

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: **August 1, 2023 - June 30, 2024**
- Position: **Research & Development Office Staff**
- Name of Office/Unit: **Research & Development Office**
- Immediate Supervisor: **Dominador F. Pagliawan**
- Name of Agency/Organization and Location: **Burauen Community College,  
Burauen, Leyte**
- List of Accomplishments and Contributions:
  - **April 2024 - 2024 Planetary Health Summit and 6<sup>th</sup> Annual Meeting (PHAM2024), Sunway University, Malaysia:** Poster presentation of papers entitled “Attitudes, Intentions, and Barriers Towards Plant-Based Diet (PBD): A Discourse with Filipino Students” and “The In(visibility) of Planetary Health Integration in Philippine Basic and Higher Education: Musings of Filipino Teachers”
  - **February 2024 - 14<sup>th</sup> Social Ethics Society (SES) Annual Conference and 1st Cor Jesu College, Inc.-Social Ethics Society International Conference, Davao del Sur:** Oral presentation of papers entitled “Attitudes, Intentions, and Barriers Towards Plant-Based Diet (PBD): A Discourse with Filipino Students” and “The In(visibility) of Planetary Health Integration in Philippine Basic and Higher Education: Musings of Filipino Teachers”
  - **January 2024 -** Facilitated the preparation of request letters and other necessary documents, the gathering of data (face-to-face interviews), and research writing for the studies entitled “Attitudes, Intentions, and Barriers Towards Plant-Based Diet (PBD): A Discourse with Filipino Students” and “The In(visibility) of Planetary Health Integration in Philippine Basic and Higher Education: Musings of Filipino Teachers”
  - **September 2023 -** Facilitated the gathering of data for the institutional studies entitled, “Rural Barangay Leaders Capabilities: A Survey in Burauen, Leyte” and “Community Resilience of Rural Barangays: Inputs for Intervention and Extension Programs”
  - **July 2023 - Research Agenda Setting Workshop:** Workshop facilitator and organizer
- Summary of Actual Duties
  - Assists in the conduct of research particularly with data collection, analysis, and dissemination of research findings
  - Collaborates with other research office staff and administrators to ensure the smooth operation of research-related activities
  - Collaborates with researchers, faculty, and the local government on various research projects
  - Facilitates communication and coordination between researchers and departments
  - Contributes relevant research and participates in research seminars, works, and conferences
  - Supports the organization and execution of research-related events, seminars, and training
  - Attends meetings to stay informed and contribute to the planning and execution of research initiatives
  - Performs other functions, duties, and responsibilities as may be necessary

- Duration: **August 1, 2022 - June 30, 2024**
- Position: **Faculty (Science Instructor)**
- Name of Office/Unit: **General Education Department**
- Immediate Supervisor: **Gretchen B. Patenio**
- Name of Agency/Organization and Location: **Burauen Community College,  
Burauen, Leyte**

- List of Accomplishments and Contributions:

- Delivered courses such as *Science, Technology, and Society (STS)*, *General Chemistry (Organic)*, *Environmental Science*, *Research Methods*, and *The Contemporary World*
- Prepared and produced modules and syllabi for the said courses

- Summary of Actual Duties

- Develops and organizes course syllabi and modules, including objectives and content
- Prepares lessons and class materials
- Conducts class lectures and facilitates discussions; conducts various class activities to engage students and reinforce learning
- Manages administrative tasks, including checking and grading, record-keeping
- Offers consultation to students to provide additional academic support and guidance
- Adheres to academic and institutional policies
- Participates in the activities of the institution
- Collaborating with fellow educators and participating in unit/department/institutional meetings
- Continuously refines teaching methods and materials to enhance the learning experience
- Attends trainings and workshops relevant to teaching to stay updated with current educational practices
- Performs other functions, duties, and responsibilities as may be necessary

- Duration: **Sept. 07, 2020 – Dec. 31, 2020**
- Position: **Laboratory Aide II**
- Name of Office/Unit: **Regional Crop Protection Center (RCPC)**
- Immediate Supervisor: **Lutgarda A. Francisco**
- Name of Agency/Organization and Location: **Department of Agriculture  
Regional Field Office VIII, Tacloban City**

- List of Accomplishments and Contributions:

- **November 2020 – Bantay Peste Brigade Training on Corn, Alang-alang, Leyte:** Assisted in the organization, preparation of relevant documents, and conduct of the training and facilitated the training of the participants
- Produced *Trichogramma* for distribution and use as Bio-control agent
- Prepared monthly reports of the Bio-control agents released to clientele
- Assisted RCPC staff in the preparation and submission of monthly accomplishment reports and other pertinent documents

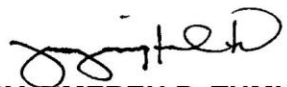
- Summary of Actual Duties

- Responsible for providing services for the production of *Trichogramma*, which includes the maintenance of sanitation and cleanliness in the production room
- Provides assistance as needed in the RCPC Office which includes but is not limited to preparation/submission of monthly accomplishment reports, PPMP, and other documents, answering phone calls, and regular checking of the office's emails
- Attends meetings to stay informed and contribute to the planning and execution of the center's initiatives
- Participates in the activities of the center and/or department
- Performs other functions, duties, and responsibilities as may be necessary

- Duration: **June 09, 2020 – Aug. 31, 2020**
- Position: **Institutional Job Order**
- Name of Office/Unit: **Metarhizium Production Laboratory**
- Immediate Supervisor: **Veronica J. Berenguer**
- Name of Agency/Organization and Location: **Regional Crop Protection Center, Department of Agriculture Regional Field Office VIII, Tacloban City**
  
- List of Accomplishments and Contributions:
  - Produced 6,000 packs of *Metarhizium anisopliae*
  
- Summary of Actual Duties

Responsible for the production of *M. anisopliae* whose tasks include:

  - Preparing and sterilizing the culture media (cracked corn) placed inside polypropylene bags
  - Inoculating *M. anisopliae* to the bags of culture media
  - Sealing and incubating the inoculated bags at room temperature
  - Collecting the produced *Metarhizium* bags and storing them in the refrigerator, ready for release
  - Maintaining cleanliness and sanitation in the laboratory by washing and sterilizing used glasswares and tools after use, and by regularly disinfecting the entire work area
  - Regular record-keeping of the number of packs of *Metarhizium* produced and/or released to farmers
  - Attends meetings to stay informed and contribute to the planning and execution of the center's initiatives
  - Participates in the activities of the institution
  - Performs other functions, duties, and responsibilities as may be necessary

  
**MARY EIMEREN P. TUMULAK**  
Date: July 4, 2024