Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION
Region 02

CHEDRO 2
RELEASED
Date: 10/18/21
Signat:

REGIONAL MEMORANDUM:

No. 314 s. 2021

FOR : **PRESIDENTS OF:**

1. **University of Cagayan Valley (UCV)– Tuguegarao City**
2. **Isabela College of Arts and Technology (ICAT) – Cauayan City**

SUBJECT : **CHED MEMORANDUM ORDER No. 20, SERIES OF 2021, "GUIDELINES ON THE IMPLEMENTATION OF FLEXIBLE LEARNING OPTIONS AND GRADUAL REOPENING OF CAMPUSES FOR LIMITED FACE-TO-FACE CLASSES DURING THE COVID-19 PANDEMIC PERIOD FOR THE BACHELOR OF SCIENCE IN MARINE TRANSPORTATION (BSMT) AND BACHELOR OF SCIENCE IN MARINE ENGINEERING (BSMarE) PROGRAMS"**

DATE : **October 18, 2021**

In accordance with the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the "Higher Education Act of 1994", and; Republic Act No. 11469, otherwise known as the "Bayanihan to Heal as One Act", in accordance with relevant IATF Resolutions, CHED Memorandum Order No. 4, series of 2020 "Guidelines on the Implementation of Flexible Learning" and CHED-DOH Joint Memorandum Circular "Guidelines on the Gradual Reopening of Higher Education Institutions for Limited Face-to-Face Classes during COVID-19 Pandemic", and by virtue of the Commission en Banc Resolution No. 410-2021 and CEB Resolution No. 530-2021, the Commission on Higher Education (CHED) hereby adopts and promulgates the "**Guidelines on the Implementation of Flexible Learning Options and Gradual Reopening of Campuses for Limited Face-to-Face Classes During the COVID-19 Pandemic Period for the BS Marine Transportation and BS Marine Engineering Programs"**, for the implementation of the public and private Maritime Higher Education Institutions.

Attached is a copy of the guidelines regarding the said subject for your information and guidance.

JULIETA M. PARAS, Ed.D., CESE
Director IV

Incl: as stated

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OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION

Commission on Higher Education
OFFICIAL RELEASE
CHED Central Office
RECORDS SECTION
C.P. Garcia Ave., U.P. Diliman, Q.C.
12534
10-14-21

CHED MEMORANDUM ORDER
No. 20
Series of 2021

SUBJECT: **GUIDELINES ON THE IMPLEMENTATION OF FLEXIBLE LEARNING OPTIONS AND GRADUAL REOPENING OF CAMPUSES FOR LIMITED FACE-TO-FACE CLASSES DURING THE COVID-19 PANDEMIC PERIOD FOR THE BACHELOR OF SCIENCE IN MARINE TRANSPORTATION (BSMT) AND BACHELOR OF SCIENCE IN MARINE ENGINEERING (BSMarE) PROGRAMS**

In accordance with the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the "Higher Education Act of 1994"; Republic Act No. 11469, otherwise known as the *"Bayanihan* to Heal as One Act", in accordance with relevant Inter-Agency Task Force (IATF) Resolutions, CHED Memorandum Order (CMO) No. 4, s. 2020 "Guidelines on the Implementation of Flexible Learning," and CHED-DOH Joint Memorandum Circular "Guidelines on the Gradual Reopening of Higher Education Institutions (HEIs) for Limited Face-to-Face Classes During COVID-19 Pandemic," and by virtue of Commission en Banc (CEB) Resolution No. 410-2021 and CEB Resolution No. 530-2021, the Commission on Higher Education (CHED) hereby adopts and promulgates the following Guidelines on the Implementation of Flexible Learning Options and Gradual Reopening of Campuses for Limited Face-to-Face Classes During the COVID-19 Pandemic Period for the BS Marine Transportation and BS Marine Engineering Programs, to be implemented by public and private Maritime Higher Education Institutions.

I. RATIONALE

Maritime Higher Education Institutions (MHEIs), being at the forefront, are challenged to minimize educational disruptions and be able to provide innovative teaching solutions in this time of pandemic or national calamities. At the same time, MHEIs should remain compliant with the local requirements and the International Convention on Standards of Training, Certification, and Watchkeeping for Seafarers, 1978, as amended (STCW Convention, 1978, as amended).

