

# PRELIMINARY SURVEY INSTRUMENT



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

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## FOREWORD

The Preliminary Survey Instrument is a checklist of minimum requirements (data, information, processes and activities) for a particular program to comply with in the ten (10) areas to be assessed in program accreditation, namely: (1) Vision, Mission, Goals and Objectives; (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. This checklist shall serve as guide for the Institution as well as AACCUP in determining the level of readiness of an academic program aspiring to be accredited.

The following guidelines and instructions are suggested to govern the conduct of the preliminary survey visit.

1. The preliminary survey visit (PSV) is primarily documents-focused; hence, with this Survey Instrument as guide, the Head of the program under survey and the Accreditation Task Force shall prepare/collect the documents herein specified, in each of the ten (10) areas. These documents which shall cover at least the last three (3) years before the desired visit, shall be classified, arranged and packaged in the order they are presented in the instrument.
2. All documents/exhibits shall be filed chronologically according to area at the Accreditation Center to facilitate assessment during the survey visit.
3. As a general rule, the evaluation of documents shall take place in the Accreditation Center with the Task Force serving as facilitator. For areas that are location-specific and which require more than documentary assessment such as Area VIII (Physical Plant and Facilities) and Area IX (Laboratories), the members of the Task Force are requested to assist the Accreditor/s conduct ocular inspection where the facilities/equipment are situated.
4. Each of the itemized documents from Area I (VMGO) to Area X (Administration) shall be rated in terms of availability and adequacy of documents, i.e. 5, 4, 3, 2, 1 or 0, using the following scale:
  - 5 - Available and very adequate
  - 4 - Available and adequate
  - 3 - Available and fairly adequate
  - 2 - Available but inadequate
  - 1 - Available but very inadequate
  - 0 - Not available

Ratings 3-5 shall be entered in the 1<sup>st</sup> column, ratings 1-2 in the 2<sup>nd</sup> column, and 0 in the 3<sup>rd</sup> column. Use whole numbers only. (Professional



- 1 - Available but very inadequate
- 0 - Not available
- NA - Not Applicable

Ratings 3-5 shall be entered in the 1<sup>st</sup> column, ratings 1-2 in the 2<sup>nd</sup> column, 0 in the 3<sup>rd</sup> column and NA in the 4<sup>th</sup> Column. Use whole numbers only. (Professional judgment is requested from the accreditor/s when rating a document between 1-5).

6. The area mean is computed for each of the ten areas.
7. A space is provided on the last page of each area where only **recommendations** from the accreditor/s shall be written to enhance the readiness of the program for the first survey visit.
8. The Grand Mean is computed by adding all the area means from Area I to Area X and dividing the sum by 10 (the number of areas). There is no need to multiply each area mean by its weight in points, the way it is done during regular survey visits (1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> - Phase I).
9. The Grand Mean shall be the basis in determining the readiness of a program and the timetable within which it shall be scheduled for the first survey visit, as may be requested by the institution.

The scale follows:

<u>Grand Mean</u>	<u>Timetable</u> (After the PSV)
4 - 5	Within 6 months
2.5 - 3.9	Not earlier than 1 year
1 - 2.4	Not earlier than 2 years
Below 1	Conduct another Preliminary Survey

10. The preliminary survey visit shall be conducted for 2-3 days by 1 accreditor, or 1-2 days by 2 accreditors.
11. The Preliminary Survey Report and the accomplished instrument shall be submitted to AACCUP not later than three (3) days after the visit.
12. A duplicate copy/photocopy of the accomplished instrument (excluding the Preliminary Survey Report) is given to the host institution before the accreditor leaves the campus.

