



Republic of the Philippines  
Department of Labor and Employment

## Maritime Training Council

Memorandum Circular No. 03  
Series of 2003

TO : ALL TRAINING CENTERS

SUBJECT : INCLUSION OF TRAINING DATES FOR PRACTICUM  
TRAINING IN THE ENROLLMENT REPORTS

DATE : 25 March 2003

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Further to MTC Memorandum Circular No. 03 of 23 February 2001, all authorized training centers offering accredited course programs are directed to include in the enrollment report the dates of training conducted ~~at~~ the practicum site.

The amended enrollment form is attached herewith for reference and guidance.

This Memorandum Circular shall take effect immediately.

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

**TRAINING CENTER**  
**ENROLLMENT REPORT**  
*(with duration of practicum training)*

Amendment

Course: \_\_\_\_\_ Class No.: \_\_\_\_\_

Class Schedule: \_\_\_\_\_ Bldg. & Room No.: \_\_\_\_\_

Practicum Site/Vessel: \_\_\_\_\_ Practicum Date: \_\_\_\_\_

Instructor/s: \_\_\_\_\_ Assessor/s: \_\_\_\_\_

No.	Name of Enrollees	Date of Birth	Rank/Rating/ Position	Date of Enrollment	Signature of Enrollees
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					
24.					

Certified Correct:

Approved:

\_\_\_\_\_  
 Training Director  
 (signature over printed name)

\_\_\_\_\_  
 President  
 (signature over printed name)