

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: March 30, 2017 – May 04, 2017
- Position: Backroom Services Assistant
- Name of Office/Unit: Backroom Office and Frontline Units
- Immediate Supervisor: Maria Eva E. Aguilon
- Name of Agency/Organization and Location: Philippine Health Insurance Corporation – Local Health Insurance Office, Real St., Fatima Village, Tacloban City, Leyte

- List of Accomplishments and Contributions (if any):

- Summary of Actual Duties

Responsible for different tasks not limited to the following:

1. Enrolling, updating, and printing PhilHealth members' information in the system and computer files
2. Printing and releasing PhilHealth ID Cards
3. Sending and receiving documents to/from hospitals through e-mail
4. Office inventory sorting, listing, and disposal
5. Office document processing - create, edit, print, scan, edit, etc.
6. Performing secretariat functions for internal and external meetings
7. Handling and creating inter and intra office communications
8. Updating profiles of different LGUs concerned in the excel
9. Office documents sorting and filing
10. Contacting rural health units for updates related to PhilHealth
11. Doing frontline services and manages public assistant and complaints desk - entertaining and answering stakeholders' concerns, etc.
12. Making PowerPoint presentation for internal and external use
13. Updating, listing, and printing employees' attendance sheets, business slips, and pass slips
14. Performs other functions as directed by management

(Signature over Printed Name
of Employee/Applicant)

Date: _____