



**MARITIME INDUSTRY AUTHORITY**

20 July 2010

**FILIPINO ASSOCIATION FOR MARINERS'  
EMPLOYMENT, INC.**

Unit 256 VELCO CENTRE Cor.  
13TH Chicago St.,  
Port Area, Manila

Dear Sir/Madam:

In our effort to match our capability with the requirements/demands of our clientele we wish to inform you, that we will be implementing a daily quota system as for the issuance of Seafarer's Identification and Record Book (SIRB):

300 Regular Applications  
200 Expedite Applications

This is implemented in lieu of the cut-off system of accepting applications.

With this system, all applications will be accepted until 5:00p.m. or until all seafarers who are within the MDO premises are served, except **EXPEDITE APPLICATIONS** which will be entertained until 12:00 noon, **only**, under the condition once the quota is reached for the day succeeding applications will be processed the following day as indicated on the application.

We hope that with this amended measure, we will be able to guarantee that SIRBs will be issued within our standard processing time:

Regular Application – One day  
Expedite Application – after 4 hrs.

We also wish to inform you that effective 15 July 2010, we shall be observing the 8:00 a.m. to 5:00 p.m. work schedule with 12:00 n.n. to 1:00 lunchbreak.

Please be guided accordingly.

  
**ROBERTO C. ARCEO, CESO V**  
Director

<b>FAME, INC.</b>	
RECEIVED	8:00
DATE	21 July 2010
SEND TO	
PRESIDENT	
VP INTERNAL AFFAIRS	
VP-EXTERNAL AFFAIRS	
SECRETARY	
TREASURER	
BOARD MEMBERS	
FAME member ✓	
ED BY: vmb	