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 abbreviate if known, and year in full. For the current position, use the word Prese 1998-Present. Work experience should be listed from most recent first.

Sample: If applying to Supervising Administrative Officer

- Duration: February 11, 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 M

  - List of Accomplishments and Contributions (if any)

    - Developed recruitment plan
    - Designed training program for retirees under EO 366

  - Summary of Actual Duties

    - Responsible for the management of the recruitment and selection process an coordination of training activities of the Department; provides assistance in the management of the Division's programs and activities and performs other rela functions.

- Duration: January 2, 2002 – February 10, 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

    [illegible] applicants; , preparation of monthly report on accession and separation; repo appointments issued, preparation of minutes of meetings of various HR comm and monitoring of trainings conducted; responds to queries and performs othe related functions.

(Signature over Printed Name
of Employee/Applicant)

Date: _____