



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

NHQ-PCG/CG-8

23 January 2024

**STANDING OPERATING PROCEDURE
NUMBER.....03-23**

Amendment 01-24

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

I. AUTHORITY

- A. Republic Act 9993 Rule 3(a) – The Philippine Coast Guard Law of 2009
- B. Republic Act 7722 – Higher Education Act of 1994
- C. Republic Act 10635 – ICSTCW implemented and enforced by MARINA

II. REFERENCES

- A. MARINA Memorandum Circular No. 2022-01 dated 28 February 2022
- B. Joint CHED-MARINA MC No. 01 Series of 2022
- C. Joint MARINA-PCG MC No. 001 Series of 2019
- D. Memorandum of Agreement between CHED and PCG dated 02 February 2023

III. PURPOSE

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

IV. SCOPE

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

V. 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 Certificate of Competency (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 on-board registered international ships or domestic ships to fulfill a maritime academic course.
- E. **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 Certificate of Competency (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.
- F. **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.
- G. **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.
- H. **Maritime Higher Education Institutions (MHEIs)** – refers to a higher education institution granted authority to operate BSMT and/or BSMarE program by the CHED.
- I. **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.

- J. **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.
- K. **Pre-departure Inspection (PDI)** – an inspection conducted by PCG to all Philippine-registered vessels prior departure.
- L. **Safety Management System (SMS)** – refers to an organized system planned and implemented by the shipping companies to ensure safety of the ship and its crew and/or passengers and marine environment.
- M. **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 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.
- N. **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 cadet 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.
- O. **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).

VI. POLICIES

- A. The Vessel Safety Enforcement Inspection (VSEI) team shall check all TRB, DJBWD and DJEWD to ensure that the OBT of cadets are properly conducted;
- B. The VSEI team shall check the ship's record of OBT Monitoring Report (Annex A) and shall remind the Master that said report must be retained onboard for a period of two 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 indicated at the PCG OBT of Cadets Monitoring Form (Annex E-G);

- E. A database of lists of cadets and their significant information shall be created for the purpose of monitoring their OBT;
- F. Submission of OBT Monitoring Report and the accumulated number of SSC issued to cadets shall be submitted once a month to CHED, MARINA, and MHEIs via O/CG-8 (Annex B);
- G. BSMT and BSMarE cadets should have an accumulated OBT of twelve (12) months.

VII. 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 MDS prior the conduct of PDI shall also verify the submission of the following:
 - 1. Crew list indicating the following:
 - a. Designated Shipboard Training Officer (STO); and
 - b. Onboard Cadet.
 - 2. Training Schedule of Cadets.
- B. Upon PDI, said team shall fill-in the Onboard Training (OBT) Monitoring Report for cadets onboard (Annex A). 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.
- C. 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.
- D. The team shall verify that the shipping company's Safety Management System (SMS) Manual is available onboard and ensure that their policies and procedures defining their structured program on apprenticeship training are incorporated within the manual.
- E. The team shall conduct interviews with the cadets and STO to verify if the cadets are receiving proper training. This can be further verified thru the Training Record Book (TRB). Further, ensure that cadets are utilized only for ship-works related to the objective of the onboard training program.
- F. The team shall check the DJBWD and/or DJEWD of the cadets to ensure the progress of their OBT.
- G. The team shall verify the accommodation of cadets for the whole duration of OBT in accordance with the minimum accommodation requirements provided in Annex C. On cases of vessels engaged in short voyage 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.

- H. The team shall ensure that grievance procedures, which ensures fair, effective and expeditious handling of complaints of the cadets, have been established.
- I. 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. Copy of said certificate can also be provided to CHED, MARINA, and MHEIs to verify the authenticity of the certificate issued to cadets.
- J. While the PCG is still on the process of acquiring a database for the monitoring of OBT, all application for OBT Sea Service Certificate shall be coursed through NHQ-PCG (CG-8) by the concerned PCG Stations/Substations who received the application from cadets. Application forms (Annex D) with data privacy consent forms received from the cadets by the PCG Stations/Sub- stations shall be sent to O/CG-8 not later than 24 hours.
- K. Upon verification of records, the O/CG-8 will release the Portable Document Format (PDF) copy of the Sea Service Certificate to the PCG Station/Substation who initially received the application form submitted by the cadet. The PCG Station/Substation shall then print the Sea Service Certificate and thereafter stamp their unit dry seal before releasing the document to the cadet.

VIII. RESPONSIBILITY

A. Coast Guard District Commander:

- 1. Shall conduct trainings 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;
- 2. Shall continue to devise appropriate measures for the efficient implementation of this SOP;
- 3. Shall ensure proper filing of cadet OBT monitoring documents aboard PCG District/Stations/Substations;
- 4. Shall immediately submit the OBT Monitoring Report with findings/violations noted during the inspection to the MARINA Regional Office (MRO) who 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;
- 5. Shall submit the PCG OBT Monitoring Form to the Office of the Deputy Chief of Coast Guard Staff for Maritime Safety Services, CG- 8, with format shown in Annex E, twice a month with the following coverage and submission:

COVERAGE	DATE OF SUBMISSION
First (1 st) day to the fifteenth (15 th) day of the month	17 th day of the month

Sixteenth (16th) day to the last day of the month	2nd day of the next month
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6. Shall ensure that the PCG Stations/Substations properly documents the releasing of Sea Service Certificate to cadets; and
7. Shall monitor and supervise the strict implementation of this SOP.

B. Coast Guard Station Commanders

1. Shall ensure that VSEI team members are trained and qualified to implement this SOP, especially the filling up of Onboard Training Monitoring Report for cadets onboard (Annex A);
2. Shall supervise the proper conduct of inspection and monitoring of cadets under OBT;
3. Shall immediately submit the OBT Monitoring Report with findings/violations noted during the inspection to their respective PCG District;
4. Shall issue a Sea Service Certificate (Annex B) to cadets who has completed their OBT via system generated or manual input;
5. Shall send the Application form for OBT Sea Service Certificate (Annex D) with the data privacy consent form to O/CG-8 not later than 24 hours 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 supplemented by the cadet's identification card;
6. Shall print the Portable Document Format (PDF) copy of the Sea Service Certificate released by the O/CG-8 to the PCG Station who initially received the application form submitted by the cadet and thereafter stamp their unit dry seal before releasing the document;
7. Shall maintain a file of the Sea Service Certificate released by the unit and the release date;
8. Shall submit the OBT Monitoring Form (Annex F) to their respective PCG District twice a month with the following coverage and submission:

COVERAGE	DATE OF SUBMISSION
First (1st) day to the fifteenth (15th) day of the month	16th day of the month
Sixteenth (16th) day to the last day of the month	1st day of the next month

9. Shall ensure proper filing of cadet monitoring documents aboard PCG Stations/Substations;

10. Shall ensure that a copy, obtained from the Maritime Higher Education Institutions (MHEIs), of the list of students/cadets undergoing OBТ at a domestic ship within their respective area of responsibility, is filed aboard PCG Stations/Substations; and
11. Shall ensure strict implementation of this SOP at all times.

C. Coast Guard Substation Commander:

1. Shall ensure that VSEI team members are trained and qualified to implement this SOP, especially the filling up of OBТ Monitoring Report (Annex A);
2. Shall supervise the proper conduct of inspection and monitoring of cadets under OBТ;
3. Shall submit daily the OBТ Monitoring Report (Annex A) to the respective PCG Stations for filing and consolidation prior submission to higher headquarters;
4. Shall immediately submit the OBТ Monitoring Report with findings/violations noted during the inspection to the PCG Station;
5. Shall ensure proper filing of cadet monitoring documents aboard PCG Sub-stations;
6. Shall send the Application form for OBТ Sea Service Certificate (Annex D) with data privacy consent form to O/CG-8 not later than 24 hours 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 supplemented by the cadet's identification card;
7. Shall print the Portable Document Format (PDF) copy of the Sea Service Certificate released by the O/CG-8 to the PCG Substation who initially received the application form submitted by the cadet and thereafter stamp their unit dry seal before releasing the document;
8. Shall maintain a file of Sea Service Certificate released by the unit and the release date;
9. Shall ensure that a copy, obtained from the Maritime Higher Education Institutions (MHEIs), of the list of students/cadets undergoing OBТ at a domestic ship within their respective area of responsibility, is filed aboard PCG Substations; and
10. Shall ensure strict implementation of this SOP at all times.

D. Vessel Safety Enforcement Inspectors:

1. Shall be professional and courteous before, during, and after the conduct of monitoring and inspection;

2. Shall in every pre-departure inspection secure the Certified True Copy of Masters' Declaration of Safe Departure and Crew List both signed by the Master which must be stored and retained for a period of five (5) years for verification purposes;
3. Shall immediately report to Coast Guard District/Station when violations have been observed during the conduct of monitoring and inspection;
4. Shall provide a duplicate copy of Onboard Training Monitoring Report (Annex A) to the Master of the vessel before leaving and shall remind the Master that said report must be retained onboard for a period of two years for verification;

E. Maritime Safety Services Command:

1. Shall review existing regulations and procedures in the conduct of this SOP and initiate reforms or amendments for improvement;
2. Shall ensure proper filing of cadet monitoring documents and vessels with violations of MARINA MC No. SC 2022-01 aboard respective sub-units; and
3. Shall oversee the training of VSEI team and monitor the implementation of this SOP.

