

November 8, 2024

PROF. PROSE IVY GUASA- YEPES, EdD

President

Visayas State University (VSU)

Visca, Baybay City, Leyte

THRU: HONEY SOFIA V. COLIS

Director

Human Resource Management Office (HRMO)

VSU, Baybay City, Leyte

Dear Sir/Madam:

Good day,

I am writing to your office to express my interest in the Information Officer II position at the University Integrated Media Center, as posted. With a degree in Bachelor of Science in Development Communication, major in Educational Communication Technology, and my current experience as a Sociologist I at the Department of Environment and Natural Resources (DENR) Regional Office VIII, I am confident in my ability to contribute to the effective communication initiatives at Visayas State University.

With my educational background and working experience, I am in an excellent position to help your organization deliver its tasks and responsibilities.

The following are some skills and highlights from my qualifications and experience:

- I have over 8 years of experience working on staff writing, project documentation, and community organizing.
- I have years of working knowledge in preparing and developing information materials to ensure the effective and efficient delivery of key messages and content to target audiences using graphic designing and video editing tools.
- I also have experience using WordPress, particularly in writing and publishing blogs for a site.
- As an assistant Community-Based Forest Management (CBFM) Regional Coordinator, I have working knowledge and experience in Project Monitoring and Evaluation (M&E) tasks.
- I am proficient in administrative tasks and multi-tasking roles.

I am eager to contribute my skills to the UIMC team and support the institution's communication goals while further developing my professional expertise. I have attached my resume for your consideration, and I look forward to discussing how I can contribute to your team. You can contact me at neressabathan@gmail.com or through my contact number: 0917 506 2686.

Thank you for considering my application. I look forward to your response.

Sincerely Yours,


MA. NERESSA M. BATHAN
Applicant

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, **MA. NERESSA M. BATHAN**, Sociologist I, of the Production Forest Management Section of Conservation and Development Division, 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 2024.

MA. NERESSA M. BATHAN
Employee

Reviewed by: DAILINDA TI VILLAMOR Chief Production Forest Management Section Immediate Supervisor	Date: _____	Approved by: MARISSA N. SOLITE Chief, CDD Head of Office	Date: _____	Date: _____			
Output	Success Indicators (target + measures)	Actual Accomplishments	Rating		Remarks		
			Q1	E2	T3	A4	
GENERAL ADMINISTRATION SUPPORT							
1. Implementation of Good Governance Conditions	100% submission of SALN to DENR Personnel Division based on Selection of RA 6713 on February 28, 2024.	SALN prepared and submitted on January 25, 2024		4	5	4.5	
2. Actions on documents or requests	Submission of IPCR (Commitment) to the Division Chief by end April 2024. 100% of documents acted upon receipt with 1 or 2 minor errors. 1) Simple Documents - 7 working days . 2) Complex Documents - 15 working days.	IPCR (Commitment) submitted on April 25, 2024 100% of simple documents acted within 6 days upon receipt with no error in content.		5	5	4.071	4.536
MAJOR FINAL OUTPUT (MFO)							
1. Socio-Economic and Environment Baseline (SEEB)	Prepare consolidated Socio-Economic and Environment Baseline (SEEB) report of one (1) Po: (JUDA) including the consolidation of analysis, photodocumentation, and collection of soil samples for the condition of the farm site of the newly approved CBFM-CARP project within 60 working days after the last field work. with no error in content.	Prepared consolidated Socio-Economic and Environment Baseline (SEEB) report of one (1) Po: (JUDA) including the consolidation of analysis, photodocumentation, and collection of soil samples for the condition of the farm site of the newly approved CBFM-CARP project within 30 working days after the last field work. with no error in content.	3	5	5	4.333	
SUPPORT TO OPERATION (STO)							
1. Monitoring and Evaluation	Assist of monitoring and evaluation results done by the two (2) POs on the CBFM CARP projects implemented with report submitted within 12 working days from the last field work. with no error in content.	Conducted & provided technical assistance of Monitoring and Evaluation of 2 POs with CBFM-CARP projects implemented with report submitted within 10 working days from the last field work. with 1 or 2 minor errors.	3	4	4.071	3.69	
2. Assessment of CSCs	Assist in the conduct of evaluation of MOVs and assessment with holders of 72 expired CSC within 12 working days upon receipt. with no mistake in performing the duty.	Assisted in the conduct of evaluation, scanning of MOVs and assessment with holders of 107 expired CSC within 10 working days upon receipt. with 1 or 2 minor errors	5	4	4.071	4.357	
3. Formulation/Updating of CRMF	Review the submitted one (1) formulated CRMFs & FYWPs and endorsed to RED within 12 working days upon receipt with no mistakes in performing the duty.	Reviewed & Checked the submitted one (1) formulation CRMFs & FYWPs and endorsed to RED within 9 working days upon receipt. with no error in content.	3	5	4.707	4.236	
FINAL AVERAGE RATING							
1-Quantity 2-Efficiency 3-Timeliness 4-Average							
Comments and Recommendations for Development Purpose: <i>Reportable and delivered efficiently the tasks assigned to her.</i>							
Discussed with: MA. NERESSA M. BATHAN Sociologist I Employee	Date: _____	Assessed by: <i>I certify that I discussed my assessment of the performance with the employee.</i> DAILINDA TI VILLAMOR Chief Production Forest Management Section Immediate Supervisor	Date: _____	Final Rating by: MARISSA N. SOLITE Chief, Conservation Development Division Head of Office	Date: _____		



