

**Republic of the Philippines**  
**Department of Transportation and Communications**  
**MARITIME INDUSTRY AUTHORITY**  
**STCW OFFICE**

**STCW Circular No. 2014 - 07**

**TO : ALL MARITIME INDUSTRY STAKEHOLDERS, MARITIME HIGHER EDUCATION INSTITUTIONS, OTHER ENTITIES AND INDIVIDUALS CONCERNED**

**SUBJECT: IMPLEMENTATION OF THE ENHANCED SUPPORT LEVEL PROGRAM FOR STCW CERTIFICATION AS RATINGS FORMING PART OF A WATCH AND RATINGS AS ABLE SEAFARER**

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Pursuant to Republic Act No. 10635 and its Implementing Rules and Regulations (IRR) and the 1978 International Convention on Standards of Training, Certification and Watchkeeping (STCW) for Seafarers, as amended, the following rules are hereby adopted, to wit:

**1. OBJECTIVES:**

1. To prescribe the rules, standards and procedures for implementation of the Enhanced Support Level Programs (ESLP) for certification of seafarers as Ratings Forming Part of a Watch and Ratings as Able Seafarer, which aims to:
  - 1.1. Produce competent seafarers at the deck support level and enable the acquisition of the skills and knowledge needed by such seafarers to accomplish their future duties, tasks and responsibilities pursuant to STCW Regulations II/4, II/5, VI/1, VI/2.1 VI/6, part of II/1 and the National Standard Requirements;
  - 1.2. Produce competent seafarers at the engine support level and enable the acquisition of the skills and knowledge needed by such seafarers to accomplish their future duties, tasks and responsibilities pursuant to STCW Regulations III/4, III/5, VI/1, VI/6, part of III/1 and National Standard Requirements;
  - 1.3. Enhance the training of seafarers at the deck and engine support level through exposure to general education and technical courses at the college level (e.g. plane and spherical trigonometry, speech communication with IMO SMCP, computer applications and networking); and
  - 1.4. Provide an option for maritime higher education institutions (MHEIs) under the Commission on Higher Education (CHED) to convert their BS programs into the ESLP and produce qualifications at other levels that are aligned with the Philippine Qualifications Framework (PQF);
2. To ensure complete, effective and timely compliance with the 1978 STCW Convention, as amended.

## **2. COVERAGE:**

This Circular shall apply to all MHEIs, both government and private, whose Bachelor of Science in Marine Transportation (BSMT) and/or Bachelor of Science in Marine Engineering (BSMarE) programs would be converted into the Enhanced Support Level Programs (ESLP).

## **3. DEFINITION OF TERMS**

For the purpose of this Circular and in addition to the terms defined under STCW Circular No. 2014-01, the following terms shall be construed as follows:

- 3.1 “Assessment” refers to the process of evaluating evidence of competence through one or more of the methods of demonstrating competence (Column 3 of the Tables) under the STCW Code;
- 3.2 “Competence” refers to a specific task, as identified in Column 1 of the Competency Tables of the STCW Code, or as otherwise specifically determined by the Administration, that pertains to the learning outcomes applied in context or the ability that extends beyond the possession of knowledge and skills, including: 1) the cognitive competence involving the use of theory and concepts as well as informal tacit knowledge gained experientially; 2) functional competence (skills or know-how), those things that a person should be able to do when they work in a particular area); 3) personal competence involving knowing how to conduct oneself in a specific situation; and 4) ethical competence involving the possession of certain personal and professional values;
- 3.3 “Course” refers to the discrete component in a maritime education degree program with a specified title and description of coverage, learning context and goals, and the learner’s responsibilities;
- 3.4 “Course Specifications” refers to a mapping/specification of the competence/knowledge, understanding and proficiencies, performance and approximate hours for attaining the standards of STCW, as amended, covering the description of each course – i.e. course name that may include course numbers to indicate the sequential/ordinal nature of the courses, e.g. English 1 and English 2 and the course description of the coverage, characteristics and content of teaching and learning, the academic demand and/or responsibility of the student, the independence of students in the pursuit of learning, and the depth of learning in the course shall be contained in the course syllabus;
- 3.5 “Curriculum” refers to a specification of the learning outcomes of the proposed degree program – i.e. what students are expected to know, understand and be able to do after completing the program—that shows the minimum unit requirements to attain them; a summary of required courses, electives, major courses, among others, and the minimum acceptable level of demonstrated achievement (evaluated against assessment criteria) for awarding credits;
- 3.6 “Enhanced Support Level Programs” (ESLP) refers to programs that are especially designed to take into consideration the value added to the training of

active Filipino seafarers —i.e. their exposure to general education and technical courses at the college level—in addition to compliance with the STCW requirements for certification as Ratings Forming Part of a Watch and Ratings as Able Seafarer. The programs aim to enhance the competitiveness of Filipino seafarers in the international maritime industry as they perform support level functions and responsibilities at the deck and engine departments of seagoing ships. For the deck department, the program shall be called the Enhanced Support Level Program for Marine Deck (ESLPMD) and Enhanced Support Level Program for Marine Engineering (ESLPME) for the engine department;

- 3.7 “Learning outcomes” refers to the clear statements of what the learner is expected to know, understand and do as a result of a learning experience;
- 3.8 “Outcomes-based Assessment” refers to a direct assessment of educational outcomes at the program level, with the evaluation of individual programs that lead to those outcomes, where the program outcomes are largely measured in line with the policies, standards and guidelines of the discipline, which, in the case of maritime education, are aligned with the STCW standards, as amended, as well as those of other international conventions, as applicable;
- 3.9 “Outcomes-based education” refers to an educational approach that implies the best way to learn is to first determine what needs to be achieved. Once the desired results or “exit outcomes” have been determined, the strategies, processes, techniques and means are put in place to achieve predetermined goals. In essence, it is a working backwards with students as the center of the learning-teaching milieu;
- 3.10 “Program of Study” refers to the articulation of learning outcomes and the corresponding courses, sequence and credit number assigned to courses intended to develop the required learning competencies and achieve threshold standards of a particular discipline;
- 3.11 “Seagoing ship” refers to a ship other than those which navigate exclusively in inland waters or in waters within, or closely adjacent to, sheltered waters or areas where port regulations apply;
- 3.12 “STCW Code” refers to the Seafarers’ Training, Certification and Watchkeeping Code, as adopted by the 2010 STCW Conference, except as otherwise expressly stated;
- 3.13 “STCW Convention” or “STCW” refers to the 1978 International Convention on the Standards of Training, Certification and Watchkeeping for Seafarers 1978, its subsequent amendments and associated STCW Code;
- 3.14 “Support Level” refers to the level of responsibility associated with performing assigned tasks, duties or responsibilities on board a seagoing ship under the direction of an individual serving in the operational or management level; and
- 3.15 “Unit” refers to the credits of a course that can be transferred to a qualification other than the one for which it is obtained.

#### 4. GENERAL PROVISIONS:

**4.1 Minimum Standard.** The minimum standards are expressed as a minimum set of desired program outcomes and are found in Item V, A [2] of this Circular. The minimum curricular requirements are shown in Item V, B hereof.

The Course Specifications for these special programs are similar to the specification of the first year courses in the BSMT and BSMarE programs with the addition of Machine Shop 3 and Engineering Materials for *ESLPME* and, English 3 for both of the special programs. Course specifications for specific courses at the support level are provided under Item V, B [2.5] of this Circular.

The physical resource requirements for the library, laboratories and other facilities and the human resource requirements in terms of administration and faculty are in Item V, C hereof.

**4.2 Curricular Standard.** The MHEIs are allowed to design curricula suited to their own contexts and missions in the spirit of academic freedom provided that they can demonstrate the attainment of the required minimum set of outcomes at the support level, fully compliant with the Minimum Standard, albeit by a different route. In the same vein, they have latitude in terms of curriculum delivery and the specification and deployment of human and physical resources as long as they can show that the attainment of the program outcomes and satisfaction of program educational objectives can be assured by the alternative means they may propose.

#### 5. SPECIFIC PROVISIONS:

##### 5.1 PROGRAM SPECIFICATIONS

###### 5.1.1 Program Description

###### .1 Program Name

As provided under Sec. 3.6 of this Circular, the title of the enhanced support level programs covered herein shall be **Enhanced Support-Level Program for Marine Deck (ESLPMD) and Enhanced Support-Level Program for Marine Engineering (ESLPME), respectively**. Consequently, a student who completed such special program and who has complied with all the requirements provided herein shall be conferred a **Certificate** as having completed the **ESLPMD or ESLPME**, accordingly.

###### .2 Nature of the Field of Study

.1 The **ESLPMD** is a two and a half (2.5) year special program addressing the competences required for *Ratings Forming Part of a Navigational Watch (RFPNW)* and *Ratings as Able Seafarer Deck (ABD)* as defined in the STCW Convention, Regulations and Codes.

