

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: Feb. 1, 2021 - present
- Position: Administrative Assistant II (Disbursing Officer)
- Name of Office/Unit: Gubang Elementary School/ Baybay 9 District
- Immediate Supervisor: Estrella P. Oquias
- Name of Agency/Organization and Location: Department of Education – Schools Division of Baybay City, Leyte, Diversion Road, Brgy. Gaas, Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - On-time submission of Monthly MOOE Liquidation Report
- Summary of Actual Duties
 - Facilitate in the disbursement of school funds, prepare reports of disbursements, submit and maintain copy of monthly MOOE and other program funds liquidation report, prepare payroll for job order personnel, facilitate preparation of teachers claims and benefits and other HR related documents, assist school head, teachers and visitors in their respective needs, consolidated monthly and quarterly reports, monitor school personnel attendance and reports submitted, released students requested pertinent documents, manage and update school records, and facilitate submission of reports and other forms to division office or concerned agency.

- Duration: Aug. 1, 2016 – Dec. 12, 2020
- Position: Negosyo Center Business Counselor
- Name of Office/Unit: Department of Trade and Industry – Negosyo Center
- Immediate Supervisor: Maria Aurora D. Sabalo
- Name of Agency/Organization and Location: Department of Trade and Industry Southern Leyte Provincial Office, Brgy. Tunga-tunga, Maasin City, Leyte
- List of Accomplishments and Contributions (if any)
 - Facilitated Entrepreneurial, Skills and Consumer Welfare Training and Seminar
 - Registered Business Establishments
 - Business Improvement Plan for MSMEs
 - Municipality Industry and MSME Profile
- Summary of Actual Duties
 - Provide/facilitate the various services being offered by the center to include, but not limited to the following: Business name registration, Business advisory, and Business information and advocacy. Review, analyse/process, ad package relevant business data needed by the client, particularly MSMEs. Implement projects and conduct activities of the center that will impact the in the growth of the clients. Assist in the development of linkages with the services providers, industry, associations, private

companies and government agencies. Attend trainings, seminar and other capability-building activities that will improve the delivery of services to the clients, Monitor and recommend business process improvements for MSMEs as well as the performance of the center. Prepare and facilitate procurement documents, and supervise and manage the Negosyo Center documents and properties.


LORISA JOY B. SACRO
Signature over Printer Name

Date: 02/10/2023