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Office of the President

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MEMORANDUM CIRCULAR NO. 34

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T O: All Concerned

**R E: Task Force Committee for Preliminary Survey Visit (PSV) and
Level III, Phase 1 AACCUP Accreditation**

Please be informed that nine (9) degree programs will undergo the AACCUP Preliminary Survey Visit (PSV) and eight (8) degree programs for Level III, Phase 1 Accreditation on September 12 – 17, 2016 and October 17 – 22, 2016, respectively. To have a successful conduct of this activity you are hereby assigned to act as Chairpersons/Co-Chairpersons/Members of the ten (10) areas to be evaluated by the AACCUP and of other committees indicated below.

Your utmost cooperation is highly requested.

EDGARDO E. TULIN

JP President

Task Force Committees for Preliminary Survey Visit (PSV) and Level III, Phase 1 AACCUP Accreditation

NAME OF COMMITTEE	COMPOSITION	RESPONSIBILITIES
A. OVERALL COORDINATION	<p>Chairperson: Dr. Edgardo E. Tulin</p> <p>Co-Chairperson: Dr. Beatriz S. Belonias</p> <p>Members: Dr. Lualhati M. Noriel</p> <p>Prof. Epifania G. Loreto</p> <p>Dr. Nancy V. Dumaguing</p> <p>Dr. Candelario L. Calibo</p> <p>Dr. Lijueraj J. Cuadra</p> <p>Dr. Antonio P. Abamo</p> <p>Dr. Dinah M. Espina</p> <p>Dr. Rosario A. Salas</p> <p>Dr. Antonia Cecilia Y. Sandoval</p> <p>Prof. Jesusito L. Lim</p> <p>Prof. Maria Aurora Teresita W. Tabada</p> <p>Dr. Arturo E. Pasa</p> <p>Dr. Analyn M. Mazo</p> <p>Dr. Eugene B. Lañada</p> <p>Dr. Christina A. Gabrillo</p> <p>Prof. Winston M. Tabada</p> <p>Dr. Lorina A. Galvez</p>	<ol style="list-style-type: none"> 1. Oversee the preparations for PSV and Level III, Phase 1 accreditation. 2. Check from time to time the accomplishments of each committee. 3. See to it that all faculty, staff and students including key officials are aware of the coming activity and should be reminded of their responsibilities.
<p>B. Ten Areas to be Evaluated per Program</p> <p>Area 1 - Vision, Mission, Goals & Objective</p> <p>Area 2 - Faculty</p> <p>Area 3 - Curriculum & Instruction</p> <p>Area 4 - Support to Students</p> <p>Area 5 - Research</p> <p>Area 6 - Extension & Community Involvement</p>	<p>Please see the attached documents prepared by the units concerned for the different programs and the assigned person/s per Area. (for PSV task force per area see OP Memo #111, s. 2016)</p> <p>AACCUP Coordinator/Program In-Charge:</p> <p>Level III, Phase 1</p> <p>BS Forestry - Dr. Arturo E. Pasa</p> <p>BS Dev. Com - Dr. Christina A. Gabrillo</p> <p>BS Chemistry - Dr. Candelario L. Calibo</p>	<p>Same for all Programs:</p> <ol style="list-style-type: none"> 1. The Overall Coordinator of each program should meet the task force committee members of the ten areas to be evaluated to discuss the things related to accreditation. 2. The Chairperson of each area should meet with the committee members to discuss the plan of activity for their respective area assignment. 3. The Committee should identify and collect the supporting documents for their assigned area. They should also take note of the different

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<p>Area 7 - Library Area 8 - Physical Facilities Area 9 - Laboratories Area 10 - Administration</p>	<p>BS Biology - Dr. Analyn M. Mazo BS Food Tech. - Dr. Lorina A. Galvez BS Computer Sci. - Prof. Winston M. Tabada Doctor of Vet. Med. - Dr. Eugene B. Lañada BS Ag. Engineering - Prof. Arthur I. Tambong</p> <p>Preliminary Survey Visit (PSV) BSEd - Dr. Lijueraj J. Cuadra BS CEng - Prof. Epifania G. Loreto BS HRTM - Dr. Nancy V. Dumaguing BS Biotech - Dr. Candelario L. Calibo MS Dev. Socio. - Prof. Maria Aurora Teresita W. Tabada MM - Dr. Antonio P. Abamo PhD An.Sci. - Dr. Dinah M. Espina PhD Horti - Dr. Rosario A. Salas PhD Entom./Plant Path. - Prof. Jesusito L. Lim</p>	<p>recommendations during the Level II survey and comply with those (only for those applying for Level III, Phase 1).</p> <p>4. Prepare the Program Performance Profile (PPP) for Level III, Phase 1 and submit the document to QAC in June 30 (1st draft), July 15 (2nd draft) and August 5 (Final draft) to give enough time to comply if there are deficiencies that will be noted in the PPP.</p>
<p>C. Other Committees</p> <p>1. Self Survey Committee</p>	<p>For PSV BSEd/MS Dev. Soc. - Dr. Dolores L. Alcober BS CE - Prof. Manolo B. Loreto, Jr. BS HRTM - Dr. Lutgarda S. Palomar BS Biotech - Dr. Candelario L. Calibo MM - Dr. Arturo E. Pasa PhD An. Sci. - Dr. Oscar B. Posas PhD Horti. - Dr. Lorina A. Galvez PhD Ag. Educ. - Dr. Rolinda T. Sanico PhD Plant Path/Entom - Dr. Manuel K. Palomar</p> <p>For Level III, Phase 1 BS Forestry - Dr. Oscar B. Posas BS Biology - Dr. Rolinda T. Sanico</p>	<p>1. Review the PPP before submission to QAC (for Level III, Phase 1).</p> <p>2. See to it that the supporting documents for the 10 areas are available.</p> <p>3. Check if the recommendations during the Level II are complied including the supporting documents (Only for those applying for Level III, Phase 1).</p> <p>4. Attend the activities related to PSV and Level III, Phase 1 AACCUP accreditation.</p>

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	BS Chemistry - Dr. Lutgarda S. Palomar BS Dev. Com. - Dr. Manuel K. Palomar BS Food Tech. - Dr. Lutgarda S. Palomar BS Com. Sci. - Dr. Dolores L. Alcober BS AE - Dr. Oscar B. Posas DVM - Dr. Manuel K. Palomar	
2. Program and Invitation	Chairperson: Dr. Lualhati M. Noriel Co-Chairperson: Ms. Connel Antipaso Members: Ms. Sarah Ravelo Ms. Pamela Oraño Mr. Christopher Urate	1. Prepare the program of activities for the whole duration of accreditation process. 2. Send invitation for those who will be invited. 3. Prepare the ID for accreditors. 4. Prepare the names of accreditors/persons who will have a part during the opening/closing programs/exit conference.
3. Documentation (Video and Print)	Chairperson: Dr. Rotacio S. Gravoso Co-Chairperson: Mr. Ulderico Alviola Members: Ms. Sheila Marie Lemos Ms. Ella Lois Bestil Mr. Genaro Godoy	1. Document daily activities. 2. Put up a newsletter about the activity to be distributed during the opening/closing program. 3. Prepare video presentation about the VSU as a learning/research university to be presented during the opening program.
4. Multi-Media	Chairperson: Engr. Sean Villagonzalo Co-Chairperson: Mr. Norman Villas Members: Mr. Arnel Gucela Mr. Jerome Godoy	1. Provide and install necessary equipment (e.g. LCD, computers, etc.) during the conduct of the opening/exit conference/closing program. 2. Coordinate with the committee on venue preparation where to install the equipment.
5. Venue Preparation (including stage, sounds and lights)	Chairperson: Prof. Daniel M. Tudtud, Jr. Co-Chairpersons: Ms. Wenifreda T. Oclinaria Dr. Milagros C. Bales Members: Prof. Mario Baliad Engr. Apolonio Encierto Ms. Vivian Balbarino	1. Make reservation of the venue for the opening/closing/exit conference. 2. Prepare the venue including the lights and sounds 3. Coordinate with committee on multi-media re: equipment to be used (e.g. microphone, LCD etc.)
6. Food	Chairperson: Ms. Honey Sofia V. Colis	1. Prepare healthy foods (meals and snacks).

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	Co-Chairperson: Dr. Lualhati M. Noriel Members: Guest House Personnel	<ol style="list-style-type: none"> 2. Coordinate with the QAC regarding the number of persons to be served. 3. Ensure timely preparation/serving of meals and snacks. 4. Provide fruits/coffee/tea/crackers inside the accommodation room where the accreditors will stay.
7. Accommodation	Chairperson: Dr. Lualhati M. Noriel Co-Chairperson: Dr. Ma. Theresa P. Loreto Members: Ms. Sarah Ravelo Ms. Pamela Oraño Apartelle Personnel	<ol style="list-style-type: none"> 1. Provide comfortable accommodation for the accreditors/guests. 2. Coordinate with the Transportation Committee re; vehicle requirement during the entire duration of the activity. 3. Check from time to time what are needed by the accreditors.
8. Transportation	Chairperson: Prof. Francisco G. Gabunada, Jr. Co-Chairperson: Mr. Remegio M. Sanico Members: Ms. Honey Sofia V. Colis Ms. Erlinda Valenzona Ms. Cecil Joy Duatin	<ol style="list-style-type: none"> 1. Coordinate with the QAC regarding the number of accreditors and their time of arrival/departure. 2. Prepare the trip tickets. 3. Provide necessary vehicles to fetch/conduct the accreditors. 4. Provide standby vehicles during the duration of accreditation to conduct/fetch accreditors, haul snacks, etc.
9. Socials	Chairperson: Dr. Ma. Juliet C. Ceniza Co-Chairperson: Prof. Jesusito L. Lim Members: Dr. Aleli A. Villocino Prof. Alan B. Loreto	<ol style="list-style-type: none"> 1. Plan the program for presentation during the welcome dinner. 2. Coordinate with the committees on venue and multimedia re: the equipment needed during the welcome dinner.
10. Ushering and Reception	Chairperson: Ms. Wenifreda T. Oclitaria Co-Chairperson: Mr. Roden Troyo Members: Ms. Lorna Abamo Ms. Corazon Alvarez Mr. Jayzon Bitacura	<ol style="list-style-type: none"> 1. Properly usher the guests during arrival, opening/closing program and exit conference. 2. Order leis for the accreditors. 3. Coordinate with the QAC re: the number of accreditors to be given the lei.

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	Ms. Niña Corazon Ceniza Mr. Marlon Calatrava	
11. Souvenir and token	Chairperson: Prof. Francisco G. Gabunada, Jr. Co-Chairperson: Ms. Honey Sofia V. Colis Members: Ms. Elizabeth B. Albiso Ms. Melianida C. Faelnar Ms. Josefina M. Larrosa	1. Prepare souvenir/token for the accreditors to be given after the closing program. 2. Order bags/kits for accreditors. 3. Coordinate with the QAC re: number of accreditors to be given bag.
12. Billboards/Streamers/ Tarpaulins/Signages	Chairperson: Dr. Remberto A. Patindol Co-Chairperson: Ms. Elvira B. Gorre Members: Mr. Silvestre Cagande Ms. Sarah Ravelo Mr. Christopher Urate	1. Make a layout for tarpaulins/streamers/signages. 2. Install the different signages/tarpaulins/streamers in designated places. 3. Coordinate with the QAC re: the texts to be written on the signages.
13. Secretariat	Chairperson: Prof. Winston M. Tabada Co-Chairperson: Mr. Rafael Vergara Members: Ms. Pamela Oraño Ms. Sarah Ravelo Mr. Christopher Urate	1. Provide needed office supplies for accreditors' kit. 2. Borrow laptops/printers from the DCST. 3. Assist in the encoding of report. 4. Install laptops/printers at the Apartelle Lobby.
14. Physical Facilities	Chairperson: Dr. Erlinda A. Vasquez Co-Chairperson: Dr. Marcelo A. Quevedo Members: Mr. Cesar Quiñones Mr. Noel Boregon	1. Borrow tables, chairs, white board, white board pens, erasers, and bring to the Apartelle/Lañada Cottage. 2. Return the borrowed materials after the evaluation.
15. First Aide	Chairperson: Dr. Elwin Jay V. Yu Co-Chairperson: Dr. Josephine Zafico Members: All VSU Hospital Staff	1. Make available the VSU Hospital ambulance during the entire duration of accreditation. 2. Apply first aid to evaluators/guests who will get sick.