



3 March 2021

**MEMORANDUM CIRCULAR NO. 24**  
Series of 2021

**T O: All Concerned Faculty and Staff**

**R E: Working Committees for the Online AACUP Accreditation of Six (6) Programs and Preliminary Survey of Two (2) Programs of the VSU Main Campus**

The Accrediting Agency of Chartered Colleges and Universities in the Philippines (AACUP) has scheduled the **Online Accreditation** of six (6) programs and **Preliminary Survey** of two (2) programs of the VSU Main Campus on **April 19-23, 2021**. These programs and the type of survey to be conducted are as follows:

| Degree Program  | Type of Survey to be Conducted |
|---|--------------------------------|
| 1. Bachelor of Science in Agriculture ( <i>major in Agronomy, Soil Science, Horticulture, Plant Protection, Agricultural Economics, Plant Breeding, Animal Science, and Ag. Extension</i> ) | Level IV Phase 2               |
| 2. Master of Education (MEd), major in English, Biology, Chemistry, and Physical Education  | Level I                        |
| 3. MS in Land Administration and Management (MSLAM)   | Level I                        |
| 4. Master of Land Administration and Management (MLAM)  | Level I                        |
| 5. BS Statistics  | Level I                        |
| 6. BS in Mechanical Engineering   | Level I                        |
| 7. MS Language Teaching   | Preliminary Survey Visit (PSV) |
| 8. AB English   | PSV                            |

To ensure success of this accreditation activity you are hereby designated to act as Chairperson/Co-Chairperson/Member of the different working committees. The respective Chairpersons should meet with his/her members to plan regarding their committee assignments. Since the online accreditation is scheduled on April 19-23, 2021 we will be holding an in-house online review of the documents by internal VSU accreditors between March 22-31, 2021.

Your utmost cooperation and wholehearted support are requested.

  
**EDGARDO E. TULIN**  
President

**Working Committees for the Online AACCUP Accreditation of Six (6) Programs  
and the Preliminary Visit of Two (2) Programs of the VSU Main Campus  
on April 19-23, 2021**

| NAME OF COMMITTEE/<br>COMPOSITION   | RESPONSIBILITIES   | REMARKS   |
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| <b>A. OVERALL COORDINATION</b><br><br><b>Chairperson:</b><br>Dr. Edgardo E. Tulin<br><br><b>Co-Chair:</b><br>Dr. Beatriz S. Belonias<br><br><b>Members:</b><br>Mr. Allen Glennie P. Lambert<br>Dr. Remberto A. Patindol<br>Dr. Dilberto O. Ferraren<br>Dr. Aleli A. Villocino<br>Dr. Antonio P. Abamo<br>Dr. Editha G. Cagasan<br>Dr. Victor B. Asio<br>Dr. Bayron S. Barredo<br>Dr. Lilian S. Nuñez<br>Engr. Jundy R. Castil<br>Prof. Virgelio M. Alao<br>Dr. Jett C. Quebec   | <ol style="list-style-type: none"> <li>1. Oversee all the preparations for the AACCUP accreditation of the eight (8) programs.</li> <li>2. Check regularly the accomplishments/outputs of the various committees by conducting meetings/consultations.</li> <li>3. See to it that all faculty/staff/students including the key officials are aware of the coming activity and be reminded of their responsibilities.</li> </ol>  | <p>The OP will issue a Memo regarding the conduct of Program Accreditation.</p> <p>Follow up meetings will also be called.</p>  |
| <b>B. PREPARATION OF DOCUMENTS AND OTHER REQUIREMENTS FOR THE PROGRAMS TO BE EVALUATED</b><br><br>Each program should create its own task force committees to take care in the preparation of the following: <ul style="list-style-type: none"> <li>• Narrative Profiles (for the 5 selected areas), compliance reports, other required documents, and Powerpoint Presentation for BSA which will undergo Level IV Phase 2 accreditation;</li> <li>• Program Performance Profiles (for 10 Areas), compliance reports, and other needed documents</li> </ul> | <ol style="list-style-type: none"> <li>1. The Program In-Charge should meet their respective task force committee members regularly to discuss the progress of the preparation of the Program Performance Profiles (PPP) for the 10 AREAS (for Level 1 accreditation), the Narrative Profiles for the 5 selected areas (for BSA Level IV accreditation), the compliance reports (based on the recommendations during the last survey visit), Checklist of data/information as indicated in the PSV survey instrument, and other needed documents as indicated in the AACCUP guidelines.</li> </ol> | <p>The electronic copies of the PPPs/NPs, Compliance Reports, and other needed documents should be ready 3 weeks before the actual online accreditation. Per ACCUP guidelines, these documents should be uploaded to a cloud storage 2 weeks before the schedule of the online accreditation by AACCUP accreditors.</p> <p>Each program should submit the following to the ODQA at least one month before the</p> |

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| <p>for the 5 programs to undergo Level I accreditation;</p> <ul style="list-style-type: none"> <li>• Checklist of available documents, plus the actual documents indicated in the evaluation instrument, for the two programs that will be subjected to PSV.</li> </ul> <p><b>Program In-Charge:</b></p> <p><b>Dr. Victor B. Asio</b> – Bachelor of Science in Agriculture (BSA) with 8 major fields of specialization - <i>Agronomy, Soil Science, Plant Protection, Horticulture, Plant Breeding, Animal Science, Ag. Economics, and Ag. Extension</i>)</p> <p><b>Dr. Bayron S. Barredo</b> – Master of Education (MEd), <i>major in English, Biology, Chemistry, and Physical Education</i></p> <p><b>Dr. Lilian S. Nuñez</b> – MSLAM and MLAM</p> <p><b>Engr. Jundy R. Castil</b> – BS in Mechanical Engineering</p> <p><b>Prof. Virgelio M. Alao</b> – BS in Statistics</p> <p><b>Dr. Jett C. Quebec</b> – MS Language Teaching and AB English</p> | <ol style="list-style-type: none"> <li>2. Submit to ODQA (formerly QAC) e-copies of the PPPs (for programs that will undergo 1<sup>st</sup> survey visit), Narrative Profiles (for BSA which will be subjected to Level 4 Phase 2 online accreditation) and other needed documents during the designated deadlines. Since review of programs that will undergo PSV will be done internally, ODQA will review their readiness before the actual survey.</li> <li>3. For Level IV and Level 1 accreditation – In preparing the compliance report, use the template to be provided by the ODQA.</li> <li>4. For PSV – See to it that the labelling of all the supporting documents is based on the program instrument, not on the PPP.</li> <li>5. See to it that each program is using the appropriate survey instrument. If you are not aware of the instrument kindly inquire from the ODQA.</li> <li>6. Attend follow up meetings called by the ODQA/OP</li> <li>7. Inform the assigned technical evaluators in your respective program regarding your readiness to evaluate your documents.</li> </ol> | <p>actual accreditation:</p> <ol style="list-style-type: none"> <li>1. Names of different stakeholders with contact details (students, parents, local leaders, extension project cooperators) who may be interviewed by the accreditors if needed.</li> <li>2. Schedule of online classes, with the name of the faculty, subject/s being taught, time of virtual class. (<i>Some accreditors may join online classes to do class observation.</i>)</li> </ol> |
| <p><b>C. SELF-EVALUATION COMMITTEE</b></p> <p><b>Chairperson:</b><br/>Dr. Editha G. Cagasan</p> <p><b>Co-Chairperson:</b><br/>Dr. Milagros C. Bales</p> <p><b>Members:</b><br/>Technical Evaluators (<i>These include those who have participated in the Virtual</i></p>  | <ol style="list-style-type: none"> <li>1. The Technical Evaluators will check and evaluate all documents and see to it that these are relevant to the areas being evaluated. Evaluation of documents will be done using the appropriate instruments.</li> <li>2. Read and improve (if there is a need) the contents of the</li> </ol>  | <p>Self-survey/evaluation will start 3-4 weeks before the actual online accreditation on Nov. 30-Dec. 5, 2020</p>   |

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| <p><i>Training on Online Accreditation System conducted by AACUP in August 2020):</i></p> <ol style="list-style-type: none"> <li>1. <b>BSA (Level IV Phase 2)</b><br/>Dr. Beatriz S. Belonias<br/>Dr. Anabella B. Tulin</li> <li>2. <b>MS in Land Administration and Management (Level I)</b><br/>—<br/>Dr. Moisel Neil B. Serioño<br/>Dr. Lourdes B. Cano<br/>Ms. Andreli D. Pardales<br/>(Library)</li> <li>3. <b>Master in Land Administration and Management (Level 1) –</b><br/>Dr. Salome B. Bulayog<br/>Prof. Argina M. Pomida<br/>Ms. Andreli D. Pardales<br/>(Library)</li> <li>4. <b>Master of Education (MEd), Level 1</b><br/>Dr. Rachel Kim Aure<br/>Dr. Milagros C. Bales<br/>Ms. Andreli D. Pardales<br/>(Library)</li> <li>5. <b>BS Statistics (Level 1)</b><br/>Dr. Jude B. Rola<br/>Dr. Analyn M. Mazo<br/>Mr. Vicente A. Gilos<br/>(Library)</li> <li>6. <b>BS in Mechanical Engineering (Level 1)</b><br/>Prof. Manolo B. Loreto, Jr.<br/>Prof. Epifania G. Loreto<br/>Mr. Vicente A. Gilos<br/>(Library)</li> <li>7. <b>MS Language Teaching (PSV)</b></li> </ol> | <p>PPPs/NPs before submission to ODQA.</p> <ol style="list-style-type: none"> <li>3. Submit the results (ratings) of the evaluation to ODQA on the designated deadline.</li> </ol> |  |
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| <p>Dr. Editha G. Cagasan<br/>Dr. Suzette B. Lina<br/>Mr. Vicente A. Gilos<br/>(Library)</p> <p><b>8. AB English (PSV)</b><br/>Dr. Maria Theresa P. Loreto<br/>Dr. Elvira Oclarit<br/>Mr. Vicente A. Gilos<br/>(Library)</p>  |  |  |
| <p><b>D. PROGRAM AND INVITATION</b>(including online opening/closing programs, and the exit conference)</p> <p><b>Chairperson</b><br/>Dr. Editha G. Cagasan</p> <p><b>Co-Chairperson</b><br/>Mr. Ulderico B. Alviola</p> <p><b>Members</b><br/>Ms. Pamela Oraño<br/>Mr. Anthony Raul Valenzona<br/>Mr. Kim Kenneth Roca</p>  | <ol style="list-style-type: none"> <li>1. Prepare program of activities for the whole duration.</li> <li>2. Prepare and send invitation.</li> <li>4. Prepare the certificates of appreciation for the accreditors and ID of the taskforce members, accreditors, and facilitators for the PSV.</li> </ol>   | <p>Confer with the availability of persons who have part in the program.</p>   |
| <p><b>E. STORAGE, UPLOADING, RETRIEVAL AND SECURITY OF ELECTRONIC DOCUMENTS</b></p> <p><b>Chairperson</b><br/>Engr. Sean O. Villagonzalo</p> <p><b>Co-Chairpersons</b><br/>Mr. Jed Asaph Cortes<br/>Mr. Norman O. Villas</p> <p><b>Members:</b><br/>Mr. Jerome Godoy<br/>Ms. Pamela P. Oraño<br/>Mr. Raul Anthony S. Valenzona<br/>IT In-Charge of the programs to be accredited</p> | <ol style="list-style-type: none"> <li>1. Takes charge in the online storage and uploading of all electronic documents needed for the accreditation.</li> <li>2. Institute measures to insure security of all documents</li> <li>3. Secures internet connection in the departments offering the programs subjected to accreditation during the schedule of the online accreditation</li> </ol> | <p>Electronic documents need to be uploaded at least two weeks before the actual online survey visit by the AACCUP accreditors</p> |

