

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 I 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



Department of Environment and Natural Resources
Region VIII - Eastern Visayas

DENR REGIONAL OFFICE
PERSONNEL SECTION

DATE: NOV 11 2024

DATE:

BY:

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:

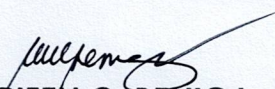
Basic Salary	-	28,512.00
Personnel Economic Relief Allowance	-	<u>2,000.00</u>
Total		₱ 30,512.00

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
Chief, Personnel Section

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: DALINDA T. 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 Q1 E2 T3 A4	Remarks
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 3.99 4.95	
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				
LEGEND: 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:	Date:	Assessed by: I certify that I discussed my assessment of the performance with the employee.	Date:	Final Rating by: Date:
MA. NERESSA M. BATHAN Sociologist I Employee		DALINDA T. VILLAMOR Chief Production Forest Management Section Immediate Supervisor		MARISSA N. SOLITE Chief, Conservation Development Division Head of Office

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 **§**

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. 13051070



CIVIL SERVICE COMMISSION

Republic of the Philippines

Civil Service Commission Regional Office VIII

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

Republic of the Philippines
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REPUBLIC OF THE PHILIPPINES
Unified Multi-Purpose ID



CRN - 0113-0226204-0



SURNAME
BATHAN
GIVEN NAME
MA. NERESSA

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

ORIGINAL COPY PRESENTED

CHRISTIAN B. SOLEDAD
Administrative Aide VI

OCT 07 2020

CERTIFIED AUTHENTICATED COPY

DOH MARK PHILIP D. DE LOS REYES
Senior Human Resource Specialist

Examination Services Division
Civil Service Commission Regional Office VIII

Bawat Kawani, Lingkod Bayani



Contact

Phone

+63 917 506 2686

Email

neressabathan@gmail.com

Address

Brgy. Maslug, Baybay City, Leyte

Education

2018-present (ongoing)

Master of Public Resource Management

Eastern Visayas State University-
Tacloban City

2012-2016

Bachelor of Science in Development Communication

Major in Educational Communication
Technology (ECT)

Visayas State University - Main Campus

Skills

- Writing
- Project Management and Documentation
- Project Coordination
- Monitoring and Evaluation of Projects
- Microsoft Office
- Google Workspace
- Graphic Design
- Wordpress
- Research
- Administrative tasks

Eligibility

Career Service (Professional) Second
Eligibility Passer

Language

English, Filipino, Cebuano

Ma. Neressa M. Bathan

Professional Summary

A dedicated and experienced communication specialist with over 8 years of expertise in staff writing, project coordination, and community organizing. Skilled in creating and developing compelling information materials and coordinating projects that drive community engagement. Eager to contribute to organizations that prioritize innovation, communication, and sustainable development, with a strong dedication to delivering meaningful solutions that create positive change.

Work Experience

December 2021-present

Department of Environment and Natural Resources Region 8

Sociologist I

- Coordinated with local communities and stakeholders to ensure the successful implementation of Community Based Forest Management activities and projects
- Managed a team of Monitoring and Evaluation Officers (MEOs) and tracked their project/ accomplishment progress
- Prepared information materials for the effective and efficient delivery of key messages and content to target audiences
- Prepared minutes of meetings, activity proposals, and documentation reports for trainings and seminars
- Prepared data presentations and quarterly reports
- Performed administrative tasks

April 2017 - December 2021

Department of Environment and Natural Resources Region 8

Project Evaluation/Documentation Assistant/Staff Writer

- Documented and assisted in the evaluation of the implementation of Community Based Forest Management activities and projects
- Assisted in the conduct of inspection of planted and procured planting materials of the Community-Based Forest Management- People's Organizations
- Prepared information materials for the effective and efficient delivery of key messages and content to target audiences
- Prepared minutes of meetings, activity proposals, and documentation reports for trainings and seminars
- Performed administrative tasks

Sep 2016- Feb 2017

Teleperformance (Amazon Seller Account), Cebu City, Ph

Seller Support Representative

- Responsible in handling client's inquiries, concerns, feedback as well as providing solutions to any issues the seller account holder might have

June 2016- August 2016

Monde Nu Agri Corporation

Documentation Assistant

- Responsible for the management and storage of data/reports of the company
- Performed administrative tasks

Reference

Available upon request