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Office of the President

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MEMORANDUM CIRCULAR NO. 10

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T O: All Concerned

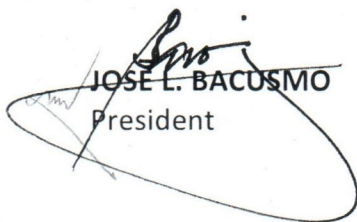
R E: Task Force Committees for Level IV Phase 2 AACCUP Accreditation

Please be informed that the following degree programs will undergo the Level IV Phase 2 accreditation in November 2015:

- Bachelor of Elementary Education
- Bachelor of Secondary Education
- Bachelor of Animal Science
- Bachelor of Science in Agribusiness
- MS Agriculture/Education
- MAgDev Agriculture/Education

For a successful conduct of this activity you are hereby assigned as Chairpersons, Co-Chairpersons and Members of the five (5) areas to be evaluated by the AACCUP and of the other Working Committees.

Your utmost cooperation is highly appreciated.


JOSE L. BACUSMO
President

Task Force Committees for Level IV Phase 2: BS Agribusiness, B Animal Science, BEED, BSED, MS/MA 9Agriculture and Education)

NAME OF COMMITTEE	COMPOSITION	RESPONSIBILITIES
A. OVERALL COORDINATION	<p>Chairperson: Dr. Jose L. Bacusmo</p> <p>Co-Chairpersons: Dr. Edgardo E. Tulin</p> <p>Dr. Roberto C. Guarte</p> <p>Dr. Othello B. Capuno</p> <p>Dr. Victor B. Asio</p> <p>Members: Dr. Beatriz S. Belonias</p> <p>Dr. Lueraj Cuadra</p> <p>Dr. Antonio Abamo</p> <p>Dr. Dinah Espina</p> <p>Dr. Lualhati M. Noriel</p> <p>Executive Assistant</p>	<ol style="list-style-type: none"> 1. Oversee the preparations for Level IV 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.
<p>B. Five Areas to be Evaluated per Program</p> <p>Area 1 – Research</p> <p>Area 2 – Teaching and Learning</p> <p>Area 3 - Community Service</p> <p>Area 4 – International Linkages</p> <p>Area 5 – Planning Process</p>	<p>Please see the attached documents prepared by the units concerned for the different programs and the assigned person/s per Area.</p> <p>Overall Coordinator:</p> <p>BS Agribusiness – Dr. Antonio Abamo</p> <p>B Animal Science – Dr. Dinah Espina</p> <p>BEED/BSED – Dr. Lijueraj Cuadra</p> <p>MS/MAGDev (Agric and Educ) – Dr. Beatriz Belonias and Dr. Lorina Galvez</p>	<p>Same for all Programs:</p> <ol style="list-style-type: none"> 1. The Overall Coordinator of each program should meet the task force committee chairpersons of the five areas to be evaluated to discuss the things related to accreditation. 2. The chairperson of each area should meet with the committee members to discuss the plan of activity for their respective area assignment. 3. The committee should identify and collect the supporting documents for their assigned area. They should also read and take note of the different recommendations last Level IV Phase 1 survey and comply with those. 4. Prepare the Narrative Profile (NP) for each program which is to be submitted to AACCUP in August to give time allowance if there are deficiencies that will be noted in the NP. You are already provided with a sample of the NP of the BSA program for your reference. 5. An oral presentation (dry run) of the NP will be done twice for critiquing/improvement before submission to the AACCUP in August. The 1st dry

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		run will be done in June and the 2 nd will be in July. You will be notified for the details about the NP presentation. The improved NP will be forwarded to AACCUP in August to give allowance if ever there will be corrections to be made. The schedule for the Level IV Phase two is November 23 to 27, 2015.
C. Other Committees		
1. Self Survey Committee	<p>BS Agribusiness – Prof. Argina Pomida Dr. Manuel Palomar</p> <p>B Animal Science – Dr. Dinah Espina Dr. Oscar Posas</p> <p>BSED and BEED – Dr. Lijueraj Cuadra Dr. Dolores Alcober</p> <p>MS/MA – Dr. Beatriz Belonias Dr. Lorina Galvez Ms. Rebecca Napiere Dr. Lutgarda Palomar</p>	<ol style="list-style-type: none"> 1. Review the Narrative profile. 2. Help in the improvement of the manuscript before submission to AACCUP in August. 3. See to it that the supporting documents for the 5 areas are available. 4. Check if the recommendations during the 4th survey phase 1 are complied including the supporting documents. 5. Attend the activities related to Level IV Phase 2 accreditation.
2. Program and invitation	<p>Chairperson: Dr. Lualhati Noriel</p> <p>Members: Ms. Connel Antipaso Ms. Sarah Ravelo Ms. Pamela Oraño Mr. Christoper Urate</p>	<ol style="list-style-type: none"> 1. Prepare the program of activities for the whole duration of accreditation process. 2. Send invitation for those who will be invited. 3. Prepare the ID for accreditators, and presentors of the NP. 4. Prepare the names of accreditors/persons who will have a part during the opening /closing programs/exit conference/presentation of the NP.
3. Documentation (Video and Print)	<p>Chairperson: Mr. Jesus Freddy Baldos</p> <p>Members: Ms. Sheila Marie Lemos Mr. Mervyn Loreto, Mr. Genaro Godoy</p>	<ol style="list-style-type: none"> 1. Document daily activities. 2. Put up a newsletter about the activity to be distributed during the opening/closing program. 3. Present video presentation about the VSU as a learning/research university to be presented during the opening program.

Task Force Committees for Level IV Phase 2: BS Agribusiness, B Animal Science, BEED, BSED, MS/MA 9Agriculture and Education)

4. Multi-Media	Chairperson: Engr. Sean Villagonzalo Members: Mr. Arnel Gucela Mr. Mark Dargantes Mr. Jerome Godoy	1. Provide and install necessary equipment (e.g. LCD, computers, etc.) during the conduct of the opening/exit conference/closing program. 2. Coordinate with the committee on venue preparation where to install the equipment.
5. Venue Preparation (including stage, sounds and lights)	Chairperson: Dr. Edgardo Tulin Members: Ms. Wenifreda Oclinaria Prof. Mario Baliad Engr. Apolonio Encierto Mr. Clementino Borela	1. Make reservation of the venue for the opening/closing/exit conference. 2. Prepare the venue including the lights and sounds 3. Coordinate with committee on multi-media re: equipment to be used (e.g. microphone, LCD etc.)
6. Food	Chairperson: Ms. Honey Sofia Colis Members: Guest House Personnel	1. Prepare healthy foods (meals and snacks) . 2. Coordinate with the QAC regarding the number of persons to be served. 3. Ensure timely preparation/serving of meals and snacks. 4. Provide fruits/coffee/tea/crackers inside the accommodation room where the accreditors will stay.
7. Accommodation	Chairperson: Dr. Lualhati M. Noriel Members: Dr. Ma. Theresa P. Loreto Ms. Sarah Ravelo Ms. Pamela Oraño Apartelle Personnel	1. Provide comfortable accommodation for the accreditors/guests. 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: Executive Assistant Members: Mr. Remegio Sanico Ms. Honey Sofia Colis Ms. Erlinda Valenzona	1. Coordinate with the QAC regarding the number of accreditors and their time of arrival/departure. 2. Prepare the trip tickets. 3. Provide necessary vehicles to fetch/conduct the accreditors. 4. Provide standby vehicles during the duration of accreditation to conduct/fetch accreditors, haul snacks, etc.

Task Force Committees for Level IV Phase 2: BS Agribusiness, B Animal Science, BEED, BSED, MS/MA 9Agriculture and Education)

9. Socials	Chairperson: Dr. Ma. Juliet Ceniza Members: Prof. Jesusito Lim Prof. Manolo B. Loreto, Jr. Mr. Freddy Baldos Dr. Aleli Villocino	1. Plan the program for presentation during the welcome dinner. 2. Coordinate with the committees on venue and multi-media re: the equipment needed during the welcome dinner.
10. Ushering and Reception	Chairperson: Ms. Wenifreda Oclinaría Members: Ms. Doryn Jan Lauzon Ms. Lorna Abamo Mr. Roden Troyo Ms. Cecil Joy Duatin	1. Properly usher the guests during arrival, opening/ closing program and exit conference. 2. Order leis for the accreditors. 3. Coordinate with the QAC re: the number of accreditors to be given the lei.
11. Souvenir and Token	Chairperson: Executive Assistant Members: Ms. Honey Sofia Colis Dr. Lorina Galvez Prof. Flora Mia Duatin	1. Prepare souvenir/token for the accreditors to be given after the closing program. 2. Order bags/kits for accreditors. 3. Coordinate with the QAC re: number of accreditors to be given bag.
12. Billboards /Streamers/Tarpaulins/Signages	Chairperson: Dr. Roberto C. Guarte Members: Mr. Silvestre Cagande Ms. Elvira Gorre Ms. Sarah Ravelo Mr. Christopher Urate	1. Make a layout for tarpaulins/streamers/signages. 2. Install the different signages/tarpaulins/streamers in designated places. 3. Coordinate with the QAC re: the texts to be written on the signages.
13. Secretariat	Chairperson : Ms. Magdalena Unajan Members: Ms. Pamela Oraño Ms. Sarah Ravelo Mr. Christopher Urate	1. Provide needed office supplies for accreditors' kit. 2. Borrow laptops/printers from the DCST. 3. Assist in the encoding of report. 4. Install laptops/printers at the Apartelle lobby.
14. Physical Facilities	Chairperson: Dr. Marcelo Quevedo Members: Mr. Noel Borigon Mr. Rolando Oracion	1. Borrow tables, chairs, white board, white board pen, eraser and bring to the Apartelle/Lañada Cottage. 2. Return the borrowed materials after the evaluation.
15. First Aide	Chairperson: Dr. Elwin Jay Yu Members: Dr. Josephine Zafico All VSU Hospital Staff	1. Make available the VSH Hospital ambulance during the entire duration of accreditation. 2. Apply first aid to evaluators /guests who are hypertensive/got sick.

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AREA		PROGRAMS			
		MS AGRICULTURE	MS EDUCATION	MAGDEV AGRICULTURE	MAGDEV EDUCATION
I.	Research	Dr. Victor B. Asio Dr. Berta C. Ratilla Dr. Zenaida C. Gonzaga Prof. Reny G. Gerona Mr. Moises Neil V. Serioño	Dr. Rotacio S. Gravoso Dr. Lijueraj J. Cuadra Dr. Christina A. Gabrillo Prof. Rosa Ophelia D. Velarde	Dr. Victor B. Asio Dr. Berta C. Ratilla Dr. Zenaida C. Gonzaga Prof. Reny G. Gerona Mr. Moises Neil V. Serioño	Dr. Rotacio S. Gravoso Dr. Lijueraj J. Cuadra Dr. Christina A. Gabrillo Prof. Rosa Ophelia D. Velarde
II.	Teaching and Learning	Prof. Jesusito L. Lim Dr. Marilou M. Benitez Dr. Suzette B. Lina Ms. Heide S. Lasquites Mr. Roden D. Troyo	Dr. Editha G. Cagasan Ms. Ma. Rachel Kim L. Aure Ms. Nicolasa N. Florentino	Prof. Jesusito L. Lim Dr. Marilou M. Benitez Dr. Suzette B. Lina Ms. Heide S. Lasquites Mr. Roden D. Troyo	Dr. Editha G. Cagasan Ms. Ma. Rachel Kim L. Aure Ms. Nicolasa N. Florentino
III.	Community Service and Impact	Prof. Efren B. Saz Prof. Arsenio D. Ramos Dr. Ruth O. Escasinas	Dr. Antonia Cecilia Y. Sandoval Prof. Celso P. Ensoy Dr. Milagros C. Bales	Prof. Efren B. Saz Prof. Arsenio D. Ramos Dr. Ruth O. Escasinas	Dr. Antonia Cecilia Y. Sandoval Prof. Celso P. Ensoy Dr. Milagros C. Bales
IV.	International Linkages & Consortia	Dr. Ma. Juliet C. Ceniza Ms. Cecil Joy Y. Duatin Prof. Ernesto F. Bulayog Dr. Erlinda A. Vasquez	Dr. Henry Y. Goltiano Prof. Fatima T. Baliña Prof. Jude Nonie A. Sales	Dr. Ma. Juliet C. Ceniza Ms. Cecil Joy Y. Duatin Prof. Ernesto F. Bulayog Dr. Erlinda A. Vasquez	Dr. Henry Y. Goltiano Prof. Fatima T. Baliña Prof. Jude Nonie A. Sales
V.	Planning Process	Dr. Edgardo E. Tulin Dr. Beatriz S. Belonias Mr. Dioress Vincen T. Arayan Ms. Connel D. Antipaso	Dr. Edgardo E. Tulin Dr. Beatriz S. Belonias Mr. Dioress Vincen T. Arayan Ms. Connel D. Antipaso	Dr. Edgardo E. Tulin Dr. Beatriz S. Belonias Mr. Dioress Vincen T. Arayan Ms. Connel D. Antipaso	Dr. Edgardo E. Tulin Dr. Beatriz S. Belonias Mr. Dioress Vincen T. Arayan Ms. Connel D. Antipaso
Overall Coordinator		Dr. Beatriz S. Belonias			
Assistant Coordinator		Dr. Lorina A. Galvez			

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AREA		PROGRAMS			
		BACHELOR OF ANIMAL SCIENCE	BACHELOR OF SCIENCE IN AGRIBUSINESS	BACHELOR OF ELEMENTARY EDUCATION	BACHELOR OF SECONDARY EDUCATION
I.	Research	Chairperson: Dr. Lolito C. Bestil	Chairperson: Prof. Analita A. Salabao Members: Ms. Joviel R. Teves Mr. Harry Jay Clavite	Chairperson: Dr. Lijueraj J. Cuadra Members: Ms. Ma. Rachel Kim L. Aure Mr. Andrew A. Mazo Mr. Raymund Igcasama Dr. Norberto F. Milla	
II.	Teaching and Learning	Chairperson: Ms. Maria Rosa Delima C. Gerebise	Chairperson: Prof. Argina M. Pomida Members: Ms. Joviel R. Teves Prof. Analita A. Salabao Mr. Stephen Alexeus G. Baltazar Mr. Christopher Galgo Ms. Guia Gandy A. Hermoso	Chairperson: Dr. Melinda L. Lavega Members: Mr. Ricarido C. Nanggan, Jr. Ms. Sheena Eunice B. Tabudlong Mr. Edilberto A. Artiga, Jr. II Ms. Divina L. Valenzona	
III.	Community Service and Impact	Chairperson: Mr. Manuel D. Gacutan Co-Chairperson: Mr. Warren D. Come	Chairperson: Ms. Angelita Paradero Members: Prof. Argina M. Pomida Ms. Ma. Grace V. Sales	Chairperson: Dr. Rosario P. Abela Members: Ms. Izel Ann A. Leona Mr. Joselle R. Cayetano Mr. Lomel Q. Abarquez Mr. Rev Rhizza L. Aure Mr. Jorge S. Valenzona	
IV.	International Linkages & Consortia	Chairperson: Dr. Dinah M. Espina	Chairperson: Dr. Antonio P. Abamo Members: Ms. Joviel R. Teves Ms. Analita A. Salabao Mr. Harry Jay Clavite	Chairperson: Mr. Helmar G. Ycong Members: Prof. Vicente B. Antipaso Mr. Jovel M. Aberilla Mr. Lyndon L. Maningo Prof. Ma. Nena Q. Ramos	
V.	Planning Process	Will ask first Dr. Espina who will replace the late Dr. Alberto Taveros	Chairperson: Engr. Elvira E. Ongy Members: Ms. Doryn Jan L. Avila Ms. Julia A. Tabinas Mr. Emmanuel Josain Mr. Gideon Niel Tan Ms. Snowie Jayne Galgo	Chairperson: Dr. Rizalina D. Truya Members: Dr. Aleli A. Villocino Dr. Lijueraj J. Cuadra Dr. Remberto A. Patindol	
Overall Coordinator		Dr. Dinah M. Espina	Dr. Antonio P. Abamo	Dr. Lijueraj J. Cuadra	
Assistant Coordinator		Mr. Manuel D. Gacutan	Prof. Argina M. Pomida	Dr. Rosario P. Abela	