

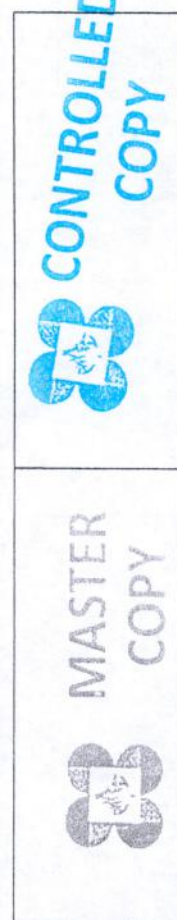
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PROCESS NAME	REF. DOC.	CHECK ITEMS	ACCEPTANCE CRITERIA	INSPECTION TOOL/METHOD	DATA/RECORDS	RESPONSIBILITY
Analysis of the organization and its context	QM 4.0	External and Internal Issues (SWOT)	Relevant to PSHSS	- Meetings - Presentations	- Minutes of the meeting - SWOT	- Execom - Mancom
Requirements of relevant interested parties	QM 4.0	Requirements of relevant interested parties	Relevant to PSHSS	- Meetings - Presentations	- Minutes of the meeting - Analysis of Interested Parties or Statutory and/or Regulatory Bodies Log	- Execom - Mancom
Strategic Planning	QM 4.0	- Direction of PSHSS - Plans for the PSHSS - External and Internal Issues (SWOT) - Risk/Opportunity Assessment - Requirements of relevant interested parties	- Vision - Mission - Availability of resources - Measurable Targets - Risk/Opportunity criteria	- Meetings - Reports - SWOT Analysis - Risk/Opportunity Assessment	- Minutes of the meeting/Strategic Plan/Annual Operations Plan - Institutional plans/targets - SWOT - Risk/Opportunity Assessment - Risk Treatment Plan	- Execom - Mancom



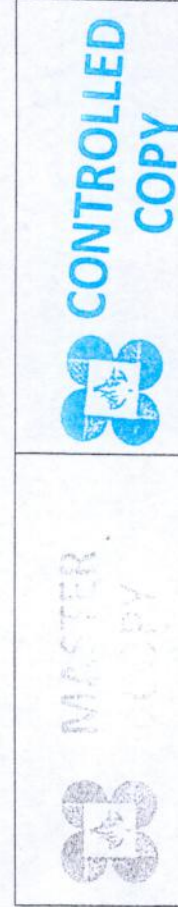
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Curriculum Development and Review	QM 8.0, SOM 4.0, CIM 4.1	• Subject • Meeting hours • Units • Goals • Content • Assessment Method & Condition of Assessment • Learning Outcomes/Specific Objectives • Delivery Strategy • Resource Requirements • Number of classes	• Course plan/program of regulating bodies • Availability of resources • Course assigned code	• Visual • Evaluation and assessment	• Course Syllabi/ Course Plan/ Curriculum Plan • Curriculum • Teaching materials, as applicable • Curriculum Feedback	• RPAD • Committee on Curriculum • CID • Registrar
Academic Resource Planning	CIM 3.1, CIM 3.2	• Number of classes	• Availability of qualified faculty members • Availability of classrooms and facilities	• Visual • Coordination with faculty members and SSD	• Class schedule • Faculty load	• CID • SSD • Registrar
Student Recruitment	SOM 5.0, SSM 3.1	• Test materials • Test Centers • Eligibility of Applicants	• Aligned with test items criteria • Updated contact information of Test Centers • Eligibility criteria of Applicants	• Visual • Assessment of documents	• Test Materials • Test Permit • Test Results • Application Form • Eligibility documents • FAPS/LAPS Database	• Admissions Office • Assessment Committee • Administering Personnel/ Campaign Teams

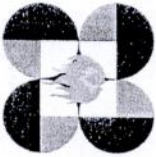


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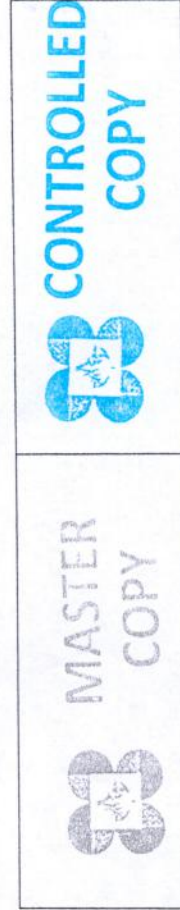
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Admission	SOM 5.0	- Accomplished Application Form - Eligibility documents - Test results	- Eligibility of Applicants - Passed Test Results - BOT-approved list	- Visual - Test Results	- BOT-approved master list of principal and alternate qualifiers - Letter of Award - Confirmation Slip - Confirmed List of Scholars	- Admissions Office - BOT
Enrollment	SSM 3.2, SSM 3.3, SSM 3.4	- Eligibility of applicants - Enrollment documents	- Class size limit - Eligibility of documents - BOT-approved list	Visual	- Enrollment forms - Enrollment documents - Admission Slip - Exit Clearance (for Grades 8-12) - Class List	Registrar Unit
Instruction/Student Experience - Course Preparation and Implementation	CIM 4.2	Contents of subject implementation plan	- Alignment with prescribed curriculum - Ahead of class schedule	Visual	- Subject Implementation Plan - Curriculum Guide	- CID Chief - Academic Unit Head - Faculty Members



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Instruction/Student Experience - Classroom Management	CIM 4.3	- Attendance of students - Conduct of students	- Attendance - Proper behavior	Visual	- Daily Attendance Record - Admission Slip - Anecdotal Report/Incident Report/Non-compliance Report	- Faculty Member - Discipline Officer
Instruction/Student Experience - Laboratory Management	CIM 4.4	- Laboratory equipment - Laboratory materials - Conduct of students	- Proper usage - Good condition - Proper accountability - Compliance to Laboratory Safety Procedures	Visual	- Laboratory Reservation Form - Laboratory Equipment Accountability Form - Preventive Maintenance Schedule - Equipment History Card - Service Report - Laboratory Work Request Form - Calibration Schedule - Calibration Certificate	- Faculty Member - Laboratory Technician





QUALITY PLAN

PROCESS NAME	REF. DOC.	CHECK ITEMS	ACCEPTANCE CRITERIA	INSPECTION TOOL/METHOD	DATA/RECORDS	RESPONSIBILITY
Instruction/Student Experience – Student Assessment	CIM 4.5	- Assessment Tool - Results of Assessment	- As per approved Table of Specifications or Rubrics - Examination passing marks	Visual	- Table of Specifications - Rubrics - Class Record	- Faculty Member - Academic Unit Head - CID Chief
Instruction/Student Experience – Grading System	CIM 4.6	Student's performance/grades	Compliance with the grading system	Visual	- Report Card - Grading Sheet - Class Record - Minutes of the Meeting - Correction of Grades	- Faculty Member - Academic Unit Head - CID Chief - FAS Instruction Officer - Homeroom/ Academic Adviser - Scholarship Committee - Registrar
Co-curricular & Extra-curricular Activities - Student Organization, ALA, Homeroom, SCALE, In-Campus and Off-Campus Activities	SAM 3.1, SAM 3.2, SAM 3.3, SAM 4.0, SAM 5.0, SAM 6.0, SAM 7.1, SAM 7.2, SAM 7.3	- Recognition/Renewal documents of student organizations/ALA - Scheduled activities - Purpose of activities	- Nature of the group/activity can help in the development of the student - Program requirement - Eligibility of students	Visual	- Documents of student organizations/ALA - List of Recognized Student Organization/ALA - Activity Proposal - Activity Report - Liquidation Report	- DSA - CID - SSD - FAD - Campus Director



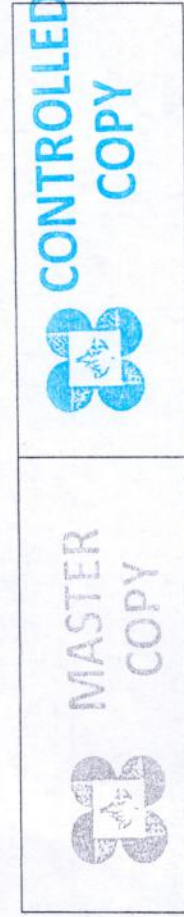
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Graduation	SSM 3.5	Student records	Completion of requirements	Visual	- Grading Sheets/ Report Card - Student Record - List of Candidates for Graduation - Board Resolutions - Minutes of Meeting	- Scholarship Committee - Registrar - Mancom - Execom - BOT
Alumni	SSM 3.6	Alumni activities	Valid alumni activities	Visual	- Alumni Tracking Reports - Accomplished Reports on Activities Conducted	- Registrar - Alumni Tracking Committee
Request for Records	SSM 3.7	- Requested record - Clearance	- Clearance of student - Correctness of records	Visual	- Record Request Form - Student Clearance Requested - Document Logbook	Registrar
Library Services	SSM 4.3	- Library collections - Student ID	- Good condition - Availability - Restrictions	Visual	Book Card	Library Unit



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Residence Halls Services	SSM 5.1, SSM 5.2	- Application of student - Conduct of students in the Residence Halls	- Align with the selection criteria - Align with the Residence Halls guidelines	Visual	- Residence Halls Form - Letter of Acceptance	- Residence Halls Unit - SSD Chief - Campus Director
Guidance Services	SSM 7.2, SSM 7.3	Behavior of students	Proper conduct of students	- Visual - Assessment Form	- Student's Counseling Notes - Test Results	Guidance Unit
Health Services	SSM 6.1, SSM 6.5	Health and dental condition of students	Good physical and dental health	- Visual - Physical and dental examination	Health and dental records	- Physician - Dentist - Nurse
Maintenance Services	FAM 6.4, FAM 6.5	Condition of equipment, facilities and fixtures	- Good condition - Cleanliness	- Visual - Functionality test	- Preventive Maintenance records - Repair records - Equipment History Cards	- IT Unit - GSM Unit - Laboratory Technician
Human Resource Services	FAM 4.1, FAM 4.7, FAM 4.8	- Qualifications of applicants - Competencies/performance of personnel	Align with qualifications for the position	Visual	- Qualification documents - Performance appraisal records - Training records	HRM Unit



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Finance Services	FAM 10.2	- Student name - Amount	- Scholarship Agreement - Accuracy - Timeliness	Visual	LDDAP-ADA	Cashier
Feedback Mechanism (Customer, Internal Processes, Management Review)	QM 9.0, CIM 4.8	- Performance results - Feedback from students/parents	- Timeliness and accuracy of reports/records - Timely addressing feedbacks	- Visual - Parents-Teacher Conference	- Management Review minutes - Performance records - Parents-Teacher conference minutes/ anecdotal report	- Execom - Mancom - Faculty Member

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