

## ACCOMPLISHMENT REPORT

Name of Staff: Sheila Mae N. Cagape  
Project/Unit: RSTL

Date	Activity	Accomplished (Milestone)
April 26, 2022	<ul style="list-style-type: none"> <li>• Processed AR and DTR</li> <li>• Created SOA for PilipinasKao</li> <li>• Received samples for analysis and calibration</li> <li>• Release calib certificates</li> <li>• Responded to inquiries via email, text, call and pumble</li> </ul>	<ul style="list-style-type: none"> <li>• Submitted AR and DTR</li> <li>• Sent SOA to PilipinasKao</li> <li>• Samples received for analysis and calibration</li> <li>• Calibration certificates released</li> <li>• Communication messages responded</li> </ul>
April 27, 2022	<ul style="list-style-type: none"> <li>• Created quotation for DA CARAGA</li> <li>• Received samples for calibration</li> <li>• Release calib certificates</li> <li>• Responded to inquiries via email, text, call and pumble</li> </ul>	<ul style="list-style-type: none"> <li>• Sent quotation to DA CARAGA</li> <li>• Samples received for calibration</li> <li>• Calibration certificates released</li> <li>• Communication messages responded</li> </ul>
April 28, 2022	<ul style="list-style-type: none"> <li>• Created quotation for Maharlika</li> <li>• Joined Document Review in preparation for audit</li> <li>• Responded to inquiries via email, text, call and pumble</li> </ul>	<ul style="list-style-type: none"> <li>• Sent quotation to Maharlika</li> <li>• Reviewed documents with the TMs</li> <li>• Communication messages responded</li> </ul>
April 29, 2022	<ul style="list-style-type: none"> <li>• Joined Document Review in preparation for audit</li> <li>• Joined SHL Sensory Panelists Graduation</li> <li>• Created quotation for Clarissa</li> <li>• Release reports of analysis</li> <li>• Updated RSTL Weekly Convo Report</li> <li>• Watched DOSTv</li> <li>• Responded to customer inquiries email, text, call and pumble</li> </ul>	<ul style="list-style-type: none"> <li>• Reviewed documents with the TMs</li> <li>• Graduated as one of SHL Sensory Panelists</li> <li>• Sent quotation to Clarissa</li> <li>• Released reports of analysis</li> <li>• Prepared RSTL Weekly Accomplishment Report</li> <li>• Communication messages responded</li> </ul>
April 30, 2022	<b>SATURDAY</b>	<b>SATURDAY</b>
May 1, 2022	<b>SUNDAY</b>	<b>SUNDAY</b>
May 2, 2022	<ul style="list-style-type: none"> <li>• Created quotation for DOST10 assisted food analysis</li> <li>• Scheduled sample submission</li> <li>• Revised WI-031</li> <li>• Attended the weekly convocation</li> <li>• Responded to inquiries via email, text, call and pumble</li> </ul>	<ul style="list-style-type: none"> <li>• Sent quotation to Ms. Stephanie</li> <li>• Plotted schedule submission to calendar</li> <li>• Revised document(WI-031)</li> <li>• Attended weekly convocation</li> <li>• Communication messages responded</li> </ul>
May 3, 2022	<b>HOLIDAY</b>	<b>HOLIDAY</b>
May 4, 2022	<ul style="list-style-type: none"> <li>• Created quotation for PPA</li> <li>• Scheduled sample submission</li> <li>• Revised WI-031</li> <li>• Responded to inquiries via email, text, call and pumble</li> </ul>	<ul style="list-style-type: none"> <li>• Sent quotation to PPA</li> <li>• Plotted schedule submission to calendar</li> <li>• Revised document(WI-031)</li> <li>• Communication messages responded</li> </ul>
May 5, 2022	<ul style="list-style-type: none"> <li>• Created SOA for Rural-Improvement</li> <li>• Emailed results of analysis and calibration certificates to Jade Roel and SanMartin</li> <li>• Release of reports of analysis</li> <li>• Responded to inquiries via email, text, call and pumble</li> </ul>	<ul style="list-style-type: none"> <li>• Sent SOA to Rural-Improvement</li> <li>• Emailed results of analysis and calibration certificates</li> <li>• Communication messages responded</li> </ul>
May 6, 2022	<ul style="list-style-type: none"> <li>• Designed certificates for Root Cause Analysis Training</li> <li>• Scheduled sample submission</li> <li>• Updated CHE logbook</li> <li>• Updated RSTL Weekly Convo Report</li> <li>• Watched DOSTv</li> <li>• Responded to customer inquiries email, text, call and pumble</li> </ul>	<ul style="list-style-type: none"> <li>• Prepared certificates for Root Cause Analysis Training</li> <li>• Prepared RSTL Weekly Accomplishment Report</li> <li>• Communication messages responded</li> </ul>
May 7, 2022	<b>SATURDAY</b>	<b>SATURDAY</b>

May 8, 2022	<b>SUNDAY</b>	<b>SUNDAY</b>
May 9, 2022	<b>HOLIDAY</b>	<b>HOLIDAY</b>
May 10, 2022	<ul style="list-style-type: none"> <li>• Revised quotation for PPA</li> <li>• Edited Org Chart</li> <li>• Attended the weekly convocation</li> <li>• Responded to inquiries via email, text, call and pumble</li> </ul>	<ul style="list-style-type: none"> <li>• Sent quotation to PPA</li> <li>• Edited Org Chart</li> <li>• Attended weekly convocation</li> <li>• Communication messages responded</li> </ul>

Certified True and Correct:

Noted by:

**SHEILA MAE N. CAGAPE**  
PA II, Customer Relations Officer

**ENGR. FRUMENCIO B. QUIBLAT, JR.**  
Sr. SRS, Laboratory Head