



ACCOMPLISHMENT REPORT
July 01- 31, 2023

1. Attendance, presentation and participation to different meetings/webinars/ trainings:
 - a. Pre-Departure Consultation Meeting with Manila Observatory Internship (July 4)
 - b. Graduation Focal Person Meeting (July 6)
 - c. DMet Monthly Meeting (July 10)
 - d. Meeting with Manila Observatory on OJT Guidelines (July 11)
 - e. CHED RO8 NBC 9th Cycle Orientation (July 17)
 - f. New-hired staff for COPC Orientation (July 18)
 - g. SUGAT 2nd Quarter Progress Presentation & Workshop (July 18)
 - h. Submitted Class Schedule for 1st Sem A.Y. 2023-2024 to the Registrar's Office (July 19)
 - i. Curriculum Alignment at MMSU (July 24-28)
2. Reviewed & approved OJT Narrative Reports
3. Reviewed & approved student Research Manuscript
4. Submitted DTR & Accomplishment reports for the month of June
5. Submitted OPCR Accomplishment Report Jan-June 2023
6. Facilitate in the submission of IPCR Accomplishment Report Jan-June 2023
7. Processing the relevant document pertinent to the SUGAT Project MOA.
8. Hired Additional Staff member for COPC.
9. Process relevant document for MO & DMet VSU AWS Reconditioning intended for our LGU partners and other institutions.
10. Processed relevant document for Curriculum Review Visit at MMSU
11. Facilitate in the submission of Midterm Grades for Midyear subjects online (via CumulusOne)
12. Monitor, Review and Approved OBE & TOS submission of the faculty members for the Midyear A.Y. 2022-2023
13. Installed AWS at the CET Complex with the help of Manila Observatory
14. Review & approved graduating students' clearance for Graduation
15. Conducted graduate exit survey
16. Collect supporting documents for the NBC
17. Review, check, and approve DMet HRIS related concerns.
18. Conducted students' consultation and student-related activities.
19. Other administrative functions not stated above.

Submitted by:


CHARLIE S. ANDAN

Head, Department of Meteorology

Recommending Approval:


JANNET C. BENCURE

Dean, College of Engineering & Technology

Approved:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs