



21 September 2022

MEMORANDUM NO. 691
Series of 2022

T O: All Concerned Faculty and Staff

R E: Updated Task force for the Online AACCUP Accreditation (Level III) of the Program Master of Science in Tropical Ecology in October, 2022

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **members** of the **Task Force** for the Online Accreditation (Level III) of the program Master of Science in Tropical Ecology, effective May 1, 2022, until October 31, 2022 or unless sooner revoked or terminated by higher authorities.

I. PROGRAM AREA/TASK FORCE MEMBERS	RESPONSIBILITIES
A. Program In-charge: Dr. Eliza D. Espinosa	1. Oversee the preparation of the Narrative Profiles (NPs), Supporting Documents (<i>based on the survey instruments for the programs</i>), Compliance Reports (<i>based on the findings and recommendations during the previous visit</i>), and other documents needed for the accreditation of the MS in Tropical Ecology program; 2. Coordinate with ODQA for any concern related to the AACCUP accreditation of the MS in Tropical Ecology program. 3. Inform the ODQA regarding the program's readiness to submit documents for in-house evaluation;
B. Mandatory Area In-charge	1. Take charge in the preparation of the Narrative Profile of the assigned area 2. Submit to ODQA (formerly QAC) e-copies of the Narrative Profiles and other needed documents during the designated deadlines. 3. Upload documents in the Google Site to be shared to the in-house evaluators and the AACCUP accreditors 4. Inform the ODQA regarding your readiness to submit your documents for evaluation
Area 1 – Instruction Chairperson: Dr. Eliza D. Espinosa Member: Humberto Montes Jr. and Kler Jeann G. Longatang	
Area 2 - Research Chairperson: Dr. Marlito M. Bande Member: Engr. Jimmy O. Pogosa	

C. Chosen 2 Areas Area 1- Extension Chairperson: Dr. Marlito M. Bande Member: Jimmy O. Pogosa	5. Serve as local counterparts of the AACUP accreditors 6. Attend follow up meetings called by the ODQA or OP
Area 2- Consortia/Linkages Chairperson: Dr. Marlito M. Bande Member: Engr. Jimmy O. Pogosa	
II. Compliance Report Taskforce	
1. Area I- VMGO	Chairman: Eliza D. Espinosa Member/s: Elvira B. Gorre Lorraine Cristy C. Ceniza Arturo S. Bastasa Cecilio M. Benitez Chelsea Narvios
2. Area II- Faculty	Chairman: Humberto R. Montes Jr. Member/s: Elvira B. Gorre Lorraine Cristy C. Ceniza Amparo Christine A. Mejica Arturo S. Bastasa Cecilio M. Benitez Chelsea Narvios
3. Area III- Curriculum and Instruction	Chairman: Eliza D. Espinosa Member/s: Elvira B. Gorre Lorraine Cristy C. Ceniza Amparo Christine A. Mejica Arturo S. Bastasa Cecilio M. Benitez Chelsea Narvios
4. Area IV- Support to Students	Chairman: Kleer Jeann G. Longatang Member/s: Karen D. Gundemaro Kristel Marie Alkuino Merryl Grace I. de la Rama Chelsea Narvios
5. Area V- Research	Chairman: Marlito M. Bande Member/s: Felix John T. Amestoso Serica Joy M. Compendio Leonard Paolo Longatang Vicente A. Escasinas Rose Mary Oquias Chelsea Narvios
6. Area VI- Extension and community Development	Chairman: Marlito M. Bande Member/s: Felix John T. Amestoso Serica Joy M. Compendio

	Leonard Paolo Longatang Vicente A. Escasinas Rose Mary Oquias Chelsea Narvios
7. Area VII- Library	Chairman: Kleer Jeann G. Longatang Member/s: Karen D. Gundemaro Kristel Marie Alkuino Merryl Grace I. de la Rama Chelsea Narvios
8. Area VIII- Physical Plant and Facilities	Chairman: Jimmy O.Pogosa Member/s: Ken Noya Florentino Percy Charles Maguchu Orlan C. Capin Erwin Z. Estallo Chelsea Narvios
9. Area IX- Laboratories	Chairman: Jimmy O.Pogosa Member/s: Ken Noya Florentino Percy Charles Maguchu Orlan C. Capin Erwin Z. Estallo Chelsea Narvios
10. Area X- Administration	Chairman: Humberto R. Montes, Jr. Member/s: Elvira B. Gorre Lorraine Cristy C. Ceniza Amparo Christine A. Mejica Arturo S. Bastasa Cecilio M. Benitez Chelsea Narvios

This Memorandum supersedes all orders/memoranda issued earlier on the same subject.

For your guidance.


EDGARDO E. TULIN, *oic*
President *aklw*