

## ACCOMPLISHMENT REPORT

October 1-15, 2024

1. Assisted in preparing the PPMP and PR of the department.
2. Printed 31 Purchase requests and had them signed by TWG's and submitted them to the budget office.
3. Prepared the payroll of the Student Assistant of the department for September 2-30, 2024.
4. Received and relayed IP messages and telephone calls to concerned faculty and staff.
5. Receives and records incoming and outgoing documents for the department.
6. Did messengerial work and processed documents at DAS, Supply office, Budget office, Extension office, VICARP, RSPPRO, HRMO, DCE, DTHM, ICTMC and CAFS.
7. Prepared the Evaluation of OBE course syllabus form for CpSc 21, Agro 21, Agro 121, Agro 141, Agro 197, Agro 199C, AGRO212, AGRO216 and AGRO241.
8. Assigned control numbers for Evaluation of OBE course syllabus form for CpSc 21, Agro 21, Agro 121, Agro 141, Agro 197, Agro 199C, AGRO212, AGRO216 and AGRO241.
9. Amended PPMP of DA-Capital Outlay and Created Purchase requests for the aforementioned PPMP.

Submitted By:

  
**LOVELY V. PADERES**  
Clerk/AddRC

Approved:

  
**LUZ G. ASIO**  
Head, DA