

## **Ma. Sherry Perez- Tripole**

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HR practitioner with extensive multi-industry experience in cement manufacturing and power plant/energy set-ups. Knowledgeable in recruitment and selection, policy formulation, total rewards system e.g. compensation strategy, market salary survey and benefits studies, rewards, recognition and incentive programs, wage and salary administration, job analysis and job evaluation, budget and costs, administration of retirement plan, labor relations and collective bargaining negotiations and implementation, HR systems project management until implementation, SAP HR, Workday, SuccessFactors. People-oriented and delivers results, attentive to details, with good communication skills, solutions-focused and work well independently or in a group.

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### **Professional Experience**

#### **Holcim Philippines, Inc.**

##### **HR Business Partner of Davao Plant**

**Bo. Ilang, Km 26, Davao City**

**June 2021 – Present**

Oversees the implementation of HR services in the areas of Recruitment and Staffing, Employee Movements, Salary and Benefits Administration, Labor Relations, CBA Negotiations, Employee Engagement, Rewards and Recognition, and Training and Development.

Ensures that the HR services is delivered in a timely and efficient manner.

Lead in the cascade of HR policies and business processes covering Organization Design and Workforce Planning, Talent Management, Performance Management, Learning and Development, Compensation and Benefits, Employee & Industrial Relations and Collective Bargaining Agreement and recently handled and closed 5-year CBA negotiations with 2 Unions: rank-and-file and supervisory.

Provides guidance and coaching to employees in the promotion of a safety culture and along the company's core values; handles investigations of employee breaches of company policy.

Spearheaded the conversion of the company's code of behavior into codal system from its previous design.

Position reports to SVP, Head of O&HR and supervises one (1) HR Employee Engagement Officer in the plant.

##### **Head of Total Rewards**

**Head Office, McKinley Hill, Fort Bonifacio, Taguig**

**March 2017 – May 2019**

Recommends sets of strategies and platforms for compensation and benefits aligned towards the philosophy on – performance-based compensation, salary structure and benefits system, rewards & recognitions – the whole elements of Total Rewards System (TRS). Monitor, evaluate and plan for the sustenance of programs in the Total Rewards Systems – core and non-core benefits.

Conducts studies and researches related to compensation and benefits such as but not limited to benchmarking practices, CBAs, new trends on BP, benefits to ensure relevance. Evaluate and compare existing company benefits with those of other employers by participating in area and industry

surveys; and analyze to see how the company's rates compare with others and ensure that the company's pay scale complies with changing laws and regulations.

Develops specifications or new plans or modify existing plans to maintain company's competitive position in labor market. Design, develop CBA strategies and proposals; implement, administer and monitor various recognition/incentive/bonus programs at company-wide.

Conducts assessment and audit implementation of benefits for consistency and serve as an advisor to the business on compensation and benefits related matters. Manages & administers retirement plans, lead in the annual actuarial study of the retirement plans and administers the process of all separation pays.

Ensures that the company policies on compensation and benefits are reviewed and updated and at par with the market to ensure hiring and retention of best performers. Develop, review and/or revise HR policies in the areas of compensation and benefits in accordance with changes in the compensation and benefits plans and proposals. Leads the job analysis and evaluation process of all positions.

Conduct research and studies on appropriate Collective Bargaining Agreement approach across all locations and come up with recommendations. Ensures approved salary structure for unionized employees are administered by the plant.

Handles inbound and outbound permanent and temporary transfers of Holcim employees together with the International Mobility Team of Holcim in Zurich, Switzerland e.g. immigration documents, housing, car administration, family package relocations, etc. Administers payroll of all expatriates.

Leads in budget process for the department and ensure compliance to the budget guidelines i.e. Salaries and Other Personnel Expenses (SOPE) for midterm plan (MTP) and annual budgets. Handles the additional role as HR Business Partner of Davao Plant during the 2-year Covid-19 pandemic. Provide HR business partnering with Cement Industrial Performance (CIP) team in Davao Plant. Manages HR services and programs on talent management and succession planning, employee relations, learning and development, labor relations and CBA negotiations, compensation and benefits.

Position reports to SVP, Head of O&HR and with two (2) direct reports: Compensation & Benefits Manager and Compensation & Benefits Specialist.

### **Therma South, Inc. (Coal-Fired Power Plant)**

A subsidiary of Aboitiz Power Corp.

Binugao, District of Toril, Davao City

#### **Manager, HRQ and Administration**

**January 2012 – September 2016**

Led the organization design and its review together with the Business Development team of the coal-fired power plant table during phase 1 and 2 of the project: construction and commissioning. Handled the recruitment and staffing of phase 3: post- commissioning / operationalizing the power plant in 2016; full complement of 130 positions

Implemented the performance management system, salary and benefits administration. Handled the Salary review and administration of Davao-based employees. Led the implementation of AboitizPower's retention and organizational development programs and platforms in the Davao plant.

User of HR Oracle platform for all employee related database (timekeeping, leave management, 201 file, salary management, etc.) Led the budget preparation of the business unit and aligned with Group. Handled immigration and DOLE permitting of expatriates.

Responsible for the delivery of the training programs of employees e.g. company's Universal Training Program, culture-building, leadership and interpersonal skills programs. Managed all contracted / outsourced services clinic management, canteen management, office utility / janitorial services.

Supervises three (3) HR team members and organic Driver

**Holcim Philippines, Inc. (HPI)**

**HR Operations Manager  
Corporate Office  
June 2011 – January 2012**

Has oversight of the recruitment and staffing. Implementation of HR Services e.g. Personnel Movements, salaries and wages, payroll administration, statutory and company benefits and employee welfare programs, exit interviews and separation benefits. Budget preparation align with Group HR.

Responsible for the conduct performance consulting with employees, functional heads and supervisors to address employee performance and engagement issues. Implement consequence management according to the policy. Lead Head Office HR in the effective and efficient implementation of Rewards and Recognition Programs of the company. Recommend appropriate recognition programs to achieve employee engagement.

Manage contracted outsourced services i.e. employee transportation (service shuttle for shifting and office-based), clinic management, canteen management, office utility / janitorial services, expatriate permitting

Reports to the Vice President – Human Resources and supervised three (3) HR Specialists

**Manager, Compensation and Benefits  
Corporate Office  
April 2008 – May 2011**

Works with VP- HR to establish sets of strategies and platforms for compensation and benefits aligned towards the philosophy on – performance-based compensation and benefits system. Implemented Total Rewards System (TRS). Monitor, evaluate and plan for the sustenance of programs in the Total Rewards Systems – core and non-core. Consequence Management: Ensures compliance to and uniform implementation of Code of Behavior to all employees.

Administers 2 Retirement Plan Rules and company car benefits or work tool Defined Benefit and Defined Contributions. Handles Performance Compensation Scheme of all Holcim Philippines, Inc.'s executives and submits to Group HR in Zurich, Switzerland for payout. Administer process for company car benefits or work tool for eligible and qualified employees.

Ensures that the company policies on compensation and benefits are reviewed and updated and at par with the market to ensure hiring and retention of best performers. Conducts benchmarking and survey together with a consultant (Watson Wyatt TRS Team Philippines) - Review of salary structure and benefits- Job analysis and evaluation of all positions. Ensure that all the compensation and benefits policies are implemented properly across all location to achieve consistency and fairness.

Conducts research and study on appropriate Collective Bargaining Agreement approach across all locations and come up with recommendations. Ensures approved salary structure for unionized employees are administered by the plant.

Handles inbound and outbound permanent and temporary transfers of Holcim employees together with the International Transfer Team of Holcim in Zurich, Switzerland e.g. immigration documents, housing, car administration, family package relocations, etc. Administers payroll of all expatriates. Works with OD HR team on the future manpower requirement of the departments. Prepares HR budget ensuring alignment with Group HR.

Ensure that the reportorial requirements are available for the annual actuarial studies, compensation and benefits studies ensuring that management has accurate basis for decision making. Super User of SAP HR modules (timekeeping, leave management, 201 file and others).

Reports to the Vice President – Human Resource and supervises one (1) staff

**Manager, Human Resources**  
**Davao Plant**  
**2003 - 2008**

Oversees the implementation of HR Services e.g. Personnel Movements, salaries and wages and payroll administration for unionized, supervisory and managerial employees. Statutory compliance and administration of company benefits and employee welfare programs, separation benefits ensuring uniform application to sustain and enhance employee morale. Budget preparation aligned with the HR group's KPIS.

Quality maintenance of SAP HR Modules and other HR systems (on-line systems). Facilitates CBA negotiation process with management team of the plant. Implement labor regulations, policies, programs and activities to maintain and enhance industrial peace and achieve highest productivity.

Performance consulting with employees, functional heads and supervisors to address employee performance and engagement issues. Consequence management is implemented according to the policy. Leads in the effective and efficient implementation of Rewards and Recognition Programs of the company. Recommend appropriate recognition programs to achieve employee engagement

Oversees the HRD Officer in the delivery of training programs to plant – based employees. Manages contracted services through outsourced services on: employee transportation (service shuttle for shifting and office-based), clinic management, canteen management, office utility / janitorial services, expatriate permitting.

Administratively reports to Plant Manager and functionally reporting to Vice President – Human Resources Supervises two (2) HR Specialists and 1 HRD Officer

**Union Cement Corporation**

Bo. Ilang, Tibungco, Davao City 1995 - 2003

**Human Resources Assistant**  
**March 1995 - 2003**

Started as Records/Clerks Typist and was promoted to HR Assistant. Administer HR programs, policies and procedures. Handles selection and recruitment, benefits administration, assisted in the conduct of trainings, personnel and administrative services. I developed and maintained HRIS resulting to automated Notice of Personnel Action (NPA).

**Morrison Knudsen Corporation (USAID Project)**  
ECA Bldg, National Highway, General Santos City

**Human Resources Clerk**  
**Summers 1992, 1993 and 1994**

Summer jobs while going to school. Administer HR services to local hires and expatriates

**Education**

San Beda College, Alabang, Manila  
Certificate in Compensation Management (2010)  
1 out of 4 programs leading to Diploma in Human Resource Management

Ateneo de Davao University, Emilio Jacinto St. Davao City  
Bachelor of Laws (2000-2002)  
Completed some units

Ateneo de Davao University, Emilio Jacinto St. Davao City  
BS Computer Science March 1995  
Graduated in the roster of Dean's list  
News Editor of the official publication of the school

Notre Dame of Dadiangas for Girls, General Santos City  
Secondary Education March 1991

Sienna College, SFDM, Quezon City  
Primary and Elementary Education

### **Certifications and Trainings**

- With accreditation from Harrison Assessment
- Certificate in Compensation Management
- Certified DDI Facilitator
- Project Management Course (Holcim Philippines)
- Hay Job Analysis and Job Evaluation
- Others, available upon request

### **References**

Available upon request