

August 12, 2022

MEMORANDUM

FOR : The Regional Executive Director
DENR MIMAROPA REGION

THRU : The Regional Human Resources Development Committee (RHRDC)

FROM : The OIC - PENR Officer

SUBJECT : **APPLICATION OF INFORMATION SYSTEMS ANALYST II MARK RYAN S. LOZADA IN THE SCHOLARSHIP PROGRAM LEADING TO THE DEGREE OF PROFESIONAL MASTERS IN PUBLIC ADMINISTRATION (MPA) AT POLYTECHNIC UNIVERSIY OF THE PHILIPPINES OPEN UNIVERSITY SYSTEM (PUP OUS)**

In compliance with the undated memorandum regarding the above cited subject, please be informed that this Office nominates Information Systems Analyst II Mark Ryan S. Lozada, designated as Chief, Information and Communications Technology (ICT) Unit and In-Charge, Monitoring and Evaluation Unit of the Planning Section under Management Services Division of PENRO Marinduque to avail the 2-Year Scholarship Program leading to the Degree of Professional Masters in Public Administration (MPA) at Polytechnic University of the Philippines Open University System (PUP OUS).

The applicant is directly involved in the operationalization, maintenance, monitoring, planning and implementing ICT-related and other programs and activities of this Office.

Likewise, if he will be selected for the scholarship program, we assure that will not affect the performance and operation of this Office.

Attached are the requirements of the applicant relative hereof.

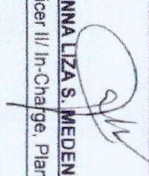
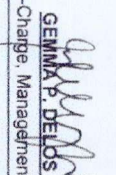
For information and consideration.


IMELDA M. DIAZ

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **Mark Ryan S. Lozada**, of the Planning Section - ICT Unit, DENR-PENRO Boac, Marinduque, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to June 2021.

MARK RYAN S. LOZADA
Information Systems Analyst II
(Ratee)
Date: April 13, 2021

Reviewed by	Date	Approved by	Date				
 JHONNA LIZA S. MEDENILLA Planning Officer II/ In-Charge, Planning Section	April 13, 2021	 GENINA P. DELOS REYES Officer-In-Charge, Management Services Division	April 13, 2021				
Output	Performance Indicators (Targets + Measures)	Actual Accomplishments	Rating				Remarks
			Q ¹	E ²	T ³	A ⁴	
GENERAL ADMINISTRATION AND SUPPORT							
Implementation of Good Governance Condition	100% SALN submitted to PENRO Personnel Unit based on Section 8 of RA 6731 on February 28, 2021	100% SALN submitted to PENRO Personnel Unit based on Section 8 of RA 6731 on January 06, 2021		5,000	5,000	5,000	Scope of Coverage: 2020 SALN MOVs: CSC Memorandum 40-1998 Dimensions to Measure: Quality & Timeliness Remarks (if Compliant or not): Compliant
	100% IPCR Commitment based on the approved DPCR submitted to PENRO Personnel Unit by end of April 2021	100% IPCR Commitment based on the approved DPCR submitted to PENRO Personnel Unit on April 13, 2021		5,000	5,000	5,000	Scope of Coverage: CY 2021 MOVs: receiving copy of IPCR Dimensions to Measure: Quality & Timeliness Remarks (if Compliant or not): Compliant
Actions on Documents/Requests	100% documents acted upon with partial minor revision need 7 working days for simple documents and 15 working days for complex documents upon receipt	100% documents acted upon with partial minor revision need 7 working days for simple documents and 15 working days for complex documents upon receipt		4,000	3,000	3,500	Scope of Coverage: 100% of the received documents MOVs: Based on Document Tracking System, Logbook, Based on WFP as simple or complex documents Dimensions to Measure: Quality & Timeliness Remarks (if Compliant or not): Compliant
SUPPORT TO OPERATIONS							
Data Management including Systems Development and Maintenance	100% Maintained functional Information Systems with reports submitted to Regional Office 5 days after end of each quarter * Information System developed by Regional Office 1. Document Tracking System * Information System developed by Central Office 1. eNGAS 2. eBudget * Information System developed by FMB 1. Enhanced Forestry Information System (eFIS) 2. LAWIN	100% Maintained functional Information Systems with Quarterly Reports submitted to Regional Office via email on the following dates: 1st Quarter - April 05, 2021 2nd Quarter - July 01, 2021 * Information System developed by Regional Office 1. Document Tracking System * Information System developed by Central Office 1. eNGAS 2. eBudget * Information System developed by FMB 1. Enhanced Forestry Information System (eFIS) 2. LAWIN		5,000	3,000	4,000	Scope of Coverage: Information Systems developed by Region MOVs: Quarterly reports submitted to RO Dimensions to Measure: Quality & Timeliness Remarks (if Compliant or not): Compliant
				5,000	4,000	4,500	

Output	Performance Indicators (Targets + Measures)	Actual Accomplishments	Rating				Remarks
			Q ¹	E ²	T ³	A ⁴	
Data Management including Systems Development and Maintenance	100% Maintained functional Databases with reports submitted to Regional Office 10 days after end of each quarter	100% Maintained functional Databases with Quarterly Reports submitted to Regional Office via email on the following dates: 1st Quarter - April 05, 2021 2nd Quarter - July 01, 2021		5,000 5,000	5,000 5,000	5,000 5,000	Scope of Coverage: Database developed indicating the functionality MOVs: Quarterly reports submitted to RO Dimensions to Measure: Quality & Timeliness Remarks (if Compliant or not): Compliant
	One (1) Network Infrastructure maintained with 85% uptime with report submitted every 25th days of the current month to PENRO Planning Section and every 3rd day of the following month to Regional Office	One (1) Network Infrastructure maintained with the monthly uptime rates and reports submitted to PENRO Planning Section (January to March, CY 2021) and Regional Office (starting April 2021) on the following dates: January - 100% (January 25, 2021) February - 100% (February 23, 2021) March - 100% (March 23, 2021) April - 100% (May 03, 2021) May - 100% (June 03, 2021) June - 100% (July 01, 2021)		5,000 5,000 5,000 5,000 5,000 5,000	3,000 3,566 3,566 3,000 3,000 5,000	4,000 4,283 4,283 4,000 4,000 5,000	Scope of Coverage: Regional Office to PENRO MOVs: submitted report generated by RO Dimensions to Measure: Quality & Timeliness Remarks (if Compliant or not): Compliant
	One (1) IT Assistant hired	One (1) IT Assistant hired 1st Semester Contract - January - June, 2021		5,000	3,522	4,261	Scope of Coverage: 1st & 2nd Semesters, CY 2021 MOVs: copy of Notarized Contract of Service Dimensions to Measure: Quality & Timeliness Remarks (if Compliant or not): Compliant
	100% of Internet connectivity maintained and managed	100% of Internet connectivity maintained and managed with Monthly Uptime Reports submitted to PENRO Planning Section on the following dates: January - 100% (January 25, 2021) February - 100% (February 23, 2021) March - 100% (March 23, 2021) April - 100% (April 23, 2021) May - 100% (May 24, 2021) June - 100% (June 24, 2021)		5,000 5,000 5,000 5,000 5,000 5,000	3,000 3,566 3,566 3,000 3,000 5,000	4,000 4,283 4,283 4,000 4,000 5,000	Scope of Coverage: CY 2021 MOVs: copy of Monthly Uptime Report Dimensions to Measure: Quality & Timeliness Remarks (if Compliant or not): Compliant
	One (1) website maintained and updated with report submitted every 5th day of the following month	One (1) website maintained and updated with Quarterly DENR Transparency Seal Monitoring Sheet for FY 2021 of DENR PENRO Marinduque submitted to Regional Office on the following dates: 1st Quarter - April 07, 2021 2nd Quarter - July 02, 2021		5,000	3,522	4,261	Scope of Coverage: CY 2021 MOVs: Quarterly reports submitted to RO Dimensions to Measure: Quality & Timeliness Remarks (if Compliant or not): Compliant
	One (1) Zoom subscription procured	One (1) Zoom subscription procured on January 25, 2021		5,000	5,000	5,000	Scope of Coverage: CY 2021 MOVs: copy of procurement documents Dimensions to Measure: Quality & Timeliness Remarks (if Compliant or not): Compliant

Output	Performance Indicators (Targets + Measures)	Actual Accomplishments	Rating				Remarks
			Q ¹	E ²	T ³	A ⁴	
Data Management including Systems Development and Maintenance	100% of ICT facilities/network infrastructure/equipment maintained	100% of ICT facilities/network infrastructure/equipment maintained with Monthly Uptime Reports submitted to PENRO Planning Section on the following dates: January - 100% (January 25, 2021) February - 100% (February 23, 2021) March - 100% (March 23, 2021) April - 100% (April 23, 2021) May - 100% (May 24, 2021) June - 100% (June 24, 2021)		5,000	3,000	4,000	Forms from KISS-NIMD to be "cascaded" to R.O. Scope of Coverage: CY 2021 MOVs: Monthly Uptime Reports, Photos Dimensions to Measure: Quality & Timeliness
				5,000	3,566	4,283	
				5,000	3,566	4,283	
				5,000	3,000	4,000	
				5,000	3,000	4,000	
Final Average Rating:				5,000	3,522	4,261	VERY SATISFACTORY
				4,909	4,324	4,617	

He keeps and fulfill his commitment on time, and he work with his fellow employees to help them keep theirs,

