



MD NO. Initial Issue Date: Revision Date:		<b>OUTCOMES-BASED MONITORING INSTRUMENT (OBMI) FOR MARITIME EDUCATION PROGRAMS (MEPs)</b>	
Name of Maritime Higher Education Institution (MHEI):	Contact Numbers:	Email Address:	
Address of Maritime Higher Education Institution (MHEI):	Region:		
Maritime Education Program/s Monitored:	Date of Monitoring:	Date last Monitored:	

<b>EXPECTED OUTCOMES</b>	
<b>REQUIRED RESOURCES</b>	<ul style="list-style-type: none"> <li>● The institution ensures that the College of Maritime Education, established distinct and separate from other colleges, is managed by a qualified full-time Dean, selected in accordance with the Institution's policy and procedures.</li> <li>● Each Department (BSMT and/or BSMarE) is supervised by a qualified Department Chair or Head selected in accordance with the Institution's policy and procedures.</li> <li>● The institution provides qualified Faculty members for Professional, General Education and Allied Courses and Assessors supported by Academic Support Personnel selected in accordance with the Institution's policy and procedures.</li> <li>● The institution assigns teaching loads compliant to the requirements of JCMMC 01 s. 2022.</li> <li>● The institution provides qualified Onboard Training Supervisor for the Onboard Training Office, qualified to effectively perform his or her duties and responsibilities and selected in accordance with the Institution's policy and procedures</li> <li>● The Performance Evaluation System of the Institution is implemented in accordance with their policy and procedures.</li> <li>● Faculty Development Plan/Program is implemented in accordance with the Institution's Faculty Development Policies and Procedures.</li> </ul>

Item No.	KEY AREAS (MINIMUM REQUIREMENTS AND REFERENCE)	OBJECTIVE EVIDENCES	SELF-ASSESSMENT (For the Institution) Identify/indicate the Objective Evidence	FINDINGS (For the Joint CHED-MARINA Team)		REMARKS (Other Objective Evidence)
				Compliant	Not Compliant	
1	<p>A distinct and separate College of Maritime Education shall be established for the operation of maritime programs. There shall be a department established for every maritime program under the College of Maritime Education.</p> <p>The College of Maritime Education shall be managed by a full-time Dean to effectively carry out his/her functions and responsibilities. In case that the College of Maritime Education has only one department, the Dean may serve as department head in concurrent capacity</p> <p><i>Reference: Article V of JCMMC No. 01 S. 2022</i></p>	<p>Updated organizational structure with separate departments established for every maritime program.</p> <p>Managed by a full-time Dean supported by the following document/evidence among others.</p> <ul style="list-style-type: none"> <li>- l e t t e r o f appointment/contract with job description</li> <li>- minutes of the meeting</li> <li>- Daily Time Record or similar records</li> <li>- Proof of decisions made</li> <li>- minutes, work instructions to faculty/staff, regular meetings, documentation of performance to PIF</li> </ul> <p>Updated Organizational Structure/Chart showing that the CME is separate and distinct from other colleges of the institution</p> <p>Facilities (Physical presence) if onsite monitoring</p>				



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2	<p><b>Section 11. Human Resources Management</b></p> <p><b>Qualifications and functions of the Dean</b></p> <p>The <b>Dean</b> of the College of Maritime Education may be anyone of the following:            *Management Level Officer who has the following:</p> <ol style="list-style-type: none"> <li>24 months of seagoing experience as Management Level Officer;</li> <li>2 years of teaching experience;</li> <li>BSMT or BSMarE degree;</li> <li>Master's degree, preferably related to BSMT/ BSMarE program;-</li> <li>completed Training Course for Instructors (IMO Model Course 6.09) or its equivalent as approved by the Maritime Administration and;</li> <li>completed Training Course on Assessment, Examination and Certification of Seafarers (IMO Model Course 3.12) or its equivalent as approved by the Maritime Administration;</li> </ol> <p>*Management Level Officer who has the following:</p> <ol style="list-style-type: none"> <li>12 months of seagoing experience as *Management Level Officer;</li> </ol>	<p>Evidence of Implementation of the Policies and Procedures in the selection of the Dean which include, among others proof of the qualification of the Dean:</p> <ol style="list-style-type: none"> <li>Certificate of Competency (Management Level)</li> <li>Evidence of Seagoing Service (e.g. Certificate of Sea Service, SIRB)</li> <li>Evidence of Teaching Experience (e.g. Certificate of Employment or any document indicating teaching experience)</li> <li>Evidence of Supervisory Experience, as necessary (Certificate of Employment indicating the supervisory experience)</li> <li>Evidence of Educational Attainment (Transcript of Records or Diploma in BS Degree and Master's</li> </ol>				



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	<p>b. 3 years of teaching experience; c. 1 year of supervisory experience;</p> <p>d. BSMT or BSMarE degree; e. Master's degree preferably related to BSMT/ BSMarE program; f. completed Training Course for Instructors (IMO Model Course 6.09) and or its equivalent as approved by the Maritime Administration; g. completed Training Course on Assessment, Examination and Certification of Seafarers (IMO Model Course 3.12) or its equivalent as approved by the Maritime Administration;</p> <p>*Management Level Officer who has the following: a. 24 months of seagoing experience as *Officer in Charge of a Watch; b. 5 years of teaching experience; c. 3 years of supervisory experience; d. BSMT or BSMarE degree; e. Master's degree preferably related to BSMT/ BSMarE program; f. completed Training Course for Instructors (IMO Model Course 6.09) and or its equivalent as approved by the Maritime Administration; g. completed Training Course on</p>	<p>Degree)</p> <p>6. Certificate of Completion of the Required Training courses (IMO Model Course 6.09 and 3.12)</p> <p>7. Employment Records (Appointment Letter of Contract of Employment)</p> <p><i>Note: See attached matrix (To include the matrix presented as per CMO 67)</i></p>				



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	<p>Assessment, Examination and Certification of Seafarers (IMO Model Course 3.12) or its equivalent as approved by the Maritime Administration;</p> <p>*Officer in Charge of a Watch who has the following:</p> <ol style="list-style-type: none"> <li>36 months of seagoing experience as *Officer in Charge of a Watch;</li> <li>5 years of teaching experience;</li> <li>3 years of supervisory experience;</li> <li>BSMT or BSMarE degree;</li> <li>Master's degree preferably related to BSMT/ BSMarE program;</li> <li>completed Training Course for Instructors (IMO Model Course 6.09) or its equivalent as approved by the Maritime Administration and;</li> <li>completed Training Course on Assessment, Examination and Certification of Seafarers (IMO Model Course 3.12) or its equivalent as approved by the Maritime Administration.</li> </ol> <p><u>Note:</u>  * Master or Chief Mate / Chief Engineer or Second Engineer  ** Third Officer or Second Officer / Fourth Engineer or Third Engineer</p>					



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	<i>Reference: Section 11 Article V of JCMMC No. 01 S. 2022</i>					
3	<p><b>Qualifications and functions of Faculty Teaching Professional Courses</b></p> <p><b>Faculty teaching professional courses in BSMT</b> shall have the following qualifications:</p> <ol style="list-style-type: none"> <li><b>**Officer in Charge of a Watch on seagoing ships of 500 gross tonnage or more;</b></li> <li><b>12 months of seagoing experience as **Officer in Charge of a Watch on seagoing ships of 500 gross tonnage or more;</b></li> <li><b>preferably with teaching experience;</b></li> <li><b>BSMT degree;</b></li> <li><b>Completed Training Course for Instructors (IMO Model Course 6.09) and or its equivalent as approved by the Maritime Administration;</b></li> <li><b>completed Training Course on Assessment, Examination and Certification of Seafarers (IMO Model Course 3.12) or its equivalent as approved by the Maritime Administration.</b></li> </ol> <p><u>Note.</u> <b>** Third Officer or Second Officer</b></p>	<p>Updated List of Active Faculty Members Teaching Professional Courses</p> <p>Evidence of Implementation of the Policies and Procedures in the selection of the Faculty Teaching Professional Courses which includes, among others proof of qualification of the Faculty Teaching Professional Courses:</p> <ol style="list-style-type: none"> <li>Certificate of Competency (Management Level for faculty teaching courses with topics relating to Management level KUPs)</li> <li>Evidence of Seagoing Service at the management level for faculty teaching courses with topics relating to management level KUPs as appropriate. (e.g. Certificate of Sea Service, SIRB, etc.)</li> <li>Evidence of Teaching</li> </ol>				



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		<p>In case faculty members teaching courses involving the use of simulators:</p> <ul style="list-style-type: none"> <li>• Certificate of completion of 6.10</li> <li>• Records of training by the manufacturer to the end-user/buyer on the use of equipment/simulator (For newly purchased simulator/equipment) and/or records of Cross training on the use of simulator/equipment</li> </ul>				
4	Faculty teaching professional courses in					



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	<p>BSMarE shall have the following qualifications:</p> <ul style="list-style-type: none"> <li>a. **Officer in Charge of a Watch on seagoing ships powered by main propulsion machinery of 750 kW propulsion power or more;</li> <li>b. 12 months of seagoing experience as **Officer in Charge of a Watch on seagoing ships of 500 gross tonnage or more;</li> <li>c. preferably with teaching experience;</li> <li>d. BSMarE degree;</li> <li>e. completed Training Course for Instructors (IMO Model Course 6.09) or its equivalent as approved by the Maritime Administration and;</li> <li>f. completed Training Course on Assessment, Examination and Certification of Seafarers (IMO Model Course 3.12) or its equivalent as approved by the Maritime Administration.</li> </ul> <p><u>Note:</u> ** Fourth Engineer or Third Engineer</p> <p>Professional courses in BSMT which cover topics relating to KUPs in the management level deck shall be taught by management</p>					



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	<p>level deck officer with the following professional and academic qualifications:</p> <ol style="list-style-type: none"> <li>a. 12 months of seagoing experience as *Master or Chief Mate on seagoing ship of 500 GT or more;</li> <li>b. preferably with teaching experience;</li> <li>c. BSMT degree;</li> <li>d. Completed Training Course for Instructors (IMO Model Course 6.09) or its equivalent as approved by the Maritime Administration and;</li> <li>e. completed Training Course on Assessment, Examination and Certification of Seafarers (IMO Model Course 3.12) or its equivalent as approved by the Maritime Administration.</li> </ol> <p>Professional courses in BSMarE which cover topics relating to KUPs in the management level engine shall be taught by management level engineer officer or allied faculty with the following professional and academic qualifications:</p> <ol style="list-style-type: none"> <li>a. **Chief Engineer Officer or Second Engineer Officer on seagoing ship powered by main propulsion machinery of 750 kW</li> </ol>					

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	<p>propulsion power or more;</p> <p>b. preferably with teaching experience;</p> <p>c. BSMarE degree;</p> <p>d. completed Training Course for Instructors (IMO Model Course 6.09) or its equivalent as approved by the Maritime Administration and;</p> <p>e. completed Training Course on Assessment, Examination and Certification of Seafarers (IMO Model Course 3.12) or its equivalent as approved by the Maritime Administration.</p> <p>In addition to the qualification requirements for Faculty members teaching Professional Courses in the preceding sections/sub-sections, faculty members teaching courses involving the use of simulators shall have:</p> <p>a. completed the "Train the Simulator Trainer and Assessor Course" (IMO Model Course 6.10) or its equivalent as approved by the Maritime Administration;</p> <p>b. gained practical operational experience on the particular type of simulators being used by the</p>					
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	<p>Concerned MHEI; and c. completed transfer of technology training provided by the simulator supplier.</p> <p>The Concerned MHEI shall comply with the requirement under paragraph [b] above by having a quality assurance process in its QSS to ensure that such faculty shall have gained practical operation experience on the use of the particular type of simulator of the Institution. The compliance and implementation of such process shall be properly documented subject to joint verification and monitoring of the Commission and the Maritime Administration</p> <p><i>Reference: Article V of JCMMC No. 01 S. 2021</i></p>					
5	<p><b>Qualifications and Functions of Faculty teaching General Education Courses</b></p> <p>Faculty members teaching General Education Courses shall be holders of appropriate Master's degree in his/her field of specialization. Faculty members teaching PE courses shall be holders of a Bachelor's degree in PE or Bachelor of Science in</p>	<p>Updated List/matrix of Active Faculty Members Teaching General Education Courses</p> <p>Evidence of Implementation of the Policies and Procedures in the selection of the Faculty for General Education Courses which includes among others</p>				

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	Education with major or minor in PE, or any other bachelor's degree with certificate in PE.	<p>proof of qualification of the Faculty for General Education Courses as follows:</p> <ul style="list-style-type: none"> <li>- evidence of appropriate Master's Degree in his/her field of specialization such as Transcript of Records, Diploma, or MOU with the school etc.</li> <li>- evidence of a degree in BS in PE for P.E. Instructor, or BS Education with major or minor in PE, or BS Degree with Certificate in PE. For example, Transcript of Records, Diploma, Certificate in PE, etc.</li> <li>- Employment Records (Appointment Letter of Contract of Employment)</li> </ul>				
6	<b>Qualifications and functions of Faculty Members from Allied Fields Teaching Professional Courses</b> (e.g Meteorology, maritime law, ICT, electro 1, 2, hydromechanics, thermodynamics, drawing, other courses as may be identified in the course package)	Updated List of Active Faculty Members.				



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	Registered professionals holding a Bachelor's degree in the allied fields as mentioned in Section 4.5, valid professional license, with a Master's degree, and at least one (1) year of professional or teaching experience may be allowed to teach the professional courses.	<p>Evidence of Implementation of the Policies and Procedures in the selection of the Faculty Members from Allied fields teaching professional Courses which includes among others the proof of qualification of the Faculty for Allied Courses as follows:</p> <ol style="list-style-type: none"> <li>1. Evidence of a BS degree in the allied fields such as Transcript of Records</li> <li>2. Evidence of a Master's Degree such as Transcript of Records, Diploma, Certification.</li> <li>3. Valid Professional License</li> <li>4. Evidence of a teaching or professional experience such as Certificate of Employment or any record indicating teaching or professional experience.</li> </ol> <p>Refer to the additional faculty requirements as provided in the course packages. (e.g Meteorology, maritime law, ICT, electro 1, 2, hydromechanics,</p>				
	Additional faculty requirements and					



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	qualifications shall be provided for in the specific course packages.	thermodynamics, drawing)  Certificate of Completion of the Required Training courses (IMO Mod. Course 6.09, 3.12), and IMO Mod. Course 6.10, or an approved training course for simulator instructors and Assessors for those assessing competence using simulators any or training that may be recognized by the maritime administration.				
7	<p><b>Qualifications and functions of Academic Support Personnel</b></p> <p>Academic Support Personnel particularly those assigned in the laboratory must have the appropriate training on laboratory supervision and safety.</p> <p>Laboratory safety is the responsibility of the institution. As such, the institution shall be responsible in ensuring the proper use and maintenance, and keeping its laboratories free from dangers and hazards. The following must be observed:</p> <p>1. All laboratory activities shall be</p>	<p>Appointment letter or employment contract of hired academic support personnel particularly in the laboratory</p> <p>Duties and Responsibilities/Job Description of the Academic and Support Staff particularly in the Laboratory and which includes among others the following:</p> <ul style="list-style-type: none"> <li>- maintenance of the laboratories</li> <li>- keeping laboratories free</li> </ul>				



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	<p>properly and adequately supervised by a faculty member;</p> <p>2. Students shall not be allowed to work inside the laboratories unsupervised; and</p> <p>3. Each department with laboratory/ies shall have full-time laboratory technician/s with first aid training to assist instructors and maintain laboratory facilities</p> <p>Records of usage of laboratory equipment shall be retained as per quality standards system of the MHEI and a planned maintenance system shall be established under the QSS of the MHEI.</p>	<p>from dangers and hazards</p> <p>Records of Performance of the Duties and Responsibilities of the Academic and Support Staff which includes among others those relating to the following:</p> <ul style="list-style-type: none"> <li>- maintenance of the laboratories</li> <li>- keeping laboratories free from dangers and hazards</li> </ul>				
8	<p><b>Qualifications and functions of Assessors</b></p> <p>The MHEIs shall ensure that the summative assessment is conducted by a designated Assessor or his delegated Instructor with Assessor's training for courses/classes not assigned to him for teaching with the following qualifications:</p> <ul style="list-style-type: none"> <li>a. have an appropriate level of knowledge and understanding of the competence to be assessed;</li> <li>b. be qualified in the task for which the assessment is being made;</li> </ul>	<p>Updated List of Active Assessors</p> <p>Appointment Letter or Designation Letter or Employment Contract of Assessors</p> <p>Evidence of Implementation of the Policy and Procedures in the Selection of Assessors, which includes among others the</p>				



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	<p>c. have undergone training in: "Training Course for Instructors" (IMO Model Course 6.09); "Assessment, Examination and Certification of Seafarers" (IMO Model Course 3.12); and "Train the Simulator Trainer and Assessor Course" (IMO Model Course 6.10), or an approved training course for Simulator Instructors and Assessors by the Maritime Administration for those assessing competence using simulators;</p> <p>d. gained practical experience as assistant to an experienced assessor for at least one semester; and</p> <p>e. gained practical assessment experience on the particular type of simulator of the Institution under the supervision and to the satisfaction of an experienced assessor for assessments involving the use of simulators</p>	<p>following proof of qualification of Assessors:</p> <ol style="list-style-type: none"> <li>1. Certificate of Competency (Management Level for Assessors for courses with topics relating to Management level KUPs)</li> <li>2. Certificate of completion of the Required Training courses (IMO Mod. Course 6.09, 3.12), and IMO Mod. Course 6.10, or an approved training course for simulator instructors and Assessors by the Maritime Administration for those assessing competence using simulators, as necessary.</li> <li>3. Evidence of Practical Experience as assistant to an experienced assessor for at least 1 year, such as Certification indicating Practical Operational Experience on the use of the particular type of simulator used by the institution, as necessary or other similar</li> </ol>				





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		<p>document.</p> <p>Records of Performance of the Duties and Responsibilities of Assessors among others those related to the following:</p> <ul style="list-style-type: none"> <li>- spearheading the design, development and enhancement of assessment tools</li> <li>- ensuring the validity and reliability of assessment tools</li> <li>- Administering the conduct of examination and assessment</li> </ul> <p><i>Note: Verify sample documents of the above</i></p>				
9	For purposes of the required practical assessment experience, the concerned MHEI shall have a quality assurance process in its QSS to ensure that such Assessors shall have gained the necessary practical assessment experience involving the use of simulators. The compliance and implementation of such process shall be properly documented subject to joint	<p>Records of Implementation relative to the quality assurance process in its QSS to ensure that such Assessors shall have gained the necessary practical assessment experience involving the use of simulators.</p> <ul style="list-style-type: none"> <li>- Evidence of Practical Experience as under study as an assessor in school</li> </ul>				



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	verification and monitoring of the Commission and the Maritime Administration	<ul style="list-style-type: none"> <li>- Performance evaluation by immediate head</li> <li>- Sample approved practical exercises</li> </ul>				
10	<p>The following tasks shall be performed by the designated Assessor:</p> <ul style="list-style-type: none"> <li>a. Spearhead the design, development and enhancement of assessment tools;</li> <li>b. Ensure reliability and validity of assessment tools; and</li> <li>c. Administer the conduct of examination/assessment</li> </ul>	<p>Records of Performance of the Duties and Responsibilities of Assessors among others those related to the following:</p> <ul style="list-style-type: none"> <li>- spearheading the design, development and enhancement of assessment tools</li> <li>- ensuring the validity and reliability of assessment tools (e.g. Accomplished validation for practical exercise)</li> <li>- Administering the conduct of examination and assessment</li> </ul> <p><i>Note : Verify sample documents of the above ( Sample approved practical exercises and implementation)</i></p>				



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11	<p><b>Teaching Load</b></p> <p>The Dean and the Department Chair/Head may be allowed to handle a maximum teaching load of not more than 12 hours a week provided that their primary duties and responsibilities are not neglected.</p> <p><i>A full-time faculty may be allowed a maximum teaching load of 30 contact hours per week. However, a faculty member with a documented Very Satisfactory teaching performance may be allowed to handle additional six (6) hours per week.</i></p>	<p>Approved Faculty Teaching Load</p> <p>Policies and Procedures in the Distribution of Teaching Load</p> <p>Evidence of Implementation of the Policy and Procedures in the Distribution of Teaching Load</p> <p>Evidence of Implementation of the Approved Teaching Load. For example, verification of the assigned Faculty for Instructors assigned to courses with Management Level topics.</p> <p>Performance evaluation of faculty with additional 6 hours load per week.</p>				



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12	<p><b>Faculty Performance Evaluation</b></p> <p>MHEI shall ensure that it has a faculty evaluation system involving students, self-evaluation, and supervisor covered by its QSS.</p> <p>MHEIs shall have a quality assurance mechanism and process which ensures that:</p> <ol style="list-style-type: none"> <li>Faculty for professional courses should be evaluated per course and should pass the lead instructor's evaluation;</li> <li>Newly-hired faculty for professional courses with teaching experience from other MHEIs shall undergo assessment and evaluation (describe in their QSS);</li> <li>Newly-hired faculty for professional courses without teaching experience shall be under the guidance and supervision of a qualified and experienced faculty member for at least one (1) semester. During the said period, the performance of the said faculty shall be evaluated by the designated faculty mentor to determine his/her readiness to handle the class by himself/herself.</li> </ol>	<p>Records of the conduct of the Faculty Performance Evaluation in accordance with the Faculty Performance Evaluation Plan. For example, accomplished Faculty Performance Evaluation Forms, Training Needs Analysis Matrix indicating the result of the performance evaluation of the instructor, etc.</p> <p>Records of Implementation relative to the QSS policy on Newly-hired faculty members.</p> <p><i>Note: Verify sample documents: mentoring, orientation, training, classroom observation</i></p>				



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13	<p><b>Faculty Development</b></p> <p>MHEIs shall develop and implement a system of faculty development for professional advancement of the faculty members.</p>	<p>Approved Faculty Development Plan</p> <p>Evidence of Implementation of the Approved Faculty Development Plan in accordance with the MHEI's policy and procedures (e.g. Records of Faculty Training, Attendance to Workshops, etc.)</p>				



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**Lead Evaluator**

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Signature Over Printed Name

**Monitoring Team Members**

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Signature Over Printed Name

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