



**VISAYAS**  
STATE UNIVERSITY

**OFFICE OF THE  
PRESIDENT**



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**MEMORANDUM NO. 797**  
Series of 2024

**TO: Dr. Joel Rey U. Acob**  
QAC

**RE: Designation as Head, Programs and Institutional Accreditation Office**

**FROM: DR. PROSE IVY. G YEPES**  
University President

**DATE: September 17, 2024**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **Head, Programs and Institutional Accreditation Office** effective immediately until December 31, 2024 or unless sooner revoked or terminated by higher authorities.

As Head, you are to exercise the following functions:

1. Supervises the overall operation of the unit in terms of accreditation and certification activities
2. Monitors the progress of program preparation for accreditation/certification
3. Facilitates concern from program owners related to certification/accreditation
4. Mentors program owners and preparers based on the accreditation instrument
5. Evaluates post-accreditation reports for program compliance
6. Serves as program advocate to the top management related to improvement concerns for program compliance to standards
7. Recommends poll of internal quality auditor, accreditor for internal review of programs and procedures
8. Performs staff's in-house continuing education for accreditation and certification procedures.
9. Initiates and/or suggests document review, procedure revisit to process owners as mean to address changes in adherence to continuous quality improvement

Moreover, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Please be guided accordingly.

**OFFICE OF THE PRESIDENT**

2/F Administration Building, Visayas State University  
PQWW+RJM, Baybay City, Leyte, Philippines 6521  
Email: [op@vsu.edu.ph](mailto:op@vsu.edu.ph) | Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)  
Phone: +63 53 565 0600 Local 1000



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