

## 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.

**Applying to Registrar II**

- Duration: **September 18, 2019 - present**
- Position: **Administrative Officer IV (HRMO II)**
- Name of Office/Unit: **Human Resource Management Office/Mayor's Office**
- Immediate Supervisor: **Municipal Mayor**
- Name of Agency/Organization and Location: **LGU-Biliran, Biliran, Biliran**
- **List of Accomplishments and Contributions (if any)**
  - Developed recruitment, selection, placement process
  - Designed Capability Building trainings for Officials and Employees
  - Give Insights for retirees under EO 366
  - Formulate Memos, Office Orders relative to personnel matters
- **Summary of Actual Duties**
  - Responsible for the management of the recruitment, selection and placement process, processing of Appointment Papers, updated the service records, updated the leave cards and the coordination of training activities of the Agency; provides assistance in the management of the Agency's programs and activities and performs other related administrative functions.

**Applying to Registrar II**

- Duration: **January 10, 2001 - September 17, 2019**
- Position: **Administrative II (HRMO I)**
- Name of Office/Unit: **Human Resource Management Office/Mayor's Office**
- Immediate Supervisor: **Municipal Mayor**
- Name of Agency/Organization and Location: **LGU-Biliran, Biliran, Biliran**
- **List of Accomplishments and Contributions (if any)**
  - Developed recruitment, selection, placement process
  - Designed Capability Building trainings for Officials and Employees
  - Give Insights for retirees under EO 366
  - Formulate Memos, Office Orders relative to personnel matters
- **Summary of Actual Duties**
  - Responsible for the management of the recruitment, selection and placement process, processing of Appointment Papers, updated the service records, updated the leave cards and the coordination of training activities of the Agency; provides assistance in the management of the Agency's programs and activities and performs other related administrative functions.

  
**HENRY T. REGANON, MM**

(Signature over Printed Name of Applicant)

Date: 03.22.2021



**WORK EXPERIENCE SHEET**

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**Applying to Registrar II**

- Duration: **September 2017 - August 2019**
- Position: **Acting Municipal Accountant**
- Name of Office/Unit: **Accounting Office**
- Immediate Supervisor: **Municipal Mayor**
- Name of Agency/Organization and Location: **LGU-Biliran, Biliran, Biliran**
- **List of Accomplishments and Contributions (if any)**
  - Prepares financial statements
  - Processed vouchers
  - Prepares general and subsidiary ledgers
  - Prepares statement of remittances and other reports
- **Summary of Actual Duties**
  - Responsible in the accounting services such as: (Financial Statements, Processed Vouchers, general and Subsidiary Ledgers, Statement of Remittances and other reports
  - Acts as the internal auditor.

**Applying to Registrar II**

- Duration: **January 18, 1996 - January 09, 2001**
- Position: **Revenue Collection Clerk I**
- Name of Office/Unit: **Municipal Treasurer's Office**
- Immediate Supervisor: **Municipal Treasurer**
- Name of Agency/Organization and Location: **LGU-Biliran, Biliran, Biliran**
- **List of Accomplishments and Contributions (if any)**
  - Collection of Taxes (Real Property Tax, Comm. Tax Cert., Water Bills, General Receipts, Transfer of Livestock (Cattle, Horse, Carabao, etc.), Cash Tickets, etc.)
  - Facilitate of Business Permits and Licensing (New & Renewal)
  - Monitor permits & licensing of all Business Establishments in the Municipality
  - Updated the Ledger of RPT
  - Updated the Ledger of Water Bills
- **Summary of Actual Duties**
  - Collection of Real Property Taxes, Processing of Permits & Licenses of Business Establishments, issues General Receipts, Community Tax Certificates and other fees corresponding to the Municipal Tax Code Ordinance

  
**HENRY T. REGAÑON, MM**  
 (Signature over Printed Name of Applicant)

Date: 03.22.2021