

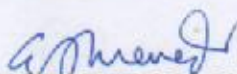


ACCOMPLISHMENTS REPORT

[March 1-31, 2023]

1. Signed the March 1-31, 2023 DTRs and payroll of DoPAC Admin Staff (JOs); report on completion of INC grades 1st Semester AY 2022-2023; leave application of DoPAC Faculty; time log appeals of DoPAC Faculty and Staff; clearances of dropping students under CAS; Individual Faculty Workload 2nd Semester AY 2022-2023; OBE Course syllabi; thesis adviser and Student Research Committee nomination
2. Conducted the monthly face to face meeting with DoPAC Faculty and Staff (March 3 & 10, 2023), Teaching Demonstration and Interview of Mr. David Winston W. Tabada
3. Attended the face to face meeting with the University Change of Grade Committee; and Graduate School Council (March 15, 2023)
4. Attended the virtual meeting of CAS Executive Committee via Zoom (March 22, 2023), and Graduate School Council (March 20, 2023) via Google Meet
5. Prepared and submitted supporting documents for the hiring of Mr. DWWTabada.
6. Sent communication to Mr. AA Vasquez through FB messenger/email regarding report of Completion of NC grade forms submitted by students
7. Revised and submitted the report on mandatory compliance of the BS Chemistry to AACCUP Office c/o VSU Quality Assurance Center
8. Checked thesis outlines of BS Chemistry major students.
9. Conducted and submitted the Class Observation of DoPAC Faculty

Submitted by:


ELIZABETH S. QUEVEDO
Head, DoPAC

Recommending Approval:

MA. THERESA P. LORETO
Dean, CAS

DAILY TIME RECORD**QUEVEDO, ELIZABETH S.**

(NAME)

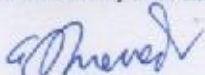
For the month of

March 1 - 31, 2023

Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	6:59	12:02	12:13	5:19		8hrs
2-THU	6:03	12:15	12:28	5:08		8hrs
3-FRI	7:17	12:05	12:31	5:00		8hrs
4-SAT						Off
5-SUN						Off
6-MON	6:23	12:08	12:17	5:06		8hrs
7-TUE	7:25	12:04	12:11	5:03		8hrs
8-WED	7:23	12:05	12:11	5:08		8hrs
9-THU	6:31	12:18	12:23	5:22		8hrs
10-FRI	7:19	12:06	12:13	5:04		8hrs
11-SAT						Off
12-SUN						Off
13-MON	6:35	12:08	12:33	5:01		8hrs
14-TUE	7:20	12:15	12:36	5:03		8hrs
15-WED	7:42	12:15	12:23	5:02		8hrs
16-THU	6:34	12:03	12:18	5:11		8hrs
17-FRI	7:33	12:02	12:29	5:02		8hrs
18-SAT						Off
19-SUN						Off
20-MON	6:45	12:22	12:34	5:08		8hrs
21-TUE	7:40	12:03	12:18	5:01		8hrs
22-WED	7:37	12:01	12:16	5:03		8hrs
23-THU	6:38	12:06	12:13	5:06		8hrs
24-FRI	7:23	12:08	12:18	5:02		8hrs
25-SAT						Off
26-SUN						Off
27-MON	6:44	12:13	12:28	5:01		8hrs
28-TUE	7:40	12:02	12:13	5:05		8hrs
29-WED	7:47	12:18	12:39	5:06		8hrs
30-THU	6:29	12:03	12:24	5:11		8hrs
31-FRI	7:23	12:11	12:19	5:19		8hrs

I CERTIFY on my honor that the above is true and correct report of the hours of work performed record of which was made daily at the time of arrival at and departure from office.

**ELIZABETH S. QUEVEDO**

VERIFIED as to prescribed office hours

MA. THERESA P. LORETOCollege Dean
College of Arts and Sciences**DAILY TIME RECORD****QUEVEDO, ELIZABETH S.**

(NAME)

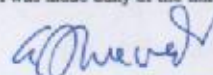
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MA. THERESA P. LORETOCollege Dean
College of Arts and Sciences