



**ACCOMPLISHMENT REPORT**

**March 1-31, 2022**

1. Coordinated with other offices, department/s and VSU component colleges.
2. Manage the operation of the Office of Instructional Materials Development.
3. Monitored, reviewed and validated OBE Course Syllabus, TOS, VC Evaluation and Monitoring, and other related documents submitted by the department concerned.
4. Attended the following meetings:
  - a. Preparation for ISO Second Surveillance Audit on March 3, 2022.
  - b. Dry-run for the 2<sup>nd</sup> ISO Surveillance Audit on March 10 & 14, 2022.
  - c. Orientation on the Functions of Offices under OVPA and Document Review of Two Procedure Manual on March 11, 2022.
  - d. CHED Monitoring of the Implementation of Flexible Learning in VSU Main on March 31, 2022.
5. Served as one of the auditees during VSU's 2<sup>nd</sup> ISO Surveillance on March 15, 2022.
6. Served as team leader and recorder during the CHEDRO VIII Remote Monitoring on March 31, 2022.
7. Attended the following Webinars/Trainings/Workshops/Conferences:
  - a. Turnitin Administrator Walkthrough on March 9, 2022.
  - b. Instructors' Workflow Training on March 16-17, 2022.
8. Drafted and submitted a Training Proposal of the following:
  - a. Turnitin Administrator Walkthrough on March 9, 2022.
  - b. Instructors' Workflow Training on March 16-17, 2022.
9. Coordinated with Nephila Web in the creation of Branded Moodle App for VSUEE.
10. Manage/supervise the office's preparations and organizations of ISO-related documents.
11. Assisted ODIE and OVPA.



Submitted by:

  
**NANCY D. ABUNDA**

Head, Instructional Materials Development

Noted:

  
**MA. RACHEL KIM L. AURE**

Director, Instruction and Evaluation

Approved:

  
**BEATRIZ S. BELONIAS**

VP for Academic Affairs