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Office of the President

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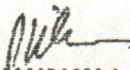
MEMORANDUM CIRCULAR NO. 39

Series of 2004

T O: All Concerned

**R E: Task Force/Working Committees for the 2nd AACCUP Re-Survey Visit
For Level III Candidacy of the BSA/BSAEd/BSAB and MS/MagDev
Programs in LSU**

In connection with the 2nd AACCUP Re-Survey Visit for Level III accreditation scheduled on June 30 – July 2, 2004, the attached working committees are created to ensure a successful conduct of said activity. Your cooperation and support is earnestly requested.


PACIENCIA P. MILAN
President

Task-Force/Working Committees for the 2nd AACCUP Re-Survey Visit for Level III Candidacy of the BSA/BSAgEd/BSAB and MS/MagDev Programs in LSU

A. Overall Coordination

Chairperson: Dr. Paciencia Milan
 Co-Chairpersons: Dr. Manuel Palomar
 Dr. Justiniano Seroy
 Sub Coord. (for CA): Dr. Oscar Posas
 Sub Coord. (for GS): Dr. Misael Diputado, Jr.

B. Accreditation Area Committees

Area 1. Mission, Goals and Objectives

Chairperson: Mr. Daniel Tudtud, Jr.
 Co-Chair (for CA): Ms. Bebiana Balbarino
 Co-Chair (for GS): Ms. Bernardita Bibera
 Members: Ms. Teresita Quirangola
 Dr. Pedro Armenia
 Mr. Ronillo Cano
 Prof. Lucy Paloma
 Mr. Vicente Cordero

Area 2. Faculty

Chairperson: Dr. Manuel Palomar
 Co-Chair (for CA): Dr. Oscar Posas
 Co-Chair (for GS): Dr. Misael Diputado, Jr.
 Members: Dr. Edgardo Tulin
 Dr. Rolinda Sanico
 Dr. Raquel Serohij
 Ms. Teresita Quirangola
 Ms. Nicolasa Florentino
 Ms. Connel Antipaso

Area 3. Curriculum and Instruction

Chairperson: Dr. Edgardo Tulin
 Co-Chair (for CA): Dr. Oscar Posas
 Co-Chair (for GS): Dr. Misael Diputado, Jr.
 Members: Ms. Linda Mariscal
 Dr. Dolores Alcover
 Dr. Rotacio Gravoso
 Mr. Eusebio Olleras
 Ms. Heide Lasquites
 Ms. Elvira Soria

Area 4. Students

Chairperson: Prof. Aurora Alkuno
 Co-Chair (for CA): Ms. Linda Mariscal
 Co-Chair (for GS): Ms. Carmencita Reyes
 Members: Dr. Serena Sanchez
 Mr. Arnold Galenzoga
 OSA Staff

Area 5. Research

Chairperson: Dr. Jose Bacusmo
 Co-Chair (for CA): Dr. Angela Ferraren
 Co-Chair (for GS): Prof. Rosa Ophelia Velarde
 Members: Dr. Lualhati Noriel
 Ms. Heide Lasquites
 Ms. Hazel Bellezas
 Dr. Lelita Gonzal
 Dr. Algerico Mariscal

Area 6. Extension and Community Involvement

Chairperson: Dr. Jose Bacusmo
 Co-Chair (for CA): Dr. Wolfreda Alesna
 Co-Chair (for GS): Prof. Milagros Rales
 Members: Dr. Rodrigo Sebidos
 Ms. Marjorie Obando
 Ms. Marites Sales
 Ms. Mildred Nayre
 Mr. Vicente Cordero
 Dr. Perfecto Bartolini

Area 7. Library

Chairperson: Ms. Rebecca Napiere
 Co-Chair (for CA): Ms. Andreli Pardales
 Co-Chair (for GS): Ms. Pacita Escalante
 Ms. Catalina Pasoual
 Library Staff
 Dr. Rolinda Sanico

Area 8. Physical Facilities and Development

Chairperson: Engr. Nestor Israel
 Co-Chair (for CA): Engr. Gregorio Galinato, Jr.
 Co-Chair (for GS): Engr. Manolo Loreto
 Ms. Jeanette Israel
 Mr. Dominador Lauzon
 Engr. Apolonio Encierto
 Mr. Silvestre Cagande
 Engr. Mario Liho Valenzona
 Ms. Nicolasa Florentino

Area 9. Laboratories

Chairperson: Dr. Ruben M. Gapasin
 Co-Chair (for CA): Dr. Marilyn M. Belarmino
 Co-Chair (for GS): Dr. Lualhati Noriel
 Members: Dr. Raquel C. Serohijos
 Dr. Serena Sanchez
 Dr. Rotacio Gravoso

Area 10. Administration

Chairperson: Dr. Jose Alkuno, Jr.
Co-Chairperson: Dr. Lourdes Cano
Members: Ms. Norma Cala
Ms. Erlinda Esguerra
Ms. Corazon Nuevo
Ms. Wenifreda Oclinaria
Ms. Clarita Sarzona
Ms. Cecille Joy Duatin

C. Self Survey and Evaluation

Chairperson: Dr. Justiniano Seroy
Co-Chair (for CA): Ms. Rebecca Napiere
Co-Chair (for GS): Engr. Alan Presbitero
Members: Dr. Remberto Patindol
Dr. Lutgarda Palomar
Dr. Beatriz Belonias
Prof. Lucy Paloma
Prof. Ma. Luisa Diputado
Prof. Fermin Inoferio
Prof. Rosario Abela

D. Program and Invitation

Chairperson: Mr. Daniel M. Tadtud, Jr.
Co-Chairperson: Mr. Freddie Baldos
Members: Ms. Zeny Gerona
Mr. Onofre Belonio
Mr. Domingo Flandez
Ms. Elvira Soria

E. Ushering and Reception

Chairperson: Dr. Nelen Lambert
Co-Chairperson: Prof. Rufina Capuno
Prof. Berta Ratilla
Prof. Elvira Oclarit
Prof. Elizabeth Briones
Ms. Elvira Soria
Ms. Heide Lasquites
Ms. Nicolasa Florentino

Committee Functions:

A. Accreditation Areas

1. Coordinate with Dr. Oscar B. Posas, CA Dean and Dr. Misael T. Diputado, Jr, ODGS Dean regarding the documents that need to be gathered and displayed
2. Gather necessary documents for display at the CA and ODGS AACCUP centers.
3. Make necessary recommendations on how the documents and exhibits are displayed at the two centers.
4. Do specific committee-related work (e.g., display VMGO billboards in strategic places in the university; initiate clean-up day for the whole university; assess and make recommendations for improvement of physical facilities of the university; encouraging students and faculty to internalize the LSU VMGO's, etc.)

B. Self Survey and Evaluation

1. Conduct a self survey and evaluation of the two AACCUP centers at least two (2) weeks before the scheduled Accreditation.
2. Make a general assessment of the compliance to set standards of the programs under survey.
2. Make recommendations/suggestions on how to complete the displays and exhibits as well as improve their presentation.

C. Program, Invitation and Documentation

1. Prepare announcements, streamers, etc.
2. Prepare itinerary of accreditors and general program of activities.
3. Document accreditation process

D. Reception and Ushering

1. Arrange for accommodation, meals and snacks for the accreditors.
2. Prepare bouquets/leis for the accreditors.
3. Guide the accreditors to the AACCUP centers and other places in the university.