

# **MASTER SURVEY INSTRUMENT**

# AREA I

## VISION, MISSION, GOALS AND OBJECTIVES

### PARAMETERS

- A. Statement of Vision, Mission, Goals and Objectives
- B. Dissemination and Acceptability

Program : \_\_\_\_\_

Level : \_\_\_\_\_

SUC : \_\_\_\_\_

Campus : \_\_\_\_\_

Date of Actual Survey : \_\_\_\_\_

## **AREA I: VISION, MISSION, GOALS AND OBJECTIVES**

The Area of Vision, Mission, Goals and Objectives is the most fundamental of all the ten (10) areas to be surveyed. Everything in the Institution is justified only to the extent that it realizes its vision and mission. It is essential therefore, for the Institution to formulate the vision and mission which should be the bases of all its operations. The Institution is judged by the degree to which these are attained, not in comparison with others.

### **A. Statement of Vision, Mission, Goals and Objectives**

The Vision is the state the Institution hopes to become in the future. The MGO represents the hierarchy of aims of the Institution. The Mission reflects the mandate/aim of the whole state university or state college. The Goals are the aims at the hierarchical structure below the Institutional level (the academic Unit/Institute/School); and the Objectives are the aims at the program level, i. e., what the program hopes to achieve.

The Institution shall define its mission in accordance with its legal and educational development mandate and the thrusts of the government.

The program outcomes are the foci of program accreditation. These are the competencies (knowledge and skills), values and other attributes, which the Institution hopes their graduates shall acquire to enable them to compete for employment, locally and internationally.

### **B. Dissemination and Acceptability**

It is expected that the Institution disseminates, and work for the acceptance of the Vision, Mission, Goals and Objectives by the stakeholders. In order to facilitate awareness and acceptance, it is a good practice that the faculty, non-teaching staff, students, linkages, the community, and other stakeholders are involved in the formulation, review and/or revision of the VMGO.

An outcomes-based assessment will focus on the extent to which the program objectives are attained as shown in the outcomes. Thus, there must be a common understanding and acceptance of the end results of the program by both the faculty and the students.

It should be demonstrated that the program objectives (outcomes) are consistent with the College goals; and the College goals with the Mission of the Institution. On a long-term perspective, the accomplishment of the Mission will lead to the realization of the Vision of the Institution.

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The following documents, additional information and exhibits will be useful in evaluating this Area, and should be made available at the Accreditation Center:

1. Billboards installed for the purpose of disseminating Vision, Mission, Goals and Objectives (VMGO);
2. Bulletin of Information;
3. Bulletins, brochures, catalogs, manuals, print and other media;
4. Documents/Materials containing statements of VMGO;
5. Minutes of meetings conducted to formulate, review or revise VMGO;
6. Programs and activities showing students' participation in the dissemination of the VMGO;
7. Research work/study conducted showing awareness and acceptance of the VMGO;
8. SUC Charter; and
9. University/College Code.



## AREA I: VISION, MISSION, GOALS AND OBJECTIVES

RATING SCALE								
NA	0	1	2	3	4	5		
-	-	Poor	Fair	Satisfactory	Very Satisfactory	Excellent		
Not Applicable	Missing	<i>Criterion is met minimally in some respects, but much improvement is needed to overcome weaknesses</i>  <i>(75% lesser than the standards)</i>	<i>Criterion is met in most respects, but some improvement is needed to overcome weaknesses</i>  <i>(50% lesser than the standards)</i>	<i>Criterion is met in all respects</i>  <i>(100% compliance with the standards)</i>	<i>Criterion is fully met in all respects, at a level that demonstrates good practice</i>  <i>(50% greater than the standards)</i>	<i>Criterion is fully met with substantial number of good practices, at a level that provides a model for others</i>  <i>(75% greater than the standards)</i>		
Indicators						Item Rating (IR)	System – Implementation Outcome Mean (SIOM)	Parameter Mean (PM)
<b>PARAMETER A: STATEMENT OF VISION, MISSION, GOALS AND OBJECTIVES</b>								
<b>SYSTEM – INPUTS AND PROCESSES</b>								
S.1. The institution has a system of determining the Vision and Mission.								
S.2. The Vision clearly reflects what the Institution hopes to become in the future.								
S.3. The Mission clearly reflects the Institution's legal and other statutory mandates.								
S.4. The Goals of the College/Academic Unit are consistent with the Mission of the institution.								
S.5. The Objectives of the program have the expected outcomes in terms of competencies (skills and knowledge), values and other attributes of the graduates which include the development of:								
S.5.1. technical/ pedagogical skills;								

Indicators	IR	SIOM	PM
S.5.2. research and extension capabilities;			
S.5.3. students' own ideas, desirable attitudes and personal discipline;			
S.5.4. moral character;			
S.5.5. critical analytical, problem solving and other higher order thinking skills; and			
S.5.6. aesthetic and cultural values.			

<b>IMPLEMENTATION</b>			
I.1. The Institution/College conducts a review on the statements of the Vision and Mission as well as its goals and program objectives for the approval of authorities concerned.			
I.2. The College/Academic Unit follows a system of formulating its goals and the objectives of the program.			
I.3. The College/Academic Unit's faculty, personnel, students and other stakeholders (cooperating agencies, linkages, alumni, industry sector and other concerned groups) participate in the formulation, review and/or revision of the VMGO.			

<b>OUTCOME/S</b>			
O.1. The VMGO are crafted and duly approved by the BOR/BOT.			

<b>PARAMETER B: DISSEMINATION AND ACCEPTABILITY</b>			
<b>SYSTEM – INPUTS AND PROCESSES</b>			
S.1. The VMGO are available on bulletin boards, in catalogs/manuals and in other forms of communication media.			



Indicators	IR	SLOM	PM
<b>IMPLEMENTATION</b>			
I.1. A system of dissemination and acceptability of the VMGO is enforced.			
I.2. The administrators/faculty attend in-service seminars and training on awareness and acceptability of the:			
I.2.1. Vision and Mission of the Institution;	<input type="checkbox"/>		
I.2.2. Goals of the College/Academic Unit; and	<input type="checkbox"/>		
I.2.3. Objectives of the Program.	<input type="checkbox"/>		
I.3. The formulation/review/revision of the VMGO is participated in by the following:			
I.3.1. administrators;	<input type="checkbox"/>		
I.3.2. faculty;	<input type="checkbox"/>		
I.3.3. staff;	<input type="checkbox"/>		
I.3.4. students; and	<input type="checkbox"/>		
I.3.5. other stakeholders.	<input type="checkbox"/>		
I.4. The faculty and staff perform their jobs/functions in consonance with the VMGO.			
I.5. The VMGO are widely disseminated to the different agencies, institutions, industry sector and the community.			
<b>OUTCOME/S</b>			
O.1. There is full awareness and acceptance of the VMGO by the administrators, faculty, staff, students and other stakeholders.			
O.2. There is congruency between actual educational practices and activities with the following:			
O.2.1. Vision and mission of the SUC;	<input type="checkbox"/>		



Indicators	IR	SIOM	PM
O.2.2. Goals of the College/Academic Unit; and			
O.2.3. Objectives of the Program.			
O.3. The goals and objectives are being achieved.			
Area Mean:			

## SUMMARY OF RATINGS

### AREA I: VISION, MISSION, GOALS AND OBJECTIVES

Parameters		Numerical Rating	Descriptive Rating
A	Statement of Vision, Mission, Goals and Objectives		
B	Dissemination and Acceptability		

Total: \_\_\_\_\_

Mean: \_\_\_\_\_

LEAD ACCREDITOR/S:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

# AREA II

## FACULTY

### PARAMETERS

- A. Academic Qualifications and Professional Experience
- B. Recruitment, Selection and Orientation
- C. Faculty Adequacy and Loading
- D. Rank and Tenure
- E. Faculty Development
- F. Professional Performance and Scholarly Works
- G. Salaries, Fringe Benefits and Incentives
- H. Professionalism

Program : \_\_\_\_\_  
Level : \_\_\_\_\_  
SUC : \_\_\_\_\_  
Campus : \_\_\_\_\_  
Date of Actual Survey : \_\_\_\_\_

## **AREA II: FACULTY**

The standard or quality of an institution or program is greatly measured by the qualifications of its faculty. In this light, the faculty should be composed of competent members in terms of academic qualifications, experience and professional expertise. In addition, they should manifest desirable personal qualities and high level of professionalism.

To be effective, faculty members should be properly compensated and taken care of. They must be given opportunities for continuous personal and professional development. A policy of fair and equitable distribution of teaching assignments and workload should be practiced. Likewise, objective and clear promotion criteria/scheme should be adopted by the Institution.

### **Criteria:**

#### **A. Academic Qualifications and Professional Experience**

The faculty should have the appropriate academic preparation and experience relevant to the program. They must be holders of appropriate degrees. In case of any deficiency, they should possess relevant and/or compensatory qualifications. Moreover, they must be licensed (where applicable) if they are handling professional subjects. They must exhibit competence as evidenced by their professional license, performance evaluation, consultancy and scholarly works.

#### **B. Recruitment, Selection and Orientation**

Recruitment and selection of the faculty are among the important activities undertaken by an institution. Success in the implementation of an academic program depends to a great extent on the quality of the faculty.

The Institution should have an effective system of recruitment and selection of the most qualified faculty. The system may include the conduct of a psychological test, interview, demonstration teaching, etc. The process is a participative effort of the dean, chairperson, faculty representative/s, and other designated officials. New faculty members must be given orientation on the Institution's VMGO and policies as well as on their responsibilities and privileges.

