



ACCOMPLISHMENT REPORT

[April 1 – 30, 2023]

1. Attendance to virtual meetings/workshops/conventions:
 - a) IP meeting in preparation for CELESTE Webinar (Apr 11)
 - b) CELESTE Webinar on Managing Risks to Protected Areas (Apr 12)
2. Conducted Part-Time Instructor Class Observation (Apr 11 – 14)
3. Attended CFES Faculty Meeting (Apr 20);
4. Reviewed the research and extension project report of the unit for RDE In-house Review (Apr 17-21);
4. Attended meeting called by President Tulin re Fund Utilization of IP projects (Apr 17);
5. Reviewed and edited BSES theses outlines (as needed);
6. Panelist during Farmers and Fisherfolks' Day held at the VSU Convention Center (April 28);
7. Reviewed, revised, and submitted the Institute's final projected faculty workloads for the 2nd Sem/SY 2022-2023;
8. Recommended 1 additional part-time instructor for the 2nd Sem/SY 2022-2023;
9. Reviewed and recommended for approval the Individual Faculty Workloads (10) of the Institute's faculty and GTAs for the 2nd Sem/SY 2022-2023;
10. Signed and submitted payrolls (12), DTRs (11), application for leave (3), trip ticket (2), travel order (10), vouchers (5);
11. Reviewed and acted on requests for time log appeals and applications for leave of the Institute's faculty and staff, for April;
12. Signed TOs (3).

Other Accomplishments:

11. Participated SCUBASurero, COT removal and coastal clean-up in Cuatro Islas in celebration of the International "Earth Day" (Apr 5)