



PMMA Enrolment and Boarding Advisory for Academic Year 2020-2021

- 1. ENROLMENT FOR AY 2020-2021**
 - 1.1 Incoming 3CL**
 - 1.1.1 Incoming 3CL (Class 2023) were pre-enrolled prior their shore leave;
 - 1.1.2 Incoming 3CL may check their status online where the Registrar shall provide information details;
 - 1.1.3 The Registrar shall ensure their documentations are ready for swift registration in the rolls of 3CL Midshipmen/Women;
 - 1.1.4 The only remaining obligations of the incoming 3CL are the payments for Miscellaneous Fees covering uniforms, laundry services, Barber services, and others;
 - 1.1.5 The incoming 3CL have two (2) options in settling down their obligations:
 - 1.1.5.1 Bank Deposit on the following PMMA Account Details:
 - 1.1.5.1.1 Deposit Bank: Land Bank of the Philippines
 - 1.1.5.1.2 Account Name: PMMA Cadet's Uniform Account
 - 1.1.5.1.3 Account Number: 0382-103-360
 - 1.1.5.1.4 Bank/Branch:
 - 1.1.5.1.5 Bank Account No. (Savings/Current):
 - 1.1.5.1.6 Pay upon boarding.
 - 1.1.5.1.7 Online/Manual Enrolment period: August 3 to 28, 2020.
 - 1.2 Incoming 1CL**
 - 1.2.1 Incoming 1CL are expected to come in trickles with the likeliness of delay enrolment and boarding due to the global pandemic affecting crew changes all over the world;
 - 1.2.2 The Registrar in coordination with the Dean of DMA and Director of DST shall provide details for their online enrolment and appropriate assessment;
 - 1.2.3 The Registrar shall provide details via the official PMMA Website;
 - 1.2.4 Online/Manual Enrolment period: August 3 to 28, 2020.
 - 1.3 Deadline for Enrolment**
 - 1.3.1 As far as practicable and reasonable, the deadline for enrolment is August 28, 2020.
 - 1.3.2 However, such deadline for enrolment shall be flexible subject to the prevailing circumstances brought about by the global pandemic;
 - 1.3.3 The Registrar in coordination with the Deans/Director of CMT, CME, Training, DMA shall from time to time provide updates on new policies and procedures as and when necessary;
 - 1.3.4 In accordance with directives from National Government, IATF, CHED, MARINA, among others, PMMA shall ensure procedures are in place moving forward to the new normal such as Flexible Learning among others.
 - 1.4 Boarding**
 - 1.4.1 Incoming 4CL shall remain onboard after successful completion of the Orientation Period for Class 2024;
 - 1.4.2 Incoming 3CL shall come aboard on or before 17 August 2020; mandatory 14-day quarantine is implemented and shall count 17 August as day-1;
 - 1.4.3 Incoming 1CL shall come aboard on or before 01Sep2020; mandatory 14-day quarantine is implemented;
 - 1.4.4 All Midshipmen/Women coming aboard shall ensure they have coordinated with their respective LGUs for necessary/mandatory Travel Pass and Health Clearance;
 - 1.4.5 All Midshipmen/Women shall bring with them adequate number of Facemask and Face Shield for everybody's safety and health protection.



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Republic of the Philippines

Philippine Merchant Marine Academy

San Narciso, Zambales

- 1.5 Laptops, iPad, Smart Phones, Gadgets**
- 1.5.1 All incoming 3CL and 1CL Midshipmen/Women are encouraged to bring their own gadgets in preparation for the new normal, Flexible/Blended Learning;
- 1.6 Safety and Health Protocols**
- 1.6.1 Arrangements shall be made with the Security to ensure all incoming Midshipmen/Women shall strictly observe Health Declaration Protocols prior berthing in the respective Quarantine Facilities;
- 1.6.2 The Security shall make necessary coordination with the Chief Medical Officer and Dean of Midshipmen's Affairs to ensure smooth and efficient boarding while observing the Safety and Health Protocols;
- 1.6.3 All incoming Midshipmen/Women are encouraged to honestly and properly fill up the Health and Travel Checklist (downloadable here);
- 1.6.4 It is strongly suggested that each incoming Midshipmen/Women subject themselves to RT-PCR testing prior boarding; otherwise they shall be subjected to RT-PCR testing upon boarding at their account;
- 1.6.5 It is also expected that all incoming Midshipmen/Women shall strictly abide by the directives and guidance from their respective LGUs regarding requirements for:
- 1.6.5.1 Travel Pass; and/or
- 1.6.5.2 Health Certificate; and/or
- 1.6.5.3 RT-PCR Test Certificate; or refer to 1.6.4.
- 1.7 Quarantine Facilities**
- 1.7.1 Incoming 3CL
- 1.7.1.1 Incoming 3CL shall be quarantined in the 2nd Battalion, Foxtrot, and where necessary, in available classrooms in the Colleges and Training;
- 1.7.1.2 The quarantine period for Incoming 3CL shall be from 17Aug to 31Aug;
- 1.7.2 Incoming 1CL**
- 1.7.2.1 Incoming 1CL shall be quarantined in Foxtrot, Klaveness Hall, certain portion of the Hotel, and where necessary, in available classrooms in the Colleges and Training;
- 1.7.2.2 The quarantine period for Incoming 1CL shall be ensured NOT to overlap with the quarantine period of the Incoming 3CL;
- 2 Responsibilities**
- 2.1 Chief Security Officer for Security Matters;
- 2.2 Chief Medical Officer for Medical Clinic and its operations;
- 2.3 Dean of Midshipmen's Affairs for Battalion and Quarantine Facilities;
- 2.4 Deans of CMT and CME – cooperate with the above responsible officers;
- 2.5 Directors of DST and Training – cooperate with the above responsible officers;
- 2.6 Registrar to ensure smooth online/manual enrolment without delays;
- 2.7 Account Officer to ensure banking details are available for online payments/deposits;
- 2.8 Others as necessary

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