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Office of the President

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MEMORANDUM CIRCULAR NO. 27

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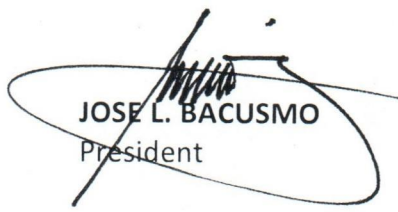
T O: All Concerned

R E: Task Force/Working Committees for the CHED Institutional Sustainability Assessment (ISA)

Please be informed that the University will undergo the CHED Institutional Sustainability Assessment (ISA) to enhance quality assurance based on Outcomes-based education and Typology-based QA. In connection with this important activity, you are hereby designated as Chairperson/Co-Chairperson/Member of the different committees to facilitate the preparation of the Self Evaluation Document (SED) and the required supporting documents for the five (5) Key Result Areas (KRA) indicated below:

- KRA 1: Governance and Management
- KRA 2: Quality of Teaching and Learning
- KRA 3: Quality of Professional Exposure, Research and Creative Work
- KRA 4: Support for Students
- KRA 5: Relations with the Community

Your usual support and cooperation is highly requested.


JOSE L. BACUSMO
President

Task Force Committee/Working Committees for the CHED Institutional Sustainability Assessment (ISA)

NAME OF COMMITTEE	MEMBERS	RESPONSIBILITIES
A. OVERALL COORDINATION	Chairperson : Dr. Jose L. Bacusmo Co-Chairpersons: Dr. Edgardo E. Tulin Dr. Roberto C. Guarte Dr. Othello B. Capuno Dr. Lualhati M. Noriel Members: Prof. Alan B. Loreto All Deans, Heads, Directors	1. Oversee all preparations for the conduct of ISA. 2. Check from time to time the accomplishments/updates of the different committees. 3. See to it that all the faculty, staff and students are aware of the coming activity and should be reminded of their responsibilities.
B. ISA KEY RESULT AREAS (KRA) COMMITTEES		(Same for all KRA Committees)
KRA 1. GOVERNANCE AND MANAGEMENT	Chairperson: Dr. Roberto C. Guarte Co-Chairpersons: Dr. Lourdes B. Cano Prof. Daniel M. Tudtud, Jr. Members: Ms. Louella C. Ampac Atty. Rysan C. Guinocor Ms. Alicia Flores Ms. Ma Fe Gayanilo Ms. Vivian Balbarino Ms. Sarah Ravelo	1. The chairperson should meet with the committee members to discuss the KRA assigned to them. Each Committee will be provided with a copy of the KRA. 2. The Committee should determine/identify the relevant supporting documents per KRA. 3. Prepare the Self Evaluation Document (SED) per KRA. You will be provided with a copy of the instrument for preparing the SED. 4. Attend the consultation seminar/workshop to be conducted by the CHED regarding the importance of ISA, preparation of the SED per KRA etc. The date and venue of the consultation will be announced later.
KRA 2. QUALITY OF TEACHING AND LEARNING	Chairperson: Dr. Edgardo E. Tulin Co-Chairpersons: Prof. Jesusito L. Lim Dr. Beatriz S. Belonias Members: Dr. Berta Ratilla Dr. Editha Cagasan Prof. Editha Alumbro Ms. Connel Antipaso Ms. Erlinda Valenzona Ms. Lorna Abamo	
KRA 3. QUALITY OF PROFESSIONAL EXPOSURE, RESEARCH AND CREATIVE WORK	Chairpersons: Dr. Othello B. Capuno Prof. Ophelia Velarde Co-Chairperson: Dr. Ma. Juliet Ceniza Members: Dr. Victor B. Asio	

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	Dr. Marlito Bande Dr. Lorina Galvez Dr. Zenaida Gonzaga Dr. Antonio Abamo Ms. Maria Verjie Subere Ms. Reminita Solis	
KRA 4. SUPPORT FOR STUDENTS	Chairperson: Prof. Manolo B. Loreto, Jr. Co-Chairpersons: Ms. Andreli D. Pardales Mr. Eliezer Velasco Members: Mr. Ricardo Nanggan Mr. Eusebio Olleras Dr. Elwin Yu Prof. Jude Rola All USSO staff	
KRA 5. RELATIONS WITH THE COMMUNITY	Chairpersons: Dr. Othello B. Capuno Prof. Efren Saz Co-Chairpersons: Prof. Arsenio Ramos Dr. Milagros Bales Members: Dr. Dario Lina Mr. Ed Allan Alcober Ms. Jennifer Ando Ms. Adelina Carreno	
C. OTHER COMMITTEES		
1. Self-Survey Committee	Chairpersons: Prof. Manolo B. Loreto, Jr.(All KRAs) Dr. Lualhati M. Noriel(All KRAs) Members : Dr. Rotacio Gravoso (KRA 3) Dr. Beatriz Belonias (KRA 2) Dr. Lourdes Cano (KRA 1) Dr. Milagros Bales(KRA 5) Ms. Andreli Pardales (KRA 4)	1. Make a self assessment of the KRAs/SED. You will be provided with the rating form and instructions on how to make the rating. Submit to the Quality Assurance Center the completed form with your ratings and signature. 2. Make yourself available during the conduct of the ISA. You will be informed later about the venue and date.
2. Program and invitation (including opening and closing programs, exit conference and socials)	Chairperson: Dr. Lualhati M. Noriel Members: Ms. Connel Antipaso Ms. Sarah Ravelo Mr. Raul Anthony Valenzona Ms. Pamela Oraño	1. Prepare the program of activities for the whole duration of the activity. 2. Determine who are to be invited and send them invitation. 3. Prepare the ID and certificate of appreciation for the evaluators. 4. Prepare the name of the CHED evaluators for the opening and closing program/exit conference (to be placed on the table)
3. Documentation(Video and print)	Chairperson: Mr. Jesus Freddy Baldos Members: Ms. Sheila Marie Lemos	1. Document daily activities. 2. Produce newsletter about the activity to be distributed during the

