Procedure for BS Enrollment and TRB Purchase

For the First 20 Units of BS Enrollment:

- For any relative and or Authorized who will enroll a cadet/te on the relative cadet/te’s behalf should provide the following information:

  - Name:
  - Name of Company:
  - Address:
  - Address of Company:
  - Tel/Cell No.:
  - Name of Vessel:
  - Status (on board/on utility):
  - Batch:
  - Type of Vessel:
  - Duration:

- The student fills up the Endorsement Letter for BS Advance Enrollment at the Shipboard Training Office.

- BS enrollment form should be signed by the Shipboard Training Officer.

- The student must provide a photocopy of Endorsement letter for BS Advance Enrollment and submit to the STO staff for reference.

- Proceed to Registrar’s Office for further information of enrollment.

For the Last 20 Units of BS Enrollment:

- Proceed to the STO for debriefing before enrolling the Bachelor’s Degree.

- Present the following documents for Portfolio Assessment.

  Document for Verification:

  - Seaman’s Book (with sea service entry)
  - Company Sea Service (notarized)
  - PRC Sea Service Certificate (notarized)
  - Company Contract

  For Inter-Island

  - Crew List
  - Ship Verification from MARINA
  - TRB (at least 6 months of which shall involve the performance of Deck Watchkeeping duties)

  For Overseas

  - Passport (with embarkation dates)
  - POEA Contract

- Conduct Oral Assessment.

- Conduct written/ computer base assessment.
- Fill up the De-Briefing Checklist.

- If the documents are valid, authentic and student passed the 3 sets of assessment, issue an STO-De briefing Clearance.

- Submit to the STO Staff a photocopy of the following documents for reference.

- Record Filing.

- Have a copy of the STO De-briefing Clearance and attach the documents to be submitted to the registrar.

- Go to the Registrar for processing.

**For TRB Purchase**

- The student must completed the AS 6 subject.

- The student attends the Pre-Apprenticeship Briefing on the scheduled date.

- The student reports to the shipboard Training office for TRB Clearance.

- The student returns the photocopy of the TRB Clearance at the Shipboard Training Office.
- The student presents the TRB Clearance to the HCDC Bookstore for the acquisition of TRB.

- The student brings the TRB to the Shipboard Training Office for registration.

- The STO staff files the photocopy of the TRB Clearance for reference.

- The student will bring the TRB to Maritime Industry Authority (MARINA XI) for the registration.

- The student will return to the Shipboard Training Office for the recording of registered TRB's from MARINA.