



6 November 2017

MEMORANDUM CIRCULAR NO. 78
Series of 2017

T O: Key Officials of the University, Concerned Deans/Department Heads/Faculty, Staff and Students

R E: AACCUP Level III Phase 2 Accreditation

Please be informed that the Level III Phase 2 AACCUP Accreditation of our eight (8) programs is scheduled on **November 20 -24, 2017**. The Accreditors are expected to arrive on November 19, 2017. To ensure a smooth and successful conduct of this activity, you are hereby requested to:

- Refrain from going on trip during those dates
- Make yourselves available during the interview (you will be advised as to the exact time and venue later).
- Research Center Directors are requested to assign personnel to attend to accreditors when they come, visit and make inquiries about their research activities.
- Have the generators ready in case of brownouts.
- Have continuous supply of water particularly in the upper campus
- Keep the offices and surroundings clean and in order.
- Answer politely if the accreditors will conduct an interview.
- Wear VSU ID when inside the Campus
- Attend the Opening Program, Closing Program and Exit Conference (exact date, time and venue will be announced later).

Your usual cooperation is enjoined.


EDGARDO E. TULIN
President