



ACCOMPLISHMENT REPORT

December 1-31, 2021

(Period covered)

This is to certify that the undersigned **Lorina A. Galvez** was working as a **Department Head of the Department of Food Science and Technology** during the period covered and that I actually accomplished and delivered the expected/assigned outputs as shown below:

Specific Date/s	Activities/Outputs accomplished and delivered/submitted
December 1-31, 2021	Followed up the DDRC, the submissions of documents to OVPA, OVPAF, OP, Registrar, OVPRGEA, Budget etc.
	Attended the need of BSFT and MSFST students in their academic concerns
	Signed DTR's, accomplishment report, salary, IPCR, TOS, job requests, appointments, nomination for GAC, etc. of faculty and staff
	Attended meeting as head in the University matters, Graduate School concerns and other Government agencies
	Responded the queries /requests of stakeholders like DTI, DOST, stakeholders, partners and other clienteles
	Presided department meetings
	Cascaded UADCO/OP/OVPI circular/Memo to the faculty and staff member
	Monitored the assignments of faculty and staff and attended to their requests
	Followed up the assigned faculty and staff for the Level IV AACUP Preparation of BSFT Program
	Complied the recommendations/comments of technical committee on the COPC application for the MSFST program
	Conducted the hiring process/Background information for a regular Instructor/chemist
	Monitored/coached the faculty & staff who have some issues
	Checked the cleanliness/orderliness of the department

Submitted by:

LORINA A. GALVEZ

Name of Employee/Faculty

Recommending Approval:

VICTOR B. ASIO

Department Head

Approved:

BEATRIZ S. BELONIAS

VP for Academic Affairs

Vision:

A globally competitive university for science, technology, and environmental conservation.

Mission:

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.