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Office of the President

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MEMORANDUM CIRCULAR NO. 14

Series of 2016

T O: Task Force/Committees for Institutional Accreditation

R E: Institutional Accreditation (2nd Round)

Sometime in November 2010, we have undergone the 1st round of Institutional Accreditation (IA) and as such we were the first state university to be awarded by the AACUP the Level II accreditation status as an institution of higher learning in 2011. This time, we have to submit for the 2nd round of institutional accreditation to evaluate again our instruction, research, extension and production programs for the last five years. The tentative schedule is November 21-25, 2016.

To ensure success of this activity you are hereby designated as Chairpersons/Co-Chairpersons and Members of the different areas included in the evaluation. Your utmost cooperation and wholehearted support are highly expected and will be appreciated. All Chairpersons are requested to meet with his/her members to plan and discuss their committee assignments. Each committee will be provided with the new instrument for institutional accreditation for reference.

Attached are the different committees created for this purpose.

Please be guided accordingly.

EDGARDO E. TULIN

President

NAME OF COMMITTEE	PERSONS INVOLVED	DUTIES AND RESPONSIBILITIES	REMARKS
OVERALL COORDINATION	Chairperson: Dr. Edgardo E. Tulin Co-Chair: Dr. Beatriz S. Belonias Members: Prof. Francisco G. Gabunada, Jr. Dr. Remberto A. Patindol Mr. Daniel M. Tudtud, Jr. Dr. Othello B. Capuno Dr. Lualhati M. Noriel	1. Oversee all preparations for Institutional accreditation. 2. Check regularly the accomplishment/output of the various committees by conducting meetings/consultations.	The OP should issue a Memo regarding the conduct of Institutional Accreditation. There should be conduct of meetings to follow up each committee.
Area 1 Governance and Management	Chairperson: Dr. Remberto A. Patindol Co-Chairperson: Mr. Daniel M. Tudtud, Jr. Members: Dr. Candelario Calibo Dr. Antonio Abamo Dr. Rotacio Gravoso Ms. Louella Ampac Ms. Jessamine Ecleo Ms. Vivian Balbarino	1. Prepare the Institutional Profile (IP) of their respective area and submit to the Quality Assurance Office on designated time. 2. Prepare the supporting documents of their respective area assignment 3. The assigned committee should be present during the actual accreditation to answer questions from the accreditors.	The completed Institutional Profile (IP) should be submitted to the QAC for checking before it will be submitted to AACCUP. All supporting documents for each area should be deposited at the QAC for checking before the actual accreditation. All documents should be labeled properly before they are displayed inside the cabinets at the QAC.
Area 2 Teaching, Learning and Evaluation	Chairperson: Dr. Beatriz S. Belonias Co-Chairperson: Prof. Jesusito L. Lim Members: Dr. Berta Ratilla Dr. Lijueraj Cuadra Prof. Epifania Loreto Ms. Erlinda Valenzona Ms. Heidi Lasquites Ms. Lorna Abamo Dr. Analyn Mazo	4. The Chairperson/Co-Chairperson should meet regularly the committee members to monitor/discuss the progress of their preparation 5. The Chairperson/Co-Chairperson should attend meetings being called for by the OP/QAC to discuss the status of preparation of their respective area assignment.	
Area 3 Faculty and Staff	Chairperson: Dr. Lourdes B. Cano Co-Chairperson: Ms. Teresita L. Quiñanola Members: Ms. Ma. Fe Gayanilo Ms. Lourdes Managbanag Atty. Rysan Guinocor Prof. Rosalina D. Poliquit		

	Prof. Rufina F. Capuno Ms. Pamela Oraño	6. The Chairperson should inform the Chairperson of the Self evaluation committee if their documents are completed and ready for evaluation.	
Area 4 Research	Chairperson: Dr. Othello B. Capuno Co-Chairpersons: Prof. Rosa Ophelia D. Velarde/ Ms. Maria Verjie Q. Subere Members: Dr. Victor B. Asio Dr. Erlinda A. Vasquez Dr. Ruben M. Gapasin Dr. Arturo E. Pasa Dr. Moises Neil Sereño Dr. Zenaida V. Gonzaga		
Area 5 Extension, Consultancy and Linkages	Chairperson: Dr. Ma. Juliet C. Ceniza Co-Chairperson: Prof. Efren B. Saz Members: Dr. Arsenio D. Ramos Dr. Milagros C. Bales Dr. Wolfreda T. Alesna Dr. Ma. Christina A. Gabrillo Dr. Romel B. Armecin Prof. Reny G. Gerona Ms. Adelina O. Carreno		
Area 6 Support to Students	Chairperson: Prof. Manolo B. Loreto, Jr. Co-Chairperson: Dr. Aleli Villocino Members: Dr. Elwin Jay V. Yu Ms. Marwen Castañeda Ms. Marciana Galambao Mr. Eleizer Velasco Mr. Eusebio Olleras Ms. Janet Alexis de los Santos USSO Staff		
Area 7 Library	Chairperson: Ms. Andreli D. Pardales		

	Co-Chairperson: Mr. Vicente Gilos Members: University Library Staff		
Area 8 Infrastructures and Other Learning Resources	Chairperson: Dr. Roberto C. Guarte Co-Chairpersons: Dr. Ulysses Cagasan Engr. Mario Lilio Valenzona Members: Dr. Humberto Montes, Jr. Prof. Ed Allan Alcober Prof. Magdalene Unajan Mr. Norman Villas		
Area 9 Quality Assurance Culture	Chairperson: Dr. Editha Cagasan Co-Chairperson: Dr. Lualhati Noriel Members: Dr. Suzette Lina Prof. Rosa Ophelia Velarde Dr. Lorina Galvez Ms. Jennifer Ando Ms. Connel Antipaso Ms. Sarah Ravelo Ms. Pamela Oraño		
OTHER COMMITTEES:			
1. Self Evaluation Committee	Chairperson: Dr. Lualhati M. Noriel Co-Chairperson: Dr. Candelario Calibo Members: Prof. Manolo B. Loreto, Jr. Prof. Epifania Loreto Dr. Lorina Galvez Dr. Arturo Pasa Dr. Beatriz Belonias Dr. Lijueraj Cuadra Prof. Argina Pomida Ms. Andreli Pardales Mr. Vicente Gilos	1. The Self 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 IP before submission to QAC/AACCUP two months before October (or the actual date of accreditation).	
2. Program and invitation (including opening/closing, exit conference, welcome socials)	Chairperson: Dr. Lualhati M. Noriel Co-Chairperson: Ms. Connel Antipaso Members: Prof. Francisco Gabunada, Jr.	1. Prepare program of activities for the whole duration. 2. Prepare and send invitation.	Should confer with the availability of persons who have part in the program.

	Ms. Sarah Ravelo Ms. Pamela Oraño	3. Prepare the certificate of appreciation and ID of the accreditors/facilitators.	
3. Documentation (Video and Print)	Chairperson: Dr. Rotacio Gravoso Co-Chairperson: Mr. Jesus Freddy Baldos Members: Mr. Genaro Godoy Ms. Sheila Marie Lemos	1. Document daily activities. 2. Produce Newsletter about AACCUP Institutional Accreditation of the VSU. 3. Prepare video presentation about VSU as an academic and research institution for presentation during the opening program.	
4. Multimedia	Chairperson: Engr. Sean Villagonzalo Co-Chairperson: Mr. Ulderico Alviola Members: Mr. Arnel Gucela Mr. Jerome Godoy	1. Provide and install necessary equipment like LCD, Laptop, TV monitor, microphone, 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 committee where to install the equipment.	
5. Ushering and Reception	Chairperson: Ms. Wenifreda Oclitaria Co-Chairperson: Ms. Ma. Niña Corazon Ceniza Members: Mr. Marlon Calatrava Mr. Roden Troyo Dr. Annie Gravoso Ms. Marciana Galambao Ms. Corazon Alvarez	1. Properly usher the guests/accreditors during opening, closing and evening socials.	The committee is responsible for the ordering of leis.
6. Food	Chairperson: Ms. Honey Sofia Colis Co-Chairperson: Dr. Lualhati Noriel Members: Guest House Staff	1. Prepare delicious and healthy foods . 2. Ensure timely preparation and serving of foods on time. 3. Provide snacks (including fruits) during the night to accreditors' room. 4. Deliver snacks for accreditors/local counterparts to the QAC.	Should coordinate with the QAC regarding the total number of persons who will be served snacks/meals

7. Socials	Chairperson: Prof. Alan B. Loreto Co-Chairperson: Prof. Jesusito L. Lim Members: Mr. Joselle Cayetano Mr. Jesus Freddy Baldos	1. Select those who will present during the opening program (as intermission) and those who will be presenting during the welcome socials/dinner. 2.	
8. Souvenir and Token	Chairperson: Ms. Honey Sofia Colis Co-Chairperson: Prof. Francisco G. Gabunada, Jr. Members: Ms. Wenifreda Oclinaria Ms. Cecil Joy Duatin 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: Mr. Ulderico Alviola Co-Chairperson: Ms. Elvira Gorre Members: Engr. Mario Lilio Valenzona Mr. Silvestre Cagande Ms. Antonieta D. Israel	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: Mr. Daniel M. Tudtud, Jr. Co-Chairperson: Ms. Wenifreda Oclinaria Members: Dr. Milagros Bales Prof. Mario Baliad Engr. Apolonio Encierto Mr. Clementino Borela	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. microphone, videoke, laptop, lcd).	
11. Secretariat	Chairperson: Ms. Magdalene Unajan Co-Chairperson: Ms. Sarah Ravelo Members: Ms. Pamela Oraño Mr. Christopher Urate 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 G. Gabunada, Jr.	1. Make room reservation for accreditors. 2. Ensure comfortable accommodation and	

	Co-Chairperson: Dr. Lualhati Noriel Members: Dr. Ma. Theresa Loreto Ms. Wenifreda Oclinaria Ms. Vilma Olleras	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.	
13. Transportation	Chairperson: Prof. Francisco Gabunada, Jr. Co-Chairperson: Prof. Alan B. Loreto Members: Mr. Remegio Sanico Ms. Erlinda Valenzona	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. Should assigned standby vehicles/drivers to conduct/fetch the accreditors from QAC to Guesthouse to QAC and other places.	
14. First Aide	Chairperson: Dr. Elwin Jay Yu Co-Chairperson: Dr. Josephine Zafico Members: VSU Hospital Staff	1. Make available the VSU Hospital ambulance for emergency purposes. 2. Apply first aid to AACCUP accreditors who might get sick during the accreditation.	
15. Physical Facilities	Chairperson: Dr. Marcelo Quevedo Co-Chairperson: Mr. Noel Boregon Members: Mr. Christopher Urate Mr. Michael Managbanag	1. Borrow tables, chairs, and other materials (whiteboard, pen, eraser) 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.	