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Office of the President

1 September 2014

MEMORANDUM CIRCULAR NO. 41


Series of 2014

T O: All Concerned

R E: Task Force Committees for Preliminary Survey Visit (PSV) – Main Campus

You are hereby designated as Chairpersons/Co-Chairpersons and Members of the attached task force committees, to ensure a smooth flow of activities in connection with the forthcoming Preliminary Survey Visit (PSV) of various programs scheduled on October 13 – 17, 2014.

Your continued support and cooperation is highly appreciated.

for: 
JOSE L. BACUSMO
President *o/c 9/2/14*

COMMITTEE	PERSONS INVOLVED	DUTIES AND RESPONSIBILITIES	REMARKS
I. OVERALL COORDINATION	Chairperson: Dr. Jose L. Bacusmo Members: All Vice Presidents Concerned Deans/Department Heads/Overall Unit Coordinators Dr. Lualhati M. Noriel	1. Oversee all preparations for Preliminary Survey Visit. 2. Check regularly the accomplishments/output of the various committees. 3. See to it that faculty, staff and students are aware of the forthcoming activity and should be reminded of their responsibilities.	The OP should issue a Memo regarding the conduct of the Preliminary Survey Visit. The concerned Deans/Department Heads should constantly remind their faculty and staff about their responsibilities and to see to it that all the documents required are prepared and on display in their respective AACCUP Center.
II. COMMITTEE ON THE 10 AREAS TO BE EVALUATED	Refer to OP Memo #157, s. 2014 dated June 25, 2014 (task force committee per program)	1. Gather and label supporting documents based on the Master Survey Instrument (MSI) specific for each program. 2. Informed assigned Self-evaluators as to their readiness for self evaluation.	The Overall Unit Coordinator should regularly check the progress of their work per area. The QAC will provide the name of the Self evaluators.
OTHER COMMITTEES			
1. Program and Invitation (including Opening/Closing Programs/Exit Conference/Welcome Socials)	Chairperson: Dr. Lualhati M. Noriel Members: Ms. Connel D. Antipaso Ms. Sarah M. Ravelo Ms. Pamela P. Oraño	1. Prepare the program of activities for the whole duration of the activities. 2. Prepare and send invitation. 3. Prepare certificate of appreciation/ID for Accreditors and facilitators.	Should confer with the availability of persons who have part in the program.
2. Documentation (Video and Print)	Chairperson: Mr. Jesus Freddy M. Baldos Members: Mr. Mervyn P. Loreto Ms. Sheila Marie C. Lemos Mr. Genaro P. Godoy	1. Document daily activities. 2. Produce newsletter about Preliminary Survey Visit. 3. Prepare/update video about VSU as an academic and research institution for presentation during courtesy call/opening program.	
3. Multi-media	Chairperson: Engr. Sean O. Villagonzalo Members: Engr. Apolonio M. Encierto Mr. Arnel Gucela Mr. Jerome Godoy	1. Provide and install necessary equipment like LCD, laptop, TV, microphone, etc. in the assigned venue during the opening/closing programs/exit conference. 2. Coordinate with the program, venue and social committees where to install the equipment.	
4. Ushering and Reception	Chairperson: Ms. Wenifreda T. Oclinaria Members: Dr. Leslie T. Ubaub Ms. Lorna B. Abamo Mr. Roden A. Troyo Ms. Cherry N. Rola	1. Properly usher the guests/accreditors during their arrival and opening/closing programs, welcome dinner and exit conference.	

5. Food	Chairperson: Ms. Honey Sofia V. Colis Members: Dr. Nancy V. Dumaguing All Guest House Staff	1. Prepare healthy and nutritious foods for the guests/accreditors. 2. Coordinate with the QAC/OVPI regarding the number of persons who will be served.	
6. Accommodation	Chairpersons: Dr. Lualhati M. Noriel Dr. Ma. Theresa P. Loreto Members: Ms. Alice M. Flores Ms. Wenifreda T. Oclinaria Ms. Sarah M. Ravelo Mr. Rey M. Cagande	1. Ensure comfortable accommodation of the guests/accreditors. 2. Check from time to time to know what are needed by the accreditors. 3. Coordinate with the transportation committee for the transport requirements during the entire period of the activity.	
7. Transportation	Chairperson: Prof. Alan B. Loreto Members: Mr. Remegio M. Sanico Ms. Erlinda S. Valenzona Mr. Jovenal B. Belarmino	1. Coordinate with the QAC regarding the schedule of arrival and departure of the accreditors. 2. Prepare trip tickets and vouchers to request for gasoline/diesel. 3. Should assigned standby vehicle/drivers during the entire duration of the activity to fetch/conduct the accreditors from the guest house to the venue.	
8. Socials	Chairperson: Dr. Ma. Juliet C. Ceniza Members: Dr. Lourdes B. Cano Prof. Manolo B. Loreto, Jr. Dr. Beatriz S. Belonias	1. Coordinate with the venue committee and multi-media committee re: the needed equipment for the socials.	
9. Souvenir and Token	Chairperson: Prof. Alan B. Loreto Members: Ms. Honey Sofia V. Colis Ms. Josefina M. Larrosa Ms. Elizabeth B. Albiso Ms. Melianida C. Faelnar	1. Prepare souvenir and token for the accreditors to be given after the closing program/exit conference. 2. Order bags for the accreditors 3. Coordinate with the QAC re: the number of accreditors.	
10. Billboards/Streamers/Signage	Chairperson: Dr. Roberto C. Guarte Members: Engr. Nestor M. Israel Mr. Silvestre Cagande Mr. Misael Cerna Mr. Rey M. Cagande	1. Prepare new billboards/tarpaulins/signages and install in appropriate/designated places. 2. Coordinate with the QAC re: the text to be written on the tarpaulins/signages.	
11. Venue Preparation (including stage, lights and sounds)	Chairperson: Dr. Edgardo T. Tulin Members: Ms. Wenifreda T. Oclinaria Prof. Mario E. Baliad	1. Make reservation for the venue of the opening/closing programs/exit conference.	

	Dr. Milagros C. Bales Engr. Apolonio Encierto Mr. Clementino Borela	2. Prepare the lights, sounds in the venue. 3. Coordinate with the Multi-media committee re: the needed equipment (e.g. microphone, videoke, laptop, LCD, etc.)	
12. Secretariat	Chairperson: Prof. Winston M. Tabada Members: Ms. Magdalene C. Unajan Mr. Jude Rola Ms. Sarah M. Ravelo Ms. Pamela P. Oraño Mr. Rey M. Cagande	1. Assist the accreditors in encoding the report. 2. Provide the needed office supplies and materials. 3. Install laptops/printers in the Apartelle/other designated places.	
13. First Aid	Chairpersons: Dr. Elwin Jay V. Yu Dr. Josephine O. Zafico Members: VSU Infirmary Staff	1. Make available the VSU Hospital vehicle more particularly during the night. 2. Apply first aid to AACCUP accreditors who are hypertensive or who might get sick during the accreditation.	
14. Borrowing of tables/chairs	Chairperson: Dr. Marcelo A. Quevedo Members: Mr. Remegio M. Sanico Mr. Rey M. Cagande Mr. Leopoldo Escala	1. Borrow tables, chairs and other materials needed for installing the computers/printers to be used by the accreditors at the Apartelle/cottages. 2. Facilitate the return of the same materials mentioned above after the accreditation.	