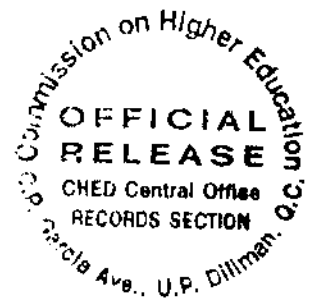




Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION



CHED MEMORANDUM ORDER (CMO)
No. 02
Series of **2012**

SUBJECT: 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

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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 (STCW Convention), by virtue of the 384th Commission *en banc* Resolution No. 323 – 2011 dated December 16, 2011, and in aid of promoting quality maritime education programs in compliance with the STCW Convention, this set of *implementing guidelines on the shipboard training requirement for BSMT and BSMarE programs* are hereby adopted and promulgated by the Commission, thus:

ARTICLE I
POLICY, LEGAL BASIS AND OBJECTIVES

Section 1. Statement of Policies and Legal Bases –

The Commission on Higher Education (CHED) 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 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 as a Party to the STCW Convention, the Philippines being a signatory thereof. Hence, CHED shall ensure that maritime higher education institutions (HEIs) offering BSMT and BSMarE programs shall fully comply with the Commission and the STCW Convention and Code requirements.

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

"Section 8.

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- 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 subsidy, recommendation on the downgrading or withdrawal of accreditation, program termination or school closure. . . .^{xxx}.*

Section 2. Objectives of Shipboard Training –

Shipboard Training is a mandatory requirement and component of the BSMT and BSMarE programs that pertains to the required seagoing service as provided under Regulation II/1 and Regulation III/1 of the STCW Convention. This requirement aims to ensure that every BSMT and BSMarE student shall have the opportunity to:

1. For BSMT cadet students:
 - 1.1 undergo an approved seagoing service of not less than 12 months which includes onboard training that meets the requirements of Section A-II/1 of the STCW Code documented in an approved training record book (TRB), or otherwise an approved seagoing service of not less than 36 months; and,
 - 1.2 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;
2. For BSMarE cadet students:
 - 2.1 undergo a combined workshop skills training and an approved seagoing service of not less than 12 months which includes onboard training that meets the requirements of Section A-III/1 of the STCW Code documented in an approved TRB, or otherwise a combined workshop skills training and an approved seagoing service of not less than 36 months of which not less than 30 months shall be seagoing service in the engine department; and,
 - 2.2 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 six (6) months.

ARTICLE II CATEGORIES OF SHIPBOARD TRAINING

Section 3. Shipboard Training Category –

Pursuant to the STCW Convention and Code, shipboard training shall be categorized into either: **(a) twelve (12) months seagoing service** or **(b) thirty six (36) months seagoing service** that could be undertaken by the BSMT and BSMarE cadet students in order to complete the requirements for the conferment of a Bachelor's degree in Marine Transportation or in Marine Engineering, respectively and to be qualified for certification as an Officer-In-Charge of a watch, to wit:



a. Twelve (12) months seagoing service

1. *For BSMT cadet students, refers to an approved seagoing service of not less than 12 months in a cadet or apprentice position which includes onboard training that meets the requirements of Section A-II/1 of the STCW Code, documented in an approved TRB and at least six (6) months of which shall involve the performance of bridge watchkeeping duties under the supervision of the master or a qualified officer.*
2. *For BSMarE cadet students, refers to a combined workshop skills training and an approved seagoing service of not less than 12 months in a cadet or apprentice position which includes onboard training that meets the requirements of Section A-III/1 of the STCW Code, documented in an approved TRB and at least six (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.*

b. Thirty six (36) months seagoing service

1. *For BSMT cadet students, refers to an approved seagoing service of not less than 36 months in a position other than a cadet or apprentice (e.g. general purpose - deck, deck boy, ordinary seaman, able seaman, quarter-master, boatswain) provided, at least six (6) months of which shall involve the performance of bridge watchkeeping duties under the supervision of the master or a qualified officer. This would be documented through the service record issued by the shipping/manning company to the student cadet concerned.*
2. *For BSMarE cadet students, refers to a combined workshop skills training and an approved seagoing service of not less than 36 months in a position other than a cadet or apprentice (e.g. general purpose – engine, engine boy, engine fitter, wiper, oiler, motorman, pumpman, able seaman engine) provided, at least six (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. This would be documented through the service record issued by the shipping/manning company to the student cadet concerned.*

**ARTICLE III
GUIDELINES**

Section 4. General Requirements –

All maritime higher education institutions (HEIs) offering BSMT and/or BSMarE program shall be required to:



1. Ensure that qualified students completing the academic requirements for their bachelor's degree (BSMT or BSMarE) are provided with opportunities to get cadetship/apprenticeship through linkages or partnership with manning/shipping companies. The linkage or partnership shall be supported by a notarized Memorandum of Agreement or Understanding (MOA/MOU) between the maritime HEI and the partner company/entity. *Provided that*, maritime HEIs shall also have the option to provide their own Training Ship. The said training ship shall comply with the basic requirements for training in terms of gross tonnage (500 GT or more) and propulsion power (750 kw or more). *Provided further*, that in order to improve the shipboard training or cadetship program, maritime HEIs, on its own initiative, may further engage in other arrangements such as: (1) government programs like assistance to provide a Training Ship for use by participating group or consortium of HEIs; (2) mandatory and cadetship program on board foreign vessels manned by Filipino seafarers; (3) through linkages with domestic and foreign shipping companies for Scholarship and/or onboard cadetship program for sponsored cadets; and, (4) other relevant schemes as may be possible.
2. Have and maintain a shipboard training office;
3. Specify in their quality standard system (QSS) the policies and procedures pertaining to the enrollment, embarkation, disembarkation, validation of TRB and approval of twelve months seagoing service, validation and approval of the thirty six months seagoing service and the assessment of student cadets for shipboard training purposes;
4. Provide guidance and thorough orientation/familiarization of all its BSMT and/or BSMarE students about the twelve (12) months seagoing service especially on the proper way of accomplishing and filling-in of entries in the approved TRB and the thirty six (36) months seagoing service should the students be employed in a position other than a cadet or apprentice;
5. Ensure that all student cadets undergoing a twelve (12) months seagoing service shall be issued an approved TRB before embarkation;
6. Conduct validation of the duly accomplished and signed TRBs (for the twelve (12) months seagoing service) or the sea-going service (for the thirty six (36) months seagoing service) and the assessment of tasks performed and competencies acquired during his/her seagoing service. The result of such validation and assessment shall be duly recorded and must form part of the students' record at the maritime HEI concerned. The duly validated TRB must be returned to the student cadet after the validation/assessment; and,
7. Confer appropriate degree (BSMT or BSMarE) to qualified student cadets.

In case of transfer of a student cadet, maritime HEIs must strictly observe the provisions under Sections 95 and 96 of the Manual of Regulations for Private Higher Education of 2008 (MORPHE).

Section 5. Shipboard Training Office –

The shipboard training office shall be responsible for the administration and coordination of the activities and other requirements for student cadets undergoing the shipboard training. Specifically, this Office shall:



1. Arrange for and facilitate the embarkation of student cadets;
2. Conduct thorough orientation/familiarization of student cadets pertaining to: *the difference between the twelve (12) months and the thirty six (36) months seagoing service; enrollment for shipboard training purposes; the proper way of accomplishing and filling-in of entries in the TRB, validation of the TRB and the sea-going service, and the assessment of student cadets, among others;*
3. Ensure that all student cadets undergoing a twelve (12) months seagoing service shall be issued an approved TRB before their embarkation;
4. Conduct briefing of cadets for embarkation;
5. Coordinate with the shipping company and/or manning agency where the shipboard training is being undertaken;
6. Provide necessary assistance to student cadets undergoing the shipboard training;
7. Conduct debriefing, validation of the TRB and the sea-going service, and assessment of cadets after disembarkation; and,
8. Keep records of the linkages or partnerships with shipping companies and/or manning agencies that the maritime HEI has established, the results of cadets' assessment as well as the validation of TRBs and other pertinent records relating to shipboard training.

