


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 1, 2022 - Present
- Position: Engineering Assistant (Job Order)
- Name of Office/Unit: Construction and Maintenance Division
- Immediate Supervisor: Nivard S. Gonzales
- Name of Agency/Organization and Location: Provincial Government of Agusan del Norte
- List of Accomplishments and Contributions (if any)
 - In charge of consolidating monthly report and monitoring of all the on-going projects implemented by the Provincial Engineer's Office.
 - In charge of compiling reports from the construction maintenance men to track necessary maintenance for the provincial roads.
 - Responsible of the inventory of provincial roads and manages the quarterly report of local road maintenance to be submitted to the DILG.
 - Oversees the receiving, recording, and distribution of request letters from various agencies to the appropriate staff or engineers.
- Summary of Actual Duties
 - Work as an assistant to all Project Engineers of the division. Provide them paper works that they needed. In charge of making monthly report.

- Duration: March 1, 2019 – April 31, 2022
- Position: Engineering Aide/CAD Operator
- Name of Office/Unit: Planning, Programming and Quality Control Division
- Immediate Supervisor: Lilian Bokingo
- Name of Agency/Organization and Location: Provincial Government of Agusan del Norte
- List of Accomplishments and Contributions (if any)
 - List of Approved Detailed Engineering Design (DED)**
 - Construction of X – Ray Building, Las Nieves Municipal Hospital
 - Construction of Temporary Treatment and Monitoring Facility, PHO
 - Construction of Supply Warehouse, PHO
 - Rehabilitation/Improvement of Provincial Veterinary Quarantine Station, Carmen
 - Repair / Rehabilitation of (1) Unit, 2 Storey, 4 Classrooms School Building, Colorado Elementary School
 - Repair / Rehabilitation of School Building, San Roque Elementary School (1 unit 2 classrooms & 1 unit 3 classrooms)
- Summary of Actual Duties
 - Prepared Detailed Engineering Design (DED) of vertical projects, both proposed and existing, for rehabilitation, repair and improvement.


Maria Glounesza Nena T. Palo
(Signature over Printed Name
of Employee/Applicant)

Date: February 10, 2024