

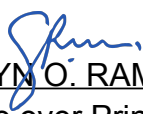
## WORK EXPERIENCE SHEET

**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: July 10, 2023 – Present
- Position: Department clerk / deputy Document and Records Controller
- Name of Office/Unit: Department of Biotechnology
- Immediate Supervisor: MS. Donna Christene Q. Ramos
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
- Summary of Actual Duties
  - Issuing, maintaining retrieving and controlling controlled document; assigning of document numbers and other coding controls for document in coordination with the DRC; coordinate with and inform relevant personnel on any changes; ensuring the implementation of the control of records
  - Encode annual reports, development plan, annual procurement plan, accomplishment report and individual faculty workload. Encode/ photocopy examinations, instructional materials and other pertinent documents. Encode/file/retrieve communications, memos, reports, proposals, requests of supplies and materials, renewal of appointments & other official record. Prepare payroll, trip ticket, travel voucher, reimbursement. Record and remind department head re: meetings, seminars and other functions.

- Duration: April 1, 2023 – June 30, 2023
- Position: CHED-UniFAST Encoder
- Name of Office/Unit: Dean of Students Office
- Immediate Supervisor: Dr. Manolo B. Loreto Jr.
- Name of Agency/Organization and Location: Visayas State University
- Summary of Actual Duties
  - Encodes COR in database format as required for free tuition or higher education of the CHED-UniFAST, renaming/labelling of the CORs and preparing the billing documents for the VSU Main Campus, checking the billing documents from all external campuses.

  
SHERLYN O. RAMONEDA  
(Signature over Printed Name  
of Employee/Applicant)

Date: 02-21-2025