



| | | |
|---|---|---|
|  | OUTCOMES-BASED MONITORING INSTRUMENT (OBMI) FOR MARITIME EDUCATION PROGRAMS (MEPs) |  |
| Name and Address of Maritime Higher Education Institution (MHEI): | Contact Numbers: | Email address: |
| Maritime Education Program/s Monitored: | Date of Monitoring: | Date last Monitored: |

| KEY AREAS | MINIMUM REQUIREMENTS (STCW AND NATIONAL REGULATION) | OUTCOMES | FINDINGS | OBJECTIVE EVIDENCE |
|---------------|--|--|----------|-----------------------|
| I. CURRICULUM | On Curriculum Description The institution shall be guided by the provision of Article VII, Section 12 of CMO No. 67, Series of 2017. The BSMT program shall consist of a minimum total of 175 credit units. The BSMarE program shall consist of a minimum total of 179 credit units. | Course Specifications for every course | | |
| | On Curriculum Outline and Content The institution shall be guided by the provision of Article VII, Section 13 of CMO No. 67, Series of 2017. Furthermore, all MHEIs shall strictly implement the New General Education Curriculum and abide by the guidance provided per Section 13.3 | Alignment of Outcomes, teaching and learning activities and assessment | | |
| | On Certificated Courses The institution shall be guided by the provisions of Article VII, Section 14.1, 14.1.1, 14.1.6, and 14.2 of CMO No. 67, Series of 2017. 14.1 Basic Training | | | |

| KEY AREAS | MINIMUM REQUIREMENTS (STCW AND NATIONAL REGULATION) | OUTCOMES | FINDINGS | OBJECTIVE EVIDENCE |
|-----------|---|----------|----------|-----------------------|
| | <p>All MHEIs shall ensure compliance of their students to the requirements of Regulation VI/1 Para. 1. on Basic Training from MARINA-Accredited Training Institution. For this purpose, MHEIs may establish their own training facilities for the above training requirement or may adopt a Memorandum of Agreement (MOA) with MARINA accredited training center subject to the following regulations:</p> <p>14.1.1 Applicant MHEIs shall submit to CHED the Memorandum of Agreement (MOA) with all the following supporting documents for approval:</p> <ol style="list-style-type: none"> 1) Proof of MARINA accreditation; 2) Results of assessment of the Maritime Training Center by the MHEI showing the following: <ol style="list-style-type: none"> a) Capacity to accommodate any number of students at any time; b) Faculty student ratio; c) Equipment student ratio; and d) Theoretical and practicum components of the course shall be conducted in the training center 3) Parents' consent and Board resolution in case the MOA is with a training center not located within the region or neighboring regions. <p>14.1.6 The MHEI must have a MOA with the training center located within the region or neighboring regions that may be closer in location to the school. In case the MOA is outside the region or neighboring regions, the MHEI shall justify such MOA;</p> <p>14.2 All MHEIs shall ensure compliance with the requirements set by MARINA for ECDIS, GMDSS for GOC, Deck Watchkeeping with Bridge Resource Management and Engine Watchkeeping with Resource Management courses.</p> | | | |
| | <p>Program of Study</p> <p>Section 17, Article VII of CMO No. 67, Series of 2017</p> <p>MHEIs may adopt the sample provided in Section 17 of Article VII of CMO</p> | | | |



| KEY AREAS | MINIMUM REQUIREMENTS (STCW AND NATIONAL REGULATION) | OUTCOMES | FINDINGS | OBJECTIVE EVIDENCE |
|--|--|--|----------|--------------------|
| | No. 67, Series of 2017 or develop their own program of study, provided, that all prescribed courses/competences under the STCW table of competence are offered and complied with and the pre-requisites and co-requisites of the courses are followed | Underpinning knowledge is addressed per course | | |
| | Review, Revision and Approval of Curriculum The institution shall be guided by Section 18, Article VII of CMO No. 67, Series of 2017 MHEIs shall review the BSMT and BSMarE courses at least once a year, or as the need arises depending on the changes mandated by the regulatory authorities. Policies and procedures to this effect shall be embodied in the MHEIs quality management system. Curriculum review is conducted annually for the purpose of monitoring its implementation. Revisions shall take effect at least after a cycle of the curriculum. | Changes to requirements are monitored and incorporated in the specific course/curriculum per the documented policies and procedures | | |
| II. EXAMINATION AND ASSESSMENT SYSTEM | Standards of Competence, Assessment and Conferment of the Degree The institution shall be guided by the provisions of Article VI of CMO No. 67, Series of 2017 on Standards of Competence, Assessment of Competence and Conferment of Degree Assessments and Assessors The institution shall be guided by Section 25, Article IX of CMO No. 67, Series of 2017 MHEIs shall institute a system and structure of assessment including appeals and remediation that will ensure the achievement of outcomes to comply with STCW standards that will remove faculty bias in the development of summative assessment (written, oral and demonstration of skills). In addition, MHEIs shall ensure that students must pass any of the following prior to conferment of the BSMT or BSMarE degree: | Standards of competence are established which are assessed per course prior to conferment of degree per established policies and procedures Students undergo authentic assessment which refers to different competences/tasks onboard ships | | |

| KEY AREAS | MINIMUM REQUIREMENTS (STCW AND NATIONAL REGULATION) | OUTCOMES | FINDINGS | OBJECTIVE EVIDENCE |
|-----------|---|-------------------------------------|----------|-----------------------|
| | <p>a) Comprehensive Examination b) Validation Examination c) Exit Examination</p> <p>The MHEIs shall designate assessor/s with the following qualifications:</p> <ol style="list-style-type: none"> 1) have an appropriate level of knowledge and understanding of the competence to be assessed 2) be qualified for the task for which the assessment is being made 3) have undergone training in: <ol style="list-style-type: none"> 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 Philippines' STCW Administration for those assessing competence using simulators; 4) gained practical experience (e.g. teaching for at least one semester in the related subject or as assistant to an experienced assessor for at least one semester) 5) gained practical assessment experience on the particular type of simulator under the supervision and to the satisfaction of an experienced assessor for assessments involving the use of simulators. <p>The following tasks shall be performed by the designated assessor/s:</p> <ol style="list-style-type: none"> 1) spearhead the design, development and enhancement of assessment tools; 2) Ensure reliability and validity of assessment tools; 3) Monitor the administration of examination/ assessment. <p>Records of assessment shall be maintained as per quality standards system of the MHEI.</p> <p>Examination System</p> <ul style="list-style-type: none"> ► Check if there is a documented examination system that covers the following: <ul style="list-style-type: none"> • Procedures for written examination including preparation of Table of Specification (TOS). • Procedures for appeal and re-sits. | Assessors are qualified to the task | | |

| KEY AREAS | MINIMUM REQUIREMENTS (STCW AND NATIONAL REGULATION) | OUTCOMES | FINDINGS | OBJECTIVE EVIDENCE |
|-----------|--|--|----------|--------------------|
| | <ul style="list-style-type: none"> • Invigilation of examination • Providing instructions to students on the conditions / rules during written exam, including the consequences if caught cheating. • Due process for students caught cheating. • Designation of a committee responsible to hear and resolve the case of cheating. • Criteria for passing and failure • Review and validation of examination in accordance with the STCW Competence Table. <p>► Check records of review and validation conducted. Is there an increase in the number of questions? Check the old and new questionnaires for comparison.</p> <p>► Check how written test questions are validated and what criteria & instrument used in validation.</p> <p>► Check if test questions were examined for its index of difficulty. Require presentation of Item Analysis.</p> <p>► Check records of administration, supervision and monitoring of exam results.</p> <p>► In case of examination using simulator, check if the assessor has conducted the following:</p> <ul style="list-style-type: none"> • Identify clearly the performance criteria and are valid and available to the students; • Establish clearly the assessment criteria; • Brief students clearly on the tasks and/or skills to be assessed and on the tasks and performance criteria by which their competency will be determined; • Ensure that assessment of performance takes into account the normal operating procedures and any behavioral interaction with other students on the simulator and with simulator staff; • Use with caution and validate scoring or grading methods to assess performance | <p>Examination is aligned to the course plan</p> <p>Examination questions have undergone validation to determine fitness of purpose/achievement of prescribed competence</p> | | |
| | <p>Assessment System</p> <p>► Check if there is documented procedures for the following:</p> <ul style="list-style-type: none"> • Conduct of assessment exercises and scenarios <i>Check if competence and KUPs indicated in the assessment exercises and scenarios are aligned with the competence standards of the STCW Code.</i> • Appeal and re-sits | <p>Assessment is aligned to the course plan</p> <p>Assessment questions/exercises have undergone validation to determine fitness of</p> | | |

| KEY AREAS | MINIMUM REQUIREMENTS (STCW AND NATIONAL REGULATION) | OUTCOMES | FINDINGS | OBJECTIVE EVIDENCE |
|-----------|--|--|----------|-----------------------|
| | <ul style="list-style-type: none"> Review and validation of assessment instrument. Check how the assessment exercises & scenarios are validated. Check what criteria and instrument used in the validation. <p>Criteria for passing and failing assessment.</p> <ul style="list-style-type: none"> Check if the assessment instruments precisely pinpointed the following STCW Code requirements: <ul style="list-style-type: none"> Competence to be achieved KUP to be demonstrated and assessed Assessment Criteria (aligned with KUP and Column 4 of Table of competency) <p>Assessment result clearly conform with the assessment criteria.</p> <ul style="list-style-type: none"> In case of assessment using simulator, check if the assessor has conducted the following: <ul style="list-style-type: none"> Identify clearly the performance criteria and are valid and available to the students; Establish clearly the assessment criteria; Brief students clearly on the tasks and/or skills to be assessed and on the tasks and performance criteria by which their competency will be determined; Ensure that assessment of performance takes into account the normal operating procedures and any behavioral interaction with other students on the simulator and with simulator staff; Use with caution and validate scoring or grading methods to assess performance; <p>Ensure that a student demonstrates the ability to carry out a task safely and effectively.</p> <p>In case of assessment of students, check if the methods of assessing the students' learning outcomes from the seagoing service were done through written or computerized examination.</p> | purpose/achievement of prescribed competence | | |
| | <p>Grading System</p> <p>The institution shall be guided by Section 27, Article IX of CMO No. 67, Series of 2017</p> <p>Bases for Grading</p> | | | |

| KEY AREAS | MINIMUM REQUIREMENTS (STCW AND NATIONAL REGULATION) | OUTCOMES | FINDINGS | OBJECTIVE EVIDENCE |
|-----------|---|--|----------|-----------------------|
| | <p>The final grade or rating given to a student shall be based solely on scholarly performance in any course. Any adjustment 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.</p> <p>Scholarly performance shall be measured by any of the following:</p> <ol style="list-style-type: none"> 1 Lecture Component <ol style="list-style-type: none"> a) Written Examinations b) Oral Examinations c) Research works d) Outputs such as project, portfolio, and others 2 Laboratory Component <ol style="list-style-type: none"> a) Scientific and Technical Experiments b) Demonstration of competences acquired <p>27.2 Requirements for promotion</p> <p>The promotion of a student from any curricular or component course towards graduation shall strictly comply with the conditions or requirements as follows:</p> <ol style="list-style-type: none"> 1 The following shall be complied by the student for granting the necessary credits toward the completion of a course, or graduation from a BSMT or BSMarE program: <ul style="list-style-type: none"> • has enrolled in the program; • has satisfactorily complied with the admission requirements; • has faithfully and regularly attended classes; and • has demonstrated the required outcomes as defined in the standards. 2 A student shall be promoted or permitted to enroll in advanced or specialized courses provided the basic and pre-requisite course(s) are complied with, except otherwise provided in this CMO, MORPHE or by the Commission. 3 A student shall earn academic credits for promotion towards | <p>Grades are based on scholarly performance</p> | | |



