

**PHILIPPINE ACCREDITING ASSOCIATION OF SCHOOLS,
COLLEGES AND UNIVERSITIES**

FOR COLLEGES

**CHECKLIST OF REQUIRED FORMS, EXHIBITS AND SUPPORTING
DOCUMENTS FOR COLLEGES UNDERGOING PRELIMINARY SURVEY /
FORMAL SURVEY / RESURVEY**

Name of Institution: _____

After completing the institutional self-survey and before submitting the materials to the Secretariat, please complete this checklist and return it with the survey report and supporting documents.

For the survey report, please use the **OFFICIAL PAASCU SURVEY FORMS or CD**, which can be obtained from the PAASCU office. These reports should be submitted to the Secretariat **AT LEAST ONE MONTH PRIOR TO THE VISIT**.

1. Separate Area Reports:

- Section Ia - College/University Community Involvement
- Section II - Faculty
- Section III - Instruction
- Section IV - Library
- Section V - Laboratories
- Section VI - Physical Plant
- Section VII - Student Services
- Section VIII - Administration

Each area report must contain the following:

- Brief History of the Institution
- Philosophy and Objectives or Vision-Mission of the institution
- Executive Summary (Chairperson's Report with best features and recommendations)

- *The preceding PAASCU Team's recommendations and action taken on the recommendations
 - Accomplished survey forms. The best features and recommendations for the area should be included in this portion of the report.
 - Important appendices and exhibits (*Please include only those appendices and other relevant data asked for in the survey form. Keep the other documents in the school. The PAASCU Team will review those documents during the visit to the institution.*)
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- 2. Two (2) consolidated sets which include all areas
 - 3. List of faculty members indicating their load and full-time/part-time status
 - 4. Current teaching schedule indicating the names of teachers, subjects, hours and room numbers
 - 5. Enrolment data for the last three years
 - 6. Eight (8) copies of the following:
 - Student's Handbook
 - Faculty Manual
 - Organizational Chart
 - School Paper
 - 7. Two (2) copies of the Administrative Manual
 - 8. Fact sheet containing the brief history of school, number of enrolment and number of faculty
 - 9. Others _____

* For formal and resurvey visits only