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WORK EXPERIENCE

Cruz Marcelo & Tenefrancia

9th Floor One Orion
Bonifacio Global City, Taguig

Building Administrator

06 April 2015 to 15 February 2022

General Function:

Responsible for all aspects of operations in the office and the four major responsibilities of property management such as administration and facility management; technical services and maintenance; security and safety; and janitorial and housekeeping.

Duties and Responsibilities:

Administration

- Responsible for the supervision of housekeeping personnel assigned in the office including those from other subcontracted services such as, but not limited to, Housekeeping and Security.
- Attended to and supervised general maintenance requirements, security and safety control, and cleanliness of the office.
- Acted on and responded to complaints and inquiries expeditiously.
- Submitted weekly administration report, to the firm partner.
- Recommended programs and/or action plan to maintain and improve all facilities and services in the office.
- Prepared agenda and minutes of the meeting for the regular meetings.
- Implemented policies and programs as promulgated by the firm's partners.
- Prepared correspondences, memoranda, and the like for the information of firm, and/or employees.
- Prepared and submitted maintenance operational and capital expense budget proposal.

Facility Management

- Regularly coordinated with the Building Property Manager in relation to the leased property:
 - Facilitated requirements of parking, gate pass and work permits.
 - Attended on minor repairs on office equipment/facilities.
 - Facilitated major repair of equipment/facilities thru accredited contractors.
 - Monitored contractor schedule on maintenance of office equipment.

Technical

- Monitored and supervised the daily maintenance, inspection, monitoring, and operation of the common area including all aircon equipment in the office to ensure uninterrupted service to employees.
- Strictly implemented the preventive maintenance schedule to preclude unnecessary breakdowns, unscheduled repairs and/or replacement.
- Strictly enforced security and safety procedures including, but not limited to, Fire alarm and Detection system, Emergency preparedness program, earthquake drills, fire drills, and other safety protocols such as in a pandemic.
- Submitted technical maintenance report requiring repair or replacement due to equipment or machine breakdown detailing:
 - a.) Nature of repair/replacement supported by illustration or lay-out
 - b.) Cost estimate supported by canvass sheets or bids from accredited contractors or suppliers.
 - c.) Scope of work and project duration/completion.
 - d.) Justification and/or recommendation
 - e.) Source of budget
- Prioritized technical work to be done in accordance to safety, time duration, and budget.
- All other duties as may deem necessary from time to time.

Pro-Excel Property Managers, Inc.

5th Floor, Vector One Building
Filinvest City, Alabang, Muntinlupa City

Property Manager

July 1, 2013 to April 5, 2015

Project Handled:

The Linear Makati

Yakal corner Mayapis and Malugay Street
Bgy. San Antonio, Makati City

General Function:

Responsible for all aspects of operations in the project assignment, The Linear Makati and the four major responsibilities of property management such as administration and facility management; technical services and maintenance; security and safety; and janitorial and housekeeping.

Duties and Responsibilities:

Administration

- Regularly coordinated with the following organizations, agencies, and/or offices in relation to the assigned property:
 - Property Owner
 - Asset Services - Property Management, Pro Excel
 - Unit owners, tenants, and/or occupants of the assigned property
 - On-site Property Operations personnel
 - Government agencies such as:
 - City/Municipal Hall
 - Barangay Office
 - Metro Manila Development Authority (MMDA)

- Laguna Lake Development Authority (LLDA)
- Department of Environment and Natural Resources (DENR)
- Location Administration, Filinvest Alabang, Inc. (FAI),
- Bureau of Internal Revenue
- City/Municipal Fire Department
- Manila Electric Company
- Other parties/contractors
 - External auditors
 - Housekeeping agency
 - Security agency
 - Various contractors and suppliers
- Supervised all third party contractors' personnel assigned in the specific property including those from other subcontracted services such as, but not limited to, Housekeeping and Security.
- Attended to and supervised general maintenance requirements, security and safety control, and cleanliness of the assigned property.
- Acted on and responded to client's complaints and inquiries expeditiously.
- Submitted weekly accomplishment/progress report, and monthly management report to the client, unless otherwise required on exceptional cases, as duly approved by direct superior or division head.
- Ensured and kept ensured on behalf of the client, the assigned property against loss or damage by fire and other risks or perils as deemed necessary and as approved by the Owner.
- Recommended programs and/or action plan to maintain and improve all facilities and services in the assigned property.
- Conduct regular evaluations and/or clearances of third party contractors' personnel in accordance with the Company's standard procedure.
- Prepared agenda and minutes of the meeting for the regular meetings.
- Implemented policies and programs as promulgated by the Owner.
- Prepared correspondences, circulars, memoranda, and the like for the information of Owner, tenants, and/or occupants.

Facility Management

- Regularly coordinated with the Filinvest in relation to the assigned property:
 - Officers of Insular Offices/Departments.
 - Facilitated requirements of Auditorium and Seminar Room Events.
 - Attended to minor repairs on office equipment/facilities.
 - Facilitated major repair of equipment/facilities thru accredited contractors.
 - Coordinated with other IL branches on office activities, maintenance and other requirements.
 - Monitored contractor schedule on maintenance of office equipment.
 - Ensured adherence to service level agreement on critical IL offices i.e ISD, TSD, etc.

Technical

- Supervised and monitored daily maintenance, inspection, monitoring, and operation of the common area including all machineries and equipment in the assigned property to ensure uninterrupted service to owner and tenants.
- Strictly implemented the preventive maintenance schedule to preclude unnecessary breakdowns, unscheduled repairs and/or replacement.
- Strictly enforced security and safety procedures including, but not limited to, Fire alarm and Detection system, Emergency preparedness program, earthquake drills, fire drills, and bomb detection.

- Supervised and monitored the submission of technical maintenance report requiring repair or replacement due to equipment or machine breakdown detailing:
 - a.) Nature of repair/replacement supported by illustration or lay-out
 - b.) Cost estimate supported by canvass sheets or bids from accredited contractors or suppliers.
 - c.) Scope of work and project duration/completion.
 - d.) Justification and/or recommendation
 - e.) Source of budget
- Prioritized technical work to be done in accordance to safety, time duration, and budget.
- All other duties as may deem necessary from time to time.

Century Properties Management, Inc.

6th Floor, Pacific Star Building
Gil Puyat Avenue, Makati City

FACILITIES MANAGER

October 8, 2012 – June 30, 2013

Facilities Handled:

Globe Data Center – MK2

2275 Chino Roces Avenue Extension
Barangay Magallanes, Makati City

General Function:

Responsible for all aspects of operations in the project assignment, Globe Telecoms and the three major responsibilities of facilities management such as administration and facility management; technical services and maintenance; and janitorial and housekeeping.

Duties and Responsibilities:

Administration

- Regularly coordinated with the following organizations, agencies, and/or offices in relation to the assigned property:
 - Globe Telecoms
 - Asset Services - Property Management, Century Properties Management, Inc.
 - On-site IT Globe personnel
 - Government agencies such as:
 - 1.) City/Municipal Hall
 - 2.) Barangay Office
 - 3.) Department of Environment and Natural Resources (DENR)
 - 4.) Location Administration, Filinvest Alabang, Inc. (FAI),
 - 5.) City/Municipal Fire Department
 - 6.) Manila Electric Company
 - Other parties/contractors

- 1.) External auditors
 - 2.) Housekeeping agency
 - 3.) Security agency
 - 4.) Various contractors and suppliers
- Supervised all CPMI personnel assigned in the specific property including those from other subcontracted services such as, but not limited to, Housekeeping and Security.
 - Attended to and supervised general maintenance requirements, security and safety control, and cleanliness of the assigned property.
 - Acted on and responded to client's complaints and inquiries expeditiously.
 - Submitted weekly accomplishment/progress report, and monthly management report to the client, unless otherwise required on exceptional cases, as duly approved by direct superior or division head.
 - Ensured on behalf of the client, the assigned property against loss or damage by fire and other risks or perils as deemed necessary and as approved by the Owner.
 - Recommended programs and/or action plan to maintain and improve all facilities and services in the assigned property.
 - Conducted regular evaluations and/or clearances of CPMI assigned personnel in accordance with the Company's standard procedure.
 - Prepared agenda and minutes of the meeting for the regular meetings.
 - Implemented policies and programs as promulgated by the Owner.
 - Prepared correspondences, circulars, memoranda, and the like for the information of Owner, tenants, and/or occupants.

Facility Management

- Regularly coordinated with the Globe officers in relation to the assigned facilities:
 - Attend to minor repairs on office equipment/facilities.
 - Facilitate major repair of equipment/facilities thru accredited contractors.
 - Monitor contractor schedule on maintenance of office equipment.
 - Attend regular and other tool box meetings.

Technical

- Supervised and monitored the daily maintenance, inspection, monitoring, and operation of the Data Center including all machineries and equipment to ensure uninterrupted service to clients.
- Strictly implemented the preventive maintenance schedule to preclude unnecessary breakdowns, unscheduled repairs and/or replacement.
- Strictly enforced security and safety procedures including, but not limited to, Fire alarm and Detection system, Emergency preparedness program, earthquake drills and fire drills.
- Submitted technical maintenance report requiring repair or replacement due to equipment or machine breakdown detailing:
 - a.) Nature of repair/replacement supported by illustration or lay-out
 - b.) Cost estimate supported by canvass sheets or bids from accredited contractors or suppliers.
 - c.) Scope of work and project duration/completion.
 - d.) Justification and/or recommendation
 - e.) Source of budget
- Prioritized technical work to be done in accordance to safety, time duration, and budget.
- All other duties as may deem necessary from time to time.

CB Richard Ellis

10th Floor Ayala Tower One,
Ayala Triangle, Ayala Avenue
Makati City, 1226 Philippines

SENIOR PROPERTY MANAGER

June 27, 2011 – August 15, 2012

Projects Handled:**Insular Life Corporate Centre ILCC**

Insular Drive, Filinvest Corporate City
Alabang, Muntinlupa City

General Function:

Responsible for all aspects of operations in the project assignment, ILCC and the four major responsibilities of property management such as administration and facility management; technical services and maintenance; security and safety; and janitorial and housekeeping.

Duties and Responsibilities:**Administration**

- Regularly coordinated with the following organizations, agencies, and/or offices in relation to the assigned property:
 - Property Owner
 - Asset Services - Property Management, CBRE
 - Unit owners, tenants, and/or occupants of the assigned property
 - On-site Property Operations personnel
 - Government agencies such as:
 - 1.) City/Municipal Hall
 - 2.) Barangay Office
 - 3.) Metro Manila Development Authority (MMDA)
 - 4.) Laguna Lake Development Authority (LLDA)
 - 5.) Department of Environment and Natural Resources (DENR)
 - 6.) Location Administration, Filinvest Alabang, Inc. (FAI),
 - 7.) Bureau of Internal Revenue
 - 8.) City/Municipal Fire Department
 - 9.) Manila Electric Company
 - Other parties/contractors
 - 1.) External auditors
 - 2.) Housekeeping agency
 - 3.) Security agency
 - 4.) Various contractors and suppliers
- Supervised all CBRE personnel assigned in the specific property including those from other subcontracted services such as, but not limited to, Housekeeping and Security.
- Attended and supervised general maintenance requirements, security and safety control, and cleanliness of the assigned property.
- Acted on and responded to client's complaints and inquiries expeditiously.
- Submitted weekly accomplishment/progress report, and monthly management report to the client, unless otherwise required on exceptional cases, as duly approved by direct superior or division head.

- Ensured, on behalf of the client, the assigned property against loss or damage by fire and other risks or perils as deemed necessary and as approved by the Owner.
- Recommended programs and/or action plan to maintain and improve all facilities and services in the assigned property.
- Conducted regular evaluations and/or clearances of CBRE assigned personnel in accordance with the Company's standard procedure.
- Prepared agenda and minutes of the meeting for the regular meetings.
- Implemented policies and programs as promulgated by the Owner.
- Prepared correspondences, circulars, memoranda, and the like for the information of Owner, tenants, and/or occupants.

Facility Management

- Regularly coordinated with the IL offices in relation to the assigned property:
 - Officers of Insular Offices/Departments.
 - Facilitated requirements of Auditorium and Seminar Room Events.
 - Attend to minor repairs on office equipment/facilities.
 - Facilitated major repair of equipment/facilities thru accredited contractors.
 - Coordinated with other IL branches on office activities, maintenance and other requirements.
 - Monitored contractor schedule on maintenance of office equipment.
 - Ensured Adherence to service level agreement on critical IL offices i.e aISD, TSD, etc.

Technical

- Supervised and monitored the daily maintenance, inspection, monitoring, and operation of the common area including all machineries and equipment in the assigned property to ensure uninterrupted service to owner and tenants.
- Strictly implemented the preventive maintenance schedule to preclude unnecessary breakdowns, unscheduled repairs and/or replacement.
- Strictly enforced security and safety procedures including, but not limited to, Fire alarm and Detection system, Emergency preparedness program, earthquake drills, fire drills, and bomb detection.
- Submitted technical maintenance report requiring repair or replacement due to equipment or machine breakdown detailing:
 - a.) Nature of repair/replacement supported by illustration or lay-out
 - b.) Cost estimate supported by canvass sheets or bids from accredited contractors or suppliers.
 - c.) Scope of work and project duration/completion.
 - d.) Justification and/or recommendation
 - e.) Source of budget
- Prioritized technical work to be done in accordance to safety, time duration, and budget.
- All other duties as may deem necessary from time to time.

Security

- Studied, evaluated, and analyzed security requirement to ensure safety and orderliness of the building.
- Submitted to the Owner, duly noted by direct superior, the recommendation on security programs to promote upkeep and emergency preparedness of all unit owners, tenants, staff, and visitors.
- Reviewed the Security scope of work
 - a.) Periodic operational requirement (i.e. daily, weekly, monthly, semi-annually, annually)
 - b.) Operating budget

- As promulgated by the Owner, collate, reviewed proposals for security services from reputable companies.
- Monitored day-to-day performance of security service personnel.

Housekeeping

- Studied, evaluated, and analyzed housekeeping requirements to ensure cleanliness, maintenance, and sanitation of Insular Life Offices and common area premises of ILCC such as, but not limited to:
 - a.) Main lobby and entrance ways
 - b.) Hallways, passageways, and stairways
 - c.) Waiting areas
 - d.) Comfort rooms
 - e.) Garbage collection and disposal
 - f.) Lighting fixtures
 - g.) Building grounds and landscape
 - h.) Horizontal and vertical surfaces
 - i.) Basement and parking area
 - j.) Insular Life offices
- Submitted to the Owner, duly noted by direct superior, the recommendation on housekeeping requirement detailing:
 - a.) Scope of work
 - b.) Periodic operational requirement (i.e. daily, weekly, monthly, semi-annually, annually)
 - c.) Operating budget
 - d.) Fixed Term of Janitorial Services
 - e.) Comparative Analysis (preferred)
- As promulgated by the Owner, collate, reviewed proposals for security services from reputable companies.
- Monitored day-to-day performance of Housekeeping service personnel.

Other Contracted Services

- Monitored compliance of the contract of services by other service contractors:
 - Elevators/Escalator, Schindler
 - Pest control,
 - Garbage/waste disposal,
 - Chilled Water System/AHU & Cooling Tower Maintenance
 - Cooling Tower Water Treatment
 - Aircon Maintenance
 - Generator Maintenance
 - Mechanical Fire Pump Maintenance
 - FDAS Maintenance
 - Access, CCTV, Intercom Maintenance
 - PACU Maintenance
 - Stage Fly/Curtain Mechanism Maintenance
 - Sliding/Revolving Door Maintenance
 - Automatic Transfer Switch Maintenance
 - Synchronizing Panel Maintenance
 - FM 200 Vesda Maintenance
- Conducted inspection and render reports to ensure that standing policies instructions, rules and regulations of the company are implemented.

FPD Asia Property Services, Inc.

5th Floor Net One Center

26th Street corner 3rd Avenue, Crescent Park

West Bonifacio Global City, Taguig, Metro Manila

Taguig, Metro Manila

BUILDING MANAGER

March 2000 – February 2011

Projects Handled:

Jollibee Center, 2007 - 2011

Wack Wack Twin Towers , March – May 2006

Net One Center, December 2005 – January 2006

Plantersbank Building, April 2001 – October 2005

Kanlaon Tower II, March 2000 – March 2001

General Function:

Responsible for all aspects of operations in the project assignment and the four major responsibilities of property management such as administration and financial; technical services and maintenance; security and safety; and janitorial and housekeeping.

Duties and Responsibilities:**Administration**

- Regularly coordinated with the following organizations, agencies, and/or offices in relation to the assigned property:
 - Board of Trustees/Directors of the Property Association/Owner
 - Property Operations Division of FPD Asia Property Services, Inc.
 - Unit owners, tenants, and/or occupants of the assigned property
 - On-site Property Operations personnel
 - Government agencies such as:
 - 1.) City/Municipal Hall
 - 2.) Barangay Office
 - 3.) Metro Manila Development Authority (MMDA)
 - 4.) Laguna Lake Development Authority (LLDA)
 - 5.) Department of Environment and Natural Resources (DENR)
 - 6.) City Associations; Ortigas Center Association, Inc. (OCAI), Association of Building Managers of Ortigas Center, Inc. (ABMOCI)
 - 7.) Bureau of Internal Revenue
 - 8.) City/Municipal Fire Department
 - 9.) Manila Electric Company
 - 10.) Manila Water Corporation
 - Other parties/contractors
 - 1.) Legal counsel
 - 2.) External auditors
 - 3.) Housekeeping agency
 - 4.) Security agency
 - 5.) Various contractors and suppliers
- Responsible for the supervision of all FPD Asia Property Services, Inc. personnel assigned in the specific property including those from other subcontracted services such as, but not limited to, Housekeeping and Security.
- Attended to and supervised general maintenance requirements, security and safety control, and cleanliness of the assigned property.

- Acted on and responded to client's complaints and inquiries expeditiously.
- Submits weekly accomplishment/progress report, and monthly management report to the client, unless otherwise required on exceptional cases, as duly approved by direct superior or division head.
- Ensured on behalf of the client, the assigned property against loss or damage by fire and other risks or perils as deemed necessary and as approved by the Association.
- Recommended programs and/or action plan to maintain and improve all facilities and services in the assigned property.
- Conducted regular evaluations and/or clearances of FPD Asia Property Services assigned personnel in accordance with the Company's standard procedure.
- Prepared agenda and minutes of the meeting for the regular Board of Director meetings and General Membership meetings.
- Implemented policies and programs as promulgated by the Board of Directors.
- Prepared correspondences, circulars, memoranda, and the like for the information of Unit owners, tenants, and/or occupants.

Project based accomplishments: (Jollibee Center)

- Established and implemented the Service Level Agreement
- Aligned the SLA with that of Jollibee Worldwide Services' SLA
- Aligned SLA reporting for housekeeping, engineering and security department
- Established a Performance Management System appraisal
- Established a Contingency Plan on Disease Outbreak due to A(H1N1)
- Established a Lamp Waste Management Program (Hazardous waste)

Finance

- Reviewed and evaluated Monthly and Annual Financial Statements report as prepared by the Project Accountant for inclusion in the regular monthly Management report and Annual budget.
- Properly handled, safeguards, and monitors use of client's funds and assets with the goal of incurring savings.
- Prepared annual budget, operating expense, capital expenditure, and special assessment, for the assigned property subject for approval of the client.
- Monitored daily collection report against deposit or cash position.
- Reviewed and certified that all entries with association's accounting records are true and correct.
- Strictly implemented distribution of monthly statement of account.
- Strictly implemented the collection policy to ensure that all unit owners, tenants, and/or occupants meet their financial obligations on time.
- Reviewed and processed payment for government dues or assessments for, but not limited to, Business Permits & Licenses, Real Property Taxes, and other taxes.
- Submitted daily and monthly cash flow statement detailing collections and disbursements.
- Recommended revenue generating or cost reduction programs or activities.

Technical

- Responsible for the daily maintenance, inspection, monitoring, and operation of the common area including all machineries and equipment in the assigned property to ensure uninterrupted service to Unit owners and tenants.
- Strictly implemented the preventive maintenance schedule to preclude unnecessary breakdowns, unscheduled repairs and/or replacement.
- Strictly enforced security and safety procedures including, but not limited to, Fire alarm and Detection system, Emergency preparedness program, earthquake drills, fire drills, and bomb detection.
- Responsible for submitting technical maintenance report requiring repair or replacement due to equipment or machine breakdown detailing:
 - a.) Nature of repair/replacement supported by illustration or lay-out
 - b.) Cost estimate supported by canvass sheets or bids from accredited contractors or suppliers.
 - c.) Scope of work and project duration/completion.
 - d.) Justification and/or recommendation
 - e.) Source of budget
- Prioritized technical work to be done in accordance to safety, time duration, and budget.
- All other duties as may deemed necessary from time to time.

Security

- Studied, evaluated, and analyzed security requirement to ensure safety and orderliness of the building.
- Submitted to the Association's Board of Directors, duly noted by direct superior, the recommendation on security programs to promote upkeep and emergency preparedness of all unit owners, tenants, staff, and visitors.
- Reviewed the Security scope of work
 - c.) Periodic operational requirement (i.e. daily, weekly, monthly, semi-annually, annually)
 - d.) Operating budget
- As promulgated by the association's Board of Director, collate, reviewed proposals for security services from reputable companies.
- Monitored day-to-day performance of security service personnel.

Housekeeping

- Studied, evaluated, and analyzed housekeeping requirement to ensure cleanliness, maintenance, and sanitation of common area premises of the assigned property such as, but not limited to:
 - k.) Main lobby and entrance ways
 - l.) Hallways, passageways, and stairways
 - m.) Waiting areas
 - n.) Comfort rooms
 - o.) Garbage collection and disposal
 - p.) Lighting fixtures
 - q.) Building grounds and landscape
 - r.) Horizontal and vertical surfaces
 - s.) Basement and parking area
- Submitted to the Association's Board of Directors, duly noted by direct superior, the recommendation on housekeeping requirement detailing:
 - f.) Scope of work
 - g.) Periodic operational requirement (i.e. daily, weekly, monthly, semi-annually, annually)
 - h.) Operating budget
 - i.) Fixed Term of Janitorial Services
 - j.) Comparative Analysis (preferred)

- As promulgated by the Association's Board of Director, collate, reviews proposals for security services from reputable companies.
- Monitored day-to-day performance of Security service personnel.

Other Contracted Services

- Monitored compliance of the contract of services by other service contractors, i.e. escalators maintenance, pest control, garbage/waste disposal, comfort room sanitation and the like.
- Conducted inspection and render reports to ensure that standing policies instructions, rules and regulations of the company are implemented.

BUILDING ENGINEER

May 2, 1997 – March 14, 2000

FPD Property Management, Inc. / FPDAsia Property Services, Inc.

Project handled:

P.D.C.P. Bank Building (1stEbank Building)

Duties and Responsibilities:

- Reported directly to the Building Manager.
- Supervised the building facilities in coordination with the technical group of the building owner with regards to the following:
 - a. Monitoring and controlling the operation of the building facilities.
 - b. Implementing the regular operations and maintenance with the engineering group including security and janitorial concerns.
 - c. Ensuring the failure-free operation of all building electro-mechanical system.
 - d. Design and implementation of operation and maintenance procedures and systems.
 - e. Administration of billings to building tenants.
 - f. Maintaining harmonious relationship and attending to the concerns of the building tenants.
- Handled the project management of the fit-out works of the incoming tenants with such functions as:
 - a. Setting specifications and guidelines.
 - b. Construction management of the fit-out works, including assurance of compliance with building rules and regulations.
- Prepared direct/indirect costing, pricing, variable cost analysis for specific functions and activities.
- Managed the fit-out works of new tenants.
- Handled and culminated the punch listing and turnover of pending works.

TECHNICAL SUPERVISOR

December 2, 1996 - May 1, 1997

General Function:

- Responsible for the efficient performance and preventive maintenance of all the equipment under contracts by FPD Technical Services Department.
- Responsible for the inspection of all facilities and equipment on all FPD Managed Building and see to it that all the equipment and facilities maintained properly.

Duties and Responsibilities:

- Responsible for the repair and maintenance of contracted maintenance project.
- Kept the Technical Manager informed of what is going on within the Department.
- Supervised and monitored all technicians in the performance of their duties and responsibilities.
- Ensured that proper Preventive Maintenance are being carried out according to prepare schedule.
- Checked all reports submitted by all technicians.
- Made routine inspection on all the buildings and its facilities to ensure that repair and maintenance are done properly.
- Monitored all spare parts needed for the repair of the equipment that are out of order.
- Prepared Monthly Report on Preventive Maintenance and other activities within the month.
- Responsible for the scheduling and supervision of Emergency Team based at Rufino Pacific Tower.
- Performed all other duties that may be assigned from time to time by your superior.

MJH REFRIGERATION AND AIRCONDITIONING INDUSTRIES, INC.***Project Engineer***

May 1993 – 1996

GENERAL TEXTILE MILLS, INC.***Technical Staff Engineer***

July 1992 – January 1993

SERVICE FACTORS, INC.***Cadet Engineer***

December 1990 – January 1991

TEMPUS GENERAL SERVICES***Quality Controller***

March 1989 – May 1989

EDUCATIONAL ATTAINMENT

College:

University of the East

Bachelor of Science in Mechanical Engineering

Credentials:

- Mechanical Engineer
PRC License no. 0042235
- Comprehensive Computer-Aided Drafting and Design
(AutoCAD for Professional)
Crescent Technologies Institute, Inc.
Sampaloc, Manila
- Pollution Control Officer, 2011
DENR-EMB
- Pollution Control Officer
DENR-LLDA

- French Language
Module 10
Alliance Française de Manille
Reposo st. Makati

Membership/Affiliations:

- Philippine Society of Mechanical Engineers – Manila Host
 - Regular Member, 1990 - 2022
- ABMOCI, Association of Building Managers of Ortigas Center, Inc.
 - Board of Director, 2010
 - Vice Chairman, 2010 Sports Committee

Seminars and Trainings:

- Businessmaker Academy, 2017
 - Facility Management for Building Administrators
 - Office Inventory Management
 - Office Logistic, Transport & Travel
 - Fundamentals of Professional Office Administration
- PSME Annual Convention Seminars and Trainings, 2015 - 2021
- Continuing Environmental Education Seminar – LLDA 2009
- Professional Development Course – Philippine Society of Mechanical Engineers, Manila Host Chapter
- Manager's Development Program Seminar
Conducted by Guthrie-Jensen
- Department of Environment and Natural Resources
 - Accreditation Seminar for Pollution Control Officer
- Laguna Lake Development Authority LLDA
 - Accreditation Seminar of the LLDA, January 17 – 19, 2007
 - LLDA Continuing Education Program 2008, January 8, 2008
 - LLDA Continuing Education Program 2009, February 3, 2009
- City Environment and Natural Resources Office – Pasig City
 - "GREENING OF BUSINESS AND INDUSTRY IN PASIG CITY: 7th Industrial and commercial Environment Congress". June 14, 2007
 - Waste Management, and Disposal, Environment Accounting and Management, Risk Assessment and Emergency Preparedness Plan and other relevant topics.

PERSONAL DATA

Address 1 : Lot18, Group 7, Zone 13, Sta. Maria Street, Pembo, Makati City

Address 2 : 157 S. Rivera St. Bgy. 163 Zone 14 Sta. Quiteria, Caloocan City

Civil Status : Married

Birth date : 27 April 1967

Nationality : Filipino

Character references: Available upon request.