



ACCOMPLISHMENT REPORT

[May 1 – 31, 2023]

1. Attendance to meetings/workshops/conventions/In-House Reviews:
 - a) 2023 Level I R & D In-House Review TWG meeting held at OVPREI (May 4)
 - b) RDE In-House Review presenters and evaluators (May 8-12)
 - c) Graduate School Council Emergency Meeting (May 15)
 - d) LUDIP meeting at the OP Board Room (May 23)
2. Conducted faculty and staff meetings (May 3 & 22);
3. Conducted the ITEEM Silver Anniversary (May 2023) celebration with the following activities:
 - a) Anniversary Symposium (with invited Resource Speakers from CENRO, LGU Macrohon, and Ormoc Private Sector)
 - b) River Clean-up
 - c) HOMES Logo making contest
 - d) Anniversary Culmination Program
4. Filed a letter request, dated May 16, 2023, to the VSU Tree Management Committee for the pruning of trees lining in front of the Institute up to the PDDL area. The request was approved, and the pruning was immediately conducted, then;
5. Filed a letter request, dated May 16, 2023, for hiring an AgTech I personnel for the Institute, in lieu of Mr. FJT Amestoso who resigned from the post effective June 1, 2023. The request was approved, and the hiring process is ongoing, as to this writing;
6. Reviewed and acted on requests for time log appeals and applications for leave of the Institute's faculty and staff, for May;
7. Recommended an additional component leader (Dr. EFBulayog) for the CRM extension project to handle the socio-economic survey component;
8. Signed and submitted travel orders (18), payrolls (7), vouchers (11) DTRs (5), Accomplishment reports (4), applications for leave (3), trip tickets (7);
9. Signed student grades (5), Report of grade completion (9).

Other Accomplishments:

10. Conducted TWG-PAMB meeting held at the SB Session Hall, Inopacan, Leyte (May 4);