



Republic of the Philippines
Department of Labor and Employment

Maritime Training Council

Memorandum Circular No. 04
Series of 2005

TO : ALL CONCERNED

SUBJECT : IMPLEMENTATION OF THE REVISED PROCEDURES
IN THE SUBMISSION OF ENROLMENT AND COURSE
COMPLETION REPORTS (ERs and CCRs)

DATE : 02 August 2005

For the purpose of improving the Enrolment and Course Completion records system of the Maritime Training Council, please be advised that the revised procedures shall be effective for all maritime training centers starting 10 August 2005.

All Enrolment Reports duly signed by training centers' authorized personnel and trainees shall be transmitted via fax to (02) 722-0035.

Further, all Course Completion Reports shall be transmitted to MTC through email address CCR@mtc.gov.ph. Details of the procedures and sample forms can be accessed through the MTC website, www.mtc.gov.ph.

For strict compliance.


RAMON T. TIONLOC, JR.
Acting Executive Director