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OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION



DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY

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SUBJECT : POLICIES, STANDARDS AND GUIDELINES FOR THE BACHELOR OF SCIENCE IN MARINE TRANSPORTATION AND BACHELOR OF SCIENCE IN MARINE ENGINEERING PROGRAMS

In accordance with the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the "Higher Education Act of 1994"; RA No. 10635 and its Implementing Rules and Regulations (IRR) which established the Maritime Industry Authority (MARINA) as the Single Maritime Administration of the Republic of the Philippines; the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended (STCW Convention, 1978, as amended); Executive Order (EO) No. 63 and its IRR which further strengthened the authority of MARINA as Single Maritime Administration and, by virtue of CHED Commission en banc (CEB) Resolution No. 271-2019 dated April 30, 2019, the following policies, standards and guidelines (PSG) for the Bachelor of Science in Marine Transportation (BSMT) and Bachelor of Science in Marine Engineering (BSMarE) programs are hereby adopted and promulgated.

ARTICLE I
INTRODUCTION

Section 1. Rationale and Background

This PSG was developed in pursuit of the educational reforms that include the enhanced basic education curriculum through K to 12, the New General Education Curriculum, and the ongoing quality assurance system for the development, recognition and award of qualification to the BSMT and BSMarE graduates based on the Philippine Qualifications Framework (PQF) Level 6 and International Standards.

Furthermore, this revised PSG serves the purpose of further ensuring the compliance of BSMT and BSMarE programs with the pertinent requirements of the STCW Convention, 1978, as amended, making them more responsive to the needs of the industry and thereby maintaining the global competitiveness of BSMT and BSMarE graduates and in particular, the Filipino seafarers serving as officers in charge of a watch for international shipping.

In addition, based on the Guidelines for the Implementation of CMO No. 46, s. 2012, this PSG implements the shift to learning competency-based standards/outcomes-based education. It adopts the competencies expected of BSMT and BSMarE graduates as provided under the STCW Convention, 1978, as amended, regardless of the type of higher education institution (HEI) they graduated from.

ARTICLE II DEFINITION OF TERMS

Section 2. For purposes of this PSG, the following terms shall be construed as follows:

- 2.1. Approved TRB:** Refers to the Training Record Book (TRB) designed by the International Shipping Federation (ISF), GlobalMET or any other entity and approved by the Maritime Administration in accordance with the requirements of the STCW Convention, 1978, as amended.
- 2.2. Assessment of Competence:** The process of collecting evidence through theoretical examination and practical assessment of the knowledge, understanding and proficiency gained from one or more of the following: approved education and training; approved training ship experience; approved simulator training; approved laboratory equipment training; approved in-service, and making judgment on whether competency has been achieved to confirm that an individual can perform in accordance with the standards in the relevant tables of competence of the STCW Code.
- 2.3. BSMT:** The maritime education program being implemented by the Commission and the Maritime Administration in compliance with the mandatory education and training under **Regulation II/1, paragraph [5]** of the STCW Convention, 1978, as amended, as one of the requirements for issuance of a Certificate of Competency (COC) as Officer in Charge of a Navigational Watch on seagoing ships of 500 gross tonnage or more.
- 2.4. BSMarE:** The maritime education program being implemented by the Commission and the Maritime Administration in compliance with the mandatory education and training under **Regulation III/1, paragraph [4]** of the STCW Convention, 1978, as amended, as one of the requirements for issuance of COC as Officer in Charge of an Engineering Watch in a manned engine-room or designated duty engineer officer in a periodically unmanned engine-room on seagoing ships powered by main propulsion machinery of 750 kW propulsion power or more.
- 2.5. Closure of a Program:** The closure of BSMT or BSMarE degree program offered by a maritime higher education institution (MHEI), which may be voluntary or involuntary as a consequence of non-compliance or failure to maintain compliance with the minimum requirements. In any case, the closure shall be effected only after due process.
- 2.6. Commission:** The Commission on Higher Education (CHED).
- 2.7. Competence:** The combination of knowledge, skills, experience and attitude that enables an individual to perform a certain function or task. It includes: 1) the cognitive competence involving the use of theory and concepts as well as informal tacit experiential knowledge; 2) functional competence, which involves knowledge, understanding and skills necessary for the proper performance of functions, tasks, duties and responsibilities in a workplace; and 3) personal competence involving ethical, personal and professional values.

For purposes of the BSMT and or BSMarE programs, specific cognitive and functional competences are provided in the Tables of Standards of Competence under the STCW Code.

- 2.8. Completed Classroom Instruction (CCI) for OBT:** Referred to as "Completed Academic Requirements" in previously issued PSGs, pertains to the completion of the required courses under the BSMT or BSMarE program prior to the OBT based on the Commission and Maritime Administration approved curriculum.
- 2.9. Course:** A discrete component of a degree program. It is identified by a course code, descriptive title and its outline or syllabus. This is also known as subject. It is a collection of learning experiences (e.g. lectures, experiments, academic exercises, and projects) within a particular subject area and organized to accomplish particular outcomes.
- 2.10. Course Specifications:** The requirement for the design, development and delivery of the course which includes the course code, course descriptive title, credit units, number of lecture and laboratory hours per week, prerequisites/ co-requisites, competencies and KUPs addressed, course outcomes and references.
- 2.11. Course Syllabus:** A collection of elements that shows the plan for the delivery of the course which includes competence, KUP and topics, intended learning outcomes, teaching and learning activities (TLA), equipment, materials, and teaching aids, references, assessment, and indicative number of hours.
- 2.12. Curriculum:** An aggregate of courses that are systematically and logically arranged within the program of study to ensure achievement of prescribed standards of competence under the STCW Convention, 1978, as amended and other relevant international covenants. It consists of a curriculum outline indicating a summary of the professional courses, general education courses, OBT and other required courses under existing laws, rules and regulations, as well as the list of prerequisites and co-requisites and the program of study.
- 2.13. Curriculum Map:** A matrix showing the distribution of the minimum standards of competence and knowledge, understanding and proficiency (KUP) prescribed under the STCW Convention, 1978, as amended into the particular course or courses comprising the BSMT or BSMarE program and the allotted class hours.
- 2.14. Degree:** An academic degree conferred on students by an HEI, upon satisfactorily completing a program of study.
- 2.15. Diploma:** A certificate awarded by an HEI, conferring a degree on a student certifying satisfactory completion of the program of study.
- For purposes of this PSG and the STCW Convention, the Diploma serves as documentary evidence that the person whose name appears therein has satisfactorily completed the mandatory education and training for certification as an officer in charge of a watch.
- 2.16. Due Process:** As used in this PSG, pertains to the guarantee that all legal proceedings will be fair and that the concerned MHEI will be given notice of the proceedings and an opportunity to be heard before the Commission acts towards the closure of its BSMT or BSMarE program.
- 2.17. Evaluation:** The process of judging the educational quality of an HEI or a program by using assessment results to determine fitness with the accepted/declared set of standards.

- 2.18. Learning Outcomes:** Clear statements of what the learner is expected to know, understand, and do as a result of a learning experience.
- 2.19. Maritime Administration:** Refers to the Maritime Industry Authority (MARINA) as the single government agency mandated to ensure complete and effective implementation of the STCW Convention, 1978, as amended or simply the "Administration" as referred to under the STCW Convention.
- 2.19. MHEI:** Refers to a higher education institution granted authority to operate BSMT and/or BSMarE program by the Commission.
- 2.20. Onboard Training (OBT):** Referred to as "shipboard training" in previously issued PSGs, pertains to the mandatory seagoing service under Regulations II/1 and III/1 of the STCW Convention, 1978, as amended, required for every candidate for certification as an Officer in Charge of a Navigational Watch on ships of 500 gross tonnage or more or as an Officer in Charge of an Engineering Watch in a manned engine-room or as designated duty engineer in a periodically unmanned engine-room on ships powered by main propulsion machinery of 750 kW propulsion power or more. The completion of OBT is a requirement for the conferment of the degree in BSMT or BSMarE.
- 2.21. Outcomes-Based Education (OBE):** An educational approach that focuses and organizes the educational system around what is essential for all learners to know, value, and be able to achieve a desired level of competence. Once the desired results or "exit outcomes" have been determined, the strategies, processes, techniques and means are put in place to achieve predetermined goals. In essence, it is working backward with students as the center of the learning-teaching milieu.
- 2.22. Program Educational Objectives (PEOs):** Broad statements that describe the career and professional accomplishments that the program is preparing graduates to achieve.
- 2.23. Program Outcomes (POs):** These are sets of competencies (related knowledge, skills, and attitudes) that all learners are expected to demonstrate after the completion of the curriculum or program.
- 2.24. Philippine Qualifications Framework (PQF):** It describes the levels of educational qualifications and sets the standards for qualification outcomes. It is a quality assured national system for the development, recognition and award of qualifications based on standards of knowledge, skills and values acquired in different ways and methods by learners and workers of the country.
- 2.25. Program of Study:** An academic plan, which articulates the distribution of courses per academic term, as well as the OBT requirement that have to be taken by a student towards the satisfactory completion of BSMT or BSMarE program.
- 2.26. Quality Standards System (QSS):** A system that is required under Regulation I/8 of STCW Convention, 1978, as amended that MHEIs must establish, which shall incorporate key elements such as, but not be limited to, an expressed policy regarding quality and the means by which such policy is to be implemented; the organizational structure, responsibilities, procedures and resources necessary for quality management; the operational techniques and activities to ensure quality control; the systematic institutional monitoring arrangements including internal quality-



assurance evaluations to ensure that all defined objectives are being achieved; and arrangements for periodic external evaluations.

- 2.27. Refresher Course:** A training course designed, developed and approved by the Maritime Administration required to be taken and completed by a BSMT or BSMarE student who has not yet completed the OBT requirement and/or failed to earn the degree within six (6) years after completion of classroom instruction under the BSMT or BSMarE program.
- 2.28. Seagoing ship:** A ship other than those which navigate exclusively in inland waters or in waters within, or closely adjacent to, sheltered waters or areas where port regulations apply.
- 2.29. Standard of Competence:** The level of proficiency to be achieved for the proper performance of functions onboard seagoing ships in accordance with the criteria set forth in the STCW Convention, 1978, as amended, and incorporating prescribed standards or levels of knowledge, understanding and demonstrated skills.
- 2.30. STCW Convention:** The International Convention on Standards of Training, Certification and Watchkeeping for seafarers, 1978, adopted by the International Conference on Training and Certification of Seafarers on 7 July 1978, which was amended several times since its adoption. For purposes of this PSG and for brevity, it shall be referred to as the "STCW Convention, 1978, as amended" or simply the STCW Convention.
- 2.31. STCW Code:** The Seafarers' Training, Certification and Watchkeeping Code which was adopted in 1995 as an integral part of the STCW Convention during the "Conference of Parties to the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers" held at the Headquarters of the International Maritime Organization (IMO) from 26 June to 7 July 1995.
- 2.32. Surveillance:** The conduct of unannounced visit/inspection of a maritime education, training or assessment institution to ensure that the delivery of BSMT and/or BSMarE program is in accordance with this PSG and other relevant regulations.
- 2.33. Unit:** In line with CMO No. 40, series of 2008, one (1) unit of college credit shall be equivalent to one (1) hour lecture or recitation each week or a total of not less than seventeen (17) hours in a semester. Likewise, one (1) unit of college credit is equivalent to two (2) or three (3) hours of laboratory work, drafting, workshop or fieldwork each week for a total of seventeen (17) weeks in a semester.
- 2.34. Updating Course:** A training course designed, developed and approved by the Maritime Administration for the purpose of updating the knowledge, understanding and skills of future or existing seafarers as a result of the implementation of mandatory amendment(s) to the STCW Convention as well as other international covenants and national laws and regulations concerning the safety of life at sea, security and the protection of the marine environment.
- 2.35. Workshop Skills Training:** An approved training course intended to augment the 12 months seagoing service or the 36 months seagoing service for BSMarE program carried out ashore in an approved workshop or training institution.



**ARTICLE III
APPROVAL AND AUTHORITY TO OPERATE
MARITIME EDUCATION PROGRAMS**

Section 3. Approval of Maritime Education Programs

All HEIs, including state universities and colleges (SUCs), local colleges and universities (LCUs), and autonomous and deregulated HEIs, intending to offer BSMT and/or BSMarE programs shall first secure approval from the Commission before offering and conducting the said programs. The approval shall be granted in the form of an Authority to Operate, upon recommendation of the Maritime Administration, in accordance with this PSG.

3.1 Authority to Operate

The authority to operate, consisting of a Permit Phase and Recognition Phase, shall be applied for and shall only be granted after the applicant HEI has complied with the pertinent requirements under this PSG.

Such compliance shall be evaluated and verified through a joint Commission and Maritime Administration inspection and evaluation of the applicant HEI on-site.

3.2 Permit to Operate

Only a duly established HEI that is able to provide objective evidence of a strong partnership or joint venture with a shipping/manning company for the provision of OBT to its students shall file an application for the grant of a Permit to Operate the BSMT and/or BSMarE program in accordance with the time periods prescribed under Section 56 of CMO 40, series of 2008 except for the provision thereof, which states that: "Applications for permit not disapproved within the above-prescribed period, are deemed approved."

If the partner is a domestic shipping company, the applicant HEI shall provide objective evidence that such domestic shipping company has the capacity and commitment to deploy cadets by showing the company's OBT program covered by its Quality Management System, OBT Agreement and accreditation by the Maritime Administration.

The applicant HEI shall also demonstrate its capability to comply with all the requirements for the program being applied for in order to qualify for the grant of a permit to operate.

The permit to operate shall initially cover the first and second year levels of the program being applied for, and shall only be granted after the first and second year level requirements have been complied with.

Before the start of the second year of operation of the degree program, the concerned MHEI shall apply for permit to operate the third year level of the program. The third year permit to operate shall only be granted if compliance with the first and second year level requirements is maintained and the third year level requirements for the program being applied for have been complied with. Otherwise, the permit to operate the first and second year levels of the program concerned shall be revoked. The affected students shall be assisted by the concerned MHEI in transferring to other institutions offering authorized BSMT and/or BSMarE programs.



An application shall be deemed disapproved if applicant HEI, despite due notice, has not complied with the required documents within the prescribed period. Said action shall also apply even if the Commission has not issued a notice/letter of disapproval of application.

3.3 Program Recognition

Before the start of the third year of operation of the authorized program, the concerned MHEI shall file an application for recognition of such program in accordance with Section 57 of CMO 40, series of 2008.

The recognition shall only be granted when all requirements for the complete operation of the BSMT or BSMarE program, including the provision of OBT for students who are completing the classroom instruction prior to the grant of recognition, have been complied with. Otherwise, the permit to operate the first, second and third year levels of the program being applied for recognition shall be revoked.

3.4 All MHEIs with existing BSMT and/or BSMarE programs currently authorized by the Commission shall adhere to and comply with all the requirements under this PSG. Such compliance shall be verified through a joint Commission and Maritime Administration inspection and evaluation of the HEIs concerned.

3.5 The offering or operation of BSMT and/or BSMarE programs without the proper authority to operate as provided under this PSG shall be unlawful, illegal and shall be dealt with accordingly under the pertinent existing laws, rules and regulations of the Republic of the Philippines.

3.6 The permit or recognition shall be exclusive to the MHEI to which it was granted and shall be subject to the conditions set forth therein. The permit or recognition cannot in anyway be alienated or be subject of any contract.

3.7 BSMT and/or BSMarE program of any MHEI that failed to comply with the minimum requirements provided under this PSG shall be subject to closure after due process.

ARTICLE IV PROGRAM SPECIFICATIONS

Section 4. Program Description

4.1. BSMT is a maritime education program that covers the mandatory education and training for Officers in Charge of a Navigational Watch required under Regulation II/1 of the STCW Convention, 1978, as amended.

4.2. BSMarE is a maritime education program that covers the mandatory education and training for Officers in Charge of an Engineering Watch required under Regulation III/1 of the STCW Convention, 1978, as amended.

Section 5. Degree Name

5.1. The degree name for the mandatory education and training for Officers in Charge of a Navigational Watch shall be Bachelor of Science in Marine Transportation (BSMT).



5.2 The degree name for the mandatory education and training for Officers in Charge of an Engineering Watch shall be Bachelor of Science in Marine Engineering (BSMarE).

Section 6. Nature of the Field of Study

6.1. The BSMT program shall cover the study of navigation, cargo handling and stowage, and controlling the safe operation of the ship and care for persons on board the ship at the operational level.

6.2. The BSMarE program shall cover the study of marine engineering including but not limited to propulsion system and its auxiliaries, electrical, electronic and control engineering, maintenance and repair, controlling the operation of the ship and care for persons on board the ship at the operational level.

6.3. Graduates of the recognized BSMT or BSMarE program are qualified to take the Maritime Administration prescribed assessment of competence for certification as Officer in Charge of Navigational Watch on seagoing ships of 500 gross tonnage or more or as Officer in Charge of Engineering Watch on seagoing ships powered by main propulsion machinery of 750kW propulsion power or more, subject to compliance with other requirements thereof.

Section 7. Program Educational Objectives (PEOs)

7.1. As a degree program, the general program educational objective of BSMT or BSMarE is to produce graduates who are competent to pursue a career or advanced studies in related maritime field of specialization.

7.2. Specifically, the BSMT program shall aim to produce competent Officers in Charge of a Navigational Watch on seagoing ships of 500 gross tonnage or more while the BSMarE program shall aim to produce competent Officers in Charge of an Engineering Watch in a manned engine-room or as designated duty engineer in a periodically unmanned engine-room on seagoing ships powered by main propulsion machinery of 750 kW or more.

Section 8. Specific Professions/Career Opportunities for BSMT/ BSMarE Graduates

8.1. A graduate of BSMT program may find careers in:

- a. Merchant Marine profession
- b. Maritime Industry
 1. Ship building and repair
 2. Ship operations and management
 3. Port operations and management
 4. Ship surveying and inspection
 5. Offshore industry
- c. Maritime Education and Training
- d. Government
 1. Philippine Navy
 2. Philippine Coast Guard
 3. Maritime Industry Authority

8.2. A graduate of BSMarE program may find careers in:

- a. Merchant Marine profession
- b. Maritime Industry
 1. Ship building and repair
 2. Ship operations and management
 3. Port operations and management
 4. Ship surveying and inspection



5. Offshore industry
- c. Maritime Education and Training
- d. Industrial and Commercial Establishment
- e. Government
 1. Philippine Navy
 2. Philippine Coast Guard
 3. Maritime Industry Authority

Section 9. Allied Fields

- 9.1.** The following fields shall be considered as allied to the BSMT program for purposes of determining the qualifications of faculty:
- a. Mechanical Engineering
 - b. Electrical Engineering
 - c. Chemical Engineering
 - d. Naval Architecture and Marine Engineering
 - e. Law
 - f. Meteorology
 - g. IT related fields
- 9.2.** The following fields shall be considered as allied to the BSMarE program for purposes of determining the qualifications of faculty:
- a. Mechanical Engineering
 - b. Electrical Engineering
 - c. Chemical Engineering
 - d. Electronics Engineering
 - e. Industrial Engineering
 - f. Instrumentation and Control Engineering
 - g. Naval Architecture and Marine Engineering
 - h. Law
 - i. IT related fields

Section 10. Program Outcomes

The program outcomes for the BSMT and BSMarE programs are expressed in the following set of learning outcomes:

10.1 Common to all programs in all types of HEI

Graduates of BSMT and BSMarE programs should be able to:

- a. engage in lifelong learning and understanding to keep abreast of the developments in Maritime practice;
- b. communicate orally and in writing using both English and Filipino;
- c. work independently and in multi-disciplinary and multi-cultural teams;
- d. act in recognition and practice of professional, social, and ethical accountability and responsibility; and
- e. preserve and promote “Filipino historical and cultural heritage”.

10.2 Common to the BSMT and BSMarE Programs

Graduates of BSMT and BSMarE programs should be able to:

- a. apply knowledge in mathematics, science and technology in solving problems related to the profession and the workplace;
- b. evaluate the impact and implications of various contemporary issues in the global and social context of the profession;
- c. use appropriate techniques, skills and modern tools in the practice of the profession in order to remain globally competitive; and
- d. conduct research using appropriate research methodologies.

10.3 Specific to the Discipline

10.3.1. BSMT

A graduate of BSMT program shall be able to demonstrate the competence to perform the functions pertaining to navigation, cargo handling and stowage, and controlling the safe operation of the ship and care for persons on board the ship at the operational level and acquire the specific knowledge and understanding under Table A-II/2 of the STCW Code that are covered by this program.

10.3.2. BSMarE

A graduate of BSMarE program shall be able to demonstrate the competence to perform the functions pertaining to marine engineering, electrical, electronic and control engineering, maintenance and repair, controlling the operation of the ship and care for persons on board the ship at the operational level and acquire the specific knowledge and understanding under Table A-III/2 of the STCW Code that are covered by this program.

10.4 Common to a horizontal type as defined in CMO No. 46, s.2012

Graduates of BSMT and BSMarE programs are expected to be able to demonstrate:

- a. for Professional Institutions: a service orientation in one's profession.
- b. for Colleges: an ability to participate in various types of employment, development activities, and public discourses particularly in response to the needs of the community one serves.
- c. for Universities: an ability to participate in the generation of new knowledge or in research and development projects.

Graduates of SUCs must, in addition, have the competencies to support "national, regional and local development plans".

Section 11. Sample Performance Indicators

Performance Indicators are specific and measurable statements identifying the performance(s) required to meet the outcome; confirmable through evidence.

MHEIs shall develop the performance indicators to be achieved by the students as per institution's program outcomes and may refer to Table A-II/1 and Table A-III/1 of the STCW Code as a guide.

Sample Performance Indicators based on the Handbook on Typology, Outcomes-Based Education and Institutional, Sustainability Assessment (2014)

A. Institution

Performance Indicator	Metrics	Targets
An attribute of the ideal graduate could be their ability to "apply their professional skills to become experts in their areas of specialization and expertise"	Could include overall results of licensure examination or employment rates of graduates, awards to the graduates or to the institution, or the MHEIs involvement in the development of local and regional national policies	The desired standards such as minimum values of 70% passing rate in licensure examination, 80% employment rate, 1 award per year or involvement in the development of 2 local policies

B. Program

Performance Indicator	Metrics	Targets
HEIs engineering graduates are expected to “provide engineering solutions in the context of social, environmental and ethical considerations”	Completion of project or undergraduate thesis geared toward problem solving that contributes to professional practice, community concerns and research	Desired standards such as 100% completion of project or thesis with 70% having an impact on profession, community or research

C. Course

Performance Indicator	Metrics	Targets
HEIs engineering graduates are expected to “provide engineering solutions in the context of social, environmental and ethical considerations”	Completion of project or undergraduate thesis geared toward problem solving that contributes to professional practice, community concerns and research	Desired standards such as 100% completion of project or thesis with 70% having an impact on profession, community or research

ARTICLE V STANDARDS OF COMPETENCE, ASSESSMENT AND CONFERMENT OF THE DEGREE

Section 12. Standards of Competence

12.1. MHEIs authorized to offer BSMT program shall ensure that every student thereof shall have acquired the knowledge, understanding and skills needed to meet the standards of competence specified in Sections A-II/1 and A-IV/2 of the STCW Code for certification as Officer in Charge of a Navigational Watch serving on a seagoing ship of 500 gross tonnage or more and as Global Maritime Distress Safety System (GMDSS) Radio Operator, respectively.

12.2. MHEIs authorized to offer BSMarE program shall ensure that every student thereof shall have acquired the knowledge, understanding and skills needed to meet the standards of competence specified in Section A-III/1 of the STCW Code for certification as Officer in Charge of an Engineering Watch in a manned engine-room or designated duty engineer officer in a periodically unmanned engine-room on a seagoing ship powered by main propulsion machinery of 750 kW propulsion power or more.

Section 13. Assessment for Conferment of the Degree

Every BSMT or BSMarE student shall be required to pass an assessment of the knowledge, understanding and skills acquired prior to conferment of the degree.

Section 14. Conferment of Degree

- 14.1.** The conferment of BSMT or BSMarE degree requires the following:
- a. Completion of academic and other institutional requirements; and
 - b. Completion of the required OBT in accordance with this PSG and the STCW Convention, 1978, as amended.

ARTICLE VI CURRICULUM

Section 15. Minimum Curriculum Standards

The Commission and the Maritime Administration shall develop, adopt and implement the minimum curriculum standards for BSMT and BSMarE programs which shall be offered by the MHEIs.

Upon compliance with the minimum prescribed curricula by the Commission and the Administration, MHEIs may design an enhanced curriculum suited to their own context and mission, subject to the approval by the Commission and Maritime Administration prior to implementation. In the same vein, they have latitude in terms of curriculum delivery and deployment of human and physical resources; as long as they can show that the attainment of the Program Outcomes and satisfaction of Program Educational Objectives can be assured by the alternative means they propose and provided further that the sequencing of the courses according to pre-requisites and co-requisites are observed, subject to the approval by the Commission and Administration.

Section 16. Curriculum Description

The structure of BSMT and BSMarE curricula was set based on the Curriculum Map contained in Annex A of this PSG.

16.1. BSMT Program

The curriculum of BSMT program shall have a total of 175 credit units consisting of the Professional Courses, OBT, Physical Education (PE), National Service Training Program (NSTP) and the General Education component following CMO No. 20, series of 2013.

The sequencing of the courses according to pre-requisites and co-requisites shall be observed. The OBT in line with the requirements of the STCW Convention, 1978, as amended shall be given a total of 40 credit units upon completion.

16.2. BSMarE Program

The curriculum of BSMarE program shall have a total of 179 credit units consisting of the Professional Courses which include mechanical and electrical workshop skills training as illustrated in the Table 1 below, OBT, PE, NSTP and the General Education component following CMO No. 20, Series of 2013.

The sequencing of the courses according to pre-requisites and co-requisites shall be observed. The OBT in line with the requirements of the STCW Convention, 1978, as amended shall be given a total of 40 units upon completion.

