

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: November 5, 2021 – present
- Position: Administrative Officer III (Records Officer II)
- Name of Office/Unit: Records Management Section - Administrative Division
- Immediate Supervisor: Elvie Antenor
- Name of Agency/Organization and Location: Mines and Geosciences Bureau, Quezon City
- List of Accomplishments and Contributions (if any)
 - Assisted in the Revision of the Quality Management System essential to ISO 9001:2015 Certification
 - Assisted in Updating the Risk Management Program of the Records Management Section
- Summary of Actual Duties
 - Responsible for the records management of all incoming and outgoing documents of the Bureau
 - Establishes and maintains an active continuing program for management preservation and disposition of records using online databases such as SDMS and DATS;
 - Assumes full responsibility in the custody and safekeeping of voluminous official records and documents of the Bureau;
 - Checks and classifies signed correspondence before they are released for mailing;
 - Authenticates copies of documents in the possession of the Unit;
 - Helps in the Online Data Tracking List;
 - Prepares annual and other required reports;
 - Assist in the Receiving of Documents from clients and other agencies, if necessary;
 - Attend seminars, conferences, and meetings in line with duties and responsibilities;
 - Perform other official duties as instructed by immediate supervisor.

WORK EXPERIENCE SHEET

- Duration: March 1, 2017 – November 4, 2021
- Position: Registrar I
- Name of Office/Unit: Asuncion S. Melgar National High school
- Immediate Supervisor: Anecita A. Empino, DM.
- Name of Agency/Organization and Location: Department of Education, Division of Leyte
- List of Accomplishments and Contributions (if any)
 - Chairman of Committee On Registration and Attendance in Three-Day School-Based Roll-Out On Results-Based Performance Management System (RPMS)
- Summary of Actual Duties
 - Received, updated and maintained the records, reports and documents of the school, its staff and learners;
 - Managed and updated the Learner Information System and the Enhanced Basic Education Information System;
 - Facilitated the process in releasing records of the school, staff, and learners to the necessary institutions;
 - Ensured an efficient process of registration and enrollment;
 - Followed pertinent guidelines by the DepEd and other government agencies relative to the roles and responsibilities as a government employee;
 - Oversaw the records management and disposal of all learner records;
 - Did related work as assigned by the School Principal; and did other work as part of the exigencies of the service.

WORK EXPERIENCE SHEET

- Duration: October 27, 2014 – February 28, 2017
- Position: Administrative Assistant I (Crime Registrar)
- Name of Office/Unit: Julita Police Station
- Immediate Supervisor: PMAJ Jay Anthony Florencio
- Name of Agency/Organization and Location: Philippine National Police, PRO VIII
- List of Accomplishments and Contributions (if any)
 - Planned and Spearheaded the Four Best Practices of Julita Police Station
 1. Julita PS I.W.A.S. A.D.I.K. (Initiative in Ways to Avoid and Stay Away from Drugrelated Issues and Knowledge)
 2. Julita P.R.O. Project (Police as Referees and Officiating officers)
 3. Julita Project K.K.K (Kapulisan para sa Kalusugan at Kaunlaran)
 4. Julita P.O.W.E.R. Project (Promoting Overall Wellness and Enhance Program through sports and Recreation)
 - Key officer of the Municipal Police Strategy Management Unit
 - Receiver of the MEDALYA NG PAPURI (PNP COMMENDATION MEDAL) FOR COMMENDABLE PERFORMANCE AS NON-UNIFORMED PERSONNEL
 - Receiver of the MEDALYA NG KASANAYAN (PNP EFFICIENCY MEDAL) FOR REMARKABLE DEDICATION AND DEVOTION TO DUTY
- Summary of Actual Duties
 - Entered and registered all crime incidents within the jurisdiction in the PNP CIRS;
 - Uploaded mugshots of arrested persons in E-rogues
 - Prepared weekly and monthly Crime Unit Periodic Reports of crime incidents, statistics and submits to higher office;
 - Prepared a monthly analysis of crime incidents in the jurisdiction;
 - Prepared weekly and monthly E-blotter reports, List of Crime Incidents, Victimization Data and reports from the E-rogues gallery;
 - Assisted in the documentation and booking of arrested persons;
 - Acted as secretary to the Julita Police Station Technical Working Group and the Julita Police Strategy Management Unit;
 - Prepared Notice of Conference, Invitation Letters, After-activity reports and the minutes of the meetings of the TWG and PSMU;
 - Attended re-echo conference regarding Crime Registration in higher office;
 - Attended conferences and seminars related to line of work;
 - Reported to the Chief of Police and assistant to the Chief Investigator.