



Republic of the Philippines  
**SURIGAO DEL SUR STATE UNIVERSITY**  
 Main Campus  
 Tandag City, Surigao del Sur



**COMMITTEE/AREA ASSIGNMENT FOR LEVEL III PHASE II ACCREDITATION  
 (REVISED)**

September 2017

ASSIGNMENT	ENGLISH	PUBLIC ADMINISTRATION	BS MATHEMATICS
Team Leader	Sol S. Virtudazo	Irish Joy A. Yparaguirre Antonio G. Tero	Dr. Gamaliel A. Senoc
<b>Narrative Profile Makers and Data Gatherers</b>			
Curriculum & Instruction	Sol S. Virtudazo	Antonio G. Tero	Dr. Gamaliel A. Senoc
	May L. Larena	Irish Joy A. Yparaguirre	Ma. Theresa Q. Yusico
	Danielo A. Acedilla	Sidney Marie S. Bernales	Steven L. Elizalde
Extension	Dr. Junelito C. Cortes	Charish Mae G. Sanico	Jessa D. Cabatchete
	Dorie T. Geducos	Divina Shiela L. delos Arcos	Jade E. Calihat
	Maisa R. Biyo	Rowena M. Orina	Precy Ann Mae D. Reyes
Faculty Development	Jingle M. Luna	Sheila B. Calooy	Dr. Pastor B. Salera
	Medelyn M. Montenegro	Dr. Retsy T. Malong	Shiela A. Tawas
	Marites T. Calising	Ronald E. Gozon	Ruel L. Martinez
Library	Trexie O. Alawi	Lemar S. Geducos	Jennifer Bea
	Ma. Shella R. Millan	Claviel Gallardo	Ruby Mae E. Maliberan
	Giselle B. Ramos	Emmanuel R. Wales	Mark Erizo
Script Writers	Trexie O. Alawi	Rael Christopher O. Plaza	Dr. Junelito C. Cortes
	Revelyn G. Enderes	Rowena M. Orina	Shiela A. Tawas
	Maritess T. Calising	Irish Joy A. Yparaguirre	Dr. Gamaliel A. Senoc
Movie Makers	Jingle M. Luna	Rowena M. Orina	Sheila B. Calooy
	Revelyn G. Enderes	Irish Joy A. Yparaguirre	Shiela A. Tawas
		Antonio G. Tero	

  
**ROMEO A. PATAN, Ed.D.**  
 Dean



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**OFFICE MEMORANDUM:**

**TO :** **MS. JESSA D. CABATCHETE** - Chair  
**MS. JADE E. CALIHAT** - Member  
**MS. PRECY ANN MAE D. REYES** - Member  
**MS. DORIE T. GEDUCOS** - Member  
**MR. STEVEN L. ELIZALDE** - Member

**SUBJECT :** **COMMITTEE TO WORK WITH QCE COMPUTATION OF  
STUDENT EVALUATION OF REGULAR FACULTY  
FOR NBC CYCLE 7**

**FROM :** **DEAN**

**DATE :** **FEBRUARY 2, 2018**

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The afore-listed faculty members of the College of Arts and Sciences are hereby instructed to compose the Team/Committee who will facilitate the speedy computation of the faculty QCE Student Evaluation at the Guidance Office.

Moreover, the Committee shall fast track the computation of the QCE based on the documents to be extracted from the Guidance Office.

**ROMEO A. PATAN, Ed.D.**  
Dean

Document Code:	FM-ACAD-005A
Revision No:	000
Effective Date:	03/19/2018
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Republic of the Philippines  
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 Tandag City, Surigao del Sur



**OFFICE MEMORANDUM:**

**TO :** MR. RAEL CHRISTOPHER O. PLAZA  
 MR. STEVEN L. ELIZALDE  
 MR. CLARENCE R. LUMACANG  
 MS. JESSA D. CABATCHETE  
 MS. PRECY ANN MAE D. REYES

**SUBJECT :** ISO WORKING FORCE

**FROM :** DEAN

**DATE :** JULY 25, 2018

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In consideration to the preparation of the College to the ISO documentation, the following faculty members of the College are hereby directed compose the ISO Work Force to prepare the needed documents.

Moreover, Mr. Rael Christopher O. Plaza will lead the committee.

Furthermore, the documents will be submitted for 2<sup>nd</sup> Round of Internal Audit on the First Week of August 2018, hence everyone is enjoined to facilitate the smooth working atmosphere.

For compliance of all concerned.

  
**ROMEO A. PATAN, Ed.D.**  
 Dean





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Document Code:	QR-ACADCAS-007E
Revision No:	000
Effective Date:	08/01/2018
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**OFFICE MEMORANDUM No. 010, 2018**

**TO : ALL CAS FACULTY MEMBERS**

**FROM : DEAN**

**SUBJECT : FOCAL PERSONS FOR PRELIMINARY ACCREDITATION**

**DATE : SEPTEMBER 3, 2018**

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In preparation to the forthcoming Preliminary Accreditation for BS Biology this coming September 17-21, 2018, the following CAS faculty members are hereby informed and assigned to specific areas with their specific assignments.

AREA / ASSIGNMENT	BS Biology	SIGNATURE
I. VMGO	Jade E. Calihat	
	Rael Christopher O. Plaza	
II. Faculty	Dr. Gamaliel A. Senoc	
	Clarence R. Lumacang	
III. Curriculum & Instruction	Dr. Ma. Theresa Q. Yusico	
IV. Support to students	Ma. Shella R. Millan	
	Medelyn M. Montenegro	
V. Research	Giselle B. Ramos	
	Lemar S. Geducos	
VI. Extension & Community Involvement	Junelito C. Cortes	
	Steven L. Elizalde	
	Sidney Marie S. Bernales	
VII. Library	May L. Larena	
	Jennifer A. Bea	
VIII. Physical Plant & Facilities	Antonio G. Tero	
	Ronald E. Gozon	
IX. Laboratories	Precy Ann Mae D. Reyes	
	Eduard C. Nacua	
X. Administration	Dorie T. Geducos	
	Jessa D. Cabatchete	

In view hereof, all concerned faculty members as well as the program chair are enjoined to initiate the preparations of the required documents for accreditation.

Moreover, a conference is scheduled today, September 4, 2018 at 3PM at the Dean's Office to discuss the preparation for accreditation.

For compliance of all concerned.

## OFFICE MEMORANDUM No. 0010 s. 2019

TO : ALL CAS FACULTY MEMBERS

FROM : DEAN

SUBJECT : ASSIGNMENT TO PRE-COMMENCEMENT ACTIVITIES

DATE : MARCH 4, 2019

Commencement 2019 is fast approaching which tentative schedule is set on April 2-3, 2019. In view of this, the following assignments of CAS faculty members to the different Committees for CAS Pre-Commencement activities is hereby presented for acknowledgment.

COMMITTEES	RESPONSIBLE PERSONS	
HONORS & AWARDS	Dr. Ma. Theresa Q. Yusico	Chair
	Dr. Gamaliel A. Senoc	Co-Chair
	All Program Chairs	Members
INVITATION OF GUEST SPEAKER	Ms. Trexie O. Alawi	Chair
	Ms. Ma. Shella R. Millan	Member
	<b>Submit at least 2 proposed guests</b>	
PROGRAM PREPARATION & DISTRIBUTION	Mr. Revelyn G. Enderes	Chair
	Dr. Roxan G. Eupena	Co-Chair
	Ms. Cygie S. de los Arcos	Member
	Ms. Giselle B. Ramos	Member
	Ms. Maritess C. Plaza	Member
MEDALS AND CERTIFICATES	Ms. Jessa D. Cabatchete	Chair
	Ms. Precy D. Reyes	Co-Chair
	Ms. Jade E. Calihat	Member
	Mr. Steven L. Elizalde	Member
	Mr. Jestoni T. Surilla	Member
DECORATION AND BACK DROP	Ms. Maisa R. Biyo	Member
	Mr. Lemar S. Geducos	Chair
	Ms. May L. Larena	Co-Chair
	Ms. Dorie T. Geducos	Member
	Ms. Divina Sheila L. de los Arcos	Member
	Dr. Retsy T. Malong	Member
	Mr. Danielo B. Acedilla	Member

COMMITTEES	RESPONSIBLE PERSONS	
SOUND SYSTEM, TABLES & CHAIRS	Mr. Antonio G. Tero	Chair
	Mr. Ronald E. Gozon	Co-Chair
	Mr. Mark Anthony H. Erizo	Member
	Mr. Ruel L. Martinez	Member
	Mr. Emmanuel R. Wales	Member
	Ms. Claviel Gallardo	Member
USHERETTES & GARLANDS	Dr. Rosalyn C. Dayao	Chair
	Ms. Ruby Mae E. Maliberan	Co-Chair
	Ms. Irish Joy A. Yparraguirre	Member
	Ms. Jennifer A. Bea	Member
	Ms. Jade E. Calihat	Member
	Ms. Shiela Kylen A. Tawas	Member
MASS	Mr. Clarence R. Lumacang	Member
	Dr. Junelito C. Cortes	Chair
	Ms. Medelyn M. Montenegro	Co-Chair
PRACTICE FOR PRE-COM	Ms. Rowena M. Orina	Member
	Dr. Junelito C. Cortes	Chair
	Dr. Pastor B. Salera	Co-Chair
	Mr. Chealbert B. Gasis	Member
EMCEE	Mr. Revelyn G. Enderes	Member
	Ms. Sidney Marie S. Bernales	Host
	For. Clarence R. Lumacang	Co-Host

In view of this, the faculty is requested to return the document to the Office on/or before March 6, 2019 if there is/are suggestion/s to the proposed Committee assignment.

For compliance of all concerned.

  
**ROMEO A. PATAN, Ed.D.**  
 Dean

Suggestions: \_\_\_\_\_  
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