DEPARTMENT: On Board Training Office

Procedure in Online Validation, Assessment and Approval of Sea-Going Service

Instruction:

Before Applying for a Certificate of Validation, Assessment and Approval of Sea-going Service, prepare the following documents and online applications: (Scan copy in Portable Document Format PDF)

a. Official TOR (6 semester) issued by UC-METC
b. Notarized Company Sea Service (Certificate of Service
c. Cadet On Board Evaluation form
d. Cadet Agreement (Contract of Employment)
e. SIRB
f. Passport
g. 2X2 Picture
h. Official UCMETC letter to Master (Cadet endorsement of OBT)
i. Accomplished UCMETC issued Training Record Book, Daily Journal and Workbook
j. Gmail account with format (yourname@gmail.com)
k. Google hangout account using gmail.com account on item no. 11
Equipment and online applications
l. PC/ Laptop with camera
m. PC/Laptop with camera/Cell phone
n. Stable and good internet connection
o. UC-METC Type B uniform

1. Send all documents A to K and online information K and L (Gmail and Hangout account) via

    obts.uclm@uc.edu.ph (Student)

2. Wait for approval and confirmation. (Student)
3. If all documents are validate and authenticated, you will received an email/call from the OBT

    Office and your online assessment review access will be activated;

4. Take the Assessment review until you build your confidence
5. When you are ready for Assessment, communicate with OBTO via email/hangout then, do the
    following:

    5.1A Request schedule for online CBA Assessment; (*stu dent*)
    5.1B once confirmed, prepares all the necessary equipment requirements;
    5.1C On the day of the schedule wait for the call of OBT Office for the instruction

Prepared By:

ON BOARD TRAINING Supervisor