

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: August 19, 2024 – December 27, 2024
- Position: Project-Based Research Assistant Staff
- Name of Office/Unit: Research, Innovation and Extension Services
- Immediate Supervisor: Francis Ann R. Sy
- Name of Agency/Organization and Location: Southern Leyte State University, Sogod Southern Leyte
- List of Accomplishments and Contributions (if any)
  - Managed three projects simultaneously
  - Coordinate cross-functional teams and Project Management
- Summary of Actual Duties
  - Conduct literature reviews, and relevant data related to the research project
  - Develop research papers, outlines and collect data from Scopus database
  - Upload research papers in Scopus Journals
  - Checked research papers from multiple students under Research
  - Processed administrative works related to the three funded projects

\_\_\_\_\_  
(Signature over Printed Name  
of Employee/Applicant)

Date: \_\_\_\_\_