



School of Globally Competitive Filipino Seafarers & Marine Officers

STUDENT MANUAL



**The leading Maritime School in the north
with Quality Management System Certificate**



**ISO 9001:2015
REGISTERED
PROVISION OF
MARITIME
EDUCATION AND
TRAINING**

Foreword

Welcome Aboard to the School of Globally Competitive Filipino Seafarers and Marine Officers, **Pangasinan Merchant Marine Academy!** You have made a great decision when you opted to enroll in our school.

For the benefits of your stay in the academy, you will surely be convinced that PAMMA has its dedicated commitment and pursuit in producing world- class and top caliber merchant marines. An institution dedicated for your holistic learning to b efficient, effective, dynamic, become trustworthy and responsive toward your social, spiritual and nationalistic responsibilities for a socio- economic progress and development.

PAMMA's moral obligation is to sharpen your God-given talents and skills, at the same time, provide technical, vocational and professionaltraining. Such will serve as your complete arsenal as you will later change into the battle for employment and career advancement.

We are doing our role in providing the best environment for learning. You have also a part to play to ensure your personal success and realization of your dreams. This will largely depend on your enthusiasm, determination, and willful hard work. Likewise, discipline, integrity, and diligence are the key building blocks to the attainment of your ambitions. So let us join hands as we pursue together a brighter future for yourself, family, and our country!

SCOPE

The scope of the quality system of PANGASINAN MERCHANT MARINE ACADEMY governs the operation of all Office services and other support units to ensure the Quality of development and the delivery of learning process of the School's Programs. Quality shall be manifested in all levels of the agency structure taking into account how these programs are managed, organized, undertaken and evaluated in accordance with CHED, MARINA, and the STCW Code.

VISION

PAMMA envisions itself as a leading institution of excellence and career development in the field of education and training.

MISSION

The Mission of the Pangasinan Merchant Marine Academy is to provide quality education and training programs to students for the development of competent graduates who shall possess the characters, knowledge, and skills necessary for the successful pursuit of their chosen profession.

INSTITUTIONAL OUTCOME

To produce graduates imbued with high level of proficiency, flexible in dealing with various working environment, engaged in resourceful and innovative research and a well-rounded citizen to become locally and globally competitive.

GOAL

Inspired by its Vision and Mission the school aims to:

1. Produce graduates who are competent, values-oriented and productive individuals.
2. Utilize a pool of qualified and highly trained human resources.
3. Provide an academic environment conducive to maximum learning through developed curricula and adequate facilities.
4. Enhance students' skills and prepare them to the actual field of work.

MAIN QUALITY POLICY

The Policy of **PANGASINAN MERCHANT MARINE ACADEMY** is to provide all its clients with maritime education services, which consistently meet their expectations.

PAMMA is established in response to the prevailing needs to upgrade the technical skills of Filipino seafarers.

PAMMA is totally committed to achieve the quality standard of Maritime Education and Training throughout the Shipping Industry worldwide.

Guided and challenged by the International Maritime Organization (IMO) requirements for full compliance with the 2010 amendments (the Manila Amendments) to the STCW 1978 Convention and Code. PAMMA envisions being the leading career development and education center for seafarers in the Philippines by continues improvement, initiative and innovation. To attain this vision, PAMMA requires the participation of all the employees in the institution, the students, and Government Authorities.

PAMMA is also committed to value formation, believing among others in integrity, discipline, freedom from vice, exemplary work ethics, and strengths of character.

PAMMA shall operate a Quality System under the **Commission on Higher Education** Policies, Standards and Guidelines for BSMT and BSMARE Programs, **Maritime Industry Authority (MARINA STWC)** Rules on the Inspection and Accreditation of Maritime Training Courses, and all applicable requirements of IMO's STCW 1987 Convention as Amended.

PAMMA shall inspire a companywide commitment thru its policy and the Quality System. Quality shall be the commitment of everyone in the Institution. And the Management shall lead this commitment.

PAMMA shall continue to be a reputable institution in the field of maritime education and related services.

PAMMA shall, as a matter of good business ethics, protect the interest of its students.

PAMMA shall commence and pursue a professional career and advanced studies in any non-maritime and maritime field of specialization.

PAMMA shall ensure that this policy is understood, implemented and maintained at all levels of the organization.

(Sgd.) **DR. GUILLERMO B. DELA CRUZ**
JR.

School President

SECTION 1

ENTRANCE REQUIREMENTS AND ENROLMENT

1.1. Requirements for enrollment:

For Freshmen

- Senior High School graduate (K12)
 - High School Graduate on or before 2016
1. Original copy of Form 138(High School Card)
 2. Certification of Good Moral Character from High School
 3. PSA Birth Certificate
 4. Must Pass the **70% passing Grade** for the **Entrance Examination** as follows:
 - 4.1 **IQ & Intelligence Test (total of 40%)**
 - (a) Science – 10 items = 10%
 - (b) Math – 10 items = 15%
 - (c) English – 10 items = 15%
 - 4.2 **Aptitude Test** – online application (**60%**)
 - 4.3 **Personality Test** – to be recommended by the Guidance Counselor if acceptable or not.
 5. Must pass the Physical and medical fitness test, pursuant to Regulation 1/9 of the STCW Convention 1978, as amended, to be conducted by a DOH accredited Medical Practitioner as follows:
 - 5.1 Ishihara Examination
 - 5.2 Audiometry Test
 6. Any student found to be Color Blind and/or Red-Green deficient should not be allowed to enroll the BSMARE and BSMT Programs. However, if the student wishes to pursue to enroll in any of the maritime courses shall submit a waiver of affidavit.
 7. Any student found to deficient for Audiometry Test shall secure a medical certificate or recommendation from **EENT Physician** or from the DOH accredited Medical Practitioner that he/she is allowed to enroll the BSMARE and BSMT Programs.

For Transferees:

1. Certificate of Honorable Dismissal/Eligibility to Transfer by the school last attended.
2. Certificate of True Copy of Grades or Official Transcript of Records (if Graduate of any course)
3. BSMARE/BSMT transferees from a maritime higher education institution whose programs are subjected to closure proceedings or are not authorized to be offered to a recognized MHEI, subject to completion/satisfaction of the following requirements:
 - 3.1 Must pass the Physical and medical fitness test (Ishihara and Audiometry), pursuant to Regulation 1/9 of the STCW Convention 1978, as amended, to be conducted by a DOH accredited Medical Practitioner.
 - 3.2 Must Pass the written and practical assessment;
4. Any student found to be Color Blind and/or Red-Green deficient should not be allowed to enroll the BSMARE and BSMT Programs. However, if the student wishes to pursue to enroll in any of the maritime courses shall submit a waiver of affidavit.
5. Any student found to be deficient in Audiometry Test shall secure a medical certificate or recommendation from EENT Physician or from the DOH accredited

For Old students

1. Old Students must proceed to Step 1 for Application then secure the Official Grade Report with the corresponding grades from the Window 6 of the Registrar's Office.
2. Proceed to Assessment Center for verification of Retention Assessment records by the assessors if qualified for the enrollment for the next level of academic year.
3. Proceed the same steps 3-7 as mentioned above.

1.2. For Scholarship Grantees

Veterans-sponsored students and PESFA, SNLGP, Study Now Pay Later Plan and other Government-Non-Government Scholarship Grantees must present, aside the aforementioned credentials, authorization paper from the Grantor.

1.3. Retention and Separation of Students

1. Assessment of students every after the academic year level to ensure achievement of the program objectives (please refer to the Retention Assessment Procedure).
2. Annual medical examination following the prescribed Department of Health (DOH) medical requirements such as: Urine, Stool, CBC, X-Ray, Psycho, Eyesight (Ishihara for BSMT and Lantern or any other color perception test for BSMarE) and hearing examination.
3. All accounts settled for the previous year or semester and no derogatory record as to discipline.
4. General Average of at least 75 percent with no grades below 75 percent.

1.4. Separation of students shall be based upon the following grounds:

- a. Disciplinary reasons
- b. Failing grades
- c. Physical, medical, and mental disability
- d. No payment of accounts
- e. Major Non-conformance

1.5. ENROLLMENT PROCEDURE

Step 1. The enrollee shall fill up the Application for Enrolment form at the Registrar's office Information, stating the course he/she desires to enroll.

Step 2. The enrollee shall proceed to the Computer Examination Room for the following Examination to be administered by the Registrar & Guidance Counselor:

- 7.1. IQ Test Intelligence Test – (Math, Science and English)
- 7.2. Aptitude Test
- 7.3. Personality Test

Step 3. The enrollee shall proceed to the school clinic for the Physical and Medical Examination (**Ishihara and audiometry test**) as part the Admission requirements for Freshmen under the Regulation I/9 of the STCW.

Step 4. If the enrollee physically fit, the enrollee shall proceed to the **One-Stop-Shop** and fill up the Application for Enrolment then proceed to the Cashier and pay the prescribed registration fee including medical entrance fee and other prescribed fees.

Step 5. The enrollee shall proceed to the Registrar's Office and ask for a Customer Number (ex 0088) from the information area and wait for the computer system to announce the number assigned to you for the following process:

- Counter 1 or 2 - Evaluation of Subjects and number of units enrolled.
- Counter 3 or 4 - Encoding of schedule
- Counter 6 - Identification Card

Step 6. Proceed to the Accounting Section for assessment of tuition fee and other fees and schedule of payments. Proceed to the Cashier if he/she desires to pay the full payment of the prescribed fees.

Step 7. Proceed to the NSTP Department for ROTC or CWTS Registration.

Note: Upon approval of the official enrollment, the computerize enrollment system will automatically send the schedule of classes and assigned instructors to the email provided by the enrollee.

SECTION 2

Academic Information

2.1. School Terms and School Days

Every school year is divided into two (2) semesters with duration of eighteen (16) weeks for the Degree of Maritime Courses and Courses as follows:

First Semester- starts during middle week of June and ends on middleweek of October.

Semestral breaks- lasts for two (2) weeks.

Second Semester- starts during first week of November and ends on the third or last week of March.

Summer Classes starts on the middle week of April until last week of May.

School Days

- a. Standard class hours shall start from 7:00 in the morning until 5:30 in the afternoon.
- b. Regular school days in the academic are from Monday to Saturday.
- c. School days are classified during MWF and TTH.
- d. MWF and TTH classes shall start at 7:00 in the morning until 5:30 in the afternoon.
- e. Classes in the morning session shall be conducted until 12:00 noon and afternoon classes shall start at 1:00 o'clock.
- f. If classes are conducted during TTH, it should start at 7:30 in the morning until 5:30 in the afternoon.

2.2. Student Classification

Students enrolled in the Academy are classified by year levels according to the curriculum and according to the degree programs as follows:

First Year	Regular
Second Year	Regular
Third Year	Regular
Fourth Year (Non-Maritime Courses)	Regular
International	Regular

SECTION 3

Counseling Services Policies and Procedures

3.1. Definition of terms

1. Counselling – It is a goal-oriented relationship between a professionally trained, competent counselor and an individual seeking help for the purpose of bringing about a meaningful awareness and understanding of the self and environment, improving planning and decision making, and formulating new ways of behaving, feeling, and thinking for problem resolution and/or development growth. (Gibson & Mitchell, 1999; Villar, 2009)

2. School Counselor – School counsellors are an important part of the educational leadership team and provide valuable assistance to students regardless of whether they work in an elementary school or middle school, high school or beyond. They are educated and trained in addressing all students' academic, career and social/emotional development needs by designing, implementing, evaluating and enhancing a comprehensive school counselling program that promotes and enhances student success. (American School Counselor Association).

3. Confidentiality – Confidentiality is a professional's promise or contract to respect clients' privacy by not disclosing anything revealed during counseling, except under agreed upon conditions. (Journal of Professional School Counseling, 2002)

4. Counselling Programs – Comprehensive program promoting student achievement designed and delivered by school counsellors. These programs are comprehensive in scope, preventive in design and developmental in nature. Comprehensive school counselling programs, driven by student data and based on standards in academic, career and personal/social development, promote and enhance the learning process for all students. (American School Counselor Association)

3.2. COUNSELING POLICY

- a. have a responsibility to the students first, who should be treated with respect as distinct individuals
- b. Recognize the importance of families, guardians, and parents
- c. Be concerned about the educational, career, and social/emotional needs of the students, and support their full growth.
- d. Respect the values, beliefs, sexual orientation, gender identity, and cultural background of the students and their families. Take great care to avoid imposing one's own personal beliefs or values that are rooted in one's religion, culture, or ethnicity.
- e. Regardless of a student's age, keep proper boundaries and are aware that having a romantic or sexual contact with them is against the law and unethical. Both in-person and online interactions and relationships are prohibited.

3.3. Counseling Procedure

1. Relationship Building

Upon a child's referral, initial counseling will be conducted to establish a rapport. At this time, the Counselor works to create an environment that encourages trust, freedom, and open communication. Understanding and communication were present from the first moment of the session.

2. Problem Identification and Exploration

In order to properly identify the problem and inquiry, the counselor should see to it that the following things happen.

- a. Define the problem at hand: Clearly and objectively state the issue that needs to be resolved. possible.
- b. Discover the data required to completely comprehend the situation by exploring it. and when, by whom, and how this data may be acquired.
- c. Integrate the Information: All of the data should be systematically combined. arranged into a useful profile of the situation and the counselee.

3. Making a plan to solve a problem.

Now is an ideal opportunity to choose a particular, significant, and a realistic objective:

- a. **Set the Goals:** For the Counseling to be Effective, the Counselee and the Counselor must Agree on the Goals toward.
- b. **Determine and List All Potential Solutions** - Brainstorming potential solutions, such as those The counselee performs tasks that appear pointless or impossible.
- c. **Investigate the Effects of the Proposed Solutions** - This entails looking for ways to should put each option into practice and assess it along with potential results.
- d. **Set Priorities for the Solutions** - The client sets priorities from the remaining options solutions are listed from most likely to least likely to result in the desired outcomes after the Once the best course of action has been decided, the client can apply for and implementation.

4. Application and conclusion of the solution.

It is important to establish a definite task division between the client and the counselor: the client implements the selected solution, and the counselor establishes the point of end.

SECTION 4

Academic Discipline

4.1. Rules and Regulations on Classroom Discipline

1. No student is allowed to leave his/her classroom without the approval of the instructor concerned.
2. The student should ask permission from his instructor if he/she plans to leave the classroom. Failure to do so, he/she will be marked absent.
3. Faculty Members are expected to begin their classes on time. At times they come late for class due to unavoidable circumstances, the following guidelines shall be observed by the students:
 - a. The class President is responsible in maintaining discipline inside the classroom.
 - b. If the instructor does not arrive within 20 minutes, the class President shall report the case to the Guidance Counselor or VP for Academics and ask permission to leave the classroom quietly so as not to disturb the other ongoing classes.
 - c. However, the class President should check the attendance and submit it to the instructor concerned on the next meeting.
 - d. Faculty Members holding their classes near to the room where the instructor is absent are responsible in maintaining discipline of the said class.

4.2. Rights and Duties of Students

The following are rights and duties of all officially students of PAMMA in the academy as defined in Chapter 2, Section 9 and Section 15 of the Educational Act of 1982:

1. Their right to freely choose their field of study subject to existing curricula and to continue their course therein up to graduation, except in cases of academic deficiency or violation of rules and regulations;
2. The right to receive primarily through competent instruction, relevant quality education in line with international goals and conducive to their full development as persons with human dignity;
3. The right to school guidance and counseling services that will aid them in decision making and in wise selection of alternatives suitable to their potential;
4. The right to free expression of opinions and suggestions through effective and legitimate channels of communication with appropriate academic and administrative bodies of the academy;
5. The right to form, establish, join and participate in organizations and societies recognized by the academy to foster their intellectual, cultural, spiritual and physical growth and development within the bounds of law;
6. The right to abstain from monetary contributions except those approved by their own organization or societies.

4.3. Duties and Responsibilities

1. Uphold the academic integrity of the school, endeavor to achieve academic excellence, and abide by the rules and regulations governing his academic responsibilities and moral integrity;
2. Exert his utmost to develop his potentialities for service, particularly by undergoing an education suited to his abilities in order that he/she may become an asset to his family and society;
3. Participate actively in civic affairs and in the promotion of general welfare, particularly in the social, economic and cultural development;
4. Promote and maintain peace and in the campus by observing efforts to attain harmonious relationship with fellow students, teaching and non-teaching staff and other Administrative Staff;
5. Exercise his responsibilities, being aware that he is answerable for any infringement or violation of the public welfare and of the rights of orders;

4.4. Rules on Discipline

1. The school encourages and cultivates self-directed and self-initiated discipline among students whose guidance and reference on the Rules on Discipline provide directive and preventive measures.
2. The academy reserves the right to impose appropriate sanctions against improper conduct, since it is inherent duty and responsibility to preserve its standards for academic performance and achievement and to protect its property and of its academic community.

4.5. Dress Code or Uniforms:

Type A Uniform -	Composed of white polo, white pants, black shoes, nameplate and other prescribed accessories.
Type B Uniform -	Composed of khaki polo, khaki pants, black socks and black shoes.
Type C Uniform -	Composed of white polo, black pants, black socks and black shoes.
Type D Uniform	Composed of Departmental or PAMMANian Polo Shirt, neat and proper pants and shoes.

4.5. Uniform Days

1. All students are required to wear their prescribed uniform upon entering the main gate and while within the school premises and classrooms.

Mondays- **TYPE A**

Tuesdays and Thursdays- **TYPE B**

Wednesday- **TYPE C**

Fridays- **Departmental or PAMMANian Polo Shirt**

Saturdays- **ROTC Prescribed Uniform**

2. Exemption to wear the prescribed uniform during uniform days shall be given
3. Due to justifiable reason such as injuries, loss due to natural calamities.
4. Male students must observe proper haircut, which is "one by two".
5. Wearing a pair of slippers, earrings and unauthorized cap are not allowed.

4.6. Conduct in School

1. To uphold the good name of PAMMA, each student in the academy is expected to act as a matured individual at all times, showing respect to proper authority and the rights of fellow students.
2. During uniform days, students are urged to dress according to the conventions of simplicity, decency and good grooming, students who are not in proper uniform during uniform days will be denied entry to the school premises and inside the classrooms. Students are expected to adhere to the dress code.
3. In relating with the Administrative Officials and with teaching and non-teaching personnel, the usual norms of politeness and etiquette should be followed.
4. Students may be sent out of class if he/she do not cooperate with prescribed classroom procedures or discipline, or if he is guilty of disrespectful conduct. Such students must then directly report to the Guidance Counselor.
5. Secure the health and safety of persons in the school community.
6. Students must preserve peace, ensure orderly procedures of the academy and maintain student moral.
7. Protect the school from behavior that threatens its ability to exercise its responsibility and to achieve its educational mission through quality education.
8. In boarding classrooms, students must observe proper door courtesy.

4.7. Maintenance of Discipline

1. The maintenance of discipline is a responsibility shared both by the faculty members and the students. The Executive Officer in an administrative committee has the duty of safeguarding the rights, both legal and procedural, of students who are charged with violation of rules and regulations of the school.
2. Respect should be shown to all visitors in the campus. The prescribed norms of etiquette should be carefully observed inside the classrooms, library, and in all school premises especially in relating with administrative and office personnel, faculty members, clerical staff, and fellow students.
3. Male students are prohibited to whistle or howl unsavory remark towards other students and visitors. Furthermore, they should not enter into the ladies-rooms or those areas designated exclusively for women. Ladies are also advised to observe the same and inhibit themselves from entering areas designated for the exclusively for men.
4. PAMMA male students should avoid boisterous conduct or any action that disrupts any on-going activities either in class or in larger assemblies.
5. Students caught engaging in brawls, fistfights or any troublesome activity during school related event should be dealt with according to the norms provided for serious offense.

6. School properties like books, computer machines and other laboratory equipment should be handled with proper care and properly secured after each use.
7. Damage to any of the school property whether intentionally or shall be charged to the student concerned. Anyone found guilty after a deliberation by the committee on discipline shall be penalized accordingly without prejudice as imposed by the committee, Guidance Counselor, Executive Officer and other concerned school Officials.
8. Using the name of PAMMA and its logo in any outside activity requires the written approval of the VP for Administration/VP for Academics and the President.
9. Class/Student's Complaint against a Faculty Member or any Department Head of the School.
 - a. The student sees the faculty member during the latter's consultation hours and explains his complaint. In case when a student is hesitant in seeing the instructor, he can seek the advice of the Guidance Counselor. If a student feels that he has not obtained the necessary action on his complaint, the concerned student should file his formal written complaint and he will be accompanied by the Guidance Counselor to the office of the VP for Academics.
 - b. The class members can ask also for a dialogue with the concerned instructor to clarify matters. The President of the class will act as facilitator to ensure an orderly-proceedings. When the class members feel that they have not still obtained the appropriate action from the concerned instructor, they should submit a formal written complaint to the VP for Academics provided that the written complaint is duly signed by at least 50% of the class.
 - c. The student or class members can also ask for dialogue with the VP for Administration to clarify matters against any department of the school.
 - d. Filing and issuance of non-conformance/observation reports to the concerned instructor or any employee of the department shall refer to the specific procedures and instructions under quality policies.

4.8. Guidelines on Class Attendance

- a. Students are required to attend their respective classes regularly on time.
- b. A student is considered absent if he arrives in class after ten (10) minutes of a one-hour class period or after the first fifteen (15) minutes of one and a half-hour's class period.
- c. A student is considered late if he arrives in class within the first ten (10) minutes of a one-hour class period or within the first fifteen-(15) minutes of one and a half-hours class period.
- d. Two (2) instances of tardiness are equivalent to one full absence.
- e. Absences considered EXCUSED and therefore not counted against a student are the following:
 - Those incurred because of official function required by the VP academics or Department Head approved by the Administration such as meetings, seminars, and contests.
 - Absences duly approved by a school official with prior notification signed either by the VP for Academics, Department Head or Guidance Counselor.
 - Death of an immediate member of one's family, supported by proper documents.
 - Sickness proven by an excuse letter signed by the parents or guardian or via medical certificate.

- Regardless of whatever reason an absence incurred, a student is held responsible to catch up with all the assignments and lessons he missed.
- All other absences due to reasons not stated above shall be considered UNEXCUSED and therefore included in the allowable number of absences.
- Class hours lost by late enrollment shall be considered unexcused.
- A student is given consideration to the following number of unexcused absences.

UNITS	CLASS DURATION (MWF/TTh/Saturdays)	ALLOWABLE NO. OF ABSENCES
2 units	1 hour/meeting	7
(36 Hours)	1.5 hours/meetings	5
	2 hours/meeting	4
3 units	1 hour/meeting	11
(54 hours)	1.5 hours/meeting	7
	2 hours/meeting	5
	3 hours/meeting	4
5 units	1 hour/meeting	18
(90 hours)	1.5 hours/meeting	12
	2 hours/meeting	9
	3 hours/meeting	6
6 units	2 hours/meeting	11
(108 units)	3 hours/meeting	8

Note: Beyond such accumulated number of absences, a student is dropped from the subject, or may be given a failing grade in that particular class, subject, subject to the limitations provided by the rules.

- Once a student accumulates half the number of allowable absences, his name becomes part of the WARNING LIST, which would be submitted to the Guidance Counselor for clarification and posting.
- It is the responsibility of the Guidance Counselor to investigate the erring student and to notify their guardian or parents.
- All students are then advised to keep records of their own absences and likewise to consult the instructor concerned and Guidance Counselor.
- Parents/Guardians will be notified by mail or phone about their son's/daughter's

4.9. Disciplinary Sanctions

3.11.1 Disciplinary violations after due process been observed are categorized as grave, major and minor offenses after due process have been observed. They are further distinguished from each other by the penalties attached to them as follows:

GRAVE OFFENSES – from a minimum of Preventive Suspension for (2) two weeks to a maximum of Expulsion from the school.

MAJOR OFFENSES –Suspension for (3) three days or more but not more than oneweek.

MINOR OFFENSES – From a minimum sanction of Suspension for (2) days.

Acts Constituting Grave Offenses

1. Grossly immoral, notorious conduct in or outside the school premises and act of lasciviousness inside the school premises. Display or distribution of immoral materials within the school premises.
2. Possession or distribution of illegal publications, writing or other materials interpreted according to the existing laws on subversion.
3. Vandalism, destruction, damage or abuse to school properties, mutilation of laboratory materials and equipment, destroying the belongings of the faculty member, administration, personnel, staff and visitors while inside the school campus, tampering with announcements in the Bulletin Board. Students concerned shall be obliged to pay the damages, without prejudice to any other penalty and sanction imposed by the academy.
4. Carrying of any kind of deadly weapon inside the school premises.

The following cases shall automatically refer to the Government Authorities:

1. Distribution of prohibited drugs or chemicals such as marijuana, shabu or heroin or any form of illegal substances within the school premises.
2. Use of prohibited drugs or chemicals such as marijuana, shabu or heroin or anyform within the school premises.
3. Stealing or pick-pocketing.
4. Cheating or helping others to cheat during examinations.
5. Forging, falsifying and or tampering of any official records or document of anykind either directly by himself or through others.
6. Starting or taking the offensive action that clearly provokes violence.
7. Extortion, bribery and other similar infractions, which the school considers as grave offenses and violation of the rules and regulations promulgated by the CHED.

Acts Constituting Major Offenses

- a. Unruly conduct such as shouting, uttering unsavory remarks at guests and visitors or strangers with intent to insult the person.
- b. Serious fighting, engaging brawls or any trouble causing activity in the campus especially during school occasions/affairs such as graduation, orientation, meeting and others.
- c. Any form of gambling within the school premises.
- d. Lending Identification Card or I.D. to other students or an outsider.
- e. Hazing in any act that injures, degrades, disgraces or that tends to injure any fellow student or an outsider even in mere conspiracy.
- f. Unwarranted initiations or admissions to fraternities or any unrecognized Student organizations are a harmful act but not limited to the above.

Acts Constituting Minor Offenses

- a. Whistling, intruding into areas designated for women, boisterous laughter and other forms of unruly behavior unbecoming of an educated person.
- b. Creating noise, eating inside the library, classrooms, audio-visual rooms, laboratory rooms and other areas designated for learning.
- c. Smoking inside the classroom and within the areas where smoking is prohibited.

SECTION 5

Examination Guidelines and Procedures

5. Requirements and Schedule of Regular Examination

There are four (4) regular Examinations in a semester as follows:

- Preliminary Examination
- Mid-term Examination
- Semi-Final Examination
- Final Examination

5.1 Examination Permits

A week before the scheduled regular examination, students can get their examination permits from the Registrar's Office after paying their tuition fees. As a matter of policy, no student will be allowed to take the regular examination without the official examination permit released and duly signed by the Registrar's Office and shall be presented to the instructor before taking the examination. However, if the student failed to pay his tuition fee on time, they will be given consideration to take their examination by applying a promissory note at the office of the Treasurer. Promissory notes are only allowed until Mid-Term Examination period.

5.1.1 Examination Scheduling

1. Schedule of regular examination is posted at the bulletin board of PAMMA. Faculty Members shall be informed for dissemination to students.
2. It is the responsibility of the student to check/inquire his examination schedule from his instructors.
3. As a matter of policy, a student is not allowed to take any examination in a room other than one assigned to him by his instructor.

5.1.2 Examination Exemptions

Policy dictates that, exemption during regular examination is left at the discretion of the instructor concerned.

5.2 Special Examinations

1. Special Examinations and completion examination(s) scheduled to accommodate students who got an incomplete (INC) grade and students who fail to take on the regular examination for valid reasons.
2. Only students with valid excuse for not taking a major examination or completing a requirement during the scheduled date shall be allowed to take the special examination or Final Grade Completion. The following circumstances constitute a valid excuse:
3. Conflict in examination schedule;
4. Sickness that requires medical attention, that must be supported by a medical certificate and or excuse from parents;
5. Death of an immediate member of the family supported by proper documents;
6. Non-payment of tuition fee before the regular examination schedule;

7. Other circumstances that may be beyond the control of the student and found to be meritorious by the Guidance Counselor.
8. A student found to have no valid excuse shall automatically get a score of 50 (equivalent to zero) in the said examination or activity.
9. The concerned students are required to pay to the Cashier the prescribed Special and Completion fees based on the number of subjects needed for completion.
10. The application for Special Examination must be filed within (2) two weeks after the last day of regular examination schedule. A student, who fails to file within the period, shall automatically get a score of zero for that examination.
11. If the student fails to take the Special Examination after the allowable period, the concerned instructor shall give an Incomplete Grade (INC) to the concerned students.
12. The incomplete final grade must be completed within (45) days after the final school days of the current semester it was incurred or within the period specified by the Registrar.
13. After the allowable period of completion had lapsed and the student has not yet submitted the final grade of completion to the personnel in-charge at the Registrar's Office shall be automatically converted to FAILED.

5.3 Procedures

1. Special Examination/Completion of Final Grade
2. The student shall request for the Special/Completion Examination from his/her instructor;
3. The student shall go to the Guidance Counselor and Registrar for approval.
4. The student pays the prescribed special examination fee to the Cashier with corresponding receipts to be issued.
5. The receipts should be presented to the Record's Section for issuance of Special Examination permit.
6. The student seeks appointment with the concerned instructor for the special examination schedule.
7. For Examination Rules, please refer to the specific procedures of the instructors.
8. In the absence of the concerned instructor, the student should take his special examination at the Records Office or according to the discretion of school's officials.

The concerned student must personally submit the FINAL GRADE given by the instructor to the Registrar or the personnel in-charge for recording.

5.4 Basis for Grading

The final grade or rating given to a student shall be based solely on his/her scholarly performance in any course. Any adjustment diminution to the final grade for co-curricular activities, attendance or misconduct shall not be allowed. Any final grade given to a student may be reviewed in accordance with institutional academic processes.

Scholarly performance shall be measured by any of the following:

1. Lecture Component
 - 1) Written Examinations
 - 2) Oral Examinations
 - 3) Research Works
 - 4) Outputs such as project, portfolio, and others
2. Laboratory Component
 - 1) Scientific and Technical Experiments
 - 2) Demonstration of competencies acquired

5.4.1. Grading System

The grading system for a student in curricular or component courses shall strictly comply with the conditions or requirements as follows:

1. No provisional, conditional or temporary final grade for any curricular or component course shall be given to a student.
2. In case a student fails to take a final examination or submit an academic requirement for completion of a course and that his/her scholastic performance is not sufficient to merit a final passing grade, an institution may, consistent with its academic policies, give the student a final grade which does not earn any academic credit nor indicates failure such as "NC" for "No Credit" or "NG" for "No Grade". Such a grade is permanent and cannot be subsequently changed. Provided however, that where the failure to take the final examination, or to submit the academic requirements, is due to excusable grounds, such as, sickness, emergency, or accident, the student may be given an incomplete mark or "INC". Provided further, that the institution allows special or completion examinations, or additional time for compliance of the requirements. In no case shall an incomplete or "INC" mark remain for more than one (1) academic year.
3. The passing standard shall be the grade of 50%. However, the institution may raise the passing standard. To get the percentile grade, the number of correct answers called raw score shall be divided by the total number of test points and multiplied by 100.
4. Percentage (%) is used in determining and expressing a student's raw scores in every examination. The table below shows a sample of the range of percentage marks and their corresponding equivalents.

			Grading	
90 – 100%	A	Excellent	1	Meets minimum competence with exceptional score
80 – 89%	B	Very Good	1.5	Meets minimum competence with over and above average score
70 – 79%	C	Good	2	Meets minimum competence with above average score
60 – 69%	D	Satisfactory	2.5	Meets minimum competence with average score
50 – 59%	E	Pass	3	Meets minimum Competence
0 – 49%	F	Fail	5	Does not meet the minimum competence

5. The transmutation of grades shall NOT be allowed.

SECTION 6

6. ACADEMIC POLICIES & GUIDELINES

1. Students under academic probation for two (2) consecutive semesters are ineligible for readmission.
2. Every student is expected to be aware of his own status. Failure to receive any written notice from the Registrar or from his duly authorized representative shall not be considered a valid ground for reconsideration.
3. Changing, Adding or Dropping Procedures
 - Changing a course or subject, or dropping a subject or course is allowed only during the first week of the first semester. Students must fill out and submit the PAMMA Changing/Adding/Dropping Form from the Records section. Secure the approval of the school Registrar, proceed to Cashier pay the Dropping Fee, and proceed to accounting Office for recording.
 - The dropping or changing of a subject/course is considered effective only after the above offices have been furnished a copy of the accomplished form.
 - Failure of the students to follow the procedures 5.3.1 and 5.3.2 shall be dropped from the original subjects/course due to excessive absences, and marked "Failed" in the subject affected and will have to pay the corresponding fees.
 - No student may drop more than the total number of (9) units for the whole academic year or more than the number of units he could make up during summer.

6.1. Charges

- a. A student who withdraws or drops all his subjects shall be charged the corresponding fees under the following circumstances:
 - b. A student who officially withdraws before the start of classes shall be charged the Registration, Miscellaneous, and other fees, if full payment has already been made, only the tuition fee should be refunded.
 - c. A student who officially withdraws within (1) one week after the beginning of classes shall be charged 10% of the total amount due for term or 20% if within the second week of classes, regardless of whether or not he/she has actually attended classes.
 - d. The student shall be charged in full if he withdraws any time after the second week of classes.
 - e. However, if the transfer or withdrawal is due to justifiable reason, the student shall be charged the pertinent fees only up to and including the term of attendance.

6.2. Guidelines

Once a student exceeds the allowable number of absences, his professor may drop him from the subject.

A student who is dropped from 50% of his subjects for a particular semester is automatically dropped from the rolls.

A student who is dropped from a course and who re-enrolls the succeeding semester is placed under probation due to his absences.

- **There are two (2) types of Dropping:**

Unofficial Dropping – Which means that the student did not accomplish the Official Dropping Form to the Registrar, Cashier and Accounting Office.

Official Dropping – Which means that the student accomplished the Official Dropping form and submitted the same to the Registrar, paying the dropping fee to the cashier and properly recorded at the Accounting Section. Until such form is accomplished and submitted, the student is still considered enrolled.

6.3. Voluntary Withdrawal/Transferring

A student who withdraws voluntarily from the academy is entitled to Honorable Dismissal under the following conditions:

He must not be under suspension for disciplinary reasons;

- Aside from the VP Academics, Guidance Counselor and Registrar's approval, he must also secure the written approval from his parents or guardian if below 21 years old.
- He must clear himself of all accounts from all fees concerned by accomplishing the clearance form and pays the prescribed dropping fee.
- The Certificate of eligibility to transfer or Honorable Dismissal is issued only ONCE to the student personally.
- The Official Transcript of Records is sent from one school to another. It cannot be hand delivery unless there is a written authorization from the Registrar of the school to which the student has transferred
- It may, however, be issued to the student with account clearance from the Accounting Section and only for the following reasons;
- For Employment purposes;
- For Taking Government Examinations;
- For personal reference or studies abroad
- If issued for aforementioned reasons, it shall be marked "VALID FOR PURPOSES APPLIED FOR".
- Request for the Transfer credentials, True Copy of Grades and Certifications shall be submitted to the Registrar's Office one week prior to the date it is needed.
- Application for issuance of student's records should be done personally for proper identification of the applicant.
- Processing for transfer must be done before the enrollment period preferably during Saturdays.

6.4. Student Loading, Overloading and Sequence of Subjects

- **Study Load**

The allowable average study load of student is as follows:
First Semester 30 units
Second Semester 30 units
Summer.....9 units

- **Overloads**

As per Memorandum No. 72 series of 1984 from DECS, the following guidelines should be followed regarding overloads:

- a. A load of 32 units for a graduating student during the last semestral term may be allowed by the school Registrar provided that the remaining units will not exceed 9 units per semester.
- b. A load of 32 units for graduating students during the first semester of the last school term may be allowed by the school registrar provided that the load during the second semester will not exceed 24 units
- c. A load of 29 units for graduating students during the last semestral term is not allowed. The student can still take 9 units during the summer term.

- **Sequence of Subjects**

The following guidelines applied to sequence of courses and pre-requisites:

The following are the required documents for graduation:

- a) As a general rule, a student has to start his particular program of studies with the prescribed first semester subjects for first year and should progress by semester as it is feasible for him until he ultimately completes his course.
- b) The sequence of subjects should be observed except when a written request for deviation is approved by the Registrar.
- c) Enrollment in any subjects without the necessary prerequisites is not valid and will not be credited regardless of the grade obtained.

SECTION 7

GRADUATION & RECOGNITION REQUIREMENTS

(Eligibility and Application for Graduation)

7.1 Non-Maritime Programs

A candidate for graduation who has filed his official application for graduation at the Registrar's Office and has completed all the academic and non-academic requirements of the prescribed curriculum, and whose eligibility for graduation has been approved by the Director of the Commission on Higher Education.

- **Application for graduation(Non-Maritime)**

The candidate must file his application for graduation to the Registrar's Office immediately after enrolling all the required subjects for the last semester of the course. It is the responsibility of the student to know whether he passed or not in all the required subjects of the course enrolled. Course evaluation or eligibility status may be required in the Registrar's Office.

Only candidates who have filed their application and evaluation papers will be considered for the processing of Special Order Number to the CHED Region I.

A student who has filed his prescribed graduation requirements shall automatically pay the prescribed Graduation fees whether he/she is not attending the Baccalaureate and Commencement Exercises.

Required Documents

- a) Approved Application Form for Graduation
- b) Fully accomplished Permanent Students Record
- c) Fully accomplished Student Clearance form
- d) NSTP- Satisfactory completion of two (2) classifications of the required training NROTC or CWTS is required for graduation for the non-maritime courses.
- e) Residence of not less than (1) one year or (2) two semesters.
- f) Xerox copy of Birth certificate duly authenticated by the Civil Registrar.
- g) Settlement of all obligations in the academy.

7.2 Filing of Application for Candidates for Recognition Maritime Programs

A BSMT or BSMARE student who has filed his official Application for **Candidate for Recognition** for completion of all the academic and non-academic requirements of the prescribed curriculum at the Registrar's Office and whose eligibility for Recognition has been approved by the Director of the Commission on Higher Education.

- **Application for Recognition**

The candidate must file his application for recognition to the Registrar's Office immediately after enrolling all the required subjects for the last semester of the course. It is the responsibility of the student to know whether he passed or not in all the required subjects of the course enrolled. Course evaluation or eligibility status may be inquired in the Registrar's Office.

Only candidates who have filed their evaluation papers will be considered for the processing of the Certification, Authentication & Verification (CAV) of their Official Transcript of Records.

A student who has filed his prescribed requirements shall automatically pay the prescribed Recognition processing fees whether he/she is not attending the Recognition & Graduation Program.

Residency of not less than (1) one year or (2) semesters Settlement of

all obligations in the academy.

- **The following are the required documents for graduation:**

1. Fully accomplished Permanent Student Record
2. Fully accomplished Student Clearance form
3. Xerox copy of Birth certificate duly authenticated by the Civil Registrar

7.3. Conferment of the Degree for Maritime Programs (Bachelor's Degree for BSMT & BSMarE)

The issuance of a diploma for **BSMT** or **BSMarE** degree requires:

- a. Completion of the (3) year academic course requirement.
- b. Shipboard Training Requirements - The shipboard training per CMO No. 2 series of 2012 is in line with the requirements of the 1978 STCW Convention as amended, in which the students/cadets shall be engaged in the actual operation of the ship and the performance of their tasks. A total of 40 units shall be credited to students who satisfactorily fulfilled the requirements of the shipboard training. (Refer to the Shipboard Training policies and procedures Section 8.0)
- c. Completion of the basic training, security and advanced courses as follows:
 - 1) Section A-VI/I-1 Personal Survival Techniques
 - 2) Section A-VI/1-2 Fire Prevention and Fire Fighting
 - 3) Section A-VI/1-3 Elementary First Aid
 - 4) Section A-VI/1-4 Personal Safety and Social Responsibility
 - 5) Section A-VI/6-1 Competence in Security Awareness
- d. CHED shall issue the Certification, Authentication and Verification (CAV) of the Transcript of Records of maritime higher education institutions that comply with the standards of STCW.

7.4. Securing Transcript of Records and other pertinent records of the Graduates

A graduate whose eligibility for graduation has been approved by the CHED shall be given a diploma with official Special-Order Number. The Registrar shall only issue transcript of Records to the Graduates fifteen (15) days after the Graduation Day with the following procedures and guidelines:

1. The graduate must file his/her Student's Clearance at the Registrar's Office.
2. The graduates should settle all the obligations and accounts at the Cashier's Office.
3. If a payment for all the obligations has already been made, student's clearance must bear the sign of the Heads of the Accounting/Auditing Section, Records Section, Property Custodian, Librarian, Guidance Counselor and Shipboard Training officer.
4. The Shipboard Training Officer shall accompany the graduates in BSMT and BSMarE courses.
5. The responsible personnel and the school Registrar shall be held responsible for the typing, preparation and signing of transcript of records of the graduates.
6. The school Registrar shall make careful study of the prepared transcript of records for the misprints, errors, and omissions.
7. The concerned personnel at the Registrar's Office shall bring the Transcript of Records to the President for signing and return the same to the school Registrar for releasing to the concerned graduates.
8. Graduates shall coordinate with the Shipboard Training Officer for the processing of Pertinent records such as training certificates, Seaman's International Record Book (Seaman Book), NBI Clearance, and other pertinent records required for apprenticeship. (Refer to the specific procedures and instructions for Shipboard Training).

SECTION 8

ASSESSMENT (Competency and Retention)

8.RETENTION ASSESSMENT

1. Assessment of old students after the year level (1st to 2nd Year) to ensure achievement of the program objectives.
2. A general assessment (all subjects enrolled/taken) is required for the BSMT & BSMarE old students.
3. They shall be required to undergo Retention Assessment before taking the Final Examination in all subjects officially enrolled by him/her. Therefore, NO student should be allowed by their respective Instructors to take final examination without having the required assessment.
4. Students shall only be allowed to take the Final Examination in his/her respective enrolled subjects after having the required retention assessment (Passed or Failed) in order for the Administration to determine the “learner outcomes” and competency of students before they might be allowed to enroll in the next year of academic level.
5. The Retention Assessment for are consist of the following criteria & scheme:
6. First Year students going to Second Year Level:

Written Assessment – 30 % under the following subjects:
General Education & Maritime Professional

1.2 Practical Assessment – 70% (Actual Scenarios)
Basic Swimming

7. Second Year students going to Third Year Level:

Written Assessment – 30% under the following subjects:
General Education & Maritime Professional

1.2 Practical Assessment – 60% (Actual Scenarios)

1.2.1 Basic Safety Courses (for BSMT/BSMARE)

1.2.2 Seamanship & Navigation (for BSMT)

1.2.3 Marine Power Plant (for BSMarE)

1.2.4 Auxiliary Machineries (for BSMarE)

1.2.5 Electrical & Electronics (for BSMarE)

1.2.6 Maintenance of Equipment (for BSMT/BSMARE)

8. Written examination shall be multiple choices with (5-10) items per subject for both General Education and Professional subjects that might be conducted by the instructors assigned by the certified assessors.
9. Practical Assessment shall be based on actual scenarios in a prepared assessment instruments and must be conducted by the certified assessors only.
10. The passing percentage is not least than 50% average in both written and practical assessment.

11. Any First Year and Second year students who fails the retention assessment (49% below) shall be given a chance to re-take the assessment (written or practical) using a different set of assessment instrument.
12. Any First Year and Second year students who fails the assessment twice shall be advised to enroll the enhancement class to be conducted every Saturdays, only in a particular subject he failed in the assessment.
13. For those who fail to take the competency assessment during the specific schedule shall be given a chance to take the (walk-in) assessment at the assessment center during enrollment period.

8.1. COMPETENCY ASSESSMENT for Candidates for Recognition (Third year students)

1. A general assessment (all subjects enrolled/taken) is required for the BSMT & BSMarE 3rd Year Students who are candidates for recognition for completion of the academic requirements.
2. All BSMT & BSMarE 3rd Year graduating students shall be required to undergo Competency Assessment before taking the Final Examination in all subjects officially enrolled by him/her.
Therefore, NO student should be allowed by their respective Instructors to take final examination without having the required assessment.
3. Students shall only be allowed to take the Final Examination in his/her respective enrolled subjects after having the required competency assessment (Passed or Failed) in order for the Administration to determine the “learner outcomes” and competency of its candidates for (Graduation)

Recognition/Certification for Completion of Academic Course Requirement.

8.1.1 The Competency Assessment is consist of the following criteria & scheme:

- Written Assessment – 30% under the following subjects:
1.3.1 General Education & Maritime Professional
- Oral Assessment – 10%
8.1.1 Effective English Communication/Oral Interview
- Practical Assessment – 60% (Actual Scenarios)
 - ❖ Basic Safety Courses (for BSMT/BSMARE)
 - ❖ Seamanship & Navigation (for BSMT)
 - ❖ Marine Power Plant (for BSMarE)
 - ❖ Auxiliary Machineries (for BSMarE)
 - ❖ Electrical & Electronics (for BSMarE)
 - ❖ Maintenance of Equipment (for BSMT/BSMARE)

Written examination shall be multiple choices with (5-10) items per subject for both General Education and Professional subjects that might be conducted by the instructors assigned by the certified assessors.

Practical Assessment shall be based on actual scenarios in a prepared assessment instruments and must be conducted by the certified assessors only.

The **passing percentage** is not less than 50% average in both written and practical assessment.

Any 3rd year student who fails the competency assessment (49% below) shall be given a chance to re-take the assessment (written or practical) using a different set of assessment instrument.

Any 3rd year student who fails the assessment twice shall be advised to enroll the enhancement class to be conducted every Saturdays, only in a particular subject he failed in the assessment.

A **Competency Assessment Certificate** shall be awarded to the 3rd year student who passed the assessment. Therefore, this certificate must be submitted to the Registrar's Office as **mandatory requirement** for evaluation in order to be included in the Official **List of Candidates for Graduation/Recognition**.

For those who fail to take the competency assessment during the specific schedule shall be given a chance to take the (walkin) assessment at the assessment center but be allowed only before the Recognition/Graduation Program.

Assessment of Competence for Conferment B.S. Degree

(Upon completion of Shipboard Training Apprenticeship)

Before these maritime students are allowed to graduate from the institution, he or she shall be assessed in items of competence in accordance with the corresponding Table of Competence in the STCW '78 Convention as Amended and other national requirements.

The assessment of competence of students who have satisfactorily completed the BSMT or BSMarE programs and the relevant safety courses as part of the curriculum shall be in accordance with the methods of demonstrating competence as provided for;

- **BSMT** -under Section A-II/1; Section A-VI/1, paragraph 2; Section A-VI/2, paragraphs 1 to 4; Section A-VI/3, paragraphs 1 to 4; Section A-VI/4, paragraphs 1 to 3 of the STCW Code and the pertinent rules and regulations promulgated by the Philippines' STCW Administration. The corresponding Certificate shall be issued by the STCW Administration to students who passed the assessment.
- **BSMarE** - under Section A-III/1; Section A-VI/1, paragraph 2; Section A-VI/2, paragraphs 1 to 4; Section A-VI/3, paragraphs 1 to 3; Section A-VI/4, paragraphs 1 to 3 of the 1978 STCW Convention, as amended and the pertinent rules and regulations promulgated by the Philippines' STCW Administration. The corresponding Certificate shall be issued by the STCW Administration to students who passed the assessment.

In compliance with of **CHED CMO No. 2 s. 2015 IMPLEMENTING GUIDELINES ON THE SHIPBOARD TRAINING REQUIREMENT**- Student cadets with duly validated Training Record Book may qualify to undergo an Assessment of the task performed and competencies acquired during the seagoing service at the school's Shipboard Training Office and must follow the pertinent assessment policies and procedures”.

All BSMT & BSMarE Cadets who are applying for Conferment of the Degree and had undergone the required (1) year Apprenticeship Program with an approved seagoing service shall be required to undergo the required **Competency Assessment**.

The **Competency Assessment** is consist of the following criteria & scheme:

- Computer Based (CBT) – 40%
- Oral Interview – 10%
- Practical Assessment – 50 % (Actual Scenarios)

Computer Based Assessment (CBT) shall be conducted at the Assessment Center that must be conducted by the certified assessors under the supervision and approval of the Shipboard Training Officer.

Practical Assessment shall be based on actual scenarios using the Full Mission Bridge Simulator for the BSMT Cadet and Engine Room Simulator for the BSMARE cadet in a prepared assessment instruments and must be conducted by the certified assessors for deck and engine only.

The Oral Interview shall be conducted by the Panel composed of the Dean of Maritime, Shipboard Training Officer and one (1) assigned faculty member.

Any cadets who fail the competency assessment shall be given a chance to re-take the assessment (written, oral or practical) using a different set of assessment instrument.

A **Competency Assessment Certificate** shall be awarded to the qualified Cadet who passed the assessment. Therefore, this certificate must be submitted to the Registrar's Office as one of

The **mandatory requirement** for evaluation of pertinent papers for conferment of "Bachelor's degree" to be applied to CHED's Regional Office for issuance of Special Order in order to be qualified for taking the Board examination at the Professional Regulation Commission.

SECTION 9

ONBOARD TRAINING & ONBOARD FAMILIARIZATION

ONBOARD TRAINING REQUIREMENTS

The Onboard Training requirement may either be 12 months or 36 months seagoing service.

OBT Requirements for BSMT Students

1. The OBT requirement for BSMT students shall be complied with by undergoing and completing:
 - a. not less than 12 months of seagoing service, which shall include the performance of bridge watchkeeping duties for a period of not less than six (6) months under the supervision of the Master or a qualified deck officer, following a structured program of training onboard a seagoing ship of 500 gross tonnage or more, documented in the approved Training Record Book (TRB) and Daily Journal of Watchkeeping Duties in accordance with the requirements of the STCW Convention, 1978, as amended; or
 - b. not less than 36 months of seagoing service onboard a seagoing ship of 500 gross tonnage or more engaged in domestic or international voyages, either as Ratings Forming Part of a Navigational Watch, or Able Seafarer Deck, or other relevant capacity in the Deck Department, which shall include the performance of bridge watchkeeping duties for a period of not less than six (6) months under the supervision of the Master or a qualified deck officer.
2. The required seagoing service of not less than 12 months or 36 months may be continuous or cumulative, taking into consideration the requirements of the Maritime Labor Convention, 2006.
3. The performance of bridge watchkeeping duties shall be documented using the Daily Journal of Bridge Watchkeeping Duty prescribed by the Maritime Administration.

OBT Requirements for BSMarE Students

1. The OBT requirement for BSMarE students shall be complied with by undergoing and completing:
 - a. a combined workshop skills training and an approved seagoing service of not less than 12 months as part of an approved training program, which shall include the performance of engine-room watchkeeping duties for a period of not less than six (6) months under the supervision of the Chief Engineer or a qualified engineer officer, following a structured program of training onboard a seagoing ship of 750 kW propulsion power or more, documented in the approved Training Record Book (TRB) and Daily Journal of Watchkeeping Duties in accordance with the requirements of the STCW Convention, 1978, as amended; or
 - b. 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 in the engine department onboard a seagoing ship powered by main propulsion machinery of 750kW propulsion power or more engaged in domestic or international voyages, in a position either as Ratings Forming Part of an Engineering Watch in a Manned Engine-room or designated to perform duties in a Periodically Unmanned Engine-room, or Able Seafarer Engine, or other relevant capacity in the Engine Department, which shall include the performance of engine-room watchkeeping duties for a period of not less than six (6) months under the supervision of the Chief Engineer or a qualified engineer officer.
2. The required seagoing service of not less than 12 months or 36 months may be continuous or cumulative, taking into consideration the requirements of the Maritime Labor Convention, 2006.
3. The performance of engine-room watchkeeping duties shall be documented using the Daily Journal of Engine-room Watchkeeping Duty prescribed by the Maritime Administration

9.2. (Onboard Familiarization)

1. All Third-Year Maritime students should be familiarized aboard the inter-island passenger vessel for one day familiarization tour, according to their training course and a variety of the maritime courses they belong to. The students are called "OJT Trainees" during their onboard training.
2. Through the entire operation of the on board Familiarization, the trainees can ensure what they have been learned from the academy and acquire practical techniques and shipboard skills. Furthermore, through day-to-day cohabitation on board the ship, adaptability, discipline, endurance, cooperative spirit and international sensibility can be cultivated.
3. The training ships have different navigation schedules respectively and the sea training progresses step by step from elementary instruction in accordance with the familiarization training program.
4. In the lectures, necessary instruction and knowledge for effective practical training are given to the trainees and these instructions contribute to smooth training process and to help them understand practical knowledge. These lectures are given usually in ports, sometimes at sea as a course lesson or briefing just before familiarization training. The trainees can experience duties of ship's officers at any situation of the training ships in a suitable group size and tactical exercises are accordingly assigned to the trainees to let them study some subjects by themselves.

