PHILIPPINE ACCREDITING ASSOCIATION OF SCHOOLS, COLLEGES AND UNIVERSITIES

FOR INTEGRATED BASIC EDUCATION

CHECKLIST OF REQUIRED FORMS, EXHIBITS AND SUPPORTING DOCUMENTS FOR SCHOOLS UNDERGOING PRELIMINARY SURVEY / FORMAL SURVEY / RESURVEY

Name of Institution: _____

After completing the institutional self-survey and before submitting the materials to the Secretariat, please complete this checklist and return· it with the survey report and supporting documents.

For the survey report, please use the **OFFICIAL PAASCU SURVEY FORMS or CD**, which can be obtained from the PAASCU office. These reports should be submitted to· the Secretariat **AT LEAST ONE MONTH PRIOR TO THE VISIT**.

1. **Separate Area Reports:**

    ☐   Section I   -   Philosophy and Objectives

    ☐   Section II   -   Faculty

    ☐   Section III   -   Instruction

    ☐   Section IV   -   Library

    ☐   Section V   -   Laboratories

    ☐   Section VI   -   Physical Plant

    ☐   Section VII   -   Student Services

    ☐   Section VIII   -   Administration

    ☐   Section IX   -   School and Community

    Each area report must contain the following:

    ☐   Brief History of the Institution·

    ☐   Philosophy and Objectives or Vision-Mission of the institution

- ☐ Executive Summary (Chairperson's Report with best features and recommendations)
- ☐ *The preceding PAASCU Team's recommendations and action taken on the recommendations
- ☐ Accomplished survey forms
- ☐ Important appendices and exhibits (*Please include only those appendices and other relevant data asked for in the survey form. Keep the other documents in the school. The PAASCU Team will review those documents during the visit to the institution.*

☐ 2. Two (2) consolidated sets which include all areas

☐ 3. List of faculty members indicating their load and full-time/part-time status

☐ 4. Current teaching schedule showing teachers, subjects, hours and room numbers

☐ 5. Enrolment data of the institution for the last three years

6. Eight (8) copies of the following:

   ☐ Student's Handbook

   ☐ Faculty Manual

   ☐ Organizational Chart

   ☐ School Paper

☐ 7. Two (2) copies of the Administrative Manual

☐ 8. Fact sheet containing the brief history of school, number of enrollment and number of faculty.

☐ 9. Others _____

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* For formal and resurvey visits only