



3 March 2021

MEMORANDUM NO. 337
Series of 2021

T O: All Concerned Faculty and Staff

R E: Task force for the Online AACCUP Accreditation (Level 1) of the Bachelor of Science in Mechanical Engineering 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 Online Accreditation (Level 1) of the **Bachelor of Science in Mechanical Engineering (BSME)**, effective January 4, 2021 until April 30, 2021 or unless sooner revoked or terminated by higher authorities.

AREA FACULTY/STAFF INCHARGE	RESPONSIBILITIES
A. Overall Coordination Engr. Jundy R. Castil	1. Oversee the preparation of the Program Performance Profiles (PPPs), 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 BS in Mechanical Engineering program; 2. Coordinate with ODQA for any concern related to the AACCUP accreditation of the BSME program.
B. Area In-Charge Engr. Jundy R. Castil - Area I (VMGO) Engr. Andrew C. Merafuentes - Area II (Faculty) and Area VII (Library) Engr. Edgardo C. Ochavillo - Area III (Curriculum and Instruction) Engr. Mark Anthony S. Arcayan - Area IV (Support to Students) and Area VIII (Physical Plant and Facilities) Engr. Ronard G. Paña - Area V (Research) Engineer Philip Caesar L. Ebit - Area VI (Extension)	1. Take charge in the preparation of the Program Performance Profile (PPP), supporting documents and compliance report for your assigned area/s; 2. Submit to ODQA (formerly QAC) e-copies of the Program Performance Profile (PPP), 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 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; 4. Inform the ODQA regarding your readiness to submit your documents for in-house evaluation;

Engr. Triponio O. Solarte, Jr.

- Area IX (Laboratories)

Ms. Antonette S. Cruz

- Area X (Administration)

5. Serve as local counterparts of the AACUP accreditors;

6. Attend follow up meetings called by the ODQA or OP.

For your guidance.



EDGARDO E. TULIN

President