CS Form No. 212									
Revised 2017		PERS	ONAL DA	TAS	HE	(8+3 V	E RA 1080 (SCARD	AREER SEKVIC	27 0
WARNING: Any mismorros	TVBM 10 VOO VOO	anal Data Shoot and I	the Work Experience Sheet	shall cause the	e filing of add	ninistrative	/criminal case/s a	against the pe	rson concerned.
			HEET (PDS) BEFORE ACCO				D. NO. 907		
		PERSONAL DATAS	HEET (FBS) BEFORE ACCO	MI LISTINO I	THE P DO T ON	. CS ID No.		(Do no	ot fill up. For CSC use only
I. PERSONAL INFORMA									
SURNAME	JUANILLO					I	NAME EXTENSION (JR.,	SR) NA	
FIRST NAME	KAY	and provided the second							
MIDDLE NAME  DATE OF BIRTH	TEPAIT								
(mm/dd/yyyy)	1/3/19	998	16. CITIZENSHIP		✓ Filipi	no _	Dual Citizenship by birth	by naturali	zation
PLACE OF BIRTH	BOGO CIT	Y. CEBU	If holder of dual citize				Pls. indicate co	ountry:	
SEX	Male	✓ Female	please indicate the de	etails.	Philippine	es	A PROPERTY OF THE PARTY OF THE		7
CIVIL STATUS	Single Widowed Other/s:	Married Separated	17. RESIDENTIAL ADDRESS	The second second	A BOARDING H use/Block/Lot No. N/A	OUSE		N/A Street GUADALUPI	
	TA TAKK	parioda e saero e contiduata e deserta		Su	bdivision/Village BAYBAY			Barangay	28. IN
HEIGHT (m)	30.485 T.251.59.38.1.4 St. St. edgestons St. 50 (edgestons)	(elstraride	est ochbon i skillen Transcott ost ochbon ai skiller	c	City/Municipality	Nic man y		Province	
WEIGHT (kg)	55 Avrancia 55		ZIP CODE		6521 N/A			LEYTE N/A	From
BLOOD TYPE GRO BOL	7 7000.00	IS AND BEHAVIORAL TE UNIVERSITY	18. PERMANENT ADDRESS	Hou	use/Block/Lot No	ANT TRA	4	Street	3/18/202
GSIS ID NO.	00 000 N	'S AND BEHAVIORAL A	CEPARINENT OF LUCELL A	Su	N/A ubdivision/Village	MIT-THE	9 13	GAIRAN Barangay	1707/1/8
PAG-IBIG ID NO.	121237	138191 EARDWAHEE GWA 21	DEPARTMENT OF LOSERAL A	0.0	BOGO City/Municipality	DRIT TO A	0 - 00	CEBU Province	CACIENIS
PHII HFAI TH NO.	12-2507	30327-5	ZIP CODE		6010	219111-1204			
SSS NO.	7000.00 W	TE UNIVERSITY A	19. TELEPHONE NO.	RC.	NSTRUCTO	ART-TIME	9 NA 010	12/13/2	8/1/2019
