

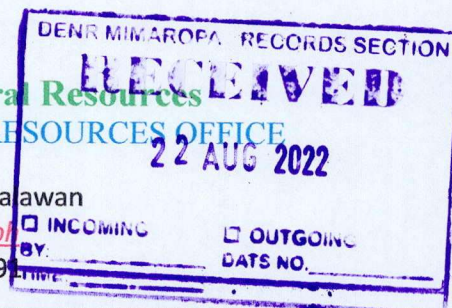


Republic of the Philippines
Department of Environment and Natural Resources
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE
PROVINCE OF PALAWAN

Bgy. Sta. Monica, Puerto Princesa City, Palawan

EMAIL : penropalawan@denr.gov.ph

TelFax No. (048) 433-5638/ 434-879



August 17, 2022

MEMORANDUM

FOR : The Regional Executive Director
DENR-R4, MIMAROPA

FROM : The Provincial Environment and
Natural Resources Officer

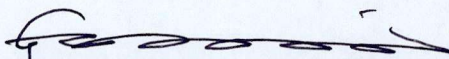
SUBJECT : **APPLICATION FOR MASTER IN PUBLIC ADMINISTRATION
(BATCH 3) SCHOLARSHIP PROGRAM**

Respectfully forwarded is the memorandum dated August 16, 2022 from CENRO-Puerto Princesa City, Palawan relative to the application of Administrative Officer I (Records Officer I) Nova Bille B. Garcellano-Viterbo for Master in Public Administration (Batch 3) Scholarship Program.

Attached are the following requirements:

1. Endorsement signed by OIC-CENRO Pedro A. Velasco indicating that the operation of the office will not be affected in case of a scholarship grant;
2. IPCR Ratings for 2nd Semester 2021 and 1st Semester 2022;
3. Updated Personal Data Sheet with Work Experience Sheet
4. Certification of actual duties and responsibilities;
5. Certification of non-withdrawal from the scholarship/course

For her information and approval.


FELIZARDO B. CAYATOC

DENR-PALAWAN
PENRO-RECORDS
RELEASED
By _____
Date: 18 AUG 2022 CN 12-2093



Republic of the Philippines
Department of Environment and Natural Resources
Region IV- B, MIMAROPA
COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE
Puerto Princesa City
South National Highway, Bgy. Sta. Monica Puerto Princesa City
Email Address: cenropuertoprincesa@denr.gov.ph
Tel. Fax No.: (048) 717-0702

August 16, 2022

MEMORANDUM

FOR : The Regional Executive Director
DENR MIMAROPA Region
1515, L & S Bldg, Roxas Blvd.
Ermita, Manila

THRU : Provincial Environment and
Natural Resources Officer
Sta. Monica, Puerto Princesa City

FROM : The OIC-Community Environment and
Natural Resources Officer

SUBJECT : **APPLICATION FOR MASTER IN PUBLIC ADMINISTRATION
(BATCH 3) SCHOLARSHIP PROGRAM**

DENR PENRO
PALAWAN RECORDS
RECEIVED
BY:
DATE: 08-17-2022 22-7422

Respectfully forwarding is Memorandum dated August 1, 2022 of Administrative Officer I / Records Officer 1 Nova Bille B. Garcellano-Viterbo regarding the application for Master in Public Administration (Batch 3) Scholarship Program.

This office interposes no objection to the intent of the said personnel to study MPA provided that it will not affect in any way her duties and responsibilities at the office.

For information, record and consideration.

PEDRO A. VELASCO

DENR MIMAROPA REGION
CENRO PUERTO PRINCESA
RELEASED
NO: 3166
DATE: 8-16-22
BY:



Republic of the Philippines
Department of Environment and Natural Resources
Region IV- B, MIMAROPA
COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE
Puerto Princesa City
South National Highway, Bgy. Sta. Monica Puerto Princesa City
Email Address: cenropuertoprincesa@denr.gov.ph
Tel. Fax No.: (048) 717-0702

August 12, 2022

MEMORANDUM

FOR : The Regional Executive Director
DENR MIMAROPA Region
1515, L & S Bldg, Roxas Blvd.
Ermita, Manila

THRU : Provincial Environment and
Natural Resources Officer
Sta. Monica, Puerto Princesa City

The OIC-The Community Environment and
Natural Resources Officer

FROM : Administrative Officer I / Records Officer 1

SUBJECT : **APPLICATION FOR MASTER IN PUBLIC ADMINISTRATION
(BATCH 3) SCHOLARSHIP PROGRAM**

Respectfully submitting the following requirements for my application for Master in Public Administration (Batch 3) Scholarship Program:

1. IPCR for July to December CY 2021 and January to June CY 2022;
2. Updated Personal Data Sheet;
3. Certification of Duties and Responsibilities; and
4. Certification of Non-Withdrawal from the Scholarship

For information, record and consideration.

Nganullano
NOVA BILLE B. GARCELLANO-VITERBO

B. Individual Performance Commitment And Review Form

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, NOVA BILLE G. VITERBO, of the DENR-CENRO Puerto Princesa City, Palawan, Division of Administrative and Personnel Section 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 2022.

M. Andlana
NOVA BILLE G. VITERBO

Ratee
Date: January 5, 2022

Received by:	<i>Amey</i> MARSHALITA P. OCAMPO Immediate Supervisor	Date	January 5, 2022	Approved by:	<i>FELIZARDO B. CAYATOC</i> FELIZARDO B. CAYATOC Head of Office	Date	January 5, 2022
Output	SUCCESS INDICATORS (TARGETS + MEASURES)	Actual Accomplishments	RATING				Remarks
CORE FUNCTIONS			Q1	E2	T3	A4	
1 Actions on referrals/documents/request s	Two Hundred (200) acted referrals/documents/requests from January to June 2022. Memorandum, Certification, reply or report submitted with 100% accuracy within 5 days for simple and 15 days for complex upon receipt	One Thousand and Fifty (1,050) acted referrals/ documents/ requests from January to June 2022. Memorandum, Certification, reply or report submitted with 100% accuracy within 5 days for simple and 15 days for complex upon receipt	5.000	4.000	3.000	4.000	
2 Updates and maintain records	Two Hundred (200) records updated/maintained with 100% accuracy from January to June 2022	One Thousand (1,000) records updated/ maintained with 100% accuracy from January to June 2022	5.000	4.000	4.000	4.333	
3 Assist Office Callers	One Hundred (100) assisted office callers from January to June 2022 on prescribed time with 100% accuracy	One Hundred Fifty (150) assisted office callers from January to June 2022 on prescribed time with 100% accuracy	5.000	4.000	4.000	4.333	
4 Attendance to meetings/ seminars/ trainings /hearings	Three (3) meetings/seminars/trainings/hearings attended submitted report within 7 days with 2-3 revisions	Twelve (12) meetings/seminars/trainings/hearings attended and/or submitted report within 5 days with 1-2 revisions	5.000	4.000	4.000	4.333	
5 Prepare and submit Approval of Sale	Two (2) MEMO/Endorsement Re: Approval of Sale prepared and submitted to PENRO with 100% accuracy within 5 days for simple and 15 days for complex upon receipt from January to June 2022	Fourteen (14) MEMO/Endorsement Re: Approval of Sale prepared and submitted to PENRO with 100% accuracy within 5 days for simple and 15 days for complex upon receipt from January to June 2022	5.000	4.000	4.000	4.333	
6 Maintain and operate EDATS	1 EDATS account maintained and operate with 100% accuracy	1 EDATS account maintained and operate with 100% accuracy	4.000	4.000	4.000	4.000	
7 Implementation of Good Governance conditions							
a. Submission of SALN	SALN submitted on prescribed format with 100% accuracy on the end of the first quarter	SALN submitted on prescribed format with 100% accuracy on the 8th day of January CY 2022		4.000	5.000	4.500	
b. Submission of IPCR	IPCR (July to December CY 2021 with rating) submitted with 100% accuracy on the end of the first quarter	IPCR (July to December CY 2021 with rating) submitted with 100% accuracy on the first month of the first quarter		4.000	5.000	4.500	
	Commitment (January to December CY 2022) submitted with 100% accuracy on the end of the first quarter	Commitment (January to December CY 2022) submitted with 100% accuracy on the first month of the first quarter		4.000	5.000	4.500	

c. Submission of DTR	Six (6) Daily Time Record (DTR) submitted with 100% accuracy every 4th day of the month from January to June 2022	Six (6) Daily Time Record (DTR) submitted with 100% accuracy every 3rd day of the month from January to June 2022							
8 Other related activities performed									
a. Submission of SPICS Quarterly Monitoring Report	SPICS Quarterly Monitoring Report submitted on prescribed format on the succeeding month of every quarter	SPICS Quarterly Monitoring Report submitted on prescribed format on the first week of the succeeding month of every quarter							
b. Numbering of Special Patent Application	Special Patent Application numbered with 100% accuracy from January to June 2022	Three (3) Numbered of Special Patent Application numbered with 100% accuracy from January to June 2022							
Total Rating: 29.000 40.000 43.000 43.333 Final Average Rating: 4.833 4.000 4.300 4.333 Adjective Rating: Very Satisfactory									
Comments and Recommendations for Development Purposes									
Discussed with	Assessed by:	Date	Final Rating by:				Date		
<i>McGouldano</i> NOVA BILLE G. VITERBO Employee	I certify that I discussed my Assessment of the performance with the employee <i>Cherry</i> MARSHALITA P. OCAMPO Supervisor	July 11, 2022	<i>ASB</i> DMO IV PEDRO A. VELASCO Head of Office				July 11, 2022		

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

B. Individual Performance Commitment And Review Form

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM

I, **NOVA BILLE G. VITERBO**, of the DENR-CENRO Puerto Princessa City, Palawan, Division of Administrative and Personnel Section, 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 2021.

Ngaulan
NOVA BILLE G. VITERBO

Ratee
Date: July 6, 2021

MARSHA LITA P. OCAMPO
Immediate Supervisor

Date
July 6, 2021

Ngaulan
FELIZARDO B. CAVATOC
Head of Office

Date
July 6, 2021

Output

SUCCESS INDICATORS (TARGETS + MEASURES)

Actual Accomplishments

RATING

Q1 E2 T3 A4

Remarks

CORE FUNCTIONS

1. <i>Ngaulan</i> Referrals/documents/requests	One Hundred (100) acted referrals/documents/requests from July to December 2021. Memorandum, Certification, reply or report submitted with 100% accuracy within 5 days for simple and 15 days for complex upon receipt	Four Hundred and Twenty Nine (429) acted referrals/documents/requests from July to December 2021. Memorandum, Certification, reply or report submitted with 100% accuracy within 5 days for simple and 15 days for complex upon receipt	5.000	4.000	3.000	4.000	
2. Updates and maintains records	One Hundred (100) records updated/maintained with 100% accuracy from July to December 2021	Two Hundred (200) records updated/ maintained with 100% accuracy from July to December 2021	5.000	4.000	4.000	4.333	
3. Assist Office Callers	Fifty (50) assisted office callers from July to December 2021 on prescribed time with 100% accuracy	One Hundred (100) assisted office callers from July to December 2021 on prescribed time with 100% accuracy	5.000	4.000	4.000	4.333	
4. Attendance to meetings/ seminars/ trainings /hearings	One (1) meeting/seminar/training/hearing attended submitted report within 7 days with 2-3 revisions	Three (3) hearings attended and submitted report within 1 day with 1 revision	5.000	4.000	4.000	4.333	
5. Prepare and submit Approval of Sale	Two (2) MEMO/Endorsement Re: Approval of Sale prepared and submitted to PENRO with 100% accuracy within 5 days for simple and 15 days for complex upon receipt from July to December 2021	Twelve (12) MEMO/Endorsement Re: Approval of Sale prepared and submitted to PENRO with 100% accuracy within 3 days for simple and 10 days for complex upon receipt from July to December 2021	5.000	4.000	4.000	4.333	
6. Maintain and operate EDATS	1 EDATS account maintained and operate with 100% accuracy	1 EDATS account maintained and operate with 100% accuracy	5.000	4.000	4.000	4.333	
7. Implementation of Good Governance conditions							
a. Submission of IPCR	IPCR (January to June CY 2021 with rating) submitted with 100% accuracy on the end of the month of July	IPCR (January to June CY 2021 with rating) submitted with 100% accuracy before the end of the month of July		4.000	5.000	4.500	
b. Mission of DTR	Six (6) Daily Time Record (DTR) submitted with 100% accuracy every 4th day of the month from July to December 2021	Six (6) Daily Time Record (DTR) submitted with 100% accuracy every 3rd day of the month from July to December 2021		4.000	5.000	4.500	
8. Other related activities performed							
a. Numbering of Special Patent Application	Special Patent Application numbered with 100% accuracy from July to December 2021	Eight (8) Numbered of Special Patent Application numbered with 100% accuracy from July to December 2021					
Total Rating:			30.000	32.000	33.000	34.667	
Final Average Rating:			5.000	4.000	4.125	4.333	

Very Satisfactory

Comments and Recommendations for Development Purposes *Remarks for advanced trainings at province*

Assessed by:

Date

Final Rating by:

Date

I certify that I discussed my Assessment of the performance with the employee

Ngaulan
NOVA BILLE G. VITERBO
Employee

Ngaulan
MARSHA LITA P. OCAMPO
Supervisor

February 14, 2022

Ngaulan
FELIZARDO B. CAVATOC
Head of Office

February 14, 2022

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

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	VITERBO		
FIRST NAME	NOVA BILLE	NAME EXTENSION (JR., SR) N/A	
MIDDLE NAME	GARCELLANO		
3. DATE OF BIRTH (mm/dd/yyyy)	11/01/1987	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	BARANGAY BACUNGAN, PUERTO PRINCESA CITY	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6 CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	N/A TISA RD. House/Block/Lot No. Street PUROK MALIGAYA SAN JOSE Subdivision/Village Barangay PUERTO PRINCESA CITY PALAWAN City/Municipality Province
7. HEIGHT (m)	1.6	ZIP CODE	5300
8. WEIGHT (kg)	50		
9. BLOOD TYPE	B+	18. PERMANENT ADDRESS	N/A TISA RD. House/Block/Lot No. Street PUROK MALIGAYA SAN JOSE Subdivision/Village Barangay PUERTO PRINCESA CITY PALAWAN City/Municipality Province
10. GSIS ID NO.	0200-480-9161	ZIP CODE	5300
11. PAG-IBIG ID NO.	1211-0795-6395		
12. PHILHEALTH NO.	0905-022-98304	19. TELEPHONE NO.	N/A
13. SSS NO.	0421-228-940	20. MOBILE NO.	SMART 0907-186-1115; GLOBE 0995-174-6335
14. TIN NO.	278-577-573	21. E-MAIL ADDRESS (if any)	novabillegarcellano@yahoo.com novabillegarcellano@gmail.com
15. AGENCY EMPLOYEE NO.	OSEC-DENR4B-ADOF1-455-2004		

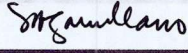
II. FAMILY BACKGROUND

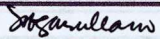
22. SPOUSE'S SURNAME	VITERBO		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	KERVIN DARRYL DENN	NAME EXTENSION (JR., SR) N/A	SHAWN EVAN G. VITERBO	11/06/2021
MIDDLE NAME	GELISANGA		NOTHING FOLLOWS	
OCCUPATION	GOVERNMENT EMPLOYEE			
EMPLOYER/BUSINESS NAME	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES MIMAROPA REGION COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE - ROXAS, PALAWAN			
BUSINESS ADDRESS	ROXAS, PALAWAN			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	GARCELLANO			
FIRST NAME	NILO	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME	VILLARUEL			
25. MOTHER'S MAIDEN NAME				
SURNAME	BRAGANZA			
FIRST NAME	LERMA			
MIDDLE NAME	TAN		(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	FRANCISCO UBAY MEMORIAL ELEMENTARY SCHOOL	ELEMENTARY	1994	2000	N/A	2000	N/A
SECONDARY	SAN JOSE NATIONAL HIGH SCHOOL	HIGH SCHOOL	2000	2005	N/A	2005	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	FULLBRIGHT COLLEGE	BACHELOR OF SCIENCE IN COMPUTER SCIENCE	2005	2009	N/A	2009	ACADEMIC HALF SCHOLARSHIP
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	08/10/2022
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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	
(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			
	ORIENTATION-WORKSHOP ON COACHING	03/17/2022	03/17/2022	8	SUPERVISORY	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES OFFICE - MIMAROPA REGION - HUMAN RESOURCE DEVELOPMENT SECTION
	GENDER AND DEVELOPMENT ORIENTATION	10/08/2021	10/08/2021	8	TECHNICAL	PALAWAN COOPERATIVE UNION
	AUTHOVIRTUAL ORIENTATION SEMINAR ON PUBLIC LAND MANAGEMENT AND DISPOSITION FOR THE INVESTIGATORS/ INSPECTORS (LI) AND DEPUTIZED PUBLIC LAND INVESTIGATORS/ INSPECTORS (DPLI)	08/25/2020	08/27/2020	24	TECHNICAL	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES OFFICE - MIMAROPA REGION - HUMAN RESOURCE DEVELOPMENT SECTION
	WORKSHOP ON BASIC COOPERATIVE COURSE	01/16/2020	01/17/2020	16	TECHNICAL	PALAWAN DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES EMPLOYEES MULTI-PURPOSE COOPERATIVE
	TRAINING ON BASIC FUNDAMENTALS OF COOPERATIVES	12/19/2019	12/20/2019	16	TECHNICAL	PALAWAN DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES EMPLOYEES MULTI-PURPOSE COOPERATIVE
	TRAINING AND WORKSHOP ON GOVERNANCE AND MANAGEMENT OF COOPERATIVES	10/11/2019	10/12/2019	16	TECHNICAL	PALAWAN DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES EMPLOYEES MULTI-PURPOSE COOPERATIVE
	ORIENTATION/ROLL-OUT OF POLICY ON FREEDOM OF INFORMATION (FOI) SYSTEMS	04/02/2019	04/03/2019	16	TECHNICAL	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES OFFICE - MIMAROPA REGION - HUMAN RESOURCE DEVELOPMENT SECTION
	PRMA'S LIVE-OUT SEMINAR-WORKSHOP ON "FORMULATING AND WRITING A RECORDKEEPING POLICIES AND PROCEDURES HANDBOOK"	09/10/2018	09/12/2018	24	TECHNICAL	PHILIPPINE RECORDS MANAGEMENT ASSOCIATION, INCORPORATED (PRMA)
	RM101: RECORDS MANAGEMENT FOR NEWBIES	02/27/2018	03/01/2018	24	TECHNICAL	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES OFFICE - MIMAROPA REGION - HUMAN RESOURCE DEVELOPMENT SECTION
	WORKSHOP ON THE USE OF LAMS DATA CAPTURE PROGRAM AND SCANNER FOR PUBLIC LAND APPLICATIONS	08/01/2017	08/03/2017	24	TECHNICAL	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES OFFICE - MIMAROPA REGION - HUMAN RESOURCE DEVELOPMENT SECTION
	LEARNING EVENT ON PUBLIC LAND MANAGEMENT, IVESTIGATION AND DISPOSITION	05/16/2017	05/19/2017	24	TECHNICAL	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES OFFICE - MIMAROPA REGION - HUMAN RESOURCE DEVELOPMENT SECTION
	LEARNING EVENT ON WEB DESIGN	06/30/2016	06/30/2016	8	TECHNICAL	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES OFFICE - MIMAROPA REGION - HUMAN RESOURCE DEVELOPMENT SECTION
	INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) MANAGEMENT TRAINING - WORKSHOP	06/27/2016	06/28/2016	16	TECHNICAL	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES OFFICE - MIMAROPA REGION - HUMAN RESOURCE DEVELOPMENT SECTION
	WORKSHOP ON THE ENVIRONMENTAL AWARENESS CAMPAIGN PROGRAM WITH BASIC PHOTOGRAPHY AND SOCIAL MEDIA APPLICATION	01/04/2016	01/06/2016	24	TECHNICAL	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES OFFICE - MIMAROPA REGION - REGIONAL PUBLIC AFFAIRS OFFICE (RPAO)
	SMART NETWORKING FUNDAMENTALS	05/23/2012	05/25/2012	24	TECHNICAL	SMART COMMUNICATION INCORPORATED
	SMART WIRELESS BROADBAND MODULE 1	07/15/2011	07/17/2011	24	TECHNICAL	SMART COMMUNICATION INCORPORATED
	CALL CENTER TRAINING	04/23/2009	5/11/2009	100	TECHNICAL	EDULYNX CORPORATION
	FREE AND OPEN SOURCE SOFTWARE (FOSS) & PRE-PRESS PRINTING AND FINISHING	03/06/2007	03/06/2007	8	TECHNICAL	FULLBRIGHT COLLEGE
(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)	
	WEB DESIGNING / PROGRAMMING		ATHLETE OF THE YEAR (YEAR 2000)		PALAWAN DENR EMPLOYEES MULTI-PURPOSE COOPERATIVE (PADEMCO)	
	PHOTO EDITING / LAYOUTING		MUTYA NG KALIKASAN 2016		PHILIPPINE RECORDS MANAGEMENT ASSOCIATION, INCORPORATED (PRMA)	
	COMPUTER MAINTENANCE AND TROUBLESHOOTING		NOTHING FOLLOWS		NOTHING FOLLOWS	
	NETWORKING					
	NOTHING FOLLOWS					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	08/10/2022	

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.

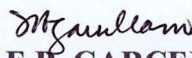
- Duration: December 6, 2017 – Present
- Position: Admin. Officer I/Records Officer 1
- Name of Office/Unit: Records Unit
- Immediate Supervisor: Marsha Lita P. Ocampo
- Name of Agency/Organization and Location: DENR-CENRO, Puerto Princesa City

- Summary of Actual Duties
 - Overall supervision of day-to-day activities of the Records Unit in the establishment, maintenance and disposition of records.
 - Official custodian of all documents being kept at the records.
 - Issues certified copies, upon request of interested parties, of official documents.
 - Complies with Subpoenas *duces tecum* issued by the courts or administrative bodies.
 - Other Duties/Activities
 - Monitoring of performance of all personnel under the Records Unit including their attendance, approved all IPCR, Monthly Journal, Daily Time Record and recommend Leaves and Pass Out;
 - Submit monthly monitoring report on Streamlining and Process Improvement of Critical Services (SPICS) including corresponding MOVs and other required reports;
 - Issuing Certification as to records verification, landless and land holding/s, upon request of interested parties and/or for internal reference;
 - Verifying and numbering of public land applications, special patent application, lease application and survey authority;
 - Updating of allocation books, general index card and carpetas;
 - Filing and retrieving of records as reference for verification and upon request of interested parties and/or for internal reference
 - Maintaining of Electronic Documents Action Tracking System (EDATS)
 - Assisting clients' queries and concerns.

