



ACCOMPLISHMENT REPORT

[December 2021]

1. Conducted department emergency meeting and provide feedback and discuss ISO internal audit results (OFIs).
2. Spearheaded in the preparation of root cause analysis and corrective action plan re: ISO internal audit results
3. Signed documents of the department (letters, clearances, DTRs, etc.)
4. Spearheaded in the preparation of AACCUP documents for MS-Soil Science program.
5. Prepared OPCR target for 2022 and other related documents for submission.
6. Attended university meetings/workshops which required the presence of Dept Head.

Submitted By:

SUZETTE B. LINA

DSS, Dept Head

Recommending Approval

VICTOR B. ASIO

Dean, CAFS

Approved:

BEATRIZ S. BELONIAS

VP for Academic Affairs