

**UNIVERSITY OF CEBU**  
Maritime Education and Training  
Alumnus Mambaling, Cebu City  
**SHIPBOARD TRAINING OFFICE**

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**List of required Documentary Evidence for Applying Certificate of Validation, Assessment and Approval of the 12 or 36 Months Sea-going Services**

***Documentary evidence Check List:***

1. Clearance from the Accounting Department;
2. Copy of your enrolment form;
3. Standard POEA Contract, For Domestic (Cadet Agreement);
4. Company Certificate of Seagoing Service (Notarized);
5. SIRB, Passport, Crew list for every change Master signed by the coast guard (as applicable);
6. Certificate of Ship's Particular (MARINA Certificate);
7. On Board Cadet Evaluation Form;
8. Signed Received copy of Letter to Master;
9. On Board Training Record Book;
10. Training Record Book Journal (360 days;) and
11. On Board Training Workbook


*NOTE: Cadet recognized before the approval for MARINA Circular 2014-02. Will only submit a 180 days Certificate of Bridge Watchkeeping issued by the Company, in lieu of the Daily Journal and Workbook.*

*NOTE: New MARINA FORMAT Daily Journal can be downloaded from [www.shipboardtraining.com](http://www.shipboardtraining.com) , UC-METC cadets whose date of recognition is before SY 2014-2015, can use this use this Journal, but cadets recognized SY 2014 -2015 are required to use the Training Record Book 360 days journal issued by University of Cebu - METC*

Endorsed by:

  
C/M Robert M. Maluya, Ph.D.  
Shipboard Training Officer

Approved by:

  
Capt. Arnel N Malaga  
Maritime Superintendent