

### WORK EXPERIENCE SHEET

- Duration: March 3, 2022 - April 13, 2022
- Position: On-the-Job Trainee
- Name of Office/Unit: Operations Unit
- Immediate Supervisor: Mark Djeron Tumabao
- Name of Agency/Organization and Location: Philippine Information Agency – Region 2
- List of Accomplishments and Contributions (if any)
  - Produced 10-minute News Program
  - Aired 2 National Reportage via PTV4
- Summary of Actual Duties
  - Wrote and published content for the agency's social media outlets and covered special events and breaking news with an eye for detail and tenacious pursuit of important information.

- Duration: May 23, 2018 – June 22, 2018
- Position: Summer Employee
- Name of Office/Unit: Administrative Division
- Immediate Supervisor: Mila Patricio
- Name of Agency/Organization and Location: MSWDO – Cabagan, Isabela
- Summary of Actual Duties
  - Delivered clerical support by handling a range of routine and special requirements.

- Duration: February 09, 2018 – March 16, 2018
- Position: On-the-Job Trainee
- Name of Office/Unit: Administrative Division
- Immediate Supervisor: Jims Dandy Ramos
- Name of Agency/Organization and Location: COMELEC – Tuguegarao City
- Summary of Actual Duties
  - Confirmed appointments, communicated with clients and updated client records. Answered questions and addressed, resolved, or escalated issues to management personnel to satisfy clients.

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(Signature over Printed Name  
of Employee/Applicant)

Date: \_\_\_\_\_