

PHILIPPINE ACCREDITING ASSOCIATION OF SCHOOLS, COLLEGES AND UNIVERSITIES

GRADUATE SCHOOLS

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 - Faculty
- Section II - Curriculum and Instruction
- Section III - Research
- Section IV - Students
- Section V - Library
- Section VI - Administration
- Section VII - Other Resources

Each area report must contain the following:

- Brief History of the Institution.
- Philosophy and Objectives.
- Fact sheet including enrolment figures for the various programs.
- Executive Summary (Chairperson's Report with best features and recommendations).

- 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) complete sets. **(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 in each of the programs for the last three years.
6. Seven (7) copies each of the following:
- Student's Handbook
 - Faculty Manual
 - Organizational Chart
7. Two (2) copies of the Administrative Manual
8. Others _____

*For formal and resurvey visits only