

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

RECOMMENDATIONS	ACTION TAKEN	PERCENTAGE OF COMPLIANCE	REMARKS/SUPPORTING DOCUMENTS
1. Though the translated VMGO in Filipino have been approved by the BOR, theses may be validated by the 'Komisyon sa Wikang Filipino, the regulating body for Filipino language.	The college seek some help from the College of Arts and Sciences for the validation of the said document.	90 % accomplished	
2. To internalize among students the goals of the College and objectives of the program under survey, a jingle contest be undertaken.	The university has an approved research study on the Extent of information Dissemination, awareness and acceptance of the CvSU VMGO. Thus, through this study, the students' awareness on the VMGO of the university can be considered was exceptional.	95 % accomplished	<i>Research Study on the Extent of Information Dissemination, Awareness and Acceptance of VMGO</i>
3. The Vision, Mission, goals and objectives be conspicuously posted in the extension sites.	The Vision, Mission, Goals and Objectives are posted in most strategic places of the university that can be seen by the stakeholders. Moreover, these were also posted in the extension sites of the college/university.	100 % accomplished	<i>Pictures showing the mechanism of disseminating the VMGO in the extension sites.</i>

<p>4. A review of the goals of the college and objectives of the program being survey be undertaken. The existing goals be condensed / compressed into one paragraph to encompass the idea of the existing goals. In the case of the objectives, statement with the same ideas may be combined to lessen the number of existing objectives</p>	<p>The College of Engineering and Information Technology conducted a review with the goals and objectives of the college. It was participated by the faculty members of the college and approved by college academic council</p>	<p><b>90 % accomplished</b></p>	<p><i>Minutes of the Meeting of the review conducted</i></p>
<p>5. The font size of the vision, mission goals and objectives displayed in bulletin boards be enlarged.</p>	<p>It is evident that the Vision, Mission, Goals and Objectives found in most of the bulletin boards in the university are placed in most strategic places and more accessible to stakeholders.</p>	<p><b>100 % accomplished</b></p>	<p><i>Pictures of the bulletin board showing the vision, mission, goals and objectives of the university.</i></p>

**AREA II: FACULTY**

RECOMMENDATIONS	ACTION TAKEN	PERCENTAGE OF COMPLIANCE	REMARKS/SUPPORTING DOCUMENTS
1. In signing documents, school authorities may include the dates as evidence of timeliness, appropriateness, validity and legality of records.	To make the documents more reliable, valid and legal, all documents signed by the authorities have a corresponding dates as evidence when these documents have received.	100 % accomplished	<i>Sample documents with signature and dates of the authorities.</i>
2. Concerned faculty in the said program may engage themselves in the dissemination of knowledge, innovations and technologies related to seminars attended in local, national and international fora and expected to render expert services to school community.	Some of the faculty members from the Department of Information Technology were engaged in disseminating information as a resource speakers during the seminars conducted as part of their expert services.	100 % accomplished	<i>All document related to the activities conducted by the faculty members as a resource speakers</i>
3. The concerned faculty in the said program may develop and implement comprehensive instruments for	Some of the researches developed by the students are in line with the effectiveness of the instructional materials through the help of their	100 % accomplished	<i>List of student researches focusing on the effectiveness of the instructional materials</i>

monitoring and evaluation in determining the effectiveness of the instructional materials produced and these materials should be continuously improved , reviewed and approved by the University Book review Committee and Board of Regents. Likewise, these IMs should be submitted for copyrighting patenting	advisers and technical critic.		
4. The University may prioritize the hiring of additional qualified faculty for the program under survey.	As of now, the Department of Information Technology has a total of 14 faculty members in IT Section with plantilla position which is above the minimum requirements based on the CMO.	<b>100 % accomplished</b>	<b><i>BSIT faculty profile</i></b>
5. The University may present a well-funded and sustainable faculty development program to continuously upgrade the qualifications and competence of the faculty.	The university came up a comprehensive faculty development program to upgrade the qualifications and competence of the faculty members especially those in the IT Section.	<b>100 % accomplished</b>	<b><i>Faculty Development Program</i></b>

