



### QUALITY ASSURANCE UNIT

FACULTY/ PERSONNEL	DUTIES AND RESPONSIBILITIES
<p><b>Ms. Cherilyn M. Ambos</b>            QAU Secretary</p>	<ul style="list-style-type: none"> <li>• Arrange meetings and appointments</li> <li>• Keep the minutes of QAU meetings</li> <li>• Prepare correspondence, memoranda, and forms</li> <li>• Prepare IQA and other reports</li> <li>• Perform related tasks that may be assigned by the QAU Head Director</li> <li>• Prepare the QAU Accomplishment Report.</li> </ul>
<p><b>Dr. Maria Alfe G. Banawis</b>            QAU Assistant Director</p>	<ul style="list-style-type: none"> <li>• Gather the needed documents for institutional accreditation from the Offices of the Board Secretary, Vice President for Academic Affairs, Director for Instruction, College Deans, and Registrar and other offices of the University.</li> <li>• Assist the college accreditation task forces on curriculum and instruction on the needed documents based on the survey instrument.</li> <li>• Ensure 100% compliance of the AACUP recommendations in the previous survey visit.</li> <li>• Monitor/Coordinate with the Office of the Director for Instruction and the college deans on the teaching/ learning/ assessment activities in the classroom.</li> <li>• Consolidate monthly/quarterly college reports on instruction</li> <li>• Perform related tasks that may be assigned by the QAU Director</li> </ul>
<p><b>Dr. Aurelia B. Gajutos</b>            QAU Research &amp; Extension Coordinator</p>	<ul style="list-style-type: none"> <li>• Gather needed documents for Institutional accreditation from the University Research, Development and Extension Services, College Research Coordinators, faculty researchers, University Print and Media Affairs Office, and other university offices.</li> <li>• Assist the college accreditation task force on research on the needed documents based on the survey instruments.</li> <li>• Ensure 100% compliance of AACUP recommendation in the previous survey visit</li> <li>• Ensure that the research &amp; extension outputs of faculty/employee/student researchers are published.</li> <li>• Consolidate monthly/quarterly college reports on research &amp; extension.</li> <li>• Perform related tasks that may be assigned by the QAU Director.</li> </ul>



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<p><b>Ms. Elvira L. Quiñones</b>          QAU Production          Coordinator</p>	<ul style="list-style-type: none"> <li>• Gather documents on financial and fiscal policies and procedures for the general operation of all income generating projects of the University.</li> <li>• Coordinate with the Director of Auxiliary Services and Business Affairs (ASBA) in proposing viable and profitable projects and/or programs as additional source of income.</li> <li>• Consolidate monthly/quarterly report on production.</li> <li>• Request copies of accredited and recognized instructional materials from university authors.</li> <li>• Perform other related tasks assigned by the QAU Director.</li> </ul>
<p><b>Mr. Jessie T. Gento</b>          QAU Support Staff</p>	<ul style="list-style-type: none"> <li>• Assist the QAU Research and Extension Coordinator.</li> <li>• Facilitate incoming and outgoing communications online.</li> <li>• Collect, manage, and secure data on e-file in the QAU.</li> <li>• Take charge of computer-related office work and design and encoding of programs, invitations, brochures, etc.</li> <li>• Consolidate year end reports.</li> <li>• Perform other related tasks assigned by the QAU Head Director</li> </ul>
<p><b>Ms. Riya L. Gonzaga</b>          QAU Support Staff</p>	<ul style="list-style-type: none"> <li>• Prepare/Submit/Follow up purchase requests, monthly report of services etc.</li> <li>• Collect and file all university manuals, hoe handbooks, reports, ISO related documents, etc.</li> <li>• Organize/Manage office files for easy access and retrieval.</li> <li>• Coordinate with offices regarding ISO and AACCCUP related matters.</li> <li>• Perform other related tasks assigned by the QAU Director.</li> </ul>
<p><b>Ms. Blanquita C. Delorino</b>          QAU Support Staff</p>	<ul style="list-style-type: none"> <li>• Collect and tally Customer Satisfaction Feedback from all offices and units every Friday.</li> <li>• Encode, analyze, and interpret Customer Satisfaction Feedback results.</li> <li>• Prepare the monthly CSF report for submission to the office of the President and other offices</li> <li>• Perform other related tasks assigned by the QAU Director.</li> </ul>