

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



CHED MEMORANDUM ORDER(CMO)

NO. 29

Series of 2001.

SUBJECT : POLICIES AND PROCEDURES FOR THE IDENTIFICATION, SUPPORT AND DEVELOPMENT OF CENTERS OF EXCELLENCE (COEs) AND CENTERS FOR DEVELOPMENT (CODs) IN 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. R139-2001 of the Commission en banc dated August 13, 2001, and to achieve relevant, responsive and quality higher education in the country, the following procedures for the identification, support and development of Centers of Excellence (COEs) and Centers for Development (CODs) in Maritime Education are hereby adopted and promulgated by the Commission, thus:

1. **Policy.** It is the policy of the Commission to promote quality and excellence in higher education by identifying, supporting and developing Centers of Excellence (COEs) and Centers for Development (CODs) in Higher Education Institutions (HEIs). The Bachelor of Science in Marine Transportation (BSMT) and Bachelor of Science in Marine Engineering (BSMarE) are hereby recognized as programs needed to produce worldclass and scholarly professionals for national development.

2. **Centers of Excellence (COEs) and Centers for Development (CODs).** Centers of Excellence and Centers for Development refer to institutions or academic departments within HEI; which have continuously exhibited qualities indicating excellence in teaching, research and extension services in maritime education. As a minimum entry requirement, COEs/CODs must have full compliance with the Standards of Training, Certification and Watchkeeping (STCW) '95 requirements. COEs/CODs must obtain a score of at least:

<u>SCORE</u>	<u>CATEGORY</u>
90-100%	COE
80-89%	COD-I
70-79%	COD-II

3. **Roles and Responsibilities of COEs/CODs.** Identified COEs/CODs in Maritime Education shall have the following roles and responsibilities:

- 3.1. act as role models in the delivery of quality teaching and learning process, research and extension services in the local, regional and national communities;
- 3.2. demonstrate research capabilities;
- 3.3. provide assistance to other HEIs within its area of jurisdiction in terms of faculty development, research, instructional materials development and other quality upgrading activities;
- 3.4. offer innovative curricula responsive to the needs of maritime education and industry;
- 3.5. offer graduate program(s) in maritime education, if warranted; and,
- 3.6. undertake such other tasks necessary in the development of maritime education in the Philippines.

4. **Support and Incentives.** The Commission shall provide support and incentives to COEs/CODs in the form of faculty scholarships, staff development, including faculty fellowships for HEIs within their area of jurisdiction, research grants, instructional materials and other technical support. In addition, CHED shall recommend to the concerned government agencies tax exemptions for the acquisition of needed equipment and books for the identified COEs/CODs.

5. **Responsibilities of the Office of Programs and Standards (OPS).** The Office of Programs and Standards shall:

- 5.1. assist the TPME in identifying COEs/CODs;
- 5.2. monitor the development and progress of the identified COEs/CODs with assistance from the TPME; and
- 5.3. provide regular reports to the Commission on the status of the COEs/CODs.

6. **Responsibilities of the Commission's Technical Panel for Maritime Education (TPME).** The Commission's TPME, in addition to its regular and usual functions and responsibilities, and in relation to the herein referred COEs/CODs, shall:

- 6.1. recommend the list of identified COEs/CODs to the Commission;
- 6.2. evaluate and recommend project proposals submitted by the COEs/CODs prior to the support and development; and
- 6.3. recommend the award of grants, endowment fund and other forms of financial support to the COEs/CODs.

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7. **Identification Criteria.** The COEs/CODs hereinreferred shall be identified in accordance with the following minimum criteria, to wit:

In addition to the minimum entry requirement of having full compliance with the Standards Certification and Watchkeeping for Seafarers '95 (STCW '95) COEs/CODs must comply with the following:

<u>CRITERIA</u>	<u>WEIGHT</u>
7.1. Quality Standards Systems (QSS) With certificated Quality Standards System (QSS)	20
7.2. Additional Requirements	80
7.2.1. Faculty	20
<ul style="list-style-type: none"> • General Education (GE) faculty should have completed academic requirements in their master's studies. The overall competence of GE faculty may be determined based on the level of academic training and diversity of their backgrounds and experience. (6) • All faculty who are teaching professional subjects should have their certificates and shall possess the required experience appropriate to the level of certification. The overall competence of faculty teaching professional subjects may also be determined based on the level of knowledge, understanding and training through the Continuing Professional Education (CPE), and the diversity of their background and practical assessment. (14) 	
7.2.2. Student Services	15
Must have an established and duly maintained student services, such as:	
7.3.2.1 Medical	
7.3.2.2 Guidance	
7.3.2.3 Scholarship Program	
7.3.2.4 Credentials	
7.3.2.5 Job Placement	
7.3.2.6 Social Services	
7.3.2.7 Alumni Service	
7.2.3. Accreditation	20
Must have attained accredited status given by the appropriate accrediting agencies, namely: the Philippine Accrediting Association of Schools, Colleges, and Universities (PAASCU), the Philippine Association of Colleges and Universities Commission on Accreditation (PACUCOA), the Association of Christian Schools, Colleges and Universities Accrediting Agency, Incorporated (ACSCU-AAI) and the Accrediting Agency of Chartered Colleges and Universities in the Philippines (AACCCUP).	

7.2.4. Board Examinations Performance (BEP) 10

Must have a board performance in the operational level at par with the national passing for the last five years beginning 1996.

7.2.5. Research and Development Program 15

Personnel: There must be an identified and properly compensated personnel tasked to conduct research and development activities. Students shall also conduct research and development in maritime education.

Facilities: Research facilities are a must for the COEs/CODs. Connectivity to the Internet is essential.

Output: The research output(s) of the maritime department shall speak for itself.

8. Identification Procedure. The identification of the COEs/CODs shall follow the procedures outlined hereunder:

- 8.1. The Commission, with the assistance of the Technical Panel for Maritime Education (TPME), shall prepare the instrument for the identification of COEs/CODs;
- 8.2. The HEI interested to be included in the identification process shall submit to the OPS a letter of application to be a COEs/COD together with an institutional quality profile based on the criteria previously mentioned. Application of those HEIs with full compliance to the STCW '95 requirements shall be entertained;
- 8.3. The OPS shall conduct a preliminary evaluation and screening for short listing purposes based on the criteria and/or the evaluation instrument in identifying possible COEs/CODs;
- 8.4. The OPS, with the assistance of the TPME and/or maritime experts, shall conduct an inspection on the short-listed prospective COEs/CODs;
- 8.5. The results of the evaluation shall be submitted by the OPS to the TPME for deliberation and further verification;
- 8.6. The TPME shall recommend to the Commission the list of COEs/CODs;
- 8.7. The Commission shall issue an Order confirming the COEs/CODs. The decision of the Commission en banc shall be final;
- 8.8. The COEs/CODs shall submit to the Commission project proposals identifying the needed support and incentives along with a detailed work and financial plan and with all the supporting documents;
- 8.9. The TPME shall evaluate the proposal and recommend the same to the Commission for approval and proper funding;
- 8.10. The Commission shall approve the proposal and issue an appropriate funding under Memorandum of Agreement (MOA);

- 8.11. The OPS, with the assistance of the TPME, shall periodically monitor the progress and development of the COEs/CODs and submit a written report to the Commission;
9. **Duration of COEs/CODs.** The COEs/CODs shall enjoy such status for three (3) academic years unless sooner withdrawn for cause.
10. **Re-evaluation and/or Reclassification.** The COEs/CODs identified shall be re-evaluated after the expiration of the 3-Year period to determine if they still are qualified as such.
11. **Effectivity.** This CMO shall take effect immediately.

Pasig City, Philippines, August 14, 2001



ESTER ALBANO GARCIA
Chairperson



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



**CENTER OF EXCELLENCE (COE)/
CENTER OF DEVELOPMENT (COD)
IN MARITIME EDUCATION**

EVALUATION INSTRUMENT

Institutional Profile

Name of School: _____
Address: _____
Telephone _____ Fax No.: _____
Name and Designation of School Head: _____
Name of Dean/Superintendent of Maritime programs: _____
Date of evaluation: _____

Course Offerings:

only Maritime Courses Maritime Courses with other courses

Enrollment for the Current Year:

	1st Semester	2nd Semester
BSMT	_____	_____
BSMarE	_____	_____

Graduates

	SY1995-96	SY 1996-97	SY 1997-98
BSMT	_____	_____	_____
BSMarE	_____	_____	_____

Name and Signature of person
accomplishing form

Designation

**CENTER OF EXCELLENCE (COE)/
CENTER FOR DEVELOPMENT (COD)
IN MARITIME EDUCATION**

SCHOOL/ADDRESS: _____
DATE OF EVALUATION: _____

SUMMARY

AREAS OF EVALUATION	POINTS	SCORE
FULL COMPLIANCE TO CHED-STCW '95 REQUIREMENTS (Minimum Entry Requirement as COE/COD)		
Comments:		
1. Quality Standards Systems (QSS)	20	
2. ADDITIONAL REQUIREMENTS	80	
3.1 Faculty <ul style="list-style-type: none"> • GE faculty (6) • Faculty for Professional subjects (14) 	20	
3.2. Student Services	15	
3.3. Accreditation	20 (Hold until such time that accreditation agencies resume its accreditation)	
3.4. Board Performance	10	
3.5. Research & Development	15	
TOTAL	100	

Evaluator(s):

Signature over printed name

Signature over printed name

Signature over printed

Signature over printed name

Signature over printed name

Signature over printed

Conforme: _____


Date: _____

Signature over printed name

Designation

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AREAS OF EVALUATION	POINTS	CRITERIA	SCORE
FULL COMPLIANCE TO STCW '95 REQUIREMENTS IS A MINIMUM ENTRY REQUIREMENT AS COE/COD			
Comments:			
1. Quality Standards System (QSS)	20	20 - With certificated QSS. 0 - No certificated QSS.	
2. Additional Requirements	80		
2.1. FACULTY A. General Education Faculty • Educational Qualification	20 (6)	3 90-100% of faculty with completed academic requirement in master's studies. 2 75-89% of faculty with completed academic requirement in master's studies. 1 50-74% of faculty with completed academic requirement in master's studies. 0 less than 50% of faculty with completed academic requirement in master's studies.	

<ul style="list-style-type: none"> Academic Training 	1.5 1 0.5 0	90-100% of faculty with academic training related to his/her profession. 75-89% of faculty with academic training related to his/her profession. 50-74% of faculty with academic training related to his/her profession. Less than 50% of faculty with academic training related to his/her profession.	
<ul style="list-style-type: none"> Performance 	1.5 1 0.5 0	90-100% of faculty with performance rating of excellence. 75-89% of faculty with performance rating of excellence. 74-50% of faculty with performance rating of excellence. less than 50% of faculty with performance rating of excellence	
B. Faculty Teaching Professional Subjects <ul style="list-style-type: none"> Certificate 	(14) 5 3 2 1	90-100% of faculty with valid management level certificate and experience in management level of at least 1 year. 75-89% of faculty with valid management level certificate and experience in management level of at least 1 year. 50-74% of faculty with valid management level certificate and experience in management level of at least 1 year. Below 50% of faculty with valid management level certificate and experience in management level of at least 1 year.	

<ul style="list-style-type: none"> • Training (CPE) 	3 2 1 0	90-100% of faculty with an appropriate level of training 75-89% of faculty with an appropriate level of training 50-74% of faculty with an appropriate level of training less than 50% of faculty with an appropriate level of training	
<ul style="list-style-type: none"> • Practical Assessment Experience 	3 2 1 0	90-100% of faculty with practical assessment experience 75-89% of faculty with practical assessment experience 74-50% of faculty with practical assessment experience Less than 50%	
<ul style="list-style-type: none"> • Performance 	3 2 1 0	90-100% of faculty with performance rating of excellence. 75-89% of faculty with performance rating of excellence. 74-50% of faculty with performance rating of excellence. Below 50% of faculty with performance rating of excellence.	

2.2. Student Services

15

15

10


5

3

0

with at least 7 established and maintained student services as specified in the guidelines.
 with 5-6 established and maintained student services as specified in the guidelines.
 with 3-4 established and maintained student services as specified in the guidelines.
 With 1-2 established and maintained student services as specified in the guidelines.
 No established/maintained student services.

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2.3. Accreditation	20 20 10 5 0	with level-III accreditation or equivalent with level-II accreditation or equivalent with level-I accreditation or equivalent without accreditation	
2.4. Board Performance	10 10 8 6 4 2 0	90-100% board exam performance in the operational level for the last 5 years beginning AY 1993 80-89% board exam performance in the operational level for the last 5 years beginning AY 1993 70-79% board exam performance in the operational level for the last 5 years beginning AY 1993. 60-69% board exam performance in the operational level for the last 5 years beginning AY 1993. 50-59% board exam performance in the operational level for the last 5 years beginning AY 1993. less than 50% board performance in the operational level for the last 5 years beginning AY 1993	




2.5. Research & Development Program	15	
<ul style="list-style-type: none"> • Personnel 	5 0	with qualified research staff to conduct research and development in maritime education. without qualified research staff
<ul style="list-style-type: none"> • Research Office, Facilities and approved Budget 	5 0	with research office; facilities e.g. computers, internet connection, office machines, reference materials; and approved budget without research office, facilities, and approved budget
<ul style="list-style-type: none"> • Output 	5 0	with quality research output for maritime education without any quality research output for maritime education

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