



Republic of the Philippines  
Department of Transportation and Communications  
**OFFICE FOR TRANSPORTATION SECURITY**

**MEMORANDUM CIRCULAR NO. 01 Series 2014**

**TO :** MARITIME SECURITY TRAINING CENTERS AND MARITIME SECURITY INSTRUCTORS

**SUBJECT :** GUIDELINES IN THE CERTIFICATION OF MARITIME SECURITY INSTRUCTOR

**DATE :** 05 September 2014

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Pursuant to Executive Order No. 277 (Jan 2004) as amended by E.O. No. 311 dated 26 April 2004; Chapter XI-2 IMO-SOLAS 1974; the IMO-ISPS Code; The National Security Program for Sea Transport and Maritime Infrastructure (NSPSTMI) and OTS Transportation Security Regulation (OTS-TSR) No. 011-2007 dated October 1, 2007 in compliance with the functional requirements set forth on 1.3.7 of the ISPS Code requiring training, drills and exercises to ensure familiarity with security plans and procedures, the OTS adopts the following guidelines pertaining to the certification of maritime security instructors.

**1. OBJECTIVE**

To ensure that only Certified Maritime Security Instructor shall conduct maritime security training based on maritime security standards.

**2. COVERAGE**

This Memorandum Circular (MC) applies to all Maritime Security Instructors (MSI), training instructors/individuals on maritime security involved in or responsible for the conduct of maritime security training in the Philippines.

**3. DEFINITION OF TERMS**

**Certificate of Continuing Training** – a formal re-evaluation and re-confirmation by the OTS that a person possesses the required competencies for a maritime security instructor to teach a specific course/s based on OTS-prescribed training standard.

**Certification Jury (CJ)** – the panel to conduct oral examination or interview with the applicants; composed of OTS officer/personnel from Maritime Transportation Security Bureau (MTSB), Policy & Legal Bureau (PLB) and headed by the Administrator, OTS or his duly appointed representative. The Institute for Transportation Security Training and Studies (ITSTS) to act as secretariat and repository of all related records.

**Certification Process** - a formal evaluation and confirmation by or on behalf of the appropriate authority for maritime security that a person possesses the necessary competencies of a Maritime Security Instructor as defined by the appropriate authority.

**Experienced Maritime Security Instructor** – a person applying for interim certification, who possesses the required competencies and qualification of a maritime security instructor as evidenced through his/her past experiences in teaching maritime security course/s.

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**Interim Certification** – a certification granted to an experience maritime security instructor who possesses the necessary competencies as defined by the appropriate authority, which shall be valid for one (1) year.

**Maritime Security Instructor** – a person duly certified by OTS to possess the required competencies and qualified to teach maritime security course/s.

**Maritime Security Instructor Certificate (MSIC)** – a written evaluation and confirmation issued by the OTS to a person who possesses the required competencies and qualification of a maritime security instructor.

**New Applicant-Instructor** – a person who possesses the pre-qualification standards and has formally expressed his/her intention to undergo the process in the certification for maritime security instructor.

**Oral Examination** – an evaluation process which tests the communication skills of an applicant through an interview conducted by the Certification Jury.

**Practical Examination** – an evaluation process wherein applicants undertake actual demonstration of skills and knowledge in teaching maritime security courses based on the course content.

**Recurrent Training** – a maritime security training course for maritime security instructor aimed to keep him/her up-to-date in terms of knowledge, skills, abilities and preparedness on the course/s he/she intends to teach or be re-certified.

**Theoretical Examination** – an evaluation process wherein applicants take a written examination for Maritime Security Instructor based on the course content, taking into account national and international regulations.

#### **4. GUIDELINES**

##### **4.1 Qualification Requirements for New Applicant-Instructor**

4.1.1 New applicant-instructor must possess the following mandatory qualification standards to be considered as candidate in the certification for maritime security instructor:

- a. Satisfactory completion of relevant tertiary education, supported by diploma/certificate of completion;
- b. Minimum of five (5) years verifiable working experience related in the field of maritime;
- c. Knowledge of the International Ship and Port Facility (ISPS) Code, National Security Program for Sea Transport and Maritime Infrastructure (NSPSTMI);
- d. Completion of the maritime security training course relevant to the field for certification; and
- e. Satisfactory outcome of background investigation (National Agency Clearances such as NBI, RTC, Police and Barangay clearances).

