



Philippine Coast Guard
HEADQUARTERS MARINE ENVIRONMENTAL PROTECTION COMMAND
Muelle Dela Industria, Farola Compound
Binondo, Manila

05 February 2021

**MARINE ENVIRONMENTAL PROTECTION ACCREDITATION AND
CERTIFICATION SERVICES (MEP-AcCeS) ONLINE APPLICATION**

**STANDING OPERATING PROCEDURE
NUMBER..... 02-21**

I. AUTHORITY

- A. Republic Act 9993: The Philippine Coast Law of 2009 and its Implementing Rules and Regulations;
- B. Presidential Decree NO. 600: Marine Pollution Decree of 1974;
- C. Presidential Decree NO. 979: Marine Pollution Decree of 1976;
- D. MC Nr. 01-2005 dated 07 October 2005;
- E. MC Nr. 04-2005 dated 17 October 2005;
- F. MC Nr. 06-2005 dated 28 October 2005;
- G. MC Nr. 02-2006 dated 18 June 2006;
- H. MC Nr. 03-2006 dated 25 June 2006;
- I. MC Nr. 07-2014 dated 19 December 2014;
- J. MC Nr. 08-2014 dated 19 December 2014;
- K. MC Nr. 09-2014 dated 19 December 2014;
- L. MC Nr. 10-2014 dated 19 December 2014;
- M. MC Nr. 11-2014 dated 19 December 2014.
- N. NHQPCG GO No. 693 Dated 08 December 2020;
- O. NHQPCG Memorandum Dated 22 June 2015. And
- P. RA No. 9485: Anti-Red Tape Act (ARTA) of 2007
- Q. Republic Act 11032: Ease of Doing Business and Effective Government Service Delivery Act of 2018

II. PURPOSE:

This Standing Operating Procedures (SOP) prescribes the procedure and/or the flow of the online process of the Command services on the issuances of MEP mandatory certification, accreditation, and registration, in order to streamline the service processes in an accurate, accessible, fast and reliable manner rendered to the clientele.

III. SCOPE:

This SOP applies to all Marine Environmental Protection Command (MEPCOM) Units engaged in accepting and processing applications for accreditation, certification, registration of companies, vessels, products, and service providers in compliance with MARPOL related rules and regulations.

IV. GENERAL PROVISION:

1. MEP-AcCeS shall provide the on-line application process flow chart available at MEPCOM's official website @ mepcom.coastguard.gov.ph. The MEPCOM service applications shall be done through a Physical Application Transaction and/or an Online Application transaction whatever may be favorable and convenient for clientele/ applicant. (see **Annex I**: Online Process Flow)
2. The service online application forms shall be available to all MEPFORCE units and also downloadable at the MEPCOM website. The online application forms are directly linked to its specific MEP-AcCeS google form platform on the service application the client applying for.
3. The clientele/ applicant shall download the specific form of whatsoever their applying with or ask for Checklist of Application Requirement Forms available to MEPFORCE units, then scan QR code or click the links provided in the said form. (see **Annex II**: Checklist of Application Requirements Forms)
4. The clientele/ applicant shall fill out completely the google form of the specific application they're applying for. The MEP-AcCeS shall acknowledge and evaluate the submitted documentary requirement.
5. Payment/ fees shall only require to pay by the client/ applicant after the confirmation and evaluation of MEP-AcCeS. MEP-AcCeS shall acknowledge and forward Payment Details as a reference document of the client to pay via online payment transaction.
6. MEPFORCE units shall not accept any payment or money for the fees of the services applied on behalf of the client. Any person/individual of the PCG involves in such practice shall be liable for the PCG Code of Conducts.
7. The client/ applicant shall also require to fill-out the Payment Form provided thru the link indicated on the Payment Details. All MEP-AcCeS payment transaction shall only process/ transact by the authorized MEP-AcCeS cashier. (see **Annex III**: Sample of Payment Details and Payment Forms)
8. MEP-AcCeS shall release ecopy of Official receipt to client registered email upon the payment is confirmed receive or paid.
9. MEP-AcCeS shall release electronic certificates copy to the client once all transaction is already made.

10. All the transact records and documents submitted to MEP-AcCeS shall be recorded and included in MEP-AcCeS data archives for data reference tracking and records.
11. For Physical transaction refer to the HMEPCOM SOP Number 01 entitled "Marine Environmental Protection Accreditation and Certification Services (MEP-AcCeS) System Processes and Services Application Procedure" dated 20 January 2021
12. MEP-AcCeS shall submit data reports to CMEPCOM on the number, name of the company, product, and registered vessel compliant with mandatory MARPOL related rules and regulations.

V. MEP-AcCeS ONLINE SYSTEM PROCESS FLOW:

1. Step 1

(Client)

- a. Complete all requirement based on Checklist (Available Online and MEPFORCE units)
- b. Coordinate with MEPFORCE Units for Pre-evaluation of the requirement and the issuance of MEPFORCE Recommendation/ Referral
- c. Ensure all requirements are complete before submission.

