



23 August 2022

MEMORANDUM NO. 636
Series of 2022

T O: All Concerned Faculty and Staff

R E: Task force for the Online AACCUP Accreditation (Level III) of the Bachelor of Science in Economics program in October 12 - 14, 2022

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **Members** of the **Task Force** for the Online Accreditation (Level III) of the program Bachelor of Science in Economics, effective May 1, 2022, until October 31, 2022 or unless sooner revoked or terminated by higher authorities.

I. PROGRAM AREA/TASK FORCE MEMBERS	RESPONSIBILITIES
A. Program Incharge: Maria Hazel I. Bellezas	1. Oversee the preparation of the Narrative Profiles (NPs), Supporting Documents (<i>based on the survey instruments for the programs</i>), Compliance Reports (<i>based on the findings and recommendations during the previous visit</i>), and other documents needed for the accreditation of the BS in Economics program ; 2. Coordinate with ODQA for any concern related to the AACCUP accreditation of the BS in Economics program. 3. Inform the ODQA regarding the program's readiness to submit documents for in-house evaluation;
B. Mandatory Area Incharge	1. Take charge in the preparation of the Narrative Profile of the assigned area
Area 1 – Instruction Chairperson: Ernesto F. Bulayog Members: Zyra May H. Centino Karl John A. Galvez Carlito O. Suganob Melody Lyn C. Basaca	2. Submit to ODQA e-copies of the Narrative Profiles and other needed documents during the designated deadlines. 3. Upload documents in the Google Drive to be shared to the in-house evaluators and the AACCUP accreditors
Area 2 - Extension Chairperson: Babylyn C. Lambert Members: Brenda M. Ramoneda Mary Cris F. Pleños Melody Lyn C. Basaca	4. Inform the ODQA regarding the program's readiness to submit documents for evaluation

C. Chosen Areas Area 3- Research Chairperson: Maria Hazel I. Bellezas Members: Rufina F. Capuno Crislin B. Cruz Melody Lyn C. Basaca	5. Serve as local counterparts of the AACCUP accreditors 6. Attend follow up meetings called by the ODQA or OP
Area 4 - Linkages/Consortia Chairperson: Moises Neil V. Serioño Members: Ian Dave B. Custodio Melody Lyn C. Basaca	
II. Compliance Report Taskforce	
Area I- VMGO Chairman: Maria Hazel I. Bellezas Member/s: Melody Lyn C. Basaca	1. Prepare the compliance report matrix and the supporting documents for the assigned Area
Area II- Faculty Chairman: Rufina F. Capuno Member/s: Crislin B. Cruz Mary Cris F. Pleños Melody Lyn C. Basaca	2. Submit to ODQA e-copies of the documents during the designated deadlines.
Area III- Curriculum and Instruction Chairman: Ernesto F. Bulayog Member/s: Zyra May H. Centino Karl John A. Galvez Melody Lyn C. Basaca	3. Upload documents in the Google Drive to be shared to the in-house evaluators and the AACCUP accreditors
Area IV- Support to Students Chairman: Karl John A. Galvez Member/s: Melody Lyn C. Basaca	4. Inform the ODQA regarding the program's readiness to submit documents for evaluation
Area V- Research Chairman: Maria Hazel I. Bellezas Member/s: Melody Lyn C. Basaca	
Area VI- Extension & Community Development Chairman: Babylyn C. Lambert Member/s: Melody Lyn C. Basaca	
Area VII- Library Chairman: Zyra May H. Centino Member: Melody Lyn C. Basaca	
Area VIII- Physical Plant and Facilities Chairman: Carlito O. Sukanob Member/s: Anelito C. Pernito Melody Lyn C. Basaca	

Area IX- Laboratories Chairman: Karl John A. Galvez Member/s: Ian Dave B. Custodio	
Area X- Administration Chairman: Carlito O. Suganob Member/s: Anelito C. Pernito Melody Lyn C. Basaca	

For your guidance.


EDGARDO E. TULIN
President