Republic of the Philippines
OFFICE OF THE PRESIDENT

COMMISSION ON HIGHER EDUCATION
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY

JOINT CHED – MARINA MEMORANDUM CIRCULAR NO. 03
Series of 2023

SUBJECT: GUIDELINES AND PROCEDURES ON JOINT CHED-MARINA MONITORING OF BACHELOR OF SCIENCE IN MARINE TRANSPORTATION AND BACHELOR OF SCIENCE IN MARINE ENGINEERING PROGRAMS, SERIES OF 2022, AS AMENDED

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) including subsequent amendments which established the Maritime Industry Authority (MARINA) as the Single Maritime Administration responsible for the implementation and enforcement of the 1978 International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, as amended (STCW Convention, 1978, as amended) and International Agreements or Covenants related thereto; Executive Order (EO) No. 63 and its IRR which further strengthened the authority of MARINA as Single Maritime Administration and, by virtue of CHED Commission en banc (CEB) Resolution No. 089-2023 dated February 21, 2023, the following amendments on the Policies, Standards and Guidelines (PSGs) for the Bachelor of Science in Marine Transportation (BSMT) and Bachelor of Science in Marine Engineering (BSMarE) programs are hereby adopted and promulgated.

Article I
LEGAL BASES

Section 1. Legal Bases. The following are the legal bases for the Joint Commission and the Maritime Administration monitoring of Maritime Education and Training Programs (METPs).

a. **The authority of the Commission to monitor the performance of maritime education programs and institutions of higher learning.** The Commission, under Section 8 [d] and [e] of RA 7722 is mandated to "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 the Commission for purposes of the joint monitoring of maritime education programs as herein provided and shall ensure close coordination with the STCW Office of Maritime Administration.

b. **The authority of the Maritime Administration to monitor maritime education programs.** Marina under Section 3 of RA 10635 was established as the Philippines' Single Maritime Administration of the Philippines, is mandated to implement and enforce the STCW Convention, 1978, as amended and international agreements or covenants related thereto."

One of the functions of Maritime Administration under Section 4, paragraph [c], sub-paragraph (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, "The Maritime Administration shall, among others, monitor and verify, in coordination with the Commission, compliance with the policies, standards, and guidelines of maritime education in the conduct of maritime education and training programs."

Pursuant to Executive Order No. 63, its Implementing Rules and Regulations (IRR), the Maritime Administration shall "ensure that all maritime education programs are effectively implemented in accordance with the STCW Convention, 1978, as amended". The MARINA shall, "in coordination with CHED, continue to monitor and verify in accordance with Section 4, paragraph c (4) of RA 10635 all approved maritime higher education programs through regular monitoring activities."

Article II
DEFINITION OF TERMS

Section 3: In addition to the terms used under the Joint CHED-MARINA Memorandum Circular No. 1 series of 2023, the following terms shall apply:

a. **Annual Monitoring Program** refers to an approved document containing schedules of monitoring activities planned for a calendar year.

b. **Appropriate Technical Knowledge and Experience** refers to technical expertise and actual year of practice of competence corresponding to the maritime education program to be monitored.

c. **Coordination** refers to the process of giving notice to relevant government agency of the intended action to be taken pertaining to the evaluation, inspection, monitoring and control in accordance with the STCW Convention, 1978, as amended;

d. **Conflict of interest** refers to a situation which arises when any member of the monitoring team including their spouse/relative within the 4th degree of consanguinity/affinity, is a member of a board, an officer, a substantial stockholder, consultant, instructor, assessor, faculty member or a graduate of a Maritime Higher Education Institution to be monitored within the last five years.

e. **Evaluator** refers to a qualified person duly authorized to monitor key areas of maritime education programs.

f. **Lead Evaluator** refers to the Team Leader of the Monitoring Team who is responsible for managing the operations of the monitoring activities and ensures that applicable standards and requirements are observed by the members of the Monitoring Team.

g. **Monitoring** refers to a series of activities to determine, check, supervise, or observe the extent of compliance with set standards to ensure the achievement of defined objectives and outcomes.

h. **Monitoring Plan** refers to a document containing the planned activities and arrangements in a monitoring for a specific MHEI.

i. **Monitoring Team (MT)** refers to the composite Commission and the Maritime Administration evaluators authorized to conduct monitoring of the METPs offered by MHEIs the composition of which is in accordance with Article IV of this circular.

j. **Non-compliance** refers to a deficiency or failure to maintain compliance with prescribed standards and requirements, substantiated by objective evidence, that leads to failure in achieving defined program objectives and outcomes.

k. **Noteworthy Efforts** refer to initiative/s undertaken by the institution to achieve higher levels of qualitative results (e.g. best practices that resulted towards further improvement of expected outcomes).

l. **Objective Evidence** refers to qualitative or quantitative information, documents, records or statements of facts based on observation, test or measurement and which can be verified.

m. **Observation** is a remark about something identified in relation to the implementation of standards and requirements that may lead to non-compliance if not addressed.

n. **Observer** refers to a person who is authorized by the Administration or the Commission to join a monitoring team but should not interfere or influence the monitoring activity.

o. **Opportunity for Improvement (OFI)** refers to a process, activity or document that is currently conforming, that may if not improved, result in noncomplying system or service.

p. **Outcomes-Based Monitoring Instrument (OBMI)** refers to a quality form used by the composite Commission and the Maritime Administration Monitoring Teams as a checklist and recording tool during the conduct of monitoring.

q. **Prohibited Acts** refer to acts which are inimical to public interest.

r. **Root Cause Analysis** refers to a process of determining the reason for noncompliance or why it occurred for the purpose of identifying appropriate corrective actions.

s. **Summary of Findings** Form refers to a form used by the Monitoring Team to record all the findings identified in a monitoring activity.

t. **Technical Evaluator** refers to a qualified person who possesses professional qualification that determines his technical expertise corresponding to the key areas of maritime education program to be monitored and is duly authorized to conduct monitoring of maritime education program.

Article III
MONITORING APPROACH AND IMPLEMENTATION

Section 4. Monitoring Approach. The monitoring approach herein provided shall be conducted using relevant CHED Memorandum Order (CMOs), MARINA STCW Circulars, Joint CHED-MARINA Memorandum Circulars (JCMMCs) and the STCW Convention 1978, as amended, as references, following an outcomes-based approach and implementation, which:

a. Focuses on the outcomes of maritime education programs;
b. Looks at core processes and procedures leading to the achievement of said outcomes;
c. Intends to make MHEIs, as well as academic and non-academic personnel responsible for the maritime education program(s) they offer.

Section 5. Availability of Documents and Records. To facilitate the conduct of monitoring, the MHEIs shall make their documents, records, QSS Manuals and related monitoring reports available for purposes of evaluation by the Monitoring Team. The MHEI shall be required to accomplish the column on self-assessment of the OBMI.

Article IV
QUALIFICATIONS AND COMPOSITION OF THE MONITORING TEAM

Section 6. Qualifications. Every person joining the monitoring team shall possess the following qualifications:

a. **For Lead Evaluator:**
   1. completed a Lead Auditor Course;
   2. engaged in at least 3 monitoring activities as a member of a Monitoring Team after completing the Lead Auditor Course;
   3. be knowledgeable of the following: programs being monitored ii. statutory requirements (STCW, 1978, as amended, CHED Memorandum
   4. Orders, relevant Memorandum)
   5. no conflict of interest;
   6. completed the Training Course for Instructors (IMO Model Course 6.09) or its equivalent as approved by the Maritime Administration;

7. completed the 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. completed the training on IMO Model Course 6.10 or its equivalent as approved by the Maritime Administration.

b. For Technical Evaluator:

1. be graduate of the program being monitored;
2. be a Management Level Officer of the program being monitored;
3. completed Internal Quality Auditor Course;
4. have joined at least three (3) monitoring activities as an Observer, after appropriate evaluation;
5. be knowledgeable of the following:
   i. program/s being monitored
   ii. statutory requirements (STCW Convention, 1978, as amended, Commission Memorandum Orders, relevant Memorandum Circulars)
6. no conflict of interest;
7. completed the Training Course for Instructors (IMO Model Course6.09) or its equivalent as approved by the Maritime Administration;
8. 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. completed the training on IMO Model Course 6.10 or its equivalent as approved by the Maritime Administration.

c. The Commission and Maritime Administration Evaluators must:

1. have completed Internal Quality Auditor Course;
2. have joined at least two (2) monitoring activities as an Observer, after appropriate evaluation;
3. be knowledgeable of the following: program/s being evaluated ii. statutory requirements (STCW Convention, 1978, as amended, MC, CMO)
4. no conflict of interest; and
5. have undergone training/familiarization on Outcomes Based Education Monitoring and Evaluation.

