


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 1, 2019 – April 31, 2022**
- Position: **CAD Operator / Draftsman**
- Name of Office/Unit: **Planning, Programming and Quality Control Division (PPQCD) – PEO**
- Immediate Supervisor: **Engr. Lilian T. Bokingo**
- Name of Agency/Organization and Location: **Provincial Government of Agusan del Norte, Capitol, Butuan City**
- List of Accomplishments and Contributions (if any)
 - List of Approved Detailed Engineering Design (DED)**
 - Construction of X – Ray Building, Las Nieves Municipal Hospital
 - Construction of Temporary Treatment and Monitoring Facility, PHO
 - Construction of Supply Warehouse, PHO
 - Rehabilitation/Improvement of Provincial Veterinary Quarantine Station, Carmen
 - Repair / Rehabilitation of (1) Unit, 2 Storey, 4 Classrooms School Building, Colorado Elementary School
 - Repair / Rehabilitation of School Building, San Roque Elementary School (1 unit 2 classrooms & 1 unit 3 classrooms)
- Summary of Actual Duties
 - **Prepared Detailed Engineering Design (DED) of vertical projects, both proposed and existing, for rehabilitation, repair and improvement.**

- Duration: **May 1, 2022 – Present**
- Position: **Engineering Assistant**
- Name of Office/Unit: **Construction and Maintenance Division - PEO**
- Immediate Supervisor: **Engr. Nivard S. Gonzales**
- Name of Agency/Organization and Location: **Provincial Government of Agusan del Norte, Capitol, Butuan City**
- List of Accomplishments and Contributions (if any)
 - **Assisted the paper works for LGSF – SBDP Projects**
- Summary of Actual Duties
 - **Consolidated Monthly Report of Construction and Maintenance Division.**
 - **Received, Recorded Requests Letters and Disseminated to the Engineers**
 - **In charge of making maintenance quarterly report and road status report.**
 - **In charge of Road Inventory Survey.**
 - **Responsible of producing lay-outs/plans of admin/infrastructure assets source of funds.**


PALO, MARIA GLOUNESZA NENA
(Signature over Printed Name
of Employee/Applicant)

Date: May 2, 2023