



# PHILIPPINE ACCREDITING ASSOCIATION OF SCHOOLS, COLLEGES AND UNIVERSITIES

## 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 months before the scheduled visit. Submission will be done through a digital storage file preferably Google Drive.

Documents	Submitted	
	Yes	No
<p>1. The Self-Survey Report for each of the eight (8) areas (to be submitted separately) must contain the following:</p> <p>Part 1 - School Profile</p> <ul style="list-style-type: none"> <li>• A brief history of the school</li> <li>• Vision, mission, goals, objectives, and core values of the school</li> <li>• Organizational structure</li> <li>• Governing Board and list of top executives</li> <li>• Educational programs, including student population for each program and accreditation level.</li> <li>• Enrollment data per year level of the program under survey (3-year data for a preliminary visit, 2-year data for a formal visit, and 5-year for resurvey visit)</li> <li>• Description of the regulatory environment in which the institution operates if any.</li> <li>• Identified strategic challenges, including planned and implemented strategies to address the same.</li> </ul> <p>Part 2 - Follow-up Action on the Recommendations of Previous Survey (only for formal and resurvey visits)</p> <p>Part 3 - Analysis of the School/Program Practices using the Standards and Criteria:</p> <ul style="list-style-type: none"> <li>Area 1 - Leadership and Governance</li> <li>Area 2 - Quality Assurance</li> <li>Area 3 - Resource Management</li> <li>Area 4 - Teaching-Learning</li> <li>Area 5 - Student Services</li> </ul>		

- Area 6 - External Relations
- Area 7 - Research
- Area 8 - Results

The write-up should meet the following requirements:

- It should provide information focused on how the school meets the criteria under each standard.
- The information should be presented based on the sequencing of the criteria. They should be written in complete sentences but should be straightforward, concise, and factual. More importantly, the information should be supported by evidence that directly supports the information given.
- In the presentation of evidence, the following guidelines should be considered:
  - a. Where statistical data, graphs, or tables are used, label the same and present them either within the narrative or attach them to the SSR with appropriate reference. Where a policy statement is used, summarize the policy or attach the same to the SSR with proper reference.
  - b. The documents and any other evidence used to support the information provided should be listed per standard and attached to the SSR. If the same evidence supports multiple standards, attach the evidence once and list it under each relevant standard.
- The write-up should not only be descriptive but analytical, citing both the strengths and weaknesses in the features described in the criteria.
- The school should provide a rating for each criterion under each standard.

Part 4 - Conclusion

This section provides the following:

1. An overall assessment of the program's compliance with the standards
2. Summary of the strengths per area
3. Summary of planned initiatives to address weaknesses identified per area.

Part 5 - Appendices

This section contains the evidence that is identified in the self-survey report. This section consists of the following:

1. List of the supporting evidence
2. The actual evidence

Part 6 - Summary of Ratings

2. List of full-time and part-time faculty members indicating current faculty load and employment status		
3. Current teaching schedule for the semester showing names of faculty members, subjects taught, and teaching hours		
4. Professional licenses of faculty and other personnel staff		
5. Administrative Manual		
6. Faculty Manual		
7. Non-teaching Staff Manual		
8. Student Handbook		