

WORK EXPERIENCE SHEET

- Duration: July 01, 2019 – present
- Position: **ADMINISTRATIVE OFFICER I / OIC-CHIEF, RECORDS SECTION**
- Name of Office/Unit: Records Section – Administrative Division
- Immediate Supervisor: Rosario C. Gulmatico
- Name of Agency/Organization and Location: Department of Environment and Natural Resources, (DENR) MIMAROPA REGION, Ermita, Manila
- List of Accomplishments and Contributions (if any)
 - Freedom of Information Records Officer – DENR MIMAROPA
 - Head, Inspection Committee – DENR MIMAROPA
 - Environmental Management System (EMS) Assistant Head Secretariat – DENR MIMAROPA
 - Quality Management System (QMS) and Streamlining and Process Improvement of Critical Services (SPICS) Focal Person for Administrative Division
- Summary of Actual Duties
 - Supervises the staff in the Records Section of the Administrative Division
 - Supervises, monitors and manages all incoming and outgoing communications from field offices
 - Ensures efficient and effective program implementation related to access to information, privacy protection and records management
 - Prepares, reviews and evaluates monthly, annual and other required reports of the section.
 - Establishes and maintains an active continuing program for management preservation and disposition of records using database.
 - Authenticates copies of documents in the possession of the section.
 - Oversees signed correspondence before they are released for mailing
 - Oversees information management legislation including the Freedom of Information (FOI) and DENR recording system of receiving documents using DATS (Document Action Tracking System)
 - Maintains systematic filing and safekeeping of records of the department for easy reference and retrieval
 - Conducts regular inventory of records for proper retention and disposition.
 - Safeguards documents to avoid losses and preserve their integrity
 - Determines the authenticity of records/documents as may be required

- Duration: April 01, 2018 – June 30, 2019
- Position: **ADMINISTRATIVE OFFICER I**
- Name of Office/Unit: Enforcement Division
- Immediate Supervisor: Lino M. Dimapilis
- Name of Agency/Organization and Location: Department of Environment and Natural Resources, (DENR) MIMAROPA REGION, Ermita, Manila
- Summary of Actual Duties
 - Conducts monitoring assessment and performance evaluation of existing tenure holders and permit holders on the compliance of the permits/orders/agreements
 - Assists in the conduct of investigation/ground surveillance against illegal ENR activities
 - Conducts inventory, inspection and monitoring of the apprehended/confiscated/forfeited forest products, conveyances, tools, equipments and other implements being used
 - Prepares/drafts Regional Special Order, Order of Finality Confiscation Orders, Memoranda and other referrals related to the enforcement of Environment and Natural Resources (ENR) Laws, Rules and Regulations
 - Ensures active collaboration and involvement of forest communities and other stakeholders in the forest protection and law enforcement undertakings
 - Assist in coordinating the various training activities of the division
 - Assist in the facilitation and management of training coordinated programs and activities conducted in provincial offices
 - Prepares and submits documentation/reports of training programs/activities conducted
 - Responds to queries and performs other related functions

- Duration: October 01, 2015 – March 30, 2018
- Position: **ADMINISTRATIVE OFFICER I**
- Name of Office/Unit: Human Resource Development Section – Administrative Division
- Immediate Supervisor: Edna A. Tarrosa
- Name of Agency/Organization and Location: Department of Environment and Natural Resources, (DENR) MIMAROPA REGION, Ermita, Manila

- List of Accomplishments and Contributions (if any)
 - Developed monitoring plan of given human intervention for Region-wide employees

- Summary of Actual Duties
 - Assists in coordinating the various training activities of DENR.
 - Assists in appraising training needs and developing means for evaluation of the program.
 - Conducts researches needed in the preparation of training materials.
 - Develops effective instructional materials such as charts, handouts, pictures and other.
 - Assists in the facilitation and management of in-house training and/or sectoral coordinated programs conducted in the regional and provincial offices.
 - Prepares and submit documentation/reports of training programs/activities conducted
 - Action Officer – do RSO and Memorandum preparation.
 - Assists and supervises On-the-Job Trainees.
 - Assists in the management of Department-wide scholarship program.
 - Assists in the coordination of resource persons' invitation, venue selection and training schedule.
 - Do monitoring of trainings conducted.
 - Responds to queries and performs other HR related functions

- Duration: April 01, 2015 – September 30, 2015
- Position: **TRAINING ASSISTANT II**
- Name of Office/Unit: Human Resource Development Section – Administrative Division
- Immediate Supervisor: Henry A. Lasay
- Name of Agency/Organization and Location: Department of Environment and Natural Resources, (DENR) MIMAROPA REGION, Ermita, Manila

- Summary of Actual Duties
 - Assists in the preparation of training designs, training reports and supporting correspondence.
 - Assists in the facilitation and management of in-house training and/or sectoral coordinated programs conducted in the regional and provincial offices.
 - Assists in the management of Department-wide scholarship program.
 - Assists in the documentation of training programs conducted.
 - Assists in the coordination of resource persons' invitation, venue selection and training schedule.

- Duration: April 01, 2012 – January 31, 2014
- Position: **SENIOR PRODUCTION LEADER / PRODUCTION LEADER 5**
- Name of Office/Unit: Mobile Manufacturing Cleanroom (MMC) Department – HardDisk Drive Assembly (HDA) Area
- Immediate Supervisor: Cristina T. Carullo
- Name of Agency/Organization and Location: Toshiba Information Equipment (Phils.) Inc., Biñan City, Laguna

- Duration: October 03, 2003 – September 30, 2010
- Position: **MANUFACTURING LINE LEADER**
- Name of Office/Unit: HardDisk Drive Cleanroom (HDC) Department – HardDisk Drive Assembly (HDA) Area
- Immediate Supervisor: Cristina T. Carullo

- Name of Agency/Organization and Location: Toshiba Information Equipment (Phils.) Inc., Biñan City, Laguna

- List of Accomplishments and Contributions (if any)
 - Best Line Leader for the month of January 2009, TOSHIBA Information Equipment
 - Management Innovation Project Leader (2010B Semester),
Project Title: 1.8" Line Efficiency Improvement for Newly Endorsed Tempo Operators, An Efficiency-Up improvement project for newly endorsed tempo operators (from 20 days of training period down to 11 days).
 - Management Innovation Project Leader (2012B Semester),
Project Title: Efficiency-Up of Hybrid Lines by Tact Time Improvement, An Efficiency-Up improvement project for manufacturing hybrid lines to increase line productivity output with reduced line headcount.
 - Area Key Person for OEE monitoring project (2013B Semester),
Project Title: Overall Equipment Effectiveness (OEE) Project,
Train manufacturing leaders & shift leaders on how to get and compute OEE;
Monitors & report overall area's OEE performance rating.

- Summary of Actual Duties
 - PRODUCTIVITY
 - Directs and controls line activities on assigned section to meet production requirement.
 - Directs the operation of all production elements through real time monitoring in order to attain projected targets.
 - Minimizes production line stop and support in the maintenance of tools & jigs.
 - Conducts daily production and quality meetings.
 - Forecast and do manpower & material planning/request.
 - PROCESS DEVELOPMENT
 - Initiates and leads process study and coordinates with superiors regarding the improvement actions in assigned area.
 - Conducts multi-skills training for operators and implement standard motion for each line to increase productivity.
 - Checks and analyze non-conformity product and minimize inferior.
 - Performs KAIZEN activity in production line.
 - LINE SUPERVISION
 - Utilizes all resources and monitors line condition in order to have a smooth flow of production and achieve daily targets.
 - Maximizes operation hours and makes recovery plans for negative variances.
 - LABOR CONTROL
 - Trains and develops personnel in order to achieve high level of performance and improve working relations.
 - Conducts timely and periodic sessions to improve overall line performance.
 - 5S AND SAFETY
 - Inspects consistently the assigned work area in order to ensure the line's compliance to the set 5S and safety standards of the company.

- Duration: October 01, 2010 – March 31, 2012
- Position: **WORK INSTRUCTION ENGINEER**
- Name of Office/Unit: Mobile Manufacturing Cleanroom (MMC) Department
- Immediate Supervisor: Rommel Agbunag
- Name of Agency/Organization and Location: Toshiba Information Equipment (Phils.) Inc., Biñan City, Laguna

- Summary of Actual Duties

- TRAINING AND CERTIFICATION
 - Maintains and develops work standards/process documentation and checklists in order to provide a definite reference on the current process operations.
 - Provides and manages trainings, guidelines and manuals to new staff and operators.
 - Orient and conducts training for newly-hired production operators and monitor their learning curve, as well as facilitating the refresher training for the existing operators to maintain the

standards.

TIME AND MOTION STUDY

- Conducts motion and time study to define production pitch time on the different line operations in order to assess current production capability.
- Reviews current tact time used in the production line and check if the current standard is still applicable considering other allowances and improvements applied in the assembly lines.

PROCESS AUDIT AND IMPROVEMENT

- Conducts line process check and leads inspection trips in order to ensure production conformance to the defined specifications.
- Do internal and cross audits, as well as benchmarking activity for continuous improvement.
- Responsible for Implementation of Work Instructions from Toshiba Japan and issuance of Engineering Instructions as required.
- Drive the standardization of processes and the implementation of metric monitoring and best practices.
- Creates necessary documents related to production process that will serve as a tool in monitoring the performance of the machine.

PRODUCTIVITY IMPROVEMENT

- Reviews process performance indicators & process related defects and recommends corrective actions for its improvement in order to produce optimum yield and productivity.
- Develops and evaluates new processes and improve current process efficiency, capability, and overall productivity in HDD Cleanroom HDA area.
- Enhances and refines processes by applying continuous improvement and Participate, Conduct and Improve Lean Manufacturing programs and techniques to key areas of production for high efficiency.
- Utilize DMAIC principles to resolve production problems, maximize product reliability and minimize cost of non-quality.
- Updating and revising the control plan and PFMEA based on any changes in the process and for new models.
- Assess and calculate the manpower needed in order to produce the production monthly plan (manpower planning).
- Front liner in the conduct of customer audits.

5S AND SAFETY

- Prepares employees safety procedures and ensures that these procedures are enforced.

MANAGEMENT INNOVATION

- Initiates improvement activities in HDD Cleanroom HDA quality, process and efficiency generating reduction in Costs of Poor Quality (COPQ).

- Duration: May 15, 2002 – June 15, 2003
- Position: **QUALITY ASSURANCE - CUSTOMER REPRESENTATIVE**
- Name of Office/Unit: End of Line – Singapore Outgoing Quality Assurance (SOQA)
- Immediate Supervisor: Florendo Navarro
- Name of Agency/Organization and Location: Amertron Incorporated, Sucat, Parañaque City

- Summary of Actual Duties

- Responsible for ensuring that product meets the established standards of quality including reliability, usability and performance prior to shipment.
- Do product sampling procedures and directions for recording and reporting quality data.
- Monitors area's compliance to quality standards & report any abnormalities to area supervisor/ in-charge.


MICHELLE B. TUYAN

(Signature over Printed Name)

Date: **DEC 23 2022**