



ACCOMPLISHMENT REPORT (For the month of November, 2021)

Name: **DANIEL LESLIE S. TAN**
Designation: Vice President for Administration & Finance

Tasks Accomplished:

1. Approves within my delegated authority financial and administrative matters
2. Supervises the administrative offices providing support services
3. Signs vouchers for payment to suppliers and other payees
4. Signs payrolls for honoraria of office heads
5. Attends virtual meetings and webinars of different committees under my Chairmanship and conducts classes:
 - Presided the PMT Meeting (Nov 3)
 - Presided NAPB Meeting (Nov 4)
 - Participated in the meeting with the Kamote Group of the Futures Thinking (Nov 4)
 - Presided the MIS - Presentation of L&D System (Nov 4)
 - Participated in the UADCO Meeting (Nov 5)
 - Attended the ACCUP Online Accreditation Opening Program (Nov 8)
 - Participated in the SIAC Meeting (Nov 9)
 - Hosted the meeting with PAG-IBIG (Nov 9)
 - Participated in the RAFI Lecture (Nov 9)
 - Meeting with fabricators (Gascon) and Dr. Adrian Alumbro (Nov 9)
 - Participated in the RICE Judging for Utility Model Category (Nov 10)
 - Attended the RICE Opening Program (Nov 10)
 - Presided the meeting with the Disposal Committee (Nov 10)
 - Participated in the Interview for Administrators by AACCUP (Nov 10)
 - Participated in the SIAC Special Meeting (Nov 11)
 - Hosted the MIS meeting for Yr: 2022-2023 Project (Nov 11)
 - Presided the PMT Meeting re: FY2022 targets (Nov 11)
 - Presided the NAPB Meeting (Nov 12)
 - Participated in the TAPI Inventouring (Nov 12)
 - Attended the RICE Awarding Ceremony (Nov 12)
 - Meeting with PPO for the change in location of the main gate as recommended by the President (Nov 15)
 - Presided the OVPAF Directors Meeting (Nov 15)
 - Presided VASC Meeting (Nov 16)
 - Participated in the UADCO Meeting (Nov 16)
 - Participated in SIAC Meeting (Nov 16)
 - Presided the Inspectorate Team Meeting (Nov 17)
 - Participated in the UADCO Meeting (Nov 17)

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.