

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.

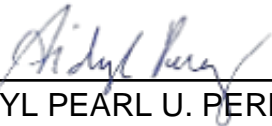
Sample: If applying to Supervising Administrative Officer

- Duration: February 11, 2011 – present
  - Position: Human Resource Management Officer III
  - Name of Office/Unit: Finance and Administrative Service
  - Immediate Supervisor: Maria Estrada
  - Name of Agency/Organization and Location: Department of Human Resources, Metro Manila
  - List of Accomplishments and Contributions (if any)
    - Developed recruitment plan
    - Designed training program for retirees under EO 366
  - Summary of Actual Duties
    - Responsible for the management of the recruitment and selection process and the coordination of training activities of the Department; provides assistance in the management of the Division’s programs and activities and performs other related functions.
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- Duration: October 1, 2022 - Present
  - Position: Consultant
  - Name of Office/Unit: Provincial Legal Office
  - Immediate Supervisor: Atty. Raymund A. Acol
  - Name of Agency/Organization and Location: Province of Leyte, Palo, Leyte
  - List of Accomplishments and Contributions (if any)
    - Drafted an Answer for Spouses Torres v. Municipality of Burauen.
    - Drafted Memorandum-Petition for Review for the Municipality of Alangalang, Leyte in relation to a case with the Civil Service Commission.
    - Drafted a Resolution for a query by the President of the Liga ng mga Barangay of La Paz, Leyte
    - Reviewed, edited, and conducted research for the following pleadings and cases:
      - Petition for Certiorari: Spouses Ong v. Arnel Ong
      - Appellant’s Memorandum: People v. Hermoso, Jr.
      - Counter-Affidavit and Position Paper: Arabia v. Petilla
      - Petition: Provincial Government of Leyte v. PMO and Privatization Council
      - Motion for Reconsideration: In the Matter of the Disapproval of the Appointment of the Provincial Government Head
      - Demurrer to Evidence: People v. Cesar Davin
      - Motion for Judgment on the Pleadings: Provincial Government of Leyte v. PMO
    - Conducted research for the following topics:
      - POPS plan
      - Cuatros Islands
  - Summary of Actual Duties
    - Responsible for drafting, reviewing, editing, and conducting research in relation to any and all legal pleadings assigned by the office for the courts, prosecution, and the

Civil Service Commission. Likewise responsible for conducting thorough research on any and all topics assigned by the office.

- Duration: March 1, 2020 – September 7, 2022
- Position: Associate
- Name of Office/Unit: Vasig Abarquez Lumauig Abarquez Puno Law Offices
- Immediate Supervisor: Atty. Paolo E. Abarquez, Atty. Elyrhey Cesar R. Vasig, Atty. Timothy N. Lumauig, Atty. Carlo E. Abarquez, and Atty. Reginald J. Puno
- Name of Agency/Organization and Location: VAL Law, Makati City, Metro Manila
- List of Accomplishments and Contributions (if any)
  - Was promoted from Junior Associate to Associate (July 2021)
  - Drafted numerous pleadings for all of our various clients in relation to their cases, and won several of these cases including ones for Custody, Cyberlibel, Estafa, Adoption, Annulment of Assessment of Local Business Taxes and violations of the following laws: Indigenous Peoples Rights Act and the Mining Act of 1995,
  - Drafted corporate-practice related documents and submitted the same to the various Local Government Units of Metro Manila, Securities and Exchange Commission, Bureau of Internal Revenue, Philippine Health Insurance Corporation, Home Development Mutual Fund (PAG-IBIG), Social Security System, and the National Privacy Commission resulting to the registration and maintenance of the registration of our various clients
  - Notarized around thirty percent (30%) of the firm's client's documents that were needed to become public documents
  - Represented clients in their cases before the various Prosecution Offices of Metro Manila, the National Privacy Commission, the Professional Regulation Commission, the Philippine Contractors Accreditation Board, the Department of Labor, and the National Labor Relations Commission
  - Coordinated with the Local Government Units of Metro Manila and their respective Registry of Deeds in order to ascertain the status of the real properties of some of our clients and updated them to be fully compliant with the laws and rules
  - Successfully mediated the adverse parties in several corporate disputes
  - Acted as the assistant to the Corporate Secretaries of various corporations and drafted documents in relation thereto. Likewise attended the Meetings of the Directors and Stockholders in relation to these corporations.
  - Dealt with various banks to represent our clients in their transactions thereto
  - Drafted various contracts for various corporations for their day-to-day transactions
  - Drafted extra-judicial settlements for various clients in the settlement of the estate of their deceased loved ones
  - Part of the team that was responsible for a successful corporate merger involving corporations located in the United States
  - Responsible for the documentation of several sale of lands and was part of the meetings in relation to the deals thereto
  - Responsible for the registration and maintenance of the trademarks of several corporations
  - Drafted legal opinions for the Presidential Communications Office and the Banko Sentral ng Pilipinas and various clients
  - Drafted several newsletters for VAL Law's website
- Summary of Actual Duties
  - Responsible for drafting, reviewing, editing, conducting research, and representing various clients in several cases before various tribunals; the corporate maintenance of several client-corporations and drafting documents in relation to their transactions; notarization of the documents of clients that were assigned to me; coordination with various entities in order to successfully obtain the results our client desires; mediation of adverse parties; the drafting of legal opinions for government offices and various clients in relation to the topic they want an opinion of and conducting thorough

research in relation thereto; performing other administrative tasks as an associate of the firm; and performing all the tasks assigned by the firm to me

  
AIDYL PEARL U. PEREZ  
(Employee/Applicant)

Date: August 3, 2023