

**SERAFIN D. ORQUIOLA**

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### **CAREER HIGHLIGHTS**

More than eleven years of professional work experience in the real estate, construction, and property management industries with areas of specialization in project planning, development and management of a commercial, industrial, and residential subdivision/condominium projects; shopping mall operations/ building administration, facilities management, value engineering services, and the academe.

Exposure and knowledge in leasing and marketing; taxes; contracts administration; construction materials warehouse operation; horizontal and vertical construction supervision and quality control; office/field surveying; construction planning; move-in, fit-out, and renovation; equipment testing and commissioning and other engineering related works; training, research, and industry study; pollution control; compliance to regulatory requirements; house rules and regulations, guidelines and policy making with emphasis on occupational safety, indoor air quality, emergency preparedness, solid waste management, integrated pest management programs; ISO; environmental planning (comprehensive land use plan); and geographic information system.

Has organized a variety of training programs, set-up and managed the over-all operations of a subdivision homeowner's association and a condominium corporation.

### **WORK EXPERIENCE IN THE ACADEME**

PART-TIME ASSOCIATE PROFESSOR V - UNIVERSITY OF MAKATI - College of Technology Management West Rembo, JP Rizal Ext., Makati City, Philippines (2<sup>nd</sup> Semester, Academic Year 2004-2005 to present)

BACHELOR OF SCIENCE IN BUILDING MANAGEMENT TECHNOLOGY CORE SUBJECTS TAUGHT:

The Field of Building Management Technology; Fundamentals of Building Management; Principles and Practices of Building Management; Building Management Organizational Set-up; Technologies for Building Management; Building Management System (BMS); Security and Safety System; Energy Management and Conservation Program; Implementing Rules and Regulations of the Building Code, Condominium Act, and other National and Local Government Laws; Housekeeping, Leasing and Marketing; Financial Management for Building Managers; and On-the-Job Training

Initiated in organizing the National Building Management Industry Week celebration for the students and involved in the college course curriculum development.

### **WORK EXPERIENCE IN PROPERTY MANAGEMENT & PROJECT DEVELOPMENT**

PROPERTY MANAGER - CPGCORP PHILIPPINES, INCORPORATED Unit 505, The Taipan Place, Emerald Ave., Ortigas Center, Pasig City, Metro Manila, Philippines (September 2003 to April 2005)

PENHURST PARKPLACE CONDOMINIUM 23-storey residential condominium with four levels of basement parking strategically located at the Bonifacio Global City. The first project constructed under the Build-To-Own System.

PALMDALE HEIGHTS 7.6-hactare land development of Keppel Philippines Properties, Inc, under its subsidiary, Buena Homes (Sandoval), Inc. comprising of 29-Ten Storey residential

condominiums, 2-commercial buildings and 3-parking buildings complete with lifestyle amenities such as the clubhouse, outdoor swimming pool, children's playground, landscaping and well paved road network located at A. Sandoval Avenue, Brgy. Pinagbuhatan, Pasig City, Philippines.

**BUILDING ADMINISTRATOR - ECHELON TOWER CONDOMINIUM CORPORATION** Room 302, Echelon Tower, 2100 A. Mabini St., Malate, Metro Manila, Philippines (July 2002 to September 2003)

ECHELON TOWER 17-storey with one basement level and a penthouse of mixed used office, commercial and residential condominium towering at the historical and financial district of Malate, Manila, Philippines.

**PROPERTY MANAGEMENT OFFICER - PHILIPPINE ESTATES CORPORATION** 22<sup>nd</sup> Floor, Citibank Tower, 8741 Paseo de Roxas, Makati City, Philippines (March 1999 to September 2001)

PACIFIC GRAND VILLAS A thriving 40-hactare, 3-phase upscale community development of contemporary Spanish Mediterranean-styled villas located near the hub of progress, Lapu-Lapu City, Mactan Island, Cebu, Philippines.

PLASTIC CITY INDUSTRIAL PARK The only integrated industrial park development within Metro Manila that will cater to 115 locators for light and medium industries covering an area of 30-hactare and strategically located at Viente Reales, Valenzuela, Metro Manila, Philippines.

**TECHNICAL ASSISTANT/ MALL OPERATIONS ASSISTANT - E G I PROPERTIES, INCORPORATED** E G I Rufino Plaza, Senator Gil Puyat Avenue corner Taft Avenue, Pasay City, Philippines (March 1997 to February 1999)

E G I MALL (now Atrium Mall/Taft Centrale Exchange) Six levels of commercial spaces and two levels of basement parking. It has 6,265 sq.m. (approx.) of for lease area located near the Buendia Light Rail Transit Station, Pasay City, Philippines.

## **WORK EXPERIENCE IN PROJECT & CONSTRUCTION MANAGEMENT**

**MATERIALS ENGINEER - CATHAY LAND, INCORPORATED** 23<sup>rd</sup> Level, Galleria Corporate Centre, EDSA corner Ortigas Avenue, Quezon City, Philippines (February 1996 to February 1997)

REGENCY EXECUTIVE TOWNHOMES Six hectares land area that contains Six Hundred Forty Seven (647) middle-end, two-storey townhouse units located at Km. 38, Malinta, Dasmariñas, Cavite, Philippines.