Section 7. Composition of the Monitoring Team. The monitoring of MEPs is conducted by a team of evaluators from **Commission and Maritime Administration** composed of the following:

a. Maritime Education and Training Standards Supervisor (METSS) of the STCW Office, or any qualified STCW Personnel of Maritime Administration possessing the qualifications as Lead Evaluator;
b. Maritime Administration Evaluator from STCW Office Monitoring Division and/or qualified evaluator from MARINA Regional Office;
c. Technical Evaluator/s from Commission and Maritime Administration with expertise corresponding to the maritime education program to be monitored; and
d. Commission Evaluators from Commission Central or Regional Offices.

The members of the Monitoring Team must not be affiliated in any way which could give rise to conflict of interest with the MHEI to be monitored within the last five (5) years.

A maximum of two (2) observers from each agency may be allowed to join the monitoring team.

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

a. **Lead Evaluator:**
   1. Prepares monitoring plan in coordination with Monitoring Team members;
   2. Ensures the effective and efficient conduct of the monitoring in accordance with ethical and professional audit standards;
   3. Conducts monitoring according to monitoring plan in accordance with ethical and professional audit standards;
   4. Coordinates the conduct of monitoring according to monitoring plan;
   5. Presides the pre-monitoring and post-monitoring meetings;
   6. Presides opening and closing meetings with MHEI officials;
   7. Prepares final monitoring report in coordination with Monitoring Team members. (Note that the Lead Evaluator shall ensure monitoring findings are collectively agreed by members of the Monitoring Team);
   8. Submits final monitoring report to the STCW Office;
   9. Supervises, assesses and endorses observer to be a member of monitoring team or to be qualified as Lead;
   10. Provides Feedback Form to the MHEI officials; and
   11. Performs other related tasks.

b. **Technical Evaluator:**
   1. Provides technical expertise in the monitoring of the program requirements as stipulated in STCW Convention 1978, as amended and applicable issuances, circulars or policies by Commission and Maritime Administration;
   2. Conducts monitoring according to monitoring plan and in accordance with ethical and professional audit standards; and
   3. Assists in the preparation of the final monitoring report in coordination with Monitoring Team members;

c. **Commission and Maritime Administration Evaluators:**
   1. Conduct monitoring according to monitoring plan.
   2. Participate in the preparation of the final monitoring report in coordination with Monitoring Team members;
   3. Perform other related tasks assigned by the Lead Evaluator and Technical Evaluators during the monitoring.

Article V
PREPARATION AND APPROVAL OF THE ANNUAL MONITORING PROGRAM

Section 9. Preparation and Approval. As a general rule, the Commission Office of Programs and Standards Development - Division of Programs with International Conventions (CHED OPSD-DPIC) and Maritime Administration STCW Office Monitoring Division (MARINA STCWO-MD) shall jointly prepare Annual Monitoring Program (AMP) every June of the year and submit the same to the Technical Panel for Maritime Education (TPME) not later than September of the same year.

If acceptable, the TPME shall endorse and recommend the approval of the AMP to the Commission's En banc (CEB). If not acceptable, CHED OPSD-DPIC and the MARINA STCWO-MD shall revise the AMP.

a. The Annual Monitoring Program includes the following:
   1. name of all MHEIs to be monitored;
   2. programs to be monitored;
   3. composition of the Monitoring Team;
   4. budget; and
   5. proposed schedule of regular monitoring and follow-up visit.

b. The order of prioritization of MHEIs to be monitored shall be:
   1. MHEIs with Prohibited Act;
   2. MHEIs with phased-out or closure orders;
   3. MHEIs with non-compliance in areas stipulated in the existing policies, standards and guidelines for BSMT and BSMarE;
   4. MHEIs with findings which were not addressed within the specified timeframe;
   5. MHEIs that should be monitored as part of the three-year monitoring cycle;
   6. MHEIs under permit status; and
   7. As per lawful order/instruction of the Maritime Administration and/or Commission in its performance of regulatory functions, supervision and control of the Maritime Education Programs.

c. All MHEIs shall be monitored at least once within a three-year period. These MHEIs shall be programmed for monitoring based on the order of prioritization.

d. The scope of monitoring shall focus more on the key areas with noncompliance as identified by the monitoring team based on the results of the previous monitoring (e.g., number and severity of monitoring findings as per key areas of evaluation), results of external audit, and/or instructions of the Maritime Administration. The focus of monitoring shall be addressed in the Monitoring Plan for specific MHEI.

e. The MHEI shall be required to submit the necessary documents relative to the conduct of the monitoring via electronic means or through reputable courier or using their official email, at least fifteen (15) days before the actual monitoring, such as, but not limited to those articulated required under the applicable key areas

of the OBMI. The monitoring activity will still pursue in case the MHEI failed to submit the required documents.

The foregoing requirements may vary depending on the need of the monitoring team and the Lead Evaluator to effectively and efficiently conduct the monitoring. CHED-OPSD shall notify each Institution included in the AMP of their respective schedules within fifteen (15) working days upon CEB Approval.

Section 10. Preparation and Transmission of Monitoring Plan for a Specific MHEI. A monitoring plan shall be prepared using the appropriate Quality Form under the QSS of Maritime Administration.

The Lead Evaluator shall ensure that each of the team members is given monitoring assignments in accordance with their qualifications and expertise or where their qualifications adequately fit.

The MARINA STCWO-MD shall:

a. finalize the composition of the MARINA Monitoring Team;
b. prepare travel authority in the form of a Special Order for approval of the MARINA Administrator or STCW Office Executive Director; and
c. upon approval of the Maritime Administration Special Order, prepare the Monitoring Plan for endorsement to Commission.

The CHED OPSD-DPIC shall:

a. finalize the composition of Commission Monitoring Team members and representatives from the Regional Office of the Commission and DPIC and transmit the names to Maritime Administration;
b. prepare travel authority upon the recommendation of the CHED OPSD Director for approval of the Commission Chairperson through the Executive Director,
c. upon receipt of the Monitoring Plan from MARINA, the CHED OPSD Director through DPIC-MES sends Notices and Monitoring Plan to MHEIs through the concerned Regional Office of the Commission, ten (10) working days prior to the monitoring activity; and
d. concerned Regional Office of the Commission Directors send Notices and Monitoring Plan to concerned MHEIs five (5) working days prior to the monitoring activity.

Section 11. Cancellation or postponement of the monitoring activity. Approved monitoring schedules may be canceled or deferred under the following circumstances:

a. Force majeure;
b. Any events that may threaten the health, safety and security of the Monitoring Team;
c. Any unforeseen events that may render the area inaccessible;
d. Local Holidays; and
e. Other analogous circumstances (those which are not under the control of the Monitoring Team and the institution).

For rescheduling of canceled or postponed monitoring activity, or if the Lead Evaluator and any of the Technical Evaluator or members of the Monitoring Team become unavailable, Maritime Administration may re-schedule the monitoring activity or

reconstitute the composition of the Monitoring Team. Such re-scheduling shall be communicated to the institution by CHED OPSD-DPIC, in writing, telephone or electronic communication, whichever is most efficient, feasible and appropriate to the situation five (5) days before the date of the monitoring or five days upon the occurrence of the grounds mentioned above whichever is applicable.

Section 12. Request for cancellation or postponement of monitoring activity by MHEIs. Upon receipt of the Approved Monitoring Plan by the MHEIs, whenever the need arises, all requests for postponement and re-scheduling of monitoring activity shall be communicated to Commission copy furnished the Maritime Administration at least fifteen (15) days before the monitoring or immediately upon the occurrence of the grounds mentioned above whichever is applicable. The Commission shall recommend the course of action to the Maritime Administration for review of the requests for a postponement to determine if acceptable. Maritime Administration shall notify Commission of the decision in writing or electronic communication, whichever is most efficient, and feasible. Commission shall inform the institution of the decision and confer with Maritime Administration on the new schedule of monitoring if the request for postponement is granted within five (5) days upon approval/denial of the request for cancellation or postponement.

Article VI
KEY AREAS OF MONITORING

Section 13. The compliance of maritime higher education institutions operating the BSMT and/or BSMarE programs shall be measured against the STCW Convention standards and applicable issuances, circulars or policies of the Commission and the Maritime Administration.

The monitoring of the BSMT and BSMarE programs shall cover the Key Areas provided for under the existing policies, standards and guidelines for Maritime Education Programs such as:

a. Program and Course Design, Review and Approval;
b. Required Resources;
c. Standards, Teaching Methods and Media of Delivery;
d. Examination and Assessment System;
e. Facilities and Equipment for Education and Training;
f. Onboard Training;
g. Student Admission and Retention;
h. Quality Standards System; and
i. Research and Extension.

Non-compliances in the above areas except item i (Research and Extension) shall be the bases of imposition of sanctions per existing policies, standards and guidelines (PSGs) of Commission and/or Maritime Administration for BSMT and BSMarE programs.

Article VII
CONDUCT OF MONITORING

Section 14. Pre-Monitoring Meeting. The Lead Evaluator shall convene the Monitoring Team prior to the Opening Meeting to confirm and discuss the monitoring plan particularly the assignment for each evaluator, the results of the previous monitoring of the MHEI and such other documents or information relevant to the monitoring activity.

The monitoring plan may be modified, as the need arises and upon agreement of the Monitoring Team members and to be conveyed to the institution during the opening meeting.

Section 15. Operational Procedures. Every monitoring activity shall be conducted in accordance with the following:

a. **Opening meeting** — The Joint Commission and Maritime Administration Monitoring Team Conducts Opening Meeting with MHEI President or duly authorized representative and concerned officials and staff.
b. **Protocols to be observed** — The President or his/her designated representative shall welcome the evaluators and introduce the MHEI's officials and staff.

   The Lead Evaluator shall introduce the members of the Monitoring Team and provide information on the following:
   1. scope and objective(s) of monitoring, key areas of evaluation and assigned evaluators, estimated time or duration of the activity, based on the Monitoring Plan;
   2. methods and procedures to be used in the monitoring;
   3. documents, information, equipment, facilities, presence of officials and support staff that may be needed by the Monitoring Team;
   4. confidentiality of monitoring findings, documents and information;
   5. methods of reporting, categories of findings including the consequences, timeframe for the submission of Root Cause Analysis of the findings;
   6. closing out of findings; and
   7. Feedback Mechanism.

   The Lead Evaluator shall inform the MHEI's officials that they may provide feedback on the manner the monitoring was conducted by using the Feedback Form, attached as Annex C, which shall be furnished to them during the opening meeting. The MHEI's officials should submit the accomplished Feedback Form in a sealed envelope to CHED OPSD, copy furnished the STCW Office Executive Director within 5 days upon completion of the monitoring activities otherwise the monitoring activity shall be deemed conducted in the regular manner.

c. **Monitoring proper** — The monitoring shall be carried out by evaluating the key areas of evaluation through any of the following:

1 Interviewing responsible personnel/staff for the key area being evaluated;
2 Evaluating and reviewing the relevant quality processes, procedures and documented information;
3 Evaluating approved Curriculum including its implementation;
4 Observing classroom instruction, laboratory/simulation activity, workshop (but shall not interfere or disrupt the on-going teaching and learning activities);
5 Observing conduct of assessment (oral, written and practical, but shall not interfere or disrupt the on-going assessment activities);
6 Random interview of students, instructors, assessors and process owners;
7 Testing and evaluating the functionality, suitability and adequacy of relevant facilities and laboratory equipment based on carrying capacity requirements; and
8 Evaluating and gathering necessary objective evidence relevant to the key area evaluated and informing the responsible official of specific objective evidence that may lead to findings.

d. **Instrument and Forms** — Every monitoring activity shall be conducted using the Monitoring Plan (MP) attached as Annex A, Summary of Findings attached as Annex B, and applicable Outcomes-based Monitoring Instrument (OBMI) which shall be subjected to continuous updating and improvement.

The Monitoring team shall ensure that forms are properly filled out.

The MHEI shall be required to submit the necessary documents relative to the conduct of the monitoring via electronic means or through reputable courier or using their official email, at least fifteen (15) days before the actual monitoring, such as, but not limited to those articulated required under the applicable key areas of the OBMI.

e. **Deliberation of findings** — Once the evaluation is completed, the Monitoring Team shall meet to discuss and agree on their findings among themselves.

They shall decide whether an identified finding constitutes noncompliance, or opportunity for improvement.

f. **Closing meeting** — The Joint Commission and Maritime Administration Monitoring Team conducts closing meeting with the MHEI President or Authorized Representative and concerned Officials where monitoring findings are discussed.

The Monitoring Team shall discuss the highlights of the monitoring to the official(s) and key personnel of the MHEI concerned. The Lead Evaluator shall exercise due care in managing the proceedings and give the MHEI's officials and personnel the opportunities for clarifications.

If the President or the officials concerned agree to the findings, the Lead Evaluator, members of the Monitoring Team and MHEI President or Authorized

Representative sign the Summary of Findings. A copy of the signed report shall be provided to the MHEI.

If the President or the officials concerned do not agree to the findings, the President or authorized representative shall acknowledge the findings with a notation, comments or remarks. A copy of the signed Summary of Findings shall be provided to the MHEI.

Article VIII
MONITORING FINDINGS AND LIST OF PROHIBITED ACTS

Section 16. Category of findings. Each finding shall be categorized as "Noteworthy Efforts", "Prohibited Acts", "Noncompliance", "Observations", and "Opportunity for Improvement". Evaluators shall be guided by the definition of the said category of findings in Article II, Section 3 of this Joint Memorandum Circular.

Section 17. Recording of findings. All findings shall be recorded in the Summary of Findings and uploaded/encoded in the Surveillance, Accreditation and Monitoring Information System (SAM-IS).

Findings should be written incorporating the following key elements: category of findings in a specific area, statement of facts or objective evidence, requirement, deviation from the requirement or standard, and standards or references.

Section 18. List of Prohibited Acts. The following shall constitute prohibited acts:

1. advertisement or publication of any advertisement or announcement for BSMT and/or BSMarE programs before a Government Authority is granted by Commission; or
2. implementing or conducting unapproved education programs that have similar title and/or content as any of the approved Maritime Education and Training Programs (METPs) by Commission, tending to deceive the learner or the public that such programs are approved and compliant with the STCW Convention, 1978, as amended, whether intentional or not; or
3. Issuance of any certificate, degree, or title relating to BSMT and/or BSMarE programs without prior permit or authorization issued by the Commission; or
4. continuing to offer a phased out/closed METP; or
5. the operation of a branch or extension, whether locally or foreign-based, without prior permit or authorization issued by Commission.

In case the joint CHED-MARINA monitoring team found a prohibited act committed by the MHEI, 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 for appropriate action.

The CHED OPSD shall refer the case files to the Technical Panel for Maritime Education for appropriate action.

The TPME, through CHED OPSD, shall then submit its recommendation to the Commission en Banc. Finally, the Commission en Banc will issue its decision.

Article IX
ACTION ON THE MONITORING REPORT

Section 19. Submission. The Lead Evaluator shall submit the Monitoring Report together with the Summary of Findings to the STCW Office Executive Director within seven (7) working days from the date of return to the Office or to the Official Station.

Section 20. Processing of the Official Report. Upon completion of the Joint CHED-MARINA monitoring activities, the processing of the monitoring reports of MHEIs which failed to comply with the requirements of JCMMC No. 1 series of 2023 shall be in accordance with Sections 44 and 45 of the said JCMMC.

Article X
MISCELLANEOUS PROVISIONS

Section 21. The Joint Commission and Maritime Administration monitoring shall be conducted on-site, unless the same is not feasible as in the occurrence of national emergencies. As such, monitoring may be conducted remotely/virtually or hybrid (combination of remote and onsite)

For this purpose, and to cope with the new normal brought about by the COVID-19 pandemic or similar events, all MHEIs authorized to offer BSMT and/or BSMarE or other maritime program/s which may be approved in the future, are hereby required to retain and maintain, for at least three (3) years, documented information which include documents, photos, audio and video recording and any other similar information to demonstrate the delivery and conduct of approved classrooms/laboratory activities and that the learners perform the course outcomes.

Section 22. Pursuant to the continuing efforts of Maritime Administration and/or Commission towards digitization, all MHEIs shall be required to comply, implement, participate and cooperate with pertinent and relevant information systems or programs towards the realization of this goal.

For this purpose, the MHEIs are required to comply and submit to MARINA the pertinent information required in the implementation of the MARINA Integrated Seafarers Management Online (MISMO) System and/or Surveillance, Accreditation, Monitoring Information System (SAM-IS), or its equivalent or subsequent amendment, subject to compliance with the policies, rules and regulations that may be issued by the Commission and/or Maritime Administration.

Section 23. Repealing Clause. Joint CHED – MARINA Memorandum Circular No. 03 series of 2022 and all other relevant issuances inconsistent with the provisions of this Circular are hereby repealed.

Section 24. 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 25. 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, Feb. 21, 2023.

Approved:

For the Commission:

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

For the Maritime Administration:

ATTY. HERNANI N. FABIA
Administrator
Maritime Industry Authority

LIST OF ANNEXES:

Annex A: Monitoring Plan Form
Annex B: Summary of Findings
Annex C: Feedback Form

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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

Annex C: Feedback Form

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.