



18 April 2021

**MEMORANDUM NO. 486**  
Series of 2021

**T O: Dr. Ma. Theresa P. Loreto**

**R E: Appointment as Lead Accreditor for the Preliminary Survey Visit of the AB English Language Studies Program on April 19-23, 2021**

You are hereby appointed as Lead Accreditor for the Preliminary Survey Visit of the AB English Language Studies Program on April 19-23, 2021.

As Lead Accreditor you are to perform the following:

1. Evaluate the program based on the submitted documents;
2. Conduct online interviews with the program task forces and stakeholders through video conferencing platforms;
3. Prepare the accreditation report which include the ratings, and the summary of the Strengths, Areas Needing Improvement and Recommendations in Microsoft Word format.
4. Submit to ODQA the following:
  - A PDF copy of the rated instruments
  - Microsoft word copy of the summary of findings and recommendations

For your services, you are entitled to an honorarium of FOUR THOUSAND PESOS (P4,000.00) upon submission of the workshop output.

Please be guided accordingly

  
**EDGARDO E. TULIN**  
President