



**VISAYAS**  
STATE UNIVERSITY




DEPARTMENT OF  
**AGRONOMY**

## ACCOMPLISHMENT REPORT


September 16– 30, 2024

1. Maintained the cleanliness of the equipment and instruments in the laboratory, especially in the 201 and 202 preparation rooms.
2. Assisted (7) seven faculty, (6) major agronomy students and (5) five graduate students in borrowing and returning of equipment logbook.
3. Made equipment maintenance checklist, equipment maintenance record, annual maintenance plan and annual calibration plan from the month of September to maintain their functionality.
4. Attended 6<sup>th</sup> ISO surveillance audit in the department
5. Kept track of records of the instruments and equipment in the laboratory for maintenance and functionality.
6. Accepted (3) three letter requests from horticulture and animal science graduate students to use the oven for plant tissue analysis.
7. Oven-dried 40 packs of forage herbage of MS student.
8. Assisted (41) forty-one students in agronomy laboratory in the field.
9. Cleaned and maintained seed technology preparation room and follow – up the installation of electrical wirings in preparation room 201 and 202.
10. Prepared documents for the upcoming field trip in sugarcane laboratory.
11. Performed other teaching, research, and extension functions that may be assigned and requested by the head and the faculty members in the department.

Submitted By:

  
**GRETCHEN MAE M. PRADO**

Approved:

  
**LUZ G. ASIO**  
Head, DA

**DEPARTMENT OF AGRONOMY**

Visayas State University, PQUV+97H Baybay City, Leyte

Email: [agronomy@vsu.edu.ph](mailto:agronomy@vsu.edu.ph)

Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)

Phone: +63 53 565 0600 Local 1013



Management  
System  
ISO 9001:2015

www.tuv.com  
ID: 9108058743



Page 1 of 2  
**FM-VSU-13**  
V05 06-06-2024

No. DA-C-24- 274