

## 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 20, 2022 – Present
- Position: Temporary / Head, Campus Information Systems and Analytics
- Name of Office/Unit: Public Administration Department
- Immediate Supervisor: Karina G. Gutierrez
- Name of Agency/Organization and Location: Southern Leyte State University – Maasin City
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
  - Responsible for creating relevant syllabus and craft lessons that are based on it. Submitted required documents before the semester ends and assess students of their intellectual capabilities.
  - Create reports based on analytical data.
  - Manage the information systems of the Campus/University.

- Duration: August 20, 2021 – August 19, 2022
- Position: Temporary / Head, MIS & Services / Chief, Security & Safety Services
- Name of Office/Unit: Public Administration Department
- Immediate Supervisor: Karina G. Gutierrez
- Name of Agency/Organization and Location: Southern Leyte State University – Maasin City
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
  - Responsible for creating relevant syllabus and craft lessons that are based on it. Submitted required documents before the semester ends and assess students of their intellectual capabilities.
  - Create reports based on analytical data and generate security services reports.
  - Manage the information systems of the Campus/University.

- Duration: August 20, 2020 – August 19, 2021
- Position: Temporary / Head, MIS & Services / Chief, Security & Safety Services
- Name of Office/Unit: Public Administration Department
- Immediate Supervisor: Karina G. Gutierrez
- Name of Agency/Organization and Location: Southern Leyte State University – Maasin City
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  - Manage the information systems of the Campus/University.

  
**RANNIE M. SUMACOT**  
 (Signature over Printed Name  
 of Employee/Applicant)

Date: March 6, 2023