

## 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

- Duration: November 15, 1994 – December 21, 1995
- Position: Engineer III/ Chief Original and Other Surveys Section
- Name of Office/Unit: Original and Other Surveys Section/Surveys Division
- Immediate Supervisor: Engr. Andres L. Valencia
- Name of Agency/Organization and Location: Department of Environment and Natural Resources/ Region IV B Roxas Boulevard, Ermita, Manila, Metro Manila

- List of Accomplishments and Contributions (if any)

- Developed strategy to address the backlog in the Original and Other Surveys Section
- Developed strategy to fast track approval of Survey Returns submitted by Private Geodetic Engineer Practitioners and Government Geodetic Engineer

- Summary of Actual Duties

- Plans, directs, and supervises the function of the Original and Other Surveys Section.
- Supervises the work of three working units of the section such as the Projection Unit, Computation Unit, and, Cartographer Unit, and acts as the final verifier of maps, plans, and all isolated land surveys submitted by Private and Government Geodetic Engineers for verification and approval.

- Duration: December 22, 1995 – August 19, 2004
- Position: Engineer IV / Assistant Division Chief/ Chief Original and Other surveys Section
- Name of Office/Unit: Original and Other Surveys Section/Surveys Division
- Immediate Supervisor: Engr. Andres L. Valencia
- Name of Agency/Organization and Location: Department of Environment and Natural Resources/ Region IV B Roxas Boulevard, Ermita, Manila, Metro Manila

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

- As Assistant Division Chief assumes the responsibility of the Chief of the Surveys Division in case he is out of the office or he is on official travel for the supervision of the function of the Surveys Division.
- Supervise the several working section and units of the division such as the Original and Other Surveys Section, Comprehensive Agrarian Reform and Operation Land Transfer Section, Control and Cadastral Surveys Section, and Aggregate Section.

- Duration: August 20, 2004 – February 19, 2005
- Position: Engineer IV / OIC, Chief Surveys Division
- Name of Office/Unit: Surveys Division, DENR MIMAROPA Region
- Immediate Supervisor: Lydia S. Lopez, Regional Technical Director for Lands



<ul style="list-style-type: none"> <li>• Name of Agency/Organization and Location: Department of Environment and Natural Resources Region IV B Roxas Boulevard, Ermita, Manila, Metro Manila</li> <li>• List of Accomplishments and Contributions (if any)</li> <li>• Summary of Actual Duties <ul style="list-style-type: none"> <li>○ Plans, directs, and supervises the function of the Surveys Division charged with the establishment of survey field control and Technical Geodetic Engineering standard as well as the execution of all Geodetic Engineering Work of the Department.</li> <li>○ Supervises the work of several working sections and units of the Division such as the Original and Other Surveys Section, Comprehensive Agrarian Reform and Operation Land Transfer Section, Control and Cadastral Surveys Section, and Aggregate Section through staff supervision, recommends approval of Maps and Plans, plans and approves geodetic engineering techniques, directs and establishments of Geodetic Engineering field control.</li> <li>○ Harmonizes function of the surveys division with that of other divisions or working sections and units in the government where activities and interrelated; consults of conferring with supervisors in the Geodetic Engineering Division of Survey Projects to be undertaken administrative and technical programs to be resolved, and improve working methods to be adopted.</li> <li>○ Acts as technical adviser to the Regional Technical Director for Lands on land surveying works, reviews, studies or prepare drafts of rules and regulations and orders relative to personnel administration for geodetic engineering works.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• Duration: February 20, 2005 – December 31, 2015</li> <li>• Position: Engineer IV / Assistant Division Chief/ Chief Original and Other Surveys Division</li> <li>• Name of Office/Unit: Surveys Division, DENR MIMAROPA Region</li> <li>• Immediate Supervisor: Engr. Roman G. Legaspi</li> <li>• Name of Agency/Organization and Location: Department of Environment and Natural Resources Region IV B Roxas Boulevard, Ermita, Manila, Metro Manila</li> <li>• List of Accomplishments and Contributions (if any)</li> <li>• Summary of Actual Duties <ul style="list-style-type: none"> <li>○ As Assistant Division Chief assumes the responsibility of the Chief of the Surveys Division in case he is out of the office or he is on official travel for the supervision of the function of the Surveys Division.</li> <li>○ Supervise the several working section and units of the division such as the Original and Other Surveys Section, Comprehensive Agrarian Reform and Operation Land Transfer Section, Control and Cadastral Surveys Section, and Aggregate Section.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• Duration: January 1, 2016 – March 7, 2016</li> <li>• Position: Engineer IV / OIC Chief Technical Services Division, Provincial Environment and Natural Resources, Odiongan Romblon</li> <li>• Name of Office/Unit: Provincial Environment and Natural Resources, Odiongan Romblon DENR Mimaropa Region</li> <li>• Immediate Supervisor: Maximo C. Landrito</li> <li>• Name of Agency/Organization and Location: Department of Environment and Natural Resources Provincial Environment and Natural Resources, Odiongan Romblon</li> <li>• List of Accomplishments and Contributions (if any)</li> </ul>



- Summary of Actual Duties

- Plans, directs, and supervises the function of the Technical Services Division charged with the conservation development, Enforcement and Protection of Natural Resources including the Regulation and issuance of Permits and Patents.
- Supervises the work of several working sections and units of the Division such as the Conservation and development section, Regulation and Permitting Section and Monitoring and Enforcement Section.
- Harmonizes function of the Technical Services division with the Local Government Unit and other government agencies for the conservation and protection of the Environment.
- Acts as technical adviser of the Provincial Environment Natural Resources Officer on the technical operation of the penro of the issuance of permits and patents, conservation and development of natural resources and the protection and prevention of the remaining forest areas.

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- Duration: March 8, 2016 – December 31, 2018
- Position: Engineer V / OIC Chief Technical Services Division, Provincial Environment and Natural Resources, Odiongan Romblon
- Name of Office/Unit: Provincial Environment and Natural Resources, Odiongan Romblon DENR MIMAROPA Region
- Immediate Supervisor: Maximo C. Landrito
- Name of Agency/Organization and Location: Department of Environment and Natural Resources Provincial Environment and Natural Resources, Odiongan Romblon

- List of Accomplishments and Contributions (if any)

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- Harmonizes function of the Technical Services division with the Local Government Unit and other government agencies for the conservation and protection of the Environment.
- Acts as technical adviser of the Provincial Environment Natural Resources Officer on the technical operation of the penro of the issuance of permits and patents, conservation and development of natural resources and the protection and prevention of the remaining forest areas.

- Duration: January 1, 2019 – November 28, 2021
- Position: Engineer V / OIC CENRO of Taytay Palawan
- Name of Office/Unit: CENRO Taytay Palawan DENR MIMAROPA Region
- Immediate Supervisor: Eriberto Saños PENR Officer Province of Palawan
- Name of Agency/Organization and Location: Department of Environment and Natural Resources Community Environment Natural Resources Office Taytay, Palawan

- List of Accomplishments and Contributions (if any)

- Acquired 10 hectares of real property and was issued title in the name of the Department of Environment and Natural Resources in El Nido, Palawan



- Leads the rehabilitation of El Nido, Palawan, and recovery of easement areas and have issued 383 notices to vacate to structure owner who have structure established within legal easement in violation of PD 1067 and RA 11038.
- Neutralize illegal poaching/ illegal cutting of trees in the municipality of Taytay and El Nido, Palawan.
- Issued cease and desist order to Local Government Unit with the ongoing project but without a permit from DENR.

- Summary of Actual Duties

- Undertake and/or implement projects for Natural Resources development and conservation at community level
- Implement/enforce laws, rules and regulation for the protection of the environment and the conservation of Natural Resources; maintain up-to-date data on Environment and Natural Resources conditions.
- File criminal cases against violators of ENR laws
- Collect and account for fees due to government from NR users resources
- Initiate settlement of conflicts between or among Natural Resources users

- Duration: November 29, 2021 – Present
- Position: CENR Officer of Taytay Palawan
- Name of Office/Unit: CENRO Taytay Palawan DENR MIMAROPA Region
- Immediate Supervisor: Felizardo B. Cayatoc, PENR Officer Province of Palawan
- Name of Agency/Organization and Location: Department of Environment and Natural Resources Community Environment Natural Resources Office Taytay, Palawan

- List of Accomplishments and Contributions (if any)

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ALAN  VALLE

(Signature over Printed Name  
of Employee/Applicant)

Date: June 10, 2022