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Office of the President

1 September 2014

MEMORANDUM CIRCULAR NO. 43
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T O: All Concerned

R E: Task Force Committee for Revisit (BEED/BSDE and Graduate Programs) and
Level IV, Phase I (BAS, BSAB, BSDE) AACCUP Accreditation – Main Campus

Please be informed that the schedule of the AACCUP Revisit (BEED/BSDE and Graduate Programs) and Level IV Phase I (BAS, BSDE and BSAB Programs) accreditation is on November 24 – 29, 2014. To have a smooth flow of the activity, you are hereby requested to act as Chairperson/Member of the different committees. The Chairpersons are requested to meet their members to discuss their assigned task.

Attached are the task force committees per program to be evaluated. The Overall Unit Coordinator per program is requested to make regular follow-up on the progress of preparation of all the documents such as the Program Performance Profile (PPP) and the supporting documents based on the Master Survey Instrument (MSI).

Your continued support and cooperation is higher appreciated.

for: 
JOSE L. BACUSMO
President *9/2/14*

NAME OF COMMITTEE	PERSONS INVOLVED	DUTIES AND RESPONSIBILITIES	REMARKS
I. OVERALL COORDINATION	Chairperson: Dr. Jose L. Bacusmo Members: All Vice Presidents Concerned Deans/Department Heads/ Overall Unit Coordinators Dr. Lualhati M. Noriel	1. Oversee all preparations for revisit and Level IV (Phase 1) accreditation visits. 2. Check regularly the accomplishments/output of the various committees. 3. See to it that faculty, staff and students are aware of the forthcoming activity and should be reminded of their responsibilities.	The OP should issue a Memo regarding the conduct of the Revisit and Level IV Phase 1 accreditation. The concerned Deans/Department Heads should constantly remind their faculty and staff about their responsibilities and to see to it that all the documents required are prepared and on display in their respective AACCUP Center.
II. COMMITTEE ON THE 10 AREAS TO BE EVALUATED	Please see attached Task Force per program (Revisit and Level IV Phase I)	1. Prepare the Updated Program Performance Profile (PPP). 2. Gather and label supporting documents based on the Master Survey Instrument (MSI) specific for each program. 3. Inform assigned Self-Evaluators as to their readiness for self-evaluation.	The PPP should follow the format of the AACCUP. The Overall Unit Coordinator should regularly check the progress of the work per area. The QAC will provide the name of the Self-Evaluators.
OTHER COMMITTEES			
1. Program and Invitation (including Opening/Closing Programs/Exit Conference/Welcome Socials)	Chairperson: Dr. Lualhati M. Noriel Members: Ms. Connel D. Antipaso Ms. Sarah M. Ravelo Ms. Pamela P. Oraño	1. Prepare the program of activities for the whole duration of activities. 2. Prepare and send invitation. 3. Prepare certificate of appreciation/ ID for Accreditors and facilitators.	Should confer with the availability of persons who have part in the program.
2. Documentation (Video and Print)	Chairperson: Mr. Jesus Freddy M. Baldos Members: Mr. Mervyn P. Loreto Ms. Sheila Marie C. Lemos Mr. Genaro P. Godoy	1. Document daily activities. 2. Produce newsletter about AACCUP Level IV (Phase 2) for distribution. 3. Prepare/update video about VSU as an academic and research institution for presentation during courtesy call/opening program.	
3. Multi-media	Chairperson: Engr. Sean O. Villagonzalo Members: Engr. Apolonio M. Encierto	1. Provide and install necessary equipment like LCD, Laptop, TV, Microphone, etc. in the assigned venue during the	

	Mr. Arnel Gucela Mr. Jerome Godoy	opening/closing programs/exit conference. 2. Coordinate with the program, venue and social committees where to install the equipment.	
4. Ushering and Reception	Chairperson: Ms. Wenifreda T. Oclitaria Members: Dr. Leslie T. Ubaub Ms. Lorna B. Abamo Mr. Roden Troyo Ms. Cherry N. Rola	1. Properly usher the guests/ accreditors during their arrival and opening/ closing programs, welcome dinner and exit conference.	The committee should order the leis for accreditors (4).
5. Food	Chairperson: Ms. Honey Sofia V. Colis Members: Dr. Nancy Dumaguig All Guest House Staff	1. Prepare healthy and nutritious foods for the guests/accreditors. 2. Coordinate with the QAC/OVPI regarding the number of persons who will be served.	
6. Accommodation	Chairpersons: Dr. Lualhati M. Noriel Dr. Ma. Theresa P. Loreto Members: Ms. Alice M. Flores Ms. Wenifreda T. Oclitaria Ms. Sarah M. Ravelo Mr. Rey M. Cagande	1. Ensure comfortable accommodation of the guests/accreditors. 2. Check from time to time to know what are needed by the accreditors. 3. Coordinate with transportation committee for the transport requirements during the entire period of the activity.	
7. Transportation	Chairperson: Prof. Alan B. Loreto Members: Mr. Remegio M. Sanico Ms. Erlinda S. Valenzona Mr. Jovenal B. Belarmino	1. Coordinate with the QAC regarding the schedule of arrival and departure of the accreditors. 2. Prepare the trip tickets and vouchers to request for gasoline/diesel. 3. Should assigned standby vehicles/drivers during the entire duration of the activity to fetch/conduct the accreditors from the guest house to the venue.	

