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Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY



Evaluation Instrument - Specific Requirements for Application of Government Authority

Name of Applicant HEI:

Address:

Region:

Program/s Applied for:

Academic Year Programs to be offered:

Bases of Evaluation:

1. CMO No. 40, Series of 2008 (Manual of Regulations for Private Higher Institutions of 2008).
2. CMO No. 30, Series of 2009 (Applicability of MORPHE of 2008 to SUCs and LUCs).
3. Joint CHED-MARINA Memorandum Circular No. 01 series of 2022 "Revised Policies, Standards and Guidelines for the Bachelor of Science in Marine Transportation and Bachelor of Science in Marine Engineering Programs"
4. Joint CHED-MARINA Memorandum Circular No. 02 series of 2022 "Revised Guidelines on Joint CHED-MARINA Evaluation and Inspection of Higher Education Institutions Applying for Government Authority to Operate Bachelor of Science in Marine Transportation and/or Bachelor of Science in Marine Engineering Program/s"



Key Areas and Requirements	Documentary Evidence	Documentary Review (CHED-MARINA EIT)	Inspection (CHED-MARINA EIT)	Remarks
		✓ - if complied X - if not complied	✓ if complied X if not complied	
I. PROGRAM AND COURSE DESIGN, REVIEW AND APPROVAL				
<p><i>Program Specifications</i> Section 4. Program Description 4.1 Degree Name 4.1.1 The degree name for 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 degree name for the mandatory education and training for Officers in Charge of an Engineering Watch shall be Bachelor of Science in Marine Engineering (BSMarE).</p> <p>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 and some of the knowledge and understanding under Table A-II/2, as well as fundamentals in radiocommunications under Table A-IV/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 or BSMarE program are qualified to take the Maritime Administration prescribed assessment of competence for certification as Officer in Charge of Navigational Watch on seagoing ships of 500 gross</p>	<p>Program Specifications documents:</p> <ul style="list-style-type: none"> • Vision, Mission, Goals, and Objectives • Program Outcomes • PEOs • Summary of Outcomes-based Matrix • Brief Description of the Program and the courses • Brief Description of the facilities • Brief Description of the Entry Standards • Program of Study 			

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<p>tonnage or more or as Officer in Charge of Engineering Watch on seagoing ships powered by main propulsion machinery of 750kW propulsion power or more, subject to compliance with other requirements thereof.</p> <p>4.3 Program Educational Objectives (PEOs)</p> <p>4.3.1 As a degree program, the general program educational objective of BSMT or BSMarE is to produce graduates who are competent to pursue a career or advanced studies in related maritime field of specialization.</p> <p>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.</p> <p>4.3.3 MHEIs shall ensure that graduates of BSMT and BSMarE programs consistently pass the assessment of competence administered by the Maritime Administration. MARINA shall provide the annual results of the assessment of competence upon request of the MHEIs.</p>				
<p>Section 5. Program Outcomes</p> <p>The program outcomes for the BSMT and BSMarE programs are expressed in the following set of learning outcomes:</p> <p>5.1 Common to all programs in all types of HEI</p> <p>Graduates of BSMT and BSMarE programs should be able to:</p>	<ul style="list-style-type: none"> Matrix of Program Outcomes in relation to Course Outcomes for BSMT Matrix of Program Outcomes in relation to Course Outcomes for BSMarE 			

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<p>a. engage in lifelong learning and understanding to keep abreast of the developments in Maritime practice;</p> <p>b. work independently and in multi-disciplinary and multi-cultural teams;</p> <p>c. act in recognition and practice of professional, social, and ethical accountability and responsibility; and</p> <p>d. preserve and promote "Filipino historical and cultural heritage".</p> <p>5.2 Common to the BSMT and BSMarE Programs Graduates of BSMT and BSMarE programs should be able to:</p> <p>a. apply knowledge in mathematics, science and technology in solving problems related to the profession and the workplace;</p> <p>b. evaluate the impact and implications of various contemporary issues in the global and social context of the profession;</p> <p>c. use appropriate techniques, skills and modern tools in the practice of the profession in order to remain globally competitive; and</p> <p>d. contribute to the existing body of knowledge through research or other forms of creative discourse and innovative works.</p>				
<p>5.3 Specific to the Discipline</p> <p>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, fundamentals in radiocommunications under Table A-IV/2, and acquire some knowledge and understanding under Table A-II/2 of the STCW Code that are covered by this program.</p> <p>5.3.2 BSMarE</p>	<p>Program documents specific to the Program/s (BSMT and/or BSMarE)</p>			

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<p>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, controlling the operation of the ship and care for persons on board at the operational level and acquire the specific knowledge and understanding as underpinning and/or fundamental under Table A-III/2 of the STCW Code that are covered by this program.</p>				
<p>Section 6. Performance Indicators Performance Indicators are specific and measurable statements identifying the performance(s) required to meet the outcome; confirmable through evidence.</p> <p>MHEIs shall develop the performance indicators to be achieved by the students as per institution'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.</p>	<ul style="list-style-type: none"> • Policy on how to operationalize the Performance Indicators • DTS • Assessment Tool 			
<p>Curriculum Section 7. Minimum Curriculum Standards The Commission and the Maritime Administration shall develop, adopt and implement the minimum curriculum standards for BSMT and BSMarE programs which shall be offered by the MHEIs.</p> <p>Upon compliance with the minimum prescribed curricula, MHEIs may design an enhanced curriculum suited to their own context and mission, and inform the Commission of the improvement prior to implementation. MHEIs shall consider the maximum number of study load of students per week as stipulated in MORPHE.</p>	<ul style="list-style-type: none"> • Program of Study with Curriculum enhancements made by the HEI • Confirmation and/or Approval from CHED on the proposed Curriculum 			



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<p>Section 8. Implementation of the BSMT and BSMarE Curricula</p> <p>8.1 The curricula shall contain the following:</p> <ol style="list-style-type: none"> Curriculum Maps for BSMT and BSMarE programs (Annexes A1 and A2) STCW Competences Maps for BSMT and BSMarE programs (Annexes B1 and B2) Programs of Study (3-1 and 2-1-1 schemes) (Annexes C1 and C2) BSMT Course Package – Parts A to C - Course Specifications, Course Outline and Timetable, and Course Syllabus (Annexes D1 to D7) BSMarE Course Package – Parts A to C - Course Specifications, Course Outline and Timetable, and Course Syllabus (Annexes E1 to E10) <p>8.2 The following shall be developed by the MHEIs and shall be aligned with items a to e above using the templates herein provided.</p> <ol style="list-style-type: none"> Detailed Teaching Syllabus (Annex F) Course Outcomes Assessment and Assessment Tools (Annex G) <p>8.3 The MHEIs shall establish policy and procedure for its own monitoring and supervision of implementation of the curricula.</p> <p>MHEIs shall monitor the delivery of the approved curriculum and shall ensure to keep records thereof for at least three (3) years.</p>	<ul style="list-style-type: none"> Course Time Table and Teaching Load of Instructors Course Syllabus Program of Study Laboratory Exercises Exercise Plan Practical Exercise Sheets DTS Course Outcomes Assessment and Assessment Tools School Calendar of Activities <p>QSS: Policy for make-up classes or activities for unforeseen circumstances or holidays</p> <p>Policy and procedure in the design and development, review and verification, validation and approval of:</p> <ol style="list-style-type: none"> DTS Course assessment and Assessment Tools <p>Constructive alignment of:</p> <ol style="list-style-type: none"> DTS Course assessment and Assessment Tools <p>Policy and Procedure on monitoring and supervision of implementation of curriculum</p>			



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	Procedures on keeping of records of the lessons delivered			
<p>8.6 BSMT Program The BSMT program shall have a minimum of 175 credit units consisting of the Professional Courses, OBT, Physical Education (PE), National Service Training Program (NSTP) and the General Education component following CMO No. 20, series of 2013.</p> <p>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.</p>	Program of Study with Curriculum enhancements made by the HEI (3-1 or 2-1-1 scheme)			
<p>8.7 BSMarE Program The BSMarE program shall have a minimum of 179 credit units consisting of the Professional Courses which include mechanical and electrical workshop skills training, OBT, PE, NSTP and the General Education component following CMO No. 20, Series of 2013.</p> <p>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.</p>				
<p>8.8 and 8.9 Recommended elective Professional Courses/Topics for BSMT and BSMarE: The MHEI may select any 2 courses of the following recommended electives for course development and offering:</p>	Program of Study with Curriculum enhancements made by the HEI (3-1 or 2-1-1 scheme)			



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<ol style="list-style-type: none"> 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 professional 8. Ship's Management System per IMO mission 9. Ship's Auditing System 10. <i>Additional recommended elective for BSMarE: Bridge Navigational Equipment for Marine Engineers</i> 11. <i>Additional recommended elective for BSMT: Planned Maintenance System</i> 				
<p>8.10 Implementation of the new General Education Curriculum All MHEIs shall strictly implement and abide by the guidance provided in CMO No. 20, series of 2013 entitled "General Education Curriculum: Holistic Understandings, Intellectual and Civic Competencies."</p>	Program of Study with Curriculum enhancements made by the HEI (3-1 or 2-1-1 scheme)			
<p>Section 9. Curriculum Design, Review, Revision and Approval 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 feedbacks 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.</p>	Policy on the Design and Development, Review and Verification, Validation and Approval of Curriculum			

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<p>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.</p>				
<p>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 submitted proposed revision or enhancement to the curriculum shall be reviewed jointly by the Commission and the Maritime Administration for approval.</p> <p>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.</p> <p>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.</p>	Policy on the Design and Development, Review and Verification, Validation and Approval of Curriculum			
<p>9.3 Effectivity and Implementation of an approved revised Curriculum</p>	Approved Curriculum by the Commission and the Maritime Administration			

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A revised curriculum shall take effect and be implemented on the intended year of implementation after approval by the Commission and the Maritime Administration.				
<p>Section 10. Basic Training</p> <p>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.</p> <p>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 located within the region.</p> <p>10.3 The concerned MHEI shall submit to the Commission the following documents as evidence of compliance with this PSG, and shall be subject to verification and monitoring:</p> <ol style="list-style-type: none"> 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 from the Maritime Administration; 4. Evidence of evaluation of the MTI by the concerned MHEI showing the following: <ol style="list-style-type: none"> a. Capacity to accommodate their students according to the prescribed course intake limitation; b. Instructor-trainee ratio; and c. Equipment-trainee ratio. 	<p>Certificate of Course Approval to offer Basic Training</p> <p>Valid and notarized MOA with MTI offering an approved BT course located within the region</p> <p>Notarized Board Resolution of the concerned MHEI;</p> <p>Policy and procedure on BT if MTI is not located within the region</p>			



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<p>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.</p> <ol style="list-style-type: none"> 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. <p>10.5 The MOA mentioned in this PSG must be valid. In case of any complaint, the Commission and the Maritime Administration shall conduct a verification visit of the MHEI and training institution concerned.</p> <p>10.6 In case the MHEI decides to enter into a MOA with another or additional MTI(s), the above regulations shall apply.</p> <p>10.7 In case the MOA is terminated, the Commission must be immediately informed of such termination.</p> <p>10.8 The MHEIs shall ensure proper arrangement, coordination and supervision and monitoring of the Basic Training for their students.</p>				
II. REQUIRED RESOURCES				
<p>A distinct and separate College of Maritime Education shall be established for the operation of maritime programs. There shall be a department established for every maritime program under the College of Maritime Education.</p> <p>The College of Maritime Education shall be managed by a full-time Dean to effectively carry out his/her functions and responsibilities. In case that</p>	<ul style="list-style-type: none"> • QSS Policy indicating that the CME is separate and distinct from other colleges of the institution 			

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the College of Maritime Education has only one department, the Dean may serve as department head in concurrent capacity.	<ul style="list-style-type: none"> Organizational Structure/Chart showing that the CME is separate and distinct from other colleges of the institution 			
<p>Section 11. Human Resources Management</p> <p>11.1 Qualifications and functions of the Dean The Dean of the College of Maritime Education may be anyone of the following:</p> <p>11.1.1 *Management Level Officer who has the following:</p> <ol style="list-style-type: none"> 24 months of seagoing experience as Management Level Officer; 2 years of teaching experience; BSMT or BSMarE degree; Master's degree, preferably related to BSMT/ BSMarE program; completed Training Course for Instructors (IMO Model Course 6.09) or its equivalent as approved by the Maritime Administration and; completed Training Course on Assessment, Examination and Certification of Seafarers (IMO Model Course 3.12) or its equivalent as approved by the Maritime Administration; <p>11.1.2 Management Level Officer who has the following:</p> <ol style="list-style-type: none"> 12 months of seagoing experience as *Management Level Officer; 3 years of teaching experience; 1 year of supervisory experience; BSMT or BSMarE degree; Master's degree preferably related to BSMT/ BSMarE program; 	<p>A spreadsheet/list of the following with the necessary information and supported by pertinent documents, as attachment/s:</p> <p>MHEI's Management (Dean and Department Head)</p> <ol style="list-style-type: none"> Name / Position / Designation Educational qualifications (where and when obtained) Professional License Number and Expiration date (if applicable) Nature / Status of appointment (regular/ contractual) Sea/Teaching/Assessment experience, as applicable Trainings on IMO 6.09 and 3.12 <p>Copy of notarized appointment / contract of employment (to be submitted if already hired)</p> <p>Letter of commitment (if not yet hired but to submit notarized appointment / contract of employment before issuance of initial permit/recognition)</p>			



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<p>f. completed Training Course for Instructors (IMO Model Course 6.09) or its equivalent as approved by the Maritime Administration and;</p> <p>g. completed Training Course on Assessment, Examination and Certification of Seafarers (IMO Model Course 3.12) or its equivalent as approved by the Maritime Administration;</p> <p>11.1.3 Management Level Officer who has the following:</p> <p>a. 24 months of seagoing experience as *Officer in Charge of a Watch;</p> <p>b. 5 years of teaching experience;</p> <p>c. 3 years of supervisory experience;</p> <p>d. BSMT or BSMarE degree;</p> <p>e. Master's degree preferably related to BSMT/ BSMarE program;</p> <p>f. completed Training Course for Instructors (IMO Model Course 6.09) or its equivalent as approved by the Maritime Administration and;</p> <p>g. completed Training Course on Assessment, Examination and Certification of Seafarers (IMO Model Course 3.12) or its equivalent as approved by the Maritime Administration;</p> <p>11.1.4 Officer in Charge of a Watch who has the following:</p> <p>a. 36 months of seagoing experience as *Officer in Charge of a Watch;</p> <p>b. 5 years of teaching experience;</p> <p>c. 3 years of supervisory experience;</p> <p>d. BSMT or BSMarE degree;</p> <p>e. Master's degree preferably related to BSMT/ BSMarE program;</p>	<p>Approved resignation from previous employer (to be submitted before issuance of initial permit/ recognition)</p>			

