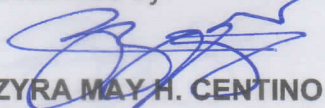





**ACCOMPLISHMENT REPORT**  
**[December 1- 31, 2023]**

1. Signed/Approved office-related/concerned documents (i.e., travel order, time log appeals, DTR, leave application, clearance etc.)
2. Conducted and presided DoEcon monthly meeting
3. Processed documents for the approval of DoEcon's off-campus strategic planning for 2023
4. Presented project report in the 35<sup>th</sup> Joint RRDEN-VICARP Region RDE Symposium
5. Attended the Graduate School Council Meeting
6. Successfully conducted the DOE Strategic Planning 2023 at Hotel de Fides, Tacloban City
7. Reminded faculty members of the dates and requirements for the final exam
8. Monitored and approved grade submissions by faculty
9. Facilitated the assignments of teaching loads for the 2<sup>nd</sup> Semester SY 2023-2024
10. Prepared OPCR accomplishments for 2023, and targets for 2024
11. Started consolidating data for the Annual Report 2023

Submitted by:

  
**ZYRA MAY H. CENTINO**  
Department Head

Recommending Approval:

 **MOISES NEIL V. SERIÑO**  
Dean, CME

Approved:

**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs