



**VISAYAS**  
STATE UNIVERSITY

**OFFICE OF THE  
PRESIDENT**



**MEMORANDUM NO.** 862  
Series of 2024

**TO:** **Dr. Lourdes B. Cano**  
Retired Director, VSU HRMO

**RE:** **Appointment as Internal Technical Evaluator of the Documents and Accreditor for the AACCUP Online Level II Accreditation of the Master in Education major in English and Master in Education major in Physical Education (MEd)**

**FROM:** **DR. PROSE IVY. G YEPES**  
University President

**DATE:** **October 11, 2024**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby appointed as Internal Technical Evaluator of the Documents and Accreditor for the AACCUP Online Level II Accreditation of the Master in Education major in English and Master in Education major in Physical Education (MEd) on October 21-25, 2024. The internal evaluation of documents is scheduled on October 14-18, 2024.

As Internal Evaluator and Accreditor, you are requested to perform the following functions:

1. Review and evaluate the supporting documents of the MEd major in English and MEd major in Physical Education programs to see to it that these are relevant to the areas being evaluated. Evaluation of documents will be done using the appropriate survey instruments;
2. Provide suggestions to improve the documents if needed; and
3. Submit to QAC within five (5) days a copy of the program's internal evaluation results (ratings) and actual accreditation.

As a token of our appreciation for your kind assistance, you are entitled for an honorarium of Five Thousand Pesos (PhP 5,000.00) per program, a total of Ten Thousand Pesos (PhP 10,000.) for the two (2) programs.

Conformee:

**LOURDES B. CANO**  
Internal Technical Evaluator and Accreditor