

## 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: January 04,2021- Present
- Position: **Data Encoder**
- Name of Office/Unit: PIMO/ Planning & Design
- Immediate Supervisor: AURELIA G. REASONDA
- Name of Agency/Organization and Location: National Irrigation Administration-Pangasinan Irrigation Management Office, Bayaoas,Urdaneta City, Pangasinan

- List of Accomplishments and Contributions (if any)
  - **Prepares Vouchers,**
  - **Consolidation and Filing works of DTR's and Contracts**
  - **Updating paper works ,filing and organizing of documents**
  - **Layout Picture of the Projects**
- Summary of Actual Duties
  - **Prepares Vouchers**
  - **Consolidation and Filing works of DTR's and Contracts**
  - **Updating paper works ,filing and organizing of documents**
  - **Layout Picture of the Projects**

- Duration: July 08,2020 – December 31,2020
- Position: **Institutional Development A**
- Name of Office/Unit: PIMO/ Planning & Design
- Immediate Supervisor: AURELIA G. REASONDA
- Name of Agency/Organization and Location: National Irrigation Administration-Pangasinan Irrigation Management Office, Bayaoas,Urdaneta City, Pangasinan

- List of Accomplishments and Contributions (if any)
  - **Prepares Vouchers,**
  - **Consolidation and Filing works of Contracts**
  - **Updating paper works ,filing and organizing of documents**
- Summary of Actual Duties
  - **Prepares Vouchers**
  - **Consolidation and Filing works of Contracts**
  - **Updating paper works ,filing and organizing of documents**
  - **Layout Picture of the Projects**

- Duration: August 16 ,2019 to June 30,2020
- Position: **Institutional Development A**
- Name of Office/Unit: PIMO/ Planning & Design
- Immediate Supervisor: AURELIA G. REASONDA
- Name of Agency/Organization and Location: National Irrigation Administration-Pangasinan Irrigation Management Office, Bayaoas,Urdaneta City, Pangasinan

- List of Accomplishments and Contributions (if any)
  - **Prepares Vouchers**
  - **Consolidation and Filing works of Contracts**
  - **Updating paper works ,filing and organizing of documents**
- Summary of Actual Duties
  - **Prepares Vouchers**
  - **Consolidation and Filing works of Contracts**
  - **Updating paper works ,filing and organizing of documents**

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**SHAIRA MAE M. SISON**  
(Signature over Printed Name  
of Employee/Applicant)

Date: