



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 (Onboard Training)

Name of Applicant HEI:

Address:

Region:

Program/s Applied for:

Academic Year Programs to be offered:

Bases of Evaluation:

Article IX and Annex H of the 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"

Key Areas and Requirements	Documentary Evidence	Self-Assessment (Applicant HEI)		Documentary Review (CHEDRO Supervisor)		Remarks
		✓ - if complied X - if not complied		✓ If complied X if not complied		
VI. ONBOARD TRAINING						
Section 33. The Onboard Training and Assessment of students shall be administered, monitored and supervised by the Onboard Training Supervisor with the provisions of Annex H, "Revised Guidelines on the Implementation of Onboard Training Requirement", which is an integral part of this joint circular.	Appointment Letter of the Onboard Training Supervisor and qualifications, functions					
Section 34. The policies and procedures for the administration, monitoring, supervision and assessment of Onboard Training shall form part of the quality standards system of maritime higher education institutions.	Quality Standards System Manual containing policies and procedures for the administration, monitoring, supervision and assessment of Onboard Training Work Instructions Manual or its equivalent					
Section 35. Compliance with Deployment Rate Requirements The compliance of MHEIs with the requirements under Section 40 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	Partnership agreement (MOA) with Shipping/Manning company Deployment history of partners					



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<p>pursue or undertake the required OBT for whatever reason, shall not be included in the computation of the percentage of deployment. Provided further that, such students shall be required to execute a duly notarized Affidavit of Undertaking stating clearly the reason(s) for not pursuing such requirement. Provided finally that, the notarized Affidavit of Undertaking shall be presented during inspection and/or monitoring activities conducted by the Maritime Administration and the Commission.</p> <p>For this purpose, MHEIs shall comply with the minimum required deployment percentage as follows:</p> <table><tr><td>Basis for Percentage Computation</td><td>Academic Year (AY) of Implementation</td></tr><tr><td>Number of students who Completed the Classroom Instruction (CCI) for OBT in a particular class prior to the Academic Year of implementation</td><td>Not less than <u>80%</u> of CCI for AY 2022-2023 onwards</td></tr></table> <p>The minimum required deployment percentage above shall be complied with within a maximum period of eighteen (18) months from the completion of classroom instruction for OBT.</p>	Basis for Percentage Computation	Academic Year (AY) of Implementation	Number of students who Completed the Classroom Instruction (CCI) 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	<p>Policy and procedure on Deployment</p> <p>Work Instructions Manual or its equivalent</p>					
Basis for Percentage Computation	Academic Year (AY) of Implementation									
Number of students who Completed the Classroom Instruction (CCI) 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									
<p>Annex H Section 2 The Onboard Training requirement may either be 12 months or 36 months seagoing service. 2.1 OBT for BSMT Program</p>	<p>Policy and Procedure for the 12 months or</p>									

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<p>.1 The OBT requirement shall be complied with by undergoing and completing:</p> <p>a. not less than 12 months of seagoing service, which shall include the performance of bridge watchkeeping duties for a period of not less than six (6) months under the supervision of the Master or a qualified deck officer, following a structured program of training onboard a seagoing ship of 500 gross tonnage or more, documented in the approved Training Record Book (TRB) and Daily Journal of Watchkeeping Duties in accordance with the requirements of the STCW Convention, 1978, as amended; or</p> <p>b. not less than 36 months of seagoing service onboard a seagoing ship of 500 gross tonnage or more engaged in domestic or international voyages, either as Ratings Forming Part of a Navigational Watch, or Able Seafarer Deck, or other relevant capacity in the Deck Department, which shall include the performance of bridge watchkeeping duties for a period of not less than six (6) months under the supervision of the Master or a qualified deck officer.</p> <p>.2 The required seagoing service of not less than 12 months or 36 months may be continuous or cumulative, taking into consideration the requirements of the Maritime Labor Convention, 2006.</p> <p>.3 The performance of bridge watchkeeping duties shall be documented using the Daily Journal of</p>	<p>36 months seagoing service.</p> <p>Work Instructions Manual or its equivalent</p> <p>Proposed Plan on Onboard Training Program for 3-1 or 2-1-1</p> <p>Checklist of OBT Requirements for validation purpose</p> <p>Policy and procedure in the performance of Bridge Watchkeeping Duties which shall be documented in the Daily Journal</p> <p>Template of the Daily Journal</p> <p>Work Instructions Manual or its equivalent</p>					



