

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



PERSONAL BACKGROUND

E-Mail Address : evestanislao@bccda.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;
- 7th Asia-Singapore Infrastructure Roundtable; 25-27 September 2017; Singapore, Singapore
- Training Program “Knockout Speeches: How to Work the Room and Never Fear Presenting Again” – Ms. Gina Dela Vega Cruz; 04 January 2018;
- Keep the Wolves at Bay: Media Literacy and Training – Ms. Gina Dela Vega Cruz; 05 January 2018;
- 22nd St. Petersburg International Economic Forum – Roscongress Foundation; 21-28 May 2018; St. Petersburg, Russia;
- 2020 Olympics Consultation and Observer’s Program – BCDA-PHISGOC; 22-25 October 2018; Tokyo, Japan;
- Course on Risk Management – Development Academy of the Philippines (DAP); 23-27 September 2019;
- 8th Mandatory Continuing Legal Education (MCLE) Lecture Series – Alternative Center for Continuing Education and Seminar Solutions, Inc.; 17-25 October 2019;
- Data Privacy Awareness and Compliance Workshop – Ysrael Solutions and Consulting, Inc. (YISCON); 19 – 21 February 2020;
- Orientation with the Gender and Development Focal Point System (GAD FPS) – Ms. Maricel H. Aguilar, GAD Consultant; 26 October 2020;
- Learning Session on Gender-Inclusive Language in BCDA – Ms. Maricel H. Aguilar, GAD Consultant; 10 November 2020;
- Introduction to ISO 31000:2018 Risk Management – TUV Rheinland; 25 – 26 August 2021;
- Best Practices in Government and Business Protocol - Center for Global Best Practices (CGBP); 25 July 2023;
- Leadership and Supervision During Crisis – Business Coach, Inc.; 14 July 2023;
- OGCC-PAGCLAW MCLE Program for the 8th Compliance Period - Philippine Association of Government Corporate Lawyers (PAGCLAW), Inc.; 27 October 2023.

WORK EXPERIENCE

- December 05, 2023 to present : Senior Vice President
: Corporate Services Group
: Bases Conversion and
Development Authority (BCDA)
: Bonifacio Global City, Taguig
- Plans, organizes, coordinates, and manages the entire operations of the Corporate Services Group in pursuit of BCDA's operational efficiency and effectiveness
 - Formulates plans, programs, and policies on human resource management and organizational development aimed at enhancing manpower skills and capacity building
 - Formulates plans, programs, and policies on Information and Communications Technology and Records Management, Security and Risk Management, and Procurement and Property Management
 - Assists the BCDA Management in creating a healthy organizational climate and culture founded on the BCDA core values of integrity, excellence, stewardship and innovation
 - Assists the BCDA Management in formulating, executing, monitoring and evaluating the BCDA's Quality Assurance Plans, Programs and Policies
 - Acts as Chairperson the BCDA Bids and Awards Committee for Goods
 - Performs other functions as may be directed by the President and CEO
- June 06, 2023 – November 30, 2023 : Head Executive Assistant
: Office of the President and CEO
: Bases Conversion and
Development Authority (BCDA)
: Bonifacio Global City, Taguig City
- Presides over the Management Committee meetings and gives instructions to the different departments for their implementation
 - Attends internal and external meetings on behalf of the President and Chief Executive Officer (CEO)
 - Assigns internal and external documents to the concerned department for appropriate action
 - Reviews and edits documents/letters to be signed by the PCEO
- April 03, 2023 – June 06, 2023 : Senior Executive Assistant
: Office of the President and CEO
: Clark International
Airport Corporation (CIAC)
: Clark Freeport Zone, Pampanga
- Assigns documents/papers to the concerned department for appropriate action
 - Reviews documents/letters to be signed by the PCEO

- Attends meetings with and on behalf of the PCEO
- Interviews job applicants on behalf of the PCEO

January 29, 2020 – July 31, 2021 : Senior Vice President
 : Legal Services Group
 : Bases Conversion and
 Development Authority (BCDA)
 : Bonifacio Global City, Taguig City

- Oversees the internal operations of the Legal Services Group
- Transacts official business and handles negotiations with government and private institutions/entities with respect to legal services, ensuring alignment with the BCDA mission and vision, while working for mutually agreed upon solutions
- Formulates plans, programs and policies for the expeditious and just disposition of BCDA cases
- Undertakes the review of all opinions, contracts and other legal documents drafted by the in-house lawyers
- Decides courses of action to be taken in actual or impending litigation
- Finalizes BCDA position of draft bills submitted by Congress for deliberation
- Represents BCDA in meetings with its stakeholders, including meetings with other government-owned and controlled corporations
- Leads in amicable resolution of issues affecting BCDA, with a view to a possible compromise
- Reviews and finalizes the Risk Registry of BCDA and leads in monitoring the implementation of the action plans to mitigate and/or avoid the risks

09 May 2017 to January 28, 2020 : General Counsel
 : Legal Services Group
 : Bases Conversion and
 Development Authority (BCDA)
 : Bonifacio Global City, Taguig City

25 November 2016 to 08 May 2017 : Officer-In-Charge
 : Legal Services Group
 : Bases Conversion and
 Development Authority (BCDA)
 : Bonifacio Global City, Taguig City

- Overseas the internal operations of the Legal Services Group
- Transacts official business and handles negotiations with government and private institutions/entities with respect to legal services, ensuring alignment with the BCDA mission and vision, while working for mutually agreed upon solutions
- Formulates plans, programs and policies for the expeditious and just disposition of BCDA cases

- Undertakes the review of all opinions, contracts and other legal documents drafted by the in-house lawyers
- Decides courses of action to be taken in actual or impending litigations.
- Finalizes BCDA position of draft bills submitted by Congress for deliberation
- Represents BCDA in meetings with its stakeholders, including meetings with other government-owned and controlled corporations
- Leads in the amicable resolution of issues affecting BCDA, with a view to a possible compromise

June 01, 2016 to May 08, 2017 : Vice President
 : Land & Assets Development
 Department
 : Bases Conversion and
 Development Authority (BCDA)
 : Bonifacio Global City, Taguig City

- Oversees the preparation of real property inventory reports and provides report to Top Management and to the Board on status of survey, titling, appraisal and masterplanning of BCDA properties
- Assists in the resolution of land-related cases being handled by the Legal Services Group, Office of the Solicitor General and the Office of the Government Corporate Counsel
- Negotiates with and provides the terms, conditions and contractual provisions in contracts involving BCDA real properties
- Evaluates the reports, studies and surveys of independent consultants and makes recommendations to the PCEO on said matters
- Oversees the compliance with statutory requirements as well as existing survey and appraisal standards

April 28, 2014 to 31 July 2021 : Corporate Secretary
 : Bases Conversion and
 Development Authority (BCDA)
 : Bonifacio Global City, Taguig City

- Renders legal opinion on queries raised by the Board
- Serves as an adviser to the Board as regards their responsibilities and obligations
- Attends to the giving and serving of notices of the Board and Committee meetings
- Ensures that the Memo to the Board and other pertinent documents have been provided to the Board at least three days before the scheduled Board and/or Committee meeting
- Ensures the accurate and timely preparation of the highlights of the Board and Committee meetings
- Cascades Board directives to Management during the Management Committee meetings
- Ensures the accurate and timely preparation of the Minutes of the Board meetings

- Reviews, signs and disseminates the minutes of the Board meetings to the Board of Directors for the latter's signature
- Ensures compliance with and timely submission of pertinent documents to regulatory bodies
- Prepares and issues the Secretary's Certificates upon request
- Supervises activities involving investigation and litigation of cases and reviews and analyzes legal documents in support thereof
- Conducts researches and legal studies on various legal issues involving BCDA
- Acts as secretariat of administrative hearings involving BCDA employees

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

- Monitors the compliance of BCDA and other contracting party to the contractual provisions of business contracts
- Monitors the financial and operational needs of BCDA subsidiaries
- Monitors compliance of BCDA subsidiaries with BCDA policies
- 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 courses of action to the BCDA Board for the resolution of issues

June 01, 2001 – January 31, 2010 : Attorney VI
 : Legal Services Department
 : Bases Conversion and
 : Development Authority (BCDA)
 : Bonifacio Global City, Taguig City

- Reviews legal opinions and interpretation of laws pertinent to the enforcement of BCDA's charter
- Renders legal opinions on important questions of law
- Drafts and reviews contracts entered into by BCDA
- Prepares legal analysis and recommends changes in legal policies
- Collaborates with the Office of the Government Corporate Counsel (OGCC) in the preparation of pleadings in cases involving BCDA
- Appears as BCDA's counsel in cases before the courts, in collaboration with OGCC

April 26, 1999 – May 31, 2001 : Attorney V
: Legal Services Department
: Bases Conversion and
Development Authority (BCDA)
: Bonifacio Global City, Taguig City

- Reviews the facts and evidence of administrative cases being handled by the department
- Prepares pleadings and litigates cases in collaboration with the Office of the Government Corporate Counsel (OGCC)
- Drafts and reviews contracts entered into by BCDA
- Renders legal opinion on questions of law

March 23, 1998 – April 25, 1999 : Attorney IV
: Legal Services Department
: Bases Conversion and
Development Authority (BCDA)
: Bonifacio Global City, Taguig City

- 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 892 7837
- Engr. Joshua M. Bingcang – Bases Conversion and Development Authority;
0917 808 9429