TABLE 1

Workshop Skills Training under the BSMarE Program			
BSMarE Courses covering Workshop Skills Training	Number of Units Per Course	Computation of Laboratory Hours	Number of Laboratory Hours
Mach 1 - Hand and Measuring Tools	2 (1-4)	4 Lab. Hrs/week @ 16 weeks per Sem.	64
Mach 2 - Machining Tools	2 (1-4)	4 Lab. Hrs/week @ 16 weeks per Sem.	64
Mach 3 - Gas & Electric Welding	2 (1-4)	4 Lab. Hrs/week @ 16 weeks per Sem.	64
Electro 1 - Basic Electricity	4 (3-3)	3 Lab. Hrs/week @ 16 weeks per Sem.	48
Electro 2 – Basic Electronics	3 (2-3)	3 Lab. Hrs/week @ 16 weeks per Sem.	48
Electro 3 - Marine Electricity & Electrical Maintenance	5 (3-6)	6 Lab. Hrs/week @ 16 weeks per Sem.	96
Maint – Maintenance and Repair	3 (2-3)	3 Lab. Hrs/week @ 16 weeks per Sem.	48
Total Workshop Skills Training Hours:			432

Section 17. Curriculum Outline and Content

17.1. BSMT Program

The outline and content of the curriculum for BSMT is based on the curriculum map as presented in Annex A. The curriculum map includes the course title and corresponding hours allocated to cover the delivery of prescribed competence, knowledge, understanding and proficiency for the different functions outlined in Table A-II/1 and the specific knowledge and understanding under Table A-II/2 of the STCW Code that are covered by this program.

The MHEIs shall comply with the pre-requisites required and co-requisites for the course concerned.

CURRICULUM OUTLINE FOR BSMT PROGRAM

Courses	No. of Courses	Equivalent Units per Course	Total Units	Prereq/ Coreq
GENERAL EDUCATION COURSES	18		50	
a) Core Courses	8	3	24	
NGEC 1 - Understanding the Self				
NGEC 2 - Readings in Philippine History				
NGEC 3 - The Contemporary World				
NGEC 4 - Mathematics in the Modern World				
NGEC 5 - Purposive communication				
NGEC 6 - Art Appreciation				
NGEC 7 - Science, Technology, & Society				
NGEC 8 – Ethics				



Courses	No. of Courses	Equivalent Units per Course	Total Units	Prereq/ Coreq
b) Elective	3	3	9	
NGEC 9 - Math, Science, & Technology				
NGEC 10 - Social Sciences & Philosophy				
NGEC 11 - Arts and Humanities				
c) Mandated Course/s	7		17	
Rizal - The Life and Works of Dr. Jose Rizal	1	3	3	
Physical Education (PE) (1, 2, 3, 4)	4	2	8	
National Service Training Program (NSTP) 1 and 2	2	3	6	
PROFESSIONAL COURSES	24		85	
Nav 1 – Navigational Instruments with Compasses		4 (3-3)		
Nav 2 – Terrestrial & Coastal Navigation 1		5 (5-0)		Nav 1
Nav 3 – Terrestrial & Coastal Navigation 2		5 (3-6)		Nav 2
Nav 4 – Celestial Navigation		3 (2-3)		Nav 3
Nav 5 – Operational use of RADAR/ARPA		3 (2-3)		D-Watch 1
Nav 6 – Operational use of ECDIS		2 (1-3)		Nav 5
Nav 7 – Voyage Planning		3 (2-3)		Nav 6
Seam 1 – Ship, Ship Routines & Ship Construction		4 (3-3)		
Seam 2 – Trim, Stability & Stress		5 (5-0)		Seam 1
Seam 3 – Cargo Handling and Stowage (Non-Dangerous Goods)		3 (2-2)		Seam 2
Seam 4 – Cargo Handling & Stowage (Dangerous Goods & Inspections)		3 (2-2)		Seam 2
Seam 5 – Ship Handling & Maneuvering		3 (2-3)		D-Watch 1
Seam 6 – Advance Trim, Stability & Stress		6 (6-0)		Seam 2
D-Watch 1 – Collision Regulations		4 (3-3)		
D-Watch 2 – Deck Watchkeeping with Bridge Resource Management		3 (2-3)		D-Watch 1 Nav 6 Mgmt 1
Met-O 1 – Meteorology & Oceanography 1		5 (5-0)		
Met-O 2 – Meteorology & Oceanography 2		4 (4-0)		Met-O 1
Mar Power – Basic Marine Engineering		4 (4-0)		
Marcom – Maritime Communications (GMDSS for GOC)		5 (3-6)		
BT – Basic Training (in accordance to Section 21 – Basic Training)		No credit unit		
ICT - Software Applications and Network System used in Seagoing Ships		2 (1-3)		
Mar Env – Protection of the Marine Environment		3 (3-0)		
Mar Law – Maritime Law		4 (4-0)		
Mgmt 1– Leadership and Teamwork		3 (3-0)		
Mgmt 2 – Integrated Management System		2 (2-0)		
ONBOARD TRAINING	1		40	Basic Training

SUMMARY OF UNITS	Total number of Units
General Education Courses	50
Professional Courses	85
Onboard Training	40
TOTAL NO. OF UNITS	175

Recommended elective Professional Courses/Topics

1. Ship Operations and Shipyard Practice
2. Ship Superintendence and Chartering Practice
3. Ship Survey and Vetting Inspection
4. Port Management and Logistics
5. Trends, Issues, and Breakthroughs in the Maritime Industry
6. Emerging Technologies in the Maritime Industry

17.2. BSMarE Program

The outline and content of the curriculum for BSMarE is based on the curriculum map as presented in Annex A. The curriculum map includes the course title and corresponding hours allocated to cover the delivery of prescribed competence, knowledge, understanding and proficiency for the different functions outlined in Table A-III/1 and the specific knowledge and understanding under Table A-III/2 of the STCW Code that are covered by this program.

The MHEIs shall comply with the pre-requisites required and co-requisites for the course concerned.

CURRICULUM OUTLINE FOR BSMarE PROGRAM

Courses	No. of Courses	Equivalent Units per Course	Total Units	Prereq / Co-req
GENERAL EDUCATION COURSES	18		50	
a) Core Courses	8	3	24	
NGEC 1 - Understanding the Self				
NGEC 2 - Readings in Philippine History				
NGEC 3 - The Contemporary World				
NGEC 4 - Mathematics in the Modern World				
NGEC 5 - Purposive communication				
NGEC 6 - Art Appreciation				
NGEC 7 - Science, Technology, & Society				
NGEC 8 - Ethics				
b) Elective	3	3	9	
NGEC 9 - Math, Science, & Technology				
NGEC 10 - Social Sciences & Philosophy				
NGEC 11 - Arts and Humanities				
c) Mandated Course/s	7		17	
Rizal - The Life and Works of Dr. Jose Rizal	3	1	3	
Physical Education (PE) (1, 2, 3, 4)	4	2	8	
National Service Training Program (NSTP) 1&2	2	3	6	

Courses	No. of Courses	Equivalent Units per Course	Total Units	Prereq / Co-req
PROFESSIONAL COURSES	27		89	
Mach 1 - Hand and Measuring Tools		2 (1-4)		
Mach 2 - Machining Tools		2 (1-4)		Co-req- Mach 1
Mach 3 - Gas & Electric Welding		2 (1-4)		Mach 1 E Mat
Electro 1 - Basic Electricity		4 (3-3)		
Electro 2 - Basic Electronics		3 (2-3)		Electro 1
Electro 3 - Marine Electricity & Electrical Maintenance		5 (3-6)		Electro 1
Aux Mach 1 - Auxiliary Machinery 1		6 (5-3)		Thermo Mech
Aux Mach 2 - Auxiliary Machinery 2		5 (4-3)		AuxMach 1
PPD - Power Plant Diesel		5 (4-3)		Thermo AuxMach 1
PASGT – Propulsion Ancillary Systems & Gas Turbine		3 (2-3)		Mech IChem
PPS - Power Plant Steam		6 (5-3)		Auto 1
Auto 1 - Basic Control Engineering		4 (3-3)		Electro 2 Mech
Auto 2 – Marine Automation		4 (3-3)		Auto 1
Maint – Maintenance and Repair		3 (2-3)		AuxMach 2 PPD PPS PASGT Mach 3
EWK 1 – Engine Room Watchkeeping Principles 1		3 (3-0)		Prereq AuxMach 2
EWK 2 – Engine Watchkeeping with Resource Management		1 (0-3)		Co-req PPD PPS PASGT EWK 1 Mgmt 1
Nav Arch - Naval Architecture for Marine Engineering		2 (2-0)		Co-req Mech
E Mat - Engineering Materials		4 (4-0)		
Thermo – Thermodynamics		4 (3-3)		
Draw - Maritime Drawing and Diagrams		1 (0-3)		
IChem - Industrial Chemistry and Tribology		3 (2-3)		
Mech - Mechanics and Hydromechanics		3 (3-0)		
BT – Basic Training (in accordance to Section 21 – Basic Training)		No Credit Unit		
ICT – Software Applications and Network System used in Seagoing Ships		2 (1-3)		

Courses	No. of Courses	Equivalent Units per Course	Total Units	Prereq / Co-req
Mar Env – Protection of the Marine Environment		3 (3-0)		
Mar Law - Maritime Law		4 (4-0)		
Mgmt 1 – Leadership and Teamwork		3 (3-0)		
Mgmt 2 - Integrated Management Systems		2 (2-0)		
ONBOARD TRAINING	1		40	

SUMMARY OF UNITS:	Total number of Units
General Education Courses	50
Professional Courses	89
Onboard Training	40
TOTAL NO. OF UNITS	179

Recommended Elective Professional Courses/Topics

1. Ship Operations and Shipyard Practice
2. Ship Superintendence and Chartering Practice
3. Ship Survey and Vetting Inspection
4. Port Management and Logistics
5. Trends, Issues, and Breakthroughs in the Maritime Industry
6. Emerging Technologies in the Maritime Industry
7. Bridge Navigational Equipment for Marine Engineers

16.3. Implementation of the new General Education Curriculum

All MHEIs shall strictly implement and abide by the guidance provided in CMO No. 20, series of 2013 entitled "General Education Curriculum: Holistic Understandings, Intellectual and Civic Competencies."

Section 17. Program of Study

MHEIs shall adhere to the program of study for BSMT and BSMarE programs, which shall be prescribed by the Commission and the Maritime Administration.

Section 18. Course Specifications

MHEIs shall adhere to the course specifications for BSMT and BSMarE programs, as prescribed by the Commission and the Maritime Administration.

Section 19. Curriculum Delivery

The curriculum delivery for BSMT or BSMarE program commences by conveying the required knowledge, understanding, skills and competences that the students must acquire and demonstrate at the end of the program. The MHEIs shall follow and adhere to the prescribed structure, teaching methods and media of delivery, learning activities, assessments, and ensure the provision and availability of necessary facilities, equipment and other instructional support to ensure the attainment of the intended learning outcomes and the achievement of the prescribed standards of competence under the STCW Convention, 1978, as amended and other relevant international covenants.

The teaching-learning process shall be interactive, participatory, collaborative and experiential emphasizing the connection between and among courses to achieve a seamless integration towards holistic learning.

The following teaching and learning activities may be utilized in the course delivery, but not limited to:

1. Peer/Team Teaching
2. Micro-teaching
3. Film/Video Viewing
4. Interactive Learning
5. Reporting
6. Brainstorming
7. Class Discussion
8. Question and Answer Technique
9. Panel Discussion
10. Focused Group Discussion
11. Workshop Activity
12. Buzz Session
13. Concept/Mind Mapping
14. Gallery Walk
15. Research Project
16. Seminar/Symposium
17. Debate
18. Study Tour

Section 20. Curriculum Review and Revision

The Commission and the Maritime Administration shall conduct a regular review of the BSMT and BSMarE curricula to ensure continued compliance with the prevailing STCW standards, and other relevant international covenants and national laws and regulations, and if necessary, revise the curriculum and issue guidelines to MHEIs.

20.1 Review and Enhancement of the Curriculum by the MHEIs

The MHEIs shall also conduct a regular review of the prescribed curriculum based on relevant national and international rules and statutory requirements affecting maritime education and training, as well as feedbacks from faculty members, students, school officials/personnel, end-users and other industry stakeholders. The policies and procedures to this effect shall be embodied in the MHEI's Quality Standards System.

The result of such review shall be submitted to the Commission together with a recommendation for revision of the curriculum, as necessary.

The MHEIs may enhance their BSMT and/or BSMarE curricula according to and as suited to their own context and mission. However, changes that may affect the prescribed minimum curriculum standards shall be subject to approval by the Commission and the Maritime Administration prior to implementation.

20.2 Submission of the proposed revision of the Curriculum

20.2.1. Any proposed revision or enhancement that may affect the prescribed minimum curriculum standards shall be submitted in electronic and hard copies at least one year before the intended implementation to Maritime Education

Section (MES), Division of Programs with International Conventions, Office of Programs and Standards Development of the Commission. The submitted proposed revision or enhancement to the curriculum shall be reviewed jointly by the Commission and the Maritime Administration for approval.

20.2.2. The proposed revision of the curriculum shall be supported with documentary evidence that the same is in line with and intended to enhance the standards prescribed by the STCW Convention, 1978, as amended and other international covenants and the needs of industry.

20.3. Effectivity and Implementation of an approved revised Curriculum

A revised curriculum shall take effect and be implemented on the intended year of implementation after approval by the Commission and the Maritime Administration.

Section 21. Basic Training

21.1. The Basic Training is a component of the BSMT and BSMarE programs. For this purpose, the MHEIs shall first apply and secure proper approval from the Maritime Administration to offer the said course.

In case the MHEIs cannot offer the Basic Training component to its BSMT and/or BSMarE students, the concerned MHEI shall enter into a Memorandum of Agreement (MOA) with a maritime training institution (MTI) offering an approved Basic Training course located within the region subject to the following regulations:

21.1.1. the concerned MHEI shall submit to the Commission the following documents as evidence of compliance with Section 21.1 of this PSG, and shall be subject to verification and monitoring:

1. Copy of the Notarized Board Resolution of the concerned MHEI;
2. Copy of the Notarized MOA;
3. Copy of Certificate of Course Approval for Basic Training from the Maritime Administration;
4. Evidence of evaluation of the MTI by the concerned MHEI showing the following:
 - a. Capacity to accommodate their students according to the prescribed course intake limitation;
 - b. Instructor-trainee ratio; and
 - c. Equipment student ratio.

21.1.2. In case the MTI covered by the MOA is not located within the region, the concerned MHEI shall submit to the Commission the following documents, in addition to the requirements in Section 21.1.1.:

1. A written justification for such an arrangement; and
2. Parents' consent for concerned students attending Basic Training in MTI covered by the MOA not located within the region.

21.1.3. The MOA mentioned in this PSG must be valid. In case of any complaint, the Commission and the Maritime Administration shall conduct a verification visit of the MHEI and training institution concerned.

21.1.4. In case the MHEI decides to enter into a MOA with another or additional MTI(s), the above regulations shall apply.

21.1.5. In case the MOA is terminated, the Commission must be immediately informed of such termination.

21.1.6. The MHEIs shall ensure proper arrangement, coordination and supervision and monitoring of the Basic Training for their students.

Section 22. Onboard Training

22.1. As a general rule, MHEIs shall ensure that all students in the BSMT and BSMarE programs who have “completed classroom instruction for OB T” as per Commission and Maritime Administration approved curriculum shall be provided with OB T slot to finish their study and be granted with the corresponding degree thereof.

22.2. The compliance of MHEIs with the requirements under Section 22.1 above shall be determined by computing the percentage of OB T deployment based on the total number of students who completed the classroom instruction for OB T in a particular class. Provided that, students who opted not to pursue or undertake the required OB T for whatever reason, shall not be included in the computation of the percentage of deployment. Provided further that, such students shall be required to execute a duly notarized Affidavit of Undertaking stating clearly the reason(s) for not pursuing such requirement. Provided finally that, the notarized Affidavit of Undertaking shall be presented during inspection and/or monitoring activities conducted by the Maritime Administration and the Commission.

For this purpose, MHEIs shall comply with the minimum required deployment percentage as follows:

TABLE 2

Basis for Percentage Computation	Academic Year (AY) of Implementation			
	AY 2019-2020	AY 2020-2021	AY 2021-2022	AY 2022-2023 onwards
Number of students who Completed the Classroom Instruction (CCI) for OB T in a particular class prior to the Academic Year of implementation	Not less than <u>60%</u> of CCI for AY 2018-2019	Not less than <u>60%</u> of CCI for AY 2019-2020	Not less than <u>60%</u> of CCI for AY 2020-2021	Not less than <u>80%</u> of CCI effective for AY 2021-2022 <u>onwards</u>

The minimum required deployment percentage above shall be complied with within a maximum period of eighteen (18) months from the completion of classroom instruction for OB T.

22.3. MHEIs shall ensure that the requirement to execute a duly notarized Affidavit of Undertaking for student(s) who opted not to pursue or undertake the required OB T shall be duly disseminated by including such requirement in the



Student's Manual/Handbook. They shall also conduct student orientation, or post notices regarding such requirement in conspicuous places within the MHEI's premises or in MHEI's website to ensure effective information dissemination. Evidence of compliance with these requirements shall also be presented during inspection and/or monitoring of the concerned MHEI.

22.4. Philippine-registered ships plying the domestic route shall be required to secure accreditation from the Maritime Administration prior to accommodating students for OBT.

22.5. All students shall be allowed to complete the OBT as well as other graduation requirements within six (6) years after completion of classroom instruction. Students who completed the OBT beyond six years shall be required to undertake and complete a Refresher Course approved by the Maritime Administration prior to the conferment of his degree.

22.6. In the event that there are new competence(s) and knowledge, understanding and proficiency requirements prescribed under the STCW Convention prior to graduation, the student(s) concerned shall first be required to complete an Updating Course approved by the Maritime Administration prior to the conferment of the degree.

22.7. The guidelines on the implementation of OBT requirement under the BSMT and BSMarE programs and for purposes of qualification towards the issuance of Certificate of Competency (COC) as Officer in Charge of a Navigational Watch and Officer in Charge of an Engineering Watch, respectively, under the STCW Convention, 1978, as amended, are provided in Annex B including Workshop Skills Training.

ARTICLE VII REQUIRED RESOURCES

Section 23. Organization

23.1. A distinct and separate College of Maritime Education shall be established for the operation of maritime programs. There shall be a department established for every maritime program under the College of Maritime Education.

23.2. The College of Maritime Education shall be managed by a full-time Dean to effectively carry out his/her functions and responsibilities. In case that the College of Maritime Education has only one department, the Dean may serve as department head in concurrent capacity.

Section 24. Qualifications of the Dean

The Dean of the College of Maritime Education may be anyone of the following:

24.1 *Management Level Officer who shall have:

- 24 months of seagoing experience as Management Level Officer;
- 2 years of teaching experience;
- BSMT or BSMarE degree;
- Master's degree, preferably related to BSMT/ BSMarE program;
- completed Training Course for Instructors (IMO Model Course 6.09) and;
- completed Training Course on Assessment, Examination and Certification of Seafarers (IMO Model Course 3.12);



24.2 Management Level Officer who shall have:

- 12 months of seagoing experience as *Management Level Officer;
- 3 years of teaching experience;
- 1 year of supervisory experience;
- BSMT or BSMarE degree;
- Master's degree preferably related to BSMT/ BSMarE program;
- completed Training Course for Instructors (IMO Model Course 6.09) and;
- completed Training Course on Assessment, Examination and Certification of Seafarers (IMO Model Course 3.12);

24.3 Management Level Officer who shall have:

- 24 months of seagoing experience as *Officer in Charge of a Watch;
- 5 years of teaching experience;
- 3 years of supervisory experience;
- BSMT or BSMarE degree;
- Master's degree preferably related to BSMT/ BSMarE program;
- completed Training Course for Instructors (IMO Model Course 6.09) and;
- completed Training Course on Assessment, Examination and Certification of Seafarers (IMO Model Course 3.12);

24.4 Officer in Charge of a Watch who shall have:

- 36 months of seagoing experience as *Officer in Charge of a Watch;
- 5 years of teaching experience;
- 3 years of supervisory experience;
- BSMT or BSMarE degree;
- Master's degree preferably related to BSMT/ BSMarE program;
- completed Training Course for Instructors (IMO Model Course 6.09) and;
- completed Training Course on Assessment, Examination and Certification of Seafarers (IMO Model Course 3.12).

Note:

* Master or Chief Mate / Chief Engineer or Second Engineer

** Third Officer or Second Officer / Fourth Engineer or Third Engineer

Section 25 Department Chair/Head

25.1. BSMT

The Marine Transportation Department under the College of Maritime Education shall be supervised by a Department Chair/Head who shall have the following qualifications:

25.1.1 Management Level Officer who shall have:

- 12 months of seagoing experience as *Management Level Officer;
- 3 years of teaching experience;
- BSMT degree;
- completed Training Course for Instructors (IMO Model Course 6.09) and;
- completed Training Course on Assessment, Examination and Certification of Seafarers (IMO Model Course 3.12); or

25.1.2 Management Level Officer who shall have:

- 24 months of seagoing experience as **Officer in Charge of a Watch;
- 4 years of teaching experience;
- 1 year of supervisory experience;
- BSMT degree;
- Master's degree preferably related to BSMT/ BSMarE program;
- completed Training Course for Instructors (IMO Model Course 6.09) and;
- completed Training Course on Assessment, Examination and Certification of Seafarers (IMO Model Course 3.12).

Note:

* Master or Chief Mate / Chief Engineer or Second Engineer

** Third Officer or Second Officer / Fourth Engineer or Third Engineer

25.2 BSMarE

The Marine Engineering Department under the College of Maritime Education shall be administered by a Department Chair/Head who shall have the following qualifications:

25.2.1 Management Level Officer who shall have:

- 12 months of seagoing experience as *Management Level Officer;
- 3 years of teaching experience;
- BSMarE degree;
- completed Training Course for Instructors (IMO Model Course 6.09) and;
- completed Training Course on Assessment, Examination and Certification of Seafarers (IMO Model Course 3.12); or

25.2.2 Management Level Officer who shall have:

- 24 months of seagoing experience as **Officer in Charge of a Watch;
- 4 years of teaching experience;
- 1 year of supervisory experience;
- BSMarE degree;
- Master's degree preferably related to BSMT/ BSMarE program;
- completed Training Course for Instructors (IMO Model Course 6.09) and;
- completed Training Course on Assessment, Examination and Certification of Seafarers (IMO Model Course 3.12).

Note:

* Master or Chief Mate / Chief Engineer or Second Engineer

** Third Officer or Second Officer / Fourth Engineer or Third Engineer

Section 26 Faculty

26.1. Faculty members teaching General Education Courses shall be holders of appropriate Master's degree in his/her field of specialization.

Faculty members teaching PE courses shall be holders of a Bachelor's degree in PE or Bachelor of Science in Education with major or minor in PE, or any other bachelor's degree with certificate in PE.

26.2. Faculty members teaching Professional Courses shall be holders of relevant academic degree, experiences and credentials as follows:

26.2.1 Faculty teaching professional courses in BSMT shall have the following qualifications:

- **Officer in Charge of a Watch on seagoing ships of 500 gross tonnage or more;
- 12 months of seagoing experience as **Officer in Charge of a Watch on seagoing ships of 500 gross tonnage or more;
- preferably with teaching experience;
- BSMT degree;
- completed Training Course for Instructors (IMO Model Course 6.09) and;
- completed Training Course on Assessment, Examination and Certification of Seafarers (IMO Model Course 3.12).

Note:

** Third Officer or Second Officer

26.2.2 Faculty teaching professional courses in BSMarE shall have the following qualifications:

- **Officer in Charge of a Watch on seagoing ships powered by main propulsion machinery of 750 kW propulsion power or more;
- 12 months of seagoing experience as **Officer in Charge of a Watch on seagoing ships of 500 gross tonnage or more;
- preferably with teaching experience;
- BSMarE degree;
- completed Training Course for Instructors (IMO Model Course 6.09) and;
- completed Training Course on Assessment, Examination and Certification of Seafarers (IMO Model Course 3.12).

Note:

** Fourth Engineer or Third Engineer

26.2.3 Professional courses in BSMT which cover topics relating to KUPs in the management level deck shall be taught by management level deck officer with the following professional and academic qualifications:

- 12 months of seagoing experience as *Master or Chief Mate on seagoing ship of 500 GT or more;
- preferably with teaching experience;
- BSMT degree;
- completed Training Course for Instructors (IMO Model Course 6.09) and;
- completed Training Course on Assessment, Examination and Certification of Seafarers (IMO Model Course 3.12).

26.2.4 Professional courses in BSMarE which cover topics relating to KUPs in the management level engine shall be taught by management level engineer officer with the following professional and academic qualifications:

- 12 months of seagoing experience as **Chief Engineer Officer or Second Engineer Officer on seagoing ship powered by main propulsion machinery of 750 kW propulsion power or more;
- preferably with teaching experience;
- BSMarE degree;
- completed Training Course for Instructors (IMO Model Course 6.09) and;
- completed Training Course on Assessment, Examination and Certification of Seafarers (IMO Model Course 3.12).

26.3. Registered professionals holding a Bachelor's degree in the following allied fields, with a Master's degree, valid professional license, and at least one (1) year of professional or teaching experience may be allowed to teach the professional courses as follows:

Allied Fields	BSMT	BSMarE
Mechanical Engineering		Mechanics and Hydromechanics Thermodynamics Mach 1, 2 and 3 EMat
Electrical Engineering		Electro 1 and 2 Electro 3 and Auto 2 (if with Shipboard experience)
Chemical Engineering		IChem
Naval Architecture and Marine Engineering	Seam 2	NavArch Draw
Law	Maritime Law	Maritime Law
Meteorology	MetO 1 and MetO 2	
Information Technology	ICT	ICT
Industrial Engineering		Mechanics and Hydromechanics
Electronics Engineering		Electro 1 and 2 Electro 3 and Auto 2 (if with Shipboard experience)
Instrumentation and Control Engineering		Auto 1
BS Industrial Technology with majors		Mach 1, 2, and 3

26.4. In addition to the qualification requirements for Faculty members teaching Professional Courses in the preceding sections/sub-sections, faculty members teaching courses involving the use of simulators shall have:

- a. completed the "Train the Simulator Trainer and Assessor Course" (IMO Model Course 6.10) approved or recognized by the Maritime Administration;
- b. gained practical operational experience on the particular type of simulators being used by the Concerned MHEI; and
- c. completed transfer of technology training provided by the simulator supplier.

The Concerned MHEI shall comply with the requirement under paragraph [b] above by having a quality assurance process in its QSS to ensure that such faculty shall have gained practical operation



experience on the use of the particular type of simulator of the Institution. The compliance and implementation of such process shall be properly documented subject to joint verification and monitoring of the Commission and the Maritime Administration.

26.6. Teaching Load

The Dean and the Department Chair/Head may be allowed to handle a maximum teaching load of not more than 12 hours a week provided that their primary duties and responsibilities are not neglected.

A full-time faculty shall be allowed a maximum teaching load of 30 contact hours per week with at most four (4) different courses assignment.

26.7. There shall be faculty manual containing information and policies on:

- a. Hiring, retention, promotion and separation;
- b. Functions and responsibilities;
- c. Ranking system;
- d. Evaluation;
- e. Salary rates;
- f. Faculty benefits; and
- g. Code of conduct/ethical standards.

26.8. MHEI shall ensure that it has a faculty evaluation system involving students, peers and supervisor covered by its QSS.

26.9. Faculty Performance Evaluation

MHEIs shall have a quality assurance mechanism and process which ensures that:

- 1) Faculty for professional courses should be evaluated per course and should pass the lead instructor's evaluation;
- 2) Newly-hired faculty for professional courses with teaching experience from other MHEIs shall undergo assessment and evaluation (describe in their QSS);
- 3) Newly-hired faculty for professional courses without teaching experience shall be under the guidance and mentoring of a qualified and experienced faculty member (lead instructor) for at least one (1) semester. During the said period, the performance of the said faculty shall be evaluated by the designated faculty mentor to determine his/her readiness to handle a class on his own.

26.10. Faculty Development

MHEIs shall develop and implement a system of faculty development for professional advancement of the faculty members.

Section 27 Assessments and Assessors

27.1. MHEIs shall establish a structured assessment system in accordance with STCW competences to evaluate the students learning and acquisition of knowledge, understanding and skills within the BSMT and BSMarE programs in the form of summative assessment after the complete delivery of a particular course. This does not preclude the implementation of formative assessments during the program delivery.

27.2. The MHEIs shall ensure that the assessment is conducted by a designated Assessor with the following qualifications:

1. have an appropriate level of knowledge and understanding of the competence to be assessed;
2. be qualified in the task for which the assessment is being made;
3. have undergone training in:
 - a. "Training Course for Instructors" (IMO Model Course 6.09)
 - b. "Assessment, Examination and Certification of Seafarers" (IMO Model Course 3.12); and
 - c. "Train the Simulator Trainer and Assessor Course" (IMO Model Course 6.10), or an approved training course for Simulator Instructors and Assessors by the Maritime Administration for those assessing competence using simulators;
4. gained practical experience as assistant to an experienced assessor for at least one semester; and
5. gained practical assessment experience on the particular type of simulator of the Institution under the supervision and to the satisfaction of an experienced assessor for assessments involving the use of simulators.

27.3 For purposes of the required practical assessment experience, the concerned MHEI shall have a quality assurance process in its QSS to ensure that such Assessors shall have gained the necessary practical assessment experience involving the use of simulators. The compliance and implementation of such process shall be properly documented subject to joint verification and monitoring of the Commission and the Maritime Administration.

27.4. The following tasks shall be performed by the designated Assessor:

1. Spearhead the design, development and enhancement of assessment tools;
2. Ensure reliability and validity of assessment tools; and
3. Administer the conduct of examination/assessment.

27.5. Records of assessment shall be maintained as per quality standards system of the MHEI.

Section 28. Academic Support Personnel

28.1. Academic Support Personnel particularly those assigned in the laboratory must have the appropriate training on laboratory supervision and safety.

28.2. Laboratory safety is the responsibility of the institution. As such, the institution shall be responsible in ensuring the proper use and maintenance, and keeping its laboratories free from dangers and hazards. The following must be observed:

1. All laboratory activities shall be properly and adequately supervised by a faculty member;
2. Students shall not be allowed to work inside the laboratories unsupervised; and
3. Each department with laboratory/ies shall have full-time laboratory technician/s to assist instructors and maintain laboratory facilities.

28.3. Records of usage of laboratory equipment shall be maintained as per quality standards system of the MHEI.

28.4. A planned maintenance system shall be established under the QSS of the MHEI.

Section 29. Grading System

29.1. Bases for Grading

29.1.1. The final grade or rating given to a student shall be based solely on scholarly performance in any course. Any adjustment or diminution to the final grade for co-curricular activities, attendance or misconduct shall not be allowed. Any final grade given to a student may be reviewed in accordance with institutional academic processes.

29.1.2. Scholarly performance shall be measured and demonstrated by one or more of the following:

1. Lecture Component

- a. Written Examinations
- b. Oral Examinations
- c. Research works
- d. Outputs such as project, portfolio, and others

2. Laboratory Component

- a. Scientific and Technical Experiments
- b. Demonstration of competences acquired

29.2. Requirements for promotion

The promotion of a student from any curricular or component course towards graduation shall strictly comply with the conditions or requirements as follows:

29.2.1. For purposes of granting the corresponding credit units towards the completion of a course or graduation from a BSMT or BSMarE program, the student shall:

1. be enrolled in the program; and
2. have demonstrated the required course outcomes as specified in the course specifications

29.2.2. A student shall be promoted or permitted to enroll in the next semester or year level provided the pre-requisite and co-requisite course(s) have been complied with.

29.2.3. A student shall earn academic credits for promotion towards graduation, provided that:

- a) for BSMT student, he/she has demonstrated that the minimum required knowledge, understanding and skills needed to meet the standards of competence specified in Sections A-II/1 and A-IV/2 of the STCW Code for certification as Officer In Charge of a Navigational Watch serving on a seagoing ship of 500 gross tonnage or more and as Global Maritime Distress and Safety System (GMDSS) Radio Operator, respectively, have been met;
- b) for BSMarE student, he/she has demonstrated that the minimum required knowledge, understanding and skills needed to meet the standard of competence specified in Section A-III/1 of the STCW



Code for certification as Officer in Charge of an Engineering Watch in a manned engine-room or designated duty engineer officer in a periodically unmanned engine-room on a seagoing ship powered by main propulsion machinery of 750 kW propulsion power or more have been met.

29.2.4. The scholastic records of every student for each academic term shall be filed and maintained within the institution until the end of the next academic term, for reference or examination purposes in case of any grievance or complaint. Thereafter, such scholastic records shall be maintained via electronic means.

29.3. Requirements for Grading

The grading system for a student in curricular or component courses shall strictly comply with the conditions or requirements as follows:

29.3.1. No provisional, conditional or temporary final grade for any curricular or component course shall be given to a student.

29.3.2. In case a student fails to take a final examination or submit an academic requirement for completion of a course and that his/her scholastic performance is not sufficient to merit a final passing grade, the institution, consistent with its academic policies, may give the student a final grade which does not earn any academic credit nor indicates failure such as "NC" for "No Credit" or "NG" for "No Grade". Such grade is permanent and cannot be subsequently changed. Provided however, if failure to take the final examination, or to submit the academic requirements, is due to excusable grounds, such as sickness, emergency, or accident, the student may be given an incomplete mark or "INC". Provided further, that the institution must allow special or completion examinations, or additional time for compliance of the requirement(s). In no case shall an incomplete or "INC" mark remain for more than one (1) academic year.

29.3.4. The transmutation of grades shall not be allowed.

Section 30. Performance of MHEIs and Their Graduates in the Assessment of Competence by the Maritime Administration

30.1 MHEIs shall ensure that the graduates of BSMT and/or BSMarE programs shall be able to pass the assessment of competence prescribed by the Maritime Administration.

30.2 The performance of MHEIs shall be jointly evaluated by the Commission and Maritime Administration, which shall be measured based on the minimum passing percentage in the assessment of competence. The result of such evaluation shall be used as basis for possible withdrawal of government recognition of the BSMT/BSMarE programs.

Section 31. Library

Library personnel, facilities and holdings should conform to existing CHED requirements for libraries which are embodied in a separate CHED issuance. The library must maintain a collection of updated and appropriate/suitable textbooks and references used for the core courses in the curriculum. Library resources should complement curriculum delivery to optimize the achievement of the program outcomes for the BSMT and BSMarE programs.

Section 32. Carrying Capacity

MHEIs should regularly submit to CHED a report on any change in the carrying capacity on or before April 30 immediately preceding the start of any academic year.

The intake of students for all levels shall be computed with the following ratios in mind.

32.1. For BSMT program

FACILITIES AND LABORATORY EQUIPMENT	Equipment to Student Ratio
Chart Room: Chart Tables	1:2
Navigational Equipment: Marine Sextant	1:5
Ship's Bridge Simulator	1:4
GMDSS/Communication Simulator	1:4
Seamanship Room: Work Benches	1:8
Seamanship Room: Vises For Splicing	1:2
Seamanship Room: Painting Stage With Rigging	1:6
Seamanship Room: Boatswain's Chair	1:5
Personal Protective Equipment	1:1
FACULTY TO STUDENT RATIO FOR LECTURE	1:40
FACULTY RATIO FOR LABORATORY	1:20
OBT DEPLOYMENT	80%

32.2. For BSMarE Program

FACILITIES AND LABORATORY EQUIPMENT	Equipment to Student Ratio
Drawing Table	1:1
Lathe Machine	1:5
Electric Arc Welding Machine	1:4
Gas Welding	1:4
Diesel Engine	1:8
For Operational diesel engine (2 or 4 stroke whichever is available):	1:2
1. For engine of 5-20kW	1:4
2. For engine of 21-60kW	1:6
3. For engine of 61-100kW	1:8
4. For engine of 101-200kW	1:8
For non-operational: Complete 400kW marine diesel engine	1:8
Steam Plant	1:8
Refrigeration	1:6
Pumps/ Compressors/ Separators	1:5
Test Instruments	1:1
Training Kit/Module	1:4
Main Switchboard	1:5
Process Control Simulator	1:4
Engine Room Simulator (ERS)	1:4
Personal Protective Equipment	1:1
FACULTY TO STUDENT RATIO FOR LECTURE	1:40
FACULTY RATIO FOR LABORATORY	1:20
OBT DEPLOYMENT	80%

32.3. The carrying capacity of BSMT and or BSMarE programs in recognized MHEIs shall be reviewed annually to facilitate changes in the number of enrollees depending on new investments in faculty recruitment and development, equipment, facilities and opportunities for supervised OBT.

ARTICLE VIII FACILITIES AND EQUIPMENT

Section 33. Institutional Sites and Buildings

33.1. An MHEI shall own its institutional sites and buildings to conform with this PSG. The institutional sites and buildings shall be designed and constructed in conformity with the Fire Code and the National Building Code of the Philippines and city/provincial ordinances. School buildings must be equipped with adequate equipment, safety measures and procedures following paragraphs 2, 3, 4 and 5 of Section 26 of CMO No. 40, series of 2008.

33.2. Site/Building/Room Requirements shall include the following:

1. Institutional site/lot
2. Athletic field and/or gymnasium
3. Administrative Offices (General or Executive Office, Registrar, Accounting, National Service Training Program (NSTP), Guidance/Placement office)
4. Medical and dental clinic
5. Toilets
6. Canteen/cafeteria
7. Faculty room
8. Student lounge
9. Library room
10. Laboratory room
11. Tool room
12. OBT Office
13. Research and Extension Office
14. Adequate facilities for swimming or MOA with service providers

Section 34. Classroom

The standard classroom size shall be a minimum of 48 square meters, no side of which shall be less than 6 meters for a class size of 30 students. Classrooms must be well-lighted and well-ventilated and shall contain the necessary equipment and furniture such as but not limited to: chairs, instructor's podium, multimedia and black/white boards.

Section 35. Laboratory

Laboratory rooms shall allow space appropriate to the size of the equipment and the number of students. It should be well-ventilated and well-lighted, contain the specific laboratory equipment and, where appropriate, adequate water supply is provided. The following laboratory rooms shall be made available:

35.1. For BSMT program

1. Chart plotting room
2. Bridge simulator covering RADAR-ARPA and ECDIS
3. Seamanship
4. GMDSS



35.2. For BSMarE program

1. Engine Simulator
2. Machinery Room that can house the marine engine, refrigeration, electrical equipment, etc.
3. Machine shop

35.3. Laboratory Equipment

35.3.1. All laboratory equipment shall be owned by the institution and located within the institutional site. There shall be sufficient number of equipment, machinery, apparatus, supplies, tools and other materials, accessories and consumables contained in **ANNEX C** of this PSG.

35.3.2. The institution shall provide the necessary audiovisual room and facilities with appropriate equipment in support of the teaching-learning process such as video, sound system, multi-media projectors, and others.

35.3.3. "Sufficient and appropriate" means that the number of such teaching aids and equipment shall be proportionate and adequate to the number of students enrolled in a particular course based on the carrying capacity requirement of this PSG so as to ensure their sufficient exposure to the equipment and attainment of the required outcomes.

Section 36. Standards Governing the Use of Simulators

All MHEIs offering or intending to offer the BSMT and/or BSMarE programs shall provide for their own simulator equipment required under this PSG. Such equipment shall comply with the standards as prescribed in accordance with Regulation I/12, Section A-I/12 and Section B-I/12 of the STCW Convention, 1978, as amended, which are specifically provided under ANNEX C of this PSG.

ARTICLE IX QUALITY STANDARDS SYSTEM

Section 37. All MHEIs shall establish a QSS that covers the administration, implementation, delivery and supervision of their approved BSMT and/or BSMarE programs to ensure achievement of defined objectives that will lead to acquisition of competence as prescribed in the STCW, represented by the program outcomes specific to the discipline as specified under Sections 10.3.1 and 10.3.2 of this PSG, respectively.

37.1. The QSS of an MHEI shall cover and include, among others, the following key elements:

- .1 A statement of the institution's Vision, Mission and Objectives;
- .2 an expressed Quality Policy and the means by which such policy shall be implemented;
- .3 a Quality System which describes the means to implement the policy in line with the vision, mission and objectives which shall cover the following:
 - a. Organizational structure;
 - b. Responsibilities;
 - c. Processes;
 - d. Procedures;
 - e. Resources necessary for quality management;

- .4 the Operational Techniques and Activities to ensure quality control and stated institutional and program outcomes, shall include:
 - a. Document development (drafts, reviews, approval)
 - b. Control of Records
 - c. Internal audits
 - d. Management Reviews
 - e. Handling of Non-conformities, including Root Cause Analysis;
 - f. Review of new international and local rules and regulations versus the programs offered, in order to determine the need for revision/updating/developing courses/facilities/equipment;
 - g. Broad statements that describe the career and professional accomplishments that the program is preparing the graduates to achieve.

- .5 the Operational Techniques and Activities to ensure that the Education is structured, conducted, evaluated and supported shall include:
 - a. Details of the academic and training strategies in use;
 - b. An organization chart with qualifications, responsibilities and authorities for key personnel, as well as information on composition of committees and advisory bodies;
 - c. Staff and student information;
 - d. A description of education and training facilities and equipment, including any agreements with affiliated METIs;
 - e. Basis for course design and development (course outcomes are aligned with Program outcomes);
 - f. Policies and procedures for:
 - 1. student admission;
 - 2. staff recruitment, training, development, appraisal and promotion;
 - 3. transfer of knowledge (to new staff or to staff changing functions);
 - 4. development of programs/courses including course packages;
 - 5. review/revision of programs/courses, including review of delivery and methodology;
 - 6. submission to the Administration for (re-)approval of new and revised course packages;
 - 7. delivery of the education/courses, including safety & security and use of equipment and facilities;
 - 8. identification of equipment, tools, books etc. that the MHEI or the student need to have access to or borrow/purchase;
 - 9. identification of required library of books, charts, magazines, instruction manuals etc. and the minimum number of each;
 - 10. maintenance of facilities and equipment, including, inspections, repairs, cleaning and calibration (as required);
 - 11. use of simulators, including familiarization, training, operation and maintenance/calibration;
 - 12. assessment methods, including passing marks, re-sits and promotion

- .6 Systematic Monitoring arrangements, including Internal Quality-assurance Evaluations, to ensure that all defined objectives are being achieved; and

- .7 Arrangements for Periodic External Quality Evaluation, such that:

The quality standards should be applied to both management and operational levels of the activity, and should take account of how it is managed, organized, undertaken and evaluated, in order to ensure that the identified goals are achieved.

In establishing quality standards for education, training and assessment programs, the organizations responsible for implementing these programs should take account of the following:

- .1 Where provisions exist for established national accreditation, or education quality standards, such provisions should be utilized for courses incorporating the knowledge and understanding requirements of the Convention. The quality standards should be applied to both management and operational levels of the activity, and should take account of how it is managed, organized, undertaken and evaluated, in order to ensure that the identified goals are achieved.
- .2 Where acquisition of a particular skill or accomplishment of a designated task is the primary objective, the quality standards should take account of whether real or simulated equipment is utilized for this purpose, and of the appropriateness of the qualifications and experience of the assessors, in order to ensure achievement of the set standards.
- .3 The internal quality-assurance evaluations should involve a comprehensive self-study of the program, at all levels, to monitor achievement of defined objectives through the application of quality standards. These quality-assurance reviews should address the planning, design, presentation and evaluation of programs as well as the teaching, learning and communication activities. The outcome provides the basis for the independent evaluation required under section A-1/8, paragraph 3.

ARTICLE X RESEARCH AND EXTENSION

Section 38. Organization

MHEIs are expected to fulfill the trifold functions of higher education — teaching, research and extension. To carry out these functions, they shall designate a coordinator for research and extension.

Section 39. Research

39.1. The faculty of MHEIs shall pursue research that reflects scholarship of application, integration, teaching, or, in exceptional instances, scholarship of discovery.

39.2. The faculty shall provide opportunities for all students to integrate research into required projects and activities (e.g. formulation of a navigation plan; formulation of a plan for the management of a marine environment, among others).

Section 40. Extension Services

Every MHEI shall have extension services relevant to the maritime industry. The following must be observed:

1. Annual extension services program
2. Annual extension services budget
3. Tracer study program
4. Linkages to community
5. Appropriate impact studies (effectiveness of the extension programs)
6. Proper documentation of all extension activities must be maintained

ARTICLE XI ADMISSION AND RETENTION

Section 41. Every MHEI shall establish a guidance system that will monitor the progress of the student's scholastic performance and personality development. MHEIs shall adhere to the following admission and retention criteria.

Section 42. Student General Admission Requirements

Students intending to enroll in the BSMT or BSMarE program shall comply with the minimum requirements for admission as follows:

42.1. Academic Qualifications:

- .1 Senior High School graduate;
- .2 Students who graduated in High School on or before June 2016. However, to ensure college readiness of the students enrolling under the new higher education curricula, the admitting MHEIs may require bridging program for the general education component (CMO No. 10, S. 2017);

42.2. Admission requirements

The MHEI shall have a policy on the administration of the following admission tests:

- .1 IQ Test;
- .2 Personality Test; and
- .3 Math, Science and English.

42.3. Physical and medical fitness requirements

42.3.1 In compliance with Regulation I/9, Section A-I/9 of the STCW Convention, 1978, as amended, students enrolling in the BSMT and/or BSMarE program shall satisfy the following criteria to be considered physically and medically fit:

- .1 have the physical capability to fulfil all the requirements of the basic training as required by Section A-VI/1, paragraph 2 of the STCW Code;
- .2 demonstrate adequate hearing and speech to communicate effectively and detect any audible alarms;
- .3 have no medical condition, disorder or impairment that will prevent the effective and safe conduct of their routine and emergency duties on board the ship;



- .4 not suffering from any medical condition likely to be aggravated by service at sea or to render the student unfit for such service;
- .5 not taking any medication; and
- .6 adhere to the minimum in-service eyesight standards set out in Table A-1/9.

42.3.2 The physical and medical fitness test shall be conducted by a DOH-accredited Medical Practitioner for conducting medical examination for seafarers.

Section 43. Student General Retention Requirements:

43.1. In recognition of the constitutional guarantee of institutional academic freedom, MHEIs shall establish a student retention policy duly documented in its Quality Standard System which provides, among others, that a student who qualifies for enrollment shall be eligible to stay for the entire period for which he/she is expected to complete his/her program of study in the institution, without prejudice to his/her right to transfer to institutions in accordance with the existing rules and regulations of the Commission, except in the following cases:

- a) academic delinquency;
- b) violation of rules and regulations of the institution;
- c) failure to settle due tuition and other school fees, and other obligations;
- d) sickness or disease that would prevent the student to handle the pressures of school work or his continued presence thereat would be deleterious to other members of the academic community; and
- e) the closure of a program by the institution, or the closure of the institution itself;

43.2. In case of transfer of a student, MHEIs shall strictly observe the provisions under Sections 95 and 96 of CMO 40, series of 2008.

43.3 The OBT shall not be considered as substitute to the one-year residency requirement in an MHEI for graduation if the period of such OBT enrolled in the concerned MHEI is less than one (1) year.

Section 44. Implementation of Closure

A. MHEI's Responsibility

MHEIs that failed to demonstrate and provide evidence of compliance or maintaining compliance with the minimum requirements for the operation of the BSMT and/or BSMarE programs shall be subjected to closure proceedings.

The concerned MHEI shall take full accountability and responsibility of any adverse effect to the students affected by such closure without prejudice to any civil and criminal liability under existing laws. MHEI shall inform the affected students of the closure and shall advise to immediately report to the concerned CHED Regional Office.

The MHEI shall remain obligated to furnish the necessary credentials and records to students affected by the closure and cause the preservation of all academic records of students by submitting electronic copies of the same to the CHED Regional Office (CHEDRO) concerned.



B. Program of Assistance to Students Affected by the Closure of BSMT and/or BSMarE programs

Upon receipt of the implementing order of the CEB, the CHEDRO shall formulate together with the concerned MHEI, other MHEIs in the area, representative of the students affected, an exit plan detailing the program of assistance.

The CHEDRO shall immediately provide a report to the Commission as to the number, names and other pertinent details of the affected students at each year level and the exit plan. Further, the CHEDRO shall notify the affected students and parents of the status of the program and the assistance hereunder provided, through any reasonable means available.

The CHEDRO shall issue the necessary endorsement of the affected students to other recognized MHEIs that shall accept the students based on their admission policies. The CHEDRO shall also assist in the release of their credentials from the concerned MHEI.

For third year students who have completed the Classroom Instruction, they shall be advised by the CHEDRO to decide whether they will continue to pursue the maritime program or other programs. For those who will pursue the BSMT or BSMarE per existing PSG, they shall be advised to immediately report to the concerned CHEDRO which shall provide assistance for transferring to a recognized MHEI.

For students who are currently undergoing onboard training or have completed onboard training for the BSMT or BSMarE shall be advised to report to the concerned CHEDRO so they can be assisted in transferring to other recognized MHEIs and be evaluated subject to the institutional requirements of the receiving MHEI for graduation.

C. For accepting MHEIs

The MHEI which accepted the affected students shall submit to CHEDRO a report containing the number, names and other pertinent details at each year level.

The maximum Teaching Load for faculty teaching students affected by closure shall be as follows:

Enrolled Transferees	Maximum Teaching Load per Week
20-80 students	36 hours
81-160 students	40 hours
161-320 students	44 hours

Deployment of transferred third year level students affected by closure to another recognized MHEI shall be as follows:

Enrolled Transferees	OBT Deployment Percentage (60%)	OBT Deployment Percentage (80%)
20-80 students	55%	75%
81-160 students	50%	70%
161-320 students	45%	60%

ARTICLE XII COMPLIANCE OF HEIs

Using the CHED Implementation Handbook for OBE and ISA as reference, a HEI shall develop the following items which will be submitted to the Commission when they apply for a permit for a new program:

- Section 45.** A complete set of institutional and program outcomes, including its proposed additional program outcomes.
- Section 46.** Proposed curriculum, and its justification, including a curriculum map.
- Section 47.** Proposed performance indicators for each outcome. Proposed measurement system for the level of attainment of each indicator.
- Section 48.** Proposed outcomes-based syllabus for each course, arranged in sequence following the curriculum matrix.
- Section 49.** Administration, faculty, and staff profile with supporting documents.
- Section 50.** Teaching assignments vis-à-vis faculty qualifications per term.
- Section 51.** List of library, laboratory, and classroom facilities and equipment, with supporting documents.
- Section 52.** List of available support services, with supporting documents.
- Section 53.** Proposed system of program assessment and evaluation.
- Section 54.** Proposed system of program Continuous Quality Improvement (CQI).

Article XIII MISCELLANEOUS PROVISIONS

Section 55. Surveillance and Sanctions

55.1. Surveillance

A surveillance activity shall be conducted by MARINA based on the existing circulars and relevant rules and regulations.

55.2. Sanctions

55.2.1. Non-compliance with the provisions of this PSG, after due process, shall make it imperative for the Commission to impose sanctions upon the recommendation of the Maritime Administration based on the following provisions.

