

ACCOMPLISHMENT REPORT

[January 30, 2025 Overtime]

1. Finalized the revisions of project/study/component leaders' appointments for the Institute's RDE programs:
 - a. Reformatted the recommendations for appointments and each individual OP appointments according to the updated format from RDE and the VSU form;
 - b. Edited and incorporated the revisions of specific responsibilities of the recommendee/appointee;
 - c. Printed the documents for final review of the project leaders.
2. Revised the VSU forms for the Institute reflecting the new name of the Institute and the Faculty, and disseminated the updated forms to the Institute's faculty and staff.

NOTE: Overtime was necessary to accomplish the above-mentioned tasks due to their urgency. Regular working hours were utterly insufficient to complete all tasks that demanded immediate and prompt attention.

Submitted By:

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Approved:

TEOFANES A. PATINDOL
Director

