

## 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**

- Duration: March 29, 2021 – May 17, 2021
- Position: Administrative Officer III
- Name of Office/Unit: General Services Division
- Immediate Supervisor: ARMELA B. GUTTIEREZ
- Name of Agency/Organization and Location: Technical Education and Skills Development Authority Central Office, Taguig City, Metro Manila
  
- Summary of Actual Duties
  - Assist in the Monitoring of Shuttle Services.
  - Assist in the Monitoring of Air-conditioning Units.
  - Installed and configured computer systems, diagnosed hardware and software faults and solved technical and application problems encountered by the personnel of the General Services Division.

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**Sample: If applying to Supervising Administrative Officer**

- Duration: February 18, 2020 – March 28, 2021
- Position: Administrative Officer III
- Name of Office/Unit: Procurement Division
- Immediate Supervisor: ARCADIA CRESELDA P. BALINAS
- Name of Agency/Organization and Location: Technical Education and Skills Development Authority Central Office, Taguig City, Metro Manila
  
- Summary of Actual Duties
  - Process Flight bookings of all employees within the TESDA CENTRAL OFFICE
  - Process PHILGEPS postings of TESDA CENTRAL OFFICE procurements
  - Ensured smooth running of the PMS and troubleshoot any system problem/s.
  - Installed and configured computer systems, diagnosed hardware and software faults and solved technical and application problems encountered by the personnel of the Procurement Division.

- Duration: October 19, 2019 – February 17, 2020
- Position: Administrative Officer II
- Name of Office/Unit: Procurement Division
- Immediate Supervisor: MARIA GRACIA P. DELA RAMA
- Name of Agency/Organization and Location: Technical Education and Skills Development Authority Central Office, Taguig City, Metro Manila
- Summary of Actual Duties
  - Assisted in the conduct of the physical inventory of the properties in the TESDA Central Office.
  - Maintained and managed the Procurement Monitoring System (PMS) of the Procurement Division.
  - Installed and configured computer systems, diagnosed hardware and software faults and solved technical and application problems encountered by the personnel of the Procurement Division.
  - Ensured smooth running of the PMS and troubleshoot any system problem/s.

- Duration: July 1, 2019 – October 18, 2019
- Position: Administrative Officer II
- Name of Office/Unit: Accounting Division
- Immediate Supervisor: RICHMOND RYAN D. ALCAZAREN
- Name of Agency/Organization and Location: Technical Education and Skills Development Authority Central Office, Taguig City, Metro Manila
- Summary of Actual Duties
  - Responsible in the processing of government remittances of newly hired and promoted employees to Philippine Health Insurance Corporation (PHIC), Pag-IBIG Fund and Government Service Insurance System (GSIS) among others.
  - Responsible in the monthly submission of government remittances of newly hired and promoted employees to PHIC, Pag-IBIG Fund and GSIS.
  - Processed enrollment of newly hired employees to PHIC, Pag-IBIG Fund and GSIS.
  - Served as liaison officer to PHIC, Pag-IBIG Fund and GSIS for manual transactions.
  - Responsible in the timely submission of the employees' remittances to PHIC, Pag-IBIG Fund and GSIS.
  - Responsible in ensuring the timely posting of the employee's contributions to PHIC, Pag-IBIG Fund and GSIS.

- Responsible in the posting of payments of employees' loans to TESDA Development Fund (TDF).

- Duration: June 16, 2017 – June 30, 2019
- Position: Administrative Officer II
- Name of Office/Unit: Procurement Division
- Immediate Supervisor: MARIA GRACIA P. DELA RAMA
- Name of Agency/Organization and Location: Technical Education and Skills Development Authority Central Office, Taguig City, Metro Manila

- Summary of Actual Duties

- Supported the review and evaluation of incoming purchase requests to ensure quality and adequacy of information, specifications and quantities by conducting price monitoring.
- Facilitated the encoding and recording of the Purchase Orders (POs) and Job Orders (JOs).
- Assisted in the performance of periodic inventory undertaking and facilitates physical verification of inventory systems.
- Prepared, maintained and updated the reports on the Property, Plant and Equipment (PPE) inventory and Listings of accountable properties of TESDA Central Office employees.
- Consolidated the Supplemental Annual Procurement Plan for the current year.
- Prepared the Procurement Monitoring Report (PMR) on a semesterly basis for submission to the Government Procurement Policy Board (GPPB)
- Assisted in the implementation of Quality Management System (QMS) within the Procurement Division in compliance with internal quality management systems standard.
- Assisted in the management of the Procurement Division's hardware, software, and networking systems.
- Formulated and developed the PMS of the Procurement Division.
- Maintained and managed the PMS of the Procurement Division.
- Installed and configured computer systems, diagnosed hardware and software faults and solved technical and application problems encountered by the personnel of the Procurement Division.

- Ensured smooth running of the PMS and troubleshoot any system problem/s.
- Developed formula to be used in counterchecking the price derivation.

- Duration: November 23, 2016 – June 12, 2017
- Position: Junior Web Developer
- Name of Office/Unit: Application Developer Unit
- Immediate Supervisor: Dan Enrique
- Name of Agency/Organization and Location: Solutionaas

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

- Responsible in developing, implementing, maintaining and enhancing the systems of the company
- Assisted in producing a unified system including real-time absenteeism tracking, productivity tracking, quality audit tracking, etc. for all clients which includes but not limited to UI design, database design, and programming among others.
- Took part in testing the application
- Collaborated with cross-functional teams to define, design and new features of future projects.
- Worked on bug fixing and improving application performance.
- Prepared of data for future Power BI reports and data analytics.

  
ADELINO R. JUSTO JR.

(Signature over Printed Name  
of Employee/Applicant)

Date: 6/3/2021