

RECRUITMENT AND DEPLOYMENT FORM

NAME : CARL KENNETH A. AGUILAR VESSEL : MV LORCON MANILA
POSITION : DECK CADET EFFECTIVITY DATE : _____

<input type="checkbox"/>	NEW
<input type="checkbox"/>	REGULAR
<input type="checkbox"/>	EX CREW
<input checked="" type="checkbox"/>	CADET

1. Recruitment:

- ☒ Training, certificates and qualifications (Crew Document's Checklist)
- ☒ Fleet Interview ☒ Enhanced interview for Top 4 Officers (GM - MSI and Principal (Applicant Interview Sheet)
- ☒ Medical certificate (from accredited clinic) - Must be valid for 12 months upon deployment

Conducted by : JSGALIMBA

Date : 22-Jun-21

2. Deployment

- ☒ Check if Training requirements and Documents are updated and valid for 12 months upon deployment
- ☒ Pre-Departure Orientation Seminar (PDOS)
- ☒ Employment Contract (3 sets 201 Files/Vessel File/Employee copy)
- ☒ Forms to be filled up
- * Insurance (MHIBI enrollment card) - to be submitted to MHIBI
 - * Personnel Information Sheet (PIS) - to be submitted to Payroll
 - * Waiver for random Drug and Alcohol testing
 - * Acknowledgement Receipt of Company Code of Conduct and Discipline
- ☒ Personal Protective Equipment (PPE) - Fairex form
- ☒ Transportation allowance (if needed and based on the tariff) - Authorization to use special transportation
- ☒ Transportation Authorization Request (TAR) - for outside Metro Manila deployment
- ☒ Replacement of: NONE Reason: NO CADET ON BOARD

Conducted by : EPQUIJANO

Date : _____
Crewing Officer

Note: This form will serve as **Embarkation Order** of the Crew who passed and completed all the above requirements.

The Master should have a secondary check on the completeness of all the documents, sign the receiving copy, and send this form to the Crewing Department.

In case of an on-joining officer or crew who is not correctly certified, the Master should not release the incumbent officer or crew until remedial action has been taken. Refer to the Crew Qualification Matrix.

Approved by:


JCCRUZ

Crewing Manager

Acknowledged by:

CAPT. HERMINIGILDO F. SOLIS III

Master

cc: 201 File/Master