

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 | AURE | | |
| FIRST NAME | MA RACHEL KIM | | NAME EXTENSION (JR., SR) |
| MIDDLE NAME | LOCAYON | | |
| 3. DATE OF BIRTH (mm/dd/yyyy) | 8/30/81 | 16. CITIZENSHIP | <input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country: |
| 4. PLACE OF BIRTH | | If holder of dual citizenship, please indicate the details. | |
| 5. SEX | <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female | | |
| 6 CIVIL STATUS | <input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s: | 17. RESIDENTIAL ADDRESS | APT 66 KILBOURNE DRIVE House/Block/Lot No. Street VISAYAS STATE UNIVERSITY BARANGAY PANGASUGAN Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province |
| 7. HEIGHT (m) | MANDALUYONG CITY | | |
| 8. WEIGHT (kg) | 85 kgs | ZIP CODE | |
| 9. BLOOD TYPE | AB+ | 18. PERMANENT ADDRESS | CJP CMPD S.B. CABA HUG ST House/Block/Lot No. Street IBABAO-ESTANCIA Subdivision/Village Barangay MANDAUE CITY CEBU City/Municipality Province |
| 10. GSIS ID NO. | 006-0017-6383-2 | ZIP CODE | 6014 |
| 11. PAG-IBIG ID NO. | 1700-0029-6209 | | |
| 12. PHILHEALTH NO. | 12-050350445-1 | | |
| 13. SSS NO. | 623257861 | 19. TELEPHONE NO. | 053 563 7411 |
| 14. TIN NO. | 227099093 | 20. MOBILE NO. | 0933 8209486 |
| 15. AGENCY EMPLOYEE NO. | V00407 | 21. E-MAIL ADDRESS (if any) | kim_aure@vsu.edu.ph |

II. FAMILY BACKGROUND

| | | | | |
|--------------------------|--|--------------------------|---|----------------------------|
| 22. SPOUSE'S SURNAME | AURE | | 23. NAME of CHILDREN (Write full name and list all) | DATE OF BIRTH (mm/dd/yyyy) |
| FIRST NAME | REVRHIZZA | NAME EXTENSION (JR., SR) | ALIKADANNIELLA L. AURE | 12/3/09 |
| MIDDLE NAME | LIONG | | ALINA DOMINIQUE L. AURE | 12/26/15 |
| OCCUPATION | COLLEGE PROFESSOR | | | |
| EMPLOYER/BUSINESS NAME | VISAYAS STATE UNIVERSITY | | | |
| BUSINESS ADDRESS | VISCA, BAYBAY CITY, LEYTE, PHILIPPINES | | | |
| TELEPHONE NO. | 053 565 0600 | | | |
| 24. FATHER'S SURNAME | LOCAYON | | | |
| FIRST NAME | ROMEO | NAME EXTENSION (JR., SR) | | |
| MIDDLE NAME | BASQUIÑAS | | | |
| 25. MOTHER'S MAIDEN NAME | | | | |
| SURNAME | PEREZ | | | |
| FIRST NAME | RUTH | | | |
| MIDDLE NAME | JAYME | | | |

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 | MARIE ERNESTINE SCHOOL | ELEMENTARY EDUCATION | 1990 | 1994 | | 1994 | SALUTATORI AN |
| SECONDARY | STA ROSA PAROCHIAL SCHOOL | HIGH SCHOOL EDUCATION | 1994 | 1998 | | 1998 | WITH HONORS |
| COLLEGE | UNIVERSITY OF SAN CARLOS | BACHELOR OF SECONDARY EDUCATION MAJOR IN MATHEMATICS | 1998 | 2003 | | 2003 | CHED-CITE |
| GRADUATE STUDIES | CEBU NORMAL UNIVERSITY | MASTER OF ARTS IN EDUCATION MAJOR IN MATHEMATICS | 2003 | 2011 | | 2011 | N/A |
| GRADUATE STUDIES | UNIVERSITY OF SAN CARLOS | PH.D. IN EDUCATION MAJOR IN RESEARCH AND EVALUATION | 2012 | 2018 | | 2018 | VSU FELLOWSHIP GRANT & CHED DISSERTATION |

| | | | |
|-----------|--|------|--------------------|
| SIGNATURE | | DATE | September 29, 2022 |
|-----------|--|------|--------------------|

[illegible]

V. WORK EXPERIENCE
(include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet

| | | | | | | | |
|----|-----------------|--|--|--|---------|--|------|
| 28 | INCLUSIVE DATES | | | | SALARY/ | | |
| | | | | | JOB/PAY | | GOVT |

| 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 | JOB/ PAY GRADE (if applicable)& STEP | STATUS OF APPOINTMENT | GOV'T SERVICE (Y/ N) |
|-----|---------------------------------|------------|---|--|-------------------|---|--------------------------|----------------------------|
| | From | To | | | | | | |
| | 9/15/22 | present | ASSOCIATE PROFESSOR IV | DEPARTMENT OF TEACHER EDUCATION, COLLEGE OF EDUCATION, VISAYAS STATE | 69,963.00 | 839,556.00 | PERMANENT | Y |
| | | 9/14/22 | ASSOCIATE PROFESSOR I | DEPARTMENT OF TEACHER EDUCATION, COLLEGE OF EDUCATION, VISAYAS STATE | 30,531.00 | 366,372.00 | PERMANENT | Y |
| | 1/1/19 | 12/31/19 | ASSISTANT PROFESSOR I | DEPARTMENT OF TEACHER EDUCATION, COLLEGE OF EDUCATION, VISAYAS STATE | 30,531.00 | 366,372.00 | PERMANENT | Y |
| | 1/1/18 | 12/31/2018 | ASSISTANT PROFESSOR I | DEPARTMENT OF TEACHER EDUCATION, COLLEGE OF EDUCATION, VISAYAS STATE | 29,010.00 | 348,120.00 | PERMANENT | Y |
| | 1/1/17 | 12/31/2017 | ASSISTANT PROFESSOR I | DEPARTMENT OF TEACHER EDUCATION, COLLEGE OF EDUCATION, VISAYAS STATE | 27,565.00 | 330,780.00 | PERMANENT | Y |
| | 1/8/16 | 12/31/2016 | ASSISTANT PROFESSOR I | DEPARTMENT OF TEACHER EDUCATION, COLLEGE OF EDUCATION, VISAYAS STATE | 26,192.00 | 314,304.00 | PERMANENT | Y |
| | 1/1/16 | 7/31/2016 | ASSISTANT PROFESSOR I | DEPARTMENT OF TEACHER EDUCATION, COLLEGE OF EDUCATION, VISAYAS STATE | 26,192.00 | 314,304.00 | TEMPORARY | Y |
| | 1/11/15 | 12/31/2015 | ASSISTANT PROFESSOR I | DEPARTMENT OF TEACHER EDUCATION, COLLEGE OF EDUCATION, VISAYAS STATE | 24,887.00 | 298,644.00 | TEMPORARY | Y |
| | 1/1/15 | 10/31/2015 | ASSISTANT PROFESSOR I | DEPARTMENT OF TEACHER EDUCATION, COLLEGE OF EDUCATION, VISAYAS STATE | 24,887.00 | 298,644.00 | TEMPORARY | Y |
| | 1/6/12 | 12/31/2014 | INSTRUCTOR II | DEPARTMENT OF TEACHER EDUCATION, COLLEGE OF EDUCATION, VISAYAS STATE | 21,436.00 | 257,232.00 | TEMPORARY | Y |
| | 10/28/2011 | 5/31/2012 | INSTRUCTOR II | DEPARTMENT OF TEACHER EDUCATION, COLLEGE OF EDUCATION, VISAYAS STATE | 19,658.00 | 235,896.00 | TEMPORARY | Y |
| | 1/6/11 | 10/27/2011 | INSTRUCTOR I | DEPARTMENT OF TEACHER EDUCATION, COLLEGE OF EDUCATION, VISAYAS STATE | 18,333.00 | 219,996.00 | TEMPORARY | Y |
| | 1/11/10 | 5/31/2011 | INSTRUCTOR I | DEPARTMENT OF TEACHER EDUCATION, COLLEGE OF EDUCATION, VISAYAS STATE | 16,726.00 | 200,712.00 | TEMPORARY | Y |
| | 6/24/2010 | 10/31/2010 | INSTRUCTOR I | DEPARTMENT OF SCIENCE EDUCATION, COLLEGE OF EDUCATION, VISAYAS STATE UNIVERSITY | 16,726.00 | 200,712.00 | CONTRACTUAL | Y |
| | 1/7/09 | 6/23/2010 | INSTRUCTOR I | DEPARTMENT OF SCIENCE EDUCATION, COLLEGE OF EDUCATION, VISAYAS STATE UNIVERSITY | 15,119.00 | 181,428.00 | CONTRACTUAL | Y |
| | 1/7/09 | 6/23/2010 | INSTRUCTOR I | DEPARTMENT OF SCIENCE EDUCATION, COLLEGE OF EDUCATION, VISAYAS STATE UNIVERSITY | 15,119.00 | 181,428.00 | CONTRACTUAL | Y |
| | 1/7/09 | 6/23/2010 | INSTRUCTOR I | DEPARTMENT OF SCIENCE EDUCATION, COLLEGE OF EDUCATION, VISAYAS STATE UNIVERSITY | 15,119.00 | 181,428.00 | CONTRACTUAL | Y |
| | 1/7/09 | 6/23/2010 | INSTRUCTOR I | DEPARTMENT OF SCIENCE EDUCATION, COLLEGE OF EDUCATION, VISAYAS STATE UNIVERSITY | 15,119.00 | 181,428.00 | CONTRACTUAL | Y |
| | 1/7/09 | 6/23/2010 | INSTRUCTOR I | DEPARTMENT OF SCIENCE EDUCATION, COLLEGE OF EDUCATION, VISAYAS STATE UNIVERSITY | 15,119.00 | 181,428.00 | CONTRACTUAL | Y |
| | 1/7/08 | 6/30/2009 | INSTRUCTOR I | DEPARTMENT OF SCIENCE EDUCATION, COLLEGE OF EDUCATION, VISAYAS STATE UNIVERSITY | 13,512.00 | 162,144.00 | CONTRACTUAL | Y |
| | 1/11/07 | 6/30/2008 | INSTRUCTOR I | DEPARTMENT OF SCIENCE EDUCATION, COLLEGE OF EDUCATION, VISAYAS STATE UNIVERSITY | 12,284.00 | 147,408.00 | CONTRACTUAL | Y |
| | 1/7/07 | 10/31/2007 | INSTRUCTOR I | DEPARTMENT OF SCIENCE EDUCATION, COLLEGE OF EDUCATION, VISAYAS STATE UNIVERSITY | 12,284.00 | 147,408.00 | CONTRACTUAL | Y |
| | 2/11/05 | 6/30/2007 | INSTRUCTOR I | DEPARTMENT OF SCIENCE EDUCATION, COLLEGE OF EDUCATION, VISAYAS STATE UNIVERSITY | 11,167.00 | 134,004.00 | CONTRACTUAL | Y |

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 | | |
| | DAUGHTER'S OF MARY IMMACULATE INTERNATIONAL, BAYBAY CITY, LEYTE | 2018 | PRESENT | | MEMBER |
| | CHRIST'S YOUTH IN ACTION, CEBU CITY, CEBU | 2002 | PRESENT | | MEMBER |
| | | | | | |
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(Continue on separate sheet if necessary)

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

(Start from the most recent L&D/training program and include only the relevant L&D/training taken for the last five (5) years for Division Chief/Executive/Managerial positions)

| 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 | | | |
| | Webinar on Capacitating the Conduct of Graduate Seminar by Graduate Students | 2020 | 2020 | | Technical | OGS, VSU |
| | VSU E-Learning Environment Virtual Classroom Management | 2020 | 2021 | | Technical | ODIE |
| | Texas International Education Consortium - CHED Flexible Learning Virtual Conference | Oct-21 | Dec-21 | | Technical | CHED |
| | National Student Research Conference (NSRC) "Nurturing Students' Research Character" | May-21 | May 22, 2019 | | Technical | A and A Knowledge Base Research Consultancy and Training Inc. |
| | Training - Workshop of Accreditors on Outcomes-Based Quality Assurance | Oct-16 | October 18, 2019 | | Technical | AACUP |
| | Radio for Development Workshop | August 18, 2019 | | | Technical | DYDC - FM, VSU |
| | Integration of Reading and Language Arts | December 1, 2018 | | | Technical | VFES |
| | The 6th Asian Conference on Education | October 28, 2014 | November 2, 2014 | 32 hours | Technical | The International Academic Forum |
| | 17th CDU Annual Research Poster Contest | April 22, 2014 | April 22, 2014 | 8 hours | Technical | Cebu Doctors' University - Cebu doctors' university Hospital Research Council |
| | Research Conference and 2017 Annual Convention | October 24, 2017 | October 26, 2017 | | Technical | Mathematical Society of the Philippines |
| | College of Education Strategic Planning Workshop | July 5, 2017 | July 6, 2017 | | Technical | CoEd, VSU |
| | Echo - Seminar on the New CHED General Education Course: Mathematics in the Modern World | April 12, 2018 | April 14, 2018 | | Technical | VSU |
| | Workshop in Preparation for Level I AACUP Accreditation | October 5, 2017 | October 6, 2017 | | Technical | VSU |
| | National Conference on Research in Teacher Education (NCRTE) | November 9, 2017 | November 21, 2017 | | Technical | UP Diliman, Quezon City |
| | Textbook Writing | October 11, 2017 | | | Technical | Mutya Publishing House Inc |
| | 33rd Philippine Chemistry Congress | May 30, 2018 | June 1, 2018 | | Technical | The Integrated Chemists of the Philippines |
| | | | | | | |

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

| 31. | SPECIAL SKILLS and HOBBIES | 32. | NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full) | 33. | MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full) |
|-----|----------------------------|-----|--|-----|--|
| | baking | | N/A | | Mathematics Teachers Association of the Philippines Tertiary Level (MTAP-TL), Inc. |
| | | | N/A | | |
| | volleball / badminton | | N/A | | Math TED |

(Continue on separate sheet if necessary)

| | | | |
|-----------|---|------|--------------------|
| SIGNATURE |  | DATE | September 29, 2022 |
|-----------|---|------|--------------------|

34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to chief of bureau or office or to the person who has immediate supervision over you in the Bureau or Department where you will be appointed,
a. within the third degree?
b. within the fourth degree (for Local Government Unit - Career Employees)?

☐ YES☒ NO

☐ YES☒ NO

If YES, give details:

35. a. Have you ever been found guilty of any administrative offense?

b. Have you been criminally charged before any court?

☐ YES☒ NO

If YES, give details:

☐ YES☒ NO

If YES, give details:

Date Filed:

Status of Case/s:

36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?

☐ YES☒ NO

If YES, give details:

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?

☐ YES☒ NO

If YES, give details:

38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?

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?

☐ YES☒ NO

If YES, give details:

☐ YES☒ NO

If YES, give details:

39. Have you acquired the status of an immigrant or permanent resident of another country?

☐ YES☒ NO

If YES, give details (country):

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
a. Are you a member of any indigenous group?
b. Are you a person with disability?
c. Are you a solo parent?

☐ YES☒ NO

If YES, please specify:

☐ YES☒ NO

If YES, please specify ID No:

☐ YES☒ NO

If YES, please specify ID No:

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

| NAME | ADDRESS | TEL. NO. |
|---------------------|-------------------------|----------|
| BEATRIZ S. BELONIAS | VSU, BAYBAY CITY, LEYTE | 565-0600 |
| LIJUERAJ J. CUADRA | VSU, BAYBAY CITY, LEYTE | 565-0600 |
| LOTIS M. BALALA | VSU, BAYBAY CITY, LEYTE | 565-0600 |

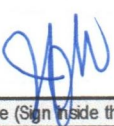
42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate 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.

Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)
PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: GSIS


ID/License/Passport No.: 006-0017-6383-2

Date/Place of Issuance:



Signature (Sign inside the box)

Date Accomplished



Right Thumbmark

PHOTO

SUBSCRIBED AND SWORN to before me this 14 OCT 2022, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYAN Z. GUINOCOR
VSU Chief Legal Officer

WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied for.

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 starting with the most recent/present employment

Position Applied for: ASSOCIATE PROFESSOR IV

- Duration: September 15, 2022 – present
- Position: Associate Professor I
- Name of Office/Unit: Department of Teacher Education, College of Education
- Immediate Supervisor: Joel Q. Mabalhin
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Taught undergraduate and graduate education courses assigned to me by my immediate supervisor
 - Served as adviser of students' organizations, academic adviser, student teaching supervisor of student teachers, and reviewer of the Licensure Examination for Teachers (LET)
 - Conducted relevant researches and published articles in scholarly journals
 - Attended seminars/conferences/trainings relevant to education
 - Served as resource speakers and oral presenters in selected seminars/conferences/trainings
 - Served as Director for Instruction and Evaluation
- Summary of Actual Duties
 - Responsible for the performance of the functions of the university, namely: instruction, research, extension, and production.
 - Accomplish other tasks assigned by the immediate supervisor and other school administrators
 - Provide assistance in the management of the department's programs and activities
 - Participate in school activities and perform other related functions.

Position Applied for: ASSOCIATE PROFESSOR I

- Duration: January, 2015 – September 14, 2022
- Position: Assistant Professor I
- Name of Office/Unit: Department of Teacher Education, College of Education
- Immediate Supervisor: Lijueraj J. Cuadra
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Taught undergraduate and graduate education courses assigned to me by my immediate supervisor
 - Served as adviser of students' organizations, academic adviser, student teaching supervisor of student teachers, and reviewer of the Licensure Examination for Teachers (LET)
 - Conducted relevant researches and published articles in scholarly journals
 - Attended seminars/conferences/trainings relevant to education

- Served as resource speakers and oral presenters in selected seminars/conferences/trainings

- Summary of Actual Duties

- Responsible for the performance of the functions of the university, namely: instruction, research, extension, and production.
- Accomplish other tasks assigned by the immediate supervisor and other school administrators
- Provide assistance in the management of the department's programs and activities
- Participate in school activities and perform other related functions.

- Duration: October, 2011 – December, 2014
- Position: Instructor II
- Name of Office/Unit: Department of Teacher Education, College of Education
- Immediate Supervisor: Dolores L. Alcober
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

- Taught undergraduate education courses assigned to me by my immediate supervisor
- Served as adviser of students' organizations, academic adviser, student teaching supervisor of student teachers, and reviewer of the Licensure Examination for Teachers (LET)
- Attended seminars/conferences/trainings relevant to education
- Served as resource speakers and oral presenters in selected seminars/conferences/trainings
- Study leave to pursue Doctor of Philosophy in Education major in Research and Evaluation

- Summary of Actual Duties

- Responsible for the performance of the functions of the university, namely: instruction, research, extension, and production.
- Accomplish other tasks assigned by the immediate supervisor and other school administrators
- Provide assistance in the management of the department's programs and activities
- Participate in school activities and perform other related functions.

- Duration: January, 2005 – October, 2011
- Position: Instructor I
- Name of Office/Unit: Department of Science Education, College of Education
- Immediate Supervisor: Dolores L. Alcober
- Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)

- Taught undergraduate education courses assigned to me by my immediate supervisor
- Served as adviser of students' organizations, academic adviser, student teaching supervisor of student teachers, and reviewer of the Licensure Examination for Teachers (LET)
- Attended seminars/conferences/trainings relevant to education
- Served as resource speakers in selected seminars/conferences/trainings
- Earned the degree Master of Arts in Education major in Mathematics Education

- Summary of Actual Duties
 - Responsible for the performance of the functions of the university, namely: instruction, research, and extension.
 - Accomplish other tasks assigned by the immediate supervisor and other school administrators
 - Provide assistance in the management of the department's programs and activities
 - Participate in school activities and perform other related functions.


MA. RACHEL KIM L. AURE

(Signature over Printed Name
of Employee/Applicant)

Date: September 28, 2022