the cadets. The claim stub shall be returned to the cadet signed by the Watch on Duty, which is a requirement before claiming the Sea Service Certificate/Written Certification supplemented by the cadet's identification card;
- ix. Shall maintain a file and logbook of the Sea Service Certificates and Written Certifications issued by the O/CG-8, duly noting the control number and the date of release for each document;
- x. Shall submit a list of designated personnel authorized to access the Cadet Onboard Training Monitoring System to their respective Coast Guard Stations every 15th and last day of the month, regardless of whether any changes have occurred;
- xi. In any circumstance, including but not limited to the reassignment of designated personnel, the endorsement with recommended replacements shall be forwarded to PCG District within twenty-four (24) hours;
- xii. Shall ensure that a copy, obtained from the MHEIs, of the list of students/cadets undergoing OBT at a domestic ship within their respective area of responsibility is filed aboard PCG Sub-Stations; and
- xiii. Shall ensure strict implementation of this SOP at all times.

D. Vessel Safety Enforcement Inspectors:

- i. Shall be professional and courteous before, during and after the conduct of monitoring and inspection;
- ii. Shall ensure proper execution of this SOP and complete the required documents/records and reports;

- iii. Shall immediately report to the Coast Guard District/Station when violations have been observed during the conduct of monitoring and inspection; and
- iv. Shall provide a duplicate copy of the Onboard Training Monitoring Report (**Annex A**) to the Master of the vessel and shall remind the Master that said report must be retained onboard for a period of five (5) years for verification;

E. Maritime Safety Services Command:

- i. Shall review existing regulations and procedures in the conduct of this SOP and initiate reforms or amendments for improvement;
- ii. Shall ensure proper filing of cadet monitoring documents and vessels with violations of MARINA MC No. SC 2022-01 aboard respective sub-units;
- iii. Shall review any complaints/incidents that may occur in the implementation of this SOP; and
- iv. Shall oversee the training of VSEI team and monitor the implementation of this SOP.

F. Coast Guard Information System:

- i. Shall assist in the enhancement of the Cadet Onboard Training Monitoring System;
- ii. Shall immediately investigate any complaints/incidents that may occur in the implementation of this SOP;
- iii. As technical support in sustaining the system shall monitor the conduct of regular maintenance and updates to ensure the system's reliability and performance; and
- iv. Shall assist in daily backup of files and execute system upgrades to incorporate new features, improve user experience, and address emerging needs.

G. Vessel Safety Services Unit:

- i. Shall review existing regulations and procedures in the conduct of this SOP and initiate reforms or amendments for improvement;
- v. Shall immediately investigate any complaints/incidents that may occur in the implementation of this SOP; and
- ii. Shall maintain a record of vessels noted with violations of MARINA MC No. SC 2022-01 for monitoring purposes.

H. Maritime Safety Services Training Institute:

- i. Shall review existing regulations and procedures in the conduct of this SOP and initiate reforms or amendments for improvement;
- ii. Shall include the monitoring of onboard training of cadets in the program of instruction in the appropriate trainings conducted by MSSTI; and
- iii. Shall program appropriate training for Coast Guard District VSEI teams to ensure systematic and uniform conduct of this SOP.

I. Maritime Safety Services Unit:

- i. Shall review existing regulations and procedures in the conduct of this SOP and initiate reforms or amendments for improvement;
- vi. Shall immediately investigate any incident that may occur within the system; and
- ii. Shall ensure proper filing of cadet monitoring documents.

J. Deputy Chief of Coast Guard Staff for Maritime Safety Services, CG- 8:

- i. Shall periodically review existing regulations and procedures in the conduct of this SOP and initiate reforms or amendments for improvement;
- ii. Shall recommend system upgrades to incorporate new features, enhance user experience, and address emerging needs;
- iii. While the PCG is still in the process of enhancing the database for the monitoring of OBTC, shall provide the Sea Service Certificate (**Annex B**)/ Written Certification (**Annex C**) which shall be sent to the respective PCG Stations/ Sub-Stations that received the application from cadets in Portable Document Format (PDF) file. Copy of the released certificates can also be provided to the CHED, MARINA and MHEIs to verify the authenticity of the certificate issued to cadets;
- iv. Upon verification of records, the PDF copy of the Sea Service Certificate/Written Certification shall be released to the email address provided by the cadet in their Application Form (**Annex D**), as well as to the PCG Station or Sub-Station that initially received and evaluated the application, for recording purposes, within three (3) working days from the receipt of the completed application form;
- v. Shall initiate printing and/or publication of appropriate forms with security conditions; and
- vii. Shall immediately investigate any complaints/incidents that may occur in the implementation of this SOP.

9. RESCISSION

This SOP rescinds all other publications contrary to the provisions stated herein.

10. EFFECTIVITY

This SOP shall take effect on 11 September 2024.

BY COMMAND OF ADMIRAL GAVAN PCG:

OFFICIAL:

**HOSTILLO ARTURO E CORNELIO
RADM PCG
Chief of Coast Guard Staff**


**JAYSIEBELL B FERRER
CDR PCG
Coast Guard Adjutant**

Annexes:

- A – Onboard Training Monitoring Report*
- B – Sea Service Certificate*
- C – Written Certification*
- D – Sea Service Certificate Application Form*
- E – Data Privacy Consent Form*
- F – Minimum Cadet Accommodation Details*
- G – Client Feedback Form and Cadet Onboard Training Complaint Form*
- H – Endorsement/Transmittal*



ANNEX A- ONBOARD TRAINING MONITORING REPORT

Republic of the Philippines
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY
PHILIPPINE COAST GUARD



FOR : The Regional Director
MARINA Regional Office
FROM : Monitoring/Inspection Team
SUBJECT : ONBOARD TRAINING MONITORING REPORT
DATE :

Madam/Sir:

Pursuant to Section 12, Article VIII of the Joint MARINA-PCG Memorandum Circular No. 001, Series of 2019, we are forwarding a summary of the recently concluded onboard monitoring, together with the Master's Declaration of Safety Departure (MDSD), for your information and appropriate action.

Form with sections: Name of vessel and Official Number; Maximum allowable cadets onboard; Date and Place of Monitoring / Inspection; Findings/Violations (7 items with checkboxes); Remark's.

Name and Signature of the Monitoring/Inspection Team

Table with 3 columns: Name, Rank / Position, Signature. Three empty rows for data entry.

Acknowledged by:

Table with 2 columns: Signature over printed name of the Master and Ship's Stamp, Date.

Handwritten signature

PERSONAL COPY



ANNEX B- SEA SERVICE CERTIFICATE

Republika ng Pilipinas
PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(National Headquarters Philippine Coast Guard)
139 25th St., Port Area
1018 Manila



SEA SERVICE CERTIFICATE

Name : Juan Dela Cruz
Gender : Male
MHEI : Zamboanga City State Polytechnic College

THIS IS TO CERTIFY that the person whose name and photo appear herein, has accumulated 365 days of onboard training as (Deck/Engine) Cadets aboard:

PICTURE
Date Issued: 31 September 2023



Name of Vessel:
Gross Tonnage/Engine Power Rating:
Period Monitored Onboard:

QR CODE

(SIGNATURE)

CONTROL NO. 202309-0000000001

ADM RONNIE GIL L GAVAN PCG
PHILIPPINE COAST GUARD

Note: To verify the authenticity of this Certificate, use QR Code scanner.



