



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region

May 24, 2021

THE REGIONAL EXECUTIVE DIRECTOR

DENR-MIMAROPA Region
1515 L&S Bldg. Roxas Blvd. Manila

ATTENTION: **The Assistant Regional Director
Management Service**

**The Assistant Regional Director
Technical Services**

The Chief, Personnel Section

Dear **Ma'am/Sir**:

I am writing to respectfully signify my interest to apply for the position of Engr. III with item No. OSEC DENRB-ENG3-8-1998 at the Survey and Mapping Division, to fully devote time and extend my expertise in DENR- MIMAROPA Region. Likewise to be near with my family especially my youngest son need to support him in school especially this pandemic. For this purpose, I am attaching herewith, is my resume and job description for your ready references.

I humbly believe that my experience and educational background will make me very competitive candidate for this position.

The key strength that I could vouch, would be by striving for continued excellence in providing the needed effort and diligent to any work assignments to effectively discharge my responsibilities in the public service.

I have been in the Department of Environment and Natural Resources (DENR) Region II, Tuguegarao City, Cagayan since 1989 and in 1992, I was detailed to the Department at the Office of the Undersecretary for Field Operations up to 2002 and at the Office of the Undersecretary for Legal Affairs to present as Technical Staff for Land matters. (Office of the Internal Affairs Division)

The list of accomplishment or contribution to the Department are the following:

- A. Member of the team as technical personnel to conduct Investigation on the complaint for tampering and illegal titling of Cad project in Sulangan, Eastern Samar in Region 08. (filed administrative case)
- B. Member of the team as technical personnel to conduct investigation on the complaint on titling of Residential Free Patent in Navotas, Ilocos Norte. (filed administrative case-on going)

- C. Member of the team as technical personnel conduct investigation on the complaint on subdivision survey and titling on timber land in Cagayan De Oro.(CBFM Area titled) for filing.
- D. Member of the team as technical personnel to conduct investigation on the complaint of the disgruntled Geodetic Engineers of the Philippines on the conduct of Cadastral Survey of DENR Region 2, Carig, Tuguegarao City, Cagayan.

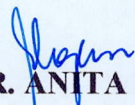
and also rendering services to the Office of the Assistant Regional Director for Technical Services, to wit:

- 1. To review, evaluate land matters and endorses to the ARD for Technical Services for initial and signature.
- 2. I act as the team leader in evaluation on Easement before the issuance of the Certification of Compliance of Easement.
- 3. Team leader for the conduct of survey on boundary of Republic Act (R.A.) No. 9322 RE: Reclassification of a portion of timber land into alienable and disposable.
- 4. To act and discharge on any instruction from my superior from time to time.
- 5. Act as Team Leader in the conduct of survey in Pamalican Island, Cuyo, Palawan Amanpulo)
- 6. To review and evaluate the DPCR, OPCR and IPCR of LPDD, SMD, CDD, and ED under the ARDTS office.
- 7. To review and evaluate the Amendment of technical Description of plan and Cancellation of approved plan

With my expertise in the field and my exposure on different land problems encountered in different places, I strongly believe that my stay in the Department for (22) years has contributed more competitive in my career, this promotion will enhance my career as I seek reaffirmation or endorsement. It is my humble opinion that I could effectively discharge the work assignments for the said position.

Thank you very much and hoping that I will be favorably considered for the said position.

Respectfully yours,


ENGR. ANITA L. IRINGAN
Engr. III



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
Tel Nos. 929-6626 to 29; 929-6633 to 35
926-7041 to 43; 929-6252; 929-1669
Website: <http://www.denr.gov.ph> / E-mail: web@denrgov.ph

SPECIAL ORDER
No. 2021 - 98

MAR 05 2021

SUBJECT: AUTHORIZING THE CONDUCT OF TWO (2) BATCHES OF THE LEARNING EVENT ON ENVIRONMENT AND NATURAL RESOURCES (ENR) ACADEMY BASIC COURSE FOR CY 2021

In the interest of the service and in line with the Secretary's directive to strengthen the Department's frontline services, the two (2) batches of the Learning Event on Environment and Natural Resources (ENR) Academy Basic Course is hereby authorized to be conducted on the dates specified below and attended by the following employees:

Batch 1

Part I:	15-26 March 2021	Webinar
Part II:	22-23 April 2021	Hands-on training and Field exposure
Part III:	To be identified	Community Service

Principal Learners

Office

1. Rico E. Manalo	AS
2. Ma. Berna S. Cabrera	AS
3. Hannah Louise C. Ritual	FASPS
4. Aldus T. Agnar	FASPS
5. Michelle I. Yu	FASPS
6. Rosemarie L. Carbon	FASPS
7. Emerson P. Gorospe	FMS
8. Jake Lorenz C. Aldovino	IAS
9. Primo Carlo P. Saraos	LAS
10. Teodoro E. Gandeza	LAS
11. Ronald M. Buazon	LAS
12. Johan Keith Nelson B. Gorospe	PPS
13. Cathreen Gem C. Tanyag	SCIS
14. Dexter C. Villa	SCIS
15. Luzviminda P. Jarne	OUPPIA
16. Joselito E. Eyala	OUFOE
17. Ria Jannica S. Dilan	OULAHRLA
18. Ma. Josefina Lynn G. Torio	OASECPPFASP
19. Diana P. Noble	OASECHR
20. Everly J. Guerero	OASFOMLA
21. Joey Ace P. Peralta	FMB
22. Clivene O. Toctocan	ERDB
23. Anna Rica P. Abayon	HRDS
24. Bruno O. Carreon	ERDB
25. Ma. Margarita M. Villas	HRDS

Alternates

- | | |
|---------------------------|----------|
| 1. Christopher P. Eusebio | LAS |
| 2. Analyn V. Padernal | OASFOMLA |
| 3. Irish T. Azucena | ERDB |

Batch 2

- | | | |
|-----------|------------------|--------------------------------------|
| Part I: | 12-23 April 2021 | Webinar |
| Part II: | 29-30 April 2021 | Hands-on training and Field exposure |
| Part III: | To be identified | Community Service |

Principal

- | | |
|--|----------|
| 1. Roy Jake E. Castillo | AS |
| 2. Jocelyn Mary Frances T. Molina | AS |
| 3. Katrina Carla I. Catapang | AS |
| 4. Riann Marie L. Mendoza | FASPS |
| 5. Marc Genesis C. Bauzon | FMS |
| 6. Jethro M. Tuason | FMS |
| 7. John Paul T. Haylo | IAS |
| 8. Anita L. Iringan | LAS |
| 9. Maria Theresa T. Lumdang | PPS |
| 10. Joseph M. Villafior | SCIS |
| 11. Maria Evangeline Gabrellie Reyes-Constantino | SCIS |
| 12. Kristine T. Torres | OULAHRLA |
| 13. Reina Frances DC. Requieron | OASFISMC |
| 14. Ron Xavier DG. Matamis | OASFOMLA |
| 15. Jezreelyn C. Milar | BMB |
| 16. Bryan M. Cababan | MGB |
| 17. Randelle Ralph G. Canicosa | FMB |
| 18. Maria Almira F. Alvia | EMB |
| 19. Liren C. De Guzman | HRDS |
| 20. Marilou A. Zipagan | HRDS |
| 21. Ethelvey DG. Mataga | HRDS |
| 22. Anselmo M. Aurestila | ERDB |
| 23. Kristine Marie S. Amatus | ERDB |
| 24. Amisol B. Taliana | PPS |
| 25. Julito G. Tangalin | EMB |

Alternates

- | | |
|----------------------|-------|
| 1. Rowena J. Almazan | AS |
| 2. Arianne R. Jimena | FASPS |
| 3. Adreanna S. Remo | ERDB |

LEARNING EVENT TEAM

1. Carlos A. Bartolata, Jr.
2. Castor E. Cabrera

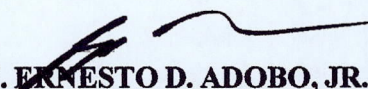
3. Jesah Lou T. Cabañero
4. Randy A. Nuñez
5. Myrene G. Tarlac
6. Keziah Jael Concepcion C. Aguirre

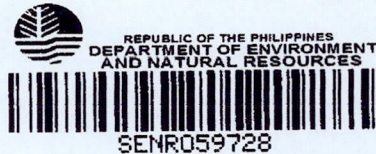
All expenses to be incurred relative to the conduct of the learning event shall be charged against TDD-HRDS funds, subject to the usual accounting and auditing rules and regulations.

The TDD-HRDS shall provide support for the duration of the course. The Assistant Secretary for Administration and Human Resources is authorized to amend the date of the said activity in case of conflict with other activities of the Department or unavailability of the resource persons/subject matter experts.

A report shall be submitted to the undersigned within fifteen (15) days after the course/program. Further, each participant shall accomplish and submit a Competency Development Management Form (CDMF) seven (7) days after the conduct of the course/program.

This Order shall take effect on the dates specified herein.


ATTY. ERNESTO D. ADOBO, JR., CESO I
Undersecretary for Legal, Administration,
Human Resources and Legislative Affairs





National Convergence Initiative for
Sustainable Rural Development (NCI-SRD)



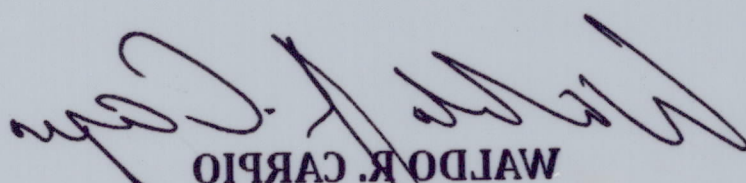
Certificate of Participation

This certifies that

ANITA IRINGAN

has participated and successfully completed the user acceptance testing
of the NCI-SRD Management Information System (MIS) held on
18 to 20 August 2020.

Given this 20th day of August 2020.


WALDOR R. CARPIO

Undersecretary for Special Concerns and
Permanent Alternate Chairperson, National Steering Committee (NSC)





The
Department of Environment and Natural Resources
awards this

CERTIFICATE OF ATTENDANCE

to

ANITA L. IRINGAN

for having attended the

Webinar on Completed Staff Work and Effective Writing

equivalent to eleven (11) training hours

conducted by the Human Resource Development Service on 21-23 October 2020.

RIC G. ENRIQUEZ, Ph.D., CESO III

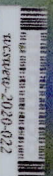
Director IV

Human Resource Development Service

RUTH M. JAWANTAWAN, CESO II

OIC-Assistant Secretary

Administration and Human Resources



HRD-2020-022



The
Department of Environment and Natural Resources
MIMAROPA Region

awards this

Certificate of Participation

to

ANITA L. IRINGAN

in recognition of his/her active cooperation and invaluable participation in the

**FORUM ON THE 18-DAY CAMPAIGN TO END
VIOLENCE AGAINST WOMEN**

conducted by Regional GAD Focal Point System in coordination
with Human Resource Development Section (HRDS)
held on December 11, 2020

Eight (8) Foundation Training Hours

MARIA LOURDES G. FERRER, CESO III
Regional Executive Director

I, ANITA L. IRINGAN, Engineer III of the Office of the Assistant Regional Director for Technical Services commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July to December 2020

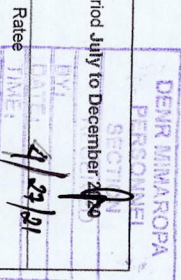
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ANITA L. IRINGAN
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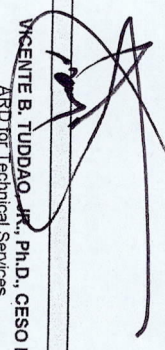
VICENTE B. TUDDAO, JR., Ph.D., CESO IV
ARD for Technical Services
Immediate Supervisor

VICENTE B. TUDDAO, JR., Ph.D., CESO IV
ARD for Technical Services
Head of Office


Reviewed by	Date	Approved by	Date
Strategic Priority No:			
Output	Success Indicator (Target + Measure)	Actual Accomplishments	Rating Q1 E2 T3 A4
Land Surveys Disposition and Records Management	Review and evaluate the cancellation of Cadastral plans and isolated plans in MIMAROPA Region (34 plans in 10 days)	Reviewed and elaborated plans for isolated and cadastral projects acted documents within 3 days	4 5 5 4.66
	Review and evaluate amendment order on the technical description of 5 lots and 5 plans in 6 days	Drafted Memoranda, letters, and indorsement within 5 days upon receipt	4 4 4 4
Conduct investigation and Ocular inspection	Draft Special Order, Memos and Letters (5) to concerned parties with in 3 days	Drafted 6 communications within 2 days	4 4 5 4.33
Conduct preliminary survey of Proclamation No 9233 located at Ransang, Rizal, Palawan	Conduct the survey on Proc. 9322 to give way to its boundary with an areea of 512 hec with in 1 month	Conducted survey on Proc. 9322, Preparation of survey plan and its survey return within 20 days	4 4 5 4.66
Conduct investigation on foreshore leases and other land conflict	Drafted actions and submitted reports to the ARDTS for his evaluation and comment: 5 docs (Memos, letters, reports, etc)/in 15 days	Drafted Memoranda, letters, and indorsement within 10 days upon termination of the investigation	5 4 5 4.66
Other documents assigned from time to time by the superior	Simple docs-5days, Complex docs-7 days and Technical docs-20 days	Simple docs-3 days, Complex docs-5 days and Technical docs-15 days	4 3 5 4
Good Governance	100% liquidation of traveling expenses and per diem within 30 minuts, 100% IPCR, 100% SALN and 100% cleaning the work place	100% liquidated 100%submittted IPCR 100% submittted SALN 100% cleaned	3 3 3 3
Personally Development /Growth and Learning	Attend trainings , seminars, workshop and zoom meeting (3)	4 trainings, seminars, workshop and zoom meeting	4 3 4 3.66
Final Average Rating Comments and Recommendations for Development 4.12			
Assessed by I certify that I discussed my assessment of the performance with the employee.		Rating by	
ANITA L. IRINGAN Engineer III Employee		VICENTE B. TUDDAO, JR., Ph.D., CESO IV ARD for TS/Supervisor	
Legend: 1-Quantity 2-Efficiency 3-Timeless 4-Average		VICENTE B. TUDDAO, JR., Ph.D., CESO IV ARD for Technical Services Head of Office	

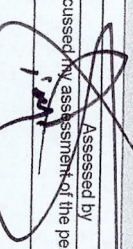
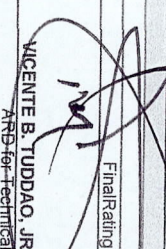
INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)



Reviewed by:  **VICENTE B. TUDDAO, JR., Ph.D., CESO IV**
ARD for Technical Services
Immediate Supervisor

Date: _____ Approved by: _____

Date: _____  **AMIEL L. IRINGAN**
Ratee

Output	Success Indicator (Target+ Measure)	Actual Accomplishments	Rating				Remarks
			Q1	E2	T3	A4	
Land Surveys Disposition and Records Management	Review and evaluate the cancellation of Cadastral plans and isolated plans in MIMAROPA Region (34 plans in 10 days)	Reviewed and evaluated plans for isolated and cadastral projects acted documents within 3 days	4	5	5	4.66	
	Review and evaluate amendment order on the technical description of 5 lots and 5 plans in 6 days	Drafted Memoranda, letters, and indorsement within 5 days upon receipt	4	4	4	4	
Conduct Investigation and Ocular inspection	Draft Special Order, Memos and Letters (5) to concerned parties within 3 days	Drafted 6 communications within 2 days	4	4	5	4.33	
Conduct preliminary survey of Proclamation No 9233 located at Ransang, Rizal, Palawan	Conduct the survey on Proc. 9322 to give way to its boundary with an areea of 512 hec within 1 month	Conducted survey on Proc. 9322, Preparation of survey plan and its survey return within 20 days	4	5	5	4.66	
Conduct investigation on foreshore leases and other land conflict	Drafted actions and submitted reports to the ARDTS for his evaluation and comment: 5 docs (Memos, letters, reports, etc) in 15 days	Drafted Memoranda, letters, and indorsement within 10 days upon termination of the investigation	5	4	5	4.66	
Other documents assigned from time to time by the superior	Simple docs-5days, Complex docs- 7 days and Technical docs-20 days	Simple docs-3 days, Complex docs-5 days and Technical docs-15 days	4	3	5	4	
Good Governance	100% liquidation of traveling expenses and per diem within 30 minutes, 100% IPCR, 100% SALN and 100% cleaning the work place	100% liquidated 100% submitted IPCR 100% submitted SALN 100% cleaned	3	3	3	3	
Personality Development /Growth and Learning	Attend trainings, seminars, workshop and zoom meeting (3)	4 trainings, seminars, workshop and zoom meeting	4	3	4	3.66	
Final Average Rating Comments and recommendations for Development			4.12				
Assessed by:  AMIEL L. IRINGAN Engineer III			Date: _____				
I certify that I discussed my assessment of the performance with the employee.			Date: _____				
VICENTE B. TUDDAO, JR., Ph.D., CESO IV ARD for TS/Supervisor			Final Rating by:  VICENTE B. TUDDAO, JR., Ph.D., CESO IV ARD for Technical Services Head of Office				Date: _____

Legend: 1-Quantity 2-Efficiency 3-Timeliness 4-Average

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: September 25, 2015-Present
- Position: Engineer III
- Name of Office/Unit: Office of the Assistant Regional Director Department of Environment and Natural Resources-Region IV MIMAROPA
- Immediate Supervisor: Assistant Regional Director Vincente B Tuddao, Jr.
- Name of Agency/Organization and Location: Department of Environment and Natural Resources, MIMAROPA Region
- List of Accomplishments and Contributions (if any)
 1. **Conduct survey on the Presidential Proclamation located on Ransang, Rizal, Palawan which has been long proclaimed without boundary.**
 2. **Validate the implementation of easement under article 51 of the Water Code of the Philippines.**
 3. **Conduct Validation of compliances in commercial establishment on easement of all PENROs and CENROs per Regional Special Order No. 133 series of 2019 at DENR MIMAROPA Region**
- Summary of Actual Duties
 - 1 **Direct or conduct survey.**
 - 2 **Verify the accuracy of the survey data.**
 - 3 **Conduct research on legal issues and other information on the lot to be surveyed.**
 - 4 **Represent the government in court litigation.**

- Duration: December 20, 2001-September 24, 2015
- Position: Engineer II
- Name of Office/Unit: Detailed to the Office of the Assistant Secretary for Legal Affairs Central Office
- Immediate Supervisor: the late ASEC Anselmo Abungan
- Name of Agency/Organization and Location: Department of Environment and Natural Resources, Visayas Avenue, Quezon City

- List of Accomplishments and Contributions (if any)
 1. **Conduct Investigation on the tampering of Cad project in Sulangan, Eastern Samar in Region 8. (filed administrative case)**
 2. **Conduct investigation on the titling on Residential Free Patent in Navotas, Ilocos Norte.(filed administrative case-on going)**
 3. **Conduct survey on the titling on Timber land in Cagayan De Oro.(CBFM Area titled)**

- Summary of Actual Duties from Feb 1, 2014-May 24 2021
 1. Direct/conduct surveys in order to establish legal boundaries for properties.
 2. Prepare and maintain sketches, maps and plans.
 3. Verify the accuracy of the survey and plan
 4. Record the survey data including the shape, contour, location of the lot
 5. Conduct the ground survey designed to establish boundaries, elevations.
 6. To represent the government in court on land problem
 7. To interpret the survey data on plan
 8. To conduct verification and relocation survey as per order from ARD.
 9. To research on the legal document needed on the survey
 10. To recommend approval of the plan.


ANITA L. IRINGAN

(Signature over Printed Name
of Employee/Applicant)

DATE: 05/24/2021