



## ACCOMPLISHMENT REPORT

November 1-30, 2021

(Period covered)

This is to certify that the undersigned **LORINA A. GALVEZ** was approved on a “work from home” scheme 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	Equivalent Points
Nov. 2, 2021	1. Work from home 2. FTEC299 synchronous class 3. Finalize TOS for FTEC299 4. Finalize Midterm Exam in FTEC299 5. Consultation with the faculty re: concerns of the students 6. Prepare Letter request to hire Chemist 7. Virtual Meeting with Pres. Tulin re: New NBC Guidelines 8. Meeting with Jackfruit Team for Futures Thinking Project 9. Signed Documents 10. Instruct dDRC on Office concerns	1 0.5 1.0 0.25 0.25 3.0 2.0 0.25 0.10
Nov. 4, 2021	1. Work from Home/Vaccine Schedule 2. Checked Lab. Reports for FTec 151n 3. Instruct dDRC on Office concerns 4. Signed docs.	4 4 0.25 0.10
Nov. 10, 2021	1. Home quarantine 2. Synchronous class in FTEC221 3. Research Consultation/possible research Collab 4. Instruct dDRC office concerns/signed documents 5. Virtual CHED Consultation	3.0 0.5 0.5 3.0
Nov. 11, 2021	1. Home Quarantine 2. Prepared COPC application comments from CHED TWG/ 3. Consulted an expert from DBM re: recommendation of CHED on entrep. Course be included in MSFST curriculum 4. Instructed dDRC's to prepare compliance for COPC application recommendation	8.0 1 0.5
Nov. 12, 2021	1. Home quarantine 2. Research and Prepare Powerpoint for FTec 101 3. Synchronous class(FTec 101) 4. Meeting with Curriculum Committee re: Inclusion of Entrep course for MSFST as recommended by CHED TWG 5. Sign documents 6. Facilitated/Finalize the submission of jackfruit proposal for Futures Thinking Project	2.0 1.0 1.0 0.1 1.5

**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.

Nov. 15, 2021	1. Home Quarantine 2. Facilitated/prepared COPC docs 3. Thesis Consultation with my Advisee 4. Exchange communications with Curriculum Committee re: COPC recommendation 5. Revise OBE course syllabus for FTEC221 and FTEC299 6. Prepare class for FTec 101 7. Synchronous class in FTec 101	3 1 1  2  0.33 1
Nov. 16, 2021	1. Home quarantine 2. Final preparation/touch for the submission of COPC docs for CHED 3. Respond emails 4. Check lab reports 5. Sign documents	2.0  0.25 6.0 0.10
	<b>TOTAL OUTPUT POINTS DELIVERED</b>	55.88

**Total Points to be delivered during WFH (No. of days x 8 hrs) = 56.00 POINTS**

**Less: Total Output Points accomplished/delivered = 55.88**

**Number of hours (undertime) (0.22 hrs)**

Submitted by:

**LORINA A. GALVEZ**

Name of Employee/Faculty

Recommending Approval:

**VICTOR B. ASIO**

College Dean

Approved:

**BEATRIZ S. BELONIAS**

VP for Academic Affairs