



3 March 2021

MEMORANDUM NO. 333

Series of 2021

T O: All Concerned Faculty and Staff

R E: Task force for the Preliminary Survey Visit (PSV) of MS Language Teaching and AB English on April 19-23, 2021

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 **Preliminary Survey Visit (PSV)** of **MS Language Teaching and AB English** programs, effective immediately until April 30, 2021 or unless sooner revoked or terminated by higher authorities.

AREA FACULTY/STAFF INCHARGE	RESPONSIBILITIES
A. Overall Coordination Dr. Jett C. Quebec Dr. Maria Vanessa Gabunada	1. Oversee the preparation of the documents needed for the accreditation of the MS Language Teaching and AB English programs; 2. Coordinate with ODQA for any concern related to the AACCUP accreditation of the two programs.
A. Area Incharge Area I: VMGO <ol style="list-style-type: none"> Enaya, Mary Grace Miaga, Ianvee Area II: Faculty <ol style="list-style-type: none"> Acoritay, Daisy Imbong, Jerry Area III: Curriculum and Instruction <ol style="list-style-type: none"> Parmis, Annie Martinez, Seregena Ruth Gabunada, Maria Vanessa Rola, Cherry Flandez, Dean Ruffel Area IV: Support to Students <ol style="list-style-type: none"> Lubrio, Sheena Mae Pascual, May 	1. Take charge in the preparation of the documents needed for your assigned area/s; 2. Submit to ODQA (formerly QAC) 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 your readiness to submit your documents for in-house evaluation; 5. Serve as local counterparts of the AACCUP accreditors 6. Attend follow up meetings called by the ODQA or OP.

Area V: Research

1. Villas, Michael Carlo
2. Ponce, Bethlehem

**Area VI: Extension and
Community Involvement**

1. Juanillo, Kay
2. Villaroya, Al Franjon

Area VII: Library

1. Domingo, Precious,
2. Diao, John Martin

**Area VIII: Physical Plant and
Facilities**

1. Bande, Rhodora
2. Palermo, Aldrin

Area X: Administration

1. Santianes, Gernah Mae
2. Genotiva, Angelie
3. Nayre, Gilda

For your guidance.

EDGARDO E. TULIN
President