



# Visayas State University

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Office of the President

23 July 2010

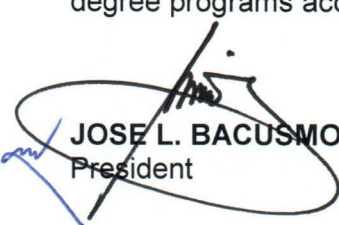
**MEMORANDUM CIRCULAR NO. 36**  
Series of 2010

**T O: All Concerned**

**R E: Task Force/Working Committees for the AACCUP Program Accreditation**

In connection with the next visit of the AACCUP Accreditors to evaluate again the nine (9) curricular programs on August 22–27, 2010 you are hereby requested to act as Chairperson/Co-Chairperson/Member of the Task Force/Working Committees for AACCUP Program Accreditation. The Chairperson is expected to meet with the members of his/her committee to plan their activities so as to minimize problems during the actual accreditation process.

Your full cooperation and support is highly enjoined to ensure success and have the nine degree programs accredited.

  
**JOSE L. BACUSMO**  
President

# TASK FORCE/WORKING COMMITTEES

## VSU PROGRAM ACCREDITATION

AUGUST 23 - 28, 2010

Name of Committee	Designation	Name of the Person	Responsibilities
<b>Overall Coordination</b>	Chairperson Co-Chairpersons	Dr. Jose L. Bacusmo Dr. Oscar B. Posas Dr. Roberto C. Guarte Dr. Edgardo E. Tulin Dr. Othello B. Capuno Dr. Lualhati M. Noriel Prof. Alan B. Loreto Concerned Deans and Dept. Heads	<ol style="list-style-type: none"> <li>1) Oversee all the preparations for the Program Accreditations</li> <li>2) Check from time to time the accomplishment/output of the various committees</li> </ol>
	Members		
<b>Self – Survey and Evaluation</b>	<b>BS Biology:</b> Chairperson Member	Dr. Rolinda Sanico Prof. Rose Poliquit	<ol style="list-style-type: none"> <li>1) Pre-evaluate/examine all the supporting documents for the 10 criteria for accreditation process. Should coordinate with concerned Dean/Dept. Heads regarding the schedule of evaluating the documents (PPP, MSI and all supporting documents for the 10 areas.</li> <li>2) Help determine/identify the lacking /additional documents in the 10 areas based on those already available at the accreditation center.</li> <li>3) Make a self assessment report by rating the 10 areas using the Master Survey Instrument (MSI) and submit to OVPA/UAC on or before June 30 together with the PPP. If possible the chairperson and the member should work together in giving of the ratings.</li> <li>4) The Chairperson and member should affix their signature after rating each of the 10 areas using the MSI.</li> </ol>
	<b>BS Chemistry:</b> Chairperson Member	Dr. Justiniano Seroy Dr. Alice Acabal	
	<b>BS Dev Communication:</b> Chairperson Member	Dr. Lualhati M. Noriel Ms. Maria Anabelle Gerona	
	<b>BS Forestry:</b> Chairperson Members	Dr. Rodolfo Escalada Dr. Ernesto Bumatay Dr. Ma. Juliet Ceniza (new)	
	<b>BS AgEng:</b> Chairperson Member	Dr. Remberto Patindol Dr. Eutiquio Sudaria	
	<b>BS Computer Science:</b> Chairperson Member	Prof. Winston Tabada Engr. Marionito Gonzales	
	<b>BS Food Technology:</b> Chairperson Member	Dr. Lualhati M. Noriel Dr. Lutgarda Palomar	
	<b>BS Statistics:</b> Chairperson Members	Prof. Lydia Presbitero Dr. Jaqueline Guarte (new) Dr. Dilberto Ferraren	
	<b>Doctor of Vet Med:</b> Chairperson Member	Dr. Alberto Taveros Dr. Lotis Balala	
<b>Program and Invitation</b> (including opening program and exit conference and socials)	Chairperson Co-Chairperson Members	Dr. Oscar Posas Dr. Lualhati Noriel Ms. Connel Antipaso Dr. Ma. Juliet Ceniza Ms. Elvira Gorre Ms. Sarah Ravelo	<ol style="list-style-type: none"> <li>1) Prepare the program of activities for the whole duration of accreditation process (Day 1 to day 5)</li> <li>2) Send invitations</li> </ol>



<b>Documentation</b> (Video and prints) during the opening and closing programs and exit conference and socials	Chairperson Co-Chairperson Members	Dr. Wolfreda Alesna Prof. Alan Loreto Mr. Ulderico Alviola Mr. Jesus Freddy Baldos Ms. Mirian Tan	<ol style="list-style-type: none"> <li>1) Document the every day activities</li> <li>2) Produce a newsletter about the VSU to be distributed during the opening program/include the names of accreditors in the newsletter</li> <li>3) Prepare a short video presentation about the VSU</li> <li>4) Provide necessary equipment like LCD, laptop, TV, microphone, camera, etc. during the opening and closing programs and exit conference and socials</li> <li>5) Coordinate with the Venue/Socials Committees on where to install these equipment.</li> </ol>
<b>Ushering and Reception</b>	Chairperson Co-Chairperson Members	Prof. Rufina Capuno Ms. Carmencita Reyes Prof. Reny G. Gerona Ms. Argina Pomida Dr. Ma. Theresa P. Loreto Mr. Randy Omega	<ol style="list-style-type: none"> <li>1) Properly usher the accreditors/guests during their arrival to their room assignment and during the opening / closing programs/socials and exit conference venues</li> </ol>
<b>Food</b>	Chairperson Co-Chairperson Members	Ms. Rebecca B. Napiere Ms. Roberta Lemos Dr. Lutgarda Palomar Ms. Corazon Nuevo Guest House Staff	<ol style="list-style-type: none"> <li>1) Prepare enough nutritious foods (meals, snacks) for the accreditors/guests during the entire duration of the activity</li> <li>2) Coordinate with the OVPAA re: the total number of persons who will be served food</li> <li>3) Ensure the timely preparation and serving of food. Snacks should be delivered to accreditation centers located at different departments</li> <li>4) Coordinate with transportation committee for the basic transport requirements during the entire period of activity especially in bringing the snacks/foods to departments' accreditation center</li> </ol>
<b>Accommodation</b>	Chairperson Co-Chairperson Members	Prof. Alan Loreto Ms. Rebecca Napiere Ms. Wenifreda Oclinaria Ms. Vilma Olleras Dr. Lualhati Noriel	<ol style="list-style-type: none"> <li>1) Ensure proper accommodation of the accreditors and other guests.</li> <li>2) Prepare the names of the accreditors to be posted at the room assigned to them before their arrival. Coordinate with the UAC/OVPAA regarding the names of accreditors</li> <li>3) Coordinate with the Ushering and Reception Committee regarding the time of arrival so that the guests can be brought to designated room assignment.</li> <li>4) Coordinate with the Food Committee regarding serving of snacks/meals upon arrival of the accreditors/guests.</li> </ol>
<b>Transportation</b>	Chairperson Co-Chairperson Members	Prof. Alan Loreto Mr. Remegio Sanico Ms. Linda Valenzona Mr. Jovenal Belarmino	<ol style="list-style-type: none"> <li>1) Coordinate with the OVPAA re: the time of arrival and departure of the accreditors</li> <li>2) Prepare trip tickets, requests for diesel/gasoline for travels outside VSU</li> <li>3) Should have assigned drivers/vehicles during the duration of accreditation to fetch and conduct the accreditors from their accommodation to accreditation centers</li> </ol>

<b>Socials</b>	Chairperson Co-Chairpersons  Members	Prof. Thelma C. Zafra Dr. Beatriz Belonias Dr. Lourdes Cano Dr. Sergio Abit, Jr. Mr. Jovel M. Averilla Mr. Joselle R. Cayetano	1) Plan and discuss with the UAC/OVPAA re: presentation/ activities to be presented during the night socials/opening program/closing and exit conference 2) Make reservation for venue
<b>Souvenir and Token</b>	Chairperson Co-Chairpersons  Members	Dr. Othello B. Capuno Ms. Honey Colis Dr. Roberta Lauzon Dr. Ruben M. Gapasin Dr. Eutiquio E. Sudaria Ms. Nenet Duatin	1) Prepare souvenir and tokens for the accreditors to be given during the exit conference/closing program 2) Coordinate with the OVPAA how many persons are to be given the token/souvenir
<b>Billboard/ Streamer Preparation/ Tarpaulins/Signages</b>	Chairperson Co-Chairpersons  Members	Dr. Roberto Guarte Engr. Nestor Israel Mr. Ulderico Alviola Mr. Silvestre Cagande Mr. Leopoldo P. Igot Mr. Mizael B. Cerna	1) Prepare the billboards and streamers 2) Place the billboards and streamers in designated locations inside the campus. 3) Coordinate with the OVPAA/UAC on what to write on the billboards and streamers
<b>Venue Preparation</b> (including stage, lights and sounds)	Chairperson Co-Chairpersons  Members	Dr. Edgardo Tulin Prof. Mario Baliad Dr. Milagros Bales Ms. Wenifreda Oclinaría Prof. Ophelia Velarde Engr. Apolonio Encierto Mr. Clemence Borela	1) Make reservation for the venue during the opening and closing programs and exit conference (e.g. Convention Center , CCE 1 <sup>st</sup> and 2 <sup>nd</sup> Floors) 2) Prepare the stage and see to it that lights and sounds are available 3) Reserve tables and chairs for the accreditors and guests in front. 4) Coordinate with the Documentation Committee for the needed equipment like microphone, LCD, TV etc
<b>Secretariat Committee</b>	Chairperson  Co-Chairpersons  Members	Ms. Magdalene Cesar-Unajan Engr. Marionito Gonzales Ms. Connel Antipaso Ms. Lorna Abamo Ms. Redempta Soria Ms. Sarah Ravelo Mr. Nathaniel Rosolada Ms. Joan Marie Banzon Mr. Donie Chito Nayad BSCS students	1) Assist the accreditors in encoding/printing the data 2) Prepare office supplies and materials (e.g. CD, USB, Paper, etc. etc.) needed by the accreditors 3) Install computers, printers in designated areas for use by the accreditors. 4) Prepare certificates of participation/appreciation for guests and accreditors 5) Prepare the ID's of accreditors and facilitators