



17 January 2017

MEMORANDUM NO. 15

Series of 2017

T O: All Vice Presidents/College Deans/Department Heads, Center Directors; Unit Heads, Faculty/Staff and Students

R E: Institutional Accreditation (Round 2)

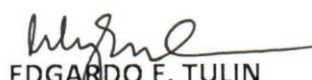
This is to inform you that the University will undergo the 2nd Round of Institutional Accreditation on March 27 to 31, 2017. Since this is a university activity everybody is enjoined to participate during the opening and closing programs as well as in the exit conference. All are also requested to refrain from travelling during the duration of accreditation.

Among the activities to be conducted during the entire period are the following:

1. **Class observation.** The Registrar's Office is requested to provide the QAC the schedule of all classes per College for this 2nd Semester SY 2016-2017.
For Faculty members who have changed their class schedule (Time/day/room assignment), please inform the Registrar's Office and provide them the new schedule.
2. **Interview of different stakeholders (alumni, faculty/staff, students, community partners, parents and key officials).**
The Deans/Department Heads in main campus only are to submit names of at least five of their stakeholders (except the key officials) to QAC for interview. We will provide you with schedule (time/day/venue) of the interview later. Please invite graduates who are working outside the University.
3. **Project sites visit.** The Office of the Vice President for Research and Extension in coordination with all the College Deans/Department Heads are requested to submit the list of the on-going research and extension projects/studies to include the following: Title of the project/study, name of proponent/s, funding agency, budget, and location. Since there will be project site visits, it is expected that the site/location is well prepared and properly labeled. The Project Leader/Study Leader are also requested to be available to accompany the accreditors in-charge in Research and Extension areas.

All are also requested to keep their working place neat and orderly, including the classrooms, comfort rooms and immediate surroundings.

Thank you for your support and cooperation.


EDGARDO E. TULIN
President