Discussed with	Date	Assessed by	Date	Final Rating	Date
MARK RYAN S. LOZADA Information Systems Analyst II	July 13, 2021	I certify that I discussed my assessment of the performance with the employee.	July 13, 2021		July 13, 2021
		GEMMA P. DELOS REYES In-Charge Management Services Division		JIMELDA M. DIAZ OIC - PENR Officer	

Note:
 *** Outstanding Indicators
 ** Rating Indicators
 * Other Indicators (The Breaker)

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


IV. CIVIL SERVICE ELIGIBILITY

27. CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
				NUMBER	Date of Validity
CAREER SERVICE PROFESSIONAL	80.11%	04/06/2014	LUCENA WEST I ELEMENTARY SCHOOL, IYAM, LUCENA CITY, QUEZON	N/A	N/A

*(Continue on separate sheet if necessary)***V. WORK EXPERIENCE***(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.*

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY/ JOB/ PAY GRADE (if applicable) & STEP (Format *00-0*) INCREMENT	STATUS OF APPOINTMENT	GOV'T SERVICE (Y/ N)
From	To						
02/01/2022	PRESENT	INFORMATION SYSTEMS ANALYST II	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (MIMAROPA REGION) PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE- MARINDUQUE	P38,987	16-3	PERMANENT	Y
01/01/2022	01/31/2022	INFORMATION SYSTEMS ANALYST II	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (MIMAROPA REGION) PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE- MARINDUQUE	P37,044	16-2	PERMANENT	Y
01/01/2021	12/31/2021	INFORMATION SYSTEMS ANALYST II	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (MIMAROPA REGION) PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE- MARINDUQUE	P37,044	16-2	PERMANENT	Y
01/01/2020	12/31/2020	INFORMATION SYSTEMS ANALYST II	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (MIMAROPA REGION) PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE- MARINDUQUE	P35,522	16-2	PERMANENT	Y
02/01/2019	12/31/2019	INFORMATION SYSTEMS ANALYST II	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (MIMAROPA REGION) PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE- MARINDUQUE	P34,000	16-2	PERMANENT	Y
01/01/2019	01/31/2019	INFORMATION SYSTEMS ANALYST II	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (MIMAROPA REGION) PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE- MARINDUQUE	P33,584	16-1	PERMANENT	Y
01/01/2018	12/31/2018	INFORMATION SYSTEMS ANALYST II	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (MIMAROPA REGION) PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE- MARINDUQUE	P31,765	16-1	PERMANENT	Y
01/01/2017	12/31/2017	INFORMATION SYSTEMS ANALYST II	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (MIMAROPA REGION) PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE- MARINDUQUE	P30,044	16-1	PERMANENT	Y
01/04/2016	12/31/2016	INFORMATION SYSTEMS ANALYST II	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (MIMAROPA REGION) PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE- MARINDUQUE	P28,417	16-1	PERMANENT	Y
11/07/2015	31/12/2015	COLLEGE LECTURER	MARINDUQUE STATE COLLEGE	P13,330	N/A	CONTRACTUAL	N
06/08/2015	10/16/2015	COLLEGE LECTURER	MARINDUQUE STATE COLLEGE	P13,330	N/A	CONTRACTUAL	N
11/10/2014	03/20/2015	COLLEGE LECTURER	MARINDUQUE STATE COLLEGE	P13,330	N/A	CONTRACTUAL	N
06/07/2014	10/17/2014	COLLEGE LECTURER	MARINDUQUE STATE COLLEGE	P13,330	N/A	CONTRACTUAL	N
11/04/2013	03/21/2014	COLLEGE LECTURER	MARINDUQUE STATE COLLEGE	P13,330	N/A	CONTRACTUAL	N
06/08/2013	10/18/2013	COLLEGE LECTURER	MARINDUQUE STATE COLLEGE	P13,330	N/A	CONTRACTUAL	N
11/05/2012	03/15/2013	COLLEGE LECTURER	MARINDUQUE STATE COLLEGE	P13,330	N/A	CONTRACTUAL	N
06/04/2012	10/19/2012	COLLEGE LECTURER	MARINDUQUE STATE COLLEGE	P13,330	N/A	CONTRACTUAL	N

(Continue on separate sheet if necessary)

SIGNATURE		DATE	08/12/2022
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PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.

READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.

Print legibly. Tick appropriate boxes () and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.

