



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES  
COLLEGE OF ENGINEERING  
**COMPUTER ENGINEERING DEPARTMENT**



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES  
Office of the Vice President for Academic Affairs  
**QUALITY ASSURANCE CENTER**

## GOALS

The QAC endeavors to achieve:

1. excellence in institutional and program management;
2. excellence in capacity development for continuous quality improvement; and
3. excellence in partnership for institutional and program development.

## OBJECTIVES

Towards these ends, the QAC commits to:

1. develop and maintain an effective internal quality assurance system;
2. secure Certificate of Program Compliance and attain higher accreditation status for all academic programs;
3. attain Center of Development and Center of Excellence status for priority programs;
4. strengthen collaborative arrangements with internal and external stakeholders;
5. maintain an efficient, secure, and accessible database of updated, comprehensive and relevant materials for quality assurance;
6. develop and implement capacity building interventions to improve the teaching and learning process; and
7. rationalize academic programs offering.

## CORE FUNCTIONS

The QAC's primary roles are to:

1. assist the academic sector in the preparation and packaging of documents to effectively facilitate the accreditation, government recognition and assessment of academic programs;
2. enhance the institution's capacity in designing, delivering and managing curricular programs and services to achieve quality learning outcomes;
3. identify areas for reform and/or continuous improvement along the key areas of governance and management, quality of teaching and learning, relations with the community and management of resources;
4. provide basis for policy options and informed decisions for development assistance to the Colleges, Branches and Campuses;
5. effectively communicate current and relevant information about the achievements, quality system and processes of the university and its academic programs; and
6. partner with local and international agencies for quality assurance-related projects and activities.





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**QUALITY ASSURANCE OFFICIALS AND STAFF  
DUTIES AND RESPONSIBILITIES**

**DIRECTOR**

**Job Summary**

This position is primarily responsible for the overall leadership and supervision in the planning, organization and management, implementation and assessment of the entire quality assurance undertakings in the University.

**Key Task Responsibilities:**

1. Formulates policies, systems, procedures and practices for the university's academic quality assurance and enhancement;
2. Maintains and implements quality-related strategic developments within sustainable quality assurance and enhancement frameworks and procedures in accordance with the PUP's vision and strategic planning;
3. Encourages the culture of academic quality within the university;
4. Monitors, reviews and continuously assesses the university's quality assurance and enhancement strategies, frameworks and procedures for the promotion of academic excellence in learning, teaching and research;
5. Plans administrative and substantive support for quality assurance and enhancement at all levels of the university, and to support the institutional and course accreditation processes and contents for external organizations and agencies;
6. Designs and develops Quality Assurance plans, policies, strategies and systems relative to the accreditation endeavors for both the main campus and branches and campuses of the University;
7. Maintains oversight of the assurance of quality and standards at local level in the institution, within the Faculty for which they are allocated responsibility, including managing the work of one or more Quality Assurance Officers;
8. Sustains institutional awareness of external quality agendas, draw these to the attention of the University, and propose appropriate institutional responses;
9. Undertakes a range of quality and standards tasks, in relation to the approval and review of internal and collaborative provisions, the University's regulatory framework, the external examiner system and professional accreditation, and devise new or revised protocols for these processes as required;
10. Takes overall responsibility for exercising oversight for one or more areas of quality and standards: e.g. Academic Standards (including External Examiners) and Regulations; Partnership and External Relations; Approval and Review, or Quality Enhancement and Student Engagement;
11. Undertakes projects and initiatives associated with quality assurance and quality enhancement, and work on any other projects with which the Unit is involved;

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12. Arranges training on quality and standards matters for staff in the institution and external partner organizations;
13. Maintains, develops and disseminates the University's Quality Assurance Handbook/Manual and other materials;
14. Takes the initiative in solving problems for academic and professional colleagues, and keep a customer-oriented approach;
15. Gives advice and guidance, based on specialist expertise, about quality and standards matters to Faculties, Offices, students and partner organizations, as well as to University committees and working groups;
16. Builds internal and external networks and linkages to enhance aspects of quality in the University; and
17. Ensures compliance of the different colleges, branches and campuses on the quality assurance standards.

**CHIEF (MAIN, AND CAMPUS & BRANCHES QUALITY ASSURANCE)**

**Job Summary**

This position is primarily responsible in providing assistance to the QAC Director. Primarily takes charge of accreditation processes of the different academic units working out for accreditation recognition in the PUP Main Campus, Branches and Campuses.

**Key Task Responsibilities**

1. Develops strategies and systems to effectively meet the accreditation needs of the different Colleges (Main Campus), Branches and Campuses in the University
2. Supervises preparation of documents necessary for accreditation submissions of the different colleges/programs in the main campus; branches and campuses and ensures that accreditation documents are submitted by the different colleges/programs in the main campus/ branches and campuses in time for the evaluation visit.
3. Monitors accreditation activities in collaboration with the different Colleges and Offices in the main campus/branches and campuses to ensure the quality and accuracy of data being collected for programs' compliance to requirements and reports submissions;
4. Supervises collection of accreditation data and preparation of reports for use in monitoring and improving educational programs and administrative units to meet accreditation requirements; and oversees maintenance of relevant and up-to-date database of documents that demonstrate conformity to accreditation standards and measures;
5. Disseminates appropriate documentation systems and procedures to colleges/programs in the main campus/ branches and campuses taking part in the accreditation visits; conduct training in updating of documentary exhibits,

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- coordinating updates on accreditation visits, proposing changes or amendments to the standards, and assessing the impact of changes on current policies and procedures and the annual reporting process;
6. Participates in the facilitation processes for the Organizational Self-Assessment, analysis of results, and making recommendations regarding program improvements; assists in identifying ways to improve current accreditation work processes in order to establish more streamline practices and improve client/partner relationships and outcomes;
  7. Participates in institutional research in quality assurance mechanisms.
  8. Helps in the implementation of the organizational policies and procedures in the carrying out the Accreditation initiatives, conduct of regular reviews and revisions of the QAC policy and procedures manuals to meet accreditation standards; including accreditation-related technical assistance, training, tools and support, simulated accreditation visits,, etc. by
  9. Keeping abreast of all aspects of quality assurance mechanisms especially the accreditation process by attending seminars and conferences related to QA; and
  10. From time to time, be required to undertake other duties of similar nature as may reasonably be required by the head of office.

**CHIEF (CURRICULUM PLANNING AND DEVELOPMENT)**

**Job Summary**

This position is primarily responsible for planning, development and supervision of the curricula of the different programs in the University and monitors their implementation.

**Key task Responsibilities:**

1. Develops, plans and coordinates curriculum and assessments for the purpose of implementing a standards-based instructional program;
2. Participates in professional development growth activities for the purpose of maintaining professional knowledge and staying current with curricular trends;
3. Oversees all curricular adoptions, including review, selection, distribution and subsequent professional development;
4. Supervises the development of a research database that may be utilized to develop and review curriculum of the different programs in the University;
5. Analyzes data for the purpose of improving the instructional program;
6. Monitors plans, implementation, and revision of curriculum in keeping with changes in practice, legislation, and regulation as well as competencies required to meet standard requirements when necessary;
7. Assists with the planning, development, implementation, and revision of curriculum in keeping with best practices;

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8. Conducts research on new and innovative curriculum practices and consults with key collaborators for curriculum development purposes;
9. Assists academic deans in developing learning objectives and goals for each new curriculum and reviews learning objectives for existing curriculum;
10. Identifies resources required to develop and deliver training projects relative to curriculum development; and
11. From time to time, be required to undertake other duties of similar nature as may reasonably be required by the head of office/QAC Director.

### **FACULTY COORDINATOR**

#### **Job Summary**

This position is responsible in giving assistance to the Director. Primarily takes charge of the coordination and administrative functions of the accreditation process in accordance with established QAC standards, policies, and procedures.

