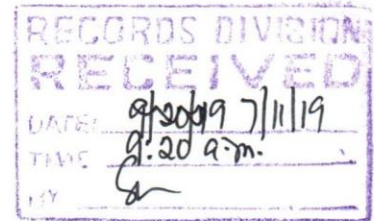




9 July 2019

MEMORANDUM CIRCULAR NO. 66
Series of 2019



- T O:** All VPs, Concerned Deans/Program Heads and Faculty and Staff
- R E:** Task Forces/Committees for the AACCUP Preliminary Survey Visit (PSV) for BS Statistics, BS Mechanical Engineering, Master of Education (majors in Biology, Chemistry, Physical Education and English) Programs

The three programs, namely: BS Statistics, BS Mechanical Engineering and Master of Education with four major fields will undergo AACCUP Preliminary Survey Visit on November 18-22, 2019. To prepare for this PSV and to assure success of this activity, you are hereby designated Program Coordinators, Area In-charge/Coordinators of different areas with your respective duties and responsibilities:

Committee	Responsible persons	Duties and Responsibilities	Remarks
Steering Committee	Dr. Edgardo E. Tulin Dr. Beatriz S. Belonias Dr. Remberto A. Patindol Dr. Dilberto O. Ferraren Dr. Othello B. Capuno Prof. Francisco G. Gabunada, Jr. Dr. Roberto C. Guarte Dr. Aleli A. Villocino Dr. Candelario L. Calibo	1. Oversee all the preparations for the three programs ready for PSV. 2. See to it all the needed logistical support is in place for the preparation of the PSV.	The OP will issue a Memo regarding the final schedule of the PSV. Will call meetings as need arise.
Overall Coordination Chairperson: Members:	Dr. Milagros C. Bales Prof. Elvira E. Ongy Ms. Pamela P. Oraño	1. Check regularly the accomplishment/output of the various respective program coordinators by conducting meetings/ consultations 2. Provide needed documents which are available at QAC. 3. Coordinate with the coordinators on the readiness of the documents and inform the self-evaluators on the actual conduct of self-survey.	

Vision: A globally competitive university of science, technology, and environmental conservation.
Mission: Development of highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Ans



Program Coordinators: BS Mechanical Engineering BS Statistics Master in Education	Engr. Jundy R. Castil Dr. Norberto E. Milla Dr. Bayron S. Barredo	<ol style="list-style-type: none"> 1. Directly supervise the different area in-charge in the preparation of documents seeing to it that all the needed documents are ready a week before the actual PSV. 2. Request for the needed supplies and materials and other logistical needs for the PSV. 3. Coordinate with QAC on the documents needed which may be available at QAC. 	
Area In-charge/ Coordinator by program: Area I- VMGO Area II- Faculty Area III -Curriculum Area IV – Support to Students Area V – Research Area VI – Extension Area VII - Library Area VIII – Physical Plant and Facilities Area IX – Laboratories Area X – Administration Areas I, V and VI Areas VIII and IX Area VII Areas IV and X Areas II and III Area I Area II Area III Area IV Area V Area VI Area VII Area VIII Area IX Area X	<u>BS Mechanical Engineering:</u> Engr. Philip Caesar L. Ebit Engr. Jundy R. Castil Ms. Antonette S. Cruz Engr. Ayrtan John V. Bantay Engr. Jundy R. Castil Ms. Antonette S. Cruz Engr. Jundy R. Castil Ms. Antonette S. Cruz Engr. Vic Angelo L. Impas Engr. Jake Ernest P. Binueza Engr. Jundy R. Castil Ms. Antonette S. Cruz <u>BS Statistics:</u> Mr. Virgelio M. Alao Mr. Paulo G. Batidor Ms. Donna C. Cuyno Ms. May Ann E. Palen Dr. Norberto E. Milla <u>Master in Education:</u> Dr. Aleli A. Villocino Prof. Marilyn N. Manaig Dr. Lijueraj J. Cuadra Ms. Louisa Maria B. Andrade Dr. Ma. Rachel Kim L. Aure Dr. Joel Q. Mabalhin Ms. Marievic S. Flores Dr. Rizalina D. Truya Ms. Crisyl S. Compendio Dr. Bayron. S. Barredo	<ol style="list-style-type: none"> 1. Prepare the supporting documents for their respective area of assignment to be deposited at the respective unit accreditation room for self-evaluation. 2. The assigned in-charge should be present and ready to answer questions of the self- evaluators during the conduct of the PSV and evaluation of documents. 	All documents should be properly labelled and must be organized by area at the respective department accreditation center. Documents should be ready a week before the actual self-survey.



PSV Self-Evaluators: BS Mechanical Engineering BS Statistics Master of Education	Dr. Oscar B. Posas Dr. Lualhati M. Noriel Dr. Dolores L. Alcober	1. Review/Evaluate the readiness of the program seeing to it all supporting documents meets the requirements for next level of accreditation. 2. Submit the PSV report to QAC 2-3 days after the evaluation.	
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Your usual cooperation is highly requested.


EDGARDO E. TULIN
President