ACCOMPLISHMENT REPORT

November 1-30, 2023

1. Meetings:
   - Attended APB 28th virtual meeting (Nov. 6)
   - Conducted meeting with Dr. RC Guinocor and 1 staff re MOA-related issues (Nov. 13)
   Conducted meeting for CAR on nonsubmission of DSOC235 course syllabus (Nov. 28)

2. Monitored conduct of classes and implementation of research and extension projects

3. Conducted class observation: UTS (Nov. 28)

4. Monitored active virtual classrooms
   - DSOC 205 – Sociological Theory   SCIO11 – Gender and Society

5. Attended to personnel and office operations concerns
   - Letter re: team building of ISRDS staff on November 10, 2023
   - Letter to QAC & VSU OIC re: hiring of 2 JO staff for MS/MLAM program accreditation
   - Letter to VSU OIC re: followup on approved request for rewiring of ISRDS building
   - Discussion with GRC head re: retrieval of ISRDS classroom for 2nd sem 2023-2024
   - Meeting with Atty. RC Guinocor and 1 staff to discuss MOA-related issues
   - Review & approval of time log appeals and leave applications at HRIS
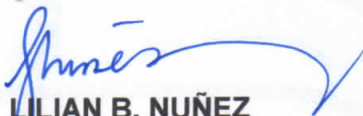   - Coaching sessions for 1 staff on master's thesis proposal

6. Spearheaded the conduct of team building activity (Nov. 10-11)

7. Disseminated and discussed memorandum circulars from university officials

8. Served as OIC of CME (Nov. 1-30)
   - Reviewed and signed documents
   - Disseminated and discussed memorandum circulars from university officials
   - OTP monitoring and submission
   - Compliance with OFIs from ISO internal audit conducted in September 2023
   - Delegated some tasks to DBM head due to conflicting schedules

Submitted by:

LILIAN B. NUÑEZ
Director, ISRDS

Recommending Approval: Approved:

(Abstain)
MOISES NEIL V. SERINO   **BEATRIZ S. BELONIAS**
Dean, CME   VP for Academic Affairs

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