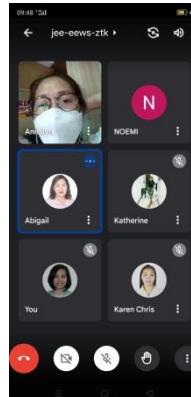


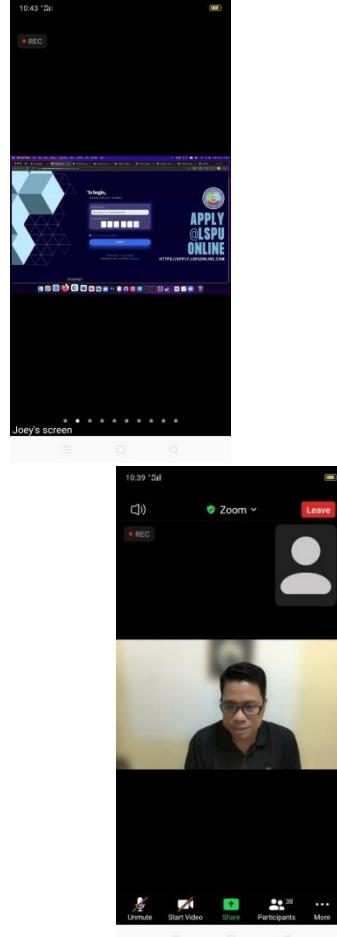


**ACCOMPLISHMENT REPORT OF ALL UNITS UNDER THE OFFICE OF STUDENT AFFAIRS AND SERVICES
LSPU SINILOAN (Host) CAMPUS
January to March 2022**

Title of Activities/Program	Date/ Duration	Documentation (Pictures)	Participants	Location	Conducted/ Sponsored by:	Budget/R emark
GUIDANCE AND COUNSELING ADMISSION AND TESTING UNIT						
University wide Meeting with Guidance counselors	January 25, 2022	 	All guidance counselors and staff	WFH via zoom	Guidance office	Accomplis hed



**ACCOMPLISHMENT REPORT OF ALL UNITS UNDER THE OFFICE OF STUDENT AFFAIRS AND SERVICES
LSPU SINILOAN (Host) CAMPUS**
January to March 2022

Virtual meeting with ICTS and NETLINK for 2 nd semester online admission	January 31, 2022		All guidance counselors, staff, ICTS and NETLINK	WFH via zoom	ICTS and NETLINK	Accomplished
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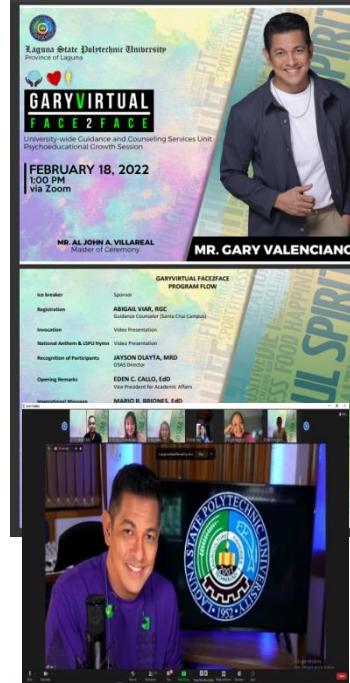


**ACCOMPLISHMENT REPORT OF ALL UNITS UNDER THE OFFICE OF STUDENT AFFAIRS AND SERVICES
LSPU SINILOAN (Host) CAMPUS
January to March 2022**

Start of online admission for transferees	February 7-18, 2022		Guidance counselors, staff, colleges and student applicants	Thru online system	Guidance office	Accomplished
Attended the webinar for PAG-IBIG members	February 8, 2022		LSPU Employees	Via zoom	HRMO/PAG-IBIG	Accomplished
Virtual meeting with guidance counselors for system wide webinar with Gary V	February 9, 2022	No pictures	All guidance counselors and staff	WFH via g-meet	Guidance Office /Gary V's staff	Accomplished



**ACCOMPLISHMENT REPORT OF ALL UNITS UNDER THE OFFICE OF STUDENT AFFAIRS AND SERVICES
LSPU SINILOAN (Host) CAMPUS
January to March 2022**

Conducted a “Gary V Virtual Face 2 Face webinar”	February 18, 2022		Selected participants (LSPU employees)	Via Zoom	Guidance Office	Accomplished
Checked and verified enrolment requirements of transferee students qualified to enroll for second semester of AY 2021-2022	March 1 – 11, 2022	No pictures 46 requirements checked and verified	Guidance staff	LSPU – Siniloan	Guidance office	Accomplished



**ACCOMPLISHMENT REPORT OF ALL UNITS UNDER THE OFFICE OF STUDENT AFFAIRS AND SERVICES
LSPU SINILOAN (Host) CAMPUS
January to March 2022**

Administered EPI Test to BEED students of LSPU Lopez	March 31, 2022	  	Guidance counselor/ Guidance Staff	LSPU Siniloan	Guidance Office	Accomplished
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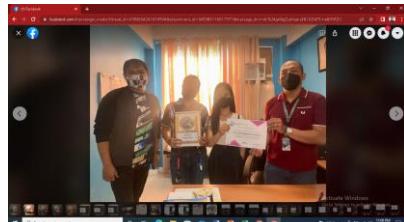
**ACCOMPLISHMENT REPORT OF ALL UNITS UNDER THE OFFICE OF STUDENT AFFAIRS AND SERVICES
LSPU SINILOAN (Host) CAMPUS**

January to March 2022

Good moral certificate request	January – March 2022	No pictures 167 good moral certificates released	Guidance staff	LSPU-Siniloan	Guidance office	Accomplished
Signing of clearance	January – March 2022	No pictures 165 clearance signed	Guidance staff	LSPU-Siniloan	Guidance office	Accomplished



**ACCOMPLISHMENT REPORT OF ALL UNITS UNDER THE OFFICE OF STUDENT AFFAIRS AND SERVICES
LSPU SINILOAN (Host) CAMPUS
January to March 2022**

TITLE OF ACTIVITIES/ PROGRAM	DATE/DURATION	DOCUMENTATION (PICTURES)	PARTICIPANTS	LOCATION	CONDUCTED/ SPONSORED BY	BUDGET/REMARKS
STUDENT ORGANIZATION AND ACTIVITIES UNIT						
Recognition of SBO and Societies						
Recognition of SBO and Societies	January 5, 2022	   	Philippine Society of Agricultural and Biosystems Engineer - Pre Professional Group OFAD Society Samahan ng mga Mag-aaral na may Espesyalisasyong Filipino (SMEF) Society of Future Early Childhood Educators	LSPU OSAS	OSAS SOA UNIT	



**ACCOMPLISHMENT REPORT OF ALL UNITS UNDER THE OFFICE OF STUDENT AFFAIRS AND SERVICES
LSPU SINILOAN (Host) CAMPUS
January to March 2022**

January 6, 2022			Science Society College of Computer Studies - Student Body Organization	
February 2, 2022			Junior Philippine Institute of Accountants BSBA Society Basic Education Mentors Society	



**ACCOMPLISHMENT REPORT OF ALL UNITS UNDER THE OFFICE OF STUDENT AFFAIRS AND SERVICES
LSPU SINILOAN (Host) CAMPUS
January to March 2022**

			Values Advocate College of Criminal Justice Education - Student Body Organization		
February 3, 2022			Student Body Organization of Future Mentors		
February 14, 2022			Sexuality and Gender Equality Council		



**ACCOMPLISHMENT REPORT OF ALL UNITS UNDER THE OFFICE OF STUDENT AFFAIRS AND SERVICES
LSPU SINILOAN (Host) CAMPUS**

January to March 2022

	March 31, 2022		SBO Senior High School			
Activities of Recognized SBO and Societies						
ABEmazing Tagisan ng Talino: Kaalaman mo Show mo	January 2022		COE Students	LSPU SC	Philippine Society of Agricultural and Biosystems Engineer - Pre Professional Group	
24th Luzon Wide Convention	February - March 2022		BSABE students from different Universities in Luzon			
JPIA Next Tough Model	February 8-23, 2022		BS ACCO Students	LSPU SC Online Platform	Junior Philippine Institute of Accountants	



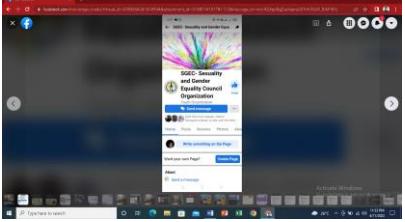
**ACCOMPLISHMENT REPORT OF ALL UNITS UNDER THE OFFICE OF STUDENT AFFAIRS AND SERVICES
LSPU SINOLOAN (Host) CAMPUS**
January to March 2022

National Arts Month Celebration	February 11, 2022		LSPU SC Students	LSPU SC Online Platform	SBOFM	
Good Talks with Ma'am Allen	February 18, 2022		BSBA Students	LSPU SC Online Platform	BSBA Society	
Engineering Shirt Layout Contest	Feb 26, 2022 - March 17, 2022		COE Students	LSPU SC Online Platform	LSPU-SC ENGINEERING STUDENTS' GUILD	
Virtual English Festival	March 15-18, 2022		BSEd English Majors	LSPU SC Online Platform	ELLSOC	
Poster Making Contest - Buwan ng Kababaihan	March 21, 2022		CTE Students	LSPU SC Online Platform	SMEF	



**ACCOMPLISHMENT REPORT OF ALL UNITS UNDER THE OFFICE OF STUDENT AFFAIRS AND SERVICES
LSPU SINILOAN (Host) CAMPUS**

January to March 2022

Creation and Promotion of SGEC page	-		SGEC Members	LSPU SC Online Platform	SGEC	
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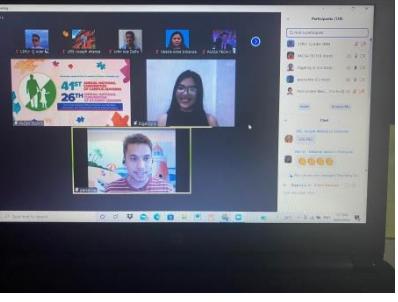


**ACCOMPLISHMENT REPORT OF ALL UNITS UNDER THE OFFICE OF STUDENT AFFAIRS AND SERVICES
LSPU SINILOAN (Host) CAMPUS
January to March 2022**

TITLE OF ACTIVITIES/ PROGRAM	DATE/DURATION	DOCUMENTATION (PICTURES)	PARTICIPANTS	LOCATION	CONDUCTED/ SPONSORED BY	BUDGET/REMARKS
STUDENT GOVERNMENT AND LEADERSHIP TRAINING UNIT						
Attended Zoom Meeting with Crisis Management Committee, LSPU Siniloan	January 13, 2022		LSPU Crisis Management Committee	Via Zoom Meeting	Crisis Management Committee	Accomplished
Attended LSPU-SC COE consultation meeting on limited Face to Face Classes	February 11, 2022		COE Students, Parents and Faculty	Via Zoom Meeting	College of Engineering	Accomplished
Virtual Feb Fair	February 11, 2022		LSPU SC Students	LSPU Siniloan	Supreme Student Council and ICTS	Accomplished



**ACCOMPLISHMENT REPORT OF ALL UNITS UNDER THE OFFICE OF STUDENT AFFAIRS AND SERVICES
LSPU SINILOAN (Host) CAMPUS
January to March 2022**

Recognition of the First LGBTQIA Organization in LSPU Initiated by LSPU-SC SSC	February 14, 2022		Sexuality and Gender Equality Council and Supreme Student Council	LSPU Siniloan	SSC, SGEC, SOA AND OSAS	Accomplished
Attended the PACSA Convention 2022	March 3-4, 2022		National Campus Advisers and Student Leaders	Via Zoom Teleconference	PACSA	Accomplished



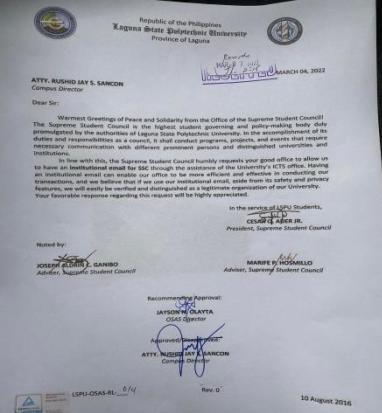
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**ACCOMPLISHMENT REPORT OF ALL UNITS UNDER THE OFFICE OF STUDENT AFFAIRS AND SERVICES
LSPU SINILOAN (Host) CAMPUS
January to March 2022**

Creation of SSC institutional Email	March 4, 2022		Supreme Student Council	LSPU Siniloan	Supreme Student Council and ICTS	Accomplished
Attended Zoom Meeting with Crisis Management Committee, LSPU Siniloan	March 7, 2022		LSPU Crisis Management Committee	Via Zoom Meeting	Crisis Management Committee	Accomplished



**ACCOMPLISHMENT REPORT OF ALL UNITS UNDER THE OFFICE OF STUDENT AFFAIRS AND SERVICES
LSPU SINILOAN (Host) CAMPUS**
January to March 2022

Disseminated the LSPU Health Declaration form to LSPU Students	March 11, 2022		LSPU SC Students	Via Facebook page and Messenger Groupchat	Supreme Student Council, LSPU Clinic and ICTS.	Accomplished
Submitted a letter for the Procurement of SSC Computer Set, Printer and Office Supplies.	March 11, 2022		Supreme Student Council	LSPU Siniloan	Supreme Student Council	Approved



**ACCOMPLISHMENT REPORT OF ALL UNITS UNDER THE OFFICE OF STUDENT AFFAIRS AND SERVICES
LSPU SINOLOAN (Host) CAMPUS**
January to March 2022

Gave the token and Certificate to Former SSC Advisers and Officers as sign of Appreciation for their Service.	March 15, 2022		Supreme Student Council and Former SSC Officers and Advisers.	LSPU Siniloan	Supreme Student Council	Accomplished
Made an Ocular visit and evaluation on the areas covered for Limited Face to Face classes	March 29, 2022		Crisis Management Committee	LSPU Siniloan	Crisis Management Committee	Accomplished



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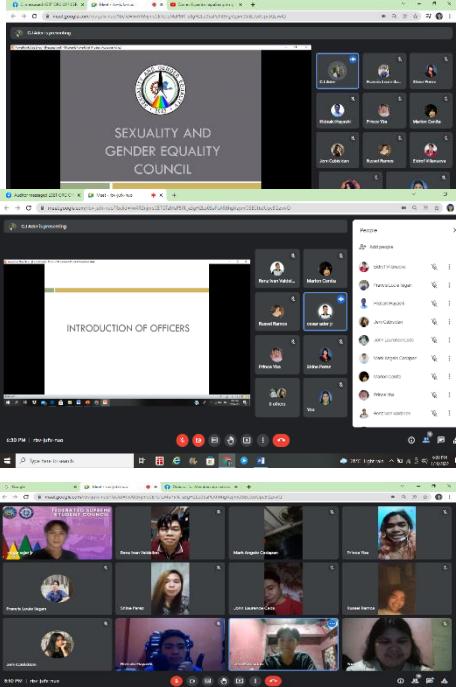


**ACCOMPLISHMENT REPORT OF ALL UNITS UNDER THE OFFICE OF STUDENT AFFAIRS AND SERVICES
LSPU SINILOAN (Host) CAMPUS
January to March 2022**

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**ACCOMPLISHMENT REPORT OF ALL UNITS UNDER THE OFFICE OF STUDENT AFFAIRS AND SERVICES
LSPU SINILOAN (Host) CAMPUS
January to March 2022**

Title of Activities/Program	Date/Duration	Documentation (Pictures)	Participant(s)	Location	Conducted/Sponsored by:	Remarks
GENDER AND DEVELOPMENT						
GAD and Sexuality And Gender Equality Council (SGEC) Focused Group Discussion	January 20, 2022		Ms. Gelzen R. Jamolin SGEC Officers Cesar Q Ader, Jr. Francis Louie Bodino Renz Ivan Valdellon John Lourence Cadis Jem Cabisidan Marlon Cenita Russel Ramos Eidref Villanueva Arkansas Perez (2 female, 8 Male)	Via google meet	Gender and Development & Sexuality And Gender Equality Council (SGEC)	Accomplished

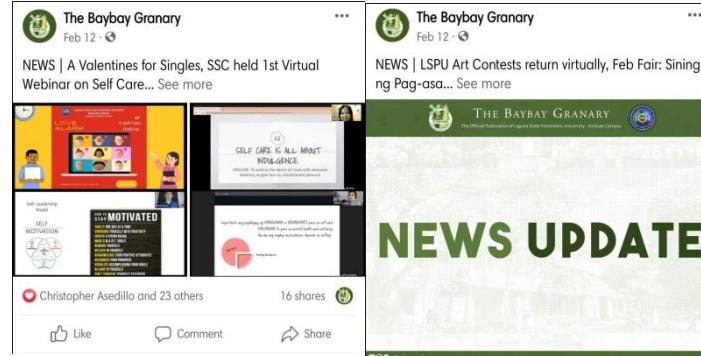


**ACCOMPLISHMENT REPORT OF ALL UNITS UNDER THE OFFICE OF STUDENT AFFAIRS AND SERVICES
LSPU SINILOAN (Host) CAMPUS
January to March 2022**

Focused Group Discussion with the Student Services Committee	March 18, 2022		Ms. Gelzen R. Jamolin Mr. Jayson N. Olayta Mr. Johnny Fernandez (2 Male; 1 Female) San Pablo, Sta. Cruz and Los Banos Capuses, OSAS Chairpersons, Medical Team, Guidance & Special Needs Coordinators	LSPU San Pablo City Campus Face-to-face	Office of the Student Affairs and Services	Accomplished
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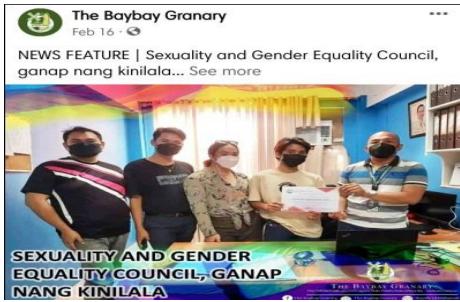
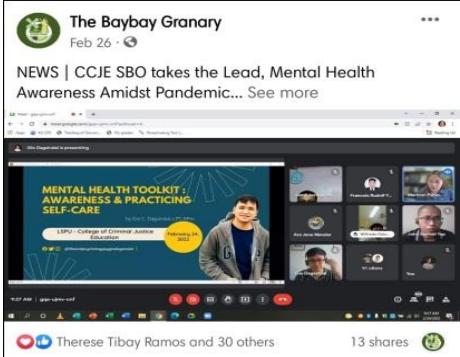


**ACCOMPLISHMENT REPORT OF ALL UNITS UNDER THE OFFICE OF STUDENT AFFAIRS AND SERVICES
LSPU SINILOAN (Host) CAMPUS
January to March 2022**

ACTIVITIES	PERFORMANCE MEASURES	ACCOMPLISHMENT	DOCUMENTATION	REMARKS
STUDENT PUBLICATION UNIT				
Coverage of Virtual Feb Fair, February 12, 2022	2 of 2 assigned writer submitted the article on time	1 news article with corresponding poster subject for the release of news letter		Accomplished

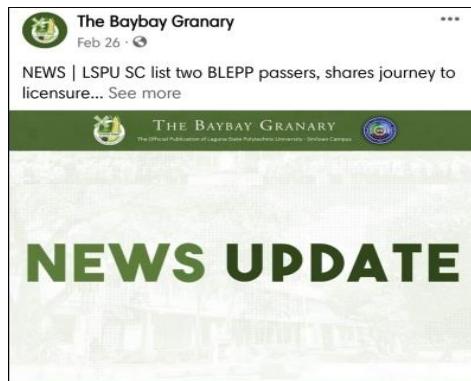


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LSPU SINILOAN (Host) CAMPUS
January to March 2022**

Feature of the Sexuality and Gender Equality Council, February 14, 2022	1 assigned member to write and cover the event submitted the article on time. 3 of 3 editors and 1 adviser were able to check and post the article on the desired date of posting.	1 feature article with corresponding poster subject for the release of news letter		Accomplished
Coverage of CCJE Mental Health Awareness Webinar, February 24, 2022	1 assigned member to write and cover the event submitted the article on time. 3 of 3 editors and 1 adviser were able to check and post the article on the desired date of posting.	1 news article with corresponding poster subject for the release of news letter		Accomplished

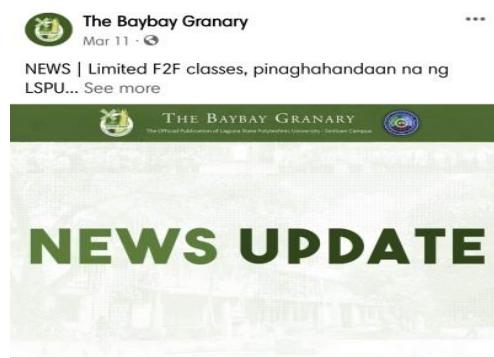


**ACCOMPLISHMENT REPORT OF ALL UNITS UNDER THE OFFICE OF STUDENT AFFAIRS AND SERVICES
LSPU SINILOAN (Host) CAMPUS
January to March 2022**

News Article of LSPU SC BLEPP Passers, February 26, 2022	2 of 2 assigned writers submitted the article on time. 3 of 3 editors and 1 adviser were able to check and post the article on the desired date of posting.	1 news article with corresponding poster subject for the release of news letter	 NEWS UPDATE	Accomplished
Literary about National Arts Month, February 28, 2022	1 assigned member to write and cover the event submitted the article on time. 3 of 3 editors and 1 adviser were able to check and post the article on the desired date of posting.	1 literary article with corresponding artwork subject for the release of news letter	 LITERARY OBRA MAESTRA	Accomplished

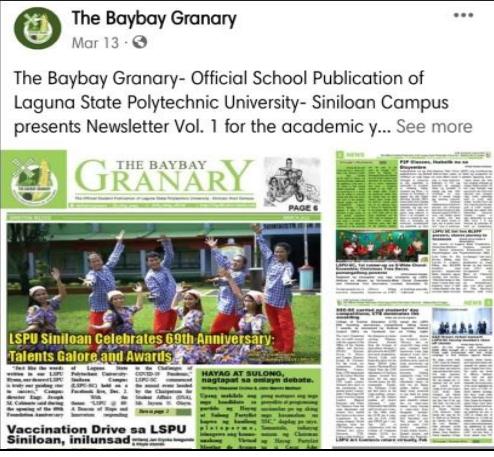


**ACCOMPLISHMENT REPORT OF ALL UNITS UNDER THE OFFICE OF STUDENT AFFAIRS AND SERVICES
LSPU SINILOAN (Host) CAMPUS
January to March 2022**

Coverage of University-wide National Arts Month Celebration, February 28, 2022	2 of 2 assigned writers submitted the article on time. 3 of 3 editors and 1 adviser were able to check and post the article on the desired date of posting.	1 news article with corresponding poster subject for the release of news letter	 NEWS UPDATE	Accomplished
Coverage of University-wide Consultative Meeting about Limited face-to-face Classes, March 10, 2022	1 assigned member to write and cover the event submitted the article on time. 3 of 3 editors and 1 adviser were able to check and post the article on the desired date of posting.	1 news article with corresponding poster subject for the release of news letter	 NEWS UPDATE	Accomplished

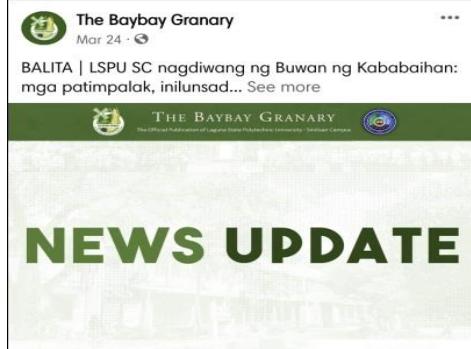
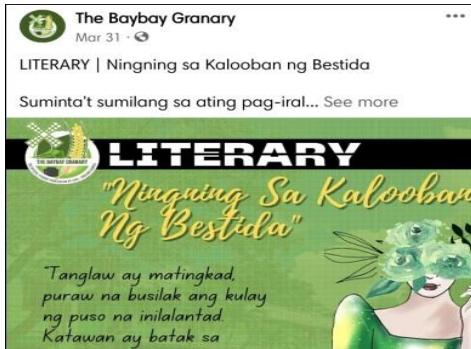


**ACCOMPLISHMENT REPORT OF ALL UNITS UNDER THE OFFICE OF STUDENT AFFAIRS AND SERVICES
LSPU SINILOAN (Host) CAMPUS
January to March 2022**

Release of Volume 1 Newsletter of the The Baybay Granary, March 13, 2022	16 of 16 assigned members were able to submit the assigned work on time. 2 of 2 editors were able to finish the layout before the desired time of posting. 2 of 2 assigned editors checked the output including the adviser.	16-page printed newsletter with soft copy posted online.		Accomplished
Distribution of Volume 1 Newsletter to different offices of LSPU Siniloan, March 16, 2022	6 of 6 assigned members for distribution completed the task with 1 adviser.	15 copies of 16-page printed newsletter		Accomplished



**ACCOMPLISHMENT REPORT OF ALL UNITS UNDER THE OFFICE OF STUDENT AFFAIRS AND SERVICES
LSPU SINILOAN (Host) CAMPUS
January to March 2022**

Coverage of LSPU SC National Women's Month Celebration, March 24, 2022	1 assigned member to write and cover the event submitted the article on time. 3 of 3 editors and 1 adviser were able to check and post the article on the desired date of posting.	1 news article with corresponding poster subject for the release of news letter		Accomplished
Literary about Women's Month, March 31, 2022	1 assigned member to write and cover the event submitted the article on time. 3 of 3 editors and 1 adviser were able to check and post the article on the desired date of posting.	1 literary article with corresponding artwork subject for the release of news letter		Accomplished

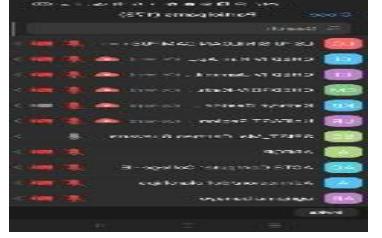


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LSPU SINILOAN (Host) CAMPUS
January to March 2022**

<p>Coverage of PSABE-PPG 24th Luzon-wide Convention, March 30-31</p>	<p>1 assigned member to write and cover the event submitted the article on time. 3 of 3 editors and 1 adviser were able to check and post the article on the desired date of posting.</p>	<p>1 news article with corresponding picture subject for the release of news letter</p>	 <p>The Baybay Granary Apr 2 · BALITA 24th Luzon-Wide Convention pinangunahan ng PSABE-PPG LSPU Chapter... See more</p> <p>24th LUZON WIDE CONVENTION Transforming ABE technologies for adequate and sustainable environment in this virtual situation,</p>	<p>Accomplished</p>
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ACCOMPLISHMENT REPORT OF ALL UNITS UNDER THE OFFICE OF STUDENT AFFAIRS AND SERVICES
LSPU SINILOAN (Host) CAMPUS
January to March 2022

Title of Activities/Program	Date/Duration	Documentation (Pictures)	Participants	Location	Conducted/ Sponsored by:	Budget/Remark
SCHOLARSHIP AND FINANCIAL ASSISTANCE UNIT						
CHED ZOOM MEETING CREDENTIALS FOR TES 3B AND HEI HUB ORIENTATION	January 14,2022		UniFast Unit of CHED Regional Office IV, TES Focal Person, Chairpersons and Staff	LSPU Siniloan Scholarship Office	UniFast Unit of CHED Regional Office IV, TES Focal Person, Chairpersons and Staff	Accomplished
CHED COORDINATION MEETING	January 28,2022		UniFast Unit of CHED Regional Office IV, TES Focal Person, Chairpersons and Staff	LSPU Siniloan Scholarship Office	UniFast Unit of CHED Regional Office IV, TES Focal Person, Chairpersons and Staff	Accomplished
ACADEMIC ADMIN COUNCIL MEETING	February 2,2022		Admin Council	LSPU Siniloan	Admin Council	Accomplished
ACADEMIC ADMIN COUNCIL MEETING	February 14,2022		Admin Council	LSPU Siniloan	Admin Council	Accomplished



**ACCOMPLISHMENT REPORT OF ALL UNITS UNDER THE OFFICE OF STUDENT AFFAIRS AND SERVICES
LSPU SINILOAN (Host) CAMPUS**
January to March 2022

RELEASE OF STIPEND ALLOWANCE (TES SCHOLARS) 2 ND SEM 2020-2021	February 21-24, 2022		Chairperson, SFA Staff, Scholars	LSPU Siniloan Scholarship Office	Chairperson, SFA Staff, Cashier's Office and Scholars	Accomplished
CCHED COORDINATION MEETING	February 28, 2022		UniFast Unit of CHED Regional Office IV, TES Focal Person, Chairpersons and Staff	LSPU Siniloan Scholarship Office	UniFast Unit of CHED Regional Office IV, TES Focal Person, Chairpersons and Staff	Accomplished
SFA MONTHLY MEETING Friday via Google Meet	March 4, 2022		Chairpersons, SFA Staff,	LSPU Siniloan Scholarship Office	Chairperson, SFA Staff	Accomplished
ACADEMIC ADMIN COUNCIL MEETING	March 11, 2022		Admin Council	LSPU Siniloan	Admin Council	Accomplished
Release of stipend allowance	March 21-25, 2022		Chairperson, SFA Staff, Scholars	LSPU Siniloan Scholarship Office	Chairperson, SFA Staff, Cashier's Office and Scholars	Accomplished



**ACCOMPLISHMENT REPORT OF ALL UNITS UNDER THE OFFICE OF STUDENT AFFAIRS AND SERVICES
LSPU SINILOAN (Host) CAMPUS
January to March 2022**

UniFAST Unit of CHED Regional Office IV will conduct a virtual orientation on the amended TES and TDP guidelines	March 30,2022		UniFast Unit of CHED Regional Office IV, TES Focal Person, Chairpersons and Staff	VIA ZOOM- LSPU Siniolan Campus	LSPU Siniolan	Accomplished
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**ACCOMPLISHMENT REPORT OF ALL UNITS UNDER THE OFFICE OF STUDENT AFFAIRS AND SERVICES
LSPU SINILOAN (Host) CAMPUS**

January to March 2022

LSPU-SC	Date/ Duration	Documentation (Pictures)	Participants	Location	Conducted / Sponsored by:	Budget/Re mark
HEALTH AND MEDICAL UNIT						
1. Coordinated to RHU siniloan for the schedule of booster dose to LSPU employees	January 10, 2022	Thru Phone	RHU employees	Thru phone	LSPU-SC Nurse	
2. Made announcement for the schedule of booster dose to RHUSiniloan for those who are willing to be vaccinated.	January-February 2022	Thru messenger	LSPU-SC employees	Thru messenger	LSPU-SC Nurse	
3. Supervised/ Assisted the LSPU at the vaccination of booster dose	January 5, 2022		LSPU-SC employees	Siniloan vaccination site	LSPU-SC Nurse	



**ACCOMPLISHMENT REPORT OF ALL UNITS UNDER THE OFFICE OF STUDENT AFFAIRS AND SERVICES
LSPU SINILOAN (Host) CAMPUS
January to March 2022**

4. Coordinated to RHU siniloan for the schedule of booster dose to LSPU employees	January to March	Thru Phone	RHU employees	Thru phone	LSPU-SC Nurse	
5. Monitoring of quarantined employees	January to March		LSPU quarantined employees, Clinic personnel	Thru phone	LSPU-SC Nurse	
6 Facilitated Physical examination for CTE students for their Field Study purposes	January 2022		LSPU employees, LSPU Clinic personnel	LSPU-Sc Clinic	LSPU-SC Nurse	

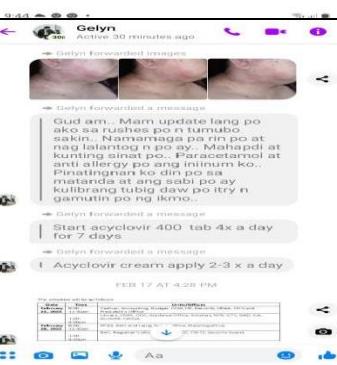


**ACCOMPLISHMENT REPORT OF ALL UNITS UNDER THE OFFICE OF STUDENT AFFAIRS AND SERVICES
LSPU SINILOAN (Host) CAMPUS
January to March 2022**

7. Attended zoom meeting with my co-nurses with regards to the Mission of LSPU. Guidelines for Prevention and Control of COVID-19 Infection Policy	January 7, 2022		LSPU Nurses	Thru zoom	LSPU-SC nurse	
8. Facilitated virtual meeting with my clinic staff with regards to the updated guidelines and procedure for the quarantine employees	January 8, 2022		Clinic Personnel	Thru zoom	LSPU-SC Nurse	



**ACCOMPLISHMENT REPORT OF ALL UNITS UNDER THE OFFICE OF STUDENT AFFAIRS AND SERVICES
LSPU SINILOAN (Host) CAMPUS
January to March 2022**

9. Coordinated to RHU Sanitary Officers for the health protocol, new guidelines from DOH, issuance of medical certificate for the employees to undergo quarantine	January to March 2022	Thru Phone	RHU employees	Thru phone	LSPU-SC Nurse	
10. Made online referrals from time to time to visiting physician with regards to medical concern of LSPU employees	January to March 2022		Clinic Personnel	Thru phone	Clinic Personnel	
11. Made an announcement to group chat with regards to the online consultation of Dra. Reyes	January to March 2022		LSPU-SC employees	Thru messenger	LSPU-SC Nurse	



**ACCOMPLISHMENT REPORT OF ALL UNITS UNDER THE OFFICE OF STUDENT AFFAIRS AND SERVICES
LSPU SINILOAN (Host) CAMPUS
January to March 2022**

12. Attended zoom meeting with Crisis management committee, LSPU Siniloan	January 13, 2022		LSPU Crisis Management committee	Thru Zoom	Crisis Management Committee	
13. Made a report with regards to the Quarantined faculty and staff of LSPU	January 13, 2022		Clinic personnel	LSPU-SC Clinic	LSPU-SC Nurse	
14. Made contact tracing and telecare monitoring of close contact for positive to COVID-19 employees and undergo quarantine	January 13, 2022	Thru Phone	Close contact Employees	LSPU-SC Clinic	LSPU-SC Clinic personnel	



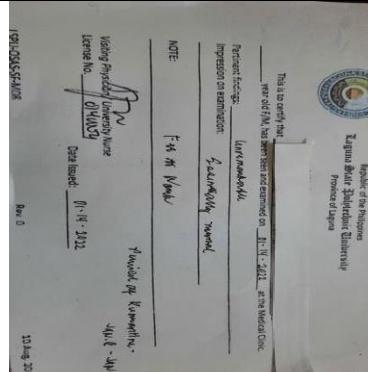
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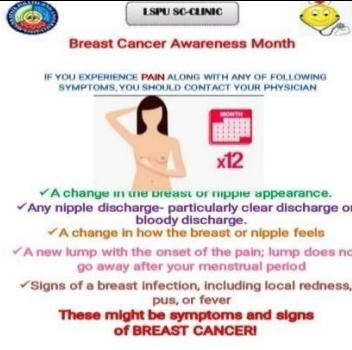


**ACCOMPLISHMENT REPORT OF ALL UNITS UNDER THE OFFICE OF STUDENT AFFAIRS AND SERVICES
LSPU SINILOAN (Host) CAMPUS
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15. Facilitated in giving medical certification and giving home instructions to all LSPU employees undergone quarantine	January to March 2022		LSPU employees, LSPU Clinic personnel	LSPU-SC Clinic	LSPU-SC Nurse	
16. Notified admin officials (CD, HR, accounting) for proper approval of Home Quarantine employees of LSPU	January to March 2022		Admin Officials, LSPU Clinic personnel	LSPU-SC	LSPU-SC Nurse	
17. Updated campus Director from time to time with regards to the status of Quarantine employees	January to March 2022		LSPU Clinic personnel, Campus Director	LSPU-SC Clinic	LSPU-SC Nurse	

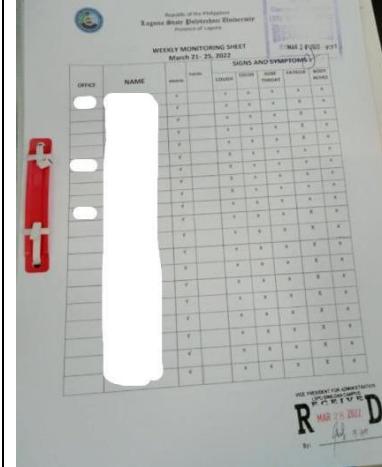


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18. Information dissemination with regards to the health awareness month to be posted at LSPU-SC group chat	January to March 2022		LSPU Clinic personnel	LSPU-SC Clinic	LSPU-SC Nurse	
19. Continuous implementation of Covid-19 guidelines and protocols for the prevention of transmission	January to March 2022		LSPU Clinic personnel	LSPU-SC Clinic	LSPU-SC Nurse	



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20. Weekly telemonitoring of reporting employees with regards to the flu-like symptoms	January to March 2022		LSPU Clinic personnel	LSPU-SC Clinic	LSPU-SC Nurse	
21. Coordinated and made an updated list of LSPU Quarantine employees to guard on duty for monitoring	January to March 2022		LSPU Clinic personnel	LSPU-SC Clinic	LSPU-SC Nurse	
22. Giving instruction from time to time to my clinic aide with regards to the health matters	January to March 2022	Thru Phone	LSPU Clinic personnel	LSPU-SC Clinic	LSPU-SC Nurse	



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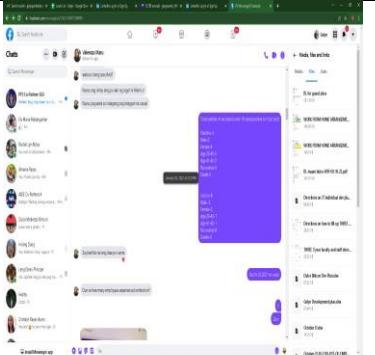
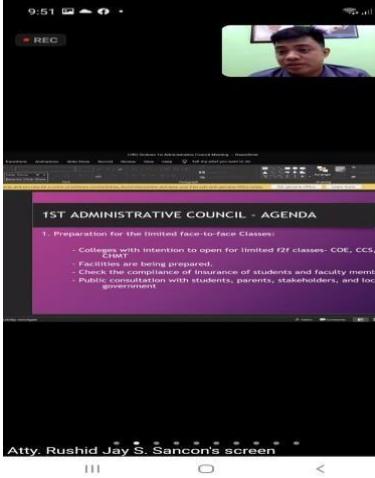


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23. Made a request letter for the pair and installation of aluminum barrier and clinic division.	January 24,2022	 <p>RE: RL-clinic-alu..um-repair-1</p> <p>ATTY. RUSHD JAY S. SANCON Campus Director Laguna State Polytechnic University Siniloan, Laguna</p> <p>Dear Sir/Madam,</p> <p>Revered Sir/Madam,</p> <p>We would like to thank your office for the support extended to the medical clinic. As the number of positive cases continue to rise in the number of confirmed cases, our national government is continuously implementing the health protocols to minimize the spread of the virus. We hope that you will understand our request.</p> <p>With regards to this, we are hereby requesting for the following:</p> <table border="1"><thead><tr><th>No.</th><th>Services</th><th>Quantity</th><th>Price</th><th>Total Price</th></tr></thead><tbody><tr><td>1</td><td>Installation of Aluminum Barrier</td><td>1</td><td>3000</td><td>3000</td></tr></tbody></table> <p>We do hope that this request will merit your outmost cooperation. Rest assured that we will be more than happy to provide any services to our clients. Thank you and may God bless all your undertakings.</p> <p>Sincerely,</p> <p>MARIE ANNABELLE T. CARINO LSPU-SC Clinic Approved/Disapproved:</p> <p>ATTY. RUSHD JAY S. SANCON Campus Director</p>	No.	Services	Quantity	Price	Total Price	1	Installation of Aluminum Barrier	1	3000	3000	LSPU Clinic personnel	LSPU-SC Clinic	LSPU-SC Nurse
No.	Services	Quantity	Price	Total Price											
1	Installation of Aluminum Barrier	1	3000	3000											
24.Coordination and inspection with the PPSD director of Sta. Cruz with regards to the recommendation of ISO room and needs of clinic for the repair and replacement materials	January 19, 2022		PPSD director	LSPU-SC Clinic	LSPU-SC Nurse										



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25. Submitted a report to the HR with regards to the number of governments employees affected by COVID-19 from agencies in Laguna for the period of Dec. 16-31, 2021 and Jan. 1-18, 2022	January 28, 2022		LSPU Clinic personnel, HR	LSPU-SC Clinic	LSPU-SC Nurse	
26.Attended administrative council meeting via zoom	February 2, 2022		Admin Council	LSPU-SC Clinic	Admin Officials	



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27. Attended limited face to face classes public forum with the parents and students of CCS and LSPU-SC via zoom meeting	February 4, 2022		Parents, CCS faculty	LSPU-SC Clinic	CCS	
28.Attended Pag-ibig Fund Webinar	February 8, 2022		LSPU Employees	LSPU-SC Clinic	HR	



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29.Attended LSPU-SC COE consultation meeting on limited face to face	February 11, 2022		Parents, COE faculty	LSPU-SC Clinic	COE	
30. Attended LSPU full administrative council meeting	February 14, 2022		LSPU Admin Council	LSPU-SC Clinic	Admin Officials (President and VPA)	



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31. Coordinated with the PHO thru phone with regards to the plan of activities related to Gender Advocacy development for Women this March	February 15, 2022		PHO personnel	LSPU-SC Clinic	LSPU-SC Nurse																																					
32. Made a request letter for the needs to be repair of the clinic for the upcoming limited face to face	February 16, 2022	<p>February 18, 2022 Engr. WILFREDO G. TUZO III Chairperson, PSD Laguna State Polytechnic University Silang, Laguna Dear Sir, Greetings! We would like to thank your office for the support extended to the medical clinic. In preparation for the face-to-face classes this coming March, the Medical Clinic is planning to return immediately as possible by 1st week of March in its newly renovated building. With regards to this, may I humbly request for the needed repairs of the following: <table border="1"><thead><tr><th>No.</th><th>Service</th><th>Quantity</th></tr></thead><tbody><tr><td>1</td><td>Lavatory (Replacement of tiles)</td><td>1</td></tr><tr><td>2</td><td>Repairing of windows</td><td>1</td></tr><tr><td>3</td><td>Repairing of electrical outlet at my cubicle</td><td>1</td></tr><tr><td>4</td><td>Repair of roof</td><td>1</td></tr><tr><td>5</td><td>Installation of clinic aluminum division (If there's available)</td><td>1</td></tr><tr><td>6</td><td>Entrance door at the treatment room</td><td>1</td></tr><tr><td>7</td><td>Door knobs</td><td>1</td></tr><tr><td>8</td><td>Washing area in front of the clinic</td><td>1</td></tr><tr><td>9</td><td>Painting area of treatment room</td><td>1</td></tr><tr><td>10</td><td>Repairing of floor at entrance (If there's available)</td><td>1</td></tr><tr><td>11</td><td>Installation of water connection (Dental)</td><td>1</td></tr></tbody></table> We do hope that this request will merit your outright approval. Rest assured that we are with you in providing quality services to our clients. Thank you and may God bless all your undertakings. Sincerely, DULCE M. BITCON, RN LSPU-SC Nurse Engr. WILFREDO G. TUZO III Chairperson, PSD</p>	No.	Service	Quantity	1	Lavatory (Replacement of tiles)	1	2	Repairing of windows	1	3	Repairing of electrical outlet at my cubicle	1	4	Repair of roof	1	5	Installation of clinic aluminum division (If there's available)	1	6	Entrance door at the treatment room	1	7	Door knobs	1	8	Washing area in front of the clinic	1	9	Painting area of treatment room	1	10	Repairing of floor at entrance (If there's available)	1	11	Installation of water connection (Dental)	1	LSPU Clinic personnel	LSPU-SC Clinic	LSPU-SC Nurse	
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33. Coordinated with PPSD chairperson with regards to the needs to be requested including the disinfectant solution of equipment.	February 18, 2022		LSPU Clinic personnel, PPSD Chairperson	LSPU-SC Clinic	LSPU-SC Nurse	
34.Attended Gary V. Virtual face to face webinar	February 18, 2022		LSPU employees	LSPU-SC Clinic	Guidance Office	
35. Coordinated with the RHU-Siniloan for the update of the availability and schedule of booster vaccine	February 18, 2022	Thru Phone	LSPU Clinic personnel	Thru phone	LSPU-SC Nurse	



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36. Provided First Aid treatment to LSPU employees such as removal of suturing on site	February 18, 2022		LSPU Clinic personnel	LSPU-SC Clinic	LSPU-SC Nurse	
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37. Observed the health protocol for the release of CHED TES STIPEND allowance to our student grantees.	February 21, 2022		LSPU Clinic personnel	LSPU-SC VOAG	LSPU-SC Nurse	
38. Coordinated with the RHU-TB DOTS thru phone with regards to the schedule of sputum test to one of LSPU employees	February 23, 2022	Thru Phone	LSPU Clinic personnel	Thru Phone	LSPU-SC Nurse	
39. Coordinated with GAD Chairperson with regards to the plan of activities this coming March in celebration with the Women's Month	February 22, 2022 to March 25, 2022	Thru Phone	LSPU-SC Nurse, Clinic Personnel and GAD Chairperson	LSPU-SC	LSPU-SC Nurse and GAD chairperson	



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40. Assisted the medical doctor for Annual Medical Examination for reporting non-teaching employees	February 22 and 28, March 8 and 14, 2022		LSPU Clinic personnel	LSPU-SC Clinic	LSPU-SC Nurse	
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41.Attended zoom meeting with my co-nurses regarding GAD's plan of activities and other health matters	March 1, 2022		LSPU Nurses	LSPU-SC Clinic	LSPU Nurses	
42.Coordinated to ABR with regards to blood chem and ask discount for our employees	March 1, 2022	Thru Phone	ABR personnel	LSPU-SC Clinic	LSPU-SC Nurse	
43. Assisted on the blood extraction during Blood chem	March 2, 2022		LSPU Clinic personnel	LSPU-SC Clinic	LSPU-SC Nurse	



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44. Attended a University Wide meeting with the UDRMO and crisis committee with regards to the needs to be prepared and discussed self-assessment checklist on the readiness of HEI to re- open campuses for limited face to face classes as well as the Health Protocol for COVID-19	March 4, 2022		UDRRMO and Crisis Committee	LSPU-SCC	UDRRMO and Crisis Committee	
45. Visited LSPU-SCC to see their isolation facility that we are plan to adopt for the limited face to face classes	March 4, 2022		LSPU-SC concerned employees	LSPU-SCC	UDRRMO and Crisis Committee	
46. Coordinated with the director of Physical and Plant with regards to the materials and supplies needed specifically the	March 7, 2022	Thru Phone	Nurse, PPSD Director	LSPU-SC	LSPU-SC Nurse	



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cubicle of the physician and repair of the clinic partition and ask for the allotted budget.						
47. Attended of Crisis Management Committee meeting	March 7, 2022		Crisis Management Committee	Thru zoom	Admin Officials and Crisis management Committee	



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48. Coordinated with the faculty president and SSC student president for the dissemination of Health Declaration google forms.	March 7, 2022		faculty president and SSC student president	Thru zoom	LSPU-SC Nurse	
49. Made inspection rounds together with the UDRRM faculty president to check the planned holding area at the main gate.	March 8, 2022		LSPU-SC Nurse and UDRRM Faculty President	LSPU-SC	LSPU-SC Nurse and UDRRM Faculty President	



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50. Coordination meeting, pre assessment Form for limited face-to-face.	March 9, 2022		CCS, COE and CAS, College Deans and Crisis management Committee	LSPU-SC Engineering Department	UDRRM and Crisis management Committee	
51. Coordinated with the PPSSD chairperson and UDRRMO faculty president with regards to the materials and requirements for the upcoming F2F (signages and retrofitted facilities)	March 9, 2022		PPSD chairperson and UDRRMO Faculty President	PPSD office	LSPU-SC Nurse and UDRRMO Faculty President	



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52. Made inspection rounds	March 9, 2022		LSPU Nurse and UDRRMO Faculty President	LSPU-SC Clinic	LSPU-SC Nurse and UDRRMO Faculty President D	
53. Coordinated with the ICTS chairperson and security officer for implementation of Health Declaration questionnaire thru QR code for students and faculty in the postal system.	March 10, 2022		LSPU Clinic personnel	LSPU-SC Security Guard Office	LSPU-SC Nurse	



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54.Attended University wide consultative meeting via zoom with regards to the re-opening of LSPU for limited face-to-face classes.	March 10, 2022		LSPU University Wide Students, parents, Teachers, Administrators and other Stake Holders	Thru zoom	LSPU-SC OSAS and LSPU Nurses	
55. Disseminate Health Information to students, faculty offices and employees of LSPU thru GC with regards to the new computerized documents tracking and signing system for health declaration and other faculty transaction links.	March 11, 2022		LSPU-Sc Faculty, Students and Employees	LSPU-SC	ICTS Personnel	

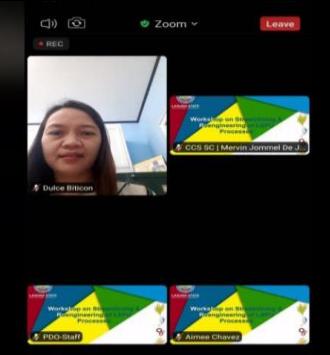


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56. Coordinated with UDRRM faculty president with regards to the updates in preparation for limited face to face classes			UDRRM faculty president	LSPU-SC Clinic	LSPU-SC Nurse	
57. Attended zoom meeting with regards to the LSPU-SC Computerized Document tracking and signing	Match 23, 2022		LSPU employees	Thru zoom	ICTS and MIS Personnel	



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58. Attended 2-days workshop on Re-engineering of LSPU's System and Processes via zoom	March 24-25, 2022		Admin Senior Officials, University Wide Chairperson and Directors	LSPU-SC Clinic	Director of PPSD	
59. Facilitated Physical Exam for Intercampus/ Regional Players	March 24-25, 2022		LSPU Clinic personnel	LSPU-SC Clinic	LSPU-SC Nurse	



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60. Visited the plan of isolation room located at the mini hotel	March 28, 2022	 	LSPU Clinic personnel	LSPU-SC Clinic	LSPU-SC Nurse	
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61. Attended ROAT evaluation of BS Agribusiness program of LSPU via zoom	March 29, 2022			LSPU-SC		
62. Attended the meeting with the University wide crisis management committee members to monitor and evaluate THE self-assessment checklist on the readiness of LSPU-SC campus to reopen for limited face to face classes	March 29, 2022			LSPU-SC		



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63. Coordinated with the RHU sanitary officer and UDRRM faculty presidents with regards to the evaluation of the self-assessment checklist for the preparations for the limited face to face classes	March 30, 2022		RHU sanitary officer and UDRRM faculty president	LSPU-SC	LSPU-SC Nurse	



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64. Performed campus rounds with the RHU sanitary officer.	March 30, 2022		RHU sanitary officer and UDRRM faculty president	LSPU-SC	LSPU-SC Nurse	



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65. Coordinated with the PPSD Chairperson with regards to the recommendation of RHU for the requirements of limited face to face classes	March 30, 2022		LSPU-SC Nurse and UDRM Faculty President and PPSD Chairperson	Farm mechanics	LSPU-SC Nurse and UDRM Faculty President	
66. Participated with the GAD activity and gave Health reminders with regards to the health protocols while ongoing health and wellness activity	March 30, 2022	 	LSPU-Sc Faculty and employees	LSPU-SC Gymnasium	GAD	



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67. Posting of signages with regards to the health protocols in compliance with the requirements of LGU for limited face to face classes	March 31, 2022		LSPU-SC Nurse and CCS OJT students	VOAG Building and CCS department	LSPU-SC Nurse	
68. Made ocular visit and evaluation on the areas covered for limited face to face together with BFP, LGU and Crisis management committee	March 31, 2022		BFP, LGU and Crisis management committee	LSPU-SC	LSPU-SC UDRM Faculty President	



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69. Attended the pre and post conference meeting with the evaluators committee of LGU and LSPU Crisis management with regards to their recommendation and requirements that need to be accomplishment for limited face to face classes	March 31, 2022		LGU Inspection Team, DILG- Jennifer O. Zaide-Tolentino , MDRRMO- Ronaldo D. Cajano and Mark Nikko A. Rulida, BFP- SFo2 May P Bascogin and FO1 Jerdan C. Buquid, RHU- John Paul B Valdivia, RN, LPT and 2 representative from PNP Siniolan	LSPU-SC conference Room	LSPU-SC UDRM Faculty President
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PROGRAM/ACTIVITY/ PROJECT	PERFORMANCE MEASURES	ACCOMPLISHMENT	PICTORIAL	REMARKS
INTERNATIONAL LOCAL AFFAIRS UNIT				
Attendance to ILA Quarterly Meeting on January 25, 2022	The ILA Director conducts atleast one (1) meeting every quarter with the unit Chairpersons of the four campuses regarding the plan of activities and undertakings of the unit for the first quarter of the A.Y.2022-2023	The ILA unit conducted the quarterly meeting to discuss the ILA plan of activities for the first quarter of A.Y.2022-2023		Accomplished



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Attendance to an online conference and webinars like UKM Global Webinar Series on January 25, 2022 and PETC 2022 on January 26, 2022	The ILA unit attends to at least one (1) seminar, trainings and conference per quarter regarding ILA programs.	The ILA unit Director Sandra P. Mesina attended to two (2) online/webinar on Philippine Education Tourism Conference(1 day only) and UKM Global Webinar Series: The International Mobility Experience of Students from Malaysia and Japanese Universities.	  	Accomplished
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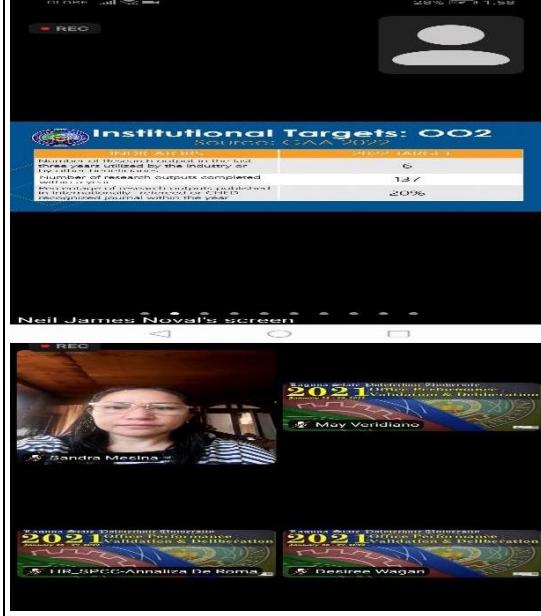


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Attendance to the Accreditation Reorientation	The ILA officers attend to the academic or program accreditation activity concerned with student support.	Attended to the Program Accreditation activity and prepared needed documents that shows support to foreign and Filipino students on their academic requirements and internship activity		Accomplished



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Attendance to the Deliberation of OPCR 2021 and setting of targets for A.Y. 2022-2023 on January 28, 2022	The ILA unit Director attends to at least one administrative meeting for academic, research and extension activities or program undertakings.	The ILA Director attended to the deliberation of OPCR 2021 conducted by the Planning Office		Accomplished
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Attendance to administrative meeting for accreditation activity on February 14, 2022 and review with presentation of the LSPU Annual Report 2021 conducted on February 23, 2022.

The ILA unit attends to at least two administrative meeting for academic, research and extension program review and planning.

Attended the Administrative Council Meeting conducted on February 14, 2022 and witnessed the review and presentation of LSPU Annual Report 2021 on February 23, 2022

Accomplished



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Conduct of Review of ILA OPCR indicator and target setting.	The ILA unit conducts atleast one activity related to OPCR review of accomplishment and target setting for the A.Y 2022	Conducted a review of the ILA plan of activities and revision OPCR indicator and measures.		Accomplished
Coordination with Academic partners for students activities and enhancement of international academic programs. February 17, 2022	Coordinate and communicate with the existing and active academic partners within the academic year.	Coordinated with the representative o f WorldwideLink Educational Foundation for proposed activity and search for foreign educators as resource speaker for future activity of the unit.		Accomplished



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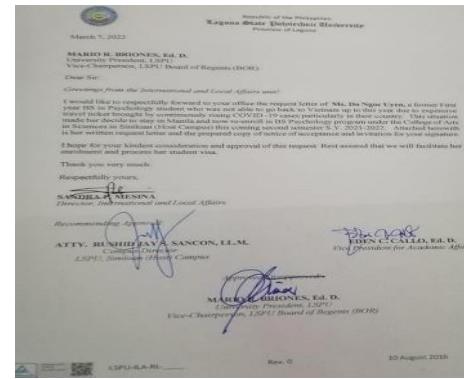


**ACCOMPLISHMENT REPORT OF ALL UNITS UNDER THE OFFICE OF STUDENT AFFAIRS AND SERVICES
LSPU SINILOAN (Host) CAMPUS
January to March 2022**

Assistance to
Foreign
students academic
activity

Assists the foreign
students ontheir academic
activity

Assisted and facilitated
the enrolment process
of one foreign students
named Ms. Do Ngoc
Uyen enrolled in BS
Psychology for 2nd
semester A. Y. 2021-2022



Accomplished



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Attendance to Virtual Consultative assembly and Orientation on Limited Face to face for LSPU Program on March 10, 2022	Attend to atleast one activity onstudent services .	Attended to the Virtual consultative assembly and orientation on Limited Face to face on March 10, 2022		Accomplished
Attendance to Virtual Orientation on International Online courses provided by SEAMEO on March 17, 2022	Attend to at least one webinar related to International affairs, programs and linkages.	Attended the Orientation onSEAMEO online course		Accomplished



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Attendance to the Reengineering workshop on Streamlining on March 24-25, 2022	Attend to at least one virtual seminar workshop related to students services and functions.	Attended to the virtual seminar workshop on Reengineering and streamlining of services of the ILA unit.		Accomplished
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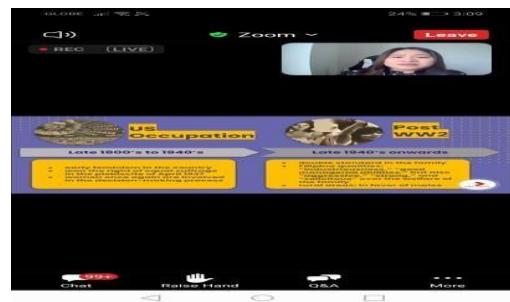
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Attendance to the webinar related to Gender and Development during the International Women's month 2022 on March 28, 2022	Attend to atleast one webinar related to Universty's activities like Women's Month Celebration	Attended to a webinar related to University's activities like Women's Month Celebration entitled "ABAN-TEH! Who is the Modern Filipina? Women canVi Leaders. March 28, 2022	 	Accomplished
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TITLE OF ACTIVITIES/ PROGRAM	DATE/ DURATION	DOCUMENTATION (PICTURES)	PARTICIPANTS	LOCATION	CONDUCTED/ SPONSORED BY:	BUDGET/ REMARKS
OFFICE OF STUDENT AFFAIRS AND SERVICES						
Validated student I.D.(s)	January to March 2022	Refer to OSAS Log Book/Document	LSPU students	Office of Student Affairs and Services	OSAS	



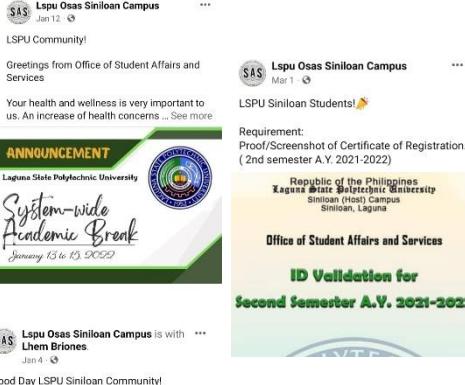
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Posted and disseminated relevant announcements and information pertaining to student services on OSAS Official Facebook Page / Social Media	January to March 2022		LSPU students	Office of Student Affairs and Services Facebook Official Page	OSAS
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Signed Semestral Clearance/s	January to March 2022	 	LSPU students	Office of Student Affairs and Services	OSAS	
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Renewal of Students Body Organization	January 05, 2022		LSPU students Organizations	Office of Student Affairs and Services	OSAS	
Recommendation of Unit Heads Designation	January 10, 2022		OSAS Director & Chairperson Faculty Members	Office of the Director, OSAS	Chairperson, OSAS	



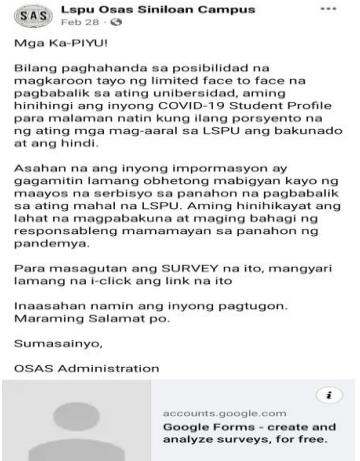
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Conducted survey thru online platform pertaining to COVID-19 Student Profile	January to March 2022		LSPU Students	Online Platform	OSAS
Assisted in receiving and attending to student concerns related to student services via phone calls, chat, video conferencing in relation to Student Concerns Desk	January to March 2022		LSPU students	Online Platform	OSAS



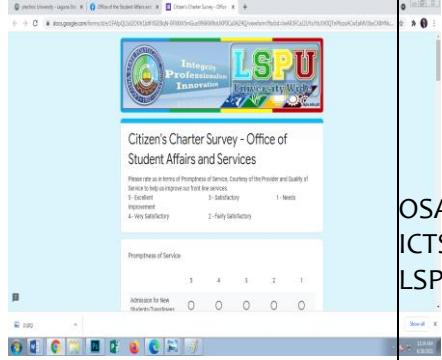
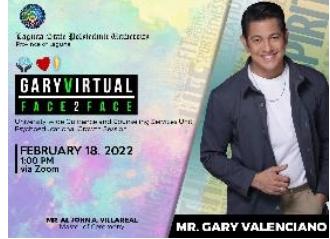
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Conducted survey thru online platform pertaining to satisfaction on the services of the office	January to March 2022		OSAS ICTS LSPU Students	Online Platform	OSAS	
Attended Gary Virtual Face to Face University Wide Counseling Services Unit Psychoeducational Growth session.	February 18, 2022	 	LSPU Employee	Online Platform	Guidance	



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Turn over of 300 free sim card from SMART for LSPU students	March 03, 2022		Concerned Offices	LSPU Santa Cruz Campus	SMART	
Meeting Coordination with LGU Siniloan Re-Limited Face to Face classes.	March 08, 2022		Concerned Offices	Municipality of Siniloan	LGU Siniloan, LSPU Admin Council	



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Conducted University Wide Consultative Meeting on Reopening of LSPU for Limited Face to Face Classes.	March 10, 2022		LSPU Community	Online Platform	OSAS	
Chairperson of OSAS, Unit Heads of Students with special needs, Guidance Counselor Face to Face Meeting	March 18, 2022		OSAS, GAD, Guidance	LSPU San Pablo Campus	OSAS	



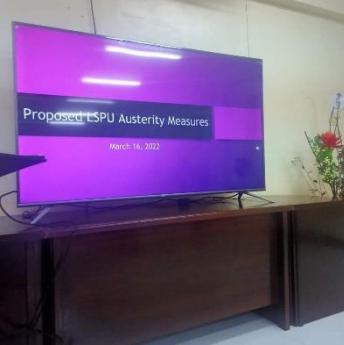
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Presentation to E-Finance Board Re: Student Assistance Program at Los Baños Campus	March 29, 2022		Concerned Offices	LSPU San Pablo Campus	OSAS	
Assisted LSPU-SC GAD, Sports & Cultural & Medical Unit on the conducted of Busog na Isipan Malusog na pangangatawan para kina Juana at Juan.	March 30, 2022		LSPU Employee	LSPU Siniloan Campus	GAD, Medical Unit & Sports and Cultural	



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LSPU SINILOAN (Host) CAMPUS
January to March 2022**

Prepared by:



LEMUELL L. BRIONES
OSAS, Admin Aide

Noted:



JAYSON N. OLAYTA
Director, OSAS

ATTY. RUSHID JAY S. SANCON, LL.M.
Campus Director

Submitted to:

MERVIN JOMMEL T. DE JESUS
Chairperson, Management Information System