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Office of the President

5 February 2016

MEMORANDUM NO. 40

Series of 2016

T O: All Concerned

R E: Level IV Phase 2 AACCUP Accreditation

In connection with the AACCUP Accreditation on February 29 – March 4, 2016 attached are different assignments to ensure a successful conduct of this activity.

Your usual cooperation is requested.


EDGARDO E. TULIN
President

NAME	POSITION	PROGRAM	RESPONSIBILITIES
Dr. Arturo E. Pasa Prof. Argina M. Pomida Dr. Lorina A. Galvez Dr. Lijueraj J. Cuadra Dr. Dinah M. Espina Dr. Beatriz S. Belonias Dr. Editha G. Cagasan	Self evaluator***	MAgDev Agriculture BSAB MS/MAgDev Agriculture BEED/BSED BAS MS/MAgDev Education MS/MAgDev Education	<ol style="list-style-type: none"> 1. Evaluate the supporting documents of the 10 areas based on the recommendations given during the Level IV Phase 2. 2. See to it that the supporting documents for the 5 areas included in the Narrative Profile are in place. 3. Attend the activities (e.g. dry run, opening and closing programs, exit conference) related to Level IV Phase 2.
Dr. Ma. Annabel Gerona Mr. Ulderico Alviola Mr. Jed Asaph Cortes Mr. Toni Mark Dargantes	Members – Documentation (Video and Print)		<ol style="list-style-type: none"> 1. Document daily activities. 2. Put up a newsletter about the activity to be distributed during the opening/closing program. 3. Have a video presentation about VSU as a learning/research university to be presented during the opening program.
Mr. Norman Villas	Member (Multi-Media Committee)		<ol style="list-style-type: none"> 1. Provide and install necessary equipment (e.g. LCD, printer, laptop during the conduct of the opening/closing/exit conference programs. 2. Coordinate with the committee on venue preparation where to install the equipment.
Prof. Francisco G. Gabunada, Jr.	Chairperson, Transportation Committee Chairperson, Souvenir and Token		<ol style="list-style-type: none"> 1. Coordinate with the QAC regarding the number of accreditors and their time of arrival/departure. 2. Prepare trip tickets. 3. Provide necessary vehicles to fetch/conduct the accreditors. 4. Provide standby vehicles during the duration of accreditation to conduct/fetch the accreditors, haul snacks, etc. <ol style="list-style-type: none"> 1. Prepare souvenir/token for the accreditors to be given after the closing program.

			<ol style="list-style-type: none"> 2. Order bags/kits for accreditors (pls. contact Mr. Nevin Pacada of VSU- Cebu Office) 3. Coordinate with the QAC regarding the number of accreditors to be given bag/kit.
Mr. Ana Asumpta Perez Mr. Rommel Garrido Mr. Jayzon Bitacura Ms. Corazon Alvarez	Members, Ushering and Reception Committee		<ol style="list-style-type: none"> 1. Properly usher the guests/accreditors during the arrival, opening/ closing program and exit conference. 2. Order leis for accreditors/guests. 3. Coordinate with the QAC regarding the number of persons to be given the lei.
Dr. Remberto A. Patindol	Chairperson, Billboard/Streamer/Signages Committee		<ol style="list-style-type: none"> 1. Make a layout for tarpaulin/streamer/signages. 2. Install the tarpaulin/streamers in designated places. 3. Coordinate with QAC regarding the texts to be written on the signages.
Dr. Erlinda A. Vasquez Dr. Marcelo A. Quevedo Dr. Feliciano G. Sinon	Chairperson, Physical Facilities Member Member		<ol style="list-style-type: none"> 1. Borrow tables, chairs, white board, white board pens, eraser and bring to the Apartelle or Lañada Cottage. 2. Return the borrowed materials after the evaluation.
Ms. Wenifreda T. Oclinaria	Chairperson, Venue Preparation (including sounds, lights, stage)		<ol style="list-style-type: none"> 1. Make reservation of the venue for the opening/closing/exit conference/welcome socials. 2. Prepare venue including lights and sounds. 3. Coordinate with the Multi-media committee re: equipment to be used (e.g. microphone, LCD, etc.)

***** retirees who are accreditors will be working with you as agreed during the meeting on February 4, 2016 at the OP.**