



ACCOMPLISHMENT REPORT

[May 1 – 31, 2022]

1. Virtual and face-to-face attendance at the following meetings:
 - a) Graduate School Council Meeting (May 11)
 - b) Level III AACCCUP Accreditation Meeting (May 12)
 - c) VSU Institutional AACCCUP Accreditation Opening Program; Stakeholders' Interview, Areas 8 & 9 Taskforces with Dr. Penaso; Closing Program (May 23, 26 & 27)
 - d) ITEEM monthly meeting re: Updates of the ITEEM Anniversary activities; Updates of AACCCUP including taskforces and other matters (May 13)
2. Conducted the following activities in celebration of the ITEEM 24th Founding Anniversary:
 - 3-day webinar series (May 17-19)
 - Coastal clean-up at VSU beach (May 20)
 - Coastal tree planting and team building at Canigao Island, Matalom, Leyte (May 30)
 - Anniversary culmination program with the awarding of plaques of recognition to outstanding project partners, and LGU supporters, and, distribution of certificates of appreciation to the resource persons and facilitators during the 3-day webinar series (May 31)
3. Monitored Virtual Classrooms for BSES and other courses (Envi 11, 110, 114n lec, and lab) for AY 2021-2022 second semester;
4. Signed and submitted the individual faculty workloads (2nd Sem/AY 2021-2022) of the ITEEM regular faculty;
5. Monitored the HRISystem and acted on personnel concerns;
6. Signed and submitted payrolls (17), DTR (9), Vouchers (8), Travel Orders (48), JO contracts (1), and Acknowledgement reports (3);
7. Signed application for leave (8), Appt for renewal casual (3), deferred grades (1), grade sheets (3), Application for dropping subjects, student (1) and Request leave of absence, student (1).

Submitted By:

ELIZA D. ESPINOSA
Director