

**LETTER OF INSTRUCTIONS FOR IOP/RAMP**  
**(This letter is intended for those successful applicants in BLUE color.)**

Dear Applicant:

On behalf of the Maritime Academy of Asia and the Pacific, we are very pleased to inform you that you have successfully passed the preliminary requirements for admission at the Academy. As a Probationary Midshipman, you still have to successfully complete two phases of the screening process before you can be admitted as Fourthclass Midshipman. The two phases include the Academic RAMP program, which include refresher courses on Math and English and the Indoctrination / Orientation Period (IOP), which include regimental activities designed to instill discipline, develop your stamina as well as other desirable attitudes to the unique educational system of MAAP.

We advise you to prepare physically, mentally and emotionally for this last screening process. At the end of the Academic Ramp and IOP, you are expected to run three (3) kilometers in **18** minutes, do **30** push-ups, **35** sit-ups and **6** pull-ups. Your physical fitness will significantly increase your ability to adjust to Academy life. Academically, your skills in Math and English will help in coping with the rigors of academics.

You are hereby instructed, to report before **(REPORTING TIME IS TO BE INCLUDED IN YOUR OFFICIAL LETTER)** at the **MAAP Campus** in Kamaya Pt., Mariveles, Bataan to undergo the Academic Ramp Program and Indoctrination / Orientation Period on **September 21, 2020 (Monday)** as a Probationary Midshipman. Please make an initial payment of **FIFTEEN THOUSAND PESOS ONLY (Php 15,000.00)** thru **bank deposit** to defray the initial cost of uniforms and additional personal items that you will need. Kindly send a copy of your deposit slip or proof of payment with the name of the payee to this email address: **finance.midnquiry@maap.edu.ph**

Account Name: **Maritime Academy of Asia and the Pacific**  
Account No.: **0045 40076402**  
Bank Name: **BDO**  
Bank Address: **Quiapo Branch**

Consequently, you are to bring the following items and personal belongings when you report:

<b>ITEM #</b>	<b>PARTICULARS</b>	<b>QUANTITY</b>
1.	Belt, Garrison (Black w/ buckle)	2 pcs
2.	Bra, sports (for female)	6 pcs
3.	Handkerchief (white)	6 pcs
4.	Hanger (green color)	12 pcs
5.	Pants, Long Maong (blue color)	3 pcs
6.	Pants, Short (khaki color)	3 pcs
7.	Shoes, Running Chuck Taylor (white, semi-high cut)	1 pair
8.	Shorts, Cycling (black – for female)	3 pcs
9.	Slippers, rubber (color green)	1 pair
10.	Socks (black)	6 pairs
11.	Socks (white)	6 pairs
12.	Supporter (for male)	2 pcs
13.	Towel (white)	2 pcs

14.	T-shirt, white (round-neck) w/ your surname printed at the back in bold letters – 3” high	6 pcs
15.	Underwear (white)	10 pcs
16.	Sando (for female)	6 pcs
17.	Alarm Clock	1 pc
18.	Metal Polish	1 bottle
19.	Pen Light	1 pc

**SCHOOL SUPPLIES**

20.	Ball pen, black	2 pcs
21.	Record Book, regular (500 leaves)	1 pc
22.	Pencil	1 pc
23.	Yellow pad	1 pad

**TOILETRIES**

24.	Sunblock lotion 100 ml	1 bottle
25.	Alcohol, Rubbing 500 ml	1 bottle
26.	Nail cutter	1 pc
27.	Ear buds	100 heads
28.	Foot powder	100 g
29.	Napkin, sanitary (for female)	1 pack, 24 pcs
30.	Shampoo	100 ml
31.	Shaver (disposable)	4 pcs
32.	Shaving cream	100 ml
33.	Soap (bath – big)	3 pcs
34.	Soap (wash)	2 bars
35.	Toothbrush	1 pc
36.	Toothpaste	150 ml
37.	Deodorant	2 pcs (150 ml each)
38.	Talc / Prickly Heat Powder	200 g

**ESSENTIALS REQUIRED FOR 14-DAY QUARANTINE AT MAAP**

39.	Thermometer	1 pc
40.	Face Masks, Cloth	2 pcs
41.	Face Shield	1 pc
42.	Alcohol / Sanitizer	2 bottles
43.	Water Tumbler	1 pc
44.	Utensils (spoon and fork)	1 ea
45.	Vitamins	

**NOTE: BRINGING OF IRONING BOARD, WATER BASIN, PAIL AND WATER DIPPER IS HIGHLY DISCOURAGED.**

**The following documents are to be submitted upon registration for IOP/RAMP to be SEALED in long brown envelope with your full name.**

