



ACCOMPLISHMENT REPORT

[July 1 – 31, 2022]

1. Virtual and face-to-face attendance at the following meeting:
 - a) Consultation meeting for BSES Envi. 198 major students (July 4);
 - b) Documents review of planning forms with the co-process owner (July 12);
 - c) Seminar on Typhoon Awareness and Calamity Readiness, Part II (July 22);
 - d) Status of preparation for 7 programs to undergo Level III AACUP Accreditation (July 29).
2. Conducted/Attended BSES thesis defense;
3. Reviewed BSES and MSTREC compliance report for Level III AACUP Accreditation;
4. Reviewed BSES/BSEM and MSTREC manuscripts as unit head;
5. Approved and validated faculty and staff time log appeals for May and June 2022 DTRs;
6. Conducted faculty and staff meetings (July 18 & 21).
7. Reviewed and submitted OPCR for January to June, 2022 Accomplishments.
8. Reviewed, evaluated and submitted faculty and staff IPCR Accomplishments for January to June, 2022 (July 26-29).
9. Signed requests for services of affiliate faculty (14) to handle MSTREC and BSES subjects;
10. Recommended the permanency of the appointment of Ms. Kleeer Jeann G. Longatang as graduate faculty;
11. Requested four (4) Part-time Instructors for the 1st Sem/SY 2022-2023;
12. Submitted the ITEEM Citizen's Charter;
13. Signed and submitted payrolls (6), DTRs (7), Vouchers (10), Travel Orders (17), and JO Contracts (4);
14. Signed applications for leave (2), OIC (2), differed grades (16), grade sheets (12), Students' clearance (2), and Part-time Instructors' clearance (4).

Submitted By:

ELIZA D. ESPINOSA
Director, ITEEM