

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 27, 2017 – Present
- Position: Elementary School Librarian
- Name of Office/Unit: Elementary Library
- Immediate Supervisor: Dr. Virginia P. Mollaneda
- Name of Agency/Organization and Location: University of Southern Philippines Foundation, Cebu City
- List of Accomplishments and Contributions (if any)
 - Designed Library Instruction as part of Literacy Program to all grade levels.
 - Provided Automated Library System to support its collections and services.
 - Coordinates in the project “Knowledge Engine” initiated by the Library and ICT as repository of online resources to support the curricular needs of the university.
- Summary of Actual Duties
 - Responsible for the overall implementation of library policies, procedures, and records safekeeping in the Elementary Library e.g., administers and develops library collections through selection, cataloging, processing, weeding, inventory and general repair of holdings and facilities, prepares annual library budget, promotes library customer service, and actively participates and contributes to the development and accomplishment of department proficiencies.

- Duration: October 2015 – April 2017
- Position: Periodicals Librarian
- Name of Office/Unit: College Library
- Immediate Supervisor: Dr. Aileen B. Catacutan
- Name of Agency/Organization and Location: University of the Visayas – Main Campus, Cebu City
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Responsible in the operations and activities of the Periodical Section e.g., coordinates with the deans and faculty members for their recommended periodical

titles for subscription, processes current issues of magazines and newspapers and handles the binding and storage of older issues, prepares activities for the maximum utilization, and evaluates statistics of the periodical collection, downloads online periodical articles which are deemed useful to the clientele, supervises student assistant/s in the performance of their duties consistent with library procedures and policies of operation.

- Duration: August 2013 – July 2015
- Position: Periodicals Librarian
- Name of Office/Unit: College Library
- Immediate Supervisor: Laura A. Cueva
- Name of Agency/Organization and Location: University of Cebu – Banilad Campus, Cebu City
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Responsible for selecting, receiving, cataloging, and processing periodical collections e.g., educate patrons on how to use search information using the library databases, maintain library records and ensure it is updated, performs regular inventory of periodical collections, keeps and updates periodical files by selecting newspaper articles for digitization and indexing relevant articles from journals and magazines.

- Duration: June 2012 – July 2013
- Position: Librarian/Administrative Staff
- Name of Office/Unit: Library/Admin Office
- Immediate Supervisor: Elvira R. Paglinawan
- Name of Agency/Organization and Location: Holy Infant School Montessori, Lapu-lapu City
- List of Accomplishments and Contributions (if any)
 - Provided a library space to ensure that library services meet the needs of the users.
- Summary of Actual Duties
 - Responsible for overall operations in the library that support the quality of teaching and learning activities of the school community and provide administrative support to ensure the efficient operations in the office.



KIMBERLY KAYE A. VARQUEZ

(Signature over Printed Name
of Employee/Applicant)

Date: May 19, 2022