



13 June 2023

**MEMORANDUM NO.** 663  
Series of 2023

**T O: All Concerned Faculty and Staff**

**R E: Task force for the Online Preliminary Survey Visit (PSV) AACUP  
Accreditation of the program Bachelor of Science in Hospitality Management  
(BSHM) on September 25-29, 2023**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **members** of the **Task Force** for the Online Preliminary Survey Visit (PSV) AACUP Accreditation of the program Bachelor of Science in Hospitality Management (BSHM), effective April 16, 2023 until October 15, 2023 or unless sooner revoked or terminated by higher authorities.

AREA/ FACULTY/ STAFF INCHARGE	RESPONSIBILITIES
<b>A. Program Coordinator</b>  Ms. Hannah Mae E. Quimbo	1. Oversee the preparation of the Preliminary Survey Visit Online Accreditation, Supporting Documents ( <i>based on the survey instruments for the programs</i> ); 2. Coordinate with QAC for any concern related to the PSV AACUP accreditation of the BSHM program. 3. Inform the QAC regarding the program's readiness to submit documents for in-house evaluation;
<b>B. Area Incharge</b>  <b>Area I (VMGO)</b> Chairperson: Ms. Hannah Mae E. Quimbo Members: Ms. Noessa C. David Ms. Melody Lyn Basaca  <b>Area II (Faculty)</b> Chairperson: Ms. Chelyn G. Estillore Members: Ms. Marjorie B. Escuadra Ms. Melody Lyn C. Basaca  <b>Area III (Curriculum and Instruction)</b> Chairperson: Ms. Chelyn G. Estillore Member: Ms. Marjorie B. Escuadra Ms. Hannah Mae E. Quimbo	1. Take charge in the preparation of the Preliminary Survey Visit (PSV), supporting documents and compliance report for the assigned area/s; 2. Submit to QAC e-copies of the <b>Supporting Documents</b> ( <i>based on the survey instruments for the programs</i> ), and other needed documents during the designated deadlines; 3. Upload documents in the google drive to be shared to the in-house evaluators and the AACUP accreditors; 4. Serve as local counterparts of the AACUP accreditors;

**OFFICE OF THE PRESIDENT**

2/F Administration Building, Visayas State University  
PQWW+RJM, Baybay City, Leyte, Philippines 6521  
Email: op@vsu.edu.ph | Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)  
Phone: +63 53 565 0600 Local 1000

<p><b>Area IV (Support to Students)</b>  Chairperson: Mr. Alexander L. Cabral Jr.  Member: Ms. Hannah Mae E. Quimbo</p> <p><b>Area V (Research)</b>  Chairperson: Dr. Nancy V. Dumaguing  Member: Ms. Mauren Joy F. Manadong</p> <p><b>Area VI (Extension and Community Involvement)</b>  Chairperson: Ms. Magnolia C. Lao  Member: Dr. Nancy V. Dumaguing</p> <p><b>Area VII (Library)</b>  Chairperson: Ms. Jovelyn H. Mabuan  Members: Mr. Alexander L. Cabral Jr.</p> <p><b>Area VIII (Physical Plant and Facilities)</b>  Chairperson: Ms. Hannah Mae E. Quimbo  Member: Mr. Servando Latras Jr.  Mr. Eric R. Mirata</p> <p><b>Area IX (Laboratories)</b>  Chairperson: Ms. Magnolia C. Lao  Member: Mr. Eric R. Mirata  Mr. Alexander L. Cabral Jr.</p> <p><b>Area X (Administration)</b>  Chairperson: Ms. Hannah Mae E. Quimbo  Member: Ms. Noessa C. David  Ms. Melody Lyn C. Basaca</p>	<p>5. Attend follow up meetings called by the QAC or OP.</p>
---	--

For your guidance.

  
**EDGARDO E. TULIN**  
President