In order to strengthen the shipboard training office, maritime HEIs shall provide for sufficient means and support to the Shipboard Training Officer (STO). The said office must have:

1. A separate workplace for shipboard training purposes with an area of at least 20 sq.m.;
2. At least 1 staff dedicated to support the STO for every 500 candidate students for shipboard training must be maintained;
3. Enough resources and facilities to support its effective and efficient operation, such as but not limited to:
 - at least one (1) set of computer unit with internet connection;
 - tables and chairs;
 - at least one (1) telephone line with fax machine;
 - a bulletin board.

Section 6. Minimum Qualifications of a Shipboard Training Officer –

An HEI offering BSMT and/or BSMarE program shall be required to have a full-time Shipboard Training Officer (STO) who shall be in-charge and responsible for the effective and efficient operation of the Shipboard Training Office, especially the embarkation of cadets for shipboard training purposes. The STO must possess the following minimum qualifications:



1. must be at least a holder of valid PRC license as an Officer-In-Charge (OIC) of a watch and with at least 12 months of seagoing experience as an Officer;
2. have completed training in IMO Model Course 3.12 (Assessor's Training Course); and,
3. preferably, have gained practical assessment experience.

The STO may be given a maximum teaching load of 24 hours a week *provided that*, he shall comply with the required qualifications of a faculty handling professional subjects.

Section 7. Requirements to Ensure Genuineness and Authenticity of the TRB –

Every maritime HEI together with the STO shall at all times be responsible to ensure that only approved and genuine TRB shall be issued to the student cadets undergoing a twelve (12) months seagoing service. Hence, in order to ensure the genuineness of the TRB that would be presented by the cadets after completing the required sea-going service, and for purposes of validation, assessment, and issuance of Special Order (SO) for graduation, *all maritime HEIs shall be required to comply with the following:*

1. All pages of the TRB must be stamped with the *Student Number* of the cadet to whom it would be issued;
2. Information such as *name of the issuing maritime HEI* and the *name and student number of the cadet* to whom the TRB would be issued must also be stamped at a conspicuous page, preferably next to the front page of the TRB.

Maritime HEIs are also required to submit to the CHED Regional Office (CHEDRO) concerned an official list of cadet students that have been issued a TRB at the end of every semester, indicating among others, the name and student number of the cadets and other pertinent information thereof. *The duly submitted list shall be the primary basis of the CHEDRO in determining the authenticity of the TRB* that would be presented for the issuance of SO for graduation of the candidate BSMT and/or BSMarE students.

Section 8. Validation of TRB and Approval of Twelve Months Seagoing Service –

After completion of the *twelve (12) months seagoing service*, every student cadet shall be required to report to the shipboard training office of the maritime HEI concerned *within 30 days* after disembarkation for debriefing, validation of TRB, approval of the twelve months seagoing service and assessment purposes. The following documents must be submitted together with the cadet's TRB for validation and approval of seagoing service and to qualify for assessment:

1. Certificate of Sea service in a Professional Regulation Commission (PRC) form or a Certificate issued by the shipping/manning company stating to the effect that student cadet concerned has actually performed the required six months bridge or engine watchkeeping duties;



2. Seafarer's Identification and Record Book (SIRB or Seaman's Book); and,
3. Passport with immigration stamp of departure and arrival for ocean-going sea service or Crew List with Company stamp and Coast Guard stamp for domestic sea service.

The twelve months seagoing service shall only be approved after the student cadet concerned has presented the aforementioned documents. Only student cadet with approved seagoing service shall qualify for assessment.

Pursuant to Section 4 [3] of this CMO, the policies and procedures pertaining to the validation of TRB and approval of the twelve months seagoing service as specified under the QSS of the maritime HEI concerned shall be followed. Moreover, it is required that a "Certificate of Validation and Approval" of the cadets' TRB and twelve months seagoing service be issued by the STO 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.

