



13 June 2023

MEMORANDUM NO. 666
Series of 2023

T O: All Concerned Faculty and Staff

**R E: Task force for the Online Preliminary Survey Visit (PSV) AACUP
Accreditation of the program Bachelor of Science in Tourism Management
(BSTM) on September 25-29, 2023**

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 Preliminary Survey Visit (PSV) AACUP Accreditation of the program Bachelor of Science in Tourism Management (BSTM), effective April 16, 2023 until October 15, 2023 or unless sooner revoked or terminated by higher authorities.

AREA/ FACULTY/ STAFF INCHARGE	RESPONSIBILITIES
<p>A. Program Coordinator</p> <p>Ms. Hannah Mae E. Quimbo</p>	<ol style="list-style-type: none"> 1. Oversee the preparation of the Preliminary Survey Visit Online Accreditation, Supporting Documents <i>(based on the survey instruments for the programs)</i>; 2. Coordinate with QAC for any concern related to the PSV AACUP accreditation of the BSTM program. 3. Inform the QAC regarding the program's readiness to submit documents for in-house evaluation;
<p>B. Area Incharge</p> <p>Area I (VMGO) – Chairperson: Dr. Nancy V. Dumaguing Members: Ms. Noessa C. David Ms. Melody Lyn C. Basaca</p> <p>Area II (Faculty)- Chairperson: Ms. April Gayle V. Calunangan Members: Ms. Noessa C. David Ms. Melody Lyn C. Basaca</p> <p>Area III (Curriculum and Instruction) - Chairperson: Ms. April Gayle V. Calunangan Member: Mr. Randy G. Omega</p>	<ol style="list-style-type: none"> 1. Take charge in the preparation of the Preliminary Survey Visit (PSV), supporting documents and compliance report for the assigned area/s; 2. Submit to QAC e-copies of the Supporting Documents <i>(based on the survey instruments for the programs)</i>, 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 AACUP accreditors; 4. Serve as local counterparts of the AACUP accreditors; 5. Attend follow up meetings called by the QAC or OP.

Area IV (Support to Students) –
Chairperson: Ms. Mauren Joy F. Manadong
Member: Ms. Hannah Mae E. Quimbo

Area V (Research)
Chairperson: Ms. Mauren Joy F. Manadong
Member: Dr. Nancy V. Dumaguing

Area VI (Extension and Community Involvement) –
Chairperson: Mr. Randy G. Omega
Member: Ms. April Gayle V. Calunangan

Area VII (Library) –
Chairperson: Ms. Jovelyn H. Mabuan
Member: Ms. Mauren Joy F. Manadong

Area VIII (Physical Plant and Facilities)
Chairperson: Ms. April Gayle V. Calunangan
Member: Ms. Hannah Mae E. Quimbo
Mr. Servando Latras Jr.

Area IX (Laboratories)
Chairperson: Mr. Mauren Joy F. Manadong
Member: Mr. Servando Latras Jr.

Area X (Administration) –
Chairperson: Dr. Nancy V. Dumaguing
Member: Ms. Noessa C. David
Ms. Melody Lyn C. Basaca

For your guidance.


EDGARDO E. TULIN
President