



## ACCOMPLISHMENT REPORT February 01- 28, 2022

1. Evaluation and approval the ff. OBE Course Syllabi (TP-IMD-08) and (FM-IMD-05)
  - a. CSci 135 – Computer Applications for Meteorology
  - b. ES 131 – Atmospheric Physics
  - c. ESci 122t – Engineering Graphics
  - d. Mete 132n – Synoptic Meteorology II
  - e. Mete 134 – Dynamic Meteorology II
  - f. Mete 136 – Meteorological Instruments and Methods of Observation
  - g. Mete 141 – Meteorological Radars and Satellites
  - h. Mete 144 – Climatology and Climate Change
2. Attendance, presentation and participation to different meetings/webinars/ trainings:
  - a. Mandatory Orientation and Re-orientation of Academic Advisers, Department Focal Persons, and College Hotline Agents – Feb 03
  - b. Interview and Teaching Demo for one (1) Part-time Instructor position – Feb 03
  - c. Academic Advisees Consultation Meeting – Feb 03
  - d. CET ManCom Regular Meeting – Feb 04
  - e. Consultation Meeting with College Deans and Department Heads – Feb 04
  - f. Faculty On-boarding: “Padayon VSU” – Feb 07-08
  - g. The Climate Reality Project Philippines, 23<sup>rd</sup> Episode of Klimatotohanan entitled “Can Art Help Save the Planet? Pinoy Artivists Stepping Up the Fight Against Climate Change” – Feb 09
  - h. VSU Faculty Association General Assembly Meeting – Feb 09
  - i. DMet Regular Monthly Meeting – Feb 10
  - j. Informal meeting with the Part-time Faculty of DMet, Ms. Evelyn E. Albia to discuss her interview result, teaching load, contract, salary, etc. – Feb 14
  - k. Meeting with the DMet Building and Maintenance Committee to finalize Building Project Proposal components – Feb 16
    - i. Revised BP Form 202
    - ii. List of Equipment
    - iii. Justification Letter
    - iv. GAD Checklist, among others
  - l. Re-orientation Seminar on the Recruitment, Selection, and Placement (RSP), Personnel Data Sheet (PDS), and Electronic Daily Attendance Tracking System (eDATS) of the Management Information System (MIS) – Feb 22
  - m. CET Tribute to Retirees – Feb 24
  - n. Taiwan Space Union (TSU) Space Observations and Sustainability Course – Feb 14 & 21
3. Sent communication letters to the Registrar’s Office on issues related to enrollment:
  - a. Recommendation for the validity of *Soil 22: Principles of Soil Science* in behalf of *Soil 22: Fundamentals of Soil Science*.
  - b. Recommendation for the validity of *CSci 21: Information & Communication Technology: Concepts and Skills* in behalf of *CSci 21: Introduction to Computers*.
  - c. Merging of ESci 114 courses due to less number of enrollees.
4. Communication with the Department of Agricultural and Biosystems Engineering (DABE) to discuss ESci courses that DMet faculty can teach due to underloading of faculty this 2<sup>nd</sup> semester.
5. Updated INC status of All BSMet students and students taught by DMet faculty from other degree programs thru e-mail and/or Messenger.



6. Updated DMet Google Drive in preparation to ISO Audit and Accreditation of the program.
7. Assisted the Enrollment Focal Person during the enrollment period (e.g., conflict of class schedule, request for unscheduled subjects, approval of enrollment of problematic students, printing of registration forms, etc.)
8. Conducted students consultation and student-related activities specifically concerns related to filing of leave of absence, shifting form, readmission, dropping of subjects, etc.
9. Other administrative functions not stated above.

Submitted by:

**DANIEL C. LOR**

Head, Department of Meteorology

Recommending Approval:

**JANNET C. BENCURE**

Dean, College of Engineering & Technology

Approved:

**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs