



ACCOMPLISHMENT REPORT

[Feb. 1 – 28, 2023]

1. Attendance to virtual meetings/workshops/conventions:
 - a) Mandatory Orientation and Re-orientation of Academic Advisers, Dept. Enrollment Focal Persons in preparation for the 2nd Semester AY 2022-2023 (Feb 10)
 - b) Extension meeting re Document Review of the Procedure (Feb 20)
2. Attended ISO 9001:2015 5TH Management Review (Feb 1);
3. Internationalization Project meeting re VLIR – South Initiatives Proposal Preparation (Feb 3);
4. Attended CFES Heads and Faculty meeting (Feb 8);
5. Attended meeting called by OVPAF, Dr. D. Tan re Solid Waste Management of VSU (Feb 9);
6. Approved faculty and staff's time log appeals (Feb 10, 20, 21 & 22);
6. Conducted consultation meeting of the College Dean of CFES re undergrad and graduate thesis outline of the BSES and MSTREC students (Feb 16);
7. Faculty work loading (Feb 20);
8. Reviewed and corrected BSES thesis outline;
9. Participated ISO Audit Plan for Re-Certification (Feb 27-28);
10. Prepared and submitted the Institute's Projected Faculty Workload for the 2nd Semester/AY 2022-2023;
11. Requested for Part-Time (3) and Substitute (1) Instructors for the 2nd Sem/AY 2022-2023 (with which the APB approves only for 3 part-time instructors);
12. Recommended the renewal of appointment of the ITEEM Division Heads (2);
13. Recommended the appointments and renewal of the appointments of research/extension project/study leaders (27);
14. Requested the services of teaching personnel from other departments to handle subjects for BS Environmental Science;
15. Endorsed and submitted the 1st Sem (AY 2022-2023) status report of Ms. Angelita B. Orias, Instructor of the Institute pursuing MS Envi Science (UPV-Tacloban) to the VSU President;