

WORK EXPERIENCE SHEET

- Duration: July 16, 2018 – present
- Position: Job Order Staff
- Name of Office/Unit: City Planning & Development Office
- Immediate Supervisor: Engr. Patrick A. Postrero
- Name of Agency/Organization and Location: LGU- Baybay City, Leyte
- List of Accomplishments and Contributions (if any)
 - Handled statistical works for the Local Public Transport Route Plan of the City
 - Consolidated Typhoon Odette Damaged Report
- Summary of Actual Duties
 - Responsible in performing administrative and technical tasks e.g., receive and prepare communication letter, receive and follow-up various request for financial assistance, prepare purchase request; handle statistical works, designing report covers and tarpaulins for events, responds to queries and performs other related functions.



JUDITH C. BAÑEZ

Date: February 16, 2022