**Kindly place your documents at the DROP BOX allocated at your corresponding table assignment.**

- **FOR HIGH SCHOOL GRADUATE OF THE OLD BASIC EDUCATION CURRICULUM** (*Graduated in High School on or before June 2016*), OR
  - **FOR SENIOR HIGH SCHOOL GRADUATE**
    - a. Original copy of Form 137 (Student's Permanent Records) with a remark of: **Eligible for Admission to College / Copy for: MAAP, if graduated from OLD BEC**
    - b. Original copy of Form 137-A (Senior High School Student's Permanent Records) from Academic Track (GAS, STEM, ABM or HUMMS Strand), TVL, Sports, Arts and Design, or Pre-Baccalaureate Maritime Track with a remark of: **Eligible for Admission to College / Copy for: MAAP, if graduated from Senior High School**
    - c. Original copy of Certificate of Good Moral Character
    - d. Original copy of Form 138 (Report Card)
  - **FOR COLLEGE LEVEL / GRADUATE:**
    - a. Original copy of Transfer Credentials or Honorable Dismissal
    - b. Original copy of Transcript of Records with a remark of: **Granted Transfer Credential / Copy for: MAAP**
  - **FOR ALS GRADUATE:**
    - a. ALS Certificate of Rating with a remark of: **Eligible for Admission to College**
  - **ORIGINAL COPY OF PSA BIRTH CERTIFICATE**
- Note:** Kindly check the entry data of your PSA Birth Certificate i.e. gender, full name, birthdate and place of birth. All entries must jive to the existing records. If found deficient, kindly file for corrections to concerned municipality to avoid delay in processing for shipboard training documentations.
- **PHOTOCOPY OF 1<sup>ST</sup> PAGE OF PASSPORT PREFERABLY VALID WITHIN 4 YEARS FROM THE DATE OF ADMISSION, if available**
  - **DOST CLEARANCE, if DOST Scholar**
  - **MEDICAL CERTIFICATE (MMR and CHICKENPOX VACCINATION)**
  - **PARENTAL CONSENT (must be duly signed by the parent)**

**The following documents are to be submitted at the start of your 2<sup>nd</sup> Year Level to the Department of Shipboard Training (DST)**

- **3 ORIGINAL COPIES OF PSA BIRTH CERTIFICATE**
- Note:** Kindly check the entry data of your PSA Birth Certificate i.e. gender, full name, birthdate and place of birth. All entries must jive to the existing records. If found deficient, kindly file for corrections to concerned municipality to avoid delay in processing for shipboard training documentations.
- **ORIGINAL COPY OF LOCAL CIVIL BIRTH CERTIFICATE**
  - **ORIGINAL COPY OF BAPTISMAL CERTIFICATE, if late registrant**
  - **3 PCS ENVELOPE, LONG BROWN**
  - **PREFERABLY PASSPORT VALID FOR THE NEXT FOR YEARS FROM THE DATE OF ADMISSION**

**OTHERS (TO BE USED FOR YOUR OUTGOING COMMUNICATIONS)**

Mailing envelopes with mailing stamps

We do encourage you to have complete or at least first dose of vaccination / immunization on MMR (Mumps, Measles, Rubella vaccine) and Chickenpox prior to reporting at MAAP. We also recommend bringing with you multivitamins good for two (2) months.

In addition, Academy regulations do not allow possession of jewelry items such as necklace, earring, ring, wristwatch, bracelet and other vanity items as well as any kind of communication / electronics equipment (cellphone, two-way radio, pager, etc.). Hence do not bring these items to avoid getting in trouble from the start.

On the other hand, please be informed that the following measures will be implemented upon reporting at MAAP Campus:

- 1) Only applicant is allowed to enter MAAP premises.
- 2) Applicant will undergo thermal body scanning/temperature checking. Anyone found to have a temperature of 37.8 degrees Celsius and above including those with cough and colds will not be allowed to enter the MAAP premises and will be advised to seek medical attention.
- 3) Wear your face mask and face shield at all times while inside MAAP premises.
- 4) Observe a distance of at least 1.5 meter away from other individuals.

As part of our Health and Safety Protocols, we will limit the access inside the Academy grounds for the applicants only. Parents will be denied entry to avoid congestion and violating the physical distancing measure. Kindly take note of the time of your reporting as we will strictly observe the processing of 100 applicants per hour.

Since MAAP delivers courses through online platform, you are highly encouraged to bring your Laptop/Tablet/Ipad in order to receive academic instructions especially during your mandatory 14-day quarantine period.

Please be guided by this notice and for any clarification, please contact the Academy at (02) 784-9100 / (02) 527-2110 / (047) 237-3355 or (0917) 533-8263 to confirm your attendance.

Good luck on your final phase.

**MAAP PRESIDENT**