



ACCOMPLISHMENT REPORT

February 1-28, 2023

1. Performed ISO-related tasks:
 - a. Constant reminder to faculty on course syllabus submission (Feb. 10-24)
 - b. Emailed five course syllabi to OIMD and status report of missing syllabi (Feb. 21)
 - c. Constant follow-up on filing of documents by dDRCs – (Feb. 5-24)
 - d. Was subjected to class observation (DSOC208) by ISO external auditor (Feb. 27)
 - e. Attended Extension project leaders meeting with ISO external auditor (Feb.28)
2. Conducted meetings:
 - a. ISRDS Faculty meetings (Feb. 7; Feb. 22 PM; Feb. 23)
 - b. ISRDS Staff meeting Feb. 22 AM)
3. Attended meetings:
 - a. Extension Project Leaders meeting (Feb. 20)
 - b. CME Execom meeting re CME anniversary (Feb. 28)
 - c. CME Execom meeting – (delegated to Ms. MJ Caparas due to official travel to Macrohon, So. Leyte - Feb. 10)
4. Prepared and submitted Supervisory Plan for January-June 2023 (Feb. 15)
5. Conducted Virtual Classrooms evaluation for 3 LAM courses and 3 DevSoc courses and submitted evaluation reports (Feb. 15)
6. Conducted Course Syllabus evaluation of 6 course syllabi and submitted reports (Feb. 20-24)
7. Attended to graduate students' enrollment concerns as unit head (Feb. 13-28)
8. Conducted orientation with MS Development Sociology students (Feb. 9)
9. Supervised the *Alay Linis* activity at ISRDS (Feb. 24)
10. Conducted mentoring of 2 staff (masteral studies completion; project implementation)
11. Attended to personnel and building upkeep concerns

Submitted by:


LILIAN B. NUÑEZ

Recommending Approval:

Approved:

MOISES NEIL V. SERINO
Dean, CME

BEATRIZ S. BELONIAS
VP for Academic Affairs