



Visayas State University

Visca, Baybay, Leyte 6521-A

Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

website: www.vsu-visca.edu.ph

Office of the President

11 December 2009

MEMORANDUM CIRCULAR NO. 72
Series of 2009

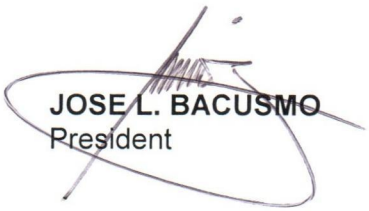
T O: All Concerned
Vice Presidents
College Deans (Main Campus)
Department Heads
Selected VSU Faculty and Staff

R E: Pre-Evaluation Workshop for Institutional and Program Accreditations

Please be informed that the AACCUP main office through Dr. Manuel T. Corpus has confirmed their coming on **December 17, 2009 (Thursday)** to conduct a one-day pre-evaluation workshop to determine our readiness for Institutional and Program Accreditations. The said activity is a requirement before the actual accreditation process, the exact date of which may be determined after the result of the pre-evaluation workshop. In connection with this, you are hereby requested to attend this one-day affair. It will be conducted at the OVPA/OVPAF starting at 8:00 A.M. Please see attachment for your time schedule and venue.

In connection with the Program Accreditation, I would like to remind the concerned Deans and Department Heads to submit the Program Performance Profile (PPP) reviewed by the self evaluators to the University Accreditation Center (UAC) on or before Tuesday, December 15. Likewise, the Master Survey Instrument (MSI) with the ratings indicated therein signed by the self evaluators at the end of each area should also be submitted together with the PPP. The PPP and the MSI will be included in the set of documents to be examined by Dr. Corpus and two other Accreditors from AACCUP on December 17, 2009. You are also requested to display the supporting documents for Areas I to 10 in your respective accreditation room which may also be visited.

Looking forward to your wholehearted support and cooperation.


JOSE L. BACUSMO
President

PRE-EVALUATION WORKSHOP FOR INSTITUTIONAL AND PROGRAM ACCREDITATIONS

DECEMBER 17, 2009

PROGRAM OF ACTIVITIES

ACTIVITY	TIME	PERSON INVOLVED	VENUE
Fetch Dr. M. Corpus and company from Tacloban airport	3:30 AM	LMNorie	
Breakfast	7:30 AM	Guest House Personnel	Guest House
Pre-evaluation of the Institutional Portfolio and other documents for Institutional Accreditations by the AACCUP Evaluators	8:00 to 12:00	<p>Criterion 1 – RCGuarte, LBCano and WTOclinaria</p> <p>Criterion 2 – DLAlcober and EETulin</p> <p>Criterion 3 – OBPosas</p> <p>Criterion 4 – OBCapuno and OVelarde</p> <p>Criterion 5 – MBales and MEscalada</p> <p>Criterion 6 – MBLoreto And LNMariscal</p> <p>Criterion 7 – BSBelonias and ADPardales</p> <p>Criterion 8 – MKPalomar, RCLemos and RSoria</p> <p>Criterion 9 – LSPalomar and LMNorie</p> <p>Self Evaluators: JLSeroy MKPalomar RCNapiere</p> <p>Facilitators</p>	OVPAA

Snack Break	10:00 AM	Guest House personnel, Facilitators	OVPAA
Lunch Break (Dr. M. Corpus and Company from AACCUP, President, VPs	12:00 NN	Guest House Personnel	Guest House
Pre-evaluation of the PPP and Master Survey Instrument for Program Accreditation	1:00 to 4:00 PM	DVM – ELañada BSDC – ECagasan BSFT – RLauzon BSBio – BBelonias BSF – JQuimio BSChem – CCalibo BSCS – WTabada BSS – RPatindol BSAE – MCasangcapan Facilitators	OVPAF
Visit to accreditation room of some departments/colleges	4:00 to 5:00 PM	ELañada, JQuimio, BBelonias, ECagasan and RLauzon	CVM, CFNR, DBS, DDC and DFST
Snack Break	3:00 PM	Guest House Personnel and Facilitators	OVPAF