

**LIST OF SUGGESTED MATERIALS/EXHIBITS**  
**AVAILABLE IN THE PAASCU HEADQUARTERS**  
**DURING THE TEAM VISIT**

***Faculty and Academic Non-Teaching Personnel***

- Teachers' biodata or questionnaires for individual staff members (Appendix D)
- List of teachers and their teaching loads
- List of in-service training seminars/workshops and other professional activities
- Salary scale, including plan of increment or merit increase; fringe benefits; retirement plan
- Faculty Manual
- Faculty evaluation sheet
- Minutes of Faculty meetings

***Administration and School Staff***

- Names, academic qualifications, occupation and tenure of Board members
- Major administrative staff members
- Budget Proposal and Performance Report
- Audited Financial Statements for the last three years
- Development Plans (3-5 years)
- Minutes of Board meetings/Academic Council meetings, Principal's meeting, etc.
- Faculty Development Program and related activities
- Supervisory Programs
- Organizational Chart
- Administrative Manual
- Samples of communications/circulars to parents
- Grade School's Outreach Program/Community Involvement
- Public Relations Program/Activities
- Parents' Association Activities/Programs
- Data on the school community
- Bulletin of Information or Brochure

***Curricular Programs and Instruction***

- Schedule of classes
- Lesson plans

- Scope and sequence
- Syllabi (or its equivalent)
- Special Programs for the Gifted, if any
- Program of Remedial Instruction, if any
- Sample test questions/test papers
- Sample themes
- Textbooks
- Samples of students' work
- List of laboratory equipment
- Sample Report Cards
- Student Handbook

### ***Instructional Media Center (Library and Audiovisual Center)***

- Library budget
- Library acquisitions/holdings
- Library Acquisition Plan/Policy
- List of new acquisitions of professional books and periodicals in the Grade School Library
- Statistics on the use of Library
- Library Instruction Program
- List of AV equipment
- Inventory of AV equipment
- Any other materials/files related to subject area

### ***Student Activity Program***

- List of student organizations/clubs with their aims and objectives
- Names of moderators, qualifications and co-curricular activities they supervise
- Copies of co-curricular programs or activities in the past two years

### ***Student Services***

- Guidance forms
- Research work
- Evaluation of the different Student Services
- Homeroom/Guidance Program
- Activity logbooks

## ***Facilities***

- Physical Plant Development Plan
- Floor Plans
- School layout
- Handouts of fire and earthquake drills, if any

## **ARRANGEMENTS FOR THE VISIT**

At the time of the visit, the institution should prepare an orientation kit for each member of the team. The orientation kit contains the following:

1. Floor Plans of the school, school building/s with classrooms, laboratories and offices properly labeled.
2. List of school officials and major staff members and their schedules for interview.
3. List of medical/dental personnel and their schedules for interview.
4. Orientation notes providing basic information regarding location of rest rooms, meal time, etc.

The working area of the team should be provided with ample space for study and writing, and equipment such as computers, whiteboard, etc.

Please make sure that all school personnel are on campus at the time of the visit and will be available for interviews.