



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

DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY



JOINT CHED – MARINA MEMORANDUM CIRCULAR NO. 01
Series of 2023

SUBJECT: POLICIES, STANDARDS AND GUIDELINES FOR THE 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
INTRODUCTION

Section 1. Rationale and Background

This Memorandum Circular was developed in pursuit of the educational reforms that include the enhanced basic education curriculum through K to 12, the New General Education Curriculum, and the ongoing quality assurance system for the development, recognition and award of qualification to the BSMT and BSMarE graduates based on the Philippine Qualifications Framework (PQF) Level 6 and International Standards.

Furthermore, this Memorandum Circular serves the purpose of further ensuring the compliance of BSMT and BSMarE programs with the pertinent requirements of the STCW Convention, 1978, as amended, making them more responsive to the needs of the industry and thereby maintaining the global competitiveness of BSMT and BSMarE graduates and in particular, the Filipino seafarers serving as officers in charge of a watch for international shipping.



This Memorandum Circular implements competency-based standards/outcomes-based education. It adopts the competences expected of BSMT and BSMarE graduates as provided under the STCW Convention, 1978, as amended, regardless of the type of Higher Education Institution (HEI) they graduated from.

Article II

DEFINITION OF TERMS

Section 2. For purposes of this Circular, the following terms shall be construed as follows:

- 2.1. Applicant Higher Education Institution (HEI):** Refers to an educational institution, private or public, applying to operate maritime education and training program/s.
- 2.2. Assessment of Competence:** Refers to the process of evaluating evidence of competence through one or more of the methods of demonstrating competence under Columns 3 and 4 of the competency tables of the STCW Code.
- 2.3. Bachelor of Science in Marine Engineering (BSMarE):** Refers to the approved maritime education and training program prescribed by the Commission and the Maritime Administration in compliance with the mandatory education and training for Officers in Charge of an Engineering Watch required by the STCW Convention, 1978, as amended.
- 2.4. Bachelor of Science in Marine Transportation (BSMT):** Refers to the approved maritime education and training program prescribed by the Commission and the Maritime Administration in compliance with the mandatory education and training for Officers in Charge of a Navigational Watch required by the STCW Convention, 1978, as amended.
- 2.5. Carrying-capacity:** Refers to the maximum number of students allowed to be enrolled by the MHEI based on its facility and equipment taking into account, the man-machine ratio, faculty-student ratio, laboratory hour per week, and the maximum facility/equipment utilization per week.
- 2.6. Cease-and-Desist Order:** Refers to a legally enforceable order issued by the Commission directing the concerned MHEI, without the proper authority to operate, to cease from offering BSMT and/or BSMarE program.
- 2.7. Closure of a Program:** Refers to the closure of BSMT and/or BSMarE program/s offered by an MHEI which may be voluntary or involuntary.

Voluntary closure is when the MHEI, for valid cause, on its own initiative, chooses to close any of its programs offered through a phase-out process.



Involuntary closure is when the Commission, with the recommendation of Maritime Administration, for just cause and after due process, orders the phase-out or outright closure of the BSMT and/or BSMarE program/s by revoking the permit or certificate of recognition previously issued. The Commission and Maritime Administration shall determine the grounds thereof.

- 2.8. Commission:** Refers to the Commission on Higher Education (CHED).
- 2.9. Commission En Banc (CEB):** refers to the governing and policy making body of the Commission, vested with power and authority to set minimum standards for programs and institutions of higher learning, including maritime higher education institutions, upon recommendation by panel of experts, (in the case of maritime programs, Technical Panel for Maritime Education), subject to public hearing, and to enforce the same.
- 2.10. Competence:** Refers to the combination of knowledge, skills, experience and attitude that enables an individual to perform a certain function or task. It includes: 1) the cognitive competence involving the use of theory and concepts as well as informal tacit experiential knowledge; 2) functional competence, which involves knowledge, understanding and skills necessary for the proper performance of functions, tasks, duties and responsibilities in a workplace; and 3) personal competence involving ethical, personal and professional values.
- For purposes of the BSMT and or BSMarE programs, specific cognitive and functional competences are provided in the Tables of Standards of Competence under the STCW Code.
- 2.11. Completed Classroom Instruction (CCI) for OBT:** Refers to "Completed Academic Requirements" in previously issued Circulars, pertains to the completion of the required courses under the BSMT or BSMarE program prior to the OBT based on the Commission and Maritime Administration approved curriculum.
- 2.12. Comprehensive Examination:** Refers to a type of examination taken after the completion of the academic and other institutional requirements, and prior to the conferment of the degree.
- 2.13. Course:** Refers to components of a degree program. It is identified by a course code, descriptive title and its outline or syllabus. It is a collection of learning experiences within a particular subject area and organized to accomplish particular outcomes.
- 2.14. Course Package:** Refers to a set of learning materials jointly developed or enhanced, prepared, reviewed, and validated, and approved by the Commission and Maritime Administration. It is composed of Course Specifications, Course Outline and Timetable, and Course Syllabus.



- 2.15. Curriculum:** An aggregate of courses that are systematically and logically arranged within the program of study to ensure achievement of prescribed standards of competence under the STCW Convention, 1978, as amended which covers the mandatory education and training for Officers-in-Charge for Navigational or Engineering Watch under Section A-II/1 and A-III/1, respectively, and some of the knowledge and understanding under Table II/2 and III/2 of the STCW Code.
- 2.16. Curriculum Map:** Refers to a matrix showing how the program outcomes are addressed by STCW-based professional courses, New General Education Curriculum (NGEC) and mandated courses.
- 2.17. Degree:** Refers to an academic degree conferred to students by an MHEI, upon satisfactorily completing Maritime Education and Training Programs.
- 2.18. Detailed Teaching Syllabus (DTS):** Refers to a component of course package which contains the complete course information and articulations of teaching and learning activities prepared by the MHEI.
- 2.19. Due Process:** Refers to the guarantee that all legal proceedings will be fair and that the concerned MHEI will be given notice of the proceedings and an opportunity to be heard before the imposition of a sanction.
- 2.20. Evaluation:** Refers to the process of making judgment on the compliance of the MHEI and the Maritime Education and Training Programs being applied for approval with the pertinent standards and requirements prescribed by the Commission and the Maritime Administration in accordance with the STCW Convention, 1978, as amended.
- 2.21. Examination:** Refers to a formal test of a student's knowledge, understanding and proficiency.
- 2.22. Learning Outcomes:** Refers to the clear statement of what the learner is expected to know, understand, and do as a result of learning experiences after the lesson.
- 2.23. Maritime Administration:** Refers to Maritime Industry Authority (MARINA).
- 2.24. Maritime Education and Training Programs (METPs):** Refer to the approved education and training for Officer-in-Charge of a navigational or an engineering watch covered under Chapter II Regulation II/1 and Chapter III Regulation III/1 of the STCW Convention, 1978, as amended, or more popularly known as the BSMT and BSMarE programs.
- 2.25. Maritime Higher Education Institution (MHEI):** Refers to all higher education institutions offering METPs.



- 2.26. Office of Programs and Standards Development (OPSD):** An Office within CHED which is primarily in charge of the enhancement of program quality and standards, the development of corresponding policy guidelines; and the achievement of transparency, accountability, expediency and integrity in the formulation and enforcement of policies, standards and guidelines.
- 2.27. Onboard Training (OBT):** Refers to the mandatory seagoing service under Regulations II/1 and III/1 of the STCW Convention, 1978, as amended.
- 2.28. Outcomes-Based Education (OBE):** Refers to an educational approach that focuses and organizes the educational system around what is essential for all learners to know, value, and be able to achieve a desired level of competence. Once the desired results or "exit outcomes" have been determined, the strategies, processes, techniques and means are put in place to achieve predetermined goals. In essence, it is working backward with students as the center of the learning-teaching milieu.
- 2.29. Phase-out process:** Means the gradual closure of a higher education training program of MHEI.
- 2.30. Philippine Qualifications Framework (PQF):** Refers to the Philippines' system for the development, recognition and award of qualifications based on standards of knowledge, skills and values acquired in different ways and methods by learners and workers of the country.
- 2.31. Program Educational Objectives (PEOs):** Refers to broad statements that describe the career and professional accomplishments that the program is preparing graduates to achieve.
- 2.32. Program of Study:** An academic plan, which articulates the distribution of courses per academic term, including the OBT requirement that have to be taken by a student towards the satisfactory completion of BSMT and/or BSMarE program.
- 2.33. Program Outcomes (POs):** Refers to sets of competences (related knowledge, skills, and attitudes) that all learners are expected to demonstrate after the completion of the curriculum or program.
- 2.34. Quality Standards System (QSS):** Refers to the documented policies and procedures required by the Commission and the Maritime Administration to be established by the MHEI in order to implement, monitor and ensure the attainment of STCW competence standards.
- 2.35. Refresher Course:** Refers to the course approved by the Commission and the Maritime Administration required to be taken and completed by a BSMT or BSMarE student who has not yet completed the OBT requirement and/or failed to earn the degree within six (6) years after completion of classroom instruction under the BSMT or BSMarE program.



- 2.36. Remediation:** Refers to the intervention implemented by the MHEI in order to rectify the deficiency/ies in the onboard training program, through simulation or workshop.
- 2.37. Resit:** Refers to another opportunity given to any students to retake the assessment if ever a failing score was recorded on the first try during the final assessment of the course.
- 2.38. Seagoing ship:** Refers to a ship other than those which navigate exclusively in inland waters or in waters within, or closely adjacent to, sheltered waters or areas where port regulations apply.
- 2.39. Standard of Competence:** Refers to the level of proficiency to be achieved for the proper performance of functions onboard seagoing ships in accordance with the criteria set forth in the STCW Convention, 1978, as amended, and incorporating prescribed standards or levels of knowledge, understanding and demonstrated skills.
- 2.40. STCW Code:** Refers to the Annex of the STCW Convention which consists of Part A (mandatory provisions to which specific reference is made in the annex to the STCW Convention and which give, in detail, the minimum standards required to be maintained by Parties in order to give full and complete effect to the provisions of the STCW Convention) and Part B (Recommended guidance to assist Parties to the STCW Convention and those involved in implementing, applying or enforcing its measures to give the STCW Convention full and complete effect in uniform manner).
- 2.41. STCW Competence Map:** Refers to a matrix showing the distribution of the minimum standards of competence and knowledge, understanding and proficiency (KUP) prescribed under the STCW Convention, 1978, as amended into the particular course or courses comprising the BSMT and BSMarE programs and the allotted class hours.
- 2.42. STCW Convention:** Refers to the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended, which established the minimum standards of competence for seafarers.
- 2.43. Training Record Book (TRB):** Refers to the Training Record Book (TRB) designed by the International Shipping Federation (ISF), GlobalMET or any other entity and approved by the Maritime Administration in accordance with the requirements of the STCW Convention, 1978, as amended.
- 2.44. Transcript of Records (TOR):** Refers to certified record (inventory) of a student throughout a course of study having full enrollment history including all courses attempted, grades earned and degrees and awards conferred.
- 2.45. Unit:** One credit unit is equivalent to one (1) hour lecture, or two (2) or three (3) hours laboratory.



Article III
APPROVAL AND AUTHORITY TO OPERATE MARITIME EDUCATION AND TRAINING PROGRAMS

Section 3. Approval of Maritime Education and Training Programs

All HEIs, including state universities and colleges (SUCs), local universities and colleges (LUCs), and autonomous and deregulated HEIs, intending to offer BSMT and/or BSMarE programs shall first secure approval from the Commission before offering and conducting the said programs.

3.1. Authority to Operate

The Authority to Operate, consisting of a Permit Phase and Recognition Phase, shall be applied for and shall only be granted after the applicant HEI has complied with the pertinent requirements under this Circular.

3.2. Permit to Operate

The initial permit to operate applies only to the first and second-year levels of the program applied for, and shall be granted only after the first and second-year level requirements are met.

On the second year of operation of the degree program, the higher education MHEI must apply for a permit to operate the third-year level or may apply for recognition if the applicant MHEI has complied with all the requirements for the continuous operation of the degree program applied for, **including the onboard training requirements.**

The third-year permit to operate shall only be granted if compliance with the first and second-year level requirements is maintained and the third-year level requirements for the program being applied for have been complied with.

Otherwise, the permit to operate the first and second-year levels of the program concerned shall be revoked. The affected students shall be assisted by the concerned MHEI in transferring to other MHEIs offering authorized BSMT and/or BSMarE programs.

The specific provisions governing the processing of applications for government permit shall be in accordance with the Revised Guidelines on Joint CHED-MARINA evaluation and Inspection of Higher Education Applying for Government Authority to Operate Bachelor of Science in Marine Transportation and/or Bachelor of Science in Marine Engineering Program/s.

3.3. Program Recognition

Consistent with the preceding paragraph, the third-year permit or recognition may be applied for on the second year of operation with the Regional Office of the



Commission concerned not later than the first working day of November of the academic year prior to that for which recognition is sought.

The recognition shall only be granted when all requirements for the complete operation of the BSMT or BSMarE program, including the provision of OBT for students who are completing the classroom instruction prior to the grant of recognition, have been complied with. Otherwise, the permit to operate the first, second and third applied for recognition shall be revoked.

The specific provisions governing the processing of applications for government recognition shall be in accordance with the Guidelines on Joint CHED-MARINA Evaluation and Inspection of Higher Education Applying for Government Authority to Operate Bachelor of Science in Marine Transportation and/or Bachelor of Science in Marine Engineering Program/s.

3.4. All MHEIs with existing BSMT and/or BSMarE programs authorized by the Commission shall adhere to and comply with all the requirements under this Circular.

3.5. The offering of BSMT and/or BSMarE programs without the proper authority to operate as provided under this Circular shall be unlawful, illegal and a prohibited act and is a ground the issuance of Cease and Desist Order.

3.6. The permit or recognition shall be exclusive to the MHEI to which it was granted, campus-specific, and subject to the conditions set forth therein. The permit or recognition cannot in anyway be alienated or be subject of any contract.

3.7. BSMT and/or BSMarE programs of any MHEI that failed to comply with the minimum requirements provided under this Circular shall be subject to closure after due process.

3.8. Prohibition on Re-Application for Permit against MHEIs with Closure Order

An MHEI which is subject to closure, either immediate or through phase-out, shall be barred from re-applying for a period of three (3) years after the effectivity of such Closure Order.

Upon re-application, the subject MHEI shall ensure the program complies with the existing Joint CHED-MARINA Policies, Standards and Guidelines, it has closed the non-compliance/s that led to its phase out/closure and it has transferred all its students to recognized MHEIs.

All pending applications of MHEI for permit or recognition of the closed programs shall be automatically denied without prejudice to imposition of appropriate sanctions against MHEIs' officials in accordance with existing laws, rules and regulations.



3.9. Evaluation of applications of HEIs that operated maritime education and training programs without Government Authority

The application of an HEI which operated the BSMT and/or BSMarE program/s without government authority, shall be automatically denied, without prejudice to imposition of appropriate sanctions against the concerned HEIs' officials in accordance with existing laws. This shall also warrant the issuance of a Cease-and -Desist Order.

The said institution/HEI shall also be responsible in the transfer of students to recognized MHEIs and shall be barred from applying within three (3) years after the issuance of a Cease-and-Desist Order.

Article IV PROGRAM AND COURSE DESIGN, REVIEW AND APPROVAL

Program Specifications

Section 4. Program Description

BSMT is a Maritime Education and Training Program that covers the mandatory education and training for Officers in Charge of a Navigational Watch required under Regulation II/1, Paragraph 2.5 of the STCW Convention, 1978, as amended.

In addition, some of the knowledge and understanding under Table A-II/2 are included in the program as can be found under Annex A1.

BSMarE is a Maritime Education and Training Program that covers the mandatory education and training for Officers in Charge of an Engineering Watch required under Regulation III/1, Paragraph 2.4 of the STCW Convention, 1978, as amended.

In addition, some of the knowledge and understanding under Table A-III/2, are included in the program as can be found under Annex A2.

4.1. Degree Name

4.1.1. The mandatory education and training for Officers in Charge of a Navigational Watch shall be Bachelor of Science in Marine Transportation (BSMT).

4.1.2. The mandatory education and training for Officers in Charge of an Engineering Watch shall be Bachelor of Science in Marine Engineering (BSMarE).

4.2. Nature of the Field of Study

4.2.1. The BSMT program shall cover the study of navigation, cargo handling and stowage, controlling the operation of the ship and care for persons on board at the operational level and some of the knowledge and understanding under Table A-II/2.



4.2.2. The BSMarE program shall cover the study of marine engineering, electrical, electronic and control engineering, maintenance and repair, controlling the operation of the ship and care for persons on board at the operational level and some of the knowledge and understanding under Table A-III/2 are included in the program.

4.2.3. Graduates of the recognized BSMT program are qualified to take the Maritime Administration prescribed assessment of competence for certification as Officer in Charge of a Navigational Watch on seagoing ships of 500 gross tonnage or more. Graduates of the recognized BSMarE program are qualified to take the Maritime Administration prescribed assessment of competence for certification as Officer in Charge of an Engineering Watch on seagoing ships powered by main propulsion machinery of 750kW propulsion power or more, subject to compliance with other requirements thereof.

4.3. Program Educational Objectives (PEOs)

4.3.1. As a degree program, the general program educational objectives of BSMT or BSMarE is to produce graduates who are competent to pursue a career or advanced studies in a related maritime field of specialization.

4.3.2. Specifically, the BSMT program shall aim to produce competent Officers in Charge of a Navigational Watch on seagoing ships of 500 gross tonnage or more while the BSMarE program shall aim to produce competent Officers 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 or more.

Section 5. Program Outcomes

The program outcomes for the BSMT and BSMarE programs are expressed in the following set of learning outcomes:

5.1. Common to all programs in all types of MHEI

Graduates of BSMT and BSMarE programs should be able to:

- a. Engage in lifelong learning and understanding to keep abreast of the developments in maritime practice;
- b. Work independently and in multi-disciplinary and multi-cultural teams;
- c. Act in recognition and practice of professional, social, and ethical accountability and responsibility; and
- d. Preserve and promote "Filipino historical and cultural heritage".



5.2. Common to the BSMT and BSMarE Programs

Graduates of BSMT and BSMarE programs should be able to:

- a. apply knowledge in mathematics, science and technology in solving problems related to the profession and the workplace;
- b. evaluate the impact and implications of various contemporary issues in the global and social context of the profession;
- c. use appropriate techniques, skills and modern tools in the practice of the profession in order to remain globally competitive; and
- d. contribute to the existing body of knowledge through research or other forms of creative discourse and innovative works.

5.3. Specific to the Discipline

5.3.1. BSMT

A graduate of BSMT program shall be able to demonstrate the competence to perform the functions pertaining to navigation, cargo handling and stowage, controlling the operation of the ship and care for persons on board under Table A-II/1 and acquire some knowledge and understanding under Table A-II/2 of the STCW Code that are covered by this program under Annex A1.

5.3.2. BSMarE

A graduate of BSMarE program shall be able to demonstrate the competence to perform the functions pertaining to marine engineering, electrical, electronic and control engineering, maintenance and repair and controlling the operation of the ship and care for persons on board under Table A-III/1, and acquire some knowledge and understanding under Table A-III/2 of the STCW Code that are covered by this program under Annex A2.

5.4. Common to a horizontal type as defined in CMO No. 46, s.2012.

Graduates of BSMT and BSMarE programs, whether from professional MHEIs, colleges or universities, are expected to demonstrate the following:

1. A service orientation in one's profession.
2. An ability to engage in various types of employment, development activities, and public discourses, particularly in response to the needs of the community one serves.
3. Support "national, regional and local development plans" of the country through participation in the generation of new knowledge or in research and development projects, especially those from state universities and colleges.

To further ensure the attainment of the program outcomes, MHEIs shall strengthen the conduct of capacity-building programs for faculty members and training of students, including exposure to industries, as may be relevant.



Section 6. Performance Indicators

Performance Indicators are specific and measurable statements identifying the performance(s) required to meet the outcome; confirmable through evidence.

MHEIs shall develop the performance indicators to be achieved by the students as per MHEI's program outcomes and may refer to Table A-II/1, Table A-II/2, Table A-IV/2, Table A-III/1 and Table A-III/2 of the STCW Code whichever are applicable.

Sample Performance Indicators based on the Handbook on Typology, Outcomes-Based Education and Institutional, Sustainability Assessment

A. MHEI

Performance Indicator	Metrics	Targets
An attribute of the ideal graduate could be their ability to "apply their professional skills to become experts in their areas of specialization and expertise"	Could include overall results of licensure examination or employment rates of graduates, awards to the graduates or to the MHEI, or the MHEIs involvement in the development of local and international policies	The desired standards such as minimum values of 70% passing rate in licensure examination, 80% employment rate, 1 award per year or involvement in the development of 2 local policies

B. Program

Performance Indicator	Metrics	Targets
HEIs engineering graduates are expected to "provide engineering solutions in the context of social, environmental and ethical considerations"	Completion of project or undergraduate thesis geared toward problem solving that contributes to professional practice, community concerns and research	Desired standards such as 100% completion of project or thesis with 70% having an impact on profession, community or research



C. Course

Performance Indicator	Metrics	Targets
Students are expected to demonstrate the course outcomes.	Pass summative performance assessment	100% of students pass the summative assessment

Section 7. Minimum Curriculum Standards

Pursuant to Regulation I/6 and Section A I/6 of the STCW Convention, the curriculum for BSMT and BSMarE programs shall be structured in accordance with Table A-II/1 and A-III/1 of the STCW Code, respectively. For this purpose, the Commission and the Maritime Administration developed, adopted and hereby implement the following:

- STCW Competence Map for BSMT and BSMarE programs (Annexes A1 and A2)** showing the distribution of the minimum standards of competence and knowledge, understanding and proficiency (KUP) prescribed under the STCW Convention, 1978, as amended into the particular course or courses comprising the BSMT and BSMarE programs and the allotted class hours;
- Curriculum Map for BSMT and BSMarE programs (Annexes B1 and B2)** showing how the program outcomes as stated under Section 5 herein are addressed by the professional courses, New General Education Curriculum (NGEC) and mandated courses;
- Course Specifications for BSMT and BSMarE Programs (Annexes C1 and C2)** showing the course title that may end with a course number to indicate the sequential/ordinal nature of the course, a statement of the competence, knowledge, understanding, and proficiencies (KUPs), performance, and class hours; and
- Program of Study (Annexes D1 and D2)** articulating the distribution of courses per academic term, including the OBT requirement that have to be taken by a student towards the satisfactory completion of BSMT or BSMarE program.

Section 8. Approval and Implementation of the BSMT and BSMarE Curricula

8.1. Taking into consideration the components stipulated in Section 7 herein, the following shall be developed by the MHEIs and submit the same for approval by the Commission and the Maritime Administration.

- Detailed Teaching Syllabus
- Course-Assessment and Assessment Tools

Further verification of the said course documents shall be undertaken during the Joint CHED-MARINA evaluation and inspection, and monitoring, as applicable.



8.2. The MHEIs shall establish policy and procedure for its own monitoring and supervision of implementation of the approved curricula. MHEIs shall monitor the delivery of the approved curriculum and shall ensure to keep records thereof for at least three (3) years.

8.3. Non-compliance or deviation from the prescribed curricula shall be subject to sanctions after due process.

8.4. BSMT Program

The BSMT program shall have a minimum of 165 credit units consisting of the Professional Courses, OBT, Physical activities towards health and Fitness (PathFit), National Service Training Program (NSTP) and the General Education component under the new General Education Curriculum.

The sequencing of the courses according to pre-requisites and co-requisites shall be observed. The OBT in line with the requirements of the STCW Convention, 1978, as amended shall be given a total of 40 credit units upon completion.

8.5. BSMarE Program

The BSMarE program shall have a minimum of 176 credit units consisting of the Professional Courses which include mechanical and electrical workshop skills training as illustrated in the Table below, OBT, PathFit, NSTP and the General Education component under the new General Education Curriculum.

Workshop Skills Training under the BSMarE Program			
BSMarE Courses covering Workshop Skills Training	Number of Units Per Course	Computation of Laboratory Hours	Number of Laboratory Hours
Mach 1-Hand and Measuring Tools	2 (1-4)	4 Lab. Hrs/week @ 16 weeks per Sem.	64
Mach 2- Machining Tools	2 (1-4)	4 Lab. Hrs/week @ 16 weeks per Sem.	64
Mach 3- Gas & Electric Welding	2 (1-4)	4 Lab. Hrs/week @ 16 weeks per Sem.	64
Electro 1- Basic Electricity	4 (3-3)	3 Lab. Hrs/week @ 16 weeks per Sem.	48
Electro 2- Basic Electronics	3 (2-3)	3 Lab. Hrs/week @ 16 weeks per Sem.	48
Electro 3- Marine Electricity & Electrical Maintenance	5 (3-6)	6 Lab. Hrs/week @ 16 weeks per Sem.	96
Maint- Maintenance and Repair	3 (2-3)	3 Lab. Hrs/week @ 16 weeks per Sem.	48
Total Workshop Skills Training Hours			432



The sequencing of the courses according to pre-requisites and co-requisites shall be observed. The OBT in line with the requirements of the STCW Convention, 1978, as amended shall be given a total of 40 units upon completion.

8.6. Recommended elective Professional Courses/Topics for BSMT Program.

The MHEI may select any 2 courses/topics of the following recommended electives for course development and offering:

1. Ship Operations and Shipyard Practice
2. Ship Superintendence and Chartering Practice
3. Ship Survey and Vetting Inspection
4. Port Management and Logistics
5. Trends, Issues, and Breakthroughs in the Maritime Industry
6. Emerging Technologies in the Maritime Industry
7. Data Analytics for Maritime professionals
8. Planned Maintenance System
9. Ship's Management System per IMO mission
10. Ship's Auditing System

8.7. Recommended Elective Professional Courses/Topics for BSMarE Program

The MHEI may select any two (2) courses/topics of the following recommended electives for course development and offering:

1. Ship Operations and Shipyard Practice
2. Ship Superintendence and Chartering Practice
3. Ship Survey and Vetting Inspection
4. Port Management and Logistics
5. Trends, Issues, and Breakthroughs in the Maritime Industry
6. Emerging Technologies in the Maritime Industry
7. Bridge Navigational Equipment for Marine Engineers
8. Data Analytics for Maritime professionals
9. Ship's Management System per IMO mission
10. Ship's Auditing System

8.8. Implementation of the New General Education Curriculum

All MHEIs shall strictly implement and abide by the guidance provided in the new General Education Curriculum.

Section 9. Review and Enhancement of the Curriculum

The Commission and the Maritime Administration shall conduct a regular review of the BSMT and BSMarE curricula to ensure continued compliance with the prevailing STCW standards, and other relevant international covenants and national laws and regulations, and if necessary, revise the curriculum and issue guidelines to MHEIs.



9.1. Review and Enhancement of the Curriculum by the MHEIs

The MHEIs shall also conduct a course review annually and program review on the fifth year of the implementation. When the need arises, the prescribed curriculum will be reviewed based on relevant national and international rules and statutory requirements affecting maritime education and training, as well as feedback from faculty members, students, school officials/personnel, end users and other industry stakeholders. The policies and procedures to this effect shall be embodied in the MHEI's Quality Standards System.

The MHEIs may enhance their BSMT and/or BSMarE curricula according to and as suited to their own context and mission, for information of the Commission. However, changes that may affect the prescribed minimum curriculum standards shall be subject to approval by the Commission and the Maritime Administration prior to implementation.

9.2. Submission of the proposed revision of the Curriculum

Any proposed revision or enhancement that may affect the prescribed minimum curriculum standards shall be submitted in electronic and hard copies at least one year before the intended implementation to Maritime Education Section (MES), Division of Programs with International Conventions, Office of Programs and Standards Development of the Commission.

The proposed revision of the curriculum shall be supported with documentary evidence that the same is in line with and intended to enhance the standards prescribed by the STCW Convention, 1978, as amended and other international covenants and the needs of industry.

The submitted proposed revision or enhancement that affects the prescribed minimum curriculum standards shall be reviewed jointly by the Commission and the Maritime Administration for approval.

9.3. Effectivity and Implementation of an approved revised Curriculum

A revised curriculum shall take effect and be implemented on the intended year of implementation after approval by the Commission and the Maritime Administration.

Section 10. Basic Training

10.1. The Basic Training is a component of the BSMT and BSMarE programs. For this purpose, the MHEIs shall first apply and secure proper approval from the Maritime Administration to offer the said course.

10.2. In case the MHEIs cannot offer the Basic Training component to its BSMT and/or BSMarE students, the concerned MHEI shall enter into a Memorandum of Agreement



(MOA) with a Maritime Training Institution (MTI) offering an approved Basic Training course which shall be within the region where the MHEI is located.

10.3. The concerned MHEI shall submit to the Commission the following documents as evidence of compliance with this Circular, and shall be subject to Joint CHED-MARINA evaluation and inspection and monitoring:

1. Copy of the Notarized Board Resolution of the concerned MHEI;
2. Copy of the Notarized MOA;
3. Copy of Certificate of Course Approval for Basic Training by the Maritime Administration;
4. Evidence of evaluation of the MTI by the concerned MHEI showing the following:
 - a. Capacity to accommodate their students according to the prescribed course intake limitation;
 - b. Instructor-trainee ratio; and
 - c. Equipment-trainee ratio.

10.4. In case the MTI covered by the MOA is not located within the region, the concerned MHEI shall submit to the Commission the following documents, in addition to the requirements in Section 10.3.

1. A written justification for such an arrangement; and
2. Parents' consent for concerned students attending Basic Training in MTI covered by the MOA not located within the region.

10.5. The MOA mentioned in this Circular shall be valid at all times. In case the MOA is terminated, the MHEI shall immediately inform the Commission and the Maritime Administration.

10.6. In case the MHEI decides to enter into a MOA with another or additional MTI(s), the above regulations shall apply.

10.7. The MHEIs shall ensure proper arrangement, coordination supervision and monitoring of the Basic Training for their students.

Article V REQUIRED RESOURCES

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.

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.



Section 11. Human Resources Management

11.1. Qualifications of the Dean

The Dean of the College of Maritime Education may be anyone of the following:

11.1.1. Management Level Officer who has the following:

- a. 24 months of seagoing experience as *Management Level Officer;
- b. 2 years of teaching experience;
- c. BSMT or BSMarE degree;
- d. Master's degree, preferably related to BSMT/ BSMarE program;
- e. completed Training Course for Instructors (IMO Model Course 6.09) or its equivalent as approved by the Maritime Administration; and
- 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.

11.1.2. Management Level Officer who has the following:

- a. 12 months of seagoing experience as *Management Level Officer;
- b. 3 years of teaching experience;
- c. 1 year 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) or its equivalent as approved by the Maritime Administration; and
- 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.

11.1.3. 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) or its equivalent as approved by the Maritime Administration; and
- 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.



11.1.4. Officer in Charge of a Watch who has the following:

- a. 36 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) or its equivalent as approved by the Maritime Administration; and
- 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.

Note:

*Master or Chief Mate I Chief Engineer or Second Engineer

** Third Officer or Second Officer / Fourth Engineer or Third Engineer

11.2. Qualifications of the Department Chair/Head

The Marine Transportation Department under the College of Maritime Education shall be supervised by a Department Chair/Head who shall have the following qualifications:

11.2.1. Management Level Officer who has the following:

- a. 12 months of seagoing experience as *Management Level Officer;
- b. 3 years of teaching experience;
- c. BSMT degree;
- d. completed Training Course for Instructors (IMO Model Course 6.09); or its equivalent as approved by the Maritime Administration; and
- 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;

OR

11.2.2. Management Level Officer who has the following:

- a. 24 months of seagoing experience as **Officer in Charge of a Watch;
- b. 4 years of teaching experience;
- c. 1 year of supervisory experience;
- d. BSMT degree;
- e. Master's degree, preferably related to BSMT/ BSMarE program;
- f. completed Training Course for Instructors (IMO Model Course 6.09); or its equivalent as approved by the Maritime Administration; and
- 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.

Note:

*Master or Chief Mate / Chief Engineer or Second Engineer

** Third Officer or Second Officer I Fourth Engineer or Third Engineer



The Marine Engineering Department under the College of Maritime Education shall be administered by a Department Chair/Head who shall have the following qualifications:

11.2.3. Management Level Officer who has the following:

- a. 12 months of seagoing experience as *Management Level Officer;
- b. 3 years of teaching experience;
- c. BSMarE degree;
- d. completed Training Course for Instructors (IMO Model Course 6.09); or its equivalent as approved by the Maritime Administration; and
- 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;

OR

11.2.4. Management Level Officer who has the following:

- a. 24 months of seagoing experience as **Officer in Charge of a Watch;
- b. 4 years of teaching experience;
- c. 1 year of supervisory experience;
- d. BSMarE degree;
- e. Master's degree, preferably related to BSMT/ BSMarE program;
- f. Completed Training Course for Instructors (IMO Model Course 6.09); or its equivalent as approved by the Maritime Administration; and
- 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.

Note.

*Master or Chief Mate / Chief Engineer or Second Engineer

** Third Officer or Second Officer / Fourth Engineer or Third Engineer

11.3. Qualifications of Faculty Teaching Professional Courses

11.3.1. Faculty teaching professional courses in BSMT shall have the following qualifications:

- a. **Officer in Charge of a Watch on seagoing ships of 500 gross tonnage or more;
- b. 12 months of seagoing experience as **Officer in Charge of a Watch on seagoing ships of 500 gross tonnage or more;
- c. preferably with teaching experience;
- d. BSMT degree;
- e. completed Training Course for Instructors (IMO Model Course 6.09) or its equivalent as approved by the Maritime Administration; and
- 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.

Note.

** Third Officer or Second Officer



11.3.2. Faculty teaching professional courses in BSMarE shall have the following qualifications:

- a. **Officer in Charge of a Watch on seagoing ships powered by main propulsion machinery of 750 kW propulsion power or more;
- b. 12 months of seagoing experience as "Officer in Charge of a Watch on seagoing ships of 500 gross tonnage or more;
- c. preferably with teaching experience;
- d. BSMarE degree;
- e. completed Training Course for Instructors (IMO Model Course 6.09) or its equivalent as approved by the Maritime Administration; and
- 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.

Note:

** Fourth Engineer or Third Engineer

11.3.3. Professional courses in BSMT which cover topics relating to KUPs in the management level deck shall be taught by management level deck officer with the following professional and academic qualifications:

- a. 12 months of seagoing experience as Master or Chief Mate on seagoing ship of 500 GT or more;
- b. preferably with teaching experience;
- c. BSMT degree;
- d. completed Training Course for Instructors (IMO Model Course 6.09) or its equivalent as approved by the Maritime Administration; and
- e. completed Training Course on Assessment, Examination and Certification of Seafarers (IMO Model Course 3.12) or its equivalent as approved by the Maritime.

11.3.4. 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:

- a. Chief Engineer Officer or Second Engineer Officer on seagoing ship powered by main propulsion machinery of 750 kW propulsion power or more;
- b. preferably with teaching experience;
- c. BSMarE degree;
- d. completed Training Course for Instructors (IMO Model Course 6.09) or its equivalent as approved by the Maritime Administration; and
- 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.



11.3.5. 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:

- a. completed the 'Train the Simulator Trainer and Assessor Course' (IMO Model Course 6.10) or its equivalent as approved by the Maritime Administration;
- b. gained practical operational experience on the particular type of simulators being used by the MHEI concerned; and
- c. completed transfer of knowledge and training provided by the simulator supplier.

The MHEI concerned 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 a process shall be properly documented subject to joint CHED-MARINA evaluation and inspection and monitoring.

11.4. Qualifications of Faculty Teaching General Education Courses

Faculty members teaching General Education Courses shall be holders of appropriate Master's degree in his/her field of specialization.

Faculty members teaching PathFit shall be holders of a Bachelor's degree in PathFit or Bachelor of Science in Education with major or minor in PathFit, or any other bachelor's degree with certificate in PathFit.

11.5. Qualifications of Faculty Members from Allied Fields Teaching Professional Courses

Registered professionals holding a Bachelor's degree in the allied fields, 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.

Additional faculty requirements and qualifications shall be provided for in the specific course packages.

11.5.1. Specific Professions and Career Opportunities for BSMT or BSMarE Graduates

A graduate of BSMT program may find careers in:

- a. Merchant Marine profession
- b. Maritime Industry
- c. Ship building and repair
- d. Ship operations and management
- e. Port operations and management



- f. Ship surveying and inspection
- g. Offshore industry
- h. Maritime Education and Training
- i. Government
- j. Philippine Navy
- k. Philippine Coast Guard
- l. Maritime Industry Authority

A graduate of BSMarE program may find careers in:

- a. Merchant Marine profession
- b. Maritime Industry
- c. Ship building and repair
- d. Ship operations and management
- e. Port operations and management
- f. Ship surveying and inspection
- g. Offshore industry
- h. Maritime Education and Training
- i. Industrial and Commercial Establishment
- j. Government
 - 1. Philippine Navy
 - 2. Philippine Coast Guard
 - 3. Maritime Industry Authority

Allied Fields

11.5.2. The following fields shall be considered as allied to the BSMT program for purposes of determining the qualifications of faculty:

- a. Mechanical Engineering
- b. Electrical Engineering
- c. Chemical Engineering
- d. Naval Architecture and Marine Engineering
- a. Law
- e. Meteorology
- f. IT related fields

The following fields shall be considered as allied to the BSMarE program for purposes of determining the qualifications of faculty:

- a. Mechanical Engineering
- b. Electrical Engineering
- c. Chemical Engineering
- d. Electronics Engineering
- e. Industrial Engineering
- f. Instrumentation and Control Engineering
- g. Naval Architecture and Marine Engineering



- h. Law
- i. IT related fields

11.6. Qualifications of Academic Support Personnel

11.6.1. Academic Support Personnel particularly those assigned in the laboratory must have the appropriate training on laboratory supervision and safety.

11.6.2. 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:

1. All laboratory activities shall be properly and adequately supervised by a faculty member;
2. Students shall not be allowed to work inside the laboratories unsupervised; and
3. Each department with laboratory/ies shall have full-time laboratory technician/s with first aid training to assist instructors and maintain laboratory facilities.

11.6.3. 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.

11.7. Qualifications and functions of Assessors

11.7.1. The MHEIs shall ensure that the summative assessment is conducted by a designated Assessor or his delegated Instructor with Assessors training for courses/classes not assigned to him for teaching with the following qualifications:

- a. have an appropriate level of knowledge and understanding of the competence to be assessed;
- b. be qualified in the task for which the assessment is being made;
- 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;
- d. gained practical assessment experience under the supervision of an experienced assessor for at least one semester; and
- e. gained practical assessment experience on the particular type of simulator of the MHEI under the supervision and to the satisfaction of an experienced assessor for assessments involving the use of simulators.



11.7.2. 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 processes shall be properly documented subject to joint CHED-MARINA evaluation and inspection and monitoring.

11.7.3. The following tasks shall be performed by the designated Assessor:

- a. Spearhead the design, development and enhancement of assessment tools;
- b. Ensure reliability and validity of assessment tools; and
- c. Conduct of examination/assessment

11.8. Teaching Load

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.

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.

11.9. Faculty Performance Evaluation

MHEI shall ensure that it has a faculty evaluation system involving students, self-evaluation, and supervisor covered by its QSS.

MHEIs shall have a quality assurance mechanism and process which ensures that:

- a. Faculty for professional courses shall be evaluated per course and passed the lead instructor's evaluation;
- b. Newly-hired faculty for professional courses with teaching experience from other MHEIs shall undergo assessment and evaluation; and
- c. Newly-hired faculty for professional courses without teaching experience shall undergo the guidance and supervision system for a period prescribed by the MHEI.

11.10. Faculty Development

MHEIs shall develop and implement a system of faculty development for professional advancement of the faculty members.



Article VI

STANDARDS, TEACHING METHODS AND MEDIA OF DELIVERY

Section 12. Standards of Competence

12.1. MHEIs authorized to offer BSMT program shall ensure that every student thereof shall have acquired the knowledge, understanding and skills needed to meet the standards of competence specified in Sections A-II/I of the STCW Code for certification as Officer in Charge of a Navigational Watch serving on a seagoing ship of 500 gross tonnage or more.

12.2. MHEIs authorized to offer BSMarE program shall ensure that every student thereof shall have acquired the knowledge, understanding and skills needed to meet the standards of competence specified in Section A-III/1 of the STCW Code for certification as Officer in Charge of an Engineering Watch in a manned engine-room or designated duty engineer officer in a periodically unmanned engine-room on a seagoing ship powered by main propulsion machinery of 750 kW propulsion power or more.

Section 13. Course Delivery (Teaching and Learning Activities)

The MHEI shall follow and adhere to the prescribed curriculum to ensure the attainment of course outcomes.

The delivery for BSMT or BSMarE program commences by conveying the required knowledge, understanding, skills and competences that the students must acquire and demonstrate at the end of the program. The MHEIs shall follow and adhere to the approved structure, teaching methods and media of delivery, learning activities, assessments, and ensure the provision and availability of necessary facilities, equipment and other instructional support to ensure the attainment of the intended learning outcomes and the achievement of the prescribed standards of competence under the STCW Convention, 1978, as amended and other relevant international covenants.

The MHEI shall ensure that practical exercises and assessment of a course are based on the learning outcomes and ensure that all learning outcomes requiring practical exercises are attained by the students, subject to Joint CHED-MARINA evaluation, inspection, verification and monitoring.

The teaching-learning process shall be interactive, participatory, collaborative and experiential emphasizing the connection between and among courses to achieve a seamless integration towards holistic learning.

The following teaching and learning activities may be utilized in the course delivery, but not limited to:

1. Peer/Team Teaching
2. Film/Video Viewing



3. Interactive Learning
4. Reporting
5. Brainstorming
6. Class Discussion (Question and Answer Technique)
7. Panel Discussion
8. Focused Group Discussion
9. Workshop Activity
10. Buzz Session
11. Concept/Mind Mapping
12. Gallery Walk
13. Research Project
14. Seminar/Symposium
15. Debate
16. Study Tour
17. Other Educational Technologies

Section 14. Education and training shall be administered, monitored and supervised in accordance with the established policies and procedures, prescribed minimum requirements on the structure of the programs, teaching methods and media of delivery, learning activities, assessments, and ensure the provision and availability of necessary course materials, facilities, equipment and other instructional support to ensure the attainment of the intended learning outcomes and the achievement of the prescribed standards of competence under the STCW Convention, 1978, as amended and other relevant international covenants.

Section 15. Consistent with outcomes-based education approach which allows flexibility for the MHEIs to employ various means of delivery and as far as practicable, MHEIs shall deliver the programs, including the plan and media of delivery, in accordance with the relevant Policies, Standards and Guidelines promulgated by the Commission, in coordination with the Maritime Administration, on Flexible Learning.

Article VII

EXAMINATION AND ASSESSMENT SYSTEM

Section 16. The MHEIs shall design and develop, review and verify, validate and approve their theoretical and practical assessment tools for all Course Outcomes defined in the course specifications.

Section 17. Education and training of students shall be examined and assessed by the MHEI's Assessor duly approved by the Department Head/Dean.

Section 18. MHEIs shall establish a structured examination and assessment system.

Section 19. Recording

Records of practical exercises and assessment shall be retained for a period of at least three (3) years and should be incorporated in the quality standards system of



the MHEI to include, among others, maintenance of records on the finished product or output from practical laboratory activities.

Section 20. Conferment of the Degree

The conferment of BSMT or BSMarE degree requires the following:

- a. Completion of academic and other institutional requirements;
- b. Completion of the required OBT in accordance with this Circular and the STCW Convention, 1978, as amended; and
- c. Passing the assessment in accordance with Section 6 of Annex F.

Article VIII

FACILITIES AND EQUIPMENT FOR EDUCATION AND TRAINING

Section 21. The MHEI shall ensure that all required equipment is available to serve their purpose for the course delivery and assessment.

Section 22. Institutional Sites and Buildings

An applicant HEI shall own its institutional sites and buildings to conform with this Circular while existing MHEIs shall be given a transition period of ten (10) years only to own their institutional sites and buildings.

The institutional sites and buildings shall be designed and constructed in conformity with the Fire Code and the National Building Code of the Philippines and city/provincial ordinances. School buildings must be equipped with adequate equipment, safety measures and procedures.

Site/Building/Room Requirements shall include the following:

- a. institutional site/lot
- b. Athletic field and/or gymnasium
- c. Administrative Offices (General or Executive Office, Accounting, National Service Training Program (NSTP), Guidance, and other offices)
- d. Medical and dental clinic
- e. Toilets/Comfort Rooms
- f. Canteen/cafeteria
- g. Faculty room
- h. Student lounge
- i. Library room
- j. Laboratory room
- k. Tool room
- l. OBT Office
- m. Research and Extension Office
- n. Adequate facilities for swimming or MOA with service providers



Section 23. Classroom

The standard classroom size shall be a minimum of 48 square meters, no side of which shall be less than 6 meters. Classrooms must be well-lighted and well-ventilated and shall contain the necessary equipment and furniture such as but not limited to: chairs, instructor's podium, multimedia and black/white boards.

Section 24. Library Standards

Library personnel, facilities and holdings shall conform to existing Commission requirements for libraries which are embodied in a separate Commission issuance. The library must maintain a collection of updated and appropriate/suitable textbooks and references used for the core courses in the curriculum. Library resources should complement curriculum delivery to optimize the achievement of the program outcomes for the BSMT and BSMarE programs.

Section 25. Carrying Capacity

The student intake limitations shall be in accordance with the carrying capacity of MHEIs.

To establish the MHEI's student intake limitation/s, MHEIs shall submit to CHED OPSPD, copy furnished MARINA STCW Office, the duly accomplished and notarized carrying capacity forms (Forms 1 to 4) as reflected in Annex G of this Circular two months before the start of the academic year. Thereafter, no changes on the carrying capacity shall be allowed.

All students in laboratory class shall be performing laboratory activities as scheduled following the student to equipment ratio verifiable on records.

All MHEIs shall ensure that the facilities and equipment as prescribed by this Circular are complete and available to meet the student to equipment ratio, subject to periodic monitoring.

All MHEIs shall ensure that the number of students shall comply with the equipment carrying capacity based on the specific course packages.

Section 26. Laboratories

26.1. Laboratory rooms shall allow space appropriate to the size of the equipment and the number of students. It should be well-ventilated and well-lighted, contain the specific laboratory equipment and, where appropriate, adequate water supply is provided. The following laboratory rooms shall be made available:

26.1.1. For BSMT program

- a. Chart plotting room
- b. Bridge simulator covering RADAR-ARPA and ECDIS
- c. Seamanship
- d. GMDSS (Optional)



26.1.2. For BSMarE program

- a. Engine Simulator
- b. Machinery Room that can house the marine engine, refrigeration, electrical equipment, etc.

26.2. Laboratory Equipment

All laboratory equipment shall be owned by the MHEI and located within the institutional site. There shall be sufficient number of equipment, machinery, apparatus, supplies, tools and other materials, accessories and consumables.

26.3. The MHEI shall provide the necessary audiovisual room and facilities with appropriate equipment in support of the teaching-learning process such as video, sound system, multimedia projectors, and others.

26.4. "Sufficient and appropriate" means that the number of such teaching aids and equipment shall be proportionate and adequate to the number of students enrolled in a particular course based on the carrying capacity requirement of this Circular so as to ensure their sufficient exposure to the equipment and attainment of the required outcomes.

Section 27. Standards Governing the Simulators

All HEIs intending to offer or MHEIs offering BSMT and BSMarE programs shall provide for their own simulator equipment required under this Circular. Such equipment shall comply with the standards as prescribed in accordance with Regulation 1/12, and Section A-1/12 of the STCW Convention, 1978, as amended.

**Article IX
ONBOARD TRAINING**

Section 28. Onboard Training (OBT) is an integral component of the maritime education and training programs. It is a pre-requisite 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.

Section 29. The Onboard Training and assessment of students shall be administered, monitored and supervised by the Onboard Training Supervisor with the provisions of Annex F, "Revised Guidelines on the Implementation of Onboard Training Requirement"



Section 30. Compliance with Deployment Rate Requirements

The compliance of MHEIs with the deployment rate 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.

For this purpose, MHEIs shall comply with the required minimum deployment percentage as follows:

Basis for Percentage Computation	Academic Year (AY) of Implementation
Number of students who Completed the Classroom Instruction (CCI) less those who did not opt for OBT in a particular class prior to the Academic Year of implementation	Not less than <u>80%</u> of CCI for AY 2022-2023 onwards

The required minimum deployment percentage above shall be complied with within a maximum period of eighteen (18) months from the completion of classroom instruction for OBT.

Article X STUDENT ADMISSION AND RETENTION

Section 31. Student General Admission Requirements

MHEI shall only accept students based on their respective carrying capacities, taking into account the number of facilities and equipment they own and faculty to student ratio. Students intending to enroll in the BSMT or BSMarE program shall comply with the minimum requirements for admission as follows:

31.1. Academic Qualifications: Senior High School graduate

31.2. Student Admission

The following shall be eligible for admission to the BSMT and BSMarE programs:

- a. A student who graduated from the secondary level of education, subject to satisfaction of the following requirements of the admitting institution:



- IQ Test;
 - Aptitude Test;
 - Personality Test;
 - Math, Science and English Tests; and
 - Physical and medical fitness test, pursuant to Regulation 1/9 of the STCW Convention 1978, as amended, to be conducted by a DOH accredited Medical Practitioner;
- b. A student who is transferring from an authorized maritime higher education institution, subject to completion/satisfaction of Physical and medical fitness test, pursuant to Regulation 1/9 of the STCW Convention 1978, as amended, to be conducted by a DOH accredited Medical Practitioner;
 - c. A student who is transferring from a maritime higher education institution whose programs are subjected to closure proceedings or are not authorized to be offered to a recognized MHEI, subject to completion/satisfaction of the following requirements:
 - Physical and medical fitness test, pursuant to Regulation 1/9 of the STCW Convention 1978, as amended, to be conducted by a DOH accredited Medical Practitioner;
 - Pass the written and practical assessment of prior learning (professional courses); retake failed courses in written and practical assessment;
 - d. A student who is transferring from an authorized maritime higher education institution whose admission standards requires new entrant on the First Year Level only, shall abide by the institution's admission policy; and
 - e. A student coming from outside the country must be evaluated in accordance with existing statutory and regulatory requirements prior to admission.

Assessment tool shall be developed by accepting MHEI guided by the procedures as stipulated in Annex E of this Circular.

Section 32. Physical and medical fitness requirements

In compliance with Regulation I/9, Section A-I/9 of the STCW Convention, 1978, as amended, students enrolling in the BSMT and/or BSMarE program shall satisfy the following criteria to be considered physically and medically fit:

- a. have the physical capability to fulfill all the requirements of the basic training as required by Section A-VI/1, paragraph 2 of the STCW code;
- b. demonstrate adequate hearing and speech to detect any audible alarms and communicate effectively;
- c. have no medical condition, disorder or impairment that will prevent the effective and safe conduct of their routine and emergency duties on board the ship;
- d. not suffering from any medical condition likely to be aggravated by service at sea or to render the student unfit for such service; and
- e. adhere to the minimum in-service eyesight standards set out in Table A-I/9 of the STCW Code.



Section 33. Student General Retention Requirements

33.1. MHEIs shall establish a student retention policy duly documented in their respective QSS to be submitted to the concerned Regional Office of the Commission.

33.2. A student who qualifies for enrollment shall be eligible to stay for the entire period for which he/she is expected to complete his/her program of study in the MHEI, subject to compliance with retention policies without prejudice to his/her right to transfer to other MHEIs in accordance with the existing rules and regulations of the Commission, except in the following cases:

- a. academic delinquency;
- b. violation of rules and regulations of the MHEI;
- c. failure to settle due tuition and other school fees, and other obligations;
- d. sickness or disease that would prevent the student to handle the pressures of school work or his continued presence thereat would be deleterious to other members of the academic community; and
- e. the closure of a program by the MHEI, or the closure of the MHEI itself.

33.3. Transfer of Student and Transfer of Credentials. A student enrolled in a higher education institution shall be entitled to transfer to another institution, provided, that he has no unsettled obligation to the institution, or is not under suspension by the institution or expulsion imposed by the Commission. The higher education institution shall provide any eligible student who applies for transfer with transfer credentials appropriate for admission in another institution, subject to the latter's policies and regulations on the admission of transfer students. A transfer credential must be signed by the school Registrar, and issued not later than two (2) weeks after the filing of the application for transfer.

33.4. Request and Transfer of School Records. In case of transfer of a student to another institution, the admitting higher education institution shall, upon receipt of the transfer credentials, request in writing for the complete school records or transcript of record of the student from the institution last attended. The latter shall forward the records directly to the former within thirty (30) days from receipt of the request. The school records should not be given to the transfer student unless authorized in writing by the admitting institution requesting for the records. Transfer credentials shall be transferred by the school last attended only once to the admitting higher education institution requesting for the said records.

33.5. The OBT shall not be considered as a substitute to the one-year residency requirement in an MHEI for graduation.

Section 34. Guidance System

Every MHEI shall establish a guidance system described under its QSS that will monitor the progress of the student's scholastic performance and personality development.



Section 35. Grading System

35.1. Bases for Grading

1. MHEIs shall ensure that all course outcomes shall be assessed and passed with more weight given to the indicators of assessment standard.
2. The final grade or rating given to a student shall be based solely on scholastic performance in any course/subject. Any adjustment, addition or diminution to the final grade for co-curricular activities, attendance or misconduct shall not be allowed.
3. A student who incurs absences for more than 20% of the required number of school days for any course shall be automatically dropped from the rolls of enrollees in the course.
4. Any grade given to a student may be appealed in accordance with institutional academic processes.
5. Scholastic performance shall be measured and demonstrated by the following:
 - a. Lecture Component
 - Written Examinations
 - Oral Examinations
 - Research works
 - Outputs such as project, portfolio, and others
 - b. Laboratory Component
 - Scientific and Technical Experiments
 - Demonstration of competences acquired

35.2. Requirements for Grading

The grading system for a student in curricular or component courses shall strictly comply with the conditions or requirements as follows:

1. No provisional, conditional or temporary grade for any curricular or component course shall be given to a student.
2. In case a student fails to take a final examination or submit an academic requirement for completion of a course and that his/her scholastic performance is not sufficient to merit a final passing grade, an institution may, consistent with its academic policies, give the student a final grade which does not earn any academic credit nor indicates failure such as "NC" for "No Credit" or "NG" for "No Grade". Such a grade is permanent and cannot be subsequently changed. Provided however, that where the failure to take the final examination, or to submit the academic requirements, is due to excusable grounds, such as, sickness, emergency, or accident, the student may be given an incomplete mark or "INC". Provided further, that the institution allows special or completion



examinations, or additional time for compliance of the requirements. In no case shall an incomplete or "INC" mark remain for more than one (1) academic year.

3. The institution shall set its own passing standard, which may not be lower than 50th percentile grade. MHEIs are encouraged to set a higher percentile grade for admission and retention in order to establish quality education in maritime programs. A higher percentile grade will be one of the criteria/indicators in order to become autonomous/deregulated institution.
4. The transmutation of grades shall not be allowed.

