

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

Sample: If applying to Supervising Administrative Officer

- Duration: January 1, 2015 –February 28, 2016
  - Position: Admin. Aide III (J.O. Status)
  - Name of Office/Unit: PRPEO
  - Immediate Supervisor: Teresita L. Quiñanola
  - Name of Agency/Organization and Location: Visayas State University
  - Summary of Actual Duties
    - Responsible for the processing of Leave Applications, Computation and posting of Tardiness and Undertime of employees to their individual leave card.
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- Duration: March 1, 2016 – March 15, 2017
  - Position: Admin. Aide III (Permanent Status)
  - Name of Office/Unit: PRPEO
  - Immediate Supervisor: Teresita L. Quiñanola
  - Name of Agency/Organization and Location: Visayas State University
  - Summary of Actual Duties
    - Responsible for performing administrative and technical tasks such as Leave Administration, Preparation of Payrolls for Part-time Instructors and Casual/Contractual Employees, attending to queries related to Leave and Compensation Benefits and other HR matters.
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- Duration: March 16, 2017 – April 30, 2022
  - Position: Admin. Aide IV (Permanent Status)
  - Name of Office/Unit: PRPEO / OHPLB
  - Immediate Supervisor: Teresita L. Quiñanola / Regina C. Bibera
  - Name of Agency/Organization and Location: Visayas State University
  - Summary of Actual Duties
    - Responsible for performing administrative and technical tasks such as Leave Administration, Preparation of Payrolls for Part-time Instructors and Casual/Contractual Employees, NOSA and NOSI preparation, and Identification of employees who are qualified to received Loyalty Awards.
    - Computes salary adjustments for Budgetary Requests and for salary differentials due to NOSI (meritorious and length of service) NOSA.
    - Approves/confirms GSIS loan application and attend meetings related to GSIS remittances and benefits Alternate AAO, attend to queries related to Leave and Compensation Benefits and other HR matters.

<ul style="list-style-type: none"><li>• Duration: May 1, 2022 – Present</li><li>• Position: Admin. Aide IV (Permanent Status)</li><li>• Name of Office/Unit: OHPLB</li><li>• Immediate Supervisor: Regina c. Bibera</li><li>• Name of Agency/Organization and Location: Visayas State University</li><li>• List of Accomplishments and Contributions (if any)</li><li>• Summary of Actual Duties<ul style="list-style-type: none"><li>○ Take charge in approving/confirming HRIS Request such as, Leave Applications, Log Appeals, Work Schedules, Overtime Works, Official Business Travels and Work From Home.</li><li>○ Take charge in the updating of leave balances, NOSI, NOSA and Service Record in the new HR system.</li><li>○ Headed up in the timely and orderly the preparation of Payroll for Casual/Contractual Employees and Part-time Instructors.</li><li>○ Computes salary adjustments for Budgetary Requests and for salary differentials due to NOSI (meritorious and length of service) NOSA and back premium deductions and WTax.</li><li>○ Performs other administrative and technical tasks such as Leave Administration, Salary Computation for Part-time Instructors, Payroll preparation for Overload Pay of Instructors, NOSA and NOSI preparation, and Identification of employees who are qualified to received Loyalty Awards.</li><li>○ Approves/confirms GSIS loan application and attend meetings related to GSIS remittances and benefits Alternate AAO, attend to queries HRIS System, and Leave and Compensation Benefits and other HR matters.</li></ul></li></ul>
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(Signature over Printed Name  
of Employee/Applicant)

Date: \_\_\_\_\_