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<p>f. completed Training Course for Instructors (IMO Model Course 6.09) or its equivalent as approved by the Maritime Administration and;</p> <p>g. completed Training Course on Assessment, Examination and Certification of Seafarers (IMO Model Course 3.12) or its equivalent as approved by the Maritime Administration.</p> <p><u>Note:</u> Master or Chief Mate / Chief Engineer or Second Engineer ** Third Officer or Second Officer / Fourth Engineer or Third Engineer</p>				
<p>11.2 Qualifications and functions 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:</p> <p>11.2.1 Management Level Officer who has the following:</p> <ol style="list-style-type: none"> 12 months of seagoing experience as *Management Level Officer; 3 years of teaching experience; BSMT degree; completed Training Course for Instructors (IMO Model Course 6.09); or its equivalent as approved by the Maritime Administration and completed Training Course on Assessment, Examination and Certification of Seafarers (IMO Model Course 3.12) or its equivalent as approved by the Maritime Administration; <p>OR</p> <p>11.2.2 Management Level Officer who has the following</p> <ol style="list-style-type: none"> 24 months of seagoing experience as **Officer in Charge of a Watch; 4 years of teaching experience; 1 year of supervisory experience; 	<p>MHEI's Management (Dean and Department Head)</p> <ol style="list-style-type: none"> Name / Position / Designation Educational qualifications (where and when obtained) Professional License Number and Expiration date (if applicable) Nature / Status of appointment (regular/ contractual) Sea/Teaching/Assessment experience, as applicable Trainings on IMO 6.09 and 3.12 <p>Copy of notarized appointment / contract of employment (to be submitted if already hired)</p> <p>Letter of commitment (if not yet hired but to submit notarized appointment / contract of employment before issuance of initial permit/recognition)</p>			



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<p>d. BSMT degree;</p> <p>e. Master's degree preferably related to BSMT/ BSMarE program;</p> <p>f. completed Training Course for Instructors (IMO Model Course 6.09); or its equivalent as approved by the Maritime Administration and</p> <p>g. completed Training Course on Assessment, Examination and Certification of Seafarers (IMO Model Course 3.12) or its equivalent as approved by the Maritime Administration.</p> <p><u>Note:</u> Master or Chief Mate / Chief Engineer or Second Engineer ** Third Officer or Second Officer / 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:</p> <p>11.2.3 Management Level Officer who has the following:</p> <p>a. 12 months of seagoing experience as *Management Level Officer;</p> <p>b. 3 years of teaching experience;</p> <p>c. BSMarE degree;</p> <p>d. completed Training Course for Instructors (IMO Model Course 6.09); or its equivalent as approved by the Maritime Administration and</p> <p>e. completed Training Course on Assessment, Examination and Certification of Seafarers (IMO Model Course 3.12) or its equivalent as approved by the Maritime Administration;</p> <p style="text-align: center;">OR</p> <p>11.2.4 Management Level Officer who has the following:</p> <p>a. 24 months of seagoing experience as **Officer in Charge of a Watch;</p>	<p>Approved resignation from previous employer (to be submitted before issuance of initial permit/ recognition)</p>			



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<p>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.</p> <p><u>Note</u> Master or Chief Mate / Chief Engineer or Second Engineer ** Third Officer or Second Officer / Fourth Engineer or Third Engineer</p>				
<p>11.3 Qualifications and functions 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;</p>	<p>Faculty for Professional Courses a. Name / Position / Designation b. Educational qualifications (where and when obtained) c. Professional License Number and Expiration date (if applicable) Courses (topics cover only KUPs in the operational level) Courses (with topics relating to KUPs in the Management Level) d. Nature / Status of appointment (regular/ contractual) e. Sea/Teaching/Assessment experience, as applicable f. Trainings on IMO 6.09 and 3.12 g. Training on IMO 6.10, as applicable</p>			



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<p>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.</p> <p><u>Note:</u> ** Third Officer or Second Officer</p> <p>11.3.2 Faculty teaching professional courses in BSMarE shall have the following qualifications:</p> <p>a. **Officer in Charge of a Watch on seagoing ships powered by main propulsion machinery of 750 kW propulsion power or more;</p> <p>b. 12 months of seagoing experience as **Officer in Charge of a Watch on seagoing ships of 500 gross tonnage or more;</p> <p>c. preferably with teaching experience;</p> <p>d. BSMarE degree;</p> <p>e. completed Training Course for Instructors (IMO Model Course 6.09) or its equivalent as approved by the Maritime Administration and;</p> <p>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.</p> <p><u>Note:</u> ** Fourth Engineer or Third Engineer</p> <p>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:</p> <p>a. 12 months of seagoing experience as *Master or Chief Mate on seagoing ship of 500 GT or more;</p>	<p>h. gained practical operational experience on the particular type of simulators being used by the Concerned MHEI</p> <p>i. completed transfer of technology training provided by the simulator supplier</p> <p>Copy of notarized appointment / contract of employment (to be submitted if already hired)</p> <p>Letter of commitment (if not yet hired but to submit notarized appointment / contract of employment before issuance of initial permit/recognition)</p> <p>Approved resignation from previous employer (to be submitted before issuance of initial permit/ recognition)</p>			



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<p>b. preferably with teaching experience;</p> <p>c. BSMT degree;</p> <p>d. completed Training Course for Instructors (IMO Model Course 6.09) or its equivalent as approved by the Maritime Administration and;</p> <p>e. completed Training Course on Assessment, Examination and Certification of Seafarers (IMO Model Course 3.12) or its equivalent as approved by the Maritime Administration.</p> <p>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:</p> <p>a. **Chief Engineer Officer or Second Engineer Officer on seagoing ship powered by main propulsion machinery of 750 kW propulsion power or more;</p> <p>b. preferably with teaching experience;</p> <p>c. BSMarE degree;</p> <p>d. completed Training Course for Instructors (IMO Model Course 6.09) or its equivalent as approved by the Maritime Administration and;</p> <p>e. completed Training Course on Assessment, Examination and Certification of Seafarers (IMO Model Course 3.12) or its equivalent as approved by the Maritime Administration.</p> <p>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:</p>				



Key Areas and Requirements	Documentary Evidence	Documentary Review (CHED-MARINA EIT)	Inspection (CHED-MARINA EIT)	Remarks
		✓ - if complied X - if not complied	✓ if complied X if not complied	
<p>a. completed the "Train the Simulator Trainer and Assessor Course" (IMO Model Course 6.10) or its equivalent as approved by the Maritime Administration;</p> <p>b. gained practical operational experience on the particular type of simulators being used by the Concerned MHEI; and</p> <p>c. completed transfer of technology training provided by the simulator supplier.</p> <p>The Concerned MHEI shall comply with the requirement under paragraph [b] above by having a quality assurance process in its QSS to ensure that such faculty shall have gained practical operation experience on the use of the particular type of simulator of the Institution. The compliance and implementation of such process shall be properly documented subject to joint verification and monitoring of the Commission and the Maritime Administration</p>				
<p>11.4 Qualifications and functions of Faculty Teaching General Education Courses</p> <p>Faculty members teaching General Education Courses shall be holders of appropriate Master's degree in his/her field of specialization.</p> <p>Faculty members teaching PE courses shall be holders of a Bachelor's degree in PE or Bachelor of Science in Education with major or minor in PE, or any other bachelor's degree with certificate in PE.</p>	<p>Faculty for General Education Courses</p> <p>a. Name / Position / Designation</p> <p>b. Educational qualifications, appropriate Master's Degree (where and when obtained)</p> <p>c. Professional License Number and Expiration date (if applicable)</p> <p>d. Nature / Status of appointment (regular/ contractual)</p> <p>e. Faculty members teaching PE courses shall be holders of a Bachelor's degree in PE or Bachelor of Science in Education with major or minor in PE, or any other bachelor's degree with certificate in PE.</p>			



Key Areas and Requirements	Documentary Evidence	Documentary Review (CHED-MARINA EIT)	Inspection (CHED-MARINA EIT)	Remarks
		✓ - if complied X - if not complied	✓ if complied X if not complied	
	<p>Copy of notarized appointment / contract of employment (to be submitted if already hired)</p> <p>Letter of commitment (if not yet hired but to submit notarized appointment / contract of employment before issuance of initial permit/recognition)</p> <p>Approved resignation from previous employer (to be submitted before issuance of initial permit/ recognition)</p>			
<p>11.5 Qualifications and functions of Faculty Members from Allied Fields Teaching Professional Courses (e.g., meteorology, maritime law, ICT, Electro 1, 2, hydromechanics, thermodynamics, drawing, other courses as may be identified in the course package)</p> <p>Registered professionals holding a Bachelor's degree in the allied fields as mentioned in Section 4.5, valid professional license, with a Master's degree, and at least one (1) year of professional or teaching experience may be allowed to teach the professional courses.</p> <p>Additional faculty requirements and qualifications shall be provided for in the specific course packages.</p>	<p>Faculty Teaching Allied Courses</p> <ol style="list-style-type: none"> Name / Position / Designation Educational qualifications, appropriate Master's Degree (where and when obtained) Professional License Number and Expiration date (if applicable) At least one (1) year of professional or teaching experience Nature / Status of appointment (regular/ contractual) 			
<p>11.6 Qualifications and functions of Academic Support Personnel</p> <p>11.6.1 Academic Support Personnel particularly those assigned in the laboratory must have the appropriate training on laboratory supervision and safety.</p>	<p>Academic Support Personnel</p> <ol style="list-style-type: none"> Name / Position / Designation Educational qualifications (where and when obtained) 			

Key Areas and Requirements	Documentary Evidence	Documentary Review (CHED-MARINA EIT)	Inspection (CHED-MARINA EIT)	Remarks
		✓ - if complied X - if not complied	✓ if complied X if not complied	
<p>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:</p> <ol style="list-style-type: none"> 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. <p>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.</p>	<ol style="list-style-type: none"> c. Professional License Number and Expiration date (if applicable) d. Nature / Status of appointment (regular/ contractual) e. appropriate training on laboratory supervision and safety <p>Copy of notarized appointment / contract of employment (to be submitted if already hired)</p> <p>Letter of commitment (if not yet hired but to submit notarized appointment / contract of employment before issuance of initial permit/recognition)</p> <p>Approved resignation from previous employer (to be submitted before issuance of initial permit/ recognition)</p>			
<p>11.7 Qualifications and functions of Assessors</p> <p>11.7.1 The MHEIs shall ensure that the summative assessment is conducted by a designated Assessor or his delegated Instructor with Assessor's training for courses/classes not assigned to him for teaching with the following qualifications:</p> <ol style="list-style-type: none"> 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: <ul style="list-style-type: none"> - "Training Course for Instructors" (IMO Model Course 6.09) 	<p>Assessors</p> <ol style="list-style-type: none"> a. Name / Position / Designation b. Educational qualifications (where and when obtained) c. Professional License Number and Expiration date (if applicable) d. Status of appointment (regular/ contractual) e. Sea/Teaching/Assessment experience, as applicable f. Trainings on IMO 6.09, 3.12, and 6.10 			



Key Areas and Requirements	Documentary Evidence	Documentary Review (CHED-MARINA EIT)	Inspection (CHED-MARINA EIT)	Remarks
		✓ - if complied X - if not complied	✓ if complied X if not complied	
<ul style="list-style-type: none"> - "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 experience as assistant to an experienced assessor for at least one semester; and e. gained practical assessment experience on the particular type of simulator of the Institution under the supervision and to the satisfaction of an experienced assessor for assessments involving the use of simulators. <p>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 process shall be properly documented subject to joint verification and monitoring of the Commission and the Maritime Administration</p> <p>11.7.3 The following tasks shall be performed by the designated Assessor:</p> <ul style="list-style-type: none"> a. Spearhead the design, development and enhancement of assessment tools; b. Ensure reliability and validity of assessment tools; and c. Administer the conduct of examination/assessment 	<ul style="list-style-type: none"> g. gained practical experience as assistant to an experienced assessor for at least one semester; and h. gained practical assessment experience on the particular type of simulator of the Institution under the supervision and to the satisfaction of an experienced assessor for assessments involving the use of simulators. <p>Copy of notarized appointment / contract of employment (to be submitted if already hired)</p> <p>Letter of commitment (if not yet hired but to submit notarized appointment / contract of employment before issuance of initial permit/recognition)</p> <p>Approved resignation from previous employer (to be submitted before issuance of initial permit/ recognition)</p>			
11.8 Teaching Load	Copy of Teaching Load, as applicable			

Key Areas and Requirements	Documentary Evidence	Documentary Review (CHED-MARINA EIT)	Inspection (CHED-MARINA EIT)	Remarks
		✓ - if complied X - if not complied	✓ if complied X if not complied	
<p>The Dean and the Department Chair/Head may be allowed to handle a maximum teaching load of not more than 12 hours a week provided that their primary duties and responsibilities are not neglected.</p> <p>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.</p>				
<p>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.</p> <p>MHEIs shall have a quality assurance mechanism and process which ensures that:</p> <ol style="list-style-type: none"> Faculty for professional courses should be evaluated per course and should pass the lead instructor's evaluation; Newly-hired faculty for professional courses with teaching experience from other MHEIs shall undergo assessment and evaluation (describe in their QSS); Newly-hired faculty for professional courses without teaching experience shall be under the guidance and supervision of a qualified and experienced faculty member for at least one (1) semester. During the said period, the performance of the said faculty shall be evaluated by the designated faculty mentor to determine his/her readiness to handle the class by himself/herself. 	<ul style="list-style-type: none"> Faculty Performance Evaluation Plan or Schedule Policies and procedures on Faculty Evaluation System Faculty Manual Faculty Evaluation Tools/Checklists/Forms 			
<p>11.10 Faculty Development MHEIs shall develop and implement a system of faculty development for professional advancement of the faculty members.</p>	Proposed Faculty Development Plan with Budget Allocation			



Key Areas and Requirements	Documentary Evidence	Documentary Review (CHED-MARINA EIT)	Inspection (CHED-MARINA EIT)	Remarks
		✓ - if complied X - if not complied	✓ if complied X if not complied	
III. STANDARDS, TEACHING METHODS AND MEDIA OF DELIVERY				
<p>Section 12. Standards of Competence</p> <p>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/1 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.</p> <p>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.</p>	<ul style="list-style-type: none"> • Policy and procedure on the Course Delivery and Methodologies • Program of Study • Detailed Teaching Syllabus • Assessment Standards (Part E) • Assessment Tools/Checklists/ Forms 			
<p>Section 13. Course Delivery (Teaching and Learning Activities)</p> <p>The MHEI shall follow and adhere to the prescribed course package to ensure the attainment of course outcomes.</p> <p>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 prescribed 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</p>	<ul style="list-style-type: none"> • Alignment of LOs to the Teaching and Learning Activities as well as Assessment addressing the Los • Assessment of Course Outcomes 			

Key Areas and Requirements	Documentary Evidence	Documentary Review (CHED-MARINA EIT)	Inspection (CHED-MARINA EIT)	Remarks
		✓ - if complied X - if not complied	✓ if complied X if not complied	
<p>under the STCW Convention, 1978, as amended and other relevant international covenants.</p> <p>The MHEI shall ensure sufficiency and appropriateness of practical exercises and assessment of a course based on the learning outcomes and ensure that all learning outcomes requiring practical exercises are attained by the students, subject to evaluation, inspection, verification and monitoring by the Inspection Team organized by CHED and MARINA.</p> <p>Moreover, the MHEIs shall ensure that the elements in the design, review and verification, validation and approval of practical/simulator exercises in the course packages are complied with.</p> <p>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.</p>				
<p>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.</p>	<p>Policy and procedure on Monitoring and Supervision of Education and Training Faculty Evaluation Tools/Checklists/ Forms Detailed Teaching Syllabus</p> <p>Quality Procedures on the conduct of laboratory or workshop instruction/activities (to see if the procedures address the following:</p> <ul style="list-style-type: none"> • Exercise/Activity plan/sheets per the DTS 			

Key Areas and Requirements	Documentary Evidence	Documentary Review (CHED-MARINA EIT)	Inspection (CHED-MARINA EIT)	Remarks
		✓ - if complied X - if not complied	✓ if complied X if not complied	
Section 15. Consistent with outcomes-based education approach which allows flexibility for the HEIs to employ various means of delivery and as far as practicable, institutions shall deliver the programs, including the plan and media of delivery, in accordance with the relevant Policies, Standards and Guidelines promulgated by the Commission on Higher Education, in coordination with the MARINA, on Flexible Learning.	<ul style="list-style-type: none"> • DTS • Exercise/Activity plan/sheets per the DTS 			
IV. 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.	<p>Policy and procedure on the design and development, review and verification, validation process and approval for theoretical and practical assessment tools for all Course Outcomes</p> <p>Theoretical and Practical assessment tools for all Course Outcomes</p>			
Section 17. Education and training of students shall be examined and assessed by the MHEI's Assessor and/or his designated invigilators duly approved by the Dean.	Policy and procedure on teaching load assignment/ invigilation			
Section 18. MHEIs shall establish a structured examination and assessment system in accordance with Annex G (Part E: Course Outcome Assessment) of this Joint Circular.	Established structured examination and assessment system in accordance with Annex G (Part E: Course Outcome Assessment) of this Joint Circular. Sample Course Outcomes assessment			



Key Areas and Requirements	Documentary Evidence	Documentary Review (CHED-MARINA EIT)	Inspection (CHED-MARINA EIT)	Remarks
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Section 19. The policies and procedures for examination and assessment system shall form part of the quality standards system to ensure their suitability for the specified training objectives and shall include valid and explicit performance and assessment criteria to enable objective, uniform and reliable measurement and evaluation of the achievement of the competence standards.	Policy and procedures on examination and assessment			
Section 20. 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.	Policy and procedure on recording of practical exercises and assessment with retention period			
Section 21. Comprehensive Examination prior to Conferment of the Degree Every BSMT or BSMarE student shall be required to pass an assessment of competence acquired prior to conferment of the degree.	Policy and procedure on the conduct/ administration of comprehensive examination prior to conferment of the Degree			
Section 22. 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 PSG and the STCW Convention, 1978, as amended; and c. Passing the comprehensive examination prior to conferment of the Degree.	Policy and procedure on the Conferment of the Degree			
V. FACILITIES AND EQUIPMENT FOR EDUCATION AND TRAINING				
Section 23. The MHEI shall ensure that all required equipment are available to serve their purpose for the course delivery and assessment.	<ul style="list-style-type: none"> Inventory of training equipment with photos; Carrying capacity (notarized/ submitted to CHED) 			

Key Areas and Requirements	Documentary Evidence	Documentary Review (CHED-MARINA EIT)	Inspection (CHED-MARINA EIT)	Remarks
		✓ - if complied X - if not complied	✓ if complied X if not complied	
	<ul style="list-style-type: none"> Planned Maintenance System 			
<p>Section 24. Institutional Sites and Buildings An applicant HEI shall own its institutional sites and buildings to conform with this PSG while existing MHEIs shall be given a transition period of ten (10) years only to own their institutional sites and buildings. .</p> <p>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 following paragraphs 2, 3, 4 and 5 of Section 26 of CMO No. 40, series of 2008.</p> <p>Site/Building/Room Requirements shall include the following:</p> <ol style="list-style-type: none"> Institutional site/lot Athletic field and/or gymnasium Administrative Offices (General or Executive Office, Accounting, National Service Training Program (NSTP), Guidance, Placement office and other offices) Medical and dental clinic Toilets/Comfort Rooms Canteen/cafeteria Faculty room Student lounge Library room Laboratory room Tool room OBT Office 	<ul style="list-style-type: none"> Proof of Ownership Business Permit (specific for campus) Location Map showing a reasonable distance from distractive establishments Building Plan, Evacuation Plans and Maps Inventory and pictures of the required site/building/room MOA with service providers, if any 			



Key Areas and Requirements	Documentary Evidence	Documentary Review (CHED-MARINA EIT)	Inspection (CHED-MARINA EIT)	Remarks
		✓ - if complied X - if not complied	✓ if complied X if not complied	
m. Research and Extension Office n. Adequate facilities for swimming or MOA with service providers				
Section 25. 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.	<ul style="list-style-type: none"> • Pictures of the classrooms • Floor Plan 			
Section 26. Library Standards Library personnel, facilities and holdings shall conform to existing CHED requirements for libraries which are embodied in a separate CHED 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.	<ul style="list-style-type: none"> • Inventory of Library Holdings for core courses in the curriculum (In hardcopy or electronic) • Matrix of library personnel 			
Section 29. Carrying Capacity To establish the MHEI's student intake limitation/s, MHEIs shall submit to CHED-OPSD, copy furnished MARINA STCW Office, the duly accomplished and notarized carrying capacity forms (1 to 4) as reflected in Annex I to this JCMMC 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.	Notarized Carrying Capacity including supporting documents/forms (Forms 1 to 4)			



