

WORK EXPERIENCE SHEET

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

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 starting with the most recent/present employment

Sample: If applying to Supervising Administrative Officer

- Duration: December 11, 2017 – July 31, 2018
- Position: Chemist
- Name of Office/Unit: DSS-SRA Soil and Plant Analysis Laboratory
- Immediate Supervisor: Suzette B. Lina
- Name of Agency/Organization and Location: Visayas State University
- Summary of Actual Duties
 - Assist the project/component leaders in doing literature review regarding different soil management & crop nutrition for sugarcane;
 - Perform laboratory analysis of plant and soil samples;
 - Ensures quality laboratory results;
 - Maintain records of laboratory activities and assists in preparation of accomplishment report;
 - Help maintain equipment and facilities; and
 - Perform other related functions that maybe assigned by the project leaders.

- Duration: August 1, 2018 to present
- Position: Instructor I
- Name of Office/Unit: Department of Pure and Applied Chemistry
- Immediate Supervisor: Jacob Glenn F. Jansalin
- Name of Agency/Organization and Location: Visayas State University, Baybay City
- List of Accomplishments and Contributions (if any)
 - On-going**
- Summary of Actual Duties
 - Teaches assigned subjects and performs other teaching related functions, among others.


HELEN GRACIA F. ORACION
(Signature over Printed Name
of Employee/Applicant)

Date: July 10,2020