



3 January 2017

MEMORANDUM CIRCULAR NO. 02

Series of 2017

- T O: Task Force Committee Chairpersons/Co-Chairpersons/Members
And Other Concerned Faculty and Staff of the Institutional Accreditation**
- R E: Attendance to Follow-Up Meeting and Consultation Workshop for the 2nd Round
Institutional Accreditation**

Please be informed that AACCUP has approved our request for a consultation workshop on January 13, 2017. Dr. Manuel T. Corpus, the AACCUP Executive Director will lead the team. This workshop will determine our readiness for the 2nd Round of Institutional Accreditation. During the visit, we can inquire/ask questions and clarifications from them regarding the needed documents for the institutional accreditation.

In this connection, you are requested to attend/participate in a consultation workshop on **January 13, 2017, 8:00 A.M.** at the **1st Floor CCE Building**. Each committee is requested to bring a laptop. Program and schedule of activities will be distributed later.

To better prepare us for this important activity, the Committee Chairpersons/Co-Chairpersons are requested to attend a follow up meeting on **January 9, 2017, 2:00 P.M.** at the **Office of the President**. Please bring a copy (hard & e-copy of the IP during this meeting).

In relation to this activity, the Chairperson of each Area (1 to 9) are requested to submit to the Quality Assurance Center (QAC) the updated/revised copy of the Institutional Portfolio, compliance report as well as the supporting documents on or before January 10, 2017. We will present the copy of IPs to the Consultants for comments and suggestions.

Your cooperation and attendance is highly appreciated.

EDGARDO E. TULIN

President