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Office of the President

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MEMORANDUM CIRCULAR NO. 6

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T O: All Concerned

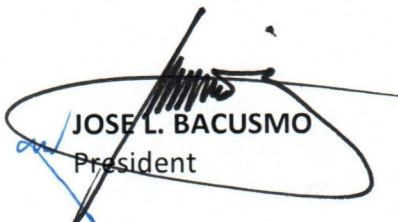
**R E: Task Force Committees for AACUP Level IV (Phase 2) Accreditation
of the Agriculture Program**

For the information of everyone, the Agriculture undergraduate program successfully passed the Level IV (Phase I) AACUP Accreditation conducted on September 10 – 14, 2012 and therefore now qualified for Level IV (Phase 2). However, before VSU will be fully awarded the Level IV accreditation of its Agriculture program it has to pass first the Phase 2. The validity period given to Agriculture program is Sept. 16, 2012 to Sept.15, 2013.

To meet the requirements (i.e. submission of comprehensive Narrative Profile, conduct of seminar, etc.) for Level IV Phase 2, your full commitment and cooperation are needed. Five (5) major areas shall be evaluated. These are:

- I. Research
- II. Teaching and Learning
- III. Community Service and Impact of Contribution
- IV. Evidence of International Linkages and Consortia
- V. Well Developed Planning Processes which Support Quality Assurance

Please see attached list of committees.


JOSE L. BACUSMO
President

Name of Committee	Person In-Charge/Designation	Responsibilities	Remarks
OVERALL COORDINATION	Chairperson: Dr. Jose L. Bacusmo Members: Dr. Oscar B. Posas Dr. Edgardo E. Tulin Dr. Roberto C. Guarte Dr. Othello B. Capuno Dr. Victor B. Asio Prof. Alan B. Loreto Dr. Lualhati M. Noriel	<ol style="list-style-type: none"> 1. Oversee all preparation for Level IV (Phase 2) accreditation. 2. Check regularly the accomplishments/output of the various committees. 3. See to it that faculty, staff and students are aware of the coming activity and should be reminded of their responsibilities. 	<p>The OP will issue a Memo regarding the schedule of the conduct of Level IV (Phase 2).</p> <p>The CAFS/Dean should see to it that all the documents required for Level IV (Phase 2) are exhibited in their AACCUP Center.</p>
Accreditation Committee (Area I to V)		<ol style="list-style-type: none"> 1. Prepare the Narrative Profile of their respective area and submit on time. 2. Prepare the supporting documents for their respective area assignment. 3. The assigned committee should be present and ready to answer the questions of the evaluators during the conduct of the seminar and evaluation of documents. 4. The Chairpersons should meet with the members of his/her committee to discuss the progress as far as their area assignment is concerned. 5. The Dean of CAFS should check from time to time the progress of the work of the 5 committees. 	<p>For submission to University Accreditation Center and later to the AACCUP one month before the seminar to be conducted at VSU with the AACCUP Accreditors. Please see attached target dates/activities.</p> <p>Documents should be labeled properly and displayed at the CAFS Accreditation Center.</p> <p>The date and the venue of the seminar as well as the evaluation of documents will be announced later but it should be between September 2012 – September 2013 (date of validity).</p> <p>The committee may conduct their meeting at the University Accreditation Center if they want to (please inform Sarah Ravelo for schedule of meeting).</p>
Area I. Research	Chairperson: Dr. Victor Asio Co-Chairperson: Prof. Rosa Ophelia Velarde Members: Dr. Suzette B. Lina Ms. Ma. Verjie Q. Subere Ms. Remenita Solis Dr. Zenaída Gonzaga Dr. Othello B. Capuno Dr. Rosario Salas		
Area II. Teaching and Learning	Chairperson: Prof. Jesusito Lim Co-Chairperson: Dr. Berta Ratilla Members: Prof. Manolo B. Loreto, Jr. Dr. Anabella B. Tulin Dr. Leslie T. Ubaub Dr. Beatriz C. Jadina		

Area III. Community Service and Impact of Contribution	Chairperson: Prof. Arsenio Ramos Co-Chairpersons: Prof. Efren B. Saz Dr. Milagros C. Bales Members: Prof. Reny G. Gerona Ms. Nelfa Glova Ms. Jennifer Ando Mr. Ed Allan Alcober Dr. Marilou M. Benitez	Self-evaluate the supporting documents and the comprehensive Narrative Profile before submission to AACUP.	<p>It is only the BS Agriculture program that is to be evaluated for Level IV (Phase 2) and therefore only pertinent documents regarding said program should be prepared.</p> <p>The Dean of CAFS should inform the self-evaluators if the documents are ready for evaluation.</p>
Area IV. Evidence of International Linkages and Consortia	Chairperson: Dr. Ma. Juliet C. Ceniza Co-Chairperson: Prof. Alan B. Loreto Members: Ms. Redempta L. Soria Ms. Connel D. Antipaso Ms. Honey Sofia V. Colis		
Area V. Well developed planning process which support quality assurance	Chairpersons: Dr. Edgardo E. Tulin Co-Chairperson: Dr. Lourdes B. Cano Members: Dr. Ruth Escasinas Ms. Wenifreda T. Oclinaria Ms. Ma. Fe L. Limsiaco Ms. Sarah M. Ravelo Ms. Marciana Galambao		

Self-Evaluators Committee	Chairpersons: Dr. Oscar Posas Co-Chairperson: Dr. Lualhati M. Noriel Members: Dr. Arturo Pasa Dr. Alberto Taveros Dr. Beatriz Belonias Dr. Candelario Calibo Prof. Epifania Loreto		
OTHER COMMITTEES			
1. Program and Invitation (including Opening/Closing programs/Exit Conference/Welcome Socials)	Chairperson: Dr. Lualhati Noriel Members: Ms. Connel Antipaso Ms. Sarah Ravelo Ms. Remenita Solis	1. Prepare the program of activities for the whole duration of activities. 2. Prepare and send invitation. 3. Prepare certificate of appreciation/ID for Accreditors and facilitators.	Should confer with the availability of persons who have part in the program.
2. Documentation (Video and Print)	Chairperson: Prof. Alan Loreto Members: Mr. Jesus Freddy M. Baldos Mr. Genaro Godoy Ms. Sheila Marie Lemos	1. Document daily activities. 2. Produce newsletter about AACUP Level IV (Phase I) and Level IV (Phase 2) for distribution. 3. Prepare/update video about VSU as an academic and research institution for presentation during courtesy call/opening program.	
3. Multi-media	Chairperson: Engr. Sean Villagonzalo Members: Engr. Apolonio Encierto Mr. Arnel Gucela Mr. Jerome Godoy	1. Provide and install necessary equipment like LCD, Laptop, TV, microphone, etc. in the assigned venue during the opening/closing programs/exit conference. 2. Coordinate with the program, venue and social committees where to install the equipment.	

4. Ushering and reception	Chairpersons: Prof. Argina Pomida Members: Prof. Rufina Capuno Dr. Leslie Ubaub Ms. Doryn Jan Avila Ms. Honey Sofia Colis	1. Properly usher the guests/accreditors during their arrival and during opening/closing programs, welcome dinner and exit conference.	
5. Food	Chairpersons: Prof. Alan B. Loreto Ms. Honey Sofia V. Colis Members: Ms. Roberta C. Lemos Ms. Corazon U. Nuevo All Guest House Staff	1. Prepare healthy and nutritious foods for the guests/accreditors. 2. Coordinate with the UAC/OVPI regarding the numbers of persons who will be served. 3. Ensure timely preparation and serving of foods. 4. Deliver the snacks to the accreditation venues. 5. Serve snacks during the night when the accreditors are doing OT work in writing the report.	
6. Accommodation	Chairpersons: Dr. Lualhati Noriel Members: Ms. Alicia Flores Ms. Wenifreda Oclinaria Ms. Sarah Ravelo Mr. Raul Anthony Valenzona	1. Ensure comfortable accommodation of the guests/accreditors. 2. Check from time to time to know what are needed by the accreditors. 3. Coordinate with transportation committee for the transport requirements during the entire period of the activity.	
7. Transportation	Chairperson: Prof. Alan Loreto Members: Ms. Erlinda Valenzona Ms. Honey Sofia V. Colis Mr. Remegio Sanico Mr. Jovenal Belarmino	1. Coordinate with the UAC regarding the schedule of arrival and departure of the accreditors. 2. Prepare the trip tickets and vouchers to request for gasoline/diesel. 3. Should assign standby vehicles/drivers during the entire duration of the activity to fetch/conduct the accreditors from the guest house to the venue.	

8. Socials	Chairperson: Dr. Ma. Juliet Ceniza Members: Dr. Anabella B. Tulin Prof. Jesusito L. Lim Mr. Jovel Aberilla Dr. Leslie Ubaub	1. Plan and discuss the program for presentation during the welcome dinner with approval from the OP. 2. Coordinate with the Venue Committee and Multi-media Committee re: the needed equipment for the socials.	
9. Souvenir and Token	Chairperson: Prof. Alan B. Loreto Members: Ms. Honey Sofia V. Colis Dr. Roberta D. Lauzon Dr. Ruben M. Gapasin	1. Prepare souvenir and token for the accreditors to be given after the closing program/exit conference. 2. Order bags for the accreditors. 3. Coordinate with the UAC re: the number of accreditors.	
10. Billboards/streamers/signages	Chairperson: Dr. Roberto C. Guarte Members: Engr. Nestor Israel Ms. Mirian Tan Mr. Silvestre Cagande Mr. Misael Cerna Mr. Domingo Flandez	1. Prepare new billboards/tarpaulins/signages and install in appropriate/designated places. 2. Coordinate with the UAC re: the text to be written on the tarpaulin/signages.	
11. Venue Preparation (including stage, lights and sounds)	Chairperson: Dr. Edgardo Tulin Members: Ms. Wenifreda Oclinaria Prof. Mario Baliad Dr. Milagros Bales Mr. Clementino Borela Engr. Apolonio Encierto	1. Make reservation for the venue of the opening/closing programs/exit conference (please reserve 1 st and 2 nd Floor of the CCE). 2. Prepare the lights, sounds in the venue. 3. Coordinate with the Multi-media Committee re: the needed equipment (e.g. microhone, videoke, laptop, LCD)	

12. Secretariat	Chairperson: Prof. Winston Tabada Members: Ms. Magdalene Unajan Mr. Jude Rola Ms. Sarah Ravelo Ms. Remenita Solis Mr. Raul Anthony Valenzona	1. Assist the accreditors in making the report. 2. Provide needed office supplies and materials. 3. Install laptops/printers in the Apartelle/other designated places.	
13. First Aid	Chairpersons: Dr. Elwin Jay Yu Dr. Josephine Zafico Members: VSU Hospital Staff	1. Make available the VSU Hospital vehicle more particularly during the night. 2. Apply first aid to AACCUP accreditors who are hypertensive/or who might get sick during the accreditation.	
14. Borrowing	Chairperson: Dr. Marcelo Quevedo Members: Mr. Rolando Oracion Ms. Remenita Solis	1. Borrow tables, chairs and other materials needed for installing the computers/printers to be used by the accreditors. 2. Facilitate the return of the same materials mentioned above.	