



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

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MEMORANDUM CIRCULAR NO. 03  
Series of 2009

TO : ALL CONCERNED

SUBJECT : **ISSUANCE OF CERTIFICATE OF PROFICIENCY (COP) UNDER  
MTC RESOLUTION NO. 04, SERIES OF 2008**

DATE : 01 June 2009

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It has been observed that some training centers recognized by MTC to implement the above Resolution are requiring their trainees to personally claim their Certificate of Proficiency (COP) at the MTC Secretariat. This results to a congestion of transactions at the MTC Office and defeats the purpose of decentralization.

In this connection, all concerned are advised that the release of COPs shall now be done at the training center. The NAC will directly forward the said COPs to the concerned training center through its authorized Liaison Officer, within fifteen (15) days after submission of the Training Completion and Records of Assessment (TCROA) Report, provided that all the necessary requirements are complied with.

Only those candidates with employment contract and scheduled to leave within three (3) days shall be allowed to personally claim their COP at the MTC Office subject to presentation of said contract and Airline ticket.

This Circular takes effect immediately.

  
**NORIEL P. DEVANADERA**  
Acting Executive Director

MC on issuance of COP/gtg