#### **Key task Responsibilities**

1. Gives direct assistance to the Office of the Quality Assurance Director;
2. Organizes, facilitates, and participates on team evaluation visits to the different programs in the main campus and branches/campuses of the University seeking initial accreditation or reaccreditation;
3. Schedules, arranges travel/accommodations, and assists the on-site teams of volunteer evaluators;
4. Drafts, consolidates, and edits team visit reports for subsequent review and evaluations;
5. Provides assistance to QAC meetings and other undertakings;
6. Prepares draft correspondence to the main campus, branches and campuses significant to the QAC's decisions relative to accreditation;
7. Assists in conducting Accreditation Workshops for Colleges/Departments seeking accreditation or reaccreditation ;
8. Reviews, tracks, and responds to documents related to the accreditation requirements of the different programs in the University;
9. Coordinates with the different Colleges/Offices within the University concerns related to Accreditation both in the main, branches and campuses;
10. Maintains database of documents that demonstrates conformity to accreditation standards;
11. Acts as point person between Colleges/Offices and other agencies and any individuals that are contributing to the accreditation process of the University;
12. From time to time, be required to undertake other duties of similar nature as may reasonably be required by the head of office/QAC Director.

### **QUALITY ASSURANCE COORDINATOR**

#### **Job Summary**

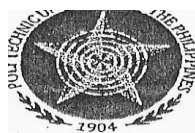
This position is responsible in extending assistance before, during and after the implementation of the accreditation process in accordance with established QAC

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standards, policies, and procedures. Primarily takes charge of accreditation documentation and coordination with the different academic units working out for accreditation recognition.

**Key task Responsibilities**

1. Prepares common institutional documents
2. Reclassifies document/s placement according to cluster
3. Assures readiness of the following area documents following specific program instruments:
  - ✓ Support to Students (Area 4)
  - ✓ Library (Area 7)
  - ✓ Physical Plant and Facilities (Area 8)
  - ✓ Laboratories (Area 9)
  - ✓ Administration (Area 10)
3. Assists the accreditation area counterparts in the preparation of Program Performance Profile, Compliance Report, Self-Survey and documents/evidences for survey instrument
4. Assures readiness of the following documents on or before Day 0 of accreditation survey visit
  - ✓ Program Performance Profile
  - ✓ Narrative Report
  - ✓ Compliance Report
  - ✓ Well-Packaged Documents based on specific program instrument
  - ✓ Self-Survey
  - ✓ Blank Instrument
  - ✓ Accreditors Kit
5. Improves documentation and information system for accreditation through maintenance of relevant and up-to-date database of documents that demonstrate conformity to accreditation standards and measures
6. Updates quality assurance files as needed including the collection of accreditation data and preparation of reports for use in monitoring and improving educational programs and administrative units to meet accreditation requirements
7. Assists in the conduct of simulated accreditation visits
8. Coordinates with the program accreditation chair on the preparation of accreditation visit program
9. Prepares certificates & accreditors kit
10. Attends trainings, seminars on quality assurance concerns
11. Collaborate with other FCs in the conduct of research on quality assurance
12. Responds to accreditors additional documents request during accreditation visit
13. Does other jobs related to QA as assigned by the Chief, Accreditation and Director.

**ADMINISTRATIVE STAFF**

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### Job Summary

This position is responsible in extending assistance to the QAC Director and the Chiefs of Offices. Primarily performs administrative and clerical functions that aids in the accreditation documentation and coordination with the different academic units of the University.

### Key task Responsibilities

1. Provides clerical support to QAC personnel
2. Acts upon written requests/queries within prescribed period
3. Prepares and disseminates notices/communications/advisories
4. Monitors submission of mandatory periodic reports
5. Assists the QAC's CDO in the liquidation of expenses
6. Maintains and updates quality assurance files
7. Documents benchmarking visits and prepares reports/proceedings
8. Responds to accreditors additional documents request during accreditation visit
9. Attends to visitors of the Quality Assurance Center
10. Does other jobs related to QA as assigned by the Director.

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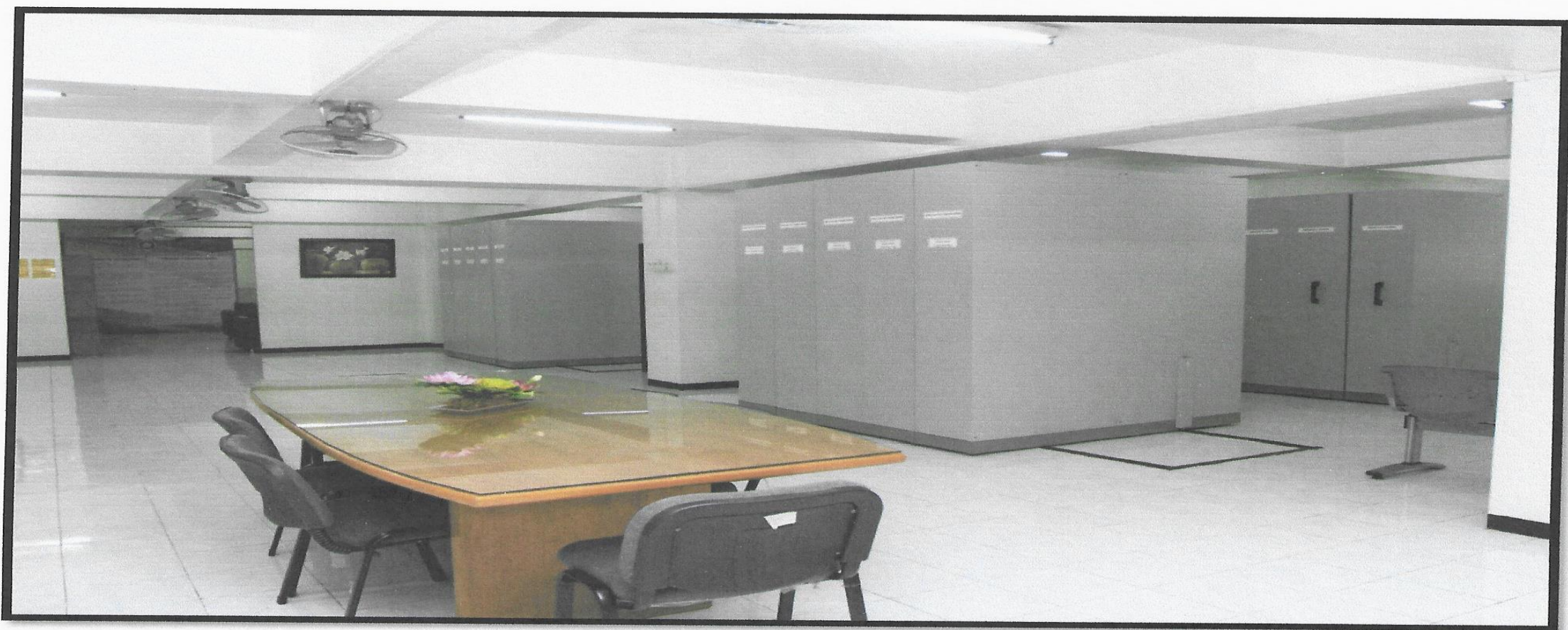
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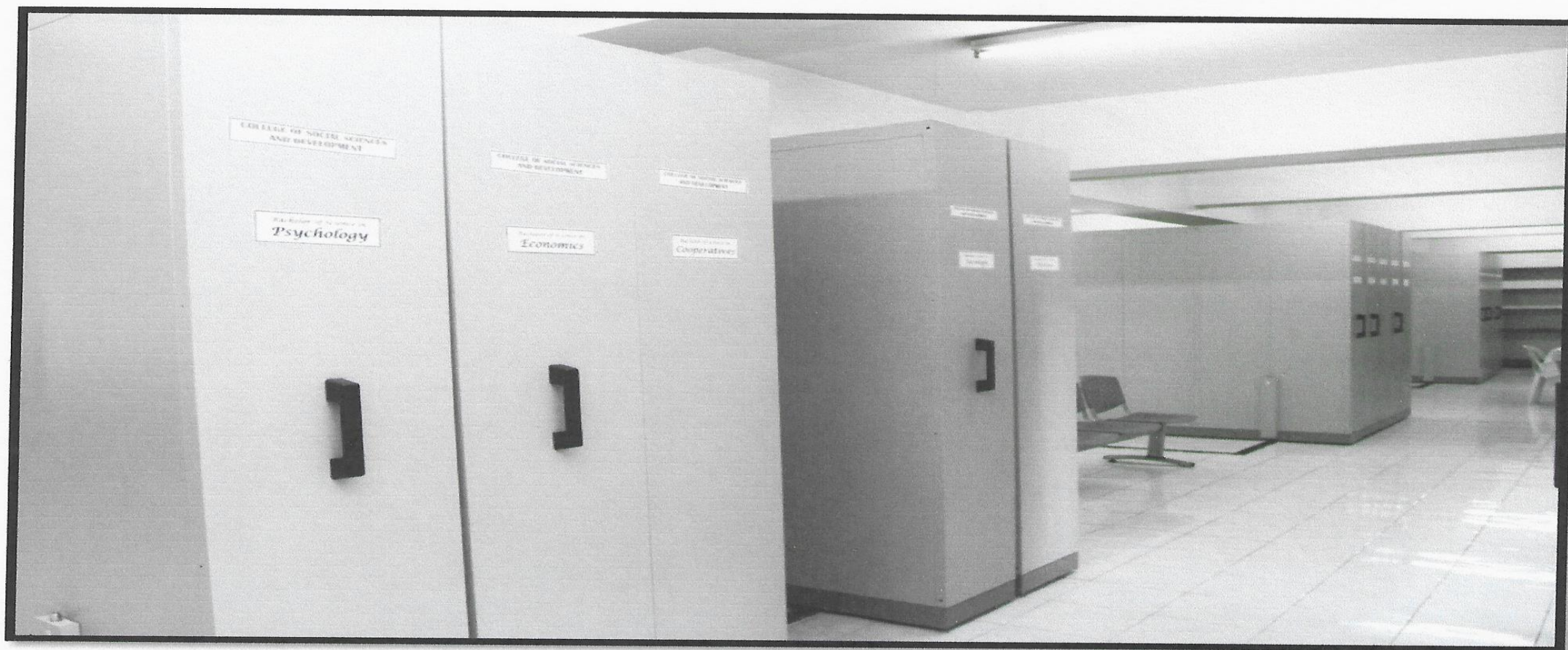
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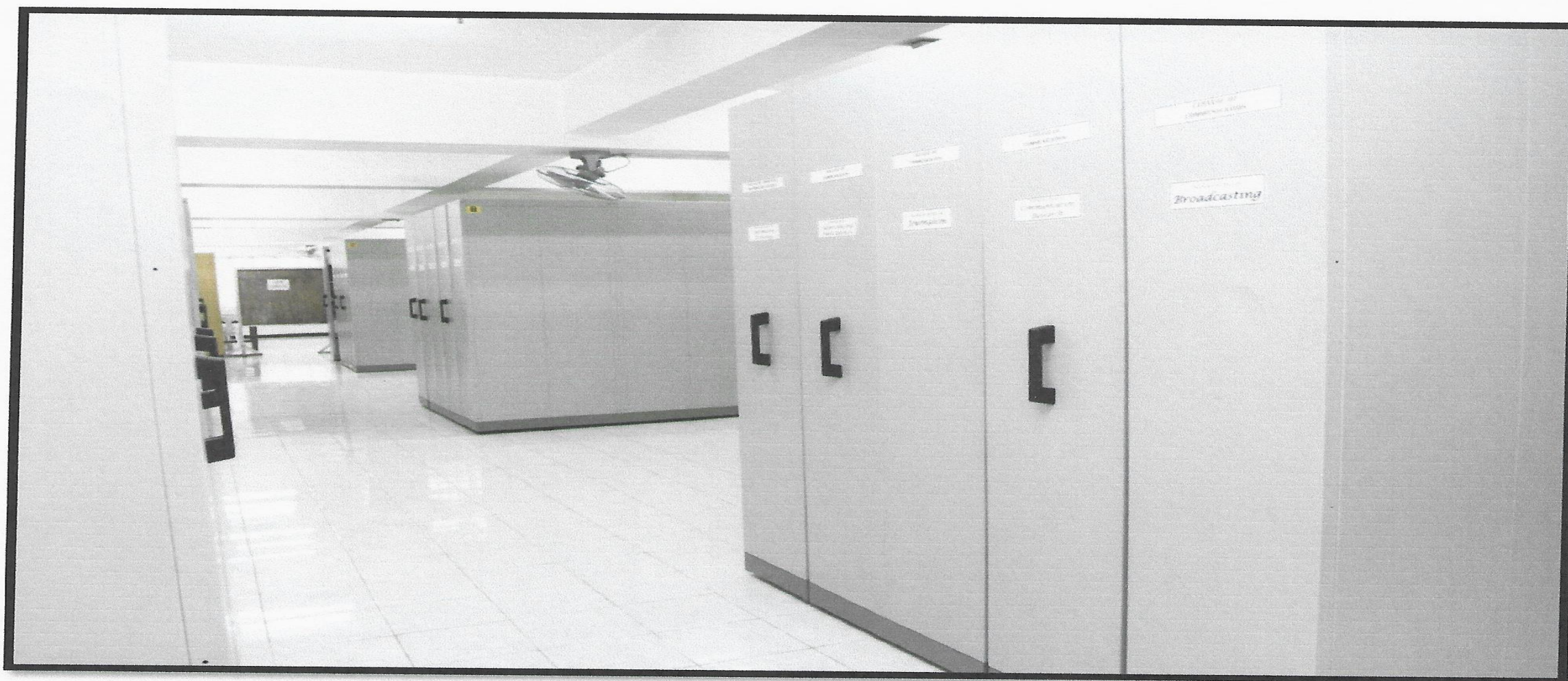
