



Asia Pacific Accreditation and Certification
Commission

SELF-STUDY FORM

5th Version (2019)

Section 1. The Profile of the Institution

1. Information about the Institution

Name of Institution	:	_____
Parent Institution	:	_____
Country	:	_____
Address	:	_____ _____ _____
Telephone No.	:	_____
Fax No.	:	_____
E-mail	:	_____
Website	:	_____
Social Media	:	_____

2. Status of the Institution [please tick (✓)]

- () **Autonomous University/College**
- () **Constituent College**
- () **Affiliated College**
- () **Polytechnic/Technical College**
- () **Technical School/Technical Centers/Vocational Training Institute**
- () **Department/Unit**
- () **Autonomous University/College**

3. Law/Ordinance that created the Institution, and date of establishment

4. Information about the Head of the Institution

Name	:	
Position	:	
Country	:	
Address	:	
Telephone No.	:	

Fax No.	:	_____
E-mail	:	_____

5. Information for Communication about Other Important Officials (at least four)

Name	Position	Tel. No.	Fax No.	E-Mail

6. Any Quality Management System adopted by the institution? Please specify.

7. A. Vision of the Institution

B. Mission Statement

C. Goals

8. Area of the Institution (in acres) _____

Total Area	_____
Built-up Area	_____

9. Other Campuses of the Institution

Name of Campus	Address

10. Classification of current TVET programs offered [please tick (✓)]

Degree **Undergraduate (UG)**

() Bachelor

Postgraduate (PG)

() Master's

() Doctoral

Diploma () Diploma

() Postgraduate Diploma

Certificate () Certificate Course

() Twinning Programs

Others, please
specify

Section 2. Criteria-Based Data and Self-Assessment

Criterion 1 - Governance and Management

The institution's system of governance and management is sufficient to manage existing operations, and to respond to development and change.

Indicator 1.1 – Decision Making and Management System

1.1.1 Strategic Plan, Yearly Plan of Operation, and Implementation

Specification	Please tick (✓)	POINTS	
		Maximum = 4	Institution's Evaluation
No Strategic Plan		0	
Prepared and approved strategic plan for recent 5 years (including running year)		1	

Communicated the approved strategic plan (required components) to stakeholders (internal and external per need)		2	
Prepared yearly plan of operation (YPO) / Annual Plan (AP) based on approved Strategic Plan		3	
Implemented programs are based on YPO/AP		4	

Data Required and Means of Verification:

Annex 1. Strategic Management of Institution

- Strategic Plan
- Evidences of Dissemination of Strategic Plan Components [e.g. in posters, letters, website, handbook, employees' manual, newsletter]
- Annual Plan
- Feedback from the Stakeholders

1.1.2 Participation of Institution's Decision Making Body in Policy/Plan Formulation

Specification	Please tick (✓)	POINTS	
		Maximum = 2	Institution's Evaluation
No participation		0	
75% and below participation		1	
More than 75% participation		2	

Data Required and Means of Verification: (Please provide data for the last 3 years, where applicable)

Annex 2. Composition of the Institution's Management Board/ Decision Making Body

- Records of attendance
- Minutes of Meetings

1.1.3 Conduct of Management Board Meeting

Specification	Please tick (✓)	POINTS	
		Maximum = 4	Institution's Evaluation
Never		0	
Once a year		1	
Two times a year		2	
Three times a year		3	
Four times a year		4	

Data Required and Means of Verification: (Please provide data for the last 3 years, where applicable)

Annex 3. List of Meetings of the Institution's Management Board (for the last 3 years)

- Minutes of the Meetings
- Attendance Record of the Meetings
- Yearly Plan of Operation/Annual Plan

1.1.4 Quality Management System [Plan, Implement, Monitoring and Evaluation (M&E), and Feedback]

Specification	Please tick (✓)	POINTS	
		Maximum = 4	Institution's Evaluation
No Quality Management System		0	
Quality Management System in Place		4	

Data Required and Means of Verification:

- Quality Manual
- Operations Manual
- Procedures Manual
- Customer Feedback
- Corrective/Preventive Action Reports
- Results of Internal Quality Audits

1.1.5 Internal Quality Audit

Specification (Frequency of IQA)	Please tick (✓)	POINTS	
		Maximum = 4	Institution's Evaluation
Once in more than three years or never		0	
Once in three years		1	
Once in two years		2	
Once a year		3	
Twice a year		4	

Data Required and Means of Verification:

- Quality Manual
- Operations Manual
- Procedures Manual
- Customer Feedback
- Memoranda on Internal Quality Audits
- Minutes of Meetings
- Results of Internal Quality Audits
- Corrective/Preventive Action Reports

1.1.6 Academic Committee/Board

Specification	Please tick (✓)	POINTS	
		Maximum = 4	Institution's Evaluation
None		0	
Formed Academic Board		1	
Organized Regular Meeting and Consultation with the Board Members		2	
Implementation of the Board Decisions		3	
Feedback and Suggestion Mechanism		4	

Data Required and Means of Verification:

Annex 4. Composition of Academic Committee/Board

Annex 5. Involvement of Academic Committees/Board in Decision Making

- Terms of Reference (TOR) of Academic Board
- Minutes of Meetings
- Sample of the Activities performed based on Board Decisions
- Flowchart of the Feedback Management System

Indicator 1.2 – Program and Budgeting

1.2.1 Program Planning and Budget Allocation last fiscal year

Specification	Please tick (✓)	POINTS	
		Maximum = 8	Institution's Evaluation
No Annual Program and Budgeting Plan		0	
Prepared Annual Program and Budget Plan		2	
Implemented according to the Plan		4	
Installed Monitoring and Evaluation System		6	
Created Feedback System for next plan		8	

Note: Program means listed activities in the operational plan

Data Required and Means of Verification:

Annex 6: Implementation Status of Programs and Budget

- Program and Budgeting Plan
- Operational Plan
- Monitoring and Evaluation Report

1.2.2 Effectiveness and Efficiency of Program and Budgeting last Fiscal Year

Specification	Please tick (✓)	POINTS	
		Maximum = 4	Institution's Evaluation
Less than 50% program completion and budget utilization		0	
51 – 65% program completion and budget utilization		1	
66 – 80% program completion and budget utilization		2	
81 – 95% program completion and budget utilization		3	
Above 95% program completion and budget utilization		4	

Note: If the budget expenditure percentage is less than program completion within 15%, it is acceptable.

Data Required and Means of Verification:

Annex 7. Program Completion Report

- Annual Plan/Operational Plan
- Annual Report
- Financial Statement
- Program Completion Report
- Monitoring and Evaluation Report

1.2.3 Management of Income Generating Fund

Specification (Utilization Percentage of Income Generating Funds for Institutional Development Activities)	Please tick (✓)	POINTS	
		Maximum = 4	Institution's Evaluation
Less than 15%		0	
15 – 35%		1	
36 – 55%		2	
56 – 75%		3	
Above 75%		4	

Data Required and Means of Verification: (Please provide data for the last 3 years, where applicable)

Annex 8. Financial Statement of Income Generating Fund/s for the last three years

- List of Development Activities utilizing IGF
- Report of IGFs
- Operational Plan for current fiscal year
- IGF Implementation Guidelines

1.2.4 Financial and Inventory Auditing

Specification (Frequency)	Please tick (✓)	POINTS	
		Maximum = 4	Institution's Evaluation
Biennial		0	
Annual		2	
Semi Annual		4	

Data Required and Means of Verification:

Annex 9. Audit and Procurement Management

- Audit Plan

- Procurement Plan
- Inventory Record
- Audit Report

1.2.5 Records Keeping and Documentation (Archiving, Filing, e-database)

Specification	Please tick (✓)	POINTS	
		Maximum = 4	Institution's Evaluation
No Procedure/Guideline		0	
Records keeping and documentation using hard copy only		2	
Records keeping and documentation using hard copy and digitized version		4	

Data Required and Means of Verification:

Annex 10. List of Major Records

- Filing System
- Records Management System
- Report on types of Incoming and Outgoing Communications
- Method of Records Disposal / Archiving

Criterion 2 - Teaching and Learning

The institution has a clearly defined mission, and has adopted academic/ technical/ vocational programs with set objectives and learning outcomes at appropriate levels; and has effective mechanism of delivery and testing/assessing to ensure success in meeting these objectives and enable students to achieve the intended outcomes.

Indicator 2.1 – Strategic Link of Learning Objectives

2.1.1 Institutional Strategic Directions vs. National Education Policies/Targets

Specification	Alignment with National Education Policies/Targets (Please tick)		Institution's Evaluation
	Yes (4)	No (0)	
Vision			
Mission			
Goals			
Student Enrollment (Access and Equity)			
Teaching and Learning Opportunities for Students (Equal opportunities)			
Program Focus based on government priorities			
MAXIMUM POINTS: 24			

Data Required and Means of Verification:

Annex 11. Teaching and Learning Systems

- National policy on education affecting TVET Systems
- Institutional Strategic Plan
- List of Program Offerings
- Government Policy Guidelines
- List of benchmarked institutions
- Recent Labor Market Information

Indicator 2.2 – Curriculum

2.2.1 Curriculum Development and Revision System

Specification	Please tick (✓)	Points	
		Maximum = 4	Institution's Evaluation
No prepared curriculum based on national competency standards		0	
Prepared curriculum based on national competency standards		1	
Use of curriculum for instruction (teaching and learning materials development and delivery)		2	
Conducted Evaluation/Assessment of students based on curriculum		3	
Developed feedback system for curriculum revision		4	

Data Required and Means of Verification:

- Current curriculum
- Flowchart of Curriculum Development Process
- Sample Summative Assessment Tools
- Inventory Record of Tools and Equipment

2.2.2 Percentage of Competency Standards/Courses reviewed in the last 3 years

Specification	Please tick (✓)	Points	
		Maximum = 4	Institution's Evaluation
20% or less		0	
21 – 40%		1	
41 – 60%		2	
61 – 80%		3	
81% and above		4	

Data Required and Means of Verification: (Please provide data for the last 3 years, where applicable)

- List of Reviewed Curriculum
- Minutes of meeting on curriculum review
- Record of attendance

2.2.3 Involvement of Stakeholders in Curriculum Development and Revision

Specification	Frequency of Involvement Please tick (✓)					Institution's Evaluation
	Never (0)	As per policy (1)	When required (2)	By initiation of higher authorities (3)	Regular Undertaking (4)	
Enterprises (Business, Industry, SMEs)						
Teaching and Non-Teaching Staff						
Alumni						
Subject Experts						
MAXIMUM POINTS: 16						

Data Required and Means of Verification:

- Memorandum inviting special participation of teaching staff to review and revise curriculum
- Proposals written and submitted to proper authorities for curriculum revision
- List of Participants in Curriculum Development Process

2.2.4 Components of the Curriculum

Specification	Points	Please tick (✓)		Institution's Evaluation
		Yes	No (0)	
Basic Competencies	1			
Core Competencies/Elective Competencies	1			
Soft Skills (attitude, behavior, communication, etc.)	1			
Entrepreneurship	0.5			
Sustainability/Greening Competencies	0.5			
MAXIMUM POINTS: 4				

Data Required and Means of Verification:

- Current curriculum

Indicator 2.3 – Instructional Guides

2.3.1 Lesson/Session Plan

Specification	Please tick (✓)	Points	
		Maximum = 4	Institution's Evaluation
No Lesson/Session Plan Developed		0	
Less than 40% of teachers developed Lesson/Session Plan based on curriculum		1	
41-60% of teachers developed Lesson/Session Plan based on curriculum		2	
61-80% of teachers developed Lesson/Session Plan based on curriculum		3	
Above 80% of teachers developed Lesson/Session Plan based on curriculum		4	

Data Required and Means of Verification:

- List of teaching staff with subjects for the last 3 years
- Sample Lesson/Session Plan
- Teacher Teaching Methodology Observation Tools

Indicator 2.4 – Teaching and Learning Materials

2.4.1 Adequacy of Teaching and Learning Materials

Specification	Ratio	Please tick (✓)	POINTS	
			Maximum = 16	Institution's Evaluation
No Self Developed Teaching and Learning Materials			0	
Institutions developed teaching and learning materials based on curriculum per program			2	
Teaching and Learning Materials • Print-based (hand-outs, modules, workbooks, manuals, etc.) • Non-print based (e-books, videos, CDs, DVDs, etc.) (Material vs. Student Ratio)	1:5 and above		0	
	1:4		1	
	1:3		2	
	1:2		3	
	1:1		4	
• Use of tools and equipment (computer, machines, hand tools, etc.) per class or session (Tools/Equipment vs. Student Ratio)	1:5 and above		0	
	1:4		1	
	1:3		2	
	1:2		3	
	1:1		4	
• Audio visual aids (multimedia projector, CDs, DVDs, etc.) (Equipment vs. Classroom Ratio)	1:4 and above		0	
	1:3		1	
	1:2		2	
	1:1		3	
• Innovative Laboratories (Business incubation lab, teleconferencing, speech lab, reading and writing lab, science lab, greening technology lab, virtual lab, etc.)	None		0	
	1		1	
	2		2	
	3		3	

(Number of laboratories)				
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Data Required and Means of Verification:

Annex 12. List of Teaching and Learning Materials

- Students' Data
- Prepared Teachers' Developed Learning Materials
- Inventory of Tools and Equipment/Audio-Visuals

2.4.2 Financial Management for Instructional Materials

Specification	Please tick (✓)	POINTS	
		Maximum = 4	Institution's Evaluation
Allocated budget for only 1 material (e.g. print, non-print, consumables, tools & equipment, audio-visual aids, laboratories)		0	
Allocated budget for 2 materials		1	
Allocated budget for 3 materials		2	
Allocated budget for 4 materials		3	
Allocated budget for more than 4 materials to ensure requirements of curriculum		4	

Data Required and Means of Verification: (Please provide data for the last 3 years, where applicable)

- Annual Budget
- Budget allocation for instructional materials
- Financial statements
- List of Procured/Developed Items

2.4.3 Compliance of student-instructional materials based on curriculum (relevance and adequacy)

Specification	National Standards	Institution's Status	Average Percent Compliance based on curriculum	Please tick (✓)	POINTS	
					Maximum = 4	Institution's Evaluation
Instructional Materials			20 or less		0	
			21 – 40		1	

			41 – 60		2	
			61 – 80		3	
			81 and above		4	

Data Required and Means of Verification:

- List of Students Enrolled
- List of instructional materials, including location
- Inventory of instructional materials
- Government Prescribed Requirements (Specified by curriculum, minimum requirements document)

Indicator 2.5 – Teaching and Learning Methods and Techniques

2.5.1 Adoption of teaching and learning pedagogies (teaching and learning methods and techniques)

Specification	Please tick (✓)	POINTS	
		Maximum = 20	Institution's Evaluation
Only Traditional Method (Lecture) Applied		0	
Developed session plan indicating 1 teaching and learning method which has been implemented, in addition to traditional method		4	
Developed session plan indicating 2 teaching and learning methods which have been implemented, in addition to traditional method		8	
Developed session plan indicating 3 teaching and learning methods which have been implemented, in addition to traditional method		12	
Developed session plan indicating 4 teaching and learning methods which have been implemented, in addition to traditional method		16	
Developed session plan indicating 5 or more teaching and learning methods which have been implemented, in addition to traditional method		20	

Data Required and Means of Verification:

Annex 13: Teaching and Learning Methods Applied

- Authentic Lesson/Session Plan
- Students' Feedback
- Teacher Evaluation by Student
- Supervisors' Class Observation Report

Indicator 2.6 – Monitoring and Evaluation (M&E) Management

2.6.1 Monitoring and Evaluation System

Specification	Please tick (✓)	POINTS	
		Maximum = 12	Institution's Evaluation
No M&E Plan of Teaching and Learning System		0	
Developed M&E Plan of Teaching and Learning System		4	
Implemented M&E Plan of 40 – 60% of programs and instructors		6	
Implemented M&E Plan of 61 – 80% of programs and instructors		8	
Implemented M&E Plan of 80% and above programs and instructors		10	
Implemented M&E Plan of all programs and instructors		12	

2.6.2 Utilization of Monitoring and Evaluation Results

Specification	Please tick (✓)	POINTS	
		Maximum = 8	Institution's Evaluation
Utilized M&E Results to improve teaching and learning process of less than 20 % of the programs		0	
Utilized M&E Results to improve teaching and learning process of 21- 40% of the programs		2	
Utilized M&E Results to improve teaching and learning process of 41-60% of the programs		4	
Utilized M&E Results to improve teaching and learning process of 61-80% of the programs		6	
Utilized M&E Results to improve teaching and learning process of all programs		8	

Data Required and Means of Verification:

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- Monitoring and Evaluation Plan
 - Monitoring and Evaluation Report
 - Student assessment
 - Teaching Staff Classroom Observation/Performance Results
 - HRD programs based on feedback from M&E

Criterion 3 - Human Resources

The standard of the institution is greatly measured by the qualification of teaching and non-teaching staff. The institution maintains high ranking teaching staff in terms of their academic qualifications, experience and professional competence. It maintains an effective system of recruiting, maintaining and developing an adequate number of highly qualified and appropriate teaching and non-teaching staff.

