

GUIDELINES ON THE INSPECTION AND EVALUATION OF TRAINING CENTERS

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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 deficiency/ies shall be immediately corrected and proof of compliance will have to be submitted. However, in case of minor non-conformity, training centers may be given not more than thirty (30) days to effect compliance. When any major non-conformity exists, no application shall be endorsed for issuance of permit to the Commission on Higher Education unless the same is corrected.

There is major non-conformity when instructions and development of the trainees skills and knowledge are seriously affected by the non-compliance of the particular requirement.

9. A training center with major non-conformity/ies may apply for re-inspection only after compliance with the requirements.

10. After notification of the disapproval of its application by the MTC Secretariat, the training center shall immediately cease from conducting training programs for such courses.

11. Notwithstanding the approval of the application, the MTC Secretariat shall continuously monitor the sustained compliance with the requirements.

12. The following are the documents to be accomplished in applying for training permits:

- a. Letter of application (Form No. 1[*])
- b. Self-evaluation Questionnaire Sheet. (Form No. 2[*])
- c. List of Teaching Staff (Form No. 27[*])
- d. Inventory of Training Facilities and Equipment. (Form No. 2B[*])
- e. Inventory of Training Aids. (Form No. 2C[*])
- f. Inventory of Textbooks and IMO Publications. (Form No. 2D[*])
- g. Copy of Course Outline/Timetable (Form No. 2E)
- h. Sample of Lesson Plan Used by the Instructor. (Form No. 2F[*])
- i. Sample of Evaluation Test for Trainees.(Form No. 2 G[*])

Additional Requirement for Application of New Course:

- j. Feasibility and viability study;
- k. SEC or BDT Registration Certificates;
- l. Location plan of the training site (both for theoretical and practical); and,
- m. Photocopy or Copy of the Transfer Certificate of Title as to the ownership of the land site and/or lease contract for at least 5 years, if leased.

13. Repealing Clause:

All issuances inconsistent with this Memorandum Circular are hereby repealed or modified accordingly.

14. Effectivity:

This Memorandum Circular shall take effect on 16 February 1996.

Adopted: 15 Jan. 1996

(SGD.) LORNA O. FAJARDO
Executive Officer

[*] Text Available at Office of the National Administrative Register, U.P. Law Complex, Diliman, Q.C.

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