55.2.2. The sanctions for MHEIs offering the BSMT and/or BSMarE programs shall be based on the outcome of the monitoring visits or institutional performance in the following different key areas of evaluation, thus:

- .1 Quality Standards System;
- .2 Curriculum;
- .3 Teaching Methods and Media of Delivery (Academic Strategies);
- .4 Examination and Assessment System;



- .5 Faculty (Instructors, Assessors and including Support Staff);
- .6 Admission and Retention;
- .7 Facilities and Training Equipment; and
- .8 Onboard Training.

a) Sanctions with respect to Nonconformance/s as a result of monitoring

Basis for Sanction	First Visit (Regular Monitoring)	Second Visit (Follow-up)
Nonconformance with program requirements, other than OBT Deployment	Warning and Order for Rectification of a Nonconformance finding to be issued by the Commission upon recommendation by the Maritime Administration	Closure of the program in case of failure to rectify any Nonconformance finding upon recommendation by the Maritime Administration

b) Sanctions with respect to the Surveillance Finding

Basis for Sanction	Surveillance Activity
Non-compliant and/or Prohibited Acts in accordance with the existing rules and regulations of the Commission and/or Maritime Administration	Sanction will be in accordance with the existing rules and regulations of the Commission and/or Maritime Administration

c) Sanctions with respect to MHEI's Performance in the Deployment of Students for OBT

Basis for Sanction	First Visit (Regular Monitoring)	Second Visit (Follow-up)
Failure to meet the required deployment percentage based on the Table 2 (Section 22)	Warning to be issued by the Commission upon recommendation by the Maritime Administration	Limited intake of freshmen students for failure to meet the required deployment percentage. The limit will be based on actual deployment during the immediately preceding Academic Year or carrying capacity based on facility/equipment to student ratio, whichever is lower

Section 56. Closure of a Program

The monitoring shall follow the procedures set forth in the existing CHED-MARINA Memorandum Circular on Monitoring and Evaluation.

Upon recommendation of the issuance of a show cause order by the TPME, the MARINA, through its Administrator, shall issue a Show Cause Order to the Respondent to submit its Position Paper within fifteen days from receipt of the said recommendation why no administrative sanctions shall be imposed against Respondent for its failure to comply with this PSG. Failure to submit Position Paper shall be construed as waiver.



Rendition of Order/Decision. Upon the lapse of the period for the filing of a Show Cause Order or upon of the evaluation of the Position Paper submitted, MARINA shall forward the case to the TPME for its recommendation and submission to the Commission en banc for the imposition of sanctions in accordance with laws, rules and regulations, and other applicable MARINA-CHED issuances.

Execution of the Decisions of the Commission. The decisions of the Commission shall be immediately executory after fifteen (15) days from receipt thereof, unless a motion for reconsideration is seasonably filed, in which case the execution of the decision shall be held in abeyance.

Motion for Reconsideration or reinvestigation. A motion for reconsideration shall be filed with the Commission and may only be entertained if filed within fifteen (15) days from receipt of the decision or order by the party on the basis of any of the following grounds:

- a. New evidence had been discovered which materially affects the order, directive or decision;
- b. Grave errors of facts or law or serious irregularities have been committed prejudicial to the interest of the HEI.

Only one motion for reconsideration or reinvestigation shall be allowed.

Upon receipt of the Motion, the Commission shall forward the same to the TPME for its recommendation and the TPME shall submit its recommendation to the Commission en banc. The Commission en banc shall act on the Motion for Reconsideration.

Effect of Pendency of Petition for Review/Certiorari with the Court. The filing and pendency of a petition for review with the Court of Appeals or certiorari with the Supreme Court shall not stop the execution of the decision of the Commission unless the Court issues a restraining order or an injunction.

Section 57. Illegal or unauthorized operation of BSMT/BSMarE programs

Graduates and/or students of unauthorized or non-recognized BSMT or BSMarE program shall not be accepted by the Maritime Administration to take the assessment of competence for certification as Officer-in-charge of a Navigational Watch or Officer-in-charge of an Engineering Watch. Without prejudice of the filing of the commission of any civil and criminal liabilities, institutions which have operated without authorization/permit shall take full accountability and responsibility over their students and shall return all amount paid by affected students.

Section 58. Non-applicability of Section 56, paragraph 4, sub-paragraph 1 of CMO 40, Series of 2008

The provisions under Section 56, paragraph 4, sub-paragraph 1 of CMO 40, Series of 2008 which states that "applications for permit not disapproved within the above-prescribed period (February 28), are deemed approved" shall not apply in so far as the grant of Permit or Recognition for BSMT and/or BSMarE programs is concerned. Applications for permit to operate maritime programs shall only be in accordance with the policies standards and guidelines as provided in this joint CHED-MARINA Memorandum Circular.



Section 59. Non-applicability of Certain Benefits of Autonomous or Deregulated Status

All MHEIs with autonomous or deregulated status shall enjoy all the benefits appurtenant thereto, except for the following:

- a) Exemption from the issuance of Special Order (S.O.) for their graduates of BSMT or BSMarE programs;
- b) Free from regular monitoring and evaluation by CHED of their BSMT or BSMarE programs; and
- c) Privilege to determine and prescribe their curricular programs.

Section 60. Non-applicability of Certain Benefits of Program Accreditation

All MHEIs with levels I, II, III or IV program accreditation for BSMT or BSMarE shall enjoy all the benefits appurtenant thereto, except for the following:

- a) Authority to revise the curriculum without the Commission approval;
- b) Authority to graduate students from accredited programs in the levels accredited without prior approval of the Commission and without need for Special Orders; and
- c) Limited visitation, inspection and/or supervision by the Commission supervisory personnel or representatives.

Section 61. Repealing Clause

All issuances, PSGs issued before the effectivity of this Joint Memorandum Circular which are inconsistent with the provision of this PSG are hereby deemed repealed, amended, modified or superseded accordingly.

Section 62. Separability Clause

If any part or provision of this PSG shall be held unconstitutional or invalid, other provisions hereof which are not affected thereby shall continue to be in full force and effect.

Section 63. Transitory Provisions

Upon effectivity of this Joint CHED – MARINA Memorandum Circular, all MHEIs shall comply and adhere to the PSGs herein prescribed based on the following considerations:

63.1. Curriculum

63.1.1 MHEIs shall continue to adopt and implement the curriculum that was approved prior to the issuance of this Joint CHED–MARINA Memorandum Circular until Second Semester of Academic Year 2019-2020 only.

63.1.2 Starting First Semester of Academic Year 2020-2021, MHEIs shall adopt and implement the maritime education program standard curriculum which shall be prescribed and made available by the Commission and Maritime Administration on or before 31 March 2020.

63.2. Simulator Standards

63.2.1. Upon effectivity of this Joint CHED – MARINA Memorandum Circular, all existing MHEIs, including state universities and colleges (SUCs), local colleges and universities (LCUs) and autonomous and deregulated institution,

shall begin complying with the prescribed standards for simulators as herein provided. Consequently, all existing MHEIs that would be found not yet compliant with the said standards as a result of the re-evaluation and re-inspection that would be conducted by the Commission and Maritime Administration based on this PSG shall be given a period of 6 months from the date of receipt of the Notice of Deficiency thereof to rectify/comply with such requirement. Otherwise, the same shall constitute as sufficient basis for the closure of the program in accordance with this PSG.

Section 64. Effectivity Clause

This PSG shall take effect immediately after 15 days following its publication in the Official Gazette or in a newspaper of general circulation.

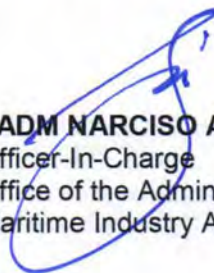
Quezon City, Philippines, June 7, 2019

For the Commission:



J. PROSPERO E. DE VERA III, DPA
Chairperson
Commission on Higher Education

For the Maritime Administration:



VADM NARCISO A VINGSON JR
Officer-In-Charge
Office of the Administrator
Maritime Industry Authority

Annexes:

- Annex A - Curriculum Map
- Annex B - Revised Guidelines on the Implementation of Onboard Training Requirements Under the BSMT and BSMarE Programs
- Annex C - List of Equipment



ANNEX B

Joint CHED – MARINA Memorandum Circular No. 1,
Series 2019



REVISED GUIDELINES ON THE IMPLEMENTATION OF ONBOARD TRAINING REQUIREMENT UNDER THE BSMT AND BSMarE PROGRAMS

Section 1. Objectives of Onboard Training (OBT)

OBT pertains to the seagoing service requirement for BSMT or BSMarE students to qualify for graduation and to be accepted by the Maritime Administration to take the assessment of competence required for certification as Officer In Charge of a Navigational Watch on seagoing ships of 500 gross tonnage or more under Regulation II/1 and as Officer In Charge of an Engineering Watch in a manned engine-room or as designated duty engineer in a periodically unmanned engine-room on seagoing ships powered by main propulsion machinery of 750 kW propulsion power or more under Regulation III/1 of the STCW Convention, 1978, as amended.

Section 2. OBT Requirement

The OBT requirement may either be 12 months or 36 months seagoing service.

Section 2.1. OBT for BSMT Program

The OBT requirement shall be complied with by undergoing and completing:

2.1.1. not less than 12 months of seagoing service, which shall include the performance of bridge watchkeeping duties for a period of not less than six (6) months under the supervision of the Master or a qualified deck officer, following a structured program of training onboard a seagoing ship of 500 gross tonnage or more engaged in international voyages, documented in the *Training Record Book (TRB)* designed by the *ISF, GlobalMET* or *any other entity* in accordance with the requirements of the STCW Convention, 1978, as amended; or

2.1.2. not less than 36 months of seagoing service onboard a seagoing ship of 500 gross tonnage or more engaged in domestic or international voyages, either as Ratings Forming Part of a Navigational Watch, or Able Seafarer Deck, or other relevant capacity in the Deck Department, which shall include the performance of *bridge watchkeeping duties for a period of not less than six (6) months* under the supervision of the Master or a qualified deck officer.

2.1.3. The required seagoing service of not less than 12 months or 36 months may be **continuous** or **cumulative**, taking into consideration the requirements of Maritime Labor Convention 2006.



2.1.4. The performance of bridge watchkeeping duties shall be documented using the Daily Journal of Bridge Watchkeeping Duty prescribed by the Maritime Administration.

Section 2.2. OBT for BSMarE Program

The OBT requirement shall be complied with by undergoing and completing:

2.2.1. *a combined workshop skills training and an approved seagoing service of not less than 12 months as part of an approved training program, which shall include the performance of engine-room watchkeeping duties for a period of not less than six (6) months under the supervision of the Chief Engineer or a qualified engineer officer, following a structured program of training onboard a seagoing ship powered by main propulsion machinery of 750 kW propulsion power or more engaged in international voyages, documented in the Training Record Book (TRB) designed by the ISF, GlobalMET or any other entity in accordance with the requirements of the STCW Convention, 1978, as amended; or*

2.2.2. *a combined workshop skills training and an approved seagoing service of not less than 36 months of which not less than 30 months shall be seagoing service in the engine department onboard a seagoing ship powered by main propulsion machinery of 750 kW propulsion power or more engaged in domestic or international voyages, in a position either as Ratings Forming Part of a Watch in a Manned Engine-room or designated to perform duties in a Periodically Unmanned Engine-room, or Able Seafarer Engine, or other relevant capacity in the Engine Department, which shall include the performance of engine-room watchkeeping duties for a period of not less than six (6) months under the supervision of the Chief Engineer or a qualified engineer officer.*

2.2.3. The performance of engine-room watchkeeping duties shall be documented using the Daily Journal of Engine-room Watchkeeping Duty prescribed by the Maritime Administration.

Section 3. General Requirements

3.1. The MHEIs shall have a clear and comprehensive system covering the implementation of OBT requirement within its QSS, which shall cover among others, proper arrangement, coordination and supervision of the OBT for their students.

3.2. OBT Agreement. The MHEIs shall ensure that an OBT Agreement between the ship owner or manning agency on one hand, and the student and the MHEI on the other, written in the English language, shall be executed before the commencement of the OBT and submit a copy to the CHED Office of Programs and Standards Development.¹

¹ Section 2, Rule VII, DOLE Order 129, series of 2013

3.3. MHEIs shall ensure that the OBT shall be enrolled before the commencement of the seagoing service. Students who may not have enrolled the OBT prior to embarkation can still enroll, however, the OBT shall be counted only from the date of enrolment.

3.4. Ensure that the tuition fee for the forty (40) units OBT and other fees shall be inclusive of health and accident insurance coverage of at least ₱250,000.00 per student while undergoing OBT on domestic seagoing vessels.

3.5. Ensure that the MHEI's Office of the Registrar submits notarized list of enrolled students to CHED Regional Office (CHEDRO) concerned within 45 days after the start of the next semester;

3.6. Ensure that all students who will be undergoing OBT shall be issued an approved TRB before embarkation;

3.7. Establish a system for monitoring students undergoing OBT.

3.8. Ensure that in case of any unusual events or incidents, the CHED Regional Office and the parents are promptly provided with information or reports on the status of students and assistance rendered. The agreement between the MHEI and the shipping company should include the responsibility in reporting the status of students.

3.9. Ensure the validation of the 12 months or 36 months seagoing service; and

3.10. Ensure that students have completed the OBT within six (6) years from completion of classroom instruction and, whenever necessary, are provided with appropriate updating courses taking into account any changes of the standard of competence set forth by the STCW and relevant national policies, standards and guidelines.

3.11. MHEIs shall ensure that student(s) who failed to complete the OBT requirement within the period of six (6) years after completion of classroom instruction for OBT purposes shall be required to undertake and complete a Refresher Course approved by the Commission and the Maritime Administration and updating course/s if necessary, prior to the conferment of his degree.

