



**ACCREDITING AGENCY OF CHARTERED COLLEGES  
AND UNIVERSITIES IN THE PHILIPPINES (AACCUP), INC.**

4A-B Future Point Plaza III, 111 Panay Avenue, South Triangle 1103, Quezon City.  
Telephone: (632) 961-3317; 961-1271 \* Telefax: (632) 961-3316 E-mail: mail@aaccupqa.org.ph

**OUTCOMES-BASED QUALITY ASSURANCE**

**PROGRAM PERFORMANCE PROFILE**

**Guidelines**

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Name of Author ACCREDITING AGENCY OF CHARTERED COLLEGES  
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ATTESTED:

**MICHELLE A. FLOR**  
Copyright Examiner

**YOLANDA E. JACINTO**  
Director / Officer-In-Charge

## FOREWORD

The Outcomes-Based Quality Assurance-Program Performance Profile (OBQA-PPP) is a concise and methodical presentation of essential information about the Degree Program subjected for accreditation.

It provides the AACCU, the quality assurance officers and the accreditors a basic document comprehensive enough to enable them to make preliminary and advance assessment of the different areas of accreditation namely: (1) Vision and Mission of the Institution; Goals of the Academic Unit where the Degree Program is being offered; and Objectives of the Program; (2) Faculty; (3) Curriculum and Instruction; (4) Support to Students; (5) Research; (6) Extension and Community Involvement; (7) Library; (8) Physical Plant and Facilities; (9) Laboratories; and (10) Administration.

The OBQA-PPP also includes the findings and recommendations of the Self-Survey as well as the Program's compliance with the recommendations for the 10 areas in the last survey visit (*if applicable*).

The following guidelines are suggested in preparing "**The PROGRAM PERFORMANCE PROFILE**":

- a. The OBQA-Program Performance Profile, a representation in an outline form must be brief but substantial, accurate, up-to-date, coherent, complete, comprehensible and logically arranged in accordance with the sequence of items in the OBQA-PPP and the OBQA Program instruments. The OBQA-PPP must satisfy these requirements; those with deficiencies will be returned to the institution for revision before the program is scheduled for accreditation survey visit.
- b. The "OBQA-Program Performance Profile" is arranged based on the new framework, the Systems (Inputs and Processes), Implementation, and Outcomes. Best Practices is an added value which may serve as a model. The PPP shall contain data and provide other information, as identified in the attached outline of contents.
- c. Unless otherwise specified, all data and other information must refer to the Program (e.g., Civil Engineering, Elementary Teacher Education, etc.) to be accredited. These should be presented in graphical/tabular/narrative form as suggested.
- d. All other details in documents or printed materials (e.g., Faculty Development Program, Syllabi, Memoranda of Understanding, etc.) used as sources of data and information in the "Profile" **must be filed at the Accreditation Center** for verification/affirmation purposes during the actual survey visit. Likewise, the accomplished instrument used in the Self-survey should be exhibited at the Accreditation Center.

The OBQA-PPP, which is prepared by the Dean/Head of the Academic Unit and the Accreditation Task Force of the Program, shall be submitted to the AACCU by the President/Head of the Institution.

The Profile shall be submitted in one (hard and soft) copy to AACCU while five copies shall be retained by the Institution for the Accreditors' use during the survey visit. The President of the Institution shall apply for AACCU visit with one PPP as attachment not later than two months before the scheduled visit.

## **Outcomes-Based Quality Assurance**

### **PROGRAM PERFORMANCE PROFILE**

**1. Program**

- a. Name of Program : \_\_\_\_\_
- b. Specializations/Majors: \_\_\_\_\_
- c. Degree Granted : \_\_\_\_\_

**2. Academic Unit where the Program is offered** :

\_\_\_\_\_

**3. Institution**

- a. Name : \_\_\_\_\_
- b. Location of Main Campus : \_\_\_\_\_
- c. Campus where the Program is Offered : \_\_\_\_\_

**4. Name and Title of the:**

- a. Head/Chair of the Program \_\_\_\_\_
- b. Dean/Director of the Academic Unit \_\_\_\_\_
- c. President of the Institution \_\_\_\_\_

**5. Legal Basis of the Program/BOR or BOT : Resolution, Date of Opening, etc.**

\_\_\_\_\_

**6. Accreditation Visit being applied for (Preliminary, 1<sup>st</sup> Survey, 2<sup>nd</sup> Survey, 3<sup>rd</sup> Survey, 4<sup>th</sup> Survey)**

\_\_\_\_\_

**7. Present Accreditation Status and its inclusive period of effectiveness:**

\_\_\_\_\_

## **AREA I. The Vision, Mission, Goals and Objectives (VMGO)**

### **Parameter A – Statement of the Vision, Mission, Goals and Objectives**

#### **1. SYSTEM-INPUTS AND PROCESSES**

- 1. State the Vision of the University/College
- 2. State the Mission of the University/College
- 3. State the Goals of the Academic Unit
- 4. State the Objectives/Outcomes of the Program
- Illustrate and describe the historical formulation, monitoring and review of the VMGO.

#### **2. IMPLEMENTATION**

- Describe the stakeholders' participation in the formulation/monitoring/review of the Objectives of the Program.

<b>Stakeholders</b>	<b>Nature of Participation</b>	<b>Inclusive Dates</b>
a. Board of Regents/Trustees		
b. Administration		
c. Faculty		
d. Non-Teaching Personnel		
e. Students		
f. Alumni		
g. Cooperating Agencies		
h. Industry Sector		
i. Other Concerned Groups		

#### **3. OUTCOMES**

- Present the BOR/BOT Resolution Approving the VMGO; include BOR/BOT Resolution amendments (*if there any*);
- Describe the results of the interview with the administrators, faculty, staff and students.

#### **4. BEST PRACTICES**

- Cite as many best practices as you can on Parameter A such as governance based on the principles of participation and transparency leading to the accomplishment of the VMGO

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

### **1. SYSTEM-INPUTS AND PROCESSES**

- State the Forms/Media used in disseminating the VMGO

Form/Medium	Type of Audience/Clientele	No. of Clientele
1.		
2.		
3.		
etc.		

- Present captioned photographs of posted VMGO inside and outside University premises;
- Present documentary evidences on the participation of administrators, faculty, staff, students and stakeholders in the formulation and review of the VMGO.

### **2. IMPLEMENTATION**

- Cite VMGO dissemination activities, and provide captions to all pictorials *if necessary*;
- Describe how members of the Institution (administrators, faculty, non teaching staff, students) can articulate procedures, guidelines and protocols of the University/College.

### **3. OUTCOMES**

- Present the results of the research study on awareness and acceptability of the VMGO by the different stakeholders;
- Describe the implementation of the VMGO and their congruence with educational practices and activities;
- Cite instances or evidences to show that program goals and objectives are achieved.

### **4. BEST PRACTICES**

- Cite as many best practices as you can on Parameter B such as governance that facilitates the accomplishment of the VMGO.

### **5. EXTENT of COMPLIANCE with the Team Recommendations for Area I - VMGO in the last Survey Visit**

- Present the status of Compliance Matrix of the Area focusing on interventions done on the recommendations.

*Duly Accomplished Self-Survey Instrument*

- Present the Summary of Findings and Recommendations for Area I (VMGO) during the \_\_\_\_\_ (Preliminary, 1<sup>st</sup> Survey, 2<sup>nd</sup> Survey, 3<sup>rd</sup> Survey, or 4<sup>th</sup> Survey) in terms of;

1. Strengths
2. Areas Needing Improvement
3. Recommendations
4. Present the Summary of Ratings on the quantitative assessment on Area I

## **AREA II. The Faculty**

### **Parameter A – Academic Qualifications and Professional Experience**

#### **1. SYSTEM-INPUTS AND PROCESSES**

- Present the Qualification Standards (QS) for Academic Staff/Faculty;
- Present NBC 461 guidelines on qualifications set per faculty rank;
- Present CHED Memo of the Program re-requisites of faculty in the program.

#### **2. IMPLEMENTATION**

- Present a consolidated faculty profile matrix involved in the Program indicating their respective academic ranks, educational attainment (PhD/EdD; MS/MA; BS degree) specializations, licensure examinations passed; years of teaching experience, appointment status and subject assignments.

- **Faculty Profile Matrix Involved in the Program (Core Faculty)**

Faculty	Academic Rank	Educational Attainment	School Graduate From	Field of Specialization	Licensure Examinations Passed	Length of Teaching Experience	Status of Appointment (Permanent, Temporary, Contractual)	Subjects Handled
1.								
2.								
Etc.								

- Present a Graph showing the Core faculty profile according to:
  - highest degree earned
  - academic rank
  - status of appointment
  - field of specialization

- **Faculty Profile Matrix Involved in the Program (General Education Faculty)**

Faculty	Academic Rank	Educational Attainment	School Graduate From	Field of Specialization	Licensure Examinations Passed	Length of Teaching Experience	Status of Appointment (Permanent, Temporary, Contractual)	Subjects Handled
1.								
2.								
Etc.								

- Present a Graph showing the General Education faculty profile according to:
  - highest degree earned
  - academic rank
  - length of teaching experience
  - status of appointment
  - field of specialization
- Summarize the achievements/professional competence of faculty along instruction, research, extension, production, consultancy, expert services, publication, creative and scholarly works.
- Consolidate names of faculty who have prepared instructional materials and indicate if it is approved by the University/College Instructional Materials Committee.

Name of Faculty	Instructional Material Developed (Print/Model/Electronic)	Title
1.		
2.		
etc.		

- Consolidate names of faculty who have conducted and/or are conducting research/es relevant to the Program

Name of Faculty	Title of Research	Duration of Implementation	Funding Source	Status (On-Going/Completed)
1.				
2.				
Etc.				

- Consolidate names of faculty who are actively involved in Extension activities relevant to the Program

Name of Faculty	Extension Activity/Project	Location	Time Frame	Funding Source	Number of Clientele Served	Status (On-Going/Completed)
1.						
2.						
Etc.						

- Consolidate names of faculty who are handling Production Projects

Name of Faculty	Production Activity/Project	Volume or Area of Production	Average Annual Income Generated
1.			
2.			
Etc.			

- Consolidate scholarship awards/grants received by the faculty involved in the Program

Faculty Grantee/Recipient	Scholarship Awards/Grant	Granting Agency	Level (Int'l, Nat'l, Reg'l, Local)	Inclusive Dates
1.				
2.				
3.				

