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Philippine Green Building Council
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Education & Training:

M.B.A, Business Administration, Ateneo de Manila, Makati City, Philippines, coursework completed, 2004

B.S.C. in Computer Information System, Assumption College, Makati City, Philippines; 1993

Assumption High School, Makati City, Philippines; 1989

Certified BERDE Professional
Certified BERDE Assessor

Professional Experience:

Executive Director – National Secretariat, Philippine Green Building Council – PHILGBC, August 2008 to present.

*The **Philippine Green Building Council (PHILGBC)** is a national non-stock, non-profit organization that promotes the sharing of knowledge on green building practices to the building industry to ensure a sustainable environment. It promotes the transformation of design, construction and management methods of the building industry into practices that are safe, healthy and environmentally and socially responsible that improves the quality of life.*

*The **PHILGBC** is an alliance of business and industry leaders from both the public and private sectors that will jointly develop a nationally accepted green building rating standard.*

Oversees the general administration of the Council, which includes personnel management, finance administration, programs management and membership management. Assists the CEO in the formulation as well as ensures the implementation of policies and programs for the organization.

Technical Assistant/Grants Administrator, Sustainable Coastal Tourism in Asia (Philippines) – SCOTIA, The Louis Berger Group, Philippines, September 2005 to July 31, 2008.

The SCOTIA project is a USAID-assisted project with the over-all objective of protecting coastal and marine ecology in the project sites to promote tourism and building local capability to increase sustainability, reduce the negative “ecological

footprint” of the local community and the tourism industry, and increase the positive and sustainable aspects of coastal tourism.

Responsibilities include:

- Assists the Team Leader in the overall project management – coordination and collaboration with donor agency and local stakeholders, writing / drafting reports (Quarterly and Annual) for submission to the client, contributes to the development and production of dissemination tools, assists in the development of workplan
- Finance administration – preparation of annual budget, project fund monitoring, monitors completeness of documents and correctness of computation, reviews liquidation reports submitted by staff, reviews invoices from suppliers and service providers
- Office administration – personnel management, LAN supervision, file management, coordinate and manage the correspondence such as writing / drafting letters to client and local stakeholders
- Handles the Small Grants Facility – assisted in the development of the Small Grants Manual in accordance to USAID regulation, monitors the implementation of grant activities, monitors and ensures the proper disbursements of grant funds
- Provides technical assistance to stakeholders on solid waste management (SWM plan preparation, conducts basic training on SWM, conducts of waste characterization study)
- Provides technical assistance on organizational management (organizational planning, leadership trainings)
- Provides logistic support in training and seminars

Office Assistant/Grants Administrator, Sustainable Coastal Tourism in Asia (Philippines) – SCOTIA, The Louis Berger Group, Philippines, September 2004 to September 2005.

Responsibilities include:

- Supports the Team Leader in budget management, report preparation, presentations
- Finance administration – handles disbursement of funds, review of expense reports and invoices, preparation of invoice to USAID
- Office administration – personnel management, project fund monitoring, LAN supervision
- Handles the Small Grants component
- Researches on environmental related issues
- Provides logistic support in training and seminars

Technical Assistant, United States-Asia Environmental Partnership (US-AEP), Louis Berger Group, Philippines, 1996 – September 2004

The United States-Asia Environmental Partnership (US-AEP) is a program of the USAID. Its objective is to promote cleaner and more efficient cities and industries in

Asia. By creating partnerships that support the exchange of best practices and technology, helping developing Asian countries: reduce the environmental impacts of rapid growth; improve their ability to create and enforce environmental policies, and increase industrial efficiency and reduce waste

Responsibilities include:

- Supports the Program Manager in Asia; researches on environmental related issues; writes monthly reports and other project reports and proposals; prepares presentation materials; provides logistic support in training and seminars; prepares consolidated monthly cash reports Asian offices; assists the Project Accountant in the monitoring of grant funds and project funds; handles petty cash; supervises LAN; ensures the smooth operation of the computer system; assists in the administration of the Manila office.

Information Specialist, ASEAN Environmental Improvement Project (ASEAN/EIP), Louis Berger International, 1993- 1996

The ASEAN Environmental Improvement Project (EIP) was a program funded by USAID to help member countries of the Association of Southeast Asian Nations (ASEAN), namely Thailand, Indonesia, Brunei, Philippines, Malaysia, and Singapore, with environmentally sustainable industrial development. The goal of the ASEAN EIP was to facilitate environmentally acceptable economic development in ASEAN countries by strengthening local, national, and regional capabilities in environmental management. It specifically aimed to help private sector initiatives to reduce the generation of industrial wastes. By introducing U.S. technical and management strategies for cleaner production, the EIP assisted the ASEAN nations to advance towards environmentally sustainable growth.

- Manages the LAN; monitors activity tracking system (MIS); ensures the smooth operation of the computer system; coordinates with office managers in other ASEAN offices in terms of computer use; assists in the preparation of quarterly and annual reports; assists the Training Coordinator Manager by providing logistic support in training and seminars; designs seminar brochures and invitations.

Consultant Services:

Deputy Team Leader / Finance, Development of Green Building Program for the City of Mandaue. Philippine Green Building Council, B-LEADERS, October 2015 to September 2016.

Deputy Team Leader / Finance, Development of Green City Development Program City of Pasig, Philippine Green Building Council, January 2015 to December 2015.

Deputy Team Leader / Finance, Green Building Program City of Mandaue, October 2014 to April 2016.

Urban Challenge Technical Assistant / Communications Officer, Liveable Cities Design Competition, USAID Invest Project, July 2014 to October 2014.

Deputy Team Leader / Finance, Philippine Energy Efficiency Project, Asian Development Bank and Department of Energy, October 2012 to June 2013.

Local Consultant, Greening of the Tourism Value Chain, GIZ, Philippines, July 2011 to August 2011.

Short term Consultant, National Framework Plan for the Informal Waste Sectors in Solid Waste Management, World Bank, Philippines, March 2010 to June 2010.

Research Assistant, Department of Science and Technology (DOST) Creation of Guidelines and Policies on Clean Technologies in the Philippines, Louis Berger Group, 2001, 10 days. Involved in the research of relevant information for use in the formulation of guidelines and policies on cleaner production to be used by the Philippine DOST as part of an Integrated Program on Clean Technologies for Small and Medium Enterprises.

Affiliation:

Board Secretary, Technical Working Group, Convenor – Philippine Green Building Council, Inc. (March 2007 to December 2013).

Lifetime Member, Technical Working Group - Solid Waste Management Association of the Philippines (SWAPP) (Year 1999 to present). Assists in the design of conferences and workshops to be conducted by SWAPP. Assists in the formulation of the policies of the organization. Part of the pool of trainers that conducts trainings to SWAPP members (LGUs).

The Solid Waste Management Association of the Philippines is a non-profit membership organization composed of solid waste practitioners from local government units, national government agencies, non government organizations, and the academe. Its mission is to build the capacity of LGUs, communities and private sector to manage solid waste problems in their respective areas through research, trainings, technical assistance, information exchange and network building.

Language(s):

Filipino (native); English (fluent)