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	Mr. Mervyn P. Loreto Mr. Genaro Godoy	opening/closing program. 3. Present video presentation about the VSU as a learning and research university to be presented during the opening program.
4. Multi-media	Chairperson: Engr. Sean O. Villagonzalo Members: Mr. Arnel Gucela Mr. Toni Mark Dargantes Mr. Jerome Godoy	1. Provide and install necessary equipment (e.g. LCD, Computer, printer, etc.) needed during the conduct of the opening/closing programs and exit conference 2. Coordinate with the venue and stage preparation committee where to install the equipment
5. Ushering and reception	Chairperson: Ms. Wenifreda Oclinaria Members: Ms. Lorna Abamo Ms. Doryn Jan Avila	1. Properly usher the guests/evaluators during arrival and opening/closing/exit conference. 2. Order leis for the evaluators 3. Ccoordinate with the QAC re: the number/names of evaluators coming
6. Food	Chairperson: Ms. Honey Sofia V. Colis Members: All Guest House staff	1. Prepare healthy and nutritious foods for the evaluators/guests 2. Coordinate with the QAC regarding the number of persons to be served with meals/snacks 3. Ensure timely preparation of meals/snacks 4. Provide fruits/coffee/tea/crackers inside the accommodation room
7. Accommodation	Chairperson: Dr. Lualhati M. Noriel Members: Ms. Alicia Flores Ms. Wenifreda Oclinaria Ms. Sarah Ravelo	1. Provide comfortable accommodation of the guests/evaluators. 2. Coordinate with transportation committee re: requirements for transport during the entire duration of the activity 3. Check from time to time to know what are needed by the evaluators.
8. Transportation	Chairperson: Prof. Alan Loreto Members: Mr. Remegio Sanico Mr. Jovenal Belarmino Ms. Honey Sofia V. Colis	1. Coordinate with the QAC regarding the schedule of arrival and departure of the evaluators. 2. Prepare the trip tickets and vouchers 3. Should assign a standby vehicle /driver during the entire duration of activity.
9. Socials	Chairperson: Dr. Anabella Tulin Members: Mr. Jesus Freddy Baldos Dr. Beatriz Belonias	1. Plan and discuss the program for representation during the welcome dinner with approval from the OP. 2. Coordinate with the venue committee and multi-media committee regarding the equipment needed.
10. Souvenir and token	Chairperson: Prof. Alan Loreto Members: All OP staff	1. Prepare souvenir and token for the evaluators to be given after the closing program. 2. Order bags for the evaluators. 3. Coordinate with the QAC re: the number of accreditors.
11. Billboards/streamers/signages	Chairperson: Engr. Nestor Israel Members: Mr. Silvestre Cagande	1. Layout/prepare tarpaulins/streamers/signages and install in designated places.

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	Mr. Ian Gahoy Mr. Raul Anthony Valenzona	2. Coordinate with the QAC re; the text to be written on the tarpaulins/streamers
12. Venue preparation (including stage, lights and sounds)	Chairperson: Dr. Edgardo Tulin Members: Ms. Wenifreda Oclinaria Prof. Mario Baliad Dr. Milagros Bales Engr. Apolonio Encierto Mr. Clementino Borela	1. Make reservation for the venue/s for the opening/closing/exit programs. 2. Prepare the venue including the lights, sounds. 3. Coordinate with Mult-media committee re: the equipment to be used (e.g. microphone, LCD, Videoke etc.)
13. Secretariat	Chairperson: Ms. Sarah Ravelo Members: Ms. Pamela Oraño Mr. Raul Anthony Valenzona	1. Provide the needed office supplies. 2. Assist in the encoding of reports(if needed) 3. Install laptops/printers in the Apartelle lobby
14. Physical Facilities	Chairperson: Dr. Marcelo Quevedo Members: Mr. Rolando Oracion Mr. Raul Anthony Valenzona	1. Borrow tables, chairs, white board and other materials needed for installing the computers/printers to be used by the evaluators at the Apartelle lobby. 2. Facilitate the return of the materials after the evaluation.
15. First Aid	Chairpersons: Dr. Elwin Jay V. Yu Dr. Josephine O. Zapico Members: VSU Hospital Staff	1. Make available the VSU Hospital vehicle during the entire duration of accreditation. 2. Apply first aid to evaluators/guests who are hypertensive/got sick during the evaluation process.