

## **AREA VIII**

### **PHYSICAL PLANT AND FACILITIES**

- A. Site
- B. Campus
- C. Buildings
- D. Classrooms
- E. Offices, Staff and Function Rooms
- F. Assembly and Athletic Facilities
- G. Medical and Dental Clinic
- H. Student Center
- I. Food Services/Canteen
- J. Accreditation Center
- K. Housing
- L. Documents, Additional Information and Exhibits

## **AREA VIII: PHYSICAL PLANT AND FACILITIES**

The quality and adequacy of the physical plant and facilities of a learning institution determine to a large measure the successful implementation of its curricular programs. In a broad sense, physical plant and facilities include school site, campus, buildings and other physical infrastructures, equipment and complement institutional and program effectiveness.

### **A. SITE**

The site should be located in a wholesome environment, safe from traffic and transportation hazards, sufficiently free from noise, dust, smoke, and other undesirable elements. It should be provided with adequate facilities for drainage and sewage disposal. It should be adequate to meet the needs of the present school population and its future expansion. The school should be accessible to present and anticipated school population by means of public transportation or school bus. It should have satisfactory road network and sidewalks.

### **B. Campus**

Campus should be so planned that it would adequate for the intellectual, social, physical and cultural interests of the Institution. It should be kept in good condition and physical appearance.

### **C. Buildings**

The buildings should be functionally designed and constructed of strong and durable materials to withstand earthquakes, typhoons, and fire. Their design should be pleasing to the eye and in conformity with the surroundings, and at the same time, imbued with proper atmosphere conducive to learning.

They should be satisfactorily planned so as to meet the future expansion needs. There should be well-planned entrance and exit points to insure safe and convenient mobility of the school population.

Stairways and fire exits should be adequate and standard in size and number and conveniently located. There should be no obstruction in corridors that would impede the free flow of movement.

### **D. Classrooms**

The size and number of classrooms should be sufficient to accommodate the student population. Classrooms should be adequately equipped with the required furniture, blackboards, and should have a pleasant atmosphere. Lighting, ventilation, general appearance, and acoustics should be satisfactory.

### **E. Offices, Staff and Function Rooms**

Adequate provisions should be made for administrative offices, faculty rooms, and reception areas, where needed.

### **F. Assembly and Athletics Facilities**

Group assembly facilities should have a seating capacity to meet the needs of the Institution. These facilities should be designed with good acoustics and proper ventilation. Necessary facilities and

equipment should be adequate and kept in good condition. Athletic facilities should be accessible to the students, and must be sufficient in number and variety, depending on the requirements of the school population. There should be suitable arrangements for athletic activities during the rainy season.

#### G. Medical and Dental Clinic

A medical and dental clinic should be properly set up, strategically, well-ventilated and lighted, screened and provided with clean water supply. It should be spacious enough to accommodate the five (5) distinct sections: 1) reception area; 2) examination room; 3) treatment room; 4) dental. It should be provided with basic equipment, medical supplies, beds, cabinets and linens.

#### H. Student Center

A student Center is available where students can make wholesome interaction and listen to good music, play table games, watch TV programs, etc.

#### I. Food Services Unit/Canteen

Clean and sanitary food services unit/canteen must be set-up and managed effectively. It should serve balanced yet affordable meals and snacks to the school community.

#### J. Accreditation Center

There should be a properly maintained and equipped Accreditation Center with necessary facilities.

#### K. Housing (Optional)

Housing should be maintained and provided with electricity and water. This should have proper drainage and waste disposal system.

#### L. Documents, Additional Information and Exhibits

Documents and printed materials, which serve as data or provided information for the Program Performance Profile, and other 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		
<u>m</u>	<u>na</u>	<u>e</u>	<u>A</u>	<u>E</u>	<u>AE</u>

**A. Site**

A.1. The Institution is located in an environment conducive to educational activities.

