

**PHILIPPINE ACCREDITING ASSOCIATION OF SCHOOLS,
COLLEGES AND UNIVERSITIES**

Commission on Tertiary Education

Guidelines for Applicant Schools

1. CATEGORIES OF MEMBERSHIP

The accreditation process consists of several stages. Each stage is identified with a particular status of the institution applying for membership. Each of these stages has certain requirements and qualifications. The first category is APPLICANT STATUS followed by CANDIDATE STATUS and followed finally by MEMBER STATUS.

2. REQUIREMENT FOR APPLICANT STATUS

A tertiary school committed to institutional improvement through the guidance of PAASCU's Commission on Tertiary Education may request to become an APPLICANT INSTITUTION. The requirements are:

- a.) An application letter from the President, Chancellor or Director of the Institution addressed to the PAASCU Board of Directors:

***The President
PAASCU
Unit 107, The Tower at Emerald Square
J.P. Rizal cor P. Tuazon Sts.
1109 Quezon City***

***Tel Nos.: 911-2845; 913-1998; 439-0934
Fax No.: 911-0807
E-mail: info@paascu.org.ph***

- b.) Submission of the following documents:

1. The mission statement and goals of the institution
2. Copies of the CHED recognition of the tertiary program/s, which the school wishes to have accredited

3. Names of the governing board members and their qualifications
4. Copy of the by-laws or other institutional documents identifying the group legally responsible for the institution.
5. Names of faculty members and a summary of their qualifications (see Appendix A)
6. Statistical summary of the students admitted over the past three years in the program/s being applied for

These documents are needed by the PAASCU Commission on Tertiary Education so that it can counsel the institution on further steps to take in seeking affiliation. Information should be provided on separate sheets.

3. TERMS AND CONDITIONS

- a. Applicant status is granted for a maximum period of three (3) years, except when extended by the Board of Directors.
- b. Written Annual Progress Report briefly outlining the progress of the institution in specific areas.

4. PAASCU'S ACTION AND RESPONSIBILITIES

- a. Formal acceptance as an APPLICANT INSTITUTION.
- b. Assistance through the school improvement program and consultancy services from the Commission on Tertiary Education.
- c. Review of the Annual Progress Report submitted to the Commission on Tertiary Education.

A. ACADEMIC QUALIFICATIONS

ANALYSIS

Note: In reporting degrees, use the individual's highest or most appropriate degree. (Only one degree per faculty should be counted.)

A. FOR ALL FACULTY MEMBERS TEACHING GENERAL EDUCATION (SERVICE COURSES)

DEGREES COMPLETED	FULL-TIME FACULTY		PART-TIME FACULTY	
	NO.	%	NO.	%
Doctorate in discipline taught				
Doctorate in other fields				
Master's in field of specialization				
Master's in other fields				
Bachelor's degree				
TOTAL		100%		100%

- ♦ A full-time teacher is one who has a normal teaching load and spends the rest of the time in committee work, research, student consultations and other non-teaching activities.
- ♦ A part-time teacher is one who is hired on the basis of the number of units taught.

Give the institution's definition of full-time status or indicate where this may be found.

B. FOR EVERY COLLEGE/PROGRAM INVOLVING A SEPARATE PROFESSIONAL CORE OF TEACHERS

Each college/program, e.g Business, Education must prepare a separate table

COLLEGE PROGRAM _____

DEGREES COMPLETED	FULL-TIME FACULTY		PART-TIME FACULTY	
	NO.	%	NO.	%
Doctorate in discipline taught				
Doctorate in other fields				
Master's in field of specialization				
Master's in other fields				
Bachelor's degree				
TOTAL		100%		100%

Appendix A

FACULTY PROFILE

Name	Highest Degree Completed/Year	Major/Field	Institution Where Completed	Further Studies (in progress)	Subjects Being Taught
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					