



## ACCOMPLISHMENT REPORT

[February 1 – 28, 2022]

1. Attended the following virtual meetings/trainings/workshops:
  - a. Mandatory Orientation and Re-Orientation of Academic Advisers, Department Enrollment Focal Persons, and College Hotline Agents on February 03, 2022;
  - b. ISO-QMS Management Review 2021 on February 02 and 03, 2022;
  - c. Consultation Meeting with College Deans and Department Heads on February 04, 2022;
  - d. VSU Faculty Onboarding for the 2<sup>nd</sup> Sem AY 2021-2022 (February 7 – 8);
  - e. VSU Faculty Association General Assembly Meeting (February 09);
  - f. QM Review and ISO QMS Management Review (PART II) (February 09);
  - g. Project Internationalization Meeting (February 15);
  - h. 49<sup>th</sup> UAC Meeting (February 16);
  - i. CFES Onboarding (February 17);
  - j. 2<sup>nd</sup> UAC Meeting (February 22);
  - k. Conducted Foreign GTA and faculty meeting (February 22);
  - l. Graduate School Onboarding for the 2<sup>nd</sup> Semester AY 2021-2022 (February 24);
  - m. Regular PAMB Meeting (February 23); and
  - n. Orientation on CSC and VSU Reward and Recognition Programs (February 28).
2. Conducted faculty and staff meeting/workshop on SWOT, ROAM and OTPs (February 04);
3. Conducted and submitted BIs for part-time instructors (February 07);
4. Evaluated OBE Course Syllabus for Envi 124 and TREC 205 (February 10);
5. Evaluated faculty NBC 461 documents for 8th cycle (February 15);
6. Conducted faculty meeting re\_ teaching work loading (February 18);
7. Approved TO for faculty and staff (10);
8. Signed and submitted contracts for JOs (10); part timer (4);
9. Signed application for leave (1) and (DTRs (9);
10. Signed trip tickets (6); voucher for payment (7) and payrolls (19)
11. Signed SRC (4); grade sheets (7); Change degree programs (7)