

## 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: August 2020-May 13, 2022
- Position: Part-time Instructor
- Name of Office/Unit: College of Criminal Justice Education
- Immediate Supervisor: Dr. Mary Grace F. Barolo
- Name of Agency/Organization and Location: Occidental Mindoro State College
  
- List of Accomplishments and Contributions (if any)
- 1. Served as Curriculum Coordinator (Area 3)
- 2. Served as thesis adviser and panelist for department's research study conducted by students
- 3. Acted as resource speaker for different extension programs conducted in the community by the College of Criminal Justice Education.

### Summary of Actual Duties

- Facilitate in academic settings in criminal justice departments, providing the knowledge and skills students need to pursue careers in law enforcement, corrections, law, the court system and nonprofit or social work. However, positions can also be found in professional and government settings, providing job training to employees of nonprofit or law enforcement agencies, prisons or the court system.
- Develop the course syllabus and instructional materials, preparing and delivering lectures and presentations through hybrid learning, preparing course materials, leading discussions, grading assignments and tests and working with students to ensure understanding of the material
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- Duration: August 2019-March 2020
- Position: Officer-in-Charge
- Name of Office/Unit: BS Criminology Department
- Immediate Supervisor: Victoria G. Madayag  
Administrator
- Name of Agency/Organization and Location: Philippine Central Islands College
  
- List of Accomplishments and Contributions (if any)

Spearheaded the department's day activities with the participation of Civil Aviation Group and Regional Mobile Force Battalion in combatting insurgency

Summary of Actual Duties:

- Supervise students' activities, daily accounting, schedule of marching and exercises.
- Prepare lectures, summative quizzes, and major exams.
- Recommends necessary programs for the department's rules and regulation and formulate programs and activities.
- Observing and supervising of students' progress and suggest programs to improve their learning.

- Duration: August 2018-November 2018
- Position: Part-time Instructor
- Name of Office/Unit: BS Criminology Department
- Immediate Supervisor: Jimmy S. Guban, Ph. D.  
Administrator
- Name of Agency/Organization and Location: Guardians Bona Fide for Hope Foundation, Inc. (GBHFI)
  - List of Accomplishments and Contributions (if any)

Summary of Actual Duties:

- Prepare and conduct lectures, summative quizzes, and major exams.
- Report progress of students.
- Attend to student's concern and inquiries.

- ✓ Duration: October 29, 2014- December 25, 2018
- ✓ Position: Crime Registrar (Non-Uniformed Personnel)
- ✓ Name of Office/Unit: Investigation Unit , Binan City Police Station
- ✓ Immediate Supervisor: P/LTC DANILO G MENDOZA, Chief of Police
- ✓ Name of Agency/Organization and Location: Guardians Bona Fide for Hope Foundation, Inc. (GBHFI)
  - List of Accomplishments and Contributions (if any)  
Received different commendations for outstanding performance, utmost dedication to duty and active support to Philippine national Police

Summary of Actual Duties:

1. Monitoring and receiving of all compliances from assigned units.
2. Daily and timely checking of Police Blotter and consolidation of crimes committed through records from the Desk Officer.
3. Timely encoding of cases inputs/data from the Spot reports of each investigator and subsequently encoding it to CRIME INCIDENT REPORTING and ANALYSIS SYSTEM (CIRAS) as well as to Weekly List of Crimes/UCPER or Unit Crime Periodic Report
4. Providing Secretariat Assistance to other Police Investigators.

5. Preparing of memorandum and other correspondence to transmit to other offices.
6. Submit weekly monitoring of Illegal Gambling activities and Drug Related Cases within AOR as well as cases referred for further investigation
7. Provide secretariat assistance on Special Case Review and Investigation Teams (SCRIT) to follow -up Homicide Cases Under Investigation (HCUI) Cases
8. Preparation of Crime Statistics of the Police Station in weekly, monthly, quarterly and yearly basis including crime statistic to be use for EMPO (Enhanced Managing Police Operations)
9. Case Monitoring

  
MARICAR C. AGUILAR

(Signature over Printed Name  
of Employee/Applicant)

Date: July 7, 2022