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Bridge Watchkeeping Duty prescribed by the Maritime Administration (<i>Annex H-1</i>).						
2.2 OBT for BSMarE Program .1 The OBT requirement shall be complied with by undergoing and completing: a. a combined workshop skills training and an approved seagoing service of not less than 12 months as part of an approved training program, which shall include the performance of engine-room watchkeeping duties for a period of not less than six (6) months under the supervision of the Chief Engineer or a qualified engineer officer, following a structured program of training onboard a seagoing ship of 750 kW propulsion power or more, documented in the approved Training Record Book (TRB) and Daily Journal of Watchkeeping Duties in accordance with the requirements of the STCW Convention, 1978, as amended; or b. a combined workshop skills training and an approved seagoing service of not less than 36 months of which not less than 30 months shall be seagoing service in the engine department onboard a seagoing ship powered by main propulsion machinery of 750kW propulsion power or more engaged in domestic or international voyages, in a position either as Ratings Forming Part of an Engineering Watch in a Manned Engine-room or designated to perform duties in a Periodically Unmanned Engine-room, or Able Seafarer	Checklist of OBT Requirements for validation purpose Policy and procedure in the performance of Engine Watchkeeping Duties which shall be documented in the Daily Journal Template of the Daily Journal Policy and procedure in Workshop Skills completion by students Work Instructions Manual or its equivalent					



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<p>Engine, or other relevant capacity in the Engine Department, which shall include the performance of engine-room watchkeeping duties for a period of not less than six (6) months under the supervision of the Chief Engineer or a qualified engineer officer.</p> <p>.2 The required seagoing service of not less than 12 months or 36 months may be continuous or cumulative, taking into consideration the requirements of the Maritime Labor Convention, 2006.</p> <p>.3 The performance of engine-room watchkeeping duties shall be documented using the Daily Journal of Engine-room Watchkeeping Duty prescribed by the Maritime Administration (<i>Annex H-2</i>).</p>						
<p>Section 3. General Requirements</p> <p>The approved onboard training programme of BSMT and BSMarE students shall be implemented by the following with their respective duties, functions and responsibilities, to wit:</p> <p>3.1 MHEI</p> <p>.1 Quality Standards System (QSS) The MHEIs shall have a clear and comprehensive policy and procedures covering the implementation of OBT requirement in its QSS, which shall cover among others, orientation/familiarization, enrolment, embarkation/ disembarkation, validation of TRB and approval of twelve months seagoing service, validation and approval of the thirty-six months seagoing service, assessment, validation of Daily</p>	<p>Proposed and/or approved Onboard Training Programme</p> <p>Policies and procedures covering the implementation of OBT requirements</p> <p>Work Instructions Manual or its equivalent</p>					

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Journal of Watchkeeping Duties, the conduct of updating/refresher courses as appropriate, and remediation program of students for shipboard training purposes.						
<p>.2 Onboard Training Office (OTO)</p> <p>An Onboard Training Office (OTO) shall be established to manage the activities and other requirements of students undergoing the OBT. Thus, for the maintenance and operation of this Office, the following shall be provided:</p> <ol style="list-style-type: none"> designate a fulltime Onboard Training Supervisor (OTS) and sufficient staff to effectively manage the daily operations of this office; a dedicated workplace with an area of at least 20 sq.m.; resources and facilities to support its effective and efficient operation, such as but not limited to: <ul style="list-style-type: none"> at least one (1) set of computer unit with internet connection or an equipment and related peripherals which serves the purpose of sending and receiving documents; tables and chairs; at least one (1) telephone line; and a bulletin board. 	<p>Appointment Letter for the Onboard Training Supervisor and its staff</p> <p>Picture of the Onboard Training Office including the resources and facilities</p>					
<p>.3 Onboard Training Supervisor (OTS)</p> <ol style="list-style-type: none"> <i>Qualifications of the OTS</i> The OBT Supervisor of the MHEI shall possess the following qualifications: 	Policy and procedure in Hiring					

