



ACCOMPLISHMENT REPORT

April 1-30, 2023

1. Attended webinars, face to face/virtual meetings of the university:
2. Follow up proposals and requests regarding purchase of equipment and facilities.
3. Signed payrolls, clearance, voucher, PPMP, purchase request, communications and other documents;
4. Conducted meetings among faculty and staff on matters of academic, research and extension concern of DA;
5. Prepared and approved TOS for Midterm Examination for courses offered this 2nd semester 2022-2023.
6. Submitted to OVPRGAS the revised proposal on MOOE Tier2: Provisions of Manpower, Office, and Field Equipment in Support of the Implementation of Ph.D. in Agronomy Program
7. Conducted class observation.
8. Provided academic services to undergraduate and graduate students;
9. Coordinated the in-charge and students in preparation of booth and display materials for 99th VSU Anniversary.
10. Performed other administrative/supervisory functions.

Submitted by:

RUTH O. ESCASINAS

Head, Department of Agronomy

Recommending Approval

VICTOR B. ASIO

Dean, CAFS

Approved

BEATRIZ S. BELONIAS

Vice President for Academic Affairs