

INSTITUTE OF TROPICAL ECOLOGY AND ENVIRONMENTAL MANAGEMENT

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ACCOMPLISHMENT REPORT

February 2023

This is to certify that the undersigned staff rendered overtime work during the period covered and actually accomplished and delivered the expected/assigned outputs as shown below:

Specific Date/s	Activities/Outputs accomplished and delivered/submitted
Feb 15	 Formatted the ITEEM Faculty Development Plan (2023-2027), submitted (thru e-mail) the final version to the college dean, and printed copies for hard copy submission and for file; Syncing of DTRs on the HRIS (including that of one other staff).

Submitted By:

ELVIRA B. GORRE

Administrative Assistant

Approved:

ELIZA D. ESPINOSA

Director