

**[ MTC MEMORANDUM CIRCULAR NO. 20, S. 2002,  
June 20, 2002 ]**

**FURTHER GUIDELINES IN THE APPLICATION FOR  
ACCREDITATION OF COURSE PROGRAMS AS PRESCRIBED IN  
MTC RESOLUTION NO. 03, SERIES OF 1998**

Pursuant to MTC Resolution No. 03, Series of 1998 (Revised Standards and Procedures in the Accreditation and Monitoring of Course Programs Conducted by the Maritime Training Centers), the following guidelines are hereby issued:

1. Application for Accreditation — Form 2 (Self Assessment of Compliance to the Course Program), Form 2A (Qualification of Supervisors, Instructors and Assessors), Form 2B (Inventory of Equipment), Form 2C (Inventory of Book/Teaching Aids shall be submitted under oath.
2. Pre-qualified and approved supervisors, instructors and assessors must be present during actual inspection. Substitution or change of the said positions on the day of inspection shall be treated as major non-conformance to the application of the course program.
3. Re-inspection may be allowed only if warranted. Application that were denied or disapproved shall be re-filed only six (6) months from the date when the same application was denied or disapproved.
4. Sharing of equipments among courses offered by the training center shall be allowed only after the submission of the training center's schedule of training, the same having been reviewed and approved by the MTC.
5. Policies and procedures on enrolment, make-up classes, tardiness, absences and withdrawal/dropped from the training course must be properly defined and included in the Quality Systems Manual.

Non-compliance to any of the above guidelines shall be a ground for denial of application for or suspension of accreditation of a training course.

This circular shall take effect immediately.

For strict compliance.

Adopted: 20 June 2002

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*Acting Executive Director*