



23 August 2022

MEMORANDUM NO. 638
Series of 2022

T O: All Concerned Faculty and Staff



R E: Task force for the Online AACCUP Accreditation (Level III) of the program Master of Science in Forestry program in October 12 -14, 2022

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 III) of the program Master of Science in Forestry, effective May 1, 2022, until October 31, 2022 or unless sooner revoked or terminated by higher authorities.

I. PROGRAM AREA/TASK FORCE MEMBERS	RESPONSIBILITIES
A. Program Incharge: Dr. Anatolio N. Polinar	1. Oversee the preparation of the Narrative Profiles (NPs), 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 MS in Forestry program; 2. Coordinate with ODQA for any concern related to the AACCUP accreditation of the MS in Forestry program. 3. Inform the ODQA regarding the program's readiness to submit documents for in-house evaluation;
B. Mandatory Area Incharge	1. Take charge in the preparation of the Narrative Profile of the assigned area
Area 1 – Instruction Chairperson: Dr. Angelica P. Baldos Member: Dr. Hernando L. Mondal	2. Submit to ODQA (formerly QAC) e-copies of the Narrative Profiles and other needed documents during the designated deadlines.
Area 2 - Extension Chairperson: Dr. Anatolio N. Polinar	3. Upload documents in the Google Drive to be shared to the in-house evaluators and the AACCUP accreditors 4. Inform the ODQA regarding the program's

C. Chosen Areas	readiness to submit documents for evaluation
Area 3 - Research Chairperson: Dr. Renezita S. Come	5. Serve as local counterparts of the AACUP accreditors
Area 4 – Linkages and Consortia Chairperson: Dr. Arturo E. Pasa Member: Dr. Teofanes A. Patindol	6. Attend follow up meetings called by the ODQA or OP
II. Compliance Report Taskforce	
Area I- VMGO Chairman: Dr. Renezita S. Come	1. Prepare the compliance report matrix and the supporting documents for the assigned Area
Area II- Faculty Chairman: Dr. Angelica P. Baldos	2. Submit to ODQA e-copies of the documents during the designated deadlines.
Area III- Curriculum and Instruction Chairman: Dr. Teofanes A. Patindol	3. Upload documents in the Google Drive to be shared to the in-house evaluators and the AACUP accreditors
Area IV- Support to Students Chairman: Dr. Anatolio N. Polinar	4. Inform the ODQA regarding the program's readiness to submit documents for evaluation
Area V- Research Chairman: Dr. Renezita S. Come	
Area VI- Extension and community Development Chairman: Dr. Anatolio N. Polinar	
Area VII- Library Chairman: Dr. Hernando L. Mondal	
Area VIII- Physical Plant and Facilities Chairman: Dr. Arturo E. Pasa	
Area IX- Laboratories Dr. Arturo E. Pasa	
Area X- Administration Chairman: Dr. Dennis P. Peque	

For your guidance.


 **EDGARDO E. TULIN**
 President *OK B Aug 2022*