

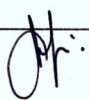
WORK EXPERIENCE SHEET

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: 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)
 - Head, Inspection Committee – DENR MIMAROPA
 - QMS Focal Person – 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

- 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 employees region-wide
- 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.

- 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.


MICHELLE B. TUYAN

(Signature over Printed Name
of Employee/Applicant)

Date: JUL 15 2022