14. TIN NO. 13030 SOL	0729-54	S AND BEHAVIORAL LE UNIVERSITY 708-6	20. MOBILE NO.	ЯО	INSTRUCTO	ART-TIME	09353630108	5/11/20	1/8/2019
JOB ORDER Y	00.060e N	G AND BEHAVIORAL A	21. E-MAIL ADDRESS (if any)	ЯС	INSTRUCTO	kay ju	anillo@vsu.ed	du.ph	8/1/2019
							-		avious P
SPOUSE'S SURNAME	00.000R		NAME EXTENSION (JR., SR)		HILDREN (Write				BIRTH (mm/dd/yyyy)
FIRST NAME (1910 BOL	99,0000 N	TE UNIVERSITY		DR	ни втки сто	ART-TIAL	9 ts	2/5/20	8/ <b>AM</b> 020
MIDDLE NAME	20 0000	YTHE CHARLEST SE	OEPARTMENT OF LIBERAL ART	90	INSTRUCTO	AMIT TRA	g bg	7/13/21	3/16/202
OCCUPATION	0.000000	NA SARON AHSIS GRA 8	THA CONTROLLING THOSE THAT SEE	-	180100	атаи:		7/31/2022	9/1/2021
EMPLOYER/BUSINESS NAME	20000.00		SCIEMCES, VISAYAB STAT		(30150)	11.50711		adan on	( a vale to g
BUSINESS ADDRESS		NA							
TELEPHONE NO.		NA							
FATHER'S SURNAME		JUANILLO	NAME EXTENSION (JR., SR)						
FIRST NAME	JONA		A/D						
MIDDLE NAME		TUDIO							
MOTHER'S MAIDEN NAME		TEPAIT							
SURNAME				-					
FIRST NAME		IDA BATERNA				Cont	on separate sheet if r	access and	
MIDDLE NAME		DATERNA				Commune	on separate sheet ir i	recessary)	
	NAME OF	earloo.	DAGIO EDUCATIONEDECE	DEE/OOLIDOE	PERIOD OF	ATTENDANCE	HIGHEST LEVEL/	VEAS	SOUR A POUR LA CARPE
LEVEL	NAME OF (Write	in full)	BASIC EDUCATION/DEGF (Write in full)	REE/COURSE	From	То	UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEM HONORS RECEIVED
ELEMENTARY	BOGO CENTR	AL SCHOLL II	PRIMARY EDUCAT	TION	SY 2004- 2005	SY 2009- 2010	NA	2010	N/A
SECONDARY	ST. LOUISE DEMARILL	AC COLLEGE OF BOGO	HIGH SCHOOL		SY 2010- 2011	SY 2013- 2014	NA	2014	N/A
VOCATIONAL / TRADE COURSE	N	/A	N/A		N/A	N/A	NA	N/A	N/A
COLLEGE	VISAYAS STATE UNIVE	RSITY (MAIN CAMPUS)	AB ENGLISH LANG	GUAGE	SY 2014- 2015	SY 2017- 2018	NA	2018	CUM LAUDE
e-company	VISAYAS STATE UNIVE	ERSITY (MAIN CAMPUS)	MASTER OF SCIENCE IN	LANGUAGE	SY 2018- 2019	SY 2021- 2022	NA	N/A	N/A
GRADUATE STUDIES	E isugak	DATE	N/A		N/A	N/A	N/A	NATURE	NA NA

