

ACCOMPLISHMENT REPORT

October 1 – 15, 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 October to maintain their functionality.
4. Kept track of records of the instruments and equipment in the laboratory for maintenance and functionality.
5. Accepted (2) three letter requests from horticulture and animal science graduate students to use the oven for plant tissue analysis.
6. Oven-dried 25 packs of forage herbage of MS student.
7. Assisted (41) forty-one students in agronomy laboratory in the field.
8. Cleaned and maintained seed technology preparation room and follow – up the installation of electrical wirings in preparation room 201 and 202.
9. Prepared documents for the upcoming field trip in sugarcane laboratory.
10. 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