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Office of the President

18 January 2010

MEMORANDUM NO. 9

Series of 2010

T O: All Concerned Key Officials, Faculty and Staff

**R E: Schedule of Activities during the Institutional and Program
Accreditations**

Attached is the schedule of activities for the February 8 to 12, 2010 Institutional and Program Accreditations to be conducted by the AACUP. In order to have an orderly and systematic flow of activities, please take note of your respective committee assignments and responsibilities during the entire accreditation process.

Each committee should meet to properly plan their activities and must coordinate with other committees if necessary.

Please be guided accordingly.


JOSE L. BACUSMO
President

VISAYAS STATE UNIVERSITY

INSTITUTIONAL ACCREDITATION

February 7 to 13, 2010

SCHEDULE OF ACTIVITIES

ACTIVITY	TIME	VENUE	PERSON/COMMITTEE IN-CHARGE
FEBRUARY 7 Arrival of Accreditors, bringing the Accreditors to their room assignment, serving of meals	Whole day depending on time of arrival	Depending on their port of entry (e.g. Tacloban airport, Ormoc wharf, etc.) Guest House	Transportation Committee (Chairperson – Dr. R. C. Guarte); Ushering and Reception Committee (Chairperson - Ms. Carmencita S. Reyes) Food and Accommodation (Chairperson – Ms. Rebecca B. Napiere)
FEBRUARY 8 Courtesy call to the President Opening Program Break Briefing/Orientation/Team Study of the Institutional Portfolio by the AACCUP Accreditors Lunch Break Snack Break Meeting with VSU counterparts Welcome Dinner and Socials	8:00 - 8:15 AM 8:30 – 9:30 AM 9:00 – 10:00 AM 10:00 – 12:00 AM 1:00 – 3:00 PM 12:00 – 1:00 PM 3:00 – 3:30 PM 3:30 – 5:00 PM 6:30 – 10:00 PM	Office of the President CCE CCE CCE Guest house CCE CCE/ 2 nd Floor VSU Beach Garden Resort	Prof. Alan B. Loreto/OP staff Program and Invitation Committee (Chairperson- Dr. Oscar B. Posas); Chairpersons, Venue (Dr. E. E. Tulin) and Documentation(Dr. W. Alesna) Committees Ms. Rebecca B. Napiere AACCUP (Executive Director- Dr. Manuel T. Corpus) Ms. Rebecca B. Napiere Ms. Rebecca B. Napiere AACCUP Evaluators and Chairperson/Co-Chair/assigned members of the 9 areas for Institutional Accreditation and the Self – Evaluators (Chairperson – Dr. J. L. Seroy, Dr. O. B.Posas, Dr. M. K. Palomar, Dr. L. M. Noriel) Ms. Rebecca B. Napiere , Ms. Wenifreda T. Oclinaria, Dr. Ma. Juliet C. Ceniza (Chairperson- Socials); Ms. Carmencita S. Reyes (Chairperson - Ushering and Reception Committee)
FEBRUARY 9 Documents review and analysis by the AACCUP Accreditors	Whole day	University Accreditation Center(UAC)	Area 1 to 9 Chairpersons/Co-Chair /Members; OVPA and UAC Administrative Staff

FEBRUARY 10 Observation of classes	Whole day	UAC, concerned departments/college	Concerned Department Heads/Deans; Registrar's Office
Visit to Physical Facilities	Whole day	University Campus(e.g. VSU Hospital, University Library, Colleges/ Departments/ Research Centers	Dr. Beatriz S. Belonias (Chairperson- Area 7); Ms. Andreli D. Pardales; Dr. Elwin Jay V. Yu, Prof. Aleli Villocino; Engr. Nestor Israel; Center Directors
FEBRUARY 11 Visit to Research projects and extension sites	7:00 – 12:00 AM	Project sites (e.g. Ormoc, Patag, etc.)	Dr. Othello B. Capuno/Prof. Rosa Ophelia Velarde/ Prof. Milagros C. Bales/ Ms. Vergie Subere/Mr. Andrew Mazo
Interview with University Key Officials (President, VPs, Deans, Department Heads), Faculty, Students, Community/alumni/parents	1:00 – 4:00 PM	CCE	Dr. Oscar B. Posas/Dr. Lualhati M. Noriel
AACCUP Team Meeting	4:00 – 5:00 PM	CCE	AACCUP Team Leader Venue Preparation Committee
FEBRUARY 12 AACCUP Team Decision making Report preparation	8:00 – 9:00 AM 9:00 – 12:00 AM	CCE CCE/UAC	AACCUP Team Leader AACCUP Accreditors/Team Leader
Exit Conference(Presentation of report)	2:00 – 3:00 PM	CCE	AACCUP Accreditors/VSU key officials, self evaluators, Committee Chairpersons/Co-chairs and Members, Department Heads and Deans Dr. Oscar B. Posas, Dr. Lualhati M. Noriel and OVPAA/UAC staff AACCUP Accreditors/Team Leader
Closing program	3:00 – 4:00 PM	CCE	
Finalization of Team Report for submission to AACCUP	4:00 – 5:00 PM	CCE/UAC	
FEBRUARY 13 Homeward bound, Breakfast/ Lunch	Depending on their time of departure	Depending on their port of departure	Transportation Committee (Dr. Roberto C. Guarte – Chairperson); Ms. Rebecca Napiere

VISAYAS STATE UNIVERSITY
PROGRAM ACCREDITATION
February 7 to 13, 2010
SCHEDULE OF ACTIVITIES

ACTIVITY	TIME	VENUE	PERSON/COMMITTEE IN-CHARGE
FEBRUARY 7 Arrival of Accreditors, bringing the Accreditors to their room assignment, serving of meals	Whole day depending on time of arrival	Depending on their port of entry (e.g. Tacloban airport, Ormoc wharf, etc.) Guest House	Transportation Committee (Chairperson – Dr. R. C. Guarte); Ushering and Reception Committee (Chairperson - Ms. Carmencita S. Reyes) Food and Accommodation (Chairperson – Ms. Rebecca B. Napiere)
FEBRUARY 8 Courtesy call to the President	8:00 - 8:30 AM	Office of the President	Prof. Alan B. Loreto/OP staff
Opening Program	8:30 – 9:30 AM	CCE	Program and Invitation Committee (Chairperson- Dr. Oscar B. Posas); Chairpersons of Venue (Dr. E. E. Tulin) and Documentation (Dr. Wolfreda Alesna) Committees
Break	9:30 – 10:00 AM	CCE	Ms. Rebecca B. Napiere
Briefing/Orientation/Team Study of the Program Portfolio by the AACCUP Accreditors	10:00 – 12:00 AM 1:00 – 3:00 PM	CCE	AACCUP (Executive Director- Dr. Manuel T. Corpus)/ AACCUP Accreditors
Lunch Break	12:00 – 1:00 PM	Guest house	Ms. Rebecca B. Napiere
Snack Break	3:00 – 3:30 PM	CCE	Ms. Rebecca B. Napiere
Meeting of AACCUP Accreditors with VSU counterparts (Program)	3:30 – 5:00 PM	CCE (First Floor)	AACCUP Evaluators and Dept. Head/Faculty /Staff In-Charge of the 10 areas for Program Accreditation
Welcome Dinner and Socials	6:30 – 10:00 PM	VSU Beach Garden Resort	Ms. Rebecca B. Napiere , Ms. Wenifreda T. Oclinaria, Dr. Ma. Juliet C. Ceniza (Chairperson- Socials); Ms. Carmencita S. Reyes (Chairperson - Ushering and Reception Committee)
FEBRUARY 9 Documents review and analysis by the AACCUP Accreditors	Whole day	Accreditation Center of the department (depending on the program to be accredited)	AACCUP Accreditors/Department heads/ Faculty assigned to the 10 areas for program accreditation

FEBRUARY 12 AACCUP Team Decision making	8:00 – 9:00 AM	Accreditation Room of concerned departments	AACCUP Team Leader/Members
Report preparation	9:00 – 12:00 AM	Departments' accreditation room	AACCUP Accreditors/Team Leader and Members. Department should provide computers/laptops for Accreditors use.
Exit Conference	2:00 – 3:00 PM	CCE	AACCUP Accreditors/VSU key officials, self evaluators, Committee Chairperson/Co-Chair and Members, Department Heads and Deans Dr. Oscar B. Posas, Dr. Lualhati M. Noriel and OVPAA/UAC staff
Closing program	3:00 – 4:00 PM	CCE	
Finalization of Team Report for submission to AACCUP	4:00 – 5:00 PM	CCE/UAC/Department concerned	AACCUP Accreditors/Team Leader, department heads concerned
Dinner	6:30 – 7:00 PM	Guest House	Ms. Rebecca Napiere
FEBRUARY 13 Homeward bound	Anytime depending on their time departure	Depending on their port of departure	Transportation Committee (Dr. Roberto C. Guarte – Chairperson); Food and Accommodation Committee (Ms. Rebecca Napiere – Chair)
Breakfast	6:00 – 8:00 AM	Guest House	