



17 January 2022

MEMORANDUM NO. 07
Series of 2022

T O: All Concerned Faculty and Staff

R E: Task forces/committees for the Institutional Accreditation of the Visayas State University this coming April 2022

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **Chairperson, Co-chairpersons and Members of the Task Forces and other committees** for the **Institutional Accreditation of the Visayas State University** effective immediately until April 30, 2022 or unless sooner revoked or terminated by higher authorities.

NAME OF COMMITTEE	PERSONS INVOLVED	DUTIES AND RESPONSIBILITIES
Overall Coordination	Chair: Dr. Edgardo E. Tulin Co-Chair: Dr. Beatriz S. Belonias Members: Dr. Daniel Leslie S. Tan Dr. Aleli A. Villocino Dr. Maria Juliet C. Ceniza Dr. Dilberto O. Ferraren Dr. Editha G. Cagasan	1. Oversee the preparation and actual implementation of the Institutional accreditation. 2. Organize webinar-workshops to orient taskforce members on the process of Institutional Accreditation and the documents to prepare. 3. Check regularly the accomplishments/outputs of the various task forces/committees by conducting meetings/consultations
Area 1 – Governance and Management	Chair: Dr. Edgardo E. Tulin Co-chair: Dr. Daniel Leslie S. Tan Members: Dr. Guiraldo Fernandez, Jr. Dr. Allen Glennie P. Lambert Atty. Rysan C. Guinocor Dr. Dilberto O. Ferraren Mr. Gideon Neil D. Tan Ms. Maria Roberta Miraflor Mr. Toni Marc Dargantes	1. Prepare the Institutional Profile (IP) and the compliance report (<i>based on the recommendations during the previous visit</i>) of their respective area and submit these to the Quality Assurance Office on designated time. The IP and

	Ms. Ma. Teresa Cruz Ms. Louella Ampac Mr. Freddy Nick Bello Engr. Mario Lilio Valenzona Engr. Marlon Burlas Ms. Crislin Cruz Secretariat: Ms. Maria Elsa M. Umpad Ms. Mariane B. Ubay Ms. Ganessa Rose Gongora Ms. Les Andre B. Pamaos	the compliance report with supporting documents will be reviewed by the designated internal evaluators and the QAC staff before submission to AACCUP.
Area 2 – Teaching, Learning, and Evaluation	Chair: Dr. Ma. Rachel Kim L. Aure Co-Chair: Dr. Jude B. Rola Members: Dr. Catherine Arradaza Dr. Angelica Baldos Dr. Lijueraj Cuadra Dr. Suzette B. Lina Dr. Analyn Mazo Mr. Rafael Vergara Jr. Ms. Aida Estrera	2. Prepare the supporting documents of their respective area of assignment based on the benchmark statements in the survey instrument. The supporting documents will also be reviewed by the internal evaluators before submission to AACCUP.
Area 3 – Faculty and Staff	Chair: Dr. Beatriz S. Belonias Co-Chair: Ms. Honey Sofia V. Colis Members: Ms. Jennifer E. Ando Ms. Ma. Fe L. Gayanilo Dr. Suzette B. Lina Dr. Lorina Galvez Ms. Connel Antipaso	3. Coordinate with the committee on google sites preparation regarding the uploading of Area documents (<i>IP, Compliance reports and Supporting Documents</i>) for evaluation by the accreditors.
Area 4 – Research	Chair: Dr. Maria Juliet C. Ceniza Co-chair: Prof. Rosa Ophelia D. Velarde Members: Prof. Alan B. Loreto Dr. Santiago T. Peña Dr. Victor B. Asio Dr. Dennis P. Peque Dr. Joel Rey Acob Dr. Eduardo Mangaoang Dr. Bayron S. Barredo Dr. Jannet C. Bencure Dr. Maria Theresa P. Loreto Dr. Moises Neil V. Sereno Dr. Zenaida C. Gonzaga Dr. Robelyn Piamonte Dr. Marisel Leorna Ms. Lisa Arce	4. Should be present during the actual Online Accreditation to answer questions from the accreditors. 5. The Chairperson/Co-chairperson should meet regularly the committee members to monitor/discuss the progress of their preparation.
Area 5 – Extension, Consultancy and Linkages	Chair: Dr. Antonio P. Abamo Co-chair: Dr. Rotacio S. Gravoso Members: Dr. Milagros C. Bales Dr. Karen Luz A. Teves Dr. Arsenio D. Ramos Dr. Moises Neil V. Serioño Prof. Marlon Tambis Dr. Feliciano. G. Sinon	6. The Chairperson/ Co-chairperson should attend meetings being called by the OP/QAC to discuss the preparations of their Area assignment. 7. The Chairperson should inform the QAC and the Chairperson of the Self-

	Ms. Adelina O. Carreno	evaluation committee if their documents are already completed and ready for internal evaluation.
Area 6 – Support to Students	Chair: Dr. Aleli A. Villocino Co-chair: Prof. Manolo B. Loreto, Jr. Members: Dr. Anabella B. Tulin Ms. Marwen A. Castañeda Dr. Nancy V. Dumaguing Ms. Chona A. Brit Mr. Junito Panonce Ms. Mary Ann Cobico Ms. Christie Cyrene Tauy Mr. Mark Joshua A. Quevedo Ms. Meriam Luna Ms. Sheila Marie B. Lemos	
Area 7 - Library	Chair: Mr. Vicente A. Gilos Co-chair: Ms. Geraldine T. Baro Members: Ms. Jovelyn H. Mabuan Ms. Shiera May T. Camacho Ms. Mariel Lacambra Ms. Aileen M. Dag-uman (JO) Ms. Marie Crisilda Roble (JO)	
Area 8 – Infrastructure and Other Learning resources	Chair: Dr. Dilberto O. Ferraren Co-chairs: Prof. Alan B. Loreto Engr. Mario Lilio P. Valenzona Engr. Jundy Castil Engr. Sean O. Villagonzalo Dr. Ulderico Alviola Mr. Jed Asaph D. Cortes Members: Engr. Kim Ralph D. Rosal Prof. Manolo B. Loreto, Jr. Mr. Toni Marc Dargantes Arch. Elvin A. Cabanero Mr. Dale P. Loreto Dr. Jannet C. Bencure Dr. Eliza D. Espinosa Engr. Marlon C. Burlas Engr. Jien April A. Jualo Engr. Phloem Galupo Mr. Juancho Lao Ms. April Gayle N. Calunangan Mr. Junard Gucela Ms. Daisy Dalisay Andres Mr. Norman Villas Mr. Andriel E. V. Cunanan Ms. Jansel Joi Villas	
Area 9 – Quality Assurance Culture	Chair: Dr. Editha G. Cagasan Co-Chair: Dr. Marquiza A. Quilicot Members: Dr. Aleli A. Villocino Dr. Luz O. Moreno	

	Mr. Gideon Niel D. Tan Ms. Pamela P. Oraño Ms. Maria Lilia P. Vega Mr. Raul Anthony S. Valenzona Mr. Toni Marc Dargantes Ms. Jennifer E. Ando Ms. Ma. Fe L. Gayanilo	
OTHER COMMITTEES		
Self-evaluation Committee	Chair: Dr. Editha G. Cagasan Co-Chair: Ms. Louella C. Ampac Members: Ms. Maria Lilia P. Vega Ms. Pamela P. Oraño Mr. Raul Anthony S. Valenzona Internal Evaluators	1. The chairperson, co-chair and members of the committee will take charge in the identification, contacting and preparation of appointments of the selected self-evaluators, and coordinate with the area task forces and the self-evaluators regarding the schedule and actual conduct of the self-evaluation of documents. 2. The self-evaluators will check the compliance reports and supporting documents and see to it that these are relevant to the recommendations during the previous visit and the benchmark statements in the survey instruments for the Areas being evaluated. 3. The self-evaluators should also read and improve (if needed) the contents of the Institutional Portfolios before submission to AACCUP.
Google sites preparation and management committee	Chair: Mr. Jed Asaph D. Cortes Co-Chair: Mr. Norman O. Villas Members: Mr. Raul Anthony S. Valenzona Ms. Maria Lilia P. Vega Mr. Kim Kenneth Roca Mr. Ivan Gumaod Chairpersons of the 9 areas	1. Take charge in the creation and management of a google site where documents for evaluation by the accreditors will be uploaded and stored. 2. Conduct orientations/ workshops for Area task force members on the

		<p>uploading and management of documents for evaluation by the accreditors</p> <p>3. Assist the Area taskforces during the actual Online Accreditation</p>
Internet connectivity Committee	<p>Chair: Engr. Sean Villagonzalo</p> <p>Co-Chair: Mr. Norman O. Villas</p> <p>Members: Mr. Jerome Godoy Mr. Mark Bongcales Mr. Charito Gonato Mr. Dionesio Estupa</p>	<p>1. Take charge in ensuring internet connection during the scheduled self-evaluation and actual conduct of the Online Institutional Accreditation.</p> <p>2. Coordinate with ODQA regarding the schedules of self-evaluation and actual institutional accreditation</p>
Program and invitation committee	<p>Chair: Dr. Editha G. Cagasan</p> <p>Co-Chair: Dr. Ulderico B. Alviola</p> <p>Members: Ms. Pamela P. Oraño Ms. Lilia P. Vega Mr. Raul Anthony S. Valenzona</p>	<p>1. Prepare the program of activities for the whole during of the institutional accreditation.</p> <p>2. Prepare and send invitation.</p> <p>3. Prepare certificates of appreciation for the accreditors and internal evaluators</p>
Documentation Committee	<p>Chair: Dr. Ulderico B. Alviola</p> <p>Co-Chair: Ms. Isabelle Mae J. Amora</p> <p>Members: Mr. Genaro P. Godoy Mr. Kim Kenneth Roca Ms. Shanette Joy Vivien Amador UIMC staff</p>	<p>1. Document daily activities</p> <p>2. Prepare and publish news articles about the institutional accreditation activities.</p> <p>3. Prepare video presentation about VSU as an academic and research institution for presentation during the Opening Program.</p>
Food Committee	<p>Chair: Ms. Josefina M. Larrosa</p> <p>Co-Chair: Dr. Editha G. Cagasan</p> <p>Members: Ms. Lilia P. Vega Ms. Pamela P. Oraño Guest House Staff</p>	<p>1. Prepare and serve snacks to the Area task force and committee members during the actual institutional accreditation.</p>

		2. Coordinate with ODQA regarding the total number of persons to be served.
Transportation and Backup Electricity Committee	Chair: Engr. Marlon C. Burlas Co-Chair: Mr. Raul Anthony S. Valenzona Members: PPO Drivers PESMU staff	1. Coordinate with ODQA regarding the transportation needs during the accreditation. 2. Prepare trip tickets and vouchers to request for gasoline/diesel. 3. Assign standby vehicles to serve the transportation needs during the accreditation activities. 4. Provide standby generator in case of brownout during the actual institutional accreditation schedule.
Venue preparation (for the Opening and Closing Program); including lights and sounds and setting up of multimedia materials	Chair: Mr. Roden D. Troyo Co-Chair: Dr. Antonio P. Abamo Members: Engr. Marlon Burlas Dr. Ulderico B. Alviola Mr. Jerry Posas Prof. Gloria Bancale UIMC staff Selected PPO Staff	1. Make reservation for the use of the RDE Hall during the opening and closing program. 2. Decorate the stage and prepare the chairs, tables, lights and sounds in the venue. 3. Coordinate with the UIMC and ICTMC regarding the setting up of the needed equipment (Led Wall, microphones, etc.)

For your guidance.


EDGARDO E. TULIN
President