



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

CHED MEMORANDUM ORDER (CMO)

NO. 51;

Series of 1997

SUBJECT : POLICIES, STANDARDS AND GUIDELINES FOR
MARITIME EDUCATION

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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," and by virtue of Resolution No. 138-97 of the Commission en banc dated 22 October 1997, and for the purpose of rationalizing Maritime Education in the country with the end in view of keeping pace with the demands of global competitiveness, the following policies, standards and guidelines for maritime education are hereby adopted and promulgated by the Commission, thus:

**ARTICLE I
AUTHORIZATION**

SECTION 1. These Policies, Standards and Guidelines for Maritime Education shall apply to the following courses:

- 1.1. Bachelor of Science in Marine Transportation (BSMT)
- 1.2. Bachelor of Science in Marine Engineering (BSMarE)

SECTION 2. These courses shall be operated only by institutions with proper authority granted by the COMMISSION ON HIGHER EDUCATION; and by the respective Board in case of chartered colleges and universities.

**ARTICLE II
MISSION STATEMENT**

SECTION 3. The Maritime Education program shall aim to produce graduates whose knowledge, skills and attitudes are sufficient to comply with the requirements of STCW 78 as amended in 1995 and such other international laws and conventions, commence and pursue a professional career or advanced studies in any maritime field of specialization.

SECTION 4. - The Maritime Education program shall aim to equip the students with the knowledge of the trade, ethics and discipline necessary to the particular professional values and the national identity in general.

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ARTICLE III ADMINISTRATION

SECTION 5. There shall be an Office of Maritime Education headed by a full time Superintendent/Dean to administer the maritime programs.

SECTION 6. The Superintendent/Dean of the Maritime Education courses must possess relevant academic degrees, experiences and credentials as follows:

- 6.1. A master's degree in any field with a bachelor's degree relevant to the maritime programs
- 6.2. Holder of a Management Level Certificate (at least a chief mate or second engineer license)
- 6.3. Two (2) years teaching experience.

ARTICLE IV FACULTY

SECTION 7. The Faculty members for General Education shall possess a master's degree and should teach only subjects of their specialization.

SECTION 8. Faculty members teaching 1st and 2nd Year maritime professional subjects shall be holders of at least Operational Level Certificate (3rd mate or 4th engineer license) with:

- 8.1. Bachelor's degree in the particular field of specialization; and
- 8.2. At least 1 year of sea experience on his professional level;
- 8.3. Completed an appropriate training course for instructors.
- 8.4. Faculty members conducting subjects involving the use of simulators must have received appropriate guidance in instructional techniques and have gained practical operational experiences on the particular type of simulators being used.

SECTION 9. Faculty members teaching 3rd Year maritime professional subjects shall be holders of a Management Level Certificate with

- 9.1. Bachelor's Degree in the particular field of specialization;
- 9.2. At least 1 year of sea experience on his professional level;
- 9.3. At least 2 years teaching experience;
- 9.4. Completed an appropriate training course for instructors
- 9.5. Faculty members conducting subjects involving the use of simulators must have received appropriate guidance in instructional techniques and have gained practical operational experiences on the particular type of simulators being used.

SECTION 10. A faculty development program for professional advancement of the faculty members must be provided through any of the following:

- 10.1. Induction/orientation of new faculty
- 10.2. Scholarship/Fellowship Grants
- 10.3. Tuition Fee Supplement/Discount
- 10.4. In-Service Training

SECTION 11. As a general rule, the regular full-time load of a faculty is twenty-four (24) units per week. A faculty member with a very satisfactory teaching performance may be allowed to handle six (6) additional units per week provided subject preparation is limited to two.

SECTION 12. There shall be a faculty manual containing information and policies on:

- 12.1. Hiring, retention, promotion and separation
- 12.2. Functions and responsibilities
- 12.3. Ranking system
- 12.4. Evaluation
- 12.5. Salary rates
- 12.6. Faculty benefits
- 12.7. Code of conduct/ethics

SECTION 13. Faculty-Student Ratio - For effective teaching - learning the following faculty-student ratio per class shall not be more than:

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|------|------------|---|------|
| 13.1 | Class | - | 1:50 |
| 13.2 | Laboratory | - | 1:25 |

ARTICLE V CURRICULUM

SECTION 14. The minimum credit units consist of 165 units for Bachelor of Science in Marine Transportation (BSMT) and 100 units for Bachelor of Science in Marine Engineering (BSMarE).

SECTION 15. Annex 1 contains the prescribed curricular structure and description of the various subjects, which are made an integral part of these policies and standards. The institution may enrich the curriculum or modify the structure depending on the needs of the students and industry, provided that all prescribed subjects are offered and pre-requisites are observed.

SECTION 16. The basic safety courses (Fire Prevention and Fire Fighting, Elementary First Aid, Personal Survival Techniques and Personal Safety and Social Responsibilities) are hereby incorporated in the curriculum and as such shall appear in the transcript of records.

SECTION 17. The Basic Seaman's Course shall not be accredited in the B.S. Maritime programs.

ARTICLE VI ADMINISTRATIVE AND PHYSICAL FACILITIES

SECTION 18. Every Maritime School shall maintain in their files updated copies of the following:

- 18.1 Articles of incorporation and by-laws
- 18.2 Certificate of title of the school site
- 18.3 Documents of ownership of the (additional) school building
- 18.4 Pictures of school/building/classroom/lab/shop, etc.
- 18.5 Proposed budget for the succeeding school year
- 18.6 Copy of the latest financial statement
- 18.7 Certificate of recognition/permit of the course/s.
- 18.8 Curriculum
- 18.9 School bond
- 18.10 Statistics of performance in board exam
- 18.11 Copy of the retirement plan of the school
- 18.12 Organizational and personnel chart
- 18.13 List and curriculum vitae of school administrators, academic teaching and non-teaching staff
- 18.14 List of laboratory facilities, equipment, materials
- 18.15 School prospectus
- 18.16 Statistics on enrollment and graduates for the last 5 years
- 18.17 Safety occupancy permit
- 18.18 Fire and/or disaster plan
- 18.19 Class and teachers program for the current school year

SECTION 19. Maritime schools shall preferably be established in proximity to a body of water and shall own its site and buildings that shall conform with CHED standards, building code and city/provincial ordinances. However, maritime schools not owning their present site/building shall comply with the ownership requirement four (4) years from the date of approval of these policies, standards and guidelines.

SECTION 20. The school site and building shall be equipped with adequate equipment, safety measures and procedures in the following:

- 20.1 Fire escape
- 20.2 Fire alarm systems
- 20.3 Campus security force

SECTION 21. Site/Building/Room Requirements

- 21.1 School site/lot
- 21.2 Athletic field and/or gymnasium
- 21.3 Administrative bldg. (Gen. or Executive Office, Registrar, Accounting, ROTC, Guidance/Placement office)
- 21.4 Medical and dental clinic
- 21.5 Toilets
- 21.6 Canteen/cafeteria
- 21.7 Faculty room
- 21.8 Student lounge
- 21.9 Library room
- 21.10 Tool room and machine shop
- 21.11 Mock bridge for navigation and seamanship room
- 21.12 Computer laboratory room
- 21.13 Chemistry laboratory room
- 21.14 Physics laboratory room
- 21.15 Basic safety courses laboratory room

SECTION 22. Classroom. The standard classroom should at least be 7 x 8 square meters for a class of 50 students. Classrooms must be well-lighted and well-ventilated. They should contain the necessary equipment and furnitures like chairs, instructor's podium, blackboards/white boards, etc.

SECTION 23. Laboratory. The laboratory rooms should allow a space of 2 square meters per student. They should be well-ventilated and well-lighted, contains the specific laboratory equipment and must be provided with adequate water supply.

SECTION 24. Audiovisual facilities. As a general rule, the institution should provide the necessary audiovisual equipment in support of the teaching-learning process such as video/overhead/slide projector, sound system, LCD projectors, screens, etc.

**ARTICLE VII
LABORATORY TRAINING EQUIPMENT**

SECTION 25. There shall be sufficient and appropriate working equipment apparatus, supplies, tools and other materials for laboratory experiments and practical exercises as contained in Annex II which are made an integral part of these policies and standards.

SECTION 26. Machinery, equipment and apparatus shall be maintained in good working condition. In addition, materials, supplies and accessories shall always be readily available for laboratory practices or exercises of students and faculty.

**ARTICLE VIII
LIBRARY**

SECTION 27. Every maritime school shall have a library with professional library staff, and books and publications which in terms of quality and quantity are reasonably adequate for effective maritime studies.

SECTION 28. Library holdings. The library holdings shall meet the following requirements:

- 28.1 Professional books - At least five (5) titles per professional subject
- 28.2 General education and cultural books - At least ten (10) titles per subject
- 28.3 Encyclopedia - At least one (1) set
- 28.4 Magazines and publications - Subscriptions to at least five (5) professional/international publications current to the year
- 28.5 One volume each for every 20 students enrolled in the particular year/subject
- 28.6 The library holdings must be of current editions.
- 28.7 STCW '95 manuals and other international laws and conventions

SECTION 29. A professional librarian must head the library. The number of librarians shall be based on enrollment as follows:

Enrollment	Librarian Required
50 - 1000 Students	1 full-time Librarian
1001 - 5000 Students	2 full-time Librarians
5001 or over	3 full-time Librarians

**ARTICLE IX
SHIPBOARD TRAINING AND FIELD TRIP**

SECTION 30. Each institution shall provide a program for field trips to vessels, ports and shipyards and other allied educational opportunities for maritime students.

SECTION 31. The institution shall have a Shipboard Training Office headed by a Certified Marine Officer with at least 1-year shipboard experience on his Certificate. This Office shall be responsible for the administration and coordination of activities and requirements of students who will undergo shipboard training. Among other things, the Shipboard Training Office shall:

- 31.1 Facilitates embarkation of cadets
- 31.2 Monitors and in cooperation with the shipowner/operator evaluate performance of cadets while on board.
- 31.3 Conducts briefing and debriefing of cadets before and after apprenticeship training, respectively, in terms of training record book
- 31.4 Assists graduates for placement
- 31.5 Keeps an updated record of graduates.

**ARTICLE X
RESEARCH AND DEVELOPMENT PROGRAM**

SECTION 32. - Every maritime school shall encourage their faculty members and students to undertake research for the enhancement of maritime education programs and training.

**ARTICLE XI
EXTENSION SERVICES**

SECTION 33. - Every maritime school shall have extension services relevant to the maritime industry.

ARTICLE XII
ADMISSION, SELECTION AND RETENTION OF STUDENTS

SECTION 34. - Maritime institutions shall observe the following admission and selection criteria:

- 34.1 Student general admission requirements:
 - 34.1.1 Medically fit
 - 34.1.2 Pass eyesight and hearing examination as prescribed by the Administration
- 34.2 Retention of students - The school shall adopt its own admission (in addition to the general admission requirements) and retention policies to ensure achievement of the program objectives.

ARTICLE XIII
QUALITY STANDARDS SYSTEM (QSS)

SECTION 35. Every maritime school shall develop and implement a quality standard system in accordance with the provisions of these policies, standards and guidelines.

SECTION 36. Recognizing that Filipino Seafarers shall be globally competitive, in compliance with the 1995 amendments to STCW 78 and other international laws and conventions, the school facilities, equipment and teaching competencies shall be upgraded to meet the quality standards.

ARTICLE XIV
REPEALING CLAUSE

SECTION 37. Repeal. - Any and all administrative issuances which are contrary to or inconsistent with any of the provisions herein are hereby deemed automatically repealed, rescinded and/or modified accordingly.

ARTICLE XV
EFFECTIVE CLAUSES

SECTION 38. These standards and guidelines shall take effect as follows:

SY 1998 - 1999	-	First Year
SY 1999 - 2000	-	Second Year
SY 2000 - 2001	-	Third Year
SY 2001 - 2002	-	Full implementation

Pasig City, Philippines, ~~November 18,~~ 1997

For the Commission


ANGEL C. ALCALA
Chairman