

Attached are the curriculum vitae of spouses:

- **Athena G. Millare** – consists of three (3) pages
- **Floren Cecil T. Millare** – consists of two (2) pages

Thank you!

ATHENA G. MILLARE, JD, CPHR

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PERSONAL PROFILE

Age:	29 years old	Gender:	Female
Date of Birth:	November 20, 1992	Marital Status:	Married
Place of Birth:	Cavite, Philippines	Nationality:	Filipino

ACADEMIC QUALIFICATIONS

Juris Doctor

Arellano University School of Law, Graduated June 2018
(Underbar)

Bachelor of Science in Business Administration major in Business Management

De La Salle University-Dasmariñas, Graduated April 2012

- Cumulative GPA: 3.26 / 4.0
- Ranked 1st among 143 graduating students of BSBA major in Business Management
- Outstanding Practicum Student, 2012
- Dean's List, 2009 - 2012
- Academic Scholarship, 2010 - 2012
- Commission on Higher Education (CHED) Scholarship, 2008 - 2012
- Student Assistant Scholarship, 2008 - 2010

CERTIFICATION AND LICENSES

Certified Practitioner in Human Resources

Certifying Body: CPHR/CAHR UK

Date Obtained: October 2021

WORK EXPERIENCES

Personiv, an eClerx company, May 2019 – present

Business Process Outsourcing (BPO) that provides the following services to clients: finance and accounting, back offices, customer experience, and digital services.

HR Operations Manager, Human Resources

- During the first three months, established a comprehensive HR Operations Manual and developed an objective and measurable performance scorecard for the team corresponding to the department's established Service Level Agreement.
- Championed digital transformation of HR processes – from conceptualization to implementation of HR Portal, online HR forms and employee services, and digital signature platform.
- Spearheaded various internal communication programs that boost employee morale and improves information dissemination within the organization.
- Led the successful transition of all HR processes from traditional on-site setup to a work-from-home ready instantly when the pandemic hit in 2020.
- Architect of pertinent HR policies and procedures and ensured its smooth implementation and control.
- Conceptualized an onboarding program for newly promoted leaders to ensure their understanding of their new responsibilities and establish effective collaboration between HR and Operations Team.
- Constructed a comprehensive policy administration workshop for leaders conducted regularly to equip them with the necessary knowledge of the labor laws and discipline management system.
- Facilitates several collaborative projects between Operations and other Support teams for continuous process and service improvement.
- Manages the team's daily operations and consistently meets the department's agreed service level and operational requirements for the following responsibilities: discipline management, benefits administration, employee movement & lifecycle, records management, performance improvement plan, annual appraisal review, and employee engagement.
- Submits timely HR reports to the company's management committee

- Conducts regular HR roadshows, training, orientations, and coaching sessions to operations leaders.
- Ensures the company's legal compliance with all labor laws and regulations through setting policies, practicing standards, and providing sound advice to the management.
- Forefront of HR Operations Team during the ISO-QMS, ISO-ISMS, and SOC 2 audit yearly. The team consistently passed and complied with all audit guidelines.
- One of the organization's certified internal auditor that ensures company's conformity to ISO-ISMS standard.

Shore Solutions Inc. (Acquire BPO Affiliate), May 2016 - March 2018

Business Process Outsourcing (BPO) that provides the following services to clients: voice, chat, and email support, back office, marketing and technical solutions, etc.

Senior HR Officer, Employee Relations

- Maintained zero labor cases in all assigned accounts.
- Provided human resources policy guidance and interpretation.
- Conducted learning sessions to operation managers and supervisors to ensure their knowledge and compliance with the company policies and implemented guidelines.
- Counseled operation managers and supervisors in handling employee relations issues to address concerns in both corrective and preventive manner adequately.
- Overall responsible for handling administrative cases and grievances by observing due process and conducting effective, thorough, and objective in-house investigations.
- Made sound recommendations on terminable administrative cases to HR heads for review and approval.
- Provided support to operations in managing low performers by helping in the documentation of coaching logs and driving performance improvement plans.
- Participated in and presented human resources-related information during onboarding for all new hire employees of the graveyard shift campaign.
- Facilitated general employee concerns for endorsement to the point of contact, including compensation and benefits, payroll, employee movement, and separation.
- Processed layoffs and severance packages during reduction in force.

SPi Global, August 2015 - May 2016

Business Process Outsourcing (BPO) that provides the following services to clients: data solutions, customer support, digital services, and research content.

HR Business Partner, HR Operations

- Implemented employee relations policies and activities including interventions to increase employee morale and engagement.
- Tracked and reviewed the progress and implementation of performance management policies and disciplinary actions.
- Facilitated employee relation administrative conference and made disciplinary action recommendations to HR Operations heads for review and approval.
- Facilitated conduct of Focus Group Discussion (FGD) in identifying employee needs and concerns.
- Conducted orientation program to new hires and refresher courses to tenured employees.
- Worked with leaders of assigned accounts on facilitation, interpretation, and application of the company's Code of Discipline.
- Communicated human resources-related information such as company policies, company events and other employee-related matters.
- Assisted employee concerns pertaining to payroll disputes and benefits.
- Monitored and documented employee movement – new hire, change in employment status, salary increase, position title modification, transfer, and separation.
- Handled the separation process of employees, including conduct of exit interview, process of exit clearance and quitclaim form, and scheduled release of final pay in coordination with Central Payroll.

Hocheng Philippines Corporation, October 2012 - July 2015

Manufacturing and sales company of bathroom fixtures.

HR & Legal Officer-In-Charge, Administration Department, October 2013 – July 2015

- Co-authored the company's revised employee handbook and onboarding orientation deck.
- Responsible for all disciplinary action and grievance procedures of the company.
- Spearheaded automation of performance management appraisal in partnership with the IT Department.
- Responsible for the Recruitment and Development Unit's (RDU) overall function, which includes talent acquisition, staffing, employment processing, employee records management, internal and external training, employee development programs, company-wide performance appraisal, employee communication, and motivational activities.

- Evaluated, reviewed, and improved existing standard operating procedure and work instruction under RDU based on existing policies.
- Facilitated the improvement of contract management and monitoring.
- In charge of contract preparation and amendment.
- Drafted legal documents, such as board resolution, affidavit, demand letter, and other legal forms.
- Processed the retirement claims and personal life insurance of employees.
- Custodian of corporate files and requirements.
- Attended court hearing.
- Performed special assignments and projects as directed by the Manager and/or Vice President.
- Editor-in-Chief, HCG Times (Company Newsletter)
- Host, Internal Events

HR Assistant, Recruitment and Development Unit, October 2012 - October 2013

- Ensured timely end-to-end recruitment processing.
- Conducted pre-employment orientation program for all new hires.
- Maintained updated employee information in the HRIS database and ensured appropriate modifications.
- Responsible for the employee performance assessment, which includes probation and regular performance appraisal, performance improvement program, promotion and transfers, and monthly performance bonus.
- Ensured accuracy of monthly agency payroll billing statement.
- Editor-in-Chief, HCG Times (Company Newsletter)
- Host, Internal Events

SIGNIFICANT SEMINARS AND TRAINING

- *International Innovation Summit 2021 - New Points of Contact: Advancing in a Boundaryless World*
IT & Business Process Association of the Philippines, Inc., November 16-18 & 23-24, 2021
- *4th Philippine HR Assembly - Transcendence: HR Pathways to Sustainability & Beyond*
Circa Logica Group, November 24-25, 2021
- *CCAP Conference 2021: Re-igniting Growth in the New Business Environment*
Contact Center Association of the Philippines, September 27-October 1, 2021
- *SSS In-Depth Information Seminar*
Social Security System, Diliman, Quezon City, December 3-4, 2020
- *Lean Six Sigma Yellow Belt Certification*
Personiv Manila, Alabang, Muntinlupa City, January 2020
- *Internal Auditor Training Course ISO 9001:2015*
TUV Rheinland Philippines, November 2019
- *ISO Quality Management System Awareness*
Personiv Manila, Alabang, Muntinlupa City, June 2019
- *Legal Writing Workshop 2018*
Arellano University School of Law, Pasay City, March 24, 2018
- *Effective Presentation Skills*
Business Coach, Greenhills, San Juan City, March 3, 2015
- *The Essentials of HR Law*
Asian Institute of Management (AIM) Conference Center, Makati City, May 15, 2013

KEY COMPETENCIES & SKILLS

- Proven expertise on Philippine labor laws and regulations
- Computer savvy with strong proficiency in Microsoft Office Applications.
- Advanced skill in MS Excel including Pivot Tables, VLOOKUP, XLOOKUP, INDEX/MATCH, nested IF statements, and others.
- Strong ability for conflict resolution.
- Effective verbal communication skills.
- Strong written communications skills, especially in legal and business writing.
- Capable to deal with highly confidential matters professionally & discreetly.
- Excellent interpersonal and coordination skills.

FLOREN CECIL T. MILLARE

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Email Add.: floren.millare@gmail.com

PERSONAL PROFILE

Age:	34 years old	Gender:	Male
Date of Birth:	September 9, 1987	Marital Status:	Married
Place of Birth:	Manila, Philippines	Nationality:	Filipino

ACADEMIC QUALIFICATIONS

Commercial Pilot Program

Leading Edge International Aviation Academy Inc., Graduated January 2020

Bachelor of Science in Entrepreneurial Management

University of Asia and the Pacific, Graduated June 2013
New Business Venture: FLO Construction Supply & Services

Bachelor of Science in Civil Engineering

University of Santo Tomas, 2004 – 2006
(Unfinished degree)

WORK EXPERIENCES

FLO Construction Supply and Services, November 2010 – present

Trucking and construction supplies business that provides the following goods and services to clients: hauls debris for on-going construction projects, and dropshipping of hardware and construction materials.

General Manager / Business Owner

- Manages all the aspects of the business (Marketing, Accounting, Human Resources, and Administration).
- Develops and manages customer relationship with clients by providing excellent customer services, and effective account management.
- Benchmarks current trends and offers in the market to be at par or better than the competitors.
- Sets pricing structures for targeted clients in the market to keep the business sustainable.
- Researches and provides the crews their pre-determined routes for the day to maximize the number of trips in a cost-effective method.
- Provides guidance, regular trainings, and performance assessment to all the crew to guarantee that they are performing their duties well.
- See to it that the fleet is well maintained and ready for the daily operations which include keeping maintenance schedules and performing regular routine checks.
- Keeps track of maintenance schedules of the fleet to ensure its functional operability.
- Procures the necessary supplies such as lubricants, batteries, and tires from trusted suppliers for the inventory to keep the operations running at an optimum level.
- Liaises with different agencies and organizations to keep the operations compliant with relevant policies and mandates.
- Ensures all logistics and safety regulations, government requirements, and other legalities are complied with.

FTM Haus (House) Care and Services, March 2006 – present

Family-owned construction business that design, build, and develop residential dwellings and commercial buildings. The business also provides restoration and renovation services for clients with existing structures.

Operations Manager - Family-run Business

- Develops purchasing strategies that are in line with the company's consumption and use of supplies and materials. Maintains purchasing records of goods ordered and received. Negotiates prices and contracts with suppliers while maintaining good relationships with them.
- Checks the inventory levels of construction materials and equipment, prepares reports for purchasing and proper allocation in different sites. Analyzes daily work output and supply levels to prevent inventory shortages which may lead to problems.
- Maintains quality and control measures in the construction site while ensuring site safety by conducting regular safety inspections.
- Transports construction workers from their respective areas to the construction sites, collects various packages from suppliers and maintains a travel log to record travel-time. Performs routine maintenance checks on the company vehicle to ensure operability and safety.

- Timekeeping and Payroll Management. Compiles and gathers workers' time sheet data. Calculates employee wages, deductions and prepares their weekly remuneration.
- Identifies the proper staffing requirement for a new or open position and hiring the most qualified applicant for that post. Secures and processes the necessary documentation of the applicant for his smooth transition into the company.
- Performs administrative and clerical tasks such as organizing and managing files, answering phone calls and delivering messages, performing bank runs and purchasing of office supplies, scheduling appointment with clients and suppliers, as well as ensuring that the office runs smoothly.
- Liaises and transacts with different government agencies and different organization to meet and comply with legal obligations of the company.

CERTIFICATION AND LICENSES

Commercial Pilot's License

Certifying Body: Civil Aviation Authority Philippines

Multi-Engine Land Rated

Beechcraft King Air 350i, Super King Air Proline Fusion

Date Obtained: August 2021

Single Engine Land Rated

Cessna 172

Date Obtained: February 2020

Instrument Rated

Date Obtained: February 2020

Restricted Radio Operator's Certificate

Certifying Body: National Telecommunications Commission, Philippines

Date Obtained: September 2021

Class 1 Medical Certificate

Certifying Body: Civil Aviation Authority Philippines

Date Obtained: March 2021

English Language Proficiency Certificate, Level 5

Certifying Body: International Civil Aviation Organization, United Nations Specialized Agency

Date Obtained: May 2016

BREAKDOWN OF FLIGHT TIME

Total Flight Time

212 + 32 HOURS

DESIGNATION	AIRCRAFT TYPE	PILOT-IN-COMMAND	SECOND-IN-COMMAND	ACTUAL INSTRUMENT	CROSS COUNTRY
Single Engine Land	Cessna 172	105+39	95+21	46+19	85+27
Multi-Engine Land	Beechcraft King Air 350i	0+00	12+32	12+32	12+32