### 3. OUTCOMES

- Classify faculty according to their academic ranks based on duly approved/attested appointment by the Civil Service Commission. (to show the increased number of PhD holders among academic staff).
- Summarize names of faculty involved in the Program according to their fitness (Performance Rating) based on approved Merit System & Promotion Plan (MSPP), NBC 461 – QCE and Strategic Performance Management System (SPMS).

### 4. BEST PRACTICES

- Cite as many best practices as you can on Parameter A such as indications of competent and qualified faculty and/or cite strategies that are reflective of the competence of faculty in maintaining academic integrity in the institution's educational program.

## Parameter B – Recruitment, Selection and Orientation

### 1. SYSTEM-INPUTS AND PROCESSES

- Present the Institution's BOR/BOT and CSC approved systems and procedures in the Recruitment, Selection and Promotion of Faculty – (Merit Selection & Promotion Plan for Faculty including the approved Criteria for Selection Used and the Composition of Faculty Selection and Promotion Board).
- Present the Institution's system of Conducting Orientation/Re-Orientation of New/Old Faculty

### 2. IMPLEMENTATION

- Describe the Institution's systems and procedures in the Recruitment, Selection and Promotion of Faculty as embodied in the BOR/BOT & CSC approved Merit Selection & Promotion Plan for Faculty and other institution guidelines in terms of mandatory and/or optional criteria; open competition and in breeding policy.
- Describe the Institution's practice/system of conducting the Orientation/Re-Orientation of New/Old Faculty (to include the topics, lectures, workshop sessions during the Orientation Program) .

### 3. OUTCOMES

- Present the Comparative Assessment utilized by the Faculty Selection & Promotion Board to draw the Ranking List and indorsed to the BOR/BOT where the most qualified faculty are recommended/selected for approval.

#### 4. BEST PRACTICES

- Cite as many best practices as you can on Parameter B such as adoption of effective recruitment and selection processes.

### Parameter C – Faculty Adequacy and Loading

#### 1. SYSTEM-INPUTS AND PROCESSES

- Present the BOR/BOT Approved Policies/Guidelines on Faculty Workload including institutional policies on Equivalent Teaching Load (ETL).
- Consolidate the Program's Faculty Workload/ETL according to their academic ranks in the last 6 Academic terms.

Name of Faculty	Semester/Trimester 1/SY _____					
	Instruction		Res	Ext'n	Prod'n	ETL
	No. of Prep'n	No. of Hours				TOTAL
1.						
2.						
Etc.						

- Consolidate the Faculty-Student ratio of the Program in the last 6 Academic terms.

Lecture Courses

Name of Faculty	Academic Term (Semester, Trimester)	Faculty-Student Ratio		
		General Subjects	Professional Subjects	Specialization Subjects
1.				
2.				
Etc.				

Laboratory Courses

Faculty	Academic Term (Semester, Trimester)	Faculty-Student Ratio
1.		
2.		
Etc.		

#### 2. IMPLEMENTATION

- Describe the Program's faculty workload system including the administrative and other quasi assignments with equivalent teaching-load (ETL) and its process of equitable and fair distribution of workload along the following;
  - adherence to the provisions of the approved policies/guidelines on Faculty Workload;
  - compatibility of specializations/experience on teaching assignments; and
  - substitution/remedial policies (*whenever a faculty is on leave/on or on official business*)
- Describe other issues/concerns on Faculty Workload System and its implementation (*if any*).

### 3. OUTCOMES

- Illustrate the congruence of faculty loading with compliance of faculty to all academic policies such as timely submission of required academic reports.
- Cite all activities to show that faculty are effective and efficient as a result of effective faculty loading

### 4. BEST PRACTICES

- Cite as many best practices as you can on Parameter C such as effective and efficient faculty loading.

## **Parameter D -- Rank and Tenure**

### 1. SYSTEM-INPUTS AND PROCESSES

- Present the BOR/BOT/CSC Approved Policies/Guidelines on
  - a. Merit Selection & Promotion Plan for Faculty (MSPP)
  - b. Strategic Performance Management System (SPMS) for Faculty
- Present copy of the Institution's recent NBC 461- CCE Print Out
- Present copy of the Institution's recent NBC 461 – QCE Results
- Present copy of approved Supplemental Plantilla for the implementation of NBC 461
- Present copy of RA 8291 - GSIS Retirement Law

### 2. IMPLEMENTATION

- Describe the Institution's process of promotion, separation and retirement.
- Describe in flow chart form the Institution's promotion through vacancy (in rank and salary) and change of status procedures.
- Describe in flow chart form the Institution's resignation and retirement process;
- Describe in flow chart form the Institution's process of processing the NBC 461-CCE (Common Criteria for Evaluation) as a criteria for promotion in rank.
- Describe in flow chart form the Institution's process of processing the NBC 461-QCE (Qualitative Contribution for Evaluation) as a twin criteria for promotion in rank.
- Describe the implementation of Presidential Discretion (PD) per NC 461 (*if applicable*).
- Present the College and/or Program Retirement Plan.

### 3. OUTCOMES

- Describe>Show evidences of satisfaction in rank and employment status.

### 4. BEST PRACTICES

- Cite as many best practices as you can on Parameter D (Rank and Tenure)

## **Parameter E – Faculty Development**

### 1. SYSTEM-INPUTS AND PROCESSES

- Present the BOR/BOT Approved Guidelines on Faculty Development Program.
- Present the Institutions' approved PRE (Programs' Responsibility Expenditure) where the allocated budget for Faculty Development is listed and included.

### 2. IMPLEMENTATION

- Present in outline form the Faculty Development Program/Plan specific to the Program (including degree program to be pursued, schedule/year, funding source, etc.; seminars, training etc.)
- Towards a Higher Degree (Doctoral/Master's)

Name of Faculty	Degree Program to be Pursued	Schedule/Year (inclusive)	School to Enroll in	Funding Source

- Towards Capability Building/skills and Competencies Upgrading

Faculty	Field of Discipline	Schedule/Academic Term	Funding Source

- Seminars/Workshops/Training relevant to the Program attended by the Faculty

Seminar/Training	Inclusive Dates	Venue	Sponsoring Agency	Faculty-Participant
A. International 1. 2.				
B. National 1. 2.				
C. Regional 1. 2.				
D. Local/Institutional 1. 2.				

- Describe in flow chart form the measures adopted in sending faculty of the program to attend training programs.

- Faculty's affiliation in professional/scientific organizations and honor societies relevant to the Program.

Faculty	Organization/Honor Society	Position
1.		
2.		
Etc.		

### 3. OUTCOMES

- Describe>Show evidences of satisfaction in rank and employment status.

### 4. BEST PRACTICES

- Cite as many best practices as you can on Parameter E (Faculty Development)

## **Parameter F – Professional Performance and Scholarly Works**

### **1. SYSTEM-INPUTS AND PROCESSES**

- Present relevant Institutional policies on professional performance and scholarly works.

### **2. IMPLEMENTATION**

- Consolidate the resources used and/or prepared by faculty to enhance teaching-learning process.

Name of Faculty	Subject	ICT Resources Utilized	Instructional Materials Used	Relevant Research Findings Adopted
1.				
2.				
Etc.				

- Consolidate the faculty involvement as Consultant, Resource Person or Lecturer in field of specialization and other disciplines.

Name of Faculty	Nature of Involvement	Sponsoring/Concerned Agency	Name of Activity
1.			
2.			
Etc.			

- Consolidate published works/paper presented by faculty relevant to the Program within the last 3-5 years.

Published works

Faculty	Title of Article	Journal	ISSN	Volume	Issue No.	Date Published	Publisher	Extent of Circulation
1.								
2.								
etc.								

Papers presented relevant to the program within the last 3-5 years.

Name of Faculty	Title of Paper	Convention/Conference/Seminars/Workshops/Symposium, etc.	Place and Date
1.			
2.			
etc.			

Papers presented in other fields of interest/discipline.

Name of Faculty	Title of Paper	Convention/Conference/Seminars/Workshops/Symposium, etc.	Place and Date
1.			
2.			
etc.			

- Outreach activities of faculty relevant to the Program.

Title/Nature of Outreach Activity	Place and Date	No. of Clientele Served	Faculty Involved
1.			
2.			
Etc.			

### 3. OUTCOMES

- Describe>Show evidences that the scholarly works of faculty earned commendable citations.

### 4. BEST PRACTICES

- Cite as many best practices as you can on Parameter F (Professional Performance and Scholarly Works).

## Parameter G – Salaries, Fringe Benefits and Incentives

### 1. SYSTEM-INPUTS AND PROCESSES

- Present relevant national and institutional policies on salaries; compensation and grants of benefits.
- Present the Institution's CSC-approved PRAISE (Program on Rewards and Incentives for Service Excellence) Guidelines including the Institution's Guidelines on the Grant of Performance Based Bonus (PBB).
- Enumerate the Institution's grant of Leave benefits

### 2. IMPLEMENTATION

- Describe the system of compensating and rewarding the faculty, with specific description of the following:
  - basis of the faculty salary rates (Salary Standardization Law);
  - other benefits (PERA-Personnel Economic & Relief Allowance; bonuses, etc.);
  - mode of overload teaching compensation.
- Fringe benefits granted to the faculty in the last 3-5 years.

Fringe Benefit/s	CY_____	CY_____	CY_____	CY_____	CY_____
	Amount Granted				
1.					
2.					
Total Amount Granted					

- Description of the Academic Unit's incentive system for faculty with outstanding performance/achievements.

### 3. OUTCOMES

- Describe>Show evidences of satisfaction on salaries, rewards and benefits.

### 4. BEST PRACTICES

- Cite as many best practices as you can on Parameter G (Salaries, Fringe Benefits and Incentives)

## **Parameter H – Professionalism**

### 1. SYSTEM-INPUTS AND PROCESSES

- Present Institutional Guidelines/Policies on Work Ethics, Attendance in Classes, submission of Academic Reports and Decorum.
- Present legal documents that contain policies on professionalism adopted by the Institution (RA 6713 & Code of Ethics of the Profession).

### 2. IMPLEMENTATION

- Describe the system of supervision of faculty performance in the following:
  - preparation of instructional materials
  - formulating, updating, and enriching of syllabi
  - class preparation
  - testing and evaluation of learning outcomes
  - other faculty-related activities (e.g. OJT, practicum, RLE, off-campus teaching, etc.)

