

COMMON DOCUMENT – BENCHMARK - CIVIL ENGINEERING

AREA I

VISION, MISSION, GOALS AND OBJECTIVES

PARAMETERS

A. Statement of vision, mission, goals and objectives

B. Dissemination and acceptability

PARAMETER A: STATEMENT OF VISION, MISSION, GOALS AND OBJECTIVES SYSTEM-INPUTS AND PROCESSES

- 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.

IMPLEMENTATION

- 1.1. The institution/college conducts a review on the statement of the vision and mission as well as its goals and program objectives for the approval of authorities concerned.
- 1.2. The college/academic unit follows a system of formulating goals and the objectives of the program.
- 1.3. 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.

OUTCOME/S

- 0.1. The vmgo are crafted and duly approved by the bor/bot.

PARAMETER B: DISSEMINATION AND ACCEPTABILITY

SYSTEM-INPUTS AND PROCESSES

S.1. The vmgo are available on bulletin boards, in catalogs/manuals and in other forms of communication media.

IMPLEMENTATION

- 1.1. A system of dissemination and acceptability of the vmgo is enforced.
- 1.2. The administrators/faculty attend in-service seminars and training on awareness and acceptability of the:
 - 1.2.1. Vision and mission of the institution; 1.2.2.
 - Goals of the college/academic unit; and
 - 1.2.3. Objectives of the program.
- 1.3. The formulation/review/revision of the vmgo is participated in by the following:
 - 1.3.1. Administrators;
 - 1.3.2. Faculty;
 - 1.3.3. Staff;
 - 1.3.4. Students; and
 - 1.3.5. Other stakeholders.
- 1.4. The faculty and staff perform their jobs/functions in consonance with the Vmgo.
- 1.5. The vmgo are widely disseminated to the different agencies, institutions, industry sector and the community.

OUTCOME/S

- 0.1. There is full awareness and acceptance of the VMGO by the administrators, faculty, staff, students and other stakeholders.
- 0.2. There is congruency between the actual educational practices and activities with the following:
 - 0.2.1. Vision and mission of the SUC;
- 0.3. The goals and objectives are being achieved.

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**

PARAMETER A: ACADEMIC QUALIFICATIONS AND PROFESSIONAL EXPERIENCE

SYSTEM-INPUTS AND PROCESSES

S.2. Other qualifications such as the following are considered:

- S.2.1. Related professional experience;
 - S.2.2. Licensure;
 - S.2.3. Specialization;
 - S.2.4. Technical 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 industrybased experience in the area.
- S.4. At least 50% of the faculty are graduate degree holders.

IMPLEMENTATION

1.1. The faculty demonstrate professional competence and are engaged in any or a combination of the following:

- 1.1.1. Instruction;
- 1.1.2. Research;
- 1.1.3. Extension;
- 1.1.4. Production;
- 1.1.5. Consultancy and expert service; and
- 1.1.6. Publication, creative and scholarly works.

OUTCOME/S

0.1. The institution has qualified and competent faculty.

PARAMETER B: RECRUITMENT, SELECTION AND ORIENTATION

SYSTEM-INPUTS AND PROCESSES

S.1. There is an institutional Human Resource Development Plan/Program designed for faculty recruitment.

IMPLEMENTATION

1.1. Recruitment and selection of faculty is processed by the Faculty Selection Board using the following criteria:

Mandatory

- 1.1.1. Academic qualifications;
- 1.1.2. Personal qualities;
- 1.1.3. Communication skills;
- 1.1.4. Teaching ability;
- 1.1.5. Medical examination results;
- 1.1.6. Psychological examination results;

Optional

- 1.1.7. Relevant professional experiences (if any);
- 1.1.8. Previous record of employment (if any);

- 1.1.9. Technical/special skills and abilities; and
- 1.1.10. Previous performance rating (if any).
- 1.2. The hiring system adopts an open competitive selection, based on the csc-approved merit system and promotion plan of the institution published and well-disseminated through various media outlets:
 - 1.2.1. Print media (newspaper, flyers, CSC Bulletin of vacant positions;
 - 1.2.2. Broadcast media (TV, radio);
 - 1.2.3. Website;
 - 1.2.4. Bulletin boards; and
 - 1.2.5. Others (please specify).
- 1.3. A Screening Committee selects and recommends the best and most qualified applicant.
- 1.4. Measures to avoid professional in-breeding are observed.
- 1.5. The institution conducts orientation for newly-hired faculty on its institutional vision and mission, CSC, PRC, DBM, and administration policies on their duties and responsibilities, benefits and other academic concerns.

OUTCOME/S

- 0.1. The most qualified faculty are selected.

PARAMETER C: FACULTY ADEQUACY AND LOADING

SYSTEM-INPUTS AND PROCESSES

- S.1. Faculty-student ratio meets the program requirements and standards.
 - S.1.1. lecture (1:40)
 - S.1.2. laboratory (1:25)
- S.2. There is a provision for incentives of overload teaching in accordance with the cmo of the program and/or institutional guidelines.
- S.3. There are full-time faculty classified by rank, subject/specialization.
- S.4. Faculty schedule has time for preparation of lessons, scoring of test papers, record-keeping, class evaluation and other instruction-related activities.
- S.5. Workload guidelines contain sufficient time for teaching and/or research, extension, production and other assigned tasks.
- S.6. There is equitable, measurable and fair distribution of teaching and other assignments.

IMPLEMENTATION

- 1.1. The maximum total load is assigned to regular full-time faculty in accordance to the cmo of the program and/or institutional guidelines.
- 1.2. A faculty manual is published formalizing faculty policies, standards and guidelines.
- 1.3. Professional subjects are handled by specialists in the discipline/program.
- 1.4. Faculty are assigned to teach their major/minor fields of specialization, for a maximum of four (4) different subject preparations within a semester.
- 1.5. Administrative arrangements are adopted when vacancies/leaves of absence occur during the term.
- 1.7. Teaching schedule does not allow more than six (6) hours of continuous teaching.
- 1.8. Administrative, research and/or professional assignment outside of regular teaching is given credits.
- 1.9. Consultation, tutorial, remedial classes, expert services, and other instruction-related activities are given credits in consonance with faculty workload guidelines.
- 1.10. Workload assignments and number of preparations follow existing workload guidelines.

OUTCOME/S

- 0.1. The faculty are efficient and effective, with sufficient time for instruction, research, extension, production and other assigned tasks.

PARAMETER D: RANK AND TENURE

SYSTEM-INPUTS AND PROCESSES

- S.1. The institution has a system of promotion in rank and tenure based on official issuances.
- S.2. The institution has a policy on probationary status of employment.
- S.3. At least 50% of the full-time faculty teaching the professional courses are under permanent/regular status.

IMPLEMENTATION

- 1.1. The institution implements the system of promotion in rank and salary based on existing policies and issuances (e.g. NBC 461).
- 1.2. Retirement, separation or termination benefits are implemented in accordance with institutional and government (CSC, GSIS/DBM) policies and guidelines.
- 1.3. The faculty are officially informed of their rank and tenure after evaluation of the credentials and performance.

- 1.4. The faculty concerned is officially informed of the extension, renewal, or termination of their appointments.
- 1.5. The institution implements a csc-approved strategic performance management system (spms) which emphasizes quality teaching performance, research, creative work, extension and production services.
- 1.6. The probationary period or temporary status required before the grant of permanent status to the faculty is in accordance with Civil Service and institutional policies and guidelines.

OUTCOME/S

- 0.1. The faculty are satisfied with their rank and employment status.

PARAMETER E: FACULTY DEVELOPMENT

SYSTEM-INPUTS AND PROCESSES

- S.1. The institution has an approved and sustainable faculty development program (fdp).
- S.2. There are policies on faculty academic recognition and grant of scholarships/fellowships and awards.
- S.3. Every faculty member has at least one active membership in professional/scientific organization or honor society relevant to his/her assignment and field of specialization.
- S.4. The budget allocation for faculty development is adequate.

IMPLEMENTATION

- 1.1. The institution implements a sustainable faculty development, program based on identified priorities/needs as follows:
 - 1.1.1. Upgraded educational qualifications (graduate studies);
 - 1.1.2. Attendance to seminars, symposia and conferences for continuing education;
 - 1.1.3. Conduct of research activities and publication of research output; and
 - 1.1.4. Giving lectures and presentation of papers in national/international conferences, symposia and
Seminars.
- 1.2. The institution supports the professional development of the faculty through attendance in educational lectures, symposia, seminars, workshops, conferences, and other forms of training.
- 1.3. The institution conducts in-service training activities regularly at least once per term.
- 1.4. Selection of deserving faculty to be granted scholarships, fellowships, seminars, conferences and/or training grants is done objectively.

- 1.5. The budget for faculty development is adequately allocated.
- 1.6. The allocated budget for faculty development is wisely utilized.
- 1.7. The faculty development program is implemented with the following provisions:
 - 1.7.1. Adequate and qualified supervision of faculty;
 - 1.7.2. Scholarships, fellowships, sabbatical leaves, and research grants;
 - 1.7.3. Financial support for active membership in professional organizations;
 - 1.7.4. Deloading to finish the faculty's thesis/dissertation;
 - 1.7.5. Attendance in continuing professional education (cpe) programs such as seminars, workshops and conferences or some in-service training courses;
 - 1.7.6. Conducting research activities related to the program;
 - 1.7.7. Publishing scholarly articles and research outputs; and
 - 1.7.8. Production of instructional materials(ims).
- 1.8. Opportunities for the faculty to attend/participate in capability building and enhancing activities are fairly distributed.
- 1.9. Tuition fee privilege and other forms of assistance are utilized by faculty pursuing advanced (master's and/or doctoral) degrees.
- 1.10. Faculty are given incentives for book writing, manuals, handbooks, compilations and instructional materials to keep up with new knowledge and techniques in the field of specialization.

OUTCOME/S

- 0.1. The faculty are well-trained and competent to serve the institution.
- 0.2. The faculty are committed to serve and support the programs and projects of the institution.

PARAMETER F: PROFESSIONAL PERFORMANCE AND SCHOLARLY WORKS

SYSTEM-INPUTS AND PROCESSES

- S.1. The institution has a system of evaluating the faculty on the following:
 - S.1.1. Professional performance; and
 - S.1.2. Scholarly works.

IMPLEMENTATION

The Faculty

- 1.1. Demonstrate skills and competencies in all of the following:
 - 1.1.1. Knowledge of the program objectives/outcome(s);
 - 1.1.2. Reflecting the program outcomes clearly in the course objectives;
 - 1.1.3. Knowledge/mastery of the content, issues and methodologies in the discipline;
 - 1.1.4. Proficiency in the use of the language of instruction;
 - 1.1.5. The use of higher-order thinking skills such as analytical, critical, creative, innovative and problem solving;
- 1.1.6. Innovativeness and resourcefulness in the different instructional processes;
 - 1.1.7. Integration of values and work ethics in the teaching- learning process; and
 - 1.1.8. Integration of gender and development (gad) activities
- 1.2. Promptly submit the required reports and other academic outputs.
- 1.3. Update lecture notes through an interface of relevant research findings and new knowledge.
- 1.5. Present papers in local/regional/national and/or international fora.
- 1.6. Publish papers in regional, national and international magazines and journals.
- 1.7. Conduct research and publish outputs in refereed journals of national and international circulation.
- 1.8. Conduct extension and outreach activities.
- 1.9. Regularly update respective course syllabi.
- 1.11. Produce instructional materials, e.g. Workbooks, manuals, modules, audio-visual aids, etc. To facilitate teaching and learning.

OUTCOME/S

- 0.1. The faculty performance is generally satisfactory.
- 0.2. The scholarly works of the faculty are commendable.

PARAMETER G: SALARIES, FRINGE BENEFITS, AND INCENTIVES

SYSTEM-INPUTS AND PROCESSES

- S.1. The institution has a system of compensation and rewards to its faculty and staff.

IMPLEMENTATION

1.1. The following fringe benefits are granted:

- 1.1.1. Maternity leave/paternity leave with pay;
 - 1.1.2. Sick leave;
 - 1.1.3. Study leave (with or without pay);
 - 1.1.4. Vacation leave;
 - 1.1.5. Tuition fee discount for faculty and their dependents;
 - 1.1.6. Clothing/uniform allowance;
 - 1.1.7. Performance based bonus (pbb);
 - 1.1.8. Anniversary bonus;
 - 1.1.9. Honoraria/incentive for conducting research or for the production of scholarly works;
 - 1.1.10. Housing privilege (optional);
 - 1.1.11. Sabbatical leave;
 - 1.1.12. Compensatory leave credit;
 - 1.1.13. Deloading to finish thesis/dissertation;
 - 1.1.14. Thesis/dissertation aid; and
 - 1.1.15. Others, (please identify)
- 1.2. Policies on salaries/benefits and other privileges are disseminated to the faculty.
- 1.3. Salaries are paid regularly and promptly.
- 1.4. Teaching assignments beyond the regular load are compensated (e.g.,. Overload pay, service credits, etc.).
- 1.5. Faculty who are actually involved in the production of scholarly materials are given credits for their work.
- 1.6. Faculty with outstanding performance are given recognition/awards and incentives.

OUTCOME/S

0.1. The faculty are satisfied with their compensation and rewards.

PARAMETER H: PROFESSIONALISM

SYSTEM-INPUTS AND PROCESSES

S.1. There are approved suc code and suc faculty manual that define the policies, guidelines, rules and regulations affecting the faculty.

IMPLEMENTATION

The Faculty

1.1. Responsibly observe the following:

1.1.1. Regular and prompt attendance in classes;

1.1.2. Participation in faculty meetings and university/college activities;

1.1.3. Completion of assigned tasks on time;

1.1.4. Submission of all required reports promptly; and

1.1.5. Decorum at all times.

1.2. Follow the code of ethics of the profession, the code of ethical standards for government officials and employees (ra 6713).

1.3. Exercise academic freedom judiciously.

1.4. Show commitment and loyalty to the institution as evidenced by:

1.4.1. Observance of official time;

1.4.2. Productive use of official time;

1.4.3. Performance of tasks and assignments, with or without compensation; and

1.4.4. Compliance with terms of agreement/contracts (e.g., scholarship and training).

1.5. Maintain harmonious interpersonal relations with superiors, peers, students, parents, and the community.

1.7. Show evidence of professional growth through further and continuing studies.

1.8. Engage in practices which enable the faculty to demonstrate harmonious interpersonal relations with the students, parents and the community.

OUTCOME/S

0.1. The corps of faculty manifests a commendable level of professionalism.

AREA III

CURRICULUM AND INSTRUCTION

PARAMETERS

- A. Curriculum and program of studies**
- B. Instructional processes, methodologies and learning enhancement opportunities**
- C. Assessment of academic performance**
- D. Management of learning**
- E. Graduation requirements**
- F. Administrative support for effective instruction**

PARAMETER A: CURRICULUM AND PROGRAM OF STUDIES

SYSTEM-INPUTS AND PROCESSES

- S.1. The curriculum provides for the development of the following professional competencies:
 - s.1.1. Acquisition of knowledge and theories based on the field of specialization/discipline;
 - S.1.2. Application of the theories to real problems in the field; and
 - S.1.3. Demonstration of skills in applying different strategies in the actual work setting.
- S.2. There is a system of validation of subjects taken from other schools.
- S.3. The curriculum reflects local, regional, and national development goals as well as the institutional vision and mission.

IMPLEMENTATION

- 1.1. The curriculum/ program of study meets the requirements and standards of ched, and the total number of units of the curriculum is equivalent to or judiciously exceeds the ched prescribed units (cmo 29 s 2007) as follows:

- 1.1.1. Technical courses 147 units

- Mathematics: 26 units

- Natural/physical sciences: 12 units

- Basic engineering sciences: 21 units

Allied courses: 6 units

Professional courses: 82 units

1.1.2. Non-technical course - 53 units

Social sciences: 12 units

Humanities: 9 units

Languages: 15 units

Life and works of rizal: 3 units

Physical education: 8 units

National training service program: 6 units

1.2. The subjects are logically sequenced and prerequisite subjects are identified.

1.3. The curricular content is responsive to the needs of the country and recent developments in the profession.

1.4. The curricular content covers the extent of the professional and technical preparation required of its graduates. The thesis/research/project requirement focus in any of the following areas:

1.4.1. Alternative building materials;

1.4.2. Innovative construction systems;

1.4.3. Development of software for structural analysis and design;

1.4.4. Maintenance and management of large infrastructures;

1.4.5. Hazard mitigation and infrastructure renewal related to natural disasters;

1.4.6. Foundation problems in soft terrains;

1.4.7. Slope stabilization in high areas;

1.4.8. Planning of transportation infrastructures in urban areas;

1.4.9. Problems of flooding and drainage in urban areas;

1.4.10. Planning for the mitigation of natural disasters; and

1.4.11. Development of low-cost sustainable eco-materials for storage construction.

1.5. The curriculum integrates values, reflective of national customs, culture and tradition in cases where applicable.

1.6. Opportunities for participation in hands-on activities, such as immersion/practical training and field study are maintained in the curriculum.

1.7 The following activities are undertaken to ensure quality in the process of curriculum development:

1.7.1. Participative planning and designing of the curriculum by the following stakeholders:

1.7.1.1. Administration;

1.7.1.2. Faculty;

1.7.1.3. Students;

1.7.1.4. Alumni;

1.7.1.5. Representatives from the industry/sector; and

1.7.1.6. Others (please specify)_

1.7.2. Periodic review, assessment, updating and approval of the curriculum by the academic council;

1.7.3. Confirmation of the curriculum by the board of regents/trustees (bor/bot).

1.7.4. Others (please specify)

1.8. The program of study allows the accommodation of students with special needs and assists them to finish the degree.

OUTCOME/S

0.1. The curriculum is responsive and relevant to the demands of the times.

PARAMETER B: INSTRUCTIONAL PROCESS, METHODOLOGIES AND LEARNING OPPORTUNITIES

SYSTEM-INPUTS AND PROCESSES

Syllabus and Instructional Materials

S.1. There is an Institutional outcomes-based standard format in the preparation of the course syllabi.

S.2. The syllabus includes a list of suggested readings and references of print and electronic resources published within the last ten (10) years.

S.3. Copies of all course syllabi during the term are available at the dean's office or in any other appropriate repository.

S.4. Copies of all course syllabi in previous term are filed for references purposes.

S.6. There is a mechanism to facilitate the teaching-learning process.

IMPLEMENTATION

1.1. The Dean or official concerned approves the updated syllabus for each subject.

- 1.2. The faculty prepares syllabi with comprehensive contents.
- 1.3. The faculty revise and enhances their syllabi preferably every two years and as needed.
- 1.4. The faculty distribute a copy of the syllabus to each student.
- 1.5. Teaching strategies stimulate the development of the students' higher-order thinking skills (hots) such as critical thinking, analytical thinking, creative thinking and problem-solving.

Teaching Strategies

- 1.6. Classroom instruction is enriched through the use of the following strategies:
 - 1.6.1. Symposia, seminars, workshops, professional lectures;
 - 1.6.2. Educational tours/learning visits/other co-curricular activities;
 - 1.6.3. Peer teaching/cooperative learning; and
- 1.7. At least three(3) of the following course requirements are used:
 - 1.7.1. Group/individual projects;
 - 1.7.2. Group/individual reports;
 - 1.7.3. Group/individual term papers;
 - 1.7.4. Performance activities;
 - 1.7.5. Learning contract;
 - 1.7.6. Portfolio;
 - 1.7.7. Learning modules;
 - 1.7.8. Research study; and
 - 1.7.9. Others (please specify).
- 1.8. Instruction is enriched through the use of, at least ten (10) of the following techniques/strategies:
 - 1.8.1. Film showing;
 - 1.8.2. Projects;
 - 1.8.3. Group dynamics;
 - 1.8.4. Case study;
 - 1.8.5. Workshops;
 - 1.8.6. Simulations;
 - 1.8.7. Dimensional question approach;
 - 1.8.8. Brainstorming;

- 1.8.9. Buzz sessions;
- 1.8.10. Informal creative groups;
- 1.8.11. Interactive learning;
- 1.8.12. Team teaching;
- 1.8.13. Micro teaching;
- 1.8.14. Macro teaching;
- 1.8.15. Tandem teaching;
- 1.8.16. Peer teaching;
- 1.8.18. Experiments;
- 1.8.19. Problem-solving;
- 1.8.20. Type study methods;
- 1.8.21. Reporting;
- 1.8.22. Panel discussion; and
- 1.8.23. Others (please specify).
- 1.9. Instructional strategies provide for student individual needs and multiple intelligences.
- 1.10. Instruction is enhanced through the following:
 - 1.10.1. Submission of approved and updated syllabus per course;
 - 1.10.2. Regular classroom observation/supervision;
 - 1.10.3. Regular faculty meetings with the college/academic unit dean/department chair;
 - 1.10.4. Regular faculty performance evaluation;
 - 1.10.5. Attendance/participation of faculty in in-service training;
 - 1.10.6. Conduct of experimental classes; and
 - 1.10.7. Adoption of alternative instructional delivery modes such as modular instruction, elearning, on-line study.
- 1.11. Instructional materials (ims) are reviewed and recommended by the instructional materials committee (imc).
- 1.12. Varied, multi-sensory materials and computer programs are utilized.
- 1.13. The college/academic unit maintains consortia and linkages with other learning institutions for academic exchange of instructional materials.

- 1.14. The faculty are encouraged to produce their own instructional materials such as modules, software, visual aids, manuals and textbooks.

OUTCOME/S

- 0.1. Course syllabi are updated and approved by concerned authorities.
- 0.2. Varied teaching strategies are efficiently and effectively used.
- 0.3. Instructional materials produced by the faculty are copyrighted/ patented.

PARAMETER C: ASSESSMENT OF ACADEMIC PERFORMANCE

SYSTEM-INPUTS AND PROCESSES

S.1. The program of studies has a system of evaluating the student performance through a combination of the following:

- S.1.1. Formative tests such as quizzes, units tests;
- S.1.2. Summative tests such as mid-term and final examination;
- S.1.3. Project and term papers;
- S.1.4. Practicum and performance tests; and
- S.1.5. Other course requirements.

S.2. The summative tests have the following descriptions:

- S.2.1. Comprehensive enough to test the different levels of cognitive skills and knowledge of content; and
- S.2.2. Based on well-designed table of specifications (tos).

IMPLEMENTATION

1.1. Varied evaluation measures are used, such as:

- 1.1.1. Portfolio;
- 1.1.2. Rubric assessment;
- 1.1.3. Skills demonstration;
- 1.1.4. Paper and pencil tests;
- 1.1.5. Oral examinations;
- 1.1.6. Group/individual reports;
- 1.1.7. Group/individual study; and
- 1.1.8. Others (please specify).

- 1.2. Evaluation tools/instruments are reviewed and revised periodically.
- 1.3. The faculty are trained how to assess student performance properly.
- 1.4. The college/academic unit encourages and supports assessment for multiple intelligences.
- 1.5. Course and test requirements are returned to students after results are checked, recorded, and analyzed.
- 1.6. The system of student evaluation and grading is defined, understood, and disseminated to:
 - 1.6.1. Students;
 - 1.6.2. Faculty;
 - 1.6.3. Academic administrators; and
 - 1.6.4. Parents/guardians.

OUTCOME/S

- 0.1. The students' academic performance is commendable.
- 0.2. Retention rate of students is on the average.

PARAMETER D: MANAGEMENT OF LEARNING

SYSTEM-INPUTS AND PROCESSES

- S.1. There are policies on management of learning which include the following:
 - S.1.1. Students' attendance in class and other academic activities;
 - S.1.2. Schedule of classes;
 - S.1.3. Students' discipline; and
 - S.1.4. Maintenance of cleanliness and orderliness.

IMPLEMENTATION

- 1.1. The policies on management of learning are enforced.
- 1.2. Students' activities are well-planned and implemented.
- 1.3. Assignments are designed to reinforce teaching which results to student's maximum learning.
- 1.4. The maximum class size of 50 for undergraduate courses is enforced.
- 1.5. Classroom discipline is maintained in accordance with democratic practices.
- 1.6. The class officers and assigned students assist in maintaining cleanliness of classroom, laboratories, corridors and the school campus.

1.7. Independent work and performance are encouraged and monitored in the following activities:

1.7.1. Projects/reports;

1.7.2. Thesis/plant visit/practicum; and

1.7.3. Others (please specify).

1.8. In practicum courses, (field study, ojt, practice teaching, etc.) The number of trainees supervised by each coordinator does not exceed 50.

OUTCOME/S

0.1. Learning is efficiently and effectively managed.

PARAMETER E: GRADUATION REQUIREMENTS

SYSTEM-INPUTS AND PROCESSES

S.1. There is a policy on graduation requirements.

IMPLEMENTATION

1.1. The students are regularly informed of the academic requirements of their respective courses.

1.2. The College/Academic Unit implements the system for student returnees and transferees to meet the residence and other graduation requirements.

1.3. Graduating students conduct research and/or undergo practicum/ojt or other activities prescribed in their respective curricula.

1.5. A clearance from academic and financial accountabilities and responsibilities is required before graduation.

OUTCOME/S

0.1. At least 60% of the students enrolled in the program are able to graduate within the regular time frame.

PARAMETER F: ADMINISTRATIVE SUPPORT FOR EFFECTIVE INSTRUCTION

SYSTEM-INPUTS AND PROCESSES

S.1. The institution has policies on:

S.1.1. Substitution or special arrangements whenever a faculty is on leave or absent;

S.1.2. Giving awards and/or recognition for faculty and students with outstanding achievements; and

S.1.3. Supervision, monitoring and evaluation of faculty performance.

IMPLEMENTATION

- 1.1. The institution implements rules on the attendance of the faculty in their respective classes and other academic related activities.
- 1.2. Dialogues are regularly conducted by the administration with the:
 - 1.2.1. Faculty; and
 - 1.2.2. Students.
- 1.3. Quality instruction is assured through the following strategies:
 - 1.3.1. Conducting seminars/workshops on syllabi making;
 - 1.3.2. Holding workshops on test construction and the corresponding table of specifications;
 - 1.3.3. Conducting competency assessment;
 - 1.3.4. Conducting supervisory visit of classes and providing assistance, if necessary;
 - 1.3.5. Holding of regular faculty meetings;
 - 1.3.6. Requiring consultations between students and faculty;
 - 1.3.7. Conducting studies on academic performance of students; and
 - 1.3.8. Providing opportunities for the participation of the faculty in in-service training activities.
- 1.4. Periodic faculty performance evaluation on teaching and in other functions is done by at least three of the following:
 - 1.4.1. The dean/academic head/department chair;
 - 1.4.2. The students;
 - 1.4.3. The faculty member himself/herself;
 - 1.4.4. Peers; and
 - 1.4.5. Others (please specify).
- 1.5. The results of performance evaluation are utilized to improve the performance/competencies of the faculty.
- 1.6. Students are given recognition for exemplary academic and non-academic performances.
- 1.7. Outstanding achievement of students is recognized and encouraged through the following:
 - 1.7.1. Inclusion in the honor roll, dean's list, etc.;
 - 1.7.2. Grant of tuition scholarships;
 - 1.7.3. Award of honor medals and merit certificates;

- 1.7.4. membership in honor societies/honor class/sections, etc;
- 1.7.5. grant of special privileges such as opportunities in leadership and others (including exemption from major exams on all professional business subjects); and
- 1.7.6. grant of awards and recognition for their outstanding academic accomplishments e.g., Best Thesis, Student Researcher of the Year, etc.
- 1.8. Indicators on performance of graduates are studied as follows:
 - 1.8.2. employability of graduates; and
 - 1.8.3. feedback from employers regarding performance of graduates.

OUTCOME/S

- 0.1. The faculty and students have commendable performance as a result of administrative support.
- 0.2. The graduates of the program are employable.

AREA IV

SUPPORT TO STUDENTS

PARAMETERS

- A. Student Services Program (SSP)**
- B. Student Welfare**
- C. Student Development**
- D. Institutional Student Programs and Services**
- E. Research, Monitoring and Evaluation**

PARAMETER A: STUDENT SERVICES PROGRAM (SSP)

SYSTEM-INPUTS AND PROCESSES

Objectives

- S.1. The institution has student services program (ssp).

S.2. The student affairs services (sas) program is consistent with the vision and mission of the institution, goals of the college/academic unit and objectives of the program. S.3. The objectives of the sas are clearly defined.

S.4. The objectives of the sas are in accordance with cmo no. 9 series of 2013.

S.5. The sas is composed of:

S.5.1. Student welfare programs and services; and

S.5.2. Student development programs and services.

S.6. The following basic services are available:

S.6.1. Student welfare;

S.6.1.1. Information and orientation services;

S.6.1.2. Guidance and counseling services;

S.6.1.3. Career and job placement services;

S.6.1.4. Economic enterprise development; and

S.6.1.5. Student handbook development.

S.6.2. Student development; s.6.2.1.

Student activities;

S.6.2.2. Student organizations and activities;

S.6.2.3. Leadership training;

S.6.2.4. Student council/government;

S.6.2.5. Student discipline; and

S.6.2.6. Student publication/year book.

S.6.3. Institutional student programs and services;

S.6.3.1. Admission services;

S.6.3.2. Scholarships and financial assistance (sfa);

S.6.3.3. Food services;

S.6.3.4. Health and wellness services;

S.6.3.5. Safety and security services;

S.6.3.6. Student housing and residential services;

S.6.3.7. Multi-faith and inter-faith services;

S.6.3.8. Foreign/international

(whenever applicable);

Students services

S.6.3.9. Services for students with special needs;

S.6.3.10. Culture and arts programs;

S.6.3.11. Sports and development programs;

S.6.3.12. Social and community involvement programs; and

S.6.3.13. Others (please specify)_

Student affairs and services unit

S.7. There is a sas unit that manages student affairs development and welfare programs.

S.8. The sas unit has an organizational structure indicating its relationship with other units.

S.9. The sas unit is headed by a qualified official.

S.10. The sas unit is staffed with qualified personnel.

Administrative support

S.11. The various student services are provided with adequate staff, physical facilities, equipment and materials (e.g. One (1) guidance counselor for every 1,000 students, etc.)

S.12. There is sufficient budget allocation for the student affairs and services of the institution.

Implementation

1.1. The objectives of the sas are disseminated to and understood by the students, faculty, staff and administrators.

1.2. The sas plans, implements, monitors and coordinates programs and services for student welfare and development.

1.3. Prompt, courteous and efficient services in the handling of business transactions with students are evident.

1.4. The sas staff receive salaries on time.

1.5. The sas is represented in the policy and decision-making body of the institution.

1.6. The projects and activities of the sas unit are recognized and implemented.

1.7. There is a continuous and systematic evaluation of the effectiveness of the programs and services for student welfare and development.

Outcome/s

0.1. The students are satisfied with the student services program.

PARAMETER B: STUDENT WELFARE

SYSTEM-INPUTS AND PROCESSES

S.1. The institution has a student handbook containing comprehensive information on programs and services for student welfare and development.

S.2. A regular and comprehensive orientation program is held for new, returning and continuing students.

S.3. The information materials on educational, career, personal and social concerns are readily available, such as:

S.3.1. R.a. 9262 or anti violence against women and children act;

S.3.2. Anti-bullying act;

S.3.3. Guidelines on drug abuse prevention and control;

S.3.4. R.a. 7877 or the anti-sexual harassment act of 1995;

S.3.5. Hiv aids awareness;

S.3.6. Self-care and healthy lifestyles; and

S.3.7. R.a. 9442, particularly on the provision on public ridicule and vilification against persons with disability.

S.4. The guidance and counseling program provides the following services:

S.4.1. Information and inventory;

S.4.2. Counseling;

S.4.3. Appraisal and testing; s.4.4. Placement and follow-up; and

S.4.5. Referral.

S.5. Gender-sensitive individual and group counseling is provided.

S.6. Counseling services consider cultural differences.

S.7. The guidance program is headed by a licensed guidance counselor with at least a master's degree in guidance and counseling.

S.8. All the guidance counselors are licensed.

S.9. The guidance program is supported by qualified staff.

S.10. Every student has an updated profile at the guidance office.

S.11. A counseling room is provided for students including those with special needs.

- S.12. There is a well-planned assessment program for students with appropriate standardized psychological tests.
- S.13. Career seminars and job placement services are available for the students.
- S.14. There is a mechanism to establish partnership and collaboration with other institutions, agencies and industry.
- S.15. There is mechanism for storing and archiving student records for reference purposes.

Implementation

- 1.1. The ratio of a guidance counselor to student population is 1:1000.
- 1.2. Counseling and other student records are maintained and kept. Confidential.
- 1.3. Appropriate intervention programs and services are adopted to promote and enhance student welfare and development.
- 1.4. The guidance office maintains an updated inventory of student cumulative records.
- 1.5. The psychological tests are administered, scored and interpreted by qualified staff and the results are kept confidential.
- 1.6. The test results are disseminated to concerned parties.
- 1.7. Test results are utilized in designing activities to meet student needs.
- 1.8. A scheme for appropriate follow-up and referrals is utilized.
- 1.9. The guidance office prepares valid appraisal data of students for career and job placement.
- 1.10. Student placement is regularly monitored and followed up.
- 1.11. The institution maintains active networking with the schools, the communities, alumni, and other concerned agencies for career and job placement of students.
- 1.12. Career counseling is provided to enable students to choose appropriate major/field of specialization.
- 1.13. Information materials on career and job opportunities are made accessible.
- 1.14. The sas maintains liaison with its alumni to follow up graduates job performance, vis-à-vis:
 - 1.14.1. Awards received;
 - 1.14.2. Key positions in private and/or government agencies; and
 - 1.14.3. Status of the enterprise, if applicable.
- 1.15. Skills development programs are conducted.
- 1.16. The students are given assistance in career and job placement.

- 1.17. The institution encourages student economic ventures such as but not limited to:
 - 1.17.1. Student laboratory cooperatives;
 - 1.17.2. Entrepreneurial activities/projects;
 - 1.17.3. Savings; and
 - 1.17.4. Others (please specify),
- 1.18. Updated information on student welfare and development are accessible and disseminated.
- 1.19. The student body is involved in the development and revision of student handbook.

OUTCOME/S

- 0.1. Quality student welfare services are available.

PARAMETER C: STUDENT DEVELOPMENT

SYSTEM-INPUTS AND PROCESSES

- S.1. The institution has a system of accreditation, monitoring and evaluation of student organizations.
- S.2. The institution provides adequate office space and other forms of support to accredited student organizations.
- S.3. There is coordination between the school administration and sas concerning students with drug and other related problems.
- S.4. A mechanism to address student grievance is in place.
- S.5. Programs and opportunities to develop and enhance leadership among students are provided.

Implementation

- 1.1. Requirements and procedures for recognition/accreditation of student organizations are widely disseminated.
- 1.2. The constitution and by-laws of student organizations incorporate participation and advocacy in social action activities.
- 1.3. The institution conducts leadership training.
- 1.4. The institution recognizes the right of the students to:
 - 1.4.1. Govern themselves as a student body;
 - 1.4.2. Be transparent and accountable to their constituents; and

- 1.4.3. Be represented in various fora where the students need to be consulted.
- 1.5. The institution ensures transparency in the development/revision of guidelines and procedures for the student council/government.
- 1.6. The institution implements gender and disability sensitive rules and regulations published in a student handbook/manual acceptable to students.
- 1.7. Sanctions are enforced for misconduct such as but not limited to acts of vandalism, hazing, bullying, libelous statements and other negative acts that threaten peace and order inside and outside the school premises.
- 1.8. Grievance committee is established to ensure due process in dealing with students misconduct.
- 1.9. The institution supports the establishment and implementation of student publication as provided for in r.a. 7079, otherwise known as "campus journalism act of 1991" and other media forms.
- 1.10. The production/publication of a yearbook is encouraged.

OUTCOME/S

- 0.1. Quality student development services are assured.

PARAMETER D: INSTITUTIONAL STUDENT PROGRAMS AND SERVICES

SYSTEM-INPUTS AND PROCESSES

- S.1. There is a system of student recruitment, selection, admission and retention.
- S.2. Admission requirements and procedures of persons with disabilities as stipulated in r.a. 7277 are in place.
- S.3. Scholarships and financial assistance in various forms are available to students.
- S.4. Policies and guidelines are institutionalized for students from marginalized sector of the country.
- S.5. There is a policy on wellness and healthy lifestyle.
- S.6. Buildings and facilities which conform with government standards are provided with accessible and safe amenities for persons with disabilities.
- S.7. There is a disaster risk reduction and management program in compliance with r.a. 10121, otherwise known as the "philippine disaster risk reduction and management act of 2010".
- S.8. Policies on the use of student facilities are in place.
- 5.9. An integrated service program that caters to the various needs of foreign students are available, whenever applicable.

- S.10. A liaison officer is available to assist foreign students in their transactions with concerned government agencies, whenever applicable.
- S.11. There are programs for life skills training (e.g. conflict and stress management, harassment, etc.) counseling, testing and referrals for students with special needs.
- S.12. The institution provides opportunities for promotion and appreciation of culture and arts.
- S.13. The institution has well equipped offices for:
- S.13.1. Culture and the arts;
 - S.13.2. Sports development;
 - S.13.3. Student publications; and
 - S.13.4. Medical-dental clinic.
- S.14. There is a well-furnished medical-dental clinic.
- S.15. There is a medical and dental program designed for:
- S.15.1. Diagnostic purposes;
 - S.15.2. First aid;
 - S.15.3. Prevention and prophylaxis; and
 - S.15.4. Physical-dental exam.
- S.16. An updated information on student health condition is available to parents/guardians.
- S.17. There are mechanisms to promote national, sectoral and cultural sports activities and development in coordination with concerned agencies.
- S.18. There are financial assistance programs designed for:
- S.18.1. Educational loans;
 - S.18.2. Student assistantship;
 - S.18.3. Attendance to seminars, training(sports, leadership, etc.;
 - S.18.4. Grants-in-aid; and
 - S.18.5. Others (please specify)_

IMPLEMENTATION

- 1.1. The faculty and students are properly informed of the admission guidelines and retention policies.
- 1.2. The policies and procedures on selection, admission and retention of students are implemented.

- 1.3. The following student admission records are filed and made available to concerned parties:
 - 1.3.1. Enrollment trends;
 - 1.3.2. Drop-out rate;
 - 1.3.3. Licensure examination results and passing percentage;
 - 1.3.4. Employability of graduates;
 - 1.3.5. Student transferees; and
 - 1.3.6. Student classification by specialization.
- 1.4. Retention policies are approved by the academic council and confirmed by the board of regents/ trustees.
- 1.5. The list of tuition and other school fees is posted conspicuously.
- 1.6. The institution provides access to scholarship and financial assistance.
- 1.7. Guidelines on scholarship and financial assistance are widely and promptly disseminated.
- 1.8. Criteria for safety, sanitation and food choices in the school canteen/cafeteria are enforced.
- 1.9. The institution coordinates with the local government for the safety and sanitation of food service outside the school premises.
- 1.10. The institution periodically inspects food outlets for sanitation and hygiene. The sanitary permit is displayed in a prominent area of the food outlet.
- 1.11. The primary health care services are administered to all students by licensed medical, dental and allied professionals.
- 1.12. Facilities for keeping health care and updated health records of students are adequate and wellmaintained.
- 1.13. Policies and procedures in the selection of student athletes, performers, writers, etc. Are implemented.
- 1.14. Health and related laws, rules and regulations are enforced.
- 1.15. Licensed and competent security personnel ensure the safety and security of students.
- 1.16. Earthquake and fire drills involving students, faculty and. administrative staff are conducted regularly.
- 1.17. The institution establishes programs for the students to help in crime prevention, cleanliness and orderliness, observance of a clean and green environment, safety and security of the school premises.

- 1.18. The institution provides assistance to students on accessible, affordable, clean, conducive to learning, dormitories and housing facilities.
- 1.19. The institution ensures that the students right to practice his/her religion is respected.
- 1.20. Submission of required reports on foreign students to concerned government agencies is done, whenever applicable.
- 1.21. The code of conduct for foreign students in the country is enforced.
- 1.22. The institution accommodates students with special needs.
- 1.23. There is a regular submission of the list of students with special needs to the chedro describing the institutions intervention programs.
- 1.24. Sports development programs are regularly conducted.
- 1.25. The institution ensures opportunities for students to participate in socio and civic action activities.
- 1.26. The students are covered with life and accident insurance.
- 1.27. The institution rewards sas staff for exceptional job performance.
- 1.28. The institution informs the students and other stakeholders on other related programs and services not cited in cmo no.9 s. 2013.

OUTCOME/S

- 0.1. The institutional programs and services develop student potentials to the fullest.

PARAMETER E. RESEARCH, MONITORING AND EVALUATION

SYSTEM-INPUTS AND PROCESSES

- S.1. The institution has a research program on student affairs and services.
- S.2. There is mechanism for monitoring and evaluation of sas programs.
- S.3. Monitoring and evaluation instruments are available.
- S.4. There is adequate funding for the conduct of sas researches and monitoring and evaluation.

IMPLEMENTATION

- 1.1. Researches on student affairs and services are conducted.
- 1.2. Research results and outputs are disseminated and utilized.
- 1.3. Regular monitoring and evaluation on the implementation of student services are conducted.
- 1.4. Monitoring and evaluation instruments are developed, reviewed, and continuously improved.

1.5. Reports are filed and submitted regularly to chedro.

OUTCOME/S

0.1. Research outputs are presented and published.

AREA V

RESEARCH

PARAMETERS

A. Priorities and Relevance

B. Funding and Other Resources

C. Implementation, Monitoring, Evaluation and Utilization of Research Results/Outputs D. Publication and Dissemination

PARAMETER A: PRIORITIES AND RELEVANCE

SYSTEM-INPUTS AND PROCESSES

S.1. The institution's research agenda is in consonance with institutional, regional and national priorities concerned such as dost, ched- national higher education research agenda, neda, etc.

S.2. The institution has an approved research manual.

IMPLEMENTATION

1.1. The approved research agenda is implemented.

1.2. The following stakeholders participate in the formulation of research agenda as bases for identifying institutional thrusts and priorities:

1.2.1. Administrators;

1.2.2. Faculty;

1.2.3. Students;

1.2.4. Government agency representatives (dost, ched, neda, etc.); and

1.2.5. Other stakeholders(alumni, parents, etc.).

1.5. Research outputs are published in refereed national and/or international journals.

OUTCOME/S

0.1. Priority researches are identified and conducted.

0.2. Research results are published.

PARAMETER B: FUNDING AND OTHER RESOURCES

SYSTEM-INPUTS AND PROCESSES

S.1. The institution has an approved and adequate budget for research.

S.2. There are provisions for the following:

S.2.2. Research staff;

S.2.3. Supplies and materials; and

S.2.4. Workplace.

IMPLEMENTATION

The Institution:

1.1. Allocates adequate funds for the conduct of faculty and student research.

1.2. Establishes linkages with the local/national/international agencies for funding support and assistance.

1.3. Maintains a functional and long-range program of faculty/staff development to enhance research capability and competence.

1.4. Encourages the conduct of externally funded researches.

OUTCOME/S

0.1. The Research Program is adequately funded.

PARAMETER C: IMPLEMENTATION, MONITORING, EVALUATION AND UTILIZATION OF RESEARCH RESULTS/OUTPUTS

SYSTEM-INPUTS AND PROCESSES

S.1. There is a system of implementation, monitoring, evaluation and utilization of research outputs.

S.2. The institution has a policy on Intellectual Property Rights (IPR).

IMPLEMENTATION

1.1. The institution/college/academic unit has a research unit managed by competent staff.

1.2. The research manual provides guidelines and procedures for the administration and conduct of research.

1.3. The faculty conduct applied and operational researches in their fields of specialization in accordance with the thrusts and priorities of the program/institution.

- 1.4. The institution provides incentives to faculty researchers such as honoraria, service credits, deloading, etc.
- 1.5. The college/academic unit requires its students to conduct research, as a course requirement, (whenever applicable).
- 1.6. The institution provides opportunities for advanced studies and/or training to enhance faculty/staff research competence.
- 1.7. Completed and on-going research studies are periodically monitored and evaluated in local and regional in-house reviews.
- 1.8. Research outputs are utilized as inputs in:
 - 1.8.1. institutional development;
 - 1.8.2. the improvement of instructional processes; and
- 1.10. The institution ensures that:
 - 1.10.1. Research outputs are protected by IPR laws; and
 - 1.10.2. Faculty and students observe research ethics to avoid malpractices like plagiarism, fabrication of data, etc.

OUTCOME/S

- 0.1. Implementation, monitoring, evaluation and research utilization of outputs are effective.

PARAMETER D: PUBLICATION AND DISSEMINATION

SYSTEM-INPUTS AND PROCESSES

- S.1. The institution has an approved and copyrighted Research Journal.
- S.2. The institution has incentives for:
 - S.2.1. Paper presentations;
 - S.2.2. Journal publication;
 - S.2.3. Outstanding research related performance; and
 - S.2.4. Patented outputs.

IMPLEMENTATION

- 1.1. The institution provides opportunities for the dissemination of research results in fora, conferences, seminars, and other related means.
- 1.2. The institution regularly publishes a research journal.
- 1.3. Library exchange of research publications with other HEI's and agencies is maintained.

- 1.4. Research manuscripts/technical reports are well-written, and edited following the institutional format.
- 1.5. The institution supports the researchers in all of the following activities:
 - 1.5.1. Instructional materials development;
 - 1.5.2. Paper presentations, journal publication, classroom lectures, and other similar activities;
 - 1.5.4. Thesis/dissertation advising; and
 - 1.5.5. Patenting of research outputs.
- 1.6. Research results are published preferably in refereed journals.
- 1.7. Research results are disseminated to the target clientele.
- 1.8. The college/academic unit generates income from patents, licenses, copyrights, and other research outputs.

OUTCOME/S

- 0.1. Research outputs are published in refereed journals.
- 0.2. Research outputs are utilized.
- 0.3. Patented and copyrighted research outputs are commercialized.

AREA VI

EXTENSION AND COMMUNITY INVOLVEMENT

PARAMETERS

- A. Priorities and Relevance**
- B. Planning, Implementation, Monitoring and Evaluation**
- C. Funding and Other Resources**
- D. Community Involvement and Participation**

PARAMETER A: PRIORITIES AND RELEVANCE

SYSTEM-INPUTS AND PROCESSES

- S.1. The extension agenda is in consonance of local, regional and national development thrusts and priorities.
- S.3. The extension program reflects the vmgo.

S.4. There is a pool of consultants/experts from various disciplines to serve in extension projects and activities.

S.5. The institution has an approved and copyrighted extension manual.

IMPLEMENTATION

1.1. The extension projects and activities implemented are based on the results of the benchmark survey.

1.3. A mutual exchange of resources and services between the college/academic unit and the community is evident.

1.4. Linkages with local, national, foreign, and non-governmental agencies are institutionalized.

OUTCOME/S

0.1. Priority and relevant extension projects and activities are conducted.

PARAMETER B: PLANNING, IMPLEMENTATION, MONITORING AND EVALUATION

SYSTEM-INPUTS AND PROCESSES

S.1. There is a distinct office that manages the extension program.

S.2. Instruments for monitoring and evaluation are available.

IMPLEMENTATION

1.2. The administration, faculty and students are involved in the implementation and dissemination of extension programs.

1.3. The extension projects and activities serve varied clientele.

1.4. The conduct of extension projects and activities is sustainable.

1.5. Technologies/new knowledge are disseminated to the target clientele through appropriate extension delivery systems.

1.6. The extension activities are documented in the form of:

1.6.1. Pamphlets;

1.6.2. Flyers;

1.6.3. Bulletins;

1.6.4. Newsletters; and

1.6.5. Electronic resources.

1.7. Periodic monitoring and evaluation of extension projects and activities are conducted.

- 1.8. Results of monitoring and evaluation are disseminated and discussed with concerned stakeholders.
- 1.9. Re-planning of activities based on feedback is conducted.
- 1.10. Accomplishment and terminal reports are filed and submitted on time.

OUTCOME/S

- 0.1. The extension program is well-planned, implemented, monitored, evaluated and disseminated.
- 0.2. The Extension Program has contributed to the improvement on the quality of life of the target clientele/beneficiaries.

PARAMETER C: FUNDING AND OTHER RESOURCES

SYSTEM-INPUTS AND PROCESSES

- S.1. There is an approved and adequate budget for extension.
- S.2. There is a provision of:
 - S.2.1. Facilities and equipment such as internet and other ict resources;
 - S.2.2. Extension staff;
 - S.2.3. Supplies and materials; and
 - S.2.4. Workplace.

IMPLEMENTATION

- 1.1. The budget for the extension program is utilized as planned.
- 1.2. Honoraria and other incentives (deloading, credit unit equivalent, etc.) to faculty involved in extension work are granted.

OUTCOME/S

- 0.1. The Extension Program is adequately funded.

PARAMETER D: COMMUNITY INVOLVEMENT AND PARTICIPATION IN THE INSTITUTION'S ACTIVITIES

SYSTEM-INPUTS AND PROCESSES

- S.1. There is a strategy for involving the community, government and private agencies in the Extension Program.

IMPLEMENTATION

- 1.1. The college/academic unit is committed to the service and development of the community, and
 - 1.1.1. Initiates and maintains community development projects;

- 1.1.2. Involves the students, faculty, staff administrators in the projects; and
- 1.1.3. Coordinates its community programs and services with the target clientele.
- 1.2. There is community participation and involvement in extension activities in the following:
 - 1.2.1. Planning;
 - 1.2.2. Implementation and dissemination;
 - 1.2.3. Monitoring and evaluation;
 - 1.2.4. Out-sourcing of funds, materials and other service inputs; and
 - 1.2.5. Utilization of technology, knowledge learned, skills acquired from the extension projects and activities.

OUTCOME/S

- 0.1. There is wholesome coordination between the extension program implementers and the target clientele/beneficiaries.

AREA VII

LIBRARY

PARAMETERS

- A. Administration**
- B. Administrative Staff**
- C. Collection Development, Organization and Preservation**
- D. Services and Utilization**
- E. Physical Set-up and Facilities**
- F. Financial Support**
- G. Linkages**

PARAMETER A: ADMINISTRATION

SYSTEM - INPUTS AND PROCESSES

- S.1. The organizational structure of the library is well-defined.
- S.2. The development of the library goals and objectives is the responsibility of the library head and staff with the approval of the head of the institution.

S.3. There is a library board/committee which sets library policies, rules and procedures and periodically reviews them.

S.4. There is a duly approved and widely disseminated library manual or written policies and procedures covering the library's internal administration and operation.

IMPLEMENTATION

1.1. The library develops an explicit statement of its goals and objectives in conformity with the mandate of the institution.

1.2. The library is administered and supervised by:

1.2.1. A full-time professional licensed librarian; and

1.2.2. At least a master's degree holder in ms library and information science or maed/ma in library science.

1.3. The head librarian directs and supervises the total operation of the library and is responsible for the administration of its resources and services.

1.4. The head librarian, preferably with an academic rank, actively, participates in the academic and administrative activities of the institution.

1.5. The annual accomplishments and other reports of the library are promptly submitted to the higher offices concerned.

1.6. A library development plan is prepared in consultation with the institution's officials and stakeholders.

OUTCOME/S

0.1. The goals and objectives of the library are satisfactorily attained.

0.2. The library organizational structure is well-designed and effectively implemented.

PARAMETER B: ADMINISTRATIVE STAFF

SYSTEM-INPUTS AND PROCESSES

S.1. The library has staff with the following qualifications:

S.1.1. Bs in library and information science college/academic unit library; and

S.1.2. Ms in library and information science or maed/ma in library science) for the institution.

S.2. The library meets the required number of qualified and licensed librarians and staff to meet the needs of the school population with the ratio of:

S.2.1. One (1) licensed librarian with two (2) full time staff for the first 500-student population;
and

S.2.2. One (1) additional full time professional librarian with one (1) full time staff for every
additional 1,000 students.

S.3. There is a continuing staff development program with the corresponding financial assistance from
the institution.

IMPLEMENTATION

1.1. The library staff compensation, retirement, and fringe benefits, as well as other privileges, are
granted in accordance with existing government laws and institutional policies.

OUTCOME/S

0.1. The librarians are qualified.

PARAMETER C: COLLECTION DEVELOPMENT, ORGANIZATION AND PRESERVATION

SYSTEM-INPUTS AND PROCESSES

S.1. There is a written collection development policy.

S.2. There is a core collection of at least:

S.2.1. 5,000 titles for the academic unit library; or

S.2.2. 10,000 titles that support the instruction, research and other programs for
an institution library.

S.3. Twenty percent (20%) of the library holdings are of current edition, i.e. With copyright
within the last 5 years.

S.4. The non-print, digital and electronic resources are available.

S.5. There is an integrated library system.

S.6. There are provisions for the preservation, general care, and upkeep of library resources.

IMPLEMENTATION

- 1.1. The collection development policy is regularly reviewed and evaluated by the library committee.
- 1.2. The library collection and services support the mission and vision of the institution, goals of the college/academic unit and objectives of the program.
- 1.3. The library provides sufficient research books and materials to supplement the clients' curricular needs.
- 1.4. The library maintains an extensive (15% of the total) filipiniana collection.
- 1.5. The library provides 3-5 book/journal titles for professional subjects in the major fields of specialization.
- 1.6. The library collection is organized according to an accepted scheme of classification and standard code of cataloging.
- 1.7. Regular weeding-out program is conducted to maintain a relevant and updated collection
- 1.8. The quality and quantity of library materials and resources conform with the standards set for a particular academic program.

OUTCOME/S

- 0.1. The library core collection is adequate, updated and well-balanced.
- 0.2. The professional books, journals and electronic resources for the program are sufficient.

PARAMETER D: SERVICES AND UTILIZATION

SYSTEM-INPUTS AND PROCESSES

- S.1. The Library has information services pertinent to the institution's requirements.

IMPLEMENTATION

- 1.1. The following services/programs are provided:
 - 1.1.1. Functional and interactive library web page;
 - 1.1.2. Integrated library system;

- 1.1.3. On-line public access (opac);
- 1.1.4. Circulation on-line;
- 1.1.5. Computerized cataloging;
- 1.1.6. Inventory reporting;
- 1.1.7. Serials control;
- 1.1.8. Internet searching;
- 1.1.9. Cd-rom;
- 1.1.10. On-line database; 1.1.11. Photocopying; and
- 1.1.12. Bar coding.
- 1.2. The library opens at least 54 hours per week for the college/academic unit or 60 hours per week for the institution.
- 1.3. The library promotes and disseminates its program through a regular announcement of its new acquisitions of print materials (books, journals, magazines), resources, facilities, and services.
- 1.4. Librarians and staff are available during library hours to assist and provide library services.
- 1.5. Statistical data on the utilization of various resources and services are compiled and used to improve the library collection and operations.

OUTCOME/S

- 0.1. The library services are efficiently and effectively provided.
- 0.2. The library users are satisfied with library services.

PARAMETER E: PHYSICAL SET-UP AND FACILITIES

SYSTEM-INPUTS AND PROCESSES

Location and site

- S.1. The library is strategically located and accessible to students, faculty and other clientele.

S.2. The library is systematically planned to allow future expansion.

Space Requirement

S.3. The size of the library meets standard requirements considering the present enrollment and future expansion.

S.4. The reading room can accommodate at least 10% of the school enrollment at any given time.

S.5. Space is provided for print resources as well as work stations for electronic resources.

S.6. Space is provided for the librarians' office, staff room, technical room, etc.

S.7. Ramps for the physically disabled are provided.

Furniture and Equipment

S.8. The library meets the required and standard-sized furniture and equipment.

S.9. The following library furniture and equipment are available:

S.9.1. Adjustable/movable shelves;

S.9.2. Magazine display shelves;

S.9.3. Newspaper racks;

S.9.4. Standard tables and chairs;

S.9.5. Carrels for individual study;

S.9.6. Desks and chairs for staff;

S.9.7. Charging desk;

S.9.8. Dictionary stand;

S.9.9. Atlas stand;

S.9.10. Bulletin boards and display cabinets;

S.9.11. Vertical file cabinets;

S.9.12. Book racks;

S.9.13. Map stands/cabinets;

S.9.14. Cardex/ rotadex or any filing equipment for periodical records;

S.9.15. Typewriters;

S.9.16. Computers with printers; and

S.9.17. Others (please specify)_

Physical Provisions for Reading

S.10. The library is well lighted.

S.11. The library is well-ventilated

S.12. The atmosphere is conducive to learning.

Security/Control

S.13. Fire extinguishers and a local fire alarm system are available.

S.14. The library employs a system for security and control of library resources.

IMPLEMENTATION

1.1. IT software and multi-media equipment are utilized.

OUTCOME/S

0.1. The environment in the library is conducive to learning.

0.2. The library facilities are well-maintained and aesthetically designed.

PARAMETER F: FINANCIAL SUPPORT

SYSTEM-INPUTS AND PROCESSES

S.1. The institution has a regular and realistic budget for the library.

IMPLEMENTATION

- 1.1. The head librarian and staff, in coordination with other officials of the institution, prepare and manage the annual library budget.
- 1.2. All fees and funds allocated for library resources and services are utilized solely for such purposes and are properly audited.
- 1.3. Other sources of financial assistance are sought.

OUTCOME/S

- 0.1. The financial support from fiduciary, supplemental and external funds is adequate.

PARAMETER G: LINKAGES

SYSTEM-INPUTS AND PROCESSES

- S.1. The library is on the mailing list of agencies, foundations, etc., for exchange of publications and other books and journals donations.

IMPLEMENTATION

- 1.1. Linkages with other institutions and funding agencies are explored and established for purposes of enhancing library facilities and resources.
- 1.2. The library establishes consortia, networking and resource sharing with other institutions and library collaborative activities.

OUTCOME/S

- 0.1. Library resource sharing and linkages are well-established.

AREA VIII

PHYSICAL PLANT AND FACILITIES

PARAMETERS

A. Campus

B. Buildings

C. Classrooms

D. Offices, Staff and Function Rooms

E. Assembly and Athletic Facilities

F. Medical and Dental Clinic

G. Student Center

H. Food Services/Canteen

I. Accreditation Center

J. Housing

PARAMETER A: CAMPUS

SYSTEM-INPUTS AND PROCESSES

S.1. There is a site development plan, and program of implementation.

S.2. The campus has accessible good roads and pathways.

S.3. The campus is in a well-planned, clean and properly landscaped environment.

S.4. There is a system to ensure that all of the following are provided:

S.4.1. Traffic safety in and outside the campus;

S.4.2. Waste management program;

S.4.3. Proper utilization, repair and upkeep of school facilities and equipment; and

S.4.4. Cleanliness and orderliness of the school campus.

