

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: January 19, 2021 – present
- Position: I.T. Staff / H.R. Officer
- Name of Office/Unit: Peñaranda Birthing Center
- Immediate Supervisor: Joel M. Mascariñas
- Name of Agency/Organization and Location: Peñaranda Birthing Center, Lilia Avenue, Brgy. Cogon, Ormoc City, Leyte

- Summary of Actual Duties

- Responsible in Encoding and Transmitting Philhealth claims.
- Responsible in Encoding Certificate of Live Birth in the Facility.
- Assists in processing of payment of employee benefits.
- Administers preparation, updating and computations of payslips.
- Responsible in making and uploading the payroll.
- Assists in the management and maintenance of 201 files.
- Assists in the performance of administrative function such as management of supplies and secretariat roles during meeting.
- Responsible for the maintenance of Computer, Printer, CCTV and any other machine in the Facility.

- Duration: December 2, 2019 – December 17, 2020
- Position: I.T. Specialist
- Name of Office/Unit: LAV Call Center Services
- Immediate Supervisor: Leedyza Villanueva
- Name of Agency/Organization and Location: D'Narra Hotel and Restobar, Ormoc City, Leyte

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

- Responsible in performing administrative and technical tasks.
- Responsible in Monitoring inbound and outbound calls of our agents.
- Responsible in the maintenance of the Computer Hardware and Software System.
- Responsible in maintaining Internet and Computer Networks.
- Responsible in Repairing of Computer and Printers.

- Duration: April 19, 2018 – November 16, 2019
- Position: Computer / Sales Technician
- Name of Office/Unit: Silicon Valley Computer Group Phils. Inc.
- Immediate Supervisor: Michelle Ann Gabas
- Name of Agency/Organization and Location: Robinsons Place Ormoc

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties
 - Responsible in Installing System and Software for Computer/Laptop.
 - Setup and Troubleshoot Computer/Laptop and Printer.
 - Responsible in maintaining Internet and Computer Networks.
 - Responsible in Repairing of Computer and Printers.
 - Monitoring/Checking Store Stocks.
 - Computer/Laptop and Printer repairing and troubleshooting.



JOSEPH MARLON O. SANTIAGO

(Signature over Printed Name_of Employee/Applicant)

Date: September 17, 2024