

WORK EXPERIENCE SHEET

- Duration: June 17, 2019- July 17, 2019
- Position: Intern
- Name of Office/Unit: D'Hermanos Farm Buildings
- Immediate Supervisor: Karen Illagan
- Name of Agency/Organization and Location: D'Hermanos Farm Corporation, Sitio Mauricio, Barangay Bulihan, Rosario, Batangas
- List of Accomplishments and Contributions (if any)
 - Designed animal structures(Cattle Feedlot, Barn Type Goat House, Necropsy Room)
 - Designed and developed Necropsy Room
- Summary of Actual Duties
 - Responsible for the farm personnel work immersions, evaluation of the existing agricultural structures of the farm and designing of agricultural structures needed in the farm using AutoCad Application.

- Duration: August 24, 2020 – October 15, 2020
- Position: Headquarter's Clerk
- Name of Office/Unit: 2020 CPH- San Isidro Team
- Immediate Supervisor: Daniel Pedazo
- Name of Agency/Organization and Location: Philippine Statistics Authority (PSA)
- Summary of Actual Duties
 - Responsible in performing administrative and technical tasks e.g., pre-screening of documents, preparation of report of appointments issued, preparation of documents needed by the enumerators; responds to queries and performs other related functions.

- Duration: November 19, 2020 – December 19, 2020
- Position: Registration Officer 1
- Name of Office/Unit: PhylSis- San Isidro Team
- Immediate Supervisor: Lenille Gay M. Conejos
- Name of Agency/Organization and Location: Philippine Statistics Authority (PSA) Phylsis, San Isidro, Leyte


- Summary of Actual Duties

- Responsible in performing technical task e.g., handling the computers and other technical materials in registering clients for the National ID, preparation of reports to be passed to the supervisor, deliver necessary information to the respective Barangay's, responds to queries and perform other related tasks.

- Duration: March 15, 2021 – September 15, 2021
- Position: MAYA Intern
- Name of Office/Unit: Provincial Fisheries Office- Biliran
- Immediate Supervisor: Luzviminda H. Robin
- Name of Agency/Organization and Location: Department Agriculture: Bureau of Fisheries and Aquatic Resources, Naval, Biliran

- Summary of Actual Duties

- Responsible in performing administrative and technical tasks e.g., assisting in performing technical tasks such as price monitoring, stocking of tilapia fry, visiting the hatchery, visiting ponds under FLA and talking with the fisher folks occupying this ponds, conducting Boat Registration, assisting walk-in clients in the PFO, assisting in the installation of the water pump and other materials needed for the intensive pond, attending the fiber glass boat making training, preparation of monthly report on the activities accomplished, preparation of damage reports, responds to queries and perform other related functions.


CATHLYN MAE B. NGOHO

Applicant
 November 16, 2021