

AREA X

ADMINISTRATION

PARAMETERS

- E. Organization
- F. Academic Administration
- G. Student Administration
- H. Financial Management
- I. Supply Management
- J. Records Management
- K. Institutional Planning and Development
- L. Performance of Administrative Personnel

Program: _____

Level: _____

SUC: _____

Campus: _____

Date of Actual Survey: _____

AREA X: ADMINISTRATION

The administration is the engine of the institution in the attainment of its vision, mission, goals and objectives. It is concerned with the general affairs of the institution and its organizational performance. Thus, the administration adopts institutional processes and ensures that said processes are satisfactorily implemented.

A. Organization

An educational institution should have a Governing Board of Regents/Trustees. This board has the responsibility to formulate general policies. The policies should be implemented by a sufficient number of qualified officials duly appointed/designated for the purpose. A detailed description of the organizational set-up of the whole Institution under survey should be found in an official document.

B. Academic Administration

The area covers administrative and academic matter such as qualification of academic officials; recruitment and promotion of faculty and support staff; setting standards and target; planning, implementing and monitoring of programs and other related activities; establishing linkages, partnerships and networking activities; professional growth development opportunities; proper use and maintenance of facilities, equipment, etc.; and generating resources and income and cost effective measures.

The quality of the curricular programs and the qualifications of the faculty to implement would determine the level of excellence attained by the institution.

C. Student Administration

The following activities fall under this Area: admission and retention policies; registration, school fees, academic load, transfers, residence, course work, scholastic and graduation requirements, examination and grading system, scholarship/grants, shifting and adding/dropping of course, code of conduct and discipline, availability of a student handbook, and organization of the recorded data for statistical use.

D. Financial Management

The business administration of the institution should be well-maintained and managed by qualified and competent personnel. Business functions are well-delineated to promote fiscal integrity, economy, responsibility and accountability.

Financial management includes budgeting, accounting, auditing, requisition and purchase of supplies, and the preparation of financial reports. The effectiveness in the performance of the business services and sound financial management are indicators of a healthy financial administration.

E. Supply Management

Supplies support the operations of the institution. The Institution therefore should have a scheme of managing supplies, materials and equipment. While committees may assist the institution in the procurement of these supplies/materials/equipment, a supply management office takes charge of their procurement distribution and storage.

F. Records Management

Records and reports include: minutes of the board meetings, minutes of faculty meeting, faculty directory; records of faculty training and experience; record of enrollment by class, gender and course; students' directory; alumni directory; recorded data for statistical use; inventory of property; reports of administrative officials; summary of disciplinary matters; records of scholarships granted, etc. adequate, accurate, accessible, up-to-date and systematic records are indicators of sound records management.

G. Institutional Planning and Development

Sound institutional planning should show concern for, and attention to, the following: congruence with the institutional vision and mission, academic unit's goals and program objectives; alignment with national, regional and local goals and needs; adequate allocation of resources; participation of all sectors of the academic community in the planning process; formal documentations of all plans and progress of implementation; long- and short-term dimensions of planning and mechanism for periodic review, evaluation and updating. A Planning Officer should be responsible for the coordination of the planning activity.

H. Performance of Administrative Personnel

The administrative personnel should be qualified to perform the various administrative services. The performance evaluation of the personnel should include: (1) competence; (2) quality of work; (3) work ethic; (4) creative ability; (5) interpersonal relations; (6) ability to handle internal and external pressures.

The performance of the administrative personnel should be monitored and evaluated regularly.

The efficiency of the administrative set-up and harmonious relationship among the personnel are considered significant criteria for excellence.

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

1. Administrative Manual;
2. Annual Reports;
3. Budget priorities as shown in the approved budget for the program and actual allocation for the past 2 years;
4. Guidelines/Procedures in budget preparation;
5. College policies on the confidentiality/security of records;
6. Copy of the Supervisory Program of the Dean;
7. Development Plans: Long-Term; Short-Term and Operational;
8. List of members of the Administrative and Academic Councils;
9. List of personnel responsible for planning and development and their respective qualifications;
10. Minutes of faculty meetings;
11. Minutes of meeting of the Administrative and Academic Councils;
12. Organizational Chart of the Institution/Academic Unit;
13. Performance Evaluation System for the Faculty;
14. Performance Evaluation System for the Non-teaching personnel/staff;
15. Personnel file;
16. Plantilla of personnel for the Administrative and Academic Staff;
17. Qualification Standards for the Administrative and Academic Personnel; and
18. Samples of relevant Board of Regents/Board of Trustees Resolutions.

