

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: January 03, 2020 to July 30, 2020

Position: Provincial Coordinator/Senior Management Specialist

Name of Office/Unit: Special Area for Agricultural Development

Immediate Supervisor: RTD Larry U. Sultan, J.D.

Name of Agency/Organization and Location: Department of Agriculture RFO8

List of Accomplishments and Contributions (if any)

- Implemented 2 Layer Projects to different associations at San Isidro Leyte, 5 Duck Production Project at Dagami Leyte; Swine Production in Tabon2 & Capoocan, Leyte; and Goat and Jackfruit Production in Matag-ob, Leyte.

Summary of Actual Duties

- Coordinate with the focal persons, action officer, Provincial Agriculturist, LGU, farmers, Association and other stakeholders for the status of implementation of the projects. Facilitate the submission of weekly and monthly reports for submission to the region.
- Lead and conducts Community Organizing, Book-keeping, Leadership, Personal Development Trainings to the beneficiaries.
- Ensure that the project management plan is strictly followed by the Local Government units
- Supervise the SAAD PPMSO Team
- Monitors FY 2018, 2019 and 2020 SAAD Programs and Projects in the assigned municipality
- Performs other functions as required like case studies and article/narrative writing.

Duration: August 08, 2019 to December 27, 2020

Position: Market Specialist I

Name of Office/Unit: Philippine Rural Development Project or PRDP

Immediate Supervisor: RTD Larry U. Sultan, J.D.

Name of Agency/Organization and Location: Department of Agriculture RFO8

List of Accomplishments and Contributions (if any)

- Market Profile for Region 8

Summary of Actual Duties

- Perform undertakings/work to complement the technical staff of ORTD

- Focus on the services and activities such as: a. Data Gathering for the preparation of Market profiles/guides/collaterals; Directory of buyers, suppliers and processors in the region and; market inflow-outflow of focused commodity b. Assistance in the preparation and conduct of participation in Agri-fairs, Marketing For a/Consultants/Meetings, TienDA events and ASPIRE c. Assistance in the preparation of activity proposals for ORTD activities, PPMP & PRs d. Assistance in the conduct of promotion of agricultural products thru networking, market matching and facilitation of linkages e. Assistance in the conduct of OA products promotion and consumer awareness activities.
- Perform other tasks and activities as directed by the immediate supervisor.

Duration: October 30, 2017 to July 30, 2019

Position: Administrative Assistant II or Disbursing Officer

Name of Office/Unit: Plaridel Central School

Immediate Supervisor: Mr. Lorenzo Rebigan, Jr.

Name of Agency/Organization and Location: Department of Education Baybay City Division

List of Accomplishments and Contributions (if any)

- Accomplished 21 Liquidation Reports
- Accomplished more the 50 administrative reports

Summary of Actual Duties

- Administrative Support. Provides administrative and clerical support in the effective and efficient operation of the principal's office a. Documents for Principal encoded b. Documents Reproduction c. Reports Consolidation
- Records Management. To ensure excellent management of file /documents and assurance of its safety, and security from receiving , recording, routing and tracking to the appropriate person or place. a. Compilations of communications, received, routed and tracked b. Filing of school-related records systematized c. Preparing attendance and venues of meetings of the concerned department , teachers and principal.
- Book-keeping. To provide effective and efficient analyzing and recording of financial transaction a. Preparation Liquidation Reports, Canvass Template, Purchase Request. Purchase Order, Cash Disbursement Voucher and Inspection, Acceptance Report and Subsidiary Ledger
- Secretariat/Frontline. To provide secretariat function or be in frontline act during the conduct of training/workshop/seminars/meeting/appointments. a. Entertaining concerns from visitors b. Submission of Principal and Teachers Reports and Other Documents to the Division Office c. Preparation of Travel Order of Principal, Teachers and other employees prepared.
- Other Tasks. To provide assistance to any other related or unrelated task as deemed necessary.

Duration: August 08, 2014 to June 13, 2016
Position: Branch Cashier
Name of Office/Unit: St. Peter LifePlan Inc. Hilongos and Baybay Branch
Immediate Supervisor: Mr. Pablo Salanap, Jr.
Name of Agency/Organization and Location: St. Peter LifePlan Inc.

List of Accomplishments and Contributions (if any)

- Processed, Approved and released more than 20 loans and claims to the planholder

Summary of Actual Duties

- Petty Cash Replenishment
- Customer Clientele Services
- Weekly, Monthly and Annual Reports
- Accountable Forms Inventory
- Prepares, checks and balance weekly cut-off
- Organizing and Monitoring Sales Agents
- Prepare and Submit Plan, Loan and Claim Applications
- Marketing/Sales
- Conduct Tribute
- Monitoring remittance, official receipts and deposits slips
- Releasing and Receiving cash and checks



MILDRED COMPENDIO-BREGILDO
(Signature over Printed Name
of Employee/Applicant)

Date: 10/25/21