

**CURRICULUM VITAE
OF
ATTY. ELVIRA V. ESTANISLAO**



PERSONAL BACKGROUND

E-Mail Address : evestanislao@bcda.gov.ph
Passed the Philippine Bar in 1996
Passed the Career Executive Service in 2009

CAREER EXECUTIVE SERVICE (CESO) ELIGIBLE

EDUCATIONAL BACKGROUND

Graduate School : Masters in Urban & Regional
Planning
: School of Urban and Regional
Planning
University of the Philippines
: Diliman, Quezon City
:
: Bachelor of Laws
: University of Santo Tomas
: Sampaloc, Manila

College	:	Bachelor of Arts in Philosophy
	:	University of the Philippines
	:	Diliman, Quezon City
	:	Diploma
	:	1983
High School	:	Manila Science High School
	:	Taft Avenue, Manila
	:	Diploma
	:	1979
Grade School	:	F. Balagtas Elementary School
	:	Sta. Cruz, Manila
	:	Valedictorian
	:	1975

SPECIAL TRAININGS/SEMINARS ATTENDED

- Public Speaking, Wilma Cruz-Tapalla; 1988
- Internship, Office of the Legal Aid – UST College of Law; 1993-1994
- Philippine Policies and Strategies on Intellectual Property Rights – Department of Trade and Industry; 1997
- Real Estate Skills Building Program; June 1999;
- Legal Colloquium – Office of the Government Corporate Counsel; May 1999;
- Analytical Tools for Environmental Planning – School of Urban & Regional Planning; September 1999;
- Seminar on Introduction to Trial Technique – Institute of Judicial Administration; November 1999;
- Analytical Survey of Supreme Court Decisions for 2000 – UP Law Center; June-August 2001;
- Government Electronic Procurement Seminar – Department of Budget & Management; August 2002;
- Making Procurement Reform Work for the Government – Development Academy of the Philippines; April 2003;
- Mandatory Continuing Legal Education – Institute of Judicial Administration; March-May 2003;
- Practical Use of the FIDIC Conditions of Contract – CECOPHIL; August 2005;
- Mandatory Continuing Legal Education (36 units)- Institute of Judicial Administration; December 2005.
- Mandatory Continuing Legal Education (36 units) – Institute of Judicial Administration; March 2007;
- Best Practices in Crafting Local & International Commercial Contracts – Center for Global Best Practices; April 19 & 20, 2007;
- Crisis Communication Preparedness Workshop – BCDA; May 17 & June 07, 2007;

- BCDA Themes and Issues Management Workshop – BCDA; February 19, 2010;
- The 4 Disciplines of Execution – BCDA; May 18, 2010;
- Mandatory Continuing Legal Education (36 units) – Institute of Judicial Administration; June 2010
- How to Read Financial Statements for Board Directors and Decision-Makers – Center for Global Best Practices; October 7 & 8, 2010;
- BCDA Themes and Issues Management Workshop – BCDA; February 18, 2011;
- Corporate Identity and Branding Program – Ancilla Enterprise Development Consulting; February 22-24, 2012;
- 2nd CES Thought Leaders’ Congress (Cultivating a Culture of Innovation for Service Excellence) – Career Executive Service Board; May 30, 2012;
- Discovery and Design of CSR Programs for BCDA – Creative Point Intl – September 11-12, 2012;
- The New Leadership Style for the 21st Century – Human Resource Innovations and Solutions, Inc; November 20-22, 2012;
- BCDA Themes and Issues Management Workshop – m2.0 Communications; 18 June 2013;
- Contract Management and Administration – International Federation of Consulting Engineers; 22 - 23 July 2013;
- Understanding Turnkey Contract – International Federation of Consulting Engineers; 11-12 November 2013;
- The 1st Asean Integration Summit – Indu Inferentia; 27-28 March 2014;
- Integrated Corporate Reporting System Workshop – Governance Commission for GOCCs; 14 -15 May 2014;
- Annual Training Program for Corporate Governance – Institute of Corporate Directors; 15 April 2015;
- Corporate Secretary as Corporate Governance Professional Course – Institute of Corporate Directors; 17-18 August 2015;
- Re-affirming the Legal Counsel’s role in Nation-Building; Office of the Government Corporate Counsel; 01-02 October 2015;
- Corporate Governance Scorecard Orientation; Governance Commission for GOCCs; 23 October 2015;
- Executive Training Program in Urban Policy, Governance and Green City Development for Senior Government Officials – Nanyang Technological University; 21 March 2016- 01 April 2016;
- Environmental Assessment and EA Tools of the UP National Engineering Center; 20 – 23 September 2016;
- One-Day Seminar on DOLE Rules on Job Contracting and Outsourcing – Powermax consulting Group, Inc; 06 April 2017;
- Mandatory Legal Continuing Education Lecture Series 47 of the Asian Center for Legal Excellence (ACLEx); 20, 21, 27 and 28 July 2017

WORK EXPERIENCE

09 May 2017 to date : General Counsel
Legal Services Department

25 November to 08 May 2017 : Officer-In-Charge
Legal Services Department

- Formulates plans, programs, policies and procedures for the prompt, expeditious and just disposition of BCDA cases.
- Formulates plans, procedures for the proper legal documentation of all BCDA transactions.
- Undertakes final review of all opinions, contracts and other legal documents prepared by the staff.
- Formulates plans, policies and procedures on all matters concerning legal research, opinion writing and classification of legal information.
- Handles complicated legal problems affecting BCDA.
- Decides courses of action to be taken in actual or impending litigations.
- Reviews and approves evidence and pleadings to be filed/submitted in court.
- Administers the formulation and drafting of contracts and other corporate documents.
- Formulates operating plans for effective litigation proceedings.
- Reviews all corporate policies and/or revisions, pleadings and contracts, modifications prepared by the Legal Counsel.
- Performs other related functions as may be assigned from time to time.

April 28, 2014 to date : Corporate Secretary

- Ensures the accurate and timely preparation and dissemination of the Minutes of the Board meetings;
- Ensures the accurate and timely preparation of the highlights of the Board Committee meetings;
- Cascades Board directives to Management during the Management Committee meetings;

- Ensures the timely submission of documents required by other government agencies such as the Governance Commission for Government-owned and controlled corporations;
- Prepares and issues the Secretary's Certificates;
- Performs other related functions as may be necessary.

March 01, 2010 – April 27, 2014 : Project Manager IV
 : Subsidiaries, Affiliates and
 Projects Monitoring
 Department (SAPMD)
 : Bases Conversion and
 Development Authority
 : Fort Bonifacio, Taguig

- Monitors the financial and operational needs of BCDA subsidiaries;
- Monitors compliance of BCDA subsidiaries with BCDA policies;
- Monitors compliance of Parties with the contractual provisions of business contracts;
- Monitors the compliance of locators with the Design Standards and Guidelines;
- Monitors infra-related contractors' and consultants' compliance with the terms and conditions of the contract;
- Validates field reports on site as well as variation orders, suspension, escalations and billings consistent with existing laws, circulars and other issuances;
- Conducts meetings with non-complying subsidiaries, locators, contractors for the resolution of issues;
- Recommends course of action to Top Management to resolve pending issues.

April 2001 up to March 01, 2010 : Attorney VI
 : Bases Conversion and
 Development Authority
 : Fort Bonifacio, Taguig

- Directs, plans, organizes and coordinates the legal services of the corporation;
- Reviews legal opinions and interpretation of laws pertinent to the enforcement of BCDA's charter;
- Renders legal opinions on important questions of law;
- Assists in the preparation of resolutions and studies for the Board's confirmation;
- Reviews contracts entered into by BCDA and its subsidiaries;
- Supervises the conduct of continuing legal analysis and preparation of recommendations for changes in legal policies;
- Collaborates with the Office of the Government Corporate Counsel and other external counsels in the preparation of pleadings and in the litigation of cases involving BCDA and its subsidiaries;

- Presides over the Bids and Awards Committee (BAC) for Goods, as its Officer-in-Charge.

March 1999 – April 2001 : Attorney V
: Bases Conversion and
: Development Authority

- Implements, monitors and evaluates plans, policies and procedures for prompt, expeditious and just disposition of administrative cases;
- Reviews the facts and evidences, both oral and documentary, of administrative cases being handled by the department;
- Prepares pleadings and litigates cases in collaboration with the Office of the Government Corporate Counsel;
- Reviews contracts involving BCDA and its subsidiaries;
- Takes charge of the distribution and monitoring of work assignments;
- Evaluates work systems and procedures and recommends changes to improve productivity in the department.

March 1998 – March 1999 : Attorney IV
: Bases Conversion and
: Development Authority

- Assists in the coordination of continuing research and legal studies on various legal matters;
- Supervises activities involving investigations and litigation of cases and review and analysis of all legal documents in support thereof;
- Conducts hearings on cases arising from violations of law, office rules and regulations by BCDA officers and employees;
- Performs such other functions as may be assigned from time to time.

March 1996 – March 1998 : Associate Lawyer
: Gancayco Law Offices
: Ermita, Manila

- Handles civil, criminal and labor cases;
- Responsible for the preparation of pleadings, memoranda and position papers;
- Appears and litigates before the courts, quasi-judicial bodies and tribunals;
- Attends conferences and meetings with clients and adverse parties for the speedy resolution of cases.

January 1995 – April 1996 : Legal Assistant
: M.A. Aguinaldo & Associates
: Ermita, Manila

- Prepares drafts of pleadings and legal opinions;
- Appears before quasi-judicial and administrative bodies;

- Tasked with the amicable settlement of cases, with particular emphasis on collection cases.

January 1990 – June 1991 : Proofreader
 : St. Mary's Publishing
 : Sta. Cruz, Manila

- Edits manuscripts of elementary and high school books;
- Meets with editors to come up with new concepts which could further improve the book.

March 1983 – June 1990 : Manager
 : Estaver Trading
 : Zurbaran Shopping Arcade
 : Sta. Cruz, Manila

- Manages the financial concerns of the business;
- Sources the raw materials that would be used for the production of ready-to-wear clothes;
- Supervises the manufacturing of ready-to-wear clothes;
- Markets the clothes to other commercial establishments.

REFERENCES

- Judge Ma. Dolores Rigonan – Office of the Government Corporate Counsel; 0917-8927837
- Ms. Aileen Anunciacion R. Zosa – Bases Conversion and Development Authority; 0918-9105812
- Ms. Baby Dirige – Spiritual Counselor; 0917-5835996