



ACCOMPLISHMENT REPORT

February 1-28, 2022

1. Coordinated with other office/s, department/s, and component colleges.
2. Managed the operation of the Office of the Director for Instruction and Evaluation.
3. Signed routinary documents such as payrolls/vouchers, DTRs, accomplishment reports, appointments, faculty workload, clearances, travel order, and other documents that need the VPAA's action/signature.
4. Conducted monitoring/consultation meetings with academic units.
5. Prepared the supporting documents needed for the Institutional Accreditation.
6. Prepared the supporting documents needed for the AACUP Accreditation.
7. Facilitated Faculty Onboarding on February 7-8, 2022.
8. Facilitated Student Onboarding on February 17, 2022.
9. Facilitated Graduate School Onboarding on February 24, 2022
10. DOST - DOST, New Member Orientation Monday, February 28, 2022
11. Attended the following meetings:
 - a. Dry-run on Mandatory Orientation/Re-Orientation of Department Enrolment Focal Person, College Hotline Agents, and Academic Advisers on February 2, 2022.
 - b. Dry-run for Faculty Onboarding on February 4, 2022.
 - c. Consultation Meeting with College Deans and Department Heads on February 4, 2022.
 - d. Consultation Meeting for the Selection of Isabel Chancellor on February 11, 2022.
 - e. University Academic Council (UAC) on February 16, 2022.
 - f. Consultation Meeting for the Selection of Villaba, Tolosa, and Alangalang key officials on February 17, 2022.
 - g. UADCO Meeting - February 16, 2022
 - h. Meeting with DepEd Borongan City and GAD Wednesday, February 23, 2022.
 - i. Meeting: Student's Experience Review, February 24, 2022.