



### ACCOMPLISHMENT REPORT

September 2022


This is to certify that the undersigned staff rendered overtime work during the period covered and actually accomplished and delivered the expected/assigned outputs as shown below:

Specific Date/s	Activities/Outputs accomplished and delivered/submitted
Sept. 2	<ul style="list-style-type: none"> <li>Worked on the e-files of documents for AACUP Level III accreditation in compliance with the recommendations of the accreditors;</li> <li>For the scheduled interview and teaching demo of applicants for 2 Part-Time Instructors on Sept. 5, 2022: <ul style="list-style-type: none"> <li>Finished sending (via e-mail) the credentials of applicants to the Institute's personnel committee members, for easy access in their partial assessment;</li> <li>Replied to e-mails of applicants on their queries, and informed them of other requirements.</li> </ul> </li> </ul>
Sept. 20	<ul style="list-style-type: none"> <li>Finalized the documents for the request to hire an additional part-time instructor for the semester: <ul style="list-style-type: none"> <li>Finalized the revisions of the ITEEM Projected Faculty Workload for the 1<sup>st</sup> Sem./AY 2022-2023</li> <li>Finalized letter request to hire</li> </ul> </li> <li>Reproduced the 2021 report on the marine assessment in PASAR.</li> </ul>

**Submitted By:**

  
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**Approved:**

  
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