

## 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

### DATA ENCODER – METRO CARIGARA WATER DISTRICT

- Duration: **January-June 30, 2025 - present**
- Position: **Program Development Officer**
- Name of Office/Unit: **Office of the Municipal Mayor**
- Immediate Supervisor: **Mayor Bernandino G. Tacoy & Emerenciana Tabon – HRMO**
- Name of Agency/Organization and Location: **Local Government Unit of Matag-ob, Leyte**
  
- List of Accomplishments and Contributions (if any)
  - Developed an online submission of the accomplishment report for every department/office
  - Up-to-date minutes of the meeting
  - Master file for 2022-2024 Accomplishment Report
  
- Summary of Actual Duties
  - Consolidation of the per department/office accomplishment report, trainings, and seminars from 2022-2024
  - Consolidation of PPAS for CY 2025
  - Minutes per Meeting for every Management Committee Meeting
  - Consolidate with stakeholders and other agencies in the implementation or conduct of various programs of the Municipality

- Duration: **August 2, 2023 – June 30, 2024**
- Position: **Hotel Administrative Assistant**
- Name of Office/Unit: **Executive Office**
- Immediate Supervisor: **Karen E. Espiritu**
- Name of Agency/Organization and Location: **Ironwood Hotel – Tacloban City**
  
- List of Accomplishments and Contributions (if any)
  - Improved the process of issuing the Statement of Account (SOA) by including clients' previous collectibles in the provided SOA.
  - Initiated the logbook rule whenever the Hotel Admin Assistant re-checks the remittances
  - Developed a Petty cash tracking to avoid miscalculation of the revolving money.
  - Staff meal and breakfast allotment report for the kitchen. These will help keep the accounting staff updated and on track during inventory.

- Summary of Actual Duties
  - Responsible for monitoring the updates on the operations, handling the revolving money, and liquidating all the expenses every day. Checking of the remittances every day. Releasing of cheques to suppliers every cut-off.
  - Monthly submission of Reports, including the Sales Journal report and other internal documents such as permits.

*Attachment to CS Form No. 212*

**REYNALDO A. BALASANOS JR.**

Date: **June 02, 2025**