

## ATTY. GISELA Z. KALALO



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### EDUCATION

- 2005** Admitted to the Philippine Bar administered by the Supreme Court of the Philippines on September 2004 at De La Salle University, Taft Avenue, Manila
- 1999-2004** **SAN BEDA COLLEGE OF LAW**  
Mendiola, Manila  
BACHELOR OF LAWS
- 1991-1995** **DE LA SALLE-LIPA**  
Mataas na Lupa, Lipa City  
HIGH SCHOOL
- 1985-1991** **CANOSSA ACADEMY**  
Mataas na Lupa, Lipa City  
GRADE SCHOOL

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### WORK EXPERIENCE

Nov 2016 - Present **BASES CONVERSION AND DEVELOPMENT AUTHORITY**  
2<sup>nd</sup> Floor Bonifacio Technology Center  
31<sup>st</sup> St. cor 2<sup>nd</sup> Ave., Bonifacio Global City  
Taguig City

Presently serves BCDA as the **Officer-In-Charge** of the Office of the Senior Vice President for Legal Services Group and as the company's **Corporate Secretary**.

As **VP for Legal Services Department**, she performs the following functions:

- Oversees the internal operations of the Legal Services Department and responsible for overseeing, planning and organizing and directing the legal staff.

- Transacts official business and handles negotiations with government and private institutions/organizations or entities with respect to legal services, ensuring alignment with the BCDA mandate, mission and vision while working for consensus, mutually agreeable solutions and timely action.
- Formulates plans, programs, policies and procedures for the prompt, expeditious and just disposition of BCDA cases.
- Undertakes the review of all opinions, contracts and other legal documents recommended by the senior staff.
- Formulates plans, policies and procedures on all matters concerning legal research, opinion writing and classification of legal information.
- Decides courses of action to be taken in actual or impending litigations.
- Reviews and approves evidence and pleadings to be filed/submitted in court. Also reviews all corporate policies and/or revisions, pleadings and contracts, modifications prepared by the staff.
- Formulates operating plans for effective litigation proceedings and makes recommendations.
- Administers the drafting and review of the various contracts and the rendering of legal opinion on various issues and the drafting of BCDA's position on proposed bills.
- Represents BCDA during meetings with other National Agencies, GOCC's and Congress to discuss legal issues affecting BCDA.

As **Attorney V and Attorney VI**, she performed the following functions:

- Takes charge of the distribution and monitoring of work assignments.
- Directs the preparation and review of contracts, agreements and legal documents affecting BCDA and its activities.
- Directs the conduct of a continuing research and studies on varied legal matters relevant to the attainment of corporate objectives.
- Reviews legal opinions and interpretations of laws pertinent and relevant in the administration, application and enforcement of RA 722.
- Renders legal opinions on important questions of law referred to the Office of the General Counsel.
- Assists in the preparation of resolutions and studies for the Board's confirmation.
- Supervises the conduct of continuing legal analysis and preparation of recommendations for changes in legal policies.
- Attends hearings before any court, tribunal, quasi-judicial or administrative bodies when instructed by the General Counsel.

April 2007 – Nov 2016

**BCDA MANAGEMENT AND HOLDINGS, INC.**

Pamayanang Diego Silang  
Brgy. Ususan, C-5 Road  
Taguig City

As **Legal Counsel**, she performed the following tasks:

- Sees that all the company transactions are done in accordance with the existing laws and rules and regulations governing a GOCC.
- Appears and litigates cases in representation of the corporation and its officers before courts and other quasi-judicial tribunals.
- Appears and represents the corporation and its officers before administrative bodies.
- Engages in arbitration, mediation or settlement proceedings for and in behalf of the corporation and its officers.
- Prosecutes cases to protect and enforce the rights and interests of the corporation.
- Defends the corporation and its officers against civil, criminal and administrative complaints.
- Renders legal opinions on complicated legal issues encountered by the company and forwards the same to the OGCC for closing opinions, if needed.
- Counsels project managers and department heads on legal matters.
- Supervises the preparation, researches and/or drafting of opinions containing statement of facts, the legal problems, a legalistic discussion of the pertinent laws, the applicable jurisprudence and the necessary actions as may be required.
- Reviews/recommends action on administrative and/or business contracts and transactions.
- Advises Management on the legal implications of its administrative and/or business decisions.
- Drafts and/or negotiates contracts.
- Supervises the conduct of administrative actions and investigations.
- Recommends legal action on issues presented by Management.

