

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: January 16, 2017 - Present
- Position: Science Research Assistant
- Name of Office/Unit: Office of the Vice President for Research & Extension – Annals of Tropical Research
- Immediate Supervisor: Dr. Victor B. Asio
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Ieyte
- Summary of Actual Duties
 - Act as Editorial Assistant of the Annals of Tropical Research Journal. Assists the Editorial Board in the production of the ATR Journal (article review, proofreading, editing, presswork). Assists in the maintenance of the ATR website (i.e., updating of journal information, uploading of issues, etc.). Facilitate the day-to-day operations of the ATR office (i.e., local and foreign correspondence, manage journal financial matters and subscriptions).

- Duration: July 1, 2015 – June 30, 2016
- Position: Municipal Database Encoder (MDE) & Geo -Tagger
- Name of Office/Unit: DSWD-KALAH I
- Immediate Supervisor: Engr. Marito V. Catorce
- Name of Agency/Organization and Location: Local Government Unit of Mahaplag
- List of Accomplishments and Contributions (if any)
 - Established Database for the municipal projects
- Summary of Actual Duties
 - Coordinated the preparation, facilitation and implementation of the projects; took charge of the municipal database and encoding status of all the papers in KALAH I; take charge of the geo-tagging activity of all the barangay under KALAH I-CIDSS project.

- Duration: June 1, 2015 – June 30, 2015
- Position: Encoder
- Name of Office/Unit: HRMO
- Immediate Supervisor: Editha V. Jumamoy
- Name of Agency/Organization and Location: Local Government Unit of Mahaplag

- Summary of Actual Duties
 - Facilitating all papers and checking the attendance of the municipal employees; take charge of encoding new forms needed to disseminate to the other departments.


KIMBERLY V. CAINGCOY
(Signature over Printed Name
of Employee/Applicant)

Date: MAY 18, 2020