



1 March 2017

MEMORANDUM CIRCULAR NO. 13

Series of 2017

T O: All Concerned

R E: Revised Task Force Committees for Institutional Accreditation (Round 2)

In view of changes in designations/assignments, attached is a Revised Task Force Committees for the Institutional Accreditation (Round 2) on March 27-31, 2017.

To ensure success of this activity, all Chairpersons are requested to meet his/her committee members to discuss their assigned tasks.

Please be guided accordingly.


EDGARDO E. TULIN
President

Vision: *The premier university of science and technology in the Visayas.*

Mission: *Provide excellent instruction, conduct relevant research and foster community engagement that produce highly competent graduates necessary for the development of the country.*

NAME OF COMMITTEE	PERSONS INVOLVED	DUTIES AND RESPONSIBILITIES	REMARKS
OVERALL COORDINATION	Chairperson: Dr. Edgardo E. Tulin Co-Chair: Dr. Beatriz S. Belonias Members: Dr. Remberto A. Patindol Prof. Daniel M. Tuditad, Jr. Dr. Othello B. Capuno Dr. Lualhati M. Noriel Ms. Connel D. Antipaso	1. Oversee all preparations for Institutional accreditation. 2. Check regularly the accomplishment/output of the various committees by conducting meetings/consultations.	The OP should issue a Memo regarding the conduct of Institutional Accreditation. There should be conduct of meetings to follow up each committee.
Area 1 Governance and Management	Chairperson: Dr. Remberto A. Patindol Co-Chairperson: Prof. Daniel M. Tuditad, Jr. Members: Dr. Candelario Calibo Dr. Antonio Abamo Dr. Rotacio Gravoso Ms. Louella Ampac Ms. Jessamine Ecleo Ms. Vivian Balbarino	1. Prepare the Institutional Profile (IP) of their respective area and submit to the Quality Assurance Office on designated time. 2. Prepare the supporting documents of their respective area assignment 3. The assigned committee should be present during the actual accreditation to answer questions from the accreditors. 4. The Chairperson/Co-Chairperson should meet regularly the committee members to monitor/discuss the progress of their preparation 5. The Chairperson/Co-Chairperson should attend meetings being called for by the OP/QAC to discuss the status of preparation of their respective area assignment.	The completed Institutional Profile (IP) should be submitted to the QAC for checking before it will be submitted to AACUP. All supporting documents for each area should be deposited at the QAC for checking before the actual accreditation. All documents should be labeled properly before they are displayed inside the cabinets at the QAC.
Area2 Teaching, Learning and Evaluation	Chairperson: Dr. Beatriz S. Belonias Co-Chairperson: Prof. Jesusito L. Lim Members: Dr. Berta Ratilla Dr. Lijeraj Cuadra Prof. Epifania Loreto Ms. Erlinda Valenzona Ms. Heidi Lasquites Ms. Lorna Abamo Dr. Analyn Mazo		
Area 3 Faculty and Staff	Chairperson: Dr. Lourdes B. Cano Co-Chairperson: Ms. Teresita L. Quiñanola Members: Ms. Ma. Fe Gayanilo Ms. Lourdes Managbanag Atty. Rysan Guinocor Prof. Ernesto Bulayog		

	Dr. Lorina Galvez Prof. Rufina F. Capuno Ms. Pamela Oraño	6. The Chairperson should inform the Chairperson of the Self evaluation committee if their documents are completed and ready for evaluation.	
Area 4 Research	Chairperson: Dr. Othello B. Capuno Co-Chairpersons: Dr. Jose L. Bacusmo/ Ms. Maria Verjie Q. Subere Members: Dr. Victor B. Asio Dr. Erlinda A. Vasquez Dr. Feliciano G. Sinon Dr. Arturo E. Pasa Dr. Zenaída V. Gonzaga		
Area 5 Extension, Consultancy and Linkages	Chairperson: Dr. Ma. Juliet C. Ceniza Co-Chairperson: Prof. Efren B. Saz Members: Dr. Arsenio D. Ramos Dr. Wolfreda T. Alesna Dr. Christina A. Gabrillo Dr. Romel B. Armecin Prof. Reny G. Gerona Ms. Adelina O. Carreno Ms. Jennifer E. Ando		
Area 6 Support to Students	Chairperson: Prof. Manolo B. Loreto, Jr. Co-Chairperson: Dr. Aleli A. Villocino Members: Dr. Elwin Jay V. Yu Ms. Marwen Castañeda Ms. Marciana Galambao Mr. Eleizer Velasco Mr. Eusebio Olleras Ms. Janet Alexis de los Santos USSO Staff		
Area 7 Library	Chairperson: Ms. Andreli D. Pardales		

Area 8 Infrastructures and Other Learning Resources	Co-Chairperson: Mr. Vicente Gilos Members: University Library Staff Chairperson: Dr. Moises Neil Serioño Co-Chairpersons: Dr. Ulysses Cagasan Engr. Mario Lilio Valenzona Members: Dr. Humberto Montes, Jr. Prof. Ed Allan Alcober Mr. Norman Villas Mr. Michael Anthony Regis		
Area 9 Quality Assurance Culture	Chairperson: Dr. Editha Cagasan Co-Chairperson: Dr. Lualhati Noriel Members: Dr. Suzette Lina Prof. Rosa Ophelia Velarde Dr. Lorina Galvez Ms. Jennifer Ando Ms. Connel Antipaso Ms. Claudine Rillen Ms. Pamela Oraño		
OTHER COMMITTEES:			
1. Self Evaluation Committee	Coordinator: Dr. Lualhati M. Noriel Dr. Oscar B. Posas Dr. Dolores L. Alcober Ms. Andreli Pardales Mr. Vicente Gilos	1. The Self evaluators should check and evaluate all supporting documents and see to it that they are relevant to the area being evaluated. 2. Read and improve (if there is a need) the content of the IP before submission to QAC/AACCUP before the actual date of accreditation.	
2. Program and invitation (including opening/closing, exit conference, welcome socials)	Chairperson: Dr. Lualhati M. Noriel Co-Chairperson: Ms. Connel Antipaso Members: Ms. Pamela Oraño Mr. Christopher Urate	1. Prepare program of activities for the whole duration. 2. Prepare and send invitation. 3. Prepare the certificate of appreciation and ID of the accreditors/facilitators.	Should confer with the availability of persons who have part in the program.

3. Documentation (Video and Print)	Chairperson: Dr. Rotacio Gravoso Co-Chairperson: Ms. Emelie Tocmo Members: Mr. Genaro Godoy Ms. Sheila Marie Lemos	1. Document daily activities. 2. Produce Newsletter about AACCU Institutional Accreditation of the VSU. 3. Prepare video presentation about VSU as an academic and research institution for presentation during the opening program.	
4. Multimedia	Chairperson: Engr. Sean Villagonzalo Co-Chairperson: Mr. Ulderico Alviola Members: Mr. Arnel Gucela Mr. Jerome Godoy	1. Provide and install necessary equipment like LCD, Laptop, TV monitor, microphone, etc in the assigned venue for the opening/closing programs and exit conference and welcome socials. 2. Coordinate with the program and venue and stage preparation committee where to install the equipment.	
5. Ushering and Reception	Chairperson: Ms. Wenifreda Oclinaría Co-Chairperson: Ms. Ma. Niña Corazon Ceniza Members: Mr. Marlon Calatrava Dr. Annie Gravoso Ms. Marciana Galambao	1. Properly usher the guests/accreditors during opening, closing and evening socials.	The committee is responsible for the ordering of leis.
6. Food	Chairperson: Ms. Josefina Larrosa Co-Chairperson: Dr. Lualhati Noriel Members: Guest House Staff	1. Prepare delicious and healthy foods. 2. Ensure timely preparation and serving of foods on time. 3. Provide snacks(including fruits) during the night to accreditors' room. 4. Deliver snacks for accreditors/local counterparts to the QAC.	Should coordinate with the QAC regarding the total number of persons who will be served snacks/meals
7. Socials	Chairperson: Prof. Alan B. Loreto Co-Chairperson: Prof. Jesusito L. Lim Members: Mr. Joselle Cayetano	1. Select those who will present during the opening program (as intermission) and those who will be presenting during the welcome socials/dinner.	

8. Souvenir and Token	Chairperson: Ms. Connel D. Antipaso Co-Chairperson: Ms. Josefina M. Larrosa Members: Ms. Wenifreda Oclinaría OP Staff	1. Prepare/purchase tokens/souvenirs for accreditors. 2. Order/purchase bags(kit) for accreditors. 3. Coordinate with the QAC regarding the number of persons to be given tokens/bags.	
9. Billboards/Streamers/Signages	Chairperson: Mr. Ulderico Alviola Co-Chairperson: Ms. Elvira Gorre Members: Engr. Mario Lilio Valenzona Ms. Antonieta D. Israel Mr. Mizael Cerna	1. Prepare new billboards/signages/ streamers to be placed at designated places. 2. Coordinate with the QAC re: text to be written in the tarpaulins/signages.	
10. Venue and Stage Preparation (including lights and sounds)	Chairperson: Prof. Daniel M. Tudtud, Jr. Co-Chairperson: Prof. Mario E. Baliad Members: Ms. Gloria Bancale Mr. Mizael Cerna Engr. Apolonio Encierto Mr. Clementino Borela	1. Make reservation of the venue for the opening/closing programs/ evening socials/exit conference. 2. Prepare the lights and sounds in the venue. 3. Coordinate with the Multimedia committee re: the needed equipment (e.g. microphone, videoke, laptop, lcd).	
11. Secretariat	Chairperson: Ms. Jonah Flor Oraño Co-Chairperson: Ms. Pamela Oraño Members: Mr. Christopher Urate	1. Assist the accreditors in encoding the results. 2. Prepare and bring to the Apartelle office supplies needed in making the reports. 3. Install computers/laptops/printers at designated places.	
12. Accommodation	Chairperson: Ms. Connel D. Antipaso Co-Chairperson: Dr. Lualhati Noriel Members: Dr. Ma. Theresa Loreto Ms. Wenifreda Oclinaría	1. Make room reservation for accreditors. 2. Ensure comfortable accommodation and check from time to time to know what are needed by the accreditors. 3. Coordinate with the transportation committee for the transport requirements during the entire period of the activity.	