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PROFESSIONAL QUALIFICATIONS / EXPERIENCE

June 2005 Philippine Licensed Architect

August 2008 Philippine Licensed Master Plumber

July 2010 Fire Safety Practitioner

WORK EXPERIENCE

February 2018 – present

Position
Responsibilities

RVPil Construction

No. 7 Chesnut, SSS Village, Marikina City
Managing Partner

- Prepare Project Execution Program from Predesign up to Project Turnover
- Assist the client in the project planning, budgeting, and allocations.
- Maintain strict adherence to the budgetary guidelines, quality and safety standards. Prepares progress cash flow
- Direct the activities and productivity of the project management team
- Prepare and submit for Owner's approval the Master Project Schedule indicating milestone schedules for the pre-design until post construction phase
- Regular audit of Project Manager Team to ensure that mandated procedures and programs are performed and implemented accordingly
- Review the overall execution of all project activities and operations; ensures that these conform to the required schedule, technical specifications, quality and cost
- Evaluate project status to recommend corrective actions and control measures for proper project accomplishment
- Establishes, maintains and manages customer requirements and expectations regarding the project performance
- Creates project work plans and revises as appropriate to meet changing needs and requirements of the client
- Translates and communicates all aspects of the project across all key stakeholders to ensure consistency and clarity throughout the project life cycle
- Organize, program and centralize all means of communications
- Review all pertinent documents for the facilitation and processing of payments. Recommend and prepare certificate of payments of all consultants and contractors
- Create the teams, develop the objectives/goals of each and assign individual responsibilities.
- Performs other management mandated functions

February 2014 – February 2018

Position
Responsibilities

Breakthrough and Milestones Productions International, Inc.

907 Edsa, Philam, Quezon City
Project Manager

- Prepare Project Implementation Procedure from Predesign up to Project Turnover
- Oversee the construction project from start to finish.
- Perform a key role in project planning, budgeting, and identification of resources needed.
- Create the teams, develop the objectives/goals of each and assign individual responsibilities.
- Project accounting functions including managing the budget, tracking if team expenses and minimizing exposure and risk in the project
- Ensure that construction activities move according to predetermined schedule.

- Devise the project work plans and make revisions as and when need arises.
- Communicate effectively with the contractors responsible for completing various phases of the project.
- Co-ordinate the efforts of all parties involved in the project, which include the architects, consultants, contractors, sub-contractors and laborers.
- Monitor the progress of the construction activities on a regular basis and hold regular status meetings with all the sub-teams.
- Maintain strict adherence to the budgetary guidelines, quality and safety standards.
- Periodic inspection of construction sites.
- Identify the elements of project design and construction likely to give rise to disputes and claims
- Serve as a key link with the clients and review the deliverable prepared by the team before passing onto client.
- Spearhead the tendering process in coordination with Quantity surveyor
- Represents the client in all meetings and dealings related to the project
- Coordinate all the concerns for the client; distribute and monitor to respective department
- Identify and monitors and controls project deliverables of all project team members
- Identify and monitor all risks and potential problems and spearhead technical meetings to discuss such and recommend preventive and contingent actions
- Prepare and submit for Owner's approval the Master Project Schedule indicating milestone schedules for the pre-design until post construction phase
- Review all pertinent documents for the facilitation and processing of payments. Recommend and prepare certificate of payments
- Organize project team including BMPI inhouse technical staff, consultants, contractors and vendors
- Implement and spearhead the selection, evaluation and recommendation of project team member to the BMPI
- Review and administer contracts of all BMPI hired companies and technical personnel in coordination with Legal Department
- Organize, program and centralize all means of communications in coordination with IT Department
- Provide and submit monthly report to BMPI. Conduct and spearhead monthly client coordination meeting.
- Issue and authorize Project Manager's Instruction.
- Prepares closeout reports

March 2012 – January 2014

Position
Responsibilities

Langdon & Seah Philippines, Inc. (now Arcadis Philippines)
4th Floor Kings Court I Building, 2129 Pasong Tamo, Makati City
Project Manager

- Oversee the construction project from start to finish.
- Perform a key role in project planning, budgeting, and identification of resources needed.
- Create the teams, develop the objectives/goals of each and assign individual responsibilities.
- Project accounting functions including managing the budget, tracking if team expenses and minimizing exposure and risk in the project
- Ensure that construction activities move according to predetermined schedule.
- Devise the project work plans and make revisions as and when need arises.
- Communicate effectively with the contractors responsible for completing various phases of the project.
- Co-ordinate the efforts of all parties involved in the project, which include the architects, consultants, contractors, sub-contractors and laborers.
- Monitor the progress of the construction activities on a regular basis and hold regular status meetings with all the sub-teams.
- Maintain strict adherence to the budgetary guidelines, quality and safety standards.
- Periodic inspection of construction sites.
- Ensure project documents are complete.
- Identify the elements of project design and construction likely to give rise to disputes and claims.
- Serve as a key link with the clients and review the deliverable prepared by the team before passing onto client

May 2006 – February 2012

G&W Architects, Engineers, Project Development Consultant (now Visionarch)
Unit A, 10th Floor, Strata 2000 Bldg., F. Ortigas Jr Ave., Ortigas Center, Pasig City

Position

Project Manager / Construction Manager

Responsibilities

- Take charge of project from pre design phase until implementation
- Evaluates paper works and other documents for approval
- Prepares project proposals and studies
- Manage all documentation of assigned project
- Evaluates values of works and progress billings
- Coordinates with the consultant, project representatives, workers, contractors, suppliers and other involved trades
- Supervise production of contract documents and working drawings

May 2004 – January 2006

Pronstroller, Popes and Associates
Aurora Blvd., Cubao, Quezon City

Position:

Project Architect / Design Architect

Responsibilities

- take charge of project from pre design phase until implementation
- handles the overall maintenance and supervision of the construction
- monitor quality control and time management
- coordinates with the consultant, project representatives, workers, contractors, suppliers and other involved trades
- reviews, evaluates values of works and progress billings
- preside construction coordination and meetings at project site
- prepares bill of materials, cost estimates, specifications and other contract documents
- prepares schematic designs up to final designs
- evaluates paper works and other documents for approval
- prepares project proposals and studies
- manage all documentation of all projects

PROFESSIONAL EXPERTISE

Project and Construction Management,
Quantity Take-off & Survey & Cost Estimating,
Project Development Consultancy,
CADD and 3D Operation
MS Project Operation
PlanSwift Operation

Architectural Design & Planning,
Technical Specification Writing,
Conceptual Design Studies, Analysis & Solution,
Basic Microsoft Office Application
Driving with Philippine Driver's License

SEMINARS / LECTURES ENGAGEMENT AS SPEAKER

August 2, 2021	Basics of Project Management Part 1 – Construction Management Procedure
August 10, 2021	Basics of Project Management Part 2 – Construction Management Procedure
August 18, 2021	Basics of Project Management Part 3 – Project Documentation
August 25, 2021	Basics of Project Management Part 4 – Technical Writing and Business Documentation
September 2021	Basics of Project Management Part 5 – Basic Communication

EDUCATIONAL BACKGROUND

College

Technological Institute of the Philippines
Cubao, Quezon City
BS Architecture

Graduate, March 2004
 Sec. Guillermo De Vega Scholar (1999 – 2004)
 Consistent Dean's Lister
 ASAPHIL Most Outstanding Architecture Student of the Year, 2003
 Candidate, TIPQC Model Student of the Year, 2004
 Quiz Competition Consistent winner (team/individual)

Secondary Sumulong Memorial High School, Antipolo City
 Graduate, March 1999

Primary Juan Sumulong Elementary School, Antipolo City
 Graduate, March 1995

TRAININGS / SEMINARS ATTENDED

August 2022	Regenerative Architecture, Philippine Institute of Architects
April 2022	Passive Fire Protection for Better Safety Protection, Bostik Academy
August 2018	Construction Project Management, Engr. Hadji Aranda, Quedsa Plaza, Quezon City
March 2017	Power Solution Equipment, Exhibit and Seminar, DAP CC, Tagaytay City
March 2011	Building Green, The Government Forum, Makati Shangrila, Makati
May 2010	Fire Safety Practitioners' Training Course Seminar, UAP Headquarter, Quezon City
June 2009	Productive Project Management, PMAP, Great Eastern Hotel, Quezon City
June 2009	Improving your Project Time and Cost Management Skills, PMAP, Great Eastern Hotel, Quezon City
March 2008	Passive Fire Protection Technology Seminar, G&W CCD Office, Pasig City
June 2006	Construction Dispute Resolution, CIAC, PICA, Makati City
September 2004	Estimating Civil Works Made Easy, Engr. Roger Recoco, Club, Roces Avenue, Quezon City
May 2003	ASAPhil Annual National Jamboree, Ilo-ilo City and Guimaras
February 2003	70th PIA Annual National Convention, Westin Philippine Plaza, CCP Complex, Pasay City
February 2003	Fate of Human Habitat in the Hands of Architects, Arch. Marylou Ventura, TIP, Quezon City
February 2003	Philippine Culture in Architecture, Arch. Francisco Mañosa, TIP, Quezon City
December 2002	Urban Planning and Design, Arch. Felino Palafox Jr., TIP, Quezon City
November 2002	Trip and House Visit, Arch. Ramon Ma Zaragoza, Vigan, Ilocos Sur
October 2002	First 100 Years of Philippine Architecture, Arch Joel Rico, TIP, Quezon City
February 2002	69th PIA Annual National Convention, Shangrila Hotel, Ortigas Center, Pasig City
November 2001	Lectures on High-rise Structures, Arch. Jose Pedro Reccio, TIP, Quezon City

AFFILIATIONS / POSITIONS HELD

2008 – present	National Master Plumber Association of the Philippines, Regular Member
2005 – present	United Architects of the Philippines, Regular Member
2004 – present	Philippine Institute of Architects, Corporate Member
1999 – 2004	Philippine Institute of Architects Junior Affiliate, President, Member
2000 -2004	TIPQC Arki Quiz Team , Team Captain, Member
2000 – 2004	Architectural Students Association of the Philippines, TIPQC, Committee Head, Member
2001 – 2004	Department of Student Government – Architecture, TIPQC, Vice – President
2001 – 2004	Renducircle, TIPQC, Secretary, Member

AWARDS AND CITATIONS

March 2004	Second place, Up Arkiforum National Quiz Competition, group category
February 2003	Top 9, Architectural Design 10 Thesis Deliberation, 'Metroeast Trade Center and Exchange'
September 2003	Top 1, Architectural Design 9 Thesis Deliberation, 'Metroeast Trade Center and Exchange'
September 2003	Best in Presentation, Architectural Design 9 Thesis Deliberation, 'Metroeast Trade Center & Exchange'
May 2003	First place, ASAPhil National Quiz Competition, group category
May 2003	Second place, ASAPhil National Quiz Competition, individual category
May 2003	First place, ASAPhil National Mixed-media Rendering Competition
February 2003	Top 2, Architectural Design 8 Comprehensive Examination
December 2002	First place, ASAPhil National Quiz Competition, group category
December 2002	Fourth place, ASAPhil National Quiz Competition, individual category
February 2002	Third place, Up Arkiforum National Quiz Competition, group category
December 2001	Second place, Nationwide Architecture week, national Quiz Competition, group category
December 2001	Most Outstanding Jr.PIA Awards
December 2000	First place, Architecture week, Quiz Competition, Individual category

I hereby certify that above information are true and correct to the best of my knowledge.

Paulo Frederick R. Cadungon

References furnished upon request