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3 March 2021

**MEMORANDUM NO. 336**  
Series of 2021

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

**R E: Task force for the Online AACUP Accreditation (Level 1) of the Bachelor of Science in Statistics on April 19-23, 2021**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **Members** of the **Task Force** for the Online Accreditation (Level 1) of the **Bachelor of Science in Statistics (BSS)**, effective January 4, 2021 until April 30, 2021 or unless sooner revoked or terminated by higher authorities.

AREA FACULTY/STAFF INCHARGE	RESPONSIBILITIES
<b>A. Overall Coordination</b>  Prof. Virgelio M. Alao	1. Oversee the preparation of the Program Performance Profiles (PPPs), Supporting Documents ( <i>based on the survey instruments for the programs</i> ), Compliance Reports ( <i>based on the findings and recommendations during the previous visit</i> ), and other documents needed for the accreditation of the <b>BS in Statistics</b> program; 2. Coordinate with ODQA for any concern related to the AACUP accreditation of the BSS program.
<b>B. Area In-Charge</b>  <b>Prof. Virgelio M. Alao</b> - Area I (VMGO), Area (Research) and VI (Extension) <b>Dr. Norberto E. Milla</b> - Area II (Faculty) <b>Dr. Jacqueline M. Guarte</b> - Area III (Curriculum and Instruction) <b>Ms. Mary Ann E. Palen</b> - Area IV (Support to Students) and Area X (Administration) <b>Ms. Meralyn R. Lebante</b> - Area VII (Library) <b>Ms. Fabienne Ann V. Suganob</b> - Area VIII (Physical Facilities) and Area IX (Laboratories)	1. Take charge in the preparation of the Program Performance Profile (PPP), supporting documents and compliance report for your assigned area/s; 2. Submit to ODQA (formerly QAC) e-copies of the <b>Program Performance Profile (PPP), Supporting Documents</b> ( <i>based on the survey instruments for the programs</i> ), <b>Compliance Reports</b> ( <i>based on the findings and recommendations during the previous visit</i> ), and other needed documents during the designated deadlines; 3. Upload documents in the google drive to be shared to the in-house evaluators and the AACUP accreditors; 4. Inform the ODQA regarding your readiness to submit your documents for in-house evaluation;

	<p>5. Serve as local counterparts of the AACUP accreditors</p> <p>6. Attend follow up meetings called by the ODQA or OP.</p>
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For your guidance.



**EDGARDO E. TULIN**  
President