SIGNATURE

DATE August 23, 2022

CS FORM 212 (Revised 2017), Page 1 of 4

7. CARE		080 (BOARD/ BAR) UNDER VS/ CES/ CSEE	RATING (If Applicable)	DATE OF EXAMINATION /	PLACE OF EXAMINA	TION / CONFER	MENT	' LICENSE (if ap	plicable) Date of
BAI	OF TRAINING SHORT	TY / DRIVER'S LICENSE	(If Applicable)	CONFERMENT	and from Sheet work the Mich	e in the Perso	semation mac	NUMBER	, Validity
	P.D. NO	. 907 MSOR	NPLISHING THE PD	PDS) BEFORE ACCO	PERSONAL DATA SHEET	NG OUT THE	BUIDE TO FILL	THE ATTACHED	READ
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WORKE	VDEDIENCE	Conference of the Conference o	(Co	ntinue on separate sheet i	f necessary)				
	XPERIENCE ate employmen	t. Start from your recen	work) Description	of duties should be	indicated in the attached	Work Exper	ience sheet.		
	JSIVE DATES m/dd/yyyy)	POSITION			NCY / OFFICE / COMPANY	MONTHLY	SALARY/ JOB/ PAY GRADE (if applicable)& STEP	SIAIUS OF	GOV'T SERVIC
From	133 То	(Write in full/Do not	abbreviate)	(Write in full	Do not abbreviate)	SALARY	(Format *00-0*)/ INCREMENT	APPOINTMENT	(Y/N)
3/18/2021	present	PART-TIME INS	TRUCTOR		RAL ARTS AND BEHAVIORAL YAS STATE UNIVERSITY	7000.00		JOB ORDER	Y
8/1/2020	3/28/2021	PART-TIME INS	TRUCTOR		RAL ARTS AND BEHAVIORAL YAS STATE UNIVERSITY	7000.00		JOB ORDER	Υ
1/13/2020	5/23/2020	PART-TIME INS	TRUCTOR		RAL ARTS AND BEHAVIORAL YAS STATE UNIVERSITY	7000.00		JOB ORDER	Υ
8/1/2019	12/13/2010	PART-TIME NS	TRUCTOR		RAL ARTS AND BEHAVIORAL YAS STATE UNIVERSITY	7000.00		JOB ORDER	Y
1/8/2019	5/11/2019	PART-TIME INS	TRUCTOR		RAL ARTS AND BEHAVIORAL (AS STATE UNIVERSITY	7000.00		JOB ORDER	Υ
8/1/2019	12/11/2019	PART-TIME INS	TRUCTOR	DEPARTMENT OF LIBE	RAL ARTS AND BEHAVIORAL	9000.00		JOB ORDER	Y
1/7/2020	5/22/2020	PART-TIME INS	THE THE PROPERTY OF THE T	DEPARTMENT OF LIBE	AS STATE UNIVERSITY RAL ARTS AND BEHAVIORAL	9000.00		JOB ORDER	Y
8/3/2020	2/5/2021	PART-TIME INS	NEWS OLCHRENGEN (S	DEPARTMENT OF LIBE	RAL ARTS AND BEHAVIORAL	9000.00		JOB ORDER	Y
		PART-TIME INS			YAS STATE UNIVERSITY  RAL ARTS AND BEHAVIORAL	9000.00		JOB ORDER	Y
3/15/2021	7/13/2021				YAS STATE UNIVERSITY  RAL ARTS AND BEHAVIORAL			SUBSTITUTE	Y
11/2021	7/31/2022	INSTRUC		SCIENCES, VISA	YAS STATE UNIVERSITY	20000.00		REGULAR	OLISME!
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4	2010		SY 200	PRIMARY EDUCATION	SCHOLL II	BOGO CENTRAL		8937	ELENE
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мир	2018	4- SY 2017- NA	SY 201	AB ENGLISH LANGIA	SITY (MAIN CAMPUS)	STATE UNIVERS	en y aerv	3	5.000
	L	8- SY 2021- NA	NODAGE SY 201	A MERCER OF SCHENOE A MERCER OF SCHENOE A A MERCER OF SCHENOE A MERCER OF SCHE		ATUMO ENATO			
SIGN	IATURE	AM AM	AM I	A354	DATE	All Control of the Co	August 23, 20	022	FE
	1924						C	S FORM 212 (Revised 2	2017), Page

