



23 August 2022

MEMORANDUM NO. 640
Series of 2022

T O: All Concerned Faculty and Staff

R E: Task force for the Online AACCUP Accreditation (Level III) of the program Master of Science in Food Science and Technology program in October 12 – 14, 2022

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **Members** of the **Task Force** for the Online Accreditation (Level III) of the program Master of Science in Food Science and Technology, effective May 1, 2022, until October 31, 2022 or unless sooner revoked or terminated by higher authorities.

I. PROGRAM AREA/TASK FORCE MEMBERS	RESPONSIBILITIES
A. Program Incharge: Dr. Lynette C. Cimafranca	<ol style="list-style-type: none"> 1. Oversee the preparation of the Narrative Profiles (NPs), Supporting Documents (<i>based on the survey instruments for the programs</i>), Compliance Reports (<i>based on the findings and recommendations during the previous visit</i>), and other documents needed for the accreditation of the MS in Food Science and Technology program; 2. Coordinate with ODQA for any concern related to the AACCUP accreditation of the MS in Food Science and Technology program. 3. Inform the ODQA regarding the program's readiness to submit documents for in-house evaluation;
B. Mandatory Area Incharge	<ol style="list-style-type: none"> 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. Upload documents in the Google Drive to be shared to the in-house evaluators and the AACCUP accreditors
Area 1 – Instruction Chairperson: Dr. Eileen B. Bandalan Member: Ms. Pearl V. Vistal	
Area 2 – Research Chairperson: Dr. Lorina A. Galvez	

C. Chosen Areas Area 3- Faculty Development Chairperson: Dr. Lynette C. Cimafranca Member: Ms. Inish Chris P. Mesias	4. Inform the ODQA regarding the program's readiness to submit documents for evaluation 5. Serve as local counterparts of the AACCUP accreditors 6. Attend follow up meetings called by the ODQA or OP
Area 4 - Consortia and Linkages Chairperson: Dr. Ivy C. Emnace	
II. Compliance Report Taskforce	1.Prepare the compliance report matrix and the supporting documents for the assigned Area 2.Submit to ODQA e-copies of the documents during the designated deadlines. 3.Upload documents in the Google Drive to be shared to the in-house evaluators and the AACCUP accreditors 4.Inform the ODQA regarding the program's readiness to submit documents for evaluation
Area I- VMGO Chairman: Dr. Lorina A. Galvez	
Area II- Faculty Chairman: Dr. Lynette C. Cimafranca	
Area III- Curriculum and Instruction Chairman: Dr. Ivy C. Emnace	
Area IV- Support to Students Chairman: Dr. Jocelyn G. Daclag	
Area V- Research Chairman: Dr. Lorina A. Galvez	
Area VI- Extension and community Development Chairman: Ms. Inish Chris P. Mesias	
Area VII- Library Chairman: Dr. Felix J. Amestoso	
Area VIII- Physical Plant and Facilities Chairman: Engr. Julius B. Cerna Member/s: Ms. Leilani M. Valdevieso	
Area IX- Laboratories Chairman: Mr. Jubymar A. Mabuto	
Area X- Administration Chairman: Dr. Eileen B. Bandalan	

For your guidance.


EDGARDO E. TULIN
President