

CAREER HANDBOOK 2015

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UP CAPES

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MESSAGE FROM THE **UP CAPES PRESIDENT**

To my fellow graduating students,

It was a long, difficult road but we are almost at the end of it. I can still remember the start of the challenging but amazing journey that was our college life. As we once entered full of fear, doubt, and anxiety, we are about to leave full of strength, hope, and memories we'll never forget. Who would have thought we'd get here?

When we tell the story of how we managed to make it, we will really tell the story of who kept us going- our friends with whom we shared the struggle of every day, our family that supported us even in the greatest of hardships, and our professors and mentors who pushed us to become better than we ever thought we could be. Everything we achieved in UP we achieved because of them.

Graduating from our college isn't easy; I believe that we are among the smartest and most capable people in the country for doing so. However, we must always remember that graduating from UP comes not only with great honor, but also great responsibility. As Philippine Engineers, may the college's motto of "Knowledge, Progress, and Service" guide us in building not only a successful career, but also a prosperous nation.

Sincerely,



Gabrielle Angela Santos

MESSAGE FROM THE **CAREER HANDBOOK TEAM**

Dear engineering students,

The long, arduous journey that is your college life is approaching its final stop. In only a few months, you will see the result of all those stressful days and long nights on the road. You are finally going to graduate!

Soon, after reaching this destination, you will set out for the next one: the career of your dreams. This journey will take you to places you've never been, to new people and challenges that will push you to become better than ever before. Though it will not always be simple or easy, we can help you take those first steps into this brave new world.

Let this handbook serve as your guide in this exciting new stage of your life. May it help you navigate the professional world with the tips and information contained within. It is our hope that through this handbook, you can build the career you've always wanted, all the while making your university and your country proud.

Know yourself and open your mind to new possibilities. Don't be afraid to try new things and to take some risks. All of your lessons and experiences so far have made you ready for this next step.

We wish you all the best!

2015 Career Handbook Team

PART I:
**KNOWING YOUR
DESTINATION**

MAXIMIZE YOUR INTERNSHIP

Internships are programs offered by organizations that provide real work experience in a particular career field. Internships are an excellent way to expose yourself to a career field you are interested in, to gain valuable work experience and much-needed credentials for employment, and to start building connections that are important in developing and maintaining a strong professional network.

It is not enough to simply get an internship; you should make the most of it. Here's a list of tips that can make your internship worthwhile, as written by Alison Green in her article "10 Tips to Get the Most of Your Internship".

1. KNOW WHAT TO EXPECT.

As an intern, you probably won't be doing glamorous, substantive work, but in exchange, you'll get exposure to the field and experience for your resume.

2. GAIN TRUST EARLY ON.

When you come in as an intern, you'll have to prove yourself in the work world. To show that you pay attention to detail, follow instructions. Care about quality; do a great job even when you're handed boring tasks. Eventually, someone may let you try something more interesting.

3. PAY ATTENTION TO THE CULTURE.

Observe how others act and mirror that. If employees modulate their voices when others are on the phone, modulate yours. If they're compulsively on time for meetings, you should always be on time, too. These details may sound trivial, but they'll help you stand out compared to other interns.

4. FOCUS.

Don't use social networking sites (unless it's part of your job) or text with friends throughout the workday. You may be confident that it doesn't affect your work, but experienced managers may feel confident that it does. And especially this early on, your manager's opinion matters.

5. TAKE YOUR WORK SERIOUSLY.

In school, if you made a mistake on a test or paper, it only affected you. In many jobs, mistakes are much more serious. If you do make a mistake, make sure you handle it correctly. Don't try to cover it up or make excuses. Own up and fix it. Then tell your boss it won't happen again—and make sure it doesn't.

6. ASK FOR FEEDBACK.

Every so often, ask your boss how you're doing. What could you do differently? What could you do better? Are you meeting the goals of the organization? What about goals your boss has for you as an individual? Make it easy for him/her to give you input that will help you grow. And once you have that feedback, use it.

7. LEARN FROM YOUR CO-WORKERS.

Ask them about their own careers. How did they get into the field? What do they like about it? What do they find challenging? What advice do they have for you? Most people love to talk about themselves and will be flattered that you're asking about their experiences. Best of all, it's likely to make them want to help you.

8. DRESS APPROPRIATELY.

There's no intern exception in the dress code, and yet interns sometimes go to work wearing flip-flops, ultra-low-rise jeans, visible bra straps, and worse. If you look like you're dressing for a class rather than a job, you're signaling that you don't take your job seriously. Dress for the part you want to play.

9. ASK FOR ADVICE.

Talk to co-workers about your career plans, and let them know you're open to advice, both now and in the future. They can be helpful by sharing job leads, recommending you for a job, and suggesting various career choices. Most people are happy to help, but they might not offer if you don't ask.

10. SAY "THANK YOU."

Talk to your manager about what you're getting out of your internship, and thank him/her for giving you the opportunity to work there. We all love hearing the occasional expression of appreciation, so don't be shy about offering it. A simple expression of gratitude may even put you ahead of the pack.

ASSESSING YOURSELF

The first step to building a successful and meaningful career is an examination of one's self. When you consider your skills, preferences, and priorities, the process of choosing what you want to do for a living can become very overwhelming. The following questions can guide you towards choosing a career that suits your interests, accommodates your needs, and unlocks your full potential.

WHAT ARE YOUR KEY ABILITIES AND STRENGTHS?

Identifying the things you do best can give you a good grasp of the goals you should be setting for yourself. It allows you to determine the jobs you are most likely inclined towards, while showing you what areas you need to improve on.

WHAT ACTIVITIES GIVE YOU A SENSE OF FULFILMENT, ACCOMPLISHMENT, OR PRIDE?

A common misconception about career building is that business and pleasure don't mix. On the contrary, aligning your career choices to your passions is the key to satisfaction in the workplace. List down activities, mental or physical, that you find stimulating and gratifying, and those you have been successful at.

WHAT VALUES DO YOU LOOK FOR IN WORK?

How far is the office from your house? Does it pay well? A career is not only a job, but also a lifestyle. Building your career around these real world issues and considerations will lead to more satisfaction in your work.

WHAT ARE YOUR CORE PERSONALITY TRAITS?

A familiarity with your personality can help you better understand the personalities of others and your unique working style. Recognizing your personal approach to tasks and people equips you with essential knowledge that you can use in finding the right career path.

EXPLORING YOUR OPTIONS

Now that you've organized your personal information, it's time to sort the different opportunities. There are other options besides corporate jobs, like entrepreneurship, teaching and higher studies that all may provide unique experiences. You may already have a career path in mind, but other options are also worth looking into. Sometimes, stepping out of your comfort zone helps you discover your real strengths and capabilities. In any case, it's best to match your priorities and qualifications and choose the path that suits you perfectly. You may even decide to engage in two different paths, like taking part-time graduate studies and working in a corporate job. To help you evaluate which to take, here are some of each path's advantages and disadvantages.

	PROS	CONS
CORPORATE	Structured training and mentoring Higher compensation	Rigid schedules and work environment
GOVERNMENT	Contribution to the country Opportunity to promote national change Special benefits provided	Lower compensation Rigid schedules
VOLUNTEER	Chance to impart knowledge Opportunity for travel Flexible schedule	Minimal compensation

	PROS	CONS
ENTREPRENEURIAL	Potential for big returns Flexible time	Risky and initially unstable Requires capital, networking and research
GRADUATE EDUCATION	Higher market value Research opportunities Continued learning	School expenses
TEACHING	Continued learning Academic networking Contribution to the country	Lower compensation Passion and patience required Work can extend beyond normal office hours
VACATION	More time for decision-making Opportunity for travel and cultivation of hobbies	No income No career advantage Consumes savings

There are quite a number of paths you can go into. Your career path may even be none of those provided above, but the important thing is that it must be something you're very PASSIONATE about. Right now, it might still be unclear where you're heading towards. Don't worry, that is perfectly normal. Just take time to think about the career that you really want to pursue, and you will surely find yourself treading that path.

THE JOB HUNT

In today's job market, it's not rare to submit applications for hundreds of positions. That involves lots of time, and lots to keep track of. You don't want to waste those precious hours by missing important application deadlines, confusing companies and positions, confusing interview times, or forgetting to follow up.

Accordingly, properly managing your time in your job search is just as important as identifying job opportunities and submitting your applications. Here are some of the examples on where to look for your dream jobs:

PUBLICATIONS

Most people typically start their job search by looking at help-wanted ads in the classified section of their local daily newspaper. However, there are other written publications such as magazines and pamphlets that can provide excellent leads too. These publications provide segments of classified ads that feature different kinds of job listings.

Not all companies can accommodate online applications, so make sure to check on publications as well because these might satisfy the criteria of the job that you are searching of.

WEB

Several service-oriented websites allow applicants to upload their resumes for online viewing. However, not all of these websites are authentic so make sure that they are accredited to avoid having problems in your job search. Privacy is also a concern when it comes to searching for jobs online. Employers have the right to use the information that they find online about potential employees, so verify first the information that you put on your resumes/profiles is proper.

REFERRALS

Never underestimate the power of a job referral, and certainly never underestimate your ability to get one through your connections. Hiring managers and HR recruiters know that through their networks, as well as their employee's networks, are one of the company's most valuable assets. As a result, recommendations from company employees are not taken lightly.

Asking for a referral is as much social as it is professional, depending on your relationship. Keeping in touch with people is a crucial building block when it comes to making contacts. Acquire a list of organized contacts and build a strong and professional connection with them, because in the future they might be able to help you land your dream job.

DOCUMENTATION

Make an organized catalogue that shows your activities. Organize all the important details about yourself to avoid confusion during your job hunt.

Your file should include the following:

- Company name/address/profile
- Contact person and contact information
- Copies of ads you've answered
- Deadlines for application
- Positions applied for and date applied
- Résumé, cover letter and other documents
- Dates of contact with employer
- Interview details
- Actions taken and results
- Follow-up activities
- Account name and password with job sites

JOB SEARCH ETHICS

Ethics is the moral principle that governs an individual's or a group's behavior. In the job search, it is important for you to find that it should transcend employees and companies. Your job search should not just be defined by your goal of finding a company or a job, but also by doing so with a good and right manner.

TRAITS OF ETHICAL EMPLOYERS

Knowing how to balance being financially-driven and being knowledgeable on morals is a craft in which an ethical employer succeeds. Striving to find these employers is striving to find contribution not only to your bank account but also to your whole being. There are many key elements for an ethical company but the following are focused on how the employees are affected, giving you a perspective of your possible work environment.

LEADERSHIP

A solid ethical culture at the top of the organization means leaders who are consistent in their ethical choices and practices. This will influence their subordinates--- the employees.

VALUES

A code of conduct can easily be created but living by it is the challenge. An ethical company would do this and more by guiding its employees and ensuring that its core value statement is followed.

INTERGRITY

Adhering to laws in different levels and demonstrating fair and open treatment is encompassed by the employer and greatly impacts the employees.

RESPECT

The employer demonstrates this respect by valuing the employees, their opinions and their individuality.

LOYALTY

A mutual beneficial relationship between the employers and the employees can be achieved by creating solid support system.

CONCERN

The employers treat their employees with importance and knows that it is their responsibility to do so.

ETHICAL JOB APPLICATION PRACTICES

Below are four simple tips on how to conduct yourself properly while venturing in the job hunt. Successfully doing these practices will improve not only your job search ethics but also impact your work ethics in the long run. Adjusting to these practices may take time, but remember what motivates you and what your final goal is: land the job!

SHOW UP

Respect the time allotted by the company for you. If cancelling is unavoidable, do so as early as possible. Under circumstances that you cannot cancel early, write a letter of apology to the person who was inconvenienced.

Value commitment. Committing to the job search means seeing it as your obligation and doing what is asked from you, such as being on the dot.

BE HONEST

Tell the truth. Follow-up questions may be asked and veering away from the truth will soon catch up to you. Telling the truth also means asking truthfully. Do not assume and do not be afraid to ask when you feel the need to do so. It is all about knowing the right questions and the right way of saying them.

Be tactful. Along with being honest, one must also know how to present facts appropriately and at the right time. Use your truthfulness and tactfulness to your advantage.

PURSUE ONLY IF INTERESTED

Be genuine. Again, not being true to your interest will catch up to you and will show in your performance. The impression you make in one company may spread to other companies since recruiters have a way of spreading word on negative experiences.

Practice is good but do not use official interviews for it. Use to your advantage mock interview opportunities (such as those provided by UP CAPES). Your 'practice' interview in one company may have been the winning interview for another student who genuinely wants the job.

WAIT EFFECTIVELY

Know how long to wait. Companies will often tell you that you will be contacted within a specified period of time. Trying to follow-up ahead of this period will make the impression that you are impatient.

Know when to assert yourself. Once the period has passed and you still have not been contacted, you may contact the company again but make sure to be polite. Tell that you were informed about being contacted within a period, you would like to inquire about your status, and that you would like to ask when you should expect the contact.

PART II:
PREPARING YOURSELF

WRITING THE COVER LETTER

A cover letter is a brief and concise letter that is capable of giving your employer an idea of who you are, why you are the best person for a particular job, and what skills you can contribute to the workplace.

Most job applications only require a résumé; however, cover letters are a way for you to persuade the employer to read the rest of your application. In addition, a well-written cover letter also helps you showcase your writing style and express your interest for a particular job in a more professional manner.

WRITING TIPS

- Limit the whole letter to a single page. Paragraphs should be brief and concise.
- Keep a warm and professional tone.
- Be enthusiastic and assertive; avoid being pushy or desperate.
- Use simple words and positive phrases.
- Avoid starting all sentences with “I”.

SAMPLE COVER LETTER

March 12, 2015

Address your cover letter to a specific person in the company. Make sure that all details are accurate

Ms. Alexandra Reyes
EPI Engineering Solutions
Seagate Tower
1226 Ayala Avenue
Makati City

Dear Ms. Reyes,

Introduce yourself and state the reason as to why you are writing. Explain how you came to learn about the available job

I am a 5th year Chemical Engineering student of the University of the Philippines – Diliman, and will be graduating Cum Laude this June. Last February, I was fortunate enough to attend a career fair where your company representative, Mr. Gabriel Cruz, informed us that EPI

opportunity. Keep this part of the letter concise, but compelling enough to keep the reader's attention.

Indicate at most three of your strongest and most relevant qualifications. Emphasize how these make you more qualified for the job by indicating your experiences.

Conclude your cover letter by restating your interest in the job offering and asking for an interview. Ask for an interview. State that you intend to follow up by contacting them.

Thank your addressee.

Indicate your contact details. Make sure that all details are correct.

Engineering Solutions is hiring fresh college graduates to work in its Process Control department. I believe that my strong academic foundation, relevant leadership skills and interests satisfy your hiring requirements, and I would like to be considered for the position of Process Control Engineer.

The following skills and experiences that I've been able to garner have helped me to prepare for this particular position:

- Last summer, I worked as a Process Control Engineering intern in Philippine Polypropylene, Inc.;
- Additionally, I also took 9 units of undergraduate electives specific to process control and even applied what I learned in my current thesis ;
- Finally, I have gained a lot of communication and leadership skills from my experience as a key officer in many student organizations.

Enclosed is a copy of my résumé. It contains other additional information regarding my other skills and experience relevant to attaining the position of Process Control Engineer. I would welcome the opportunity to discuss my application with you through an interview.

Thank you very much. I look forward to hearing from you in any time you deem convenient.

Sincerely,
Maya V. Bautista
301 Imperia Street
Villa Citadel Subdivision
Las Piñas City
0918 234 5678
mv.bautista@gmail.com

WRITING THE RÉSUMÉ

Your résumé is a way for you to present yourself to the company which you want to work for. It summarizes your career focus and all other aspects that you can contribute to the particular company through your skills, qualities, and experiences. Though employers don't use a résumé as their basis to make hiring decisions, a résumé gets you one step closer to being hired by getting you an interview.

A résumé is more than just a mere list of the things that you can do. With a single glance, an employer must be able to immediately determine whether you can be a potential employee of a particular company before he/she can proceed to interviewing you. It is therefore crucial that your résumé is written in a way that it would adapt your skills and experiences to the job that you are applying for.

There are many ways to write a resume, but a general résumé has the following parts:

1. PERSONAL CONTACT INFORMATION:

Résumés highlight professionalism.

Information such as your complete name, present and permanent address, landline and cell phone number, and email address should be indicated in your résumé.

Even though all résumés require you to indicate some personal details, these details must still be presented formally. Email addresses, for example, must be suitable for work and similar business transactions. Avoid indicating email addresses which are unprofessional or informal (eg. whenever_UneedMe@yahoo.com). Email addresses that presentably make use of your given and last name (eg. Javi_Ocampo@aol.com) are most appropriate. Other details such as marital status, gender, religion, political affiliation, and other similar information don't need to be indicated.

2. EDUCATION:

Stick to the significant and current details.

This part describes your educational background. Mention your current academic standing and highlight your highest academic achievements. But remember to keep this part brief. Strike a balance between detailed and short. Lessen the minor details to avoid hiding the major ones.

3. EXPERIENCE:

Follow the Problem-Action-Result formula.

This is the part of your résumé where details become a priority. To get into the details, consider asking yourself the following questions:

- What was your task?
- What is its purpose?
- Whom were you doing it for?
- How long did it take you to accomplish the task?
- How did you go about accomplishing your task? What was the end result?

This part of the résumé should zoom into the qualifications that you possess and how these qualities make you fit for the job. Make your reader realize this by quantifying your accomplishments. Also, keep in mind that in writing about your experiences, make sure that these experiences are relevant to the job that you are applying for.

You may also use the Problem-Action-Result Formula as a guide to writing this part of your résumé. Begin by indicating a problem that you were tasked to solve together. Next, describe in detail the way in which you were able to come up with a solution for the particular problem. Lastly, indicate the results of your implemented solution and back it up with quantifiable evidence.

4. SKILLS:

Honesty is the best policy.

List down all the relevant skills that you possess – language proficiency, programming, knowledge of the use of various computer applications, etc. Do not exaggerate or lie about your proficiency in any of these skills. It would not bode well for you if the reader of your résumé decides to have you elaborate or even demonstrate this exaggerated skill during the interview.

5. INTERESTS:

Make yourself memorable.

Contrary to popular belief, employers do not only look at a potential employee's academic accomplishments. Readily listing your interests outside the school or work helps your employer get to know who you are and will also be able to see if your personality can match well with those who are currently employed in a particular company. At the end of the day, a résumé is made memorable because of the interests that define you. Employers always look for aspects beyond academic and work achievements.

WRITING TIPS

- Keep things concise. Use more phrases and simple words.
- Indicate your highest achievements first.
- Custom-fit your resume to match the job that you are applying for.
- Refrain from using personal pronouns (eg. I, my)
- Use numbers. Support your achievements with quantifiable data if possible.
- Never skip a moment to do spelling and grammar checks.
- Keep your contact information up-to-date.
- Do not lie or exaggerate about anything.
- Format your résumé using a simple layout accompanied by a conservative font-type and size. Make sure that the sections of your résumé are clearly distinguished as well.

SAMPLE RÉSUMÉ

First Second M. Last

Room and Building, Street Address, Subdivision, Barangay Municipality/City ZIP
Permanent Address: Room and Building, Street Address, Subdivision, Barangay Municipality/City ZIP
+632 xxx xxxx (H); +639xx xxx xxxx (M) / username@domain.com

OBJECTIVE Your job objective should give your employer a clear idea of what kind of position you are after and what they can expect from you. Use strong words; indicate the field of practice or specific division in the company you would like. Be brief, but include special skills this position would need.

EDUCATIONAL ATTAINMENT

2006 to present **College of Engineering, University of the Philippines - Diliman**
Bachelor of Science in [degree] Engineering

- Academic/research oriented competition(s), honors standing, GWA
- Department-given award(s), extra-curricular awards
- Experience presenting in seminars/symposia

2002 to 2006 **Name of High School**

- Consistent Honors Student, etc.
- Leadership positions in varsity teams, social clubs or associations, etc

WORK EXPERIENCE

2008 to 2009 **Name of department/division and company interned in or worked for**

- If recruitment or employment was a competition, describe how you got the position.
- Describe a specific project or undertaking you took part in. Detail leadership roles you had to fill, if any. Describe scope of work
- Supporting details or other activities you did, learning you gained, training received over the course of the internship period

2007 to 2008 **Title of Major Project or Thesis**

- Describe the thesis/research and the bottom-line conclusion.
- Mention if you presented it outside of your thesis class/departments adviser group.
- Mention any further developments or implementation you have pursued for the paper after writing it

CO-CURRICULAR ACTIVITIES

School Organization 1

Position 1 (month 2009-present) – Details, scope of work and influence

Position 2 (month 2008-month 2009) – Details, scope of work, major projects/events

Outside Organization or Youth Group

Position 1 (month 2009-present) – Details, scope of work, impact to a social cause

Position 2 (month 2008-month 2009) – Details, scope of work, etc

OTHER DATA

Describe other skills or talents or things you are known for. Describe proficiency in software applications, communication skills, etc. Describe hobbies, other activities, things you do outside of academic work. Describe how you pass your time.

BUREAUCRATIC PROCEDURES

Before the interview or upon employment, most companies require certain documents from government agencies to verify your information. Familiarizing yourself with the procedures of acquiring these documents will help you avoid long lines and incur penalties for incorrect or incomplete requirements.

NBI CLEARANCE

Issued by National Bureau of Investigation (NBI), the NBI clearance is the official police clearance in the country. Companies often require it as valid identification, as it serves as proof that you do not have any civil obligations or criminal records. Recently, the NBI has used the NBI eClearance to optimize the application process. Described below are the steps to obtain an NBI clearance online.

Requirements:

- Application fee of Php 140.00 payable through bayad centers, online banking, over-the-counter banking or mobile payment
- Printed and signed NBI Clearance application with your reference number and QR code (if you are unable to print your application, you can copy the registration code and present it in the NBI Clearance office)
- Two (2) valid IDs (school ID, authenticated birth certificate, government issued IDs like voter's ID, driver's license and passport)

Office Nearest to UP Diliman:

Quezon City Hall, Makatarungan Street, Diliman, Quezon City

Process:

- 1.)** On the NBI eClearance application page (clearance.nbi.gov.ph), create a new account or log in using a previously registered account.
- 2.)** Fill up the application form with the appropriate information. After all fields are completely and properly filled-out, save and confirm your application and enter the details of your valid ID.
- 3.)** Schedule the date of your appointment at your preferred NBI branch, and select the purpose of your application, as well as the preferred mode of payment.
- 4.)** Pay the processing fee of Php 140.00 at the selected mode of payment, and make sure to pay using your reference number. After payment, check your email for payment confirmation or confirm your payment through the transaction page of the website.
- 5.)** Bring your printed and signed NBI clearance application to your preferred NBI branch on your scheduled appointment date to have your photo and biometrics taken.

SSS

The Social Security System (SSS) is a social insurance program that provides the citizens with meaningful protection in times of contingencies (e.g. events of illness and all your company leaves have been utilized, retirement and disability benefits, loans and privileges). These benefits are acquired upon satisfying the qualifying conditions and paying contributions.

Requirements:

- Two (2) accomplished copies of Form E-1 (https://www.sss.gov.ph/sss/DownloadContent?fileName=SSSForms_Personal_Record.pdf)
- Original/certified true copy and photocopy of any of the following: birth certificate, baptismal certificate and passport; or any two of the following: employer ID, GSIS member record, school/voter's ID and driver's license.

Office Nearest to UP Diliman:

SSS Building, East Avenue, Diliman Quezon City

Process:

- 1.)** Submit the completed E-1 forms and documents to the nearest SSS office.

COMMUNITY TAX CERTIFICATE (CTC)

The Community Tax Certificate (Residence Certificate of Cedula) is a legal identity document issued by the cities and municipalities of your residence and is usually used for documentation purposes.

Requirements:

- Valid ID
- Fee of Php 20.00 for unemployed applicants

Office Nearest to UP Diliman:

N/A. Issued by city halls or barangay offices.

Process:

- 1.)** 1. Proceed to your city hall or barangay and present a valid ID, as well as pay the Php 20.00 fee.
- 2.)** Fill out the form given to you with the appropriate details, and claim it after it is signed by the officer-in-charge.

PHILHEALTH

PhilHealth is a state health insurance agency that provides access to a package of services that include inpatient care, catastrophic coverage, ambulatory surgeries, deliveries, and outpatient treatment. The membership registration process has recently been simplified and can be done online. Described below is the online registration for PhilHealth membership.

Requirements:

- Valid ID (optional)

Office Nearest to UP Diliman:

N/A. Application is done online.

Process:

- 1.)** 1. Register online at <https://eregister.philhealth.gov.ph> and wait for the confirmation e-mail for further instructions in paying PhilHealth premiums. Make sure to remember your password and PhilHealth ID Number once issued.

TIN ID

A Tax Identification Number (TIN) is required by the Bureau of Internal Revenue (BIR) for any person who files tax statements. It serves as proper identification for tax purposes. Described below are the requirements and procedures for self-employed individuals, mixed-income individuals and individuals earning purely compensation income.

Requirements for self-employed and mixed-income individuals:

- Accomplished BIR Form 1901 (http://www.bir.gov.ph/images/bir_files/old_files/pdf/20361901pg1.pdf)
- NSO birth certificate
- Affidavit indicating the rates, manner of billings, and the factors considered in determining service fees (as specified in BIR Revenue Regulation 4-2014)
- Fee of Php 530.00

Requirements for individuals earning purely compensation income:

- Accomplished BIR Form 1902 (http://www.bir.gov.ph/images/bir_files/old_files/pdf/20511902.pdf)
- NSO birth certificate or passport of the applicant
- Valid company ID or Certificate of Employment

Office Nearest to UP Diliman:

N/A. Issued by RDOs with jurisdiction over place of employment.

Process for self-employed and mixed-income individuals:

- 1.)** Submit the accomplished BIR form 1901 and documentary requirements to the Revenue District Office (RDO) that has jurisdiction over the place of business.
- 2.)** Pay the annual registration fee of Php 500.00 at an authorized bank using BIR Form 0605 (payment form).
- 3.)** Pay the Php 15.00 Certification Fee and the Php 15.00 Documentary Stamp Tax.
- 4.)** Attend the required taxpayer's briefing to be conducted by the RDO.
- 5.)** Apply for Invoices/Receipts using BIR Form 1906 (Authority to Print form), and register book of accounts and have them stamped by the RDO.

Process for self-employed and mixed-income individuals:

- 1.)** Submit the accomplished BIR Form 1902 and documentary requirements to the Revenue District Office (RDO) that has jurisdiction over the place of business. Note that this must be filed within ten (10) days from the date of employment.

PART III:
TAKING THE RIDE

THE PROFESSIONAL IMAGE

You are what you wear, what you look and how you act. In an interview, first impressions may mean everything. Whether you like it or not, your appearance and behavior will be evaluated and judged even before you sit down and begin to speak.

ATTIRE

MEN

Just because you have less to organize than women, it doesn't mean you can take your attire for granted. Pay attention to small details as much as your interviewers will. Listed below are a few helpful tips.

SUIT

Conservative, matched two piece suit with 2 or 3 buttons
Choose dark colors—black, navy or charcoal
Purchase the best quality you can afford in 100% wool or a blend of more than 50% wool
Sleeve length should fall between your wrists and the top knuckle of your thumb

SHIRT

Long sleeved, no-frills dress shirt
Solid white or solid pastel colors
Always wear tucked in
Wear white undershirt

TIE

Should be coordinated with suit and shirt—no bow ties
Should end at the top of your belt
Choose good quality silk in a simple pattern or solid color—conservative tie clip or pin to keep it from flopping around

SHOES

Black leather lace-up shoes
Well-polished
Wear with dark calf-length dress socks
No skin should be visible when you sit down

WOMEN

While men can overlook the simple details on their attire, women can get overly creative with their appearances. Whether this is true for you or not, the tips we have prepared can aid you in looking your best for your interview.

SUIT

Dark, conservative suit

Skirt should end at the knee when standing, should cover your thighs when you are seated

Black, brown, navy or charcoal

Purchase the best quality you can afford in 100% wool or a blend of more than 50% wool

Sleeve length should fall between your wrists and the top knuckle of your thumb

Wear a slip if your skirt is unlined

BLOUSE

White or light-colored blouse, coordinated with suit color

High-quality cotton, silk, or microfiber material

Should not be low-cut or sheer

ACCESSORIES

Small and simple purse or business-like tote bag

Conservative jewelry—no more than one ring in each hand, no dangling bracelets or earrings

SHOES

Well-polished

1" to 1.5" heels

Use natural tone or sheer black hosiery that complements your suit, with no seams or runs

ETIQUETTE

ARRIVE EARLY

Applicants are always informed beforehand where and when his interview shall take place. If you are not familiar with the venue, research on it. Ask some friends how to go there; you may even try searching the internet for directions. Remember that the company is the one making time for you, not the other way around.

TURN OFF YOUR MOBILE

Make sure your mobile phones are switched off; if you've placed it in silent mode, make sure the vibrate setting is, likewise, off. Rather than toying with your phone, simply review your notes about the company or any literature they provide. Bear in mind that your interview begins from the moment you arrive at the venue. Waiting room behavior is often considered part of first impressions.

MAINTAIN GOOD EYE CONTACT

When you greet and interact with your interviewer, establish eye contact. While listening and responding well to all interview aspects indicates strong interest, eye contact still plays a key role in showing your honesty and sincerity. Convey enthusiasm and confidence through your eyes, and let the interviewer see how much you want to work for them. However, this does not mean that you need to stare at the interviewer the entire time.

SMILE AT THE RIGHT TIMES

Your facial expressions give people an idea of what you are feeling. Smiling at appropriate moments also conveys that you are feeling positive about what you are saying and/or hearing.

SOCIAL NETWORKING SITES

Among the many users of social networking sites are some employers. They use sites like Facebook, Twitter or LinkedIn to evaluate applicants before extending them any job-related offer. To avoid any missed opportunities, check your accounts for any content that could put off employers. Review photos you are tagged in and fix your privacy settings if necessary.

STEPS TO A GREAT INTERVIEW

Your potential employer has already seen your resume; now you are given the opportunity to convince the employer that you have the right skills and experience for the job, the enthusiasm to join and contribute to the company and the correct attitude towards work. It is the time to showcase your personality and prove that you are worthy to hire.

1. RESEARCH THE COMPANY.

Collect information about the company's background by visiting its website. Study the basic information about the company, for example, what they do and how they are doing in the industry. This information will give you edge over less-prepared applicants. Some preparations can help you answer confidently and effectively.

2. COMPARE YOUR SKILLS TO THE JOB QUALIFICATIONS.

The company may require certain skills and knowledge specific in a job position. It is important that you compare your skill to the job qualification. The company may ask questions or situations specific to the job that you are applying for. Knowing how your skills relate to the job qualifications could make it easier for you to answer common interview questions.

3. PRACTICE.

Practice answering common questions varying from resume-based questions to behavioural and case-type questions. Some interviewers follow certain type of questions but most use combinations of all types. Be familiar by repeatedly answering common interview questions, especially those that are related to the job you are applying for. For example, if you are applying for a managerial role, you might be asked how you handle and resolve conflicts between employees.

4. BE PUNCTUAL AND PREPARED.

Never keep an interviewer waiting for you. You must arrive at the interview location early than the scheduled time. Prepare all necessary materials days before the interview including exact location of the interview, documents needed, and the dress that you will use.

For the right clothes to wear and what to bring, you may refer to the checklist of the supplementary page

5. EXECUTE AND FOLLOW UP.

Being able to answer a wide variety of interview questions is important but nonverbal communication should not be taken for granted. It speaks volume and it could aid you in projecting confidence, optimism and a sincere interest in job. Stay calm and remind yourself of your skills, qualities and value.

On the other hand, when your interview comes to a close, be sure to ask queries to follow-up on the topics you would like additional information on. It is also acceptable to have a readied a list of questions based on your research before-hand. Keep in mind to cover information that was not discussed, elaborated or clarified. An effective follow-up also includes sending tailored thank-you letter within 24 hours after your interview.

THE INTERVIEW PROCESS

A job interview is an oral employment test that involves a dialogue between the applicant (or applicants) and an assigned individual (or panel) from the company. The interview is generally structured with a series of questions which aim to determine one's eligibility for the position. It is a critical part of the employment process.

Your performance during an interview will mostly determine if you will get the job. Here, you will make your first real impression on your potential employers. It is also an opportunity to assess if the position and the organization you wish to apply for fits you well.

INTERVIEW APPROACHES

TRADITIONAL

This is the most widely-used approach. Common questions in a traditional approach include items related to what is written on the resume. This includes one's academic background, skills and capabilities, and interest towards the company among others. An applicant should be able to showcase his capabilities the best way he could without compromising the honesty within his answers.

BEHAVIORAL

This mode of job interviewing follows a structure that allows companies to assess the applicant's attitude towards work which may possibly reflect in the future upon his acceptance. It is also a way to check one's potential to become successful based on his personality.

CASE

This approach challenges an applicant's analytical skills through problem solving questions. These questions test his ability to handle different situations that may arise in the company. Companies find this approach useful to anticipate one's performance once accepted.

TYPES OF INTERVIEWS

PANEL INTERVIEW

Unlike the usual interview, the applicant faces several interviewees concurrently. Companies usually conduct such interviews to assure diverse opinion and prevent bias occurring from an individual interviewee. Although it may seem more intimidating, an applicant could take this as an opportunity to learn. The panelists are generally assembled from different departments of the company to gather their impressions towards the applicant all at once.

GROUP INTERVIEWS

For this type, multiple applicants are interviewed simultaneously. This is the company's way of testing the applicants' ability to work and communicate with groups, one's attitude towards competition, and most importantly the character to lead.

PHONE INTERVIEWS

Phone interviews are conducted without the need for a face-to-face correspondence. This is usually done through a landline telephone. The format of the interview is quite similar to that of a face-to-face interview, nevertheless the applicant should do slight modifications to his preparation.

VIDEO CONFERENCING INTERVIEWS

These interviews are conducted through telepresence software like Skype or Google Hangouts. This type of interview is usually conducted when an applicant is applying for a job outside of their current area of operation, usually overseas. The applicant is expected to prepare the same way as he would for the usual interview, although it is imperative to make sure that the lighting is proper and there is no background noise and no possible distractions present within the applicant's space.

YOUR JOB INTERVIEW CHECKLIST

Congratulations, you finally landed yourself an interview! The anticipation can be stressful, but do not fret. Here's a guide to help you move closer to attaining that job you seek.

DETAILS TO NOTE WHEN YOU GET THE BIG CALL

- ☐ Caller's name, title, and contact number
- ☐ Name and title of the interviewer, and the company
- ☐ Date, time, and place of interview

ONE WEEK BEFORE

- ☐ Have you researched the company, industry, your interviewer, and the advertised position?
- ☐ Have you brainstormed possible interview questions and your corresponding answers? (Do not over-rehearse your answers.) Have you visualized yourself going through the full interview?
- ☐ Have you prepared your list of questions for the interviewer?
- ☐ Have you scouted out the interview venue? Have you decided on how to get there?
- ☐ Have you selected an outfit? Have you had any dry-cleaning and/or adjustments done?
- ☐ Do you need a haircut? Do you have color-treated hair? Have you gone for a touch-up?

A DAY BEFORE

- ☐ Have you verified your interview appointment?
- ☐ Have you reviewed the résumé you have submitted?
- ☐ Have you checked for any updates on the weather?
- ☐ Have you checked your nails, prepared your outfit, and polished your shoes?
- ☐ Have you gotten your good night's sleep?

THE BIG DAY

- ☐ Have enough breakfast. (Make sure not to overeat and upset your stomach.)
- ☐ Plan to arrive about 15 minutes early. (Phone the company if you're running late.)
- ☐ Confirm the pronunciation of the interviewer's name (if questionable) with the receptionist.
- ☐ Bring the following:

PERSONAL

- ☐ Cellphone (make sure you have the interviewer / company phone number)
- ☐ Breath mints
- ☐ Brush or comb
- ☐ Mirror
- ☐ Handkerchief and/or tissues
- ☐ Cash for parking and emergencies

PROFESSIONAL

- ☐ Nice professional binder/portfolio (your résumé should fit in it without being folded)
- ☐ 5 copies of your résumé in quality paper
- ☐ References and other pertinent documents you may need to complete an employment application (identification, etc.)
- ☐ Two working pens
- ☐ Clean pad of paper or a nice notepad or notebook (Write down 3-4 questions for your interviewer beforehand.)
- ☐ Calculator - for case interviews

JUST IN CASE

- ☐ Extra pair of pantyhose for ladies
- ☐ Extra shirt (if you can bring a car)
- ☐ Umbrella
- ☐ Small sewing materials or safety pins

AFTER THE INTERVIEW

- ☐ Write down the questions that you can remember and rank your answers so that you can improve for future interviews.
- ☐ Write a thank-you letter within 24 hours to each person who interviewed you. Abide by all the rules of following up.

PART IV:
GETTING THERE

FOLLOWING THROUGH

It is common courtesy to send a thank you letter within 48 hours after your interview. Not only does this exhibit your appreciation for the time the interviewer has allotted for you but also emphasizes your qualifications and interest for the job. If the interviewer asked for information which was not available during the interview, include them in the letter. If there were more than one interviewer, prepare personalized thank-you letters for each of them. Since this is merely a continuation of the job search process, you must keep it professional and brief.

SAMPLE THANK YOU LETTER

Ms. Nicole Pury
Initiative Engineering, Inc.
A-Tower
2281 Don Chino Roces Ave. Ext.
1231 Makati City

Dear Ms.Pury,

I would like to thank you for your time spent during the interview for the position of Quality Control Engineer last January 28, 2012. It was a wonderful experience to have learned about Initiative Engineering, Inc.'s Trainee Program. After our interview, I felt that working with IE, Inc. will be an excellent avenue for my skills and qualifications.

I believe that my degree in Materials Engineering and my leadership and extra-curricular activities have further strengthened my capabilities and equipped me for the job. I have attended several workshops and conferences on Materials Science and Quality Assurance that will prove to be useful to my career. With these skills and IE, Inc.'s tutelage, I know I will be a good addition to your company.

It would be my pleasure to give you any further information that you might need regarding my application. You may reach me at (02)4305500 or pedro.parker@gmail.com

I would be looking forward to hearing from you about your decision on my application. Again, thank you for meeting with me.

Yours Sincerely,

P. PARKER

Pedro C. Parker

EVALUATING JOB OFFERS

Evaluating job offers is not as easy as it seems. It requires good judgement so as to not end up having a relevant job but low salary or a highly-paid job that is unbearably boring. It is definitely reasonable to ask the employer for a few days to think the offer over. Do a little background research on the company and weigh the pros and cons of the offer. Here are some things you might want to want to consider before accepting or rejecting a job offer.

JOB NATURE

Check the job description of each offer and see what interests you most and matches your long-term plans. Consider the opportunities for growth and the level of responsibility required for you.

BENEFITS

Bear in mind that salaries can be affected by the economy, the supply and demand of your particular skill set, the type of company industry, cost of living and your experience. Salaries can be low, but the company may be offering a comprehensive set of benefits instead, like health care premiums and bonuses.

COMPANY CULTURE

Know the working environment of the company. If possible, ask how the company handles its employees, in terms of professional growth and social aspects. You may want to look for stories from its long-term employees to gauge their professional growth and development in the company or know about different holistic program that the company provides such as recreational activities.

Determine the company's corporate social responsibility statement. Take note of the company's stated mission and vision to see if it matches yours, or if you have any personal disagreement with it.

MISCELLANEOUS FACTORS

Include in your consideration such as location, travel time and costs, company's reputation and financial status and personal concerns.

ACCEPTING AN OFFER

Once you have decided which offer to accept, remember to confirm your acceptance both verbally and in writing. Include your appreciation, your acceptance, the salary, other terms and conditions involved, and when you will be starting. Ask any other requirements you have to satisfy and include your contact details. Remember to send declination letter to the other job offers you will not be accepting.

SAMPLE

Mr. Thomas L. Romero
Recruiting Manager
Petrova Chemicals Distributing Philippines, Inc.
Edison Road
Paranaque 1700

Dear Mr. Romero,

I deeply appreciate and accept your offer as Quality Assurance Trainee. Thank you very much for giving me the opportunity to work in your company.

You indicated that I will be receiving a starting salary of Php 30,000 and will have initial duties reporting to Andrea Caruso. As your offer stated, I will begin work on June 6, 2012. If there are any concerns or formalities that I have to attend to prior to employment, please contact me at (02)8145019 or at christine.samson@gmail.com.

Again, thank you for offering me this opportunity. I am very enthused about beginning my career with you.

Sincerely,
Christine A. Samson

REJECTING AN OFFER

Express your appreciation if every offer you are declining, either verbally or in writing. If you will be doing it verbally, ask if the company will still need a written statement from you. Maintain a professional demeanor and still leave a good impression. You never know when you will be crossing paths with an employer again and you would not want to burn any bridges. Always remember to decline on or before the agreed-upon decision deadline.

SAMPLE

April 9, 2008

Dahlia de Guzman
Human Resources Officer
Tiger Consulting & Software Development, Inc.
2/F The Professional Tower
37 EDSA corner Boni Ave., Mandaluyong City

Dear Ms. De Guzman:

Thank you for your offer for the position of Junior Consultant with Tiger Consulting and Software Development, Inc.

However, after much consideration, I have decided to accept a similar position with another firm in Quezon City. I believe this position will better fit my research interests and my future goal to apply to graduate schools.

Again, I want to thank you for the time you spent with me during my interview. I appreciate your interest in me, and I enjoyed learning more about your organization.

Sincerely,
Pedro C. Parker
42 Webber Street
Marikina City 1621
0918 xxx xxxx
pedro.parker@gmail.com

NEGOTIATING YOUR SALARY

Dos and don'ts on negotiating your salary

In a country with fluctuating economy, where many companies have started to cut back on costs, you may think that it is inappropriate to try to negotiate your starting salary. However, know that most organizations – about 80 percent, in fact – expect negotiations and leave themselves some room for compromise.

Here are some tips on how to increase your odds in getting that salary increase:

DO YOUR RESEARCH

Research salaries comparable to your applied position even before you attend an interview. Know what the high, median, and low salaries are for someone with your skills, experience and education. From your research, have a minimum salary in mind.

MAKE A GOOD IMPRESSION

Do not start the meeting by talking about the salary and benefits immediately. It is important to show that you are more interested in the organization and the role you'll play than the money. Foster a positive impression during your meeting. It may also help to spend a portion of your meeting getting to know each other.

POINT OUT YOUR VALUE

Remember to sell yourself. Focus on the value you can bring to the company. If you don't believe you're worth the price you're asking, your employer won't believe it either. However, do not make it all about you and leave the personal stuff out of your negotiations. Don't ask for a raise without having specific and detailed reasons that show why you are worth it.

CONSIDER THE WHOLE PACKAGE

Do remember to add things such as educational reimbursements, vacation time, and travel allowances into your negotiations. Don't get hung up on just more money. When all is said and done, the things that make your life easier, increase your skill set, or save you time actually translate into more money.

AVOID MENTIONING A FIGURE FIRST

If the discussion is going towards salary, try to get the employer to mention a figure first. If presented with: "What salary do you expect?" A good response is: "You likely have a figure in mind that fits the responsibilities and requirements of the job. I would be interested in knowing what that figure is."

KEEP IT PROFESSIONAL

Remain respectful even if the offer is below what you think you deserve.

DON'T RUSH

At the end of the negotiation you may feel pressured to commit. Take a day to consider your options and make a decision you're comfortable with.

TROUBLESHOOTING

Job hunting is selling yourself, and with today's competition, you have to understand two premises: **how to stand out** and **knowing what to do in different circumstances**. To get the job you want, you must get the upper hand and be able to position yourself apart. Besides having good credentials, learning also how to deal with situations you may bump into will surely come in handy through the course of your job search.

PROBLEM 1: A BAD START

You're aiming for a certain position. You know it's your calling. More importantly, you know you have the qualifications to get the job, but you are not securing any job interviews.

WHAT'S WRONG? Your résumé might be the problem. Like we have mentioned several times, your résumé is a reflection of you. When it fails to secure you a job despite your qualifications, then it's not doing its job.

WHAT TO DO?

1. Check for errors. Look for misspelled words and typographical errors. You may also have someone else to check it for you to gain a different perspective on your résumé.
2. Write for the benefit of your potential employer. If the job you are targeting emphasizes project leadership experience as a key criterion, then make sure your résumé highlights them as early in the document as possible. If good communication skills are vital to the position, then show your ability to communicate effectively in your résumé.
3. Avoid equal employment pitfalls. Potential employers are restricted from asking or requesting certain information from potential candidates that could be considered discriminatory, such as age, religion, or marital status. However, it is safe to make sure your résumé does not contain information that will make a fair employer uncomfortable, or your résumé might get round filed (trashcanned) before it's ever fully considered.
4. Follow directions. Ask yourself: did you submit your résumé exactly as directed? Do not assume that you will get any special treatment anywhere during the process, so make sure you follow all the details they have given you about submitting your documents.

PROBLEM 2: FAILED INTERVIEWS

Your résumé is a success, and you got invited for a few interviews (Congratulations!). In your opinion, the interviews went exceptionally well, but you have not been offered a job yet.

WHAT'S WRONG? When you are invited to an interview, keep in mind that the hiring manager has already deemed you a qualified candidate for the job. It is unlikely that he would waste time interviewing candidates who are unqualified. So it must be because of how you interacted during the interview.

WHAT TO DO?

1. Find out what went wrong. Put on your armor of steel and talk to the people who have interviewed you in the past. You may ask questions such as "In what areas did I fail to meet your expectations?"

If an interviewer is willing to give you honest feedback, then you need to be ready and willing to consider it. In the event that several interviewers gave you the same feedback, then you have to be willing to make some changes in your approach.

2. A mock interview is both a preventive and mitigating measure. Before you even start going to actual interviews, you may want to learn the dos and don'ts. A good mock interview will be able to provide you with a constructive assessment of where you excelled, as well as areas that could use some improvement. Moreover, you could get critiques about your attire, how prepared you appear, the handshake you offer, the eye contact you maintain, and the types of answers you provide to the tough interview questions.

PROBLEM 3: THE UNWANTED INTERVIEW

You interviewed with a good company and, in the process, you are not interested in the company or position. You are certain that you do not want to become a beta employee. You have also been interviewing with other employers and are feeling good about those prospects. But this company then calls to invite you back for a second interview with a series of program managers.

WHAT'S WRONG? There's nothing wrong. You just have to deal with this a little bit more careful than the usual.

WHAT TO DO? A sound way to handle this situation is to politely decline the interview, letting them know that you are no longer interested in the position, and also to properly thank them for the opportunity. This may seem like a difficult discussion to have, yet you have to remember that they will greatly appreciate your honesty. This response, handled in a timely manner, saves

them considerable time and energy, keeps relationships strong, and opens opportunities for other job seekers.

PROBLEM 4: THE OFFER BOMB

You interviewed with a company. The next day, they call you with what seems to be a good offer—a signing bonus, a competitive salary, and all the perks. What’s the catch? They require your decision in 24 hours, or the offer is off the table.

WHAT’S WRONG? This job offer is the kind that the employer will revoke if you do not respond within a specified time and usually done because of market competition. They fear losing quality candidates to other offers, thus they pressure you to making decisions immediately.

WHAT TO DO? For this matter, it is definitely up to you if you deem the offer satisfactory. However, note that while the employer is interviewing you, you are also gaining an insight on them. What does this recruiting practice tell you about the employer? How might it translate into the everyday office environment?

PROBLEM 5: A MISSED OPPORTUNITY

Your job search has gone quite well. You received several job offers and have decided to accept a position at a company. All papers are already signed, you have received a signing bonus, and you’re merely waiting for your first job to start! However, you interviewed with another potential employer quite some time ago, and just now they get back to you with BETTER offer than what you have signed up for. You could just kick yourself for not waiting!

WHAT’S WRONG? There’s nothing wrong besides not waiting longer.

WHAT TO DO? Retracting from the company you originally signed up for is definitely a bad idea, given that you were provided enough time to consider their offer. Telling them that you’ve changed your mind and accepting the latter company’s offer is considered unethical. Consider the impression that the company’s revoking an offer has on you, as well as the possibility that recruiters talk with other recruiters. This can result with the new company revoking their offer. After all, they may get the impression of you retracting again once a different company presents a much better offer. So, either be constant with your decision, or risk losing all potential offers altogether.

THE PHILIPPINE ENGINEER

Being a graduate of the UP College of Engineering is not only a sign of excellence, but also a deep commitment to serving the nation. Here are some of Melchor Hall's most distinguished alumni who have not only found success in their careers, but have also helped the country through their expertise.

LEOPOLDO V. ABIS

For Dr. Leopoldo V. Abis, being an engineer was the only career path he ever thought of pursuing. Even during his years in elementary, he was already fond of building things with his own hands. In fact, he built his very own go kart back when he was still a kid. Aside from his love for building things, he also attributes his choice of becoming an engineer to his eldest sibling who graduated with a degree in BS Mechanical Engineering back in the 1950s after having inherited a couple of old engineering books.

Dr. Abis has come a long way from his DIY go-kart days. Armed with unparalleled 50-years of experience, his career has spanned from fields in engineering, research and advocacy. His published works, centered on the field of mechanical engineering, have been given enumerable citations and commendations, earning him the Productivity Award from Asian Productivity Organization – Philippine Society (1995). As a testament to his unwavering dedication to education and research, he became the Dean of the UPD College of

Engineering and, after his term, became the President of the UP Engineering Research & Development Foundation, Inc.

His advocacy has always been education. Education, as he says, is of utmost importance. As a form of advice, he urges his students to never lose hope most especially when lessons become tough. Students, according to him, must never lose any semblance of idealism or the pursuit of a purposeful goal.

RAYMUND ARNOLD S. ALBERTO

Engr. Raymond Arnold S. Alberto is a graduate of the BS Geodetic Engineering degree program of the University of the Philippines. He is a licensed Geodetic Engineer and the founder of Rasa Surveying and Realty. His interests lie in Geomatics and Land Surveying.

Engr. Alberto organized the first South East Asian Survey Congress in the country that was held at the PICC last June 2013. He has also been active in various professional organizations and has held different leadership positions in many affiliations. He teaches currently at the

UP Department of Geodetic Engineering and the Far East Asia Institute of Transport (FEATI) University.

He was recently awarded as Outstanding Alumnus of the UP – Department of Geodetic Engineering this 2013. And even in the prior years, he gained recognition from the Geodetic Engineers of the Philippines as the Most Outstanding Regional President in 2010 and the Most Outstanding Geodetic Engineer in Private Practice on 2012.

His company, RASA Surveying and Realty, also has a strong reputation and has been a preferred company in doing many high profile engineering projects for both local and international clients. His company assists in producing high quality and accurate maps used for developing key infrastructures in the country. The company also services communities and handles small educational, social, and cultural projects as part of its corporate-social responsibility.

Engr. Alberto has accomplished many feats as an individual. And by founding his own company, he has been able to reach out to more clients and at the same time, provide jobs to Filipinos. Thus Engr. Alberto is a testament to the diligence, ingenuity, and service of the UP Engineer.

JOSE DON DE ALBAN

Engr. Jose Don De Alban is a graduate of the BS Geodetic Engineering degree program of the University of the Philippines Diliman. As a steadfast steward of the environment, he is devotes much of his time in maximizing the potential of geospatial technologies in support

of the conservation of biodiversity and the management of natural resources.

He presently works as a Programme Manager of Flora & Fauna International and also serves as an advisor for remote sensing & GIS at the Reducing Emissions from Deforestation and forest Degradation (EU REDD) Programme of the European Forestry Institute. Also, he has been collaborating with FFI's Philippines Programme since 2006 and formally joined FFI in 2010, particularly working on remote sensing and GIS-related requirements of various projects. And prior to his involvement with FFI, he worked on programme development with the Foundation for the Philippine Environment, a local donor agency supporting biodiversity conservation initiatives. He has also worked on conservation geomatics with Haribon Foundation, the local partner of BirdLife International.

Engr. De Alban is a testament to the excellence the UP College of Engineering possesses and the values the college upholds. By applying the traditional aspects of the geodetic engineering field to his love for the environment, he has contributed greatly in solving the problems of our country's natural environment. Engr. De Alban has continually shown the diligence, ingenuity, and service of the UP Engineer.

ELISE DEL ROSARIO

Mrs. Elise del Rosario received her Bachelor's degree in Industrial Engineering at UP Diliman in 1977. In 1980 she obtained her Master's degree in Industrial Engineering at the Asian Institute of Technology. She then became an International Research Fellow at Stanford Research Institute in 1984. Upon receiving

education and training on Operations Research, Mrs. Del Rosario committed herself to the practice of the field and assumed OR leadership in several companies- San Miguel Corporation, among others.

Mrs. Del Rosario is a celebrated paragon in both local and international organizations dedicated to the promotion of Operations Research. She became the president of the International Federation of Operational Research Societies in 2007, making her the first woman to acquire the position. She also acts as an Executive Director for the Operations Research Society of the Philippines. She is an active proponent of the propagation and nurturing of Operations Research techniques, and use thereof in developing countries. Through the International Conference for Operations Research in Development, she provides incentives and scholarships to academicians who use OR to solve various problems as a form of support to its professional development. She is an internationally renowned consultant, writer and a resource person for Operations Research, making her one of the Philippine luminaries of the said discipline.

With her expertise and devotion, Mrs. Elise del Rosario is indisputably a model of excellence for Operations Research and Management in the country.

JAIME DEL ROSARIO

Jaime del Rosario received his Bachelor's degree in Industrial Engineering at UP Diliman in 1976. As early as college he manifested his ability to handle multiple responsibilities effectively, being both a working student and

an active organization leader.

Jaime del Rosario joined SGV's consulting division where he later on became a full partner. He was appointed as an Andersen consulting partner when SGV merged with Arthur Andersen, and subsequently became the Country Managing Partner of Andersen Consulting Philippines. Mr. del Rosario was the President and Managing director of now known Accenture Philippines until he retired in 2002. For several years, he has been part of various boards and advisory groups. He had also ventured into writing, being a columnist for Business Day, then Business World, from years 1984 to 2002. Together with his wife, Mrs. Elise del Rosario, a UP IE alumna, he runs One Small Step Forward Foundation, an organization which focuses on providing after-school academic programs for public schools in Quezon City. They donate infrastructure deemed essential to uplift education, which allows Mr. and Mrs. del Rosario to practice Engineering knowledge in their cause. More importantly, it serves as a vehicle for their social work- in the spirit of giving back, a value which the University continues to instill to its graduates through time.

With all his accomplishments coupled by goodwill, Mr. Jaime del Rosario is certainly an icon of excellence and service to the country.

ARTEMIO DISINI

Engr. Artemio Disini first worked at Benguet Consolidated for more than a year as a miner, gaining first-hand experience in underground mining. His diligence in learning as much as he could led him to acquire a managerial position

in less than a year.

As the General Superintendent of Itogon, he sought to improve the milling production and treatment of gold, ore and other deposits by implementing an innovative straight-cyanidation system. These changes increased gold production and overall profit, extending the mine's operations by 10 years.

As an Exploration Manager in Boneng, he studied practical geology and learned to operate a diamond drill rig to correctly execute a core-logging process. After almost 900 hours of core-logging, he was able to estimate copper content of samples by simple visual inspection. It was this skill that had helped him to discover the major deposits in Lepanto.

His practice of diligence and innovative approach to Mining Engineering throughout his career led him to the discovery of 2 world-class deposits in Lepanto – Far South East Gold-Copper and Victoria Gold. The latter only took Engr. Disini 18 months to develop, eventually becoming the largest gold producer in the Philippines during the 1990s. The Far South East Gold-Copper deposits is promised to be operational within 5 years. When it becomes operational, it will make restore Lepanto as the largest gold producer in the country.

It is a Mining Engineer's dream to be able to discover a major deposit site. Some Mining Engineers do not even get the chance at pursuing this dream all. But it was Engr. Disini's hard work and drive to learn that got him to live that dream, not only once, but twice in his career.

REYNALDO VEA

Confucius once said, "The expectations of life depend upon diligence; the mechanic that would perfect his work must first sharpen his tools. As a magna cum laude graduate of UP's Mechanical Engineering program, the mechanic in Dr. Reynaldo B. Vea indeed personifies these words of Confucius. He has studied hard and worked harder to become the successful man that he is today.

Dr. Vea is a man of distinction, with excellence flowing in his blood. In 1969, he became the first valedictorian of Philippine Science High School, the premier high school in the country. After undergraduate studies, he showed his brilliance worldwide. He earned an MS in Naval Architecture and Marine Engineering from the Massachusetts Institute of Technology. He also obtained a Ph.D. in Engineering from the University of California at Berkeley.

In 1977, the UP Alumni Association named him as the Most Outstanding Male student when he earned his bachelor's degree. As his way of giving back to the university, he served as a faculty in the College of Engineering for 23 years.

He also became the administrator of the Manila Waterworks and Sewerage System. His cleverness was tested as he dealt with the worst El Niño in the country alongside the Asian financial crisis.

Now, as the president of the Mapua Institute of Technology and the Malayan Colleges Laguna, he serves as an exemplary role model to students and future leaders.

