



Crewing Bulletin

Filipino Crew

TRAINING ALLOWANCE

PROCESSING

External Training

Training allowance can only be prepared upon receipt of these documents: copy of verified attendance sheet, training certificates, and invoice. These are normally received from the training provider within one to two weeks after course completion.

Upon receipt of the documents, the Training Coordinator immediately checks them and forwards the request for payment of training allowance to the Accounting Department. Accounting needs two to three working days to process and release the training allowance to the seafarer's bank account.

In-house Courses

For in-house courses, training allowance is prepared every Thursday for all courses completed the week prior.

RELEASE

External Training

Allowance for courses taken from external training providers is released within a **maximum of 15 days** after the training.

Inhouse Courses

Allowance for in-house courses is released within **five to ten days** after the training.

For questions or concerns, please send an email to training.manila@odfjell.com.

MLO REPORTING

The office of the VP MPS has always been open for **all** officers and crew who wish to talk to him. VP MPS Torger Trige welcomes this and makes himself available for anyone whenever he is in the Manila office.

To further strengthen the communication between sea and shore, all reporting MLOs (Management Level Officers) shall now be routed through the VP MPS office as long as he is not on travel.

All officers and crew are also welcome to visit the offices of the General Manager, Capt. Loy Zamora, and of the Head of Crewing, Agnes Enesio, to discuss any concerns or improvement opportunities, any time.