

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: July 3, 2024 - Present
- Position: Cash-For-Work Employee
- Name of Office/Unit: Kalahi-CIDSS
- Immediate Supervisor: Grace P. Negad
- Name of Agency/Organization and Location: Local Government Unit of Alangalang, Alangalang, Leyte
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Set up, configure, and maintain computers, servers, printers, and other hardware.
 - Troubleshoot and repair hardware issues to ensure smooth operations.
 - Manage and secure the organization's local area network (LAN) and internet connections.
 - Ensure stable network performance and troubleshoot connectivity issues in field offices.
 - Install, configure, and manage databases for storing project and beneficiary information.
 - Perform regular database backups and ensure data integrity and recovery systems.
 - Implement security measures for hardware, networks, and databases to protect sensitive data.
 - Monitor server performance and optimize systems for efficient data storage and access.

- Duration: February 26, 2024 – May 31, 2024
- Position: Student On-The-Job Training
- Name of Office/Unit: Media Information System and Technology Office
- Immediate Supervisor: Carlo Jude P. Abuda
- Name of Agency/Organization and Location: Visayas State University, Alangalang, Leyte
- List of Accomplishments and Contributions (if any)
 - Create an inventory system
- Summary of Actual Duties
 - Set up and maintain campus computers, printers, and other IT equipment.
 - Provide technical support to students, faculty, and staff for hardware and software issues.
 - Manage the university's network, ensuring stable internet access and internal connections.
 - Ensure data security and protect sensitive university information.
 - Monitor and maintain online learning platforms and other digital tools.
 - Perform regular backups of important data and manage recovery systems.
 - Install and update software for classrooms, labs, and administrative offices.
 - Create and develop custom systems or applications to improve campus operations.
 - Support multimedia setups for events and presentations on campus.

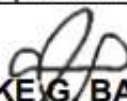
- Duration: August 16, 2021 – December 12, 2023
- Position: System/Computer Maintenance Technician
- Name of Office/Unit: DPCVM Data Processing and Customary Via Management
- Immediate Supervisor: Vangeliza B. Caldosa
- Name of Agency/Organization and Location: DPCVM Data Processing and Customary Via Management, Alangalang, Leyte
- List of Accomplishments and Contributions (if any)
 - Setup computer network
- Summary of Actual Duties
 - Set up, maintain, and troubleshoot office computers, printers, and other IT equipment.
 - Manage and organize large sets of data for processing and storage.
 - Ensure data accuracy and integrity during processing and transfers.
 - Monitor and secure the office's network and data systems.
 - Implement cybersecurity measures to protect sensitive information.
 - Perform regular backups and ensure data recovery systems are in place.
 - Install, update, and manage software used for data processing.
 - Provide technical support to staff for any IT-related issues.

- Duration: May 1, 2019 – July 30, 2021
- Position: Data Encoder
- Name of Office/Unit: Atty. Jose Arvin Antoni Notarial Office
- Immediate Supervisor: Atty. Jose Arvin Antoni
- Name of Agency/Organization and Location: Atty. Jose Arvin Antoni Notarial Office, Alangalang, Leyte

- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Set up, maintain, and fix computers and printers.
 - Organize and manage digital records of notarized documents.
 - Prepare electronic versions of legal documents for notarization.
 - Install and update software for document processing and security.
 - Ensure the security of sensitive documents and client data.
 - Regularly back up important files and manage data recovery.
 - Maintain a secure office network (LAN) for internet and data sharing.
 - Assist clients with digital forms and online services.

- Duration: November 26, 2018 – December 14, 2018
- Position: Student Work Immersion
- Name of Office/Unit: Alangalang Municipal Police Station
- Immediate Supervisor: Ambrocio V. Demain
- Name of Agency/Organization and Location: Alangalang Municipal Police Station, Alangalang, Leyte

- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Assist in setting up and troubleshooting computers and software.
 - Help with data entry and organizing digital police records.
 - Monitor the local area network (LAN) for connectivity and security.
 - Assist in maintaining cybersecurity and ensuring safe data handling.
 - Perform routine checks on equipment like CCTV and communication devices.
 - Create technical documentation or user guides for office procedures.
 - Provide general office and technical support to police personnel.


ALEXIS LUKE G. BARLOMENTO
(Signature over Printed Name
of Employee/Applicant)

Date: September 23, 2024