



ACCOMPLISHMENT REPORT

[June 1 – 30, 2023]

1. Acted as an examiner for MS in Tropical Ecology manuscript defense at DFS-AACCUP Room (June 5);
2. Facilitated and spearheaded the preparation of BSES documents for CHED revalidation (June 1 – 7);
3. Attended emergency meeting called by President Tulin re Increase enrollment for 1st Semester, AY 2023-2024 (June 7);
4. Attended CHED – Region 8 site visit and revalidation at RDE Hall (June 8 – 9);
5. Conducted Thesis Outline Defense for BSES and DBS graduating students (June 14, 16 & 29);
6. Attended consultation sessions with VSU Brand Book Task Force regarding the Provisions and Implementation of the Centennial Logo Guidelines at MMDC (June 19);
7. Acted, reviewed, and edited manuscript of BSES/EM graduating students (June 20, 26 - 27);
8. Acted and approved faculty and staff leave requests and log appeals from January to May 2023 (Jun 21 – 22);
9. Approved BSES manuscript for graduation (June 29);
10. Approved and validated MSTREC Enrollment for Summer course (June 30);
11. Submitted a request, dated June 1, 2023, to rectify the DFS' plan to offer from MS Environmental Science (MSES) to MS Environmental Forestry (MSEF) before the VSU Board approval;
12. Submitted letter requests for services of 17 affiliate faculty from other departments of the university to assist ITEEM in handling MSTREC and BSES subjects;
13. Submitted a request to hire 5 part-time instructors for the 1st semester of AY 2023–2024;
14. Submitted requests for overtime work of staff;
15. Signed and submitted Payrolls (3), DTRs of GTA (2) and Part-Time Instructors (4), accomplishment reports (6), Vouchers (9), applications for leave (2), Travel orders (9), Communications (27);
16. Signed student grades (2), and class observations by supervisors (4).