



# Visayas State University

Visca, Baybay, Leyte 6521-A

Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

website: [www.vsu-visca.edu.ph](http://www.vsu-visca.edu.ph)

---

## Office of the President

17 November 2010

### MEMORANDUM CIRCULAR NO. 64

Series of 2010

**T O: All VSU Constituents**

**R E: Institutional Accreditation**

Everyone is enjoined to actively participate in the forthcoming **VSU Institutional Accreditation** on **November 22 – 26, 2010**. The Accreditors are scheduled to arrive on November 21 and will depart on the 27<sup>th</sup>. Attached is the general schedule of activities.

Relative hereto, all faculty and staff are requested to postpone their travels during the conduct of the Institutional Accreditation. Likewise, the actual teaching load and schedule of classes of all faculty for the 2<sup>nd</sup> Semester SY 2010-2011 should be submitted to the OVPAA for reference of the Accreditors during the class observation. All faculty must attend to their classes on time and be ready with their class record, course syllabus/course outline and other teaching materials (e.g. powerpoint presentation).

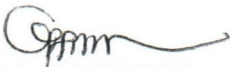
As part of our general preparations, all departments/institutes/centers must do the following:

- clean assigned areas/experimental sites
- install labels of offices/classrooms, laboratories and experimental sites/extension projects
- assign faculty/staff to man the projects during the visit

Everyone is expected to know by heart the vision and mission of VSU as well as the vision, mission, goals and objectives of their respective department/college.

A random interview may be conducted by the Accreditors hence the students, faculty and staff are expected to be polite when interviewed. If you are identified to be one of those who will be interviewed, kindly participate and report on time to the designated venue, probably at the CCE Bldg. The schedule of panel interview is between November 23 to 25.

Your active involvement in this important activity of our university, being the first state university to be accredited as a teaching and research institution, is highly requested.

  
for **JOSE L. BACUSMO**  
for President *enc 1/18/10*

**VISAYAS STATE UNIVERSITY**  
**Institutional Accreditation**  
November 21 – 26, 2010

**General Schedule of Activities**

**Nov. 21, 2010 (Sunday)**

**Arrival of Accreditors**

**Nov. 22, 2010 (Monday)**

9:30 AM - 12:00 NN

**Opening Program** at the Convention Center  
*(VSU key officials, faculty, staff and students are enjoined to attend)* and **Briefing about the Institution by Dr. Jose L. Bacusmo**

2:00 - 2:30 PM

**Meeting with Counterparts**

2:31 - 5:00 PM

**Team Study of instrument and Institutional Portfolio**

6:30 PM

**Dinner cum Cultural Show at the Convention Center**

**Nov. 23 to 25, 2010 (anytime)**

**Examination of Documents**

**Make Interviews**

**Hold Panel Interviews with various stakeholders** *(students, faculty, staff, Alumni, community, key officials)*

**Class observation**

**Visit of Infrastructures and other campus facilities** *(In-Charge of campus facilities such as research centers, Hospital, IHK, etc. should be ready and available during the visit of the accreditors)*

**Visit of research and extension project sites** *(Project Leaders are requested to be around during the visit)*

**Nov. 26, 2010 (Friday)**

8:00 - 9:30 AM

**Exit Conference at the CCE 1<sup>st</sup> Floor**

10:00 - 11:30 AM

**Closing Program at the CCE 1<sup>st</sup> Floor**