



ACCOMPLISHMENT REPORT

January 24-28, 2022
(Period covered)

This is to certify that the undersigned **Dr. Berta C. Ratilla** was approved on a “work from home” scheme during the period covered and that I actually accomplished and delivered the expected/assigned outputs as shown below:

Specific Date/s	Activities/Outputs accomplished and delivered/submitted	Equivalent Points
August 2022		
24	Corrected final exam and Lab reports of Agro 132 students in VSUEE and answered student concerns in VSUEE and moodle	8
25	Corrected thesis outline of MS students Ms. Quilario and Blanco. Attended teaching demonstrations of 3 applicants for part time instructor in the afternoon.	8
26	Continued correcting Lab reports of students in Agro 132 and Final exam of Agro 21 students.	8
27	Attended zoom meeting re: NBC 461 updates with the VSU President Dr. Tulin and google meet with the dean of the College of Agriculture and Food Science re: selection of the department head and computed grades of Agro 132 students and Agro 242e.	8
28	Submitted grades for Agro 132, Agro 200, AGRO300, AGRO290 and continued checking Agro 21 students’ outputs and AGRO213.	8
	TOTAL OUTPUT POINTS DELIVERED	40

Total Points to be delivered during WFH (5days x 8 hrs) = 40

Less: Total Output Points accomplished/delivered = 40

Number of hours (undertime) (0)

Submitted by:


BERTA C. RATILLA
Name of Employee/Faculty

Recommending Approval:


ULYSSES A. CAGASAN
Department Head

Approved:

VICTOR B. ASIO
Dean, CAFS

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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No. **DA C-22-50**

DAILY TIME RECORD**RATILLA, BERTA C.**

(NAME)

For the month of

January 1 - 31, 2022

Official hours for arrival and departure


8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT		Sat				Off
2-SUN		Sun				Off
3-MON						Absent
4-TUE						Absent
5-WED						Absent
6-THU						Absent
7-FRI						Absent
8-SAT		Sat				Off
9-SUN		Sun				Off
10-MON						Absent
11-TUE						Absent
12-WED						Absent
13-THU						Absent
14-FRI						Absent
15-SAT		Sat				Off
16-SUN		Sun				Off
17-MON	8:00	12:05	1:00	5:20		Absent
18-TUE	8:00	12:05	1:00	5:20		Absent
19-WED	8:00	12:05				Absent
20-THU						Absent
21-FRI	8:00	12:05	1:00	5:25		Absent
22-SAT		Sat				Off
23-SUN		Sun				Off
24-MON						Absent
25-TUE						Absent
26-WED						Absent
27-THU						Absent
28-FRI						Absent
29-SAT		Sat				Off
30-SUN		Sun				Off
31-MON	8:00	12:05	1:00	5:25		Absent

I CERTIFY on my honor that the above is true and correct report of the hours of work performed record of which was made daily at the time of arrival at and departure from office.


BERTA C. RATILLA

VERIFIED as to prescribed office hours


ULYSSES A. CAGASAN

Department Head
Department of Agronomy