



18 December 2017

MEMORANDUM CIRCULAR NO. 95

Series of 2017

T O: All Concerned

R E: Task Force Committee for Washington Accord

Please be informed that the College of Engineering particularly the BS in Agricultural Engineering and BS Civil Engineering will be evaluated based on the Washington Accord Criteria on January 22 – 24, 2018. To have a smooth conduct of this activity, you are hereby assigned to act as Chairpersons/Co-Chairpersons/Members of the various committees in the attached list.

All Committee Chairmen and Members are requested to attend a meeting on December 20, 2017, 2:00 PM, at the OVPAF Conference Room.

Your utmost cooperation is highly appreciated.


EDGARDO E. TULIN
President

Name of Committee	Composition	Responsibilities
1. Overall Coordination	Chairperson: Dr. Edgardo E. Tulin Co-Chairpersons: Dr. Beatriz S. Belonias Dr. Roberto C. Guarte Members: Prof. Arthur Tambong Prof. Epifania Loreto Dr. Remberto Patindol Dr. Othello Capuno Prof. Daniel Tudtud, Jr. Dr. Editha Cagasan Prof. Francisco Gabunada, Jr.	- Oversee the preparation for Washington Accord. - Check from time to time the accomplishments of each committee. - See to it that all concerned faculty, staff and students including key officials are aware of the coming activity and should be reminded of their responsibilities.
2. Washington Accord Preparation	Chairperson: Dr. Roberto C. Guarte Co-Chairpersons: Prof. Arthur Tambong Prof. Epifania Loreto Members: Faculty and staff of the College of Engineering	- The chairperson will call a regular meeting with the faculty and staff of the College of Engineering. - See to it that all the required documents are ready, complete and appropriately labeled and presentable.
3. Finance	Chairperson: Dr. Remberto Patindol Co-Chairperson: Ms. Louella Ampac Members: Dr. Roberto Guarte Dr. Beatriz Belonias	To provide financial support to the activity following the COA rules.
4. Program and Invitation	Chairperson: Dr. Editha Cagasan Co-Chairperson: Ms. Connel Antipaso Members: Ms. Pamela Oraño Ms. Clauden Rillen Dr. Lualhati Noriel	- Prepare the program for the Washington Accord. - Coordinate with Dr. Roberto Guarte about who will be invited and how many will be invited. - Prepare the ID of the evaluators. - Prepare the names of those who will sit at the presidential table.
5. Documentation (Video and Print)	Chairperson: Dr. Rotacio Gravoso Co-chairperson: Mr. Ulderico Alviola	- Document the activities. - Prepare a video presentation about VSU.

	Members: Mr. Jed Cortes Ms. Sheila Marie Lemos Mr. Genaro Godoy	
6. Multi-Media	Chairperson: Engr. Sean Villagonzalo Co-Chairperson: Mr. Norman Villas Members: Mr. Arnel Gucela Mr. Jerome Godoy	1. Provide and install necessary equipment during the conduct of the opening/closing programs and exit conference. 2. Coordinate with the committee on venue preparation on where to install the equipment.
7. Venue Preparation (including stage, sounds and lights)	Chairperson: Dr. Milagros Bales Co-Chairperson: Prof. Mario Baliad Members: Engr. Apolonio Encierto Dr. Santos Villocino Guest House Staff	1. Make reservation for the venue. 2. Prepare the venue including the lights and sounds and presidential table (for opening, closing, exit conference and welcome dinner). 3. Coordinate with Dr. Roberto Guarte regarding the number of attendees. 4. Coordinate with the committee on Multi-media re: equipment to be installed in the venue.
8. Accommodation	Chairperson: Prof. Argina M. Pomida Co-Chairperson: Prof. Francisco G. Gabunada, Jr. Members: Dr. Ma. Theresa Loreto Ms. Vilma Olleras Ms. Pamela Oraño	1. Provide comfortable accommodation for the evaluators. 2. Coordinate with the transportation committee re: vehicle requirement during the entire duration of activity. 3. Check from time to time the needs of the evaluators. 4. Coordinate with Dr. Roberto Guarte regarding the number of evaluators who are coming.
9. Food	Chairperson: Ms. Honey Sofia V. Colis Co-Chairperson: Ms. Josefina Larrosa Members: Guest House Staff Dr. Lualhati Noriel	1. Coordinate with Dr. Roberto Guarte regarding the number of persons to be serve. 2. Prepare healthy and delicious foods (meals and snacks) 3. Serve the meals/snacks on time

		4. Provide fruits/coffee/tea/juice/crackers inside the accommodation room.
10. Transportation	Chairperson: Engr. Marlon Burlas Co-Chairperson: Prof. Francisco Gabunada, Jr. Members: Ms. Erlinda Valenzona Mr. Christopher Urate Ms. Clauden Rillen	1. Prepare the trip tickets. 2. Coordinate with Dr. Roberto Guarte regarding the number of Evaluators coming and the time of their arrival/departure. 3. Provide standby vehicles during the duration of the Washington Accord evaluation.
11. Socials	Chairperson: Prof. Jesusito Lim Co-Chairperson: Prof. Alan Loreto Member: Dr. Aleli Villocino	1. Plan the program for presentation during the opening/closing programs and welcome dinner. 2. Coordinate with the venue and multi-media committees re the equipment needed during the programs/welcome dinner.
12. Reception and Ushering	Chairperson: Ms. Wenifreda Oclinaría Co-Chairperson: Ms. Ma. Niña Corazon Ceniza Members: Dr. Annie Gravoso Mr. Marlon Calatrava Ms. Lorna Abamo Mr. Art Russel Flandez	1. Properly usher the guests during arrival, opening/closing programs and welcome dinner. 2. Prepare leis for the guests. 3. Coordinate with the QAC regarding the number of guests to be given the lei.
13. Billboards/Tarpaulins/ Signages	Chairperson: Dr. Ulysses Cagasan Co-Chairperson: Ms. Elvira Gorre Mr. Ulderico Alviola Members: Mr. Jed Cortes Ms. Antonietta Israel Mr. Christopher Urate Mr. Raul Anthony Valenzona	1. Make a layout of the tarpaulins/streamers/signages and have them printed and installed in designated places. 2. Coordinate with Dr. Roberto Guarte regarding the texts to be written in the tarps/streamers.
14. Souvenir and tokens	Chairperson: Ms. Honey Sofia V. Colis Members: All OP Staff	1. Prepare souvenir/token for the guests. 2. Order bags/kits for accreditors. 3. Coordinate with Dr. Roberto Guarte re the number of guests to be given the bags/kits.
15. Secretariat	Chairperson: Dr. Editha Cagasan	1. Provide needed office supplies to the

	Members: All QAC Staff Ms. Jonah Flor Oraño	evaluators. - Borrow laptops/printers from the DCST and install them in designated place (e.g. Apartelle Lobby) for use by the evaluators. - Assist in encoding the results.
16. Physical Facilities	Chairperson: Engr. Mario Lilio Valenzona Co-Chairperson: Mr. Remegio Sanico Members: Mr. Zandro Israel Mr. Rogelio Ponce Mr. Rey Villacorte	- Borrow working tables, chairs/white board and pens/erasers and place in designated place (e.g. Apartelle) - Return borrowed materials afterwards. - Level the COE Annex lawn and plant carabao grass. - Fix laboratory room at COE Annex Bldg.
17. First Aide	Chairperson: Dr. Josephine Zafico Co-Chairperson: Dr. Merry Christ'I Guinocor Members: VSU Hospital Staff	- Make the VSU Infirmary ambulance and the driver available in case of emergency. - Apply first aide to those who need it.
18. IT Connectivity Installation and Operation	Chairperson: Engr. Sean Villagonzalo Members: UCC Staff	- Connect COE Accreditation Room and Library to VSU Library - Install Biometric Machine at COE Complex - Install LAN in the COE Administrative Offices.