OTHER REQUIREMENTS

- .1 When a student is unable to go onboard within five (5) months from the date of enrolment of the seagoing service, the Registrar's office shall submit to the CHED Regional Office a Corrective and Prevention Action Report detailing steps being undertaken by PAMMA in order to facilitate the embarkation of the said student.
- .2 The Onboard Training Office shall ensure that only legitimate OBT documents are submitted by students in complying with all the requirements of onboard training by verifying the document with the issuing authority/person.

SPECIFIC REQUIREMENTS AND INSTRUCTIONS TO STUDENTS DURING ORIENTATION

2.1 Damage or Lost Document

- .1 Students are reminded that making corrections of any entry in the record book (TRB, Daily Journal, or any documentary evidence for seagoing service) by overwriting, and use of correction fluid is strictly not allowed.
- .2 If a wrong entry has been written, simply strike-through with a single line in such a way that the wrong entry is still be read. Put an initial and date right below the entry that has been stricken out. All entries made in these documents must be genuine.
- .3 Students are advised to keep photocopies or scanned copies of all relevant pages of the documents as a backup so as to provide evidence in case any training material and/or the record book is damaged or lost.
- .4 In case of such loss or damage on board, the student must inform his Shipboard Training Officer and the Master immediately. It is the responsibility of the student to notify his school's On-Board Training Office and as soon as possible and secure a notarized affidavit of loss upon arrival on the next port (for domestic) and upon arrival in the Philippines.

- .5 The OBT office shall keep a record of any such damage or loss of documents/ materials. After verification, a new document/form may be issued to the student. Any photocopy of the pages from the damaged or lost material may be endorsed by the OBT Office, after proper scrutiny. In case the student cannot show any copies of the relevant documents, it will be deemed as incomplete, and he/she will have to complete them again on his next ship.

2.2 Safety and Maintaining Discipline Onboard

- .1 Safety is of paramount importance. Keep safety as your primary focus whenever any activities are undertaken. Identify the hazards involved, assess the risk, and take proper safety precautions when carrying out a task.
- .2 As soon as possible upon joining each vessel, the section of the TRB concerning details of Shipboard Safety and Security Familiarization should be completed.
- .3 After joining a vessel, it is the responsibility of the student to fill in all the Ship's Particulars in the TRB as soon as possible.
- .4 A mandatory Safety and Shipboard Familiarization on your Training Record Book is part of the task of NEW personnel on board which is also one of the tasks included in your on-board training record book. It is a must to interact by asking questions and being involved in any demonstration available during the Familiarization on board.
- .5 Avoid running but walk fast. Always maintain 3-point contact when climbing ladders and stairs. Ensure that the correct personal protective equipment (PPE) is worn at all times. If you feel safety is compromised at any time, immediately contact a senior officer.
- .6 Write down what you want to get out of your training on the ship and create a program for yourself in reference to the Onboard Training Guide that has been prepared by the OBT Office for you by:
 - making a time management plan to maximize the training;
 - finding out in advance what training aids will be available (checklists, books, manuals, videos/DVDs, internet, computer-based learning, etc.) and use them when you are on the ship.
 - once you are on board, find out where the regulatory publications (STCW, SOLAS, International Convention for the Prevention of Pollution from Ships [MARPOL], etc.) are;
 - finding out who has experience in your chosen area of interest and make a list of questions you could ask them that are not readily available elsewhere;
 - taking interest in everything and use any opportunity to observe or take part in an operation, maintenance and repair.
 - keeping your TRB and Daily Journal in good condition. It is this document that will be making an impression on the ship officer, Master, and Assessors;
 - making sure that the signature of the relevant officer must be visible on your weekly task;
 - handing-over your TRB, Daily Journal, and Sea Projects to the designated Shipboard Training Officer (STO) on board once a week for inspection;
 - handing-over your Training Record Book, to the Master on board, once a month for inspection, but always follow company/ships policy on checking these documents;
 - if you find it difficult to do the task, go and talk to your STO as soon as possible - he will be able to advise you. It is best not to fall behind with your onboard training;
 - maintaining strict discipline onboard - develop a sense of duty and responsibility towards the work you perform
 - waking up early, wash clothes, make the bed, make the room, and maintain spotless cabins/W.C.;
 - wearing proper uniform or boiler suits when on board the ship and wear casual clothes only when going ashore;
 - never lie as team spirit and mutual trust are the fundamental part of the on-board culture
 - maintaining the right decorum on board;
 - maintaining strict punctuality;
 - be a profound learner; keep your eyes and ears open to comprehend what is happening around you. Clarify your doubts with seniors at right time and be thankful for all that is imparted by your officers;

- show interest and resourcefulness; develop the assertiveness and ability to work hard to complete a challenging task appropriately and on time;

2.3 Upkeep of Training Record Book, Daily Journal, and other relevant documents

- .1 The Student's Training Record Book lists the practical tasks required to be carried out on board. The task list is given in the assigned section of the TRB. It is structured in accordance with the 1978 STCW Convention, as amended.
- .2 The TRB contains the list of competencies/tasks which should be progressively completed. The tasks in the Training Record Book are based on main functions.
- .3 For BSMT students, the functions at the operational level consist of the following:
 - *Function 1:* Navigation;
 - *Function 2:* Cargo Handling and Stowage; and
 - *Function 3:* Controlling the Operation of the Ship and Care for Persons on Board.
- .4 For BSMarE students, the functions at the operational level consist of the following:
 - *Function 1:* Marine Engineering;
 - *Function 2:* Electrical, Electronic, and Control Engineering;
 - *Function 3:* Maintenance and Repair; and
 - *Function 4:* Controlling the Operation of the Ship and Care for Persons on Board.
- .5 The competencies for Basic Safety and Ship Security are also included in the TRB based on Chapter VI of 1978 STCW Convention, as amended.
- .6 The Training Record Book also addresses competences for Tankers, as per STCW requirements. These tasks are to be completed only in case the student's OBT is on that particular type of ship.
- .7 The designed tasks are directly relevant to the competencies required by the 1978 STCW Convention, as amended. The aim is for you to be "considered proficient" in all of these competencies by the end of the onboarding period. All the competencies designated are based on the practical tasks to be carried out onboard the ship.

Section 3. ADDITIONAL INSTRUCTIONS CONCERNING RECORDING OF DAILY TASK AND ACTIVITY ON THE TRAINING RECORD BOOK

- 1.1 Allocate at least 20 to 30 minutes of your time before the end of the day or before sleeping to update your Training Record Book, Daily Journal, and other required recordings.
- 1.2 Some tips that you can put into consideration in accomplishing TRB:
 - .1 Take note that in the Onboard Training Guide (OTG) the duties and tasks in the TRB are categorized into:
 - Sea projects – those tasks that can be accomplished by the student without depending on actual onboard operations; and
 - Operational tasks – those tasks that are dependent on actual onboard operations.
 - .2 Record the task/activities that you have accomplished during your duty hours (It is advised to have a notebook where you can write/record any events);
 - .3 Before you sleep, using the recorded events, look for that task you have already done on the training record book and write the date on the space provided;
 - .4 Use the task completed on task summary pages of the TRB once the second date was initialed by the STO.

Reminder: Your TRB contains column for the dates to be initialed by designed STO onboard ship:

 - The 1st column is for the time when you accomplished the task/activities; and
 - The 2nd column is for the initial of the STO if you are already competent on the task/activity completed. See Sample on the TRB.
- .5 As a cadet, you are responsible for the regular and timely submission of your TRB for inspection and review by the Master, STO, and CTO.

- .6 Any additional video, computer-based training program, and online training modules should be recorded on the assigned section of your TRB.
- .7 The task summary record section on the TRB should be used for recording the tasks completed and must be kept up to date with the latest accomplished task vis-à-vis the OTG.
- .8 The TRB, Daily Journal, and Sea Projects should be submitted by the student to the Shipboard Training Officer on joining the ship and subsequently every week for monitoring progress. TRB should be submitted to the STO (or to the ship's designated training officer) once a month for documenting SBT's monthly review and thereafter to the Master.

Section 4. WATCHKEEPING DUTIES AND RELEVANT ACTIVITIES ONBOARD SHIP

4.1 For BSMT STUDENTS

- .1 Bridge Watchkeeping - as per requirement, students must complete a minimum of six (6) months of bridge watchkeeping (180 watches of 4 hrs. each = 720 hours) along with a certified officer.
- .2 A student shall keep watches with Chief Officer and other navigating officers during passages through all areas of the world with conditions of clear and restricted visibility. A record of all Bridge Watches must be recorded in the format as prescribed under STCW Circular No. 2016-01 and in JCMCC No. 1, s.2022.
- .3 Steering Activities. Each student should complete the required steering practice hours, stated on the Training Record Book, between open waters, coastal waters, congested waters, and pilotage waters. The student must try and complete the required hours of steering on the first ship itself. On each vessel, the Master is to carry out a test and if found proficient, the 'Steering Certificate' to be signed in the TRB. "Steering by sight without aid of compass" is an essential part of the steering training and it should be practiced diligently so as to be proficient. Proper record of hand steering shall be maintained and recorded on the designated page of the TRB. A precise record should be kept of the student's seagoing service including time spent on steering.

4.2 For BSMARE STUDENTS

- .1 Engine Room Watchkeeping duties. A student is required to get familiar with the engine room machinery, especially workshop activities and arrival/departure procedures. Always base your task on the daily routine of the engine room.
- .2 A student is required to keep at least Engine Room Watch-keeping. This should be recorded as per the format prescribed under STCW Circular No. 2016-01 and in JCMCC No. 1, s.2022.
- .3 Deck and Engine watchkeeping duties being recorded in the prescribed Daily Journal forms are subject for evaluation during the evaluation prior to the conferment of the degree.

Section 5. MONITORING OF ON-BOARD TRAINING

- 5.1 The monitoring of the progress of OBT of students onboard are required to be done monthly.
- 5.2 It is the cadet's responsibility to submit update to the OBT Office for the accomplished task of the TRB every month electronically or through other practical means.
- 5.3 The Student's Monthly OBT Progress Reports are mandatory for the completion of your On-Board Training Program as part of our Onboard Monitoring System. This will also serve as proof or backup in the event that the TRB is lost or damaged.

Note: The Monthly OBT Progress Reports will be used for the validation of the documentary requirements when applying for Certificate of Validation, Assessment, and Approval of students structured 12 months seagoing service.

STUDENT'S WELFARE

- 6.1 The report on student's health and living conditions while onboard, is the MHEI's utmost concern. Though their OBT experience are managed and supervised by the officers on board, it is also a must that PAMMA through the OBT Office is updated on their situation on board the ship. Therefore, it is the responsibility of every student to report on what is going on board in order for the OBT representatives to assess the situation and thereby extent the necessary and immediate assistance.
- 6.2 The communication line to PAMMA Onboard Training Office will always be open to receive reports from the students while undergoing OBT, 24 hours a day and 30 days a month. These means of communication are provided during the orientation given to the students prior to embarkation.
- 6.3 Any reports received by the institution will be immediately shared with the parents and government regulatory authorities, to be able to provide immediate assistance to the students.

OTHER REPORTORIAL REQUIREMENTS

- 1.1 The minimum required deployment percentage shall be complied with within eighteen (18) months from the completion of classroom instruction.
- 1.2 Students who opted not to pursue or undertake the required OBT, for whatever reason, shall be required to execute a duly notarized Affidavit of Undertaking clearly stating the reasons for not pursuing such requirement.
- 1.3 The requirement to execute a duly notarized Affidavit of shall be duly disseminated by including such requirement in the Student's Manual/Handbook and during the students' orientation, or post notices regarding such requirement in conspicuous places within the premises of the school.
- 1.4 All students shall be allowed to complete the OBT as well as other graduation requirements within six (6) years after completion of classroom instruction.

SECTION 10

STUDENTS' SERVICES AND FACILITIES

10.1. AUDIO VISUAL ROOM

This facility is a fully air-conditioned room and fully equipped with advanced equipment that can accommodate 180 students at a time. At the same time, a big TV screen and (2) cinema projectors has been installed to enable the students to watch films during viewing of international

10.2. LIBRARY

The library is open from Monday to Saturday during 8:00 A.M. to 5:00 P.M. The spacious Library of PAMMA is located at the second floor of the administrative building that houses a large number of International Maritime Organization Model books and references. Latest editions of latest and international magazines, journals and newspapers are also available to keep our students updated with current issues.

10.3. TRAINING CENTER

The PAMMA Training Center is duly accredited by the Maritime Industry Authority. This Training Center is the first and largest training center in the north. It offers Maritime Training Courses as a mandatory requirement to all seafarers who wish to go on board local and international vessels. It also maintains the importance of developing graduates.

10.4. MOCK BRIDGE

The Mock-up Bridge of PAMMA is a fully air-conditioned facility that is equipped with the actual equipment of a vessel such as Radar, Automatic Radar Plotting Aid, Simulated Steering Equipment, Weather Fax Machine, Gyro Compass, Magnetic Compass and other advanced equipment in maritime.

10.5. CHART WORK ROOM

The air-conditioned Chart room is located next door to the main bridge at the building. It can accommodate (24) students during laboratory plotting activities in Navigations subjects. This facility is equipped with chart equipment such as standard plotting tables, international standard charts and international references.

10.6. ARPA/RADAR SIMULATION ROOM

This is a computer-based simulation with (1) instructor station and (5) student station where the students/trainees can acquire sufficient knowledge of the basic and international principles of the most commonly used electronic navigational aids. They learn to select the best suitable navigational system on board in a given situation and effectively use the instruments properly and apply correctly the information obtained to fix the ship's position. This facility is fully air-conditioned also located at the main bridge of third floor building A.

10.7. GMDSS SIMULATION ROOM

Global Maritime Distress and Safety System Simulator is also a computer-based simulation where the students/trainees can transmit and receive light and sound signals by Morse code and use the International Code of Signals to code and decode messages. The students/trainees can satisfy the international requirements for achieving General Operators Certificate (GOC).

10.1. ENGINE SIMULATION ROOM

Engine simulator is a well-equipped laboratory provided for the student in Marine Engineering students for their practicum of their theoretical major subjects. It is where they can learn then actual operation and maintenance of the engine and the equipment in a vessel.

10.2. ENGINEERING LABORATORY ROOM

This is also well-equipped laboratory designed not only for the students in technical courses but also for the Marine Engineering students. This facility is fully equipped with engineering laboratory equipment such as Marine Diesel Engines for actual operation and demanding, Boiler for steam engineering, Lathe Machines, Marine Refrigeration and Centralized Air-condition for practicum of major subjects.

10.3. GUIDANCE AND COUSELING

Our Guidance Counselors holds office at the ground floor of the Administrative building from 8:00 A.M. to 5:00 P.M., Monday to Saturday. The guidance program is intended by the Academy to assist the students in their academic difficulties, to help them adjust properly and to mold them into well-rounded individuals.

10.4. SHIPBOARD TRAINING OFFICE

The Shipboard Training Officer is responsible for the administration and coordination of activities and requirements of students who will undergo shipboard training. Among other things the STO shall facilitate the embarkation of cadets, monitors the performance of the cadets while on board the vessel. It is also a duty of the STO to assist the graduates for placement.

10.5. ASSESSMENT CENTER

This facility is intended to facilitate the assessment of maritime cadets to measure the knowledge, understanding and skills acquired by the trainees and students based on the defined learning objectives and competence as required by the STCW '95, as amended. All assessments shall be conducted in accordance with the Assessment Guidelines of MARINA Circular No. 2013-01 series 2012 and CHED'S PSG and its Amendments series of 2013.

10.6. SCHOOL CANTEEN

Food services are provided for the convenience of all students. The school canteen is located at the ground floor of the Building B.

10.7. LAWN & PARK

This facility is not a requirement for the academy, but it is provided for the students' rest and recreation.

10.8. SWIMMING POOL

PAMMA is equipped with a semi-Olympic size swimming pool provided for the students during their practicum in Physical Education and personal Survival swimming lessons. This swimming pool is located at the Villa Michelle Guillerma Resort at Brgy. San Miguel, Calasiao, Pangasinan.

10.9. SPEECH LABORATORY

The Laboratory is designed to improve the speaking and pronunciation skills of students. They will be able to acquire with correct vocalization and intonation of words, phrases and paragraphs.

Prepared by:

MS. LEE ANNE GUILLE

Guidance Counselor

Reviewed by:

PROF. ELIZA E. HINOLA

Dean of Student Affairs

Approved by:

DR. JOSEPH C. TOLEDO

VP for Maritime/Admin/QMR

Date: _____