

AREA X
ADMINISTRATION

- A. Organization
- B. Academic Administration
- C. Student and Personnel Administration
- D. Financial Management
- E. Supply Management
- F. Records Management
- G. Institutional Planning and Development
- H. Performance of Personnel
- I. Documents, Additional Information and Exhibits

AREA X: ADMINISTRATION

The administration is the engine of the institution in the attainment of its vision, mission, goals and objectives. It is concerned with general affairs of the institution as well as its organizational performance. Thus, the administration adopts institutional processes and ensures that said processes are satisfactorily implemented.

A. Organization

The educational institution should have a Governing Board of Regents/Trustees. This Board has the responsibility to formulate general policies. The policies should be implemented by a sufficient number of qualified officials duly appointed/designated for the purpose. A detailed description of the organizational set-up of the whole institution under survey should be found in an official document.

B. Academic Administration

This area covers such administrative and academic matters as qualification of academic officials; coordination of curricular offerings; teaching assignments; adaptation and updating of appropriate textbooks, grading procedures; types of tests to be used, and other instructional aides, such as syllabi, workbooks; manuals; and organization of the faculty into departments/specializations, divisions or committees to promote effective delivery of instruction. The quality of the curricular offerings and the competence of the faculty to implement the programs of the institution determine the level of excellence attained by the institution.

C. Student Administration

The following activities fall under this area; admission and retention policies; registration and classification of students; compliance with the requirements for certificates, diplomas and degrees; issuance of transcripts of student records; readmission policies availability of a student handbook; and organization of the recorded data for statistical use.

D. Financial Management

The business administration of the institution should be well maintained and managed by qualified and competent personnel. Business functions are well delineated to promote fiscal integrity, economy, responsibility and accountability.

Financial management includes budgeting, accounting, auditing, requisition and purchase of supplies, and the preparation of financial reports. The effectiveness in the performance of the business services and sound financial management are indicators of the healthy financial administration.

E. Supply Management

Supplies support the operations of the institution. The institution therefore should have a scheme of managing supplies and facilities. While committees may assist the institution in the procurement of these supplies/facilities/equipment, a supply management unit takes charge of their distribution and storage.

F. Records Management

Records and reports include: minutes of the board meetings, minutes of faculty meetings, faculty directory; records of the faculty training and experience; records of enrollment by class, gender and course; student's directory; recorded data for statistical use; reports of administrative officials; summary of disciplinary matters; records of scholarships granted, etc. Adequate, accurate, accessible, up-to-date and systematic records are indicators of sound records management.

G. Institutional Planning and Development

Sound institutional planning should show concern for, and attention to, the following: congruence with the institutional vision and mission, academic unit's goals and program objectives; alignment with national, regional, and local goals and needs; adequate allocation of resources; participation of all sectors of the academic community in the planning process, formal documentation of all plans and progress of implementation; long and short-term dimensions of planning; and mechanisms of periodic review and updating. A Planning Officer should be responsible for the coordination of the planning activity.

H. Performance Administrative Officer

The administrative personnel should be qualified to perform the various administrative services.

Administrators should exhibit the following traits or characteristics: (1) ability to meet external and internal pressures; (2) a sense of social awareness and civic consciousness; (3) attention to systematic long-range planning; (4) alertness to opportunities for inter-institutional cooperation; (5) participation in financial management and control; and (6) adequate and effective communication and inter-relationships.

The efficiency of the administrative set-up and harmonious relationship among the personnel are considered significant criteria for excellence.

I. Documents, Additional Information and Exhibits

Documents or printed materials, which serve as data or provide information for the Program Performance Profile, and others identified to belong to this area, should be available at the Accreditation Center.

During the actual survey visit, additional information and exhibits may be added/presented to clarify issues and concerns about the program, as required by the visiting team to support the claims in the written report.

EXISTENCE OF PROVISION (Check)			NUMERICAL RATING OF PROVISION		
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A. Organization

- | | | | | | | |
|---|-----|-----|-----|-----|-----|-----|
| A.1. The institution has an organizational structure showing the administrative offices, their functions and relationships, and the lines of authority and responsibility. | ___ | ___ | ___ | ___ | ___ | ___ |
| A.2. The organizational structure is provided by the BOT/BOR. | ___ | ___ | ___ | ___ | ___ | ___ |
| A.3. The functions, duties and responsibilities of personnel in each unit/office are identified and carried out. | ___ | ___ | ___ | ___ | ___ | ___ |
| A.4. The Board of Regents/Trustees is highly concerned with the growth and development of the Institution as evidenced by its support to its various programs. | ___ | ___ | ___ | ___ | ___ | ___ |
| A.5. The Institution has Academic and Administrative Councils which exercise their powers and perform their functions objectively as mandated in the University/College Charter/code. | ___ | ___ | ___ | ___ | ___ | ___ |
| A.6. The institution is subdivided into administrative units, such as departments/divisions/sections according to specialization and function. | ___ | ___ | ___ | ___ | ___ | ___ |
| A.7. The channels and flow of communication among and within units/departments are open and properly observed. | ___ | ___ | ___ | ___ | ___ | ___ |

SECTION MEAN: _____

COMMENTS: _____

	EXISTENCE OF PROVISION (Check)				NUMERICAL RATING OF PROVISION		
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B. Academic Administration							
B.1. The Dean/Director possesses the required educational qualification and experience needed to administer the college/institute.	—	—	—	—	—	—	—
B.2. The Dean is assisted by Department Chairs or their equivalent with appropriate/relevant educational qualification and experience.	—	—	—	—	—	—	—
B.3. The Dean implements a supervisory program.	—	—	—	—	—	—	—
B.4. The Dean plays a major role in the recruitment and promotion of faculty and support staff.	—	—	—	—	—	—	—
B.5. The Dean, the faculty and the administration work together for the improvement of the College, particularly in:	—	—	—	—	—	—	—
	<u>m</u>	<u>na</u>	<u>e</u>	<u>r</u>			
B.5.1. setting standards and targets; planning of programs and other related activities;	—	—	—	—			
B.5.2. implementing and monitoring of plans, programs, and other related activities.	—	—	—	—			
B.5.3. establishing linkages, partnerships and networking activities.	—	—	—	—			
B.5.4. providing professional growth and development of faculty such as the conduct of in-service training;	—	—	—	—			
B.5.5. preparing written policies and guidelines for the internal administration and operation of the							

the unit/institution;

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B.5.6. preparing guidelines for the proper
use and maintenance of facilities
equipment, etc.

— — — —

B.6. Definite criteria and procedures in the recruitment
and promotion of the most qualified faculty and
support staff are followed.

— — — — — — — —

B.7. The Dean, faculty staff, and students pursue colla-
borative activities in generating resources and in-
come and in implementing cost-effective measures.

— — — — — — — —

B.8. The Institution implements written policies and pro-
cedures covering internal administration and ope-
rational activities.

— — — — — — — —

SECTION MEAN: _____

COMMENTS: _____

C. Student Administration

C.1. There is a printed Bulletin of Information containing
policies and guidelines on the following aspects of
student life which are implemented by school officials
concerned.

— — — — — — — —

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C.1.1. Admission and retention

policies.

— — — —

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C.1.2. Registration requirements

— — — —

C.1.3. School fees

— — — —

C.1.4. Academic load

— — — —

C.1.5. Transfer

— — — —

C.1.6. residence, course work,
scholastic and graduation
requirements

— — — —

C.1.7. Examination and grading
system

— — — —

C.1.8. Scholarships;

— — — —

C.1.9. Shifting and adding/
dropping of course,

— — — —

C.1.10. Code of conduct and
discipline

— — — —

C.2. Students are provided opportunities to participate
in the planning and implementation of activities
concerning their welfare in coordination with
school officials concerned.

— — — — —

C.3. Concerned officials, faculty and staff act promptly
on requests of the students.

— — — — —

C.4. There is a harmonious and good working relationship
among administration, faculty, staff and students.

— — — — —

SECTION MEAN: _____

COMMENTS: _____

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D. Financial Management						
D.1. The Institution maintains a Financial Management office run by qualified and competent personnel.	___	___	___	___	___	___
D.2. The financial management personnel are responsible for the efficient management of financial resources/funds of the Institution.	___	___	___	___	___	___
D.3. Concerned students, faculty, staff and officials participate in the preparation of the budget and procurement program of the Institution.	___	___	___	___	___	___
D.4. A fair and objective system of budgetary allocation is adopted.	___	___	___	___	___	___
D.5. The Institution provides specific budgetary allotment for the following:	___	___	___	___	___	___
	<u>m</u>	<u>na</u>	<u>e</u>	<u>r</u>		
D.5.1 purchase of instructional equipment, facilities, supplies and materials.	___	___	___	___		
D.5.2. conduct of research activities	___	___	___	___		
D.5.3. conduct of extension/ community service	___	___	___	___		
D.5.4. improvement of library holdings/services/facilities	___	___	___	___		
D.5.5. repair and maintenance of physical facilities and laboratories	___	___	___	___		
D.5.6. faculty/staff development	___	___	___	___		
D.5.7. faculty/staff incentives and benefits	___	___	___	___		
D.5.8. auxiliary services	___	___	___	___		

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D.6. The Institution provides/allocates trusts funds for the following student services and activities:

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- D.6.1. cultural development _____
- D.6.2. sports development _____
- D.6.3. medical/dental _____
- D.6.4. library _____
- D.6.5. student body organization _____
- D.6.6. guidance and counseling services _____
- D.6.7. others, please specify _____

D.7. The budget allotted for specific expenditures indicated in _____

D.5 and D.6 are decided in consonance with existing policies and procedures.

SECTION MEAN: _____

COMMENTS: _____

E. Supply Management

E.1. The Institution maintains a Supply Management Office composed of qualified staff with specific functions and responsibilities.

E.2. The Institution has a system/scheme/mechanism of

supply management.

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E.3. The supply management staff are responsible for the procurement and delivery of needed supplies and materials. ___ ___ ___

E.4. The members of the Bids and Awards Committee are aware of their tasks, responsibilities and the latest policies and government issuances on procurement of supplies, materials, and equipment. ___ ___ ___

E.5. The office has a storeroom where supplies, materials and equipment are kept. ___ ___ ___

E.6. The office prepares and submits an annual inventory of serviceable and non-serviceable facilities/equipment. ___ ___ ___

SECTION MEAN: _____

COMMENTS: _____

F. Records Management

F.1. The Institution maintains a Records Management Office. ___ ___ ___

F.2. A records system is installed in concerned offices which allows easy access and can provide needed information. ___ ___ ___

F.3. The Institution has a system of maintaining the confidentiality and security of official records. ___ ___ ___

F.4. The following updated redord compilations are available: ___ ___ ___

	<u>m</u>	<u>na</u>	<u>e</u>	<u>r</u>
F.4.1. Minutes of the Board of Regents/Trustees meetings	___	___	___	___
F.4.2. Minutes of the faculty meetings, e.g. minutes of the academic Council meetings	___	___	___	___
F.4.3. Faculty/non-teaching personnel individual files	___	___	___	___
F.4.4. Faculty/non-teaching personnel performance evaluation	___	___	___	___
F.4.5. Other records such as:	___	___	___	___
F.4.5.1. student directory				
F.4.5.2. alumni directory				
F.4.5.3. permanent records of students				
F.4.5.4. reports of Director/Dean				
F.4.5.5. annual reports				
F.4.5.6. scholarship records				
F.4.5.7. other statistical data				
F.4.5.8. financial records of students				
F.5. There are policies and procedures to ensure that records are not tampered.	___	___	___	___
F.6. There are policies and procedures on prompt release of records as requested.	___	___	___	___
F.7. The Human Resource Management Office maintains accurate, up-to-date and systematic records of faculty and non-teaching personnel.	___	___	___	___

SECTION MEAN: _____

COMMENTS: _____

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<u>m</u>	<u>na</u>	<u>e</u>	<u>A</u>	<u>E</u>	<u>AE</u>

G. Institutional Planning and Development

- | | | | | | | |
|--|-----|-----|-----|-----|-----|-----|
| G.1. The Institution has Planning Unit which is responsible in the planning monitoring and evaluation of planned activities/targets. | ___ | ___ | ___ | ___ | ___ | ___ |
| G.2. The Development Plan is congruent with the mission of the Institution as well as the national, regional and local development goals and agenda. | ___ | ___ | ___ | ___ | ___ | ___ |
| G.3. The Development Plan is available in printed form, diskettes, etc. | ___ | ___ | ___ | ___ | ___ | ___ |
| G.4. The planning process is a cooperative and participative endeavor of administration, the faculty and the students. | ___ | ___ | ___ | ___ | ___ | ___ |
| G.5. The Development Plan is reviewed, evaluated and updated regularly. | ___ | ___ | ___ | ___ | ___ | ___ |
| G.6. There is a system to monitor the implementation of the development Plan. | ___ | ___ | ___ | ___ | ___ | ___ |

SECTION MEAN: _____

COMMENTS: _____

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	<u>m</u>	<u>na</u>	<u>e</u>	<u>A</u>	<u>E</u>	<u>AE</u>
H. Performance of Personnel						
H.1. Concerned officials are involved in decision-making and problem-solving processes.	___	___	___	___	___	___
H.2. The officers of the administration exhibit the ability to meet external and internal pressures.	___	___	___	___	___	___
H.3. Administration officials display social and civic consciousness in the discharge of their duties.	___	___	___	___	___	___
H.4. Concerned administration personnel participate in financial management.	___	___	___	___	___	___
H.5. Administration personnel share inter-office resources and facilities.	___	___	___	___	___	___
H.6. The functions and responsibilities of personnel in the following offices are carried out and monitored by heads of offices concerned:	___	___	___	___	___	___
	<u>m</u>	<u>na</u>	<u>e</u>	<u>r</u>		
H.6.1. Administrative Office	___	___	___	___		
H.6.2 . Financial Management office	___	___	___	___		
H.6.3. Security Unit	___	___	___	___		
H.6.4. Auxiliary/Janitorial Unit	___	___	___	___		
H.6.5 Human Resource management Office.	___	___	___	___		
H.6.6. Records Office	___	___	___	___		
H.6.7. Student Services Offices	___	___	___	___		
H.6.8. Others	___	___	___	___		
H.7. The performance of non-teaching personnel are regularly evaluated.	___	___	___	___	___	___
H.8. Results of performance evaluation of non-teaching personnel are disseminated and are used to improve performance	___	___	___	___	___	___

and delivery of services.

SECTION MEAN: _____

COMMENTS: _____

I. Documents, Additional Information and Exhibits

1. Administrative Manual
2. Annual Report
3. Budget priorities as shown in the approved budget for the program and actual Allocation for the past 2 years
4. College policies on the confidentiality/security of records
5. Copy of the Supervisory Program of the Dean
6. Development Plans: Long-term; Short-term and Operational
7. Guidelines/Procedures in budget preparation
8. List of members of the Administrative/Academic Council
9. List of personnel responsible for Planning and Development and their respective qualifications
10. Minutes of faculty meetings
11. Minutes of meetings of the Administrative/Academic Council
12. Organizational Chart of the College
13. Performance Evaluation System for the faculty
14. Performance Evaluation System/Scheme for the non-teaching staff
15. Personnel File
16. Plantilla of Personnel for the Administrative/Academic Staff
17. Qualification Standards for the Administrative/Academic Personnel
18. Samples of Relevant Board of Regents/Board of Trustees Resolutions

SUMMARY OF RATINGS

LABORATORIES

		Numerical Rating	Descriptive Rating
A	Organization		
B	Academic Administration		
C	Student and Personnel Administration		
D	Financial Management		
E	Supply Management		
F	Records Management		
G	Institutional Planning and Development		
H	Performance of Personnel		

Total _____

Mean _____

LEAD ACCREDITOR/S

Chairman: _____

Members: _____
