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.

Sample: If applying to Supervising Administrative Officer (Human Resource Management Officer IV)

- Duration: 11 February 2011 – present
- Position: Human Resource Management Officer III
- Name of Office/Unit: Finance and Administrative Service
- Immediate Supervisor: Maria Estrada
- Name of Agency/Organization and Location: Department of Human Resources, Metro Manila
  - List of Accomplishments and Contributions (if any)
    - **o** Developed recruitment plan
    - **o** Designed training program for retirees under EO 366
  - Summary of Actual Duties
    - o Responsible for the management of the recruitment and selection process and the coordination of training activities of the Department, provides assistance in the management of the Division's programs and activities, and performs other related functions.

- Duration: 2 January 2002 – 10 February 2011
- Position: Administrative Officer III
- Name of Office/Unit: Finance and Administrative Division
- Immediate Supervisor: Celia Romano
- Name of Agency/Organization and Location: Department of Finance
  - List of Accomplishments and Contributions (if any)
  - Summary of Actual Duties
    - o Responsible in performing administrative and technical tasks e.g., pre-screening of [illegible] appointments issued, preparation of minutes of meetings of various PAT committees, monitoring of trainings conducted, responds to queries, and performs other related functions.

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(Signature over Printed Name
of Employee/Applicant)

Date: _____