|  |
| --- |
| ***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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_