



29 August 2018

MEMORANDUM CIRCULAR NO. 59

Series of 2018

T O: All Concerned Faculty and Staff

R E: Working Committee for Level I AACCUP Accreditation of 10 Programs in the Main campus

Our University will have 10 of its programs to undergo **Level I Accreditation** by the AACCUP which is scheduled on **November 12 to 17, 2018**. To ensure success of this activity you are hereby designated to act as Chairperson/Co-Chairperson/Member of the different working committees. Your utmost cooperation and wholehearted support are expected. Respective Chairpersons should meet with your members to plan regarding your committee assignments.

Your utmost cooperation and wholehearted support are requested.


EDGARDO E. TULIN
President
OIC
9/30/18

**Working Committee for Level I AACCUP
Accreditation of 10 Programs
in the Main Campus**

NAME OF COMMITTEE	COMPOSITION	RESPONSIBILITIES
A. OVERALL COORDINATION	Chairperson: Dr. Edgardo E. Tulin Co-Chair: Dr. Beatriz S. Belonias Members: Prof. Francisco Gabunada Jr. Dr. Remberto A. Patindol Dr. Dilberto O. Ferraren Dr. Othello B. Capuno Dr. Editha G. Cagasan Dr. Anabella B. Tulin Dr. Aleli Villocino Dr. Roberto C. Guarte Dr. Candelario L. Calibo	<ol style="list-style-type: none"> Oversee all the preparations for Level I programs accreditation. Check regularly the accomplishment/output of the various committees by conducting meetings/consultations. See to it that all faculty/staff/students including the key officials are aware of the coming activity and be reminded of their responsibilities.
B. 10 Areas to be evaluated per program	<p>Each program has each own task force committees to take care of the 10 areas with the unit head as in-charge.</p> <p>Program In-Charge: Prof. Jesusito L. Lim – PhD Entomology/Plant Pathology Prof. Epifania Loreto – BSCE Dr. Aleli Villocino – BSED (Physical Sci and Biological Science) Dr. Julius Abela - PHD AnSci Dr. Rosario Salas – PhD Horti Dr. Antonio Abamo – MM Dr. Ma. Theresa Loreto – BS Biotech Prof. Maria Aurora Teresita Tabada – MS Dev Sociology Dr. Antonia Cecilia Sandoval – PhD Ag Ed)</p>	<ol style="list-style-type: none"> The Program In-Charge should meet with their respective task force committee members regularly to discuss the progress of the preparation of the PPP (Program Performance Profile), the supporting documents and compliance reports (based on the recommendations during the last survey visit). NOTE: In preparing the compliance report, use the template to be provided by the QAC. Submit the PPPs to the QAC during the designated deadlines for editing and packaging. See to it that the labelling of all the supporting documents is based on the program instrument (and not on the PPP instrument). See to it that each program is using the appropriate survey instrument. If you are not aware of the instrument kindly inquire from the QAC. Attend follow up meetings called by the QAC/OP Inform the assigned technical

Vision: A globally competitive university of science and technology and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Working Committee for Level I AACCUP
Accreditation of 10 Programs
in the Main Campus

		evaluators in your respective program regarding your readiness to evaluate your documents.
OTHER COMMITTEES: 1. Self-Evaluation Committee	Technical Evaluators: Chairperson: Dr. Editha Cagasan Co-Chairperson: Dr. Milagros Bales Members: Prof. Manolo B. Loreto, Jr. (Area 4) Ms. Andreli D. Pardales (Area 7) Mr. Vicente Gilos (Area 7) Dr. Oscar B. Posas (PhD Horticulture, PhD Agricultural Education) Dr. Dolores L. Alcober (BSEd majors in Physical and Biological Science and PhD Plant Pathology) Dr. Lualhati Noriel (MS Development Sociology and PhD Entomology) Prof. Arthur Tambong (BS Civil Engineering) Dr. Analyn Mazo (BS Biotechnology) Dr. Lourdes B. Cano (Master of Management)	 1. The Technical Evaluators should check and evaluate all supporting documents and see to it that they are relevant to the area being evaluated. 2. Read and improve (if there is a need) the content of the PPP before submission to QAC. 3. Submit the self-survey results (ratings of the evaluation) to QAC on the designated deadline. Use the appropriate instrument when conducting the evaluation. Affix your signature on the report.
2. Program and invitation (including opening/closing, exit conference, welcome	Chairperson: Dr. Editha Cagasan Co-Chairperson: Ms. Connel Antipaso	 1. Prepare program of activities for the whole duration. 2. Prepare and send invitation.

**Working Committee for Level I AACCUP
Accreditation of 10 Programs
in the Main Campus**

socials)	Members: Ms. Clauden Rillen Ms. Pamela Oraño Mr. Anthony Raul Valenzona	3. Prepare the certificate of appreciation and ID of the accreditors/ facilitators.
3. Documentation (Video and Print)	Chairperson: Dr. Rotacio Gravoso Co-Chairpersons: Mr. Ulderico Alviola Mr. Jed Asaph Cortes Members: Mr. Genaro Godoy Ms. Sheila Lemos VSU Media Team	1. Document daily activities. 2. Produce Newsletter about AACCUP Program Accreditation. 3. Prepare a short video presentation about VSU as an academic and research institution for presentation during the opening program.
4. Multimedia	Chairperson: Engr. Sean Villagonzalo Co-Chairperson: Mr. Norman Villas Members: Mr. Arnel Gucela Mr. Jerome Godoy	1. Provide and install necessary equipment like LCD projector, Laptop, TV monitor, microphones, etc. in the assigned venue for the opening/closing programs and exit conference and welcome socials. 2. Coordinate with the program and venue and stage preparation committees where to install the equipment.
5. Reception and Ushering	Chairperson: Ms. Wenifreda Oclinaria Co-Chairperson: Ms. Ma. Niña Corazon Ceniza-Calatrava Members: Mr. Marlon Calatrava Dr. Annie Gravoso Ms. Justine Millado	1. Properly usher the guests/accreditors during opening, closing and evening socials.