F. Vessel Safety Services Unit:

1. Shall review existing regulations and procedures in the conduct of this SOP and initiate reforms or amendments for improvement; and
2. Shall maintain record of vessels noted with violations of MARINA MC No. SC 2022-01 for monitoring purposes.

G. Maritime Safety Services Training Institute:

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

H. Maritime Safety Services Unit:

1. Shall review existing regulations and procedures in the conduct of this SOP and initiate reforms or amendments for improvement; and
2. Shall ensure proper filing of cadet monitoring documents.

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

1. Shall periodically review existing regulations and procedures in the conduct of this SOP and initiate reforms or amendments for improvement;
2. While the PCG is still on the process of acquiring a database for the monitoring of OBT, shall provide the Sea Service Certificate (Annex **B**) which shall be sent to the respective PCG Stations/Sub-stations who received the application from cadets in Portable Document Format (PDF) form; 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.
3. Upon verification of records, shall release the Portable Document Format (PDF) copy of the SSC to the PCG Station or Sub-station that initially received the application form with data privacy form submitted by the cadet three (3) days after receiving the application form;
4. Monthly submission of the Onboard Training Monitoring Form (Annex **E**) as well as the total number of issued SSC to CHED and MARINA; and
5. Shall initiate printing and/or publication of appropriate forms with security conditions.

IX. RESCISSION

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

X. EFFECTIVITY

This SOP shall take effect upon approval.

BY COMMAND OF COAST GUARD ADMIRAL GAVAN:

OFFICIAL:

HOSTILLO ARTURO E CORNELIO
CG RADM
Chief of Coast Guard Staff


CHARITY G COPIACO
CG CDR
Coast Guard Adjutant




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 (MDS), for your information and appropriate action.

Name of vessel and Official Number:	
Maximum allowable cadets onboard as declared by the Shipowner/Ship operator:	
Date and Place of Monitoring / Inspection:	Date and Place of last Monitoring / Inspection:
Findings/Violations: <ul style="list-style-type: none"> <input type="checkbox"/> 1. The vessel where the cadet/s is/are undergoing onboard training is not listed as an identified vessel pursuant to Section 10 of the Joint MARINA-PCG Memorandum Circular No. 001 <input type="checkbox"/> 2. The vessel carries more than the allowed number of cadets as declared by its shipowner/s or ship operator/s. <input type="checkbox"/> 3. Cadets have no suitable accommodation onboard for the whole duration of the onboard training. <input type="checkbox"/> 4. Cadets have no allocated Life Saving Equipment. <input type="checkbox"/> 5. The shipping company has no policies and procedures defining their structured program on apprenticeship training incorporated in their respective Safety Management System (SMS) Manuals. <input type="checkbox"/> 6. Failure to document the training activities in the Training Record Book and Daily Journal of Bridge Watchkeeping Duties or Daily Journal of Engine-room Watchkeeping Duties. Manuals. <input type="checkbox"/> 7. The vessel where the cadet/s is/are undergoing onboard training is less than 500 gross tonnage and/or less than 750 kWh of main propulsion machinery. 	
Remark's:	

Name and Signature of the Monitoring/Inspection Team

Name	Rank / Position	Signature

Acknowledged by:

Signature over printed name of the Master and Ship's Stamp	Date

PERSONAL COPY



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(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, based on the monitoring of the PHILIPPINE COAST GUARD, has accumulated **360 days** of onboard training of **(Deck/Engine)** Cadets aboard:

PICTURE

Date Issued: 31 September 2023



QR CODE

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

Not Valid Without Dry Seal

(SIGNATURE)

CG ADM RONNIE GIL L GAVAN
PHILIPPINE COAST GUARD

CONTROL NO. 202309-0000000001

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



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(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, based on the monitoring of the PHILIPPINE COAST GUARD, has accumulated **360 days** of onboard training of **(Deck/Engine)** Cadets aboard:

PICTURE

Date Issued: 31 September 2023



QR CODE

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

Not Valid Without Dry Seal

(SIGNATURE)

CG ADM RONNIE GIL L GAVAN
PHILIPPINE COAST GUARD

CONTROL NO. 202309-0000000001

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

PCG COPY

ANNEX C – MINIMUM CADET ACCOMMODATION 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



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 E - ONBOARD TRAINING MONITORING FORM to CG-8

PREPARED BY:

CERTIFIED TRUE:

**(HEAD OF UNIT)
D-8/DISTRICT MARITIME SAFETY SERVICES UNIT**

**CG COMMO
COMMANDER, COAST GUARD DISTRICT**



COAST GUARD STATION HEADING

To : Commander, Coast Guard District
 (Attn: Maritime Safety Services Unit)

From : Commander, Coast Guard Station

Subj : OBT Monitoring Form

Date : _____

Submitted herewith is this station's monitoring of the OBT of cadets/ aboard ship within the area of jurisdiction. This station validated the actual number of cadets physically onboard based on the declaration made by the shipowner/ship operator and cross-checked with the list of students reported by the MHEIs to be onboard. Moreover, attached herewith are the OBT Monitoring Report for this station's sub-stations. This monitoring covers the period **from 01 to 15 January 2023.**

No.	NAME OF CADET	CADET BILLET	MARITIME HIGHER EDUCATION INSTITUTION	NAME OF VESSEL	DATE JOINED	DATE LEFT	VESSEL CHARACTERISTIC	NO. OF DAYS MONITORED BY PCG	INSPECTION DATE	FINDINGS/ VIOLATIONS
1.	Sur Name, First Name, Middle Name (e.g. Deia Cruz, Juan Maspag)	(Deck or Engine)	The institution the cadet is enrolled. (e.g. Asian Institute of Maritime Studies)	(Indicate vessel name)	Starting date of onboard of cadet. (Verified through MHEI)	If when the cadet onboard training ended terminated in the Philippine-registered vessels)	Indicate the Type of Vessel, Gross Tonnage and Power of Propulsion of Vessel. (e.g. Vessel: Container Vessel Gross Tonnage – 1,000; Main Propulsion – 750 kMh)	Indicate the number of days ACTUALLY monitored by PCG inspectors. (based on OBT Monitoring Report)	(If when the violation/finding occurred)	If any, (based on OBT Monitoring Report)

Annex F - ONBOARD TRAINING MONITORING FORM to MARINA ROS

PREPARED BY:

CERTIFIED TRUE:

**(HEAD OF UNIT)
S-8/STATION MARITIME SAFETY SERVICES UNIT**

**CG CDR
COMMANDER, COAST GUARD STATION**



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

To : Atty. Hermani N. Fabia
Administrator, Maritime Industry Authority
MARINA Bldg. Bonifacio Drive
Cor 20th St., Port Area Manila

-and-

J. Prospero E. De Vera III, DPA
Chairperson, Commission on Higher Education
Higher Education Development Center Building
C.P. Garcia Avenue, Diliman, Quezon City

Subj : PCG OBT Monitoring Form

Date : _____

Submitted herewith is the PCG monitoring of the OBT of cadets aboard ship and the number of Sea Service Certificates (SSC) issued by PCG to the cadets who have completed their OBT training. PCG inspectors validated the actual number of cadets physically onboard based on the declaration made by the shipowner/ship operator and cross-checked with the list of students reported by the MHEIs to be onboard. This monitoring covers the period **01 to 30 January 2023**.

I. OBT MONITORING OF CADETS

No.	NAME OF CADET	CADET BILLET	MARITIME HIGHER EDUCATION INSTITUTION	NAME OF VESSEL	DATE JOINED	VESSEL CHARACTERISTIC	NO. OF DAYS MONITORED ONBOARD	ACCUMULATED NO. OF DAYS MONITORED ONBOARD	FINDINGS/ VIOLATIONS
1.	Sur Name, First Name, Middle Name (e.g. Dela Cruz, Juan Masipag)	(Deck or Engine)	The institution the cadet is enrolled. (e.g. Asian Institute of Maritime Studies)	(Indicate vessel name)	Starting date of onboard cadet. (Verified through MHEI)	Indicate the Type of Vessel, Gross Tonnage and Power of Main Propulsion of Vessel. (e.g. Type of Vessel: Container Vessel Gross Tonnage – 1,000; Main Propulsion – 750 kWh)	Indicate the number of days ACTUALLY monitored by PCG inspectors. (based on OBT Monitoring Report)	This shall indicate the TOTAL number of days monitored by PCG inspectors. (Accumulated monitoring)	If any. (based on OBT Monitoring Report)

II. ISSUED SEA SERVICE CERTIFICATE (SSC)

Issued **one hundred (100)** Sea Service Certificate (SSC) under the name of the following cadets:

Nr.	NAME OF CADET	NAME OF VESSEL	DATE JOINED	DATE LEFT
1	Dela Cruz, Juan	MV LK1 MV LK2	01 January 2023 12 October 2023	01 September 2023 29 March 2024
2				
3				

Annex G - ONBOARD TRAINING MONITORING FORM of CG-8

PREPARED BY:

CERTIFIED TRUE:

Head of Office
Deputy Chief of Coast Guard Staff for Maritime
Safety Services, CG-8

CG ADM
Commandant, Philippine Coast Guard