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## Office of the President

6 March 2014

### MEMORANDUM CIRCULAR NO. 7

Series of 2014

**T O: All Concerned**

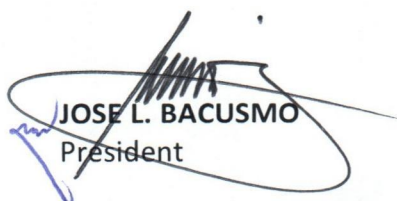
**R E: Revised Task Force/Committees for AACCUP Level IV (Phase 2) Accreditation of the Agriculture Program**

Please be informed that the schedule of the AACCUP Level IV Phase 2 Accreditation of the BS Agriculture program is on April 1 and 2, 2014. To have a smooth flow of the activity, you are hereby requested to act as Chairperson/Member of the different committees during the 2-day activity. The Chairpersons are requested to meet their members to discuss their assigned task.

Before the program is awarded with Level IV Reaccredited status it has to pass the Phase 2 accreditation. It involves presentation of a seminar based on the 5 major areas in the Narrative Profile to be evaluated by the AACCUP Accreditors. These areas are:

- I. Research
- II. Teaching and Learning
- III. Community Service and Impact of Contribution
- IV. Evidence of International Linkages and Consortia
- V. Well Developed Planning Processes which Support Quality Assurance

Please see attached list of committees and the respective responsibilities for guidance.

  
**JOSE L. BACUSMO**  
President

NAME OF COMMITTEE	PERSONS INVOLVED	DUTIES AND RESPONSIBILITIES	REMARKS
<b>OVERALL COORDINATION</b>	Chairperson: <b>Dr. Jose L. Bacusmo</b> Members: Dr. Lualhati M. Noriel Dr. Edgardo E. Tulin Dr. Roberto C. Guarte Dr. Othello B. Capuno Dr. Victor B. Asio Prof. Alan B. Loreto	1. Oversee all preparations for Level IV (Phase 2). 2. Check regularly the accomplishments/output of the various committees. 3. See to it that faculty, staff and students are aware of the coming activity and should be reminded of their responsibilities.	The OP should issue a Memo regarding the composition of the revised Task Force/Committees for Level IV (Phase 2) accreditation for the BSA Program.  Dr. Victor B. Asio (CAFS Dean) should see to it that all the documents (Narrative Profile, supporting documents, etc.) for the 5 areas are completed and exhibited on designated places during the evaluation.
<b>Accreditation Committee (Area I to V)</b>			
<b>Area I. Research</b>	Chairperson: <b>Dr. Victor B. Asio</b> Co-Chair: Prof. Rosa Ophelia D. Velarde Members: Dr. Suzette B. Lina Ms. Maria Verjie Q. Subere Ms. Remenita J. Solis	1. Prepare the <b>Narrative Profile</b> of their respective area and submit on time. 2. Prepare the supporting documents for their respective area assignment. 3. The assigned committee should be present and ready to answer the questions of the evaluators during the conduct of the seminar and evaluation of documents.	For submission to the University Accreditation Center and later to the AACUP two (2) months before the seminar to be conducted at VSU with AACUP Accreditors. Documents should be labeled properly.
<b>Area II. Teaching and Learning</b>	Chairperson: <b>Prof. Jesusito L. Lim</b> Co-Chair: Dr. Berta Ratilla Members: Prof. Manolo B. Loreto, Jr. Dr. Anabella B. Tulin Dr. Beatriz C. Jadina	4. The chairpersons should meet with the members of his/her committee to discuss the progress as far as their area assignment is concerned.	<b>The seminar will be conducted on April 1 at the CCE 1<sup>st</sup> Floor. The exit conference will be on April 2 at 8:30 am, same venue.</b>  The committee may conduct their meeting at the University Accreditation Center if they want to. (Please inform Sarah Ravelo for schedule of meeting.)
<b>Area III. Community Service and Impact of Contribution</b>	Chairperson: <b>Prof. Arsenio D. Ramos</b> Co-Chairs: Prof. Efren B. Saz Dr. Milagros C. Bales Members: Prof. Reny G. Gerona	5. The Dean of CAFS should check from time to time the progress of the work of the 5 committees.	It is only the BS Agriculture program that is to be evaluated for Level IV (Phase 2) and therefore only pertinent documents regarding said program should be prepared.

<p><b>Area IV. Evidence of International Linkages and Consortia</b></p>	<p>Ms. Jennifer E. Ando Prof. Ed Allan L. Alcober Dr. Marilou M. Benitez</p> <p>Chairperson: <b>Dr. Ma. Juliet C. Ceniza</b> Co-Chair: Prof. Alan B. Loreto Members: Ms. Redempta Soria Ms. Connel D. Antipaso Ms. Honey Sofia V. Colis</p>		<p>The Dean of CAFS should inform the self-evaluators if the documents are ready for evaluation.</p>
<p><b>Area V. Well developed planning processes which support quality assurance</b></p>	<p>Chairperson: <b>Dr. Edgardo E. Tulin</b> Co-Chair: Dr. Lourdes B. Cano Members: Dr. Ruth Escasinas Ms. Wenifreda T. Oclinaria Ms. Ma. Fe L. Gayanilo Ms. Sarah M. Ravelo Ms. Marciana B. Galambao</p>		<p>Note: The Narrative Profile is already submitted to the AACCUP.</p> <p>Almost all the supporting documents are ready for binding. These should be brought to the CCE on March 31 (Monday). The accreditors should be provided with a copy of the Narrative Profile upon arrival on April 1.</p>
<p><b>Self-Evaluator's Committee</b></p>	<p>Chairperson: <b>Dr. Lualhati M. Noriel</b> Members: Senior accreditors Ms. Sarah Ravelo Ms. Pamela Oraño</p>	<p>Attend the dry run for Narrative Profile presentation. Give comments/suggestions to improve the content and presentation of the Narrative Profile.</p> <p>Self-evaluate Narrative Profile before submission to AACCUP. Check the supporting documents for the 5 areas before the actual accreditation.</p>	



OTHER COMMITTEES			
1. Program and Invitation (including Opening/Closing Programs/Exit Conference/Welcome Socials)	Chairperson: <b>Dr. Lualhati M. Noriel</b> Members: Ms. Connel D. Antipaso Ms. Sarah M. Ravelo Ms. Remenita J. Solis	1. Prepare the program of activities for the whole duration of activities. 2. Prepare and send invitation. 3. Prepare certificate of appreciation/ ID for Accreditors and facilitators.	Should confer with the availability of persons who have part in the program.
2. Documentation (Video and Print)	Chairperson: <b>Prof. Alan B. Loreto</b> Members: Mr. Jesus Freddy M. Baldos Mr. Genaro Godoy Ms. Sheila Marie C. Lemos Mr. Mervyn P. Loreto	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: <b>Engr. Sean O. Villagonzalo</b> 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: <b>Ms. Wenifreda T. Oclinaria</b> Members: Mr. Roden Troyo Ms. DeeJay Maranguit Ms. Lorna Abamo	1. Properly usher the guests/ accreditors during their arrival and opening/closing programs, welcome dinner and exit conference.	The committee should order the leis for accreditors (4).
5. Food	Chairperson: <b>Ms. Honey Sofia V. Colis</b> Members: Ms. Roberta C. Lemos	1. Prepare healthy and nutritious foods for the guests/accreditors. 2. Coordinate with the UAC/OVPI	

	Ms. Corazon U. Nuevo All Guest House Staff	<p>regarding the number of persons who will be served.</p> <ol style="list-style-type: none"> <li>3. Ensure timely preparation and serving of foods.</li> <li>4. Deliver the snacks to the accreditation venues.</li> <li>5. Serve snacks during the night when the accreditors are doing OT work in writing the report.</li> </ol>	
6. Accommodation	<p>Chairpersons: <b>Dr. Lualhati M. Noriel</b></p> <p>Members: Prof. Alan B. Loreto Ms. Alice M. Flores</p>	<ol style="list-style-type: none"> <li>1. Ensure comfortable accommodation of the guests/accreditors.</li> <li>2. Check from time to time to know what are needed by the accreditors.</li> <li>3. Coordinate with transportation committee for the transport requirements during the entire period of the activity.</li> </ol>	
7. Transportation	<p>Chairperson: <b>Prof. Alan B. Loreto</b></p> <p>Members: Ms. Sarah M. Ravelo Ms. Erlinda S. Valenzona Mr. Remegio M. Sanico Mr. Jovenal B. Belarmino</p>	<ol style="list-style-type: none"> <li>1. Coordinate with the UAC regarding the schedule of arrival and departure of the accreditors.</li> <li>2. Prepare the trip tickets and vouchers to request for gasoline/diesel.</li> <li>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.</li> </ol>	
8. Socials	<p>Chairperson: <b>Prof. Manolo B. Loreto, Jr.</b></p> <p>Members: Dr. Beatriz S. Belonias Dr. Anabella B. Tulin Mr. Jesus Freddy M. Baldos</p>	<ol style="list-style-type: none"> <li>1. Plan and discuss the program for presentation during the welcome dinner with approval from the OP.</li> <li>2. Coordinate with the Venue Committee and Multi-media</li> </ol>	

		Committee re: the needed equipment for the socials.	
9. Souvenir and Token	Chairperson: <b>Ms. Honey Sofia V. Colis</b> Members: 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/Signages	Chairperson: <b>Dr. Roberto C. Guarte</b> Members: Engr. Nestor M. Israel Ms. Mirian Tan Mr. Silvestre Cagande	1. Prepare new billboards/tarpaulins/signages 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: <b>Dr. Edgardo E. Tulin</b> Members: Ms. Wenifreda T. Oclinaria 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 <sup>st</sup> and 2 <sup>nd</sup> 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)	
12. Secretariat	Chairpersons: <b>Ms. Remenita J. Solis/ Ms. Sarah M. Ravelo</b> Members: Ms. Pamela Oraño Mr. Raul Anthony Valenzona Mr. Rolando Oracion	1. Assist the accreditors in encoding/making the report. 2. Provide needed office supplies and materials. 3. Install laptops/printers in the Apartelle/other designated places.	



13. First Aid	<p>Chairpersons: <b>Dr. Elwin Jay V. Yu</b> <b>Dr. Josephine O. Zafico</b></p> <p>Members: VSU Hospital Staff</p>	<ol style="list-style-type: none"> <li>1. Make available the VSU Hospital vehicle more particularly during the night.</li> <li>2. Apply first aid to AACCUP accreditors who are hypertensive/got sick during the accreditation.</li> </ol>	
14. Physical Facilities	<p>Chairperson: <b>Dr. Marcelo A. Quevedo</b></p> <p>Members: Mr. Rolando I. Oracion Ms. Remenita J. Solis</p>	<ol style="list-style-type: none"> <li>1. Borrow tables, chairs and other materials needed for installing the computers/printers to be used by the accreditors.</li> <li>2. Facilitate the return of the same materials mentioned above.</li> </ol>	