8. Socials	Chairperson: Dr. Ma. Juliet C. Ceniza Members: Dr. Lourdes B. Cano Prof. Manolo B. Loreto, Jr. Dr. Beatriz S. Belonias	1. Coordinate with the Venue Committee and Multi-media Committee re: the needed equipment for the socials.	
9. Souvenir and Token	Chairperson: Prof. Alan B. Loreto Members: Ms. Honey Sofia V. Colis Ms. Josefina M. Larrosa Ms. Elizabeth B. Albiso Ms. Melianida C. Faelnar	1. Prepare souvenir and token for the accreditors to be given after the closing program/exit conference. 2. Order bags for the accreditors. 3. Coordinate with the QAC re: the number of accreditors.	
10. Billboards/Streamers/Signages	Chairperson: Dr. Roberto C. Guarte Members: Engr. Nestor M. Israel Mr. Silvestre Cagande Mr. Misael Cerna Mr. Rey M. Cagande	1. Prepare new billboards/tarpaulins/ signages and install in appropriate/ designated places. 2. Coordinate with the QAC re: the text to be written on the tarpaulins/ signages.	
11. Venue Preparation (including stage, lights and sounds)	Chairperson: Dr. Edgardo E. Tulin Members: Ms. Wenifreda T. Oclinaria Prof. Mario E. Baliad Dr. Milagros C. Bales Engr. Apolonio M. Encierto Mr. Clementino Borela	1. Make reservation for the venue of the opening/closing programs/exit conference (please reserve 1 st and 2 nd floor of the CCE) 2. Prepare the lights, sounds in the venue. 3. Coordinate with the Multi-media Committee re: the needed equipment (e.g. microphone, videoke, laptop, LCD, etc.)	
12. Secretariat	Chairpersons: Prof. Winston M. Tabada Members: Ms. Magdalene C. Unajan Mr. Jude B. Rola Ms. Sarah M. Ravelo Ms. Pamela P. Oraño Mr. Rey M. Cagande	1. Assist the accreditors in encoding the report. 2. Provide needed office supplies and materials. 3. Install laptops/printers in the Apartelle/other designated places.	

13. First Aid	Chairpersons: Dr. Elwin Jay V. Yu Dr. Josephine O. Zafico Members: VSU Infirmary Staff	<ol style="list-style-type: none">1. Make available the VSU Infirmary vehicle more particularly during the night.2. Apply first aid to AACCUP accreditors who are hypertensive or who might get sick during the accreditation.	
14. Borrowing of tables/chairs	Chairperson: Dr. Marcelo A. Quevedo Members: Mr. Remegio M. Sanico Mr. Rey M. Cagande Mr. Leopoldo Escala	<ol style="list-style-type: none">1. Borrow tables, chairs and other materials needed for installing the computers/ printers to be used by the accreditors at the Apartelle/cottages.2. Facilitate the return of the same materials mentioned above after the accreditation.	

Program Accreditation Task Force (Level IV, Phase I)

Accreditation Areas	Bachelor of Science in Development Education	Bachelor of Science in Agribusiness	Bachelor of Animal Science
AREA I Vision, Mission, Goals & Objectives	Dr. Henry Y. Goltiano	Atty. Rysan C. Guinocor Mr. Gideon Niel D. Tan	Dr. Alberto A. Taveros
Area II Faculty	Ms. Fatima T. Baliña	Prof. Analita A. Salabao Mr. Stephen Alexeus G. Baltazar Ms. Lotchil N. Grafia	Dr. Dinah M. Espina
AREA III Curriculum & Instruction	Dr. Antonia Cecilia Y. Sandoval	Ms. Joviel Teves Mr. Christopher R. Galgo	Dr. Dinah M. Espina
AREA IV Support to Students	Ms. Rosemarie D. Bañoc	Prof. Manolo B. Loreto, Jr. Ms. Argina M. Pomida	Prof. Manolo B. Loreto, Jr. Ms. Ginas Aurea A. Villagonzalo
AREA V Research	Dr. Milagros C. Bales	Dr. Antonio P. Abamo Mr. Mark C. Ratilla Mr. Harry M. Cavite	Dr. Lolito C. Bestil
AREA VI Extension & Community Involvement	Dr. Milagros C. Bales	Ms. Angelita L. Paradero	Mr. Warren D. Come
AREA VII Library	Ms. Rosemarie D. Bañoc	Ms. Andreli D. Pardales Ms. Doryn Jan L. Avila	Ms. Rosa De Lima C. Gerebise
AREA VIII Physical Plant and Facilities	Ms. Anna Martha G. Como Ms. Aiza C. Oracion	Ms. Doryn Jan L. Avila Mr. Leopoldo S. Escala	Mr. Francis Angelo Atole
AREA IX Laboratories	Ms. Stellamaris D. Alacio	Mr. Emmanuel S. Josain Mr. Leopoldo S. Escala	Ms. Ginas Aurea A. Villagonzalo
AREA X Administration	Dr. Henry Y. Goltiano	Ms. Elvira E. Ongy Ms. Julia A. Tabinas	Dr. Alberto A. Taveros
Overall Unit Coordinator	Dr. Antonia Cecilia Y. Sandoval	Ms. Argina M. Pomida	Dr. Alberto A. Taveros

For REVISIT

Areas to Revisit	Name of Program	Local Counterpart
Area IV (Support to Students)	M.S./M.Ag.Dev. – Agriculture M.S./M.Ag.Dev. – Education	Dr. Beatriz S. Belonias Prof. Manolo B. Loreto, Jr.
Area II (Faculty) Area III (Curriculum & Instruction) Area V (Research)	Bachelor of Secondary Education	Dr. Melinda L. Lavega Prof. Celso P. Ensoy Dr. Lijueraj J. Cuadra
Area III (Curriculum & Instruction) Area V (Research)	Bachelor of Elementary Education	Prof. Celso P. Ensoy Dr. Lijueraj J. Cuadra