

WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied for.
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 starting with the most recent/present employment

- Duration: January 29, 2024 – Present
- Position: Instructor
- Name of Office/Unit: Visayas State University
- Immediate Supervisor: Randy G. Omega
- Name of Agency/Organization and Location: Department of Tourism and Hospitality Management, Visca, Baybay City, Leyte

- Summary of Actual Duties

Responsible for developing course syllabi, learning guides, and assessments, computing students' grades, and facilitating students' learning through synchronous classes.

- Duration: February – June 18, 2022
- Position: Part-time Instructor
- Name of Office/Unit: Visayas State University
- Immediate Supervisor: Venice B. Ybañez
- Name of Agency/Organization and Location: Department of Tourism and Hospitality Management, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

- Developed OBE Course Syllabus and Learning Guides for HMgt 120 and HMgt 130
- Designed and curated Moodle classroom course content

- Summary of Actual Duties

- Responsible for developing course syllabi, learning guides, and assessments, computing students' grades, and facilitating students' learning through asynchronous and synchronous classes.

- Duration: August 18, 2021 – January 28, 2022
- Position: Part-time Instructor
- Name of Office/Unit: Visayas State University
- Immediate Supervisor: Venice B. Ybañez
- Name of Agency/Organization and Location: Department of Tourism and Hospitality Management, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

- Developed OBE Course Syllabus and Learning Guides for HMgt 137 and HMgt 141
- Designed and curated Moodle classroom course content

- Summary of Actual Duties

- Responsible for developing course syllabi, learning guides, and assessments, computing students' grades, and facilitating students' learning through asynchronous and synchronous classes.

- Duration: March 18, 2021 – July 31, 2021
- Position: Substitute Instructor
- Name of Office/Unit: Visayas State University
- Immediate Supervisor: Venice B. Ybañez
- Name of Agency/Organization and Location: Department of Tourism and Hospitality Management, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Developed OBE Course Syllabus and Learning Guides for HMgt 120, HRTM 128 and HMgt 130
 - Designed and curate Moodle classroom course content
- Summary of Actual Duties
 - Responsible for developing course syllabus, learning guides, assessments, computing student's grades and facilitating students learning thru asynchronous and synchronous classes.

- Duration: October 5, 2020 – February 28, 2021
- Position: Part-time Instructor
- Name of Office/Unit: Visayas State University
- Immediate Supervisor: Venice B. Ybañez
- Name of Agency/Organization and Location: Department of Tourism and Hospitality Management, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Developed OBE Course Syllabus and Learning Guides for HMgt 137 and HMgt 141
 - Designed and curate Moodle classroom course content
- Summary of Actual Duties
 - Responsible for developing course syllabus, learning guides, assessments, computing student's grades and facilitating students learning thru asynchronous and synchronous classes.

- Duration: March 1, 2020 – September 2020
- Position: Resort Manager
- Name of Office/Unit: Kissbone Cove Clubhouse and Beach Resort
- Immediate Supervisor: Ramila Geganto
- Name of Agency/Organization and Location: Kissbone Cove Clubhouse and Beach Resort, Saint Bernard, Southern Leyte
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - ✓ Managing all aspect of resort operations from accommodation, catering, events management, resort activities and restaurant operation
 - ✓ Join and Government Bidding Activites and process bidding documents for catering and live in seminar related contracts within Eastern Visayas
 - ✓ Manage social media presence of the resort as well as online marketing

- Duration: September 5, 2017 – June 15, 2019
- Position: Resort Manager
- Name of Office/Unit: Kissbone Cove Clubhouse and Beach Resort
- Immediate Supervisor: Ramila Geganto
- Name of Agency/Organization and Location: Kissbone Cove Clubhouse and Beach Resort, Saint Bernard, Southern Leyte

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

- ✓ Managing all aspect of resort operations from accommodation, catering, events management, resort activities and restaurant operation
- ✓ Join and Government Bidding Activites and process bidding documents for catering and live in seminar related contracts within Eastern Visayas
- ✓ Manage social media presence of the resort as well as online marketing

- Duration: May 3, 2015 – August 31, 2017
- Position: Restaurant Manager
- Name of Office/Unit: Mang Inasal 999 Phase 1
- Immediate Supervisor: Von Sunga
- Name of Agency/Organization and Location: Green Way Food Corner (Mang Inasal), Divisoria, Binondo, Manila

- List of Accomplishments and Contributions (if any)

- ✓ Gold Store, Quality Assurance Audit 2016
- ✓ Gold Store, Quality Assurance Audit 2015

- Summary of Actual Duties

- ✓ Ensure all members of the team are following Mang Inasal standard operating procedures in terms of food safety, HACCP, delivery handling, storage, portioning, cooking and serving of products
- ✓ Lead the team in achieving company sales target and store goals
- ✓ Pass the Mang Inasal standard FSC yearly audit
- ✓ Hire and train new team members
- ✓ In-charge of manpower management, approved leave and absences

- Duration: May 3, 2013 – May 3, 2015
- Position: Restaurant Manager
- Name of Office/Unit: Mang Inasal Sogod
- Immediate Supervisor: Cheryl Kate Lim
- Name of Agency/Organization and Location: Debz Great Food Express (Mang Inasal), Sogod, Southern Leyte

- List of Accomplishments and Contributions (if any)

- ✓ Certified Store, Quality Assurance Audit 2014

- Summary of Actual Duties

- ✓ Ensure all members of the team are following Mang Inasal standard operating procedures in terms of food safety, HACCP, delivery handling, storage, portioning, cooking and serving of products
- ✓ Lead the team in achieving company sales target and store goals
- ✓ Pass the Mang Inasal standard FSC yearly audit
- ✓ Hire and train new team members
- ✓ In-charge of manpower management, approved leave and absences


DANIEL D. SUMABAT

(Signature over Printed Name
of Employee)

Date: September 11, 2025