



January 6, 2021

Dr. Edgardo E. Tulin
President
Visayas State University
Visca, Baybay City, Leyte

Thru: **Dr. Remberto A. Patindol**
Vice President, Administration and Finance

Sir:

The BSME program is scheduled for the AACCUP Level 1 Accreditation. Given the load of our faculty members, who are conducting lecture and laboratory classes in online and modular instruction, we have a limited capacity to make the necessary preparations.

In line with this, the DME Personnel Committee would like to request to allow us to hire additional manpower by a Job Order position effective January to April 2021. The requested JO will focus on the following AACCUP Level 1 Accreditation related functions:

1. Assist the taskforce on the collection of the necessary documents for the different areas;
2. Scan all available documents to create a data file for upcoming related accreditations;
3. Compile all the collected documents in each of the Areas;
4. Collect and prepare additional documents required by the Accreditor; and
5. Perform other functions related to AACCUP Level 1 Accreditation as ordered by the taskforce.

Thank you for your continued support.

Sincerely yours,

PHILIP CAESAR L. EBIT
Member

RONARD G. PAÑA
Member

TRIPONIO O. SOLARTE JR.
Member

JUNDY R. CASTIL
Chairman/Head

Noted:

ROBERTO C. GUARTE
College Dean, CET

EDITHA G. CAGASAN
Director, Quality Assurance

Recommending Approval:

REMBERTO A. PATINDOL
Vice President, Administration and Finance

Approved:

EDGARDO E. TULIN
University President