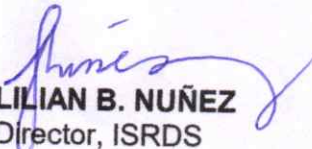




**ACCOMPLISHMENT REPORT**  
**November 2-29, 2022**

1. Conducted meetings
  - 1.1. Faculty meeting (Nov. 4)
  - 1.2. Emergency staff meeting to discuss ISO internal audit findings (Nov. 15)
2. Attended CME ExeCom monthly meeting (Nov. 23)
3. Supervised the preparation and submission of the ISRDS Faculty Development Plan for 2023-2028 (Nov. 7-9)
4. Prepared the RFCA forms for submission to ODQA (Nov. 15)
5. Monitored virtual classrooms of faculty members (Nov. 28)
6. Conducted classroom observation (Nov. 29 - Soci11, Ms. GA Delima)
7. Conducted mentoring of new faculty member on performance of IRE functions (Nov. 2-29)
8. Signed documents (Nov. 2-29)
9. Served as OIC of CME (Nov. 22)
10. Attended the VSU Academic Convocation (Nov. 21, 3 PM)
11. Disseminated and discussed OP and OVPAA memorandum circulars with staff (Nov. 2-29)
12. Attended to personnel matters and building upkeep and maintenance concerns

Submitted by:

  
**LILIAN B. NUÑEZ**  
Director, ISRDS

Recommending Approval:

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

Approved:

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