.2 The **ESLPME** is a two and a half (2.5) year special program addressing the competences required for *Ratings Forming Part*

*of an Engineering Watch (RFPEW) and Ratings as Able Seafarer Engine (ABE) as defined in the STCW Convention, Regulations and Codes.*

- .3 Program Goals
  - .1 The ESLPMD aims to:
    - .1 Produce graduates who are fully conversant with the basic principles to be observed in keeping a navigational watch as per Table A-II/4, Table A-II/5, Table A-VI/1-1 to 4, Table A-VI/2-1, Table A-VI/6-1 of the STCW Code; and
    - .2 Provide and equip students with knowledge, understanding, proficiencies, competencies, attitudes and values to qualify them for Assessment and Certification as:
      - .1 Ratings Forming Part of a Navigational Watch;
      - .2 Ratings as Able Seafarer Deck.
  - .2 The ESLPME aims to:
    - .1 Produce graduates who are fully conversant with the basic principles to be observed in keeping an engineering watch as per Table A-III/4, Table A-III/5, Table A-VI/6-1 & 2, and Table A-VI/1-1 to 4 of the STCW Code; and
    - .2 Provide and equip students with knowledge, understanding, proficiencies, competencies, attitudes and values to qualify them for Assessment and Certification as:
      - .1 Ratings Forming Part of an Engineering Watch;
      - .2 Ratings as Able Seafarer Engine.
- .4 Specific Professions/careers/occupations for graduates
  - .1 A graduate of the ESLPMD is prepared for occupation as, among others:
    - .1 Ordinary Seaman
    - .2 Able-Bodied Seaman
    - .3 Boatswain
    - .4 Any similar occupation in the Deck Department, as Rating
  - .2 A graduate of the ESLPME program is prepared for occupation as, among others:
    - .1 Wiper

- .2 Oiler
- .3 Motorman
- .4 Fitter
- .5 Any similar occupation in the Engine Department, as Rating

.5 Allied Fields

- .1 Subjects taken under the ESLPMD program except those that pertains to RFPNW and ABD can be credited for BSMT program, subject to the evaluation of the admitting MHEI.
- .2 Subjects taken under the ESLPME program except those that pertains to RFPEW and ABE can be credited for BSMarE program, subject to the evaluation of the admitting HEI.

### 5.1.2 Program Outcomes

The minimum standards for the ESLPMD and ESLPME are expressed in the following minimum set of learning outcomes:

- .1 Common to all programs in all types of higher education institutions:
  - .1 Articulate and discuss the latest developments in the specific field of practice;
  - .2 Effectively communicate orally and in writing using both English and Filipino;
  - .3 Work effectively and independently in multi-disciplinary and multi-cultural teams;
  - .4 Act in recognition of professional, social and ethical responsibility; and
  - .5 Preserve and promote “Filipino and cultural heritage” (based on RA 7722).
- .2 Common to the discipline:
  - .1 Survive at sea in the event of ship abandonment;
  - .2 Minimize the risk of fire and maintain state of readiness to respond to emergency situation involving fire;
  - .3 Fight and extinguish fires;
  - .4 Take immediate action upon encountering an accident or other medical emergencies;
  - .5 Comply with the emergency procedures;

- .6 Take precautions to prevent pollution of the Marine Environment;
  - .7 Observe safe working practices; and
  - .8 Demonstrate security practices.
- .3 Specific to a sub-discipline and a major
- .1 The graduates of the **ESLPMD** shall have acquired the knowledge and competencies necessary to perform the following tasks, duties and responsibilities at the support level:
    - .1 Steer the ship and also comply with helm orders in the English language;
    - .2 Keep a proper look-out by sight and hearing;
    - .3 Contribute to monitoring and controlling a safe watch;
    - .4 Contribute to a safe navigational watch;
    - .5 Contribute to berthing, anchoring and other mooring operations;
    - .6 Contribute to the handling of deck cargo and stores;
    - .7 Contribute to the safe operation of deck equipment and machinery; and
    - .8 Contribute to deck shipboard maintenance and repair.
  - .2 The graduates of the **ESLPME** shall have acquired the knowledge and competencies necessary to perform the following tasks, duties and responsibilities at the support level:
    - .1 Carry out a watch routine appropriate to the duties of a Rating Forming Part of an Engine-room Watch;
    - .2 For keeping a boiler watch, maintain the correct water levels and steam pressures;
    - .3 Contribute to the monitoring and control of an engine-room watch;
    - .4 Contribute to fuelling and oil transfer operations;
    - .5 Contribute to bilge and ballast operations;
    - .6 Contribute to the operation of engine-room equipment and machinery;
    - .7 Safe use of electrical equipment;

- .8 Contribute to shipboard maintenance and repair in the engine-room; and
- .9 Contribute to the handling of stores in the engine-room.

**5.1.3 Minimum Performance Indicators**

The minimum performance standards as per Course Specifications are based from STCW Code A, Tables of Competence II/4, II/5, and III/4 and III/5.