**Working Committee for Level I AACUP
Accreditation of 10 Programs
in the Main Campus**

6. Food	Chairperson: Ms. Josefina M. Larrosa Co-Chairperson: Dr. Milagros Bales Members: Guest House Staff	<ol style="list-style-type: none"> 1. Prepare delicious and healthy foods for the accreditors and other people involved in the activity 2. Ensure timely preparation and serving of food 3. Provide snacks (including fruits) during the night to accreditors' room. 4. Deliver snacks for accreditors/local counterparts to the accreditation room of the programs being evaluated.
7. Socials	Chairperson: Prof. Jesusito Lim Co-Chairperson: Dr. Aleli Villocino Members: Dr. Joy Abit Ms. Adelina Carreno	<ol style="list-style-type: none"> 1. Select/identify those who will present during the opening/closing program (for intermission) and during the welcome socials/dinner.
8. Souvenir and Token	Chairperson: Ms. Honey Sofia V. Colis Co-Chairperson: Dr. Ma. Juliet C. Ceniza Members: OP Staff	<ol style="list-style-type: none"> 1. Prepare/purchase tokens/souvenirs for accreditors. 2. Order/purchase bags(kit) for accreditors 3. Coordinate with the QAC regarding the number of persons to be given tokens/bags
9. Billboards/ Streamers/ Signages	Chairperson: Dr. Remberto A. Patindol Co-Chairpersons: Ms. Ivy Gorre Mr. Jed Asap Cortes Members: Engr. Mario Lilio P. Valenzona Ms. Anette Diaz Mr. Christopher Urate Ms. Roberta Mirafior	<ol style="list-style-type: none"> 1. Prepare new billboards/signages/ streamers to be placed at designated places. 2. Coordinate with the QAC re: text to be written in the tarpaulins/signages

**Working Committee for Level I AACUP
Accreditation of 10 Programs
in the Main Campus**

10. Venue and Stage Preparation (including lights and sounds)	Chairperson: Dr. Milagros Bales Co-Chairperson: Prof. Mario Baliad Members: Engr. Apolonio Encierto Dr. Santos Villocino Guest House Staff	<ol style="list-style-type: none"> 1. Make reservation of the venue for the opening/closing programs/ evening socials/exit conference. 2. Prepare the lights and sounds in the venue. 3. Coordinate with the Multimedia committee re: the needed equipment (e.g. microphones, videoke, laptop, LCD projector)
11. Secretariat	Chairperson: Prof. Winston Tabada Co-Chairpersons: Dr. Editha Cagasan/ Prof. Magdalena Unajan Members: Mr. Rafael B. Vergara Jr Ms. Pamela Oraño Mr. Anthony Raul Valenzona Ms. Claudine Rellin	<ol style="list-style-type: none"> 1. Assist the accreditors in encoding the results. 2. Prepare and bring to the apartelle office supplies needed in making the reports. 3. Install computers/laptops/printers at designated places
12. Accommodation	Chairperson: Prof. Francisco Gabunada Jr. Co-Chairpersons: Dr. Editha Cagasan Dr. Ma. Theresa Loreto Members: Ms. Wenifreda Oclinaria Mr. Christopher Urate Ms. Pamela Oraño	<ol style="list-style-type: none"> 1. Make room reservation for accreditors. 2. Ensure comfortable accommodation and check from time to time to know what are needed by the accreditors. 3. Coordinate with the transportation committee for the transport requirements during the entire period of the activity.
13. Transportation	Chairperson: Engr. Marlon Burlas Co-Chairperson: Prof. Francisco Gabunada Jr. Members: Ms. Erlinda Valenzona Mr. Christopher Urate Ms. Clauden Rellin	<ol style="list-style-type: none"> 1. Coordinate with the QAC regarding the schedule of arrival and departure of the accreditors/guests. 2. Prepare trip tickets and vouchers to request for gasoline/diesel 3. Coordinate with QAC re: transport requirements during the entire duration of

Vision: A globally competitive university of science and technology and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

**Working Committee for Level I AACUP
Accreditation of 10 Programs
in the Main Campus**

		<p>activity</p> <p>4. Assign standby vehicles/drivers to conduct/fetch the accreditors from accreditation venues to Guesthouse, then to accreditation venues and other places.</p>
14. First Aid	<p>Chairperson: Dr. Elwin Jay Yu</p> <p>Co-Chairperson: Dr. Josephine Zafico</p> <p>Members: Dr. Mary Christ'I Guinocor VSU Hospital Staff</p>	<p>1. Make available the VSU Hospital ambulance for emergency purposes</p> <p>2. Apply first aid to AACUP accreditors who get sick during the accreditation</p>
15. Physical Facilities	<p>Chairperson: Prof. Francisco Gabunada Jr.</p> <p>Co-Chairpersons: Engr. Mario Lilio Valenzona Dr. Feliciano Sinon</p> <p>Members: Mr. Christopher Urate Mr. Noel Boregon GSO staff</p>	<p>1. Borrow tables, chairs, and other materials (whiteboard, pens, erasers) needed for installing the computers/laptops/printers for use by the accreditors in the Apartelle/Lañada's cottage</p> <p>2. Facilitate the return of the borrowed materials after accreditation</p>