


## 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 17, 2017-December 2022
- Position: Office Clerk
- Name of Office/Unit: Imelda Sub-Office, Field, Finance and Administrative Service
- Immediate Supervisor: Annabel Mulig
- Name of Agency/Organization and Location: Lady of Assumption Enterprises Inc., Imelda Sub-Office - Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
  - Responsible for disbursing and managing cash expenses of the project.
  - Process payments, ensure accuracy and completeness of payment to suppliers either goods or services.
  - Prepare financial reports like daily liquidations. Ensures that all transactions are recorded and posted on the system at the end of the day.
  - Knowledgeable in the following bank transactions such as bank deposits, transfers, and withdrawals.
  - Assists employees and other related concerns.
  - Organize office activities and other administrative tasks.
- Duration: January 08, 2023 - Present
- Position: HR Assistant
- Name of Office/Unit: Human Resources Department
- Immediate Supervisor: Jergen Sy
- Name of Agency/Organization and Location: Lady of Assumption Enterprises Inc., Main Office - Maasin City, Southern Leyte
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
  - File organization, meeting scheduling, writing and proofreading, emailing, keeping supplies organized, entertain visitors, and more.
  - Maintain and arrange personnel files, including application logs, resumes, and applications.
  - Assists workers by elucidating benefit plans and other issues.
  - Verifies the fulfillment of forms and applications to enroll new employees.
  - Contributes to the hiring process and helps settle disputes among coworkers.
  - Assists in preparing employee payroll and generate payment reference number for the following monthly contribution payments of SSS, PhilHealth and Pag-Ibig.
  - Preparation of minutes of meetings of various HR committees and monitoring of trainings conducted; responds to queries and performs other related functions.

  
Dina S Barola

(Signature over Printed Name  
of Employee/Applicant)

Date: January 10, 2025