



**ACCOMPLISHMENT REPORT**  
**[November 1-30, 2023]**

1. Signed/Approved office-related/concerned documents (i.e., travel order, time log appeals, DTR, leave application, clearance etc.)
2. Attended the virtual orientation regarding the monitoring of accomplishments for 2023.
3. Attended the ExeCom Meeting conducted by the College of Agriculture and Food Sciences for the month of October
4. Submitted list of Operational Classroom to OUR
5. Submitted monitoring reports of DoEcon to its college, CME
6. Served as the resource person during the DA-PRDP training on Rice and Corn VCA Data Processing Workshop
7. Represented Prof. Lemuel S. Preciados in the thesis defense of a MS Ag. Engineering student and provided inputs for the betterment of the thesis manuscript
8. Attended the 5S Training
9. Conducted and presided DoEcon monthly meeting
10. Processed documents for the approval of DoEcon's off-campus strategic planning for 2023

Submitted by:

  
**ZYRA MAY H. CENTINO**  
Department Head

Recommending Approval:

  
**MOISES NEIL V. SERIO**  
Dean, CME

Approved:

**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs