



ACCOMPLISHMENT REPORT

April 1-30, 2023

1. Performed ISO-related task: supervised dDRC in proper barcoding and filing of documents
2. Arranged with faculty for class observation sessions (postponed to next month)
3. Attended Turnitin webinar (April 17 pm)
4. Conducted staff meeting (April 25)
5. Participated in preparing for VSU anniversary (April 24-25)
6. Participated in VSU anniversary celebration activities (April 27-28)
7. Attended to personnel and building upkeep concerns

*Note: Holidays/ work suspended on: April 5 PM; April 6-7; April 10; April 21;
April 27-28*

Submitted by:


LILIAN B. NUÑEZ

Recommending Approval:

MOISES NEIL V. SERINO
Dean, CME

Approved:

BEATRIZ S. BELONIAS
VP for Academic Affairs