

GILBERT D. MODINA

Address: Brgy. Pangasugan Baybay City Leyte
Age: 39
Gender: Male
Email: modinagilbert3@gmail.com

Personal Skills

- Basic Computer
- Cleaning/Maintenance
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Work Experience

LABORATORY AIDE

Duties and Responsibilities

1. Assist faculty in the preparation of laboratory materials and equipment, collection of plant samples and other materials for instructional purposes
2. Assist faculty and students in setting-up experiments in the field
3. Takes charge in the maintenance of laboratory equipment, audio-visual equipment and other classroom and laboratory facilities
4. Keeps a record of the maintenance of equipment in a logbook and make a report on inventory of equipment, status (if needs repair or no longer functional) at the end of every semester
5. Takes charge of the cleanliness and maintenance of classrooms, laboratory rooms, office and other facilities of the department of Plant Breeding and Genetics including the classrooms/laboratory rooms (DPBG-PSB # 12 and #13) in the Plant Science Building
6. Takes charge in ensuring the safety of the DPBG office and all facilities
7. Follow-up documents in different offices/units of the university (from time to time)
8. Deliver and pick-up documents and other items between offices or departments in the university
9. Conducts inventory of all equipment and properties (e.g. number of chairs in every classroom) of the department at the end of every semester
10. Acts as alternate department document record controller.
11. Do other duties that maybe assigned by the department head

EDUCATION & CREDENTIALS

COLLEGE: N.A.

HIGHSCHOOL: Damula-an National High School
Albuera Leyte

ELEMENTARY: Pangasugan Elementary School
Baybay Leyte

References:

Dilberto O. Ferraren