



ACCOMPLISHMENT REPORT

February 1-28, 2022

1. Coordinated with the faculty re: enrollment of their advisees, syllabus/TOS making and other needed preparation for the opening of classes.
2. Organized a virtual consultation meeting with third year BSA Ag Extension students re: thesis outline and OJT.
3. Gathered pertinent documents needed for the Institutional Accreditation in the assigned area – Area 5.
4. Conducted/prepared for a two-day capability building training for PHILFIDA staff at Tacloban City
5. Assisted undergrad/grad advisees in their enrollment.
6. Assisted the enrollment in-charge of the department during the enrollment of both undergraduate and graduate students.
7. Prepared for/attended the dissertation proposal presentation of Ms. Clarissa Jamillo, PhD Horticulture.
8. Visited the Municipal Agriculturist of Hilongos Leyte to discuss proposed plans of the Green-the-Home project for 2022.
9. Visited stakeholders in barangays Marcos and Guadalupe for the Green-the-Home project commitments.
10. Attended the first CAFS meeting to review the ROAM, SWOT, etc for finalization/submission to OVPAA.
11. Performed other administrative/supervisory functions.

Submitted By:


KAREN LUZ P. YAP
DAEEx Head

Recommending Approval:

VICTOR B. ASIO
CAFS Dean

Approved:

BEATRIZ S. BELONIAS
VP for Academic Affairs