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Office of the President

21 July 2010

MEMORANDUM CIRCULAR NO. 39 Series of 2010

T O: All VSU Constituents

R E: Program Accreditation

Everyone is enjoined to prepare and participate in the forthcoming AACUP Program Accreditation on August 22 to 27, 2010. The Accreditors will be arriving on August 22 and will be leaving on the 27th. Please see attached schedule of activities.

As part of our general preparations everybody must keep their respective areas/departments as well as the whole campus clean. Proper labels/signages (e.g. Comfort Room for Male/Female, DASS Lecture Hall, DPM Audio Visual Room, DDC Mini-Library, etc.) of buildings, classrooms and other facilities should be provided/indicated.

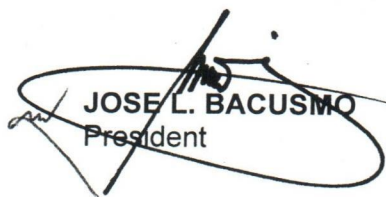
Faculty members must attend to their classes on time and be ready with their record book, course outline and syllabus. The Accreditors will be going around to observe classes in different departments.

Research and extension facilities should be well-maintained and the project sites/experiments should have appropriate labels. The project/study leaders should be around and ready for accreditors inquiries about the projects.

Everybody is also expected to be polite in answering the questions whenever they will be randomly interviewed by the accreditors.

Moreover, everybody should be aware and know by heart the Vision and Mission of the University and the Vision, Mission, Goals and Objectives of their own department/college.

For information and compliance.


JOSE L. BACUSMO
President

VISAYAS STATE UNIVERSITY

PROGRAM ACCREDITATION

August 22 – 27, 2010
SCHEDULE OF ACTIVITIES

ACTIVITY	TIME	VENUE	PERSON/COMMITTEE IN-CHARGE
August 22, (DAY 0)			
Arrival of Accreditors, bringing the Accreditors to their room assignment, serving of meals	Whole day depending on time of arrival	Depending on their port of entry (e.g. Tacloban airport, Ormoc wharf, etc.)	Transportation Committee (Chairperson – Prof. A. B. Loreto); Ushering and Reception Committee (Chairperson – Prof. R. F. Capuno) Accommodation Committee (Prof. A. B. Loreto)
Optional Tour to Baybay or Ormoc	2:00 – 5:00PM	Guest House	Food Committee (Chairperson – Ms. R. B. Napiere)
Dinner	6:30 – 7:00 PM	Guest House	Transportation / Accommodation (Prof. A. B. Loreto)
Briefing of AACCUP Accreditors (to be provided with 2 hard copies of the PPP)	7:00 - 8:00 PM	CCE Building	Ms. R. B. Napiere AACCUP Executive Director (Dr. Manuel T. Corpus)
August 23, (DAY 1)			
Breakfast	7:00 – 8:00 AM	Guest House	Ms. R. B. Napiere
Courtesy call to the President	8:00 - 9:00 AM	Office of the President	Prof. A. B. Loreto/OP staff
Campus Tour	9:00 – 10:00 AM	Office of the President	Prof. A. B. Loreto/OP staff
Break	10:00 – 10:30 AM	Convention Center	Ms. R. B. Napiere
Opening Program	10:30 – 11:30 AM	Convention Center	Program and Invitation Committee (Chairperson- Dr. O. B. Posas); Chairpersons, Venue (Dr. E. E. Tulin) and Documentation(Dr. W. T. Alesna) Committees
Meeting of the AACCUP Accreditors with department head and local counterparts per program.	11:30 – 12:00 Noon	Convention Center	Unit Heads/local counterparts and AACCUP Accreditors per program
Lunch Break	12:00 – 1:00 PM	Guest House	Ms. R. B. Napiere
Briefing of accreditors about the program/ department offering the program (per program)	1:30 – 2:00 PM	Unit Accreditation Center	Unit Heads concerned/ Self evaluators and faculty assigned per area should be present.
Examination of documents by the accreditors to be assisted by the head and local counterpart per area assignment. The Self-evaluators should also be present, if possible.	2:00– 5:00 PM	Unit Accreditation Center	Unit head, local counterpart and self evaluators per program
Snack Break	3: 00 – 3:30 PM	Unit Accreditation Center	Ms. R. B. Napiere
Welcome Dinner and Socials	6:30 – 10:00 PM	Convention Center	Ms. R. B. Napiere , Dr. E. E. Tulin/ Ms. W. T. Oclinaria, Prof. T. C. Zafra (Chairperson- Socials); Prof. R. F. Capuno (Chairperson - Ushering and Reception Committee)