EASTERN VISAYAS STATE UNIVERSITY

(formerly Leyte Institute of Technology)

Tacloban City

COMPARABLE WITH
QUALITY SYSTEM
CERTIFIED BY CAA,
8/10/2018

Title of Form

Official Transcript of Records

Control No.

EVSU/WR/2021/012

Revision No.

01

Date

November 6, 2021

OFFICE OF THE REGISTRAR

PERSONAL DATA

Name: MA. NERESSA MORATA BATHAN

Date of Birth: October 02, 1995

Place of Birth: BAYBAY CITY, LEYTE

Gender: FEMALE

Civil Status: SINGLE

Citizenship: FILIPINO

Address: BRGY. MASLUG, BAYBAY CITY, LEYTE

Parent/Guardian: NARCISO C. BATHAN

Parent's/Guardian's Address: BRGY. MASLUG, BAYBAY CITY, LEYTE



PRELIMINARY EDUCATION

STATE OF ADMISSION

Elementary:

PLARIDEL CENTRAL SCHOOL

Date Graduated

2008

Course:

MPRM PLAN-A

Date of Admission: AUGUST 2018

Credentials: TOR (VSU-MC)

Secondary:

VSU-LAB HIGH SCHOOL

2012

NCEE Percentile Rank:

College:

VSU-MAIN CAMPUS

Last Attended

2018

Date Taken:

Place Taken:

TITLE OR DEGREE CONFERRED:

XXXXXXXXXXXX

Major:

XXXXXXXXXXXX

Minor:

Remarks: EMPLOYMENT

Granted under Authority of the EVSU Academic Council and Board of Regents:

Date of Graduation: XXXXXXXXXXXX

XXXXXXXXXXXX

GRANTED CERTIFICATE OF TRANSFER CREDENTIAL:

XXXXXXXXXXXX

GRADING SYSTEM

1.0 Excellent	1.6-2.0 Very Good	2.6-3.0 Fair or Passing	4.1-5.0 Failure	DRP Dropped
1.1-1.5 Superior	2.1-2.5 Good	3.1-4.0 Conditional Failure	INC Incomplete	NG No Grade

VALID ONLY FOR EMPLOYMENT

O.R. No. 0973120

Date 11/23/2021

NOT VALID
WITHOUT
SEAL

Prepared and Certified Correct:

REY C. MACALLA
In-Charge of Records

JUDITH P. CAMPO, MPRM
University Registrar



Republic of the Philippines
EASTERN VISAYAS STATE UNIVERSITY
 Tacloban City

ORIGINAL
 Sheet No. 2 of 2

OFFICIAL TRANSCRIPT OF RECORD

MA. NERESSA MORATA BATHAN

SUBJECT CODE	DESCRIPTIVE TITLE	FINAL RATING	Re-Exam	Credits
GRADUATED: with the DEGREE of BACHELOR OF SCIENCE IN DEVELOPMENT COMMUNICATION (BSDC) as per VSU-Board of REgents Resolution No. 14, s., 2016 on April 13, 2016 from VSU-MAIN CAMPUS, Visca, Baybay Leyte.				
2018-2019 FIRST SEMESTER				
	Master in Public Resource Management (Thesis Prog-Plan A)			
PRM 504	Foundations of Public Resource Management	1.25		3.0
PRM 505	Management Information Systems	1.3		3.0
PRM 565.5	Science and Technology and Environmental Management	1.2		3.0
2018-2019 SECOND SEMESTER				
PRM 565.2	Local Government Resource Management	1.2		3.0
GSMPRM565.3	Project Planning and Management	1.2		3.0
Education 502	Methods of Research	1.3		3.0
2019-2020 FIRST SEMESTER				
GSMPRM565.4	Fiscal Resource Management	1.7		3.0
PRM 565.1	Human Resource Management	1.3		3.0
GSMPRM503	Quantitative Methods in Public Policy & Resource Mgt.	1.9		3.0
2020-2021 FIRST SEMESTER				
Education 532.4	Human Behavior in an Organization	1.6		3.0
PRM 565.7	Entrepreneuership and Cooperatives	1.1		3.0
GSMPRM565.8	Seminar in Public Resource Management	1.1		3.0
2021-2022 FIRST SEMESTER				
RD 507	Socio-Anthropological Foundations	*		
Education 538	Mental Hygiene	*		

*****TRANSCRIPT CLOSED*****



VALID ONLY FOR: EMPLOYMENT

O.R. No : 873120

Date issued : 23-Nov-21

Prepared and Certified Correct:

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REY C. MACALLA

In-charge of Records

JUDITH B. CAMPO, MPRM
 University Registrar



OFFICIAL TRANSCRIPT OF RECORDS

PERSONAL DATA

Student Name : Bathan, Ma. Neressa Morata
Student Number : 12-1-01374
Date of Birth : October 02, 1995
Place of Birth : Baybay City, Leyte
Sex : Female
Religion : Roman Catholic
Citizenship : Filipino
Parent/Spouse : Narciso C. Bathan
Address : Brgy. Maslug, Baybay City, Leyte
Tel. No./Cell. No. :
Guardian :
Address/Cell. No. :



PRELIMINARY EDUCATION

Elementary : Plaridel Central School **Year** : 2008
Plaridel, Baybay, Leyte
High School : Visayas State University Laboratory High School **Year** : 2012
School
VSU, Visca, Baybay City, Leyte
Entrance : Form 138
Credential : Visayas State University Laboratory High School
VSU, Visca, Baybay City, Leyte

GRADING SYSTEM

RATING	EQUIVALENT	INDICATION
1.00	97-100	Excellent
1.25	94-96	Highly Outstanding
1.50	91-93	Outstanding
1.75	88-90	Very Good
2.00	85-87	Good
2.25	82-84	Very Satisfactory
2.50	79-81	Satisfactory
2.75	76-78	Fair
3.00	75	Passing
5.00	BELOW 75	Failure
S - Satisfactory	Inc - Incomplete	
U - Unsatisfactory	Drp - Dropped	
Au - Audit (No credit)		

One collegiate unit of credit is one hour lecture or recitation each week or a total of 18 hours in a semester. Three hours of laboratory work, drafting, or a shop work each week or a total of 54 hours a semester are regarded as equivalent also to one unit of credit.

The semestral average of a student is computed by multiplying the number of units assigned to a course by the grade

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Page 1 of 2 pages

MARWEN A. CASTANEDA
OIC, Registrar's Office

MA. EPIFANIA G. TUdTUD
University Registrar
Resigned Effective
January 1, 2020

Vision: A globally competitive university for science, technology and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



OFFICIAL TRANSCRIPT OF RECORDS

VISAYAS STATE UNIVERSITY (VSU), Visca, Baybay City, Leyte

12-1-01374 : **Bathan, Ma. Neressa Morata**

BS in Dev't. Communication (BSDC)

Course No.	Descriptive Title	Grade	Credit
First Semester, SY 2012-2013			
Biol 11	GENERAL BIOLOGY	2.25	4.0
Econ 11	GENERAL ECONOMICS WITH LAND REFORM & TAXATION	2.25	3.0
Engl 11	STUDY and THINKING SKILLS	2.25	3.0
Math 11	COLLEGE ALGEBRA	2.50	3.0
ScSc 15	PHILIPPINE HISTORY, GOVERNMENT & CONSTITUTION	1.75	3.0
Soci 11	GENERAL SOCIOLOGY	1.50	3.0
PhyEd 11	PHYSICAL FITNESS AND GYMNASTICS	1.75	2.0
NSTP 11c	CIVIC WELFARE TRAINING SERVICE (CWTS)	2.25	3.0
Second Semester, SY 2012-2013			
Chem 11	GENERAL CHEMISTRY I	2.50	4.0
Engl 12	WRITING IN THE DISCIPLINE	2.00	3.0
Math 12	PLANE TRIGONOMETRY	2.50	3.0
Phil 11	INTRODUCTION TO PHILOSOPHY AND ETHICS	2.25	3.0
Psyc 11	GENERAL PSYCHOLOGY	1.75	3.0
PhyEd 12	RECREATIONAL GAMES, RHYTHMIC ACTIVITIES & DANCE	1.50	2.0
NSTP 12c	CIVIC WELFARE TRAINING SERVICE (CWTS)	1.75	3.0
First Semester, SY 2013-2014			
Agro 21	FUNDAMENTALS OF CROP PRODUCTION	1.75	3.0
DC 123	BASIC PHOTOGRAPHY	2.25	3.0
DevC 121	INTRODUCTION TO DEVELOPMENT COMMUNICATION	1.75	3.0
Ecol 11	GENERAL ECOLOGY	1.75	3.0
Phys 11	GENERAL PHYSICS	2.75	4.0
Soil 110	SOILS AND SOIL MANAGEMENT	2.00	3.0
PhEd 13	TEAM SPORTS	1.75	2.0
Second Semester, SY 2013-2014			
CSci 21	INFORMATION&COMM TECH. CONCEPTS&SKILLS	1.50	3.0
DC 122	FUND. OF DEVT. BROADCASTING	2.00	3.0
DC 124	FUND. OF AUDIO-VISUAL COMMUNICATION	1.75	3.0
DC 126	FUND. OF DEVT. JOURNALISM	2.00	3.0
Hort 22	GENERAL HORTICULTURE	2.25	3.0
Huma 11	INTRODUCTION TO HUMANITIES	2.00	3.0
Spch 11	SPEECH COMMUNICATION	2.00	3.0
PhyEd 14	INDIVIDUAL-DUAL SPORTS	1.75	2.0
First Semester, SY 2014-2015			
DC 132	EVALUATION OF COMMUNICATION MATERIALS	2.25	3.0
DC 133	COMPUTER APPLICATIONS IN DEV.COM	2.00	3.0
DC 137	BROADCAST SPEECH AND PERFORMANCE	1.75	3.0
DC 149	PRINT REPRODUCTION	2.75	3.0
HN 21	HUMAN NUTRITION	2.25	3.0
PPrt 21	PRINCIPLES OF PLANT PROTECTION	2.50	3.0
Stat 21	ELEMENTARY STATISTICS	3.00	3.0
Second Semester, SY 2014-2015			
AnSc 21	PRINCIPLES OF ANIMAL SCIENCE	2.00	3.0
DC 135	SCIENCE REPORTING	1.75	3.0
DC 151	VISUAL AIDS PLANNING, DESIGN & PRODUCTION	2.00	3.0
DC 198	RESEARCH PLANN. & MANUSCRIPT PREP'N	INC 3.00	3.0
Engl 21	INTRODUCTION TO LITERATURE	1.00	3.0
Fili 11	KOMUNIKASYON SA AKADEMIKONG FILIPINO	1.75	3.0
ScSc 16	LIFE AND WORKS OF RIZAL	1.25	3.0

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MARWEN A. CASTAÑEDA

OIC, Registrar's Office

MA. EPIFANIA G. TUDTUD

University Registrar

Retired Effective

January 1, 2020

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OFFICIAL TRANSCRIPT OF RECORDS

VISAYAS STATE UNIVERSITY (VSU), Visca, Baybay City, Leyte

12-1-01374 : Bathan, Ma. Neressa Morata
BS in Dev't. Communication (BSDC)

Course No.	Descriptive Title	Grade	Credit

First Semester, SY 2015-2016			
DC 131	COMMUNICATION CAMPAIGNS & PROGRAMS	2.50	3.0
DC 153	LEARNING MODULE DEVELOPMENT	2.00	3.0
DC 155	VIDEO PRODUCTION	INC 1.50	3.0
DC 157	INTRO. TO NEW MEDIA & TECHNOLOGY	1.50	3.0
DC 199	UNDERGRADUATE SEMINAR	1.50	1.0
Fili 12	PAGBASA AT PAGSULAT TUNGO SA PANANALIKSIK	1.50	3.0

RS 126	PHILIPPINE RURAL SOCIETY	1.00	3.0
ScSc 24	POLITICS AND GOVERNANCE (with Philippine Constitution)	1.75	3.0

Second Semester, SY 2015-2016			
DC 200A	UNDERGRADUATE THESIS	1.25	6.0

Thesis:
DISASTER RISK INFORMATION SHARING AND COPING MECHANISMS
OF TYPHOON YOLANDA SURVIVORS IN A FISHING COMMUNITY IN ORMOC CITY

Graduated on April 13, 2016 with the degree of Bachelor of Science in
Development Communication (BSDC) major in Educational Communication Technology
as per VSU Board of Regents Resolution No. 14.s 2016 dated March 29, 2016.

< any entry below this line is null and void >

Doc. Stamp Paid P30.00

REMARKS FOR EMPLOYMENT

DATE ISSUED: January 29, 2020

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Page 2 of 2 pages

MARWEN A. CASTAÑEDA
OIC, Registrar's Office

MA. EPIFANIA G. TUdTUD
University Registrar
Retired Effective
January 1, 2020

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Control No. **08-201007-135**



Republic of the Philippines
CIVIL SERVICE COMMISSION
Regional Office No. 08
Government Center, Palo, Leyte

Certification of Eligibility

This is to certify that

MA. NERESSA M. BATHAN

has been granted a Civil Service Eligibility for passing/qualifying in the

CAREER SERVICE PROFESSIONAL EXAMINATION

with a rating of **81.87%** conducted by the Civil Service Commission

in **TACLOBAN CITY** on **MARCH 17, 2019**.

Her name has been entered in the Official Register of Eligibles.

Issued this **7th** day of **OCTOBER 2020**.



Date of Birth **OCTOBER 2, 1995**
Place of Birth **BAYBAY, LEYTE**
Book Number **1**
Page Number **7**
SN/LN **101**
EN/CN **328398**
Date of Release **MAY 20, 2019**

By Authority of the Commission:


CRISTY JOY Q. MACASIL
Chief Human Resource Specialist
Regional Office Caretaker **6**

WARNING: Illegal use of this certification shall subject the owner and/or perpetrator to administrative sanction and/or criminal prosecution. Any alteration, erasure or without the official seal of the Commission shall invalidate this Certification. 13051670



CIVIL SERVICE COMMISSION

Republic of the Philippines

Civil Service Commission Regional Office VIII

Control No. **08-201007-135**

Republic of the Philippines
CIVIL SERVICE COMMISSION

Regional Office No. 08
Government Center, Palo, Leyte



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CIVIL SERVICE COMMISSION
Republic of the Philippines

Date of Birth **OCTOBER 2, 1995**
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CRISTY JOY Q. MACASIL
Chief Human Resource Specialist
Regional Office Caretaker

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REPUBLIC OF THE PHILIPPINES
Unified Multi-Purpose ID



CRN-0113-0226204-0



FULL NAME
BATHAN
SURNAME
MA. NERESSA

FIRST NAME
MORATA
DATE OF BIRTH **1995/10/02**
BRGY. **MASLUG BAYBAY LEYTE**
PROVINCE **PHL 6521**

CERTIFIED AUTHENTICATED COPY

ORIGINAL COPY PRESENTED

Christian B. Soledad
CHRISTIAN B. SOLEDAD
Administrative Aide VI

OCT 07 2020

Don Mark Philipe D. De Los Reyes
DON MARK PHILOPE D. DE LOS REYES
Senior Human Resource Specialist

Examination Services Division
Civil Service Commission Regional Office VIII

Bawat Kawani, Lingkod Bayani



Department of Environment and Natural Resources
Region VIII - Eastern Visayas

DENR REGIONAL OFFICE
PERSONNEL SECTION

DATE: NOV 11 2024
DATE: *Wab*
BY: *Wab*

CERTIFICATE OF EMPLOYMENT AND COMPENSATION

This is to certify that based on records of this Office, **Ms. MA. NERESSA M. BATHAN** is an employee since December 10, 2021 to present and is presently holding a permanent appointment with the position of **Sociologist I**, receiving a monthly compensation, to wit:

Basic Salary	-	28,512.00
Personnel Economic Relief Allowance	-	<u>2,000.00</u>
Total		₱ 30,512.00

Further, she received the following additional remunerations.

Clothing Allowance	-	7,000.00
Bonuses & Cash Gift	-	60,512.00
Service Recognition Incentive	-	20,000.00
Collective Negotiation Agreement	-	30,000.00
Performance Based Bonus	-	13,228.28
Performance Enhancement Incentive	-	<u>5,000.00</u>
Total		₱ 135,740.28

This certification is being issued upon request of **Ms. Bathan** as one of the requirements for her employment application.

Issued this this 11th day of November 2024 at DENR Regional Office 8, Tacloban City.

Marifen O. Beniga
MARIFEN O. BENIGA
Chief, Personnel Section