



ACCOMPLISHMENT REPORT

November 9-11 & 29, 2021

(Period covered)

This is to certify that the undersigned **Ivy C. Emnace** was approved on a “work from home” scheme during the period covered and that I actually accomplished and delivered the expected/assigned outputs as shown below:

Specific Date/s	Activities/Outputs accomplished and delivered/submitted	Equivalent Points
Nov. 9, 2021	Finalized ppt for FTec 231 (Advanced Food Microbiology) lecture class	2 hrs, 48 min
	Held virtual class FTec 231 (Advanced Food Microbiology) lecture schedule	2 hrs, 12 min
	Continued topic discussion via virtual laboratory lecture schedule	3 hrs, 20 min
	Revised the abstract and introduction of the paper submitted for publication based on reviewers' comments.	1 hr, 50 min
	Made accomplishment report	10 min
	TOTAL OUTPUT POINTS DELIVERED	10 hrs, 20 min

Total Points to be delivered during WFH (No. of days x 8 hrs) = 8 (whole day)
Less: Total Output Points accomplished/delivered = 10 hrs, 20 min
Number of hours (undertime) none

Specific Date/s	Activities/Outputs accomplished and delivered/submitted	Equivalent Points
Nov. 10, 2021	Reviewed the recorded video of a meeting discussing revision of the paper for publication	1 hr, 31 min
	Finished revising the paper submitted for publication based on reviewers' comments (2 reviewers).	5 hrs
	Researched support/justification relative to the improvement of the paper	2 hrs
	Prepared ppt for FTec 253 (Advanced Meat and Poultry Processing) Class	2 hrs, 22 min
	TOTAL OUTPUT POINTS DELIVERED	10 hrs, 53 min

Total Points to be delivered during WFH (No. of days x 8 hrs) = 8 (whole day)
Less: Total Output Points accomplished/delivered = 10 hrs, 53 min
Number of hours (undertime) none

Vision:

A globally competitive university for science, technology, and environmental conservation.

Mission:

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Specific Date/s	Activities/Outputs accomplished and delivered/submitted	Equivalent Points
Nov. 11, 2021	Finalized and polished presentation for FTec 253 (Advanced Meat and Poultry Processing) lecture Class	2 hrs
	Held class (lecture and discussion) FTec 253 (Advanced Meat and Poultry Processing)	2 hrs
	FTec 253 virtual class. Presentation and defense of special topic outline/concept	3 hrs, 20 min
	Prepared ppt for the webinar as a Resource Person (Research Aspect in Product Development and Innovation) for Samar State University (SSU)	4 hrs, 40 min
	TOTAL OUTPUT POINTS DELIVERED	11 hrs

Total Points to be delivered during WFH (No. of days x 8 hrs) = 8 (whole day)
 Less: Total Output Points accomplished/delivered = 11 hrs
 Number of hours (undertime) none

Specific Date/s	Activities/Outputs accomplished and delivered/submitted	Equivalent Points
Nov. 29, 2021	Checked and read emails	30 min
	Checked Thesis manuscript (2 nd draft) of Ms. Heidi Palar	3 hrs, 17 min
	Prepared laboratory guide FTec 153n	2 hrs
	Held virtual class , pre-laboratory discussion and open forum FTec 153n	3 hrs
	Prepared accomplishment report	15 min
	TOTAL OUTPUT POINTS DELIVERED	9 hrs, 2 min

Total Points to be delivered during WFH (No. of days x 8 hrs) = 8 (whole day)
 Less: Total Output Points accomplished/delivered = 9 hrs, 2min
 Number of hours (undertime) none

Submitted by:

IVY C. EMNACE

Name of Employee/Faculty

Recommending Approval:

LORINA A. GALVEZ

Department Head

Approved:

VICTOR B. ASIO

College Dean