

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

FACULTY

- List of teachers indicating their teaching loads (mark the subjects they teach as Core, Applied or Specialized)
- Compilation of Appendix E: Questionnaire for Individual Faculty Members
- Faculty Manual
- Induction Program for New Teachers
- Faculty Development Program
- In-Service Training Program
(seminars, workshops, conferences, professional activities for the last two years)
- Minutes of Faculty Meetings
- Faculty Performance Evaluation Instrument and Results

CURRICULUM AND INSTRUCTION

- Teaching-Learning Framework adopted by the school
- Weekly schedule of classes for the current semester
- Curriculum for the different Tracks and Strands
- Curriculum Guides or Lesson Plans
- Learning activity sheets and handouts
- Sample assessment and evaluation instruments and performance tasks
- Sample experiment reports, projects, and other student outputs
- Co-curricular programs or activities
- Enrichment Program
- Remedial Program
- Work Immersion Program
- List of textbooks used
- Forms used for the evaluation of teachers by students and results
- Sample Report Cards and Certificates of Recognition
- Minutes of the Subject Area meetings

LIBRARY AND AUDIO-VISUAL RESOURCES

- Average daily circulation of print materials to students, teachers, and other users of the library
- Average daily circulation of non-print materials

- Average daily use of the audio-visual room
- Library and AV Resources Development Program
- Library Instruction Program
- Library and AV Resources Acquisition Policy or Plan
- Library Budget

LABORATORIES

- Weekly Schedule for the use of the different laboratories
- List of equipment and supplies per laboratory
- Sample purchase and requisition slips for the different laboratories
- List of experiments, projects, or activities for the different laboratories and samples of these
- Development Plan for the different laboratories
- Budget for the different laboratories

FACILITIES

- Campus Location Map
- Floor Plans of buildings, including location of emergency exits
- Disaster Risk Reduction Measures (fire and earthquake drills, disaster and emergency preparedness drills)
- Preventive Maintenance Program
- Physical Plant Development Plan
- Waste Management Program

STUDENT SERVICES

- Guidance and Counseling Program and activities
- Homeroom-Guidance Program
- Career Guidance Program and activities
- Sample researches reflecting the utilization of guidance data for the improvement of instruction
- Results of studies on the placement of graduates after Senior High School
- Student Activity Program
- List of student organizations or clubs with their purposes, objectives, and activities
- List of moderators and their qualifications for the different organizations or clubs they supervise
- Health Clearance Certificates of canteen personnel
- Guidelines for Transportation Service providers
- Results of the evaluation of the different student services

LEADERSHIP AND GOVERNANCE

- Development Plan for the Senior High School
- Internal Quality Assurance provisions in the Senior High School
- Quality Assurance Data and Reports
- Organizational Chart of the Senior High School and the larger institution the Senior HS belongs to
- Administrative Manual
- Staff Manual or Manual for Non-Teaching Personnel
- Audited Financial Statement
- Budget Projection and Budget Performance Reports
- Salary Scale for academic and non-academic personnel including provisions for general and merit increases
- Benefits Package and Retirement Plan for personnel
- Consultative bodies or committees and their functions
- Supervisory Program
- Minutes of Meetings of the following:
 1. Board of Trustees
 2. Administrative Team
 3. Principal's meetings
 4. Academic Council
- Sample copies of communications sent to parents

SCHOOL AND COMMUNITY

- School and Community Awareness and Involvement Program (also referred to as Outreach Program, Reach-out Program, Social Action Program, or Extension service Program)
- Researches related to the School and Community Awareness and Involvement Program
- Information on the socio-economic conditions and needs of the wider community the school belongs to
- Programs and activities of the Parents' Association
- Programs and activities of the Alumni Association

ARRANGEMENTS FOR THE VISIT

During the visit, the individual PAASCU Survey team members should be provided with Orientation Kits, containing the following:

1. properly labeled campus lay-out of the school, floor plans of the different school buildings indicating the location of classrooms, laboratories, offices and other learning facilities

2. list of school officials and key personnel indicating their available schedule for interviews

Please make sure that all school personnel are on campus during the visit and can make themselves available for interviews.

3. basic information regarding the schedule and venue for meals, transportation arrangements, location of comfort rooms, etc

The working area of the PAASCU Survey team should be provided with facilities and supplies such as computers, whiteboard, paper, pens, etc.

Support staff should be assigned to liaise between the PAASCU Survey team and the school.