



ACCOMPLISHMENT REPORT

December 1-31, 2021

Name: Jude Nonie A. Sales
Designation: Head (CAC)
Unit: Culture and the Arts Center

ACCOMPLISHMENT

1. Showcased a choir performance during the VSU Annual Christmas Lighting Ceremony
2. Conducted post-evaluation of performances and other production concerns
3. Prepared OPCR Accomplishment Report for July to Dec 2021 and Targets for 2022.
4. Conducted regular and special meetings with CAC members
5. Supervised the preparation of office documents and signed papers for approval, e.g. salary, liquidation, reports, etc.
6. Supervised and managed the daily upkeep and operations of the CAC office.
7. Participated in various virtual meetings organized by various centers and departments of the university.

Submitted by:

JUDE NONIE A. SALES
Head, CAC

Approved:

EDGARDO E. TULIN
President