

## ACCOMPLISHMENT REPORT

[December 1-17, 2021]

1. Uploaded the materials for finals coverage.
2. Studied the lessons of all the courses handled.
3. Prepared the powerpoint presentation of the lectures conducted.
4. Conducted the synchronous classes.
5. Uploaded the powerpoint presentations as well as the recordings of the synchronous classes conducted.
6. Checked and recorded several activities for the finals coverage.
7. Answered the inquiries and concerns of the students sent through Facebook Messenger and Gmail.
8. Hosted the department Christmas party.

Submitted By:

**DANIEL JOSEPH T. TAN**

Recommending Approval:

**JETT C. QUEBEC**  
Department Head

Approved:

**MA. THERESA P. LORETO**  
College Dean