



ACCOMPLISHMENT REPORT

[June 1 – 30, 2022]

1. Virtual and face-to-face attendance at the following meeting:
 - a) CFES Regular Meeting on June 15;
 - b) University Academic Council Meeting on June 24;
2. Conducted class observation (Envi 11, 110 lec and Lab) for four (4) part-time instructors (June 9 – 10);
3. Monitored Virtual Classrooms for BSES 6 courses (Envi 112n, 198, 199, 116n & 124) for AY 2021-2022 second semester;
4. Supervised and monitored AACUP Level III Compliance Report preparations; Taskforces for BSES and MSTREC and Change of Nomenclature for BSES submission;
5. Signed and submitted the recommendation for renewal of the appointment of Ms. Angelita B. Orias for the SY 2022-2023;
6. Signed and submitted the leave status recommendation for the ITEEM faculty for the SY 2022-2023, to be on vacation/sick leave;
7. Monitored the HRISystem and acted on personnel concerns;
8. As invited by the NAPB has evaluated the applicants for Agricultural Technician I for the Institute;
9. Signed and submitted payrolls (15), DTR (9), Vouchers (6), Travel Orders (42), JO contracts (10), JO evaluation (7), and Acknowledgement Report (12);
10. Signed applications for leave (3), OIC (2), deferred grades (7), grade sheets (9), Student clearance (2), VC Evaluation form (11), and Registration form (summer) (9).

Submitted By:

ELIZA D. ESPINOSA
Director