



# Visayas State University

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## Office of the President

15 April 2015

### MEMORANDUM CIRCULAR NO. 14

Series of 2015

**T O: All Concerned**

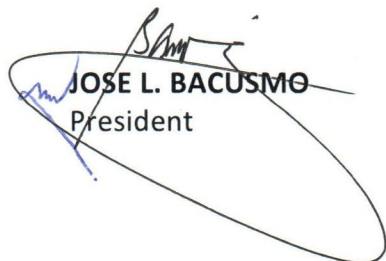
**R E: Task Force Committee for Level I AACCUP Accreditation**

Please be informed that the following degree programs will undergo the Level I accreditation on September 7-11, 2015:

- Bachelor of Science in Geodetic Engineering
- Bachelor of Science in Economics
- Bachelor of Science in Nursing
- Bachelor of Science in Environmental Management
- Master of Science in Tropical Ecology
- Master of Science in Forestry
- Master of Science in Food Science and Technology

To have a successful conduct of this activity, you are hereby assigned as Chairperson/Co-Chairperson/Member of the ten (10) Areas to be evaluated by the AACCUP and of other Committees.

Your utmost cooperation is highly appreciated.

  
**JOSE L. BACUSMO**  
President

**TASK FORCE COMMITTEES FOR LEVEL I Accreditation: BS Geodetic Engineering, BS Economics, BS Nursing, BS Envi. Management, MS Tropical Ecology, MS Forestry, MS Food Sci. & Technology**

| NAME OF COMMITTEE   | COMPOSITION  | RESPONSIBILITIES  |
|---|--|---|
| <b>A. OVERALL COORDINATION</b>  | <p>Chairperson: Dr. Jose L. Bacusmo</p> <p>Co-Chairpersons: Dr. Edgardo E. Tulin<br/>Dr. Roberto C. Guarte<br/>Dr. Othello B. Capuno<br/>Dr. Victor B. Asio</p> <p>Members: Dr. Beatriz S. Belonias<br/>Engr. Florentino Morales, Jr.<br/>Dr. Ma. Salome B. Bulayog<br/>Prof. Janet Alexis de los Santos<br/>Dr. Humberto R. Montes, Jr.<br/>Dr. Dennis P. Peque<br/>Dr. Lorina A. Galvez<br/>Prof. Alan B. Loreto<br/>Dr. Lualhati M. Noriel</p>  | <ol style="list-style-type: none"> <li>1. Oversee the preparations for Level I accreditation</li> <li>2. Check from time to time the accomplishments of each committee.</li> <li>3. See to it that all faculty, staff and students including key officials are aware of the coming Activity and should be reminded of their responsibilities.</li> </ol>  |
| <b>B. Ten Areas to be Evaluated per Program</b><br>Area 1 – Vision, Mission, Goals & Objective<br>Area 2 – Faculty<br>Area 3 - Curriculum & Instruction<br>Area 4 – Support to Students<br>Area 5 – Research<br>Area 6 – Extension & Community Involvement<br>Area 7 – Library<br>Area 8 – Physical Facilities<br>Area 9 – Laboratories<br>Area 10 - Administration | <p>Please see the attached documents prepared by the units concerned for the different programs and the assigned person/s per Area.</p> <p><b>Overall Coordinator:</b><br/> <b>BS Geodetic Engineering:</b> Prof. Florentino F. Morales Jr.<br/> <b>BS Economics:</b> Dr. Ma. Salome B. Bulayog<br/> <b>BS Nursing:</b> Prof. Janet Alexis de los Santos<br/> <b>BS Environmental Management and MS Tropical Ecology:</b> Dr. Humberto R. Montes Jr.<br/> <b>MS Forestry:</b> Dr. Dennis P. Peque<br/> <b>MS Food Science &amp; Technology:</b> Dr. Lorina A. Galvez</p> | <p><b>Same for all Programs:</b></p> <ol style="list-style-type: none"> <li>1. The Overall Coordinator of each program should meet the task force committee of the ten areas to be evaluated to discuss the things related to accreditation.</li> <li>2. The Chairperson of each area should meet with the committee members to discuss the plan of activity for their respective area of assignment.</li> <li>3. The committee should identify and collect the supporting documents for their assigned area. They should also take note of the different recommendations last preliminary survey and comply with those.</li> <li>4. Prepare the Program Performance Profile (PPP) for each program and submit the</li> </ol> |



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|  |   | document to QAC in June to give time allowance if there are deficiencies that will be noted in the PPP.  |
| <b>C. Other Committees</b><br>1. Self-Survey Committee | <b>BS Geodetic Engineering:</b><br>Prof. Epifania G. Loreto<br>Engr. Florentino Morales, Jr.<br><b>BS Economics:</b> Prof. Argina M. Pomida<br>Dr. Ma. Salome B. Bulayog<br><b>BS Nursing:</b> Ms. Raza Crecia Meneses<br>Ms. Janet Alexis de los Santos<br><b>BS Environmental Management:</b><br>Dr. Arturo E. Pasa<br>Dr. Humberto R. Montes, Jr.<br><b>MS Tropical Ecology:</b> Dr. Analyn M. Mazo<br>Dr. Humberto R. Montes, Jr.<br><b>MS Forestry:</b> Dr. Dennis P. Peque<br>Dr. Angelica P. Baldos<br><b>MS Food Science &amp; Technology:</b><br>Dr. Lorina A. Galvez<br>Ms. Eillen Bandalan | 1. Review the PPP before submission to QAC.<br>2. See to it that the supporting documents for the 10 areas are available.<br>3. Check if the recommendations during the PSV are complied including the supporting documents.<br>4. Attend the activities related to Level I accreditation.               |
| 2. Program and Invitation                              | Chairperson: Dr. Lualhati M. Noriel<br>Members: Ms. Connel Antipaso<br>Ms. Sarah Ravelo<br>Ms. Pamela Oraño<br>Mr. Christopher Urate  | 1. Prepare the program of activities for the whole duration of accreditation process.<br>2. Send invitation for those who will be invited.<br>3. Prepare the ID for accreditors<br>4. Prepare the names of accreditors/persons who will have a part during the Opening/Closing Programs/Exit Conference. |
| 3. Documentation (Video and Print)                     | Chairperson: Mr. Jesus Freddy M. Baldos<br>Members: Ms. Sheila Marie Lemos  | 1. Document daily activities.<br>2. Put-up a newsletter about the activity to be   |

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|   | Mr. Mervyn Loreto<br>Mr. Genaro Godoy  | distributed during the Opening/Closing program.<br>3. Have a video presentation about VSU as a learning/research university during the Opening Program.   |
| 4. Multi-Media  | Chairperson: Engr. Sean O. Villagonzalo<br>Members: Mr. Arnel Gucela<br>Mr. Toni Marc Dargantes<br>Mr. Jerome Godoy                                | 1. Provide and install necessary equipment (e.g. LCD, computers, etc.) during the conduct of the Opening Program/Exit Conference/Closing Program<br>2. Coordinate with the committee on venue preparation where to install the equipment.   |
| 5. Venue Preparation (including stage, Sounds and lights) | Chairperson: Dr. Edgardo E. Tulin<br>Members: Ms. Wenifreda T. Oclinaria<br>Prof. Mario Baliad<br>Engr. Apolonio Encierto<br>Mr. Clementino Borela | 1. Make reservation of the venue for the Opening/Closing/Exit Conference.<br>2. Prepare the venue including the lights and sounds.<br>3. Coordinate with committee on multi-media re: equipment to be used (e.g. microphone, LCD, etc.)   |
| 6. Food   | Chairperson: Ms. Honey Sofia V. Colis<br>Members: Guest House Personnel  | 1. Prepare healthy foods (meals and snacks).<br>2. Coordinate with the QAC regarding the number of persons to be served.<br>3. Ensure timely preparation/serving of meals and snacks.<br>4. Provide fruits/coffee/tea/crackers inside the accommodation room where the accreditors will stay. |
| 7. Accommodation  | Chairperson: Dr. Lualhati M. Noriel  | 1. Provide comfortable accommodation for the  |