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		✓ - if complied X - if not complied	✓ if complied X if not complied	
<p>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.</p> <p>All MHEIs shall ensure that the number of students shall comply with the equipment carrying capacity based on the specific course packages.</p>				
<p>Section 28. Laboratories 28.1 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: 28.1.1 For BSMT program a. Chart plotting room b. Bridge simulator covering RADAR-ARPA and ECDIS c. Seamanship d. GMDSS (Optional) 28.1.2 For BSMarE program a. Engine Simulator b. Machinery Room that can house the marine engine, refrigeration, electrical equipment, etc.</p>	<ul style="list-style-type: none"> • Pictures of the Laboratory rooms • Floor Plan 			
<p>28.2 Laboratory Equipment All laboratory equipment contained in the approved Course Specifications shall be owned by the institution and located within the institutional site. There shall be sufficient number of equipment, machinery, apparatus, supplies, tools and other materials, accessories and consumables.</p>	<ul style="list-style-type: none"> • List of Equipment in laboratory assigned for each room • Carrying Capacity Forms (Annex I) 			



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		✓ - if complied X - if not complied	✓ if complied X if not complied	
<p>28.3 The institution shall provide the necessary audiovisual room and facilities with appropriate equipment in support of the teaching-learning process such as video, sound system, multi-media projectors, and others.</p> <p>28.4 "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 PSG so as to ensure their sufficient exposure to the equipment and attainment of the required outcomes.</p>				
<p>Section 29. Standards Governing the Simulators All MHEIs offering or intending to offer the BSMT and/or BSMarE programs shall provide for their own simulator equipment required under this PSG. 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.</p>	<ul style="list-style-type: none"> • Policies and procedures in the conduct of training and assessment using simulator • List of simulators and their type approval. • Certificate of ownership of the simulator • Suppliers' and/or Maker's Certification that the equipment complies with the Performance Standards prescribed in accordance with Regulation 1/12, and Section A-1/12 of the STCW Convention, 1978, as amended. • Simulator that meets the standards prescribed in accordance with Regulation 1/12, and Section A-1/12 of the STCW Convention, 1978, as amended. 			
VI. STUDENT ADMISSION AND RETENTION				



Key Areas and Requirements	Documentary Evidence	Documentary Review (CHED-MARINA EIT)	Inspection (CHED-MARINA EIT)	Remarks
		✓ - if complied X - if not complied	✓ if complied X if not complied	
<p>Section 36. Student General Admission Requirements Students intending to enroll in the BSMT or BSMarE program shall comply with the minimum requirements for admission as follows:</p> <p>36.1 Academic Qualifications:</p> <p>a. Senior High School graduate;</p> <p>b. Students who graduated in High School on or before June 2016. However, to ensure college readiness of the students enrolling under the new higher education curricula, the admitting MHEIs may require bridging program for the general education component (CMO No. 10, S. 2017);</p>	<p>Student Manual or Policies and procedures on student admission containing the following academic qualifications:</p> <ul style="list-style-type: none"> • Senior High School graduate; • Students who graduated in High School on or before June 2016. However, to ensure college readiness of the students enrolling under the new higher education curricula, the admitting MHEIs may require bridging program for the general education component (CMO No. 10, S. 2017); 			
<p>36.2 Student Admission The following shall be eligible for admission to the BSMT and BSMarE programs:</p> <p>a. A student who graduated from the secondary level of education, subject to satisfaction of the following requirements of the admitting institution:</p> <ul style="list-style-type: none"> • IQ Test; • Aptitude Test; • Personality Test; • Math, Science and English Tests; and • Physical and medical fitness test, pursuant to Regulation I/9 of the STCW Convention 1978, as amended, to be conducted by a DOH accredited Medical Practitioner. <p>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 I/9 of the STCW Convention 1978, as amended, to be conducted by a DOH accredited Medical Practitioner;</p>	<p>Student Manual or Policies and procedures containing qualifications of applicant students eligible for admission to the BSMT and BSMarE programs</p>			

Key Areas and Requirements	Documentary Evidence	Documentary Review (CHED-MARINA EIT)	Inspection (CHED-MARINA EIT)	Remarks
		✓ - if complied X - if not complied	✓ if complied X if not complied	
<p>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:</p> <ul style="list-style-type: none"> 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; - adopt PEME format Pass the written and practical assessment of prior learning (professional courses); retake failed courses in written and practical assessment <p>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</p> <p>e. A student coming from outside the country must be evaluated in accordance with existing statutory and regulatory requirements prior to admission.</p> <p>Assessment tool to be developed by accepting MHEI guided by procedures as stipulated in Annex G of this PSG.</p>				
<p>Section 37. Physical and medical fitness requirements In compliance with Regulation 1/9, Section A-1/9 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:</p> <p>a. have the physical capability to fulfil all the requirements of the basic training as required by Section A-VI/1, paragraph 2 of the STCW code;</p>	Student Manual or Policies and procedures stating that students enrolling in the BSMT and/or BSMarE program shall satisfy the criteria to be considered physically and medically fit, specifically on: <ul style="list-style-type: none"> physical fitness adequate hearing and speech no medical condition, disorder or impairment that will prevent the effective 			



Key Areas and Requirements	Documentary Evidence	Documentary Review (CHED-MARINA EIT)	Inspection (CHED-MARINA EIT)	Remarks
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<p>b. demonstrate adequate hearing and speech to communicate effectively and detect any audible alarms;</p> <p>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;</p> <p>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</p> <p>e. adhere to the minimum in-service eyesight standards set out in Table A-1/9.</p> <p>If the admission policy of the institution is above the minimum requirements provided under this Circular, the policy of the institution shall prevail.</p>	<p>and safe conduct of their routine and emergency duties on board the ship</p> <ul style="list-style-type: none"> not suffering from any medical condition likely to be aggravated by service at sea or to render the student unfit for such service; and adhere to the minimum in-service eyesight standards set out in Table A-1/9. <p>MOA with Medical Clinics/Medical Practitioner accredited by DOH</p> <p>Work instruction manual</p>			
<p>Section 38. Student General Retention Requirements</p> <p>38.1 In recognition of the constitutional guarantee of institutional academic freedom, MHEIs shall establish a student retention policy duly documented in its Quality Standard System which provides, among others, that 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 institution, without prejudice to his/her right to transfer to institutions in accordance with the existing rules and regulations of the Commission, except in the following cases:</p> <ol style="list-style-type: none"> academic delinquency; violation of rules and regulations of the institution; failure to settle due tuition and other school fees, and other obligations; sickness or disease that would prevent the student to handle the pressures of school work or his continued presence 	<p>Student Manual or work instruction showing policies on retention</p>			

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		✓ - if complied X - if not complied	✓ if complied X if not complied	
<p>thereat would be deleterious to other members of the academic community; and</p> <p>e. the closure of a program by the institution, or the closure of the institution itself</p>				
<p>38.2 In case of transfer of a student, MHEIs shall strictly observe the provisions under Sections 95 and 96 of CMO 40, series of 2008.</p> <p>38.3 The OBT shall not be considered as substitute to the one-year residency requirement in an MHEI for graduation.</p>	<p>Student's Manual or Policies and procedures requiring transfer and acceptance of transferee.</p> <p>Work instruction manual</p>			
<p>Section 41. Guidance System Every MHEI shall establish a guidance system that will monitor the progress of the student's scholastic performance and personality development.</p>	<p>Policies and procedures on Guidance System</p> <p>Work instruction manual</p>			
<p>Section 40. Grading System 40.1 Bases for Grading</p> <ol style="list-style-type: none"> 1. The final grade or rating given to a student shall be based solely on scholastic performance in any course. Any adjustment, addition or diminution to the final grade for co-curricular activities, attendance or misconduct shall not be allowed. Further, 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. 2. MHEIs shall ensure that all course outcomes shall be assessed and passed with more weight given to the indicators of assessment standard. 3. Any grade given to a student may be appealed in accordance with institutional academic processes. 	<p>Grading System incorporated in the Student's and Faculty Manual</p>			



Key Areas and Requirements	Documentary Evidence	Documentary Review (CHED-MARINA EIT)	Inspection (CHED-MARINA EIT)	Remarks
		✓ - if complied X - if not complied	✓ if complied X if not complied	
<p>4. Scholastic performance shall be measured and demonstrated by one or more of the following:</p> <p>a. Lecture Component</p> <ul style="list-style-type: none"> • Written Examinations • Oral Examinations • Research works • Outputs such as project, portfolio, and others <p>b. Laboratory Component</p> <ul style="list-style-type: none"> • Scientific and Technical Experiments • Demonstration of competences acquired 				
<p>40.2 Requirements for Grading</p> <p>The grading system for a student in curricular or component courses shall strictly comply with the conditions or requirements as follows:</p> <ol style="list-style-type: none"> 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. 	<p>Student's Manual</p> <p>Policy and procedures on Grading</p> <p>Work instruction/Faculty manual</p>			



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		✓ - if complied X - if not complied	✓ if complied X if not complied	
<p>3. The institution shall set its own passing standard, which may not be lower than 50th percentile grade. A sample of the range of percentage marks and their corresponding equivalents is shown in a table found in Annex L of JCMMC 01, s. 2022 which may be used as reference.</p> <p>4. The transmutation of grades shall not be allowed.</p>				
<p>40.3 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:</p> <p>40.3.1 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:</p> <ol style="list-style-type: none"> 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. 	<p>Student's Manual or Policies and procedures on promotion of students.</p> <p>Work instruction manual.</p>			
<p>40.3.2 Requirements for Graduation For purposes of granting the BSMT or BSMarE degree, the student shall:</p> <ol style="list-style-type: none"> 1. have completed classroom instruction; 2. have completed Onboard Training and complied with pertinent validation and assessments; 3. passed the comprehensive examination; and 4. complied with institutional policies and requirements. 	<p>Student's Manual or Policies and procedures on graduation.</p> <p>Work instruction manual</p>			



Key Areas and Requirements	Documentary Evidence	Documentary Review (CHED-MARINA EIT)	Inspection (CHED-MARINA EIT)	Remarks
		✓ - if complied X - if not complied	✓ if complied X if not complied	
VII. QUALITY STANDARDS SYSTEM				
<p>Section 41. The Purpose of Quality Standards System Consistent with the provision of STCW Regulation I/8, a documented Quality Standards System shall define the maritime education and training (MET) standards that the institution intends to establish, implement, monitor and ensure the attainment of the STCW competence standards.</p>	<ul style="list-style-type: none"> • Approved Quality Standard System Manual • Approved Policy and procedures manual • Approved Work Instruction Manual 			
<p>Section 42. Key Elements of QSS for Maritime Higher Education 42.1 In applying quality standards for the education and training of students, MHEIs shall premise their quality standards system on the Administration's template and shall incorporate the following key elements, but not limited to:</p> <ol style="list-style-type: none"> 1. an expressed commitment by the institution to follow statutory and regulatory issuances; 2. an expressed policy regarding quality and the means by which such policy is to be implemented; 3. a quality system incorporating the organizational structure, responsibilities; 4. procedures, processes, and resources necessary for quality management; 5. the operational techniques and activities to ensure quality control; 6. systematic monitoring arrangements, including internal quality-assurance; 7. evaluations, to ensure that all defined objectives are being achieved; 8. arrangements for periodic external quality evaluations; and 	<ul style="list-style-type: none"> • Approved Quality Standards System Manual • Quality Policy Statement and Objectives (mission, vision, goals) • Interaction/Outline of processes • Organizational Structure with qualifications, duties and responsibilities • Approved plans and programs with budgetary requirements • Risk Management System • Approved Annual Audit Plan including follow-ups • Policy and Procedure on the control of documents • Matrix of personnel who are assigned in the control of documents including their duties and responsibilities 			



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		✓ - if complied X - if not complied	✓ if complied X if not complied	
<p>9. documented information relating to student's performance shall be retained for at least three (3) years</p> <p>MHEIs shall ensure that all the elements of these policies, standards, and guidelines are adopted in their QSS.</p>				
<p>42.2 In addition, the quality standards system of MHEIS shall cover the following policies and procedures:</p> <p>1. program and course, design, development, review, verification, validation and approval</p>	<ul style="list-style-type: none"> • Policy and Procedure on the Program and Course Design and Development, Review and Verification, Validation and Approval 			
<p>2. staff recruitment, training, qualifications, functions, development, appraisal and promotion; There shall be faculty manual containing information and policies on:</p> <ol style="list-style-type: none"> Hiring, retention, promotion and separation; Functions and responsibilities; Ranking system; Evaluation; Salary rates; Faculty benefits; and Code of conduct/ethical standards. 	<ul style="list-style-type: none"> • Policy and procedure for staff recruitment, training, qualifications, functions, development, appraisal and promotion; • Approved Faculty Manual or its equivalent • Approved Job Description • Qualification Requirement • Faculty Development Plan • Performance Evaluation 			
<p>3. administration, monitoring, supervision of education and training</p>	<ul style="list-style-type: none"> • Policy and Procedure on administration, monitoring, supervision of education and training • Policy and Procedure on the Delivery of Instructions, Practical Exercises and Assessments • Policy and Procedure on keeping of records of students' attendance using a 			



Key Areas and Requirements	Documentary Evidence	Documentary Review (CHED-MARINA EIT)	Inspection (CHED-MARINA EIT)	Remarks
		✓ - if complied X - if not complied	✓ if complied X If not complied	
	defined form during lecture and practical exercises at laboratories and workshops. <ul style="list-style-type: none"> • Policy on design and development, validation and approval of laboratory/simulator practical exercise which includes the validation form 			
4. examination and assessment system, including appeals, resits, and remediation;	<ul style="list-style-type: none"> • Policy on design, development, review, verification, validation and approval of examination and assessment tools (<i>in accordance with the learning outcomes</i>) including validation form, grading system, appeals, resits, and remediation • Policy on course outcomes assessment • Policy on the conduct of Assessment including invigilation • Policy of continual improvement of assessment instrument and tools • Policy for make-up classes or activities for unforeseen circumstances or holidays and force majeure (recovery arrangement/catch-up plan) • Procedure/Work Instruction Manual or its equivalent 			
5. facilities and equipment for education and training;	<ul style="list-style-type: none"> • Policy and procedure on equipment and facilities for education and training • Work Instructions Manual or its equivalent 			



