



Republic of the Philippines  
Department of Labor and Employment

## Maritime Training Council

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**Memorandum Circular No. 02**  
Series of 2004

**TO : ALL CONCERNED**

**SUBJECT : PROJECTED ANNUAL TRAINING SCHEDULE**

**DATE : 21 January 2004**

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All authorized maritime training centers are reminded to submit their projected annual training schedule for year 2004.

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 trainings 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.

Submission for 2004 must be made to the MTC Secretariat not later than 13 February 2004.

For strict compliance.

  
RAMON T. TIONLOC, JR.  
Acting Executive Director