



FOR GRADE SCHOOLS

**CHECKLIST OF REPORTS AND SCHOOL MATERIALS
TO BE SUBMITTED BEFORE THE SURVEY VISIT**

Name of School: _____

Type of Survey Visit: _____

Date of Survey Visit: _____

Complete this checklist and submit it together with the self-survey reports and supporting materials two (2) months before the scheduled visit. Submission will be done through a digital storage file preferably Google Drive.

Documents	Submitted	
	Yes	No
<p>1. Self-Survey Report for the following areas (to be submitted separately):</p> <p>Section I - Philosophy and Objectives Section II - Faculty Section III - Administration and School Staff Section IV - Curricular Programs and Instruction Section V - Instructional Media Center Section VI - Student Services Section VII - Facilities</p> <p>Each of the area report should contain the following:</p> <ul style="list-style-type: none"> • Brief history of the Institution • Vision, Mission and Goals of the Institution • Enrolment profile (current and the past 5 years) • Organogram of the Institution • Self-Survey Executive Summary Report including the Best Features and Recommendations • <u>For Formal and Resurvey Visits only:</u> Please include the PAASCU Team's Recommendations and Follow-up Actions taken by the institution • Accomplished Survey Forms (The Comments, Best Features and Recommendations for the Area should be included in this portion of the Report.) 		

<ul style="list-style-type: none"> • Statistical Summary for the Area of the Survey Report and the General Statistical Summary • School materials that will be used as evidence and appended to the reports specially those required in the survey instrument 		
2. Consolidated Report containing all the Survey Areas		
3. List of full-time and part-time faculty members indicating current faculty load and employment status		
4. Current teaching schedule showing names of faculty members, subjects taught, and teaching hours		
5. Professional licenses faculty staff (photocopies only)		
6. Administrative Manual		
7. Teaching Staff Manual		
8. Non-teaching Staff Manual		
9. Student Handbook		