



ACCOMPLISHMENT REPORTS

November 1-30, 2021

1. Conducted on-line/virtual classes to FGov 135 and ForE 139 students;
2. Communicated FGov 135 and ForE 139 modular students through email, text and messenger;
3. Communicated Field Practice and Thesis students through email, text and messenger;
4. Downloaded learning tasks/activities and assessments of FGov 135 and ForE 139 students;
5. Attended the ACIAR project meeting;
6. Monitored ACIAR research and community organizing activities of extension officer in Northern Cebu;
7. Attended and evaluated Mr. Jet Olimberio during his Comprehensive examination;
8. Monitored and supervised DFS Administrative staff in the discharge of their respective duties and responsibilities;
9. Prepared and facilitated in the preparation of the documents for AACCUP Level IV application;
10. Attended the regular meeting of CFES;
11. Conducted and facilitated DFS Faculty meeting;
12. Monitored DFS Faculty subjects learning materials in VSUEE;
13. Downloaded DFS subjects LOGS;
14. Attended the AACCUP 2022 task force meeting called by Dr. Cagasan;
15. Attended the meeting called by OVPRGAS (Dr. Ferraren);
16. Attended the meeting called by OVPAAs (Dr. Belonias);
17. Attended the BIOCAMP meeting called by Dr. Peque;
18. Attended the closing program of the 3rd IQA Audit;
19. Made and submitted the planned actions of the DFS OFI incurred during the ISO 3rd IQA;
20. Finalized the DFS Strategic Plan and OPCR Monitoring Form entries;
21. Prepared power point presentation for the OJT Webinar series;
22. Conducted lecture in the on-going BSF OJT Webinar series;
23. Facilitated and conducted DFS OJT and Thesis students meeting and orientation;
24. Collected and collated research data under the BIOCAMP Project;
25. Signed Payrolls of Job Order employees;
26. Acted as Officer in-charge of the ACIAR Project;
27. Signed documents and travel orders of ACIAR research staff; and
28. Signed requests for permits, contracts, DTR's and accomplishment reports of DFS Faculty and Staff; and ACIAR staff.

Submitted By:

ANATOLIO N. POLINAR

Head, DFS