



26 June 2018

MEMORANDUM CIRCULAR NO. 45
Series of 2018

TO: Working Committees for CHED Regional Quality Assessment for Program Compliance
RE: Ocular Inspection of RQAT for the 17 programs on July 9-10, 2018

You are designated as Chairmen and Members of the following committees in preparation and conduct of the CHED Regional Quality Assessment Team (RQAT) for compliance of 18 programs (BS Marine Biology, BS Biology, BS Statistics, AB English Language Studies, BS Agri-Business, BS Hospitality Management, BS Tourism Management, BS Forestry, BS Agriculture, BS Development Communication, BEEd, BSEd, B Physical Education, B Early Childhood Education, BS Agricultural Biosystems Engineering, BS Computer Science, BS Economics and BS Chemistry).

In this regard, you are hereby requested to attend a meeting on June 28, 2018 at 2:00 PM at the President's Office to discuss the respective duties and responsibilities in the preparation and conduct of this event.

Committees	Chairmen and members	Duties and Responsibilities
Steering Committee	Chairman – Dr. Edgardo E. Tulin Members: Dr. Beatriz S. Belonias Dr. Remberto A. Patindol Dr. Dilberto O. Ferraren Dr. Othello B. Capuno Dr. Editha G. Cagasan	<ul style="list-style-type: none">Oversee all activities related to the preparation and conduct of the ocular inspection of RQAT.Be ready for interview anytime the evaluators will call for interview.
Document Preparation	All Deans and Department Heads of programs under review: CAS - Dr. Candelario L. Calibo Prof. Jacob Glenn F. Jansalin Dr. Norberto E. Milla Dr. Guiraldo C. Fernandez, Jr. Dr. Analyn M. Mazo CAFS - Dr. Victor B. Asio Dr. Berta C. Ratilla Dr. Suzette B. Lina Dr. Julius V. Abela Prof. Jesusito L. Lim Dr. Luz O. Moreno Dr. Rosario A. Salas Dr. Christina A. Gabrillo Dr. Antonia Cecilia Y. Sandoval CME – Dr. Antonio P. Abamo Dr. Nancy V. Dumaguing	<ul style="list-style-type: none">College dean to convene with respective program in-charge and see to it needed documents are ready for review at the OVPRE Convention Hall.Bring needed documents at the OVPRE on July 8, 2018 (Sunday) and should be arranged according to the sequence of the instrument used in the review. These must be properly labelled. (Should different programs need supporting documents from the QAC, they will only be provided with e-copy, if available).See to it faculty and staff of



	Dr. Moises Neil V. Serioño CE – Dr. Aleli A. Villocino Dr. Lijueraj J. Cuadra Prof. Mary Jean M. Sapan COE – Dr. Roberto C. Guarte Prof. Arthur I. Tambong Prof. Winston M. Tabada	respective programs are ready for interview anytime within the duration of the visit. However, QAC will try to negotiate with CHED region on possible schedule of interviews.
Venue Preparation and Restoration	Chairman: Prof. Mario E. Baliad Members: Ms. Fe Remedios L. Diaz Mr. Raul Anthony S. Valenzona Mr. Christopher A. Urate Mr. Alfredo G. Florendo	<ul style="list-style-type: none">• Prepare simple decoration by putting only some plants at the stage.• Facilitate the putting up of tarpaulin as backdrop at the stage.• Provide sound system during the pre and post conference.• Provide tables for the 16 programs
Program	Chairman: Dr. Editha G. Cagasan Members: Dr. Milagros C. Bales Ms. Connel D. Antipaso Ms. Pamela P. Oraño	<ul style="list-style-type: none">• Prepare simple program for the pre and post conference in coordination with CHED Regional Office.
Transportation	Chairman: Ms. Connel D. Antipaso Member: Engr. Marlon G. Burlas Ms. Erlinda S. Valenzona	<ul style="list-style-type: none">• Coordinate with CHED Regional Office on the time and venue of fetching and conducting RQAT• Prepare trip tickets for fetching and conducting of the assessment team.
Food and Snacks	Chairman: Ms. Honey Sofia V. Colis Ms. Josefina M. Larosa	<ul style="list-style-type: none">• Prepare simple AM and PM snacks including lunch to be served at the RDE Convention Hall for two days.
Accommodation	Chairman: Dr. Nancy V. Dumaguing Ms. Connel D. Antipaso	<ul style="list-style-type: none">• Reserve in advance accommodation good for 6-8 persons at the Apartelle.
Tarpaulins	Chairman: Mr. Ulderico B. Alviola Members: Web Team	<ul style="list-style-type: none">• Design and print 2 tarpaulins, one for the venue (RDE Hall) and one at the entrance gate of VSU.• Coordinate with the venue committee in the putting up of tarpaulin at the venue stage.

For compliance.


EDGARDO E. TULIN
President
4/26/18