

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.

**FEBRUARY 01, 2021 to Present**

Position/Designation: Attorney II; Chief of Staff – City Mayors Office; Head, Bids and Awards Committee Secretariat

Name of Office/Unit: City Mayor’s Office; City Legal Office; Bids and Awards Committee

Immediate Supervisor: Mayor Alfred S. Romualdez; Atty. Anacleto Rei A. Lacanilao; Atty. Earl Ceazar N. Rosario;

Name of Agency/ Organization and Location: City Government of Tacloban/Tacloban City

Summary of Actual Duties:

1. Provides legal counsel when required;
2. Undertakes studies regarding the validity and legality of actions, ordinances and resolutions, administrative issuances and prepares appropriate comments and reports relative thereto;
3. Represents the city as counsel in all cases in collaboration with or as directed by the City Legal Officer; Undertakes, conducts research and study on proposed legislations, ordinances and resolutions to determine its effects on the City or City Government and City Mayor’s duties and rights;
4. Conducts research and study on other related matters and vital questions and assists the City Legal Officer to formulate an opinion relative thereto;
5. Performs such other related duties as may be assigned from time to time;

As Bac Secretary:

1. Responsible for planning, directing, coordinating, and supervising all administrative services functions, personnel administration, general services, supply/ records management, and budgeting;
2. Update the Local Chief Executive on the status of tasks regularly;
3. Provide administrative support to the BAC.
4. Organize and make all necessary arrangements for BAC meetings and conferences.
5. Prepare minutes of meetings and resolutions of the BAC.
6. Take custody of procurement documents and other records.
7. Manage the distribution of Bidding Documents to interested bidders .
8. Advertise and/or post bidding opportunities, including Bidding Documents, and Notices of Awards.
9. Assist in managing the procurement processes.
10. Monitor procurement activities and milestones for proper reporting to relevant agencies when required Consolidate PPMPs from various units of the procuring entity to make them available for review.
11. Be the central channel of communications for the BAC with end-users, PMOs, other units of the providers of goods, infrastructure projects and consulting services, observers and the general public.

**OCTOBER 16, 2019 to JANUARY 31, 2021**

Position/Designation: Executive Assistant IV;  
Name of Office/Unit: City Mayor’s Office  
Immediate Supervisor: Mayor Alfred S. Romualdez  
Name of Agency/ Organization and Location: City Government of Tacloban/Tacloban City

Summary of Actual Duties:

1. Drafted Executive Orders for the City Mayor’s Office;
  - a. City Anti Drug Abuse Council
  - b. Local School Board
  - c. Local Health Board
  - d. LIAC on Housing
  - e. City Development Council Executive Committee
  - f. Construction Permitting Task Force
2. Attended Interagency, Interdepartmental and Committee meetings and conferences for and in behalf of the CMO;
3. Supervise and coordinate with various departments for the planning and implementation of various City Projects;
  - a. Tacloban North Cemetery
  - b. BalikTacloban Project
4. Attended Sangguniang Panlungsod sessions as Liaison for the City Mayor’s Office;
5. Reviewed and drafted Indorsements, Letters and Communications to various government agencies for the City Mayor’s Office;
6. Performed other functions and duties assigned from time to time by the City Mayor’s Office.
7. Reviewed contracts entered into by the City Government with third persons.
8. Followed up on matters concerning official business of City Mayors’ Office and necessary correspondence;
9. Develop plans & strategies on programs & projects assigned by the Mayor & implements them upon approval.

**JULY 1, 2019 to OCTOBER 15, 2020**

Position: Legal Consultant  
Name of Office/Unit: City Mayor’s Office  
Immediate Supervisor: Mayor Alfred S. Romualdez  
Name of Agency/ Organization and Location: City Government of Tacloban/Tacloban City  
List of Accomplishments and Contributions (if any):  
Summary of Actual Duties:

1. Drafted legal opinions on issues referred to the City Legal Office by other departments of the City Government with recommendations of the proper actions to be taken and endorsed the same to the proper office.;
2. Drafted Executive Orders as requested by various departments;
3. Performed extensive legal research on matters of concern for the City Legal Office, City Mayor’s Office and other departments in the City Government;
4. Rendered legal advice, research and counseling to constituents, employees, barangay officials, clients, complainants and various Office Departments;
5. Reviewed contracts entered into by the City Government with third persons;

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| <ol style="list-style-type: none"><li>6. Render his opinion in writing on any question of law when requested to do so by the Mayor or the Sanggunian</li><li>7. Examined different contracts and agreements for consideration by the City Government and determine the legal basis as well as implications of the proposed agreements.</li></ol> |
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**JUNE 2018 to JUNE 30, 2019**

Position: Junior Associate Lawyer

Name of Office/Unit: Ticoy, Diaz, Cercado, Tutaan and Associates Law And Notarial Office  
Immediate Supervisor: Atty. Tyrone B. Tutaan  
Name of Agency/ Organization and Location: Ticoy, Diaz, Cercado, Tutaan and Associates Law And Notarial Office / Real St. Tacloban City

List of Accomplishments and Contributions (if any):  
Summary of Actual Duties:

1. Prepares legal documents, reviews and drafts contracts, agreements, etc.,
2. Consulting with clients to ascertain the details and merits of each case.
3. Conducting research using legislation, case law, and other legal texts as sources to decide on a mode of action.
4. Drafting legal texts, including reports, contracts, and appeals.
5. Representing clients at meetings, hearings, and at trials.
6. Informing and updating the Senior/ Associate Lawyers about salient developments in each case.

**November 2013 to October 2014**

Position: Nutritionist/Psychosocial Worker

Name of Office/Unit: Psychosocial Unit  
Immediate Supervisor: Nuria B. Diez  
Name of Agency/ Organization and Location: Accion Contre La Faim / Apitong, Tacloban City

List of Accomplishments and Contributions (if any):  
Summary of Actual Duties:

1. Implement awareness-raising on Mental Health & Psychosocial Support, Protection Issues;
2. Organize discussion groups and working groups with the beneficiaries, strengthening Life, Social, Emotional Skills;
3. Participate in collecting information on the beneficiaries’ needs in terms of mental health, psychosocial and nutritional support and needs;
4. Participate in developing training/communication aids and adapting them according to the needs of target population;
5. Supervise and conduct needs-assessment and screening of beneficiaries from the vulnerable communities;
6. Evaluate beneficiaries’ knowledge and skills before and after the sessions;
7. Organize and direct sessions on identifying psychological distress, self-care strategies, and referral mechanism;

Atty. Christian Eduard A. de Dios  
(Signature over Printed Name  
of Employee/ Applicant)  
Date: \_\_\_\_\_