



ACCOMPLISHMENT REPORT

January 01 – 31, 2024

1. Attended BAC, SSPMIS, Execom, and acceptance meetings conducted by the BAC Chairman, the Dean's office, and VP for academic affairs,
2. Prepared and submitted the quarterly report on extension, annual extension accomplishment report, and annual RDE report to the Office of the Director of Extension, and the Office of the Research Director.
3. Headed the allocation/assignment of individual teaching loads of all faculty in the department for the second semester of SY 2024 – 2025.
4. Attended meetings with the Extension Director relative to extension project concerns; MOA, letter of intent, training requirements, etc.
5. Participated and/or facilitated the enrollment of BS, MS, MagDev. and Ph.D. students. Answer their queries and other activities; approve, revert, etc. on their enrollment process,
6. Prepared documents for NBC reclassification for University Professor Application, and also advise DA faculty to work extra effort in complying with their NBC documents,
7. Spearhead the conduct and evaluation of the Teaching Demonstration and Interview of four (4) part-time instructor applicants (Ms. Maskariño, Ms. Ababat, Ms. Quilario, and Mr. Cañete) and the other two applicants (Ms. Maskariño & Ms. Ababat) for the one (1) temporary instructor 2 positions at the department,
8. Participated as a GAC member in the conduct of qualifying examinations of Mr. Goram Balansag, Ph.D. Animal Science graduate student,
9. Spearheaded the conduct of the Comprehensive Examination as Chairman/Adviser of Ms. Joan de la Torre, a MagDev. Graduating Student from Butuan City, Agusan del Norte,
10. Facilitated the improvement of MOA for On the Job Training (OJT) for graduating students under the BS Agriculture with a major in Agronomy for this second semester OJT internship program, and
11. Performed other functions assigned as the head of the department, and project leader of the research and extension projects of the University.

Submitted by:

DIONESIO M. BAÑOC

Head, Department of Agronomy

Recommending Approval:

VICTOR B. ASIO

Dean, CAFS

BEATRIZ S. BELONIAS

VP for Academic Affairs