\_\_\_ \_\_\_ \_\_\_ **---** \_\_\_ \_\_\_

A.2. The site can accommodate its present school population, and can handle expected future expansion.

\_\_\_ \_\_\_ \_\_\_ **---** \_\_\_ \_\_\_

A.3. The school is accessible by public transportation and has satisfactory roads and pathways.

\_\_\_ \_\_\_ \_\_\_ **---** \_\_\_ \_\_\_

A.4. There is a site plan displayed prominently in the campus indicating the location of the different buildings with their proper identification, driveways, parking areas, etc.

\_\_\_ \_\_\_ \_\_\_ **---** \_\_\_ \_\_\_

SECTION MEAN: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

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**B. Campus**

B.1. The campus is well-planned, attractive, landscaped, and kept clean.

\_\_\_ \_\_\_ \_\_\_ **---** \_\_\_ \_\_\_

B.2. Where needed, covered walks are provided to protect the students from inclement weather

\_\_\_ \_\_\_ \_\_\_ **---** \_\_\_ \_\_\_

B.3. There is an area for extensive outdoor educational activities, e.g. social, physical, athletic, cultural, military training, etc.

\_\_\_ \_\_\_ \_\_\_ **---** \_\_\_ \_\_\_

B.4. There is a campus development program.

\_\_\_ \_\_\_ \_\_\_ **---** \_\_\_ \_\_\_

B.5. There is a system/mechanism to ensure all of the following:

\_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ **---**

m   na   e   r

B.5.1. traffic safety in and outside the campus	___	___	___	___
B.5.2. the implementation of a waste management program.	___	___	___	___
B.5.3. proper utilization, repair and upkeep of school facilities and equipment.	___	___	___	___

B.6 There is a system/mechanism to ensure the cleanliness and orderliness of the school campus.

SECTION MEAN: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

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EXISTENCE OF PROVISION (Check)      NUMERICAL RATING OF PROVISION

**C. Buildings**

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C.1. The buildings are equipped with emergency/fire escapes which are readily accessible from any point of the building.	___	___	___	___	___	<b>___</b>
C.2. Well-planned entrance and exit points permit the use of the buildings for some public and other functions with minimum interference to school activities.	___	___	___	___	<b>___</b>	___
C.3. The buildings are constructed in relation to their respective use. The buildings meet all requirements of the current Building Code. A certificate of occupancy is conspicuously displayed.	___	___	___	___	<b>___</b>	___
C.4. The buildings are so planned and located that they provide for future expansion.	___	___	___	<b>___</b>	___	___

	EXISTENCE OF PROVISION (Check)			NUMERICAL RATING OF PROVISION		
	<u>m</u>	<u>na</u>	<u>e</u>	<u>A</u>	<u>E</u>	<u>AE</u>
C.5. emergency exits are provided and properly marked.	___	___	___	<b>---</b>	___	___
C.6. the corridors, doorways, and alleys are well constructed to facilities separate for men and women.	___	___	___	___	<b>---</b>	___
C.7. the buildings are well ventilated.	___	___	___	<b>---</b>	___	___
C.8. there are well-maintained toilets and lavatories with facilities separate for men and women.	___	___	___	___	___	<b>---</b>
C.9. The buildings are clean and well-maintained. No evidence of vandalism is observed.	___	___	___	___	<b>---</b>	___
C.10. Electrical lines are safety installed and periodically checked.	___	___	___	___	___	<b>---</b>
C.11. The buildings provide facilities for disabled persons as provided by law.	___	___	___	<b>---</b>	___	___
C.12. There is a central signal and fire alarm system.	___	___	___	<b>---</b>	___	___
C.13. Water facilities are functioning and are well distributed in all buildings.	___	___	___	<b>---</b>	___	___
C.14. There is a periodic potability testing of drinking water.	___	___	___	___	<b>---</b>	___
C.15. There are readily accessible and functional fire extinguishers and other fire-fighting equipment.	___	___	___	<b>---</b>	___	___
C.16. Floor plans indicating fire exits and location of fire-fighting equipment, stand pipes, and other water sources are prominently displayed in each building.	___	___	___	<b>---</b>	___	___
C.17. There is a periodic pest control inspection of all school facilities.	___	___	___	<b>---</b>	___	___
C.18. Buildings are cleaned and maintained by a janitorial staff with proper washroom and equipment for cleaning repairs, and maintenance.	___	___	___	___	___	<b>---</b>
C.19. Bulletin boards, display boards, waste disposal containers and other facilities are strategically located inside the building.	___	___	___	<b>---</b>	___	___
C.20. There are provisions for faculty rooms/offices.	___	___	___	<b>---</b>	___	___

SECTION MEAN: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

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EXISTENCE OF PROVISION (Check)			NUMERICAL RATING OF PROVISION		
<u>m</u>	<u>na</u>	<u>e</u>	<u>A</u>	<u>E</u>	<u>AE</u>

**D. Offices and Staff Rooms**

- |   |     |     |     |          |     |     |
|---|-----|-----|-----|----------|-----|-----|
| D.1. Classroom size meets standard specifications for specific activities.                                  | ___ | ___ | ___ | <b>—</b> | ___ | ___ |
| D.2. Classrooms are sufficient.   | ___ | ___ | ___ | <b>—</b> | ___ | ___ |
| D.3. The classrooms are clearly marked and arranged in relation to their relative functions.                | ___ | ___ | ___ | <b>—</b> | ___ | ___ |
| D.4. The classrooms are well-lighted and ventilated, and with good acoustic.                                | ___ | ___ | ___ | <b>—</b> | ___ | ___ |
| D.5. Classrooms are provided with chairs, chalkboards/whiteboards and other needed furniture, and supplies. | ___ | ___ | ___ | <b>—</b> | ___ | ___ |
| D.6. Classrooms are maintained and kept clean.  | ___ | ___ | ___ | <b>—</b> | ___ | ___ |
| D.7. Students cooperate in maintaining the cleanliness of the classroom and its facilities.                 | ___ | ___ | ___ | <b>—</b> | ___ | ___ |

SECTION MEAN: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

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EXISTENCE OF PROVISION (Check)			NUMERICAL RATING OF PROVISION		
<u>m</u>	<u>na</u>	<u>e</u>	<u>A</u>	<u>E</u>	<u>AE</u>

**E. Offices and Staff Rooms**

- |  |     |     |     |     |            |     |
|--|-----|-----|-----|-----|------------|-----|
| E.1. The general administrative office area is accessible to students and the public.                                  | ___ | ___ | ___ | ___ | <b>---</b> | ___ |
| E.2. All offices are accessible and conveniently located with respect to their functions.                              | ___ | ___ | ___ | ___ | <b>---</b> | ___ |
| E.3. There are offices and workspaces for all officials, faculty and administrative staff/personnel.                   | ___ | ___ | ___ | ___ | <b>---</b> | ___ |
| E.4. Administration and faculty offices and staff rooms are clean , well-lighted and ventilated.                       | ___ | ___ | ___ | ___ | <b>---</b> | ___ |
| E.5. All offices are furnished with the necessary facilities, equipment and supplies.                                  | ___ | ___ | ___ | ___ | <b>---</b> | ___ |
| E.6. Function rooms, reception rooms and waiting areas are available and easily accessible.                            | ___ | ___ | ___ | ___ | <b>---</b> | ___ |
| E.7. A lounge is available for the faculty, staff and visitors.  | ___ | ___ | ___ | ___ | <b>---</b> | ___ |
| E.8. A storeroom is strategically located and accessible to officials concerned.                                       | ___ | ___ | ___ | ___ | <b>---</b> | ___ |
| E.9. There is provision for inter-office communication systems as well as external communication (landline telephone). | ___ | ___ | ___ | ___ | <b>---</b> | ___ |
| E.10. Clean rest rooms for administrators, faculty, staff and students are available.                                  | ___ | ___ | ___ | ___ | <b>---</b> | ___ |

