

## Preliminary Survey Visit

|                       |  |
|-----------------------|--|
| <b>Program:</b>       | <b>BACHELOR IN TECHNOLOGY AND LIVELIHOOD EDUCATION</b>           |
| <b>SUC/Campus:</b>    | COTABATO FOUNDATION COLLEGE OF SCIENCE AND TECHNOLOGY            |
| <b>Address:</b>       | DOROLUMAN, ARAKAN, COTABATO                                      |
| <b>Date of Visit:</b> | OCTOBER 10-14, 2022  |
| <b>Accreditor:</b>    | MARIA VANISSA A. AKMAD - AREA VII<br>FARIDA D. SILVERIO - AREA V |

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

| <b>Checklist of data/information, processes and activities</b>                   | <b>Available</b> | <b>Available but Inadequate</b> | <b>Not Available</b> | <b>Not Applicable</b> |
|--|------------------|---------------------------------|----------------------|-----------------------|
| Statement of Vision, Mission, Goals and Objectives.                              |                  |                                 |                      |                       |
| Vision Statement.  | 5                |                                 |                      |                       |
| Mission Statement.   | 5                |                                 |                      |                       |
| Statement of the Goals of the Academic Unit.                                     | 5                |                                 |                      |                       |
| Statement of the Program Objectives  | 5                |                                 |                      |                       |
| Copy of the Charter of the Institution.  | 5                |                                 |                      |                       |
| Minutes of Meetings on the formulation, review and revision of the VMGO.         | 5                |                                 |                      |                       |
| File Copies of Letters of Invitation to Participants.                            | 5                |                                 |                      |                       |
| Attendance Record of Stakeholder-Participants.                                   | 5                |                                 |                      |                       |
| Copies of CMOs relevant to VMGO formulation, if any.                             |                  |                                 |                      |                       |
| Dissemination and Acceptability  |                  |                                 |                      |                       |
| Display boards on which the VMGO are posted.                                     | 5                |                                 |                      |                       |
| Samples of dissemination materials (brochures, leaflets, flyers, etc.)           | 5                |                                 |                      |                       |
| Evidence/s of awareness and acceptability of the VMGO.                           | 5                |                                 |                      |                       |
| Congruence and Implementation  |                  | 1                               |                      |                       |
| Evidence/s of congruence between educational practices/ activities and the VMGO. |                  | 2                               |                      |                       |
| Awards/citations received by the program under survey.                           |                  |                                 |                      |                       |
| List of linkages, consortia and networking.                                      | 4                |                                 |                      |                       |
| Data on employability of graduates.  |                  |                                 |                      | NA                    |
| Total  | 4.91             | 1.5                             |                      |                       |
| Area Mean  |                  |                                 | 3.2                  |                       |

**Recommendations:**

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**AREA II: FACULTY**

| <b>Checklist of data/information, processes and activities</b>      | <b>Available</b> | <b>Available but Inadequate</b> | <b>Not Available</b> | <b>Not Applicable</b> |
|---|------------------|---------------------------------|----------------------|-----------------------|
| Academic Qualifications and Professional Experience                 |                  |                                 |                      |                       |
| Copy of Qualification Standards.                                    |                  |                                 |                      |                       |
| The Faculty's Personal Data Sheet.                                  |                  |                                 |                      |                       |
| Profile of the faculty according to:                                |                  |                                 |                      |                       |
| educational qualification;  |                  |                                 |                      |                       |
| length of academic experience; and                                  |                  |                                 |                      |                       |
| field of specialization, if applicable.                             |                  |                                 |                      |                       |
| List of Faculty who have received academic awards/recognition.      |                  |                                 |                      |                       |
| Recruitment, Selection and Orientation                              |                  |                                 |                      |                       |
| Policies on hiring and selection                                    |                  |                                 |                      |                       |
| Criteria used in the selection process.                             |                  |                                 |                      |                       |
| Composition of the Screening Committee.                             |                  |                                 |                      |                       |
| Evidence of the selection process showing the names of applicants.  |                  |                                 |                      |                       |
| Evidence/s of the Orientation Program for newly-hired faculty.      |                  |                                 |                      |                       |
| Policies on inbreeding.   |                  |                                 |                      |                       |
| Faculty Adequacy and Loading  |                  |                                 |                      |                       |
| Roster of faculty with valid professional license, if applicable.   |                  |                                 |                      |                       |
| Faculty Manual.   |                  |                                 |                      |                       |
| Copy of the loading system.   |                  |                                 |                      |                       |
| Report on faculty-student ratio.                                    |                  |                                 |                      |                       |
| Files of Individual Faculty Load.                                   |                  |                                 |                      |                       |
| Rank and Tenure   |                  |                                 |                      |                       |
| Policies on rank and tenure, including pertinent Board resolutions. |                  |                                 |                      |                       |

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|--|--|--|--|--|
| Copy of the Merit System and Promotion Plan.   |  |  |  |  |
| Profile of the faculty according to:   |  |  |  |  |
| appointment status; and  |  |  |  |  |
| academic rank.   |  |  |  |  |
| List of faculty arranged according to academic rank.   |  |  |  |  |
| Faculty Development  |  |  |  |  |
| Copy of the Faculty Development Program.   |  |  |  |  |
| Summary of faculty who were granted scholarship, fellowship, etc.  |  |  |  |  |
| File copies of Scholarship/ Fellowship/Training Contract.  |  |  |  |  |
| Summary of in-service training conducted in campus by the program under survey, including list of faculty-participants.          |  |  |  |  |
| Budgetary allocation for faculty development.  |  |  |  |  |
| Professional Performance and Scholarly Works   |  |  |  |  |
| Updated course syllabi of individual faculty.  |  |  |  |  |
| Samples of instructional materials developed and produced by the faculty (workbook, manual, module, ICT materials etc.)          |  |  |  |  |
| Composition and Profile of the Instructional Materials Development Committee.  |  |  |  |  |
| Faculty who served as lecturer, resource person, consultant in his/her field of specialization as well as in allied disciplines. |  |  |  |  |
| List of publications where faculty outputs are published.  |  |  |  |  |
| Salaries, Fringe Benefits and Incentives   |  |  |  |  |
| Policies and guidelines on salaries, benefits and privileges, including the system of availment.                                 |  |  |  |  |
| List of privileges, fringe benefits as well as incentives.   |  |  |  |  |
| Copy of the Plantilla.   |  |  |  |  |
| Evidence/s that fringe benefits and incentives are provided to the faculty.  |  |  |  |  |
| Description of the Faculty Performance Evaluation System, including the instrument/s used.                                       |  |  |  |  |
| List of faculty given recognition/ award/credits for outstanding performance and production of scholarly works.                  |  |  |  |  |

|   |  |  |  |  |
|---|--|--|--|--|
| Professionalism   |  |  |  |  |
| Evidence/s on faculty attendance in class and other institutional activities.                                     |  |  |  |  |
| Minutes of Meetings Conducted.  |  |  |  |  |
| Evidence on Submission of Required Reports by the faculty.  |  |  |  |  |
| Personnel Records on Administrative/Disciplinary Cases, if any.   |  |  |  |  |
| Records of termination cases, if any.   |  |  |  |  |
| Evidence/s of professional growth (advanced studies and attendance to seminars and other in-service training).    |  |  |  |  |
| Code of Professional Ethics/RA 6713 and other pertinent CSC issuances.  |  |  |  |  |
| 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 | Not Applicable |
|---|-----------|--------------------------|---------------|----------------|
| Curriculum and Program of Studies                       |           |                          |               |                |

|  |  |  |  |  |
|--|--|--|--|--|
| Copy of the Curriculum (with prerequisite courses, where applicable).  |  |  |  |  |
| CHED Policies and Standards, CMOs, where applicable.   |  |  |  |  |
| Copies of MOA or MOU with agencies/institutions regarding Immersion, OJT, RLE, Practice Teaching and other related activities. |  |  |  |  |
| Minutes of the Academic Council meetings.  |  |  |  |  |
| Policies on curriculum development/review.   |  |  |  |  |
| Policies on validation of subjects taken by transferees, and accommodation of students with special needs.                     |  |  |  |  |
| Instructional Process, Methodologies and Learning Opportunities  |  |  |  |  |
| Compilation of updated course syllabi in all subjects.   |  |  |  |  |
| Evidence/s on remedial programs conducted.   |  |  |  |  |
| List of teaching strategies used in the different subject areas.   |  |  |  |  |
| Sample course requirements submitted by students.  |  |  |  |  |
| Record of class observations.  |  |  |  |  |
| List of academic linkages or consortia.  |  |  |  |  |
| Assessment of Academic Performance   |  |  |  |  |
| Sample copies of summative examination (mid-term and final) with Table of Specifications.                                      |  |  |  |  |
| Samples of non-traditional assessment tools, e.g. rubric, portfolio, etc.  |  |  |  |  |
| Samples of assessment tools for individual differences and multiple intelligences.   |  |  |  |  |
| Sample class records.  |  |  |  |  |
| Copy of the grading system, including evidence that it has been approved.  |  |  |  |  |
| Evidence that course requirements are returned to students after they were evaluated and recorded.                             |  |  |  |  |
| Classroom Management   |  |  |  |  |
| Policies on class attendance and discipline.   |  |  |  |  |
| Evidence that independent work/performance is encouraged and monitored, such as student outputs.                               |  |  |  |  |
| Graduation Requirements  |  |  |  |  |

|  |  |  |  |  |
|--|--|--|--|--|
| Policies that apply to student returnees, transferees and students with academic deficiencies including residency. |  |  |  |  |
| Sample copy of a Students' Clearance before graduation.  |  |  |  |  |
| Samples of researches conducted by students.   |  |  |  |  |
| Policies on OJT, (Practice Teaching, RLE, Apprenticeship, Practicum, etc.), if applicable.                         |  |  |  |  |
| Administrative Support for Effective Instruction   |  |  |  |  |
| Administrative Manual.   |  |  |  |  |
| Evidence/s of dialogues conducted among the administration, faculty and students.                                  |  |  |  |  |
| Schedule of regular faculty consultation hours.  |  |  |  |  |
| A system of awards/recognition for graduating students with outstanding achievements.                              |  |  |  |  |
| Results of a study on the licensure performance of graduates, if applicable.                                       |  |  |  |  |
| Evidence of administrative support to improve licensure performance of graduates, if applicable.                   |  |  |  |  |
| Conduct of a tracer study on the employability of graduates.   |  |  |  |  |
| Feedback from employers regarding performance of graduates.  |  |  |  |  |
| Total  |  |  |  |  |
| Area Mean  |  |  |  |  |

**Recommendations:**

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**AREA IV: SUPPORT TO STUDENTS**

| Checklist of data/information, processes and activities | Available | Available but Inadequate | Not Available | Not Applicable |
|---|-----------|--------------------------|---------------|----------------|
| Student Services Program                                |           |                          |               |                |
| A copy of the objectives of the SSP.                    |           |                          |               |                |
| Organizational Chart of the SSP.                        |           |                          |               |                |

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|--|--|--|--|--|
| Functional Chart of the SSP.   |  |  |  |  |
| Profile of the SSP Staff.  |  |  |  |  |
| Copy of the SSP Master Plan.   |  |  |  |  |
| Evaluation program to assess the effectiveness of the SSP.                                       |  |  |  |  |
| Inventory of physical facilities, equipment, supplies and materials for the SSP.                 |  |  |  |  |
| Admission and Retention  |  |  |  |  |
| Bulletin of Information  |  |  |  |  |
| Student Handbook   |  |  |  |  |
| Data on student admission (enrollment trends, drop-out rate, transferees, course shifters, etc.) |  |  |  |  |
| Guidance Program   |  |  |  |  |
| Profile of the Guidance and Counseling Head  |  |  |  |  |
| Updated Student Profiles   |  |  |  |  |
| Policies on the confidentiality of student records   |  |  |  |  |
| A copy of the Testing program.   |  |  |  |  |
| List of tests and evaluative tools used in Guidance and Counseling services.                     |  |  |  |  |
| List of students who availed of the counseling service.  |  |  |  |  |
| Sample counseling referral form.   |  |  |  |  |
| List of prospective employers of graduates of a particular program.                              |  |  |  |  |
| Sample letters of employers inviting graduates of a particular program to apply.                 |  |  |  |  |
| Alumni Directory and officers of the Alumni Association.   |  |  |  |  |
| Linkage/s established with industries and prospective employers.                                 |  |  |  |  |
| Copy of the instrument to evaluate the guidance program.   |  |  |  |  |

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|---|--|--|--|--|
| Other Student Services  |  |  |  |  |
| Copies of the Health Services Program.  |  |  |  |  |
| Profile of the Medical/Dental Staff.  |  |  |  |  |
| Records of students who availed of Medical/Dental services.   |  |  |  |  |
| <u>Food Services</u>  |  |  |  |  |
| Copy of sanitary permit for canteen operation.  |  |  |  |  |
| Health certificates of the canteen staff and food handlers.   |  |  |  |  |
| <u>Sports Development Program</u>   |  |  |  |  |
| Policies on the selection of athletes.  |  |  |  |  |
| Budget allocation for sports development.   |  |  |  |  |
| Inventory of facilities, equipment, supplies and materials provided to the Sports Services Unit.                  |  |  |  |  |
| Evidence of monitoring and evaluation of sports activities.   |  |  |  |  |
| <u>Student Publication</u>  |  |  |  |  |
| Policies governing student publication.   |  |  |  |  |
| Composition of the Editorial Board, including advisers.   |  |  |  |  |
| Copies of the school paper published.   |  |  |  |  |
| Profile of the school paper's advisers  |  |  |  |  |
| Inventory of facilities, equipment, supplies and materials for the Student Publication Unit.                      |  |  |  |  |
| <u>Socio-Cultural Development Program</u>   |  |  |  |  |
| A copy of the Socio-Cultural Development Program.   |  |  |  |  |
| Schedule of socio-cultural activities regularly conducted.  |  |  |  |  |
| Copy of the financial assistance program (scholarship, grant-in-aid, student loans, attendance to seminars, etc.) |  |  |  |  |

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|--|--|--|--|--|
| List of incentives and privileges to varsity athletes and members of cultural groups.                                    |  |  |  |  |
| <u>Housing Services</u> (Optional)   |  |  |  |  |
| Policies on the operation of Student Dormitories.  |  |  |  |  |
| Profile of the Dormitory Head and Staff.   |  |  |  |  |
| Copy of Dormitory rules and regulations.   |  |  |  |  |
| Report on the monitoring and evaluation of private boarding houses.  |  |  |  |  |
| Scholarships/Grants  |  |  |  |  |
| Copy of the Institutional Scholarship Program containing:  |  |  |  |  |
| list of scholarships available;  |  |  |  |  |
| list of school privileges of scholars (stipend, free or discounted tuition fees, food allowance, etc.);                  |  |  |  |  |
| policies on the selection and retention of scholars/grantees in different categories;                                    |  |  |  |  |
| a mechanism for fund generation from sponsors, benevolent individuals, agencies, institutions and organizations; and     |  |  |  |  |
| system of monitoring a grantee/scholar's academic status.  |  |  |  |  |
| Copy of the orientation program for scholars and grantees.   |  |  |  |  |
| Co-curricular and Extra-curricular Programs and Activities.  |  |  |  |  |
| List of recognized student organizations, including their advisers.  |  |  |  |  |
| Sample Constitution and By-Laws of student organizations.  |  |  |  |  |
| List of co-curricular and extra-curricular activities including relevant information.                                    |  |  |  |  |
| A system of incentives, awards/recognition for outstanding achievement in co-curricular and extra-curricular activities. |  |  |  |  |

|  |  |  |  |  |
|--|--|--|--|--|
| 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 | Not Applicable |
|--|-----------|--------------------------|---------------|----------------|
| Priorities and Relevance   |           |                          |               |                |
| Copy of the Institutional Research Agenda.   | 4         |                          |               |                |
| Structure of the Research and Development Unit, including the profile of the Research Head.    | 3         |                          |               |                |
| A copy of the research program of the program under survey.                                    |           | 2                        |               |                |
| Evidence of participation of different stakeholders in the formulation of the research agenda. | 3         |                          |               |                |
| Abstracts of researches conducted.   | 3         |                          |               |                |
| Funding and Other Resources  |           |                          |               |                |

|   |   |   |  |  |
|---|---|---|--|--|
| Copy of the budget allocation for research.   | 3 |   |  |  |
| List of linkages/networking with research funding agencies.   |   | 2 |  |  |
| Inventory of research facilities, equipment and amenities.  |   | 2 |  |  |
| Profile of the research personnel/staff.  |   | 2 |  |  |
| List of patents, licenses, copyrights and other research outputs, including income generated from each of them, if any. |   | 2 |  |  |
| Copy of the research staff development program.   |   | 2 |  |  |
| List of team/collaborative researches conducted.  | 3 |   |  |  |
| Implementation, Monitoring, Evaluation and Utilization of Research Results/Outputs                                      |   |   |  |  |
| Copy of the Research Manual.  | 3 |   |  |  |
| Summary of faculty researches conducted.  | 3 |   |  |  |
| List of in-service training conducted to enhance faculty research capabilities of faculty.                              | 3 |   |  |  |
| Report on in-house reviews conducted.   |   | 2 |  |  |
| Evidence/s that research results have been utilized.  | 3 |   |  |  |
| Policies pertaining to Intellectual Property Rights (IPR).  | 3 |   |  |  |
| Publication and Dissemination   |   |   |  |  |
| Evidence of publication and dissemination of research results.  | 3 |   |  |  |
| List of dissemination activities conducted (forum, conference, seminars, etc.)  | 3 |   |  |  |
| Copies of published articles.   | 3 |   |  |  |
| Linkage/s established for exchange of research publications.  |   | 2 |  |  |
| Composition of a Technical Committee to edit research manuscripts and technical reports.                                |   | 2 |  |  |

|   |    |    |      |  |
|---|----|----|------|--|
| List of faculty who served as paper presentors, lecturers, external evaluator, dissertation/thesis adviser, critic, etc., including relevant information. | 3  |    |      |  |
| Total   | 46 | 18 |      |  |
| Area Mean   |    |    | 2.67 |  |

**Recommendations:**

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**AREA VI: EXTENSION AND COMMUNITY INVOLVEMENT**

| Checklist of data/information, processes and activities   | Available | Available but Inadequate | Not Available | Not Applicable |
|---|-----------|--------------------------|---------------|----------------|
| Priorities and Relevance  |           |                          |               |                |
| Copy of the benchmark survey instrument.  |           |                          |               |                |
| Evidence of complementation between the curriculum of the program under survey and its extension program. |           |                          |               |                |
| List of linkages established with extension-oriented agencies.  |           |                          |               |                |
| Copies of MOA or MOU with partner or collaborating GA's, NGO's and institutions.                          |           |                          |               |                |
| Planning, Implementation, Monitoring and Evaluation   |           |                          |               |                |
| <u>Planning</u>   |           |                          |               |                |
| Evidence of extension planning sessions.  |           |                          |               |                |

|  |  |  |  |  |
|--|--|--|--|--|
| Copy of the extension program, including relevant information.   |  |  |  |  |
| <u>Implementation</u>  |  |  |  |  |
| Organizational Structure of the Extension Unit.  |  |  |  |  |
| Profile of the Unit Head and his/her Staff.  |  |  |  |  |
| Operational Plan of the Extension Program, with focus on implementation strategies.                      |  |  |  |  |
| Roster/Experts for extension projects, if necessary.   |  |  |  |  |
| Evidence of transfer of appropriate technology to the target clientele.                                  |  |  |  |  |
| Samples of packaged technologies/news/ information disseminated to the clientele.                        |  |  |  |  |
| Copy of the Extension Manual.  |  |  |  |  |
| <u>Monitoring</u>  |  |  |  |  |
| Copy of the monitoring and evaluation instrument/s.  |  |  |  |  |
| Sample accomplishment and terminal reports.  |  |  |  |  |
| <u>Funding and Other Resources</u>   |  |  |  |  |
| Copy of the budgetary allocation for the extension program.  |  |  |  |  |
| Evidences of outsourcing for fund augmentation.  |  |  |  |  |
| Evidences of outsourcing for technical assistance and service inputs from other agencies.                |  |  |  |  |
| Community Involvement and Participation in the Extension Activities                                      |  |  |  |  |
| Evidence of community participation in the planning and implementation of extension projects/activities. |  |  |  |  |
| Evidence of technology adoption, utilization and commercialization.                                      |  |  |  |  |
| Copy of a long-term sustainable extension program, e.g. community development projects, etc.             |  |  |  |  |

|  |  |  |  |  |
|--|--|--|--|--|
| List of collaborating agencies, including the nature of collaboration. |  |  |  |  |
| Total  |  |  |  |  |
| Area Mean  |  |  |  |  |

**Recommendations:**

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**AREA VII: LIBRARY**

| Checklist of data/information, processes and activities                     | Available | Available but Inadequate | Not Available | Not Applicable |
|---|-----------|--------------------------|---------------|----------------|
| Administration  |           |                          |               |                |
| Organizational Structure of the Library.                                    | 5         |                          |               |                |
| Profile and Functions of the Head Librarian.                                | 5         |                          |               |                |
| Composition of the Library Advisory Committee, including their functions.   | 5         |                          |               |                |
| Staff/Personnel   |           |                          |               |                |
| Profile of the Library staff/personnel.                                     | 5         |                          |               |                |
| Evidence of compliance on adequacy of library personnel.                    | 4         |                          |               |                |
| Copy of the Library Staff Development Plan.                                 |           | 2                        |               |                |
| Policies on library personnel compensation, privileges and fringe benefits. | 4         |                          |               |                |
| Collection Development, Organization and Preservation                       |           |                          |               |                |
| Policies on Collection Development.   | 3         |                          |               |                |
| Inventory of core collections.  |           | 2                        |               |                |

|   |   |   |  |  |
|---|---|---|--|--|
| Evidence on the provision for non-print, digital and electronic resources.  | 3 |   |  |  |
| List of research books and materials.   |   | 2 |  |  |
| Inventory of Filipiniana collections.   |   | 2 |  |  |
| Evidence of an accepted and standard classification system.   | 5 |   |  |  |
| Policies on preservation, care and upkeep of library resources.   |   | 2 |  |  |
| Evidence that library resources are provided.   | 3 |   |  |  |
| List of classified library holdings discarded or weeded-out books, serials, professional books, and electronic resources. | 3 |   |  |  |
| Services and Utilization  |   |   |  |  |
| Schedule of library hours posted conspicuously.   | 3 |   |  |  |
| Copy of library rules and regulations posted conspicuously.   | 3 |   |  |  |
| Display board where list of new book arrivals and other relevant information are posted.                                  | 3 |   |  |  |
| Evidence on the existence of an integrated library system (OPAC, Internet, CD Rom, database, e-library, etc.)             |   | 2 |  |  |
| Summarized statistical data on library resources utilization.   | 3 |   |  |  |
| Physical Set-up and Facilities  |   |   |  |  |
| Library floor plan showing the location of the different offices.   | 3 |   |  |  |
| Description of lighting, ventilation, safety and security conditions.   | 3 |   |  |  |
| Inventory of library, furniture, and other physical amenities.  | 3 |   |  |  |
| Financial Support   |   |   |  |  |
| Copy of the general budgetary allocation for the library.   |   | 2 |  |  |
| Evidence of the Head Librarian's participation in budget preparation.   | 3 |   |  |  |
| Evidence that library fees are utilized for library purposes.   | 3 |   |  |  |
| Linkages  |   |   |  |  |

|   |    |    |      |  |
|---|----|----|------|--|
| List of linkages established for exchange of materials, funding and technical assistance. | 3  |    |      |  |
| Total   | 75 | 14 |      |  |
| Area Mean   |    |    | 3.20 |  |

**Recommendations:**

Strengthen the acquisition of books/references both in print and nonprint.

Provide additional facilities that encourages clients to visit the library.

Update the LMS used in the Library if budget warrants.

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**AREA VIII: PHYSICAL PLANT AND FACILITIES**

| Checklist of data/information, processes and activities                       | Available | Available but Inadequate | Not Available | Not Applicable |
|---|-----------|--------------------------|---------------|----------------|
| Site  |           |                          |               |                |
| Site Development Plan/Physical Plant Map displayed prominently in the campus. |           |                          |               |                |
| Evidence of land ownership.   |           |                          |               |                |
| Vicinity Map  |           |                          |               |                |
| Campus  |           |                          |               |                |
| A copy of the Campus Development Plan   |           |                          |               |                |
| Description of a mechanism to ensure the following:                           |           |                          |               |                |
| traffic safety in and out of the campus;                                      |           |                          |               |                |
| waste management;   |           |                          |               |                |
| maintenance, repair and upkeep of property;                                   |           |                          |               |                |
| cleanliness and orderliness in the campus; and                                |           |                          |               |                |
| security of the academic community inside the campus.                         |           |                          |               |                |
| Buildings   |           |                          |               |                |

|  |  |  |  |  |
|--|--|--|--|--|
| Approved building plan, showing the location of the different buildings in the campus.   |  |  |  |  |
| Evidence that electrical lines are safely installed and periodically checked.  |  |  |  |  |
| Schedule of water potability testing and pest control inspection.  |  |  |  |  |
| PDF of the janitorial staff, including work schedule.  |  |  |  |  |
| Classrooms (For ocular inspection)   |  |  |  |  |
| Number of classrooms utilized by the program under survey.   |  |  |  |  |
| Sample of Photographs of material resources inside the classrooms.   |  |  |  |  |
| Offices, Function Rooms and Staff Rooms (For ocular inspection).   |  |  |  |  |
| Photographs of offices and function rooms.   |  |  |  |  |
| Inventory of equipment, amenities and supplies in function rooms and offices.  |  |  |  |  |
| Availability of toilets and storeroom, where needed.   |  |  |  |  |
| List and description of function rooms (administrative office, faculty room, faculty lounge, music room, conference hall, multimedia room, etc.) |  |  |  |  |
| File copies of approved requests for the use of the function rooms.  |  |  |  |  |
| Assembly and Athletic Facilities (For ocular inspection)   |  |  |  |  |
| Lay-out of the Sports Center.  |  |  |  |  |
| Inventory of sports facilities.  |  |  |  |  |
| List of Assembly Halls   |  |  |  |  |
| Copy of rules and regulations in the use of assembly halls and sports/athletic facilities.   |  |  |  |  |
| Medical and Dental Clinic  |  |  |  |  |
| Floor plan of the Medical and Dental Clinic.   |  |  |  |  |
| Qualification of the medical and dental staff.   |  |  |  |  |

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

**Recommendations:**

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**AREA IX: LABORATORIES**

| <b>Checklist of data/information, processes and activities</b>                                 | <b>Available</b> | <b>Available but Inadequate</b> | <b>Not Available</b> | <b>Not Applicable</b> |
|--|------------------|---------------------------------|----------------------|-----------------------|
| Laboratories/Shops/Facilities  |                  |                                 |                      |                       |
| <u>General (for all laboratories)</u>  |                  |                                 |                      |                       |
| Building plan showing the location of laboratory rooms/shops used by the program under survey. | 3                |                                 |                      |                       |
| Copy of the laboratory lay-out.  | 4                |                                 |                      |                       |
| Inventory of available equipment, gadgets, fixtures in every laboratory.                       | 4                |                                 |                      |                       |
| Laboratory Manuals.  |                  | 3                               |                      |                       |
| Firs-aid Kit and Antidote Charts displayed conspicuously.                                      | 3                |                                 |                      |                       |
| List of safety and precautionary measures being implemented.                                   | 3                |                                 |                      |                       |
| Evidence of training conducted on the proper use of laboratories.                              | 3                |                                 |                      |                       |
| <u>Computer Laboratory, Multimedia Center</u>  |                  |                                 |                      |                       |
| Inventory of usable computer units and other equipment.  | 4                |                                 |                      |                       |
| Guidelines in the use of computer laboratories.  | 3                |                                 |                      |                       |
| PDF of the designated computer technician/s.   | 3                |                                 |                      |                       |
| <u>Natural Science/Technology/PE Facilities</u>  |                  |                                 |                      |                       |

|  |    |   |      |  |
|--|----|---|------|--|
| Inventory of equipment, fixtures, apparatuses, supplies and materials.                   | 3  |   |      |  |
| Availability of a stockroom.   | 4  |   |      |  |
| Evidence on the availability of gas, water and electricity for practicum purposes.       | 3  |   |      |  |
| Guidelines in the use of equipment and apparatuses.                                      | 3  |   |      |  |
| Equipment and Supplies   |    |   |      |  |
| Inventory of available equipment, apparatuses, supplies and materials.                   | 3  |   |      |  |
| List of fabricated tools and apparatuses, including relevant information.                |    | 2 |      |  |
| List of fabricated equipment with patent (state patent number), if any.                  |    | 1 |      |  |
| Maintenance  |    |   |      |  |
| Description of a system on:  |    |   |      |  |
| maintenance of cleanliness and orderliness in the laboratories;                          | 4  |   |      |  |
| replenishment of perishable materials;   | 3  |   |      |  |
| coding and inventory; and  | 4  |   |      |  |
| repairs and calibration.   | 4  |   |      |  |
| Composition of the Maintenance and Repair Unit.  | 3  |   |      |  |
| PDF of the maintenance personnel.  | 3  |   |      |  |
| Special Provisions   |    |   |      |  |
| Evidence of compliance on the requirements and operation of laboratories, if applicable. | 3  |   |      |  |
| Total  | 70 | 6 |      |  |
| Area Mean  |    |   | 3.17 |  |

