

### 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: Nov. 22, 2021 – Present
  - Position: Science Research Assistant I
  - Name of Office/Unit: Curriculum and Instruction Division - SRA Office
  - Immediate Supervisor: Ms. Ana Riza M. Gozon
  - Name of Agency/Organization and Location: Philippine Science High School - Eastern Visayas Campus - Pawing, Palo, Leyte
  
  - List of Accomplishments and Contributions (if any)
    - Manage the science laboratories.
    - Ensure that the equipment, materials, and reagents are always available for the use of the students and the teachers.
  
  - Summary of Actual Duties
    - Takes custody of laboratory equipment and issues them to teachers and students;
    - Prepares the set of apparatus for each group of students or class;
    - Helps the students in setting up the apparatus
    - Repairs minor defects of laboratory equipment of the school;
    - Maintains the cleanliness of the laboratory room
    - Assists in the purchase of emergency materials for laboratory use;
    - Do other related duties as may be assigned/required from time to time.
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- Duration: Oct. 4, 2021 – Nov. 24, 2021
  - Position: Administrative Aide IV
  - Name of Office/Unit: Administrative Division – Procurement Section
  - Immediate Supervisor: Mr. Orville C. Berino
  - Name of Agency/Organization and Location: Department of Social Welfare and Development Field Office VIII – Tacloban City
  
  - List of Accomplishments and Contributions (if any)
    - Attended bidding conferences for the purchasing of supplies and goods.
    - Wrote and encoded minutes of bidding conferences.
  
  - Summary of Actual Duties
    - Assist in preparing purchase orders, obligation requests, and status & notice to proceed for assigned units: PSD, CRCS, SOCPEN, CBS, ARRS, CIU, RRPTP, and SFP;
    - Facilitate, forward, and monitor prepared PO and ORS documents to Budget Section for obligation, facilitate photocopying of supporting documents;
    - PhilGEPS posting and award;
    - Facilitate compliance of the PO or DV based on the finding made by the Accounting Unit;
    - Filing and sorting of file copies of documents;
    - Consolidate and submit PO under contract monitoring to records management;
    - Performs other related tasks.

- Duration: Jun. 30, 2019 – Jul. 15, 2021
- Position: Teacher
- Name of Office/Unit: High School Department – Science Unit
- Immediate Supervisor: Prof. Regina G. Cinco
- Name of Agency/Organization and Location: Tacloban Angelicum Learning Center, Tacloban City
- List of Accomplishments and Contributions (if any)
  - Improved the quality of the education system in a private school
- Summary of Actual Duties
  - Teach the science subject to junior high school and senior high school students
  - Operate and manage the science laboratory
  - Plan, prepare, and deliver lessons daily
  - Assess and report on the behavior of students
  - Make reports to be submitted to the Department of Education
  - Supporting the leadership team in implementing the school's development plan

- Duration: Sept. 27, 2017 – Dec. 31, 2018
- Position: Public Health Associate
- Name of Office/Unit: Municipal Health Office/Rural Health Unit – Sta. Fe
- Immediate Supervisor: Dr. Antonio O. Ida
- Name of Agency/Organization and Location: Department of Health, Palo, Leyte
- List of Accomplishments and Contributions (if any)
  - Improved performance of health systems in the Rural Health Unit
- Summary of Actual Duties
  - Participate in the development of health-related programs and strategies
  - Assist in the preparation of project proposals plans, health promotion and communication materials, and other related documents
  - Assist in the collection and validation of health-related data/information; and
  - Participate in the analysis of health-related data/information
  - Assist in the encoding/updating of data/information in the established DOH information systems
  - Submit health reports/data/information to DOH Regional Office and Central Office
  - Coordinate with different stakeholders for the submission of national health data reports

  
ISRAEL GILVANTI D. MALAGA  
 (Signature over Printed Name  
 of Employee/Applicant)

Date: 1/23/2024