



**ACCOMPLISHMENT REPORT**

January 01-31, 2022

1. Acted/signed routinary documents such as payrolls, vouchers, budget obligation requests, DTRs, accomplishment reports, appointments, individual faculty workload, OPCR/IPCRs, clearances, leave applications, travel orders, and other documents that need the VPAA's actions/signatures.
2. Recommended for approval all requests for hiring regular and part-time instructors, renewal of appointments / change of employment status, attendance to webinars, faculty on study/scholarship grants, sabbatical leave and other faculty development matters.
3. Participated in the Year-End Performance Assessment, Jan 05-06.
4. Called a meeting with the staff of the Office of the Registrar's Office to discuss the class schedule for the limited face-to-face classes, Jan 06.
5. Attended the Graduate School Council Meeting on Jan 07.
6. Called a meeting with all college deans, directors and department heads to finalize the preparation for the limited face-to-face classes.
7. Participated in the Target-Setting Meeting called by the OP on Jan 10.
8. Participated in the university-wide Alay Linis on Jan 11.
9. Attended the meeting on Approval and Copyright of Instructional Materials called by the OHIMD on Jan 24
10. Conducted orientation meeting of all chancellors, and college deans on the conduct of consultation meetings to select new unit heads
11. Conduct consultation with CON faculty and staff to select the dean
12. Attended the consultation conducted by the CAS Dean at the DBS to select the department head on Jan 24
13. Participated in workshops called by the QAC on Identification of Supporting Documents for the Institutional AACUP Accreditation on Jan 26.
14. Attended the meeting called by the University President about NBC Updates, Jan 27.
15. Attended the meeting on preparation for the TUV Rheinland ISO Capability Assessment, Jan 27.
16. Participated and attended the meeting of the CON faculty and staff with the University President on the plan to increase enrolment on Jan 27
17. Made action plans for CARs issued to OVPA
18. Prepared draft of replies to student concerns sent to the Office of the President
19. Conducted APB meetings on Jan 06, 09, 18 & 31 and VSFC-AS meetings on Jan 18.
20. Attended the Special UAdCo meeting to discuss revised health protocols, Jan 25.
21. Attended the meeting on preparation for the Management Review
22. Reviewed and attested five (5) minutes of APB and VSFC-AS meetings.
23. Complied with the lacking requirements of the AOM issued by the COA.

Submitted By:

  
**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Approved

**EDGARDO E. TULIN**  
President