

WORK EXPERIENCE SHEET
<p><i>Instructions: 1. Include only the work experiences relevant to the position being applied to.</i></p> <p><i>2. The duration should include start date, 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.</i></p>
<p>A.</p> <p>Duration: June 10, 2013 – present</p> <p>Position: PO Treasurer</p> <p>Name of Office: SABACAMA FA OFFICE</p> <p>Immediate Supervisor: Felipe C. Dohinog</p> <p>Name of Agency and Location: SAN FRANCISCO, BAGA BAO, CAHIGAN, MATALOTO FARMERS ASSOCIATION (SABACAMA FA), Brgy. Cahigan, Villaba, Leyte</p>
<p>B.</p> <p>Duration: August 19, 2022 – November 14, 2023</p> <p>Position: Barangay Treasurer</p> <p>Name of Office: Office of the Sangguniang Barangay</p> <p>Immediate Supervisor: Hon. Amelita R. Pelayo</p> <p>Name of Agency and Location: Sangguniang Barangay, Barangay San Francisco, Villaba, Leyte</p>
<p>C.</p> <p>Duration: July 1, 1997 – June 30, 2002</p> <p>Position: Barangay Treasurer</p> <p>Name of Office: Office of the Sangguniang Barangay</p> <p>Immediate Supervisor: Maximo D. Onde</p> <p>Name of Agency and Location: Sangguniang Barangay, Barangay San Francisco, Villaba, Leyte</p> <ul style="list-style-type: none">• Summary of Actual Duties<ul style="list-style-type: none">○ Responsible in financial management such as: disbursements, collections and other relevant functions.○ Prepare payroll for honoraria and allowances of brgy. officials and staff.○ Process payment of brgy. projects, and procurements.○ Responsible in payments of BIR remittances of the taxes withheld and doc. stamps collected.○ Responsible in payment of projects, and payrolls.○ Keep custody of brgy. properties, and financial documents (collections and disbursements).
<p>D.</p> <p>Duration: July 16, 2018 – August 18, 2022</p> <p>Position: Barangay Secretary</p> <p>Name of Office: Office of the Sangguniang Barangay</p> <p>Immediate Supervisor: Amelita R. Pelayo</p> <p>Name of Agency and Location: Sangguniang Barangay, Barangay San Francisco, Villaba, Leyte</p>
<p>E.</p> <p>Duration: July 1, 1994 – June 30, 1997</p> <p>Position: Barangay Secretary</p> <p>Name of Office: Office of the Sangguniang Barangay</p> <p>Immediate Supervisor: Maximo D. Onde</p>

Name of Agency and Location: Sangguniang Barangay, Barangay San Francisco, Villaba, Leyte

- Summary of Actual Duties


- Responsible in preparing documents (e.g. brgy. certifications, brgy. clearance, brgy. permits, and other relevant documents)
- Prepare the minutes of regular and special sessions, lupon hearings, brgy. assembly, and other meetings.
- Prepare brgy. resolutions, reports and other required information/data.
- Submit minutes, reports, and other related documents to the office of MLGOO and other offices concern.
- Keep custody of brgy. records and documents.

No. of years in service: PO Treasurer = 10 yrs. & 9 mos.

Brgy. Treasurer = 6 yrs. & 3 mos.

Brgy. Secretary = 7 yrs. & 1 mo.

Total No. of years in service in the barangay: 13 yrs. & 4 mos.


RENE D. ARPON
Applicant

Date: 5/3/2024