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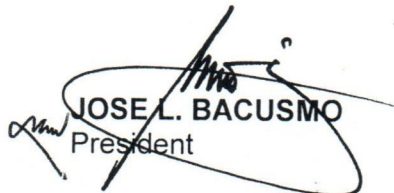
11 January 2010

MEMORANDUM NO. 3
Series of 2010

T O: All Concerned

R E: Newly Created Task Force/Working Committees and their Responsibilities during the VSU Institutional and Program Accreditations

In connection with the forthcoming VSU Institutional Accreditation and Program Accreditations by the AACUP on **February 8 to 12, 2010**, you are hereby designated to compose the attached task force/working committees. The Chairperson is advised to meet with his /her members to plan ahead regarding their assignments. Your full cooperation and support are highly expected to have an orderly and successful conduct of said activity.


JOSE L. BACUSMO
President

Name of Committee	Name of the Person	Responsibilities
A. Overall Coordination Chairperson: Co-Chairpersons: Members:	Dr. Jose L. Bacusmo Dr. Oscar B. Posas Dr. Roberto C. Guarte Dr. Edgardo E. Tulin Dr. Othello B. Capuno Dr. Lualhati M. Noriel Prof. Alan B. Loreto Prof. Manolo B. Loreto, Jr.	<ul style="list-style-type: none"> Oversee all the preparations for the Institutional/Program Accreditations Check from time to time the accomplishments/ outputs of the various committees
B. Institutional Area Accreditation Area I (Criterion 1) Governance and Management Chairperson: Co-Chairpersons: Members:	Dr. Roberto C. Guarte Dr. Lourdes B. Cano Prof. Daniel M. Tudtud, Jr. Ms. Wenifreda T. Oclinaria Ms. Vivian V. Balbarino Ms. Ma. Fe L. Limsiaco Ms. Erlinda S. Esguerra Ms. Teresita L. Quiñanola	<ul style="list-style-type: none"> Functions are the same for all the Institutional Accreditation Area Committees Re-evaluate the supporting documents available in your respective area assignment and determine what are still lacking/need to be added Always make yourself (that is: the Chairperson, Co-Chairperson or anybody in your group who is knowledgeable about the Institutional Portfolio and the supporting documents) available during the conduct of the evaluation by the AACCUP accreditors at the University Accreditation Center Be ready to answer the questions of the assigned accreditors in your respective area
Area II. Teaching, Learning and Evaluation Chairperson: Co-Chairpersons: Members:	Dr. Dolores L. Alcober Dr. Edgardo E. Tulin Prof. Jesusito L. Lim Dr. Ma. Juliet C. Ceniza Dr. Rotacio S. Gravoso Prof. Ma. Aurora W. Tabada Prof. Epifania G. Loreto Mr. Vicente A. Cordero Ms. Lorna A. Abamo Prof. Norberto F. Canada Prof. Jacob Glenn F. Jansalin	

<p>Area III. Faculty and Staff Chairperson: Co-Chairpersons: Members:</p> <p>Area IV. Research Chairperson: Co-Chairpersons: Members:</p> <p>Area V. Extension, Consultancy and Linkages Chairperson: Co-Chairpersons: Members:</p> <p>Area VI. Support to Students Chairperson: Co-Chairpersons: Members:</p> <p>Area VII. Infrastructure and Learning Resources Chairperson: Co-Chairpersons: Members:</p>	<p>Dr. Oscar B. Posas Dr. Lualhati M. Noriel Dr. Editha G. Cagasan Ms. Sarah M. Ravelo Mr. Nathaniel Rosolada Ms. May Grace G. Lao Ms. Erlinda Valenzona Ms. Connel Antipaso Ms. Lorna Abamo Dr. Anabella B. Tulin</p> <p>Dr. Othello B. Capuno Prof. Rosa Ophelia D. Velarde Dr. Ruben M. Gapasin Prof. Tessie C. Nuñez Dr. Julieta R. Roa Dr. Angela A. Ferraren Dr. Pastor P. Garcia Ms. Ma. Virgie Q. Subere</p> <p>Dr. Monina M. Escalada Prof. Milagros C. Bales Prof. Efren B. Saz Prof. Lilian B. Nuñez Mr. Andrew Mazo Ms. Shirley Nayre Ms. Ma. Cristina U. Ramirez</p> <p>Prof. Manolo B. Loreto, Jr. Ms. Linda N. Mariscal Prof. Aleli A. Villocino Dr. Elwin Jay V. Yu Ms. Carmencita S. Reyes Ms. Chona A. Brit Ms. Argina M. Pomida USSC President</p> <p>Dr. Beatriz S. Belonias Engr. Nestor M. Israel Ms. Andreli D. Pardales Dr. Pamela P. Abit Dr. Lucia M. Borines Prof. Arsenio D. Ramos Mr. Silvestre B. Cagande Engr. Alex P. Tulin</p>	
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<p>Area VIII. Financial Generation and Management Chairperson: Co-Chairpersons: Members:</p> <p>Area: IX. Healthy Practices Chairperson: Co-Chairperson: Members:</p>	<p>Dr. Edgardo E. Tulin Dr. Dilberto O. Ferraren Ms. Roberta C. Lemos Ms. Wenifreda T. Oclinaria Dr. Sulpecio C. Bantugan Ms. Redempta L. Soria Mr. Ronilo V. Cano Ms. Bernardita P. Bibera Ms. Cecil Joy Y. Duatin</p> <p>Dr. Lutgarda S. Palomar Prof. Lucy B. Paloma Dr. Lualhati M. Noriel Dr. Feliciano T. Sinon Dr. Arturo E. Pasa Dr. Lotis M. Balala Prof. Epifania Loreto</p>	
<p>Self-Survey and Evaluation (Institutional Accreditation) Chairperson: Co-Chairpersons: Members:</p>	<p>Dr. Justiniano L. Seroy Dr. Oscar B. Posas Dr. Lualhati M. Noriel Mr. Vicente A. Cordero Dr. Beatriz S. Belonias Ms. Rebecca B. Napiere Mr. Dennis P. Peque Dr. Ma. Juliet C. Ceniza Dr. Serena L. Sanchez Engr. Marionito Gonzales Prof. Lydia V. Presbitero</p>	<ul style="list-style-type: none"> • Pre-evaluate/examine all the supporting documents for the nine (9) criteria a week before the actual accreditation • Determine the lacking/ additional documents • Make a self-assessment report and submit to OVPAU/UAC • The Chairperson/ Co-Chairperson and knowledgeable member of the committee should be at the UAC during the conduct of accreditation process to assist the accreditors and/or answer questions for clarification
<p>Self-Survey Evaluation (Program Accreditation)</p> <p>There is another set of self-evaluators assigned for each of the nine programs to be accredited.</p>	<p>BSDC, BSFT, DVM, BSF, BSChem, BSAE, BSBIO, BSCS, BSS</p>	<ul style="list-style-type: none"> • Same as above except that the documents to be evaluated are in the accreditation center of the departments' concerned. • Faculty assigned to specific areas (area 1 to area 10) should be present at their respective accreditation center to assist the AACUP Accreditors in locating the documents and to answer the questions.

<p>Program and Invitation (including opening/closing programs and exit conference)</p> <p>Chairperson: Co-Chairpersons: Members:</p>	<p>Dr. Oscar B. Posas Dr. Lualhati M. Noriel Prof. Alan B. Loreto Ms. Connel D. Antipaso Ms. Honey Sofia V. Colis Ms. Josefina M. Larrosa Ms. Elvira B. Gorre Ms. Fe C. Calunangan</p>	<ul style="list-style-type: none"> • Prepare the Program of Activities for the whole duration of the accreditation process (Day 1 to Day 5) • Determine the persons to be invited • Prepare and send invitation
<p>Documentation (Still Photos and Video)</p> <p>Chairperson: Co-Chairperson: Members:</p>	<p>Dr. Wolfreda T. Alesna Engr. Sean O. Villagonzalo Mr. Ulderico Alviola Mr. Jesus Freddy Baldos Ms. Adelina O. Carreno Ms. Lorna Abamo</p>	<ul style="list-style-type: none"> • Document the daily activities • Produce a newsletter about the VSU to be distributed to the accreditors during the opening program/include the names of accreditors from the AACUP Task Force Committees at VSU • Prepare a short video presentation about VSU as an academic and research institution • Provide necessary equipment like LCD, laptop, TV, microphone, etc. during the opening and closing programs and exit conference
<p>Ushering and Reception</p> <p>Chairperson: Co-Chairperson: Members:</p>	<p>Ms. Carmencita S. Reyes Prof. Reny G. Gerona Ms. Avril Adrianne de Guzman Ms. Argina Pomida Dr. Ma. Theresa P. Loreto</p>	<ul style="list-style-type: none"> • Properly usher the accreditors/guests during their arrival on Feb. 7 to their room assignment and during the opening/closing programs and exit conference
<p>Food and Accommodation</p> <p>Chairperson: Co-Chairpersons: Members:</p>	<p>Ms. Rebecca B. Napiere Dr. Eunice I. Beray Ms. Roberta C. Lemos Ms. Remenita J. Solis Ms. Isabelita V. Sedrome Ms. Melianida C. Faelnar Ms. Elizabeth B. Albiso</p>	<ul style="list-style-type: none"> • Prepare enough nutritious food (meals, snacks) for the accreditors/guests during the entire duration of the activity • Coordinate with the OVPAA/ UAC re: the total number of persons who will be accommodated and their meals • Ensure the timely preparation and serving of food. Snacks should be delivered to the accreditation centers located at different departments in coordination

		with the OVPAA <ul style="list-style-type: none"> • Ensure comfortable accommodation of accreditors • Provide evening snacks to the accreditors doing OT work to finish report writing. • Coordinate with transportation committee for the basic transport requirements during the entire period of activity
Transportation Chairperson: Co-Chairperson: Members:	Dr. Roberto C. Guarte Mr. Remegio M. Sanico Mr. Jovenal Belarmino Ms. May Grace Lao Ms. Erlinda Valenzona	<ul style="list-style-type: none"> • Coordinate with the OVPAA/ UAC re: the schedule of time of arrival and departure of the accreditors • Prepare trip tickets, requests for diesel/gasoline needed • Should have assigned drivers/stand-by vehicles during the duration of accreditation to fetch and conduct the accreditors from their accommodation to accreditation centers
Socials Chairperson: Co-Chairpersons: Members:	Dr. Ma. Juliet C. Ceniza Prof. Thelma C. Zafra Prof. Alan B. Loreto Dr. Sergio Abit, Jr. Dr. Beatriz S. Belonias Mr. Randy G. Omega Mr. Jovel M. Aberilla Mr. Joselle R. Cayetano Ms. Pia N. Labastilla Mr. Allan Ramal Ms. Luzvismina Ternura	<ul style="list-style-type: none"> • Plan and discuss with the coordinating office re: numbers to be presented during the night socials/ opening program/closing and exit conference
Souvenir and Token Chairperson: Co-Chairpersons: Members:	Dr. Othello B. Capuno Dr. Lutgarda S. Palomar Dr. Ruben M. Gapasin Ms. Flora Mia Duatin Dr. Eutiquio E. Sudaria Ms. Fe L. Diaz Ms. Melinda Petalcorin	<ul style="list-style-type: none"> • Prepare souvenir and tokens for all the accreditors to be given during the exit conference/closing program • Coordinate with the OVPAA/ UAC for the total number of accreditors
Billboard/Streamer Preparation Chairperson: Co-Chairpersons: Members:	Dr. Roberto C. Guarte Mr. Ulderico B. Alviola Engr. Nestor M. Israel Engr. Mario Lilio P. Valenzona Mr. Silvestre B. Cagande	<ul style="list-style-type: none"> • Prepare the billboards and streamers as well as the signage at the new accreditation center • Place the billboards and streamers in strategic locations inside the campus

	Mr. Leopoldo P. Igot Mr. Mizael B. Cerna	<ul style="list-style-type: none"> • Coordinate with the OVPAA on what to write on the billboards and streamers
Venue Preparation Chairperson: Co-Chairpersons: Members:	Dr. Edgardo T. Tulin Dr. Emma S. Data Prof. Mario E. Baliad Ms. Wenifreda T. Oclinaría Ms. Evelyn T. Bestil Prof. Villaluz Z. Acedo Prof. Elizabeth D. Briones Mr. Dominador Poliquit Engr. Apolonio Encierto	<ul style="list-style-type: none"> • Make reservation for the venue during the opening and closing programs and exit conference, CCE 1st and 2nd Floors are more preferred • Prepare the stage and see to it that lights and sounds are available • Coordinate with the Documentation Committee for the needed equipment like microphone, LCD, TV, etc.