## **MONTHLY ACCOMPLISHMENT REPORT**

(For Plantilla Faculty Members)

**Month** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**College/Department** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Faculty Member** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position/Designation**  : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Academic Rank** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **AREA** | **ACTIVITY/ACCOMPLISHMENT** |
| **A. INSTRUCTION** | 1. TEACHING* Lecture
* Laboratory
 |  |
| 2. Instructional  Materials Preparation |  |
| 3. Consultation and  Post Teaching  Activities/Quasi-  Teaching |  |
| **B. RESEARCH** |  |
| **C. EXTENSION &**  **COMMUNITY**  **ENGAGEMENT** |  |
| **D. SUPPORT TO**  **ADMINISTRATION** |  |
| **E. ADMINISTRATIVE**  **FUNCTION** |  |
| **G. OTHERS** **(e.g. Study Time)** |  |

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| **PREPARED BY:** | *FACULTY MEMBER* | *SIGNATURE* |
| **REVIEWED BY:** | *DEPARTMENT HEAD* | *SIGNATURE* |
| **APPROVED BY:** | *COLLEGE DEAN* | *SIGNATURE* |