

## 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: August 14, 2023- December 31, 2023
- Position: Admin. Services Aide (J.O./Contract of Service)
- Name of Office/Unit: Procurement Unit
- Immediate Supervisor: Engr. Leah A. Tagnipes
- Name of Agency/Organization and Location: Department of Public Works and Highways (DPWH) – Leyte 1<sup>st</sup> District Engineering Office, Brgy. Pawing, Palo, Leyte 6501

- List of Accomplishments and Contributions (if any)

- Drafted legal documents, gathered and reviewed evidences, assisted the BAC and BAC Secretariat in relation to proceedings for blacklisting of contractors to be submitted to the DPWH-Central Office.

- Summary of Actual Duties

- Provides administrative support to the BAC and BAC Secretariat for Civil Works, Consulting Services, and Goods Services;
  - Encode/Draft Transmittal/Communication letters pertaining to BAC and procurement matters;
  - Check, review, and follow up documents relative to Goods and Services -Alternative method;
  - Receive and release incoming and outgoing documents (Goods and Services related).

- Duration: October 1, 2018 – April 1, 2022
- Position: Paralegal Secretary (Voluntary)
- Name of Office/Unit: Surigao Law Office
- Immediate Supervisor: Atty. Lloyd P. Surigao
- Name of Agency/Organization and Location: Surigao Law Office. San Francisco Street. Palompon, Leyte 6538

- Summary of Actual Duties

- Encode/draft legal documents necessary for the needs of the clients (i.e affidavits, conveyance documents, agreements, complaints, legal opinion etc.)
  - Respond to the needs and queries of clients

- Research laws and jurisprudence applicable to cases handled by the supervising lawyer
- Keep records of legal documents
- Performs other related function as instructed by the supervising lawyer

  
RIZA THERESA D. MANONGSONG

(Signature over Printed Name  
of Employee/Applicant)

Date: 03/06/25