|  |
| --- |
| ***WORK EXPERIENCE SHEET*** |
| ***Instructions: 1.*** *Include only the work experiences relevant to the position being applied to.*  *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 from most recent first.* |
| * Duration: March 26, 2016 – present * Position: Programmer I * Name of Office/Unit: Personnel Office * Immediate Supervisor: Eva Bartolome * Name of Agency/Organization and Location: City Government of Marikina, City Personnel Office, Marikina City * List of Accomplishments and Contributions (if any)   + Developed the following Systems: OPSS – Traffic/Community Violations System, Document Tracking System, Marikina Business Portal, Personnel Office (PDS, Service Record, Leave Record ...), Botika ng Bayan, OSCA System, CSWD System, Whereabouts (Ticket Support), Marikina/CHO/CVO/Hotel Website, Compliance System, Full Disclosure Kiosk, Planning & Zoning Clearance, Treasury Collection Dashboard, Police Clearance System and Impounding System. * Summary of Actual Duties   + Designed and developed user-friendly website/desktop application. Debugging programs by testing for, fixing errors and implemented enhancements. Analyzed, designed new Database Schemas, Installation, and Configuration, Database design, performance monitoring, troubleshooting, and backup and data recovery.   + Provides support in the in-house/outsourced system and technical support to all offices. Performs other duties as requested and within areas of expertise. |
| * Duration: November 2015 – March 13, 2016 * Position: Technical Support Staff * Name of Office/Unit: IT Department * Immediate Supervisor: * Name of Agency/Organization and Location: Pilipinas Teleserv, Quiapo, Manila City. * List of Accomplishments and Contributions (if any) * Summary of Actual Duties   + Diagnosing and solving hardware or software faults.   + Installation & Configuration operating system and applications.   + Performs other duties as requested and within areas of expertise.   + Dispatching of PSA Certificates. |

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

(Signature over Printed Name

of Employee/Applicant)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_