



ACCOMPLISHMENT REPORT

September 1-30, 2022

1. Attended webinars, face to face/virtual meetings of the university;
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. Presented the faculty and staff, objectives, projects, equipment and facilities of the department during the CAFS Orientation Program;
6. Led the preparation of documents and conduct of the 4th ISO audit in the Department of Agronomy;
7. Supervised the hiring of part-time faculty for the 1st sem SY 2022-2023 of the Department Agronomy;
8. Reviewed the curricular offering and supervised and approved the distribution of workload for the 1st sem SY 2022-2023 of the Department of Agronomy;
9. Reviewed and approved the scheduling of classes and room assignments for the 1st sem SY 2022-2023 of the department;
10. Spearheaded the write up of a proposal for the rehabilitation of the Farm/Shed-House of DA with state-of-the-art facilities and equipment for world class education;
11. 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