PLEASE READ THOROUGHLY THE FOLLOWING GUIDELINES AND INSTRUCTIONS AND COMPLY ACCORDINGLY.
WSBMI GUIDELINES FOR SEAFARERS
MASK IS A MUST!

NO MASK = NO ENTRY
No RT-PCR Result = NO OFFICE ENTRY
Reporting on **APPOINTMENT BASIS ONLY**

Your respective SCO/CO will contact you on your reporting schedule
Prior your departure from the vessel, we will send you Guidelines/Procedures on arrival protocols at NAIA. Arrangements of your RT PCR (swab test), transport to quarantine facility and accommodation will all be done by WSBMI.

You have to acknowledge once you receive the instructions.
Negative test results and quarantine clearance will be posted at the Philippine Coast Guard (PCG) website.

These are necessary for crew to be cleared for going home.
OFFSIGNERS

After a negative result of RT PCR test and quarantine clearance are attained, arrangements of your transportation to Parañaque Integrated Terminal Exchange (PITX) or NAIA terminal will be advised online (email or test message).

You have to acknowledge once you receive the instructions.
SUBMISSION/COLLECTION OF DOCUMENTS
SUBMISSION/COLLECTION OF DOCUMENTS

While on quarantine, please take a photo of your **pertinent shipboard document** (one by one) and send by email to your **Crewing Officer / SCO** with a covering letter of the email, please indicate the following:

I, *(Rank and Name)*, hereby virtually submit my **shipboard documents as follow:**

1. 2/O MARINA COC - expiry date December 12, 2022
2. Document Xxx - expiry date 01 Jan 2021

**Note:** It is very important you indicate the type of each document and expiry date as per sample above.
SUBMISSION/COLLECTION OF DOCUMENTS

If you have expiring documents, you MUST start renewal of such documents immediately.

For our planning purposes, kindly indicate as well your next readiness.

If you have further queries, please contact your CO/SCO/CM and we will be happy to assist.
SUBMISSION/COLLECTION OF DOCUMENTS

You are required to submit your Passport and Seaman’s Book to your Crewing Officer and/or SCO. As much as possible, we expect this to be done right after NEGATIVE result of your RT PCR test is attained and before you head back to your respective home / provinces after quarantine.

Debriefing will be done online.
Please follow instructions to be given to you by the Recruitment Team.
A booth is set up at the building grounds (lobby) where you will be attended by your Crewing Officer to collect your **Passport** and **Seaman's Book**, and any other document required.
PLEASE REFER TO SUBMISSION/COLLECTION OF DOCUMENTS PAGE FOR INFORMATION.
The following transactions will be done **ONLINE**.

1. Pre-employment Medical (PEME) referral - Please make sure to meet the schedule as clinics have a quota in number of crew per day as their clinic protocol.

2. RT-PCR (swab) Test referral - Please make sure to meet this schedule as clinics have a quota in number of crew per day as their clinic protocol.

3. Pre-departure Orientation Seminar (PDOS)

4. Training referrals
PRE-JOINING FORMALITIES
Crewing Officers will give you instructions on this matter.
PRE-JOINING FORMALITIES

WORKING GEARS/ PPE

CSS staff in-charge will give you instructions on when to collect these items.
PRE-JOINING FORMALITIES

PRE-JOINING & COVID-19 BRIEFINGS

These will be done **online**. Briefing packs and guides will be sent by email ahead of dispatch. Seafarer will acknowledge receipt or send sign sheet by email. Printed copies will be handed on on dispatch.
THANK YOU FOR YOUR ATTENTION AND COOPERATION!

FROM WSBMI FAMILY

“MAHALAGA ANG HANAPBUHAY PERO MAS MAHALAGA ANG BUHAY”