




**ACCOMPLISHMENT REPORT**  
**February 1-28, 2022**

1. Attended CAS Execom Meeting
2. Reviewed OBTL Syllabi
3. Signed documents: clearance, payroll, voucher
4. Presided Department of Biotechnology monthly meeting

Submitted By:

  
**KYZA MAE M. RAMONEDA**  
OIC-Head, Department of Biotechnology

Recommending Approval:

  
**MA. THERESA P. LORETO**  
Dean, College of Arts and Sciences

Approved:

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