

WORK EXPERIENCE SHEET

- Duration: *Oct. 2019 – Present*
- Position: Clerk/Deputy Document Records Controller
- Name of Office/Unit: Physical Plant Office
- Immediate Supervisor: Engr. Mario Lilio P. Valenzona
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City

- List of Accomplishments and Contributions

- Prepared monthly electric bill and water consumption of VSU Faculty & staff, Commercials
- Consolidate of ISO document
- Make Requisition and Issue Slip
- Filing of ISO documents
- Receive incoming documents
- Recording of incoming and outgoing documents
- Issuing, maintaining, and controlling controlled documents.
- Coordinate and inform relevant personnel on changes of a documents.
- Make notice of meetings and minutes of meeting.
- Performs other function as assigned by superior and other office staff.

- Summary of Actual Duties

- Responsible for controlling, maintaining, recording and filing of incoming and outgoing ISO documents in our office. Answering telephone calls, and assisting clients.

- Duration: *July 2018 – Sept. 2019*
- Position: Accounting Staff
- Name of Office/Unit: Accounting Office, LGU Baybay
- Immediate Supervisor: Mrs. Evelinda Oppus
- Name of Agency/Organization and Location: Local Government Unit of Baybay

- List of Accomplishments and Contributions

- Encoded vouchers monthly for easy access of files.

- Summary of Actual Duties

- Responsible for encoding, segregating and filing monthly vouchers, also, segregating and filing payrolls of JO and regular LGU staff. Prepares transmittal and filing Representation Allowance and Transportation Allowance (RATA).


ALFE MAE ANN E. MARINAY
Applicant

Date: December 20, 2022