The MHEIs shall first apply and secure proper approval from the Maritime Administration to offer the said course. In case the MHEI does not have the capacity to deliver such courses, it shall have a MOA with accredited MTI for the conduct of the refresher course/s.

3.12. MHEIs shall not assign any teaching load to the OBT Supervisor (OTS) to allow him to concentrate on his OBT duties.

Section 4. For the OBT Office

The OBT Office shall be responsible for the management of the activities and other requirements for students undergoing the OBT. Thus, for the maintenance and operation of this Office, the following shall be established:

- A. a fulltime OBT Supervisor and sufficient staff to effectively manage the daily operation of this Office;
- B. a separate workplace with an area of at least 20 sq. m.;
- C. resources and facilities to support its effective and efficient operation, such as but not limited to:
 1. at least one (1) set of computer unit with internet connection and a fax machine or (an equipment and related peripherals which serves the purpose of sending and receiving documents);
 2. tables and chairs;
 3. at least one (1) telephone line; and
 4. a bulletin board;

Section 5. For OBT Supervisor

A. Qualification

The OBT Supervisor must possess the following minimum qualifications:

1. completed at least 12 months seagoing service as Officer-in-Charge (OIC) of navigational watch or engineering watch;
2. completed training in IMO Model Courses 6.09, 3.12 and 6.10;
3. have at least one (1) year teaching experience; and
4. have proper orientation on the duties and responsibilities of the OBT officer;

B. Role and Responsibilities

To provide the necessary guidance and thorough orientation/familiarization of all its BSMT and/or BSMarE students who completed their classroom instruction regarding the OBT.

For the effective and efficient operation of the OBT Office, the OBT Supervisor shall:

1. arrange for and facilitate the embarkation and/or the workshop skills training of students;
2. ensure the completion of the approved workshop skills training by the BSMarE students;

3. conduct orientation of students among others, on the following:
 - a. the difference between the 12 months and 36 months seagoing service;
 - b. the enrollment of the required OBT before embarkation;
 - c. the need to execute Standard Training Agreement contract for domestic and international voyages;
 - d. the proper way of accomplishing and filling-in of entries in the TRB and daily journal, validation of the TRB and the evidence needed to establish seagoing service such as the Masters' Declaration of Safe Departure(MDSD), Crew List (for domestic) and certificate of seagoing service;
 - e. the role of the OBT Supervisor and the students under the system of monitoring the OBT; and
 - f. the assessment of seagoing service;
4. ensure that all students undergoing OBT shall be issued approved TRB before their embarkation;
5. conduct briefing of students prior to embarkation;
6. coordinate with the shipping company and/or manning agency on the schedule, route and standard training agreement;
7. Monitor the progress of students undergoing OBT by:
 - a. communicating, checking and providing guidance as to the accomplishment of TRB;
 - b. maintaining records of monitoring;

The record shall include, among others:

- i. Student's Name
 - ii. Program Enrolled
 - iii. Date of Enrolment
 - iv. Contract/Agreement
 - v. Date of Embarkation
 - vi. Date of Disembarkation
 - vii. Route (Domestic or International)
 - viii. Ship's Particular (gross tonnage or propulsion power, as appropriate)
 - ix. Onboard welfare (complaints/concerns); and
- c. providing guidance and assistance as to onboard welfare, personal and professional concerns when necessary;
8. conduct debriefing, validation of the TRB and the seagoing service, and assessment of students after disembarkation and subsequently issue a Notarized "Certificate of Validation, Assessment and Approval";

9. investigate and impose sanction as per MHEI's policy to students who submitted fraudulent documents and certificates;
10. keep records of the linkages or partnerships with shipping companies and/or manning agencies that the MHEI had established, the results of students' assessment as well as the validation of TRBs and other pertinent records relating to OBT such as OBT agreement and/or employment contract; and
11. Evaluate the Daily Journal of Watchkeeping Duties.

The procedures in the accompanying flowcharts (**Enclosures 1-3**) which are made an integral part of these guidelines shall serve as supplemental guides in evaluating the Daily Journal of Watchkeeping Duties.

Section 6. Requirements to Ensure Authenticity of the TRB

MHEIs shall issue only approved TRB to students who enrolled the 12 months structured OBT. Hence, to ensure the authenticity of the TRB that would be presented by the students after completing the required OBT, and for purposes of validation, assessment, and issuance of Special Order (SO) for graduation, all MHEIs shall ensure that:

- A. all pages of the TRB are stamped with the Student's Number to whom it would be issued;
- B. information such as name of the issuing MHEI and the name and student's number to whom the TRB would be issued are also stamped on a conspicuous page, preferably next to the front page of the TRB; and
- C. TRB control numbers issued to students are indicated in the enrollment list to be submitted to the CHED Regional Office.

Section 7. Validation of OBT

A. 12 Months OBT

1. After completion of the 12 months OBT, every student shall report to the OBT office of the MHEI concerned for debriefing, validation of TRB, approval of the twelve months OBT and assessment purposes. The following documents must be submitted together with the student's TRB to qualify for assessment of OBT and conferment of a bachelor's degree:
 - a. Notarized Certificate of Sea Service signed by the Master and a Certificate of Employment issued by the shipping/manning company.
 - b. Daily Journal of Watchkeeping Duties

For BSMarE students, if OBT is less than 12 months, where 6 months is watchkeeping duties, workshop skills training ashore compliant with 1978 STCW Convention and Code, as amended taken from the MHEI to augment the 12 months seagoing service requirement (CMO 38 series 2016);

The Certificate of Sea Service and Certificate to be issued by the manning/shipping company should follow the accompanying formats (**Enclosures 3 and 4**) which are made as integral part of this PSG.

- c. Seafarer's Identification and Record Book (SIRB or Seaman's Book);
- d. Passport with immigration stamp of departure and arrival for seagoing service, and;

For domestic seagoing service, there shall be at least one per month for a total of 12 months' duration of Philippine Coast Guard (PCG) Certified True Copy of the Masters' Declaration of Safe Departure (MDSD) with the Master and Crew List bearing the ship's stamp and master's signature and PCG Clearance stamp and PCG Officers' signature.

The Crew List to be utilized shall be in accordance with the format of the International Maritime Organization (IMO) Facilitation of Maritime Travel and Transport (FAL) Convention or IMO FAL Form No. 5, which can be downloaded from the IMO website and made as integral part of this PSG.

- e. The 12 months OBT shall only be approved after the students concerned have presented the aforementioned documents. Only students with approved seagoing service shall qualify for assessment.
2. The policies and procedures pertaining to the validation of TRB and approval of the 12 months seagoing service as specified under the Quality Standards System (QSS) of the MHEI concerned shall be followed. Moreover, it is required that a Notarized "Certificate of Validation, Assessment and Approval" of the student's TRB of the 12 months seagoing service be issued by the OBT Office which *shall also be submitted to the CHEDRO* as basis for the issuance of SO for graduation.

B. 36 Months Seagoing Service

- 1. In case the BSMT and BSMarE students who were not able to undergo 12 months structured OBT, but completed at least 36 months seagoing service as provided under Section 2.2.1. or Section 2.2.2. of these guidelines, the following documents must be submitted to the OBT office

for the validation and approval of the students seagoing service in order to qualify for assessment of OBT and conferment of a bachelor's degree:

- a. **Certificate of Seagoing Service** duly signed by the Master or Chief Engineer with the ship's stamp and/or countersigned by responsible officer of local crewing or manning agency of the ship in lieu of the TRB, which should include the following information:
 - 1) Vessel name and type;
 - 2) Gross tonnage;
 - 3) Ship's port of registry;
 - 4) Propulsion power in kilowatt;
 - 5) IMO number; and
 - 6) Length of service (*date signed on and date signed off*) and the position/capacity held;
 - b. SIRB or Seaman's Book;
 - c. Passport with immigration stamp of departure and arrival for ocean-going sea service, and;
 - d. For domestic seagoing service, there shall be at least one per month for a total of 36 months' duration of Philippine Coast Guard (PCG) Certified True Copy of the MDSD with the attached Crew List bearing the ship's stamp and master's signature and PCG Clearance stamp and PCG Officers' signature.
 - f. The 36 months seagoing service shall only be approved for assessment after the students concerned have presented the aforementioned documents.
2. The policies and procedures pertaining to the validation and approval of the 36 months seagoing service as specified under the QSS of the MHEI concerned shall be followed. Moreover, it is required that a Notarized "*Certificate of Validation, Assessment and Approval*" of the student's 36 months seagoing service be issued by the OBT Office which *shall also be submitted to the CHEDRO* as basis for the issuance of SO for graduation.

Section 8. Assessment

As a general rule, students with a duly validated TRB or OBT may qualify to undergo an assessment of the tasks performed and competencies acquired during the required OBT at the MHEI's OBT Office. Students who qualify for assessment must follow the pertinent assessment policies and procedures specified under the QSS of the MHEI concerned. The methods of assessing the students learning outcomes from the OBT shall be done through:

1. Written or computerized examination. The written or computerized examination based on the TRB shall be designed in accordance with the pertinent requirements under Section A-II/1 and Section A-III/1 of the STCW Code for BSMT and BSMarE, respectively; and
2. An interview (oral assessment) on the learning competencies acquired on board based on the TRB including Sea Projects and entries in Daily Journal of Watchkeeping Duties by a Panel composed of the Dean or duly authorized representative, OBT Supervisor, and one (1) professional instructor, all of whom must be qualified assessors from the MHEI concerned.

In the case of students who completed the 36 months seagoing service, the same assessment methods shall be adopted except for TRB verification.

The written or computerized examination as well as the panel interview (oral assessment) shall aim to ensure and demonstrate that the students being assessed have acquired the necessary learning outcomes for the issuance of BSMT or BSMarE Degree.

For grading purposes, the MHEI shall clearly define in their QSS the weight percentage for the written exam, panel interview and other criteria to sum-up as the students' final grade.

The assessment results shall be recorded and signed by the assessors and consolidated by the OBT Supervisor who shall sign the official grading sheet of the students to be submitted to the MHEI's registrar.

Section 9. Remediation

If in any case, the result of an assessment indicates that the students cannot demonstrate the competencies required under the 1978 STCW Convention and Code, as amended, the MHEI shall institute appropriate remedial measures or activities/workshops in order for the students to rectify any deficiencies noted per its QSS. Thereafter, the students concerned shall be required to undergo reassessment without extra cost to the students based on **Section 8** of this guidelines to determine if they have fully acquired the necessary competencies.

Section 10. Workshop Skills Training for BSMarE Students

A. Workshop Skills Training shall be the following:

1. Use of appropriate tools for fabrication and repair operations typically performed on ships;
2. Use of hand tools and measuring equipment for dismantling, maintenance, repair and re-assembly of onboard mechanical plant and equipment; and

3. Use of hand tools, electrical and electronic measuring and test equipment for fault finding, dismantling, maintenance, repair and re-assembly of onboard electrical and electronic equipment
- B. Training in workshop skills ashore can be carried out in a CHED-MARINA-approved institution.
 - C. In the event that a BSMarE student completed the required six (6) months watchkeeping service but was unable to complete the required 12 months seagoing service, such student shall be allowed to undergo a workshop skills training ashore to comply with the approved training program.
 - D. The workshop skills training course shall be developed in accordance with CMO 38, series of 2016 or its subsequent amendments, and shall be jointly approved by the Commission and the Maritime Administration through a joint evaluation and inspection.
 - E. The conduct of the workshop skills training course shall be administered by the marine engineering department of an MHEI with a duly recognized BSMarE program.
 - F. The OBT Supervisor shall be responsible in identifying the tasks to be taken in the workshop skills training. Likewise, the OBT Supervisor shall be responsible in the proper orientation of students to workshop skills training ashore.
 - G. The matrix of competence-workshop activities can be attained through:
 1. straight six (6) months workshop; or
 2. less than six (6) months workshop to complete the remaining onboard training experience as shown in the matrix below:

Matrix of onboard service vis-à-vis workshop skills training ashore:

Onboard Training period	Required workshop skills ashore
6 months	6 months
8 months	4 months
10 months	2 months

Article V MISCELLANEOUS PROVISIONS

Section 11. Sanctions

- A. An MHEI which fails to board its students for OBT within **five months** from the date of enrolment of the seagoing service shall submit to the CHED Regional Office a corrective and preventive action report.

- B. An MHEI which fails to board the student within one year and six months or eighteen months, the CHED Regional Office shall endorse the matter to the Technical Panel for Maritime Education (TPME) for the imposition of appropriate sanction pursuant to Republic Act No. 7722 [Higher Education Act of 1994], Batas Pambansa Bilang 232 [The Education Act of 1982], CMO No. 40 s. 2008 [Manual of Regulations for Private Higher Education of 2008 (MORPHE)] and all other applicable CHED rules and regulations and legislations; and EO 63 and its IRR.

- C. Any MHEI which submits incomplete and/or fraudulent documents will be issued a Show Cause Order by CHEDRO within 15 working days and will be required to resubmit within 15 days from receipt of the directive.

