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27 May 2021

MEMORANDUM NO. 467
Series of 2021

T O: All Concerned Faculty and Staff

R E: Task force for the Online AACCUP Accreditation (Level II) of the BS in Biotechnology on November 8-12, 2021

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **members** of the **Task Force** for the Online Accreditation (Level II) of the BS in Biotechnology, effective May 1, 2021 until November 30, 2021 or unless sooner revoked or terminated by higher authorities.

AREA/ FACULTY/ STAFF INCHARGE	RESPONSIBILITIES
A. Program Coordinator Ms. Kyza Mae M. Ramoneda Dr. Ma. Theresa P. Loreto	<ol style="list-style-type: none"> Oversee the preparation of the Program Performance Profiles (PPPs), Supporting Documents (<i>based on the survey instruments for the programs</i>), Compliance Reports (<i>based on the findings and recommendations during the previous visit</i>), and other documents needed for the accreditation of the BS in Biotechnology program; Coordinate with ODQA for any concern related to the AACCUP accreditation of the BS in Biotechnology program. Inform the ODQA regarding the program's readiness to submit documents for in-house evaluation;
B. Area Incharge Area I (VMGO) - Marciana B. Galambao Area II (Faculty) - Ms. Sarah Jean C. Sugano Area III (Curriculum and Instruction) - Ms. Kyza Mae M. Ramoneda Area IV (Support to Students) - Ms. Donna Christine Q. Ramos	<ol style="list-style-type: none"> Take charge in the preparation of the Program Performance Profiles (PPPs), supporting documents and compliance report for the assigned area/s; Submit to ODQA (formerly QAC) e-copies of the Program Performance Profiles (PPPs), Supporting Documents (<i>based on the survey instruments for the programs</i>), Compliance Reports (<i>based on the findings and recommendations during the previous visit</i>), and other needed documents during the designated deadlines; Upload documents in the google drive / google site / web page(will be designed in cooperation with the

Area V (Research) – Ms. Jo Jane D. Atok Area VI (Extension and Community Involvement) – Ms. Chinelo M. Cardaño Area VII (Library) – Ms. Donna Christine Q. Ramos Area VIII (Physical Plant and Facilities) – Mr. Lourd Franz M. Gabunada Area IX (Laboratories) – Mr. Lourd Franz M. Gabunada Area X (Administration) – Prof. Marciana B. Galambao	<p>VSU Web Team) to be shared to the in-house evaluators and the AACCUP accreditors;</p> <p>4. Serve as local counterparts of the AACCUP accreditors;</p> <p>5. Attend follow up meetings called by the ODQA or OP.</p>
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For your guidance.


EDGARDO E. TULIN
 President