**Recommendations:**

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**AREA X: ADMINISTRATION**

| <b>Checklist of data/information, processes and activities</b>                                      | <b>Available</b> | <b>Available but Inadequate</b> | <b>Not Available</b> | <b>Not Applicable</b> |
|---|------------------|---------------------------------|----------------------|-----------------------|
| Organization  |                  |                                 |                      |                       |
| Organizational Chart of the Institution displayed at the Administration Office.                     |                  |                                 |                      |                       |
| Copy of the Board Resolution approving the organizational structure and other relevant resolutions. |                  |                                 |                      |                       |
| Functional Chart.   |                  |                                 |                      |                       |
| Composition of the Administrative Council including its powers and functions.                       |                  |                                 |                      |                       |
| Composition of the Academic Council including its powers and functions                              |                  |                                 |                      |                       |
| College/University Code.  |                  |                                 |                      |                       |
| System of communication flow.   |                  |                                 |                      |                       |
| Administrative/ Operations Manual.  |                  |                                 |                      |                       |
| Qualification Standards for Administrative Personnel.   |                  |                                 |                      |                       |
| Academic Administration   |                  |                                 |                      |                       |
| Educational profile and functions of the academic administrators.                                   |                  |                                 |                      |                       |
| Dean/Director; and  |                  |                                 |                      |                       |
| Department Chair or his/her equivalent.   |                  |                                 |                      |                       |
| Evidence of participatory administration in the College/ Institute.                                 |                  |                                 |                      |                       |
| Dean's Supervisory Program.   |                  |                                 |                      |                       |

|  |  |  |  |  |
|--|--|--|--|--|
| Student Administration   |  |  |  |  |
| Policies and guidelines on different aspects of student life.  |  |  |  |  |
| Evidence of students participation in planning and implementation of student activities.                     |  |  |  |  |
| Evidence of good working relationship among the administration, faculty, staff and students.                 |  |  |  |  |
| Financial Management   |  |  |  |  |
| Qualification of the Head of the FMO, including his/her functions.   |  |  |  |  |
| Guidelines in budget preparation.  |  |  |  |  |
| Evidence of participation of the academic unit in budget allocation.   |  |  |  |  |
| Statement of budget priorities.  |  |  |  |  |
| Plantilla of Administrative Personnel.   |  |  |  |  |
| Supply Management  |  |  |  |  |
| Composition of the Supply Management Office, including their qualifications, functions and responsibilities. |  |  |  |  |
| Description of the system of supply management.  |  |  |  |  |
| Composition and functions of the Bids and Awards Committee.  |  |  |  |  |
| Evidence of compliance to RA 9184 (Procurement of equipment, supplies and materials).                        |  |  |  |  |
| File copies of annual inventories of serviceable and non-serviceable equipment.                              |  |  |  |  |
| Records Management   |  |  |  |  |
| Composition of the Records Management Office, their qualifications and functions.                            |  |  |  |  |
| Description of the records management in the Institution   |  |  |  |  |
| Description of the system of maintaining the confidentiality and security of official records.               |  |  |  |  |
| Updated records/files identified under Administration.   |  |  |  |  |

|   |  |  |  |  |
|---|--|--|--|--|
| Institutional Planning and Development  |  |  |  |  |
| Composition of the Planning Unit, including their functions.  |  |  |  |  |
| Copy of the Development Plan, long term and short term.   |  |  |  |  |
| Evidence of participatory financial management.   |  |  |  |  |
| Description of inter-office sharing of resources (facilities and equipment).                            |  |  |  |  |
| Copy of the Personnel Performance Evaluation instrument.  |  |  |  |  |
| Evidence on the use of the Personnel Evaluation results to improve performance and delivery of services |  |  |  |  |
| Annual Reports  |  |  |  |  |
| Total   |  |  |  |  |
| Area Mean   |  |  |  |  |

**Recommendations:**

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**SUMMARY OF RATINGS**

| Area                                     | Area Mean |
|--|-----------|
| I. Vision, Mission, Goals and Objectives | 3.20      |
| II. Faculty                              |           |
| III. Curriculum and Instruction          |           |
| IV. Support to Students                  |           |
| V. Research                              | 2.67      |
| VI. Extension and Community Involvement  |           |
| VII. Library                             |           |
| VIII. Physical Plant and Facilities      |           |
| IX: Laboratories                         | 3.17      |
| X. Administration                        |           |

Total \_\_\_\_\_

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

\_\_\_\_\_  
Accreditor

\_\_\_\_\_  
Accreditor