



ACCOMPLISHMENT REPORT

May 1-31, 2022

A. Accomplishments in Relation to Targets

Administrative Support Services

1. Delivered the following issuances/notices including mails to the departments/offices/units, faculty and staff concerned:
 - a. 90 OP Memoranda delivered
 - b. 169 Outgoing Mails delivered
2. Distributed 814 payslips for the month of May 2022 to concerned VSU employees;
3. Recorded & dispatched 38 mails (mails received from registrar & other offices) to Post Office within the day of receipt;
4. Recorded 131 mails (for reference purposes) received from the Post Office and delivered to concerned staff/departments/units within the day of receipt;
5. Served 53 requests for information/record in accordance with FOI policy and Request for Information/Record procedure and acted within the time frame.
6. Responded & acted promptly on the following requests from OHRSPPR & ODHRM:
 - a. Request for information on the date of graduation (MS degree program) of 33 faculty members needed for inclusion in VSU's proposal re permanency of faculty
 - b. Request for IPCR accomplishments (2-rating periods) of 4 admin staff for comparative assessment purposes
 - c. Request for list of BOR Resolutions 2017-2021 for accreditation purposes
 - d. Request for list of OP memos/circulars CY 2017-2021 for accreditation purposes
 - e. Request for copy of communications re study leave (MS degree) of Ms. L. Norris
 - f. Request for a sample contract of Part-time Instructors from 2017-2021 for accreditation purposes
 - g. Request for a copy of fellowship contract of Ms. Villaber (PhD program) for reference purposes
 - h. Request for copy of PDS of 6 admin staff (next-in-rank) for RSP purposes
 - i. Request for a copy of PDF of 6 admin. staff & 6 faculty members
 - j. Request for NOSA of Lingkod Bayan Awardees
 - k. Request for fellowship contract of Dr. Alviola for reference purposes
7. Generated 64 tracking numbers for each outgoing document of OHRA including requests for records and tracked the same through the HRIS- Documents Tracking System (DTS);
8. Retrieved and reproduced the following requested documents per approved request for information/record in accordance with FOI policy and request for record procedure:
 - a. Annual Reports CY 1977-2020 (sent thru IP messenger);
 - b. IPCR (3-rating period) of Ms. Suyom;
 - c. Birth Certificate of Ms. D. Arpoceple;
 - d. OPCR-accomplishment 2017-2019 of Univ. Library;
 - e. NOSA of Mr. D. Belmonte;