35.3. Requirements for promotion or graduation

The promotion of a student from any curricular or component course towards graduation shall strictly comply with the conditions or requirements as follows:

35.3.1. Requirements for promotion

For purposes of granting the corresponding credit units towards the completion of a course from a BSMT or BSMarE program, the student shall:

1. be enrolled in the course under the program;
2. have complied with institutional policies and requirements;
3. have demonstrated the required course outcomes as specified in the course specifications; and
4. be promoted or permitted to enroll in the next semester or year level provided the pre-requisite and co-requisite course(s) have been complied with.

35.3.2. Requirements for Graduation

For purposes of granting the BSMT and/or BSMarE degree, the student shall have:

1. completed classroom instruction;
2. completed Onboard Training and complied with pertinent validation and assessments;
3. passed the comprehensive examination; and
4. complied with MHEI's policies and requirements.

Article XI QUALITY STANDARDS SYSTEM

Section 36. The Purpose of Quality Standards System

Consistent with the provision of STCW Regulation I/8, a documented QSS shall define the Maritime Education and Training (MET) standards that the MHEI intends to establish, implement, monitor and ensure the attainment of the STCW competence standards.



MHEIs shall ensure that all the elements under this circular are adopted in their QSS.

Section 36.1. Key Elements of QSS for Maritime Higher Education MHEIs

36.1.1. In applying quality standards for the education and training of students, MHEIs shall incorporate the following key elements, but not limited to:

1. an expressed policy regarding quality and the means by which such policy is to be implemented;
2. a quality system incorporating the organizational structure, responsibilities;
3. procedures, processes, and resources necessary for quality management;
4. the operational techniques and activities to ensure quality control;
5. systematic monitoring arrangements, including internal quality assurance;
6. evaluations, to ensure that all defined objectives are being achieved;
7. arrangements for periodic external quality evaluations; and
8. documented information relating to student's performance shall be retained for at least three (3) years.

36.1.2. In addition, the QSS of MHEIs shall cover the following policies and procedures:

1. program and course, design, development, review, verification, validation and approval;
2. staff recruitment, training, qualifications, functions, development, appraisal and promotion; There shall be faculty manual containing information and policies on:
 - a. Hiring, retention, promotion and separation;
 - b. Functions and responsibilities;
 - c. Ranking system;
 - d. Evaluation;
 - e. Salary rates;
 - f. Faculty benefits; and
 - g. Code of conduct/ethical standards.
3. administration, monitoring, supervision of education and training;
4. examination and assessment system, including appeals, resits, and remediation;
5. facilities and equipment for education and training;
6. student admission and retention;
7. systematic monitoring of the scholastic performance which measures the demonstration of acquisition of the course outcomes;
8. Policy on attendance and observance of holidays and unannounced holidays including remediation and make-up classes;
9. onboard training;
10. feedback from students and from industry;
11. staff involvement in research and development;
12. Use and maintenance of equipment and facilities for education and training;
13. the need to retain and maintain, for at least three (3) years, documented information which may 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;

14. Policy and procedure on the standard carrying capacity computation signed by the Head of Department and the Dean. The carrying capacity computation based on the standard will be the basis of their registrar on the maximum number of students to be enrolled. Additionally, MHEIs shall include in the policy and procedure the computation of carrying capacity using carrying capacity forms and the provision on equipment to student ratio which shall ensure that students are given sufficient time allocated for the operation of equipment or simulators for training or assessment;
15. Policy and procedure on the design and development, review and verification, validation and approval of laboratory equipment/simulator exercises and assessment;
16. Policy and procedure on records keeping of the evidences/records that will demonstrate that the laboratory equipment/simulator practical exercises and assessments have been implemented;
17. Policy and procedure to require students who transferred from one MHEI to another due to programme closure or lack of approval to follow the programme without gaps in their training to ensure that all students had met all the programme requirements by requiring the accepting MHEIs to evaluate the curriculum where the students came from against their own to establish any gap and use as basis of any additional training, to bring them up to the level of the program requirements;
18. A description and inventory of education and training facilities and equipment, including any agreements with service providers for Basic Training, swimming pool, gymnasium;
19. The MHEI shall ensure that the information related to the following shall be included in the Transcript of Records issued to students shall have the following items, but not be limited to:
 - Name of the Ship
 - Ship's Flag or Registry
 - Ship's GT (500 GT or above) or kW (750 kW or above)
 - Duration of the On-board Training (Dates of embarkation and disembarkation)
20. Policy and procedure on the verification and evaluation/ assessment of the satisfactory completion of the OBT and the six months watchkeeping duties; and
21. Continual Improvement-specific requirements, provisions, policies pertaining to audit and effecting any changes to ensure improvement of the system.



Article XII RESEARCH AND EXTENSION

Section 37. Integration of Research and Extension

In accordance with the trifold functions of higher education on instruction, research and extension, the faculty of MHEIs will undertake research and extension activities. Students as well will also be provided opportunities for them to do research as may be relevant to their projects and activities (e.g. formulation of a navigation plan; formulation of a plan for the management of a marine environment, among others).

Article XIII COMPLIANCE OF HEIS

Section 38. Using the Commission Implementation Handbook for OBE and ISA as reference, a HEI shall develop the following items which will be submitted to the Commission when they apply for a permit for new program:

1. A complete set of institutional and program outcomes, including its proposed additional program outcomes;
2. Proposed curriculum, and its justification, including a curriculum map;
3. Proposed performance indicators for each outcome. Proposed measurement system for the level of attainment of each indicator;
4. Proposed outcomes-based syllabus for each course, arranged in sequence following the curriculum matrix;
5. Administration, faculty, and staff profile with supporting documents;
6. Teaching assignments vis-à-vis faculty qualifications per term;
7. List of library, laboratory, and classroom facilities and equipment, with supporting documents;
8. List of available support services, with supporting documents;
9. Proposed system of program assessment and evaluation; and
10. Proposed system of program Continuous Quality Improvement (CQI).

Article XIV EVALUATION, INSPECTION AND MONITORING

Section 39. All applicant HEIs shall be subjected to evaluation and inspection under JCMMC 02 series of 2023. On the other hand, the conduct of monitoring of METPs shall be governed by the JCMMC 03 series of 2023.

Section 40. Sanctions with respect to Non-compliances as a result of monitoring

40.1. Non-compliance with the provisions of this Circular, after due process, shall make it imperative for the Commission En Banc to impose sanction upon the recommendation of the Technical Panel for Maritime Education.



40.2. The imposition of sanctions for MHEIs offering the BSMT and/or BSMarE programs shall be based on the outcome of the monitoring visits or institutional performance in the following different key areas of evaluation, thus:

- 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

Basis for Sanction	Sanction
Non-compliance with program requirements; Failure to meet the required deployment percentage based on the update reference Article IX	Outright Closure or Closure through Phase-Out issued by the Commission

Section 41. Sanctions with respect to MHEI's Performance in the assessment of competence

The performance of MHEIs shall be jointly evaluated by the Commission and Maritime Administration, which shall be measured based on the minimum passing percentage in the assessment of competence. The result of such evaluation shall be used as basis for possible closure of the BSMT and/or BSMarE programs.

Section 42. Conduct of Surveillance

The Maritime Administration, upon receipt of a verified complaint, shall conduct surveillance of any maritime higher education institution offering Maritime Education and Training Programs to further ensure that such programs are implemented in accordance with the existing applicable law, policies, standards and guidelines issued by the Maritime Administration and the Commission and the STCW Convention, 1978, as amended based on the following ground:

1. advertisement or publication of any advertisement or announcement for BSMT and/or BSMarE programs before a permit to operate 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 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, or
6. without prior permit or authorization issued by Commission; or
7. non-compliance with existing policies, standards and guidelines for BSMT and/or BSMarE programs.

The Surveillance Report shall be endorsed by the Office of the Executive Director to the CHED OPSD for transmittal to the TPME for appropriate action.

Section 43. Due Process

In all matters that may result in the imposition of any sanction or penalty to a higher education institution, administrative due process shall in all instances be observed.

Section 44. Closure of Program

1. Upon completion of the Joint CHED-MARINA monitoring activities, the Maritime Administration shall endorse the monitoring reports through the Executive Director of STCW Office, to the CHED-MARINA Secretariat, for inclusion to the agenda of the Technical Panel for Maritime Education (TPME).
2. The TPME, upon determination on the sufficient basis for the issuance of Show Cause Order against MHEI, shall submit its recommendation to the CHED Executive Director. The CHED Executive Director shall issue the corresponding Show Cause Order. For MHEIs, which were found by the TPME, to be compliant with the PSG, shall be forwarded to the CHED, through OPSD, for confirmation of the Commission en banc.
3. The MHEI shall submit an Answer within fifteen (15) calendar days from receipt of the Order and show cause why no administrative sanction/s shall be imposed against it.
4. The concerned Monitoring Team shall review the responses to the Show Cause Order and its recommendation, within fifteen (15) calendar days from receipt of the answer or after the lapse of the period to file an answer and shall forward to the CHED-MARINA Secretariat, for inclusion to the agenda of the Technical Panel for Maritime Education.
5. The TPME shall recommend to the CHED CEB whether sanctions will be imposed and the corresponding sanctions.
6. CHED CEB shall decide whether sanctions will be imposed and the corresponding sanctions.

Execution of the Decision of the Commission. The decision of the Commission shall be immediately executory after fifteen (15) calendar days from receipt thereof, unless a motion for reconsideration is seasonably filed, in which case the execution of the decision shall be held in abeyance until the Motion for Reconsideration is resolved.



Motion for Reconsideration. A Motion for Reconsideration shall be filed with the Commission within fifteen (15) calendar days from receipt of the decision on the basis of any of the following grounds:

- a. Newly discovered evidence which materially affects the order, directive or decision; or
- b. Grave errors of facts or law or serious irregularities have been committed prejudicial to the interest of the MHEI.

The concerned Monitoring Team shall review the responses to the Motion for Reconsideration and its recommendation and submits its recommendation to the TPME, within fifteen (15) calendar days from receipt of the Motion and all its supporting documents. CHED may also tap the Legal Legislative Services to review recommendation as may be warranted by the situation.

Only one Motion for Reconsideration shall be allowed. Decision of the CHED CEB on the Motion for Reconsideration is executory.

Effect of the Closure Order. In case of immediate closure, the Order must indicate that the permit or recognition of the program is automatically revoked upon service of the Closure Order. The MHEI with a Closure Order is prohibited from applying for new permit on the program/s subject of the Order within three (3) years from the effectivity of the said Order.

In case of Closure through Phase-out, the Order must indicate the Phase-out period and a directive that on the last day of the Phase-out period, the permit or recognition of the program is automatically revoked. Students who are already in the second, third, and fourth-year levels shall be allowed to finish their study until graduation or to transfer to other MHEIs, at the option of the student(s). The MHEI will not be allowed to accept first year students in the next academic year.

The MHEI with a Closure through Phase-out Order is prohibited from applying for new permit on the program/s subject of the Order during the Phase-out period.

Effect of Pendency of Appeal, Petition for Review/Certiorari with the Court. The filing and pendency of an appeal with the Office of the President (OP) or regular courts shall not stop the execution of the decision of the Commission unless court of competent jurisdiction issues a Restraining Order or an Injunction.

Section 45. Implementation of Closure

45.1. MHEI's Responsibility

MHEIs issued Phase Out Orders. MHEIs that failed to demonstrate and provide evidence of compliance or maintaining compliance with the requirements for the operation of the BSMT and/or BSMarE programs shall be subjected to closure proceedings. Upon effectivity of the order implementing the closure, the concerned MHEI shall:



1. take full accountability and responsibility of any adverse effect to the students affected by such closure without prejudice to any civil and criminal liability under existing laws;
2. inform the affected students of the closure and shall advise to immediately report to the concerned CHED Regional Office;
3. remain obligated to furnish the necessary credentials and records to students affected by the closure and cause the preservation of all academic records of students by submitting electronic copies of the same to the Regional Office of the Commission concerned; and
4. submit to the Regional Office of the Commission, copy furnished the Regional Office of the Maritime Administration the number, names, and other pertinent information on affected students in each year level, including the MHEIs which accepted them.

45.2. Accepting MHEIs

MHEIs accepting student transferees from MHEIs which are issued phase out orders shall ensure compliance with the provisions of this section:

1. establish a quality policy for the admission and retention of students, as stipulated in the relevant provisions for Admission and Retention of Students in this circular;
2. coordinate and cooperate with the Regional Office of the Commission and MHEI concerned to facilitate the transfer and enrolment of affected students;
3. submit to the Regional Office of the Commission, copy furnished the Regional Office of the Maritime Administration, a report demonstrating compliance with the prescribed absorptive capacity including the capacity to comply with the required percentage of onboard training deployment; and
4. submit to the Regional Office of the Commission, copy furnished the Regional Office of the Maritime Administration, relevant information of students admitted to the Maritime Education and Training Programs such as the number, names, and other pertinent details on affected students in each year level.

The maximum Teaching Load for faculty teaching students affected by closure shall be as follows, within a period of two (2) years upon acceptance of the transferees.

Enrolled Transferees	Maximum Teaching Load per Week
20-80 students	36 hours
81-160 students	40 hours
161-320 students	44 hours

Deployment of transferred third year level students affected by closure to another recognized MHEI shall be as follows, within a period of two (2) years upon acceptance of the transferees.



Enrolled Transferees	OBT Deployment Percentage (60%)	OBT Deployment Percentage (80%)
20-80 students	55%	75%
81-160 students	50%	70%
161-320 students	45%	60%

The accepting MHEI shall credit courses taken based on Article X (Student Admission and Retention).

Further, students who transferred from one MHEI to another due to program closure or lack of approval shall be required to follow the program without gaps in their training. To ensure that students concerned met all the program requirements, the accepting MHEIs shall evaluate the curriculum where the students came from against their own to establish any gap and use it as basis of any additional training, if any.

45.3. Regional Office of the Commission's Responsibilities

Upon receipt of the implementing order of the CEB, the concerned Regional Office of the Commission shall convene the concerned MHEI, other MHEIs in the area, Maritime Administration Regional Office and representative of the students affected, to discuss the exit plan detailing the program of assistance, as provided in this circular.

The Regional Office of the Commission shall:

1. inform the affected students and parents of the status of the Maritime Education and Training Programs and the assistance hereunder provided, through any reasonable means available;
2. issue the necessary endorsement of the affected students to other recognized MHEIs that shall accept the students based on the requirements of this circular and assist in the release of the students' credentials from the concerned MHEI;
3. advise the students concerned which courses of actions are suitable for each case, such as:
 - a. third year students who have completed the Classroom Instruction — to decide whether they will continue to pursue the maritime program or other programs;
 - b. students who will pursue the BSMT or BSMarE per existing Circular to transfer to a recognized MHEI;
 - c. students who are currently undergoing onboard training or have completed onboard training for the BSMT or BSMarE programs — to report to the concerned CHEDRO so they can be assisted in transferring to other recognized MHEIs for graduation, subject to the Admission and Retention policies as provided in this circular.
4. immediately provide a report to the Commission as to the number, names, and other pertinent details of the affected students at each year level and the exit plan; and



5. recommend to the Commission other measures whenever necessary, such as when the transfer of students is not feasible in cases of program closure of MHEIs in regional jurisdictions with few MHEIs.

Section 46. Illegal or unauthorized operation of BSMT/BSMarE programs

Graduates and/or students of unauthorized or non-recognized BSMT or BSMarE program shall not be accepted by the Maritime Administration to take the assessment of competence for certification as Officer-in-charge of a Navigational Watch or Officer-in-charge of an Engineering Watch. Without prejudice of the filing of any civil and criminal liabilities, HEIs which have operated without authorization/permit shall take full accountability and responsibility over their students and shall return all amount paid by affected students.

Section 47. Non-applicability of Section 56, paragraph 4, sub-paragraph I of CMO 40, Series of 2008.

The provisions under Section 56, paragraph 4, sub-paragraph 1 of CMO 40, Series of 2008 which states that "applications for permit not disapproved within the above-prescribed period (February 28), are deemed approved" shall not apply in so far as the grant of Permit or Recognition for BSMT and/or BSMarE programs is concerned.

Applications for permit to operate maritime programs shall only be in accordance with the policies standards and guidelines as provided in this Joint CHED-MARINA Memorandum Circular.

Section 48. Non-applicability of Certain Benefits of Autonomous or Deregulated Status

All MHEIs are not exempt from the regular monitoring and evaluation by the Commission of their BSMT or BSMarE programs.

Section 49. Non-applicability of Certain Benefits of Program Accreditation

All MHEIs with levels I, II, III or IV program accreditation for BSMT or BSMarE are not exempt from limited visitation, inspection and/or supervision by the Commission supervisory personnel or representatives.

Section 50. Repealing Clause

CMO 67 series of 2017, CMO 14 series of 2018, JCMMC No. 1, series of 2022 are hereby repealed. All other relevant issuances inconsistent with the provisions of this Circular are hereby amended and modified accordingly.



Section 51. Separability Clause

If any part or provision of this 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 52. Transitory Provisions

Students who entered as first year in the maritime program for AY 2022-2023 are covered by JCMMC No. 01, series of 2022, and for their succeeding years shall be covered by this Circular.

Henceforth, all students who will enroll in the maritime program for AY 2023-2024 shall be covered by this Circular.

Section 53. Effectivity Clause

This Joint Memorandum Circular shall take effect after fifteen (15) days from 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. RABIA
Administrator
Maritime Industry Authority

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LIST OF ANNEXES:

Annexes A1 and A2 – STCW Competence Map for BSMT and BSMarE programs

Annexes B1 and B2 – Curriculum Maps for BSMT and BSMarE programs

Annexes C1 and C2 – Course Specifications for BSMT and BSMarE Programs

Annexes D1 and D2 – Sample Programs of Study

Annex E – Procedures Manual for Assessment and Evaluation of Competences for the BSMT and BSMarE Programs

Annex F – Revised Guidelines on the Implementation of the Approved Onboard Training for BSMT and BSMarE Students

- Annex F1 – Daily Journal for Bridge Watchkeeping Duty
- Annex F2 – Daily Journal for Engine Watchkeeping Duty
- Annex F3 – Onboard Training Guidance for BSMT
- Annex F4 – Onboard Training Guidance for BSMarE
- Annex F5a – Standard Onboard Training Agreement for Domestic Trade
- Annex F5b – Standard Cadet Training Agreement on Ships Engaged in International Voyage
- Annex F6 – Certification to be Issued by Manning or Shipping Company
- Annex F7 – Certificate of Sea Service
- Annex F8 – Crew List, IMO FAL Form 5

Annex G – Equipment Carrying Capacity

- Form 1 – List of Equipment
- Form 2 – Equipment Utilization Plan
- Form 3 – Summary of Practical Exercises and Assessments
- Form 4 – Weekly Class Schedule

Annex H1 – Minimum Required Equipment for BSMT

Annex H2 – Minimum Required Equipment for BSMarE

