



## ACCOMPLISHMENTS REPORT

[June 1-30, 2022]

1. Signed the May 1-31, 2022 DTRs of DoPAC Faculty and Admin Staff (regular) and payroll of JOs, completion of "deferred" grades 2<sup>nd</sup> Semester AY 2021-2022; Grade Sheets 2<sup>nd</sup> Semester AY 2021-2022, clearance of CAS part time instructors; checked and approved thesis outlines and manuscripts of BS Chemistry 4 students, PASUC Common Criteria for Evaluation/QCE of Faculty NBC Cycle 8 (2016-20219), request for dropping/shifting of BS Chemistry I students to other school or degree programs, internal clearance of CAS for Faculty, requests for the use of laboratory instruments and facilities by BS Chemistry 4 students and nonchemistry students for research, request for the hiring of part-time instructors 1<sup>st</sup> semester AY 2022-2023 and renewal of appointments of regular-temporary Faculty and JOs.
2. Attended the virtual meeting with CAS Execom (June 28, 2022) and face-to-face thesis manuscript defense of the BS Chemistry 4 students (June 21-23, 27, 2022), face-to-face Department meetings (June 9 & 20, 2022), face-to-face University Academic Council Meeting (June 24, 2022) and webinar on Environmental Health Safety: Chemical Waste Management
3. Submitted supporting documents for the minor requirements in the COPC application of the BS Chemistry program.

Submitted By:

**ELIZABETH S. QUEVEDO**  
Head, DoPAC

Recommending Approval:

**MA. THERESA P. LORETO**  
Dean, CAS

# DAILY TIME RECORD

**QUEVEDO, ELIZABETH S.**

(NAME)

For the month of

**June 1 - 30, 2022**

Official hours for arrival and departure

**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	7:20	12:07	12:23	5:07		8hrs
2-THU	7:14				8hrs	
3-FRI	7:21	12:29	12:45	5:07		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:16	12:11	12:21	5:06		8hrs
7-TUE	7:28	12:03	12:37	5:02		8hrs
8-WED	7:22	12:05	12:20	5:05		8hrs
9-THU	7:33	12:08	12:18	5:05		8hrs
10-FRI	7:04	12:06	12:32	5:16		8hrs
11-SAT						Off
12-SUN						Off
13-MON	7:20	12:03	12:24	5:10		8hrs
14-TUE	7:24	12:07	12:28	5:08		8hrs
15-WED	7:25	12:14	12:48	5:02		8hrs
16-THU	7:31	12:00	12:22	5:10		8hrs
17-FRI	7:29	12:28	1:00	5:14		8hrs
18-SAT						Off
19-SUN						Off
20-MON	7:13	12:09	12:21	5:02		8hrs
21-TUE	7:07	12:06	12:30	5:45		8hrs
22-WED	7:06	12:18	12:34	5:09		8hrs
23-THU	7:20	12:15	12:27	5:14		8hrs
24-FRI	7:16	12:11	12:25	5:01		8hrs
25-SAT						Off
26-SUN						Off
27-MON	7:46	12:20	12:34	5:11		8hrs
28-TUE	7:11	12:02	12:19	5:11		8hrs
29-WED	7:13	12:02	12:30	5:05		8hrs
30-THU	7:21	12:02	12:35	5:10		8hrs

I CERTIFY on my honor that the above is true and correct report of the hours of work performed record of which was made daily at the time of arrival at and departure from office.



**ELIZABETH S. QUEVEDO**

VERIFIED as to prescribed office hours

**MA. THERESA P. LORETO**

College Dean  
College of Arts and Sciences