9.	NAME & ADDRESS OF ORGAL (Write in full)	NIZATION	INCLUSIV (mm/dc		NUMBER OF HOURS	ere you wil be acapainte P	OSITION / NATURE OF WORK
,		594	From	То		The many and the same of the s	ASSESSED CHILD OF A CHILDREN AS
	LTNG Masterands, Visayas State Univ	verity bevious 33Y ti	8/1/2020	12/1/2020	HILL DOUGHT THE	Cor	mmunity Outreach
	LTNG Masterands, Visayas State Univ	erity	8/1/2019	12/1/2019	c tive ofense?	Cor	mmunity Outreach
	LT 217 Masterands, Visayas State Un	iverity: svip 33Y1	1/1/2019	6/1/2019		Con	mmunity Outreach
	LT 212 Masterands, Visayas State Uni	verity	8/1/2018	12/1/2018		Col	mmunity Outreach
	Tau Omega Mu	If YES give detailer	12/13/2018	12/13/2018	12		Medical Mission
	Farmers and Fisherfolks	. Status or Cese/s:	5/28/2018	5/28/2018	6		Service
olle	ge of Arts and Science-Supreme Stude	nt Council	12/7/2017	12/7/2017	12	Col	mmunity Outreach Oyne
	EARNING AND DEVELOPMENT (L&	D) INTERVENTIONS/TI	Name and Address of the Owner, where the Owner, while the	on separate sheet GRAMS ATTE	AND REAL PROPERTY AND REAL PRO		
rt fro	m the most recent L&D/training program and inc	lude only the relevant L&D/trai			or Division Chief/Exe	cutive/Managerial positions)	And the second of the second o
	TITLE OF LEARNING AND DEVELOPMENT IN PROGRAMS	TERVENTIONS/TRAINING (Write in full)	ATTEN	DATES OF DANCE d/yyyy)	NUMBER OF HOURS	Type of LD ( Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
	Applied Research and Action F	Research 23Y 1	7/10/2021	7/10/2021	9970 3.0 philu	Curriculum	Institute of Global Professionals
	Building Bridges to the New I	lormal.	7/7/2021	7/7/2021	nahe 3.0 anam	Curriculum	Institute of Global Professionals
	Empowerment of Women in the D	ligital Tech	7/7/2021	7/7/2021	3.0	Curriculum	Institute of Global Professionals
	Teaching Model with Multi-Ap	proach	6/10/2021	6/10/2021	98 0 8 <b>2.0</b> (d)	Curriculum 1099	nasyrha Institute of Global Professionals
	Multidisciplinary Reasarch and	Teaching	4/25/2021	4/26/2021	4.0	Curriculum	Institute of Global Professionals
ace	to Fce Storytelling: Freedom to Share Phy	sical and Sensory Space	3/11/2021	3/11/2021	1.0	Curriculum	Teaching English British Council
	Modern Perspectives in Language, Litera	ture, and Education	4/25/2021	4/25/2021	2.0	Curriculum	Institute of Global Professionals
	Research and Statistics the E	asy Way	4/13/2021	4/13/2021	2.0	Curriculum	Institute of Global Professionals
	Language and Literaure in Global	Unification	3/20/2021	3/20/2021	2.0	Curriculum	Institute of Global Professionals
	Educational Authentic Asses	sement ON IST	3/12/2021	3/12/2021	2.0	Curriculum	Institute of Global Professionals
	Research on English Language Teach	ing and Learning	6/26/2021	6/26/2021	3.0	Curriculum	Institute of Global Professionals
	2nd International Conference on Philippin	e and Asian Studies	3/5/2018	5/5/2018	24.0	Curriculum	De La Salle University and Visayas State Unive
Ge	nder Sensitivity Training and Anti-Sexual	Harassment Orientation	9/4/2018	9/4/2018	8.0	Curriculum	Visayas State University
	e not expenditue	e Republic of the		nutes and e	eks) menihed la	enait to the provisions	nud hususes i senidebinos
		use one filing of	ep illaria, atnen	nd its allact	is occurred a	reșentarion made in the	agree that any misreu soninsireu
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I. (	OTHER INFORMATION		Commune	- COOC-	escential bases	A THE PERSON NAMED IN CO.	Control Contro
1.	SPECIAL SKILLS and HOBBIES	32.	NON-ACAI	DEMIC DISTINCTION (Write in fi	ONS / RECOGNITION	E SEX BUT SEX SEX SEX FEM TO	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATI
	COMPUTER LITERATE	RESEARCH PUBIC		E: STUDY OF	APPLIED LINGU	ISTICS AND ENGLISH	VISAYAS STATE UNIVERSITY ALUMN
	PHOTOGRAPHY	RESEARCH PUBICA	TION IN JETAL	AND DATES		ACHING AND APPLIED	ASSOCIATION
	WRITING	RESEARCH PUBIC			NGLISH STUDIE	S ON TRANSLATION,	
_	COOKING	SECRETARIAT, V			ND LINGUISTICS	RODUCTION TO THE	
	PAINTING	RESEARCH PUE			IMAN PERSON. L FOR LANGUA	GE TEACHING AND	
_	FAIRTING		SPEAKED C	LITERATUR AS-SSC LEADE	E ERSHIP TRAININ	G	
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		A		on separate shee			
	SIGNATURE	(h				DATE	August 23, 2022

