

WORK EXPERIENCE SHEET

Instructions:1.Include only the work experiences relevant to the position being applied to.

2.The duration should include start and finish dates,if known,month in abbreviated form,if known,and year in full.For the current position,use the word Present,e.g.,1998-Present.Work experience should be listed from most recent first.

- Duration: July 1,2021–December 31,2021
- Position:Overall Coordinating Financial Staff
- Name of Office/Unit:SUC-ACAP,Inc.
- Immediate Supervisor:Ms.Honey Sofia V.Colis
- Name of Agency/Organization and Location:SUC-ACAP,Inc.VSU,Baybay City,Leyte

- List of Accomplishments and Contributions(if any)

- Summary of Actual Duties

To perform the functions and deliver the following outputs as follows:

- o Collects the registrant's proof of payment of the registration fees of the SUC-ACAP Online LEA Review 2021.
- o Coordinates with the focal person in each sub-cluster for the collection of the Official List of participants.
- o Prepare monthly financial reports.
- o Send the issued ORs to the registrants thru email or LBC.
- o To do other job assigned by the supervisors.

- Duration: July 16, 2020 – June 30, 2021
- Position:Office Assistant
- Name of Office/Unit:SUC-ACAP,Inc.
- Immediate Supervisor:Ms.Honey Sofia V.Colis
- Name of Agency/Organization and Location:SUC-ACAP,Inc.VSU,Baybay City,Leyte

- List of Accomplishments and Contributions(if any)

- Summary of Actual Duties

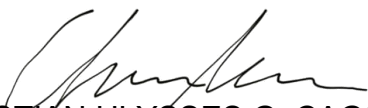
To perform the functions and deliver the following outputs as follows:

- o To provide administrative support services for SUC-ACAP.
- o To send billing of annual dues to member universities/colleges and assist in the collection and reporting of institutional dues.
- o To act as member of secretariat during meetings and conferences.
- o To assist in the conduct of online review classes for Licensure Exam for Agriculturists
- o To do other job assigned by the supervisors.

- Duration: Feb 3, 2020- March 31, 2020; April 16 2020- May 31, 2020
 - Position: Science Research Assistant
 - Name of Office/Unit: Yamang Lupa Project
 - Immediate Supervisor: Dr. Suzette B. Lina
 - Name of Agency/Organization and Location: Dept. of Soil Science, VSU, Baybay City, Leyte

 - List of Accomplishments and Contributions (if any)

 - Summary of Actual Duties
- To perform the functions and deliver the following outputs as follows:
- o Assist the project leader/component leaders in layouting and dividing the field into strata based on the soil areas conditions like ridge, slope, level, etc.;
 - o Assist the project/component leaders in geotagging of all the sampling sites and assigning permanent codes to all samples taken;
 - o Assist the project leader in the preparations of the soil health cards;
 - o Assist in the preparation of progress reports and other technical activities of the project;
 - o Perform other related functions that maybe assigned by the project/component leaders.


CHRISTIAN ULYSSES G. CAGSAN
(Signature over Printed Name
of Employee/Applicant)

Date: February 16, 2022