

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: October 3, 2022-December 30, 2022

Position: Science Research Analyst

Name of Office/Unit: The Regional Agri-Aqua Innovation System Enhancement (RAISE) program in Eastern Visayas (OVPREI)

Immediate Supervisor: Maria Juliet C. Ceniza

Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte

List of Accomplishments and Contributions (if any)

- Designed the official logo for the RAISE Program and filed for its trademark.
- Led the coordination and execution of the Regional Knowledge Management Seminar-Workshop, including designing the official event T-shirt.
- Supervised a series of masterclasses for RAISE members across the region, ensuring seamless organization and participation.
- Managed and facilitated the participation of RAISE Region VIII in the Agri-Aqua Innovation Pitch Fest in Alabang, Muntinlupa, ensuring smooth logistics and implementation.
- Oversaw the planning and execution of four key projects under the RAISE VIII Program, ensuring alignment with program goals and objectives.

Summary of Actual Duties

- Oversees the management of the RAISE Program, including the coordination of training activities, while providing support in program execution and implementation. Also assists in the administration of various initiatives and performs other related functions to ensure the program's success.

Duration: June 2019 to September 2022

Position: Project Development Assistant

Name of Office/Unit: Technology Business Incubator (VSU-TBI)

Immediate Supervisor: Prof. Alan B. Loreto

Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte

List of Accomplishments and Contributions (if any)

- Managed the online presence of VSU-TBI across various social media platforms, enhancing visibility and engagement.

- Developed over 70 leaflets showcasing ready-for-commercialization technologies of Visayas State University.
- Assisted in giving necessary training to VSU-TBI incubates to enhance their entrepreneurial skills;
- Assisted in monitoring the incubatees in their respective start ups businesses
- Designed more than 10 logos for TBI members, supporting budding entrepreneurs in establishing their brand identity.
- Assisted in the development of project proposals to secure funding from various government agencies.
- Produced promotional videos to highlight key projects and technologies.
- Served as a resource speaker on Technology Pitching for Engineering students, equipping them with skills to market their innovations.
- Contributed to the development of technology profiles for Visayas State University.
- Filed trademarks and facilitated copyright applications for project-related assets, including logos and technology profile leaflets.
- Created label designs for VSU products to enhance branding and market appeal.
- Represented VSU technologies at various exhibits to promote innovation and commercialization opportunities.

Summary of Actual Duties

- Responsible for managing digital presence and branding efforts, including overseeing social media platforms and developing promotional materials to enhance visibility. Duties include creating technology profiles, leaflets, and product labels to support commercialization efforts, as well as designing logos for startups and entrepreneurs. Also involved in project proposal development to secure funding, facilitating trademark and copyright applications, and producing promotional content. Additionally, serves as a resource speaker on technology pitching, providing guidance on marketing innovations. Represents technologies and initiatives in various exhibits to promote commercialization and industry collaboration.

Duration: February 2018 to September 2018

Position: Science Research Assistant

Name of Office/Unit: Visayas State University – Office of the Vice President for Research and Extension

Immediate Supervisor: Antonio P. Abamo

Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte

List of Accomplishments and Contributions (if any)

- Designed promotional banners and produced compelling videos for the Extension Office.
- Filmed and edited videos highlighting UGMAD awardees and nominees.
- Created and prepared certificates for UGMAD awardees during the VSU anniversary.
- Conducted interviews with UGMAD nominees to showcase their achievements.

- Assisted in organizing the UGMAD Awards by distributing invitations and identifying deserving nominees.
- Coordinated and facilitated activities during Farmers' and Fisherfolks' Day.

Summary of Actual Duties

- Responsible for creating promotional materials, producing and editing multimedia content, coordinating event preparations, conducting interviews, and facilitating community engagement activities to support various programs and recognition events.

Duration: December 5, 2016 to December 29, 2017

Position: Research Assistant/Project Process Documenter

Name of Office/Unit: Sogod Abaca Rehabilitation Project

Immediate Supervisor: Dr. Christina A. Gabrillo


Name of Agency/Organization and Location: Local Government Unit of Sogod, Sogod, Southern Leyte

List of Accomplishments and Contributions (if any)

- Compiled and presented a comprehensive progress report on the Abaca Rehabilitation Project for the LGU of Sogod.
- Documented challenges, implemented solutions, and monitored the progress of the Abaca Rehabilitation Project in Sogod, Southern Leyte.
- Accurately prepared and maintained minutes for every project meeting.
- Conducted in-depth interviews with Abaca farmers to gather insights and assess project impact.
- Produced well-researched articles and provided video and photo documentation to enhance project visibility and transparency.
- Systematically documented project activities to support reporting and evaluation efforts.

Summary of Actual Duties

- Responsible for tracking the progress of the Abaca Rehabilitation Project by preparing detailed reports, documenting challenges and solutions, and maintaining records of project activities. Conducted interviews with Abaca farmers to gather insights, produced written and multimedia content for project visibility, and ensured accurate meeting documentation to support project coordination and decision-making.


Inna Mae S. Vidal

(Signature over Printed Name
of Employee/Applicant)

Date: March 30, 2025