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Office of the President

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MEMORANDUM CIRCULAR NO. 6
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T O: All Concerned

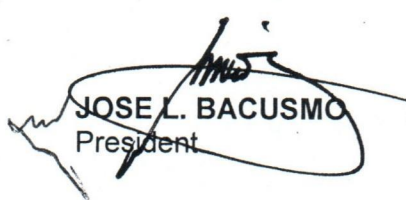
R E: Task Force/Working Committees for the IQuAME Evaluation

Please be informed that the University will undergo the CHED Institutional Monitoring and Evaluation for Quality Assurance with target dates March 7 to 11, 2011 (Monday–Friday). In connection with this important activity, you are hereby designated as Chairperson/Co-Chairperson/Members of the different Committees to facilitate the preparation of the Self Evaluation Document (SED) and the required documents for the five (5) Key Result Areas(KRA).

There is an urgent need to update the SED which has to be reviewed and evaluated by the Self Evaluators for submission to the CHED Regional Office for further evaluation before forwarding the same to the CHED National Office. Each Committee has to identify also other pertinent documents required per KRA. To ensure the success of IQuAME, you are enjoined to participate in the workshop to be conducted on January 19 to 21, 2011 (Wednesday to Friday).

Please see attached schedule of the workshop.

Your usual cooperation is enjoined.


JOSE L. BACUSMO
President

VISAYAS STATE UNIVERSITY
TASK FORCE/WORKING COMMITTEES FOR CHED-IQuAME

Name of Committee	Members	Responsibilities
A. Over-all Coordination	Chairperson: Dr. Jose L. Bacusmo Co-Chairpersons: Dr. Oscar B. Posas Dr. Roberto C. Guarte Dr. Edgardo E. Tulin Dr. Othello B. Capuno Members: Prof. Alan B. Loreto Dr. Lualhati M. Noriel Ms. Sarah R. Miranda All Deans, Heads and Directors	1. Oversee all preparations for the conduct of IQuAME. 2. Check from time to time the accomplishments/updates of the different committees. 3. See to it that the faculty and staff are aware of the coming activity and should be reminded of their own responsibilities.
B. IQuAME KEY RESULT AREAS (KRAs) COMMITTEES KRA No. 1 Governance and Management KRA No. 2 Quality of Teaching and Research	<div> Chairperson: Dr. Roberto C. Guarte Co-Chairpersons: Dr. Lourdes B. Cano Prof. Daniel M. Tudtud, Jr. Members: Ms. Alicia Flores Ms. Fe Limsiaco Ms. Vivian Balbarino Ms. Wenifreda Oclinaria </div> TEACHING Chairperson: Dr. Oscar B. Posas Co-Chairpersons: Dr. Beatriz S. Belonias Dr. Lualhati M. Noriel Members: Dr. Editha G. Cagasan Dr. Suzette B. Lina Engr. Florentino Morales, Jr. Dr. Lotis M. Balala Ms. Connel D. Antipaso Ms. Lorna Abamo Ms. Erlinda Valenzona Ms. Sarah Miranda All Deans/Heads	<p style="text-align: center;">(Same for all KRAs)</p> 1. Update the Self Evaluation Document (SED) in your respective KRA assignment. Copy of the SED is available at the UAC. The updated SED should be submitted to the UAC on or before January 28, 2011 for Self Evaluation afterwhich it will be submitted to the CHED Regional Office for further evaluation before submission to the CHED National Office. 2. Conduct workshop on January 19 to 21, 2011 (please see attached schedule) at the UAC to evaluate/check the available documents and determine what are still lacking per KRA. 3. Be familiar with the location of the documents in your KRA assignment at the UAC. Always make yourself available during the conduct of the IQuAME and be ready to answer the questions coming from the CHED evaluators.

	<p>Members:</p> <p>Dr. Lualhati M. Noriel (All KRAs) Dr. Dolores L. Alcober (KRA 1) Dr. Candelario L. Calibo (KRA 2 – Teaching) Dr. Arturo Pasa (KRA 2 – Research) Dr. Remberto Patindol (KRA 3) Dr. Ma. Juliet C. Ceniza (KRA 4) Dr. Jacqueline M. Guarte (KRA 5)</p>	<p>Determine/identify/suggest additional supporting documents.</p> <p>2. Make a self-assessment of the KRA. You will be provided with the rating form and instructions on how to make the rating. Please submit to the UAC the rating form with your signature.</p> <p>3. Please make yourself available during the conduct of the IQuAME (you will be informed about the schedule later) to extend help in answering questions from the evaluators.</p>
2. Program and Invitation (including opening and closing programs and exit conference and socials)	<p>Chairperson: Dr. Oscar B. Posas Co-Chairperson: Dr. Lualhati M. Noriel Members: Dr. Ma. Juliet C. Ceniza Ms. Connel D. Antipaso Ms. Elvira B. Gorre</p>	<p>1. Prepare the program of activities for the whole duration of the activity.</p> <p>2. Prepare and send invitation.</p> <p>3. Prepare the ID and certificate of appreciation of the evaluators.</p>
3. Documentation (Video and Print)	<p>Chairperson: Dr. Wolfreda T. Alesna Co-Chairpersons: Mr. Ulderico Alviola Mr. Jesus Freddy Baldos Members: Ms. Merian Tan Mr. Genaro Godoy</p>	<p>1. Document daily activities.</p> <p>2. Produce newsletter about the activity to be distributed during the opening program</p> <p>3. Present video presentation about the VSU as teaching and learning institution.</p>
4. Multi-media	<p>Chairperson: Engr. Sean O. Villagonzalo Co-Chairperson: Prof. Winston Tabada Members: Mr. Arnel Gucela Engr. Marionito Gonzales</p>	<p>1. Provide and install necessary equipment (e.g. LCD, Computer, etc.) needed during the conduct of the opening and closing programs, socials and exit conference.</p> <p>2. Coordinate with the Venue and Stage Preparation Committee where to install the equipment.</p>
5. Ushering and Reception	<p>Chairperson: Prof. Rufina F. Capuno Co-Chairperson: Ms. Carmencita S. Reyes Members: Ms. Argina M. Pomida Ms. Honey Sofia V. Colis Ms. Doryn Jan L. Avila Mr. Randy Omega</p>	<p>1. Properly usher the guests/evaluators during their arrival, opening and closing programs, socials and exit conference and whenever necessary.</p>
6. Food	<p>Chairperson: Ms. Rebecca B. Napiere Co-Chairpersons: Ms. Roberta C. Lemos Dr. Lutgarda S. Palomar</p>	<p>1. Prepare enough nutritious foods for the evaluators. Ensure the timely preparation and serving of foods.</p> <p>2. Coordinate with the UAC/OVPAA regarding the total</p>

	Members: Ms. Corazon U. Nuevo Prof. Erna Sedigo Guest House Staff	3. number of persons to be served with snacks/meals and the venue where the food will be served. Serve snacks during night when the evaluators are working overtime.
7. Accommodation	Chairperson: Dr. Lualhati M. Noriel Co-Chairpersons: Dr. Ma. Theresa P. Loreto Ms. Rebecca B. Napiere Members: Ms. Wenifreda T. Oclinaria Ms. Vilma Olleras	1. Ensure safe and comfortable accommodation of the guests. 2. Coordinate with the Transportation Committee regarding the transport requirement during the entire duration of the activity.
8. Transportation	Chairperson: Prof. Alan B. Loreto Co-Chairpersons: Ms. Honey Sofia V. Colis Members: Ms. Erlinda Valenzona Mr. Remegio Sanico Mr. Jovenal Belarmino	1. Coordinate with the UAC/OVPAA regarding the ETA/ETD of the evaluators. 2. Prepare the needed trip tickets, requests for gasoline/diesel. 3. Should have assigned/standby drivers and vehicles during the duration of the activity to conduct/fetch evaluators to/from the venue.
9. Socials	Chairperson: Prof. Thelma C. Zafra Co-Chairpersons: Dr. Beatriz S. Belonias Dr. Lourdes B. Cano Members: Dr. Anabella B. Tulin Mr. Joselle Cayetano Mr. Jovel Aberilla	1. Plan and discuss with UAC/OVPAA re: the numbers to be presented. 2. Make a follow up for those who are identified to participate in the programs.
10. Souvenir and Token	Chairperson: Prof. Alan B. Loreto Co-Chairperson: Ms. Honey Sofia V. Colis Members: Dr. Roberta D. Lauzon Dr. Ruben M. Gapasin	1. Prepare souvenir and tokens for the evaluators to be given after the closing program. 2. Coordinate with the UAC about the number of evaluators to be given the souvenir and token.
11. Billboards/Streamer/Signages/Tarpaulins	Chairperson: Dr. Roberto C. Guarte Co-Chairpersons: Engr. Nestor M. Israel Mr. Ulderico Alviola Members: Mr. Silvestre Cagande Mr. Leopoldo Igot	1. Prepare streamers/tarpaulins and install in strategic places. 2. Coordinate with the UAC/OVPAA on what to write on the streamers.
12. Venue Preparation (including lights, sounds and stage)	Chairperson: Dr. Edgardo E. Tulin Co-Chairpersons: Dr. Milagros C. Bales Prof. Mario Baliad	1. Make reservation for the venue for the different activities. 2. Prepare the stage and see to it that lights and sounds

	Members: Ms. Wenifreda T. Oclinaria Dr. Emma Data Engr. Apolonio Encierto Mr. Clemence Borela	are available. 3. Coordinate with the Multi-media committee regarding the needed equipment to be installed (e.g. microphone, LCD, etc.)
13. Secretariat	Chairperson: Ms. Magdalene Cesar-Unajan Co-Chairperson: Engr. Marionito Gonzales Members: Ms. Sarah Ravelo Ms. Lorna Abamo Ms. Remenita Solis	1. Assist the evaluators in making the reports. 2. Provide needed office supplies, computers/laptops/ printers, etc.

**SCHEDULE OF WORKSHOP FOR INSTITUTIONAL MONITORING AND EVALUATION
FOR QUALITY ASSURANCE (IQuAME)
January 19 21, 2011**

KEY RESULT AREA (KRA) NO.	DATE/TIME/DAY	CHAIRPERSON/CO-CHAIRPERSONS*
KRA No. 1 Governance and Management	January 19, 2011 8:00 – 12:00 NN Wednesday	DR. ROBERTO C. GUARTE DR. LOURDES B. CANO PROF. DANIEL M. TUdTUD, JR.
KRA No. 2 Quality of Teaching and Research		
TEACHING	January 19, 2011 1:00 – 5:00 PM Wednesday	DR. OSCAR B. POSAS DR. BEATRIZ S. BELONIAS DR. LUALHATI M. NORIEL
RESEARCH	January 20, 2011 8:00 – 12:00 NN Thursday	DR. OTHELLO B. CAPUNO PROF. ROSA OPHELIA D. VELARDE DR. LELITA R. GONZAL
KRA No. 3 Support to Students	January 20, 2011 1:00 – 5:00 PM Thursday	PROF. MANOLO B. LORETO, JR. MS. LINDA N. MARISCAL MS. ANDRELI D. PARDALES
KRA No. 4 Relations with the Community	January 21, 8:00 – 12:00 AM Friday	DR. MILAGROS C. BALES PROF. EFREN B. SAZ DR. JULIETA R. ROA
KRA No. 5 Management of Resources	January 21, 2011 1:00 – 5:00 PM Friday	DR. EDGARDO E. TULIN MS. ROBERTA C. LEMOS DR. SULPECIO C. BANTUGAN

*PLEASE INFORM YOUR RESPECTIVE MEMBERS TO ATTEND THE WORKSHOP. THANK YOU.