

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: May 18, 2023 – July 31, 2023
- Position: Admin Aide Reliever
- Name of Office/Unit: Philippine Science High School Eastern Visayas Campus – SAO
- Immediate Supervisor: Cynthia C. Ocaña, D.M
- Name of Agency/Organization and Location: Philippine Science High School
Eastern Visayas Campus
Pawing, Palo Leyte
- List of Accomplishments and Contributions
 - Recorded the daily Incoming documents
 - Routed the daily Outgoing documents
 - Segregated the Paid Vouchers
 - Ensured the correctness of details and completeness of signatories of Vouchers
 - Assisted the SAO/FAD Chief from time to time
- Summary of Actual Duties
 - Records incoming documents
 - Route documents for signature and dissemination
 - Manually write ADA/Check number, JEV number, Official Receipt number, Dates on voucher.
 - Stamp Paid vouchers
 - Segregate Voucher (COA File, Accounting File)
 - Assist in routing IAR documents for signature
 - Facilitate in segregating IAR documents

- Duration: January 21, 2022- January 5, 2023
- Position: Cashier
- Name of Office/Unit: Counter Department – Ace Hardware Philippines, Inc.
- Immediate Supervisor: Mary Lou D. Manasis
- Name of Agency/Organization and Location: Ace Hardware Philippines Inc. Savemore Tacloban
- List of Accomplishments and Contributions
 - Ensured smooth process of payments of customer through POS System
 - Ensured the daily, monthly reports of Counter Documents to be submitted on time
 - Contributed the increase of Sales of Loyalty Cards
 - Contributed the Sales of Store through upselling items while doing cashiering
- Summary of Actual Duties
 - Process payment of customer through POS System
 - Sell and discuss to customer the advantage of having Loyalty Cards
 - Process counter documents, reports and submit accordingly
 - Assist every customer for their needs and give them customer service amazing experience.

- Duration: December 02, 2020 – January 29, 2021
- Position: Administrative Assistant
- Name of Office/ Unit: Administrative and Finance Division – BSP Leyte Council
- Immediate Supervisor: Rosalie D. Calumag
- Name of Agency Organization and Location: Boy Scouts of the Philippines Leyte Council
- List of Accomplishments and Contributions
 - Contributed the process of scout's registration
 - Encoded the statistics per scout's type for every school, districts and area
 - Ensured the records of scouts are kept, organize and sorted
 - Contributed the smooth flow of documents particularly incoming and outgoing
- Summary of Actual Duties
 - Responsible for processing the scout's registration per school
 - Encode the statistics of scouts per school and area
 - Make sure to safe keep and organize the documents
 - Process incoming and outgoing documents

- Duration: September 16, 2019 – April 15, 2020
- Position: Store Custodian
- Name of Office/ Unit: Penshoppe J&F Carigara
- Immediate Supervisor: Ma. Cristina T. Sallan
- Name of Agency Organization and Location: Golden ABC Incorporated
- List of Accomplishments and Contributions
 - Contributed the sales through assisting the customer needs
 - Processed payments through processing POS System
 - Ensured store funds are safe and cash sales are deposited everyday
 - Ensured the sales report and other store reports to be submitted on time
 - Assisted the manager in all back-office work
 - Managed the store in the absence of manager
- Summary of Actual Duties
 - Assist the customer in the selling area
 - Handle cashiering as a reliever for cashier breaks and day off
 - Ensure store reports to be submitted accordingly
 - Execute treasury tasks including managing store funds and deposit of cash sales
 - Execute and maintain the visual merchandising of items and cleanliness of store
 - Manages the stockroom through the help of stockman
 - Manages in all store operations particularly in the absence of manager



IVY GRACE A. ACOL

(Signature over Printed Name
of Employee/Applicant)

Date: AUGUST 17, 2023