

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: April 15, 2021 to December 30, 2021
- Position: Coastal and Marine Ecosystems Management Program (CMEMP) Extension Officer (EO)
- Name of Office/Unit: Conservation and Development Section / Technical Services Division
- Immediate Supervisor: For. Amor D. Asi
- Name of Agency/Organization and Location: Department of Environment and Natural Resources (DENR) – Provincial Environment and Natural Resources Office (PENRO) Oriental Mindoro, Calapan City, Oriental Mindoro
- List of Accomplishments and Contributions (if any)
 - Conducted and authored Protected Area Suitability Assessment (PASA) for the mangrove swamp forest reserves in Oriental Mindoro.
 - Conducted Information, Education and Communication (IEC) for Green Fins.
 - Facilitated and presented in a learning event for Community Based Forest Management (CBFM) and Comprehensive Agrarian Reform Program (CARP).
 - Collected soil and water samples for watershed monitoring.
 - Assisted and documented in the coordination meetings with Indigenous People in Oriental Mindoro.
 - Documented and geo-tagged activities of CDS (e.g. tree planting activities, coastal clean-ups, diving activities, etc.) for report and financial purposes.
 - Consolidated and reviewed reports from CENROS, prepared memoranda, accomplishment reports, and other papers related to CDS.
 - Attended online meeting and workshops.
 - Assisted in the administrative works for Enhanced National Greening Program (eNGP).
- Summary of Actual Duties
 - Responsible in undertaking consolidation, initial review, and data analysis of data/reports submitted by the CENROs; Assist in the conduct of monitoring, evaluation, validation, validation of activities being implemented/undertaken at the field level including geo-tagging activities and report preparation; Gather/consolidate and submit reports through channels using

the prescribed format; Provide necessary technical assistance to respective Partners/POs of the DENR; Assist in the conduct of community meeting and other activities of PENRO; Participate in meetings, workshops, program assessment/validation and strategic planning with the DENR, CSOs, and other stakeholders, when necessary; and perform other tasks as may be assigned by his/her immediate supervisor or the PENR Officer.



GERARDO B. VILLANCIO

(Signature over Printed Name of Employee/Applicant)

Date: November 30, 2021