

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: October 3, 2024 - October 31, 2024
- Position: POPCEN-CBMS Enumerator
- Name of Agency/Organization and Location: Philippine Statistics Authority - Leyte Provincial Statistical Office - Tacloban City, Leyte
- List of Accomplishments and Contributions (if any)
 - Developed recruitment plan
 - Designed training program for retirees under EO 366
- Summary of Actual Duties
 - Ask the questions in the questionnaire, clarify any confusion, and answer queries that respondents may have. Accomplish the questionnaire completely and correctly according to the instructions stated in this manual. Administer the FLEMMS Individual Questionnaire to all eligible respondents for each sample household assigned. Carefully review the accomplished questionnaires for completeness, consistency and correctness before leaving the sample household and submit the accomplished questionnaires to the field supervisor for further review. Assign scores in each basic and functional literacy items in Form 2 and encode scores in the CAPI system. Upload data files in the server every three (3) days and regularly backup all data files. Filing of Form 2 and submits to the TS/PFP/APFP. Keep all information collected strictly confidential as stated in Republic Act 10625 as stated in Republic Act 10625 and Data Privacy Act of 2012.

- Duration: July 15, 2024 - August 30, 2024
- Position: FLEMMS Enumerator
- Name of Agency/Organization and Location: Philippine Statistics Authority - Leyte Provincial Statistical Office - Tacloban City, Leyte
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Conduct interviews with individuals to collect census data.

- Follow census procedures and protocols in collecting and recording data.
- Verify data for accuracy and completeness.
- Ensure confidentiality and security of data.
- Conduct follow-up interviews as necessary to obtain missing or incomplete data.


ELNA B. PAG-ONG-SULAD

(Signature over Printed Name
of Employee/Applicant)

Date: APRIL 20, 2025