**5.2 CURRICULUM**

**5.2.1 Curriculum Description**

- .1 The **ESLPMD** shall consist of a minimum of **116 total** credit units. The program is comprised of the general education component following the CHED general education curriculum – B (GEC B) under CHED Order (CO) No. 4 Series of 1997, special professional courses, and Onboard Training and Physical Education (PE). This set of courses prepares the students to become competent and competitive deck support level seafarers.
  - .1 The sequencing of the courses according to pre-requisites and co-requisites as per BSMT shall be observed.
  - .2 The Onboard Training complies with the provisions of STCW Regulations II/4 and II/5 supported by a duly accomplished Training Record Book for Ratings.
- .2 The **ESLPME** shall consist of a minimum of **116 total** credit units. The program is comprised of the general education component following the CHED general education curriculum – B (GEC B) under CO No. 4 Series of 1997, special professional courses, and Onboard Training and Physical Education (PE). This set of courses prepares the students to become competent and competitive engine support level seafarers.
  - .1 The sequencing of the courses according to pre-requisites as per BSMarE shall be observed.
  - .2 The Onboard training complies with the provisions of STCW Regulations III/4 and III/5 supported by a duly accomplished Training Record Book for Ratings.

**5.2.2 Curriculum Outline**

- .1 The **ESLPMD** minimum curriculum shall be comprised of the following:

Course	No.	Descriptive Title	Hours		Credit Units	Remarks
			Lec.	Lab.		
Math	1	College Algebra	3	0	3	
Math	2	Plane and Spherical Trigonometry	3	0	3	
Math	3	Solid Mensuration	3	0	3	



English	1	Study & Thinking Skills in English	3	0	3	
English	2	Writing in the Discipline	3	0	3	
English	3	Speech Communication with IMO SMCP	3	0	3	
Computer		Computer Applications & Networking	2	3	3	
Filipino	1	Komunikasyon sa Akademikong Filipino	3	0	3	
Filipino	2	Pagbasa at pagsulat Tungo sa Pananaliksik	3	0	3	

*(Minimum curriculum for ESLPMD continued...)*

Course	No.	Descriptive Title	Hours		Credit Units	Remarks
			Lec.	Lab.		
PE	1	Basic Swimming	0	2	1	
PE	2	Advanced Swimming	0	2	1	
Humanities	1	World Culture & Geography	3	0	3	
Humanities	2	Ethics	3	0	3	
Nat. Sci.	1	General Physics	2	3	3	
Nat. Sci.	3	General Chemistry	2	3	3	
Soc. Sci.	4	The Lifeworks & Writings of Jose Rizal	3	0	3	
Navigation	1	Terrestrial & Coastal Navigation 1	3	3	4	
Navigation	2	Terrestrial & Coastal Navigation 2	3	3	4	
Mar Law SL		Intro. to Maritime Law & Security Awareness	1	0	1	A-VI/6-1 plus introduction Mar Law
Nav. Watch SL	1	Navigational Watchkeeping SL 1	2	3	3	A-II/4 Comp 1 & Comp 2 plus B-II/4 item 1 & 3
Nav. Watch SL	2	Navigational Watchkeeping SL 2	1	2	2	A-II/4 Comp 3 KUP 2-5 plus A-II/5 Comp 1
Ship Knowledge		General Ship Knowledge & Bridge Lay-out	3	0	3	A-II/4 Comp 3 KUP 1 plus introduction
Emergency		Emergency Equipment & Procedures	1	0	1	A-II/4 Comp 4
Marine Env.		Marine Environmental Protection	1	0	1	A-II/4 Comp 3 KUP 6 plus A-II/5 F3 Comp 3
Seam. SL	1	Seamanship SL 1	2	2	3	A-II/5 F1 Comp 2 KUP 1 item 1 plus F3 Comp 1 KUP 1 item 1-5 plus B-II/4 item 5 & 6
Seam. SL	2	Seamanship SL 2	1	3	2	A-II/5 F3 Comp 1 KUP 2 & 4 plus B-II/4 item 2
Seam. SL	3	Seamanship SL 3	2	2	2	A-II/5 F1 Comp 2 KUP 1 item 2-4 & KUP 2 plus F3 Comp 1 KUP 1 item 6 & KUP 3
Seam. SL	4	Seamanship SL 4	1	3	2	A-II/5 F3 Comp 2 plus F4 plus B-II/4 item 9
Cargo	1	Cargo Handling SL 1	2	0	2	A-II/5 F2 KUP 2 plus B-II/4 item 7 & 8
Cargo	2	Cargo Handling SL 2	2	1	2	A-II/5 F2 KUP 1

<b>Sub-Total</b>	<b>64</b>	<b>35</b>	<b>76</b>	
<b>Onboard Training</b>			<b>40</b>	<b>ISF-TRB for Ratings shall be used</b>
Basic Training (BT)	-	-	-	Students must obtain and present their Certificate of Proficiency (COP) for BT, PSCRB & SSAT-SDSD in order to be issued their Certificate in ESLPMD
Proficiency in Survival Craft & Rescue Boats [other than Fast Rescue Boats] (PSCRB)	-	-	-	
Ship Security Awareness Training and Seafarers with Designated Security Duties (SSAT-SDSD)	-	-	-	
<b>GRAND TOTAL:</b>			<b>116</b>	

.2 The **ESLPME** minimum curriculum shall be comprised of the following:

Course	No.	Descriptive Title	Hours		Credit Units	Remarks
			Lec.	Lab.		
Math	1	College Algebra	3	0	3	
Math	2	Plane and Spherical Trigonometry	3	0	3	
Math	3	Calculus and Analytic Geometry	3	0	3	
English	1	Study and Thinking Skills in English	3	0	3	
English	2	Writing in the Discipline	3	0	3	
English	3	Speech Communication with IMO SMCP	3	0	3	
Computer		Computer Applications and Networking	2	3	3	
Filipino	1	Komunikasyon sa Akademikong Filipino	3	0	3	
Filipino	2	Pagbasa at pagsulat Tungo sa Pananaliksik	3	0	3	
PE	1	Basic Swimming	0	2	1	
PE	2	Advanced Swimming	0	2	1	
Humanities	1	World Culture and Geography	3	0	3	
Humanities	2	Ethics	3	0	3	
Nat. Sci.	1	General Physics	2	3	3	
Nat. Sci.	3	General Chemistry	2	3	3	
Soc. Sci.	4	The Lifeworks and Writings of Jose Rizal	3	0	3	
Mach. Shop	1	Machine Shop 1	1	4	2	A-III/5 F3 KUP 6 & 7
Mach. Shop	2	Machine Shop 2	1	4	2	
Mach. Shop	3	Machine Shop 3	1	4	2	
E-Mat		Engineering Materials	4	0	4	
Draw		Engineering Drawing	0	2	1	
Mar Law SL		Intro. to Maritime Law and Security Awareness	1	0	1	A-VI/6-1 plus introduction Mar Law
Marine Env.		Marine Environmental Protection	1	0	1	A-III/4 Comp 1 KUP 4 plus A-III/5 F4 Comp 2
Emergency		Emergency Equipment and Procedures	1	0	1	A-III/4 Comp 3

Ship Knowledge		General Ship Knowledge and Bridge Lay-out	3	0	3	A-III/4 Comp 1 KUP 1 plus A-III/5 Comp 2 KUP 1 plus introduction
Eng Watch SL	1	Engine Room Watchkeeping SL 1	2	0	2	A-III/4 Comp 1 KUP 2,3,5,6 plus A-III/5 F1 Comp 1
Eng Watch SL	2	Engine Room Watchkeeping SL 2	2	3	3	A-III/4 Comp 2 plus A-III/5 F1 Comp 2 KUP 2
Eng Watch SL	3	Engine Room Watchkeeping SL 3	2	3	3	A-III/5 F1 Comp 5 KUP 2 plus F4 Comp 1 & 3 plus B-III/4 item 4

(Minimum curriculum for ESLPME continued...)

Course	No.	Descriptive Title	Hours		Credit Units	Remarks
			Lec.	Lab.		
Electro SL		Electro Technology SL	2	3	3	A-III/5 F2 plus B-III/4 item 2
PP Systems		Pumping and Piping Systems	1	3	2	A-III/5 F1 Comp 3,4,5 KUP 1 plus B-III/4 item 1
Maint SL		Maintenance and Repair SL	1	3	2	A-III/5 F3 KUP 1-5 plus B-III/4 item 3
<b>Sub-Total</b>			<b>62</b>	<b>41</b>	<b>76</b>	
<b>Onboard Training</b>					<b>40</b>	<b>ISF-TRB for Ratings shall be used</b>
Basic Training (BT)			-	-	-	Students must obtain and present their Certificate of Proficiency (COP) for BT & SSAT-SDSD in order to be issued their Certificate in ESLPME
Ship Security Awareness Training and Seafarers with Designated Security Duties (SSAT-SDSD)			-	-	-	
<b>GRAND TOTAL:</b>					<b>116</b>	

### 5.2.3 Program of Study

- .1 Maritime higher education institutions intending to offer the ESLP shall be responsible for setting their own program of study subject to the provisions on pre-requisites and co-requisites of this Circular. *Provided that*, such program of study shall be revised depending on the K-12 adjusted professional track program that may be set by the STCW Administration, the needs of industry, current trends and practices, the effect of promulgation of new laws, and local and international rules and regulations. *Provided further*, that all prescribed courses/competencies under the STCW are offered and complied with subject to the approval of MARINA and CHED.

