

**Director, Office of Accreditation, Planning and Development (OAPD)**

***Duties and Responsibilities***

**Administrative**

- 1.) Administers and monitors assessment and accreditation activities to ensure the maintenance of standards, school policies, quality assurance mechanisms and the accomplishment of targets in compliance with the requirements of the local and international accrediting agencies, DepEd, CHED and other government agencies;
- 2.) Prepares and supervises the accomplishment of documents and materials for exhibits required by the accrediting agencies;
- 3.) Keeps the accreditation documents regularly updated;
- 4.) Regularly informs the administration of the status and progress of accreditation;
- 5.) Formulates development plans and policies for submission and approval of the School Board;
- 6.) Conducts the annual, mid-year and 5-year Administrator's planning and evaluation sessions;
- 7.) Ensures the regular review and revisit by the appropriate committee of the school's organizational structure, life purpose, vision, mission, core values, institutional objectives, manuals and other institutional policies and procedures;
- 8.) Supervises the office staff;
- 9.) Prepares budget for the office and for other accreditation-related services; and
- 10.) Performs such other duties directly related to his/her general functions as the President may designate

**Coordinative**

- 1.) Coordinates and implements activities and processes that foster a collaborative culture of continuous improvement of programs and services in support of the school's life purpose, vision, mission, core values and institutional objectives;
- 2.) Coordinates the accreditation efforts of the school at all levels and in the different academic programs through the different Vice-Presidents, Deans, Principals, Directors and Heads for the reports, meetings of the different areas, schedules, issues and concerns on/of accreditation, classes, course offerings and the like;

- 3.) Coordinates with the Vice-Presidents and Heads of offices in the planning, development, implementation, monitoring and evaluation of the departmental and institutional strategic plans and programs;
- 4.) Coordinates and integrates all sectoral plans and studies undertaken by the different offices to evolve short and long- range development plans for the school;
- 5.) Coordinates with the Research Director for the conduct of regular research studies on efficiency and effectiveness of the different plans and programs; and
- 6.) Conducts continuing studies, researches and assessment/evaluation of the existing programs and projects to identify the factors affecting optimum effectiveness and efficiency outputs.

### **Community Relations**

- 1.) Ensures and maintains communications and coordination within the school community on accreditation matters;
- 2.) Represents/Ensures the presence of the school in local and international conferences on accreditation standards;
- 3.) Serves as liaison for institutional engagements with the external local and international accrediting bodies, government agencies (DepEd, CHED, TESDA, etc.) and industries in relation to accreditation and other quality assurance mechanisms;
- 4.) Establishes networks and linkages for possible support and funds for accreditation and for the school's enhancement of standards;
- 5.) Promotes the community's participation in the different development planning and evaluation programs; and
- 6.) Establishes networks and linkages for the creation and development of institutional programs and projects.