

Paul Andrew L. Manalo

102 Boracay Drive Camella Homes 4B
Poblacion, Muntinlupa City, 1776
Mobile No.: (63935) 517-7511
paulandrewmanalo007@gmail.com



PERSONAL INFORMATION

Permanent Address : 102 Boracay Drive Camella Homes 4B Poblacion, Muntinlupa City, 1776
Birthdate : October 31, 1996
Birth Place : Muntinlupa City, Manila
Height : 5'8 ft.
Weight : 178 lbs.
Sex : Male
Civil Status : Single
Religion : Roman Catholic
Nationality : Filipino

BENEFICIARY

Beneficiary Name : Daria L. Manalo
Relationship : Mother
Permanent Address : 102 Boracay Drive Camella Homes 4B Poblacion, Muntinlupa City, 1776
Tel. No. : (63) 933 827 1237

Beneficiary Name : Julius Caesar B. Manalo
Relationship : Father
Permanent Address : 102 Boracay Drive Camella Homes 4B Poblacion, Muntinlupa City, 1776
Tel. No. : (63) 932 482 2499

BROTHERS / SISTERS

Brother: Manalo, Timothy Paul L. Birthday: May 12, 1994
Birth Place: Muntinlupa City
Civil Status: Single
Occupation: Employed

Brother: Manalo, Thomas Paul L. Birthday: August 30, 1999
Birth Place: Muntinlupa City
Civil Status: Single
Occupation: Employed

Sister: Manalo, Mary Harriet L. Birthday: October 30, 2006
Birth Place: Muntinlupa City
Civil Status: Single
Occupation: Deceased

EDUCATIONAL BACKGROUND

Elementary

School: Southernside Montessori School
Address: Southernside Montessori School

Year [From] - [To]

2004 - 2009

Secondary

School: Southernside Montessori School
2009 - 2013
Address: Muntinlupa City

Tertiary

Course: Bachelor of Secondary Education major in Mathematics
School: Polytechnic University of the Philippines
Address: Anonas Street, Sta. Mesa, Manila, Philippines

2013 - 2018

Postgraduate

Course: Master in Education Management
School: Open University, Polytechnic University of the Philippines
Address: Anonas Street, Sta. Mesa, Manila, Philippines

2020 - present

EMPLOYMENT HISTORY

Position: Local Disaster Risk Reduction Management Officer I

Company: City Government of Muntinlupa City – Department of Disaster Resilience and Management

Address: National Road, Putatan Muntinlupa City

Date: March 2022 - Present

Reason for Leaving: N/A

Job Description / Duties and Responsibilities:

- Formulate contingency plans (CP) in alignment with the City, Regional and National DDRM Plan
- Design, program, and coordinate DRRM activities, consistent with the NDRRMCs Standards and Guidelines
- Consolidate local disaster risk information which includes natural hazards, vulnerabilities, and climate change risks, and maintain local risks maps.
- Provide assistance to the Research and Planning Division in strengthening the implementation of program, project and activities
- Perform other task of DDRM Research and Planning Division programs and activities as required

Position: Safety Officer I

Company: Research Institute for Tropical Medicine

Address: 9002 Research Drive Filinvest Alabang Muntinlupa City

Date: July 2020 – December 2021

Reason for Leaving: End of Contract

Job Description / Duties and Responsibilities:

- Able to conduct identification, inspection and monitoring of any safety and health hazards during an environmental walk-through survey; and assists in the provision of possible recommendation
- Draft safety report, incident/accident report
- Assist in developing Standard Operating Procedures – Guidelines, Procedure Manual and Work Instruction of the Committee

- Document Custodian
- Perform Administrative requirements (Operational Planning, Project Procurement Management Plan, Line Item Budget, etc.) and other reportorial documents including CSS input
- Facilitate training activities – assist in training assessment, implementation & development of post-training report
- Does the minutes of meeting within turnaround time
- Assist in addressing all Occupational Safety issues raised by employees and supervisor
- Perform other assignments that may be assigned from time to time

Position: Senior High School Teacher
 Company: Southernside Montessori School
 Address: Camella Homes 4 Poblacion Muntinlupa City
 Date: May 2019 – March 2020
 Reason for Leaving: Resigned due to Pandemic (COVID-19)

Job Description / Duties and Responsibilities:

- Develop and issue educational content
- Supervise classes to ensure all students are learning in a safe and productive environment.
- Organize supplies and resources for lectures and presentations.
- Plan and implement educational activities and events.
- Prepare and distribute periodic progress reports and semester report cards.
- Evaluate and document students’ progress.
- Attend parent-teacher meetings.

Position: Lubrication Specialist
 Company: NCH Philippines
 Address: 7/F Suite 705 West, Tektite Towers Exchange Road, Ortigas Center
 Date: April 2018 - October 2018
 Reason for Leaving: Finish Contract

Job Description / Duties and Responsibilities:

- Present, promote and sell products/services using solid arguments to existing and prospective customers
- Establish, develop and maintain positive business and customer relationships
- Perform cost-benefit and needs analysis of existing/potential customers to meet their needs
- Expedite the resolution of customer problems and complaints to maximize satisfaction
- Supply management with reports on customer needs, problems, interests, competitive activities, and potential for new products and services.
- Coordinate sales effort with team members and other departments

TRAININGS / SEMINARS ATTENDED

Training Center: Department of Disaster Resilience and Management
 Duration: September 7-9, 2022
 Address: Muntinlupa Sports Complex
 Title: Basic Incident Command System

Training Center: Online Training – Sustainable Human Development Program
 Duration: June 13-24, 2022
 Address: Development Academy of the Philippines
 Title: GIS Hazard Modeling Training for Improved Decision-Making and Early Warning Action of Local Government Units

Training Center: Online Training – Office of Civil Defense Duration: April 18-22, 2022
Address: Metro Manila Disaster Risk Reduction & Management Council
Title: Local Disaster Risk Reduction & Management Planning Training

Training Center: Online Training – KAYA Duration: March 21, 2022
Address: Office of Civil Defense
Title: BLAST DRRM: Linking Disaster Risk Reduction Management and Climate Change Adaptation

Training Center: Online Training – KAYA Duration: March 18, 2022
Address: Office of Civil Defense
Title: DRRM101: Philippine Disaster Risk Reduction and Management System

Training Center: Online Training of OSHC Region V Duration: June 29-30, 2021
Address: DOLE - OSHC Region V
Title: Basic Occupational Safety and Health Training for Safety Officer I

Training Center: Online Training Duration: May 15-30, 2021
Address: STAR Training Center
Title: Capacity-Development Program on Data Analysis

Training Center: Online Training of WHO Duration: October 14, 2020
Address: World Health Organization
Title: Incident Management System Tier 1

Training Center: RITM - BRMO - Online Training Duration: October 05, 2020
Address: Research Institute for Tropical Medicine
Title: Biosafety 101

Training Center: Online Training of WHO Duration: October 09, 2020
Address: World Health Organization
Title: WHO Covid-19 Mass Gatherings Risk Assessment Training

Training Center: RITM - IPCC Duration: September 25, 2020
Address: Research Institute for Tropical Medicine
Title: Basic Infection Prevention and Control Training and Workshop for Safety Officers

Training Center: SETSI - TESDA Duration: August 08, 2018
Address: Marikina City
Title: National Certificate III in Bookkeeping

SPECIAL SKILLS / INTERESTS

- Basic Computer Literacy
- Skilled in major relevant computer applications like MS Word, MS Excel.
- Well-versed in oral and written English and Filipino.
- Driving

CHARACTER REFERENCES

Engr. Cyril D. Gonzalodo
Division Head, Research and Planning Division
Department of Disaster Resilience and Management
City Government of Muntinlupa
09272585712

Lara Kristine Y. Castro
Nurse II - Supervisor, ICS – Safety Office
Research Institute for Tropical Medicine
09276559271

Daizylyn Palillo, MSME
Chief, College of Education Research and Accreditation Center Polytechnic University of the
Philippines Sta. Mesa, Manila 09338596522

Danika Grace Galvez, ECE, ECT
Independent Sales Agent, Maintenance and Facilities Engineering
NCH Philippines
09218713180


PAUL ANDREW L. MANALO

Applicant's Signature