



Republic of the Philippines  
Leyte Normal University  
**ACCREDITATION CENTER**  
Tacloban City

11 September 2015

**SPECIAL ORDER**  
**Unnumbered, s. 2015**

TO:

Ms. Devine Grace M. Funcion (Member)  
Ms. Micheline A. Gotardo (Member)

You are hereby appointed Chair/Co-chair/Member of the Accreditation Task Force (AcTaF) under **Area IX – Laboratories** for the December 2015 AACCUP Survey Visit of the following programs.

Bachelor in Elementary Education (BEED)	- Level IV
Bachelor in Secondary Education (BSED)	- Level IV
Doctor of Arts in Language Teaching (DA-LT)	- Level IV
Doctor of Management in Human Resource Management (D.M.H.R.M.)	- Level IV
Doctor of Philosophy in Social Science Research (Ph.D. – SSR)	- Level IV
Master in Management (M.M.)	- Level IV

As such you are expected to do the following tasks.

1. Study the AACCUP Survey Instrument, including the recommendations as of last survey visit;
2. Consider the necessary facilities/ materials/equipment/documents to be procured/constructed/installed/set-up/prepared as evidenced of compliance;
3. Properly document all the facilities/materials/equipment you had procured/constructed/installed/ set-up/prepared for purposes of improving services and be compliant to the standards of AACCUP;
4. Complete the required documents by the last week of September to second week of October, 2015.
5. Compile, arrange, and label the documents according to the AACCUP survey instrument between October 14-16, 2015;
6. Package the documents according to the agreed specifications by October 19-23, 2015;
7. Be ready for the preliminary internal/in-house evaluation between October 26-November 6, 2015;

8. Do the necessary adjustments (procurement of missing/lacking documents) according to the findings of the internal/in-house evaluators;
9. Finalize the compilation and packaging of documents between November 16-20, 2015;
10. Submit packaged documents for the final internal/in-house evaluation between November 23-27, 2015 for purposes of coming up with the Institutional Self-Survey Rating of the Programs under accreditation; and
11. Be ready to face/meet the AACUP Accreditors during actual accreditation survey visit in December 2015

cc: Records Section  
Accreditation Office  
AcTaF Member