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Office of the President

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MEMORANDUM CIRCULAR NO. 82

Series of 2012

- T O: All Chairpersons of the Task Force Committee for Level IV Phase 2 (Agriculture Program)**
- R E: Submission of Committee Members of the Task Force Committee for Level IV Phase 2**


For the information of everyone, the Agriculture undergraduate program successfully passed the Level IV (Phase I) AACUP Accreditation conducted on September 10–14, 2012 and therefore now qualified for Level IV (Phase 2). However, before VSU will be fully awarded the Level IV accreditation status of its Agriculture program it has to pass first the Phase 2. The validity period given to Agriculture program is September 16, 2012 to September 15, 2013.

To meet the requirements (i.e. submission of comprehensive Narrative Profile, conduct of seminar, etc.) for Level IV Phase 2, your full commitment and cooperation are needed. The following are the five (5) major areas that will be evaluated:

1. Research
2. Teaching and learning
3. Community Service and Impact of Contribution
4. Evidence of International Linkages and Consortia
5. Well Developed Planning Processes which Support Quality Assurance

In relation to the above, you are hereby designated as Chairperson of the major areas to be evaluated during Phase 2. As Chairperson, you are to submit the names of your committee members (in case you do not have members yet) **as soon as possible to the Office of the President** to facilitate the preparation of required documents. You are also advised to meet with your members to plan ahead. Attached are the guidelines in the preparation and conduct of the Level IV, Phase 2 for your guidance and reference.

Your usual support is requested


JOSE L. BACUSMO
President *11/29/12*

Name of Committee	Person In-Charge/Designation	Responsibilities	Remarks
OVERALL COORDINATION	Chairperson: Dr. Jose L. Bacusmo Members: Dr. Oscar B. Posas Dr. Edgardo E. Tulin Dr. Roberto C. Guarte Dr. Othello B. Capuno Dr. Victor B. Asio Prof. Alan B. Loreto Dr. Lualhati M. Noriel	1. Oversee all preparation for Level IV (Phase 2) accreditation. 2. Check regularly the accomplishments/output of the various committees. 3. See to it that faculty, staff and students are aware of the coming activity and should be reminded of their responsibilities.	The OP will issue a Memo regarding the schedule of the conduct of Level IV (Phase 2). The CAFS/Dean should see to it that all the documents required for Level IV (Phase 2) are exhibited in their AACCUP Center.
Accreditation Committee (Area I to V)		1. Prepare the Narrative Profile of their respective area and submit on time. 2. Prepare the supporting documents for their respective area assignment to be deposited at the CAFS accreditation room for self evaluation. 3. The assigned committee should be present and ready to answer the questions of the evaluators during the conduct of the seminar and evaluation of documents. You will be informed later of the schedule of the Phase 2 accreditation. 4. The Chairpersons should meet with the members of his/her committee to discuss the progress as far as their area assignment is concerned.	For submission to University Accreditation Center and later to the AACCUP two months before the seminar to be conducted at VSU with the AACCUP Accreditors. Documents should be labeled properly and displayed at the CAFS Accreditation Center. The exact date and the venue of the seminar as well as the evaluation of documents will be announced later.
Area I. Research	Chairpersons: Dr. Victor Asio Prof. Rosa Ophelia Velarde Members:		
Area II. Teaching and Learning	Chairpersons: Prof. Jesusito Lim Dr. Berta Ratilla Members:		
Area III. Community Service and Impact of Contribution	Chairpersons: Prof. Efren Saz Dr. Milagros Bales Members: Prof. Arsenio Ramos Ms. Jennifer Ando		
Area IV. Evidence of International Linkages and Consortia	Chairpersons: Dr. Ma. Juliet Ceniza Prof. Alan Loreto		

	Members: Ms. Connel Antipaso Ms. Honey Sofia Colis	5. The Dean of CAFS should check from time to time the progress of the work of the 5 committees.	
Area V. Well developed planning process which support quality assurance	Chairpersons: Dr. Edgardo Tulin Dr. Lourdes Cano Members: Dr. Ruth Escasinas Ms. Wenifreda Oclinaria		
Self-Evaluators Committee	Chairpersons: Dr. Oscar Posas Dr. Lualhati M. Noriel Members: Dr. Arturo Pasa Dr. Alberto Taveros Dr. Beatriz Belonias Dr. Candelario Calibo Prof. Epifania Loreto	Self-evaluate the supporting documents and the comprehensive Narrative Profile before submission to AACCUP two months before the scheduled visit.	The Dean of CAFS should inform the self-evaluators if the documents are ready for evaluation.
OTHER COMMITTEES			
1. Program and Invitation (including Opening/Closing programs/Exit Conference/Welcome Socials)	Chairperson: Dr. Lualhati Noriel Members: Ms. Connel Antipaso Ms. Sarah Ravelo Ms. Remenita Solis	1. Prepare the program of activities for the whole duration of activities. 2. Prepare and send invitation. 3. Prepare certificate of appreciation/ID for Accreditors and facilitators.	Should confer with the availability of persons who have part in the program.
2. Documentation (Video and Print)	Chairperson: Prof. Alan Loreto Members:	1. Document daily activities. 2. Produce newsletter about AACCUP Level IV (Phase I) and Level IV (Phase 2) for distribution. 3. Prepare/update video about VSU as an academic and research institution for presentation during courtesy call/opening program.	

3. Multi-media	Chairperson: Engr. Sean Villagonzalo Members: Engr. Apolonio Encierto Mr. Arnel Gucela Mr. Jerome Godoy	1. Provide and install necessary equipment like LCD, Laptop, TV, microphone, etc. in the assigned venue during the opening/closing programs/exit conference. 2. Coordinate with the program, venue and social committees where to install the equipment.	
4. Ushering and reception	Chairpersons: Prof. Argina Pomida Dr. Leslie Ubaub Members:	1. Properly usher the guests/accreditors during their arrival and during opening/closing programs, welcome dinner and exit conference.	
5. Food	Chairpersons: Ms. Vilma Olleras Ms. Rebecca Napiere Members: All Guest House Staff	1. Prepare healthy and nutritious foods for the guests/accreditors. 2. Coordinate with the UAC/OVPI regarding the numbers of persons who will be served. 3. Ensure timely preparation and serving of foods. 4. Deliver the snacks to the accreditation venues. 5. Serve snacks during the night when the accreditors are doing OT work in writing the report.	
6. Accommodation	Chairpersons: Dr. Lualhati Noriel Dr. Ma. Theresa Loreto Members: Ms. Alicia Flores Ms. Wenifreda Oclinaria Ms. Sarah Ravelo Mr. Raul Anthony Valenzona	1. Ensure comfortable accommodation of the guests/accreditors. 2. Check from time to time to know what are needed by the accreditors. 3. Coordinate with transportation committee for the transport requirements during the entire period of the activity.	
7. Transportation	Chairperson: Prof. Alan Loreto Members:	1. Coordinate with the UAC regarding the schedule of arrival and departure of the accreditors. 2. Prepare the 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 the venue.	
8. Socials	Chairperson: Dr. Ma. Juliet Ceniza Members:	1. Plan and discuss the program for presentation during the welcome dinner with approval from the OP. 2. Coordinate with the Venue Committee and Multi-media Committee re: the needed equipment for the socials.	
9. Souvenir and Token	Chairperson: Prof. Alan Loreto Members: Ms. Honey Sofia Colis	1. Prepare souvenir and token for the accreditors to be given after the closing program/exit conference. 2. Order bags for the accreditors. 3. Coordinate with the UAC re: the number of accreditors.	
10. Billboards/streamers/signages	Chairperson: Dr. Roberto Guarte Members: Engr. Nestor Israel Ms. Mirian Tan Mr. Silvestre Cagande Mr. Misael Cerna Mr. Domingo Flandez	1. Prepare new billboards/tarpaulins/signages and install in appropriate/designated places. 2. Coordinate with the UAC re: the text to be written on the tarpaulin/signages.	
11. Venue Preparation (including stage, lights and sounds)	Chairperson: Dr. Edgardo Tulin Members: Ms. Wenifreda Oclinaria Prof. Mario Baliad Dr. Milagros Bales Mr. Clementino Borela Engr. Apolonio Encierto	1. Make reservation for the venue of the opening/closing programs/exit conference (please reserve 1 st and 2 nd Floor of the CCE). 2. Prepare the lights, sounds in the venue. 3. Coordinate with the Multi-media Committee re: the needed equipment (e.g. microhone, videoke, laptop, LCD)	

12. Secretariat	Chairperson: Prof. Winston Tabada Members: Ms. Magdalena Unajan Ms. Sarah Ravelo Ms. Remenita Solis Mr. Raul Anthony Valenzona	1. Assist the accreditors in making the report. 2. Provide needed office supplies and materials. 3. Install laptops/printers in the Apartelle/other designated places.	
13. First Aid	Chairpersons: Dr. Elwin Jay Yu Dr. Josephine Zafico Members: VSU Hospital Staff	1. Make available the VSU Hospital vehicle more particularly during the night. 2. Apply first aid to AACCUP accreditors who are hypertensive/or who might get sick during the accreditation.	
14. Borrowing	Chairperson: Dr. Marcelo Quevedo Members: Mr. Rolando Oracion Ms. Remenita Solis	1. Borrow tables, chairs and other materials needed for installing the computers/printers to be used by the accreditors. 2. Facilitate the return of the same materials mentioned above.	