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

Department of Transportation
MARITIME INDUSTRY AUTHORITY

MONITORING PLAN

NAME OF MHEI:	**DATE OF MONITORING:**
	DATE LAST MONITORED:
ADDRESS:	**REGION:**
MONITORING TEAM: **Lead Evaluator:** **Member/s:**	
SCOPE OF MONITORING:	
STATUS OF PREVIOUS FINDINGS:	
OBJECTIVE/S OF MONITORING:	

KEY AREAS OF MONITORING	DATE / TIME	INSTITUTION'S RESPONSIBLE PERSONNEL/ STAFF OR OFFICIAL	EVALUATOR	METHODS/ RESOURCES NEEDED

Note: *The above schedule shall serve as guidance only. It may vary depending on actual progress and at the discretion of the evaluators.*

Prepared by:

_____
Lead Evaluator

Date: _____

Acknowledged by:

_____
President or Authorized Representative

Date: _____

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SUMMARY OF MONITORING FINDINGS

Name of MHEI:		Address:
Date of Monitoring:	Date last monitored:	Zipcode:

SUMMARY OF MONITORING FINDINGS:

No.	Key Areas of Monitoring	NE	NC	OFI
I.	Program and Course Design, Review and Approval			
II.	Required Resources			
III.	Standards, Teaching Methods and Media of Delivery			
IV.	Examination and Assessment System			
V.	Facilities and Equipment for Education and Training			
VI.	Onboard Training			
VII.	Student Admission and Retention			
VIII.	Quality Standards System			
IX.	Research and Extension			

NE – Noteworthy Efforts NC – Nonconformance OFI – Opportunity for Improvement

MONITORING REPORT:

Description of Findings:

Noteworthy Efforts (__)

1.
2.
3.

Nonconformance (__)

1.
2.
3.

Opportunity for Improvement (__)

1.

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SUMMARY OF MONITORING FINDINGS

Description of Findings:

2.
3.

Note: Kindly include the discussion of the status of Previous Findings, if any.

NOTE: In case of Prohibited Act found by the Monitoring Team, the Lead Evaluator as concurred by the Head of the Monitoring Division shall submit report and recommendation to the STCW-Office Executive Director who shall forward the report to the CHED-OPSD. (Article VIII Section 3 of the Revised JCMMC 03 s. 2022). Further, the conduct of monitoring will use sampling methods. Thus, for key areas with no findings raised does not necessarily mean that none exist.

Name of MHEI: _____ Date of Monitoring: _____

MONITORING TEAM

Lead Evaluator:

_____
Signature Over Printed Name

Monitoring Team Members:

_____
Signature Over Printed Name

_____
Signature Over Printed Name

_____
Signature Over Printed Name

_____
Signature Over Printed Name

Conforme:

_____
Signature Over Printed Name
President or Authorized Representative

JOINT CHED-MARINA MONITORING OF MARITIME EDUCATION PROGRAMS FEEDBACK FORM

Profile of MHEI	
Name of MHEI:	
Address:	
Region:	
Program/s Offered:	**Date of Monitoring:**

Team Composition

Lead Evaluator:

Monitoring Team Members:

Kindly rate the conduct of monitoring from the scale of 1 to 5.

Rate	Description
5	Strongly Agree
4	Agree
3	Neutral
2	Disagree
1	Strongly Disagree

Satisfaction Feedback	5	4	3	2	1
1. The objectives and scope of the monitoring were clear and comprehensive.					
2. The conduct of the monitoring was systematic and organized					
3. The monitoring team displayed utmost professionalism at all times					
4. The findings / monitoring report is fair.					
5. Policy, Standards, Guidelines and references used in monitoring is clear.					
6. The findings were sufficiently and clearly explained during closing meeting					
7. The monitoring team does not induce or tolerate bribery					
8. The entire monitoring process is characterized with integrity					

JOINT CHED-MARINA MONITORING OF MARITIME EDUCATION PROGRAMS FEEDBACK FORM

Satisfaction Feedback	5	4	3	2	1
9. The entire monitoring process is deemed helpful to the maritime program/s					

Qualitative comments

1.) What are the most cited challenges you experienced during the CHED-MARINA monitoring?

2.) What measures do you suggest to improve the efficiency of the CHED-MARINA monitoring process?

Name, Position and Signature	Date

Note: Use additional sheets, if necessary. Further, the conduct of monitoring will use sampling methods. Thus, for key areas with no findings raised does not necessarily mean that none exist.