



**VISAYAS**  
STATE UNIVERSITY

**OFFICE OF THE  
PRESIDENT**



7 August 2023

**MEMORANDUM NO.** 784  
Series of 2023

**T O:** Dr. Manuel D. Gacutan, Jr.

**R E:** Appointment as Internal Technical Evaluator of Documents and Accreditor for the AACCUP Online Preliminary Survey Visit (PSV) of the Bachelor of Physical Education (BPEd)

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby appointed as Internal Technical Evaluator of Documents and Accreditor for the AACCUP Online Preliminary Survey Visit (PSV) of the Bachelor of Physical Education (BPEd) on September 24-29, 2023. The internal evaluation of documents is scheduled on September 4-8, 2023.

As Internal Evaluator and Accreditor, you are to perform the following functions:

1. Review and evaluate the supporting documents of the BPEd program and see to it that these are relevant to the areas being evaluated. Evaluation of documents will be done using the appropriate survey instruments;
2. Provide suggestions to improve the documents if needed; and
3. Submit to QAC within five (5) days a copy of the program's internal evaluation results (ratings) and actual accreditation.

As a token of our appreciation for your kind assistance, you are given an honorarium of **Five Thousand Pesos Only (Php 5,000.00)**.

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President