WORK EXPERIENCE SHEET

- Duration: April 1, 2023-present
- Position: Lawyer
- Name of Office/Unit: MCCCB Law Office
- Immediate Supervisor: N/A
- Name of Agency/Organization and Location: Brgy. Cavite East, Palo, Leyte

  - Summary of Actual Duties

    - Notarial practice
    - Litigation
    - Legal Counselling
    - Draft and prepare letters, correspondences, contracts and other legal documents or instruments

- Duration: May 30, 2022 – March 31, 2023
- Position: Lawyer
- Name of Office/Unit: Calceta Law Office
- Immediate Supervisor: N/A
- Name of Agency/Organization and Location: Brgy. Baculanad Sta. Fe, Leyte

  - Summary of Actual Duties

    - Notarial practice
    - Litigation
    - Legal Counselling
    - Draft and prepare letters, correspondences, contracts and other legal documents or instruments

- Duration: April 3, 2022 – Present
            October 2020- December 2020
        March 2014-March 2020

- Position: Human Resources Officer
- Name of Office/Unit: Catholic Relief Services – United States Conference of Catholic Bishops
- Immediate Supervisor: Eduardo J. Yunzal Jr.
- Name of Agency/Organization and Location: Intramuros, Manila

  - Accomplishments:
    - Completed the review and revision of the CRS PH Personnel Manual
    - Investigated and closed employee discipline/ regulation cases
    - Represented the organization during NLRC hearings/arbitrations.
    - Facilitated the land transfer process of CRS Anibong Resettlement Project beneficiaries (i.e. preparation of legal instruments, providing legal advice, etc).

  - Summary of Actual Duties

    - Facilitate the end-to-end recruitment in CRS Philippines. Activities include finalizing job descriptions, posting job vacancies, shortlisting CVs, facilitating examinations, sitting in panel inteviews, and conducting background checks.

o   Attend to legal needs of the organization (i.e. preparation of legal opinion, drafting/review of legal instruments)

MELANI C. CALCETA
(Signature over Printed Name
of Employee/Applicant)

Date: August 11, 2023