



ACCOMPLISHMENTS REPORT

[March 1-31, 2023]

1. Signed the March 1-31, 2023 DTRs and payroll of DoPAC Admin Staff (JOs); report on completion of INC grades 1st Semester AY 2022-2023; leave application of DoPAC Faculty; time log appeals of DoPAC Faculty and Staff; clearances of dropping students under CAS; Individual Faculty Workload 2nd Semester AY 2022-2023; OBE Course syllabi; thesis adviser and Student Research Committee nomination
2. Conducted the monthly face to face meeting with DoPAC Faculty and Staff (March 3 & 10, 2023), Teaching Demonstration and Interview of Mr. David Winston W. Tabada
3. Attended the face to face meeting with the University Change of Grade Committee; and Graduate School Council (March 15, 2023)
4. Attended the virtual meeting of CAS Executive Committee via Zoom (March 22, 2023), and Graduate School Council (March 20, 2023) via Google Meet
5. Prepared and submitted supporting documents for the hiring of Mr. DWWTabada.
6. Sent communication to Mr. AA Vasquez through FB messenger/email regarding report of Completion of NC grade forms submitted by students
7. Revised and submitted the report on mandatory compliance of the BS Chemistry to AACCUP Office c/o VSU Quality Assurance Center
8. Checked thesis outlines of BS Chemistry major students.
9. Conducted and submitted the Class Observation of DoPAC Faculty

Submitted by:

ELIZABETH S. QUEVEDO

Head, DoPAC

Recommending Approval:

MA. THERESA P. LORETO

Dean, CAS



Approved:

BEATRIZ S. BELONIAS
VP for Academic Affairs