

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

***Commission on Medical Education***

**Guidelines for Applicant Medical Schools**

**1. CATEGORIES OF MEMBERSHIP**

The accreditation process consists of several stages. Each stage is identified with a particular status of the institution applying for membership. Each of these stages has certain requirements and qualifications. The first category is APPLICANT STATUS followed by CANDIDATE STATUS and followed finally by MEMBER STATUS.

**2. REQUIREMENT FOR APPLICANT STATUS**

A medical school committed to institutional improvement through the guidance of PAASCU's Commission on Medical Education may request to become an APPLICANT INSTITUTION. The requirements are:

- a.) An application letter from the President, Chancellor or Director of the Institution addressed to the PAASCU Board of Directors:

*The President  
PAASCU  
Unit 107, The Tower at Emerald Square  
J.P. Rizal cor P. Tuazon Sts.  
1109 Quezon City*

*Tel Nos.: 911-2845; 913-1998; 439-0934  
Fax No.: 911-0807  
E-mail: info@paascu.org.ph*

- b.) Submission of the following documents:

1. The mission statement and goals of the institution
2. Copies of the CHED recognition of the programs which the school wishes to have accredited.

3. Copy of the by-laws or other documents identifying the group legally responsible for the institution
4. List of the current members of the governing board, including the name and address of each member
5. Names of faculty members and a summary of their qualifications
6. Copy of the institution's admission policies including any special requirements for individual programs
7. Statistical summary of the students admitted over the past three years in the program being applied for

These documents are needed by the PAASCU Commission on Medical Education so that it can counsel the institution on further steps to take in seeking affiliation. Information should be provided on separate sheets.

### **3. TERMS AND CONDITIONS**

- a. Applicant status is granted for a maximum period of three (3) years, except when extended by the Board of Directors.
- b. Written Annual Progress Report briefly outlining the progress of the institution in specific areas.

### **4. PAASCU'S ACTION AND RESPONSIBILITIES**

- a. Formal acceptance as an APPLICANT INSTITUTION.
- b. Assistance through the school improvement program and consultancy services from the Commission on Medical Education.
- c. Review of the Annual Progress Report submitted to the Commission on Medical Education.

**ACADEMIC PERFORMANCE OF STUDENTS**

Indicate the performance of the graduates in the licensure examinations in the last three years.

<b>Date of Board Exams</b>	<b>Number of Graduates</b>	<b>Number who took exams</b>	<b>Number of Board Passers</b>	<b>School's Passing Percentage</b>	<b>National Passing Rate</b>

**MD FACULTY**

<b>NAME</b>	<b>Institution Where MD Completed</b>	<b>Specialty (Residency) /Year</b>	<b>Subspecialty (Fellowship) /Year</b>	<b>MA or MS /Field</b>	<b>PhD/Field</b>	<b>Further Studies (in progress)</b>	<b>Disciplines Being Taught</b>

**MD FACULTY**

<b>NAME</b>	<b>Highest Degree Completed/Year</b>	<b>Major/Field</b>	<b>Institution Where Completed</b>	<b>Further Studies (in progress)</b>	<b>Disciplines Being Taught</b>