



Republic of the Philippines
Department of Transportation
OFFICE FOR TRANSPORTATION SECURITY

MEMORANDUM CIRCULAR 007, Series of 2022

SUBJECT: CLARIFICATION OF THE DOCUMENTARY REQUIREMENTS FOR THE CERTIFICATION OF PORT FACILITY SECURITY OFFICER (PFSO), COMPANY SECURITY OFFICER (CSO), AND MARITIME SECURITY SCREENER (MSS)

DATE : SEP 01 2022

Pursuant to Executive Order No. 311 dated 26 April 2004; Chapter XI-2 IMO-SOLAS 1974; the ISPS Code; the National Security Program for Sea Transport and Maritime Infrastructure (NSPSTMI); and OTS Memorandum Circular No. 006-2016 "Guidelines in the Certification of Maritime Security Staff", dated 15 September 2016, the OTS adopts the following revisions on the certification documentary requirements.

- I. **RATIONALE.** This Memorandum (MC) is being issued to provide a simplified and comprehensive list of documentary requirements for the certification of:
 - A. Port Facility Security Officer (PFSO);
 - B. Company Security Officer (CSO); and
 - C. Maritime Security Screener (MSS).

- II. **COVERAGE.** This MC shall cover only the Port Facility Security Officers (PFSO), Company Security Officers (CSO), and Maritime Security Screener (MSS). The documentary requirements enumerated under MC No. 006, series of 2016 for the MARSEC Staff particularly, (a) supervisors, (b) auditors/assessors, (c) instructors, (d) company security officers, (e) port facility security officers, and other shipboard or port facility personnel shall remain the same.

III. DEFINITION OF TERMS

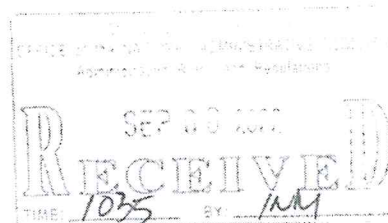
Company Security Officer (CSO) - The company official from the ship operator who will be responsible for developing, maintaining, and enforcing the company security policies as set out in the Ship Security Plan.

Designation/Appointment Letter - A document issued by the port facility operator or shipping company endorsing the applicant to be certified, containing the name, specific duties, responsibilities, and service length as PFSO or CSO.

Maritime Security Screener (MSS) - A person responsible for screening and searching persons, goods, vehicles, baggage, and cargo.

Port Facility Security Officer (PFSO) - The person duly designated by the port operator as responsible for the development, implementation, revision, and maintenance of the port facility security plan; and liaison with the ship security officers (SSOs) and CSOs.

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24
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IV. OTS CERTIFICATION DOCUMENTARY REQUIREMENTS

The OTS shall certify PFSO, CSO, and MSS, subject to the submission of the following documentary requirements:

A. PORT FACILITY SECURITY OFFICER (PFSO)

1. For Regular Certification:


- a. Endorsement from Port/Port Facility;
- b. Appointment/Designation as PFSO from port facility operator;
- c. Personal Data Sheet (PDS) with a recent 2x2 picture (education, work experience, and training shall be indicated in the PDS);
- d. Certificate of Completion of Port Facility Security Officer Course;
- e. Certification from the employer or company, as having:
 - i. Completed tertiary education or a bachelor's degree;
 - ii. Knowledge of the National Security Program for Sea Transport and Maritime Infrastructure (NSPSTMI), the International Ship and Port Facility Security (ISPS) Code, and other MARSEC conventions and regulations;
 - iii. Skills or special abilities relevant to the performance of MARSEC duties;
 - iv. Good oral and written communication and interpersonal skills, unaffected by speech impediments;
 - v. A healthy lifestyle without illegal drugs and alcohol dependency; and
 - vi. Adequate mental health and physical attributes particularly vision and hearing ability.
- f. National or local clearance issued within the last six (6) months (NBI or POLICE clearance); and
- g. Proof of having color perception suitable for operating color X-ray equipment and checking of color-coded passes (Ishihara Test).

2. For Interim/Grandfathering PFSO certification:

- a. All documents listed in the preceding paragraph, except item (d);
- b. Copy of performance report with Very Satisfactory rating for the past twelve (12) months; and
- c. Certification that the PFSO has at least one (1) year of experience prior to the issuance of OTS MC No. 006, series of 2016 dated 15 September 2016.

3. For Renewal Certification of PFSO:

- a. A copy of the Certificate of Completion on PFSO Refresher courses; and
- b. All documents listed in item A.1 hereof, except item A.1.e.