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<ul style="list-style-type: none"> - completed at least 12 months of seagoing service as Officer-in-Charge (OIC) of navigational watch or engineering watch; - have completed trainings in IMO Model Courses 6.09, 3.12 and 6.10; - have at least one (1) year teaching experience; and - have attended a proper orientation on the duties and responsibilities of an Onboard Training Supervisor and the functions of the Onboard Training Office. 	<p>201 File of the OTS</p> <ul style="list-style-type: none"> • Certificate of Competency or Certificate of seagoing service • Certificate in IMO Model 6.09 • Certificate in IMO Model 3.12 • Certificate in IMO Model 6.10 • Evidence of teaching experience 					
<p>b. Responsibilities of the OTS MHEIs shall not assign any additional teaching load to the Onboard Training Supervisor (OTS) to allow him to concentrate on his OBT duties.</p> <p>The OTS shall be responsible in providing all necessary guidance and thorough orientation/familiarization concerning onboard training requirements of all BSMT and BSMarE students who will undergo their onboard training. Specifically, it is the responsibility of the OTS to:</p> <ul style="list-style-type: none"> i. coordinate for the embarkation/disembarkation of students; 	<p>Duties and Responsibilities of the OTS</p>					

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<div>ii. coordinate with the manning/shipping company in the preparation and approval of the Onboard Training Guidance (OTG);</div> <div>iii. conduct a comprehensive orientation to students on, among others, the following:<ul style="list-style-type: none">- the difference between the 12 months and 36 months seagoing service;- the enrolment of the required OBT before embarkation;- the need to execute Standard Onboard Training Agreement Contract;- the proper way of accomplishing and filling-in of correct entries in the TRB and Daily Journal of Watchkeeping Duties;- validation process of the TRB and the objective evidence needed to establish seagoing service such as the Master's Declaration of Safe Departure (MDSD), Crew List (for domestic), Certificate of Seagoing Service;- gather sufficient objective evidence/s as proof of having performed the required tasks in the TRB and watchkeeping duties in the DJWD;- the role of the Onboard Training Supervisor and the students in monitoring the progress of the OBT;</div>						

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<ul style="list-style-type: none">- the assessment of seagoing service;- completion of the refresher/updating courses, as necessary;- completion of the remediation program, as necessary; and- in the event that a student opt not to pursue or undertake the required OBT, the requirement to submit of a formal letter to inform the MHEIs of his/her intention. <p>iv. ensure that all students undergoing OBT shall be issued approved TRB before embarkation;</p> <p>v. conduct briefing of students prior to embarkation;</p> <p>vi. coordinate with the shipping company and/or manning agency on the preparation of the OTG, embarkation schedule and the approval of the Standard Onboard Training Agreement;</p> <p>vii. monitor the progress of students undergoing OBT by:</p> <ul style="list-style-type: none">- communicating, checking and providing guidance as to the accomplishment of the TRB and Daily Journal of Watchkeeping Duties, including the submission of appropriate objective evidence/s of having performed the tasks and watchkeeping duties onboard;- maintaining records of monitoring which should be retained at the						

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<p>Onboard Training Office for a period of at least three (3) years from the completion of the OBT;</p> <p>Student's record shall include, among others:</p> <ul style="list-style-type: none"> - Student's Name - Program Enrolled - Date of OBT Enrolment - Standard Onboard Training Agreement Contract - Date of Embarkation - Date of Disembarkation - Route (Domestic or International) - Copy of Ship's Particular - Onboard welfare (complaints/concerns); - Date of Monitoring; - Details of Monitoring; and - Objective Evidence submitted. <p>- providing guidance and assistance as to onboard welfare, personal and professional concerns, when necessary;</p> <p>viii. conduct debriefing, validation of the TRB, Daily Journal, Seagoing Service and assessment of students after disembarkation and subsequently issue a Notarized "Certificate of Validation, Assessment and Approval."</p>						

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ix. investigate and impose sanctions as per MHEI policy to students who submitted fraudulent documents and certificates; and x. keep records of the linkages or partnerships with shipping companies and/or manning agencies that the MHEI had established, the results of students' assessment as well as the validation of TRBs and other pertinent records relating to OBT such as OBT agreement and/or employment contract which should be retained at the Onboard Training Office for a period of at least five (5) years from the completion of the OBT.						
4 Onboard Training Guidance (OTG) The MHEI shall ensure that the competencies and/or tasks are completed as defined in Section A-II/1 and A-III/1 of the STCW Code. The Training Record Book (TRB) will serve as basis in developing the Onboard Training Guidance (OTG) for every student following the prescribed format per Annex H3 and Annex H4. In preparing the OTG, MHEIs shall be guided by the instructions provided in the attached OTG forms for BSMT and BSMarE.	Proposed Onboard Training Guidance Templates of OTG for BSMT and/or BSMarE Students (Annexes H-3 and H-4)					

