



MEMORANDUM NO. 326
Series of 2024

TO: MR. VICENTE A. GILOS
CHIEF Librarian

RE: APPOINTMENT AS INTERNAL TECHNICAL EVALUATOR OF THE SUPPORTING DOCUMENTS AND INTERNAL ACCREDITOR FOR THE AACUP ONLINE LEVEL II ACCREDITATION ON MAY 13-17, 2024 OF THE EIGHT PROGRAMS AREA VII-LIBRARY ONLY OF THE FOLLOWING:

**Bachelor of Mechanical Engineering;
Bachelor of Science in Statistics;
Master of Education major in Chemistry (MEd maj. in Chem.);
Master of Education major in Physical education (MEd maj. in PE);
Master of Education major in Biology;
Master of education major in English;
Master of Land Administration and Management; and
Master of Science in Land Administration and Management**

FROM: DR. PROSE IVY. G YEPES
University President

DATE: APRIL 16, 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 Supporting Documents and Accreditor for the AACUP Online Level II Accreditation on May 13-17, 2024 of the eight programs mentioned above.

The internal evaluation of the supporting documents of the Bachelor of Mechanical Engineering; Bachelor of Science in Statistics programs scheduled on April 22-26, 2024; and for the Master of Education major in Chemistry (MEd maj. in Chem.); Master of Education major in Physical education (MEd maj. in PE); Master of Education major in Biology; Master of education major in English; Master of Land Administration and Management; and Master of Science in Land Administration and Management is scheduled on April 29, 30, 2024 until May 1-3, 2024.

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

1. Review and evaluate the supporting documents of the BSME and BSTAT 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, the university will give you an honorarium of Five Thousand Pesos (PhP 5,000.00) per program a total of Ten Thousand Pesos (PhP10,000.00) only.

We are hoping for your kind approval of this request. Thank you very much.

Conforme:



VICENTE A. GILOS

Internal Technical Evaluator - Library