

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: January 18, 2018 to Present
- Position: Clerk
- Name of Office/Unit: Commission on Audit under Finance Management Office
- Immediate Supervisor: Ma. Shiela T. Elmido
- Name of Agency/Organization and Location: Visayas State University,
Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)
 1. Prepares quarterly status of accounts and submission of documents.
 2. Prepares and monitor of the submission of journals, vouchers and bank reconciliation statements.
 3. Prepares and monitor the list of unsubmitted transactions.

- Summary of Actual Duties
 1. Assisting the auditor to retrieve some documents needed and do data encoding.
 2. Check received purchase order documents and put stamped date.
 3. Checking of various documents like disbursement vouchers and reports, sorting files, maintain the orderliness of the office and record receive documents.
 4. Perform the functions of the Deputy Document and Records Controller (dDRC) of the office by maintaining, retrieving and controlling of the controlled documents. Filing of relevant records. Answer phone calls.
 3. Performs other functions that the immediate supervisor will assign as the need arises.

Attachment to CS Form No. 212

ESTELA B. ESCASINAS
(Signature over Printed Name
of Employee/Applicant)

Date: 10/16/2025