

WORK EXPERIENCE SHEET

Duration: DECEMBER 01, 2021 –Present
Position: INSPECTION & ACCEPTANCE REPORT (IAR) IN CHARGE
Name of Office/Unit: CGSO Records & Supply Section
Immediate Supervisor: MARJUN A. ARGUILLES
Name of Agency/Organization and Location: City Government Services Office
Aunubing Street, Ormoc City

Summary of Actual Duties:

- Responsible for the encoding of Inspection and Acceptance Report (IAR) for delivered supplies and materials [IAR] per approved Purchase orders.
 - Record [IAR] and Signature by the inspector and End-user and submit to in-charge in the processing to Accounting Office.
 - Record Approved Requisition and Issue Slip [RIS] on Oils & Lubricants, Supplies and Materials.
 - Filing of Delivered/Audited Purchase Orders.
 - Photocopy of various documents.
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Duration: January 01, 2021 – November 30, 2021
Position: Administrative Officer
Name of Office/Unit: AGAJRPO CONSTRUCTION SUPPLIES & WHOLESALING
Immediate Supervisor: IRA VANIZ P. LUBIANO
Location: Barangay Sumangga, Ormoc City

Duration: August 01, 2017 – December 31, 2021
Position: ADMINISTRATIVE OFFICER
Name of Office/Unit: EARLY SEVEN INDUSTRIAL & AGRICULTURAL CORPORATION
Immediate Supervisor: ROSALINDA Z. ZAMORA
Location: Lopez Jaena St., Ormoc City

Duration: April 09, 2011 – July 31, 2017
Position: ADMINISTRATIVE OFFICER
Name of Office/Unit: EARLY SEVEN MARKETING
Immediate Supervisor: ROSALINDA Z. ZAMORA
Location: Lopez Jaena St., Ormoc City

[Note: Different Company Name but Same Company Owner – AGAPITO C. PONGOS, JR]

Summary of Actual Duties:

- Answer telephone calls, respond to queries, and reply to emails.
- Prepare expense reports and office budgets regarding weekly payroll.
- Manage office supplies and order new supplies as needed.
- Systematically file important company documents.
- Forward all correspondence, such as letters and packages, to appropriate party.
- Schedule meetings for sugarcane workers.
- Hire maintenance vendors to repair or replace damaged office equipment.
- Assist the HR department with job postings.
- Collect and verify employee data, compute wages, and ensure employees receive correct payment.
- Assist and support sales and marketing teams to maximize revenues.
- Answer co-employee questions regarding administrative matters and redirect as necessary to the appropriate party.

- Operate copy equipment, laminating machine, printers or other equipment necessary.
 - Performs other duties as required or assigned.
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Duration: January 01, 2009 – March 31, 2011
Position: Barangay Treasurer
Name of Office/Unit: BARANGAY BAYOG HALL, ORMOC CITY
Immediate Supervisor: SAMUEL T. PERALES, SR.
Location: Barangay Bayog, Ormoc City

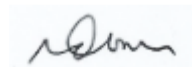
Summary of Actual Duties:

- Keep custody of barangay funds and properties.
 - Collect and issue official receipts for taxes, fees, contributions, monies, materials and all other resources and deposit the same in the account of the barangay.
 - Disburse funds in accordance with the financial procedures provided in the Local Government Code.
 - Submit to the Punong Barangay a statement covering the actual and estimates of income and expenditures.
 - Render written accounting report of all barangay funds and property.
 - Certify as to the availability of funds whenever necessary.
 - Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance.
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Duration: June 01, 2008 – December 31, 2008
Position: Barangay Secretary
Name of Office/Unit: BARANGAY BAYOG HALL, ORMOC CITY
Immediate Supervisor: SAMUEL T. PERALES, SR.
Location: Barangay Bayog, Ormoc City

Summary of Actual Duties:

- Keep custody of all records of the sangguniang barangay and the barangay assembly meetings.
- Prepare and keep the minutes of all meetings of the sangguniang barangay and the barangay assembly.
- Prepare a list of members of the barangay assembly, and have the same posted in conspicuous places within the barangay.
- Prepare and keep the minutes of all meetings of the sangguniang barangay and the barangay assembly.
- Keep an updated record of all inhabitants of the barangay containing the following items of information: name, address, place and date of birth, sex civil status, citizenship, occupation, and such other items of information as may be prescribed by law or ordinances.
- Submit a report on the actual number of barangay residents as often as may be required by the sangguniang barangay.
- Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance.



ROSARIO I. DONOR

Applicant

Date: October 18, 2022