AREA IX: ADMINISTRATIVE

RATING SCALE						
NA	0	1	2	3	4	5
-	-	Poor	Fair	Satisfactory	Very Satisfactory	Excellent

<i>Not Applicable</i>	<i>Missing</i>	<i>Criterion is met minimally in some respects, but much improvement is needed to overcome weaknesses</i> <i>(75% lesser than the standards)</i>	<i>Criterion is met in most respects, but some improvement is needed to overcome weaknesses</i> <i>(50% lesser than the standards)</i>	<i>Criterion is met in most respects</i> <i>(100% compliance with the standards)</i>	<i>Criterion is fully met in all respects, at a level that demonstrates good practice</i> <i>(50% greater than the standards)</i>	<i>Criterion is fully met with substantial number of good practices, at a level that provides a model for others</i> <i>(75% greater than the standards)</i>			
Indicators							Item Rating (IR)	System - Implementation - Outcome Mean S10M	Parameter Mean (PM)
PARAMETER A: ORGANIZATION									
SYSTEM - INPUTS AND PROCESSES									
S.7. The institution has an organization structure approved by the Board of Regents/Trustees (BOR/BOT).									
S.8. Every office/unit in the organizational structure has functions approved by the BOR/BOT.									
IMPLEMENTATION									
I.13. The Institution is subdivided into administrative units in accordance with the organizational structure.									
I.14. The functions, duties and responsibilities of administrative staff in each units/office are identified and carried out.									

I.15. The Board of Regents/Trustees is supportive with the growth and development of the institution.			
I.16. The Academic and Administrative Councils exercise their powers and perform their functions.			
I.17. The flow of communication among and within units/department is observed.			

OUTCOME/S			
O.2 The institution has a well-designed and functional organizational structure.			

PARAMETER B: ACADEMIC ADMINISTRATION			
SYSTEM - INPUTS AND PROCESSES			
S.3 The Dean/Academic Unit Head possesses the required educational qualifications, experience and other prescribed requirements to administer the Collage/Academic Unit as follows:			
S.1.1 holder of baccalaureate and master's degree in engineering, preferably in the Bachelor of Science on Electronics Engineering;			
S.1.2 preferably holder of doctorate degree in engineering or related fields;			
S.1.3 must have a minimum teaching experience of not less than five (5) years;			
S.1.4 At least five (5) years administrative experience and at least five (5) field experience; and			
S.1.5 registered engineer.			
S.4 The Department Chair/s, or their equivalent has appropriate/relevant educational qualification and experience.			

Indicators	IR	SIOM	PM
IMPLEMENTATION			
I.4. The Dean is assisted by Department Chair/s or their equivalent with appropriate/relevant educational qualification and experience.			
I.5. The Dean implements a supervisory program.			
I.6. The Dean participates in the recruitment and promotion of faculty and support staff.			
I.7. The Dean, the faculty and the administration work together for the improvement of the Collage/Academic Unit, particularly in:			
I.4.1. setting standards and targets;			
I.4.2. planning of programs and other related activities;			
I.4.3. implementing, monitoring and evaluation of plans, programs and other			

related activities;			
I.4.4. establishing linkages, partnerships and networking activities;			
I.4.5. providing opportunities for professional growth and development of the faculty and staff;			
I.4.6. preparing policies and guidelines on the internal administration and operation of the College/Academic Unit; and			
I.4.7. preparing guidelines on the proper use and maintenance of facilities, equipment, supplies and materials.			
I.8. Definite criteria and procedures in the selection and promotion of the most qualified faculty and staff are observed.			
I.9. The Dean, faculty, staff and students pursue collaborative activities in generating resources and income, and in implementing cost-effective measures.			
I.10. The Dean implements policies and procedures on internal administration and operations of the College/Academic Unit.			

OUTCOME/S			
O.2 The College/Academic Unit is efficiently and effectively managed.			

PARAMETER C: STUDENT ADMINISTRATION			
SYSTEM - INPUTS AND PROCESSES			
S.3 The institution has an approved and printed Student Handbook/Manual containing policies guidelines on the following aspects of student life:			
S.1.1. admission and retention policies;			
S.1.2. registration requirements;			
S.1.3. school fees;			
S.1.4. academic load;			
S.1.5. transfers;			
S.1.6. residence, course work, scholastic and graduation requirements;			
S.1.7. examination and grading system;			
S.1.8. scholarships/grants/assistantship;			
S.1.9. shifting and adding/dropping of course;			
S.1.10. code of conduct and discipline;			
S.1.11. attendance; and			
S.1.12. others (please specify) _____.			

IMPLEMENTATION			
I.7. Students are provided opportunities to participate in the planning and implementation of activities concerning their welfare.			
I.8. Concerned officials, faculty and staff act promptly on requests, needs and problems of the students.			

I.9. The administration, faculty, staff and students work harmoniously and maintain good working relationship.			

OUTCOME/S			
O.2 The institution has an effective and functional Student Administration;			
O.3 Policy implementation is efficient.			

PARAMETER D: FINANCIAL MANAGEMENT			
SYSTEM - INPUTS AND PROCESSES			
S.6 The institution has an approved Financial Development Plan (FDP).			
S.7 The institution has specific budgetary allotment for the following:			
S.2.3 personnel services;			
S.2.4 maintenance and other Operating Expenses (MODE);			
S.2.5 capital outlay; and			
S.2.6 special projects.			
S.8 The approved budget is in consonance with the FDP.			

IMPLEMENTATION			
I.2 The institution maintains a Financial Management Office managed by qualified and competent personnel.			
I.3 The financial management personnel are responsible for the efficient management of the financial resources/funds of the institution.			
I.4 The administrative officials, faculty, staff and student representatives participate in the budget preparation and in the procurement program of the institution.			
I.5 The budget of the institution is fairly and objectively allocated.			
I.6 The institution allocates funds for the following student services and activities:			
I.5.1. cultural development;			
I.5.2. athletic and sports development;			
I.5.3. medical and dental services;			
I.5.4. library;			
I.5.5. student body organization;			
I.5.6. guidance and counseling;			
I.5.7. improvement of laboratories /shops;			
I.5.8. repair and maintenance of facilities and equipment;			
I.5.9. purchase of new equipment, supplies and materials;			
I.5.10. replacement of old and unserviceable equipment;			
I.5.11. construction of new facilities, as needed;			
I.5.12. improvement/expansion of physical plant;			
I.5.13. extension and community services;			
I.5.14. disaster and risks reduction; and			

I.5.15. auxiliary services, ect.			
I.7 The budget allocated for specific expenditures indicated in term 1.5 is in consonance with existing policies and guidelines.			

OUTCOME/S			
O.1 The institution has a sound and effective financial management system.			

PARAMETER E: SUPPLY MANAGEMENT			
SYSTEM - INPUTS AND PROCESSES			
S.1 The institution has an approved procurement management system in consonance with the Revised IRR of RA 9184 (Government Procurement Reform Act).			
S.2 The institution has a system for the proper disposal of non-serviceable and condemned equipment, supplies and materials.			
S.3 The office has a storeroom for keeping and storing all equipment, supplies and materials purchased.			

IMPLEMENTATION			
I.1 The institution maintains a Supply Management office (SMO) managed by qualified staff with specific functions and responsibilities.			
I.2 The Bids and Awards Committee (BAC) is responsible for the procurement and deliveries of needed equipment, supplies and materials in accordance with approved Annual Procurement Plan (APP) and Project Management Plan (PPMP).			
I.3 The Bids and Awards Committee (BAC) perform its tasks and responsibilities in accordance with recent procurement policies and official issuances.			
I.4 The SMO prepares, evaluates and submits the annual inventory of serviceable and non-serviceable facilities and equipment			
I.5 All approved request and procurement are published in Philippine Government Electronic Procurement System (PhilGEPS).			

