



VISAYAS
STATE UNIVERSITY



DEPARTMENT OF
**PURE & APPLIED
CHEMISTRY**

ACCOMPLISHMENTS REPORT

[April 1-30, 2024]

1. Signed the March 1-31, 2024 DTRs of regular DoPAC Faculty and Staff; April 1-30, 2024 DTR/payroll of DoPAC Staff (JO), and student assistants; report on Grade Completion of INC grades 2nd Semester AY 2022-2023/1st Sem AY 2023-2024; leave application and time log appeals of DoPAC Faculty and Staff; replenishment/liquidation for Petty Cash/Travel Orders; job requests for repair/renovation of laboratory & computers; requests for the purchase of essential equipments; PPMP and purchase requests; clearance of CAS students; shifting and dropping forms of students; travel order of Faculty; Midterm Grade Sheets for the 2nd semester AY 2023-24; recommendation to Faculty & Staff attendance to training/seminar-workshop; promotion documents of Faculty; letter requests to President of VSU and the Central Mindanao University for benchmarking activity cum team building.
2. Attended the face to face Consultative meeting with new VSU President (April 3, 2024); TWG for Palm and Other Crops at NCRC (April 17, 2024); virtual meeting via Zoom with the CAS Dean (April 22, 2024).
3. Mediated the settlement of grievances between DoPAC Faculty and Staff (April 19, 2024).
4. Presented the DoPAC Faculty Development Plan to the VSU Faculty Scholarship Committee (April 17, 2024)
5. Evaluated chemistry courses taken by students who are shifting courses for accreditation.
6. Checked and approved Thesis Outline of BS Chemistry 4 students.
7. Entertained/approved request/inquiries for chemical reagents of students (VSU students and non-VSU students) as well as the use of laboratory equipment and facilities for research (on-line and face-to-face) and OJT-related matters of the BS Chemistry 3 students; ViChemSoc program preparation for Alumni Homecoming 2024.
8. Supervised the preparation of the Centennial Chemistry Alumni Homecoming and in the Alay Linis at DoPAC grounds.

Submitted by:

ELIZABETH S. QUEVEDO
Head, DoPAC

Recommending Approval:

MA. THERESA P. LORETO
Dean, CAS

Approved:

ROTACIO S. GRAVOSO
VP for Academic Affairs