**AREA III: CURRICULUM AND INSTRUCTIONS**

RECOMMENDATIONS	ACTION TAKEN	PERCENTAGE OF COMPLIANCE	REMARKS/SUPPORTING DOCUMENTS
1. Studies' on graduates performance be conducted. Studies may be in the form of but not limited to a) comprehensive graduate tracer b) employer feedback on the graduate performance in the workplace.	The college has come up with a very comprehensive tracer study to measure the performance of the BSIT graduates in their workplace. In addition, the study is intended to get some of the employer's feedback based on their work performance	95 % accomplished	<i>Tracer study for BSIT Program</i>
2. Studies regarding the factors affecting retention rate of the BSIT program as well as the academic performance of students and measures to increase such may be conducted.	The college has an retention rate approved by the University academic council. This is in accordance with the existing curriculum of the of the program	100 % accomplished	<i>Approved Retention Rate for the BSIT Program</i>
3. In the preparation of the syllabus, the following details may be specifically included : a) higher order thinking skills	The university developed a committee headed by the College of Education (CED) who will check the consistency of the syllabi prepared by the faculty		<ul style="list-style-type: none"> <li><i>Copy of the committee</i></li> </ul> <i>Sample syllabus showing the teaching learning activities (TLA) and higher order</i>

<p>(HOTS) to be developed b) varied teaching learning activities (TLAs) and c) specific assessment strategies and d) references published within the last 10 years</p>	<p>members. Part of this is to check the following details such as the higher order thinking skills being used, the learning activities and the references used by the faculty members.</p>		<p><i>thinking skills (HOTS) to be developed</i></p>
<p>4. Concerned offices should ensure the complete documentation of the curriculum review process and such should be presented during the accreditation to reflect the needed information for objective evaluation purposes.</p>	<p>The department conducted a curriculum review which was participated by the students, alumni, parents and IT industry practitioners. The curriculum review was started by having a curriculum proposal developed by the Department of Information Technology headed by Ms. Ria Clarrise M. Sy. It was approved by the department and endorsed to College Academic Council and University Academic Council as well for approval.</p> <p>The offering of the curriculum/program is endorsed by University Academic Affairs Council of Deans on April 24, 2018 and passed AA-COD</p>	<p><b>100 % accomplished</b></p>	<p><i>All supporting documents in the curriculum revision of the BSIT program</i></p>

	<p>Resolution Number 22, series of 2018 and is approved by the University Board of Regents.</p> <p>The curriculum is based on the CMO No. 25, s. of 2015.</p>		
5. Concerned faculty work closely together with the University's Textbook Board so that the approval and copyrighting of the instructional materials may be facilitated. Copyrighted instructional materials could be commercialized and/or used by the faculty in the NBC 461 evaluation.	The University follows the approved guidelines on the approval and copyright of instructional materials developed.(ISO)	95% accomplished	<ul style="list-style-type: none"> <li>• <b>University Textbook Board Committee</b></li> <li>• <b>Module Evaluation Form</b></li> <li>• <b>List of submitted manual for the approval of the Textbook Board Committee</b></li> </ul>
6. The BSIT department may consider establishing linkages with other institutions for the exchange of instructional materials.	The university through the help of ICLO has its own mechanism to establish more linkages to other institutions for the exchange of instructional materials.	100 % accomplished	<ul style="list-style-type: none"> <li>• <b>List of MOUs / MOAs</b></li> <li>• <b>International, National and Local Linkages</b></li> </ul>
7. Faculty are encouraged to prepare Table of	One of the requirements submitted by the faculty members is to submit their	100 % accomplished	<b>Long examinations with TOS</b>

Specifications for all types of examinations, including examination for computer applications and programming.	Long Exams with Table of Specifications. The department and the college have a compilation of all TOS signed by the department chairperson and the dean of the college.		
8. Reports to show that the student activities are well planned and implemented may be attached for documentation purposes.	The university has a copy of all the activities to be done by the different organizations for the whole year. It will be forwarded to the Office of the Students Affair (OSA) for them to recognized.	100 % accomplished	<i>List of activities of the student org and their accomplishment</i>
9. All documents to be attached be duly signed by concerned personnel. The attached pictures may also be caption with appropriate and specific details.	Most of the documents attached in the documents were properly signed by the higher authorities. In addition, most pictures have a caption to understand clearly what is intended to impart to the readers .	100 % accomplished	<i>Sample documents with pictures and signatures of the higher authorities</i>



**AREA IV: STUDENTS**

RECOMMENDATIONS	ACTION TAKEN	PERCENTAGE OF COMPLIANCE	REMARKS/SUPPORTING DOCUMENTS
1. If budget permits, it is highly recommended that a licensed guidance counselor may be hired to meet the requirement of 1:1000 guidance counselor to student ratio.	Hiring of additional licensed guidance counselor was posted in the Bulletin Board	100 % accomplished	<i>Supporting documents of the licensed guidance counselors</i>
2. Creation of committee on a disaster risk reduction and management program may be considered.	Committee was created headed by the Dean of CCJ who will monitor the disaster risk reduction management program of the institution	100 % accomplished	<i>committee on a disaster risk reduction and management program created by the College of Criminal Justice (CCJ) of the university</i>
3. Student leaders under the program may attend regional, national and international leadership seminars, conferences, trainings/workshops and trail camps which will enhance their abilities and competencies in leadership and established strong	The Guidance Office of the College of Engineering and Information Technology has a peer counselors who can help the guidance facilitators to give advices to the students. They are entitled to attend seminars and other related activities to enhance their abilities and competencies in leadership.	100 % accomplished	<i>Accomplishment of student leaders of the CEIT / peer counselors</i>

linkages with other youth organizations.			
4. Proper documentation on the regular conduct of monitoring and evaluation of student affairs and services may be done.	There is an ISO approved procedure on research, monitoring and evaluation of student services	100 % accomplished	<i>Procedure on research, Monitoring and Evaluation of Student Services</i>
5. The policy on giving of awards to personnel with outstanding job performance may be implemented.	The University has an approved policies and guidelines in giving awards to outstanding personnel of the institution	100 % accomplished	<i>CSC Merits for Faculty Members of State Universities and Colleges</i>
6. A process of information dissemination may be developed and implemented to encourage the participation of students and other stakeholders in planning, organizing, implementation and dissemination of programs and activities.	The use of digital media such as Facebook, University Website, email, and non-digital media such as bulletin boards are used to disseminate information.	100 % accomplished	<i>Pictures how information were disseminated and implemented during this time of pandemic.</i>
7. Conduct trainings/meetings to develop, review and improve	There is an ISO approved procedure on research, monitoring and evaluation of student services	100 % accomplished	<i>Procedure on research, Monitoring and Evaluation of Student Services</i>

instruments/tools in monitoring and evaluation of services.			
8. The college may consider coming up with intervention activities to strengthen the research outputs on student affairs and services.	The students under the program under survey developed a research study to strengthen the research outputs on student affairs and other services.	100 % accomplished	<b>Attachment :</b>  <b>List of Student Services for Institutional Development</b>
9. Students/student leaders , faculty and student affairs practitioners may conduct researches for presentation in international, national or regional research for a	Students are required to conduct research study as part of their requirements for graduation. Moreover, faculty members are also required to conducted researches.	100 % accomplished	<b>List of researches conducted by the students and faculty members as well.</b>
10. Documents may be signed by authorities to serve as proof of their validity and veracity.	The documents were checked by the department chairperson and the dean as well then it will be forwarded to the IDO for verification two weeks before the actual visit.	100 % accomplished	<b>Sample documents with signatures</b>
11. Pictures may be printed in color and properly labeled.	The department ensures that all the documents with pictures are printed in colored and properly labeled .	100 % accomplished	<b>Sample Documents with pictures</b>

12. Documents before the actual survey visit may be counter checked to ensure the completeness of documents to be presented.	The documents were checked by the department chairperson and the dean as well then it will be forwarded to the IDO for verification two weeks before the actual visit.	100 % accomplished	<i>It is mandated that the documents presented were checked by the concerned authorities. Moreover, the department conducted dry run how the documents will be presented during the accreditation proper.</i>
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**AREA V: RESEARCH**

RECOMMENDATIONS	ACTION TAKEN	PERCENTAGE OF COMPLIANCE	REMARKS/SUPPORTING DOCUMENTS
1. Team/collaboration interdisciplinary researches are highly encouraged among colleges.	<p>Most faculty members are engaged in conducting researches, thus team / collaboration researches are being conducted by the faculty members coming from the different colleges.</p> <p>In addition, 2 Funded Research Projects; 1 Study; At least 4 Published Papers were collaborated with researchers in other fields, colleges, and institutions</p>	100 % accomplished	<p><i>List of Team / Collaboration Interdisciplinary Researches</i></p> <p><i>Copy of documents per research</i></p>
2. A copyrighted and updated research journal could be a good avenue to publish researches conducted by the faculty.	<p>The University has an approved CvSU Research Journal Guidelines where faculty members can publish their research output.</p> <p>Thus, the University released Research Journal last 2019 with ISSN; the Knowledge Management unit of the University is currently</p>	90 % accomplished	<p><i>CvSU Research Journal Guidelines</i></p> <p><i>CvSU Research Journal 2019</i></p>

	working on Research Journal 2020		
3. Researches/studies may be published in refereed journals both national and international.	<p>Most of the researches conducted by the faculty members published in referred journal both national and international publication for their benefits and the university as well.</p> <p>9 Researches were published in refereed journals both national and international</p>	100 % accomplished	<i>List and copy of published researches</i>
4. More research outputs may be utilized for institutional development, improvement of instructional process and the transfer of generated technology in the community.	Research outputs conducted by the students under the program being surveyed were utilized for institutional development and improvement of instructional process. Furthermore, some of these were extended to the community as part of extension program of the College	100 % accomplished	<ul style="list-style-type: none"> <li><i>List of research outputs for extension to the community</i></li> </ul>
5. Patented research outputs be utilized by the faculty to generate income.	BSIT Program researches are limited to software development, thus, patenting the outputs is not applicable		

**AREA VI: EXTENSION AND COMMUNITY INVOLVEMENT**

RECOMMENDATIONS	ACTION TAKEN	PERCENTAGE OF COMPLIANCE	REMARKS/SUPPORTING DOCUMENTS
1. Extension signages may be posted properly in the adopted barangay for the awareness and acceptability of the stakeholders/clienteles.	Part of the extension services in the adopted barangay is to post some extension signages to increase awareness and acceptability of the stakeholders.	100 % accomplished	<i>Pictures where extension signages were posted in the adopted barangay</i>
2. The concerned coordinator may seek the approval of the said manual from the BOR to be copyrighted before its utilization.	We will still use the Manual of Operation where the Extension Manual is excerpted (March 2019 last posted)	95 % accomplished	<i>The Manual of Operation where the Extension Manual is excerpted</i>
3. The extension materials in print may be improved to enhance its readability and to be translated into the local dialect.	The College of Engineering and Information Technology seek some help from the College of Arts and Sciences to translate the some extension pamphlets into Filipino	95 % accomplished	<i>Extension materials translated to local dialect through the help of the College of Arts and Sciences</i>
4. The institution may establish more local, national and international linkages to enhance funding and other resources as well as technical know-	The university through the help of ICLO has its own mechanism to establish more linkages to other institutions for the exchange of instructional materials.	95 % accomplished	<b>Attachment :</b> <ul style="list-style-type: none"> <li><i>List of MOUs / MOAs</i></li> <li><i>International, National and Local Linkages Proceedings on Workshops on</i></li> </ul>

how to augment funds for extension services.			<i>Crafting</i> <i>RECETS</i>	<i>CvSU</i>	-
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**AREA VII: LIBRARY**

RECOMMENDATIONS	ACTION TAKEN	PERCENTAGE OF COMPLIANCE	REMARKS/SUPPORTING DOCUMENTS
<p>1. The Administration and the Librarian may consider the following:</p> <p>a. hire additional librarians;</p>	<p>The CvSU- Main Campus Library hired one (1) licensed librarian with a permanent plantilla position last year.</p> <p>In addition, two (2) computer programmers will be hired for this year.</p>	100% accomplished	<p><b>7.1.a.1.</b> Posting for Vacant Permanent Plantilla Position: College Librarian I</p> <p><b>7.1.a.2.</b> Veronica L. De Villa  ✓ CSC Appointment (permanent plantilla position)  ✓ PDS</p> <p><b>7.1.a.3.</b> Approved letter of hiring of 2 computer programmers</p> <p><b>7.1.a.4.</b> Notice of hiring two (2) computer programmers</p>
<p>b. Continuous acquisition of books;</p>	<p>The University Library continuously acquired professional books of recent edition to comply with the requirements for the program.</p>	100% accomplished	<p><b>7.1.b.1.</b> Summary Newly Acquired  ✓ printed books 2021  ✓ e-books 2021  ✓ printed books 2020</p> <p><b>7.1.b.2.</b> List of Newly Acquired  ✓ printed books 2021  ✓ e-books 2021</p>

			✓ printed books 2020
c. Continuous subscription to professional journals;	The University Library continuously subscribed to professional journals.	<b>100% accomplished</b>	<b>7.1.c.1.</b> Invoice of Subscribed print periodicals <b>7.1.c.2.</b> List of Newly Acquired Print Periodicals
d. Continuous acquisition of electronic resources; and	The University Library continuously acquired electronic resources.	<b>100% accomplished</b>	<b>7.1.d.1.</b> List of Online Library Resource of CvSU Library <b>7.1.d.2.</b> Invoice of Procured E-Resources
e. Purchase of additional tables and chairs.	<p>The CvSU Main Campus Library purchased 366 reading chairs and 36 reading tables from 2019 to 2021.</p> <p>The following are the breakdown of additional seating capacity added each year:</p> <ul style="list-style-type: none"> <li>✓ 2019- 154;</li> <li>✓ 2020- 62; and</li> <li>✓ 2021- 150.</li> </ul>	<b>100% accomplished</b>	<b>7.1.e.1.</b> Additional Seating Capacity <b>7.1.e.2.</b> P.O. and pictures of additional tables and chairs
<b>2.</b> The Library Advisory Committee may schedule conduct of regular meeting to	The Library Advisory Committee scheduled and conducted of regular meeting to perform their functions effectively.	<b>100% accomplished</b>	<b>7.2.1.</b> Approved Library Advisory Committee <ul style="list-style-type: none"> <li>✓ 2019</li> <li>✓ 2020</li> <li>✓ 2021</li> </ul>

perform their functions effectively.			<b>7.2.3.</b> Letter of LAC Meeting ✓ 2019 ✓ 2020 ✓ 2021
<b>3.</b> Inventory may be done regularly to monitor the accuracy, availability and condition of the collection.	Inventory of library materials were done regularly to monitor the accuracy, availability and condition of the collection.	<b>100% accomplished</b>	<b>7.3.1.</b> Inventory Report 2020-2021  <b>7.3.2.</b> Sample Inventory Sheet  <b>7.3.3.</b> CvSU Integrated Library System: Inventory Module
<b>4.</b> Disaster Recovery Plan may be formulated as one of the provisions for the preservation of the library resources.	Library Disaster Recovery Plan were formulated as one of the provisions for the preservation of the library materials and resources.	<b>100% accomplished</b>	<b>7.4.1.</b> Library Disaster Recovery Plan 2022-2026

**AREA VIII : PHYSICAL PLANT AND FACILITIES**

RECOMMENDATIONS	ACTION TAKEN	PERCENTAGE OF COMPLIANCE	REMARKS/SUPPORTING DOCUMENTS
1. Application of bare metal protection of deteriorated fences is needed.	This was raised in the meeting and the administration is working with it	90 % accomplished	<i>Sample documents like minutes of the meeting</i>
2. The buildings may be repainted.	The Physical Planning Services (PPS) conducted repair and repainting of roofing of administration building	100 % accomplished	<i>Letter of Acceptance</i>
3. Signages of school zone speed limit inside the school premises may be installed in strategic places.	The Security department assures that the speed of all the vehicles enter in the university must be in the average speed of 20 kms/h for safety of the CvSUenos	95 % accomplished	<i>Pictures of zone speed limit inside the school</i>
4. The management may provide maintenance schedule checklist posted at laboratories and comfort rooms for cleaning hour monitoring	The college has a maintenance schedule at the computer laboratories. This are part of the tasks performed by the computer technician of the college. Comfort rooms were being monitored by the staff of the Physical Plant Services of the university.	100 % accomplished	<i>Accomplishment report of each unit</i>
5. A portable box with cover may be placed under the trees to	The university hired utility workers who will maintain the cleanliness of the	100 % accomplished	<i>Accomplishment of the PPS unit of the institution</i>

secure dried leaves until it will properly disposed.	school. They are the one who secure dried leaves for composting.		
6. Comfort rooms may be refurbished for use.	The Physical Planning Services (PPS) unit are assigned to restore Comfort Rooms of the university. It is include in their OPCR covering the period of January to June 2021 .	100 % accomplished	<i>OPCR of PPS unit Pictures</i>
7. Conduct inventory and inspection activities for all the fire extinguishers . if possible, lower the mounting for accessibility in case of emergency.	The Security department conducted inspection activities for all the fire extinguishers installed in all offices once or even twice a year.		<i>Accomplishment Report</i>

**AREA XI: LABORATORIES**

RECOMMENDATIONS	ACTION TAKEN	PERCENTAGE OF COMPLIANCE	REMARKS/SUPPORTING DOCUMENTS
1. Upgrade/updating of computers and software may be done.	All laboratory rooms are composed of personal computers with specifications that are good for software to be utilized by students and faculty members.	100 % accomplished	<i>CCL Inventory</i>
2. Biggers physical sciences laboratory rooms may be provided.	Physical science Laboratory rooms were improved to accommodate the growing population of the students in the main campus.	100 % accomplished	<i>Pictures of new Physical Science Laboratory Room</i>
3. Physics and biology laboratory rooms may be provided with demonstration tables.	Biology Laboratory room and Physics Laboratory as well were improved to accommodate the growing population of the students in the main campus.	100 % accomplished	<i>Pictures of new Biology Laboratory Rooms with demonstration table</i>

**AREA X: ADMINISTRATION**

RECOMMENDATIONS	ACTION TAKEN	PERCENTAGE OF COMPLIANCE	REMARKS/SUPPORTING DOCUMENTS
1. Conduct of more resources and income generation activities may be considered.	The university has developed different income generating activities support different activities of the institution and to increase savings that can be used in different projects of the university. Such of these are piggery, water refilling, the marketing center, the university mall, the swimming pool, the ICON and Rolle Hall that were used in different events and occasions.	100 % accomplished	<i>List of IGPs document coming from the External and Business Affairs Office</i>
2. Office of the Student Affairs may continuously follow-up and employ a mechanism of hastening the approval of the student handbook by the Board of Regents.	There is an approved procedure that aims to facilitate the conduct of review and revision of student manual.	100 % accomplished	<i>Procedure to facilitate the conduct of review and revision of student manual.</i>
3. Adequate documents/evidences on the participation of the students in the	Most of the activities of the university during the planning phase were represented by the	100 % accomplished	<i>Minutes of Meeting showing the participation of students in planning of school activities</i>

planning, formulation and implementation of school activities may be provided.	different stakeholders especially students coming from the Central Student Government.		
4. Packaging of more organized documents may be considered.	All documents needed in the accreditation were properly packaged and organized to make it more presentable and manageable.	100 % accomplished	<i>All document presented were properly labeled to make it more presentable and manageable</i>
5. A more effective mechanism on the monitoring of the Strategic Development Plan may be developed and implemented.	The University has developed and implemented a more effective monitoring scheme for the Strategic Development Plan of the University.	100 % accomplished	<i>Procedure on evaluation of Performance Management (Office Level)</i>