

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: July – December 2023
- Position: Research Assistant B
- Name of Office/Unit: Property Unit
- Immediate Supervisor: Sylvia P. Nuevas
- Name of Agency/Organization and Location: National Irrigation and Administration LEYTE IMO  
Marasbaras, Tacloban City

- Summary of Actual Duties

In my role, I am responsible for managing the entire procurement process, from identifying equipment needs to ensuring payments are made to suppliers. This begins with determining the specific requirements of various departments and aligning these needs with our budget constraints. I then conduct thorough research to identify potential suppliers, gather quotes, and compare prices and terms to ensure we select the best options. Once suppliers are chosen, I create and manage purchase orders, ensuring all details such as quantities, specifications, and pricing are accurate.

Securing the necessary approvals from relevant authorities or departments is a critical step before finalizing any purchase. After receiving approvals, I place orders with the selected suppliers and oversee the delivery process to ensure that the equipment arrives on time and meets our specifications. Upon receiving the goods, I verify that they match the order details and are in good condition.

In addition to procurement, I am also responsible for the liquidation of reimbursements. This involves summarizing all expenses incurred during the procurement process and preparing reimbursement requests for approval. I ensure that all supporting documents, such as receipts and invoices, are complete and accurate. Once reimbursement requests are submitted, I obtain the necessary approvals and maintain detailed records of all transactions for auditing and financial reporting purposes. Monitoring the status of reimbursement requests and addressing any issues that arise is also part of my duties, ensuring compliance with organizational policies and regulatory requirements throughout the process.

  
ANN GAY D. VESTRA

(Signature over Printed Name  
of Employee/Applicant)

Date: September 20, 2024