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Office of the President

28 October 2005

MEMORANDUM CIRCULAR NO. 49

Series of 2005

T O: All Concerned

R E: Task Force/Working Committees for the AACCUP Accreditation as LSU

In connection with the forthcoming AACCUP Accreditation scheduled on November 28 – December 2, 2005, the attached working committees are created to ensure a successful conduct of said activity. Your cooperation and support is earnestly requested.


PACIENCIA P. MILAN
President

Task Force/Working Committees for the AACCUP Accreditation at LSU

A. Overall Coordination

Chairperson: Dr. Paciencia P. Milan
Co-Chairperson: Dr. M. K. Palomar/Dr. J. Bacusmo/
Dr. J. L. Seroy
Sub-Coord. (CA) Dr. O. B. Posas
Sub-Coord. (GS) Dr. M. T. Diputado, Jr.

Area 4. Students

Chairperson: Engr. M. Loreto
Co-Chair (CA): Dr. S. Sanchez
Co-Chair (GS): Ms. H. Lasquites
Members: Ms. C. Reyes
Ms. L. Mariscal
Mr. R. Sanchez
Mr. A. Galenzoga
OSA Staff
Uggs

B. Accreditation Area Committees

Area I. Vision/Mission, Goals and Objectives

Chairperson: Mr. Daniel M. Tudtud, Jr.
Co-Chair (CA): Dr. O. B. Posas
Co-Chair (GS): Mr. Vicente Cordero
Members: Dr. S. Bulay-og
Ms. B. Balbarino
Mr. N. Rosolada
Ms. B. Bibera
Ms. L. Paloma
Mr. R. Cano

Area 5. Research

Chairperson: Dr. O. Capuno
Co-Chair (CA): Dr. L. Noriel/Prof. R. Velarde
Co-Chair (GS): Ms. N. Florentino
Members: Dr. L. Gonzal
Dr. A. Mariscal
Dr. E. Sudaria
Ms. H. Bellezas
Prof. R. Gerona

Area 2. Faculty

Chairperson: Dr. J. Bacusmo
Co-Chair (CA): Dr. V. Asio
Co-Chair (GS): Dr. M. T. Diputado, Jr.
Members: Dr. E. Tulin
Ms. B. Ratilla
Ms. T. Quinanola
Ms. N. Florentino
Ms. C. Antipaso

Area 6. Extension and Community Involvement

Chairperson: Dr. O. Capuno
Co-Chair (CA): Prof. M. Bales/Dr. R. Sebidos
Co-Chair (GS): Mr. V. Cordero
Members: Dr. E. Balbarino
Prof. L. Gapuz
Ms. M. Obando
Ms. M. Nayre

Area 3. Curriculum and Instruction

Chairperson: Dr. E. Tulin
Co-Chair (CA): Dr. W. Alesna
Co-Chair (GS): Dr. M. T. Diputado, Jr.
Members: Ms. L. Ancheta
Ms. L. Mariscal
Dr. R. Gravoso
Mr. L. Ramirez
Mr. E. Olleras
Ms. H. Lasquites
Ms. E. Soria

Area 7. Library

Chairperson: Ms. R. Napiere
Co-Chair (CA): Ms. A. Pardales/Dr. A. Acedo, Jr.
Co-Chair (GS): Ms. P. Escalante
Members: Ms. C. Pascual
Dr. R. Sanico
Dr. Z. Gonzaga
Prof. R. Salas
Prof. A. Ramos
Library Staff

Area 8. Physical Facilities and Development

Chairperson: Engr. N. Israel
Co-Chair (CA): Mr. N. Rosolada
Co-Chair (GS): Ms. N. Florentino
Members: Ms. J. Israel
Engr. A. Encierto
Mr. S. Cagande
Engr. M. Valenzona
Mr. E. Israel

Area 9. Laboratories

Chairperson: Dr. L. Borines
Co-Chair (CA): Dr. R. Gapasin
Co-Chair (GS): Mr. A. Modina
Members: Ms. G. Villagonzalo
Ms. A. Lumacad
Prof. B. Ramoneda
Ms. C. Bales
Prof. R. Salas

