## 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: January 2017-December 2017
- Position: Support Staff and Customer Service Officer
- Name of Office/Unit: Entrepreneurship and Customer Service Unit
- Immediate Supervisor: Ruth Acidre
- Name of Agency/Organization and Location: Technical Education Skills Development Authority-Provincial Office Leyte

  - Summary of Actual Duties

    - Responsible to process clients requests such as Special Order of their National Certificate, Issuance of Certification, Authentication and Verification Certificate or CAV Certificate and Red Ribbon Endorsement to DFA. Also, prepared monthly report of Customers Satisfaction.

- Duration: October 2016-December 2016
- Position: Government Intern Program/Front Desk Officer
- Name of Office/Unit: Competency Assessment Certification Unit and Customer Service Unit
- Immediate Supervisor: Vilma Arteche
- Name of Agency/Organization and Location: Technical Education Skills Development Authority-Provincial Office Leyte

  - Summary of Actual Duties

    - Responsible in assisting clients in requesting National Certificate and other concern inside the office.

- Duration: September 2015-December 2015
- Position: Customer Service Agent
- Name of Office/Unit: Customer Service Unit
- Immediate Supervisor:

- Summary of Actual Duties
    - Visit resident houses or establishments within assigned area and asked questions provided by the NSO, assigned House number or Establishment number that have been enumerated and prepare forms that being used and send it to the team leader for review and approval.

MENALYN B. FABELLA
(Signature over Printed Name of Employee/Applicant)

Date: July 31, 2020