



24 April 2017

MEMORANDUM CIRCULAR NO. 30

Series of 2017

T O: All Concerned

R E: Task Force/Working Committees for the CHED Institutional Sustainability Assessment (ISA)

Please be informed that the University will undergo the CHED Institutional Sustainability Assessment (ISA) to enhance quality assurance based on Outcomes-based education and Typology-based QA. In connection with this important activity, you are hereby designated as Chairperson/Co-Chairperson/Member of the different committees to facilitate the preparation of the Self Evaluation Document (SED) and the required supporting documents for the five (5) Key Result Areas (KRA) indicated below:

- KRA 1: Governance and Management
- KRA 2: Quality of Teaching and Learning
- KRA 3: Quality of Professional Exposure, Research and Creative Work
- KRA 4: Support for Students
- KRA 5: Relations with the Community

Your usual support and cooperation is highly requested.

EDGARDO E. TULIN
President

Task Force Committee/Working Committees for the CHED Institutional Sustainability Assessment (ISA)

NAME OF COMMITTEE	MEMBERS	RESPONSIBILITIES
A. OVERALL COORDINATION	Chairperson : Dr. Edgardo E. Tulin Members: Dr. Beatriz S. Belonias Dr. Remberto A. Patindol Dr. Othello B. Capuno Prof. Daniel M. Tudtud, Jr. Dr. Lualhati M. Noriel Ms. Connel D. Antipaso All Deans, Heads, Directors	1. Oversee all preparations for the conduct of ISA. 2. Check from time to time the accomplishments/updates of the different committees. 3. See to it that all the faculty, staff and students are aware of the coming activity and should be reminded of their responsibilities.
B. ISA KEY RESULT AREAS (KRA) COMMITTEES		(Same for all KRA Committees)
KRA 1. GOVERNANCE AND MANAGEMENT	Chairperson: Dr. Lourdes B. Cano Co-Chairpersons: Dr. Remberto A. Patindol Prof. Daniel M. Tudtud, Jr. Members: Ms. Louella C. Ampac Atty. Rysan C. Guinocor Prof. Winston Tabada Ms. Alicia Flores Ms. Jennifer Ando Ms. Ma Fe Gayanilo Ms. Vivian Balbarino Ms. Jessamine Ecleo Ms. Pamela Oraño	1. The chairperson should meet with the committee members to discuss the KRA assigned to them. Each Committee will be provided with a copy of the KRA. 2. The Committee should determine/identify the relevant supporting documents per KRA. 3. Prepare the Self Evaluation Document (SED) per KRA. You will be provided with a copy of the instrument for preparing the SED. 4. Attend the consultation seminar/workshop to be conducted by the CHED regarding the importance of ISA, preparation of the SED per KRA etc. The date and venue of the consultation will be announced later.
KRA 2. QUALITY OF TEACHING AND LEARNING	Chairperson: Dr. Beatriz S. Belonias Co-Chairperson : Prof. Jesusito L. Lim Members: Dr. Berta Ratilla Dr. Lijueraj Cuadra Dr. Anabella Tulin Ms. Wenifreda Oclinaría Ms. Erlinda Valenzona Ms. Lorna Abamo	
KRA 3. QUALITY OF PROFESSIONAL	Chairpersons: Dr. Othello B. Capuno	

Task Force Committee/Working Committees for the CHED Institutional Sustainability Assessment (ISA)

EXPOSURE, RESEARCH AND CREATIVE WORK	Dr. Jose L. Bacusmo Co-Chairperson: Dr. Victor B. Asio Members: Dr. Feliciano Sinon Dr. Erlinda Vasquez Dr. Marlito Bande Dr. Rosario Salas Ms. Maria Verjie Subere Ms. Pauline Caintic	
KRA 4. SUPPORT FOR STUDENTS	Chairperson: Prof. Manolo B. Loreto, Jr. Co-Chairpersons: Ms. Andreli D. Pardales Mr. Eliezer Velasco Members: Dr. Aleli Villocino Mr. Eusebio Olleras Dr. Josephine Zafico All USSO staff	
KRA 5. RELATIONS WITH THE COMMUNITY	Chairpersons Dr. Ma. Juliet C. Ceniza Prof. Efren Saz Co-Chairperson: Dr. Moises Neil Serioño Members: Prof. Reny Gerona Ms. Adelina Carreno	
C. OTHER COMMITTEES 1. Self-Survey Committee	Chairpersons: Prof. Manolo B. Loreto, Jr. Dr. Lualhati M. Noriel Members : Dr. Oscar B. Posas Dr. Dolores L. Alcober Dr. Rolinda T. Sanico	1. Make a self assessment of the KRAs/SED. You will be provided with the rating form and instructions on how to make the rating. Submit to the Quality Assurance Center the completed form with your ratings and signature. 2. Make yourself available during the conduct of the ISA. You will be informed later about the venue and date.
2. Program and invitation (including opening and closing programs, exit conference and socials)	Chairperson: Dr. Lualhati M. Noriel Members: Ms. Connel D. Antipaso Ms. Pamela P. Oraño Mr. Christopher Urate	1. Prepare the program of activities for the whole duration of the activity. 2. Determine who are to be invited and send them invitation. 3. Prepare the ID and certificate of appreciation for the evaluators. 4. Prepare the name of the CHED evaluators for the opening and closing program/exit conference (to be placed on the table)
3. Documentation(Video and print)	Chairperson: Mr. Ulderico Alviola Members: Ms. Sheila Marie Lemos Mr. Jed Asaph Cortes Ms. Ella Lois Bestil	1. Document daily activities. 2. Produce newsletter about the activity to be distributed during the opening/closing program. 3. Present video presentation about the VSU as a learning and research

Task Force Committee/Working Committees for the CHED Institutional Sustainability Assessment (ISA)

	Mr. Genaro Godoy VSU Web Team	university to be presented during the opening program.
4. Multi-media	Chairperson: Members: Engr. Sean O. Villagonzalo Mr. Arnel Gucela Mr. Jerome Godoy Mr. Genaro Godoy	1. Provide and install necessary equipment (e.g. LCD, Computer, printer, etc.) needed during the conduct of the opening/closing programs and exit conference 2. Coordinate with the venue and stage preparation committee where to install the equipment
5. Ushering and reception	Chairperson: Members: Ms. Wenifreda Oclinaría Ms. Lorna Abamo Ms. Niña Corazon Ceniza Ms. Ea Kristine Clarisse Tulin Mr. Marlon Calatrava	1. Properly usher the guests/evaluators during arrival and opening/closing/exit conference. 2. Order leis for the evaluators 3. Coordinate with the QAC re: the number/names of evaluators coming
6. Food	Chairperson: Members: Ms. Josefina M. Larrosa Dr. Nancy V. Dumaguiling All Guest House Staff HRTM Staff	1. Prepare healthy and nutritious foods for the evaluators/guests 2. Coordinate with the QAC regarding the number of persons to be served with meals/snacks 3. Ensure timely preparation of meals/snacks 4. Provide fruits/coffee/tea/crackers inside the accommodation room
7. Accommodation	Chairperson: Members: Dr. Lualhati M. Noriel Ms. Connel D. Antipaso Prof. Argina Pomida	1. Provide comfortable accommodation of the guests/evaluators. 2. Coordinate with transportation committee re: requirements for transport during the entire duration of the activity 3. Check from time to time to know what are needed by the evaluators.
8. Transportation	Chairperson: Members: Engr. Marlon Burlas Mr. Remegio Sanico Ms. Erlinda Valenzona Ms. Connel D. Antipaso All Drivers	1. Coordinate with the QAC regarding the schedule of arrival and departure of the evaluators. 2. Prepare the trip tickets and vouchers 3. Should assign a standby vehicle /driver during the entire duration of activity.
9. Socials	Chairperson: Member: Prof. Alan Loreto Prof. Jesusito Lim	1. Plan and discuss the program for representation during the welcome dinner with approval from the OP. 2. Coordinate with the venue committee and multi-media committee regarding the equipment needed.
10. Souvenir and token	Chairperson: Members: Ms. Connel D. Antipaso All OP staff	1. Prepare souvenir and token for the evaluators to be given after the closing program. 2. Order bags for the evaluators. 3. Coordinate with the QAC re: the number of accreditors.
11. Billboards/streamers/signages	Chairpersons: Mr. Ulderico Alviola Engr. Mario Lilio Valenzona	1. Layout/prepare tarpaulins/streamers/signages and install in designated places.

Task Force Committee/Working Committees for the CHED Institutional Sustainability Assessment (ISA)

	Co-chairperson: Ms. Elvira Gorre Members: Ms. Antonietta Israel Mr. Ian Gahoy Mr. Christopher Urate Landscape Team	2. Coordinate with the QAC re; the text to be written on the tarpaulins/streamers
12. Venue preparation (including stage, lights and sounds)	Chairperson: Prof. Mario Baliad Co-Chairperson: Dr. Santos Villocino Engr. Mario Lilio Valenzona Engr. Marlon Burlas Engr. Apolonio Encierto Mr. Clementino Borela	1. Make reservation for the venue/s for the opening/closing/exit programs. 2. Prepare the venue including the lights, sounds. 3. Coordinate with Mult-media committee re: the equipment to be used (e.g. microphone, LCD, Videoke etc.)
13. Secretariat	Chairperson: Ms. Pamela Oraño Members: Ms. Claudine Rellin Mr. Christopher Urate All QAC staff	1. Provide the needed office supplies. 2. Assist in the encoding of reports(if needed) 3. Install laptops/printers in the Apartelle lobby
14. Physical Facilities	Chairperson: Dr. Marcelo Quevedo Members: Mr. Eusebio Olleras Mr. Noel Borigon Mr. Christopher Urate	1. Borrow tables, chairs, white board and other materials needed for installing the computers/printers to be used by the evaluators at the Apartelle lobby. 2. Facilitate the return of the materials after the evaluation.
15. First Aid	Chairpersons: Dr. Josephine O. Zafico Dr. Merry Christ'l S. Guinocor Members: VSU Infirmary Staff	1. Make available the VSU Hospital vehicle during the entire duration of accreditation. 2. Apply first aid to evaluators/guests who are hypertensive/got sick during the evaluation process.