Area 10. Administration

Chairperson: Dr. J. M. Alkuino, Jr.
Co-Chair: Dr. L. Cano/Dr. O. B. Posas
Members: Ms. N. Cala
Ms. R. Lemos
Ms. C. Nuevo
Ms. W. Oclínaria
Ms. E. Soria
Ms. C. Sarzona
Ms. C. J. Duatin
Mr. N. Rosolada

C. OTHER COMMITTEES:

1. Self Survey and Evaluation

Chairperson: Dr. J. L. Seroy
Co-Chair (CA): Ms. R. Napiere
Co-Chair (GS): Engr. A. Presbitero
Members: Dr. R. Patindol
Dr. L. Palomar
Dr. B. Belonias
Prof. L. Paloma
Prof. Ma. Luisa Diputado
Prof. F. Inoferio
Prof. R. Abela

2. Program and Invitation/Documentation:

Chairperson: Dr. M. K. Palomar
Co-Chair: Mr. D. Tudtud, Jr./Dr. B. Dargantes
Members: Mr. F. Baldos
Ms. Z. Gerona
Mr. O. Betonio
Mr. D. Flandez
Mr. M. Cerna
Ms. E. Soria

3. Ushering and Reception

Chairperson: Ms. R. Capuno
Co-Chair: Dr. M.J.C. Ceniza
Members: Ms. A. Pomida
Prof. R. Gerona
Prof. E. Briones
Ms. E. Soria
Ms. A. De Guzman
Ms. C. Bales

4. Food and Accommodation

Chairperson: Ms. R. Napiere
Co-Chair: Dr. L. Orge
Members: Dr. A. Tulin
Prof. V. Acedo
Ms. A. Andrade
Ms. I. Sedrome
Ms. H. Lasquites
Prof. R. Salas
Dr. N. Lambert

5. Transportation

Chairperson: Engr. C. Gumaod
Co-Chair: Prof. J. Lim
Members: Ms. H. Colis
Dr. E. Sudaria
Prof. A. Mariscal
Dr. R. Sebidos
Mr. F. Macariola
Ms. P. Poliquit

6. Souvenir and Token

Chairperson: Dr. L. S. Palomar

Co-Chair: Dr. L. Gonzal

Members: Prof. A. Mariscal

Ms. A. Parac

Ms. T. Nunez

Ms. L. Galvez

Ms. R. Solis

7. Billboard Preparation

Chairperson: Engr. N. Israel

Members: Engr. M. Valenzona

Mr. S. Cagande

Mr. E. Igot

Committee Functions:

A. Accreditation Area Committee:

1. Coordinate with Dr. Oscar B. Posas, CA Dean and Dr. Misael T. Diputado, Jr., GS Dean regarding the documents that need to be gathered and displayed.
2. Gather necessary documents for display at the CA and OGS AACCUP Centers.
3. Make necessary recommendations on how the documents and exhibits are displayed at the two centers.
4. Do specific committee-related work (e.g. Display VMGO billboards in strategic places in the university, initiate clean-up day for the whole university, assess and make recommendation for improvement of physical facilities of the university, encouraging students and faculty to internalize the LSU VMGO's etc.)

B. Self Survey and Evaluation

1. Conduct a self survey and evaluation of the two AACCUP centers at least two (2) weeks before the scheduled Accreditations
2. Make a general assessment of the compliance to set standards of the programs under survey.
3. Make recommendations/suggestions on how to complete the displays and exhibits as well as improve their presentation.

C. Program/Invitation/Documentation

1. Prepare announcements, streamers, etc.
2. Prepare itinerary of accreditors and general program of activities
3. Document accreditation process.

D. Ushering and Reception

1. Prepares bouquets/leis for the accreditors
2. Guide the accreditors to the AACCUP centers and other places in the university.

E. Food and Accommodation

1. Arrange for accommodation
2. Provides meals and snacks for the accreditors.
3. Every centers must be provided with coffee, milk, tea, sugar, etc. for accreditors

F. Transportation

1. Prepares the trip tickets, etc. for the accreditors (fetch/conduct and services within the campus)
2. Provides vehicles for the accreditors

G. Souvenirs and Tokens

1. Prepares Souvenir items and token for the accreditors.

H. Billboards Preparation

1. Check Billboards within the designated areas if they are still presentable for display, if not then do repair, repainting, etc.
2. Repainting of signages or landmarks of the Departments/units.