

PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.

READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.

Print legibly. Tick appropriate boxes ( ) ☐ use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.

1. CS ID No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	ORIAS		
FIRST NAME	ANGELITA	NAME EXTENSION (JR., SR) NOT APPLICABLE	
MIDDLE NAME	BANAYAG		
3. DATE OF BIRTH (mm/dd/yyyy)	02/27/1994	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	ABUYOG, LEYTE	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay Baybay Leyte City/Municipality Province
7. HEIGHT (m)	1.65	ZIP CODE	6521
8. WEIGHT (kg)	83		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	House/Block/Lot No. Street Catuogan Balocawe Subdivision/Village Barangay Abuyog Leyte City/Municipality Province
10. GSIS ID NO.	CRN-021-1758-4854-9	ZIP CODE	6510
11. PAG-IBIG ID NO.	MID No. 1211-9557-2589		
12. PHILHEALTH NO.	13-025230961-7		
13. SSS NO.	NOT APPLICABLE	19. TELEPHONE NO.	NOT APPLICABLE
14. TIN NO.	337-464-784	20. MOBILE NO.	09126944306
15. AGENCY EMPLOYEE NO.	V00942	21. E-MAIL ADDRESS (if any)	angelita.orias@vsu.edu.ph

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	NOT APPLICABLE		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NOT APPLICABLE	NAME EXTENSION (JR., SR) NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE
MIDDLE NAME	NOT APPLICABLE		NOT APPLICABLE	NOT APPLICABLE
OCCUPATION	NOT APPLICABLE		NOT APPLICABLE	NOT APPLICABLE
EMPLOYER/BUSINESS NAME	NOT APPLICABLE		NOT APPLICABLE	NOT APPLICABLE
BUSINESS ADDRESS	NOT APPLICABLE		NOT APPLICABLE	NOT APPLICABLE
TELEPHONE NO.	NOT APPLICABLE		NOT APPLICABLE	NOT APPLICABLE
24. FATHER'S SURNAME	ORIAS		NOT APPLICABLE	NOT APPLICABLE
FIRST NAME	RUFINO	NAME EXTENSION (JR., SR) NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE
MIDDLE NAME	NAYRE		NOT APPLICABLE	NOT APPLICABLE
25. MOTHER'S MAIDEN NAME			NOT APPLICABLE	NOT APPLICABLE
SURNAME	BANAYAG		NOT APPLICABLE	NOT APPLICABLE
FIRST NAME	CAROLINA		NOT APPLICABLE	NOT APPLICABLE
MIDDLE NAME	JACA		(Continue on separate sheet if necessary)	

III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	Balocawe Elementary School	NOT APPLICABLE	5/6/2000	03/30/2006	NOT APPLICABLE	2006	VALEDICTORIAN
SECONDARY	Balocawehay National High School	NOT APPLICABLE	5/6/2006	03/31/2010	NOT APPLICABLE	2010	SALUTATORIAN
VOCATIONAL / TRADE COURSE	NOT APPLICABLE	NOT APPLICABLE	N/A	N/A	NOT APPLICABLE	N/A	N/A
COLLEGE	Visayas State University	Bachelor of Science in Environmental Management	1/6/2010	9/5/2014	NOT APPLICABLE	2014	Cum laude
GRADUATE STUDIES	University of the Philippines Tacloban College	Master of Science in Environmental Science	9/1/2021	6/30/2023	NOT APPLICABLE	July 25, 2023	DOST

(Continue on separate sheet if necessary)

SIGNATURE		DATE	06/19/2024
-----------	--	------	------------



[illegible]

## V. WORK EXPERIENCE

[illegible]

(Continue on separate sheet if necessary)

DATE \_\_\_\_\_

July 19, 2024



**VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S**

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
NOT APPLICABLE		N/A	N/A	N/A	NOT APPLICABLE
NOT APPLICABLE		N/A	N/A	N/A	NOT APPLICABLE

(Continue on separate sheet if necessary)

**VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED**

(Start from the most recent L&D training program and include only the relevant L&D training taken for the last five (5) years for Division Chief/Executive/Managerial positions)


30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD ( Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	MOODLE Classrom Management Online Training	6/24/2020	6/28/2020	24.00	Participant	Webinar Series: Visayas State University
	Training-Workshop on Course Modules Production for Flexible Learning in Higher Education Institutions (HEIs): Designing Student-Centered Assessment in Flexible Learning"	6/17/2020	6/17/2020	2.00	Participant	Webinar Series: Visayas State University
	Training-Workshop on Course Modules Production for Flexible Learning in Higher Education Institutions (HEIs): Design Rocks! Tips in Making Meh to Wow! Through Design and Create Copy But Don't Copy from Grammar to Plagiarism, A Defensive Guide"	6/15/2020	6/15/2020	2.00	Participant	Webinar Series: Visayas State University
	Training-Workshop on Course Modules Production for Flexible Learning in Higher Education Institutions (HEIs): "Designing Student-Centered and Outcomes-Based Course Modules for FL"	6/15/2020	6/15/2020	2.00	Participant	Webinar Series: Visayas State University
	Google Classroom Training	6/2/2020	6/8/2020	24.00	Participant	Webinar Series: Visayas State University
	Professional Skills Upgradation Course for IFS officers (overseas training cum exposure visit)	01/29/2020	01/29/2020	1.00	Technical/Resource Person	College of Forestry and Environmental Science
	Yale Certificate Program	12/1/2020	01/17/2020	24.00	Technical/Resource Person	Environmental Leadership and Training Initiative and Visayas State University
	Training on Climate Change and Community-Based Ecosystem and Disaster Risk Management	08/23/2019	08/25/2019	24.00	Technical/Resource Person	Local Government Unit of San Miguel, Leyte, Department of Agriculture & Visayas State University
	Training on Climate Change and Community-Based Ecosystem and Disaster Risk Management	07/31/2019	2/8/2019	24.00	Technical/Resource Person	Local Government Unit of San Miguel, Leyte, Department of Agriculture & Visayas State University
	Training on Climate Change and Community-Based Ecosystem and Disaster Risk Management	06/26/2019	06/28/2019	24.00	Technical/Resource Person	Local Government Unit of Tabango, Leyte, Department of Agriculture & Visayas State University
	Restoration Boot Camp for Tropical Asian Forest	06/17/2019	06/22/2019	48.00	Technical/Resource Person	Environmental Leadership and Training Initiative and Visayas State University
	ViScience Agham	06/17/2019	06/17/2019	8.00	Technical	Department of Science and Technology and University of Visayas
	Training Course on Nursery Establishment and Community-Based Seeding Production	06/16/2019	06/18/2019	24.00	Technical/Resource Person	Bayan Academy for Social Entrepreneurship and Human Resource Development, Forest Foundation Philippines and Visayas State University
	Training on Climate Change and Community-Based Ecosystem and Disaster Risk Management	2/5/2019	4/5/2019	24.00	Technical/Resource Person	Local Government Unit of Alangalang and Sta. Fe, Leyte, Department of Agriculture and Visayas State University
	International Training of Trainers on Reforestation	04/22/2019	04/26/2019	40.00	Technical/Resource Person	Environmental Leadership and Training Initiative and Visayas State University
	Training on Climate Change and Community-Based Ecosystem and Disaster Risk Management	03/19/2019	03/21/2019	24.00	Technical/Resource Person	Local Government Unit of San Isidro, Leyte, Department of Agriculture and Visayas State University
	Training on Climate Change and Community-Based Ecosystem and Disaster Risk Management	03/13/2019	03/15/2019	24.00	Technical/Resource Person	Local Government Unit of Calubian, Leyte, Department of Agriculture and Visayas State University
	Training on Climate Change and Community-Based Ecosystem and Disaster Risk Management	02/26/2019	02/28/2019	24.00	Technical/Resource Person	Local Government Unit of Naval, Biliran, Department of Agriculture and Visayas State University
	Training on Climate Change and Community-Based Ecosystem and Disaster Risk Management	02/21/2019	02/23/2019	24.00	Technical/Resource Person	Local Government Unit of Cabiliran, Biliran, Department of Agriculture and Visayas State University
	Training on Biodiversity Assessment	11/20/2018	11/22/2018	24.00	Technical	Visayas State University
	Scouting Movement	10/31/2018	10/31/2018	4.00	Resource Person	ViSCA Foundation Elementary School
	AAACU 22nd Biennial Conference and General Assembly	10/16/2018	10/18/2018	24.00	Technical	ASIAN Association of Agricultural Colleges and Universities and Visayas State University
	Reforestation Training for Developing a Learning Site for Community-Based Forest Restoration	08/30/2018	1/9/2018	24.00	Technical/Resource Person	Environmental Leadership and Training Initiative and Visayas State University
	Echo Seminar-Workshop on the 1st Association of Education Researchers and Trainers (ASSERT) National Convention on Outcome-Based Education	7/2/2018	7/2/2018	8.00	Technical	Visayas State University
	Pamugsay Festival Dance Showdown	3/12/2018	3/12/2018	5.00	Technical	Local Government Unit of Piler, Camotes, Cebu
	Sustainability Evaluation Training Based on R.I.S.E. Tool	02/28/2018	9/3/2018	80.00	Technical	Department of Agriculture and GIZ
	9th International Conference on Environmental and Rural development with theme "Environmentally-friendly Agricultural and Rural Development"	02/24/2018	02/25/2018	16.00	Technical	Yezin Agriculture University, Myanmar and Integrated Water Resource Management Research and Development Center in Northeast Thailand, Khon Kaen University

(Continue on separate sheet if necessary)

**VIII. OTHER INFORMATION**

31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
	Computer Literate, Geographic Information System (GIS) User, Candidate Consultant of Response-Inducing Sustainability Evaluation (RISE)		NOT APPLICABLE		Helpers in Outreaching Mother Earth's Stability (HOMES), Visayas State University Alumni Association Inc., Mussaenda Honor Sorority (MHS)

(Continue on separate sheet if necessary)

SIGNATURE		DATE	July 19, 2024
-----------	---	------	---------------



34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed, a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
35. a. Have you ever been found guilty of any administrative offense?  b. Have you been criminally charged before any court?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ Date Filed: _____ Status of Case/s: _____
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?  b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details (country): _____
40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items: a. Are you a member of any indigenous group? b. Are you a person with disability? c. Are you a solo parent?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
MARLITO M. BANDE	Visayas State University, Baybay City, Leyte	5637083
JOHN DAVID NEIDEL	Environmental Leadership & Training Initiative, Singapore	9473983592
EFREN B. SAZ	Brgy. Bunga, Cabucgayan, Biliran	9175284851

42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.

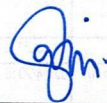
Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)

PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: Company's (VSU) ID

ID/License/Passport No.: V00942

Date/Place of Issuance: December 1, 2016/VSU, Baybay, Leyte



Signature (Sign inside the box)

July 19, 2024

Date Accomplished



PHOTO



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 19 AUG 2024, affiant exhibiting his/her validly issued government ID as indicated above.

  
ATTY. RYAN C. GUINOCOR  
VSU Chief Legal Officer

Person Administering Oath



## 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:** September 16, 2019 – present
- **Position:** instructor I
- **Name of Office/Unit:** Institute of Tropical Ecology and Environmental Management (ITEEM), College of Forestry and Environmental Science (CFES), Visayas State University (VSU)
- **Immediate Supervisor:** Dr. Marlito M. Bande (2019-2020)  
Dr. Eliza D. Espinosa (2021-Oct 2023)  
Dr. Teofanes A. Patindol (Nov. 2023-2024)
- **Name of Agency/Organization and Location:**  
Visayas State University, Main Campus, Baybay City, Leyte
- **List of Accomplishments and Contributions (if any)**

### Instruction

- Taught the assigned subjects such as DRRR 122, Envi 11, Envi 111e, Envi 110, Envi 124, Envi 198; Envi 116n; Envi 121n, Envi 111n, Envi 119n, Envi 115n; Envi 118n; Envi 113, and Envi 199.
- Developed and revised the course syllabus of all subjects assigned and taught.
- Prepared and submitted the Instructional Material (Learning Module) based on the approved course syllabus.
- Created a virtual classroom for each subject during the pandemic.
- Prepared PowerPoint presentations, video clips, reading materials, and assessment tools.
- Administered quizzes, long exams, midterm and final exams on the above-mentioned subjects.
- Checked and recorded the submitted student's output (quizzes, assignments, lab reports, term paper and etc) in each subject.
- Prepared gradesheet and submitted on or before deadline.
- Entertained students consulting on the subject taught, thesis and grades. Participated in and acted as one of the working committees that revised the checklist of the BSES and MSTREC.



- Acted as an academic adviser in enrolling and validating students within the registration period.
- Advised and corrected research outline and thesis manuscript.
- Assessed and facilitated qualified students to be part of the ITEEM research projects prior to the conduct of their thesis (Belas, Dexter; Compendio, Carl Gio; Daguplo, Kryzza; Pino, Sheena (ECo-SAP).
- Facilitated a successful teaching performance evaluation by students.
- Acted as an adviser for the student organization, namely Helpers in Outreaching Mother Earth's Stability and the Mariposa Ladies Dormitory.
- Mentoring students in writing and publishing research outputs in peer-reviewed journals.
- Attended mandated training for faculty.

#### Research

- Facilitated the approval of the submitted project proposal for VSU funding.
- Acted as Study Leader on the research entitled 1) Mineral Nutrition of Late Successional Species; Effect of Mycorrhizae to the Growth Performance of Dipterocarp Species in Marginal Grassland in Inopacan; 2) Ecological Assessment and Conservation of *Aquilaria malaccensis* through Sustainable Agarwood Production in Leyte and Biliran Islands Ecological Assessment and Conservation of *Aquilaria* through Sustainable Agarwood Production (ECo-SAP) Study 2: Propagation of Quality Planting Materials, Carbon Sequestration Potential and Socioecological Assessment of *Aquilaria*-based Agroecological Production Systems in Leyte Island; 3) Development of a RF Research Capability to Scale-Up Forest Restoration Initiatives in Climate Change Vulnerable Marginal Uplands in Inopacan, Leyte: -Effect of Leaf litter Addition on Soil Organic Carbon and Growth Performance of Early Successional Species Planted on the Marginal Uplands of Sitio Batuan, Brgy. Linao, Inopacan, Leyte; 4) Water Requirement and Growth Performance of Cacao (*Theobroma cacao* L., Var-UF 18) Grown under Screenhouse Condition; 5)
- Acted as plenary speaker during the ViScience 2019 (Aghambayan Visayas): Visayas Science Festival.
- Acted as an oral presenter during RDE In-house Review for the research project entitled Mainstreaming on Reforestation in the Philippines.

#### Extension

- Drafted and facilitated the review and revision of MOA by concerned offices within VSU and partner organizations namely, VSU-LGU Hindang, VSU-DSWD-LGU Cabucgayen-DENR, VSU-Coastal Carolina University, VSU-RISE.
- Identified and linked with probable partners for extension activities and maintained this active partnership Barugo, Sta. Fe, Alangalang, San Miguel, Life Giving Forest Foundation; VSU and LGU Barili; VSU and LGU Quinapondan.



- Conceptualized and submitted extension proposal for VSU and/or external funding, specifically Development of a Provincewide Learning Site on Sustainable Agriculture and Natural Resource Management and Assessment of Community People's Perception Towards the Rainforestation KALAH-CIDSS Program in Cabucgayan, Biliran.
- Assisted in the formulation and preparation of extension project proposal particularly Output 2; and facilitated the communication from UNEP to VSU team and vice versa (Rainforestation as a strategy for Eco-DRR in Biliran and Binahaan Watershed in Leyte supported by United Nation Environment Program; Output 1: Develop capacity of technical stakeholders to implement Rainforestation for DRR.
- Facilitated the approval of the submitted extension project proposal for VSU funding 1) 100k for KALAH-CIDSS Project: -Monitoring and Sustainability Assessment of RF Adopter's Farm Using RISE (Response-Inducing Sustainability Evaluation) Tool; 2) 100k for NRM-Based Extension Project (VSU Nature Park) Phase II: Environmental Education and Advocacy of Local Stakeholders through Capacity Building and Cross Visits to VSU Nature Park; 3) *Aquilaria* Learning Site (ALS-Silago): Its Role in the Conservation of the Philippine *Aquilaria* Threatened Species and Development of Sustainable Agarwood.
- Submitted and participated the poster presentation during the regional RDE held in VSU during the 35<sup>th</sup> Joint VICARP-RRDEN Regional RDE Symposium with the poster entry nos. 22 "Development of a Province-Wide Learning Site on Rainforestation through KALAH-CIDSS Program in Cabucgayan, Biliran.
- Acted as a resource person requested by beneficiaries, specifically the Duyan-duyan sa Kinaiyahan on November 25-26, 2023.
- Conducted training to beneficiaries, and acted as a resource person and provided technical expert services requested by beneficiaries, such as YRRP trainings, ELTI Trainings on Rainforestation and Trainers training on Rainforestation-*Aquilaria* Farming to Support Sustainable Agarwood Production as Biodiversity-Friendly Enterprise in Region VIII on June 17-22, 2024.
- Conducted trainings (Rainforestation Training in Naval, Cabucgayan, Villaba, and Basey Samar; International Training on Rainforestation WWF Myanmar; Restoration Bootcamp for Tropical Asian Forest, Training on Climate Change and Community-Based Disaster Risk Reduction and Management in Yolanda Affected Municipalities); School on the Air participants from Abuyog, Javier and Mahaplag (Module 3: Rainforestation Technology).
- Acted as Component Leader of the Extension Projects entitled 1) Mainstreaming of Rainforestation in the Philippines: Advocacy and Monitoring of Rainforestation Adopters in the Philippines; 2) CO2 Compensation Project; 3) NRM-Phase II: Environmental Education and Advocacy of Local Stakeholders through Capacity Building and Cross Visits to VSU Nature Park; 4) DA-YRRP: -Training on Climate Change and Disaster Risk Reduction and Management; 5) KALAH-CIDSS Program in Cabucgayan, Biliran: -Monitoring and Sustainability Assessment of RF adopter's farm using RISE (Response-Inducing Sustainability Evaluation) Tool; 6) Development of Rainforestation and Conservation Agriculture of Hindang Persons



with Disability Agriculture Cooperative (HIPEDAC).

- Participated in the meeting for the working committee for the Search for Rainforest Hero for UGMAD.
- Acted as one of the TWG for the Search for Rainforest Hero for UGMAD.
- Prepared and submitted the RDE accomplishment reports, and for Bayan Academy training report. ITEEM Annual Report; YRRP Progress Report for DA-Regional Field Office 8.

### Administrative

- Coordinated with the QAC as the dDRC of the institute.
- Prepared the needed documents prior to ISO evaluation and ensured that the QMS core processes of the university are complied with in the performance of my functions as a faculty member.
- Acted as secretary in Waste Management and Pollution Control Team (WMPCT).
- Acted as members on the following committee 1) IEC & Other Publications Committee; 2) Training and Extension Committee; 3) Research and Development Committee; 4) Curriculum Committee; 5) Instructional Materials Development Committee.
- Acted as AACUP Area Coordinator for areas IV and VII.
- Acted as Extension communicator.
- Provided customer-friendly frontline services to clients.
- Participated in the institute's meetings.
- Prepared, reviewed and submitted Individual Faculty Workload.
- Facilitated the implementation of the best practices, such as monitoring and evaluation of RF sustainability using Response-Inducing Sustainability Evaluation (RISE) Tool; mentoring of LGU field staff and encourage cost-sharing arrangements with Local Government Units and people's organization; and feedbacking of research results to project stakeholders.
- Acted as Department-Based Guidance Facilitator (DBGF).
- Supervised and monitored project-based staff such as research assistants.

### • **Summary of Actual Duties**

- Teaches assigned subjects and performs other teaching related functions, among others, the following: (a) Prepares and revises teaching materials/guides and submit to department head; (b) Prepares and gives examinations (mid/final/long/quizzes); (c) Checks test papers and returns to students one week after examination; (d) Submits grade sheets within the prescribed period to the Registrar through the department; (e) Turns over class records to department heads within two weeks after final examination; (f) Makes himself available for consultation by his/her students during scheduled consultation hours.
- Performs research and/or extension functions, among others the following: (a) Prepares research/extension proposals; (b) Implements duly approved



research/extension projects within time frame; (c) Prepares and prepares reports within the prescribed period; (d) Presents research/extension outputs during conferences/fora of legitimate professional organizations; (e) Submits output for possible publication.

- Performs administrative functions.
- Performs other functions, among others: (a) Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions; (b) Performs other functions assigned by the department head, College Dean, Vice Presidents and the University President.

  
**ANGELITA B. ORIAS**

(Signature over Printed Name  
of Employee/Applicant)

Date: 8/1/29