SECTION MEAN: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

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EXISTENCE OF PROVISION (Check)			NUMERICAL RATING OF PROVISION		
<u>m</u>	<u>na</u>	<u>e</u>	<u>A</u>	<u>E</u>	<u>AE</u>

**F. Assembly and Athletic Facilities**

F.1. Spaces and facilities for holding meetings, conferences, convocations or assemblies are available. \_\_\_ \_\_\_ \_\_\_ **---** \_\_\_ \_\_\_

F.2. There are adequate and well-marked entrances and exits to these facilities. \_\_\_ \_\_\_ \_\_\_ **---** \_\_\_ \_\_\_

F.3. Required seating capacity adheres to standards. \_\_\_ \_\_\_ \_\_\_ \_\_\_ **---** \_\_\_

F.4. Facilities for athletic and military training activities are provided. \_\_\_ \_\_\_ \_\_\_ **---** \_\_\_ \_\_\_

F.5. There are storage facilities for athletic equipment. \_\_\_ \_\_\_ \_\_\_ **---** \_\_\_ \_\_\_

F.6 Indoor facilities have: \_\_\_ \_\_\_ \_\_\_ \_\_\_ **---** \_\_\_

	<u>m</u>	<u>na</u>	<u>e</u>	<u>r</u>
F.6.1. appropriate flooring	___	___	___	___

F.6.2. proper lighting and ventilation	___	___	___	___
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F.6.3. safety measures	___	___	___	___
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F.6.4. restrooms and lavatory	___	___	___	___
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F.6.5. proper drinking facilities	___	___	___	___
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F.7. Outdoor facilities are: \_\_\_ \_\_\_ \_\_\_ \_\_\_ **---** \_\_\_

	<u>m</u>	<u>na</u>	<u>e</u>	<u>r</u>
F.7.1. free from hazards	___	___	___	___

F.7.2. suitably surfaced, guarded and with drainage system	___	___	___	___
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F.7.3. appropriately laid out for a variety of activities	___	___	___	___
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F.7.4. properly maintained	___	___	___	___
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F.8. A variety of athletic facilities are provided to supply the standard requirements of the academic program. \_\_\_ \_\_\_ \_\_\_ **---** \_\_\_ \_\_\_

SECTION MEAN: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

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G. Medical and Dental Clinic	EXISTENCE OF PROVISION (Check)				NUMERICAL RATING OF PROVISION		
	<u>m</u>	<u>na</u>	<u>e</u>	<u>A</u>	<u>E</u>	<u>AE</u>	
	G.1. The institution has a medical and dental clinic.	___	___	___	<b>---</b>	___	___
G.2. The medical/dental clinic has basic facilities such as: reception area, filing/data section, examination/treatment room.	___	___	___	<b>---</b>	___	___	
G.3. The Medical/dental Clinic/Office is well lighted and ventilated.	___	___	___	<b>---</b>	___	___	
G.4. Safe and clean water is always available.	___	___	___	<b>---</b>	___	___	
G.5. Medical and dental equipment are provided.	___	___	___	<b>---</b>	___	___	
G.6. There are medical and dental supplies.	___	___	___	<b>---</b>	___	___	
G..7. Store facilities (refrigerator, steel cabinets, trays, etc.) are available.	___	___	___	<b>---</b>	___	___	
G.8. Medical/Dental supplies are available and properly labeled.	___	___	___	___	___	<b>---</b>	
G.9 Distinct rooms and storage areas are properly labeled	___	___	___	___	___	<b>---</b>	
G.10. The following basic medical equipment and medicines are all available:	___	___	___	___	___	<b>---</b>	
	<u>m</u>	<u>na</u>	<u>e</u>	<u>r</u>			
G.10.1 emergency medicines	___	___	___	___			
G.10.2. ambobag	___	___	___	___			
G.10.3. oxygen tank	___	___	___	___			
G.10.4. intravenous fluid	___	___	___	___			
G.10.5. sphygmometer (at least 10 pcs.)	___	___	___	___			
G.10.6. thermometers (at least 10 pcs.)	___	___	___	___			
G.10.7. diagnostic sets	___	___	___	___			
G.10.8. stethoscope (at least 2 units)	___	___	___	___			
G.10.9. treatment cart	___	___	___	___			
G.10.10. nebulizer	___	___	___	___			

