

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

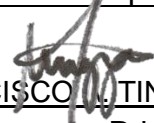
- Duration: October 15, 2024 – present
- Position: Purchaser/ IT support
- Name of Office/Unit: Purchasing Department
- Immediate Supervisor: Wilson C. Cu
- Name of Agency/Organization and Location: Albertson Marketing, Tacloban City

- List of Accomplishments and Contributions (if any)
 - Streamlined purchasing processes, reducing order errors and ensuring timely deliveries across three branches.
 - Strengthened supplier relationships, negotiating better terms and achieving cost reductions in procurement.
 - Improved productivity by training staff on IT troubleshooting, leading to a decrease in support requests.
 - Reduced system downtime through proactive troubleshooting and efficient issue resolution.
- Summary of Actual Duties
 - Responsible for generating purchase orders for three branches (Tacloban, Calbayog, and Butuan), monitoring stock levels, and coordinating with various suppliers. Additionally, accountable for preparing sales reports for the trade department. In the IT support role, responsible for troubleshooting hardware and software issues, maintaining computer systems, providing technical support to end users, and ensuring the seamless operation of all technological systems within the company.

- Duration: February 1, 2024 – May 31, 2024
- Position: IT support/ Data Entry
- Name of Office/Unit: IT Support Office
- Immediate Supervisor: Raphy A. Dalan
- Name of Agency/Organization and Location: Leyte Normal University, Tacloban City

- List of Accomplishments and Contributions (if any)
 - Diagnosed and resolved IT issues proactively, minimizing system downtime and ensuring continuous operations.
 - Assisted in upgrading hardware and software, enhancing IT infrastructure performance and reliability.

- Provided end-user support and training, improving staff proficiency in troubleshooting and system usage.
- Managed and entered large volumes of data accurately, maintaining data integrity across systems.
- Streamlined data entry processes, significantly reducing input and retrieval time.
- Summary of Actual Duties
 - Responsible for providing technical support to faculty, staff, and students, troubleshooting hardware and software issues, and ensuring the seamless operation of school IT systems. Assists with setting up and maintaining computer labs, networks, and other technological resources. Additionally, performs data entry tasks, managing student records, updating databases, and ensuring the accuracy and confidentiality of all academic and administrative data. Regularly generates reports to support school operations and assists with any data-related inquiries.


FRANCISCO L. TINGZON JR.
(Signature over Printed Name
of Employee/Applicant)

Date: February 24, 2025