



## ACCOMPLISHMENT REPORT

May 01-31, 2023

1. Attended webinars, face to face/virtual meetings of the university:
2. Follow up proposals and requests regarding purchase of equipment and facilities.
3. Signed payrolls, clearance, voucher, PPMP, purchase request, communications and other documents;
4. Conducted meetings among faculty and staff on matters of academic, research and extension concern of DA;
5. Prepared and approved the TOS for Final Examination for courses offered this 2<sup>nd</sup> semester 2022-2023.
6. Submitted to OVRGAS the revised project proposal on the "Construction of Two-Storey Building with State-of-the-Art Equipment for Instruction, Research and Extension of the Department of Agronomy.
7. Follow up the GAD checklists of the project proposals.
8. Provided academic services to undergraduate and graduate students;
9. Prepared and supervised the preparation of documents for COPC in BSA major in Agronomy
10. Performed other administrative/supervisory functions.

Submitted by:

  
**RUTH O. ESCASINAS**  
Head, Department of Agronomy

Recommending Approval:

**VICTOR B. ASIO**  
Dean, CAFS

**BEATRIZ S. BELONIAS**  
VP for Academic Affairs

**DEPARTMENT OF AGRONOMY**

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