



ACCOMPLISHMENT REPORT

January 1-31, 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. Attended meetings of the following:
 - a. January 4 and 6, 2022 - Meeting Blended Learning Model (DOST)
 - b. January 6, 2022 - Orientation on the Preparation of the 2021 GAD Accomplishment Report
 - c. January 10, 2022 - Preparation for the Limited Face-to-Face Classes
 - d. January 10, 2022 - Project Team Meeting – GTS
 - e. January 13, 2022 - Project Meeting for Critical Thinking with Ms. Andrade
 - f. January 17, 2022 - Purchase of Branded Moodle App Meeting
 - g. January 19, 2022 - Preparation for the VSU Institutional Accreditation
 - h. January 24, 2022 - IM Review, Approval, and Copyright
 - i. January 25, 2022 - Follow-up Meeting re BMA
 - j. January 26, 2022 - Workshop for the identification of supporting documents
 - k. January 27, 2022 - NBC 461 updates
 - l. January 27, 2022 - Preparation for TUV Rheinland's Conduct of Capability Assessment and First Surveillance Audit
 - m. January 31, 2022 - ASEAN University Network-University Performance Matrix
8. Attended Training-workshop of the following:
 - a. January 17 - 19, 2022 - Training-Workshop on Research Ethics Committees Standard Operating Procedures for GCP Compliance
 - b. January 20, 2022 - Foot Pedal Alcohol Dispenser Workshop
 - c. January 20, 2022 - Proposal Writeshop Conference for the Startup Grant Fund Program Cycle 3
 - d. January 21, 2022 - Orientation-Seminar on OBE Course Syllabus