### 3. OUTCOMES

- Cite instances or manifestations of professionalism among faculty.

### 4. BEST PRACTICES

- Cite as many best practices as you can on Parameter H (Professionalism).

### 5. EXTENT of COMPLIANCE with the Team Recommendations for Area II - Faculty in the last Survey Visit.

- Present the status of Compliance Matrix of Area II focusing on interventions done on the recommendations

#### *Duly Accomplished Self-Survey Instrument*

- Present the Summary of Findings and Recommendations for Area II (Faculty) during the \_\_\_\_\_ (Preliminary, 1<sup>st</sup> Survey, 2<sup>nd</sup> Survey, 3<sup>rd</sup> Survey, or 4<sup>th</sup> Survey) in terms of;
  1. Strengths
  2. Areas Needing Improvement
  3. Recommendations
  4. Present the Summary of Ratings on the quantitative assessment on Area II

## AREA III - Curriculum and Instruction

### PARAMETER A – CURRICULUM AND PROGRAM OF STUDIES

#### 1. SYSTEM-INPUTS AND PROCESSES

- Present the BOR/BOT approved Curriculum and/or Program of Studies
  - The Program under Survey
  - A.1. Description of the Program
  - A.2. Objectives of the Program
  - A.3. The Curriculum of the Program (showing subject distribution by school term and year level).

FIRST YEAR					
Course Code	Course Title	Lecture	Lab	Units	Pre-Requisite
1.					
2.					
3.					
Etc.					

- Present the CHED Memorandum Order of the Program (*if there is any*).

#### 2. IMPLEMENTATION

- Describe and/or make comparison of the duly approved courses in the curriculum with CHED/PRC standards or minimum requirements in terms of units

COURSE	NUMBER OF UNITS		
	SUC Curriculum	CHED Min. Requirements	PRC Requirements
a. General Education			
b. Mandated Subjects			
c. Professional Subject			
d. Specialization			
e. Elective			
f. Thesis			
Etc.			

- Describe the congruence of the curricular program with the vision and mission of the institution and the Goals of the Academic Unit.
- Describe how the curriculum was designed, developed, monitored, reviewed and approved by authorities concerned, including the participation of the academic community and the stakeholders.

- Describe the system/s used in evaluating and improving the quality of the program including:
  - the role of stakeholders
  - the integration of recent trends and developments
  - the updating of course syllabi
- Describe the system used to accommodate students with special needs.

### 3. OUTCOMES

- Cite instances that the curriculum is responsive and relevant to the demand of the times.
- Show evidences that there is a passing average in the Licensure Examination (*if applicable*).

### 4. BEST PRACTICES

- Cite as many best practices as you can on Parameter A (*Curriculum & Program of Studies*)

## **PARAMETER B – INSTRUCTIONAL PROCESSES, METHODOLOGIES and LEARNING ENHANCEMENT OPPORTUNITIES**

### 1. SYSTEM-INPUTS AND PROCESSES

- Present Institutional policies regarding the preparation of course syllabi and other policies on instructional processes, methodologies and learning opportunities.

### 2. IMPLEMENTATION

- Major Learning Opportunities
  - Description of procedures adopted in the production of instructional materials.
  - Teacher-made instructional materials

Instructional Material	Title	Date Approved	Subject Where Used
A. Syllabi			
B. Workbooks			
C. Manuals			
D. Modules			
E. Electronic Materials			
F. Others			

- Teaching strategies used to facilitate/enrich learning

Teaching Strategy Used	Subject Where Strategy is Used
1.	
2.	
3.	
4.	
Etc.	

### 3. OUTCOMES

- Present evidences that course syllabi are updated and approved.
- Cite evidences that teaching strategies are efficiently and effectively used.
- Show evidences that Instructional Materials are copyrighted/patented.

### 4. BEST PRACTICES

- Cite as many best practices as you can on Parameter B (Instructional Process, Methodologies and Learning Opportunities)

## PARAMETER C – ASSESSMENT OF ACADEMIC PERFORMANCE

### 1. SYSTEM-INPUTS AND PROCESSES

- Present institutional and/or College policies/system of assessing academic performances

### 2. IMPLEMENTATION

- List of evaluation measures used to ensure that the students' performance meet expected outcomes.

Evaluation Measures	Subject Where Used

- Description of a system of validating and/or improving tests and other evaluation instruments

### 3. OUTCOMES

- Present and/or evidences that student's academic performance is commendable.

### 4. BEST PRACTICES

- Cite as many best practices as you can on Parameter C (Assessment of Academic Performance)

## **PARAMETER D – MANAGEMENT OF LEARNING**

### **1. SYSTEM-INPUTS AND PROCESSES**

- Present and/or cite policies on management of learning.

### **2. IMPLEMENTATION**

- Describe the system to ensure effective classroom management
  - maintaining classroom discipline;
  - monitoring student progress;
  - developing responsibility and initiative among student; and
  - enhancing the pedagogical skills of the faculty

### **3. OUTCOMES**

- Present evidences that learning is efficiently and effectively managed.

### **4. BEST PRACTICES**

- Cite as many best practices as you can on Parameter D (Management of Learning)

## **PARAMETER E – GRADUATION REQUIREMENTS**

### **1. SYSTEM-INPUTS AND PROCESSES**

- Present and/or cite policies on program's academic and graduation requirements.

### **2. IMPLEMENTATION**

- Describe the Program's academic and graduation requirements and how they are disseminated.

### **3. OUTCOMES**

- Present a comparison of students' who are able to graduate on time with the total number of student enrollees.

### **4. BEST PRACTICES**

- Cite as many best practices as you can on Parameter E (Graduation Requirements Learning)

## PARAMETER F – ADMINISTRATIVE SUPPORT FOR EFFECTIVE INSTRUCTION

### 1. SYSTEM-INPUTS AND PROCESSES

- Present and/or cite policies on substitution or special arrangements whenever a faculty is on leave or on official business/time;
- Present and/or cite policies on giving awards and/or recognition of faculty and students with outstanding achievements; and
- Present and/or cite policies on supervision/monitoring and evaluation of faculty performance.

### 2. IMPLEMENTATION

- Describe the system of supervision of faculty performance.
  - Describe the faculty performance evaluation system.
- The Program's Faculty Performance Evaluation results in the last 6 terms

	1st		2nd		1 <sup>st</sup>		2nd		1st		2nd	
	Fre-quency	%	Fre-quency	%	Fre-quency	%	Fre-quency	%	Fre-quency	%	Fre-quency	%
Outstanding												
Very Satisfactory												
Satisfactory												
Fair												
Poor												
Total												

- Describe the strategies to recognize students with exemplary performance/achievements
- List of recognition/awards given to students with exemplary academic and non-academic performance/achievements

Awards/Recognition	Sponsors/Donors

- Describe Program outcomes in the last 3-5 years
- Graduates' Performance in Licensure Examinations (*if applicable*)

Date of Examination	No. of Graduates Who Took the Examination	National Passing Percentage	Institution's Passing Percentage	Percentage Difference (+/-)

Top-Performing Graduates in Licensure Examination

Name of Graduate	Year Graduated	Rating	Rank in the Licensure Examination

Employability of Graduates

School Year	Number of Graduates	No. of Graduates' Employed Related to Specialization	Percentage of Graduates' Employed

- Describe the graduates' employment pattern (e.g. employer, jobs taken, span of time for one to get employed, etc.)
- Describe feedback mechanism from employers regarding the graduates' performance.

### 3. OUTCOMES

- Present evidences that faculty and students' have commendable performances as a result of administrative support.
- Present evidences that graduates of the program are employable.

### 4. BEST PRACTICES

- Cite as many best practices as you can on Parameter F (Administrative Support for Effective Instruction)

### 5. EXTENT of COMPLIANCE with the Team Recommendations for Area III – Curriculum and Instruction in the last survey visit.

- Present the status of Compliance Matrix of Area III focusing on interventions done on the recommendations

*Duly Accomplished Self-Survey Instrument*

- Present the Summary of Findings and Recommendations for Area III (Curriculum and Instruction) during the \_\_\_\_\_ (Preliminary, 1<sup>st</sup> Survey, 2<sup>nd</sup> Survey, 3<sup>rd</sup> Survey, or 4<sup>th</sup> Survey) in terms of;
  1. Strengths
  2. Areas Needing Improvement
  3. Recommendations
  4. Present the Summary of Ratings on the quantitative assessment on Area III

## **AREA IV - Support to Students**

### **PARAMETER A – STUDENT SERVICES PROGRAM (SSP)**

#### **1. SYSTEM-INPUTS AND PROCESSES**

- Present the BOR/BOT approved Student Services Program.

#### **2. IMPLEMENTATION**

- A.1. Describe the Institution's Student Services Program and its components.
- A.2. State the Objectives of the Student Services Program
- A.3. Present the Organizational Structure of the Student Services Program/Units
- A.4. Describe the Profile of the Student Services Program Officials

Student Services Program/Units	Head of Unit/Designated Position	Educational Qualification	Length of Experience in the SSP
1.			
2.			
3.			
Etc.			

#### **3. OUTCOMES**

- Cite instances or manifestations that students are knowledgeable and satisfied with the operations/services of the Student Services Program.

#### **4. BEST PRACTICES**

- Cite as many best practices as you can on Parameter A (Student Services Program).

### **PARAMETER B – STUDENT WELFARE**

#### **1. SYSTEM-INPUTS AND PROCESSES**

- Present institutional guidelines on Information & Orientation of Students
- Present the duly approved Student Handbook.
- Present the approved Guidance and Counseling Program.

- Present legal documents such as RA 9262 (Anti Violence Against Women & Children); Anti-Bullying Act; Guidelines on Drug Abuse Prevention and Control; RA 7877 (Anti Sexual Harassment Act); RA 9442 (Provisions on Public Ridicule and Vilification against persons with disability).

## 2. IMPLEMENTATION

- Describe the Institution's Information & Orientation Services
- Describe the Guidance Program and its Services;

Guidance Services	Projects/activities implemented	System of Monitoring and Evaluation	Status of Implementation

- Describe the Career and Job Placement Services;
- Describe the Economic Enterprise Development; and
- Describe the Student Handbook Development.

## 3. OUTCOMES

- Present evidences that quality student welfare services are made available for all students.

