

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

- Duration:
- Position:
- Name of Office/Unit:
- Immediate Supervisor:
- Name of Agency/Organization and Location:
 - List of Accomplishments and Contributions (if any)
 - Summary of Actual Duties

SIGNATURE OVER PRINTED NAME

- Duration: 02/10/2021 TO 06/06/2021
- Position: SUBSTITUTE TEACHER
- Name of Office/Unit: DEPARTMENT OF EDUCATION
- Immediate Supervisor: JOSEPH B. BANGLOY JR.
- Name of Agency/Organization and Location:
 - List of Accomplishments and Contributions (if any)
 - Summary of Actual Duties
 1. Facilitates learning in the schools through functional lesson plans, daily log activities and appropriate, adequate and updated instructional materials.
 2. Monitors, assesses and evaluated pupils progress.
 3. Undertakes activities to improve performance indicators.
 4. Maintains updated pupil records.
 5. Updates parent on pupils progress regularly.
 6. Supervises curricular and co-curricular projects and activities.
 7. Counsel and guides pupils
 8. Conducts action research
 9. Maintains cleanliness, orderliness, safety, and upkeep of the classroom.
 10. Participates in staff development activities and utilizes KSA gained for seminars, trainings and scholarships.
 11. Maintains harmonious relationships with fellow teachers and other school personnel as well as parents and other stakeholders.
 12. Supports activities of governmental and non-governmental organizations
 13. Does work related

MARK ANTHONY M. DIASEN
 SIGNATURE OVER PRINTED NAME

- Duration: 01/12/2009 TO 07/17/2016
- Position: Teacher I
- Name of Office/Unit: FLORA CENTRAL SCHOOL
- Immediate Supervisor: LEILAROSE V. DE SAN JOSE
- Name of Agency/Organization and Location: DEPARTMENT OF EDUCATION
 - List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 14. Facilitates learning in the schools through functional lesson plans, daily log activities and appropriate, adequate and updated instructional materials.
 15. Monitors, assesses and evaluated pupils progress.
 16. Undertakes activities to improve performance indicators.
 17. Maintains updated pupil records.
 18. Updates parent on pupils progress regularly.
 19. Supervises curricular and co-curricular projects and activities.
 20. Counsel and guides pupils
 21. Conducts action research
 22. Maintains cleanliness, orderliness, safety, and upkeep of the classroom.
 23. Participates in staff development activities and utilizes KSA gained for seminars, trainings and scholarships.
 24. Maintains harmonious relationships with fellow teachers and other school personnel as well as parents and other stakeholders.
 25. Supports activities of governmental and non-governmental organizations
 26. Does work related

JOVELYN P TANEZA
Signature over printed Name

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- Duration: '06/17/2019 to 08/15/2019
- Position: Teacher I Substitute
- Name of Office/Unit: Kabugao District I
- Immediate Supervisor:
- Name of Agency/Organization and Location: Deparment of Education-Apayao
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 1. Facilitates learning in the school's trough functional lesson plans, daily log activities and appropriate, adequate and updated instructional materials
 2. Monitors, assesses and evaluated pupils progress
 3. Undertakes activities to improve performance indicators
 4. Maintains updated pupil records
 5. Updates parent on pupil's progress regularly
 6. Supervises curricular and co-curricular projects and activities
 7. Counsel and guides pupils
 8. Conducts action research
 9. Maintains cleanliness, orderliness, safety and upkeep of the classroom
 10. Participates in staff development activities and utilizes KSA gained from seminars, trainings and scholarships
 11. Maintains harmonious relationship with fellow teachers and other school personnel as well as parents and other stakeholders
 12. Support activities of governmental and non-governmental organizations
 13. Does work related

MARISOL B. BAWIG
Signature over printed Name