S.5. An area for outdoor educational activities, e.g. Social, physical, athletic, cultural, military training, etc. Exists.

S.6. There is a campus security unit that ensures safety of the academic community.

IMPLEMENTATION

- 1.1. The site infrastructure development plan is implemented as planned.
- 1.2. The site plan is strategically displayed inside the campus indicating the location of the different buildings, driveways, parking areas, etc.
- 1.3. The infrastructure development plan is implemented in accordance with approved zoning ordinances.
- 1.4. Covered walks are provided to protect the academic community from inclement weather.
- 1.5. The institution implements a waste management program.
- 1.6. the maintenance unit or its equivalent periodically inspects school facilities and equipment to ensure their proper utilization and upkeep.

OUTCOME/S

- 0.1. The campus environment is conducive to all educational activities.
- 0.2. The site can accommodate its present school population and future expansion.
- 0.3. The campus is safe and well-maintained.
- 0.4. The campus is well-planned, clean and properly landscaped.

PARAMETER B: BUILDINGS

SYSTEM-INPUTS AND PROCESSES

- S.1. The buildings meet all requirements of the building code. a certificate of occupancy for each building is conspicuously displayed.
- S.2. The buildings are constructed according to their respective uses.
- S.3. The buildings are well-planned and appropriately located to provide for future expansion.
- S.4. Entry and exit points permit the use of the buildings for public and other functions with minimum interference to school activities.
- 5.5. Emergency exits are provided and properly marked.

- S.6. The buildings are equipped with emergency/fire escapes which are readily accessible.
- S.7. The corridors, doorways, and alleys are well-constructed for better mobility.
- S.8. The buildings are well-ventilated and lighted.
- S.9. The buildings have facilities for persons with disability (pwws) as provided by law.
- S.10. There is a central signal and fire alarm system.
- S.11. There are readily accessible and functional fire extinguishers and other fire-fighting equipment.
- S.12. Bulletin boards, display boards, waste disposal containers and other amenities are strategically located inside the buildings.
- S.13. There are faculty rooms and offices.
- S.14. The buildings are insured.

IMPLEMENTATION

- 1.1. The buildings are clean, well-maintained and free from vandalistic acts.
- 1.2. Toilets are clean and well-maintained.
- 1.3. Electrical lines are safely installed and periodically checked.
- 1.4. Water facilities are functional and well-distributed in all buildings.
- 1.5. There is a periodic potability testing of drinking water.
- 1.6. Floor plans indicating fire exits and location of fire-fighting equipment, stand pipes, and other water sources are conspicuously displayed in each building.
- 1.7. All school facilities are periodically subjected to pest control and inspection.
- 1.8. Smoking is strictly prohibited inside the campus.
- 1.9. Periodic drill on disaster and risk reduction (earthquake, flood, fire, etc.) is conducted.

OUTCOME/S

0.1. The buildings and other facilities are safe, well-maintained and functional.

PARAMETER C: CLASSROOMS

SYSTEM-INPUTS AND PROCESSES

S.1. Classroom size (1.5 sq.m. per student) meets standard specifications for instruction.

S.2. The classrooms are well-lighted, ventilated and acoustically conditioned.

S.3. The classrooms are adequate and are provided with enough chairs, furniture and equipment.

S.4. There are sufficient supplies (chalkboards/whiteboards, and instructional materials) in each classroom.

IMPLEMENTATION

1.1. The classrooms are clearly marked and arranged relative to their functions.

1.2. The classrooms are well-maintained and free from interference.

1.3. Students cooperate in maintaining the cleanliness and orderliness of the classrooms.

OUTCOME/S

0.1. Classrooms are adequate and conducive to learning.

PARAMETER D: OFFICES AND STAFF ROOMS

SYSTEM-INPUTS AND PROCESSES

S.1. The administrative offices are accessible to stakeholders.

S.2. All offices are accessible and conveniently located in accordance to their functions.

S.3. There are offices and workspaces for all officials, faculty and administrative staff.

S.4. Administration and faculty offices and staff rooms are clean, well- lighted and ventilated.

S.5. Function rooms and lounge are available and accessible.

S.6. Storerooms are strategically located.

S.7. There is internal and external communication system.

S.8. There are clean toilets for administrators, faculty, staff, and students.

IMPLEMENTATION

1.1. All offices are furnished with the necessary equipment, furniture, supplies and materials.

1.2. All offices are well-maintained.

OUTCOME/S

0.1. The offices and staff rooms are adequate and conducive to working environment.

PARAMETER E: ASSEMBLY, ATHLETIC AND SPORTS FACILITIES

SYSTEM-INPUTS AND PROCESSES

S.1. Function rooms for holding meetings, conferences, convocations and similar activities are sufficient.

S.2. Facilities for athletics sports, cultural activities, military training, etc. are accessible.

S.3. The seating capacity conforms to standards.

S.4. There are adequate and well-marked entry and exit points.

S.5. There are storage facilities for athletic sports and other curricular training equipment.

IMPLEMENTATION

1.1. Indoor facilities are constructed with:

1.1.1. Appropriate flooring;

1.1.2. Proper lighting and ventilation;

1.1.3. Safety measures;

1.1.4. Toilets;

1.1.5. Functional drinking facilities; and

1.1.6. Enough chairs.

1.2. The constructed outdoor facilities are:

1.2.1. Free from hazards;

1.2.2. Suitably surfaced floor;

1.2.3. Appropriately laid out for a variety of activities;

1.2.4. Properly maintained and secured; and

1.2.5. Installed with drainage system.

1.3. Assembly, athletic sports and cultural facilities are sufficient and varied to meet the requirements of the institution.

1.4. Audio-visual room and facilities with appropriate equipment are utilized in support of the teaching/learning such as but not limited to video/ overhead/ slide projector, sound system, lcd projectors and screens.

OUTCOME/S

0.1. Indoor and outdoor facilities are well-equipped and properly maintained.

PARAMETER F: MEDICAL AND DENTAL CLINIC

SYSTEM-INPUTS AND PROCESSES

S.1. The medical and dental clinic has basic facilities such as: reception area, records section, examination/treatment room and toilets.

S.2. The institution has functional medical and dental section/area.

S.3. Potable water is available and sufficient.

S.4. Medical and dental equipment are provided.

5.5. There are enough medical and dental supplies and materials.

S.6. Storage facilities (refrigerator, steel cabinets, etc.) Are available.

S.7. Medical and dental supplies and materials are properly labeled.

S.8. The following basic medical equipment and medicines are all available:

S.8.1. Emergency medicines;

S.8.2. Ambobag;

- S.8.3. Oxygen tank;
- S.8.4. Intravenous fluid;
- S.8.5. Sphygmomanometer (at least 2 sets);
- S.8.6. Thermometer (at least 10 pcs);
- S.8.7. Diagnostic sets;
- S.8.8. Stethoscope (at least 2 units);
- S.8.9. Treatment cart; and
- S.8.10. Nebulizer.

S.9. The following basic dental equipment and apparatuses are available:

- S.9.1. Dental chair;
- S.9.2. Autoclave (sterilizer);
- S.9.3. Medical supplies;
- S.9.4. Filling instruments; and
- S.9.5. Basic instruments (forceps, mouth mirror, cotton fliers, explorer, etc).

S.10. The medical/dental clinic has ample space, adequate lighting and ventilation.

IMPLEMENTATION

- 1.1. The medical and dental clinics are managed by qualified medical and dental officers.
- 1.2. Distinct rooms and storage areas are properly labeled.
- 1.3. Medical and dental services are regularly monitored and evaluated

OUTCOME/S

- 0.1. The medical, dental clinic and services are functional.

PARAMETER G: STUDENT CENTER

SYSTEM-INPUTS AND PROCESSES

- S.1. The institution has a student center with supplies and materials.
- S.2. Policies and guidance on the proper utilization of student center are in place.
- S.3. The student center is well-lighted and ventilated.
- S.4. A conference room is available for students' use.
- S.5. There are facilities and equipment for table games, music appreciation, and tv or video viewing.
- S.6. Clean and sanitary toilets, for men separate from those of women are available.
- S.7. Toilet fixtures for students with special needs and pwd's are provided.
- S.8. There are offices for student leaders, the editorial staff of the student publication and the officers of other student organizations.

IMPLEMENTATION

- 1.1. Student activities at the student center are regularly conducted and monitored
- 1.2. The Student Center is properly maintained.

OUTCOME/S

- 0.1. The student center is fully equipped and functional

PARAMETER H: FOOD SERVICES/CANTEEN/CAFETERIA

SYSTEM-INPUTS AND PROCESSES

- S.1. The canteen/cafeteria is well-lighted, ventilated, screened and. Provided with potable water supply.
- S.2. There are enough;
 - S.2.1. Cooking and preparatory equipment;
 - S.2.2. Serving tools and utensils;
 - S.2.3. Cleaning supplies and materials; and
 - S.2.4. Dining tables and chairs.

S.3. Wash area and toilets are available.

Implementation

- 1.1. The institution requires business and sanitary permits for the operation of the food center/cafeteria/canteen.
- 1.2. Food served is varied, nutritious, safe and sold at affordable price.
- 1.3. The food center/ cafeteria/canteen is well-managed by qualified and competent staff.
- 1.4. Cleanliness and orderliness are enforced.
- 1.5. The food services are prompt.

Outcome/s

- 0.1. The canteen/cafeteria/food center is well-patronized.
- 0.2. The food services generate income for the institution.

Parameter i: accreditation center

System-inputs and processes

- S.1. The accreditation center (ac) is accessible and conveniently located.
- S.2. The ac has the following equipment and fixtures:
 - S.2.1. Working tables and chairs;
 - S.2.2. Cabinets for display and filing;
 - S.2.3. Good ventilation and lighting;
 - S.2.4. Computer unit;
 - S.2.5. Toilets; and
 - S.2.6. Lounge.

Implementation

- 1.1. The institution/college/academic unit maintains the ac with the required resources, furniture, and documents.

1.2. The ac is managed by a qualified and committed staff/faculty.

1.3. Required documents/information and exhibits are updated, systematically packaged and readily available.

Outcome/s

0.1. The ac is well-equipped and managed.

Parameter j: housing (optional)

System-inputs and processes

S.1. There are dormitories and housing facilities for students, faculty and staff.

S.2. There is an implementing rules and regulations (irr) for in-campus housing services.

S.3. There is a system of coordinating with lgu's on privately owned boarding houses.

Implementation

1.1. The housing facilities are functionally designed.

1.2. The housing facilities and surroundings are properly maintained and monitored.

1.3. The irr on housing services is strictly followed (e.g. Dormitory fees, etc.)

1.4. The institution coordinates with lgu's and owners of private boarding houses.

OUTCOME/S

0.1. The housing facilities are safe, habitable and well-maintained.

0.2. There is wholesome coordination among the Institution, the lgu's and the owners of private boarding houses.

AREA IX LABORATORIES

PARAMETERS

A. Laboratories, Shops/Facilities

B. Equipment and Supplies

C. Maintenance

D. Special Provisions

PARAMETER A: LABORATORIES, SHOPS AND FACILITIES

SYSTEM-INPUTS AND PROCESSES

S.2. Room lightings conform to the standard requirements of fluorescent bulbs relative to the size of the room.

IMPLEMENTATION

- 1.1. Furniture/equipment arrangement allows free flow of movement and enables students to work comfortably without interference.
- 1.2. Safety and precautionary measures are implemented.
- 1.3. Usable fire extinguishers are accessible to staff and students.
- 1.4. Laboratory Operation Manuals for the faculty and students are provided in each laboratory.
- 1.5. Demonstration and training on the use of fire extinguishers, first-aid kit and other emergency measures are periodically conducted.
- 1.6. A well-equipped first-aid kit, charts for antidotes and neutralizing solutions are always available in each laboratory room.
- 1.8. Appropriate laboratories for general education subjects are adequately equipped and well maintained.
- 1.10. Gas, water and electricity are utilized for class practicum activities.
- 1.11. A demonstration table, equipped with sink, water, electrical and gas outlets, is available and utilized.
- 1.12. Laboratory supplies and equipment are kept in separate stock rooms.

OUTCOME/S

- 0.1. The laboratories and shops are well-equipped, functional and are conducive to learning.

PARAMETER B: EQUIPMENT, SUPPLIES AND MATERIALS

SYSTEM-INPUTS AND PROCESSES

S.1. The equipment, instruments, and materials needed in the classrooms are available.

S.5. Each terminal is equipped with necessary accessories

IMPLEMENTATION

1.1. Equipment are well-maintained.

OUTCOME/S

0.1. The laboratory equipment, supplies and materials are sufficient and wisely utilized.

PARAMETER C: MAINTENANCE

SYSTEM-INPUTS AND PROCESSES

S.2. The institution has a maintenance and repair department/unit manned by skilled personnel who provide services on direct call.

IMPLEMENTATION

1.1. The institution keeps the laboratories neat, clean and orderly.

1.5. All equipment are coded, listed and inventoried.

1.6. Waste disposal is efficiently and effectively managed on campus.

1.7 The following are properly maintained by trained staff/technicians:

1.7.1. Shops;

1.7.2. Computer laboratory;

1.7.3. Multi-media center/educational technology center;

1.7.4. Research facility;

1.7.5. General education laboratory;

1.7.5.1. Natural science/physical science;

1.7.5.2. Speech laboratory;

1.7.5.3. Physical education (pe); and

1.7.6. Others (please specify)

OUTCOME/S

0.1. The laboratories and shops are functional and are properly maintained.

PARAMETER D: SPECIAL PROVISIONS

SYSTEM-INPUTS AND PROCESSES

S.1. Specific program requirements (listing of materials and equipment as per cmo 29 s 2007) are in accordance with guidelines/policies embodied in issuances, e.g. Cmos. List of required laboratory equipment/apparatuses (the minimum required quantity is based on class size of 25)

Professional subjects

S.2. Elementary and higher surveying

S.2.1. Compass (5 pcs)

S.2.2. Current meter (1 pc)

S.2.3. Depth measuring apparatus (2 pcs)

S.2.4. Engineer's level or automatic level (5pcs)

S.2.5. Engineer's transit (5pcs)

S.2.6. Flags (2 pcs)

S.2.7. Global positioning system set (gps) (1 unit)

S.2.8. Leveling rod (10 pcs)

- S.2.9. Marking pins (60 pcs)
- S.2.10. Meter stick (1 pc)
- S.2.11. Range poles (10 pcs)
- S.2.12. Stadia rod (10 pcs)
- S.2.13. Steel tape, 30 m (5 pcs)
- S.2.14. Stop watch (2pcs)
- S.2.15. Theodolite/total station (1 unit)

S.3. Engineering surveys

- S.3.1. Batter board (10 pcs)
- S.3.2. Computer software on determination of volumes with prismoidal correction
- S.3.3. Engineer's transit (4pcs)
- S.3.4. Marking pins (60 pcs)
- S.3.5. Mass diagram computer software
- S.3.6. Planimeter (3 pcs)
- S.3.7. Plumb bob (5 pcs)
- S.3.8. Range poles (10 pcs)
- S.3.9. Stadia/leveling rod (5 pcs)
- S.3.10. Steel/vinyl tape, 30 m (5 pcs)
- S.3.11. Theodolite/total station (1 pc)
- S.3.12. Personal computer (5 sets)

S.4. Mechanics of fluids s.4.1.

- Balance (1 set)
- S.4.2. Beaker (5pcs)

- S.4.3. Caliper (2 pcs)
- S.4.4. Differential manometer (1 pc)
- S.4.5. Elevated calibrated water tank (1set)
- S.4.6. Flume tilting (1 pc)
- S.4.7. Funnels (5pcs)
- S.4.8. Graduated cylinder (5 pcs)
- S.4.9. Hook gauge (1 pc)
- S.4.10. Manometer stand (5 pcs)
- S.4.11. Manometers (5 pcs)
- S.4.12. Measuring stick (5 pcs)
- S.4.13. Piezometer taps with manometer
- S.4.14. Piezometer taps/pressure gages
- S.4.15. Pipe assembly or equivalent (2 sets)
- S.4.16. Pump, motorized (1set)
- S.4.17. Reynolds apparatus (2 sets)
- S.4.18. Set of weirs (1 set)
- S.4.19. Spherical ball, 1/8"-1/4" dia (6 pcs)
- S.4.20. Stop watch (2 pcs)
- S.4.21. Thermometer (1 pc)
- S.4.22. Transparent cylinders 6" dia x 24" (6 pcs)
- S.4.23. Venturi meter (1 pc)
- S.4.24. Volumetric/gravimetric discharge measurement (2 sets)
- S.4.25. Wind tunnel (1 set optional)

S.5. Hydraulics

- S.5.1. Aquarium, glass or fiberglass
- S.5.2. Flume, tilting (1 set)
- S.5.3. Hydrostatic pressure apparatus (3 sets)
- S.5.4. Manometer (1 pc)
- S.5.5. Metacentric height apparatus (3 sets)
- S.5.6. Meter stick (2 pcs)
- S.5.7. Model dam (to fit the aquarium) (1 pc)
- S.5.8. Model dam with sluice gate or spillway (1 set)
- S.5.9. Piezometer taps/pressure gages
- S.5.10. Pipe assembly (1 set) s.5.11. Pitot tube (1 pc)
- S.5.12. Set of weights (3 sets)
- S.5.13. Suitable tanks (3 pcs)
- S.5.14. Timing device (1 pc)
- S.5.15. Vernier caliper (1set)
- S.5.16. Volumetric tank (1 pc)
- S.5.17. Water hammer set-up (1 set)
- S.5.18. Weighing scale (1 pc)

S.6. Materials testing

- S.6.1. Air content apparatus, chace type (5 pcs)
- S.6.2. Air content apparatus, standard (1 pc)
- S.6.3. Balance, 3 kg cap, 0.1 g acc. (1 pc)
- S.6.4. Beam molds, 6"x6"x21" (6 pcs)

- S.6.5. Bearing flat bars (2 pcs)
- S.6.6. Bearing wooden blocks/plywood strips (2 pcs)
- S.6.7. Calibration cylinder, hollow metal 4" outside dia x 5.5" high (1 pc)
- S.6.8. Cans (5 pcs)
- S.6.9. Capping apparatus (1set)
- S.6.10. Cement mold brush (2 pcs)
- S.6.11. Compressive testing machine, 50 tons capacity (1 set)
- S.6.12. Compressive testing machine, 5-10 t capacity (1 set)
- S.6.13. Container (1 pc)
- S.6.14. Cylindrical molds, 6" dia x 12" (6 pcs)
- S.6.15. Deformation indicating device (1 pc)
- S.6.16. Dessicator, 3 kg (1 pc)
- S.6.17. Dial gage (1 pc)
- S.6.18. Flexure loading & reaction set for concrete beam (1 set)
- S.6.19. Gillmore or vicat apparatus (3 sets)
- S.6.20. Glass vessel/jar wide mouth 1.5 l capacity (5 pcs)
- S.6.21. Graduated cylinder, 200 ml (3 pcs)
- S.6.22. Loading & reaction set (1 set)
- S.6.23. Loading & reaction set-up for steel bars (1 set-up)
- S.6.24. Los angeles abrasion test apparatus (set)
- S.6.25. Marshall test set (1 set)
- S.6.26. Measuring tape (2pcs)
- S.6.27. Mixing container (3 pcs)

- S.6.28. No 200 sieve (3pcs)
- S.6.29. Oven, temp controlled (1 pc)
- S.6.30. Pail, 1.5 kg capacity (4 pcs)
- S.6.31. Penetration apparatus with needles (1 set)
- S.6.32. Sample container, 70 mm dia x 45 mm depth (1 pc)
- S.6.33. Scoop (2 pcs)
- S.6.34. Set of weights (3 sets)
- S.6.35. Sieve, 3/8" (5 pcs)
- S.6.36. Slump apparatus, standard (2 pcs)
- S.6.37. Sampling & mixing receptacle, 48"x48"x3" (2 pcs)
- S.6.38. Spatula (1 pc)
- S.6.39. Stabilometer (1set)
- S.6.40. Standard sieve set (1 set)
- S.6.41. Stop watch (3 pcs)
- S.6.42. Straight edge (2 pcs)
- S.6.43. Tamping rods (2 pcs)
- S.6.44. Tensile testing machine (1 set)
- S.6.45. Test specimen device (1 pc)
- S.6.46. Thermometer, 0-50 deg (5pcs)
- S.6.47. Transfer dish (1 pc)
- S.6.48. Trowels (2 pcs)
- S.6.49. Weights, 100 g (1 pc)
- S.6.50. Wire/density basket, 6.5 mm mesh (5 pcs)

S.6.51. Wood float (2 pcs)

S.7. Geotechnical engineering(soil mechanics) s.7.1.

Aluminum moisture cans with lids (20 pcs)

S.7.2. Apparatus for moisture content determination (1 pc) s.7.3. Balance 2000 g cap, 0.1 sensitivity (1 set)

S.7.4. Balance, 1 kg, 0.1 g acc (1 set)

S.7.5. Balance, 25 kg, 1.0 g acc (1 set)

S.7.6. Beaker, 250 ml (3 pcs)

S.7.7. Bristle brush(3 pcs)

S.7.8. Calibration bucket, not less than 0.01 cu ft cap (3 pcs optional)

S.7.9. Caliper (2 pcs)

S.7.10. Cbr compaction mold, standard with extension collar (2 pcs)

S.7.11. Cbr loading machine, 5000 lbs min cap, rate .05 in/min (1 set)

S.7.12. Cbr penetration piston (1 set)

S.7.13. Cbr perforated plate with adjustable stem (1 pc)

S.7.14. Cbr surcharge weights (2 pcs)

S.7.15. Compaction mold, standard (5 pcs)

S.7.16. Compaction rammer, standard (2 pcs)

S.7.17. Consolidation test loading machine cap 2,000 or 3,000 lbs. (1 unit)

S.7.18. Consolidometer with micrometer dial gauge (1 pc)

S.7.19. Container with cover 250 ml (10 pcs)

S.7.20. Deformation dial gage (2 pcs)

S.7.21. Dessicator (2 pcs)

- S.7.22. Dial gages, acc to 0.001" (2 pcs)
- S.7.23. Digging tools (3 sets)
- S.7.24. Direct shear specimen trimmer 2.5' dia x %' thick (1 pc)
- S.7.25. Direct shear testing machine (1 unit)
- S.7.26. Drilling equipment set (1 set)
- S.7.27. Evaporating dish/mixing bowl (3 pcs)
- S.7.28. Expansion apparatus (1 pc)
- S.7.29. Glass plates (1 set)
- S.7.30. Graduated cylinder, 100 ml (3 pcs)
- S.7.31. Graduated cylinder, 1000 ml (6 pcs)
- S.7.32. Graduated cylinder, 500 ml (5 pcs)
- S.7.33. Ground glass plates 30 cm square by 1 cm thick (3 pcs)
- S.7.34. Guide plate, 12" square by 3/16" thick with 6" dia hole (3 pcs)
- S.7.35. Labelling device (1 pc)
- S.7.36. Large evaporating dish/drying pans (18 pcs)
- S.7.37. Liquid limit device with grooving tool (3pcs)
- S.7.38. Measuring tape (2 pcs)
- S.7.39. Metal tray (3 pcs)
- S.7.40. Miter box (2 pcs)
- S.7.41. Moisture tight bags/cans (30 pcs)
- S.7.42. No. 4 sieves (2 pcs)
- S.7.43. No. 40 sieves (3 pcs)
- S.7.44. Palette knives (3 pcs)

