

# GIRALLYN O. FLORES

Legal and Compliance Officer

87 Bonanza St. Rancho  
Estate 2, Marikina City

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Goal oriented Legal and Compliance Officer with extensive experience in dealing with different regulatory agencies and ensuring the organization functions in a legal and ethical manner while meeting its business goals.

## EDUCATION —

San Sebastian College-Recoletos,  
Manila

Bachelor of Laws 1998-2003

University of Santo Tomas, Manila

Bachelor of Commerce major  
in Business Administration  
1994-1998

## EXPERIENCE

*July 2017-Present*

**Legal and Compliance Officer • ABS-CBN Lingkod Kapamilya  
Foundation, Inc.**

- Primarily responsible for drafting, reviewing and completing documentary requirements with government agencies as well as policies and memoranda for the efficient flow or receipt and release of funds to avoid fraud and losses
- Ensures that the Foundation is in compliance with the rules and regulations of regulatory agencies
- Coordinates and represents the Foundation in different regulatory bodies including but not limited to BIR, DSWD, SEC, LGUs.
- Assist the Compliance Head in developing a compliance system and its implementation in coordination with the management
- Develop, initiate, maintain and revise policies and procedures of the Foundation's general operations.
- Develop, review and update the Code of Conduct.
- Assist, propose, recommend to Compliance Head potential areas of compliance vulnerability and risk that are identified and managed in accordance with regulatory compliance.
- Draft and review contracts and agreements involving partnerships with donors and beneficiaries
- Draft corporate documents in order to comply with regulatory bodies and financial institutions, among others for proper documentation.

July 2008-August 2013

**ADMINISTRATIVE DIRECTOR/CORPORATE SECRETARY, TRIX-ZION VENTURES CORPORATION • Trix-Zion Ventures Corporation**

- Organized and managed Board Meetings
- Advised the Board on its roles and responsibilities
- Responsible for corporate disclosure and compliance with Philippines laws
- Review, report and resolve contracts
- Liaise with internal and external parties during contract development and negotiation steps
- Oversees compliance with different government regulatory bodies
- Facilitate the preparation of the documentary requirements for Government Bidding
- Draft and review legal documents and correspondences
- Delegating tasks to administrative staff and monitoring daily operation

KEY SKILLS —

Policy drafting and analysis  
Problem Solving  
Flexibility  
Teamwork  
Attention to detail  
Negotiation  
Administrative

SEMINARS

**2019**

UPDATES ON THE NEW CORPORATION CODE  
RCBC Plaza, Makati City

OBLIGATIONS AND CONTRACTS  
RCBC Plaza, Makati City

**2018**

COMPLIANCE IN DATA PRIVACY  
AIM Center, Makati City

UPDATES ON LABOR LAWS AND CONTRACTUALIZATION  
AIM Center, Makati City

**2013**

MICROFINANCING BUSINESS  
Business Coach Philippines

**2012**

GOVERNMENT ELECTRONIC PROCUREMENT  
Philippine Government Electronic Procurement System  
(PHILGEPS)

## LEADERSHIP

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### **2019-Present**

Head, Policy and Review Committee, Area Based Network, Central of the Department and Social Welfare and Development (DSWD)

Head, Members and Communications Committee, Area Based Network-NCR Region of the Department and Social Welfare and Development (DSWD)

### **2013**

Member, Junior Chamber International

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## REFERENCES

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[Available upon request.]

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