

AREA X: ADMINISTRATION

PARAMETER A: ORGANIZATION	What Documents to Support	Where to Get the Documents
SYSTEM-INPUTS AND PROCESSES		
S.1. The institution has an organizational structure approved by the Board of Regents/Trustees (BOR/BOT)	BOR/BOT Approved Organizational Chart	University Manual or Code
S.2. Every office/unit in the organizational structure has functions approved by the BOR/BOT.	BOT/BOR approved office/unit organizational structure	University Manual or Code
IMPLEMENTATION		
I.1. The institution is subdivided into administrative units in accordance with the organizational structure.	Designations, Memoranda and Special Orders from the University President	University/College President's Office
I.2. The functions, duties and responsibilities of the administrative personnel/staff in each unit/office are identified and carried out.	Appointment Copies, IPCR/OPCR Copies	HRMO
I.3. The Board of Regents/Trustees is supportive with the growth and development of the institution.	BOT/BOR Approved Resolutions and Planning	Board Secretary Records' Office
I.4. The Academic and Administrative Councils exercise their powers and perform their functions.	Minutes of Meetings, Academic and Administrative Council	University/College President's office
I.5. The flow of communication among and within units/departments is observed.	Circulated - Thru-Channels Memoranda; Copies of Logbooks per Receiving Documents	University President's Office Department Secretaries
OUTCOME/S		
O.1. The institution has a well-designed and functional organizational structure.	Stakeholders' Feedback/s, Satisfaction Survey <i>*pertaining to organizational structure</i>	Monitoring and Evaluation In-Charge (Per school)
PARAMETER B: ACADEMIC ADMINISTRATION	What Documents to Support	Where to Get the Documents

SYSTEM-INPUTS AND PROCESSES		
S.1. The Dean/Academic Unit Head possess the required educational qualification and experience and other prescribed requirements needed to administer the College/Academic Unit.	University Qualification Standards; 201 Files; CMO per Course	University Code / Manual HRMO
S.1.1. Ph.D in educational/related fields;	PDS; TOR;	HRMO
S.1.2. Certificate of Registration/Professional License (LET); and	LET Card	
S.1.3. Other requirements as prescribed by the Board.	BOT Resolution to create BEE	
S.2. The Department Chair/s or their equivalent has appropriate/relevant educational qualification and experience.	University Qualification Standards; 201 files; CMO per Course	University Code / Manual HRMO
S.2.1. at least a doctoral degree holder in education and/or related field;	PDS, TOR, Diploma of the Dean	
S.2.2. a holder of valid certificate of registration and professional teacher's license.	PRC Card	
IMPLEMENTATION		
I.1. The Dean is assisted by Department Chair/s with appropriate/relevant educational qualifications and experience.	Copies of Special Orders for Specific Designations	President's office *Records' Office (per school application)
I.2. The Dean implements a supervisory program.	Supervisory Plan; Records of Implementation (documentation, schedules, logbooks)	Dean's Office
I.3. The Dean participates in the recruitment and promotion of faculty and support staff.	Attendance in PSB Official Result in Recruitment	HRMO
I.4. The Dean, the faculty and the administration work together for the improvement of the College/Academic Unit particularly in:		
I.4.1. setting standards and targets;	Minutes of Meetings Target setting Strategic planning	Dean's Office (from the College Secretary)
I.4.2. planning of programs and other related activities;	Minutes of Meetings Target Setting Strategic Planning	Dean's Office (from the College Secretary)

