



## ACCOMPLISHMENT REPORT

**March 1-31, 2023**

1. Performed ISO-related tasks
  - a. Meeting with top officials re: ISO NC on course syllabus submission (March 1)
  - b. Accomplished CAR report for nonsubmission of two MLAM gradesheets (March 20)
  - c. Followed up final grades submission by 2 MLAM professors (March 15-22)
  - d. Assisted three MLAM professors in preparing/revising their course syllabi (March 10-25)
2. Conducted staff meetings
  - a. Faculty meeting (March 13)
  - b. Staff meeting (March 28)
3. Monitored virtual classrooms of 6 MSDevSoc courses and 5 MLAM courses (March 22)
4. Performed tasks related to CME weeklong anniversary celebration on March 6-10
  - a. Spearheaded the preparation for Day 3 which was assigned to ISRDS (March 1-7)
  - b. Conducted webinar on Day 3 c/o working committees (March 8)
  - c. Attended CME Convocation Program (March 10)
5. Closely assisted two graduate student advisees on submission of requirements for thesis proposal (March 15-24)
6. Attended meetings
  - a. Graduate Council meeting (March 15)
  - b. Gender & Climate Justice meeting with resource persons (March 16)
  - c. Graduate Council meeting (March 20)
7. Served as OIC of CME (March 1-2)
8. Attended to personnel and building upkeep concerns

Submitted by:

  
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Recommending Approval:

**MOISES NEIL V. SERINO**  
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Approved:

**BEATRIZ S. BELONIAS**  
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