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| ***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: Junior High Teacher
* Name of Office/Unit: Junior High School Department
* Immediate Supervisor:
* Name of Agency/Organization and Location: Andres Bonifacio College
* List of Accomplishments and Contributions (if any)
	+ D
* Summary of Actual Duties
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***Attachment to CS Form No. 212***

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*(signature over printed name)*

*August 19, 2021*