- Duration: July 03, 2017 – December 5, 2017
- Position: Admin. Aide VI/OIC, Records Unit
- Name of Office/Unit: Records Unit
- Immediate Supervisor: Emer D. Garraez
- Name of Agency/Organization and Location: DENR-CENRO, Puerto Princesa City

- Summary of Actual Duties

- Overall supervision of day-to-day activities of the Records Unit in the establishment, maintenance and disposition of records.
- Official custodian of all documents being kept at the records.
- Issues certified copies, upon request of interested parties, of official documents.
- Complies with Subpoenas *duces tecum* issued by the courts or administrative bodies.
- Other Duties/Activities
 - Monitoring of performance of all personnel under the Records Unit including their attendance, approved all IPCR, Monthly Journal, Daily Time Record and recommend Leaves and Pass Out;
 - Issuing Certification as to records verification, landless and land holding/s, upon request of interested parties and/or for internal reference;
 - Verifying and numbering of public land applications, special patent application, lease application and survey authority;
 - Updating of allocation books, general index card and carpetas;
 - Filing and retrieving of records as reference for verification and upon request of interested parties and/or for internal reference
 - Assisting clients' queries and concerns.


NOVA BILLE B. GARCELLANO-VITERBO
(Signature over Printed Name
of Employee/Applicant)

Date: August 10, 2022



Republic of the Philippines
Department of Environment and Natural Resources
Region IV- B, MIMAROPA
COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE
Puerto Princesa City
South National Highway, Bgy. Sta. Monica Puerto Princesa City
Email Address: cenropuertoprincesa@denr.gov.ph
Tel. Fax No.: (048) 717-0702

CERTIFICATION OF DUTIES AND RESPONSIBILITIES

This is to certify that Administrative Officer I / Records Officer 1, Nova Bille B. Garcellano-Viterbo designated as the OIC, Records Unit from July 3 2017 and reporting as Administrative Officer I / Records Officer 1 from February 17, 2020 to date performs the following duties, and responsibilities in compliance with CENRO Special Order No. 2017-15 and CENRO Special Order No. 2020-09 dated July 3, 2017 and February 14, 2020, respectively:

- I. Overall supervision of day-to-day activities of the Records Unit in the establishment, maintenance and disposition of records.
- II. Official custodian of all documents being kept at the records.
- III. Issues certified copies, upon request of interested parties, of official documents.
- IV. Complies with Subpoenas *duces tecum* issued by the courts or administrative bodies.
- V. Other Duties/Activities
 - a. Monitoring of performance of all personnel under the Records Unit including their attendance, approved all IPCR, Monthly Journal, Daily Time Record and recommend Leaves and Pass Out;
 - b. Submit monthly monitoring report on Streamlining and Process Improvement of Critical Services (SPICS) including corresponding MOVs and other required reports;
 - c. Issuing Certification as to records verification, landless and land holding/s, upon request of interested parties and/or for internal reference;
 - d. Verifying and numbering of public land applications, special patent application, lease application and survey authority;
 - e. Updating of allocation books, general index card and carpetas;
 - f. Filing and retrieving of records as reference for verification and upon request of interested parties and/or for internal reference
 - g. Maintaining of Electronic Documents Action Tracking System (EDATS)
 - h. Assisting clients' queries and concerns.

This certification is issued upon the request of Mrs. Viterbo in relation to her application to the Department's Master in Public Administration Scholarship Program.


PEDRO A. VELASCO
OIC- CENR Officer



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CERTIFICATION OF NON-WITHDRAWAL

This is to certify that the undersigned will not withdraw the application to the Master in Public Administration once endorsed by my Head of Office and said application is received by the Human Resource development Committee.


NOVA BILLE B. GARCELLANO-VITERBO