



18 November 2021

MEMORANDUM NO. 678
Series of 2021

T O: All Concerned Faculty and Staff

R E: Revised Task forces for the Online AACCUP Accreditation (Level IV) of the Master of Science in Agricultural Extension (MS in Ag. Extension) on Dec. 8-12, 2021

In view of the Online AACCUP Accreditation (Level IV) of the Master of Science in Agricultural Extension (MS in Ag. Extension) on December 8-12, 2021, you are hereby designated as **Coordinators, Chairpersons and Members** of the Task Force effective August 1, 2021 until December 31, 2021 or unless sooner revoked or terminated by higher authorities.

AREA/TASK FORCE MEMBERS	RESPONSIBILITIES
A. Overall Coordination Prof. Fatima T. Baliña	1. Oversees the preparation and submission of the Narrative Profiles, Compliance Reports (<i>based on the findings and recommendations of the accreditors during the previous visit</i>), and other documents needed for the accreditation of the MS majors in Ag. Extension program; 2. Coordinates the preparation for the presentation of the MS in Ag. Extension program's narrative profiles during the seminar.
B. Area Incharge	1. Take charge in the preparation of the Narrative Profile of the assigned area 2. Submit to ODQA (formerly QAC) e-copies of the Narrative Profiles and other needed documents during the designated deadlines. 3. Supervise uploading of documents in the Google Site to be shared to the in-house evaluators of VSU and the AACCUP accreditors 4. Inform the ODQA regarding the program's readiness to submit documents for evaluation 5. Serve as local counterparts of the AACCUP accreditors 6. Attend follow up meetings called by the ODQA or
Area 1 – Research Chairman: Ms. Aiza C. Oracion	
Area 2 - Performance of Graduates Prof. Fatima T. Baliña	
Area 3 – Community Service Dr. Milagros C. Bales	
Area 4 - International Linkage and Consortia Mr. Virgelio C. Dargantes, Jr.	

Area 5 - Planning Process Dr. Lijueraj J. Cuadra	OP
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For your guidance.


EDGARDO E. TULÍN
President