



ACCOMPLISHMENT REPORT
[November 1-30, 2022]

1. Signed/Approved office-related/concerned documents (i.e., students' clearance, time log appeals, DTR, leave application, travel order, TOS, Gradesheets, OBE Course syllabi, etc.).
2. Orientation/Coaching with MS. Sylvia Annor, an African GTA in the department, and Ms. Rosos and Mr. Piedraverde, our newly hired Part-time Instructors.
3. Conducted a department meeting to facilitate the response required for the resulting OFIs issued by the ISO Internal Auditor.
4. Kept an eye on the DOE anniversary celebration facilitated by the Young Economists Society for the whole month of November (extended: Culmination-December 7)
5. Attended/Conducted meetings
 - a. Nov. 3 DTHM Turnover Ceremony
Facilitated the meeting with two students and the college dean of CME
 - b. Nov. 11 Opening of month-long DOE Anniversary Celebration
 - c. Nov. 14 Closing Program-ISO Internal Audit
 - d. Nov. 16 Department progress review for 4th yr BS Econ students
and graduating BSA Ag Econ students
 - e. Nov. 18 DOE Meeting
 - f. Nov. 21 Academic Convocation
 - g. Nov. 23 CME Meeting

Submitted by:

MARIA HAZEL I. BELLEZAS
Department Head

Recommending Approval:

MOISES NEIL V. SERIÑO
Dean, CME

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs