



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



DEPARTMENT OF TRANSPORTATION  
**MARITIME INDUSTRY AUTHORITY**

**JOINT CHED-MARINA MEMORANDUM CIRCULAR NO. 02**  
Series of 2019

**SUBJECT: GUIDELINES ON JOINT CHED-MARINA EVALUATION AND INSPECTION OF HIGHER EDUCATION INSTITUTIONS APPLYING FOR GOVERNMENT AUTHORITY TO OPERATE BACHELOR OF SCIENCE IN MARINE TRANSPORTATION AND/OR BACHELOR OF SCIENCE IN MARINE ENGINEERING PROGRAM/S**

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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"; RA No. 10635 and its Implementing Rules and Regulations (IRR) which established the Maritime Industry Authority (MARINA) as the Philippines' Single Maritime Administration; Executive Order (EO) No. 63 and its IRR which further strengthened the authority of MARINA as the Single Maritime Administration; the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers 1978, as amended (STCW Convention '78, as amended); and by virtue of the recommendation of the Technical Panel for Maritime Education (TPME), Chaired by MARINA Administrator and as approved by CHED Commission en banc (CEB) through Resolution No. 463-2019 dated July 30, 2019, the following guidelines are hereby adopted and promulgated, thus:

**ARTICLE I**  
**POLICIES AND LEGAL BASES**

**Section 1. Statement of Policies.** The following are hereby declared the policies of CHED and MARINA with regard to evaluation and inspection of higher education institutions applying for government authorization to operate Bachelor of Science in Marine Transportation and/or Bachelor of Science in Marine Engineering program/s prior to grant of Government Authority and approval of curriculum:

- 1.1 Right of all citizens to quality education.** CHED and MARINA uphold Section 1, Article XIV of the 1987 Philippine Constitution as well as the declared policy of the State to protect, foster and promote the right of all citizens to quality education, among others.
- 1.2 Quality of education is a matter of national interest and an international obligation.** CHED and MARINA recognize that protecting and promoting the quality of maritime education in the country is a matter of national interest and an international obligation, the Philippines being a Party and signatory to the STCW Convention '78, as amended.

**Section 2. Legal Bases.** The following are the legal bases for the joint CHED and MARINA evaluation and inspection of higher education institutions applying for government authorization to operate Bachelor of Science in Marine Transportation and/or Bachelor of Science in Marine Engineering program/s prior to grant of Government Authority and approval of curriculum:

- 2.1 The authority of CHED in the administration and supervision of maritime education programs and institutions of higher learning.** CHED, under Section 8 [d] and [e] of RA 7722 is mandated to "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" and "monitor and evaluate the performance of programs and institutions of higher learning for appropriate incentives as well as the imposition of sanctions, respectively".

The Office of Programs and Standards Development (OPSD) shall be the implementing office of CHED for purposes of the joint evaluation of maritime education programs as herein provided and shall ensure close coordination with the STCW Office of MARINA.

- 2.2 The authority of the MARINA in the administration and supervision of maritime education programs.** MARINA under Section 3 of RA 10635 was established as the Philippines' Single Maritime Administration mandated to implement and enforce the STCW Convention '78, as amended and international agreements or covenants related thereto".

One of the functions of MARINA under Section 4, paragraph [c], subparagraph (4) of the said law is to "ensure that all maritime education, including the curricula and training programs, are structured and delivered in accordance with the written programs, methods and media of delivery, procedures, and course materials compliant with international standards as prescribed under the STCW Convention." For this purpose, "MARINA shall, among others, monitor and verify, in coordination with CHED, compliance with the policies, standards, and guidelines of maritime education in the conduct of maritime education and training programs" and "review and harmonize the procedures for periodic evaluation, assessment and evaluation of all maritime education and training institutions in accordance with the standards of the CHED and other recognized international organizations".

Section 2 of EO 63, provides that "Subject to Section 4(c)(4)(i) of RA No. 10635, the MARINA shall take the lead in the evaluation of requests for approval of the following maritime higher education programs:

- a) Bachelor of Science in Marine Transportation (BSMT);
- b) Bachelor of Science in Marine Engineering (BSMarE); and
- c) Other higher education programs that may be developed in the future would require compliance to the STCW Convention.



The MARINA, in coordination with the Commission on Higher Education (CHED), shall evaluate and inspect all maritime higher education institutions to ensure that the maritime education programs being offered by said institutions are compliant with the minimum standards set under the STCW Convention.”

## **ARTICLE II DEFINITION OF TERMS**

**Section 3.** For purposes of this Joint Memorandum Circular, the following terms shall apply:

- 3.1 Applicant Higher Education Institution (HEI)** – refers to an educational institution, private or public, applying to undertake operations of maritime higher education program/s.
- 3.2 Bachelor of Science in Marine Transportation (BSMT)** refers to the maritime education program being implemented by the Commission and the Maritime Administration in compliance with the mandatory education and training under Regulation II/1, paragraph [5] of the STCW Convention, 1978, as amended, as one of the requirements for issuance of a Certificate of Competency (COC) as Officer in Charge of a Navigational Watch on seagoing ships of 500 gross tonnage or more.
- 3.3 Bachelor of Science in Marine Engineering (BSMarE)** refers to the maritime education program being implemented by the Commission and the Maritime Administration in compliance with the mandatory education and training under Regulation III/1, paragraph [4] of the STCW Convention, 1978, as amended, as one of the requirements for issuance of COC as Officer in Charge of an Engineering Watch in a manned engine-room or designated duty engineer officer in a periodically unmanned engine-room on seagoing ships powered by main propulsion machinery of 750 kW propulsion power or more.
- 3.4 Compliance Report** refers to documentary evidence submitted by an applicant-HEI on the measures to be undertaken to correct the deficiencies noted during the documentary review and inspection of its application to operate the BSMT and BSMarE programs.
- 3.5 Curriculum** refers to an aggregate of courses that are systematically and logically arranged within the program of study to ensure achievement of prescribed standards of competence under the STCW Convention, 1978, as amended and other relevant international covenants. It consists of a curriculum outline indicating a summary of the professional courses, general education courses, OBT and other required courses under existing laws, rules and regulations, as well as the list of prerequisites and co-requisites and the program of study.



- 3.6 Documentary Review** refers to assessing the submitted supporting documents based on the Evaluation Instruments to determine compliance with the requirements.
- 3.7 Evaluation** refers to the process of determination of the compliance of the Maritime Higher Education Institution (MHEI) and the maritime education program being applied for approval with the pertinent standards and requirements prescribed by the Maritime Administration and the CHED in accordance with the STCW Convention, 1978, as amended.
- 3.8 Evaluation and Inspection Team (EIT)** refers to the composite CHED and MARINA evaluators authorized to conduct evaluation and inspection of applications to operate the BSMT and BSMarE programs, the composition of which is in accordance with Article IV of this joint circular.
- 3.9 Evaluation Instruments** refers to the quality forms used by the composite CHED and MARINA Evaluation and Inspection Team as a checklist and recording tool during the conduct of evaluation and inspection of applications to offer BSMT and BSMarE programs.
- 3.10 Evaluator** refers to a qualified person duly authorized to conduct evaluation and inspection of applications to operate the BSMT and BSMarE programs.
- 3.11 Evaluation Findings Report** refers to the results of documentary review and inspection.
- 3.12 Government Authority** refers to either a permit or recognition issued by the Commission to a maritime higher education institution for the operation of a particular higher education degree program. The grant of authority to operate has two phases: permit to operate and recognition.
- 3.13 Inspection** refers to on-site visit to verify the actual compliance with the results of the documentary review.
- 3.14 Lead Evaluator** refers to a qualified person who is primarily responsible in the conduct of evaluation and inspection of applications to operate the BSMT and BSMarE programs.
- 3.15 Prohibited Acts** refer to acts which are inimical to public interest committed by institutions or persons, such as those stipulated under Section 65 of CMO 40 series 2008 (MORPHE) and under Rule IV, Section 8.3 of the IRR of RA 10635.
- 3.16 Recommendation** refers to the conclusion of the EIT on the results of the documentary review and inspection.

**Documentary review.** Recommendation may be **Approval, For Further Action or Disapproval**. *Approval* refers to the full compliance with all the requirements, otherwise recommended for *disapproval*. However, shall be



recommended *for further action* if noted deficiencies are relative only to systems such as policies and procedures that need to be improved.

After conduct of review of compliance report, recommendation shall be **Approval** or **Disapproval**. *Disapproval* refers to failure to comply with any of the deficiencies noted.

**Inspection.** Recommendation may be **Approval** or **For Further Action**. *Approval* refers to the full compliance with all the requirements, otherwise recommended *For Further Action* if with noted deficiencies.

After re-inspection based on the submitted compliance report, the recommendation shall be **Approval** or **Disapproval**. *Disapproval* refers to failure to comply with any of the deficiencies noted.

**3.17 Quality Standards System** refers to a system required under Regulation I/8 of STCW Convention, 1978, as amended that MHEIs must establish, which shall incorporate key elements such as, but not be limited to, an expressed policy regarding quality and the means by which such policy is to be implemented; the organizational structure, responsibilities, procedures and resources necessary for quality management; the operational techniques and activities to ensure quality control; the systematic institutional monitoring arrangements including internal quality-assurance evaluations to ensure that all defined objectives are being achieved; and arrangements for periodic external evaluations.

**3.18 Re-inspection** refers to conduct of verification of compliance of the deficiencies noted during the inspection.

**3.19 Technical Evaluator** refers to a qualified person who possesses professional qualification and experience corresponding to the maritime education program to be evaluated and inspected and is duly authorized to conduct evaluation and inspection of maritime education program.

### ARTICLE III GENERAL PROVISIONS

**Section 4.** Pursuant to Section 2 of EO 63 and Section 4(c) of RA 10635, the MARINA, as Single Maritime Administration, shall take the lead in the evaluation and inspection of all applications for approval of the following maritime higher education programs:

- a) Bachelor of Science in Marine Transportation (BSMT);
- b) Bachelor of Science in Marine Engineering (BSMarE); and
- c) other higher education programs that may be developed in the future which would require compliance with the STCW Convention, 1978, as amended.

**Section 5.** In the evaluation and inspection of higher education institutions (HEIs) applying for government authority to offer BSMT and BSMarE, CHED and MARINA shall ensure that the STCW Mandatory Professional courses as well as the Onboard



Training component of such programs are compliant with the requirements of the STCW Convention, 1978, as amended and existing policies, standards and guidelines.

For this purpose, all HEIs issued with Government Authority shall ensure that students in the BSMT and BSMarE programs who have complied with the academic requirement as provided in the relevant CHED policies, standards and guidelines (PSGs) in line with EO 63 and its IRR shall be provided with Onboard Training slot in accordance with the Joint CHED-MARINA Memorandum Circular No. 1 Series of 2019 to finish their study and be granted with the corresponding degree thereof.

#### **ARTICLE IV COMPOSITION AND QUALIFICATIONS OF THE EVALUATION AND INSPECTION TEAM (EIT)**

**Section 6. Composition.** The evaluation and inspection of application is conducted by a team of evaluators from CHED and MARINA composed of the following:

- 6.1 Maritime Education and Training Standards Supervisor (METSS) of the STCW Office, MARINA as Lead Evaluator.
- 6.2 MARINA Evaluator from STCW Office Accreditation Division.
- 6.3 Qualified evaluator from MARINA-STCW Office and/or Regional Office may be tapped as necessary;
- 6.4 Technical Evaluator/s from CHED and/or MARINA with expertise corresponding to the maritime education program to be evaluated; and
- 6.5 OPSD Staff from Maritime Education Section (MES) under the Division of Programs with International Conventions (DPIC) and/or CHED Regional Office Supervisor in-charge of maritime education as CHED evaluators.

A maximum of two (2) observers may be allowed to join the evaluation team.

**Section 7. Qualifications.** Every person joining the CHED-MARINA EIT shall possess the following qualifications:

##### **7.1 Lead Evaluator**

- .1 have completed a Lead Auditor Course;
- .2 have joined at least 3 evaluation activities as a Member Evaluator;
- .3 be knowledgeable of the statutory requirements on STCW, CMOs, Memorandum Circulars and other relevant rules and regulations;
- .4 preferably with teaching experience in an MTI/MHEI;
- .5 have signed a disclosure of conflict of interest and non-disclosure agreement;
- .6 have completed the Training Course for Instructors (IMO Model Course 6.09) or its equivalent as approved by the Maritime Administration;



- .7 have completed training course on Assessment, Examination, and Certification of Seafarers (IMO Model Course 3.12) or its equivalent as approved by the Maritime Administration; and
- .8 have completed the training on IMO Model Course 6.10 or its equivalent as approved by the Maritime Administration.

## **7.2 Technical Evaluator**

- .1 Management Level Officer of the program being evaluated with at least five (5) years seagoing experience in that capacity;
- .2 have completed Internal Quality Auditor Course;
- .3 have participated in at least 3 evaluation activities as a member of Evaluation Team after completing the Internal Quality Auditor Course;
- .4 be knowledgeable of the statutory requirements on STCW, CMOs, Memorandum Circulars and other relevant rules and regulations;
- .5 preferably have teaching experience in an MTI/MHEI;
- .6 have signed a disclosure of conflict of interest and non-disclosure agreement;
- .7 have completed the Training Course for Instructors (IMO Model Course 6.09) or its equivalent as approved by the Maritime Administration;
- .8 have completed training course on Assessment, Examination, and Certification of Seafarers (IMO Model Course 3.12) or its equivalent as approved by the Maritime Administration; and
- .9 have completed the training for Train the Simulator Trainer and Assessor (IMO Model Course 6.10) or its equivalent as approved by the Maritime Administration.

## **7.3 CHED and MARINA-STCW Office Evaluators**

- .1 have completed Internal Quality Auditor Course;
- .2 have joined at least 3 evaluation activities as an Observer;
- .3 be knowledgeable of the statutory requirements on STCW, CMOs, Memorandum Circulars and other relevant rules and regulations; and
- .4 have signed a disclosure of conflict of interest and non-disclosure agreement.

Members of the EIT must not be involved in the activities of or have any connection to the applicant-HEI.

**Section 8. Functions of Lead Evaluator and Team Members.** The functions of the Lead Evaluator and Team members are as follows:

### **8.1 Lead Evaluator:**

- .1 Leads the conduct of evaluation in accordance with the evaluation plan in an ethical and professional audit standard;
- .2 Ensures the effective and efficient conduct of the evaluation;
- .3 Presides the opening and closing meeting with officials of the institution being evaluated;
- .4 Prepares final evaluation report in coordination with EIT members; and



- .5 Ensures the submission of final evaluation report to STCW OED within the prescribed period.

#### **8.2 Technical Evaluator:**

- .1 Provides technical expertise in the evaluation of the program/s; and
- .2 Conducts evaluation according to the evaluation plan in an ethical and professional audit standard.

#### **8.3 CHED Evaluator:**

- .1 Conducts evaluation according to the evaluation plan in an ethical and professional audit standard;
- .2 Assists the EIT in the interpretation of CHED Memorandum Orders (CMOs) and other issuances;
- .3 Provides administrative support such as coordination with HEI, logistical support (travel, accommodation, etc.); and
- .4 Assists in the preparation and submission of evaluation report.

#### **8.4 MARINA-STCW Office Evaluator:**

- .1 Conducts evaluation according to the evaluation plan in an ethical and professional audit standards;
- .2 Provides administrative support such as coordination with MHEI, logistical support (travel, accommodation, etc.); and
- .3 Assists in the preparation and submission of evaluation report.

### **ARTICLE V PLANNING OF EVALUATION AND INSPECTION**

**Section 9. Preparation and Approval of Evaluation and Inspection Plan.** The MARINA shall prepare the Evaluation and Inspection Plan shown in Annex D and provide the same to CHED for information.

The Evaluation and Inspection Plan shall indicate the following:

1. schedule of visit;
2. key areas covered;
3. scope and objective; and
4. composition of the team and assignment of members.

The OPSD-DPIC CHED shall:

1. prepare travel authority upon the recommendation of the OPSD Director for approval of the CHED Chairperson through the Executive Director;
2. upon receipt of the approved Special Order of the Evaluation and Inspection Team from MARINA, the OPSD Director through DPIC-MES sends Notices of Evaluation and Inspection Plan to HEIs through the concerned CHEDROs, seven (7) working days prior to the evaluation and inspection activity; and





3. concerned CHEDRO Directors send Notices of Evaluation and Inspection Plans to concerned applicant HEIs.

The MARINA STCW Office shall:

1. prepare the Evaluation and Inspection Plan and send to OPSD-CHED for subsequent transmittal to applicant-HEI;
2. confirm with CHED and/or applicant HEI is properly informed about the evaluation and inspection;
3. designate MARINA STCW personnel who will compose the Joint CHED-MARINA Evaluation and Inspection Team;
4. prepare travel authority in the form of a Special Order for approval of the MARINA Administrator or STCW Office Executive Director;

**Section 10. Transmittal of Evaluation and Inspection Plan.** The Evaluation and Inspection Plan shall be transmitted by the OPSD-CHED to the applicant-HEI.

**Section 11. Cancellation or Postponement.** Request for cancellation or postponement of the evaluation and inspection activity due to the following circumstances shall be addressed to CHED Regional Office within five (5) working days for approval:

1. public holidays; or
2. unavailability of Technical Evaluators, CHED or MARINA representatives; or
3. other similar circumstances which are beyond the reasonable control of the CHED, MARINA or the institution concerned.

Scheduled evaluation activity shall automatically be postponed in the event of force majeure and when safety and security of the EIT is compromised.

**Section 12. Basis and Key Areas of Evaluation and Inspection for Issuance of Permit to Operate.** The applications of higher education institutions to operate the BSMT and/or BSMarE programs shall be evaluated and inspected based on existing policies, standards and guidelines for said programs as prescribed by CHED and MARINA. Key areas include:

1. Quality Standards System with approved Quality Manuals;
2. Curriculum and Instructional Materials;
3. Examination and Assessment System;
4. Human Resources: Dean, Program Head, Academic Support Personnel and Faculty members required for 1<sup>st</sup> year and 2<sup>nd</sup> year levels;
5. Facilities and Equipment required for the whole program;
6. Admission and Registration;
7. Research and Extension;
8. Onboard Training.

**Section 13. Basis and Key Areas of Evaluation and Inspection for Recognition.** The applications of maritime higher education institutions for recognition of the BSMT and/or BSMarE programs shall be evaluated and inspected based on existing policies,



standards and guidelines for said programs as prescribed by CHED and MARINA. Key areas include:

1. Quality Standards System;
2. Curriculum and Instructional Materials;
3. Examination and Assessment System;
4. Human Resources: Dean, Program Head, Faculty members, and Academic Support Personnel;
5. Facilities and Equipment required for the whole program;
6. Admission and Registration;
7. Research and Extension;
8. Onboard Training.

## **Article VI EVALUATION FINDINGS**

**Section 14. Category of Findings.** Each evaluation finding shall be categorized as compliance or noncompliance. **Compliance** refers to meeting all the requirements under the existing policies, standards and guidelines for BSMT and BSMarE programs. On the other hand, **noncompliance** refers to a deficiency or failure to comply with existing policies, standards and guidelines for BSMT and BSMarE programs.

All evaluation findings shall be recorded in the Evaluation Instruments.

**Section 15. List of Prohibited Acts.** For purposes of evaluation and inspection, the following are prohibited acts as stipulated under CMO 40, series of 2008, Manual of Regulations for Private Higher Education Institutions (MORPHE) and the Implementing Rules and Regulations (IRR) of RA 10635:

1. the advertisement or publication of any advertisement or announcement before a permit to operate is granted by CHED; and
2. implementing or conducting unapproved education programs that have similar title and/or content as any of the approved MEP by CHED, tending to deceive the learner or the public that such programs are approved and compliant with STCW, as amended, whether intentional or not.

In case the joint CHED-MARINA EIT found a prohibited act committed by the applicant HEI, evaluation shall be terminated and the same shall be immediately reported in writing to the STCW Executive Director for endorsement to OPSD- CHED.

## **ARTICLE VII PROCEDURES ON PROCESSING OF APPLICATION**

**Section 16. When and where to file the application.** An applicant higher education institution which intends to operate a maritime education program, shall file with the CHED Regional Office concerned an application letter or petition under oath with required supporting documents in Annex A (Evaluation Instrument - Requirements for Application of Government Authority) and Annex B (Evaluation Instrument -



Curriculum Requirements). The applicant-HEI shall ensure that the Self-Assessment portion of the evaluation instruments are properly filled-up.

Filing of application shall be in accordance with the timelines set in CMO 40 Series 2008.

**Section 17. Review of completeness of documents.** The concerned Regional Office shall review the completeness of the documents submitted. Application letter or petition under oath without complete supporting documents shall be returned to the applicant. Applications with complete supporting documents shall be forwarded by the CHED Regional Office to the Office of Programs and Standards Development (OPSD) of the CHED Central Office. The OPSD-CHED shall forward documents submitted to the designated Evaluation and Inspection Team who shall conduct a documentary review.

**Section 18. Documentary review.** The designated EIT shall conduct a documentary review of the submitted application to determine full compliance with the requirements as stated in Annexes A and B.

The report of documentary review indicating recommendation for approval shall be submitted to the STCW Office Executive Director for subsequent endorsement to the TPME. The TPME shall validate the report and make decision whether an inspection shall be conducted or not.

If the report of documentary review indicates recommendation for further action, the applicant HEI shall be given one time to address noted deficiencies. Compliance report shall be submitted to OPSD-CHED in accordance with the timelines set in CMO 40 Series 2008.

The designated EIT shall review the submitted compliance report and if noted deficiencies are not sufficiently addressed application shall be recommended for disapproval.

The result of documentary review shall be submitted to the TPME through STCW Executive Director. The TPME shall make a final decision whether an inspection shall be conducted or not. The TPME may seek clarification from the designated EIT prior decision as necessary.

The TPME Secretariat shall transmit the decision of the TPME to the OPSD-CHED who shall inform the applicant HEI of the decision.

**Section 19. Inspection.** When all documentary requirements are fully complied with, a Joint CHED-MARINA EIT, of which MARINA is the lead, shall conduct an inspection of the applicant institution's compliance with the standards set for the program applied for. Timelines shall be in accordance with CMO 40, Series 2008.

**Section 20. Pre-Inspection Meeting.** The Lead Evaluator shall convene the EIT prior to the Opening Meeting to confirm and discuss the evaluation and inspection plan particularly the assignment for each evaluator.



In case of re-inspection, the results of the previous inspection of the HEI, and such other documents or information relevant to the evaluation activity shall be discussed. The Evaluation and Inspection Plan may be modified, as the need arises and upon agreement of the EIT members and to be conveyed to the institution during the opening meeting.

**Section 21. Inspection Procedures.** Every inspection activity shall be conducted in accordance with the following:

1. **Opening meeting** – The Joint CHED-MARINA EIT conducts Opening Meeting with HEI President or duly authorized representative and concerned officials and staff.

Protocols to be observed – The President or his/her designated representative shall welcome the evaluators and introduce the HEI's officials and staff.

The Lead Evaluator shall introduce the members of the EIT and provide information on the following:

- .1 scope and objective(s) of evaluation and inspection, key areas of evaluation and assigned evaluators, estimated time or duration of the activity based on the Evaluation and Inspection Plan;
- .2 the responsible person from the HEI and the estimated time or duration of evaluation and inspection which may be modified as the need arises;
- .3 methods and procedures to be used in the evaluation and inspection;
- .4 documents, information, equipment, facilities, presence of officials and support staff who may be needed by the EIT;
- .5 method of reporting including categories of evaluation findings and the timeframe for the submission of Compliance Reports;
- .6 re-inspection conditions; and
- .7 confidentiality of evaluation findings, documents and information.

2. **Inspection proper** – The inspection shall be carried out by evaluating the key areas through any of the following methods or procedures:

- .1 interviewing responsible personnel/staff for the key area being evaluated and inspected;
- .2 evaluating and reviewing the relevant quality processes, procedures and documented information; and
- .3 testing and evaluating the functionality, suitability and adequacy of relevant facilities, simulators and laboratory equipment based on carrying capacity requirements.

The result of the conduct of inspection shall be recorded in the same forms (Annexes A to C) used by the applicant HEI in self-assessment and by the EIT in documentary review.



3. **Deliberation of findings** – Once the evaluation is completed, the EIT shall meet to discuss and agree on their evaluation findings and decide whether they constitute compliance or noncompliance.
4. **Closing meeting** – The Joint CHED-MARINA EIT shall conduct closing meeting with applicant HEI President or authorized representative and concerned officials where evaluation findings are discussed.

**Section 22. Submission of Inspection Report.** The MARINA STCW Office – Executive Director shall endorse the inspection report to OPSD-CHED within three (3) working days upon receipt from the EIT.

The OPSD-CHED shall forward the inspection report which indicates recommendation for approval to the TPME and calendar the same for inclusion in the next TPME agenda of discussion.

If inspection report indicates recommendation for further action, the OPSD-CHED shall notify the applicant HEI of the deficiencies.

**Section 23. Compliance of Deficiencies.** The applicant HEI shall submit compliance report with supporting documents to OPSD-CHED and shall be given one time to address noted deficiencies in accordance with the timelines prescribed in CMO 40, series of 2008.

OPSD-CHED forwards compliance report submitted by HEI to the designated EIT for review. If the compliance report sufficiently addresses the findings re-inspection shall be conducted to verify its full compliance. If it is not fully compliant, it shall be recommended for disapproval.

If the result of the re-inspection does not sufficiently address the findings, the application shall be recommended for disapproval.

**Section 24. Action of TPME.** The TPME shall validate the results of the inspection or re-inspection and decide whether to concur or not with the recommendation of the EIT.

If the TPME concurs with the recommendation of the EIT, it shall be endorsed to CEB for action.

If the TPME does not concur with EIT's recommendation, the TPME shall seek clarification from the designated EIT prior decision and reach a common recommendation and it shall be endorsed to CEB for action.

**Section 25. Execution of the Decision of the Commission.** CHED OPSD shall inform the institution of the CEB decision. If the application for permit is disapproved by CEB, only one appeal for reconsideration shall be allowed. The decisions of the Commission shall be immediately executory after fifteen (15) working days from receipt hereof, unless a motion for reconsideration or a petition for review is seasonably filed with the Commission, in which case the execution of the decision shall be held in abeyance. If the Commission, through the TPME does not favorably consider the appeal, the application for permit may be considered for the next



academic year subject to full compliance of the requirements for the program applied for.

A written approval or disapproval of the application shall be issued by CHED in accordance with the timelines in CMO 40, Series of 2008.

If the application is denied, the HEI may re-apply in the next academic year.

**Section 26. Period to Resolve Appeal for Reconsideration.** The CEB shall resolve the Appeal for Reconsideration within 15 calendar days from receipt thereof.

**Section 27. Finality of Judgment.** The decision or resolution of the CEB shall be executory. No appeal for reconsideration of the decision of the CEB shall be entertained except when based on palpable or patent errors, provided that the appeal is under oath and filed within 10 days from receipt of the decision or resolution, with proof of service that the same has been furnished to the adverse party.

#### **Section 28. Issuance of Government Authority**

28.1 The authority to operate the first and second year levels of the said maritime programs shall be issued by the CHED with the recommendation of the TPME as approved by the Commission En Banc.

28.2 Recognition of BSMT and BSMarE programs

Before the start of the third year of operation of the degree program under permit, the higher education institution must file an application to the Commission for the recognition of such program. Upon such application, the Commission and MARINA shall conduct an evaluation and inspection of the applicant institution, and if all the requirements for the operation of the program, including the provision of OBT for students who have completed the classroom instruction prior to the grant of recognition are met, the Commission shall issue the corresponding Certificate of Recognition upon the recommendation of the TPME.

### **Article VIII MISCELLANEOUS PROVISIONS**

**Section 29. Repealing Clause.** All issuances, relevant policies, standards and guidelines which are inconsistent with the provisions of this Joint Memorandum Circular are hereby repealed, amended, modified or superseded in accordance with the intent of this Circular.

**Section 30. Separability Clause.** If any part or provision of this Joint Memorandum Circular shall be held unconstitutional or invalid, other provisions hereof which are not affected thereby shall continue to be in full force and effect.

**Section 31. Transitory Provisions.** Upon effectivity of this Joint CHED-MARINA Circular, all MHEIs with existing government authority and new applications to offer BSMT and/or BSMarE Programs shall comply and adhere to the Joint CHED-MARINA Circular No. 01, series of 2019 "Policies, Standards and Guidelines for the Bachelor



of Science in Marine Transportation and Bachelor of Science in Marine Engineering Programs”.

These existing MHEIs shall be subjected to inspection to ensure readiness and compliance with all requirements stipulated therein.

31.1 Evaluation of applications of institutions which were issued phase out or closure orders shall include the assessment of the implementation of, or compliance with such orders;

31.2 Evaluation of applications of institutions which offered maritime education programs without government authorization shall include assessment of their compliance with sanctions imposed. This is however without prejudice to actions of CHED with respect to special orders who graduated from such programs and MARINA with respect to the administration of Officer-in-Charge Navigational Watch (OIC-NW) and Engineering Watch (OIC-EW) Examinations; and

31.4 Pending applications to operate shall be evaluated using these guidelines based on existing policies, standards and guidelines for maritime education.

**Section 32. Effectivity Clause.** This Joint Memorandum Circular shall take effect fifteen (15) days after its publication in the Official Gazette or in a newspaper of general circulation.

Quezon City, Philippines, July 31, 2019.

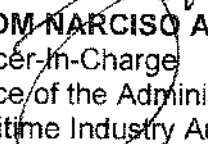
Approved:

For the Commission:



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

For the Maritime Administration:



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

Annexes:

*Annex A - Evaluation Instrument - Requirements for Application of Government Authority*

*Annex B - Evaluation Instrument - Curriculum Requirements*

*Annex C.1 - Evaluation Instrument - Facilities and Equipment (Bachelor of Science in Marine Transportation)*



*Annex C.2 - Evaluation Instrument - Facilities and Equipment (Bachelor of Science in Marine Engineering)*

*Annex D - Evaluation and Inspection Plan*







	<p>Republic of the Philippines                  OFFICE OF THE PRESIDENT                  COMMISSION ON HIGHER EDUCATION</p> <p>DEPARTMENT OF TRANSPORTATION                  MARITIME INDUSTRY AUTHORITY</p>	
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**Evaluation Instrument - Requirements for Application of Government Authority**

<p><b>Name of Applicant HEI:</b></p>	<p><b>Address:</b></p>
<p><b>Program/s Applied for:</b></p>	<p><b>Academic Year Programs to be offered:</b></p>
<p><b>Bases of Evaluation:</b></p> <ul style="list-style-type: none"> <li>1. DMO No. 40, Series of 2008 (Manual of Regulations for Private Higher Institutions of 2008)</li> <li>2. DMO No. 30, Series of 2009 (Applicability of MORPHE of 2008 to SUCs and LUCs)</li> <li>3. DMO No. 71, Series of 2017 (Lifting of Moratorium on the Operation of the New Bachelor of Science in Marine Transportation and Bachelor of Science in Marine Engineering Programs)</li> <li>4. JOINT CHED-MARINA Memorandum Circular NO. 01 Series of 2019 Policies, Standards And Guidelines For The Bachelor Of Science In Marine Transportation And Bachelor Of Science In Marine Engineering Programs</li> </ul>	

Key Areas	Requirements	Self-Assessment (To be accomplished by Applicant HEI)		Documentary Review (To be accomplished by Designated EIT)		Inspection (To be accomplished by Designated EIT)		Remarks
		Complied	Not Complied	Complied	Not Complied	Complied	Not Complied	
Qualification of new HEI applying government authority to offer BSMT and/or ISMARE programs	<p>Objective evidence of strong partnership or joint venture with shipping/manning company Partnership</p> <ul style="list-style-type: none"> <li>• Accreditation from POEA and/or MARINA</li> <li>• Proposed Structured On Board Training program</li> <li>• Notarized Memorandum of Agreement (MoA) indicating details e.g. capacity for taking cadets, insurance coverage, TRB, among others</li> </ul> <p><u>Joint Venture</u></p> <ul style="list-style-type: none"> <li>• General Information Sheet as required by Securities and Exchange Commission (SEC)</li> <li>• Joint Venture Agreement</li> <li>• Proposed Structured On Board Training program</li> </ul> <p>Reference:</p> <ul style="list-style-type: none"> <li>• JCMC No. 01, series of 2019, Article III Section 3.2</li> </ul>							



Key Areas	Requirements	Self-Assessment (To be accomplished by Applicant HEI)		Documentary Review (To be accomplished by Designated EIT)		Inspection (To be accomplished by Designated EIT)		Remarks
		Complied	Not Complied	Complied	Not Complied	Complied	Not Complied	
	<p>Board Resolution on the operation of the new course certified by the Corporate Secretary.</p> <p>Feasibility Study indicating the need and the relevance of the course to the development of the community and the resources and capabilities of the school to achieve/ implement the objective of developing the community.</p> <p>The Feasibility Study should include among others <b>carrying capacity</b>, adequacy of human resources, facilities and equipment in consonance with the number of students projected to be enrolled in the 1<sup>st</sup> year of operation.</p> <p><b>Note 1:</b>                      In determining the carrying capacity of the institution, <b>Calendar of School Activities and Individual Faculty Teaching Load Assignment</b> shall be submitted together with the attached filled up forms:                      Form 1 – Carrying Capacity Computation Form                      Form 2 – Equipment Utilization Plan                      Form 3 - Summary of Practical Exercises and Assessments                      Form 4 - Weekly Class Schedule</p>							



Key Areas	Requirements	Self-Assessment (To be accomplished by Applicant/HEI)		Documentary Review (To be accomplished by Designated EIT)		Inspection (To be accomplished by Designated EIT)		Remarks
		Completed	Not Completed	Completed	Not Completed	Completed	Not Completed	
	<p><b>For Private HEIs:</b> Articles of Incorporation and By-Laws duly registered with the Securities and Exchange Commission (SEC)</p> <p><b>For Local Colleges:</b> Copy of original ordinance approving establishment</p> <p><b>For SUCs:</b> Copy of Charter</p> <p>Proposed budget/annual expenditures for the succeeding school year approved by the Board of Trustees/</p> <p>Directors</p> <p>Proposed schedule of tuition and other school fees (For separate processing)</p> <p>References:</p> <ul style="list-style-type: none"> <li>• Section 21 (D), Article V of CMO 40, series of 2008 (Manual of Regulations for Private Higher Institutions of 2008).</li> <li>• CMO 30, series of 2009 (Applicability of MORPHE of 2008 to SUCs and LUCs)</li> <li>• Section 127 and 128 (G), Article XXV of CMO 40, Series of 2008</li> </ul>							



Key Areas	Requirements	Self-Assessment (To be accomplished by Applicant (HEI))		Documentary Review (To be accomplished by Designated EIT)		Inspection (To be accomplished by Designated EIT)		Remarks
		Completed	Not Completed	Completed	Not Completed	Completed	Not Completed	
2. Quality Standards System	<p>The applicant-HEI is required to have a documented QSS which cover and include, among others, the following key elements specific and suitable for maritime programs:</p> <ol style="list-style-type: none"> <li>1. statement of the institution's Vision, Mission and Objectives;</li> <li>2. expressed Quality Policy and the means by which such policy shall be implemented;</li> <li>3. Quality System which shall cover the following:                             <ol style="list-style-type: none"> <li>a. Organizational structure;</li> <li>b. Responsibilities;</li> <li>c. Processes;</li> <li>d. Procedures;</li> <li>e. Resources necessary for quality management;</li> </ol> </li> <li>4. Operational Techniques and Activities on:                             <ol style="list-style-type: none"> <li>a. Document development (drafts, reviews, approval)</li> <li>b. Control of Records</li> <li>c. Internal audits</li> <li>d. Management Reviews</li> <li>e. Handling of Non-conformities, including Root Cause Analysis;</li> <li>f. Review of new international and local rules and regulations versus the</li> </ol> </li> </ol>							



Key Areas	Requirements	Self-Assessment (To be accomplished by Applicant/HEI)		Documentary Review (To be accomplished by Designated EIT)		Inspection (To be accomplished by Designated EIT)		Remarks
		Complied	Not Complied	Complied	Not Complied	Complied	Not Complied	
	<p>programs offered;</p> <p>g. Broad statements describing the career and professional accomplishments the program is preparing the graduates to achieve.</p> <p>5 Operational Techniques and Activities on:</p> <p>a. Details of the academic and training strategies in use;</p> <p>b. Organization chart with qualifications, responsibilities and authorities for key personnel, as well as information on composition of committees and advisory bodies;</p> <p>c. Staff and student information;</p> <p>d. Description of education and training facilities and equipment, including any agreements with affiliated METIs;</p> <p>e. Basis for course design and development (ensuring that Course Outcomes are aligned with Program Outcomes);</p> <p>f. Policies and procedures for:</p> <p>.1 student admission;</p> <p>.2 staff recruitment, training, development, appraisal</p>							

Key Areas	Requirements	Self-Assessment (To be accomplished by Applicant/HEI)		Documentary Review (To be accomplished by Designated EIT)		Inspection (To be accomplished by Designated EIT)		Remarks
		Compliant	Not Compliant	Compliant	Not Compliant	Compliant	Not Compliant	
	and promotion; 3. transfer of knowledge (to new staff or to staff changing functions); 4. development of programs/courses including course packages; 5. review/revision of programs/courses, including review of delivery and methodology; 6. submission to the Administration for (re-)approval of new and revised course packages; 7. delivery of the education/courses, including safety & security and use of equipment and facilities; 8. identification of equipment, tools, books etc. that the MHEI or the student need to have access to or borrow/purchase; 9. identification of required library of books, charts, magazines, instruction							



Key Areas	Requirements	Self-Assessment (To be accomplished by Applicant/HEI)		Documentary Review (To be accomplished by Designated EIT)		Inspection (To be accomplished by Designated EIT)		Remarks
		Complied	Not Complied	Complied	Not Complied	Complied	Not Complied	
	<p>manuals etc. and the minimum number of each;</p> <p>.10 maintenance of facilities and equipment, including, inspections, repairs, cleaning and calibration;</p> <p>.11 use of simulators, including familiarization, training, operation and maintenance/calibration;</p> <p>.12 assessment methods, including passing marks, re-sits and promotion</p> <p>.6 Systematic monitoring arrangements, including Internal Quality-assurance Evaluations.</p> <p>.7 Arrangements for Periodic External Quality Evaluation</p> <p>Reference:                      - Section 37, Article IX of JCMMC No. 01, Series of 2019.</p> <p>Note: Refer to Annex B (Evaluation Instrument - Curriculum Requirements).</p>							
3. Curriculum and Instructional Materials								



Key Areas	Requirements	Self-Assessment (To be accomplished by Applicant/HEI)		Documentary Review (To be accomplished by Designated EIT)		Inspection (To be accomplished by Designated EIT)		Remarks	
		Complied	Not Complied	Complied	Not Complied	Complied	Not Complied		
4. Examination and Assessment System	<p><b>Standards of Competence</b>                      Policy on ensuring that every student have acquired the knowledge, understanding and skills needed to meet the standards of competence specified in the table of competences of the STCW Code.</p> <p><b>Assessment for Conferment of the Degree</b>                      Assessment system requiring students to pass an assessment of the knowledge, understating and skills prior to the conferment of the degree</p> <p><b>Conferment of Degree</b>                      Policy on the conferment of the degree requiring the completion of academic and other institutional requirements and completion of the required OBT</p> <p><b>Assessments and Assessors</b>                      Applicant HEI shall have established a Structured Assessment System which covers the following including its policies and procedures:                      1. Design and development                      a. Assessment Methods to be Used                      b. Table of Specifications for theoretical examination</p>								



Key Areas	Requirements	Self-Assessment (To be accomplished by Applicant-HES)		Documentary Review (To be accomplished by Designated EIT)		Inspection (To be accomplished by Designated EIT)		Remarks
		Completed	Not Completed	Completed	Not Completed	Completed	Not Completed	
	c. Competency Mapping for practical assessment .2 Review and verification of assessment tools (test items and practical assessment scenarios) .3 Pilot testing and validation: a. For theoretical examination - basis of item analysis b. For practical assessment scenarios - criteria and instruments used in validation .4 Approval of assessment tools .5 Conduct of assessment <ul style="list-style-type: none"> <li>• Invigilation procedure to include instructions to students on the conditions and rules during written exam.</li> <li>• For simulator based assessment, the assessment procedure shall conform with Section A-1/12 of STCW Code.</li> <li>• Grading system to include the criteria for passing and failure</li> <li>• Re-sit and appeal policy and procedures</li> <li>• Remedial instruction for students who failed the summative assessment</li> </ul> .6 Continual Improvement							



Key Areas	Requirements	Self-Assessment (To be accomplished by Applicant/HEI)		Documentary Review (To be accomplished by Designated EIT)		Inspection (To be accomplished by Designated EIT)		Remarks
		Completed	Not Completed	Completed	Not Completed	Completed	Not Completed	
	References: - Sections 12, 13 and 14 Article V, Sections 27 and 29 Article VII of JCMMC No. 01, Series of 2019.							
5. Human Resources	List of School Administrators, faculty members for General Education and professional and non-teaching personnel and support staff in a spreadsheet form with the following information: .1 Name/Position/Designation .2 Educational qualifications (where and when obtained) .3 Professional License Number and Expiration date (if applicable) .4 Nature/Status of appointment (regular/ contractual) .5 Sea/Teaching experience .6 Trainings (IMO 6.09 and 3.12 or equivalent) .7 Other benefits  Certified true copy of Transcript of Records  Copy of Resume/Curriculum Vitae Copy of notarized appointment / contract of employment (to be							



Key Areas	Requirements	Self-Assessment (To be accomplished by Applicant/HE)		Documentary Review (To be accomplished by Designated EIT)		Inspection (To be accomplished by Designated EIT)		Remarks
		Completed	Not Completed	Completed	Not Completed	Completed	Not Completed	
	<p>submitted if already hired)</p> <p>Letter of commitment (if not yet hired but to submit notarized appointment / contract of employment before issuance of initial permit/recognition)</p> <p>Approved resignation from previous employer (to be submitted before issuance of initial permit/ recognition)</p> <p>References:</p> <ul style="list-style-type: none"> <li>- Sections 24, 25 and 26 Article VII of JCMC No. 01, Series of 2019.</li> <li>- Section 31 (D) Article VII of CMO 40, Series of 2008</li> <li>- Section 32 (D) Article VII of CMO 40, Series of 2008</li> <li>- Section 33 (D) Article VII of CMO 40, Series of 2008</li> </ul>							
6. Facilities and Equipment	<p>The applicant shall be guided by the provision of Article VIII of the PSG on Facilities and Equipment</p> <ol style="list-style-type: none"> <li>.1 Policy covering all the requirements of section 33 of Article VII and all provisions stated under Article VIII of the PSG on Facilities and Equipment</li> <li>.2 Proof of ownership on the institutional sites, buildings, facilities and all laboratory</li> </ol>							

Key Areas	Requirements	Self-Assessment (To be accomplished by Applicant/HEI)		Documentary Review (To be accomplished by Designated EIT)		Inspection (To be accomplished by Designated EIT)		Remarks
		Complied	Not Complied	Complied	Not Complied	Complied	Not Complied	
	equipment 3. License of Simulators 4. Statement on the location of the school 5. Certificate of conformance with the Fire Code and the National Building Code of the Philippines and city/provincial ordinances. 6. Certificate of Occupancy of the school building(s) from the proper city/ municipal authorities 7. Policy covering the safety measures and procedures. 8. Site plan and photos of the following: a. Institutional site/lot b. Classroom c. Athletic field and/or gymnasium d. Administrative Offices e. Medical and dental clinic f. Toilets g. Canteen/cafeteria h. Faculty room i. Student lounge j. Library room k. Laboratory rooms l. Tool room m. On-Board Training Office n. Research and Extension Office o. Adequate facilities for swimming or MOA with service providers							



Key Areas	Requirements	Self-Assessment (To be accomplished by Applicant HEI)		Documentary Review (To be accomplished by Designated HEI)		Inspection (To be accomplished by Designated HEI)		Remarks
		Complied	Not Complied	Complied	Not Complied	Complied	Not Complied	
	<p>p. Audiovisual room and facilities with appropriate equipment</p> <p>9. List of the facilities and equipment</p> <p>10. List of supplies and materials</p> <p>11. List of library holdings and Library Development Program</p> <p>12. Planned Maintenance system covering all equipment and facilities.</p> <p>Note: Refer to a separate checklist for the evaluation of the required equipment and simulator.</p> <p>References:                      - Sections 33, 34 and 35 Article VIII of JCMMC No. 01, Series of 2019.                      - Section 26 (2, 3, 4 and 5) of CMO No. 40, Series of 2008</p>							
7. Admission and Retention	<p>Applicant HEI shall have established a guidance system.</p> <p>Policy on academic qualifications, admission requirements, physical and medical fitness requirements and student general retention requirements.</p> <p>References:                      - Sections 41, 42 and 43 Article XI of JCMMC No. 01, Series of 2019.</p>							



Key Areas	Requirements	Self-Assessment (To be accomplished by Applicant HEI)		Documentary Review (To be accomplished by Designated EIT)		Inspection (To be accomplished by Designated EIT)		Remarks
		Complied	Not Complied	Complied	Not Complied	Complied	Not Complied	
8. Research and Extension	<p>Applicant HEI shall have:</p> <ol style="list-style-type: none"> <li>1. Policy and procedure on Research and extension</li> <li>2. Designated coordinator for research and extension</li> </ol> <p>Research agenda                      Extension services program focus</p> <p>References:                      - Sections 38, 39 and 40 Article X of JCMC No. 01, Series of 2019.</p>							
9. Onboard training	<p>Applicant HEI shall have:</p> <ol style="list-style-type: none"> <li>1. A policy and procedure to ensure provision of OBT slot for students to finished their study and be granted with the corresponding degree.</li> <li>2. Notarized MOA with shipping company with specific provisions on ship specification, number of students to be accepted per vessel, specific tasks on board, insurance among others.</li> <li>3. Applicant HEI shall have established Structured Onboard Training (OBT) program which covers the following:                             <ul style="list-style-type: none"> <li>• Policy and procedure on the proper arrangement, coordination and supervision of the Onboard Training for the students</li> <li>• Policy and procedure for OBT agreement between Ship</li> </ul> </li> </ol>							



Key Areas	Requirements	Self-Assessment (To be accomplished by Applicant/EIT)		Documentary Review (To be accomplished by Designated EIT)		Inspection (To be accomplished by Designated EIT)		Remarks
		Completed	Not Completed	Completed	Not Completed	Completed	Not Completed	
	<p>owner/manning agency and the student and the MHEI</p> <ul style="list-style-type: none"> <li>• Policy and procedure for OBTE Enrollment before the commencement of seagoing service</li> <li>• Tuition fee for the forty (40) units OBTE and other fees shall be inclusive of health and accident insurance coverage of at least Php 250,000.00 per student while undergoing OBTE on domestic seagoing vessels</li> <li>• Conduct of thorough orientation/familiarization for students about the requirements of OBTE including the proper way of accomplishing and filling-in of entries in the Training Record Book</li> <li>• Issuance of TRB to student prior embarkation</li> <li>• Monitoring system for students undergoing OBTE</li> <li>• Training Record Book (TRB)                             <ul style="list-style-type: none"> <li>o Monitoring, reviewing and recording of student's accomplished tasks</li> <li>o Evaluating and signing of Ship's officer to the TRB if the student's</li> </ul> </li> </ul>	Completed	Not Completed	Completed	Not Completed	Completed	Not Completed	





Key Areas	Requirements	Self-Assessment (To be accomplished by Applicant HEI)		Documentary Review (To be accomplished by Designated EIT)		Inspection (To be accomplished by Designated EIT)		Remarks
		Complied	Not Complied	Complied	Not Complied	Complied	Not Complied	
	<p>performance has achieved the satisfactory standard of proficiency</p> <ul style="list-style-type: none"> <li>• Role and Responsibility of the following in organizing and conducting onboard training:                             <ul style="list-style-type: none"> <li>○ Student</li> <li>○ Ship's officers</li> <li>○ HEI's partner shipping company</li> <li>○ HEI's OBT Supervisor</li> <li>○ HEI's OBT Office</li> <li>○ Applicant HEI</li> </ul> </li> <li>• Supervised watchkeeping experienced for students particularly in the later stages of their onboard training program</li> <li>• Validation of seagoing service</li> <li>• Remediation program in case of incomplete TRB and/or seagoing service</li> <li>• Assessment as documented under the key area Examination and Assessment System</li> </ul> <p>Reference:                              - Sections 22 Article VI of JCMMC No. 01, Series of 2019.</p>							



**Self-Assessment:** \_\_\_\_\_  
Name and Signature \_\_\_\_\_ Date \_\_\_\_\_

**Recommendation on Documentary Review:**  
 Approval  Disapproval  Further Actions

**Prepared by:** \_\_\_\_\_  
Member of the EIT \_\_\_\_\_ Date: \_\_\_\_\_  
Member of the EIT \_\_\_\_\_ Date: \_\_\_\_\_  
Member of the EIT \_\_\_\_\_ Date: \_\_\_\_\_  
Lead Evaluator of the EIT \_\_\_\_\_  
Date: \_\_\_\_\_

**Reviewed by:** \_\_\_\_\_  
Lead Evaluator \_\_\_\_\_ Executive Director  
(Not Member of the Designated EIT) \_\_\_\_\_  
Date: \_\_\_\_\_ Date: \_\_\_\_\_

**Recommendation on Inspection:**  
 Approval  Disapproval  Further Actions

**Prepared by:** \_\_\_\_\_

Member of the EIT

Date: \_\_\_\_\_

Member of the EIT

Date: \_\_\_\_\_

Member of the EIT

Date: \_\_\_\_\_

Member of the EIT

Date: \_\_\_\_\_

Lead Evaluator of the EIT

Date: \_\_\_\_\_

Reviewed by:

Lead Evaluator  
(Not Member of the Designated EIT)

Date: \_\_\_\_\_

Approved by:

Executive Director

Date: \_\_\_\_\_







Republic of the Philippines  
 OFFICE OF THE PRESIDENT  
**COMMISSION ON HIGHER EDUCATION**  
 DEPARTMENT OF TRANSPORTATION  
**MARITIME INDUSTRY AUTHORITY**



**Evaluation Instrument - Curriculum Requirements**

**Name of Applicant HEI:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Program/s Applied for:** \_\_\_\_\_ **Academic Year Programs to be offered:** \_\_\_\_\_

**Evaluated by:** \_\_\_\_\_ **Date of Evaluation** \_\_\_\_\_

Requirement	Supporting Documents	Self-Assessment (To be accomplished by Applicant HEI)		Documentary Review (To be accomplished by Designated EIT)		Remarks
		Complied	Not Complied	Complied	Not Complied	
<p><b>Section 10 - Program Outcomes</b>                      The program Outcomes are set based on: program/s to be offered; the discipline; and the type of HEI</p>	<p><b>Supporting Documents</b></p> <p>1. Program of Study with statement of program outcomes and the corresponding performance indicators</p>					
<p><b>Section 11 - Performance Indicators</b>                      The HEI shall develop the performance indicators to be achieved by the students as per institution's program outcomes and may refer to Table A-II/1 and Table A-III/1 of the STCW Code as a guide</p>						

Requirement	Supporting Documents	Self-Assessment (To be accomplished by Applicant HEI)		Documentary Review (To be accomplished by Designated EIT)		Remarks
		Complied	Not Complied	Complied	Not Complied	
<p><b>Section 15 - Minimum Curriculum Standards</b></p> <ul style="list-style-type: none"> <li>MHEIs may design an enhanced curriculum suited to their own context and mission, subject to the approval by the Commission and Maritime Administration prior to implementation. In the same vein, they have latitude in terms of curriculum delivery and deployment of human and physical resources; as long as they can show that the attainment of the Program Outcomes and satisfaction of Program Educational Objectives can be assured by the alternative means they propose and provided further that the sequencing of the courses according to pre-requisites and co-requisites are observed, subject to the approval by the Commission and Administration.</li> </ul> <p><b>Section 17 - Curriculum Outline and Content</b></p> <ul style="list-style-type: none"> <li>The outline and content of the curriculum for BSMT is based on the curriculum map as presented in Annex A.</li> <li>The MHEIs shall comply with the pre-requisites required and co-requisites for the course concerned.</li> </ul> <p><b>Section 18 - Program of Study</b></p> <ul style="list-style-type: none"> <li>MHEI shall adhere to the minimum curriculum standards in the preparation of the program of study for BSMT and BSMarE programs which shall be approved by the Commission and the Maritime Administration.</li> </ul>	<p><b>2. Curriculum (Enhanced Curriculum as may be designed by the HEI) –</b> showing how the Program Outcomes will be attained and Program Educational Objectives will be achieved</p>					
	<p><b>3. Curriculum Outline</b></p> <ol style="list-style-type: none"> <li>BSMT</li> <li>BSMarE</li> </ol>					
	<p><b>4. Program of Study - the</b> academic plan, which articulates the distribution of courses per academic term, as well as the OBT requirement that have to be taken by a student towards the satisfactory completion of BSMT or BSMarE program with</p>					

Requirement	Supporting Documents	Self-Assessment (To be accomplished by Applicant HEI)		Documentary Review (To be accomplished by Designated EIT)		Remarks
		Complied	Not Complied	Complied	Not Complied	
<p><b>Section 21 - Basic Training</b></p> <p>The Basic Training is a component of the BSMT and BSMarE programs. For this purpose, the MHEIs shall first apply and secure proper approval from the Maritime Administration to offer the said course.</p> <p>In case the MHEIs cannot offer the Basic Training component to its BSMT and/or BSMarE students, the concerned MHEI shall enter into a Memorandum of Agreement (MOA) with a maritime training institution (MTI) offering an approved Basic Training course located within the region subject to the following regulations</p>	<p>statement of program outcomes and the corresponding performance indicators</p> <p><b>5. Certificate of Course Approval (BT)</b></p> <p>OR</p> <p><b>MOA with an MTI offering an approved BT course</b></p>					
<p><b>Section 19 - Course Specifications</b></p> <ul style="list-style-type: none"> <li>• MHEIs shall adhere to the course specifications for BSMT and BSMarE programs, as prescribed by the Commission and the Maritime Administration.</li> <li>• In case the MHEIs cannot offer the Basic Training component to its BSMT and/or BSMarE students, the concerned MHEI shall enter into a Memorandum of Agreement (MOA) with a maritime training institution (MTI) offering an approved Basic Training course located within the region subject to the following regulations</li> </ul>	<p><b>6. Course Syllabus and Instructional Materials</b></p> <p>Note: evaluation of course syllabus will be reflected in a separate form</p>					



Requirement	Supporting Documents	Self-Assessment (To be accomplished by Applicant HEI)		Documentary Review (To be accomplished by Designated EIT)		Remarks
		Complied	Not Complied	Complied	Not Complied	
<p><i>Section 20 - Course Delivery</i></p> <p>The curriculum delivery for BSMT or BSMarE program commences by conveying the required knowledge, understanding, skills and competences that the students must acquire and demonstrate at the end of the program. The MHEIs shall follow and adhere to the prescribed structure, teaching methods and media of delivery, learning activities, assessments, and ensure the provision and availability of necessary facilities, equipment and other instructional support to ensure the attainment of the intended learning outcomes and the achievement of the prescribed standards of competence under the STCW Convention, 1978, as amended and other relevant international covenants, which shall be in a form of a course syllabus.</p>						
<p><i>Section 21 - Curriculum Review and Revision</i></p> <ul style="list-style-type: none"> <li>The Commission and the Maritime Administration shall conduct a regular review of the BSMT and BSMarE curricula to ensure continued compliance with the prevailing STCW standards, and other relevant international covenants and national laws and regulations, and if necessary, revise the curriculum and issue guidelines to MHEIs.</li> </ul>	<p>Note: The policy and procedure for curriculum review and revision shall be checked under the QSS using the form in Annex B</p>					





**Self-Assessment:** \_\_\_\_\_  
 \_\_\_\_\_  
**Name and Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Recommendation on Documentary Review:**

Approval       Disapproval       Further Actions

**Prepared by:** \_\_\_\_\_



\_\_\_\_\_ **Member of the EIT**      \_\_\_\_\_ **Member of the EIT**      \_\_\_\_\_ **Member of the EIT**  
 Date: \_\_\_\_\_ Date: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ **Lead Evaluator of the EIT**  
 Date: \_\_\_\_\_

**Reviewed by:** \_\_\_\_\_ **Approved by:** \_\_\_\_\_

\_\_\_\_\_ **Lead Evaluator**      \_\_\_\_\_ **Executive Director**  
 (Not Member of the Designated EIT)      \_\_\_\_\_  
 Date: \_\_\_\_\_ Date: \_\_\_\_\_



	Republic of the Philippines <b>OFFICE OF THE PRESIDENT</b> <b>COMMISSION ON HIGHER EDUCATION</b>
	<b>DEPARTMENT OF TRANSPORTATION</b> <b>MARITIME INDUSTRY AUTHORITY</b>

**Evaluation Instrument - Facilities and Equipment**  
**Bachelor of Science in Marine Transportation (BSMT)**

<b>Name of Applicant HEI:</b>	<b>Address:</b>
<b>Evaluated by:</b>	<b>Academic Year Programs to be offered:</b>
	<b>Date of Evaluation</b>

Quantity Required	Requirements	Self-Assessment (To be accomplished by Applicant HEI)		Documentary Review (To be accomplished by Designated EIT)		Inspection (To be accomplished by Designated EIT)		Remarks
		Completed	Not Completed	Completed	Not Completed	Completed	Not Completed	
<b>I. CLASSROOM</b>  The standard classroom shall be a minimum of <b>48 square meters, no side of which less than 6 meters</b> for a class of <b>40 students</b> shall be. Classrooms must be well-lighted and well-ventilated. It should contain the following:  1.1 Tables and Chairs or Armed chairs 1.2 Whiteboards/Chalkboards								

Quantity Required	Requirements	Self Assessment (To be accomplished by Applicant/Institution)		Documentary Review (To be accomplished by Designated EFT)		Inspection (To be accomplished by Designated EFT)		Remarks	
		Completed	Not Completed	Completed	Not Completed	Completed	Not Completed		
	1.3 Instructor's Table or Podium								
	1.4 Multimedia Equipment								
<b>NAVIGATION</b>									
	<b>2. CHART PLOTTING ROOM</b> The ratio of the minimum requirements herein listed shall be proportionate to the total number of maritime students enrolled for the particular course under the following:								
20 Chart tables	2.1 Chart tables (Dimension: at least 1.0m L x 0.7m W) 1 table is to 2 students (1:2)								
1 Chart per table	2.2 Navigational charts <ul style="list-style-type: none"> <li>Harbor charts – not necessarily of the same chart number but should be adequate to create one passage plan (scale: larger than 1:50,000).</li> </ul>								
1 Chart per table	<ul style="list-style-type: none"> <li>Coastal charts – not necessarily of the same chart no. but should be adequate to create one passage plan (scale: 1:50,000 to 1:150,000).</li> </ul>								



Quantity Required	Requirements	Self Assessment (To be accomplished by Applicant)		Documentary Review (To be accomplished by Designated EIT)		Inspection (To be accomplished by Designated EIT)		Remarks
		Completed	Not Completed	Completed	Not Completed	Completed	Not Completed	
1 Chart per table	<ul style="list-style-type: none"> <li>General charts – not necessarily of the same chart no. but should be adequate to create one passage plan (scale: from 1:150,000 to 1:600,000).</li> </ul>							
1 Chart per table	<ul style="list-style-type: none"> <li>Sailing charts – not necessarily of the same chart no but should be adequate to create one passage plan (scale: smaller than 1:600,000).</li> </ul>							
1 set	<ul style="list-style-type: none"> <li>Chart projections:                             <ul style="list-style-type: none"> <li>Gnomonic</li> <li>Mercator plotting sheet from equator to 78 degrees latitude</li> </ul> </li> </ul>							
1 set	<ul style="list-style-type: none"> <li>Routeing Chart (January to December).</li> </ul>							
<b>3. Publications (photocopy acceptable)</b>								
3 books	<ul style="list-style-type: none"> <li>Pilot Books / Sailing Directions for different areas (at least within the last 5 years edition or latest edition).</li> </ul>							
6 sets	<ul style="list-style-type: none"> <li>Weekly Notice to Mariners (at least within the last 5 years edition or</li> </ul>							



Quantity Required	Requirements	Self-Assessment		Documentary Review		Inspection		Remarks
		to be accomplished by Applicant (EI)	Not Completed	to be accomplished by Designated (EI)	Not Completed	to be accomplished by Designated (EI)	Not Completed	
	latest edition).							
1 pc	<ul style="list-style-type: none"> <li>Nautical Tables (e.g. HO publications) or Useful tables.</li> </ul>							
1 pc	<ul style="list-style-type: none"> <li>Nautical Almanac (at least within the last 5 years edition or latest edition).</li> </ul>							
1 pc	<ul style="list-style-type: none"> <li>Tide Tables (at least within the last 5 years edition or latest edition).</li> </ul>							
1 set	<ul style="list-style-type: none"> <li>Sight Reduction Tables</li> </ul>							
1 pc	<ul style="list-style-type: none"> <li>International Code of Signals (at least within the last 5 years edition or latest edition)</li> </ul>							
1 pc	<ul style="list-style-type: none"> <li>Symbols and Abbreviations used on Charts (at least within the last 5 years edition or latest edition)</li> </ul>							
1 pc	<ul style="list-style-type: none"> <li>Collision Regulations handbook (latest edition with latest Supplement)</li> </ul>							
1 pc	<ul style="list-style-type: none"> <li>International Aeronautical and Maritime Search and Rescue (IAMSAR) manual (at least within the last 5 years edition or latest edition).</li> </ul>							
1 pc each	Drawing/Illustration/Poster of Maritime Buoyage System (IALA - A and B).							



Quantity Required	Requirements	Self-Assessment (To be accomplished by Applicant/HEI)		Documentary Review (To be accomplished by Designated EIT)		Inspection (To be accomplished by Designated EIT)		Remarks	
		Completed	Not Completed	Completed	Not Completed	Completed	Not Completed		
20 pcs	Radar Maneuvering Board								
<b>4. LIST OF NAVIGATIONAL EQUIPMENT</b>									
	<ul style="list-style-type: none"> <li>• Shall be fully operational and functional.</li> <li>• May be live, stand alone or integrated to a bridge simulator.</li> <li>• Some may be found in the ship's bridge simulator room and/or in a separate dedicated room.</li> </ul>								
1 unit	Global Positioning System (GPS)								
1 set	Gyro compass with at least one repeater								
1 pc	Pelorous / Azimuth Circle								
1 unit	Echo sounder								
1 unit	RPM/Speed Indicator								
1 unit	Steering equipment with automatic pilot and Non-follow Unit (NFU)								
1 unit	Bridge engine telegraph								
2 pairs	Hygrometer and wet bulb thermometer) (dry								
1 unit	Anemometer (marine type)								
1 unit	Aneroid Barometer (marine type)								



Quantity Required	Requirements	Self-Assessment (To be accomplished by Applicant/EIT)		Documentary Review (To be accomplished by Designated EIT)		Inspection (To be accomplished by Designated EIT)		Remarks
		Completed	Not Completed	Completed	Not Completed	Completed	Not Completed	
1 unit	Weather Facsimile receiver or any equipment capable of giving weather forecast/report.							
1 unit	Marine chronometer							
2 units	Marine Sextant							
1 unit	Magnetic compass							
1 unit	Signaling lamp (Aldis lamp)							
1 unit	Clinometer							
1 unit	Automatic Identification System (AIS)							
1 set each	Appropriate equipment for giving light and sound signals (e.g. bell, gong, ship's whistle, Morse light and/or sound)							
	Equipment for display signals (lights and shapes): *Equipment should be displayed on replica of a vessel with main mast.*							
2 pcs	<ul style="list-style-type: none"> <li>Anchor ball</li> </ul>							
2 pcs	<ul style="list-style-type: none"> <li>Diamond shape</li> </ul>							
2 pcs	<ul style="list-style-type: none"> <li>Cylindrical shape</li> </ul>							
1 set	<ul style="list-style-type: none"> <li>Anchor light</li> </ul>							
1 set	<ul style="list-style-type: none"> <li>Not under command light</li> </ul>							
1 set	<ul style="list-style-type: none"> <li>Vessel restricted in her ability to</li> </ul>							





Quantity Required	Requirements	Self Assessment (To be accomplished by Applicant/IEI)		Documentary Review (To be accomplished by Designated IEI)		Inspection (To be accomplished by Designated IEI)		Remarks
		Complied	Not Complied	Complied	Not Complied	Complied	Not Complied	
	manoeuvre (RAM).							
	<b>5. SHIP'S BRIDGE SIMULATOR ROOM</b>							
	<b>5.1 GENERAL REQUIREMENT</b>							
	Instruction and assessment in RADAR-ARPA and ECDIS with Automatic Identification System (AIS) shall be conducted with the use of Bridge Simulator Equipment.							
	<ul style="list-style-type: none"> <li>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 1978 STCW as amended.</li> <li>The installation must be capable of covering all the competences and KUPs as stated in the Table of Competence A-II/1 of the STCW Code related to RADAR-ARPA and/or ECDIS.</li> <li>The number of student stations shall be adequate in order for each student to undergo the minimum required exposure to the equipment.</li> <li>There must be an INSTRUCTOR STATION where exercises are generated and are able to monitor each student station during an exercise or assessment.</li> <li>All other simulators which can be used by the HEIs for other competences shall follow the same guidelines as in item number.</li> </ul>							



Quantity Required	Requirements	Self-Assessment (To be accomplished by Applicant/HEI)		Documentary Review (To be accomplished by Designated EIT)		Inspection (To be accomplished by Designated EIT)		Remarks	
		Completed	Not Completed	Completed	Not Completed	Completed	Not Completed		
	RADAR/ARPA and ECDIS Simulator may be located in dedicated simulator room or they may be integrated to a bridge simulator.								
	The ratio of the minimum requirement for simulator equipment to student: 1:4								
<b>5.2 OTHER REQUIREMENTS</b>									
1 set for each workstation	<ul style="list-style-type: none"> <li>• Navigational charts corresponding to particular coast or harbor must be available in the simulator room:</li> <li>• Parallel rulers / Navigational triangles</li> <li>• Compass divider</li> </ul>								
<b>MARGOM ROOM – GMDSS / COMMUNICATION SIMULATOR</b>									
As per performance standards	GMDSS simulator with ARPA/RADAR capable of simulating the following: DSC, NAVTEX, SAR, EPIRB, Satellite communication for a particular GMDSS area. <ul style="list-style-type: none"> <li>• Must be in dedicated or separated room.</li> <li>• Instructor/Student and GMDSS</li> </ul>								



Quantity Required	Requirements	Self Assessment (To be accomplished by Applicant/EIT)		Documentary Review (To be accomplished by Designated EIT)		Inspection (To be accomplished by Designated EIT)		Remarks
		Completed	Not Completed	Completed	Not Completed	Completed	Not Completed	
adopted by the IMO	<p>station ratio.</p> <ul style="list-style-type: none"> <li>GMDSS operation able to meet the training objectives to include the determination of limitations and possible errors of the equipment.</li> <li>Able to provide controlled operating environment capable of producing various conditions such as, emergency, hazardous or unusual situations relevant to the training objectives.</li> <li>Provide an interface through which a trainee can interact with the equipment, and the simulated environment.</li> <li>Allow an instructor to control and monitor exercises.</li> </ul>							
1 set	Alphabet Flags (A to Z)							
1 set	Substitute Flags							
1 set	Numeral Pennants							
2 pairs	Semaphore Flags							



Quantity Required	Requirements	Self-Assessment (To be accomplished by Applicant/EI)		Documentary Review (To be accomplished by Designated EI)		Inspection (To be accomplished by Designated EI)		Remarks	
		Completed	Not Completed	Completed	Not Completed	Completed	Not Completed		
1 pair	Morse Sound Signaling Apparatus								
1 set each	International Radio Laws (ITU) Part I and Part II (at least within the last 5 years edition)								
Vol 1-6	List of Radio Signals (at least within the last 5 years edition).								
1 pc	INMARSAT Maritime Communication Handbook (at least within the last 5 years edition or latest edition).								
The ratio of the minimum requirement for GMDSS simulator equipment: 1:4									
<b>SEAMANSHIP ROOM</b>									
6 pcs	Work benches								
12 pcs	Vises attached to work benches for splicing								
	<b>Models/Drawings (Posters)/Video of the following:</b>								
1 pc each	1. Derrick (single or married fall system) <ul style="list-style-type: none"> <li>▪ Deck crane</li> <li>▪ Anchor windlass</li> <li>▪ Mooring winch/capstan</li> <li>▪ Hatch cover (any type, complete parts name)</li> <li>▪ Head and heel blocks</li> <li>▪ Types of vessels</li> <li>▪ Various hatch cover</li> </ul>								



Quantity Required	Requirements	Self-Assessment (To be accomplished by Designated EIT)		Documentary Review (To be accomplished by Designated EIT)		Inspection (To be accomplished by Designated EIT)		Remarks
		Completed	Not Completed	Completed	Not Completed	Completed	Not Completed	
1 pc each	2. Samples of Cargo Plans of at least 4 types of ships.							
2 pcs	3. Bollard							
2 pcs	4. Britts							
2 pcs	5. Cleats							
1 set	6. Anchor with chain (with markings)							
10 pcs	7. Chipping hammer							
10 pcs	8. Hand scraper, angular							
10 pcs	9. Long handled scraper							
10 pcs	10. Wire brush							
10 pcs	11. Fid							
10 pcs	12. Marlinspike (6-10 inches)							



Quantity Required	Requirements	Self Assessment (To be accomplished by Applicant/IE)		Documentary Review (To be accomplished by Designated EIT)		Inspection (To be accomplished by Designated EIT)		Remarks
		Completed	Not Completed	Completed	Not Completed	Completed	Not Completed	
100 m	13. Rope, at least 12mm in diameter (nylon or Manila rope)							
30 m	14. Wire rope for splicing, at least 8mm in diameter							
10 pcs	15. Seaman's knife							
1 set	16. Sewing palms and kit for canvass works <ul style="list-style-type: none"> <li>▪ Sewing needle</li> <li>▪ Eyelet</li> <li>▪ Canvass or tarpaulin</li> <li>▪ Thimble (for sewing)</li> <li>▪ Punch and Dye</li> </ul>							
1 pc	17. Serving mallet							
1 pc	18. Pilot ladder							
1 pc	19. Jacob's ladder							
1 pc	20. Wire cutter							
1 pc	21. Painting stage with Rigging (shall be displayed on demonstration area).							
1 pc	22. Bosun's chair (shall be displayed on							



Quantity Required	Requirements	Self-Assessment (To be accomplished by Applicant/HEI)		Documentary Review (To be accomplished by Designated EIT)		Inspection (To be accomplished by Designated EIT)		Remarks
		Completed	Not Completed	Completed	Not Completed	Completed	Not Completed	
	demonstration area).							
1 pc	23. Safety net (shall be displayed on demonstration area).							
1 pc	24. Cargo Net							
1 pc	25. Gun Tackle							
1 pc	26. Two-fold purchase rigged (preferably on wooden blocks).							
1 pc	27. Three-fold purchase rigged (preferably on wooden blocks).							
1 pc	28. Metal cargo swivel block							
1 pc	29. Cargo hook SWL at least 5 tons							
1 pc	30. Chain Block (at least 1 ton)							
1 pc	31. Snatch block, size at least 160mm							
25 Each (complete set)	32. Personal Protective Equipment (PPE) a. Safety helmet (hard hat) b. Safety goggle							



Quantity Required	Requirements	Self Assessment (To be accomplished by Applicant/HSI)		Documentary Review (To be accomplished by Designated EIT)		Inspection (To be accomplished by Designated EIT)		Remarks
		Completed	Not Completed	Completed	Not Completed	Completed	Not Completed	
	c. Working gloves (cotton/leather) d. Cover-all e. Safety Shoes							
3 pcs	33. Safety Belt							
3 pcs	34. Safety Harness							
6 pcs	35. Thimble (for cable wire)							
6 pcs	36. Shackle (various sizes)							
6 pcs	37. Turnbuckle (various sizes)							
1 each	38. Ships Certificates e.g. SOLAS, Load Line, Ship Registry etc. (At least 5 certificates).							
1 pc	39. Ship's Organizational Chart							
1 pc	40. Tabular Chart for the strength of ropes and wire ropes.							
1 pc	41. Various Types of Blocks (5 types)							





Quantity Required	Requirements	Self-Assessment (To be accomplished by Applicant/EIT)		Documentary Review (To be accomplished by Designated EIT)		Inspection (To be accomplished by Designated EIT)		Remarks
		Complied	Not Complied	Complied	Not Complied	Complied	Not Complied	
1 pc	42. IMDG Code: Labels, marks and signs (SN: IMO-220E)							
1 each	43. Drawings of various tanker ships showing tanks, pipes and pumping arrangement (oil, chemical & gas).							
1 pc	44. Drawings/illustration/actual equipment of measuring device and oxygen device.							
1 each	45. Copy of Actual Ship Capacity Plan (Container, Bulk, Tanker and General cargo).							
1 pc	46. Trim and Stability Table							
1 pc	47. International Load line Chart (Seasonal Chart).							
1 pc each workstation	48. Computer based software on Trim and Stability (may be found in a separate room).							
1 pc	49. Diagram of a Ship's Manoeuvring Characteristics.							



Quantity Required	Requirements	Self Assessment (To be accomplished by Applicant/HEI)		Documentary Review (To be accomplished by Designated EIT)		Inspection (To be accomplished by Designated EIT)		Remarks
		Completed	Not Completed	Completed	Not Completed	Completed	Not Completed	
1 set	50. Posters/pictures of River bends, Locks, Port Facilities, Navigable canals, rivers, etc.							
1 set	51. Posters/pictures of various types of propellers and bow-thruster.							

**Summary of Courses that may need Bridge Simulator**

Courses	Simulator
Navigation 1, 3,7	Any of categories 1, 2 and 4
Navigation 5, 6	Any of categories 1, 2,3 and 4
D-Watch 2 - Deck Watchkeeping	Any of categories 1, 2 and 4
Seam 5 – Ship Handling and Manoeuvring	Any of categories 1, 2, 3 and 4

**NOTE:** The HEI must submit the schedule of classes on each courses to ensure that the minimum carrying capacity of facilities and equipment is being followed to avoid overlapping of schedule. If this is so HEI must provide another set of aforementioned requirement.



**Standard Classification of Ship's Bridge Simulator**

Category 1	Full Mission Simulator	A full mission simulator capable of simulating a total shipboard bridge operation situation including the capability for advanced manoeuvring in restricted areas.
Category 2	Multitask Simulator	A multi-task simulator capable of simulating a total shipboard bridge operation situation but excluding the capability for advanced manoeuvring in restricted waterways.
Category 3	Limited Task Simulator	A limited task simulator capable of simulating a shipboard bridge operation situation for limited (instrumentation or blind) navigation and collision avoidance.
Category 4	Special Task Simulator	A special task simulator capable of simulating operation and/or maintenance of particular bridge instruments and/or defined navigation/ manoeuvring scenarios.



**Competences addressed by the Ship's Bridge Simulator**

STCW Reference	Competence	Category			
		1	2	3	4
Table A-II/1.1	Plan and conduct a passage and determine position	✓	✓		✓
Table A-II/1.2	Maintain safe navigational watch	✓	✓		✓
Table A-II/1.3	Use of RADAR and ARPA to maintain safety of navigation	✓	✓	✓	✓
Table A-II/1.4	Use of ECDIS to maintain the safety of navigation	✓	✓	✓	✓
Table A-II/1.5	Respond to emergencies	✓	✓	✓	✓
Table A-II/1.6	Respond to distress signal at sea	✓	✓	✓	✓
Table A-II/1.8	Transmit and receive information by visual signaling	✓	✓	✓	✓
Table A-II/1.9	Manoeuvre the ship	✓	✓	✓	✓



**Self-Assessment:** \_\_\_\_\_ **Name and Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



**Recommendation on Documentary Review:**  
 Approval       Disapproval       Further Actions

**Prepared by:** \_\_\_\_\_ **Member of the EIT** \_\_\_\_\_ **Member of the EIT** \_\_\_\_\_ **Member of the EIT** \_\_\_\_\_  
 Date: \_\_\_\_\_ Date: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ **Lead Evaluator of the EIT** \_\_\_\_\_  
 Date: \_\_\_\_\_

**Reviewed by:** \_\_\_\_\_ **Approved by:** \_\_\_\_\_  
 \_\_\_\_\_ **Lead Evaluator** \_\_\_\_\_ **Executive Director**  
 (Not Member of the Designated EIT) \_\_\_\_\_  
 Date: \_\_\_\_\_ Date: \_\_\_\_\_



	Republic of the Philippines <b>OFFICE OF THE PRESIDENT</b> <b>COMMISSION ON HIGHER EDUCATION</b>  DEPARTMENT OF TRANSPORTATION <b>MARITIME INDUSTRY AUTHORITY</b>
	

**Evaluation Instrument - Requirements for Facilities and Equipment**  
**(Bachelor of Science in Marine Engineering)**

Name of Applicant HEI: \_\_\_\_\_ Address: \_\_\_\_\_

Academic Year Programs to be offered: \_\_\_\_\_

Date of Evaluation: \_\_\_\_\_

Quantity Required	Requirements	Self-Assessment (To be accomplished by Applicant HEI)		Documentary Review (To be accomplished by Designated EIT)		Inspection (To be accomplished by Designated EIT)		Remarks
		Complied	Not Complied	Complied	Not Complied	Complied	Not Complied	
<b>CLASSROOM</b> The standard lecture room shall be a minimum of 48 square meters, no side shall be less than 6 meters for a class of 40 students. Classroom must be well-lighted and well-ventilated. It should contain the following: <ul style="list-style-type: none"> <li>• Tables and chairs or armed chairs</li> <li>• Whiteboards or chalkboards</li> <li>• Multimedia equipment</li> <li>• Instructor's table or podium</li> </ul>								

Quantity Required	Requirements	Self-Assessment (To be accomplished by Applicant/HEI)		Documentary Review (To be accomplished by Designated EIT)		Inspection (To be accomplished by Designated EIT)		Remarks
		Completed	Not Completed	Completed	Not Completed	Completed	Not Completed	
<b>LABORATORY ROOMS</b> (All laboratory rooms must be equipped with medicine cabinet for first aid)								
	ERS (Engine Room Simulator) with separate briefing/debriefing room equipped with monitor for "playback" of practical exercises and audio-visual devices for appropriate observation of students activity							
	Machinery Room that can house the main engine and other auxiliary machineries							
	Separate laboratory Room that can house the following equipment: <ul style="list-style-type: none"> <li>• Refrigeration system.</li> <li>• Automation</li> <li>• electrical equipment</li> </ul>							
	Machine Shop Room with Lockers for Storing Personal Belongings, Washing facility and Scrap Disposal Containers							
	Drawing Room equipped with drawing tables							
	Engine Room Simulator that can simulate the complete operations of main engine and its associated auxiliary machineries including Boiler system.							
	It shall consist of One (1) Instructor's station and at least three (3) workstations							





Quantity Required	Requirements	Self-Assessment (To be accomplished by Applicant/HEI)		Documentary Review (To be accomplished by Designated EIT)		Inspection (To be accomplished by Designated EIT)		Remarks	
		Completed	Not Completed	Completed	Not Completed	Completed	Not Completed		
<b>COURSE: MACH 1, MACH 2, AND MACH 3</b>									
6 sets	Work benches fitted with vise on each end								
6 sets	Gas welding equipment accessories and PPE								
1 torch / cubicle									
6 sets	Electric, arc welding equipment, accessories and PPE								
1 machine / cubicle									
3 units	Pedestal grinder								
3 units	Drilling machine (approx. 10 mm min diameter drill capacity)								
6 units	Electric power hand drill with at least 10 mm diameter drilling capacity								
6 units	Electric power hand grinder/cutter								
6 sets	Metal cutting shear (snip)								
6 pcs	Anvil								
6 pcs	Inside and outside steel vernier caliper								
6 pcs	Inside and outside micrometers								
6 pcs	Depth gauge caliper								
6 sets	Dial micrometer with magnetic base								
6 pcs	Steel ruler								
6 pcs	Flat chisel								
6 pcs	Cross-cut chisel								
6 pcs	Diamond point chisel								
6 pcs	Round nose chisel								
6 pcs	Center punch, 60 mm								
6 pcs	Center punch, 90 mm								
6 pcs	Hacksaw								



Quantity Required	Requirements	Self-Assessment (To be accomplished by Applicant-FEI)		Documentary Review (To be accomplished by Designated EIT)		Inspection (To be accomplished by Designated EIT)		Remarks
		Completed	Not Completed	Completed	Not Completed	Completed	Not Completed	
6 pcs	Tap and dies							
6 pcs	Die nuts							
6 sets	Wrench, socket type, 10mm to 24mm							
6 sets	Wrench, open type (metric), 10 mm to 24mm							
6 pcs	Double-cut rough files							
6 pcs	Second-cut smooth files							
6 pcs	Single-cut smooth files							
6 pcs	Second cut files							
6 pcs	Machinist's combination set							
6 pcs	Try square (steel)							
6 pcs	Protractor (steel)							
6 pcs	Dividers (steel)							
6 pcs	Sledge hammer (various sizes, steel/wooden)							
6 pcs	Ball peen hammer							
6 pcs	Straight peen hammer (various sizes)							
6 pcs	Tongs (various sizes)							
6 pcs	Pliers, mechanical (various sizes)							
6 pcs	Screw driver, Philips (various sizes)							
6 pcs	Screw driver, Flat (various sizes)							
6 pcs	Vise grip							
6 pcs	Feeler gauge							
6 pcs	Pitch gauge							
6 pcs	Drill bit, 13-25 mm, tapered shank							
6 pcs	Drill bit, 15-30 mm, cylinder shank							
6 pcs	Drift punch							



Quantity Required	Requirements	Self-Assessment (To be accomplished by Applicant (HEI))		Documentary Review (To be accomplished by Designated EIT)		Inspection (To be accomplished by Designated EIT)		Remarks	
		Complied	Not Complied	Complied	Not Complied	Complied	Not Complied		
6 sets	Minimum of 150 mm swing over bed lathe machine with accessories								
1 set	Shaper (350mm travel) with accessories								
1 set	Milling machine (horizontal, vertical or universal) with cutting tools and accessories								
1 set	Hydraulic pipe bender with accessories								
3 sets	Pipe wrench various sizes								
3 sets	Grease gun								
6 sets	Oil applicator								
3 sets	Wire gauge								
3 sets	Surface gauge								
3 sets	Blow torch								
3 sets	Reamer handset, assorted								
3 sets	Torque wrench								
3 sets	Pipe cutter								
3 sets	Threading tools								
<b>COURSE: MARINE DIESEL</b>									
1 set (non-operational Marine diesel engine with auxiliaries)	Marine Diesel engine-complete for dismantling with the following components: <ul style="list-style-type: none"> <li>• Cylinder line</li> <li>• Fuel valve/injector</li> <li>• Cylinder relief valve</li> <li>• Air-starting valve/starting mechanism (not all have ASV)</li> </ul>								



Quantity Required	Requirements	Self-Assessment (To be accomplished by Applicant/HEI)		Documentary Review (To be accomplished by Designated EIT)		Inspection (To be accomplished by Designated EIT)		Remarks	
		Complied	Not Complied	Complied	Not Complied	Complied	Not Complied		
	<ul style="list-style-type: none"> <li>• Crankcase relief valve</li> <li>• Fuel pump</li> <li>• Cylinder head</li> <li>• Turbocharger</li> <li>• Bearing shells</li> <li>• Piston and connecting rod</li> <li>• Engine governor</li> <li>• Starting system</li> <li>• Fuel and lube oil filters</li> </ul>								
1 set (operational and functional)	Marine Diesel Engine								
<b>COURSE: AUXILIARY MACHINERY</b>									
(operational or not operational, for dismantling)									
1 set	Reciprocating displacement pump								
1 set	Gear pump								
1 set	Rotary vane pump								
1 set	Screw displacement pump								
1 set	Centrifugal pump								
1 set	Reciprocating air driven pump								
	Other parts/components:								
1 set each	<ul style="list-style-type: none"> <li>• Gland</li> <li>• Packing gland</li> <li>• Mechanical Seal</li> <li>• Drain Cock</li> <li>• globe valve</li> </ul>								



Quantity Required	Requirements	Self-Assessment (To be accomplished by Applicant/H/EI)		Documentary Review (To be accomplished by Designated EIT)		Inspection (To be accomplished by Designated EIT)		Remarks	
		Complied	Not Complied	Complied	Not Complied	Complied	Not Complied		
	<ul style="list-style-type: none"> <li>• gate valve</li> <li>• relief valve</li> <li>• quick closing valve</li> <li>• change-over valve chest</li> <li>• mud box (strainer)</li> <li>• steam trap</li> <li>• shell and tube cooler</li> <li>• plate-type cooler</li> </ul>								
1 set	Reciprocating air compressor (2 stage or higher) with the following components: <ul style="list-style-type: none"> <li>• Cylinder cover</li> <li>• Piston</li> <li>• relief valve</li> <li>• fusible plug</li> <li>• suction and delivering valve</li> <li>• water-space safety valve</li> <li>• bursting disc</li> </ul>								
1 set	Centrifugal separator/Purifier with special tools for dismantling and assembling (operational or not operational)								
<b>COURSE: POWER PLANT 2- STEAM PLANT</b>									
1 set (Operational and Functional)	Boiler for demonstration of operation only								



Quantity Required	Requirements	Self-Assessment (To be accomplished by Applicant (HEI))		Documentary Review (To be accomplished by Designated EIT)		Inspection (To be accomplished by Designated EIT)		Remarks	
		Completed	Not Completed	Completed	Not Completed	Completed	Not Completed		
1 set	Boiler water test kit								
1 set	Boiler safety valves (for dismantling)								
<b>COURSE: REFRIGERATION</b>									
1 set	Marine Refrigeration with main components								
1 set	Expansion valve								
1 set	Open Type Refrigerating Compressor (Complete)								
1 set	Oil separator								
1 set	Thermostat								
1 set	Pressure switch								
1 set	Vacuum pump with service manifold (gas analyzer)								
1 set	Refrigerant charger								
<b>COURSE: ELECTROTECHNOLOGY</b>									
3 sets	Electrical Training module for AC/DC Circuits								
(2 sets AC and 1 set DC)									



Quantity Required	Requirements	Self-Assessment (To be accomplished by Applicant (HE))		Documentary Review (To be accomplished by Designated EIT)		Inspection (To be accomplished by Designated EIT)		Remarks
		Complied	Not Complied	Complied	Not Complied	Complied	Not Complied	
	(can simulate faults for troubleshooting)							
4 sets (2 sets analog and 2 sets digital)	Electronic Training module (can connect circuits for diodes, transistors, thyristors and other semiconductor components)							
3 sets	Motor Control Module (can connect 3-phase AC direct on-line, reversible and wye-delta motor starters, and can produce or insert faults for troubleshooting)							
1 set	6-leads out 3-phase induction motor							
1 set	3-leads out 3-phase induction motor							
3 sets	Operational 3-phase alternator with synchronizing equipment of main switch board or ERS category 1 or 4							
6 sets	Digital Multi-tester							
6 sets	Analog Multi-tester							



Quantity Required	Requirements	Self-Assessment (To be accomplished by Applicant/MHEI)		Documentary Review (To be accomplished by Designated EIT)		Inspection (To be accomplished by Designated EIT)		Remarks	
		Completed	Not Completed	Completed	Not Completed	Completed	Not Completed		
6 sets	Insulation resistance tester								
6 sets	Analog clamp meter								
6 sets	Digital clamp meter								
6 sets	Live line tester								
<b>COURSE: AUTOMATION</b>									
1 set or ERS that can simulate the complete operation of Process Control system	Process Control Simulator that contains process to be controlled, process transmitter/ sensor, controller (PID, PI, PD), correcting elements/ final control elements (with set point and process value pointers/indicators)								
1 set each	Differential pressure transmitters (Pneumatic and Electric)								
1 set	Pressostat								
1 set	Thermistor								
1 set	Thermocouple								
1 set	100-ohm resistance bulb								
1 set	U-tube manometer								

**NOTE:** The listed equipment is minimal for reference of MHEI's. Additional equipment is required based on the Course Specifications of the courses included in the BSMarE program. MHEI's are required to demonstrate how Course Outcomes are evaluated and assessed.



**CLASSIFICATION OF MACHINERY SIMULATORS**

<p>FULL MISSION SIMULATOR</p>	<p>A full mission simulator capable of simulating all machinery operations in engine control room and machinery spaces, by the use of operational panels in machinery spaces.</p>
<p>MULTI TASK SIMULATOR</p>	<p>A multi task simulator capable of simulating several machinery operations in engine control room and machinery spaces, but with limited use of operational panels in machinery spaces.</p>
<p>LIMITED TASK SIMULATOR</p>	<p>A limited task simulator capable of simulating some machinery operations in engine control room for procedural training.</p>
<p>SPECIAL TASK SIMULATOR</p>	<p>A special task simulator capable of simulating operation and/or maintenance of particular machinery equipment, and/or defined engineering scenarios.</p>



**COMPETENCES ADDRESSED BY THE ENGINE ROOM SIMULATOR**

STCW REFERENCE	COMPETENCE	CLASSIFICATION			
		FULL MISSION	MULTI TASK	LIMITED TASK	SPECIAL TASK
Table A-III/1.1	Maintain safe engineering watch	✓	✓		✓
Table A-III/1.3	Use internal communication systems	✓	✓		✓
Table A-III/1.4	Operate main and auxiliary machinery and associated controls	✓	✓	✓	✓
Table A-III/1.5	Operate fuel, lubrication, ballast and other pumping systems and associated control systems	✓	✓	✓	✓
Table A-III/1.6	Operate electrical, electronic and control systems	✓	✓	✓	✓
Table A-III/1.7	Maintenance and repair of electrical and electronic equipment				✓
Table A-III/1.11	Maintain seaworthiness of the ship	✓	✓		✓



**Self-Assessment:** \_\_\_\_\_ **Name and Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Recommendation on Documentary Review:**

Approval

Disapproval

Further Actions

**Prepared by:**

Member of the EIT  
 Date: \_\_\_\_\_

Member of the EIT  
 Date: \_\_\_\_\_

Member of the EIT  
 Date: \_\_\_\_\_

Member of the EIT  
 Date: \_\_\_\_\_

Lead Evaluator of the EIT  
 Date: \_\_\_\_\_

**Reviewed by:**



Lead Evaluator  
 (Not Member of the Designated EIT)  
 Date: \_\_\_\_\_

**Approved by:**

Executive Director  
 Date: \_\_\_\_\_





	<p>Republic of the Philippines OFFICE OF THE PRESIDENT COMMISSION ON HIGHER EDUCATION</p> <p>DEPARTMENT OF TRANSPORTATION MARITIME INDUSTRY AUTHORITY</p>	
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**EVALUATION AND INSPECTION PLAN**

<b>Name of Applicant HEI:</b>	<b>Address:</b>
<b>Program/s Applied for:</b>	<b>Date:</b>
<b>Evaluation and Inspection Team:</b>  <b>Lead Evaluator</b> _____  <b>Members</b> _____ _____ _____ _____	
<b>Objectives:</b>	



**I. Documentary Review**

**Date:** \_\_\_\_\_

Supporting Documents	Assigned Evaluator	Remarks

**II. Inspection**

**Schedule of Visit:** \_\_\_\_\_

Key Areas	Date and Time	Assigned Evaluator	Remarks
1. Quality Standards System			
2. Curriculum and Instructional Materials			
3. Examination and Assessment System			
4. Faculty Members			
5. Non-teaching personnel and support staff			
6. Facilities and Equipment			
7. Admission and Registration			
8. Research and Extension			
9. Onboard Training			

