



ACCOMPLISHMENT REPORT

[Aug. 1 – 31, 2022]

1. Virtual and face-to-face attendance at the following meeting:
 - a) Webinar on the Guidelines on Gender-Based Sexual Harassment in Higher Education Institutions (CMO No. 03, s. 2022) with Director Rogelio T. Galera, Director, Administrative, Financial and Management Services and Chair, GAD Focal Committee of CHED, as the Resource Person (Aug. 4);
 - b) Graduate School Council Meeting (Aug. 15);
 - c) Budget call with proponents (Review on documents of Project Proposals (Aug. 16);
 - d) OUR Document Review (Aug. 23);
 - e) Mandatory Orientation and Re-orientation of Academic Advisers, Department Enrollment Focal Persons, and College Hotline Agents (Aug. 25);
 - f) Attended regular CFES meeting (Aug. 25).
 - g) Attended ISO 9001:2015 Awareness and Re-Awareness Seminar at RDEI Hall (Aug. 30).
2. Approved and validated faculty and staff time log appeals, and leave requests for July 2022 DTRs;
3. Conducted faculty meeting (Aug. 1);
4. Prepared IPCRs attachments for January to June 2022 (Aug. 2);
5. Submitted IPCR January to June 2022 accomplishment (Aug. 3);
6. Signed Tree Planting Certificates of graduating BSES & BSEM students;
7. Facilitated a tribute for the ITEEM graduating students and their parents/spouses (Aug. 12);
 - a. Signed and awarded certificates of excellence to graduates with Latin honor, endeavor awards to those who finished with earnest and conscientious efforts, leadership awards to graduates who attributed promising leadership during the years, and certificates of recognition to all the ITEEM graduating students for their diligence to finish their degree.
8. Conducted a review of the Compliance Report, with the ITEEM faculty and staff, for AACUP Level III accreditation (Aug. 18);