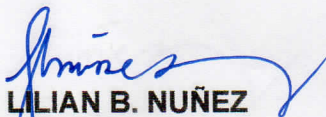




**ACCOMPLISHMENT REPORT  
February 1-28, 2022**

1. Conducted ISRDS monthly meeting (Feb. 8, 2022)
2. Finalized the ISRDS Semi-Annual Report 2021 and Annual Report 2021 and submitted these to the Research Office
3. Worked with the CME ExeCom in the preparation of the College RDE Annual Report 2021, SWOT, ROAM, OTP, NEIP, and WFP
4. Attended the following meetings:
  - 4.1. Mandatory Orientation and Re-Orientation of Academic Advisers, Department Enrolment Focal Persons, and College Hotline Agents (Feb. 3, 2022)
  - 4.2. Consultation meeting on the selection of college deans (Feb. 4, 2022)
  - 4.3. CME Planning meeting (Feb. 11, 2022)
  - 4.4. UAC meeting (Feb. 16, 2022)
  - 4.5. Joint ISRDS & DOEcon meeting re CME anniversary forum (Feb. 23, 2022)
5. Supervised the office dDRC in uploading and filing of documents
6. Supervised the compliance of documents in response to COA's notices of suspension
7. Monitored the submission of IPCRs by ISRDS staff
8. Monitored the submission of grade sheets by faculty members (Feb. 11, 2022)
9. Evaluated NBC 461 Cycle 8 CCE documents of CME faculty
10. Monitored staff on work-from-home status
11. Disseminated and discussed memorandum circulars with staff
12. Discussed and addressed personnel and building upkeep concerns

Submitted by:

  
**LILIAN B. NUÑEZ**  
 Director, ISRDS

Recommending Approval:

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

Approved:

**BEATRIZ S. BELONIAS**  
 VP for Academic Affairs