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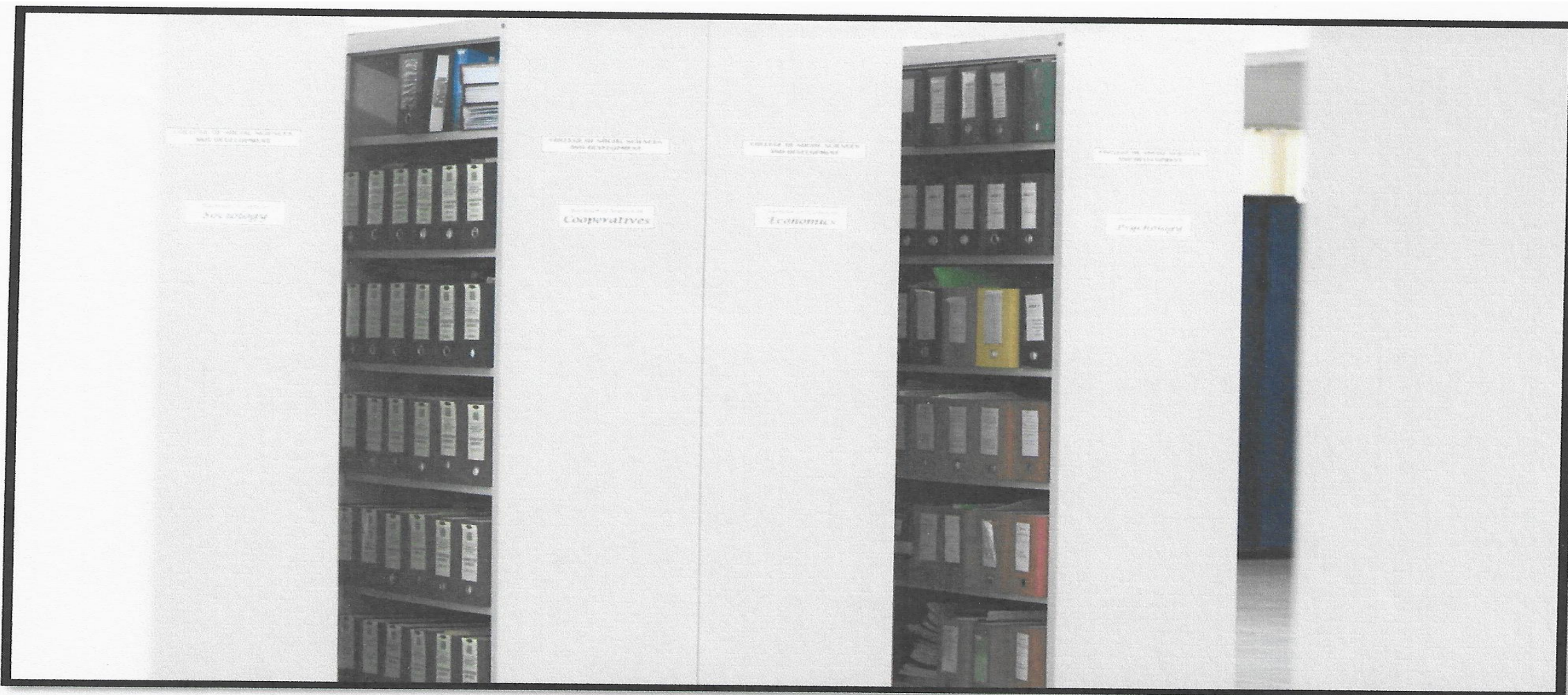
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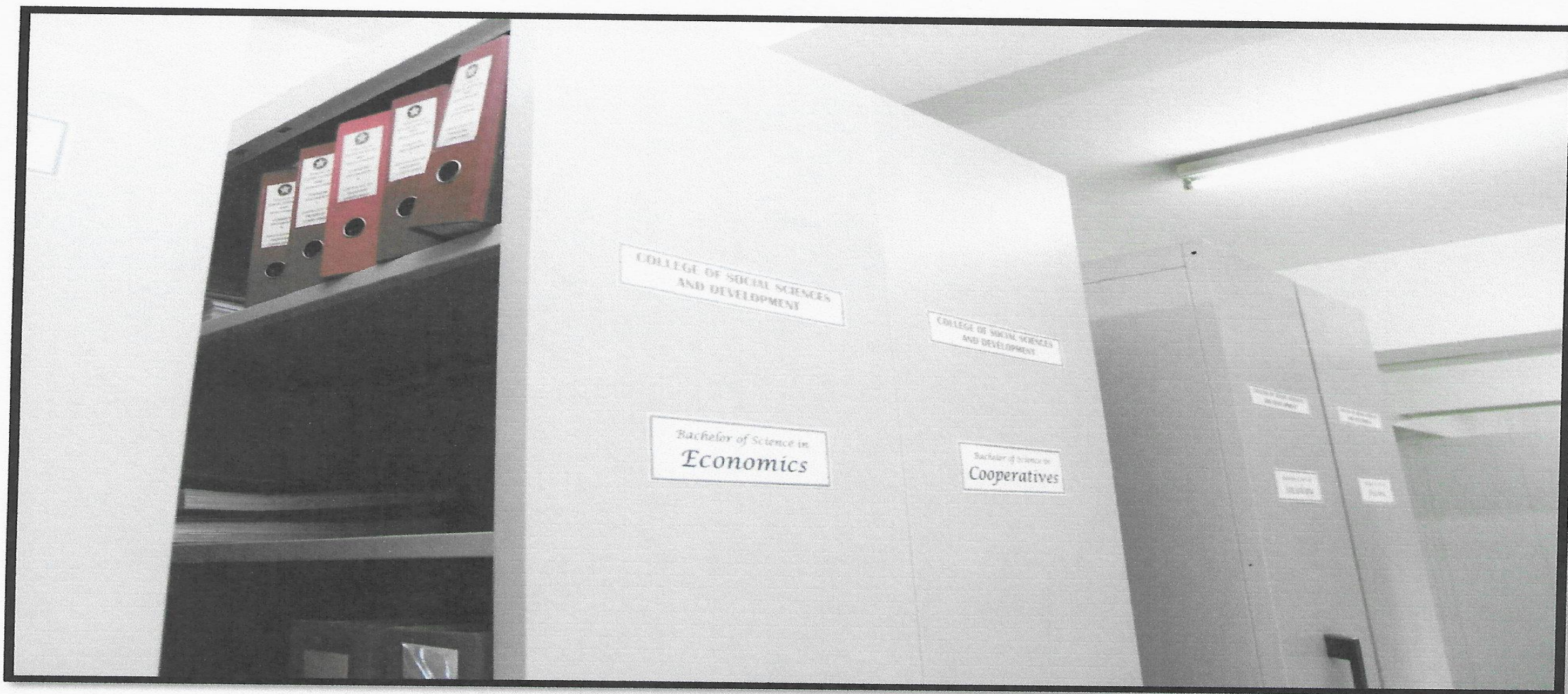
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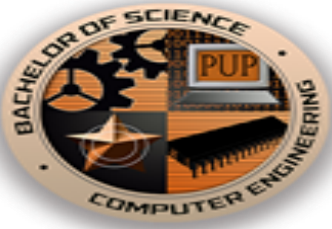
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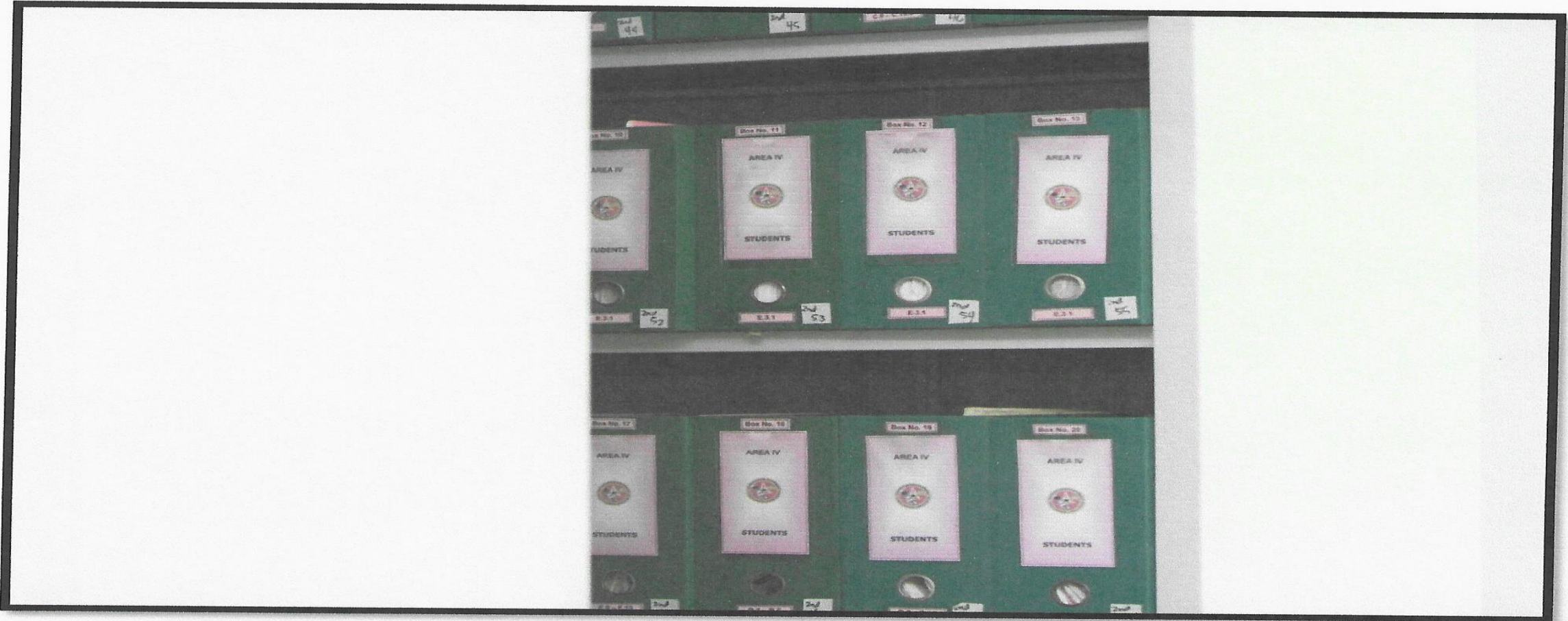
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