

PURPOSE

To ensure training certificates for Distance Learning courses are correctly prepared, verified, and released only to eligible trainees, while providing a system for handling unclaimed or reprint requests.

SCOPE

Covers all SEATECH Distance Learning courses and all activities related to certificate preparation, verification, release, reprints, and archiving of unclaimed certificates.

PROCEDURE

1. Certificates of Training Completion shall be issued only to trainees who successfully complete the course and pass all required assessments, following the MARINA-prescribed format.
2. The Printing Officer shall prepare and print the certificates using the official Enrollment Report (ER) generated on the MARINA MISMO system.
3. The Printing Officer shall affix the official dry seal on printed copies and prepare the Training Certificate Transmittal.
4. The Printing Officer shall transmit the certificates and transmittal to the Certification Head.
5. The Certification Head shall route the transmittal to the Registrar for verification of attendance and TCROA, and to the Cashier Officer for payment clearance. Both shall include remarks for any certificates to be held.
6. Once the Registrar and Cashier Officer have signed, the Certification Department shall update the trainee's status to indicate whether the certificate is approved for release or placed on hold due to pending requirements.
7. Only trainees with cleared attendance, TCROA, and payment records shall proceed for certificate release. Certificates with unresolved issues shall remain on hold until the requirements are properly settled.
8. Trainees who choose to claim a physical copy may collect it at the office, signing the Certificate Transmittal Form (NAGA-CERTD-QPF-01-00-24) upon receipt.
9. Original (physical) copies of certificates shall be collected at the office from the designated Releasing Officer, or may be delivered via courier if the trainee covers the shipping fee.
10. All released certificates shall be recorded in the system, and the Certificate Transmittal Form shall be signed by the trainee upon collection of an original copy as proof of issuance.
11. For re-print requests due to loss or damage, the trainee shall complete the Request for Reprint Form (NAGA-CERTD-QPF-02-00-24) and pay a reprint fee of 500 pesos.
12. The Releasing Officer shall verify the trainee's records and endorse the request to the Certification Head for approval.
13. Upon approval, the Printing Officer shall reprint the certificate based on the uploaded TCROA in MARINA MISMO, ensuring that all reprint transactions are properly documented.
14. Unclaimed printed certificates shall be endorsed to the Records Officer at the end of each month for proper archiving.