(MEPFORCE Units)

- a. Assist the clientele and evaluate the authenticity of the documents
- b. Issue referral/recommendation to CMEPCOM (Attn: MEPAcCeS)
- c. Coordinate with MSIFORCE for service required testing analysis.

2. Step 2

(Client)

- a. Fill out the google form of the specific service their applying and attached all the requirement
- b. Submit the google form to MEP-AcCeS (Google forms are directly sent to the link of MEP-AcCeS data once forms are filled)

(MEP-AcCeS)

- a. Acknowledged and evaluate requirements
- b. Cashier directly emails the "Payment details" to the client with the link of the "Payment Forms" which is needed for the confirmation of payment is made.

3. Step 3

(Client)

- a. Proceed to Payment, and refer to the payment details emailed by MEP-AcCeS cashier.
- c. Fill out the payment form once payment is made (The payment form link is found at the payment detail).
- d. Submit the payment form to MEP-AcCeS (Google forms are directly sent to the link of MEP-AcCeS data once forms are filled)

(MEP-AcCeS)

- a. The cashier acknowledged and verify the payment.
- b. Issuance of Official Receipt (OR) on the services applied for.
- c. Process the issuance of Certificate

4. Step 4

(Client)

- a. Receive the Ecopy of OR and Electronic Certificate thru the registered email provided by the client on the google forms submitted.
- b. The client can claim the Physical Certificate and original OR at HMEPCOM-MEP-AcCeS

(MEP-AcCeS)

- a. Release the Electronic Certificate and Ecopy of OR to Client registered email
- b. Prepare the Physical Certificate and original OR for client pick up.

VI. **RECESSION:**

This SOP rescinds all other publications contrary to the provisions stated herein.

VII. **EFFECTIVITY:**

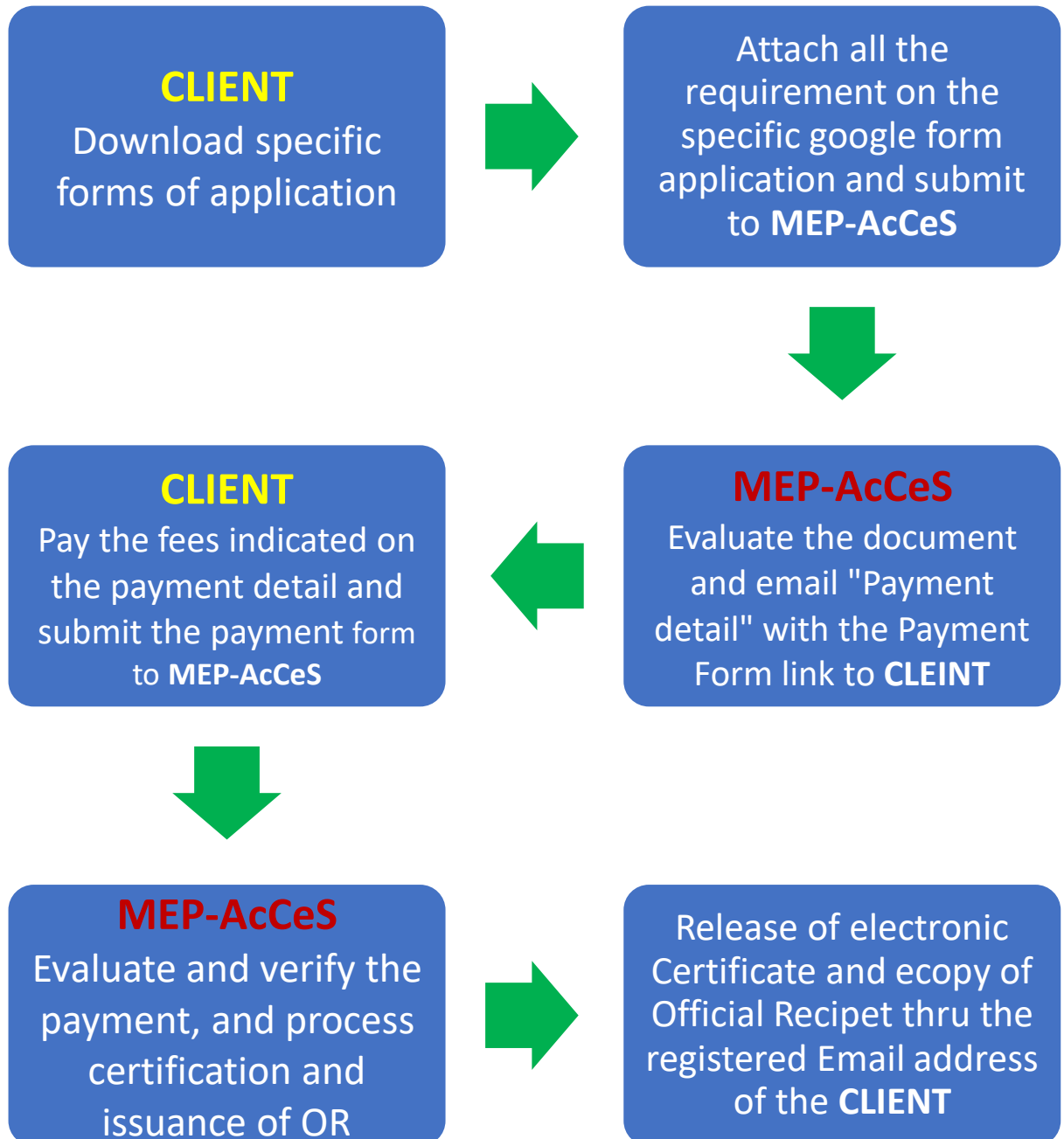
This SOP shall take effect upon approval.