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B. COMPANY SECURITY OFFICER (CSO)

1. For Regular Certification:

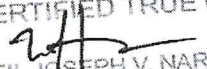
- a. Endorsement from ship operator;
- b. Appointment/Designation as CSO from ship operator;
- c. Personal Data Sheet (PDS) with a recent 2x2 picture (education, work experience, and training shall be indicated in the PDS);
- d. Certificate of Completion of Company Security Officer Course;
- e. Certification from the employer or company, as having:
 - i. Completed tertiary education or a bachelor's degree;
 - ii. Knowledge of the National Security Program for Sea Transport and Maritime Infrastructure (NSPSTMI), the International Ship and Port Facility Security (ISPS) Code, and other MARSEC conventions and regulations;
 - iii. Skills or special abilities relevant to the performance of MARSEC duties;
 - iv. Good oral and written communication and interpersonal skills, unaffected by speech impediments;
 - v. A healthy lifestyle without illegal drugs and alcohol dependency; and
 - vi. Adequate mental health and physical attributes particularly vision and hearing ability.
- f. National or local clearance issued within the last six (6) months (NBI or POLICE clearance); and
- g. Proof of having color perception suitable for operating color X-ray equipment and checking of color-coded passes (Ishihara Test).

2. For Interim/Grandfathering CSO certification:

- a. All documents listed in B.1 hereof, except item (d);
- b. Copy of performance report with Very Satisfactory rating for the past twelve (12) months; and
- c. Certification that the CSO has at least one (1) year of experience prior to the issuance of OTS MC 006, series of 2016 dated 15 September 2016.

3. For Renewal Certification of CSO:

- a. A copy of the Certificate of Completion on CSO Refresher courses; and
- b. All documents listed in B.1 hereof, except item B.1.e.

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C. MARITIME SECURITY SCREENER (MSS)

1. For Regular Certification:

The following documentary requirements shall be collectively submitted to OTS by the Port Facility Operator through their Human Resource (HR) department:


- a. Endorsement from the shipping operator;
- b. Personal Data Sheet (PDS) with a recent 2x2 picture (education, work experience, and training shall be indicated in the PDS);
- c. Certificate of completion on Screener Course (Checkpoint, cargo, whichever is applicable based on his job description task to be performed and currently performing);
- d. Satisfactory outcome of background check (e.g. National agency clearance such as NBI, Police clearance, or SOSIA license); and
- e. Certification from the employer/or company, as having:
 - i. Completed senior high school, but preferably 2nd-year college, or has 72 academic units in college, except for those who have been accepted, at the time of issuance of OTS MC, despite having elementary education;
 - ii. Good oral and written communication and interpersonal skills, unaffected by speech impediments to maintain adequate customer service while ensuring security functions are effectively performed;
 - iii. A healthy lifestyle without illegal drugs and alcohol dependency;
 - iv. Reasonable physical strength and ability to repeatedly lift and carry baggage, or bend, reach, stoop, squat, and stand for prolonged periods;
 - v. Excellent physical and mental condition to be able to perform their duties to an adequate standard, as attested by the Department of Health accredited medical unit;
 - vi. Proof of having color perception suitable for operating color X-ray equipment and checking of color-coded passes (Ishihara Test); and
 - vii. Unimpaired vision and hearing ability.

2. For Interim/Grandfathering MSS Certification:

- a. All documents listed in item C.1 hereof;
- b. Copy of performance report with Very Satisfactory rating for the past twelve (12) months; and
- c. Certification that the MSS has at least one (1) year of experience before the issuance of OTS MC 006, series of 2016 dated 15 September 2016.

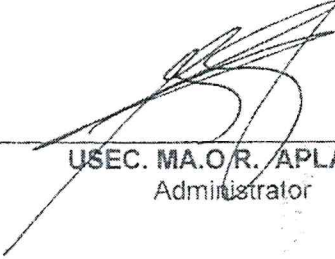
3. For Renewal Certification of MARSEC Screener:

- a. A copy of the Certificate of MARSEC Screener Refresher Course; and
- b. All documents listed in item C.1 hereof.


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V. MISCELLANEOUS PROVISIONS

- A. Construction** - This Circular shall be liberally construed to promote its transport security objectives.
- B. Reservation** - Nothing shall be construed as precluding OTS, through the Administrator, from enforcing the herein provisions and prescribing other requirements to meet the constantly evolving challenges in the security of all modes of transportation.
- C. Repeal** - All orders, regulations, and issuances, or parts thereafter, inconsistent with this Circular are hereby repealed or modified accordingly.
- D. Separability** - If any provision or section of this Circular is declared null and void by the competent authority, the other provisions not affected thereby shall remain valid and subsisting.
- E. Effectivity** - This Circular shall take effect immediately upon approval. A copy of this Circular shall be deposited with the University of the Philippines Law Center in compliance with the Revised Administrative Code.



USEC. MA. O. R. APLASCA
Administrator

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