## 4. BEST PRACTICES

- Cite as many best practices as you can on Parameter B (Student Welfare).

## **PARAMETER C – STUDENT DEVELOPMENT**

### 1. SYSTEM-INPUTS AND PROCESSES

- Present institutional policies and guidelines on recognition, accreditation, monitoring and evaluation of student organizations/ projects and activities.
- Present institutional guidelines on Student Grievance.
- Present legal document on Campus Journalism.
- Present institutional guidelines on student discipline.

## 2. IMPLEMENTATION

- Present in flow chart form the procedures for recognition/accreditation of student organizations.
- Present all duly approved Constitution and By Laws of Student Organizations.
- Present Sample Programs on Leadership Training including pictorials.
- Present in flow chart form procedure for student grievances.
- Present in flow chart form the procedure in the publication of Yearbooks.
- Prepare list of current recognized/accredited student organizations/ clubs/ societies/ councils and groups.

Organization	No. of Members	Faculty Adviser/s	Faculty Adviser's Major Field	No. of Years as Adviser
1.				
2.				
Etc.				

- Prepare list of co-curricular and extra-curricular activities conducted

Name of Activity	Nature of Activity (extra- or co-curricular)	Sponsoring Unit/ Organization/Club	Inclusive Dates
1.			
2.			
Etc.			

- Awards/recognition received by students/students organizations in co-curricular and extra-curricular activities

Name of Student/ Student Organization	Title of Award	Awarding Body/ Organization	Date	Level (Int'l, Nat'l, Reg'l, Local)
1.				
2.				
Etc.				

## 3. OUTCOMES

- Cite evidences/manifestations that quality student development services are assured.

## 4. BEST PRACTICES

- Cite as many best practices as you can on Parameter C (Student Development).

## **PARAMETER D – INSTITUTIONAL STUDENT PROGRAMS and SERVICES**

### **1. SYSTEM-INPUTS AND PROCESSES**

- Present institutional policies and guidelines on student recruitment, selection, admission and retention
- Present institutional policies and guidelines on wellness and healthy lifestyle.
- Present legal documents such as RA 7277; RA 10121 and other related documents.
- Present institutional policies and guidelines on sports development programs

### **2. IMPLEMENTATION**

- Describe the institution's admission and retention policies and how these are Disseminated.
- Present the summary of enrollment, transferees (incoming and outgoing), course shifters, returning students, drop-outs and graduates per semester in the last 6 terms.

Item	Frequency								
	SY			SY			SY		
	Sem 1	Sem 2	Total	Sem 1	Sem 2	Total	Sem 1	Sem 2	Total
1. Regular students enrolled									
2. Incoming Transferees									
3. Outgoing Transferees									
4. Course shifters									
5. Returning students									
6. Drop-out students									
7. Graduates									

- Describe other Student Services.

Student Services	Main Functions	Projects/Activities for the last 3-5 years	Average Annual Budget for the last 3-5 years	System of Monitoring and Evaluation
1. Health Services				
2. Sports Development				
3. Student Publication				
4. Socio-cultural Development				
5. Campus Ministry				
6. Others				

- Present the number of students per field of specialization (*If applicable*)

Field of Specialization	Total
1.	
2.	
Etc.	

- Describe policies and guidelines on academic scholarships, grants and other forms of financial assistance.
- Describe fund generation scheme for scholarships and grants.
- List of scholarship grants/financial assistance available.

Name of Scholarship/ Grant/Assistance	No. of Student-Recipients	Amount of Grant per Student per Academic Term
1.		
2.		
Etc.		

### 3. OUTCOMES

- Cite evidences/manifestations that institutional programs and services help develop students' potentials.

### 4. BEST PRACTICES

- Cite as many best practices as you can on Parameter D (Institutional Student Programs and Services).

## PARAMETER E – RESEARCH, MONITORING and EVALUATION

### 1. SYSTEM-INPUTS AND PROCESSES

- Present institutional policies on research program on student affairs and services.

### 2. IMPLEMENTATION

- Present completed researches on student affairs and services.
- Cite evidences that research results and outputs are disseminated and utilized.

### 3. OUTCOMES

- Present evidences that research outputs are presented and published.

### 4. BEST PRACTICES

- Cite as many best practices as you can on Parameter E (Research, Monitoring and Evaluation).

**5. EXTENT of COMPLIANCE with the Team Recommendations for Area IV – Support to Students in the last Survey Visit.**

- Present the status of Compliance Matrix of Area IV focusing on interventions done on the recommendations

*Duly Accomplished Self-Survey Instrument*

- Present the Summary of Findings and Recommendations for Area IV (Support to Students) during the \_\_\_\_\_ (Preliminary, 1<sup>st</sup> Survey, 2<sup>nd</sup> Survey, 3<sup>rd</sup> Survey, or 4<sup>th</sup> Survey) in terms of;
  1. Strengths
  2. Areas Needing Improvement
  3. Recommendations
  4. Present the Summary of Ratings on the quantitative assessment on Area IV

## AREA V – Research

### PARAMETER A – PRIORITIES and RELEVANCE

#### 1. SYSTEM-INPUTS AND PROCESSES:

- Present the institution's approved Research Agenda
- Present the duly approved Research Manual
- Present the approved organizational structure of the Research Program

#### 2. IMPLEMENTATION

- The Institution's Research Program/Agenda for the program under survey.

Agenda/ Thrusts	Specific Gov't Agenda Parallel to the Program	Objectives	Specific Research Projects/ Activities	Researcher/s	Specialization	Timeframe	Research Cost	Funding Source
1.								
2.								
Etc.								

- Describe the congruence of the institutional research agenda with regional and national priorities especially with concerned government agencies.
- Describe the stakeholders' participation in the formulation of the Research Agenda.
- Research Projects/Activities of the Program under Survey

Research Project/Activity	Nature of Alignment to the Institutional Research Agenda
1.	
2.	
Etc.	

#### 3. OUTCOMES

- Show evidences that priority researches are identified, conducted and the results are published.

#### 4. BEST PRACTICES

- Cite as many best practices as you can on Parameter A (Priorities and Relevance).

## PARAMETER B – FUNDING and OTHER RESOURCES

### 1. SYSTEM-INPUTS AND PROCESSES

- Present the institution's approved budget for Research Development.
- Present the Research Fund allocation per College.

### 2. IMPLEMENTATION

- Actual expenditures for research of the Academic Unit in the last 3-5 years

Expenditure Item	CY	CY	CY	CY	CY
1. Researcher's Incentives					
2. Supplies and Materials					
3. Travel and Fuel					
4. Capability Building					
5. Acquisition of Equipment					
6. Repair of Facilities					
7. Communication/ Dissemination					
8. Others					
TOTAL					

- Linkages established with Research agencies/institutions

Agency or Institution	Address	Level (int'l, nat'l, reg'l, local)	Nature of Assistance
1.			
2.			
Etc.			

- Research Facilities, Equipment, ICT and Other Resources

	Location	Area or Capacity (whichever is applicable)	Research Service Offered
A. Facilities			
1.			
2.			
Etc.			
B. Equipment			
1.			
2.			
Etc.			
C. ICT resources			
1.			
2.			
Etc.			
D. Other resources/Specialized Research Center (e.g. Center for GAD, Center for Population Studies)			
1.			
2.			
Etc.			

- Research Personnel and other Support Services

Research Personnel	Educational Qualification	Designation (Specialist, Statistician, etc.)	Function/s
1.			
2.			
Etc.			

- Income derived from research-related outputs and activities

Category	Title of Technology/ Invention/Innovation	Amount Generated
a. Patents		
b. Licenses		
c. Copyrights		
d. Other commercialized research outputs		

### 3. OUTCOMES

- Present>Show evidences that the Research Program/Unit is adequately funded.

### 4. BEST PRACTICES

- Cite as many best practices as you can on Parameter B (Funding and Other Resources).

## **PARAMETER C - IMPLEMENTATION, MONITORING, EVALUATION and UTILIZATION of RESEARCH RESULTS/OUTPUTS**

### 1. SYSTEM-INPUTS AND PROCESSES

- Present the duly approved Intellectual Property Rights (IPR)

### 2. IMPLEMENTATION

- State policies and guidelines in the conduct of Research Activities
- State the Profile of the Research and Development Heads

Head	Name	Educational Qualification	Specialization	No. of Years of R&D Experience
1. Institution's R&D Head				
2. Academic Unit's R&D Head				
3. Head of Specialized Research Centers				

- State the incentives granted to faculty researchers

Type of Incentive	Brief Description and Legal Basis
1.	
2.	
etc.	

- State all completed researches in the last 3-5 years
- State all On-Going researches
- State all Faculty researches

Research Title	Time Frame	Date of Completion	Research Cost	Funding Source	Researcher/s
1.					
2.					
etc.					

- State all Student researches

Research Title	Time Frame	Date of Completion	Researcher/s	Faculty Adviser
1.				
2.				

- Name all Opportunities for Research Capability Building

Type of Activity (e.g., advanced studies, upgrading, retooling, etc.)	Title of Training	Sponsoring Agency	Date and Venue	No. of Trained Faculty/Staff
1.				
2.				
Etc.				

- Describe the research monitoring and evaluation system (instruments used, evaluation results, etc.)
- Describe the utilization of research results/outputs (e.g. for institutional development, enhancement of instructional process, technology transfer, etc.)

Title of Research	Nature of Utilization	Brief Description
1.		
2.		
3.		
etc.		

- Describe the mechanism adopted to protect IPR and observance of research ethics among faculty and student researchers

### **3. OUTCOMES**

- Present>Show evidences that implementation, monitoring, evaluation and research utilization outputs are effective.

### **4. BEST PRACTICES**

- Cite as many best practices as you can on Parameter C (Implementation, Monitoring, Evaluation and Utilization or Research Results/Outputs).

## **PARAMETER D – PUBLICATION and DISSEMINATION**

### **1. SYSTEM-INPUTS AND PROCESSES**

- Present an approved and copyrighted Research Journal
- Present guidelines on paper presentations; journal publication outstanding research related to performance and patented outputs

### **2. IMPLEMENTATION**

- Name all modes of dissemination of research results/outputs (Publication, Paper Presentation, Forum, etc.)
- State all published researches related to the Program.

