

CURRICULUM VITAE

PERSONAL INFORMATION

Name : Ma. Genaline R. Valera
Address : 8 Dahlia St. Mapayapa Village II ,
Capitol Hills, Quezon City
Tel. No. 931-36-94 ; 0917-5301069
Birthdate/Place : November 11, 1966, Manila
Sex : Female
Civil Status : Married
Citizenship : Filipino
Height, Weight : 5 ft. 2 in., 120 lbs.



EDUCATIONAL ATTAINMENT

Post Graduate (1989-1993) : Bachelor of Laws,
University of the Philippines
(U.P.) Diliman, Quezon City
College (1983-1987) : Bachelor of Arts in Economics,
University of the Philippines,
(U.P.) Diliman, Quezon City
High School (1987-1983) : St. Paul's College,
Quezon City
Elementary (1972-1979) : Dominican School,
Manila

SCHOLASTIC HONORS/ ORGANIZATIONS/ EXTRACURRICULAR ACTIVITIES

1989-1993 : **President, Women in Law (WINLAW), '92-93**
Post Graduate (Law) : Member, Society of Law Students (SLS)
Member, National Affairs Committee (NAC),
Member, Association of Law Students of the Philippines. (ALSP)
Program Head, 2nd National Law Students' Conference
Head, Bar-Operations, '90, in coordination
with the U.P. Law Students' Government
Member, Phil. Jaycees, Marilao Chapter
Entrance Scholar

1983-1987 : **Cum Laude, BA Economics, U.P.**
College : Member, PI GAMMA MU INTERNATIONAL
HONORS' SOCIETY
Most Outstanding Member, U.P. Economics Society (ECOSOC), '86-87
Member, Junior Phil. Economic Society (JPES)

1987-1983 : **Valedictorian, HS, St. Paul's College**
High School : Gerry Roxas Leadership Awards
Insular Life Scholarship Award
Gold Medal for Spontaneous Speech, Math
and Social Sciences
President, Coordinating Team (Student
Council) Member- Glee Club, Forensics Club,
Math Club Consistent Participant and winner in
Debates Consistently elected Class President

1972-1979 : **Valedictorian Gradeschool, St. Dominic**
Elem. : Winner Quiz bee (Math & General Information),
Consistently elected Class President

WORK EXPERIENCE/ TRAINING -----

Post Law School:

- Asst. Vice President- Legal, HR, Continuing Quality Management (CQI)

Job Description: Top Management.

Generally responsible for the effective & efficient management of the support services group, comprised of the Legal Department, in the review of contracts & ensuring compliance of all regulatory and governmental requirements of the business; of the HR Department, in its recruitment, compensation & benefits, training, performance management, etc. functions; and of the CQI Department, in its Quality Management (ISO), & corporate planning functions.

- Deputy Administrator, MWSS Regulatory Office (MWSS-RO)

Job Description: Top Management.

As Head of the Customer Service Regulation area, I oversee the monitoring of service obligations of the concessionaires; manage complaints' handling, and policy initiation. As a Regulator & member of the Executive Committee, I make decisions on operations of the Regulatory Office, tariff and other costs' settings, etc.

- Deputy Administrator, Phil. Coconut Authority (PCA)

Job Description: Top Management.

General Management of the Research and Development Department- project/ study development and management, budgeting, planning, talent management, etc.

- Director II, Civil Service Commission (CSC)- the lead/ central personnel agency of the government, CSC Field Office- DOST Bicutan, Taguig, CSC-NCR

Job Description: Top Management

General Management of the Field Office- programs & project/ study development and management, budgeting, planning, talent management, etc.

- Conciliator, Office for Legal Affairs (OLA), , (SG 25 with RATA)

Job Description: Legal, HR Management, Employee Conflict Management; conciliation for the administrative complainants and the employees complained of.

- Legal Officer/ Special Investigator V, OLA, CSC

Job Description: Drafting of Resolutions on Administrative Cases mostly dealing with employee relations, (SG 24 with RATA)

- Conciliator, Office of the Chairman (OCH Chairman De Leon's term), CSC

Job Description: Legal, HR Management, Employee Conflict Management; conciliation for the administrative complainants and the employees complained of.

- Senior Personnel Specialist, (OLA) CSC

Job Description: Writing legal opinions/research, review of CSC Resolutions; client facing

- Legal Assistant, De Borja Medalia Ata Bello Guevarra Law Office, Makati

Job Description: Assisting in Litigation, Drafting Legal Pleadings; Legal Research

Law School, Fourth Year

Law Practicum, Office of the Legal Aid (O.L.A.)

Accomplishments: a) Proficiency in Drafting various pleadings and motions submitted in court; Contracts and Memoranda of Arguments;

b) Actual court trial practice in. the Municipal and Regional Courts; Preparations of pleadings of the Court of Appeals / Supreme Court; handling of the criminal, labor, administrative cases.

Pre-Law School/ Post Graduate, (Post B.A. Economics)

- Brand Manager, First Pacific Metro Marketing Corp., Makati

Job description : Effective Management of "ESKINOL" and "MENNEN"; price decisions to maintain the market leadership; improvement of sales, products quality and packaging; promotional schemes; .

- Brand Assistant Manager, Brand Manager Marketing Department

Republic Flour Mills Corp. (RFM), Pioneer St. Mandaluyong

Job description: same as above, on Processed Meats under the "SWIFT's" and "Rica" brand products.

TRAININGS -----

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED					
TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY
	From	To			
Best Practices & Remedies to Avoid Audit (COA) Disallowances	08/26/2016	08/26/2016	8	Managerial & Technical	COA, in Shangri-la EDSA Plaza Hotel
Utility Regulation & Strategy Course	06/12/2016	06/25/2016	96	Managerial	PURC, Warrington College of Business, Univ. of Florida & World Bank, in Hilton, Florida, USA
GIS Geographical Mapping	04/20/2016	04/20/2016	16	Managerial & Technical	Geodata Systems
Competency Modelling & Profiling for Top Management	04/21/2016	04/22/2016	16	Managerial	MWSS Bulwagan Hall
Competency Modelling & Profiling for Top Management	04/06/2016	04/08/2016	24	Managerial	MWSS Bulwagan Hall
Competency Modelling & Profiling for Top Management	03/02/2016	03/04/2016	24	Managerial	MWSS Bulwagan Hall
Competency Modelling & Profiling for Top Management	02/17/2016	02/19/2016	24	Managerial	MWSS Bulwagan Hall
QMS ISO 9001:2008 for Management; The Audit Process	01/18/2016	01/20/2016	24	Managerial	MWSS RO Multipurpose Hall
QMS ISO 9001:2008 for Management; Drafting Process Manual	11/09/2015	11/11/2015	24	Managerial	Microtel, UP-Ayala TechnoHub
Requirements of a QMS ISO 9001:2008 for Management	10/29/2015	10/29/2015	24	Managerial	Rosehall, in the MWSS Conf. Rm.
PhilWater 2015 Conference & Exhibition	10/21/2015	10/24/2015	24	Managerial & Technical	PWWA, in Limketkai Luxe Hotel, Cagayan De Oro
Leadership & QMS- Top Management Role under ISO 9001:2015	10/05/2015	10/05/2015	8	Managerial	Rosehall, in Shangri-la EDSA Plaza Hotel
Strategic Human Resources	11/26/2014	11/28/2014	24	Managerial	Ateneo School of Govt, OHRMD, CSC
SEA Anti-Corruption Strategic Program & US ICE Office of Prof Responsibility Seminar-Workshop	09/15/2014	09/19/2014	40	Managerial	US ICE; US Embassy; venue- Marriot Hotel, Pasay City
ISO Quality Management System GA (Review of Com. Obj)	08/29/2014	08/29/2014	1	Managerial	OCH, OAC- Cabanag, CSC
Effective Legal Writing Seminar	08/04/2014	08/04/2014	8	Technical	ASG Renan Ramos; OLA, CSC (CO)
Performance Governance System Office Assembly	06/09/2014	06/09/2014	4	Technical	Office of Asst. Comm. Cabanag, CSC
Orientation on Knowledge Management	06/04/2014	06/04/2014	4	Technical	Dev't. Acad. of the Phils. & IRMO, CSC
Orientation on Enhanced Competency-Based Recruitment & Promotion Policies & the Competency-Based L & D Management System	05/26/2014	05/26/2014	3	Technical	OHRMD, CSC Central Office (CO), Diliman, QC
Team Building Activity (TBA)	05/22/2014	05/23/2014	16	Managerial/ Supervisory	OLA, CSC Central Office, Diliman QC
Supervisory Development Course (Track 3)	02/04/2014	02/07/2014	32	Supervisory	Civil Service Commission Regional Office No. IV, Quezon City
2013 Strategic Planning Workshop	11/06/2013 & 12/16/2013	11/06/2013 & 12/16/2013	16	Managerial	OLA, CSC Central Office, Diliman QC
2013 Legal Practitioners' Conference	11/18/2013	11/22/2013	40	Technical	UP Law Center Institute for the Admin. of Justice-venue: Ciudad Christia, San Mateo, Rizal

TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (ADDITIONAL PAGE/ CONTINUATION)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY
	From	To			
Integrated Computer Management System (Digitization) training	11/25/2013	11/25/2013	4	Technical, but separate training for management	IT, CSC CO, Diliman, QC
Orientation on Competency-Based Recruitment & Qualification Standards & the Preparation of Individual Dev't. Plans(IDP)	11/04/2013	11/04/2013	4	Technical, but separate training for management	OHRMD, CSC Central Office (CO), Diliman, QC
Performance Governance System Orientation	09/19/2013	09/19/2013	3	Technical	Office for Strategy Mgmt (OPMIS), CSC CO, Diliman, QC
Orientation on Coaching & Branding	06/20/2013	06/20/2013	4	Managerial	OLA, CSC Central Office, Diliman QC
Team Building Activity (TBA) with Lectures	05/16/2013	05/17/2013	16	Supervisory, Workshop-type	OLA, CSC Central Office, Diliman QC
SALN Orientation	05/13/2013	05/13/2013	4	Technical	Office for HR Mgmt. & Dev't. (OHRMD), CSC CO, QC
OFAM Orientation on Financial Processes	04/06/2013	04/06/2013	4	Technical	Office for Financial & Assets Mgmt, CSC CO, QC
PARTICIPATORY Action Research (HR)	03/04/2013	03/04/2013	4	Technical	OHRMD -Phil- Australia HR & Org. Dev't. (PAHRODF)
Supervisory Development Course (Track 2)	02/05/2013	02/08/2013	32	Managerial/ Supervisory	Civil Service Commission Regional Office No. IV, Quezon City
Ehical Decision-Making for Managers	08/16/2012	08/17/2012	16	Managerial	Civil Service Institute (CSI)
Gender Sensitivity Seminar (GSS)	07/13/2012	07/13/2012	8	Technical	OHRMD, CSC Central Office (CO), Diliman, QC
Validation Workshop on Competency Model Design & Development	02/01/2012	02/01/2012	4	Managerial & Technical	OHRMD, CSC Central Office (CO), Diliman, QC
Brown Bag Session for Supervisors on Events Management	12/12/2011	12/12/2011	2.5	Managerial/ Supervisory	OHRMD, CSC Central Office (CO), Diliman, QC
Brown Bag Session for Supervisors on Supervising w/ a Global Mindset	10/25/2011	10/25/2011	2.5	Managerial/ Supervisory	OHRMD, CSC Central Office (CO), Diliman, QC
Supervisory Development Course (Track 1)	08/30/2011	09/02/2011	32	Managerial/ Supervisory	Civil Service Commission Regional Office No. IV, Quezon City
Brown Bag Session for Supervisors on the ABCs of Supervision	08/17/2011	08/17/2011	2.5	Managerial/ Supervisory	OHRMD, CSC Central Office (CO), Diliman, QC
Brown Bag Session for Supervisors on Personal Branding	07/20/2011	07/20/2011	2.5	Managerial/ Supervisory	OHRMD, Mr. Lloyd Luna
Brown Bag Session for Supervisors: CSC Roadmap: HR Challenges to Middle Managers	06/30/2011	06/30/2011	2.5	Managerial/ Supervisory	OHRMD, CSC Central Office (CO), Diliman, QC
Workshop on Competency Profiling of Positions in the CSC	04/27/2011	04/27/2011	7	Managerial & Technical	HR Policies & Standards Office , CSC, Bangko Sentral ng Pilipinas (BSP)
2010 CSC Legal Practitioners' Conference	11/08/2010	11/12/2010	40	Technical	UP Law Center Institute for the Admin. of Justice, venue: CSC CO
Symposium on the Salient Features of Magna Carta on Women	03/22/2010	03/22/2010	4	Technical	OHRMD, CSC Central Office (CO), Diliman, QC
Writeshop on IT-based Confidential Reporting of Anomalies	12/03/2009	12/04/2009	14	Technical	United Nations Dev't. Program (UNDP)
Orientation on the Anti-Red Tape Act of 2007	07/08/2009	07/08/2009	4	Technical	OHRMD, CSC Central Office (CO), Diliman, QC
Forum on Violence Against Women	03/31/2009	03/31/2009	4	Technical	Dept. of Health (DOH) & CSC

Orientation on the Sexual Harassment Admin. Rules	03/10/2009	03/10/2009	4	Technical	OHRMD, CSC Central Office (CO), Diliman, QC
"Net Effect: Developing a Web- Enabled Practice"	01/03/2007	01/04/2007	16	Technical	Law Tech Asia Mindbridge Management Services, venue: Galleria Suites, Ortigas
CSC Orientation	01/23/2006	01/23/2006	7	Technical	OHRMD, CSC Central Office (CO), Diliman, QC
Covey 7 Habits of Highly Effective People	02/21/1999	02/24/1999	32	Managerial	OHRMD, CSC Central Office (CO), Diliman, QC
Workshop on Writing Letters to Editors	06/09/1998	06/19/1998	48	Managerial & Technical	OHRMD, CSC Central Office (CO), Diliman, QC
English/ Business Writing Proficiency	02/05/1999	02/09/1999	40	Technical	Asian Consultancy, venue: CSC CO
MS Word '97	02/28/1999	02/28/1999	8	Technical	IT MOP, CSC CO
Maintaining a High Service Profile	01/16/1999	01/30/1999	24	Managerial	Asian Consultancy, venue: CSC CO
Internet Training	01/12/1999	01/12/1999	8	Technical	IT MOP, CSC CO
Centennial Conference on Filipinos in America (for Leaders in both gov't & private corps.)	08/05/1998	08/07/1998	24	Managerial	Commission on Fil. Overseas, DFA-CSC, Venue: Singapore
Orientation Seminar for Volunteer Managers for HOPE '98 -Elections	03/23/1998	03/23/1998	8	Managerial & Technical	Dev't. Acad Emy of the Phils. (DAP), CSC
Legal Writing	09/15/1995	09/17/1995	24	Technical	OHRMD/ OLA, CSC
CSC Orientation/ALAB/ VOW	06/28/1995	07/08/1995	56	Technical	OHRMD, CSC Central Office (CO), Diliman, QC

PAPER/ THESES WRITTEN -

Legal Research- "The Legal Struggle of the Filipino Woman" (1993)

Administrative Law- "The Movies and Television Review & Classification Board (1992) (MTRCB)" :

Economics- "Towards the Alleviating the Loan Default Problem under the Special Farm Credit Programs" (1987): a thesis on the Efficiency of the Rural Banking System in the Philippines

SPECIAL SKILLS/ ELIGIBILITY -----

-Computer - Literate, Fluent in English, Filipino a little Spanish and German (studied latter languages in U.P. and Deutsche in the Goethe Institute)

-Automatic 2nd level Eligibility for Honor Graduates (P.D. 907); passed the 2006 Career Executive Officer Examination (CEOE) for 3rd level Eligibility

SPORTS/ HOBBIES -----

Badminton, Table Tennis. Bowling, Volleyball, a little Golf; Singing, Dancing, Travelling

TRAVELS -----

United States, Australia, Singapore, Hongkong; domestic travels

REFERENCES TO BE FURNISHED UPON REQUEST.