a. within the third degree?	you will be apppointed,	supervision over you in the Office,	167	The second second
a. within the tillid degree?	Assisted a	CONST. SPRINGER	YES	✓ NO
	or Local Government Unit - Care		YES	✓ NO
states de la commune de la com			If YES, give detail	TNG Mesterands, Vicayas State Univer
a. Have you ever been found	guilty of any administrative offe	ense?	YES	✓ NO
			If YES, give detail	[ 2 17 Masterands, Viseyas Steta Unit
b. Have you been criminally o		814/2046 42/4/2048	YES	✓ NO
Nacional Mission	€ 1	12/13/2016 12/13/2016 1	If YES, give detail	S: UM agemO DET
			Date Filed: Status of Case/s:	Farmer and Siebarfallic
	d of any crime or violation of ar	ny law, decree, ordinance or regulation		√ NO
any court or tribunal?	5	Contrate the separate sheet in recession	If YES, give detail	가게 된 <del>하스트</del> 방송 - 라스팅 5시간을 하는데, 이번 발생하는데, 전 보고 있는데 기계되었다.
Have you ever been senarate	ed from the service in any of the	e following modes: resignation, retireme	ent, YES	√ NO
	ssal, termination, end of term, fi	inished contract or phased out (abolitio		
a. Have you ever been a cand Barangay election)?	didate in a national or local elec	ction held within the last year (except	YES MARKET	✓ NO
	a government carries during the	e three (3)-month period before the las	If YES, give deta	
	e government service during the campaign for a national or local		If YES, give deta	Applied Research and A Established
Have you acquired the status	of an immigrant or permanent	resident of another country?	YES LEAT	Building Bridges to ON V
	multiplitud 0.		If YES, give detail	s (country):
		na Carta for Disabled Persons (RA 72	77); dosa	Teaching Model with Multi-Appro
and (c) Solo Parents Welfare  Are you a member of any indi	Act of 2000 (RA 8972), please	answer the following items:		Multidisciplinary Resporch and Te
Are you a member of any indi	igenous group?	2/11/2021 3H1/2021 1	If YES, please specif	NO V. Standallina Freedom to Share Physic
Are you a person with disabili	ity?		YES	✓ NO
Are you a solo parent?	.D Curriculum	3 tourna marries	If YES, please specif	Marn Perapostives in Language, :oN DI y
IndelD to gratian	.0 Cprirculum	41363021 41363021 2	If YES, please specif	
REFERENCES (Person not related to	by consanguinity or affinity to applicant	(/appointee)	iffculton	UR
hadel@to etiplent NAM	E maturation (c	ADDRESS	TEL. NO.	200
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JETT QU SEREGENA RUTH	I L. MARTINEZ	VISCA, BAYBAY CITY	N/A	pulh Sens
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SEREGENA RUTH RUBEN BAL	OTOL JR. have personally accomplished	VISCA, BAYBAY CITY  VISCA, BAYBAY CITY  d this Personal Data Sheet which is	N/A 9153646119 a true, correct and	and
RUBEN BAL  1 declare under oath that I complete statement pursuar	OTOL JR.  have personally accomplished to the provisions of pertin	VISCA, BAYBAY CITY  VISCA, BAYBAY CITY  d this Personal Data Sheet which is lent laws, rules and regulations of	9153646119 a true, correct and the Republic of the	self last l
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RUBEN BAL  I declare under oath that I complete statement pursuar Philippines. I authorize the ag	OTOL JR.  have personally accomplished to the provisions of perting gency head/authorized representation made in this documents.	VISCA, BAYBAY CITY  VISCA, BAYBAY CITY  d this Personal Data Sheet which is tent laws, rules and regulations of tentative to verify/validate the contents	9153646119 a true, correct and the Republic of the stated herein.	JUANILLO KAY T.
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# **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: September 2021 July 2022
- Position: Instructor I
- Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
- Immediate Supervisor: Dr. Jett C. Quebec
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
  - List of Accomplishments and Contributions (if any)
    - o Taught Humanities, Literature, and Communication courses.
    - Actively participated in different department/ college/university activities.
    - Designed and revised a number of course syllabi and instructional materials to fit the synchronous/asynchronous classes.
    - Published a research paper in SALEE: Study of Applied Linguistics and Language Education.
    - Revised the Learning Guide for Humn12, Humn11, Humn15n, Comm11 and Litr00 to better fit remote learning.
    - Attended seminars to innovate strategies for improved effectiveness and be familiarization on how to deliver the topics to the students through online and modular ways.

Summary of Actual Duties

- Responsible in teaching college students in the field of Arts, Communication, and Literature; performs tasks assigned by the head and other university authorities; submits reports and other papers asked by the department, college, the university, and/or other governing bodies.
- Duration: March 2021 June 2021
- Position: Part-Time Instructor
- Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
- Immediate Supervisor: Dr. Jett C. Quebec
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
  - List of Accomplishments and Contributions (if any)
    - Taught Humanities courses.
    - Actively participated in different department/ college/university activities.
    - Designed and revised a number of course syllabi and instructional materials to fit the synchronous/asynchronous classes.
    - Published a research paper in Journal of English Teaching and Applied Linguistics (JETAL)
    - Revised the Learning Guide for Humn12 and Litr00 to better fit remote learning.
    - Attended seminars to innovate strategies for improved effectiveness and be familiarization on how to deliver the topics to the students through online and modular ways.

· Summary of Actual Duties

 Responsible in teaching college students in the field of Arts and Humanities,; performs tasks assigned by the head and other university authorities; submits reports and other papers asked by the department, college, the university, and/or other governing bodies.

- Duration: August 2020 February 2021
- Position: Part-Time Instructor
- Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
- Immediate Supervisor: Dr. Jett C. Quebec
- · Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
  - List of Accomplishments and Contributions (if any)
    - o Taught Humanities/Literature/English subjects.
    - o Designed and revised a number of course syllabi and instructional materials.
    - Published a research paper in E-Structural (English Studies on Translation, Culture, Literature, and Linguistics)
    - Designed and revised a number of course syllabi and instructional materials to fit the synchronous/asynchronous classes.
    - Written a Learning Guide for Humn12 and Litr00.
    - Attended seminars to innovate strategies for improved effectiveness and be familiarization on how to deliver the topics to the students through online and modular ways.
  - Summary of Actual Duties
    - Responsible in teaching college and senior high school students in the field of Communication, Humanities, and Literature; performs tasks assigned by the head and other university authorities; submits reports and other papers asked by the department, college, the university, and/or other governing bodies.
- Duration: January 2020 May 2020
- Position: Part-Time Instructor
- Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
- Immediate Supervisor: Prof. Guiraldo C. Fernandez
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
  - List of Accomplishments and Contributions (if any)
    - Taught Social Science and Humanities subjects.
    - Actively participated in different department/ college/university activities.
    - Designed and revised a number of course syllabi and instructional materials.
    - o Attended seminars and trainings conducted inside the university.
  - Summary of Actual Duties
    - Responsible in teaching college students in the fields of Social Science and Humanities; performs tasks assigned by the head and other university authorities; submits reports and other papers asked by the department, college, the university, and/or other governing bodies.
- Duration: August 2019 December 2019
- Position: Part-Time Instructor
- Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
- Immediate Supervisor: Prof. Guiraldo C. Fernandez
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
  - List of Accomplishments and Contributions (if any)

- o Taught Humanities/Literature/English subjects.
- o Actively participated in different department/ college/university activities.
- Designed and revised a number of course syllabi and instructional materials.
- o Published a research paper in Nobel: Journal of Language and Literature.
- Attended seminars and trainings conducted inside the university.

## Summary of Actual Duties

 Responsible in teaching college and senior high school students in the field of English Studies, Humanities, and Literature; performs tasks assigned by the head and other university authorities; submits reports and other papers asked by the department, college, the university, and/or other governing bodies.

# Duration: January 2019 - May 2019

- Position: Part-Time Instructor
- Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
- Immediate Supervisor: Prof. Guiraldo C. Fernandez
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
  - List of Accomplishments and Contributions (if any)
    - o Taught English/Humanities subjects.
    - o Actively participated in different department/ college/university activities.
    - o Designed and revised a number of course syllabi and instructional materials.
    - o Attended seminars and trainings conducted inside the university.

## Summary of Actual Duties

- Responsible in teaching college and senior high school students in the field of English language, Arts, and Literature; performs tasks assigned by the head and other university authorities; submits reports and other papers asked by the department, college, the university, and/or other governing bodies.
- Duration: August 2018 December 2018
- Position: Part-Time Instructor
- Name of Office/Unit: Department of Liberal Arts and Behavioral Sciences
- Immediate Supervisor: Prof. Guiraldo C. Fernandez
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
  - List of Accomplishments and Contributions (if any)
    - Taught Communication/Literature subjects.
    - Actively participated in different department/ college/university activities.
    - Designed and revised a number of course syllabi and instructional materials.

#### Summary of Actual Duties

Responsible in teaching college and senior high school students in the field of Communication and Literature; performs tasks assigned by the head and other university authorities; submits reports and other papers asked by the department, college, the university, and/or other governing bodies.

KAY T. JUANILLO (Signature over Printed Name of Employee/Applicant)

Date: August 23, 2022