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Office of the President

19 October 2010

MEMORANDUM NO. 251
Series of 2010

- T O: All Task Force Committee Chairpersons and Co-Chairpersons
(Area 1 to Area 9 including the Self-Evaluation Chairperson)
for Institutional Accreditation**
- R E: Attendance to Preliminary Visit on October 29 to 30, 2010**

The AACCUP consultants, Dr. Manuel T. Corpus and Dr. Nilo E. Colinares confirmed their coming on **October 29 (FRIDAY)** and will stay until **October 30 (SATURDAY)**, 2010 to pre-evaluate our documents and assess our readiness for Institutional Accreditation to be conducted on November 22 to 26, 2010.

In this connection, you are hereby requested to attend the 2-day pre-evaluation to be conducted at the University Accreditation Center starting 1:00 PM, Friday, October 29.

Please see attached program of activities.


JOSE L. BACUSMO
President

VISAYAS STATE UNIVERSITY
Visca, Baybay, Leyte
Schedule of Activities on October 29 to 30, 2010

Date/Time	Activity	Venue	Person Involved
October 29 (FRI.)			
AM			
7:00 AM	Fetch AACCUP consultants from Tacloban airport		LMNoriel (Apt. 41)
12:30 NN	Lunch	Guest House	RBNapiere
PM			
1:00 PM	Introduction of AACCUP Consultants and Task Force Committee	UAC	OBPosas
	Short Message from AACCUP Consultants	UAC	MTCorpus
1:30PM	Pre-evaluation of documents	UAC	Chairpersons/Co-Chairpersons (All Areas)
1:31 – 4:30 PM	Areas 1, 2, 3, 4		Chairpersons/Co-Chairpersons
4:31 - 7:00 PM	Areas 5, 6, 7, 8		Chairpersons and Co-Chairpersons
	Snacks	UAC	RBNapiere
7:01 PM	Dinner	Guest House	RBNapiere
October 30 (SAT.)			
AM			
7:00 AM	Breakfast	Guest House	RBNapiere
8:30 AM – 12:00 NN	Continue evaluation of documents	UAC	AACCUP Consultants, Chairpersons and Co-Chairpersons
	Comments/Advice from AACCUP Consultants		Dr. Manuel T. Corpus and Dr. Nilo E. Colinares
	Snacks		Guest House
12:00 -1:00	Lunch Break		Guest House
PM			
2:00 PM	Conduct AACCUP Consultants to the airport		Assigned Driver/vehicle
<p>Honey, Reminder: There should be an assigned vehicle during the 2-day activity to fetch and conduct the visitors from the guest house to the Apartelle and to haul snacks. Thank you.</p>			

Name of Committee	Designation & Persons Concerned	Responsibilities
A. Overall Coordination	Chairperson : Dr. Jose L. Bacusmo Co-Chairpersons: Dr. Oscar B. Posas Dr. Roberto C. Guarte Dr. Edgardo E. Tulin Dr. Othello B. Capuno Members: Dr. Lualhati M. Noriel Prof. Alan B. Loreto All Deans and Unit Heads	1) Oversee all the preparations for the Institutional Accreditation. 2) Check from time to time the accomplishments/outputs of the various committees. 3) See to it that the faculty/staff and students in their respective units are aware of the coming activity and should be reminded of their responsibilities.
B. Institutional Area Accreditation Area I (Criterion 1) Governance & Management	Chairperson: Dr. Roberto C. Guarte Co-Chairpersons: Dr. Lourdes B. Cano Prof. Daniel M. Tudtud, Jr. Members: Ms. Wenifreda T. Oclinaria Ms. Vivian V. Balbarino Ms. Ma. Fe L. Limsiaco Ms. Alicia M. Flores	<ul style="list-style-type: none"> The functions are the same for all the Institutional Accreditation Area Committees (Areas 1 to 9). 1) Evaluate the supporting documents available at the University Accreditation Center specific to your respective area assignment and determine what are still lacking/need to be added. 2) Always make yourself (that is: the Chairperson, Co-Chairperson or anybody in your group who is knowledgeable about the Institutional Portfolio and the supporting documents) available during the conduct of the evaluation by the AACUP accreditors at the University Accreditation Center. 3) Be ready to answer questions from accreditors in your respective area. 4) Conduct workshop at the University Accreditation Center on assigned date (please see attached schedule). 5) Make an update of the Institutional Portfolio and provide necessary documents that will be identified during the workshop. 6) The updated Institutional Portfolio should be submitted on or before September 30, 2010 for review and evaluation of the Self-evaluators.
Area II. Teaching, Learning and Evaluation	Chairperson: Dr. Dolores L. Alcober Co-Chairpersons: Prof. Jesusito L. Lim Dr. Ma. Juliet C. Ceniza Members: Dr. Angela A. Ferraren Dr. Rotacio S. Gravoso Prof. Ma. Aurora Teresita W. Tabada Prof. Jacob Glenn F. Jansalin Dr. Pamela P. Abit Mr. Vicente A. Cordero Ms. Lorna B. Abamo	
Area III. Faculty and Staff	Chairperson: Dr. Oscar B. Posas Co-Chairpersons: Dr. Lourdes B. Cano Dr. Editha G. Cagasan Members: Dr. Lualhati M. Noriel Ms. Sarah Ravelo Ms. Connel D. Antipaso Ms. Lourdes C. Managbanag Ms. Ma. Cristina U. Ramirez	

Area IV. Research	<p>Chairperson: Dr. Othello B. Capuno Co-Chairpersons: Prof. Rosa Ophelia D. Velarde Dr. Ruben M. Gapasin Members: Dr. Antonio L. Acedo, Jr. Prof. Tessie C. Nuñez Ms. Ma. Virgie Q. Subere</p>	
Area V. Extension, Consultancy and Linkages	<p>Chairperson: Dr. Milagros C. Bales Co-Chairpersons: Prof. Efren B. Saz Dr. Julieta R. Roa Members: Dr. Pastor P. Garcia Dr. Monina M. Escalada Prof. Lilian B. Nuñez Prof. Reny G. Gerona Mr. Andrew A. Mazo</p>	
Area VI. Support to Students	<p>Chairperson: Prof. Manolo B. Loreto, Jr. Co-Chairpersons: Ms. Linda N. Mariscal Prof. Aleli A. Villocino Members: Dr. Elwin Jay V. Yu Ms. Carmencita S. Reyes Ms. Chona A. Brit Ms. Meriam de la Torre Mr. Atoz Vasquez (USSC President)</p>	
Area VII. Infrastructure and Learning Resources	<p>Chairperson: Dr. Beatriz S. Belonias Co-Chairpersons: Engr. Nestor M. Israel Ms. Andreli D. Pardales Members: Dr. Humberto R. Montes, Jr. Prof. Arsenio D. Ramos Engr. Jeffrey L. Cagande Engr. Alex P. Tulin Mr. Silvestre B. Cagande</p>	
Area VIII. Financial Generation and Management	<p>Chairperson: Dr. Edgardo E. Tulin Co-Chairpersons: Dr. Sergio M. Abit, Jr. Ms. Roberta C. Lemos Members: Ms. Norma V. Cala Dr. Sulpecio C. Bantugan Dr. Dilberto O. Ferraren Ms. Wenifreda T. Oclinaria Ms. Redempta L. Soria</p>	
Area IX. Healthy Practices	<p>Chairperson: Dr. Lutgarda S. Palomar Co-Chairpersons: Dr. Ma. Juliet C. Ceniza Dr. Lualhati M. Noriel Members: Engr. Feliciano G. Sinon Dr. Lotis M. Balala Dr. Suzette B. Lina Dr. Candelario L. Calibo Prof. Epifania G. Loreto Prof. Lucy B. Paloma Prof. Aleli A. Villocino</p>	
Self-Survey and Evaluation (Institutional Accreditation)	<p>Chairperson: Dr. Justiniano L. Seroy Co-Chairpersons: Dr. Oscar B. Posas Dr. Lualhati M. Noriel Members: Dr. Alberto A. Taveros (Area I) Dr. Beatriz S. Belonias (Area II) Dr. Rotacio S. Gravoso (Area II) Dr. Jacqueline M. Guarte (Area III) Dr. Ma. Juliet C. Ceniza (Area IV) Dr. Andresito D. Acabal (Area V) Dr. Arturo E. Pasa (Area VI) Ms. Rebecca B. Napiere (Area VII) Prof. Epifania G. Loreto (Area VII) Dr. Dolores L. Alcober (Area VIII) Dr. Candelario L. Calibo (Area IX)</p>	<ol style="list-style-type: none"> 1) Pre-evaluate/examine all the supporting documents for the nine (9) areas on or before October 15, 2010 in preparation for the preliminary visit. 2) Determine the lacking/additional documents. 3) Make self-assessment report and submit to UAC immediately after the self assessment. 4) Make yourself available at the University Accreditation Center during the conduct of Institutional Accreditation to extend help/clarify things with the accreditors when need arises.

Other Committees Program and Invitation (including opening/closing programs and exit conference)	Chairperson: Dr. Oscar B. Posas Co-Chairperson: Dr. Lualhati M. Noriel Members: Ms. Connel D. Antipaso Ms. Sarah Ravelo Ms. Elvira B. Gorre	1) Prepare the program of activities for the whole duration of accreditation process (Day 1 to day 5). 2) Prepare and send invitation. 3) Prepare the certificate of appreciation for accreditors.
Documentation (Video and prints)	Chairperson: Dr. Wolfreda T. Alesna Co-Chairperson: Prof. Alan B. Loreto Members: Mr. Ulderico B. Alviola Mr. Jesus Freddy M. Baldos Ms. Mirian Tan	1) Document the daily activities 2) Produce a newsletter about VSU to be distributed to the accreditors during the opening program/include the names of accreditors from the AACUP/Task Force Committees at VSU 3) Prepare a short video presentation about VSU as an academic and research institution.
Multi-media	Chairperson: Engr. Sean O. Villagonzalo Co-Chairperson: Mr. Arnel P. Gucela Members: Prof. Winston M. Tabada Mr. Jude B. Rola Mr. Clementino A. Borela	1) Provide and install the necessary equipment like LCD, laptop, TV, microphone, etc. in the assigned venue during the opening and closing programs, socials and exit conference. 2) Coordinate with Socials and Venue Committees where to install the equipment.
Ushering and Reception	Chairperson: Prof. Rufina F. Capuno Co-Chairperson: Ms. Carmencita S. Reyes Members: Ms. Argina M. Pomida Mr. Randy G. Omega Ms. Doryn Jan L. Avila Ms. Honey Sofia V. Colis	1) Properly usher the accreditors/guests during their arrival to their room assignment and during the opening/closing programs, socials and exit conference. 2) Always make yourselves available to assist the accreditors during the accreditation period.
Food	Chairperson: Ms. Rebecca B. Napiere Co-Chairpersons: Dr. Lutgarda S. Palomar Ms. Roberta C. Lemos Members: Ms. Corazon U. Nuevo Prof. Erna J. Sedigo Guest House Personnel	1) Prepare enough nutritious foods (meals, snacks) for the accreditors/guests during the entire duration of the activity. 2) Coordinate with the OVPAA/ UAC re: the total number of persons who will be accommodated and who will be served food. 3) Ensure the timely preparation and serving of nutritious foods. Snacks should be delivered to accreditation venue.
Accommodation	Chairperson: Dr. Lualhati M. Noriel Co-Chairpersons: Ms. Rebecca B. Napiere Dr. Ma. Theresa P. Loreto Members: Ms. Wenifreda T. Oclinaria Ms. Vilma C. Olleras Ms. Sarah Ravelo	1) Ensure comfortable accommodation of accreditors. 2) Serve snacks during nights when the accreditors are doing OT work to finish report writing. 3) Coordinate with transportation committee for the basic transport requirements during the entire period of activity.
Transportation	Chairperson: Prof. Alan B. Loreto Co-Chairpersons: Mr. Remegio M. Sanico Ms. Honey Sofia V. Colis Members: Ms. Erlinda S. Valenzona Mr. Jovenal B. Belarmino	1) Coordinate with the OVPAA/ UAC re: the schedule – time of arrival and departure of the accreditors. 2) Prepare trip tickets, requests for diesel/gasoline needed 3) Should have assigned drivers/stand-by vehicles during the duration of accreditation to fetch and conduct the accreditors from their accommodation to accreditation center.

Socials	Chairperson: Prof. Thelma C. Zafra Co-Chairpersons: Dr. Lourdes B. Cano Dr. Beatriz S. Belonias Members: Dr. Sergio M. Abit, Jr. Mr. Jovel M. Aberilla Mr. Joselle R. Cayetano	1) Plan and discuss with the coordinating office re: numbers to be presented during the night socials/ opening and exit conference. 2) To follow up persons identified to render intermission numbers.
Souvenir and Token	Chairperson: Dr. Othello B. Capuno Co-Chairpersons: Prof. Alan B. Loreto Ms. Honey Sofia V. Colis Members: Ms. Flora Mia Y. Duatin Dr. Eutiquio E. Sudaria Dr. Roberta D. Lauzon Ms. Fe L. Diaz	1) Prepare souvenir and tokens for all the accreditors to be given after the closing. 2) To order bags for accreditors 3) Coordinate with the OVPAA/UAC for the total number of accreditors.
Billboard/StreamerPreparation/ Signages/Tarpaulins	Chairperson: Dr. Roberto C. Guarte Co-Chairpersons: Engr. Nestor M. Israel Mr. Ulderico B. Alviola Members: Mr. Silvestre B. Cagande Mr. Leopoldo P. Igot	1) Prepare the billboards, tarpaulins, signages, streamers (please include the signage at the new accreditation center) and install them in strategic places in campus. 2) Coordinate with the OVPAA on what to write on the billboards, streamers, etc.
Venue Preparation (including stage, lights and sounds)	Chairperson: Dr. Edgardo E. Tulin Co-Chairpersons: Dr. Milagros C. Bales Prof. Mario E. Baliad Members: Dr. Emma S. Data Ms. Wenifreda T. Oclinaria Ms. Evelyn T. Bestil Engr. Apolonio M. Encierto Mr. Clementino A. Borela	1) Make reservation for the venue during the opening and closing programs and exit conference, CCE 1 st and 2 nd Floors are more preferred. 2) Prepare the stage and see to it that lights and sounds are available. 3) Coordinate with the Multimedia Committee for the needed equipment like microphone, LCD, TV, etc.
Secretariat	Chairperson: Ms. Magdalene Cesar-Unajan Co-Chairpersons: Engr. Marionito J. Gonzales Ms. Connel D. Antipaso Members: Ms. Lorna B. Abamo Ms. Sarah Ravelo Ms. Joan Rosemarie A. Banzon Mr. Donie Chito Nayad BSCS Students	1) Assist the accreditors in encoding reports. 2) Prepare office supplies/materials needed in encoding. 3) Install computers/printers in designated areas for use by the accreditors. 4) Prepare certificate of participation/appreciation for guests/accreditors 5) Prepare IDs of accreditors and facilitators.