

Visayas State University

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Office of the President

20 April 2011

MEMORANDUM CIRCULAR NO. 24

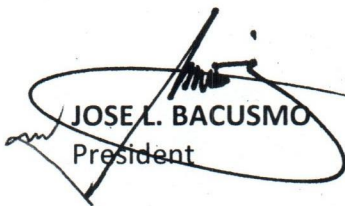
Series of 2011

T O: All Task Force Committee Members

R E: Level IV Accreditation of the Agriculture and Education Undergraduate and Graduate Levels

To ensure a smooth flow of activities in connection with the forthcoming Level IV (Phase I) accreditation of the Agriculture and Education cluster programs both in the undergraduate and graduate levels on November 21 to 25, 2011, you are hereby designated to compose the various committees created. Please see attached list of committees.

Thank you for your continued support and cooperation.


JOSE L. BACUSMO
President

Task Force Committees
Level IV Accreditation of the Agriculture and Education Undergraduate and Graduate Levels

NAME OF COMMITTEE	DESIGNATION	NAME OF THE PERSON	RESPONSIBILITIES
A. OVERALL COORDINATION	Chairperson Members	Dr. Jose L. Bacusmo Dr. Oscar B. Posas (Graduate) Dr. Roberto C. Guarte Dr. Edgardo E. Tulin Dr. Othello B. Capuno Dr. Victor B. Asio (Agriculture) Dr. Dolores Alcober (Education) Prof. Alan Loreto Dr. Lualhati M. Noriel	<ol style="list-style-type: none"> 1. Oversee all the preparations for Level IV accreditation 2. Check regularly the accomplishments/output of the various committees 3. See to it that the faculty, staff and students are aware of the coming activity and should be reminded of their responsibilities
B. Program Accreditation Area (Area I to X)	Please see attached list of assignment per program	Please see attached list of assignment per program	<ol style="list-style-type: none"> 1. Prepare the PPP ahead. It will be submitted to AACCUP in September (two months before actual schedule which is November 21, 2011). 2. Prepare the supporting documents for the 10 areas based on the new Master Survey Instrument(MSI) specific for each program 3. Properly label the documents based on the MSI. 4. Examine/evaluate the supporting documents and determine what are still lacking/to be added 5. The assigned person/s in areas I to X should be familiar with all the documents because they will be the counterpart of the AACCUP accreditor assigned to evaluate the area/s. 6. Always make yourself available in your respective accreditation center during the self evaluation and the actual accreditation process to answer the questions from the accreditors. 7. The PPP and the supporting documents should be ready on or before August 22, 2011 for evaluation by the self –evaluators. After which a hard copy and an e-copy of the PPP will be forwarded to AACCUP for pre-evaluation in September (that is two months before the actual visit on November 21-25, 2011).

C. Self-Evaluators			<ol style="list-style-type: none"> 1. Pre-evaluate the documents (that is the PPP and supporting documents on or before August 22, 2011 before submission to AACCUP in September 2. Determine/identify the lacking /additional documents needed 3. Make a self-assessment report for each area signed by all the members 4. Make yourself available during the actual accreditation process to help answer the questions of the accreditors
For Agriculture :	Chairperson	Dr. Oscar B. Posas	
	Co-Chairperson	Dr. Lualhati M. Noriel	
	Members	Dr. Alberto Taveros	
		Dr. Arturo Pasa	
For Education	Chairperson	Dr. Perla Tan	
	Co-chairperson	Dr. Candelario Calibo	
	Members	Prof. Epifania Loreto Dr. Rotacio Gravoso	
For Graduate School	Chairperson	Dr. Justiniano L. Seroy	
	Co-Chairperson	Dr. Beatriz S. Belonias	
	Members	Dr. Editha Cagasan Dr. Andresito Acabal	
D. Other committees			
1. Program and Invitation (including opening/closing and exit conference/ welcome socials)	Chairperson Members	Dr. Lualhati M. Noriel Dr. Ma. Juliet Ceniza Ms. Connel Antipaso Ms. Remenita Solis Ms. Ivy Gorre Ms. Sarah Ravelo	<ol style="list-style-type: none"> 1. Prepare the program of activities for the whole duration of accreditation process (Day 1 to 5) 2. Prepare and send invitation 3. Prepare certificate of appreciation, IDs for the accreditors and facilitators
2. Documentation (Video and Print)	Chairperson Members	Prof. Alan Loreto Mr. Jesus Freddy Baldos Mr. Ulderico Alviola Ms. Mirian Tan	<ol style="list-style-type: none"> 1. Document the daily activities 2. Produce a newsletter about VSU for distribution during the opening program 3. Prepare video about VSU as an academic and research institution for presentation during the opening program
4. Multi-media	Chairperson Members	Engr. Sean Villagonzalo Mr. Arnel Gucela Mr. Jude Rola	<ol style="list-style-type: none"> 1. Provide and install necessary equipment like LCD, Laptop, TV, microphone etc. in the assigned venue during the opening/closing programs, exit conference and welcome socials

		Mr. Genaro Godoy	2. Coordinate with the program, venue and social committees where to install the equipment
5. Ushering and Reception	Chairperson Members	Ms. Argina Pomida Ms. Ruffa Capuno Ms. Janjan L. Avila Mr. Randy Omega Ms. Honey Colis	1. Properly usher the guests/accreditors during their arrival, and during the opening, closing programs, exit conference and welcome socials 2. Always make yourself available to attend to the accreditors during the period
6. Food	Chairperson Members	Ms. Rebecca B. Napiere Dr. Lutgarda S. Palomar Ms. Roberta C. Lemos Ms. Corazon Nuevo Prof. Erna Sedigo All Guest House Personnel	1. Prepare enough nutritious foods (meals, snacks) for the guests/ accreditors 2. Coordinate with UAC/OVPAA/Accommodation Committee re: the total number of persons who will be served 3. Ensure timely preparation and serving of foods. Snacks should be delivered to accreditation centers (agriculture, education, graduate school) 4. Serve snacks during the nights especially when the accreditors are doing OT work in writing the report
7. Accommodation	Chairperson Members	Dr. Lualhati M. Noriel Ms. Rebecca Napiere Dr. Ma. Theresa Loreto Ms. Wenifreda Oclinaria Ms. Sarah Ravelo Ms. Vilma Olleras	1. Ensure comfortable accommodation of the accreditors 2. Check from time to time to know what is needed by the accreditors 3. Coordinate with the transportation committee for the basic transport requirements during the entire period of activity.
8. Transportation	Chairperson Members	Prof. Alan Loreto Mr. Remegio Sanico Ms. Honey Colis Ms. Linda Valenzona Mr. Jovenal Belarmino	1. Coordinate with the OVPAA/UAC re: the schedule of arrival and departure of the accreditors 2. Prepare trip tickets and vouchers to request for gasoline/diesel 3. Should assign a standby vehicles/drivers during the entire duration of the activity to fetch/conduct the accreditors from the guest house to accreditation centers
9. Socials	Chairperson Members	Dr. Lourdes B. Cano Prof. Jesusito Lim Dr. Beatriz Belonias Prof. Thelma Zafra Mr. Joselle Cayetano	1. Plan and discuss with the coordinating office re: presentation during the welcome socials, opening/closing program 2. Make a follow up to those who are identified to render intermission numbers 3. Coordinate with Venue preparation committee and multi media committee re: venue of the welcome socials and the equipment needed
10. Souvenir and Token	Chairperson	Prof. Alan Loreto Ms. Honey Colis Dr. Roberta Lauzon	1. Prepare souvenir and token for the accreditors to be given after the closing programs 2. Order bags for the accreditors

