



**Memorandum Circular No. 11
Series of 2002**

TO : ALL CONCERNED

SUBJECT : APPROVED FORM OF TRAINING CERTIFICATES

DATE : 26 February 2002

Pursuant to Section 9.9 of MTC Resolution No. 03, Series of 1998 and paragraph 8 of Memorandum Circular No. 04, Series of 2002 dated 31 January 2002, the approved form of training certificates for the courses listed in Annex I (revised) of the aforementioned resolution is hereby prescribed. The training certificates shall conform with the enclosed "samples."

The following specifications shall be followed:

1. The size of the paper of the certificate shall be 8 ½" x 11";
2. The Logo of the training center shall be located at the upper left corner;
3. The Logo of the certifying body shall be located at the upper right corner;
4. The name of the training center shall be located at the top center of the certificate in between the logos of the training center and the certifying body. The address shall be placed below the name of the training center;
5. A certificate number and registration number shall be included in the certificate and shall be located below the logo of the certifying body;
6. The signatories shall be the assessor of the course and an authorized official of the training center;

7. A colored picture of the trainee with size 1 ½" x 1 ½" shall be placed in between the signatories and the dry seal of the training center shall be placed to overlap with the picture. The use of digital camera is encouraged to avoid attachment of false pictures;
8. The specific IMO Model Course number shall be placed below the course title; and
9. The specific regulation under the 1978 STCW Convention, as amended shall be placed under the IMO Model Course number.

Attachment No. 1 pertains specifically to training certificate for the Basic Safety Training. Attachment No. 2 applies to the other courses.

This Memorandum Circular shall take effect 01 May 2002.

For compliance.


RAMON T. TIONLOC, JR.
Acting Executive Director

Logo of
Training
Center

(Name of Training Center)

Logo of
Certifying Body

(Address of Training Center)

Certificate Number: _____
Registration Number: _____

Certificate of Completion

This Certificate is issued to

(Name of Trainee)

For having successfully completed the training course in

Basic Safety Training

(Regulation VI/1 of the 1978 STCW Convention, as amended)

Proficiency in Personal Survival Techniques

(IMO Model Course 1.19)

Fire Prevention and Fire Fighting

(IMO Model Course 1.20)

Elementary First Aid

(IMO Model Course 1.13)

Personal Safety and Social Responsibility

(IMO Model Course 1.21)

*conducted from _____ to _____, 20____
as authorized by the Maritime Training Council pursuant to the provisions
of MTC Resolution No. 03, series of 1998.*

*Issued this _____ day of _____, 20____ in the city of
Mandaluyong, Philippines.*

Signature over
Printed Name

Assessor

1 ½" x 1 ½"
colored ID
Picture

Signature over
Printed Name

(Authorized Official)

Logo of
Training
Center

(Name of Training Center)

Logo of
Certifying Body

(Address of Training Center)

Certificate Number: _____
Registration Number: _____

Certificate of Completion

This Certificate is issued to

(Name of Trainee)

For having successfully completed the training course in

(Course Title)

(IMO Model Course ____)

(Regulation ____ of the 1978 STCW Convention, as amended)

*conducted from _____ to _____, 20____
as authorized by the Maritime Training Council pursuant to the provisions
of MTC Resolution No. 03, series of 1998.*

*Issued this _____ day of _____, 20____ in the city of
Mandaluyong, Philippines.*

Signature over
Printed Name

Assessor

1 ½" x 1 ½"
colored ID
Picture

Signature over
Printed Name

(Authorized Official)