

**[MTC MEMORANDUM CIRCULAR NO. 01, January
15, 1996]**

**GUIDELINES ON THE INSPECTION AND EVALUATION OF
TRAINING CENTERS**

Pursuant to the provisions of MTC Resolution No. 04, Series of 1995 (Adoption of IMO Model Courses as MTC Training Standards), Memorandum Circular No. 04 dated October 5, 1995 (Guidelines in the Implementation of Resolution No. 04) and Memorandum Circular No. 05, Series of 1995 (Moratorium on Inspection of Course Programs), the following guidelines in the inspection and evaluation of training centers are hereby adopted:

1. Training programs shall be evaluated in accordance with the requirements and criteria based on the IMO Model Courses (Annex 1^{*}).
2. The training centers must have copies of the corresponding model courses for their respective course programs and the "Guidance in the Implementation of Model Course."
3. The same procedures and standards shall be followed for courses without approved IMO Model Courses until the corresponding model courses or new approved standards are ready.
4. Application for renewal/issuance of permits shall be filed with the MTC Secretariat in the prescribed forms together with the required documents duly accomplished. However, before filing the application, the training center should ensure that all requirements are fully complied with.
5. When the application is found to be in order, the MTC Executive Officer or, in his/her absence, the Assistant Executive Officer shall order an inspection to verify, re-validate and confirm compliance with the requirements.
6. The verification process shall be undertaken through an exhaustive or random checking of the responses and information submitted to the MTC Secretariat and shall necessarily involve interview with the administrative officials and teaching staff of the applicant training center.
7. Once compliance is verified and confirmed, a report to that effect shall be submitted for review by the Technical Working Group. The TWG shall recommend approval/disapproval of the application to the Executive Officer. If approved, the application shall be endorsed to the Chairman, Commission on Higher Education for issuance of the training permits. Disapproved applications shall be communicated to the applicant concerned.
8. If any major non-conformity is found during inspection and verification, the