

# VISAYAS STATE UNIVERSITY

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*Office of the President*

3 October 2008

**MEMORANDUM CIRCULAR NO. 54**  
Series of 2008

**T O: Vice Presidents, Deans, Department Heads, Center Directors  
and Faculty (Main Campus Only)**

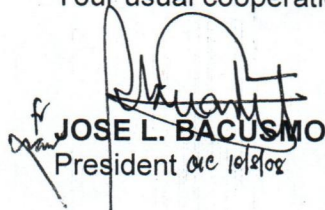
**R E: IQuAME Documents**

The University is preparing documents for the Institutional Monitoring and Evaluation for Quality Assurance (IQuAME). The documents needed for the evaluation are as follows:

1. Updated Curriculum Vitae of the Faculty
2. Photocopy of certificate of attendance/participation of trainings, seminars, workshops attended as listed in the CV covering the period 2003 – 2008.
3. Samples/photocopies of publications, instructional materials, etc.
4. Photograph of plaque received
5. Certified true copy of awards
6. List and proof of trainings/workshops conducted by unit
7. List and proof of research and extension projects/activities by unit

The collection and consolidation of said documents must be done by Department/Institutes/and Centers. Submit all documents to Ms. Mary Grace Lao or Dr. Lualhati M. Noriel, University Accreditation Center, Administration Building on or before **October 17, 2008**.

Your usual cooperation is enjoined.

  
**JOSE L. BACUSMO**  
President *oc 10/2/08*