Against such background, MHEIs necessitate adjusting to new ways of teaching and learning while ensuring quality in the delivery of maritime education and training. Thus, flexible learning and limited face-to-face classes are being adopted to keep education resilient in any unprecedented situation. This arrangement will allow the MHEIs to continue the delivery of its programs especially the conduct of laboratory, basic training, and onboard training.

The CHED-DOH Joint Memorandum Circular (JMC) No. 2021-001 also catalyzed the development of guidelines that will cater to the unique requirements of the Bachelor of Science in Marine Transportation (BSMT) and Bachelor of Science in Marine

Engineering (BSMarE) programs, particularly the Basic Training and Onboard Training or "practicum," which is a requirement for graduation.

II. SCOPE AND COVERAGE

All recognized MHEIs and those institutions under permit status to operate the BSMT and BSMarE are covered by these general guidelines on the implementation of flexible learning and gradual reopening of classes using the limited face-to-face approach for laboratory activities. Flexible learning as a delivery mode of instruction may be adopted starting Academic Year (AY) 2021-2022, subject to regular CHED-MARINA monitoring. It covers all ongoing students enrolled in the MHEIs, including the incoming first-year students of every academic year.

For MHEIs under the Modified General Community Quarantine (MGCQ) and General Community Quarantine (GCQ), the Commission may give authority to conduct limited face-to-face classes subject to compliance with this CMO, other policies of the IATF, minimum public health standards and COVID-19 related protocols of the Department of Health (DOH), health and safety protocols of the LGUs, policies/guidelines/advisories issued by CHED, and policies of relevant government agencies, provided that the applicant MHEI is offering technical course/s which laboratory component cannot be delivered without the limited face to face classes.

For MHEIs whose students live in dormitories within the campus (operating as boarding schools), a bubble environment following strictly the health and safety protocols of DOH or IATF shall be created and maintained. In doing so, limited face-to-face classes shall be allowed for other student activities such as student orientations, immersions, or campus familiarization.

The continuity and completion of students' BSMT or BSMarE program support the position of the Philippines as the major supplier of qualified and competent seafarers who are considered as essential workforce and prime movers of the country's economy. These guidelines reiterate the urgency of completing the Basic Training (BT), as a pre-requisite to On-Board Training (OBT). Likewise, the carrying out of the On-Board Training of qualified maritime students in accordance with Annex B of the Joint CHED-MARINA Memorandum Circular (JCMMC) No. 1, series of 2019 is paramount importance in the completion of the maritime programs. For the purposes of ensuring safety amidst the pandemic, additional guidelines are covered in this CMO.

III. DEFINITION OF TERMS

Gradual Reopening – pertains to the progressive reopening of MHEIs campus/es for limited face-to-face classes. The reopening shall be done by considering the following: (a) community quarantine status or health situation of localities of HEIs; (b) priority year level of the programs; (c) courses requiring the conduct of laboratory activities, exercises, or assessment using the face-to-face environment.

Face-to-Face Classes – pertains to a teaching-learning environment wherein faculty, instructors and students are physically present in one room/facility/area at the same time.

Limited Face-to-Face Classes – pertains to restricting the number of students to attend face-to-face classes by using cyclical student shifting or rotating schedules, physical distancing, and other health and safety protocols.

Retrofitting – pertains to making changes in the facilities of the MHEIs to ensure the health and safety of students and staff while inside the campus/es. Examples of these changes are putting up safety barriers, posting signages, rearranging rooms and communal areas, etc.

Bubble Environment – is a bio-secure bubble which is operationally described as a hosting arrangement for carrying out academic and co-curricular activities necessary for the attainment of program outcomes which have been affected by the COVID-19 pandemic; such activities are held at a centralized site within an enclosed environment, often behind closed doors, with strict quarantine, health and safety protocols for the students, faculty and other school personnel who will be engaged with the students inside the bubble until the completion of courses. This arrangement will be strictly enforced in order to prevent the entry and transmission of the Coronavirus disease.

IV. GUIDELINES

A. Flexible Learning

These guidelines are based on the CHED Memorandum Order No. 04, series of 2020 entitled "CHED Guidelines on the Implementation of Flexible Learning" and shall hereby be adopted.

MHEIs shall be guided by the following additional/modified guidelines:

1. Flexible Learning should be aligned with the Outcomes-Based Education approach which allows flexibility for the MHEIs to employ various means of delivery. Thus, the curriculum per JCMMC No. 1, s 2019 "Policies, Standards and Guidelines for BS Marine Transportation and BS Marine Engineering Programs" shall still be observed.

2. Section IV, General Guidelines of CMO No. 04, s. 2020, shall be revised/modified as follows:

   a) The Learning Continuity Plan (LCP) shall be submitted in electronic (PDF) and hard copy to the Maritime Education Section, Division of Programs with International Conventions, Office of Programs and Standards Development, CHED Central Office copy furnished CHED Regional Office at the beginning of the academic year 2021-2022, for information.
   b) Hence, the LCP shall be subjected to the usual monitoring procedures of CHED and MARINA.
   c) The LCP shall reflect the framework and system for the transition and integration of flexible learning approaches and overall absorptive capacity of the MHEI to articulate its preparedness and response interventions that reduce the disruption of classes and impact of natural calamities making continuity of learning more resilient."

The LCP to this effect shall be embodied in the MHEI's Quality Standards System indicating the following but not limited to:

a) systems and procedures adopted for the transition to Flexible Learning including key people, modalities, resources, retrofitting of facilities, support services for students and faculty, assessment of effectiveness, teaching and learning activities and requirements, expected outcomes, including that for On-Board Training, among others;
b) policies on enrollment, attendance, reporting and updating of student-teacher engagement, grading system, teaching complement, Intellectual Property Rights (IPR), and Open Educational Resources (OER) for plagiarism among others;
c) constant coordination with the concerned IATF and Local Government Unit (LGU), and other relevant stakeholders relative to appropriate mandated localized advisories and health and safety protocols;
d) overview and orientation Guide for Students and Teachers;
e) mechanisms for continuous quality improvement.

Accordingly, the following is the suggested program implementation for Academic Year 2021-2022

AREAS	MODES OF DELIVERY		
	OFFLINE	BLENDED	ONLINE
1. Program of Study Modification	Separate lecture offering from laboratory e.g. Split into Nav 1 lecture and Nav 1 laboratory The completion of the lecture phase of the course is considered as compliance with the prerequisite requirement e.g. Nav 2 lecture can be taken after completion of Nav1 lecture	Separate lecture offering from laboratory e.g. Split into Nav 1 lecture and Nav 1 laboratory The completion of the lecture phase of the course is considered as compliance with the prerequisite requirement e.g. Nav 2 lecture can be taken after completion of Nav 1 lecture	Separate lecture offering from laboratory e.g. Split into Nav 1 lecture and Nav 1 laboratory The completion of the lecture phase of the course is considered as compliance with the prerequisite requirement e.g. Nav 2 lecture can be taken after completion of Nav 1 lecture
2. Course Delivery (Modalities)	Printed self-instructional modules To improve retention and maximize student learning, a spiraling strategy is advised to be used in the course delivery	Uses educational technology and learning platforms, and limited face to face in the delivery of course outcomes To improve retention and maximize student learning, a spiraling strategy is advised to be used in the course delivery	Uses educational technology and learning platforms in the delivery of course outcomes To improve retention and maximize student learning, a spiraling strategy is advised to be used in the course delivery

3. Learning Resources	Teaching-Learning materials should be available offline and/or printed modules	Teaching-Learning materials should be available online, offline and/or printed modules	Learning resources should be available online
4. Student Engagement	Scheduled limited face-to-face/in-person classroom instruction, as needed to attain the required outcomes	Scheduled limited face-to-face and/or online meeting/lecture, as needed to attain the required outcomes	Scheduled online meeting, as needed to attain the required outcomes
5. Academic Calendar	Based on the latest promulgation by IATF and/or relevant government agency	Based on the latest promulgation by IATF and/or relevant government agency	Based on the latest promulgation by IATF and/or relevant government agency
6. Laboratory Activities/ Exercises	In general, scheduled face-to-face laboratory classes with a minimal number of students and observing the necessary health and safety protocols.	In general, scheduled face-to-face laboratory classes with a minimal number of students and observing the necessary health and safety protocols.	Applicable to MHEIs who have the capability to conduct simulation remotely

In terms of the implementation of Lecture, Laboratory, and Assessment depending on the Category of Students relative internet connectivity and availability of learning resources, the following are the suggested teaching and learning approaches:

