

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.

Sample: If applying to Supervising Administrative Officer

- Duration: November 11, 2019 – January 15, 2021
- Position: Clerk/Secretary
- Name of Office/Unit: Bayanihan Elementary School
- Immediate Supervisor: Vivian G. Escultor
- Name of Agency/Organization and Location: Department Of Education, Tacloban City
- List of Accomplishments and Contributions (if any)
 - Consolidated reports and submitted to the Division Office
 - Recorded and prepared the expenses of MOOE
 - Prepared necessary data needed in preparing monthly reports
 - Assisted the needs of the teachers and principal of the school
 - Acted as messenger whenever needed
 - Performed other duties and functions as may assign by the superiors
- Summary of Actual Duties
 - To assist in making reports, printing, photocopying and filing of report and other task that may be assigned by superior of Bayanihan Elementary School


TIFFANY JOYCE M. GREGO
(Signature over Printed Name
Of Employee/Applicant)

Date: April 23, 2021