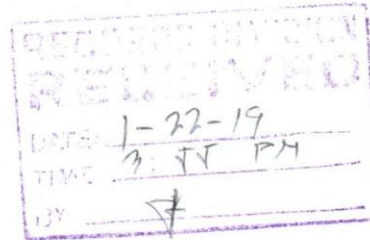




21 January 2019

MEMORANDUM CIRCULAR NO. 09  
Series of 2019



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

**R E:** Working Committees/Task Force for BSA Level IV AACUP 2<sup>nd</sup> Round Survey

The Bachelor of Science in Agriculture (BSA) will undergo Level IV AACUP 2<sup>nd</sup> Round Survey. As noted, the program was awarded Level IV Re-Accredited status by the AACUP with validity period from April 16, 2014 to April 15, 2018. Since the validity is almost overdue, we have requested AACUP for a resurvey on April 9-12, 2019. To prepare ourselves and ensure success of this activity, you are hereby designated as Chairperson/Co-Chairperson/Member of the different working committees. Respective Chairpersons should meet their members to plan your committee assignments.

In this regard, all Chairpersons and Co-Chairpersons are requested to attend a meeting at **2:00 PM on January 23, 2019** at the President's Office to review your respective duties and responsibilities to ensure success of this accreditation.

Your utmost cooperation and wholehearted support are requested.

  
**EDGARDO E. TULIN**  
President





NAME OF COMMITTEE	COMPOSITION	RESPONSIBILITIES	REMARKS
<b>A. STEERING COMMITTEE/ OVERALL COORDINATION</b>	Chairperson: Dr. Edgardo E. Tulin Co-Chair: Dr. Beatriz S. Belonias Members: Dr. Remberto A. Patindol Dr. Dilberto O. Ferraren Dr. Othello B. Capuno Dr. Victor B. Asio Prof. Francisco Gabunada, Jr. Dr. Milagros C. Bales	<ol style="list-style-type: none"> <li>1. Oversee all the preparations for BSA Level IV 2<sup>nd</sup> round accreditation.</li> <li>2. Check regularly the accomplishment/output of the various committees by conducting meetings/ consultations.</li> <li>3. See to it that all faculty/staff/students including the key officials are aware of the coming activity and be reminded of their responsibilities.</li> </ol>	<p>The OP will issue a Memo regarding the final schedule of the Re-accreditation.</p> <p>Follow up meetings will also be called.</p> <p>The Dean of CAFS should see to it that all the documents required for Level IV Phase 1 are exhibited at CAFS AACCUP Center</p>
<b>Accreditation Committee (Areas I to X)</b>			
<b>Area I: Vision, Mission, Goals and Objectives</b>	Chairperson: Dr. Victor B. Asio Co-chair: Dr. Lorena A. Galvez (DFST) Members: Ms. Remenita J. Solis (CAFS Dean's Office) Mr. Rolando I. Oracion -do- Ms. Jenefer L. Borneo -do- Mr. Marvin S. Cascante -do-	<ol style="list-style-type: none"> <li>1. Prepare the Narrative Program Profile of your respective area and submit on time for review before finalization. All PPPs should be ready a day before the actual visit.</li> <li>2. Prepare the supporting documents for their respective area of assignment to be deposited at the CAFS Accreditation Room for self-evaluation.</li> <li>3. The assigned committee should be present and ready to answer questions of the evaluators during the conduct of the resurvey visit and evaluation of documents. You will be informed later of the actual schedule of the accreditation.</li> <li>4. The Chairpersons should meet with the members of his/her committee to discuss the progress as far as their areas of assignment is concerned.</li> <li>5. The Dean of CAFS should check from time to time the progress of the work of the 10 areas.</li> </ol>	<p>For submission to Quality Assurance Center (QAC) by <b>March 15, 2019</b> for review, editing, and packaging.</p> <p>All documents properly labelled should be ready by <b>April 1, 2019</b> at the CAFS accreditation Center ready for self-review (April 1-5). After self-review, documents should be bind and properly labeled/ tabbed ready for the actual re-accreditation visit by April 09, 2019.</p> <p>The Area In-Charge should submit to QAC a week before the actual visit the following:</p> <ol style="list-style-type: none"> <li>1. Names of different stakeholders (for instruction, research and extension at least five for each)</li> <li>2. List of research, extension, and production projects to be visited (please indicate the project proponent/s, funding agency,</li> </ol>
<b>Area II: Faculty</b>	Chairperson: Dr. Berta C. Ratilla (DA) Co-Chair: Dr. Lourdes B. Cano (ODAHRD) Members: Dr. Luz G. Asio (DA) Dr. Catherine C. Arradaza (DOH) Ms. Julien R. Beroy (DPBG) Prof. Rufina F. Capuno (DOE) Prof. Elsie Salamat (DPM) Dr. Beatriz C. Jadina (DSS) Ms. Rose Marie B. Gonzaga (DAEE) Dr. Dinah M. Espina (DAS)		
<b>Area III: Curriculum &amp; Instruction</b>	Chairperson: Prof. Jesusito L. Lim (DPM) Co-Chair: Dr. Maria Juliet C. Ceniza (DPM) Members: Dr. Berta C. Ratilla (DA) Dr. Julius V. Abela (DAS) Dr. Rosario A. Salas (DOH) Dr. Luz O. Moreno (DPBG) Prof. Ernesto F. Bulayog (DOE) Dr. Suzette Lina (DSS) Prof. Fatima T. Baliña (DAEE)		
<b>Area IV: Support to Students</b>	Chairperson: Dr. Luz O. Moreno Co-Chair: Prof. Manolo B. Loreto, Jr. Ms. Marwen A. Castañeda Members: Ms. Ma. Gweneth M. Abit (DA) Mr. Michael Dominic M. Garrido (DAS) Dr. Santos B. Villocino Jr. (DOH) Ms. Jedi Joy B. Mahilum (DPBG) Mr. Lemuel S. Preciados (DOE) Dr. Elvira L. Oclarit (DPM) Mr. Medardo C. Magdadar, Jr.		

