



ACCOMPLISHMENT REPORT

JULY
S.Y. 2021-2022

This is to certify that the undersigned **CHARIS B. LIMBO** has accomplished and delivered the following outputs:

- Supervised the operation of the unit
- Conducted Faculty and Staff Meetings
- Attended the GTS Meeting
- Signed application for leave form and clearances
- Signed DTRs of the Part-time Instructors
- Signed DTRs and payroll of the JOs
- Attended the crisis management committee meeting
- Crafted the VSU Emergency Preparedness Protocols
- Attended and IHS Graduation Ceremony
- Crafted the traffic rerouting plan for the IHS graduation
- Attended the Sports Directors Meeting
- Attended the EVCAA Consultative Meeting
- Attended the VSU Varsity Coaches and Assistant Coaches Meeting
- Prepared the Mini SCUAA proposed budget
- Submitted the request for the rehabilitation of the sports facilities
- Crafted the Art Apprenticeship Memorandum of Agreement
- Edited and revised the Art Apprenticeship MOA
- Organized and participated the Art Apprenticeship Orientation
- Prepared and supervised the implementation of the Art Apprenticeship Plan
- Met with the Art Apprenticeship partners and trainers
- Submitted the request to hire additional clerk in preparation for the Mini SCUAA and the ISO 9001:2015 internal audit
- Endorsed the request for an extension of Prof. Mary Jean Sapan
- Prepared and submitted the office OPCR Accomplishment (January-June 2022)
- Prepared and submitted IPCR Accomplishment (January -June 2022)
- Entertained student's query and conducted a consultation
- Submitted the accomplishment report for June
- Supervised the implementation of the IHK Summer Recreation Program
- Supervised the conduct of the CAED Apprenticeship Readiness Program
- Prepared notices of meeting
- Updated the BPED CoPC documents
- Prepared the recommendations for the new VSU Varsity Coaches and Assistant Coaches
- Prepared and presented the BPED degree program during the RTU benchmarking activity
- Prepared and submitted the recommendation to renew the contract of Ms. Anna Varron, Mr. Jovel Aberilla, and Mr. Edilberto A. Artiga Jr. II
- Prepared the IHK projected faculty workload for the 1st semester AY 2022-2023
- Prepared the PRs for the Mini SCUAA