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Office of the President

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MEMORANDUM CIRCULAR NO. 31

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T O: All Concerned Department/Office/Unit Heads

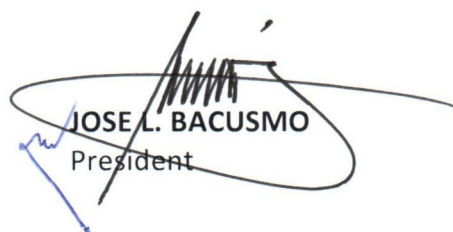
R E: SUC leveling to be conducted by the Department of Budget & Management and the Commission on Higher Education (CHED)

First leveling of state universities & colleges started in 1979 and in 2003, the leveling instrument took into account the level of performance of the institution in the areas of instruction, research, extension and management of resources. Existing SUCs have already outgrown their levels quantitatively and qualitatively. There is a need to conduct another leveling exercise to rationalize the status of these institutions especially as SUC levels now significantly affect budgetary support and incentives. Furthermore, there is an urgent need for the leveling process to incorporate certain international standards that reflect the directions in education adopted by other ASEAN countries in view of the impending economic integration of the region in 2015. VSU therefore must introduce innovative educational initiatives to be able to catch up with the best of our ASEAN neighbors within the next few years.

In this connection, you are hereby directed to provide the needed information/data from your respective offices. Persons In-Charge of the KRAs will be coming to your office to request for the issuance of the needed documents.

Attached are the committees created to initially gather all important documents in the different Key Result Areas and the specific criteria and sub-criteria per Key Result Area. The data collected will enable VSU to come-up with a more realistic self evaluation rating using the new instrument issued by CHED. The result of the self-evaluation rating will serve as basis in formulating initiatives for VSU to improve.

Your utmost cooperation and support is required in this activity.


JOSE L. BACUSMO
President

Task Force Committee/Working Committees for the CHED SUC Leveling

NAME OF COMMITTEE	MEMBERS	RESPONSIBILITIES
A. OVERALL COORDINATION	<p>Chairperson : Dr. Jose L. Bacusmo</p> <p>Co-Chairpersons: Dr. Edgardo E. Tulin Dr. Roberto C. Guarte Dr. Othello B. Capuno Dr. Lualhati M. Noriel</p> <p>Members: Prof. Alan B. Loreto All Deans, Heads, Directors</p>	<ol style="list-style-type: none"> 1. Oversee all preparations for the conduct of leveling. 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. KEY RESULT AREAS (KRA) COMMITTEES		(Same for all KRA Committees)
KRA 1. QUALITY AND RELEVANCE OF INSTRUCTION	<p>Chairperson: Dr. Edgardo E. Tulin</p> <p>Co-Chairpersons: Prof. Jesusito Lim Dr. Lualhati Noriel</p> <p>Members: Prof. Manolo B. Loreto Ms. Marwen Castaneda Dr. Lourdes B. Cano Mr. Eliezer Velasco Ms. Lourdes Managbanag Ms. Ma Fe Gayanilo Ms. Sarah Ravelo</p>	<ol style="list-style-type: none"> 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 and the criteria per KRA. 2. The Committee should determine/identify and gather relevant supporting documents per KRA to possibly get the maximum rating per criteria. 3. Prepare the Self Evaluation Document (SED) per KRA. You will be provided with a copy of the instrument needed in preparing the SED. 4. When a consultation seminar/workshop will be conducted regarding the mechanics and other requirements for the SUC leveling, to attend and actively participate in this activities. The date and venue of the consultation will be announced later.
KRA 2. RESEARCH CAPABILITY AND OUTPUT	<p>Chairpersons: Dr. Othello B. Capuno Prof. Rosa Ophelia Velarde</p> <p>Co-Chairperson: Dr. Victor B. Asio</p> <p>Members: Dr. Rotacio Gravoso Dr. Wolfreda Alesna Prof. Alan B. Loreto Dr. Zenaida Gonzaga Dr. Antonio Abamo Ms. Maria Verjie Subere</p>	

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KRA 3. SERVICES TO THE COMMUNITY	<p>Chairperson: Dr. Ma. Juliet Ceniza</p> <p>Co-Chairpersons: Prof. Efren Saz</p> <p>Dr. Milagros Bales</p> <p>Members: Dr. Lorina A. Galvez</p> <p>Dr. Marcelo Quevedo</p> <p>Prof. Arsenio Ramos</p> <p>Ms. Ella Lois Bestil</p> <p>Dr. Christina Galbrillo</p> <p>Ms. Pauline Caintic</p>	
KRA 4. MANAGEMENT OF RESOURCES	<p>Chairpersons: Dr. Othello B. Capuno</p> <p>Prof. Efren Saz</p> <p>Co-Chairpersons: Prof. Arsenio Ramos</p> <p>Dr. Milagros Bales</p> <p>Members: Dr. Dario Lina</p> <p>Mr. Ed Allan Alcober</p> <p>Ms. Jennifer Ando</p> <p>Ms. Adelina Carreno</p>	
C. OTHER COMMITTEES		
1. Self Evaluation Committee	<p>Chairpersons: Prof. Manolo B. Loreto, Jr.(All KRAs)</p> <p>Dr. Lualhati M. Noriel(All KRAs)</p> <p>Members : Dr. Beatriz Belonias (KRA 1)</p> <p>Dr. Antonio Abamo (KRA2)</p> <p>Dr.Melinda Lavega (KRA 3)</p> <p>Ms. Louella C. Ampac (KRA 4)</p>	<ol style="list-style-type: none"> 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 within the deadline set. 2. Make yourself available during the conduct of theSUC leveling assessment. You will be informed later about the venue and date.
2. Program and invitation (including opening and closing programs, exit conference and socials)	<p>Chairperson: Dr. Lualhati M. Noriel</p> <p>Members: Ms. Connel Antipaso</p> <p>Ms. Sarah Ravelo</p> <p>Mr. Raul Anthony Valenzona</p> <p>Ms. Pamela Oraño</p>	<ol style="list-style-type: none"> 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)	<p>Chairperson: Mr. Jesus Freddy Baldos</p> <p>Members: Ms. Sheila Marie Lemos</p> <p>Mr. Mervyn P. Loreto</p> <p>Mr. Genaro Godoy</p>	<ol style="list-style-type: none"> 1. Document daily activities. 2. Produce newsletter about the activity to be distributed during the opening/closing program. 3. Present video presentation about the VSU as a learning and research university to be presented during the opening program.

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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: Dr. Rotacio Gravoso 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 Mr. Ian Gahoy	1. Layout/prepare tarpaulins/streamers/signages and install in designated places. 2. Coordinate with the QAC re; the text to be written on the

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	Mr. Raul Anthony Valenzona	tarpaulins/streamers
12. Venue preparation (including stage, lights and sounds)	Chairperson: Dr. Edgardo Tulin Members: Ms. Connel Antipaso Prof. Mario Baliad Dr. Milagros Bales Engr. Apolonio Encierto Mr. Claudio Ababat	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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. Felix Abanera Mr. Raul Anthony Valenzona	<ol style="list-style-type: none"> 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. Zafico Members: VSU Hospital Staff	<ol style="list-style-type: none"> 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.