



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION



CHED MEMORANDUM ORDER (CMO)

No. 70
Series of 2017

SUBJECT: REVISED IMPLEMENTING GUIDELINES ON THE APPROVED SEAGOING SERVICE REQUIREMENT FOR THE CONFERMENT OF THE DEGREE IN BACHELOR OF SCIENCE IN MARINE TRANSPORTATION (BSMT) AND BACHELOR OF SCIENCE IN MARINE ENGINEERING (BSMarE) PROGRAMS

In accordance with the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the "Higher Education Act of 1994", the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers of 1978, as amended, by virtue of Commission *en banc* Resolution No. 653-2017 dated August 29, 2017, and in aid of promoting quality maritime education programs in compliance with the 1978 STCW Convention and Code, as amended, this set of revised implementing guidelines on the seagoing service requirement for BSMT and BSMarE programs are hereby adopted and promulgated by the Commission, thus:

**ARTICLE I
INTRODUCTION**

Section 1. Rationale and Background

In 2012, the Commission on Higher Education (CHED) issued CMO 02 series of 2012 otherwise known as the "Implementing Guidelines on the Shipboard Training Requirement for the Bachelor of Science in Marine Transportation (BSMT) and Bachelor of Science in Marine Engineering (BSMarE) Programs" to ensure compliance with the provisions of the 1978 STCW Convention and Code, as amended.

In 2013, the Commission issued CMOs 31 and 32 series of 2013 – superseding CMOs 13 and 14 series 2013 – which necessitated the amendment of CMO 02 series of 2012 to address the implementation and monitoring of seagoing service requirements. The revision of CMO 02 series of 2012 was further motivated by the need to achieve the following:

- a. Approved and documented workshop skills and seagoing service;
- b. Restructuring of the role and responsibilities of Maritime Higher Education Institutions (MHEIs) and its Shipboard Training Officers (STOs);
- c. Additional requirement on the Training Record Book;
- d. Inclusion of the rights of students onboard as per standard shipboard training agreements; and
- e. Inclusion of a daily journal of watchkeeping duties for the deck and engine students as a requirement pursuant to the Implementing Rules and Regulations (IRR) of Republic Act 10635.

In June 2016, the Commission *en banc*, cognizant of the need to improve the processes in Shipboard Training, created an Ad Hoc Committee for Shipboard Training for Maritime Education to spearhead the necessary revisions. The

Committee conducted a series of cluster workshops to present the draft revisions of CMO 20, series of 2014 that included Flowcharts as Annexes to the draft CMO. The Committee also recommended the alignment of the said CMO with the pertinent provisions of Department of Labor and Employment (DOLE) Order No. 129 series of 2013 and DOLE Order No. 130 series of 2013 as well as the Maritime Industry Authority (MARINA) STCW Circular No. 2014-02 which have been glossed over in the implementation of CMO 20 series of 2014 by the maritime higher education institutions.

ARTICLE II POLICY, LEGAL BASIS, OBJECTIVES AND SCOPE

Section 2. Statement of Policies and Legal Bases

The Commission upholds Section 1, Article XIV of the 1987 Constitution as well as the declared policy of the State to protect, foster and promote the right of all citizens to affordable quality of education at all levels and to take appropriate steps to make such education accessible to all.

The Commission likewise recognizes that maritime education, training and certification is a matter of national interest and that protecting, fostering and promoting its quality is an international obligation to meet or exceed¹, as a Party to the 1978 STCW Convention and Code, as amended, the Philippines being a signatory thereof. Under the Convention, countries shall “undertake to promulgate all laws, decrees, orders and regulations and to take all other steps which may be necessary to give the Convention full and complete effect, so as to ensure that, from the point of view of safety of life and property at sea and the protection of the marine environment, seafarers on board ships are qualified and fit for their duties”² Hence, CHED shall ensure that Maritime Higher Education Institutions (MHEIs) offering BSMT and BSMarE programs fully comply with requirements of the approved education and training of the Commission and the 1978 STCW Convention and Code, as amended.

Therefore, CHED under Section 8[d] and [e] of RA 7722, shall undertake the following:

- “d) set minimum standards for programs and institutions of higher learning recommended by panels of experts in the field and subject to public hearing, and enforce the same;*
- e) monitor and evaluate the performance of programs and institutions of higher learning for appropriate incentives as well as the imposition of sanctions such as, but not limited to, diminution or withdrawal of accreditation, program termination or school closure . . . xxx.”*

Section 3. Objectives of Approved Seagoing Service

Onboard Training or shipboard training is a mandatory minimum requirement for every candidate for certification as officer in charge of a navigational watch of ships of **500 gross tonnage or more** and for every officer in charge of an

¹ Article 1 (General Obligations under the Convention) of the 1978 STCW Convention

² <http://www.imo.org/en/About/Conventions/Pages/Home.aspx>



engineering watch in a manned engine-room or as designated duty engineer in a periodically unmanned engine-room of ships powered by main propulsion machinery of **750 kW or more**. Shipboard Training pertains to the seagoing service covered by Regulations II/1 and III/1 of the 1978 STCW Convention and Sections A-II/1 and A-III/1 of the STCW Code.

As a mandatory requirement, it shall be the responsibility of all maritime higher education institutions to ensure that:

A. Every BSMT student shall:

1. undergo an approved seagoing service of not less than twelve (12) months as part of an approved training programme which includes onboard training that meets the requirements of Section A-II/1 of the 1978 STCW Convention and Code, as amended and is documented in an approved Training Record Book (TRB), or otherwise an approved seagoing service of not less than thirty-six (36) months; and
2. perform, during the required seagoing service, bridge watchkeeping duties under the supervision of the master or a qualified officer for a period of not less than six (6) months.

B. Every BSMarE student shall:

1. undergo a combined workshop skills training and an approved seagoing service of not less than 12 months as part of an approved training programme, which includes onboard training that meets the requirements of Section A-III/1 of the 1978 STCW Convention and Code, as amended and is documented in an approved Training Record Book (TRB) or otherwise have completed 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.

Sections 5 and 7 of CMO 38 series of 2016 entitled "Policies, Standards and Guidelines (PSG) for the Workshop Skills Training Ashore Under Annex A of CMO No. 20, Series of 2014 with Annexes" shall govern the interpretation and application of the combined workshop skills training and an approved seagoing service of BSMarE students; and

2. perform, during the required seagoing service, engine-room watchkeeping duties under the supervision of the chief engineer officer or a qualified engineer officer for a period of not less than 6 months.

Section 4. Scope

These policies, standards and guidelines apply to students who completed the academic requirements leading to the degrees of BS Marine Transportation and BS Marine Engineering Programs.



ARTICLE III
CATEGORIES OF APPROVED SEAGOING SERVICE

Section 5. Structured 12 months seagoing service

- A. For BSMT students - refer to a structured accumulated seagoing service of not less than 12 months under the Deck Department in any position such as a deck cadet, ordinary seaman, able seafarer deck or boatswain that meets the requirements of Section A-II/1 of the 1978 STCW Convention and Code, as amended, documented in an approved TRB and company's training program and at least 6 months of which shall involve the performance of bridge watchkeeping duties under the supervision of the master or a qualified officer onboard seagoing vessel of 500 gross tonnage or more.

The 12 months structured Shipboard training should be enrolled and could be any one of the following options:

1. twelve months as cadet and includes at least 6 months watchkeeping duties;
2. at least 6 months as cadet and 6 months as ratings and includes 6 months as watchkeeping duties; and
3. 12 months accumulated as ratings and includes at least 6 months watchkeeping duties.

- B. For BSMarE students and those under the bridging program - refer to a combined workshop skills training and structured accumulated seagoing service of not less than 12 months under the Engine Department in any position such as engine cadet, engine fitter, wiper, oiler, motorman, or able seafarer engine that meets the requirements of Section A-III/1 of the 1978 STCW Convention and Code, as amended, documented in an approved TRB and company's training program and at least 6 months of which shall involve the performance of engine watchkeeping duties under the supervision of the chief engineer officer or a qualified engineer officer onboard seagoing vessel with main propulsion machinery of 750 kW or more.

The 12 months structured Shipboard training should be enrolled and could be any one of the following options:

1. 12 months as Engine Cadet onboard and includes 6 months watchkeeping duties;
2. 6 months as Engine Cadet onboard and includes 6 months watchkeeping duties and 6 months as Engine Ratings;
3. 6 months as Engine Cadet onboard and includes 6 months watchkeeping duties plus 6 months workshop skill (CMO 38, series of 2016) on shore to be offered by a CHED-MARINA-approved institution;
4. 8 months as Engine Cadet onboard and includes 6 months watchkeeping duties plus 4 months workshop skills (CMO 38, series of 2016) on shore to be offered by a CHED-MARINA-approved institution;
or



5. 10 months as Engine Cadet onboard and includes 6 months watchkeeping duties plus 2 months workshop skills (CMO 38, series of 2016) on shore to be offered by a CHED-MARINA-approved institution.

Section 6. Thirty-six (36) months seagoing service

- A. For BSMT students, refers to an approved seagoing service of not less than 36 months under the Deck Department in any position such as ordinary seaman, able seafarer deck or boatswain and at least 6 months of which shall involve a documented performance of bridge watchkeeping duties under the supervision of the Master or a qualified officer onboard seagoing vessel 500 gross tonnage or more.

The thirty-six (36) months Shipboard training as ratings without TRB could be any one of the following options:

1. 36 months as ratings onboard and includes 6 months watchkeeping duties; or
 2. 36 months as deck ratings and includes 6 months bridge watchkeeping duties under the supervision of the Master or a qualified officer onboard seagoing vessel 500 gross tonnage or more.
- B. For BSMarE students refer to 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 under the Engine Department in any position such engine fitter, wiper, oiler, motorman, or able seafarer engine and at least 6 months of which shall involve a documented performance of engine watchkeeping duties under the supervision of the chief engineer officer or a qualified engineer officer onboard seagoing vessel with main propulsion machinery of 750 kW or more.

The 36 months shipboard training as ratings without TRB could be any one of the following options:

1. 36 months as Engine Rating onboard and includes 6 months watchkeeping duties;
 2. 30 months as Engine Rating onboard and includes 6 months watchkeeping duties plus 6 months workshop skills on shore to be offered by a CHED-MARINA-approved institution;
 3. 32 months as Engine Rating onboard and includes 6 months watchkeeping duties plus 4 months workshop skill on shore to be offered by a CHED-MARINA-approved institution; or
- 34 months as Engine Rating onboard and includes 6 months watchkeeping duties plus 2 months workshop skill on shore to be offered by a CHED-MARINA-approved institution.



**ARTICLE IV
GENERAL REQUIREMENTS**

Section 7. For Maritime Higher Education Institutions (MHEIs)

All Maritime Higher Education Institutions (MHEIs) offering BSMT and/or BSMarE program shall:

- A. Establish an agreement with MARINA-registered shipping companies for the shipboard training of its students;
- B. Ensure that a Shipboard Training Agreement between the ship owner on one hand, and the student and the maritime institution on the other, written in the English language, shall be executed before the commencement of the training onboard ships engaged in domestic shipping and submit a copy to the CHED Office of Programs and Standards Development through the CHED Regional Office³;
- C. Ensure that the monitoring system of the institution cover the acquisition of a copy of a signed written training agreement between the ship owner and the student before the commencement of the training onboard ships engaged in international voyage⁴;
- D. Provide the necessary guidance and thorough orientation/familiarization of all its BSMT and/or BSMarE students who completed their academic requirements regarding the 12 months seagoing service especially on the proper way of accomplishing and filling-in of entries in the approved TRB or the 36 months seagoing service documents to be used as evidence of shipboard training, prior to commencement of onboard training;
- E. Ensure that the students who completed their academic requirements shall have a slot available for shipboard training. The 12 months structured seagoing service shall be enrolled prior to embarkation.

The 36 months seagoing service shall be enrolled within the required 36 months prior to validation and assessment;

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

Fees for board and lodging may be collected as may be agreed upon by the MHEI and the domestic shipping companies subject to the existing CHED policies, standards and guidelines on tuition and other fees;

- G. Ensure that 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 Section 2, Rule VII, DOLE Order 129, series of 2013

⁴ Section 1, Rule IX, DOLE Order 130, series of 2013



- H. Ensure that all students who will be undergoing seagoing service shall be issued an approved TRB before embarkation;
- I. Ensure that a monitoring system for students undergoing onboard training shall be established. The system shall include, among others:
 - 1. The Name of the Student
 - 2. Program Enrolled
 - 3. Date of Enrolment
 - 4. Date of Embarkation
 - 5. Date of Disembarkation
 - 6. Route (Domestic or International)
 - 7. Ship's Particular (gross tonnage or propulsion power, as appropriate)
 - 8. Onboard welfare
- J. 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;
- K. Ensure the validation of the 12 months or 36 months seagoing service; and
- L. In case of transfer of a student, MHEIs shall strictly observe the provisions of the Manual of Regulations for Private Higher Education of 2008 (MORPHE), which states that:

“Section 95. Transfer of Student and Transfer Credentials. A student enrolled in a higher education institution shall be entitled to transfer to another institution, provided, that he/she has no unsettled obligation to the institution, or is not under suspension by the institution or expulsion imposed by the Commission.

The higher education institution shall provide any eligible student who applies for transfer with transfer credentials appropriate for admission in another institution, subject to the latter's policies and regulations on the admission of transfer students.

A transfer credential must be signed by the school Registrar, and issued not later than two (2) weeks after the filing of the application for transfer.”

“Section 96. Request and Transfer of School Records. In case of transfer of a student to another institution, the admitting higher education institution shall, upon receipt of the transfer credentials, request in writing for the complete school records or transcript of record of the student from the institution last attended. The latter shall forward the records directly to the former within thirty (30) days from receipt of the request.

The school records should not be given to the transfer student unless authorized in writing by the admitting institution requesting for the records.



Transfer credentials shall be transferred by the school last attended only once to the admitting higher education institution requesting for the said records.”

The onboard training shall not be considered as substitute to the one-year residency requirement in an MHEI for graduation.”

- M. Ensure that the students who completed the three (3) years academic requirements shall have completed the shipboard training within six (6) years thereafter and that such students, whenever necessary, are provided with appropriate refresher and updating courses taking into account any updating of the standard of competence set forth by the STCW and relevant national policies, standards and guidelines.

Section 8. For the Shipboard Training Office

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

- A. a separate workplace with an area of at least 20 sq. m.;
- B. 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;
- C. a staff for every 750 students undergoing processing of documents for onboard training; and
- D. a fulltime Shipboard Training Officer to manage the daily operation of this Office.

