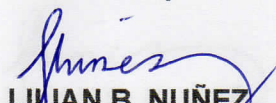




**ACCOMPLISHMENT REPORT**  
**March 1-31, 2022**

1. Conducted monthly staff meeting and addressed concerns (March 8, 2022)
2. Attended the following meetings:
  - a. University Academic Council (March 3, 2022)
  - b. OVPAA on orientation of heads on their functions (March 11, 2022)
  - c. Formal Investigation Committee 38 (March 17, 23, & 25, 2022)
  - d. CME ExeCom Meeting (March 28, 2022)
3. Coordinated the conduct of joint meetings of ISRDS and Dept. of Economics on the CME anniversary celebration and forum assessment (March 2 & 3, 2022)
4. Responded to 3 Corrective Action Reports (CAR) after discussion with concerned staff
  - a. BIDANI: late submission of 2021 3<sup>rd</sup> and 4<sup>th</sup> quarter reports
  - b. ISRDS faculty: late submission of grade sheets
  - c. ISRDS staff: late submission of OPCR
5. Monitored 5 virtual classrooms of faculty members and prepared reports (March 14, 2022)
6. Conducted 2 class observations and prepared reports (March 8, 2022)
7. Conducted coaching of one staff with unsatisfactory rating in IPCR 2021 (March 2 & 9, 2022) and 2 faculty members on preparation for NBC 461 Cycle 9
8. Supervised the dDRC in the uploading of documents for the ISO surveillance audit (March 1-14, 2022) and attended the online audit (March 15, 2022)
9. Supervised the dDRC in attending to requests for data or documents from OVPAA, OVPREI, CME, and other offices
10. Disseminated and discussed OP and OVPAA memorandum circulars with staff
11. Discussed and addressed personnel and building upkeep concerns

Submitted by:

  
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Recommending Approval:

**MOISES NEIL V. SERINO**  
Dean, CME

Approved:

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