

BIODATA
of
ANTONIO D. KALAW, JR., CESO III

President
Development Academy of the Philippines

SUMMARY OF PROFESSIONAL EXPERIENCE

A **Career Executive Service Officer (CESO) III** who rose from the ranks with a wide range of experiences in government service and non-government organizations for **THIRTY (30)** years performing concurrent roles, functions and positions, summarized as follows:

- 7 years **experience** in performing **Senior Management** functions as **Senior Vice-President** and **Vice-President**, respectively, overseeing policy making and management operations in the areas of Human Resources Management and Development, Financial Management, Administrative Management, Asset Development and Management.
- 13 years **experience** in performing **Middle Management** functions as **Director** and **Resident Manager**, respectively, of the DAP Conference Center overseeing its marketing and revenue generation efforts and managing day-to-day service delivery operations.
- 4 years **experience in consulting work** as **Management Consultant on Organization & Management and Local Development** for the Presidential Commission on Tagaytay and Taal (mandated to formulate and oversee the implementation of a 10 to 20 year master plan for the Tagaytay City and Upland Cavite and the Cities and Municipalities around Taal Lake and Taal Volcano), the Cavite Provincial LGU (former Governor Juanito R. Remulla, Epimaco Velasco & Ramon "Bong" Revilla Jr.)
- 5 years **experience in graduate school teaching** as **Part-Time Faculty** on *Public Administration Theories and Practices, Human Behavior in Organizations, Organization and Management, Problems in Personnel Management, and Management Policy* Subjects for the Business Administration and Public Management Masters Program of the Philippine Christian University and the Metro-Tagaytay College.
- 3 years **experience** in conducting **lectures** and serving as **resource person** for DAP, DILG, and other seminars as lecturer, resource person, or facilitator on "*Countryside Development,*" "*People Empowerment,*" "*Decentralization of Governance,*" "*Stakeholder Analysis,*" "*Project Management,*" "*Security Management,*" "*Conference Management,*" & "*Administrative Management.*"
- 17 years **experience** in providing **Secretariat Support** to policy and decision making as **Corporate Secretary** of the **DAP Board of Trustees** (5 years experience), **Secretary** of the **DAP Management Committee** (12 years),

**Secretary of the Patnubay sa Kaunlaran ng Tagaytay Foundation (7 years),
Secretariat Coordinator, Cavite Integrated Development Foundation (3
years)**

- **11 years experience in providing Completed Staff Work (CSW) as Assistant to the DAP President** (Chief of Staff/Head Executive Assistant) to four (4) out of six (6) DAP Presidents (namely: former DECS Secretary & UP President Onofre D. Corpuz, former DECS Secretary Jaime C. Laya, former DECS Secretary Lourdes R. Quisumbing, and former Cabinet Secretary Jose P. De Jesus).
- **4 years experience in Program/Project Development and Management, Account Management, and Training Management work as Project Manager, Project Coordinator and Project Staff** in the areas of *Local Government Development, Executive Development, and Organizational Development.*
- **10 years experience in Security Management as Director for Security of DAP.**
- **3 months experience in local government work as OIC Mayor of Tagaytay City and Member of the Tagaytay Peace and Order Council**
- **12 years experience in community development and mobilization work** as co-founder, Chairman, President, Secretary, Member (as the case may be) of different non-government organizations (NGOs) like the Patnubay sa Kaunlaran Foundation, Tagaytay Peoples'Economic Council, Kabisig Movement, International Center for Earth Preservation and Environmental Protection (Earth Center), Tagaytay Regreening Movement, Parish Pastoral Council for Responsible Voting, Handog Tulong Community based donation project for disasters, and Tagaytay Tourism Council, Tagaytay City Advisory Council, Presidential Task Force on the Relief and Rehabilitation of Baguio, Cavite Integrated Development Foundation, among others.

→ **EDUCATION: Master in Public Administration Courses**
University of the Philippines, 1977-1993

A.B. Communication
University of the Philippines, 1970-1976

Certificate on Labor Management and Labor Laws
University of the Philippines, 1989

High School & Elementary Diploma
Malate Catholic School, 1960-1969

→ SEMINARS AND TRAINING:

- ◆ **Multi-Country Study Mission on Event Management, Tourism and Productivity**, Asian Productivity Organization, National Productivity Center of Malaysia & Tourism Malaysia, Kuala Lumpur, Malaysia, Nov. 20-25, 2005
- ◆ **Seminar on Emerging Issues & Concerns in Tourism Development**, Asian Productivity Organization, Training and Productivity Authority of Fiji, April 19-23, 2004, Nadi, Fiji
- ◆ **Benchmarking Practices in ISO Certification Process**, Productivity Standards Board of Singapore, Sept. 7-10, 2003, Singapore
- ◆ **Benchmarking Practices in ISO Certification Process**, Foundation for Thailand Productivity Institute, Sept. 10-13, 2003, Bangkok, Thailand
- ◆ **Public Sector Leadership Forum: Recruitment, Retention and Learning**, Canadian Center for Management Development & Singapore Civil Service College, Singapore, Aug. 27-31, 2001
- ◆ **Training on ISO 9000**, Business Certification International, Sept. 30, 1999
- ◆ **Hospitality Management**, Asian Productivity Organization and the Productivity and Standards Board of Singapore, July 27-August 3, 1997, Singapore
- ◆ **Improving Service Quality and Managing Customer Satisfaction**, Philippine Productivity and Quality Training Institute, 1996
- ◆ **Seminar on the 5-S Approach**, Development Academy of the Philippines-Productivity and Development Center, October 3, 1995 and Nov. 13-14, 1995
- ◆ **Seminar on Total Quality Management**, Development Academy of the Phils.- Productivity and Development Center, October 3-18, 1995
- ◆ **Seminar on Project Management**, Development Academy of the Philippines, Feb. 22 to March 10, 1993
- ◆ **Seminar on Effective Local Legislative for Sustainable Local Development**, Development Academy of the Phils.-Center for Local Development, June 25 to 29, 1993
- ◆ **Seminar on Managing Development in the Countryside**, Development Academy of the Phils.-Institute of Public Management, Dec. 12-18, 1993
- ◆ **Seminar on Waste Management & Natural Farming**, Religious of the Good Shepherd, January 15-17, 1991
- ◆ **Seminar on Backyard Aqua-Culture**, International Institute for Rural Reconstruction (IIRR), January 18-20, 1991

- ◆ **Faculty Development Course on Designing, Managing and Evaluating Training Programs on Project Development and Management for Rural Development and Institution Development**, DAP Project Development Institute in cooperation with the National Institute of Public Administration (INTAN) of Malaysia and the Centre on Integrated Rural Development for Asia and the Pacific (CIRDAP), April 1 to 13, 1991
- ◆ **Seminar on Managerial Challenge to Empowerment**, Peter Block, April 23 to 25, 1990.
- ◆ **Facilitators' Seminar on Work Improvement Teams (Quality Circles)**, Development Academy of the Philippines-Productivity and Development Center, May 29 to 31, 1990
- ◆ **Seminar on Drug Abuse Detection and Prevention**, National Bureau of Investigation (NBI), October 29-30, 1989
- ◆ **Seminar on Increasing Productivity thru Training in Hotel and Catering Management**, Asian Productivity Organization, Thailand Management Development and Productivity, International Labor Organization, November 22 to 30, 1986, Bangkok and Phuket, Thailand
- ◆ **Management of Change**, Asian Productivity Organization (APO), 1986
- ◆ **Conference Center Management**, Asian Institute of Tourism, 1985
- ◆ **Computer Literacy Seminar for Executives**, I/ACT, 1974
- ◆ **Southeast Asian Youth Invitational Education Program**, Ministry of Foreign Affairs of Japan, October 18 to 28, 1979, Tokyo, Japan
- ◆ **Seminar on Project Management**, Development Academy of the Philippines, November 12 to 15, 1978

→ **TEACHING EXPERIENCE:**

- ◆ Part-time *Faculty Member*, Philippine Christian University teaching the following courses for their Masteral Programs in Business Administration and Public Management: *Public Administration Theories and Practices; Human Behavior in Organizations; and Organization & Management*
- ◆ Part-time *Faculty Member*, Metro Tagaytay College of Business Administration teaching the following courses for their Masteral Program in Business Administration: *Problems in Personnel Management; Management Policy*
- ◆ Occasional *Lecturer/Resource Person* in DAP and the Department of Interior and Local Government (DILG) Region 4 on the following topics: *Countryside Development; People Empowerment; Decentralization of Governance; and Stakeholder Analysis*

- ◆ Occasional *Lecture/Resource Person* on the following: *Conference Center Management; Conference Management; and Security Management*

→ **AREAS OF EXPERTISE:**

- ◆ Human Resources Management and Development
- ◆ Organization and Management Development
- ◆ Project Development and Management
- ◆ Conference Center Management
- ◆ Conference & Training Management
- ◆ Security Management
- ◆ Administrative Systems Development
- ◆ Local Governance and Development
- ◆ Management-Labor Relations
- ◆ Productivity Improvement
- ◆ Meeting Facilitation and Management

→ **WORK EXPERIENCE:**

- ◆ **Development Academy of the Philippines (DAP)**, a government owned and controlled corporation mandated to provide education, training, research, consultancy and publication services to government agencies, the private sector, civil society organizations, and international organizations. He held various positions from program/project management operations, administrative support services operations, staff assistance to management and the Board, middle management, and senior/top management.

- *Corporate Secretary, Board of Trustees*, 2001 to present

Issue notice of meetings; formulate and cause the approval of the agenda for Board meetings; cause the production and distribution of the materials needed for Board meetings; takes down and prepares minutes of Board meetings; prepares summary of agreements and assignments and highlights of Board meetings; prepares and cause the approval of Board Resolutions; certifies and authenticates Board actions.

- *Senior Vice-President* (1999 to present) and *Vice-President* (1998-99)

Oversees and exercises administrative, operational, functional and technical supervision over 52 officers and staff in the DAP Support Services Group (Human Resources Mgt. & Devt. Division; Finance Division; and Administrative Division) and 186 officers and staff in the Asset Management Group (DAP Facilities and Marketing Office; DAP Conference Center-Tagaytay and DAP Pasig Center for Office and Conference Facilities); cause the formulation, approval, and implementation, monitoring and evaluation of the strategic and operations plans, programs, and budgets of the above

units; establish and maintain good professional relationships with oversight government agencies; represent the above units in the DAP Management Committee; provide timely and relevant information for top management decision making.

- ***Director (1998-1999) & Resident Manager, DAP Conference Center (1985-1998)***

Manages the day-to-day operations of the DAP Conference Center (a 4 storey level government conference, lodging and food facilities and services with a 500 guest capacity located on a 4.8 hectare land in Tagaytay City); oversees and exercise administrative, operational, functional and technical supervision over 153 officers and staff of the said Center; cause the formulation, implementation, monitoring and evaluation of strategic and operational plans, programs, and budget of the said Center; determine quality standards of performance and monitor compliance; establish and maintain good client relations.

- ***Security Director (1984-1990) & Security Officer (1980-1984)***

Oversees and exercise administrative, operational, functional, and technical supervision over 2 organic Security Officers, 4 organic Security Assistants and 24 agency Security Guards; cause the formulation, adoption, implementation, monitoring, and evaluation of security and safety plans, programs, policies, projects and measures designed to protect DAP personnel, properties and documents against internal and external threats; established close working relations with external military, police and intelligence agencies for the security & safety requirements of DAP; cause the conduct of background checks and investigations.

- ***Assistant to the President (1981-1989) & Assistant to the Executive Vice-President (1978-1980)***

Functioned as the **Chief of Staff** or **Head Executive Assistant** of the DAP President and Executive Vice-President (EVP), respectively; provided technical and administrative completed staff support to them; screened documents and provided background/options for decision making; referred "actionable" documents to concerned line and staff officers/units; exercised administrative, operational, functional and technical supervision over 5 technical and administrative staff of the President and EVP; coordinated and made follow-ups with DAP officers/units regarding assignments given to them by the President/EVP.

- ***Secretary, DAP Management Committee (1977-1989)***

Issues notice of meetings; formulate and cause the approval of the agenda for DAP Mancom meetings; cause the production and distribution of the materials needed for DAP Mancom meetings; takes down and prepares minutes of DAP Mancom meetings;

prepares summary of agreements and assignments and highlights of DAP Mancom meetings.

- ***Project Manager, Executive Development Programs for Local Government Units*** (1976-77)

Covers the entire project management cycle with respect to Executive Development Programs for Local Government Units, from situation analysis and problem identification and prioritization; to project identification, conceptualization, design and development; to project packaging and negotiation for funding; to actual implementation, management, monitoring and evaluation

- ***Accounts Manager, Office of the DAP Vice-President-Account Group VI*** (1975-76)

Profiled clients; assisted technical group in packaged project proposals; conducted project presentations and negotiations; drafted and caused the signing of project memoranda of agreements; monitored project implementation by project team; managed client relations; conducted project evaluation and after sales activities

- ***Project Development Assistant*** (1975)

Assisted in the conceptualization, development, packaging, and presentation of concepts, programs, organizational and management set-up, and resource generation which led to the creation of a Department of Youth and Sports Development under the Office of the President of the Philippines

- ◆ Presidential Commission on Tagaytay-Taal (a government ad hoc body created by former President Fidel V. Ramos to formulate and oversee the implementation of a 10-20 year Master Plan for Tagaytay City and the towns around Taal Lake and Taal Volcano)

- ***Secretary*** of the Commission, 1994-1998
- ***Management Consultant***, 1994-1998

- ◆ Tagaytay City Local Government Unit

- ***OIC Mayor*** for the duration of the campaign period before the 1988 local elections

- ◆ University of Life

- ***Manager***, Administrative and Finance, Human Development and Community Management Program, 1980

- **NON-GOVERNMENT ORGANIZATIONS/COMMUNITY INVOLVEMENTS:**

- ◆ **Cavite Development Advisory Group (CDAG)** – a joint Cavite LGU , private sector and NGO advisory group, created by former Cavite Governor Ramon “Bong”Revilla thru Cavite LGU Memorandum Order No. 14-99, advocating and generating solutions to Cavite Provincial development issues and concerns

- *Organization & Management/Process Consultant/Facilitator, 1999*

- ◆ **Cavite Provincial Traffic Management Task Force** – an inter-agency task force under the Cavite Peace and Order Council, created by former Cavite Governor Epimaco Velasco, thru Cavite LGU Executive Order No. 96-02, mandated to plan for, coordinate and oversee action programs, projects and measures designed to ease the traffic situation in Cavite

- *Organization & Management/Strategy/Process Consultant, 1996*

- ◆ **Cavite Multi-Agency Anti Drug Abuse Council (CMAC)** – a inter-agency body, created by former Cavite Governor Ramon “Bong” Revilla thru Cavite LGU Executive Order No. 02-95, mandated to formulate and oversee action projects/measures designed to curb the drug problem in Cavite

- *Organization & Management/Strategy/Process Consultant, 1995*

- ◆ **Tagaytay Tourism Council, Inc.** – an association of tourism oriented establishments in Tagaytay City duly registered with SEC

- *Co-Founder, 1990*
- *Secretary, 1998-2002*
- *Member*

- ◆ **Parish Pastoral Council for Responsible Voting (PPCRV) Tagaytay Chapter** – a Catholic Church based NGO which assisted the Comelec in the conduct of elections

- *Co-Founder/Coordinator, 1995 (was cited by Comelec Chairman Christian Monsod, Commissioners Haydee Yorac and Remedios Fernando for having conducted an honest, orderly, and peaceful elections in Tagaytay City in 1995)*

- ◆ **Patnubay sa Kaunlaran ng Foundation, Inc.** – a private foundation advocating and undertaking sustainable human development projects, chaired by former First Lady, Amelita M. Ramos, with Mr. Albert Dy as Vice-Chair, Mrs. Ma. Constance Yuchengco Gonzalez as President, Mrs. Victoria Sycip Herrera as Treasurer, Mr. Fred Elizalde, Mr. Noel Benitez, and Mr. Ernest Escaler as Directors, among others.

- *Incorporator/Co-Founder, 1994*
- *Secretary, 1994-present*

- *Member, Board of Directors, 1994-present*
- ◆ **Tagaytay City Advisory Council (TCAC)** – a multi-sectoral advisory body advocating solutions to community problems in Tagaytay City
 - *Secretary, 1993-1997*
- ◆ **Tagaytay Regreening Movement (TRM)** – a SEC registered NGO advocating and undertaking regreening and beautification projects in Tagaytay
 - *Co-Founder, 1993*
 - *President, 1993-1994*
 - *Chairman, Board of Directors, 1994-present*
- ◆ **Cavite Historical Society Tagaytay Chapter** – an NGO, chaired by former Supreme Court Justice & now Philippine Judicial Academy Chancellor Ameurfina M. Herrera, promoting the rich history of Cavite
 - *Coordinator, 1992 of the Project to publish a book on "Tagaytay: A town on the Ridge."*
- ◆ **Handog Tulong** – a Tagaytay community based (LGU, Church, and NGOs) project organization activated whenever there are disasters (floods, Typhoon, earthquake, volcanic eruption, etc.) with the purpose of soliciting donations for distribution to victims
 - *Co-Founder/Coordinator (Ormoc Floods, Baguio Earthquake, Mt. Pinatubo eruption, Typhoon Rosing and others)*
- ◆ **International Center for Earth Preservation & Environmental Protection Foundation (Earth Center)** – a SEC registered NGO advocating and undertaking projects on environmental protection
 - *Incorporator/Co-Founder, 1991*
 - *Member, Board of Directors, 1991-1993*
- ◆ **Peoples' Economic Council (PEC)** – a Department of Trade & Industry inspired NGO advocating and undertaking community led livelihood micro-financed projects
 - *Co-Founder, 1986*
 - *Member, Board of Directors, 1987*
- ◆ **Peace & Order Council of Tagaytay City** – an Tagaytay LGU created body concerned in addressing peace and order issues and concerns
 - *Member, 1987-1995*
- ◆ **Cavite Integrated Development Foundation (CIDFI)** – a development

foundation organized by former Prime Minister Cesar E.A. Virata, former Cavite Governor Juanito Remulla, former Senator Helena Z. Benitez, former Congressman Renato Dragon, former Secretary Vicente Paterno, former Secretary Jose P. De Jesus, to promote the integration of efforts towards the development of Cavite

- *Secretariat Coordinator, 1980-84*

→ **PERSONAL INFORMATION:**

- ◆ Birthdate: December 12, 1953
- ◆ Birthplace: Manila
- ◆ Religion: Roman Catholic
- ◆ Provincial Roots: Lipa, Batangas