

# GRACETH DC. CORNELIO

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## EDUCATIONAL BACKGROUND

### COLLEGE

*De La Salle University-Dasmariñas*  
*Bachelor of Science in Business Administration*  
*Major in Business Management*  
*Dasmariñas, Cavite*  
*S.Y. 2008-2012*

### SECONDARY

*Immaculate Conception Academy*  
*Dasmariñas, Cavite*  
*S.Y. 2006– 2007*

*Immaculate Heart of Mary College*  
*Doña Imelda, Quezon City, Metro Manila*  
*S.Y. 2003 – 2006*

### ELEMENTARY

*Immaculate Heart of Mary College*  
*Doña Imelda, Quezon City, Metro Manila*  
*S.Y. 2002-2003*

## WORK EXPERIENCE

*COMPLIANCE MONITORING & ENFORCEMENT OFFICER I, Corporate Office, Compliance Monitoring & Enforcement Department, Philippine Amusement and Gaming Corporation (PAGCOR), (February 1, 2018-present)*

- Leads the monitoring of assigned area of responsibility (AOR) in the proper execution of the designated assignments of CMES I/II to maintain excellent performance and well-organized operations.
- Oversees proper monitoring of assigned area of responsibility in compliance with the following:
  - a.) Gaming License (GL)
  - b.) Gaming Sire Regulatory Manual (GSRM)
    - Electronic Games
    - Poker Games
  - c.) Offshore Rules and Regulations
  - d.) Other regulatory orders promulgated by PAGCOR

- Verifies the completeness and accuracy of the following:
  - a.) Income performance reports for daily/weekly/monthly submission to concerned departments
  - b.) Incident/Observation reports for submission as needed
  - c.) Online (Instawin, Sports Betting) and Poker disputes for CMEO II's appropriate action
  - d.) Database of approved and operational online gaming venues
  - e.) Other reports for information of concerned department/unit/section/division
- Verifies pre-operational inspection of new gaming sites to ensure readiness of the gaming station/club/kiosk.
- Coordinates licensees' compliance issues with concerned department/unit/section/division for accurate and timely of the same.
- Reviews and adjusts manpower postings as needed to ensure that all critical areas are properly monitored.
- Reviews the reports originating from CMES III to be submitted to CMEO II.
- Prepares the schedules of manpower posting for each site.
- Facilitates the conduct of coordination meeting between the licensee and the monitoring team as the need arise.
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- Recommends changes/improvements/corrections with the established rules and regulations and or processes.
- Drafts reports of licensees' compliance issues/concerns for SM's review and appropriate recommendation.
- Performs other duties that maybe assigned from time to time.

***COMPLIANCE MONITORING & ENFORCEMENT STAFF II, Corporate Office, Compliance Monitoring & Enforcement Department, Philippine Amusement and Gaming Corporation (PAGCOR), (March 22, 2016-February 1, 2018)***

- Consolidates and files all correspondences submitted by the licensees (Solaire, Resorts World Manila, City of Dreams, etc.);
- Assist in the preparation of reports and correspondences to/from other departments and licensees;
- Assist in the maintenance of the completeness of Records/files and the management, safekeeping and disposal thereof;
- Maintains the CMED's 201 files; and
- Performs other duties that may be assigned from time to time.

***ACTING COMPLIANCE MONITORING & ENFORCEMENT ASSISTANT, Corporate Office, Compliance Monitoring & Enforcement Department, Philippine Amusement and Gaming Corporation (PAGCOR), (July 15, 2014-March 21, 2016)***

- Acts as the secretary of the Vice-president of Compliance Monitoring and Enforcement Department (CMED)

- Monitors incoming and outgoing memorandums of the department
- Files all personal and confidential documents of the VP
- Keeps track of the VP's attendance and schedule
- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals
- Organizing travel arrangements and preparing itineraries
- Dealing with incoming e-mail, faxes, often corresponding on behalf of the VP
- Make copies of correspondence and other printed material
- Prepares liquidation in behalf of the VP

***RECORDS CLERK**, Casino Compliance Monitoring & Enforcement Department, Airport Casino, Parañaque, Philippine Amusement and Gaming Corporation (PAGCOR), (August 14, 2013-July 14, 2014)*

- Consolidates all reports (income reports, comparative analysis report and other pertinent reports) submitted by the licensees;
- Prepares weekly income reports and comparative analysis reports of the licensees, for EXCOM and concerned departments;
- Maintains a file of all DORs submitted by the PMTs and billing statements for the licensees.
- Assists in processing documents relative to attendance, supplies and accountabilities; and
- Performs other duties that may be assigned from time to time.

***INTERNAL SECURITY ADMINISTRATIVE CLERK**, CF-Tagaytay, Philippine Amusement and Gaming Corporation (PAGCOR), (January 19, 2013 – August 13, 2013)*

- Compiles circulars, memorandum orders, rules and regulations, reports and other documents for reference.
- Types correspondence/communication and other special reports.
- Is responsible for the timely requisition of office supplies and equipment.
- Keeps records of leaves and absences of IS Staff and of disciplinary actions against them.
- Takes custody of deposited items pending their proper disposition.

***INTERNAL SECURITY STAFF**, CF-Tagaytay, Philippine Amusement and Gaming Corporation (PAGCOR), (October 16, 2012 – January 18, 2013)*

- Performs duty assignments at the gaming/non-gaming areas to prevent irregularities, misbehavior, illegal transactions and other anomalous among the employees and customers.
- Acts as witness/representative of Security Department during chips inventory, refills, yields, card shuffling and final shuffling.
- Performs escort functions during delivery of table capital boxes, refills and shoe boxes to the respective tables or during transfer of yields to Treasury.

- Reports unusual incidents and related observations in accordance with established procedures for infractions committed on the table and in other areas.
- Coordinates with CCTV and/or external security as necessary for the prevention, documentation, or suppression of any unwanted incidents at the gaming and non-gaming areas.

*OJT/INTERN, Social Security System (SSS)-Tagaytay, June 2011 to September 2011*

- Transmittal
- Forms distribution
- Clearance
- Phone answering
- Encoding of payments
- Review of posted payments
- Validations of SSS numbers and loan status/contribution
- Document Evaluation
- Processing of R3 forms
- Review of separation date
- Screening

## **SEMINARS / TRAININGS ATTENDED**

- **First-Level Leaders' Training Course**  
Philippine Amusement and Gaming Corporation, 29 July 2019 to 1 August 2019
- **Income Determination and Compliance Monitoring Workshop (Online Gaming and Poker)**  
Philippine Amusement and Gaming Corporation, 12-13 June 2019
- **Practical Casino Math**  
Philippine Amusement and Gaming Corporation, 2-3 May 2019
- **Slot Machine Variance Analysis Training**  
Philippine Amusement and Gaming Corporation, 7-9 March 2019
- **PAGCOR Bingo Monitoring Team Training**  
Philippine Amusement and Gaming Corporation, 15-19 February 2016
- **Corporate Orientation for the New Service Providers**  
Philippine Amusement and Gaming Corporation, 20-21 January 2014
- **Records Management Improvement**  
Philippine Amusement and Gaming Corporation, 5-9 November, 2013
- **Basic Skills and Training Program for Internal Security Staff**  
Philippine Amusement and Gaming Corporation Training House, Imus Cavite, July 30-September 12, 2012
- **Co-operative Conference**  
De La Salle University-Dasmariñas, Singapore, 15-17 January 2012
- **Management Prerogatives at the Workplace Seminar**  
De La Salle University-Dasmariñas, Singapore, 9 September 2009
- **Leadership Training Seminar**  
De La Salle University-Dasmariñas, Singapore, 17-20 April 2009