

## WORK EXPERIENCE SHEET

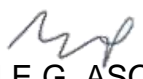
**Instructions:** 1. Include only the work experiences relevant to the position being applied to.

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: September 01, 2023 – December 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.
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- Duration: February 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.

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- Recorded and monitored grades of the students.
- Prepared communication letters in case of conducting make-up classes.
- Prepared monthly accomplishment reports.

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

Date: December 20, 2023