Section 9. For Shipboard Training Officer

A. Qualification

The STO 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 and 3.12;
- 3. have at least one (1) year teaching experience; and
- 4. have proper orientation on the duties and responsibilities of the shipboard training officer;



B. Role and Responsibilities

For the effective and efficient operation of the Shipboard Training Office, the STO shall:

1. arrange for and facilitate the embarkation and/or the workshop skills training of students;
2. be responsible in ensuring that the tasks to be taken in the workshop skills training based on the categories and the level of difficulty and the assessment of students are identified;
3. conduct thorough 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 seagoing service 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 STO and the students under the system of monitoring the seagoing service; and
 - f. the assessment of seagoing service;
4. ensure that all students undergoing seagoing service shall be issued MARINA-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 onboard training by:
 - a. communicating, checking and providing guidance as to the accomplishment of TRB;
 - b. maintaining records of monitoring; 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, and;



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 seagoing service such as onboard training agreement and/or employment contract.

The procedures in the accompanying flowcharts marked as Annexes A, B and C which are made an integral part of this CMO shall serve as a supplemental guide in the compliance of MHEIs with the provisions of this CMO.

C. Teaching Load

The STO may be given a maximum teaching load of 18 hours a week provided that, he/she shall comply with the required qualifications of faculty handling professional courses.

Section 10. Requirements to Ensure Authenticity of the TRB

MHEIs shall issue only approved TRB (i.e. ISF or Global Met TRB updated to include the competence requirements of the 2010 Manila Amendments to the STCW) to students who enrolled the 12 months seagoing service. Hence, to ensure the authenticity of the TRB that would be presented by the students after completing the required seagoing service, 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 Students' Number to whom it would be issued;
- B. information such as name of the issuing MHEI and the name and students 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 number issued to students are indicated in the enrollment list to be submitted to the CHED Regional Office.

Section 11. Validation of Seagoing Service

A. 12 Months Seagoing Service

1. After completion of the 12 months seagoing service, every student shall report to the shipboard training office of the MHEI concerned for debriefing, validation of TRB, approval of the twelve months seagoing service and assessment purposes. The following documents must be submitted together with the student's TRB to qualify for assessment of shipboard training and conferment of a bachelor's degree:
 - a. Notarized Certificate of Sea Service or a Certificate issued by the shipping/manning company stating to the effect that students concerned have actually performed the required 6 months bridge or engine watchkeeping duties under a structured training program computed from the date of embarkation to the date of disembarkation;



For BSMarE students, if seagoing service 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 institution to augment the 12 months seagoing service requirement (CMO 38 series 2016);

The format of the Certificate of Sea Service and Certificate to be issued by the manning/shipping company are attached as Annexes D and E and are made as integral part of this CMO.

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

For domestic sea 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 (MDS) 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 is attached as Annex F and made as integral part of this CMO.

- d. The 12 months seagoing service 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 students TRB and 12 months seagoing service which shall also be submitted to the CHEDRO to support as basis for the issuance of SO for graduation of the candidate BSMT and/or BSMarE students.

B. 36 Months Seagoing Service

1. In case the BSMT and BSMarE students who were not able to undergo 12 months structured seagoing service, but completed at least 36 months seagoing service as provided under Section 5 [B] of these guidelines, the following documents must be submitted to the shipboard training office for the validation and approval of the students seagoing service in order to qualify for assessment of shipboard training and conferment of a bachelor's degree:
 - a. **Certificate of Sea 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 sea 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 MDS with the attached Crew List bearing the ship's stamp and master's signature and PCG Clearance stamp and PCG Officers' signature.
- e. 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 students 36 months seagoing service be issued by the STO which *shall also be submitted to the CHEDRO* as basis for the issuance of SO for graduation of the candidate BSMT and/or BSMarE students.

Section 12. Assessment and Remediation

A. Assessment

As a general rule, students with a duly validated TRB or seagoing service may qualify to undergo an assessment of the tasks performed and competencies acquired during the required seagoing service at the MHEI's shipboard training 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 seagoing service shall be done through:

1. Written or computerized examination. The written or computerized examination 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 TRB completed entries including Sea Projects and entries in Daily Journal of Watchkeeping Duties by a Panel composed of the Dean or duly authorized



representative, STO, and one (1) technical instructor, all of whom must be a qualified assessor 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.

B. Remedial

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 12 [A.] of this CMO to determine if they have fully acquired the necessary competencies.

C. Approval

The assessment results shall be recorded and signed by the assessors and consolidated by the STO who shall sign the official grading sheet of the students to be submitted to the MHEI's registrar as one of requirements for the conferment of BSMT or BSMarE Degree including the awarding of Academic Honors in accordance with CMO No. 40 series of 2008 (MORPHE) and the MHEI's policy.

