AREA X
ADMINISTRATION

PARAMETERS

A. Organization

B. Academic Administration

C. Student Administration

D. Financial Management

E. Supply Management

F. Records Management

G. Institutional Planning and Development

H. Performance of Administrative Personnel

Program : Bachelor of Science in Applied Mathematics

Level : Level 1

SUC : University of Southern Mindanap

Campus : Kabacan, Cotabato

Date of Actual Survey : October 26-30, 2026

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 the general affairs of the Institution and its organizational performance. Thus, the administration adopts institutional processes and ensures that said processes are satisfactorily implemented.

A. Organization

An 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

The area covers administrative and academic matters such as qualification of academic officials; recruitment and promotion of faculty and support staff; setting standards and targets; planning, implementing and monitoring of programs and other related activities; establishing linkages, partnerships and networking activities; professional growth development opportunities; proper use and maintenance of facilities, equipment, etc.; and generating resources and income and cost effective measures.

The quality of the curricular programs and the qualifications of the faculty to implement would determine the level of excellence attained by the Institution.

C. Student Administration

The following activities fall under this Area: admission and retention policies; registration , school fees, academic load, transfers, residence, course work, scholastic and graduation requirements, examination and grading system, scholarship/grants, shifting and adding/dropping of course, code of conduct and discipline, 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 a healthy financial administration.

E. Supply Management

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

F. Records Management

Records and reports include: minutes of the board meetings, minutes of faculty meetings, faculty directory; records of faculty training and experience; records of enrollment by class, gender and course; students' directory; alumni directory; recorded data for statistical use; inventory of property; 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 for periodic review, evaluation and updating. A Planning Officer should be responsible for the coordination of the planning activity.

H. Performance of Administrative Personnel

The administrative personnel should be qualified to perform the various administrative services. The performance evaluation of the personnel should include: (1) competence; (2) quality of work; (3) work ethic; (4) creative ability; (5) interpersonal relations; and (6) ability to handle internal and external pressures.

The performance of the administrative personnel should be monitored and evaluated regularly.

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

The following documents, additional information and exhibits will be useful in evaluating this Area, and should be made available, preferably at the Accreditation Center:

1. Administrative Manual;
2. Annual Reports;
3. Budget priorities as shown in the approved budget for the program and actual allocation for the past 2 years;
4. Guidelines/Procedures in budget preparation;
5. College policies on the confidentiality/security of records;
6. Copy of the Supervisory Program of the Dean;
7. Development Plans: Long-term; Short-Term and Operational;
8. List of members of the Administrative and Academic Councils;
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 and Academic Councils;
12. Organizational Chart of the Institution/Academic Unit;
13. Performance Evaluation System for the Faculty;
14. Performance Evaluation System for the Non-teaching personnel/staff;
15. Personnel file;
16. Plantilla of Personnel for the Administrative and Academic Staff;
17. Qualification Standards for the Administrative and Academic Personnel; and
18. Samples of relevant Board of Regents/Board of Trustees Resolutions.

AREA X: ADMINISTRATION

RATING SCALE						
NA	0	1	2	3	4	5
-	-	Poor	Fair	Satisfactory	Very Satisfactory	Excellent
Not Applicable	*Missing*	*Criterion is met minimally in some respects, but much improvement is needed to overcome weaknesses (75% lesser than the standards)*	*Criterion is met in most respects, but some improvement is needed to overcome weaknesses (50% lesser than the standards)*	*Criterion is met in all respects (100% compliance with the standards)*	*Criterion is fully met in all respects, at a level that demonstrates good practice (50% greater than the standards)*	*Criterion is fully met with substantial number of good practices, at a level that provides a model for others (75% greater than the standards)*

Indicators	Item Rating (IR)	System – Implementation – Outcome Mean (SIOM)	Parameter Mean (PM)
PARAMETER A: ORGANIZATION			
SYSTEM – INPUTS AND PROCESSES			
S.1. The institution has an organizational structure approved by the Board of Regents/Trustees (BOT/BOR).	5		
S.2. Every office/unit in the organizational structure has functions approved by the BOR/BOT.	5	5	
IMPLEMENTATION			
I.1. The institution is subdivided into administrative units in accordance with the organizational structure.	5		
I.2. The functions, duties and responsibilities of administrative personnel/staff in each unit/office are identified and carried out.	4		
I.3. The Board of Regents/Trustees is supportive with the growth and development of the institution.	5		

Indicators	IR	SIOM	PM
I.4. The Academic and Administrative Councils exercise their powers and perform their functions.	5		
I.5. The flow of communication among and within units/departments is observed.	4	4.60	
OUTCOME/S			
O.1. The institution has a well-designed and functional organizational structure.	5	5	4.87
PARAMETER B: ACADEMIC ADMINISTRATION			
SYSTEM – INPUTS AND PROCESSES			
S.1. The Dean/Academic Unit Head possesses the required educational qualification, experience and other prescribed requirements to administer the College/Academic Unit, as follows:	5		
S.1.1. holder of master's degree in Mathematics or any allied discipline;	5		
S.1.2. preferably holder of doctorate degree in Mathematics or related fields;	5		
S.1.3. must have a minimum tertiary teaching experience of not less than five (5) years;	5		
S.1.4. at least five (5) years administrative experience and at least two (2) field experience; and	5		
S.1.5. professional License if applicable			
S.2. The Department Chair/s, or their equivalent has appropriate/relevant educational qualification and experience.	5	5	

Indicators	IR	SIOM	PM
IMPLEMENTATION			
I.1. The Dean is assisted by Department Chair/s or their equivalent with appropriate/relevant educational qualification and experience.	5		
I.2. The Dean implements a supervisory program.	5		
I.3. The Dean participates in the recruitment and promotion of faculty and support staff.	5		
I.4. The Dean, the faculty and the administration work together for the improvement of the College/Academic Unit particularly in:	4.43		
I.4.1. setting standards and targets;	5		
I.4.2. planning of programs and other related activities;	5		
I.4.3. implementing, monitoring and evaluation of plans, programs and other related activities;	5		
I.4.4. establishing linkages, partnerships and networking activities;	4		
I.4.5. providing opportunities for professional growth and development of the faculty and staff;	4		
I.4.6. preparing policies and guidelines on the internal administration and operation of the College/Academic Unit; and	4		
I.4.7. preparing guidelines on the proper use and maintenance of facilities, equipment, supplies and materials, etc.	4		
I.5. Definite criteria and procedures in the selection and promotion of the most qualified faculty and staff are observed.	5		
I.6. The Dean, faculty, staff, and students pursue collaborative activities in generating resources and income and in implementing cost-effective measures.	4		
I.7. The Dean implements policies and procedures on internal administration and operations of the College/Academic Unit.	5	4.78	

Indicators	IR	SIOM	PM
OUTCOME/S			
O.1. The College/Academic Unit is efficiently and effectively managed.	5	5	4.93

PARAMETER C: STUDENT ADMINISTRATION			
SYSTEM – INPUTS AND PROCESSES			
S.1. The institution has an approved printed Student Handbook/Manual containing policies and guidelines on the following aspects of student life:	5		
S.1.1. admission and retention;	5		
S.1.2. registration requirements;	5		
S.1.3. school fees;	5		
S.1.4. academic load;	5		
S.1.5. transfer;	5	5	
S.1.6. residence, course work, scholastic and graduation requirements;	5		
S.1.7. examination and grading system;	5		
S.1.8. scholarships/grants/assistantships;	5		
S.1.9. shifting and adding/dropping of course/s/subject/s;	5		
S.1.10. code of conduct and discipline;	5		
S.1.11. attendance; and	5		
S.1.12. others (*please specify*) _____.			

Indicators	IR	SIOM	PM
IMPLEMENTATION			
I.1. Students are provided opportunities to participate in the planning and implementation of activities concerning their welfare.	4		
I.2. Concerned officials, faculty and staff act promptly on requests, needs, and problems of the students.	4		
I.3. The administration, faculty, staff and students work harmoniously and maintain good working relationship.	4	4	
OUTCOME/S			
O.1. The institution has an effective and functional Student Administration.	4		
O.2. Policy implementation is efficient.	5	4.5	4.50
PARAMETER D: FINANCIAL MANAGEMENT			
SYSTEM – INPUTS AND PROCESSES			
S.1. The institution has an approved Financial Development Plan (FDP).	4		
S.2. The institution has specific budgetary allotment for the following:	5		
S.2.1. personnel services;	5		
S.2.2. Maintenance and Other Operating Expenses (MOOE);	5		
S.2.3. capital outlay; and	5		
S.2.4. special projects.	5		
S.3. The approved budget is in consonance with the FDP.	4	4.33	

Indicators	IR	SIOM	PM
IMPLEMENTATION			
I.1. The institution maintains a Financial Management Office managed by qualified and competent personnel.	5		
I.2. The financial management personnel are responsible for the efficient management of the financial resources/funds of the institution.	5		
I.3. The administrative officials, faculty staff and student representatives participate in the budget preparation and in the procurement program of the institution.	5		
I.4. The budget of the Institution is fairly and objectively allocated.	4		
I.5. The institution allocates funds for the following services and activities:	5		
I.5.1. cultural development;	5		
I.5.2. athletic and sports development;	5		
I.5.3. medical and dental services;	5		
I.5.4. library;	5		
I.5.5. student body organization;	5		
I.5.6. guidance and counseling;	5		
I.5.7. improvement of laboratories/shops;	5		
I.5.8. repair and maintenance of facilities/ equipment;	5		
I.5.9. purchase of new equipment, supplies and materials;	5		
I.5.10. replacement of old and unserviceable equipment;	5		
I.5.11. construction of new facilities, *as needed*;			
I.5.12. improvement/expansion of physical plant;	5		
I.5.13. extension and community service;	5		

Indicators	IR	SIOM	PM
I.5.14. disaster and risk reduction; and	5		
I.5.15. auxiliary services, etc.	5		
I.6. The budget allotted for specific expenditures indicated in item 1.5 is in consonance with existing policies and guidelines.	5	4.83	
OUTCOME/S			
O.1. The institution has a sound and effective financial management system.	5	5	4.72
PARAMETER E: SUPPLY MANAGEMENT			
SYSTEM – INPUTS AND PROCESSES			
S.1. The institution has an approved procurement management system in consonance with the Revised IRR RA 9184 (Government Procurement Reform Act).	5		
S.2. The institution has a system for proper disposal of non-serviceable and condemned equipment, supplies and materials.	5		
S.3. The office has a storeroom for keeping and storing all equipment, supplies and materials purchased.	5	5	
IMPLEMENTATION			
I.1. The institution maintains a Supply Management Office (SMO) managed by qualified staff with specific functions and responsibilities.	5		
I.2. The Bids and Awards Committee (BAC) is responsible for the procurement and deliveries of needed equipment, supplies and materials in accordance with the approved Annual Procurement Plan (APP) and Project Procurement Management Plan (PPMP).	5		
I.3. The BAC performs its tasks and responsibilities in accordance with recent procurement policies and official issuances.	5		

Indicators	IR	SIOM	PM
I.4. The SMO prepares, evaluates and submits the annual inventory of serviceable and non-serviceable facilities and equipment.	5		
I.5. All approved requests for procurement are published in the Philippine Government Electronic Procurement System (Phil-GEPS).	5	5	
OUTCOME/S			
O.1. The institution has an efficient and effective Supply Management System.	5		
O.2. All procurement transactions are transparent.	4	4.5	4.83
PARAMETER F: RECORDS MANAGEMENT			
SYSTEM – INPUTS AND PROCESSES			
S.1. The institution has a system of records keeping.	5		
S.2. There are policies and procedures to ensure the security and confidentiality of records.	5		
S.3. Policies and procedures on prompt release of records are in place.	5	5	
IMPLEMENTATION			
I.1. The institution maintains a Records Management Office (RMO) managed by a qualified Records Officer.	5		
I.2. A records system is installed in offices where it allows access to information needed by concerned parties.	4		
I.3. The Human Resource Management Office (HRMO) maintains accurate, up-to-date and systematic records of faculty and staff.	5		

Indicators	IR	SIOM	PM
I.4. The following updated records are made available to concerned parties:	4.32		
I.4.1. minutes of the Board of Regents/Trustees meetings;	4		
I.4.2. minutes of the faculty meetings, e.g. minutes of the Academic Council meetings;	4	4.58	
I.4.3. faculty/non-teaching personnel individual files;	4		
I.4.4. Faculty/non-teaching personnel performance evaluation; and	5		
I.4.5. other records such as:	4.60		
I.4.5.1. student directory;	4		
I.4.5.2. alumni directory;	3		
I.4.5.3. permanent records of students;	5		
I.4.5.4. reports of Director/Dean;	5		
I.4.5.5. annual reports;	5		
I.4.5.6. accomplishment/progress reports;	5		
I.4.5.7. scholarship records;	5		
I.4.5.8. statistical data;	4		
I.4.5.9. financial records of students;	5		
I.4.5.10. inventory of property;	5		
I.4.5.11. proceedings of administrative investigation (*if any*); and			
I.4.5.12. others (*please specify*) _____.			

Indicators	IR	SIOM	PM
OUTCOME/S			
O.1. The institution has a commendable Records Management System.	4	4	4.53
PARAMETER G: INSTITUTIONAL PLANNING AND DEVELOPMENT			
SYSTEM – INPUTS AND PROCESSES			
S.1. The institution has an approved Strategic Development Plan (SDP) available in printed and/or electronic forms.	5		
S.2. There is a system of monitor the implementation of the (SDP).	5	5	
IMPLEMENTATION			
I.1. The institution's Planning and Development Unit plans, monitors, and evaluates planned activities/targets.	5		
I.2. The planning process is a cooperative and participative endeavor of the administration, the faculty and the students.	5		
I.3. The SDP is implemented, monitored, evaluated, reviewed and updated regularly.	4	4.67	
OUTCOME/S			
O.1. The SDP is congruent with the VMGO as well as with the local, regional and national development goals and agenda.	5	5	4.89
PARAMETER H: PERFORMANCE OF ADMINISTRATIVE PERSONNEL			
SYSTEM – INPUTS AND PROCESSES			
S.1. The institution has an approved performance evaluation system for administrative personnel which includes the following items:	4.17		

Indicators	IR	SIOM	PM
S.1.1. competence;	4		
S.1.2. quality of work;	4		
S.1.3. work ethic (punctuality, wise use of time, etc.);	5		
S.1.4. creative ability and innovativeness;	4		
S.1.5. ability to handle internal and external pressures; and	4	4.17	
S.1.6. interpersonal relations.	4		
IMPLEMENTATION			
I.1. The institution regularly monitors and evaluates the performance of the administrative personnel.	5		
I.2. The results of performance evaluation of the administrative personnel are utilized:	5		
I.2.1. to improve performance and delivery of service; and	5	5	
I.2.2. for promotion.	5		
OUTCOME/S			
O.1. The administrative personnel/staff have commendable performance.	5		
		5	
			4.72
		Area Mean:	4.70

SUMMARY OF RATINGS

AREA X: ADMINISTRATION

Parameters		Numerical Rating	Descriptive Rating
A	ORGANIZATION	4.87	Very Satisfactory
B	ACADEMIC ADMINISTRATION	4.93	Very Satisfactory
C	STUDENT ADMINISTRATION	4.50	Very Satisfactory
D	FINANCIAL MANAGEMENT	4.72	Very Satisfactory
E	SUPPLY MANAGEMENT	4.83	Very Satisfactory
F	RECORDS MANAGEMENT	4.53	Very Satisfactory
G	INSTITUTIONAL PLANNING AND DEVELOPMENT	4.89	Very Satisfactory
H	PERFORMANCE OF ADMINISTRATIVE PERSONNEL	4.72	Very Satisfactory

Total: 37.99

Mean: 4.75 Very Satisfactory

LEAD ACCREDITOR/S: