



7 December 2023

MEMORANDUM NO. 960
Series of 2023

T O: All Concerned Faculty and Staff

**R E: Task force for the Online AACCUP Level II Accreditation of the program
Bachelor of Science in Mechanical Engineering (BSME) on April 22-26, 2024**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **members** of the **Task Force** for the Online AACCUP Level II Accreditation of the program Bachelor of Science in Mechanical Engineering (BSME), effective December 11, 2023 until May 15, 2024 or unless sooner revoked or terminated by higher authorities.

AREA/ FACULTY/ STAFF INCHARGE	RESPONSIBILITIES
A. Program Coordinator Engr. Ronard G. Paña (Head, Department of Mechanical Engineering)	1. Oversee the preparation of the Online Level II Accreditation, Supporting Documents (<i>based on the survey instruments for the programs</i>) and Program Performance Profile (PPP); 2. Coordinate with QAC for any concern related to the Online AACCUP Level II accreditation of the BS Mechanical Engineering program; and 3. Inform the QAC regarding the program's readiness to submit documents for in-house evaluation;
B. Area Incharge Area I (VMGO) – Chairperson: Engr. Ronard G. Paña Area II (Faculty)- Chairperson: Engr. Ayrton John V. Bantay Area III (Curriculum and Instruction) - Chairperson: Engr. Ronard G. Paña Area IV (Support to Students) – Chairperson: Engr. Mark Anthony S. Arcayan Area V (Research) Chairperson: Engr. Ronard G. Paña Area VI (Extension and Community Involvement) – Chairperson: Engr. Ronard G. Paña	1. Take charge in the preparation of the Online AACCUP Level II Accreditation, supporting documents and compliance report for the assigned area/s; 2. Submit to QAC e-copies of the Supporting Documents (<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; and 5. Attend follow up meetings called by the QAC or OP.

Area VII (Library) –

Chairperson: Engr. Edgardo C. Ochavillo

Area VIII (Physical Plant and Facilities)

Chairperson: Engr. Edgardo C. Ochavillo

Area IX (Laboratories)

Chairperson: Engr. Vic Angelo L. Impas

Area X (Administration) –

Chairperson: Ms. Antonette S. Cruz

For your guidance.



DANIEL LESLIE S. TAN
OIC-President