

## ACCOMPLISHMENT REPORT

[September 1-30, 2023]

1. Training – Workshop on Curriculum and Instruction Review of Graduate Degree Programs (Sept. 1);
2. Attendance to a Third Ceremony on the Launch of VSU's Microsoft 365 Services and Formal Distribution of Smart Classroom Equipment of the VSU RDE Hall (Sept. 6);
3. Annual In-house Review – R&D In-house Review of Program/Project under the Internationalization Program (IP), Gender & Development (G&D) and Higher and Advance Education (Sept. 7-8);
4. Revised MSTREC Curriculum;
5. ITEEM Faculty Meeting (Sept. 14);
6. ISO Opening Meeting (Sept. 13);
7. Attended Extension Projects Meeting held @ OVPREI Breakout Room (Sept. 25);
8. Recommended a faculty as study/component leader for 3 research/extension projects by the Institute;
9. Recommended a faculty and an admin staff as dDRC and Alternate dDRC of the Institute, respectively;
10. Signed and submitted payrolls (10), DTRs (2), applications for leave (3), travel orders (13), PPMPs (4), purchase requests (6), vouchers (4), contract part timer (4), student reports of grade completion (2).

### ***Submitted By:***

**ELIZA D. ESPINOSA**  
Director

### ***Recommending Approval:***

**DENNIS P. PEQUE**  
Dean, CFES

### ***Approved:***

**BEATRIZ S. BELONIAS**  
VP for Academic Affairs