The Executive Director

# AREA I: VISION, MISSION, GOALS AND OBJECTIVES

Checklist of data/information, processes and activities	Available	Available but Inadequate	Not Available
A. Statement of Vision, Mission, Goals and Objectives.			
A.1. Vision Statement.			
A.2. Mission Statement.			
A.3. Statement of the Goals of the Academic Unit.			
A.4. Statement of the Program Objectives			
A.5. Copy of the Charter of the Institution.			
A.6. Minutes of Meetings on the formulation, review and revision of the VMGO.			
A.7. File Copies of Letters of Invitation to Participants.			
A.8. Attendance Record of Stakeholder-Participants.			
A.9. Copies of CMOs relevant to VMGO formulation, if any.			
B. Dissemination and Acceptability			
B.1. Display boards on which the VMGO are posted.			
B.2. Samples of dissemination materials (brochures, leaflets, flyers, etc.)			
B.3. Evidence/s of awareness and acceptability of the VMGO.			
C. Congruence and Implementation			
C.1. Evidence/s of congruence between educational practices/activities and the VMGO.			
C.2. Awards/citations received by the program under survey.			
C.3. List of linkages, consortia and networking.			
C.4. Data on employability of graduates.			

Total \_\_\_\_\_

Area Mean \_\_\_\_\_

## Recommendations:

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## AREA II: FACULTY

Checklist of data/information, processes and activities	Available	Available but Inadequate	Not Available
A. Academic Qualifications and Professional Experience			
A.1. Copy of Qualification Standards.			
A.2. The Faculty's Personal Data Sheet.			
A.3. Profile of the faculty according to:			
A.3.1. educational qualification;			
A.3.2. length of academic experience; and			
A.3.3. field of specialization, if applicable.			
A.4. List of Faculty who have received academic awards/recognition.			
B. Recruitment, Selection and Orientation			
B.1. Policies on hiring and selection			
B.2. Criteria used in the selection process.			
B.3. Composition of the Screening Committee.			
B.4. Evidence of the selection process showing the names of applicants.			
B.5. Evidence/s of the Orientation Program for newly-hired faculty.			
B.6. Policies on inbreeding.			
C. Faculty Adequacy and Loading			
C.1. Roster of faculty with valid professional license, if applicable.			
C.2. Faculty Manual.			
C.3. Copy of the loading system.			
C.4. Report on faculty-student ratio.			
C.5. Files of Individual Faculty Load.			
D. Rank and Tenure			
D.1. Policies on rank and tenure, including pertinent Board resolutions.			
D.2. Copy of the Merit System and Promotion Plan.			
D.3. Profile of the faculty according to:			
D.3.1. appointment status; and			
D.3.2. academic rank.			
D.4. List of faculty arranged according to academic rank.			
E. Faculty Development			
E.1. Copy of the Faculty Development Program.			
E.2. Summary of faculty who were granted scholarship, fellowship, etc.			
E.3. File copies of Scholarship/ Fellowship/Training Contract.			
E.4. Summary of in-service training conducted in campus by the program under survey, including list of faculty-participants.			
E.5. Budgetary allocation for faculty development.			
F. Professional Performance and Scholarly Works			
F.1. Updated course syllabi of individual faculty.			
F.2. Samples of instructional materials developed and produced by the faculty (workbook, manual, module, ICT materials etc.)			



F.3. Composition and Profile of the Instructional Materials Development Committee.			
F.4. Faculty who served as lecturer, resource person, consultant in his/her field of specialization as well as in allied disciplines.			
F.5. List of publications where faculty outputs are published.			
G. Salaries, Fringe Benefits and Incentives			
G.1. Policies and guidelines on salaries, benefits and privileges, including the system of availment.			
G.2. List of privileges, fringe benefits as well as incentives.			
G.3. Copy of the Plantilla.			
G.4. Evidence/s that fringe benefits and incentives are provided to the faculty.			
G.5. Description of the Faculty Performance Evaluation System, including the instrument/s used.			
G.6. List of faculty given recognition/ award/credits for outstanding performance and production of scholarly works.			
H. Professionalism			
H.1. Evidence/s on faculty attendance in class and other institutional activities.			
H.2. Minutes of Meetings Conducted.			
H.3. Evidence on Submission of Required Reports by the faculty.			
H.4. Personnel Records on Administrative/Disciplinary Cases, if any.			
H.5. Records of termination cases, if any.			
H.6. Evidence/s of professional growth (advanced studies and attendance to seminars and other in-service training).			
H.7. Code of Professional Ethics/RA 6713 and other pertinent CSC issuances.			
H.8. Evidence/s of dissemination and observance of RA 6713, the Citizen's Charter and other pertinent legal issuances.			

