

## 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 15, 2024 – present
- Position: Part-time Instructor
- Name of Office/Unit: Department of Agronomy
- Immediate Supervisor: Dionesio M. Bañoc
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
  
- List of Accomplishments and Contributions (if any)
  - Prepare learning materials for the classes assigned.
  - Conduct classes as scheduled,
  - Conduct make-up classes in case of absence or officially declared class suspensions,
  - Employ varied teaching strategies to enhance the student learning,
  - Apply/conduct applicable modes of assessment of student learning,
  - Maintain an updated and orderly class record of all classes handled,
  - Conduct examinations and other appropriate performance assessment tasks, and give relevant assignments and other course requirements,
  - Return corrected test papers and other assessment outputs to the students, and provide regular feedback to students on their class performance for improvement
  - Perform other tasks that may be assigned by the Department Head or the College Dean to facilitate or enhance student learning,
  - Attend to student queries and other class-related concerns even outside class hours,
  - Attend/participate in orientation and seminars and other instruction-related activities conducted/spearheaded by the university to improve their teaching competencies.
  
- Summary of Actual Duties
  - Perform the teaching services of the courses assigned

- Duration: August 22, 2023 – December 20, 2023
- Position: Part-time Instructor
- Name of Office/Unit: Department of Agronomy
- Immediate Supervisor: Dionesio M. Bañoc
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
  
- List of Accomplishments and Contributions (if any)



- Prepare learning materials for the classes assigned.
- Conduct classes as scheduled,
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- Employ varied teaching strategies to enhance the student learning,
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- Perform other tasks that may be assigned by the Department Head or the College Dean to facilitate or enhance student learning,
- Attend to student queries and other class-related concerns even outside class hours,
- Attend/participate in orientation and seminars and other instruction-related activities conducted/spearheaded by the university to improve their teaching competencies,
- Compute and submit grades and turn over class records to the Department Head on or before the deadline of grade submission,
- Turn over complete hard copies of class records, data, learning materials, equipment, and other things that come into his/her possession because of his/her job to the department after the end of the semester. Hard copies of class records shall be turned over to another faculty or to the Department Head. In case of INC grades of some students, details on when and how the students can complete the grades should be provided.
- Pass clearance at the end of semester.

- Summary of Actual Duties

- Perform the teaching services of the courses assigned.

- Duration: February 20, 2023 – June 23, 2023
- Position: Part-time Instructor
- Name of Office/Unit: Department of Agronomy
- Immediate Supervisor: Dionesio M. Bañoc
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

- Prepare learning materials for the classes assigned.
- Conduct classes as scheduled,
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- Conduct examinations and other appropriate performance assessment tasks, and give relevant assignments and other course requirements,
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- Perform other tasks that may be assigned by the Department Head or the College Dean to facilitate or enhance student learning,
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- Pass clearance at the end of semester.

- Summary of Actual Duties

- Perform the teaching services of the courses assigned.

- Duration: September 12, 2022 – February 01, 2023
- Position: Part-time Instructor
- Name of Office/Unit: Department of Agronomy
- Immediate Supervisor: Ruth O. Escasinas
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

- Prepare learning materials for the classes assigned.
- Conduct classes as scheduled,
- Conduct make-up classes in case of absence or officially declared class suspensions,
- Employ varied teaching strategies to enhance the student learning,
- Apply/conduct applicable modes of assessment of student learning,
- Maintain an updated and orderly class record of all classes handled,
- Conduct examinations and other appropriate performance assessment tasks, and give relevant assignments and other course requirements,
- Return corrected test papers and other assessment outputs to the students, and provide regular feedback to students on their class performance for improvement
- Perform other tasks that may be assigned by the Department Head or the College Dean to facilitate or enhance student learning,
- Attend to student queries and other class-related concerns even outside class hours,



- Attend/participate in orientation and seminars and other instruction-related activities conducted/spearheaded by the university to improve their teaching competencies,
- Compute and submit grades and turn over class records to the Department Head on or before the deadline of grade submission,
- Turn over complete hard copies of class records, data, learning materials, equipment, and other things that come into his/her possession because of his/her job to the department after the end of the semester. Hard copies of class records shall be turned over to another faculty or to the Department Head. In case of INC grades of some students, details on when and how the students can complete the grades should be provided.
- Pass clearance at the end of semester.

- Summary of Actual Duties

- Perform the teaching services of the courses assigned.

- Duration: February 15, 2022 – June 18, 2022
- Position: Part-time Instructor
- Name of Office/Unit: Department of Agronomy
- Immediate Supervisor: Ruth O. Escasinas
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

- Prepare learning materials for the classes assigned.
- Conduct classes as scheduled,
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of some students, details on when and how the students can complete the grades should be provided.

- Pass clearance at the end of semester.

- Summary of Actual Duties

- Perform the teaching services of the courses assigned.

- Duration: August 23, 2021 – January 28, 2022
- Position: Part-time Instructor
- Name of Office/Unit: Department of Agronomy
- Immediate Supervisor: Ruth O. Escasinas
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

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- Conduct classes as scheduled,
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- Pass clearance at the end of semester.

- Summary of Actual Duties

- Perform the teaching services of the courses assigned.

- Duration: April 05, 2021 – November 07, 2021
- Position: Part-time Instructor
- Name of Office/Unit: Department of Agronomy
- Immediate Supervisor: Ruth O. Escasinas
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

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- Pass clearance at the end of semester.

- Summary of Actual Duties

- Perform the teaching services of the courses assigned.

  
MARY ANN L. MASKARINO  
 (Signature over Printed Name  
 of Employee/Applicant)

Date: March 12, 2024