

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

FACULTY

- List of Teachers and their teaching loads
- Faculty Manual
- Faculty Development Program
- In-Service Training Program
(workshops, conferences, professional activities for the last two years)
- Fringe benefits and retirement plan
- Salary scale including plan of increment or merit increase
- Minutes of Faculty meetings
- Cumulative record of teachers

CURRICULUM AND INSTRUCTION

- Schedule of classes
- Syllabi/courses of study/scope & sequence
- Lesson plans
- Sample report cards
- Sample test questions/test papers
- Themes/handouts/experiments & projects
- List of textbooks used
- Other learning devices
- Sample form of student evaluation of teachers
- Minutes of area meetings

LIBRARY AND AUDIO-VISUAL CENTER

- Average daily circulation of printed materials to:
 - students
 - faculty members
 - others
- Average daily circulation of non-print materials
- Average daily use of projection room
- Library Development Program
- Library Budget

LABORATORIES

- List of Equipment and Apparatus
- Purchase and Requisition slips (samples)
- List and sample of experiments, projects and other laboratory activities
- Laboratory budget

PHYSICAL PLANT

- Floor Plans of buildings, including location of emergency exits and fire escapes
- Location plans of campus
- Handouts of fire and earthquake drills, if any

STUDENT SERVICES

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

ADMINISTRATION

- Audited Financial Statement
- Budget Proposal and Performance Report
- Salary Scale (non-academic personnel)
- Minutes of meetings of:
 - Board of Trustees
 - Academic Council/s
 - Principal's meetings
- Institutional Development Plans
- Administrative Manual
- Consultative bodies and their functions

SCHOOL AND COMMUNITY

- Community Relations Programs
- Parents' association activities
- Outreach programs

ARRANGEMENTS FOR THE VISIT

At the time of the visit, individual team members are supplied with orientation kits, which contain 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 schedule for interview.
3. list of medical/dental personnel and their schedule for interview.
4. orientation notes providing basic information regarding location of rest rooms, comfort rooms, meal time, etc.

The working area of the team should be provided with facilities for study and writing, 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.