

## 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 02, 2025- February 01, 2025
- Position: Contract Service Worker
- Name of Office/Unit: Management Services Division
- Immediate Supervisor: Eleonor B. Garcia
- Name of Agency/Organization and Location: CSC Regional Office VIII
- List of Accomplishments and Contributions (if any)
  - Prepare the Monthly Check Disbursement Journal and the Authority to Debit Account Disbursement Journal.
  - File Procurement Records for submission to the Commission on Audit.
  - Encode Check Issued/LDDAP in the Report of Check Issued (RCI).
- Summary of Actual Duties
  - Segregate and file monthly Disbursement Vouchers with complete supporting documents for COA file and Office file.
  - Assist in the preparation of Disbursement Voucher.
  - Photocopy Procurement documents and supporting documents.
  - Perform other duties and responsibilities as may delegated from time to time.
- Duration: February 07, 2024- December 31, 2024
- Position: GIP (Office Aide)
- Name of Office/Unit: Management Services Division
- Immediate Supervisor: Eleonor B. Garcia
- Name of Agency/Organization and Location: CSC Regional Office VIII
- List of Accomplishments and Contributions (if any)
  - Prepare transmittal for COA Report 2024.
  - Compile Procurement documents.
  - Prepare summary of Petty Cash Voucher.
  - Prepare Inspection Acceptance Report.
  - Attend seminars/orientation.
- Summary of Actual Duties
  - Encode related and appropriate reports.
  - Segregate and file monthly Disbursement Voucher with complete supporting documents for COA file and File copy.
  - Photocopy and scan Procurement documents.
  - Route documents to every divisions.
  - Perform other related functions.
- Duration: October 26, 2023 – December 31, 2023
- Position: GIP (Office Aide)
- Name of Office/Unit: Technical Service Support Division
- Immediate Supervisor: Virgilio A. Doroja, Jr.
- Name of Agency/Organization and Location: DOLE Regional Office VIII
- List of Accomplishments and Contributions (if any)

<ul style="list-style-type: none"><li>○ Conduct an orientation for the Government Internship Program (GIP).</li><li>○ Attend Assessment on Child Labor Program.</li><li>○ Receive related documents.</li><li>• Summary of Actual Duties<ul style="list-style-type: none"><li>○ Responsible for assisting the clients and GIP's.</li><li>○ Sort the DTR's, Accomplishment Report, Log Sheet and Contract of GIP's.</li><li>○ Route documents to every divisions.</li><li>○ Perform other related functions.</li></ul></li><li>• Duration: March 23, 2023 - May 18, 2023</li><li>• Position: Student Intern</li><li>• Name of Office/Unit: Human Resource Management</li><li>• Immediate Supervisor: Leonila B. Galban</li><li>• Name of Agency/Organization and Location: COMELEC Regional Office VIII</li><li>• List of Accomplishments and Contributions (if any)<ul style="list-style-type: none"><li>○ Perform first entry level of job.</li><li>○ File, sort, encode, scan documents, answer telephone calls of the clients and assist visitors of the organization.</li></ul></li><li>• Summary of Actual Duties<ul style="list-style-type: none"><li>○ Responsible for all clerical tasks and duties.</li></ul></li></ul>

  
CATHRINE JOY T. YAPIT  
(Signature over Printed Name  
of Employee/Applicant)

Date: March 14, 2024