**TECHNICAL ASSISTANT - CONFEDERATION PROPERTIES, INCORPORATED** 690-A Quirino Avenue, Tambo, Parañaque City, Philippines (February 1995 to January 1996)

HARMONY HILLS SUBDIVISION-1 (Pag-IBIG City) A socialized housing project, Type A, with gross land area of 21.8137 hectares situated in Muzon, San Jose del Monte, Bulacan, Philippines.

**APPRENTICE/ CADET ENGINEER - ILICON CORPORATION** I C C Compound, Kiwalan, Iligan City, Philippines (April 1991 to July 1991)

ASIA BREWERY, INC. PLANT A large industrial project located in the coastal town of El Salvador, Misamis Oriental in the island of Mindanao, Philippines.

## **PHILIPPINE PROFESSIONAL REGULATION COMMISSION REGISTRATION**

Licensed Civil Engineer No. 71011

### **EVENTS ORGANIZED/ ATTENDED**

- Ecological Zoning and Environmental Planning Management – UP Centennial Celebration Seminar Series (September 26, 2008, UP Diliman School of Urban and Regional Planning)
- Resource Speaker, 5S: Good Housekeeping Practices in Building Management Technology - National Building Management Industry Week Celebration presented by the Junior Building Administrators Club (September 17, 2008 – University of Makati, Philippines)
- Real Estate Planning in the Philippines – UP Centennial Celebration Seminar Series (February 15, 2008, UP Diliman School of Urban and Regional Planning)
- Disaster Quick Response Program Training for Evaluators – Organized by Philippine Institute of Civil Engineers (PICE), and National Disaster Coordinating Council Office of Civil Defense, (July 26-27, 2007 – Makati, Philippines)
- 32<sup>nd</sup> National PICE Convention (November 16-18, 2006 – Iloilo City, Philippines)
- Resource Speaker (as proxy) – Compliance to Regulatory Agencies for Building Managers and Owners presented by The Philippine Association of Building Administrators, Inc. (January 20, 2006, Makati City, Philippines)
- Professional Certificate in Facilities Management: Lecture Series III offered by the National Engineering Center of the University of the Philippines in partnership with CPGCorp. Phils., Inc. (November 2004 – Quezon City, Philippines)
- 1<sup>st</sup> National Summit on Building and Property Management organized by the Philippine Association of Building Administrators (PABA), Inc. (September 2004 – Pasay City, Philippines)
- DENR and Pasig City People's Day Celebration, 4<sup>th</sup> Industrial and Commercial Congress – Pollution Control Officer Accreditation by the City Environment and Natural Resources Office (March 2004 – Pasig City, Philippines)
- First Aid and Basic Life Support CPR Lecture/ Demonstration in cooperation with The Philippine National Red Cross; Half-Day Emergency Preparedness Briefing/ Orientation in cooperation with the Office of Civil Defense; Fire Prevention and Safety Program in cooperation with the Bureau of Fire Protection – organized for Echelon Tower Condominium Corporation (October and November 2002)
- Forum on Environmental Issues and Investments Presented by The Development Bank of The Philippines – Environmental Infrastructure Support Credit Program II (November 2002 – Makati City, Philippines)
- Architects and Building Administrators' Consultation Workshop on Ecological and Solid Waste Management Facilities in Building by The Ayala Foundation, Inc. together with The United Architects of the Philippines and Solid Waste Management Association of the Philippines (September 2002 – Makati City, Philippines)

## **PROFESSIONAL AFFILIATION / SOCIO-CIVIC ORGANIZATION**

- PHILIPPINE INSTITUTE OF CIVIL ENGINEERS (PICE), INC. – Life Member Status
- PHILIPPINE ASSOCIATION OF BUILDING ADMINISTRATORS (PABA), INC. - Member
- PICE/ASEP/NDCC-OCD DISASTER QUICK RESPONSE PROGRAM – Volunteer Evaluator

## **SPECIAL SKILLS**

Technical drafting and drawing; computer literate (Microsoft Windows Application and the Internet); photography; driving

## **EDUCATION**

MASTER IN ARTS IN URBAN AND REGIONAL PLANNING – Thesis program  
UNIVERSITY OF THE PHILIPPINES Diliman  
Quezon City, Philippines  
Achievement:  
Diploma in Urban and Regional Planning Program  
Graduated on November 2007

1<sup>st</sup> POST BACCALAUREATE DIPLOMA PROGRAM IN BUILDING MANAGEMENT, 2003  
UNIVERSITY OF MAKATI  
College of Technology Management in partnership with PABA  
Makati City, Philippines  
Achievements/ Extra Curricular Activities:  
Certified Property Manager (CPM)  
Earned 18 Units in Master in Property Management  
Souvenir Program Working Committee-In-Charge