AREAS	APPROACHES BASED ON THE DIFFERENT CATEGORIES OF STUDENTS IN TERMS OF INTERNET CONNECTIVITY AND AVAILABILITY OF LEARNING RESOURCES		
	Category 1 (No capacity and connectivity)	**Category 2** (Limited capacity and/or weak/ intermittent connectivity)	**Category 3** (With capacity and full connectivity)
Lecture	Mode of delivery depends on the topic; if it requires performance output, limited face-to-face instruction may still be required. Modules/activities/ portfolios may be sent through courier or students may get from the school the hard copy (printed) or the	Mode of delivery depends on the topic; if it requires performance output, limited face-to-face instruction may still be required. Materials should be downloadable for use in offline mode. The courseware should be similar to the hard copy (printed) of the course	Mode of delivery depends on the topic; if it requires performance output, limited face-to-face instruction may still be required. Materials should be downloadable for use in offline mode. The courseware should be similar to the hard copy of the course package.

	portable drive SMS may be used for simple lecture clarifications. Submission of outputs based on timelines/schedule agreed between student and instructor For failure to submit on time, make-up written schoolwork may suffice.	package. Modules/ activities/ portfolios may also be sent through the following modes: 1. through a link where the students may access, whenever possible, the electronic copy of the learning materials 2. hard copy or portable drive through courier Communication may be sent through SMS, e-mail, Messenger, etc. Submission of outputs based on timelines/schedule agreed between student and instructor. If connectivity is limited, but students at least have gadgets that can connect with FB, Messenger, e-mail, Viber, or Skype, these can be used for a limited but productive period of time for teacher-student interaction to discuss assignments and home readings.	Modules/ activities/ portfolios should be available in the LMS or other online platforms. Regular online classes should be conducted. Submission of outputs based on timelines/schedule agreed between student and instructor.
Laboratories	In general, workshop activities need to be done in scheduled face-to-face laboratory classes with a minimal number of students and observing the necessary health and safety protocols. Make-up laboratory	In general, workshop activities need to be done in scheduled face-to-face laboratory classes with a minimal number of students and observing the necessary health and safety protocols. For laboratory courses	In general, workshop activities need to be done in scheduled face-to-face laboratory classes with a minimal number of students and observing the necessary health and safety protocols. For laboratory courses

	classes may be delayed/rescheduled until after the lifting of ECQ or when limited face-to-face classes are allowed	that do not require the use of equipment, depending on the ILOs, HEIs could provide activities, worksheets, case studies, videos, recorded footage, and the like. These materials can be made available to the students using Facebook, e-mail, Skype, Viber, etc. Intermittent online meetings between teachers and students may be conducted, but actual laboratory activities may be done after the lifting of ECQ or when limited face-to-face classes are allowed	that do not require the use of equipment, depending on the ILOs, HEIs could provide activities, worksheets, case studies, videos, recorded footage, and the like. These materials can be made available to the students using Facebook, e-mail, Skype, Viber, etc. Regular online meetings between teachers and students should be conducted, but actual laboratory activities may be done after the lifting of ECQ or when limited face-to-face classes are allowed
Final Assessment	Assessment materials may be sent as hard copies or via portable drives through courier. Submission of outputs may be in the same mode (through courier) and shall be based on the timelines/ schedule set by the Instructor or Assessor. Assessment may also be done after quarantine is relaxed or lifted due to integrity concerns. Students who fail will be graded "Incomplete" and be given additional time to complete based on the institution's new policy under COVID-19	Assessment materials may be sent through the electronic address or link where the students may access, whenever possible. Assessment should be done online, employing appropriate procedures to ensure that the enrolled student is the one taking the test. Students who fail will be graded "Incomplete" and be given additional time to complete based on the institution's new policy under COVID-19	For schools with LMS, assessment materials should be incorporated. Assessment should be done online, employing appropriate procedures to ensure that the enrolled student is the one taking the test. Students who fail will be graded "Incomplete" and be given additional time to complete based on the institution's new policy under COVID-19

B. LIMITED FACE-TO-FACE CLASSES (LF2F)

The following are the general guidelines relative to the gradual reopening of limited face-to-face classes in maritime programs. These guidelines shall have a supplementary effect on the CHED-DOH Joint Memorandum Circular 2021-001.

1. The MHEI applying for LF2F shall identify the specific learning outcome/activities for the laboratory distinct from the lecture component.

2. It is within the discretion of the MHEIs when to conduct the limited face-to-face classes for the laboratory component of courses during the pandemic.

3. MHEIs wishing to hold limited face-to-face classes shall follow the application and evaluation procedures provided in CHED-DOH JMC 2021-001. The validity of the authority to be given to the MHEIs shall be in accordance with the provisions in said guidelines.

4. The MHEI with complete application documents and information shall be inspected by an evaluation team organized by the CHEDRO and may be composed of CHED, LGU, DOH, and/or IATF. The evaluation instrument for retrofitted facilities (refer to Annex A) shall be used by the evaluation team during the on-site inspection. If the MHEI still needs to improve the retrofitting of its facilities, it may request another on-site inspection after the completion of improvements.

5. MHEIs authorized to conduct limited face-to-face classes shall strictly implement minimum health and safety protocols as specified in CHED-DOH JMC 2021-001 such as but not limited to wearing of Personal Protective Equipments (PPE), physical distancing of 1.5 meters, without prejudice to MHEIs increasing the prescribed physical distance, etc.

6. If the student prefers to do flexible learning during the pandemic, the MHEI shall permit and let the student take the face-to-face class whenever possible without prejudice to readmission and maximum residency.

7. MHEIs shall register students who prefer and are allowed to attend limited face-to-face classes with PhilHealth or equivalent medical insurance that covers medical expenses related to COVID-19.

8. Students reporting to MHEI daily for limited face-to-face classes must pass health and safety protocols through the triage section while dorm-in students should be quarantined prior to billeting at the dormitory.

9. Students, faculty members, instructors, and staff shall strictly adhere to the health and safety protocols of their respective MHEIs and be transparent in declaring health conditions, including those of family members.

10. Dormitories inside the MHEI campus shall be covered by inspection of their respective LGUs for clearance and compliance to health and safety protocols of IATF (refer to Annex A)

11. Basic Training

Maritime students may undergo Basic Training in Maritime Training Institutions approved by the MARINA, per MARINA Advisory 2020-36 series 2020, provided that the MHEI has been given approval by CHED to conduct limited face-to-face, following minimum health and safety protocols.

12. On-Board Training (OBT)

Maritime students who have completed the required classroom instruction for shipboard training based on the MHEIs' approved Program of Study shall be allowed by the institution to undergo On-Board Training, subject to compliance with Annex B of JCMMC No. 1, series 2019, and other requirements of manning or shipping companies prior to boarding and deployment.

Likewise, maritime students who have completed the required theoretical component of the BSMT or BSMarE program whether under the 2-1-1 of 3-1 scheme, may also be allowed to be deployed for On-Board Training, and to complete the laboratory component upon the return of the students prior to graduation.

The OBT of maritime students is equivalent to the on-the-job training or practicum of many other degree programs. Enrolled students to OBT are required to undergo practical training onboard the ship within 12 months. Under the regulatory requirements of the International Maritime Organization (IMO), its Maritime Safety Committee (MSC) issued MSC 1/Circ.1636/Rev.1 dated 22 Apr 2021 that requires the implementation of Protocols for Ensuring Safe Ship Crew Changes and Travel during the COVID-19 Pandemic.

The shipping or manning company ensures the health and safety of students by providing the COVID-19 tests and facilitating quarantine prior to departure for OBT.

Students on OBT are covered by medical insurance from Protection & Indemnity (P&I) in case of illnesses, injury, accident, and death onboard per POEA's Standard Contract.

13. Competency Matrix

Due to the pandemic, the outcomes for the practical tasks/output that will lead to the attainment of the competency matrix have been identified for students' demonstration after the completion of the course. To ensure that the MHEIs will be properly guided on the implementation of courses requiring limited face-to-face, Annexes B and C will be used as references.

14. Student Affairs Services

Student Affairs Services shall follow the guidelines under CMO No. 8, series of 2021 entitled "Guidelines on the Implementation of Flexible Delivery of Student Affairs Services (SAS) Programs during the COVID-19 Pandemic".

V. SEPARABILITY CLAUSE

If any part or provision of this CMO shall be held unconstitutional or invalid, other provisions hereof which are not affected thereby shall continue to be in full force and effect.

VI. EFFECTIVITY

This Guidelines shall take effect immediately.

Quezon City, Philippines, Oct. 13, 2021.

For the Commission:

J. PROSPERO E. DE VERA III, DPA
Chairman
Commission on Higher Education