OUTCOME/S			
O.1 The institution has an efficient and effective Supply Management System.			
O.3 All procurement transactions are transparent.			

PARAMETER F: RECORDS MANAGEMENT			
SYSTEM - INPUTS AND PROCESSES			
S.1. The institution has a system of records-keeping.			

S.2. Th institution has policies and procedures to ensure the security and

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

Indicators	IR	SIOI	PM
IMPLEMENTATION			
I.1. The institution maintains a Records Management Office (RMO) managed by a qualified Records Officers			
I.2. A records system is installed in offices where it allows easy access to information needed by concerned parties.			
I.3. The Human Resource Management Office (HRMO) maintains accurate upto-date and systematic records of faculty and staff.			
I.4. The following updated record compilations are made available to concerned parties:			
I.4.1. minutes of the Board of Regent/Trustees meetings;			
I.4.2. minutes of the faculty meetings, e.g minutes of the Academic Council meetings;			
I.4.3. faculty/non-teaching personnel individual files;			
I.4.4. faculty/non-teaching personnel performance evaluation; and			
I.4.5. other records such as:			
I.4.5.1. student directory;			
I.4.5.2. alumni directory;			
I.4.5.3. permanent records of students;			
I.4.5.4. reports of Director/Dean;			
I.4.5.5. annual reports;			
I.4.5.6. accomplishment/progress reports;			
I.4.5.7. scholarship records;			
I.4.5.8. statistic data;			
I.4.5.9. financial records of students;			
I.4.5.10. inventory of property;			
I.4.5.11. proceeding of administrative investigation (if only); and			
I.4.5.12. others (please specify) _____.			

OUTCOME/S			
O.1 The institution has a commendable Records Management System			

PARAMETER G: INSTITUTIONAL PLANNING AND DEVELOPMENT			
SYSTEM - INPUTS AND PROCESSES			
S.1. The institution has an approved Strategic Development Plan (SDP) available in printed and/or electronic forms.			
S.2. There is a system to monitor the implementation of the SDP.			

IMPLEMENTATION			
I.1. The institution's Planning and Development Unit plans, monitors, and evaluates planned activities/targets.			
I.2. The planning process is a cooperative and participative endeavor of administration, the faculty, staff and the students.			
I.3. The SDP is implemented, monitored, evaluated, reviewed, and updated regularly.			

OUTCOME/S			
O.1 The SDP is congruent with the VMGO as well as the local, regional and national development goals and agenda.			

Indicators	IR	SIOI	PM
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PARAMETER H: PERFORMANCE OF ADMINISTRATIVE PERSONNEL			
SYSTEM - INPUTS AND PROCESSES			
S.1 The institution has an approved performance evaluation system for administrative personnel which includes the following items:			
S.1.1. competence;			
S.1.2. quality of work;			
S.1.3. work ethic (punctuality, wise use of time, etc.);			
S.1.4. creative/innovative ability;			
S.1.5. ability to handle internal and external pressures; and			
S.1.6. interpersonal relations.			

IMPLEMENTATION			

I.1. The institution regularly monitors and evaluates the performance of the administrative staff.			
I.2. The results of performance evaluation of administrative personnel are utilized:			
I.2.1. to improve performance and delivery of services; and			
I.2.2. for promotion.			

OUTCOME/S			
O.2 The administrative personnel/staff have commendable performance.			
	Area	Mean:	

SUMMARY OF RATINGS

AREA X: ADMINISTRATIVE

	Parameters	Numerical Ratings	Descriptive Rating
A	ORGANIZATION		
B	ACADEMIC ADMINISTRATION		
C	STUDENT ADMINISTRATION		
D	FINANCIAL MANAGEMENT		
E	SUPPLY MANAGEMENT		
F	RECORDS MANAGEMENT		
G	INSTITUTIONAL PLANNING AND DEVELOPMENT		
H	PERFORMANCE OF ADMINISTRATIVE PERSONNEL		

Total: _____

Mean: _____

LEAD ACCREDITOR/S:
