

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:** January 2, 2023 - present
- **Position:** Alternate Records Officer/DPLI/FUU Staff
- **Name of Office/Unit:** Regulation and Permitting Section
- **Immediate Supervisor:** DANTE M. UY / ARIANA E. BAEL
- **Name of Agency/Organization and Location:** DENR-CENRO Baybay
- **Summary of Actual Duties**
 - Act as assistant Records Officer in the absence of the Officer-In-Charge
 - Screen gathered patents with regards to completeness of the supporting documents
 - Prepare public land applications, accomplish final proof papers and administer the oath thereon
 - Conduct preliminary and final confirmatory report, and such other kinds of miscellaneous investigation excluding investigation of conflict cases and public land applications
 - Assist in the conduct of confirmatory ocular inspection on land case
 - Plot or extract survey data from GPS to ArcGIS
 - Facilitate in land projection
 - Prepare maps of inventoried planted trees for tree registration and cutting permit.
 - Assist in conducting of tree inventory as requested for Tree registration permits.
 - Assist in evaluating pertinent documents as required for the specific permits.

- **Duration:** January 3, 2022 – December 31, 2023
- **Position:** Administrative Aide VI/Admin Concerns Focal Person
- **Name of Office/Unit:** Planning and Support Unit
- **Immediate Supervisor:** ELMER B. LABACLADO
- **Name of Agency/Organization and Location:** Department Environment and Natural Resources , CENRO Baybay City, Leyte.
- **List of Accomplishments and Contributions**
 - Organized and Maintain 201 Files of employees, both permanent and under contract of service.
 - Facilitated, consolidated, and submitted personnel files, such as PDS, SALN, IPCR, IDP, CDP, Succession Bench planning and other such personnel related documents.

- **Summary of Actual Duties**

Responsible in performing administrative and technical tasks e.g., pre-screening of applicants, preparation of monthly report for the Support Unit, preparation of office program and activities, monitoring of trainings conducted; responds to queries and performs other related functions.

- **Duration:** July 3, 2017 - December 31, 2021
- **Position:** Administrative Aide VI/Procurement Officer
- **Name of Office/Unit:** RPS and Support Unit
- **Immediate Supervisor:** JOHN PATRICK CADIZ
- **Name of Agency/Organization and Location:** DENR-CENRO Baybay

- **Summary of Actual Duties**

- Assist in monitoring the Plantation Establishment, M&P activities under DPWH Tree Replacement projects.
- Prepare billings for the payment of work accomplishment of PO under DPWH Tree Replacement projects.
- Assist in conducting of tree inventory as requested for Tree registration permits.
- Responsible in performing administrative support e.g. encode permits for Tree Registration and other Forest Utilization permits, extract survey data and prepare maps/charting of inventoried trees within private lands.
- Prepares Purchase Request and necessary documents needed in the procurement of supplies and materials, goods and services needed in the operation.
- Perform the duties and responsibilities as Designated Procurement Officer.
- Prepares, drafts of routine official letters and endorsement concerning decisions made in connection with official action.
- Perform as ICT Focal Person pursuant to DENR PENRO, Leyte Special Order No. 2016-0051 every 30th day of the month

- **Duration:** January 3, 2017 – June 30, 2017
- **Position:** Data Encoder I/Technical Assistant (Contractual)
- **Name of Office/Unit:** Forest Management Services
- **Immediate Supervisor:** Noel B. Lopez
- **Name of Agency/Organization and Location:** DENR-CENRO Baybay

- **Summary of Actual Duties**

- Responsible in performing administrative support e.g. encode permits for Tree Registration and other Forest Utilization permits, extract survey data for mapping/charting of inventoried trees within private lands and assisted in preparing consolidated NGP maps and monthly, quarterly and annual report.

- **Duration:** February 1, 2016 to December 31, 2016
- **Position:** Forest Extension Officer
- **Name of Office/Unit:** Forest Management Services
- **Immediate Supervisor:** Emmanuel G. Tan
- **Name of Agency/Organization and Location:** DENR-CENRO Baybay

- **Summary of Actual Duties**

- Prepare NGP Contracts, Work and Financial Plan, Statement of Accounts and other documents relative to NGP project.
- Prepare NGP Billings with complete supporting documents
- Assist and prepare monthly, quarterly and annual report of NGP
- Prepare/Plot Survey and Mapping, maps of planted/maintained area under NGP project

- **Duration:** January 1, 2014 to January 31, 2016
- **Position:** Admin. Aide & Data Encoder I (Contractual)
- **Name of Office/Unit:** Administrative Support
- **Immediate Supervisor:** Romer O. Hambre
- **Name of Agency/Organization and Location:** DENR-CENRO Baybay

- **Summary of Actual Duties**

- Prepares, drafts of routine official letters and indorsement concerning decisions made in connection with official action.
- encode correspondence relative to forestry and administrative matters
- encode data concerning inventory of trees subject for cutting/registration (tally sheet, inventory reports, permits and other documents)
- act as technician of office equipments (computer, printer and other devices)
- assist in preparing the monthly, quarterly and annual report relative to administrative concern.
- assist Admin. Officer on the distribution and issuance of office supplies

- **Duration:** April 4, 2011 to December 31, 2012
- **Position:** Encoder/Receiving/Releasing Clerk (Contractual)
- **Name of Office/Unit:** Administrative Support
- **Immediate Supervisor:** Romer O. Hambre
- **Name of Agency/Organization and Location:** DENR-CENRO Baybay

- **Summary of Actual Duties**

- encode correspondence relative to forestry and administrative matters
- act as technician of office equipments (computer, printer and other devices)
- receive and release official communication
- assist in preparing the monthly, quarterly and annual report relative to administrative concern.

- **Duration:** April 4, 2010 to December 31, 2010
- **Position:** Computer Operator (Contractual)
- **Name of Office/Unit:** Planning & Administrative Support
- **Immediate Supervisor:** Emmanuel G. Tan & Romer O. Hambre
- **Name of Agency/Organization and Location:** DENR-CENRO Baybay

- **Summary of Actual Duties**

- assist planning officer in consolidating monthly reports
- encode correspondence relative to forestry and administrative matters
- act as technician of office equipments (computer, printer and other devices).

- **Duration:** April 4, 2009 to December 31, 2009
- **Position:** Data Encoder/Processor (Contractual)
- **Name of Office/Unit:** Forest Management Services
- **Immediate Supervisor:** Emmanuel G. Tan
- **Name of Agency/Organization and Location:** DENR-CENRO Baybay

- **Summary of Actual Duties**

- Responsible in performing administrative support e.g. prepare vouchers and other documents for billing under Upland Development Project (UDP), assist planning officer in consolidating monthly reports and encode correspondence relative to forestry matters.


GEMME N. MANAGBANAG

(Signature over Printed Name
of Employee/Applicant)

Date: **September 3, 2024**