BACHELOR OF SCIENCE IN CIVIL ENGINEERING, 1992  
CAGAYAN de ORO COLLEGE  
Carmen Valley, Cagayan de Oro City, Philippines  
Achievements/ Extra Curricular Activities:  
Class Mayor  
Editor-in-Chief, The Oro Collegian Yearbook 1991 & 1992

Graduated class honor in high school in 1987 and finished elementary education in 1983 from a reputable and popular government schools in Cagayan de Oro City, Philippines

## **PERSONAL INFORMATION**

Date of Birth: December 08, 1969 • Place of Birth: Cagayan de Oro City, Philippines • Civil Status: Single • Religion: Roman Catholic • Height: 167 cms. (5'- 5-1/2") • Weight: 63 kgs. (140 lbs.) • Hobbies: reading newspaper, books and magazines, nature outing and adventure, listening to music and browsing the Internet

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## **JOB DESCRIPTION / DUTIES AND RESPONSIBILITIES**

In Real Estate, Property/Facilities Management, Project Planning & Development

- Setting-up and managing newly completed building's general functions that includes administration, finance/accounting (prepare operating and capital expenditures), engineering and maintenance, security, housekeeping, purchasing, materials & supplies inventory, planning, organizing, staffing, insurance, property title and taxes, legal and environmental concerns, statutory permits, customer relationship, issue circular and informative notice, and holding of annual membership meeting;
- Oversees compliance on safety, preventive maintenance and modernization programs especially on major equipment, facilities and amenities of the property such as air-conditioning system, common area lighting, parking areas, clubhouse, gym, swimming pool, comfort rooms, CCTV, water tanks, generator, escalator and elevator and administer holding of annual fire safety orientation/ drill in the building as mandated and organize a Disaster Control Group for the property;
- Enforcement of property management concerns in the Master's Deed of Declaration/ Deed of Restrictions and constantly reviews its provisions for possible amendments, modification or enhancement and formulates house rules, policies and other property management procedures needed;
- Responsible for contract management and renewal for services source externally, implement cost-saving measures for operations and maintenance of the property;
- Ensure proper turnover and acceptance of completed residential or commercial units, facilities and amenities by contractors including ingress and egress of unit owners/ tenants/ homeowners or locators. Attends to complaints with respect to construction, property administration and monitors related operations and activities;
- Administer the over-all water supply system and operations including billing/ collection procedures including turnover;
- Involved in the verification survey of the property, documents the result and maintains technical files. Also involved in new project conceptual plans and industry studies. Prepares property management development plan;
- Involved in technical responsibilities that includes checking and approval of renovation plans submitted, prepares assessment, cost estimates for repair and units closed, computes, checks data and maintains technical records/ files of the property;
- Evaluates pre-operating requirements including government permits, licenses and other documents for submission and monitors/ ensures compliance on the approved renovation plans, guidelines and specifications;
- Conducts routinary and final inspections and monitors the progress of units under renovation. Issue memorandum concerning renovation works and safety deficiencies and implement renovation works procedure in conformity with the approved renovation plans, guidelines and specifications;
- Represents the corporation, negotiates and coordinates with consultants, the Local Government Units (LGU) Officials and agencies such as The Security and Exchange Commission (SEC), Laguna Lake Development Authority (LLDA), Solid Waste Management Association of the Philippines (SWAPP), Department of Environment and Natural Resources (DENR), Housing and Land Use Regulatory Board (HLURB), National

Water Resources Board (NWRB) among others with regard to compliance to ordinances, pertinent documents and reportorial requirements.

#### In Engineering, Project & Construction Management

- Initiates and follow-up request with Head Office and coordinates with the Project Manager for all materials requirements and resources in relation to project implementation/ development and supervise proper receiving, recording, safekeeping and issuance of materials;
- Conducts quality analysis and quality control of proposed material source, sampling/ testing and monitors quality control for materials incorporated into the project;
- Evaluates and checks all request on materials by the contractors prior to processing/ approval of release, prepares contractor's material back-charges, penalties, clearance and verify daily log reports submitted; conducts other clarification/ revision on the bill of materials and updates materials monitoring sheets, purchase orders, and supervise monthly inventory;
- Involved in technical responsibilities covering monitoring housing construction activities that include workmanship, schedules, accomplishment and project billing and prepares all project, memoranda and other inter-office/ department correspondence in relation to project construction and development;
- Documents all activities of contractors that includes consolidation of contractor's manpower deployment and equipment utilization report, monitoring chart, work schedule and development, materials requisition and maintains file;
- Computes and checks layout, grade elevation and profiles related to drainage line, waterline and road/ house construction and supervise hydro-testing and leak test of plumbing/ waterline prior to pouring/ concreting;
- Assist in the supervision of road base preparation prior to concrete paving and coordinates with Ready-Mix Concrete supplier with regard to testing of concrete samples and attends/ witnesses subject testing;
- Rendered more than the requirement for on-the-job training and experience on the following construction works:

Field supervision on warehouse construction, weigh bridge, parking spaces, drainage, curbs and gutter; fabrication and installation of steel trusses; road concrete paving; lay-outting and formworks; estimate and concrete design mix; field and office surveying related works.