Indicator 3.1 - Qualifications of Teaching Staff

3.1.1 Academic qualifications and experiences of teaching staff

Specification	Prescribed minimum qualification	Prescribed minimum experience	Percentage of teaching staff having the prescribed qualifications & experiences					Institution's Evaluation
			Below 20 (0)	21 – 40 (1)	41 – 60 (2)	61 - 80 (3)	81 and above (4)	
Principal/Head of Institute/Program Director/Program Coordinator/Academic Head								
Chief Instructor/Head of the Department/Assistant Professor/Senior Academic Officer/Vocational Instruction Supervisor								
Senior Lecturer/Lecturer/ Instructor								
Junior Instructor/or its equivalent								
Teaching/Lab Assistant								
MAXIMUM POINTS: 20								

Data Required and Means of Verification:

Annex 14. Teaching Staff Information

- Profile of teaching staff
- Job Description
- Government Standards
- Policy on recruitment, selection and orientation of teaching staff

3.1.2 Industrial background of teaching staff (at least 2 years)

Specification (Percentage of teaching staff coming from the industry or have industry background)	Please tick (✓)	POINTS	
		Maximum = 4	Institution's Evaluation
0		0	
1 – 15%		1	
16 – 30%		2	
31 – 45%		3	
46% and above		4	

Note: Industrial background can be work experience, immersion, and occupational skills training

Data Required and Means of Verification:

Annex 14. Teaching Staff Information

- Profile of teaching staff

Indicator 3.2 – Qualification of Non-Teaching Staff

3.2.1 Academic qualifications and experiences of non-teaching staff

Specification	Prescribed minimum Qualification	Prescribed minimum experience	Percentage of non-teaching staff having the prescribed qualification & experience					Institution's Evaluation
			50 or less (0)	51-60 (1)	61-70 (2)	71-80 (3)	81 and above (4)	
Regular (regular status- a continuing appointment)/ Probationary (an appointment to a position for a designated period) / Temporary (an appointment to provide a non-regular appointment to a vacant position)								

Data Required and Means of Verification:

Annex 15. Non-Teaching Staff Information

- Profile of Non-Teaching Staff
- Job Description
- Government Standard
- Policy on recruitment, selection and orientation of non-teaching staff

Indicator 3.3 – Teaching Staff Assignments and Load

3.3.1 Teaching Staff load/assignments and preparation time

Specification (Percentage of Compliance)	Please tick (✓)	Maximum = 4	POINTS	
			Established government or institutional standards	Institution's Evaluation
60% or less		0	Teaching load/ assignments: (Hours/Week) Preparation Time:	
61 – 70%		1		
71 – 80%		2		
81 – 90%		3		
91% and above		4		

Data Required and Means of Verification:

- Written Policy of Teaching Staff Loading and Assignments explaining how instruction, research, outreach, consultancy, administrative and other duties are factored into the computation of the workload
- Detailed Copy of Individual Teaching Staff Workload and Schedule
- Standard Workload Guidelines

3.3.2 Teacher-student ratio

Specification (Percentage of Compliance For Theory Class [Desired Teacher-Student Ratio = 1:20])	Please tick (✓)	POINTS	
		Maximum = 4	Institution's Evaluation
60% or less		0	
61 – 70%		1	
71 – 80%		2	
81 – 90%		3	
91% and above		4	

Specification (Percentage of Compliance For Practical Class [Desired Teacher-Student Ratio = 1:10])	Please tick (✓)	POINTS	
		Maximum = 4	Institution's Evaluation
60% or less		0	
61 – 70%		1	
71 – 80%		2	
81 – 90%		3	
91% and above		4	

Note: Percentage compliance pertains to the percentage of classes complying with the national standard or desired teacher to student ratio (for countries with no national standard)

Data Required and Means of Verification:

- Number of students in theory and practical classes
- Detailed Copy of Individual Teaching Staff Workload and Schedule
- Standard Workload Guidelines

Indicator 3.4 – Systems of Recruitment, Evaluation, Development and Motivation

3.4.1 System of teaching and non-teaching staff recruitment

Specification (Percentage of compliance with national/institutional recruitment policies)	Please tick (✓)	POINTS	
		Maximum = 4	Institution's Evaluation
60% or less		0	
61 – 70%		1	
71 – 80%		2	
81 – 90%		3	
91% and above		4	

Data Required and Means of Verification:

- Policy on Selection and Recruitment of teaching and non-teaching staff
- List of approving bodies/persons
- List of teaching staff
- List of non-teaching staff

3.4.2 Filling up of vacant posts

Specification (Percentage of posts for teaching and non-teaching staff that is filled)	Please tick (✓)	POINTS	
		Maximum = 4	Institution's Evaluation
0 – 20%		0	
21 – 40%		1	
41 – 60%		2	
61 – 80%		3	
81% and above		4	

Data Required and Means of Verification:

Annex 16: Teaching and Non-Teaching Staff Posts and Designated Personnel

- Mechanisms or strategies used in filling up vacant positions, such as newspaper advertisements, online ads

3.4.3 Stakeholders' involvement in the selection and recruitment process of teaching and non-teaching staff

Specification (Average Percentage Involvement of Stakeholders [e.g. industry, external subject specialists, community and alumni] in selection and recruitment process)	Please tick (✓)	POINTS	
		Maximum = 4	Institution's Evaluation
No involvement		0	
1 – 10%		1	
11 – 20%		2	
21 – 30%		3	
31% and above		4	

Data Required and Means of Verification:

- Composition of recruitment and selection committee/authority
- Minutes of meetings
- Record of attendance

3.4.4 Compensation of teaching and non-teaching staff

Specification (Percentage of Compliance to Norms)	Please tick (✓)	POINTS	
		Maximum = 4	Institution's Evaluation
60% or less		0	
61 – 70%		1	
71 – 80%		2	
81 – 90%		3	
91% and above		4	

Data Required and Means of Verification:

Annex 17. Type of Compensation in addition to salary

- List of teaching staff
- List of non-teaching staff
- Written policy on compensation and rewards
- Report of teaching and non-teaching staff recipients for the last 3 years

3.4.5 Performance Evaluation

Specification (Frequency of teaching and non-teaching staff evaluation)	Please tick (✓)	POINTS	
		Maximum = 4	Institution's Evaluation
Never		0	
Only when complaints are received		1	
Only when promotions are done/ vacant positions are to be filled up		2	
Once a year or as required		3	
Twice a year		4	

Data Required and Means of Verification:

- Procedure on Teaching and Non-Teaching Staff Performance Evaluation
- Report of Teaching and Non-Teaching Staff Performance evaluation for the last 3 years

3.4.6 Staff Development

Specification (Percentage of Teaching Staff Participation in Development Programs [e.g. seminars, workshops, in-service training])	Please tick (✓)	POINTS	
		Maximum = 4	Institution's Evaluation
20% or less		0	
21 – 40%		1	
41 – 60%		2	
61 – 80%		3	
81% and above		4	

Specification (Percentage of Non-Teaching Staff Participation in Development Programs [e.g. seminars, workshops, in-service training])	Please tick (✓)	POINTS	
		Maximum = 4	Institution's Evaluation
20% or less		0	
21 – 40%		1	
41 – 60%		2	
61 – 80%		3	
81% and above		4	

Data Required and Means of Verification:

- Teaching Staff Development Program
- Non-Teaching Staff Development Program
- Report on training, workshops, seminars conducted
- Report of teaching and non-teaching staff participation
- Training Needs Analysis Survey

3.4.7 Scholarship Grants

A type of *financial aid* in the form of a *grant* that does not have to be repaid by the recipient. Scholarships are most often given to recipients for one of two reasons or both: achievement or financial need. Scholarships are set up for all of the tuition and even things like board, food, books and allowances. However, some scholarships won't cover all of such benefits but on a partial basis.

Professional Development of teaching and non-teaching staff			
Specification (Percentage of staff in the last three years)	Please tick (✓)	POINTS Maximum = 4	Institution's Evaluation
None		0	
Less than 5%		1	
5-10%		2	

11–20%		3	
Above 20%		4	

Data Required and Means of Verification:

Annex 18. List of Recipients of Different Grants/Fellowships/Scholarships in the last three (3) years

- Teaching and Non-Teaching Staff Development Program
- Summary of scholarship grants through training programs
- Summary of scholarship grants through higher degrees
- List of sponsors/donors

3.4.8 Best Performance Awards

Specification	Please tick (✓)		POINTS
	YES (1)	NO (0)	Institution's Evaluation
Institution awards best performing teaching staff			
Institution awards best performing non-teaching staff			
MAXIMUM POINTS: 2			

Data Required and Means of Verification:

- Report of Teaching and Non-Teaching staff recipients for the last 3 years
- Written policy on rewards

Criterion 4 - Research and Development

Research and Development (R&D) is an avenue through which new knowledge is discovered, applied or verified and through which appropriate technologies are generated. The institution maintains an environment that firmly supports R&D.

Research

- An output of a rational and nagging desire to improve the way we work and do our work. Research means searching for a clarifying explanation of an observed phenomenon or finding a solution to an existing problem in the workplace or environment.

Development Activity

- Refers to the systematic knowledge gained from research and/or practical experience that is directed to producing new materials, products and devices; to installing new processes, systems, and services; and to improving substantially those already produced or installed (Catane, 2000). In other words, this is applied in prototyping, inventing, innovating, in improvising and fabricating. It can also refer to instructional materials development like in the production of modules, workbooks and manuals, etc.

Indicator 4.1 – Program of Research and Development (R&D)

4.1.1 Research and Development

Specification	Please Tick (✓)	POINTS	
		Maximum = 12	Institution's Evaluation
No R & D Plan		0	
Prepared R & D Plan based on institutional initiatives and industrial needs		2	
R & D activities carried out with industries/other organizations		2	
Utilized research findings in the regular program planning/implementation		2	
Conducted above process for more than one R & D project		2	
All conducted R & D projects provided positive impact to stakeholders		4	

Data Required and Means of Verification: (Please provide data for the last 3 years, where applicable)

- R&D Plans and Programs (e.g. tracer study, labor market study, action research, product research, market assessment)
- R&D Project Proposals
- Research Reports
- Proof of development initiatives based on research (innovations, technology, methods, etc.)
- Proof of curriculum revision
- Formal agreements with institutions on R&D

Indicator 4.2 – Teaching Staff Engagement in R & D

4.2.1 Teaching Staff Engagement in research activities [e.g. joint research, action research in the institution and/or Industry, identification of projects in industry, technology packages]

Specification (Percentage of teaching staff engaged in at least 1 research activity in the last 3 years)	Please tick (✓)	POINTS	
		Maximum = 4	Institution's Evaluation
20% or less		0	
21 – 40%		1	
41 – 60%		2	
61 – 80%		3	
81% and above		4	

Data Required and Means of Verification: (Please provide data for the last 3 years, where applicable)

Annex 19. List of Teaching Staff Involved in R&D

Annex 20. List of completed R&D Activities (conducted/supervised by teaching staff for the last 3 years)

Annex 21. List of published R&D Activities (conducted by teaching staff for the last 3 years)

- List of Teaching Staff and Profile
- Duties and Responsibilities of Teaching Staff
- Research Plans and Programs
- Research Project Proposals
- Research Reports

4.2.2 Teaching Staff Engagement in development activities based on institution's needs [e.g. modules preparation, workbooks and laboratory manuals development, instructional materials development, fabrication and prototyping, innovation and improvisation]

Specification (Percentage of Involvement)	Please tick (✓)	POINTS	
		Maximum = 4	Institution's Evaluation
20% or less		0	
21 – 40%		1	
41 – 60%		2	
61 – 80%		3	
81% and above		4	

Data Required and Means of Verification: (Please provide data for the last 3 years, where applicable)

Annex 19. List of Teaching Staff Involved in R&D

Annex 20. List of completed R&D Activities (conducted/supervised by teaching staff for the last 3 years)

Annex 21. List of published R&D Activities (conducted by teaching staff for the last 3 years)

- List of Teaching Staff and Profile
- Duties and Responsibilities of Teaching Staff
- Development Activity Plans and Programs
- Development Activity Proposals
- Development Activity Reports
- Copies of Granted Intellectual Property Rights

Indicator 4.3 – Dissemination and Utilization of R&D Outputs

4.3.1 Reporting, Dissemination, Publication, and Utilization of R&D Outputs

Specification	Please tick (✓)	POINTS	
		Maximum = 12	Institution's Evaluation
Publication (internal and/or external) and Dissemination of R&D outputs		4	
Facilitation of R&D outputs replication in the community and industry		4	
Commercialization of developed products or services (Income-generating purpose)		4	

Data Required and Means of Verification: (Please provide data for the last 3 years, where applicable)

- R&D Project Proposals
- R&D Reports
- Copies of Newsletters with write-ups about the R&D Outputs
- List of published R&D
- Modes of dissemination used and sample write-ups
- R&D Implementation Plans
- Marketing plan for R&D outputs for commercialization
- Commercialization plan for R&D Outputs
- Feedback with regard to the commercialized R&D

Indicator 4.4 – Management of R&D

4.4.1 Budget/Resource for R&D programs

Specification	Please tick (✓)	POINTS	
		Maximum = 4	Institution's Evaluation
0 – 24% of budget utilized based on approved R&D plan/proposal		0	
25 - 49% of budget utilized based on approved R&D plan/proposal		1	
50 - 74% of budget utilized based on approved R&D plan/proposal		2	
75 - 99% of budget utilized based on approved R&D plan/proposal		3	
100% of budget utilized based on approved R&D plan/proposal		4	

Data Required and Means of Verification: (Please provide data for the last 3 years, where applicable)

- R&D project proposals
- R&D plans and programs
- R&D reports
- Record of R&D budget allocation
- Institution's annual budget

4.4.2 Institutional Linkages for Joint R&D projects

Specification	Please tick (✓)	POINTS	
		Maximum = 4	Institution's Evaluation
Conducted joint R&D with less than 10% of identified organizations based on plan		0	
Conducted joint R&D with 10 - 49% of identified organizations based on plan		1	
Conducted joint R&D with 50 - 74% of identified organizations based on plan		2	
Conducted joint R&D with 75 – 99% of identified organizations based on plan		3	
Conducted joint R&D with all identified organizations based on plan		4	

Data Required and Means of Verification: (Please provide data for the last 3 years, where applicable)

- Record of institutional linkages with other agencies and organizations for R&D projects
- Memoranda of Agreement

- R&D plans and programs
- R&D reports
- Record of R&D budget allocation

4.4.3 Monitoring and Evaluation (M&E) of R&D programs

Specification	Please tick (✓)	POINTS	
		Maximum = 4	Institution's Evaluation
No M&E plan		0	
Prepared M&E plan		1	
Implemented M&E plan		2	
Prepared M&E Report		3	
Utilized M&E Results		4	

Data Required and Means of Verification: (Please provide data for the last 3 years, where applicable)

- Monitoring and evaluation plan
- Monitoring and evaluation tools
- List of M&E Staff (Teaching or Non-Teaching)
- R&D plans and programs
- Policy on monitoring and evaluation of R&D programs
- Project End Reports
- Monitoring and evaluation of R&D reports

4.4.4 Policy on Providing Incentives to motivate the teaching and non-teaching staff to conduct R&D programs/projects

Specification	Please tick (✓)	POINTS	
		Maximum = 6	Institution's Evaluation
No policy		0	
Developed policy		2	
Implemented the policy		4	
Monitored and evaluated the policy		5	
Reviewed the policy		6	

Data Required and Means of Verification: (Please provide data for the last 3 years, where applicable)

- R&D Budget Allocation
- List of opportunities for research capability building
- Financial proposal of R&D Projects
- Policy on Incentives for R&D projects

Criterion 5 - Image and Sustainability

The presence of the institution should be recognized by the community. Its image is enhanced by extending its expertise through Outreach Programs, Income Generating Programs, and sharing or getting support to its expertise through Linkages and Networking.

Indicator 5.1 – Outreach Programs

- A program for extending assistance and services to the community primarily through livelihood and training programs. It is sometimes referred to as extension program or community service program which covers efforts to increase the availability and utilization of services, especially through direct intervention and interaction with the target population.

5.1.1 Conduct and Utilization of Outreach Programs

Specification	Please tick (✓)	POINTS	
		Maximum = 8	Institution's Evaluation
No outreach program based on community needs		0	
1 – 4 outreach programs implemented, and knowledge and skills transferred to the communities/stakeholders		2	
5 – 8 outreach programs implemented, and knowledge and skills transferred to the communities/stakeholders		4	
9 - 12 outreach programs implemented, and knowledge and skills transferred to the communities/stakeholders		6	
More than 12 outreach programs implemented, and knowledge and skills transferred to the communities/stakeholders		8	

Data Required and Means of Verification: (Please provide data for the last 3 years, where applicable)

Annex 22. List of Outreach Programs and its Utilization by Beneficiaries

- Memoranda of Agreement
- Proposals for Outreach programs (including possible beneficiaries of the service)
- Status reports of Outreach programs

- End of program reports on Outreach programs conducted
- Feedback from the community
- Outcomes/Impact Evaluation Report of Outreach programs
- Compilation of Pictures/Videos of Activities

5.1.2 Implementation of Quality Management Cycle for Outreach Programs (Planning, Implementing, M&E, and Reporting)

Specification	Please tick (✓)	POINTS	
		Maximum = 4	Institution's Evaluation
Planning		1	
Implementation		1	
Monitoring and Evaluation		1	
Utilization of M&E Report		1	

Data Required and Means of Verification: (Please provide data for the last 3 years, where applicable)

- Outreach program reports
- Mechanism of monitoring and evaluation system
- Monitoring and evaluation reports
- M&E Report Implementation

5.1.3 Involvement of Teaching and Non-Teaching Staff in Outreach Programs

Specification (Percentage of teaching and non-teaching staff engaged in Outreach Programs in the last 3 years)	Please tick (✓)	POINTS	
		Maximum = 4	Institution's Evaluation
20% or less		0	
21 – 40%		1	
41 – 60%		2	
61 – 80%		3	
81% and above		4	

Data Required and Means of Verification: (Please provide data for the last 3 years, where applicable)

Annex 23. List of Teaching and Non-Teaching Staff and their Involvement in Outreach Programs

- List of Teaching and Non-Teaching Staff
- Outreach Program Reports with list of involved staff
- Teaching and Non-Teaching Staff profile
- Duties and responsibilities of teaching and non-teaching staff

5.1.4 Contribution of the Institution to Outreach or Extension Programs

Specification	Please tick (✓)	POINTS	
		Maximum = 4	Institution's Evaluation
0 – 24% of budget utilized based on approved outreach plan/proposal		0	
25 - 49% of budget utilized based on approved outreach plan/proposal		1	
50 - 74% of budget utilized based on approved outreach plan/proposal		2	
75 - 99% of budget utilized based on approved outreach plan/proposal		3	
100% of budget utilized based on approved outreach plan/proposal		4	

Data Required and Means of Verification: (Please provide data for the last 3 years, where applicable)

- Annual Reports
- MOUs/MOAs
- Budget allocation for Outreach
- Program budget for Outreach
- Outreach Program Reports
- Institutional annual budget

5.1.5 Institutional Linkages for Conduct of Outreach Programs

Specification	Please tick (✓)	POINTS	
		Maximum = 4	Institution's Evaluation
Conducted joint outreach programs with less than 10% of identified organizations based on plan		0	
Conducted joint outreach programs with 10 - 49% of identified organizations based on plan		1	
Conducted joint outreach programs with 50 - 74% of identified organizations based on plan		2	
Conducted joint outreach programs with 75 – 99% of identified organizations based on plan		3	
Conducted joint outreach program with all identified organizations based on plan		4	

Data Required and Means of Verification: (Please provide data for the last 3 years, where applicable)

- Memoranda of Understanding/Agreement
- Outreach program proposals
- Outreach program reports

Indicator 5.2 – Income Generating Projects (IGPs)

5.2.1 IGPs Implemented

Specification	Please tick (✓)	POINTS	
		Maximum = 4	Institution's Evaluation
No IGP Implemented		0	
Prepared IGP Guidelines and Plan; Implemented less than 50% of planned IGPs		1	
Implemented 50 - 74% of planned IGPs		2	
Implemented 75 - 99% of planned IGPs		3	
Implemented all planned IGPs		4	

Data Required and Means of Verification: (Please provide data for the last 3 years, where applicable)

- IGP Guidelines
- IGP Plan
- Project Completion Report

5.2.2 Net Profit from IGPs (average of the last 3 years)

Specification	Please tick (✓)	POINTS	
		Maximum = 4	Institution's Evaluation
No net profit		0	
Net profit is 1 – 3% of project's cost		1	
Net profit is 4 – 6% of project's cost		2	
Net profit is 7 – 9% of project's cost		3	
Net profit is 10% or more of project's cost		4	

Data Required and Means of Verification: (Please provide data for the last 3 years, where applicable)

- IGP Completion Report
- IGP Financial Statements for the last 3 years

Indicator 5.3 - Linkages and Networking

5.3.1 Involvement of Enterprises (Industries, SMEs, other business associations) in TVET Programs

Specification	No. of Enterprises	Please tick (✓)	POINTS	
			Maximum = 12	Institution's Evaluation
Curriculum-related Curriculum design, implementation and evaluation	0		0	
	1 – 5		1	
	6 – 10		2	
	11 – 15		3	
	16 and above		4	
Student-related Industrial Training, OJT and apprenticeship	0		0	
	1 – 5		1	
	6 – 10		2	
	11 – 15		3	
	16 and above		4	
Teaching Staff-related/ Non-Teaching Staff-related	0		0	
	1 – 5		1	
	6 – 10		2	
	11 – 15		3	
	16 and above		4	

Data Required and Means of Verification: (Please provide data for the last 3 years, where applicable)

- Memoranda of Agreement with Enterprises
- Minutes of Meetings About Curriculum
- Record of On-The-Job Training
- List of OJT and Apprenticeship conducted
- Project Proposals
- End of Project Reports
- Evaluation Reports
- Reports of Alumni Affairs
- Reports from Career Guidance and Counselling Office

5.3.2 Consortia/Arrangements with Educational Institutions and Government Agencies

Specification	No. of consortia/arrangements	Please tick (✓)	POINTS	
			Maximum = 6	Institution's Evaluation
Student-related (Student Exchanges, Joint Research and Outreach Activities)	0		0	
	1 – 5		1	
	6 – 10		2	
	11 and above		3	
Teaching Staff-related (Teaching Staff Exchanges, Joint Research and Outreach Activities)	0		0	
	1 – 6		1	
	6 – 10		2	
	11 and above		3	

Data Required and Means of Verification: (Please provide data for the last 3 years, where applicable)

- Memoranda of Agreement on Consortia or Other Arrangements
- Reports on Consortia/Arrangements
- Research Reports
- Mechanism for student and teaching staff exchange
- HRD Plan
- List of students and teaching staff who have availed of the exchange program

Criterion 6 - Other Resources

The institution provides an environment which is conducive to effective teaching and learning that supports the educational programs offered by the institution. The adequacy of financial resources, physical facilities, library, tools and equipment, information and communications technology as well as facilities' repair and management are paramount.

Indicator 6.1 – Financial Resources

6.1.1 Operational Budget (Working Capital/Recurrent Cost/Operational Budget)

Specification (allocated budget vs. planned budget)	Please tick (✓)	POINTS	
		Maximum = 4	Institution's Evaluation
Less than 40%		0	
40 – 60%		1	
61 – 80%		2	
81 – 99%		3	
100%		4	

Data Required and Means of Verification: (Please provide data for the last 3 years, where applicable)

- Budget Allocation
- Budget Proposal
- Financial Statements
- Strategic Plan

6.1.2 Developmental Budget (infrastructure, tools and equipment, HRD)

Specification (allocated budget vs. planned budget)	Please tick (✓)	POINTS	
		Maximum = 4	Institution's Evaluation
Less than 40%		0	
40 – 60%		1	
61 – 80%		2	
81 – 99%		3	
100%		4	

Data Required and Means of Verification: (Please provide data for the last 3 years, where applicable)

- Budget Allocation

- Budget Proposal
- Financial Statements

6.1.3 Annual Budget Increment [average of last 3 years]

Specification (Percentage Increase)	Please tick (✓)	POINTS	
		Maximum = 4	Institution's Evaluation
0		0	
1 – 5%		1	
6 – 10%		2	
11 – 15%		3	
16% and above		4	

Data Required and Means of Verification: (Please provide data for the last 3 years, where applicable)

Annex 24. Sources of Additional Budget

- Proposed Annual Budget
- Current Annual Budget
- Budget Reports

6.1.4 External Financial Audit

Specification (Frequency)	Please tick (✓)	POINTS	
		Maximum = 4	Institution's Evaluation
None in 3 years and beyond		0	
Only when applying for accreditation or certification		1	
Once in 3 years		2	
Once in 2 years		3	
Once a year		4	

Data Required and Means of Verification: (Please provide data for the last 3 years, where applicable)

- Auditing Manual
- Accounting Manual
- Audited Financial Statements
- Financial Audit Reports (Regular and Special)

6.1.5 Contribution of Income generating fund to the annual budget for institutional development

Specification (Percentage contribution of income generating fund to the annual budget for institutional development)	Please tick (✓)	POINTS	
		Maximum = 4	Institution's Evaluation
0		0	
1 – 5%		1	
6 – 10%		2	
11 – 15%		3	
16% and above		4	

Data Required and Means of Verification: (Please provide data for the last 3 years, where applicable)

- Budget Manual/Financial Plan
- Approved budget (contribution from regular funding sources vs. income generating fund)
- List of IDP's outputs

6.1.6 Budget Preparation and Planning

Specification (Percentage of Management Team involved in budget preparation, allocation, management, and control)	Please tick (✓)	POINTS	
		Maximum = 4	Institution's Evaluation
0		0	
1 – 20%		1	
21 – 40%		2	
41 – 60%		3	
61% and above		4	

Data Required and Means of Verification: (Please provide data for the last 3 years, where applicable)

- Duties and Responsibilities of Management Team as defined by institution
- Budget Reports
- Minutes of Meetings
- Organizational Chart
- Departmental Budget Proposal
- Annual Work Plan

Indicator 6.2 - Physical Facilities

6.2.1 Area and Accessibility of Institution (Polytechnic, College, School, Center)

Specification	National Standards *	Institution's Status	Percent Compliance	Please tick (✓)	POINTS	
					Maximum = 4	Institution's Evaluation
Area			Less than 80%		0	
			80 - 99%		1	
			100%		2	
Accessibility			Not accessible by any means of transportation		0	
			Accessible by privately owned transportation		1	
			Accessible by public transportation or institution's own transportation system		2	

Data Required and Means of Verification:

- Government Standards in Education
- Institution Map
- Master Plan of the Institution
- Building Permits
- Public transportation service details

6.2.2 Classrooms

Specification	National Standards	Institution's Status	Percent Compliance	Please tick (✓)	POINTS	
					Maximum = 4	Institution's Evaluation
Classroom Size			Less than 80%		0	
			80 – 99%		2	
			100%		4	

Data Required and Means of Verification:

- Government Standards in Education
- Inventory of Classrooms indicating size
- Student enrollment
- Class schedule

6.2.3 Furniture

Specification	National Standards	Institution's Status	Percent Compliance	Please tick (✓)	POINTS	
					Maximum = 4	Institution's Evaluation
Furniture			Less than 60%		0	
			60 – 69%		1	
			70 – 79%		2	
			80 – 89%		3	
			90% and above		4	

Data Required and Means of Verification: (Please provide data for the last 3 years, where applicable)

Annex 25. Furniture

- Government Standards in Education
- Inventory of Furniture

6.2.4 Labs, Workshops, and other facilities including maintenance management

Specification	POINTS Please tick (✓)				Total
	Safety and Security (1 point)	Operational Requirements (1 point)	Structural and Safety (1 point)	Environmental Compliance (1 point)	
Office and academic buildings/rooms					
Workshops/Labs					

Hostels/Dormitories/Kitchen and Dining and Other Service Facilities					
MAXIMUM POINTS: 12					

Data Required and Means of Verification: (Please provide data for the last 3 years, where applicable)

Annex 26. Office and Academic Buildings/Rooms

Annex 27. Workshops and Laboratories

Annex 28. Hostels/Dormitories/Kitchen and Dining and other Service Facilities

- Masterplan and List of Buildings
- Repair and maintenance system
- Completion Report or repair and maintenance
- Environmental management policy
- Occupational Health and Sanitation System
- Emergency Management (Fire Fighting Equipment, Emergency Exit, Map of gathering point during emergencies, emergency building escape etc.)
- Copy of contract between institution and external provider

Indicator 6.3 – Library

6.3.1 Library Resources including Learning Resource Centers (print and non-print, journals, magazines, newspapers, instructional materials)

Specification	National Standards	Institution's Status	Percent Adequacy	Please tick (✓)	POINTS	
					Maximum = 4	Institution's Evaluation
Library Collection: Resource vs Users Ratio			Less than 20%		0	
			20 – 40%		1	
			41– 60%		2	
			61 – 80%		3	
			81% and above		4	

Note: Library materials should be related to TVET program offerings in the institution

Data Required and Means of Verification:

Annex 29. Library Collection based on TVET Program Offerings/Courses

6.3.2 Resource Sharing with other libraries

Specification	Number of Agreements	Please tick (✓)	POINTS	
			Maximum = 4	Institution's Evaluation
Consortia agreements/networking /cooperative activities and resource sharing with other libraries or agencies	0		0	
	1		1	
	2 – 3		2	
	4 – 5		3	
	6 and above		4	

Data Required and Means of Verification: (Please provide data for the last 3 years, where applicable)

Annex 30. Networking with Other Libraries

- Memoranda of Understanding/Agreement on Library Linkages with related institutes
- Output of Agreement (Number of Students and Teachers benefitted)

6.3.3 Library Space and Facilities

Specification	National Standards	Institution's Status	Percent Adequacy	Please tick (✓)	POINTS	
					Maximum = 4	Institution's Evaluation
Library Space			less than 40%		0	
			40 – 59%		1	
			60 – 79%		2	
			80 – 99%		3	

			100%		4	
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Specification	POINTS Please tick (✓)				Total
	Learning Resource Center/ Reading Rooms/Reference and Information Desk (1 point)	Online Public Access Catalog (OPAC) (1 point)	Reprographic Facilities (1 point)	Internet (Wired and Unwired) (1 point)	
Facilities					
MAXIMUM POINTS: 4					

Data Required and Means of Verification: (Please provide data for the last 3 years, where applicable)

- Student Population
- Teaching Staff, Personnel and Other Library Users
- Library Standards
- Floor Area of the Library
- Library Building/Room

6.3.4 Library Management System

Specification	POINTS Please tick (✓)				Total
	Cataloguing (1 point)	Library Orientation (Book exhibits, Book fairs, Information Dissemination Drive, Promoting Reading Habits, etc.) (1 point)	E-library (Computerization of Library Services) (1 point)	Use of Emerging Trends and Techniques (e.g. Digitization of Books) (1 point)	
Effectiveness of Library Management System					
MAXIMUM POINTS: 4					

Data Required and Means of Verification: (Please provide data for the last 3 years, where applicable)

- Schedule of Classes
- Library Standards

- Library Schedule
- Classification and Cataloguing
- Charging and Discharging (circulation)
- Inter-library loans and exchange
- Book bank facility
- Computerization of library services
- Feedback from clients
- Inventory of Facilities
- Inventory of Subscription from Newspaper and Magazines
- Inventory of IT Related Facilities
- Discussion of the overall plan of upgrading the library

6.3.5 Budget for the Operation of Library

Specification	Please tick (✓)	POINTS	
		Maximum = 4	Institution's Evaluation
No budget allocated		0	
Budget allocated and spent less than 30% of allocation		1	
Budget allocated and spent 30 - 60% of allocation		2	
Budget allocated and spent 61 - 90% of allocation		3	
Budget allocated and spent more than 90% of allocation		4	

Data Required and Means of Verification: (Please provide data for the last 3 years, where applicable)

- Annual Budget
- Library Budget
- Procurement Plan
- List of Procured Resources

6.3.6 Library Staff Quantity and Educational Qualifications

Specification	National Standards	Institution's Status	Percent Adequacy	Please tick (✓)	POINTS	
					Maximum = 6	Institution's Evaluation
Chief Librarian's			Not complied with		0	

Qualifications (Education, License)			Complied with		3	
Quantity of library staff			Not complied with		0	
			Complied with		3	

Data Required and Means of Verification:

Annex 31. Library Staff Profile

- Library Organogram

Indicator 6.4 – Tools and Equipment

6.4.1 Tools, Equipment, and Accessories (by program)

Specification	National Standards	Institution's Status	Percent Adequacy	Please tick (✓)	POINTS	
					Maximum = 4	Institution's Evaluation
Tools, Equipment, and Accessories			20% or less		0	
			21 – 40%		1	
			41 – 60%		2	
			61 – 80%		3	
			81% and above		4	

Data Required and Means of Verification: (Please provide data for the last 3 years, where applicable)

Annex 32. Tools and Equipment

- Manual of Operation
- The prescribed requirements
- Safety Measures

6.4.2 Maintenance of tools and equipment

Specification	Please tick (✓)	POINTS	
		Maximum = 4	Institution's Evaluation

No maintenance plan or Maintained less than 40% of tools and equipment as per plan/need		0	
Maintained 40 - 59% of tools and equipment as per plan/need		1	
Maintained 60 - 79% of tools and equipment as per plan/need		2	
Maintained 80 - 99% of tools and equipment as per plan/need		3	
Maintained all tools and equipment as per plan/need		4	

Data Required and Means of Verification: (Please provide data for the last 3 years, where applicable)

- Inventory of Tools and Equipment
- Manual of Operation
- The prescribed requirements
- Safety Measures
- System of Maintenance
- Plan of Maintaining Tools and Equipment
- Records, forms, or computer-based scheme used
- Maintenance Reports

Indicator 6.5 - Information and Communications Technology

6.5.1 Computers and Required Software

Specification	National Standards	Institution's Status	Percent Adequacy	Please tick (✓)	POINTS	
					Maximum = 4	Institution's Evaluation
State-of-the-art computers and required software			30% or less		0	
			31 – 40%		1	
			41 – 60%		2	
			61 – 80%		3	
			81% and above		4	

Data Required and Means of Verification: (Please provide data for the last 3 years, where applicable)

Annex 33. General Computing Facilities of the Institution

- Inventory of Information Technology Equipment and Required Software
- Description of the internet service available

- National Standards/Requirements
- Description of the technology program and technical support and training provided for students, teaching staff and technicians

6.5.2 Multimedia Center or Other Information Technology Facilities

Specification	POINTS Please Tick (✓)				Total
	Availability of Multimedia Center/Facilities (1 point)	Updated Inventory of IT Equipment and Required Software (1 point)	Developed instructional and administrative outputs (1 point)	Training of Teaching and Non-Teaching Staff on Multimedia Utilization (1 point)	
Multimedia Center or Other Information Technology Facilities					
MAXIMUM POINTS: 4					

Data Required and Means of Verification: (Please provide data for the last 3 years, where applicable)

- Description of the multi-media center or other information technology facilities
- Instructional requirements related to ICT
- Inventory of Information Technology Equipment and Required Software
- Give the following details if your institution has a central computer facility.
 - o Configuration and other hardware and software details
 - o Required software
 - o Working hours
 - o Training of ICT personnel
 - o Output in developing CAI/CAL and software for administration/ accounts, etc.

6.5.3 Maintenance of information technology equipment

Specification (Frequency)	Please tick (✓)	POINTS	
		Maximum = 4	Institution's Evaluation
No system of maintenance		0	
Only when problems arise		1	
Once a month		2	
Twice a month		3	
Once a week		4	

Data Required and Means of Verification: (Please provide data for the last 3 years, where applicable)

- Policy on maintenance, repair and disposal
- Maintenance report
- Inventory of Information Technology Equipment (Internet, Multi-media, Equipment, Software)
- Forms Used

6.5.4 ICT Teaching and Non-Teaching Staff (number, qualifications and experience)

Specification	National Standards	Institution's Status	Percentage Adequacy	Please tick (✓)	POINTS	
					Maximum = 4	Institution's Evaluation
Adequacy of ICT Teaching and Non-Teaching Staff			30% or less		0	
			31 – 40%		1	
			41 – 60%		2	
			61 – 80%		3	
			81% and above		4	

Data Required and Means of Verification: (Please provide data for the last 3 years, where applicable)

Annex 34. Teaching and Non-Teaching Staff Trained in ICT

- Profile of ICT Teaching and Non-Teaching Staff
- Proof of Trainings attended
- Performance Evaluation
- Students' Evaluation

Indicator 6.6 – Repair and Maintenance Management

6.6.1 Maintenance of Workshops/Laboratories

Specification	POINTS Please Tick (✓)				Total
	Adequate Space (1 point)	Well-Ventilated (1 point)	Properly Maintained (1 point)	Time Allocation (1 point)	
Workshops/Laboratories					
MAXIMUM POINTS: 4					

Data Required and Means of Verification: (Please provide data for the last 3 years, where applicable)

- Laboratories/Workshops
- Program plan for replacement, modernization of laboratory
- System of maintenance for the laboratories
- Maintenance report

6.6.2 Safety measures and signage

Specification	National Standards	Institution's Status	Percent Compliance	Please tick	POINTS
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				(✓)	Maximum = 4	Institution's Evaluation
Safety measures and signage			30% or less		0	
			31 – 40%		1	
			41 – 60%		2	
			61 – 80%		3	
			81% and above		4	

Data Required and Means of Verification: (Please provide data for the last 3 years, where applicable)

- Safety measures and signage
- Accident/No Accident Reports

Criterion 7 - Support to Students

Students are the main customers of educational institutions. It is the responsibility of the institution to develop not only the intellectual ability of the student but his/her total personality as well. Towards this end, a robust program of student personnel services is designed to help the student, throughout his academic life, attain his maximum potential and become a worthy member of the society. Student support services complement the academic program.

Indicator 7.1 – Guidance and Career Counselling

7.1.1 Guidance and Career Counselling System (Office, Staff to Student Ratio, Feedback System)

Specification	National Standards	Institution's Status	Percent Compliance	Please tick (✓)	POINTS	
					Maximum = 4	Institution's Evaluation
Guidance and Career Counselling System			20% or less		0	
			21 – 40%		1	
			41 – 60%		2	
			61 – 80%		3	
			81% and above		4	

Data Required and Means of Verification: (Please provide data for the last 3 years, where applicable)

- National Standard
- Enrollment Report
- Guidance and Counseling Program Plan
- List of Guidance Counselors
- List of Programs and Services Provided by the Counselors
- Students' feedback
- Drop-out ratio

Indicator 7.2 - Student Services

7.2.1 Student Services Staff to Student Ratio

Specification	National Standards /Benchmarked Standards	Institution's Status	Percent Adequacy	Please tick (✓)	POINTS	
					Maximum = 4	Institution's Evaluation
Student Services Staff to Student Ratio			20% or less		0	
			21 – 40%		1	
			41 – 60%		2	
			61 – 80%		3	
			81% and above		4	

Data Required and Means of Verification: (Please provide data for the last 3 years, where applicable)

Annex 35. Student Services Program

Annex 36. Profile of Student Services Unit Staff

- Student Population
- Organizational chart of Student Services Unit
- Programs and Activities offered by the Student Services Unit
- Students' Feedback

7.2.2 Student Recruitment System

Specification	National Standards	Institution's Status	Percent Compliance	Please tick (✓)	POINTS	
					Maximum = 4	Institution's Evaluation
Student Recruitment System			20% or less		0	
			21 – 30%		1	
			41 – 60%		2	
			61 – 80%		3	
			81% and above		4	

Data Required and Means of Verification: (Please provide data for the last 3 years, where applicable)

Annex 37. Rates of Enrollment, Retention, Graduation, and other Student Statistics

- Mechanism of student recruitment, selection and admission
- Student Population
- Inquiries from prospective students
- Modes of Information dissemination and sample of write-ups
- Criteria and eligibility for admission

7.2.3 Retention

Refers to the extent to which learners remain within an educational institution, and complete a program of study in a pre-determined time-period. The emphasis is on the retention of students on courses and their successful completion of courses within a specific time-period.

Specification (Percentage of Students Retained for the last 3 years)	Please tick (✓)	POINTS	
		Maximum = 4	Institution's Evaluation

20 or less		0	
21 – 40		1	
41 – 60		2	
61 – 80		3	
81 and above		4	

Data Required and Means of Verification: (Please provide data for the last 3 years, where applicable)

Annex 37. Rates of Enrollment, Retention, Graduation, and other Student Statistics

- Description of the retention program
- Student Population
- Student Retention Mechanism and Criteria for retention
- List of students who participated in counselling service as part of the retention program
- Enrollment vs. Graduation Report

7.2.4 Scholarship and Financial Aids

A type of *financial aid* in the form of a *grant* that may or may not have to be repaid by the recipient. Scholarships are most often given to recipients for one or two reasons or both: achievement or financial need. Scholarships are set up for all of the tuition and even things like board, food, books and allowances. However, some scholarships won't cover all of such benefits but on a partial basis.

Specification (Percentage of Students granted scholarships in the last 3 years)	Please tick (✓)	POINTS	
		Maximum = 4	Institution's Evaluation
0		0	
1 – 10		1	
11 – 20		2	
21 – 30		3	
31 and above		4	

Data Required and Means of Verification: (Please provide data for the last 3 years, where applicable)

Annex 38. Scholarship Program and Financial Aids

- Scholarship Programs
- Financial Aids
- Memoranda of Agreement with Scholarship-giving bodies
- Student Population
- List of students who have availed of the scholarships and grants

7.2.5 Resources for co-curricular and extra-curricular activities

Specification	Please tick (✓)	POINTS	
		Maximum = 2	Institution's Evaluation
Not Available		0	
Available		2	

7.2.6 Co-Curricular and Extra-Curricular Activities

Specification	Percentage Compliance based on Plan	Please tick (✓)	POINTS	
			Maximum = 8	Institution's Evaluation
Co-Curricular activities	20 or less		0	
	21 – 40		1	
	41 – 60		2	
	61 – 80		3	
	81 and above		4	
Extra-curricular activities	20 or less		0	
	21 – 40		1	
	41 – 60		2	
	61 – 80		3	
	81 and above		4	

Data Required and Means of Verification: (Please provide data for the last 3 years, where applicable)

Annex 39. Co-curricular and Extra-Curricular Programs/Activities

- Student Population
- Student's Feedback
- Curriculum
- Program Calendar

7.2.7 Employment Rate in relevant field one (1) year after graduation

Specification (Percentage of Graduates)	Please tick (✓)	POINTS	
		Maximum = 4	Institution's Evaluation
30 or less		0	
31 - 50		1	
51 - 70		2	
71 - 90		3	
91 or above		4	

Note: Relevant means job/entrepreneurship in the field of studied TVET program

Data Required and Means of Verification: (Please provide data for the last 3 years, where applicable)

Annex 40. Graduates' Employment Data

- Placement and Alumni Affairs
- Information on the employment and placement program of the institution
- Student Population
- Alumni Feedback
- Company Feedback
- Tracer Study/Employment Survey Report

7.2.8 Involvement of Students in Decision Making related to Students' Welfare

Specification (Percentage involvement of Students compared to the number of decision making body)	Please tick (✓)	POINTS	
		Maximum = 4	Institution's Evaluation

0		0	
1 – 3		1	
4 – 7		2	
8 – 10		3	
11 and above		4	

Data Required and Means of Verification: (Please provide data for the last 3 years, where applicable)

- Composition of Decision Making Body
- Minutes of Meetings on Student Welfare
- List of Existing Student Associations
- Student Feedback

7.2.9 Study Loans

Specification	Please tick (✓)	POINTS	
		Maximum = 4	Institution's Evaluation
No MOA with loan-providing organizations (financial institutions) or loan providing system		0	
Less than 10% of students received		1	
11-20% of students received		2	
21-30% of students received		3	
More than 30% of students received or free tuition fee for TVET students by government		4	

Data Required and Means of Verification: (Please provide data for the last 3 years, where applicable)

Annex 41. Policy on Study Loan

- Description, terms, and conditions of each study loan
- MOA of collaboration made
- List of students who availed of the study loans

7.2.10 Health, Sports, and Other Social Services for Students

Specification	National Regulations	Institution's Status	Percent Compliance	Please tick (✓)	POINTS	
					Maximum = 8	Institution's Evaluation
Health and Sports Services			20 or less		0	
			21 – 40		1	
			41 – 60		2	
			61 – 80		3	
			81 and above		4	
Social Services			20 or less		0	
			21 – 40		1	
			41 – 60		2	
			61 – 80		3	
			81 and above		4	

Data Required and Means of Verification:

Annex 42. Other Student Services

- Students' feedback

Section 3. Institutional SWOT Analysis

The applicant institution shall conduct a SWOT analysis. The institution's ability to collectively assess its **strengths**, **weaknesses**, **opportunities** for continuous improvement and **threats** because of issues like globalization, commercialization and standardization of education is vital to accreditation.

- Strengths
- Weaknesses
- Opportunities
- Threats



Annex 1. Strategic Management of Institution

Evidence	Status [please tick (✓)]		Remarks (Date of Approval, Frequency, Programs)
	Yes	No	
Approved Strategic Plan			
Communication of Strategic Plan (required components) • Posters, letters, website, handbook, employees' manual, newsletter, etc. • Feedback from Stakeholders (internal and external per need)			
Yearly Plan of Operation/Annual Plan			
Programs based on Yearly Plan of Operation/Annual Plan			

Annex 2. Composition of the Institution's Management Board/Decision Making Body

No.	Name	Position	Department/Organization

Annex 3. List of Meetings of the Institution's Management Board (for the last 3 years)

No.	Meeting Number (Identifier)	Date	Venue

Annex 4. Composition of Academic Committee/Board

No.	Name	Position	Organization

Annex 5. Involvement of Academic Committees/Board in Decision Making

No.	Academic Board Meetings	Date of the Meeting	Number of Attendees	Major Decisions (No need to state confidential decisions)

Annex 6. Implementation Status of Programs and Budget

No.	Name of Program	Status [please tick (✓)]		Budget		Means/Source of Verification
		Planned	Implemented and Monitored	Allocated	Utilized	

Annex 7. Program Completion Report

No.	Completed Program	Budget		Percentage of achievement of Objectives (targets) of the Program	Remarks
		Allocated	Utilized		

Annex 8. Financial Statement of Income Generating Fund/s for the last three years

Name of Income Generating Fund	Amount Generated	Remarks
Total Amount Generated		
Percentage utilization of generated fund for institutional development		

Annex 9. Audit and Procurement Management

Means of Verification	Availability [please tick (✓)]
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	Yes	No
Audit Plan		
Procurement Plan		
Inventory Record		
Audit Report		

Annex 10. List of Major Records

Document	Hard Copy [please tick (✓)]		e-copy (Digitized) [please tick (✓)]		Remarks
	Yes	No	Yes	No	
1. Minutes of Meetings					
2. Personnel Files					
3. Consolidated Reports					
4. Plans					
5. Performance Evaluation					
6. Directories					
7. Statistics (Facts and Figures) of the Organization					

8. Financial Reports					
9. Scholarship Records					
10. Others, please specify					

Annex 11. Teaching and Learning Systems

Compare and Contrast the National Education Policies/Targets and the Institutional Strategic Directions based on given parameters.