1. CS ID No

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	LOZADA		
FIRST NAME	MARK RYAN		NAME EXTENSION (JR., SR) N/A
MIDDLE NAME	SORIANO		
3. DATE OF BIRTH (mm/dd/yyyy)	07/08/1991	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	BOAC, MARINDUQUE	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	N/A House/Block/Lot No. Street N/A BUNGANAY Subdivision/Village Barangay BOAC MARINDUQUE City/Municipality Province
7. HEIGHT (m)	1.62	ZIP CODE	4900
8. WEIGHT (kg)	47		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	N/A House/Block/Lot No. Street AMBUKAS BUNGANAY Subdivision/Village Barangay BOAC MARINDUQUE City/Municipality Province
10. GSIS ID NO.	2004849201	ZIP CODE	4900
11. PAG-IBIG ID NO.	1211-3089-8541		
12. PHILHEALTH NO.	090000939853		
13. SSS NO.	0425530919	19. TELEPHONE NO.	N/A
14. TIN NO.	323330053	20. MOBILE NO.	09073575077
15. AGENCY EMPLOYEE NO.	OSEC-DENRB-INFOA2-37-2014	21. E-MAIL ADDRESS (if any)	ryelozada@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	LOZADA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	SIENA MAE	NAME EXTENSION (JR., SR) N/A	MARRA SANDRIA MONTEROZO LOZADA	11/29/2017
MIDDLE NAME	MONTEROZO			
OCCUPATION	ADMINISTRATIVE ASSISTANT (CONTRACT OF SERVICE)			
EMPLOYER/BUSINESS NAME	DENR/PENRO MARINDUQUE			
BUSINESS ADDRESS	CAPITOL COMPOUND, BANGBANGALON, BOAC, MARINDUQUE			
TELEPHONE NO.	(042) 332-0727			
24. FATHER'S SURNAME	LOZADA			
FIRST NAME	ROSENDO	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	PERMEJO			
25. MOTHER'S MAIDEN NAME	TERESITA MABATO SORIANO			
SURNAME	SORIANO			
FIRST NAME	TERESITA			
MIDDLE NAME	MABATO			

(Continue on separate sheet if necessary)

III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	CAWIT ELEMENTARY SCHOOL	ELEMENTARY	1998	2004	N/A	2004	N/A
SECONDARY	MARINDUQUE NATIONAL HIGH SCHOOL	HIGH SCHOOL	2004	2008	N/A	2008	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	MARINDUQUE STATE COLLEGE	BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY	2008	2012	N/A	2012	N/A
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)


SIGNATURE		DATE	08/12/2022
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VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

(Start from the most recent L&D/training program and include only the relevant L&D/training taken for the last five (5) years for Division Chief/Executive/Managerial positions)

30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	WEBINAR ON CAREER DEVELOPMENT AND SUCCESSION PLANNING	06/10/2020	06/11/2020	16	FOUNDATION	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (MIMAROPA REGION)
	DICT CYBERSECURITY AWARENESS WEBINAR 2020: PASSWORD DECODED: A CYBERSECURITY AWARENESS WEBINAR ON PASSWORD SECURITY	05/29/2020	05/29/2020	2	TECHNICAL	DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY (CYBERSECURITY BUREAU)
	WEB DEVELOPMENT USING WORDPRESS AND GOVERNMENT WEB TEMPLATE	05/07/2020	05/07/2020	2	TECHNICAL	DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY (VISAYAS CLUSTER 2 - REGIONS VII AND VIII)
	OPPORTUNITIES IN DATA AND DIGITAL WORLD, AND WEB DEVELOPMENT USING WORDPRESS AND GOVERNMENT WEB TEMPLATE	05/07/2020	05/07/2020	4	TECHNICAL	DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY (CYBERSECURITY BUREAU)
	PAY PER CLICK ADVERTISING AND MARKETING	05/02/2020	05/02/2020	2	TECHNICAL	DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY (LUZON CLUSTER 3 - CAMARINES SUR)
	DICT CYBERSECURITY AWARENESS WEBINAR 2020: HOW TO BE CYBERSAFE IN THIS PANDEMIC	05/01/2020	05/01/2020	4	TECHNICAL	DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY (LUZON CLUSTER 3 - ALBAY)
	STAKEHOLDERS' CONSULTATION AND CASCADING OF CY 2020 WORK AND FINANCIAL PLAN (WFP), BUDGET PROPOSAL (BP) FOR FY 2021, GUIDELINES ON THE MEANS OF VERIFICATIONS (MOV's) AND ENVIRONMENTAL AWARDS FOR GOVERNANCE AND LEADERSHIP EXCELLENCE (EAGLE) AWARDS AND PLANNING POLICY UPDATES	03/10/2020	03/10/2020	8	TECHNICAL	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (MIMAROPA REGION AND PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE-MARINDUQUE)
	PLANNING 101	01/08/2020	01/10/2020	24	TECHNICAL	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (MIMAROPA REGION)
	YEAR-END ASSESSMENT CUM CONSULTATION WORKSHOP ON THE ACCOMPLISHMENT OF ACTIVITIES FOR C.Y. 2019 OF DENR-PENRO MARINDUQUE	12/17/2019	12/18/2019	16	FOUNDATION	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE-MARINDUQUE)
	ONE-DAY REVIEW AND ASSESSMENT OF ACCOMPLISHMENTS AND UPDATES ON THE CLIENT SATISFACTION SURVEY (CSS) AS OF THIRD QUARTER, C.Y. 2019	09/16/2019	09/16/2019	8	FOUNDATION	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE-MARINDUQUE)
	ONE-DAY STRATEGIC PLANNING WORKSHOP AND LEVELLING-OFF FOR THE FINALIZATION OF FISCAL YEAR 2020 WORK AND FINANCIAL PLAN (WFP), IMPLEMENTATION PLAN (IMPLAN), PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) AND MONTHLY CASH PROGRAM (MCP)	09/04/2019	09/04/2019	8	FOUNDATION	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE-MARINDUQUE)
	LEARNING EVENT ON GENDER SENSITIVITY (GS), GENDER AND DEVELOPMENT (GAD), GENDER DISAGGREGATED DATA (GDD), GENDER MAINSTREAMING (GM), ENHANCED GENDER MAINSTREAMING EVALUATION FRAMEWORK (GMEF), GAD PLANNING AND BUDGETING APPLYING HARMONIZED GENDER AND DEVELOPMENT GUIDELINES (HGDG) TOOLS AND GAD ACCOMPLISHMENT REPORT	07/31/2019	08/02/2019	24	FOUNDATION	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (MIMAROPA REGION AND PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE-MARINDUQUE)
	CASCADING OF 2019 WORK AND FINANCIAL PLAN (WFP), OFFICE PERFORMANCE COMMITMENT RATING (OPCR) AND MEANS OF VERIFICATIONS (MOV's) FOR ENVIRONMENTAL AWARDS FOR GOVERNANCE AND LEADERSHIP EXCELLENCE (EAGLE) AWARDS	05/07/2019	05/09/2019	24	FOUNDATION	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (MIMAROPA REGION AND PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE-MARINDUQUE)
	INFORMATION SYSTEMS AND NETWORK INFRASTRUCTURE CONFERENCE	02/04/2019	02/08/2019	40	TECHNICAL	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (KNOWLEDGE AND INFORMATION SYSTEMS SERVICE)
	CASCADING OF DENR PROGRAMS, PROJECTS AND ACTIVITIES FOR C.Y. 2019	01/23/2019	01/23/2019	8	FOUNDATION	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE-MARINDUQUE)
	CASCADING CUM STAKEHOLDERS' CONSULTATIVE MEETING ON DENR'S MAJOR PROGRAMS AND PROJECTS FOR F.Y. 2019	11/08/2018	11/08/2018	8	FOUNDATION	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (MIMAROPA REGION AND PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE-MARINDUQUE)
	LEARNING EVENTS ON ENHANCED GENDER MAINSTREAMING EVALUATION FRAMEWORK, GENDER SENSITIVITY TRAINING AND GENDER-FAIR LANGUAGE FOR ALL EMPLOYEES OF DENR MARINDUQUE	06/28/2018	06/28/2018	8	FOUNDATION	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (MIMAROPA REGION AND PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE-MARINDUQUE)
	TRAINING WORKSHOP ON CISCO CERTIFIED NETWORK ASSOCIATE (CCNA)	04/01/2018	04/16/2018	128	TECHNICAL	TRENDSNET, MAKATI CITY
	TRAINING /WORKSHOP ON THE IMPLEMENTATION OF THE ENHANCED FORESTRY INFORMATION SYSTEM (eFIS)	03/14/2018	03/15/2018	16	TECHNICAL	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (MIMAROPA REGION)
	CSOs/POs AND STAKEHOLDERS' CONSULTATION ON PROGRAM EXPENDITURE CLASSIFICATION (PREXC) AND PRESENTATION OF WORK AND FINANCIAL PLAN FY 2018	11/17/2017	11/17/2017	8	FOUNDATION	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE-MARINDUQUE)

(Continue on separate sheet if necessary)

SIGNATURE		DATE	08/12/2022
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

(Start from the most recent L&D/training program and include only the relevant L&D/training taken for the last five (5) years for Division Chief/Executive/Managerial positions)


