



ACCOMPLISHMENT REPORT

April 1-30, 2022

A. Accomplishments in Relation to Targets

Administrative Support Services

1. Delivered the following issuances/notices including mails to the departments/offices/units, faculty and staff concerned:
 - a. 80 OP Memoranda delivered
 - b. 374 Outgoing Mails
 - c. 5 Notices of Salary Adjustment (NOSA)
2. Distributed 811 payslips for the month of April 2022 to concerned VSU employees;
3. Recorded & dispatched 310 mails (mails received from registrar & other offices) to Post Office within the day of receipt;
4. Recorded 64 mails (for reference purposes) received from the Post Office and delivered to concerned staff/departments/units within the day of receipt;
5. Served 30 requests for information/record in accordance with FOI policy and Request for Information/Record procedure and acted within the time frame.
6. Responded/acted promptly on requests from different offices for the following information/records:
 - a. Information on the date of graduation of 14 academic staff (PhD degree) as requested by Ms. Gayanillo of ODHRM;
 - b. Emailed Birth certificate of Dr. J. Orano & appointment of Mr. N. Villas to Ms. L. Alcober as requested;
 - c. Designations of Dr. Patindol as Head, Dean and VP as requested by SIAC c/o Ms. Honey Colis;
 - d. Designations of Dr. A. Acabal as Head of Admission as requested SIAC c/o Ms. De La Torre;
 - e. Sent thru IP messenger the appointment of some admin staff to Ms. Jayme of ODHRM as requested;
 - f. Sent clearance and PDS of admin staff as requested Ms. Vilbar of RSPPRO;
 - g. IPCR of Ms. Vilbar as requested;
7. Generated 52 tracking numbers for each outgoing document of OHRA including requests for records and tracked the same through the HRIS- Documents Tracking System (DTS);
8. Retrieved and reproduced requested documents per approved request for information/record in accordance with FOI policy and request for record procedure;
 - a. Appointments of 10 faculty members of DCST for accreditation purposes;
 - b. SALN 2020 of Mr. Latras and Prof. Salamat;
 - c. IPCR accomp. July-December 2018 of ITEEM for accreditation purposes;
 - d. IPCR 2017 and OPCR 2017-2018 of DABE staff for accreditation purposes;
 - e. NOSA and appointment of Ms. Galupo;