



**VISAYAS**  
STATE UNIVERSITY

## ECO-FARM AND RESOURCE MANAGEMENT INSTITUTE

### ACCOMPLISHMENT REPORT

April 1 – 30, 2024

1. Conducted laboratory classes and quizzes for Animal Science 21 subject
2. Checked laboratory reports and quizzes for Animal Science 21 subject
3. Monitored the progress of undergraduate research conducted on my Animal Science thesis advisee
4. Conducted monthly Institute meeting in the conference room
5. Participated in the Livestock and Poultry expo activities organized by the DAS as part of the VSU Centennial Anniversary
6. Reviewed and submitted the 1<sup>st</sup> quarter report of the Institute's extension project
7. Reviewed two (2) research proposals submitted under the farming systems commodity
8. Attended the UADCO Meeting on April 11, 2024
9. Spearheaded the Institute in the construction of the booth and other preparations for the VSU Centennial Anniversary and participated in the anniversary Convocation Program held at the VSU gym
10. Facilitated the parade during the Farmer's and Fisherfolks Day and UGMAD Award 2024 in line with the VSU Centennial Anniversary
11. Attended the VSU's Partners Recognition Day 2024 in line with the VSU centennial anniversary
12. Conducted culmination program for the completion of VSUIHS students in their immersion at the Demonstration Farm
13. Monitored the progress of the research and extension projects
14. Checked, Approved, and Signed payrolls, DTRs, Official business travel, and leave applications of Eco-FARMI Colleagues
15. Supervised and managed the administrative tasks and farm activities of the Institute

Submitted By:

**JEROME O. ARRIBADO**

Director, Eco-FARMI

Recommending Approval

Approved

**SANTIAGO T. PEÑA, JR.**

Vice President

Research, Extension, and Innovation

**PROSE IVY G. YEPES**

President



**ECO-FARM AND RESOURCE MANAGEMENT  
INSTITUTE**

Visayas State University, PQWV+X76 Baybay City, Leyte

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**VISAYAS**  
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## ECO-FARM AND RESOURCE MANAGEMENT INSTITUTE

### ACCOMPLISHMENT REPORT

May 1-31, 2024

1. Conducted and checked laboratory classes and reports for the Animal Science 21 laboratory
2. Conducted final term exam for Animal Science 21 laboratory
3. Reviewed the manuscript of my Animal Science thesis advisee
4. Conducted monthly Institute meeting in the Conference room
5. Participated as an SRC member of the Thesis Defense of BS Agricultural and Biosystems Engineering
6. Attended the UADCO meeting at the OP Boardroom
7. Led the Instructor III hiring of the Institute
8. Received the letter designating as the Focal Research Coordinator of the Institute
9. Led the hiring of the Institute's stay-in farm worker
10. Spearheaded in the conduct of teambuilding of the Institute at Camotes, Cebu
11. Monitored the progress of the research and extension projects
12. Checked, Approved, and Signed payrolls, DTRs, Official business travel, and leave applications of Eco-FARMI Colleagues
13. Supervised and managed the administrative tasks and farm activities of the Institute

Submitted By:

**JEROME O. ARRIBADO**  
Director, Eco-FARMI

Recommending Approval

**SANTIAGO T. PEÑA, JR.**

Vice President for Research, Extension, and Innovation

Approved

**PROSE IVY G. YEPES**

President



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## ECO-FARM AND RESOURCE MANAGEMENT INSTITUTE

### ACCOMPLISHMENT REPORT

June 1-30, 2024

1. Submitted the final grades for Animal Science 21 laboratory classes
2. Attended the undergraduate thesis defense of my Animal Science student advisee
3. Reviewed and approved the manuscript of my Animal Science Student thesis advisee
4. Checked the thesis outline of my Animal science thesis advisees
5. Conducted the Institute's monthly meeting in the conference room
6. Accept the 400-plus students for the BSA summer practicum deployed by the Department of Soil Science every Friday
7. Submitted 2 request letters for the 2 regular positions of the Institute for farmworker and utility/messengers
8. Conducted meeting with the faculty of the Institute for Profiling and strategic planning
9. Conducted meeting at the Demonstration Farm and the Extension Project staff
10. Conducted the research proposal writeshop at the Institute level for submission at the OVPREI
11. Attended the Extension Office reorientation meeting on procedure manuals and REI Forms, and the preparation for the 2024 In-house review
12. Monitored the progress of the research and extension projects
13. Checked, Approved, and Signed payrolls, DTRs, Official business travel, and leave applications of Eco-FARMI Colleagues
14. Supervised and managed the administrative tasks and farm activities of the Institute

Submitted By:

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