|  |
| --- |
| ***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   + R |
|  |

***Attachment to CS Form No. 212***

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*(signature over printed name)*

*August 19, 2021*