Section 13. 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 shipboard 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 shipboard electrical and electronic equipment

B. Training in workshop skills ashore can be carried out in a CHED-MARINA-approved institution.

C. In case of less than 12 months seagoing service with 6 months watchkeeping duties, a workshop skills training may be taken ashore in lieu of the remaining seagoing service requirement.



- D. In case of less than 36 months of seagoing service, 30 months of which shall be in the engine department, workshop skills training may be taken ashore in lieu of the remaining seagoing service requirement.

Article V
MISCELLANEOUS PROVISIONS

Section 14. Sanctions

- A. An MHEI which fails to board its students for shipboard training 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;
- 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 the 15 days from the receipt of the directive;

Section 15. Separability Clause

If any part or provision of this CMO is declared invalid or unconstitutional, the same shall apply only to that part or provision. The remainder shall remain valid and in force.

Section 16. Repealing Clause

All existing Orders and Memoranda issued by the Commission, which are contrary to, or inconsistent with any of the provisions of this CMO, are hereby deemed repealed or modified accordingly.

Section 17. Effectivity

This CMO shall take effect fifteen (15) days after its publication as required by law and shall be fully implemented for those undergoing onboard training.

Quezon City, Philippines, September 6, 2017.

For the Commission:



PATRICIA B. LICUANAN, Ph.D.
Chairperson

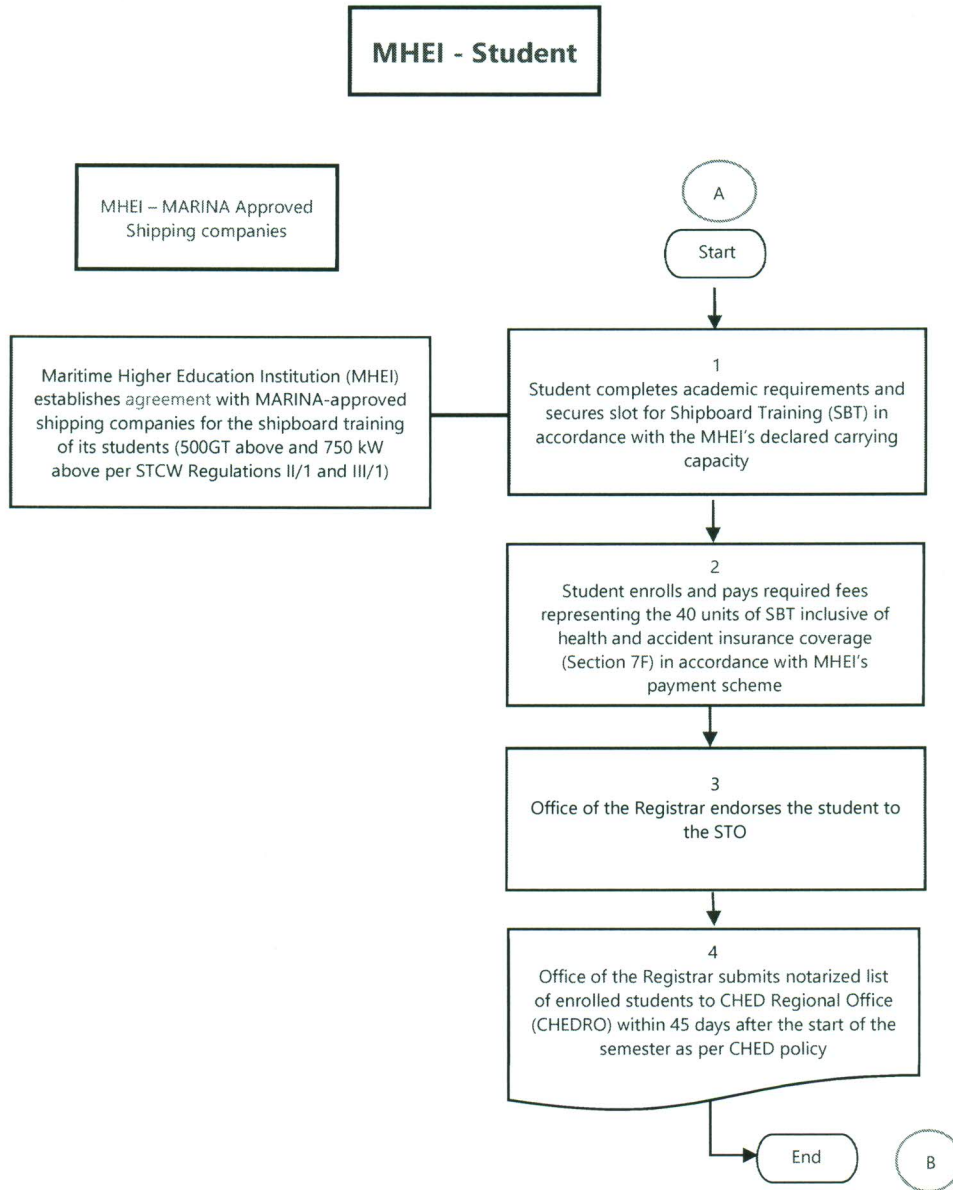


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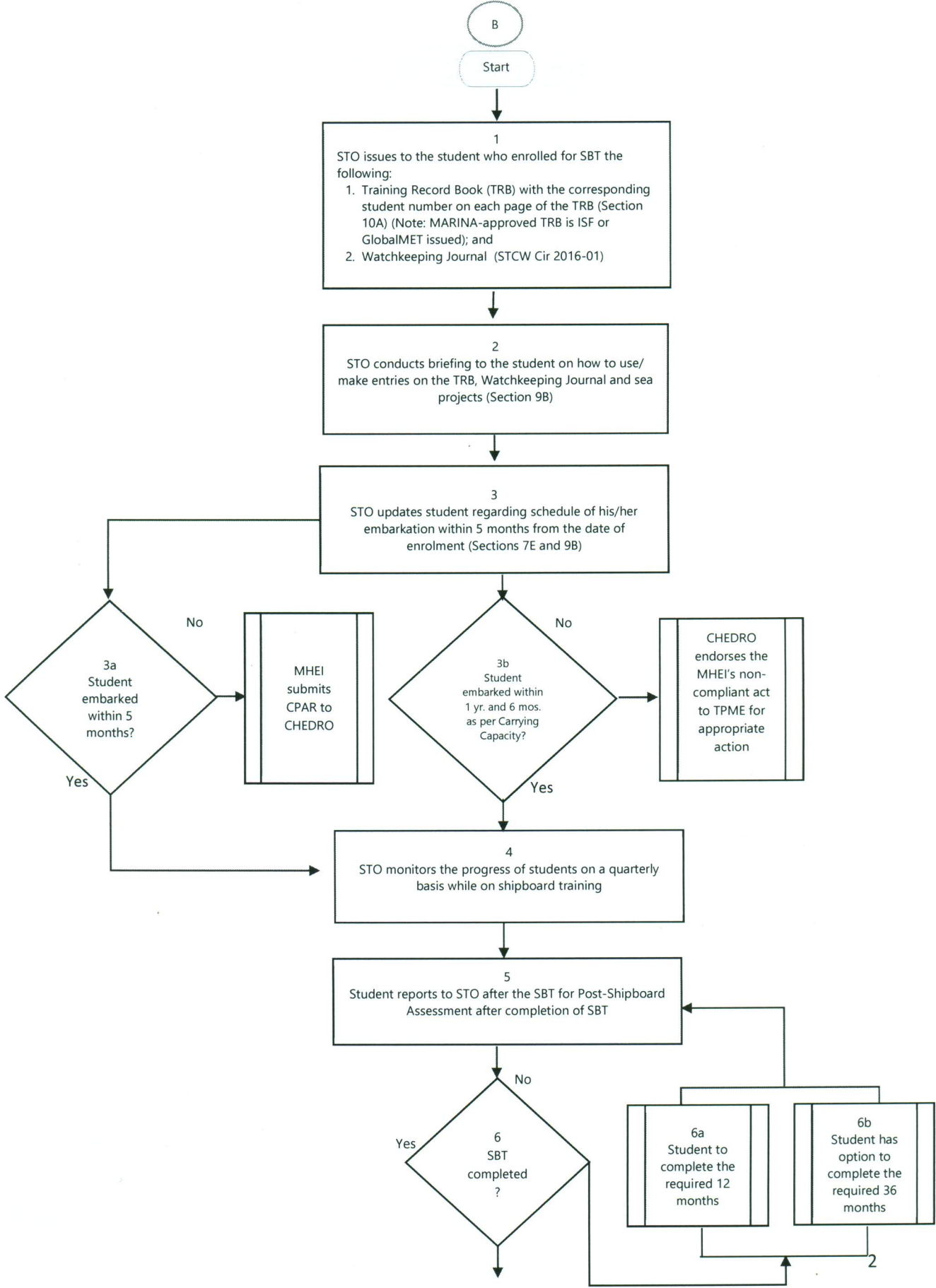
- Annex A - *Flowchart 1 (MHEI and Students Process Flow)*
- Annex B - *Flowchart 2 (Shipboard Training Office and Student Process Flow)*
- Annex C - *Flowchart 3 (CHEDRO and MHEI Process Flow)*
- Annex D - *Format of Certificate of Sea Service*
- Annex E - *Format of Certificate to be issued by shipping/manning companies*
- Annex F - *Format of Crew List (IMO FAL Form No. 5)*



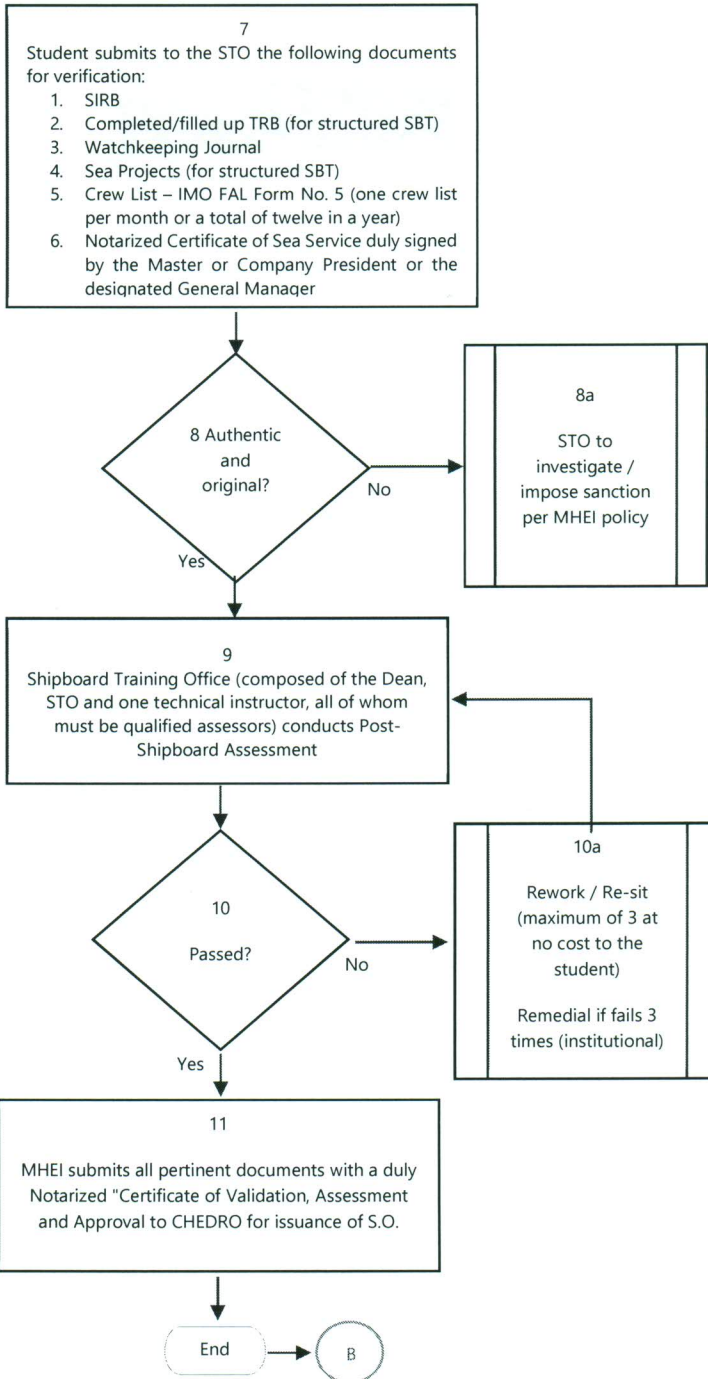
**SHIPBOARD TRAINING PROCESS FLOW
FOR BSMT AND BSMarE STUDENTS**



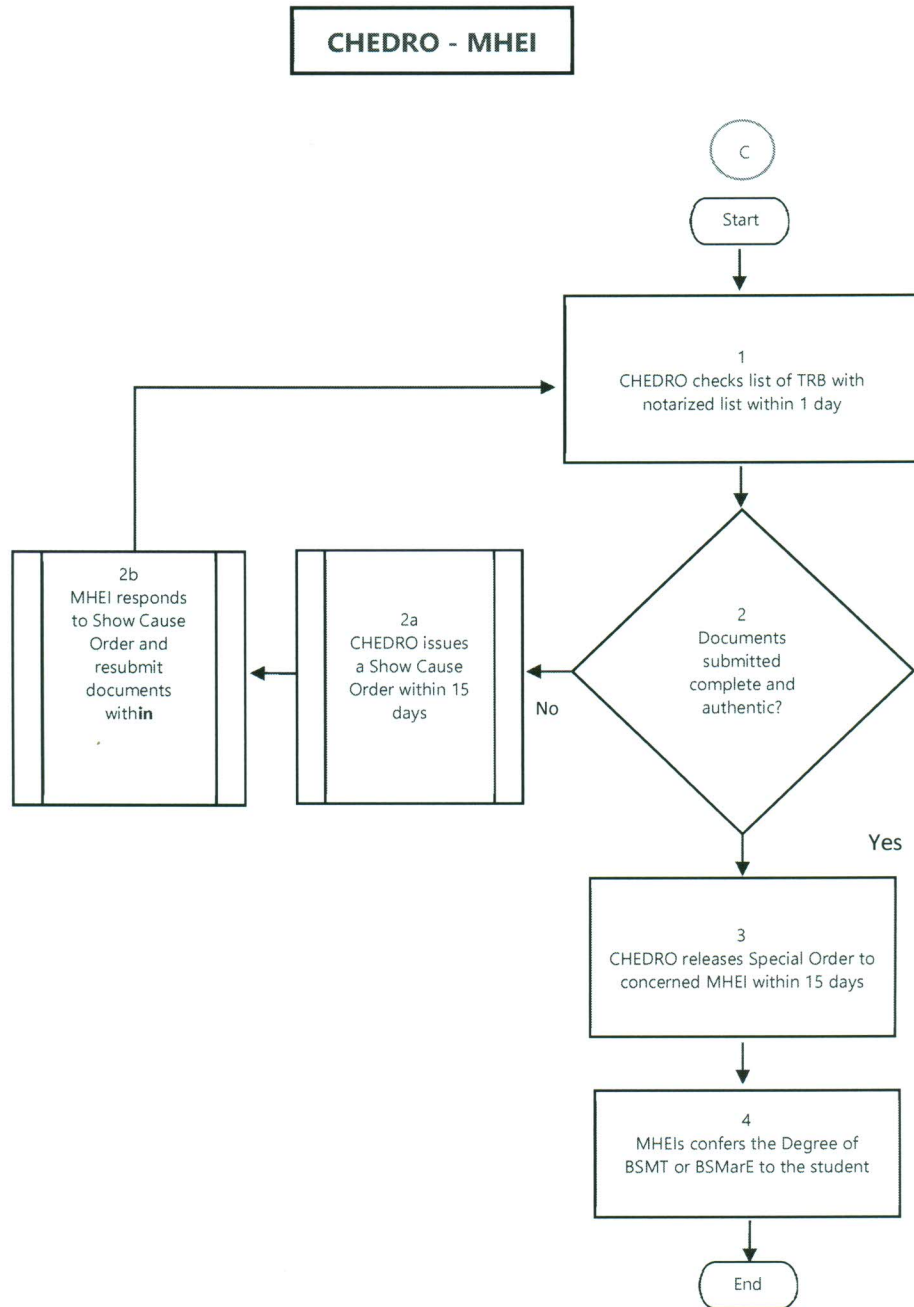
STO - Student



Annex B – Flowchart 2



Annex C – Flowchart 3





Republic of the Philippines
Office of the President
COMMISSION ON HIGHER EDUCATION



Department of Transportation and Communications
MARITIME INDUSTRY AUTHORITY

CERTIFICATE OF SEA SERVICE

This certifies that _____ had actually served
under our Supervision onboard _____,
(Name of Vessel) (Type of Vessel)
of _____ with Registry No. _____ vessel
(Vessel Nationality) (Near Coastal/Sea-going)
of _____ KW and _____ Gross Tonnage for a period of _____
from _____ to _____
(No. of Years) (Months) (Days) (Date of Embarkation) (Date of Discharge)
as _____
(Position Held)

This further certifies that the above-stated data are true and that any false statement/s
made herein shall be ground for criminal prosecution.

Issued this _____ day of _____ at _____.

SEAL OF VESSEL

Master – Signature above Printed Name
Nationality : _____
Kind of License : _____
Registration No. : _____
Date of Registration : _____
Expiry Date : _____

Note:

This form is good only for one (1) vessel. This form can be reproduced. Any erasure / obliteration
may be a ground for denial.





Republic of the Philippines
Office of the President
COMMISSION ON HIGHER EDUCATION



Department of Transportation and Communications
MARITIME INDUSTRY AUTHORITY

CERTIFICATE OF SEA SERVICE

Sir / Madam :

This is to certify that _____ holder of SIRB No. _____ has been employed by this company with the following sea going service/s:

| Name of Vessel | Type | IMO No. / Official No. | Route (Foreign / Domestic) | Gross Tonnage | KW Power | Registry | Period Covered | | Position/ Rank | Total Sea Service Y-M-D |
|----------------|------|------------------------|----------------------------|---------------|----------|----------|----------------|----------|----------------|-------------------------|
| | | | | | | | From Y/M/D | To Y/M/D | | |
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This further certifies that the above-stated data are true and that any false statement/s made herein shall be ground for criminal prosecution.

Issued this _____ day of _____ at _____.

COMPANY SEAL

President / Duly Authorized Person
Signature above Printed Name

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20____, at _____

Doc No. : _____
Page No. : _____
Book No. : _____
Series of : _____

Notary Public

Note:

This form is good only for one (1) vessel. This form can be reproduced. Any erasure / obliteration may be a ground for denial.



IMO CREW LIST
(IMO FAL Form 5)

| | | | <input type="text"/> | Arrival | <input type="text"/> | Departure | <input type="text"/> | Page Number |
|---|-----------------------------|-------------------|------------------------------|-----------------------------|--|-----------|----------------------|-------------|
| 1.1 Name of ship | | | 1.2 IMO number | | | | | |
| 1.3 Call sign | | | 1.4 Voyage number | | | | | |
| 2. Port of arrival/departure | | | 3. Date of arrival/departure | | | | | |
| 4. Flag State of ship | | | 5. Last port of call | | | | | |
| 6. No. | 7. Family name, given names | 8. Rank or rating | 9. Nationality | 10. Date and place of birth | 11. Nature and number of identity document | | | |
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| 12. Date and signature by master, authorized agent or officer | | | | | | | | |