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| <b>F. DOCUMENTATION</b><br><br><b>Chairperson</b><br>Mr. Ulderico B. Alviola<br><br><b>Co-Chairperson</b><br>Mr. Jed Asaph D. Cortes<br><br><b>Members</b><br>Mr. Genaro Godoy<br>VSU WebTeam                                       | <ol style="list-style-type: none"> <li>1. Document daily activities</li> <li>2. Produce news feature about the AACUP accreditation activities.</li> <li>3. Prepare video presentation about VSU as an academic and research institution for presentation during the opening program.</li> </ol>   |   |
| <b>G. FOOD</b><br><br><b>Chairperson</b><br>Ms. Honey Sofia Colis<br><br><b>Co-Chairperson</b><br>Ms. Josefina Larrosa<br><br><b>Members</b><br>Ms. Pamela P. Oraño<br>Mr. Christian Jayme<br>Guest House Staff                     | <ol style="list-style-type: none"> <li>1. Prepare meals and snacks for the self-evaluators, in-charge of the programs accredited and the members of the task forces/working committees during the online accreditation.</li> <li>2. Ensure timely preparation and serving of foods on time.</li> <li>3. Deliver snacks for accreditors/local counterparts to the ODQA/other venues</li> </ol>   | Should coordinate with the ODQA regarding the total number of persons who will be served snacks/meals and where to serve the snacks |
| <b>H. SECRETARIAT</b><br><br><b>Chairperson</b><br>Dr. Editha G. Cagasan<br><br><b>Co-Chairperson</b><br>Mr. Gideon Niel Tan<br><br><b>Members</b><br>Ms. Pamela Oraño<br>Mr. Anthony Raul Valenzona<br>Ms. Florianne Mae Villaruel | <ol style="list-style-type: none"> <li>1. Assist the accreditors in encoding the results, if necessary (for PSV only).</li> <li>2. Ensure complete record or documentation of attendance during the whole duration of accreditation.</li> <li>3. Coordinate with the food and invitation committee on the list of persons to be served with food (snacks and lunch) and be given certificates of appreciation</li> <li>4. Assist the different programs in case there are still additional supporting documents needed by the accreditors.</li> </ol> |   |
| <b>I. TRANSPORTATION</b><br><br><b>Chairperson</b><br>Engr. Marlon G. Burlas  | <ol style="list-style-type: none"> <li>1. Coordinate with the ODQA regarding the transport</li> </ol>   |   |

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| <p><b>Co-Chairperson</b><br/>Mr. Raul Anthony S. Valenzona</p> <p><b>Member:</b><br/>Mr. Christian Jayme<br/>Ms. Florianne Mae Villalrue</p> | <p>requirements during the entire duration of the accreditation activity</p> <ol style="list-style-type: none"> <li>2. Prepare trip ticket and voucher to request for gasoline/diesel</li> <li>3. Should assigned standby vehicle/driver to conduct/fetch the self-accreditors from their offices to the accreditation centers of the programs subjected to PSV; and to deliver meals and snacks to the concerned offices.</li> </ol> |  |
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