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<p>.5 Onboard Training Agreement</p> <p>The MHEIs shall ensure that an OBT Agreement (<i>Annex H-5</i>) is approved between the shipping company or manning agency, the student, and the MHEI, written in the English language, before the commencement of the OBT and submit a duly notarized copy to CHED Office of Programs and Standards Development.</p>	<p>Policy and procedure for OBT agreement between Ship owner / manning agency and the student and the MHEI</p> <p>Work Instructions Manual or its equivalent</p> <p>Template of OBT Agreement (Annex H-5)</p>					
<p>.6 Enrollment</p> <p>MHEIs shall ensure that students undergoing the 12 months onboard training shall be enrolled before the commencement of the seagoing service</p> <p>Students who will undergo the 36 months onboard training shall be enrolled prior to validation and assessment.</p> <p>Any OBT experience without prior enrollment shall not be credited for the 12 months structured program rather shall be considered in the 36 months route for seagoing service.</p>	<p>Policy and procedure for OBT Enrollment before the commencement of onboard training</p> <p>Policy and procedure on the submission of enrollment to CHEDRO</p> <p>Work Instructions Manual or its equivalent</p>					

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MHEIs shall ensure that the Registrar regularly submit a notarized list of students enrolled in OBT to CHED Regional Office (CHEDRO) concerned, within 45 days after the start of the semester.						
.7 Life and Accident Insurance MHEIs shall ensure that the tuition fee for the forty (40) units OBT and other fees shall be inclusive of life and accident insurance coverage of at least Php250,000.00 per student in the domestic trade while undergoing OBT.	Policy and procedure on life and accident insurance of students in OBT Work Instructions Manual or its equivalent					
.8 Approved TRB MHEIs shall ensure that all students who will be undergoing OBT shall be issued an approved TRB before embarkation.	Policy and procedure in the Issuance of TRB to student prior embarkation Work Instructions Manual or its equivalent					
.9 Monitoring MHEIs shall establish a system in monitoring students undergoing OBT as part of its quality standards system. Upon student's enrolment in OBT, the MHEIs shall create an account to register the details of their students in the MISMO portal of the Maritime Administration, for monitoring purposes. MHEIs	Policy and procedure for the Monitoring system for students undergoing OBT to include the following: • Creating an account in the MISMO • Monitoring, reviewing and					

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<p>shall upload in the MISMO copies of monitoring reports on the progress of their students OBT.</p> <p>MHEIs are required to monitor the progress of students' onboard training every month to effectively guide the students in complying with the OBT requirements particularly on the accomplishment of the duties and tasks listed in the TRB and watchkeeping duties including submission of the corresponding objective evidence/s of having performed the sea projects/operational tasks. Monthly Progress Report shall be prepared by the OTS on the result of monitoring.</p> <p>MHEIs shall refer to the OTG in monitoring the progress of students' onboard training and provide feedback to the student concerning duties and tasks to be completed within the OBT period.</p>	<p>recording of student's accomplished tasks</p> <ul style="list-style-type: none">• Preparation of Monthly Progress Report by the OTS <p>Work Instructions Manual or its equivalent</p>					
<p>.10 Report on Status of Students undergoing OBT</p> <p>MHEIs shall ensure that in case of unusual events or incidents, the CHED Regional Office, nearest MARINA Regional Office, Philippine Coast Guard (for domestic OBT), as the case maybe and the parents are promptly provided with information or reports on the status of students and the assistance rendered. The agreement between the MHEI and the shipping/manning company should include the responsibility in reporting the status of students.</p>	<p>Policy and procedure in reporting the Status of Students undergoing OBT</p> <p>Work Instructions Manual or its equivalent</p>					



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<p>.11 Validation of seagoing service</p> <p>MHEIs shall ensure that the validation of the 12 months or 36 months seagoing service is undertaken in accordance with section 5 of these guidelines.</p>	<p>Policy and procedure for the Validation of seagoing service</p> <p>Work Instructions Manual or its equivalent</p>					
<p>.12 Updating and Refresher Courses</p> <p>MHEI shall ensure that students who failed to complete the OBT within 6 years from completion of classroom instruction shall be required to undertake the Updating Course, as prescribed by the Maritime Administration and students who failed to complete the OBT requirements after 6 years from the completion of classroom instruction shall be required to undertake the Refresher Course, prior to the conferment of the degree.</p>	<p>Policy and procedure for updating and refresher courses</p> <p>Work Instructions Manual or its equivalent</p>					
<p>3.2 Shipping/Manning Company</p> <p>Shipping/manning company which provides onboard training to students shall be responsible to:</p> <p>.1 provide shipboard training berth; and</p> <p>.2 facilitate the issuance of a Certification (<i>Annex H-6</i>) to students upon completion of the OBT indicating, among others, the actual duration of onboard training.</p>	<p>Policy and procedure identifying the Roles and Responsibilities of Shipping/Manning Company</p>					

