



ACCOMPLISHMENT REPORT

[August 1 - 31, 2023]

1. Conducted Part-time teaching demo and interview (Aug. 9 & 16);
2. CFES Curriculum Review Workshop (Aug. 17-18);
3. UGMAD Search – Centennial Anniversary Meeting at OVPREI (Aug. 11);
4. VSUEE VC Concerns on General Education Courses Meeting (Aug. 14);
5. Conducted ITEEM Faculty Meeting (Aug. 16);
6. Participated the Graduate School on-boarding at RDE Hall (Aug. 29) – afternoon;
7. ISO 9001:2015 Awareness and Re-Awareness Seminar – via zoom (Aug. 29) – morning;
8. CFES Students on-boarding (Aug. 30) – afternoon;
9. Continuation of OVPAA/IEO/IMDO/University Registrar Document Review and other Instruction concerns – via zoom (Aug. 30) – morning;
9. Attended Training-Workshop on Curriculum and Instructional Review of the Graduate Degree Program (Aug. 31- Sept. 1);
10. Disseminated letter requests to active partners and students for attendance to the CFES Instructional and Curriculum Review which was scheduled on August 17– 18, 2023;
11. Submitted the recommendation for Vacation/Sick Leave status of the ITEEM faculty;
12. Conducted the background investigations of the part-time instructor candidates;
13. Prepared the ITEEM Projected Faculty Workload for the 1st semester of AY 2023-2024;
14. Recommended the appointment to hire the 4 part-time instructors for the 1st semester of AY 2023–2024;
15. Submitted requests for overtime work of staff;
16. Signed and submitted DTR (GTA) (1) Part timer (4), Accomplishment report (5), DTR faculty and staff (6), PPMP (5), JO Contract (6), Travel order (6), Payroll (13), Voucher (8).