

## **JONATHAN F. LUCAS**

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### **CAREER OBJECTIVE**

Create value for my prospective employer through my dedicated and diligent efforts.

### **WORK EXPERIENCE**

#### **South Pacific Inc.**

May 2019 – Present

Affiliate Relations

Associate

- Secure Permits and Licenses for newly constructed REGASCO Refiling Plants and South Pacific Inc. Terminal.
  - Barangay Clearance/ Barangay Business Permit
  - Zoning or Locational Certificate
  - Building Permit
  - Sanitary Permit
  - Mechanical Permit
  - Electrical Permit
  - Fencing Permit
  - BFP (Fire Safety Evaluation Certificate)
  - BFP (Fire Safety Inspection Certificate)
  - Mayor's Permit/ Business Permit
  - Meralco (Permanent power supply)

Gathering and securing all the requirements needed to start application of permits.

(Duly Accomplishment Forms & Notarized, Transfer Certificate of Title or Deed of Absolute Sale, Real Property Tax Declaration, Plans Duly Signed by our Civil Engineer's, Specifications, Bill of materials, Barangay Clearance, ECC, Resolution of no objection from Sangguniang Bayan, Certificate of real property tax payment.

- Prepare SEC Registration.
- Prepare a copy of land title, contract of lease (if lot is not owned by the company)
- Coordinate to Barangay hall for Public Scoping or Hearing.
- Coordinate to Barangay hall, to secure a Barangay Clearance for Building construction and Barangay Clearance for business permit.

- Secure a Tax Declaration and Tax Clearance in Municipal hall.
- Secure a Locational Clearance to MPDC (Municipal Planning and Development Coordination) – pass all requirements needed.
- Secure a building permit for a construction of our plant in Engineering Office.
- Coordinate and secure with Bureau of Fire for a FSEC permit.
- Secure an Occupancy Permit in Engineering Office.
- Secure an Occupancy permit in Bureau of Fire.
- Coordinate and secure with Mayor’s Office for a Business Permit.
- Coordinate with the Meralco for a 3 phase permanent power supply.
- Coordinate with the water supply company.

**Its Sober Mobile Bar**

Established in August 2018

*Proprietor*

- Caters to various events such as weddings, birthday parties, corporate events, private functions, etc.
- Creative mobile bar setup
- Professional and friendly bartenders

**Metro Antipolo Hospital and Medical Center Inc.**

October 2017 – March 2018

*PhilHealth Clerk*

- Assists member-patients in complying with Philhealth policies and requirements
- Receives, examines and evaluates claims for availment of various benefits under PhilHealth insurance programs
- Ensures that monthly hospital claims have been met

**Maalab Design and Construction, Inc.**

February 2016 – September 2017

*Permit and License Coordinator*

- Coordinates with local government units for the permit requirements of new Petron Gasoline Stations for construction
- Attends Barangay hearings / City Council meetings for the processing of the pre-construction clearances of the client company’s service station projects
- Monitors and submits weekly permit status reports of the projects handled for Petron Corporation

## **Bureau of Immigration**

June 2011 – April 2012

*Administrative Staff – Office of the Commissioner*

- Attends to airport-related matters brought to the attention of the Commissioner
- Receives correspondences relating to airport operations and endorses the same to assigned Immigration Officer for appropriate action and further instructions
- Monitors implementation of Commissioner instructions relating to airport-related matters at various international ports of entry and exit in the country

April 2012 – September 2015

*Administrative Staff – Airport Operations Division (Ninoy Aquino International Airport)*

- Coordinates with the Office of the Commissioner for the effective implementation of Commissioner instructions, especially on the arrival and departure of VVIPs, VIPs, diplomats, and other esteemed guests
- Assists Immigration Officers in maintaining effective immigration controls through the validation of passenger information and records
- Performs needed administrative functions such as the monitoring of daily attendance of Immigration Officers, preparation and filing of various Immigration orders and other pertinent business correspondences, and monitoring of the use of BI Border Stamps
- Facilitates the collection and processing of payment fees for visa extension and Waiver for Exclusion Grounds (WEG)

## **Armed Forces & Police Savings & Loan Association, Inc. (AFPSLAI)**

January – June 2011

*Administrative Staff – Area Operations Head*

- Monitors daily transactions of various branch offices and prepares a consolidated end-of-day report
- Handles the encoding and consolidation of loan reports
- Coordinates with branch offices nationwide for various operational concerns

July – December 2010

*Administrative Staff – Accounting Division*

- Ensures the correctness of liquidation cash advance forms through the balancing of indicated figures and computations
- Encodes daily accounting reports in the company's system
- Organizes loan ledgers and statement of accounts
- Files journal vouchers, disbursement vouchers, daily cash position reports and other pertinent documents

## **EDUCATIONAL BACKGROUND**

*St. Joseph's College (2006 – 2010)*  
Bachelor of Science in Business Administration  
Major in Management

*St. Joseph's College (1992 – 2006)*  
Primary and Secondary Education

## **SKILLS AND ABILITIES**

- MS Office Proficient (MS Word, MS Excel, MS PowerPoint)
- Team worker
- Effective interpersonal skills
- Open to new learning and experiences
- Patient and hardworking
- Determined and dedicated
- Results-oriented and internally-motivated

## **REFERENCES**

Gen. Ricardo A. David Jr.  
AFP (Ret.)

Lt. Gen. Jaime B. Buenaflor  
AFP (Ret.)

Dr/Bgen. Adrien R. Quidlat  
AFP