

## 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	ABUNDA		
FIRST NAME	NANCY		NAME EXTENSION (JR., SR) N/A
MIDDLE NAME	DONAYRE		
3. DATE OF BIRTH (mm/dd/yyyy)	04/05/1987	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	ORMOC CITY, 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 type="checkbox"/> Widowed <input checked="" type="checkbox"/> Married <input type="checkbox"/> Separated  <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street Cottage 13, VSU PANGASUGAN Subdivision/Village Barangay ORMOC LEYTE City/Municipality Province 6541
HEIGHT (m)	1.58	ZIP CODE	
WEIGHT (kg)	58	18. PERMANENT ADDRESS	House/Block/Lot No. Street MACABUG Subdivision/Village Barangay ORMOC LEYTE City/Municipality Province 6541
BLOOD TYPE	O+	ZIP CODE	
10. GSIS ID NO.	2003494767	19. TELEPHONE NO.	560-3578
PAG-IBIG ID NO.	1700 - 0032 - 4430	20. MOBILE NO.	09484143834
12. PHILHEALTH NO.	13 - 000087824 - 4	21. E-MAIL ADDRESS (if any)	<a href="mailto:nancy.donayre@vsu.edu.ph">nancy.donayre@vsu.edu.ph</a> , <a href="mailto:donayre978@gmail.com">donayre978@gmail.com</a>
13. SSS NO.	NONE		
14. TIN NO.	263 - 122 - 533		
15. AGENCY EMPLOYEE NO.	V000183		

## II. FAMILY BACKGROUND

## VSU FACULTY ASSOCIATION

22. SPOUSE'S SURNAME	ABUNDA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	RHENEVIL	NAME EXTENSION (JR., SR) N/A	NATHANIA D. ABUNDA	01/24/2018
MIDDLE NAME	ALFANTE		NATHAN D. ABUNDA	08/12/2019
OCCUPATION	POLICE CORPORAL			
EMPLOYER/BUSINESS NAME	PNP			
BUSINESS ADDRESS	POLICE REGIONAL OFFICE 8			
TELEPHONE NO.	0930296755			
24. FATHER'S SURNAME	DONAYRE			
FIRST NAME	TRANQUILINO	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	CAMUS			
25. MOTHER'S MAIDEN NAME				
SURNAME	CABINTOY			
FIRST NAME	GLECITA			
MIDDLE NAME	VILLARMINO			


(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	MACABUG ELEMENTARY SCHOOL	PRIMARY EDUCATION	1994	2000	GRADUATE	2000	VALEDICTORIAN
SECONDARY	IPII NATIONAL HIGH SCHOOL	HIGH SCHOOL	2000	2004	GRADUATE	2004	3RD HON. MENTION
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	VISAYAS STATE UNIVERSITY	BACHELOR OF SECONDARY EDUCATION - MATHEMATICS	2004	2008	GRADUATE	2008	CUM LAUDE
GRADUATE STUDIES	LEYTE NORMAL UNIVERSITY	MA MATHEMATICS EDUCATION	2009	2011	GRADUATE	2011	NONE
GRADUATE STUDIES	WEST VISAYAS STATE UNIVERSITY	Ph.D SCIENCE EDUCATION - MATHEMATICS	2014	2017	GRADUATE	2018	DOST/ WITH DISTINCTION
SIGNATURE			DATE		10/21/2024		



Insert the person

I. CIVIL SERVICE ELIGIBILITY							
27. CAREER SERVICE/RA 1080 (BOARD/BAR) UNDER SPECIAL LAWS/ CES/ CSEE ELIGIBILITY / DRIVER'S LICENSE		RATING (If Applicable)	DATE OF EXAMINATION / CONFIRMENT	PLACE OF EXAMINATION / CONFIRMENT	LICENSE (if applicable):		
					NUMBER	Date of Validity	
LICENSURE EXAMINATION FOR TEACHERS (LET)		86.8	09/28/2008	TACLOBAN CITY	1005662	01/20/2009	
PD 907 - HONOR GRADUATE		N/A	03/31/2008	VISAYAS STATE UNIVERSITY	10080218	04/04/2008	
(Continue on separate sheet if necessary)							
II. WORK EXPERIENCE							
28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY JOB/ PAY GRADE (if applicable) & STEP (Format "00-00") INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/N)
From	To						
01/01/2024	PRESENT	Associate Professor IV	Visayas State University	74836.00	22-1	Permanent	Y
01/01/2023	12/31/2023	Associate Professor IV	Visayas State University	71511.00	22-1	Permanent	Y
09/15/2022		Associate Professor IV	Visayas State University	69963.00	22-1	Permanent	Y
07/01/2022		Assistant Professor III	Visayas State University	41966.00	17-2	Permanent	Y
01/01/2022		Assistant Professor III	Visayas State University	41508.00	17-1	Permanent	Y
01/01/2022		Assistant Professor III	Visayas State University	41508.00	17-1	Permanent	Y
01/01/2021		Assistant Professor III	Visayas State University	39986.00	17-1	Permanent	Y
01/01/2020		Assistant Professor III	Visayas State University	38464.00	17-1	Permanent	Y
07/01/2019	12/31/2019	Assistant Professor III	Visayas State University	36942.00	17-1	Permanent	Y
01/01/2019	06/30/2019	Instructor III	Visayas State University	28447.00	14-3	Permanent	Y
01/01/2019		Instructor III	Visayas State University	27755.00	14-1	Permanent	Y
01/01/2018	12/31/2018	Instructor III	Visayas State University	26494.00	14-1	Permanent	Y
01/01/2017		Instructor II	Visayas State University	23157.00	13-1	Permanent	Y
01/01/2017	12/31/2017	Instructor II	Visayas State University	25290.00	14-1	Permanent	Y
08/01/2016	12/31/2016	Instructor II	Visayas State University	22328.00	13-1	Permanent	Y
01/01/2016	07/31/2016	Instructor II	Visayas State University	22328.00	13-1	Temporary	Y
01/01/2015	10/30/2015	Instructor II	Visayas State University	21436.00	-	Temporary	Y
06/01/2012	12/31/2014	Instructor I	Visayas State University	21436.00	-	Temporary	Y
06/01/2011	05/31/2012	Instructor I	Visayas State University	19940.00	-	Temporary	Y
12/01/2010	05/31/2011	Instructor I	Visayas State University	18333.00	-	Temporary	Y
08/24/2010	11/30/2010	Instructor I	Visayas State University	16726.00	-	Contractual	Y
07/01/2009	06/23/2010	Instructor I	Visayas State University	15119.00	-	Contractual	Y
07/01/2008	06/30/2009	Instructor I	Visayas State University	13512.00	-	Contractual	Y
06/16/2008	06/30/2008	Instructor I	Visayas State University	12284.00	-	Contractual	Y
SIGNATURE				DATE	16 21 2024		



VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S					
29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	KABALIKAT CIVICOM	2016	PRESENT		MEMBER
	VSU FACULTY ASSOCIATION	2008	PRESENT		MEMBER
	BUKAS LOOB SA DIYOS (BLD)	07/01/2011	PRESENT		MEMBER, CHRISTIAN COMMUNITY
	UNIVERSITY INTER-DORM ORGANIZATION (UISB)	06/01/2009	06/01/2010		ADVISER
	UNIVERSITY INTER-DORM ORGANIZATION (UISB)	06/01/2010	06/01/2011		ADVISER
	DAHLIA LADIES' DORM	06/01/2008	06/01/2009		ASSISTANT ADVISER
	DAHLIA LADIES' DORM	06/01/2009	03/01/2014		ADVISER
	VSULHS PTA	08/01/2011	03/01/2014		SECRETARY

(Continue on separate sheet if necessary)

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

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			
	VSU Newly-Hired Faculty Onboarding	09/08/2022	09/09/2022	16 hours	TECHNICAL	VISAYAS STATE UNIVERSITY
	VSU General Faculty Onboarding	09/05/2022	09/07/2022	16 hours	TECHNICAL	VISAYAS STATE UNIVERSITY
	Mandatory Orientation and Re-orientation of Academic Advisers, Department Enrolment Focal Persons and College Hotline Agents	08/25/2022	08/25/2022	8 hours	TECHNICAL	VISAYAS STATE UNIVERSITY
	Orientation-Seminar on Outcomes-Based Education Course Syllabus	01/21/2022	01/21/2022	4 hours	TECHNICAL	VSU, DPHYSICS
	ISO 9001:2015 Awareness/ Re-awareness Webinar	11/27/2021	11/27/2021	4 hours	TECHNICAL	VISAYAS STATE UNIVERSITY
	Instructional Materials Development & Production for Flexible Learning	11/24/2021	11/26/2021	24 hours	TECHNICAL	Northwest Samar State University
	SEAMEO Innovative Teaching Festival	10/26/2021	10/26/2021	8 hours	TECHNICAL	SEAMEO
	Women's Reproductive Health: Breast Cancer and Gynecological Cancers	10/07/2021	10/07/2021	4 hours	TECHNICAL	VSU, GAD
	Navigating the Instructional Materials for Remote Learning	08/20/2021	08/20/2021	8 hours	TECHNICAL	VISAYAS STATE UNIVERSITY
	VSU Newly-Hired Faculty Onboarding on Flexible Learning Modality	08/19/2021	08/23/2021	24 hours	TECHNICAL	VISAYAS STATE UNIVERSITY
	VSU Faculty Onboarding	08/16/2021	08/18/2021	24 hours	TECHNICAL	VISAYAS STATE UNIVERSITY
	Government Academic Industry Network (GAIN) Learning Session and Workshop	08/11/2021	08/11/2021	4 hours	TECHNICAL	GOVERNMENT ACADEMIC INDUSTRY NETWORK, Inc.
	Tumitin Instructor's Workflow Training	05/31/2021	05/31/2021	4 hours	TECHNICAL	VISAYAS STATE UNIVERSITY
	MoodleMoot Philippines 2021	04/26/2021	04/30/2021	40 hours	TECHNICAL	Moodle, Nephila Web Technology Inc.
	Echo-Webinar on the TIEC-CHED Flexible Learning Foundation Virtual Conference	03/15/2021	03/16/2021	16 hours	TECHNICAL	VISAYAS STATE UNIVERSITY
	Workshop on Preparation of Licensure Examination for Professional Teachers (LEPT) Review Materials	03/07/2021	03/23/2021	104 hours	TECHNICAL	University Review Services
	CREATING YOUR FIRST ONLINE COURSE	12/14/2020	12/18/2020	40 hours	TECHNICAL	AKADASIA
	INTRODUCTION TO ONLINE TEACHING	12/14/2020	12/18/2020	40 hours	TECHNICAL	AKADASIA
	VSU E-Learning Environment Training-Workshop Series	11/19/2020	11/20/2020	16 hours	TECHNICAL	VISAYAS STATE UNIVERSITY
	Webinar on TOS and Test Item Analysis	11/12/2020	11/12/2020	8 hours	TECHNICAL	VISAYAS STATE UNIVERSITY
	TPACK Framework	06/26/2020	06/26/2020	4 hours	TECHNICAL	Visca Foundation Elementary School (VFES)
	Enhancing Resilience in the Workplace	06/08/2020	06/08/2020	8 HOURS	TECHNICAL	INT'L
	NOSTE 2019 International Research Conference, Training Workshop and Biennial Convention	05/17/2019	05/19/2019	24 HOURS	TECHNICAL	NATIONAL ORGANIZATIONS OF SCIENCE TEACHERS AND EDUCATORS, INC. (NOSTE)
	5th International Conference on Education (ICEDU) 2019	04/05/2019	05/07/2019	24 HOURS	TECHNICAL	THE INTERNATIONAL INSTITUTE OF KNOWLEDGE MANAGEMENT (IIKM)
	5th National Research Conference in Science and Mathematics Education	02/28/2019	03/01/2019	24 HOURS	TECHNICAL	DEPARTMENT OF SCIENCE AND TECHNOLOGY - SCIENCE EDUCATION INSTITUTE (DOST-SEI)
	1st UPY International Conference on Applied Science and Education (1st UPY-INCASE) and 5th International Conference on Education for Sustainable Development 2018	10/24/2018	10/26/2018	24 HOURS	TECHNICAL	ASSOCIATION OF SCIENCE AND MATHEMATICS COACHES OF THE PHILIPPINES (ASMAC PHIL.)
	REGIONAL TRAINING AND CONFERENCE FOR MATHEMATICS TEACHERS	09/25/2015	09/27/2015	24 HOURS	TECHNICAL	THE MATHEMATICS TEACHERS ASSOCIATION OF THE PHILIPPINES - WESTERN VISAYAS
	2015 MIAP - IL ANNUAL CONVENTION "INNOVATION IN MATHEMATICS EDUCATION FOR ASEAN INTEGRATION"	07/29/2015	07/31/2015	24 HOURS	TECHNICAL	THE MATHEMATICS TEACHERS ASSOCIATION OF THE PHILIPPINES - TERTIARY LEVEL
	SEMINAR ON THE APPLICATIONS OF STRUCTURAL EQUATION MODELLING IN MATH ANALYSIS	01/31/2015	01/31/2015	8 HOURS	TECHNICAL	WEST VISAYAS STATE UNIVERSITY
	NATIONAL SCIENCE AND TECHNOLOGY FAIR 2013 - 2014	12/02/2013	12/06/2013	40 HOURS	SUPERVISORY	DEPARTMENT OF EDUCATION NATIONALS, BUREAU OF SECONDARY EDUCATION
	9TH BIENNIAL INTERNATIONAL CONFERENCE OF THE MATHTECH ON CONTEMPORARY PEDAGOGICAL INNOVATIONS AND CURRICULUM ISSUES IN MATH EDUCATION	10/24/2013	10/26/2013	23.0	TECHNICAL	MATHEMATICS TEACHERS EDUCATORS (MATHTECH)
	SEMINAR ON THE SENIOR HIGH SCHOOL PROGRAM	10/11/2013	10/11/2013	8 HOURS	TECHNICAL	VISAYAS STATE UNIVERSITY

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION		
31.	32.	33.
SPECIAL SKILLS and HOBBIES	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
COMPUTER LITERATE	NONE	VSU FACULTY ASSOCIATION
MOVIE MARATHON		THE MATHEMATICS TEACHERS ASSOCIATION OF THE PHILIPPINES - TERTIARY LEVEL
PLAYING BASKETBALL		PHILIPPINE ORGANIZATION OF SCIENCE AND TECHNOLOGY EDUCATORS REGION 8
DANCING & SINGING		MATHEMATICS TEACHERS EDUCATORS ASSOCIATION OF SCIENCE AND MATH COACHES
		WDSA DOST SCHOLARS
		PHILIPPINE ORGANIZATION OF MENTORS IN MATHEMATICS

(Continue on separate sheet if necessary)

SIGNATURE	DATE
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<p>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,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>35. a. Have you ever been found guilty of any administrative offense?</p>     <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p style="text-align: right;">Date Filed: _____</p> <p style="text-align: right;">Status of Case/s: _____</p>												
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>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?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p>  <p>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?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p style="text-align: right;">If YES, give details: _____</p> <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p style="text-align: right;">If YES, give details: _____</p>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>												
<p>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:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width:100%; border-collapse: collapse;"><thead><tr><th style="width:35%;">NAME</th><th style="width:35%;">ADDRESS</th><th style="width:30%;">TEL. NO.</th></tr></thead><tbody><tr><td>DR. ALELI A. VILLOCINO</td><td>VSU, VISCA, BAYBAY CITY</td><td>0935-495-0056</td></tr><tr><td>DR. BAYRON S. BARREDO</td><td>VSU, VISCA, BAYBAY CITY</td><td>0927-249-6712</td></tr><tr><td>DR. LEO A. MAMOLO</td><td>VSU, VISCA, BAYBAY CITY</td><td>0935-244-6953</td></tr></tbody></table>		NAME	ADDRESS	TEL. NO.	DR. ALELI A. VILLOCINO	VSU, VISCA, BAYBAY CITY	0935-495-0056	DR. BAYRON S. BARREDO	VSU, VISCA, BAYBAY CITY	0927-249-6712	DR. LEO A. MAMOLO	VSU, VISCA, BAYBAY CITY	0935-244-6953
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DR. LEO A. MAMOLO	VSU, VISCA, BAYBAY CITY	0935-244-6953											
<p>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.</p>													
<table border="1" style="width:100%; border-collapse: collapse;"><tr><td style="width:35%;">Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)</td><td rowspan="4" style="width:35%; text-align: center; vertical-align: middle;"></td><td rowspan="4" style="width:30%;"></td></tr><tr><td>PLEASE INDICATE ID Number and Date of Issuance</td></tr><tr><td>Government Issued ID: <b>PASSPORT</b></td></tr><tr><td>ID/License/Passport No.: <b>P6974769A</b></td></tr><tr><td>Date/Place of Issuance: <b>04/28/2018/ DFA TACLOBAN</b></td><td style="text-align: center;">10/21/2024</td><td></td></tr></table>	Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)			PLEASE INDICATE ID Number and Date of Issuance	Government Issued ID: <b>PASSPORT</b>	ID/License/Passport No.: <b>P6974769A</b>	Date/Place of Issuance: <b>04/28/2018/ DFA TACLOBAN</b>	10/21/2024		<div style="text-align: center;"> <b>NANCY C. DONAYRE</b> <small>PHOTO</small></div> <div style="text-align: center;"> <small>Right Thumbmark</small></div>			
Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)													
PLEASE INDICATE ID Number and Date of Issuance													
Government Issued ID: <b>PASSPORT</b>													
ID/License/Passport No.: <b>P6974769A</b>													
Date/Place of Issuance: <b>04/28/2018/ DFA TACLOBAN</b>	10/21/2024												
<p>SUBSCRIBED AND SWORN to before me this <b>22 NOV 2024</b>, affiant exhibiting his/her validly issued government ID as indicated above.</p> <div style="border: 1px solid black; width: 200px; margin: 0 auto; padding: 10px; text-align: center;"> <b>ATTY. RYAN C. GUINOCO</b> <small>VSU Chief Legal Officer</small>  Person Administering Oath</div>													



## 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: October 29, 2024 - present
- Position: Associate Professor V
- Name of Office/Unit: Department of Teacher Education
- Immediate Supervisor: Dr. Rosario P. Abela
- Name of Agency/Organization and Location: Visayas State University, ViSCA, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
  1. Presented research outputs to National and International fora.
  2. Attended training and workshops aligned with my field of specialization, research agenda, and others as instructed by the College Dean and the University President.
  3. Perform duties and responsibilities as the Head of the Instructional Materials Development Office from October 2020 until April 2024.
  4. Organized and supported University activities through IMDO and IEO staff.
  5. Initiated proposals during the implementation of flexible learning modalities.
  6. Propose and conducted research in line with the research agenda of the University.
    - Benchmarking and Capacity Needs Assessment Towards Developing VSU Into a National Green University
  7. Propose and conducted research in line with the research agenda of the College of Education.
    - Motivation and Study Habits of Teacher Education Students in the New Normal
  8. Publish papers in National and International Journals indexed in Scopus and ISI indexers.
  9. Develop learning materials in Mathematics
  10. Attended to the needs of my students
- Summary of Actual Duties

As an instructor, my primary responsibilities generally include the following:

1. Teaching and Curriculum Delivery
  - Prepare and deliver engaging lessons and PowerPoint presentations based on the curriculum.
  - Adapt and implement effective pedagogical approaches to meet students' needs.
  - Integrate appropriate technology to enhance students' learning.
2. Student Assessment and Feedback
  - Create, administer, and grade assignments, quizzes, learning tasks/ assessments, and

examinations.

- Provide constructive feedback mechanism to students.
- Monitor students' progress.
- Act as class adviser and club coordinator of students' organization.

3. Lesson Planning and Development

- Prepare, develop, and revise course syllabus and teaching materials.

4. Administrative Support

- Active in engaging university activities and programs.
- Serve as chairperson and active member in different university task force and push-buttons committee.
- Perform other functions assigned by the department head, College Dean, Vice Presidents and the University President.

5. Professional Development

- Attend several learning and development trainings and workshop to enhance subject area expertise or pedagogy.



**NANCY D. ABUNDA**

(Signature over Printed Name  
of Employee/Applicant)

Date: 10/29/2019