30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	SEMINAR-WORKSHOP ON INTEGRITY, TRANSPARENCY, AND ACCOUNTABILITY IN PUBLIC SERVICE (ITAPS) - BATCH 1	07/06/2022	07/08/2022	24	TECHNICAL	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (MIMAROPA REGION) AND OFFICE OF THE DEPUTY OMBUDSMAN FOR LUZON
	QUALITY MANAGEMENT SYSTEM (QMS) READINESS ASSESSMENT	11/22/2021	11/22/2021	8	TECHNICAL	DEVELOPMENT ACADEMY OF THE PHILIPPINES, DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (CENTRAL OFFICE) AND DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (MIMAROPA REGION)
	WEBINAR ON GENDER ANALYSIS TOOL USING SEX DISAGGREGATED DATA (SDD) AND MENTAL HEALTH AWARENESS AMIDST COVID-19 IN THE WORKPLACE	11/03/2021	11/04/2021	16	FOUNDATION	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (MIMAROPA REGION AND PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE-MARINDUQUE)
	CONDUCT OF THE VIRTUAL RE-ORIENTATION/REFRESHER ON HARMONIZED GENDER AND DEVELOPMENT GUIDELINES (HGDG) TOOL ON PROGRAM AND PROJECT IMPLEMENTATION, MANAGEMENT AND MONITORING AND EVALUATION (PIMME)	10/27/2021	10/27/2021	8	FOUNDATION	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (MIMAROPA REGION)
	WEBINAR ON R.A. 9184: GOVERNMENT PROCUREMENT REFORM ACT AND ITS 2016 REVISED IMPLEMENTING RULES AND REGULATIONS AND UPDATES ON THE LATEST GPPB ISSUANCES	08/10/2021	08/13/2021	24	TECHNICAL	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (MIMAROPA REGION)
	WEBINAR ON INITIAL RESULTS OF REGIONAL COMPLIANCE ON STREAMLINING PER CITIZEN'S CHARTER	06/11/2021	06/11/2021	8	FOUNDATION	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
	SOPHOS FIREWALL & ENDPOINT AND SANGFOR HCI (VIRTUALIZATION SOLUTIONS) WEBINAR/PRODUCT PRESENTATION	05/14/2021	05/14/2021	8	TECHNICAL	IPSOLUTIONS INC.
	WEBINAR ON RA 11032: EASE OF DOING BUSINESS AND EFFICIENT GOVERNMENT SERVICE DELIVERY ACT OF 2018 FOR OFFICIALS AND SELECTED EMPLOYEES OF PENRO MARINDUQUE	04/29/2021	04/29/2021	8	FOUNDATION	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (MIMAROPA REGION AND PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE-MARINDUQUE)
	CASCADING OF DENR'S MAJOR PROGRAMS/PROJECTS/ ACTIVITIES FOR FY 2021 CUM STAKEHOLDERS' CONSULTATIVE MEETING FOR FY 2022 BUDGET PROPOSAL	03/23/2021	03/23/2021	8	TECHNICAL	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE-MARINDUQUE)
	ORIENTATION ON DENR ID SYSTEM	02/05/2021	02/05/2021	8	FOUNDATION	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
	ONLINE ORIENTATION ON GENDER MAINSTREAMING (GM), GENDER ANALYSIS ON SEX-DISAGGREGATED DATA (SDD), GAD PLANNING AND BUDGETING FOR CY 2020 AND GAD ACCOMPLISHMENT REPORT FOR CY 2019 THRU THE USE OF HARMONIZED GAD GUIDELINES (HGDG)	10/13/2020	10/15/2020	24	FOUNDATION	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (MIMAROPA REGION AND PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE-MARINDUQUE)
	CONSULTATION WORKSHOP ON THE PREPARATION OF F.Y. 2021 WORK AND FINANCIAL PLAN (WFP) WITH SPATIAL MAPS, 2021 PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) BASED ON THE BUDGET CEILING OF DENR-PENRO MARINDUQUE	08/12/2020	08/13/2020	16	FOUNDATION	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE-MARINDUQUE)

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	PROGRAMMING		N/A		DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES EMPLOYEES UNION
	WEB AND GRAPHICS DESIGNING		N/A		
	CONDUCT TRAINING/ MENTORING/ FACILITATING		N/A		
	NETWORKING		N/A		
	COMPUTER HARDWARE SERVICING		N/A		

(Continue on separate sheet if necessary)

SIGNATURE		DATE	08/12/2022
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34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed, a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ Date Filed: _____ Status of Case/s: _____
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, give details: <u>Resignation</u>
38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details (country): _____
40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items: a. Are you a member of any indigenous group? b. Are you a person with disability? c. Are you a solo parent?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
GEMMA P. DELOS REYES	DENR-PENRO, BOAC, MARINDUQUE	(042) 332-1490
ART JERVIN L. MAGCAMIT	TANZA, BOAC, MARINDUQUE	0907-367-9280
LIZA E. CABRERA	DENR MIMAROPA REGION, ROXAS BOULEVARD, ERMITA, MANILA	0915-915-5338

42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.
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MARK RYAN S. LOZADA

<div>Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div> <div>Government Issued ID: TIN ID</div> <div>ID/License/Passport No.: 323-330-053</div> <div>Date/Place of Issuance: 01/22/2019 /BOAC, MARINDUQUE</div>	<div></div> <div>Signature (Sign inside the box)</div> <div>08/12/2022</div> <div>Date Accomplished</div>	<div></div> <div>Right Thumbmark</div>
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SUBSCRIBED AND SWORN to before me this <u>12th</u> day of <u>August, 2022</u> , affiant exhibiting his/her validly issued government ID as indicated above.
<div></div> <div>GEMMA P. DELOS REYES</div> <div>In-Charge, Management Services Division</div> <div>Person Administering Oath</div>

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

(Start from the most recent L&D/training program and include only the relevant L&D/training taken for the last five (5) years for Division Chief/Executive/Managerial positions)

30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	SEMINAR ON DENR IDENTITY DESIGN SYSTEM AND MANUAL OF STYLE	11/13/2017	11/13/2017	8	FOUNDATION	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE-MARINDUQUE)
	ECHO ON LEARNING EVENT ON GENDER AND DEVELOPMENT (GAD) PLANNING WORKSHOP FOR DENR-PENRO MARINDUQUE TECHNICAL STAFF AND GAD FOCAL POINT PERSONS	10/11/2017	10/11/2017	8	FOUNDATION	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE-MARINDUQUE)
	ORIENTATION-TRAINING ON MANAGING THE NETWORK UPTIME/DOWNTIME OF LOCAL AREA NETWORK (LAN)	09/18/2017	09/18/2017	8	TECHNICAL	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (KNOWLEDGE AND INFORMATION SYSTEMS SERVICE)
	INFORMATION AND NETWORK MANAGEMENT WORKSHOP	07/11/2017	07/14/2017	32	TECHNICAL	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (KNOWLEDGE AND INFORMATION SYSTEMS SERVICE)
	ORIENTATION ON GENDER AND DEVELOPMENT (GAD), WORKSHOP ON THE FINALIZATION OF BP400-PLAN AND BUDGET FOR CY 2017-2018 USING HARMONIZED GENDER AND DEVELOPMENT GUIDELINES (HGDG) TOOLS AND BP400A-ACCOMPLISHMENT REPORT OF CY 2016	06/07/2017	06/09/2017	32	FOUNDATION	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (MIMAROPA REGION AND PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE-MARINDUQUE)
	ECHO-TRAINING ON THE AUTOMATED STATISTICAL REPORTING SYSTEM (ASRS) AND THE PLANS AND PROGRAMS INFORMATION SYSTEM (PaPIS)	03/22/2017	03/22/2017	8	TECHNICAL	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE-MARINDUQUE)
	ROLL-OUT WORKSHOP ON THE AUTOMATED STATISTICAL REPORTING SYSTEM (ASRS)	03/07/2017	03/10/2017	32	TECHNICAL	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (MIMAROPA REGION)
	ROLL-OUT WORKSHOP ON THE ENHANCED FOREST INFORMATION SYSTEM (e-FIS)	03/02/2017	03/03/2017	16	TECHNICAL	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES - FOREST MANAGEMENT BUREAU
	ORIENTATION ON SUSTAINABLE INTEGRATED AREA DEVELOPMENT CUM STAKEHOLDERS' CONSULTATION	02/10/2017	02/11/2017	16	FOUNDATION	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE-MARINDUQUE)
	LEARNING EVENT ON FRONTLINE SERVICES AND TRANSACTION SYSTEM (FSTS) FOR FOREST AND BIODIVERSITY MANAGEMENT	12/05/2016	12/08/2016	32	TECHNICAL	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (MIMAROPA REGION)
	WORKSHOP ON ELECTRONIC NEW GOVERNMENT ACCOUNTING SYSTEM	11/15/2016	11/18/2016	32	TECHNICAL	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (MIMAROPA REGION)
	INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) MANAGEMENT	03/07/2016	03/11/2016	40	TECHNICAL	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (MIMAROPA REGION)
	ORIENTATION PROGRAM ON BASIC EMPLOYEE RIGHTS, BENEFITS AND PRIVILEGES	02/18/2016	02/19/2016	16	FOUNDATION	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (MIMAROPA REGION)
(Continue on separate sheet if necessary)						
SIGNATURE				DATE		08/12/2022

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: February 01, 2016 – present
- Position: Information Systems Analyst II
- Name of Office/Unit: Management Services Division/Planning Section
- Immediate Supervisor: Jhonna Liza S. Medenilla
- Name of Agency/Organization and Location: Department of Environment and Natural Resources - Provincial Environment and Natural Resources Office - Marinduque, Capitol Compound, Barangay Bangbangan, Boac, Marinduque
- List of Accomplishments and Contributions (if any)
 - Designed and implemented the DENR-PENRO Marinduque official website
 - Designed and implemented the Web-Based Local Transport Permit Application and Monitoring System for DENR-PENRO Marinduque
 - Designed and implemented the Web-based Document Action and Tracking System for DENR-PENRO Marinduque
 - Maintain functional databases and information systems developed by DENR Central Office, Bureaus
 - Maintain and operationalize network infrastructure, CCTV System, and website of DENR-PENRO Marinduque
 - Prepared Risks/Opportunities Analysis and Actions Planning (ROAAP) and Documented Procedures of ICT Unit of DENR-PENRO Marinduque in support and compliance with DENR Quality Management System (QMS)
 - Prepared Policies, Guidelines, and Procedures Prescribing the Use and Utilization of CCTV System in DENR-PENRO Marinduque
 - Currently designated as the Chief, ICT Unit (February, 2016 to present) and In-Charge, Monitoring and Evaluation Unit (July, 2022 to present) at DENR-PENRO Marinduque
 - Perform as PENRO Marinduque Gender and Development Focal Point System (GADFPS) Committee on ICT, Bids and Awards Committee (BAC) Technical Working Group, and Streamlining and Process Improvement of the Agency's Critical Services (SPICS) Assistant Focal Person at DENR-PENRO Marinduque
- Summary of Actual Duties
 - Coordinate all ICT related activities including, among others
 - maintenance of network infrastructure and computers at PENR Office;
 - information systems deployment at PENR Office;
 - submission of necessary reports in relation to ICT;
 - determining the ICT needs of the PENR Office;
 - Conduct regular inventory of ICT facilities in the PENR Office;
 - Participate in the deployment of information systems to the PENR Office;
 - Maintain ICT facilities at the PENR Office;
 - Provide technical assistance to all employees, personnel and clients;
 - Prepare Budget Proposals, Forward Estimates, and Implementation Plans;
 - Assist in the preparation of various reports;
 - Attend meetings, seminars, training and workshops;
 - Handle email correspondences



- Duration: June 04, 2012 - January 31, 2016
- Position: College Lecturer (Job Order)
- Name of Office/Unit: School of Information and Computing Sciences
- Immediate Supervisor: Engr. Antonio Jerold R. Lantoria
- Name of Agency/Organization and Location: Marinduque State College

- List of Accomplishments and Contributions (if any)
 - Perform as the School's Faculty Member for Accrediting Agency of Chartered Colleges and Universities in the Philippines (AACCUP), Inc.
 - Perform as Software Project Adviser for College students
 - Develop course modules

- Summary of Actual Duties
 - Prepare Course Syllabi, modules and other learning materials for all the subjects and year levels being handled
 - Ensure effective teaching and learning methodologies for all the subjects and year levels being handled
 - Attend meetings, seminars, training and workshops


MARK RYAN S. LOZADA
(Signature over Printed Name
of Employee/Applicant)

Date: August 12, 2022



CERTIFICATION OF ACTUAL DUTIES AND RESPONSIBILITIES

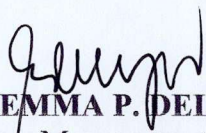
TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that **MARK RYAN S. LOZADA**, Information Systems Analyst II, designated as Chief, Information and Communications Technology (ICT) Unit and In-Charge, Monitoring and Evaluation Unit of the Planning Section under Management Services Division of PENRO Marinduque, performs the following duties and responsibilities:

1. Coordinates all ICT-related activities including, among others
 - maintenance of network infrastructure and computers at the PENR Office;
 - information systems deployment at PENR Office;
 - submission of necessary reports in relation to ICT; and
 - determining the ICT needs of the PENR Office.
2. Conducts regular inventory of ICT facilities in the PENR Office;
3. Participates in the deployment of information systems to the PENR Office;
4. Maintains ICT facilities at the PENR Office;
5. Provides technical assistance to all employees, personnel, and clients;
6. Prepares Budget Proposals, Forward Estimates, and Implementation Plans;
7. Assists in the preparation of various reports;
8. Attends meetings, seminars, training, and workshops;
9. Handles email correspondences; and
10. Performs PENRO Marinduque Gender and Development Focal Point System (GADFPS) Committee on ICT, Bids and Awards Committee (BAC) Technical Working Group, and Streamlining and Process Improvement of the Agency's Critical Services (SPICS) Assistant Focal Person at DENR-PENRO Marinduque.

This Certification is issued for whatever purpose it may serve him.

Issued this 12th day of August, 2022.



GEMMA P. DELOS REYES
In-Charge, Management Services Division



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/> Email: web@denr.gov.ph

CERTIFICATION OF NON-WITHDRAWAL

This is to certify that the undersigned will not withdraw the application to the 2-Year Scholarship Program leading to the Degree of Professional Masters in Public Administration (MPA) at Polytechnic University of the Philippines Open University System (PUP OUS) once endorsed by my Head of Office and said application is received by the Human Resource Development Committee.


MARK RYAN S. LOZADA