Parameter	National Policies/Targets	Institutional Strategic Directions
Vision		
Mission		
Goals		
Student Enrollment (Access and Equity)		

Teaching and Learning Opportunities for Students (Equal opportunities)		
Program Focus based on government priorities		

Annex 12. List of Teaching and Learning Materials

Teaching and Learning Materials	Name	Copyright Date/Date of Publication/Development
1. Print-Based • Hand-outs • Modules • Workbooks • Manuals • Others, please specify Non-print Based • E-books • Videos • CDs		

• DVDs • Others, please specify		
2. Use of Tools and Equipment • Computer • Machines • Hand tools • Others, please specify		
3. Audio visual aids • Multimedia Projector • CDs • DVDs • Others, please specify		
4. Innovative Laboratories • Business Incubation lab • Teleconferencing • Speech lab • Reading and Writing lab • Science lab • Greening Technology lab • Virtual lab • Other, please specify		

Annex 13. Teaching and Learning Methods Applied

Program	Teaching and Learning Methods	Status [please tick (✓)]	
		Yes	No
(Program 1)	Problem Solving		
	Experiments		
	Simulation		
	Hands-on (Practical Exercise)		
	Group Discussion/Brainstorming		
	Presentation of Assignments		
	Experience Sharing		
	Workshop/Seminar		
	Project-based Learning		
	Case Study		
	Multimedia Presentation		
	Video Conferencing		
	On-the-job Training (industry placement)		
	Study Visit		
	Action Research		
	Business Incubation Center		

Role Play
Others (please specify)
(Program 2)

Annex 14. Teaching Staff Information

No .	Name of Teaching Staff	Designation	Employment Status	Age	Sex	Highest Educational Attainment	Length of Service	Years of Industrial Experience

Annex 15. Non-Teaching Staff Information

No.	Name of Non-Teaching Staff	Designation	Employment Status	Age	Sex	Highest Educational Attainment	Length of Service

Annex 16. Teaching and Non-Teaching Staff Posts and Designated Posts

No.	Approved Posts (Level wise)	Designated Posts (Level wise)
1		
2		
3		

4		
5		
	Total Number of Approved Posts: _____	Total Number of Filled Up Posts: _____
Percentage of Filled Post	(Total Number of Filled Up Posts/Total Number of Approved Posts) x 100% = _____ %	

Annex 17. Type of Compensation in addition to salary

Activity/Performance	Cash Value [please tick (✓)]		Service Credits [please tick (✓)]	
	Yes	No	Yes	No
1. Overload				
2. Overtime				
3. Outstanding Performance				
4. Others, please specify				

Annex 18. List of Recipients of Different Grants/Fellowships/Scholarships in the last three (3) years

Title	Sponsoring Agency (SA)	Name of Recipient/s	Inclusive Dates of Attendance	Level/Nature of SA		
				Institutional	National	International
PhD/EdD/DS						
MS/MA/M						
Sabbatical Benefits						
Research Fellowship						
Training Grants						
Professional Internship						
Others, please specify						
Total						

Annex 19. List of Teaching Staff Involved in R& D

No.	Name	No. of R&D Project/Activity		Related publications
		Completed	In-progress	
Research				

Development Activities				

Annex 20. List of Completed R&D Activities (conducted/supervised by teaching staff for the last 3 years)

Title	Date of Completion	Researcher/ Adviser
Teaching Staff R&D Activity		
1.		
2.		
3.		

4.		
Student R&D Activity		
1.		
2.		
3.		
Others, please specify		

Annex 21. List of Published R&D Activities (conducted by teaching staff for the last 3 years)

Title	Author	ISSN No.	Volume/No.	Date	Publisher
International					
1.					
2.					
3.					

National					
1.					
2.					
3.					
Local					
1.					
2.					
3.					

Annex 22. List of Outreach Programs and its Utilization by Beneficiaries (Please provide data for the last 3 years)

No.	Title of Outreach Program	Date (From – To)	Address	Beneficiaries	No. of Beneficiaries	Utilization by Beneficiaries (if applicable)

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Annex 23. List of Teaching and Non-Teaching Staff and their Involvement in Outreach Programs

No.	Outreach Program Title	Name of Teaching/ Non-Teaching Staff	Extent of Involvement

Annex 24. Sources of Additional Budget

Indicate the sources of additional budget for the last 5 years

Sources of Additional Budget	Amount in US\$				
	Year 1	Year 2	Year 3	Year 4	Year 5
Income-Generating Projects					

Tuition Fee					
Enhanced Government Allocation					
Others, please specify					

Annex 25. Furniture

Please indicate the furniture available in one typical classroom.

Furniture	
Type	Number

Annex 26. Office and Academic Buildings/Rooms

No.	Name of Building	Total Area	Number of Rooms/Offices			
			CR	SO	RR	FR

CR-Classroom

SO-Staff Offices

RR-Rest Room, Toilets

FR-Function Room

Annex 27. Workshops and Laboratories

No.	Workshops and Laboratories	Total Area

Annex 28. Hostels/Dormitories/Kitchen and Dining and Other Service Facilities

Name of Facility	Number of Units	Total Area
Hostel		

Dormitory		
Kitchen		
Dining		
Medical Clinic		
Dental Clinic		
Student Center		
Guidance and Counselling Center		
Other Service Facilities, please specify		

Annex 29. Library or Learning Resource Collection based on TVET Program Offerings/Courses

Item	No. of Titles	No. of Volumes
Print Materials		
1. Books (Subject Related)		
2. Books (General Education)		
3. Journals/Magazines		
4. Newspapers		
Non-Print Materials		
1. Visuals		
2. Audio-Based		
3. Video-Based		
4. Computer-Based		

Annex 30. Networking with Other Libraries

No.	Name of Library	Type of Partnership	Details of Partnership

Annex 31. Library Staff Profile

No.	Name	Designation	Highest Educational Attainment	License (if applicable)	Duties and Responsibilities

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Annex 32. Tools and Equipment

Name of Laboratory/Workshop	Number of Tools	Number of Equipment
Computer		
Science		
Mechanics		
Electronics		
Machine		
Instrumentation		
Carpentry		
Fitting Shop		
Smithy		
Welding		
Painting and Sheet Metal Work Shop		

Others (please specify)		

Annex 33. General Computing Facilities of the Institution

Computer Type	No. of Terminals Available	Location/Building	Software Facility	Other Attachments

Annex 34. Teaching and Non-Teaching Staff Trained in ICT

No.	Name	Designation	Highest Educational Attainment	Relevant Training	Duties and Responsibilities



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Annex 35. Student Services Program

No.	Student Services Program	Program Objectives	Specific Projects/ Activities	Monitoring & Evaluation System Employed	Average Annual Budget

Annex 36. Profile of Student Services Unit Staff

No.	Name	Designation	Highest Educational Attainment	Relevant Training	Duties and Responsibilities

Annex 37. Rates of Enrollment, Retention, Graduation, and other Student Statistics

Parameter	School Year 1	School Year 2	School Year 3
Enrollment			
Retention			
Graduation			
Others, please specify			

Annex 38. Scholarship Programs and Financial Aids (Please provide data for the last 3 years)

No.	Name of Scholarship Programs/Financial Aids	No. of Student-Recipients	Amount of Grant per Student per Period

Annex 39. Co-curricular and Extra-Curricular Programs/Activities (Please provide data for the last 3 years)

No.	Title of Program or Activity	Sponsoring Unit, Organization, Club	Inclusive Dates
Co-Curricular Programs/Activities			
Extra-Curricular/Activities			

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Annex 40. Graduates' Employment Data

Year 1		Year 2		Year 3	
Percentage of graduates employed in relevant fields	Percentage of graduates employed in non-relevant fields	Percentage of graduates employed in relevant fields	Percentage of graduates employed in non-relevant fields	Percentage of graduates employed in relevant fields	Percentage of graduates employed in non-relevant fields
Average percentage (relevant fields)					
Average percentage (non-relevant fields)					

Notes:

Relevant: Job/entrepreneurship in the field of studied TVET program

Non-relevant: Job/entrepreneurship in fields other than studied TVET program

Annex 41. Policy on Study Loan

No.	Name of Study Loan	Description	Amount of Loan per Student per Semester

Annex 42. Other Student Services

Program	Description	Facilities/Equipment Available	Activities per Program
1. Health Services			
2. Food Services (Clean and Sanitary Services)			
3. Sports Development Program			
4. Student Publication			
5. Socio-Cultural Development Program			
6. Housing Services			

7. Others, please specify			
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