

MEMORANDUM NO. 594
Series of 2024

TO: All Concerned Faculty and Staff

RE: Task force for the Online Level I AACCUP Accreditation of the program Bachelor of Science in Tourism Management (BSTM) on Sept. 23-27, 2024

FROM: DR. PROSE IVY. G YEPES
University President

DATE: June 4, 2024

By virtue of the authority vested in me by the VSU Board of Regents and as recommended by the Director of QAC, you are hereby designated as **members** of the **Task Force** for the Online 1st Survey Visit (Level I) AACCUP Accreditation of the program Bachelor of Science in Tourism Management (BSTM), effective June 4, 2024 until October 30, 2024 or unless sooner revoked or terminated by higher authorities.

AREA/ FACULTY/ STAFF INCHARGE	RESPONSIBILITIES
A. Program Coordinator Chairman Mr. Randy G. Omega Co-Chair Ms. Mauren Joy F. Manadong	1. Oversee the preparation of the 1st Survey Visit Online Accreditation, Supporting Documents (<i>based on the survey instruments for the programs</i>); 2. Coordinate with QAC for any concern related to the 1 st Survey Visit AACCUP accreditation of the BSTM program. 3. Inform the QAC regarding the program's readiness to submit documents for in-house evaluation;
B. Area Incharge Area I (VMGO) Chairperson: Randy G. Omega Members: Noessa C. David Melody Lyn C. Basaca Area II (Faculty) Chairperson: Mauren Joy F. Manadong Members: Noessa C. David Melody Lyn C. Basaca Area III (Curriculum and Instruction) - Chairperson: Mauren Joy F. Manadong	1. Take charge in the preparation of the 1st Survey Visit (Level I), supporting documents and compliance report for the assigned area/s; 2. Submit to QAC e-copies of the Supporting Documents (<i>based on the survey instruments for the programs</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 AACCUP accreditors;

<p>Member: Randy G. Omega Daniel D. Sumabat Cle Marven P. Balaga</p> <p>Area IV (Support to Students) – Chairperson: Daniel D. Sumabat Member: Ms. Chona A. Brit Mr. Junito Panonce Ms. Christie Cyrene T. Tauy Mr. Kent John Mr. Norbert Villas Ms. Meriam Luna Ms. Sheila Marie C. Lemos Mr. Junard Gucela</p> <p>Area V (Research) Chairperson: Randy G. Omega Member: Cle Marven P. Balaga</p> <p>Area VI (Extension and Community Involvement) – Chairperson: Randy G. Omega Member: Mauren Joy F. Manadong Daniel D. Sumabat Cle Marven P. Balaga</p> <p>Area VII (Library) Chairperson: Daniel D. Sumabat Member : Mr. Vicente A. Gilos Jovelyn H. Mabuan</p> <p>Area VIII (Physical Plant and Facilities) Chairperson: Cle Marven P. Balaga Member: Servando Latras Jr.</p> <p>Area IX (Laboratories) Chairperson: Cle Marven P. Balaga Member: Servando Latras Jr.</p> <p>Area X (Administration) – Chairperson: Mauren Joy F. Manadong Member: Noessa C. David Melody Lyn C. Basaca</p>	<p>4. Serve as local counterparts of the AACCCUP accreditors;</p> <p>5. Attend follow up meetings called by the QAC or OP.</p>
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For your guidance.