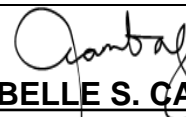


WORK EXPERIENCE SHEET

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 01, 2022 – January, 2024
- Position: Job Order Employee/ Office Staff in the SB Secretary's Office
- Name of Office/Unit: Legislative Office/ Office of the Municipal Vice Mayor/SB Members
- Immediate Supervisor: Vice- Mayor Sergio I. Zabala
- Name of Agency/Organization and Location: Local Government Unit of Mayorga, Leyte
- List of Accomplishments and Contributions (if any)
 - Able to assist in retrieving and typing documents
 - Assisted in delivering documents for signatories and approval
 - Photocopied/Print documents and sequence them.
 - Assisted co-workers in editing documents in easiest/fastest way using technologies.
 - Able to attend scheduled meetings, seminars, activities of the Vice-Mayor in order to document his presence and acknowledgement in said events.
- Summary of Actual Duties
 - Maintain a systematic filing of all communications, incoming and outgoing from the national, provincial, municipal and barangay resolutions, ordinances, and others.
 - Compile approved resolutions and ordinances.
 - Review and update the records and files.
 - Encode all approved resolutions and ordinances by subject through proper indexing procedures.
 - Do other related task assigned by the supervisor.



JOBELLE S. CAMBA

(Signature over Printed Name
of Employee/Applicant)

Date: August, 2024