



**ACCOMPLISHMENT REPORTS**

**January 1-31, 2022**

1. Communicated FGov 135 and ForE 139 modular students through email, text and messenger;
2. Communicated Field Practice and Thesis students through email, text and messenger;
3. Downloaded and checked learning tasks/activities and assessments of FGov 135 and ForE 139 students;
4. Attended the ACIAR weekly project meeting;
5. Monitored ACIAR research and community organizing activities of extension officer in Northern Cebu;
6. Monitored and supervised DFS Administrative staff in the discharge of their respective duties and responsibilities;
7. Prepared, facilitated and submitted application documents for AACUP Level IV application;
8. Attended the emergency meeting of CFES;
9. Monitored DFS Faculty subjects learning materials in VSUEE;
10. Attended the AACUP 2022 task force meeting called by Dr. Cagasan;
11. Attended the meeting called by OVPA (Dr. Belonias);
12. Attended the Year-end Performance Assessments;
13. Attended the Graduate School Council Meeting;
14. Attended the GAD orientation in the preparation of the 2021 GAD Accomplishment Report;
15. Attended the Alumni Communicators meeting;
16. Conduct a short term online data collection about the employability and employers feedback in VSU;
17. Attended the Orientation of NBC 461 8<sup>th</sup> cycle;
18. Collected and collated research data under the BIOCAMP Project;
19. Signed Contract and Payrolls of Job Order employees;
20. Acted as Officer in-charge of the ACIAR Project;
21. Signed documents and travel orders of ACIAR research staff; and
22. Signed requests for permits, contracts, DTR's and accomplishment reports of DFS Faculty and Staff; and ACIAR staff.

Submitted by:

  
**ANATOLIO N. POLINAR**  
Head, DFS