



MEMORANDUM NO. 323
Series of 2024

TO: DR. MANUEL D. GACUTAN JR.
Head, Department Animal Science

RE: APPOINTMENT AS INTERNAL TECHNICAL EVALUATOR OF THE SUPPORTING DOCUMENTS AND INTERNAL ACCREDITOR FOR THE AACUP ONLINE LEVEL II ACCREDITATION ON MAY 13-17, 2024 OF THE PROGRAMS OF THE MASTER OF EDUCATION MAJOR IN CHEMISTRY (MED MAJ. IN CHEM.) AND MASTER OF EDUCATION MAJOR IN PHYSICAL EDUCATION (MED MAJ. IN PE)

FROM: DR. PROSE IVY. G YEPES
University President

DATE: APRIL 16, 2024

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby appointed as Internal Technical Evaluator of the Supporting Documents and Accreditor for the AACUP Online Level II Accreditation on May 13-17, 2024 of the programs Master of Education major in Chemistry (MEd) and Master of Education major in Physical Education (MEd).

The internal evaluation of the supporting documents for Master of Education major in Chemistry and Master of Education major in Physical Education is scheduled on April 29-30, 2024 until May 1-3, 2024.

As Internal Evaluator and Accreditor, you are requested to perform the following functions:

1. Review and evaluate the supporting documents of the BSME and BSTAT programs to see to it that these are relevant to the areas being evaluated. Evaluation of documents will be done using the appropriate survey instruments;
2. Provide suggestions to improve the documents if needed; and
3. Submit to QAC within five (5) days a copy of the program's internal evaluation results (ratings) and actual accreditation.

As a token of our appreciation for your kind assistance, the university will give you an honorarium of Five Thousand Pesos (PhP 5,000.00) per program a total of Ten Thousand Pesos (PhP10, 000.00) only.

We are hoping for your kind approval of this request. Thank you very much.

Conforme:

MANUEL D. GACUTAN JR.
Internal Technical Evaluator