



9 August 2021

MEMORANDUM NO. 564

Series of 2021

T O: All Concerned Faculty and Staff

R E: Task forces for the Online AACUP Accreditation (Level IV) of the Master of Science in Agricultural Extension (MS in Ag. Extension) on December 8-12, 2021

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **coordinator and chairpersons** of the **Task Forces** for the Online Accreditation (Level IV) of the MS in Ag. Extension effective August 1, 2021 until December 31, 2021 or unless sooner revoked or terminated by higher authorities.

AREA/TASK FORCE MEMBERS	RESPONSIBILITIES
A. Overall Coordination Dr. Karen Luz Y. Teves	1. Oversees the preparation and submission of the Narrative Profiles, Compliance Reports (<i>based on the findings and recommendations of the accreditors during the previous visit</i>), and other documents needed for the accreditation of the MS majors in Ag. Extension program; 2. Coordinates the preparation for the presentation of the MS in Ag. Extension program's narrative profiles during the seminar.
B. Area Incharge	1. Take charge in the preparation of the Narrative Profile of the assigned area 2. Submit to ODQA (formerly QAC) e-copies of the Narrative Profiles and other needed documents during the designated deadlines. 3. Supervise uploading of documents in the Google Site to be shared to the in-house evaluators of VSU and the AACUP accreditors 4. Inform the ODQA regarding the program's readiness to submit documents for evaluation 5. Serve as local counterparts of the AACUP accreditors 6. Attend follow up meetings called by the ODQA or OP
Area 1 – Research Dr. Karen Luz Y. Teves	
Area 2 - Performance of Graduates Prof. Fatima Baliña	
Area 3 – Community Service Dr. Milagros C. Bales	
Area 4 - International Linkage and Consortia Mr. Virgelio C. Dargantes, Jr.	

Area 5 - Planning Process Dr. Lijueraj J. Cuadra	
--	--

For your guidance.


EDGARDO E. TULIN
President