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3.3 Master In the implementation of the Onboard Training Program, the Master has the following responsibilities: .1 designate the Shipboard Training Officer; .2 evaluate students' performance onboard before affixing signature in the TRB and the DJWD; and .3 issue the Certificate of Sea Service (<i>Annex H-7</i>) indicating, among others, the actual duration of training onboard.	Policy and procedure identifying the Roles and Responsibilities of the Master					
3.4 Students MHEIs shall ensure that students undergoing onboard training are aware of their responsibility to: .1 follow diligently the approved OTG for the whole duration of the onboard training; .2 keep the Training Record Book and Daily Journal of Watchkeeping Duties properly filled-up; and .3 prepare and gather all objective evidences of having performed the required sea projects and operational tasks.	Policy and procedure on Responsibilities of the students undergoing OBT Work Instructions Manual or its equivalent					
Section 4. Records of Onboard Training 4.1 Training Record Book (TRB) .1 Approval of the TRB The Administration adopts the Training Record Book (TRB) developed by the ISF and GlobalMet as standard to be used by the students to document the approved OBT.	Policy on the adoption of an approved TRB					

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<p>Any submission of a proposed TRB, other than the ISF and GlobalMet shall undergo the following procedures for approval:</p> <p>a. a Technical Working Group (TWG) shall be created to review and verify the sufficiency and appropriateness of the assignments, tasks and duties based on the requirements of the STCW Convention;</p> <p>b. the TWG, composed of technical experts from MARINA, CHED and industry representatives, shall submit report on the result of evaluation and recommend to the Administrator for approval, through the Executive Director, STCW Office;</p> <p>c. an Advisory shall be issued containing the list of approved TRBs that students can use for onboard training; and</p> <p>d. approved TRB shall bear the official logo of the Administration and the Commission including approval date on the cover page of the TRB, among others.</p> <p>Only TRBs approved by the Administration shall be used by the students to document the completion of required competences and tasks onboard.</p>						
<p>.2 Guidance on filling up the TRB</p> <p>During the conduct of orientation, the Onboard Training Supervisor shall provide, among others, the following guidance to students on the proper filling up of the approved TRB:</p>	Policy and procedure on the Conduct of orientation / familiarization for students about the requirements of OBT including the proper					

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a. providing complete personal information, including details of trainings received in accordance with the STCW Convention and the mandatory Safety and Shipboard Familiarization; b. having the TRB signed by an officer onboard to prove that mandatory familiarization as required by the STCW Convention has been undertaken. c. the Particulars of the vessel; d. on satisfactory completion, each of the assignments and tasks should be initialed by the Master/Chief Engineer or duly authorized officer. It is important for the students to be aware that he may need to demonstrate this ability on several occasions before the Master/Chief Engineer or duly authorized officer until they are convinced that he/she has achieved this standard; e. gathering of appropriate objective evidences as proof of actually having performed the assignment, tasks and duties while undergoing onboard training; and f. any comments on the progress of the OBT to be reflected on the corresponding page of the TRB.	way of accomplishing and filling-out of entries in the Training Record Book Work Instructions Manual or its equivalent					
.3 Requirements to Ensure Authenticity of the TRB MHEIs shall issue only approved TRB to students who enrolled the 12 months structured OBT. Hence, to ensure the authenticity of the TRB that would be presented by the students after	Policy and procedure in ensuring the authenticity of the TRB					

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completing the required OBT, and for purposes of validation, assessment, and issuance of Special Order (SO) for graduation, all MHEIs shall ensure that: a. all pages of the TRB are stamped with the Student's Number to whom it would be issued; b. information such as name of the issuing MHEI and the student's name and number to whom the TRB would be issued are also stamped on a conspicuous page, preferably next to the front page of the TRB; and c. TRB control numbers issued to students are indicated in the enrollment list to be submitted to the CHED Regional office.	Work Instructions Manual or its equivalent					
4.2 Electronic TRB (eTRB) .1 The approved TRB may be converted into electronic format (eTRB) for ease of use, monitoring and verification and shall be submitted to MARINA for approval before dissemination to students. .2 Only approved eTRB shall be allowed to be used by students who enrolled the structured 12 months onboard training. .3 The criteria and process in approving eTRB by the Administration shall be in accordance with 4.1.1 above. .4 The mechanism on the utilization of eTRB must be provided in the quality standards system of the MHEI.	Policy on Electronic TRB					

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4.3 Daily Journal of Watchkeeping Duties In complying with the six (6) months watchkeeping duties in the bridge or in the engine-room, MHEIs shall: <ol style="list-style-type: none"> .1 be responsible in ensuring that students are given sufficient guidance in accomplishing and submitting the Daily Journal of Watchkeeping Duties (DJWD) using the prescribed form by completing all the following entries: <ol style="list-style-type: none"> a. Daily Journal of Bridge Watchkeeping Duties <ul style="list-style-type: none"> - Name of vessel - Date & Time of watchkeeping duty - Ship's position - Position-fixing method - Course and speed - Bridge watchkeeping activities, specific duties and events during the watch b. Daily Journal of Engine-room Watchkeeping Duties <ul style="list-style-type: none"> - Name of vessel - Date & Time of watchkeeping duty - FO/DO consumption - Average RPM - Average engine speed - Engine-room watchkeeping activities, specific duties and events during the watch .2 to appropriately fill up the DJWD form, students should be guided by the OTS that only watchkeeping-related duties at the bridge and engine-room shall be indicated therein; .3 students shall render and complete a total of six (6) months of bridge or engine-room 	Policy and procedure in complying with the six months Daily Watchkeeping Duties in the Bridge or Engine-room Work instructions Manual or its equivalent Use of Templates as per Annexes H-1 and H-2					

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<p>watchkeeping duties. Students are therefore required to submit accomplished daily journals (DJWD) for a total of six (6) months indicating performance of watchkeeping duties during their OBT;</p> <p>.4 for purposes of verification, keep a complete set of the DJWD accomplished by the students including the corresponding objective evidence/s as proof of their having performed the watchkeeping duties during their onboard training.</p>						
<p>Section 5. Validation of OBT</p> <p>5.1 Twelve (12) Months OBT</p> <p>.1 After completing the 12 months OBT, student shall report to the Onboard Training Office of the MHEI concerned for debriefing, validation of TRB, approval of the twelve months OBT and assessment purposes. The following documents must be submitted for evaluation:</p> <p>a. Accomplished Training Record Book (TRB) showing that all identified sea projects and at least 70% of the identified operational tasks were completed during onboard training. Duties and tasks that were not performed onboard and can be performed by the student and assessed by the MHEI using appropriate equipment/simulator ashore shall be included in the remediation program that will be provided by the MHEI;</p> <p>b. The corresponding objective evidence/s identified in the TRB and OTG as proof of</p>	<p>Policy and procedure in the Validation of OBT (consistency of dates and veracity of records)</p> <p>Work Instructions Manual or its equivalent</p>					

Key Areas and Requirements	Documentary Evidence	Self-Assessment (Applicant HEI)		Documentary Review (CHEDRO Supervisor)		Remarks
		✓ - if complied X - if not complied		✓ if complied X if not complied		
<p>having performed the tasks during onboard training. The Onboard Training Supervisor must ensure that the objective evidence/s presented are appropriate and related to the tasks performed onboard;</p> <p>c. Certificate of Sea Service signed by the Master supported by copy of the Seafarers Record Book (SRB) covering the sea service;</p> <p>d. Notarized Certificate of Sea Service issued by the shipping/manning company;</p> <p>e. Accomplished Daily Journal of Watchkeeping Duties showing performance of watchkeeping duties and tasks of at least four (4) hours per day for six (6) months during their onboard training;</p> <p>The Certificate of Sea Service (<i>Annex H-7</i>) and the Certificate (<i>Annex H-6</i>) to be issued by the manning/shipping company should follow the accompanying formats which are made as integral part of this PSG;</p> <p>f. Seafarer's Record Book (SRB or Seaman's Book);</p> <p>g. Passport with immigration stamp of departure and arrival for oceangoing service; or</p> <p>For OBT in domestic seagoing service, there shall be at least one per month for a total of 12 months' duration of the following documents signed by the Master:</p>						

Key Areas and Requirements	Documentary Evidence	Self-Assessment (Applicant HEI)		Documentary Review (CHEDRO Supervisor)		Remarks
		✓ - if complied X - if not complied		✓ if complied X if not complied		
<ul style="list-style-type: none"> - Certified True Copy of the Masters' Declaration of Safe Departure (MDSD) signed by PCG; and - Crew List with ship's stamp and PCG Clearance stamp with signature. <p>The Crew List to be utilized shall be in accordance with the format of the International Maritime Organization (IMO) Facilitation of Maritime Travel and Transport (FAL) Convention or IMO FAL Form No. 5 (<i>Annex H-8</i>).</p>						
.2 The 12 months OBT shall only be approved after the students have presented the aforementioned documents and duly validated. Only students with validated and approved seagoing service shall qualify for assessment.						
.3 The validation of TRB and approval of the 12 months seagoing service shall be conducted in accordance with the written policies and procedures specified under the Quality Standards System (QSS) of the MHEI. Moreover, it is required that a Notarized "Certificate of Validation, Assessment and Approval" of the student's TRB of the 12 months seagoing service be issued by the Onboard Training Office which shall also be submitted to the CHEDRO as basis for the issuance of SO for graduation.						

Key Areas and Requirements	Documentary Evidence	Self-Assessment (Applicant HEI)		Documentary Review (CHEDRO Supervisor)		Remarks
		✓ - If complied X - if not complied		✓ if complied X if not complied		
5.2 Thirty-six (36) Months Seagoing Service 1. In case the BSMT and BSMarE students who were not able to undergo the 12 months structured OBT, but completed at least 36 months seagoing service as provided under Section 2.2.1 or Section 2.2.2 of these guidelines, the following documents must be submitted to the Onboard Training Office for the validation and approval of the students seagoing service in order to qualify for assessment of OBT and conferment of a bachelor's degree: a. Certificate of Seagoing Service duly signed by the Master or Chief Engineer with the ship's stamp and/or countersigned by responsible officer of local crewing or manning agency of the ship in lieu of the TRB, which should include, among others, the following information: i. Vessel name and type ii. Ship's port of registry iii. Gross tonnage iv. Propulsion power in kilowatt v. IMO number vi. Length of service (date signed on and date signed off) and the position/ capacity held b. Accomplished Daily Journal of Watchkeeping Duties showing performance of watchkeeping duties and tasks of at least four (4) hours per day for six (6) months during the seagoing service; c. Seafarer's Record Book (SRB or Seaman's Book);	Policy and procedure in the Validation of OBT (consistency of dates and veracity of records) Work Instructions Manual or its equivalent					

Key Areas and Requirements	Documentary Evidence	Self-Assessment (Applicant HEI)		Documentary Review (CHEDRO Supervisor)		Remarks
		✓ - if complied X - if not complied		✓ if complied X if not complied		
<p>d. Passport with immigration stamp of departure and arrival for oceangoing sea service; and</p> <p>e. For domestic seagoing service, there shall be at least one per month for a total of 36 months' duration of the following documents signed by the Master:</p> <ul style="list-style-type: none"> - Certified True Copy of the Masters' Declaration of Safe Departure (MDSD) signed by PCG; and - Crew List with ship's stamp and PCG Clearance stamp with signature. 						
.2 The 36 months seagoing service shall only be approved for assessment after the students concerned have presented the aforementioned documents and duly validated.						
.3 The validation and approval of the 36 months seagoing service shall be conducted in accordance with the written policies and procedures specified under the Quality Standards System (QSS) of the MHEI. Moreover, it is required that a Notarized "Certificate of Validation, Assessment and Approval" of the 36 months seagoing service be issued by the Onboard Training Office which shall also be submitted to the CHEDRO as basis for the issuance of SO for graduation.						
<p>Section 6. Assessment</p> <p>6.1 As a general rule, students with a duly validated onboard training may qualify to undergo an assessment relating to the tasks performed and</p>	Policy and procedure in the Assessment of Learning from OBT					

Key Areas and Requirements	Documentary Evidence	Self-Assessment (Applicant HEI)		Documentary Review (CHEDRO Supervisor)		Remarks
		✓ - if complied X - if not complied		✓ if complied X if not complied		
6.2 In the case of students who completed the 36 months seagoing service, the same assessment methods shall be adopted except for TRB verification.	<p>Policy and procedure in the Assessment of Learning from OBT experience indicating the methods of assessment:</p> <ul style="list-style-type: none"> a. Written or computerized examination b. Practical assessment c. Panel interview (oral assessment). <p>Work Instructions Manual or its equivalent</p> <p>Sample assessment tools with identified criteria and performance standards as covered under Regulations II/1 and III/1</p>					
6.3 The written or computerized examination, the practical assessment and panel interview (oral assessment) shall aim to ensure and demonstrate that the students being assessed have acquired experiences onboard related to the competencies.	Sample assessment tools with identified criteria and performance standards					

