



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



**CHED MEMORANDUM ORDER (CMO)**

No. 27

Series of 2013

**SUBJECT: RULES AND PROCEDURES IMPLEMENTING THE CHED  
AND MARINA JOINT MONITORING OF MARITIME  
EDUCATION PROGRAMS OFFERED BY MARITIME  
HIGHER EDUCATION INSTITUTIONS**

In accordance with the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the "Higher Education Act of 1994", Executive Order (EO) No. 75 and its Implementing Rules and Regulations (IRR), the Memorandum of Agreement (MOA) of the Commission on Higher Education (CHED) with the Maritime Industry Authority (MARINA), and by virtue of the Joint Commission *en banc* and Management Committee Resolution No. 530 - 2013 dated July 17, 2013, the following rules and procedures are hereby adopted and promulgated by the Commission, thus:

**SECTION 1. STATEMENT OF POLICY AND LEGAL BASES**

1. The Commission upholds 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.
2. The CHED recognizes that protecting and promoting the quality maritime education in the country is a matter of national interest and an international obligation as a Party to the 1978 International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW Convention), the Philippines being a signatory thereof.
3. Likewise, the Commission recognizes the authority and functions of the Department of Transportation and Communications (DOTC) through the Maritime Industry Authority (MARINA) under EO 75, as the single and central maritime Administration in the Philippines responsible for oversight and supervision over compliance with all the requirements and conditions under the 1978 STCW Convention, as amended. One of the mandatory functions of MARINA under Regulations I/6 and I/8 of



the said Convention is to ensure that maritime education, among others, shall be administered, supervised and monitored.

4. On the bases of the foregoing and considering that the Commission under Section 8 [e] of RA 7722 is likewise mandated to *"monitor and evaluate the performance of programs and institutions of higher learning for appropriate incentives as well as the imposition of sanctions, among others"*, **the monitoring of maritime education programs** known as the Bachelor of Science in Marine Transportation (BSMT) and Bachelor of Science in Marine Engineering (BSMarE) **shall be conducted jointly by CHED and MARINA** in accordance with the rules and procedures as provided in this CMO.
5. The monitoring shall be undertaken by qualified persons who are not themselves involved in the activities of or connected to a maritime higher education institution or maritime training institution.

## SECTION 2. OBJECTIVES

1. To prescribe the rules and procedures on the joint monitoring of maritime education programs by the CHED and MARINA;
2. To implement the provisions and requirements under Section 8 [e] of RA 7722, EO No. 75 and under Regulations I/6 and I/8 of the STCW Convention, on the monitoring of maritime education programs;
3. To ensure that the maritime education programs offered by maritime higher education institutions shall continuously comply with the requirements of the CHED and the 1978 STCW Convention, as amended and that the expected outcomes – competent students, shall be achieved; and,
4. To implement appropriate action on non-complying maritime education programs.

## SECTION 3. APPLICATION AND COVERAGE

This CMO shall apply to all maritime education programs offered by maritime higher education institutions (MHEIs), both government and private. The monitoring activity shall cover all the pertinent regulations under the 1978 STCW Convention and Code, as amended and the existing policies, standards and guidelines (PSG) of CHED.

## SECTION 4. DEFINITION OF TERMS

For the purpose of this CMO, the following terms shall be construed as follows:

1. **Administrator** – shall refer to the Head of the MARINA;





2. **Chairman** – shall refer to the head of the CHED;
3. **Commission** – shall refer to the Commission on Higher Education;
4. **Commissioners** – shall refer to the members of the Commission other than the Chairman;
5. **Commission en Banc** – shall refer to a collegial body composed of the Chairperson and Commissioners of CHED sitting as *en banc*;
6. **Evaluator** – shall refer to a duly authorized person who possesses the required qualifications to effectively conduct monitoring of maritime education programs;
7. **Maritime Higher Education Institutions (MHEIs)** – shall refer to all higher education institutions, public or private, duly authorized by CHED and by the respective Governing Boards in case of State Universities and Colleges (SUCs) to operate maritime education programs in accordance with the STCW Convention and the applicable laws rules and regulations of the Philippines;
8. **Maritime Education Programs** – shall refer to the approved education and training for Marine Officers in-Charge of navigational or engineering watch covered under Chapters II and III of the 1978 STCW Convention, as amended or more popularly known as the Bachelor of Science in Marine Transportation (BSMT) and Bachelor of Science in Marine Engineering (BSMarE) programs and all other programs within the ambit of maritime discipline;
9. **Monitoring** – shall refer to the series of evaluations carried out to verify the extent of compliance with a formulated standards or degree of deviation from an expected norm and ultimately, to ensure the achievement of defined program and course objectives in accordance with the prescribed standards of competence;
10. **Monitoring Team** – shall refer to a group of evaluators duly constituted to conduct monitoring of maritime education programs, training courses and assessment of competence of seafarers carried out by METIs or assessment centers;
11. **National Quality Standard System (NQSS)** – shall refer to a Quality System which is managed by the STCW Administration as oversight in the implementation of the STCW requirements and conditions carried out by the CHED.
12. **Quality Standards System (QSS)** – shall refer to the documented policies, procedures, controls and internal quality assurance system, relating but not limited to training, assessment of competence and





revalidation activities, designed to ensure the achievement of defined objectives of the training course in accordance with the requirements of the STCW Convention;

13. **STCW Administration or Administration** – shall refer to the DOTC, through the MARINA, as the single government agency mandated to implement and enforce the 1978 STCW Convention, as amended;
14. **STCW Convention** – shall refer to the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers of 1978 (1978 STCW Convention), as amended and its associated Code;
15. **STCW Office** – shall refer to the Office within MARINA which serves as the implementing arm of the STCW Administration in carrying out its functions as mandated under the E.O. 75.

## **SECTION 5. IMPLEMENTING OFFICE**

The Maritime Education Unit (MEU) of the Office of Programs and Standards (OPS), CHED shall be the implementing Office of the Commission for purposes of the joint monitoring of maritime education programs as herein provided and shall ensure close coordination with the STCW Administration.

## **SECTION 6. MONITORING APPROACH AND IMPLEMENTATION**

1. The monitoring herein provided shall be conducted using the outcomes-based Monitoring Instrument form as provided under NQSS and shall be implemented following an *outcomes-based approach*, which:
  - 1.1 Focuses on the competence outcome of maritime education – competent students;
  - 1.2 Looks on core processes and procedures that are instrumental to such competence outcome; and,
  - 1.3 Intends to make MHEIs as well as all academic and non-academic personnel responsible for the maritime education program(s) they offer.
2. In order to facilitate the conduct of monitoring, the MHEIs shall make their QSS Manual and related audit reports available upon request of the monitoring team.

## **SECTION 7. KEY AREAS OF EVALUATION**

For purposes hereof, the monitoring of maritime education programs shall cover the evaluation of following key areas:





1. Quality Standards System
2. Organization, Management and Support Staff
3. Curriculum
4. Academic Strategies
5. Examination and Assessment System
6. Faculty (Instructors and Assessors)
7. Students
8. Onboard Training
9. Facilities and Equipment
10. Research and Development
11. Extension Services

## **SECTION 8. QUALIFICATIONS AND COMPOSITION OF THE MONITORING TEAM**

1. Every person who shall be assigned to join as member of the monitoring team shall meet the following general qualifications:
  - 1.1 Must not be involved in the activities of or connected to an MHEI or maritime training institution;
  - 1.2 Has knowledge and understanding of the maritime education program(s) to be monitored;
  - 1.3 Must have attended the orientation(s) conducted by the CHED and/or the STCW Administration on the policies, rules and procedures on the monitoring of maritime education programs;
  - 1.4 Must have experience in conducting monitoring activities for at least three (3) times as under study;
  - 1.5 In addition to the foregoing, evaluators must:
    - 1.5.1 have appropriate work-related experience corresponding to the training course or program to be monitored;
    - 1.5.2 if the training course or program involves the use of simulator, should have gained practical operational experience and appreciation on the use of simulators.
2. Every monitoring team shall be headed by a Lead Evaluator who must meet the following requirements:
  - 2.1 Have experienced conducting monitoring activities for at least five (5) times as a member;





2.2 Should pass the evaluation by the MEU-OPS; and,

2.3 Have completed an auditor's course.

The monitoring team leader and member(s) shall be duly assigned and specified in the document authorizing the conduct of a monitoring activity.

3. The minimum composition of a monitoring team shall be as follows:

3.1 One (1) MEU – OPS, CHED maritime education personnel;

3.2 One (1) MARINA – STCW Office personnel;

3.3 One (1) CHED maritime education Evaluator who has the technical knowledge and experience on the maritime education program(s) to be monitored; and,

3.4 One (1) MARINA – STCW Office Evaluator who has the technical knowledge and experience on the maritime education program(s) to be monitored.

4. A maximum of two (2) observers (as under study) may also be allowed to join a monitoring activity.

5. The personnel and evaluators of the CHED and the MARINA who shall form part of the monitoring team shall perform their respective roles and tasks with utmost responsibility and accountability and shall observe confidentiality of the monitoring findings, documents and information gathered.

## **SECTION 9. PROGRAMMING AND PLANNING OF MONITORING ACTIVITIES**

### **1. Programming of monitoring activities:**

1.1 As a general rule, an annual program of monitoring activities shall be prepared not later than the 15<sup>th</sup> day of January yearly.

1.2 The MEU-OPS shall be responsible for the preparation of the CHED's annual program of monitoring activities for maritime education programs.

1.3 The annual monitoring program shall indicate the following:

1.3.1 Name of MHEIs and the maritime education program(s) to be monitored;



1.3.2 Scheduled date(s) of monitoring activities;

1.3.3 CHED MEU-OPS assigned personnel and evaluator; and,

1.3.4 Name and signature of the personnel who prepared and the official who approved the annual monitoring program.

1.3.5 Estimated budgetary requirements.

1.4 The MEU-OPS shall transmit the approved program of monitoring activities to the MARINA for concurrence and assignment of STCW Office personnel and evaluator(s) who shall join each and every monitoring activity.

1.5 Once the program of monitoring activities is transmitted back by the STCW Administration, the MEU - OPS shall prepare the budgetary and other administrative requirements as well as all other pre-monitoring arrangements needed to facilitate the conduct of every monitoring activity in accordance with the CHED's administrative rules and procedures.

## **2. Planning the conduct of monitoring:**

2.1 The MEU - OPS shall convene the monitoring team to a meeting not later than (10) working days before the scheduled date of activity for purposes of the following:

2.1.1 Preparing the monitoring plan;

2.1.2 Identifying and assigning the areas of evaluation and other tasks for each of the monitoring team members; and,

2.1.3 Advance review of available documents and information on the MHEI's results of previous monitoring of the maritime education program(s).

2.2 The monitoring plan shall indicate the following:

2.2.1 Scope and objective(s) of monitoring;

2.2.2 Key areas of evaluation and assigned evaluator(s);

2.2.3 Method(s) of monitoring;





2.2.4 Date, estimated time and duration of the activity;  
and,

2.2.5 Resources needed.

2.3 The MEU – OPS shall send the notification to the MHEI concerned together with the approved monitoring plan not later than five (5) working days before the scheduled date.

## **SECTION 10. CONDUCT OF MONITORING**

Every monitoring activity shall be conducted using the outcomes-based Monitoring Instrument and Monitoring Log and Report form under the NQSS and shall be in accordance with the following:

1. *Opening meeting* – The monitoring shall start with an opening meeting presided by the Lead Evaluator with the official(s) and responsible personnel/staff of the MHEI concerned discussing the following:
  - 1.1 Scope and objective(s) of monitoring;
  - 1.2 Key areas of evaluation and assigned evaluator;
  - 1.3 Methods of monitoring;
  - 1.4 Estimated time and duration of the activity; and;
  - 1.5 Confidentiality of monitoring findings, documents and information.
2. Evaluation proper – The monitoring shall be carried out by evaluating the key areas of evaluation through:
  - 2.1 Interview of responsible personnel/staff for the key area being evaluated;
  - 2.2 Checking and review of the relevant quality processes, procedures and documentations;
  - 2.3 Class observation;
  - 2.4 Practical exercise / assessment of competence observation;
  - 2.5 Random interview of students;
  - 2.6 Testing and checking of relevant facilities and laboratory equipment; and,
  - 2.7 Checking and gathering necessary objective evidences relevant to the key area evaluated.
3. Deliberation of findings – Once the evaluation is completed, the monitoring team shall sit down to discuss among themselves and be aware of their respective findings and to resolve any doubt or confusion which may arise thereof.





4. Closing meeting – A closing meeting shall then be conducted with the official(s) and responsible personnel/staff of the MHEI concerned. During this meeting, the monitoring findings shall be presented and clearly explained. The officials and responsible personnel/staff may be given the opportunity to ask pertinent clarification on the findings presented.
5. Preparation of the Monitoring Log and Report – After the closing meeting, the monitoring log and report shall be prepared and signed by the monitoring team and duly countersigned by the Head of the MHEI concerned.

## SECTION 11. MONITORING FINDINGS

1. The monitoring findings shall be rated either as a "Conformance", "Non-conformance", or *Observation*. A "Non-conformance" shall be categorized into "Major Non-conformance" or "Minor Non-conformance".
2. The evaluator shall be guided by the following description of the said ratings which are provided for purposes of this CMO:
  - 2.1 **Conformance** – shall refer to the compliance with the required standards or system elements and procedures for the implementation of the maritime education program(s) carried out by the MHEI concerned. This shall be labeled as "**Satisfactory (SAT)**" in the monitoring log and report.
  - 2.2 **Non-conformance** – shall refer to the deficiency or non-compliance with the required standards and procedures for the implementation of the maritime education program(s) carried out by the MHEI concerned, which shall be categorized into:
    - 2.2.1 **Major Non-conformance (MNC)** – shall refer to the absence of one or more of the required system elements of the Quality Standards Systems or a situation which raises significant doubt that the maritime education program(s) monitored meets the specified standards and requirements and competence outcome. It can also be:
      - A group of *Minor non-conformances* indicating inadequate implementation or effectiveness of the system relevant to an element of the standard;
      - A *Minor non-conformance* that is persistent or is not corrected by the MHEI within the prescribed period as provided in this CMO.



~~single system failure or lapse in conformance with a procedure relating to the applicable standards for the implementation of the maritime education program(s) carried out by the MHEI concerned. This failure does~~ not indicate a system breakdown nor raises doubt that the maritime education program(s) monitored meets the specified standards and requirements and competence outcome.

2.3 **Observation (OBS)** — is not a non-conformance but something that could lead to a non-conformance if not properly addressed or a finding without clear evidence to verify that it constitutes a non-conformance.

3. The evaluator may also take note of "Noteworthy Efforts". These are initiatives undertaken by the institution to achieve higher level of qualitative results (*e.g. best practices that resulted towards further improvement of expected outcomes*).
4. In case of a *Major Non-conformance* finding, the MHEI concerned shall be ordered to submit a corrective action plan within fifteen (15) working days, after the receipt of the official result of monitoring from CHED, to rectify such finding including the interim measure(s) to ensure that the required standards of learning of affected students shall not be sacrificed. Upon acceptance or approval of the corrective action plan by CHED, the institution shall be subjected to frequent monitoring.

If the MHEI concerned fails to comply with the aforesaid conditions and/or implementation within the agreed timeframe or based on clear evidence during the frequent monitoring, the procedure to close/phase out the maritime education program(s) shall be initiated by the Commission.

5. For a "*Minor Non-conformance*", the MHEI concerned shall be required to undertake corrective action within a reasonable period of time which shall not exceed three (3) months. Failure to undertake the corrective action within the prescribed period shall result in a major non-conformance.
6. For an "*Observation*", the MHEI concerned shall address such observation within a period of one (1) year.

## **SECTION 12. PREPARATION AND SUBMISSION OF MONITORING REPORT**

1. Every monitoring report shall be prepared and entered into the *Monitoring Log and Report form* which must indicate, among others, a



complete description of the findings and the team's recommendation(s). All relevant evidences gathered, supporting each and every finding, shall be attached as Annex to the monitoring log and report.

2. The monitoring report shall then be submitted by the monitoring team/lead evaluator within three (3) working days to the MEU-OPS.

### **SECTION 13. ACTION ON THE MONITORING REPORT**

1. After the submission of the monitoring report, the result of the monitoring activity shall be officially communicated by the MEU – OPS to the MHEI concerned.
2. Further action(s) and processing of the monitoring report shall be carried out by the Commission in accordance with its existing policies, rules and regulations.
3. The MEU – OPS shall ensure that the STCW Administration shall be furnished with any further action(s) taken by CHED on the monitoring report as well as the status of any corrective action plan(s) of the MHEI concerned.
4. The result of monitoring shall also be the basis for the inclusion of the maritime education program(s) of the MHEI concerned in the "White List" which shall be established, maintained and published by CHED and submitted by the STCW Administration to the International Maritime Organization (IMO).
5. Only maritime education programs duly monitored and which earned "*Satisfactory*" rating in all of the key areas of evaluation shall be included in the "White List".

### **SECTION 14. SANCTIONS**

For violation of the foregoing, 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.

### **SECTION 15. 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 16. REPEALING CLAUSE**

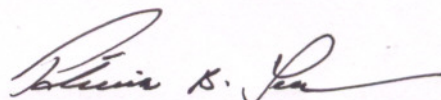
This CMO repeals Section 28 (Monitoring and Assessment of Maritime Program Offerings) of CMO No. 13, s. 2005. Likewise, all other existing Orders and Memoranda issued by the Commission, in so far as the monitoring and evaluation of maritime programs is concerned, which are contrary to, or inconsistent with any of the provisions of this CMO, are hereby deemed repealed or modified accordingly.

## **SECTION 17. EFFECTIVITY**

This CMO shall take effect fifteen (15) days after its publication as required by law.

Quezon City, Philippines, August 28, 2013.

For the Commission:



**PATRICIA B. LICUANAN, Ph.D.**  
Chairperson

