



## ACCOMPLISHMENT REPORT

**[December 1 – 31, 2021]**

1. Attended the following virtual meetings/trainings/workshops:
  - a. Continuation of the meeting on Monitoring of OTPs, OPCR, etc.; Action Plans for NCs and OFIs of OVPA (Dec. 3 / 8:30 AM).
  - b. CFES Meeting (Dec. 3 / 3:30 PM).
  - c. Annual Internationalization Project Evaluation (Dec. 10).
  - d. Operational Planning Workshop and Reframing Strategic Plan (Dec. 15).
  - e. CFES Consultation Meeting re Implementation of Limited Face to Face Classes (Dec. 14);
2. Conducted MS Tropical Ecology Thesis Outline Defense (Dec. 8);
3. Conducted BSES students, parents and faculty consultation meeting/survey re Implementation of Limited Face to Face Classes by 2<sup>nd</sup> semester of AY 2021-2022 (Dec. 13);
4. Conducted emergency faculty meeting re OPCR 2022 Targets (Dec. 24);
5. Submitted a request for schedule of regular calibration of laboratory/field equipment used for instruction/research and extension activities of the institute, addressed to the VP for Admin. and Finance, thru the Instrumentation Unit;
6. Signed nomination forms for Advisers and Student Research Committee (4) for BSES 4<sup>th</sup> year students;
7. Approved JO Evaluation for renewal of contract (5);
8. Approved TO for faculty and staff (30);
6. Signed and submitted contracts for JOs (4);
7. Signed payrolls (43), and DTRs (13);
8. Signed trip tickets (3) and reimbursement & liquidations (13);
9. In response to the onslaught of the super typhoon Odette, the following was facilitated and conducted:
  - a. Clearing operation at the ITEEM grounds on Dec. 20 – 23;
  - b. Relief distribution operation to Southern Leyte on Dec. 29 – 30;
  - c. Evaluation and assessment on the damages caused by the typhoon on the affected ITEEM faculty and staff; and after which, submitted a request (and was approved) for lumber from trees toppled down to aid the affected personnel, at least to defray some cost needed for the repairs.