



## ACCOMPLISHMENT REPORT

February 1-28, 2022

### A. Accomplishments in Relation to Targets

#### *Administrative Support Services*

1. Delivered the following issuances including mails to the departments/offices/units, faculty and staff concerned:
  - a. OP Memoranda (694 copies delivered)
  - b. Outgoing Mails (110)
2. Distributed 840 payslips for the month of February 2022 to concerned VSU employees;
3. Recorded & dispatched 49 mails (mails received from registrar & other offices) to Post Office within the day of receipt;
4. Recorded 30 mails (for reference purposes) received from the Post Office and delivered to concerned staff/departments/units within the day of receipt;
5. Served 292 requests for information/record in accordance with FOI policy and Request for Information/Record procedure and acted within the time frame.
6. Responded/acted promptly on requests from different offices for the following information/records:
  - a. Retrieved OP circulars 2018-2020 re cultural allowance, PEI and Monetization as requested by ODFM;
  - b. PDS & IPCR (2 rating period) of 10 admin staff as requested by RSP In-charge;
  - c. PDS of 13 VSU Drivers (next-in-rank staff who are candidate for promotion) requested by RSP for assessment;
7. Generated tracking numbers for each outgoing document of OHRA including requests for records and tracked the same through the HRIS- Documents Tracking System (DTS);
8. Retrieved and reproduced the following requested documents per approved request for information/record in accordance with FOI policy and request for record procedure of OHRA:
  - a. Appointments, PDS, administrative/research designations, NOSA and other 201 docs of Prof Velarde (56 docs);
  - b. Certified copy of NOSA of Prof. Bellezas (1 sheet);
  - c. Certified copy of Diploma of Ms. Villaremo (1 sheet);
  - d. Certified copy of TOR and Certification of Grades of Mr. Galvez ( sheets);
  - e. Certified copy of latest appointment of Ms. Conde (1 sheet);
  - f. Certified copy of latest appointment of Ms. Salomon (1 sheet);

#### *Records and Archives Management*

9. Systematically filed all human resource documents/records (16 sheets/49 folders) of academic and administrative staff to their respective 201 folders filed within the day of receipt. Below are the details of the accomplishments: