



Republic of the Philippines  
Department of Labor and Employment  
**Maritime Training Council**

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**Memorandum Circular No. 01**  
**Series of 2003**

TO : All Concerned

SUBJECT : PROJECTED ANNUAL TRAINING SCHEDULE

DATE : 18 February 2003

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All authorized training centers offering accredited course programs are directed to submit their projected annual training schedules for the year 2003 and subsequently, every end of January thereafter.


It is understood that said schedules are based on the corresponding availability of qualified teaching staff, facilities and training equipment and other required resources.

All training conducted should be in accordance with the annual schedule submitted. Any changes of schedule should be submitted to MTC at least three (3) days before the conduct of the training, otherwise it would be treated as non-compliant with MTC requirements and could be a ground for non-recognition of the training duration.

Submission for 2003 must be made to the MTC Secretariat not later than 03 March 2003.

For strict compliance.

Very truly yours,

  
**TERESITA T. LAUREL**  
Acting Administrative Officer  
and Officer-in-Charge

Annual Sked/gg