



VISAYAS
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MEMORANDUM CIRCULAR NO. 73

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T O: All Concerned

R E: Task Force Committee for Level III Phase 2 AACCUP Accreditation

Please be informed that eight (8) of our undergraduate programs will undergo the AACCUP Level III Phase 2 Accreditation on November 20 – 24, 2017. To have a successful conduct of this activity you are hereby assigned to act as Chairpersons/Co-Chairpersons/Members of the various committees in the attached list.

Your utmost cooperation is highly requested.


EDGARDO E. TULIN
President

Vision: *The premier university of science and technology in the Visayas.*

Mission: *Provide excellent instruction, conduct relevant research and foster community engagement that produce highly competent graduates necessary for the development of the country.*

NAME OF COMMITTEE	COMPOSITION	RESPONSIBILITIES
A. OVERALL COORDINATION	Chairperson: Dr. Edgardo E. Tulin Co-Chairperson: Dr. Beatriz S. Belonias Members: Dr. Remberto A. Patindol Dr. Othello B. Capuno Mr. Daniel Tudtud, Jr. Prof. Francisco Gabunada, Jr. Dr. Editha G. Cagasan Dr. Analyn M. Mazo Dr. Christina A. Gabrillo Dr. Ivy C. Emnace Prof. Winston M. Tabada Dr. Candelario L. Calibo Prof. Arthur It. Tambong Dr. Eugene B. Lañada Dr. Dennis P. Peque	<ol style="list-style-type: none">1. Oversee the preparation for Level III Phase 2 accreditation.2. Check from time to time the accomplishments of each committee.3. See to it that all faculty, staff and students including key officials are aware of the coming activity and should be reminded of their responsibilities.
B. Four Areas to be evaluated per program (2 mandatory areas and 2 additional areas) <ol style="list-style-type: none">1. Instruction(Mandatory)2. Extension(Mandatory)3. Research4. Faculty Development	Each program has each own task force committee to take care of the four areas. Program In-Charge: BS Biology – Dr. AnalynM. Mazo BS Food Tech – Dr. Ivy C. Emnace BS Comp. Science – Prof. Winston M. Tabada BS Chem – Dr. Candelario L. Calibo BS Forestry – Dr. Dennis P. Peque BS Dev Com – Dr. Christina A. Gabrillo BS AgEngr – Prof. Arthur It. Tambong Doc of Vet Med. – Dr. Eugene B. Lañada	<ol style="list-style-type: none">1. The Program In-charge should meet their respective task force committee members regularly to discuss the progress of the preparation of the Narrative Profile (NP) and supporting documents and compliance report (based on the recommendations during the Level III Phase 1 visit).2. The Task Force committee per program should identify the relevant supporting documents in the four areas to be evaluated.3. Submit the NP and the compliance report to the QAC during the designated deadlines.4. The Program In-charge or the assigned presenter should present the NP during the dry runs and in the seminar during actual accreditation.
C. Other Committees	Technical Evaluators:	<ol style="list-style-type: none">1. Attend the scheduled Dry run (program/invitation schedule will be sent later) and give suggestions/comments to improve the

1. Self Survey	Dr. Oscar B. Posas Dr. Dolores L. Alcober Dr. Lourdes B. Cano Dr. Moises Neil V. Serião Dr. Lijeraj J. Cuadra Dr. Suzette B. Lina Prof. Argina M. Pomida Dr. Ma. Salome B. Bulayog Dr. Norberto E. Milla Prof. Epifania G. Loreto Prof. Manolo B. Loreto, Jr. Dr. Jose L. Bacusmo Dr. Beatriz S. Belonias Dr. Miliagros C. Bales Ms. Andreli D. Pardales Dr. Editha G. Cagasan Dr. Lualhati M. Noriel	content of the NP. 2. Evaluate the supporting documents for the four areas to be evaluated. 3. Check/Evaluate the compliance report based on the recommendations during the Level III Phase 1 accreditation including the supporting documents. 4. Attend other activities related to Level III Phase 2 accreditation.
2. Program and invitation	Chairperson: Dr. Editha G. Cagasan Co – Chairperson : Ms. Connel D. Antipaso Members: Ms. Pamela P. Oraño Ms. Clauden Rellin Dr. Lualhati M. Noriel	1. The program of activities for the Level III Phase 2 accreditation. 2. Send invitation to those who will be invited. 3. Prepare the ID for Accreditors. 4. Prepare the name of accreditors/persons (to be placed on the presidential table.
3. Documentation (Video and Print)	Chairperson: Dr. Rotacio S. Gravoso Co-Chairperson: Ms. Ella Lois T. Bestil Members: Mr. Ulderico Alviola Mr. Jed Cortes Ms. Sheila Lemos Mr. Genaro Godoy	1. Document the daily activities 2. Put up a newsletter about the activity 3. Prepare video presentation about the latest development/programs of VSU as a research institution to be presented during the opening program.
4. Multi-Media	Chairperson: Engr. Sean O. Villagonzalo Co-Chairperson: Mr. Norman Villas Members: Mr. Arnel Gucela Mr. Jerome Godoy	1. Provide and install necessary equipment (e.g. LCD, computers, etc.) during the conduct of the opening and closing programs and exit conference. 2. Coordinate with the committee on Venue preparation on where to install the equipment.

