

ACCOMPLISHMENT REPORT

[August 1 - 31, 2023]

1. Conducted Part-time teaching demo and interview (Aug. 9 & 16);
2. CFES Curriculum Review Workshop (Aug. 17-18);
3. UGMAD Search – Centennial Anniversary Meeting at OVPREI (Aug. 11);
4. VSUEE VC Concerns on General Education Courses Meeting (Aug. 14);
5. Conducted ITEEM Faculty Meeting (Aug. 16);
6. Participated the Graduate School on-boarding at RDE Hall (Aug. 29) – afternoon;
7. ISO 9001:2015 Awareness and Re-Awareness Seminar – via zoom (Aug. 29) – morning;
8. CFES Students on-boarding (Aug. 30) – afternoon;
9. Continuation of OVPAA/IEO/IMDO/University Registrar Document Review and other Instruction concerns – via zoom (Aug. 30) – morning;
4. Attended Training-Workshop on Curriculum and Instructional Review of the Graduate Degree Program (Aug. 31- Sept. 1);
5. Disseminated letter requests to active partners and students for attendance to the CFES Instructional and Curriculum Review which was scheduled on August 17–18, 2023;
6. Submitted the recommendation for Vacation/Sick Leave status of the ITEEM faculty;
7. Conducted the background investigations of the part-time instructor candidates;
8. Prepared the ITEEM Projected Faculty Workload for the 1st semester of AY 2023-2024;
9. Recommended the appointment to hire the 4 part-time instructors for the 1st semester of AY 2023–2024;
10. Submitted requests for overtime work of staff;
11. Signed and submitted DTR (GTA) (1) Part timer (4), Accomplishment report (5), DTR faculty and staff (6), PPMP (5), JO Contract (6), Travel order (6), Payroll (13), Voucher (8).

Other Accomplishments:

1. Conducted CIPLS, TWG-PAMB meeting held at the SB Session Hall, Inopacan, Leyte (Aug. 4)

Submitted By:

ELIZA D. ESPINOSA
Director

Recommending Approval:

DENNIS P. PEQUE
Dean, CFES

Approved:

BEATRIZ S. BELONIAS
VP for Academic Affairs

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.