

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.

Sample: If applying to Supervising Administrative Officer

- Duration: February 11, 2011 – present
- Position: Human Resource Management Officer III
- Name of Office/Unit: Finance and Administrative Service
- Immediate Supervisor: Maria Estrada
- Name of Agency/Organization and Location: Department of Human Resources, Metro Manila
- List of Accomplishments and Contributions (if any)
 - Developed recruitment plan
 - Designed training program for retirees under EO 366
- Summary of Actual Duties
 - Responsible for the management of the recruitment and selection process and the coordination of training activities of the Department; provides assistance in the management of the Division’s programs and activities and performs other related functions.

- Duration: April 4, 2021 – July 16, 2021
- Position: Part Time Instructor
- Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
- Immediate Supervisor: Dr. Jett Quebec
- Name of Agency/Organization and Location: Visayas State University- Main Campus, VisCA, Baybay City, Leyte

Summary of Actual Duties

- Prepared and delivered online lectures for the following college subjects: Humn11 (Art Appreciation) and Comm11 (Purposive Communication)
- Impartially evaluated papers and projects of students.

- Duration: March 9, 2019 – March 10, 2021
- Position: Online/Offline English Teacher
- Name of Office/Unit: Jump High Academy, Inc.
- Immediate Supervisor: Mujin Lee
- Name of Agency/Organization and Location: Jump High Academy, Inc. Prestige Tower, Ortigas Business Center, pasig City, Metro Manila


Summary of Actual Duties

- Offered one-on-one and online tutoring to foreign students to improve their speaking and writing skills and boost their classroom performance in using the English Language.
- Taught several classes daily with average of 1-2 students each, including beginner, advanced, and intermediate levels.

- Duration: October 2014 – April 2016
- Position: Part Time Instructor
- Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
- Immediate Supervisor: Dr. Annie Parmis - Gravoso
- Name of Agency/Organization and Location: Visayas State University- Main Campus, VisCA, Baybay City, Leyte

Summary of Actual Duties

- Prepared and delivered lectures for the following college subjects: Humanities, Art Appreciation, Literature, Philippine History, Speech Communication, and Remedial English.
- Impartially evaluated papers and projects of students.
- Spearheaded academic and extracurricular activities such as group discussions, workshops and exhibits related to subjects taught.


CHRISTIAN N. BACOLOD
(Signature over Printed Name
of Employee/Applicant)

Date: 7/12/2021