

UNIVERSITY OF CEBU
Maritime Education and Training
Alumnus Mambaling, Cebu City

SHIPPBOARD TRAINING OFFICE

Process Flow	PIC	TIME LINE	STO-SP-004A - Application for <i>“Certificate of Validation, Assessment and Approval”</i> of the cadets/students TRB and twelve (12) or thirty six month’s seagoing service.
<pre> graph TD A([REPORT TO STO]) --> B[Apply for CVAA Certificate] B --> C[Prepare original & photocopy] C --> D[Check your required Documents] D --> E{COMPLETE} E -- NO --> D E -- YES --> F([SUBMIT]) </pre>	CADET/ STO/ STAFF	Within 1 month	After completion of your required twelve(12) or thirty six (36) Shipboard training requirements, prepare documentary evidences original and photocopy and proceed to your School’s Shipboard Training Office.
	CADET/ STO/ STAFF	15 minutes	Secure & Fill-up Application for Certificate of Validation, Assessment and Approval of your Twelve (12) or thirty-six (36) months Sea Going Service/s.
			Prepare a photocopy of your original documentary evidence except. Training Record Book, Training Record Book Journal and On Board Training Workbook
			Check your original documentary evidence of your required Sea-going Experience, (Twelve (12) of thirty six (36) months sea-going service/s (Use the checklist below)
CADET/ STO/ STAFF	<p>If your documentary evidence is complete according to the requirement of the school, put it on a brown envelope and submit it together with your application for Certificate of Validation, Assessment and Approval your twelve (12) or thirty-six (36) months <i>seagoing service</i>.</p> <p><i>Document evidence Check List:</i></p> <ol style="list-style-type: none"> 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 Gross Tonnage (MARINA Certificate) 7. On Board Cadet Evaluation Form; 8. Signed Received copy of Letter to Master; 9. Training Record Book, Journal and Workbook <p>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.</p>		
	Put your documentary requirements on a brown envelope and submit to the Window		

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