|  |
| --- |
| *WORK EXPERIENCE SHEET* |
| *Instructions: 1. Include only the work experiences relevant to the position being applied for.*  *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 starting with the most recent/present employment* |
| 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 Manila * 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 and the coordination of training activities of the Department; provides assistance in the management of the Division’s programs and activities and performs other related 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   + Responsible for performing administrative and technical tasks e.g., pre-screening of applicants, preparation of monthly report on accession and separation, report of appointments issued, preparation of minutes of meetings of various HR committees and monitoring of trainings conducted; responds to queries and performs other related functions. |

*Attachment to CS Form No. 212*

(Signature over Printed Name

of Employee/Applicant)

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

|  |
| --- |
|  |
| *WORK EXPERIENCE SHEET* |
| *Instructions: 1. Include only the work experiences relevant to the position being applied for.*  *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 starting with the most recent/present employment* |
| Sample: If applying to Supervising Administrative Officer   * Duration: * Position: * Name of Office/Unit: * Immediate Supervisor: * Name of Agency/Organization and Location: * List of Accomplishments and Contributions (if any) * Summary of Actual Duties |
| * Duration: * Position: * Name of Office/Unit: * Immediate Supervisor: * Name of Agency/Organization and Location: * List of Accomplishments and Contributions (if any) * Summary of Actual Duties |

*Attachment to CS Form No. 212*

(Signature over Printed Name

of Employee/Applicant)

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