

WORK EXPERIENCE SHEET	
<p>Instructions: 1. Include only the work experiences relevant to the position being applied to.</p> <p>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.</p>	
I.	<ul style="list-style-type: none">• Duration: January 30, 2023 to Present• Position: Acting Attorney III• Name of Office/Unit: Legal Affairs Department• Immediate Supervisor: Atty. Shyla Joy C. Ramos• Name of Agency/Organization and Location: National Food Authority• List of Accomplishments and Contributions (if any)<ul style="list-style-type: none">1. Investigation and Documentation Department<ul style="list-style-type: none">1. Prepared, drafted and submitted for approval of the head of Legal Department opinions and communications.2. Prepared, drafted and submitted for approval of the head of Legal Department Contract Review / MOA / MOU.3. Prepared, drafted and submitted for approval of the head of Legal Department correspondences.4. Attended in all scheduled hearing of Administrative Cases assigned to me.5. Prepared pleadings including Withdrawal of Appeals, Comments, Rejoinders etc.2. Litigation Department<ul style="list-style-type: none">6. Appeared in court in all assigned criminal and civil cases.7. Prepared, drafted and filed pleadings and motions.8. Prepared, drafted and submitted for approval of the head of Legal Department opinions and correspondences.9. Obtained ALL the required information/document as instructed and as necessary within the given timeframe. Was able to use the information/document in the preparation of recommendation/opinion and/or submit the same as annex/es of pleading/motion filed in court.• Summary of Actual Duties<ul style="list-style-type: none">1. Draft Legal Opinion, Comments, Interpretation, Recommendations and other correspondences/ communications.2. Preparation and review of draft contracts/Memorandum of Agreement (MOA)/ Memorandum of Understanding (MOU) and Other Documents.3. Coordination with the NFA Provincial and Regional Offices and Other government and private entities and individuals.4. Conduct of Pre-Hearing Conference / Trial Proper for Administrative Cases.5. Submission of Position Paper, Memorandum and Other Pleadings.6. Represents NFA in all cases filed for or against the agency before any courts and/or quasi-judicial bodies involving Farmer's Organization, Stock Accountable Officers with Final Shortages, Labor Cases, Tax Exemptions, Land Registration/Titling, COA Disallowances, Money Claims/collection or rice loans, Special/Summary Proceedings, Special Civil Actions; and COA Disallowances. Cases wherein NFA is not a party but requires participation as witness for one of the parties in the

case.

- 7. *Preparation of pleadings/ researches/ gathering or collection of evidentiary data for the following: Complaint / Petition; Answer; Reply / Comment / Opposition; Rejoinder; Motions /Manifestations /Briefs ;Position Paper / Memorandum; Appeal; Judicial Affidavit; and Formal Offer of Evidence/Other legal forms required to be submitted in court.*
- 8. *Preparation/Drafting of Opinions / Advices / Interpretations involving a certain issue as requested by the office of the Administrator, OAAFA, OAAMO and Other Departments, including request for opinion of NFA Field and Regional Offices but all replies were addressed to the AO and if approved, the same will be furnished to the requesting department/field or regional office.*
- 9. *Coordination with other government and other private entities/individuals, such as but not limited to: OGCC, NFA Regional Offices, COA.*

II.

- Duration: *July 01, 2022 to December 31, 2022*
- Position: *Limited Legal Practice*
- Status of Office/Unit: *Self-Employed*
- Immediate Supervisor: *N/A*
- Name of Agency/Organization and Location: *N/A*
- List of Accomplishments and Contributions (if any)
 - 1. *Provided legal advice and opinions.*
 - 2. *Prepared affidavits, contracts, pleadings and other legal documents.*
- Summary of Actual Duties
 - 1. *Cater and provide legal aid to clients.*
 - 2. *Prepare legal documents needed by the client.*

III.

- Duration: *November 09, 2019 to March 01, 2020*
- Position: *Practicum*
- Name of Subject: *Practice Court II*
- Professor: *Judge Ritchie B. Reyes*
- Name of School and Location: *Saint Paul School of Professional Studies / Pawing, Palo, Leyte*
- List of Accomplishments and Contributions (if any)
 - 1. *Prepared pleadings, motions and other legal documents.*
 - 2. *Performed moot court trial proceedings.*
- Summary of Actual Duties
 - 1. *Prepare legal documents.*
 - 2. *Practice and prepare for moot court trial proceedings.*

IV.

- Duration: ***June 03, 2019 to October 27, 2019***
- Position: ***Practicum at Leo S. Giron & Associates Law Office***
- Name of Subject: ***Practice Court I***
- Professor: ***Atty. Leo S. Giron***
- Name of School and Location: ***Saint Paul School of Professional Studies / Pawing, Palo, Leyte***

- List of Accomplishments and Contributions (if any)
 - 1. Prepared pleadings, motions and other legal documents.***
 - 2. Assist lawyers of Leo S. Giron & Associates Law Office on other legal matters.***
 - 3. Attended and observe actual in-court proceedings.***
 - 4. Studied cases handled by Leo S. Giron & Associates Law Office.***
 - 5. Performed moot court trial proceedings.***

- Summary of Actual Duties
 - 1. Prepare legal documents.***
 - 2. Assist lawyers of Leo S. Giron & Associates Law Office.***
 - 3. Familiarize cases handled by Leo S. Giron & Associates Law Office.***
 - 4. Practice and prepare for moot court trial proceedings.***



ATTY. ERAH SYL D. ARCALLANA, CPA
(Signature over Printed Name of Employee/Applicant)

Date: January 18, 2024