



ACCOMPLISHMENT REPORT

November 4, 9, 10, 11, 12, 15, 16, 18, 22, 23, 24, 25, and 29, 2021

This is to certify that the undersigned MARY GRACE P. ENAYA was approved on a "work from home" scheme during the period covered and that I actually accomplished and delivered the expected/assigned outputs as shown below:

Specific Date/s	Activities/Outputs accomplished and delivered/submitted	Equivalent Points
November 4, 2021	Attended and organized a department meeting on Google Meet.	1.5
	Wrote the minutes of the meeting.	2.5
	Updated students' record.	2
	Had a consultation with my students	2
November 9, 2021	Had a thesis (rationale and methodology) presentation with my thesis advisees and thesis advisees of my panel members.	6
	Conducted a dry run for the international webinar the following day.	2
November 10, 2021	Prepared for the Website and Department News Committee meeting.	1
	Had a meeting with the Website and Department News Committee members of DLABS.	2
	Had a consultation with my advisees through chat or email.	3
	Attended the first international webinar of DLABS.	2
November 11, 2021	Had a thesis (rationale and methodology) presentation with my thesis advisee.	2
	Did after care of the webinar such as double checking of the attendance and the certificates.	2
	Prepared for my class.	1
	Conducted a class with my M082, M934, and W285.	3
November 12, 2021	Had a meeting with the chairman of Socio-Cultural Committee.	1
	Had a meeting with Dr. Jett C. Quebec about the progress of the newsletter of the department.	1
	Conducted a class with my T378, M833, M945, and T388.	4
	Updated students' record.	2
November 15, 2021	Updated students' record.	3
	Had a consultation with my students.	3
	Prepared materials for my synchronous classes.	2
November 16, 2021	Had a meeting with the chairman of Socio-Cultural Committee members about the Christmas Celebration of DLABS.	1
	Updated students' record.	2
	Had a consultation with my students.	2