Key Areas and Requirements	Documentary Evidence	Self-Assessment (Applicant HEI)		Documentary Review (CHEDRO Supervisor)		Remarks
		✓ - if complied X - if not complied		✓ if complied X if not complied		
6.4 For grading purposes, the MHEI shall clearly define in their QSS the weight percentage for the written exam, practical assessment, and panel interview and other criteria to sum-up as the students' final grade in OBT.	Policy and procedure on the grading system pertaining to OBT					
6.5 In the assessment of students' knowledge gained from onboard training, MHEIs shall adopt and implement design and development, review and verification, validation, and approval processes as part of its quality standards system. In designing and developing the assessment tools, the following should be considered: .1 setting of performance objectives in accordance with the tasks performed onboard; .2 determination of the corresponding performance measures and standards; .3 preparation of assessment package; .4 conduct of assessment; and .5 development of Performance Improvement Plan, which contains inputs for the development of appropriate remedial measures as necessary.	Policy and procedure on design and development, review and verification, validation, and approval of OBT assessment Work Instructions Manual or its equivalent Sample forms of design and development, review and verification, validation, and approval					
6.6 The assessment results shall be recorded and signed by the Assessors and consolidated by the Onboard Training Supervisor who shall sign the official grading	Policy and procedure on the grading of OBT assessment weights for:					

Key Areas and Requirements	Documentary Evidence	Self-Assessment (Applicant HEI)		Documentary Review (CHEDRO Supervisor)		Remarks
		✓ - if complied X - if not complied		✓ if complied X if not complied		
sheet of the students to be submitted to the MHEI's Registrar.	<ul style="list-style-type: none"> • Written or computerized examination • Practical assessment • Panel interview (oral assessment) • Accomplished Tasks per signed assessment area on the TRB 					
<p>6.7 In the event that the MHEI where the student completed the classroom instruction (CCI) is no longer offering the BSMT/BSMarE program, concerned CHED Regional Office shall assist the students to be admitted to another MHEI for purposes of validation of OBT, assessment, remediation and conferment of the degree, in accordance with the policy and procedure of the Commission.</p> <p>The accepting MHEI shall have in its QSS the corresponding policy and procedures to be followed in the implementation of the transfer of students.</p>	Policy and procedure on transfer of students (admission of students to another MHEI for purposes of enrollment, validation of OBT, assessment, remediation and conferment of the degree)					
<p>Section 7. Remediation</p> <p>7.1 If in any case, the result of the assessment indicates that the student cannot demonstrate the competences required under the 1978 STCW Code, as amended, or the required competences/tasks in the TRB were not fully completed by the student during the 12 months</p>	Policy and procedure for the Remediation program in case the student cannot demonstrate the competences or the					

Key Areas and Requirements	Documentary Evidence	Self-Assessment (Applicant HEI)		Documentary Review (CHEDRO Supervisor)		Remarks
		✓ - if complied X - if not complied		✓ if complied X if not complied		
<p>OBT, the MHEI shall institute appropriate remediation program (simulation/workshops practical exercises) in order for the students to rectify such deficiency/ies. Thereafter, the students concerned shall be required to undergo assessment/reassessment based on Section 6 of these guidelines to determine if they have fully acquired all the necessary competences.</p> <p>7.2 The remediation program must contain, among others, the coverage/scope, instructor qualification, facilities and equipment needed, instructional materials, and assessment tools.</p> <p>7.3 Records of implementation of the remediation program shall be kept and maintained by the MHEI including results of assessment/reassessment, to be presented during the regular monitoring by the Commission and Maritime Administration.</p>	<p>required competences/tasks in the TRB were not fully completed</p> <p>Proposed Remediation program including among others, the following:</p> <ul style="list-style-type: none"> • coverage/scope • instructor qualification • facilities and equipment needed • instructional materials, • assessment tools. <p>Policy and procedure in records keeping which includes the maintenance of remediation program records</p> <p>Work Instructions Manual or its equivalent</p>					

Self-Assessment:

 Name and Signature of President or Authorized
 Representative

 Date

Documentary Analysis by CHEDRO Supervisor:

- ☐ Documents are complete
- ☐ Documents are incomplete, returned to the institution on _____
- ☐ Documents are complete, upon submission of compliance on _____

 Name and Signature Date

 Name and Signature Date

 Name and Signature Date

