

**DEPARTMENT: ON BOARD TRAINING OFFICE**

**Procedure on establishing linkages: Thru Memorandum of Agreement with Domestic Shipping Companies**

**1. PURPOSE:**

To ensure that UC-MEP can establish a linkage through the signed Memorandum of Agreement (MOA) with the domestic Shipping Companies, and the same is legal and binding between the parties thereof. By virtue of MOA the requirement of the current government regulations is met and will lead to compliance of School OBT carrying capacity.

**2. SCOPE:**

The procedure is applicable only in University of Cebu- Maritime Education Program

**3. REFERENCE:**

- 3.1 JCMC 01 s2019 as amended
- 3.2 UC-MEP Quality Management System

**4. RESPONSIBILITY:**

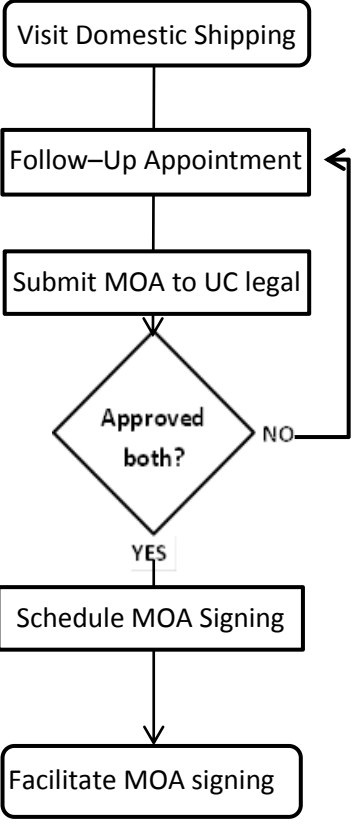
The ON BOARD TRAINING DEPARTMENTS is responsible for the implementation of this procedure.

**5. DEFINITION OF TERMS:**

- 5.1 **MEMORANDUM OF AGREEMENT (MOA)** - is a written document between the University of Cebu- Maritime Education Program and Domestic Shipping company describing terms and conditions as to the deployment of student recognized by the University of Cebu- Maritime Education Program.
- 5.2 **JCMC 01, s2019 AMENDED**- revised implementing guidelines on the approved seagoing service requirement for the conferment of the degree in BSMT and BSMAR-E programs.
- 5.3 **PARTIES** – refer to the University of Cebu-MEP and Domestic Shipping Company.
- 5.4 **SPM**- Standard Procedure Manual;
- 5.5 **SFM** – Standard Forms Manual
- 5.6 **UC-METC QMS**- The University of Cebu, Maritime Education and Training Center Quality Management System
- 5.7 **OBT** – On Board Training
- 5.8 **OBTS** – On Board Training Supervisor
- 5.9 **OBTS** – On Board Training Officer
- 5.10 **DSTO**-Designated Shipboard Training Officer

**6. INSTRUCTION**

- 6.1 OBTO designated Marketing representative will visit Domestic Shipping Company to personally hand the letter for appointment Re: MOA Discussion;
- 6.2 Follow up appointment visit MOA Discussion;
- 6.3 Submit Company reviewed or revised MOA to UC legal department Approval:
- 6.4 Ask both parties of the availability and schedule MOA signing;
- 6.5 Facilitate documentation of MOA signing and notarization

Process Flow	PIC	TIME LINE	Process
 <pre> graph TD     A[Visit Domestic Shipping] --&gt; B[Follow-Up Appointment]     B --&gt; C[Submit MOA to UC legal]     C --&gt; D{Approved both?}     D -- NO --&gt; B     D -- YES --&gt; E[Schedule MOA Signing]     E --&gt; F[Facilitate MOA signing]         </pre>		6-12 OS.	<p>1. OBTO designated Marketing representative will visit Domestic Shipping Company to personally hand the letter for appointment Re: MOA Discussion with Standard copy of MOA for company review</p> <p>2. Follow up appointment for visit MOA Discussion.</p> <p>3. Submit Company reviewed or revised MOA to UC legal department Approval: <b>YES</b>, If approved <b>NO</b>, if it need review revision</p> <p>NOTE: repeat item 2 &amp; 3 until both parties agreed and approve the content of MOA</p> <p>4. Ask both parties of the availability and schedule MOA signing</p> <p>5. Facilitate documentation of MOA signing and notarization</p>

Prepared By:

OBT Supervisor