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Office of the President

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MEMORANDUM CIRCULAR NO. 1

Series of 2012

T O: All Concerned

**R E: NEW TASK FORCE COMMITTEE for the LEVEL IV (PHASE I)
ACCREDITATION OF THE AGRICULTURE AND EDUCATION PROGRAMS**

To ensure a smooth flow of activities in connection with the forthcoming Level IV (Phase I) accreditation of the Agriculture and education cluster programs both in the undergraduate and graduate levels on March 5 to 9, 2012 you are hereby designated to compose the various committees hereby created. Please see attached list of committees.

The chairperson should meet with the members to plan for their activity.

Your usual support to this activity is highly requested.


JOSE L. BACUSMO
President

NAME OF COMMITTEE	DESIGNATION	NAME OF THE PERSON	RESPONSIBILITIES
OVERALL COORDINATION	Chairperson Members	Dr. Jose L. Bacusmo Dr. Oscar B. Posas (Graduate) Dr. Roberto C. Guarte Dr. Edgardo E. Tulin Dr. Othello B. Capuno Dr. Victor B. Asio (Agriculture) Dr. Dolores Alcober (Education) Prof. Alan Loreto Dr. Lualhati M. Noriel	<ol style="list-style-type: none"> 1. Oversee all the preparations for Level IV accreditation. 2. Check regularly the accomplishments/output of the various committees. 3. See to it that the faculty, staff and students are aware of the coming activity and should be reminded of their responsibilities.
Program Accreditation Area (Area I to X)	Please see attached list of assignment per program	Please see attached list of assignment per program	<ol style="list-style-type: none"> 1. Prepare the PPP ahead. It will be submitted to AACCUP in January (two months before actual schedule which is March 5-9, 2012). 2. Prepare the supporting documents for the 10 areas based on the new Master Survey Instrument (MSI) specific for each program. 3. Properly label the documents based on the MSI. 4. Examine/evaluate the supporting documents and determine what are still lacking/to be added. 5. The assigned person/s in areas I to X should be familiar with all the documents because they will be the counterpart of the AACCUP accreditor assigned to evaluate the area/s. 6. Always make yourself available in your respective accreditation center during the self evaluation and the actual accreditation process to answer the questions from the accreditors. 7. The PPP, MSI (to be rated by the self-evaluators and all the supporting documents should be ready and on display at their respective accreditation center on or before January 20, 2012 for review by the self-evaluators.
Self-Evaluators			<ol style="list-style-type: none"> 1. Pre-evaluate the documents (that is the PPP and supporting documents on or before January 20, 2012. 2. Determine/identify the lacking /additional documents needed.

			3. Make a self-assessment report and give your ratings as lead accreditor to areas assigned to you. Do not forget to affix your signature in the MSI. 4. Make yourself available during the actual accreditation process to help answer the questions of the accreditors.
For Agriculture :	Chairperson	Dr. Oscar B. Posas	
	Co-Chairperson	Dr. Lualhati M. Noriel	
	Members	Dr. Alberto Taveros	
		Dr. Arturo Pasa	
For Education	Chairperson	Dr. Perla Tan	
	Co-chairperson	Dr. Candelario Calibo	
	Members	Prof. Epifania Loreto Dr. Rotacio Gravoso	
For Graduate School	Chairperson	Dr. Justiniano L. Seroy	
	Co-Chairperson	Dr. Beatriz S. Belonias	
	Members	Dr. Editha Cagasan Dr. Andresito Acabal	
Other committees			
1. Program and Invitation (including opening/closing and exit conference/welcome socials)	Chairperson Members	Dr. Lualhati M. Noriel Dr. Ma. Juliet Ceniza Ms. Connel Antipaso Ms. Remenita Solis Ms. Ivy Gorre Ms. Sarah Ravelo	1. Prepare the program of activities for the whole duration of accreditation process (Day 1 to 5). 2. Prepare and send invitation. 3. Prepare certificate of appreciation, IDs for the accreditors and facilitators.
2. Documentation (Video and Print)	Chairperson Members	Prof. Alan Loreto Mr. Jesus Freddy Baldos Mr. Jed Asaph Cortes Mr. Genaro Godoy Ms. Mirian Tan	1. Document the daily activities. 2. Produce a newsletter about VSU for distribution during the opening program. 3. Prepare video about VSU as an academic and research institution for presentation during the opening program.
3. Multi-media	Chairperson Co-chair	Engr. Sean Villagonzalo Engr. Apolonio Encierto	1. Provide and install necessary equipment like LCD, Laptop, TV, microphone etc. in the assigned venue during the opening/closing

	Members	Mr. Arnel Gucela Mr. Jude Rola Mr. Jerome Godoy	programs, exit conference and welcome socials. 2. Coordinate with the program, venue and social committees where to install the equipment.
4. Ushering and Reception	Chairperson Members	Prof. Argina Pomida Prof. Rufina Capuno Ms. Doryn Jan L. Avila Mr. Randy Omega Ms. Honey Sofia Colis Engr. Diane Christa Gamutan Ms. Corazon Alvarez Ms. Chime Mora Ms. Ivy Capilitan	1. Properly usher the guests/accreditors during their arrival, and during the opening, closing programs, exit conference and welcome socials. 2. Always make yourself available to attend to the accreditors during the period.
5. Food	Chairperson Members	Ms. Rebecca B. Napiere Dr. Lutgarda S. Palomar Ms. Roberta C. Lemos Ms. Corazon Nuevo Dr. Eunice Beray All Guest House Personnel	1. Prepare healthy and nutritious foods (meals, snacks) for the guests/accreditors. 2. Coordinate with UAC/OVPI/Accommodation Committee re: the total number of persons who will be served. 3. Ensure timely preparation and serving of foods. Snacks should be delivered to accreditation centers (agriculture, education, graduate school). 4. Serve snacks during the nights especially when the accreditors are doing OT work in writing the report.
6. Accommodation	Chairperson Members	Dr. Lualhati M. Noriel Ms. Rebecca Napiere Dr. Ma. Theresa Loreto Ms. Wenifreda Oclinaría Ms. Sarah Ravelo Ms. Vilma Olleras	1. Ensure comfortable accommodation of the accreditors. 2. Check from time to time to know what is needed by the accreditors. 3. Coordinate with the transportation committee for the basic transport requirements during the entire period of activity.

7. Transportation	Chairperson Members	Prof. Alan Loreto Mr. Remegio Sanico Ms. Honey Sofia Colis Ms. Erlinda Valenzona Mr. Jovenal Belarmino	<ol style="list-style-type: none"> 1. Coordinate with the OVPI/UAC re: the schedule of arrival and departure of the accreditors. 2. Prepare trip tickets and vouchers to request for gasoline/diesel. 3. Should assign standby vehicles/drivers during the entire duration of the activity to fetch/conduct the accreditors from the guest house to accreditation centers.
8. Socials	Chairperson Co-chair Members	Dr. Ma. Juliet Ceniza Dr. Roberta Lauzon Prof. Thelma Zafrá Mr. Jovel Aberilla Ms. Lynette Cimafranca Ms. Ivy Emnace	<ol style="list-style-type: none"> 1. Plan and discuss with the coordinating office re: presentation during the welcome socials, opening/closing program. 2. Make a follow up to those who are identified to render intermission numbers. 3. Coordinate with venue preparation committee and multi-media committee re: venue of the welcome socials and the equipment needed.
9. Souvenir and Token	Chairperson	Prof. Alan Loreto Ms. Honey Colis Dr. Roberta Lauzon Ms. Cecille Joy Duatin	<ol style="list-style-type: none"> 1. Prepare souvenir and token for the accreditors to be given after the closing program. 2. Order bags for the accreditors. 3. Coordinate with the OVPI/UAC re: the number of accreditors to be given with bags.
10. Billboard/ Streamer/ Signages/Tarpaulins	Chairperson Members	Dr. Roberto C. Guarte Mr. Jed Asaph Cortes Engr. Nestor Israel Mr. Silvestre Cagande Mr. Misael Cerna Mr. Domingo Flandez Mr. Narciso Bathán Ms. Mirian Tan	<ol style="list-style-type: none"> 1. Prepare the billboards/tarpaulins/signages and install them at strategic places before the accreditation activity. 2. Coordinate with the UAC re: the text to be written on the tarpaulin/signages.
11. Venue preparation (including stage, lights and sounds)	Chairperson Members	Dr. Edgardo E. Tulin Dr. Milagros Bales Prof. Mario Baliad	<ol style="list-style-type: none"> 1. Make reservation for the venue during the opening and closing programs, exit conference/welcome socials. CCE 1st and 2nd Floors are more preferred.

		Ms. Wenifreda Oclitaria Engr. Apolonio Encierto Mr. Clementino Borela	2. Prepare the stage, lights and sound in the venue. 3. Coordinate with the Multi-media committee for the equipment needed (e.g. microphone, LCD etc.).
12. Secretariat	Chairperson Members	Prof. Winston Tabada Ms. Jonah Flor Orano Mr. Jude Rola Mr. Michael Anthony Jay Regis Ms. Reminita Solis Ms. Sarah Ravelo Ms. Lorna Abamo Ms. Pearl Vistal Mr. Rafael Vergara BSCS selected students	1. Assist the accreditors in encoding the reports. 2. Prepare office supplies/materials. 3. Install computers/laptop in designated areas for use during encoding of reports.