



ACCOMPLISHMENT REPORT

January 1-31, 2022

A. Accomplishments in Relation to Targets

Administrative Support Services

1. Delivered the following issuances including mails to the departments/offices/units, faculty and staff concerned:
 - a. OP Memos (87)
 - b. Mails (136)
 - c. Referendums (4)
 - d. Other communications/docs (7)
2. Distributed all payslips for the month of January 1-31 2022 to concerned VSU employees (100% accomplished)
3. Recorded & dispatched 66 mails (mails received from registrar & other offices) to Post Office within the day of receipt;
4. Recorded 18 mails (for reference purposes) received from the Post Office and delivered to concerned staff/departments/units within the day of receipt;
5. Served 36 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. PDS of 12 administrative staff;
 - b. IPCR of 3 admin staff for 2-rating period CY 2020;
7. Generated tracking numbers for each outgoing document of OHRA and tracked the same through the HRIS- Documents Tracking System (DTS);
8. Retrieved and reproduced the following requested documents per approved request for information/record in accordance with FOI policy and request for record procedure of OHRA:
 - a. IPCR July-December 2020 of Ms. E. Umpad;
 - b. Letter of intent to retire of Dr. Guarte as one of the requirements for retirement claims (2 copies);
 - c. Latest appointment and NOSA of Mr. G. Tumulak (2 sheets);
 - d. Latest appointment and NOSA of Mr. G. Vezuizo (2 sheets);
 - e. Latest appointment, SALN and NOSA of Prof. Dingal for retirement claims (3 sheets);
 - f. Authenticated copy of appointments of Ms. Shandy Miot from 2012 to 2015