



Barbara Kaye V. Villaflor

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Subdivision, Brgy. Sta. Ana, Taytay Rizal

Objective

A young professional pursuing a career in the development sector with specific interests in community development, political, cultural, and international studies.

Education

Master in Family Life and Child Development September 2021 — Present

University of the Philippines Diliman

Bachelor of Arts in Development Studies August 2016 — July 2019

University of the Philippines Manila

Bachelor of Arts in Social Sciences Major in Social Anthropology August 2015 — March 2016

University of the Philippines Baguio

Obtained units in Social Anthropology before transferring to Development Studies

Work experience

LBP Resources and Development Corporation - assigned to Social Housing Finance Corporation (SHFC) July 5, 2021 — Present

Community Development Officer

- Assists in conducting Social Preparation activities for the Project-affected Persons (PAPs) of the North-South Commuter Railway Extension (NSCR-Ex) Project
- Coordinates activities to the project stakeholders
- Facilitates community assemblies and community organizing trainings for the PAPs
- Facilitates and presents to Resettlement and Relocation Action Planning Workshops
- Facilitates sub-committee meetings attended by representatives from other National Government Agencies, Local Government Units, and other project stakeholders
- Documents meetings, assemblies, workshops, and other activities through post-activity reports
- Crafts surveys and other necessary assessment tools
- Prepares notices and memorandums
- Presents sub-committee updates to the members of the Local Inter-Agency Committee (LIAC)
- Monitors issues and concerns that involves the Social Preparation sub-committee

- Participates in Beneficiary Selection, Awards and Arbitration Committee (BSAAC) activities
- Assists in managing the project database
- Attend to Livelihood Subcommittee meetings and activities

Devex

October 7, 2019 — July 2, 2021

Development Data Specialist

- Tracked funding notices, procurement opportunities, and contract awards of major development donors such as the World Bank, ADB, USAID and the EU.
- Contributed to the growth of the website's job board by posting development jobs.
- Catered to posting requests from different development organizations.
- Participated in general team activities, including team meetings, training, and coordination work with other teams.

Volunteer Experience

- **Immersion Committee Volunteer**

Lakbayan ng Pambansang Minorya (2017)

Arranged immersion activities for students, organizations, and individuals interested to know about the plight of the Philippine Indigenous Groups

- **Administrative Volunteer**

Ilocos Human Rights Alliance (June-July 2018)

Assisted in organizing paperworks for a Human Rights Advocacy Organization

- **Community Organizing Volunteer**

Timpuyug dagiti Umili iti Karayan Buwaya (TUKB) (June-July 2018)

Conducted educational discussions and capacity-building activities in a peasant community in Ilocos, Philippines

- **Research Volunteer**

National Network of Agrarian Reform Advocates – Youth (June-July 2018)

Conducted a rural youth survey

Trainings and Certifications

- **Introduction to International Humanitarian Law**

International Committee of the Red Cross

August 5, 2020

- **National Drive Against Professional Squatters and Squatting Syndicates (NDAPSSS) (8-hour credit)**

Department of Human Settlements and Urban Development (DHSUD)

September 9, 2021

- **Relocation and Resettlement Action Plan (RRAP) (3-hour credit)**

Department of Human Settlements and Urban Development (DHSUD)

October 6, 2021

- **SHFC Mortgage Program-Approval and Procurement Process (3-hour credit)**

Department of Human Settlements and Urban Development (DHSUD)

October 12, 2021

- **Basic Gender and Development (3-hour credit)**

Social Housing Finance Corporation (SHFC)

August 3, 2021

- **Introduction to Advocacy**

United Nations Children's Fund (UNICEF)

September 29, 2021

- **Psychological First Aid in Resettlement, Asylum and Integration Settings**

International Rescue Committee (IRC)

January 5, 2022

- **Private Financing for Infrastructure and Sustainable Growth**

ADBInstitute

Skills and Other Qualifications

- Excellent written and verbal communication skills.
- Proficient in Microsoft Office (Word, PowerPoint and Excel)
- Community organizing experience in peasant, I.P. and urban poor communities
- With reliable experience in conducting community assemblies and consultations
- With experience in conducting community analysis and action planning
- With experience in organizing fundraising and solidarity events
- Trained in public speaking and presentation
- With reliable experience in research and technical writing
- With experience in advocacy work
- Research and data collection
- Highly adaptable
- Can work individually or with a team
- Excellent problem-solving skills
- Keen attention to detail

Forums and Conferences Attended

- **Asia World Model United Nations**
Bangkok, Thailand
February 2019
- **Devex World 2020**
Virtual Event
December 2019

Awards and Recognitions

- **Verbal Commendation Award**
Asia World Model United Nations (Bangkok, Thailand)
February 5, 2019

References

Rommel F. Linatoc, MM, MA, PhD, D.D.

Email: *available upon request*

Phone: *available upon request*

Reginald S. Vallejos, MPA

Email: *available upon request*

Phone: *available upon request*

Maychelle T. Torzar

Email: *available upon request*

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