

PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.

READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.

Print legibly. Tick appropriate boxes (☐) and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.

1. CS ID No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

| | | | |
|-------------------------------|---|---|--|
| 2. SURNAME | ABAD | | |
| FIRST NAME | HANNAH RISSAH | NAME EXTENSION (JR., SR) N/A | |
| MIDDLE NAME | FORIO | | |
| 3. DATE OF BIRTH (mm/dd/yyyy) | 07/04/1986 | 18. CITIZENSHIP | <input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country: |
| 4. PLACE OF BIRTH | BAYBAY, LEYTE | If holder of dual citizenship, please indicate the details. | Philippines |
| 5. SEX | <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female | | |
| 6 CIVIL STATUS | <input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s: | 17. RESIDENTIAL ADDRESS | House/Block/Lot No. Street CARIDAD Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province |
| 7. HEIGHT (m) | 1.52 M | ZIP CODE | 6521 |
| 8. WEIGHT (kg) | 56 KG | | |
| 9. BLOOD TYPE | O | 18. PERMANENT ADDRESS | House/Block/Lot No. Street CARIDAD Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province |
| 10. GSIS ID NO. | LP-86040700058 | ZIP CODE | 6521 |
| 11. PAG-IBIG ID NO. | 147000248651 | | |
| 12. PHILHEALTH NO. | 080000754335 | | |
| 13. SSS NO. | N/A | 19. TELEPHONE NO. | NONE |
| 14. TIN NO. | 254-126-258-000 | 20. MOBILE NO. | 09755454014 |
| 15. AGENCY EMPLOYEE NO. | V000839 | 21. E-MAIL ADDRESS (if any) | hahrizforio@gmail.com |

II. FAMILY BACKGROUND

| | | | | |
|--------------------------|------------------------|------------------------------|---|----------------------------|
| 22. SPOUSE'S SURNAME | ABAD | | 23. NAME of CHILDREN (Write full name and list all) | DATE OF BIRTH (mm/dd/yyyy) |
| FIRST NAME | JIK-JIK (R.J) | NAME EXTENSION (JR., SR) N/A | N/A | N/A |
| MIDDLE NAME | OYONG | | | |
| OCCUPATION | BUSINESSMAN | | | |
| EMPLOYER/BUSINESS NAME | FORIO RICE MILL | | | |
| BUSINESS ADDRESS | CARIDAD, BAYBAY, LEYTE | | | |
| TELEPHONE NO. | 09466747632 | | | |
| 24. FATHER'S SURNAME | FORIO | | | |
| FIRST NAME | ABRAHAM | NAME EXTENSION (JR., SR) N/A | | |
| MIDDLE NAME | FAJILAGUTAN | | | |
| 25. MOTHER'S MAIDEN NAME | EDNA S. ESTEBES | | | |
| SURNAME | ESTEBES | | | |
| FIRST NAME | EDNA | | | |
| MIDDLE NAME | SARDENIA | | | |

(Continue on separate sheet if necessary)

III. EDUCATIONAL BACKGROUND

| 26. LEVEL | NAME OF SCHOOL (Write in full) | BASIC EDUCATION/DEGREE/COURSE (Write in full) | PERIOD OF ATTENDANCE | | HIGHEST LEVEL/ UNITS EARNED (if not graduated) | YEAR GRADUATED | SCHOLARSHIP/ ACADEMIC HONORS RECEIVED |
|------------------------------|--|--|----------------------|------|--|-------------------|--|
| | | | From | To | | | |
| ELEMENTARY | VISCA FOUNDATION ELEMENTARY SCHOOL | PRIMARY EDUCATION | 1993 | 1999 | N/A | 1999 | N/A |
| SECONDARY | LEYTE STATE UNIVERSITY LABORATORY HIGH SCHOOL/ VISAYAS STATE UNIVERSITY LABORATORY HIGH SCHOOL | HIGH SCHOOL | 1999 | 2003 | N/A | 2003 | IST HONORABLE MENTION |
| VOCATIONAL / TRADE COURSE | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| COLLEGE | UNIVERSITY OF THE PHILIPPINES- LOS BANOS | BACHELOR OF SCIENCE IN APPLIED PHYSICS | 2003 | 2007 | N/A | 2007 | CUMLAUDE |
| GRADUATE STUDIES | UNIVERSITY OF THE PHILIPPINES- DILIMAN | MASTERS OF SCIENCE IN PHYSICS | 2008 | 2011 | N/A | 2011 | N/A |

(Continue on separate sheet if necessary)

| | | | | |
|-----------|--|------|------------|--|
| SIGNATURE | | DATE | 11/18/2019 | CSC FORM 212 (Revised 2017), Page 1 of 4 |
|-----------|--|------|------------|--|

IV. CIVIL SERVICE ELIGIBILITY

| 27. | CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE | RATING (If Applicable) | DATE OF EXAMINATION / CONFERMENT | PLACE OF EXAMINATION / CONFERMENT | LICENSE (if applicable)* | |
|-----|--|---------------------------|--|-----------------------------------|--------------------------|---------------------|
| | | | | | NUMBER | Date of Validity |
| | CAREER SERVICE PROFESSIONAL (PD 907- HONOR GRADUATE) | N/A | N/A | N/A | N/A | N/A |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

(Continue on separate sheet if necessary)

| | | | | |
|------------------|--|-------------|------------|---|
| SIGNATURE | | DATE | 11/18/2019 | CS FORM 212 (Revised 2017) Page 2 of 4 |
|------------------|--|-------------|------------|---|

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION

| 29. | NAME & ADDRESS OF ORGANIZATION (Write in full) | INCLUSIVE DATES (mm/dd/yyyy) | | NUMBER OF HOURS | POSITION / NATURE OF WORK |
|-----|--|---------------------------------|------------|-----------------|-----------------------------------|
| | | From | To | | |
| | HISTORY MAKERS, SINGAPORE | 27/11/2013 | 30/11/2013 | 32.0 | RELIEF OPERATION- TYPHOON YOLANDA |
| | VISAYAS STATE UNIVERSITY PHYSICAL SCIENCES SOCIETY | 01/06/2015 | 01/03/2016 | N/A | ADVISER |
| | VISAYAS STATE UNIVERSITY ROBOTICS | 01/08/2016 | PRESENT | N/A | ADVISER |

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

(Start from the most recent L&D training program and include only the relevant L&D/training taken for the last five (5) years for Division Chief/Executive/Managerial positions)

| 30. | TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full) | INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy) | | NUMBER OF HOURS | Type of LD (Managerial/ Supervisory/ Technical/etc) | CONDUCTED/ SPONSORED BY (Write in full) |
|-----|--|---|------------|-----------------|--|---|
| | | From | To | | | |
| | COMPLEX SYSTEM CMFERENCE 2019 | 9/30/2019 | 10/4/2019 | 50 | RESEARCH | COMPLEX SYTEM SOCIETY |
| | Echo Seminar-Workshop on the 1st Association of Education Researchers and Trainers (ASSERT) National Convention on Outcome-Based Education. CCE Building, VSU, VISCA, Baybay, Ileyte | 02/07/2018 | 02/07/2018 | 8 | INSTRUCTION | VISAYAS STATE UNIVERSITY FACULTY ASSOCIATION- MAIN CAMPUS |
| | COMMISSION ON HIGHER EDUCATION TRAINING IN GENERAL EDUCATION TRAINING, ATENEO DE DAVAO UNIVERSITY | 10/10/2016 | 10/28/2016 | 136 | INSTRUCTION | COMMISSION ON HIGHER EDUCATION |
| | MATHEMATICS TEACHERS ASSOCIATION OF THE PHILIPPINES- TERTIARY LEVEL INTERNATIONAL MATHEMATICS CONVENTION, CITY STATE ASTURIAS HOTEL, PALAWAN | 07/27/2016 | 07/30/2016 | 24 | RESEARCH | MATHEMATICS TEACHERS ASSOCIATION OF THE PHILIPPINES- TERTIARY LEVEL |
| | REGIONAL K-12 SEMINAR, LEYTE NORMAL UNIVERSITY, TACLOBAN | 07/11/2016 | 07/14/2016 | 32 | INSTRUCTION | COMMISSION ON HIGHER EDUCATION |
| | REACTOR ENGINEERING LEVEL 1 TRAINING, PHILIPPINE NUCLEAR RESEARCH INSTITUTE, QUEZON CITY | 06/06/2016 | 06/17/2016 | 48 | TECHNICAL | PHILIPPINE NUCLEAR RESEARCH INSTITUTE |
| | NATIONAL PHYSICS CONVENTION, CENTRAL MINDANAO UNIVERSITY, BUKIDNON | 04/06/2016 | 06/08/2016 | 24 | RESEARCH | PHILIPPINE PHYSICS SOCIETY |
| | 17th SAMAHANG PISIKANG VISAYAS AT MINDANAO PHYSICS CONGRESS, CAVITE STATE UNIVERSITY | 10/21/2015 | 10/23/2015 | 24 | RESEARCH | SAMAHANG PISIKANG VISAYAS AT MINDANAO |
| | 16th SAMAHANG PISIKANG VISAYAS AT MINDANAO PHYSICS CONGRESS, INTERNATIONAL COMPLEX SYSTEMS MEETING, CONFERENCE IN APPLIED PHYSICS AND MATERIALS SCIENCE, XAVIER UNIVERSITY, CAGAYAN DE ORO | 10/23/2014 | 10/25/2014 | 24 | RESEARCH | SAMAHANG PISIKANG VISAYAS AT MINDANAO |
| | 32ND SAMAHANG PISIKANG PILIPINAS PHYSICS CONGRESS, NATIONAL INSTITUTE OF PHYSICS, UNIVERSITY OF THE PHILIPPINES DILIMAN | 17/10/2014 | 20/10/2014 | 32 | RESEARCH | SAMAHANG PISIKANG PILIPINAS |
| | HANDS-ON RESEARCH ON COMPLEX SYSTEMS, SHANGHAI JIAO TONG UNIVERSITY, SHANGHAI, CHINA | 6/1/2012 | 6/1/2012 | 112 | TECHNICAL | INTERNATIONAL CENTER FOR THEORETICAL PHYSICS, SHANGHAI JIAO TONG UNIVERSITY |
| | 2012 NON-EQUILIBRIUM PHENOMENA IN COMPLEX QUANTUM SYSTEMS - OKINAWA INSTITUTE OF SCIENCE AND TECHNOLOGY, OKINAWA, JAPAN | 4/1/2012 | 4/1/2012 | 40 | RESEARCH | OKINAWA INSTITUTE OF SCIENCE AND TECHNOLOGY |
| | 29TH NATIONAL PHYSICS CONGRESS, UNIVERSITY OF THE PHILIPPINES, DILIMAN, QUEZON CITY | 10/24/11 | 10/26/11 | 24 | RESEARCH | SAMAHANG PISIKANG PILIPINAS |
| | FIRST WRITESHOP ON SCIENTIFIC PAPER WRITING FOR PUBLICATION UNIVERSITY OF THE PHILIPPINES- LOS BANOS | 02/27/2011 | 02/27/2011 | 8 | RESEARCH | UNIVERSITY OF THE PHILIPPINES- LOS BANOS |
| | THIRD COLLEGE OF ARTS AND SCIENCES (CAS) STUDENT FACULTY CONFERENCE. CAS AUDITORIUM, UNIVERSITY OF THE PHILIPPINES- LOS BANOS | 14/11/2010 | 14/11/2010 | 8 | RESEARCH | COLLEGE OF ARTS AND SCIENCES UNIVERSITY OF THE PHILIPPINES- LOS BANOS |
| | 1ST UNIVERSITY WIDE SEMINAR WORKSHOP ON TEACHING LARGE CLASSES, UNIVERSITY OF THE PHILIPPINES- LOS BANOS | 04/12/2010 | 04/16/2010 | 40 | INSTRUCTION | UNIVERSITY OF THE PHILIPPINES- LOS BANOS |
| | 2nd COLLEGE OF ARTS AND SCIENCES (CAS) STUDENT-FACULTY CONFERENCE CAS AUDITORIUM, UNIVERSITY OF THE PHILIPPINES- LOS BANOS | 14/12/2009 | 14/12/2009 | 8 | RESEARCH | COLLEGE OF ARTS AND SCIENCES UNIVERSITY OF THE PHILIPPINES- LOS BANOS |
| | FACULTY CONFERENCE- UNIVERSITY OF THE PHILIPPINES- LOS BANOS | 28/04/2009 | 30/04/2009 | 24 | ADMINISTRATIVE | UNIVERSITY OF THE PHILIPPINES- LOS BANOS |
| | PCASTRD NATIONAL SYMPOSIUM ON SCIENCE AND TECHNOLOGY - UNIVERSITY OF THE PHILIPPINES- LOS BANOS | 10/1/2008 | 10/1/2008 | 24 | RESEARCH | DEPARTMENT OF SCIENCE AND TECHNOLOGY |
| | 25TH NATIONAL PHYSICS CONGRESS, UNIVERSITY OF THE PHILIPPINES LOS BANOS, COLLEGE, LOSBANOS LAGUNA | 10/24/07 | 10/26/07 | 24 | RESEARCH | SAMAHANG PISIKANG PILIPINAS |
| | INTERNATIONAL CONFERENCE ON MATERIALS FOR ADVANCED TECHNOLOGIES 2007, SUNTEC SINGAPORE INTERNATIONAL CONVENTION AND EXHIBITION CENTER, SINGAPORE | 07/01/07 | 07/06/07 | 48 | RESEARCH | MATERIALS RESEARCH SOCIETY- SINGAPORE |
| | 57TH SEMINAR- WORKSHOP ON COLLEGE TEACHING, OPERATIONS ROOM, ABELARDO G. SAMONTE HALL, UNIVERSITY OF THE PHILIPPINES- LOS BANOS | 06/04/07 | 06/08/07 | 24 | INSTRUCTION | OFFICE OF THE VICE CHANCELLOR FOR INSTRUCTION, UNIVERSITY OF THE PHILIPPINES- LOS BANOS |

