In the interest of the service and in accordance with the Administration’s Continuous Process (CPI) and operational streamlining, the responsibility and accountability for issuing the following documents are hereby delegated to the following authorized signatories:

**DOCUMENT**

1. **For Landbased Projects**
   a. Accreditation Certificate (New Principal/Employer)
   b. Accreditation Certificate (Renewal & Upgrading)
   c. Letter of Extension of Validity of Accreditation
   d. Extension of Accreditation (based on license)
   e. Renewal of Job Order
   f. Additional Job Order
   g. Exemption of Name Hire
   h. Clearance Concerning Compensation Package of Principals
   i. Clearance Concerning Submission of Verified Contract and Insurance Coverage for Drivers in the ME
   j. Clearance re: Exemption from Single Accreditation
   k. Approval of Pipeline Accounts
   l. Clearance on Visa Usage
   m. Certification Requested by Agencies, Offices, & Workers Regarding Accreditation & Processed Contracts
   o. Clearance on Special Cases for BM
   p. Reminder Letters to Employers of Name Hires
      Re: Accreditation System

   **SIGNATORY(IES)**
   - PSO Director
   - Director II
   - PSO Director
   - Director II
   - Director II
   - Division Chief
   - Director II
   - Deputy Administrator
   - Deputy Administrator
   - PSO Director
   - Deputy Administrator
   - Director II
   - Division Chief
   - PSO Director
   - Director II
   - Division Chief

2. **For Seabased Projects**
   a. Accreditation Certificate (New Principal)
   b. Accreditation Certificate (Renewal & Upgrading)
   c. Extension of Provisional Accreditation
   d. Clearance Concerning Compensation Package of Principals
   e. Enrollment of Vessel
   f. Additional Crew Order
g. Clearance on Contract Provision
h. Name Hire Approval
i. Exemption of Name Hire
k. Certification Requested by Agencies, Seafarers
   And other Offices on Status of Accreditation of
   Principal and Enrolment of Vessel
l. Letter Reply to Agency Approving Request for
   the Renaming of Principal
m. Certification Requested by Manning Agencies on
   Lost OECs
n. Certification of OEC issued
n. Certification requested by Manning Agencies/
   Seafarers for Refund of OWWA Contribution

3. Marketing Branch
   a. On CRA
      • Letter to Employer
      • Endorsement Form to Agencies
   b. Letters to POLOs
   c. Letters to Clients/Publics

This Order is in consonance with the thrust of reducing the number of channels and
signatories to a transaction and strengthening the responsibility of designated signatories.
This arrangement is without prejudice to the subsequent reforms which may be undertaken
in the aforementioned areas.

This Order takes effect immediately.

For compliance.

ROSALINDA DIMAPILIS-BALDOZ
Administrator

15 October 2001