- .2 Curriculum Mapping. The curriculum mapping for the ESLPMD and ESLPME as herein provided can be found under **Annex “A”** and **Annex “B”**, respectively, of this Circular.

#### **5.2.4 Course Specifications**

- .1 For ESLPMD:
  - .1 The course specifications for General Education Courses, Navigation 1 and 2 and English 3 are the same as prescribed under the BSMT program.
  - .2 The course specifications for support level deck shall be issued through another Circular.
- .2 For ESLPME:
  - .1 The course specifications for General Education Courses, Machine Shop 1, 2, and 3, Engineering Materials, Marine Engineering Drawing and English 3 are the same as prescribed under the BSMarE program.
  - .2 Course specifications for support level engine shall be issued separately from this Circular.

#### **5.2.5 Program Delivery**

The above courses shall be delivered through any or a combination of the following methods: lecture, laboratory exercises, simulation **or** any form of practical or interactive exercises.

The MHEI offering the ESLP shall develop its own Detailed Teaching Syllabus (DTS) and Instructor’s Guide (IG) including the assessment standards, in compliance with the STCW Code.

#### **5.2.6 Standards Governing Safety and Security Courses**

The standards implemented by the Administration shall apply.

#### **5.2.7 Standards Governing the Use of Simulators**

The standards as prescribed by the STCW Convention Regulation I/12 as adopted by the BSMT and BSMarE programs shall apply.

#### **5.2.8 Onboard Training**

- .1 All administrative requirements under CMO 02, Series 2012 and its subsequent amendment shall apply.
- .2 ESLPMD onboard training requirement:
  - .1 To qualify for RFPNW, the candidate shall have undergone minimum of **two (2)** months sea going service on board a vessel of 500 GT or more documented in an approved Training Record Book for Ratings.

- .2 To qualify for ABD, the candidate shall have undergone **twelve (12)** months of seagoing service as a watchkeeping deck rating onboard a vessel of 500 GT or more documented in an approved Training Record Book for Ratings, after having been previously qualified as a RFPNW.
- .3 ESLPME onboard training requirement:
  - .1 To qualify for RFPEW the candidate shall have undergone minimum of **two (2)** months sea going service on board a vessel of 750 KW propulsion power or more and accomplished an approved Training Record Book.
  - .2 To qualify for ABE the candidate shall have undergone **6 months** of seagoing service as a watchkeeping engine rating onboard of vessel of 750 KW propulsion power or more documented in an approved Training Record Book for Ratings after having been previously qualified as a RFPEW.

### 5.3 REQUIRED RESOURCES

#### 5.3.1 Program Administration

- .1 Organization

The ESLP may be administered by a separate Department Chair under the MHEI's Department/College of Maritime Education.

- .2 Qualifications of the ESLP Department Chair:

- .1 For ESLPMD:

- .1 BSMT graduate
- .2 Valid License in the Operational Level – Deck (or higher)
- .3 At least 1 year practice as OIC Navigational Watch (OIC-NW)
- .4 Three (3) years teaching experience
- .5 Completed the following training courses:
  - .1 IMO Model Course 6.09 (Training Course for Instructors)
  - .2 IMO Model Course 3.12 (Assessment, Examination and Certification of Seafarers)

- .2 For ESLPME:

- .1 BSMarE graduate
- .2 Valid License in the Operational Level – Deck (or higher)
- .3 At least 1 year practice as OIC Engineering Watch (OIC-EW)
- .4 Three (3) years teaching experience
- .5 Completed the following training courses:

- .1 IMO Model Course 6.09 (Training Course for Instructors)
- .2 IMO Model Course 3.12 (Assessment, Examination and Certification of Seafarers)
- .3 The Department Chair/Head may be allowed a maximum teaching load of eighteen (18) hours a week.

### 5.3.2 Faculty

- .1 Faculty members teaching **General Education Courses** shall be holders of an 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.
- .2 Faculty members teaching Physical Education (PE) courses shall be holders of a Bachelor's degree in PE or Bachelor of Science in Education with major or minor in PE, or any other bachelor's degree with certificate in PE.
- .3 Faculty members teaching **Professional Courses** shall be holders of a relevant academic degree, professional license and valid certificate of registration, experiences and credentials as follows:
  - .1 BSMT/BSMarE degree;
  - .2 Holder of a valid license and certificate of registration as OIC-NW/OIC-EW;
  - .3 Holder of not less than 12 months of sea-going experience as an OIC-NW on seagoing vessel 500 GT and over; or OIC-EW on seagoing vessel 750 GT and over;
  - .4 Certificate of completion of the "Training Course for Instructors" (IMO Model Course 6.09); and
  - .5 Certificate of completion of the "Train the simulator trainer and assessor course" IMO MC 6.10 if teaching a subject using simulator.
- .4 The faculty may be allowed a maximum teaching load of 40 hours per week.
- .5 **Professional Courses** are courses which are mandated by professional licensing bodies/entities in the case of academic programs with government licensure examination.
- .6 **Technical Courses** covered by STCW Tables A-II/4, II/5, III/4 and III/5 can be handled by experienced Ratings provided they have the following additional qualifications:

- .1 Completed IMO Model Course 6.09;
  - .2 At least 5 years seagoing experience as a Rating on board; and
  - .3 Certificate of Competency/Proficiency (COC/COP) as Able Seafarer Deck or Able Seafarer Engine.
- .7 The Technical Courses may also be delivered by a faculty who is qualified to teach Professional Courses.
- .8 Faculty members teaching **courses which fall under the category of allied** fields as enumerated under Item 5.1.1.5 of this Circular shall be holders of the following:
- .1 Appropriate Bachelor's degree in such allied fields;
  - .2 Valid certificate of registration and license of his/her profession; and
  - .3 Certificate of completion of the "Training Course for Instructors" (IMO Model Course 6.09).
- .9 The faculty members may be allowed a maximum teaching load of 40 hours per week.
- .10 For **faculty members teaching with the use of simulator**, the same prescribed standards for BSMT and BSMarE programs shall apply.
- .11 A **faculty member with a very satisfactory** teaching performance may be allowed to handle additional six (6) teaching hours per week.
- .12 There shall be a **Faculty Manual** containing information and policies on:
- .1 Functions and responsibilities;
  - .2 Hiring, retention, promotion and separation;
  - .3 Ranking system;
  - .4 Evaluation;
  - .5 Salary rates;
  - .6 Faculty benefits; and
  - .7 Code of conduct/ethics.
- .13 **Faculty-Student Ratio.** For effective teaching-learning process the following faculty-student ratio per lecture class shall be a maximum of 1:50.
- .14 **For the Student-Equipment Ratio**, refer to the respective course specifications.

- .15 Faculty Development.** MHEIs must develop and implement a system of faculty development for professional advancement and to ensure continued competence of their faculty members for the ESLP.

### **5.3.2 Assessments and Assessors**

- .1 The maritime higher education institutions shall institute a system and structure of assessment that will ensure the achievement of student competencies to comply with STCW standards. The MHEIs shall make sure that there is sufficient number of qualified assessors for the various courses including the ESLP.
- .2 The Designated assessors shall:
- .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:
    - .1 “Training Course for Instructors” (IMO Model Course 6.09);
    - .2 “Assessment, Examination and Certification of Seafarers” (IMO Model Course 3.12);
    - .3 “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 assessment experience (e.g. teaching for at least one semester in the related subject and as assistant to an experienced assessor for at least one semester); and
  - .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.

### **5.3.3 Institutional Site and Building**

- .1 An MHEI shall own its institutional sites and buildings to conform with CHED standards, building code and city/provincial ordinances. The institutional sites and buildings shall be equipped with adequate equipment, safety measures and procedures in the following:
- .1 Fire escape;
  - .2 Fire alarm systems; and
  - .3 Campus security force.



- .2 Site/Building/Room Requirements shall include the following:
  - .1 Institutional site/lot;
  - .2 Athletic field and/or gymnasium;
  - .3 Administrative Offices (General or Executive Office, Registrar, Accounting, Guidance and Placement Office);
  - .4 Medical and dental clinic;
  - .5 Toilets;
  - .6 Canteen/cafeteria;
  - .7 Faculty room;
  - .8 Student lounge;
  - .9 Library room;
  - .10 Laboratory room
  - .11 Tool room
  - .12 Shipboard Training Office

#### **5.3.4 Classroom**

The standard classroom shall be a minimum of 30 square meters for a class of 25 students and 56 square meters for a class of 50 students. 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.

#### **5.3.5 Library**

The library shall be administered by a professional librarian. The librarian must possess a valid Professional Regulation Commission Identification Card (ID).

##### **.1 Library Holdings**

- .1 Basic Collection:
  - .1 General Education courses should have not less than five (5) titles per course;
  - .2 Professional Book Holdings:
    - .1 Five (5) titles per professional course. Instructors' Manuals are not counted as book titles;
    - .2 Published within the last 5 years or publications that remain their validity;
    - .3 The number of volumes is calculated at a ratio of 1 volume per 15 students enrolled in the course;
    - .4 Maritime international laws, conventions, protocols and relevant publications;

.3 Periodical Collection:

- .1 Newspapers;
- .2 On-line subscriptions to Journals may be credited (1 international and 2 local);
- .3 Magazines;
- .4 Bulletins;
- .5 Reviews.

**.2 Library Space**

The library space should accommodate at least five percent (5%) of the total enrolment at any given time.

**.3 Networking**

Libraries shall participate in inter-institutional activities and cooperative programs whereby resource sharing is encouraged.

**5.3.6 Laboratory and Physical Facilities**

.1 Technical Support Personnel

- .1 Laboratory safety is the responsibility of the institution. As such, the institution shall be responsible for keeping its laboratories properly used and maintained and free from dangers and hazards which may cause accidents or disease. The following must be observed:
- .2 All laboratory activities shall be properly and adequately supervised by a faculty member; students shall not be allowed to work inside the laboratories unsupervised; and
- .3 Each department with laboratory/ies shall have full-time technical support personnel to maintain laboratory facilities and assist in the conduct of laboratory exercises.

.2 Specialized Laboratory Requirements

- .1 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:
- .2 For ESLPMD:
  - .1 Physics;

- .2 Chemistry;
  - .3 Computer;
  - .4 Basic training (if provided by the MHEI);
  - .5 Chart plotting;
  - .6 Bridge simulator (as per specs); and
  - .7 Seamanship room.
- .3 For ESLPME:
    - .1 Physics;
    - .2 Chemistry;
    - .3 Computer;
    - .4 Basic training (if provided by the MHEI)
    - .5 Engine Simulator Room or laboratory area/s of the following:
      - .1 marine engine
      - .2 refrigeration
      - .3 electrical/electronics equipment
      - .4 auxiliary machinery
      - .5 basic instrumentation and control
      - .6 Machine shop
      - .7 Seamanship

### .3 Laboratory Equipment

- .1 All laboratory equipment except on Basic Training 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 as contained in **Annex "C"** for ESLPMD and **Annex "D"** of this Circular for the ESLPME.
- .2 "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 subject so as to ensure their sufficient exposure to the equipment and attainment of the required competence level.
- .3 The institution shall provide the necessary audiovisual room and facilities with appropriate equipment in support of the teaching-learning process such as video/overhead/slide projector, sound system, LCD projectors, screens, and others.

## 6. OTHER REQUIREMENTS

- 6.1 **Quality Standard System.** 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 1978 STCW Convention, as amended.

**6.2 Admission and Retention.** MHEIs shall adhere to the following admission and retention criteria:

- .1 Student general admission requirements:
  - .1 High School graduate; and
  - .2 Department of Health (DOH) medical examination applicable for Ratings.
- .2 Student general retention requirements:
  - .1 Classroom and laboratory assessments of students shall be satisfied for promotion to the next level.

**7. PENALTY CLAUSE**

Any violation of the provisions of this Circular or of the requirements herein provided shall be dealt with accordingly under the existing applicable laws, rules and regulations of CHED and the STCW Administration.

**8. REPEALING CLAUSE**

Any provision of existing MARINA Circulars, rules and regulations and all other issuances of other concerned government agencies which are contrary to or inconsistent with this Circular shall be deemed repealed and/or superseded accordingly.

**9. IMPLEMENTATION**

9.1 The provisions of this Circular shall be implemented under the supervision of the Commission on Higher Education until March 31, 2015, through the guidance of the Administration.

9.2 Until such date, MHEIs may choose to phase out their BSMT or BSMarE program and apply for the ESLP, and signify such intention to CHED.

9.3 From April 1, 2015 to September 30, 2015, ESLP will be jointly administered and supervised by MARINA and CHED. During this period, there shall be no more option for any MHEI to convert the BSMT or BSMarE to ESLP.

9.4 From October 1, 2015 onwards, the ESLP shall be administered by MARINA.

**10. EFFECTIVITY CLAUSE**

This Circular shall take effect immediately after its publication in a newspaper of general circulation.

Manila, Philippines, September 17, 2014.

Submitted:



**DR. ALVIN "TOR" TORMON**  
Executive Director

Approved:



**DR. MAXIMO Q. MEJIA, JR.**  
Administrator

#### CERTIFICATION

This is to certify that STCW Circular No. 2014-07 was approved by the Administrator on 06 November 2014.



**ATTY. JABETH SENA JEPATH A. DACANAY**  
Deputy Executive Director