



23 August 2022

MEMORANDUM NO. 639
Series of 2022

T O: All Concerned Faculty and Staff

**R E: Task force for the Online AACUP Accreditation (Level III) of the program
Master of Science in Tropical Ecology program in October 12-14, 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	<ol style="list-style-type: none"> 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 AACUP 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	<ol style="list-style-type: none"> 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 Drive to be shared to the in-house evaluators and the AACUP accreditors 4. Inform the ODQA regarding the program's readiness to submit documents for
Area 1 – Instruction Chairperson: Dr. Eliza D. Espinosa Member/s: Humberto Montes Jr. Kleer Jeann G. Longatang	
Area 2 - Research Chairperson: Dr. Marlito M. Bande Member: Engr. Jimmy O. Pogosa	

C. Chosen Areas Area 3 - Extension Chairperson: Dr. Marlito M. Bande Member: Jimmy O. Pogosa	evaluation 5. Serve as local counterparts of the AACCUP accreditors
Area 4-Library Chairperson: Kleer Jeann G. Longatang Member: Karen D. Gundemaro	6. Attend follow up meetings called by the ODQA or OP
II. Compliance Report Taskforce	
Area I- VMGO Chairman: Eliza D. Espinosa Member/s: Elvira B. Gorre Lorraine Cristy C. Ceniza Karren Listerway C. Issac Arturo S. Bastasa Cecilio M. Benitez Chelsea R. Narvios	1.Prepare the compliance report matrix and the supporting documents for the assigned Area 2.Submit to ODQA e-copies of the documents during the designated deadlines. 3.Upload documents in the Google Drive to be shared to the in-house evaluators and the AACCUP accreditors 4.Inform the ODQA regarding the program's readiness to submit documents for evaluation
Area II- Faculty Chairman: Humberto R. Montes Jr. Member/s: Elvira B. Gorre Lorraine Cristy C. Ceniza Karren Listerway C. Issac Arturo S. Bastasa Cecilio M. Benitez Chelsea R. Narvios	
Area III- Curriculum and Instruction Chairman: Eliza D. Espinosa Member/s: Elvira B. Gorre Lorraine Cristy C. Ceniza Karren Listerway C. Issac Arturo S. Bastasa Cecilio M. Benitez Chelsea R. Narvios	
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 R. Narvios	
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 R. Narvios	
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 R. Narvios	
Area VII- Library Chairman: Kleer Jeann G. Longatang Member/s: Karen D. Gundemaro Kristel Marie Alkuino Merryl Grace I. de la Rama Chelsea R. Narvios	
Area VIII- Physical Plant and Facilities Chairman: Jimmy O. Pogosa Member/s: Jhadi A. Cruza Ken Noya Florentino Orlan C. Capin Erwin Z. Estallo Chelsea R. Narvios	
Area IX- Laboratories Chairman: Jimmy O. Pogosa Member/s: Jhadi A. Cruza Ken Noya Florentino Orlan C. Capin Erwin Z. Estallo Chelsea R. Narvios	
Area X- Administration Chairman: Humberto R. Montes, Jr. Member/s: Elvira B. Gorre Lorraine Cristy C. Ceniza Karren Listerway C. Issac Arturo S. Bastasa Cecilio M. Benitez Chelsea R. Narvios	

For your guidance.


EDGARDO E. TULIN
President