

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: July 1, 1992 to present
- Position: Administrative Aide III
- Name of Office/Unit: College of Veterinary Medicine
- Immediate Supervisor: Dr. Eugene B. Lañada
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
- Prepares recommendation to attend trainings/workshops/seminars/conventions/fora/conferences, recommendation letters/appointment for renewal and newly hired of faculty and staff, prepare appointments of casual/contractual Science Research Assistant and Job Order, type and print official communications, payrolls purchase order, inspection report, travel request, vouchers, itinerary of travel, DTR's, reimbursement, liquidation, petty/cash advance, application for leave, performance evaluation, job request, etc.
- Record filling of individual faculty such as personal documents, office file/records
- Reproduction of course syllabus, midterm and final Examination of college faculties.
- Prepare letter request for hiring of regular/part-time instructor's/professor, Science Research Assistant, typed projected/actual and teaching load, individual faculty workload and posting of notice, etc.
- Prepare and encode accomplishment report of the college, budget proposal, emergency purchased of office supplies and materials, laboratory chemicals supplies and materials etc.
- Other duties may be assigned by the faculties, department heads and dean of the college.


JOEL M. ISRAEL

(Signature over Printed Name
of Employee/Applicant)

Date: July 1, 2020

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