



Republic of the Philippines
Department of Labor and Employment

Maritime Training Council

MEMORANDUM CIRCULAR NO. 16
Series of 2002

TO : ALL CONCERNED

SUBJECT : SUBMISSION OF ENROLLMENT AND COURSE COMPLETION REPORTS BY MARITIME TRAINING CENTERS

DATE : 09 APRIL 2002

Further to the strict observance of the guidelines and procedures as set forth under MTC Memorandum Circular No. 03, Series of 2001 dated February 23, 2001, the following guidelines and procedures shall be followed in the submission of enrollment and course completion reports:

1. For maritime training centers located and operating in Metro Manila, the reports shall be submitted by diskette accompanied by the hard copy;
2. For maritime training centers located and operating in the provinces/outside Metro Manila, the reports shall be made via E-mail which shall be deemed authentic and in accordance with the provisions of the E-Commerce Act, otherwise known as Republic Act 8792, unless the contrary is proven, in which case the maritime training center and/or its officials found responsible thereto shall be criminally and administratively liable.
3. All reports submitted via E-mail shall be transmitted via **info@mtc.gov.ph**.

This Memorandum Circular shall take effect immediately.


RAMON T. TIONLOC, JR.
Acting Executive Director