### **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: April 2024 May 2025
- Position: Human Resource Associate Training and Development / UCLM Working Scholar Hiring & Deployment
- Name of Office/Unit: **Human Resource Department**
- Immediate Supervisor: Ms. Joan Marie P. Macachor
- Name of Agency/Organization and Location: University of Cebu Lapulapu & Mandaue Campus

#### > Summary of Actual Duties:

# HR Associate for Training and Development:

- Assisting in gathering feedback from employees and department heads (e.g., through surveys, interviews, performance review data) to identify skill gaps and training needs for faculty, staff, and potentially even working scholars.
- Compiling and analyzing data related to training requests and organizational development goals.
- Coordinating dates, times, and venues (physical or virtual) for training sessions, workshops, and seminars.
- Preparing, printing, and organizing training materials, handouts, presentations, and registration forms.
- Communicating with external trainers, speakers, or training providers to confirm arrangements, share participant lists, and manage logistical requirements.
- Ensuring all necessary equipment (e.g., projectors, computers, sound systems, and flip charts) is set up and functional for training sessions.
- Managing RSVPs, sending out invitations, reminders, and pre-reading materials to participants.
- Assisting trainers during sessions (e.g., taking attendance, distributing materials, and managing Q&A sessions, facilitating small group activities).
- Distributing and collecting post-training evaluation forms (surveys) from participants.
- Compiling and summarizing feedback data for analysis by HR management or training specialists.
- Assisting in preparing reports on training effectiveness, attendance, and participant satisfaction.
- Preparing and distributing certificates of completion for training programs.
- Maintaining accurate and up-to-date records of all training activities, including participant lists, attendance sheets, training outlines, and evaluation results.
- Updating employee training records in the HRIS.

- Drafting internal communications (memos, emails) to announce upcoming training programs, share success stories, or communicate policy updates related to learning and development.
- Responding to employee inquiries about training opportunities.

# **♣** Working Scholars Hiring and Deployment In-Charge:

- Developing and implementing the hiring process for working scholars.
- Sourcing and screening applicants based on academic standing, financial need, and other program criteria.
- Conducting initial interviews or coordinating with academic departments for applicant evaluations.
- Coordinating with various university departments and offices (e.g., library, registrar, administrative offices, IT) to identify staffing needs and vacancies for working scholars.
- Matching qualified scholars to appropriate department roles based on their skills, course schedules, and department requirements.
- Creating and maintaining a deployment schedule or roster for all working scholars.
- Conducting specific orientation sessions for new working scholars to explain their duties, program policies, work hours, and university expectations.
- Ensuring all necessary agreements and forms (e.g., memoranda of agreement, contracts) are completed and signed by the scholar and the university.
- Serving as the primary point of contact for department heads and supervisors regarding the performance of working scholars.
- Addressing performance issues, conflicts, or concerns that arise between scholars and their assigned departments.
- Collecting and consolidating performance evaluations from departments.

#### General, administrative and operational support:

- Assisting with the logistics of training programs, workshops, and professional development sessions for faculty and staff.
- Maintaining records of employee training and certifications.
- Draftina HR-related letters, memos, and other documents.
- Screening resumes, organizing applications, and scheduling interviews for various positions (faculty, staff, administrative).
- Coordinating and assisting with new employee orientation programs, ensuring all necessary paperwork (e.g., government forms, university policies) is completed.
- Accurately maintaining physical and digital employee records, ensuring compliance with data privacy regulations.
- Inputting and updating employee data in the Human Resources Information System (HRIS), including personal information, compensation, benefits, and training records.
- Assisting with generating HR reports (e.g., headcount, turnover, attendance) for management.

- Supporting the planning and execution of employee engagement activities, recognition programs, and university-wide events.
- Helping to communicate HR policies and updates to employees.
- Ordering and managing HR office supplies.
- Organizing and archiving HR documents.
- Duration: March 2016 December 2023
- Position: Project Technical Staff II
- Name of Office/Unit: Local Graduate Scholarships Office
- Immediate Supervisor: **Dr. Leo D. Camposano**
- Name of Agency/Organization and Location: **Commission on Higher Education Regional Office VIII**

### > Summary of Actual Duties:

- Coordination with the DHEIs regarding concerns of scholars, including but not limited to the submissions in relation to claims for allowances and special requests.
- Serves as Applicant / Scholar Coordinating Officer.
- Communicates with applicant / scholar concerns and updates on application process, study progress, and scholarship compliance.
- Provides quick and reliable response to inquiries and concerns of applicants and scholars particularly in the submission of documents, status of study, and compliance to the policy of the scholarship.
- Provides support in the vetting and validation of submissions and approval of applications, as required.
- Monitor the compliance of the scholars for the claims of financial privileges.
- Monitor the compliance of the scholars with required reports and other submissions.
- Processes special requests and other similar matters with delegation of authority to the Regional Director.
- Assists in the conduct of fact-finding and other inquiry as needed in the resolution of cases/concerns of scholars and the DHEIs.
- Provides support in the preparation and writing of the Complete Staff Work (CSW) and other materials for submission (e.g. Reports, NTEs, Case Briefs, etc) to the CHED Regional Director, for consideration of the Local Graduate Scholarships Committee.
- Assists the LGSO in coordinating with the DHEIs within its jurisdiction for 2016approved scholars.
- Coordination with the DHEIs regarding the concerns of 2017-approved scholars, in relation to requests, cases, status of study, and other concerns.
- Provides timely and accurate response to inquiries, complaints and concerns of the 2017-approved scholars, in relation to the policies of the SGS-L.
- Processes special requests and other similar matters with delegation of authority to the Regional Director.
- Conducts initial checking and ensures that documents received by the Regional Office related to special requests, special cases, end-of-grant requirements and

- SHEI-related reports are complete, valid and compliant to the policies prior to endorsement to the LGSO.
- Drafts official communications to stakeholders (e.g. Memoranda, Letters, Notices to Explain, etc.) in relation to 2017-approved scholars and SHEI-related reports and submissions.
- Provides support to the PTS III in the conduct of fact-finding, and preparation of Complete Staff Work (CSW) and other materials for submission (e.g. Reports, NTEs, Case Briefs, etc.) to the CHED Regional Director, for consideration of the Local Graduate Scholarships Committee

• Duration: July 2014 - March 2016

• Position: **Teacher** 

Name of Office/Unit: English (Reading Area)
Immediate Supervisor: Ms. Irene D. Rempillo

• Name of Agency/Organization and Location: **Kumon Tacloban Learning Center** 

# > <u>Summary of Actual Duties:</u>

- Promptly grading completed worksheets (both classwork and homework).
- Marking errors and ensuring students correct their mistakes immediately.
- Providing hands-on guidance to younger students (pre-schoolers) on how to hold a pencil, write neatly, and understand the Kumon routine.
- Offering hints and guidance to students who are stuck, following the Instructor's method of not giving direct answers but leading students to discover solutions.
- Helping to keep students focused and on task during their study session.
- Assessing their oral reading ability.
- Recording student scores, completion times, and other relevant data from the worksheets for the Instructor's review.
- Organizing completed worksheets and preparing new sets for students.
- Checking students in and out.
- Preparing and organizing study materials.
- Maintaining the cleanliness and organization of the study area.
- Assisting with administrative tasks as needed.
- Assisting with communication between the Instructor, students, and parents (e.g., relaying messages, answering basic inquiries).
- Providing feedback to the Instructor based on observations of students.

Duration: June 2013 - April 2014

• Position: **Teacher** 

Name of Office/Unit: Science Department

• Immediate Supervisor: Ms. Irene De La Cuesta

• Name of Agency/Organization and Location: St. Benedict College Tacloban City

#### > Summary of Actual Duties:

- Delivering engaging and informative lectures on fundamental science concepts, theories, and principles.
- Leading class discussions, encouraging critical thinking, and addressing student questions and misconceptions.
- Supervising and guiding students during laboratory experiments, ensuring safety protocols are followed, and assisting with data collection and analysis.
- Conducting science demonstrations to illustrate concepts and make learning more interactive.
- Integrating educational technologies.
- Creating a detailed syllabus outlining course objectives, topics, assessments, and grading criteria.
- Developing detailed lesson plans that align with course objectives and learning outcomes.
- Preparing instructional materials such as lecture notes, presentations, problem sets, lab manuals, and supplementary readings.
- Creating quizzes, exams, laboratory reports, assignments, and projects to assess student understanding.
- Promptly and fairly grading student work, providing constructive feedback.
- Tracking student performance and identifying students who may need additional support.
- Submitting grades and other required reports to the department or registrar's office on time.
- Attending departmental and faculty meetings.
- Collaborating with other science instructors and colleagues.

• Duration: December 2012 - May 2013

• Position: Office Staff

• Name of Office/Unit: Admin Office

• Immediate Supervisor: Mr. Edgardo De Jesus

• Name of Agency/Organization and Location: **Country Bankers Life Insurance Company** 

# Summary of Actual Duties:

- Accurately entering and updating client information, policy details, premium payments, and claims data into the company's insurance software or database.
- Maintaining organized and confidential physical and digital files for policies, claims, client correspondence, and other relevant documents.
- Preparing policy documents, endorsements, certificates of insurance, renewal notices, and other official correspondence.

- Serving as a first point of contact for client inquiries via phone, email, or in-person regarding policy details, coverage, billing, and claims status.
- Drafting professional emails, letters, and memos to clients, partners, and internal departments.
- Following up on pending documents, payments, or client requests.
- Assisting in the processing of new insurance applications, ensuring all required fields are completed and supporting documents are attached.
- Tracking upcoming policy expirations, preparing renewal notices, and assisting clients with the renewal process.
- Receiving initial claim notifications from clients.
- Guiding clients on the necessary documents for claims submission and ensuring all required paperwork is complete and accurate.
- Encoding initial claims information into the system.
- Acting as a liaison between the client and the claims department, providing updates and ensuring smooth communication.
- Assisting with the recording and tracking of premium payments received from clients.
- Addressing client inquiries related to billing, outstanding premiums, and payment schedules.
- Monitoring and ordering office supplies for the department.
- Handling incoming and outgoing mail and deliveries.
- Reviewing documents for accuracy and completeness before final processing or submission.

• Duration: June 2011 - August 2012

• Position: Teacher

• Name of Office/Unit: Science Area

• Immediate Supervisor: Ms. Margaret Pashley

• Name of Agency/Organization and Location: **Center for Change Foundation Incorporation, Leyte Philippines** 

### > Summary of Actual Duties:

- Guiding students through their self-instructional "P.A.C.E.s" (Packets of Accelerated Christian Education). This involves explaining concepts, answering questions, and checking for understanding as students work at their own pace.
- Assisting each student in setting daily goals for their P.A.C.E. completion and monitoring their progress to ensure they meet these goals.
- Administering "Check-Ups" (short quizzes within a P.A.C.E.) and "P.A.C.E. Tests" when students are ready, ensuring academic integrity.
- Identifying specific learning difficulties based on P.A.C.E. results and providing targeted, one-on-one or small-group remediation.

- Providing personal and academic guidance, acting as a mentor, and supporting the children's emotional and psychological well-being. This is particularly important given the children's backgrounds.
- Actively promoting positive values, ethics, and character traits as integrated into the SOT curriculum and the Foundation's Christ-centered approach.
- Maintaining a structured, safe, and positive learning environment, addressing behavioral issues with empathy and consistency, in line with the Foundation's care philosophy.
- Continuously encouraging students, celebrating their small victories, and building their self-esteem and confidence in their learning abilities.
- Maintaining detailed records of each student's academic progress, P.A.C.E. completion, and test scores.
- Preparing regular progress reports for the school administration and, if applicable, for house parents or social workers involved in the child's care.
- Collaborating with social workers, psychologists, and house parents to ensure a consistent and supportive environment for each child, addressing academic and socio-emotional needs.
- Ensuring the learning center (classroom) is conducive to individualized learning, organized, and equipped with necessary materials.
- Participating in and supporting school-wide activities, events, and programs that contribute to the children's overall development, such as sports, arts, spiritual activities, or community engagement projects.

SHERYL M. MERCADO

(Signature over Printed Name of Employee/Applicant)

Date: <u>JULY 2025</u>