

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: September 18-27, 2024
- Position: Statistical Researcher
- Name of Office/Unit: Philippine Statistics Authority
- Immediate Supervisor: Romil C. Alinsub
- Name of Agency/Organization and Location: Philippine Statistics Authority - Leyte

- List of Accomplishments and Contributions (if any)
 - The surveyed barangays were completed before the deadline.

- Summary of Actual Duties
 - Signs a Contract of Services and abides by the terms and conditions stipulated in it.
 - Attends training on concepts used in the survey and field operation procedures. During training, a manual of operations will be provided as a reference throughout the collection period.
 - Ensures that the enumeration materials received are complete.
 - Reviews the information from the assigned sample households indicated in the FMF.
 - Familiarizes himself/herself of the schedule and timelines of activities given by the supervisor.
 - Pays a courtesy call to the Punong Barangay or any barangay official where the sample households are located before starting the survey.
 - Locates and interviews the sample household in accordance with the prescribed concepts and procedures using the FMF.
 - Reports to the PFP the progress of work and the problems encountered during enumeration, works closely with the PFP, and contacts them if any questions or challenges encountered during the data collection period.
 - Ensures that the items included in the error list are resolved and reviewed before proceeding to the next sample households.
 - Accomplishes and submits to supervisor the Form Reporting Lost or Stolen Survey Materials and/or Equipment, when necessary.
 - Issues an appointment slip to the sample households who were not successfully interviewed during the first visit.
 - Uploads the completed data to the MIS on or before the target date.
 - Secures a Certificate of Appearance from the barangay and acknowledges them for their cooperation, assistance, and support.
 - Returns the Manual of Operations, other forms, and IDs issued to them right after the completion of the activity.

ANTHON MIGUEL E. CABILING

Signature over Printed Name of
Employee/Applicant

December 22, 2024

Date