

- Duration: November 16, 2012 – June 30, 2015
- Position: Home Management Technologist (*Reassigned upon assumption at the Human Resource Office*)
- Name of Office/Unit: Human Resource Management and Development Office
- Immediate Supervisor: Rhodora G. Bonifacio (SAO)
- Name of Agency/Organization and Location: Provincial Government of Leyte – Leyte Provincial Capitol, Tacloban City

➤ List of Accomplishment and Contribution (if any)

- In-placed Job Order personnel policies
- Compliance to COA rules and regulations

➤ Summary of Actual Duties

- ✓ Manages and supervises Job Order personnel
- ✓ Responsible in going over the output of Job Order Personnel
- ✓ Responsible of Incoming and Outgoing communications
- ✓ Maintain communication linkages with the immediate supervisor to ensure human resource productivity


JUANCHO C. RISOS, MM
Administrative Officer V

(Signature over Printed Name
of Employee/Applicant)

Date: 2/8/22