



6 November 2020

MEMORANDUM CIRCULAR NO. 102
Series of 2020

T O: All Concerned Faculty and Staff

R E: Postponement of the Online AACUP Accreditation of Eight (8) VSU-Main Campus Programs to April or May 2021

This is to inform the faculty and staff of the programs listed below and the members of the working committees that the **Online Accreditation** of eight (8) VSU-Main Campus programs originally scheduled by AACUP on November 30 to December 5, 2020 will be **moved to April or May 2021**. The programs and the type of survey to be conducted are as follows:

Degree Program	Type of Survey to be Conducted
1. Bachelor of Science in Agriculture (<i>major in Agronomy, Soil Science, Horticulture, Plant Protection, Agricultural Economics, Plant Breeding, & Animal Science</i>)	Level IV Phase 2
2. Master of Education (MEd), major in English, Biology, Chemistry, and Physical Education	Level I
3. MS in Land Administration and Management (MSLAM)	Level I
4. Master of Land Administration and Management (MSLAM)	Level I
5. BS Statistics	Level I
6. BS in Mechanical Engineering	Level I
7. MS Language Teaching	Preliminary Survey Visit (PSV)
8. AB English	PSV

Note, however, that even if the schedule of the online accreditation is moved to next year, concerned faculty and staff of the programs to be accredited should continue to prepare the needed documents. **The documents should be ready for evaluation by the internal accreditors of VSU by the end of February 2021.** To ensure success of this accreditation activity, different working committees had been formed earlier (*please refer to the attached list*). The respective Chairpersons are requested to meet with their members to plan regarding their committee assignments.

Your utmost cooperation and wholehearted support are requested.


EDGARDO E. TULIN
President

Working Committees for the Online AACUP Accreditation of Eight (8) VSU Main Campus Programs in April 2021

NAME OF COMMITTEE/ COMPOSITION	RESPONSIBILITIES	REMARKS
A. OVERALL COORDINATION Chairperson: Dr. Edgardo E. Tulin Co-Chair: Dr. Beatriz S. Belonias Members: Mr. Allen Glennie P. Lambert Dr. Remberto A. Patindol Dr. Dilberto O. Ferraren Dr. Othello B. Capuno Dr. Editha G. Cagasan Dr. Milagros C. Bales Prof. Elvira E. Ongy Dr. Victor B. Asio Dr. Bayron S. Barredo Dr. Lilian S. Nuñez Engr. Jundy R. Castil Prof. Virgelio M. Alao Dr. Jett C. Quebec	<ol style="list-style-type: none"> 1. Oversee all the preparations for the AACUP accreditation of the eight (8) programs. 2. Check regularly the accomplishments/outputs of the various committees by conducting meetings/ consultations. 3. See to it that all faculty/staff/students including the key officials are aware of the coming activity and be reminded of their responsibilities. 	<p>The OP will issue a Memo regarding the conduct of Program Accreditation.</p> <p>Follow up meetings will also be called.</p>
B. PREPARATION OF DOCUMENTS AND OTHER REQUIREMENTS FOR THE PROGRAMS TO BE EVALUATED Each program should create its own task force committees to take care in the preparation of the following: <ul style="list-style-type: none"> • Narrative Profiles (for the 5 selected areas), compliance reports, other required documents, and Powerpoint Presentation for BSA which will undergo Level IV Phase 2 accreditation; • Program Performance Profiles (for 10 Areas), compliance reports, and other needed documents for the 5 programs to undergo Level I accreditation; • Checklist of available 	<ol style="list-style-type: none"> 1. The Program In-Charge should meet their respective task force committee members regularly to discuss the progress of the preparation of the Program Performance Profiles (PPP) for the 10 AREAS (for Level 1 accreditation), the Narrative Profiles for the 5 selected areas (for BSA Level IV accreditation), the compliance reports (based on the recommendations during the last survey visit), Checklist of data/information as indicated in the PSV survey instrument, and other needed documents as indicated in the AACUP guidelines. 2. Submit to QAC e-copies of the PPPs (for programs that 	<p>The electronic copies of the PPPs/NPs, Compliance Reports, and other needed documents should be ready 3 weeks before the actual online accreditation. Per ACCUP guidelines, these documents should be uploaded to a cloud storage 2 weeks before the schedule of the online accreditation by AACUP accreditors.</p> <p>Each program should submit the following to the QAC at least one month before the actual accreditation:</p>

<p>documents, plus the actual documents indicated in the evaluation instrument, for the two programs that will be subjected to PSV.</p> <p>Program In-Charge:</p> <p>Dr. Victor B. Asio – Bachelor of Science in Agriculture (BSA) with 7 major fields of specialization - <i>Agronomy, Soil Science, Plant Protection, Horticulture, Plant Breeding, Animal Science, Ag. Economics</i>)</p> <p>Dr. Bayron S. Barredo – Master of Education (MEd), <i>major in English, Biology, Chemistry, and Physical Education</i></p> <p>Dr. Lilian S. Nuñez – MSLAM and MLAM</p> <p>Engr. Jundy R. Castil – BS in Mechanical Engineering</p> <p>Prof. Virgelio M. Alao – BS in Statistics</p> <p>Dr. Jett C. Quebec – MS Language Teaching and AB English</p>	<p>will undergo 1st survey visit), Narrative Profiles (for BSA which will be subjected to Level 4 Phase 2 online accreditation) and other needed documents during the designated deadlines. Since review of programs that will undergo PSV will be done internally, QAC will review their readiness before the actual survey.</p> <ol style="list-style-type: none"> For Level IV and Level 1 accreditation -- In preparing the compliance report, use the template to be provided by the QAC. For PSV -- See to it that the labelling of all the supporting documents is based on the program instrument, not on the PPP. See to it that each program is using the appropriate survey instrument. If you are not aware of the instrument kindly inquire from the QAC. Attend follow up meetings called by the QAC/OP Inform the assigned technical evaluators in your respective program regarding your readiness to evaluate your documents. 	<ol style="list-style-type: none"> Names of different stakeholders with contact details (students, parents, local leaders, extension project cooperators) who may be interviewed by the accreditors if needed. Schedule of online classes, with the name of the faculty, subject/s being taught, time of virtual class. <i>(Some accreditors may join online classes to do class observation.)</i>
<p>C. SELF-EVALUATION COMMITTEE</p> <p>Chairperson: Dr. Editha G. Cagasan</p> <p>Co-Chairpersons: Dr. Milagros C. Bales Prof. Elvira E. Ongy</p> <p>Members: Technical Evaluators <i>(These include those who have participated in the Virtual Training on Online Accreditation System conducted by AACUP in</i></p>	<ol style="list-style-type: none"> The Technical Evaluators will check and evaluate all documents and see to it that these are relevant to the areas being evaluated. Evaluation of documents will be done using the appropriate instruments. Read and improve (if there is a need) the contents of the PPPs/NPs before submission to QAC. Submit the results (ratings) of the evaluation to QAC on 	<p>Self-survey/ evaluation will start 3-4 weeks before the actual online accreditation on Nov. 30-Dec. 5, 2020</p>

<p><i>August 2020) :</i></p> <ol style="list-style-type: none"> BSA (Level IV Phase 2) Dr. Beatriz S. Belonias, Dr. Anabella B. Tulin, Dr. Suzette B. Lina MS in Land Administration and Management (Level I) – Dr. Moisel Neil Serioño Dr. Lourdes B. Cano Ms. Andreli D. Pardales (Library) Master in Land Administration and Management (Level 1) – Dr. Salome B. Bulayog Prof. Argina M. Pomida Ms. Andreli D. Pardales (Library) Master of Education (MEd), Level 1 Dr. Rachel Kim Aure Dr. Milagros C. Bales Ms. Andreli D. Pardales (Library) BS Statistics (Level 1) Dr. Jude B. Rola Dr. Analyn M. Mazo Mr. Vicente A. Gilos (Library) BS in Mechanical Engineering (Level 1) Prof. Manolo B. Loreto, Jr. Prof. Epifania G. Loreto Mr. Vicente A. Gilos (Library) MS Language Teaching (PSV) Dr. Editha G. Cagasan Dr. Lualhati M. Noriel Mr. Vicente A. Gilos 	<p>the designated deadline.</p>	
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<p>(Library)</p> <p>8. AB English (PSV) Dr. Maria Theresa P. Loreto Dr. Elvira Oclarit Mr. Vicente A. Gilos (Library)</p>		
<p>D. PROGRAM AND INVITATION (including online opening/closing programs, and the exit conference)</p> <p>Chairperson: Dr. Milagros C. Bales</p> <p>Co-Chairpersons: Dr. Editha G. Cagasan Ms. Connel D. Antipaso</p> <p>Members: Ms. Pamela P. Oraño Mr. Anthony Raul Valenzona</p>	<ol style="list-style-type: none"> 1. Prepare program of activities for the whole duration. 2. Prepare and send invitation. 4. Prepare the certificates of appreciation for the accreditors and ID of the taskforce members, accreditors, and facilitators for the PSV. 	<p>Confer with the availability of persons who have part in the program.</p>
<p>E. STORAGE, UPLOADING, RETRIEVAL AND SECURITY OF ELECTRONIC DOCUMENTS</p> <p>Chairperson: Engr. Sean O. Villagonzalo</p> <p>Co-Chairpersons: Prof. Elvira E. Ongy Mr. Norman O. Villas</p> <p>Members: Mr. Arnel Gucela Mr. Jerome Godoy Ms. Pamela P. Oraño Mr. Raul Anthony Valenzona Ms. Florianne Mae Villaruel (Will hire more Job Order personnel if needed)</p>	<ol style="list-style-type: none"> 1. Takes charge in the online storage and uploading of all electronic documents needed for the accreditation. 2. Institute measures to insure security of all documents 3. Secures internet connection in the departments offering the programs subjected to accreditation during the schedule of the online accreditation 	<p>Electronic documents need to be uploaded at least two weeks before the actual online survey visit by the AACCUP accreditors</p>
<p>F. DOCUMENTATION</p> <p>Chairperson: Mr. Ulderico B. Alviola</p>	<ol style="list-style-type: none"> 1. Document daily activities 2. Produce Newsletter about AACCUP Program 	

Co-Chairperson: Mr. Jed Asaph D. Cortes Members: Mr. Genaro Godoy VSU WebTeam	Accreditation. 3. Prepare video presentation about VSU as an academic and research institution for presentation during the opening program.	
G. FOOD Chairperson: Ms. Honey Sofia V. Colis Co-Chairperson: Ms. Josefina M. Larrosa Members: Ms. Pamela P. Oraño Mr. Christian Jayme Guest House Staff	1. Prepare meals and snacks for the self-evaluators, in-charge of the programs accredited and the members of the task forces/working committees during the online accreditation. 2. Ensure timely preparation and serving of foods on time. 3. Deliver snacks for accreditors/local counterparts to the QAC/other venues	Should coordinate with the QAC regarding the total number of persons who will be served snacks/meals and where to serve the snacks
H. SECRETARIAT Chairperson: Dr. Editha G. Cagasan Co-Chairperson: Prof. Elvira E. Ongy Members: Ms. Pamela P. Oraño Mr. Anthony Raul Valenzona Ms. Florianne Mae Villaruel	1. Assist the accreditors in encoding the results, if necessary (for PSV only). 2. Ensure complete record or documentation of attendance during the whole duration of accreditation. 3. Coordinate with the food and invitation committee on the list of persons to be served with food (snacks and lunch) and be given certificates of appreciation 4. Assist the different programs in case there are still additional supporting documents needed by the accreditors.	
I. TRANSPORTATION Chairperson: Engr. Marlon G. Burlas Co-Chairperson: Mr. Raul Anthony Valenzona	1. Coordinate with the QAC regarding the transport requirements during the entire duration of the accreditation activity 2. Prepare trip ticket and voucher to request for gasoline/diesel 3. Should assigned standby	

Members: Mr. Christian Jayme Ms. Florianne Mae Villaruel	vehicle/driver to conduct/fetch the self-accreditors from their offices to the accreditation centers of the programs subjected to PSV; and to deliver meals and snacks to the concerned offices.	
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