

### 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: September 11, 2023 - Present
- Position: Agricultural Technician I
- Name of Office/Unit: Institute of Tropical Ecology and Environmental Management
- Immediate Supervisor: Teofanes A. Patindol, PhD
- Name of Agency/Organization and Location: Visayas State University, ViSCA, Baybay City, Leyte
  
- List of Accomplishments and Contributions (if any)
  - Issued, maintained, retrieved and controlled controlled documents;
  - Assigned document numbers and other coding controls for documents;
  - Coordinated with and inform relevant personnel on any changes with the controlled documents;
  - Ensured the implementation of the control of records;
  - Acted as the point person in the department to link the Department alumni (whether campus-based or from around the world) to the Alumni Association's Activity and program;
  - Prepared project procurement plan management (PPMP), travel claims, purchase requests, cash advances, and liquidation reports;
  - Assisted in the documentation of academic and student-related activities;
  - Assigned as the Focal Person for any student-related concerns;
  - In-charge of the department's enrolment processes; and
  - Prepared ISO-levelling, AACUP Accreditation, and other academic-related submissions.
  
- Summary of Actual Duties
  - Designated as the Designated as the Deputy Document and Records Controller, and Alumni Communicator that are both responsible in performing administrative and technical tasks in support to the Office of the Institute of Tropical Ecology and Environmental Management and to Visayas State University.

- Duration: March 1, 2023 – September 11, 2023
- Position: Job Order - Clerk
- Name of Office/Unit: Guidance and Counseling Office
- Immediate Supervisor: Nenita V. Flores, MAEd, RGC
- Name of Agency/Organization and Location: Southern Leyte State University-Main Campus, Sogod, Southern Leyte
  
- List of Accomplishments and Contributions (if any)

- Received, disseminated, and filed the communications received;
- Prepared monthly, quarterly, bi-annual and annual Client Satisfaction Survey Result;
- Conducted information-drive on the programs offered by the six (6) campuses of Southern Leyte State University;
- Acted as the secretary of the VP for Student and Auxiliary Service (VPSAS) in the absence of VPSAS Secretary;
- Prepared and processed Purchase Requests and RIS for office supplies and other supplies reflected on the office' PPMP;
- Prepared travel claims, purchase requests, cash advances, and liquidation reports of the Guidance Counselor;
- Assisted in the documentation of student-related activities;
- Assisted in making all the preparation such as activity proposals for the conduct of activities spearheaded by the office;
- Submitted monthly report.

- Summary of Actual Duties

- Responsible in performing administrative and technical tasks in support to the Office of the Guidance and Counseling.

- Duration: January 5, 2022 – February 28, 2023
- Position: Job Order - Clerk
- Name of Office/Unit: Office of the Vice- President for Academic Affairs
- Immediate Supervisor: Annabelle M. Hufalar, DevEdD
- Name of Agency/Organization and Location: Southern Leyte State University-Main Campus, Sogod, Southern Leyte

- List of Accomplishments and Contributions (if any)

- Received, disseminated, and filed the communications received;
- Received payment for the alumni ID and membership fee;
- Prepared VPAA memorandum orders and disseminated them to the concerned personnel;
- Prepared recommendation and endorsement letters;
- Encoded Academic Affairs-related documents;
- Prepared the attachments of the VPAA's daily time record and submit to the Office of Human Resources.
- Facilitated in the preparation of the VPAA's OPCR and IPCR;
- Prepared and processed Purchase Requests and RIS for office supplies and other supplies reflected on the office' PPMP;
- Prepared travel claims, purchase requests, cash advances, and liquidation reports of Vice-President;
- Prepared the quarterly accomplishment report for the office of the Vice-President for Academic Affairs;
- Assisted in the documentation of Academic Affairs activities;
- Assisted in making all the preparation such as activity proposals for the conduct of activities spearheaded by the office;

- Submitted monthly accomplishment report.

- Summary of Actual Duties

- Responsible in performing administrative and technical tasks in support to the Office of the Vice-President of Academic Affairs.

- Duration: July 26, 2021 – December 29, 2021
- Position: Job Order - Clerk
- Name of Office/Unit: Office of the Vice- President for Students and Auxiliary Services
- Immediate Supervisor: Annabelle M. Hufalar, DevEdD
- Name of Agency/Organization and Location: Southern Leyte State University-Main Campus, Sogod, Southern Leyte

- List of Accomplishments and Contributions (if any)

- Received, disseminated, and filed the communications received;
- Received payment for the alumni ID and membership fee;
- Prepared VPSAS memorandum orders and disseminated them to the concerned personnel;
- Encoded Students and Auxiliary Services related documents;
- Prepared the attachments of the VPSAS' daily time record and submit to the Office of Human Resources;
- Facilitated in the preparation of the VPSAS' OPCR and IPCR;
- Prepared and processed Purchase Requests and RIS for office supplies and other supplies reflected on the office' PPMP;
- Prepared travel claims, purchase requests, cash advances, and liquidation reports of SAS staff and Vice-President;
- Prepared the quarterly accomplishment report for the office of the Vice-President for Student and Auxiliary Services;
- Prepared the annual PPMP of the VPSAS Office, and consolidate the PPMPs under the VPSAS Office;
- Assisted in the documentation of SAS activities;
- Assisted in making all the preparation such as activity proposals for the conduct of activities spearheaded by the office;
- Prepared a tool for the Vaccination Survey of the SLSU's faculty and students and weekly submit the consolidated data to the Office of the President and CHED Office;
- Submitted monthly accomplishment reports.

- Summary of Actual Duties

- Responsible in performing administrative and technical tasks in support to the Office of the Vice-President for Student and Auxiliary Services.

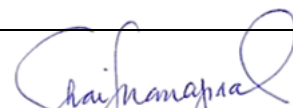
- Duration: October 9,2020 – February 19, 2021
- Position: Part-Time Faculty

- Name of Office/Unit: Institute of Arts and Sciences
- Immediate Supervisor: Mark Donald S. Oja, MS
- Name of Agency/Organization and Location: Southern Leyte State University-Main Campus, Sogod, Southern Leyte
- List of Accomplishments and Contributions (if any)
  - Prepared course syllabus, course map, class record, and other academic-related documents;
  - Prepared information materials, questionnaires, and table of specifications;
  - Conducted face-to-face and virtual classes.
- Summary of Actual Duties
  - Responsible in providing high-quality education and facilitate the learning process for students at the college level.

- Duration: October 9, 2020 – February 19, 2021
- Position: Consortium Secretariat
- Name of Office/Unit: Visayas-Mindanao Consortium of Journal Publication, Inc.
- Immediate Supervisor: Francis Ann R. Sy, PhD
- Name of Agency/Organization and Location: Visayas-Mindanao Consortium of Journal Publication, Inc., Southern Leyte State University-Main Campus, Sogod, Southern Leyte
- List of Accomplishments and Contributions (if any)
  - Prepared communications such as invitation letters, memorandum orders, resolutions, billing statements, liquidation reports, cash advances and other office-related documents;
  - Prepared important documents for BIR and SEC registration renewal;
  - Facilitated and hosted face-to-face and virtual meetings and events;
  - Maintain the VMCJPI website;
  - Assisted in making all the preparation such as activity proposals for the conduct of activities spearheaded by the office.
- Summary of Actual Duties
  - Responsible in performing administrative and technical tasks in support to Visayas-Mindanao Consortium of Journal Publication, Inc and to the Office of the Vice-President for Academics, Research and Innovation.

- Duration: Nov. 8 – Dec. 12, 2019
- Position: Student- assistant
- Name of Office/Unit: Department of Biotechnology
- Immediate Supervisor: Ma. Theresa P. Loreto
- Name of Agency/Organization and Location: Visayas State University-Main Campus, ViSCA, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)
  - Gathered essential documents on Areas 1-10 for AACUP Accreditation;
  - Sorted and packaged the AACUP Accreditation documents;
  - Follow any work-related orders from the immediate supervisor.
- Summary of Actual Duties
  - Responsible in performing administrative and technical tasks in support to the department's AACUP Accreditation.



SHAIRA B. MANAPSAL

(Signature over Printed Name  
of Employee/Applicant)

Date: January 8, 2024