



ACCOMPLISHMENT REPORT

October 1-31, 2022

1. Attended webinars, face to face/virtual meetings of the university (CAFS Execom, Gradutae School Councilil and Sportfest Meetings)
2. Signed payrolls, clearance, voucher, purchase request, communications and other documents;
3. Conducted meetings among faculty and staff on matters of academic, research and extension concern of DA;
4. Provided academic services to undergraduate and graduate students;
5. Reviewed the curricular offering, supervised and approved the distribution of workload for the 1st sem SY 2022-2023 of the Department of Agronomy;
6. Acted as Master Reviewer for LEA Review in Villaba campus.
7. Performed other administrative/supervisory functions.

Submitted by:

RUTH O. ESCASINAS
Head, Department of Agronomy

Recommending Approval:

VICTOR B. ASIO
Dean, CAFS

BEATRIZ S. BELONIAS
VP for Academic Affairs