



**VISAYAS**  
STATE UNIVERSITY



DEPARTMENT OF  
**AGRONOMY**

## ACCOMPLISHMENT REPORT

**October 01-15, 2024**

1. Facilitated, printed, barcoded and submitted the PPMP for 2025.
2. Facilitated and assisted the five (5) students on processing SRC docs.
3. Helped and submitted three (3) PR's for 2025 (Labshare, Capital outlay and GAA).
4. Prepared the different important documents in relation to ISO Internal audit conducted last September 23, 2024 at 9 am to 12 nn.
5. Prepared and submitted two (2) emergency contract for adlay project.
6. Attended queries both phone calls and students.
7. Submitted documents of part-time instructors for payroll purposes.
8. Followed-up and monitored the processing of salary for part-time instructors.
9. Received and facilitated the signing of documents like application for graduation, clearance, etc. og MAgDev students.

Submitted By:

**MILESA C. MARSADO**

Recommending Approval

**LUZ G. ASIO**  
Head, DA

### DEPARTMENT OF AGRONOMY

Visayas State University, PQUV+97H Baybay City, Leyte  
Email: agronomy@vsu.edu.ph  
Website: www.vsu.edu.ph  
Phone: +63 53 565 0600 Local 1013



Management  
System  
ISO 9001:2015  
www.tuv.com  
ID 5108658749



Page 1 of 1  
**FM-VSU-13**  
V05 06-06-2024  
No. DA-C-24-284