

**UNIVERSITY OF CEBU**  
Maritime Education and Training Center  
**SHIPBOARD TRAINING OFFICE**

*Letter of Endorsement*

Dear Master,

With great pleasure and gratitude, the Shipboard Training Office endorses the bearer who has been assigned to your vessel for a period as indicated by his/her contract in order to comply with the requirements for his/her graduation leading to the degree of Bachelor of Science in Marine Transportation/Marine Engineering.

The University of Cebu, Maritime Education and Training Center always welcome this opportunity and value your enormous contribution in our cadets' journey to become a worthy and upright seafarer in the future. Furthermore, since during the entire duration of the cadet's shipboard training he/she remains a member of the university, the school expects him/her to observe and maintain the same standards of conduct and discipline expected of him/her while at the same time strictly following your standards set by the company. In this regard, the cadet will be required to accomplish the requirements of the following documents following:

1. Commission on Higher Education of the Philippines approved On Board Training Record Book
2. Daily Journal of On-board Training other than Bridge or Engine Room Watchkeeping Duties. (Section 1 of the cadet On Board Training Journal).
3. Daily Journal of Bridge or Engine Room watchkeeping duties as documentary evidence of the requirement of STCW as required by STCW circular 02-2014 as amended of Maritime Industry Authority (MARINA) and CMO 20, 22014 of the Commission on Higher Education of Philippines. (Section 2 of the cadet On Board Training Journal).
4. Cadet's On Board Training Monthly Progress Report (section 3 of the cadet On Board Training Journal)
5. Sea Project Works Monitoring Form;
6. On Board Training Workbook (as applicable)
7. A Certificate from the Master or Chief Engineer that the cadet have completed the required Six(6) months Bridge or Engine Room Watchkeeping Duties.
8. Secure a certificate of service from the Company or Manning Agency.

Thank you for your kind assistance extended to our cadet.

Sincerely,



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