She likewise acted as the **Corporate Secretary** of BMHI responsible for the safekeeping of corporate legal documents, sending of notices of board meetings, drafting of minutes and preparation of board materials, and more importantly, responsible for ensuring that all the reportorial requirements of the company to SEC, GCG and its mother company, BCDA, are complied with.

As **Senior Legal Officer**, she performed the following tasks:

- Represents PDS – EMO in legal proceedings that may arise in relation to any legal issues that the entity might be confronted within its normal day-to-day operations.
- Reviews all legal complaints against PDS – EMO and recommended actions regarding the same.
- Reviews administrative proceedings and processes and recommended actions, if necessary, to ensure that such are lawful and enforceable.

- Supervises the progress of all legal proceedings involving PDS – EMO in coordination with the Office of the Government Corporate Counsel (OGCC).
- Prepares and/or reviews Contracts, Memoranda of Agreement (MOA), Terms of Reference (TOR) and other such documents as may arise in the course of PDS – EMO's day-to-day operations.
- Renders legal opinions concerning NAPOLCOM accounts.
- Initiates eviction cases against delinquent unit awardees of the NAPOLCOM housing Project and assisted the monitoring group in the implementation of the Master Deed of the condominium project of BCDA/NAPOLCOM.
- Prepares pleadings, attended hearings and monitored the compromise agreements entered into by the BCDA/NAPOLCOM and the awardees relating to the ejectment suits to be filed or filed before the court.

Feb 2005 – April 2007     **Junior Associate**  
 FORNIER & FORNIER LAW FIRM  
 G-VIII, The Gallery, Amorsolo Street  
 Legaspi Village, 1229 Makati City

As **Junior Associate**, she performed the following tasks:

- Drafts and prepares legal and corporate documents.
- Drafts and prepares pleadings (regular courts, NLRC, Court of Tax Appeals, Ombudsman/Sandiganbayan, Court of Appeals, Supreme Court).
- Conducts in-house seminars regarding Rules of Procedure in regular courts.
- Appears and represents various clients before administrative agencies (NLRC, HLURB, et., al.).
- Litigates and appears for various clients before regular courts (MTC, MCTC and RTC) and in different Offices of the City Prosecutors.
- Represents various clients in mediation and arbitration proceedings.
- Practice Areas: all fields of law particularly in *criminal and civil cases*, family law cases, labor cases, election cases land registration cases.

Oct 2004 – Jan 2005     **Paralegal/Legal Researcher**  
 SANTOS SANTOS & SANTOS LAW OFFICES  
 Suite 3201-B, East Tower Tektite Building, Philippine  
 Stock Exchange Center, Ortigas Commercial Complex,  
 Pasig City

As **Paralegal/Legal Researcher**, she performed the following tasks:

- Drafts and prepares legal documents such as pleadings (regular courts and offices of the prosecutor).

- Manages the registration and incorporation proceedings with the Securities & Exchange Commission.
- Processes corporate trademark application with the Intellectual Properties Office.
- Provides legal aid services.
- Prepares legal training module that serves as guidelines for standard legal procedures in several legal matters.
- Participates in seminars on various legal issues

April - May 2002

**Summer Clerk**  
RTC Batangas, Branch 3

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**PROFESSIONAL ORGANIZATION**

**INTEGRATED BAR OF THE PHILIPPINES (IBP)**

**PHILIPPINE ASSOCIATION OF GOVERNMENTCORPORATE  
LAWYERS (PAGCLAW)**

**PHILIPPINE DISPUTE RESOLUTION CENTER, INC. (PDRCI)**

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