

The Monitoring and Evaluation Process

Quality Assurance for HEIs
2006

Documents on the Visit

- Preparation
 - Primer: pp. 5-6
- Conduct of the Visit
 - Primer: p. 6
- Post-Visit (Report and related matters)
 - Primer: p. 7
- Frequency and Scheduling
 - Primer: p. 5

The Process

CHED notifies HEIs of visit



HEIs participate in orientation



HEI submits SED (2 copies)
(within 4 months after notice)



CHEDRO studies SED



Notice of revision (within 3 weeks after SED submission)

The Process

Notice of revision, if any



Submission of revised SED (10 copies)
(4 weeks after notice)



Review team studies SED (1 week after SED re-sub)



Visit (4 weeks after team receives SED re-sub)

The Process

Visit + Preliminary Report to Team Leader



Report by Team Leader to CHEDRO
(max 2 days after visit)



CHEDRO reviews for approach/style
Report to TWG (max 2 weeks after visit)



TWG review

The Process*

TWG review



CHED CEB



Report to CHEDRO and HEI (Max 6 weeks after visit)



Comments to CHEDRO (max 2 weeks)

More notes on the visit*

HEI initially chooses category



HEI prepares SED according to appropriate indicators



Review will be based on these indicators



Review team affirms/changes chosen category



HEI can change its choice of category (based on review)
or Review team can schedule another visit

The Visit

- Opportunity for the HEI to show the review team their evidences and to explain certain systems
- Opportunity to evaluate evidences against the claims of the SED
- Opportunity for the review team to discuss the scores and the judgment

CHED's responsibility

1. CHED shall be responsible for all expenses related to the visit.
2. CHED assessors shall keep to a schedule previously agreed upon by the review team and the HEI.

The School's responsibility

1. The School shall provide separate venues for the meeting of the review team, the dialogues with various sectors, and meals/snacks.
2. During the scheduling of the visit, the HEIs will be informed on who they should invite to specific dialogues and discussions.

Some reminders

In order not to cause embarrassment on either side, the school:

1. shall **not** pay for food, transportation, accommodation, and other expenses pertinent to the visit
2. shall **not** give tokens or gifts of any kind to the assessors
3. shall **not** hold any reception/program during the duration of the visit.
4. Forward any concerns of the HEI to the CHED secretariat.