I.4.3. Implementing, monitoring and evaluation of plans, programs and other related activities.	PCR/OPCR (Time frame: period of accreditation); Monitoring Reports; Accomplishment Reports (Annual)	President's Office HRMO
I.4.4. establishing linkages, partnership and networking activities;	Copies of MOA and MOU	President's Office; Dean's Office (College Secretary)
I.4.5. providing opportunities for professional growth and development of the faculty and staff;	Letter of Endorsements; Annual Dean's Report on who are sent for studies and seminars	President's office Dean's Office VPAA Office
I.4.6. preparing policies and guidelines on the internal administration and operation of the College/Academic Unit; and	Highlighted Content: Minutes of Faculty Meeting; Memoranda and Notices of the College; College Manual of Operation	Dean's Office
I.4.7. preparing guidelines on the proper use and maintenance of facilities, equipment, supplies and materials, etc.	Issuances / Memoranda Regarding Maintenance (e.g. 5S)	Dean's Office
I.5. Definite criteria and procedures in the selection and promotion of the most qualified faculty and staff are observed.	Highlighted Content: Ranking and Promotion Scheme (Faculty and Administrative Manual; and University Code)	HRMO
I.6. The Dean, faculty, staff, and students pursue collaborative activities in generating resources and income, and in implementing cost-effective measures.	Copies of Memos about Cost Saving Activities; Issuances Regarding IGPs	Dean's Office
I.7. The Dean implements policies and procedures on internal administration and operations of the College/Academic Unit.	Memos and Issuances; Minutes of the faculty Meeting; Monitoring Documents	Dean's office
OUTCOME/S		
O.1. The College/Academic Unit is efficiently and effectively managed.	Stakeholders' Feedback	HRMO

	(satisfaction survey); Copies of OPCR/DPCR	
PARAMETER C: STUDENT ADMINISTRATION	What Documents to Support	Where to Get the Documents
SYSTEM-INPUTS AND PROCESSES		
S.1. The institution has an approved and printed Student Handbook/ Manual containing policies and guidelines on the following aspects of student life:	Copy of BOR/BOT Approved Student Manual	Office of the Student Services
S.1.1. admission and retention policies;	Copy of BOR/BOT Approved Student Manual	Office of the Student Services
S.1.2. registration requirements;	Copy of BOR/BOT Approved Student Manual	Office of the Student Services
S.1.3. school fees;	Copy of BOR/BOT Approved Student Manual	Office of the Student Services
S.1.4. academic load;	Copy of BOR/BOT Approved Student Manual	Office of the Student Services
S.1.5. transfers;	Copy of BOR/BOT Approved Student Manual	Office of the Student Services
S.1.6. residence, course work, scholastic and graduation requirements;	Copy of BOR/BOT Approved Student Manual	Office of the Student Services
S.1.7. examination and grading system;	Copy of BOR/BOT Approved Student Manual	Office of the Student Services
S.1.8. scholarships/grants/assistantships;	Copy of BOR/BOT Approved Student Manual	Office of the Student Services
S.1.9. shifting and adding/dropping of course/s/subject/s;	Copy of BOR/BOT Approved Student Manual	Office of the Student Services
S.1.10. code of conduct and discipline;	Copy of BOR/BOT Approved student Manual	Office of the Student Services
S.1.11. attendance; and	Copy of BOR/BOT Approved Student Manual	Office of the Student Services
S.1.12. others (please specify) _____.	Copy of BOR/BOT Approved Student Manual	Office of the Student Services
IMPLEMENTATION:		

I.1. Students are provided opportunities to participate in the planning and implementation of activities concerning their welfare.	Minutes of Meetings (attendance of student regent); acknowledgement receipts (students receiving the documents); documentation (pictures of students forum and attendance sheets)	Board Secretary; Office of Student Services
I.2. Concerned officials, faculty and staff act promptly on requests and problems of the students.	Copies of Letters of Complaints with Official Response; Documents Signifying Tracking of Responses	OSA or SAO Department concerned
I.3. The administration, faculty, staff and students work harmoniously and maintain good relationship.	Minutes of Meetings; Documentation of Teambuilding (validation thru interview)	Department or Offices Concerned.
OUTCOME/S:		
O.1. The institution has an effective and functional Student Administration.	Performance / OPCR of OSS / SAO; Copies of Students' Feedback	HRMO OSS/OSA
O.2. Policy implementation is efficient.	Copies of Students' Feedback	OSS/OSA
PARAMETER D: FINANCIAL MANAGEMENT	What Documents to Support	Where to Get the Documents
SYSTEM-INPUTS AND PROCESSES:		
S.1. The institution has an approved Financial Development Plan (FDP).	Copy of Approved Budget (BOR/BOT Approved)	Finance Office
S.2. The approved budget is in consonance with the FDP.		
S.3. The institution has specific budgetary allotment for the following:	Copy of Approved Budget (BOR/BOT Approved)	Finance Office
	Copy of Approved Budget	Finance Office

S.3.1. personnel services;	(BOR/BOT Approved)	
S.3.2. Maintenance and Other Operating Expenses (MOOE);	Copy of Approved Budget (BOR/BOT Approved)	Finance Office
S.3.3. capital outlay; and	Copy of Approved Budget (BOR/BOT Approved)	Finance Office
S.2.4. special projects.	Copy of Approved Budget (BOR/BOT Approved)	Finance Office
IMPLEMENTATION:		
I.1. The institution maintains a Financial Management office managed by qualified and competent staff.	Highlighted Organizational Structure and Profile of Personnel (manual of operations)	Finance Office HRMO
I.2. The financial management personnel are responsible for the efficient management of financial resources/ funds of the Institution.	Copies of Approved Duties and Responsibilities of the Financial Management Personnel	HRMO
I.3. The administrative, faculty, staff and student representatives participate in the budget preparation and in the procurement program of the Institution.	Minutes of Meetings; Documentation of Making PPMP/Work Financial Plan	Financial Office/ Planning Office
I.4. The budget of the institution is fairly and objectively allocated.	Work Financial Plan (Per Department) Minutes of meetings (Budget Review)	Finance Office
I.5. The institution allocates funds for the following student services and activities:		
I.5.1. cultural development;	Copy of Approved Budget; Budget Utilization Rate	Finance Office
I.5.2. athletic and sports development;	Copy of Approved Budget; Budget Utilization Rate	Finance Office
I.5.3. medical and dental services;	Copy of Approved Budget; Budget Utilization Rate	Finance Office
I.5.4. library;	Copy of Approved Budget; Budget Utilization Rate	Finance Office

I.5.5. student body organization;	Copy of Approved Budget; Budget Utilization Rate	Finance Office
I.5.6. guidance and counseling;	Copy of Approved Budget; Budget Utilization Rate	Finance Office
I.5.7. improvement of laboratories/shops;	Copy of Approved Budget; Budget Utilization Rate	Finance Office
I.5.8. repair and maintenance of facilities and equipment;	Copy of Approved Budget; Budget Utilization Rate	Finance Office
I.5.9. purchase of new equipment, supplies and materials;	Copy of Approved Budget; Budget Utilization Rate	Finance Office
I.5.10. replacement of old and unserviceable equipment;	Copy of Approved Budget; Budget Utilization Rate	Finance Office
I.5.11. construction of new facilities; as needed	Copy of Approved Budget; Budget Utilization Rate	Finance Office
I.5.12. improvement/expansion of physical plant;	Copy of Approved Budget; Budget Utilization Rate	Finance Office
I.5.13. extension and community services;	Copy of Approved Budget; Budget Utilization Rate	Finance Office
I.5.14. disaster and risk reduction; and	Copy of Approved Budget; Budget Utilization Rate	Finance Office
I.5.15 auxiliary services, etc.	Copy of Approved Budget; Budget Utilization Rate	Finance Office
I.6. The budget for specific expenditures indicated in item 1.5 is allocated in consonance with existing policies and guidelines.	Copy of Approved Budget; Budget Utilization Rate	Finance Office
OUTCOME/S:		
O.1. The institution has a sound and effective financial management system.	Budget Utilization Rate; Financial statements; Budget and financial accountability report; physical and financial report; documentation: pictures of actual building / facility	Finance Office / Planning Office

PARAMETER E: SUPPLY MANAGEMENT	What Documents to Support	Where to Get the Documents
SYSTEM-INPUTS AND PROCESSES:		
S.1. The institution has an approved procurement system in consonance with the revised IRR of RA 9184 (Government Procurement Reform Act).	Procurement Management System Per Institution <i>(pursuant to R.A. 9184)</i> ; Manual of Operations Highlighted	Procurement Office Bids and Awards Committee
S.2. The Institution has a system for the proper disposal of non-serviceable and condemned equipment, supplies and materials.	Manual of Operations	Procurement Office; Bids and Awards Committee
S.3. The office has a storeroom for keeping and securing equipment, supplies and materials purchased.	Highlighted Manual of Operations	Procurement Office; Bids and Awards Committee
IMPLEMENTATION:		
I.1. The institution maintains a Supply Management Office (SMO) managed by qualified staff with specific functions and responsibilities.	Manual of Operations and Organizational Chart and Functions of Staff; Personnel Profile with Trainings	Procurement Office; Bids and Awards Committee
I.2. The Bids and Awards Committee (BAC) is responsible for the procurement and deliveries of needed equipment, supplies and materials in accordance with the approved Annual Procurement Plan (APP) and Project Procurement Management Plan (PPMP).	Highlights Manual of operation Approved annual Procurement plan and PPMP	Procurement Office
I.3. The BAC performs its tasks and responsibilities in accordance with recent procurement policies and official issuance.	Procurement Monitoring Report <i>(Received by GPBP)</i>	Procurement Office
I.4. The SMO prepares, evaluates and submits the annual inventory of serviceable and non-serviceable facilities and equipment.	Yearly Report <i>(Received by COA)</i> RPCPPE IIRUP WMR	Property Mgt. Office
I.5. All approved requests for procurement are published in the Philippine Government Electronic Procurement System (Phil-GEPS).	Sample Phil-GEPS Posting <i>e.g. infrastructure, goods, alternative mode of procurement</i>	Procurement Office
OUTCOME/S:		

O.1. The institution has an efficient and effective Supply Management System.	Feedback Report (<i>NO negative feedback from the end user and suppliers</i>) EO 25 Certificate of Compliance	Procurement Office
O.2. All procurement transactions are transparent.	Phil-GEPS Certification of Compliance Publication, Postings and Invitation to Bid Copy of APCPI	Procurement Office Planning Office

PARAMETER F: RECORDS MANAGEMENT	What Documents to Support	Where to Get the Documents
SYSTEM-INPUTS AND PROCESSES:		
S.1. The institution has a system of records keeping.	Policies and Procedures Manual Operations	Record's Office
S.2. The institution has policies and procedures to ensure the security and confidentiality of records.	Policies (<i>Data Privacy</i>) Policies (<i>Freedom of Info</i>)	Record's Office
S.3. Policies and procedures on prompt release of records are in place.	Copy of Citizen's Charter ARTA Policies.	Record's Office
IMPLEMENTATION:		
I.1. The institution maintains a Records Management Office (RMO) managed by a qualified Records Officer.	Approved Organization Structure Service Pledge	Record's Office
I.2. A records system is installed in offices where it allows easy access to information needed by concerned parties.	Copies of Logbooks for Receiving Documents Manual of Procedures Citizen's Charter	Record's Office Concerned Departments
I.3. The Human Resource Management Office (HRMO) maintains accurate up-to-date and systematically filed records of faculty and non-teaching personnel.	Updated 201 Files	HRMO
I.4. The following updated record compilations are made available to concerned parties:	Copy of Logbook Receiving of Documents	Office Concerned

I.4.1. minutes of the Board of Regents/Trustees meetings;	Copy of Logbook Receiving of Documents	Office Concerned
I.4.2. minutes of the faculty meetings, e.g. minutes of the Academic Council meetings;	Copy of Logbook Receiving of Documents	Office Concerned
I.4.3. faculty/ non-teaching personnel individual files;	Copy of Logbook Receiving of Documents	Office Concerned
I.4.4. faculty/non teaching personnel performance evaluation results; and	Copy of Logbook Receiving of Documents	Office Concerned
I.4.5. other records such as:		
I.4.5.1. student directory;	Copy of Logbook Receiving of Documents	Office Concerned
I.4.5.2. alumni directory;	Copy of Logbook Receiving of Documents	Office Concerned
I.4.5.3. permanent records of students;	Copy of Logbook Receiving of Documents	Office Concerned
I.4.5.4. reports of Director/Dean;	Copy of Logbook Receiving of Documents	Office Concerned
I.4.5.5. annual reports;	Copy of Logbook Receiving of Documents	Office Concerned
I.4.5.6. accomplishment/progress reports;	Copy of Logbook Receiving of Documents	Office Concerned
I.4.5.7. scholarship records;	Copy of Logbook Receiving of Documents	Office Concerned
I.4.5.8. statistical data;	Copy of Logbook Receiving of Documents	Office Concerned
I.4.5.9. financial records of students;	Copy of Logbook Receiving of Documents	Office Concerned
I.4.5.10. inventory of property;	Copy of Logbook Receiving of Documents	Office Concerned
I.4.5.11. proceedings of administrative investigation (if any); and	Copy of Logbook Receiving of Documents	Office Concerned
I.4.5.12. others (please specify) _____.	Copy of Logbook Receiving of Documents	Office Concerned

PARAMETER F: RECORDS MANAGEMENT	What Documents to Support	Where to get the documents
OUTCOME/S		
O.1. The institution has a commendable Records Management System.	Stakeholders' Feedback (e.g. surveys about Registrar's Office)	Records' Office

PARAMETER G: INSTITUTIONAL PLANNING AND DEVELOPMENT	What Documents to Support	Where to get the documents
SYSTEM-INPUTS AND PROCESSES:		
S.1. The institution has an approved Strategic Development Plan (SDP) available in printed and/or electronic forms.	Copy of Approved Strategic Development Plan (Printed/Electronic Form)	Planning Office
S.2. There is a system to monitor the implementation of the CSDP.	Monitoring and Evaluation Documents	Planning Office
IMPLEMENTATION:		
I.1. The Institution's Planning Unit plans, monitors and evaluates planned activities/targets.	Documentation and Minutes of Meetings: Evaluation	Planning Office
I.2. The planning process is a cooperative and participative endeavor of administration, the faculty and the students.	Special Orders; Planning Activities (Including Attendance)	Planning Office
I.3. The SDP is implemented, monitored, evaluated, reviewed and updated regularly.	Documentation of Reviews; Minutes of Meeting and Pictures; Evaluation and Monitoring of Reports; Accomplishment Reports	Planning Office
OUTCOME/S:		
O.1. The SDP is congruent with the VMGO as well as with the local, regional and national development goals and agenda.	Approved Strategic Plan	Planning Office

PARAMETER H: PERFORMANCE OF ADMINISTRATIVE PERSONNEL	What Documents to Support	Where to get the documents
SYSTEM-INPUTS AND PROCESSES:		
S.1. The institution has an approved performance evaluation system for administrative personnel which includes the following items:		
S.1.1. competence;	Copies of SPMS Manual; Copies of Faculty Evaluation Tools	HRMO
S.1.2. quality of work;	Copies of SPMS Manual; Copies of Faculty Evaluation Tools	HRMO
S.1.3. work ethic (punctuality, wise use of time, etc.);	Copies of SPMS Manual; Copies of Faculty Evaluation Tools	HRMO
S.1.4. creative ability and innovativeness;	Copies of SPMS Manual; Copies of Faculty Evaluation Tools	HRMO
S.1.5. ability to handle internal and external pressures; and	Copies of SPMS Manual; Copies of Faculty Evaluation Tools	HRMO
S.1.6. interpersonal relations.	Copies of SPMS Manual; Copies of Faculty Evaluation Tools	HRMO
IMPLEMENTATION:		
I.1. The institutional regularly monitors and evaluates the performance of the administrative staff.	Copies of IPCR (<i>Latest Rating Period</i>)	HRMO
I.2. The results of performance evaluation of the administrative staff are utilized.	Minutes of meetings (<i>Needs Assessment</i>)	HRMO
I.2.1. to improve performance and delivery of services; and	Minutes of meetings (<i>Agenda: Promotion</i>)	HRMO
I.2.2. for promotion.	Minutes of meetings (<i>Agenda: Promotion</i>)	HRMO
OUTCOME/S:		
O.1. The administrative personnel/staff have commendable performance.	Copies of IPCR; Satisfactory Rating	HRMO

