



9 March 2017

MEMORANDUM NO. 201

Series of 2017

**T O: All Vice Presidents/College Deans/Department Heads, Center Directors;
Unit Heads, Faculty/Staff and Students**

R E: Institutional Accreditation (Round 2)

This is to reiterate the items mentioned in OP Memorandum No. 15, series of 2017 regarding the conduct of the 2nd Round of Institutional Accreditation on March 27 – 31, 2017.

- Everybody is enjoined to participate in the Opening and Closing Programs as well as in the Exit Conference.
- All are requested to refrain from travelling during the duration of the accreditation.
- Everybody is requested to keep their working place neat and orderly, including classrooms, comfort rooms and immediate surroundings.

Among the activities to be conducted during the entire period are the following:

1. **Class Observation.** The Registrar's Office is requested to provide the QAC the schedule of all classes per College for this 2nd Semester SY 2016-2017. For faculty members who have changed their class schedule (Time/day/room assignment), please inform the Registrar's Office and provide them the new schedule.
2. **Interview of different stakeholders (alumni, faculty/staff, students, community partners, parents and key officials).**
The Deans/Department Heads (main campus) only are to submit names of at least five of their stakeholders (except the key officials and students) to QAC for interview. The USSO and the President of the USSC will take charge of students to be interviewed. We will provide you with schedule (time/day/venue) of the interview later. Please invite graduates who are working outside the University.
3. **Project sites visit.** The Office of the Vice President for Research and Extension in coordination with all the College Deans/Department Heads are requested to submit the list of the on-going research and extension projects/studies to include the following: Title of the project/study, name of proponents/s, funding agency, budget, and location. Since there will be project site visits, it is expected that the site/location is well prepared and properly labeled. The Project Leader/Study Leader are also requested to be available to accompany the accreditors in-charge in Research and Extension areas.

Your continued support and cooperation is highly requested.


EDGARDO E. TULIN
President *ac 3/10/17*