

JOY ENCABO LAPUZ

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Summary of qualifications:

- 15 years of experience in implementing CSR projects and corporate philanthropy
- Strengths - project development and management, above average written and oral communication skills, agreeable personality
- Earned a Master's Degree in Development Management from the Asian Institute of Management, Makati City, Philippines through a scholarship from the Asian Development Bank

Manager, Program Operations, ICTSI Foundation, Inc., January 2016 - Present

- Guides and oversees a team of Program Heads and Project Officers and ensures that the target programs and projects are implemented within the allocated budget and within the agreed schedule
- Conceptualizes new projects for funding and implementation
- Establishes and maintains relationships with various program and project stakeholders
- Explores partnerships with organizations with advocacies similar to ICTSI Foundation
- Monitors project budget utilization
- Represents the Foundation in various activities within and outside the company
- Acts as the default spokesperson of the Foundation on TV programs and other activities within the CSR industry
- Handles special projects as assigned by the management

Senior Program Head, ICTSI Foundation, Inc., December 2013 - December 2015

- Supervised project officers in project development, implementation and monitoring
- Handled the Foundation's flagship community initiative - The Parola Solid Waste Management Project- a community-based solid waste management program
- Handled special projects assigned to the Foundation by the management
- Established linkages with potential project partners

**Officer-in-Charge Program Operations, ICTSI Foundation, Inc.
July 2012 - December 2012**

**Project Officer, ICTSI Foundation, Inc.
March 2010 - July 2012**

- Conceptualized, developed, proposed, implemented and monitored development projects for the benefit of the immediate communities and schools in ICTSI's 6 areas of operations
- Handled program and projects on education and community-assistance
- Established partnerships and linkages with the local government and other stakeholders
- Established partnerships with other foundations for the implementation of specific projects
- Drafted Memorandum of Agreement/ Memorandum of Understanding
- Organized project events such as launchings, turnovers, MOA signing etc.
Wrote contributions for the company newsletter

**Advertising and Marketing Assistant, American Chamber of Commerce in the Philippines
November 2009 - February 2010**

- Handled the advertising placements in the American Chamber of Commerce Business Journal

Freelance work, July 2009 - Nov. 2009

- Researched and wrote content for the website www.asiantaipans.com
- Project Coordinator for the Essay Writing Contest of Foundation for Upgrading the Standard of Education (FUSE)

Project Officer, Philippine Business for Social Progress, March 2007 - May 2009

- Managed Smart Schools Program, the community service initiative of Smart Communications, Inc. This program provided internet connectivity and teacher training to the selected public schools nationwide.

Specific tasks:

- Identified school beneficiaries
- Presented the program to the school heads
- Ensured the timely purchase and delivery of the computers and the installation of internet connection

- Coordinated with suppliers, fixed the logistical requirements and managed the training activities of thousand of teachers nationwide
- Wrote speeches delivered by guests of honor during turnover ceremonies
- Provided customer care support to adopted schools
- Documented the activities through write-ups and photos
- Produced regular reports for the donor company
- Monitored expenses and budget of the program
- Set program targets and projections and ensured that these are met
- Arranged and coordinated project events such as school turnovers, MOA signing, participation of the program in different education fairs and exhibits

Communications Officer, Philippine Business for Social Progress

April 2005 -February 2007

- Handled the communication requirements of Partners in Learning, a program of Microsoft for public school teachers
- Wrote news articles for the website and the broadsheets
- Created and implemented the program's PR and Communications Plan
- Monitored news releases in major broadsheets
- Did media relations and PR work

News Writer, Associated Broadcasting Company, July 2000 - April 2005

- Wrote scripts for ABC's Filipino and English news programs
- Chose appropriate soundbytes for editing
- Produced hourly news updates
- Produced a daily health segment
- Pinch-hit as a reporter from time to time

Education

Master in Development Management
Asian Institute of Management, Makati
2013

AB Mass Communication, major in Broadcasting
Centro Escolar University, Manila
1996-2000

