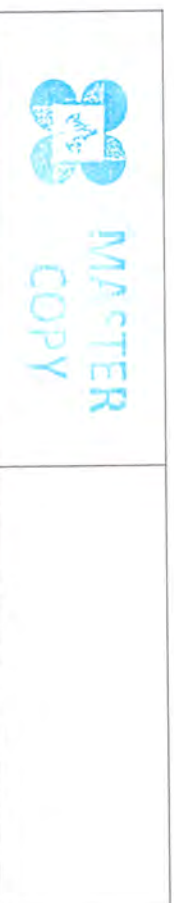


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Analysis of the organization and its context	QM 4.0	<ul style="list-style-type: none"> <li>External and Internal Issues (SWOT)</li> </ul>	<ul style="list-style-type: none"> <li>Relevant to PSHSS</li> </ul>	<ul style="list-style-type: none"> <li>Meetings</li> <li>Presentations</li> </ul>	<ul style="list-style-type: none"> <li>Minutes of the meeting</li> <li>SWOT</li> </ul>	<ul style="list-style-type: none"> <li>Execom</li> <li>Mancom</li> </ul>
Requirements of relevant interested parties	QM 4.0	<ul style="list-style-type: none"> <li>Requirements of relevant interested parties</li> </ul>	<ul style="list-style-type: none"> <li>Relevant to PSHSS</li> </ul>	<ul style="list-style-type: none"> <li>Meetings</li> <li>Presentations</li> </ul>	<ul style="list-style-type: none"> <li>Minutes of the meeting</li> <li>Analysis of Interested Parties or Statutory and/or Regulatory Bodies Log</li> </ul>	<ul style="list-style-type: none"> <li>Execom</li> <li>Mancom</li> </ul>
Strategic Planning	QM 4.0	<ul style="list-style-type: none"> <li>Direction of PSHSS</li> <li>Plans for the PSHSS</li> <li>External and Internal Issues (SWOT)</li> <li>Risk/Opportunity Assessment</li> <li>Requirements of relevant interested parties</li> </ul>	<ul style="list-style-type: none"> <li>Vision</li> <li>Mission</li> <li>Availability of resources</li> <li>Measurable Targets</li> <li>Risk/Opportunity criteria</li> </ul>	<ul style="list-style-type: none"> <li>Meetings</li> <li>Reports</li> <li>SWOT Analysis</li> <li>Risk/Opportunity Assessment</li> </ul>	<ul style="list-style-type: none"> <li>Minutes of the meeting/Strategic Plan/Annual Operations Plan</li> <li>Institutional plans/targets</li> <li>SWOT</li> <li>Risk/Opportunity Assessment</li> <li>Risk Treatment Plan</li> </ul>	<ul style="list-style-type: none"> <li>Execom</li> <li>Mancom</li> </ul>





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Curriculum Development and Review	QM 8.0, SOM 4.0, CIM 4.1	<ul style="list-style-type: none"> <li>• Subject</li> <li>• Meeting hours</li> <li>• Units</li> <li>• Goals</li> <li>• Content</li> <li>• Assessment Method &amp; Condition of Assessment</li> <li>• Learning Outcomes/Specific Objectives</li> <li>• Delivery Strategy</li> <li>• Resource Requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Course plan/ program of regulating bodies</li> <li>• Availability of resources</li> <li>• Course assigned code</li> </ul>	<ul style="list-style-type: none"> <li>• Visual</li> <li>• Evaluation and assessment</li> </ul>	<ul style="list-style-type: none"> <li>• Course Syllabi/ Course Plan/ Curriculum Plan</li> <li>• Curriculum</li> <li>• Teaching materials, as applicable</li> <li>• Curriculum Feedback</li> </ul>	<ul style="list-style-type: none"> <li>• RPAD</li> <li>• Committee on Curriculum</li> <li>• CID</li> <li>• Registrar</li> </ul>
Academic Resource Planning	CIM 3.1, CIM 3.2	<ul style="list-style-type: none"> <li>• Number of classes</li> </ul>	<ul style="list-style-type: none"> <li>• Availability of qualified faculty members</li> <li>• Availability of classrooms and facilities</li> </ul>	<ul style="list-style-type: none"> <li>• Visual</li> <li>• Coordination with faculty members and SSD</li> </ul>	<ul style="list-style-type: none"> <li>• Class schedule</li> <li>• Faculty load</li> </ul>	<ul style="list-style-type: none"> <li>• CID</li> <li>• SSD</li> <li>• Registrar</li> </ul>
Student Recruitment	SOM 5.0, SSM 3.1	<ul style="list-style-type: none"> <li>• Test materials</li> <li>• Test Centers</li> <li>• Eligibility of Applicants</li> </ul>	<ul style="list-style-type: none"> <li>• Aligned with test items criteria</li> <li>• Updated contact information of Test Centers</li> <li>• Eligibility criteria of Applicants</li> </ul>	<ul style="list-style-type: none"> <li>• Visual</li> <li>• Assessment of documents</li> </ul>	<ul style="list-style-type: none"> <li>• Test Materials</li> <li>• Test Permit</li> <li>• Test Results</li> <li>• Application Form</li> <li>• Eligibility documents</li> <li>• FAPS/LAPS Database</li> </ul>	<ul style="list-style-type: none"> <li>• Admissions Office</li> <li>• Assessment Committee</li> <li>• Administering Personnel/ Campaign Teams</li> </ul>

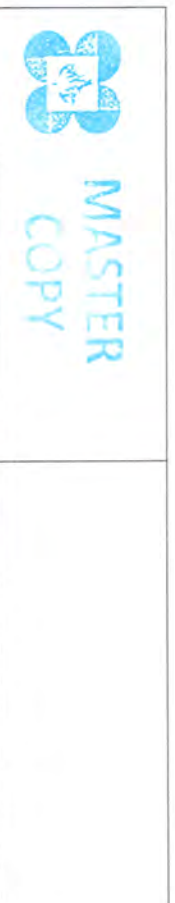


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Admission	SOM 5.0	<ul style="list-style-type: none"> <li>Accomplished Application Form</li> <li>Eligibility documents</li> <li>Test results</li> </ul>	<ul style="list-style-type: none"> <li>Eligibility of Applicants</li> <li>Passed Test Results</li> <li>BOT-approved list</li> </ul>	<ul style="list-style-type: none"> <li>Visual</li> <li>Test Results</li> </ul>	<ul style="list-style-type: none"> <li>BOT-approved master list of principal and alternate qualifiers</li> <li>Letter of Award</li> <li>Confirmation Slip</li> <li>Confirmed List of Scholars</li> </ul>	<ul style="list-style-type: none"> <li>Admissions Office</li> <li>BOT</li> </ul>
Enrollment	SSM 3.2, SSM 3.3, SSM 3.4	<ul style="list-style-type: none"> <li>Eligibility of applicants</li> <li>Enrolment documents</li> </ul>	<ul style="list-style-type: none"> <li>Class size limit</li> <li>Eligibility of documents</li> <li>BOT-approved list</li> </ul>	<ul style="list-style-type: none"> <li>Visual</li> </ul>	<ul style="list-style-type: none"> <li>Enrolment forms</li> <li>Enrolment documents</li> <li>Admission Slip</li> <li>Exit Clearance (for Grades 8-12)</li> <li>Class List</li> </ul>	<ul style="list-style-type: none"> <li>Registrar Unit</li> </ul>
Instruction/Student Experience - Course Preparation and Implementation	CIM 4.2	<ul style="list-style-type: none"> <li>Contents of subject implementation plan</li> </ul>	<ul style="list-style-type: none"> <li>Alignment with prescribed curriculum</li> <li>Ahead of class schedule</li> </ul>	<ul style="list-style-type: none"> <li>Visual</li> </ul>	<ul style="list-style-type: none"> <li>Subject Implementation Plan</li> <li>Curriculum Guide</li> </ul>	<ul style="list-style-type: none"> <li>CID Chief</li> <li>Academic Unit Head</li> <li>Faculty Members</li> </ul>





