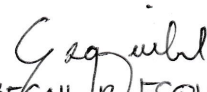


WORK EXPERIENCE SHEET

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: September 4, 2019 – February 1, 2025
- Position: Branch Accounting Clerk
- Name of Office/Unit: DES Marketing, Inc. – Baybay Multi
- Immediate Supervisor: Recapel C. Arevalo
- Name of Agency/Organization and Location: DES Marketing, Inc., Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Responsible for the Branch Monthly Accounting Reports; the said report includes Trial Balance, Bank Reconciliation, Old Inventory, Sales and Collection Report, Expense Summary, Expense Report, Properties & Equipment Report, Leasehold Improvement Reports, Schedule of Other Assets, Office Supplies Inventory, Schedule of Other Liabilities, and Accrued Expense Summary. The said report is prepared by using Microsoft Excel;
 - Responsible for monitoring branch' monthly expenses; reviewing branch' cash disbursement; monitoring and reviewing branch employee's liquidation statements, securing approval to liquidate and journalizing the said transactions using the double-entry bookkeeping;
 - Responsible for written communications to Head Office such as Request Letters for Approval, Request Letters for Post-Approval, Explanation Letters, Employee Request Letters, Requests for Consideration and to follow-up updates;
 - Responsible for filing Employee Records, HO Memorandum and General Memo and disseminating memos to employees;
 - Responsible for disseminating branch notice for monthly meeting, posting early closure for the meeting and keep records of minutes;
 - Responsible for making the branch office supplies budget for the whole year and monitoring and conducting actual physical count of branch office supplies and FFE's (furniture, fixture and equipment), purchasing office supplies and controlling the usage of supplies
 - Responsible for reviewing employee attendance record for payroll report


 MARY ABIGAIL R. ESQUIBEL
 (Signature over Printed Name
 of Employee/Applicant)

Date: 7/31/2025