



ACCOMPLISHMENT REPORT

March 1-31, 2023

1. Attended webinars, face to face/virtual meetings of the university;
2. Follow up proposals and requests regarding purchase of equipment and facilities.
3. Signed payrolls, clearance, voucher, PPMP, purchase request, communications and other documents;
4. Conducted meetings among faculty and staff on matters of academic, research and extension concern of DA;
5. Prepared and submitted complaint letter on the invalid issuance of CAR for the alleged late and non-submission of grades of the 13 courses. Conducted investigation and root cause analysis and established corrective action for late submission of grades for AGRO213e (AG07) and non-submission of grades for AGRO290.1 (MB12).
6. Prepared and submitted to OVPRGAS the proposal on MOOE Tier2: Provisions of Manpower, Office, and Field Equipment in Support of the Implementation of Ph.D. in Agronomy Program
7. Supervised, prepared and submitted the mandatory requirement documents for AACCUP Level 4, phase 2, 2nd cycle evaluation.
8. Provided academic services to undergraduate and graduate students;
9. Performed other administrative/supervisory functions.

Submitted by:


RUTH O. ESCASINAS
Head, Department of Agronomy

Recommending Approval:

VICTOR B. ASIO
Dean, CAFS

BEATRIZ S. BELONIAS
Vice President for Academic Affairs