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II. FAMILY BACKGROUND										
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EMPLOYER/BUSINESS NAME		Vi	sayas State Univ	esity						
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24. FATHER\'S SURNAME			Lagumbay							
FIRST NAME		Pablo		NAME EXTENSION (JR., SR)						
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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: July 1, 2019 Present

· Position: Instructor III

- Name of Office/Unit: Department of Mathematics
- Immediate Supervisor: Dr. Eusebio R. Lina, Jr.
- Name of Agency/Organization and Location: Department of Mathematics, Visayas State University, Visca, Baybay City, Leyte
 - 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
- o 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

o 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 3, 2013 June 30, 2019

Position: Instructor 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
 - 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
- o 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
- Performs other functions assigned by the department head, College Dean, Vice Presidents and the University President
- Duration: July 11, 2011 June 2, 2013

Position: Part-time Instructor

- Name of Office/Unit: Department of Mathematics and Physics
- Immediate Supervisor: Prof. Remberto A. Patindol
- Name of Agency/Organization and Location: Department of Mathematics and Physics, Visayas State University, Visca, Baybay City, Leyte
 - 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
- o 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

EMILY/L. CASINILLO
(Signature over Printed Name of Employee/Applicant)

Date: Sept. 28,2021