5. Venue Preparation (including stage, sounds and lights)	Chairperson: Dr. Milagros C. Bales Co-Chairperson: Prof. Mario E. Baliad Members: Engr. Apolonio M. Encierto Ms. Wenifreda T. Oclinaría Dr. Santos Villocino Guest House staff	<ol style="list-style-type: none"> 1. Make reservation of the venue for the opening/closing programs and exit conference. 2. Prepare the venue including the lights and sounds and presidential table. 3. Coordinate with the committee on Multi-Media re: equipment to be installed in the venue.
6. Food	Chairperson: Ms. Honey Sofia V. Collis Co-Chair: Josefina M. Larrosa Members: Dr. Lualhati M. Noriel Guest House staff	<ol style="list-style-type: none"> 1. Prepare healthy foods (meals and snacks) 2. Coordinate with the QAC on the number of accreditors /persons to be served. 3. Ensure timely preparation/serving of meals and snacks. 4. Provide fruits/coffee/tea/juice/crackers inside the accommodation room where the accreditors will stay.
7. Accommodation	Chairperson: Prof. Argina M. Pomida Co-Chairperson: Ms. Vilma C. Olleras Members: Prof. Francisco G. Gabunada, Jr. Dr. Ma. Theresa P. Loreto Ms. Pamela P. Oraño Dr. Lualhati M. Noriel	<ol style="list-style-type: none"> 1. Provide comfortable accommodation for the accreditors. 2. Coordinate with the transportation committee re: vehicle requirement during the entire duration of the activity. 3. Check from time to time what are needed by the accreditors.
8. Transportation	Chairperson: Prof. Francisco G. Gabunada, Jr. Co-Chairperson: Engr. Marlon Burtas Members: Ms. Erlinda Valenzona Mr. Christopher Urate	<ol style="list-style-type: none"> 1. Coordinate with the QAC re: the number of accreditors and their time of arrival/departure. 2. Prepare trip tickets. 3. Provide standby vehicles (at least 2) to fetch/conduct the accreditors and to haul snacks.
9. Socials	Chairperson: Prof. Jesusito L. Lim Co-Chairperson: Dr. Aleli A. Villocino Members: Dr. Ma. Juliet C. Ceniza Prof. Alan B. Loreto	<ol style="list-style-type: none"> 1. Plan the program for presentation during the opening and closing programs (for intermission numbers) and welcome dinner. 2. Coordinate with the committees on venue and multi-media re: equipment needed during the welcome dinner
10. Reception and Ushering	Chairperson : Ms. Wenifreda T. Oclinaría	<ol style="list-style-type: none"> 1. Properly usher the guests during the arrival , opening and

	Co-Chairperson: Ms. Niña Corazon Ceniza Members: Mr. Marlon Calatrava Dr. Annie Gravoso Ms. Justine Millado	1. closing programs and welcome dinner 2. Order leis for the accreditors/guests. 3. Coordinate with the QAC re: number of accreditors/guests to be given the lei.
11. Souvenir and Token	Chairperson: Ms. Honey Sofia V. Collis Co-Chairperson: Prof. Francisco G. Gabunada, Jr. Members: OP staff	1. Prepare souvenir/token for the accreditors/guests to be given after the closing program. 2. Order bags/kits for accreditors. 3. Coordinate with the QAC re: number of accreditors/guests to be given the bag.
12. Billboards/Streamers/Tarpaulins/Signages	Chairperson: Dr. Remberto A. Patindol Co-Chairperson: Ms. Ivy B. Gorre Members: Engr. Mario Lilio P. Valenzona Mr. Christopher Urate	1. Make a layout of the tarpaulins/signages/streamers and have them printed to be installed in designated places. 2. Coordinate with QAC re: the texts to be written in the tarps, etc.
13. Secretariat	Chairperson: Prof. Winston M. Tabada Co-Chairperson: Dr. Editha G. Cagasan Ms. Pamela P. Orano Ms. Clauden Rellin Mr. Raul Anthony Valenzona Mr. Christopher Urate	1. Provide needed office supplies for accreditors' kit/bags 2. Borrow laptops/printers from the DCST and install them in designated area (e.g. Apartelle and Hostel lobby) 3. Assist in encoding report
14. Physical Facilities	Chairperson: Dr. Erlinda A. Vasquez Co-Chairperson: Dr. Marcelo A. Quevedo Members: Mr. Cesar Quinones Mr. Noel Boregon	1. Borrow working tables, chairs, white board, white board pens, erasers and bring to designated place (e.g. Lañada Cottage, Glass Room in Pavilion). 2. Return the borrowed materials after the evaluation.
15. First Aide	Chairperson: Dr. Josephine O. Zafico Co-Chairperson: Dr. Merry Christl S. Guinocor Members: VSU Hospital Staff	1. Make the VSU Hospital ambulance and driver available during the duration of accreditation. 2. Apply first aid to evaluators/guests who will get sick.