Section 9. Validation and approval of the Thirty Six Months Seagoing Service –

In case the BSMT and BSMarE students were not able to undergo a twelve (12) months seagoing service in a cadet or apprentice position, but completed at least thirty six (36) months seagoing service as provided under Section 3 [b] of these guidelines, the following documents must be submitted to the shipboard training office for the validation and approval of the cadets' seagoing service in order to qualify for assessment, conferment of a bachelor's degree and to qualify for licensure examination and certification as an Officer-in-Charge of a watch:

1. **Certificate of Sea Service** duly signed by the Master or C/E 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:
 - 1.1 Vessel name and type;
 - 1.2 Gross tonnage;
 - 1.3 Ship's particulars;
 - 1.4 Propulsion power in kilowatt;
 - 1.5 IMO number (to ensure that the vessel is duly registered); an
 - 1.6 Length of service (*date signed on and date signed off*) and the position/capacity held; and,
 - 1.7 a statement to the effect that student cadet concerned has actually performed the required six months bridge or engine watchkeeping duties;
2. Seafarer's Identification and Record Book (SIRB or Seaman's Book); and,
3. Passport with immigration stamp of departure and arrival for ocean-going sea service or Crew List with Company stamp and Coast Guard stamp for domestic sea service.

The thirty six (36) months seagoing service shall only be approved after the student cadet concerned has presented the aforementioned documents. Only student cadet with approved seagoing service shall qualify for assessment.



The policies and procedures pertaining to the validation and approval of the thirty six months seagoing service as specified under the QSS of the maritime HEI concerned shall be followed. Moreover, it is required that a *“Certificate of Validation and Approval”* of the cadets’ seagoing service shall be issued by the STO which shall be submitted to the CHEDRO together with the necessary documents for the issuance of SO for graduation of the candidate BSMT and/or BSMarE students.

Section 10. Assessment of Student Cadets –

As a general rule, only student cadets 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 HEI’s shipboard training office. Student cadets who qualify for assessment must follow the pertinent assessment policies and procedures specified under the QSS of the maritime HEI concerned. The methods of assessing the cadets’ competencies 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 and the Sea Projects by a Panel composed of the Dean, STO, and at least one (1) qualified faculty member from the MHEI concerned.

In the case of student who completed the thirty six (36) months seagoing service, the same assessment methods shall be adopted except that the panel interview should focus mainly on the relevant tasks performed in the particular position or capacity as indicated in the Certificate of Sea Service of the student concerned.

The written or computerized examination as well as the panel interview (oral assessment) shall aim to ensure and demonstrate that the student being assessed has acquired the necessary competencies for an Officer-in-Charge of a watch.

For grading purposes, the maritime HEI concerned may consider giving 50% weight percentage for the written exam and another 50% for the panel interview to be summed-up as the student’s final grade.

The assessment results shall be recorded and signed by the assessor and consolidated by the STO who shall sign the official grading sheet of the student cadets to be submitted to the HEI’s registrar.

Section 11. Remedial –

If in any case, the result of an assessment indicates that the student cadet did not gain the competencies required under the STCW Convention and Code, the maritime HEI may, at its discretion, institute appropriate remedial measures or activities/workshops in order for the student to rectify any deficiencies noted. Thereafter, the student concerned shall be required to undergo reassessment based on Section 10 of this CMO to determine if he has fully acquired the necessary competencies.



**ARTICLE IV
MISCELLANEOUS PROVISIONS**

Section 12. Sanctions –

For violation of the foregoing policies and guidelines, CHED shall impose sanctions, as it may deem appropriate 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.

Section 13. Separability Clause –

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

Section 14. Repealing Clause –

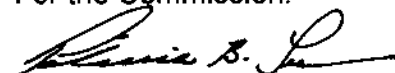
This CMO repeals Sections 16, 17, and 26 of CMO No. 13, series 2005 as well as any amendment thereof as provided for under CMO No. 20, series of 2010. Likewise, all other existing Orders and Memoranda issued by the Commission, which are contrary to, or inconsistent with any of the provisions of this CMO, are hereby deemed repealed or modified accordingly.

Section 15. Effectivity –

This CMO shall take effect fifteen (15) days after its publication as required by law and shall be fully implemented starting First Semester of School Year (SY) 2012-2013.

Quezon City, Philippines, January 26, 2012.

For the Commission:



PATRICIA B. LICUANAN, Ph.D.
Chairperson

