

**[JOINT CHED-MARINA MEMORANDUM CIRCULAR
NO. 01, S. 2018, July 13, 2019]**

**GUIDELINES ON JOINT CHED-MARINA MONITORING OF
MARITIME EDUCATION PROGRAMS**

*Adopted: 10 July 2018
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In accordance with the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the "Higher Education Act of 1994"; RA 10635 and its Implementing Rules and Regulations (IRR) which established the Maritime Industry Authority (MARINA) as the Philippines Single Maritime Administration; the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers 1978, as amended (STCW Convention '78, as amended); and by virtue of the recommendation of the Technical Panel for Maritime Education (TPME) as approved by CHED Commission en banc (CEB) through Resolution No. 251-2018 dated May 29, 2018, the following guidelines are hereby adopted and promulgated, thus:

**ARTICLE I
POLICIES AND LEGAL BASES**

Section 1. Statement of Policies. The following are hereby declared the policies of CHED and MARINA with regard to maritime education programs:

- a. **Right of all citizens to quality education.** CHED and MARINA uphold Section 1, Article XIV of the 1987 Philippine Constitution as well as the declared policy of the State to protect, foster and promote the right of all citizens to quality education, among others.
- b. **Quality of education is a matter of national interest and an international obligation.** CHED and MARINA recognize that protecting and promoting the quality of maritime education in the country is a matter of national interest and an international obligation, the Philippines being a Party and signatory to the STCW Convention '78, as amended.

Section 2. Legal Bases. The following are the legal bases for the joint CHED and MARINA monitoring of maritime education programs:

- a. **The authority of CHED to set standards and monitor the performance of maritime education programs and institutions of higher learning.** CHED, under Section 8 [d] and [e] of RA 7722 is mandated to "set minimum standards for programs and institutions of higher learning recommended by panels of experts in the field and subject to public hearing, and enforce the same" and "monitor and evaluate the performance of programs and institutions of higher learning for appropriate incentives as well as the imposition of sanctions,

respectively”.

The Office of Programs and Standards Development (OPSD) shall be the implementing office of CHED for purposes of the joint monitoring of maritime education programs as herein provided and shall ensure close coordination with the STCW Office of MARINA.

b. **The authority of the MARINA to monitor maritime education programs. MARINA under Section 3 of RA 10635** was established as the Philippines’ Single Maritime Administration mandated to implement and enforce STCW Convention ‘78, as amended and international agreements or covenants related thereto”.

One of the functions of MARINA under Section 4, paragraph [c], subparagraph (4) of the said law is to “ensure that all maritime education, including the curricula and training programs, are structured and delivered in accordance with the written programs, methods and media of delivery, procedures, and course materials compliant with international standards as prescribed under the STCW Convention.” For this purpose, “MARINA shall, among others, monitor and verify, in coordination with CHED, compliance with the policies, standards, and guidelines of maritime education in the conduct of maritime education and training programs” and “review and harmonize the procedures for periodic evaluation, assessment and monitoring of all maritime education and training institutions in accordance with the standards of the CHED and other recognized international organizations”.

ARTICLE II DEFINITION OF TERMS

Section 1: For purposes of this Joint Memorandum Circular, the following terms shall apply:

- a. **Annual Monitoring Program** refers to an approved document containing, among other things, schedules of monitoring activities planned for a calendar year.
- b. **Annual Monitoring Period** refers to June of the next year to May of the succeeding year.
- c. **Appropriate Technical Knowledge and Experience** refers to technical expertise corresponding to the maritime education program to be monitored.
- d. **Assessment** means the process of evaluating evidence of competence through one or more of the methods of demonstrating competence (Column 3 of the tables) under the STCW Code.
- e. **BSMarE** refers to the Bachelor of Science in Marine Engineering program which covers the approved education and training for an officer-in-charge of an engineering watch under Regulation III/1 and part of

Regulation III/2 of the 1978 STCW Convention, as amended.

f. **BSMT** refers to the Bachelor of Science in Marine Transportation program which covers the approved education and training for an officer-in-charge of a navigational watch under Regulation II/1 and part of Regulation II/2 of the 1978 STCW Convention, as amended.

g. **Competence** means the ability that extends beyond the possession of knowledge and skills. It includes 1) the cognitive competence involving the use of theory and concepts as well as informal tacit knowledge gained experientially; 2) functional competence (skills or know-how), those things that a person should be able to do when they work in a particular area; 3) personal competence involving knowing how to conduct oneself in a specific situation, and 4) ethical competence involving the possession of certain personal and professional values.

h. **Corrective Action** refers to an action to eliminate the cause of an identified prohibited act, nonconformance and observation finding in a monitoring activity in order to prevent its recurrence.

i. **Correction** refers to an action to address an identified prohibited act, nonconformance and observation finding which can be made in advance of, in conjunction with or after a corrective action.

j. **Curriculum** is a specification of the learning outcomes of a degree program - i.e. what students expect to know, understand, and be able to do after completing the program - that shows the minimum number of units required to attain them; a summary of required courses, electives, major courses, among others, and the minimum acceptable level of demonstrated achievement (evaluated against assessment criteria) for awarding credits.

k. **Evaluation** is one or more process for interpreting the data and evidence accumulated through assessment processes. Evaluation determines the extent to which outcomes are being attained. Evaluation results in decisions and actions regarding program improvement.

l. **Evaluator** refers to a qualified person duly authorized to monitor maritime education programs.

m. **Examination** is a formal test of a person's knowledge, understanding or proficiency in any of the specific competencies under Column 1 of the Competency Table of the STCW Code.

n. **Follow-up Verification** refers to the follow-up visit at the institution to verify and validate the implementation and effectiveness of actions undertaken to address the observations, nonconformances and prohibited acts.

o. **MARINA** refers to the Maritime Industry Authority, which is the "Maritime Administration" or "Single Maritime Administration", in

accordance with Sec. 2 (e) of R.A. 10635, or simply the "Administration" under the STCW Convention.

p. **Maritime Education Programs (MEPs)** refer to the approved education and training for Officers-in-Charge for navigational or engineering watch covered under Chapters II and III of the STCW Convention '78, as amended, or more popularly known as the Bachelor of Science for Marine Transportation (BSMT) and Bachelor of Science for Marine Engineering (BSMarE) programs.

q. **Maritime Higher Education Institution (MHEI)** refers to all higher education institutions, public or private, duly authorized by CHED and in the case of State Universities and Colleges (SUCs) and Local Universities and Colleges (LUCs) approved by the respective Governing Boards to operate the BSMT and/or BSMarE programs in accordance with the STCW Convention and the applicable laws, rules and regulations of the Philippines.

r. **Monitoring** refers to the series of evaluations carried out in an MHEI to verify the extent of compliance or degree of deviation from an expected norm or standard, including core processes and procedures leading to the achievement of defined objectives and outcomes.

s. **Monitoring Finding and Corrective Action Report (MFCAR)** refers to a form used by CHED and MARINA to record the official individual findings to be transmitted to concerned MHEI.

t. **Monitoring Log and Report (MLR)** refers to a form used by the Monitoring Team to record all the findings identified in a monitoring activity.

u. **Monitoring Plan** refers to an approved document containing the activities and arrangements in a monitoring for a specific MHEI.

v. **Monitoring Team** refers to the composite CHED and MARINA evaluators authorized to conduct monitoring of the BSMT and BSMarE programs.

w. **Nonconformance** refers to a deficiency or failure to maintain compliance with prescribed standards and requirements or a deviation from standard norms, processes and procedures, substantiated by objective evidence, that leads to failure in achieving defined program objectives and outcomes.

A number of lapses against one clause of guidelines when acting together reduce the effectiveness of a process to the extent that there are actual adverse effects on customer satisfaction and product or service quality which can represent a nonconformance.

x. **Noteworthy Efforts** refer to initiative/s undertaken by the institution to achieve higher level of qualitative results (e.g. best practices that resulted towards further improvement of expected

outcomes).

y. **Objective Evidence** refers to qualitative or quantitative information, documents, records or statement of facts based on observation, test or measurement and which can be verified.

z. **Observation** refers to a single observed lapse or failure to comply with a requirement of the guidelines or an internal requirement which however, as based on objective evidence, does not jeopardize product or service quality.

Statement of facts substantiated by objective evidence that constitute single weakness, lapse or defect that does not directly affect the achievement of objectives.

aa. **Observer** refers to a person who is authorized to join the Monitoring Team as under study and who shall not be involved or interfere in the monitoring activity. This also refers to a person who has undergone some of the requisite trainings to be an evaluator.

bb. **Opportunity for Improvement (OFI)** refers to a process, activity or document that is currently conforming, that may if not improved, result in nonconforming system or service.

cc. **Outcomes-based Monitoring Instrument (OBMI)** refers to a quality form used by the composite CHED and MARINA Monitoring Teams as a checklist and recording tool during the conduct of monitoring.

dd. **Phase-out process** means the gradual closure of a higher education program or a higher education institution. In any case, the termination or closure of a program shall be effected at the end of an academic year. However, students that are already in the second, third and fourth year levels shall be allowed to finish their study until graduation or to transfer to other institutions, at the option of the student(s). Reference: CMO No. 40, series of 2008 or the "Manual of Regulations for Private Higher Education Institutions (MORPHE).

ee. **Prohibited Acts** refer to acts which are inimical to public interest committed by institutions or persons, such as those stipulated under Section 65 of CMO 40 series 2008 (MORPHE) and under Rule IV, Section 8.3 of the IRR of RA 10635.

ff. **Quality Standards System** refers to an established system - documented policies, procedures, controls and internal quality assurance, which covers, but is not limited to, education and training and assessment of competence. The