

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: October 2016 - March 2017
- Position: Practicum
- Name of Office/Unit: Registrar Office
- Immediate Supervisor: Ramonaliza Espinido
- Name of Agency/Organization and Location: Registrar’s office
 - List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
 - Checking students requested records and organizing paperworks.

Sample: If applying to Supervising Administrative Officer

- Duration: November 2018 – February 2019
- Position: Internship
- Name of Office/Unit: Strategic Network Inc.
- Immediate Supervisor: Rizza Visaya
- Name of Agency/Organization and Location: Strategic Network Inc, Alabang
 - List of Accomplishments and Contributions (if any)
 - Improving website designs
- Summary of Actual Duties
 - Improving website designs using HTML and CSS, also designing some graphics using ADOBE Photoshop.

- Duration: May 28, 2019 – May 28, 2020
- Position: I.T. Specialist
- Name of Office/Unit: I.T. Department
- Immediate Supervisor: Alexander Sy
- Name of Agency/Organization and Location: Southpole Central Hotel, Cebu City
 - List of Accomplishments and Contributions (if any)
 - Installed CCTV’s
 - Fixed defective telephones
 - Fixed RFID Door locked
 - Graphics design flyers
 - Fix sound systems
- Summary of Actual Duties
 - Responsible in all around I.T. related problems hardware and software, helping guests against their concerns about network connectivity, creating all events and functions graphics designs for customers engagements.

- Duration: August 4, 2020 – August 4, 2021
- Position: I.T. Technician/Programmer
- Name of Office/Unit: I.T. Department
- Immediate Supervisor: Normil Julve
- Name of Agency/Organization and Location: CTP Shipping Lines Corporation, Adlay
 - List of Accomplishments and Contributions (if any)

- Created Network integration RFID with face recognition or Biometrics DTR System
- Created Multi-user Warehouse Management System
- Created LCT Monitoring System
- Internet connectivity
- Created Point of Sales System for Canteen
- Created Information System for Employee's

- Summary of Actual Duties

- Creating innovative software for paperless and efficient working. Also responsible in creating graphics design for online activities of the company.

- Duration: September 1, 2021 – April 25, 2023
- Position: I.T. Programmer
- Name of Office/Unit: Mayors Office
- Immediate Supervisor: Vicente H. Pimentel III
- Name of Agency/Organization and Location: LGU Carrascal, Carrascal Surigao del Sur

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

- Responsible for taking and editing pictures when there are events. Creating graphics design to be posted online and in any activities. Troubleshooting any I.T. related work hardware or software problems.

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- Duration: May 23, 2023 – Present
 - Position: Computer Programmer II
 - Name of Office/Unit: RICTMS
 - Immediate Supervisor: Raffy Pocon
 - Name of Agency/Organization and Location: DSWD FIELD OFFICE CARAGA, Butuan City

- List of Accomplishments and Contributions (if any)

- Created a Multi-user Queuing System.
- Created a Multi-user Property Information and Inventory System.

- Summary of Actual Duties

- As a programmer responsible for developing a queuing system and property information and inventory system, my duties encompassed designing, coding, and maintaining robust software solutions that streamlined processes and improved efficiency. I meticulously crafted user-friendly interfaces, integrated essential features, and ensured data accuracy to enhance customer experiences and optimize internal operations. Additionally, my role involved responding to user feedback, troubleshooting issues, and continuously innovating these systems to meet evolving needs, ultimately contributing to the overall success and productivity of the organization.

(Signature over Printed Name

LANCE ANDRE U. ESPINA

of Employee/Applicant)

Date: 09-15-2023