



ACCOMPLISHMENT REPORT

February 1-28, 2023

1. Attended webinars, face to face/virtual meetings of the university;
2. Follow up proposals and requests regarding purchase of equipment and facilities.
3. Signed payrolls, clearance, voucher, PPMP, purchase request, communications and other documents;
4. Conducted meetings among faculty and staff on matters of academic, research and extension concern of DA;
5. Prepared, supervised and approved OBE Syllabus and other documents for ISO.
6. Supervised and prepared the implementation readiness documents of the Proposals submitted to OVPRGAS.
7. Supervised, prepared and submitted the mandatory requirement documents for AACUP Level 4, phase 2, 2nd cycle evaluation.
8. Provided academic services to undergraduate and graduate students;
9. Performed other administrative/supervisory functions.

Submitted by:

RUTH O. ESCASINAS
Head, Department of Agronomy

Recommending Approval:

VICTOR B. ASIO
Dean, CAFS

BEATRIZ S. BELONIAS
VP for Academic Affairs