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MEMORANDUM CIRCULAR NO. 57
Series of 2017

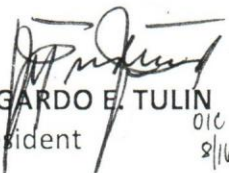
T O: All Concerned

R E: Revised Task Force/Working Committees for the CHED Institutional Sustainability Assessment (ISA)

Please be informed that the University will undergo the CHED Institutional Sustainability Assessment (ISA) to enhance quality assurance based on Outcomes-based education and Typology-based QA this year. In connection with this important activity, you are hereby designated as Chairperson/Co-Chairperson/Member of the different committees to facilitate the preparation of the Self Evaluation Document (SED) and the required supporting documents for the five (5) Key Result Areas (KRA) indicated below:

- KRA 1: Governance and Management
- KRA 2: Quality of Teaching and Learning
- KRA 3: Quality of Professional Exposure, Research and Creative Work
- KRA 4: Support for Students
- KRA 5: Relations with the Community

Your usual support and cooperation is highly requested.


EDGARDO E. TULIN
President
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8/16/17

Revised Task Force Committee/Working Committees for the CHED Institutional Sustainability Assessment (ISA)

NAME OF COMMITTEE	MEMBERS	RESPONSIBILITIES
A. OVERALL COORDINATION	Chairperson : Dr. Edgardo E. Tulin Members: Dr. Beatriz S. Belonias Dr. Remberto A. Patindol Dr. Othello B. Capuno Prof. Daniel M. Tudtud, Jr. Dr. Editha G. Cagasan Prof. Francisco G. Gabunada, Jr. All Deans, Heads, Directors	1. Oversee all preparations for the conduct of ISA. 2. Check from time to time the accomplishments/updates of the different committees. 3. See to it that all the faculty, staff and students are aware of the coming activity and should be reminded of their responsibilities.
B. ISA KEY RESULT AREAS (KRA) COMMITTEES		(Same for all KRA Committees)
KRA 1. GOVERNANCE AND MANAGEMENT	Chairperson: Dr. Remberto A. Patindol Co-Chairpersons: Dr. Lourdes B. Cano Members: Prof. Daniel M. Tudtud, Jr. Ms. Louella C. Ampac Atty. Rysan C. Guinocor Prof. Argina M. Pomida Prof. Winston M. Tabada Ms. Alicia Flores Ms. Jennifer Ando Ms. Ma Fe Gayanilo Ms. Vivian Balbarino Ms. Jessamine Ecleo Ms. Roberta Mirafior	1. The chairperson should meet with the committee members to discuss the KRA assigned to them. Each Committee will be provided with a copy of the KRA. 2. The Committee should determine/identify the relevant supporting documents per KRA. 3. Prepare the Self Evaluation Document (SED) per KRA. You will be provided with a copy of the instrument for preparing the SED. 4. Attend the consultation seminar/workshop to be conducted by the CHED regarding the importance of ISA, preparation of the SED per KRA etc. The date and venue of the consultation will be announced later.
KRA 2. QUALITY OF TEACHING AND LEARNING	Chairperson: Dr. Beatriz S. Belonias Co-Chairperson: Prof. Jesusito L. Lim Members: Dr. Berta Ratilla Dr. Lijueraj Cuadra Dr. Anabella Tulin Dr. Analyn Mazo Prof. Epifania Loreto Dr. Fe Gabunada Mr. Norman Villas	

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	Mr. Vicente Gilos Ms. Erlinda Valenzona Ms. Lorna Abamo	
KRA 3. QUALITY OF PROFESSIONAL EXPOSURE, RESEARCH AND CREATIVE WORK	Chairpersons: Dr. Othello B. Capuno Dr. Jose L. Bacusmo Co-Chairperson: Dr. Victor B. Asio Members: Dr. Feliciano Sinon Dr. Erlinda Vasquez Dr. Romel Armecin Dr. Marlito Bande Dr. Rosario Salas Ms. Maria Verjie Subere Ms. Pauline Caintic	
KRA 4. SUPPORT FOR STUDENTS	Chairperson: Prof. Manolo B. Loreto, Jr. Co-Chairpersons: Ms. Andreli D. Pardales Mr. Eliezer Velasco Members: Dr. Aleli Villocino Mr. Eusebio Olleras Dr. Josephine Zafico All USSO staff	
KRA 5. RELATIONS WITH THE COMMUNITY	Chairpersons: Dr. Ma. Juliet C. Ceniza Prof. Efren B. Saz Co-Chairperson: Dr. Moises Neil Serioño Members: Prof. Reny Gerona Dr. Milagros Bales Dr. Arsenio Ramos Prof. Elsie Salamat Ms. Adelina Carreno Dr. Lilian Nuñez Ms. Saloma Gisulga Ms. Elena Monteroso	
C. OTHER COMMITTEES 1. Self-Survey Committee	Chairpersons: Prof. Manolo B. Loreto, Jr. Dr. Dr. Editha Cagasan (All KRAs) Members: Dr. Oscar B. Posas Dr. Dolores L. Alcober Dr. Lualhati M. Noriel	1. Make a self assessment of the KRAs/SED. You will be provided with the rating form and instructions on how to make the rating. Submit to the Quality Assurance Center the completed form with your ratings and signature. 2. Make yourself available during the conduct of the ISA. You will be

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		informed later about the venue and date.
2. Program and invitation (including opening and closing programs, exit conference and socials)	Chairperson: Dr. Editha G. Cagasan Members: Ms. Connel D. Antipaso Ms. Pamela P. Oraño Mr. Christopher Urate	1. Prepare the program of activities for the whole duration of the activity. 2. Determine who are to be invited and send them invitation. 3. Prepare the ID and certificate of appreciation for the evaluators. 4. Prepare the name of the CHED evaluators for the opening and closing program/exit conference (to be placed on the table)
3. Documentation(Video and print)	Chairperson: Mr. Ulderico Alviola Members: Ms. Sheila Marie Lemos Mr. Jed Asaph Cortes Ms. Ella Lois Bestil Mr. Genaro Godoy Web Team	1. Document daily activities. 2. Produce newsletter about the activity to be distributed during the opening/closing program. 3. Present video presentation about the VSU as a learning and research university to be presented during the opening program.
4. Multi-media	Chairperson: Engr. Sean O. Villagonzalo Co-Chairperson: Mr. Norman Villas Members: Mr. Arnel Gucela Mr. Jerome Godoy Mr. Genaro Godoy	1. Provide and install necessary equipment (e.g. LCD, Computer, printer, etc.) needed during the conduct of the opening/closing programs and exit conference 2. Coordinate with the venue and stage preparation committee where to install the equipment
5. Ushering and reception	Chairperson: Ms. Wenifreda Oclinaría Members: Ms. Lorna Abamo Ms. Niña Corazon Ceniza Ms. Ea Kristine Clarisse Tulin Mr. Marlon Calatrava	1. Properly usher the guests/evaluators during arrival and opening/closing/exit conference. 2. Order leis for the evaluators 3. Coordinate with the QAC re: the number/names of evaluators coming
6. Food	Chairperson: Ms. Josefina M. Larrosa Members: Dr. Nancy V. Dumaguing All Guest House staff HRTM staff	1. Prepare healthy and nutritious foods for the evaluators/guests 2. Coordinate with the QAC regarding the number of persons to be served with meals/snacks 3. Ensure timely preparation of meals/snacks 4. Provide fruits/coffee/tea/crackers inside the accommodation room
7. Accommodation	Chairperson: Dr. Editha G. Cagasan Members: Prof. Francisco G. Gabunada, Jr. Dr. Maria Theresa P. Loreto	1. Provide comfortable accommodation of the guests/evaluators. 2. Coordinate with transportation committee re: requirements for transport during the entire duration of the activity 3. Check from time to time to know what are needed by the evaluators.
8. Transportation	Chairperson: Engr. Marlon Burlas Members: Prof. Francisco G. Gabunada, Jr. Ms. Erlinda Valenzona All Drivers	1. Coordinate with the QAC regarding the schedule of arrival and departure of the evaluators. 2. Prepare the trip tickets and vouchers 3. Should assign a standby vehicle /driver during the entire duration of