| KEY AREAS | MINIMUM REQUIREMENTS (STCW AND NATIONAL REGULATION) | OUTCOMES | FINDINGS | OBJECTIVE EVIDENCE |
|-----------|--|----------|----------|-----------------------|
| | <p>graduation, provided a final grade of at least fifty percent (50%) or its equivalent in curricular or component course, as determined by proper institution authorities on academics.</p> <p>4 The scholastic records of every student shall be filed with the institution until the close of the next academic term, for reference or examination in case of any grievance or complaint.</p> <p>27.3 Requirements for Grading</p> <p>The grading system for a student in curricular or component courses shall strictly comply with the conditions or requirements as follows:</p> <p>a) No provisional, conditional or temporary final grade for any curricular or component course shall be given to a student.</p> <p>b) 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, an institution may, consistent with its academic policies, 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 a grade is permanent and cannot be subsequently changed. Provided however, that where the 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 allows special or completion examinations, or additional time for compliance of the requirements. In no case shall an incomplete or "INC" mark remain for more than one (1) academic year.</p> <p>c) The passing standard shall be the grade of 50%. However, the institution may raise the passing standard. To get the percentile grade, the number of correct answers called raw score shall be divided by the total number of test points and multiplied by 100.</p> <p>d) The transmutation of grades shall not be allowed.</p> | | | |

| KEY AREAS | MINIMUM REQUIREMENTS (STCW AND NATIONAL REGULATION) | OUTCOMES | FINDINGS | OBJECTIVE EVIDENCE |
|--------------------------------|---|---|----------|-----------------------|
| | Percentage (%) is used in determining and expressing a student's raw scores in every examination. The table below shows a sample of the range of percentage marks and their corresponding equivalents. | | | |
| III. SHIPBOARD TRAINING | <p>Section 16, Article VII of CMO No. 67, Series of 2017</p> <p>The Policies, Standards and Guidelines governing the seagoing service requirement for the Conferment of the Degree in Bachelor of Science in Marine Transportation and Bachelor of Science in Marine Engineering Programs shall follow the existing CHED Memorandum Order relative thereto. (The current policy is CMO No. 70, s. 2017)</p> <p>General Requirements</p> <p>All Maritime Higher Education Institutions (MHEIs) offering BSMT and/or BSMarE program shall:</p> <ul style="list-style-type: none"> 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 Office¹; 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 voyage²; 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; | <p>Students are provided with opportunities for shipboard training/approved sea service</p> | | |

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

² Section 1, Rule IX, DOLE Order 130, series of 2013



| KEY AREAS | MINIMUM REQUIREMENTS (STCW AND NATIONAL REGULATION) | OUTCOMES | FINDINGS | OBJECTIVE EVIDENCE |
|-----------|--|----------|----------|-----------------------|
| | <p>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.</p> <p>The 36 months seagoing service shall be enrolled within the required 36 months prior to validation and assessment;</p> <p>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.</p> <p>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;</p> <p>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;</p> <p>H. Ensure that all students who will be undergoing seagoing service shall be issued an approved TRB before embarkation;</p> <p>I. Ensure that a monitoring system for students undergoing onboard training shall be established. The system shall include, among others:</p> <ol style="list-style-type: none"> 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 <p>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</p> | | | |



| KEY AREAS | MINIMUM REQUIREMENTS (STCW AND NATIONAL REGULATION) | OUTCOMES | FINDINGS | OBJECTIVE EVIDENCE |
|-----------|---|----------|----------|-----------------------|
| | <p>rendered. The agreement between the MHEI and the shipping company should include the responsibility in reporting the status of students;</p> <p>K. Ensure the validation of the 12 months or 36 months seagoing service; and</p> <p>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);</p> <p>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.</p> <p>For refresher and updating course/s, MHEIs shall follow the guidelines in the implementation of program for remedial in Article XIII, Section 37 of CMO No. 67, S. 2017</p> <p>For the Shipboard Training Office</p> <p>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:</p> <p>A. a separate workplace with an area of at least 20 sq. m.;</p> <p>B. resources and facilities to support its effective and efficient operation, such as but not limited to:</p> <ol style="list-style-type: none"> 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. <p>C. a staff for every 750 students undergoing processing of documents for onboard training; and</p> | | | |



| KEY AREAS | MINIMUM REQUIREMENTS (STCW AND NATIONAL REGULATION) | OUTCOMES | FINDINGS | OBJECTIVE EVIDENCE |
|-----------|--|---|----------|--------------------|
| | <p>Crew List (for domestic) and certificate of seagoing service;</p> <p>e. the role of the STO and the students under the system of monitoring the seagoing service; and</p> <p>f. the assessment of seagoing service.</p> <p>4. ensure that all students undergoing seagoing service shall be issued MARINA-approved TRB before their embarkation;</p> <p>5. conduct briefing of students prior to embarkation;</p> <p>6. coordinate with the shipping company and/or manning agency on the schedule, route and standard training agreement;</p> <p>7. Monitor the progress of students undergoing onboard training by:</p> <p>a. communicating, checking and providing guidance as to the accomplishment of TRB;</p> <p>b. maintaining records of monitoring; and</p> <p>c. providing guidance and assistance as to onboard welfare, personal and professional concerns when necessary</p> <p>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";</p> <p>9. investigate and impose sanction as per MHEI's policy to students who submitted fraudulent documents and certificates, and;</p> <p>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.</p> <p>Section 10. Requirements to Ensure Authenticity of the TRB</p> <p>MHEIs shall issue only approved MARINA 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</p> | <p>Acquisition of prescribed competence per the contents of the training record book is monitored</p> | | |



| KEY AREAS | MINIMUM REQUIREMENTS (STCW AND NATIONAL REGULATION) | OUTCOMES | FINDINGS | OBJECTIVE EVIDENCE |
|-----------|---|---|----------|-----------------------|
| | <p>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.</p> <p>b. Seafarer's Identification and Record Book (SIRB or Seaman's Book);</p> <p>c. Passport with immigration stamp of departure and arrival for ocean-going sea service, and;</p> <p>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 (MDSD) with the Master and Crew List bearing the ship's stamp and master's signature and PCG Clearance stamp and PCG Officers' signature.</p> <p>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.</p> <p>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.</p> <p>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.</p> | <p>contents of the training record book</p> | | |



| KEY AREAS | MINIMUM REQUIREMENTS (STCW AND NATIONAL REGULATION) | OUTCOMES | FINDINGS | OBJECTIVE EVIDENCE |
|-----------|---|----------|----------|-----------------------|
| | <p>B. 36 Months Seagoing Service</p> <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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 (<i>date signed on and date signed off</i>) 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 MDSD with the attached Crew List bearing the ship's stamp and master's signature and PCG Clearance stamp and PCG Officers' signature. | | | |

| KEY AREAS | MINIMUM REQUIREMENTS (STCW AND NATIONAL REGULATION) | OUTCOMES | FINDINGS | OBJECTIVE EVIDENCE |
|-----------|---|----------|----------|-----------------------|
| | <p>e. The 36 months seagoing service shall only be approved for assessment after the students concerned have presented the aforementioned documents.</p> <p>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 "<i>Certificate of Validation, Assessment and Approval</i>" of the students 36 months seagoing service be issued by the STO which <i>shall also be submitted to the CHEDRO</i> as basis for the issuance of SO for graduation of the candidate BSMT and/or BSMarE students.</p> <p>Section 12. Assessment and Remediation</p> <p>A. Assessment</p> <p>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:</p> <ol style="list-style-type: none"> 1. Written or computerized examination. The written or computerized examination shall be performance/task based to demonstrate the learning competencies acquired and 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 based on the TRB completed entries including Sea Projects and entries in Daily Journal of Watchkeeping Duties by a Panel composed of the | | | |



| KEY AREAS | MINIMUM REQUIREMENTS (STCW AND NATIONAL REGULATION) | OUTCOMES | FINDINGS | OBJECTIVE EVIDENCE |
|-----------|---|----------|----------|-----------------------|
| | <p>Dean or duly authorized representative, STO, and one (1) technical instructor, all of whom must be a qualified assessor from the MHEI concerned.</p> <p>In the case of students who completed the 36 months seagoing service, the same assessment methods shall be adopted except for TRB verification.</p> <p>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.</p> <p>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.</p> <p>B. Remedial</p> <p>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.</p> <p>C. Approval</p> <p>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.</p> | | | |



| KEY AREAS | MINIMUM REQUIREMENTS (STCW AND NATIONAL REGULATION) | OUTCOMES | FINDINGS | OBJECTIVE EVIDENCE |
|--|---|--|----------|--------------------|
| IV. TEACHING METHODS AND MEDIA OF DELIVERY | <p>Curriculum Delivery</p> <p>The institution shall be guided by Section 19 & 20, Article VIII of CMO No. 67, Series of 2017</p> <p>Theoretical class observation taking into account the following:</p> <ul style="list-style-type: none"> ▶ Method of delivery. In observing class lecture, check the following: <ul style="list-style-type: none"> ▪ Topic of the class lecture is in accordance with the Instructor's Guide (IG) / syllabus. ▪ Mode of instruction is in accordance with the methods required in the syllabus / I.G. ▪ Learner-centered instruction is evident <p>The teaching and learning process is carried out in an interactive, participatory and collaborative though it may vary on each classroom level</p> <p>Practical and laboratory exercises observation, taking into account the following:</p> <ul style="list-style-type: none"> ○ Practical and laboratory exercises are being delivered in accordance with documented procedures in the use of appropriate facility, equipment and technology to ensure effective delivery in accordance with the STCW Competence Table and CHED academic standards, and learning environment, including health, safety and environmental aspects <ul style="list-style-type: none"> - Briefing and debriefing are conducted - Proper monitoring and supervision of student's activities are undertaken - Exercises are designed and tested so as to ensure their suitability for the specified objectives - Exercises or scenarios are reviewed, validated and approved. - Documented information on practical and laboratory exercises are retained | <p>The teaching and learning process is carried out in an interactive, participatory and collaborative manner in accordance with planned arrangements though it may vary on each classroom level</p> <p>Curriculum Delivery is administered, supervised and monitored. Deviations from planned arrangements are appropriately addressed to ensure that prescribed outcomes/competence are achieved</p> | | |



| KEY AREAS | MINIMUM REQUIREMENTS (STCW AND NATIONAL REGULATION) | OUTCOMES | FINDINGS | OBJECTIVE EVIDENCE | | | | | | | | | | | | | | | | | | | | |
|---|---|-----------------------------|------------------------|---|-------------------------|-------------------------|--|-------|----------------|------------|--|--------|-----------|------------|------------------------|-------------|--|---------|------|---|-------------|--|--|--|
| | Supervision and monitoring of course delivery and assessment <ul style="list-style-type: none">▪ System for the supervision and monitoring of course delivery and assessment is in place▪ Documented information on supervision and monitoring of the delivery of course lectures and practical/laboratory exercises are retained▪ How the results of the monitoring of course delivery are processed and utilized | | | | | | | | | | | | | | | | | | | | | | | |
| V. INSTRUCTORS, ASSESSORS AND SUPPORT STAFF (Required Resources) | Organization Section 21, Article IX of CMO No. 67, Series of 2017 A distinct and separate College of Maritime Education shall be established for the operation of maritime programs. There shall be established department for every maritime program under the College of Maritime Education. The College of Maritime Education shall be managed by a full-time Dean. The Dean may serve as concurrent department chair where appropriate. The Dean must be full-time in order to effectively carry out his/her functions and responsibilities as a dean. | | | | | | | | | | | | | | | | | | | | | | | |
| | Dean Section 22, Article IX of CMO No. 67, Series of 2017 The Dean shall have the following qualifications: <table><tr><th colspan="4">Professional Qualifications</th><th colspan="2">Academic Qualifications</th></tr><tr><th rowspan="2">Level</th><th rowspan="2">Sea-going Exp.</th><th colspan="2">Experience</th><th rowspan="2">Degree</th><th rowspan="2">Trainings</th></tr><tr><th>Teach- ing</th><th>Super- visory Capacity</th></tr><tr><td>*Management</td><td>24 months as *management level officer</td><td>2 years</td><td>None</td><td>BSMT/ BSMarE and any Master's degree to be completed within 3</td><td>6.09 & 3.12</td></tr></table> | Professional Qualifications | | | | Academic Qualifications | | Level | Sea-going Exp. | Experience | | Degree | Trainings | Teach- ing | Super- visory Capacity | *Management | 24 months as *management level officer | 2 years | None | BSMT/ BSMarE and any Master's degree to be completed within 3 | 6.09 & 3.12 | | | |
| | Professional Qualifications | | | | Academic Qualifications | | | | | | | | | | | | | | | | | | | |
| Level | Sea-going Exp. | Experience | | Degree | Trainings | | | | | | | | | | | | | | | | | | | |
| | | Teach- ing | Super- visory Capacity | | | | | | | | | | | | | | | | | | | | | |
| *Management | 24 months as *management level officer | 2 years | None | BSMT/ BSMarE and any Master's degree to be completed within 3 | 6.09 & 3.12 | | | | | | | | | | | | | | | | | | | |

| KEY AREAS | MINIMUM REQUIREMENTS (STCW AND NATIONAL REGULATION) | | | | | | OUTCOMES | FINDINGS | OBJECTIVE EVIDENCE |
|-----------|--|--|---------------|------------------------------|--|----------------|----------|----------|--------------------|
| | | | | | years | | | | |
| | *Management | 12 months as *mgmt level officer | 3 years | 1 year | BSMT/ BSMarE and any Master's degree | 6.09 & 3.12 | | | |
| | *Management | **24 months as OIC | 5 years | 2 years | BSMT/ BSMarE and any Master's degree | 6.09 & 3.12 | | | |
| | **OIC | **36 months as OIC | 5 years | 3 years | BSMT/ BSMarE and any Master's degree | 6.09 & 3.12 | | | |
| | <i>* Master or Chief Mate / Chief Engineer or Second Engineer</i> <i>** Third Officer or Second Officer / Fourth Engineer or Third Engineer</i> | | | | | | | | |
| | Department Chair/Head Section 23, Article IX of CMO No. 67, Series of 2017 The Marine Transportation Department Head shall have the following qualifications: | | | | | | | | |
| | Professional Qualifications | | | | Academic Qualifications | | | | |
| | Level | Sea-going Experience | Experience | | Degree | Trainings | | | |
| | | | Teach- ing | Super- visory Capacity | | | | | |
| | *Management | 12 months as *management level officer | 3 years | None | BSMT | 6.09 & 3.12 | | | |
| | *Management | 24 months as **OIC | 4 years | 1 year | BSMT and any Master's degree | 6.09 & 3.12 | | | |



| KEY AREAS | MINIMUM REQUIREMENTS (STCW AND NATIONAL REGULATION) | OUTCOMES | FINDINGS | OBJECTIVE EVIDENCE | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------------------------|--|-----------------------------|----------------------|-------------------------|-----------|-------------------------|--|-------|----------------------|------------|--|--------|-----------|----------|----------------------|---------|---|-----|-----|------|------|----------|---|-----|-----|--------|------|--|--|--|
| | <p>* Master or Chief Mate ** Third Officer or Second Officer</p> <p>Faculty</p> <p>Section 24, Article IX of CMO No. 67, Series of 2017</p> <p>24.1 Faculty members teaching General Education Courses shall be holders of appropriate master's degree in his/her field of specialization. However, in specific fields where there is dearth of holders of Master's degree, a holder of professional license requiring at least a bachelor's degree may be qualified to teach.</p> <p>Faculty members teaching physical education courses shall be holders of a bachelor's degree in physical education or Bachelor of Science in Education with major or minor in physical education, or any other bachelor's degree with certificate in physical education.</p> <p>24.2 Faculty members teaching Professional Courses shall be holders of relevant academic degree, experiences and credentials as follows:</p> <table><tr><th colspan="4">Professional Qualifications</th><th colspan="2">Academic Qualifications</th></tr><tr><th rowspan="2">Level</th><th rowspan="2">Sea-going Experience</th><th colspan="2">Experience</th><th rowspan="2">Degree</th><th rowspan="2">Trainings</th></tr><tr><th>Teaching</th><th>Supervisory Capacity</th></tr><tr><td>*OIC-NW</td><td>12 months as *OIC-NW on seagoing ship over 500 GT</td><td>n/a</td><td>n/a</td><td>BSMT</td><td>6.09</td></tr><tr><td>**OIC-EW</td><td>12 months as **OIC-EW on seagoing ship powered by main propulsion machinery</td><td>n/a</td><td>n/a</td><td>BSMarE</td><td>6.09</td></tr></table> | Professional Qualifications | | | | Academic Qualifications | | Level | Sea-going Experience | Experience | | Degree | Trainings | Teaching | Supervisory Capacity | *OIC-NW | 12 months as *OIC-NW on seagoing ship over 500 GT | n/a | n/a | BSMT | 6.09 | **OIC-EW | 12 months as **OIC-EW on seagoing ship powered by main propulsion machinery | n/a | n/a | BSMarE | 6.09 | | | |
| Professional Qualifications | | | | Academic Qualifications | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Level | Sea-going Experience | Experience | | Degree | Trainings | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Teaching | Supervisory Capacity | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *OIC-NW | 12 months as *OIC-NW on seagoing ship over 500 GT | n/a | n/a | BSMT | 6.09 | | | | | | | | | | | | | | | | | | | | | | | | | |
| **OIC-EW | 12 months as **OIC-EW on seagoing ship powered by main propulsion machinery | n/a | n/a | BSMarE | 6.09 | | | | | | | | | | | | | | | | | | | | | | | | | |



| KEY AREAS | MINIMUM REQUIREMENTS (STCW AND NATIONAL REGULATION) | | | | | | OUTCOMES | FINDINGS | OBJECTIVE EVIDENCE |
|-----------|--|---|--|--|--|--|----------|----------|--------------------|
| | | of 750 kW propulsion power or more | | | | | | | |
| | <p>* Third Officer or Second Officer</p> <p>**Fourth Engineer or Third Engineer</p> <p>Boatswain / fitter / able seafarer (deck or engine) with at least three years seagoing practice shall be allowed to conduct skills laboratory classes under supervision of a lead instructor.</p> <p>24.3 Allied faculty members teaching allied courses which fall under the category of professional as enumerated under Section 5.4 of CMO 67 series of 2017 shall be holders of the following:</p> <ol style="list-style-type: none"> Appropriate Bachelor's degree in such allied fields; Valid certificate of registration and/or PRC license of his/her profession and Certificate of Completion of the "Training Course for Instructors" (IMO Model Course 6.09) <p>24.4 Faculty members teaching courses involving the use of simulators, in addition to the requirements in the preceding paragraph shall:</p> <ol style="list-style-type: none"> Be holders of a Certificate of Completion of the "Train the Simulator Trainer and Assessor Course" (IMO Model Course 6.10), or an approved training course for Simulator Instructors and Assessors by the Philippines' STCW Administration; Have gained practical operational experience on the particular type of simulators being used. This requirement may be satisfied through a planned in-house training of the maritime higher education institution or the transfer of technology training by the simulator supplier. <p>24.5 The management level courses/topics as per curriculum mapping shall be taught by management level officers.</p> | | | | | | | | |
| | <p>Faculty Teaching Load</p> <p>Section 24. 6, Article IX of CMO No. 67, Series of 2017</p> <p>The Dean, Department Chair/Head and Shipboard Training Officer may be allowed to handle a maximum teaching load of not more than 18 hours</p> | | | | | | | | |



| KEY AREAS | MINIMUM REQUIREMENTS (STCW AND NATIONAL REGULATION) | OUTCOMES | FINDINGS | OBJECTIVE EVIDENCE | | | | | | | | |
|---|--|---|----------|--------------------------|-----|--|-----|-------------------------|-----|--|--|--|
| | <p>a week provided that their primary duties and responsibilities are not neglected.</p> <p>A full-time faculty may be allowed a maximum teaching load of 30 contact hours per week. However, a faculty member with a documented very satisfactory teaching performance may be allowed to handle additional six (6) hours per week.</p> | | | | | | | | | | | |
| | <p>Faculty Manual</p> <p>Section 24. 7, Article IX of CMO No. 67, Series of 2017</p> <p>There shall be faculty manual containing information and policies on:</p> <p>a) Hiring, retention, promotion and separation; b) Functions and responsibilities; c) Ranking system; d) Evaluation; e) Salary rates; f) Faculty benefits; g) And Code of conduct/ethics</p> | | | | | | | | | | | |
| | <p>Faculty Development</p> <p>Section 24. 8, Article IX of CMO No. 67, Series of 2017</p> <p>MHEIs shall develop and implement a system of faculty development for professional advancement of the faculty members.</p> | | | | | | | | | | | |
| | <p>Technical Support Personnel</p> <p>The institution shall be guided by Section 26, Article IX of CMO No. 67, Series of 2017</p> | | | | | | | | | | | |
| | <p>Library</p> <p>Section 28, Article IX of CMO No. 67, Series of 2017</p> | | | | | | | | | | | |
| | <p>Carrying Capacity</p> <p>Section 29, Article IX of CMO No. 67, Series of 2017</p> <p>For BSMT program</p> <table><tr><td>FACILITIES AND LABORATORY EQUIPMENT RATIO</td><td>Ratio</td></tr><tr><td>CHART ROOM: CHART TABLES</td><td>1:2</td></tr><tr><td>NAVIGATIONAL EQUIPMENT: MARINE SEXTANT</td><td>1:5</td></tr><tr><td>SHIP'S BRIDGE SIMULATOR</td><td>1:4</td></tr></table> | FACILITIES AND LABORATORY EQUIPMENT RATIO | Ratio | CHART ROOM: CHART TABLES | 1:2 | NAVIGATIONAL EQUIPMENT: MARINE SEXTANT | 1:5 | SHIP'S BRIDGE SIMULATOR | 1:4 | | | |
| FACILITIES AND LABORATORY EQUIPMENT RATIO | Ratio | | | | | | | | | | | |
| CHART ROOM: CHART TABLES | 1:2 | | | | | | | | | | | |
| NAVIGATIONAL EQUIPMENT: MARINE SEXTANT | 1:5 | | | | | | | | | | | |
| SHIP'S BRIDGE SIMULATOR | 1:4 | | | | | | | | | | | |



| KEY AREAS | MINIMUM REQUIREMENTS (STCW AND NATIONAL REGULATION) | | OUTCOMES | FINDINGS | OBJECTIVE EVIDENCE | | | |
|-----------|---|--|----------|----------|--------------------|--|--|--|
| | 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 RATIO FOR LECTURE | 1:40 | | | | | | |
| | FACULTY RATIO FOR LABORATORY | 1:20 | | | | | | |
| | SHIPBOARD TRAINING | 60% deployment rate of students with CAR per academic year | | | | | | |
| | For BSMarE Program | | | | | | | |
| | FACILITIES AND LABORATORY EQUIPMENT RATIO | Ratio | | | | | | |
| | DRAWING TABLE | 1:1 | | | | | | |
| | LATHE MACHINE | 1:5 | | | | | | |
| | ELECTRIC ARC WELDING MACHINE | 1:4 | | | | | | |
| | GAS WELDING | 1:4 | | | | | | |
| | DIESEL ENGINE | | | | | | | |
| | For Operational diesel engine (2 or 4 stroke whichever is available): | 1:8 | | | | | | |
| | a) For engine of 5-20kW | 1:2 | | | | | | |
| | b) For engine of 21-60kW | 1:4 | | | | | | |
| | c) For engine of 61-100kW | 1:6 | | | | | | |
| | d) 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 RATIO FOR LECTURE | 1:40 | | | | | | |
| | FACULTY RATIO FOR LABORATORY | 1:20 | | | | | | |
| | SHIPBOARD TRAINING | 60% deployment rate of students with CAR per academic year | | | | | | |



| KEY AREAS | MINIMUM REQUIREMENTS (STCW AND NATIONAL REGULATION) | OUTCOMES | FINDINGS | OBJECTIVE EVIDENCE |
|--|---|----------|----------|--------------------|
| VI. FACILITIES AND TRAINING EQUIPMENT | <p>The institution shall be guided by Article X of CMO No. 67, Series of 2017</p> <p>Institutional Sites and Buildings An MHEI shall own its institutional sites and buildings to conform with CHED standards, fire and building code and city/provincial ordinances. adequate equipment, safety measures and procedures but not limited to the following: e) Fire escape f) Fire alarm systems g) Campus security force</p> | | | |
| | <p>Site/Building/Room Requirements shall include the following: a) Institutional site/lot b) Athletic field and/or gymnasium c) Administrative Offices (General or Executive Office, Registrar, Accounting, NSTP, Guidance / Placement office) d) Medical and dental clinic e) Toilets f) Canteen/cafeteria g) Faculty room h) Student lounge i) Library room j) Laboratory room k) Tool room l) Shipboard Training Office m) Research and Extension Office n) Adequate facilities for swimming or MOA with service providers</p> | | | |
| | <p>Classroom</p> <p>The standard classroom shall be a minimum of 1.2 square meters per student. Classrooms must be well-lighted and well-ventilated. They should contain the necessary equipment and furniture such as chairs, instructor's podium, and black/white boards.</p> | | | |
| | <p>Laboratory</p> <p>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:</p> | | | |



| KEY AREAS | MINIMUM REQUIREMENTS (STCW AND NATIONAL REGULATION) | OUTCOMES | FINDINGS | OBJECTIVE EVIDENCE |
|-----------|--|----------|----------|--------------------|
| | <p>A. For BSMT program</p> <ul style="list-style-type: none"> a) Chart plotting b) Bridge simulator covering RADAR-ARPA and ECDIS c) Seamanship d) GMDSS | | | |
| | <p>C. Laboratory Equipment</p> <p>As a general policy, all laboratory equipment except those stipulated in Section 14.1 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 D of this CMO.</p> <p>“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 so as to ensure their sufficient exposure to the equipment and attainment of the required outcomes.</p> <p>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.</p> | | | |
| | <p>Standards governing the use of Simulators</p> <p>Section 15, Article VII of CMO No. 67, Series of 2017</p> <p>All Maritime Higher Education Institutions shall comply with the minimum standards and guidelines governing the use of simulators pursuant to Regulation I/12 including Section A-I/12 of the STCW, as amended. The simulators must have the necessary functions that will enable the demonstration of the intended learning outcome.</p> <p>The design features and capabilities of the simulators used shall be in compliance with Regulation I/12 and guidelines under Section A-I/12 and B-I/12 of the 19778 STCW, as amended</p> <p>The simulator equipment must be capable of covering all the competences and KUPs as stated in the Table of Competence A-II/1 of the STCW Code.</p> | | | |



| KEY AREAS | MINIMUM REQUIREMENTS (STCW AND NATIONAL REGULATION) | OUTCOMES | FINDINGS | OBJECTIVE EVIDENCE |
|--|---|----------|----------|-----------------------|
| | <p>Check the availability of Briefing and De-briefing Room. All exercises can be played and replayed in the room.</p> <p>Look for Statement of Compliance or Type-Approval Certificate or Product Certificate of the simulator, including the Certificate of ownership or installation.</p> <p>Check for documented exercises. It should be consistent to the Table of Competency of the STCW Code</p> <p>Check for records of the conduct of briefing, familiarization, monitoring of exercises and de-briefing in accordance to Paragraph 7 of the STCW Code.</p> | | | |
| VII. RESEARCH AND EXTENSION | <p>Organization</p> <p>The institution shall be guided by Section 33, Article XI of CMO No. 67, Series of 2017</p> <p>MHEIs are expected to fulfill the three-fold functions of higher education institutions—teaching, research and extension. To carry out these functions, they shall designate a coordinator for research and extension.</p> | | | |
| | <p>Research</p> <p>The institution shall be guided by Section 34, Article XI of CMO No. 67, Series of 2017</p> <p>The faculty of MHEIs shall pursue research that reflects scholarship of application, integration, teaching, or, in exceptional instances, scholarship of discovery.</p> <p>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).</p> | | | |
| | <p>Extension Services</p> <p>The institution shall be guided by Section 35, Article XI of CMO No. 67, Series of 2017</p> | | | |
| | | | | |



| KEY AREAS | MINIMUM REQUIREMENTS (STCW AND NATIONAL REGULATION) | OUTCOMES | FINDINGS | OBJECTIVE EVIDENCE |
|---------------------------------------|--|----------|----------|--------------------|
| | <p>Every MHEI shall have extension services relevant to the maritime industry. The following must be observed:</p> <ul style="list-style-type: none"> a) Annual extension services program b) Annual extension services budget c) Tracer study program d) Linkages to community e) Appropriate impact studies (effectiveness of the extension programs) o) <i>Proper documentation of all extension activities must be maintained</i> | | | |
| VIII. QUALITY STANDARDS SYSTEM | <p>The institution shall be guided by Article XII of CMO No. 67, Series of 2017</p> <p>All Maritime Higher Education Institutions shall comply with the minimum standards and guidelines governing a quality standards system pursuant to Regulation I/8, Section A-I/8 and B-I/8 of the STCW Code, as amended.</p> <p>The quality system should incorporate the following:</p> <ul style="list-style-type: none"> 1. The Mission statement of the institution; 2. Details of academic and training strategies in use; 3. An organization chart and information on the composition of committees and advisory bodies, 4. staff and student information; 5. a description of training facilities and equipment; and; 6. an outline of the policies and procedures on: <ul style="list-style-type: none"> 6.1 student admission; 6.2 the development of new courses and review of existing courses; 6.3 the examination system, including appeals and resits; 6.4 staff recruitment, training, development, appraisal and promotion; 6.5 feedback from students and from industry; and 6.6 staff involvement in research and development. | | | |
| IX. ADMISSION AND RETENTION | <p>The institutions shall be guided by Article XIII of CMO No. 67, Series of 2017</p> <p>Every MHEI shall establish a guidance system that will monitor the progress of the student's scholastic performance and personality development. Maritime institutions shall adhere to the following admission and retention criteria:</p> <p>Student general admission requirements:</p> | | | |



| KEY AREAS | MINIMUM REQUIREMENTS (STCW AND NATIONAL REGULATION) | OUTCOMES | FINDINGS | OBJECTIVE EVIDENCE |
|-----------|--|----------|----------|-----------------------|
| | <p>1) Academic Qualifications:</p> <ul style="list-style-type: none"> a) Senior High School graduate b) 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) c) First, second, third, fourth, fifth, sixth year college students under the old higher education curricula who stopped schooling and intend to re-enroll by June 2018. (CMO No. 10, S. 2017) <p>2) Admission test</p> <ul style="list-style-type: none"> a) IQ Test b) Personality Test c) Math, Science and English Aptitude Test <p>3) Physical and medical fitness Test</p> <p>Meet the requirements under Regulation I/9, Section A-I/9 of the STCW Code:</p> <ul style="list-style-type: none"> a) have the physical capability, taking into account paragraph 5 below, to fulfil all the requirements of the basic training as required by section A-VI/1, paragraph 2; b) demonstrate adequate hearing and speech to communicate effectively and detect any audible alarms; c) have no medical condition, disorder or impairment that will prevent the effective and safe conduct of their routine and emergency duties on board during the validity period of the medical certificate; d) are not suffering from any medical condition likely to be aggravated by service at sea or to render the seafarer unfit for such service or to endanger the health and safety of other persons on board; and e) are not taking any medication that has side effects that will impair judgment, balance, or any other requirements for effective and safe performance of routine and emergency | | | |



| KEY AREAS | MINIMUM REQUIREMENTS (STCW AND NATIONAL REGULATION) | OUTCOMES | FINDINGS | OBJECTIVE EVIDENCE |
|-----------|--|----------|----------|-----------------------|
| | <p>duties on board.</p> <p>Student general retention requirements:</p> <p>MHEIs shall establish a student retention policy duly documented in its Quality Standard System. As a general rule all students shall:</p> <ol style="list-style-type: none"> 1) Pass the Pre-Employment Medical Examination for seafarers following the requirements under Regulation I/9 of the STCW; 2) Finish the BSMT or BSMarE program within 6 years after completion of academic requirements. Otherwise, the student shall take remedial programs depending on the MHEIs Quality Standards Systems (QSS) requirements. | | | |

Lead Evaluator:

 XXXX
 Signature Over Printed Name

Monitoring Team Members:

 XXXX
 Signature Over Printed Name

 XXXX
 Signature Over Printed Name

CHED Authorized Representatives:

 XXXX
 Signature Over Printed Name
 CHED Regional Office

 XXX
 Signature Over Printed Name
 OPSD-MES

