

**[MTC MEMORANDUM CIRCULAR NO. 6, S. 2000,
May 17, 2000]**

**FURTHER GUIDELINES IN THE ACCREDITATION OF COURSE
PROGRAMS**

Pursuant to Resolution No. 03, Series of 1998, the following further guidelines are hereby issued:

I. On Instructors/Assessors/Key Officials

- Instructors and Assessors listed in the submitted Form 2A must be present during inspection.
- MTC should be notified immediately of changes in instructors/assessors and the necessary documents submitted for evaluation, not only prior to inspection but everytime a change is effected. Declaration of changes in instructors/assessors during the actual conduct of inspection violates the provision in MTC Resolution No. 03, Series of 1998 where they have to be prequalified.
- The MTC Secretariat must be advised of any change in its key officials especially the authorized signatories in their Certificates. Specimen signatures should be submitted accordingly.

II. On Textbooks, Teaching Aids and Training Equipment

- Training centers should submit in the prescribed forms an accurate declaration of the textbooks/teaching aids/training equipment that are actually present in their respective training centers. Substitutes should also be accordingly declared beforehand.

III. On Quality Systems

- Training centers should immediately furnish MTC a copy of their Quality Systems Certificate to effect upgrading of their Provisional Authority to Full Accreditation, provided that all key elements required under MTC Resolution No. 03, Series of 1998 have been fully complied with.
- Pursuant to Memorandum Circular No. 11, Series of 1999, training centers are required to submit a copy of their Quality Systems Manual to be used as reference by the Secretariat.

IV. On Memorandum of Agreements

- MTC should be notified fifteen (15) days prior to the effectivity of Memorandum of Agreements on the conduct of practicum entered into by training centers and maritime institutions. A copy of said MOA should likewise be submitted to the MTC.