

**MEMORANDUM NO. 593**  
Series of 2024

**TO: All Concerned Faculty and Staff**

**RE: Task force for the Online Level I AACCUP Accreditation of the program Bachelor of Science in Hospitality Management (BSHM) on Sept. 23-27, 2024**

**FROM: DR. PROSE IVY. G YEPES**  
University President

**DATE: June 4, 2024**

By virtue of the authority vested in me by the VSU Board of Regents and as recommended by the Director of QAC, you are hereby designated as **members** of the **Task Force** for the Online 1st Survey Visit (Level I) AACCUP Accreditation of the program Bachelor of Science in Hospitality Management (BSHM), effective June 4, 2024 until October 30, 2024 or unless sooner revoked or terminated by higher authorities.

AREA/ FACULTY/ STAFF IN CHARGE	RESPONSIBILITIES
<b>A. Program Coordinator</b>  <b>Chairman</b>  Mr. Randy G. Omega  <b>Co-Chair</b>  Ms. Marjorie B. Escuadra	1. Oversee the preparation of the 1 <sup>st</sup> Survey Visit Online Accreditation, Supporting Documents <i>(based on the survey instruments for the programs)</i> ; 2. Coordinate with QAC for any concern related to the Level I AACCUP accreditation of the BSHM program. 3. Inform the QAC regarding the program's readiness to submit documents for in-house evaluation;
<b>B. Area Incharge</b>  <b>Area I (VMGO)</b> Chairperson: Ms. Hannah Mae E. Quimbo Members: Ms. Noessa C. David Ms. Melody Lyn Basaca  <b>Area II (Faculty)</b> Chairperson: Ms. Marjorie B. Escuadra Members: Ms. Ma. Babette Jeds L. Castil Ms. Noessa C. David Ms. Melody Lyn C. Basaca  <b>Area III (Curriculum and Instruction) -</b> Chairperson – Ms. Marjorie B. Escuadr Member: Mr. Alexander L. Cabral	1. Take charge in the preparation of the 1 <sup>st</sup> Survey Visit (Level I), supporting documents and compliance report for the assigned area/s; 2. Submit to QAC e-copies of the <b>Supporting Documents</b> <i>(based on the survey instruments for the programs)</i> , 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 AACCUP accreditors; 4. Serve as local counterparts of the AACCUP accreditors;

<p>Ms. Hannah Mae E. Quimbo Ms. Melody Lyn C. Basaca</p> <p><b>Area IV (Support to Students) –</b> Chairperson: Mr. Alexander L. Cabral Jr. Member: Ms. Hannah Mae E. Quimbo Ms. Chona A. Brit Mr. Juanito Panonce Ms. Christie Cyrene T. Tauy Mr. Kent John Mr. Norbert Villas Ms. Meriam Luna Ms. Sheila Marie C. Lemos Mr. Junard Gucela</p> <p><b>Area V (Research)</b> Chairperson: Ms. Ma. Babette Jeds L. Castil Member: Mr. Alexander L. Cabral Jr. Ms. Hannah Mae E. Quimbo Ms. Melody Lyn C. Basaca</p> <p><b>Area VI (Extension and Community Involvement)</b> Chairperson: Ms. Ma. Babette Jeds L. Castil Member: Mr. Alexander L. Cabral Jr. Ms. Marjorie B. Escuadra Ms. Hannah Mae E. Quimbo Ms. Magnolia C. Lao Ms. Melody Lyn C. Basaca</p> <p><b>Area VII (Library)</b> Chairperson: Mr. Vicente A. Gilos Members: Ms. Jovelyn H. Mabuan Mr. Alexander L. Cabral Jr.</p> <p><b>Area VIII (Physical Plant and Facilities)</b> Chairperson: Mr. Alexander L. Cabral Jr. Member: Ms. Hannah Mae E. Quimbo Mr. Servando Latras Jr. Mr. Eric R. Mirata</p> <p><b>Area IX (Laboratories)</b> Chairperson: Ms. Magnolia C. Lao Member: Mr. Eric R. Mirata Mr. Alexander L. Cabral Jr. Ms. Melody Lyn C. Basaca</p> <p><b>Area X (Administration)</b> Chairperson: Mr. Randy G. Omega Member: Ms. Noessa C. David Ms. Melody Lyn C. Basaca</p>	<p>5. Attend follow up meetings called by the QAC or OP.</p>
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For your guidance.