		Ms.Cecille Joy Duatin	3. Coordinate with the OVPAA?UAC re: the number of accreditors to be given with bags
11. Billboard/Streamer/Signages/Tarpaulins	Chairperson Members	Dr. Roberto C. Guarte Mr. Ulderico Alviola Engr. Nestor Israel Mr. Silvestre Cagande	1. Prepare the billboards/tarpaulins/signages and install them at strategic places before the accreditation activity 2. Coordinate with the UAC re: the text to be written on the tarpaulin/signages
12. Venue preparation (including stage, lights and sounds)	Chairperson Members	Dr. Edgardo Tulin Dr. Milagros Bales Prof. Mario Baliad Ms. Wenifreda Oclinaria Engr. Paul Encierto Mr. Clemence Borela	1. Make reservation for the venue during the opening and closing programs, exit conference/welcome socials. CCE 1 and 2 nd Floors are more preferred 2. Prepare the stage, lights and sound in the venue 3. Coordinate with the Multi-media committee for the equipment needed (e.g. microphone, LCD etc.)
13. Secretariat	Chairperson Members	Ms. Magdalene Cesar-Unajan Engr. Marionito Gonzales Ms. Reminita Solis Ms. Sarah Ravelo Ms. Lorna Abamo Ms. Marilyn Orquilla BSCS selected students	1. Assist the accreditors in encoding the reports 2. Prepare office supplies/materials 3. Install computers/laptop in designated areas for use during encoding of reports

Visayas State University
College of Education
Visca, Baybay City, Leyte

Task Force committee for the upcoming Accreditation of the BEED and BSED Programs:

Coordinator: Dr. Dolores L. Alcober

Area	In-charge
I – Vision, Mission, Goals and Objectives	Dr. Dolores L. Alcober
II – Faculty	Dr. Melinda L. Lavega
III – Curriculum & Instruction	Prof. Celso P. Ensoy
IV – Support to Students	Ms. Marilyn N. Manaig
V – Research	Dr. Lijueraj J. Cuadra
VI – Extension and Community Involvement	Dr. Dolores L. Alcober
VII – Library	Prof. Editha C. Alumbro
VIII – Physical Plant & Facilities	Ms. Editha C. Alumbro
IX – Laboratories	Ms. Ma.Rachel Kim L. Aure
X – Administration	Dr. Sixto P. Sandoval

2011 CA-AACCUP Task Force Committee

Coordinator: V. B. Asio
S. B. Lina
Member: R. J. Solis
R. I. Oracion

Area I Vision, Mission, Goals & Objectives:

Chairman: V.A. Asio
Co-Chair: S.B. Lina
Members: All CA-Unit Heads

Area II Faculty

Chairman: Z. C. Gonzaga
Co-Chair: L. B. Cano
Members: H. Bellezas
A. Gerona
L. Managbanag
L. Abamo
N. Rosolada

Area III Curriculum & Instruction

Chairman: J. L. Lim
Co-Chair: B. Ratilla
Members: A. Abamo
R. Capuno
D. Espina
A. Pomida

Area IV Support to Students

Chairman: B. Jadina
Co-Chair: M. Loreto
Members: Y. Mangaoang
C. Tauy
C. Brit
E. Bulayog
M. Gacutan
J. Lauzon-Avila

Area V Research

Chairman: R. Salas
Co-Chair: R. O. D. Velarde
Members: V. Subere
L. Acedo
E. Oclarit
M. Tabinas
M. Benitez
L. de Pedro

Area VI Extension and Community Involvement

Chairman: L. Bestil
Co-Chair: M. Bales
Members: J. Ando
M.L.C. Tambis
R. Gerona
J. Abela
F. Baliña
G. Bancale

Area VII Library

Chairman: R. Escasinas
Co-Chair: A. Pardales
Members: J. Mahilum
E. Salamat
F. Evangelio

Area VIII Physical Plant & Facilities

Chairman: D. Ferraren
Co-chair: N. Israel
Members: S. Cagande
U. Cagasan
S. Bantugan
A. Ramos

Area IX Laboratories

Chairman: L. M. Borines
Co-chair: R. D. Lauzon
Members: I. Emnace
V. Palermo
D. Espina
F. M. Y. Duatin

Area X Administration

Chairman: E. G. Cagasan
Co-chair: L.B. Cano
Members: A. Acedo
R. S. Gravoso
Fe Limsiaco
M. Gravador
R. Tortillas-Piamonte