

## 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. Work experience should be listed from most recent first.

- Duration:
- Position:
- Name of Office/Unit:
- Immediate Supervisor:
- Name of Agency/Organization and Location: Department of Education, North Elementary School
- List of Accomplishments and Contributions (if any)
  - Conducted Inset and community service
- Summary of Actual Duties
  1. Prepare effective lesson plans.
  2. Prepare visual aids and other devices for instruction.
  3. Check records/attendance of students.
  4. Keeps parents informed on student's progress.
  5. Sees to it that the students in his/her advisory section are provided with the necessary textbooks when available.
  6. Prepares and submits the necessary forms and reports for his advisory section Form III, Form 137A, 138A and 18A.
  7. Keeps the anecdotal records of his students up-to-date.
  8. Checks the payment of tuition fees of his/her students and keeps a record of the receipt.
  9. Implement rules and regulations.
  10. Attends and participates in service-education training and faculty meetings.
  11. Executes the administration's school policies designed for the welfare of the students.
  12. Keeps record of the students' performance.
  13. Conducts the guidance services of his advisory section.
  14. Maintains the cleanliness of his/her classroom, school facilities and equipment.
  15. Implements the YCAP and the other program of the school.
  16. Maintains membership in professional organizations.

(Signature Over Printed Name)

Date: \_\_\_\_\_