



3 October 2019

**MEMORANDUM NO. 368**  
Series of 2019

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

**R E: Task Force for the AACCUP Preliminary Survey Visit (PSV) of MSLAM and MLAM Programs**

The MSLAM and MLAM programs are scheduled to be subjected for AACCUP PSV this year together with other three programs (BS Stat, BS Mechanical Engineering, and Master of Education) come December 2-6, 2019. To prepare for this PSV and to assure success of this activity, you are hereby designated Program Coordinator and Area In-charge/coordinators of different areas with your respective duties and responsibilities:

Committee	Responsible persons	Duties and Responsibilities	Remarks
Overall Coordination Chairperson: Members:	Dr. Milagros C. Bales Prof. Elvira E. Ongy Ms. Pamela O. Oraño	1. Check regularly the accomplishment/output of the various respective program coordinators by conducting meetings/consultations.  2. Provide needed documents which are available at QAC.  3. Coordinate with the coordinators on the readiness of the documents and inform the self-evaluators on the actual conduct of self-survey.	
Program Coordinator: 1. MSLAM and MLAM	Prof. Maria Aurora T. W. Tabada	1. Directly supervise the different area in-charge in the preparation of documents seeing to it that all the needed documents are ready a week before the actual PSV.	

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		<p>2. Request for the needed supplies and materials and other logistical needs for the PSV.</p> <p>3. Coordinate with QAC on the documents needed which may be available at QAC.</p>	
Area In-charge/ Coordinator by program:		<p>1. Prepare the supporting documents for their respective area of assignment to be deposited at the respective unit accreditation room for self-evaluation.</p> <p>2. The assigned in-charge should be present and ready to answer questions of the self-evaluators during the conduct of the PSV and evaluation of documents.</p>	<p>All documents should be properly labelled and must be organized by area/parameter at the respective department accreditation center.</p> <p>Documents should be ready a week before the actual self-survey</p>
Area I- VMGO	Prof. Maria Aurora T.W. Tabada/ Ms. Letty Jean C. Lor		
Area II- Faculty	Dr. Myrna M. Avila/ Ms. Merry Jean A. Caparas		
Area III-Curriculum	Dr. Salome B. Bulayog/ Prof. MATW Tabada		
Area IV – Support to Students	Dr. Manolo B. Loreto, Jr.		
Area V – Research	Dr. Salome B. Bulayog		
Area VI– Extension	Prof. Maria Aurora T.W. Tabada/ Ms. Merry Jean A. Caparas		
Area VII- Library	Ms. Andreli D. Pardales/ Mr. Rommel A. Penaranda		
Area VIII – Physical Plant and Facilities	Dr. Pastor P Garcia / Mr. Wendill M. Prado		
Area IX- Laboratories	Prof. Manolo B Loreto, Jr./ Mr. Wendill M. Prado		

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Area X – Administration	Prof. Maria Aurora T.W.Tabada/ Ms. Letty Jean C. Lor		
Self-Accreditor:	Dr. Lualhati M. Noriel	1. Review/Evaluate the readiness of the program seeing to it all supporting documents meet the requirements for the next level of accreditation.  2. Submit the PSV report to QAC 2-3 days after the evaluation.	

Your usual cooperation for the success of the PSV is highly requested.

  
**EDGARDO E. TULIN**  
President

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