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4.1.2 New applicant-instructor must submit a written request for certification, stating a specific maritime security training course he/she intends to teach, appending thereto the following documents:

- a. Resume;
- b. Certified true copy of tertiary education diploma/certificate;
- c. Copy of the documents certifying experience in the field of maritime;
- d. Certified true copy of any maritime security training certificate showing the training course/s attended, particularly the training course being applied for certification.

#### 4.2 Qualification Requirements for Experienced Maritime Security Instructor


4.2.1 Experienced maritime security instructor applying for interim certification must possess the following qualification standards:

- a. Satisfactory completion of relevant tertiary education, supported by diploma/certificate of completion;
- b. Completion of pertinent maritime security training course as the course subject for certification, or equivalent of minimum three (3) years teaching experience in the field of maritime security training, supported by relevant documents;
- c. Training orientation on adult-learning principles, instructional system design, curriculum development, classroom management, trainee learning assessment, facilitation and feedback delivery (pedagogy);
- d. Knowledge of the International Ship and Port Facility Security (ISPS) Code, National Security Program for Sea Transport and Maritime Infrastructure (NPSPSTMI); and
- f. Satisfactory outcome of background investigation (National Agency Clearances such as NBI, RTC, Police and Barangay clearances).

4.2.2 Experienced maritime security instructor must submit a written request for interim certification, stating a specific maritime security training course he/she intends to teach, appending thereto the following documents;

- a. Resume;
- b. Certified true copy of training certificate/s showing the course/s attended, particularly the training course being applied for certification, or certificate of teaching experience in the field of maritime security;

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- c. Copy of maritime instruction course material/documents/syllabus relative to course for certification.

#### 4.3 Certification Process for New Applicant-Instructor

- 4.3.1 The model courses program for maritime security instructors by International Maritime Organizations (IMO) and OTS-prescribed training standard shall be used in training the new applicant-instructor. Specifically, the new applicant-instructor will be required to undergo the trainings on pedagogy and subject matter specialization.
- 4.3.2 The new applicant-instructor shall take and must pass the mandatory three-phased examination: theoretical, practical and oral examination. A minimum rating of 85% shall be required to pass the above examinations. If the applicant fails to pass/complete any or all of the mandatory examinations, he/she shall be given a single chance to take it/them again, within one month from the date of last examination.
- 4.3.3 The Certification Jury decides the issuance of instructor's certification which shall be valid for three (3) years.

#### 4.4 Certification Process for Experienced Maritime Security Instructor

- 4.4.1 The experienced maritime security instructor applying for certification in a specific maritime security training course shall be evaluated by the Certification Jury. Applicant for instructor's certification may be requested by the Certification Jury to deliver a teaching demonstration on a specific training module.
- 4.4.2 The Certification Jury decides the issuance of an interim instructor's certification, which shall be valid for one (1) year.

#### 4.5 A certified maritime security instructor may request further certification of additional/other maritime security course/s through a written request stating the specific course/s he/she intends to teach, appending thereto the following documents:

- a. Certified true copy of the maritime security training certificate, showing the training course/s attended, particularly the additional/other training course/s being applied for certification; and
- b. Copy of maritime instruction course materials/documents/syllabus relative to course/s for certification.

#### 4.6 Expiring or expired certification can be renewed subject to the re-certification requirements described as follows:

- 4.6.1 All security instructors must undergo recurrent training in maritime security and the latest security development every two (2) years.
- 4.6.2 An expired/expiring Maritime Security Instructor Certificate (MSIC) may be renewed within one (1) month prior to its expiration date, by filing with the Administrator, OTS a letter-request for renewal, together with the following documents:

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- a. Copy of certificate/s of recurrent training in maritime security or other courses on training methodology during validity of holder's certification as maritime security instructor; and
  - b. Documentation on courses taught as maritime security instructor during the validity of the certification, with at least 360 hours of instruction.
- 4.7 The OTS shall notify the applicant for re-certification of the result of his/her application, upon deliberation of the Certification Jury. Only those who passed the re-certification process shall be eligible to conduct the specific training course.
- 4.8 The Institute for Transportation Security Training and Studies (ITSTS) assists the Certification Jury in the assessment and determination of the eligibility of the applicant for instructor's certification.
- 4.9 Certification issued to a maritime security instructor will be cancelled, rescinded or revoked if the holder is found guilty of an administrative, civil or criminal offense.


**5. EFFECTIVITY**

This Memorandum Circular shall take effect upon approval and publication in a newspaper of general circulation.

  
**COMMO ROLAND S RECOMONO AFP (RET)**  
**ADMINISTRATOR**

    
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