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

| 31. | SPECIAL SKILLS AND HOBBIES | 32. | NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full) | 33. | MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full) |
|-----|----------------------------|-----|--|-----|--|
| | MOUNTAIN CLIMBING | | 2ND PLACE SURYA RAGHU ENTERPRENEURIAL AWARD (17TH SAMAHANG PISIKANG VISAYAS MINDANAO PHYSICS CONGRESS) | | PHILIPPINE PHYSICS SOCIETY |
| | | | 2ND PLACE 2015 REGIONAL SCIENCE FAIR, PHYSICAL SCIENCES CATEGORY (AS ADVISER) | | SAMAHANG PISIKANG VISAYAS AT MINDANAO |
| | | | TOP1, REACTOR ENGINEERING TRAINING COURSE, PHILIPPINE NUCLEAR RESEARCH INSTITUTE | | MATHEMATICS TEACHERS ASSOCIATION OF THE PHILIPPINES-TERTIARY LEVEL |
| | | | BANK OF THE PHILIPPINE ISLAND AND DEPARTMENT OF SCIENCE AND TECHNOLOGY SCIENCE AWARDEE 2007 | | SAMAHANG PISIKANG PILIPINAS |
| | | | | | VISAYAS STATE UNIVERSITY FACULTY ASSOCIATION- MAIN CAMPUS |
| | | | | | COMPLEX SYTEM SOCIETY |

(Continue on separate sheet if necessary)

| | | | |
|-----------|------|------------|---|
| SIGNATURE | DATE | 11/18/2019 | CS FORM 212 (Revised 2017), Page 3 of 4 |
|-----------|------|------------|---|

34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed,
a. within the third degree?
b. within the fourth degree (for Local Government Unit - Career Employees)?

☐ YES☒ NO

☐ YES☒ NO

If YES, give details:

35. a. Have you ever been found guilty of any administrative offense?

b. Have you been criminally charged before any court?

☐ YES☒ NO

If YES, give details:

☐ YES☒ NO

If YES, give details:
Date Filed: _____
Status of Case/s: _____

36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?

☐ YES☒ NO

If YES, give details:

37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?

☐ YES☒ NO

If YES, give details:

38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?

b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?

☐ YES☒ NO

If YES, give details: _____

☐ YES☒ NO

If YES, give details: _____

39. Have you acquired the status of an immigrant or permanent resident of another country?

☐ YES☒ NO

If YES, give details (country):

40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:
a. Are you a member of any indigenous group?
b. Are you a person with disability?
c. Are you a solo parent?

☐ YES☒ NO

If YES, please specify: _____

☐ YES☒ NO

If YES, please specify ID No: _____


☐ YES☒ NO

If YES, please specify ID No: _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)


| NAME | ADDRESS | TEL. NO. |
|-------------------|---|-------------|
| DANILO YANGA | PHYSICS DEPARTMENT, UNIVERSITY OF SAN CARLOS | 09182840555 |
| NELIO ALTOVEROS | PHYSICS DIVISION, UNIVERSITY OF THE PHILIPPINES, LOS BANOS | 09279693253 |
| CLIMACO ESPINA JR | DEPARTMENT OF MATHEMATICS AND PHYSICS, VISAYAS STATE UNIVERSITY | 09175508488 |

42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.



Hannah Rissah Abad

PHOTO



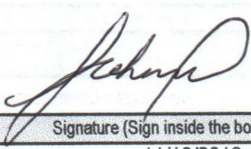
Right Thumbmark

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: DRIVERS LICENSE

ID/License/Passport No.: H1214001600

Date/Place of Issuance: 04/25/2017, BAYBAY LEYTE



Signature (Sign inside the box)

11/18/2019

Date Accomplished

SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN C. GUINOCOR
VS LEGAL OFFICER

Person Administering Oath

CS FORM 212 (Revised 2017), Page 4 of 4

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: May 4, 2014 – Present
- Position: Assistant Professor 1
- Name of Office/Unit: Department of Mathematics and Physics
- Immediate Supervisor: Prof. Climaco D. Espina, Jr.
- Name of Agency/Organization and Location: Department of Mathematics and Physics, Visayas State University, Visca, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Drafted proposal to offer BS Applied Physics in VSU (already approved at the university level)
 - Seminar/workshop for High School and College teachers
- Summary of Actual Duties
 - Teaches assigned subjects and performs other teaching related functions; among others, the following:
 - a. Prepares and revised teaching materials/guides and submit to department head
 - b. Prepares and gives examinations (mid/final/long/quizzes)
 - c. Checks test papers and returns to students one week after examination
 - d. Submits grade sheets within prescribed period to the Registrar through the department
 - e. Turns over class records to department heads within two weeks after final examination
 - f. Makes himself available for consultation by his/her students during scheduled consultation hours
 - Performs research and/or extension functions; among others the following:
 - a. Prepares research/extension proposals
 - b. Implements duly approved research/extension projects within time frame
 - c. Prepares and prepares reports within the prescribed period
 - d. Presents research/extension outputs during conferences/fora of legitimate professional organizations
 - e. Submits output for possible publication/patenting
 - Performs other functions, among others:
 - a. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions
 - b. Performs other functions assigned by the department head, College Dean, Vice Presidents and the University President

- Duration: June 6, 2013-May 5, 2013
- Position: Instructor II, Asst. Prof. I
- Name of Office/Unit: Physics Division, Institute of Mathematics and Physics, UPLB
- Immediate Supervisor: Dr. Virgilio Sison
- Name of Agency/Organization and Location: Physics Division, Institute of Mathematics and Physics, University of the Philippines, Los Banos Laguna
 - List of Accomplishments and Contributions (if any)

- Research publications

- Summary of Actual Duties

- Teaches assigned subjects and performs other teaching related functions; among others, the following:
 - a. Prepares and revised teaching materials/guides and submit to department head
 - b. Prepares and gives examinations (mid/final/long/quizzes)
 - c. Checks test papers and returns to students one week after examination
 - d. Submits grade sheets within prescribed period to the Registrar through the department
 - e. Turns over class records to department heads within two weeks after final examination
 - f. Makes himself available for consultation by his/her students during scheduled consultation hours
- Performs other functions, among others:
 - a. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions
 - b. Performs other functions assigned by the department head, College Dean, Vice Presidents and the University President

- Duration: June 18, 2007-May 5, 2014
- Position: Assistant Professor B
- Name of Office/Unit: Physics Department, College of Arts and Sciences UE
- Immediate Supervisor: DEAN, CAS, UE
- Name of Agency/Organization and Location: Physics Department, College of Arts and Sciences, University of the East, Manila

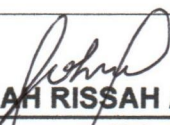
- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

- Teaches assigned subjects and performs other teaching related functions; among others, the following:
 - g. Prepares and revised teaching materials/guides and submit to department head
 - h. Prepares and gives examinations (mid/final/long/quizzes)
 - i. Checks test papers and returns to students one week after examination
 - j. Submits grade sheets within prescribed period to the Registrar through the department
 - k. Turns over class records to department heads within two weeks after final examination
 - l. Makes himself available for consultation by his/her students during scheduled consultation hours

- Duration: June 1, 2013-December 16, 2013
- Position: Instructor II, Assistant Professor Lecturer III
- Name of Office/Unit: Physics and Math Department, Far Eastern University- East Asia

- Immediate Supervisor: Department Head, Physics and Math Department, FEU- East Asia
Name of Agency/Organization and Location: Physics and Math Department, Far Eastern University- East Asia, Manila
 - List of Accomplishments and Contributions (if any)
 - Summary of Actual Duties
 - Teaches assigned subjects and performs other teaching related functions; among others, the following:
 - m. Prepares and revised teaching materials/guides and submit to department head
 - n. Prepares and gives examinations (mid/final/long/quizzes)
 - o. Checks test papers and returns to students one week after examination
 - p. Submits grade sheets within prescribed period to the Registrar through the department
 - q. Turns over class records to department heads within two weeks after final examination
 - r. Makes himself available for consultation by his/her students during scheduled consultation hours


HANNAH RISSAH ABAD
(Signature over Printed Name
of Employee/Applicant)

Date: Nov. 19, 2019