## **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: Jan 2025 May 23, 2025
- Position: Part-time Instructor
- Name of Office/Unit: Institute of Tropical Ecology and Environmental Science
- Immediate Supervisor: Teofanes A. Patindol
- Name of Agency/Organization and Location: Institute of Tropical Ecology and Environmental Management, Visayas State University
  - List of Accomplishments and Contributions (if any)
  - Summary of Actual Duties
    - Facilitated learning using appropriate and innovative teaching strategies. These
      included but did not limit to PowerPoint presentations, varied type of quizzes, test
      questionnaires with answer key and table of specifications.
    - Prepared learning materials for environmental courses necessary for the growth and development of the students.
    - Recorded and monitored grades of the students.
    - o Prepared communication letters in case of conducting make-up classes.
    - o Prepared monthly accomplishment reports.
- Duration: Aug 2024 Dec 13, 2024
- Position: Part-time Instructor
- Name of Office/Unit: Institute of Tropical Ecology and Environmental Science
- Immediate Supervisor: Teofanes A. Patindol
- Name of Agency/Organization and Location: Institute of Tropical Ecology and Environmental Management, Visayas State University
  - List of Accomplishments and Contributions (if any)
  - Summary of Actual Duties
    - Facilitated learning using appropriate and innovative teaching strategies. These
      included but did not limit to PowerPoint presentations, varied type of quizzes, test
      questionnaires with answer key and table of specifications.
    - Prepared learning materials for environmental courses necessary for the growth and development of the students.
    - Recorded and monitored grades of the students.

- o Prepared communication letters in case of conducting make-up classes.
- Prepared monthly accomplishment reports.
- Duration: Jan 22, 2024 May 24, 2024
- Position: Part-time Instructor
- Name of Office/Unit: Institute of Tropical Ecology and Environmental Management
- Immediate Supervisor: Teofanes A. Patindol
- Name of Agency/Organization and Location: Institute of Tropical Ecology and Environmental Management, Visayas State University
  - List of Accomplishments and Contributions (if any)
  - Summary of Actual Duties
    - Facilitated learning using appropriate and innovative teaching strategies. These
      included but did not limit to PowerPoint presentations, varied type of quizzes, test
      questionnaires with answer key and table of specifications.
    - Prepared learning materials for environmental courses necessary for the growth and development of the students.
    - Facilitated hands-on laboratory activities outside the classroom.
    - Recorded and monitored grades of the students.
    - Prepared communication letters in case of conducting make-up classes and site visitations.
    - Prepared monthly accomplishment reports.
- Duration: Sept 01, 2023 Dec 20, 2023
- Position: Part-time Instructor
- Name of Office/Unit: Institute of Tropical Ecology and Environmental Management
- Immediate Supervisor: Eliza D. Espinosa/Teofanes A. Patindol
- Name of Agency/Organization and Location: Institute of Tropical Ecology and Environmental Management, Visayas State University
  - List of Accomplishments and Contributions (if any)
  - Summary of Actual Duties
    - Facilitated learning using appropriate and innovative teaching strategies. These
      included but did not limit to PowerPoint presentations, varied type of quizzes, test
      questionnaires with answer key and table of specifications.
    - Prepared learning materials for environmental courses necessary for the growth and development of the students.
    - Recorded and monitored grades of the students.
    - Prepared communication letters in case of conducting make-up classes.
    - Prepared monthly accomplishment reports.

• Duration: Feb 19, 2023 – June 22, 2023

Position: Part-time Instructor

- Name of Office/Unit: Institute of Tropical Ecology and Environmental Management
- Immediate Supervisor: Eliza D. Espinosa
- Name of Agency/Organization and Location: Institute of Tropical Ecology and Environmental Management, Visayas State University
  - List of Accomplishments and Contributions (if any)
  - Summary of Actual Duties
    - Facilitated learning using appropriate and innovative teaching strategies. These
      included but did not limit to PowerPoint presentations, varied type of quizzes, test
      questionnaires with answer key and table of specifications.
    - Prepared learning materials for environmental courses necessary for the growth and development of the students.
    - Recorded and monitored grades of the students.
    - Prepared communication letters in case of conducting make-up classes.

o Prepared monthly accomplishment reports.

JANNELLE G. ASOMBRADO (Signature over Printed Name of Employee/Applicant)

Date: August 04, 2025