



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION



CHED MEMORANDUM ORDER (CMO)

No. 20
Series of 2014

SUBJECT: REVISED IMPLEMENTING GUIDELINES ON THE APPROVED SEAGOING SERVICE REQUIREMENT FOR THE CONFERMENT OF THE DEGREE IN BACHELOR OF SCIENCE IN MARINE TRANSPORTATION (BSMT) AND BACHELOR OF SCIENCE IN MARINE ENGINEERING (BSMarE) PROGRAMS

In accordance with the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the "Higher Education Act of 1994", the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers of 1978, as amended (1978 STCW, as amended), by virtue of the Commission *en banc* Resolution No. R005-2014 dated October 22, 2014, and in aid of promoting quality maritime education programs in compliance with the 1978 STCW Convention and Code, as amended, this set of *implementing guidelines on the seagoing service requirement for BSMT and BSMarE programs* are hereby adopted and promulgated by the Commission, thus:

ARTICLE I
INTRODUCTION

Section 1. Rationale and Background

In 2012, the *Commission* issued CMO 02, series of 2012 or otherwise known as the "Implementing Guidelines on the Shipboard Training Requirement for the Bachelor of Science in Marine Transportation (BSMT) and Bachelor of Science in Marine Engineering (BSMarE) Programs to ensure compliance with the provisions of the 1978 STCW Convention and Code, as amended.

However, the enhancements of BSMT and BSMarE programs as per CMO 31 and 32 series of 2013 necessitated the revision of CMO 02 s. 2012 addressing the implementation and monitoring of seagoing service requirements. Further, the revision was motivated by the need to achieve the following:

- a) Approved and documented workshop skills and seagoing service;
- b) Restructured the role and responsibilities of Maritime Higher Education Institutions (MHEIs) and its Shipboard Training Officers (STOs);

- c) Additional requirement on the Training Record Book;
- d) Inclusion of the rights of cadets/students onboard as per standard shipboard training agreements; and
- e) The inclusion of a daily journal of watchkeeping duties for the deck and engine cadets/students as a requirement pursuant to the Implementing Rules and Regulations (IRR) of Republic Act 10635.

**ARTICLE II
POLICY, LEGAL BASIS, OBJECTIVES AND SCOPE**

Section 2. Statement of Policies and Legal Bases

The Commission on Higher Education (CHED) upholds Section 1, Article XIV of the 1987 Constitution as well as the declared policy of the State to protect, foster and promote the right of all citizens to affordable quality of education at all levels and to take appropriate steps to make such education accessible to all.

The Commission likewise recognizes that maritime education, training and certification is a matter of national interest and that protecting, fostering and promoting its quality is an international obligation as a Party to the 1978 STCW Convention and Code, as amended, the Philippines being a signatory thereof. Hence, CHED shall ensure that Maritime Higher Education Institutions (MHEIs) offering BSMT and BSMarE programs shall fully comply with the approved education and training of the Commission and the 1978 STCW Convention and Code, as amended, requirements.

Therefore, CHED under Section 8, [d] and [e] of RA 7722 shall undertake the following

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d) 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;

e) monitor and evaluate the performance of programs and institutions of higher learning for appropriate incentives as well as the imposition of sanctions such as, but not limited to, diminution or withdrawal of accreditation, program termination or school closure .

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Section 3. Objectives of Approved Seagoing Service

Shipboard Training is a mandatory requirement and component of the BSMT and BSMarE programs that pertains to the required seagoing service as provided under



Regulation II/1 and Regulation III/1 of the 1978 STCW Convention and Code, as amended. This requirement aims to ensure that every BSMT and BSMarE cadets/students shall have the opportunity to:

A. For BSMT cadets/students:

- 1) Undergo an approved seagoing service of not less than 12 months as part of an approved training programme which includes onboard training that meets the requirements of Section A-II/1 of the 1978 STCW Convention and Code, as amended and is documented in an approved training record book (TRB), or otherwise an approved seagoing service of not less than 36 months; and
- 2) Perform, during the required seagoing service, bridge watchkeeping duties under the supervision of the master or a qualified officer for a period of not less than six (6) months.

B. For BSMarE cadets/students:

- 1) Undergo a combined workshop skills training and an approved seagoing service of not less than 12 months as part of an approved training programme, which includes onboard training that meets the requirements of Section A-III/1 of the 1978 STCW Convention and Code, as amended and is documented in an approved training record book (TRB) or otherwise have completed 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; and
- 2) Perform, during the required seagoing service, engine-room watchkeeping duties under the supervision of the chief engineer officer or a qualified engineer officer for a period of not less than six (6) months.

Section 4. Scope

The herein policies, standards and guidelines shall also apply to cadets/students under the bridging program (BSEE & BSME).

**ARTICLE III
CATEGORIES OF APPROVED SEAGOING SERVICE**

Section 5. Approved Seagoing Service Category

The following required seagoing service shall be enrolled prior to embarkation with the standard training agreement or contract of employment.



Pursuant to the 1978 STCW Convention and Code, as amended, seagoing service shall be categorized into either: **(a) twelve (12) months seagoing service** or **(b) thirty-six (36) months seagoing service** that shall be undertaken by the BSMT and BSMarE cadets/students in order to complete the requirements for the conferment of a Bachelor's degree in Marine Transportation or in Marine Engineering, respectively and to be qualified for certification as an Officer-In-Charge of a watch, to wit:

A. Structured twelve months seagoing service

- 1) For BSMT cadets/students, refers to a structured accumulated seagoing service of not less than twelve months under the Deck Department which includes onboard training that meets the requirements of Section A-II/1 of the 1978 STCW Convention and Code, as amended, documented in an approved TRB and company's training program and at least six (6) months of which shall involve the performance of bridge watchkeeping duties under the supervision of the master or a qualified officer onboard seagoing vessel of not less than 500 gross tons.
- 2) For BSMarE cadets/students and those under the bridging program, refer to a combined workshop skills training and structured accumulated seagoing service of not less than twelve months under the Engine Department which includes onboard training that meets the requirements of Section A-III/1 of the 1978 STCW Convention and Code, as amended, documented in an approved TRB and company's training program and at least six (6) months of which shall involve the performance of engine watchkeeping duties under the supervision of the chief engineer officer or a qualified engineer officer onboard seagoing vessel of not less than 750 kW propulsion power.

B. Thirty six (36) months seagoing service

- 1) For BSMT cadets/students, refers to an approved seagoing service of not less than 36 months under the Deck Department, and at least six (6) months of which shall involve a documented performance of bridge watchkeeping duties under the supervision of the Master or a qualified officer onboard seagoing vessel of not less than 500 gross tons.
- 2) For BSMarE cadets/students and those under the bridging program, refer to 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 under the Engine Department and at least six

(6) months of which shall involve a documented performance of engine watchkeeping duties under the supervision of the chief engineer officer or a qualified engineer officer onboard seagoing vessel of not less than 750 kW propulsion power.

ARTICLE IV GUIDELINES

Section 6. General Requirements for Maritime Higher Education Institutions (MHEIs)

All Maritime Higher Education Institutions (MHEIs) offering BSMT and/or BSMarE program shall be required to:

- A. Provide resources, guidance and thorough orientation/familiarization of all its BSMT and/or BSMarE cadets/students regarding twelve (12) months seagoing service especially on the proper way of accomplishing and filling-in of entries in the approved TRB and the thirty six (36) months seagoing service prior to commencement of onboard training;
- B. Ensure that the cadets/students who completed the academic requirements must enroll his/her approved seagoing service requirement in the same MHEI;

As follows:

- 1) The 12 months structured seagoing service shall be enrolled prior to embarkation; and
 - 2) The 36 months seagoing service shall be enrolled within the required 36 months prior to validation and assessment however, he/she must register his/her seagoing service prior to embarkation.
- C. Ensure that the tuition fee for the forty (40) units seagoing service shall be collected according to the approved fees of CHED and the institution's individual payment scheme inclusive of insurance coverage for the seagoing service on domestic vessels. In no case shall a fee be collected on account of onboard training arrangements with shipping companies or manning agencies;
 - D. Ensure that all cadets/students undergoing twelve (12) months seagoing service shall be issued an approved TRB before embarkation;
 - E. Establish a monitoring system for cadets/students undergoing onboard training;



- F. Ensure the validation of the thirty six (36) months seagoing service and the duly accomplished TRBs for the twelve (12) months approved seagoing service; and
- G. In case of transfer of a cadets/students, MHEIs shall strictly observe the provisions under Sections 95 and 96 of the Manual of Regulations for Private Higher Education of 2008 (MORPHE). The onboard training is not considered as a 1 year residency requirement for transfer.

Section 7. Shipboard Training Office

The Shipboard Training Office shall be responsible for the management of the activities and other requirements for cadets/students undergoing the approved seagoing service. Thus, for the maintenance and operation of this Office, the following shall be established:

- A. A separate workplace with an area of at least 20 sq. m.;
- B. Enough resources and facilities to support its effective and efficient operation, such as but not limited to;
 - 1) at least one (1) set of computer unit with internet connection and a fax machine;
 - 2) tables and chairs;
 - 3) at least one (1) telephone line; and
 - 4) a bulletin board.
- C. A staff for every 750 cadets/students undergoing processing of documents for onboard training; and
- D. A fulltime Shipboard Training Officer or Person-In-Charge to manage the daily operation of this Office.

Section 8. Shipboard Training Officer or Person-In-Charge of Shipboard Training Office

A. Qualification

The STO/PIC must possess the following minimum qualifications:

- 1) Must have at least 12 months seagoing service as Officer-in-Charge (OIC) of navigational watch or engineering watch;
- 2) Must have completed training in IMO Model Course 6.09 and 3.12;
- 3) Must have at least 1 year teaching experience in the same institution; and



- 4) Must have proper orientation on the duties and responsibilities of the shipboard training office;

B. Role and Responsibilities

For the effective and efficient operation of the Shipboard Training Office, the STO/PIC shall:

- 1) Arrange for and facilitate the embarkation of cadets/students;
- 2) Conduct/facilitate thorough orientation/familiarization of cadets/students including but not limited to:
 - a) the difference between the twelve (12) months and the thirty six (36) months seagoing service;
 - b) the enrollment of the required seagoing service;
 - c) the standard training agreement contract;
 - d) the proper way of accomplishing and filling-in of entries in the TRB and daily journal, validation of the TRB and the seagoing service;
 - e) the system of monitoring the seagoing service; and
 - f) the assessment of seagoing service.
- 3) Ensure that all cadets/students undergoing twelve (12) months seagoing service shall be issued an approved TRB before their embarkation;
- 4) Conduct briefing of cadets/students prior to embarkation;
- 5) Coordinate with the shipping company and/or manning agency where the seagoing service is being undertaken to include shipboard training agreement;
- 6) Monitor the progress of cadets/students undergoing onboard training by:
 - a) communicating, checking and providing feedback as to the accomplishment of TRB;
 - b) maintaining records of monitoring; and
 - c) providing guidance and assistance as to onboard welfare, personal and professional concerns when necessary.
- 7) Conduct debriefing, validation of the TRB and the seagoing service, and assessment of cadets/students after disembarkation; and
- 8) Keep records of the linkages or partnerships with shipping companies and/or manning agencies that the maritime HEI has established, the results of cadets/students' assessment as well as the validation of TRBs

and other pertinent records relating to seagoing service such as onboard training agreement and/or employment contract.

C. Teaching Load

The STO/PIC may be given a maximum teaching load of 18 hours a week provided that, he/she shall comply with the required qualifications of faculty handling professional subjects.

Section 9. Requirements to Ensure Authenticity of the TRB

MHEIs shall at all times be responsible to ensure that only approved TRB (i.e. ISF, Global Met and other approved TRB) shall be issued to the cadets/students undergoing twelve (12) months seagoing service. Hence, in order to ensure the authenticity of the TRB that would be presented by the cadets/students after completing the required seagoing service, 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 must be stamped with the *Cadets/Students Number* of the cadets/students to whom it would be issued;
- B. Information such as *name of the issuing maritime HEI* and the *name and cadets/students number* to whom the TRB would be issued must also be stamped at a conspicuous page, preferably next to the front page of the TRB; and
- C. TRB control number issued to cadets/students shall be indicated in the enrollment list to be submitted to CHED.

Section 10. Validation of Seagoing Service

A. Twelve (12) Months Seagoing Service

- 1) After completion of the *twelve (12) months seagoing service*, every cadets/students shall report to the shipboard training office of the maritime HEI concerned after disembarkation for debriefing, validation of TRB, approval of the twelve months seagoing service and assessment purposes. The following documents must be submitted together with the cadets/students' TRB for validation and approval of seagoing service and to qualify for assessment, conferment of a bachelor's degree and to qualify for licensure examination and certificate of competency as an Officer-in-Charge of a watch:
 - a) Certificate of Sea Service in an Administration-approved format *and* a Certificate issued by the shipping/manning company stating to the effect that cadets/students concerned has actually



performed the required six (6) months bridge or engine watchkeeping duties under a structured training program documented in a Daily Journal;

- b) For BSMarE cadets/students, if seagoing service is less than 12 months, workshop skills training compliant to 1978 STCW Convention and Code, as amended taken from an approved training institution or workshop;
 - c) Seafarer's Identification and Record Book (SIRB or Seaman's Book); and
 - d) Passport with immigration stamp of departure and arrival for ocean-going sea service or Crew List with ship's stamp and Coast Guard stamp for domestic sea service upon embarkation and disembarkation.
- 2) The twelve (12) months seagoing service shall only be approved after the cadets/students concerned has presented the aforementioned documents. Only cadets/students with approved seagoing service shall qualify for assessment.
- 3) The policies and procedures pertaining to the validation of TRB and approval of the twelve months seagoing service as specified under the QSS of the maritime HEI concerned shall be followed. Moreover, it is required that a "*Certificate of Validation, Assessment and Approval*" of the cadets/students' TRB and twelve (12) months seagoing service be issued by the STO which *shall also be submitted to the CHEDRO* to support as basis for the issuance of SO for graduation of the candidate BSMT and/or BSMarE cadets/students.

B. Thirty six (36) months seagoing service

- 1) In case the BSMT and BSMarE cadets/students who were not able to undergo twelve (12) months structured seagoing service, but completed at least thirty six (36) months seagoing service as provided under Section 5 [b] of these guidelines, the following documents must be submitted to the shipboard training office for the validation and approval of the cadets/students' seagoing service in order to qualify for assessment, conferment of a bachelor's degree and to qualify for licensure examination and certificate of competency as an Officer-in-Charge of a watch:
 - a) **Certificate of Sea Service** duly signed by the Master or C/E 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 the following information:

1. Vessel name and type;
 2. Gross tonnage;
 3. Ship's port of registry;
 4. Propulsion power in kilowatt;
 5. IMO number; and
 6. Length of service (*date signed on and date signed off*) and the position/capacity held.
- b) Seafarer's Identification and Record Book (SIRB or Seaman's Book); and
- c) Passport with immigration stamp of departure and arrival for ocean-going sea service or Crew List with Company stamp and Coast Guard stamp for domestic sea service upon embarkation and disembarkation.
- 2) The thirty-six (36) months seagoing service shall only be approved for assessment after the cadets/students concerned have presented the aforementioned documents.
- 3) The policies and procedures pertaining to the validation and approval of the thirty-six months seagoing service as specified under the QSS of the maritime HEI concerned shall be followed. Moreover, it is required that a "*Certificate of Validation, Assessment and Approval*" of the cadets/students' thirty-six (36) months seagoing service be issued by the STO which *shall also be submitted to the CHEDRO* to support as basis for the issuance of SO for graduation of the candidate BSMT and/or BSMarE cadets/students.

Section 11. Assessment and Remediation

A. Assessment

As a general rule, cadets/students with a duly validated TRB or seagoing service may qualify to undergo an assessment of the tasks performed and competencies acquired during the required seagoing service at the MHEI's shipboard training office.

