



Republic of the Philippines
Department of Labor and Employment

Maritime Training Council

Memorandum Circular No. 18
Series of 2002

TO : ALL CONCERNED

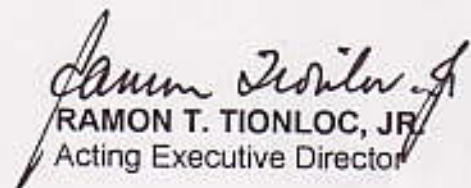
Subject : Submission of Quality Systems' Policy and Procedures Manual to the MTC Secretariat

Date : 05 June 2002

Pursuant to Memorandum Circular No. 11, Series of 1999 and Memorandum Circular No. 06, Series of 2000, all authorized maritime training centers are hereby reminded to submit their quality systems' **policy and procedures manual**, including any update and correction thereof, to the MTC Secretariat for evaluation and reference.

All documents submitted in compliance to this Memorandum Circular shall be treated with utmost confidentiality.

For compliance.


RAMON T. TIONLOC, JR.
Acting Executive Director

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