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|                            | Members: Dr. Ma. Theresa P. Loreto<br>Ms. Sarah Ravelo<br>Ms. Pamela Oraño<br>Apartelle Personnel   | <p>accreditors/guests.</p> <ol style="list-style-type: none"> <li>2. Coordinate with the Transportation Committee re: vehicle requirement during the entire duration of the activity.</li> <li>3. Check from time to time what are needed by the accreditors.</li> </ol>   |
| 8. Transportation          | <p>Chairperson: Prof. Alan B. Loreto</p> <p>Members: Mr. Remegio M. Sanico<br/>Ms. Honey Sofia V. Colis<br/>Ms. Erlinda S. Valenzona</p>              | <ol style="list-style-type: none"> <li>1. Coordinate with the QAC regarding the number of accreditors and their time of arrival/departure.</li> <li>2. Prepare the trip tickets.</li> <li>3. Provide necessary vehicles to fetch/conduct the accreditors.</li> <li>4. Provide standby vehicles during the duration of accreditation to conduct/fetch accreditors, haul snacks, etc.</li> </ol> |
| 9. Socials                 | <p>Chairperson: Dr. Ma. Juliet C. Ceniza</p> <p>Members: Prof. Jesusito L. Lim<br/>Dr. Aleli A. Villocino<br/>Mr. Jesus Freddy M. Baldos</p>          | <ol style="list-style-type: none"> <li>1. Plan the program for presentation during the Welcome Dinner.</li> <li>2. Coordinate with the committees on venue and multimedia re: the equipment needed during the Welcome Dinner.</li> </ol>   |
| 10. Ushering and Reception | <p>Chairperson: Ms. Wenifreda T. Oclinaria</p> <p>Members: Ms. Doryn Jan L. Avila<br/>Ms. Lorna Abamo<br/>Mr. Roden Troyo<br/>Ms. Eillen Bandalan</p> | <ol style="list-style-type: none"> <li>1. Properly usher the guests during arrival, Opening/Closing Programs and Exit Conference.</li> <li>2. Order leis for the accreditors.</li> <li>3. Coordinate with the QAC re: the number of accreditors to be given leis.</li> </ol>   |
| 11. Souvenir and Token     | Chairperson: Prof. Alan B. Loreto   | <ol style="list-style-type: none"> <li>1. Prepare souvenir/token for the accreditors to</li> </ol>   |

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|  | Members: Ms. Honey Sofia V. Colis<br>Ms. Flora Mia Y. Duatin  | be given during the Closing Program.<br>2. Order bags/kits for accreditors.<br>3. Coordinate with the QAC re: number of accreditors to be given bag.   |
| 12. Billboards/Streamers/Tarpaulins/Signages | Chairperson: Engr. Mario Lilio P. Valenzona<br>Members: Ms. Elvira B. Gorre<br>Mr. Silvestre Cagande<br>Ms. Sarah Ravelo<br>Mr. Christopher Urate | 1. Make a layout for tarpaulins/streamers/signages.<br>2. Install the different signages/tarpaulins/streamers in designated places.<br>3. Coordinate with the QAC re: the texts to be written on the signages. |
| 13. Secretariat                              | Chairperson: Ms. Magdalene Unajan<br>Members: Ms. Pamela Oraño<br>Ms. Sarah Ravelo<br>Mr. Christopher Urate                                       | 1. Provide needed office supplies for accreditors' kit.<br>2. Borrow laptops/printers from the DCST.<br>3. Assist in the encoding of report.<br>4. Install laptops/printers at the Apartelle Lobby.            |
| 14. Physical Facilities                      | Chairperson: Dr. Marcelo A. Quevedo<br>Members: Mr. Cesar Quiñones<br>Mr. Noel Borigon  | 1. Borrow tables, chairs, white board, white board pen, eraser and bring to the Apartelle/Lañada Cottage.<br>2. Return the borrowed materials after the evaluation.  |
| 15. First Aide                               | Chairperson: Dr. Elwin Jay V. Yu<br>Members: Dr. Josephine Zafico<br>All VSU Hospital Staff   | 1. Make available the VSU Hospital ambulance during the entire duration of the accreditation.<br>2. Apply first aid to evaluators/guests who might get sick.   |