Total \_\_\_\_\_

Area Mean \_\_\_\_\_

**Recommendations:**

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### AREA III: CURRICULUM AND INSTRUCTION

Checklist of data/information, processes and activities	Available	Available but Inadequate	Not Available
A. Curriculum and Program of Studies			
A.1. Copy of the Curriculum (with prerequisite courses, where applicable).			
A.2. CHED Policies and Standards, CMOs, where applicable.			
A.3. Copies of MOA or MOU with agencies/institutions regarding Immersion, OJT, RLE, Practice Teaching and other related activities.			
A.4. Minutes of the Academic Council meetings.			
A.5. Policies on curriculum development/review.			
A.6. Policies on validation of subjects taken by transferees, and accommodation of students with special needs.			
B. Instructional Process, Methodologies and Learning Opportunities			
B.1. Compilation of updated course syllabi in all subjects.			
B.2. Evidence/s on remedial programs conducted.			
B.3. List of teaching strategies used in the different subject areas.			
B.4. Sample course requirements submitted by students.			
B.5. Record of class observations.			
B.6. List of academic linkages or consortia.			
C. Assessment of Academic Performance			
C.1. Sample copies of summative examination (mid-term and final) with Table of Specifications.			
C.2. Samples of non-traditional assessment tools, e.g. rubric, portfolio, etc.			
C.3. Samples of assessment tools for individual differences and multiple intelligences.			
C.4. Sample class records.			
C.5. Copy of the grading system, including evidence that it has been approved.			
C.6. Evidence that course requirements are returned to students after they were evaluated and recorded.			
D. Classroom Management			
D.1. Policies on class attendance and discipline.			
D.2. Evidence that independent work/performance is encouraged and monitored, such as student outputs.			
E. Graduation Requirements			
E.1. Policies that apply to student returnees, transferees and students with academic deficiencies including residency.			
E.2. Sample copy of a Students' Clearance before graduation.			
E.3. Samples of researches conducted by students.			
E.4. Policies on OJT, (Practice Teaching, RLE, Apprenticeship, Practicum, etc.), if applicable.			



F. Administrative Support for Effective Instruction			
F.1. Administrative Manual.			
F.2. Evidence/s of dialogues conducted among the administration, faculty and students.			
F.3. Schedule of regular faculty consultation hours.			
F.4. A system of awards/recognition for graduating students with outstanding achievements.			
F.5. Results of a study on the licensure performance of graduates, if applicable.			
F.6. Evidence of administrative support to improve licensure performance of graduates, if applicable.			
F.7. Conduct of a tracer study on the employability of graduates.			
F.8. Feedback from employers regarding performance of graduates.			

Total

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Area Mean

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**Recommendations:**

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#### AREA IV: SUPPORT TO STUDENTS

Checklist of data/information, processes and activities	Available	Available but Inadequate	Not Available
A. Student Services Program			
A.1. A copy of the objectives of the SSP.			
A.2. Organizational Chart of the SSP.			
A.3. Functional Chart of the SSP.			
A.4. Profile of the SSP Staff.			
A.5. Copy of the SSP Master Plan.			
A.6. Evaluation program to assess the effectiveness of the SSP.			
A.7. Inventory of physical facilities, equipment, supplies and materials for the SSP.			
B. Admission and Retention			
B.1. Bulletin of Information			
B.2. Student Handbook			
B.3. Data on student admission (enrollment trends, drop-out rate, transferees, course shifters, etc.)			
C. Guidance Program			
C.1. Profile of the Guidance and Counseling Head			
C.2. Updated Student Profiles			
C.3. Policies on the confidentiality of student records			
C.4. A copy of the Testing program.			
C.5. List of tests and evaluative tools used in Guidance and Counseling services.			
C.6. List of students who availed of the counseling service.			
C.7. Sample counseling referral form.			
C.8. List of prospective employers of graduates of a particular program.			
C.9. Sample letters of employers inviting graduates of a particular program to apply.			
C.10. Alumni Directory and officers of the Alumni Association.			
C.11. Linkage/s established with industries and prospective employers.			
C.12. Copy of the instrument to evaluate the guidance program.			
D. Other Student Services			
D.1. Copies of the Health Services Program.			
D.2. Profile of the Medical/Dental Staff.			
D.3. Records of students who availed of Medical/Dental services.			
Food Services			
D.4. Copy of sanitary permit for canteen operation.			
D.5. Health certificates of the canteen staff and food handlers.			
Sports Development Program			
D.6. Policies on the selection of athletes.			
D.7. Budget allocation for sports development.			
D.8. Inventory of facilities, equipment, supplies and materials provided to the Sports Services Unit.			

D.9. Evidence of monitoring and evaluation of sports activities.			
Student Publication			
D.10. Policies governing student publication.			
D.11. Composition of the Editorial Board, including advisers.			
D.12. Copies of the school paper published.			
D.13. Profile of the school paper's advisers			
D.14. Inventory of facilities, equipment, supplies and materials for the Student Publication Unit.			
Socio-Cultural Development Program			
D.15. A copy of the Socio-Cultural Development Program.			
D.16. Schedule of socio-cultural activities regularly conducted.			
D.17. Copy of the financial assistance program (scholarship, grant-in-aid, student loans, attendance to seminars, etc.)			
D.18. List of incentives and privileges to varsity athletes and members of cultural groups.			
Housing Services (Optional)			
D.19. Policies on the operation of Student Dormitories.			
D.20. Profile of the Dormitory Head and Staff.			
D.21. Copy of Dormitory rules and regulations.			
D.22. Report on the monitoring and evaluation of private boarding houses.			
E. Scholarships/Grants			
E.1. Copy of the Institutional Scholarship Program containing:			
E.1.1. list of scholarships available;			
E.1.2. list of school privileges of scholars (stipend, free or discounted tuition fees, food allowance, etc.);			
E.1.3. policies on the selection and retention of scholars/grantees in different categories;			
E.1.4. a mechanism for fund generation from sponsors, benevolent individuals, agencies, institutions and organizations; and			
E.1.5. system of monitoring a grantee/scholar's academic status.			
E.2. Copy of the orientation program for scholars and grantees.			
F. Co-curricular and Extra-curricular Programs and Activities.			
F.1. List of recognized student organizations, including their advisers.			
F.2. Sample Constitution and By-Laws of student organizations.			
F.3. List of co-curricular and extra-curricular activities including relevant information.			



F.4. A system of incentives, awards/recognition for outstanding achievement in co-curricular and extra-curricular activities.			
F.5. Sample Accomplishment Reports of recognized student organizations.			

Total \_\_\_\_\_

Area Mean \_\_\_\_\_

**Recommendations:**

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# AREA V: RESEARCH

Checklist of data/information, processes and activities	Available	Available but Inadequate	Not Available
A. Priorities and Relevance			
A.1. Copy of the Institutional Research Agenda.			
A.2. Structure of the Research and Development Unit, including the profile of the Research Head.			
A.3. A copy of the research program of the program under survey.			
A.4. Evidence of participation of different stakeholders in the formulation of the research agenda.			
A.5. Abstracts of researches conducted.			
B. Funding and Other Resources			
B.1. Copy of the budget allocation for research.			
B.2. List of linkages/networking with research funding agencies.			
B.3. Inventory of research facilities, equipment and amenities.			
B.4. Profile of the research personnel/staff.			
B.5. List of patents, licenses, copyrights and other research outputs, including income generated from each of them, if any.			
B.6. Copy of the research staff development program.			
B.7. List of team/collaborative researches conducted.			
C. Implementation, Monitoring, Evaluation and Utilization of Research Results/Outputs			
C.1. Copy of the Research Manual.			
C.2. Summary of faculty researches conducted.			
C.3. List of in-service training conducted to enhance faculty research capabilities of faculty.			
C.4. Report on in-house reviews conducted.			
C.5. Evidence/s that research results have been utilized.			
C.6. Policies pertaining to Intellectual Property Rights (IPR).			
D. Publication and Dissemination			
D.1. Evidence of publication and dissemination of research results.			
D.2. List of dissemination activities conducted (forum, conference, seminars, etc.)			
D.3. Copies of published articles.			
D.4. Linkage/s established for exchange of research publications.			
D.5. Composition of a Technical Committee to edit research manuscripts and technical reports.			
D.6. List of faculty who served as paper presentors, lecturers, external evaluator, dissertation/thesis adviser, critic, etc., including relevant information.			

Total

Area Mean

**Recommendations:**

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## AREA VI: EXTENSION AND COMMUNITY INVOLVEMENT

Checklist of data/information, processes and activities	Available	Available but Inadequate	Not Available
A. Priorities and Relevance			
A.1. Copy of the benchmark survey instrument.			
A.2. Evidence of complementation between the curriculum of the program under survey and its extension program.			
A.3. List of linkages established with extension-oriented agencies.			
A.4. Copies of MOA or MOU with partner or collaborating GA's, NGO's and institutions.			
B. Planning, Implementation, Monitoring and Evaluation			
<u>Planning</u>			
B.1. Evidence of extension planning sessions.			
B.2. Copy of the extension program, including relevant information.			
<u>Implementation</u>			
B.3. Organizational Structure of the Extension Unit.			
B.4. Profile of the Unit Head and his/her Staff.			
B.5. Operational Plan of the Extension Program, with focus on implementation strategies.			
B.6. Roster/Experts for extension projects, if necessary.			
B.7. Evidence of transfer of appropriate technology to the target clientele.			
B.8. Samples of packaged technologies/news/information disseminated to the clientele.			
B.9. Copy of the Extension Manual.			
<u>Monitoring</u>			
B.10. Copy of the monitoring and evaluation instrument/s.			
B.11. Sample accomplishment and terminal reports.			
<u>Funding and Other Resources</u>			
B.12. Copy of the budgetary allocation for the extension program.			
B.13. Evidences of outsourcing for fund augmentation.			
B.14. Evidences of outsourcing for technical assistance and service inputs from other agencies.			
C. Community Involvement and Participation in the Extension Activities			
C.1. Evidence of community participation in the planning and implementation of extension projects/activities.			
C.2. Evidence of technology adoption, utilization and commercialization.			
C.3. Copy of a long-term sustainable extension program, e.g. community development projects, etc.			
C.4. List of collaborating agencies, including the nature of collaboration.			

Total

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Area Mean

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**Recommendations:**

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# AREA VII: LIBRARY

Checklist of data/information, processes and activities	Available	Available but Inadequate	Not Available
A. Administration			
A.1. Organizational Structure of the Library.			
A.2. Profile and Functions of the Head Librarian.			
A.3. Composition of the Library Advisory Committee, including their functions.			
B. Staff/Personnel			
B.1. Profile of the Library staff/personnel.			
B.2. Evidence of compliance on adequacy of library personnel.			
B.3. Copy of the Library Staff Development Plan.			
B.4. Policies on library personnel compensation, privileges and fringe benefits.			
C. Collection Development, Organization and Preservation			
C.1. Policies on Collection Development.			
C.2. Inventory of core collections.			
C.3. Evidence on the provision for non-print, digital and electronic resources.			
C.4. List of research books and materials.			
C.5. Inventory of Filipiniana collections.			
C.6. Evidence of an accepted and standard classification system.			
C.7. Policies on preservation, care and upkeep of library resources.			
C.8. Evidence that library resources are provided.			
C.9. List of classified library holdings discarded or weeded-out books, serials, professional books, and electronic resources.			
D. Services and Utilization			
D.1. Schedule of library hours posted conspicuously.			
D.2. Copy of library rules and regulations posted conspicuously.			
D.3. Display board where list of new book arrivals and other relevant information are posted.			
D.4. Evidence on the existence of an integrated library system (OPAC, Internet, CD Rom, database, e-library, etc.)			
D.5. Summarized statistical data on library resources utilization.			
E. Physical Set-up and Facilities			
E.1. Library floor plan showing the location of the different offices.			
E.2. Description of lighting, ventilation, safety and security conditions.			
E.3. Inventory of library, furniture, and other physical amenities.			
F. Financial Support			
F.1. Copy of the general budgetary allocation for the library.			



F.2. Evidence of the Head Librarian's participation in budget preparation.			
F.3. Evidence that library fees are utilized for library purposes.			
G. Linkages			
G.1. List of linkages established for exchange of materials, funding and technical assistance.			

Total

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Area Mean

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**Recommendations:**

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### AREA VIII: PHYSICAL PLANT AND FACILITIES

Checklist of data/information, processes and activities	Available	Available but Inadequate	Not Available
A. Site			
A.1. Site Development Plan/Physical Plant Map displayed prominently in the campus.			
A.2. Evidence of land ownership.			
A.3. Vicinity Map			
B. Campus			
B.1. A copy of the Campus Development Plan			
B.2. Description of a mechanism to ensure the following:			
B.2.1. traffic safety in and out of the campus;			
B.2.2. waste management;			
B.2.3. maintenance, repair and upkeep of property;			
B.2.4. cleanliness and orderliness in the campus; and			
B.2.5. security of the academic community inside the campus.			
C. Buildings			
C.1. Approved building plan, showing the location of the different buildings in the campus.			
C.2. Evidence that electrical lines are safely installed and periodically checked.			
C.3. Schedule of water potability testing and pest control inspection.			
C.4. PDF of the janitorial staff, including work schedule.			
D. Classrooms (For ocular inspection)			
D.1. Number of classrooms utilized by the program under survey.			
D.2. Sample of Photographs of material resources inside the classrooms.			
E. Offices, Function Rooms and Staff Rooms (For ocular inspection).			
E.1. Photographs of offices and function rooms.			
E.2. Inventory of equipment, amenities and supplies in function rooms and offices.			
E.3. Availability of toilets and storeroom, where needed.			
E.4. List and description of function rooms (administrative office, faculty room, faculty lounge, music room, conference hall, multimedia room, etc.)			
E.5. File copies of approved requests for the use of the function rooms.			
F. Assembly and Athletic Facilities (For ocular inspection)			
F.1. Lay-out of the Sports Center.			
F.2. Inventory of sports facilities.			
F.3. List of Assembly Halls			
F.4. Copy of rules and regulations in the use of assembly halls and sports/athletic facilities.			
G. Medical and Dental Clinic			
G.1. Floor plan of the Medical and Dental Clinic.			
G.2. Qualification of the medical and dental staff.			

G.3. Inventory of equipment, supplies and other material resources.			
H. Student Center (For ocular inspection)			
H.1. Floor Plan of the Student Center showing the location of different offices.			
H.2. Inventory of equipment, furniture and amenities at the SC.			
I. Food Services/Canteen (For ocular inspection).			
I.1. Copy of the Permit to Operate conspicuously displayed.			
I.2. Display board where food/menu for the day, including prices are posted.			
I.3. Health Certificates of Canteen Staff and food handlers.			
I.4. Inventory of equipment and furniture.			
J. Accreditation Center (For ocular inspection)			
J.1. Inventory of equipment, furniture and amenities.			
K. Housing (Optional)			
K.1. Floor plan of Dormitories, showing entrance and exit points, conference hall, mess hall, Dorm Head's office, etc.			
K.2. Certificate of Occupancy			
K.3. Evidence that a maintenance system exists			
K.4. Requirements on admission of student, faculty and staff boarders.			
K.5. Copy of house rules and regulations including strategies for dissemination.			
K.6. List of dormitory staff and their PDF.			
K.7. List of occupants, including vital information about them.			

Total

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Area Mean

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**Recommendations:**

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## AREA IX: LABORATORIES

Checklist of data/information, processes and activities	Available	Available but Inadequate	Not Available
A. Laboratories/Shops/Facilities			
General (for all laboratories)			
A.1. Building plan showing the location of laboratory rooms/shops used by the program under survey.			
A.2. Copy of the laboratory lay-out.			
A.3. Inventory of available equipment, gadgets, fixtures in every laboratory.			
A.4. Laboratory Manuals.			
A.5. First-aid Kit and Antidote Charts displayed conspicuously.			
A.6. List of safety and precautionary measures being implemented.			
A.7. Evidence of training conducted on the proper use of laboratories.			
Computer Laboratory, Multimedia Center			
A.8. Inventory of usable computer units and other equipment.			
A.9. Guidelines in the use of computer laboratories.			
A.10. PDF of the designated computer technician/s.			
Natural Science/Technology/PE Facilities			
A.11. Inventory of equipment, fixtures, apparatuses, supplies and materials.			
A.12. Availability of a stockroom.			
A.13. Evidence on the availability of gas, water and electricity for practicum purposes.			
A.14. Guidelines in the use of equipment and apparatuses.			
B. Equipment and Supplies			
B.1. Inventory of available equipment, apparatuses, supplies and materials.			
B.2. List of fabricated tools and apparatuses, including relevant information.			
B.3. List of fabricated equipment with patent (state patent number), if any.			
C. Maintenance			
C.1. Description of a system on:			
C.1.1. maintenance of cleanliness and orderliness in the laboratories;			
C.1.2. replenishment of perishable materials;			
C.1.3. coding and inventory; and			
C.1.4. repairs and calibration.			
C.2. Composition of the Maintenance and Repair Unit.			
C.3. PDF of the maintenance personnel.			
D. Special Provisions			
D.1. Evidence of compliance on the requirements and operation of laboratories, if applicable.			

Total

Area Mean

**Recommendations:**

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# **AREA X: ADMINISTRATION**

Checklist of data/information, processes and activities	Available	Available but Inadequate	Not Available
<b>A. Organization</b>			
A.1. Organizational Chart of the Institution displayed at the Administration Office.			
A.2. Copy of the Board Resolution approving the organizational structure and other relevant resolutions.			
A.3. Functional Chart.			
A.4. Composition of the Administrative Council including its powers and functions.			
A.5. Composition of the Academic Council including its powers and functions			
A.6. College/University Code.			
A.7. System of communication flow.			
A.8. Administrative/ Operations Manual.			
A.9. Qualification Standards for Administrative Personnel.			
<b>B. Academic Administration</b>			
B.1. Educational profile and functions of the academic administrators.			
B.1.1. Dean/Director; and			
B.1.2. Department Chair or his/her equivalent.			
B.2. Evidence of participatory administration in the College/ Institute.			
B.3. Dean's Supervisory Program.			
<b>C. Student Administration</b>			
C.1. Policies and guidelines on different aspects of student life.			
C.2. Evidence of students participation in planning and implementation of student activities.			
C.3. Evidence of good working relationship among the administration, faculty, staff and students.			
<b>D. Financial Management</b>			
D.1. Qualification of the Head of the FMO, including his/her functions.			
D.2. Guidelines in budget preparation.			
D.3. Evidence of participation of the academic unit in budget allocation.			
D.4. Statement of budget priorities.			
D.5. Plantilla of Administrative Personnel.			
<b>E. Supply Management</b>			
E.1. Composition of the Supply Management Office, including their qualifications, functions and responsibilities.			
E.2. Description of the system of supply management.			
E.3. Composition and functions of the Bids and Awards Committee.			
E.4. Evidence of compliance to RA 9184 (Procurement of equipment, supplies and materials).			
E.5. File copies of annual inventories of serviceable and			



non-serviceable equipment.			
F. Records Management			
F.1. Composition of the Records Management Office, their qualifications and functions.			
F.2. Description of the records management in the Institution			
F.3. Description of the system of maintaining the confidentiality and security of official records.			
F.4. Updated records/files identified under Administration.			
G. Institutional Planning and Development			
G.1. Composition of the Planning Unit, including their functions.			
G.2. Copy of the Development Plan, long term and short term.			
G.3. Evidence of participatory financial management.			
G.4. Description of inter-office sharing of resources (facilities and equipment).			
G.5. Copy of the Personnel Performance Evaluation instrument.			
G.6. Evidence on the use of the Personnel Evaluation results to improve performance and delivery of services			
G.7. Annual Reports			

Total

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Area Mean

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**Recommendations:**

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## SUMMARY OF RATINGS

Area	Area Mean
I. Vision, Mission, Goals and Objectives	
II. Faculty	
III. Curriculum and Instruction	
IV. Support to Students	
V. Research	
VI. Extension and Community Involvement	
VII. Library	
VIII. Physical Plant and Facilities	
IX: Laboratories	
X. Administration	

Total \_\_\_\_\_

Grand Mean \_\_\_\_\_

\_\_\_\_\_  
Accreditor

\_\_\_\_\_  
Accreditor