



11 September 2017

MEMORANDUM No. 342  
Series 2017

TO: **TASK FORCE COMMITTEE CHAIRPERSON/KEYCHAIRPERSON OF THE CHED-ISA**

**Dr. Remberto Patindol/Mr. Daniel Tudtud, Jr./Dr. Lourdes Cano - KRA 1**  
**Dr. Beatriz Belonias/Prof. Jesusito Lim - KRA 2**  
**Dr. Othello Capuno/Dr. Jose Bacusmo - KRA 3**  
**Prof. Manolo Loreto, Jr./Ms. Andreli Pardales/Mr. Eliezer Velasco- KRA 4**  
**Dr. Ma. Juliet Ceniza/Prof. Efren Saz/Dr. Moises Neil Serioño - KRA 5**

SUBJECT: **SUBMISSION OF THE SELF EVALUATION DOCUMENT (SED)**

In relation to the confirmation of the consultant on his availability to conduct the workshop on Institutional Sustainability Assessment (ISA) on Sept. 25-26, 2017, you are reminded to submit the SED of your respective Key Result Area (KRA) on or before **Sept. 18, 2017** to the Quality Assurance Center.

The consultant required advance copy of the SEDs per KRA for pre-evaluation before coming over to VSU. The objective of the workshop is to enhance and complete the content of the SED to be compliant to the requirements and ready before the final evaluation to be conducted by the CHED representative in October 2017.

Anticipating for your prompt action and steadfast cooperation.

  
**EDGARDO E. TULIN**  
President