

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: 1/4/2024 – Present
- Position: Project Technical Assistant
- Name of Office/Unit: Philippine Mining at the National to Catchment Scale: from Legacy Impacts to Sustainable Futures (Project PAMANA)
- Immediate Supervisor: Dr. Decibel V. Faustino-Eslava
- Name of Agency/Organization and Location: School of Environmental Science and Management, University of the Philippines Los Banos
- List of Accomplishments and Contributions (if any)
 1. Conducted scheduled dry season campaign on hydrological ecological and water physicochemical investigation in the Agno River basin and National Scale catchments.
 2. Assisted in conducting Focus Group Discussion with National Government Agencies on Sustainable Mining
 3. Compiled and organized 3-year worth of hydrological, ecological and water physicochemical data from 2020-2023 for publication progress.
- Summary of Actual Duties

Assist the project Leader and project staff in establishing links with host areas and collaborative agencies; Assist in planning for the data gathering; Coordinate with study sites; Prepare written reports and project presentations; Write policy and journal article for possible publications; assist in procurement process; Assist in monitoring and reporting of financial activities of the project; and perform other tasks and duties that may be assigned from time to time by the Project leader and Staff.

- Duration: 08/16/2023 – 12/31/2023
- Position: Project Technical Assistant
- Name of Office/Unit: Smarter Approaches for Reinvigorating Agriculture as an Industry (Project SARAI), School of Environmental Science and Management, University of the Philippines Los Banos
- Immediate Supervisor: Dr. Decibel V. Faustino-Eslava
- Name of Agency/Organization and Location: School of Environmental Science and Management, University of the Philippines Los Banos
- List of Accomplishments and Contributions (if any)
 1. Finished the Project Procurement Management Plan
 2. Conducted local and national training on SARAI products, systems, and technologies to target participants.
 3. Finished semi-annual reports for the project.

a. Summary of Actual Duties

Assist the project Leader and project staff in establishing links with host areas. Tasks generally include coordination of training activities of the project; provides assistance in the management of the programs and activities; submits financial and progress reports and performs other related functions.

- Duration: 09/16/2023 – 1/31/2024
 - Position: Research Assistant
 - Name of Office/Unit: (Sediment and Ecological Study on Laguna Lake West Bay for Teresa Treated Water Distribution System Project, School of Environmental Science and Management, University of the Philippines Los Banos
 - Immediate Supervisor: Dr. Decibel V. Faustino-Eslava
 - Name of Agency/Organization and Location: School of Environmental Science and Management, University of the Philippines Los Banos
- List of Accomplishments and Contributions (if any)
 4. Lead RA in conducting water and sediment sampling in West Bay of Laguna Lake
 5. Lead RA in preparing sediment samples for grain size analysis, total organic carbon, heavy metal analysis, XRD analysis, grain size distribution, and NPK analysis.
 6. Finished the technical reports required for the project.

a. Summary of Actual Duties

- Assist the project Leader and project staff in establishing links with host areas. Tasks generally include coordination of fieldwork activities of the project; provides assistance in the management of activities; submits financial and progress reports and performs other related functions.

- Duration: July 1, 2022 – July 31, 2023
- Position: Executive Director
- Name of Office/Unit: Restoration Initiative for Sustainable Ecosystems (RISE)
- Immediate Supervisor: Dr. David Neidel
- Name of Agency/Organization and Location: Institute of Tropical Ecology and Environmental Management (ITEEM)

- List of Accomplishments and Contributions (if any):
 1. Implemented fieldwork activities in monitoring established rainforestation sites in selected municipalities of Negros Oriental and Negros Occidental
 2. Linked RISE to local government units and other non-government organizations working towards forest restoration efforts.
 3. Revitalized the national Rainforest Restoration Initiative (RFRI) Network.

- Summary of Actual Duties

Responsible in performing administrative and technical tasks e.g., creating proposals, preparation of monthly financial and progress reports, report of developments issued by partner organizations, linking non-government organization to Visayas State University, Develop and assist training activities with different national and international collaborators of RISE, and responds to queries and performs other related functions.

- Duration: August 12, 2020 – December 14, 2020
- Position: Part-Time Instructor
- Name of Office/Unit: Institute of Tropical Ecology and Environmental Management
- Immediate Supervisor: Dr. Marlito M. Bande
 - Name of Agency/Organization and Location: Visayas State University
 - List of Accomplishments and Contributions (if any):
 1. Created a module for Principles of Environmental Science (Envi 11)
 2. Served as resource person as representative of the department to different speaking engagements.
- Summary of Actual Duties

Responsible for teaching and supervising students with different methods such as lecture, demonstrations, etc.; Teaches basic concepts of environmental science to different undergraduate students; and generally, monitor and evaluate the performance of the students.



KIT FELIAN C. TENIO
(Signature over Printed Name
of Employee/Applicant)