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**QUALITY MANUAL**

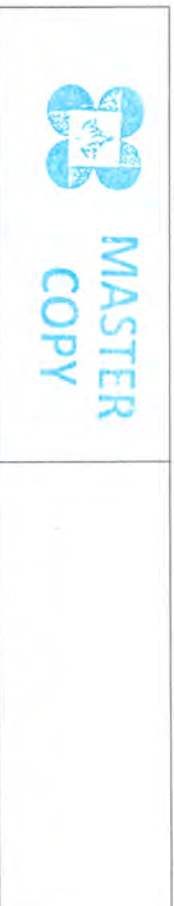
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PROCESS NAME	REF. DOC.	CHECK ITEMS	ACCEPTANCE CRITERIA	INSPECTION TOOL/METHOD	DATA/RECORDS	RESPONSIBILITY
Instruction/Student Experience - Classroom Management	CIM 4.3	<ul style="list-style-type: none"> <li>Attendance of students</li> <li>Conduct of students</li> </ul>	<ul style="list-style-type: none"> <li>Attendance</li> <li>Proper behavior</li> </ul>	<ul style="list-style-type: none"> <li>Visual</li> </ul>	<ul style="list-style-type: none"> <li>Daily Attendance Record</li> <li>Admission Slip</li> <li>Anecdotal Report/Incident Report/Non-compliance Report</li> </ul>	<ul style="list-style-type: none"> <li>Faculty Member</li> <li>Discipline Officer</li> </ul>
Instruction/Student Experience - Laboratory Management	CIM 4.4	<ul style="list-style-type: none"> <li>Laboratory equipment</li> <li>Laboratory materials</li> <li>Conduct of students</li> </ul>	<ul style="list-style-type: none"> <li>Proper usage</li> <li>Good condition</li> <li>Proper accountability</li> <li>Compliance to Laboratory Safety Procedures</li> </ul>	<ul style="list-style-type: none"> <li>Visual</li> </ul>	<ul style="list-style-type: none"> <li>Laboratory Reservation Form</li> <li>Laboratory Equipment Accountability Form</li> <li>Preventive Maintenance Schedule</li> <li>Equipment History Card</li> <li>Service Report</li> <li>Laboratory Work Request Form</li> <li>Calibration Schedule</li> <li>Calibration Certificate</li> </ul>	<ul style="list-style-type: none"> <li>Faculty Member</li> <li>Laboratory Technician</li> </ul>

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PROCESS NAME	REF. DOC.	CHECK ITEMS	ACCEPTANCE CRITERIA	INSPECTION TOOL/METHOD	DATA/RECORDS	RESPONSIBILITY
Instruction/Student Experience – Student Assessment	CIM 4.5	<ul style="list-style-type: none"> <li>Assessment Tool</li> <li>Results of Assessment</li> </ul>	<ul style="list-style-type: none"> <li>As per approved Table of Specifications or Rubrics</li> <li>Examination passing marks</li> </ul>	<ul style="list-style-type: none"> <li>Visual</li> </ul>	<ul style="list-style-type: none"> <li>Table of Specifications</li> <li>Rubrics</li> <li>Class Record</li> </ul>	<ul style="list-style-type: none"> <li>Faculty Member</li> <li>Academic Unit Head</li> <li>CID Chief</li> </ul>
Instruction/Student Experience – Grading System	CIM 4.6	<ul style="list-style-type: none"> <li>Student's performance/grades</li> </ul>	<ul style="list-style-type: none"> <li>Compliance with the grading system</li> </ul>	<ul style="list-style-type: none"> <li>Visual</li> </ul>	<ul style="list-style-type: none"> <li>Report Card</li> <li>Grading Sheet</li> <li>Class Record</li> <li>Minutes of the Meeting</li> <li>Correction of Grades</li> </ul>	<ul style="list-style-type: none"> <li>Faculty Member</li> <li>Academic Unit Head</li> <li>CID Chief</li> <li>FAS Instruction Officer</li> <li>Homerroom/Academic Adviser</li> <li>Scholarship Committee</li> <li>Registrar</li> </ul>
Co-curricular & Extra-curricular Activities - Student Organization, ALA, Homerroom, 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	<ul style="list-style-type: none"> <li>Recognition/Renewal documents of student organizations/ALA</li> <li>Scheduled activities</li> <li>Purpose of activities</li> </ul>	<ul style="list-style-type: none"> <li>Nature of the group/activity can help in the development of the student</li> <li>Program requirement</li> <li>Eligibility of students</li> </ul>	<ul style="list-style-type: none"> <li>Visual</li> </ul>	<ul style="list-style-type: none"> <li>Documents of student organizations/ALA</li> <li>List of Recognized Student Organization/ALA</li> <li>Activity Proposal</li> <li>Activity Report</li> <li>Liquidation Report</li> </ul>	<ul style="list-style-type: none"> <li>DSA</li> <li>CID</li> <li>SSD</li> <li>FAD</li> <li>Campus Director</li> </ul>



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## QUALITY MANUAL

### QUALITY PLAN

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Graduation	SSM 3.5	<ul style="list-style-type: none"> <li>Student records</li> </ul>	<ul style="list-style-type: none"> <li>Completion of requirements</li> </ul>	<ul style="list-style-type: none"> <li>Visual</li> </ul>	<ul style="list-style-type: none"> <li>Grading Sheets/ Report Card</li> <li>Student Record</li> <li>List of Candidates for Graduation</li> <li>Board Resolutions</li> <li>Minutes of Meeting</li> </ul>	<ul style="list-style-type: none"> <li>Scholarship Committee</li> <li>Registrar</li> <li>Mancom</li> <li>Execom</li> <li>BOT</li> </ul>
Alumni	SSM 3.6	<ul style="list-style-type: none"> <li>Alumni activities</li> </ul>	<ul style="list-style-type: none"> <li>Valid alumni activities</li> </ul>	<ul style="list-style-type: none"> <li>Visual</li> </ul>	<ul style="list-style-type: none"> <li>Alumni Tracking Reports</li> <li>Accomplished Reports on Activities Conducted</li> </ul>	<ul style="list-style-type: none"> <li>Registrar</li> <li>Alumni Tracking Committee</li> </ul>
Request for Records	SSM 3.7	<ul style="list-style-type: none"> <li>Requested record</li> <li>Clearance</li> </ul>	<ul style="list-style-type: none"> <li>Clearance of student records</li> <li>Correctness of records</li> </ul>	<ul style="list-style-type: none"> <li>Visual</li> </ul>	<ul style="list-style-type: none"> <li>Record Request Form</li> <li>Student Clearance</li> <li>Requested Document Logbook</li> </ul>	<ul style="list-style-type: none"> <li>Registrar</li> </ul>
Library Services	SSM 4.3	<ul style="list-style-type: none"> <li>Library collections</li> <li>Student ID</li> </ul>	<ul style="list-style-type: none"> <li>Good condition</li> <li>Availability</li> <li>Restrictions</li> </ul>	<ul style="list-style-type: none"> <li>Visual</li> </ul>	<ul style="list-style-type: none"> <li>Book Card</li> </ul>	<ul style="list-style-type: none"> <li>Library Unit</li> </ul>



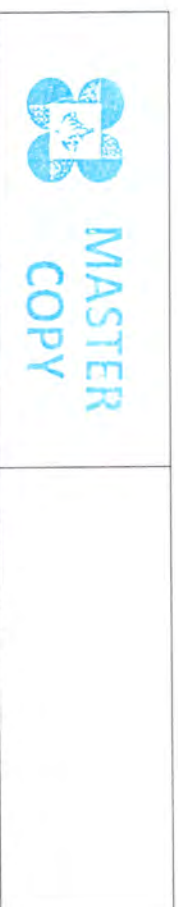
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Residence Halls Services	SSM 5.1, SSM 5.2	<ul style="list-style-type: none"> <li>Application of student</li> <li>Conduct of students in the Residence Halls</li> </ul>	<ul style="list-style-type: none"> <li>Align with the selection criteria</li> <li>Align with the Residence Halls guidelines</li> </ul>	<ul style="list-style-type: none"> <li>Visual</li> </ul>	<ul style="list-style-type: none"> <li>Residence Halls Form</li> <li>Letter of Acceptance</li> </ul>	<ul style="list-style-type: none"> <li>Residence Halls Unit</li> <li>SSD Chief</li> <li>Campus Director</li> </ul>
Guidance Services	SSM 7.2, SSM 7.3	<ul style="list-style-type: none"> <li>Behavior of students</li> </ul>	<ul style="list-style-type: none"> <li>Proper conduct of students</li> </ul>	<ul style="list-style-type: none"> <li>Visual</li> <li>Assessment Form</li> </ul>	<ul style="list-style-type: none"> <li>Student's Counseling Notes</li> <li>Test Results</li> </ul>	<ul style="list-style-type: none"> <li>Guidance Unit</li> </ul>
Health Services	SSM 6.1, SSM 6.5	<ul style="list-style-type: none"> <li>Health and dental condition of students</li> </ul>	<ul style="list-style-type: none"> <li>Good physical and dental health</li> </ul>	<ul style="list-style-type: none"> <li>Visual</li> <li>Physical and dental examination</li> </ul>	<ul style="list-style-type: none"> <li>Health and dental records</li> </ul>	<ul style="list-style-type: none"> <li>Physician</li> <li>Dentist</li> <li>Nurse</li> </ul>
Maintenance Services	FAM 6.4, FAM 6.5	<ul style="list-style-type: none"> <li>Condition of equipment, facilities and fixtures</li> </ul>	<ul style="list-style-type: none"> <li>Good condition</li> <li>Cleanliness</li> </ul>	<ul style="list-style-type: none"> <li>Visual</li> <li>Functionality test</li> </ul>	<ul style="list-style-type: none"> <li>Preventive Maintenance records</li> <li>Repair records</li> <li>Equipment History Cards</li> </ul>	<ul style="list-style-type: none"> <li>IT Unit</li> <li>GSM Unit</li> <li>Laboratory Technician</li> </ul>
Human Resource Services	FAM 4.1, FAM 4.7, FAM 4.8	<ul style="list-style-type: none"> <li>Qualifications of applicants</li> <li>Competencies/performance of personnel</li> </ul>	<ul style="list-style-type: none"> <li>Align with qualifications for the position</li> </ul>	<ul style="list-style-type: none"> <li>Visual</li> </ul>	<ul style="list-style-type: none"> <li>Qualification documents</li> <li>Performance appraisal records</li> <li>Training records</li> </ul>	<ul style="list-style-type: none"> <li>HRM Unit</li> </ul>



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Finance Services	FAM 10.2	<ul style="list-style-type: none"> <li>Student name</li> <li>Amount</li> </ul>	<ul style="list-style-type: none"> <li>Scholarship Agreement</li> <li>Accuracy</li> <li>Timeliness</li> </ul>	<ul style="list-style-type: none"> <li>Visual</li> </ul>	<ul style="list-style-type: none"> <li>LDDAP-ADA</li> </ul>	<ul style="list-style-type: none"> <li>Cashier</li> </ul>
Feedback Mechanism (Customer, Internal Processes, Management Review)	QM 9.0, CIM 4.8	<ul style="list-style-type: none"> <li>Performance results</li> <li>Feedback from students/parents</li> </ul>	<ul style="list-style-type: none"> <li>Timeliness and accuracy of reports/records</li> <li>Timely addressing feedbacks</li> </ul>	<ul style="list-style-type: none"> <li>Visual</li> <li>Parents-Teacher Conference</li> </ul>	<ul style="list-style-type: none"> <li>Management Review minutes</li> <li>Performance records</li> <li>Parents-Teacher conference minutes/ anecdotal report</li> </ul>	<ul style="list-style-type: none"> <li>Execom</li> <li>Mancom</li> <li>Faculty Member</li> </ul>

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