	EXISTENCE OF PROVISION (Check)			NUMERICAL RATING OF PROVISION		
	<u>m</u>	<u>na</u>	<u>e</u>	<u>A</u>	<u>E</u>	<u>AE</u>
G.11. The dental section is equipped and properly maintained with all the following:	___	___	___	___	___	<b>___</b>
	<u>m</u>	<u>na</u>	<u>e</u>	<u>r</u>		
G.11.1. dental unit	___	___	___	___		
G.11.2. autoclave	___	___	___	___		
G.11.3. medical supplies	___	___	___	___		
G.11.4. filling instrument	___	___	___	___		
G.11.5. basic instrument (forceps, mouth mirror, cotton fliers, explorer, etc.).	___	___	___	___		

SECTION MEAN: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

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H. Student Center	EXISTENCE OF PROVISION (Check)			NUMERICAL RATING OF PROVISION		
	<u>m</u>	<u>na</u>	<u>e</u>	<u>A</u>	<u>E</u>	<u>AE</u>
H.1. The institution provides for a Student Center for student activities.	___	___	___	<b>___</b>	___	___
H.2. The Center is well-lighted and ventilated.	___	___	___	<b>___</b>	___	___
H.3. A conference/meeting room is available for student's use.	___	___	___	<b>___</b>	___	___
H.4. There are furnished offices for student leaders, the editorial staff of student publication and the officers of other students organizations.	___	___	___	<b>___</b>	___	___

EXISTENCE OF PROVISION (Check)			NUMERICAL RATING OF PROVISION		
<u>m</u>	<u>na</u>	<u>e</u>	<u>A</u>	<u>E</u>	<u>AE</u>

H.5. There are rooms and facilities for table games, music appreciation, and TV or video viewing.

\_\_\_ \_\_\_ \_\_\_ **---** \_\_\_ \_\_\_

H.6. Clean and sanitary toilets, separate for men and women are available.

\_\_\_ \_\_\_ \_\_\_ **---** \_\_\_ \_\_\_

SECTION MEAN: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

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**I. Food Services/Canteen**

I.1. The Institution has a distinct Food Center/cafeteria/Canteen operated with a permit.

\_\_\_ \_\_\_ \_\_\_ **---** \_\_\_ \_\_\_

I.2. The cafeteria is well-lighted, ventilated, screened and with satisfactory water supply.

\_\_\_ \_\_\_ \_\_\_ **---** \_\_\_ \_\_\_

I.3. It is well-supervised.

\_\_\_ \_\_\_ \_\_\_ **---** \_\_\_ \_\_\_

I.4. There are enough dining tables and chairs.

\_\_\_ \_\_\_ \_\_\_ **---** \_\_\_ \_\_\_

I.5. Cleanliness and orderliness are enforced.

\_\_\_ \_\_\_ \_\_\_ \_\_\_ **---** \_\_\_

I.6. Prompt services are provided.

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SECTION MEAN: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

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EXISTENCE OF PROVISION (Check)			NUMERICAL RATING OF PROVISION		
<u>m</u>	<u>na</u>	<u>e</u>	<u>A</u>	<u>E</u>	<u>AE</u>

**J. Accreditation Cente**

J.1. The college maintains an Accreditation Center (AC) which can accommodate the required resources, furniture, and documents.

\_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ **\_\_\_**

J.2. The AC is accessible and conveniently located relative to its functions.

\_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ **\_\_\_**

J.3. The AC is equipped and properly maintained with the following facilities:

\_\_\_ \_\_\_ \_\_\_ \_\_\_ **\_\_\_** \_\_\_

m na e r

J.3.1. working tables and chairs

\_\_\_ \_\_\_ \_\_\_ \_\_\_

J.3.2. cabinets for display and filing needs

\_\_\_ \_\_\_ \_\_\_ \_\_\_

J.3.3. good ventilation and lighting facilities

\_\_\_ \_\_\_ \_\_\_ \_\_\_

J.3.4. computer unit, where feasible.

\_\_\_ \_\_\_ \_\_\_ \_\_\_

J.4. Relevant documents, information and exhibits are updated, properly arranged, labeled, and readily available.

\_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ **\_\_\_**

SECTION MEAN: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

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EXISTENCE OF PROVISION (Check)			NUMERICAL RATING OF PROVISION		
<u>m</u>	<u>na</u>	<u>e</u>	<u>A</u>	<u>E</u>	<u>AE</u>

**K. Housing**

K.1. There are available dormitories for students, and houses or apartments, etc. for personnel.

\_\_\_ \_\_\_ \_\_\_ **---** \_\_\_ \_\_\_

K.2. The structures are comfortably designed.

\_\_\_ \_\_\_ \_\_\_ **---** \_\_\_ \_\_\_

K.3. Entrances and exits are adequate and properly situated to ensure safety and convenience.

\_\_\_ \_\_\_ \_\_\_ **---** \_\_\_ \_\_\_

K.4. The buildings and surroundings are properly maintained and periodically checked for pest control.

\_\_\_ \_\_\_ \_\_\_ **---** \_\_\_ \_\_\_

K.5 The buildings conform to Building Code Standards.

\_\_\_ \_\_\_ \_\_\_ **---** \_\_\_ \_\_\_

SECTION MEAN: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

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## **L. Documents, Additional Information and Exhibits**

1. Approved building plan for the dormitory/housing facilities indicating the function rooms.
2. Approved building plan indicating the existing of function rooms used for group assemblies by the program.
3. Approved building plans showing the floor areas of classrooms and shops used by the College.
4. Building plans and approved permits.
5. Campus development plan.
6. Certificate of ownership.
7. Copies of procedural guidelines in the proper use of function rooms.
8. File copies of approved requests of students and personnel for the use of the function rooms.
9. Housing rules/admission requirements.
10. List of dormitory staff.
11. List of function rooms (such as audio-visual room, student hall, and conference hall, cafeteria, and music room, office for the college organizations, college paper, and faculty lounge and comfort rooms).
12. List of physical facilities.
13. List of students and personnel presently accommodated.
14. Photocopies of offices directly or indirectly used by the program (indoor and Outdoor).
15. Physical plant map showing location of classrooms and laboratory rooms/shops used by the program.
16. Physical Plant map showing the location of administrative offices, faculty rooms, conference rooms, classrooms, laboratory rooms and reception areas.
17. Sets of materials/documents by program.
18. Site development plan.

SUMMARY OF RATINGS  
**PHYSICAL PLANT AND FACILITIES**

		Numerical Rating	Descriptive Rating
A	Site		
B	Campus		
C	Buildings		
D	Classrooms		
E	Offices, Staff, and Function Rooms		
F	Assembly and Athletic Facilities		
G	Medical and Dental Clinic		
H	Student center		
I	Food Services/Canteen		
J	Accreditation Center		
K	Housing		

Total \_\_\_\_\_

Mean \_\_\_\_\_

**LEAD ACCREDITOR/S**

Chairman: \_\_\_\_\_

Members: \_\_\_\_\_

\_\_\_\_\_