



7 August 2023

MEMORANDUM NO. 783
Series of 2023

T O: Dr. Suzette B. Lina

R E: Appointment as Internal Technical Evaluator of Documents and Accreditor for the AACUP Online Preliminary Survey Visit (PSV) of the Bachelor of Science in Tourism Management (BSTM)

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby appointed as Internal Technical Evaluator of Documents and Accreditor for the AACUP Online Preliminary Survey Visit (PSV) of the Bachelor of Science in Tourism Management (BSTM) on September 24-29, 2023. The internal evaluation of documents is scheduled on September 4-8, 2023.

As Internal Evaluator and Accreditor, you are to perform the following functions:

1. Review and evaluate the supporting documents of the BSTM program and see to it that these are relevant to the areas being evaluated. Evaluation of documents will be done using the appropriate survey instruments;
2. Provide suggestions to improve the documents if needed; and
3. Submit to QAC within five (5) days a copy of the program's internal evaluation results (ratings) and actual accreditation.

As a token of our appreciation for your kind assistance, you are given an honorarium of **Five Thousand Pesos Only (PhP 5,000.00)**.

Please be guided accordingly.


EDGARDO E. TULIN
President