Approved by:


ALLEN AT TORIBIO
RADM PCG
Commander, MEPCOM

ANNEX I

ONLINE APPLICATION FLOW



ONLINE APPLICATION STEPS

Step 1



Scan or click the link on the service checklist application form

Fill out the form and submit

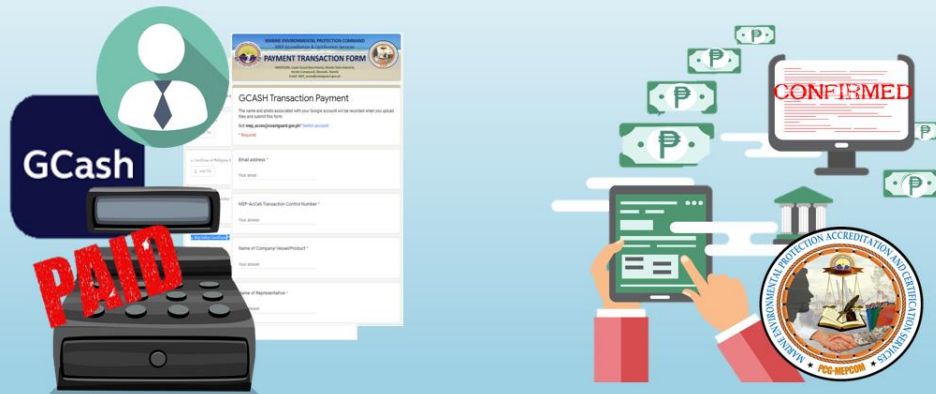
Step 2



Verify all documentary requirement

MEPACCS Cashier forward Payment Detail directly to client

Step 3



Pay the fees and charges indicated on the payment detail thru GCash transaction. Then, fill out and submit the payment form to MEPACeS Cashier for the payment verification

Step 4



Release the electronic Certificate and copy of OR thru Email of the Client and/or also available for pickup



ANNEX II

CHECKLIST OF APPLICATION REQUIREMENT FORMS

ANNEX III

SAMPLE OF PAYMENT DETAILS AND PAYMENT FORMS

MEP-AcCeS Payment Detail Form



MEP ACCREDITATION AND CERTIFICATION SERVICES

HEADQUARTERS MARINE ENVIRONMENTAL PROTECTION COMMAND

Coast Guard Base Farola, Muelle Dela Industria,

Farola Compound, Binondo, Manila

Email: MEP_acces@coastguard.gov.ph

Contact no.: 09171467304

PAYMENT DETAILS

MEP-AcCeS TRANSACTION CONTROL NUMBER _____

Name of Company/ Product/ Vessel _____

Name of Representative: _____

Contact Number / Email add: _____

Application payment for: _____

Amount for payment: _____

GCASH Account Number: 09171467304

GCASH QR CODE ACCOUNT



PAYMENT FORM



<https://forms.gle/tkNRLRdm173aCMaN7>

Please fill-out the payment form thru the QR code provided or click the link after payment and/or fund transferred

Your will be notified immediately once payment is confirmed.

Released by:

MEP-AcCeS, Cashier

Sample of Payment Details (to be filled by MEP-AcCeS Cashier)

GCASH Transaction Payment

The name and photo associated with your Google account will be recorded when you upload files and submit this form.

Not mep_acces@coastguard.gov.ph? [Switch account](#)

* Required

Email address *

Your email

MEP-AcCeS Transaction Control Number *

Your answer

Name of Company/ Vessel/Product *

Your answer

Name of Representative *

Your answer

Contact Number *

Your answer

Purpose (Indicate the type of services applying) *

Your answer

GCASH Transaction/ Reference Number *

Your answer

Attached MEP-AcCeS Payment Detail Form *

[Add file](#)

Attached transaction GCash E-receipt *

[Add file](#)

Submit

Never submit passwords through Google Forms.

This form was created inside of Philippine Coast Guard. [Report Abuse](#)

Google Forms

Sample of Payment Form