



VISAYAS
STATE UNIVERSITY



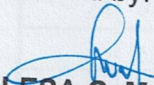
DEPARTMENT OF
AGRONOMY

ACCOMPLISHMENT REPORT


September 16-30, 2024

1. Facilitated, printed, barcoded and submitted the Individual faculty Workload for regular, part-time faculty and adjunct professor.
2. Facilitated and assisted the five (5) students on clearance processing.
3. Helped and submitted three (3) PPMP's for 2025 (Labshare, Capital outlay and GAA).
4. Prepared the different important documents in relation to ISO Internal audit conducted last September 23, 2024 at 9 am to 12 nn.
5. Prepared and submitted two (2) emergency contract for adlay project.
6. Attended queries both phone calls and students.
7. Submitted documents of part-time instructors for payroll purposes.
8. Followed- up and monitored the processing of salary for part-time instructors.
9. Prepared and submitted emergency payroll of Jovani Aragon.
10. Received and facilitated the signing of documents like application for graduation, clearance, etc. of MAgDev students.

Submitted by:


MILES C. MARSADO

Approved by:


LUZ G. ASIO
Head, DA

DEPARTMENT OF AGRONOMY

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