



# ENGR. JAY AR C. MANANGO

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## Objective

- To obtain a challenging position in a respected company where my resourceful experience both in project and facilities management will add value to the organizational operations.

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## Education

2006 – 2012

**Mapua University (Former Mapua Institute of Technology)**  
Bachelor of Science in Electrical Engineering (BSEE)

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## Work Experience

May 2016 – May 2020

**Wesmech Engineering Pte Ltd (Singapore)**  
Operations Executive

### Project Assignments

Designation: **Zone Supervisor (Facilities Maintenance)**

Project Title: *Term Contract for Provision of Building, Turfing & Planting Maintenance Works, Addition & Alteration Works and General Repair & Redecoration Works to Sites for a Period of Forty-Eight (48) Months – South West 2 Zone.*

### Duties and Responsibilities

- Managed the daily maintenance operation of 30 schools
- Attended to all the fault calls and complaints from the schools' Operations Manager and managed the FM App (mobile application launched by the Ministry of Education. My zone is one of the few pioneer zones island-wide)
- Conducted survey on the raised concerns/problems, met with the Managing Agents, Ministry of Education Officers, and School Operations Manager, and gave recommendation and advice on the solution
- Invited sub-contractors/specialists on the specific work scopes that the schools request
- Prepared all the proposals and quotations to the Managing Agents, School Operations Managers, and Ministry of Education Officers
- Coordinated and worked with consultants on the on-going projects
- Spearheaded, supervised, and inspected all projects
- Regularly met with the technicians and discussed all the schedule and updated all the outstanding maintenance works
- Prepared the budget for all the works, and managed all the expenditures.
- Managed all daily maintenance checklists that the Operations Managers sign
- Prepared the yearly maintenance schedule for all the schools
- Prepared all the final claim and closed out all the work

- Reported and updated all the daily maintenance activities and issues to the Project Manager

Designation: **Assistant Project Manager**

Project Title: *Upgrading Work to the Toilets at National Parks*

#### **Duties and Responsibilities**

- Worked and liaised with different consultants on the feasibility of new toilets in certain parks
- Met and discussed with different consultants with regards to the detailed design and construction drawings of the toilets (Structural, Architectural, M&E and Plumbing, Fire Protection)
- Prepared the feasibility studies and presented it to the Director of National Parks Board
- Prepared the project schedule and budget
- Managed the on-going toilet renovation and new projects
- Designed the Architectural, M&E and Plumbing, and Fire Protection for all the Renovation Projects
- Updated the progress of various projects to the Project Manager

Designation: **Project Coordinator- cum-Project Manager**

Project Title: *Addition and Alteration Works to Block 1 & 53 in Paya Lebar Air Base*

#### **Duties and Responsibilities**

- Designed the electrical system of the two (2) buildings (Lighting & Power, Single Line Diagram,, Mechanical System Power Supply)
- Traced the old/existing Fire Protection System and designed a new system in accordance to the new floor layout and room usage
- Worked and liaised with M&E consultants on the design and sought their professional advice
- Coordinated with different M&E contractors and gave instructions in accordance to the approved construction drawings.
- Supervised all the site installations (M&E and Plumbing, Fire Protection System, ACMV)
- Liaised with the Architect on all the details (Ceiling, Wall, & floor finishes, materials, cabinet laminates, system furniture, signage, etc)
- Liaised with the Civil & Structural Engineer on the structural issues of the project
- Coordinated with different contractors and supervised the installations in accordance to the approved construction drawings (Architectural and Civil & Structural)
- Became overall in-charge when the Project Manager resigned halfway through the project
- Met with the clients and updated them about the progress of the project
- Prepared the final documentation and Operations and Maintenance Manual and closed out the project

Designation: **M&E Coordinator**

Project Title: *Addition and Alteration Works to Block 76 & 77 in SAFTI-MI Camp*

**Duties and Responsibilities**

- Worked and liaised with different M&E consultants on the new M&E system design of the project
- Vetted the M&E drawings (Lighting & Power, ACMV, Fire Protection System) and supervised the construction and installation of the systems

Designation: **Project Manager**

Project Title: *Proposed Erection of 2-storey Semi-detached Dwelling with Attic at 23 Kingsware Avenue*

**Duties and Responsibilities**

- Designed the Electrical System of the house
- Liaised with the consultants about the authority submissions
- Supervised all the M&E installations including M&E, AC, Plumbing & Sanitary

Sept 2015 – May 2016

**Greenmist Property Management Corporation**

Property Engineer

**Duties and Responsibilities**

- Attended to all the residents' concerns and provided technical advice if needed
- Spearheaded, supervised, inspected all the projects in the building, and updated the progress to the Chief Engineer
- Assisted the Chief Engineer with all the technical concerns
- Regularly met with the technicians and monitored the activities
- Conducted preventive maintenance to all the equipment
- Supervised all the weekly, monthly, quarterly, and yearly maintenance activities
- Monitored the power and water consumption of the building
- Recommended projects for the improvement of the building
- Invited contractors and vetted their quotations, and recommended it to the Chief Engineer
- Met and coordinated with contractors, and updated all the contracts of the service providers
- Addressed the building and unit problems like water leaks, etc.
- Inspected the building and endorsed the building defects to the General Contractor for rectification
- Met with the Project Development Team and Engineering Team and discussed possible projects in the building
- Reviewed the drawings and inspected all renovation works in the units and made sure that it is per my approved drawing
- Overall in-charge of the common area and podium area operations

Dec 2012 – Aug 2015

**Worksavers Personnel Services Inc.**

Company Assignment: *Ayala Property Management Corporation*

Building Engineer

**Duties and Responsibilities**

- Attended to all the residents' and commercial merchants' concerns and provided technical advice if needed
- Spearheaded, supervised, inspected all the projects in the building, and updated the progress to the Chief Engineer
- Assisted the Chief Engineer with all the technical concerns
- Regularly met with the technicians and monitored the activities
- Conducted preventive maintenance to all the equipment
- Supervised the gondola operations
- Supervised all the weekly, monthly, quarterly, and yearly maintenance activities
- Monitored the power and water consumption of the building
- Recommended projects for the improvement of the building
- Invited contractors and vetted their quotations, and recommended it to the Chief Engineer
- Met and coordinated with contractors, and updated all the contracts of the service providers
- Addressed the building and unit problems like water leaks, etc.
- Reviewed the drawings and inspected all renovation works in the units and the commercial spaces and made sure that it is per the approved drawing
- Conducted monthly fire safety inspection at the commercial units
- Led the weekly "Emergency Brigade Team" drill

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**Skills**

- Project and Facilities Management skills
- Good people handling skill
- Good communication and interpersonal skill – customer service
- Good leadership skill
- Great team player
- Good decision making skill
- Knowledgeable in Electrical, ACMV, Fire Protection Design
- Knowledgeable in AutoCAD
- Knowledgeable in MS Office

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**Affiliations**

2012 – Present

Institute of Integrated Electrical Engineers of the Philippines

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**Seminars and Trainings Attended**

April 2017	Building Construction and Safety Course
January 2016	Elevator Rescue Operation (Jardine Schindler)
June 2015	Facilities Management System
May 2014	Basic CCTV Operations
January 2014	Gondola Operator's Training

February 2013	First Aid Seminar
February 2013	Fire and Earthquake Seminar
August 2013	Power Quality Management Forum
August 2013	Basic Elevator Rescue Operation (Mitsubishi)
August 2011	Basic Substation Design
August 2011	Lightning Protection and Grounding
September 2011	Renewable Energy

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## Personal Background

Electrical Engineer. Four-year working experience in Singapore as Project Engineer, Assistant Project Manager, and Zone Supervisor (Facilities Management). Spent the first four (4) years of my career in the Philippines as Building Engineer and handled residential condominiums. Very much able to manage a building's operation and lead and guide all the teams. Possesses good leadership and people management skills. Can work independently and manage priorities and tasks. Great in building good relationship with the clients. Very optimistic and looking forward to learning new skills that will be acquired from your prestigious company.

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## References

Engr. Dante Cerrer Jr.  
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