



**ACCOMPLISHMENT REPORT**

**November 1-30, 2022**

1. Attended webinars, face to face/virtual meetings of the university such as:
  - a. 4th Internal Quality Audit Closing Meeting
  - b. One-on-one meeting with GAD Coordinator regarding GAD Checklist for the proposal of two-storey building)
  - c. Attended and presented the department's research trust and priorities during the meeting with The Nagoya University Graduate School of Bioagricultural Science (GSBS), Asian Satellite Campuses Institute (ASCI), and NUASC-Philippines Professors and Staff will visit VSU from November 16 to 18, 2022.
  - d. Attended the VSUFA General Assembly Meeting
  - e. Reorientation on the guidelines of filling up of SALN
  - f. Orientation on the drafting of MOA and MOU
2. Attended the 7<sup>th</sup> National Conference on Open and Distance e Learning (NCODEL) sponsored by UPOU via Zoom;
3. Follow up proposals and requests regarding purchase of equipment and facilities.
4. Monitored and called the Registrar office regarding the problematic scheduling of Midterm Exam
5. Signed payrolls, clearance, voucher, PPMP, purchase request, communications and other documents;
6. Conducted meetings among faculty and staff on matters of academic, research and extension concern of DA;
7. Provided academic services to undergraduate and graduate students;
8. Prepared and submitted on time the ISO document regarding the OFIs of the department during the 4<sup>th</sup> Internal Quality Audit;
9. Performed other administrative/supervisory functions.

Submitted by:

  
**RUTH O. ESCASINAS**  
Head, Department of Agronomy

Recommending Approval:

**VICTOR B. ASIO**  
Dean, CAFS

**BEATRIZ S. BELONIAS**  
VP for Academic Affairs