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Office of the President

22 August 2013

MEMORANDUM NO. 205

Series of 2013

T O: All Concerned VSU Constituents

R E: Preparation for AACUP Level II Accreditation

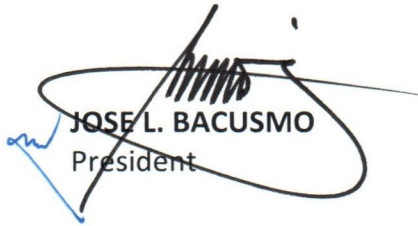
In connection with the preparation for **AACUP Level II Accreditation** on **September 9 – 13, 2013**, you are hereby advised to observe the following:

1. Students, faculty and staff are required to wear their ID within the university campus.
2. Faculty, staff and students (who have their own uniform) should wear their uniform. Those who have no uniform yet should wear appropriate clothes in coming to the university.
3. There will be class observation to be conducted by the AACUP Accreditors, hence the faculty members are expected to come to class on time and conduct his/her class properly. The record book and instructional materials (e.g. syllabus, course outline, lab manuals, PPT presentation, etc.) should be ready at all time.
4. The key officials, including, deans, department heads and faculty members (especially those who will serve as local counterpart) are requested to refrain from travelling particularly during the accreditation period.
5. Study leaders (research and extension) should submit to the UAC the list of on-going projects/studies (title, name of study leader and research

assistant, location and funding agency) and should indicate which particular research and extension studies will be visited by the Accreditors.

6. The class schedule of faculty members using the classroom should be posted in each of the lecture/laboratory room.
7. The faculty consultation schedule (2 hours per week) as well as the name of the faculty member should be posted in the office door.
8. All rooms should be labeled (e.g. Room 6 – Microbiology Laboratory) including the entrance and exit doors, comfort rooms for male and female, etc.
9. Cleanliness should be observed at all times.

Your continued support and cooperation is highly requested.



JOSE L. BACUSMO
President