
	OUTCOMES-BASED MONITORING INSTRUMENT (OBMI) FOR MARITIME EDUCATION PROGRAMS (MEPs)	
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:

Item no.	Key Areas Minimum Requirements and Reference
VI. ONBOARD TRAINING	<p>EXPECTED OUTCOME</p> <ul style="list-style-type: none"> MHEIs, as a general rule, ensured that all students in the BSMT and BSMarE programs who have "completed classroom instruction for OBT" as per Commission and Maritime Administration approved curriculum shall be provided with an OBT slot to finish their study and be granted with the corresponding degree thereof in compliance with the JCMMC No. 01, series of 2022. Ensure that at least 70% of the tasks and projects in the TRB are performed and filled-up. Ensure that the tasks are demonstrated during the validation and assessment. Ensure the monitoring of cadets while onboard through Onboard Training Supervisor (OTS) records and documents. Ensure that the students of OBT were using the approved Training Record Book (TRB) and Daily Journal of Watchkeeping Duties.

Item No.	KEY AREAS (Minimum Requirements and Reference)	OBJECTIVE EVIDENCE	SELF-ASSESSMENT (For the MHEI) Identify / Indicate the Objective Evidence)	FINDINGS (For the Joint CHED-MARINA Team)		REMARKS (Other Objective Evidence Presented)
				Compliant	Not Compliant	
1	<p>Onboard Training (OBT) is an integral component of the baccalaureate maritime education degree programs. It is a prerequisite for the assessment of competence required for certification as Officer In Charge of a Navigational Watch on seagoing ships of 500 gross tonnage or more under Regulation II/1 and as Officer In Charge of an Engineering Watch in a manned engine-room or as designated duty engineer in a periodically unmanned engine-room on seagoing ships powered by main propulsion machinery of 750 kW propulsion power or more under Regulation III/1 of the STCW Convention, 1978, as amended.</p> <p><i>Reference: Article IX Section 30 of the JCMC No. 01, series of 2022</i></p>	<ul style="list-style-type: none"> Updated or existing Policy and procedures indicating that completion of OBT is required prior to conferment of the degree. <p>Records of completed OBT:</p> <ul style="list-style-type: none"> TRB (tasks and sea projects) Daily Journal Seaman's book Validation output OBT assessment <ul style="list-style-type: none"> Post Onboard Training (OBT) evaluation Approved curriculum including OBT. 				



Item No.	KEY AREAS (Minimum Requirements and Reference)	OBJECTIVE EVIDENCE	SELF-ASSESSMENT (For the MHEI) Identify / indicate the Objective Evidence)	FINDINGS (For the Joint CHED-MARINA Team)		REMARKS (Other Objective Evidence Presented)
				Compliant	Not Compliant	
2.	<p>The Onboard Training and Assessment of students shall be administered, monitored and supervised by the Onboard Training Supervisor with the provisions of Annex H, "Revised Guidelines on the Implementation of Onboard Training Requirement", which is an integral part of this joint circular.</p> <p><i>Reference: Article IX Section 31 of the JCMMC No. 01, series of 2022</i></p>	<ul style="list-style-type: none"> Existing policy and records of implementation on the Policy and procedures on the administration, monitoring, supervision and assessment of the OBT. Qualification of personnel involved in the administration, monitoring, supervision and assessment of the OBT. Appointment Letter of the Onboard Training Supervisor. Records/Documents showing that the Training Officer onboard is duly qualified. Records/Documents showing that the personnel involved in the administration, monitoring, supervision and assessment of Onboard Training is duly qualified. Updated Organizational Chart/ Structure of the Onboard Training Office (OTO) Rechecking the Appointments/Contract of Service: <ol style="list-style-type: none"> OTS Assessors Assessment records/results duly signed by the assessor Records of supervision conducted by the Onboard Training 				

Item No.	KEY AREAS (Minimum Requirements and Reference)	OBJECTIVE EVIDENCE	SELF-ASSESSMENT (For the MHEI) Identify / indicate the Objective Evidence)	FINDINGS (For the Joint CHED-MARINA Team)		REMARKS (Other Objective Evidence Presented)
				Compliant	Not Compliant	
		Supervisor e.g. Supervision report duly signed by the OTS				
3.	<p>The policies and procedures for the administration, monitoring, supervision and assessment of Onboard Training shall form part of the quality standards system of maritime higher education institutions. See Regulation I/ 6, I/8, A-II/1.6, A-III/1.2 and A-III/ 6.2 of the Code</p> <p><i>Reference: Article IX Section 32 of the JCMMC No. 01, series of 2022</i></p>	<ul style="list-style-type: none"> Records of implementation of the policy and procedure covering the administration, monitoring, supervision, and assessment of OBT (in accordance with Section 3.1.1 of the revised OBT Guidelines). Updated/Existing Work Instructions Manual or its equivalent 				

Item No.	KEY AREAS (Minimum Requirements and Reference)	OBJECTIVE EVIDENCE	SELF-ASSESSMENT (For the MHEI) Identify/Indicate the Objective Evidence)	FINDINGS (For the Joint CHED-MARINA Team)		REMARKS (Other Objective Evidence Presented)
				Compliant	Not Compliant	
4.	<p>The compliance of MHEIs with the deployment percentage requirements shall be determined by computing the percentage of OBT deployment based on the total number of students who completed the classroom instruction (CCI) for OBT in a particular class. Provided that, students who opted not to pursue or undertake the required OBT for whatever reason, shall not be included in the computation of the percentage of deployment. Provided further that, such students shall be required to execute a duly notarized Affidavit of Undertaking stating clearly the reason(s) for not pursuing such requirement. Provided finally that, the notarized Affidavit of Undertaking shall be presented during inspection and / or monitoring activities conducted by the Maritime Administration and the Commission.</p> <p>For this purpose, MHEIs shall comply with the minimum required deployment percentage as follows:</p>	<ul style="list-style-type: none"> Records of implementation on the following items: <ol style="list-style-type: none"> Proof of compliance with 80 % deployment of CCI for Academic Years accompanied with a maximum period of 18 months from the CCI that in establishing the deployment percentage, it shall be based on the total number of students who completed classroom instruction (CCI) in a particular cohort / batch. submission of a Notarized Affidavit by students who opt not to pursue OBT Records of OBT Deployment Percentage per cohort. Notarized List of Students Enrolled in OBT per cohort / class batch. 				

Item No.	KEY AREAS (Minimum Requirements and Reference)		OBJECTIVE EVIDENCE	SELF-ASSESSMENT (For the MHEI) Identify / Indicate the Objective Evidence)	FINDINGS (For the Joint CHED-MARINA Team)		REMARKS (Other Objective Evidence Presented)
					Compliant	Not Compliant	
	<div> <div>Basis for Percentage Computation</div> <div>Academic Year (A Y) o f Implementation</div> <div>AY 2022-2023</div> </div> <div> <div>Number of students who completed the C l a s s r o o m Instruction (CCI) for OBT in a particular class prior to the Academic Y e a r o f implementation</div> <div>Not less than 80% of CCI for AY 2022-2023 onwards</div> </div>						
	<p>The minimum required deployment percentage above shall be complied with within a maximum period of eighteen (18) months from the completion of classroom instruction for OBT.</p> <p><i>Reference: Article IX Section 33 of the JCMMC No. 01, series of 2022</i></p>						



Item No.	KEY AREAS (Minimum Requirements and Reference)	OBJECTIVE EVIDENCE	SELF-ASSESSMENT (For the MHEI) Identify / Indicate the Objective Evidence)	FINDINGS (For the Joint CHED-MARINA Team)		REMARKS (Other Objective Evidence Presented)
				Compliant	Not Compliant	
5.	<p>Philippine-registered ships plying the domestic route shall be required to secure accreditation from the Maritime Administration prior to accommodating students for OBT</p> <p><i>Reference: Article IX Section 34 of the JCMMC No. 01, series of 2022</i></p>	<ul style="list-style-type: none"> Existing QSS Policy that cadets are deployed in domestic vessels duly accredited by MARINA for OBT. Records of implementation of the QSS policy above ensuring that cadets are deployed in domestic vessels duly accredited by MARINA for OBT. Records of Accreditation of ships for students' OBT in Phil.-registered ships plying in the domestic route 				

Item No.	KEY AREAS (Minimum Requirements and Reference)	OBJECTIVE EVIDENCE	SELF-ASSESSMENT (For the MHEI) Identify / indicate the Objective Evidence)	FINDINGS (For the Joint CHED-MARINA Team)		REMARKS (Other Objective Evidence Presented)
				Compliant	Not Compliant	
Reference: Revised Guidelines in the Implementation of the Approved OBT Program for BSMT and BSMarE Students (Annex H of JCMMC No. 01, series of 2022)						
6.	Quality Standards System The MHEIs shall have a clear and comprehensive policy and procedures covering the implementation of OBT requirement in its QSS, which shall cover among others, orientation / familiarization, enrolment, embarkation / disembarkation, validation of TRB and approval of twelve months seagoing service, validation and approval of the thirty-six months seagoing service, assessment, validation of Daily Journal of Watchkeeping Duties, the conduct of updating / refresher courses as appropriate, and remediation program of students for shipboard training purposes. Reference: Annex H Section 3.1.1 of the JCMMC 01 series of 2022	Records of implementation of OBT program covering the following areas:				
		a. orientation/ familiarization				
		b. enrolment-				
		c. embarkation / disembarkation				
		d. validation of TRB and approval of 12 months seagoing service				
		e. validation and approval of the thirty-six months seagoing service				
		f. assessment				
		g. validation of Daily Journal of Watchkeeping Duties				
		h. conduct of updating / refresher courses				
		i. remediation program				



Item No.	KEY AREAS (Minimum Requirements and Reference)	OBJECTIVE EVIDENCE	SELF-ASSESSMENT (For the MHEI) Identify/indicate the Objective Evidence)	FINDINGS (For the Joint CHED-MARINA Team)		REMARKS (Other Objective Evidence Presented)
				Compliant	Not Compliant	
7.	<p>Onboard Training Office</p> <p>An Onboard Training Office (OTO) shall be established to manage the activities and other requirements of students undergoing the OBT. Thus, for the maintenance and operation of this Office, the following shall be provided:</p> <p>a. designate a fulltime Onboard Training Supervisor (OTS) and sufficient staff to effectively manage the daily operations of this office;</p> <p>b. a dedicated workplace with an area of at least 20 sq.m.;</p> <p>c. resources and facilities to support its effective and efficient operation, such as but not limited to:</p> <ul style="list-style-type: none"> o at least one (1) set of computer unit with internet connection or an equipment and related peripherals which serves the purpose of sending and receiving documents; o tables and chairs; o at least one (1) telephone line; and o a bulletin board. <p><i>Reference: Annex H Section 3.1.2 of the JCMMC 01 series of 2022</i></p>	<ul style="list-style-type: none"> • Updated Organizational Chart/ Structure of the Onboard Training Office (OTO) with qualified Onboard Training Supervisor (OTS) and other OTO personnel • Verification of the existing Onboard Training Office including resources and facilities. • Updated inventory of existing equipment provided to the Onboard Training Office compliant with requirements of the joint PSG. 				



Item No.	KEY AREAS (Minimum Requirements and Reference)	OBJECTIVE EVIDENCE	SELF-ASSESSMENT (For the MHEI) Identify / indicate the Objective Evidence)	FINDINGS (For the Joint CHED-MARINA Team)		REMARKS (Other Objective Evidence Presented)
				Compliant	Not Compliant	
8.	Responsibilities of OTS MHEIs shall not assign any additional teaching load to the Onboard Training Supervisor (OTS) to allow him to concentrate on his OBT duties. <i>Reference: Annex H Section 3.1.3.b of the JCMMC 01 series of 2022</i>	<ul style="list-style-type: none"> Records of implementation on the policy and procedures stating that the OTS will not be assigned any additional teaching load. 				
	The OTS shall be responsible in providing all necessary guidance and thorough orientation / familiarization concerning onboard training requirements of all BSMT and BSMarE students who will undergo their onboard training. <i>Reference: Annex H Section 3.1.3.b of the JCMMC 01 series of 2022</i>	<ul style="list-style-type: none"> Records of implementation showing that the OTS has been responsible in providing the necessary guidance: <ul style="list-style-type: none"> conduct of orientation Job Description Records of performance of tasks pertaining to the OBT requirements Approved Action Plan / Work Targets of the OTS Accomplished Report of the OTO/OTS in accordance with reporting policy of the institution 				



Item No.	KEY AREAS (Minimum Requirements and Reference)	OBJECTIVE EVIDENCE	SELF-ASSESSMENT (For the MHEI) Identify / indicate the Objective Evidence)	FINDINGS (For the Joint CHED-MARINA Team)		REMARKS (Other Objective Evidence Presented)
				Compliant	Not Compliant	
9.	<p>On Board Training Guidance (OTG) The MHEI shall ensure that the competencies and / or tasks are completed as defined in Section A-II/1 and A-III/1 of the STCW Code. The Training Record Book (TRB) will serve as basis in developing the Onboard Training Guidance (OTG) for every student following the prescribed format per Annex H3 and Annex H4. In preparing the OTG, MHEIs shall be guided by the instructions provided in the attached OTG forms for BSMT and BSMarE.</p> <p><i>Reference: Annex H Section 3.1.4 of the JCMMC 01 series of 2022</i></p>	<ul style="list-style-type: none"> Records of the Onboard Training Guidance in an appropriate OTG form given to every students undergoing OBT as provided by the OTS Approved OTG for each student enrolled in OBT Records of the Official List of Students enrolled in OBT 				
10.	<p>Onboard Training Agreement The MHEIs shall ensure that an OBT Agreement (Annex H-5) is approved between the shipping company or manning agency, the student, and the MHEI, written in the English language, before the commencement of the OBT and submit a duly notarized copy to CHED Office of Programs and Standards Development.</p> <p><i>Reference: Annex H Section 3.1.5 of the JCMMC 01 series of 2022</i></p>	<ul style="list-style-type: none"> Records of implementation requiring OBT Agreement to be approved before the commencement of OBT and a Notarized copy is submitted to CHED OPSD. Copy of Approved OBT Agreement of students (<i>checked against Official List of Enrolled Students in OBT</i>) Record of submission of Notarized OBT Agreement to CHED OPSD. 				

Item No.	KEY AREAS (Minimum Requirements and Reference)	OBJECTIVE EVIDENCE	SELF-ASSESSMENT (For the MHEI) Identify / Indicate the Objective Evidence)	FINDINGS (For the Joint CHED-MARINA Team)		REMARKS (Other Objective Evidence Presented)
				Compliant	Not Compliant	
11.	<p><i>Enrollment</i></p> <p>MHEIs shall ensure that students undergoing the 12 months onboard training shall be enrolled before the commencement of the seagoing service.</p> <p>Students who will undergo the 36 months onboard training shall be enrolled prior to validation and assessment.</p> <p>Any OBT experience without prior enrollment shall not be credited for the 12 months structured program rather shall be considered in the 36 months route for seagoing service.</p> <p>MHEIs shall ensure that the Registrar regularly submits notarized list of students enrolled in OBT to CHED Regional Office (CHEDRO) concerned, within 45 days after the start of the semester.</p> <p><i>Reference: Annex H Section 3.1.6 of the JCMMC 01 series of 2022</i></p>	<ul style="list-style-type: none"> Records of implementation of policy and procedure of the following: <ul style="list-style-type: none"> requiring students undergoing the 12 months OBT to enroll before commencement of onboard training; students who will undergo the 36 months seagoing service shall be enrolled prior to validation and assessment; and Any OBT experience without prior enrollment shall not be credited for the 12 months structured program rather shall be considered in the 36 months route for seagoing service. Received copy from the Registrar Notarized List of Students Enrolled in OBT to CHEDRO, within 45 days after the start of the semester Record of submission of Notarized OBT Agreement to CHED OPSD (should be submitted within 45 days after start of semester) 				



Item No.	KEY AREAS (Minimum Requirements and Reference)	OBJECTIVE EVIDENCE	SELF-ASSESSMENT (For the MHEI) Identify / indicate the Objective Evidence)	FINDINGS (For the Joint CHED-MARINA Team)		REMARKS (Other Objective Evidence Presented)
				Compliant	Not Compliant	
12.	<p><i>Life and Accident Insurance</i></p> <p>MHEIs shall ensure that the tuition fee for the forty (40) units OBT and other fees shall be inclusive of life and accident insurance coverage of at least Php250,000.00 per student in the domestic trade while undergoing OBT.</p> <p><i>Reference: Annex H Section 3.1.7 of the JCMMC 01 series of 2022</i></p>	<ul style="list-style-type: none"> Records of implementation on the policy and procedure indicating that the tuition fee for the 40 units OBT shall be inclusive of life and accident insurance of at least Php250,000 per students in the domestic trade Check and verify itemized coverage of the 40 units payments Check and verify the Copy of Insurance Policy of students (<i>checked against the official list of students enrolled in OBT</i>) 				
13.	<p><i>Approved TRB</i></p> <p>MHEIs shall ensure that all students who will be undergoing OBT shall be issued an approved TRB before embarkation.</p> <p><i>Reference: Annex H Section 3.1.8 of the JCMMC 01 series of 2022</i></p>	<ul style="list-style-type: none"> Records of implementation policy and procedure indicating that students are issued approved TRB before embarkation. Record / List of Students issued with TRB <ul style="list-style-type: none"> summary of the list of distributed TRBs to the students 				

Item No.	KEY AREAS (Minimum Requirements and Reference)	OBJECTIVE EVIDENCE	SELF-ASSESSMENT (For the MHEI) Identify / indicate the Objective Evidence)	FINDINGS (For the Joint CHED-MARINA Team)		REMARKS (Other Objective Evidence Presented)
				Compliant	Not Compliant	
14.	<p>Monitoring</p> <p>MHEIs shall establish a system in monitoring students undergoing OBT as part of its quality standards system.</p> <p>Upon student's enrolment in OBT, the MHEIs shall create an account to register the details of their students in the MISMO portal of the Maritime Administration, for monitoring purposes. MHEIs shall upload in the MISMO copies of monitoring reports on the progress of their students OBT.</p> <p>MHEIs are required to monitor the progress of students' onboard training every month to effectively guide the students in complying with the OBT requirements particularly on the accomplishment of the duties and tasks listed in the TRB and watchkeeping duties including submission of the corresponding objective evidence / s of having performed the sea projects / operational tasks. Monthly Progress Report shall be prepared by the OTS on the result of monitoring.</p> <p>MHEIs shall refer to the OTG in monitoring the progress of students' onboard training and provide feedback to the student concerning duties and tasks to be</p>	<ul style="list-style-type: none"> Records of implementation of policy and procedure of the following items: <ul style="list-style-type: none"> monitoring of students undergoing OBT created student's account in the MISMO platform of MARINA MISMO accounts of students undergoing OBT <i>(checked against the official list of students enrolled in OBT)</i> Monthly Progress Report on the monitoring of students onboard training prepared by the OTS Records of Monitoring consisting of the Items per Section 3.1.3.b.vii <p><i>(Students with monitoring records must be consistent with the official list of students enrolled in OBT)</i></p>				

Item No.	KEY AREAS (Minimum Requirements and Reference)	OBJECTIVE EVIDENCE	SELF-ASSESSMENT (For the MHEI) Identify / Indicate the Objective Evidence)	FINDINGS (For the Joint CHED-MARINA Team)		REMARKS (Other Objective Evidence Presented)
				Compliant	Not Compliant	
	completed within the OBT period. <i>Reference: Annex H Section 3.1.9 of the JCMMC 01 series of 2022</i>					
15.	<p><i>Report on Status of Students undergoing OBT</i></p> <p>MHEIs shall ensure that in case of unusual events or incidents, the CHED Regional Office, nearest MARINA Regional Office, Philippine Coast Guard (for domestic OBT), as the case maybe and the parents are promptly provided with information or reports on the status of students and the assistance rendered. The agreement between the MHEI and the shipping/ manning company should include the responsibility in reporting the status of students.</p> <p><i>Reference: Annex H Section 3.1.10 of the JCMMC 01 series of 2022</i></p>	<ul style="list-style-type: none"> Records of implementation of policy and procedure for providing prompt information to CHEDRO, nearest MARINA Regional Office, PCG (for domestic OBT), and the parents in cases of unusual event or incident. C o p y o f information / reports relayed to CHEDRO, MARINA, PCG, and parents relative to unusual incident involving the student while on OBT. Copy of OBT Agreement which includes the provision on providing information by the shipping/ manning company to OTS of MHEI 				

Item No.	KEY AREAS (Minimum Requirements and Reference)	OBJECTIVE EVIDENCE	SELF-ASSESSMENT (For the MHEI) Identify/indicate the Objective Evidence)	FINDINGS (For the Joint CHED-MARINA Team)		REMARKS (Other Objective Evidence Presented)
				Compliant	Not Compliant	
16.	<p><i>Validation of seagoing service</i></p> <p>MHEIs shall ensure that the validation of the 12 months or 36 months seagoing service is undertaken in accordance with Section 5 of these guidelines.</p> <p><i>Reference: Annex H Section 3.1.11 of the JCMMC 01 series of 2022</i></p>	<ul style="list-style-type: none"> Records of implementation in the validation of 12 and 36 months seagoing service, in accordance with Section 5 of the OBT Guidelines C o p y o f records / documents validated as required in Section 5 				
17.	<p><i>Updating and Refresher Courses</i></p> <p>MHEI shall ensure that students who failed to complete the OBT within 6 years from completion of classroom instruction shall be required to undertake the Updating Course, as prescribed by the Maritime Administration and students who failed to complete the OBT requirements after 6 years from the completion of classroom instruction shall be required to undertake the Refresher Course, prior to the conferment of the degree.</p> <p><i>Note: Subject to the issuance of the prescribed standards by the maritime administration</i></p> <p><i>Reference: Annex H Section 3.1.11 of the JCMMC 01 series of 2022</i></p>	<ul style="list-style-type: none"> Records in the implementation of the policy and procedure on updating and / or refresher courses prior to conferment of degree: <ul style="list-style-type: none"> u p d a t i n g course (if within 6 years from CCI, due to amendments in national/international regulations) r e f r e s h e r course (if beyond 6 years from CCI the student has not yet earned the degree) Records of implementation of the updating / refresher courses <ul style="list-style-type: none"> Official List of Students Enrolled Records of Attendance and Completion of the course 				



Item No.	KEY AREAS (Minimum Requirements and Reference)	OBJECTIVE EVIDENCE	SELF-ASSESSMENT (For the MHEI) Identify / indicate the Objective Evidence)	FINDINGS (For the Joint CHED-MARINA Team)		REMARKS (Other Objective Evidence Presented)
				Compliant	Not Compliant	
18.	<p>Records of Onboard Training</p> <p>During the conduct of orientation, the Onboard Training Supervisor shall provide, among others, the following guidance to students on the proper filling up of the approved TRB:</p> <p>a. providing complete personal information, including details of trainings received in accordance with the STCW Convention and the mandatory Safety and Shipboard Familiarization;</p> <p>b. having the TRB signed by an officer onboard to prove that mandatory familiarization as required by the STCW Convention has been undertaken.</p> <p>c. the Particulars of the vessel;</p> <p>d. on satisfactory completion, each of the assignments and tasks should be initialed by the Master / Chief Engineer or duly authorized officer. It is important for the students to be aware that he/she may need to demonstrate this ability on several occasions before the Master / Chief Engineer or duly authorized officer until they are convinced that he/she has achieved this standard;</p> <p>e. gathering of appropriate objective evidences as proof of actually having performed the assignment, tasks and duties while undergoing onboard training;</p> <p>f. any comments on the progress of the</p>	<ul style="list-style-type: none"> ● Records of implementation of the policy and procedure in conducting orientation by the OTS on the proper filling up of TRB, in accordance with Section 4.1.2 of the Revised OBT Guidelines ● Copy of Orientation Materials used by the OTS during orientation of students prior to embarkation, which should cover items a to f of the Revised OBT Guidelines ● Records of conduct of orientation <ul style="list-style-type: none"> ○ Attendance of the Orientation ○ Orientation handouts ○ Orientation presentations ○ Photos or videos of the conducted orientation ○ Copy of the certificate provided in the orientation ● Sample of the following: <ul style="list-style-type: none"> ○ accomplished sea projects ○ Journal Entries ○ Illustration , Photos, Videos 				

Item No.	KEY AREAS (Minimum Requirements and Reference)	OBJECTIVE EVIDENCE	SELF-ASSESSMENT (For the MHEI) Identify / indicate the Objective Evidence)	FINDINGS (For the Joint CHED-MARINA Team)		REMARKS (Other Objective Evidence Presented)
				Compliant	Not Compliant	
	<p>OBT to be reflected on the corresponding page of the TRB.</p> <p><i>Reference: Annex H Section 4.1.2 of the JCMMC 01 series of 2022</i></p>	<ul style="list-style-type: none"> ○ Computations among others ○ Comments on the TRB 				
19.	<p><i>Requirements to Ensure Authenticity of the TRB</i></p> <p>MHEIs shall issue only approved TRB to students who enrolled the 12 months structured OBT. Hence, to ensure the authenticity of the TRB that would be presented by the students after completing the required OBT, and for purposes of validation, assessment, and issuance of Special Order (SO) for graduation, all MHEIs shall ensure that:</p> <p>a. all pages of the TRB are stamped with the Student's Number to whom it would be issued;</p> <p>b. information such as name of the issuing MHEI and the student's name and number to whom the TRB would be issued are also stamped on a conspicuous page, preferably next to the front page of the TRB; and</p> <p>c. TRB control numbers issued to students are indicated in the enrollment list to be submitted to the CHED Regional office.</p> <p><i>Reference: Annex H Section 4.1.3 of the JCMMC 01 series of 2022</i></p>	<ul style="list-style-type: none"> ● Records of Implementation of the Policy and procedures in ensuring authenticity of the TRB issued to students, in accordance with Section 4.1.3 of the Revised OBT Guidelines ● <u>Copy of TRB</u> issued to students containing the following: <ul style="list-style-type: none"> a. all pages of the TRB are stamped with the Student's Number b. name of MHEI, name of student, and student number stamped in conspicuous pages of the TRB c. TRB control number are indicated in the List of Students Enrolled in OBT that is submitted to CHEDRO 				

Item No.	KEY AREAS (Minimum Requirements and Reference)	OBJECTIVE EVIDENCE	SELF-ASSESSMENT (For the MHEI) Identify / Indicate the Objective Evidence)	FINDINGS (For the Joint CHED-MARINA Team)		REMARKS (Other Objective Evidence Presented)
				Compliant	Not Compliant	
20.	<p><i>Electronic TRB – eTRB</i></p> <p>.1 The approved TRB may be converted into electronic format (eTRB) for ease of use, monitoring and verification and shall be submitted to MARINA for approval before dissemination to students.</p> <p>.2 Only approved eTRB shall be allowed to be used by students who enrolled the structured 12 months onboard training.</p> <p>.3 The criteria and process in approving eTRB by the Administration shall be in accordance with 4.1.1 above.</p> <p>.4 The mechanism on the utilization of eTRB must be provided in the quality standards system of the MHEI.</p> <p><i>Reference: Annex H Section 4.2 of the JCMMC 01 series of 2022</i></p>	<ul style="list-style-type: none"> Records of Implementation of the Policy and procedures on the following items listed below: <ul style="list-style-type: none"> the use of approved eTRB based on Section 4.2 of the Revised OBT Guidelines mechanism of its utilization Copy of a document showing approval of eTRB as required in Section 4.2 of the Revised OBT Guidelines 				

Item No.	KEY AREAS (Minimum Requirements and Reference)	OBJECTIVE EVIDENCE	SELF-ASSESSMENT (For the MHEI) Identify / indicate the Objective Evidence)	FINDINGS (For the Joint CHED-MARINA Team)		REMARKS (Other Objective Evidence Presented)
				Compliant	Not Compliant	
21.	<p><i>Daily Journal of Watchkeeping Duties</i></p> <p>In complying with the six (6) months watchkeeping duties in the bridge or in the engine-room, MHEIs shall:</p> <p>.1 be responsible in ensuring that students are given sufficient guidance in accomplishing and submitting the Daily Journal of Watchkeeping Duties (DJWD) using the prescribed form by completing all the following entries;</p> <p>.2 to appropriately fill up the DJWD form, students should be guided by the OTS that only watchkeeping-related duties at the bridge and engine-room shall be indicated therein;</p> <p>.3 students shall render and complete a total of six (6) months of bridge or engine-room watchkeeping duties. Students are therefore required to submit accomplished daily journals (DJWD) for a total of six (6) months indicating performance of watchkeeping duties during their OBT;</p> <p>.4 for purposes of verification, keep a complete set of the DJWD accomplished by the students including the corresponding objective evidence /s as proof of their having performed the watchkeeping duties during their onboard training.</p>	<ul style="list-style-type: none"> Records of implementation of the policy and procedure on following items listed below: <ul style="list-style-type: none"> giving students sufficient guidance in accomplishing the DJWD using the prescribed form guiding students to ensure that only watchkeeping-related duties at the bridge and engine-room shall be indicated in the DJWD form that students shall render and complete a total of 6 months watchkeeping duties and submit accomplished DJWD keeping complete set of the accomplished DJWD form including the objective evidence /s Copy of Orientation Materials indicating instructions to students on: <ul style="list-style-type: none"> the proper way of accomplishing the DJWD form only watchkeeping-related duties are provided in the DJWD form gathering of sufficient objective evidence relative to watchkeeping duties consistent 				

Item No.	KEY AREAS (Minimum Requirements and Reference)	OBJECTIVE EVIDENCE	SELF-ASSESSMENT (For the MHEI) Identify / Indicate the Objective Evidence)	FINDINGS (For the Joint CHED-MARINA Team)		REMARKS (Other Objective Evidence Presented)
				Compliant	Not Compliant	
	Reference: Annex H Section 4.3 of the JCMMC 01 series of 2022	<p>with the entries in the DJWD</p> <ul style="list-style-type: none"> Records of implementation on: <ul style="list-style-type: none"> the conduct of orientation copy of accomplished DJWD form (for 6 months) objective evidence / s submitted by students to support performance of the required 6 months watchkeeping duties 				



Item No.	KEY AREAS (Minimum Requirements and Reference)	OBJECTIVE EVIDENCE	SELF-ASSESSMENT (For the MHEI) Identify / Indicate the Objective Evidence)	FINDINGS (For the Joint CHED-MARINA Team)		REMARKS (Other Objective Evidence Presented)
				Compliant	Not Compliant	
22.	<p>Validation of OBT (12 months OBT)</p> <p>.1 After completing the 12 months OBT, student shall report to the Onboard Training Office of the MHEI concerned for debriefing, validation of TRB, approval of the twelve months OBT and assessment purposes. The following documents must be submitted for evaluation:</p> <p>a. Accomplished Training Record Book (TRB) showing that all identified sea projects and at least 70% of the identified operational tasks were completed during onboard training. Duties and tasks that were not performed onboard and can be performed by the student and assessed by the MHEI using appropriate equipment/simulator ashore shall be included in the remediation program that will be provided by the MHEI;</p> <p>b. The corresponding objective evidence/s identified in the TRB and OTG as proof of having performed the tasks during onboard training. The Onboard Training Supervisor must ensure that the objective evidence/s presented are appropriate and related to the tasks performed onboard;</p> <p>c. Certificate of Sea Service signed by the Master supported by copy of the Seafarers Record Book (SRB) covering the sea service;</p> <p>d. Notarized Certificate of Sea Service issued by the shipping / manning company;</p> <p>e. Accomplished Daily Journal of Watchkeeping Duties showing performance of watchkeeping duties and tasks</p>	<ul style="list-style-type: none"> Records of implementation of the policy and procedure on validation of 12 months OBT: <ul style="list-style-type: none"> by requiring submission of the documents listed in Section 5.1.1 (items a to g) of the Revised OBT Guidelines that completion of the 12 months OBT shall only be approved upon validation of the required documents and passing the OBT assessment issuance of a Notarized "Certificate of Validation, Assessment and Approval" by the OTO and submission to CHEDRO for issuance of the SO 				

Item No.	KEY AREAS (Minimum Requirements and Reference)	OBJECTIVE EVIDENCE	SELF-ASSESSMENT (For the MHEI) Identify / indicate the Objective Evidence)	FINDINGS (For the Joint CHED-MARINA Team)		REMARKS (Other Objective Evidence Presented)
				Compliant	Not Compliant	

--	--	--	--	--	--	--



Item No.	KEY AREAS (Minimum Requirements and Reference)	OBJECTIVE EVIDENCE	SELF-ASSESSMENT (For the MHEI) Identify / Indicate the Objective Evidence)	FINDINGS (For the Joint CHED-MARINA Team)		REMARKS (Other Objective Evidence Presented)
				Compliant	Not Compliant	
		<ul style="list-style-type: none"> ● Copy of the following documents submitted by students upon completion of the OBT as follows: <ul style="list-style-type: none"> a. Accomplished TRB showing that: <ul style="list-style-type: none"> - sea projects 100 % completed - operational tasks at least 70% completed * <i>operational tasks that were not performed onboard can be performed and assessed in the remediation program</i> b. Objective evidence / s for every duties / tasks in the TRB and OTG and watchkeeping duties c. Certificate of Sea Service signed by the Master supported by copy of the Seafarers Record Book (SRB) d. Notarized Certificate of Sea Service issued by the shipping / manning company e. Accomplished Daily Journal of Watchkeeping Duties for six (6) months f. Certificate of Sea Service and the Certificate issued by the manning / shipping company g. Seafarer's Record Book (SRB or Seaman's Book) 				

Item No.	KEY AREAS (Minimum Requirements and Reference)	OBJECTIVE EVIDENCE	SELF-ASSESSMENT (For the MHEI) Identify / Indicate the Objective Evidence)	FINDINGS (For the Joint CHED-MARINA Team)		REMARKS (Other Objective Evidence Presented)
				Compliant	Not Compliant	
		<p><i>(for oceangoing service)</i> Passport with immigration stamp</p> <p><i>(for domestic service)</i> - Certified True Copy of the Masters' Declaration of Safe Departure (MDSD) signed by PCG; and - Crew List with ship's stamp and PCG Clearance stamp with signature.</p> <p>● Notarized "Certificate of Validation, Assessment and Approval"</p>				

Item No.	KEY AREAS (Minimum Requirements and Reference)	OBJECTIVE EVIDENCE	SELF-ASSESSMENT (For the MHEI) Identify / Indicate the Objective Evidence)	FINDINGS (For the Joint CHED-MARINA Team)		REMARKS (Other Objective Evidence Presented)
				Compliant	Not Compliant	
23	Thirty-six (36) Months Seagoing Service 1. In case the BSMT and BSMarE students who were not able to undergo the 12 months structured OBT, but completed at least 36 months seagoing service as provided under Section 2.2.1 or Section 2.2.2 of these guidelines, the following documents must be submitted to the Onboard Training Office for the validation and approval of the students seagoing service in order to qualify for assessment of OBT and conferment of a bachelor's degree: a. Certificate of Seagoing Service duly signed by the Master or Chief Engineer with the ship's stamp and / or countersigned by responsible officer of local crewing or manning agency of the ship in lieu of the TRB, which should include, among others, the following information: i. Vessel name and type ii. Ship's port of registry iii. Gross tonnage iv. Propulsion power in kilowatt v. IMO number vi. Length of service (date signed on and date signed off) and the position / capacity held b. Accomplished Daily Journal of Watchkeeping Duties showing performance of watchkeeping duties and tasks of at least	Copy of the following documents submitted by students upon completion of the OBT as follows: a. Certificate of Seagoing Service signed by the Master or Chief Engineer with ship's stamp and / or countersigned by responsible officer of local crewing or manning agency with the following information: i. Vessel name and type ii. Ship's port of registry iii. Gross tonnage iv. Propulsion power in kilowatt v. IMO number vi. Length of service (date signed on and date signed off) and the position / capacity held b. Accomplished Daily Journal of Watchkeeping Duties for six (6) months c. Seafarer's Record Book (SRB or Seaman's Book) <i>(for oceangoing service)</i> Passport with immigration stamp <i>(for domestic service)</i> - Certified True Copy of the Masters' Declaration of Safe Departure (MDSD) signed by PCG; and - Crew List with ship's stamp				



Item No.	KEY AREAS (Minimum Requirements and Reference)	OBJECTIVE EVIDENCE	SELF-ASSESSMENT (For the MHEI) Identify / Indicate the Objective Evidence)	FINDINGS (For the Joint CHED-MARINA Team)		REMARKS (Other Objective Evidence Presented)
				Compliant	Not Compliant	
	<p>four (4) hours per day for six (6) months during the seagoing service;</p> <p>c. Seafarer's Record Book (SRB or Seaman's Book);</p> <p>d. Passport with immigration stamp of departure and arrival for oceangoing sea service; and</p> <p>e. For domestic seagoing service, there shall be at least one per month for a total of 36 months' duration of the following documents signed by the Master:</p> <ul style="list-style-type: none"> - Certified True Copy of the Masters' Declaration of Safe Departure (MDSD) signed by PCG; and - Crew List with ship's stamp and PCG Clearance stamp with signature. <p>2. The 36 months seagoing service shall only be approved for assessment after the students concerned have presented the aforementioned documents and duly validated.</p> <p>3. The validation and approval of the 36 months seagoing service shall be conducted in accordance with the written policies and procedures specified under the Quality Standards System (QSS) of the MHEI. Moreover, it is required that a Notarized "Certificate of Validation, Assessment and</p>	<p>and PCG Clearance stamp with signature.</p> <p>Notarized "Certificate of Validation, Assessment and Approval</p>				

Item No.	KEY AREAS (Minimum Requirements and Reference)	OBJECTIVE EVIDENCE	SELF-ASSESSMENT (For the MHEI) Identify / indicate the Objective Evidence)	FINDINGS (For the Joint CHED-MARINA Team)		REMARKS (Other Objective Evidence Presented)
				Compliant	Not Compliant	
	<p>Approval” of the 36 months seagoing service be issued by the Onboard Training Office which shall also be submitted to the CHEDRO as basis for the issuance of SO for graduation.</p> <p><i>Reference: Annex H Section 5.2 of the JCMMC 01 series of 2022</i></p>					
24	<p>As a general rule, students with a duly validated onboard training may qualify to undergo an assessment relating to the tasks performed and competencies acquired during the required OBT. Students who qualify for assessment shall be assessed in accordance with the pertinent assessment policies and procedures specified under the QSS of the MHEI concerned.</p> <p>The methods of assessing the students’ learning from the OBT shall be done through:</p> <p>.1 Written or computerized examination. The written or computerized examination based on the TRB shall be designed in accordance with the pertinent requirements under Section A-II/1 and Section A-III/1 of the STCW Code for BSMT and BSMarE, respectively;</p> <p>.2 Practical assessment using appropriate laboratory equipment, machinery and/or simulator to demonstrate practical</p>	<ul style="list-style-type: none"> ● Records of implementation of the policy and procedure on the conduct of assessment after validation: <ul style="list-style-type: none"> a. completed the requirement of validation process; b. method of assessment: <ul style="list-style-type: none"> i. written or computerized examination on related tasks; ii. oral assessment through panel interview; and iii. practical assessment c. grading system that clearly define the weight percentage for written exam, practical assessment, and panel interview and other criteria to sum-up as the students’ final grade in OBT; d. In designing and developing the assessment tools, adoption and implementation of the design and development, review and verification, validation, and 				

Item No.	KEY AREAS (Minimum Requirements and Reference)	OBJECTIVE EVIDENCE	SELF-ASSESSMENT (For the MHEI) Identify / indicate the Objective Evidence)	FINDINGS (For the Joint CHED-MARINA Team)		REMARKS (Other Objective Evidence Presented)
				Compliant	Not Compliant	
	<p>knowledge of onboard tasks in accordance with the table of competences of the STCW Code, as amended; and</p> <p>.3 Panel interview (oral assessment). This assessment method will allow the assessors to further evaluate the competences acquired on board based on the TRB including Sea Projects and entries in the Daily Journal of Watchkeeping Duties, composed of the Dean or duly authorized representative, Onboard Training Supervisor, and one (1) Instructor of professional courses, all of whom must be qualified Assessors from the MHEI concerned</p> <p><i>Reference: Annex H Section 6.1 of the JCMMC 01 series of 2022</i></p>	<p>approval processes as part of its quality standards system. The following were considered:</p> <p>i. setting of performance objectives in accordance with the tasks performed onboard;</p> <p>ii. determination of the corresponding performance measures and standards;</p> <p>iii. preparation of assessment package;</p> <p>iv. conduct of assessment; and</p> <p>v. development of Performance Improvement Plan, which contains inputs for the development of appropriate remedial measures as necessary.</p> <p>e. assessment results recorded and signed by the Assessors and consolidated by the Onboard Training Supervisor who shall sign the official grading sheet of the students to be submitted to the MHEI's Registrar.</p> <p>f. process in admitting transferees (endorsed by CHEDRO)</p> <ul style="list-style-type: none"> Assessment Tool for: <ul style="list-style-type: none"> a. written or computerized examination on related tasks; b. oral assessment through panel interview; and 				

Item No.	KEY AREAS (Minimum Requirements and Reference)	OBJECTIVE EVIDENCE	SELF-ASSESSMENT (For the MHEI) Identify / indicate the Objective Evidence)	FINDINGS (For the Joint CHED-MARINA Team)		REMARKS (Other Objective Evidence Presented)
				Compliant	Not Compliant	
		<p>c. practical assessment</p> <ul style="list-style-type: none"> Development of assessment tools: <ol style="list-style-type: none"> Working documents Review results Verification results Validation results Approval documents <p><i>Note: Alignment between assessment tools and accomplished tasks</i></p> <ul style="list-style-type: none"> Grading system and Copies of Assessment results <ol style="list-style-type: none"> Results of written or computerized examination on related tasks; Results of Practical Assessment Results of Oral Assessment and other criteria to sum-up as the students' final grade in OBT Records of transferred students <i>(if any)</i> 				
25	If in any case, the result of the assessment indicates that the student cannot demonstrate the competences required under the 1978 STCW Code, as amended, or	<ul style="list-style-type: none"> Records of implementation of the policy and procedure on the conduct of remediation program for: 				

Item No.	KEY AREAS (Minimum Requirements and Reference)	OBJECTIVE EVIDENCE	SELF-ASSESSMENT (For the MHEI) Identify/indicate the Objective Evidence)	FINDINGS (For the Joint CHED-MARINA Team)		REMARKS (Other Objective Evidence Presented)
				Compliant	Not Compliant	
	<p>the required competences/tasks in the TRB were not fully completed by the student during the 12 months OBT, appropriate remediation program (simulation/workshops practical exercises) shall be instituted in order for the students to rectify such deficiency/ies. Thereafter, the students concerned shall be required to undergo assessment/reassessment based on Section 6 of the guidelines to determine if they have fully acquired all the necessary competences.</p> <p><i>Reference: Annex H Section 7.1 of the JCMMC 01 series of 2022</i></p>	<p>a. students who failed in the assessment based on Section 6; b. students whose required competences and tasks in the TRB were not fully completed during the 12 months OBT; c. conduct of assessment / reassessment upon completion of remediation program; d. records of implementation of the remediation program to be kept and maintained by the MHEI including results of assessment/reassessment</p>				
26	<p>The remediation program must contain, among others, the coverage / scope, instructor qualification, facilities and equipment needed, instructional materials, and assessment tools.</p> <p><i>Reference: Annex H Section 7.2 of the JCMMC 01 series of 2022</i></p>	<ul style="list-style-type: none"> Copy of the Remediation Program designed by the MHEI 				
27	<p>Records of implementation of the remediation program shall be kept and maintained by the MHEI including results of assessment / reassessment, to be presented during the regular monitoring by the Commission and Maritime Administration.</p>	<ul style="list-style-type: none"> Records of implementation of remediation program 				

Item No.	KEY AREAS (Minimum Requirements and Reference)	OBJECTIVE EVIDENCE	SELF-ASSESSMENT (For the MHEI) Identify / indicate the Objective Evidence)	FINDINGS (For the Joint CHED-MARINA Team)		REMARKS (Other Objective Evidence Presented)
				Compliant	Not Compliant	
	<i>Reference: Annex H Section 7.3 of the JCMMC 01 series of 2022</i>					
28	An MHEI which fails to board its students for OBT within five (5) months from the date of enrolment of the seagoing service shall submit to the CHED Regional Office a Corrective and Preventive Action Report. <i>Reference: Annex H Section 8.1 of the JCMMC 01 series of 2022</i>	<ul style="list-style-type: none"> Copy of Corrective and Preventive Action Report submitted to CHEDRO, (if any) 				
29	An MHEI which fails to board the student within one year and six months or eighteen months from the date of enrolment of the seagoing service, the CHED Regional Office shall endorse the matter to the Technical Panel for Maritime Education (TPME) for the imposition of appropriate sanction pursuant to Republic Act No. 7722 (Higher Education Act of 1994), Batas Pambansa Bilang 232 (The Education Act of 1982), CMO No. 40, s.2008 (Manual of Regulations for Private Higher Education of 2008 – MORPHE) and all other applicable CHED rules and regulations and legislations; and EO 63 and its IRR. <i>Reference: Annex H Section 8.2 of the JCMMC 01 series of 2022</i>	<ul style="list-style-type: none"> Copy of the endorsement report to the Technical Panel 				

Lead Evaluator

:

Signature Over Printed Name



Item No.	KEY AREAS (Minimum Requirements and Reference)	OBJECTIVE EVIDENCE	SELF-ASSESSMENT (For the MHEI) Identify / indicate the Objective Evidence)	FINDINGS (For the Joint CHED-MARINA Team)		REMARKS (Other Objective Evidence Presented)
				Compliant	Not Compliant	

Monitoring Team Members

:

Signature Over Printed Name

Signature Over Printed Name