**Vision:** A globally competitive university of science, technology, and environmental conservation.

**Mission:** Development of highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.





	(DSS) Ms. Rose Marie B. Gonzaga (DAEE)		location, title of the projects). The location/site of the project should be clean and labelled.
<b>Area V: Research</b>	Chairperson: Dr. Suzette B. Lina (DSS) Co-Chair: Dr. Jose L. Bacusmo (OVPRE) Ms. Ma. Verjie Q. Subere (OVPRE) Members: Dr. Dionesio M. Bañoc (DA) Dr. Lolito C. Bestil (DAS) Dr. Zenaida C. Gonzaga (DOH) Ms. Rina C. Alde (DPBG) Dr. Salome B. Bulayog (DOE) Dr. Mary Joy M. Abit (DPM) Dr. Deejay S. Maranguit (DSS) Dr. Karen Luz Y. Teves (DAEE) Dr. Ivy C. Emnace (DFST)		3. Schedule of classes (SY 2018 – 2019) should also be provided with the name of the faculty, subject/s being taught, room assignment and time.
<b>AREA VI: Extension and Community Involvement</b>	Chairperson : Dr. Henry Y. Goltiano (DAEE) Co-Chair: Ms. Adelina O. Carreno (OVPRE) Members: Mr. Wences Rey B. dela Peña (DA) Ms. Ma. Rosa Lima G. Beato (DAS) Dr. Arsenio Ramos (DOH) Prof. Brenda M. Ramoneda (DOE) Prof. Reny G. Gerona (DPM) Mr. Kenneth Orais (DSS) Dr. Milagros C. Bales (DAEE) Ms. Inish Chris P. Mesias (DFST)		
<b>Area VII: Library</b>	Chairperson: Ms. Andreli D. Pardales (Library) Members: Ms. Remenita J. Solis Rolando I. Oracion Ms. Sweetie Jane B. Occoy		
<b>Area VIII: Physical Plant and Facilities</b>	Chairperson: Dr. Neil Moises V. Serifo (DOE) Co-chair: Prof. Ed Allan L. Alcober (DA) Engr. Mario Lilio P. Valenzona (GSD) Members: Engr. Julious B. Cerna (DFST) Mr. Cyril John P. Godinez (DAS) Dr. Dario P. Lina (DOH) Ms. Jellen R. Denoy (DPBG) Ms. Ma. Cris F. Plenos (DOE) Prof. Yolanda D. Mangaoang (DPM) Mr. Kenneth Orais (DSS) Dr. Karen Luz Y. Teves (DAEE)		
<b>Area IX: Laboratories</b>	Chairperson: Dr. Julius V. Abela Co-Chair: Dr. Ulysses A. Cagasan Members: Mr. Roger Roque E. Bustamante (DAS) Dr. Lynette C. Cimafranca (DFST) Dr. Marilou M. Benitez (DOH) Ms. Jedi Joy B. Mahilum (DPBG) Dr. Maria Hazel I. Bellezas (DOE) Mr. Rodrigo D. Braga (DPM) Mr. Menardo C. Magdadaro (DSS) Dr. Karen Luz Y. Teves (DAEE)		
<b>Area X: Administration</b>	Chairperson: Dr. Nello D. Gorne (DA) Co-Chair : Dr. Ivy C. Emnace (DFST) Members: Dr. Lourdes B. Cano		