Key Areas and Requirements	Documentary Evidence	Documentary Review (CHED-MARINA EIT)	Inspection (CHED-MARINA EIT)	Remarks
		✓ - if complied X - if not complied	✓ if complied X if not complied	
6. student admission and retention;	<ul style="list-style-type: none"> • Policy and procedure on student admission (regular and transferees), student retention, and promotion (Sec. 50.2) • Policy and procedure on transfer of students to other MHEIs in cases of program phase-out/closure of the institution 			
7. systematic monitoring of the scholastic performance which measures the demonstration of acquisition of the course outcomes;	<ul style="list-style-type: none"> • Policy on Guidance and Advisory System • Procedure/Work Instruction Manual or its equivalent 			
8. Policy on attendance and observance of holidays and unannounced holidays including remediation and make-up classes;	<ul style="list-style-type: none"> • Policy on attendance • Procedure/Work Instruction Manual or its equivalent 			
9. onboard training;	<ul style="list-style-type: none"> • Policy on Onboard Training • Procedure/Work Instruction Manual or its equivalent 			
10. feedback from students and from industry;	<ul style="list-style-type: none"> • Policy on feedback mechanism • Procedure/Work Instruction Manual or its equivalent 			
11. staff involvement in research and development	<ul style="list-style-type: none"> • Policy on staff involvement in research and development • Personnel development plan • Additional proposed objective evidence: 			

Key Areas and Requirements	Documentary Evidence	Documentary Review (CHED-MARINA EIT)	Inspection (CHED-MARINA EIT)	Remarks
		✓ - if complied X - if not complied	✓ if complied X if not complied	
	<ul style="list-style-type: none"> • Policy on research • Policy on extension services • Procedure/Work Instruction Manual or its equivalent 			
12. Use and maintenance of equipment and facilities for education and training	<ul style="list-style-type: none"> • Policy on planned maintenance system • Policy on provision/ acquisition, maintenance and repair of all laboratory equipment • Policy and procedure on the utilization of equipment and facilities for education and training • Procedure/Work Instruction Manual or its equivalent 			
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.	<ul style="list-style-type: none"> • Policy on records keeping on lessons delivered (lecture and laboratory, retention and disposal (printed or digital copy) • Records Disposition Schedule • Procedure/Work Instruction Manual or its equivalent 			
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	<ul style="list-style-type: none"> • Policy on carrying capacity computation including provision on equipment to student ratio • Procedure/Work Instruction Manual or its equivalent 			



Key Areas and Requirements	Documentary Evidence	Documentary Review (CHED-MARINA EIT)	Inspection (CHED-MARINA EIT)	Remarks
		✓ - if complied X - if not complied	✓ if complied X if not complied	
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	<ul style="list-style-type: none"> • Policy on design, development, review, verification, validation and approval of laboratory equipment/ simulator exercises and assessment including grading system, appeals, re-sit, remediation • Policy on the conduct of Laboratory equipment/ simulator Assessment • Policy on planned maintenance system regarding Laboratory equipment/ simulator • Procedure/Work Instruction Manual or its equivalent 			
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	<ul style="list-style-type: none"> • Policy on records keeping, retention and disposal (printed or digital copy) • Disposition Schedule • Procedure/Work Instruction Manual or its equivalent 			
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	<ul style="list-style-type: none"> • Admission Requirements for Transferees • Policy on student admission and transferees • Policy on student retention covering the following: <ol style="list-style-type: none"> 1. academic delinquency; 			



Key Areas and Requirements	Documentary Evidence	Documentary Review (CHED-MARINA EIT)	Inspection (CHED-MARINA EIT)	Remarks
		✓ - if complied X - if not complied	✓ if complied X if not complied	
	2. violation of rules and regulations of the institution; 3. failure to settle due tuition and other school fees, and other obligations; 4. 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 5. the closure of a program by the institution, or the closure of the institution itself • Policy on transfer of students to other MHEIs in cases of program phase-out/closure of the institution • Procedure/Work Instruction Manual or its equivalent			
18. A description and inventory of education and training facilities and equipment, including any agreements with service providers for Basic Training, swimming pool, gymnasium;	• Policy on third party providers including its arrangement, coordination, supervision, monitoring, and termination. • Policy of Occupational Health and Safety Protocols in the workshop and other activities that entail hazard • Memorandum of Agreement (MOA) with third party provider • Procedure/Work Instruction Manual or its equivalent			



Key Areas and Requirements	Documentary Evidence	Documentary Review (CHED-MARINA EIT)	Inspection (CHED-MARINA EIT)	Remarks
		✓ - if complied X - if not complied	✓ if complied X if not complied	
19. The MHEI shall ensure that the Transcript of Records issued to students shall have the following items, but not be limited to: <ul style="list-style-type: none"> • 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) 	Policy in ensuring that the Transcript of Records (TOR) issued to students shall have the following items, but not be limited to: <ul style="list-style-type: none"> • 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) • Number of units completed Procedure/Work Instruction Manual or its equivalent			
20. Policy and procedure on the verification and evaluation/assessment of the satisfactory completion of the OBT and the six months watchkeeping duties.	Policy on Onboard Training Policy on remedial measures or activities/workshops for tasks listed in the TRB but not performed during their OBT Policy in the design and development, review and verification, validation and approval of written, oral and practical tests to evaluate the outcomes of onboard training Samples of assessment tools in assessing the tasks performed in the TRB Procedure/Work Instruction Manual or its equivalent			
21. Continual Improvement- Specific requirements, provisions, policies pertaining to audit and effecting any changes to ensure improvement of the system.	Policy on continual improvement including monitoring, measurement, and analysis of the performance of the QSS Plans and Programs Risk Assessment and Mitigation Plan			

Key Areas and Requirements	Documentary Evidence	Documentary Review (CHED-MARINA EIT)	Inspection (CHED-MARINA EIT)	Remarks
		✓ - if complied X - If not complied	✓ if complied X if not complied	
	Procedure/Work Instruction Manual or its equivalent			
VIII. RESEARCH AND EXTENSION				
Section 43. Integration of Research and Extension In accordance with the trifold functions of higher education on instruction, research and extension, the faculty of MHEIs are encouraged to pursue research and extension activities. Students as well may 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).	Policy on the MHEI's trifold functions identifying the Research Agenda Appointment letter of Research and Extension Coordinator			

Documentary Analysis by Evaluation and Inspection Team



Fully Compliant

Not fully compliant

Member of the EIT
Date: _____

Member of the EIT
Date: _____

Member of the EIT
Date: _____

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Date: _____

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Date: _____

Member of the EIT
Date: _____

Member of the EIT
Date: _____

Lead Evaluator of the EIT
Date: _____

Approved for Transmittal to Applicant

STCWO Executive Director
Date: _____

Recommendation based on result of Inspection:



For Approval/Disapproval

Not fully compliant

Member of the EIT
Date: _____

Member of the EIT
Date: _____

Member of the EIT
Date: _____

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Date: _____

Member of the EIT
Date: _____

Lead Evaluator of the EIT
Date: _____

Approved for Transmittal to TPME

Approved for Transmittal to Applicant

STCWO Executive Director
Date: _____

