

## L. Checklist of Submitted Reports and School Materials – Tertiary Programs



Philippine Accrediting Association of Schools,  
Colleges and Universities

### FOR TERTIARY PROGRAMS

#### PART I - CHECKLIST OF REPORTS AND SCHOOL MATERIALS TO BE SUBMITTED FOR ALL PROGRAMS 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
1. Self-Survey Report for the following areas (to be submitted separately):		
Section Ia - University/College Community Involvement		
Section II - Faculty		
Section III - Curriculum and Instruction		
Section IV - Library		
Section V - Laboratories		
Section VI - Facilities		
Section VII - Student Services		
Section VIII - Administration		

<p>Each of the area report should contain the following:</p> <ul style="list-style-type: none"> <li>● Brief history of the Institution.</li> <li>● Vision, Mission and Goals of the Institution.</li> <li>● Enrolment profile of School (current and the past 3 years)</li> <li>● Organogram of the Institution.</li> <li>● Self-Survey Executive Summary Report including the Best Features and Recommendations of all the Survey Areas</li> <li>● <u>For Formal and Resurvey Visits only:</u> Please include the PAASCU Team’s Recommendations and Follow-up Actions taken by the institution</li> <li>● Accomplished Survey Forms (The Comments, Best Features and Recommendations for the Area should be included in this portion of the Report.)</li> <li>● Statistical Summary for the Area of the Survey Report and the General Statistical Summary</li> <li>● School materials that will be used as evidence and appended to the reports specially those required in the survey instrument</li> </ul>		
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		

PART II a - CHECKLIST OF REPORTS AND SCHOOL MATERIALS  
TO BE SUBMITTED FOR SPECIFIC PROGRAMS BEFORE THE SURVEY VISIT

ENGINEERING, HOTEL & RESTAURANT/HOSPITALITY/TOURISM & TRAVEL  
MANAGEMENT, COMPUTER SCIENCE/INFORMATION SYSTEMS/INFORMATION  
TECHNOLOGY,  
OCCUPATIONAL & PHYSICAL THERAPY, CRIMINAL JUSTICE EDUCATION, MEDICAL  
EDUCATION/MEDICAL LABORATORY SCIENCE, MULTIMEDIA  
ARTS/ANIMATION/GAME DESIGN, NUTRITION & DIETETICS, PHARMACY,  
RADIOLOGIC TECHNOLOGY AND SOCIAL WORK PROGRAMS

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 style="margin-left: 20px;">Section II - Faculty Section III - Curriculum and Instruction Section V - Laboratories</p> <p>Each of the area report should contain the following:</p> <ul style="list-style-type: none"> <li>● Brief history of the Institution</li> <li>● Vision, Mission and Goals of the Institution</li> <li>● Enrolment profile (current and the past 5 years)</li> <li>● Organogram of the Institution</li> <li>● Self-Survey Executive Summary Report including the Best Features and Recommendations</li> <li>● <u>For Formal and Resurvey Visits only:</u> Please include the PAASCU Team’s Recommendations and Follow-up Actions taken by the institution</li> <li>● Accomplished Survey Forms (The Comments, Best Features and Recommendations for the Area should be included in this portion of the Report.)</li> <li>● Statistical Summary for the Area of the Survey Report and the General Statistical Summary</li> <li>● School materials that will be used as evidence and appended to the reports specially those required in the survey instrument</li> </ul>		
2. Consolidated Report containing all areas specific to the program		

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		