- S.7.45. Permeability device set falling & constant head with accessories sets)
- S.7.46. Pipe liner (40 ft)
- S.7.47. Pycnometer, cap 50 ml or more (5 pcs)
- S.7.48. Remolding apparatus/materials (1 set)
- S.7.49. Rubber mallet (5 pcs)
- S.7.50. Rubber tipped pestle and mortar (15 pcs)
- S.7.51. Sample splitter/divider (1 set)
- S.7.52. Sand cone apparatus/rubber balloon set (3 sets)
- S.7.53. Scoop (5 pcs)
- S.7.54. Shovel, 1.5 kg cap (3pcs)
- S.7.55. Soaking tank (1 set)
- S.7.56. soil auger or post tool digger (3pcs)
- S.7.57. Soil extractor/ejector, tube sample (1 set)
- S.7.58. Soil hydrometer, 151 h or 152 h (3 pcs)
- S.7.59. Soil lathe (2 sets)
- S.7.60. Soil mixer (1 set)
- S.7.61. Soil sample containers (10 pcs)
- S.7.62. Spacer disc with handle (1pc)
- S.7.63. Spatula (3 pcs)
- S.7.64. Spatula (6 pcs)
- S.7.65. Split spoon sampler (1 pc)
- S.7.66. Standard penetration test set (1 set)
- S.7.67. Standard set of sieves (3 sets)

- S.7.68. Stirring glass rod, 'dia x 12" length (5 pcs)
- S.7.69. Straight edge steel, 300 mm long (5 pcs)
- S.7.70. Straight edge, 300 mmlong (5 pcs)
- S.7.71. Thin walled sampler with extractor/ejector (2 pcs)
- S.7.72. Triaxial test forming jacket, funnel, tampers (1 set)
- S.7.73. Triaxial test loading machine (1 set)
- S.7.74. Triaxial test rubber membrane for holding sample (1 pc)
- S.7.75. Triaxial test vacuum gage and source for internal vacuum (1 set)
- S.7.76. Triaxial set test vacuum shear base ad cap (1 pc)

- S.7.77. Trimming lathe or special cutter having same diameter as consolidation ring (1 pc)
- S.7.78. Trimming tools (1 set)
- S.7.79. Unconfined compression device, astm d 2166 (1 set)
- S.7.80. Vacuum pump (1 pc optional)
- S.7.81. Wash-water bottle sprayer or large syringe (3 pcs)
- S.7.82. Wash bottle, 500 ml capacity (5 pcs)
- S.7.83. Wire saw (2 pcs)

S.8. Laboratory supplies and materials s.8.1.

Cellophane or wax paper

S.8.2. Cement

S.8.3. Distilled water

S.8.4. Filter paper, 15 cm dia (10 pcs)

S.8.5. Graph paper, 5 cycle (4 sheets)

S.8.6. KMnO_4 solution

S.8.7. Liquid mercury

S.8.8. Liquids of unknown specific density

S.8.9. Paraffin

S.8.10. Plastic or glass tubing 5 pcs)

S.8.11. Sodium silicate

S.8.12. White sand/ottawa sand

S.9. There is an approved project procurement management plan (ppmp).

S.9. There is an approved annual procurement plan (app) for laboratory equipment, supplies and materials.

Implementation

1.1. The institution implements the special provisions as listed in the cmo.

Outcome/s

0.1. The special provisions in the cmo of the program are complied with.

AREA X ADMINISTRATION

PARAMETERS

A. Organization

B. Academic Administration

C. Student Administration

D. Financial Management

E. Supply Management

F. Records Management

G. Institutional Planning and Development

H. Performance of Administrative Personnel

PARAMETER A: ORGANIZATION

SYSTEM-INPUTS AND PROCESSES

- S.1. The institution has an organizational structure approved by the board of regents/trustees (bor/bot).
- S.2. Every office/unit in the organizational structure has functions approved by the bor/bot.

Implementation

- 1.1. The institution is subdivided into administrative units in accordance with the organizational structure.
- 1.2. The functions, duties and responsibilities of the administrative personnel/staff in each unit/office are identified and carried out.
- 1.3. The board of regents/trustees is supportive with the growth and development of the institution.
- 1.4. The academic and administrative councils exercise their powers and perform their functions.
- 1.5. The flow of communication among and within units/departments is observed.

Outcome/s

- 0.1. The institution has well-designed and functional organizational structure.

Parameter b: academic administration

System-inputs and processes

S.1. The dean/academic unit head possesses the required educational qualifications, experience and other prescribed requirements to administer the college/academic unit as follows: s.1.2. Preferably holder of doctorate degree in engineering or related fields;

S.1.3. Must have a minimum teaching experience of not less than five (5) years;

S.1.4. At least five (5) years administrative experience and at least five (5) field experience; and

S.2. The department chair/s or their equivalent has appropriate/relevant educational qualification and experience.

Implementation

1.1. The dean is assisted by department chair/s or their equivalent with appropriate/relevant educational qualification and experience.

1.2. The dean implements a supervisory program.

1.3. The dean participates in the recruitment and promotion of faculty and support staff.

1.4. The dean, the faculty and the administration work together for the improvement of the college/academic unit, particularly in:

1.4.1. Setting standards and targets;

1.4.2. Planning of programs and other related activities;

1.4.3. Implementing, monitoring and evaluation of plans, programs and other related activities;

1.4.4. Establishing linkages, partnerships and networking activities;

1.4.5. Providing opportunities for professional growth and development for the faculty and staff;

1.4.6. Preparing guidelines in the internal administration and operation of the academic Unit/college; and

1.4.7. Preparing guidelines in the proper use and maintenance of facilities, equipment, supplies and materials.

1.5. Definite criteria and procedures in the selection and promotion of the most qualified faculty and staff are observed.

1.6. The dean, faculty, staff, and students pursue collaborative activities in generating resources and income, and in implementing cost-effective measures.

1.7. The dean implements policies and procedures on internal administration and operations of the college/academic unit.

Outcome/s

0.1. The college/academic unit is efficiently and effectively managed.

Parameter c: student administration

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:

S.1.1. Admission and retention policies;

S.1.2. Registration requirements;

S.1.3. School fees;

S.1.4. Academic load;

S.1.5. Transfers;

S.1.6. Residence, course work, scholastic and graduation requirements;

S.1.7. Examination and grading system;

S.1.8. Scholarships/grants/assistantships;

S.1.9. Shifting and adding/dropping of course;

S.1.10. Code of conduct and discipline;

S.1.11. Attendance; and

S.1.12. Others (please specify).

Implementation

- 1.1. Students are provided opportunities to participate in the planning and implementation of activities concerning their welfare.
- 1.2. Concerned officials, faculty and staff act promptly on requests, needs and problems of the students.
- 1.3. The administration, faculty, staff and students work harmoniously and maintain good working relationship.

Outcome/s

- 0.1. The institution has an effective and functional student administration.
- 0.2. Policy implementation is efficient.

Parameter d: financial management

System-inputs and processes

- S.1. The institution has an approved financial development plan (fdp).
- S.2. The institution has specific budgetary allotment for the following:
 - S.2.1. Personnel services;
 - S.2.2. Maintenance and other operating expenses (mooe);
 - S.2.3. Capital outlay; and
 - S.2.4. Special projects.
- S.3. The approved budget is in consonance with the fdp.

Implementation

- 1.1. The institution maintains a financial management office managed by qualified and competent staff.
- 1.2. The financial management personnel are responsible for the efficient management of financial resources/funds of the institution.
- 1.3. The administrative officials, faculty, staff and student representatives participate in the budget preparation and in the procurement program of the institution.

1.4. The budget of the institution is fairly and objectively allocated.

1.5. The institution allocates funds for the following student services and activities:

1.5.1. Cultural development;

1.5.2. Athletic and sports development;

1.5.3. Medical and dental services;

1.5.4. Library;

1.5.5. Student body organization;

1.5.6. Guidance and counseling;

1.5.7. Improvement of laboratories/shops;

1.5.8. Repair and maintenance of facilities and equipment;

1.5.9. Purchase of new equipment, supplies and materials;

1.5.10. Replacement of old and unserviceable equipment;

1.5.11. Construction of new facilities, as needed;

1.5.12. Improvement/expansion of physical plant;

1.5.13. Extension and community services;

1.5.14. Disaster and risks reduction; and

1.5.15. Auxiliary services, etc.

1.6. The budget allotted for specific expenditures indicated in item 1.5 is in consonance with existing policies and guidelines.

Outcome/s

0.1. The institution has a sound and effective financial management system.

Parameter e: supply management

System-inputs and processes

- S.1. The institution has an approved procurement management system in consonance with the revised irr of ra 9184 (government procurement reform act).
- S.2. The institution has a system for the proper disposal of non-serviceable and condemned equipment, supplies and materials.
- S.3. The office has a storeroom for keeping and storing all equipment, supplies and materials purchased.

Implementation

- 1.1. The institution maintains a supply management office (smo) managed by qualified staff with specific functions and responsibilities.
- 1.2. The bids and award 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).

- 1.3. The bac performs its tasks and responsibilities in accordance with recent procurement policies and official issuances.
- 1.4. The smo prepares, evaluates, and submits the annual inventory of serviceable and non-serviceable facilities and equipment.
- 1.5. All approved requests for procurement are published in philippine government electronic procurement system (philgeps).

Outcome/s

- 0.1. The institution has an efficient and effective supply management system.
- 0.2. All procurement transactions are transparent.

Parameter f: records management

System-inputs and processes

- S.1. The institution has a system of records-keeping.

S.2. The institution has policies and procedures to ensure the security and confidentiality of records.

S.3. Policies and procedures on prompt release of records are in place.

Implementation

1.1. The institution maintains a records management office (rmo) managed by a qualified records officer.

1.2. A records system is installed in offices where it allows access to information needed by concerned parties.

1.3. The human resource management office (hrmo) maintains accurate, up-to-date and systematic records of faculty and staff.

1.4. The following updated record compilations are made available to concerned parties:

1.4.1. Minutes of the board of regents/trustees meetings;

1.4.2. Minutes of the faculty meetings, e.g. Minutes of the academic council meetings;

1.4.3. Faculty/non-teaching personnel individual files;

1.4.4. Faculty/non-teaching personnel performance evaluation; and

1.4.5. Other records such as:

1.4.5.1. Student directory;

1.4.5.2. Alumni directory;

1.4.5.3. Permanent records of students;

1.4.5.4. Reports of director/dean;

1.4.5.5. Annual reports;

1.4.5.6. Accomplishment/progress reports;

1.4.5.7. Scholarship records;

1.4.5.8. Statistical data;

- 1.4.5.9. Financial records of students;
- 1.4.5.10. Inventory of property;
- 1.4.5.11. Proceedings of administrative investigation (if any); and
- 1.4.5.12. Others (please specify)

Outcome/s

0.1. The institution has commendable records management system.

Parameter g: institutional planning and development

System-inputs and processes

- S.1. The institution has an approved strategic development plan (sdp) available in printed and/or electronic forms.
- S.2. There is a system to monitor the implementation of the sdp.

Implementation

- 1.1. The institution's planning and development unit plans, monitors and evaluates planned activities/targets.
- 1.2. The planning process is a cooperative and participative endeavor of administration, the faculty, staff and the students.
- 1.3. The sdp is implemented, monitored, evaluated, reviewed, and updated regularly.

OUTCOME/S

0.1. The sdp is congruent with the vmgo as well as with the local, regional and national development goals and agenda.

Parameter h: performance of administrative personnel

System-inputs and processes

S.1. The institution has an approved performance evaluation system for the administrative personnel which includes the following:

S.1.1. Competence;

S.1.2. Quality of work;

S.1.3. Work ethic (punctuality, wise use of time, etc.);

S.1.4. Creative/innovative ability;

S.1.5. Ability to handle internal and external pressures; and

S.1.6. Interpersonal relations.

Implementation

1.1. The institution regularly monitors and evaluates the performance of the administrative personnel.

1.2. Results of performance evaluation of administrative personnel are utilized: 1.2.1.

To improve performance and delivery of service; and

1.2.2. For promotion.

Outcome/s

0.1. The administrative personnel/staff have commendable performance.