



ACCOMPLISHMENT REPORT

[Jan. 1 – 31, 2023]

1. Attendance to virtual meetings/workshops/conventions:
 - a) Consultation meeting for the selection of Graduate School Dean (Jan 10)
 - b) Presentation of Planning Calendar for 2023 (Jan 17)
 - c) VSU-CAT 2023 Preparation (Jan 23)
 - d) Orientation-Workshop on New Communication Platforms for VSU employees (Jan 11)
2. Approved faculty and staff's time log appeals (Jan 4, 10, 28 & 26);
3. Reviewed, approved and submitted IPCRs targets for Jan. – Dec. 2023 (Jan 4);
4. Attended consultation and selection of the College Dean of CFES (Jan 6);
5. Conducted consultation and selection of ITEEM Director (Jan 16);
6. Prepared and submitted the OPCR for July – Dec. 2022 Accomplishment;
7. Prepared and submitted the IPCR for July – Dec. 2022 Accomplishment;
8. Attended ISO 9001:2015 5TH Management Review (Jan 30 – 31);
9. Finalized and submitted the ITEEM Annual Report 2022;
10. Recommended 6 BSES students, who are also HOMES members, to the 5th National Environmental Youth Summit which will be held on March 1-4, 2023 in Baguio City. The recommendation gained approval from the University President;
11. Signed and submitted payroll (1) , DTR (3), TO (11), JO contract (3), Voucher (2), Application for leave (1) Job request (1);
12. Signed student grade (1), Deferred (1), Report of completion grades (1), student application for leave (1).

Submitted By:

ELIZA D. ESPINOSA
Director, ITEEM