
	<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

Name of Applicant HEI:	Address:
Program/s Applied for:	Academic Year Programs to be offered:
Bases of Evaluation: <ol style="list-style-type: none"> 1. CMO No. 40, Series of 2008 (Manual of Regulations for Private Higher Institutions of 2008) 2. CMO No. 30, Series of 2009 (Applicability of MORPHE of 2008 to SUCs and LUCs) 3. CMO 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) 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 	

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

ANNEX A
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JOINT CHED-MARINA MEMORANDUM CIRCULAR NO. 02, Series of 2019

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	<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 carrying capacity, adequacy of human resources, facilities and equipment in consonance with the number of students projected to be enrolled in the 1st year of operation.</p> <p><i>Note 1:</i> In determining the carrying capacity of the institution, Calendar of School Activities and Individual Faculty Teaching Load Assignment 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>								



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		Complied	Not Complied	Complied	Not Complied		Complied	Not Complied	
Quality Standards System	<p>For Private HEIs: Articles of Incorporation and By-Laws duly registered with the Securities and Exchange Commission (SEC)</p> <p>For Local Colleges: Copy of original ordinance approving establishment</p> <p>For SUCs: 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">Section 21 (D), Article V of CMO 40, series of 2008 (Manual of Regulations for Private Higher Institutions of 2008)CMO 30, series of 2009 (Applicability of MORPHE of 2008 to SUCs and LUCs)Section 127 and 128 (G), Article XXV of CMO 40, Series of 2008								



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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> <ul style="list-style-type: none"> .1 statement of the institution's Vision, Mission and Objectives; .2 expressed Quality Policy and the means by which such policy shall be implemented; .3 Quality System which shall cover the following: <ul style="list-style-type: none"> a. Organizational structure; b. Responsibilities; c. Processes; d. Procedures; e. Resources necessary for quality management; .4 Operational Techniques and Activities on: <ul style="list-style-type: none"> a. Document development (drafts, reviews, approval) b. Control of Records c. Internal audits d. Management Reviews e. Handling of Non-conformities, including Root Cause Analysis; f. Review of new international and local rules and regulations versus the 								



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	<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>								



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	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								



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	<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>								
3. Curriculum and Instructional Materials	Note: Refer to Annex B (Evaluation Instrument - Curriculum Requirements).								

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4. Examination and Assessment System	<p>Standards of Competence 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>Assessment for Conferment of the Degree Assessment system requiring students to pass an assessment of the knowledge, understating and skills prior to the conferment of the degree</p> <p>Conferment of Degree Policy on the conferment of the degree requiring the completion of academic and other institutional requirements and completion of the required OBT</p> <p>Assessments and Assessors 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>								



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	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 • Invigilation procedure to include instructions to students on the conditions and rules during written exam. • For simulator based assessment, the assessment procedure shall conform with Section A-1/12 of STCW Code. • Grading system to include the criteria for passing and failure • Re-sit and appeal policy and procedures • Remedial instruction for students who failed the summative assessment .6 Continual Improvement								



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	References: - Sections 12, 13 and 14 Article V, Sections 27 and 29 Article VII of JCMMC No. 01, Series of 2019.								
5. Human Resources	<p>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:</p> <ol style="list-style-type: none"> .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 <p>Certified true copy of Transcript of Records</p> <p>Copy of Resume/Curriculum Vitae Copy of notarized appointment / contract of employment (to be</p>								



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	<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"> - Sections 24, 25 and 26 Article VII of JCMMC No. 01, Series of 2019. - Section 31 (D) Article VII of CMO 40, Series of 2008 - Section 32 (D) Article VII of CMO 40, Series of 2008 - Section 33 (D) Article VII of CMO 40, Series of 2008 								
6. Facilities and Equipment	<p>The applicant shall be guided by the provision of Article VIII of the PSG on Facilities and Equipment</p> <p>.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</p> <p>.2 Proof of ownership on the institutional sites, buildings, facilities and all laboratory</p>								



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	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								



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	<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:</p> <ul style="list-style-type: none"> - 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 								
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:</p> <ul style="list-style-type: none"> - Sections 41, 42 and 43 Article XI of JCMMC No. 01, Series of 2019. 								



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8. Research and Extension	<p>Applicant HEI shall have:</p> <ul style="list-style-type: none"> .1 Policy and procedure on Research and extension .2 Designated coordinator for research and extension <p>Research agenda Extension services program focus</p> <p>References: - Sections 38, 39 and 40 Article X of JCMMC No. 01, Series of 2019.</p>								
9. Onboard training	<p>Applicant HEI shall have:</p> <ul style="list-style-type: none"> .1 A policy and procedure to ensure provision of OBT slot for students to finished their study and be granted with the corresponding degree. .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. .3 Applicant HEI shall have established Structured Onboard Training (OBT) program which covers the following: <ul style="list-style-type: none"> • Policy and procedure on the proper arrangement, coordination and supervision of the Onboard Training for the students • Policy and procedure for OBT agreement between Ship 								



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	<p>owner/manning agency and the student and the MHEI</p> <ul style="list-style-type: none"> • Policy and procedure for OBT Enrollment before the commencement of seagoing service • Tuition fee for the forty (40) units OBT and other fees shall be inclusive of health and accident insurance coverage of at least Php 250,000.00 per student while undergoing OBT on domestic seagoing vessels • Conduct of thorough orientation/familiarization for students about the requirements of OBT including the proper way of accomplishing and filling-in of entries in the Training Record Book • Issuance of TRB to student prior embarkation • Monitoring system for students undergoing OBT • Training Record Book(TRB) <ul style="list-style-type: none"> ○ Monitoring, reviewing and recording of student's accomplished tasks ○ Evaluating and signing of Ship's officer to the TRB if the student's 								



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	<p>performance has achieved the satisfactory standard of proficiency</p> <ul style="list-style-type: none">• Role and Responsibility of the following in organizing and conducting onboard training:<ul style="list-style-type: none">◦ Student◦ Ship's officers◦ HEI's partner shipping company◦ HEI's OBT Supervisor◦ HEI's OBT Office◦ Applicant HEI• Supervised watchkeeping experienced for students particularly in the later stages of their onboard training program• Validation of seagoing service• Remediation program in case of incomplete TRB and/or seagoing service• Assessment as documented under the key area Examination and Assessment System <p>Reference:</p> <ul style="list-style-type: none">- Sections 22 Article VI of JCMMC No. 01, Series of 2019.								

Self-Assessment:

Name and Signature

Date

Recommendation on Documentary Review:

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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:

Approved by:

Lead Evaluator
(Not Member of the Designated EIT)

Date: _____

Executive Director

Date: _____

Recommendation on Inspection:

☐

Approval

☐

Disapproval

☐

Further Actions

Prepared by:



Self-Assessment:

Name and Signature

Date

Recommendation on Documentary Review:

☐

Approval

☐

Disapproval

☐

Further Actions

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Recommendation on Inspection:

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Approval

☐

Disapproval

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