August 24 (DAY 2)			
Breakfast	7:00 – 8:00 AM	Guest House	Ms. R. B. Napiere
Continue reviewing of documents by the AACCUP Accreditors	8:00 – 5:00 PM	Unit Accreditation Center	Unit Heads, Faculty assigned per area
Observation of classes	8:00 – 5:00 PM (depending on the available time of assigned accreditor per program)	Departments offering the program including the IHK, DLABS, DPMS	Concerned Department Heads/Deans; Faculty teaching the course, Registrar's Office
Visit to Physical Facilities	8:00 – 5:00 PM (depending on the available schedule of assigned accreditor per program)	University Campus(e.g. VSU Hospital, University Library, Colleges/Departments/ Research Centers, dormitories, USSO, Administration, etc.	Prof. A. B. Loreto(Coordinator of in-campus tour)
Break	10:00 – 10:30 AM	Unit Accreditation Center	Ms. R. B. Napiere
Lunch	12:00 – 1:00 PM	Guest House	Ms. R. B. Napiere
Visit to Research projects and extension sites	1:00 – 5:00 PM	Project sites (e.g. Ormoc, Patag, etc.)	Dr. O. B. Capuno/Prof. R. O. D. Velarde/ Dr. M. C. Bales/ Ms. V. Subere/Mr. A. Mazo and representative staff per program/dept with projects to be visited
Note: Packed merienda should be provided for those who will join the trip). The coordinator/ program should inform Ms. Napiere (Chairperson-Food) and Prof. A. Loreto (Chairperson - Transportation)about the number of persons joining the field trip.			Ms. R. B. Napiere
Dinner	6:30 – 7:00 PM	Guest House	Ms. R. B. Napiere
August 25 (DAY 3)			
Breakfast	7:00 – 8:00 AM	Guest House	Ms. R. B. Napiere
Meeting of Accreditors	8:00 – 9:00 AM	(depending on the AACCUP coordinator)	AACCUP Coordinator/Team Members
Continue examining the documents	9:00 – 12:00 NN	Unit Accreditation Center	Unit Head, faculty assigned per area
Break	10:00 – 10:30 AM	Unit Accreditation Center	Ms. R. B. Napiere
Lunch	12:00 – 1:00 PM	Guest House	Ms. R. B. Napiere
Interview with Faculty, Students,Community/alumni/parents and some key officials of the University depending on the Accreditors.	1:30 – 5:00 PM	Unit Accreditation Center(or any designated room by the dept head for that purpose)	Department Head /Faculty and Staff/Students
Note: The Head should identify earlier the faculty, students, alumni, parents and community representatives who will be interviewed. They should also set the time allotted per group to be interviewed.			

Dinner	6:00 – 7:00 PM	Guest House	Ms. R. B. Napiere
Preparation of reports by the AACCUP Accreditors	5:00 – 6:00 PM 8:00 – 12:00 MN	Apartelle/FARMI Guest house/Ponce's Cottage	Accreditors/Secretariat Committee should prepare the necessary materilas/equipment (e.g. Computers and accessories, etc.)
August 26 (Day 4)			
Breakfast	7:00 – 8:00 AM	Guest House	Ms. R. B. Napiere
AACCUP Team Decision making/meeting and Final report preparation	8:00 – 12:00 Noon	CCE/Apartelle/FARMI Guest House/ Ponce's Cottage	AACCUP Coordinator/ Team Leader and Members
Break	10:00 – 10:30 AM	Venue depends on where the Accreditors will have their meeting.	Ms. R. B. Napiere
Lunch	12:00 – 1:00 PM	Guest House	Ms. R. B. Napiere
Exit Conference - Presentation of report (By Cluster)	1:30 – 4:00 PM	CCE/Convention Center	Venue Committee –(Dr. E. E. Tulin), Documentation Committee (Dr. W. T. Alesna/ Mr. J.F. M. Baldos) Program Committee (Dr. O. B. Posas/ Dr. L. M. Noriel)
Note: As in previous Program Accreditation, the programs were divided into two clusters with different venues. (or the AACCUP Overall Coordinator will decide on this matter)		Cluster I (CCE) – BSF, BSAE, BSDC, DVM)	AACCUP Accreditors/VSU Key officials, VSU Faculty and Staff of programs under survey
		Cluster II (Convention Center)- BSBio, BSStat, BSCS, BSChem, BSFT	AACCUP Accreditors/VSU Key Officials, Faculty and Staff of programs under survey
Break	3:00 – 3:30 PM	Convention Center/CCE	Ms. R. B. Napiere
Closing program	4:00 – 5:00 PM	Convention Center	Venue Committee (Dr. E. E. Tulin), Documentation Committee (Dr. W. T. Alesna/ Mr. J. F. M. Baldos), Program Committee (Dr. O. B. Posas/ Dr. L. M. Noriel)
Dinner	6:30 – 7:00 PM	Guest House	Ms. R. B. Napiere
August 27 (Friday)			
Homeward bound Breakfast/Lunch	Depending on their time of departure	Depending on their port of departure	Transportation Committee (Prof. A. B. Loreto – Chairperson); Food Committee (Ms. R. B. Napiere)

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