



9 May 2018

MEMORANDUM CIRCULAR NO. 38
Series of 2018

T O: All Concerned Faculty and Staff

R E: Task Force Committees for Level II AACCUP Accreditation of Seven Programs in the VSU Main Campus

Seven programs of the Visayas State University (*BS Economics, BS Nursing, BS Geodetic Engineering, BS Environmental Management, MS Tropical Ecology, MS Forestry and MS Food Technology*) will undergo Level II accreditation by the AACCUP on October 1 – 6, 2018. To ensure success of this activity, you are hereby designated as Chairpersons/Co-Chairpersons/Members of the different committees. The Chairpersons are requested to meet/convene his/her committee to discuss about their assignment.

Your utmost cooperation and wholehearted support are requested.


EDGARDO E. TULIN
President

Task Force Committees for Level II AACCUP Accreditation
of 7 Programs in the VSU Main Campus

NAME OF COMMITTEE	COMPOSITION	RESPONSIBILITIES	REMARKS
A. OVERALL COORDINATION	Chairperson: Dr. Edgardo E. Tulin Co-Chair: Dr. Beatriz S. Belonias Members: Prof. Francisco Gabunada, Jr. Dr. Remberto A. Patindol Dr. Dilberto O. Ferraren Dr. Othello B. Capuno Dr. Editha G. Cagasan Dr. Moises Neil Serioño Engr. Diana Christa Milloza Ms. JesusaMagno Dr. Dennis Peque Dr. Marlito Bande Dr. Ivy Emnace	1. Oversee all the preparations for Level II programs accreditation. 2. Check regularly the accomplishment/output of the various committees by conducting meetings/consultations. 3. See to it that all faculty/staff/students including the key officials are aware of the coming activity and be reminded of their responsibilities.	The OP will issue a Memo regarding the conduct of Program Accreditation. Follow up meetings will also be called.
B. 10 Areas to be evaluated per program	Each program has each own task force committees to take care of the 10 areas with the unit head as in-charge. Program In-Charge: Dr. Moises Neil Serioño - BS Economics Engr. Diana Christa Milloza - BS Geodetic Engineering Ms. JesusaMagno - BS Nursing Dr. Dennis Peque - MS Forestry Dr. Marlito Bande - BS Environmental Management and MS Tropical Ecology Dr. Ivy Emnace – MS Food Technology	1. The Program In-Charge should meet with their respective task force committee members regularly to discuss the progress of the preparation of the PPP (Program Performance Profile), the supporting documents and compliance reports (based on the recommendations during the last survey visit). NOTE: <i>In preparing the compliance report, use the template to be provided by the QAC.</i> 2. Submit the PPPs to the QAC during the designated deadlines for editing and packaging. 3. See to it that the labeling of all the supporting documents is based on the program instrument (and not on the PPP instrument). 4. See to it that each program is using the appropriate survey instrument. If you are not aware of the instrument kindly inquire from the QAC. 5. Attend follow up meetings called by the QAC/OP	The PPP should be ready a day before the actual accreditation to be given to the accreditors. All the supporting documents should be properly labeled before the self survey. Each program should submit the following to the QAC at least one month before the actual accreditation: 1. Names of different stakeholders (at least five for each) 2. List of research, extension, and production projects (please indicate the project proponent/s, funding agency, location, title of the

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		6. Inform the assigned technical evaluators in your respective program regarding your readiness to evaluate your documents.	projects). The location/site of the project should be clean and labeled. 3. Schedule of classes (SY 2018 – 2019) should also be provided with the name of the faculty, subject/s being taught, room assignment and time.
OTHER COMMITTEES: 1. Self-Evaluation Committee	Technical Evaluators: Chairperson: Dr. Editha Cagasan Co-Chairperson: Dr. Milagros Bales Members: Prof. Manolo B. Loreto, Jr. (Area 4) Ms. Andreli Pardales (Area 7) Mr. Vicente Gilos (Area 7) Dr. Oscar B. Posas (MS Trop. Ecology and BS Envi Management) Dr. Dolores L. Alcober (MS Food Technology and BS Economics) Dr. Lourdes B. Cano (Area 10 of all programs) Dr. Suzette Lina (MS Forestry) Dr. Norberto Milla (BS Geodetic Engineering) Dr. Lualhati M. Noriel (BS Nursing)	1. The Technical Evaluators should check and evaluate all supporting documents and see to it that they are relevant to the area being evaluated. 2. Read and improve (if there is a need) the content of the PPP before submission to QAC. 3. Submit the self-survey results (ratings of the evaluation) to QAC on the designated deadline. Use the appropriate instrument when conducting the evaluation. Affix your signature on the report.	
2. Program and invitation (including opening/closing, exit conference, welcome socials)	Chairperson: Dr. Editha Cagasan Co-Chairperson: Ms. Connel Antipaso Members: Ms. Clauden Rillen Ms. Pamela Oraño Mr. Anthony Raul Valenzona	1. Prepare program of activities for the whole duration. 2. Prepare and send invitation. 3. Prepare the certificate of appreciation and ID of the accreditors/facilitators.	Check availability of persons who have part in the program.

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3.Documentation (Video and Print)	<p>Chairperson: Dr. Rotacio Gravoso</p> <p>Co-Chairpersons: Ms. Ulderico Alviola Mr. Jed Asaph Cortes</p> <p>Members Mr. Genaro Godoy Ms. Sheila Lemos VSU Media Team</p>	<ol style="list-style-type: none"> 1. Document daily activities. 2. Produce Newsletter about AACCUP Program Accreditation. 3. Prepare a short video presentation about VSU as an academic and research institution for presentation during the opening program. 	
4.Multimedia	<p>Chairperson: Engr. Sean Villagonzalo</p> <p>Co-Chairperson: Mr. Norman Villas</p> <p>Members: Mr. Arnel Gucela Mr. Jerome Godoy</p>	<ol style="list-style-type: none"> 1. Provide and install necessary equipment like LCD projector, Laptop, TV monitor, microphones, etc. in the assigned venue for the opening/closing programs and exit conference and welcome socials. 2. Coordinate with the program and venue and stage preparation committees where to install the equipment. 	
5. Reception and Ushering	<p>Chairperson: Ms. Wenifreda Oclinaria</p> <p>Co-Chairperson: Ms. Ma. Niña Corazon Ceniza</p> <p>Members: Mr. Marlon Calatrava Dr. Annie Gravoso Miss Justine Millado</p>	<ol style="list-style-type: none"> 1. Properly usher the guests/accreditors during opening, closing and evening socials. 	The committee is responsible for the ordering of leis.
6.Food	<p>Chairperson: Ms. Honey Sofia Colis</p> <p>Co-Chair: Ms. Josefina Larrosa</p> <p>Members: Dr. Milagros Bales Guest House Staff</p>	<ol style="list-style-type: none"> 1. Prepare delicious and healthy foods for the accreditors and other people involved in the activity 2. Ensure timely preparation and serving of food 3. Provide snacks(including fruits) during the night to accreditors' room. 4. Deliver snacks for accreditors/local counterparts to the accreditation room of the programs being evaluated. 	Should coordinate with the QAC regarding the total number of persons who will be served snacks/meals.

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7.Socials	Chairperson: Prof. Jesusito Lim Co-Chairperson: Mr. Joselle Cayetano Members: Dr. Joy Abit Dr. Aleli Villocino	1. Select/identify those who will present during the opening/closing program (for intermission) and during the welcome socials/dinner.	
8.Souvenir and Token	Chairperson: Ms. Honey Sofia Colis Co-Chairperson: Dr. Ma. Juliet C. Ceniza Members: OP Staff	1. Prepare/purchase tokens/souvenirs for accreditors. 2. Order/purchase bags(kit) for accreditors 3. Coordinate with the QAC regarding the number of persons to be given tokens/bags	
9.Billboards/Streamers/Signages	Chairperson: Dr. Remberto Patindol Co-Chairpersons: Ms. Ivy Gorre Mr. Jed Asap Cortes Members: Engr. Mario Valenzona Ms. Anette Diaz Mr. Christopher Urate Ms. Roberta Miraflor	1. Prepare new billboards/signages/streamers to be placed at designated places. 2. Coordinate with the QAC re: text to be written in the tarpaulins/signages	
10. Venue and Stage Preparation (including lights and sounds)	Chairperson: Dr. Milagros Bales Co-Chairperson: Prof. Mario Baliad Members: Engr. Apolonio Encierto Dr. Santos Villocino Guest House Staff	1. Make reservation of the venue for the opening/closing programs/ evening socials/exit conference. 2. Prepare the lights and sounds in the venue. 3. Coordinate with the Multimedia committee re: the needed equipment (e.g. microphones, videoke, laptop, LCD projector)	
11.Secretariat	Chairperson: Prof. Winston Tabada Co-Chairpersons: Dr. Editha Cagasan/ Mr. Eusebio Olleras Members: Ms. Pamela Oraño Mr. Anthony Raul Valenzona Miss Claudine Rellin Selected students of the BSCS	1. Assist the accreditors in encoding the results. 2. Prepare and bring to the apartelle office supplies needed in making the reports. 3. Install computers/laptops/printers at designated places	
12.Accommodation	Chairperson: Prof. Francisco	1. Make room reservation	

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	<p>Gabunada, Jr. Co-Chairpersons: Dr. Editha Cagsasn Dr. Ma. Theresa Loreto Members: Ms. WenifredaOclinaria Mr. Christopher Urate Ms. Pamela Oraño</p>	<p>for accreditors. 2. Ensure comfortable accommodation and 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.</p>	
13.Transportation	<p>Chairperson: Engr. Marlon Burlas Co-Chairperson: Prof. Francisco Gabunada, Jr. Members: Ms. Erlinda Valenzona Mr. Christopher Urate Miss Clauden Rellin</p>	<p>1. Coordinate with the QAC regarding the schedule of arrival and departure of the accreditors/guests. 2. Prepare trip tickets and vouchers to request for gasoline/diesel 3. Coordinate with QAC re: transport requirements during the entire duration of activity 4. Assign standby vehicles/drivers to conduct/fetch the accreditors from accreditation venues to Guesthouse, then to accreditation venues and other places.</p>	
14.First Aid	<p>Chairperson: Dr. Elwin Jay Yu Co-Chairperson: Dr. Josephine Zafico Members: VSU Hospital Staff</p>	<p>1. Make available the VSU Hospital ambulance for emergency purposes 2. Apply first aid to AACCUP accreditors who get sick during the accreditation</p>	
15.Physical Facilities	<p>Chairperson: Prof. Francisco Gabunada, Jr. Co-Chairpersons: Engr. Mario Lilio Valenzona Dr. Marcelo A. Quevedo Members: Mr. Christopher Urate Mr. Noel Boregon GSO staff</p>	<p>1. Borrow tables, chairs, and other materials(whiteboard, pens, erasers) needed for installing the computers/laptops/printers for use by the accreditors in the Apartelle/Lañada's cottage 2. Facilitate the return of the borrowed materials after accreditation</p>	