



## ACCOMPLISHMENT REPORT

[January 1 – 31, 2022]

1. Attended the following virtual meetings/trainings/workshops:
  - a. YEPA 2021 (Jan. 5 - 6);
  - b. International/Foreign students interview conducted by OGS (Jan. 6).
  - c. Graduate Council Meeting (Jan. 7, 9 AM);
  - d. Orientation on the preparation of the 2021 re GAD Accomplishment Report (Jan. 7, 2 PM);
  - e. OVPA on preparations for limited face to face classes for 2<sup>nd</sup> semester, AY 2021 – 2022 (Jan. 10);
  - f. RFRI Strategic Plan/Work Plan (Jan. 14);
  - g. Preparation for the VSU Institutional Accreditation on April 2022 as per OP Memo # 07, s., 2022 re Task forces/committees for the IA (Jan. 19);
  - h. Updates and discussion on the Notice of Suspension issued by COA (Jan. 25, 9 AM);
  - i. VSU-KU Leuven partnership for ICP connect from VSU conducted by OGS (Jan. 25, 2 PM);
  - j. Workshop for the identification of supporting documents as per OP Memo Circular # 11, s., 2022 (Jan. 26);
  - k. NBC 461 updates (Jan. 27);
  - l. VSU-KU Leuven partnership for ICP connect follow-up meeting (Jan. 27).
2. Conducted faculty meeting/workshop re-/and submitted OPCR 2022 Targets for 2022 (Jan. 3, 2022);
3. Conducted faculty and staff monthly meeting (Jan. 10);
4. Prepared and submitted OPCR & IPCR targets for 2022 and accomplishment for July – December 2021;
5. Conducted Teaching Demo and Interview of applicants for ITEEM Part-Time Instructors (Jan. 18), ranked and recommends (4) for hiring for the 2<sup>nd</sup> Sem/SY 2021-2022;
6. Conducted consultation meeting to recommend for ITEEM director in compliance with the issued OP Memo No. 06, s., 2022 (Jan. 25, 1 PM);
7. Approved JO Evaluation for renewal of contract (13);
8. Approved TO for faculty and staff (3);