

APPLICATION LETTER

April 08, 2024

**Canadian Provincial Nominee
& Immigration Services**

Dearest Ma'am/Sir,

Have a Good Day!

I am writing to express my keen interest in applying for Quality Assurance Position or any suitable position for which I am qualified. With a Bachelor of Science in Food Science and Technology and a Registered Chemical Technician, I have four years of experience in the field of Quality Assurance. I firmly believe that my educational background and professional experiences have equipped me with valuable skills, substantial expertise, and the ability to contribute to a company's productivity and quality.

At present, I am employed with Philpack Freezing and Juice Plants, specifically within the Quality Assurance Department, where I hold the role of QA Lead/Supervisor. In this capacity, I am responsible for a range of duties and tasks. These include conducting internal audits, overseeing GMP, GWP, and Food Defense audits in our plant facility, and serving as a Certified DMPI Internal Quality Auditor (IQA). Additionally, I provide guidance to my team members and handle quality inspections, raw material and finished product testing, as well as maintaining and monitoring databases related to quality and food safety analysis. I also cross-check the Daily Analysis Reports of QA and QC Analysts and create the Certificate of Analysis (COA) and other essential shipping documents required by various markets and buyers. Furthermore, I manage the SAP releasing of Packaging Materials and Finished Products.

As a dedicated professional eager to excel in this competitive industry, I am enthusiastic about showcasing my core values, which include Honesty, Innovation, Integrity, and Leadership. I welcome the opportunity to contribute to your company's quality and food safety objectives and departmental goals.

For a more comprehensive overview of my career achievements, please review my attached CV. I am more than willing to participate in any necessary exams or interviews, and you can reach me at my mobile number/viber, [+63 965 062 0374](tel:+639650620374). I look forward to receiving your response regarding this matter.

Thank you for your time and consideration, and I wish your company continued success and prosperity

Best Regards,


GUILIER JR. V. CALIHAT
Applicant



GUILLER JR. VALMORES CALIHAT

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CAREER OBJECTIVE

As a highly organized, hardworking, and detail-oriented individual with a Bachelor's degree in Food Science & Technology and four years of experience in Quality Assurance Manufacturing, I am seeking a challenging position in my field. Working with a growing company will enable me to demonstrate my skills, abilities, and leverage my work expertise.

PROFESSIONAL LICENSES

- **Professional Regulation Commission
Registered Chemical Technician**
License No.: 0010140

PERSONAL INFORMATION

Age : 26 years old
Date of Birth : March 9, 1998
Place of Birth: Purok 3B, Crossing Libona Bukidnon
Height : 5'7"
Weight : 75 kgs
Religion : Roman Catholic
Status : Single

EDUCATIONAL BACKGROUND

Tertiary

University of Science and Technology of Southern Philippines (USTP)-CDO Campus

C.M. Recto Avenue Lapasan, Cagayan de Oro City, 9000

Bachelor of Science in Food Science and Technology (BSFST)

Year Graduated: April 10, 2018

Secondary

Libona National High School

Crossing Libona Bukidnon

Year Graduated: 2014

SKILLS

- Ability to set goals, make decisions, and guide team toward achieving objectives.
- Strong communication skills.
- Good time management. Ability to prioritize tasks and meet deadlines.
- Has a sense of collaboration, trust, and camaraderie among team members.
- Ability to adapt changing environment, flexible and open to new ideas.
- Knowledge in Quality Assurance Auditing.
- Four year's experience in the field of Quality Assurance/Control Manufacturing.
- Knowledge on laboratory quality testing procedures, practices and product standards.
- Computer literate (Proficient in Microsoft Word, Excel & PowerPoint).

PROFESSIONAL EXPERIENCES

January 07, 2020 - Present

Quality Assurance Lead/Supervisor

Philpack Freezing and Juice Plants (d.b.a Del Monte Philippines Inc.)

Camp JMC, Agusan Canyon, Manolo Fortich Bukidnon

Under General Services Multi-Purpose Cooperative

(Exporter of Aseptic NFC Pineapple Juice and Frozen Pineapple Cuts Products)

April 01, 2019 – September 27, 2019

Quality Assurance Inspector

Indorama Ventures Packaging (Philippines) Corporation - Coca Cola Bev. MisOr I Plant

Barangay Katipunan, Villanueva, Misamis Oriental

(Pre-formed PET Bottle Supplier of Coca Cola Beverages)

April 2017- May 2017

On-the-job Trainee

Agricultural Training Institute – Regional Training Center Region 10

El Salvador City, Misamis Oriental

SUMMARY OF QUALIFICATIONS

Position: Quality Assurance Lead/Supervisor

- Conducts Monthly Internal Audits for Freezing and Juicing Plants for the following;
 - Good Manufacturing Practices Audit (Plant Wide)
 - Good Warehousing Practices Audit
 - Food Defense Audit
 - Employee Facilities Audit
- Certified PCQI Auditor.
- Prepare and email the detailed audit reports to the auditee that summarize findings, highlight areas of concern, and recommend corrective actions as an IQA Auditor.
- Conduct follow-up/verification audits to ensure that previously identified issues have been addressed and/or closed out.

- Engage and cooperates in DMPI Internal Quality Audit (IQA) training and seminars.
- Conducts DMPI IQA facility audit based on the set audit plan.
- Verify whether the established practices, processes and procedures are being followed, and whether they are effective in ensuring product safety and quality.
- Actively participate and assist during Customer and Regulatory Audits by providing necessary documents, monitoring, and any other relevant support as required.
- Strictly implement inspection, testing, and monitoring of products to ensure they meet market or buyer's standards.
- Supervise the tasks of analysts and ensure their daily routine analyses adhere to established procedures.
- In charge of assigning tasks and responsibilities to the team in accordance with directives from the Quality Assurance (QA) Head.
- Review the daily accomplishment reports of QA analysts.
- Thoroughly check and review all data entries in the QA Daily laboratory monitoring forms and database before submitting them to the QA Supervisor or QA Manager for their signature.
- Guarantees the completion, verification, and proper filing of all QA monitoring forms and checklists in their designated folders or binders.
- Ensures that QA lab monitoring forms to be used during production are readily available and must only use the updated forms.
- Generates the Certificate of Analysis (COA) and other necessary shipping documents tailored for each market or buyer with every shipment.
- Coordinate with the DMPI Bugo Export Team regarding the status of the shipping documents.
- Handles the SAP release of Finished Goods and Packaging Materials.
- Ensures that all stocks nominated for release meet their Physicochemical and Microbiological requirements.
- Maintains an up-to-date monitoring of the QA hold and release database.
- Sends emails and provides updates on the status of non-conforming items to the production team.
- Ensures that failed samples in the initial micro testing are promptly submitted for rechecking and/or, where applicable, for confirmation and reconfirmation.
- Maintains up-to-date monitoring of all QA databases.
 - Finished Product Database
 - Online Product Database
 - Raw Fruit Database
 - Shelf Life Validation Database
 - QA Samples Monitoring Database
 - Hold and Release Database
 - Purchase Requisition/Order (PRPO) Database
- Creates Purchase Requisitions (PRs) for all QA materials, laboratory supplies, and office supplies needed, following the approved fixed cost.
- Coordinates with the DMPI Bugo Procurement Team regarding the status of items with PR/PO or any necessary adjustments.
- Consolidate data records for recap.
- Receives and checks deliverable items from the outsourced suppliers.
- Reports directly to the QA Supervisor and QA Manager regarding any concerns, issues, or updates.
- Conducts pre-operation inspections and equipment swab tests one (1) hour before the start of operations.
- Checks and calibrates tools and equipment to be used before starting the analysis, recording the details in the Daily Calibration Equipment Logbook.
- Conducts physicochemical analysis on both online and finished products, including brix, % acidity (as Citric), pH, vitamin C, peroxide, nitrate, L.A.B reading using a spectrophotometer,

fiber and moisture content determination, organoleptic properties, sensory evaluation, pantone color, FOM, specks, and direct smear tests..

- Conducts inspection of primary and secondary packaging materials.
- Capable of performing and operating various laboratory equipment and apparatus.

Position: Quality Assurance Inspector

- Check and evaluate pre-formed PET bottles according to specifications.
- Assess the quality and integrity of pre-formed PET bottles, categorizing them as 'good' or 'reject'.
- Perform in-line visual inspections and monitoring to ensure product quality during processing.
- Analyze the physical properties of pre-formed PET bottles (weight, length, width & seam).
- Compile daily reports and complete monitoring at the end of each shift, submitting them to the QA supervisor.

SEMINARS AND TRAININGS ATTENDED

- **FSPCA Preventive Controls for Human Food: PCQI (Preventive Control Qualified Individual) Training**
Conducted by: Jeanette Maglangit (Lead Instructor Cert. # 1b2d197f) HMAMC
Date Held: June 4, 5 & 7, 2021
- **Internal Quality Audit (IQA) Training**
Conducted by: Jeanette Maglangit (HMA Management Consulting)
Topic: Trained on the latest version of the following food safety & quality standards (FSSC V5, ISO 22000:2018, GMP/HACCP based on CODEX & FSSC V5.1 additional requirements, ISO 9001:2015, BRC Food Issue 8, ISO 19011:2018 (Guidelines for Management Systems Auditing)
Date Held: July 5-6, 2021
- **3M Food Safety e-Learning Session on 3M TM Clean-Trace™ Technical Training**
Date Held: November 19, 2021
- **Document Control Training (ISO 9000:2015)**
Conducted by: Joy Selorio, DMPI Quality Assurance QMS
Date Held: January 11, 2022
- **HALAL Assurance Management System by IDCP**
Topic: Setting up Halal Assurance Management System
Date Held: February 15-16, 2022
- **3M Food Safety e-Learning Ladder on Environmental Monitoring Program**
Date Held: March 09, 2022
- **3M Food Safety e-Learning Ladder on Good Microbiological Practices**
Date Held: March 21, 2022
- **Good Manufacturing Practices**
Conducted by: General Services Multipurpose Cooperative
Date Held: March 15, 2021, August 20, 2022, January 05, 2023 & January 07, 2024
- **Quality, Food Safety and Ethical Standard**
Conducted by: General Services Multipurpose Cooperative
Date Held: March 16, 2021, August 20, 2022, January 05, 2023 & January 07, 2024

- **Operational, Safety and Health**
Conducted by: General Services Multipurpose Cooperative
 Date Held: March 16, 2021, August 20, 2022, January 05, 2023 & January 07, 2024
- **Food Defense Program**
Conducted by: General Services Multipurpose Cooperative
 Date Held; March 15, 2021, August 20, 2022, January 05, 2023 & January 07, 2024
- **ICP Chem Week 2024 : For the Love of Chemistry!**
Conducted by: The Integrated Chemist of the Philippines (National Chapter)
Date Held: February 12, 2024
- **General Laboratory Safety Training**
Conducted by: Kevin A. Valiente, Del Monte Plantation Safety Officer
 Date Held: March 14, 2024
- **Chemical Handling & Safety Education**
Conducted by: Harvy Cardoza, FMC Corporation
 Date Held: March 21, 2024

E-certificates uploaded here (Click link): <https://drive.google.com/drive/folders/1jfPa7waMDITqA-SCKHkk8CI34RvFwPWY?usp=sharing>

CHARACTER REFERENCES

- **Nenita A. Layno**
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- **Sarah Jane Y. Sanchez**
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- **Joanne C. Socobos**
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I hereby certify that the above statements are true and correct to the best of my knowledge and abilities.



GULLER JR. V. CALIHAT

Applicant