

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.


Sample: If applying to Supervising Administrative Officer

- Duration: February 02, 2023 – present
- Position: Screener
- Name of Office/Unit: Philippine Identification System
- Immediate Supervisor: Ronnie A. Bajado
- Name of Agency/Organization and Location: Philippine Statistics Authority, Borongan City, Eastern Samar

- List of Accomplishments and Contributions (if any)
 - All prescribed number of registration kits assigned and deployed on prescribed timeline
 - DTR and accomplishment report with complete supporting documents submitted every first day after 15th/End of the month

- Summary of Actual Duties
 - Perform crowd control and assist in managing queues in the Registration Center; verifies the appointment of the applicants; checks if the applicant has the required supporting document/s; keeps and maintain all files (memoranda, correspondence, reports); entertains public queries and problem regarding the registration procedures; assist the Registration Center Supervisor in the preparation of reports; and perform other tasks that may be assigned by the Registration Center Supervisor.

- Duration: October 14, 2022 – February 02, 2023
- Position: : Screener
- Name of Office/Unit: : Philippine Identification System
- Immediate Supervisor: Ronnie A. Bajado
- Name of Agency/Organization and Location: Philippine Statistics Authority, Borongan City, Eastern Samar


 MARVIN A. DOCENA
 (Signature over Printed Name
 Of Employee/Applicant)

Date: _____