



Visayas State University

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Office of the President

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MEMORANDUM CIRCULAR NO. 13

Series of 2013

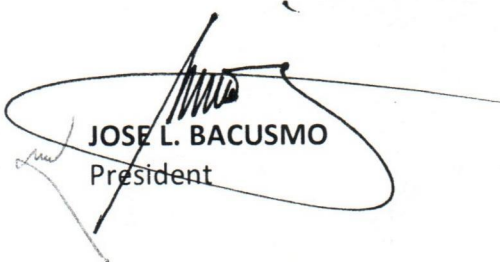
T O: All Concerned Deans/Department Heads/Unit Heads

**R E: Task Force Committee for Level II and Level IV Phase I
AACUP Accreditation – Main Campus**

This year, the University will undergo a series of program accreditation visits. In order to have a successful conduct of these activities, you are hereby assigned to work on particular area/s to be evaluated by the AACUP. Moreover, there are other committees created to give support and assistance during the actual accreditation process. The **Level II (Second Survey Visit)** accreditation will be conducted on **September 9 – 13, 2013** while the **Level IV Phase I** is tentatively scheduled on the **November 25 – 29, 2013**.

Attached please find the task force committee per program to be evaluated (nine programs for Level II and three programs for Level IV, Phase I). 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). Likewise, the list of the other committees is also attached and the Chairperson is requested to meet with the members to plan their activities ahead.

Your continued support and cooperation is highly appreciated.


JOSE L. BACUSMO
President

Task Force Committee for Level II (Second Survey Visit) and Level IV Phase 1 (4th Survey Visit)

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	- Oversee all preparations for Level II and Level IV Phase 1 accreditation visits . - Check regularly the accomplishments/output of the various committees. - 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 Level II 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 (Level II and Level IV Phase 1)	- Prepare the Program Performance Profile (PPP). - Gather and label supporting documents based on the Master Survey Instrument (MSI) specific for each program. - 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 supporting documents for Level II will include those from 2010 to 2013. For Level IV Phase 1, please include documents from 2009 to 2013 (5 years). The UAC will provide the name of the Self Evaluators later.
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 Ravelo Ms. Elvira B. Gorre	- Prepare the program of activities for the whole duration of activities. - Prepare and send invitation. - Prepare certificate of appreciation/ ID	Should confer with the availability of persons who have part in the program.

Task Force Committee for Level II (Second Survey Visit) and Level IV Phase 1 (4th Survey Visit)

		for Accreditors and facilitators.	
2. Documentation (Video and Print)	Chairperson: Mr. Jesus Freddy M. Baldos Members: Mr. Mervyn P. Loreto Ms. Sheila Marie C. Lemos Mr. Genaro Godoy	1. Document daily activities. 2. Produce newsletter about AACCUP Level IV (Phase I) and 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 Mr. Arnel Gucela Mr. Jerome Godoy	1. Provide and install necessary equipment like LCD, Laptop, TV, microphone, etc. in the assigned venue during the 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. Argina M. Pomida Members: Dr. Leslie T. Ubaub Ms. Honey Sofia V. Colis Ms. Lorna B. Abamo Ms. Cherry N. Rola	1. Properly usher the guests/ accreditors during their arrival and opening/closing programs, welcome dinner and exit conference.	
5. Food	Chairperson: Ms. Honey Sofia V. Colis Members: Prof. Erna Teresita Sedigo Dr. Eunice I. Beray	1. Prepare healthy and nutritious foods for the guests/accreditors. 2. Coordinate with the UAC/OVPI regarding the number of persons who	

Task Force Committee for Level II (Second Survey Visit) and Level IV Phase 1 (4th Survey Visit)

	All Guest House Staff	will be served. 3. Ensure timely preparation and serving of foods. 4. Deliver the snacks to the accreditation venues. 5. Serve snacks during the night when the accreditors are doing OT work in writing the report.	
6. Accommodation	Chairpersons: Dr. Lualhati M. Noriel Dr. Ma. Theresa P. Loreto Members: Ms. Alice M. Flores Ms. Wenifreda T. Oclinaria Ms. Sarah Ravelo Mr. Raul Anthony Valenzona	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 UAC 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	1. Plan and discuss the program for presentation during the welcome dinner with approval from the OP.	

Task Force Committee for Level II (Second Survey Visit) and Level IV Phase 1 (4th Survey Visit)

	Prof. Manolo B. Loreto, Jr. Dr. Beatriz S. Belonias	2. 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 UAC re: the number of accreditors.	
10. Billboards/Streamers/Signage	Chairperson: Dr. Roberto C. Guarte Members: Engr. Nestor M. Israel Ms. Mirian Tan Mr. Silvestre Cagande Mr. Misael Cerna Mr. Domingo P. Flandez	1. Prepare new billboards/tarpaulins/signage and install in appropriate/designated places. 2. Coordinate with the UAC re: the text to be written on the tarpaulin/signages.	
11. Venue Preparation (including stage, lights and sounds)	Chairperson: Dr. Edgardo E. Tulin Members: Ms. Wenifreda T. Oclitaria 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)	

Task Force Committee for Level II (Second Survey Visit) and Level IV Phase 1 (4th Survey Visit)

12. Secretariat	Chairperson: Prof. Winston M. Tabada Members: Ms. Magdalene C. Unajan Mr. Jude Rola Mr. Eugene Mangaoang Ms. Sarah Ravelo Mr. Raul Anthony Valenzona	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 Hospital Staff	1. Make available the VSU Hospital vehicle more particularly during the night. 2. Apply first aid to AACCUP accreditors who are hypertensive/got sick during the accreditation.	
14. Borrowing of tables/chairs	Chairperson: Dr. Marcelo A. Quevedo Members: Mr. Remegio M. Sanico Mr. Rolando I. Oracion Mr. Raul Anthony Valenzona	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.	



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PROGRAM ACCREDITATION TASKFORCE

(September 9 – 13, 2013)

Level II (Second Survey Visit)

ACCREDITATION AREAS	DOCTOR OF VETERINARY MEDICINE	BACHELOR OF SCIENCE IN BIOLOGY	BACHELOR OF SCIENCE IN CHEMISTRY	BACHELOR OF SCIENCE IN FOOD TECHNOLOGY	BACHELOR OF SCIENCE IN DEVELOPMENT COMMUNICATION	BACHELOR OF SCIENCE IN FORESTRY	BACHELOR OF SCIENCE IN AGRICULTURAL ENGINEERING	BACHELOR OF SCIENCE IN STATISTICS	BACHELOR OF SCIENCE IN COMPUTER SCIENCE
AREA I VISION, MISSION, GOALS and OBJECTIVES	Evelyn S. Cortez	Chime M. Garcia	Leonisa U. Hiponia Ronald Arlet P. Villaber	Roberta D. Lauzon	Jed Asaph Cortes Jude Nonie Sales	Renezita S. Come	Jeane Ktrine L. Boyles	Rolando H. Arpilleda	Jonah Flor V. Oraño
AREA II FACULTY	Eugene B. Lañada Teresita P. Ymas	Rosalina D. Poliquit	Maria Robelyn M. Aureo	Felix J. Amestoso Julious B. Cerna	Editha J. Cagasan	Renezita s. Come Humberto R. Montes, Jr.	Manuel E. Casangcapan	Lydia V. Presbitero	Jude B. Rola
AREA III CURRICULUM and INSTRUCTION	Tomas J. Fernandez, Jr. Teresita P. Ymas	Beatriz S. Belonias	Jacob Glenn F. Jansalin	Felix J. Amestoso Julious B. Cerna	Editha G. Cagasan	Renezita S. Come Humberto R. Montes, Jr. Teofanes A. Patindol	Jackson A. Bellen	Jacqueline M. Guarte Ma. Nena Q. Ramos	Eugene Val C. Mangaoang
AREA IV SUPPORT TO STUDENTS	Manolo B. Loreto, Jr. / Harvie P. Portugaliza	Manolo B. Loreto, Jr./ Art Russel Flandez	Manolo B. Loreto, Jr./ Alice M. Acabal	Manolo B. Loreto, Jr./ Lynette C. Cimafranca	Manolo B. Loreto, Jr./ Christina A. Gabrillo	Manolo B. Loreto, Jr./ AN Polinar EC Bumatay ED Espinosa	Manolo B. Loreto, Jr. / Epifania G. Loreto	Manolo B. Loreto, Jr./ Virgelio M. Alao	Manolo B. Loreto, Jr./ Magdalene C. Unajan

AREA V RESEARCH	Froiland E. Sanchez	Lelita R. Gonzal	Olga G. Corales	Lorina A. Galvez	Monina M. Escalada	AE Pasa MJM Bande ED Espinosa	Michelle A. Borleo	Norberto E. Milla	Winston M. Tabada
AREA VI EXTENSION and COMMUNITY INVOLVEMENT	Lotis M. Balala	Humberto R. Montes, Jr.	Felix M. Salas	Lorina A. Galvez	Wolfreda T. Alesna	EO Mangaoang MJM Bande ED Espinosa	Nilo H. Leorna	Norberto E. Milla	Winston M. Tabada
AREA VII LIBRARY	Andreli D. Pardales/Froiland E. Sanchez	Andreli D. Pardales/Eda Marie F. Barsalote	Andreli D. Pardales/Ma. Theresa P. Loreto	Andreli D. Pardales/Lynette C. Cimafranca	Andreli D. Pardales/Christina A. Gabrillo	Andreli D. Pardales/EC Bumatay ED Espinosa	Andreli D. Pardales/Jean Katrine L. Boyles	Andreli D. Pardales/Catherine C. Renegado	Andreli D. Pardales/Jocelyn T. Paring Karen C. Ceniza
AREA VIII PHYSICAL PLANT and FACILITIES	Agnes M. Taveros	Julissah C. Evangelio	Glenis Ann A. Narte Bon Anthony F. Costillas	Dennis Antonio C. Varron	Jed Asaph Cortes Jude Nonie Sales	JM Quimio TA Patindol	Benecio G. Rufin	Jorge S. Valenzona	Dante C. Peque
AREA IX LABORATORIES	Harvie P. Portugaliza Delia A. Pagente	Marita I. Galinato	Charlyn C. Banas James P. Antipuesto	Dennis Antonio C. Varron	Jed Asaph Cortes Jude Nonie Sales	SO Bernaldez AT Nayre	Lorbert G. Mazo	Jeffrey Lloyd L. Cagande	Dionesio I. Estupa
AREA X ADMINISTRATION	Ana Marquiza M. Quilicot	Berna Lou L. Aba	Andresito D. Acabal	Roberta D. Lauzon	Editha G. Cagasan	RS Come HR Montes, Jr. EC Bumatay	Manuel E. Casangcapan	Irish S. Coco May Ann S. Estoy	Rafael B. Vergara, Jr.
Overall Unit Coordinator	Dr. Eugene B. Lañada	Prof. Rosalina D. Poliquit	Dr. Candelario L. Calibo	Dr. Lorena A. Galvez	Dr. Editha G. Cagasan	Dr. Arturo E. Pasa	Prof. Manuel E. Casangcapan	Dr. Remberto A. Patindol	Prof. Winstron M. Tabada



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PROGRAM ACCREDITATION TASKFORCE

Level IV, Phase 1 (4th Survey Visit)

ACCREDITATION AREAS	BACHELOR OF SCIENCE IN DEVELOPMENT EDUCATION	BACHELOR OF ANIMAL SCIENCE	BACHELOR OF SCIENCE IN AGRIBUSINESS
AREA I VISION, MISSION, GOALS & OBJECTIVES	Efren B. Saz	Agnes M. Taveros	Analita A. Salabao
AREA II FACULTY	Fatima T. Baliña	Dinah M. Espina	Doryn Jan L. Avila Lucy B. Paloma Angelita L. Paradero
AREA III CURRICULUM and INSTRUCTION	Antonia Cecilia Y. Sandoval	Dinah M. Espina	Joviel R. Teves Argina M. Pomida Doryn Jan L. Avila
AREA IV SUPPORT TO STUDENTS	Manolo B. Loreto, Jr./ Fatima T. Baliña	Manolo B. Loreto, Jr./ Ginas Aurea A. Villagonzalo	Manolo B. Loreto, Jr. Argina M. Pomida Doryn Jan L. avila Angelita L. Paradero
AREA V RESEARCH	Milagros C. Bales	Lolito C. Bestil	Antonio P. Abamo Analita A. Salabao Angelita L. Paradero
AREA VI EXTENSION and COMMUNITY INVOLVEMENT	Milagros C. Bales	Warren Come	Lucy B. Paloma Angelita L. Paradero Julia A. Tabinas
AREA VII LIBRARY	Andreli D. Pardales	Andreli D. Pardales/ Fe Evangelio	Andreli D. Pardales Doryn Jan L. Avila Julia A. Tabinas Leopoldo S. Escala
AREA VIII PHYSICAL PLANT and FACILITIES	Aniceto D. Tan	Francis Angelo Atole Julius V. Abela	Doryn Jan L. Avila Julia A. Tabinas Leopoldo S. Escala
AREA IX LABORATORIES	Fatima T. Baliña Aniceto D. Tan	Ginas Aurea A. Villagonzalo	Doryn Jan L. Avila Julia A. Tabinas Leopoldo S. Escala
AREA X ADMINISTRATION	Antonia Cecilia Y. Sandoval	Agnes M. Taveros	Antonio P. Abamo Lucy B. Paloma Julia A. Tabinas Leopoldo S. Escala
Overall Unit Coordinator	Dr. Antonia Cecilia Y. Sandoval	Dr. Alberto A. Taveros	Dr. Antonio P. Abamo