



ACCOMPLISHMENT REPORT

November 2 – 29, 2021

(Period covered)

This is to certify that the undersigned **JOCELYN G. DACLAG** was approved on a “work from home” scheme during the period covered and that I actually accomplished and delivered the expected/assigned outputs as shown below:

Specific Date/s	Activities/Outputs accomplished and delivered/submitted	Equivalent Points (hours)
Nov. 2	1. Prepared learning materials (PowerPoint presentations) for FTec 151, FTec 153, and FTec 165 (Lessons for the week).	4.5
	2. Attended VSUFA Consultation (Re: Guidelines for Faculty Reclassification)	3.0
	3. Prepared learning tasks for FTec 151, 153n, 165.	0.5
	4. Consultation with students regarding class activity, lessons and learning tasks (thru FB messenger)	0.5
Nov. 3	5. Conducted online/virtual classes via google meet for FTec 151, FTec 153n, and FTec 165.	5.0
	6. Posted learning materials at VSUEE virtual classrooms.	0.5
	7. Checked learning tasks submissions via VSUEE virtual classrooms.	2.5
	8. Communicated with students regarding midterm exam schedule (conducted poll thru FB messenger and personal messages with students)	0.5
	9. Drafted midterm exam questions and TOS	0.5
Nov. 4	10. Conducted online/virtual classes via google meet for FTec 151 and FTec 153n.	2.0
	11. Finalize midterm exam questions and TOS for FTec 153n	1.5
	12. Communicated with BS Food Technology students (FTec 151n, 165, and 153n) regarding their activities that were posted in VSUEE virtual classrooms (entire week).	0.5
	13. Prepared lecture materials for Monday and Tuesday classes the following week (PowerPoint Presentations) for FTec 165, FTec 151n, and FTec 153n)	4.5
Nov. 5	14. Posted learning materials in VSUEE virtual classrooms (FTec 165, FTec 151n, and FTec 153n).	0.25
	15. Contacted students regarding arrangements for midterm exams (students who are not active on VSUEE)	0.25
	16. Conducted midterm exam for FTec 153n.	3.5
	17. Checked midterm exams of FTec 153n students	4.0

Vision:

A globally competitive university for science, technology, and environmental conservation.

Mission:

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Nov. 15	18. Conducted online/virtual classes via google meet for FTec 151, FTec 153n, and FTec 165.	5.0
	19. Researched and read journal articles and other related references for class materials.	2.0
	20. Revise PowerPoint presentations for FTec 153n class	0.5
	21. Communicated with students who obtained INC rating from previous semester (contacted each student via email and FB messenger)	0.5
	22. Drafted Extension Proposal as output for the Extension Training Workshop (focused on the logical framework)	2.0
Nov. 16	23. Conducted online/virtual classes via google meet for FTec 151 and FTec 153n.	2.0
	24. Followed-up students (with INC) regarding submission of requirements to comply with their INC (monitor their submission via e-mail)	2.0
	25. Checked submitted INC requirements and computed their grades; sent feedback to students who still need to submit lacking requirements.	5.0
Nov. 22	26. Conducted online/virtual classes via google meet for FTec 151, FTec 153n, and FTec 165.	5.0
	27. Revised PowerPoint presentations for FTec 151 and FTec 165; made new PowerPoint presentation for FTec 153n	3.0
	28. Attended DFST faculty and staff meeting via google meet	1.5
Nov. 23	29. Conducted online/virtual classes via google meet for FTec 151 and FTec 153n.	2.0
	30. Research online on how to design outcome-based evaluation instruments for laboratory subjects	1.0
	31. Made the outcome-based evaluation instruments for the assessment of students' skills competence in laboratory subjects (rubrics for 3 major areas: overall class performance; laboratory reports; video output for online students)	4.0
	32. Attended DFST faculty and staff meeting via google meet and presented the draft of evaluation instruments for comments and improvements.	2.0
Nov. 29	33. Conducted online/virtual classes via google meet for FTec 151, FTec 153n, and FTec 165.	5.0
	34. Communicated with class advisees (BSFT-4) and set schedule for consultation meeting via google meet	0.5
	35. Communicated with prospective resource persons for OJT webinar series, workshops and virtual company tours; consulted with them for the possible topics that they will handle and other arrangement related to the webinar and workshop; set for possible vacant schedules and finalized schedule for the virtual tour (individually contacted the following: Marilou Orfano for the virtual tour of Marcela Farms, Jonap Borlado, Marvin Eguna, Dwayne Junco; Joanne Montebon)	3.5
	TOTAL OUTPUT POINTS DELIVERED	80.5 (for 9 days)

Total Points to be delivered during WFH (No. of days x 8 hrs) = 72 points
Less: Total Output Points accomplished/delivered = 80.5
Number of hours (undertime) None

Submitted by:

JOCELYN G. DACLAG
Name of Employee/Faculty

Recommending Approval:

LORINA A. GALVEZ
Department Head

Approved:

VICTOR B. ASIO
College Dean