Research Title	Researcher/s	Journal	ISSN	Volume/ Issue No.	Date Published	Publisher	Extent of Circulation (Int'l,Natl,Loc)
1.							
2.							
etc.							

- Describe the administrative support in research-related undertakings.
- Name all Research results disseminated/presented in fora, conference, symposia, etc.

Presentor	Title of Research	Activity/Event Where Presented	Date and Place
1.			
2.			
Etc.			

### 3. OUTCOMES

- Present>Show evidences that research outputs are published in refereed journals, research outputs are utilized, patented, copyrighted and are commercialized.

### 4. BEST PRACTICES

- Cite as many best practices as you can on Parameter D (Publication and Dissemination).

### 5. EXTENT of COMPLIANCE with the Team Recommendations for Area V - Research in the last Survey Visit.

- Present the status of Compliance Matrix of Area V focusing on interventions done on the recommendations

*Duly Accomplished Self-Survey Instrument*

- Present the Summary of Findings and Recommendations for Area V (Research) during the \_\_\_\_\_ (Preliminary, 1<sup>st</sup> Survey, 2<sup>nd</sup> Survey, 3<sup>rd</sup> Survey, or 4<sup>th</sup> Survey) in terms of;
  1. Strengths
  2. Areas Needing Improvement
  3. Recommendations
  4. Present the Summary of Ratings on the quantitative assessment on Area V

## **AREA VI - Extension and Community Involvement**

### **PARAMETER A – PRIORITIES and RELEVANCE**

#### **1. SYSTEM-INPUTS AND PROCESSES**

- Present the Institution's approved Extension Agenda
- Present the Institution's approved Extension Manual
- Present the duly approved organizational structure of the Extension Program

#### **2. IMPLEMENTATION**

- Describe the complementation of the curricular/program and the extension projects/activities
  - Describe the process of development of the institutional extension program/agenda
  - Describe the congruence between the stakeholders' participation in the formulation of the Extension Agenda
  - Describe the stakeholders' participation in the formulation of the Extension Agenda
- The Institution's Extension Program/Agenda for the program under survey.

Program	Objectives	Specific Project/Activity	Strategy of Implementation	Location /Site	No. of Clientele	Project Implementor/s	Funding Source	Collaborating Agency
1.								
2.								
etc.								

#### **3. OUTCOMES**

- Present>Show evidences that priority and relevant extension projects and activities are conducted.

#### **4. BEST PRACTICES**

- Cite as many best practices as you can on Parameter A (Priorities and Relevance).

## **PARAMETER B - PLANNING, IMPLEMENTATION, MONITORING and EVALUATION**

### **1. SYSTEM-INPUTS AND PROCESSES**

- Show the Office where the Extension Program is managed. (pictorial with caption)
- Present approved extension instruments for monitoring and evaluation.

### **2. IMPLEMENTATION**

- State the Profile of the Extension Program Heads

Head	Name	Educational Qualification	Specialization	No. of Years of Extension Experience
1. Institution's Extension Head				
2. Academic Unit's Extension Head				
3. Extensionist's				

- Describe the participation of the administration, faculty, students and stakeholders in the planning of extension projects/activities

	Project/Activity	Nature of Involvement/Participation
1. Administration		
2. Faculty		
3. Students		
4. Stakeholders		

- Name all Extension Projects implemented by the Program under survey within the last 3-5 years

Name of Project	Faculty Involved	Students Involved	Others Involved	Clientele/ Beneficiaries	Duration/ Time Frame
1.					
2.					
etc.					

- State the Research results utilized/adopted as Extension inputs for the Program

Research Title	Researcher/s	Technology/ Knowledge Generated	Extension Project/Activity/ Where Applied	Location/ Site	No. of Clientele
1.					
2.					
etc.					

- Pool of Consultants/Experts

Name of Consultant/Expert	Specialization	Specific Expertise Extended	Extension Project/Activity Served	Location/Site
1.				
2.				
etc.				

- List of Packaged Technologies

Title of Technology	Mode of Delivery (primer, brochure, film, etc)	Authors/Production Team
1.		
2.		
etc.		

- Describe the feedback/evaluation mechanism from stakeholders/beneficiaries/clientele to improve the delivery of extension service.

### 3. OUTCOMES

- Present>Show evidences that the Extension Program is well-planned, implemented, monitored, evaluated and disseminated.
- Present manifestations that the Extension Program has contributed to the improvement on the quality of life of the target clientele/beneficiaries.

### 4. BEST PRACTICES

- Cite as many best practices as you can on Parameter B (Planning, Implementation, Monitoring and Evaluation).

## PARAMETER C – FUNDING and OTHER RESOURCES

### 1. SYSTEM-INPUTS AND PROCESSES

- Present the approved budget for Extension.
- Show (pictorial with captions) facilities and equipment for the Extension Program
- Present institutional policies on deloading/equivalent teaching load for Extension.

## 2. IMPLEMENTATION

- Present the budgetary allocation for the Academic Unit's Extension Program in the last 3-5 years.

Item	Amount				
	CY _____				
1. Capability building					
2. Supplies and materials					
3. Travel and fuel costs					
4. Acquisition of equipment					
5. Repair of facilities					
6. Communication/Dissemination					
7. Others					
TOTAL					

- State the list of Extension linkages

Agency or Institution	Address	Level (int'l, nat'l, reg'l, local)	Nature of Assistance/Linkage
1.			
2.			
etc.			

## 3. OUTCOMES

- Present manifestations that the Extension Program is adequately funded.

## 4. BEST PRACTICES

- Cite as many best practices as you can on Parameter C (Funding and Other Resources).

## **PARAMETER D - COMMUNITY INVOLVEMENT and PARTICIPATION**

### 1. SYSTEM-INPUTS AND PROCESSES

- Present strategies in the involvement of community, government and private agencies in the Extension Program.

### 2. IMPLEMENTATION

- Describe community participation in the planning, implementation, monitoring and evaluation, fund-sourcing and technology/knowledge utilizations.
- Name all activities to show that there is community participation and involvement in extension activities.

- Describe the Program's commitment to the service of the community
- Show evidences that the College/Academic Unit is committed to the service and development of the community.

### 3. OUTCOMES

- Present manifestations that there is wholesome coordination between the Extension implementers and the target clientele/beneficiaries.

### 4. BEST PRACTICES

- Cite as many best practices as you can on Parameter D (Community Involvement and Participation in the Institution's Activities).

### 5. EXTENT of COMPLIANCE with the Team Recommendations for Area VI – Extension and Community Involvement in the last Survey Visit.

- Present the status of Compliance Matrix of Area VI focusing on interventions done on the recommendations

*Duly Accomplished Self-Survey Instrument*

- Present the Summary of Findings and Recommendations for Area VI (Extension and Community Involvement) during the \_\_\_\_\_ (Preliminary, 1<sup>st</sup> Survey, 2<sup>nd</sup> Survey, 3<sup>rd</sup> Survey, or 4<sup>th</sup> Survey) in terms of;

1. Strengths
2. Areas Needing Improvement
3. Recommendations
4. Present the Summary of Ratings on the quantitative assessment on Area VI

## AREA VII - Library

### **PARAMETER A – ADMINISTRATION**

#### **1. SYSTEM-INPUTS AND PROCESSES**

- Present the approved Organizational Structure of the Library
- Present the approved Library Manual
- Present the composition and functions of the Library Board/Committee
- Present the approved Library Development Plan

#### **2. IMPLEMENTATION**

- Describe the management, administration and supervision of the Library.
- Describe the Head Librarian in terms of qualifications, supervisory functions and participation in academic and administrative activities of the institution

#### **3. OUTCOMES**

- Present>Show evidences that the goals and objectives of the Library are satisfactorily attained.

#### **4. BEST PRACTICES**

- Cite as many best practices as you can on Parameter A (Administration).

### **PARAMETER B – ADMINISTRATIVE STAFF**

#### **1. SYSTEM-INPUTS AND PROCESSES**

- Present the Plantilla of Personnel for the Library
- Present the appointment/special order (*if any*) of Library Personnel

#### **2. IMPLEMENTATION**

- Present the Profile of the Library Personnel/Staff

Name	Position/ Designation	Educational Qualification	Status of Appointment	Length of Service in the Library	Relevant Experience/ Training Completed
1.					
2.					
3.					
4.					
Etc.					

- Present briefly the Outline of the Library Staff Development Program
- Present the compensation, fringe benefits and incentives in the last 3-5 years

Fringe Benefit/s	CY	CY	CY	CY	CY
	Amount Granted				
1.					
2.					
Total Amount Granted					

### 3. OUTCOMES

- Describe briefly that all personnel holding librarian's position are qualified.

### 4. BEST PRACTICES

- Cite as many best practices as you can on Parameter B (Administrative Staff).

## PARAMETER C - COLLECTION DEVELOPMENT, ORGANIZATION and PRESERVATION

### 1. SYSTEM-INPUTS AND PROCESSES

- Present the Institution's Collection Development Policy

### 2. IMPLEMENTATION

- Describe the Institution's policies and procedures, collection development, organization and preservation of library materials and resources.
- Present Inventory of Book collection and other learning resources in the Library.

Classification	No. of Book Titles	No. of Volumes	No. of Copyrighted books (within the last 10 years)
Standard sets of encyclopedia			
General references (Atlas, Almanac, Dictionaries, etc.)			
Philosophy			
Religion			
Social Sciences			
Languages			
Pure Sciences			
Applied Sciences			
Arts			
Literature			
History/Biography			
Filipiniana			
Fiction			

- Illustrate Number of Book titles and volumes in the various fields of specialization (*if applicable*).

Specialization	No. of Book Titles	Volumes	
		Total	No. of copyrighted (within the last 10 years)

- Present available audio-visual and other non-print materials

Audio-Visual Material	Total No. of Units	No. of Functional/ Usable Units
Maps/globes		
Posters		
Films		
Filmstrips		
Microforms		
Slides		
Sound recordings		
Video recordings		
CD-ROMs		
Others, please specify		

- Present available functional audio-visual equipment

Audio-Visual Equipment	Total No. of Units	No. of Functional/ Usable Units
Overhead projector		
Slide projector		
Micro-reader		
Opaque projector		
16 mm film projector		
Television		
VHS player		
CD/VCD/DVD player		
Laserdisc player		
Record player		
Laptop/Computer		
LCD projector		
Others, please specify		

### 3. OUTCOMES

- Present/show evidences that the library core collection is adequate, updated and well-balanced.
- Present/ show evidences that the professional books, journals and electronic resources for the program are sufficient.

#### 4. BEST PRACTICES

- Cite as many best practices as you can on Parameter C (Collection Development, Organization and Preservation).

### **PARAMETER D – SERVICES and UTILIZATION**

#### 1. SYSTEM-INPUTS AND PROCESSES

- Describe the procedures in the utilization of the library resources and availment of personnel services.

#### 2. IMPLEMENTATION

- Present list of available physical facilities.

Room	Area (sq. m.)	Capacity (# of clientele)
Reading room		
Work stations		
Staff room/s		
Librarian's office		
Technical room		
Audio-visual/Multi-media room		
Bindery/Printing Room		
Others		

- Present list of available furniture/equipment/fixtures

Furniture/Equipment	Quantity	Location

- Present evidence/s of the extent of utilization of the library by clientele and end-users.

#### 3. OUTCOMES

- Show evidences and/or manifestations that library services are efficiently and effectively provided.
- Show manifestations that library users are satisfied with library services.

#### 4. BEST PRACTICES

- Cite as many best practices as you can on Parameter D (Services and Utilization).

## **PARAMETER E – PHYSICAL SET-UP and FACILITIES**

### **1. SYSTEM-INPUTS AND PROCESSES**

- Present the location map of the Library with illustrations of the different sections.

### **2. IMPLEMENTATION**

- Describe the Library Set-up (e.g. location and site, space requirement for the different sections, etc.)
- Describe other provisions (e.g. security/control, IT software, multimedia equipment, etc.)
- Describe technology utilization in library operations such as:
  - Integrated library system
  - Access to electronic collections (e.g. books, e-journals, internet access)
  - Access to online database and e-resources
  - Institutional repositories

### **3. OUTCOMES**

- Present evidences/manifestations that the environment in the library is conducive to learning.

### **4. BEST PRACTICES**

- Cite as many best practices as you can on Parameter E (Physical Set-Up and Facilities).

## **PARAMETER F – FINANCIAL SUPPORT**

### **1. SYSTEM-INPUTS AND PROCESSES**

- Present the approved Annual Financial Plan of the Library.

### **2. IMPLEMENTATION**

- Illustrate the Annual Library fund allocation in the last 3-5 years.

Item	Source of Fund	CY ____				
Salaries of professional personnel						
Wages of non-professional staff						
Books						
Periodicals/Subscriptions						
Multimedia materials						
Repair, binding and maintenance						
Supplies and Materials						
Staff development						
Online Database Subscriptions						
Others						

- Describe the Librarian and Staff's participation in the Annual Budget Preparation

### 3. OUTCOMES

- Show evidences that library financial support from fiduciary, supplemental and external funds is adequate.

### 4. BEST PRACTICES

- Cite as many best practices as you can on Parameter F (Financial Support).

## PARAMETER G – LINKAGES

### 1. SYSTEM-INPUTS AND PROCESSES

- Describe the library's linkages with other agencies, foundations etc.

### 2. IMPLEMENTATION

- State/Name All Linkages of the Library

Agency/Institution/ Individuals	Address	Nature of Linkage (exchange/donations/etc)	Level (int'l, nat'l, reg'l, local)

### 3. OUTCOMES

- Show evidences that library resource sharing and linkages are well-established.

### 4. BEST PRACTICES

- Cite as many best practices as you can on Parameter G (Linkages).

### 5. EXTENT of COMPLIANCE with the Team Recommendations for Area VII - Library in the last Survey Visit.

- Present the status of Compliance Matrix of Area VII focusing on interventions done on the recommendations

*Duly Accomplished Self-Survey Instrument*

- Present the Summary of Findings and Recommendations for Area VII (Library) during the \_\_\_\_\_ (Preliminary, 1<sup>st</sup> Survey, 2<sup>nd</sup> Survey, 3<sup>rd</sup> Survey, or 4<sup>th</sup> Survey) in terms of;

1. Strengths
2. Areas Needing Improvement
3. Recommendations
4. Present the Summary of Ratings on the quantitative assessment on Area VII

## **AREA VIII - Physical Plant and Facilities**

### **PARAMETER A – CAMPUS**

#### **1. SYSTEM-INPUTS AND PROCESSES**

- Present the Site Development Plan of the Institution where the Academic Building is located.
- Present the Land Use Map of the Institution
- Present the Campus Development Plan
- Present Certificate of Ownership and/or TCT
- Present the Institution's Vicinity Map
- Present the Institution's Waste Management Program

#### **2. IMPLEMENTATION**

- Describe the site where the Program is situated, including geographical location, area, boundaries, etc.
- Describe how the Institution's Waste Management Program is implemented.
- Describe in flow chart form the process of inspection/management of facilities for their proper utilization and upkeep.

#### **3. OUTCOMES**

- Show evidences that the campus is safe, well-maintained, clean and properly landscaped.

#### **4. BEST PRACTICES**

- Cite as many best practices as you can on Parameter A (Campus).

### **PARAMETER B – BUILDINGS**

#### **1. SYSTEM-INPUTS AND PROCESSES**

- Present Certificate of Occupancy for the building.
- Present the approved Building Plan showing the floor areas of classrooms and other rooms used by the College.

## 2. IMPLEMENTATION

- Present the Floor Plans of the Academic Unit indicating fire exits, location of fire-fighting equipment, stand pipes and sources of water supply, road network, provisions for people with disability, etc.

Building	Total Area (sqm)	Used solely by the program or shared with others?	No. of Classrooms	No. of Lab Rooms	No. of Staff/ Faculty Offices	No. of Rest Rooms	No. of Function Rooms	Others (specify)

- Present in pictorial form with captions the following:
  1. entry and exit points;
  2. emergency exits;
  3. emergency fire escapes;
  4. corridors, doorways and alleys;
  5. provision for persons with disability;
  6. central signal and fire alarm system;
  7. fire extinguishers and other firefighting equipment;
  8. bulletin boards, display boards and waste disposal containers
- Present Building Insurance.

## 3. OUTCOMES

- Show evidences that the buildings and other facilities are safe, well-maintained and functional.

## 4. BEST PRACTICES

- Cite as many best practices as you can on Parameter B (Buildings).

## PARAMETER C – CLASSROOMS

### 1. SYSTEM-INPUTS AND PROCESSES

- Present inventory of classrooms as to the number of lights, chairs furniture, equipment and other instructional materials.

### 2. IMPLEMENTATION

- Present classrooms in pictorial form the size, the lightings, ventilation and conditioning.
- Present evidence that students cooperate in maintaining the cleanliness and orderliness of the classrooms.

### 3. OUTCOMES

- Show evidences/manifestations that classrooms are adequate and conducive to learning.

### 4. BEST PRACTICES

- Cite as many best practices as you can on Parameter C (Classrooms).

## **PARAMETER D – OFFICES, STAFF and FUNCION ROOMS**

### 1. SYSTEM-INPUTS AND PROCESSES

- Present inventory of offices and staff rooms as to the number of lights, chairs furniture, equipment and other materials.

### 2. IMPLEMENTATION

- Present offices and staff rooms in pictorial form properly marked and arranged relative to their functions.

Room #	Area (sqm)	Number of				
		Chairs	Chalkboards	Whiteboard	Furniture	IT Resources/ Appliances (if any)

Office/ Staff Room	Area (sqm)	Capacity	Available Furniture/ Fixtures/ Appliance	Presence of (please check)				
				Reception Area	Lounging Area	Comm'n Equip.	Rest Room	Computer, including supplies

- Present evidences that there is an internal and external communication system.
- Present policies on maintenance of administrative offices and other function rooms.
- List of service facilities (e.g. Guidance Clinic, Dormitories, etc.)

Facility	Total Area (sqm)	Capacity

- List of function rooms (e.g. Board Room, A-V Room, etc.)

Room	Location	Total area (sqm)	Capacity

- List of other rooms (e.g. Security Guards' Quarters, Storeroom, etc.)

Name	Location	Total area (sqm)	Capacity

- Describe the mechanism used to promote safety and security in campus, ensure cleanliness and orderliness and proper utilization and upkeep of physical resources, noise reduction during class and office hours.

### 3. OUTCOMES

- Show manifestations that offices and staff rooms are adequate and conducive to working environment.

### 4. BEST PRACTICES

- Cite as many best practices as you can on Parameter D (Offices and Staff Rooms).

## PARAMETER E – ASSEMBLY, ATHLETIC and SPORTS FACILITIES

### 1. SYSTEM-INPUTS AND PROCESSES

- Present in pictorial form function rooms for holding meetings, conferences, convocations and other gatherings.
- Present in pictorial form facilities for athletic sports, cultural activities and military training.
- Present in pictorial form storage facilities for athletic sports and other curricular training equipment

### 2. IMPLEMENTATION

- Present in pictorial form the amenities for indoor facilities.
- Present in pictorial form the amenities for outdoor facilities
- List Facilities for assemblies/conferences

Facility	Total Area (sqm)	Capacity	Acoustics (please check)		Nature of activity that can be accommodated
			with	without	

### **3. OUTCOMES**

- Present and/or show in pictorial form that indoor and outdoor facilities are well-equipped and properly maintained.

### **4. BEST PRACTICES**

- Cite as many best practices as you can on Parameter E (Assembly, Athletic and Sports Facilities).

## **PARAMETER F - MEDICAL and DENTAL CLINIC**

### **1. SYSTEM-INPUTS AND PROCESSES**

- Present Plantilla of Personnel for the Medical and Dental Unit
- Present approved Financial Plan of the Medical and Dental Unit

### **2. IMPLEMENTATION**

- Present in pictorial form that the Medical and Dental Unit has the basic facilities, medical equipment, apparatuses and medicines.

Area (sqm)	Capacity	Presence of ( <i>please check</i> )				
		Reception area	Examination/Treatment Room	Filing/Records Section	Clean and Safe Water Supply	Good ventilation and lighting

### **3. OUTCOMES**

- Show evidences and/or data that the medical, dental clinic and its services are functional.

### **4. BEST PRACTICES**

- Cite as many best practices as you can on Parameter F (Medical and Dental Clinic).

## **PARAMETER G – STUDENT CENTER**

### **1. SYSTEM-INPUTS AND PROCESSES**

- Present in pictorial form that the Institution has a Student Center.
- Present approved policies on the Use of the Student Center.

### **2. IMPLEMENTATION**

- Present in pictorial form that the Student Center is fully equipped with supplies and materials.
- Present in pictorial form that the Student Center complies with the provisions of persons with disabilities

Area (sqm)	Capacity	Presence of ( <i>please check</i> )				
		Conference Room	Student Leaders Office	Recreation Facilities	Sanitary toilets	Ventilation and lighting

### 3. OUTCOMES

- Show evidences and/or manifestations that the Student Center is functional.

### 4. BEST PRACTICES

- Cite as many best practices as you can on Parameter G (Student Center).

## **PARAMETER G – FOOD SERVICES/CANTEEN/CAFETERIA**

### 1. SYSTEM-INPUTS AND PROCESSES

- Present in pictorial form that the Institution has provisions for Food Services/Canteen/Cafeteria.
- Present the policies and guidelines in the operations of Food Services/Canteen/Cafeteria
- Present Business and Sanitary Permits of Canteen Concessionaires

### 2. IMPLEMENTATION

- Describe the operations of the Food Services/Canteen/Cafeteria
- List of Canteen Concessionaires

Area (sqm)	Capacity	Presence of ( <i>please check</i> )		
		Ventilation and Lighting	Water Supply	Sanitary permits for the Canteen Staff

- Present in pictorial form the different canteen concessionaires equipped with all the cooking materials; cleaning supplies and other tools and utensils.

### 3. OUTCOMES

- Show evidences that the Food Services/ Canteen/ Cafeteria generates income for the Institution

### 4. BEST PRACTICES

- Cite as many best practices as you can on Parameter H (Food Services/Canteen/Cafeteria).

## **PARAMETER I – ACCREDITATION CENTER**

### **1. SYSTEM-INPUTS AND PROCESSES**

- Present in pictorial form that the Institution has an Accreditation Center.

### **2. IMPLEMENTATION**

- Present in pictorial form the equipment and fixtures in the Accreditation Center
- Present the organizational structure of the Accreditation Center.

Area (sqm)	Capacity	Location	Ventilation/Lighting

### **3. OUTCOMES**

- Describe briefly that the Accreditation Center is well-equipped and managed.

### **4. BEST PRACTICES**

- Cite as many best practices as you can on Parameter I (Accreditation Center)

## **PARAMETER J – HOUSING (Optional)**

### **1. SYSTEM-INPUTS AND PROCESSES**

- Present in pictorial form the Dormitory/Housing provisions of the Institution.
- Present the policies and guidelines in the operations of the Dormitory/Housing.

### **2. IMPLEMENTATION**

- Present the staff profile of personnel managing the Dormitory/Housing

Facility	Number	Presence of (please check)		
		Safe entrance/exit	Provision for proper maintenance	Evidence of Compliance with the Building Code
1. Dormitories (for Students)				
2. Housing (for Faculty and Staff)				

### **3. OUTCOMES**

- Present the financial income from the operations of the dormitory/housing.
- Discuss briefly how dormitories (inside and outside) are being managed to show that students are safe and protected.

#### 4. BEST PRACTICES

- Cite as many best practices as you can on Parameter J (Housing)

#### 5. EXTENT of COMPLIANCE with the Team Recommendations for Area VIII – Physical Plant and Facilities in the last Survey Visit.

- Present the status of Compliance Matrix of Area VIII focusing on interventions done on the recommendations

*Duly Accomplished Self-Survey Instrument*

- Present the Summary of Findings and Recommendations for Area VIII (Physical Plant and Facilities) during the \_\_\_\_\_ (Preliminary, 1<sup>st</sup> Survey, 2<sup>nd</sup> Survey, 3<sup>rd</sup> Survey, or 4<sup>th</sup> Survey) in terms of;
  1. Strengths
  2. Areas Needing Improvement
  3. Recommendations
  4. Present the Summary of Ratings on the quantitative assessment on Area VIII

## **AREA IX – Laboratories**

### **PARAMETER A – LABORATORIES, SHOPS/FACILITIES**

#### **1. SYSTEM-INPUTS AND PROCESSES**

- Present the approved building plan showing the location of laboratory rooms/shops utilized in the program and its conformity to RA 6541-National Building Code of the Philippines & PD 856 – Code of Sanitation of the Philippines.

#### **2. IMPLEMENTATION**

- Present in pictorial form the furniture, equipment, fire extinguishers, first aid kits, multimedia center, and other paraphernalia needed in the Laboratories.
- Present sample and in pictorial form Laboratory Operations Manual for the faculty and students.
- Present certification of Conformity to RA 6541 & PD 856 from the Head of the Physical Plant & Site Development Office.
- List all CHED-required Laboratories

CHED-required laboratories	Please check		
	Existing	Not Existing	Remarks

- Prepare a Brief Description of each laboratory room (Natural Science, Computer/Technology, Shop, Speech, PE, etc.)
- List all Laboratory and Operation Manuals in actual use.

Name of Laboratory <i>e.g.</i>	Laboratory Manuals Available	Operation Manuals (OM) Available
1. Soils Laboratory	1. Laboratory Manual in Soil Chemistry 2. Laboratory Manual in Gen. Chemistry 3. Etc.	1. OM for Micro-Kjeldahl Set-Up 2. OM for Spectrophotometer 3. Etc.
2. Etc.		

#### **3. OUTCOMES**

- Show evidences that laboratories and shops are well-equipped, functional and are conducive to learning.

#### **4. BEST PRACTICES**

- Cite as many best practices as you can on Parameter A (Laboratories, Shops and Facilities)

## **PARAMETER B – EQUIPMENT, SUPPLIES and MATERIALS**

### **1. SYSTEM-INPUTS AND PROCESSES**

- Present in pictorial form the equipment, supplies and materials that are available in the laboratories and shops.

### **2. IMPLEMENTATION**

- Present a record of utilization of laboratory supplies and materials.
- List all Functional locally-improvised apparatuses.

Name of Apparatus	Brief Description	Purpose/Function	Subject Where It Is Used	Fabricator
1.				
2.				
Etc.				

- Make an Inventory of functional equipment based on CHED minimum requirements.

Equipment	CMO-required Quantity ( <i>if available</i> )	Quantity of Existing Equipment	Supplies Available
1. Natural Sciences Laboratory (Biology, Chemistry, Physics, etc.)			
1.			
2.			
2. Computer Laboratory			
1.			
2.			
3. Technology/Shop			
1.			
2.			
2. Speech			
1.			
2.			
3. Multi-media			
1.			
2.			
4. Others			
1.			
2.			

### **3. OUTCOMES**

- Show evidences that laboratory equipment, supplies and materials are sufficient and wisely utilized.

### **4. BEST PRACTICES**

- Cite as many best practices as you can on Parameter B (Equipment, Supplies and Materials)

## **PARAMETER C – MAINTENANCE**

### **1. SYSTEM-INPUTS AND PROCESSES**

- Present the staff profile assigned in the proper upkeep of the laboratory.
- Present in pictorial form the availability of a maintenance and Repair Unit.

### **2. IMPLEMENTATION**

- Describe briefly the maintenance system of the laboratories and equipment
- List all Safety devices available

Laboratory	Safety Device	Quantity
1.		
2.		
Etc.		

### **3. OUTCOMES**

- Show evidences that the laboratories and shops are functional and are properly maintained.

### **4. BEST PRACTICES**

- Cite as many best practices as you can on Parameter C (Maintenance).

## **PARAMETER D – SPECIAL PROVISIONS**

### **1. SYSTEM-INPUTS AND PROCESSES**

- Describe specific program requirements in accordance with policies/guidelines, CMO's and other legal issuances.
- Present the approved Project Procurement management Plan (PPMP); Annual Procurement Plan where the laboratory equipment is listed for procurement.

### **2. IMPLEMENTATION**

- Present evidences that the laboratory equipment, supplies and materials are procured in accordance with RA 9184

### **3. OUTCOMES**

- Show evidences that the special provisions in the CMO of the program are complied with.

#### 4. BEST PRACTICES

- Cite as many best practices as you can on Parameter D (Special Provisions)

#### 5. EXTENT of COMPLIANCE with the Team Recommendations for Area IX - Laboratories in the last Survey Visit.

- Present the status of Compliance Matrix of Area IX focusing on interventions done on the recommendations

*Duly Accomplished Self-Survey Instrument*

- Present the Summary of Findings and Recommendations for Area IX (Laboratories) during the \_\_\_\_\_ (Preliminary, 1<sup>st</sup> Survey, 2<sup>nd</sup> Survey, 3<sup>rd</sup> Survey, or 4<sup>th</sup> Survey) in terms of;

1. Strengths
2. Areas Needing Improvement
3. Recommendations
4. Present the Summary of Ratings on the quantitative assessment on Area IX

## **AREA X – Administration**

### **PARAMETER A – ORGANIZATION**

#### **1. SYSTEM-INPUTS AND PROCESSES**

- Present the BOR/BOT approved Organizational Structure of the Institution.
- Present the BOR/BOT approved Institution's Code and/or Manual of Operations and indicate the pages where the functions of each office in the organizational chart are written.

#### **2. IMPLEMENTATION**

- Present the Organizational Chart of the General Administration and Support Services Department indicating the different sections/units.
- Present the Manual of Operations where the functions, duties and responsibilities of administrative personnel in each office/unit are identified and carried out.
- Present Board Resolutions to show that the BOR/BOT is supportive with the growth and development of the Institution
- Present the List of the Members of the Institution/s Academic and Administrative Councils including the powers and functions of each Council.
- Describe the protocols in the flow of communications among and within units/departments.
- List the Institution's Manual of Operations

Title of Manual	Year Approved by the BOR/BOT	Brief description
1. Institution's Code		
2. Manual of		
3. Manual of		
4.		
5.		
6.		

#### **3. OUTCOMES**

- Show evidences/ manifestations that the Institution has a well-designed and functional organizational structure.

#### **4. BEST PRACTICES**

- Cite as many best practices as you can on Parameter A (Organization) such as efficient & effective administrative operations that lead to customer satisfaction.

## **PARAMETER B – ACADEMIC ADMINISTRATION**

### **1. SYSTEM-INPUTS AND PROCESSES**

- Present the Organizational Chart of the Academic Affairs Department indicating the different academic sections/units.
- Present the Order/Designation of the Academic Dean; Department Chairs of the Program.
- Present the 201 File of the Academic Dean/Department Chairs and Faculty of the Program

### **2. IMPLEMENTATION**

- List the Program Officials' educational qualifications, academic ranks and length of service

Position/Designation	Name of Official	Educational Qualifications	Professional License <i>where applicable/ required</i>	Academic Rank	Length of Academic Service
1. Vice-President for Academic Affairs		<i>e.g.</i> Ph. D in _____ MA/MS in _____ BS in _____			
2. Director of Instruction					
3. College Dean					
4. Associate Dean					
5. Chair/Department Head					
6. Etc.					

- List the functions, duties and responsibilities of the Program Officials (*line and staff*) as indicated in the Institution's organizational structure.
- Present the Supervisory Program of the
  - A. College Dean
  - B. Department Chair/Coordinator
- Present the Composition of the Faculty Selection and Promotion Board
- Present evidences/manifestations that the Dean, the faculty and the administration work together for the improvement of the College
- Present and describe the approved criteria and procedures in the selection and promotion of the most qualified faculty and staff.
- Present evidences that the Dean implements policies and procedures on internal operations of the College.

- Show evidences/manifestations that the College is efficiently and effectively managed.

#### 4. BEST PRACTICES

- Cite as many best practices as you can on Parameter B (Academic Administration) that creates proper learning environment.

### **PARAMETER C – STUDENT ADMINISTRATION**

#### 1. SYSTEM-INPUTS AND PROCESSES

- Present the BOR/BOT Student Handbook/Manual.  
➤ Present the Designation Orders of officials assigned in the Student Affairs.

#### 2. IMPLEMENTATION

- Describe Student Administration in terms of;
- admission and retention policies (regular students, transferees, course shifters and returning students)
  - registration procedures
  - school fees
  - student's academic loading
  - residence, coursework, scholastic and graduation requirements
  - examination and grading system
  - dropping and adding of subjects
  - scholarships/grants
  - code of conduct/discipline
  - others (please *specify*) \_\_\_\_\_
- Describe student's, faculty and non-teaching staff's participation in the planning and implementation of policies and activities concerning their welfare.
- Show evidences/manifestations that concerned officials, faculty and staff act promptly on requests, needs and problems of the students.
- Show evidences/manifestations that the administration, faculty, staff and students work harmoniously and maintain good relationship.

#### 3. OUTCOMES

- Discuss briefly how the institution manages an effective and functional Student Administration.

#### 4. BEST PRACTICES

- Cite as many best practices as you can on Parameter C (Student Administration) such as efficient and effective support to student services.

## PARAMETER D – FINANCIAL MANAGEMENT

### 1. SYSTEM-INPUTS AND PROCESSES

- Present a copy of the Institution's GAA (Gen. Appropriations Act) Budget.
- Present the Institution's approved Financial Development Plan.
- Present the Designation Order of Officials assigned in the Financial Management Services of the Institution.
- Present the Plantilla of Personnel/201 File of other personnel assigned in the Financial Services of the Institution.

### 2. IMPLEMENTATION

- State the qualifications of the Institution's Financial Management Staff.

Position/Designation	Name of Official	Educational Qualification	Length of Service
1. Vice-President for Admin. & Finance			
2. Director for FMS			
3. Chief Accountant			
4. Budget Officer			
5. Others (specify)			

- Describe the duties and responsibilities of the Financial Management Staff.
- Describe the Institution's financial management in terms of:
  - budget preparation
  - budgetary allocation and utilization (e.g. general administrative operations, student services/activities, etc.)
  - Income generation
  - Utilization of sourced-out funds
- Budgetary Allocation and actual expenditures for the last 3-5 years.

Institutional Functions	CY									
	Allocation	Actual Expenditure								
Instruction										
Research										
Extension										
Others										

- Describe the Use of Fiduciary Funds for the different student services/activities in the last 3-5 years.

Functions	CY	CY	CY	CY	CY
	Allocation	Allocation	Allocation	Allocation	Allocation
1. Cultural Development					
2. Sports Development					
3. Medical/Dental					
4. Library					
5. Student Body Organization					
6. Guidance and Counseling services					
7. Others, (please specify)					

### 3. OUTCOMES

- Show evidences/manifestations that the institution has a sound and effective financial management system.

### 4. BEST PRACTICES

- Cite as many best practices as you can on Parameter D (Financial Management) such as efficient & effective operations, support of stakeholders and speedy & appropriate response to external and internal clientele.

## PARAMETER E – SUPPLY MANAGEMENT

### 1. SYSTEM-INPUTS AND PROCESSES

- Present Plantilla of Personnel/201 File of staff assigned in the Procurement Management Office.
- Present Plantilla of Personnel/201 File of staff assigned in the Supply Management Office.
- Present the composition, functions and responsibilities of the Bids and Awards Committee
- Present the composition, functions and responsibilities of the Procurement Office.
- Present the composition, functions and responsibilities of the Supply Management Office
- Present the duly approved Project Procurement Management Plan of the Program being surveyed.
- Present the duly approved Annual Procurement Plan of the Institution (*current*).
- Present (*If available*) any Amendatory/Supplemental Procurement Plan.

### 2. IMPLEMENTATION

- Describe in flow chart form the procurement procedures through Public Bidding.
- Describe in flow chart form the procurement procedures through Alternative Mode of procurement.

- Describe in flow chart form the institution's system of storing and warehousing of supplies, materials and equipment including system of repairs and maintenance program.
- Describe in flow chart form the institution's system of issuance and utilization of supplies and materials including activities to do for unused supplies and materials.
- Describe in flow chart form the institution's proper disposal of non-serviceable and condemnation of equipment and other materials.
- Present the duly approved Inventory of Serviceable and Non-Serviceable Property of the Institution.
- Present samples of publication of procurement needs in the Philippine Government Electronic Procurement System (Phil-GEPS).
- Present samples of Notice To Proceed and approved Award of Projects related to the program.

### 3. OUTCOMES

- Present evidences/manifestations that the institution has an efficient and effective procurement and supply management system.
- Present evidences/manifestations that institution's procurement transactions are transparent.

### 4. BEST PRACTICES

- Cite as many best practices as you can on Parameter E (Supply Management) such as efficient and effective delivery of supply services.

## **PARAMETER F – RECORDS MANAGEMENT**

### 1. SYSTEM-INPUTS AND PROCESSES

- Present the duly approved Records Management Manual.
- Present Plantilla of Personnel/201 File of staff assigned in the Records Management Office.
- Present Plantilla of Personnel/201 File of Staff assigned in the Human Resource Management Office.
- Present the Institution's duly constituted Records Management Improvement Committee (RMIC) in compliance with NAP (National Archives of the Philippines) General Circular No.1 s.2009 Article III, Rule 3 and its compliance to RA 9470.

### 2. IMPLEMENTATION

- State the composition and services of the Record Management Office (RMO) in terms of records creation & generation; records transmission, records maintenance and use; records retention; records disposal and records disaster recovery.

- Describe the system procedures in the management of records in terms of transfer of records from different offices to RMO; request of records and records disposal.
- Describe in flow chart form the flow of communications from within and from outside.
- Describe the Institution's records retention and disposal schedule of the Records Management Office.

### 3. OUTCOMES

- Present evidences/manifestations that the Institution has a commendable Records Management System.

### 4. BEST PRACTICES

- Cite as many best practices as you can on Parameter F (Records Management) such as efficient and effective records keeping.

## **PARAMETER G – INSTITUTIONAL PLANNING and DEVELOPMENT**

### 1. SYSTEM-INPUTS AND PROCESSES

- Present the duly approved Strategic Development Plan (SDP)
- Present in brief outline the Institutional Strategic Development Plan.

### 2. IMPLEMENTATION

- State the composition, functions and responsibilities of the Planning Office/Unit.
- Discuss the process of development of the Strategic Development Plan.
- Discuss the process of implementation of the Strategic Development Plan.
- Discuss the process of monitoring the Strategic Development Plan.
- Discuss the process of evaluating the Strategic Development Plan.
- Discuss the process of reviewing the Strategic Development Plan.
- Discuss the process of updating the Strategic Development Plan.

### 3. OUTCOMES

- Present evidences/manifestations that the SDP is congruent with the institution's VMGO as well as the local, regional; and national development goals and agenda.

### 4. BEST PRACTICES

- Cite as many best practices as you can on Parameter G (Institutional Planning and Development) such as attainment of objectives, sustainability of operations & monitoring systems.

## **PARAMETER H – PERFORMANCE of ADMINISTRATIVE PERSONNEL**

### **1. SYSTEM-INPUTS AND PROCESSES**

- Present the BOR/BOT and Civil Service Commission (CSC) approved Strategic Management Performance System (SPMS) for Non teaching Personnel.
- Present institutional policies in the conduct of SPMS.
- Present the duly designated Performance Management Team of the Institution.

### **2. IMPLEMENTATION**

- Present in consolidated form all Office Performance Commitment and Review (OPCR) of Units in the Administrative and Financial Services of the Institution.
- Present in consolidated form all Individual Performance Commitment and Review (IPCR) of the Non teaching personnel
- Describe in flow chart form the Institution's SPMS process of performance planning & commitment; performance monitoring and coaching; performance review and evaluation and performance rewarding and development planning.
- Present in Summarized List all Individual Performance Ratings per Unit/Division of the Non Teaching Personnel
- Present in flow chart form the SPMS process of appeal for individual performance ratings.

### **3. OUTCOMES**

- Present evidences/manifestations that the non teaching personnel have commendable performances.

### **4. BEST PRACTICES**

- Cite as many best practices as you can on Parameter H (Performance of Administrative Personnel) such as innovativeness in the performance of duties

### **5. EXTENT of COMPLIANCE with the Team Recommendations for Area X - Administration in the last Survey Visit.**

- Present the status of Compliance Matrix of Area X focusing on interventions done on the recommendations  
*Duly Accomplished Self-Survey Instrument*
- Present the Summary of Findings and Recommendations for Area X (Administration) during the \_\_\_\_\_ (Preliminary, 1<sup>st</sup> Survey, 2<sup>nd</sup> Survey, 3<sup>rd</sup> Survey, or 4<sup>th</sup> Survey) in terms of;
  1. Strengths
  2. Areas Needing Improvement
  3. Recommendations
  4. Present the Summary of Ratings on the quantitative assessment on Area X