	(ODAHRD) Ms. Jennifer E. Ando (ODAHRD) Dr. Angie R. Poliquit (DAS) Dr. Marilou M. Benitez (DOH) Prof. Jesusito L. Lim (DPM) Dr. Deejay S. Maranguit (DSS) Dr. Jocelyn G. Daclag (DFST) Prof. Fatima T. Balina (DAEE)		
<b>B. OTHER COMMITTEES</b>			
1. Self-Evaluation Committee	<b>Technical Evaluators:</b> Coordinator: Dr. Victor B. Asio Chairperson: Dr. Milagros C. Bales (Area I) Co-Chairperson: Dr. Lualhati M. Noriel (Area II) Members: Dr. Oscar B. Posas (Area III) Prof. Manolo B. Loreto, Jr. (Area IV) Dr. Dennis P. Peque (Area V) Dr. Dolores L. Alcober (VI) Ms. Andreli D. Pardales (Area VII) Prof. Arthur Tambong (Area VIII) Prof. Epifania G. Loreto (IX) Dr. Lourdes B. Cano (X)	1. The Technical Evaluators should check and evaluate all supporting documents and see to it that they are relevant to the area being evaluated. 2. Review and improve (if there is a need) the content of the PPP before submission to QAC. 3. Submit the self-survey results (ratings of the evaluation) to QAC after the self evaluation on April 5, 2019. Use the appropriate instrument when conducting the evaluation. Affix your signature on the report.	The Dean of CAFS should inform the self-evaluators if the documents are ready for evaluation.
2. Program and Invitation (including Opening/Closing, Exit Conference, Welcome Socials)	Chairperson: Dr. Milagros C. Bales Co-Chairperson: Ms. Connel D. Antipaso Prof. Elvira E. Ongy Members: Ms. Pamela P. Oraño Mr. Anthony Raul Valenzona	1. Prepare program of activities for the whole duration. 2. Prepare and send invitation. 3. Prepare the certificate of appreciation and ID of the accreditors/facilitators.	Check availability of persons who have part in the program.
4. Documentation (Video and Print)	Chairperson: Dr. Rotacio S. Gravoso Co-Chairpersons: Mr. Ulderico Alviola Mr. Jed Asaph Cortes Members: Mr. Genaro Godoy Ms. Sheila Marie Lemos VSU Media Team	1. Document daily activities. 2. Produce Newsletter about AACUP Program Accreditation. 3. Prepare a short video presentation about VSU as an academic and research institution for presentation during the opening program.	
4. Multimedia	Chairperson: Engr. Sean Villagonzalo Co-Chairpersons: Mr. Norman Villas Dr. Ulysses A. Cagasan Members: Mr. Arnel Gucela Mr. Jerome Godoy	1. Provide and install necessary equipment like LCD projector, Laptop, TV monitor, microphones, etc. in the assigned venue for the opening/closing programs and exit conference and welcome socials. 2. Coordinate with the program and venue and stage preparation committees where to install the equipment.	
5. Reception and Ushering	Chairperson: Ms. Wenifreda T. Oclnaria Co-Chairperson: Dr. Angie R. Poliquit Members:	1. Properly usher the guests/accreditors during opening, closing and evening socials.	The committee is responsible for the ordering of leis.





	Mr. Roger Roque E. Bustamante Dr. Annie P. Gravoso Ms. Rosemarie B. Gonzaga		
6. Food	Chairperson: Ms. Honey Sofia V. Colis Co-Chair: Ms. Josefina M. Larrosa Members: Ms. Remenita J. Solis Guest House Staff	<ol style="list-style-type: none"> <li>1. Prepare delicious and healthy foods for the accreditors and other people involved in the activity</li> <li>2. Ensure timely preparation and serving of food</li> <li>3. Provide snacks (including fruits) during the night to accreditors' room.</li> <li>4. Deliver snacks for accreditors/local counterparts to the accreditation room of the programs being evaluated.</li> </ol>	Should coordinate with the QAC regarding the total number of persons who will be served snacks/meals.
7. Socials	Chairperson: Prof. Jesusito L. Lim Co-Chairperson: Dr. Aleli A. Villocino Members: Dr. Mary Joy M. Abit Mr. Lemuel S. Preciados	<ol style="list-style-type: none"> <li>1. Select/identify those who will present during the opening/closing program (for intermission) and during the welcome socials/dinner.</li> </ol>	
8. Souvenir and Token	Chairperson: Ms. Honey Sofia V. Colis Co-Chairperson: Dr. Ma. Juliet C. Ceniza Members: OP Staff	<ol style="list-style-type: none"> <li>1. Prepare/purchase tokens/souvenirs for accreditors.</li> <li>2. Order/purchase bags(kit) for accreditors</li> <li>3. Coordinate with the QAC regarding the number of persons to be given tokens/bags.</li> </ol>	
9. Billboards/ Streamers/ Signages	Chairperson: Prof. Ed Allan L. Alcober Co-Chairpersons: Mr. Jed Asaph D. Cortes Mr. Kim Kenneth Roca Members: Engr. Mario Lilio P. Valenzona Mr. Teodomero Ratilla Mr. Rolando I. Oracion	<ol style="list-style-type: none"> <li>1. Prepare new billboards/signages/ streamers to be placed at designated places.</li> <li>2. Coordinate with the QAC re: text to be written in the tarpaulins/signages.</li> </ol>	
10. Venue and Stage Preparation (including lights and sounds)	Chairperson: Dr. Santos Villocino Co-Chairperson: Prof. Mario E. Baliad Members: Mr. Medardo C. Magdadaro Engr. Apolonio M. Encierto Mr. Zandro Israel Guesthouse Staff	<ol style="list-style-type: none"> <li>1. Make reservation of the venue for the opening/closing programs/ evening socials/exit conference.</li> <li>2. Prepare the lights and sounds in the venue.</li> <li>3. Coordinate with the Multimedia committee re: the needed equipment (e.g. microphones, videoke, laptop, LCD projector).</li> </ol>	
11. Secretariat	Chairperson: Prof. Elvira E. Ongy Co-Chairpersons: Mr. Eusebio Olleras Members: Ms. Jenefer L. Borneo Ms. Lyca Ompong Ms. Pamela P. Oraño Mr. Anthony Raul Valenzona	<ol style="list-style-type: none"> <li>1. Assist the accreditors in encoding the results.</li> <li>2. Prepare and bring to the apartelle office supplies needed in making the reports.</li> <li>3. Install computers/laptops/printers at designated places</li> </ol>	



12. Accommodation	Chairperson: Prof. Francisco G. Gabunada, Jr. Co-Chairperson: Mr. Medardo C. Magdadaro Members: Ms. Wenifreda T. Oclinaria Ms. Pamela P. Oraño	<ol style="list-style-type: none"><li>1. Make room reservation for accreditors.</li><li>2. Ensure comfortable accommodation and check from time to time to know what are needed by the accreditors.</li><li>3. Coordinate with the transportation committee for the transport requirements during the entire period of the activity.</li></ol>	
13. Transportation	Chairperson: Engr. Marlon G. Burlas Co-Chairperson: Ms. Remenita J. Solis Members: Ms. Erlinda Valenzona Ms. Pamela Oraño	<ol style="list-style-type: none"><li>1. Coordinate with the QAC regarding the schedule of arrival and departure of the accreditors/guests.</li><li>2. Prepare trip tickets and vouchers to request for gasoline/diesel</li><li>3. Coordinate with QAC re: transport requirements during the entire duration of activity</li><li>4. Assign standby vehicles/drivers to conduct/fetch the accreditors from accreditation venues to Guesthouse, then to accreditation venues and other places.</li></ol>	
14. First Aid	Chairperson: Dr. Elwin Jay V. Yu Co-Chairperson: Dr. Josephine O. Zafico Members: Dr. Merry Christ'l S. Guinocor VSU Hospital Staff	<ol style="list-style-type: none"><li>1. Make available the VSU Hospital ambulance for emergency purposes</li><li>2. Apply first aid to AACUP accreditors who get sick during the accreditation.</li></ol>	
15. Physical Facilities	Chairperson: Dr. Victor B. Asio Co-Chairpersons: Mr. Menardo C. Magdadaro Dr. Dario Lina Members: Mr. Rolando I. Oracion Mr. Teodomero Ratilla	<ol style="list-style-type: none"><li>1. Provide tables, chairs, and other materials(whiteboard, pens, erasers) needed for installing the computers/laptops/printers for use by the accreditors in the Apartelle/Lañada's cottage</li><li>2. Facilitate the return of the borrowed materials after accreditation</li></ol>	