Republika ng Pilipinas
PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(National Headquarters Philippine Coast Guard)
139 25th St., Port Area
1018 Manila



SEA SERVICE CERTIFICATE

Name : Juan Dela Cruz
Gender : Male
MHEI : Zamboanga City State Polytechnic College

THIS IS TO CERTIFY that the person whose name and photo appear herein, has accumulated 365 days of onboard training as (Deck/Engine) Cadets aboard:

PICTURE
Date Issued: 31 September 2023



Name of Vessel:
Gross Tonnage/Engine Power Rating:
Period Monitored Onboard:

QR CODE

(SIGNATURE)

CONTROL NO. 202309-0000000001

ADM RONNIE GIL L GAVAN PCG
PHILIPPINE COAST GUARD

Note: To verify the authenticity of this Certificate, use QR Code scanner.

PCG COPY

Handwritten signature

ANNEX C- WRITTEN CERTIFICATION

PERSONAL COPY

Date Issued: _____
(Day/Month/Year)

CONTROL NO. _____
(Month/Day/Year-Series No.)



Republika ng Pilipinas
PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(National Headquarters Philippine Coast Guard)
139 25th St., Port Area
1018 Manila

2x2
Uniform with white
Background

CERTIFICATION

Name: (LAST NAME, FIRST NAME, MIDDLE NAME)
Gender: (MALE/FEMALE)
Maritime Higher Education Institution: (NAME OF MHEI/SCHOOL)

THIS IS TO CERTIFY that the person whose name and photo appear herein, has **NOT COMPLETED** the required onboard training on Philippine-registered vessels engaged in domestic shipping, however, they accumulated (Total No. of Days) Days of onboard training as (Deck/Engine) Cadet aboard (Name of Vessel), (Gross Tonnage) GT, (Engine Power) KW with Period Monitored Onboard: (Date Embarkation) to (Date Disembarkation).

FOR THE COMMANDANT, PCG:

(SIGNATURE)

Not Valid Without Dry Seal

CAPT JOMARK U ANGUE PCG
Deputy Chief of Coast Guard Staff for
Maritime Safety Services, CG-8

Note: To verify the authenticity of this Certification, please contact us via email at nhbgcg8@gmail.com

PCG COPY

Date Issued: _____
(Day/Month/Year)

CONTROL NO. _____
(Month/Day/Year - Series No.)



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PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(National Headquarters Philippine Coast Guard)
139 25th St., Port Area
1018 Manila

2x2
Uniform with white
Background

CERTIFICATION

Name: (LAST NAME, FIRST NAME, MIDDLE NAME)
Gender: (MALE/FEMALE)
Maritime Higher Education Institution: (NAME OF MHEI/SCHOOL)

THIS IS TO CERTIFY that the person whose name and photo appear herein, has **NOT COMPLETED** the required onboard training on Philippine-registered vessels engaged in domestic shipping, however, they accumulated (Total No. of Days) Days of onboard training as (Deck/Engine) Cadet aboard (Name of Vessel), (Gross Tonnage) GT, (Engine Power) KW with Period Monitored Onboard: (Date Embarkation) to (Date Disembarkation).

FOR THE COMMANDANT, PCG:

(SIGNATURE)

Not Valid Without Dry Seal

CAPT JOMARK U ANGUE PCG
Deputy Chief of Coast Guard Staff for
Maritime Safety Services, CG-8

Note: To verify the authenticity of this Certification, please contact us via email at nhbgcg8@gmail.com

Annex D – APPLICATION FORM FOR SSC/CERTIFICATION

Control No. _____
(DayMonthYear-Series No.)



PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(National Headquarters Philippine Coast Guard)
139 25th St., Port Area
1018 Manila

APPLICATION FORM FOR SEA SERVICE CERTIFICATE/CERTIFICATION

(Please fill in the data.)

I. CADET INFORMATION

- A. NAME:** _____
Last Name First Name Middle Name
- B. DATE OF BIRTH:** _____ (e.g. 01 January 1989)
- C. COURSE:** _____
- D. MARITIME HIGHER EDUCATION INSTITUTION (MHEI):**

- E. CONTACT NUMBER:** _____ **F. EMAIL:** _____

II. OBT VESSEL INFORMATION

- A. NAME OF OBT VESSEL:** _____ **B. TYPE OF VESSEL:** _____
- C. GROSS TONNAGE (GT):** _____ **D. ENGINE POWER (KW):** _____
- E. DATE EMBARKATION:** _____ **F. DATE DISEMBARKATION:** _____

CADET SIGNATURE

DATE

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Claim Stub: (to be filled-up by the PCG Station/Substation)

Name of Coast Guard Station/Substation: _____

Contact Number of Station/Substation: _____

Date to Claim: _____

NAME AND SIGNATURE OF DUTY OFFICE WATCH

ANNEX E- DATA PRIVACY CONSENT FORM



Republic of the Philippines
NATIONAL HEADQUARTERS PHILIPPINE COAST GUARD
139 25th Street, Port Area 1018 Manila

DATA PRIVACY CONSENT FORM

The undersigned permits the Philippine Coast Guard (PCG) and other relevant authorities and entities involved in the verification, validation, and promotion of sea service records to collect, use, share, and disclose sensitive and personal information, given and/or disclosed in the application form or any PCG standard forms/documents in connection with the monitoring of onboard training, issuance of sea service certificate/records, promotional advocacies related to the maritime industry (e.g., publication of personal details/information on PCG website and or system, in print materials, etc., if applicable) to the PCG and other authorities/entities in promoting professionals seafarers welfare globally.

As the Data Subject, you have the right to be informed of the personal information being collected, processed, and stored by PCG as well as to access, object, rectify, and block the same. For questions or concerns, you may contact PCG at nhqpcg8@gmail.com.

I have read this form, understood its contents, and consent to the utilization of my sensitive and personal data. This consent enables the PCG to comply with R.A 10173, otherwise known as the Data Privacy Act of 2012. I understand that I have the right to withdraw my consent at any time by notifying the Philippine Coast Guard in writing. However, withdrawal of consent may impact the monitoring, issuance, and promotional activities.

Signed this _____ day of _____ at _____.
(date) (Month and Year) (Place)

(Signature over Printed Name of Cadet/Applicant)

ANNEX F – MINIMUM CADET ACCOMODATION DETAILS

MINIMUM CADET ACCOMMODATION DETAILS

CADET SLEEPING ROOM REQUIREMENTS	
I. Type of Accommodation	
1. Cabin	<p>a. Can accommodate maximum of eight (8) cadets per cabin</p> <p>b. Deck Sheathing must be non-skid materials.</p> <p>(There should be separate accommodation for male and female cadets)</p>
2. Dormitory	<p>a. Number of cadets shall be determined by the number of properly-constructed fixed single or two-tier berths</p> <p>b. Deck Sheathing must be non-skid materials</p> <p>c. Should have partitioning wall enclosure</p> <p>(There should be separate accommodation for male and female cadets)</p>
II. Minimum Requirement for Bunks	
1. Size	1.83m (L) x (0.61) m (W) or 6 ft (L) x 2 ft (W)
2. Arrangement	Single or Two-tier Access to bunks must not be obstructed
3. Framework of Bunk	<p>a. Metal or other materials which are hard, smooth and unlikely to become corroded</p> <p>b. Properly-constructed fixed bunk</p>
4. Passageway	0.61 meters width
5. Distance from the Bottom Bunk to the Floor Deck	0.15 meters

6. Distance Between the Lower Bed and the Upper Bed in Two-Tier Bunks	0.70 meters
7. Distance of Upper Bed from the Lower Side of Headboard Beams or Ceiling if Fitted Below those Beams	Free height of 1.00 meter
8. Access to Upper Bed in Two-Tier Bunks	Suitable and safe steps must be provided
III. Toilet and Bath	
1. Toilet	<ul style="list-style-type: none"> a. Separate for Men and Women b. Must be accessible to all cadets
2. Shower or Bath	<ul style="list-style-type: none"> a. Separate for Men and Women b. Must be accessible to all cadets <p>(Required on ships with travel time of more than four (4) hours)</p>
3. Amenities	<ul style="list-style-type: none"> a. Running water available at all times b. Covered trash can
IV. Furnitures and Fixtures	<ul style="list-style-type: none"> a. Tables and Chairs b. Waste Bins/Waste Baskets c. Mirror d. Closet
V. Amenities	<ul style="list-style-type: none"> a. Proper Lighting b. Appropriate ventilation system must be installed

ANNEX G-OBT COMPLAINT FORM



Control No. _____

PAMBANSANGPUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(National Headquarters Philippine Coast Guard)
139 25th Street, Port Area
1018 Manila

CADET ONBOARD TRAINING COMPLAINT FORM

This form is intended to gather feedback, complaints, or concerns from cadets undergoing onboard training on Philippine-registered vessels engaged in domestic shipping. Your feedback is essential in helping us ensure the safety and quality of training provided.

INSTRUCTIONS: Please fill out the following fields with the necessary information. Rest assured that all details provided will be treated with the utmost confidentiality and will only be used for validation purposes. The Philippine Coast Guard (PCG) will diligently verify your concerns, and your personal information will remain secure until the validation process is completed.

1. Personal Information

Full Name: _____ Email Address: _____
Cadet Billet _____ Cadet ID Number: _____ Mobile Number: _____
Training Institution: _____ MHEI/School Address: _____
Training Period (Start and End Dates): _____

2. Query/Complaint Details

Type of Feedback: [] Complaint [] Concern [] Suggestion [] Other (please specify): _____
PCG Station/Substation: _____
Vessel Name: _____ Vessel IMO Number: _____
Location: _____ Date of Incident/Concern: _____

Description of the Concern:

(Please provide a detailed account of the issue you encountered. Include relevant dates, locations, and any individuals involved.)

3. Supporting Documents (if applicable)

(Please send via email at nhqpcg8@gmail.com any supporting documents (photos, reports, communications) that could help in the validation of your concern.)

4. Declaration

By submitting this form, I confirm that the information provided is accurate and truthful to the best of my knowledge. I understand that my personal information will be kept confidential and will only be used by the Philippine Coast Guard and other maritime authorities for the purpose of validating and addressing my concern.

[] I agree to the terms and conditions.

For further inquiries or follow-up on your submitted concern, please contact us via email at nhqpcg8@gmail.com or +639-953-3726-64.

The Philippine Coast Guard (PCG) is committed to addressing your complaints or queries promptly and effectively. Rest assured that your personal information will be kept confidential and will only be used for the validation and resolution of your concern.

Handwritten signature



ANNEX G- FEEDBACK FORM

Control No: _____

PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(National Headquarters Philippine Coast Guard)

(On-Site Version)

HELP US SERVE YOU BETTER!

This Client Satisfaction Measurement (CSM) tracks the customer experience of government offices. Your feedback on your recently concluded transaction will help this office provide a better service. Personal information shared will be kept confidential and you always have the option to not answer this form.

Client type: Citizen Business Government (Employee or another agency)

Date: _____ Sex: Male Female Age: _____

Region of residence: _____ Service Availed: _____

INSTRUCTIONS: Check mark (✓) your answer to the Citizen's Charter (CC) questions. The Citizen's Charter is an official document that reflects the services of a government agency/office including its requirements, fees, and processing times among others.

- CC1 Which of the following best describes your awareness of a CC?
1. I know what a CC is and I saw this office's CC.
2. I know what a CC is but I did NOT see this office's CC.
3. I learned of the CC only when I saw this office's CC.
4. I do not know what a CC is and I did not see one in this office. (Answer 'N/A' on CC2 and CC3)

- CC2 If aware of CC (answered 1-3 in CC1), would you say that the CC of this office was ...?
1. Easy to see
2. Somewhat easy to see
3. Difficult to see
4. Not visible at all
5. N/A

- CC3 If aware of CC (answered codes 1-3 in CC1), how much did the CC help you in your transaction?
1. Helped very much
2. Somewhat helped
3. Did not help
4. N/A

INSTRUCTIONS:

For SQD 0-8, please put a check mark (✓) on the column that best corresponds to your answer.

Table with 7 columns: Strongly Disagree, Disagree, Neither Agree nor Disagree, Agree, Strongly Agree, N/A Not Applicable. Rows include SQD0 through SQD8 with various service quality statements.

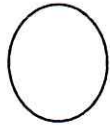
Suggestions on how we can further improve our services (optional):

Email address (optional): _____

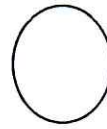
THANK YOU!

Handwritten signature

ANNEX H-TRANSMITTAL/ENDORSEMENT



HEADING



DATE

From: Commander, Coast Guard Station Cebu
To: Commandant, Philippine Coast Guard
(Attn: DCCGS for Maritime Safety Services, CG-8)

Via: Commander, Coast Guard District Central Visayas
(Attn: DCDS for Maritime Safety, D8)

Subj: Issuance of Sea Service Certificate (SSC), Request for

- Encls: A. Application Form
B. Crew List
C. Masters Declaration of Safe Departure (MDSD)
D. Notarized Certificate of Sea Service Certificate signed by Master of Vessel
E. Notarized Certificate of Sea Service Certificate signed by Authorized Representative from Shipping Company
F. Seaman's Book
G. Training Record Book
H. Daily Journal Watchkeeping Duties
I. Drydocking Certificate (if applicable)
J. No Voyage Certificate (if applicable)
K. 2x2 Picture (white background)

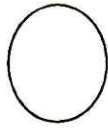
1. In connection with the application for the issuance of Sea Service Certificates/Written Certifications, respectfully endorse the following names who have completed the verification of the Master's Declaration of Safe Departure (MDSD), including the Crew List, and the evaluation of the required documentation:

No	Name	Sea Service Duration (Date Joined-Date Left)	Drydocking Duration (if applicable)	No Voyage (if applicable)
1	Juan Dela Cruz	01 January 2023- 01 January 2024	04 February 2023- 20 February 2024	21 March 2023- 03 April 2023

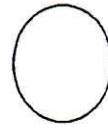
2. For favorable consideration.

JHON B DOE
CDR PCG

ANNEX H-TRANSMITTAL/ENDORSEMENT



HEADING



DATE

From: Commander, Coast Guard Substation Caibiran
To: Commandant, Philippine Coast Guard
(Attn: DCCGS for Maritime Safety Services, CG-8)

Via: Commander, Coast Guard District Eastern Visayas
(Attn: DCDS for Maritime Safety, D8)

Commander, Coast Guard Station Biliran
(Attn: DCSS for Maritime Safety Services, S8)

Subj: Issuance of Sea Service Certificate (SSC), Request for

- Encls: A. Application Form
B. Crew List
C. Masters Declaration of Safe Departure (MDSD)
D. Notarized Certificate of Sea Service Certificate signed by Master of Vessel
E. Notarized Certificate of Sea Service Certificate signed by Authorized Representative from Shipping Company
F. Seaman's Book
G. Training Record Book
H. Daily Journal Watchkeeping Duties
I. Drydocking Certificate (if applicable)
J. No Voyage Certificate (if applicable)
K. 2x2 Picture (white background)

1. In connection with the application for the issuance of Sea Service Certificates/Written Certifications, respectfully endorse the following names who have completed the verification of the Master's Declaration of Safe Departure (MDSD), including the Crew List, and the evaluation of the required documentation:

No	Name	Sea Service Duration (Date Joined-Date Left)	Drydocking Duration (if applicable)	No Voyage (if applicable)
1	Juan Dela Cruz	01 January 2023- 01 January 2024	04 February 2023- 20 February 2024	21 March 2023- 03 April 2023

2. For favorable consideration.

JHON B DOE
CDR PCG