Cadets/students who qualify for assessment must follow the pertinent assessment policies and procedures specified under the QSS of the MHEI concerned. The methods of assessing the cadets/students' learning outcomes from the seagoing service shall be done through:

- 1) Written or computerized examination. The written or computerized examination shall be designed in accordance with the pertinent



requirements under Section A-II/1 and Section A-III/1 of the STCW Code for BSMT and BSMarE, respectively; and

- 2) An interview (oral assessment) on the TRB completed entries including Sea Projects and entries in Daily Journal of Watchkeeping Duties by a Panel composed of the Dean or duly authorized representative, STO/PIC, and at least one (1) qualified assessor from the MHEI concerned.

In the case of cadets/students who completed the thirty six (36) months seagoing service, the same assessment methods shall be adopted except TRB verification.

The written or computerized examination as well as the panel interview (oral assessment) shall aim to ensure and demonstrate that the cadets/students being assessed has acquired the necessary learning outcomes for the issuance of BS Degree.

For grading purposes, the MHEI shall clearly define in their QSS the weight percentage for the written exam, panel interview and other criteria to sum-up as the cadets/students' final grade.

B. Remedial

If in any case, the result of an assessment indicates that the cadets/students cannot demonstrate the competencies required under the 1978 STCW Convention and Code, as amended, the MHEI, shall institute appropriate remedial measures or activities/workshops in order for the cadets/students to rectify any deficiencies noted per its QSS. Thereafter, the cadets/students concerned shall be required to undergo reassessment based on Section 11, paragraph [A.] of this CMO to determine if he has fully acquired the necessary competencies.

C. Approval

The assessment results shall be recorded and signed by the assessor and consolidated by the STO who shall sign the official grading sheet of the cadets/students to be submitted to the MHEI's registrar as one of requirements for the conferment of BS Degree.

Section 12. Workshop Skills Training

A. Workshop Skills Training shall be the following:

- 1) Use of appropriate tools for fabrication and repair operations typically performed on ships;



- 2) Use hand tools and measuring equipment for dismantling, maintenance, repair and re-assembly of shipboard mechanical plant and equipment; and
 - 3) Use hand tools, electrical and electronic measuring and test equipment for fault finding, dismantling, maintenance, repair and re-assembly of shipboard electrical and electronic equipment.
- B. Training in workshop skills ashore can be carried out in a CHED approved training program or workshop as per Annex A.
- C. In case of less than 12 months seagoing service with 6 months watchkeeping duties, a workshop skills training may be taken ashore in lieu of the remaining seagoing service requirement.
- D. In case of less than 36 months of seagoing service, 30 months of which shall be in the engine department with 6 months watchkeeping duties, workshop skills training may be taken ashore in lieu of the remaining seagoing service requirement.

Article V MISCELLANEOUS PROVISIONS

Section 13. Sanctions

For violation of the foregoing policies, standards and guidelines, CHED shall impose sanctions, as it may deem appropriate pursuant to Republic Act No. 7722 [Higher Education Act of 1994], Batas Pambansa Bilang 232 [The Education Act of 1982], CMO No. 40 s. 2008 [Manual of Regulations for Private Higher Education of 2008 (MORPHE)] and all other applicable CHED rules and regulations and legislations such as but not limited to CMOs 31 and 32 series of 2013.

Section 14. Separability Clause

If any part or provision of this Order is declared invalid or unconstitutional, the same shall apply only to that part or provision. The remainder shall remain valid and in force.

Section 15. Repealing Clause

This CMO repeals CMO No. 02, series of 2012. Likewise, all other existing Order and Memoranda issued by the Commission, which are contrary to, or inconsistent with any of the provisions of this CMO, are hereby deemed repealed or modified accordingly.

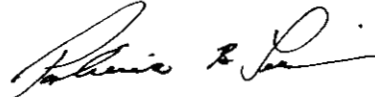
Section 16. Effectivity



This CMO shall take effect fifteen (15) days after its publication as required by law and shall be fully implemented for those undergoing onboard training starting January 1, 2015.

Quezon City, Philippines, 22 October 2014.

For the Commission:



PATRICIA B. LICUANAN, Ph.D.
Chairperson