#### **C. Faculty Adequacy and Loading**

The Institution should have an adequate number of faculty with the appropriate qualifications to handle the courses offered by a particular program. Teaching assignment/loading should be based on the major/minor fields of specialization of the faculty. Their workload should allow them time to prepare lessons, score papers and



other course requirements, advise students, conduct research and extension activities and perform other instruction-related activities and institutional service. If possible, the faculty should not be given more than three academic subject preparations.

#### **D. Rank and Tenure**

The Institution should implement a system of promotion in rank and salary based on existing policies and guidelines. Faculty members must be informed of the Institutional policies on probation, extension, renewal or termination of contract, promotion, and retirement.

#### **E. Faculty Development**

The Institution should have a well-funded Faculty Development Program. The program should include criteria for the selection of scholars/grantees, and opportunities/study privileges, research grants, training, etc., that are available. Faculty members should be encouraged to join professional organizations and to continuously upgrade their knowledge and competence by participating in in-service training activities such as seminars, conferences, workshops, etc.

#### **F. Professional Performance and Scholarly Works**

Teaching is the main function of the faculty and a performance evaluation system should be based on objective criteria. The faculty should also be involved in the dissemination of knowledge, innovations, and technologies in national and international fora and in the development of instructional materials such as modules, software, teach wares, multi-media devices, etc. Moreover, they are expected to render expert services and consultancies.

#### **G. Salaries, Fringe Benefits and Incentives**

The salary scale of the faculty follows the DBM Salary Standardization Scheme and the most recent government issuances on compensation. Fringe benefits of faculty members such as leave privileges and financial assistance should be embodied in the Institution's Code or Manual in consonance with CSC and other government policies and guidelines. Overloads are appropriately compensated. Outstanding performance (publication, reproduction, scholarly works, etc.) of faculty should be recognized and incentives be given correspondingly.

#### **H. Professionalism**

Professionalism should be practiced based on the SUC Code, the Civil Service Code of Ethical Standards for Government Officials and Employees (RA 6713), and the Code of Ethics for the Profession. Academic freedom should be judiciously exercised.

The following documents, additional information and exhibits will be useful in evaluating this Area, and should be made available, preferably at the Accreditation Center:

1. Board Resolutions on rank and tenure, and others that concern the faculty;
2. Bulletins/display boards where important legislations, memoranda, directives and circulars on fringe benefits are posted;
3. CMO and other pertinent policies and guidelines;
4. Class Records;
5. Class Schedule for the current semester and for the two (2) preceding semesters;
6. Code of Professional Ethics/R.A. 6713 and other pertinent CSC Issuances;
7. Faculty Development Program;
8. Faculty Journal;
9. Faculty Manual;
10. Faculty Performance and Rating System;
11. Faculty Profile;
12. List of faculty and the training, seminars, and conferences they attended (indicate the date and place);
13. Merit System and Promotion Plan;
14. Minutes and attendance record of faculty meetings;
15. Minutes of meetings of the Selection Board;
16. Personnel records of disciplinary/administrative cases, if any;
17. Plantilla of Faculty;
18. Qualification Standards;
19. Records of termination cases, if any;
20. Samples of results of recruitment and selection process conducted showing the names of applicants; and
21. Issuances on Compensation, Fringe Benefits and Incentives.

## AREA II: FACULTY

RATING SCALE								
NA	0	1	2	3	4	5		
-	-	Poor	Fair	Satisfactory	Very Satisfactory	Excellent		
Not Applicable	Missing	<i>Criterion is met minimally in some respects, but much improvement is needed to overcome weaknesses</i> <i>(75% lesser than the standards)</i>	<i>Criterion is met in most respects, but some improvement is needed to overcome weaknesses</i> <i>(50% lesser than the standards)</i>	<i>Criterion is met in all respects</i> <i>(100% compliance with the standards)</i>	<i>Criterion is fully met in all respects, at a level that demonstrates good practice</i> <i>(50% greater than the standards)</i>	<i>Criterion is fully met with substantial number of good practices, at a level that provides a model for others</i> <i>(75% greater than the standards)</i>		
Indicators						Item Rating (IR)	System – Implementation – Outcome Mean (SIOM)	Parameter Mean (PM)
<b>PARAMETER A: ACADEMIC QUALIFICATIONS AND PROFESSIONAL EXPERIENCE</b>								
<b>SYSTEM – INPUTS AND PROCESSES</b>								
S.1. The required number of faculty possess graduate degrees appropriate and relevant to the program or any of the allied fields.								
S.2. Other qualifications such as the following are considered:								
S.2.1. related professional experience;								
S.2.2. licensure <i>(if applicable)</i>								
S.2.3. specialization								
S.2.4. technical/pedagogical skills and competence; and								
S.2.5. special abilities, computer literacy, research productivity;								
S.3. Faculty handling OJT/practicum courses have had at least three (3) years of teaching and industry-based experience in the field, <i>if applicable</i> .								



















































































































































