MEMORANDUM

TO : ALL CONCERNED

SUBJECT : UPDATING / CHANGE OF RATINGS / REPLACEMENT OF LOST SRCs OF SEAFARERS ORIGINALLY REGISTERED WITH POEA'S REGIONAL EXTENSION UNITS / REGIONAL CENTERS

DATE : APRIL 14, 1997

1. In order to facilitate the processing of documents submitted by the applicant - seafarers originally registered at the POEA Regional Extension Units / Regional Centers for updating / change of ratings / replacements of lost Seafarer's Registration Certificates ( SRCs ), the following procedures are hereby adopted :

1.1 Any seafarer originally registered at the POEA Regional Extension Units / Regional Centers may renew, update, change the ratings, or replace their lost SRC's at the Seafarer's Registry Unit, Employment Branch, this Administration.

1.2 If all documentary requirements are complete, the Manpower Registry Division ( MRD ) shall accept and process the documents and issue the corresponding Seafarer's Registration Certificates. However, the MRD shall retain the respective registration numbers issued by the REUs and Regional Offices.

1.3 The concerned REU / Regional Offices shall be notified immediately of the action taken on applications for recording purposes.
A computer program and records for this registry shall be kept separately.

For immediate compliance.

[Signature]

FELICISIMO O. JOSON
Administrator