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MEMORANDUM NO. 664
Series of 2024

TO: Dr. Deejay M. Lumanao
Head, Soil Science

RE: Appointment as Internal Technical Evaluator of the Documents and Accreditor for the AACUP Online Level I Accreditation of the Bachelor of Science in Hospitality Management (BSHM)

FROM: DR. PROSE IVY. G YEPES
University President

DATE: August 16, 2024

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby appointed as Internal Technical Evaluator of the Documents and Accreditor for the AACUP Online Level I Accreditation of the Bachelor of Science in Hospitality Management (BSHM) on September 23-27, 2024. The internal evaluation of documents is scheduled on September 9-13, 2024

As Internal Evaluator and Accreditor, you are requested to perform the following functions:

1. Review and evaluate the supporting documents of the BSHM program to see to it that these are relevant to the areas being evaluated. Evaluation of documents will be done using the appropriate survey instruments;
2. Provide suggestions to improve the documents if needed; and
3. Submit to QAC within five (5) days a copy of the program's internal evaluation results (ratings) and actual accreditation.

As a token of our appreciation for your kind assistance, the university will give you an honorarium of Five Thousand Pesos (PhP 5,000.00).

Conformee:

DEEJAY M. LUMANAO
Internal Technical Evaluator and Accreditor

OFFICE OF THE PRESIDENT

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