



ACCOMPLISHMENT REPORT

[JULY 1 – 31, 2023]

1. Reviewed thesis manuscript and outline for BSES (July 3-12);
2. Approved and acted faculty and staff time log appeals (July 4);
3. Reviewed and edited Exit Survey Form (July 5);
4. Submitted/Reviewed/Approved grades for BSES/EM/BIOL and MSTREC (July 7-12);
5. Attended TWG AIHR CY 2023 – IP Projects under Fisheries and Marine Resources and Climate Change, DRRM and Resilience (July 12-13);
6. Consultation meeting on GE Courses for AY 2023-2024 (July 14);
7. Attended CFES meeting (July 13);
8. Attended Graduate School Council Quarterly Meeting (July 19);
9. Attendance to QAC Cascading of revised procedure and forms of Handling Interested Parties' Feedback thru virtual meeting (July 21);
10. Assessed, and rated performance and accomplishments of faculty and staff as reflected on their January-June 2023 IPCR accomplishments;
11. Prepared, and submitted the January-June 2023 OPCR accomplishments of the unit;
12. Posted online the hiring of 5 part-time instructors for the 1st semester of AY 2023–2024;
13. Submitted letter requests for services of additional 2 affiliate faculty from other departments of the university to assist ITEEM in handling MSTREC and BSES subjects;
14. Submitted requests for overtime work of staff;
15. Signed and submitted DTRs of GTAs (2), Part-Time Instructors (4), Faculty & staff (16), Payrolls (16), JO Contracts (11), Vouchers (11), applications for leave (6), Travel orders (10), Accomplishment reports (6);
16. Signed student grades sheets (21), and re-admission (1)