



ACCOMPLISHMENT REPORT
[December 1-31, 2022]

1. Signed/Approved office-related/concerned documents (i.e., travel order, time log appeals, DTR, leave application, clearance, request for study leave extension of Mr. LS Preciados, etc.).
2. Renewal of appointment for Mr. KJA Galvez and Mr. IDB Custodio.
3. OFI response:
 - a. Sent a letter to the dean of CAFS about the BSA Ag. Econ concerns;
 - b. Submitted letter request for a regular JO in DOE to assist our lone clerk/dDRC;
 - c. Submitted letter request to convert the professor and associate professor vacant positions in the department to regular instructor positions.
 - d. Submitted coaching/counseling/monitoring report for July-December 2022;
 - e. Submitted DOE supervisory plan for 1st Semester AY 2022-2023.
 - f. Did class observations.
4. Submitted a letter request for DOE Strategic Planning and Workshop [reply from DF: suggested doing it after the university-wide strategic planning]
5. Prepared DOE accomplishments for the CME consolidated report.
6. Submitted the OPCR Target on December 23.
7. Culmination Activities of DOE Anniversary celebration on December 7.
8. Attended meetings/workshops/Seminars
 - a. December 19 OVPAA workshop
 - b. December 16 DOE Thesis Progress Review
 - c. December 15 OUR virtual meeting
 - d. December 12 GAD Forum
OVPPRGAS Monitoring Orientation
 - e. December 10 BSA Colloquium
 - f. December 9 Blended Learning in the New Normal

Submitted by:

MARIA HAZEL I. BELLEZAS
Department Head

Recommending Approval:

MOISES NEIL V. SERINO
Dean, CME

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs