



ACCOMPLISHMENT REPORT

January 1-31, 2022

1. Coordinated with other offices, department/s and VSU component colleges.
2. Manage the operation of the Office of Instructional Materials Development.
3. Monitored, reviewed and validated OBE Course Syllabus, TOS, VC Evaluation and Monitoring, and other related documents submitted by the department concerned.
4. Attended meetings of the following:
 - a. IMs review, Approved and Copyright last January 24, 2022
 - b. Facilitated the Change of Grades Meeting last January 24, 2022
 - c. Attended the virtual meeting on the state of the VSU 2022 Capital Outlay Project Proposals last January 27, 2022.
 - d. Attended the Virtual Meeting of Crisis Management Committee last January 21, 2022.
 - e. Attended series of meetings and facilitated the purchase of VSUEE Mobile App.
5. Prepared the supporting documents needed for the Institutional Accreditation.
6. Conducted the OBE Orientation Write-shop for the DMP and other interested faculty last January 21, 2022.

Submitted by:


NANCY D. ABUNDA

Head, Instructional Materials Development

Noted:


MA. RACHEL KIM L. AURE

Director, Instruction and Evaluation

Approved:


BEATRIZ S. BELONIAS
VP for Academic Affairs